

Company Pool Car Usage & Inspection Form

Driver & Vehicle Info

Driver Name

Employee ID

Car Registration / License Plate

Date

Time Out

Time In

Odometer Start

Odometer End

Purpose of Trip

Pre-Use Vehicle Inspection

Tires

Lights

Horn

Brakes

Mirrors

Fluid Levels

Windshield/Wipers

Cleanliness

Comments / Issues Noted

Signature

Driver Signature

Date