

Interview Guide for Kansas 5310 Sub-recipients

Transit Agency:

Agency Representative Name:

Agency Contact Information:

Address:

Phone:

Email:

Instructions for Use: Complete all applicable information and forward this questionnaire and the requested documents prior to the scheduled site visit date. Please respond to every question.

If you have any questions, please contact the reviewer.

Reviewer Name:

Email:

Phone:

Date of Site Visit:

Introduction

1. **Description of Agency** (as it pertains to transportation including services provided, service area, organizational structures, etc.)



2. **Description of All Services** (include main services and clients served)



3. **Required Documentation.** The following checklist indicates that some documentation should be provided to the reviewer prior to the site visit and other documentation must be available on-site during the review.

SECTION 1: Eligibility

<p>Question 1.01</p> <p>Are all vehicle (owned/not owned) providing service as part of transportation program marked with the agency name on both sides?</p>
<p>Acceptable Response</p> <p>5310 agencies are allowed to respond with a yes or no. This is asked, to confirm general public transportation is not displayed on 5310 vehicles that may at some point have been in the 5311 program.</p>
<p>FTA Guidance or Regulation</p> <p>“5310 and 5317 grant recipients <u>are not</u> required to label their vehicles.” (KDOT Policies for Public Transportation Program Grantees, 2015, page 34)</p>
<p>Documentation Required</p> <p>N/A</p>

<p>Question 1.02</p> <p>Describe any “incidental” services provided with federally funded vehicles that the agency or its subcontractors provide, and when those services are provided. e.g., (meal service)</p>
<p>Acceptable Response</p> <p>Agency should describe any incidental use of the transit vehicle(s). 5310 agencies are NOT prohibited from providing incidental services. This is more relevant for 5311 agencies, since they are general public transportation providers. Any services offered by 5311 agencies which are not available to the general public are under closer regulation than for 5310 agencies which do not provide general public transportation.</p>
<p>FTA Guidance or Regulation</p> <p>“The 5310 program does allow for incidental use of this type of transit vehicle for meal delivery, but the primary use of the vehicle must be for the transportation of passengers.” (KDOT Policies for Public Transportation Program Grantees, 2015, page 39)</p>
<p>Documentation Required</p> <p>N/A</p>

Question 1.03
Has the agency's Title VI plan been forwarded to KDOT for review?
Acceptable Response
Yes. If the agency is unsure, they can email their Title VI plan to Scott Lein at KDOT. His email address is scott.lein@ks.gov .
FTA Guidance or Regulation
"FTA requires that all direct and primary recipients document their compliance by submitting a Title VI Program to their FTA regional civil rights officer once every three years." (FTA Circular 4702.1B, 2012, page 18)
Documentation Required
Forward copy of Title VI Plan (before site visit)

Question 1.04
If so, does the Title VI plan contain the required elements:
<input type="checkbox"/> Notice of Rights under Title VI <input type="checkbox"/> How to file a complaint, copy of complaint form <input type="checkbox"/> List of Title VI investigations, complaints or lawsuits <input type="checkbox"/> Public Participation Plan <input type="checkbox"/> Limited English Proficiency Plan (LEP) <input type="checkbox"/> Board of Directors' resolution or meeting minutes demonstrating the Board approved the Title VI Plan <input type="checkbox"/> Racial breakdown of Non-elected Advisory Councils
Acceptable Response
The agency's plan must include all the above items. These items were reviewed prior to the site visit.
FTA Guidance or Regulation
-"Transportation services providers must have a Title VI plan and policies in place that address procedures for special needs, service animals and the complaint or grievance process." (KDOT Policies for Public Transportation Program Grantees, 2015, page 38)
Documentation Required
Yes, a copy of the plan is required. (before site visit)

<p>Question 1.05</p> <p>If submitted, does the LEP Plan contain the required elements?</p> <p>_____ Results of the Four Factor Analysis</p> <p>_____ How the sub-recipient provides language assistance services by language</p> <p>_____ How the sub-recipient monitors, evaluates and updates the language access plan</p> <p>_____ How the sub-recipient trains employees to provide timely and reasonable language assistance to LEP populations</p>
<p>Acceptable Response</p> <p>The agency's plan must include all the above items. These items were reviewed prior to the site visit.</p>
<p>FTA Guidance of Regulation</p> <p><u>"9. REQUIREMENT TO PROVIDE MEANINGFUL ACCESS TO LEP PERSONS</u></p> <p>a. Four Factor Analysis. In order to ensure meaningful access to programs and activities, recipients shall use the information obtained in the Four Factor Analysis to determine the specific language services that are appropriate to provide. A careful analysis can help a recipient determine if it communicates effectively with LEP</p> <p>b. Developing a Language Assistance Plan. After completing the Four Factor Analysis, the recipient shall use the results of the analyses to determine which language assistance services are appropriate." (FTA Circular 4702.1B, 2012, page 27 and 28)</p>
<p>Documentation Required</p> <p>Yes, a copy of the plan is required. (before site visit)</p>

<p>Question 1.06</p> <p>Where are Title VI posters located?</p>
<p>Acceptable Response</p> <p>Provide proof of posters displayed in reviewed vehicle and the organization's main building location. The poster should be clearly visible in an area where all clients can access.</p>
<p>FTA Guidance or Regulation</p> <p><u>"5. REQUIREMENT TO NOTIFY BENEFICIARIES OF PROTECTION UNDER TITLE VI.</u></p> <p>Title 49 CFR Section 21.9(d) requires recipients to provide information to the public regarding the recipient's obligations under DOT's Title VI regulations and apprise members of the public of the protections against discrimination afforded to them by Title VI. At a minimum, recipients shall disseminate this information to the public by posting a Title VI notice on the agency's website and in public areas of the agency's office(s), including the reception desk, meeting rooms, etc. Recipients should also post Title VI notices <u>at stations or stops, and/or on transit vehicles.</u>" (FTA Title VI Requirements for FTA Recipients, 2012, page 24)</p>
<p>Documentation Required</p> <p>Yes, provide proof of the poster displayed.</p>

Question 1.07 Where are Title VI brochures located?
Acceptable Response Provide proof of brochures in reviewed vehicle and the organization's main building location. If the agency does not have copies of the brochure, they can access a copy on the KDOT website and print it out. Refer to this link to find a copy of the English and Spanish brochure. https://www.ksdot.org/BurTransPlan/pubtrans/index.asp
FTA Guidance or Regulation <i>"b. Effective Practices for Fulfilling the Notification Requirement.</i> <u>(1) Dissemination.</u> Agencies shall inform the public of their rights under Title VI through such measures as posting the Title VI notice on posters, comment cards, or flyers placed at stations , bus shelters, and in transit vehicles . The type, timing, and frequency of these measures are at the recipient's discretion, as long as the type, timing, and frequency are sufficient to notify passengers and other interested persons of their rights under DOT's Title VI regulations with regard to the recipient's program." (FTA Title VI Requirements for FTA Recipients, 2012, page 24)
Documentation Required Yes, provide proof of the brochure displayed.

Question 1.08 Where are Title VI complaint forms located?
Acceptable Response Have complaint forms available at the agency's office location(s). It is common for the transportation director to have copies of this form available in their office.
FTA Guidance or Regulation <u>"REQUIREMENT TO DEVELOP TITLE VI COMPLAINT PROCEDURES AND COMPLAINT FORM.</u> In order to comply with the reporting requirements established in 49 CFR Section 21.9(b), all recipients shall develop procedures for investigating and tracking Title VI complaints filed against them and make their procedures for filing a complaint available to members of the public. Recipients must also develop a Title VI complaint form, and the form and procedure for filing a complaint shall be available on the recipient's website..." (FTA Title VI Requirements for FTA Recipients, 2012, page 25)
Documentation Required Yes, a copy of the complaint form. Usually included in the Title VI Plan.

SECTION 2: Management

Question 2.01
Are required EEO posters displayed at transit agency office, contractors' offices, transit garage, etc.?
Acceptable Response
Yes. The agency must show this poster is clearly visible for all transportation department staff. Posters are usually found in employee break rooms.
FTA Guidance or Regulation
Per KDOT.
Documentation Required
Yes, provide proof that EEO posters are displayed in a common areas where employees can access.

Question 2.02
Does the agency have receipts for KDOT reimbursement requests?
Acceptable Response
Per Cory D's request – we will print a sample reimbursement request from Black Cat. The reviewer will then use the reimbursement requests provided by KDOT and compare them with the matching receipts provided by the agency. This will be used as a sort of check to confirm agencies are keeping track of expenses and not just filling out expense forms blindly online.
FTA Guidance or Regulation
"The State of Kansas mileage and meal rates will be used when a provider is requesting reimbursement for attending training. Transit providers should keep all receipts for reimbursement requests (meals, registration fees, motel or hotel room fees, turnpike fees, and parking fees) at their agency office and have them available for review when the Program Consultant does the triennial on site review." (KDOT Policies for Public Transportation Program Grantees, 2015, page 33)
Documentation Required
Yes. Receipts for KDOT reimbursement requests.

Question 2.03
Does the agency have proof of payroll taxes deducted from employee's paycheck?
Acceptable Response
The provider should have employee paycheck stubs or 941 IRS forms.
FTA Guidance or Regulation
"The deduction of payroll taxes from the employee's paycheck and the completion of all required Federal or State employer reporting requirements will be verified when KDOT staff completes the triennial on-site review." (KDOT Policies for Public Transportation Program Grantees, 2015, page 33)
Documentation Required
Yes.

Question 2.04
Does the agency transport individuals across state lines with a KDOT funded vehicle? (If no, skip Questions 2.05-2.07 and go to Section 3.)
Acceptable Response
Yes or no.
FTA Guidance or Regulation
K.A.R. 82-4-3, Mike J. Hoeme Director of Transportation Division, Kansas Corporation Commission.
Documentation Required
N/A

Question 2.05
Is the agency a city or county government that sponsors public transportation services? (If yes, skip Questions 2.06-2.07 and go to Section 3.)
Acceptable Response
Yes or no.
FTA Guidance or Regulation
K.A.R. 82-4-3, Mike J. Hoeme Director of Transportation Division, Kansas Corporation Commission.
Documentation Required
N/A

Question 2.06
Does the agency use a vehicle with a capacity of more than 8-passengers for trips across state lines? (If no, skip Question 2.07 and go to Section 3.)
Acceptable Response
Yes or no.
FTA Guidance or Regulation
K.A.R. 82-4-3, Mike J. Hoeme Director of Transportation Division, Kansas Corporation Commission.
Documentation Required
N/A

Question 2.07
Describe the type of trips being offered and the rider type. Are there other available vehicles that could be used for trips across state lines? If yes, what is the capacity of those vehicle(s)? Are they registered with the KCC? Do the vehicles have a DOT# and a federal MC#?
Acceptable Response
Have agency indicate the services provided across state lines. Identify any other potential vehicles to use across state lines.
FTA Guidance or Regulation
-“Transportation providers that transport passengers across state lines must comply with all Federal Motor Safety Carrier requirements for maintenance of vehicles. The Kansas Corporation Commission is the office that is in charge of interstate safety and operating compliance for the State of Kansas.” (KDOT Policies for Public Transportation Program Grantees, 2015, page 26)
Documentation Required
N/A

SECTION 3: General ADA

Question 3.01
Do you have at least one ADA accessible vehicle in the fleet? If so, how many?
Acceptable Response
Responses vary between agencies. We’ll be asking this question also to get an idea of how many vehicles the agency has in their fleet currently.
FTA Guidance or Regulation
-All applicants are required to have at least one ADA vehicle (ramp mini-van or cutaway van with lift and restraint system) for every 5 vehicles in their KDOT fleet, or, for fleets larger than 30, at least 6 ADA vehicles. If there are no KDOT funded ADA vehicles in the agency fleet and the applicant is applying for a new KDOT vehicle, they must apply for an ADA vehicle. (KDOT Policies for Public Transportation Program Grantees, 2015, page 10)
Documentation Required
N/A

Question 3.02 How does the agency handle the situation if the agency receives a ride request from a person using a wheelchair in an area or at a time when a non-ADA vehicle is normally used?
Acceptable Response Responses vary between agencies. This may be described in the rider handbook, driver handbook, or a transportation policy.
FTA Guidance or Regulation “For example, for subrecipients purchasing inaccessible vehicles with § 5310 funds, this means being prepared to demonstrate they are providing equivalent levels of service to individuals with disabilities, including those who use wheelchairs. If an award to a subrecipient that provides closed-door service to its own clientele includes inaccessible vehicles, the subrecipient must have a process in place to ensure that equivalent service is provided as needed, either by the private nonprofit that alters its vehicle fleet composition, or through a third-party contract or other arrangement with another subrecipient or contractor.” (ADA FTA C 4710.1, 2015, page 17)
Documentation Required N/A

Question 3.03

Does the agency require that wheelchairs be secured in the transit vehicle?

Acceptable Response

Agencies should have a clear policy on whether or not they require wheelchairs to be secure. Transit agencies *can* adopt a policy that allows wheelchair riders to ride unsecured. Agencies can also adopt a policy that declines service to a rider who refuses to allow his or her wheelchair to be secured. This should be described in the rider or driver handbook. A transit operator *cannot* decline service to a rider if the driver has difficulty securing the wheelchair.

FTA Guidance or Regulation

“(1) For vehicles complying with Part 38 of this title, the entity shall use the securement system to secure wheelchairs as provided in that part.

(2) For other vehicles transporting individuals who use wheelchairs, the entity shall provide and use a securement system to ensure that the wheelchair remains within the securement area.”

(ADA FTA C 4710.1, 2015, page 33)

(3) http://www.fta.dot.gov/12325_15055.html

Securement**May a transit operator require that wheelchairs be secured in buses and vans?**

Yes, if the transit operator has established such a policy, and the vehicle is required to be equipped with a securement system by 49 CFR Part 38. Section 37.165(c)(3) of the DOT ADA regulations allows a transit operator to establish a policy that requires all riders to have their wheelchairs secured while aboard a transit bus or van. Therefore, the operator may decline to provide service to a rider who refuses to allow his or her wheelchair to be secured.

Alternatively, transit operators may adopt a policy that allows wheelchairs to ride unsecured. If the rider wishes his or her wheelchair to be secured, however, the operator’s personnel must provide the requested assistance.

The regulations do not require that rail vehicles be equipped with securement devices; if securement devices are nonetheless provided, their use is optional and at the rider’s discretion.

May a transit operator deny boarding to a rider whose wheelchair is difficult to secure?

No. If the transit operator has a policy that requires securement, or if a rider asks that the wheelchair be secured, Section 37.165(f) of the DOT ADA regulations requires transit personnel to use their best efforts to secure the device. Section 37.165(d) states that transit operators cannot refuse to accommodate a wheelchair because the device cannot be secured to the driver’s satisfaction. Given the diversity of wheelchairs, transit operators should consult with the owner of the wheelchair to determine the best means of securement.

Documentation Required

Yes, include available documentation.

Question 3.04
Will the agency still transport if driver is not able to secure wheelchair?
Acceptable Response
No. This should be described in the rider handbook.
FTA Guidance or Regulation
“Under § 37.165(c), a transit agency may establish a policy requiring riders to allow drivers to secure their wheelchairs on buses and vans. If an agency establishes a mandatory securement policy, then the agency is permitted to deny service to an individual who refuses to allow his or her wheelchair to be secured. (Conversely, an agency may have a policy allowing riders to remain unsecured, provided that if a rider wishes to have his or her wheelchair secured, agency personnel provide assistance with the securement.)” (ADA FTA C 4710.1, 2015, page 34)
Documentation Required
Yes, include available documentation.

Question 3.05
Is there a formal policy on accepting “service animals” aboard vehicles and in facilities?
Acceptable Response
Yes. This should be described in the rider handbook.
FTA Guidance Required
-“Transportation services providers must have a Title VI plan and policies in place that address procedures for special needs, service animals and the complaint or grievance process.” (KDOT Policies for Public Transportation Program Grantees, 2015, page 38)
-“The Americans with Disabilities Act of 1990 is required to be followed by all transportation service providers...In general, the law prohibits transportation providers from denying individuals with disabilities the opportunity to sue transportation services if the individuals are capable of using the system. It also prohibits transportation service providers from offering services that discriminate against persons with disabilities.” (KDOT Policies for Public Transportation Program Grantees, 2015, page 41)
Documentation Required
Yes, include available documentation.

Question 3.06
How does the agency determine if an animal is a “service animal?”
Acceptable Response
Responses vary between agencies. However, in the agency’s policy, they are not allowed to require paperwork for the service animal. The only two questions they are allowed to ask are in the guidance below.
FTA Guidance or Regulation
“Transit agencies cannot have a policy requiring riders to provide documentation for their service animal before boarding a bus or train or entering a facility, but personnel may ask riders two questions: (1) is the animal a service animal required because of a disability? and (2) what work or task has the animal been trained to perform?” (ADA FTA C 4710.1, 2015, page 37)
Documentation Required
Yes, include available documentation.

Question 3.07
Can a person not using a wheelchair request to ride a wheelchair lift?
Acceptable Response
Yes. Some riders may be unable to use the stairs up to the bus. So, an alternative must be given in those circumstances only.
FTA Guidance or Regulation
“The entity shall permit individuals with disabilities who do not use wheelchairs, including standees, to use a vehicle’s lift or ramp to enter the vehicle. People using canes or walkers and other standees with disabilities who do not use wheelchairs but have difficulty using steps must also be permitted to use the lift on request. If a rider asks to use a lift or ramp, the transit personnel should deploy the lift or ramp without inquiring about the individual’s disability. Provided, that an entity is not required to permit such individuals to use a lift Model 141 manufactured by EEC, Inc. If the entity chooses not to allow such individuals to use such a lift, it shall clearly notify consumers of this fact by signage on the exterior of the vehicle (adjacent to and of equivalent size with the accessibility symbol)” (§ 37.165(g)).
The requirement to allow standees on lifts applies to riders who use canes, crutches, walkers, or other assistive devices. It also includes riders with disabilities who do not use any type of assistive device or who may not have a visible or apparent disability. The Part 38 vehicle specifications require handrails on lifts to facilitate use of lifts by standees. (ADA FTA C 4710.1, 2015, page 35)
You are still required to take on passengers on the lift whether or not they are standing, in a chair, walker, etc., but you are welcome to keep a collapsible wheelchair on the vehicle and ASK them if they’d prefer to board sitting down, and then transfer to a seat. If they still turn down the offer to sit, you MUST still let them ride the lift without being seated in a chair. (KDOT staff_2017-01-13)
Documentation Required
Yes, include available documentation.

Question 3.08
Do you allow persons to carry compressed oxygen canisters and respirators aboard your vehicles?
Acceptable Response
Yes. The agency's policy must indicate the acceptance of all medical equipment on the vehicle.
FTA Guidance or Regulation
"Transit System Policies: All transit agencies, regardless of the KDOT funding source, must have policies adopted and implemented that define the functions of their transit system. Transportation service policies must include: seat belt usage, passenger assistance, service animals, wheel chair assistance, passenger rules, passenger incidents reporting, medical or other emergencies, fares or donations, pre- and post- trip inspections, vehicle maintenance, the securement of loose articles in the van (medical equipment, oxygen tanks , walkers, etc.)" (KDOT Policies for Public Transportation Program Grantees, 2015, page 36)
Documentation Required
Yes, include available documentation.

Question 3.09
Does the agency have a "rider's handbook" describing the agency's policies and procedures relating to the ADA paratransit services?
Acceptable Response
Yes.
FTA Guidance or Regulation
"The entity shall make available to individuals with disabilities adequate information concerning transportation services. This obligation includes making adequate communications capacity available, through accessible formats and technology, to enable users to obtain information and schedule service" (§ 37.167(f)). (ADA FTA C 4710.1, 2015, page 38)
Documentation Required
Yes, provide a copy of the "Handbook" (before site visit)

Question 3.10
Are the agency's buildings accessible to all persons with disabilities?
Acceptable Response
Yes. Reviewer should confirm wheelchair access to agency office is available.
FTA Guidance or Regulation
As defined in 49 CFR § 37.3, a facility is "all or any portion of buildings, structures, sites, complexes, equipment, roads, walks, passageways, parking lots, or other real or personal property, including the site where the building, property, structure, or equipment is located." (ADA FTA C 4710.1, 2015, page 47)
Documentation Required
N/A

SECTION 4: Maintenance

Question 4.01
Are there maintenance records for each vehicle available for review?
Acceptable Response
Yes. They should be recorded in a KDOT issued log book or in a binder specific to the vehicle.
FTA Guidance or Regulation
-“All transit service providers are required to document maintenance and repairs made to the vehicle in the KDOT vehicle maintenance manual #314...The KDOT Office of Public Transportation will monitor all vehicle maintenance and will review all documentation at the triennial on-site review.” (KDOT Policies for Public Transportation Program Grantees, 2015, page 26)
Documentation Required
Yes, provide an example of maintenance records.

Question 4.02
Are the vehicle records identified by the VIN number?
Acceptable Response
Yes. Confirm the vin number is available in the records.
FTA Guidance or Regulation
Same guidance for Question 4.01. However, the VIN number requirement is not stated.
Documentation Required
N/A

Question 4.03
Are the titles for FTA funded vehicles in the name of the sub-recipient/applicant?
Acceptable Response
Yes. This will be confirmed prior to the site visit.
FTA Guidance or Regulation
Per KDOT.
Documentation Required
Yes, provide copies of titles or registrations (before site visit)

Question 4.04
Does the agency have written maintenance plans for FTA funded vehicles so that the maintenance history is permanently recorded?
Acceptable Response
Yes. There should be system to keep track of the maintenance history.
FTA Guidance or Regulation
Same guidance for Question 4.01.
Documentation Required
Yes, provide an example of the maintenance plan

Question 4.05
Do the preventative maintenance schedules in the plan meet the minimums required by the manufacturer or supplier?
Acceptable Response
Yes. There should be proof the manufacturer's requirements are coordinated with the maintenance done on the vehicle.
FTA Guidance or Regulation
-Transportation service providers are required to follow all OEM (vehicle manufacturer) maintenance requirements. (KDOT Policies for Public Transportation Program Grantees, 2015, page 26)
-"All lifts must be properly maintained and scheduled for maintenance according to the lift manufacturer's requirements. Agencies that have lift equipped vehicles that do not follow lift maintenance requirements will forfeit all KDOT funding if their vehicles are not properly maintained." (KDOT Policies for Public Transportation Program Grantees, 2015, page 28)
Documentation Required
N/A

Question 4.06
Is preventative maintenance being done as scheduled? If not, why?
Acceptable Response
Yes.
FTA Guidance or Regulation
"The Program Consultant or review team conducting the review will have the authority to inspect the transit vehicle, check for all required safety items to be included in the vehicle, check the vehicle specific maintenance records of the agency (as well as compare these records to the agencies preventative maintenance policies & procedures) and do a ride along to interview the driver and the passenger(s)." (KDOT Policies for Public Transportation Program Grantees, 2015, page 28)
Documentation Required
Yes, provide a maintenance plan with a corresponding maintenance record.

Question 4.07
Is any FTA funded equipment under warranty and if so what is the process for recovering warranty claims?
Acceptable Response
The agency should have a plan for recovering warranties.
FTA Guidance or Regulation
Per KDOT.
Documentation Required
Yes, provide a written description of the process.

Question 4.08
Is all work required by manufacturer’s warranty provisions being performed? If not, why?
Acceptable Response
Yes.
FTA Guidance or Regulations
Per KDOT.
Documentation Required
N/A

Question 4.09
Are there written records indicating that pre-trip and/or post-trip inspections are completed prior to the vehicle being put in service?
Acceptable Response
The agency should have official KDOT forms to fill out for both pre-trip and post-trip inspections. An example of one vehicle’s inspections is necessary.
FTA Guidance or Regulation
-“The KDOT daily pre-trip inspection form is required to be completed each day before the vehicle is put into service...Transit agencies may develop their own pre-trip inspection form but the agency form must include all items that are on the KDOT pre-trip inspection form and must be pre-approved by the KDOT program consultant.” (KDOT Policies for Public Transportation Program Grantees, 2015, page 27)
-“The daily pre-trip inspection form must be signed by the driver completing the inspection and also by the supervisor. Pre-trip inspection forms are to be kept for 90 days.” (KDOT Policies for Public Transportation Program Grantees, 2015, page 27)
-“All transit service agencies are also required to complete a daily post trip inspection to help assure the KDOT funded vehicles are being safe to operate, well maintained, and in good condition.” (KDOT Policies for Public Transportation Program Grantees, 2015, page 27)
Documentation Required
Yes, provide a sample of records for the 3 previous months

Question 4.10
Is there documentation that the drivers or mechanics cycle the lifts each day prior to the vehicle being placed in service?
Acceptable Response
Yes. The recording of this activity should be one of the items listed in the pre-trip inspection checklist.
FTA Guidance or Regulation
"Pre-Trip Inspections: The KDOT daily pre-trip inspection form is required to be completed each day before the vehicle is put into service. Pre-trip inspection forms are provided for all transportation services providers." (KDOT Policies for Public Transportation Program Grantees, 2015, page 27)
Documentation Required
Yes, include available documentation.

Question 4.11
Have all drivers been trained to use the wheelchair lifts/ramps and the wheelchair securement system(s)?
Acceptable Response
Yes. Provide a copy of one of the driver's RTAP vehicle lift training certificates. The agency should have a training log in place tracking each driver's training history. Details for each training should include the driver name, training date, training renewal/expiration date, and certification type.
FTA Guidance or Regulation
"RTAP Driver's Training: The RTAP Driver's Training is held throughout the year and is offered at various locations statewide. Training topics include such issues as defensive driving, conducting pre-trip inspections, transporting passengers with special needs, how to deal with difficult passengers, safety & security, emergency planning etc. All drivers, including volunteers or other agency staff, that operate vehicles funded by the KDOT Office of Public Transportation programs must attend the approved RTAP Driver's Training every other year. "(KDOT Policies for Public Transportation Program Grantees, 2015, page 14)
Documentation Required
Yes, include available documentation.

Question 4.12
Does the agency have vehicles which are currently out of service due to mechanical problems or damage? (If no, go to Question 4.14)
Acceptable Response
Yes or No.
FTA Guidance or Regulation
Per KDOT.
Documentation Required
N/A

Question 4.13 How long have they been out of service?
Acceptable Response Responses vary between agencies.
FTA Guidance or Regulation Per KDOT.
Documentation Required N/A

Question 4.14 When an ADA vehicle is out of service how do you provide ADA service? How long have they been out of service?
Acceptable Response Responses vary between agencies.
FTA Guidance or Regulation This question is fairly similar to Section 3, Question 2. “For example, for sub-recipients purchasing inaccessible vehicles with § 5310 funds, this means being prepared to demonstrate they are providing equivalent levels of service to individuals with disabilities, including those who use wheelchairs. If an award to a sub-recipient that provides closed-door service to its own clientele includes inaccessible vehicles, the sub-recipient must have a process in place to ensure that equivalent service is provided as needed, either by the private nonprofit that alters its vehicle fleet composition, or through a third-party contract or other arrangement with another sub-recipient or contractor.” (ADA FTA C 4710.1, 2015, page 17)
Documentation Required N/A

Question 4.15 Does the agency have any federally-funded vehicles which traveled less than 2,500 miles last year? If the agency does, provide a utilization plan for the vehicle(s).
Acceptable Response Responses vary between agencies. All vehicles must travel at least 2,500 miles.
FTA Guidance or Regulation -“The utilization of all transit vehicles is a requirement of the KDOT programs. Vehicles that are not being used by agencies that were awarded vehicles will be moved by KDOT through an established process of vehicle utilization to another location where the vehicle can be used. The KDOT Office of Public Transportation expects providers to use the vehicle in order to remain in the current transportation services program. The minimum use of a transit vehicle is 2,500 miles per year.” (KDOT Policies for Public Transportation Program Grantees, 2015, page 37)
Documentation Required Yes, include available documentation. (before site visit)

Question 4.16
Is the agency aware of how to dispose of a FTA-funded vehicle?
Acceptable Response
Responses vary between agencies. If they are not aware of how to dispose of the vehicle, they can contact KDOT when they are ready to dispose of the vehicle.
FTA Guidance or Regulation
Per KDOT.
Documentation
N/A

SECTION 5: Safety and Security

Question 5.01
Does the agency have a written safety plan for the agency?
Acceptable Response
If they do not have a safety plan, this will not be a finding. The agency will need to coordinate with KDOT once the FTA finalizes the National Public Transportation Safety Plan later this year, in 2016.
FTA Guidance or Regulation
-Resources for developing safety and security plans include the FTA (http://bussafety.fta.dot.gov) and the KDOT Office of Public Transportation Emergency Plan. (KDOT Policies for Public Transportation Program Grantees, 2015, page 16-17)
Documentation Required
Yes, provide a copy of safety plan.

Question 5.02
Does the agency have a written security and emergency management plan? (If no, skip Question 3.)
Acceptable Response
The agency must have the proper emergency contact and vehicle information available. This information is included in the grant application. More guidance can be given if needed.
FTA Guidance or Regulation
-“Agencies receiving 5310, 5311, 5316, or 5317 funding are required to complete the afterhours contact information form for the KDOT Office of Public Transportation...In the case of a declared national, state or local emergency this information will be used to contact service providers that may be called out to evacuate residents of a disaster area.” (KDOT Policies for Public Transportation Program Grantees, 2015, page 16)
Documentation Required
Yes, provide a copy of the emergency contact information.

Question 5.03
Is the emergency management plan coordinated with local agencies?
Acceptable Response
Yes. Confirm the information has been forwarded to local agencies.
FTA Guidance or Regulation
-“Agencies receiving 5310, 5311, 5316, or 5317 funding are required to complete the afterhours contact information form for the KDOT Office of Public Transportation...In the case of a declared national, state or local emergency this information will be used to contact service providers that may be called out to evacuate residents of a disaster area.” (KDOT Policies for Public Transportation Program Grantees, 2015, page 16)
Documentation Required
N/A

Question 5.04
Does the agency currently have any child safety seats available for the KDOT vehicles? If so, how many?
Acceptable Response
The agency must confirm they have the proper number of child safety seats and booster seats. Refer to the prescribed ratio in the guidance below.
FTA Guidance or Regulation
The KDOT guidelines for child safety and booster seats are that for every five (5) vehicles in the fleet - one child safety seat and one booster seat will be required, unless the vehicle being operated has built in child safety seats. The Program Consultant will verify that the transit agency has child safety seats at the triennial on-site review. .” (KDOT Policies for Public Transportation Program Grantees, 2015, page 40)
Ready access to child safety seats are required for all KDOT program participants. While we understand their point of view, we are trying to ensure that our statewide fleet can be called into service in case of disaster/emergency as well. Additionally, 5310 covers Elderly & Persons with Disabilities, regardless of their age. Please request one of two things to fulfill this program requirement: Either they have the seats themselves, or they have a written MOU with another agency in their area (County, YMCA, etc.) to have access to child seats if the need should arise. (KDOT staff_2017-01-13)
Documentation Required
N/A