VEHICLE MAINTENANCE CHECKLIST

**As the custodian of a CarCenta vehicle, it is your responsibility to ensure your vehicle is correctly maintained and roadworthy.**

**Please date and sign quarterly (ie. Jan, Apr, July & Oct) to complete the checklist.**

|  |  |
| --- | --- |
| ***Action*** | ***Year*** |
| **January** | **April** | **July** | **October** |
| ***Name:*** | ***Name:*** | ***Name:*** | ***Name:*** |
| **Check that all tyres on the vehicle (incl.spare) are fully inflated, have legal tread and if they need rotating?** | Record any action needed | Record any action needed | Record any action needed | Record any action needed |
| Check all fluids in the vehicle including the coolant reservoir, oil, washer bottle.**Also check lamps, driving lights, brakes & indicators** | Record any action needed | Record any action needed | Record any action needed | Record any action needed |
| **Confirm registration is valid by either a print out issued by CarCenta or the ezyreg website** | Record any action needed | Record any action needed | Record any action needed | Record any action needed |
| **Check the service book and odometer to ascertain when next main service is due**  | Record any action needed | Record any action needed | Record any action needed | Record any action needed |
| **Confirm awareness of Safe Driving Guidelines regarding Long Distance Travel** |  |  |  |  |

**This Checklist is to be stored in the glove box of the car and available for checking by CarCenta.**

***Please note: If you identify any maintenance needed for your vehicle you must contact CarCenta for prior approval***

***-call 8210 8243***