

Subrecipient Name:

Vehicle Year, Make, and Model:

DRPT Project Number:

VIN:

Date of Inspection:

Name and Title of Person Completing the Inspection:

Location Where the Inspection Was Conducted:

Complete the following inspection for each vehicle received and use a new form for each vehicle. Follow the inspection instructions for each item before indicating whether it passes or fails. Provide additional notes where needed.

**Paperwork**

<b>Item</b>	<b>Inspection Instruction</b>	<b>Result</b>	<b>Inspector/ Date</b>	<b>Remarks/Notes</b>
Virginia State Inspection	Ensure the vehicle has a current VA state inspection	Pass/Fail		
Paperwork for titling	Ensure all titling paperwork was received and that it contains the DRPT lien code (VDRPT)	Pass/Fail		
DMV Sales Tax Check	If requested, ensure the check to the DMV for sales tax was provided	Pass/Fail		
Vehicle Specifications (as quoted)	Compare the vehicle components to the original quote and verify that all requested components are installed.	Provide a signed copy of the original quote as verification that vehicle is built to specifications.		

**With Vehicle Parked**

<b>Item</b>	<b>Requirement</b>	<b>Inspection Instruction</b>	<b>Result</b>	<b>Inspector/ Date</b>	<b>Remarks/Notes</b>
Finish and Color	Smooth body surfaces and paint	Visually inspect all surfaces for flaws	Pass/Fail		
Vehicle Lettering	Decals meet agency specifications	Visually inspect for decals and correct lettering/contact information	Pass/Fail		

License Plate Holders	N/A	Ensure there are front and rear license plate holders	Pass/Fail		
Keys	N/A	Ensure there are two keys to the driver's door/ignition, and that the keys work on all components, including the doors, ignition, lift door, electrical panel, access box, and overhead access for antenna installation	Pass/Fail		
Interior Panel Fastening	Absence of rough edges or surfaces	Visually inspect for proper installation	Pass/Fail		
Towing Devices	Provision of towing eyes (front/rear)	Verify presence of towing eyes	Pass/Fail		
Door Control	Doors open and close as designed	Verify door opening and closing	Pass/Fail		
Mirrors	Peripherals	Inspect vehicle mirrors and adjustment capabilities	Pass/Fail		
Interior Lighting	Lighting operable without engine running	Switch on all interior lights	Pass/Fail		
Exterior Lighting	All vehicle lights operable	Switch on and verify lamps are on	Pass/Fail		
Chassis	Welds, axles, suspension, steering, wheels, and brakes	Inspect for leaks, and interference. Check fluid levels, welds, undercoating, air lines, brake slack, and lug nuts	Pass/Fail		
Electrical	Wiring and junction boxes	Inspect for loose or stretched wires	Pass/Fail		

Batteries	Secured and polarized wiring access for jump start	Inspect compartment and jumper cable access	Pass/Fail		
Fluids	N/A	Check the engine oil, transmission fluid, washer fluid, brake fluid	Pass/Fail		
HVAC	Capacity and performance	Operate AC, check compressor, condenser, flow, and temperature	Pass/Fail		
Wheelchair Access	Clear lift or ramp access, and securement area	Operate lift or ramp, inspect operation	Pass/Fail		
Wheelchair Securements	Positions and securements	Test securements, floor track/disc, belts, etc.; vehicles should have 1-3 positions with shoulder and lap belts (one complete tie down kit placement)	Pass/Fail		
Seat Belts	N/A	Ensure that each seat has a seatbelt	Pass/Fail		
Power Plant	Mounting and arrangement	Check for loose lines, leaks, and noises. Check fluid levels, belt alignment, and cap fit	Pass/Fail		
Emergency Equipment	N/A	Each vehicle should include: first aid kit, fire extinguisher (#5 ABC type), reflective triangles, OSHA-approved body fluid clean up kit, web cutter	Pass/Fail		

		(placed near driver seat)			
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## Road Test

Date of Inspection:

Name and Title of Person Completing the Inspection:

Location Where the Inspection Was Conducted:

Item	Requirement	Inspection Instruction	Result	Inspector/Date	Remarks/Notes
Driver Controls	Functionality	Check all driver controls for functionality (steering wheel, odometer, etc.)	Pass/Fail		
Engine	N/A	Ensure engine idles properly	Pass/Fail		
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		
Interlock	Lift safety	When lift door is open and parking break on, interlock should engage	Pass/Fail		
Backing Alarm	Alarm while backing	Ensure the vehicle backing alarm works when backing	Pass/Fail		
Turning Effort	Steering wheel torque	Check effort with vehicle 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 vehicle at various speeds, check for vibrations and rattles	Pass/Fail		
Windshield Wipers	Evenly deposited wash fluid	Operate vehicle at safe speed over 40 mph, check coverage, parking position, and wiper frequency	Pass/Fail		
Power Plant	N/A	Check for leaks under vehicle and in engine compartment, check for abnormal noises	Pass/Fail		
HVAC	Interior temperature	Operate system, check internal and ambient temp.	Pass/Fail		
Door Control	Accelerator and brake interlocks	At speeds less than 10 mph, verify accelerator and brake interlocks with door open	Pass/Fail		
General	N/A	During testing, observe any abnormalities in ride and handling of vehicle	Pass/Fail		