



_____ (Please initial)

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**1205 Pendleton Street, Suite 113
Columbia, SC 29201**

YEAR

MONTH

AGENCY CODE

MONTH ENDING MILEAGE

IDLE TIME

DOWN TIME

CONDITION

COMMUTING MILEAGE

STARTING MILEAGE

MILES USED

I certify that all entries are true and correct in every matter and conform with the requirements of state law, rules and regulations.

Signature of Driver

Signature of Approving Supervisor

[illegible]

USE OF MONTHLY MOTOR VEHICLE LOG

1. **Purpose:** Form SASS-003C is a management tool for use at the agency level for recording and analyzing essential data for an accurate portrayal of cost and cost-effectiveness of a motor vehicle fleet. This log will be used from the first of the month to the last day of the month. The log should be closed out on the last day of each month. The original should be retained by the agency for audit and accounting purposes.
2. **Completing the Form:** It is essential that the instructions be followed in order to avoid unnecessary time and effort in requesting information that is either missing or has already been erroneously submitted.
 - a. **Heading**
 - (1) Vehicle Tag Number: Enter the permanent tag number assigned. If vehicle has a confidential tag, enter the agency vehicle number.
 - (2) Year: Use two digits i.e.: 17, 18, 19, 20.
 - (3) Month: Use two digits i.e. January 01; July 07; November 11.
 - (4) Agency Code: Enter the agency code to which charges should be made.
 - (5) Month Ending Mileage: Use mileage for the current month.
 - (6) Starting Mileage: Use odometer reading at beginning of the month.
 - (7) Miles Used: Total miles driven during the month.
 - (8) Idle Time: Number of days vehicle was not in use. Do not include down time, weekends, and holidays.
 - (9) Down Time: Number of days vehicle was not available for use due to repair or maintenance. Do not include idle time.
 - (10) Condition: Your evaluation of vehicle condition. Use the following codes: G-Good P-Poor
 - (11) Commuting Miles: All miles driven not on Official State Business (home to office). All commuting trips must be logged in appropriate blanks.
 - (12) Driver's Signature: Signature of vehicle operator.
 - (13) Supervisor's Signature: Signature of approving supervisor, if applicable.
 - b. **Body**
 - (1) Date: Use the current month-day-year. i.e., 7/1/17
 - (2) Driver Name: Name of the individual driving vehicle.
 - (3) Odometer Reading: Mileage at the beginning and ending of each trip.
 - (4) Travel: Use starting location and destination i.e., Columbia to Charleston - Office to Residence. (See note 1)
 - (5) Job Function: Purpose of trip(s) i.e., commuting, supply trip, facilities inspection, route work.

Note:

- (1) Vehicles used for extensive local travel should use only one entry daily (log as "local travel" in "travel" column).
- (2) Continuation sheets (Multiple Forms) will be used when more space is needed.
- (3) Commuting miles must be logged after each trip (home to office).
- (4) Questions concerning use of this form should be addressed to State Fleet Management.