

Vehicle Maintenance Log - LIC

For Month of _____, 20____

Date	Daily		Weekly					List any problems / new noises
	Trash Removed	Gas Checked	Is First Aid kit Complete	Exterior Cleaned	Interior Cleaned	Fresh Water	Check tire pressure	
1			Y N	These items are to be completed once per week - or more if needed! Do not mark complete if item is not done that day! Only initial items completed!				
2			Y N					
3			Y N					
4			Y N					
5			Y N					
6			Y N					
7			Y N					
8			Y N					
9			Y N					
10			Y N					
11			Y N					
12			Y N					
13			Y N					
14			Y N					
15			Y N					
16			Y N					
17			Y N					
18			Y N					
19			Y N					
20			Y N					
21			Y N					
22			Y N					
23			Y N					
24			Y N					
25			Y N					
26			Y N					
27			Y N					
28			Y N					
29			Y N					
30			Y N					
31			Y N					

Date of last oil change: _____

Mileage of last oil change: _____

Current Mileage: _____

*Always be sure the insurance card, and registration in the vehicle is **CURRENT**.

***First aid kit is to include:** Band Aids, Gauze Pads, Adhesive Tape, Scissors, Anti-bacterial Soap, Hand Sanitizer, Gloves, Thermometer, and a MANUAL!

Date Extinguisher Expires: _____

Employee Signature

After signing off at the end of the month, turn this form in to the office!

Instructions for form:

Only document/initial things you ACTUALLY COMPLETE! PLEASE BE HONEST!

Daily (THESE ARE NOT YES OR NO!)

Remove all trash from vehicle - then initial

Be sure there is ENOUGH GAS for next run! If not, GET SOME while you are out! - then initial

Is first aid kit complete?

Circle Yes or NO!

If it is NOT complete - REPLACE what is missing! The required items are listed at the bottom of the form!

Weekly (THESE ARE NOT YES OR NO!)

This means that these things SHOULD BE DONE once per week!

When you COMPLETE each thing, INITIAL

FRESH WATER means replace the water in the jug! Yes - there should be a jug of water in the vehicle at ALL TIMES! A blanket too!

If there are new problems/noises, immediately notify the office!

Office should notify Lysle or Terah right away!

Date of last oil change

FILL IN THE DATE

If you do not know, there should be a little sticker in the upper left corner of the windshield that tells you. If there isn't one, ASSUME IT IS DUE FOR ONE and call Terah to be sure we get our mechanic on it!

Mileage of last oil change

SEE ABOVE

Mileage MUST be documented!

Current mileage

To be completed on the FIRST DAY OF THE MONTH ONLY

Oil changes are due every 5,000 miles! If the current mileage is 5k more than oil change mileage- Call Terah to be sure we get our mechanic on it!

Check the insurance card and registration! Be sure you HAVE ONE and that it is not EXPIRED!

If it IS expired, send an email to Teena with the Lic # and Year, Make and Model of the van She will get you a copy!

Date Extinguisher Expires

FILL IN THE DATE

If there is NO extinguisher in the vehicle - go to Walmart and GET ONE. All Extinguishers have to be checked once a year. If there is no date on yours, call Brazas (889-8999) and ask them if you can bring it in to have it tested.....then DO IT Get a price quote first! It may be cheaper to buy a new one.

Employee Signature

SIGN the form on the LAST day of the month, and turn the form in to the office!
Each driver is responsible for the log for the vehicle(s) they drive