



VEHICLE DECOMMISSION FORM

Vehicle Information

Unit / Fleet #	
VIN	
Year / Make / Model	
Vehicle type	☐ Cutaway ☐ Heavy-duty bus ☐ Van ☐ Other: _____
Fuel Type	☐ Diesel ☐ Gasoline ☐ CNG ☐ Electric
License plate #	
Odometer at decommission	
Last assigned route / service	
Decommission reason	☐ End of useful life ☐ Accident / total loss ☐ Mechanical failure beyond economical repair ☐ Fleet reduction ☐ Other: _____
Date removed from active service	
Decommission location	☐ Tulare Yard ☐ Dinuba ☐ Other: _____

Equipment & Asset Removal Checklist

Work through each category in order. For every item, mark whether it was removed or “N/A” for this unit, and record the asset/serial number and the initials of the staff member who removed it.

Item	Removed / N-A	Serial / Asset Tag #	Removed By (initial)	Notes
A. Fare Collection Equipment				
Farebox cash vault	☐ Removed ☐ N/A			
Fare card reader / validator (if equipped)	☐ Removed ☐ N/A			
B. Communications & IT Equipment				
Two-way mobile radio	☐ Removed ☐ N/A			
CAD/AVL onboard unit	☐ Removed ☐ N/A			
Automatic Passenger Counter (APC) sensor unit	☐ Removed ☐ N/A			
Cellular router/modem	☐ Removed ☐ N/A			
Onboard camera system/DVR unit	☐ Removed ☐ N/A			
Camera hard drive/storage media	☐ Removed ☐ N/A			
Stop announcement/PA system component (if separable)	☐ Removed ☐ N/A			
GPS/AVL antenna (if separable)	☐ Removed ☐ N/A			
Hanover Destination sign controller (if separable)	☐ Removed ☐ N/A			

Item	Removed / N-A	Serial / Asset Tag #	Removed By (initial)	Notes
C. Safety & Emergency Equipment				
First aid kit	☐ Removed ☐ N/A			
Fire extinguisher	☐ Removed ☐ N/A			
Reflective triangles/road flares	☐ Removed ☐ N/A			
Wheelchair securement straps (tie-downs)	☐ Removed ☐ N/A			
Emergency window-exit tool	☐ Removed ☐ N/A			
Bloodborne pathogen/spill kit	☐ Removed ☐ N/A			
Fire suppression system documentation (if equipped)	☐ Removed ☐ N/A			
D. Keys & Access Credentials				
Ignition key(s)	☐ Removed ☐ N/A			
Farebox key(s)	☐ Removed ☐ N/A			
Fleet fuel card	☐ Removed ☐ N/A			
E. Signage				
Interior agency signage/route info placards	☐ Removed ☐ N/A			
ADA/accessibility signage (reusable items only)	☐ Removed ☐ N/A			