Vanpool Maintenance Request (VMR)

This record shall be maintained with the vehicle for one year, and shall be presented upon demand to any authorized representative of the California Highway Patrol. California Vehicle Code Section 34509.

Date: ________

Driver’s Name: (Please Print) ____________
Daytime Phone: ____________ Email: ____________

Van Number: 4 ____________

Mileage In: ____________ Mileage Out: ____________ Requested Van Number: ____________

(Routine Maintenance ONLY) ____________

Please Check ONLY the box(es) that need attention. To better serve your needs, please provide as many specifics about each checked box in the “Driver’s Comments” section below:

ENGINE COMPARTMENT
☐ Hoses/Belts
☐ Alternator/Battery/Terminals/Cables
☐ Engine Idle

UNDERCARRIAGE
☐ Wheel Alignment
☐ Steering
☐ Brakes
☐ Transmission
☐ Shocks
☐ Muffler

Driver’s Comments: ____________

EXTERIOR
☐ Tire Pressure/Wear
☐ Spare Tire/Tire Mount
☐ Hubcaps
☐ Head Lights
☐ Tail Lights
☐ Brake Lights
☐ Emergency Flashers
☐ Turn Signals
☐ Outside Mirrors Left/Right
☐ Windshield
☐ Windshield Wipers/Blades

INTERIOR
☐ Dash Lights/Instruments/Switches
☐ Reading/Courtesy Lights
☐ Horn
☐ Radio Components
☐ Windows (Specify)
☐ Heater Front/Rear
☐ Defroster
☐ Doors (Specify)
☐ Air Conditioner Front/Rear
☐ Seat Belts/Retractors
☐ Seats

(Use diagram to specify)

Fleet Services’ Comments: ☐ Fueled ☐ Washed ☐ Fluids Checked/Filled ☐ Vacuumed Interior ☐ Cleaned All Windows In/Out

Maintenance Service Reviewed by: ____________

Fleet Services Employee (Please Print) ____________ Date ________

Revised 5/2015 White – Driver Receives when Van is Picked Up / Canary – Fleet Services / Pink – BCS Office