

# College Vehicle Use Log

## Campus Security Department



Departing Campus

Lake Worth

Palm Beach Gardens

Boca Raton

Belle Glade

Vehicle # \_\_\_\_\_

**IF DRIVING TO MULTIPLE LOCATIONS, USE A SEPARATE LINE FOR EACH LEG OF TRAVEL**

Employee Driver (Print)	Destination & Purpose of Trip (Print)	Date Out Time Out	Beginning Odometer Reading	Date In Time In	Ending Odometer Reading

**All completed original logs must be forwarded to the District Grounds & Landscaping Supervisor.**

Originating department will maintain copies.

S. O. Supervisor  
Odometer  
Verification Signature \_\_\_\_\_

Date \_\_\_\_\_

Received by  
DG&L Supervisor \_\_\_\_\_

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