Revision 12/2015

STATE OF LOUISIANA

MV3/MV4/SafetyChecklist

DAILY VEHICLE LOG

Property Tag Number	VIN	License Plate	Month	Year	Unit #

PA	HS	Make	Model	Model Year	DO NOT INCLUDE INSURANCE COSTS	Notes

Beginning Odometer:			Gallons						
Date	Trip Ending Reading	Trip Mileage	of Fuel	Fuel Cost	Maint. & Repair Cost (Detail on Reverse Side)	Other Costs (Detail on Reverse Side)	Down Days	Driver Initials	Location where trip began, all points visited, unless did not leave state grounds; where trip ended & purpose of trip (meeting, site visit, etc.)
Final Reading:								TOTAL EXPENSE FOR MONTH	$
Monthly Totals									

THE ABOVE RECORD REFLECTS AN ACCURATE ACCOUNTING OF THE USE OF THIS STATE-OWNED VEHICLE, AS ATTESTED TO BY THE OPERATOR'S INITIALS BY EACH ENTRY (POOL CARS) OR, FOR PERSONALLY ASSIGNED VEHICLES, THE DRIVER'S SIGNATURE. THE LAST PERSON SIGNING THE REPORT OR THE TRANSPORTATION OFFICER SHALL SUBMIT THIS REPORT TO HIS/HER SUPERVISOR BY THE THIRD WORKING DAY OF EACH MONTH, WHO SHALL REVIEW, SIGN THE BOX (RIGHT) IF APPROVED, AND FORWARD TO THE AGENCY TRANSPORTATION COORDINATOR WITHIN THREE ADDITIONAL DAYS.

SIGNATURE OF ASSIGNED DRIVER (IF APPLICABLE)

AUTHORIZED SUPERVISOR

TITLE

PREVENTIVE MAINTENANCE RECORD

Visual checks & inspections to be done every 6 mths or 6000 miles (whichever is earlier)	Initials	Date Performed	Odometer	Vendor	$ Parts	$ Labor	$ Total Cost
Change engine oil and filter							
Change automatic transmission fluid & filter							
Replace air filter							
Replace fuel filter							
Inspection sticker							
Rotate tires							
Check fluid levels							
Tune engine							
Remove all wheels & inspect brakes							
Check PCV valve and exhaust system							
Check clutch pedal free-play							
Replace wheel bearings							
Clean battery posts & clamps							
Lubricate all fittings/latches/hinges							

Other Costs

Date	Vendor	Odometer Reading	Service Report: Nature of Repairs (Car wash, tires, etc)	$ Parts	$ Labor	$ Total Cost

VEHICLE SAFETY INSPECTION CHECKLIST

Equipment	Indicate OK in the corresponding box with a (√). Indicate Faulty in the corresponding box with a (x).
Headlamps	
Brake/Turn/Hazard/Parking/Backup Lights	
Horn	
Mirrors/Windows/Windshield	
Windshield Wiper/Washer	
Adequate Tire Inflation/Tread	
Spare Tire & Jack	
Fire Extinguisher	
Inspection Sticker Current	
Fuel Level (F,¾,½,¼,E)	
Oil(Indicator in Safe Zone)	
Heat/AC	
Radio	
Tool Kit Accounted For	
All Tools Accounted For	
Inspection Verification	
Operator's Initials	
Date	
Remarks for Faulty Items	