

# **VEHICLE MAINTENANCE PROGRAM**

## **Vehicle Maintenance Program**

The goals of the vehicle maintenance program of (Insert Name of Agency) are to support safe, reliable, and high quality transit services while making maximum use of financial resources. The purpose of the maintenance plan is to provide consistent, systematic and integrated program guidance that will enable (Insert Name of Agency) to properly maintain and service its vehicles in support of revenue operations. An effective maintenance plan ensures safe, clean and comfortable transit vehicles on the road and maximizes transit vehicle life.

### **Service Provider**

(Insert Name of Agency) is the operator of transit services in (Insert Service Area). The headquarters for the transit operation is located in (Insert City, State).

### **Agency Policies and Procedures**

(Insert Name of Agency) operates under the guidance of Policies and Procedures which have been reviewed and passed by its governing Board of Directors. All agency employees have copies of the agency policies and procedures and are aware of their rights and responsibilities as represented in this document.

(Insert Name of Agency)'s policies and procedures reflect compliance with all applicable regulatory requirements as provided by the Federal Transit Administration and the (Insert State) Department of Transportation.

### **Inventory of Assets**

(Insert Name of Agency) maintains an accurate, current inventory of all transit assets (See Attachment A). (Insert Name of Agency) sets its own replacement schedule; however, the State DOT establishes the minimum useful life for vehicles. Occasionally, vehicles remain on the asset list and are used as back-up vehicles or in transit operations (if mechanically sound and presentable) even though they may have passed their required useful life.

### **Preventive Maintenance (PM)**

Regular maintenance is performed at pre-scheduled cycles to ensure optimal performance, efficiency, safety and reliability of assigned equipment. Preventive maintenance is based on the manufacturer's suggested recommendations.

During the PM scheduled service, the mechanic will document all defects found and will have all defects listed on the repair order and corrected prior to returning the transit vehicle to service.

A Preventive Maintenance Checklist document is labeled Attachment B.

### **Individual Maintenance Records**

Individual maintenance records will be kept for each vehicle. All maintenance performed on the vehicle will be recorded and maintained for as long as (Insert Name of Agency) owns the vehicle.

### **Pre-Trip Inspections**

Specific procedures are outlined and monitored to ensure that all vehicles are inspected prior to the transit vehicle being put into service each day. Drivers perform a comprehensive checklist of essential maintenance elements and record the results on the designated Pre-Trip Inspection form (See Attachment C).

Pre-trip inspection sheets are turned in to the main office and monitored for completion and any noted defects.

### **Wheelchair Lift Inspection and Maintenance**

The Pre-Trip Inspection form includes inspection of wheelchair lifts. In compliance with the requirements of the Americans with Disabilities Act (ADA), monitoring of all wheelchair lifts is included as part of the Pre-Trip Inspection and the Preventive Maintenance process. The lift is cycled as part of the Pre-Trip Inspection, and maintenance will include replacement of worn components and all adjustments as necessary for peak performance.

### **Vehicle Breakdown**

In the event of a transit vehicle breakdown, a spare unit will be provided to replace the disabled vehicle as soon as possible. Backup vehicles are not immediately available in all locations. However, efforts will be made to have a replacement vehicle in place as soon as it is reasonably possible to do so. Having a vehicle available for each scheduled route is a priority for (Insert Name of Agency).

### **Warranty Recovery**

Vehicle and parts warranties will be monitored to make sure that bus equipment and parts are repaired and maintained under the manufacturer's warranty. Warranties are monitored for expiration and where the item should be serviced, so that problems can be addressed by the appropriate source and any concerns can be taken care of before the warranties expire.

### **Vehicle Servicing**

Vehicles will be monitored for interior and exterior cleanliness. This will include daily cleaning as well as periodic more thorough cleaning. Exterior washing will be done as weather conditions allow.

### **Vehicle Storage**

Efforts are made to ensure that vehicles are stored in as safe and secure an area as possible. Currently, (Insert vehicle storage provisions for your agency's operations).

### **Operator Training**

(Insert Name of Agency) makes every effort to have reliable, responsible, safe, courteous, and well-trained bus drivers. (Insert Name of Agency) conducts background checks on all employees prior to a final hiring decision. All prospective drivers receive pre-employment drug tests and DOT physicals. As available, (Insert Name of Agency) provides PASS training and other appropriate training for its drivers.

### **Emergency Equipment on Vehicles**

Emergency equipment is located on all agency vehicles and is inspected as part of the Pre-Trip Inspection. Fire extinguishers with an ABC rating are located within easy reach of the bus driver and are tested yearly. Additional emergency equipment on board each vehicle includes: a first aid kit; reflective triangles; a biohazard kit; a seat belt cutter; and a spare tire, jack and lug wrench.

### **Accident/Incident Reporting**

(Insert Name of Agency) employees are required to report all accidents and incidents. Report forms are available for this purpose (See Attachment D). Notification procedures have been established so that bus drivers are aware of whom to contact in case of an accident or

emergency. Transit employees are also aware of the drug testing requirements in certain accident situations.

**Responsibility for Vehicle Maintenance Program**

The Director of (Insert Name of Agency) is responsible for the administration of the Vehicle Maintenance Program.

Contact:

Director

(Insert Organization Name, Full Address and Phone #)

## **Attachment A**

This attachment should include the following information with current date:

A roster of your current revenue service vehicles (all vehicles used for passenger transport) listing:

- 1) year
- 2) type/vehicle asset class (vans; light duty body-on-chassis; medium duty)
- 3) purchase price (including federal and local share)
- 4) date put into service
- 5) minimum useful life
- 6) proposed replacement date
- 7) odometer reading as of the beginning of the fiscal year
- 8) projected miles at time of replacement
- 9) capacity
- 10) accessibility (w/c lift, ramp, or not accessible)
- 11) grant used for purchase
- 12) current vehicle condition

A separate roster should reflect all non-revenue vehicles (vehicles that are not used for passenger transportation such as maintenance or staff vehicles).

## **Attachment B**

Attach your agency's Preventive Maintenance Checklist

If you do not currently have a Preventive Maintenance Checklist, see SURTC's Resource section at [www.surtc.org](http://www.surtc.org) for a sample copy:

Preventive Maintenance Checklist

**Attachment C**  
**Vehicle Pre-Trip Inspection Form**

Attach a copy of your agency's Vehicle Pre-Trip Inspection Checklist.

The Resource Section of SURTC's webpage ([www.surtc.org](http://www.surtc.org)) contains a sample Vehicle Pre-Trip Inspection Checklist for 2 Drivers.



**Attachment D**  
**Accident/Incident Report Form**

Attach a copy of your agency's Accident/Incident Report Form(s)

If your agency does not have these forms, see SURTC's Resource Section at [www.surtc.org](http://www.surtc.org) for sample forms:

Vehicle Accident Report Form  
Incident Injury Report Form