Application Requirements

PROVIDER

Topic	Details & Tips	Documentation Needed
Certificate of Insurance	Auto and General Commercial liability insurance is required in the following amounts: • \$500,000 for one person for any one accident • \$1,000,000 for two or more persons for any one accident	Certificate of insurance
	General liability must show inclusion of sex abuse/molestation coverage.	
	Insurance company must be at least B+ rated. Check your insurance here .	
	Transdev must be named as an additional insurer and a certificate holder with notices provided to Transdev, NEMT Application; 720 E. Butterfield Rd, Suite 300, Lombard, IL 60148 or fax to (513) 672-0492.	
	Worked Compensation coverage is required unless provider has a valid WC Waiver.	
	Quick Tip: If coverage is for scheduled vehicles, the schedule must match your vehicle roster.	
Ownership and Control Form	It's important that we have knowledge of who owns or has influence over your business. Please pay attention to definitions which you can find in 42 CFR 455 Subpart B.	Ownership and Control Forms
	For more information see 42 CFR 455	
	Subpart B (<u>here</u>).	
	Quick Tips:	
	 One page requires a notary stamp! You'll need to resubmit this form every year; keep last year on file. 	

Need assistance with your application? Contact us.thproviders@transdev.com. Page 1 of 2



Application Requirements

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Topic	Details & Tips	Documentation Needed
Disclosure of Lobbying Form	There are restrictions on how public funds can be used. This is an acknowledgment that you will abide by these restrictions. Quick Tip: You'll resubmit this form every year.	Restrictions on Lobbying Form
Fraud Waste and Abuse Compliance (DRA Education)	This form acknowledges that the provider is committed to promoting the prevention and detection of fraud, waste and abuse. Quick Tips: • You'll resubmit this form every year. • Make sure every page is initialed, and then sign on the final page.	FWA/DRA Education Form
Provider Policy and Training Attestation	This form is an attestation (promise) that the provider has, and will continue to, train its staff appropriately. Quick Tip: You'll resubmit this form every year.	Policy and Training Attestation
Fleet Maintenance Attestation	This form is a promise that you will properly maintenance all vehicles. Quick Tip: You'll resubmit this form every year.	Fleet Maintenance and Records Attestation
Drug Free Policy and Screening Attestation	This form is a promise that you'll keep riders safe by implementing a Drug Free Workplace Policy, and test staff for improper drug and alcohol use.	Drug Free Policy and Screening Attestation
	Quick Tip: You'll resubmit this form every year.	

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