

# Organizational Vehicle Assignment Agreement

This Organizational Vehicle Assignment Agreement ("Agreement") is entered into by and between:

- **Employee Name:**
- **Position/Title:**
- **Department/Unit:**
- **Vehicle Make/Model:**
- **Vehicle License Plate No.:**
- **Vehicle Identification Number (VIN):**

The above-listed vehicle is hereby assigned to the above-named employee for official organizational use. The employee agrees to abide by the policies and procedures governing the use, maintenance, and care of organizational vehicles.

1. The vehicle shall only be used for authorized business purposes.
2. Personal use of the vehicle is strictly prohibited unless otherwise permitted by organizational policy.
3. The employee is responsible for reporting any damage, loss, or mechanical problems immediately.
4. The employee shall ensure the vehicle is regularly maintained and kept in clean condition.
5. All local laws and regulations regarding the operation of vehicles must be followed.

By signing below, the employee acknowledges receipt of the vehicle and agrees to the terms of this Agreement.

Employee Signature:  Date:

Supervisor Name:  Signature:  Date: