

MAKE _____ YEAR _____ MODEL _____ ACQUIRED MO _____ DA _____ YR _____ ASSIGNMENT _____

BEGINNING (✓ ONE): MILES _____ (NO TENTHS)
 HOURS _____

SERIAL (VIN) # _____

- WORK ACCOMPLISHED CODES**
- | | | |
|---------------|--------------|-------------|
| 01 ADJUST | 07 LUBRICATE | 13 OTHER |
| 02 CLEAN | 08 OVERHAUL | MAINTENANCE |
| 03 EX-NEW | 09 PM-A | OR REPAIR |
| 04 EX-REBUILT | 10 PM-B | 20 TOWING |
| 05 EX-USED | 11 PM-C | 30 WORK |
| 06 INSPECT | 12 PM-D | INCOMPLETE |

OWNERSHIP: OWNED LEASED/RENTED _____ (NAME LESSOR)

RECORD OF INSPECTIONS, MAINTENANCE, AND REPAIRS

(ENTER APPROPRIATE WORK ACCOMPLISHED CODE, DOLLARS, OR "X" BELOW)

COMPONENT	MAKE	MODEL	BEGINNING
ENGINE			
TRANS.			
R-AXLE (R)			
ANTI-LOCK			
TIRES	#	SIZE	LOAD RANGE AND PLYS
FRONT			BIAS/RADIAL
REAR			

- PM'S (Enter PM Code) & INSPECTIONS
- A.C. - HEATING - VENTILATING
- CAB & SHEET METAL
- INSTRUMENTS, GAUGES, METERS
- AXLE, FRONT - NON-DRIVEN
- BRAKES
- FRAME
- STEERING
- SUSPENSION
- TIRES
- WHEELS, RIMS, HUBS, BEARINGS
- AUTOMATIC LUBRICATOR
- AXLE, DRIVEN - REAR
- CLUTCH
- DRIVE SHAFTS
- TRANSMISSION - MAIN STD/AUTO
- AUXILIARY SEC. TRANS - MAIN
- CHARGING
- CRANKING
- IGNITION
- LIGHTING
- AIR INTAKE
- COOLING
- EXHAUST
- FUEL SYSTEM
- POWER PLANT
- VEHICLE COUPLING
- DRY FREIGHT BODY
- REAR DOOR
- ENTER SYSTEM NUMBER

DATE	R.O. #	METER READING	PM	01	02	03	11	13	14	15	16	17	18	19	22	23	24	26/27	29	31	32	33	34	41	42	43	44	45	59	71	72	Other	REMARKS OR TOTAL DOLLARS

CONTINUE ON BACK COVER

DATE	R.O. #	METER READING	PM	01	02	03	11	13	14	15	16	17	18	19	22	23	24	26/27	29	31	32	33	34	41	42	43	44	45	59	71	72	OTHER	REMARKS OR TOTAL DOLLARS		

(RECORD ADDITIONAL INFORMATION HERE)

SCHEDULE OF REQUIRED PM, LUBRICATION, OR INSPECTION

ENTER TYPE PM, LUBE OR INSPECTION	ENTER FREQUENCY BELOW			
	DAYS	MONTHS	ANNUAL	MILEAGE
A -				
B -				
C -				
D -				

Instructions:

1. General

- a. ENTER THAT INFORMATION WHICH BEST SUITS THE NATURE OF YOUR OPERATION AND THE REQUIREMENTS OF PART 396, FEDERAL MOTOR CARRIER SAFETY REGULATIONS!
- b. This File Folder is designed for records of power units – principally trucks and tractors. It may also be effectively used for other powered, as well as non-powered fleet equipment records.
- c. This file is designed to function within the ATA Vehicle Maintenance Reporting Standards System; however, it may effectively be used by those equipment operators who do not use those standards.

2. Purpose. Use of this file will enable all levels of maintenance management to have a quick, visible profile of the maintenance service record of each unit maintained. It is not intended that this file replace the detailed maintenance information obtainable from maintenance information systems. This file is principally for shop level use with domiciled equipment. It may also be of value in central maintenance file systems. It is suggested that the contents of the folder include the following items:

- a. Master Record form, Line Set Tickets, "Spec" Sheets, or similar documents which identify/describe the equipment and its components.
- b. All Repair Orders written (maintenance copy and mechanic's copy), to include records of lubrication and inspection.
- c. All Vendor Invoices received (originals or copies).
- d. All Driver Reports received (originals or copies).
- e. All Tire Records maintained.

2. Recommended Preparation and Use

- a. Enter required information on front and inside back covers.
 - (1) Unless a significant difference exists, the "Acquired" date and the date the unit enters service should be considered the same.

- (2) "Assignment" and "Location" should be kept current. Changes in status from Linehaul to P & D, etc. should be made whenever occurring.
- (3) Enter "Beginning" (miles or hours) as of the date the equipment was "Acquired". DO NOT RECORD METER READINGS IN TENTHS!

- (4) Enter appropriate detail for major components in the space provided. Entries in the "Beginning" column should be updated when components are changed. This will provide a source of life-to-date information.

b. Entries reflecting service performed should be made *at the time the repair order is filed!*

- (1) Use one line for each Repair Order, entering Repair Order Date, Number, and Meter Reading (miles or hours) in the columns provided, then insert the Repair Order herein.

- (2) Enter record of PM's, lubrications, or inspections in the "PM" column in accordance with the appropriate work accomplished code.

- (3) Indicate the vehicle systems worked on by entry to the columns provided for those systems. ATA VMRS users should enter the Work Accomplished Codes. Alternatively, work entry may be simply an "X", or the total dollars expended on each system for parts and labor may be entered to provide a basic vehicle maintenance cost record. If a preheaded column is not provided for the system worked on, use the "Other" column.

- (4) The "Remarks" column is intended for brief explanations and notes. If cost figures are posted in the systems columns, the total dollars from the Repair Order may be entered in this column.

c. Continue completion of maintenance service record on outside back of the file folder and then inside the front flap.

