


Provider Checklist - Vehicles

What you'll need to complete First Transit's Quality Assurance Process

Vehicle Information

	Topic	Details	Documentation
	Fleet 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 number 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><i>First Transit's Fleet Roster</i></p> <p>Must be in electronic form</p>
	Insured Vehicle List	<p>Submit insured vehicle list that accompanies the Certificate of Insurance, also known as scheduled of coverage autos. All vehicles listed on fleet roster must be listed.</p> <p>Quick Tip: This is also known as Schedule of Covered Autos. All vehicles listed on your fleet roster must be listed on the Schedule of Covered Autos.</p>	<p>Certificate of Insurance</p>
	License and Registration	<p>Submit current license and registration.</p> <p>Quick Tip – make sure the documents are legible and up-to-date. Current information must always be on file. Contact FTPProviders@firstgroup.com to update your documentation.</p>	<p>Oregon license and registration</p>
<p>If not available, must be inspected by First Transit annually</p>	Safety Inspections	<p>If an independent agency has inspected your vehicle, they can be submitted as a potential substitute for annual vehicles by First Transit.</p> <p>Quick Tip – Inspections must be complete and match the vehicle roster. Make sure all documents are clear and readable. Inspections must be less than a year old. Mechanic/Auto Shop must be ASE certified, for faster processing please make sure that the Mechanic's ASE number is listed on the inspection sheet.</p>	<p>Municipal, ADA or ASE</p>