

**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)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Recommended frequency of inspection** | | | Write here | | | |
| **Vehicle registration** | | | Write here | | | |
| **Date** | | | Write here | | | |
| **Driver name** | | | Write here | | | |
| **Odometer (km/miles) reading** | | | Write here | | | |
|  | |  |  | | | |
| **Item** | | **Checked?** | **Comments** | | | |
| Engine oil | |  | Write here | | | |
| Coolant level | |  | Write here | | | |
| Brake fluid level | |  | Write here | | | |
| Steering fluid level | |  | Write here | | | |
| Washer fluid level | |  | Write here | | | |
| Washer and wipers | |  | Write here | | | |
| Lights & horn | |  | Write here | | | |
| Tyre tread & sidewalls | |  | Write here | | | |
| Tyre pressures | |  | Write here | | | |
| Wheel nuts secure | |  | Write here | | | |
| Condition of battery | |  | Write here | | | |
| Boydyke, glass, mirrors | |  | Write here | | | |
| First aid kit contents | |  | Write here | | | |
| Fire extinguisher | |  | Write here | | | |
| Clean & tidy? | |  | Write here | | | |
| General mechanical condition (e.g., how good are the brakes? Oil leaks?) | |  | Write here | | | |
|  |  | |  |  |
| **Defects** | **Preferred date for repair** | | **Deadline for repair** | **Import-ance** |
| Write here | Write here | | Write here | Write here |
| Write here | Write here | | Write here | Write here |
| Write here | Write here | | Write here | Write here |

