MOTENTRA / FLEET OPERATIONS

DSP maintenance planning worksheet

Use one sheet per vehicle. Set intervals from the manufacturer, lease or fleet program, and qualified service advice for the vehicle and duty cycle.

Unit / VIN: _____ Current odometer: _____ Date: _____

Vehicle / model / year: _____ Fleet owner: _____

SERVICE PLAN

Service item	Last date / miles	Interval / source	Next due	Owner / booking
Oil / filter (if applicable)				
Tires / rotation				
Brakes / inspection				
Other: _____				

PRIORITIZE BEFORE THE NEXT SHIFT

- [ ] Review overdue and approaching services against planned mileage.
- [ ] Link each reported defect to a task, responsible person and target date.
- [ ] Record out-of-service reason and tell dispatch which units are unavailable.
- [ ] Confirm repair completion and release under your fleet procedure.

Repair completed / date / odometer / record reference: _____

Next due recalculated / reviewed by: _____

Do not use a generic mileage interval for every van. Keep supporting service records with the vehicle.