



NEW VEHICLE OPERATION INSPECTION CHECKLIST

PENNSYLVANIA DEPARTMENT OF TRANSPORTATION

BUREAU OF PUBLIC TRANSPORTATION

PROJECT NUMBER: _____

AGENCY NAME: _____

VEHICLE TYPE: _____

ACTUAL VEHICLE DELIVERY DATE: _____

FLEET NUMBER: ____ VENDOR: _____

INSTRUCTIONS: To complete the New Vehicle Operation Inspection Checklist for each vehicle delivered:

- 1.) Enter the project number, agency name, vehicle type, actual vehicle delivery date, fleet number, and vendor on the above spaces.
- 2.) Place the appropriate numbers or information from Section C of the Invitation for Bids (IFB) package in the "Requirement" column of Part II of the checklist. The information for the "Requirement" column in Part II of the checklist is located in Section C of the IFB package.
- 3.) When a vehicle is delivered, complete Part I through Part VII of the checklist. Follow the inspection instructions for each item listed. For each item which passes inspection, place a check mark in the "Pass" column. For each item which is defective during inspection, place a check mark in the "Defective" column and enter any comments in the "Comments" column. Contact the vendor and arrange for correction of all defective items. Once each defective item is corrected, place a check mark in the "Corrected" column of the checklist and enter the date it was corrected in the "Date" column.
- 4.) When all defective items are corrected and the vehicle is determined to be in acceptable condition, the inspector's signature, the date of inspection, and the vehicle identification number must be furnished on the last page of the checklist.
- 5.) A copy of the completed checklist should be mailed to the address shown on the last page of the checklist.

Community Transit Program
July 24, 2003

VEHICLE OPERATION INSPECTION – PART I: DELIVERY INSPECTION

ITEM	SECTION OF SPECS	INSPECTION INSTRUCTIONS	PASS	DEFECTIVE	COMMENTS	CORRECTED	DATE
Federal Motor Vehicle Safety Standards (FMVSS)	A.2.6	Verify that the vehicle does comply with all applicable Federal Motor Vehicle Safety Standards (FMVSS) by checking the affixed safety certification label (driver's side door pillar)					
Warranty Verification Vouchers Coupons or Certificates	A.12.1	Verify that all warranty verification vouchers, certificates or coupons were furnished					
Operator's Manual	A.12.2	Verify that an operator's manual is provided for the vehicle and all add-on equipment					
Drawings showing wiring schematics	A.12.3	Verify that drawings showing wiring schematics of auxiliary circuits are provided					
Completely filled fuel tank(s)	A.12.4	Check that the fuel tank or tanks are completely filled.					
Dealer signs and emblems	A.12.6	Verify that the vehicle is free of dealer signs and emblems					
Assurance of compliance with manufacturer's pre-delivery service	A.12.7	Verify that an assurance of compliance with the manufacturer's pre-delivery service is provided					
Maintenance and Inspection Schedules	A.12.9	Verify that maintenance and inspection schedules are provided					
Original vehicle chassis manufacturer's factory sticker	A.12.10	Verify that the original vehicle chassis manufacturer's factory sticker is provided					
Pennsylvania temporary registration plate and card	A.12.12	Verify that a Pennsylvania temporary registration plate and card is provided					

VEHICLE OPERATION INSPECTION – PART II: CONFIGURATION AUDIT
Standard Vehicles

ITEM	SECTION OF SPECS	REQUIREMENT	INSPECTION INSTRUCTIONS	ACTUAL MEASUREMENT	PASS	DEFECTIVE	COMMENTS	CORRECTED	DATE
GVWR	C.1 Chassis		Verify GVWR – Check the safety certification label (driver's side door pillar).						
Wheelbase	C.1 Chassis		Measure the wheelbase, the distance from the front to rear axle.						
Engine	C.2 Engine		Verify size of the gasoline engine by reviewing the original manufacturer's factory window sticker for this item.						
Transmission	C.3 Transmissi on		Verify automatic transmission is provided on the vehicle.						
Alternator	C. Electrical		Verify rated output of the alternator by reviewing the original manufacturer's factory window sticker for this item.						

VEHICLE OPERATION INSPECTION – PART II: CONFIGURATION AUDIT

Standard Vehicles

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ITEM	SECTION OF SPECS	REQUIREMENT	INSPECTION INSTRUCTIONS	ACTUAL MEASUREMENT	PASS	DEFECTIVE	COMMENTS	CORRECTED	DATE
Battery	C. Electrical		Verify battery rating located on the top of the battery casing.						
Brakes	C. Brakes		Verify that power brakes are provided on the vehicle by reviewing the original manufacturer's factory window sticker for this item.						
Power Steering	C. Power Steering		Verify that power steering is provided on the vehicle by reviewing the original manufacturer's factory window sticker for this item.						
Spare Wheel and Tire	C. Tires		Verify that a spare wheel and tire is provided.						
Wheel Wrench and Jack	C. Tires		Verify that a wheel wrench and jack is provided.						

VEHICLE OPERATION INSPECTION – PART II: CONFIGURATION AUDIT
Standard Vehicles

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ITEM	SECTION OF SPECS	REQUIREMENT	INSPECTION INSTRUCTIONS	ACTUAL MEASUREMENT	PASS	DEFECTIVE	COMMENTS	CORRECTED	DATE
Body	C. Body		Verify that the following is provided: fresh air hot water heater and defroster, electric windshield wipers with intermittent feature, front cigarette lighter, AM/FM radio.						
Air Conditioning	C. Air Conditioning		Verify that air conditioning is provided on the vehicle.						

VEHICLE OPERATION INSPECTION – PART III:
INSPECTION ON LEVEL GROUND, ENGINE OFF AND COLD

ITEM	INSPECTION INSTRUCTIONS	PASS	DEFECTIVE	COMMENTS	CORRECTED	DATE
<u>A. Hood Up</u>						
1. Engine, General						
a) Belts	Check condition, tightness, and tension					
b) Filters	Verify air filter, oil filter. Check for leaks around oil filter.					
2. Electrical						
a) Battery	Inspect connections, case, cables, terminals, mountings, check for excessive corrosion.					
b) Wiring and Junction Box	Open electrical and junction box: Inspect for loose and stretched wires, check wiring supports and damaged insulation.					
3. Fluid Levels						
a) Coolant	Check anti-freeze level, maintain 20 degrees F year round.					
b) Engine Oil	Check oil level and for dipstick damage					
c) Brake Master Cylinder	check mountings, fluid level, inspect for leaks.					
d) Power Steering pump	Check mountings, fluid level, inspect for leaks.					
4. Hoses	Check radiator, heater, and vacuum hoses and hose clamps. Check hoses for excessive cracks or weathering, firmness – not too soft to collapse. Check for leaks.					
5. Windshield Wiper And Washer	Check blade sweep and operation, blade condition, washer operation.					

VEHICLE OPERATION INSPECTION – PART III:
INSPECTION ON LEVEL GROUND, ENGINE OFF AND COLD

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ITEM	INSPECTION INSTRUCTIONS	PASS	DEFECTIVE	COMMENTS	CORRECTED	DATE
<u>B. Walk Around, External</u>						
1. Tires (Including Spare)	Check for bulges, cracks, and abrasions severe enough to expose cords, check tread depth (Minimum 2/32" measured in center of tread) and correct air pressure. Inspect valve stem (Check for damage, deterioration, air leaks, and valve caps).					
2. Wheels	Inspect each rim for dents and cracking. Check lugs and lug nuts (None missing and all tight), and insure that wheel covers are secure.					
3. Lights (All Functions)						
a) Headlights	Check alignment, operation (Both high and low beam elements must be operational), high beam indicator, headlight switch operation, instrument panel lights operation.					
b) Turn Signals and Exterior Lights	Check lever condition, indicator lights operation, tail lights, brake lights, parking lights, emergency flasher, license plate light.					
4. Ramp or Wheelchair Lift	Inspect operation (Check for binding and pulsating movement, lift assembly fatigue), lock operation, hydraulic lines and fittings (Check for fluid leaks and excessive flexible hose wear). Check for loose parts. Listen for rattling noises.					
5. Finish and Color	Visually inspect all exterior surfaces for body work and paint flaws.					

VEHICLE OPERATION INSPECTION – PART III:
INSPECTION ON LEVEL GROUND, ENGINE OFF AND COLD

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ITEM	INSPECTION INSTRUCTIONS	PASS	DEFECTIVE	COMMENTS	CORRECTED	DATE
<u>C. Interior</u>						
1. Door Assembly and Operation, Window Assembly and Operation	Inspect panels (Check for loose or missing bolts, moldings, and handles), hinges and pins (Check for free movement and secure mountings), locking mechanism and handle operation, weather stripping (Check for worn, missing and broken stripping and water leakage due to improper sealing), door fit and hinges lubed, key lock operation, window condition, and window handle and operation.					
2. Seats, Belts, and Tiedowns	Inspect condition of driver's and passenger's seats; check seatbelts for hazardous protrusions, good fit and workmanship; check adjustments and lock of wheelchair tiedowns.					
3. Leaks	Check for leaks (Use garden hose, coarse spray or take to carwash)					
4. Accessories	Check mirrors (Action and secure); jack and wrench; fire, first aid and emergency equipment. Verify lamp operation for all interior lighting.					

VEHICLE OPERATION INSPECTION – PART IV:
INSPECTION OF LIFT, ENGINE COLD

ITEM	INSPECTION INSTRUCTIONS	PASS	DEFECTIVE	COMMENTS	CORRECTED	DATE
A. Steering Linkage	Check for loose parts, excessive play					
B. Leaks	Inspect brake lines; transmission seals and cooling lines; oil sump and valve covers; radiator pump, and heater; shocks; and air conditioner seals and lines.					
C. Lube Fittings	Inspect steering linkage, control arms, and universals, check lube level (rear end).					
D. Clear Passage/Lines	Check for abrasion and damage on brake lines and cables, fuel lines, transmission, cooling and refrigerant lines, wires and hoses.					
E. Suspension	Inspect springs (Check for breakage and distortion), spring hangers (Check for distortion, breakage and loose anchors), U-bolts and nuts (None loose or missing), axle housing and backing plate (Check for distortion, breakage, and leaks).					
F. Exhaust System	Visually check for holes and excessive bends in piping and muffler; loose clamps, hangers, and flanges; damage.					
G. Undercoating	Inspect for completeness of undercoating.					

VEHICLE OPERATION INSPECTION – PART V:
INSPECTION ON LEVEL GROUND, ENGINE COLD, IDLING

ITEM	INSPECTION INSTRUCTIONS	PASS	DEFECTIVE	COMMENTS	CORRECTED	DATE
A. Start Sequence List	Place gear selector in park or neutral, depress foot brake and check engine for: choke operation, ignition key lock and operation, starter, acceleration pedal, engine operation and idle.					
B. Dash Gauge Functioning	Check the operation of the fuel gauge, speedometer, temperature indicator, oil pressure indicator, and amperage (alternator) indicator.					
C. Brake Operation and Adjustment						
1.) Parking Brake Release	Check the operation of the parking brake release.					
2.) Foot Brake Pedal Travel	Free pedal travel should not exceed the halfway point.					
D. Power Steering	Swing wheel lock to lock, check for full movement of whets, belt slip, leaks					
E. External Inspection, Engine Idling (Hood Up)						
1.) Exhaust System	Listen for escaping exhaust gases.					
2.) Air Conditioning	Examine belt tensions, check for leaks, verify that mountings are secure.					
3.) Electrical System/ Alternator, Regulator	Verify that mountings are secure, check for bearing and belt squeaks, and vibrations.					
F. Heater	Check the operation of the heater.					

VEHICLE OPERATION INSPECTION – PART VI: ROAD TEST

ITEM	INSPECTION INSTRUCTIONS	PASS	DEFECTIVE	COMMENTS	CORRECTED	DATE
A. Brake Functions						
1.) Service and Parking Brakes	Verify function of service and parking brakes – easy slow down and stop test run: straight, noticeable power assist, no noise. Hard, powerful braking test: straight, level power assist adequacy (Some groan or rumble acceptable). Parking brake holds in “drive” (Automatic)					
2.) Parking Brake Indicator	Verify function of brake indicator – indicator is “on” when parking brakes are set, indicator is off when they are released.					
B. Transmission	Check shift points and smoothness (Automatic)					
C. Air Conditioning	Check controls and performance.					
D. Steering (In open lot)	Check alignment (No oversensitivity to small wheel motions, neutral wheel on center, no drift or pull), normal turns (Quick response, good handling), and hard turns (No severe over/under steer).					
E. Radio (If equipped)	Check reception, and tuning (No spark noise)					

VEHICLE OPERATION INSPECTION – PART VII:
INSPECTION ON LEVEL GROUND, ENGINE HOT, IDLING

ITEM	INSPECTION INSTRUCTIONS	PASS	DEFECTIVE	COMMENTS	CORRECTED	DATE
A. Leaks	Check for leaks under vehicle and in engine compartment. Verify coolant and lubricant quantities are unchanged from initiation of road test.					
B. Engine	Check smoothness/vibrations, exhaust fumes and smoke, noises (Belts, bearings, intakes), and cooling at idle.					
C. Air Conditioning	Open door and operate lift (If equipped). Check cooling performance after doors close.					

Add any additional comments as necessary to more clearly define the vehicle condition and operation.

Sign your name and enter the date of inspection, and Vehicle Identification Number (V.I.N.).

Signature of Inspector Date of Inspection Vehicle Identification Number

Forward one copy of each part of the completed vehicle operation inspection checklist to:

Pennsylvania Department of Transportation
Bureau of Public Transportation
P. O. Box 3151
Harrisburg, PA 17105-3151
ATTENTION: Mr. Robert Zolyak, Projects Engineer