

# How to report a driveoff

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# Driveoff submission form - Manual

If a drive off occurs in store is the member of staff on shift responsibility to report it as soon as possible, so CCTV can be downloaded and reported to the police as soon as possible.

Please make sure all your staff reads this training guide.

Drive off system is accessible from the store tablet or mobile phone as well as from the main computer on the following address: <https://driveoff.racetrackpitstop.co.uk/> (managers please make sure this is save for ease of use).

When the system opens this is what you will see:



# DRIVE OFF

For Official use only

[DRIVE OFF FORM](#)

[STATUS](#)

[CCTV COLLECTION](#)

**PLEASE FILL THE FORM IF A  
DRIVE OFF HAS HAPPENED  
ON SITE**

Registration Number

Select Your Site



When did this happen?



What time?



Pump Number:

Select Fuel Type



Amount £:

Litres:

Your Name:

Crime Reference (if available)

Please note all Fields are mandatory except for Crime Reference. Ensure to put the Litres as well as the monetary value of the drive off.

Once you click send this alert will appear in the Screen:

Drive Off reported

OK

*That will send an email to HO for CCTV to be downloaded and Burned*

# Driveoff submission form - ANPR Screen