



CITY OF BALTIMORE

VEHICLE MAINTENANCE RECORD

TO BE COMPLETED BY:
ASSIGNEE/AGENCY HEAD OR REPRESENTATIVE

MVMSD VEHICLE NUMBER MONTH YEAR

AGENCY NAME

BUREAU NAME

DIVISION NAME

MILES OR HOURS

READING AT

START OF MONTH

END OF MONTH

INSTRUCTIONS

OPERATOR—EACH DAY THAT VEHICLE IS USED:

- 1. Inspect all items listed on this form following the instructions on the reverse side.
2. Sign your name in the appropriate block to signify that the check has been made.
3. Return form to agency files after check is completed.

ASSIGNEE (FOR ASSIGNED VEHICLES)

AGENCY HEAD OR REPRESENTATIVE (FOR NON-ASSIGNED VEHICLES)

- 1. Review form to ensure that checks are being made.
2. At the end of the month, sign the form to indicate that checks have been performed.
3. Retain form in agency files for periodic review by appropriate authorities.

Table with columns for DAY, EXTERIOR (TIRES, LEAKS, LIGHTS, MIRRORS), ENGINE (FLUID LEVELS, LEAKS, BELTS, AUTO TRANS), INTERIOR (GAUGES, WIPERS, A/C-HEATER, BRAKES, CLUTCH, HORN, ODOMETER/MILES, SPEEDOMETER), REMARKS, and OPERATOR SIGNATURE. Rows are numbered 1-31.

I CERTIFY THAT I UNDERSTAND AND HAVE COMPLIED WITH ALL PROVISIONS OF THE ADMINISTRATIVE MANUAL REGARDING USE OF A CITY-OWNED VEHICLE.

ASSIGNEE/AGENCY HEAD OR REPRESENTATIVE NAME

SIGNATURE

DATE

INSTRUCTIONS:

1. Check block only if the item is in proper operating condition using the criteria listed below.
2. Take corrective action if any of the items are not in proper operating condition.
3. Remarks Column—Use this column to explain any missing check marks and any corrective action taken. If extra space is needed, use the lower portion of this page.

TIRES—Adequate pressure, tread, and free of cracks.

GAUGES—When the ignition is on, warning lights and/or visual gauges work properly. When engine is running, warning lights are off.

EXTERIOR LEAKS—No liquid spots are seen under vehicle.

ODOMETER/HOURS METER—Work properly.

LIGHTS—Lights and turn signals work properly.

SPEEDOMETER—Work properly.

MIRRORS—Work properly.

WINDSHIELD WIPER, A/C, HEATER—Work properly.

FLUID LEVELS—Fluid levels are adequate.

BRAKES—Brake pedal must not come within 2" or less of floor.

LEAKS—Engine compartment is free of leaks.

CLUTCH—No slippage, chatter, or unusual noises.

BELTS—Free of cracks and not frayed.

HORN—Makes proper sound.

AUTOMATIC TRANSMISSION—No slippage or unusual noises.

NOTE: Each of the 3 major sections contains 1 blank column. These are available for checking items unique to the vehicle or items not specified on the form. When these blank columns are to be utilized, the name of the item being checked must be entered at the top of the column.

REMARKS