DDDS Fleet Services Vehicle Monthly Report

NOTE: All State-Owned vehicles shall bear a license plate which carries the notation "STATE OWNED".
Exemptions may be approved by the Director of the Ofice of Management and Budget per 29, Del. C. §7107.
Please read and follow Fleet Services Operating Policies and Procedures at http://gss.omb.delaware.gov/fleet/policies.shtml

Provider: _____ **Date:** _____
Month: _____ **Completed By:** _____

Site/Location	License Number	Odometer Reading	Make/Model	Turtle Top Y/N	Wheelchair Lift Y/N	Loaner Vehicle * Y/N	Comments

PROVIDERS MUST AGREE TO THE FOLLOWING CONDITIONS:
1: Blocked vehicles will be operated only by drivers authorized by Fleet Services.
2: All vehicles are monitored by vehicle tracking equipment. Intentional damage to the tracking equipment will be cause to immediately end the vehicle assignment
3: Blocked vehicles will be surrendered on a routine basis to Fleet Services for routine maintenance or repair.
4: Fleet Services reserves the right to end a vehicle assignment at any time the need for the vehicle is no longer demonstrated.
5: Failure to comply with any Fleet Services Policy & Procedure (see http://gss.omb.delaware.gov/fleet) may result in the termination of the blocked vehicle assignment.

LOANER VEHICLES DO NOT NEED ODOMETER READINGS. IN COMMENTS COLUMN INDICATE REASON FOR LOANER VEHICLE