

VEHICLE MAINTENANCE MONITORING

TRANSIT AGENCY	DATE
TOTAL NUMBER OF VEHICLES IN TA'S FLEET (BASED ON LATEST ANNUAL APPLICATION INVENTORY REPORT)	
TOTAL NUMBER OF VEHICLE RECORDS INSPECTED	

VEHICLE MAINTENANCE RECORDS AUDIT & INSPECTION SUMMARY

(✓ = acceptable; O = suggest improvement; NA = non-applicable)

VEHICLES	1	2	3	4	5	6	7	8	9	10
VIN (last 4 digits)										
Vehicle Number										
Summary										
1. Pre-Trip Inspections (daily, each vehicle, interior/exterior, under hood checkpoints, prior to use. Similar to Bus Inspection form.)										
2. Safety Inspections (Minimum every 6 months, documented on MDOT vehicle safety inspection form)										
3. Routine Service & Maintenance										
A. Engine Oil										
B. Chassis Lubrication										
C. Air Filter										
D. Fuel Filter										
E. Wheelchair Lift & Securement										
F. Disc & Drum Brakes										
G. Transmission										
H. Drive Axle										
I. Engine Cooling System										
J. Air Conditioning										
K. Vehicle Cleaning _____ Acceptable _____ Suggest Improvement	COMMENTS									
4. Individual Vehicle Records (Inspection checklists, work orders, warranty work identified, etc.)										

TRANSIT MANAGER'S SIGNATURE	DATE
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