**BRADFORD-TIOGA HEAD START, INC.**

**Vehicle Maintenance Log**

**Driver**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Center**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Month** \_\_\_\_\_\_\_\_\_\_ **Year**\_\_\_\_\_\_ **Vehicle License #** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| |  |  |  |  | | --- | --- | --- | --- | | **GASOLINE** | | |  | | **Date** | **$ Per Gallon** | **# Gallons** | **Total Cost** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | **TOTALS REQUIRED** | |  |  | | |  |  |  |  | | --- | --- | --- | --- | |  | **MAINTENANCE WORK** | |  | | **Date** | **Garage** | **What was done** | **Cost** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  | **TOTAL MAINTENANCE COST** | |  | |
| |  | | --- | |  | | **Driver Hours Worked**  (Calendar week Sunday thru Saturday)    **Week 1 Dates \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_ Week 1 Hours \_\_\_\_\_\_\_**    **Week 2 Dates** \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_ **Week 2 Hours \_\_\_\_\_\_\_**    **Week 3 Dates \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_ Week 3 Hours \_\_\_\_\_\_\_**    **Week 4 Dates \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_ Week 4 Hours\_\_\_\_\_\_\_\_**    **Week 5 Dates \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_ Week 5 Hours\_\_\_\_\_\_\_\_**    **TOTAL HRS WORKED\_\_\_\_\_\_** | |  | |

\*\*\*\*\*\*\***Please make sure ALL spaces are completed before sending to Chris**\*\*\*\*\*\*\* **along with other monthly forms**

**Teacher’s Signature**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Teacher’s signature indicates they have checked the form)

**TR103 F&B 4/14**

**BRADFORD-TIOGA HEAD START, INC.**

**Vehicle Mileage Log**

Month\_\_\_\_\_\_\_\_\_\_\_ Center \_\_\_\_\_\_\_\_\_\_\_\_ Vehicle License # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Drivers who drive for more than 1 classroom (AM & PM) need to list each class name below & total of children in each column***

# Classroom 1(C1)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Classroom 2(C2)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Driver Initial** | **Beginning**  **Odometer**  For The  Day | **Ending**  **Odometer**  For The Day | **Total Miles** | **Total #**  **Children**  **C1** | **Total #**  **Children**  **C2** | **Total # of Adult** | **Explanation RR = Regular Route** |
| *1-5-12* | *JJ* | *20200* | *21000* | *800* | *17* | *34* | *2* | ***EXAMPLE:***  *Mansfield AM (C1)*  *Mansfield PM (C2)* |
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|  |  |  | **TOTAL** |  |  |  |  |  |

**TR103 F&B 4/14**