U.S. DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CGHQ-5383 (Rev 6-04)	**U.S. COAST GUARD HEADQUARTERS VEHICLE REQUEST**	Date Submitted

Instructions

1. Everyone in vehicle is required to wear seatbelts.
2. If vehicle is not picked up within one hour of required time the vehicle request is cancelled.
3. **Please return vehicle with no less than 1/2 tank of gasoline.**
4. Prior to pumping gas, ensure the service station accepts government credit cards.
5. Use self-service gasoline pumps when possible.
6. Upon return, please back vehicle into government space.
7. **Driver is responsible for inside vehicle cleanliness and for any necessary top off of fluid.**

Requestor	Office	Telephone No.

Date/Time Required	Date/Time of Expected Return	No. In Party

Destination	Purpose for Trip

Approval of this request signifies the vehicle is to be used for Official Use Only

Signature of Requesting Division/Branch Chief *(Typed or stamped name and division/branch chief)*

Signature of Licensed Authorized Driver

*** Also, sign out vehicle in the Vehicle Log upon pick up of keys.**

MOTOR POOL USE ONLY	Vehicle Assigned

Remarks, Problems, Discrepancies, or Damage to Vehicle

Fuel Level - Out E 1/4 1/2 3/4 F Mileage - Out _____

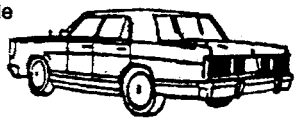
In E 1/4 1/2 3/4 F Mileage - In _____

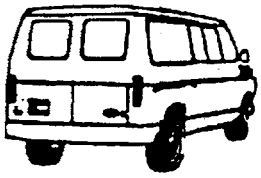
Vehicle Operation/Customer Checklist (√ Okay - X Defective)

Engine		Wiper/Washer	
Brakes		Battery	
Transmission		Steering	
Lights		Tires	

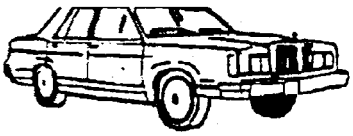
DAMAGE: Use X

Rear and Left Side

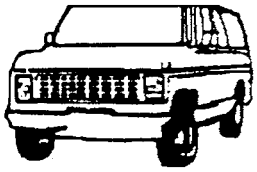




Rear and Right Side



Front and Right Side



Front and Left Side

Previous Edition is Obsolete

LOCAL REPRO

Reset