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| **FLEET MANAGEMENT TEMPLATES** |
|  4.00 | Driving and Vehicle Regulations |
|  4.01 | Driving Test Daily Checks and Wheel Change |
|  4.02 | Daily Vehicle Check |
|  4.03 | Vehicle Log Sheet |
|  4.04 | Generator Log Sheet |
|  4.05 | Motorbike Log Sheet |
|  4.06 | Boat Log Sheet |
|  4.07 | Monthly Repair and Service Costs |
|  4.08 | Vehicle Defects/Faults Report |
|  4.09 | Vehicle Service Schedule |
|  4.10 | Vehicle Accident/ Incident/ Theft Report |
|  4.11 | Vehicle Excel ADMIND |
|  4.12 | Fuel Request Voucher |
|  4.13 | Fuel Stocks and Management Overview |
|  4.14 | Vehicle Rental with Driver Contract Conditions |
|  4.15 | Vehicle Rental without Drivers Contract Conditions |
|  4.16 | Vehicle Register ADMIND |
|  4.17 | Pre-departure Vehicle Check List |
|  4.18 | Vehicle Equipment Inventory |
|  4.19 | Vehicle Safety Kit |
|  4.19A | Vehicle Toolkit |
|  4.19B | Advanced Vehicle Toolkit |
|  4.19C | Basic Workshop Toolkit |
|  4.19D | Vehicle Recovery Kit |
|  4.19E | Winch Recovery Accessories |
|  4.19F | Manual Recovery Package |
|  4.19G | Hand Winch  |
|  4.19H | Electrical Winch |
|  4.20 | Passenger Liability Waiver |