CRISP COUNTY

RURAL PUBLIC TRANSPORATION

VEHICLE PREVENTIVE MAINTENANCE

POLICY AND PROCEDURES

DATE 1/9/2024

5311 FTA Asset Maintenance Plan

January 3, 2024

RMS Public Transit System

Vehicle Preventive Maintenance Policy and Program

POLICY STATEMENT

It is the policy of RMS Public Transit system that all vehicles be maintained to ensure safe, reliable, comfortable, accessible and cost-effective public transportation services to meet all service commitments. The following preventive maintenance policies and procedures are adopted and issued to ensure that appropriate, necessary, and required vehicle maintenance takes place to ensure a state of good repair of federal assets, or non-federal assets used in the delivery of public transportation services.

PURPOSE

The plan establishes policies and procedures, assigns staff responsibilities, provides guidance and defines requirements for routine maintenance inspections and services of all 5311 transit vehicles. The maintenance plan is intended to be followed as written and reviewed by the TAMP Accountable Executive annually in coordination with the Transit Department to ensure it is being implemented as written.

APPLICABILITY

This plan is applicable to all FTA Federally funded vehicles and equipment to include facilities, if any. Additionally, non-federally funded rolling stock assets, if any, should also be included when utilized by a subrecipient. Any subrecipients that have facilities incorporated within the GDOT TAMP plan must also ensure facilities are maintained in a state of good repair and include a Preventive Maintenance schedule for said facilities within this maintenance plan.

GENERAL PROGRAM OBJECTIVES

a) To achieve maximum efficiency in the operation and use of transit vehicles throughout their useful life (ULB) of five (5) years or 150,000 miles for Shuttle/ Cutaway Vans.
    a. 5311 Ford Transit F-150 or 350 regular vans will have a useful life of 7 years.
    b. FTA funded facilities will have a ULB of 40 years.
b) Ensure use and maintenance of equipment comply with this plan and FTA PM interval requirements.
c) Ensure maintenance personnel and equipment operators are familiar with and adhere to the procedures as outlined in this plan.
d) Ensure maintenance of equipment is sustained at the highest level practical and in state of good repair to enable positive response to all transportation needs.
e) Ensure early detection of equipment faults by operators performing pre-trip inspections which will assist in ensuring timely repairs.

f) Ensure all facilities supporting public transit and vehicles operating in revenue service meet the following criteria for state of good repair as defined in the Federal Transit Administration's (FTA) rule, 49CFR Part 625.41 and the Georgia Department of Transportation (GDOT) Group Transit Asset Management (TAM) Plan:
    a. the asset is able to safely perform its desired function;
    b. the use of the asset in its current condition does not pose an identified unacceptable safety risk; and
    c. the life-cycle investment needs of the asset have been met or recovered, including all scheduled maintenance, rehabilitation, and replacements.

g) Each subrecipient will coordinate with GDOT on annual TAMP updates and ensure DOT receives annual asset performance targets set for the next fiscal year. Annually, not later than August 1st, GDOT will provide each TAMP Tier II recipient performance results of the prior fiscal and recommended modified targets for the new fiscal year.
    a. As part of the TAMP update, each Tier II recipient will be sent an Accountable Executive form requiring the AE to review and accept the new targets with a signature requirement. The AE forms must be returned to GDOT no later than September 1st so the Department can meet the October 1st Federal Transit Administration TAMP deadline, as required.

TRANSIT SUPERVISOR/DIRECTOR

The RMS Maintenance Director and Transit Supervisor will be responsible for coordinating efforts to ensure that the County and/or repair shop performs the required maintenance at designated intervals, documents all work performed and charged, maintains detailed records on each vehicle, and provide monthly reports to the transit supervisor. Monthly reports should include all work performed, by vehicle, by date, including a complete breakdown of labor, subcontracted work and any other costs. All work will be covered by work orders that must be signed by the Accountable Executive or Transit Supervisor, authorizing the County and/or repair shop to perform needed maintenance or repairs. The Accountable Executive or Transit Supervisor will monitor preventive maintenance inspections to ensure they are conducted with a minimum 80% on-time inspections.

- When a subrecipient utilizes the Department's Fleet Management program, if available, many of these reporting requirements and documentation of repairs can be accomplished by data entry directly into the Fleet Management Program. It is the Department's intention to incorporate as many of these functions within the software program for ease of subrecipient reporting and to provide important analytics pertinent to forecasting maintenance costs and state of good repair investment prioritization.

VEHICLE OPERATOR PRE- and POST-TRIP INSPECTIONS

Vehicle operators will perform a daily pre-trip inspection, including cycling the wheelchair lift (if equipped). This pre-trip inspection will be recorded on the pre-trip form (Exhibit 1) daily, dated and signed. The pre-trip

inspection form will be provided to the Transit Supervisor daily. If the operator notes any deficiencies that may affect the safety of the vehicle, the supervisor on duty will be contacted to coordinate repair or substitution of the vehicle needing repair, in order to continue the daily passenger schedule.

- Pre-trip inspections are mandatory. If Fleet Maintenance software is utilized, the pre-trip inspections will be conducted prior to the driver beginning their daily passenger runs. The driver will be trained to physically inspect all pre-trip checkpoints and will enter the pre-trip inspections on the tablet. The software will maintain a log of all pre-trip inspections performed to meet requirements of GDOT as well as provide documentation for coordination of human service or non-emergency transportation requirements of sister agencies.

Post Trip inspections are not mandatory, however, may be required by the driver at the discretion of the subrecipient. If post- trip inspections are required, at the end of the service day, the driver should note any vehicle deficiencies or damage that could affect the safety of operation or cause the vehicle to be removed from service for repairs and will advise the Transit Supervisor/Director of vehicle issue.

At all times, the driver should immediately notify the Transit Supervisor whenever the vehicle has encountered significant mechanical problems in the daily operation of their route.

PREVENTATIVE MAINTENANCE

Vehicle and component manufacturers prepare manuals that recommend maintenance practices as well as specific guidance and instructions. These manuals are an important part of the vehicle maintenance plans; they define specific maintenance intervals and provide critical PM cycle information of when the preventive maintenance work should be performed.

Preventative maintenance (PM) inspections and services should follow the minimum required by the manufacturers, supplier, or builder. GDOT has set a 5,000-mile PM interval as a default for ease of compliance in establishing a constant PM schedule.

It is important for the Maintenance Department to maintain the PM schedule to protect the vehicle warranty. During the warranty period, the interval schedule may require PM's different than the 5,000-mile recommendation. The warranty information will be provided to all subrecipients upon delivery of a new vehicle. ***FTA Rolling stock must be maintained exactly as specified by the vehicle owner's manual while under warranty period. Maintenance costs for vehicles still under warranty cannot be charged under operations on the monthly reimbursement request.***

PM services can be grouped into different levels, most commonly used are A, B, C and D. Level A comprises the most basic and frequent level of PM services while Level D consists of more extensive services performed less frequently. The following are common levels utilized in fleet management practices.

Level A – Conducted at **7,500**-miles intervals. (or according to manufacturer recommendations). Change engine oil and filter, lubricate all fittings, check all fluid levels, check lights, check wipers, Rotate Tires, check belt/hoses, brakes, fire extinguishers, etc.
Level B – Conducted at **30,000**-mile intervals. Replace Air Filter, Includes all items in Level A,
Level C – Conducted at **60,000**-mile intervals. Grease Front Wheel Bearings, Replace Fuel filter, All items in Level A and B.
Level D – Conducted at **97,500-** mile intervals. Transmission Service, Replace Rear Axle Fluid, All items in Level A,
Level E - Conducted at **105,000-** miles intervals. Change Engine Coolant, Include all items in Level A.
Level F - Conducted at **150,000** -miles intervals. Replace Spark Plugs & Replace Front Wheel Bearings. All items in Level A and B

Preventative Maintenance Levels

PM Level	Cumulative Mileage	PM Description
A	7,500	
B	30,000	A+B
C	60,000	A+B+C
D	97,000	A+D
E	105,000	A+E
F	150,000	A+B+F

Repeat the schedule

THIRD PARTY CONTRACTED MAINTENANCE SERVICES

Contracted maintenance services are used to provide preventive maintenance and routine maintenance services by certified mechanics specializing in RMS's vehicle type*(s)*. All services performed include a work order detailing the work performed, cost and parts used or replaced. The maintenance contractor(s) provide documentation to be retained in vehicle files by *Resource Management Systems* and are available for GDOT reviews.

WARRANTY

A warranty is an assurance from a manufacturer that a product will perform properly for a specified time or usage level. Warranties cover new vehicles, new or replacement parts, and most vendors work. If the product fails to meet this assurance, the manufacturer is obligated to make restitution. Restitution may be replacement or repair of the defective product, or reimbursement to the owner for the cost of the repair or replacement. Warranties may be formal written policies or implied warranties.

Vendor or manufacturer provides warranty information at the time of delivery of new vehicle. Subrecipients should maintain copy of warranty details in the corresponding vehicle file. Prior to performing repairs and seeking restitution for repairs specified under a warranty, the Transit Supervisor/Director should request approval from the vendor or manufacturer.

FACILITIES

The facility/equipment maintenance program should identify specific mission critical and safety items for all FTA funded equipment, which may include, but are not limited to:

- Facility
    - Substructure – foundations, basements
    - Shell – frame, roof, exterior, gutters, downspouts, balconies
    - Interior – partitions, stairs, finishes – floor and ceilings
    - Conveyance – elevators, escalators, lifts
    - Plumbing – fixtures, water distribution, sanitary waste, rain water drainage
    - HVAC – energy supply, heating, cooling, testing, chimneys and vents
    - Fire Protection – sprinklers, standpipes, hydrants, smoke detection
    - Electrical – service and distribution, lighting, communications and security, emergency lighting
    - Equipment – related to function of facility
    - Site – roadways, parking lots, pedestrian access, fences, walls, miscellaneous structures, utilities
- Passenger station/shelters
- Maintenance
    - Overhead doors
    - Vehicle maintenance lifts
    - Vehicle washers and wash water recycling systems
    - Heating and/or air conditioning units
    - Power substations, etc.
- Security equipment
- Data management – computer security, data backup, continuity of operations off-site

*Sub-recipients that exclude any of the above items listed must provide justification for such exclusion.

The facility/equipment maintenance program should describe a system of periodic inspections and preventative maintenance to be performed at certain defined intervals. Such a system may be part of a sub-recipient's maintenance management information system. Maintenance intervals might be measured in terms of time (daily, monthly, or annually) or in terms of use (hours).

ASSOCIATED CAPITAL MAINTENANCE ITEMS

These items are defined as equipment, tires, tubes, and materials, and are expenses monthly on the 5311 Reimbursement form as operational

.

Any equipment valued in excess of $50,000 will be included in annual TAM information provided to GDOT. The equipment will be maintained per manufacturer warranty and inspection intervals, or as described herein.

FTA REGULATORY REQUIREMENTS

Transit Asset Management

The Georgia Department of Transportation (GDOT) has developed a Group Transit Asset Management (TAM) Plan on behalf of 92 participant Tier II transit providers in accordance with Federal Transit Administration (FTA) requirements in 49 CFR Part 625. Transit Asset Management is a business model that uses the condition of assets to guide the optimal prioritization of funding at transit properties in order to keep transit networks in a State of Good Repair (SGR).

The fundamental purpose of the TAM Plan is to help ensure that transit assets are kept in a state of good repair (SGR). As stated in Sec. 625.17 of the FTA TAM Final Rule, "A capital asset is in a state of good repair if it is in a condition sufficient for the asset to operate at a full level of performance."

Preventative Maintenance

Using the Interval Checklist attached to this document, public transit systems are required to maintain

Buses

FTA has established several policies that are meant to ensure that buses purchased with FTA funds are maintained and remain in transit use for a minimum normal service life, see the schedule below. The policies also intend to ensure that buses acquired are necessary for regularly scheduled revenue service and meet peak requirements. A county must maintain any spares used in a state of good repair and report spare usage in the event a 5311 vehicle is removed from service for repairs. The suggested service life outlined below refers to time spent in normal service, not time spent stockpiled or otherwise unavailable for regular transit service. Systems are required to keep all vehicles in a state of good repair while within the useful life period.

Buses – Best Practices

- Vehicles should be rotated among routes and manifests to avoid excessive mileage on one vehicle (considerably higher than fleet average). Keeping the same vehicle on a long-distance route throughout the vehicles life may result in the vehicle reaching the end of its useful life in miles but not years. Managers should rotate vehicles on routes, shifts or manifests to spread the miles equally.

- Fleet spare ratios should be kept between 15% - 20% to allow for preventive maintenance inspections schedules without service disruption.

- A daily preventive maintenance schedule should project a week in advance the vehicles needing to be scheduled for service allowing schedulers and dispatchers advance notice of vehicles available for service. This will ensure vehicles are near the PM mileage increment.

- Lift maintenance should be conducted by trained maintenance personnel experienced or certified in the lift type on fleet vehicles. Current manufacturers use a cycle count interval to determine when lifts are due for service. Pre-trip inspection forms should include a space for lift count number (counter on lift mechanism) and tracked to determine time for PM inspection. Lift inspections can be coordinated with existing vehicle inspections to reduce down-time of the vehicle if maintenance department or third- party maintenance facility provides both inspections.

Bus Replacement Policies

a) Schedule Replacement of Vehicles Meeting or Exceeding Their Useful Life
Vehicles to be replaced should have achieved the FTA minimum useful life. GDOT is lien holder on all 5311 assets. Once the vehicle has met the useful life, subrecipients will follow the established surplus turn in process. For assets sold through the surplus process, any proceeds netted over $5000 must be reported to FTA and if required, proceeds over $5,000 may have to be returned to FTA. If FTA allows GDOT to retain the proceeds, these proceeds will be placed in a Transit Investment Fund for reinvestment into Georgia's 5311 public transit systems. The annual TAM Plan Investment Prioritization data will assist the Department in making future capital investment decisions related to the planning of replacement schedules.

b) Early Disposition Policy
If a vehicle is replaced before it has reached the minimum normal service life, GDOT will have the option of transferring that asset to another 5311 Public Transit system for use as may be needed, until the Useful Life is satisfied.

c) Like-kind exchange policy
Under this policy, GDOT will replace a 5311 asset which has met, or will meet its useful life requirement in the upcoming fiscal year. The subrecipient will request replacement of the vehicle in their annual 5411 application and GDOT will replace the vehicle with the same type of the vehicle being replaced. Any requests for other than "like for like" will require written justification by the subrecipient and approval by GDOT during the application review period.

Requirements Related to Purchase of New Buses

a) Fleet and Service Expansion
Applicants seeking to expand service and fleets should describe new markets to be served in their annual 5311 application including: Vehicle needs, fleet size, justification for expansion including actual ridership for prior fiscal year per vehicle, operating costs, etc. Any expansion requests must be subject to GDOT approval.

b) Buy America
Applicants are required to comply with Buy America provisions for steel and iron content for all rolling stock or facility equipment purchases over $150,000.

c) Pre-Award and Post-Delivery Reviews of Buses
Buy America requirement also include Pre-Award and Post-Delivery certifications for all new vehicles prior to delivery. The reviews are intended to satisfy FTA requirements related to Buy America requirements, bid specifications, and Federal Motor Vehicle Safety Standards and will be completed by GDOT's Fleet Manager prior to subrecipient acceptance of vehicle.

Buses in Service

a) Commercial Driver License (CDL)
All drivers and mechanics of vehicles designed to transport more than 15 passengers **must** have a CDL to operate that capacity vehicle.

b) Charter Bus Operations
Charter service regulations prohibit FTA recipients from providing service using FTA funded equipment or facilities if there is at least one private charter operator willing and able to provide the service. Before a transit operator may provide charter service, the operator must register through the FTA Charter Registration Website:

https://ftawebprod.fta.dot.gov/CharterRegistration/Default.aspx

This site allows the public transit system to provide information about the proposed charter and notifications will be sent to registered private charter companies for response.

Part 604 Charter Service Rule - ‘‘Charter service’’ means, but does not include demand response service to
individuals:

(1) Transportation provided by a recipient at the request of a third party for the exclusive use of a bus or van for a negotiated price. The following features may be characteristic of charter service:

(i) A third party pays the transit provider a negotiated price for the group;
(ii) Any fares charged to individual members of the group are collected by a third party;
(iii) The service is not part of the transit provider’s regularly scheduled service, or is offered for a limited period of time; or
(iv) A third party determines the origin and destination of the trip as well as scheduling; or

(2) Transportation provided by a recipient to the public for events or functions that occur on an irregular basis or for a limited duration and:

(i) A premium fare is charged that is greater than the usual or customary fixed route fare; or
(ii) The service is paid for in whole or in part by a third party.

There are exceptions and a specific process for making those requests. Each sub-recipient is prohibited from engaging in the charter service unless permitted by FTA charter service regulations. The 5311 annual application includes a “Certification of No Intent to Charter Service” prohibiting Subrecipients from operating charter or exclusive services using FTA funded vehicles without written prior GDOT approval. Eighty (80) hours per year are allowed for conveyance of government officials, this is the only exception for which prior approval is not required.

c) Crossing State Lines
Any vehicle transporting passengers across State lines will be required to obtain a designated Federal DOT number to be displayed on the side of the vehicle. Insurance requirements for neighboring States may be higher than Georgia and may require the transit system to increase to the higher level of coverage to operate legally in an adjoining state other than Georgia.

Bus Facilities
FTA approved projects may include building facilities that support transit operations and provide passenger amenities when funding is available. Examples may include administrative buildings, maintenance garages, terminals, stations, shelters and park and ride lots. FTA also supports facilities that are transit-related and will participate in those portions of facilities physically or functionally connected to transit. On intermodal facilities, FTA will participate on a pro-rata basis based on the transit portion of the project.

As part of GDOT's annual update of the Group TAM Plan, all public transit providers with a transit facility included in the GDOT TAMP will be required annually to assess the condition of their FTA funded facility(s) when the transit system has direct capital responsibility of that facility. Each system will use the Transit Economic Requirements Model (TERM) scale attached to this document. The 0-5 scale covers areas identified under FACILITIES in this plan.

Facility Size
FTA's general policy is to provide federal assistance for facilities that are adequate for the grant applicant's present needs and that will realistically meet future needs.

Project Staging
Applicants must be able to fully describe the project and estimate the cost of the facility when requesting FTA facility funded projects in their annual application. Under the Section 5311 Program, there is no guarantee that these facilities will be funded, and each project will be approved on a case-by-case basis.

Planning Justifications
There must be a planning basis for every project, therefore, appropriate planning studies should be undertaken in support of projects to acquire, install or construct major transit facilities. These major projects must also be incorporated into the State Transit Improvement Plan (STIP) and within the MPO Transit Improvement Plan (TIP)

Accident Reporting
GDOT subrecipients should report all accidents to their GDOT Project Manager immediately, or as soon as possible not to exceed one business day. The Accident/Incident Report Form included in this plan must be completed and submitted along with any relevant documents including, but not limited to, police reports, Drug and Alcohol Post-Accident Testing Decision Report, witness statements, and copies of citations. The Drug and Alcohol Post-Accident Testing Decision Report should be used by transit or front-line managers to determine the need for post-accident testing.

If any vehicle has been deemed totaled by subrecipient's insurance company, a copy of the claim and carrier information must be submitted to the subrecipient's GDOT Project Manager or the GDOT Fleet Manager to begin the replacement process.

_____TRANSIT
VEHICLE PRE-TRIP INSPECTION

Driver: _____ Vehicle # _____ Period Covered: _____

√ = OK RN= Repairs Needed C = Repaired or Corrected N/A = Not Applicable

ITEM	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
UNDER THE HOOD							
Engine Oil							
Radiator Coolant							
Power Steering Fluid							
Automatic Transmission Fluid							
Hoses, belts, leaks, Electrical Wires, Battery							
OUTSIDE THE VEHICLE (Circle Problem Areas)							
Leakage on the Ground							
Exhaust System							
Tires, Wheels, Lugs							
Mud Flaps							
Lights: Headlights, Parking Lights, 4-Way Flasher, Turn Signals, Brake Lights, Clearance Lights, Backup Lights							
Mirrors							
Windshield/Windows							
Emergency Door Buzzer							
Lift (operate lift through complete cycle)							
Body Damage							
INTERIOR CHECK (Circle Problem Areas)							
Interior Lights, Seats, Hand Rails, Stanchion Polls,							
Cleanliness (Floors, Seats, Seatbelts etc.)							
Hand Rails/Stanchion Polls							
Brakes and Parking Brakes							
Tie down points and straps							
EMERGENCY EQUIPMENT (Circle Problem Areas)							
Triangles, First Aid Kit, Spill Kit Fire Extinguisher, Seatbelt Cutter							
STARTING THE ENGINE (Circle Problem Areas)							
Check Gages: Oil, Amp, Volt, Tack, Temp, Fuel							
Dash Lights							
Switches: Defroster, Heater, Horn, 2-Way Radio, Windshield Washer/Wiper							

I CERTIFY THAT I HAVE PERFORMED A COMPLETE PRE-TRIP INSPECTION ON EACH DAY BEFORE BEGINNING MY ROUTE

Driver's Signature:_____Date: _____

Repairs Needed_____

_____TRANSIT
LIFT PRE-TRIP INSPECTION

Driver:_____Vehicle #_____Date: _____

Before each scheduled day of service, **operate lift a minimum of one complete cycle** and inspect each of the following. Please check the circle if lift passed the operation.

O Does the lift inter lock (if equipped) function as intended?

O Does the lift cargo light (if equipped) function as intended?

O Does the lift deploy when the lift interlock is activated as intended?

O Does the lift safely clear the cargo door as the lift is deployed and stowed?

O Does the lift operate smoothly (no jerking or abnormal movement)?

O Does the lift operate at normal speed?

O Does the roll stop(s) operate properly?

O Does the outboard roll stop latch operate properly?

O Do the hand rails operate properly?

O Is the platform angle normal?

O Is the lift quiet (no rattles, abnormal sounds, etc.)?

O Has the hand-held switch box cable been damaged?

O Do the lift control switches function properly?

O Do the lift cargo door Securement devices function as intended?

O Is the manual back-up pump handle in place?

O Is the hand pump valve closed securely?

O Are the lift-posted and door-posted decals worn, missing or illegible?

O Is the protective padding (if equipped) in place, worn or damaged?

O Can you visually detect any lift, damage, misalignment, hydraulic leaks, loose bolts, broken welds or any abnormal conditions?

Signature_____ Date _____

WHEELCHAIR LIFT
MAINTENANCE SCHEDULE

Inspect and Service Wheelchair Lift (Braun Recommendation-750 Cycles)

___ Lubricate (apply light oil) outer barrier hinge pivot points (2)
___ Lubricate (apply light oil) outer arm slots (2)
___ Lubricate (apply light oil) outer barrier pivot points (2)
___ Lubricate (apply light oil) outer barrier activation foot pivot pins (2)
___ Lubricate (apply light oil) Platform side Plate Slots (2)
___ Lubricate (apply light oil) platform fold link rollers and pins (4 sets)
___ Outer Platform pivot pins (apply light oil)
____ Inspect (apply light oil) Lift-Tite latches (tower pivot points - 2)
____ Inspect Lift-Tie latches and gas springs for wear or damage (bent, deformed or misaligned), positive securement (external snap rings) and proper operation. Re-secure or replace defective parts or otherwise correct as needed. **Note:** Apply light grease to Lift Tite latch tower pivot point if replacing latch.
___ Inspect outer barrier for proper operation—correct or replace defective parts.
___ Inspect lift for wear, damage or any abnormal condition and correct as needed.
____ Inspect lift for rattles and correct as needed.

Inspect and Service Wheelchair Lift (Braun Recommendation-1500 Cycles)

___ **Perform all procedures listed in Braun Recommendation – 750 cycle**
___ Lubricate (apply light oil) pivot pin bearings (2)
___ Lubricate (apply light oil) fold axles (2)
___ Inboard (apply light oil) locator lever bearings (2)
___ Inboard (apply light oil) locator lever slot (2)
___ Lubricate (apply light oil) rotating slide arm pivot pins (2)
___ Lubricate (apply light oil) parallel arm pivot bearings (16)
___ Lubricate (apply light oil) switch arm pivot pin bearings (2)
___ Hydraulic (apply light oil) cylinder bushings (8)
___ Inspect Lift-Tite latch rollers for wear or damage (bent, deformed or misaligned), positive securement (external snap rings) and proper operation (2). – Re-secure, replace defective parts or otherwise correct as needed.
___ Inspect inboard locator for: Wear or damage; proper operation. Inboard locator should just rest on top surface of the base plate. – Re-secure, replace or correct as needed. See Platform Angle Instructions and Platform Floor Level adjustment instructions for Braun lifts.
___ Inspect platform fold gear rack and gear weldment teeth for foreign objects, wear or damage (bent, deformed or misaligned), positive securement and proper operation – Remove foreign objects, replace defective parts and secure as needed. Apply Door-Ease.
___ Inspect switch arm components for wear or damage and proper operation - Replace defective parts
___ Inspect micro-switches for securement and proper adjustment – Re-secure, replace or adjust as needed.
____ Make sure lift operates smoothly – Realign towers and vertical arms. Lubricate or correct as needed. lift for wear, damage, or any abnormal condition—correct as needed.
___ Inspect external snap rings/e-clips: - Re-secure or replace if needed.

___ Rotating pivot slide arm pivot pins (2 per pin)
Rotating pivot slide arm roller axles (2 per pin)
Platform fold axles (1 per axle)
Inboard locator lever bracket pins (1 per pin)
Lift-Tite ™ latch gas (dampening) spring (2 per spring)

___ Inspect platform fold axles and bearings for wear or damage and positive securement. – Replace defective parts and re-secure as needed. Apply Light oil.

___ Remove pump module cover and inspect:
___ Hydraulic hoses, fittings and connections for wear or leaks
___ Harness cables, wires, terminals and connections for securement or damage
___ Control board, circuit breaker, power switch and lights for securement or damage – Re-secure, replace or correct as needed.

____ Inspect cotter pins on platform pivot pin (2) – Re-secure, replace or correct as needed.

____ Hydraulic Fluid (Pump) – check level. **NOTE:** Fluid should be changed if there is visible contamination. Inspect the hydraulic system (cylinder, hoses, fittings, seals, etc.) for leaks if fluid level is low – Use Braun 32840-QT (Exxon® Univis HVI26) hydraulic fluid (do not mix with Dextron III or other hydraulic fluids). Check fluid level with platform lowered fully and roll stop unfolded fully. Fill to within ½: of the bottom of the 1-1/2" fill tube (neck).

4500 cycles

____ Inspect cylinders, fittings, and hydraulic connections for wear, damage or leaks – Tighten, repair or replace, if needed

____ Inspect parallel arms, bushings and pivot pins for visible wear or damage – Replace if needed.

____ Inspect parallel arm pivot pin mounting bolts (8) – Tighten or replace if needed.

____ Inspect platform pivot pin, bushings and vertical arms for wear, damage and positive securement – Replace defective parts and re-secure as needed. Apply Light Grease during reassembly procedures.

____ Inspect upper/lower fold arms, rotating pivot slide arms, slide support arms and associated pivot pins, bushings, and bearings for visible wear or damage – Replace if needed

_____ Inspect gas springs (cylinders) for wear or damage, proper operation and positive securement – Tighten, replace or correct as needed

____ Inspect rotating pivot slide arm UHMW slide bearings (buttons) – Apply Door-Ease or replace if needed. See Lubrication diagram for Braun lifts

____ Inspect vertical arm plastic covers – Re-secure or replace if needed.

____ Inspect power cable – Re-secure, repair or replace if needed.

____ Mounting – Check to see that the lift is securely anchored to the vehicle and there are no loose bolts, broken welds, or stress fractures.

____ Decals and Antiskid – replace decals if worn, missing or illegible. Replace antiskid if worn or missing.

Consecutive 750 cycle intervals

Repeat all previously listed inspection, lubrication and maintenance procedures at 750 cycle intervals.

BODY MAINTENANCE SCHEDULE

5,000 Miles (Body Inspection/Lubrication)

___ Check all exterior caulk seams on body for weather induced damage. Cracks are typical and must be properly maintained to prevent water damage. If cracking or separation appears, cut out affected area and re-caulk with a good quality, all-weather caulk. *
___ Check door panel alignment on all doors
___ Check all door seals for wear and damage.
___ Check exit door lower pins for damage and binding (first 5,000 miles, every 9,000 thereafter)
___ Lubricate windshield wiper arm pivot points.
___ Lubricate windshield wiper post pivot points.

15,000 Miles (Body Inspection/Lubrication)

___ Wash vehicle, hose off underbody, fender wells where dirt, mud, etc. accumulate.
___ Check all exterior caulk seams on body for weather induced damage. Cracks are typical and must be properly maintained to prevent water damage. If cracking or separation appears, cut out affected area and re-caulk with a good quality, all-weather caulk. *
___ Check door panel alignment on all doors
___ Check all door seals for war and damage.
___ Check exit door lower pins for damage and binding (first 3,000 miles, every 9,000 thereafter)
___ Lubricate windshield wiper arm pivot points.
___ Lubricate windshield wiper post pivot points.

TERM Scale – Annual Facility Condition Assessment Form

Maintenance and Administrative Facility Conditional Assessment NTD ID	SCORE	Assessor Intls.
Inspection Area		
Substructure	**#DIV/0!**	
Foundations: Walls, columns, pilings other structural components		
Basement: Materials, insulation, slab, floor underpinnings		
Shell	**#DIV/0!**	
Superstructure/structural frame: columns, pillars, walls		
Roof: Roof surface, gutters, eaves, skylights, chimney surrounds		
Exterior: Windows, doors, and all finishes (paint, masonry)		
Shell appurtenances: Balconies, fire escapes, gutters, downspouts		
Interiors	**#DIV/0!**	
Partitions: Walls, interior doors, fittings such as signage		
Stairs: Interior stairs and landings		
Finishes: Materials used on walls, floors and ceilings		
This component covers all interior spaces, regardless of use		
Conveyance (Elevators and Escalators)	**#DIV/0!**	
Elevators		
Escalators		
Lifts: any other such fixed apparatuses for the movement of goods or people		
Plumbing	**#DIV/0!**	
Fixtures		
Water distribution		
Sanitary Waste		
Rain water drainage		
HVAC (Heating, ventilation, and air conditioning)	**#DIV/0!**	
Energy supply		
Heat Generation and distribution systems		
Cooling generation and distribution systems		
Testing, balancing, controls and instrumentation		
Chimneys and vents		
Fire Protection	**#DIV/0!**	
Sprinklers		
Standpipes		
Hydrants and other fire protection specialties		
Electrical	**#DIV/0!**	
Electrical service and distribution		
Lighting & branch wiring (interior and exterior)		
Communications and security		
Other electrical system-related pieces such as lighting protection, generators, and emergency lighting		
Equipment/Fare Collection	**#DIV/0!**	
Equipment related to the function of the facility, including maintenance or vehicle service equipment		
For clarity, includes items vaulued above $10,000 and related to facility function		
Site	**#DIV/0!**	
Roadways/driveways and associated signage, markings and equipment		
Parking lots and associated signage, markings and equipment		
Pedestrian areas and associated signage, markings, and equipment		
Site development such as fences, walls, and miscellaneous structures		
Site Utilities		
Overall Assessment Score	#DIV/0!	

5307/5311 Transit Accident and Incident Reporting Form

The 5307/5311 Subrecipient and Third-Party Operator (TPO), if applicable, completes this form to provide information on all accidents and FTA reportable incidents reported to their assigned GDOT Project Manager (PM) and or human service providers (HSP) or Coordinated Transportation System providers.

☐Vehicle Accident ☐FTA Reportable Incident ☐Illness ☐Observation ☐Other*

If Other, please explain:

Date and Time of Occurrence: GDOT District:

Date Reported by Subrecipient:

Date submitted to GDOT Project Manager:

Subrecipient Name: TPO Name (if applicable):

Human Service Provider (HSP)(if applicable):

Vehicle Owner: Vehicle Number and/or Tag Number:

Location of Accident or Incident:

Number of Passengers: Were any passengers injured? ☐Yes ☐No

Name(s) of Passengers:

If passengers injured, provide details including any EMS treatment or transport to hospital:

Was 911 Notified? ☐Yes ☐No** Was a citation issued? ☐Yes ☐No**

**Provide Details:

Brief summary of accident/incident; attach additional pages as needed:

Attach a copy of the Drug and Alcohol "POST ACCIDENT TESTING DECISION REPORT"

Signature: Date:

5307/5311 Rural Transit Accident and Incident Follow-Up Reporting Form

The GDOT Project Manager (PM) completes this form to provide follow up information on the reported accident(s) or FTA reportable incident(s) and submits to the GDOT Transit Fleet Mananger.

Follow-Up Forms Included:

☐ Police Report	☐ Statements	☐ Subrecipient Report	☐ Inspection Report	☐ Other*

*Describe "other" forms included:

Initial Reporting Details

Date of Occurrence:

GDOT District

Subrecipient/TPO/HSP Name:

Vehicle Owner and Vehicle/Tag Number:

Follow-Up Details:

Date of Last Annual Vehicle Inspection:

Date Follow-Up Report Submitted to DPM:

Follow-Up Information Provided By:

Describe the information included in this follow-up:

Resolution and steps taken to prevent future similar occurrences:

Date of Final Resolution:

GDOT Project Manager Signature:

POST ACCIDENT TESTING DECISION REPORT

A separate sheet must be filled out for each covered employee that contributed to the accident

System Name: _____ Date of Accident: _____

Time of Accident: _____ Time Employer was notified: _____

Location of Accident: _____

Safety-Sensitive Employee: ID # and Position: _____
i.e. Driver, Dispatcher, etc

1. Did the accident involve a revenue service vehicle? ☐ Yes ☐ No
2. Did the accident involve the operation of the vehicle? ☐ Yes ☐ No
3. Was there loss of life as a result of the accident? ☐ Yes ☐ No
4. Did an individual suffer a bodily injury and immediately receive medical treatment away from the scene? ☐ Yes ☐ No
5. Was there disabling damage to any of the involved vehicles? ☐ Yes ☐ No
6. a) Did you perform a drug and/or alcohol test? **(Use Decision Tree on back of this form)** ☐ Yes FTA Authority ☐ Yes Company Authority ☐ No

   b) If no, why not? _____
7. a) Was an alcohol test performed within 2 hours? ☐ N/A ☐ Yes ☐ No

   b) If no, why: _____
8. If no alcohol test occurred, and more than 8 hours elapsed from the time of the accident, please explain: _____

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9. a) Was a drug test performed within 32 hours? ☐ N/A ☐ Yes ☐ No

   b) If no, why: _____
10. a) Did the employee leave the scene of the accident without a reasonable explanation? ☐ Yes ☐ No

    b) If Yes, please explain: _____

Test Determination:

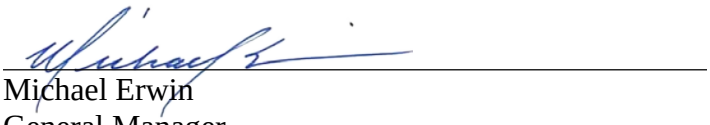
Name of supervisor making determination: _____

Time employee was informed of determination: _____

_____
Signature & Title

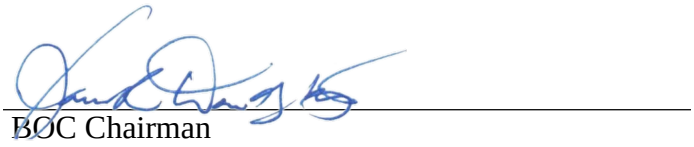
Date For your files: attach test results summary, order to test, Custody and Control Form (USDOT) and alcohol testing form (USDOT)

This Policy was adopted by Resource Management Systems Inc. on January 3, 2024



Michael Erwin
General Manager

APPROVED AND ADOPTED this 11th day of January, 2024



BOC Chairman