

Ridgway Area School District

VEHICLE LOG

What is the Purpose of the Form?

This form is to be used to record mileage of school owned vehicles.

Who Should File the Form?

Any employee who drives a school owned vehicle should complete the form for their trip. Maintenance Foremen are responsible for ensuring compliance.

When Should the Form be Filed?

The forms will remain in the school vehicles, but must be completed for each trip.

Revised: October 2002

