



Georgia Department of Revenue

Finance Division – Fleet Management

Suite 14237, 1800 Century Boulevard, Atlanta, Georgia 30345-3205 * (404) 417-2185

Vehicle Scratch/Dent Check-Out

Vehicle # _____ Odometer start _____ End _____ Date _____

Vehicle Year _____ Vehicle Make _____ Vehicle Model _____

Drivers/coordinators are expected to perform preventive maintenance checks on vehicles assigned to them at least once a week and pool cars once a month. This includes driving and fueling once/month. This will help target problems early before a major problem develops.

By signing this form, I specifically certify the following: *(Please initial on each line.)*

_____ **Fluid levels in vehicles, including oil, windshield wiper fluid and transmission fluid are full.**

_____ **Tread on tires in good condition. Look for excessive weather cracking**

_____ **Lights, including signal lights, brake lights and head lights are working.**

_____ **Windshield wipers are in good working condition.**

_____ **Brakes are falling to the right level for stopping.** When applying brake pressure and the brake pedal goes all the way to the floor, it is time to purchase new brakes.

_____ **Return with full tank of gas.**

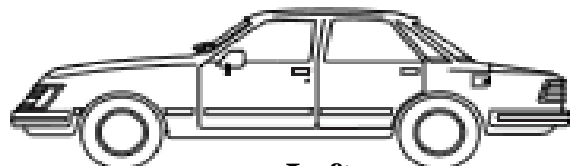
Remarks: _____

Please Note: *The only time a vehicle is recommended to be taken to a dealership for repairs is if the repairs were still under warranty. If the vehicle needs a standard service check, please refer to the [coupon book](#).*

Indicate (by placing an X) each area on the vehicle where there is a scratch and/or dent. Report body damage that needs to be repaired.



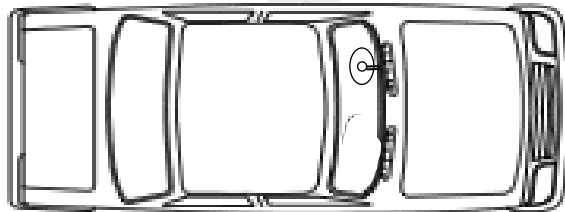
Right



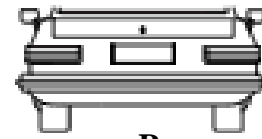
Left



Front



Top



Rear

Individual driving/inspecting vehicle (print name)

document eSigned via DOR email security
Signature