



Contract Route Irregularity Report

Route No.	Route Termini	Trip No.	Irregularity Date	Tractor-Trailer Nos.
Driver's Name		Point of Irregularity		
Employee Preparing Report		Office	Title	

Contractor's Name and Address (Include Apt./Suite No.)

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NOTE: Complete the address within the dots only.

Section 1 — Irregularity in Service

Prepare report on the spot when irregularity occurs. Report all irregularities. Report late operations of 15 minutes or less, or those caused by legitimate reasons, as Information Only (check box in Section 2 below). Use ball-point pen or pencil and distribute to the person shown at the bottom of each copy.

- | | |
|--|---|
| <input type="checkbox"/> Failure to observe contract schedule | <input type="checkbox"/> Unsatisfactory vehicle (Explain below) |
| <input type="checkbox"/> Schedule arrival _____ Actual arrival _____ | |
| <input type="checkbox"/> Schedule departure _____ Actual departure _____ | <input type="checkbox"/> Safety violation (Explain below) |
| <input type="checkbox"/> Failure to have locks on doors | <input type="checkbox"/> Other (Explain below) |

Explanation:

Section 2 — Contractor's Reply (Use reverse, if necessary)

Complete this section and return it to the Administrative Official within 10 days. Failure to reply may result in assessment of fine or other action against the contract.

- Information Only

Signature	Title	Date
▶	◀	

Section 3 — Postal Service Comments (Optional)

Signature	Title	Date
▶	◀	

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