

Vehicle Documentation & Visual Inspection Form

Grantee Name: _____

GCA #: _____

Vehicle Manufacturer: _____

VIN: _____

Inspection Location: _____

Vehicle Type: _____

The following items must be inspected on each vehicle received through the grant.

Item	Requirement	Instruction	Result	Date	Remarks
Curb Weight	Maximum curb weight of _____ lbs	Measure on certified scale	Weight _____ lbs		
Buy America	Received Final American Content Report	Check to see if received, review for compliance	Yes/No		
FMVSS Stickers	Affixed to the vehicle	Locate sticker	Yes/No		
FMVSS Test Report	Received prior to or upon delivery of the vehicle	Check to see if received, review report	Yes/No		
Altoona Testing Report	Received copy of report for vehicle make/model	Check to see if received, review report prior to vehicle acceptance	Yes/No		
Finish and Color	Smooth body surfaces and paint	Visually inspect all surfaces for flaws	Pass/Fail		
Interior Panel Fastening	Absence of rough edges or surfaces	Visually inspect for proper installation	Pass/Fail		
Towing Devices	Check specifications	Verify devices as spec'ed	Pass/Fail		
Door Control	Opening time of _____ sec	Verify door opening time frame	Pass/Fail		
Interior Lighting	Lighting operable without engine	Switch on all interior lights while engine is not running	Pass/Fail		
Exterior Lights and Turn Signals	All exterior lights and turn signals operable	Switch on and verify that all lamps and turn signals are working as specified	Pass/Fail		
Emergency Exits and Signs	Emergency exit signs and operating instructions	Emergency exit operates with ease, clearly marked and fully accessible	Pass/Fail		
Fuel Tank	Fill rate and filler location	Inspect filler for easy access and check fill rate	Pass/Fail		
Chassis	Welds, axles, suspension, steering, wheels, and brakes	Check undercarriage undercoating, lines (air or brake), wiring harnesses, 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		
HVAC	Capacity and performance	Operate HVAC, check compressor, condenser, flow, and temperature	Pass/Fail		
ADA Accessibility	Doors and aisles ADA accessible	Measure door way, aisle clearance, and wheelchair securement area. Check operation of other ADA features	Pass/Fail		
Wheelchair Access	Compliant wheelchair lift or ramp doors and securement areas	Inspect and operate wheelchair lift or ramp, inspect operation, and measure securement areas	Pass/Fail		
Power Plant	Mounting and arrangement	Check for loose lines, leaks, and noises. Check fluid levels, belt alignment, and cap fit	Pass/Fail		

Signature and Title

Date