

# GBHWC MOTOR VEHICLE TRIP TICKET

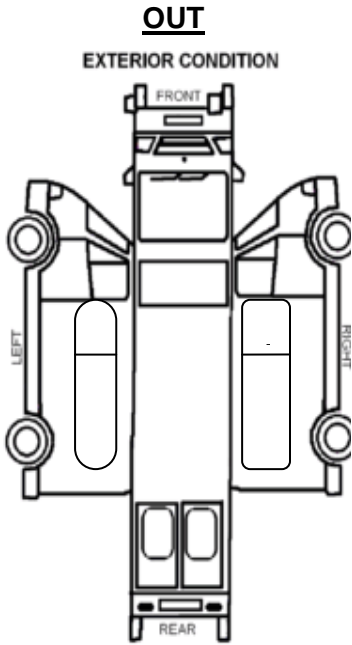
Operator Last Name: \_\_\_\_\_ First : \_\_\_\_\_ Division: \_\_\_\_\_

Make:  MAZ  NIS  KIA  FORD  HYU Model: \_\_\_\_\_ Official #: \_\_\_\_\_

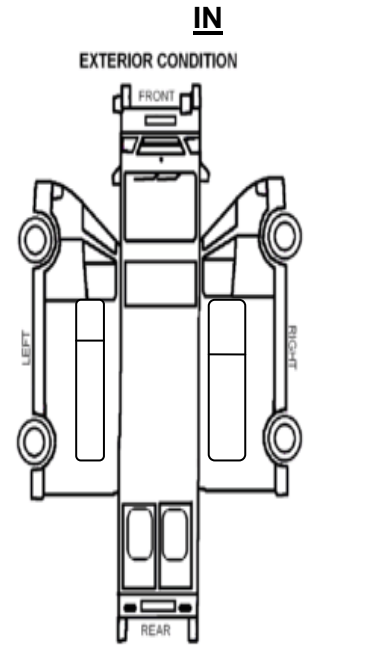
Purpose of Trip: \_\_\_\_\_

Authorized by: \_\_\_\_\_

Depart Date: \_\_\_\_\_ Time: \_\_\_\_\_ Return Date: \_\_\_\_\_ Time: \_\_\_\_\_



<b>OUT</b>			<b>IN</b>	
OK	DAM		OK	DAM
		Clean Inside		
		Pass. side body		
		Driver side body		
		Hood		
		Front Bumper		
		Rear Bumper		
		Windshield		
		Windows		
		Gauges		
		Wipers		
		Pass side mirror		
		Driver side mirror		
		Tires/wheel Front		
		Tires/wheel Rear		
		Lights/Blinkers		
		Tools/Spare Tire		
		Roof		
		Seat Belts		
		Carpet/Floors		
		Oil/Fluids		
<b>OFF</b>	<b>ON</b>	Maintenance Light	<b>OFF</b>	<b>ON</b>



**D= Dent**  
**S= Scratch**  
**M= Missing**  
 Tank:  E  1/4  1/2  3/4  F  
 Mileage: \_\_\_\_\_

**D= Dent**  
**S= Scratch**  
**M= Missing**  
 Tank:  E  1/4  1/2  3/4  F  
 Mileage: \_\_\_\_\_  
 Total Mileage: \_\_\_\_\_

Additional comments about condition of the vehicle:

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**GBHWC Motor Vehicle Trip Ticket**

***Travel Log***

<b>Destination</b>	<b>Departure Time</b>	<b>Arrival Time</b>	<b>Mileage</b>	<b>Remarks</b>
From			Depart	
To			Arrive	
To			Arrive	
To			Arrive	
To			Arrive	
To			Arrive	
To			Arrive	

Additional comments about the Travel Log:

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As the operator of a Government of Guam Motor Vehicle, you are responsible for complying with the GBHWC Vehicle Usage P&P (AD-02) and Government of Guam regulations.

**Remember:**

- Your main priority should always be the safety of the consumers being transported.
- Vehicles are for official purposes only.
- You shall comply with all traffic and parking regulations (i.e., speed limits, no parking zones).
- You must have a valid Guam driver’s license, or chauffeurs license (if necessary) and your employee I.D. in your possession when operating a Department vehicle.
- All vehicle occupants are required to use seat belts when operating or riding in the Department vehicle.
- You shall not leave consumers in the vehicle unattended.
- Only authorized passengers may ride in department vehicles.
- You shall ensure department vehicles are locked and windows are rolled all the way up whenever the vehicle is left unattended and upon return to the facility.
- Smoking, chewing, spitting and consumer food or beverages is strictly prohibited in Department vehicles however; water is allowed.
- Use of illegal drugs, alcohol and tobacco (chewing and smoking) is strictly prohibited during operation of Department vehicles.
- Cellular phone use, including texting while operating the Department vehicle is prohibited. You must pull off the road in a safe area to make emergency calls or answer work-related calls.
- In case of an accident or incident of theft or injury, immediately contact your supervisor and report the incident to Guam Police Department (GPD).

**I have inspected the vehicle and agree that the only damage is that which is stated on this sheet. I also agree to abide by the above rules.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_