

New vehicle intake process checklist

Vehicle name / unit #:	_____
Fiscal year:	beginning _____ ending _____

Instructions

- **DO NOT DELAY DELIVERY OF VEHICLE TO THE CITY GARAGE!** Failure to follow this instruction will expose the squad to blame for the discovery of any damage or missing parts.
- **DO NOT MAKE FINAL PAYMENT ON YOUR VEHICLE UNTIL AFTER THE CITY GARAGE HAS COMPLETED ITS MECHANICAL INSPECTION AND GIVEN ITS MECHANICAL APPROVAL!** Failure to follow this instruction will cause the squad to lose your leverage to get the vendor to address any problems quickly.
- Similarly, if delivered with the mobile I.T. equipment installed, **DO NOT MAKE FINAL PAYMENT UNTIL AFTER THE MOBILE I.T. SHOP HAS COMPLETED ITS INSPECTION AND GIVEN ITS APPROVAL!**
- Additional requirements apply for vehicles that, according to the Department, represent an increase to the fleet.
- Following the recommendations in this checklist, it should be possible to place a new vehicle in service about one month after taking delivery, assuming it passes its mechanical and mobile I.T. checkouts right away.

Checklist

#	Item	Should take	Completion initials	Completion date
1	<p>Deliver the vehicle to the city garage with the following items:</p> <ul style="list-style-type: none"> a. Copy of Invoice or Bill of Sale b. Copy of Certificate of Origin or Title c. Original written material and/or digital files that came with the vehicle d. Spare key e. Spare wheel/tire assembly f. Fire extinguishers (as required) <p>The vehicle will get its bumper number, fuel token, and mechanical and mobile I.T. checkout during this visit. Progress inquiries can be made to Chief J. Brennaman (jbrennam@vb.gov).</p>	1 biz day		
2	Send an authorized member to the city garage to mark where to mount loose items such as the fire extinguishers, radio mic clips, etc, if not completed during initial build.	2 hours		
3	Print out the <i>EMS-RSS-LTR-to-DMV-Commissioner-re-Eligibility-for-EV-tags</i> .	5 minutes		
4	<p>Go to DMV.</p> <p>Take the following with you:</p> <ul style="list-style-type: none"> a. Original Bill of Sale b. Original Certificate of Origin or Title c. EMS-RSS-LTR-to-DMV-Commissioner-re-Eligibility-for-EV-tags d. Old Emergency Vehicle (EV) tags, if the squad is immediately transferring tags left over from a disposed vehicle to this new vehicle. <p>Get the following items:</p> <ul style="list-style-type: none"> a. Title to the vehicle in the squad's name b. Registration card c. Temporary tags, if not transferring tags as above 	1-3 days		
5	Deliver the license plates to the city garage for installation.	1-2 biz hours		
6	Once approved and released by the City Garage and Mobile I.T. shop, make the final payment to the vendor.	1 day		

#	Item	Should take	Completion initials	Completion date
7	Preserve the registration card (by laminating it or securing it in a durable sleeve or folder, for instance). If the vehicle does not have a glove box, mount the protected registration card in a conspicuous spot inside the vehicle.	1 day		
8	Have the power cot retention/loading system transferred from the old ambulance, if applicable.	1 week		
9	Stock the vehicle with all supplies and equipment.	1 week		
10	Get a vehicle weight certification slip from a licensed public weighmaster. If the squad uses the scales at a SPSA Transfer Station (2025 Virginia Beach Boulevard or 1825 Concert Drive – www.spsa.com), the attendant should charge the fee to the City of Virginia Beach. If the squad uses a commercial scale service such as Big Charlies at 5792 Northampton Blvd (757-460-2032), the squad is responsible for paying the scale fee. CHECK THE FACILITY'S HOURS OF OPERATION FIRST.	1 biz day		
11	Complete a VA DOH OEMS Application For Vehicle EMS Permit. You can get the form by visiting www.vdh.virginia.gov/emergency-medical-services/ and clicking "Regulations & Compliance", then "Inspections", then "Temporary EMS Vehicle Permit Application". Instructions for completing the form are available on the same web page.	1-4 hours		
12	Send the following to the Chief of the Regulation & Support Services Division (klipscomb@vbgov.com) or his designee (jbrennam@vbgov.com): <ul style="list-style-type: none"> a. VA DOH OEMS Application For Vehicle EMS Permit b. Copy of the registration c. Copy of the weight slip <p>The Chief of the Regulation & Support Services Division will forward a copy of the weight slip to the city garage service office.</p>	1-4 hours		
13	Receive a temporary state EMS permit from the Chief of the Regulation & Support Services Division.	3-7 days		
14	Preserve the temporary state EMS permit (by laminating it or securing it in a durable sleeve or folder, for instance) and mount it conspicuously inside the vehicle.	1 day		

#	Item	Should take	Completion initials	Completion date
15	Place the vehicle in service.	0		
16	Receive a final state EMS permit from the Chief of the Regulation & Support Services Division.	4-6 weeks		
17	Preserve the final state EMS permit (by laminating it or securing it in a durable sleeve or folder, for instance) and mount it conspicuously inside the vehicle.	1 day		