**PERIOD AND SAFETY ISSUES**

**About This Tool:** This tool is designed as a guide for Transport Officers who need to provide a report to their managers regarding the transport operation.

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| **ACCIDENT AND SAFETY ISSUES**  <Describe briefly any accidents or critical defects involving these vehicles. Note learning points positive and negative.> | |
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| **MAINTENANCE**  <Describe briefly any noteworthy learning points regarding maintenance, positive and negative. Comment on any vehicle days lost and specify any consequential service delivery work not carried out.> | |
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| **PLANNING**  <Describe any noteworthy learning points regarding planning- positive and negative. Comment on the timing of vehicle requests and on any service delivery work requirements not met due to deficient plans or met in emergency conditions.> | |
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| **OTHER COMMENTS**  <The trends: are transport availability and utilization improving? Are costs increasing or decreasing? How is transport contributing to improvements in service delivery and performance? Comment on any noteworthy Vehicle Operator issues.> | |
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| **Prepared By:** | **Date:** |
| **Approved By:** | **Date:** |