

THE YARD SHEET

Take this and a biro around the yard. One block per asset.

YOUR BUSINESS

WHO FILLED THIS IN

DATE

- The one thing we need on a block is the MAKE, off the badge on the front. Kenworth. Isuzu. CAT. Toyota. Krueger. Put the model under it if it is written anywhere, because that is what tells us whether an Isuzu is a rigid or a ute.
- The number is worth writing down if the machine carries one, but plenty do not, and a block with no number still works.
- Skip anything you cannot read off the machine. Photograph each page as you finish it, square on, one page per photo. Do not wait until the end.
- If something is sold or off the road, write that next to it and keep walking. We will set it up and mark it off road.
- Biro, not pencil. Pencil does not photograph.

You do not type anything. We type it up and send you a login, then we send you back a list of everything we typed so you can check we read your handwriting right.

THE ONE WORTH FINDING

The sticker in the top corner of the windscreen, the tag near the hour meter, or the last written page of the logbook in the glovebox. It carries the date of the last service and the reading it was done at.

That is what the countdown to the next service runs from. Without it we can still list the asset, but its next service will read not tracked, and we will say so rather than pretend.

Nothing on the machine and nothing in the glovebox? Write today's date and today's reading. We will start from there and mark it as an estimate you can correct later.

1	MAKE	MODEL	NUMBER ON IT, IF ANY	REGO
	the one we need. off the badge	T610, FVZ, 320, Hilux	or whatever the yard calls it	block letters. blank if it has none
	LAST SERVICE DATE	READING AT THAT SERVICE		
	off the sticker or the logbook	the km or hours on the same sticker. write km or hours next to it		

2	MAKE	MODEL	NUMBER ON IT, IF ANY	REGO
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ONE BLOCK PER ASSET. THE MAKE MATTERS MOST. SKIP ANYTHING YOU CANNOT READ OFF THE MACHINE.

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Run out of blocks? Print page 2 again, as many times as you need. Numbers do not have to run on.

ANYTHING WE SHOULD KNOW?

Checks you run on a cadence, how your jobcards are numbered, a machine that is off the road, anything odd about how the yard works.

YOUR STAFF

The last page asks for names, roles and the licences or tickets each person holds. It is optional and it can wait until the assets are done.

NOT ON THIS SHEET, ON PURPOSE

Rego expiry dates are not written on the machine, so there is no sense walking around looking for them. Do those at the desk with the renewal notices, or send us the notices and we will do them.

YOUR STAFF

One row per person. Optional, and it can wait until the assets are done.

- A licence, a medical or a ticket counts down on the dashboard the same way a rego does.
- A name is the only thing we need on a row. Everything else on the row can be blank.
- Mark ONE person as the owner. That is the login that can add assets, add people and change settings, and it is usually you. Everything else here is your own words.
- An email means that person gets a login. No email means no login, and they still count down on the dashboard. Logins are unlimited and free, so anyone who will run pre start checks on a phone is worth one.
- Write each licence or ticket the way it is written on the card. HC licence. Forklift LF. First aid. HV medical. ASIC. Whether that is a licence, a medical or a ticket is our problem, not yours. Four each, and most people hold one or two.
- The date each one expires comes off the card, written DD/MM/YYYY. Blank if it does not lapse, or if you do not know it yet. It will read not tracked until somebody fills it in, and we will say so.

1	NAME	ROLE (OWNER, MANAGER, DRIVER, OPERATOR)				EMAIL FOR THEIR LOGIN			
	LICENCE OR TICKET 1	EXPIRES 1	LICENCE OR TICKET 2	EXPIRES 2	LICENCE OR TICKET 3	EXPIRES 3	LICENCE OR TICKET 4	EXPIRES 4	
2	NAME	ROLE (OWNER, MANAGER, DRIVER, OPERATOR)				EMAIL FOR THEIR LOGIN			
	LICENCE OR TICKET 1	EXPIRES 1	LICENCE OR TICKET 2	EXPIRES 2	LICENCE OR TICKET 3	EXPIRES 3	LICENCE OR TICKET 4	EXPIRES 4	
3	NAME	ROLE (OWNER, MANAGER, DRIVER, OPERATOR)				EMAIL FOR THEIR LOGIN			
	LICENCE OR TICKET 1	EXPIRES 1	LICENCE OR TICKET 2	EXPIRES 2	LICENCE OR TICKET 3	EXPIRES 3	LICENCE OR TICKET 4	EXPIRES 4	
4	NAME	ROLE (OWNER, MANAGER, DRIVER, OPERATOR)				EMAIL FOR THEIR LOGIN			
	LICENCE OR TICKET 1	EXPIRES 1	LICENCE OR TICKET 2	EXPIRES 2	LICENCE OR TICKET 3	EXPIRES 3	LICENCE OR TICKET 4	EXPIRES 4	
5	NAME	ROLE (OWNER, MANAGER, DRIVER, OPERATOR)				EMAIL FOR THEIR LOGIN			
	LICENCE OR TICKET 1	EXPIRES 1	LICENCE OR TICKET 2	EXPIRES 2	LICENCE OR TICKET 3	EXPIRES 3	LICENCE OR TICKET 4	EXPIRES 4	
6	NAME	ROLE (OWNER, MANAGER, DRIVER, OPERATOR)				EMAIL FOR THEIR LOGIN			
	LICENCE OR TICKET 1	EXPIRES 1	LICENCE OR TICKET 2	EXPIRES 2	LICENCE OR TICKET 3	EXPIRES 3	LICENCE OR TICKET 4	EXPIRES 4	
7	NAME	ROLE (OWNER, MANAGER, DRIVER, OPERATOR)				EMAIL FOR THEIR LOGIN			
	LICENCE OR TICKET 1	EXPIRES 1	LICENCE OR TICKET 2	EXPIRES 2	LICENCE OR TICKET 3	EXPIRES 3	LICENCE OR TICKET 4	EXPIRES 4	
8	NAME	ROLE (OWNER, MANAGER, DRIVER, OPERATOR)				EMAIL FOR THEIR LOGIN			
	LICENCE OR TICKET 1	EXPIRES 1	LICENCE OR TICKET 2	EXPIRES 2	LICENCE OR TICKET 3	EXPIRES 3	LICENCE OR TICKET 4	EXPIRES 4	

More than eight people? Print this page again. Names do not have to run on.