



# Coshocton County EMS

513 Chestnut Street  
Coshocton, Ohio 43812  
740-622-4294 (Office)  
740-622-4829 (Fax)

---

## VEHICLE MAINTENANCE REQUEST

---

|              |
|--------------|
| Date:        |
| Station:     |
| Unit Number: |

| DETAILED DESCRIPTION OF MAINTENANCE PROBLEM |
|---|
|   |
|   |
|   |
|   |
|   |
|   |

|                      |
|----------------------|
| <b>Submitted By:</b> |
|----------------------|

Does the problem pose a safety concern? Yes:  No:

**If, "yes": Take the vehicle out of service immediately.**

A member of the Leadership Team must be contacted anytime a vehicle is taken out of service.

---

### MAINTENANCE DEPARTMENT

**Please make certain a receipt is attached to this request stating that the vehicle has been fixed and is ready to be placed back in service:**

|             |                 |
|-------------|-----------------|
| <b>Date</b> | <b>Mechanic</b> |
|-------------|-----------------|

|                                     |                         |
|-------------------------------------|-------------------------|
| <b>FOR ADMINISTRATIVE USE ONLY:</b> | <b>Routed to:</b> _____ |
| <b>Date Received:</b> _____         | _____                   |
| <b>Date Filed:</b> _____            | _____                   |