

Maintenance Work Order

One work order per job. Enter the completed work on the vehicle's maintenance record.

Work order no.	Date opened	Date completed	Requested by
Unit no.	Year, make and model	Serial number (VIN)	Odometer
☐ Preventive maintenance ☐ Repair ☐ Inspection ☐ DVIR defect ☐ Roadside inspection repair			

WORK REQUESTED OR DEFECT REPORTED

WORK PERFORMED

Task or repair	Mechanic	Hours	Rate	Labor

PARTS AND MATERIALS

Part no.	Description	Qty	Unit cost	Total

NOTES AND FOLLOW-UP

Labor	
Parts and materials	
Outside services	
Tax	
Total	

Mechanic signature	Date	Approved by	Date
--------------------	------	-------------	------

A completed work order is a record of repair and maintenance: enter it on the vehicle's maintenance record with its date and nature, and keep it where the vehicle is housed or maintained for 1 year, and for 6 months after the vehicle leaves your control (49 CFR 396.3(b)(3), (c)). When the job repairs a defect listed on a driver vehicle inspection report, certify the repair on that report before the vehicle is operated again (396.11(a)(3)).