

# TWIN RIVERS UNIFIED SCHOOL DISTRICT

## Vehicle Work Order

<b>Work Order #</b> _____	<b>Vehicle Codes</b>	<b><u>Circle Appropriate Inspection Code</u></b>
<b>Vehicle Number:</b> _____	<b>T</b> -Transportation	<b>A</b> Safety Inspection & Chassis lubrication (every 3,000 miles)
<b>Mileage:</b> _____	<b>M</b> -Maintenance	<b>B</b> Safety Inspection lube & oil change (every 8,000 miles)
<b>Date:</b> _____	<b>PS</b> -Police Services	<b>C</b> Annual Safety Inspection
<b>Department:</b> _____	<b>SR</b> -Storeroom	<b>D</b> General Repair
	<b>FS</b> -Food Services	<b>E</b> Miscellaneous Supplies/Outside Labor
	<b>OD</b> -Outside	<b>F</b> Road Call/ Breakdown
	<b>Driver Name</b> _____	
	<b>Driver Contact Phone Number</b> _____	

<b>REPAIRS REQUIRED:</b>	
<b>DRIVERS' SIGNATURE:</b>	

<b>REPAIRS COMPLETED:</b>	

RECORD OF PARTS USED:				
Quantity	Part No.	Part Description	Unit Cost	Total

**Man Hours**

Labor Codes:	Quantity	Rate	Total
L1- Inside Labor			
L2- Outside Labor			

Misc. Codes:	Description	Charge	Total
Miscellaneous 1			
Miscellaneous 2			

**Costs**

<b>Parts Total</b>	
Tax	\$ _____
L1- Inside Labor	\$ _____
L2- Outside Labor	\$ _____
Miscellaneous 1	\$ _____
Miscellaneous 2	\$ _____
<b>Grand Total</b>	<b>\$ _____</b>

Date Completed: \_\_\_\_\_

Mechanics Signature: \_\_\_\_\_