Revision	12/2015
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DAILY VEHICLE LOG

STATE OF LOUISIANA

		/SafetyChecklist	DAILY	VEHICL	_E LOG									
Propert	y Ta	g Number			VIN						License Plate	Month	Year	Unit #
PA I	HS	Make			Model		N	Model Year		INCLUDE	Notes			
										CE COSTS				
Regin	nina	Odometer:		Gallons		Maint. & Repair Cost	Other Cost	te (Detail	Down	Driver	Location where trip bega	an all noints	visited unless o	did not leave state
Beginning Odometer: Gallons Date Trip Ending Reading Trip Mileage of Fuel					Fuel Cost	(Detail on Reverse Side)	on Reverse		Days		grounds; where trip end			
		1 0 0				· · · · ·		,	,					
Final R	eadiı	ng:												
	Μ	lonthly Totals									TOTAL EXPENSE	FOR MON	NTH \$	
THE AB	OVE	RECORD REFLECTS AN AC	CURATE ACCOUN	ITING OF THE	USE OF THIS ST	ATE-OWNED VEHICLE, A	S ATTESTE	D TO BY TH	E	SIG	NATURE OF ASSIGNED	DRIVER (IF	APPLICABLE)	
OPERAT	ror's	S INITIALS BY EACH ENTRY	(POOL CARS) OR	, FOR PERSOI	NALLY ASSIGNE	D VEHICLES, THE DRIVER	R'S SIGNAT	URE. THE L	AST					
PERSON	N SIG	NING THE REPORT OR THE	E TRANSPORTATI	ON OFFICER S	SHALL SUBMIT T	HIS REPORT TO HIS/HER	SUPERVIS	OR BY THE		AUT	HORIZED SUPERVISO	R		
THIRD V	VOR	KING DAY OF EACH MONTH	I, WHO SHALL RE	VIEW, SIGN TH	HE BOX (RIGHT)	IF APPROVED, AND FORV	VARD TO T	HE AGENCY	·					
TRANSF	PORT	ATION COORDINATOR WIT	HIN THREE ADDI	TIONAL DAYS.						TITL	E			

							PRE\	/ENT	IVE	MAIN	NTEN/	ANCE	REC	CORI	D													
Visual checks & inspections to be done	- ever	v 6				-																						
mths or 6000 miles (whichever is e		, .	Initi	als	Da	ate P	Perfor	med	C	Ddome	eter			V	/endo	r			9	Part	s	\$ Lat	oor		\$ 1	otal	Cost	
Change engine oil and filter	/																		ľ		-							
Change automatic transmission fluid & fi	lter																											
Replace air filter																												
Replace fuel filter																												
Inspection sticker																												
Rotate tires																												
Check fluid levels																												
Tune engine																												
Remove all wheels & inspect brakes																												
Check PCV valve and exhaust system																												
Check clutch pedal free-play					1																╈							
Replace wheel bearings			1																									
Clean battery posts & clamps			1																									
Lubricate all fittings/latches/hinges			1																									
										Othe	r Cosi	S																
Date Vendor			Odor	neter	r Rea	ding		Se	ervice	Repor	rt: Natu	e of R	epairs	(Car v	wash,	tires,	etc)		\$ F	Parts	\$	Labo	r	\$ Tota	al Cos	t		
										-																		
						VEI	HICL	E SA	FET	Y IN	SPEC	τιον	СНЕ	CKL	.IST													
Equipment					Ir						SPEC spondi					dicat	te Fa	aulty	in th	e cor	resp	ondi	ing t	oox v	vith a	(X).		
Equipment Headlamps					Ir											dicat	te Fa	aulty	in th	e cor	resp	ondi	ing t	box v	vith a	(X).		
					Ir											dicat	te Fa	aulty	in th	e cor	resp	ondi	ing t	oox v	vith a	(x).		
Headlamps					Ir											dicat	te Fa	aulty	in th	e cor	resp	ondi	ing t	oox v	vith a	(x).		
Headlamps Brake/Turn/Hazard/Parking/Backup Lights					Ir											dicat	te Fa	aulty	in th		resp	ondi	ing t		vith a	(x).		
Headlamps Brake/Turn/Hazard/Parking/Backup Lights Horn					Ir											dicat	te Fa	aulty	in th		resp	ondi		v xoc	vith a	(x).		
Headlamps Brake/Turn/Hazard/Parking/Backup Lights Horn Mirrors/Windows/Windshield																dicat	te Fa	aulty	in th		resp	ondi	ing t		vith a	(x).		
Headlamps Brake/Turn/Hazard/Parking/Backup Lights Horn Mirrors/Windows/Windshield Windshield Wiper/Washer																	te Fa	aulty	in th		resp	ondi			vith a	(x).		
Headlamps Brake/Turn/Hazard/Parking/Backup Lights Horn Mirrors/Windows/Windshield Windshield Wiper/Washer Adequate Tire Inflation/Tread																dicat	te Fa		in th						vith a	(x).		
Headlamps Brake/Turn/Hazard/Parking/Backup Lights Horn Mirrors/Windows/Windshield Windshield Wiper/Washer Adequate Tire Inflation/Tread Spare Tire & Jack																	te Fa		in th						vith a	(x).		
Headlamps Brake/Turn/Hazard/Parking/Backup Lights Horn Mirrors/Windows/Windshield Windshield Wiper/Washer Adequate Tire Inflation/Tread Spare Tire & Jack Fire Extinguisher																									vith a			
Headlamps Brake/Turn/Hazard/Parking/Backup Lights Horn Mirrors/Windows/Windshield Windshield Wiper/Washer Adequate Tire Inflation/Tread Spare Tire & Jack Fire Extinguisher Inspection Sticker Current																			in th			ondi			vith a			
Headlamps Brake/Turn/Hazard/Parking/Backup Lights Horn Mirrors/Windows/Windshield Windshield Wiper/Washer Adequate Tire Inflation/Tread Spare Tire & Jack Fire Extinguisher Inspection Sticker Current Fuel Level (F,¾,½,¼,E)																									vith a			
Headlamps Brake/Turn/Hazard/Parking/Backup Lights Horn Mirrors/Windows/Windshield Windshield Wiper/Washer Adequate Tire Inflation/Tread Spare Tire & Jack Fire Extinguisher Inspection Sticker Current Fuel Level (F,¾,½,¼,E) Oil(Indicator in Safe Zone)																									vith a			
Headlamps Brake/Turn/Hazard/Parking/Backup Lights Horn Mirrors/Windows/Windshield Windshield Wiper/Washer Adequate Tire Inflation/Tread Spare Tire & Jack Fire Extinguisher Inspection Sticker Current Fuel Level (F,¾,½,¼,E) Oil(Indicator in Safe Zone) Heat/AC																		aulty							vith a			
Headlamps Brake/Turn/Hazard/Parking/Backup Lights Horn Mirrors/Windows/Windshield Windshield Wiper/Washer Adequate Tire Inflation/Tread Spare Tire & Jack Fire Extinguisher Inspection Sticker Current Fuel Level (F,¾,½,¼,E) Oil(Indicator in Safe Zone) Heat/AC Radio																		aulty							vith a			
Headlamps Brake/Turn/Hazard/Parking/Backup Lights Horn Mirrors/Windows/Windshield Windshield Wiper/Washer Adequate Tire Inflation/Tread Spare Tire & Jack Fire Extinguisher Inspection Sticker Current Fuel Level (F,¾,½,1⁄4,E) Oil(Indicator in Safe Zone) Heat/AC Radio Tool Kit Accounted For																												
Headlamps Brake/Turn/Hazard/Parking/Backup Lights Horn Mirrors/Windows/Windshield Windshield Wiper/Washer Adequate Tire Inflation/Tread Spare Tire & Jack Fire Extinguisher Inspection Sticker Current Fuel Level (F,¾,½,1⁄4,E) Oil(Indicator in Safe Zone) Heat/AC Radio Tool Kit Accounted For All Tools Accounted For																		aulty				ondi						
Headlamps Brake/Turn/Hazard/Parking/Backup Lights Horn Mirrors/Windows/Windshield Windshield Wiper/Washer Adequate Tire Inflation/Tread Spare Tire & Jack Fire Extinguisher Inspection Sticker Current Fuel Level (F,¾,½,1⁄4,E) Oil(Indicator in Safe Zone) Heat/AC Radio Tool Kit Accounted For All Tools Accounted For Inspection Verification																		aulty				ondi						
Headlamps Brake/Turn/Hazard/Parking/Backup Lights Horn Mirrors/Windows/Windshield Windshield Wiper/Washer Adequate Tire Inflation/Tread Spare Tire & Jack Fire Extinguisher Inspection Sticker Current Fuel Level (F,¾,½,1⁄4,E) Oil(Indicator in Safe Zone) Heat/AC Radio Tool Kit Accounted For All Tools Accounted For Inspection Verification Operator's Initials																		aulty				ondi						