

Vehicle log sheet instructions

General information

The Vehicle log sheet, which is in the Vehicle folder, given to you when you pick up the Vehicle from Shared Service Provider Car Pool, must be completed at the end of each trip. A separate line entry for each day's use is required.

Two or more continuous trips by the same driver on the same day in the same vehicle may be covered by a single trip entry. Trips between the home and the workplace and any trips made by another driver, must be recorded separately. No entry is required if the vehicle is not used. All Vehicle log sheet columns must be completed for each trip. All entries must be printed and legible. Signatures and initials are not acceptable.

Where a vehicle is on hire for more than 7 days, the completed log sheet must be scanned in landscape format and e-mailed to carbookings@dtf.vic.gov.au at the end of each working week.

Business travel

Business travel is when you require a Vehicle: to travel as part of your work; it is impractical for you to perform your work without the use of a vehicle; you are required to perform duties at more than one place of work; and you are performing your duties from the time you leave home and travel to your place of work.

Private travel

Private travel, in general, is when you use a Vehicle for the purpose of Private travel. Travel from your home to your regular place of work, and from your regular place of work to your home is considered Private travel. Where you take a vehicle home solely to make a Business trip the next morning, the entire journey including the trip home the previous night will be Business travel. Similarly, when you finish your Business trip late in the day and you park the vehicle at home that night before driving it into work the next morning, this will be Business travel.

Incorrect or incomplete Vehicle log sheets

Where vehicle log sheets show incomplete or missing entries for a trip, Fringe Benefits Tax Legislation (FBT) deems that the kilometres travelled will be classified as Private, and FBT will apply. The omission may also result in a reportable FBT entry in the driver's group certificate. It is therefore important that Vehicle log sheet entries are correct and complete.

Vehicle log sheet completion

New Vehicle log sheet

When starting a new Vehicle log sheet, print in legible handwriting vehicle registration number, odometer reading brought forward from previous Vehicle log sheet, and vehicle location in the section provided.

Vehicle registration number: **MDH 849** Odometer reading brought forward: **2105**

Vehicle location: **50 Lonsdale st**

Date/time of journey				Odometer		Distance travelled			Trip details		Garaged o/n	Driver	Driver dept	Parking Bay#	Fuel level	
Date start	Time start	Date end	Time end	Start	End	Business kms	Pvt kms	Total kms	Destination	Trip code	Y/N	(please print name clearly)				(must be returned with full tank)

Trip start

- Get into the vehicle and turn on the ignition.
- Print in legible handwriting the start date, start time and start odometer reading of your trip on the Vehicle log sheet. The start odometer reading should be the same as the odometer reading brought forward or the end odometer reading of the previous trip.

Date/time of journey				Odometer		Distance travelled			Trip details		Garaged o/n	Driver	Driver dept	Parking Bay#	Fuel level	
Date start	Time start	Date end	Time end	Start	End	Business kms	Pvt kms	Total kms	Destination	Trip code	Y/N	(please print name clearly)				(must be returned with full tank)
13/09/21	12.53			2105		7		7	COVID testing sites	H	N	John Simpson	DH	17		F

Trip end

- When you return the vehicle to SSP Car Pool, and before turning off the ignition, note down the end odometer reading.
- Print in legible handwriting the end date, end time and end odometer reading on the Vehicle log sheet. It is important that the start and ending information is correct, as it is used to calculate the Vehicle's rental.

Date/time of journey				Odometer		Distance travelled			Trip details		Garaged o/n	Driver	Driver dept	Parking Bay#	Fuel level
Date start	Time start	Date end	Time end	Start	End	Business kms	Pvt kms	Total kms	Destination	Trip code	Y/N	(please print name clearly)			(must be returned with full tank)
13/09/21	12.53	13/09/21	17.00	2105	2112	7		7	COVID testing sites	H	N	John Simpson	DH	17	F

- Print in legible handwriting the business kilometres driven. Business kilometres are calculated by subtracting the start odometer reading from the end odometer reading. Total kilometres travelled is calculated by adding the number of business kilometres with the number of private kilometres. In the example below, there are no private kilometres recorded, therefore the total kilometres travelled is the same as the business kilometres.
- Print in legible handwriting the destination travelled to. In the example below, the driver travelled to several coronavirus testing sites in the Melbourne metropolitan area. You don't need to record every single stop on the Vehicle log sheet, just a short statement of the travel or the suburb/town will suffice.

Date/time of journey				Odometer		Distance travelled			Trip details		Garaged o/n	Driver	Driver dept	Parking Bay#	Fuel level
Date start	Time start	Date end	Time end	Start	End	Business kms	Pvt kms	Total kms	Destination	Trip code	Y/N	(please print name clearly)			(must be returned with full tank)
13/09/21	12.53	13/09/21	17.00	2105	2112	7		7	COVID testing sites	H	N	John Simpson	DH	17	F

- Print in legible writing the trip code, garaged overnight Y or N, your name, department, parking bay number the vehicle is parked in, and the fuel level at the completion of the trip.

The trip code provides information about the purpose of the trip, which is used together with the distance travelled and destination to determine whether the travel was for private or business purposes.

Date/time of journey				Odometer		Distance travelled			Trip details		Garaged o/n	Driver	Driver dept	Parking Bay#	Fuel level
Date start	Time start	Date end	Time end	Start	End	Business kms	Pvt kms	Total kms	Destination	Trip code	Y/N	(please print name clearly)			(must be returned with full tank)
13/09/21	12.53	13/09/21	17.00	2105	2112	7		7	COVID testing sites	H	N	John Simpson	DH	17	F