



<b>PART II: DRIVER'S DAILY AND WEEKLY PREVENTIVE MAINTENANCE CHECKLIST</b>				(19) COMMENTS							
<b>PART II-A: Driver check daily and take required action:</b>	(16) CHECKED	(17) ACTION TAKEN (see comments)	(18) MECHANIC REQUIRED (see comments)								
License plates, forms (including accident report)				(20) DRIVER'S SIGNATURE							
Lights, signals, windshield wipers, horn											
Tools and safety equipment				<b>PART III: VEHICLE OPERATION</b>							
Clean vehicle											
Engine oil level				(21) Report defects noted during operation of vehicle or any emergency road repairs made:							
Radiator coolant level and hoses											
Tire condition, pressure and tread wear				(22) DRIVER'S SIGNATURE							
Battery fluid level											
Power steering fluid level, hoses, and lines				<b>PART IV: SERVICE</b>							
Automatic transmission fluid level											
Gauges and indicator lights				(23) FUEL ADDED			(24) OIL ADDED			(25) ODOMETER READING	
Fuel Level				ltr	gal	cost	ltr	gal	cost	km	mi
<b>PART II-B: Driver check weekly and take required action:</b>											
Tension and condition of drive belts											
Brake master cylinder fluid level											
Tighten battery brackets and cables; clean and grease corroded terminals				(26) DRIVER(S) SIGNATURE(S)							
Engine compartment and surface under vehicle for leaks				(27) COMMENTS							
CONDITION (report any irregular conditions such as dents or scratches)											