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## ADAMS COUNTY SECURE TRANSPORT PRE-INSPECTION CHECKLIST

Prior to scheduling the inspection, the following items must be completed and returned:

**1. Secure Transport License Application.** Applicant signature must be notarized.

- Enter the name under which the secure transportation service will be licensed.
- Check the type of license requested for this secure transportation service. Only check one.
- Complete the information for the person applying for the license.
- Complete the information for the person who will be in charge of the secure transportation service.
- Complete the information about owner(s) or governing board for the secure transportation service.

**2. Name & address** of each stockholder or partner owning 10% or more of the outstanding stock of the service or having more than 10% ownership interest (if applicable).

- Provide the contact information for the owner of the secure transportation service. If the owner of a secure transportation service is a partnership, provide the contact information for each partner. Attach additional sheets if needed.
- If the owner of a secure transportation service is a corporation, provide the contact information for each director of the corporation and each stockholder owning ten percent (10%) or more of the outstanding stock. Attach additional sheets if needed.
- If the owner of a secure transportation service is a government, provide the contact information for each member of the governing board. Attach additional sheets if needed.

**3. Secure Transport Permit Application** (completed for each vehicle)

- a) All vehicles must demonstrate proof of compliance with Federal Motor Vehicle Safety Standards on the date of manufacture in accordance with the following:
- i. 49 C.F.R. Part 567.4(a) for manufactured motor vehicles (except replica motor vehicles and vehicles manufactured in two (2) or more stages),
  - ii. 49 C.F.R. Part 567.5 for vehicles that are manufactured in two (2) or more stages, or
  - iii. 49 C.F.R. Part 567.7 for certified vehicles that are altered.

**4. Certificate of Insurance** showing the required liability coverage:

- a) Liability insurance for injuries in the amount of \$1,000,000 for each individual claim.
- b) Liability insurance in the amount of \$3,000,000 for all claims made against the secure transportation service or against its personnel from an insurance service authorized to write liability insurance in Colorado.
- c) Liability insurance coverage to the maximum extent required by Section 24-10-114, C.R.S., as applicable, if the secure transportation service is granted qualified immunity under the Colorado Governmental Immunity Act, Section 24-10-101, et seq., C.R.S
- d) Proof of a minimum level of worker's compensation consistent with the Colorado Worker's Compensation Act in Articles 40-47 of Title 8, C.R.S., as applicable

(Do not send the Evidence of Insurance card that is normally kept in the glove box)

**5. Additional Documentation** upon request by the county or by the Department)

- a) Upon request, submit copies of a written policy and procedure manual, operational protocols, medical protocols (if applicable), training procedures, or other documents.
- b) Upon Department request, the county shall provide a list of secure transportation services it licenses and a list of all vehicles for which it has issued permits to provide urgent transportation services
- c) Upon request, submit copies of all secure transportation services have policies and procedures that follow national best practice guidelines where available, that address, at a minimum:
  - i. Appropriate procedures to assess initially whether the client requires a higher level of transport than the service can provide
  - ii. Appropriate procedures to follow when, during a secure transport, it becomes apparent that a client needs medical attention or a higher level of transport than the service can provide
  - iii. Appropriate procedures to confirm the receiving facility's acceptance of the client prior to initiation of the secure transport
  - iv. Criteria used for pickup and drop-off, including the circumstances that determine a secure transport client's eligibility
  - v. The level of support and protection needed for both client and staff safety
  - vi. Compliance with vehicle safety standards and procedures
  - vii. Proper evacuation of the vehicle during emergencies if the windows and/or exits of the vehicle are blocked or inaccessible
  - viii. Infection prevention and control, including the decontamination of the vehicle after each transport

- ix. Parental and/or guardian level of support and involvement
- x. Meeting client needs on extended transports including meals, water, and bathroom breaks
- xi. Documentation of all steps in the process from initial pickup request to drop-off, including but not limited to documenting all stops made during the secure transportation service.

**6. List of personnel** providing Secure Transportation service (those personnel who will be working on the Secure Transportation with their driver's license expiration date (Do Not Provide Driver's License numbers)

**7. List of current Secure Transportation vehicles** including year, make, type, VIN, license plates for each vehicle.

**8. List of locations** (central & sub-station), List the location(s) of the secure transportation service headquarters, substation(s), office(s), secure transportation post(s) or other locations from which it is intended to operate the secure transportation service.

**9. Map of service area** Describe the area to be served by the secure transportation service. A map may be substituted, if it shows sufficient detail to clearly identify the service area boundaries.

**10. Check(s) or money order(s)** for the application and inspection fees.

When all of the paperwork and fees are received by Adams County, the Secure Transportation inspection will be requested, and the Inspector will contact the Secure Transportation service to schedule the inspection. The cost is \$125 for each Secure Transport Permit Application. This cost is per vehicle. There is a \$125 charge if the vehicle fails the initial inspection and needs to be re-inspected.