

### **Terms of Reference**

1. To conduct routine check and follow up with the maintenance schedule of the vehicles and ensure cleanliness of the vehicle in both interior and exterior.
2. To maintain proper fuel records and maintain best mileage as possible.
3. To update the documents of the vehicle before expiry and ensure all the documents are valid before the movement of the vehicle.
4. To maintain proper logbook and minimize the unnecessary movement of the vehicle as possible.
5. Maintain proper maintenance record of the vehicle along with the cost.