[Company name]

*How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue **[field]** until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.*

Vehicle Checkout Log

Tracking office vehicles fairly: who took it, when, mileage, condition, and fuel, for every trip.

Vehicle details

Vehicle	**[Vehicle]**
Log owner	**[Log owner]**
Fuel card no.	**[Fuel card no.]**
Service interval	**[Service interval]**

Trip register

One line per trip: out and return on the same line so gaps are obvious.

Date	Driver	Out time	Return time	Purpose	Approved by	Signature

[Company name]

Mileage and fuel

Date	Driver	Start km	End km	Fuel added (litres)	Fuel cost	Fuel level on return

[Company name]

Condition notes

Note the vehicle’s condition at checkout and return; log new damage so it cannot be disputed later.

Date	Driver	Condition on checkout	Damage noted	Condition on return

Month summary

Trips this month: _____ Total km driven: _____ Fuel cost total: _____

Completion

✓	Check	Notes
	Every checkout has a driver, purpose, approval, and out time.	
	Mileage readings run in sequence with no gaps.	
	Returns are recorded with condition, fuel level, and signature.	

Document	Vehicle Checkout Log
Version	2.0 (redesign)
Prepared by	**[Name and role]**
Owner	**[Name and role]**
Date	**[DD Month YYYY]**
Review date	**[DD Month YYYY]**