## CITY OF BALTIMORE

## VEHICLE USE RECORD

## ASSIGNEE INSTRUCTIONS:

1. AT THE START OF THE MONTH: COMPLETE FORM TO THE DOUBLE LINES.
2. EVERY TIME THE VEHICLE IS USED: ENSURE THAT THE EMPLOYEE TAKING THE VEHICLE ENTERS THE REQUIRED INFORMATION IN THE SECTION BELOW THE DOUBLE LINES.


| dAY | OPERATOR'S SIGNATURE | time out | destination | MILES DRIVEN HOURS USEN | time in |
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| I CERTIFY THAT I UNDERSTAND AND HAVE COMPLLED WITH ALL PROVISIONS OF THEADMINISTRATIVE MANUL REGARDING USE OF A CITY-OWNED VEHICLE. |  |  |  | DATE |  |

