W	EEK	ENC	DING



VEHICLE PLATE

SUPERVISOR

OFFICE OF FLEET MANAGEMENT

Preparing All Children for College and Career Together We Can

DAILY VEHICLE MILEAGE LOG

DATE	DRIVER'S NAME	ODOMETER READING		MILES		DESTINATION			
		Start	Finish	Business	Commuting	Fre	om		То
TOTAL WEEKLY MILES BUSINESS & COMMUTING INSTRUCTIONS: *** MUST BE SUBMITTED WEEKLY ***					You can submit this form via email at: gainesl@paterson.k12.nj.us or joman@paterson.k12.nj.us				
1. This form must be completed daily as the vehicle is used. 2. Fuel receipts must be attached to this form.					FUEL INFORMATION				
					DATE	MILEAGE	GALLONS	COST	
3. All destinations to & from must be recorded.									
4. This form must be submitted weekly to the Fleet Management Office, via email or in person. EMERGENCIES									

For road assistance contact Toni from Circle Brake at (973) 772-3924.

Contact the Fleet Management Office at (973) 321-0727 or (973) 321-2362 to report any incident.