**MAINTENANCE JOB REQUEST**

**About This Tool:** This tool is to be used by the driver to notify the Transport Manager of any defects or faults with the vehicle. The Transport Manager will then create an internal maintenance vehicle job card to which will be passed to the mechanic assigned to fix the fault.

**Vehicle Registration:**

**Petrol/Diesel**

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| **Date Problem Noted** | **Km Reading** | **Provide detail of fault or problem** | **Driver (signature & date)** | **Transport Manager (signature & date)** | **Mechanic Remarks** | **Problem Fixed (Yes or No)** | **Date Problem Fixed** |
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**Comments:**