### **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]