

Preventative Maintenance Reporting

GSAFleet.gov User Guide

Updated April 2024

Table of Contents

Table of Contents	2
Introduction.....	3
What is GSAFleet.gov.....	3
Creating an Account and Logging In	3
Preventative Maintenance Overview	3
What is a Preventative Maintenance (PM) service on a vehicle?	3
Why are PMs important?	3
Report a Preventative Maintenance.....	4
Individual Vehicle Preventative Maintenance History	10
Reporting Preventative Maintenance on the Vehicle Details Page.....	13



Introduction

What is GSAFleet.gov

The General Service Administration Office of Fleet Management's (GSA Fleet) mission is to provide safe, reliable, low-cost vehicle solutions that assist federal agencies in effectively and efficiently meeting their mission and federal mandates. GSA Fleet manages mandatory Government-wide vehicle acquisition programs, provides Federal agencies full-service vehicle leases, and offers short-term vehicle rentals. GSA Fleet users currently use 19 disparate system applications to meet this mission. GSAFleet.gov consolidates those 19 systems into a single integrated system enabling value-added fleet management services through enhanced automation provided to agencies as service offerings to improve their fleet management. GSA Fleet's modernization will allow agencies across the government to reap the benefits of the resulting solution and enhance a widely leveraged shared service.

Creating an Account and Logging In

This [document](#) details how to create an account in GSAFleet.gov and how to log in.

Preventative Maintenance Overview

What is a Preventative Maintenance (PM) service on a vehicle?

A preventive maintenance service, more commonly known as a PM service, generally consists of a safety check and lubrication as well as checks of key components such as brakes, lights, tire condition, inflation and fluids.

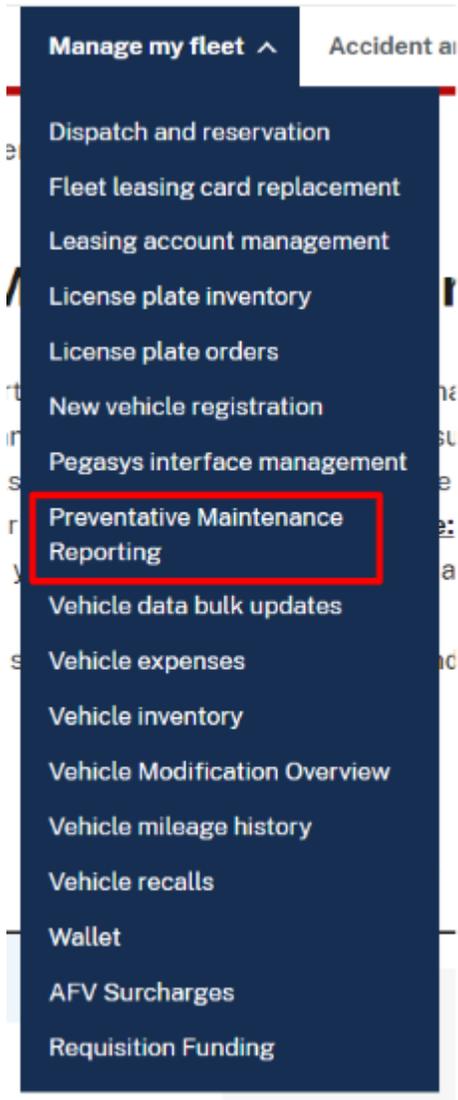
Why are PMs important?

Preventative maintenance is designed to minimize the risk of breakdowns and increase the reliability and longevity of your vehicle and even save you money.



Report a Preventative Maintenance

Step 1. From the home screen, select *Preventative Maintenance Reporting* from the *Manage My Fleet* main menu bar at the top of the screen.



Preventative Maintenance

Step 2. Select your desired filters to view your vehicles. You are able to filter by:

- License plate
- VIN
- Agency
- POC Email
- Customer account (Legacy customer number)
- Status

Preventative Maintenance Reporting

Use this tool to view and report completed Preventative Maintenance (PM) on your fleet-leased vehicle. Please refer to the CFR [§ 101-39.303](#) and [§ 102-34.275](#) on how to properly maintain your fleet-leased vehicle. You can also view and manage a vehicle's PM history from the Vehicle Details page, Preventative Maintenance Tab. Please contact your local Fleet Service Representative (FSR) to edit an existing reported PM.

Note: by reporting the PM completion date and mileage you are certifying that the information you are entering is accurate.

For more information, please see the Preventative Maintenance Reporting [user guide](#) and [How to](#) video.

The screenshot displays the Preventative Maintenance Reporting interface. On the left, a sidebar contains a 'Hide filters' button and a list of filter options: License plate, VIN, Agency, POC Email, FMC, Customer account, and Status. The main area shows a table with columns: License plate, Report PM date, Report PM mileage, PM due date, Time since last PM, Mileage since last PM, and Status. The table is currently empty, displaying 'No data available' in the center. At the top right of the table area, there are 'Save all' and 'Export' buttons.

Preventative Maintenance

Step 3. Once you have selected relevant vehicles, you will have the ability to report a PM for vehicles with due or overdue status. There are three statuses available for preventative maintenance:

- Up to date: There is no preventative maintenance due at this time
- Due: The vehicle is in need of preventative maintenance
- Overdue: The vehicle has needed preventative maintenance for over a month

Hide filters
Save all
Export

FILTERS	License plate	Report PM date	Report PM mileage	PM due date	Time since last PM	Mileage since last PM	Status
<p>1 filter applied Reset all</p> <p>Agency</p> <p>022 - Agency 22</p> <p>License plate +</p> <p>VIN +</p> <p>Agency -</p> <p>022 - Agency 22</p> <p>-Select bureau -</p> <p>-Select office -</p> <p>-Select agency indicator -</p> <p>POC Email +</p> <p>Customer account +</p>	<p>G421141Y</p> <p>mm/dd/yyyy</p>	<p>mm/dd/yyyy</p>	<p></p>	<p>04/04/2002</p>	<p>—</p>	<p>1,229 (mi/km)</p>	<p>Overdue</p>
<p>VIN: 1C6RR6KG7MS572078 Last PM date: 08/01/2023</p> <p>Legacy customer number: 060100221600230 Last PM mileage: 6,019 (mi/km)</p> <p>PM schedule type: Standard Method of entry: —</p> <p>PM schedule interval mileage: 7,500 mi PM schedule interval months: 12</p> <p>Open safety recalls: No User: —</p> <p>Invoice attached?: No Date of entry: 08/01/2023</p>							
	<p>G610358V</p> <p>mm/dd/yyyy</p>	<p>mm/dd/yyyy</p>	<p></p>	<p>04/19/2025</p>	<p>30 month(s)</p>	<p>19,906 (mi/km)</p>	<p>Overdue</p>
	<p>G431985Z</p>	<p>04/19/2024</p>	<p>10,301 mi</p>	<p>04/19/2025</p>	<p>—</p>	<p>—</p>	<p>Up to date</p>
	<p>G620112Y</p>	<p>12/01/2023</p>	<p>64,489 mi</p>	<p>12/01/2024</p>	<p>—</p>	<p>759 (mi/km)</p>	<p>Up to date</p>

Each row will display

- License Plate
- Field to report the date the PM was completed
- Field to report the mileage completed
- PM due date
- Mileage since last PM (This is the value of Current Odometer- Last PM Mileage)

When the row is expanded using the left hand side carrot you will be able to view

- VIN
- Legacy Customer Number
- PM schedule type
- PM schedule interval mileage
- If a vehicle has open safety recalls
- If an invoice is attached
- Last PM date
- Last PM mileage
- Method of entry of the last PM (If automatically reported, or manually entered)
- PM schedule interval months
- User (Who entered last PM)
- Date of entry (For previous PM)

Preventative Maintenance

Step 4. Add in the date you completed the preventative maintenance in DD/MM/YYYY format and the mileage the vehicle had when the maintenance was completed.

The screenshot shows a web interface for managing preventative maintenance. On the left, there is a 'FILTERS' sidebar with '1 filter applied' (022 - Agency 22). The main table has columns for License plate, Report PM date, Report PM mileage, PM due date, Time since last PM, Mileage since last PM, and Status. The 'Report PM date' field contains 'mm/dd/yyyy' and the 'Report PM mileage' field is empty. A red box highlights the 'Add invoice' button below the mileage field.

License plate	Report PM date	Report PM mileage	PM due date	Time since last PM	Mileage since last PM	Status
G421141Y	mm/dd/yyyy		04/04/2002	—	1,229 (mi/km)	Overdue

VIN: [1C6RR6KG7MS572078](#) **Last PM date:** 08/01/2023
Legacy customer number: 060100221600230 **Last PM mileage:** 6,019 (mi/km)
PM schedule type: Standard **Method of entry:** —
PM schedule interval mileage: 7,500 mi **PM schedule interval months:** 12
Open safety recalls: No **User:** —
Invoice attached?: No **Date of entry:** 08/01/2023

Step 5 (Optional): Once you have entered the date and mileage information, you will have the ability to add an invoice if you choose. Click the *add an invoice* button which will open a modal allowing you to upload the invoice.

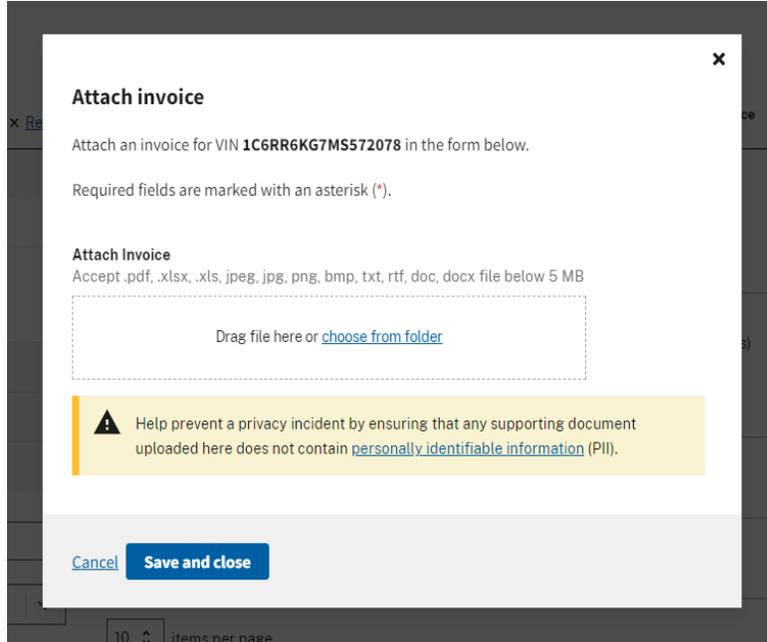
NOTE: The *add an invoice* button will only open if there is a date and mileage entered. Accepted file formats are: .pdf, .xlsx, .xls, jpeg, jpg, png, bmp, txt, rtf, doc, docx

The screenshot shows the same web interface as Step 4, but now the 'Report PM date' field contains '04/22/2024' and the 'Report PM mileage' field contains '8000'. The 'Add invoice' button is now highlighted with a red box.

License plate	Report PM date	Report PM mileage	PM due date	Time since last PM	Mileage since last PM	Status
G421141Y	04/22/2024	8000	04/04/2002	—	1,229 (mi/km)	Overdue

VIN: [1C6RR6KG7MS572078](#) **Last PM date:** 08/01/2023
Legacy customer number: 060100221600230 **Last PM mileage:** 6,019 (mi/km)
PM schedule type: Standard **Method of entry:** —
PM schedule interval mileage: 7,500 mi **PM schedule interval months:** 12
Open safety recalls: No **User:** —
Invoice attached?: No **Date of entry:** 08/01/2023

Preventative Maintenance



Step 6: Click the save all button to save your work, any records you have updated will be saved.

Hide filters

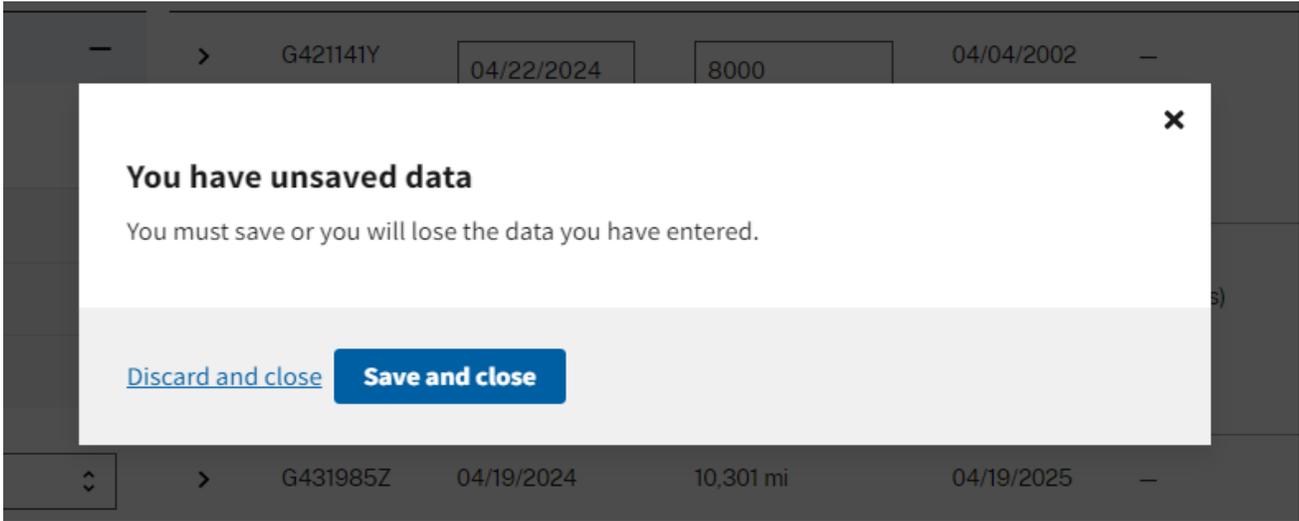
Save all

Export

FILTERS	License plate	Report PM date	Report PM mileage	PM due date	Time since last PM	Mileage since last PM	Status
<p>1 filter applied</p> <p>Agency</p> <p>022 - Agency 22</p> <p>License plate</p> <p>VIN</p> <p>Agency</p> <p>POC Email</p> <p>Customer account</p>	G421141Y	mm/dd/yyyy		04/04/2002	—	1,229 (mi/km)	Overdue
			Add invoice				
	VIN		1C6RR6KG7MS572078	Last PM date		08/01/2023	
	Legacy customer number		060100221600230	Last PM mileage		6,019 (mi/km)	
	PM schedule type		Standard	Method of entry		—	
	PM schedule interval mileage		7,500 mi	PM schedule interval months		12	
	Open safety recalls		No	User		—	
	Invoice attached?		No	Date of entry		08/01/2023	
	G610358V	mm/dd/yyyy		04/19/2025	30 month(s)	19,906 (mi/km)	Overdue
			Add invoice				
	G431985Z	04/19/2024	10,301 mi	04/19/2025	—	—	Up to date
	G620112Y	12/01/2023	64,489 mi	12/01/2024	—	759 (mi/km)	Up to date

Preventative Maintenance

If you leave the screen without saving your data a warning message will pop-up prompting you to save. If you exit the tab without saving your work, all entered data will be lost.



Step 7: A record of all the preventative maintenance on the screen can be exported to a spreadsheet by clicking the export button. The spreadsheet will be sent to your email when the export is complete.

The screenshot shows the Preventative Maintenance interface. At the top right, there are buttons for "Save all" and "Export". The "Export" button is highlighted with a red box. On the left, there is a "FILTERS" section with a "Reset all" link and a "1 filter applied" indicator. The main area contains a table of records with columns: License plate, Report PM date, Report PM mileage, PM due date, Time since last PM, Mileage since last PM, and Status. Below each record is an "Add invoice" button. A detailed view for the first record (G421141Y) is shown below the table, listing various details like VIN, Legacy customer number, PM schedule type, etc.

License plate	Report PM date	Report PM mileage	PM due date	Time since last PM	Mileage since last PM	Status
G421141Y	mm/dd/yyyy		04/04/2002	—	1,229 (mi/km)	Overdue
G610358V	mm/dd/yyyy		04/19/2025	30 month(s)	19,906 (mi/km)	Overdue
G431985Z	04/19/2024	10,301 mi	04/19/2025	—	—	Up to date
G620112Y	12/01/2023	64,489 mi	12/01/2024	—	759 (mi/km)	Up to date

Individual Vehicle Preventative Maintenance History

Step 1: Navigate to an individual vehicle's details page from the Preventative Maintenance Express Page. To find out more information about when different preventative maintenance was performed on a specific vehicle, open the black carrot (arrow) on the left hand side of the row. This will expand the row to view more information about the vehicle. The page will automatically open on the preventive maintenance tab of the vehicle.

The screenshot shows a web interface for managing vehicle maintenance. At the top, there are buttons for 'Hide filters', 'Save all', and 'Export'. Below this is a table with columns for License plate, Report PM date, Report PM mileage, PM due date, Time since last PM, Mileage since last PM, and Status. Two vehicles are listed: one with license plate G421141Y and another with G610358V. The first vehicle's row is expanded to show a detailed maintenance record with fields for VIN (1C6RR6KG7MS572078), Last PM date (08/01/2023), Legacy customer number (060100221600230), Last PM mileage (6,019 mi/km), PM schedule type (Standard), Method of entry, PM schedule interval mileage (7,500 mi), PM schedule interval months (12), Open safety recalls (No), User, Invoice attached? (No), and Date of entry (08/01/2023). A red box highlights the VIN field in the expanded view. On the left, there is a 'FILTERS' sidebar with '1 filter applied' and a 'Reset all' link. The filters include Agency (022 - Agency 22), License plate, VIN, and Agency.

Note: You can also navigate to an individual vehicle details page by searching the license plate or VIN on the homepage, or by clicking on the VIN anywhere within GSAFleet.gov.

The screenshot shows the GSA Fleet website interface. At the top, there is the GSA Fleet logo and a link to the AgencyFleetmanager Manual. Below the navigation bar, there is a search bar for finding a vehicle by federal license plate. The main content area displays the details for a specific vehicle with VIN 1C6RR6KG7MS572078. The vehicle is identified as a 2021 RAM RAM 1500. The 'Preventative Maintenance' section is highlighted with a red box and contains a red notification icon. This section shows the 'Next PM due' date as 04/04/2020 or 17,500 (mi/km), which is marked as 'Overdue'. It also displays the 'Inspection schedule' as 12 months or 7,500 mi for 12-00100 - Light Duty Gas Vehicles. Other details include 'Vehicle odometer' at 7,248 (mi/km) as of 01/2024 and 'Average monthly mileage' of 234 (mi/km). A 'Report a PM' button is visible. The page also includes a 'Preventative maintenance history' section at the bottom.

Preventative Maintenance

Step 2: You will be able to view a list of the preventative maintenance activities in the chart at the bottom of the page by PM date, PM mileage, PM due date, PM due mileage. If you click the carrot, the row will expand to include:

- Inspection schedule
- Legacy customer number
- Invoice
- Method of entry
- User
- Date of entry

Inspection schedule details

+

Preventative maintenance history

↕ PM date	↕ PM mileage	↕ PM due date	↕ PM due mileage	Actions
∨ 04/04/2001	10,000	04/04/2002	17,500	—
Inspection schedule	Light Duty Gas Vehicles	Method of entry	Manual	
Legacy customer number	060100221600230	User	agencyfleetmanager manual	
Invoice	—	Date of entry	04/15/2024	

Preventative Maintenance

Step 3: You can view more details about a vehicle's inspection schedule by selecting the plus sign and viewing the expanded details.

Inspection schedule details

12-00100 - Light Duty Gas Vehicles STANDARD

Month Interval	12	Mileage Interval	7,500 mi
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Required Service

1. Change engine oil and filter using engine manufacturer's specified type and grade of oil. GSA Fleet encourages the use of re-refined oil if available.
2. Inspect tires for damage and wear, check tire pressure, if capable: check and record tread depths.
3. Reset OLS.

Additional Notes

- Inspection schedule 100 runs 12 months, 7,500 miles, 250 engine hours, or when the OLS* indicates a service is required with the same message repeating.
- This schedule includes all gas (fuel codes 10, 31, 41 and 74) in group types, all vehicle types < 16,000 GVWR, **not** operating in severe duty conditions:
 - Sedans and Station Wagons
 - Right Hand Drive Vehicles
 - Ambulances
 - Light Trucks (4X2)
 - Light Trucks (4X4)
 - Light Trucks Cab and Chassis (Incomplete Vehicles) 4x2
 - Light Trucks Cab and Chassis (Incomplete Vehicles) 4x4
 - Lt Trks w/ Vocational Bodies (4x2)
 - Lt Trks w/ Vocational Bodies (4x4)
 - Police Use Vehicles
 - Wheelchair Vehicles

* You must have the oil changed within the next 500 miles or 30 days after the OLS indicator light comes on indicating 10% oil life remaining. (Please refer to the owner's manual for system "reset" instructions after oil has been changed.)

Reporting Preventative Maintenance on the Vehicle Details Page

Step 1: To report a PM on the Vehicle Details page, select the *Report a PM* button.

The screenshot shows the 'Preventative Maintenance' section of a vehicle details page. On the left is a navigation menu with items: Vehicle overview, Contact information, Registration, Preventative Maintenance (highlighted), Specifications, Comments, and Modifications. The main content area has a header 'Preventative Maintenance' and two panels. The top panel, 'Next PM due', shows a status indicator, the date '11/30/2024 or 55,705 (mi/km)', and a blue button with a plus sign and the text '+ Report a PM' which is highlighted with a red box. The bottom panel, 'Vehicle odometer', shows a reading of '48,712 (mi/km)' as of '12/2023'.

Step 2: A modal will appear, enter the date and odometer reading at the time the PM was performed, you may also attach an invoice by dragging a file to the modal or choosing from a folder.

The modal is titled 'Report a PM' and includes a close button (X) in the top right corner. It contains the following elements: a heading 'Report a PM', a sub-heading 'Report PM for VIN KMHE24L10GA017117 in the form below.', a note 'Required fields are marked with an asterisk (*)', a form field for 'Entry date *' with a date picker icon, a form field for 'Odometer reading *' with a 'miles' label, an 'Attach Invoice' section with a file upload area and a 'choose from folder' link, a yellow warning box with a triangle icon and text: 'Help prevent a privacy incident by ensuring that any supporting document uploaded here does not contain personally identifiable information (PII).', and a footer with 'Cancel' and 'Save and close' buttons.

Preventative Maintenance

Step 3: Select save and close. The modal will close and the newly reported PM will appear as the first entry on the PM history table at the bottom of the page.

✕

Report a PM

Report PM for VIN **KMHE24L10GA017117** in the form below.

Required fields are marked with an asterisk (*).

Entry date *

mm/dd/yyyy



Odometer reading *

 miles

Attach Invoice

Accept .pdf, .xlsx, .xls, .jpeg, .jpg, .png, .bmp, .txt, .rtf, .doc, .docx file below 5 MB

Drag file here or [choose from folder](#)

 Help prevent a privacy incident by ensuring that any supporting document uploaded here does not contain [personally identifiable information \(PII\)](#).

[Cancel](#) [Save and close](#)

Note: If you made an error when Reporting a PM, please contact your FSR to update the PM record.