

VEHICLE STATUS FORM

PCA Bus # _____ LOCATION _____ EFFECTIVE DATE _____

Please check one of the following:

- ☐ Transfer From _____ To _____
 - Relocation of a vehicle from one PCA location to another PCA location
- ☐ Sold (Attach Sale Documents)
 - Must attach Bill of Sale and any other documentation substantiating the sale transaction. PCA license plates must be taken to Court house/BMV to have vehicle taken out of PCA name. Insurance coverage will be removed effective date of sale.
- ☐ For Sale as of ____/____/____ (see Note at bottom of page)
 - A vehicle that is available to be sold, but has not yet been sold. They may be vehicles that are no longer a necessity or have been replaced, that you are trying to get rid of. These vehicles will remain on insurance coverage unless directed otherwise. (See below-note)
- ☐ Not Drivable – Why? _____
 - These vehicles are either permanently not drivable or not drivable for an extended period of time greater than 6 months due to mechanical or physical malfunctions. This does not include vehicles that are temporarily out of service due to maintenance or repair work.
- ☐ Using for Parts and not drivable
 - These vehicles are not drivable but are being kept on site to strip parts for other vehicle maintenance. *These vehicles will be removed from insurance coverage and cannot be driven until reinstated. PCA license plates must be taken to Court house/BMV to have vehicle taken out of PCA name.
- ☐ Junked
 - These vehicles have been permanently disposed through a salvage/junk yard. Must attach salvage documentation stating VIN # and salvage amount. Insurance will be removed as of effective date. PCA license plates must be taken to Court house/BMV to have vehicle taken out of PCA name.
- ☐ Donation
 - These vehicles have been given to a charitable organization. PCA license plates must be taken to Court house/BMV to have vehicle taken out of PCA name.
- ☐ Reinstate vehicle after being out of service for extended period of time.
 - These vehicles were previously reported as out of service. Insurance will be reinstated as of effective date.

VIN# _____ YEAR _____ MAKE _____ MODEL _____

Note: It is your responsibility that if you check any of the above boxes, that no one can drive the vehicle due to liability to you and the company. This includes test drives if it is for sale. It is your responsibility to notify corporate office in writing before reactivating a vehicle.

Authorized Signature / Date

**Please complete this form and email to SPope@pca-star.com
as soon as the status of a vehicle has been changed.
Thank you.**