**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)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Month: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
|  | | | | | | | | |
| General Information | | | | | | | | |
| Vehicle registration number: | | (Write here) | | | Driver: | | | (Write here) |
| Speedometer reading (beginning of Month): | | (Write here) | | | Speedometer reading (end of Month): | | | (Write here) |
| Monthly mileage: | | (Write here) | | | Total Mileage | | | (Write here) |
| Fuel used during Month (Litres): | | (Write here) | | | Fuel consumption (M.P.L): | | | (Write here) |
|  | | | | | | | | |
| Servicing / Repairs During Month | | | | | | | | |
| **Date** | **Speedometer reading** | | **Brief details / cost** | | | | **Name of Garage** | |
| 01-01-2023 | (Write here) | | (Write here) | | | | (Write here) | |
| 01-01-2023 | (Write here) | | (Write here) | | | | (Write here) | |
| 01-01-2023 | (Write here) | | (Write here) | | | | (Write here) | |
| 01-01-2023 | (Write here) | | (Write here) | | | | (Write here) | |
| 01-01-2023 | (Write here) | | (Write here) | | | | (Write here) | |
| 01-01-2023 | (Write here) | | (Write here) | | | | (Write here) | |
| 01-01-2023 | (Write here) | | (Write here) | | | | (Write here) | |
| 01-01-2023 | (Write here) | | (Write here) | | | | (Write here) | |
|  | | | | | | | | |
| Monthly Checklist | | | | | | | | |
| **Item** | | | | | | **Checked** | **Comments** | |
| No instrument panel warning lights showing | | | | | |  | (Write here) | |
| All lights, indicators and horn operational | | | | | |  | (Write here) | |
| Windscreen and other glass (inch mirrors) undamaged | | | | | |  | (Write here) | |
| Wiper blades and washers serviceable | | | | | |  | (Write here) | |
| Tyre condition and tread OK | | | | | |  | (Write here) | |
| Tyre pressure OK | | | | | |  | (Write here) | |
| Spare wheel serviceable | | | | | |  | (Write here) | |
| Wheel brace, jack and tool kit available | | | | | |  | (Write here) | |
| Roof rack and/or tow bar secure | | | | | |  | (Write here) | |
| Engine oil and other fluid levels adequate | | | | | |  | (Write here) | |
| Emergency equipment serviceable (e.g., first aid kit, fire extinguisher, hi-vis jacket) | | | | | |  | (Write here) | |
| Seat belts operational | | | | | |  | (Write here) | |
| Generally clean and tidy | | | | | |  | (Write here) | |

