



**DELIVERY OF SECTION 5310 TRANSIT VEHICLES
GRANTEE RESPONSIBILITIES**

AFTER VEHICLE IS DELIVERED AND BEFORE YOU PLACE IT INTO SERVICE

Mail all the documents listed below to the following address:

**INCOG
c/o Patricia Dinoa
2 West 2nd Street, Suite 800
Tulsa, OK 74103**

- Attachment A – Post Delivery Certifications
 - Original Post-Delivery Purchaser’s Requirements Certification
 - Original Post-Delivery Buy America Compliance Certification
 - Original Post-Delivery FMVSS Compliance Certification
- Attachment B - Vehicle Acceptance Letter
- Attachment C – Signed Vehicle Delivery Inspection Form
- Copy of Vehicle Registration and Title showing INCOG as Lien Holder
- Insurance Card
- Copy of original Manufacturer's Certificate/Statement of Origin
- Copy of original vendor’s Buy America Certification
- Copy of proof of payment to vendor
- Copy of vendor’s invoice. **Each vehicle should be invoiced separately.** Please also identify invoice with recipient agency name, and VIN.

Attachment A - Post Delivery Certifications

Post-Delivery Purchaser Requirements Certification

As required by Title 49 of CFR, Part 663 – Subpart C, after visually inspecting and road testing the contracted (bus(es), van(s)), _____ (the recipient) certifies that the _____ (number and description of vehicle) from _____ (the manufacturer), meet the contract specifications.

Date: _____

Signature: _____

Title: _____

Post-Delivery Buy America Compliance Certification

As required by Title 49 of CFR, Part 663-Subpart C, _____ (the recipient) certifies that it is satisfied that the (bus(s), van(s)) received, _____ (number and description of vehicles) from _____ (the manufacturer), meet the requirements of Section 165(b)(3) of the Surface Transportation Assistance Act of 1982, as amended. The recipient _____ or its appointed analyst _____ (the analyst, not the manufacturer or its agent), has reviewed documentation provided by the manufacturer which lists (1) the actual component and subcomponent parts of the (bus(es) van(s)) identified by the manufacturer, country of origin, and cost; and (2) the actual location of the final assembly point of the (bus(es), van(s)), including a description of the activities that took place at the final assembly point and the cost of final assembly.

Date: _____

Signature: _____ Title: _____

Post-Delivery FMVSS Compliance Certification

As required by Title 49 of the CFR, Part 663 – Subpart D, _____ (the recipient) certifies that it received, at the post delivery state, a copy(ies) of _____ (the manufacturer) self-certification information stating that the _____ (number and description of vehicle), comply with the relevant Federal Motor Vehicle Safety Standards issued by the National Highway Traffic Safety Administration in Title 49 Code of Federal Regulations, Part 571

Date: _____

Signature: _____ Title: _____

For INCOG Internal Use Only

I have received and reviewed the Post-Delivery Buy America Compliance Certification from _____ (recipient) and believe it to be correct.

Program Manager

Date

Attachment B – Acceptance Letter Template

[USE YOUR AGENCY LETTERHEAD]

[DATE]

INCOG
c/o Patricia Dinoa
2 West 2nd Street, Suite 800
Tulsa, OK 74103

Dear Program Manager:

The following vehicles(s) has (have) been delivered, reviewed and is (are) accepted:

VIN #	MODEL YEAR	MAKE	VEHICLE TYPE

5310- Options Added

Please include any additional options added to your Section 5310 vehicles. Examples may include fog lamps, upgraded driver seats, additional wheelchair positions, etc.

Option	Additional Cost to Recipient

Please contact _____ (NAME) for additional information.

Sincerely,

(Please Sign)

Name

Attachment C – Vehicle Delivery Inspection Report

Department/Agency		Mileage		Model Year	Body Manufacturer		
Vin #					Chassis Manufacturer		
Displacement Cu. In.	Inspection			Date:			
	Certified By						
P = Passed F = Failed							
GENERAL		P	F	UNDER VEHICLE INSPECTION		P	F
Radio				Tire Pressure	LF		
Lighter/Alternative Power Service					RF		
Headlights							
Parking Lights	Right				LR		
	Left			RR			
License Lights							
Safety Belts					LF		
Latches & Locks	Hood			Tire Tread	RF		
	Doors				LR		
	Trunk				RR		
					Front		
LUBRICANTS - COOLANTS				Wheel Balance	Right		
Power Steering					Left		
Transmission				Ball Joints Lower	Right		
Engine Oil					Left		
Coolant Level Protected to (Temperature)				Ball Joints Upper	Right		
					Left		
Brake Fluid Level				Steering			
BATTERY – ALTERNATOR				Springs			
Alternator/Capacity				Engine Mounts	Right		
WHEEL ALIGNMENT					Left		
Camber Left					Rear		
Camber Right				Oil Leak Engine Transmission			
Caster Left				Axle Seal Leak			
Caster Right				Differential Pinion Seal Leak			
Toe Front				Differential Level			
<i>(Use Certification of Wheel Alignment Given To Grantee by Vendor)</i>				Automatic Transmission Modulator			
				Fuel Tank/Fuel Line Leak			
IGNITION SYTEM				TRANSMISSION – CLUTCH			
Spark Plug Wires				Transmission Operation			
Spark Plugs				BRAKE OPERATION			
				Normal Brake Operation			
ROAD TEST COMMENTS							

Grantee Signature

Date