

# UNIT MAINTENANCE FILE TEMPLATE

## *Audit-Ready Vehicle Maintenance Record*

### 1. Unit Information

- Unit #: \_\_\_\_\_
- VIN: \_\_\_\_\_
- Year / Make / Model: \_\_\_\_\_
- License Plate / State: \_\_\_\_\_
- In-Service Date: \_\_\_\_\_
- Odometer / Hours at Onboarding: \_\_\_\_\_
- Assigned PM Schedule (PM-A / PM-B / PM-C): \_\_\_\_\_

### 2. Required DOT Documentation

- Annual DOT Inspection Certificate (current)
- Previous Annual DOT Inspection (last 14 months)
- Inspector Qualification (if performed in-house)
- Brake Inspector Qualification (if applicable)
- FMCSA Appendix A Inspection Form(s)
- Out-of-Service documentation (if any)

### 3. PM & Service Records

#### *Attach or log all PMs, repairs, and inspections*

- PM-A service records
- PM-B service records
- PM-C service records
- Trailer PM records (if applicable)
- Equipment PM records (if applicable)
- Oil analysis reports (if used)
- Transmission/differential service records
- Cooling system service records
- Tire service & replacement records
- Brake service & replacement records

### 4. Maintenance Log (Running Record)

DATE	MILES/HOURS	SERVICE TYPE	TECH	NOTES / DEFECTS / PARTS USED
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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### 5. DVIR / Defect & Correction Log

*Required to show defects were repaired before next dispatch*

Code

DATE	DRIVER	DEFECT FOUND?	DESCRIPTION	CORRECTIVE ACTION
TECH	DATE FIXED			
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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### 6. Tire & Wheel End Records

- Tire brand / size / load rating
- Tire replacement log
- Tire repair log
- Wheel torque records
- Wheel seal service records
- Bearing service / endplay checks

### 7. Brake System Records

- Brake lining measurements
- Brake chamber size & type
- Slack adjuster stroke measurements
- Brake repairs / replacements
- ABS fault history (if applicable)

## 8. Fluid & Filter Records

- Engine oil & filter changes
- Fuel filter changes
- Air filter changes
- Hydraulic filter changes (equipment)
- Transmission service
- Differential service
- Coolant flush / test results

## 9. Safety Equipment

- Fire extinguisher inspection
- Reflective triangles
- First aid kit (if applicable)
- Backup alarm (if equipped)
- Camera/ADAS calibration records (if equipped)

## 10. Attachments & Supporting Documents

- Repair invoices
- Warranty documents
- Recall notices & proof of completion
- Parts receipts
- Photos of major repairs (optional)

## 11. Next PM / Inspection Due

- Next PM Due (Miles/Hours/Date): \_\_\_\_\_
- Next Annual DOT Inspection Due: \_\_\_\_\_
- Outstanding Defects / Pending Repairs: \_\_\_\_\_