

ABC Transit Vehicle Maintenance Plan

Maintenance Policy Statement

ABC Transit is dedicated to providing safe reliable vehicles for its employees and customers. Written procedures have been established to obtain daily pre-trip inspections, semiannual safety inspections and scheduled preventive maintenance in accordance with manufacturer's service intervals. We strive to complete vehicle repairs as efficiently and as quickly as possible. Individual vehicle records are maintained to document service intervals, warranty claims and equipment performance.

Daily Inspections

Daily inspections are performed by either the driver or transportation mechanics and are a key element to the early detection and remedy of potential failures. These inspections will detect any visible problems and will be conducted before the vehicle leaves the facility. If the vehicle is found to have significant defects it will be scheduled and fixed prior to being used. A vehicle pre-trip inspection (see Attachment 1) will be performed each time a vehicle is to be used.

Safety Inspections

Regularly scheduled safety inspections are also a key element to the early detection and remedy of potential safety-related issues. As the age of the fleet increases, the transportation mechanics may at their discretion schedule the safety inspections more frequently than once every six months. At a minimum, vehicle safety inspections must be performed every six months, using MDOT's Vehicle Safety Inspection Checklist (see Attachment 2). The safety inspections will emphasize everything affecting the safe operation of the vehicle. If the safety inspections are performed by an outside contractor, the mechanic must be certified for that particular class of vehicle and equipment. If the safety inspections find the vehicle to have significant defects, the vehicle will be scheduled and fixed prior to being used. Otherwise, the safety inspections will be reviewed and used to schedule other needed repairs and maintenance.

Routine Service and Maintenance Schedule

Preventive maintenance involves performing regularly scheduled maintenance services, adjustments, and inspections based on a predetermined interval of miles to minimize malfunctions. Routine service and maintenance is scheduled to meet or exceed manufacturers' recommended service intervals (see Attachment 3). Our methodology to determine when vehicle servicing is due is for the transportation mechanics to check the vehicle mileages on a daily basis and compare them with the service schedule. This ensures pre-established service intervals are not exceeded. Proactive vehicle maintenance is a primary goal of our maintenance program. Effective preventive maintenance means performing necessary repairs promptly to prevent further damage and to ensure vehicle

safety. Removing a vehicle from active service until it is road-ready is also an option.

The transportation mechanics are responsible for ensuring all preventive maintenance and repairs are completed in a timely manner. The senior center director periodically checks maintenance records to ensure maintenance is not exceeding service intervals.

Record Keeping

Historical records are kept substantiating maintenance is being performed according to the manufacturers' recommendations. All vehicle maintenance becomes part of the vehicle's historical record. Each individual vehicle's record includes all daily inspections, six-month safety inspections, and routine maintenance records. The recommended way to maintain vehicle histories is to place important forms (safety inspections, maintenance records, etc.) in separate folders for each vehicle. The transportation mechanics ensure the maintenance work is being done in accordance with manufacturer's recommendations by periodically comparing maintenance records to ABC Transit's Vehicle Maintenance Plan. The Director ensures compliance for proper maintenance by meeting **<how often>** with the maintenance staff to review work that has been completed or is in process.

Summary

Preventive maintenance is an essential element of every transportation operation. ABC Transit believes its vehicle maintenance plan increases vehicle reliability, longevity, and safety. While preventive maintenance may be more expensive in the short run, it likely results in the lowest overall life cycle cost.

Attachment 1
Pre-Trip Checklist

Date ___/___/___

Mileage: End _____

Vehicle # _____

Start

Total _____

Driver's Signature

List Additional Comments Below:

Headlights	
Turn Signals	
Brake Lights	
Brakes	
Cycle Lift	
Fire Extinguisher	
Windshield Wipers	
Oil Level	
Coolant Level	

Check Once a Week

Transmission Fluid	
Power Steering Fluid	
Windshield Washer Fluid	
Belts	
Hoses	
Leaks	

Attachment 2

VEHICLE SAFETY INSPECTION CHECKLIST

Vehicle safety inspections are required every six months.

Put an X in the box for ok, O for needs attention, or NA for does not apply

VEHICLE NO.		TRANSIT AGENCY			
MAKE		MODEL	YEAR	MILEAGE	V.I.N.
TECHNICIAN SIGNATURE			MECHANIC CERTIFICATION NO.		INSPECTION DATE
A	GENERAL CONDITION	J	SAFETY EQUIPMENT		71. Volt/Amp Gauge
	1. Body, Bumpers, Trim		35. Flares/Reflector Triangles		72. Oil Pressure Gauge
B	TIRES/BATTERY		36. Fire Extinguisher Charge/Date		73. Engine Temperature Gauge
	2. Tread depth	K	DRIVER'S SEAT		74. Air System Pressure Gauge
	3. Tire Pressure		37. firmly Mounted		75. Low Air Pressure Light/Alarm
	4. Wheels & Lug Nuts		38. Adjusts & Latches		76. Speedometer/Odometer
	5. Battery Terminals & Compartment		39. Seatbelt Operation		77. Air Restriction Gauge/Induction System
C	FLUIDS	L	HEATER/DEFROSTER	Q	BRAKES
	6. Engine Oil Level		40. Fans Operate F/R		78. Parking Brake
	7. Coolant Level/Freeze Protection _____ ° F		41. Heaters Operate F/R		79. Brake Pedal Low/ Soft? Hard? Normal?
	8. Brake Fluid Level		42. Defroster Operation		80. Brakes Pull, Noisy
	9. Transmission Fluid Level		43. Air Conditioner System Operation		81. Air Chambers/Slack Adjusters
	10. Power Steering Fluid Level	M	LIGHTS, HORN		82. Air Lines/Tanks/Drains
	11. Windshield Washer Fluid Level		44. Stepwell	R	TRANSMISSION-DRIVE TRAIN
D	DOORS		45. Passenger Area		83. Holds in Park Position
	12. Open & Close Properly		46. High Beam Headlights & Indicator		84. Does Not Start In Gear
	13. Won't Open Accidentally		47. Low Beam Headlights		85. U-Joints
	14. Latches, Handrails, Hinges		48. Dimmer Switch		86. Differential/Rear Axle
	15. Seals Out Fumes & Dust		49. Turn Signal Lights & Indicators	S	STEERING
E	FLOORS & STEPS		50. Hazard Flashers & Indicators		87. Free Play
	16. Clean & Free of Debris		51. Running Lights		88. Steering Force
	17. Loose Floor Covering/Weak Flooring		52. Reflectors		89. Pulls In Either Direction
	18. Step Tread Covers & Fasteners		53. Brake Lights		90. Power Steering Pump/Gear Box
F	SEATS		54. Tail Lights		91. Linkage/Ball Joints/King Pins
	19. Sharp Edges/exposed Metal		55. License Plate Light	T	SUSPENSION F/R
	20. Upholstery/Springs		56. Back-up Lights		92. Shocks/Mounts/bushings
	21. Firm Mounting		57. Back-up Alarm		93. Springs/Clamps/Shackles
G	GRAB-RAIL STANCHIONS		58. Horn		94. Stabilizers/Tracking Bars/Bushings
	22. Padded Properly	N	WIPER/WASHER	U	EXHAUST SYSTEM
	23. Firmly Mounted		59. Arm Tension		95. Exhaust/Tail Pipes
	24. Other Padding		60. Blade Condition		96. Muffler/Catalytic Converter
H	WINDOWS		61. Wiper/Washer Switch w/Delay		97. Hangers/Clamps
	25. Safety Glass		62. Washer Aim & Coverage	V	FUEL SYSTEM
	26. Vision Obstruction	O	MIRRORS		98. Lines/Fittings/Filter
	27. Operation		63. Mounted Firmly		99. Leaks
	28. Sun Visors		64. Interior View		100. Tank Mounts/Drain/Fill Cap
I	EMERGENCY EXITS		65. Exterior Flat Rear View	W	LIFT/RAMP/SECUREMENTS
	29. Doors/Windows Work Properly		66. Exterior Convex Rear View		101. Remote Control
	30. Doors/Windows Latch Properly		67. Exterior Front Cross View		102. Wheelchair Stops/Handrails
	31. Roof Hatch Operation	P	ENGINE OPERATION		103. Restraints/Tie Downs Operation
	32. Labeled Properly		68. Starting		104. Stop Request
	33. No Obstruction to EXITS		69. Excessive Smoking		105. Adequate Padding
	34. Door Ajar Warning Alarm		70. Instrument Warning Lights		106. Manual Lift Operation
REMARKS:					

Attachment 3

Component	Service Interval
Engine Oil & Filter	Every 6,000 miles
Chassis Lubrication	Every 6,000 miles
Air Filter	As needed
Fuel Filter	As needed
Wheelchair ramp & securement	As needed, inspect at 6 months
Vehicle cleaning	Weekly
Disc & Drum Brake Service	As needed, inspect at 6 months
Transmission service	As needed
Drive axle service	As needed, inspect at 6 months
Engine cooling system service	As needed, inspect at 6 months
Air conditioning system	As needed, inspect at 6 months
Safety Inspection (required)	Every 6 months