

VEHICLE MAINTENANCE LOG INSTRUCTIONS

This vehicle maintenance log has been developed for the convenience of District campuses. This maintenance log was developed from research of the automotive industry's generally accepted maintenance schedule. Individual campuses and/or departments may wish to add to the form to meet their individual needs. **The department and individual responsible for the campus vehicles will also be responsible for maintaining a folder for both the "Vehicle Maintenance Log (or equivalent)," "Vehicle Check Out Form" and the "Pre-Trip Safety Check List" in their respective office.**

INSTRUCTIONS:

1. Vehicle # This is the number commonly referred to as the "decal number" or the "bar code number" used for inventory of District property.
2. Year, Make & Model: An example would be: "88 Ford F150 Pickup.
3. VIN # Is the "vehicle identification number" found on a metal plate just below the driver's side windshield or inside the doorframe of the driver's door.
4. Date: Is the date that the vehicle was checked or work was done on the vehicle.
5. Mileage: Mileage at the time the vehicle is checked or work is done on the vehicle.
6. Work Ticket #: The number on the form provided by the outside vendor doing work on the vehicle or the form used to record details of maintenance done by the given department responsible for the vehicle.
7. Cost: Expenses incurred from work done on the vehicle

MAINTENANCE ITEMS (Suggested Maintenance Schedule – Manufacture's Maintenance Schedule may vary.)

(Place and "X" under each item checked or work done to the vehicle. Enter comments or details of work done on work ticket.)

- Tire Inspections: Condition & Air Pressure (Including Spare) (Also check for Tire Jack) every 2 weeks: Inspect the tread on the tire using a tire gauge and visual inspections. **(If the tire tread is 3/11 of an inch or less the vehicle should not be driven until the tire is replaced)** Check the PSI or air pressure in the tires using an air gauge.
- Oil Level every 2 weeks: Check the oil dipstick in the vehicle every two weeks. If oil is not at the full mark add the appropriate amount.
- Brake fluid level every 2 weeks: Check the brake fluid reservoir. If fluid is outside the minimum or maximum line have the brake system checked by a qualified mechanic.
- Radiator Fluid level every 2 weeks: Check the radiator fluid level every two weeks. If fluid is not at the full mark add the appropriate amount. Also check the heat and cold resistance of the anti-freeze using an anti-freeze tester.
- Transmission fluid every 2 weeks: Check the transmission fluid dipstick. Add transmission fluid as needed.
- Brake lights every two weeks: Check brake lights. If brake light is out replace bulb or fuse as needed.
- Turn signals every 2 weeks: Check signal lights. If signal light is out replace bulb or fuse as needed.
- Emergency Flashers every 2 weeks: Check emergency flashers. If flasher is out replace bulb or fuse as needed.
- Head lights every 2 weeks: Check high and low beams on headlights. Replace lamps as needed.
- Battery fluid level every month: Check water level in battery. If water level is low add distilled water as needed.
- Power steering fluid every month: Check fluid level. If fluid level is low add power steering fluid as needed.
- Wiper blade inspection each month: Check wiper blades on windshield. Replace if worn or damaged.
- HVAC checked each month: Check both heater and a/c each month. Repair work as needed.
- Brakes inspected every 6 months: Have the brakes inspected by a qualified mechanic. Repair work as needed.
- Oil changes every 3,000 to 5,000 miles or 6 months: Have engine oil and oil filter replaced on a regular schedule.
- Tires Rotated every 7,000 miles: Rotate tires on a regular schedule.
- Belts and Hoses every 10,000 miles or yearly: Check belts and hoses. Replace worn or damaged belts and/or hoses as needed.
- CV Boots Inspected every 15,000 miles: Check CV Boots. Replace worn or damaged CV Boots as needed.
- Shocks and/or Struts every 15,000 miles: Check Shocks and/or Struts. Replace as needed.
- Air Filter, replace every 20,000 miles: Replace air filter.
- Auto Transmission fluid every 25,000: Replace auto transmission fluid.
- Steering/Wheels Alignment every 30,000: Check alignment. Adjust alignment as needed.
- Tune-up every 30,000: Standard engine tune-up.
- Timing belt replaced every 65,000 miles: Replace timing belt.
- State Inspection every year: State Vehicle Inspection.
- Anti-freeze flushed every 2 years: Complete flush of cooling system.

