

# Fleet Breakdown Report Sheet

Report Date

Reported By

Location

## Vehicle Information

Vehicle Number / Plate

Make / Model

Type

## Breakdown Details

Date & Time of Breakdown

Description of Issue

Part/Component Affected	Symptoms / Observations	Initial Action Taken	Status

## Repair & Resolution

Repair Actions

Parts Replaced

Repair Completed Date & Time

Remarks

Technician/Mechanic Name

Approval

Supervisor Name

Date