



## FLEET MANAGEMENT

### VEHICLE RECALL 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(2), on becoming aware of a notice of defect issued by the manufacturer of a public service or regulated vehicle, the operator must, without delay, remedy the defect in accordance with the manufacturer's instructions.

These notification from the manufacturer shall be attached to this form, along with the Service Invoice, and be retained on file for at least two years.

**Description of Service (Notice of Defect and Remedy):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date of Service:** \_\_\_\_\_

**Vehicle Manager Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

CC: Program Manager, Commercial Fleet Safety Central Repository