



Note: Vehicle records must be maintained for audit purposes. It is important that all of the required information be included on the record and that it be reviewed and signed by an appropriate individual within the department to certify the accuracy of information and valid driver's licenses. Incomplete and inappropriate entries will result in audit criticism. **Completed forms must be maintained in department records for three (3) complete fiscal years.**

Monthly Vehicle Use Records - Service Vehicles Only

Department Name	Vehicle Location	Tag No./Vehicle No.	Description
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Month/ Year	Beginning Mileage	Ending Mileage	Driver Name	Prepared By & Date	Approved by & Date
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Please check appropriate box:

- Fixed Route Vehicles
- Fixed Purpose Vehicles
- Assigned Vehicles

**All Drivers Must Possess a Valid Operator's License.
Seat Belts Must be Used and Speed Limits Observed.**