



CEO Agency Driver Training Checklist

Employee/Driver: _____

Manager/Trainer: _____

Department: _____

Review Agency Vehicle Management Plan

- Eligibility for Use
- Use of Agency Vehicles
- General Requirements and Restrictions
- Vehicle Use Records
 - Mileage Log
 - Maintenance Form
- Vehicle Maintenance
 - Items in Glove Box
 - Folder
 - Cleanliness
 - Snow Conditions
 - Fueling
 - Provided instructions on fueling
- Vehicle Repairs
- Risk Management / Accident Procedures

Additional Comments: _____

Employee/Trainee Signature

Date

Manager/Trainer Signature

Date