VEHICLE MAINTENANCE AND TRIP SHEET

Vehicle Number: __________________
Account Number: __________________________
Driver(s): ________________________________

Destination: _________________________________________
Date(s) of Trip: _______________________________________
*$10/day charge*

Mileage reading,
Beginning:   Ending:       
*$0.35/mile charge*

Keys and gas card should be returned to front office.

Vehicle should be clean upon return to department.
Inside (All trash and articles removed; vacuum at VTM, if necessary)
If seats have been removed they should be re-installed prior to returning the keys.

Vehicle should be re-fueled before returning keys.

________________________________________________________________________

(signature of driver)  (date)

Business Office- total charges. ___________