VicFleet CarPool

VICFLEET

VicFleet CarPool – eLogbook user guide

All VicFleet CarPool users are required to use the eLogbook to record trips and comply with Australian Tax Office (ATO) legislation. This step-by-step guide will assist you to record your daily trips and complete the log at the end of your vehicle hire.

Step 1: Access the eLogbook

You will receive a one-time link via SMS or email.

Step 2: Add a trip

On the eLogbook home page, select "Add a trip to this hire".

You must log one trip per day, including a final entry when returning the vehicle.

(Important: if any day is missing an entry, that day's kilometres will be counted as private under FBT rules, and tax may apply.)

Hire Details (Active)

TR162121 - Large

Pickup: 23/06/2025 4:00 PM

Pickup Location: Treasury Reserve

Drop Off: 24/06/2025 10:30 AM

Destination: Colac

No trips could be found for rental token AEWBAFQSAS

+ ADD A TRIP TO THIS HIRE

VicFleet CarPool

Step 3: Fill in trip details

Start of the trip

- Date and start time
- Trip code (select from the drop-down list)
- Starting odometer reading

Driver name

- It is auto-filled, update if needed
- If someone else drives the car, a new trip must be logged under their name

TR162121 - Large - Trip 1

Date:

23/06/2025

Start Time:

--:-- --

Select Trip Code

Raffaele Ammirati

End of trip

- End time
- End odometer reader
- Trip destination
- Fuel level
- Parking bay number (if returning to VicFleet CarPool Treasury Garage)

End Time:

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Odometer Trip Start/End kms:

47636   0

Trip (calculated):   0   kms

Personal Use: 0   kms

Destination

Upon Return to Carpool:

Parking Bay#

Fuel Level

SUBMIT

Step 4: Save the trip

Click Save to submit your entry
A message will confirm that the trip was logged successfully

Need Help?

☎   Phone: 03 7005 9255
✉   Email: carbookings@dgs.vic.gov.au