MV-3/MV-4/Safety Checklist
REQUEST FOR CORRECTIONS/DOCUMENTATION

The attached MV-3 log was returned for the following reason(s):

( ) Incorrect Form Utilized- Use Rev. 11/2011 only- Customized for Each Vehicle
( ) Writing Not Legible
( ) Lines skipped- do not skip lines for non-use, weekends, holidays, down or sick days
( ) Vehicle Identification Information: Provided on Customized Form
( ) Odometer (Missing or Incorrect): ( ) Beginning Reading (1st page only) ( ) Ending Reading (last page only)
( ) Trip Information (Missing or Incorrect):
   ( ) Date ( ) Trip Ending Reading ( ) Trip Mileage ( ) Gallons of Fuel ( ) Fuel Cost
   ( ) Totals per date from reverse side ( ) Down Days ( ) Driver’s Initials (Written by the Driver ONLY)
( ) Location (Missing or Incorrect): Each Location entry (if vehicle leaves campus) must have at least four entries
each trip: Where trip began, Points visited, Where trip ended, and Purpose of trip.
If vehicle stays on campus, indicate Campus Use.
   Ditto “” marks or arrows ↑↓ are not acceptable under any circumstances.
( ) Monthly Totals (Missing or Incorrect):
   ( ) Trip Mileage ( ) Gallons ( ) Fuel Cost ( ) Maintenance ( ) Other Cost ( ) Down Days ( ) Total Expenses
( ) Authorized Supervisor Signature and/or Title (Missing or Incorrect)

( ) Back of Form (Incorrect or Missing Information): No entry (6 mo. or 1 year) for preventive maintenance
( ) MV4 Preventive Maintenance Record (Incorrect or Missing Information): Due every 6 months or as warranted
   ( ) Initials ( ) Date ( ) Odometer ( ) Vendor ( ) Parts Cost ( ) Labor Cost ( ) Total Cost
   ( ) Information logged here that should have been logged under Other Costs and Non-Maintenance Section
( ) Other Costs (Incorrect or Missing Information):
   ( ) Date ( ) Vendor ( ) Odometer ( ) Nature of Repair ( ) Parts Cost ( ) Labor Cost ( ) Total
   ( ) Nature of Service not Broken down Properly
   ( ) Information logged here that should have been logged under the MV4 Preventive Maintenance Record

( ) Receipts: Required for maintenance and repair transactions. Attach copy of receipt to MV-3
   ( ) Receipt does not Match Information Logged
   ( ) Receipt missing (no exceptions)
      A memo/email from the employee that obtained the maintenance/repairs stating: why receipt is missing, date
      services were obtained, description of services.

( ) Vehicle Safety Inspection Checklist (Incorrect or Missing Information): Minimum once a month
   ( ) Checklist ( ) Initials ( ) Date ( ) No Remarks for Faulty Items
( ) Other:_________________________________________________________________________________________
   _______________________________________________________
   _______________________________________________________

Please make the above reference corrections and/or provide required documentation and return to Property Management
within five business days of receipt. If you have any questions, please contact _________________ at 578-__________.
Employees that have entries requiring corrections are to be provided with the opportunity to review this form.

Thank you,

___________________________  ______________________________
                  Property Management     Signature of Fleet Contact/Employee verifying
                                             corrections have been made.

Revised 01/15/2014