

Imagine Support Services, LLC
Vehicle Maintenance & Inspection Log

Driver: _____ Dates Covered: _____ to _____

Vehicle: _____ License Plate No. _____

Maintenance or Inspection Item	Date	Mileage

This log is to be turned into the office at least quarterly. Records will be maintained in the office for no less than two years. Include all of the following:

1. Inspections performed by the employee and/or management or an auto mechanic.
2. Routine maintenance performed on the vehicle.
3. Repairs performed on the vehicle.