

Annual Fleet Inventory Report

Submit annually by June 30. Attach detailed vehicle inventory list and supporting documentation.

Report Information

Fiscal Year *

Report Date *

 (MM/DD/YYYY)

Prepared By *

Fleet Summary

Total Vehicles in Fleet *

Sedans

SUVs

Vans

Trucks

Utility Vehicles

Other

Fleet Changes This Year

Vehicles Acquired

Acquisition Cost

Vehicles Disposed

Disposal Revenue

Fleet Utilization

Total Miles Driven (all vehicles) *

Total Fuel Gallons Used

Total Fuel Cost

Average MPG (fleet-wide)

Maintenance Summary

Total Maintenance Cost *

Number of Repairs

Vehicles with Major Repairs

Accident/Incident Summary

Total Accidents Reported

Total Insurance Claims

Total Claim Amount

Compliance Status

All vehicles have current registration

All vehicles have current insurance

All vehicles passed annual inspection

All required maintenance completed

Driver authorization records current

Vehicles Recommended for Replacement

List vehicles and justification

Budget Recommendations

Fleet budget recommendations for next fiscal year

Certification & Approvals

I certify this inventory is accurate and complete *

Fleet Manager

Sign above

Date: _____

Comptroller

Sign above

Date: _____

Division Vice President

Sign above

Date: _____

Business & Finance Vice President

Sign above

Date: _____