

# Application Requirements

## VEHICLES

☑	Topic	Details	Documentation
	<b>Vehicle Roster</b>	<p>Only trips performed by disclosed and approved vehicles are eligible for payment. We need to know make, model, year VIN, service type and license plate of every vehicle.</p> <p><b>Quick Tips:</b></p> <ul style="list-style-type: none"> <li>Rosters must be kept up to date. If your fleet changes, contact <a href="mailto:us.thproviders@transdev.com">us.thproviders@transdev.com</a> to update your roster.</li> <li>Acceptable plates include: MC, PT, TX, LV or AM.</li> </ul>	Transdev's Fleet Roster
	<b>Vehicle Registrations</b>	<p>All vehicles must have current registrations. List the date that the registration expires for each vehicle in the fleet roster.</p> <p><b>Quick Tip:</b> Keep the registrations on file to be available for future audits.</p>	Input the registration expiration date on the Fleet Roster.
If not available, must be inspected by Transdev annually	<b>Safety Inspections</b>	<p>If an independent agency has inspected your vehicle, that inspection can be submitted. If not, your vehicle must be inspected by Transdev.</p> <p><b>Quick Tips:</b></p> <ul style="list-style-type: none"> <li>Make sure all documents are clear and readable. VINs must be on inspections.</li> <li>Inspections must be less than a year old.</li> <li>ASE Inspections must include the ASE ID number of the inspector.</li> </ul>	Inspection by IDOT City of Chicago Or ASE Certified Mechanic