



CEO Agency Driver Training Checklist

Employee/Driver:

Manager/Trainer:

Department:

Review Agency Vehicle Management Plan

Eligibility for Use

Use of Agency Vehicles

- Official agency business
- GPS tracking system

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

This completed and signed form should be emailed to hr@ceoempowers.org to be maintained in the HR database..