



**DEPARTMENT OF
TRANSPORTATION**

**Department of Transportation
Division of Finance & Management
Office of Air, Rail & Transit**

700 East Broadway Avenue
Pierre, South Dakota 57501-2586
OFFICE: 605/773-3574
FAX: 605/773-2804

Annual Bus Facility Use Certification

The South Dakota Department of Transportation (SDDOT), Office of Air, Rail, and Transit require each transit provider to submit an annual bus facility use certification.

This certification will be required to be submitted by December 1st of each year.

I, **(enter name and title)**, certify to the SDDOT, Office of Air, Rail, and Transit, that the facility(s) being used by **(enter your transit agency name)**, that has invested Federal Transit Administration funds is still being used in accordance with the terms of any grant or program agreement, and that no part of the local contribution to the cost of the facility(s) has been refunded or reduced.

It is understood that facility(s) described above are to be used for transit-related purposes. Facility(s) must be maintained in accordance with the transit provider’s required Facility Maintenance Policy and associated funding agreement. A current copy of the Facility Maintenance Policy will be immediately available to SDDOT staff for review when requested.

In addition, each transit provider will be responsible to keep all facility maintenance records current on file and enter the data into our Transit Asset Management (TAM) software (ThingTech) to meet TAM reporting requirements.

This certification applies to the facility(s) in the following community(s). (Provide the name of the community(s) where the facility(s) are located in the text box below):

Click here to enter text.
Printed Name

Click here to enter text.
Title

Click here to enter text.
Signed Name

Click here to enter text.
Date