TO: University Community
FROM: Nicholas J. DiCiacco, Senior Director
Facilities Management
SUBJECT: State Vehicle Trip Logs
DATE: March 25, 2008

State regulations along with University policy require that all vehicle operators maintain a trip log of daily usage. Entries should be printed legibly; all mileage shall be consecutive, rounding to its nearest mile.

It is the responsibility of the department operating the vehicle to have all trip logs signed by the supervisor responsible for the vehicle. The signed logs will be sent to Vehicle Services Shop by the first week of the month.

Your cooperation in observing this mandated procedure is greatly appreciated.

cc: Inspector General
John Cal