

DE LA SALLE-COLLEGE OF SAINT BENILDE

**GENERAL ADMINISTRATIVE SERVICES OFFICE
CENTER FOR LOGISTICS AND INVENTORY MANAGEMENT
LOGISTICS SUPPORT UNIT**

E-JEEP SHUTTLE

Inventory and Other Details

LIST OF E-JEEPS

Plate Numbers	Date of Purchase	Color	CR Number
• ZZI 154	2010	White	10702598-4
• ZZI 158	2012	White	8854892-4
• ZZI 200	2012	White	8854899-4
• ZZI 213	2014	White	84233804
• ZZI 224	2013	White	94233793

SHUTTLE SERVICE



TAFT CAMPUS



DAC CAMPUS



AKIC CAMPUS

PREVENTIVE MAINTENANCE

Preventive Maintenance

- A daily inspection report for vehicles conducted by mechanic/driver
- Yearly schedule of PMS
- All records of repairs are being recorded in a baby book and aside from this an on line google form was created to record all repairs done. This is created for easy generation of reports
- A Vehicle Maintenance Form is available to report minor/major repairs to be conducted by the mechanic.

DAILY VEHICLE INSPECTION REPORT													
Vehicle	Odometer Reading	Fuel Level	Brake Fluid	Oil	Washer/Wash Level	A/C	Lighting/Signals	Tire	Interior/Exterior Check/Status	Any Hidden Subjects	Schedule of 1st Trip	Inspector's Confirmation	REMARKS (e.g., name of bus driver, etc.)
Bus TIC 490	11140	1/2	/	/	/	/	/	/	/	/	/	/	
Bus WDA 1757	20262	3/4	/	/	/	/	/	/	/	/	/	/	
Busa ZEM 900	120798	1/2	/	/	/	/	/	/	/	/	/	/	
Busa AAA 6103	62091	1/2	/	/	/	/	/	/	/	/	/	/	
Busa AAE 4808	80321	1/2	/	/	/	/	/	/	/	/	/	/	
Honda Civic EJE 977	98326	3/4	/	/	/	/	/	/	/	/	/	/	
Innova ART 6865	409356	1/2	/	/	/	/	/	/	/	/	/	/	
Innova ART 6864	28407	1/2	/	/	/	/	/	/	/	/	/	/	
Innova RBP 3735	74419	1/2	/	/	/	/	/	/	/	/	/	/	
Hero XPB 133	137215	1/2	/	/	/	/	/	/	/	/	/	/	by Change Oil 19
Urban NUD 971	202660	1/2	/	/	/	/	/	/	/	/	/	/	
Urban NWQ 899	145800	3/4	/	/	/	/	/	/	/	/	/	/	
Place FJD 236	78112	3/4	/	/	/	/	/	/	/	/	/	/	
Grandia AAY 9021	29194	1/2	/	/	/	/	/	/	/	/	/	/	
Grandia NHE 5684	28336	1/2	/	/	/	/	/	/	/	/	/	/	
L300 ERT 136	83711	3/4	/	/	/	/	/	/	/	/	/	/	
Truck RBT 6206	1220	1/2	/	/	/	/	/	/	/	/	/	/	
Jeep ZEI 154			/	/	/	/	/	/	/	/	/	/	
Jeep ZEI 158	104		/	/	/	/	/	/	/	/	/	/	
Jeep ZEI 200	104		/	/	/	/	/	/	/	/	/	/	
Jeep ZEI 213			/	/	/	/	/	/	/	/	/	/	
Jeep ZEI 224			/	/	/	/	/	/	/	/	/	/	

Inspected by: ALEX GARCIA

Date of Inspection: 1-9-2020

DAILY VEHICLE INSPECTION REPORT

VEHICLE PREVENTIVE MAINTENANCE SCHEDULE SY2018-2019

vehicle type	August				September				October				November				December				January				February				March				April				May				June				July					
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4										
REVO XPS133	VR												VR				PM								VR				R						VR															
Urvan NUO 971	PM					VR											VR				R							PM	VR									VR												
Urvan NWQ 899							R		PM		VR												VR					PM						VR											VR					
HONDA-ZJZ 977		VR															PM	VR															VR											R						
L300 ZRT 136									PM		VR															PM					VR												R	PM						
BUS- UIC 490		PM					VR				R							VR							PM						VR															VR				
BUS UEY 863	Defective																									R	defective																							
BUS2- XEG 127	VR												PM				VR									VR																				R				
CANTER WGB215																	PM													VR															PM					
ROSA ZSM 966																																																		
ROSA AAK4868	R	PM		VR																																														
ROSA AAA6192	PM						VR																																											
INNOVA ABT 6865																																																		
HI ACE FJD 238	R																PM																																	
GRANDIA-AAAY9621																																																		
E-JEEP																																																		
Ejeep ZZI 154																																																		
Ejeep ZZI 158	R		PM																																															
Ejeep ZZI 200																																																		
Ejeep ZZI 213	PM																																																	
Ejeep ZZI 224																																																		

Legend

- VR Vehicle Registration
- VR Vehicle Service
- PM Same Amount (PM)
- VR Bus And Road
- PM - 2.000

VR Vehicle Road Serv - Light Vehicle Engine Check-up Fan Belt Aircon Belt Engine Oil Under Chassis Ball Joint Center Post Propeller Bushing Brake Cleaning of Road General Cleaning-carpentry/hottery	Daily Checking before departure Battery tire air fuel water lights body washing oil error fan belt early warning device
PM - 2.000 Engine washing Under chassis washing Greasing Refurbishment	VR - 2.000 Check Engine Check Fan Belt Check Chassis Sweeping
PM - 2.000 Check Brake Wheel Cap Tires	VR - 2.000 Wash Over
Weekly - Ejeep Extensive Cleaning Battery Solution	

SAMPLE PMS SCHEDULE

VEHICLE MAINTENANCE RECORDS



E-JEEP BABY BOOK

GENERAL ADMINISTRATIVE SERVICES OFFICE
CENTER FOR LOGISTICS AND INVENTORY MANAGEMENT
LOGISTICS SUPPORT UNIT

VEHICLE MAINTENANCE REPORT



ONLINE FORM

This form collects vehicle maintenance activities per vehicle.

alex.cabodil@benilde.edu.ph [Switch account](#)



The name and photo associated with your Google account will be recorded when you upload files and submit this form. Your email is not part of your response.

* Required

Date

MM DD YYYY

/ /

VEHICLE MAINTENANCE REPORT ONLINE FORM

COLLECTS VEHICLE
MAINTENANCE
INFORMATION AND ACTIVITY
PER VEHICLE , DETAILED
REPAIR AND MAINTENANCE
ACTIVITY TO ENSURE
VEHICLE ROAD
WORTHINESS

VEHICLE MAINTENANCE/REPAIR REQUEST FORM

Vehicle Plate Number: _____ Date: _____
Odometer Reading: _____ Driver: _____
Signature: _____

Description of Service Request/s:

Mechanic's Assessment/Evaluation:

Repair & Work to be done:

Materials Needed:

1. _____	☐ w/stock	☐ w/o stock
2. _____	☐ w/stock	☐ w/o stock
3. _____	☐ w/stock	☐ w/o stock
4. _____	☐ w/stock	☐ w/o stock
5. _____	☐ w/stock	☐ w/o stock
6. _____	☐ w/stock	☐ w/o stock
7. _____	☐ w/stock	☐ w/o stock
8. _____	☐ w/stock	☐ w/o stock
9. _____	☐ w/stock	☐ w/o stock
10. _____	☐ w/stock	☐ w/o stock

Remarks:

Assessed by: _____
Vehicle Mechanic

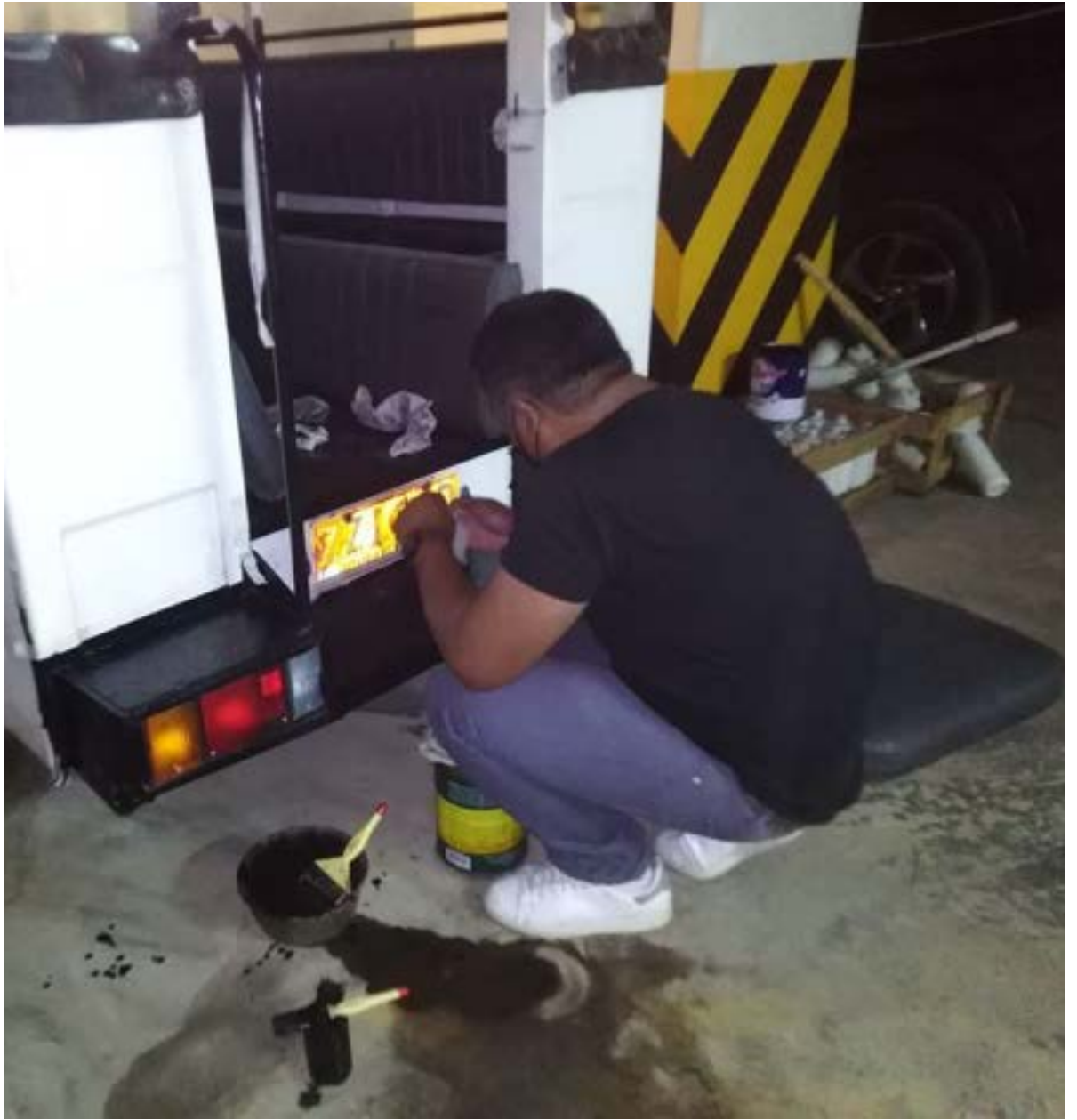
Approved by: _____
LSU Head

VEHICLE MAINTENANCE REQUEST FORM

VEHICLE MAINTENANCE PHOTOS







VEHICLE SAFETY IS A PRIORITY

- GASO CLIM LSU -



**THANK
YOU**
