



Vehicle Program Management Manual

**Acquisition, Maintenance Best Practices,
Requirements, Disposal
5310, 5311 and 5309 Grant Programs**

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Glossary

Preventive Maintenance (PM)
Federal Transit Administration (FTA)
Nebraska Department of Roads (NDOR)
Vehicle Identification Number (VIN)
Metropolitan Area Planning Agency (MAPA)
Americans with Disabilities Act (ADA)
Metropolitan Planning Organization (MPO)
Central Standard Time (CST)

Introduction

The purpose of this manual is to provide subrecipients with information and guidance for acquiring, maintaining, and disposing of vehicles procured with Federal Section 5309, 5310 and 5311 program funds. Included in this manual are eligibility requirements, application process, preventive maintenance plans, warranty information, and the vehicle disposal process.

Preventive Maintenance (PM)

PM is an essential element of every effective maintenance program to ensure maximum vehicle reliability, longevity and passenger safety. While a PM program may be more expensive in the short run, it reduces overall operation and maintenance cost over the life of the vehicle.

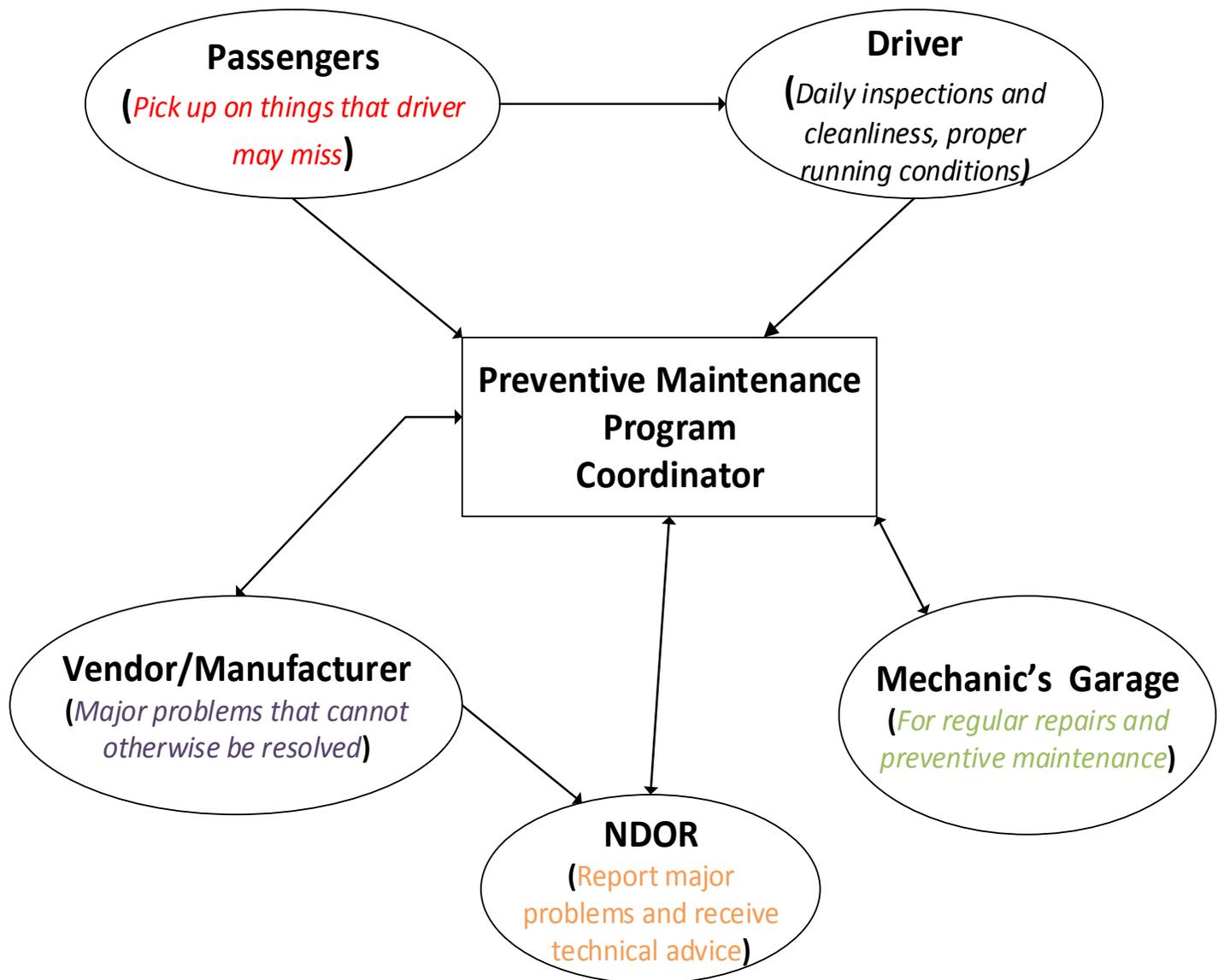
Developing a successful PM program

A successful PM program consists of several different elements. The following are elements and the issues you should consider when developing your program:

- Routine service and maintenance is essential to ensure the vehicle meets its useful life.
- Every vehicle has its own maintenance requirements program outlined by the manufacturer.
- It is critical to service the vehicle at the appropriate mileage.
- Lift equipment must be included in the PM program.

Communication Diagram

The paths of communication required to administer an effective preventive maintenance program. It is crucial to keep in mind the **program coordinator** is the most important part of this diagram.



5310 Application – Rural Areas and Lincoln Metropolitan Area

Section 5310 - Enhanced Mobility of Seniors and Individuals with Disabilities Program

In rural areas and the Lincoln metropolitan area, NDOR is the direct recipient for Section 5310 funds from the FTA. The MAPA is the direct recipient for 5310 funds for the Omaha Metropolitan area.

This program provides capital assistance for vehicles and specialized equipment to public entities and private nonprofit organizations to meet the needs of the elderly and disabled. This program requires public participation and equality of service under Title VI and the ADA. A Program of Projects is developed from an annual application process. The FTA requires monitoring and oversight of these projects through quarterly performance reports, insurance documentation, PM reporting, and on-sight monitoring of equipment and services.

Type of Assistance:

1. Capital—vehicles, wheelchair lifts, technology, etc.
2. Operating Assistance (*maximum \$8,000 per award*)
3. Other Capital (*Purchase of Service*)

Eligibility: Private nonprofit organizations incorporated in the State of Nebraska and governmental entities that provide transportation services to meet the needs of seniors and individuals with disabilities. Governmental entities must provide documentation to certify that there are no nonprofit agencies in the area readily available to provide the transportation service.

Amounts Available: Based on federal formula, approximately \$500,000 for the rural areas and \$190,000 for the Lincoln metro area.

Match Requirement: Capital – 80% federal, 20% local
 Operating Assistance – 50% Federal, 50% local
 Other Capital (Purchase of Service) – 80% federal, 20% local

Section 5310 requires that NDOR expend a minimum of 55% of each apportionment for capital projects. The remaining 45% can be used for operating assistance projects.

Vehicle Cost Estimate

The amount of cost will depend on what kind of vehicle the system purchases and what options are selected. The systems are required to contribute 20% local match of the purchase price.

Cost estimates for Vehicles (prices may vary year to year)

Lower Floor Minivan (<i>with ramp</i>).....	\$37,000
Twelve-passenger Van (<i>without wheelchair lift or ramp</i>)	\$30,000
Small bus seating 12-ambulatory and 2-wheelchair positions	\$60,000

5310 Application

5310 applications are released, as funding is available. A public notice will be posted announcing the competitive application process is open. The application will be submitted electronically through the agency's unique online portal. New 5310 applicants should contact NDOR to create an account and set up your portal.

NDOR coordinates with the Lincoln MPO to solicit, review, and award funding for the Section 5310 program in the Lincoln/Lancaster County area. Applicants in the Lincoln area forward their application and required documentation to NDOR at the address above and Mike Brienzo, Lincoln MPO, 555 S 10th St, Ste. 213, Lincoln NE 68508.

The following are requirements for the public notice:

1. A public notice is required before the application can be accepted for consideration.
2. The public notice must be published once in a newspaper having general circulation in the vicinity of the proposed Project.
3. Submit an image of the public notice(s) with the application packet.
4. A Sample Format of a Public Notice is found on the NDOR Rail and Public Transportation webpage.

Applications are reviewed.

Rural applications are ranked and selected after a review by a panel assembled by NDOR. The panel typically includes NDOR personnel, representatives from the rural areas, and human service agencies. Applications in the Lincoln MPO area are reviewed, ranked, and selected by a panel including NDOR and MPO personnel.

Applicants informed of reviewed results.

After reviewing applications, applicants will receive written notification if they have been approved for funding or declined.

5311 and 5309 Application

(Follow these instructions for 5309 funds)

5311 and 5309 Applications

The application, is submitting online through the Transit manager's portal at Nebraskatransit.com/invoice

The following are requirements for the public notice:

- A public notice is required prior to submitting a vehicle application. The notice should be published in a newspaper with local circulation. Include the application name, type and amount of funding requested and provide an opportunity for public comment. A copy of the public notice and proof of publication affidavit must be submitted with the application.
- A public hearing and notice are required if the transit system intends to utilize the new vehicle to expand or alter service. The public notice for the hearing must be published at least two (2) times. The first (1st) public notice should be from no less than fourteen (14) days to twenty-one (21) days prior to the hearing date. The second (2nd) public notice should be from no less than five (5) days to twelve (12) days prior to the hearing date. The notices should be published in a newspaper with local circulation. Include the applicant's name, type and amount of funding and purpose of the meeting. A copy of the public notices, proof of publication affidavit and hearing minutes must be submitted with the application.
- Upload an image of the hearing notice(s), newspaper affidavit and a transcript of the hearing through the online portal.
- A Sample Format of a Public Hearing Notice is found at nebraskatransit.com under system resource, assets. A public notice is required prior to submitting a vehicle application. The notice should include the applicant's name, type and amount of funding requested, and provide an opportunity for public comments.

- **Vehicle Cost Estimate**

The applicants are required to contribute 10% local match of the purchase price. The allowable Federal contribution 80% with a 10% state match. Prices may vary from year to year.

Cost estimates for Vehicles (prices may vary year to year)

Lower Floor Minivan (<i>with ramp</i>).....	\$37,000.00
Twelve-passenger Van (<i>without wheelchair lift or ramp, not ADA accessible</i>)	\$30,000.00
Small bus seating 12-ambulatory and 2-wheelchair positions	\$60,000.00

Vehicle Acquisition

All three aforementioned vehicles are ordered from the manufacturer through the state contract. NDOR follows the Buy America provisions to ensure compliance with all applicable regulations. The specifications for each vehicle cannot be changed but there are options available. The ADA accessible vehicles meet ADA requirements.

Vehicles ordered.

NDOR will order the vehicles through the Nebraska Department of Administrative Services. Vehicles often take 60-90 days to arrive. Unexpected delays do occur. NDOR will make every effort to keep the applicant informed of any delays.

Applicant invoiced.

Approximately 30 days prior to the expected date of delivery, the applicant will be invoiced for the local match. The vehicle will not be released without prior receipt of the local match and proof of insurance.

Vehicles are purchased and delivered to NDOR.

The vehicles are delivered to NDOR and inspected to ensure they meet the written specifications and are in good working order.

Applicant notification and request for insurance.

The applicant is notified that the vehicle has arrived and is available for pickup. NDOR will request proof of insurance from applicant be provided prior to the scheduled date of pickup. Applicants should make arrangements to pick up the vehicle as soon as possible.

Vehicle Pickup and Title.

Vehicles can only be picked up Monday – Friday (*excluding state holidays*) from 8:00 a.m. – 2:00 p.m. CST. The Department will need a 2-day notice before pickup. When the applicant arrives at DOR operations, they will be provided with a brief demonstration of vehicle features and operation. The vehicle title will be turned over to the applicant. **Please Note:** Section 5311 applicants must ensure that the individual picking up and driving the vehicle is a safety sensitive employee in the random drug pool. Section 5310 applicants should send the lead driver or driver-training instructor to pick up the vehicle.

Program Maintenance Documentation

Maintenance Best Practices

The key element in developing and implementing a successful PM is to ensure that all documentation for each vehicle is located in a single file folder (electronic or paper). The documentation must be available during onsite reviews. The following is a list of information to be included in the vehicle folder:

- File name of each folder should include the *Vehicle Identification Number (VIN), Make and year it was purchased.
 - *The VIN is found on the left front corner of the instrument panel, visible through the windshield. This number also appears stamped on the right sliding door sill under the sill molding and printed on the Automobile Information Disclosure Label affixed to a window on your vehicle, the vehicle registration and title.*
- If a paper file is preferred, information should be separated with a tab for each subfolder to include this information:
 - Vehicle title copy and proof of insurance
 - Pre-trip inspections (retain for 12 months in file)
 - PM maintenance records
 - PM maintenance records for wheelchair lift (*if applicable*)
 - Vehicle manufacturer maintenance schedule
 - Mechanic inspection sheets
 - Backup information for warranty claims (*particularly marginal claims near the end of the warranty period where supporting documentation can often be the “clincher” in claim payment*)
 - Vehicle disposition request and final disposition report (*if applicable*)
- Electronic files should be organized as above with subfolders

In situations where maintenance is conducted by a third party, good documentation is key to minimizing disputes. Management should make the extra effort to review repair bills and develop/maintain records required for adjustments to the PM program. Maintenance is never “out of sight, out of mind” to the smart operator.

Maintenance Records

All receipts and documentation that the work was completed is included in the individual maintenance files. This includes repairs for warranty items, PM, and unscheduled repairs. All repair receipts and documentation must include the VIN.

Preventive Maintenance Plans

Requirements

Subrecipients of FTA funded assets are required to develop written maintenance plans. The plan must identify the goals and objectives of a maintenance program and establish the means by which such goals and objectives will be attained. The written plans should contain the following elements at a minimum:

1. Policy/Mission Statement

- This section should include general information about the agency, such as its background, philosophy, mission statement and/or business practices. The agency's policy statement must align with State and Federal regulations.

2. Goals & Objectives for asset management and maintenance

- Explain how your PM checklists will be consistent with your current fleet.
- Explain how your maintenance plan and checklists will be consistent with the vehicles manufacturer's minimum maintenance requirements.
- How will you track the manufacturer's recommendations?
- Will your maintenance inspections be completed on time?
- How will your maintenance plan address maintenance procedures for wheelchair lifts and other accessibility features?

3. List the current transportation fleet

VIN	Make	Model	Year	Current Mileage	FTA Funded Y/N

4. Attach the following to the plan:

- Template maintenance schedules for each vehicle type
- Template pre- or post-trip inspection form
- A template PM Plan is available in the Appendix section of this manual

Preventive Maintenance Schedule

All receipts and documentation that the work was completed is included in the individual maintenance files. This includes repairs for warranty items, PM, and unscheduled repairs. All repair receipts and documentation must include the VIN.

Please note: It's recommended that you utilize the manufacturer's schedule for PM. If your agency has a preferred schedule that requires PM more frequently than the manufacturer's schedule, it is acceptable to utilize the agency schedule. **However, all scheduled maintenance must occur prior to the manufacturer schedule.**

The completed PM records should be retained, electronically or paper copies, in the vehicle file.

[Multi-Point Vehicle Inspection Sheet](#)

Your mechanic should complete this form for all required PMs. Ensure that the form are completed, and signed and dated by the mechanic. The mechanics may also provide their own vehicle inspection sheet.

[Schedule for Small Bus](#)

[Schedule for Lower Floor Minivan](#)

[Schedule for 12-Passenger Van](#)

Wheelchair Lift PM Schedule

Perform lift maintenance at scheduled intervals according to number of cycles or elapsed time, whichever comes first. Correct any potentially dangerous situations at once. Thoroughly read the maintenance and operation manual to fully understand the wheelchair components and its locations.

A DVD of routine maintenance and operating instructions is supplied by Braun and included with each lift-equipped vehicle. Managers and drivers are strongly encouraged to review these resources before operating the lift equipment. The lift manufacturer's website also has additional resources:

Main customer support page with lift operator videos

<http://www.braunability.com/commercial/customer-support>

Warranty information

<http://www.braunability.com/commercial/files/warranty/dpa-warranty.pdf>

Service Manual (*Millennium 2 Series, DA*)

<https://dealerdepot.braunlift.com/dealer/Content/DealerDepotProductInformation/pipe.braunlift.com/prodmanuals/NL2/Download/37431-Rev-A.pdf>

Lift Service Locations in Nebraska

Midwest Hydraulic	1925 E. 4th Street	Grand Island	NE	308-381-8220
Cornhusker International Truck	3131 Cornhusker Hwy	Lincoln	NE	402-466-8461
Mobility Options*	1701 P Street	Lincoln	NE	402-441-7871
Handicapped Lifts	190520 Hwy 26 West	Scottsbluff	NE	308-635-7272
Mobility Monitoring LLC	14450 Meadows Blvd Ste 2	Omaha	NE	402-884-3333
Coach Master's Inc.	6410 Hwy 30 East	Kearney	NE	308-234-8111
Heartland Mobility	4815 S 115th St	Omaha	NE	402-934-7826
Snows Car Clinic	836 S Burlington	Hastings	NE	402-462-6490

Vehicle Modification/Logo Policy

Modification of a vehicle received through the Section 5310 and 5311 programs (*adding seats, removing seats, adding a lift, etc.*) is prohibited unless prior approval is received from NDOR.

Running boards on 12-passenger vans are allowed. They must be of a quality and design that is comparable to factory-installed options. Installation must be by a professional installer or other shop to ensure serviceability and safety for riders.

Nebraska Public Transit logos will be supplied for every public transportation vehicle. The logo should be displayed on each side of the vehicle. Replacement logos are available upon request to NDOR. Subrecipient can put their agency name and phone number on the vehicle. Vehicle wraps maybe allowed inform NDOR for approval.

Useful Life

Per the FTA, the vehicle has met its useful life after 4 years or 100,000 miles. However, only NDOR will determine **if/when** a subrecipient's vehicle has met its useful life. Vehicles meeting the minimum service years and/or minimum miles are considered for disposal on a case-by-case basis.

5311 & 5310 Vehicle/Equipment Disposition Request

All subrecipients prior to disposing any Federally-funded vehicle or equipment, must request approval from NDOR. The Vehicle and Equipment Disposition Request Form is located on the transit manger's dashboard at nebraskatransit.com/invoice. If you are unfamiliar with or cannot access the dashboard, contact NDOR transit Section 402-479-4694.

On the left hand side of your manager's dashboard you will see New Applications. There you will find the Vehicle/Equipment Disposition link.

You will have 4 options to disposing of the vehicle.

- Advertised sealed bids (cannot be sold for less than the average of two competent appraisals). Upload copies of the bids when submitting the final disposition information through your dashboard.
- Auto auction
- Private party (must provide two appraisals from responsive dealers, local or internet). Upload copies of the appraisals when submitting your original disposition request through your dashboard.
- Applicant to retain vehicle for non-transit use. Option allowable only if the vehicle meets all the following criteria:
 1. 100,000 miles or more;
 2. Minimum of 4 years old; and
 3. Value less than \$5,000 (must provide two appraisals from reputable dealers, local or internet)

Note:

If the vehicle is valued at and sold for \$5,000 or more, follow the procedure below:

- Retain the percentage of local match contributed by your agency (ask NDOR if you are unsure) of the proceeds plus a \$225 administrative fee. The administrative fee is intended to defray the cost associated with advertising and processing the sale of the vehicle.
- Forward the remaining balance to NDOR (check payable to NDOR) and a copy of the bill of sale within 30 days of the sale.
- If the vehicle was purchased with 100% Federal funding from the American Recovery and Reinvestment Act of 2009, the transit system must return all proceeds (minus the \$225 administrative fee) regardless of appraised value.

If the vehicle is valued at and sold for less than \$5,000, the transit system may retain 100% of proceeds. Transit providers are encouraged to reinvest proceeds back into transit operations.

Warranties

All vehicles purchased through state contract have warranties, which, at a minimum, cover all labor, and replacement parts for a period of one year/12,000 or three year/36,000 miles. Warranties cover the basic vehicle and all ancillary equipment supplied with the vehicle (*i.e., air conditioner, wheelchair lift, wheelchair tie-down systems, seats, etc.*). Warranties come in many forms but generally include some combination of mileage and time, and will often contain exclusions for "consumable" items, such as brake pads, batteries, and tires. Additionally, warranties generally have stipulations about operating and maintaining the vehicle in accordance with the supplier's specific recommendations.

An NDOR representative will provide a packet containing all your warranty information upon delivery of the vehicle. The warranty packet should be placed in the vehicle file containing all of the vehicle information.

Thoroughly examine and become familiar with all the warranties provided with the vehicle when it is delivered. Make sure that you have read all the fine print. Does your warranty really cover 100 percent of all repair costs for the entire period, or does it only cover full replacement in the beginning with reduced coverage thereafter? What items are specifically included or excluded? Make sure you understand who is going to be responsible for which warranties – is it the vehicle supplier of the local service representative of a component supplier (*such as an air conditioning unit or wheelchair lift*)?

If defects are found upon arrival, take the vehicle to an authorized dealer to correct these items within the warranty period. It is highly recommended that you take care of problems quickly before they cause major failures (*which often occur after the warranty period*). Arguing that you knew of a problem while still under warranty, but could not afford the time to have the vehicle serviced, rarely results in a favorable claim. The end results are that your vehicle may be out of commission for a longer period of time and you may have to pay costly repair bills.

Warranties (Cont'd)

Most repairs can and should be handled by the local auto or truck dealership representing the chassis manufacturer (*e.g., Ford, Chevrolet, and Dodge*). In order for your warranty to be honored, you must take the vehicle to an authorized representative. If the representative cannot solve the problem to your satisfaction, contact the vendor who delivered the vehicle. In most cases, this vendor is the one who submitted the original bids and is most familiar with all aspects of your vehicle (*i.e., chassis, body, ancillary equipment, etc.*). The vendor will advise you of the proper procedures to follow and the authorized agent to perform needed repairs. If for some reason, you are unable to obtain assistance from either the local dealership of the original vendor, contact NDOR.

For modified vehicles (*small buses, lower floor minivans*) with repairs required under warranty, contact the vehicle salesperson for instructions on how to proceed. Contact information below:

Mike Baumgartner
Master's Transportation
3710 Central Avenue, Suite 5
Kearney NE 68847
308-440-5006

For vehicles that are not modified (*12-passenger vans*), contact your local dealer directly. Use the warranties as a basis for future maintenance activities by ensuring that any required servicing is directly incorporated into your preventive maintenance program (*e.g., lubrication schedules for lifts*). Plan on reviewing the performance and condition of specific warranty-related items and components at a service interval shortly before any major warranty milestones, in order to ensure that you recoup as much benefit as possible from your warranties.

Service Schedules

The Appendix includes sample maintenance schedules for many of the vehicles currently in service.

The services shown in this schedule up to 100,000 miles should be performed after 100,000 at the same intervals. The services shown at 150,000 miles should be performed at the same interval after 150,000 miles.

Reporting

All reports are submitted online via a portal at nebraskatransit.com. New subrecipients will be instructed to create an account to access the reporting functions.

Monthly Vehicle Usage Reports

Section 5310 subrecipients are required to submit monthly vehicle usage reports for the first four years (based on the year of the vehicle). Information to be reported includes the number of ambulatory, non-ambulatory and disabled passengers were transported each month.

Annual Vehicle Inventory

Section 5310 subrecipients are required to submit an annual vehicle report (*prior to December 31st*) for ALL vehicles funded by the FTA. Section 5311 subrecipients are not required to submit an annual inventory report as information is collected through the annual operating assistance application.

Certification of Equivalent Service

5311 and 5310 subrecipients with a non-ADA accessible grant funded vehicle are required to submit to NDOR an annual certification of equivalent service. The document certifies that the agency can provide an equivalent level of service to the elderly and disabled.

Section 5311 subrecipients will submit the report through their online operating assistance application.

Section 5310 subrecipients will submit the certification with their annual inventory report.

Record Retention

Files may be kept electronically or in paper form. Vehicle PM files (invoices, mechanics checklist, etc.) shall be retained in the vehicle file at least 3 years.

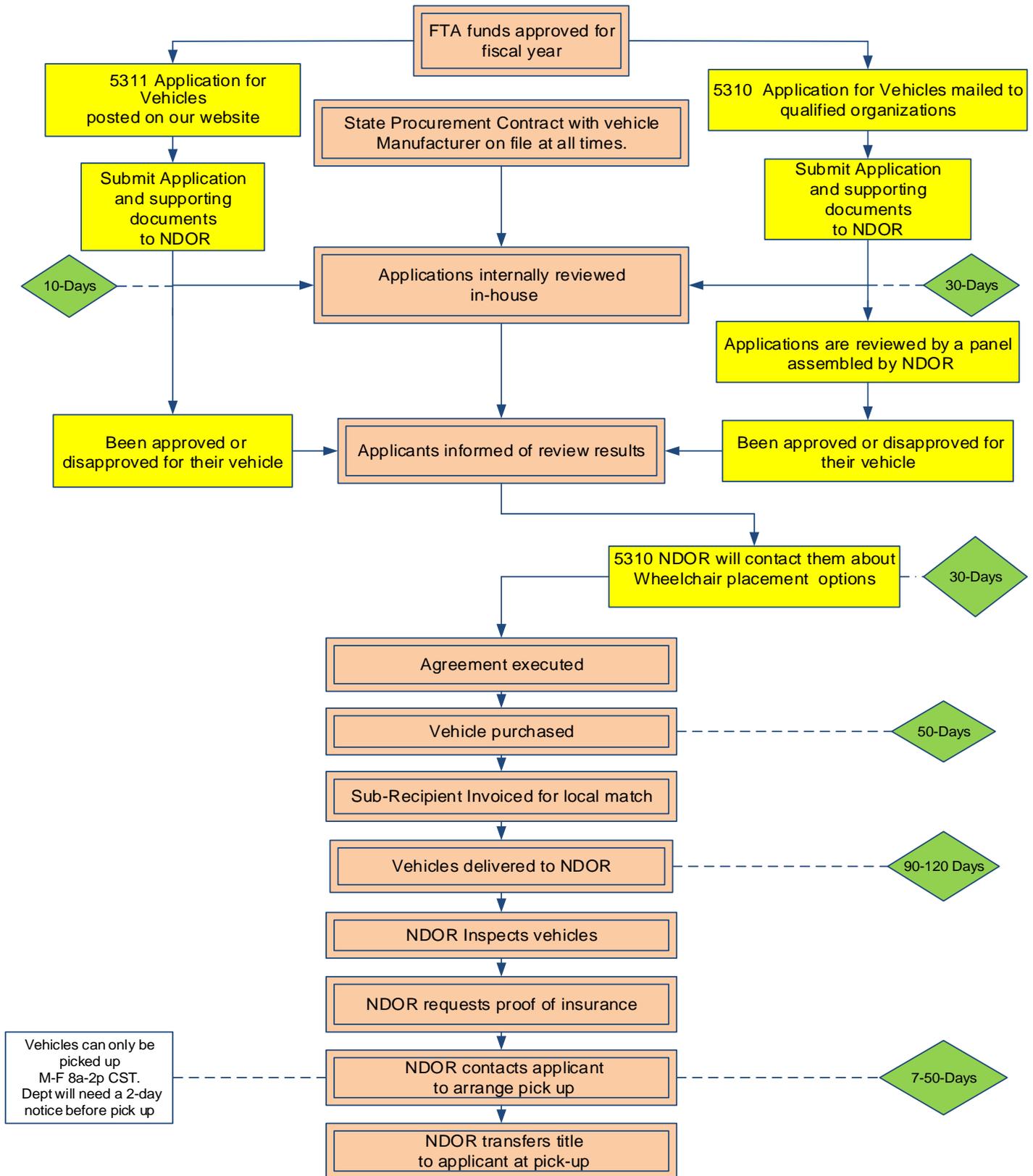
Pre and Post trip inspection sheets must be retained for a minimum of 12 months.

Warranty work documentation shall be retained at least 3-years after the expiration of the warranty. Please note, the length of the warranty can vary from chassis, motor, lift equipment, etc.

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Vehicle Acquisition



NOTE: Timeframes are subject to change.

Vehicle Pickup Location

Vehicles can only be picked up M-F 8a-2p CST. Dept. will need a 2-day notice before pick up.

Location of pick will be 5001 South 14th Lincoln Ne.



Vehicle Pickup Location

Vehicles can only be picked up M-F 8a-2p CST. Dept. will need a 2-day notice before pickup. Location of pick will be 5001 South 14th Lincoln Ne.



Pre-Trip Inspection Daily Vehicle Condition Report

Instructions for Use: The pre-trip inspection report shall be completed by the driver prior to the vehicle being dispatched for duty each day it is in service. The driver shall sign the report and provide the completed form to the supervisor/dispatcher prior to leaving the base of operations. The completed forms for each vehicle shall be retained in the vehicle file and be available for review during NDOR site visits.

Date: 2/20/14			
Driver: <i>(print first and last)</i>	Joe Joe	Year:	2014
Vehicle Identification No.:	8675309	Mileage:	30,000
Type of Vehicle (<i>Identify</i>):	<input type="checkbox"/> Bus <input checked="" type="checkbox"/> 12-Passenger Van <input type="checkbox"/> Minivan <input type="checkbox"/> LF Minivan		

OK	Defective	Exterior	Comments
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Inspect for leaks under vehicle	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Headlights	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Tail/Brake Lights	left break light out
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Turn Signals	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Clearance Lights	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Windshield Wipers and Blades	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fresh Body Damage	ran into a tree
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Exhaust System	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tires/Wheels	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cleanliness	
Under the Hood			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Oil Level	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Radiator Level	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Windshield Washer Fluid Level	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Engine/Hoses/Belts	
Interior			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Horn	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Windshield Wipers	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Gauges/Instruments	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Steering	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Passenger Door	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Brakes	When I press down it takes 5 minutes to come to a
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Blower Fans/Heater/Air Conditioning	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interior Lights	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rear Vision Mirrors	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cleanliness	
Safety Equipment			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Triangles	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	First-aid Kit	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Blood Borne Pathogen Kit	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fire Extinguisher	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Check Backup Alarm	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Web Cutter	I never have had web cutters in the bus
Accessibility Equipment			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cycle Lift/Deploy Ramp Inspect	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Proper Number of Wheelchair	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Proper Number of Lap/Shoulder Belts	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Proper Number of Lab/Shoulder Belts	

Driver Signature: Joe Joe

[Insert Entity Name Here]

Preventive Maintenance Plan

Mission Statement

The mission of the [Insert Entity Name Here] vehicle maintenance program is to provide safe, clean, reliable and comfortable vehicles for use by our customers and drivers.

Goals:

- To ensure proper running condition, cleanliness and proper equipment of all vehicles.
- To provide less down time of the vehicle(s) and timely maintenance repairs before a break down can occur.

Objectives:

- To perform pre-trip inspections of all vehicles, lift equipment and restraints prior to the vehicle being placed in service for the day.
- To perform PM on all vehicles according to the manufacturer's recommended schedule (at a minimum).
- To have a record-keeping system in place to ensure that the PM program is being performed.
- To maintain all vehicles records and information by VIN.
- To perform PM and servicing on new vehicles to maintain warranty coverage and recover costs of warranty repairs.
- To allow the opportunity for all drivers to attend training provided through the NDOR.

Transportation Vehicles

Year	Make	Model	VIN	# Wheelchair Positions

Attachments:

PM Schedules (for each vehicle) Templates

Pre-trip Inspection Template