

SEE REVERSE SIDE

SERVICE REPORT

[illegible]

OTHER COSTS			SAFETY INSPECTION
DATE	TYPE OF TRANSACTION	AMOUNT	<ul style="list-style-type: none"> • CHECK FLUID LEVELS BEFORE LONG TRIPS • TURN SIGNALS, BRAKE LIGHTS AND BRAKES • HEADLIGHTS (FOR NIGHT TRAVEL) • GAUGES FOR FUEL AND ENGINE STATUS • TIRE INFLATION AND CONDITION • WIPER OPERATION (FOR WET WEATHER TRAVEL) • LOOSE ITEMS WHICH MAY BECOME POTENTIAL PROJECTILES BEHIND DRIVER • HOUSEKEEPING, ESPECIALLY IN DRIVER'S FOOT AREA
TOTAL OTHER COSTS:		\$	

COMMENTS: (General condition of vehicle, maintenance needs. *Report safety concerns to supervisor or responsible person*)