





# Commonwealth Office of Transit Authority (COTA) Updated Fleet Maintenance Manual

April 25, 2024

This updated fleet maintenance manual has been reviewed and approved by:

  
\_\_\_\_\_  
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Date \_\_\_\_\_

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## **SECTION 1: Introduction**

### **A. Purpose**

The Commonwealth Office of Transit Authority (COTA), in its continuous development and concern for the safety of its staff and community members, has developed this maintenance manual. The purpose of the COTA Fleet 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 record 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 COTA 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 form the COTA website: [transit.cnmi.gov](http://transit.cnmi.gov).

This is a 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 operate vehicles. Copies of operator licenses and certification are kept in the employee file. Supervisors review operator qualification information quarterly to ensure 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 covers all vehicles and equipment operated by COTA. Manuals are maintained for each type of vehicle and equipment being used by COTA.

## **SECTION 3: Preventive Maintenance Inspection & 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 performed.

Preventive maintenance (PM) inspections and service follows the recommended intervals (within 500 miles or 7 days) by the manufacturer, supplier, or builder. Failure to perform preventive 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 remains in the COTA vehicle maintenance file (spreadsheet) and stated in the next quarterly report. Warranties are being closely monitored/ tracked by the COTA Maintenance Supervisor to ensure services eligible for warranty are covered. Vendors performing the vehicle preventive maintenance have a file of each vehicle history and are also required to monitor warranty for each vehicle.

### **B. Drivers**

Drivers must know the proper starting 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 are

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

Drivers are responsible for conducting a pre and post trip inspection to include cycling the lift and recording the cycle count.

### **C. Documentation**

Preventive maintenance (PM) inspections and periodic services are documented. All maintenance documents are kept in the maintenance file associated with that vehicle/equipment. 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 service vehicle, documentation is submitted to the COTA maintenance office and placed in the vehicle file.

All maintenance documents are 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 does:

- Specify each item to be checked.
- Record repairs and the routine application of fluids.
- Indicate inspection interval (i.e., A, B, C, D); and
- Indicate inspection types- A, B, C, D, Air Conditioning, ADA Equipment.

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 are reported to the project manager. Defects must be reviewed and repair considered. Categories of repair include the following:

#### **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 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. Repairs are scheduled. Due to transportation cost and disruption to operations, this decision is not 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 checks vehicle maintenance files, checks 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 vehicle has blank copies of the checklist on-board for the drivers to conduct the inspection. The driver is to identify any defects and report them to the program manager before driving the vehicle. If a problem arises during the shift, the driver is to 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-trip and post-trip inspections forms shall be legibly completed and signed by the vehicle driver. Pre-trip inspections 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 are cleaned as needed;
- Brakes- both foot and emergency brakes are capable of effectively stopping or restraining the vehicle. Brake pedal is firm after 1-2 inches free-play on a single down stroke. No noises, vibration or steering changes are result from applying the brakes while moving;
- Horn- Gives an adequate and reliable warning signal;
- Windshield, washer, wipers, and defroster- Surfaces must be cleaned and obstructed, inside and outside. Washer reservoirs are to be filled as needed;
- Mirrors- All rear vision mirrors must be cleaned, 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 contact 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 passenger 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;
- Mobility Device Securement System- All securement belts will be counted and checked for condition and properly stowed. Floor tracks for securement devices will be checked to assure proper use and free of debris;
- Wheelchair lifts- Check operating and structural condition by operating one (1) complete cycle;
- Emergency Equipment- Should be present and operational, and must meet each agency's policies:
  - Fire extinguishers
  - First Aid Kits
  - Flashlights with 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 Inspections**

Post-trip is required, and must be modified to each agency's policies.

(A) Report required. Drivers are to 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
- Body damage

(B) Report Content. The report shall identify the vehicle and list any defect or deficiency discovered 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 indicate. In all instances, the driver shall sign the report. Drivers need 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 requiring 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.

Pos-trip Report sample is provided in Appendix B.

## **H. Periodic Services**

The manufacturer's recommended service schedule is to be followed. This process enables operators to report data on services and tests 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 consists of more complicated services performed less frequently.

Level A- Conducted at 4,000-mile 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 16,000-mile interval. Include all items in Level A plus check coolant specific gravity and pH.

Level C- Conducted at 24,000-mile interval. All items in Levels A and B, plus change fuel filter, replace air filter, and inspection of braking system.



Level D- Conducted at 48,000-mile interval. 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 days, miles, or hours is allowed.

Any periodic service conducted within the 10% variance is considered "on-time". If the periodic services exceed 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 approved by the

COTA Operations and Maintenance Coordinator or the Special Assistant for Public Transportation only.

Below is a tool that is used to monitor all pending repairs and maintenance, as well as service interval mileages. It is being monitored on a daily basis and is presented at the end of the week to the Operations and Maintenance Coordinator for reviewing, before it is approved by the Accountable Executive: Alfreda Camacho Maratita – Special Assistant for Public Transportation.

Date	Repairs Needed and Remarks	Vendor/s	Drop-off Date	Repairs Start Date	Repairs completed	Mileage	Service Due	Mileage Left	Warranty Exp.
43-40 Van	No repairs needed and IN SERVICE	N/A	N/A	N/A	N/A	126037	126605	568	July 22, 2018
43-41 Van	No repairs needed and IN SERVICE	N/A	N/A	N/A	N/A	98874	101,866	2992	July 22, 2018
43-42 Van	Hubcaps and rear driverside quarter panel window needs replacement, and lifts needs to be repaired	N/A	N/A	TBD	TBD	100887	102475	1588	July 22, 2018
49-33 Van	No repairs needed and IN SERVICE	N/A	N/A	N/A	N/A	106939	110719	3780	July 22, 2018
49-82 Van	No repairs needed and IN SERVICE	N/A	N/A	N/A	N/A	23745	25253	1508	January 6, 2023
49-83 Van	Vehicle is grounded due to pending body repair, and upon visual inspection, it is deemed that the 2 front tires need to be replaced due to being worn out from daily operations	N/A	N/A	N/A	N/A	28389	28443	54	January 6, 2023
49-84 Van	Upon reviewing Operators inspection checklist and visual inspection by safety officer, it is deemed that the 2 front tires be replaced due to being worn out from daily operations	N/A	N/A	N/A	N/A	33946	34858	912	31-Dec-23
49-85 Van	No repairs needed and IN SERVICE	N/A	N/A	N/A	N/A	31936	34612	2676	31-Dec-23
48-49 Bus	Rear A/C inoperable. Had it diagnosed at vendor and currently waiting for replacement parts	Joeten Motors	N/A	TBD	TBD	29752	30718	966	January 3, 2022
48-51 Bus	Upon reviewing Operators inspection checklist and Visual Inspection by Safety Officer, it is deemed that all 4 rear tires need to be replaced due to being worn out from daily operations	Joeten Motors	11/16/21	11/16/21	11/16/21	40756	43749	3003	January 3, 2022
44-49 Arboc	Passenger door inoperable. Currently at vendor for diagnosis	Armatech	11/23/21	TBD	TBD	21850	24604	2754	October 11, 2018
41-89 F-150	No repairs needed	N/A	N/A	N/A	N/A	40398	41040	642	December 4, 2016
41-81 Fiesta	No repairs needed	Joeten Motors	N/A	N/A	N/A	51321	52300	979	June 17, 2016
41-45 Xterra	No repairs needed	N/A	N/A	N/A	N/A	-	-	-	March 17, 2016

Mileage is inputted daily onto the mileage column of the chart and is formulated, with the service due column, to find out how many miles is left until service is due.

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	4,000		A	36,000	
A	8,000		A	<b>40,000</b>	
A	12,000		A	44,000	
B	16,000	A+B	B	48,000	A+B
A	20,000		A	52,000	
A	24,000		A	56,000	
A	28,000		A	60,000	
C	32,000	A + B + C	D	64,000	A+ B + C +D

## LIFT PREVENTATIVE MAINTENANCE SCHEDULE

<b>750 Cycles</b>	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

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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

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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 <b>Microswitch</b> 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.

	<p>Lift Tite™ latch gas (dampening) spring (4)</p> <p>-Inner fold arm cam followers (4)</p> <p>'Inner fold arm roller pins (4)</p> <p>Outer barrier hydraulic cylinder mounting pin (2)</p> <p>Inner roll stop level bracket pins (2)</p>	
	<p>Inspect inner roll stop locks (2) and torsion springs (2) for wear or damage and for proper operation.</p>	<p>Replace damaged parts. Apply Light Oil to inner roll stop lock pivot point.</p>
	<p>Inspect outer fold arms pins (2), axles (2) and bearings (8) for wear or damage and positive securement</p>	<p>Replace damaged parts and resecure as needed. Apply Light Oil.</p>
	<p>Remove pump module cover and inspect:</p> <p>Hydraulic hoses, fittings and connections for wear or leaks</p> <p>Harness cables, wires, terminals, and connections for securement or damage</p> <p>Relays, fuses, power switch and lights for securement or damage</p>	<p>Resecure, replace or correct as needed.</p>

<p><b>4,500 Cycles</b></p>	<p><u>Perform all procedures listed in previous sections also</u></p>	
	<p>Inspect cotter pins on platform pivot pins (2)</p>	<p>Resecure, replace or correct as needed</p>
	<p>Hydraulic Fluid (Pump) - Check level. Note: Fluid should be changed if there is visible contamination.</p> <p>Inspect the hydraulic system (cylinder, hoses, fittings, seals, etc.) for leaks if fluid level is low.</p>	<p>Use Braun 32840-QT hydraulic fluid (Exxon<sup>^</sup> 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.</p>
	<p>Inspect cylinders, fittings and hydraulic connections for weak, damage or leaks</p>	<p>Tighten, repair or replace if needed.</p>
	<p>Inspect outer barrier cylinder hose assembly (hose,</p>	<p>Tighten, repair or replace if needed.</p>

	fasteners, connections, etc) or wear, damage or leakage (if equipped	
	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, missing or illegible. Replace antiskid if worn or missing.

<b>Consecutive 750 Cycle Intervals</b>	Repeat all previously listed inspection, lubrication and maintenance procedures at 750 cycle intervals.
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## 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 or 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 otherwise use the feature.

Mobility devices 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 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

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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 regardless of value. Discrepancies between an inventory report and the CNMI Government Master Inventory Control Record must be investigated and reconciled within 30 days of the discovery of the discrepancy. Corrective actions shall be filed in the Asset Inventory Files and appropriate reports submitted to the Director of the Division of Procurement Services.

## **B. Serial Number Tracking**

Critical and high-dollar value equal to or greater than \$5,000 is reported by serial number according to the CNMI Government Property Management Policies and Procedures Manual. If the capital property does not have a serial number, a property control number will be assigned to the property. 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
  - o Year
  - o Manufacturer
  - o Make
  - o Model
  - o License number
  - o Registration of ownership
- Date
- Mileage
- Copy of repair invoices
- Parts to vehicle file

- Description of each inspection, maintenance, repair, lubrication performed
- The name & address of any 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 positioning 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.

The COTA Administrative Manual, Section V. Safety & Health supports the above three paragraphs.

### **Employee Training Programs:**

#### **Passenger Assistance, Safety and Sensitivity Training**

On as needed basis, COTA will procure the services of a certified PASS Trainer to train COTA's transit operators and Transit Information Specialist (dispatchers).

#### **OSHA Training**

Currently, COTA maintenance personnel are not handling hazardous materials (hazmat) as the vehicle preventive maintenance works are being performed by third party.

#### **Vendor Training of Equipment**

If stated in the contract as part of the deliverables to train COTA personnel, vendors will be required to train appropriate COTA maintenance personnel in operating equipment safely.

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	<del>21</del> 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 <input type="checkbox"/> Directional <input type="checkbox"/> Step/Door <input type="checkbox"/> Emergency Flashers <input type="checkbox"/> Clearance <input type="checkbox"/> Headlights <input type="checkbox"/> Panel Lights <input type="checkbox"/> Tail lights <input type="checkbox"/> Back up Lights <input type="checkbox"/> 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	Lift/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
<input type="checkbox"/> STICK	<input type="checkbox"/> NO POWER	<input type="checkbox"/> DEFROSTER	<input type="checkbox"/> HEADLIGHTS
<input type="checkbox"/> TOO FAST	<input type="checkbox"/> DOES NOT DEPLOY	<input type="checkbox"/> NO HEAT	<input type="checkbox"/> TAIL LIGHTS
<input type="checkbox"/> TOO SLOW	<input type="checkbox"/> PLATFORM	<input type="checkbox"/> NO A/C	<input type="checkbox"/> TURNSIGNALS
<input type="checkbox"/> WON'T CLOSE	<input type="checkbox"/> RESTRAINT	<input type="checkbox"/> A/C LIGHT	<input type="checkbox"/> FLASHERS
<input type="checkbox"/> WON'T OPEN	<input type="checkbox"/> DOES NOT STOW	<input type="checkbox"/> BLOWER/FAN	<input type="checkbox"/> CLEARANCE

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

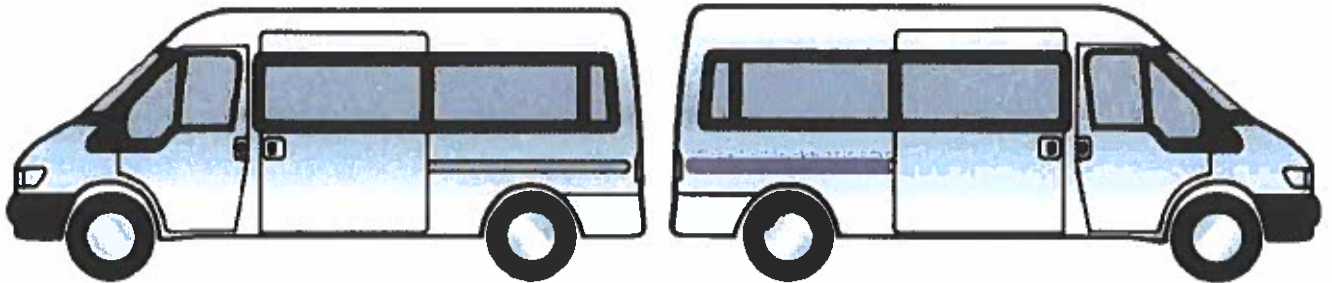
Windows	Mirrors	Steering	2-way Radio
Broken	Broken	Hard	Dead
Etched	Too Lose	Shimmies	Static
Won't Open	Too Tight	Excessive Play	Volume
Won't Close	Won't Adjust	Pull Left	Won't Transmit
Need Cleaning	Spot Mirror	Pulls right	Won't Receive

Engine	Transmission	Tires
<input type="checkbox"/> Stop Light	<input type="checkbox"/> Lower power	<input type="checkbox"/> Flat
<input type="checkbox"/> Check Light ON	<input type="checkbox"/> Won't Start	<input type="checkbox"/> Damaged
<input type="checkbox"/> Overheats	<input type="checkbox"/> Oil Leak	<input type="checkbox"/> Low Air
<input type="checkbox"/> Smokes	<input type="checkbox"/> Fuel Leak	<input type="checkbox"/> Worn Tread
<input type="checkbox"/> Vibrates	<input type="checkbox"/> Coolant Leak	<input type="checkbox"/> Uneven Wear
<input type="checkbox"/> Stalls	<input type="checkbox"/> Noisy	<input type="checkbox"/> Loose Lugs

Others			
<input type="checkbox"/> Wipers	<input type="checkbox"/> Accelerator	<input type="checkbox"/> Sensitive Edge	<input type="checkbox"/> Emergency Exits
<input type="checkbox"/> Interior Dirty	<input type="checkbox"/> Exterior Dirty	<input type="checkbox"/> Graffiti	<input type="checkbox"/> Interlock
<input type="checkbox"/> Seats	<input type="checkbox"/> 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 DESCRIPTION	DATE OF SERVICE	COMMNTS— NOTE IF ADDED COMMENTS ON BAK
A	4,000			
A	8,000			
A	12,000			
B	16,000	A + B		
A	20,000			
A	24,000			
A	28,000			
C	32,000	A + B + C		
A	36,000			
A	40,000			
A	44,000			
B	48,000	A + B		
A	52,000			
A	56,000			
A	60,000			
D	64,000	A+ B+C+ B		

**REPEAT THE SCHEDULE**

Level A — Conducted to 4,000 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 5 Digits of VIN \_\_\_\_\_

Time/End of Trip: \_\_\_\_\_

Check all items and indicate by checking a box:

Brakes

Horn

Parking (hand) brake

Tires

Steering mechanism

Wheels and rims

Lighting devices and reflectors

Rear View Mirrors

Windshield wipers

Entry door mechanism

Emergency equipment

Climate control system

ADA equipment

Body and bumpers

Defroster system

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)

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\_\_\_\_\_  
Driver's Signature

\_\_\_\_\_  
Date

Describe corrective action taken:

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- (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**