



UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, D. C. 20555

February 8, 1980

Young
File
Admin

MEMORANDUM FOR: NRC/TMI Technical Support Staff
FROM: John T. Collins, Deputy Director
NRC/TMI Technical Support Staff
SUBJECT: DAILY VEHICLE USAGE REPORT

Effective Sunday, February 10, we have been advised by the GSA that it will be necessary to complete a daily vehicle usage report for all of the vehicles assigned to the TMI Technical Support Staff. Leon Grant of the Buildings and Operations Branch also advised me that it is necessary for the driver or drivers of each vehicle to log each trip separately. The reports are to be compiled on a monthly basis and submitted to me for my signature and transmitted to headquarters. By copy of this memo, I am requesting that Lennie Prough place a copy of the attached log sheet in each one of the vehicles by c.o.b. 2/3/80.

John T. Collins
John T. Collins
Deputy Director
NRC/TMI Technical Support Staff

Attachment: Log Sheet

cc: R. H. Vollmer
L. Grant

Lennie
has started job
done 2/8/80
ant.

NOTE: BEFORE FIRST TRIP PERFORM MAINTENANCE CHECK LISTED ON BACK OF FORM

DAILY VEHICLE USAGE REPORT

DATE _____ ADDRESS AT TIME BEG. BEGINNING OF DAY _____

VEHICLE IDENTIFICATION _____ OPERATOR _____

POINT OF DEPARTURE	DESTINATION	PURPOSE OF TRIP AND WHETHER OFFICIAL (O) OR UNOFFICIAL (U)	ODOMETER READING		TIME		SIGNATURE OF PASSENGER OR DRIVER
			Departure	Arrival	Departure	Arrival	

OPTIONAL FORM 108
FORMERLY FORM JF-21
JANUARY 1976
STATE OF IDAHO

DRIVER'S DAILY AND WEEKLY PREVENTIVE MAINTENANCE CHECKLIST

CHECK DAILY	Checked and action taken	CONDITION (report any irregular conditions, such as dents, scratches)
Leaks (check beneath vehicle)		VEHICLE OPERATION (report any defects noted during operation of vehicle or any road repairs made)
Fuel, oil, and water		
Clean vehicle		
Lights, signals, windshield wipers, horn		
Tires (including spare)		
Tools and safety equipment		
Brakes (service and parking)		
License plates, forms (including accident report form)		
Maintenance and Service Sticker		
CHECK WEEKLY (in addition to the above)	:	
Battery		
Fan belt		
Hose connections, fuel and oil lines		
DRIVER (Signature)		MECHANIC (Signature)