

COLORADO DEPARTMENT OF TRANSPORTATION: DIVISION OF TRANSIT AND RAIL

CHECKLIST IS MEANT FOR USE DURING SITE REVIEWS, DOES NOT REFLECT OFFICIAL FINDINGS

SITE REVIEW	NOTES
Use as an opportunity to show how well projects are progressing and to identify problem areas that might require technical assistance	
PROGRAM	
✓ Interview staff and review files to determine effectiveness of programs	
✓ Sample program brochures and hear updates	
FINANCIAL	
✓ Sample a few financial transactions for accuracy, completeness and review of source documentation (receipts), especially the appropriate use of funds.	
✓ Determine that accounting transactions are recorded in a timely manner.	
✓ Ask business office if they have any concerns.	
✓ Review where records are kept and how they are secured.	
PERSONNEL	
✓ Any new staff? Turnover contributed to?	
CONTRACTS	
✓ Review that contracts or subcontracts for services are conducted competitively (obtained multiple bids, use of selection procedures and monitoring techniques); maintains detailed records documenting the basis of all solicitations/procurements	
✓ Review contract and procurement records; view where they are stored and how they are secured. (PCR, PA, NA, SA)	
PROPERTY	
✓ Review whether recipient keeps adequate property records and maintains an up-to-date inventory of all property used on the grant	
✓ Are there proper controls in place to safeguard property against loss, damage, theft (ie, locked fences or garage, lighting, security system); Where are keys secured?	
✓ Check vehicle maintenance plan for preventative maintenance schedules.	

✓ Check that vehicle maintenance plan coincides with vehicle manufacturing recommendations?	
✓ Has your alternate maintenance schedule been approved by the manufacturer?	
✓ Check 2-3 vehicle records for +/- 500 mi or are within 10% variance to actuals in 80% of the audit sample.	
✓ How are warranty claims handled and tracked back to the manufacturer?	
✓ Record retention - policy & practice (3 years)	
CIVIL RIGHTS	
✓ Where is the (ADA & Title VI) discrimination complaint log kept? If any within the last 3 years, were they sent to CDOT Civil Rights Specialist?	
✓ Is the location of a discrimination complaint process posted on vehicles? At the transit center? Website?	
✓ Ensure correct Civil Rights contacts and ADA & Title VI complaint procedures are posted on the agency's website.	
✓ Ensure requests for reasonable modification are posted on the agency's website.	
SIGNAGE	
✓ Job Safety & Health Protection sign	
✓ If a Job Injury Occurs sign	
✓ Rights as a Worker sign	
✓ Equal Opportunity is the Law sign	
✓ Nondiscrimination public notice (i.e. reception desk - public location - and on the website)	
✓ ADA Policy (if applicable)	
TRANSIT FACILITIES	
<ul style="list-style-type: none"> ✓ Check that transit facilities are open to the public are ADA accessible: <ul style="list-style-type: none"> ○ Is there a clear path of travel from the transit stop/station to adjacent pedestrian pathways? ○ Is there clear access to the boarding area? ○ Is there a flat concrete pad at the boarding area? ○ Is there adequate seating present at the stop/station? ○ Are route numbers on the bus stop sign at least three inches tall? 	

<ul style="list-style-type: none"> ○ Are other signs at the stop/station easy to read? ○ Are there braille signs indicating which buses/trains use that stop/station? ○ Is visual information in terminals, bus stops, or stations variable: by size, contrast, color, layout, spacing, etc. ○ Is auditory information available and are alternatives provided, such as text or voice recognition-to-text technology, visual symbols for emphasis, sound alerts, etc. ○ Is there a clear path of travel from the transit stop/station to adjacent pedestrian pathways? 	
<ul style="list-style-type: none"> ✓ Review ADA accessibility features in public facilities are operational i.e. automatic doorways 	
If RIDE ALONG	
<ul style="list-style-type: none"> ✓ Stop announcements made? 	
<ul style="list-style-type: none"> ✓ Ask operator to operate the lift or ramp. 	
<ul style="list-style-type: none"> ✓ Review if a pre-trip vehicle inspection checklist is used. What items are tracked on it? Lifts? 	
ADA-VEHICLE	
<ul style="list-style-type: none"> ✓ Review ADA accessibility features on vehicles are operational (ie, lifts, ramps, kneeling) 	
<ul style="list-style-type: none"> ✓ Review complementary paratransit bus schedules to ensure that they mirror the fixed route service provided. 	