

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT TRANSPORTATION SERVICES
REPAIR AND SERVICE ORDER (TRA-F008)**

WORK ORDER TYPE: (Select one)	
IN SHOP	<input type="checkbox"/>
EMERGENCY	<input type="checkbox"/>
SCHEDULED PM	<input type="checkbox"/>
CONTRACTED	<input type="checkbox"/>

WK ORDER #

START DATE: _____	FINISH DATE: _____	MECHANIC: _____
VEH. NO.: _____	DEPARTMENT: _____	LIC. NO.: _____
MAKE: _____	YEAR: _____	ODOMETER: _____

SERVICE CODE:	DESCRIPTION OF COMPLAINT:	LOF / 6,000 MILES
SERVICE CAUSE: (check one) ROUTINE REPAIRS <input type="checkbox"/> EMERGENCY REPAIRS <input type="checkbox"/> PREVENTIVE MAINTENANCE <input type="checkbox"/> CHP REPAIRS <input type="checkbox"/> PART RECALL (WARRANTY) <input type="checkbox"/>	DESCRIPTION OF WORK:	

LABOR HOURS:	MECHANICS SIGNATURE:
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QUANTITY	CAT NO.	MANUF. NO.	PARTS DESCRIPTION	COST	SUMMARY OF PARTS / SERVICE			
1			SHOP SUPPLIES	\$8.00		QUANTITY	COST	
					HRS. DIST. LABOR		\$	
					HRS. SUB. LABOR			
					MISC. SUB LABOR			
					PARTS			
					OIL			
					ANTIFREEZE			
					GREESE			
					TRANSMISSION			
					LUBRICATION			
					TIRES / TUBES			
					MISC. SUB LABOR			
				SUB TOTAL	\$	TOTAL COST (Inc. Tax) \$		
				TAX		<i>Comments / Concerns</i>		
				TIRES / TUBES	TOTAL PARTS			\$
				SUB TOTAL	\$			
				TAX				
				TOTAL TIRES / TUBES	\$	<i>SHOP FOREMAN'S SIGNATURE</i>		

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"B" INSPECTION / SERVICE EVERY 6,000 MILES

✓	CHECKED OK
X	SER / ADJ / REPAIRED

VEH. #: _____

LIC. #: _____

MILEAGE _____

	1. Service Air Cleaner
	2. Service Engine Breathers
	3. Replace Filter / s:
	a. Oil
	b. Fuel (Diesel Only)
	c. Coolant (Diesel Only)
	d. Air
	4. Lubricate all fittings
	5. Drain Air Tank
	6. Replace Engine Oil (Per manufacturers specifications)
	7. Service / Inspect fluid levels and leaks
	a. Battery (Water level - Corrosion - Tight Terminals)
	b. Engine
	c. Transmission
	d. Steering Gear Box - Power Steering Fluid
	e. Coolant
	f. Master cylinder
	g. Windshield Washers
	8. Inspect Tires & Wheels:
	a. Air Pressure
	b. Objects in Tires
	c. Tread Wear, minimum 4/32 - Front, 2/32 - Rear
	d. Locking Rings & Lug Nuts for security
	9. Repair cut seats, remove graffiti (walls & seats)

REMARKS: _____

SERVICED BY: _____

SUPERVISOR: _____

DATE IN: _____

DATE OUT: _____