

**CAR EXCHANGE FORM**

**Instructor Name**

**Old Car Information**

**Car Number That is Being Turned In**

**Car Description  
Color, Make and Model**

**New Car Information**

**Car Number That is Being Received**

**Car Description  
Color, Make and Model**

**Reason for Exchange**  
**(If this is for Maintenance, then discuss all maintenance items that you feel need to be checked. If this is for repairs, write a detailed description of the problem.)**

**Date that Car is Turned In**