



**Illinois Emergency Management Agency**  
**MOTOR POOL VEHICLE RETURN CHECKLIST**

29-

VEHICLE NUMBER

- Vehicle has a full tank of fuel , fluid levels have been checked and corrected as needed.
- Fuel credit cards are in the vehicle.
- Agency two-way radios are operational.
- Personal items, including refuse, have been removed from vehicle.
- Fuel receipts and vehicle keys returned to Vehicle Coordinator.

PROBLEM(S) DETECTED WITH VEHICLE:

DRIVER'S SIGNATURE:

DATE: