**Appendix B - Forms and Completion Instructions**

**CO-648B MOTOR VEHICLE REPORT SUMMARY**

**Purpose**

This report must include all registered and unregistered vehicles owned by the agency as of June 30th.

**Type of Vehicle and Number of Vehicles**

Each type of vehicle is listed below. Indicate the total number of vehicles for each classification in summary:

**Snowmobile**

**Passenger Car**

**Truck, Jeep and Van**

**Ambulance**

**Bus**

**Forklift, Tractor, Payloader and Grader**

**Trailer**

**Cushman Vehicle**

**Motorcycle and Bike**

**Camper**

**Miscellaneous (indicate)**

Identify any type of vehicle owned and not included in any of the categories listed above.

**Total**

Add the vertical column above and provide a summary total.

A summary of all reports are furnished to the Department of Administrative Services - Fleet Operations and the ***State Insurance and Risk Management Board.***

Follow [this hyperlink](http://www.osc.ct.gov/agencies/forms/index.html) for an example of this form.