

Vehicle Maintenance Record

One record per truck, tractor or trailer. Sections follow 49 CFR 396.3(b).

VEHICLE

Company unit no.	Year	Make and model	Serial number (VIN)
License plate and state	Date into service	☐ Owned by the carrier ☐ Furnished by (name):	

INSPECTIONS AND MAINTENANCE DUE

Operation	Interval (miles or months)	Last done	Next due
Annual inspection (49 CFR 396.17)	12 months		

List each service your maintenance program calls for. Take the intervals from the manufacturer's schedule.

RECORD OF INSPECTION, REPAIR AND MAINTENANCE

Date	Odometer	Work done (inspection, repair or maintenance)	Done by	Invoice or work order

A carrier keeps these records for each vehicle it controls for 30 consecutive days or more: the vehicle's identification, a means of showing the nature and due date of inspections and maintenance, and a record of inspection, repairs and maintenance with their date and nature (49 CFR 396.3(b)). Keep them where the vehicle is housed or maintained for 1 year, and for 6 months after the vehicle leaves your control (396.3(c)). Annual inspection reports are kept for 14 months (396.21(b)). Buses also need a record of pushout window, emergency door and marking light tests (396.3(b)(4)).

Vehicle Maintenance Record: continued

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Extra log sheet. Print as many as the vehicle needs and keep them with its record.

Company unit no.	Serial number (VIN)	Sheet no.
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RECORD OF INSPECTION, REPAIR AND MAINTENANCE

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Preventive Maintenance Checklist

A shop checklist for a scheduled service. Add or strike items to match the manufacturer's schedule and your equipment.

Company unit no.	Date	Odometer	Service (A, B, other)	Technician name and signature
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Item	OK	Needs work	Notes
ENGINE			
Engine oil and filter	☐	☐	
Coolant level, hoses and clamps	☐	☐	
Drive belts	☐	☐	
Air filter and intake piping	☐	☐	
Fuel filters, lines and tank mounts	☐	☐	
Exhaust and aftertreatment: leaks, DEF level	☐	☐	
DRIVELINE			
Transmission and differential fluid levels	☐	☐	
Driveshaft, U-joints and carrier bearing	☐	☐	
BRAKES			
Linings, drums or rotors	☐	☐	
Slack adjusters and pushrod travel	☐	☐	
Air lines, hoses and chambers	☐	☐	
Air compressor, dryer and tank drains	☐	☐	
Parking brake	☐	☐	
STEERING AND SUSPENSION			
Steering gear, linkage and free play	☐	☐	
Springs, air bags, hangers and shocks	☐	☐	
Wheel bearings and hub seals	☐	☐	
WHEELS AND TIRES			
Tread depth and condition	☐	☐	
Inflation pressure	☐	☐	
Wheels, rims and lug nuts	☐	☐	
ELECTRICAL			
Batteries, cables and hold-downs	☐	☐	
Lights, reflectors and wiring	☐	☐	
CAB, BODY AND COUPLING			
Windshield, wipers and mirrors	☐	☐	
Horn and seat belts	☐	☐	
Emergency equipment: extinguisher, triangles, spare fuses	☐	☐	
Fifth wheel, kingpin and locking jaws	☐	☐	
Frame, crossmembers and chassis lubrication	☐	☐	

WORK STILL NEEDED

Enter the completed service on the vehicle's maintenance record with its date and nature (49 CFR 396.3(b)(3)).