DAILY VEHICLE USE RECORD

PART I: TRIP RECORD

(1) VEHICLE IDENTIFICATION NUMBER (VIN)

(2)

DRIVER 1 *(Signature)*

DRIVER 2 *(Signature)*

DRIVER 3 *(Signature)*

(3) TAG NUMBER

(4) DATE

(5) INVENTORY NUMBER

(6) ODOMETER READING BEGINNING OF DAY

☐ km ☐ mi _____

(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

OPTIONAL FORM 108 (REV. 10 92)

NOTE: BEFORE FIRST TRIP, PERFORM DAILY AND WEEKLY PREVENTIVE MAINTENANCE CHECK LISTED ON BACK OF FORM

PART II: DRIVER'S DAILY AND WEEKLY PREVENTIVE MAINTENANCE CHECKLIST

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)	☐	☐	
Lights, signals, windshield wipers, horn	☐	☐	☐
Tools and safety equipment	☐	☐	
Clean vehicle	☐	☐	
Engine oil level	☐	☐	☐
Radiator coolant level and hoses	☐	☐	☐
Tire condition, pressure and tread wear	☐	☐	☐
Battery fluid level	☐	☐	☐
Power steering fluid level, hoses, and lines	☐	☐	☐
Automatic transmission fluid level	☐	☐	☐
Gauges and indicator lights	☐	☐	☐
Fuel level	☐	☐	
PART II-B: Driver check weekly and take required action:			
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	☐	☐	☐

CONDITION (report any irregular conditions such as dents or scratches)

(19) COMMENTS

(20) DRIVER'S SIGNATURE

PART III: VEHICLE OPERATION

(21) Report defects noted during operation of vehicle or any emergency road repairs made:

(22) DRIVER'S SIGNATURE

PART IV: SERVICE

(23) FUEL ADDED			(24) OIL ADDED			(25) ODOMETER READING	
ltr	gal	cost	ltr	gal	cost	km	mi

(26) DRIVER(S) SIGNATURE(S)

(27) COMMENTS