USC Vehicle Number: ☐☐☐☐☐

Please complete and return to:
USC Vehicle Management
703 Pendleton Street
Columbia, SC 29208

USC Owned Vehicles

STATE OF SOUTH CAROLINA
BUDGET AND CONTROL BOARD
DIVISION OF MOTOR VEHICLE MANAGEMENT
P.O. Box 633, Columbia, SC 29202

Start on 26th & End on 25th

Page _*1*_ of _____

(NO TENTHS)

VEHICLE TAG NUMBER	YEAR	MONTH	AGENCY CODE	MONTH ENDING MILEAGE
☐☐☐☐☐☐☐	☐☐	☐☐	☐☐☐☐☐☐☐☐	☐☐☐☐☐☐

IDLE TIME	DOWN TIME	CONDITION	MONTH	COMMUTING MILEAGE	STARTING MILEAGE
☐☐☐	☐☐☐	☐	is month of last day vehicle used on this log	☐☐☐☐☐☐	☐☐☐☐☐☐

MILES USED ☐☐☐☐☐☐

I certify that all entries are true and correct in every matter and conforms with the requirements of State laws, rules and regulations.

Supervisor's Printed Name _____ Phone # _____

Driver's Printed Name _____ Phone # _____

_____ _____
Signature of Driver   Signature of Approving Supervisor

Date	Driver's Name	Odometer Reading (NO TENTHS)		Travel		Job Function	No. of
		Beginning	Ending	From	To	Performed	Pass.

USC Vehicle Number: ☐☐☐☐☐

VEHICLE TAG NUMBER   **YEAR**   **MONTH**

☐☐☐☐☐☐   ☐☐   ☐☐

| Date | Driver's Name | Odometer Reading (NO TENTHS) | | Travel | | Job Function | No. of |
		Beginning	Ending	From	To	Performed	Pass.

This form to be used when all lines on USC Form 3-78 are filled.   **MONTHLY TRIP LOG CONTINUATION**   USC Form 3-78/1 Updated 12/2018

UNIVERSITY OF SOUTH CAROLINA VEHICLES
USE OF MONTHLY MOTOR VEHICLE LOG FOR PERMANENTLY ASSIGNED VEHICLES

PURPOSE

USC Form 3-78 is a management tool for use at the agency level to record and analyze data essential to an accurate portrayal of cost and cost-effectiveness of a motor vehicle fleet. This log will be used from the 26th of one month to the 25th of the next month. The log should be closed out on the 25th and a copy sent to Betty Roof at Vehicle Management. (email: vehicle@mailbox.sc.edu, fax: 803-777-7736, address: 703 Pendleton St., Columbia, SC 29208) The original should be retained by the agency for audit and accounting purposes.

COMPLETING THE FORM

It is crucial that the instructions given be followed in order to avoid unnecessary waste of time and effort, and the requesting of missing information. Thank you in advance.

HEADING

1. USC Vehicle Number: Enter the 5-digit assigned vehicle number (not the vehicle tag number)
2. Vehicle Tag Number: Enter the permanent tag number assigned correctly. (Example: 17890SG, not SG17890, or vice versa)
3. Year: Use two digits. (Example: 18, not 2018)
4. Month: Use two digits. Use the month of the LAST day that is on the log. (Example: January use 01, August use 08)
5. Agency Code: Enter account and fund code to which charges should be made. (Example: 65400 A000)
6. Month Ending Mileage: Use odometer mileage as of the 25th of the month (last day on the log) Do not use tenths.
7. Starting Mileage: Use odometer mileage at the start of the FIRST day that is on the log. Do not use tenths.
8. Miles Used: Total miles driven during entire month. Do not use tenths.
9. Idle Time: Number of days vehicle not in use. Do not include down time, weekends, and holidays.
10. Down Time: Number of days vehicle not available for use due to repair or maintenance. Do not include idle time.
11. Condition: Your evaluation of vehicle condition. Use the following codes: G = Good and P = Poor.
12. Commuting Miles: Miles driven not on Official State Business (home to office). All commuting trips must be logged in appropriate blanks.
13. Driver's Printed Name and Phone Number: Please print legibly.
14. Supervisor's Printed Name and Phone Number: Please print legibly.
15. Driver's Signature: Signature of vehicle operator. If there are multiple drivers, write "multiple drivers."
16. Supervisor's Signature: Signature of approving supervisor if applicable.
17. Page: Number each page in top right corner.

BODY

1. Date: Use the current month/day/year (08/10/17)
2. Driver's Name: Name of individual(s) driving vehicle.
3. Odometer Reading: Mileage at the beginning and ending of each trip. Do not use tenths.
4. Travel: Use starting location and destination. (Example: 1600 Hampton to Charleston or 703 Pendleton to Osborne) Vehicles used for extensive local travel should only use one entry per trip. (Example: 743 Greene to campus - not 743 Greene to Osborne, Osborne to Russell House, Russell House to Bates, etc.)
5. Job Function: Purpose of trip(s). (Example: purchase supplies, facilities inspection, commuting, etc.)
6. USC Form 3-78/1: Use this form if log will need more than first page (USC Form 3-78).

NOTE

1. Questions concerning use of this form should be addressed to Vehicle Management.
2. Additional copies of this form may be obtained from Vehicle Management.