

Vehicle Capital Asset Information Sheet-Multimodal Division

Agency Name: _____ Date Sheet Completed: _____

Agency Address: _____

Agency Telephone Number: _____ Contact Person: _____

VIN Number: _____ VIN Verified on Vehicle: Yes or No

Year: _____ Make: _____ Model: _____ ADA Vehicle: Yes or No If Yes: Lift Ramp

Type of Vehicle (see page 2): AO BU CU MV SV VN Truck Other _____

Fuel Type: Gasoline Diesel Electric Compressed Natural Gas (CNG) Other _____

Seating Capacity (not including driver except if Vanpool): _____ Length of Vehicle (in feet): _____

Primary Usage (choose one): Fixed Route Demand Response Service Vehicle Vanpool Deviated Fixed Route

License Plate: _____ Condition of Vehicle: _____ Location of Vehicle: _____

Delivery Date: _____ Beginning Date of Active Service: _____

Agency Assigned Number: _____ Useful Life Benchmark in Years (Required by TAM): _____

Depreciation Method: _____ Number of Years for Useful Life: _____

Complete One: Monthly Depreciation Amount: _____ *or* Yearly Depreciation Amount: _____

Required information if new vehicle is a Replacement Vehicle listed in the Application/Contract ALI

This vehicle is a Replacement for VIN: _____

Note: Local Disposal paperwork will be behind Title Documentation.

Is the vehicle being replaced a: Federal/State funded vehicle OR 100% locally funded vehicle

(Agency will have 90 days after delivery of the Replacement vehicle to begin the disposal process for vehicle listed above.)

Budget Details 1: Funding Program Source: _____ Total Cost of the New Vehicle: _____

Federal/State Grant Number: _____ F & A Contract Number: _____

TDOT Project Number: _____ Check Number of Vendor Payment: _____

Federal Share %: _____ Amount Paid: _____

State Share %: _____ Amount Paid: _____

Local Share %: _____ Amount Paid: _____

Note: Both the Percentage and Money Amount must be listed.

Budget Details 2: Completed if Vehicle is paid with 2 grants. Additional Funding Program Source: _____

Federal/State Grant Number: _____ F & A Contract Number: _____

TDOT Project Number: _____ Check Number of Vendor Payment: _____

Federal Share %: _____ Amount Paid: _____

State Share %: _____ Amount Paid: _____

Local Share %: _____ Amount Paid: _____

Note: Both the Percentage and Money Amount must be listed.

Required Documentation for New Vehicle:

1) Original Tennessee Certificate of Title, 2) Copy of the Tennessee Registration, 3) Bill of Sale, 4) Vehicle Invoice, 5) Copy of check or other proof of payment, 6) Proof of Insurance for Vehicle, 7) Procurement Approval, and 8) Post Delivery Certifications (*Buy America, FMVSS, Purchaser's Requirements*). (Post Delivery Certifications not required for service vehicles.)

Asset Sheet must have ALL FIELDS COMPLETED

Mail to: TDOT/ Multimodal Division, James K Polk Bldg 12th Floor, 505 Deaderick St, Nashville TN 37243 ATTN: Asset Manager

Vehicle Types – Please read through all choices before indicating which type of vehicle on page 1. If choosing "Other" indicate abbreviation from latest NTD Policy Manual.

Automobile (AO) is a passenger car up to and including station wagons in size. Excludes minivans and anything larger.

Bus (BU) is a rubber-tired passenger vehicle powered by diesel, gasoline, battery, or alternative fuel engines contained within the vehicle. Vehicles in this category do not include school buses or cutaways. This group does include minibuses such as a Sprinter.

Cutaway (CU) is a transit vehicle built on a van or truck chassis by a second stage manufacturer. The chassis is purchased by the body builder, a framework is built for the body, and then the body is finished for a complete vehicle. For example, a truck chassis may be used as the base for a small transit bus. Example photo below.



Minivan (MV) is a light duty vehicle having a typical seating capacity of up to seven passengers plus a driver. A minivan is smaller, lower, and more streamlined than a full-sized van, but it is typically taller and has a higher floor than a passenger car. Minivans normally cannot accommodate standing passengers.

Sports Utility Vehicle (SV) is a high-performance four-wheel drive car built on a truck chassis. It is a passenger vehicle, which combines the towing capacity of a pickup truck with the passenger-carrying space of a minivan or station wagon. Most SVs are designed with a roughly square cross-section, an engine compartment, a combined passenger and cargo compartment, and no dedicated trunk. Most mid-size and full-size SVs have three rows of seats with a cargo area directly behind the last row of seats. Compact SVs and mini SVs may have five or fewer seats.

Van (VN) is an enclosed vehicle having a typical seating capacity of 8 to 18 passengers and a driver. A van is typically taller and with a higher floor than a passenger car, such as a hatchback or station wagon. Vans normally cannot accommodate standing passengers.

Service Vehicles: - **choose either Automobile or Truck.** Truck for service vehicles includes other rubber-tired vehicles, i.e., A self-propelled motor vehicle designed for the transportation of property or special purpose equipment or passengers. This vehicle category includes heavy-duty rubber-tired vehicles as well as pickup trucks, vans, SUVs (crossovers and traditional SUVs), and minivans.

Budget Details

Funding Program Source: e.g., 5311, 5339, 5339(b), IMPV

Federal/State Grant Number: e.g., TN2022019, IMPV2022

F&A Contract Number: on the lower right of the front page of the contract, often begins with Z or GG

TDOT Project Number: in the upper right corner of each contract page, alphanumeric with program in the middle