

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. Hannan 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:

Name: _____ Date: _____