

## **Vehicle Information System**

### **Sample Information to Maintain**

Vehicle Type (auto, van, truck, bus, etc.). Note: Be as specific as possible.

Make (Ford, Chevy, etc).

Year

Model (Taurus, Cavalier)

Vehicle Identifications Number (17 Digit # located on the dashboard, driver's side)

Department

Driver (if assigned, otherwise "pool vehicle")

Registration information including plate #

Organization Vehicle # assigned, if applicable (e.g., Van 3)

Garage Location

Note: See Spreadsheet Exhibit IV-1.2