

Pre-Deployment

Vehicle Maintenance Guide

Once you decide what to do with your vehicle(s), fill out the following guide for others to reference during deployment. If you have multiple vehicles, utilize as many checklists as you need. Keep a copy of this in your car(s) as well as a safe space in your home.

Vehicle Details

Make

Model

Year

License plate number

VIN number (this is located on your vehicle registration)

Tag expiration date

Vehicle registration location and next due date
(e.g., "glove compartment, 05/18/2019")

Date purchased and where/who purchased from

Car title (i.e., car owner)

Spare key location (e.g., "in the kitchen medicine cabinet")

Maintenance Log

DATE COMPLETED	MAINTENANCE TASK
	Check and record miles (include number)
	Change oil
	Change washer fluid
	Change battery
	Check brakes
	Replace air filter
	Change tires
	Rotate tires
	Replace spark plugs
	Other Routine Maintenance
	Other Routine Maintenance
	Other Routine Maintenance

Key Contacts

NAME	CONTACT INFORMATION	CONTACT DETAILS
	Phone: Email: Address:	Autobody shop contact
	Phone: Email: Address:	Maintenance contact
	Phone: Email: Address:	Insurance contact
	Phone: Email: Address:	Family friend car assistance contact
	Phone: Email: Address:	Has spare key

Car Emergency Kit

The following is a list of suggested items to keep in your car in case of an emergency situation.

- First aid kit
- Jumper cables
- Tire gauge
- Spare tire
- Coolant
- Motor oil
- Foam tire sealant
- Tow strap / rope
- Flashlight
- Batteries
- Flares or reflectors (3)
- Warning triangle
- Ice scraper
- Metal object / bat
- Snack (nonperishable)
- Water
- Blanket, pillow, sleeping bag
- Mace
- Cell phone charger
- Fire extinguisher
- Gloves
- Rags
- Duct tape
- Rain poncho