

Company Car Policy Template

Welcome to [Company Name]! We are excited to have you join our team. As part of our onboarding process, we want to provide you with information about our company car policy.

Our company car policy outlines the guidelines and procedures for the use of company vehicles. It is important for all employees to familiarize themselves with this policy to ensure safe and responsible use of company cars.

Key points of our company car policy include:

- Eligibility criteria for employees to use company vehicles
- Guidelines for the proper use and maintenance of company cars
- Reporting procedures for accidents or damages to company vehicles
- Restrictions on personal use of company cars
- Consequences for violations of the company car policy

For more detailed information on our company car policy, please refer to the official company handbook [[link to handbook](#)].

If you have any questions or need further clarification on our company car policy, please do not hesitate to reach out to the HR department.

We look forward to working with you and hope you have a great experience at [Company Name]!

[Company Name] HR Team