

VEHICLE INSPECTION AND ISSUE: Is the vehicle roadworthy? Yes No

Indicate defects on vehicle prior to departure



I hereby confirm that I hold a valid driver's licence and acknowledge that I have read and understood my responsibilities as the driver of this official vehicle set out in the Handbook for Drivers of Official Vehicles.

Driver's signature: Date:

PART 2. TO BE COMPLETED AFTER THE JOURNEY

Number of fuel vouchers issued to the driver before the trip () and the number of used vouchers returned after the completion of the trip ().

Indicate defects identified on vehicle on completion of trip

Refuelling particulars (Slips to be attached)

DATE	KM/ READING	NAME OF SERVICE STATION	TOWN	LITRES REPLENISHED		VALUE		QUANTITY OF FUEL (Subsequent to journey) (Tick relevant column)					
				Fuel	Oil	R	c	Full	3/4	1/2	E		

Vehicle & Petrol card returned by:

Driver's signature Driver's Name Date

Transport Officer's signature Transport Officer's Name Date

The trip authority will be subject to the following conditions:

- The contents of the Transport and the Driver's of Official Vehicles Handbooks are understood and adhered to at all times.
- That the vehicle may not be re-fuelled unnecessarily.
- That authority is obtained to keep the vehicle overnight.
- That the Transport Section be advised as soon as possible of trip cancellation.
- Vehicle keys are only issued to authorised licensed driver.
- That the First Auto card and keys are handed back to the Transport Officer as soon as possible after the journey.
- Vehicle is issued with the following tools/accessories: triangle(s), jack, wheel spanner, spare wheel(s), petrol cap, petrol card no.

