FLORIDA INTERNATIONAL UNIVERSITY DAILY VEHICLE TRIP LOG

SUPERVISOR MUST REVIEW AND SIGN ALL TRIP LOGS
VEHICLE NUMBER MUST BE POSTED ON BOTTOM FO EACH SHEET

PLEASE PRINT CLEARLY
ALL MILEAGE MUST BE CONSECUTIVE

SUPERVISOR'S SIGNATURE

OPERATOR'S NAME (PRINT)	OPERATOR'S INITIALS *READ BELOW	CHECK OUT			CHECK IN				DESTINATION AND PURPOSE OF TRIP MAIN POINT OF TRAVEL
		DATE	TIME	BEGIN MILEAGE	ENDING MILEAGE	TOTAL MILES	DATE	TIME	
EXAMPLE: JOHN SMITH	JS	1/20/2006	8:00 AM	24918	24993	75	1/20/2006	4:00PM	BCC, DAVIE, TO TEACH CLASS

*THE UNIVERSITY REQUIRES EACH OPERATOR OF A UNIVERSITY VEHICLE TO CERTIFY THAT HIS/HER DRIVER'S LICENSE STATUS HAS NOT MATERIALLY CHANGED SINCE THE LAST TIME THE UNIVERSITY VERIFIED THE INDIVIDUAL'S DRIVER'S LICENSE. BY SUBMITTING YOUR INITIALS ABOVE, YOU CERTIFY THAT THERE HAS BEEN NO SUCH MATERIAL CHANGE. IF THERE HAS BEEN A MATERIAL CHANGE, YOU ARE INELIGIBLE TO OPERATE A UNIVERSITY VEHICLE. MATERIAL CHANGE IS DEFINED AS THE CITATION OR CONVICTION IN A MAJOR TRAFFIC INFRACTION INCLUDING, WITHOUT LIMITATION, DRIVING UNDER THE INFLUENCE, NEGLIGENT HOMICIDE, OPERATING WITH A SUSPENDED LICENSE, USING A MOTOR VEHICLE IN THE COMMISSION OF A FELONY, AGGRAVATED ASSAULT WITH A MOTOR VEHICLE, OPERATING A MOTOR VEHICLE WITHOUT THE OWNER'S CONSENT, PERMITTING AN UNLICENSED DRIVER TO DRIVE, RECKLESS DRIVING, AND HIT AND RUN. FOR ADDITIONAL INFORMATION AND REQUIREMENTS, PLEASE REFER TO F.I.U. PROCEDURE NUMBER 1710.257(a) ENTITLED "UNIVERSITY VEHICLES – RECORD KEEPING/ REVIEW AND OPERATING PROCEDURES."

VEHICLE # _____

ORIGINAL TRIP LOG IS DUE IN VEHICLE SERVICES (W-2 BLDG.) AT THE END OF EACH MONTH.

REVISED MARCH 2011