

FTA New Vehicle Inspection Form for ADOT

Inspectors PO #	FTA Program	
Equipment ID #	Make	Model
Agency/VIN		
GVWR	Front	Rear
Fuel Type		
Fuel Level		
Mileage		
Inspected by (print)		Date
Legend		
√ = Everything checks good		
C = Discrepancy found and corrected		
R = Discrepancy found, return to vendor for correction		
N/A = Not applicable to this vehicle		
Inspect vehicle and sub-assembly in accordance with bid specifications: Ensure FMVSS decal(s), as required by 49CFR 567.4, for vehicles which have been configured in 2 or more stages are complete and installed as required.		
Take picture of door FMVSS stickers first stage, second stage and DOT annual inspection		
Ensure wheel alignment report is included usually sticker under hood		
<u>VEHICLE TIRE INSPECTION</u>		
Check tire pressure to ensure they are at the tire's manufacturer recommendations.		
<u>VEHICLE EXTERIOR INSPECTION</u>		
General appearance, condition and operation of cab, doors, body, paint, etc.		
Visually inspect body for damage		
Inspect all glass for damage, window operation		
Inspect mirrors for damage, power control operation		
Inspect headlights high and low beam operation		
Inspect turn signal/ 4-way flasher operation		
Inspect brake light operation		
Inspect backup light operation		
Inspect backup alarm operation		
Inspect back up camera		
Install all applicable decals		
Ensure vehicle is equipped with spare tire, jack, and lug wrench In		
<u>VEHICLE INTERIOR INSPECTION</u>		
Inspect all gauges for proper operation		
Inspect overall cleanliness		

Inspect blower motor operation	
Inspect AC system for proper operation	
Inspect power accessories, door latches, power seats, power windows	
Ensure all controls/switches are properly marked and protected	
Ensure all keys are properly tagged	
Ensure windshield washer & wipers operate correctly	
<u>UNDER-HOOD INSPCETION</u>	
Check antifreeze level	
Visually inspect hoses for condition and leaks	
Visually inspect for loose wiring, loose/unprotected hoses, leaks, etc.	
Check engine oil level	
Check automatic transmission oil level	
Visually inspect belts condition and tension	
Check if battery is secure and power cables tight	
Visually check windshield washer fluid level	
Visually inspect brake fluid level	
Visually inspect power steering fluid level	
<u>VEHICLE UNDERSIDE INSPECTION</u>	
Inspect suspension for loose components	
Inspect steering components	
Inspect exhaust components	
Inspect frame, mounts, attachments, etc.	
Inspect for oil, coolant, fluid leaks	
Inspect routing of all electrical wiring, hoses, and hydraulic lines	
<u>AUXILIARY EQUIPMENT AND COMPONENTS</u>	
Inspect overall quality of equipment or component	
Inspect proper installation and operation	
Ensure all controls and switches are properly labeled	
Ensure wiring, hoses, lines, and cables are properly secured and protected	
Confirm correct operation of equipment or components	
Functionally operate wheelchair lift	
Functionally operate wheelchair ramp	
Ensure wheelchair anchors are included and operate properly	
<u>MANUALS INCLUDED WITH VEHICLE</u>	
Operator's manual	
Maintenance manual	
Service manual	
Parts manual	
<u>NOTES</u>	