

Vehicle Usage Log Instructions

General instructions:

The details of the use of a state-owned vehicle should be recorded by the operator so as to produce an accurate and complete log of the use of the vehicle. The log should be filled out while using the vehicle, not the next day.

Definitions:

Trip – The time where you have exclusive use of the vehicle and it is not able to be used by others. Each day's use should be entered separately.

Trip Information:

Department: Enter a description of the owning Unit.
Vehicle Homebase: Enter the City, Zip Code, Building, or other location designation.
Week Ended (Sunday): Enter the date of the Sunday ending that week of reporting.
Door #: Enter the University assigned vehicle unit number placarded on the side of the door. All vehicles have a door number whether it is visible or not.
License Plate: Enter the license plate number.
Vehicle Description: Optional – Enter your own description or the Color, Year, Make, and Type of the vehicle.
Date of Trip: Enter the date of vehicle use.
People (Incl. Driver): Enter the number of people being carried in the vehicle including the driver.
Trip Start Time: Enter the time the trip started.
Start Odometer: Enter the odometer reading at the start of the trip.
Trip End Time: Enter the time the trip ended
End Odometer: Enter the odometer reading at the end of the trip.
Reason for Trip: Enter the Trip Reason from the list at the bottom of the form.
Explanation/Description: Optional comment to explain the reason for the trip.
Print Name of Driver: Include at least the first initial and last name.
Initialed by Driver: Enter the driver's initials.

Incidental Costs:

Date: Enter the date cost was incurred.
Fuel/Fluid Type: Enter type of fuel or type of fluid added.
Fuel/Fluid Quantity: Enter the quantity of fuel or fluid added along with the unit of measurement.
Fuel/Fluid Cost: Enter the total cost of the fuel or fluid quantity.
Outsource Material: Enter the cost of parts or materials purchased for the vehicle.
Outsource Labor: Enter the cost of the time charged to you by a laborer.
Description of Outsource: Describe the outsourced work performed.
Odometer: Enter the odometer at the time of the cost incursion.
Signature:
Reviewed By: The form should be reviewed and signed by a person responsible for the property.