NSW GOVERNMENT | Department of Industry

Motor Vehicle Running Sheet

Vehicle base location ..... **Vehicle and body type** ..... **Rego** .....

Date [1]	Time		From	To	Purpose of trip [2]	Odometer		FBT		Charge Code (Project Task)	Driver ID (Novell login)	Drivers signature [3]
	Start	Finish			[Show address of overnight parking where applicable (incl. weekends)]	Start reading	End reading	Business kms	Private kms			

Start a new sheet each month. Submit sheets at the end of each month (sooner if full).

[1] *A separate entry is required for each trip and/or driver.*
[2] *Garaging at home or near home, including to/from home for secure parking is private kms for FBT and must be shown for all vehicle types.*
[3] *Officers signing this sheet declare they are currently and appropriately licenced for this vehicle. Penalty infringements are the responsibility of the driver signing this sheet.*

If your vehicle has been in an accident and requires a tow, you should contact TMF (GIO) 24 hour Assistance Hotline on 1800 045 514.

If you require roadside assistance due to a vehicle breakdown (flat battery, keys locked in vehicle, etc), contact sgfleet Driver Assistance Hotline on 1800 791 719

Please note that fuel no longer needs to be logged and receipts do no need to be kept as fuel data is received through the use of fuel cards.

Please ensure that the correct odometer reading is given when purchasing fuel.

Repairs required or defects noted

Date	Details	Reported by	Office use