

MONTHLY GROUP MILEAGE LOG

County Vehicle Program / HR - CSD



Registered County Vehicle Program groups are required to fully complete a Monthly Mileage Log in compliance with program guidelines whether the group is in an issued unit or loaner unit. Daily trips must be accurately recorded in the appropriate record sections. The completed log must be submitted to the HR – CSD office no later than the 5th calendar day of the month following the reporting period.

UNIT #: 123 CV #: 18765 ZONE: H2 AUTHORIZED MILEAGE: 40.01 - 60 (Round Trip Miles Per Day)
ORIGINATION: CORONA DESTINATION: RIVERSIDE/DOWNTOWN

JANUARY 2025	MORNING ODOMETER	EVENING ODOMETER	TOTAL MILES DRIVEN	# PEOPLE (AM ONLY)	COMMENTS (FUELING, DETOURS, LOANERS, ETC.)	INITIALS
1 Holiday						
2 Thursday						
3 Friday	138120	138164	44	4	FUEL	PT
6 Monday	138164	138207	43	4		PT
7 Tuesday						
8 Wednesday						
9 Thursday						
10 Friday	138207	138247	40	2		PT
13 Monday						
14 Tuesday	138247	138291	44	4	FUEL	PT
15 Wednesday	138291 138311	66701 66724	20/23=43	4	LOANER RECEIVED	SS
16 Thursday	66724 66747	138306 138326	23/20=43	4	LOANER RETURNED	SS
17 Friday						
20 Holiday						
21 Tuesday						
22 Wednesday	138326	138370	44	4	FUEL	SS
23 Thursday	138370	138413	43	4		SS
24 Friday	138413	138454	41	3		SD
27 Monday	138454	138494	40	2		PT
28 Tuesday	138494	138538	44	4	FUEL	SS
29 Wednesday	138538	138581	43	4		SS
30 Thursday	138581	138621	40	2		PT
31 Friday						

Was the group provided with a loaner/rental unit this month? YES ☒ NO ☐

If Yes, Unit #: 18123 Date the loaner/rental was acquired: 01.15.2025 Date the loaner/rental was returned: 01.16.2025

Explain why the group was provided with a loaner/rental unit. PM SERVICE