



SHERWOOD OAKS DRIVER RESPONSIBILITIES & MILEAGE LOG

(Please return this completed form to the folder after each use)

Driver Responsibilities

- Seatbelts must be worn by the driver and all passengers.
- Drivers may not exceed maximum capacity for the vehicle – each person must be able to wear an individual seatbelt.
- Drivers will complete a pre-trip and post-trip vehicle inspection (see below)
- Drivers must follow the rules of the road and communicate trip safety procedures to their passengers.
- When going on an extended trip, a vehicle safety kit is recommended

Pre-Trip Inspection

- Tires (look for low tires & visible signs of wear)
- Lights (headlights, brake lights, turn signals & inside lights)
- Vehicle cleanliness
- Fuel Level (should be full)

Safety Kit Should Contain

- Flashlight/Emergency Light
- Emergency Medical Kit
- Road flares
- Emergency Contact Information

Post-Trip Inspection

- Fuel Level (return vehicles full)
- Vehicle cleanliness and clean if necessary
- Complete Trip Log (below) and return this sheet to folder.

Ministry Name	Date	Destination	Driver	Mileage (start)	Mileage (end)	Inspection (check)	Comments

Questions? Contact Facilities Manager Josh Randall at 812.340.1942

Signature _____ Printed Name _____ Date _____