


Provider Checklist - Vehicles

What you'll need to complete First Transit's Application Process

Vehicle Information

	Topic	Details	Documentation
	Vehicle 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 of every vehicle.</p> <p>Quick Tip: Rosters must be kept up to date. If your fleet changes, contact FTPProviders@firstgroup.com to update your roster.</p> <p>Acceptable plates include: MC, PT, TX, LV or AM.</p>	First Transit's Fleet Roster
	Vehicle Registrations	<p>All vehicles must have current registrations. List the date that the registration expires for each vehicle in the fleet roster.</p> <p>Quick Tip: Keep the registrations on file to be available for future audits.</p>	Input the registration expiration date on the Fleet Roster.
If not available, must be inspected by First Transit annually	Safety Inspections	<p>If an independent agency has inspected your vehicle, that inspection can be submitted. If not, your vehicle must be inspected by First Transit.</p> <p>Quick Tips: Make sure all documents are clear and readable. VINs must be on inspections.</p> <p>Inspections must be less than a year old.</p> <p>ASE Inspections must include the ASE ID number of the inspector.</p>	Inspection by IDOT City of Chicago Or ASE Certified Mechanic