UNIT NUMBER STATUS REPAIR ORDER NUMBER

**REPAIR ORDER**

DATE PLACED OUT OF SERIVE: DATE PUT BACK IN SERIVE:

ODOMETER READING: TEST DRIVE MILEAGE:

BEGINNING: ENDING:

REASON FOR REPAIR:

PM □ DRIVER REPORT □ ROADCALL □ OTHER

**LABOR**

|  |  |  |  |
| --- | --- | --- | --- |
| **1.Defect:** |  | Cause: |  |

Correction:

|  |  |  |
| --- | --- | --- |
| Mechanic: | Date: | Time: |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Technician: |  | Date: |  | Repair Time: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **2.Defect:** |  | Cause: |  |

Correction:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Technician: |  | Date: |  | Repair Time: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **3.Defect:** |  | Cause: |  |

Correction:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Technician: |  | Date: |  | Repair Time: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **4.Defect:**  Correction: |  | Cause: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Technician: |  | Date: |  | Repair Time: |  |

**PARTS**

|  |  |  |  |
| --- | --- | --- | --- |
| Qty | Part Number | Part Description | Price |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

I certify that the repairs were made in accordance with CDE, DOT, and School District regulations.

TECHNICIANS SIGNITURE: DATE: TIME: \_\_\_\_\_\_\_\_\_\_ AM\_\_ PM\_\_

SCHOOL DISTRICT

DRIVER DEFECT REPORT

(Please print)

Unit #: Mileage: Time: \_\_\_\_\_\_ am\_\_ pm\_\_

Driver: Date:

Please explain the defect that needs attention

|  |  |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |

\_\_\_\_\_\_ Out of service

Technician’s signature: Date: Time: \_\_\_\_\_\_\_\_\_ am \_\_ pm \_\_

Scheduled for repairs – OK to operate at this time.

Technician’s signature: Date: Time: \_\_\_\_\_\_\_\_\_ am \_\_ pm \_\_

The above defects have been corrected

Technician’s signature: Date: Time: \_\_\_\_\_\_\_\_\_ am \_\_ pm \_\_

If you have any questions, please don’t hesitate to ask one of the mechanics.

Obtain a signed copy from one of the technicians if needed.

Comments: