|  |  |  |
| --- | --- | --- |
| **VEHICLE MAKE:** | **MODEL:** | **PLATE #:** |
|  | INITIAL | UPON RETURN |
| GOOD | POOR | GOOD | POOR |
| TIRES |  |  |  |  |
| LIGHTS & BRAKES |  |  |  |  |
| HORN |  |  |  |  |
| RADIO & A/C |  |  |  |  |
| WINDSHIELD WIPERS |  |  |  |  |
| SEATBELTS |  |  |  |  |
| SPARE TIRE/JACK |  |  |  |  |
| CLEAN INSIDE |  |  |  |  |
| CLEAN OUTSIDE |  |  |  |  |
| REQUIRED SAFETY EQUIPMENT |  |  |  |  |

INITIALS: \_\_\_\_\_\_\_

**DRIVER AND VEHICLE INFORMATION**

|  |  |  |
| --- | --- | --- |
| DATE:  | CHECK-OUT TIME:  | TIME RETURNED:  |
| DRIVER’S NAME:  | DESTINATION:  |
| BEGINNING MILEAGE:  | ENDING MILEAGE:  |
| REASON FOR TRAVEL / CLAIM NUMBER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| FUEL CARD RECEIVED: \_\_\_\_\_ YES \_\_\_\_\_ NO | FUEL CARD RETURNED: \_\_\_\_\_YES \_\_\_\_\_ NO |
| FUEL STATUS UPON RETURN: \_\_\_\_\_\_\_Full \_\_\_\_\_\_3/4 Tank \_\_\_\_\_\_1/2 Tank\_\_\_\_\_\_1/4 Tank \*\*\*\***1/4 TANK OR LESS, DRIVER MUST REFUEL BEFORE RETURNING VEHICLE TO THE GARAGE**\*\*\*\*\* FUEL AT ADOA FLEET MANAGEMENT: 1501 WEST MADISON STREET. FUEL CARD IS LOCATED IN BLUE POUCH, MILEAGE COUNT IS REQUIRED. ATTACH FUEL RECEIPT WHEN FUELING OUTSIDE FLEET.IF THE CARD IS DECLINED THREE TIMES IT WILL LOCK. CALL THE 1-800 # ON THE BACK OF FUEL CARD TO REQUEST FUEL CARD TO BE UNLOCKED. |

**DRIVER’S SIGNATURE:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DAMAGES:

Mark observed damages and provide annotations on the diagram below.

LEFT OR RIGHT RIGHT

**

REAR

FRONT

**Vehicle Safety Issues and/or Repairs Needed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_