

# VEHICLE USE AGREEMENT

Employees who are assigned a company vehicle are required to comply with the company's policies and procedures regarding safe and appropriate vehicle use.

Manatts Inc. has assigned this vehicle to you because you are required, as part of your duties, to travel to various work sites and meeting places for the purpose of conducting business for Manatts. You will be charged a commuting fee of \$3.00 per day and may be subject to additional income taxes.

## RESTRICTIONS

All employees who drive Manatt vehicles agree to abide by the following rules:

- Must maintain appropriate current driver license.
- Must operate vehicle in a safe and proper manner at all times.
- Will make certain that the vehicle is in good operating condition.
- The vehicle is not for personal business.
- The vehicle is not to be used by persons other than the assigned employee unless approved by the employee's supervisor.
- All accidents and damage must be reported as soon as possible to the Brooklyn office.
- The employee will make no modifications or alterations to the vehicle without permission from the equipment manager.

Manatts Vehicle Number \_\_\_\_\_  
Mileage When Assigned \_\_\_\_\_  
Vehicle Cost Division \_\_\_\_\_

I accept responsibility for this vehicle and any additional income taxes or social security taxes.

Employee Name Vehicle Assigned To \_\_\_\_\_ EE# \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Witnessed By \_\_\_\_\_

## VEHICLE RETURN

Mileage When Returned \_\_\_\_\_  
Vehicle Condition \_\_\_\_\_  
\_\_\_\_\_

Employee Name Vehicle Returned By \_\_\_\_\_ EE# \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Inspected by \_\_\_\_\_