

VEHICLE SIGN-OUT SHEET

Use the same row number in both sections. Complete CHECKOUT when custody begins and RETURN when the vehicle comes back. Record condition and faults at both handoffs.

CHECKOUT

#	Date	Vehicle ID	Tag / Call Sign	VIN / Last 8	Operator	Time Out	Begin Mileage	Begin Fuel	Inspection Complete	Purpose / Destination	Existing Faults
1											
2											
3											
4											
5											
6											
7											
8											

RETURN

#	Return Date	Time In	Ending Mileage	Miles Used	Return Fuel	Parked Location	New Faults / Return Notes	Initials
1								
2								
3								
4								
5								
6								
7								
8								

Recommended practice: verify mileage and condition at both handoffs. Retain completed sheets according to your organization's records policy.