

What is the Individual Vehicle Mileage Report (IVMR)?

The IVMR is a report to fill out daily detailing the travel used on your vehicle with an APP license plate (example below of the type of license plate). This form needs to be emailed or texted to the Fleet department every week (on Friday).



Why do I have to fill this form out?

We ask all foremen to fill this form out so we can keep track of the mileage and fuel purchased per vehicle. If we do not have the correct information for every vehicle on the road, we could be fined, or our operations could be shut down.

How do I fill this form out?

Start a new form on Monday morning for each vehicle that you (or a member of your crew) drive. Make sure your crew members are educated on the importance of this process. Below are steps to fill out the form:

Step 1: If this vehicle is a rental, fill out the top green sections. If it is not a rental, continue directly to step 2.


Step 2: You **MUST** fill out the vehicle number, employee name, and signature if you are the first driver of the vehicle at the start of the week.

Step 3: Track and fill out your mileage in the Trip Mileage Section daily. If you cross state lines, you need to make a new entry. If a crew member takes the vehicle or you share a vehicle, keep this form in the truck and remind each driver to track mileage and fuel purchases.

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Step 4: Indicate fuel transactions in the last section. Fuel type is either your shop, drag tank (foreman's truck) or gas station.

Step 5: Email or text a picture of the form to the Fleet Department every Friday. **It is your responsibly as the last driver to pass this in - Remember the core value of Reputation, Built on Integrity.**



Individual Vehicle Mileage Record (IVMR Form)
Track your daily mileage and fuel

Step 1

	Yes	No	If Yes, VIN#
Is this a Rental?			
Rental Company			

Step 2

Vehicle #	Trailer #	Driver's Signature	Print Name

TRIP MILEAGE

Date	Individual States	Route of Travel	Odometer Start	Odometer Ending	Total Miles Traveled
Total Miles -					

Step 4

FUEL PURCHASED (VEHICLE ONLY)

Date	State	Gallons	Fuel Type	Vendor

THIS FORM MUST BE FILLED OUT DAILY AND RETURNED TO THE FLEET DEPARTMENT EVERY FRIDAY.

Step 5

Send completed form to Julie May at julie.may@millerpipeline.com or text it to 317.501.8645

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If you share a vehicle with another foreman or crew and you are the first employee to use the vehicle Monday morning, fill out your information in the first boxes. The employee who has the vehicle Friday morning is responsible for submitting the form to the Fleet Department after the vehicle is returned to the shop Friday afternoon.

How do I submit my completed form every Friday?

Submit your completed forms to Julie May at 317.501.8645 or Julie.May@millerpipeline.com

Need the IVMR Form? Have questions?

Contact Julie May at 317.501.8645 or Julie.May@millerpipeline.com with questions about the IVMR process and click below to download the form.