



**Department of Human Services**  
**Office of Facilities and Support Services, Transportation Services Section**  
**DHS Vehicle Requirements and Monitoring Form – Administrative**  
**Vehicles**

**Division Office** \_\_\_\_\_ **Monitoring Date** \_\_\_\_\_  
**Location** \_\_\_\_\_ **Region** \_\_\_\_\_  
**Vehicle #** \_\_\_\_\_ **Year** \_\_\_\_\_  
**Make/Model** \_\_\_\_\_ **Mileage** \_\_\_\_\_  
**VIN** \_\_\_\_\_ **Property Decal #** \_\_\_\_\_  
**Tag** \_\_\_\_\_ **#** \_\_\_\_\_ **Report My Driving #** \_\_\_\_\_

**Leased Vehicle**                     
  **Emissions testing verified\***                     
  **Emissions exempt \*\***

Exterior Requirements	Checked	Needs Attention	Signage Requirements	Checked	Needs Attention
Horn	<input type="checkbox"/>	<input type="checkbox"/>	State Seals	<input type="checkbox"/>	<input type="checkbox"/>
2 Exterior Mirrors	<input type="checkbox"/>	<input type="checkbox"/>	Vehicle # (RF)	<input type="checkbox"/>	<input type="checkbox"/>
Rearview Mirror	<input type="checkbox"/>	<input type="checkbox"/>	Vehicle # (RR)	<input type="checkbox"/>	<input type="checkbox"/>
Windshield Wipers	<input type="checkbox"/>	<input type="checkbox"/>	<b>Information Packet</b>		
Windows	<input type="checkbox"/>	<input type="checkbox"/>	Insurance Card	<input type="checkbox"/>	<input type="checkbox"/>
Headlights	<input type="checkbox"/>	<input type="checkbox"/>	Vehicle Log Book	<input type="checkbox"/>	<input type="checkbox"/>
Turn Signals (Front)	<input type="checkbox"/>	<input type="checkbox"/>	Insurance/Accident Package	<input type="checkbox"/>	<input type="checkbox"/>
Brake Lights	<input type="checkbox"/>	<input type="checkbox"/>			
Turn Signals (Rear)	<input type="checkbox"/>	<input type="checkbox"/>	<b>Cond. of Vehicle:</b> <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor		
Parking/Reverse Lights	<input type="checkbox"/>	<input type="checkbox"/>	<b>Comments:</b>		
Emergency Flashers	<input type="checkbox"/>	<input type="checkbox"/>			
Body Damage	<input type="checkbox"/>	<input type="checkbox"/>			
Tire / Tread	<input type="checkbox"/>	<input type="checkbox"/>			
Spare Tire	<input type="checkbox"/>	<input type="checkbox"/>			
Jack	<input type="checkbox"/>	<input type="checkbox"/>			
<b>Interior Requirements</b>					
Seat Belts	<input type="checkbox"/>	<input type="checkbox"/>	<b>TSS Inspector Signature:</b>		
First Aid Kit	<input type="checkbox"/>	<input type="checkbox"/>			
Upholstery	<input type="checkbox"/>	<input type="checkbox"/>			
Clean Interior	<input type="checkbox"/>	<input type="checkbox"/>			
Doors	<input type="checkbox"/>	<input type="checkbox"/>	<b>Vehicle Operator Printed Name and Signature:</b>		
Interior Lights	<input type="checkbox"/>	<input type="checkbox"/>			
AC/Heat	<input type="checkbox"/>	<input type="checkbox"/>			
Flooring	<input type="checkbox"/>	<input type="checkbox"/>			

\*\*Required for vehicles operated in Cherokee, Clayton, Cobb, Coweta, DeKalb, Douglas, Fayette, Forsyth, Fulton, Gwinnett, Henry, Paulding and Rockdale counties.