Commonwealth of Virginia Attachment #9

Virginia Department of Criminal Justice Services

**Checklist for Vehicle Purchase and Use**

*Please complete the 13-question checklist and include the required signature of the Project Administrator.*

1. Applicant will purchase an automobile solely for reasonable anticipated needs (as indicated in your justification) and will not add any optional equipment unnecessary for the anticipated need.

**[ ]  Yes [ ]  No**

1. Applicant will utilize and retain documentation of a procurement process for purchasing the vehicle that at least meets the federal procurement requirements.

**[ ]  Yes [ ]  No**

1. Applicant will maintain property records that include a description of the property and a serial number or other identifying number; identification of title holder; the acquisition date; the cost and the percentage of any federal funds supporting the purchase; the location, use, and condition of the property; and any disposition data, including the date of disposal and sale price.

**[ ]  Yes [ ]  No**

1. Applicant will maintain liability insurance coverage at the level required by Virginia law.

**[ ]  Yes [ ]  No**

1. Applicant has and will adhere to vehicle maintenance policies and procedures, including pre-trip inspection practices.

**[ ]  Yes [ ]  No**

1. Applicant has and will adhere to vehicle usage policies and maintains vehicle usage records.

**[ ]  Yes [ ]  No**

1. Applicant ensures that only licensed and insured drivers operate the vehicle.

**[ ]  Yes [ ]  No**

1. Applicant has driver policies and procedures that include, at a minimum, safe driver training requirements, license and insurance verification policy, client transport policies, and emergency response procedures.

**[ ]  Yes [ ]  No**

1. Applicant ensures that all passengers of the purchased vehicle will adhere to Virginia seatbelt and child seat laws, and national best practices recommendations for child restraints and rear seating for children.

**[ ]  Yes [ ]  No**

1. Applicant will adhere to Virginia text messaging and cell phone laws that prohibit all drivers from texting while driving and prohibit the use of handheld cell phones for all drivers, with the exception of police and emergency responders.

**[ ]  Yes [ ]  No**

1. Applicant has a policy for addressing transport needs for individuals with disabilities if the vehicle does not meet ADA requirements.

**[ ]  Yes [ ]  No**

1. Applicant has a complaint policy that includes any complaints related to the provision of transport services.

**[ ]  Yes [ ]  No**

1. Applicant has useful life standards and asset disposition procedures.

**[ ]  Yes [ ]  No**

We fully attest that we will comply with the provisions for the use and disposition of property purchased with federal funds included in the Department of Justice Grants Financial Guide (3.7 Property Standards) and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Property Standards, 2 C.F.R. §200.310 through 2 C.F.R. §200.316).

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***Project Administrator Signature Date***