Texas Department of Transportation

SECTION 5310, 5316, & 5317 COMPLIANCE REVIEW

I. GENERAL INFORMATION

Agency Name: _____

Representative Name: _____ Title: _____

E-mail: _____ Phone Number: _____

II. MISSION & TRANSPORTATION SERVICE PROFILE

General description of agency mission and transportation service:

Total vehicles used for transportation: _____ Number ADA accessible: _____

Total of those vehicles funded by TxDOT: _____ Number ADA accessible: _____

III. PROJECT MANAGEMENT AND PERFORMANCE

1. Do you submit regular requests for reimbursements to TxDOT? If no, skip to question 3. If yes, describe briefly below. ☐ Yes ☐ No

2. Do you have a plan in place in the event funds are no longer available to continue the service? ☐ Yes ☐ No

3a. Is the special transportation needs for your community adequately being addressed? ☐ Yes ☐ No

3b. If no, do you plan on applying for TxDOT funds in the near future? ☐ Yes ☐ No

FY	Program	Amount	Description	Status

IV. FEDERAL REQUIREMENTS

A. Evidence of Planning, Coordination & Outreach

1. Is there participation in the Regionally Coordinated Planning Process? ☐ Yes ☐ No
2. Is your transportation service promoted? ☐ Yes ☐ No
3. Are you aware that local rural, urban and other Section 5310 providers are available to assist in your transportation needs? ☐ Yes ☐ No

B. PTN-128 Ridership Reporting

4. Are reports submitted quarterly? ☐ Yes ☐ No

C. Property Management

5. Are TxDOT vehicles in good working order and used for their intended purpose? ☐ Yes ☐ No
6. Are vehicles insured and is the policy current? ☐ Yes ☐ No
7. Is the written maintenance plan current? ☐ Yes ☐ No
8. Inspection Check - Using vehicle maintenance log with the service schedule and pre-trip inspection checklist compare when a service was due *vs.* when service was performed. *(correlation is 10 percent +/-)* ☐ Yes ☐ No

Log Books Inspected	Plate Number	Notes
1.		
2.		
3.		

D. Procurement

9. Were any vehicles or equipment procured in the past 12 months? If yes, does the agency have a completed copy of PTN-124 Procurement Checklist from the TxDOT district? ☐ Yes ☐ No

E. Charter and School Bus

10. Is "other" charter or school bus transportation provided? ☐ Yes ☐ No

F. Civil Rights

11. Do you have a procedure for riders/clients to file a complaint? ☐ Yes ☐ No
12. Are or were there any civil rights related lawsuits/complaints filed within the past year? If yes, provide the following information: ☐ Yes ☐ No

Date lawsuit/complaint was filled | Name of Complainant | Complainant's Address

Summary of the Allegation:

13. Are personnel trained to proficiency so that they operate vehicles and equipment safely and properly assist and treat individuals with disabilities who use the service with respect, courtesy, and sensitivity? ☐ Yes ☐ No
14. Are facilities accessible, including public and common use areas? ☐ Yes ☐ No
15. Is there an Equal Employment Opportunity Policy (EEO)? ☐ Yes ☐ No
16. Are the appropriate EEO posters posted made available to employees and applicants? ☐ Yes ☐ No
17. Are written materials and public notices provided in languages other than English? ☐ Yes ☐ No
18. Do written policies and procedures address the following ADA criteria:
    a. Service animals ☐ Yes ☐ No
    b. Use of accessibility features ☐ Yes ☐ No
    c. Public information and communication ☐ Yes ☐ No
    d. Lift deployment & Securement of devices ☐ Yes ☐ No
    e. Service to individuals using respirators or portable oxygen ☐ Yes ☐ No
    f. Adequate time for boarding and disembarking. ☐ Yes ☐ No
19. Are Personal Care Attendants charged a fare? ☐ Yes ☐ No

V. RESULTS, IMPROVEMENT ACTION PLANS & TECHNICAL ASSISTANCE

☐ Compliant ☐ Noncompliant

If noncompliant, describe the deficiencies, measures to prevent their reoccurrence below and attach Improvement Action Plan (IAP).

Projected Date of IAP completion

Are there any questions that you have about TxDOT policies that need further discussion? If yes, indicate briefly below. ☐ Yes ☐ No

PTC Name | PTC Signature | Date

Agency Representative | Representative Signature | Date

Contact / Help

Print Form

With few exceptions, you are entitled to be informed about the information the department collects about you. Texas Government Code, Sections 552.021, 552.023 and 559.004 further entitles you to receive and review the information on request and to ask the department to correct any information about you that is incorrect.