

# Vehicle Access Policy Agreement

This agreement outlines the access and usage policies for company vehicles by IT Support new hires. All staff must acknowledge and abide by these terms to ensure the safety, security, and optimal operation of company vehicles.

## Employee Information

Full Name

Position/Title

Department

Work Email

## Policy Summary

- Company vehicles are for authorized business purposes only.
- Drivers must possess a valid driver's license.
- All traffic and parking laws must be obeyed at all times.
- No unauthorized passengers are permitted.
- Report any incidents or accidents immediately to management.
- Keep the vehicle clean and return it in good condition.
- Use of company vehicles under the influence of controlled substances is strictly prohibited.

## Acknowledgement

I acknowledge that I have read, understand, and agree to abide by the company's Vehicle Access Policy. I understand that violation of these policies may result in disciplinary action or loss of vehicle privileges.

Employee Signature

Date

Manager Signature

Date

