

Official Vehicle Assignment Document

Date:

Employee Information

Full Name:

Employee ID:

Department:

Vehicle Information

Vehicle Make & Model:

License Plate Number:

Vehicle Identification Number (VIN):

Assignment Details

Assignment Start Date:

Assignment End Date:

Purpose of Assignment:

Authorization

Authorized By:

Position/Title:

Signature:

Date:

Note: The assigned vehicle must be used in compliance with all company policies and local laws.