

New vehicle intake process checklist

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

Instructions

- This checklist applies primarily to brand new vehicles that will replace a retiring vehicle, and whose assembly and graphics will all be managed by the selling dealer. If your new vehicle is a demonstrator or a used vehicle or will not be replacing a retiring vehicle, or different vendors are managing different aspects of your vehicle project, it may be necessary to modify the sequence or the specifics of the steps. Maintain close consultation with the Chief of the Regulation & Support Services Division throughout the process in such situations.
- **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 finished vehicle to the city garage with the following items:</p> <ol style="list-style-type: none"> Copy of Invoice or Bill of Sale Copy of Certificate of Origin or Title Original written material and/or digital files that came with the vehicle Spare key Spare wheel/tire assembly Fire extinguishers (as required) <p>The vehicle will get its bumper number, fuel token, and mechanical and mobile I.T. checkout during this visit.</p> <p>"Finished" means assembled to the maximum extent feasible, preferably with all graphics applied. Installation of items being transferred from a retiring unit (such as the power cot retention/loading system, complex electronics, etc) can wait until later, but doing so will take longer and require more trips back to the city garage.</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 EMS-RSS-LTR-to-DMV-Commissioner-re-Eligibility-for-EV-tags¹ .	5 minutes		
4	<p>Go to DMV.</p> <p>Take the following with you:</p> <ol style="list-style-type: none"> Original Bill of Sale Original Certificate of Origin or Title EMS-RSS-LTR-to-DMV-Commissioner-re-Eligibility-for-EV-tags 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> <ol style="list-style-type: none"> Title to the vehicle in the squad's name Registration card Temporary tags, if not transferring tags as above 	1-3 days		

¹ https://www.vbems.com/download/policies/reference_documents/REF-Equipment-Standardization-Policy.EMS-RSS-LTR-to-DMV-Commissioner-re-Eligibility-for-EV-tags.pdf.pdf

#	Item	Should take	Completion initials	Completion date
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		
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	Install any items that must be transferred from a retiring unit (such as the power cot retention/loading system and/or complex electronics), 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	Apply for a temporary state EMS permit: a. Log into the State EMS Provider Portal ² . b. Click the <i>My Agency</i> dropdown. c. Click the <i>Agency Profile</i> link. d. In the Vehicles block, click the > symbol. e. Click the <i>+Vehicle</i> button. f. Complete the form. g. Click the <i>Save</i> button.	1 hour		
12	Send the following to the Chief of the Regulation & Support Services Division or his designee: a. Copy of the registration b. Copy of the weight slip The Chief of the Regulation & Support Services Division will forward a copy of the weight slip to the city garage service office.	1-4 hours		

² <https://vdhems.vdh.virginia.gov/emsapps/providerportal.html>

#	Item	Should take	Completion initials	Completion date
13	Receive an email from the State EMS Office notifying you that the temporary permit is ready for you to print out.	3-5 days		
14	Log back into the State EMS Portal (see above) and print out the temporary permit.	2-4 hours		
15	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		
16	Place the vehicle in service.	0		
17	Receive a final permit from the State EMS Office.	4-6 weeks		
18	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		