

FLEET SERVICE CENTER VEHICLE MAINTENANCE REQUEST

This form is to be used for defining repair requests to be done by the Fleet Service Center. Use the lines below to outline specific problems affecting performance and when the problem was identified. If this is a standard request for preventative maintenance service or state inspection, please check the appropriate boxes below. Please indicate any unusual expedited return needs related to possible upcoming standby schedule conflicts.

DRIVER NAME: _____

CONTACT #: _____

VEHICLE #: _____

MILEAGE: _____

LOCATION: _____

DATE: _____

REQUESTED BY: _____

DATE PROBLEM BEGAN OR WAS NOTICED:

Explain repair/maintenance work needed on vehicle:

1. _____

2. _____

3. _____

Is this request for a preventative maintenance service? Yes _____ No _____

Is this request for a state inspection? Yes _____ No _____

Does this work need to be completed right away? Yes _____ No _____

If yes, please explain reason for expedited return below.

Additional Issues/Comments/Requests:

Email completed form to Vehicle Maintenance