

School / Service:

Vehicle Make:

Vehicle Model:

Vehicle Registration:

MILEAGE LOG BOOK

- **Please ensure that this Log Book is completed at the beginning and end of EACH journey.**
- **Please also complete a quick visual inspection of the car at the beginning of each journey.**
- **If applicable, please return the vehicle keys on completion of journey.**

School / Service:

Vehicle Registration:

Mileage / Maintenance Log

Date	Driver name	Visual inspection complete	Mileage reading (start of journey)	Mileage reading (end of journey)	Time used		Journey description (start/end destinations)	Journey purpose	Fuel purchased (litres)	Remarks
					from:	to:				

School / Service:

Vehicle Registration:

Mileage / Maintenance Log

Date	Driver name	Visual inspection complete	Mileage reading (start of journey)	Mileage reading (end of journey)	Time used		Journey description (start/end destinations)	Journey purpose	Fuel purchased (litres)	Remarks
					from:	to:				



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					from:	to:				

Contact List

Suppliers	Specifications Date of First Registration: Wheelplan: Taxation Class: Type of Fuel: Cylinder capacity: No of Seats: VIN/Chassis/Frame No: Engine No:
Insurance	Graphics
Roadside Recovery	Maintenance / Service Details

University Fleet: Procedures for Vehicle Accident Reporting

Guidance to Drivers in the Event of an Accident

- At the scene of an accident a member of staff involved as driver or passenger should volunteer no admission of blame, whatever the circumstances, so that the position of the University's insurance company will not be prejudiced.
- If anyone has been injured in the accident the Police and/or ambulance must be called.
- Call Security Services on 0117 33 11223 if assistance is required.
- It is important to obtain the names & addresses of any witnesses.
- The name of the University's insurers ZURICH MUNICIPAL must be given to the driver or drivers of other vehicles involved and, if the Police are called to the scene of the accident, any information requested by them must be provided to the best of any individuals knowledge.
- Please inform the Insurance Office of any accidents as soon as possible – insurance-enquiries@bristol.ac.uk – or 0117 39 41828. A claim form (available from the Insurance Office) should be completed and any repairs need to be made by the insurers recommended garages (please contact the Insurance Office for details).
- See also guidelines: <http://www.bristol.ac.uk/secretary/insurance/motor-insurance/#makeaclaim>
- The relevant Insurance Certificate is issued by ZURICH MUNICIPAL covering all University vehicles. The originals are held at Senate House.
- The occurrence should be reported as soon as possible to the Head of School / Head of Service and Safety and Health Services via the online accident report <https://iis-safety.cse.bris.ac.uk/eforms/incident>

Staff Owned Vehicles: Procedures for Vehicle Accident Reporting **Guidance to Drivers in the Event of an Accident**

- **At the scene of an accident a member of staff involved as driver or passenger should volunteer no admission of blame, whatever the circumstances, so that the position of the driver's insurance company will not be prejudiced.**
- **If anyone has been injured in the accident the Police and/or ambulance must be called.**
- **Call Security Services on 0117 33 11223 if assistance is required on the University Estate**
- **It is important to obtain the names & addresses of any witnesses.**
- **Insurance details must be given to the driver or drivers of other vehicles involved and, if the Police are called to the scene of the accident, any information requested by them must be provided to the best of any individuals knowledge.**
- **The occurrence should be reported as soon as possible to the Head of School / Head of Service and Safety and Health Services via the online accident report <https://iis-safety.cse.bris.ac.uk/eforms/incident/>**