

# Vehicle Log Record Form (Government Vehicles)

The **vehicle log record form** sample for government vehicles is designed to efficiently track usage, maintenance, and fuel consumption. This form ensures accurate documentation for accountability and proper management of government-owned vehicles. Utilizing a standardized template helps maintain compliance with official regulations and enhances operational transparency.

## Vehicle Information

Vehicle Registration No.		Make/Model	
Department/Division		Year	
Assigned Driver			

## Daily Log Record

Date	Time Out	Time In	Trip Purpose	Odometer (Start)	Odometer (End)	Distance (km)	Fuel Issued (L)	Driver's Name & Signature	Supervisor's Signature

## Maintenance & Fuel Record

Date	Type of Service/Maintenance	Service Provider	Cost	Odometer Reading	Remarks

## Certification

I hereby certify that the above entries are true and correct.

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_