VEHICLE LOG

Vehicle Tag Number

_____

Instructions: Each time a vehicle is driven, the driver must log his or her use of the vehicle as shown in the example below. The information required includes the driver's name, the date of use, the beginning odometer reading, the ending odometer reading, whether or not the vehicle has been fueled, the number of gallons of fuel, and the cost per gallon (rounded to the nearest cent). (The number of gallons of fuel and the cost per gallon can be found on the gas receipt.) Multiply the number of gallons of fuel by the cost per gallon for the total cost of fuel for that date. At the end of each month, the number of gallons of fuel and the total cost of fuel should be totaled for each vehicle by the fleet manager and entered into the Fleet Management System at http://jcfleet.exceedcorporation.com.

Driver's Name	Date	Beginning Odometer Reading	Ending Odometer Reading	Fueled Yes/No	Number of gallons of fuel purchased	Cost Per Gallon	Total Cost of Fuel
Jane Doe	**10/05/05**	**2,563**	**3,964**	**No**	**N/A**	**N/A**	**N/A**
John Doe	**10/07/07**	**3,964**	**4,010**	**Yes**	**14**	**2.00**	**28.00**