Insert Name of Organization & Logo

Please edit language according to your agency practices.

Practices must meet manufacturer’s recommended standards

Enhanced Mobility (5310)

Fleet Maintenance Plan

Date

**Maintenance Plan and Goals:**

name of organization) mission is to provide safe, clean, reliable and comfortable transportation to our clients and customers. To achieve this, we will provide a maintenance plan that is based on preventive, scheduled maintenance rather than reactive or unscheduled maintenance.

(name of organization) will follow the maintenance recommendations of our vehicle and equipment manufacturers in order to maintain a valid warranty, even if the vehicle or equipment is no longer under the manufacturer’s warranty. This includes a graduated maintenance program based on the manufacturer’s recommended maintenance intervals for climate and type of use for each individual vehicle we own.

(name of organization) will include maintenance of ADA and accessibility equipment in our established maintenance program and not separately. This allows us to perform regular and frequent checks to keep the equipment in good working order and to promptly repair it when needed. If ADA and accessibility equipment is found to be inoperable, it will be removed from service at the end of shift and like equipment will be dispatched to accommodate persons with disabilities.

(name of organization) maintenance goals and objectives supports our mission statement with the following:

* **Goal**: Reduce overall maintenance costs and inconvenience to our clients/customers.
* **Objective**: Maintain a comprehensive preventive maintenance and warranty recovery plan.
* **Goal**: Adhere to the vehicle and equipment manufacturer’s maintenance recommendations.
* **Objective**: Maintain a graduated maintenance program based on intervals recommended by the manufacturer in order to maintain a valid warranty.
* **Goal**: Provide ADA and accessibility equipment that is in good working order.
* **Objective**: Include ADA and accessibility equipment in all routine maintenance inspections including the driver’s pre-trip inspection. Promptly remove inoperable equipment from service and dispatch like equipment to accommodate persons with disabilities.

**Maintenance Responsibilities and Scheduling:**

(name of responsible person and/or title), contact information), is responsible for maintenance for (name of organization),

(Frequency, i.e. annually), staff of (name of organization) will meet to evaluate and assign maintenance responsibilities. (frequency, i.e. annually) a maintenance schedule will be established to meet the goals and objectives of this plan. Preventive Maintenance (PM) will be checked against the schedule and measured by use of Pre-Post Trip Inspection Form and/or Driver Daily Trip Sheets which will be used to record mileage. All vehicles (including any 5310 funded vehicles) are checked daily by each driver during the preventative maintenance inspection and recorded in the bus drivers daily report book. The next oil change service mileage is attached to the vehicles for the next service due as a reminder to the driver to ensure oil changes are completed at the appropriate intervals (+ or – 10% of the manufacturers’ recommended mileage of (cite mileage) for oil changes or (name of system’s chosen mileage interval).

**First Interval PM Checks (insert recommended mileage interval):**

At *(****manufacturers’ recommended mileage****)* miles vehicles are to have a multipoint check and fluids topped off, a lube job, and oil and filter change. A multipoint inspection includes:

* Check fluid levels and fill as needed including engine oil, brake fluid, window washing fluid, power steering, and transmission coolant reservoirs.
* Check battery strength and condition
* Body interior and exterior
* Brake system
* Steering and suspension
* Exhaust system
* Transmission and drive axle
* Lights, wiper blades, windshield
* Wheelchair lift mechanism or ramps
* Hoses and belts
* Tire tread and brake lining.

Tire replacement, rotation and other repairs are performed on an as needed basis.

Wheelchair lifts and ramps are serviced as needed, including ADA guidelines

**Scheduled Maintenance Plan:**

Every **15, 000** miles, perform above checks/inspections and replace air filter, inspect brake system, engine cooling system and hoses, wires and steering linkage.

Every **30,000** milesperform above checks/inspections and inspect exhaust system, replace engine air filter, fuel filter and transmission fluid. Vehicles with over 60,000 miles that have never had a transmission flush should not have a transmission flush.

Every 45,000 miles flush cooling system.

Every 60,000 miles is the same as 30,000 mile checkup.

Every 75,000 miles is the same as the 45,000 miles check up.

Every 90,000 miles is the same as the 30,000 miles check up.

Every 100,000 miles inspect accessory belts, replace spark plugs and replace rear axles lubricant.

Every 105,000 miles is the same as the 45,000 miles check up.

Every 120,000 miles is the same as the 30,000 miles check up.

**Wheelchair/Standee List Maintenance Plan:**

Under normal operating condition (10 or less cycles per day), service at least every six months (1,750 cycles) and a thorough inspection should be performed at the time of services. If more than 10 cycles per day, services should be increased to the Maintenance schedule below.

Make sure lift pivots points remain clear and are cleaned prior to lubrication. Use penetrating oil on knuckle links (both sides), hinges, and torsion springs (both sides). Torsion rods need to be lubricated with dry lubricant. Lubrication should be performed every six months or sooner, depending on usage.

**Scheduled Maintenance Listed by Cycles:**

**To be performed if 10 or less cycles per day:**

1. Overall Condition: Listen for abnormal noises as lift is operated (i.e. grinding or binding noises).
2. Control Pendant: Verify that control pendant is undamaged and cable connector is tight.
3. Threshold Warning System: Verify that the system properly detects objects in threshold areas and actuates an audible alarm.
4. Bridge plate Load Sensor Verify that the sensor inhabits downward movement of the platform when a weight is present on the lowered bridge plate.

**To be performed at 150 cycles:**

1. Overall Condition: Same as above and inspect the underside of the vehicles to be certain that nothing is out of the ordinary.
2. Electrical Wiring: Inspect electrical wiring for frayed wires, loose connections, etc.
3. Vehicle Interlock: Place the vehicles in the non- interlock mode and verify that the lift does not operates.
4. Decals: Verify that lift decals are properly affixed, clearly visible, and legible. Replace if necessary.
5. Handrails: Verify that handrail fasteners are properly tightened.
6. Lift Mounting and Support Points: Verify that the vehicle mounting and support points are in proper order and free of damage. Verify that the mounting bolts are sufficiently tight and free of corrosion.
7. Main Lift Pivot: Be certain that the traveling frame pins are installed properly, free from damage, and locked into position.
8. Platform Pivot Points: Verify that the platform moves freely without binding and does not wobble. Check that the platform operates properly during lift functions without obstruction.
9. Bridge plate: Verify that the bridge plate operates without binding during lift functions. Verify that the bridge plate deploys fully as platform stops at floor level. Verify that the bride plate rests flat against the base plate.
10. Inner Rollstop: Verify that the rollstop operates properly during lift functions without obstruction. Be certain that the inner rollstop deploys fully as the platform stops at the proper vehicle floor level.
11. Hydraulic Power Unit: Check and add fluid when it is at ground level. Verify that there are no hydraulic fluid leaks. Check that the backup pump manual release valve is snug. Verify that the manual backup pump operates properly. With the platform at ground level, be certain that the pump hydraulic fluid level is level is at required full level.

**To Be Performed at 1,800 Cycles:**

Same as above and the following:Cleaning and Lubricating: Clean lift with mild soap and water and wipe dry. Prevent rust by coating all surfaces with light weight oil. Spray penetrating oil where specified following the directions on container. Remove excess grease from surrounding areas.

**To Be Performed at 3,600 Cycles:**

Same as above and the following:Hydraulic Cylinder, Hoses, and Fittings: Check cylinder for evidence of leaks. Inspect hydraulic hoses for damage. Verify that all fittings are tightly secured.

**ALL vehicle maintenance records are to be kept in an individual vehicle file , one for each vehicle.**

**Warranty:**

(name of organization) will check all repairs to ensure that manufacturer warranty will cover/not cover the cost of the repair. Any repairs covered directly by the manufacturer will be documented and kept in the vehicle maintenance file and labeled as warranty. Any warranty reimbursements received will be tracked and applied against other maintenance costs for the covered vehicle. All such information is to be kept in the vehicle maintenance file.

**Additional information:**

* **Agency’s current PM schedule (attach or include language within document)**
* **An inventory of all vehicles funded with FTA funds, received through COG/TPB, DRPT, MTA or DDOT is required to be presented at site visit.**
* **Annually, a Rolling Stock Inventory Report is required. COG will provide the reporting form**
* **Preventive Maintenance forms and check lists, including Driver Daily Trip Sheets and Pre-Post Trip Inspection forms will be reviewed at site visit**
* **Attach a list (or Copy) of all warranties for FTA funded vehicles owned by your organization**

**Name of Organization:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Authorized By:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_