

Vehicle Maintenance Log

**Write Company Name Here**

Address Here / Phone: 000-000-000 Fax: 000-000-000 / Email: [www.abc@gmail.com](http://www.abc@gmail.com)

Vehicle Description:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Manufacturer’s Serial No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Serial No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Model Year:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Plate No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The following vehicle checks are to be undertaken on a weekly basis for use of the first working day.**

Date of Check: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mark each item as: ✓ Satisfactory X Defective/Missing N/A Not Applicable

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Fluids** | | **Lights/Electric** | | **External Condition** | | **Internal Condition** | |
| Engine Oil |  | Indicators |  | Door/Wing Mirrors |  | Seat Belts |  |
| Brake |  | Side Lights |  | Wiper Blades |  | First Aid Kit |  |
| Clutch |  | Headlights (Dipped) |  | Screen Washers |  | Fire Extinguisher |  |
| Power Steering |  | Headlights (Main) |  | Tyre Pressure |  | Head Restraint Adjustment |  |
| Auto Transmission |  | Number Plate |  | Tyre Wear |  | Torch |  |
| Screen Wash |  | Reversing |  | Tyre Damage |  | Warning Triangle |  |
| Fuel (Min ¼ full) |  | Warning Lights |  | Spare Wheel |  | General Bodywork |  |
| Coolant |  | Horn |  | Cleanliness of number plate, windows, lights |  | Road Fund Licence |  |
|  |  | Windscreen Wipers |  | Security of roof-rack, tail lift, winch, refrigeration etc |  | A copy of the ‘Motor Incident Report Form’ |  |
|  |  | Battery |  | Door Locking |  |  |  |

**Comments:**

Damage noted, repairs due etc, Mark on diagram any damage and date noted



