|  |  |
| --- | --- |
| Complete | Required Documentation for State/Federal Funded Vehicle Purchases |
| Pre-Award |
|  | Independent Cost Estimate or Price Analysis\* |
|  | Formal Quote / RFP / State Contract\* |
|  | Pre-Award Purchaser’s Requirements Certification |
|  | Pre-Award Buy America Compliance Certification / Exemption Certification |
|  | Pre-Award FMVSS Compliance / Exemption Certification |
|  | Purchase Order / Request |
|  |  |
| Post-Delivery |
|  | Vendor Invoice - Final |
|  | Proof of payment |
|  | Post-Delivery Purchaser’s Requirements Certification |
|  | Post-Delivery Buy America Compliance Certification / Exemption Certification |
|  | Post-Delivery FMVSS Compliance / Exemption Certification |
|  | Road Test Form |
|  | New Vehicle Inspection Form |
|  | Proof of Vehicle Insurance |
|  | Copy of Application for Title & Registration listing AKDOT as Lienholder |
|  | Odometer Disclosure |
|  | Certification of Origin |
|  | Other (flight, hotel, or per diem costs associated with New Vehicle Inspection etc.) |
|  |  |
| Submit to ACT Office for Reimbursement |
|  | ACT Billing Summary |
|  | All of the above documentation |
|  |  |
|  |  |

\* Must have approval from ACT prior to next step.

**PRE-AWARD PURCHASER’S REQUIREMENTS CERTIFICATION**

As required by Title 49 of the CFR, Part 663 – Subpart B, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ certifies that

 (Recipient)

the buses to be purchased, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (number and description of buses)

from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

 (the manufacturer)

are the same product described in the recipient’s solicitation specification and that the proposed manufacturer is a responsible manufacturer with the capability to produce a bus that meets the specifications.

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PRE-AWARD BUY AMERICA COMPLIANCE CERTIFICATION**

As required by Title 49 of the CFR, Part 663 – Subpart B, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is satisfied

 (Recipient)

 that the buses to be purchased, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (number and description of buses)

from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, meet the requirements of Section 165(b)(3)

 (the manufacturer)

of the Surface Transportation Assistance Act of 1982, as amended. The recipient or its appointed analyst \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, has reviewed documentation provided

 (the analyst – not the manufacturer or its agent)

by the manufacturer, which lists (1) the proposed component and subcomponent parts of the buses identified by manufacturer, country of origin, and cost; and (2) the proposed location of the final assembly point for the buses, including a description of the activities that will take place at the final assembly point and the cost of final assembly.

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**- OR -**

**PRE-AWARD BUY AMERICA EXEMPTION CERTIFICATION**

As required by Title 49 of the CFR, Part 663 – Subpart B, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ certifies that

 (Recipient)

that there is a letter from FTA that grants a waiver to the buses to be purchased,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

 (number and description of buses)

from the Buy America requirements under Section 165(b)(1), (b)(2), or (b)(4) of the Surface Transportation Assistance Act of 1982, as amended.

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PRE-AWARD FMVSS COMPLIANCE CERTIFICATION**

As required by Title 49 of the CFR, Part 663 – Subpart D, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ certifies that

 (Recipient)

it received, at the pre-award stage, a copy of from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

 (the manufacturer)

 self-certification information stating that the buses, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

 (number and description of buses)

will comply with the relevant Federal Motor Vehicle Safety Standards issued by the National Highway Traffic Safety Administration in Title 49 of the Code of Federal Regulations, Part 571.

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**- OR -**

**PRE-AWARD FMVSS EXEMPTION CERTIFICATION**

As required by Title 49 of the CFR, Part 663 – Subpart D, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ certifies that

 (Recipient)

it received at the pre-award stage, a statement from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

 (the manufacturer)

indicating that the buses, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

 (number and description of buses)

will not be subject to the Federal Motor Vehicle Safety Standards issued by the National Highway Traffic Safety Administration in Title 49 Code of Federal Regulations, Part 571.

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**POST-DELIVERY PURCHASER’S REQUIREMENTS CERTIFICATION - MANUFACTURE**

 As required by Title 49 of the CFR, Part 663 – Subpart C, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ certifies that

 (Recipient)

 a resident inspector, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ was at

 (the resident inspector – not an agent or employee of the manufacturer), \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, manufacturing site during the period of manufacture (the manufacturer)

of the buses,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 (number and description of buses)

The inspector monitored manufacturing and completed a report on the manufacture of the buses providing accurate records of all bus construction activities. The report addresses how the construction and operation of the buses fulfill the contract specifications. After reviewing the report, visually inspecting the buses, and road testing the buses, the recipient certifies that the buses meet the contract specifications.

 Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**- AND -**

**POST-DELIVERY PURCHASER’S REQUIREMENTS CERTIFICATION – ROAD TEST / INSPECTION**

As required by Title 49 of the CFR, Part 663 – Subpart C, after visually inspecting and road testing the contract buses, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ certifies that

 (Recipient)

the buses,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from

 (number and description of buses)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, meet the contract specifications.

 (the manufacturer)

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**POST-DELIVERY BUY AMERICA COMPLIANCE CERTIFICATION**

As required by Title 49 of the CFR, Part 663 – Subpart C, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ certifies that

 (Recipient)

 It is satisfied that the buses received,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (number and description of buses)

from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, meet the requirements of Section

 (the manufacturer)

165(b)(3) of the Surface Transportation Assistance Act of 1982, as amended. The recipient or its appointed analyst \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, has reviewed documentation

 (the analyst – not the manufacturer or its agent)

provided by the manufacturer, which lists (1) the actual component and subcomponent parts of the buses identified by manufacturer, country of origin, and cost; and (2) the actual location of the final assembly point for the buses, including a description of the activities that took place at the final assembly point and the cost of final assembly.

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**- OR -**

**POST-DELIVERY BUY AMERICA EXEMPTION CERTIFICATION**

As required by Title 49 of the CFR, Part 663 – Subpart C, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ certifies that

 (Recipient)

there is a letter from FTA, which grants a waiver to the buses received, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

 (number and description of buses)

from the Buy America requirements under Section 165(b)(1), (b)(2), or (b)(4) of the Surface Transportation Assistance Act of 1982, as amended.

 Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**POST-DELIVERY FMVSS COMPLIANCE CERTIFICATION**

As required by Title 49 of the CFR, Part 663 – Subpart D, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (the recipient)

certifies that it received, at the post-delivery stage, a copy of from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

 (the manufacturer)

 self-certification information stating that the buses, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

 (number and description of buses)

comply with the relevant Federal Motor Vehicle Safety Standards issued by the National Highway Traffic Safety Administration in Title 49 Code of Federal Regulations, Part 571.

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**- OR -**

**POST-DELIVERY FMVSS EXEMPTION CERTIFICATION**

As required by Title 49 of the CFR, Part 663 – Subpart D, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ certifies that

 (Recipient)

it received at the post-delivery stage, a statement from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

 (the manufacturer)

indicating that the buses, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

 (number and description of buses)

are not subject to the Federal Motor Vehicle Safety Standards issued by the National Highway Traffic Safety Administration in Title 49 Code of Federal Regulations, Part 571.

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**VEHICLE INSPECTION FORM**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ Test Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Inspector: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vehicle Vendor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Manufacturer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Vehicle: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ VIN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mileage: \_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Exterior Item** | **Location** | **Requirement** | **OK** | **N/A** | **Remarks / Notes** |
| Headlight | Right | Lights operate (high & low) |  |  |  |
| Headlight | Left | Lights operate (high & low) |  |  |  |
| Tail Light | Right | Light operates |  |  |  |
| Tail Light | Left | Light operates |  |  |  |
| Turning Light | Front right | Light blinks |  |  |  |
| Turning Light | Front left | Light blinks |  |  |  |
| Turning Light | Rear right | Light blinks |  |  |  |
| Turning Light | Rear left | Light blinks |  |  |  |
| Parking Lights | Front | Lights operate |  |  |  |
| Parking Lights | Rear | Lights operate |  |  |  |
| Hazard Warning Signals | Front, rear | Lights flash |  |  |  |
| Side Marker Lights | Left, right | Lights operate |  |  |  |
| Windshield | Front | No cracks or chips |  |  |  |
| Side Windows | Sides | No cracks, weather proof seals |  |  |  |
| Rear Windows | Rear | No cracks or chips |  |  |  |
| Side Mirrors | Left, right | Adjustable, no cracks |  |  |  |
| Escape Hatch | Ceiling | Opens, latches, properly sealed against weather |  |  |  |
| Paint and Finish |  | Correct color, free of defects |  |  |  |
| Batteries |  | Anchored, date marked on battery |  |  |  |
| Engine |  | Fluid levels as recommended in owner’s manual (radiator, oil, windshield washer and hydraulic). Hoses, belts and wiring tight. |  |  |  |
| Doors |  | All operate, latches, properly sealed against weather. |  |  |  |
| Tires |  | New condition, proper inflation |  |  |  |
| Wheels |  | Lug nuts tight |  |  |  |
| Tow Hooks |  | Present |  |  |  |
| Mud Flaps | Fender well | Secure |  |  |  |
| Federal Motor Vehicle Safety Standards (FMVSS) Sticker | Inside of Driver door | Sticker located on edge of driver door |  |  |  |

**VEHICLE INSPECTION FORM Continued**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Interior Item** | **Location** | **Requirement** | **OK** | **N/A** | **Remarks / Notes** |
| Dashboard Lights |  | Dashboard lights work |  |  |  |
| Dashboard Gauges |  | Gauges work |  |  |  |
| Defroster |  | Defroster clears window rapidly |  |  |  |
| Heater |  | Blower works and heat level adjusts |  |  |  |
| Air Conditioner |  | Operates |  |  |  |
| Interior Lights |  | All lights operate |  |  |  |
| Door Hinges |  | All doors operate smoothly |  |  |  |
| Door Locks |  | All locks function, keys work |  |  |  |
| Inside Rearview Mirror |  | Adjustable, no cracks, anti-glare feature control works |  |  |  |
| Windows |  | Open and close easily |  |  |  |
| Windows/Emergency Exits |  | All emergency exits open easily |  |  |  |
| Fire Extinguisher |  | Date on tag current |  |  |  |
| First Aid Kit |  | Complete |  |  |  |
| Bio-Hazard Kit |  | Complete |  |  |  |
| Seat Belt Cutter |  | Within driver’s reach |  |  |  |
| Hazard Triangles |  | Present |  |  |  |
| Radio/CD |  | Operates |  |  |  |
| Horn |  | Operates |  |  |  |
| Driver Seat |  | Adjusts and is firmly anchored to floor, fabric free from stains and defects |  |  |  |
| Passenger Seats |  | Firmly anchored to floor, fabric free from stains and defects |  |  |  |
| Folding Seats |  | Firmly anchored to floor, latches in open and closed positions, fabric is free from stains and defects |  |  |  |
| Seat Belts |  | Belts anchored, buckles function |  |  |  |
| Wheelchair Lift |  | Securely bolted, sufficient hydraulic fluid |  |  |  |
| Interior Paneling |  | Absence of rough edges, screws tight |  |  |  |

**ROAD TEST FORM**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Requirement** | **Inspection Instruction** | **Result** | **Remarks / Notes** |
| Engine | Engine starts easily | Record low idle, fast idle, and high idle speeds. | LowFastHigh |  |
| Service Brakes | Stopping Distance | Verify function and indicator, check for pulling to either side. | Pass Fail |  |
| Parking Brake | N/A | Verify indicator, and no movement. | Pass Fail |  |
| Turning Effort | Steering wheel torque | Check effort with coach stopped. | Pass Fail |  |
| Turning Radius | Not to exceed at corner of body | Verify turning radius in both directions. | Pass Fail |  |
| Acceleration | Rate from 0 to \_\_ mph | Verify acceleration on smooth road. | Pass Fail |  |
| Resonance | Absence of audible and/or visible vibrations | Operate coach at various speeds, check for vibrations. | Pass Fail |  |
| Windshield Wipers | Evenly deposited was fluid | Operate coach at safe speed over 40 mph, check coverage, and wiper frequency. | Pass Fail |  |
| Power Plant | N/A | Check for leaks under coach and in engine compartment | Pass Fail |  |
| HVAC | Interior temperature | Operate system, check internal and ambient temps | Int:Amb: |  |
| Door Control | Accelerator and brake interlocks | At speeds less than 10 mph, verify accelerator and brake interlocks with door open. | Pass Fail |  |
| Backup Warning Device | Warning device beeps. | Back up coach near object, verify warning device alarm. | Pass Fail |  |
| Wheelchair Lift | Does not rattle | Operate lift, check for abnormal noises. | Pass Fail |  |
| Wheelchair Lift | Deploys and retracts | Operate lift, verify deployment and retraction. | Pass Fail |  |
| Wheelchair Lift | Can be deployed manually | Operate lift manually. | Pass Fail |  |
| Wheelchair Lift | Restraint belt must be buckled before lift activates | Attempt to operate lift with restraint belt unbuckled. | Pass Fail |  |
| Wheelchair Lift Rollstop | Rollstop lowers when platform contacts ground, rises when platform leaves ground | Operate lift, verify rollstop movement. | Pass Fail |  |
| General | N/A | During testing observe any abnormalities in ride and handling of coach. | Pass Fail |  |