



CEO Agency Vehicle Use Agreement

Employee Name:

Dept/Work Location:

Driver's License # & State:

The above-named employee, herein after referred to as the employee, is authorized to operate a CEO agency vehicle on official agency business only under the following conditions:

1. The employee has been trained by their supervisor or Facilities Manager on the CEO Agency Vehicle Management Plan and has been notified that all agency vehicles are equipped with a GPS tracking system.
2. The employee follows and cooperates fully with the Agency Vehicle Management Plan, including MVR criteria.
3. The employee maintains a valid driver's license and remains fully insurable.
4. The employee operates the vehicle in a safe, defensive manner, obeying all traffic laws.
5. The employee promptly reports all motor vehicle accidents to their supervisor and/or the Facilities Manager.
6. The employee assumes full responsibility for any traffic violations and fines arising out of the use of the agency vehicle.
7. Personal use of agency vehicles is prohibited.
8. CEO may modify or revoke this agreement at any time, with or without notice.

I have read, understand, and agree to comply with the above conditions in exchange for being authorized to drive a CEO agency vehicle for agency business.

Employee Printed Name

Employee Signature

Date

Supervisor's or Trainer's Printed Name

Supervisor's or Trainer's Signature

Date

A completed and signed copy of this document must be emailed to ceovehicles@ceoempowers.org and hr@ceoempowers.org for notice and to be maintained in the HR database.