[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Vehicle Checkout Log

Tracking office vehicles fairly: who took it, when, mileage, condition, and fuel, for every trip.

Vehicle details Vehicle: _____ **Log owner:** _____

Fuel card no.: _____ Service interval: _____

Trip register One line per trip: out and return on the same line so gaps are obvious. **Mileage and fuel:**

Date	Driver	Out time	Return time	Purpose	Approved by	Signature

Date	Driver	Start km	End km	Fuel added (litres)	Fuel cost	Fuel level on return

Condition notes Note the vehicle's condition at checkout and return; log new damage so it cannot be disputed later.

Date	Driver	Condition on checkout	Damage noted	Condition on return

[Company name]

Date	Driver	Condition on checkout	Damage noted	Condition on return

Month summary Trips this month: _____ Total km driven: _____ Fuel cost total: _____

Completion [ ] Every checkout has a driver, purpose, approval, and out time.

[ ] Mileage readings run in sequence with no gaps.

[ ] Returns are recorded with condition, fuel level, and signature.

Document: Vehicle Checkout Log Version: 2.0 (redesign)

Prepared by: _____ Owner: _____

Date: _____ Review date: _____