U.S. DOD Form dod-navcruit-11240-4

DRIVE SAFELY

INSTRUC-TIONS	1. REMINDER TO DRIVERS: Government vehicles will be operated in the performance of OFFICIAL government business only. 2. The term "Official Purpose" shall not include the transportation of personnel between their domiciles and places of employment. 3. The INDIVIDUAL utilizing a vehicle owned or rented by the Government shall be responsible for making certain that such use is in official business requirement, regardless of destination.

SECTION A

(To be filled in by POIC)

1. VEHICLE REGISTRATION NO.	2. VEHICLE TYPE	3. VEHICLE MAKE	(Year)	4. MONTH OF USE

5. ACTIVITY ASSIGNED	6. VEHICLE ADDRESS (City and State)

VEHICLE NUMBER SHEET:

DATE	TIME OUT	MILEAGE OUT	DESTINATION	PURPOSE	TIME ARR	MILEAGE ARR	SIGNATURE