

Vehicle Reimbursement Check off sheet:

- Signed Invoice/Reimbursement form
- Copy of the purchase order
- Vendor invoice

After delivery of vehicle:

- Vehicle Inspection and Acceptance Form (see page 2)
- Title of the vehicle listing "Idaho Transportation Department – Public Transportation" as the lien holder of first position
- Copy of vehicle registration
- Picture of the **entire** vehicle showing "Public Transportation" with your agency's phone number
- Proof of Insurance

Your Funding Agreement states:

LIABILITY INSURANCE. **SUBRECIPIENT** shall have a liability insurance policy enforced at all times during the term of this agreement. The policy shall provide all damage arising out of personal injury to or destruction of property in any one occurrence on any revenue vehicle not covered by 49 CFR Part 387.

- The policy shall provide not less than \$500,000 and shall name the DEPARTMENT as an additional named insured for the public liability portion of the policy.
- The policy shall name the DEPARTMENT as "loss payee" of the property damage portion of the policy.

- Post-Delivery purchaser's requirements certification (see page 3)
- Post-Delivery Buy America compliance certification (see page 4)
- Post-Deliver FMVSS compliance certification (see page 5)

If drivers/operators of vehicle are paid

- Copy of your Board approved Drug & Alcohol Program

VEHICLE INSPECTION AND ACCEPTANCE FORM

This document is to be used for inspection by Subrecipient

Vehicle: _____

VIN: _____

Odometer Reading at Inspection: _____

Date of Inspection: _____

| | Pass ✓ | Comments |
|------------------------|-----------|----------|
| FLUID LEVELS | | |
| Engine Oil | | |
| Transmission Oil | | |
| Washer Fluid | | |
| Radiator | | |
| Batteries | | |
| Brake Fluid | | |
| Power Steering | | |
| Tire Pressure | | |
| Other: | | |
| INTERIOR | | |
| Driver Compartment | | |
| Seats | | |
| Windows | | |
| Floor Coverings | | |
| Entry Door | | |
| Walls and Headliners | | |
| Safety Equipment | | |
| Warranty Packet | | |
| Lighting | | |
| A/C System - Front | | |
| A/C System - Rear | | |
| Heating System - Front | | |
| Heating System - Rear | | |
| Temporary Registration | | |
| Emergency Exits | | |
| Lift Certification | | |
| Passenger Restraints | | |
| W/C Restraints | | |
| Lift Door | | |
| Radio/speakers | | |
| Mirrors | | |
| Electrical Wiring | | |
| Other: | | |
| EXTERIOR | | |
| Cab/Body | | |
| Bumpers | | |
| Windows | | |
| Paint | | |
| Turn Signals | | |
| Entry Door | | |

| | Pass ✓ | Comments |
|-----------------------------|-----------|----------|
| EXTERIOR (Continued) | | |
| Lights – Clearance | | |
| Headlamps/Tail lamps | | |
| Back-up Alarm | | |
| Mirrors | | |
| Other: | | |
| MISCELLANEOUS | | |
| Transmission Cooler | | |
| Cut-off Switch | | |
| Lift Operation | | |
| Undercarriage | | |
| FMVSS Sticker | | |
| Manuals in Vehicle | | |
| Wheel Chair Ramp | | |
| Cleanliness | | |
| Video | | |
| Other: | | |
| ROAD TEST | | |
| Exterior Noise | | |
| Interior Noise | | |
| Vibrations/Rattles | | |
| Interlock | | |
| Gas Tank Full | | |
| Brake Retarder | | |
| Wheel Alignment | | |
| Brakes | | |
| Ground Clearance | | |
| Air Suspension | | |
| Other: | | |
| ADDITIONAL COMMENTS | | |
| | | |

Vehicle Accepted By: _____

Date: _____

Agency Representative: _____

Sample Post-Delivery Purchaser's Requirements Certification

POST-DELIVERY PURCHASER'S REQUIREMENTS CERTIFICATION

As required by Title 49 of the CFR, Part 663 – Subpart C, after visually inspecting and road testing the contract (bus/van), _____ (the recipient) certifies that the, _____ (number and description of vehicle) from _____ (the manufacturer), meet the contract specifications.

Date: _____

Signature: _____ **Title:** _____

Recipient

Sample Post-Delivery Buy America Compliance Certification

POST-DELIVERY BUY AMERICA COMPLIANCE CERTIFICATION

As required by Title 49 of the CFR, Part 663 – Subpart C, _____ (the recipient) certifies that it is satisfied that the (bus/van) received, _____ (number and description of vehicle) from _____ (the manufacturer), meet the requirements of Section 165(b)(3) of the Surface Transportation Assistance Act of 1982, as amended. The recipient, or its appointed analyst _____ (the analyst – not the manufacturer or its agent), has reviewed documentation provided by the manufacturer, which lists (1) the actual component and subcomponent parts of the vehicles identified by the manufacturer, country of origin, and cost; and (2) the actual location of the final assembly point for the vehicle, including a description of the activities that took place at the final assembly point and the cost of final assembly.

Date: _____

Signature: _____ **Title:** _____

Recipient

Sample Post-Delivery FMVSS Compliance Certification

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 state, a copy of _____'s (the manufacturer) self-certification information stating that the _____ (number and description of vehicle) 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.

Date: _____

Signature: _____ **Title:** _____

Recipient