

CATACOMMUTE

**VANPOOL
Maintenance Schedule**

Daily:

- Check for visible body damage
- Check gauges if working correctly
- Check mirrors if clean and clear of fog, ice and/or snow
- Check seatbelts if operational and easily accessible
- Check if brakes working properly
- Check power steering if operating correctly
- Check exhaust system and muffler if making any noise
- Check fuel system for excessive fumes

Please check box if any defect is found and report it to maintenance.

Date: _____

Weekly:

- Check oil level
- Check coolant/antifreeze
- Check windshield fluid
- Check power steering fluid level
- Check transmission fluid level
- Check brake fluid level
- Check tires for visible signs of wear and tire pressure
- Check head and tail lights, turn signal lights

Date: _____

Monthly:

- Check wiper blades for wear
- Check belts and hoses
- Check battery cables and water level
- Check heater, defroster and air conditioning
- Check spare tire and jack are serviced

Date: _____

Preventative Maintenance (every 6000 miles):

- Change oil and oil filter
- Lubricate chassis components
- Visually check for leaks or damage
- Rotate tires and check for wear and inflation pressures
- Inspect brake system
- Check throttle system

Annually:

- Inspection

DRIVER NAME: _____

VAN # _____

Contact Number: _____

DESCRIBE ADDITIONAL REPAIRS:

MECHANIC'S REMARKS:
