



## Louisiana Vehicle Inspection Provider Requirements:

Included below is a list of every requirement your vehicle(s) must meet in order to pass a vehicle inspection. If even one of these requirements does not meet the standard, it will cause the inspector to fail your vehicle. We hope knowledge of National MedTrans (NMN) requirements will enable you to successfully prepare your vehicles for inspections and eliminate any unexpected outcomes. We appreciate you, your dedication to safety, and your commitment to our members' wellbeing.

### **A few tips:**

- Please have registration(s) (current and in name of your business) and proof of insurance cards available in each vehicle.
- To save time please have all documents ready in each vehicle and accessible.
- Please have keys available for each vehicle.
- Please have someone available to assist in exterior portion of the inspection.

### **Site Inspection:** The following documents must be available for review:

- Proof all employees have completed background screening.
- Copies of all Employee Driver's Licenses on file.
- Proof of completed training / certification for each driver in the following:
  - Passenger Assistance Safety and Sensitivity (PASS)
  - Wheelchair Securement Training
  - First Aid / CPR Class
- Copy of current Registration for each vehicle.
- Copy of current Proof of Insurance for each vehicle.

### **Exterior Safety:** The following must be in safe condition and working order:

- |                    |   |
|--------------------|---|
| ○ Front Tire Tread | ○ Functional Side Mirrors                   |
| ○ Rear Tire Tread  | ○ Windshield Condition <sup>1</sup>         |
| ○ Brakes           | ○ Wipers and Washers                        |
| ○ Brake Lights     | ○ Exhaust                                   |
| ○ Headlights       | ○ Horn                                      |
| ○ Hazard Lights    | ○ Jack and Spare Tire                       |
| ○ Reverse Lights   | ○ License Plate Must State "Hire Passenger" |
| ○ Turn Signals     | ○ Company Sign on both sides of vehicle     |
| ○ Parking Brake    |   |

## Notes on Exterior Safety

1. No cracks in windshield which impede the driver's line of site.
2. Each vehicle must have a painted or permanently affixed sign in letters two inches or greater that displays the name and the telephone number of the enrolled provider and the vehicle number. The signs on a car must be placed on the driver and front passenger doors. The signs on a van must be placed on the driver's door, the front passenger door, and the rear door. The signs must not be affixed to the windows where they would interfere with the vision of the driver.

**Interior Safety:** The following must be in working condition and readily available in case needed:

- Heater, Air Conditioning, Defrost
- Operational Windows/Doors
- Working Speedometer / Odometer
- Washable/Cleanable Carpet or Flooring
- Washable/Cleanable Seats
- First Aid Kit
- Bio-Hazard Spill Kit<sup>1</sup>
- Fire Extinguisher<sup>2</sup>
- Seat Belts
- Seat Belt Cutter<sup>3</sup>
- 2-Way Radio or Cell Phone<sup>4</sup>
- Metal Step / Running Board
- Wall Panel / Headliner
- 2-Seat Belt Extensions
- Emergency Triangle Reflectors
- Interior Lights
- Rear-View Mirror / Interior Compartment Mirror
- Map of Service Area<sup>5</sup>
- Clean Interior<sup>6</sup>
- Child Seat
- Extra Electrical Fuses
- Operational Flashlight
- Loose Items Secure and Off The Floor

## Notes on Interior Safety

1. Biohazard spill kit (sometimes known as "Blood Born Pathogen" spill kit) with:
  - Liquid spill absorbent
  - Deodorizer
  - Latex-free, rubber or other impermeable gloves
  - An impervious gown or coveralls
  - Hazardous waste disposal bags
  - Shoe covers
  - Scrub brush
  - Fluid shield or face mask and safety glasses
  - Disinfectant
2. Fire extinguisher must be stored in a safe, secure location.
3. Seat belt cutter must be within easy reach of driver for emergency situations. Available for purchase on Amazon or at a local hardware store. Will not accept scissors or razor blades.
4. Pagers are not acceptable as a substitute for 2-way radio or cell phone.
5. Contain a current map of the applicable geographic area with sufficient detail to locate beneficiary and provider addresses.
6. Interior must be free of torn upholstery (including floor and ceiling coverings), damaged or broken seats, protruding sharp edges, dirt, oil, grease or litter, hazardous debris, or unsecured items.

**Wheelchair Safety:** The following must be in working condition and readily available for any wheelchair transport.

- Loading Entrance Large Enough for Standard Wheelchair
- Working Wheelchair Lift/Ramp
- Emergency Exit for Wheelchair
- Hand Rails
- Lap Belt
- Wheelchair Restraint
- Shoulder Restraint