

Motor Vehicle Inspection Program Forms & Responsibility

Form	Purpose	Responsible Person	Frequency	Record Retention
Daily Mileage Log and Inspection Report	Buses Fleet Vehicles Multiple Driver Vehicles	Driver	Daily	90 days
Weekly Mileage Log and Inspection Report	Department Assigned Vehicles with one responsible person	Driver	Weekly	180 days
Monthly Mileage Log and Inspection Report (vehicle use requires additional information to be retained by department)	Van Pools Police Vehicles	Driver	Monthly	1 year
Pre-Delivery & Acceptance Checklist	All Vehicles, Electric Carts, Forklifts, Boomlifts, Tractors, Mowers	Fleet Adm	As needed	Life of Vehicle
Vehicle Inventory	All vehicles	Fleet Adm	Annual	3 years
Weekly Maintenance Check	Electric Carts, Forklifts, Boomlifts, Tractors, Mowers	Assigned Person	Weekly	180 days
Regulations and Rules Compliance Agreement	Fleet Vehicles	Driver	Per Use	90 days
Safety Inspection/Maintenance Service	Electric Carts, Forklifts, Boomlifts, Tractors, Mowers	Fleet Adm	6 months	3 years
Repair/Inspection Form	All Vehicles	Fleet Adm	Per schedule	Life of Vehicle
Pre-Auction Inspection Form	All Vehicles	Fleet Adm	As Needed	3 years
Property Survey Report	All Vehicles	Fleet Adm	Vehicle to be taken out of service	3 years
Sealed Bid/Auction Transfer of Ownership	All Vehicles	Fleet Adm	Vehicle to be taken out of service and sold as-is	3 years
4,000 mile/6 month Inspection and Preventive Maintenance Service	All vehicles	Fleet Adm	Per Schedule	3 years
12,000 mile/12 month Inspection and Preventive Maintenance Service	All vehicles	Fleet Adm	Per Schedule	Life of vehicle
Motor Vehicle Inspection Program Designated Staff	Responsible Party Contact	Fleet Adm	Annual (July)	1 year
Multiple User Mileage Log	Dept. assigned vehicle with multiple users	Driver	Daily	90 days
Drivers Risk & Responsibility	All Employers	Human Resources Official File	Upon Hire	permanent
Operational Checklist (Glovebox)	All Vehicles	Fleet Adm	Each PM Service	Replace as needed