

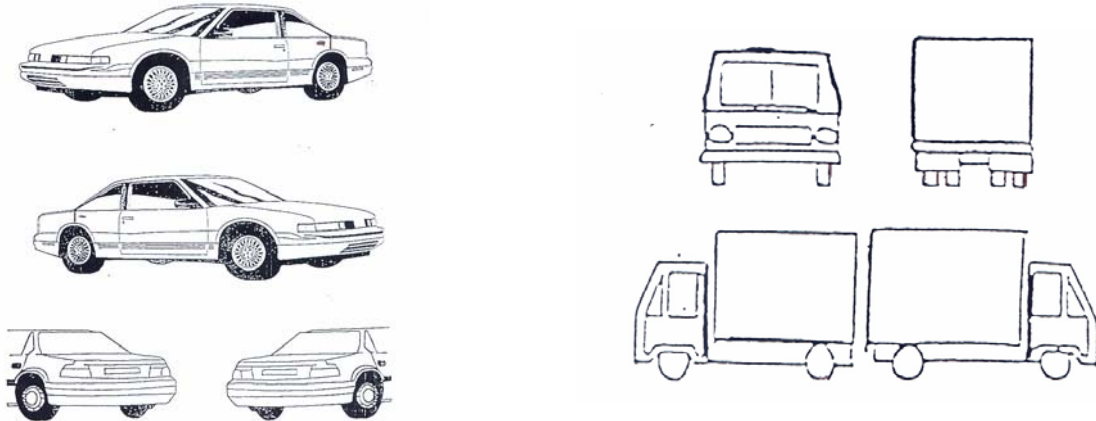


**VEHICLE INSPECTION AND ISSUE:** Is the vehicle roadworthy?

Yes

No

Indicate defects on vehicle prior to departure with.....



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 .....

**Refueling 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	F	¾	½	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 Fleet Management Service Provider 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.

DEPARTMENTAL  
STAMP

