**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**  |
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|  **TOTALS REQUIRED**  |   |   |

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|  | **MAINTENANCE WORK** |  |
| **Date**  | **Garage**  |  **What was done**  | **Cost**  |
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|  | **TOTAL MAINTENANCE COST** |   |

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| **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\_\_\_\_\_\_**   |
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\*\*\*\*\*\*\***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**