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| --- | --- | --- | --- | --- | --- | --- | --- |
| Name |  | Vehicle registration |  | Month |   | Year |  |

* You may not do any personal mileage in company vans unless authorised by a director. The vehicle tracker system and fuel reports will be checked to confirm this.
* You must submit this form to your line manager by the 7th of each month.
* Your licence will be checked every six months. You must declare any material changes as soon as they occur.
* Please submit this form and / or your licence on time. Otherwise the fuel cost for the month will be deducted from the primary driver’s payments.

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| Date | Journey details | Total daily mileage (business only) | Driver signature |
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| Total business mileage in period |  |
| I declare that this is a true record of my mileage in the period, and that only business mileage has been incurred on this vehicle.  |
| I declare that daily safety checks have been undertaken prior to use, to confirm vehicle safety and road worthiness. (Please report any damage to your line manager immediately and record damage on form 19.CH.014 – driver’s vehicle inspection sheet) |
| I confirm I have completed form 19.CH.014 for the month and handed it to the fleet coordinator as required under PUWER regulations.  |
| My eyesight has been confirmed at a minimum distance of 20.5 metres.  | Registration number viewed |  |
| Signature (primary driver) |  | Date |  |
| Signature (secondary driver if applicable) |  | Date |  |
| Reviewed by VGC manager | Signature |  | Date |  |