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TRANSPORT LOGBOOK

- **Document Code:** ADM-018
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Purpose: Logs **travel details, fuel consumption, mileage, and vehicle condition** to ensure **efficient vehicle tracking**.

Log ID	Date	Employee Name	Department	Destination	Vehicle ID	Start Mileage (km)	End Mileage (km)	Fuel Used (Liters)	Driver Name	Condition Upon Return
TR-001	12/04/2025	Ahmed Khan	Sales	Lahore	VH-101	12,500	12,750	15	Ali Raza	✅ Good
TR-002	13/04/2025	Sarah Malik	Marketing	Faisalabad	VH-105	8,300	8,550	20	Kamran Sheikh	⚠ Minor Dent

Usage Instructions:

- ✅ **Drivers must log mileage and fuel consumption before and after each trip**.
- ✅ Vehicles must be **checked for damage upon return**.
- ✅ The **Admin Team conducts weekly audits of the logbook**.