

**Welcome to KDOT! This is a brief overview of our U.S.C. 49-5311 transportation program policies. For our complete Policy Guide, see our web site. See [www.ksdot.org](http://www.ksdot.org) for our complete policy guide.**

**Website:**

[www.ksdot.org](http://www.ksdot.org) click on the  for Public Transportation.

There are several tabs there for guidance on most areas of your program, which include:

- Transit Program Policies (The policies contain important program information for most areas of transportation. You should read through these to be aware of the requirements for your program.)
- Charter Services (Requirements, Determination Checklist, Reporting Forms)
- Regional Public Transit (Regional Transit Business Model)
- Transit Studies (Contains final reports for studies in Kansas)
- Applications (Information on available Programs)
- Triennial Compliance Reviews (Program Triennial Review Questions)
- Transit Provider Forms
- Transit Vehicle (Specifications/Order Forms)
- Contact List (KDOT and CTD contact list)
- KDOT Funded Maintenance Facilities (FTA Maintenance Facility Checklists)
- KDOT Public Transportation Title VI Information (Title VI Brochure English/Spanish)
- Other Links (Transit Provider Directory, Other PT Information Links, CTD Map)

**Funding:**

Our annual 'Call for Projects' is held in the fall. Applications are available through our [BlackCat](#) Grant Management Software during this open period. You will need to contact KDOT staff for login information. Please remember that you must create both an application and a project for each request.

Monthly reports are required to be submitted through our [BlackCat](#) grant management software. These include:

- Ridership Report – A monthly summary of rides provided.
- Budget Report – Used to claim reimbursement for allowable grant expenses.
- DBE Reports – A monthly summary of expenses for the categories on the form.

Reports are required to be submitted to KDOT by the 15<sup>th</sup> of each month.

**Vehicles:**

- Maintenance of Transit Vehicles: Agencies are required to follow all OEM (vehicle manufacturer) requirements.
- All transit services providers are required to document maintenance and repairs made to the vehicle in the KDOT vehicle maintenance manual, KDOT Form 314. Maintenance manuals are mailed to each provider when a new vehicle is delivered as a part of the delivery package.
- [Daily Pre-Trip Inspection Form](#) To be used prior to revenue service each day.
- [Daily Post-Trip Inspection Form](#) To be used at the conclusion of revenue service each day.
- [Driver's Daily Trip Record 930 Form](#) Drivers use this form in the vehicle daily to complete the monthly summary.
- [Monthly Summary](#) of all trips should be kept for audit purposes. Comprised of all Daily Trip Records.

The agency is responsible for maintaining an accurate vehicle inventory in the [BlackCat](#) Grant Management Software.

- All vehicles in the KDOT program must be inspected annually by the KDOT regional office. It is the agency's responsibility to track and schedule this inspection.
- Maintenance manuals must be available for review and use by the KDOT District/Area Inspector during the annual vehicle inspection.
- Deficiencies listed on the inspection form (other than Safety): Repairs must be made within 30 days of the inspection. Invoices or documentation showing repair of the deficiencies must be sent to KDOT.
- Deficiencies noted on the inspection form as Safety related: The vehicle must be immediately removed from revenue service until repaired. Invoices or documentation showing repair of the deficiencies must be sent to KDOT.

**Drug and Alcohol Program:**

- All 5311 General Public Transportation agencies must be enrolled in a DOT approved Drug and Alcohol Program.
- Employees deemed as Safety Sensitive per the federal regulations are subject to Drug and Alcohol testing.
- Drug and Alcohol training is required every two years for employees and supervisors enrolled in or supervising the program.
- Please contact the KDOT Drug and Alcohol Program Manager for specific program requirements.

**DOT Physical:**

- All current and new drivers (paid or volunteer) will be required to have a pre-employment DOT driver's physical showing that the driver is in appropriate physical condition to operate a transit vehicle.
- Agencies must conduct the pre-employment drug screening before a perspective employee can take a DOT driver's physical.
- The DOT driver's physical is to be performed by a physician on the FMCSA approved physician list.
- Proof of this physical must be retained in the driver's personnel file.

**Training:**

- The RTAP Driver's Training is conducted by the KU Transportation Center and held throughout the year at various locations statewide. Training topics vary; please visit [KU RTAP Schedule](#) for the current schedule.
- All drivers, including volunteers or other agency staff, that operate vehicles funded by the KDOT Office of Public Transportation must attend the approved RTAP Driver's Training every other year.
- Training is also offered through the Approved Trainer Program. Several agencies throughout the state have Approved Trainers on staff. These classes are available to all agencies when space is available.