

Maintenance Request

Date Reported: _____

Vehicle ID: _____

Current Driver: _____

Current Mileage: _____

Maintenance Concerns:

Actions Taken:

Date Completed:

Mileage @ Completion:

Service Tickets Attached (if applicable):

Employee Signature:

Employees who are fortunate to drive company vehicles home are responsible for oil changes, air filters, and fluid replacements. Tire rotations will be paid by the company after receipt of service. Fuelman cards may not be used for any services. If you are unsure if you are responsible for any service, please call for clarification. We no longer use Jiffy Lube locations.