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