Commonwealth Office of Transit Authority

FLEET MAINTENANCE MANUAL

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This Manual has been reviewed and approved by the SAPT.

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12/18/19
Date

Section 1: Introduction

A. Purpose

COTA, in its continuous development and concern for the safety of its staff and community members, has developed this maintenance manual. The purpose of CTOA Maintenance Manual is to assist supervisor at all levels in the managing vehicle and equipment use and operations, maintenance and repair. It is a management information system consisting of records and database of fleet maintenance and activities. The maintenance processes, practices and standards enable supervisors to manage vehicle and equipment readiness and availability based on the resources available.

Maintenance processes, forms records, and procedures provide the required information for maintenances schedules and services, inspections, warranty claim actions, and repair workloads and are used to report, request, and record repair work.

This manual is designed to keep all vehicles, shop equipment, public areas, and tools, in safe, reliable, and operational condition. It requires management, drivers, and related staff to be well trained and accountable for specific roles. Preventive maintenance is our goal and will come about as a result of working together as a team.

B. Applicability

This manual applies to CPOTA in its entirety to include vendors and contractors supporting public transit operations. Users are invited to send in comments and suggested improvements to the COTA community planner. The most current version of this plan shall be maintained in the COTA electronic documents library and downloadable from the COTA website: http://www.cota.gov.mp/.

This is a loving document that will be reviewed annually and updated "as needed".

C. Specific Role

Management

Management will make sure that all staff is properly trained and certified as deemed appropriate in preventive maintenance. Supervisors must know all parts of the preventive maintenance program, supervise its implementation and evaluate its effectiveness.

Drivers

The drivers must be licensed and certified according to CNMI laws, rules and regulation. Drivers should operate vehicles. Copies of operator licenses and certification shall be kept in the employee file. Supervisors review operator qualification information quarterly to insurance it is synchronized with dispatch records and training qualifications

Section 2: Fleet Maintenance Goals and Objectives

COTA's goal is to keep all vehicles well maintained and service the community. Our objectives are:

- Maintaining flexibility for changes in route(s), schedule(s), environment, new technology, and other impacts
- Maintaining chassis, body, and component according to manufacturers' recommended maintenance practices and service intervals
- Systematically inspect and service vehicles
- Conduct repairs expeditiously
- Maintain copies of defects reports and records of corrective actions
- Maintaining proper levels of fiscal control; and,
- Manage parts, vehicles, equipment, maintenance facilities, and personnel.
- If inventory is maintained conduct a 6-month inventory check

Maintenance should cover all vehicles and equipment operated by COTA. Manuals should be maintained for each type of vehicle and equipment being used by COTA.

Section 3: Preventive Maintenance Inspections & Services

A. Introduction

Vehicle and component (e.g., disability access equipment) manufactures manuals that recommend maintenance practices as well as specific guidance and instruction for troubleshooting, removal, overhaul, repair, and replacement of components. These manuals are an important part of the vehicle maintenance plan as they define specific maintenance intervals and provide critical information when the maintenance work is actually to be performed.

Preventive maintenance (PM) inspections and services should follower the recommended intervals (within 500 miles or 7 days) by the manufacturer, supplier, or builder. Failure to perform preventative maintenance services according to the guidelines of the manufacturer, supplier or builder, may jeopardize any claims to warranty.

Services eligible for warranty payment must be made by the appropriate personnel and filed with the manufacturer. Documentation of such services should remain in the COTA vehicle maintenance file and stated in the next quarterly report.

B. Drivers

Drivers must know the proper starting, shifting, and braking procedures to extend the life of the equipment and must be vigilant in reporting his/her observations. Drivers must make sure that all fluid levels are checked each time that vehicle is fueled. No vehicles should be sent into service low on oil, antifreeze, brake fluid, automatic transmission fluid, or power steering fluid. Unsealed batteries and windshield washer fluid must also be checked and filled

Backing is **prohibited** unless absolutely necessary. Backing should be done only with the assistance of a ground guide.

All drivers should be completely familiar with the vehicles including engine compartment, driver controls, and passenger safety devices. Drivers should be trained to recognize unusual noises and describe basic mechanical problems to the supervisor and/or mechanic.

C. Documentation

Preventative maintenance (PM) inspections and periodic services performed should be documented. **Information** such as faults, repairs and repair parts are reported on inspection and service forms.

Whenever a mechanic or tow truck is dispatched to a vehicle in service, documentation should be submitted to the COTA maintenance office and placed in the vehicle file.

All maintenance documents shall be kept through the life of the vehicle plus 3 years.

D. Preventive Maintenance Inspections

Preventive maintenance (PM) inspections are scheduled to provide an opportunity to detect and repair faults, damage or wear conditions

Each inspection will:

- Specify each item to be checked
- Record repairs and the routine application of fluids
- Indicate inspections interval (i.e., daily or weekly); and
- Contain a pass/fail standard for each item

Portions of check lists and procedures may come from the manufacturers, the vendor, or COTA. Refer to Appendix for an example of daily PM Inspection Checklist.

E. Identified Defects

Identified defects should be reported to the project manager. Defects must be reviewed and repair considered. Categories of repair include

Safety Defect

The vehicle cannot be released until the repairs are completed, except in case of an emergency. Safety cannot be compromised

Mechanical defect

A defect that will worsen and increase cost. The vehicle cannot be released until the repairs are completed, except in case of an emergency

Elective mechanical defect

A defect that does not compromised safety and will not cause further damage if operated but needs to be corrected prior to the next PM cycle. Repair should be scheduled. Due to transportation cost and disruption to operations, this decision should not be made lightly

Elective or Cosmetic Defect

The type of defect is an aesthetic defect that will not compromise safety nor cause further damage or expenditures.

If the fleet experience recurring defects, the Maintenance Coordinator should check vehicle maintenance files, check manufacturers' recall notices service bulletins, and campaigns.

F. Pre-Trip inspections

An important aspect of preventive maintenance is the establishment of a strong communication between drivers and management. An easy way to ensure and document this communication link is through the use of the driver's daily vehicle inspection checklist.

Each should have blank copies of the checklist on-board for the drivers to conduct the inspection. The driver should identify any defects and report them to the program manager before driving the vehicle. If a problem arises during the shift, the driver should add comments to the checklist. All checklists are to be maintained in the vehicle's permanent file.

NOTE: When malfunctions and/or defects are detected which threaten safe operation performance, the vehicle will not be used to transport persons until defects corrected.

The pre- and post-trip inspections forms shall be legibly completed and signed by the vehicle driver. Pre-trip inspections should include as a minimum:

- Cleanliness - Properly maintained and free of lose articles
- Lights and reflectors - High/Low beams, tail lights, turn signals
- 4-way hazard flashers, marker lights, license plate light and reflectors should be cleaned as needed
- Brakes—both foot and emergency brakes should be capable of effectively stopping or restraining the vehicle. Brake pedal should be firm after 1-2 inches free-play on a single down stroke. No noises, vibration or steering changes should result from applying the brakes while moving.
- Horn — Gives an adequate and reliable warning signal
- Windshield, washer, wipers, and defroster—Surfaces must be clean and unobstructed, inside and outside. Washer reservoirs are to be filled as needed.
- Mirrors—All rear vision mirrors must be clean, properly adjusted and unobstructed. Outside mirrors must be mounted on both sides.
- Tires—Must be of adequate load capacity when vehicle is fully loaded. Tires shall be inflated to recommended pressures and compatible and each set (i.e. all radial or all bias ply; no mixed sets.) Tire wear surfaces and sidewalls shall be inspected daily for debris, damage, and wear. Tires shall be replaced prior to revealing the "Wear bars" between the treads at contract surface
- Speedometer- Shall be operational and accurately record speed.

- *Seat Belts — If the vehicle has seat belts, they must be in good operating condition and used by all passengers and drivers. Wheelchair passenger restraints and securement systems shall be fully operational*
- Doors — Capable of being opened, shut, and locked as required
- Fluids — All fluid levels must be checked each time the vehicle is fueled and maintained at the manufacturers recommended operating levels. This includes engine coolant, oil, brake fluid, power steering fluid, transmission fluid and washer solvent.
- Wheelchair Lifts — Check operating and structural condition by operating through two (2) complete cycles
- Emergency Equipment — Should be present and operational: Must meet each agency's policies
  - Fire extinguishers
  - First Aid Kits
  - Flashlights w/ batteries
  - Blood Borne Pathogens Clean-up Kit
  - Reflective Triangle
  - Reflective Vest for Drivers
  - Clean-Up Kit for Cleaning & Sanitizing the Vehicle

Example of an Inspection Form is in Appendix E.

G. Post-Trip Reports

Post-trip is required. *Must be modified to each agency's policies*

(A) Report required. Drivers should prepare a report in writing at the completion of each day's work on each vehicle operated and the report shall cover at least the following parts and accessories:

- Service brakes including trailer brake connections
- Parking (hand) brake
- Steering mechanism
- Lighting devices and reflectors
- Tires
- Horn
- Windshield wipers
- Rear Vision mirrors
- Emergency equipment
- Wheel Chair Lifts

(B) Report Content. The report shall identify the vehicle and list any defect or deficiency discovered by or reported to the driver which would affect the safety of operation of the vehicle or result in its mechanical breakdown. If no defect or deficiency is discovered by or reported to the driver, the report shall so indicate. <u>In all instances, the driver shall sign the report.</u> Driver needs to sign the driver vehicle inspection report. If a driver operates more than one vehicle during the day, a report shall be prepared for each vehicle operated

(C) Corrective action. Prior to require or permitting a driver to operate a vehicle, every transit agency shall repair any defect or deficiency listed on the driver vehicle inspection report which would be likely to affect the safety of operation again

- Every transit agency or its agent shall certify in the original vehicle inspection report which lists any defect or deficiency that the defect or deficiency has been repaired or that repair is unnecessary before the vehicle is operated again.

Post-Trip Report sample is provided in Appendix B.

H. Periodic Services

The manufacturer's recommended service schedule should be followed. This process enables operators to report data on services and test performed on vehicles and equipment. COTA groups PM services into different levels; they are A, B, C, and D. Level A comprises the most basic and frequent level of PM services while D consist of more complicated services performed less frequently.

Level A—Conducted a 3,000 miles interval. Change oil and filter, inspect tires, electrical systems, service all fluid levels, lubricate chassis and doors, check A/C hoses, fire extinguishers, belts, brakes, lights, test drives, body damage, etc. Inspect and test vehicle lift.

Level B—Conducted at 12, 000-mile intervals. Includes all items in level A. Check coolant specific gravity, and pH

Level C—Conducted at 24,00- mile interval. All items Levels in Levels A and B, plus change fuel filter, replace air filter, and inspection of braking system.

Level D—Conducted 48,00- mile intervals. All Items in levels A, B, and C, plus inspection and repack of the wheel bearings.

As periodic services are performed, vehicle and equipment maintenance records are updated and the next service due is identified. A periodic service may not always be conducted when scheduled, so a 10 percent variance before or a 10 percent variance after the scheduled of days, miles, or hours is allowed.

If the periodic service is performed within the variance, the service is treated as if it was done on the day/miles/hour schedules. If the periodic service exceeds the 10 percent variance, the vehicle or equipment is administratively grounded (prohibited from use) until the service is completed. The exception to the "grounded" rule is for emergencies and may be approve by the maintenance coordinator or SAPT only

COTA will follow the PM maintenance schedule based on cumulative mileage as follows:

PM LEVEL	CUM. MILEAGE	PM DESCRIPTION	PM LEVEL	CUM MILAGE	PM DESCRIPTION
A	3,000		A	27,000	
A	6,000		A	**30,000**	
A	9,000		A	33,000	
B	12,000	A+B	B	36,000	A+B
A	15,000		A	39,000	
A	18,000		A	42,000	
A	21,000		A	45,000	
C	24,000	A + B + C	D	48,000	A+ B + C +D

LIFT PREVENTATIVE MAINTENANCE SCHEDULE

750 Cycles	Inspect lifts for rattles	Correct as needed
	Adjust fold pressure and outer barrier fold pressure (if applicable)	See applicable service manual
	Verify FMVSS 403/404 Certification Checklist	See FMVSS 403/404 Certification Checklist

Perform all procedures listed in previous section also

1,500 Cycles	Inner/Outer fold arms (2)	Apply grease (synthetic) to contact areas between inner/outer fold arms. See Lubrication Diagram.
	Platform pivot pin bearings (4)	Apply Light Oil - See Lubrication Diagram
	Outer fold arm bearings (8)	Apply Light Oil - See Lubrication Diagram
	Inner roll stop pivot bearings (2)	Apply Light Oil - See Lubrication Diagram

Inner roll stop level bearings (2)	Apply Light Oil - See Lubrication Diagram
Inner roll stop level slot (2)	Apply Light Oil - See Lubrication Diagram
Saddle support bearings (8)	Apply Light Oil - See Lubrication Diagram
Inner fold arm roller pin bearings (4)	Apply Light Oil - See Lubrication Diagram
Inner fold arm cam followers (4)	Apply Light Oil - See Lubrication Diagram
Parallel arm pivot bearings (16)	Apply Light Oil - See Lubrication Diagram
Handrail pivot pin bearings (4)	Apply Light Oil - See Lubrication Diagram
Hydraulic cylinder bushings (8)	Apply Light Oil - See Lubrication Diagram
Outer barrier level guide slot	Apply Light Grease to both sides of slot. See Lubrication Diagram
Inspect Lift Tite™ latch rollers for wear or damage, positive securement and proper operations	Correct, replace damaged parts and/or relubricate.
Inspect inner roll stop for: Wear or damage Proper operation. Roll stop should just rest on top surface of the threshold plate. Positive securement (both ends)	Resecure, replace or correct as needed. See Platform Angle Instructions and Tower Microswitch Adjustment Instructions.
Inspect handrail components for wear or damage, and for proper operation	Replace damaged parts
Inspect microswitches for securement and proper adjustment.	Resecure, replace or adjust as needed. See **Microswitch** Adjustment Instructions.
Make sure lift operates smoothly	Realign towers and vertical arms. Lubricate or Correct as needed.
Inspect external snap rings: Outer fold arms (6) Lift Tite™ latch roller (2)	Resecure or replace if needed.

	Lift Tite'" latch gas (dampening) spring (4) -Innerfoldarmcamfollowers(4) 'Inner fold arm roller pins (4) Outer barrier hydraulic cylinder mounting pin (2) Inner roll stop level bracket pins (2)	
	Inspect inner roll stop locks (2) and torson springs (2)forwearordamageandforproperoperation.	Replace damaged parts. Apply Light Oil to inner roll stop lock pivot point.
	Inspect outer fold arms pins (2), axles (2) and bearings (8) for wear or damage and positive securement	Replace damaged parts and resecure 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 Relays, fuses, power switch and lights for secure-ment or damage	Resecure, replace or correct as needed.

4,500 **Cycles**	Perform all procedures listed in previous sections also	
	Inspect cotter pins on platform pivot pins (2)	Resecure, 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, fit-tings, seals, etc.) for leaks if fluid level is low.	Use Braun 32840-QT hydraulic fluid (Exxon^ Univis HVI 26). Do not mix with Dextron III or other hydraulic fluids. Check fluid level with platform lowered fully. Fill to maximum fluid level indicated on reservoir (specified on decal). Do not overfill. If fluid level decal is not present - measure 1-3/8" from the fill port to locate fluid level.
	Inspect cylinders, fittings and hydraulic connections for weak, damage or leaks	Tighten, repair or replace if needed.
	Inspect outer barrier cylinder hose assembly (hose,	Tighten, repair or replace if needed.

	fasteners, connections, etc) or wear, damage or leakage (if equippedj	
	Inspect parallel arms, bearings 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 pins, bearings, and vertical arms for wear, damage and positive securement	Replace damaged parts and resecure as needed. Apply Light Grease during reassembly Procedures.
	Inspect inner/outer fold arms, saddle, saddle support and associated pivot pins 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 saddle bearing (UHMW - 2)	Apply Door-Ease or replace if needed. See Lubrication Diagram.
	Inspect vertical arm plastic covers	Resecure or replace if needed
	Inspect power cable	Resecure, 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, mlssing or illegibe. Replace antiskid if worn or missing.

Consecutive 750 Cycle Intervals	Repeat all previously listed Inspection, lubrication and maintenance procedures ar 750 cycle intervals.

ADA ACCESSIBILITY EQUIPMENT

A. Overview of the ADA

The American Disability Act (ADA), Title 49, CFR, Section 37.161, Subpart G requires that transportation services maintain the ADA features of their facilities and vehicles in operative condition. These ADA features, include, but are not limited to:

- Lifts and other means of access to vehicles;
- Securement devices
- Signage or system to aid communications with persons who impaired vision of hearing

Accessibility features must be repaired promptly if they are damaged or out-of-order. When an accessibility feature is out-of-order, COTA shall take reasonable steps to accommodate persons with disabilities who would other use the feature.

Wheelchair lifts make it possible to board wheelchairs of various sizes and weights in an efficient and safe manner. Lifts however, are potentially hazardous equipment and must therefore be maintained and operated properly.

ADA, Title 49, CFR, Section 37, 163 requires regular and frequent maintenance checks of the lifts. Vehicle drivers must report, by the most immediate means available, any failure of a lift. If there is no available spare vehicle to take the place of vehicle with an inoperable lift. COTA will contact facility within 24 hours from the date of discovery and schedule repairs as soon as possible.

If there is no spare vehicle available with an operable lift, such that taking the vehicle out of service will reduce the transportation service that COTA is able to provide, the COTA will keep the vehicle in service with in inoperable lift for no more than five (5) days from the day on which the lift is discovered to be inoperative. The five (5) days to keep vehicle in service with inoperable lift is based on the fact that COTA is only serving the island of Saipan with a population of less than 50,000 as of 2010.

ADA, Title 49, CFR, Section 37, 163(e), requires COTA to remove vehicles with inoperative lifts from service until the lifts are repaired.

ADA, Title 49, CFR, Section 37, 173 requires all personnel to be trained proficiency in the use of ADA equipment, as appropriate to their duties.

B. Preventive Maintenance Plan

A preventive maintenance plan for ADA accessibility features should be in place; including a system of maintenance checks based on manufacturers recommended guidelines within 50 cycles or yearly, whichever comes first.

Management of Fleet

A. Physical inventory

COTA will conduct an annual physical inventory of capital items value $1000 or greater. Discrepancies between an inventory report and COTA Assets Management files must be investigated and reconciled within 30 days of the discovery of the discrepancy. Corrective actions shall be filed in the Assets Management Files and appropriate reports submitted

B. Serial Number Tracking

Critical and high-dollar-value ($5,000 or greater) are reported by serial number according to the COTA Assets Management Plan. The Procurement Management Coordinator shall be informed of any Maintenance actions that changed or impact a reportable serial number. It is also reported on Quarterly COTA report.

C. Warranty Claim Action (WCA)

A warrant claim action is sued for items with bad components, parts or assemblies covered by a factory arrant. All WCA, settled or unsettled, are reported on the Quarterly COTA Report and Status provided by the Procurement Management Coordinator.

D. Vehicle History File

Each vehicle will have a written record documenting preventive maintenance, regular maintenance, inspections, lubrications, and repairs performed. A minimum of the following information will be maintained in the records:

- Identification of the vehicle
    - Year
    - Manufacturer
    - Make
    - Model
    - License number
    - Registration of ownership
- Date
- Mileage

- Description of each inspection, maintenance, repair, lubrication performed
- The name & address of ay business performing an inspection maintenance, lubrication, or repair

E. Personnel Safety

The health and well-being of every employee is of the vital importance. The active participation of each employee is mandatory in establishing a safe work environment COTA will keep employees aware of required safety and health procedures and employees will be expected to comply with all prescribed guidelines and procedures.

Employees are required to wear all protective equipment at the proper times and in the proper environments. Failure to wear the required protective equipment is cause for disciplinary action up to and including termination of employment.

Use proper lifting techniques at all times when lifting objects. Bend the knees to utilize leg power and get into a proper positing before lifting. Ask for assistance from a fellow worker for heavy loads. Avoid twisting and awkward or jerky movements during a lift or while carrying an object.

Appendix A: Information for Onsite Mechanic/Tow

Information Sheet

1) Today's Date _____ 2) Last 5 digits of VIN _____

3) Time called: _____ 4) Driver _____

5) Route _____

6) Location of Vehicle: Be specific — street address, cross street, highway marker

6) Reported Trouble: Ask specific questions and be as precise as possible.

10) Replacement vehicle _____ 11) Call received by: _____

Supervisor's report

1) Time arrived at Bus towed_____ 2) In-Service repair or Bus Exchange

3) Time Repair/Exchange Completed _____

4) Nature of Trouble

_____

_____

5) Remarks_____

Operator's Signature: _____

Maintenance Coordinator's Signature_____

Appendix B: Daily Inspection Checklist

Last SDigits of VIN_____ Odometer_____

Work Order No._____ Date: _____

	Interior Inspections			Interior Inspections	
1	All Seats and Seat Belts		20	Exterior Body and Components	
2	Doors/Hinges/Latches/Locks				
3	Flooring/Headliner/Side Panels		21 22 23	Tires/wheels - Lug Nuts, Tire Pressure	
4	Mirrors			Fuel Cap and Port	
5	Interior Lights			Engine Oil/Trans.Fluid Check	
6	Exterior Lights O Directional 0 Step/Door 0 Emergency Flashers O Clearance O Headlights O Panel Lights O Tail lights 0 Back up Lights O Brake Lights		24	Power Steering Fluid Level	
			25	Battery	
			26	Radiator Fluid Level	
			27	Belts/Hoses/Wiring	
			28	Under Hood/Exhaust System	
			29	Access Doors/Emergency Doors	
			30	Brakes/Brake Fluid/Brake Pedal	
			31	Parking Brake/Emergency Brake	
7	Warning System/Horn/Radio				
8	Starter/System/Automatic Choke/Back up alarm		32	Acceleration/steering/Trackin 8	
9	Windshield Wiper/Washers/Windshield		33	Suspension - Shock/springs	
			34	Water/Fluid Leak	
10	Windows/Emergency Windows		35	Lifi/Ramp	
			33	Wheelchair Lift/Ramp	
11	AC/Heater/Defrosters - Front/Rear		37	Interlock System (Optional)	
			38	4 tie downs (Per Position)	
12	GUAGES: Fuel/oil/volt/temp		39	4 min. Safety Loop Strap Per Vehicle	
13	Roof Hatch(optional)				
14	Fare box		40	Other	
15	Clean?		41	Fire Extinguisher/First Aid Kit/Safety Triangles	
16	Required Stickers/Posters displayed				
			42	Spill Kits/Seat BeltCutter	
			43	License Plate/Operator Manual	
			44	Registration	

Additional Comments:

Inspector _____

Remarks	SYMBOLS	
	/	OKAY
	X	REPAIRS REQUIRED
	R	REPAIRED
	0	NOT ACCEPTABLE

Appendix C: Reporting Defects

COTA DEFECTS REPORT

Last 5 digits of VIN_____ Date _____

Driver _____

Doors	W/C LIFT	A/C OR HEAT	EXTERIOR LIGHTING
0 STICK	0 NO POWER	0 DEFROSTER	0 HEADLIGHTS
0 TOO FAST	0 DOES NOT DEPLOY	0 NO HEAT	0 TAIL LIGHTS
0 TOO SLOW	0 PLATFORM	0 NO A/C	0 TURN SIGNALS
0 WON'T CLOSE	0 RESTRAINT	0 A/C LIGHT	0 FLASHERS
0 WON'T OPEN	0 DOES NOT **STOW**	0 BLOWER/FAN	0 CLEARANCE

Electrical	Suspension	Brakes	Body Damage
O Dome Light	O Air Leak	O Pull L/R	O Bumpers
O Gauges	O Leans	0 Lock Up	O Front End
O Telltale Lamp	0 Won't Raise	O Soft	O Rear End
O Horn	O Kneeler	O Noisy	O Left Side
O Chime	O Noisy	O Parking Brake	O Right Side

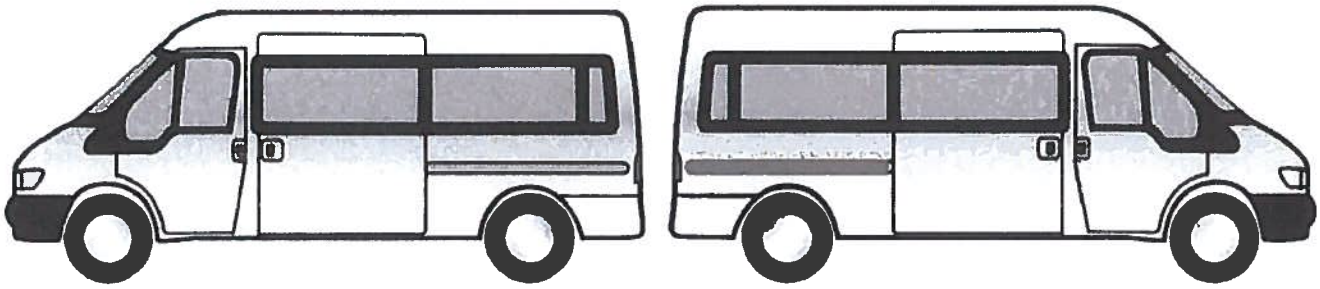
Windows	Mirrors	Steering	2-way Radio
Broken	Broken	Hard	Dead
Etched	Too Lose	Shimmies	Static
Won't Open	Too Tight	Excessive Play	Volume
Won't Close	Won't Adjust	Pull Left	Won't Transmit
Need Cleaning	Spot Mirror	Pulls right	Won't Receive

Engine		Transmission	Tires
O Stop Light	O Lower power	O Transition Light	O Flat
0 Check Light ON	0 Won't Start	0 Won't Shift	O Damaged
O Overheats	O Oil Leak	O No Forward	O Low Air
O Smokes	O Fuel Leak	O No Reverse	O Worn Tread
O Vibrates	O Coolant Leak	O Slips	O Uneven Wear
O Stalls	O Noisy	O Leaks	O Loose Lugs

Others			
0 Wipers	O Accelerator	0 Sensitive Edge	0 Emergency Exits
O Interior Dirty	O Exterior Dirty	O Graffiti	O Interlock
O Seats	O Other (specify)		

Corrective Actions/Repair:

Body Damage (Circle Damage Area (s)



Operator's Signature _____ Date _____

Program Manager's Signature _____ Date _____

Appendix D: PM Service Schedule

Preventive Maintenance Level — Schedule by Mileage

Last 5 Digits of VIN_____ Date_____

PM LEVEL	CUM. MILEAGE	PM DESCRIPTIO	DAT OF SERVICE	COMMNTS— NOTE IF ADDEDCOMMENTS ON BAK
A	3,000			
A	6,000			
A	9,000			
B	12,000	A + B		
A	15,000			
A	18,000			
A	21,000			
C	24,000	A + B + C		
A	27,000			
A	30,000			
A	33,000			
B	36,000	A + B		
A	39,000			
A	42,000			
A	45,0000			
D	48,000	A+ B+C+ B		

REPEAT THE SCHEDULE

Level A—Conducted to 3,000 miles interval. Change oil and filter, inspect tires electrical system, service all fluid levels, lubricant chassis doors, check A/C hose, fire extinguisher, belts, brakes, lights, test drive, body damage, etc. Inspect and test vehicle

Level B—Conducted at 12,000-mile interval. Includes all items in Level A, Plus transmission fluid and filter change. Check Coolant, specialty gravity, and pH

Level C—Conducted 24,000-mile intervals. All items in Levels A and B, plus change fuel filter, perform complete engine tune-up, replace air filter, drain and refill differential lubricant and inspections of braking system.

Level D - Conducted 48,000-mile intervals. All items in levels A, B, and C, plus inspection and repack of wheel bearings

Appendix E: Post-Trip Report

Driver:_____ Date: _____

Last S Digits of VIN _____ Time/End of Trip: _____

Check all items and indicate by checking a box:

Parking (hand) brake	Horn
Steering mechanism	Tires
Lighting devices and reflectors	coupling device
Windshield wipers	Wheels and rims
Emergency equipment	Rear View Mirrors
Service brakes including trailer brake connections	

Identify or list any defect or deficiency discovered or reported that would affect the safety of operation of the vehicle or result in its mechanical breakdown (indicate if none discovered or reported as well)

_____

_____

_____

_____ _____

Driver's Signature Date

Describe corrective action taken:

_____

_____

(1) COTA shall certify on the original driver vehicle inspection report which lists any defect or deficiency that the defect of deficiency has been repaired or that repair is unnecessary before the vehicle is operated again.
(2) COTA shall maintain the original driver vehicle inspection report, the certification of repairs, and the certification if the drivers review for three months from the date the written report was prepared.

Print Name of Authorized Individual: _____

Signature: _____ **Date:** _____

Concurred by the majority of members present and voting during its [ ] Regular [ ]

Special Meeting on _____/ _____/ _____

Attested By: _____ Date: _____

Board Secretary

_____ Date: _____

Chairman