

Date: \_\_\_\_\_ Van #: \_\_\_\_\_ Staff Name: \_\_\_\_\_ Mileage In: \_\_\_\_\_

Was the van clean and not damaged at pick-up? (circle one): YES NO Mileage Out: \_\_\_\_\_

Check: Gas half-full \_\_\_\_\_ Interior trash free \_\_\_\_\_ Interior clean \_\_\_\_\_ Exterior clean \_\_\_\_\_ Any damage? \_\_\_\_\_

Briefly describe any issue needing maintenance or repair:

**\*For maintenance or repair issues or to report damage please email Transportation Department: [Van@ReachDane.org](mailto:Van@ReachDane.org)**

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