

# City of Richmond Administrative Manual

## POOL CAR VEHICLE INSPECTION SHEET

Pool Car # \_\_\_\_\_ Name \_\_\_\_\_

Date(s) Requested \_\_\_\_\_

Parking Space # \_\_\_\_\_ Gasoline Card # \_\_\_\_\_

**Pick-up** Date/Time \_\_\_\_\_ Mileage \_\_\_\_\_

Gas F 7/8 3/4 5/8 1/2 3/8 1/4 1/8 Corp Gas Card in glove box Yes No

Clean Yes No Describe:

Damage Yes No Describe:

Inventory & status: (This vehicle may be needed for Emergency Response)

- |                                    |                               |     |    |
|------------------------------------|-------------------------------|-----|----|
| 1. Flares in glove box # _____ (3) | 5. City map in glove box      | Yes | No |
| 2. Paper Towels Yes No             | 6. Emergency Preparedness Kit | Yes | No |
| 3. Spare tire and jack Yes No      | 7. First Aid Kit in trunk     | Yes | No |
| 4. Seat belts operational Yes No   | 8. Windshield wipers          | Yes | No |

I have reviewed policy statements AP 107, AP 108 and AP 507, and agree to abide by them and accept responsibility for the condition of the vehicle.

Signature/Date: \_\_\_\_\_

**Return** Date/Time \_\_\_\_\_ Mileage \_\_\_\_\_

Gas F 7/8 3/4 5/8 1/2 3/8 1/4 1/8 Corp Gas Card in glove box Yes No

Clean Yes No Describe: Attach car wash receipt

Damage Yes No Describe:

Inventory & status: (This vehicle may be needed for Emergency Response)

- |                                    |                               |     |    |
|------------------------------------|-------------------------------|-----|----|
| 1. Flares in glove box # _____ (3) | 5. City map in glove box      | Yes | No |
| 2. Paper Towels Yes No             | 6. Emergency Preparedness Kit | Yes | No |
| 3. Spare tire and jack Yes No      | 7. First Aid Kit in trunk     | Yes | No |
| 4. Seat belts operational Yes No   | 8. Windshield wipers          | Yes | No |

**RETURN THIS FORM W/KEYS and CREDIT CARD TO THE FINANCE DEPT**