



Dave Loden Construction INC Vehicle Assignment Agreement

The truck assigned to you is available for personal use (only with permission / any time (circle one)).

Please use your company credit card to purchase fuel for all business related activities.

You must personally pay for an appropriate amount of fuel for any personal use of the vehicle.

\*In order to use the vehicle for personal use, you must carry and have proof of either an unowned vehicle insurance policy or a personal vehicle insurance policy that includes unowned vehicle coverage.

\*Using a company vehicle off the clock without this coverage will always be considered as using it without permission and will be equivalent to vehicle theft. You will personally be responsible for any and all damage you cause to the company vehicle or equipment or others. You will have no medical insurance coverage for yourself or others that are injured.

You are responsible for:

- Keeping the truck clean of garbage, spills or general debris on a daily basis (inside and outside)
- Protecting the truck from damage
  - Interior – seats from tears or damage by tools
  - Exterior from damage from load
- Keeping the truck in an acceptably clean state on the outside (take it to the car wash monthly)
- General maintenance – Oil changes (charged to Dave Loden Construction at the Oil Barn) and tire rotations
- Reporting any necessary repairs or damage to be fixed
- Following all state and federal laws concerning the operation of the vehicle.
- Maintaining an unowned vehicle insurance policy or a personal vehicle insurance policy that includes unowned vehicle coverage.

Agreed (Sign) \_\_\_\_\_

Date \_\_\_\_\_

Print \_\_\_\_\_