

# Vehicle Log Form Sample for Company Fleet

A **vehicle log form sample** is essential for efficiently tracking company fleet usage, maintenance, and driver information. This document helps streamline fleet management by recording detailed trip data and vehicle conditions. Implementing a standardized log form ensures accountability and enhances operational safety within the organization.

## Company Details

|               |  |            |  |
|---------------|--|------------|--|
| Company Name  |  | Date       |  |
| Fleet Manager |  | Department |  |

## Vehicle & Driver Information

|                    |  |               |  |
|--------------------|--|---------------|--|
| Vehicle Make/Model |  | License Plate |  |
| Driver Name        |  | Driver ID     |  |
| Odometer Start     |  | Odometer End  |  |

## Trip Details

| Date | Departure Time | Return Time | Origin | Destination | Purpose of Trip | Distance (km) | Fuel Used (L) | Remarks |
|------|----------------|-------------|--------|-------------|-----------------|---------------|---------------|---------|
|      |                |             |        |             |                 |               |               |         |

## Vehicle Condition & Maintenance

|                       |  |
|-----------------------|--|
| Pre-Trip Inspection   | <div>â Passed   â Issues Noted:</div> <div></div>      |
| Post-Trip Inspection  | <div>â Passed   â Issues Noted:</div> <div></div>      |
| Maintenance Required? | <div>â Yes   â No   If Yes, specify:</div> <div></div> |

## Signatures

|                        |  |      |  |
|------------------------|--|------|--|
| Driver Signature       |  | Date |  |
| Fleet Manager Approval |  | Date |  |