

# Green Head Volunteer Bush Fire Brigade

## Notice to Fire Fighters

NOTFF Subject: **Appliance Log Sheet**

NOTFF Date: **August 01, 2009**

NOTFF Revision: **No**

NOTFF Number: **NOTFF - 00010**

Each of the appliances, (Light Tanker and 3.4) now contain a blue flat file with a log sheet in each file. The designated driver of either appliance is required to complete the Log on each instance the appliance leaves the fire shed. The criteria to be completed are:

1. Date
2. Time Out - Time leaving fire shed
3. Time In - Time of return to fire shed
4. Driver – Name of driver
5. Passenger – Name of passenger / passengers
6. Destination – Where you are traveling to
7. Odometer Start – Odometer reading at start of journey
8. Odometer Finish – Odometer reading at end of journey
9. KM's Traveled– Total KM's traveled for journey
10. Description of Vehicle Use – ie Attend incident, Maintenance etc

### **Refueling**

When refueling the appliances the following process will apply:

1. Diesel (Ltrs) – Qty of fuel taken on.
2. Invoice / Ref # - Ensure a receipt is obtained and placed in the file
3. Amount \$ - Dollar amount as shown on bowser

This may appear a long winded process but it is essential in control of costs and audit process. Each month these logs with the fuel receipts are forwarded to the shire for their cross referencing.