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| **FLEET MANAGEMENT TEMPLATES** | | |
| 4.00 | Driving and Vehicle Regulations |
| 4.01 | Driving Test Daily Checks and Wheel Change |
| 4.02 | Daily Vehicle Check |
| 4.03 | Vehicle Log Sheet |
| 4.04 | Generator Log Sheet |
| 4.05 | Motorbike Log Sheet |
| 4.06 | Boat Log Sheet |
| 4.07 | Monthly Repair and Service Costs |
| 4.08 | Vehicle Defects/Faults Report |
| 4.09 | Vehicle Service Schedule |
| 4.10 | Vehicle Accident/ Incident/ Theft Report |
| 4.11 | Vehicle Excel ADMIND |
| 4.12 | Fuel Request Voucher |
| 4.13 | Fuel Stocks and Management Overview |
| 4.14 | Vehicle Rental with Driver Contract Conditions |
| 4.15 | Vehicle Rental without Drivers Contract Conditions |
| 4.16 | Vehicle Register ADMIND |
| 4.17 | Pre-departure Vehicle Check List |
| 4.18 | Vehicle Equipment Inventory |
| 4.19 | Vehicle Safety Kit |
| 4.19A | Vehicle Toolkit |
| 4.19B | Advanced Vehicle Toolkit |
| 4.19C | Basic Workshop Toolkit |
| 4.19D | Vehicle Recovery Kit |
| 4.19E | Winch Recovery Accessories |
| 4.19F | Manual Recovery Package |
| 4.19G | Hand Winch |
| 4.19H | Electrical Winch |
| 4.20 | Passenger Liability Waiver |