

TRANSPORTATION

TRAN 1	Are contributions collected in a way that ensures privacy? [TRAN 7.2]
TRAN 2	Are the program's monthly totals of contributions for Transportation accurately reported to DFTA? [TRAN 26.3]
TRAN 3	Were all drivers appropriately oriented/trained? [TRAN 12.1]
TRAN 4	Do drivers meet job qualifications? [TRAN 11.1, 11.2 & 11.3]
TRAN 5	Do staff providing transportation receive supervision? [TRAN12.2]
TRAN 6	Does the program's written emergency plan covers all required areas? [TRAN 15.1 and 16.1]
TRAN 7	If there were any accidents that occurred within the LAST 12 MONTHS, were the following procedures followed: 1) Completion of accident report; 2) Request for police report; 3) Interviews with participants about what happened. [TRAN 15.4]
TRAN 8	Do drivers document each trip provided to a client in the group on a route sheet?
TRAN 9	Do route sheets document the date service was provided, each passenger's name, whether the trip was one way or two ways, and the purpose of the trip?
TRAN 10	Are clients that receive group transportation registered? [TRAN 17.1]
TRAN 11	Does the program use "Daily Route Sheets", "Car Service Reservation Sheets" or other appropriate form to document individual transportation? [TRAN 26.2 and 21.1]
TRAN 12	Does the documentation include: a. Pick up location and destination; b. Return pick up and destination; c. passenger's name; d. purpose of trip; e. whether trip was one way or ROUND TRIP? [TRAN 26.2]
TRAN 13	Was an intake completed on that client where the need for transportation was clearly stated? [TRAN 17.3]
TRAN 14	Do transportation units reported to DFTA <u>exclude</u> the following: a. Transportation of home attendants; b. Persons under the age of 60 who accompany a client; c. DFTA-funded social adult day service clients; d. Clients of programs that are reporting transportation units for the same clients to DFTA (DFTA-to- DFTA)? [TRAN 9.2]
TRAN 15	Is there complete, accurate and acceptable documentation at the site to support the numbers of one-way trips reported to DFTA each month? [TRAN 26.2]
TRAN 16	Does the number of one way trips documented at the site for the selected month match the total number of one-way trips reported to DFTA for the same month? [TRAN 26.1]
TRAN 17	Does each vehicle have a current inspection sticker, registration, and proof of current insurance? [TRAN 26.5]

TRAN 18	Did the Staff demonstrate that the wheelchair lift is operating properly? [TRAN 22.1]
TRAN 19	Are vehicles equipped with working seat belts? [TRAN 22.1]
TRAN 20	Are there posted signs indicating passengers must wear seat belts? [TRAN 5.2]
TRAN 21	Is there a first aid kit on board each vehicle? [TRAN 15.2]
TRAN 22	Is there an ABC fire extinguisher on board each vehicle and does it have a current inspection tag? [TRAN 15.2]
TRAN 23	Are vehicles protected against theft and vandalism?
TRAN 24	Are vehicles clean?[TRAN 23]
TRAN 25	Are vehicles listed above in good condition without significant damages? [TRAN 23]
TRAN 26	Is there documentation on-site of client complaints received and resolved? [TRAN 19]