

## New Vehicle Registration Process

1. Vendor delivers vehicle to requested depot.
2. A fleet maintenance staff member is assigned to inspect the vehicle for damage - check all specifications and physically operate all controls.
3. If damaged, specifications not present, or components do not operate, a punch list is created for documentation. The fleet maintenance manager (FMM) is notified.  
Damage go to # 4  
No damage go to #5
4. Vehicle is returned to vendor or vendor dispatches a mechanic to correct the problem.
5. The vendor should present the following documents and all documents with VIN numbers should be checked against VIN number on vehicle:
  - a. Bill of sale or invoice, made out to Montgomery County Public Schools
  - b. An application for title (made out to Board of Education of Montgomery County).
  - c. certificate of origin, made out to Board of Education of Montgomery County.
  - d. Odometer statement
6. The following must be sent to the MVA for registration of new vehicle.
  - a. Bill of sale or invoice, made out to Montgomery County Schools
  - b. An application for title made out to (Board of Education of Montgomery County). The application should be filled out completely making sure the price matches the invoice price, self insurance # is 54, the Soundex number is Z-975-000-652-291, and signed by the fleet maintenance manager.
  - c. School vehicle tag certification form, if school bus.
  - d. Certificate of origin, made out to Board of Education of Montgomery County and signed by the FMM.
  - e. Odometer statement signed by the vendor
  - f. Check or voucher to cover the amount of registration, and signed by the fleet maintenance manager.
  - g. Copies of all documents are placed in a special envelope.
7. Vehicle is assigned a stock number, then all available information is input into FASTER
8. Vehicle information is handed to fuel staff for creation of MCPS fuel card. If requested and authorized by the FMM, a MCDOT fuel card will be created.
9. A courier is sent to MVA with all documents to process registration. Courier may wait or leave and pick up registration and tags at a later time.
10. Tags and registration are brought back to shady grove and handed to registration staff. Staff checks registration and tags to match.
11. Tag number and title number will be recorded in FASTER and any other final documentation.
12. Hard copies of registration and title, when received, are copied and placed in the special envelope with stock number placed on each document then filed.
13. Tags, registration card, and fuel card are given to mechanic to place on and in vehicle.