

Mercer County Educational Service Center
Vehicle Service/Repair Request

Date:

ESC Vehicle (circle one)

2003 White Chevy Lift Van
2000 Burgundy GMC Minivan

1995 Green Ford Lift Van
1999 Maroon Olds Minivan

Action Requested

Describe Problem. Please be as specific as possible. Include any details that will help the mechanic better identify and repair the issue:

Describe the urgency of the matter: (Does it need to be repaired as soon as possible for use with students/staff; can the repair be postponed until a school break?)

Signature of Staff Member:

**Submit one copy of this form electronically to Mary Brandon.
Attach one printed copy to the mileage clipboard in the vehicle**

(For Central Office Staff Use)

Action Taken:

Central Office Staff Signature: