

# VEHICLE REPORT

(Fill out all information)

Date \_\_\_\_\_ Time Out/In \_\_\_\_\_

Vehicle \_\_\_\_\_

Department Sponsor \_\_\_\_\_ Destination \_\_\_\_\_

Gas Information:

*3/4 to full*      *1/2 to 3/4*      *1/4 to 1/2*      *Emptv to 1/4*

Gas tank when leaving

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Gas tank when returning

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Odometer Information:

Odometer when leaving \_\_\_\_\_

Odometer when returning \_\_\_\_\_

Total miles traveled \_\_\_\_\_ (Please leave blank)

Condition of Vehicle When Picked Up:

Clean (Yes/No) \_\_\_\_\_ Explain \_\_\_\_\_

\_\_\_\_\_

Other Problems: \_\_\_\_\_

\_\_\_\_\_

Note: Driver will be responsible for:

- Key returned immediately upon arrival at church
- Vehicle is clean when returned
- Please check interior light before locking.
- 15 passengers only (including driver)

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

Driver's Name (Please print) \_\_\_\_\_