

Standards Monitoring and Enforcement Division
 Progressive Accreditation System Self-Assessment Checklist
 Tourist Land Transport Operator

DOT-SMED-SAF-TRAN-001
 Form 25 Series of 2020

Name of Tourist Land Transport Operator: _____

Address : _____

Please check on the appropriate box. Do not leave blank boxes.				Please continue if compliant with all Basic Registration criteria				Please continue if compliant with all Basic Registration and Regular Accreditation Criteria			
BASIC REGISTRATION				REGULAR ACCREDITATION				PREMIUM/STAR-RATING ACCREDITATION			
	YES	NO	REMARKS		YES	NO	REMARKS		YES	NO	REMARKS
				Minimum of three (3) roadworthy and air-conditioned units.				Seatbelts for all seats (for tourist buses)			
				<i>All units equipped with :</i> Seat cover (if applicable) First Aid Kits Fire Extinguishers				Communication system			
				Public Address System (for buses)				Wifi on board			
				Drivers in Uniforms				GPS			
				Completion of DOT's Drivers' Training (Drivers as Tourism Front Liners) & Emergency Response, Basic Life Support				Dashboard Camera			
								Multimedia Entertainment System featuring Philippine Destinations			
								CCTV			
								Regular staff training (at least once per year)			
GARAGE REQUIREMENT											
				Garage with Motorpool							
				Fire extinguisher							
				Business name signage conspicuously displayed.							
OFFICE REQUIREMENT											
								Online Booking System			
								Drivers'/Employees' Lounge			

This is to signify my intent to apply for : Basic Registration Regular Accreditation Premium/Star-Rating Accreditation.

I understand that my Self-Assessment Rating is not yet final and an Audit Team from the DOT shall conduct an actual assessment of my property to validate my rating.

 (Signature over printed name)
 General Manager/ Authorized Representative

 Date

PER UNIT INSPECTION CHECKLIST:

Vehicle's Plate Number: _____

Make (Brand) : _____

Model (Year): _____

Motor Serial Number: _____

Chassis Number: _____

Number of Seats: _____

Age of Vehicle: _____

Please check on the appropriate box. Do not leave blank boxes.

VEHICLE	YES	NO	REMARKS
Roadworthy & in good condition			
Left Hand Drive			
Air-conditioned			
Clean/comfortable seats			
Sufficient Storage Space			
Public Address System (Coaster/Bus			
Fire Extinguisher			
First Aid Kit			
Company's name/logo			
Adequate garage & Repair Shop			
Imprinted at rear and sides			

New Normal Health and Safety Standards for Tourist Land Transport Services

INDICATOR		AUDIT GUIDE	YES	NO	REMARKS
TRANSPORT OPERATORS / OWNERS					
MANDATORY REQUIREMENTS					
1	Ensures body temperature checking of all employees every time they report to work	* Thermal Scanner/ Thermometer Gun			
2	Provides all employees and drivers Personal Protective Equipment (PPE) and adequate training on the proper use thereof PPEs to include: *Facemasks (Surgical or cloth mask) *Hand sanitizer or 70% solution alcohol *Paper towels or tissue paper *Appropriate disinfectants *Disposable cleaning cloths and cleaning agents *Gloves, readily available in the vehicle for use of the driver when necessary	* Facemasks (Surgical or cloth mask) * Hand sanitizer or 70% solution alcohol * Paper towels or tissue paper * Appropriate disinfectants * Disposable cleaning cloths and cleaning agents * Gloves, readily available in the vehicle for use			
3	Regularly updates its employees on health concerns and other related information	* Bulletin boards * Interview employees' and drivers' knowledge of safety and preventive measures including the proper use of PPEs * Photos during the briefing			
4	Ensures cleanliness within the office premises, including the garage and areas	* Inspection of business premises			
5	Provides annual health check-up for its drivers and staff.	* Employees' medical certificates/records			
OPTIONAL REQUIREMENT					
1	Provides health benefit options (e.g. insurance or plan) for all employees	* Health insurance policy/ certificate, receipts, or documented agreements/contracts with Health Insurance Companies			
PASSENGERS					
MANDATORY REQUIREMENTS					
1	Comply with the following Social Distancing and Passenger Limit Guidelines set by the Department of Transportation (DOTr) and Land Transportation Franchising and Regulatory Board (LTFRB): (a) Car / Sedan (i) No passenger seated beside the driver (ii) Two (2) passengers at the back row with one seat apart (iii) No more than three (3) passengers, including the driver	* Seat markings * Transparent dividers			

New Normal Health and Safety Standards for Tourist Land Transport Services

INDICATOR	AUDIT GUIDE	YES	NO	REMARKS	
2	(b) Vans (i) Only two (2) passengers per row are allowed, except for the driver's row where only one (1) passenger may occupy the passenger's seat (ii) A waterproof transparent barrier between the driver and the passengers must be installed	* Seat markings * Transparent dividers			
3	(c) Buses and coasters (i) Only 50% of the total capacity is allowed (ii) A waterproof transparent barrier between the driver and the passengers must be installed (iii) Passengers must be seated one (1) seat apart (iv) No standing passengers shall be allowed	* Seat markings * Transparent dividers			
4	Passengers' information for contact-tracing are available: * Name * Address * Contact Details	* Contact-tracing log book / sheet * Passengers' record			

VEHICLES

MANDATORY REQUIREMENTS

1	Seat markings inside the vehicle are available	* Seat markings			
2	Equipped with notices/reminders to passengers on preventive measures and other health and safety-related information	* IEC Materials * Posters/Notices/Reminders/ Signages			
3	Equipped with the following for free use of passengers: * Thermometer gun * Basic first-aid kit * 70% solution alcohol or alcohol-based hand sanitizer * Tissue paper and/or disposable wet wipes	* Thermometer Gun/ Thermal Scanner * Sanitation kit (disposable wet wipes, 70% solution alcohol/ alcohol-based hand sanitizer, tissue paper and/or disposable wet wipes) * First-aid kit containing at least medicines for fever, diarrhea and dizziness			
4	Undergoes deep cleaning and proper disinfection and sanitation before and after every use, with emphasis on high-touch surfaces: *Seats *Arm Rests *Door Handles *Control Panels	* Inspection of the vehicle's interior, especially high-touch surfaces			
5	Well-ventilated and air conditioning is on non-recirculated mode	* Inspection of air conditioning units			
6	Waste materials on board are kept in a clean and hygienic condition, and are appropriately disposed	* Inspection of the vehicle's interior * Trash bin with lid			

New Normal Health and Safety Standards for Tourist Land Transport Services

INDICATOR	AUDIT GUIDE	YES	NO	REMARKS
7	A separate trash bag for all gloves, facemasks, PPEs, wet wipes, and other sanitation disposables are available inside the vehicle			

VEHICLES

MANDATORY REQUIREMENTS

8	Emergency hotlines of the following are available inside the vehicle: * Clinics and Hospitals located in the city / municipality within the route * Police and Fire stations located in the city/municipality within the route * Such other emergency responders whether public or private located in the city/ municipality within the route	* Emergency Directory containing the following: - Clinics/Hospitals, Police and Fire Stations and other Emergency Responders * Availability of such hotlines in the driver's mobile phone			
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VEHICLES

OPTIONAL REQUIREMENT

1	Encourages cashless payment and other contactless transactions	* Online payment apps			
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DRIVERS

MANDATORY REQUIREMENTS

1	Wear clean clothes / uniform and closed shoes while on duty	* Observation on the physical appearance and conduct of the driver			
2	Wear appropriate PPEs (face masks and gloves) properly				
3	Avoid physical contact with the passengers and observe physical distancing	* Observation on the driver			
4	Frequently wash hands with soap or sanitize hands with hand sanitizer or 70% solution alcohol				
5	Practice good respiratory etiquette, cover nose and mouth when coughing or sneezing				
6	Frequently clean and disinfect the vehicle	* Inspection of the vehicle			

DRIVERS

MANDATORY REQUIREMENTS

7	Accomplish an itinerary or trip ticket every trip for proper documentation and reference	* Properly accomplished/ completed Trip ticket * Compilation of tickets			
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