Vehicle Delivery Checklist

A comprehensive delivery checklist will assist you in making sure that the manufacturer has complied all requirements of the vehicle specifications, that the vehicle is in good working order when you receive it and that you and your staff know how to operate the vehicle and its special equipment.

The delivery checklist on the following page is recommended for your use when receiving a vehicle from the manufacturer.

DELIVERY INSPECTION CHECKLIST

Walk Around

* Some elements contained in this worksheet may not be applicable to your vehicle. Please make the modifications necessary to best meet your needs.

Code applies to: 1 - all vehicles
a - 12-passenger raised roof extended van
b - 13 and 20-passenger
c - Sedan/station wagon
d - minivan
L/R - l lift/ramp-equipped

Date: _____ Signature: _____

Check	Item	Instruction	Applies to:	Comments
	VIN Number	List:	1	
	Make	List:	1	
	Model	List:	1	
	Manufacturer	List:	1	
	Year	List:	1	
	General	-Visually check for en route damage, such as cracks and dents.	1	
	Interior Panel Fastening	-Visually inspect all interior panels and moldings for fit.	1	
	Windshield Wipers	-Verify operation of windshield wipers and washers; observe parked windshield wiper arms and blades.	1	
	Fuel Group	-Verify fuel tank is at least 1/4 full.	1	
	Radio	-Check to see if both AM and FM and cassette are operational.	1	
	Exterior Mirrors	-Verify mirror head is not less than 6" x 9". -Make sure that there are no cracks.	a, b	
	Lockout System	-Verify that the vehicle cannot be driven when the wheelchair lift door is ajar and the lift is deployed.	b, with l/r	
	Back Up Warning	-Verify by putting the vehicle in reverse and listening for the		

	System	buzzer.	1, except c
	Driver Controls	-Place the key in the off position; Verify that all circuits are off, excluding interior lights, stop lights and horn. -Turn the key on; Verify that all systems are on or may be switched on by the driver.	1 b
	Exterior Lighting	-Switch on; Verify that all lamps are illuminated according to indications on the switch. -Verify; When the door is open, lights should illuminate the street surface for a distance of 3 ft. Perpendicular to all points on the bottom step tread outer edge, lights located below the window level and shielded to protect the eyes of entering and exiting passengers.	1 b
	Interior Lighting	-Switch on all interior lights. Verify that all bulbs are illuminated by appropriate switches. -Verify that lights illuminate. -Immediately adjacent to drive when door is open shall have two foot candles of illumination.	1 1, except c and d
	Exterior Door	-Check that the electric door opens. -Check that the manual overdrive door open is a minimum of 29" x 76" -The door should be a 2 piece school-type split leaf with curb vision windows. -Verify that the door is capable from being locked from the outside and/or inside.	b 1
	Emergency Exit	-Check that the door can be opened from either inside or outside. -Warning buzzer should be operational when the ignition is on and the door is locked. -The inside operation handle is marked to indicate its location and operation. -Door opening at a minimum or 4'7" from the top of the floor. -Door should be labeled EMERGENCY DOOR with 2 inch high capital letters.	a, b, d b a, b, d
	Seat Belts	-Verify that each seat has a lap belt.	1
	Seating	-Passenger seating is the same color and material as the driver seat. -All seats face forward. -An arm rest on the aisle end of each passenger seat exists. -Track seating. -Passenger seats may be removed or jump seat may fold-up for wheelchair access. -A handrail is provided along the top of all passenger seats (at a minimum, aisle seats).	1 a, b a, b a. b 1, except a, c, d 1, except c,d
	Tires	-All season radial tires. -Spare tire mounted on a hub---loose inside the vehicle. -Carrier location shall not interfere with seating capacity, emergency exit or passenger movement.	1 b

	Steering	-Tilt -Power	1
	Air Conditioning	-Dash unit standard factory AC: -Auxiliary AC; Minimum 40,000 BTU 13 passenger vehicle, 52,000 BTU 20 passenger vehicle. -Fast idle switch; mounted out of the way so driver does not hit the switch when entering or leaving the vehicle. -Run air conditioner at low and high speeds for five minutes to ensure that the blower is operational.	1 b 1
	Heater	-Dash unit standard factory -Auxiliary; Minimum 42,000 BTU located in rear half of passenger area for 13 passenger vehicle. -Minimum 65,000 BTU located in rear half of passenger area for 20 passenger vehicle. -Run heater at low and high speeds for five minutes to ensure that the blower is operational.	1 1
	Roof Ventilator	-20 passenger vehicles are required to have 2 roof ventilators; This item is optional for 13 passenger vehicles. -Check to see if adjustable for fresh air ventilation in all directions -Release handle permitting emergency exit. Safety vent can be opened from inside/outside the vehicle.	 b b
	Horn	-Check to see if horn functions.	1
	Emergency Equipment	-Fire extinguisher stored on mounting bracket. 16 unit first aid kit, blood borne pathogen kit, seat belt cutter, florescent triangle set and drag blanket.	1, except
	Handrails	-All shall be 1' 1/4" (minimum) diameter metal tubing and covered with impact absorbing material at least 3/8" thick. -Entrance handrails shall not be padded. -All shall permit sufficient turning and maneuvering space for wheel chairs/mobility aids. -Check to see that handrails have a minimum of 1' ½" knuckle clearance from nearest adjacent surface. -Located along the top of all passenger seats (Minimum aisle seats).	a,b 1, except c and d
	Stanchions	-Located on interior left side of the front passenger door approximately 14" inside the vehicle. Hand rail between stanchion and right wall approximately 30" above the floor. Modesty panel installed below horizontal handrail. -Located in the rear of the driver's seat at the edge of the aisle from a handrail shall extend from the stanchion to the side wall of the vehicle behind the driver's seat.	b
	Exterior Labeling	-Shall read GENERAL PUBLIC TRANSPORTATION (Section 18 vehicles only). Labeling 5" high (minimum) in contrasting upper case vinyl letters. Centered on both sides of the vehicle, below windows, if possible. -Both Sides of the vehicle must be labeled. -Rear door should be marked EMERGENCY EXIT in 2" high capital letters.	1 b

		-Letter coloring should contrast with color of the vehicle. -Check spelling.	1
	Labeling ADA	-International Disabled Vinyl Decal: -6" x 6" outside bottom or wheelchair lift. -4" x 4" on interior windows designate each wheel-chair securement location. -One set of seats designated as priority seating for disabled. -Labeling shall be consistent with the background light-on-dark or dark-on-light.	b
	Wheelchair Lift	-Must meet ADA requirements: -Platform size: 32" wide x 48" (minimum) -Power unit-12 volt electric-hydraulic operated. -Hand pump for power failure. -Platform: Band of colors running the full width of the edge with contrasts from the lift surface.	b with l/r
	Wheelchair Lift Door	-Check to see that the door can be locked from the outside. -The lift should be located curbside.	b with l/r
	Wheelchair Location	-Check to see if number of locations match the purchase order. -The wheelchair location must be forward facing.	b,d with l/r
	Wheelchair Restraint System	-4 Point Belt Tie-Down/Track System: 2 Ratchet Belts, 2 Cambuckle belts and 4 Snap-in track sections. -Tract sections recessed below floor surface, wall mount for shoulder harness. -Safety Belts: Each wheelchair location is equipped with the pelvic-high lap belt and shoulder harness.	b, d with l/r
	Engine Heater	-Location shall be in a manner that the wiring will not contact hot engine parts. -Verify that the plug in is located on the outside of the front grill.	1

DELIVERY INSPECTION CHECKLIST

Road Test

Date: _____ Signature: _____

Check	Item	Requirement	Applies to:	Comments
	General	-Observe any abnormalities in ride, brake, steering or handling of coach. -Verify mirrors, visors, and driver's seat maintain adjustment throughout the test.	1	
	Parking Brake	-Deploy parking brake. Verify that the parking brake indicator functions. -When the brake is deployed, the vehicle should not move. -Release parking brake. The indicator light should go off.	1	
	Door Controls	-Make sure that the doors open and close smoothly. -Verify that the seals around the doors and windows are air tight. -Check to see that the locks function.	1	
	Acceleration	-Verify that the vehicle smoothly accelerates and decelerates.	1	
	Windshield Wipers and Washers	-Verify that the mechanism is operational.	1	
	Cruise Control	-Verify that the mechanism is operational.	1	
	Interior Climate Control	-Verify that the blower is operational. -Test both the heater and the air conditioner.	1	

Procedures For A Delivery Inspection

The following walk-around inspection will describe some key elements to look for when performing a delivery inspection.

1. Start inside the cab. Test the parking brake. Verify that the parking brake indicator functions and that the vehicle does not move when the brake is on.
2. Next, inspect the vehicle's mirrors. Verify that the buzzer system is activated when the vehicle transmission is engaged in reverse and continues while the vehicle is being backed.
3. Check the driver controls. Verify that when all circuits are off, the interior lights, brake lights and horn still work.
4. Now, you are ready to test the exterior lights. Have an assistant help inspect the brake lights, backup lights rear license plate lights, marker lights, turn signals and head lights. Verify that all lamps illuminate. Also, inspect the doorways, including where the lift is installed. When the doors open, the light should provide adequate visibility for safe operation.
5. Your van is equipped with one, two or even three wheelchair positions. Each restraint system must have 2 ratchet belts, 2 cam buckle belts and 4 snap-in track sections that complete the four point restraint system. Also, make sure that each wheelchair position is equipped with a pelvic-high lap belt and shoulder harness.
6. Each seat should also have a lap or shoulder-lap belt.

7. Emergency equipment is also aboard your vehicle. The equipment should include a fire extinguisher, 16 unit first aid kit, blood borne pathogen kit, seat belt cutter, flourescent triangle set and a drag blanket.

8. If your vehicle is required to have an emergency exit or emergency roof vent, make sure it can be operated correctly from both inside and outside. The roof ventilator is also an emergency exit which is adjustable for fresh air ventilation in all directions. The vent may be opened from the inside.

9. Now, inspect the wheelchair lift, if specified for this vehicle. It must meet the following ADA requirements: 1). The lift must be hydraulically-powered, with a hand pump for power failure, 2). The platform must be at least 32 inches by 48 inches, and 3). Decorated with a band of colors running the full width of the lift. Be aware that the wheelchair lockout system will not allow the lift to move without the parking brake being set.

A delivery inspection will ensure that the vehicle is safe and that passengers receive the kind of quality assurance they deserve.