

### Vehicle Log Report

- BUS -  Bus Hire\*
- BUS -  Driver Hire\*
- BUS -  MPS Card
- BUS -
- Other - \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Destination: \_\_\_\_\_

Start Odometer kms: 

--	--	--	--	--	--	--	--

End Odometer kms: 

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\*Total: \_\_\_\_\_ kms

Time vehicle collected: \_\_\_\_\_ : \_\_\_\_\_ am/pm

Time vehicle returned: \_\_\_\_\_ : \_\_\_\_\_ am/pm

\*Total hours: \_\_\_\_\_ : \_\_\_\_\_

\*Total passengers: 

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Condition comments

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Key:

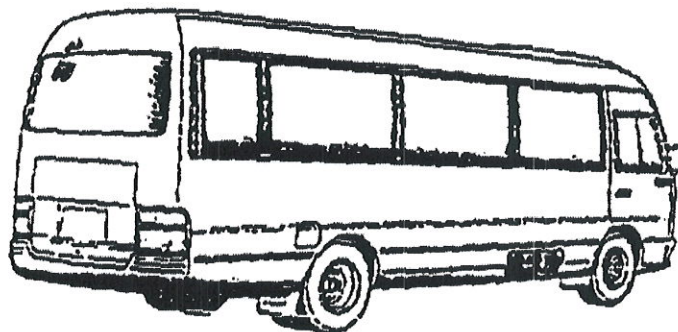
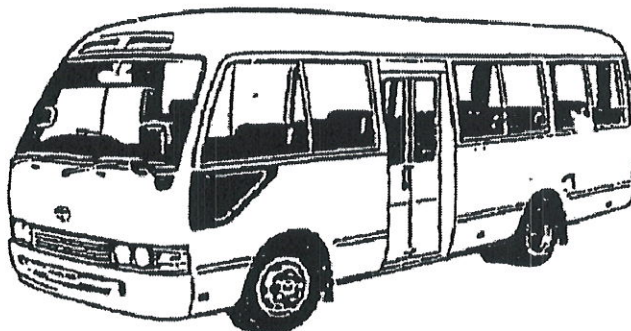
- 1 = Scratch
- 2 = Rub
- 3 = Glass chip
- 4 = Paint chip
- 5 = Dent
- 6 = Crack

**IMPORTANT**

1. Check the vehicle before and after the hire period,
2. Refill the fuel tank before returning the vehicle,
3. **Ensure the vehicles interior is clean** as detailed in the **Bus Hirer Guide** before returning the vehicle,
4. Return keys to the office or; if the office is unattended, place in the drop box attached to the equipment locker.
5. Immediately notify LMCTG of any malfunctions, defects or damage to the interior or exterior of the vehicle.

Refer to the Vehicle Hire Agreement for full terms and conditions.

### VEHICLE CONDITION



### DECLARATION

You have read and understand the Bus Hirer Guide, You agree that the vehicle condition is in the state described on this form, including any comments noted by LMCTG. If you sign this form before collecting the vehicle, check the vehicle when you collect it and if there is any discrepancy between its condition and this form, return to the office and request a new form be prepared. If the office is unattended, call 9558-6800 and leave a detailed message before using the vehicle.

Driver signature: \_\_\_\_\_

### VEHICLE CHECK-IN (office use only)

After inspection the following condition identified as:

FUEL LEVEL 

E	1/8	¼	3/8	½	5/8	¾	7/8	F
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ADDITIONAL CHARGES APPLIED:

Damages excess  Item: \_\_\_\_\_

Fuel service

Other  Amount: \_\_\_\_\_

LCTG Staff in: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_