

Vehicle Credentialing CHECKLIST

Transdev Health Solutions will inspect all vehicles planned for use before assigning trips and at least once per year thereafter. Vehicles adequately maintained and meet all Americans with Disabilities Act (ADA), state, federal and manufacturer safety and mechanical operating and maintenance standards, will be approved for service.

Providers are required to provide a copy of the following for each vehicle:

- Vehicle Registration
- Insurance ID Card
- DOT / PUC Safety Inspection
 - Per [Hawaii Revised Statutes § 271-5](#), taxi companies in the state of Hawaii do not require a DOT/PUC Safety Inspection. Because of this, county level inspections are required for Taxi companies.

Following this, a vehicle inspection will be conducted by a member of Transdev's Network Management Team. The requirements to pass a vehicle inspection are as follows:

- Provide appropriate vehicle information including Vehicle Make, Model, and Year, VIN, License Plate Number, Capacity, etc.
- Vehicles must meet or exceed all applicable federal, state, and local requirements, manufacture's safety, mechanical, operating and maintenance standards.
- Vehicles shall be registered and insured per state guidelines.
- Vehicles must display current inspection stickers issued on the outside of the passenger side rear window in the lower right corner. Taxi companies in the state of Hawaii are not required to display a safety inspection sticker from the PUC on the front window. Instead, a valid county inspection from your operating island is required to be in the vehicle.
- Vehicles used to transport members with disabilities must comply with [Americans with Disabilities Act \(ADA\)](#), [Department of Health and Human Services \(DHHS\)](#), and [Federal Transit Administration \(FTA\)](#) requirements for accessible transportation standards.
- Have required vehicle safety equipment, listed below, on-board at all times:
 - Fire Extinguisher, 2.5 lbs.
 - First Aid Kit
 - Bi-Hazard Kit
 - 3 roadside reflector triangles
 - Seatbelt cutter
 - Flashlight
 - 2 seatbelt extensions
 - Extra electrical fuses
 - Running board
 - Wheelchair harness
- Have adequate heating and air conditioning.
- Have a functioning speedometer and odometer.
- Each vehicle shall have a real-time link, telephone, or two-way radio. Pagers are not acceptable as a substitute.
- Each vehicle shall use child safety seats in accordance with state law.
- Vehicles must have functioning, clean and accessible seat belts for each passenger seat position. Seat belts must be stored off the floor when not in use.
- Vehicle shall have two exterior side view mirrors (one on each side of the vehicle) and one interior mirror for monitoring the passenger compartment.
- The vehicle's interior and exterior shall be clean and free of broken mirrors or windows, excessive grime, major dents, or paint damage that detract from the vehicle's overall appearance.
- The vehicle shall have a passenger compartment that is clean, free from torn upholstery on floor or ceiling covering, damaged broken seats, protruding sharp edges and shall also be free of dirt, oil, grease, or litter.
- Vehicles shall have functioning interior lights within the passenger compartment.
- Vehicle shall have the transportation provider's name, vehicle number, and the Transdev's toll free and local number prominently placed within the interior or each vehicle.
- Vehicle shall have the following signs posted in all vehicle interiors, easily visible to passengers:
 - No Smoking
 - No Eating or Drinking (With exception of water)
 - All passengers must use Seatbelts.
- Vehicles shall not display any words that imply that a member is being transported for medical reasons, in addition the name of the NEMT providers business may not imply that members are being transported for medical reasons.
- Vehicles should include a vehicle information packet containing vehicle registration, insurance cards, and accident procedures and forms.
- The vehicle shall contain a GPS device or current map of the applicable states with sufficient detail to locate members and medical providers.