Daily Vehicle Maintenance Log

Vehicle Information

- **Date:** [Enter Date]
- **Vehicle Make:** [Enter Vehicle Make]
- **Vehicle Model:** [Enter Vehicle Model]
- **License Plate Number:** [Enter Plate Number]
- **Driver Name:** [Enter Driver Name]

Pre-Trip Checklist

Check Item	Status (OK/Not OK)	Remarks
Oil Level	[OK / Not OK]	[Enter Remarks]
Brake Fluid	[OK / Not OK]	[Enter Remarks]
Coolant Level	[OK / Not OK]	[Enter Remarks]
Tire Pressure	[OK / Not OK]	[Enter Remarks]
Headlights	[OK / Not OK]	[Enter Remarks]
Brake Lights	[OK / Not OK]	[Enter Remarks]

Wipers	[OK / Not OK]	[Enter Remarks]
Mirrors	[OK / Not OK]	[Enter Remarks]

Daily Vehicle Usage Log

Time In	Time Out	Starting Odometer	Ending Odometer	Total Distance	Driver Notes
[Enter Time]	[Enter Time]	[Enter Odometer]	[Enter Odometer]	[Enter Distance]	[Enter Notes]

Notes and Comments

- **Comments/Observations:** [Enter Any Issues Noted or Maintenance Needed]