City of Phoenix - FTA Section 5310 Vehicle Maintenance Log

Subrecipients must document the following for all Phoenix-issued 5310 vehicles: Conduct routine maintenance and inspections including but not limited to: oil/fluid changes, engine service at recommended manufacturers' intervals, wheelchair lift inspections (if applicable), accidents, **annual inspections, out of service dates.** Subrecipients must maintain all aspects of the vehicle, at a minimum, in accordance with the manufacturers' recommended maintenance standards. **Regardless of time in service or mileage, vehicle must receive a minimum of one preventive maintenance service and vehicle inspection annually.** Data provided should be full and complete in order to demonstrate compliance with vehicle maintenance regulations. Organize vehicle service records by vehicle and by date of service. Use the drop down menus to select the Vehicle Make, Year and Work Performed, or indicate Out of Service time and reason.

Reporting Agency:		**Mileage at Beginning of period 10/1/2020**	
Name and Title of the Agency's Representative completing this report:		**Mileage at End of Period 9/30/2021**	

Vehicle Make	Vehicle Year	VIN Please enter full VIN	Mileage at Beginning of Service Entry	Mileage at End of Service Entry	Date of Invoice	Invoice#	Service Provider	Mileage From Invoice	Work Performed, Inspections, Out of Service Select from menu or Other (with added Note)	Notes