

# NEW SCTA VEHICLE OPERATION

# INSPECTION CHECKLIST

## PENNSYLVANIA DEPARTMENT OF TRANSPORTATION

# BUREAU OF PUBLIC TRANSPORTATION

PURCHASE ORDER NUMBER:

AGENCY NAME:

VEHICLE TYPE: Ford Transit Accessible Van

ACTUAL VEHICLE DELIVERY DATE:

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

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

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

INSTRUCTIONS: To complete the New SCTA 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.

Ford Transit Accessible Van

April 30, 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 was provided -Two copies. |  |  |  |
| Clean Vehicle, Completely Full Fuel Tank(s), and State Inspection Stickers | Verify that the vehicle was delivered clean, fuel tank or tanks were completely full, and valid Pennsylvania State inspection stickers were provided. |  |  |  |
| Dealer Signs and Emblems | Verify that the vehicle was delivered free of all dealer signs and emblems. |  |  |  |
| Compliance with Manufacturer’s Pre-Delivery Service | Assurance of compliance with manufacture’s pre-delivery service was provided. |  |  |  |
| 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 (Floor Plan 1 or Floor Plan 2). | Verify that the Passenger Seating Capacity of the delivered vehicle was based on the Specified Seating Diagrams (Floor Plan 1 or Floor Plan 2). |  |  |  |  |
| Interior Headroom\* | Headroom must be no less than 76 inches. | Verify that the headroom of the delivered vehicle was no less than 76 inches. |  |  |  |  |
| Passenger Door Opening Dimensions\* | The doors, when fully opened, must provide a firm support, must not be damaged if used as an assist by passenger’s during ingress or egress, and have a minimum 76 inch door height opening and have a minimum 32 inch clear width opening. Door height must be a minimum of 69 inches high from floor level. The door must be electrically operated. | Verify that the doors, when fully opened, must provide a firm support, must not be damaged if used as an assist by passenger’s during ingress or egress, and have a minimum 76 inch door height opening and have a minimum 32 inch clear width opening. Door height must be a minimum of 69 inches high from floor level. The door must be electrically operated. |  |  |  |  |

VEHICLE OPERATION INSPECTION – PART II: CONFIGURATION AUDIT PAGE 2

| ITEM | REQUIREMENT | INSPECTION INSTRUCTIONS | ACTUALLY PROVIDED | PASS  (YES/NO) | DEFECTIVE  COMMENTS | DATE  CORRECTED |
| --- | --- | --- | --- | --- | --- | --- |
| Stepwells Tread Depth\* | Stepwell treads must be a minimum 8.5 inches deep. | Verify that stepwell treads are a minimum 8.5 inches deep.. |  |  |  |  |
| 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 must be a Ford Transit van extended length raised roof van XLT. | Verify that a chassis provided is a Ford Transit van extended length raised roof van XLT |  |  |  |  |
| 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. | Verify that the chassis manufacturer heaviest duty available alternator was provided. |  |  |  |  |
| 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. |  |  |  |  |

VEHICLE OPERATION INSPECTION – PART II: CONFIGURATION AUDIT PAGE 3

| ITEM | REQUIREMENT | INSPECTION INSTRUCTIONS | ACTUALLY PROVIDED | PASS  (YES/NO) | DEFECTIVE  COMMENTS | DATE  CORRECTED |
| --- | --- | --- | --- | --- | --- | --- |
| 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). |  |  |  |  |
| Battery Shutoff Switch\* | A battery shut off switch shall be provided. | Verify that a battery shutoff switch was provided. |  |  |  |  |
| Wheel Alignment | A wheel alignment is required by the bus distributor prior to delivery. Documentation is to be provided with the delivery of the vehicle. | Verify that the required documentation of the wheel alignment was provided with the delivery of the vehicle.. |  |  |  |  |
| Air Conditioning | Chassis Manufacturer Air Conditioning, heating and ventilation must be provided. It must be the highest available combination heating and air conditioning. This system must be a dual system with front and rear controls. | Verify that Chassis Manufacturer air conditioning, heating and ventilation was provided. It is the highest available combination heating and air conditioning. Verify that this system is a dual system with front and rear controls. |  |  |  |  |
| 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. |  |  |  |  |

VEHICLE OPERATION INSPECTION – PART II: CONFIGURATION AUDIT PAGE 4

| 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 escape hatch shall 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 escape hatch shall be incorporated into the roof ventilator. Roof hatch must have audible alarm hard wired to vehicle electrical system... |  |  |  |  |
| 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. |  |  |  |  |
| Flooring\* | The floor must be ¾ inch marine grade plywood through the passenger area securely fastened to steel floor. The floor covering must be Altro Mineral or approved equal. Proof of marine grade plywood must be provided in the delivery documents. | Verify that the floor is ¾ inch marine grade plywood through the passenger area securely fastened to steel floor. The floor covering must be Altro Mineral or approved equal. Proof of marine grade plywood was provided in the delivery documents. |  |  |  |  |
| 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. |  |  |  |  |

VEHICLE OPERATION INSPECTION – PART II: CONFIGURATION AUDIT PAGE 5

| ITEM | REQUIREMENT | INSPECTION INSTRUCTIONS | ACTUALLY PROVIDED | PASS  (YES/NO) | DEFECTIVE  COMMENTS | DATE  CORRECTED |
| --- | --- | --- | --- | --- | --- | --- |
| Interior Passenger Area Lighting | Interior lighting shall be Dialite 12 inch mini-strip or approved equal. Verify interior doorway lighting was provided | Verify that the Interior lighting provided was Dialite 12 inch mini-strip or approved equal. Verify that lighting at the passenger entrance and lift doors were provided, and activate when the doors are open. |  |  |  |  |
| Fold-Away Seat | Any fold away seat must be Freedman Three-Step fold away seat or approved equal. | Verify that every fold away seat was Freedman Three-Step fold away seat or approved equal in the delivered vehicle. |  |  |  |  |
| 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. |  |  |  |  |
| Passenger Fire Safety | The vehicle must be designed and manufactured in accordance with all applicable fire safety and smoke emission regulations. | Verify that the delivered vehicle meets all applicable fire safety and smoke emission regulations. Verify that a fire extinguisher was provided. |  |  |  |  |
| Wheelchair Lift System | The wheelchair lift system must be a Braun NCL-1000IB3754HB-2 or equal. | Verify that the wheelchair lift system must be a Braun NCL-1000IB3754HB-2 or equal. |  |  |  |  |
| 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. |  |  |  |  |

VEHICLE OPERATION INSPECTION – PART II: CONFIGURATION AUDIT PAGE 6

| ITEM | REQUIREMENT | INSPECTION INSTRUCTIONS | ACTUALLY PROVIDED | PASS  (YES/NO) | DEFECTIVE  COMMENTS | DATE  CORRECTED |
| --- | --- | --- | --- | --- | --- | --- |
| Seat Belt Required | A two point under seat retractable seat belt with a minimum length of 70” must be provided for each passenger seating position. | Verify that a two point under seat retractable seat belt with a minimum length of 70” must be provided for each passenger seating position. |  |  |  |  |
| Rear Emergency Door(s) Clearance | There must be an approximately 56 inch clearance meeting ADA requirements between the floor and the top of the door opening.. | Verify that there is a 56 inch clearance meeting ADA requirements between the floor and the top of the door opening.. |  |  |  |  |
| Options | Assure that any requested options are provided. | Verify that all requested options were provided. |  |  |  |  |

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. |  |  |  |

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