

Vehicle and Equipment Use Agreement

This Vehicle and Equipment Use Agreement (“Agreement”) is entered into between the City of China Grove (“City”) and the undersigned employee (“Employee”).

In consideration of employment with the City, the Employee agrees to the following terms regarding the use of City-owned vehicles and equipment:

1. **Authorized Use:** Vehicles and equipment are to be used solely for official City business. Personal use is strictly prohibited unless expressly authorized in writing.
2. **Licensing:** The Employee must maintain a valid driver’s license and any required certifications for operating assigned vehicles or equipment.
3. **Safety:** The Employee shall comply with all applicable traffic laws, safety protocols, and City policies when operating or using City vehicles and equipment.
4. **Maintenance & Care:** The Employee is responsible for ensuring that vehicles and equipment are operated in a safe and responsible manner. Any issues, damage, or maintenance needs must be reported immediately.
5. **Prohibited Activities:** The Employee shall not use City vehicles or equipment for transporting unauthorized passengers, carrying contraband, or engaging in reckless behavior.
6. **Fueling & Storage:** Vehicles and equipment must be fueled, parked, and secured in designated City-approved areas when not in use.
7. **Accidents & Incidents:** Any accident, collision, damage, or loss involving City vehicles or equipment must be reported promptly to a supervisor and documented as required by City policy.
8. **Return of Property:** Upon termination of employment or reassignment, the Employee shall return all assigned vehicles and equipment to the City.
- 9.



Acknowledgment: The Employee understands that misuse of City vehicles or equipment may result in disciplinary action, up to and including termination of employment, and may subject the Employee to financial or legal liability.

Employee Signature:	Date:
City Representative Signature:	Date: