

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF TRANSPORTATION**



d. Progressive Transportation Services Administration

Section 5310 Grant Program

Site Visit Check List

Sub-grantee:

Document Requested

Review Area/Documentation (please send information marked in the "No" box)	Documentation Received During Site Visit	
	Yes	No
1. Maintenance of Vehicle -Tour maintenance facility - Review of Maintenance record PMI -Written procedures/policies for maintaining vehicle (s) and facility		
2. Insurance Policy Should indicate VIN number and the District of Columbia, Department of Transportation as an additional insured party.		
3. Training Documented Copies of any accessibility features and passenger assistance techniques.		
4. Americans with Disabilities Act (ADA) Documentation of good faith efforts to obtain accessible vehicles.		
5. Title VI - Where are notices posted - Documents supporting internal Title VI Compliance policy		
6. Drug-Free Workplace -Where are notices posted - Drug-Free Workplace policy		
7. Charter Bus Charter policy or procedures including charter Rates		
8. Maintenance /Preventive Maintenance Inspection Record Inspection records for the past year for each Section 5310 program vehicle		
9. Manufacturer Warranty Subrecipient provided a copy of the manufacturer warranty		
10. Daily Pre and Post Trip Inspections Copies of the Pre and Post Trip Inspections		
11. Pre and Post Trip Log Copies of the Pre and Post Trip Log		
12. Inspected 5310 Program Vehicle -Organization operates Wheelchair Lift -Check vehicle		
13. A-133 Audit Organization accepting more than \$500,000.00 in Federal Funds (copy of the A133 Audit)		

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Comments

Signature of Site Inspector : _____ Date _____