

**WRITTEN POLICY STATEMENT**  
**PROHIBITING PERSONAL USE OF VEHICLES**

MEMO: Personal Use of Vehicles

TO: Employees

FROM: Management

Vehicle Description: \_\_\_\_\_

Management has provided you with the above vehicle and has adopted the following policy relating to such vehicle.

All personal use of employer-provided vehicles is prohibited, except for de minimis, such as a stop for lunch between two business deliveries.

Management will include a taxable fringe benefit in the compensation of any employee who violates the above policy.

**EMPLOYEE CONSENT:**

**Having read the above policy statement and understanding its implications, I hereby consent to follow the policy.**

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

\_\_\_\_\_  
Date