

# 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"> <li>a. Copy of Invoice or Bill of Sale</li> <li>b. Copy of Certificate of Origin or Title</li> <li>c. Original written material and/or digital files that came with the vehicle</li> <li>d. Spare key</li> <li>e. Spare wheel/tire assembly</li> <li>f. Fire extinguishers (as required)</li> </ul> <p>The vehicle will get its bumper number, fuel token, and mechanical and mobile I.T. checkout during this visit.</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 <a href="#"><i>EMS-RSS-LTR-to-DMV-Commissioner-re-Eligibility-for-EV-tags<sup>1</sup></i></a> .	5 minutes		
4	<p>Go to DMV.</p> <p>Take the following with you:</p> <ul style="list-style-type: none"> <li>a. Original Bill of Sale</li> <li>b. Original Certificate of Origin or Title</li> <li>c. EMS-RSS-LTR-to-DMV-Commissioner-re-Eligibility-for-EV-tags</li> <li>d. Old Emergency Vehicle (EV) tags, if the squad is immediately transferring tags left over from a disposed vehicle to this new vehicle.</li> </ul> <p>Get the following items:</p> <ul style="list-style-type: none"> <li>a. Title to the vehicle in the squad's name</li> <li>b. Registration card</li> <li>c. Temporary tags, if not transferring tags as above</li> </ul>	1-3 days		
5	Deliver the license plates to the city garage for installation.	1-2 biz hours		

<sup>1</sup> [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](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
6	<b>Once approved and released</b> 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	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 – <a href="http://www.spsa.com">www.spsa.com</a> ), 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: <ul style="list-style-type: none"> <li>a. Log into the <a href="#">State EMS Provider Portal</a><sup>2</sup>.</li> <li>b. Click the <i>My Agency</i> dropdown.</li> <li>c. Click the <i>Agency Profile</i> link.</li> <li>d. In the Vehicles block, click the &gt; symbol.</li> <li>e. Click the <i>+Vehicle</i> button.</li> <li>f. Complete the form.</li> <li>g. Click the <i>Save</i> button.</li> </ul>	1 hour		
12	Send the following to the Chief of the Regulation & Support Services Division or his designee: <ul style="list-style-type: none"> <li>a. Copy of the registration</li> <li>b. Copy of the weight slip</li> </ul> <p>The Chief of the Regulation &amp; Support Services Division will forward a copy of the weight slip to the city garage service office.</p>	1-4 hours		
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		

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

#	Item	Should take	Completion initials	Completion date
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	<b>Place the vehicle in service.</b>	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		