Elk Island Public Schools

Regular Maintenance Summary Form

VIN: _____ Unit: _____

Regular maintenance done on the vehicle will be kept on the following form. Each unit will have its own form. This form is to be kept on the vehicle file. Attach supporting documentation (I.e. copy of Pre-Trip inspection with noted defect(s), invoices, receipts)

Date (m/d/y)	Mileage (km)	Description of Repairs	Invoice Number	Vendor/ Repairer Name