MONTH/YEAR: ____ / ____
TAG NO. ____
VEHICLE: YEAR/MAKE ____

OHIO UNIVERSITY

DAILY VEHICLE USAGE LOG

NEXT PREVENTIVE MAINTENANCE DUE
DATE ____ MILEAGE: ____

DATE	DESTINATION / PURPOSE	TIME		MILEAGE		TOTAL	DRIVER	COMMENTS
		OUT	IN	OUT	IN			

MONTHLY VEHICLE RECAP

MONTH | YEAR | TAG NO | ENDING MILEAGE | TOTAL MILES DRIVEN

DAYS
IDLE | DOWN

CONDITION CODE: ☐ GOOD ☐ FAIR ☐ POOR ☐ BURNED ☐ WRECKED

COMMENTS: ____

PREPARED BY: ____ REVIEWED BY: ____
DEPARTMENT NAME: ____
TELEPHONE #: (____) ____