



TRANSPORTATION
VEHICLE FILE CHECKLIST

Please complete this checklist for each vehicle owned or subcontracted by your program to transport children.
Enter dates of receipt/completion and expiration as needed.

Vehicle Information			
Vehicle License Plate:			
Vehicle Description (Year, Make, Model):			
Vehicle Seating Capacity:			
Required Documentation		Date of Inspection/Received	Expiration Date
a.	RMV Annual Vehicle Inspection		
b.	Inspection for 7D (Inspections are October/November and again February/March) or for school bus (Inspections are August/September, December/January, April/May)		
c.	Massachusetts Vehicle Certificate of Registration		
d.	7.13(5) Certificate of Insurance/Coverage Selections Page showing minimum insurance amounts: (a) Injury Per Person: \$100,000 (b) Injury Per Accident: \$300,000 (c) Property Damage: \$5,000		
e.	7.13(6)(b) Date of most recent review and inspection of suitable car seats, safety carriers, restraints or seat belts, confirm car seat expiration dates		
f.	7.13(6)(j) Date of most recent review and inspection of first aid kit, seat belt cutter, and emergency numbers for the children		