

OFFICE OF FLEET MANAGEMENT

MAINTENANCE AND REPAIR REQUEST FORM

USING DEPARTMENT INFORMATION		
DEPARTMENT/SCHOOL		
DIRECTOR/ADMINISTRATOR		EMAIL:
TELEPHONE		

VEHICLE INFORMATION	
PLATE NUMBER	
MAKE/MODEL	

DRIVER INFORMATION	
NAME	

REQUESTED SERVICES	
1	
2	
3	
4	
5	

INSTRUCTIONS
<ol style="list-style-type: none"> 1. COMPLETE THIS FORM. 2. EMAIL COMPLETED FORM TO LGAINES@PATERSON.K12.NJ.US, JOMAN@PATERSON.K12.NJ.US 3. CONTACT THE MECHANIC TO SCHEDULE THE SERVICE/REPAIR: CIRCLE BRAKE, (973) 772-3924 4. IF ROAD ASSISTANCE OR TOWING IS NEEDED CONTACT CIRCLE BRAKE. 5. WHEN THE WORK IS COMPLETED VERIFY THE INVOICE AND SERVICE PROVIDED 6. NOTIFY THE OFFICE OF FLEET MANAGEMENT IF ANY DISCREPANCIES BETWEEN THE SERVICE AND INVOICE, OR ANY OTHER ISSUE.