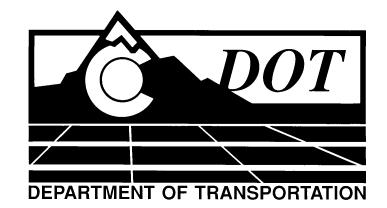## INSTRUCTIONS FOR FILLING OUT
VEHICLE MILEAGE LOG (CDOT Form #1189)

1. Print the vehicle number, driver name(s), Organization Code (Cost Center), parked address and the month and year on the face of the log.

2. In the column labeled **Odometer Reading** you will see a shaded area on the first day of the month, and the last day(s) of the month. The driver(s) of the vehicle will fill in the odometer reading on the first day of the month. Driver(s) will also fill in the ending monthly odometer reading in the shaded area on the last day of the month.

3. In the areas not shaded in the **Odometer Reading** column, the driver(s) will enter the odometer reading whenever they get fuel, or have any service performed on the vehicle, or purchases are made.

4. In the column labeled **Location**, the driver(s) will list the location where fuel was purchased, or where the service was performed.

5. In the column labeled **Fuel**, the driver(s) will list the number of gallons and type of fuel purchased.

6. In the column labeled **PM Done**, the driver(s) will mark the PM code #, from PM Schedule in bluebook, whenever any service work is performed.

7. On the page labeled **Maintenance Description** , the driver(s) will list any work performed or purchases made; ie., tires, batteries, etc.

8. Turn this log in to the Construction Engineer's office by the **1st of each month**.

DEPARTMENT OF TRANSPORTATION

COLORADO DEPARTMENT OF TRANSPORTATION
VEHICLE MILEAGE LOG

Vehicle #
Driver name(s) & Organization Code (Cost Center)
Parked address
Month/year

CDOT Form #1189   5/95

Odometer reading		Location	Fuel	PM done
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				

Maintenance description
1
2
3
4
5
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11
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