[Company Name]

**DRIVING COMPANY VEHICLE AGREEMENT**

This is an agreement made this\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ day of, 20\_\_ by and between John Doe (hereinafter “Doe”) and [Company Name] (hereinafter “[COMPANY NAME]”).

WHEREAS [COMPANY NAME] and Doe desire to set forth in writing the terms and conditions of their agreement and understandings.

NOW, THEREFORE, in consideration of the foregoing, of mutual promises herein contained, and of good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties, intending legally to be bound as follows:

1. DRIVING [COMPANY NAME] VEHICLES. Doe acknowledges that driving a [COMPANY NAME] Company vehicle is considered a privilege. While Doe drives a [COMPANY NAME] Company Vehicle, Doe agrees to operate within the following guidelines:
	1. Doe will drive the vehicle for all business related trips. This includes, but not limited to: picking up parts, customer sites, vehicle maintenance, and filling up with gas.
	2. Doe will be allowed to drive the vehicle for lunch breaks, training, and to and from home.
	3. Doe will maintain a current, accurate and detailed vehicle log with all mileage complete with destinations. This vehicle log will be turned into his or her immediate supervisor for approval monthly. Doe also understands there will be a W2 adjustment per IRS guidelines.
	4. Doe understands the vehicle CANNOT be used for personal trips. This includes, but not limited to: Travel with any family member, Shopping at the Mall, Grocery Store, Bars, Restaurants, or other locations that have not been assigned.
	5. In the event of a breach of this Agreement Doe understands that the vehicle privileges will be revoked immediately, either permanently or for a probation period as determined by [COMPANY NAME] management and/or written warning or termination of employment.

2. ENTIRE AGREEMENT; AMENDMENTS. This agreement contains the entire agreement and understand by and between [COMPANY NAME] and Doe with the respect to the Driving Company Vehicles Policy and no representations, promises, agreements, or understandings, written or oral, not contained herein shall be of force or effect. No change, amendment, or modification of this Agreement shall be valid or binding unless it is in writing and signed by both parties whom the waiver is sought to be enforced. No valid waiver of any provision of this Agreement at such time or at any other time.

IN WITNESS HEREOF, [company name] and John Doe have duly executed this Agreement as of the date and year first written.

[company name]

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 By

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 John Doe