

## MOTOR POOL TRAVEL LOG

Date: \_\_\_\_\_ Vehicle MP#: \_\_\_\_\_ Reservation #: \_\_\_\_\_

Driver's Name: \_\_\_\_\_ Dept./Div.Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Date/Time Out: \_\_\_\_\_ Date/Time In: \_\_\_\_\_  
(Must be filled in) (Must be filled In)

Odometer Out: \_\_\_\_\_ Odometer In: \_\_\_\_\_ Miles Driven: \_\_\_\_\_

Destination:      Local ☐      Out-of-Area ☐      Out-of-State ☐

### DRIVER RESPONSIBLE FOR THE FOLLOWING :

You **must perform** the following vehicle inspections. *If a problem exists, just check ( ) the appropriate box and describe in the "Comments" section below. Otherwise, **do not** check ( ) the box. If problems exist, do not operate the vehicle.*

1. **Exterior Vehicle Inspection:**

Scrapes ☐; Dent(s) ☐; scratch (es) ☐; glass (cracks, dings, etc) ☐;  
Trunk area - Spare Tire ☐; Fire Extinguishers ☐; License Plate affixed to rear of vehicle ☐;  
Tires (properly inflated) ☐; Exterior Mirror(s) Working ☐; Clean ☐

2. **Interior Vehicle Inspection:**

Glove Compartment - Vehicle Registration ☐; Insurance Card ☐;  
Accident Reporting Guidelines Card ☐; Foot and Parking Brakes ☐;  
Emergency Flashers ☐; Turn Signals ☐; Headlights ☐; Windshield Wipers ☐;  
Seatbelts (broken or frayed) ☐; Clean ☐

- A. To have in your possession at all times a **valid** Driver's License
- B. To insure that **all** occupants wear seatbelts at all times while vehicle is in operation
- C. To insure there's **No Smoking** in vehicle at all times
- D. To limit use of cell phone while vehicle is in operation (use "hands-free" system when available)
- E. To report all accidents and/or property damage in accordance with established guidelines
- F. To be familiar with and know all Motor Pool Policies and Procedures
- G. A remote for opening the Live Oak gate is located on the sun visor.
- H. To return vehicle to proper, designated parking area at the original Motor Pool location
- I. To return the key and this Form immediately upon completion of utilization, or no later than 7:00 a.m. the next workday.
- J. To return vehicle with **NOT LESS THAN 1/2** a tank of gas
- K. Personal business is **NOT** to be conducted while using a Motor Pool vehicle
- L. Vehicle returned after hours, drop key and Travel Log Form at the Drop Box (Front Entrance of the Purchasing & Public Works Building), Drop Box at Side Entrance of the Supervisor's Garage (Administration Building) or Veterans Services (Goose Creek Service Center)

**COMMENTS:**

\_\_\_\_\_  
\_\_\_\_\_

I have read and understand the above.

Driver's Signature: \_\_\_\_\_