**South Dakota Department of Transportation**

Asset Inspection Form



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# Purpose and Directions

The purpose of this document is for transit providers to report to the SDDOT Transit office

the condition of their facilities, vehicles and equipment when requested by the Transit office currently every other year. The South Dakota Department of Transportation (SDDOT) conducts compliance reviews of grantees to ensure they meet the conditions of receipt of the Federal Transit Administration (FTA) assistance, promote good management practices among public transportation providers and identify training and technical assistance needs.

Recipients and subrecipients must keep federally funded vehicles, equipment, and facilities in good operating condition. Recipients and subrecipients must keep Americans with Disabilities Act (ADA) accessibility features on all vehicles, equipment, and facilities in good operation order.

Specialized agencies do not use the ThingTech software acquired by the SDDOT. So the SDDOT will conduct an onsite review of the agency’s maintenance records. **ThingTech questions do not pertain to specialized agencies. Specialized agency should have a maintenance plan and follow.**

SDDOT will contact each agency and schedule the inspection approximately 20 business days prior to an onsite visit. SDDOT will email the review form to the grantee approximately 15 business days prior to the onsite review. The grantee will answer the review questions within the review form. After completing the review form, the grantee will email it to SDDOT within **10 business days of the review notification email**. If the question does not apply to the transit agency, put “NA” in the response box.

The requested documents listed below must be sent by the due date given by the SDDOT.

1. Completed vehicle checklist for each vehicle in fleet. (Federal funds used to purchase and\or operate.)
2. Completed facility checklist for each facility acquired or maintained with federal funds.
3. Completed equipment checklist for each piece of equipment acquired with federal fund.
4. Provider’s current asset maintenance plan

Completed documents and supporting documentation must be submitted to SDDOT Transit staff by email. Please email to Bob Hofer at bob.hofer@state.sd.us and Brenda Sharkey at brenda.sharkey@state.sd.us.

If subrecipient identifies any discrepancies from their asset information comparison to information in ThingTech, please contact Brenda Sharkey.

SDDOT will review the subrecipient’s responses, asset maintenance plan and will request additional clarification or information to address the inspection questions or requested documents. SDDOT will review the submitted documents and completed inspection forms along with information on file at the SDDOT office prior to the site visit. SDDOT will address any concerns regarding the responses and documents during the site visit.

During the site visit, SDDOT will review the facilities, a sampling of the vehicles, and equipment. The site visit presents an opportunity for SDDOT to inspect the asset conditions and maintenance firsthand and provide an opportunity to address any questions the transit staff may have. A random sampling review of asset inspection forms and vehicle pre-trip forms will be reviewed.

If SDDOT identifies a deficiency, more sampling will be conducted.

After the site visit SDDOT will issue an inspection report to the transit director within 10 business days of the site visit. The SDDOT will also request an inspection signed acknowledgement form and plan of action to address the inspection report within 30 days of the report.

Below are the specific instructions per inspection form.

**Facility Inspection Checklist**

* Transit provider will complete an inspection checklist for each facility.

**Equipment Inspection Checklist**

* Transit provider will complete an equipment inspection checklist for all equipment purchased using federal funds totaling $5,000 or more.
* If more spaces are needed to include all equipment, please attach an additional sheet documenting the required information.

**Vehicle Inspection Checklist**

* Transit provider will complete the vehicle inspection checklist for each vehicle in their fleet.

# Facility Inspection Checklist

**Complete a form for each facility.**

Subrecipient: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Inspection Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Incidental facility use that interrupts transit activities: Yes\_\_\_ No\_\_\_

🞎Certify facility maintenance was conducted per maintenance plan

🞎Certify that all facility maintenance has been entered into ThingTech (Does not apply to specialized)

🞎 Certify that maintenance plan is being followed.

Current Condition Rating in ThingTech 🞎 Maintenance Records in ThingTech🞎

TAM Condition Rating: \_\_\_\_\_\_\_\_\_\_ Facility Warranty: 🞎 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Exterior**

🞎Signage\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞎Exterior Walls & Paint\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞎Parking lot clean\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞎Parking lot cracked\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞎Roof\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞎Landscaping\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞎Gutters/Downspouts\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞎Sidewalks\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞎Walk-in door locks\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞎Walk-in door closers\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞎Walk-in door seals \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞎**Garage door seals\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

🞎**Garage door damaged\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

🞎**Windows locked\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

🞎**Windows sealed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

🞎**Window glass\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

🞎Exterior lighting\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞎Fencing\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞎Cameras\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Interior**

🞎**Cameras\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

🞎**Alarm system\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

🞎**Hazardous materials storage\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

🞎**Rag storage\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

🞎**Spill clean kit\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

🞎**Spill clean kit signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

🞎**First aid kit\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

🞎**First aid kit signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

🞎**Eye wash kit\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

🞎**Eye wash kit signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

🞎**Electrical outlets\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

🞎**Extension cords\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

🞎**Surge strips\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

🞎**Windows locked\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

🞎**Windows sealed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

🞎**Window glass\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

🞎**Garage door seals\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

🞎**Garage door damaged\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

🞎**Openers operative\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

🞎**Floor clean\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

🞎**Floor tripping hazards\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

🞎**Floor slippery\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

🞎**Fire extinguishers\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

🞎**Fire extinguishers signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

🞎**Utility room clean\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

🞎**Electrical box clear\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

🞎**HVAC room clean\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

🞎**Water heater\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

🞎**Furnace filters\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

🞎**ADA signage\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

🞎**ADA power doors\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

🞎**ADA entrance way\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

🞎**ADA elevator/lift\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

🞎**Title VI Signage\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

🞎Equipment tagged\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞎Storage Area\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞎Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: All items checked must also be included in the facility preventative maintenance in agencies Asset Maintenance Plan. <https://dot.sd.gov/media/documents/DOT-TAMPlan.pdf>

# Equipment Inspection Checklist

Complete below table listing all equipment purchased with federal funds $5,000 or more.

Subrecipient: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Inspection Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞎Certify all equipment costing $50,000 or more is listed as an asset in ThingTech.

Include all equipment purchased with federal funds with a total cost of $5,000 or more per unit.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Equipment Description**  | **TAM Condition Rating** | **Total Cost** | **Tagged\Marked** | **Warranty** **Yes\No** | **Warranty Description** |
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🞎Certify equipment maintenance was conducted per maintenance plan.

🞎Certify provider implemented new maintenance plan last updated after June 2020.

🞎Certify equipment with total cost of $50,000 and up has been entered ThingTech

# Vehicle Inspection Checklist

Complete an inspection form for each vehicle.

Subrecipient: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Inspection Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reviewer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Description**

Vehicle #\_\_\_\_\_\_\_\_\_\_\_\_\_\_ License Plate #\_\_\_\_\_\_\_\_\_\_\_ Model Year\_\_\_\_\_\_\_\_\_\_\_\_\_

VIN#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mileage\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞎 Vehicle Warranty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Incidental use: Yes / No

Brand\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Body Type\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Length\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lift Location F C R N/A Ramp Location S R N/A Seating Capacity\_\_\_\_\_\_\_\_\_\_

🞎Title VI Sticker 🞎 Emergency Exits Labeled 🞎 Accessibility Sticker N/A

🞎Vehicle stored secure TAM Condition Rating: \_\_\_\_\_\_\_\_\_\_

🞎 Certify the pre-trip checklist is reviewed, and corrections are made in a timely manner.

|  |  |  |
| --- | --- | --- |
| **Question** | **Yes** | **No** |
| Preventive Maintenance performed per schedule in ThingTech or files (specialized) |  |  |
| Maintenance records appear to be current in ThingTech or files (specialized) |  |  |
| Are there past due preventive maintenance in ThingTech or files (specialized) (Refer to FTA’s timely requirements.) |  |  |

|  |  |  |
| --- | --- | --- |
| **Question** | **Yes** | **No** |
| Are the files kept for each vehicle including vehicle information and maintenance records? |  |  |
| Are pre-trip inspections completed and on file? |  |  |
| Are pre-trip inspections signed and dated? |  |  |
| Have preventive maintenance scheduled for each vehicle type according to manufacturer’s recommendations and according to asset maintenance plan. |  |  |
| Do the work orders\invoices fully document vehicle maintenance?  |  |  |
| Is the date and mileage noted on each work order\invoices? |  |  |
| Has Pre-trip noted maintenance been addressed and entered in ThingTech or files (specialized)? |  |  |
| Preventive Maintenance conducted per schedule? |  |  |
| Check Mfg. book and compare to schedule. |  |  |

# Subrecipient Certification

I declare and affirm under penalty of perjury that this information has been examined by me and is in the things true and correct. In addition, I understand the willful falsification of any of the completed submitted inspection checklists may subject me to civil actions and criminal prosecution under state and federal law.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

# SDDOT Verification\Review (For SDDOT use.)

Subrecipient: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SDDOT Reviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SDDOT Review Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Facility

|  |  |  |  |
| --- | --- | --- | --- |
| **Question (Review of all vehicles.)** | **Yes** | **No** | **Discrepancy\Finding** |
| Verify all asset condition ratings are entered into ThingTech with the date. |  |  |  |
| Verify the information on the asset forms from subrecipient match SDDOT’s data and inventory. If not, mitigate differences. |  |  |  |
| Preventive Maintenance performed per schedule in ThingTech or on file (specialized) |  |  |  |
| Maintenance records appear to be current in ThingTech or on file (specialized) |  |  |  |
| Does asset maintenance plan address maintenance procedures for accessibility features? |  |  |  |
| Does asset maintenance plan have a system for tracking warranty issues and does the recipient actively pursue warranty claims?  |  |  |  |
| Does asset maintenance plan have an effective mechanism for monitoring subrecipients’, contractors’, and lessees’ maintenance activities?  |  |  |  |
| Are there past due preventive maintenance in ThingTech or on file (specialized) (Refer to FTA’s timely requirements.) |  |  |  |
| Notes: |

## Equipment

|  |  |  |  |
| --- | --- | --- | --- |
| **Question (Review of all vehicles.)** | **Yes** | **No** | **Discrepancy\Finding** |
| Verify all asset condition ratings are entered into ThingTech with the date. ($50,000 or more) |  |  |  |
| Verify the information on the asset forms from subrecipient match SDDOT’s data and inventory. If not, mitigate differences. |  |  |  |
| Preventive Maintenance performed per schedule in ThingTech or on file (specialized) |  |  |  |
| Maintenance records appear to be current in ThingTech or on file (specialized) |  |  |  |
| Does asset maintenance plan address maintenance procedures for accessibility features? |  |  |  |
| Does asset maintenance plan have a system for tracking warranty issues and does the recipient actively pursue warranty claims? |  |  |  |
| Does asset maintenance plan have an effective mechanism for monitoring subrecipients’, contractors’, and lessees’ maintenance activities? |  |  |  |
| Are there past due preventive maintenance in ThingTech or on file (specialized) (Refer to FTA’s timely requirements.) |  |  |  |
|  |  |  |  |
| Notes:  |

## Vehicle

|  |  |  |  |
| --- | --- | --- | --- |
| **Question (Review of all vehicles.)** | **Yes** | **No** | **Discrepancy\Finding** |
| Verify all asset condition ratings are entered into ThingTech with the date. |  |  |  |
| Verify the information on the asset forms from subrecipient match SDDOT’s data and inventory. If not, mitigate differences. |  |  |  |
| Preventive Maintenance performed per schedule in ThingTech or on file (specialized) |  |  |  |
| Maintenance records appear to be current in ThingTech or on file (specialized) |  |  |  |
| Does asset maintenance plan address maintenance procedures for wheelchair lifts and other accessibility features? |  |  |  |
| Does asset maintenance plan have a system for tracking warranty issues and does the recipient actively pursue warranty claims? |  |  |  |
| Does asset maintenance plan have an effective mechanism for monitoring subrecipients’, contractors’, and lessees’ maintenance activities? |  |  |  |
| Are there past due preventive maintenance in ThingTech or on file (specialized) (Refer to FTA’s timely requirements.) |  |  |  |
| Notes:  |

**SDDOT Vehicle Sample Inspection (For SDDOT Use Only)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Vehicle Number (Enter in field in above each column to the right.) |  |  |  |  | **Discrepancy\Finding** |
| **Onsite** |  |
| Are the files kept for each vehicle including vehicle information and maintenance records? |  |  |  |  |  |
| Check Mfg. book and compare to schedule. |  |  |  |  |  |
| Are pre-trip inspections completed and on file? |  |  |  |  |  |
| Are pre-trip inspections signed and dated? |  |  |  |  |  |
| Maintenance notes on pretrip addressed? |  |  |  |  |  |
| Do the work orders\invoices fully document vehicle maintenance?  |  |  |  |  |  |
| Is the date and mileage noted on each work order\invoices? |  |  |  |  |  |
| **Desk** |  |
| Have preventive maintenance scheduled for each vehicle type according to manufacturer’s recommendations and according to asset maintenance plan. |  |  |  |  |  |
| Has Pre-trip noted maintenance been addressed and entered in ThingTech?  |  |  |  |  |  |
| Preventive Maintenance conducted per schedule? |  |  |  |  |  |
| Notes:  |  |