

MV3 MV4 Safety Checklist
Revision 1/2014

The three **NO's** in MV3 completion are: No White out, No Scratch out, No Pencil!

And while we are at it: As a general rule, *Ditto* “” marks and arrows ↑↓ are not acceptable.

What to look for when auditing an MV3!

❖ **Incorrect Form Utilized**

- The 11/2011 Revision is the only form that will be accepted.

❖ **Writing Not Legible/ Line skipped**

- If it cannot be read, it cannot be audited.
- No skipping of lines for non-use, weekends, holidays or down days

❖ **Vehicle Identification Information**-Customized for each vehicle

- Vehicle information is **typed** into the form. This includes: Property Tag Number, VIN, License Plate, Unit # (if applicable), Personal Assignment and/or Home Storage (if applicable), Make, Model and Model Year.
- The Month and Year must be written or typed on each page.

❖ **Odometer**

- Beginning Reading- This is the same as the ending reading for the previous month. The Beginning Reading is only written on the first page when multiple pages are necessary.
- Ending Reading- This will be the beginning reading for the next month. The Ending Reading is only written on the last page when multiple pages are necessary.

❖ **Trip Information**

- Trip Information must include: Date, Trip Ending Reading, Trip Mileage, Gallons of Fuel, Fuel Cost, Totals per Date from back of form, Down Days, Driver Initials and Location.
- A trip is completed upon return to the domicile. Overnight trips are completed at the end of the day and a new entry (trip) should be started daily when not returning to the domicile.
 - Date- This includes the date the trip was taken. If an overnight trip is required, a new entry should be started each day.
 - Trip Ending Reading- This is the ending odometer reading for the trip.
 - Trip Mileage- This is the total miles driven per trip. Notice should be taken to ensure that mileage is feasible. If mileage was not logged properly in the previous trip, it will cause the current trip mileage to be inaccurate.
 - Gallons of Fuel- This should include the total number of gallons per fuel stop (should match receipt). When fueling more than once in a day, include subsequent purchases on the next line.
 - Fuel Cost- This should include the total cost for fuel per fuel stop (should match receipt). When fueling more than once in a day, include subsequent cost on the next line.
 - Totals per Date from back of form- This will include both Maintenance & Repair Cost and Other Costs from the back of the form. List per date in the applicable column.
 - Down Days- A day down is equivalent to a 24 hour period. The total number of days a vehicle is down should be included.
 - Driver Initials- Should only be written by the driver.

- Location- Each Location entry (when leaving state property) must have at least four entries: where trip began, points visited, where trip ended, and purpose of trip.
 - Location where trips began- This is generally the domicile, unless it includes an overnight trip.
 - All Points Visited- This is to include all stops, including fuel.
 - Where Trip Ended- This is generally the domicile, unless it includes an overnight trip.
 - Purpose of Trip- This is meant to be broad, such as meeting, audit, delivery and pickup.
 - On Grounds Activities are the exception. When a vehicle is utilized on state property it is permissible to utilize terms such as: On Grounds and In the Yard. If at any point the vehicle leaves state property, the four points must be included.
 - REMEMBER- Ditto “” marks and arrows ↑↓are not acceptable under any circumstances.
 - Fuel and Maintenance trips are to be logged.

❖ **Monthly Totals**

- Monthly Totals must include totals for: Trip Mileage, Gallons, Fuel Cost, Maintenance Cost, Other Cost, Days Down and Total Expenses
 - Trip Mileage- Should be the total mileage for all trips, and the total attained when subtracting the beginning mileage from the ending mileage.
 - Gallons- Should include all fuel purchases for the month regardless of source (bulk, Fueltrac, Credit Card, etc).
 - Fuel Cost- Should include the total cost for all fuel purchases for the month regardless of payment type.
 - Maintenance Cost- Should include the total cost for all maintenance related purchases regardless of payment type. This should match totals from back of form.
 - Other Cost- Should include the total cost for all other costs that are not captured in maintenance from the back of the form regardless of payment type.
 - Down Days- Should include total number of days vehicle is down due to vehicle being inoperable.
 - Total Expenses- Should include totals from: Fuel Cost, Maintenance Cost and Other Cost.

❖ **Authorized Supervisor Signature and/or Title**

- An authorized Supervisor must review and sign off on all logs. If a log contains multiple pages, the last page must be signed.
- The Title of the person signing must be included below the signature.

❖ **Back of Form**

❖ **MV4 Preventive Maintenance Record**

- Preventive Maintenance entries must include: Initials, Date Performed, Odometer, Vendor, Parts Cost (if available), Labor Cost (if available) and Total Cost
 - Initials- Should include the initials of the person having work completed or person completing work.
 - Date Performed- Should include the date of the service. If the vehicle is down for several days, it is the date it was picked up.
 - Odometer- Odometer should include the reading at the time of service.

- Vendor- Should include the name of the vendor that completed the work or where the parts were purchased from if completed in house.
- Parts Cost- Total cost of parts if broken down on invoice.
- Labor Cost- Total cost of labor if broken down on invoice.
- Total Cost- Total cost of both parts and labor.

❖ **Other Costs**

- Other Costs entries must include: Date, Vendor, Odometer, Nature of Repair, Parts Cost (if available), Labor Cost (if available) and Total Cost
 - Date- Should include the date of the service. If the vehicle is down for several days, it is the date it was picked up.
 - Vendor- Should include the name of the vendor that completed the work or where the parts were purchased from if completed in house.
 - Odometer- Odometer should include the reading at the time of service.
 - Nature of Repair- Should include a description of cost incurred such as: car wash, windshield wipers, headlight, etc.
 - Parts Cost- Total cost of parts if broken down on invoice.
 - Labor Cost- Total cost of labor if broken down on invoice.
 - Total Cost- Total cost of both parts and labor.
- If a vehicle is towed, this is to be included.
- Nature of Service not Broken down Properly-Under Other Costs, services only need to be broken down by date and vendor. A car wash and windshield wiper replacement at the same vendor on the same day does not need to be broken down separately.
- Information logged here that should have been logged under the MV4 Preventive Maintenance Record- All items that can be classified in the maintenance section of the form should be logged under Maintenance and not Other Costs.

❖ **Receipts**-Attach receipts to MV-3 for purchases associated with the vehicle (for example, maintenance or repairs).

- Receipt does not Match Information Logged
 - Information logged for Maintenance and Other Costs should match the information on the receipt.

❖ **Vehicle Safety Inspection Checklist**

- Frequency of Inspections should be based on individual agency policy. (Once a Month Minimum)
- Each entry for the Vehicle Safety Inspection should include the steps listed below.
 - A check mark should be entered for equipment that meets inspection and an X should be entered to indicate faulty for items that do not meet inspection. Items that receive an X should have notes in the remarks section. Those items that pose a safety hazard should be reported immediately.
 - The Operator completing the inspection should initial once inspection is complete.
 - The date of the inspection is to be entered for each inspection completed.