



(Please Print)

Vanpool Maintenance Request



Driver's Name:

Daytime Phone:

Today's Date:

Van Number: **4** — — —

Mileage In:
(Vanpool Driver)

Mileage Out:
(Fleet Services Employee)

Requested
Pick-Up Time:
(Vanpool Driver)

Please Check The Following:

ENGINE COMPARTMENT

- ☐ Hoses/Belts
- ☐ Alternator/Battery/Terminals/Cables
- ☐ Engine Idle

UNDERCARRIAGE

- ☐ Wheel Alignment
- ☐ Steering
- ☐ Brakes
- ☐ Transmission
- ☐ Shocks
- ☐ Muffler

EXTERIOR

- ☐ Tire Pressure/Wear
- ☐ Spare Tire/Tire Mount
- ☐ Hubcaps
- ☐ Head Lights
- ☐ Tail Lights
- ☐ Brake Lights
- ☐ Emergency Flashers
- ☐ Turn Signals
- ☐ Outside Mirrors Left/Right
- ☐ Windshield
- ☐ Windshield Wipers/Blades

INTERIOR

- ☐ Dash Lights/Instruments/Switches
- ☐ Reading/Courtesy Lights
- ☐ Horn
- ☐ Radio
- ☐ Windows (Specify)
- ☐ Seats
- ☐ Seat Belts/Retractors
- ☐ Doors (Specify)
- ☐ Air Conditioner Front/Rear
- ☐ Heater Front/Rear
- ☐ Defroster

Driver's Comments:

Fleet Services' Comments:

☐ Fueled
 ☐ Washed
 ☐ Fluids Checked/Filled
 ☐ Vacuumed Interior
 ☐ Cleaned All Windows In/Out

Maintenance Service Reviewed By:

Fleet Services Employee (Please Print)

Date