		(1) VEHICLE IDENTIFICATION NUMBER (VIN)					(3) TAG NUMBER							
DAILY VEHICLI USE RECORD		(2)		DRIVER 1 (Signature)		(4)	DATE	(5) INVENTORY	/ NUMBEF	8			
PART I: TRIP RECORD		DRIVER 2 (Signature) DRIVER 3 (Signature)				(6) ODOMETER READING BEGINNING OF DAY								
(7)	(8)	PURPOSE OF TRIP (INCLUDE DESTINATION)			(9)		(10) TIME		(11) TRAVEL	(12) ODOMETER		(13) SIGNATURE OF		
POINT OF DEPARTURE		OFFICIA	AL BUSINESS OTHER AUTHORIZED USE		AUTHORIZ BY	ZED	DEP ARR		- TIME	READING DEP ARR		– PASSENGER		
												-		
(14) TOTAL NUMBER OF TRI	PS MAL	JE												
(15) TOTAL TRAVEL TIME														

OPTIONAL FORM 108 (REV. 10 92)

OPTIONAL FORM 108 BACK (REV. 10 92) STATE-AID-USIA

Driver check daily and take required action:	ACTION TAKEN (see pmments)	(18) MECHANIC REQUIRED (see comments)	(21) R repairs (22) D	Report de s made:	fects noted	PART III: Y during oper	ation of v	ERVICE	ny emergency roa	
Driver check daily and take required action: CHECKED TA (com Checked Checked License plates, forms (including accident report) Checked Checked Lights, signals, windshield wipers, horn Checked Checked Tools and safety equipment Checked Checked Clean vehicle Checked Checked Checked Engine oil level Checked Checked Checked Checked Radiator coolant level and hoses Checked	TAKEN (see	REQUIRED (see	(21) R repairs (22) D (22) D	Report de s made: DRIVER'S	I fects noted	PART III: Y during oper RE PAI	ation of v	ehicle or ar	ny emergency roa	
Lights, signals, windshield wipers, horn Image: Clean safety equipment Tools and safety equipment Image: Clean vehicle Engine oil level Image: Clean vehicle Radiator coolant level and hoses Image: Clean vehicle Tire condition, pressure and tread wear Image: Clean vehicle Battery fluid level Image: Clean vehicle Power steering fluid level, hoses, and lines Image: Clean vehicle Gauges and indicator lights Image: Clean vehicle Fuel level Image: Clean vehicle PARTT II-B: Image: Clean vehicle			(21) R repairs (22) D (22) D	Report de s made: DRIVER'S	I fects noted	PART III: Y during oper RE PAI	ation of v	ehicle or ar	ny emergency roa	
Tools and safety equipment			(22) D	S made: DRIVER'S	fects noted	during oper	ation of v	ehicle or ar	ny emergency roa	
Clean vehicle			(22) D	S made: DRIVER'S	fects noted	during oper	ation of v	ehicle or ar	ny emergency roa	
Engine oil level Image: Comparison of the set of the			(22) D	S made: DRIVER'S	5 SIGNATU	PAI	RT IV: S	ERVICE	(25)	
Radiator coolant level and hoses Radiator coolant level and hoses Fire condition, pressure and tread wear Radiator coolant level Battery fluid level Radiator coolant level Power steering fluid level, hoses, and lines Radiator coolant level Power steering fluid level Radiator coolant level Bauges and indicator lights Revel Fuel level Revel			(23)	FUEL A		PAI				READIN
Tire condition, pressure and tread wear Battery fluid level Power steering fluid level, hoses, and lines Automatic transmission fluid level Gauges and indicator lights Fuel level PART II-B:			(23)	FUEL A		PAI				
Battery fluid level			(23)	FUEL A		PAI				
Power steering fluid level, hoses, and lines Automatic transmission fluid level Gauges and indicator lights Fuel level PART II-B:					DDED					
Automatic transmission fluid level					DDED					
Gauges and indicator lights Fuel level PART II-B:					DDED	(24)		DED		
Fuel level					DDED		OIL ADE	DED	ODOMETE	R READIN
PART II-B:			ltr	l len			OIL ADDED		ODOMETER READING	
			_	gai	cost	ltr	gal	cost	km	mi
Tension and condition of drive belts										
Brake master cylinder fluid level										
Tighten battery brackets and cables; clean and grease corroded terminals		(26) DRIVER(S) SIGNATURE(S)								
Engine compartment and surface under vehicle for leaks	(27) COMMENTS									