**Vehicle:**

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| --- | --- |
| **Item** | **Completed** |
| Garage Remote |  |
| Keys (Tag, Fuel Pouch, Spare in Key Cabinet) |  |
| MLAK Changing Places Bathroom Key (If wheelchair-accessible vehicle) |  |
| Travel Book (ADF-01) |  |
| Order BP Fuel Card - reception@matthews.net.au  |  |
| Order First Aid Kit (Winc Office Supplies) |  |
| Order Accessible Parking Permit: https://vicroadsdpp.microsoftcrmportals.com/permits/ |  |
| Add to Reception whiteboard |  |
| Instruction Sheets (If needed) |  |
| Add to Fleet Register: K:\Admin\Vehicles\Vehicle Listings |  |
| Add to Assets Register:  |  |
| Create Outlook bookings calendar |  |
| Add to LinkT (previously Citylink) account: https://www.linkt.com.au/login |  |
| Add details to Fuel Card No. & Pin Listing: K:\Admin\Vehicles\BP Fuel Cards  |  |
| Add details to Kyeema Vehicles listing: K:\Admin\Vehicles\Vehicle Listings |  |
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