**VEHICLE DAILY PLANNING SHEET**

**About This Tool:** Once the seven day transport planner has been completed the transport officer may wish to plan the use of each vehicle on an hour-by-hour basis in order to maximise efficiency. This tool is an example of a daily vehicle planning sheet.

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|   | **08:00 - 09:00** | **09:00 - 10:00** | **10:00 - 11:00** | **11:00 - 12:00** | **12:00 - 13:00** | **13:00 - 14:00** | **14:00 - 15:00** | **15:00 - 16:00** | **16:00 - 17:00** | **17:00 - 18:00** |
| **Reg :** |   |   |   |   |   |   |   |   |   |   |
| **Driver:** |
| **Reg:** |   |   |   |   |   |   |   |   |   |   |
| **Driver:** |
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| **Driver:** |