**VEHICLE INVENTORY**

**About This Tool:** It essential that a regular fleet inventory be undertaken to ensure that Transport Officers and Transport Managers are aware of how many vehicles are in current operation, the condition of those vehicles, and where the vehicles are based. This tool is a useful guide for conducting a fleet inventory.

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| **Main Location:** | |  | |  |  |  | **Date:** |  | |
|  |  |  |  |  |  |  |  |  |  |
| **Vehicle** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** |
| **Registration** |  |  |  |  |  |  |  |  |  |
| **Make** |  |  |  |  |  |  |  |  |  |
| **Model/Type** |  |  |  |  |  |  |  |  |  |
| **Engine Size** |  |  |  |  |  |  |  |  |  |
| **Condition** |  |  |  |  |  |  |  |  |  |
| **Vehicle Base** |  |  |  |  |  |  |  |  |  |
| **Allocation** |  |  |  |  |  |  |  |  |  |
| **Major Use** |  |  |  |  |  |  |  |  |  |
| **Engine No** |  |  |  |  |  |  |  |  |  |
| **Chassis No** |  |  |  |  |  |  |  |  |  |
| **Total Kilometres** |  |  |  |  |  |  |  |  |  |
| **Total Km/Month** |  |  |  |  |  |  |  |  |  |
| **Average Days Used Per Month** |  |  |  |  |  |  |  |  |  |
| **Main Operator** |  |  |  |  |  |  |  |  |  |
| **Year** |  |  |  |  |  |  |  |  |  |
| **Colour** |  |  |  |  |  |  |  |  |  |

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| **Notes For Filling In Form** |
| * **1 = EXCELLENT (NO WORK REQUIRED)** * **2 = GOOD (SOME WORK REQUIRED WITHIN 6 MONTHS)** * **3 = FAIR (NEEDS MAJOR WORK)** * **4 = POOR (UNRELIABLE, CANNOT BE USED FOR LONG DISTANCES)** * **5 = OFF-ROAD AND AWAITING REPAIR** * **6 = BEYOND ECONOMIC REAIR** |
| **2 PHYSICAL LOCATION OF THE VEHICLE** |
| **3 LOCATION FROM WHICH THE VEHICLE WAS ALLOCATED** |
| **4 THE MAJOR PURPOSE FOR WHICH THE VEHICLE ALLOCATED (REFER TO CODE IF ONE EXISTS)** |
| **5 CURRENT ODOMETER READING. INDICATE "B" IF BROKEN** |
| **6 ESTIMATE OF THE AVERAGE DISTANCE (KM) TRAVELED BY THE VEHICLE IN ONE MONTH** |
| **7 ESTIMATE OF THE AVERAGE NUMBER OF DAYS THE VEHICLE IS USED IN ONE MONTH** |
| **8 JOB TYPE OF PERSON WHO NORMALLY DRIVES THE VEHICLE (REFER TO CODE IF ONE EXISTS)** |