**WEEKLY VEHICLE BOOKING SHEET**

**About This Tool:** This tool is used in fleet management to keep track of vehicles on a daily basis.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | **For Week Beginning: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | |
| **Request By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | **Request Received by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | |
|  |  | |  | |  | |  | |  | | |  |  |
|  | **Monday** | **Tuesday** | | **Wednesday** | | **Thursday** | | **Friday** | | **Saturday** | **Sunday** | | |
| Destination/s |  |  | |  | |  | |  | |  |  | | |
| No of Passengers |  |  | |  | |  | |  | |  |  | | |
| Type/Equipment/Supplies |  |  | |  | |  | |  | |  |  | | |
| Duration |  |  | |  | |  | |  | |  |  | | |
| Overnight location/s & security arrangements for vehicle? |  |  | |  | |  | |  | |  |  | | |
| Fulfilled (F), not fulfilled (NF), or Cancelled (C)? |  |  | |  | |  | |  | |  |  | | |
|  |  |  | |  | |  | |  | |  |  | | |
| Destination/s |  |  | |  | |  | |  | |  |  | | |
| No of Passengers |  |  | |  | |  | |  | |  |  | | |
| Type/Equipment/Supplies |  |  | |  | |  | |  | |  |  | | |
| Duration |  |  | |  | |  | |  | |  |  | | |
| Overnight location/s & security arrangements for vehicle? |  |  | |  | |  | |  | |  |  | | |
| Fulfilled (F), not fulfilled (NF), or Cancelled (C)? |  |  | |  | |  | |  | |  |  | | |
| No. of requests Fulfilled (F) |  | | | |  | |
| No. Not Fulfilled (NF) |  | | | |  | |
| No. Cancelled (C) |  | | | |  | |