

# NEW SCTA VEHICLE OPERATION

# INSPECTION CHECKLIST

## PENNSYLVANIA DEPARTMENT OF TRANSPORTATION

# BUREAU OF PUBLIC TRANSPORTATION

PURCHASE ORDER NUMBER:

AGENCY NAME:

VEHICLE TYPE: Body on Chassis Accessible Bus

ACTUAL VEHICLE DELIVERY DATE:

VEHICLE IDENTIFICATION NUMBER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FLEET NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VENDOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

1.) Enter the purchase order number, agency name, actual vehicle delivery date, vehicle identification number, fleet number, and vendor on the above spaces.

2.) 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.

3.) 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.

4.) A copy of the completed checklist should be mailed to the address shown on the last page of the checklist.

Body on Chassis Accessible Bus

April 19, 2021

VEHICLE OPERATION INSPECTION – PART I: DELIVERY INSPECTION

| ITEM | INSPECTION INSTRUCTIONS | PASS  (YES/NO) | DEFECTIVE  COMMENTS | DATE  CORRECTED |
| --- | --- | --- | --- | --- |
| Federal Motor Vehicle Safety Standards (FMVSS) | 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). |  |  |  |
| Operator’s Manual | Verify that an operator’s manual(s) for the vehicle and any add on equipment was provided – One electronic copy in “Word” specific to each transit authority participating in this procurement. |  |  |  |
| Vehicle Maintenance and Parts Manuals | Verify that complete vehicle maintenance and parts manuals was delivered to the individual receiving the vehicle-one hard copy and one CD. |  |  |  |
| Warranty Verification Vouchers, Certificates or Coupons | Verify that all warranty verification vouchers, certificates or coupons were provided. |  |  |  |
| Drawings Showing Wiring Schematics | Verify that drawings showing wiring of auxiliary circuits, and/or modifications of standard vehicle wiring which would not be included in the standard vehicle maintenance manual -Two copies |  |  |  |
| Clean Vehicle, Completely Full Fuel Tank(s), and State Inspection Stickers | Check that the vehicle is clean, fuel tank or tanks are completely full, and valid Pennsylvania State inspection stickers were provided. |  |  |  |
| Dealer Signs and Emblems | Verify that the vehicle is free of all dealer signs and emblems. |  |  |  |
| Compliance with Manufacturer’s Pre-Delivery Service | Assurance of compliance with manufacture’s pre-delivery service. |  |  |  |
| Documents Completely Executed by the Manufacturer/Dealer | Verify that all required documents completely executed by the manufacturer/dealer ready for submission to the PA Bureau of Motor Vehicles by supplier after receiving buyer signatures were provided. |  |  |  |

VEHICLE OPERATION INSPECTION – PART II: CONFIGURATION AUDIT

**NOTE**: Asterisked items represent the inspection requirement that **does not have to performed** if covered in the TRC Post Delivery

Report and Pre-Award Report. Please attach a copy of each report.

| ITEM | REQUIREMENT | INSPECTION INSTRUCTIONS | ACTUALLY PROVIDED | PASS  (YES/NO) | DEFECTIVE  COMMENTS | DATE  CORRECTED |
| --- | --- | --- | --- | --- | --- | --- |
| Mileage | Mileage on the odometer of the Vehicle Delivered must not exceed 1,000 Miles. | Verify the mileage on the odometer of the delivered vehicle does not exceed 1,000 miles |  |  |  |  |
| Passenger Seating Capacity Diagram | The Passenger Seating Capacity is based on Specified Seating Diagrams (BC - Floor Plan 1 through BC- Floor Plan 11). | Verify that the Passenger Seating Capacity of the delivered vehicle was based on the Specified Seating Diagrams (BC - Floor Plan 1 through BC - Floor Plan 11. |  |  |  |  |
| Maximum Overall Height\* | Maximum Overall Height shall be 136 inches, +/- 4 inches | Verify the maximum overall height is 136 inches, +/- 4 inches. |  |  |  |  |
| Dual Rear Wheel Body Width\* | Dual rear wheel body width of 96 inches maximum excluding mirrors. | Verify the dual rear wheel body width of 96 inches maximum excluding mirrors. |  |  |  |  |
| Maximum GVWR | The vehicle must be designed to carry the Gross Vehicle Weight and must not exceed the GVWR. | Verify the vehicle Gross Vehicle Weight does not exceed the GVWR (Contact the vendor for weight verification). |  |  |  |  |
| Interior Headroom\* | Headroom must be no less than 76 inches. | Verify that the headroom of the delivered vehicle was no less than 76 inches. |  |  |  |  |
| Stepwells Tread Depth\* | Stepwell treads must be a minimum 8.5 inches deep. | Verify that stepwell treads are a minimum 8.5 inches deep. |  |  |  |  |

VEHICLE OPERATION INSPECTION – PART II: CONFIGURATION AUDIT

PAGE 2

| ITEM | REQUIREMENT | INSPECTION INSTRUCTIONS | ACTUALLY PROVIDED | PASS  (YES/NO) | DEFECTIVE  COMMENTS | DATE  CORRECTED |
| --- | --- | --- | --- | --- | --- | --- |
| Passenger Door Opening Dimensions\* | The passenger door clear width must be no less than 32 inches with the door fully opened. When open, the door must leave an opening no less than 80 inches in height. | Verify that the passenger door clear width must be no less than 32 inches with the door fully opened. When open, the door must leave an opening no less than 80 inches in height. |  |  |  |  |
| Individual Riser Height\* | Individual Risers must not exceed 9 inches in height. All risers must be approximately the same height. | Verify that individual risers do not exceed 9 inches in height. All risers must be approximately the same height. |  |  |  |  |
| First Step Height from the Street Level\* | The first step height from the street level must not be more than 11 inches, plus or minus 1 inch. | Verify that the first step height from the street level must not be more than 11 inches, plus or minus 1 inch. . |  |  |  |  |
| Stepwell width\* | The stepwell width must be a minimum of 32 inches. | Verify that the stepwell width must be a minimum of 32 inches. |  |  |  |  |
| Step Nosings Yellow in Color\* | All step nosings shall be yellow in color. | Verify that step nosings are yellow in color. |  |  |  |  |
| Stepwell Treads\* | Stepwell treads must be 90 degrees +/- 2 degrees of the step riser. | Verify that stepwell treads must be 90 degrees +/- 2 degrees of the step riser. |  |  |  |  |
| Chassis\* | The chassis for Floor Plans #1-8 shall be a current year model Ford E-450. The chassis for Floor Plans #9-11 shall be a current year model Ford F-550. | Verify that the chassis for Floor Plans #1-8 shall be a current year model Ford E-450. The chassis for Floor Plans #9-11 shall be a current year model Ford F-550. |  |  |  |  |

VEHICLE OPERATION INSPECTION – PART II: CONFIGURATION AUDIT

PAGE 3

| ITEM | REQUIREMENT | INSPECTION INSTRUCTIONS | ACTUALLY PROVIDED | PASS  (YES/NO) | DEFECTIVE  COMMENTS | DATE  CORRECTED |
| --- | --- | --- | --- | --- | --- | --- |
| Fuel Requirements\* | Fuel must be regular unleaded gasoline. Fuel tank must be the largest available | Verify that the fuel must be regular unleaded gasoline. Fuel tank must be the largest available. |  |  |  |  |
| Alternator Requirements\* | Chassis manufacturer heaviest duty available alternator must be supplied. Minimum rating of 225 amperes. | Verify that the chassis manufacturer heaviest duty available alternator was provided, with a minimum rating of 225 amperes.. |  |  |  |  |
| Exhaust System\* | The exhaust system must discharge at the street side lower rear corner of the bus. The exhaust must be stainless steel from the muffler back and must terminate downward at a 45-degree angle within 6” of the rear bumper. | Verify that the exhaust system discharges at the street side lower rear corner of the bus. The exhaust shall be stainless steel from the muffler back and must terminate downward at a 45-degree angle within 6” of the rear bumper. |  |  |  |  |
| Batteries\* | Vehicle must be supplied with a 12 volt maintenance free dual battery electrical system | Verify that the vehicle was supplied with a 12 volt maintenance free dual battery electrical system. |  |  |  |  |
| Batteries Requirement\* | Batteries must be “in-line” series of two (2) (Group 31, 1100 cold-cranking amps) threaded top-post batteries or deep-cell OEM batteries (1300 CCA total). | Verify that batteries are “in-line” series of two (2) (Group 31, 1100 cold-cranking amps) threaded top-post batteries or deep-cell OEM batteries (1300 CCA total).. |  |  |  |  |

VEHICLE OPERATION INSPECTION – PART II: CONFIGURATION AUDIT

PAGE 4

| ITEM | REQUIREMENT | INSPECTION INSTRUCTIONS | ACTUALLY PROVIDED | PASS  (YES/NO) | DEFECTIVE  COMMENTS | DATE  CORRECTED |
| --- | --- | --- | --- | --- | --- | --- |
| Battery Compartment\* | Battery compartment must be constructed of stainless steel. The inside of the compartment door and engine hood must have visible instructions on jump-starting procedure. The F-550 battery must be mounted under hood | Verify that the battery compartment is constructed of stainless steel. The inside of the compartment door and engine hood must have visible instructions on the jump-starting procedure. The F-550 battery must be mounted under the hood |  |  |  |  |
| Exterior Color | Exterior Color must be white to match the chassis OEM color. | Verify that the exterior color is white to match the chassis OEM color |  |  |  |  |
| Rear Heater Unit\* | In addition to the Heating, Ventilation and Air Conditioning (HVAC) system provided by the chassis manufacturer, a minimum 65,000-btuh heater must be installed in the rear of the bus. | Verify that In addition to the Heating, Ventilation and Air Conditioning (HVAC) system provided by the chassis manufacturer, a minimum 65,000-btuh heater must be installed in the rear of the bus. |  |  |  |  |

VEHICLE OPERATION INSPECTION – PART II: CONFIGURATION AUDIT

PAGE 5

| ITEM | REQUIREMENT | INSPECTION INSTRUCTIONS | ACTUALLY PROVIDED | PASS  (YES/NO) | DEFECTIVE  COMMENTS | DATE  CORRECTED |
| --- | --- | --- | --- | --- | --- | --- |
| Battery Location\*. | Two Batteries must be located in either the passenger side skirt area in a completely enclosed and vented stainless steel compartment in a sliding tray, or the factory installation of one battery under the hood and the second battery located in a stainless steel compartment in the passenger side skirt area. The sliding tray must be constructed out of stainless steel and be equipped with Teflon or stainless steel guides and rollers and the access door to the battery compartment must be equipped with a heavy-duty plastic latch(es). The sliding battery tray must have a latching mechanism in place such as not to require a tool to unlatch it. A battery shut off switch shall be provided.. | Two Batteries must be located in either the passenger side skirt area in a completely enclosed and vented stainless steel compartment in a sliding tray, or the factory installation of one battery under the hood and the second battery located in a stainless steel compartment in the passenger side skirt area. The sliding tray must be constructed out of stainless steel and be equipped with Teflon or stainless steel guides and rollers and the access door to the battery compartment must be equipped with a heavy-duty plastic latch(es). The sliding battery tray must have a latching mechanism in place such as not to require a tool to unlatch it. A battery shut off switch shall be provided.. |  |  |  |  |

VEHICLE OPERATION INSPECTION – PART II: CONFIGURATION AUDIT

PAGE 6

| ITEM | REQUIREMENT | INSPECTION INSTRUCTIONS | ACTUALLY PROVIDED | PASS  (YES/NO) | DEFECTIVE  COMMENTS | DATE  CORRECTED |
| --- | --- | --- | --- | --- | --- | --- |
| Air Conditioning \* | Chassis Manufacturer Air Conditioning system is primary means to cool vehicle., This system must consist of a secondary evaporator, Mobile Climate Control (MCC) 7W13-MAX dual compressor system rated to 70,000BTU, or ACT-13 HD dual compressor system rated at 70,000 BTU, installed in the passenger compartment. . | Verify that a Chassis Manufacturer Air Conditioning system is primary means to cool vehicle., This system must consist of a secondary evaporator, Mobile Climate Control (MCC) 7W13-MAX dual compressor system rated to 70,000BTU, or ACT-13 HD dual compressor system rated at 70,000 BTU, installed in the passenger compartment. |  |  |  |  |
| Rain Gutters\* | Rain gutters must be provided to prevent water flowing from the roof onto the passenger door, lift door, side windows and exterior mirrors. When the bus is decelerated, the gutters must not drain onto the  windshield, or operator's side window, or into the door boarding area. Cross sections of the gutters must be adequate for proper operation. | Verify that the rain gutters must be provided to prevent water flowing from the roof onto the passenger door, lift door, side windows and exterior mirrors. When the bus is decelerated, the gutters must not drain onto the  windshield, or operator's side window, or into the door boarding area. Cross sections of the gutters must be adequate for proper operation. |  |  |  |  |

VEHICLE OPERATION INSPECTION – PART II: CONFIGURATION AUDIT

PAGE 7

| ITEM | REQUIREMENT | INSPECTION INSTRUCTIONS | ACTUALLY PROVIDED | PASS  (YES/NO) | DEFECTIVE  COMMENTS | DATE  CORRECTED |
| --- | --- | --- | --- | --- | --- | --- |
| Roof Ventilators/Escape Hatch\* | A Transpec Model 1900 or approved equal roof ventilator must be provided in the roof and sealed to prevent entrance of water when closed. The ventilator must be capable of being positioned as a scoop with either the leading or trailing edge open no less than 4 inches, or with all four edges raised simultaneously to a height of no less than 3-1/2 inches. An escape hatch must be incorporated into the roof ventilator. Roof hatch must have audible alarm hard wired to vehicle electrical system. | Verify that a Transpec Model 1900 or approved equal roof ventilator must be provided in the roof and sealed to prevent entrance of water when closed. The ventilator must be capable of being positioned as a scoop with either the leading or trailing edge open no less than 4 inches, or with all four edges raised simultaneously to a height of no less than 3-1/2 inches. An escape hatch must be incorporated into the roof ventilator. Roof hatch must have audible alarm hard wired to vehicle electrical system |  |  |  |  |
| Bumpers\* | The bumpers shall be manufactured by Romeo RIM (Romeo RIM, 74000 Van Dyke Ave, Romeo, MI 48065) or approved equal. | Verify that the bumpers were manufactured by Romeo RIM (Romeo RIM, 74000 Van Dyke Ave, Romeo, MI 48065) or approved equal. |  |  |  |  |

VEHICLE OPERATION INSPECTION – PART II: CONFIGURATION AUDIT

PAGE 8

| ITEM | REQUIREMENT | INSPECTION INSTRUCTIONS | ACTUALLY  PROVIDED | PASS  (YES/NO) | DEFECTIVE  COMMENTS | DATE  CORRECTED |
| --- | --- | --- | --- | --- | --- | --- |
| Audible Back-up Alarm | An audible back-up alarm must sound when reverse gear is selected. | Verify an audible back-up alarm is provided and sounds when reverse gear is selected. |  |  |  |  |
| Floor Covering\* | The floor covering must be Altro Mineral or approved equal, and have a non-skid walking surface that remains effective in all weather conditions. | Verify that the floor covering must be Altro Mineral or approved equal, and have a non-skid walking surface that remains effective in all weather conditions. |  |  |  |  |
| Standee Line. | The standee line must be white, at least two inches wide, and must extend across the bus aisle. | Verify that the standee line is white, at least two inches wide, and is extend across the bus aisle. |  |  |  |  |
| Interior Passenger Area Lighting | Interior lighting shall be Dialite 12 inch mini-strip or approved equal. | Verify that the Interior lighting provided was Dialite 12 inch mini-strip or approved equal. |  |  |  |  |
| Interior Lighting at passenger Entrance Door(s) and Lift Door(s) | Verify interior doorway lighting was provided | Verify that lighting at the passenger entrance and lift doors were provided and activate when the doors are open. |  |  |  |  |
| Fold-Away Seat | Passenger seats that fold or retract may be installed adjacent to a wheelchair position to provide access to the wheelchair position. | Verify that every passenger seat that fold or retract may be installed adjacent to a wheelchair position to provide access to the wheelchair position. |  |  |  |  |

VEHICLE OPERATION INSPECTION – PART II: CONFIGURATION AUDIT

PAGE 9

| ITEM | REQUIREMENT | INSPECTION INSTRUCTIONS | ACTUALLY  PROVIDED | PASS  (YES/NO) | DEFECTIVE  COMMENTS | DATE  CORRECTED |
| --- | --- | --- | --- | --- | --- | --- |
| Minimum Aisle Width\* | The aisle between the seats must be no less than 16 + ½” inches wide at arm rest height. Seat backs must be shaped to increase this dimension to no less than 24 inches at standing passenger hip height. | Verify that the aisle between the seats must be no less than 16 + ½” inches wide at arm rest height. Seat backs must be shaped to increase this dimension to no less than 24 inches at standing passenger hip height. |  |  |  |  |
| Passenger Door Actuation | The passenger door shall be electrically operated. | Verify that the passenger door is electrically operated. |  |  |  |  |
| Passenger Fire Safety | Fire Suppression System Manual Activation Push Button Station  The push button assembly must be of the same manufacture as the fire suppression system. | Verify that a fire Suppression System Manual Activation Push Button Station was provided. The push button assembly must be of the same manufacture as the fire suppression system. | A |  |  |  |
| Fire Suppression System. | A pre-engineered fire suppression system, manufactured by AMEREX or submitted deviation, must be furnished and installed for the protection of the bus. | Verify that a pre-engineered fire suppression system, manufactured by AMEREX or submitted deviation, must be furnished and installed for the protection of the bus. |  |  |  |  |

VEHICLE OPERATION INSPECTION – PART II: CONFIGURATION AUDIT

PAGE 10

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Wheelchair Lift System | The wheelchair lift system must be a Braun (braunability.com) NCL-1000IB3754HB-2 or Ricon 1000 lb. lift or similar | Verify that wheelchair lift system must be a Braun (braunability.com) NCL-1000IB3754HB-2 or Ricon 1000 lb. lift or similar |  |  |  |  |
| Wheelchair Restraint System | Assure that each wheelchair position includes a QRT-360 Series with retractable height adjustment restraint system. | Verify that each wheelchair position includes a QRT-360 Series with retractable height adjustment restraint system. |  |  |  |  |
| Seat Belt Required at each Passenger Seating Position | A two point under seat retractable seat belt must be provided for each passenger seating position | Verify that a two point under seat retractable seat belt must be provided for each passenger seating position. |  |  |  |  |
| Communications | Provide an original equipment manufacturers (O.E.M.) AM/FM radio with CD player if available, SYNC and two front speakers and two rear speakers | Verify that a original equipment manufacturers (O.E.M.) AM/FM radio with CD player if available, SYNC and two front speakers and two rear speakers were provided |  |  |  |  |
| Options | Assure that any requested options are provided. | Verify that all requested options were provided. |  |  |  |  |
| Altoona Bus Testing Report | Obtain the Altoona Bus Testing Report from the vendor for your files.. | Assure that the Altoona Bus Testing Report from the vendor was obtained from the vendor. |  |  |  |  |

VEHICLE OPERATION INSPECTION – PART III:

INSPECTION ON LEVEL GROUND, ENGINE OFF AND COLD

| ITEM | INSPECTION INSTRUCTIONS | PASS  (YES/NO) | DEFECTIVE COMMENTS | DATE CORRECTED |
| --- | --- | --- | --- | --- |
| A. Hood Up  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

PAGE 2

| ITEM | INSPECTION INSTRUCTIONS | PASS  (YES/NO) | DEFECTIVE COMMENTS | DATE CORRECTED |
| --- | --- | --- | --- | --- |
| B. Walk Around, External  1. Tires  (Including Spare) | Check for bulges, cracks, and abrasions severe enough to expose cords, check tread depth 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

PAGE 3

| ITEM | INSPECTION INSTRUCTIONS | PASS  (YES/NO) | DEFECTIVE COMMENTS | DATE CORRECTED |
| --- | --- | --- | --- | --- |
| C. Interior  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); fire, first aid and emergency equipment. Verify lamp operation for all interior lighting. |  |  |  |

VEHICLE OPERATION INSPECTION – PART IV:

INSPECTION ON LIFT, ENGINE COLD

| ITEM | INSPECTION INSTRUCTIONS | PASS  (YES/NO) | DEFECTIVE COMMENTS | DATE  CORRECTED |
| --- | --- | --- | --- | --- |
| 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  (YES/NO) | DEFECTIVE COMMENTS | DATE CORRECTED |
| --- | --- | --- | --- | --- |
| 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  (YES/NO) | DEFECTIVE COMMENTS | DATE  CORRECTED |
| --- | --- | --- | --- | --- |
| 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  (YES/NO) | DEFECTIVE COMMENTS | DATE  CORRECTED |
| --- | --- | --- | --- | --- |
| 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 Vehicle Acceptance 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

Email: [rzolyak@pa.gov](mailto:rzolyak@pa.gov)

Telephone: (717)-787-1210

FAX: (717)-525-5777