

# LIMO TOLEDO

## DRIVER VEHICLE INSPECTION REPORT & RUN SHEET

CUSTOMER NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

VEHICLE NAME: \_\_\_\_\_

UNIT#: \_\_\_\_\_

DRIVER SIGNATURE: \_\_\_\_\_

Color \_\_\_\_\_

### CHECK ANY DEFECTIVE ITEM AND GIVE DETAILS UNDER REMARKS

____ AIR COMPRESSOR	____ FRONT AXLE	____ OIL PRESSURE	____ SEATBELTS	____ WINDOWS
____ AIR LINES	____ FUEL TANKS	____ RADIATOR	____ SPRINGS	____ WINDSHIELD WIPERS
____ BATTERY	____ HEATER	____ REAR END	____ STAINS/BURNS	____ OTHER
____ BODY DAMAGE	____ HORN	____ REFLECTORS	____ STARTER	_____
____ BRAKES	____ LIGHTS-HEAD	____ RIP/TEARS	____ STEERING	_____
____ DASH LIGHTS	____ LIGHTS-TAIL	____ SAFETY-FIRST AID	____ TACHOGRAPH	_____
____ DEFROSTER	____ LIGHTS-TURN	____ SAFETY-FIRE EXT	____ TIRES	_____
____ DRIVELINE	____ MIRRORS	____ SAFETY-BULBS/FUSES	____ TRANSMISSION	_____
____ ENGINE	____ MUFFLER	____ SAFETY-TRIANGLES	____ WHEELS	_____

REMARKS \_\_\_\_\_

### CHECK ANY SUPPLIES NEEDING STOCKED – RESTOCK UPON RETURN IF POSSIBLE

____ BROOM/DUST PAN	____ DISINFECTANT	____ ICE	____ NAPKINS	____ UMBRELLAS
____ BUSINESS CARDS	____ FEBREEZE	____ GLASSES-ROCK/WINE	____ PAPER TOWELS	____ VOMIT BAGS
____ CARPET/FLOOR CLEANER	____ FLASHLIGHT	____ LEGAL LOG	____ ROSE PETALS	____ WINDOW CLEANER
____ CHAMPAGNE	____ FURNITURE POLISH	____ LINT ROLLER	____ RUBBER GLOVES	____ TIRE BLACK
____ CUPS-PLASTIC	____ GARBAGE BAGS	____ MAT – RED	____ TISSUES	_____

OTHER SUPPLIES NOT LISTED \_\_\_\_\_

DRIVER START TIME: \_\_\_\_\_ START MILEAGE \_\_\_\_\_ FUEL GALLONS \_\_\_\_\_

DRIVER RETURN TIME: \_\_\_\_\_ RETURN MILEAGE \_\_\_\_\_ FUEL COST \_\_\_\_\_

DRIVERS PAY: \_\_\_\_\_ DRIVERS GRATUITY: \_\_\_\_\_ TOTAL CASH TURNED IN: \_\_\_\_\_  
 (STAPLE FUEL RECEIPT HERE)

ADDITIONAL TIME TO BE BILLED AND WHY \_\_\_\_\_

COMMENTS ABOUT RUN: \_\_\_\_\_