

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: _____