



**NEW DGS VEHICLE OPERATION
INSPECTION CHECKLIST**

**PENNSYLVANIA DEPARTMENT OF TRANSPORTATION
BUREAU OF PUBLIC TRANSPORTATION**

PURCHASE ORDER NUMBER: _____

AGENCY NAME: _____

VEHICLE TYPE: PCID Number 1145

ACTUAL VEHICLE DELIVERY DATE: _____

VEHICLE IDENTIFICATION NUMBER _____

FLEET NUMBER: _____

VENDOR: _____

INSTRUCTIONS: To complete the New DGS 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.

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 is provided for the vehicle.			
As Built Service and Electrical Manual	Verify that an as built service and electrical manual is provided for the vehicle and all add-on equipment.			
Front End Alignment with Alignment Sheet	Verify that alignment was completed by the distributor prior to delivery.			
Drawings showing wiring schematics	Verify that drawings showing wiring schematics of auxiliary circuits are provided			
Completely filled fuel tank(s)	Check that the fuel tank or tanks are completely filled.			
Dealer Signs and Emblems	Verify that the vehicle is free of all dealer signs and emblems.			
Original vehicle chassis manufacturer's factory sticker	Verify that the original vehicle chassis manufacturer's factory sticker is provided.			
Valid Pennsylvania State Inspection Sticker	Verify that a valid Pennsylvania State Inspection Sticker is provided			

VEHICLE OPERATION INSPECTION – PART II: CONFIGURATION AUDIT

ITEM	REQUIREMENT	INSPECTION INSTRUCTIONS	ACTUALLY PROVIDED	PASS (YES/NO)	DEFECTIVE COMMENTS	DATE CORRECTED
GVWR	6,600 lb. GVWR Minimum	Verify GVWR – Check the safety certification label (driver's side door pillar).				
Wheelbase	122 inch Wheelbase	Verify the measurement of the wheelbase.				
Engine	Minimum 3.7 Liter V6 Gas Engine	Verify the engine capacity (Original vehicle chassis manufacturer's factory sticker).				
Transmission	Four (4) Speed Automatic Transmission with Overdrive	Verify the type of transmission provided (Original vehicle chassis manufacturer's factory sticker).				
Alternator	Minimum 155 amp total capacity alternator.	Verify the alternator capacity (Original vehicle chassis manufacturer's factory sticker, or on plate on exterior of alternator if provided).				
Remote Controlled, Dual Low-Mounted Type Exterior Rear View Mirrors	Remote controlled, dual low-mounted type exterior rear view 5 inch x 8 inch minimum mirrors shall be provided.	Verify that remote controlled, dual low-mounted type exterior rear view 5 inch x 8 inch minimum mirrors were provided.				
Battery System	12 volt maintenance free battery system 500 CCA @ 0 Degrees Fahrenheit .	Verify that a 12 volt maintenance free battery system 500 CCA @ 0 Degrees Fahrenheit is provided.				
Gauges	Gauge for Water Temperature is to be provided.	Verify that a gauge for water temperature was provided.				

VEHICLE OPERATION INSPECTION – PART II: CONFIGURATION AUDIT

ITEM	REQUIREMENT	INSPECTION INSTRUCTIONS	ACTUALLY PROVIDED	PASS (YES/NO)	DEFECTIVE COMMENTS	DATE CORRECTED
Dual Electric Windshield Wipers with Intermittent Feature	Dual electric windshield wipers with intermittent feature shall be provided.	Verify that dual electric windshield wipers with intermittent feature were provided.				
Under Hood Incandescent Light	An incandescent under hood light shall be provided.	Verify that an incandescent Under Hood Light was provided.				
AM/FM/CD Radio with Dual Rear Compartment Speakers	AM/FM/CD Radio with Dual Rear Compartment Speakers shall be provided.	Verify that an AM/FM/CD Radio with Dual Rear Compartment Speakers were provided.				
Armrest and Sun Visor for Driver and Passenger Seat	An armrest and sun visor shall be provided for the driver and passenger seat..	Verify that an armrest and sun visor shall be provided for the driver and passenger seat.				
Dome Lights	Dome lights (one lamp above driver, one dome lamp above wheelchair area, two lamps in passenger area, and one lamp in storage/trunk headliner) shall be provided.	Verify that dome lights (one lamp above driver, one dome lamp above wheelchair area, two lamps in passenger area, and one lamp in storage/trunk headliner) shall be provided.				
Day/Night Inside Rear View Mirror	A Day/Night Inside Rear View Mirror shall be provided.	Verify that a day/night inside rear view mirror was provided.				
Back-up Alarm System	A back-up alarm system shall be provided.	Verify that a back-up alarm system was provided.				
Front and Rear Mud Flaps.	Front and rear mud flaps shall be provided.	Verify that front and rear mud flaps were provided.				

VEHICLE OPERATION INSPECTION – PART II: CONFIGURATION AUDIT

ITEM	REQUIREMENT	INSPECTION INSTRUCTIONS	ACTUALLY PROVIDED	PASS (YES/NO)	DEFECTIVE COMMENTS	DATE CORRECTED
Tilt Steering Wheel	A Tilt steering Wheel shall be provided.	Verify that a tilt steering wheel shall be provided.				
Cruise Control	Cruise control shall be provided.	Verify that cruise control was provided.				
Power Locks, Mirrors, and Windows	Power locks, mirrors, and windows shall be provided.	Verify that power locks, mirrors, and windows were provided.				
Floor	The floor shall be water resistant hardboard overlay on driver's side, water resistant hardboard substrate on passenger side forward of ramp module, and heavy duty rubber/vinyl flooring, anti-slip to meet ADA/CSA specifications for all passenger seats.	Verify that the floor shall be water resistant hardboard overlay on driver's side, water resistant hardboard substrate on passenger side forward of ramp module, and heavy duty rubber/vinyl flooring, anti-slip to meet ADA/CSA specifications for all passenger seats.				
Wheelchair Ramp	The wheelchair ramp shall be a slide-out type and shall have a clear width of 29.2 inches. Each side of the ramp shall have barriers two inches high to prevent mobility aid wheels from slipping off. Ramps 30 inches or longer shall support 600 pounds, placed at the centroid of the ramp over an area of	Verify that the wheelchair ramp is a slide-out type and has a clear width of 29.2 inches. Verify that each side of the ramp has barriers two inches high to prevent mobility aid wheels from slipping off. Ramps 30 inches or longer shall support 600 pounds, placed at the centroid of the ramp over an area of 26 inches by 26 inches,				

ITEM	REQUIREMENT	INSPECTION INSTRUCTIONS	ACTUALLY PROVIDED	PASS (YES/NO)	DEFECTIVE COMMENTS	DATE CORRECTED
	26 inches by 26 inches, with a safety factor of at least 3.	with a safety factor of at least 3.				

VEHICLE OPERATION INSPECTION – PART II: CONFIGURATION AUDIT

ITEM	REQUIREMENT	INSPECTION INSTRUCTIONS	ACTUALLY PROVIDED	PASS (YES/NO)	DEFECTIVE COMMENTS	DATE CORRECTED
Wheelchair Tie Down System	Each wheelchair securement location and seat belt/shoulder harness system must be in accordance with ADA requirements. Sure-Lok Titan System, Q-Straint Deluxe QRT Restraint System or approved equal.	Verify that each wheelchair securement location and seat belt/shoulder harness system must be in accordance with ADA requirements. Sure-Lok Titan System, Q-Straint Deluxe QRT Restraint System or approved equal).				
Passenger Seats	In addition to the driver's seat, the OEM three passenger bench seat shall be mounted in the rear of each vehicle.	Verify that in addition to the driver's seat, the OEM three passenger bench seat shall be mounted in the rear of each vehicle.				
Exterior Paint and Interior Colors	Vehicle exterior paint shall be a "white" finish. Interior ceiling and walls shall be the standard color as provided by the manufacturer.	Verify that the vehicle exterior paint is a "white" finish. Verify that interior ceiling and walls is the standard color as provided by the manufacturer.				
First Aid Kit.	A first aid kit shall be provided.	Verify that a first aid kit was provided.				

VEHICLE OPERATION INSPECTION – PART II: CONFIGURATION AUDIT

ITEM	REQUIREMENT	INSPECTION INSTRUCTIONS	ACTUALLY PROVIDED	PASS (YES/NO)	DEFECTIVE COMMENTS	DATE CORRECTED
Five Pound Fire Extinguisher	A five pound dry chemical type A-B-C fire extinguisher shall be provided.	Verify that a five pound dry chemical type A-B-C fire extinguisher was provided.				
Emergency Warning Triangle Kit	An emergency warning triangle kit shall be provided.	Verify that an emergency warning triangle kit was provided.				
OHSA Approved Body Fluids Clean-up Kit	An OHSA approved body fluids clean-up kit shall be provided.	Verify that an OHSA approved body fluids clean-up kit was provided.				
Front and Rear Bumpers	A front and rear bumper shall be provided.	Verify that a front and rear bumper was provided.				
PCID # 1145 OPTIONAL EQUIPMENT SECTION						
ITEM DESCRIPTION	QUANTITY REQUIRED	INSPECTION INSTRUCTIONS	QUANTITY PROVIDED	PASS (YES/NO)	DEFECTIVE COMMENTS	DATE CORRECTED
#1 Additional Wheelchair Tie Down System (Maximum two positions per vehicle)		Verify that an additional wheelchair tie down system was provided.				

ITEM	REQUIREMENT	INSPECTION INSTRUCTIONS	ACTUALLY PROVIDED	PASS (YES/NO)	DEFECTIVE COMMENTS	DATE CORRECTED
#2 Single Rearward Facing Fold Down Flip Seat		Verify that a single rearward facing fold down flip seat. Each seat shall include retractable seat belt.				

VEHICLE OPERATION INSPECTION – PART II: CONFIGURATION AUDIT

ITEM DESCRIPTION	QUANTITY REQUIRED	INSPECTION INSTRUCTIONS	QUANTITY PROVIDED	PASS (YES/NO)	DEFECTIVE COMMENTS	DATE CORRECTED
#3 Powered Ramp, Telescoping		Verify that the telescoping powered ramp is a maximum 1:6 slope when deployed full length to the ground, 1:4.4 approximate slope when deployed short length to the ground. Operational switches at the right rear door location on trim shut face, so accessible only with door open. Manual override shall be provided..				
#4 Two Camera, Windshield Mounted Recording System		Verify that a two camera windshield mounted video system, Rosco Dual-Vision DV101E, Zen-Tinel CFR-WM or approved equal was installed in the vehicle.				
#5 Full Size Spare Wheel and Tire shall be provided as "ship-loose"		Verify that a full size spare wheel and tire was provided as "ship-loose".				
#6 CNG Dedicated Conversion consisting of a three tank system,		Verify that a CNG Dedicated Conversion consisting of a three tank system, 21.1 Gas Gallon				

ITEM DESCRIPTION	QUANTITY REQUIRED	INSPECTION INSTRUCTIONS	QUANTITY PROVIDED	PASS (YES/NO)	DEFECTIVE COMMENTS	DATE CORRECTED
21.1 Gas Gallon Equivalent (GGE) minimum		Equivalent (GGE) minimum was provided.				

VEHICLE OPERATION INSPECTION – PART II: CONFIGURATION AUDIT

ITEM DESCRIPTION	QUANTITY REQUIRED	INSPECTION INSTRUCTIONS	QUANTITY PROVIDED	PASS (YES/NO)	DEFECTIVE COMMENTS	DATE CORRECTED
#7 Vinyl Graphics Decaling		Verify that logo, stripping and lettering (maximum \$750) is provided.				
#8 Vinyl Graphics Decaling		Verify that logo, stripping and lettering (maximum \$1,500) is provided				
#9 Vinyl Graphics Decaling		Verify that logo, stripping and lettering (maximum \$3,000) is provided				
CHANGE ORDER OPTIONS SECTION						
CHANGE ORDER ITEM DESCRIPTION	QUANTITY REQUIRED	INSPECTION INSTRUCTIONS	QUANTITY PROVIDED	PASS (YES/NO)	DEFECTIVE COMMENTS	DATE CORRECTED
		Verify that the requested Change Order Item and the quantity of the requested Change Order Item was provided.				
		Verify that the requested Change Order Item and the quantity of the requested Change Order Item was provided.				
		Verify that the requested Change Order Item and the				

ITEM DESCRIPTION	QUANTITY REQUIRED	INSPECTION INSTRUCTIONS	QUANTITY PROVIDED	PASS (YES/NO)	DEFECTIVE COMMENTS	DATE CORRECTED
		quantity of the requested Change Order Item was provided.				
		Verify that the requested Change Order Item and the quantity of the requested Change Order Item was provided.				

VEHICLE OPERATION INSPECTION – PART II: CONFIGURATION AUDIT

CHANGE ORDER ITEM DESCRIPTION	QUANTITY REQUIRED	INSPECTION INSTRUCTIONS	QUANTITY PROVIDED	PASS (YES/NO)	DEFECTIVE COMMENTS	DATE CORRECTED
		Verify that the requested Change Order Item and the quantity of the requested Change Order Item was provided.				
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		Verify that the requested Change Order Item and the quantity of the requested Change Order Item was provided.				
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		Verify that the requested Change Order Item and the quantity of the requested Change Order Item was provided.				
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CHANGE ORDER ITEM DESCRIPTION	QUANTITY REQUIRED	INSPECTION INSTRUCTIONS	QUANTITY PROVIDED	PASS (YES/NO)	DEFECTIVE COMMENTS	DATE CORRECTED
		Change Order Item was provided.				
		Verify that the requested Change Order Item and the quantity of the requested Change Order Item was provided.				
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		Verify that the requested Change Order Item and the quantity of the requested Change Order Item was provided.				
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		Verify that the requested Change Order Item and the quantity of the requested Change Order Item was provided.				
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		Verify that the requested Change Order Item and the quantity of the requested Change Order Item was provided.				
		Verify that the requested Change Order Item and the quantity of the requested Change Order Item was provided.				
		Verify that the requested Change Order Item and the quantity of the requested Change Order Item was provided.				

**VEHICLE OPERATION INSPECTION – PART III:
INSPECTION ON LEVEL GROUND, ENGINE OFF AND COLD**

ITEM	INSPECTION INSTRUCTIONS	PASS (YES/NO)	DEFECTIVE COMMENTS	DATE CORRECTED
<u>A. Hood Up</u>				
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.			

ITEM	INSPECTION INSTRUCTIONS	PASS (YES/NO)	DEFECTIVE COMMENTS	DATE CORRECTED
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
<u>B. Walk Around, External</u>				
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.			

ITEM	INSPECTION INSTRUCTIONS	PASS (YES/NO)	DEFECTIVE COMMENTS	DATE CORRECTED
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
<u>C. Interior</u>				
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)			

ITEM	INSPECTION INSTRUCTIONS	PASS (YES/NO)	DEFECTIVE COMMENTS	DATE CORRECTED
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).			

ITEM	INSPECTION INSTRUCTIONS	PASS (YES/NO)	DEFECTIVE COMMENTS	DATE CORRECTED
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.			
G. Undercoating	Inspect for completeness of undercoating.			

**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				

ITEM	INSPECTION INSTRUCTIONS	PASS (YES/NO)	DEFECTIVE COMMENTS	DATE CORRECTED
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				

ITEM	INSPECTION INSTRUCTIONS	PASS (YES/NO)	DEFECTIVE COMMENTS	DATE CORRECTED
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.			

ITEM	INSPECTION INSTRUCTIONS	PASS (YES/NO)	DEFECTIVE COMMENTS	DATE CORRECTED
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@state.pa.us
 Telephone: (717)-787-1210
 FAX: (717)-525-5777