

PERIOD TRANSPORT REPORT

ACCIDENT AND SAFETY ISSUES

Describe briefly any accidents or critical defects involving these vehicles. Note learning points, positive and negative.

MAINTENANCE

Describe briefly any noteworthy learning points regarding maintenance, positive and negative.

Comment on any vehicle days lost and specify any consequential service delivery work not carried out.

SPECIMEN

PLANNING

Describe any noteworthy learning points regarding planning, positive and negative.

Comment on the timing of vehicle requests and on any service delivery work requirements not met due to deficient plans or met in emergency conditions.

OTHER COMMENTS

What are the trends - is transport availability and utilisation improving, are costs increasing/decreasing, how is transport contributing to improvements in service delivery and performance.

Comment on any noteworthy Vehicle Operator issues.

PREPARED BY

DATE

APPROVED BY

DATE

COPIES MADE TO: (Note Here)