

## Unified School District 320 Vehicle Report

In an effort to keep our district vehicle fleet clean and operating well, the transportation department needs your feedback after you drive one of our district vehicles. We ask that you please complete one of these forms each time you drive a vehicle when there is a problem that exists. Please remember that it is the responsibility of ALL staff to clean up district vehicles when returning them to the bus compound. Further as per BOE policy, there is to be no food or drink for students when they are being transported in a district vehicle. Please send the completed document to Mr. Aguiar in our transportation department via e-mail.

Vehicle# \_\_\_\_\_ Odometer Reading \_\_\_\_\_

There is a problem with one of the following areas of this vehicle:

\_\_\_\_\_ There is no first aid kit, fire extinguisher, or warning triangles (3)

\_\_\_\_\_ There is a problem with one of the tires (please indicate which tire in the comments section)

\_\_\_\_\_ Turn signals do not work properly

\_\_\_\_\_ Rear view or safety mirrors do not work or are damaged

\_\_\_\_\_ There is a problem with one of the vehicles windows (please indicate which window in the comments section)

\_\_\_\_\_ There is a problem with the windshield wipers

\_\_\_\_\_ The heater/defroster does not work properly

\_\_\_\_\_ The air conditioner does not work properly

\_\_\_\_\_ The car horn does not work properly

\_\_\_\_\_ One of the vehicle's gauges shows there is a problem

\_\_\_\_\_ The parking brake does not work

\_\_\_\_\_ There is a problem with the seat belts

\_\_\_\_\_ There is a problem with the brakes

\_\_\_\_\_ There is a problem with the lights (headlights, parking lights, brake lights)

\_\_\_\_\_ There is a problem with the cleanliness of the vehicle (describe below)

Comments:

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Name: \_\_\_\_\_ Date: \_\_\_\_\_