

Humane Society

VEHICLE USE LOG INSTRUCTIONS

This vehicle use log is important for budget forecasting, audits and accountability of shelter equipment. It is imperative that all users of our vehicles fill out the Vehicle Use Logs each and every time a vehicle is used. Failure to properly fill out this form can result in disciplinary action.

1. Each individual driver of XXXX vehicles will fill out the Vehicle Use Log every time the vehicle is driven.
2. One trip is defined as leaving the shelter to a destination and returning to the shelter
3. For multiple destinations in one trip, enter the furthest point of destination.
4. For separate trips in the same day, make separate entries.
5. Round mileage entries up to the nearest mile.
6. Enter exact gallons and dollar amount of gas purchase and ensure receipt is turned in to the Office Manager with each purchase. If after hours when vehicle is returned, leave receipt on Office Manager's desk..
7. Turn completed Vehicle Use Logs into the Director when full to get a new log.

Director
Humane Society