



Vehicle Maintenance Request Form

Please complete this form to request vehicle maintenance. Submit to your Office PLS and upload a copy to ShareFile under your office's 'Maintenance' folder.

1. Requestor Information

- Name: _____
- Crew Name / Vehicle Number: _____
- Date Submitted: _____

2. Vehicle Information

- Make / Model / Year: _____
- License Plate Number: _____
- Current Mileage: _____
- Location of Vehicle: _____

3. Maintenance Request Details

- Description of the Issue: _____
- How urgent is this request? (Low / Medium / High): _____
- Is the vehicle operable? (Yes / No): _____
- Recommended shop or service center (if any): _____

4. Office Use Only

- Date Reviewed by PLS: _____
- PLS Notes / Action Taken: _____
- Scheduled Service Date: _____
- Service Provider Name: _____

Thank you for helping us keep our fleet safe and reliable!
