



VEHICLE IN-SERVICE READINESS 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 intake	
Assigned route / service	
Target in-service date	
Park out Location	☐ Tulare Yard ☐ Dinuba ☐ Other: _____

Pre-Service Requirements

Complete each applicable task before the vehicle enters revenue service. Mark N/A where a task does not apply to this vehicle.

Task	Complete / N-A	Notes
Vehicle registration	☐ Complete ☐ N/A	
License plates mounted	☐ Complete ☐ N/A	
CHP terminal inspection passed (if required)	☐ Complete ☐ N/A	
Insurance card placed in vehicle	☐ Complete ☐ N/A	
Copy of insurance sent to TCRTA	☐ Complete ☐ N/A	
Agency/route decals applied	☐ Complete ☐ N/A	
Unit/fleet number displayed	☐ Complete ☐ N/A	
ADA/accessibility exterior signage applied	☐ Complete ☐ N/A	
Title VI notice posted	☐ Complete ☐ N/A	
ADA / accessibility signage posted	☐ Complete ☐ N/A	
Route/fare information posted	☐ Complete ☐ N/A	
Emergency exit/safety placards posted	☐ Complete ☐ N/A	

Equipment Installation Log

For each piece of equipment installed, mark whether the unit is new or spare. If spare, note the fleet unit it came from. Record the serial or asset tag number for every installed item.

Item	Installed / N-A	New or Spare?	Serial / Asset Tag #	Installed By	Notes
Fare Collection Equipment					
Farebox unit	☐ Installed ☐ N/A	☐ New ☐ Spare — from unit #: _____			
Farebox cash vault	☐ Installed ☐ N/A	☐ New ☐ Spare — from unit #: _____			
Fare card reader/validator (if equipped)	☐ Installed ☐ N/A	☐ New ☐ Spare — from unit #: _____			
Communications & IT Equipment					
Radio/Communication system	☐ Installed ☐ N/A	☐ New ☐ Spare — from unit #: _____			
CAD/AVL onboard unit	☐ Installed ☐ N/A	☐ New ☐ Spare — from unit #: _____			
Automatic Passenger Counter (APC) sensor unit	☐ Installed ☐ N/A	☐ New ☐ Spare — from unit #: _____			
Cellular router/modem	☐ Installed ☐ N/A	☐ New ☐ Spare — from unit #: _____			
Onboard camera system/DVR unit	☐ Installed ☐ N/A	☐ New ☐ Spare — from unit #: _____			
Camera hard drive/storage media	☐ Installed ☐ N/A	☐ New ☐ Spare — from unit #: _____			
Stop announcement/PA system	☐ Installed ☐ N/A	☐ New ☐ Spare — from unit #: _____			

Item	Installed / N-A	New or Spare?	Serial / Asset Tag #	Installed By	Notes
Hanover Destination sign controller/head sign	☐ Installed ☐ N/A	☐ New ☐ Spare — from unit #: _____			
Safety & Emergency Equipment					
First aid kit	☐ Installed ☐ N/A	☐ New ☐ Spare — from unit #: _____			
Fire extinguisher	☐ Installed ☐ N/A	☐ New ☐ Spare — from unit #: _____			
Reflective triangles/road flares	☐ Installed ☐ N/A	☐ New ☐ Spare — from unit #: _____			
Wheelchair securement straps (tie-downs)	☐ Installed ☐ N/A	☐ New ☐ Spare — from unit #: _____			
Emergency window-exit tool	☐ Installed ☐ N/A	☐ New ☐ Spare — from unit #: _____			
Bloodborne pathogen/spill kit	☐ Installed ☐ N/A	☐ New ☐ Spare — from unit #: _____			
Keys & Access Credentials					
Ignition key(s)	☐ Installed ☐ N/A	☐ New ☐ Spare — from unit #: _____			
Farebox key(s)	☐ Installed ☐ N/A	☐ New ☐ Spare — from unit #: _____			
Fleet fuel card (if applicable)	☐ Installed ☐ N/A	☐ New ☐ Spare — from unit #: _____			

Sign-Off

By signing below, each party confirms that all applicable pre-service tasks and equipment installations recorded on this form are complete and the vehicle is ready for revenue service.

Via (Operator)

Print name: _____

Signature: _____

Date: _____

TCRTA (Agency)

Print name: _____

Signature: _____

Date: _____