



DAILY VEHICLE USE RECORD

PART I: TRIP RECORD

(1) VEHICLE IDENTIFICATION NUMBER (VIN)

(3) TAG NUMBER

(2) DRIVER 1 *(Signature)*

(4) DATE

(5) INVENTORY NUMBER

DRIVER 2 *(Signature)*

DRIVER 3 *(Signature)*

(6) ODOMETER READING BEGINNING OF DAY
 km mi _____

(7) POINT OF DEPARTURE

(8) PURPOSE OF TRIP (INCLUDE DESTINATION)
OFFICIAL BUSINESS OTHER AUTHORIZED USE

(9) AUTHORIZED BY

(10) TIME
DEP ARR

(11) TRAVEL TIME

(12) ODOMETER READING
DEP ARR

(13) SIGNATURE OF PASSENGER

(7) POINT OF DEPARTURE	(8) PURPOSE OF TRIP (INCLUDE DESTINATION)		(9) AUTHORIZED BY	(10) TIME		(11) TRAVEL TIME	(12) ODOMETER READING		(13) SIGNATURE OF PASSENGER
	OFFICIAL BUSINESS	OTHER AUTHORIZED USE		DEP	ARR		DEP	ARR	

(14) TOTAL NUMBER OF TRIPS MADE _____

(15) TOTAL TRAVEL TIME _____

PART II: DRIVER'S DAILY AND WEEKLY PREVENTIVE MAINTENANCE CHECKLIST				(19) COMMENTS							
PART II-A: Driver check daily and take required action:	(16) CHECKED	(17) ACTION TAKEN (see comments)	(18) MECHANIC REQUIRED (see comments)								
License plates, forms (including accident report)				(20) DRIVER'S SIGNATURE							
Lights, signals, windshield wipers, horn											
Tools and safety equipment				PART III: VEHICLE OPERATION							
Clean vehicle				(21) Report defects noted during operation of vehicle or any emergency road repairs made:							
Engine oil level											
Radiator coolant level and hoses											
Tire condition, pressure and tread wear											
Battery fluid level											
Power steering fluid level, hoses, and lines				(22) DRIVER'S SIGNATURE							
Automatic transmission fluid level											
Gauges and indicator lights				PART IV: SERVICE							
Fuel level				(23) FUEL ADDED			(24) OIL ADDED			(25) ODOMETER READING	
PART II-B: Driver check weekly and take required action:				ltr	gal	cost	ltr	gal	cost	km	mi
Tension and condition of drive belts											
Brake master cylinder fluid level											
Tighten battery brackets and cables; clean and grease corroded terminals											
Engine compartment and surface under vehicle for leaks				(26) DRIVER(S) SIGNATURE(S)							
CONDITION (report any irregular conditions such as dents or scratches)											
				(27) COMMENTS							