# Fleet Maintenance Log

**Purpose:** This document is used to log maintenance and repair activities for company-owned vehicles. Proper logging ensures vehicle reliability, helps in tracking service schedules, and supports regulatory compliance.

## Fleet Information

**Fleet Name:** {fleetName}

**Fleet Manager:** {fleetManager}

**Date of Report:** {reportDate}

## Vehicle Details

|  |  |  |  |
| --- | --- | --- | --- |
| **Vehicle ID** | **Make & Model** | **Year** | **License Plate** |
| {#vehicles}{vehicleId} | {makeModel} | {year} | {licensePlate}{/vehicles} |

## Maintenance Records

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Vehicle ID** | **Service Type** | **Description** | **Service Provider** | **Cost** |
| {#maintenanceLogs}{date} | {vehicleId} | {serviceType} | {description} | {provider} | {cost}{/maintenanceLogs} |

## Upcoming Scheduled Maintenance

{#scheduledMaintenances}

* **{vehicleId}:** {serviceType} scheduled on {scheduledDate}

{/scheduledMaintenances}

## Notes and Observations

{#notes}

* {note}

{/notes}

**Compiled by:** {compiledBy}

**Approved by:** {approvedBy}