

Quality Assurance Checklist

VEHICLES

| ✓ | Topic | Details | Documentation |
|---|---------------------------------|--|---|
| | Fleet Roster | <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 number of every vehicle.</p> <p>Quick Tip: Rosters must be kept up to date. If your fleet changes, contact us.thproviders@transdev.com to update your roster.</p> | <p><i>Transdev's Fleet Roster must be in electronic form</i></p> |
| | Insured Vehicle List | <p>Submit insured vehicle list that accompanies the Certificate of Insurance, also known as scheduled of coverage autos. All vehicles listed on fleet roster must be listed.</p> <p>Quick Tip: This is also known as Schedule of Covered Autos. All vehicles listed on your fleet roster must be listed on the Schedule of Covered Autos.</p> | <p>Certificate of Insurance</p> |
| | License and Registration | <p>Submit current license and registration.</p> <p>Quick Tip: make sure the documents are legible and up-to-date. Current information must always be on file. Contact us.thproviders@transdev.com to update your documentation.</p> | <p>Oregon license and registration</p> |
| <p>If not available, must be inspected by Transdev annually</p> | Safety Inspections | <p>If an independent agency has inspected your vehicle, they can be submitted as a potential substitute for annual vehicles by First Transit.</p> <p>Quick Tip: Inspections must be complete and match the vehicle roster. Make sure all documents are clear and readable. Inspections must be less than a year old. Mechanic/Auto Shop must be ASE certified, for faster processing please make sure that the Mechanic's ASE number is listed on the inspection sheet.</p> | <p>Municipal, ADA or ASE</p> |