

Employee Vehicle Usage Log Form

Instructions: Please complete this form each time you use a company vehicle. Ensure all information is accurate and legible.

| Date | Employee Name | Department | Vehicle Make/Model | License Plate | Start Odometer | End Odometer |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> |

This **employee vehicle usage log form sample** helps organizations track the daily use of company vehicles by employees, ensuring accurate record-keeping and accountability. It typically includes fields for date, employee name, vehicle details, mileage, and purpose of use. Utilizing this form enhances fleet management efficiency and supports compliance with company policies.