Replacement/2008

MV3/MV4/DA424

DAILY VEHICLE LOG

STATE OF LOUISIANA

OFFICE OF JUVENILE JUSTICE

Property Tag Number	Serial Number	License Plate	Month	Year	Unit #

PA Y N	HS Y N	Make	Model	Model Year	DO NOT INCLUDE INSURANCE COSTS

Beginning Odometer Date	Trip Ending Reading	Trip Mileage	Gallons of Fuel	Fuel Cost	Maint. & Repair Cost (Detail on Reverse Side)	Other Costs (Detail on Reverse Side)	Down Days	Driver Initials	Location where trip began, all points visited, unless did not leave state grounds; where trip ended & purpose of trip (meeting, site visit, etc.)
Final Reading									
MONTHLY TOTALS									TOTAL EXPENSE FOR MONTH $

THE ABOVE RECORD REFLECTS AN ACCURATE ACCOUNTING OF THE USE OF THIS STATE-OWNED VEHICLE, AS ATTESTED TO BY THE OPERATOR'S INITIALS BY EACH ENTRY (POOL CARS) OR, FOR PERSONALLY ASSIGNED VEHICLES, THE DRIVER'S SIGNATURE. THE LAST PERSON SIGNING THE REPORT OR THE TRANSPORTATION OFFICER SHALL SUBMIT THIS REPORT TO HIS/HER SUPERVISOR BY THE THIRD WORKING DAY OF EACH MONTH, WHO SHALL REVIEW, SIGN THE BOX (RIGHT) IF APPROVED, AND FORWARD TO THE AGENCY TRANSPORTATION COORDINATOR WITHIN THREE ADDITIONAL DAYS.

SIGNATURE OF ASSIGNED DRIVER (IF APPLICABLE)

AUTHORIZED SUPERVISOR

TITLE

SERVICE REPORT

Date	Firm Name	Odometer Reading	Service Report: Nature of Repairs (oil chg, tires, etc)	$ Parts	$ Labor	$ Total

Total Repair Cost $

OTHER COSTS

Date	Nature of Cost	Amount
	TOTAL OTHER COSTS:	$

SAFETY INSPECTION CHECK LIST

CHECK FLUID LEVELS(BEFORE LONG TRIPS AND AT LEAST ONCE A WEEK)

CHECK DAILY:

LIGHTS, TURN SIGNALS, BRAKE LIGHTS		WINDSHIELD & INSPECTION STICKER	
BRAKES		GAS OVER 1/2 FULL	
GUAGES FOR FUEL,ENGINE STATUS, OIL		HORN	
TIRE INFLATION AND CONDITION		CLEAN INSIDE & OUT	

Make sure your vehicle has, at all times, a bumper sticker reading "State of Louisiana For Official Use Only". Notify your Property Manager if you do not have one on your vehicle.

Safety Inspection Remarks

PREVENTIVE MAINTENANCE RECORD

Visual checks & inspections to be done every 6 mths or 6000 miles whichever soonest.		DATE	MILEAGE	COMMENTS
Change engine oil and filter				
Visually check hoses & belts				
Check clutch pedal freeplay				
Check tires for unusual treadwear				
Check fluid levels:	Coolant			
	Battery Water			
	Brake Master Cylinder			
	Transmission			
	Power Steering			
	Differential/transaxle			
Clean battery posts & clamps				
Rotate tires				
Check CV Boots				
Tune engine (replace plugs/fuel filter, adjust carb. Check time)				
Check PCV valve				
Lubricate all fittings, door/hood/trunk hinges & latches				
Replace air filter				
Check exhaust system				
Remove all wheels & inspect brakes				
Repack wheel bearings				
Change automatic transmission fluid & filter				