

2018 Tacoma Pre-Delivery Service (PDS)

Service Category General

Section Pre-Delivery Service

Market USA

Toyota Supports
 ASE Certification 

Applicability

YEAR(S)	MODEL(S)	ADDITIONAL INFORMATION
2018	Tacoma	

Introduction

Pre-Delivery Service (PDS) is a critical step in satisfying your dealership's new car customers. Customer feedback indicates the following areas deserve special attention when performing PDS:

- Careful inspection for paint chips/scratches and body dents/dings.
- Proper operation of electrical accessories (including interior light, clock, and radio reset).
- Interior cleanliness.
- Proper function of mechanical systems.

Customer retention and proper maintenance of vehicles are and have always been a major focus for Toyota. To help remind customers that regular oil changes are essential to the proper maintenance of their vehicle, dealers are required to install a first oil change reminder sticker prior to delivery. By doing this, customers will be reminded to return to your dealership for their first oil change. Your current oil change reminder sticker may be used. (See PDS Check Sheet item 8 of "Final Inspection and Cleaning.")

A new PDS [Check Sheet](#) has been developed for the 2018 model year Tacoma. Some check points have been added, expanded, or clarified. **Bulletins are available for items in bold type.**

Warranty Policy

If the need for additional repairs or adjustment is noted during PDS, the required service should be performed under warranty. Reimbursement will be managed under the warranty policy.

The Warranty Policy and Procedures Manual requires that you maintain the completed PDS Check Sheet in the customer's file. If you cannot produce a completed form for each retailed vehicle upon TMS and/or Region/Distributor audit, the PDS payment amount will be subject to debit.

An additional Repair Order completed in conjunction with normal PDS **MUST** have time punch/flags for service. If multiple repairs are performed, separate time flags **MUST** be punched for each repair.

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Warranty Information

OP CODE	DESCRIPTION	TIME	OFF	T1	T2
001013	Pre-Delivery Service (PDS)	0.9	-	-	-

Required Tools & Equipment

REQUIRED EQUIPMENT	SUPPLIER	PART NUMBER	QTY
Techstream 2.0*	ADE	TS2UNIT	1
Techstream Lite		TSLITEPDLR01	
Techstream Lite (Green Cable)		TSLP2DLR01	

* Essential SST.

NOTE

- Only ONE of the Techstream units listed above is required.
- Software version 12.20.024 or later is required.
- Additional Techstream units may be ordered by calling Approved Dealer Equipment (ADE) at 1-800-368-6787.

Before Inspection

When performing new car PDS, install the short pin before moving the vehicle from the storage lot so that Functional Operation checks can begin as soon as the vehicle is moved into the service stall.

1. Install short pin – [see check sheet](#)

Functional Operation

Apply the parking brake and cycle the ignition to “IG-ON,” place the gear selector in “R,” and turn on the lights and rear defogger. Unlock all doors and release fuel door.

1. Check dome, courtesy, map, and sun visor lights*
2. Check warning/indicator lights, gauges, and horn
3. Check windshield wipers and washers
4. Check headlights, instrument lights, turn signals, emergency flashers, and brake lights
5. Check inside/outside rear view mirror operation/adjustment*
6. Check USB and 12V power outlets

Check the power outlet using an electrical accessory designed for this use.

Check power outlets inside both the cab and the bed.

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Functional Operation (Continued)

7. Check audio/navigation*/backup camera systems and set clock
8. Install shift-lock override button cover*
9. Check passenger airbag system cutoff switch and light*

NOTE

Make sure the passenger airbag ON-OFF Switch is “ON” when finished with PDS. The indicator light should be “OFF.”

Check the system for proper operation by cycling from the “ON” to the “OFF” position.

Check that the indicator light comes ON when the system is “OFF.”

Walkaround Inspection

Starting at the left front door, check window and door lock operation from the master power switch, if equipped. Continue around the vehicle in a counterclockwise direction checking each door and window operation, child door locks, seat belts, interior condition, all lights, and luggage compartment contents. Finish by checking headlight aim.

1. Check door and door lock operation, including each wireless remote control/theft deterrent system*
2. Check window operation
3. Check that the engine starts with all keys
4. Check that child safety door locks are in normal (unlocked) position*
5. Check seats and seat belt operation
6. Check side marker, tail, backup, cargo*, and license plate lights
7. Check jack and tool installation
8. Check headlight aim

Refer to Repair Manual for procedures.

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Under Hood

1. Check engine oil and ATM* fluid levels
2. Check brake, clutch*, and power steering fluid levels
Visually inspect using see-through reservoir.
3. Check engine coolant level
4. Check windshield washer fluid level
5. Check **battery State-Of-Charge (SOC) using digital battery system analyzer**

Refer to Service Bulletin No. [T-SB-0195-17](#), "Battery Maintenance During PDS."

NOTE

Battery SOC should be a minimum of 75%. Please enter the SOC reading on the space provided on the check sheet and attach the printout to the check sheet.

6. Inspect for fuel, oil, coolant, and other fluid leaks

Under Vehicle (On Hoist)

1. **Remove disc brake anti-rust covers/anti-corrosion wheel film* – [PD017-04](#)**
Visually inspect rotors for rust.

NOTE

For best rotor rust prevention, retain wheel film on vehicle until just prior to customer delivery.

2. Inspect tires for defects/damage and adjust air pressure (including spare tire)
The recommended tire inflation pressure changes with tire size, driving conditions and vehicle model. For precise tire pressure information, refer to the Owner's Manual and/or tire information label located on the vehicle.
Sidewall "maximum" cold tire inflation pressure should NOT be used for normal driving.
3. Initialize Tire Pressure Warning System (TPWS) – [see check sheet](#)
4. Install wheel covers/caps/spare tire wheel covers*
5. Inspect for fuel, oil, coolant, and other fluid leaks
6. Inspect under the vehicle for damage, rust, etc.
7. Visually check bolts and nuts on chassis and powertrain for looseness

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Road Test

A complete road test helps assure customer satisfaction. Drive vehicle over a variety of road surfaces and driving conditions. Check for unusual noise and driving performance.

1. Check cold engine operation
Check starting and fast idle operation performance.
2. Check engine operation during warm-up
Check that engine operates smoothly during warm-up.
Check for unusual noise, engine vibration, rough idle, etc.
3. Check engine operation at normal operating temperature
Check engine performance over a broad range of driving conditions, including idle quality, acceleration, cruise, and deceleration.
4. Check transmission operation
Check automatic transmission operation, if equipped, including operation in each range, neutral start switch, and shift-lock system.

Check manual transmission operation, if equipped, including shift lever/linkage, operation in each gear, and clutch engagement, disengagement, chattering, and unusual noise.
5. Check brake and parking brake operation
Check brake function, including unusual noise, parking brake performance, and all related brake system indicator lights.
6. Check steering operation and off-center/vehicle pull/flutter
Check steering function.
Check steering off-center/vehicle pull/flutter.
7. Inspect for abnormal noise and vibration
8. Inspect for squeaks and rattles
9. Check front and rear* heater and A/C operation
10. Check cruise control operation*
Check cruise control, including ON-OFF switch, "SET/COAST," "RESUME/ACCEL," and "CANCEL" functions.
11. **Set/calibrate compass*** – [see check sheet](#)

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Final Inspection and Cleaning

1. Remove interior protective covers, unnecessary labels, tags, etc. (Remove protective covers just before delivery to the customer)
Remove plastic covers from door panels, seats, head restraints, and sun visors, as required.
Remove labels, tags, and stickers (except those containing owner information).

NOTE

Consumer information labels, such as airbag information warning and bumper information labels, **MUST** be left on the vehicle until delivery to a retail customer.

2. **Verify floor mat application and install using retaining clips*** – [T-SB-0188-17](#)
3. Visually inspect all interior parts for installation, damage, fit, dirt, etc.
4. Remove Rapgard™ and clear protective bumper film*
Ensure that all glue residue is removed.
5. Wash and clean vehicle
6. Inspect paint finish for scratches, chips, rust, dents, damage, etc.
7. Inspect exterior body parts for proper installation, damage, rust, etc.
8. Place oil change sticker on inside of windshield, top left corner
Complete the mileage or date recommendation and apply the oil change reminder sticker to the inside of the windshield, top left corner. You may use your current oil change reminder sticker.
9. Place Owner's Manual portfolio* in glove box
10. Perform Techstream Health Check
Perform Health Check to ensure that Diagnostic Trouble Codes are NOT present. Health Check results can be printed for the customer at delivery, or for the dealer file, using the Diagnostic Report function.
11. **Install front license plate*** – [see check sheet](#)

*Inspect or install when equipped or required.