**VEHICLE LOG SHEET**

**About This Tool:** This tool is just one example of a vehicle log sheet. The vehicle log sheet must be carried within the vehicle at all times and is to be used by the driver to record every trip undertaken. By recording distance, usage and fuel added the log book provides information for calculating KPIs.

**Vehicle Registration: Location/Office:**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Driver** | **From** | **To** | **Km Start** | **Km End** | **Fuel Added** | **Usage (hours)** | **Lead Passenger & Signature** |
| **Used** | **Workshop** |
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