

**MAINTENANCE REQUEST
(USE FOR LOANER VANS, TOO)**

VAN# _____

Mileage _____
 Fuel? F $\frac{3}{4}$ $\frac{1}{2}$ $\frac{1}{4}$ E

Is the van clean? Y N

DATE _____

Please leave your keys with Dispatch and pick up loaner van keys from Dispatch

PLEASE CHECK ITEMS BELOW THAT ARE UNSATISFACTORY.

- | | | | |
|---------------------------|--------------------|---------------------|-----------------------|
| Emergency Equipment | Service Brakes | Rear Vision Mirrors | Lighting & Reflectors |
| Engine | Parking Brakes | Doors | Interior Lights |
| Check Under Van for Leaks | Transmission | Horn | Wipers & Washers |
| Instruments | Tires & Wheels | Body | Seats |
| Heater(s) Front Back | Windshield/Windows | | |

Please provide a detailed description of any problems with your van:

Loaner Van # _____ Clean? Y N Fuel? F $\frac{3}{4}$ $\frac{1}{2}$ $\frac{1}{4}$ E

Please refuel loaner van before returning to Island Transit.

PLEASE BE SURE TO REMOVE ALL PERSONAL ITEMS FROM THE LOANER VAN.

MAINTENANCE USE ONLY	
Work Order # _____	PM _____
Work Performed/Comments:	
	Off Site Repairs Y N Date Sent _____
	Reason _____
	Off Site Repairs Completed Y N Date _____
	Body Shop Repairs Y N Date Sent _____
Date Repairs Completed _____ Mechanic _____	Body Shop Repairs Complete Y N Date _____