

# VEHICLE BEFORE & AFTER REPORT

Driver's Name: \_\_\_\_\_ Driving Date (s): \_\_\_\_\_

Vehicle \_\_\_\_\_ Odometer Start \_\_\_\_\_ Odometer End \_\_\_\_\_

(Note: Please return this completed form when the keys are returned)

| Pre-Trip Review         | Post Trip Review   |
|-------------------------|--|
| <u>Items</u>            |  |
| (Initial or N/A)        | Did you have a problem with any items at left                  |
| Keys & Locks            | Or with battery, body damage, engine, exhaust, leaks,          |
| Starting Procedure      | Radiator, transmission or other? If so please summarize below: |
| Tilt - Wheel/ Cruise    |  |
| A/C, Heat: Front & Rear |  |
| Airbags                 |  |
| Alternator System       |  |
| Interior Light          |  |
| Exterior Light          |  |
| Tires                   |  |
| Brakes                  |  |
| Windows                 |  |
| Horn                    |  |
| Oil Level               |  |
| Gasoline Level          |  |
| Radio                   |  |
| First Aid Kit           |  |
| Reflectors              |  |
| Mirrors                 |  |
|                         |  |

Are you leaving the vehicle clean? \_\_\_\_\_

Did you fill the vehicle with gas? \_\_\_\_\_

Did you return the vehicle back to its original location? \_\_\_\_\_

### BREAKDOWN INSTRUCTIONS

During business office hours, call First Baptist Church at (502) 839-6966 to report stalled vehicles.

After hours call David Hughes at (502) 680-1161.