



FLEET MANAGEMENT

VEHICLE MAINTENANCE FORM

Vehicle Plate No.: _____
Vehicle Description: _____
Facility/Location: _____
Vehicle Manager: _____
Program Manager: _____

To Whom it May Concern:

It is required by the HTA, Section 318.7(1) to make and keep a record in accordance with the regulations of each action taken to maintain the vehicle, as well as communicate, action, and document any Manufacturer's Notices of defects provided by the manufacturer of the vehicle.

These records are to be documented on this form and to be retained on file for at least two years.

Description of Service (Repair/Maintenance): _____

Date of Service: _____

Vehicle Manager Signature: _____

Date: _____

CC: Program Manager, Commercial Fleet Safety Central Repository