

# CHURCH VEHICLE USAGE/MAINTENANCE RECORD

Ministry \_\_\_\_\_ Driver \_\_\_\_\_

<u>Start Date</u>	<u>Start Mileage</u>	<u>End Mileage</u>	<u>Total Miles Used</u>	<u>End Date</u>

**Vehicle Equipment Check:** (must be completed before usage daily-check each item)

**Headlights:** Low \_\_\_\_\_ High \_\_\_\_\_ **Turn Signals:** Front \_\_\_\_\_ Rear \_\_\_\_\_

**Brake Lights:** \_\_\_\_\_ **4-way Flashers** \_\_\_\_\_ **Instrument Warning Lights** \_\_\_\_\_

**Visual Tire Inspection:** Front: Left \_\_\_\_\_ Right \_\_\_\_\_  
Rear: Left \_\_\_\_\_ Right \_\_\_\_\_

**Comments:** \_\_\_\_\_

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**Fuel Stop Checks:** (check each item at each fueling)

**Oil Level:** Okay \_\_\_\_\_ ½ Quart Low \_\_\_\_\_ Added Quart \_\_\_\_\_

**Radiator Level:** Okay \_\_\_\_\_ Low \_\_\_\_\_

**Windshield Washer Level:** Okay \_\_\_\_\_ Added Fluid \_\_\_\_\_

**Gas:** Gallons Purchased \_\_\_\_\_ Cost \_\_\_\_\_

Gallons Purchased \_\_\_\_\_ Cost \_\_\_\_\_

**Oil:** (must be changed every 3,000 miles & sticker displayed in vehicle)

Odometer Reading for Next Oil Change \_\_\_\_\_

*Note Any Mechanical Problems Experienced During Operation of Vehicle:*

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**End of Trip Maintenance:** Clean Vehicle as Needed and Remove any Trash \_\_\_\_\_

*~Return Completed Form, Repair Receipts or Accident Reports to Vehicle Policy Administrator~*