Revision 12/2015 STATE OF LOUISIANA **DAILY VEHICLE LOG** MV3/MV4/SafetyChecklist Property Tag Number License Plate Month Unit# HS Make Model Model Year Notes DO NOT INCLUDE INSURANCE COSTS Driver Beginning Odometer: Gallons Down Location where trip began, all points visited, unless did not leave state Maint. & Repair Cost Other Costs (Detail Date Trip Ending Reading Trip Mileage of Fuel Fuel Cost (Detail on Reverse Side) Davs Initials grounds; where trip ended & purpose of trip (meeting, site visit, etc.) on Reverse Side) inal Reading: **Monthly Totals** TOTAL EXPENSE FOR MONTH SIGNATURE OF ASSIGNED DRIVER (IF APPLICABLE) 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 AUTHORIZED SUPERVISOR 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.

TITLE

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Visual checks & inspections to be done every 6 mths or 6000 miles (whichever is earlier)			Initi	Initials Date P			Perfor	med		Odometer			Vendor						Ş	\$ Parts			.abor		\$ Total Cost				
Change engine oil and filter																													
Change automatic transmission fluid & filte	er																												
Replace air filter									1																				
Replace fuel filter																													
Inspection sticker																													
Rotate tires																													
Check fluid levels																													
Tune engine																													
Remove all wheels & inspect brakes																													
Check PCV valve and exhaust system																													
Check clutch pedal free-play																													
Replace wheel bearings																													
Clean battery posts & clamps																													
Lubricate all fittings/latches/hinges																													
										Oth	er C	osts																	
Date Vendor				Odometer Reading Service Report: Nature of Repairs (Car wash, tires, etc)											\$ 1	Parts		\$ Lal	bor	\$ Total Cost									
						VE	HICL	E S	AFE	TY II	ISPI	ECTI	ON	CHE	CKL	IST													
Equipment					lr					corre							dicat	te Fa	aulty	in th	e cc	rres	por	nding	box	with	a (x)).	
Headlamps																													
Brake/Turn/Hazard/Parking/Backup Lights																													
Horn																													
Mirrors/Windows/Windshield																													
Windshield Wiper/Washer																													
Adequate Tire Inflation/Tread																													
Spare Tire & Jack																													
Fire Extinguisher																													
Inspection Sticker Current																													
Fuel Level (F,3/4,1/2,1/4,E)																													
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Oil(Indicator in Safe Zone)							-	_		1																			
Heat/AC																												_	
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Heat/AC																							#			+			
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Heat/AC Radio Tool Kit Accounted For																													
Heat/AC Radio Tool Kit Accounted For All Tools Accounted For																													
Heat/AC Radio Tool Kit Accounted For All Tools Accounted For Inspection Verification																													
Heat/AC Radio Tool Kit Accounted For All Tools Accounted For Inspection Verification Operator's Initials																													