Michigan City Transit Asset Management Plan

Last modified by Robin Barzoni - Tillman on 08 Dec 18 at 13:08

Introduction

Michign City Transit is a small transit agency that provices service to the residents in La Porte County Indiana. Service includes bus transportation along 4 fixed routes in Michigan City and 2 commuter route servicing Michgian City - City of La Porte - and Purdue - Northwestern University. MCT provides passenger connection with NICTD South Shore Line - South Bend to Chicago, Coach USA - Chicgo Land Airports shuttles, Baron's - La Porte, Greyhound Buses - Ohio. MCT buses are accessible for individuals with disabilities. Buses are equipped with lifts/ramps for easy doarding. MCT also offers ADA paratransit service "Dial-a-Ride" to individuals who are unable to ride fixed route services because of their disability. MCT receives financial assistance through FTA, Section 5307 and Indiana Department of Transportation Public Mass Transportation Fund.

Performance Targets & Measures

Asset Class	Performance Measure	Target
Rolling Stock *All revenue vehicles*	**Age** - % of revenue vehicles within a particular asset class that have met or exceeded their Useful Life Benchmark (ULB)	**20**
Equipment *Non-revenue vehicles*	**Age** - % of vehicles that have met or exceeded their Useful Life Benchmark (ULB)	**20**
Facilities *All buildings or structures*	**Condition** - % of facilities with a condition rating below 3.0 on a the FTA Transit Economic Requirements Model (TERM) Scale	**N/A**

Target Setting Methodology

FTA Useful Life Benchmark in years.

TAM Vision

Met and exceed the FTA standard with 100% SGR. Continue daily operational checks identifying defects prior to incurring costly repairs or system overhauls.

TAM and SGR Policy

Michigan City Transit Policy # 701-System Maintenance Program revised 2017, attached

TAM Goals and/or Objectives

Goals	Objectives
This program will provide a quantitative way of measuring and providing current data for meeting or exceeding the FTA 80% levels.	To provide the necessary guidance & procedures to insure all of Michigan City Transit Fleet Vehicles are maintained to the FTA required preventive maintenance levels of 80% or higher.

Roles and Responsibilities

Department/Individual	Role (Title and/or Description)	Subrecipient
Robin Barzoni - Tillman	Transit Director	
Robert Zondor	Superintendent Central Services	

Asset Portfolio

Please see Appendix A (Asset Register) for the asset inventory listing.

Asset Inventory Summary

Asset Category	Total Number	Avg Age	Avg Value
Equipment	1	10	$30,000.00
Facilities	0	-	-
Rolling Stock	12	3.66667	$140,833.33

Condition Assessment

Please see Appendix B (Asset Condition Data) for individual asset condition listing.

Asset Condition Summary

Asset Category	Count	Avg Age	Avg TERM Condition	Avg Value	% At or Past ULB
Equipment	1	10	N/A	$30,000.00	100.00%
Facilities	0	-	-	-	-
Rolling Stock	12	3.66667	N/A	$140,833.33	0.00%

Management Approach

Investment Prioritization

Our inspection and preventive maintenance policy are utilized to identify Rolling stock inventory conditions discovering and solve problems that arise prior to requiring major repairs or overhauls to maintain a State of Good Repair. Five years of work order data is collected to develop a strategy plan to determine vehicle safety, potential failures of vehicle reliability. With the policy and using a default ULB of 10 years and useful life mileage determine which revenue vehicles are in a State of Good Repair.

Decision Support Tools

The following tools are used in making investment decisions:

Process/Tool	Brief Description
Rolling Stock Inventory Spread Sheet/5-year replacement plan	A spread sheet of in service fleet data and projected ULB dates
Autofluent Maintenance System/Weekly Mileage Report	Tracking maintenance history and service conditions - tracking ULB, mileage is on target for replacement plan schedule.
Daily Pre-Operational Sheet	Identifies vehicle defects, tracks mileage and maintains vehicle PM schedule

Risk Management

Risk	Mitigation Strategy
Loss of significant amounts of federal funds	Decrease dependence on federal funds for capital

Maintenance Strategy

Asset Category/Class	Maintenance Activity	Frequency	Avg Duration (Hrs)	Cost
30ft > Bus	DOT Inspection	Annual	1	$200
30ft < Bus	DOT Inspection	Annual	1	$200
30ft > Bus	Pre Op Inspections	Daily	1	$17
30ft< Bus	Pre Op Inspections	Daily	1	$17
30ft > Bus	Fluid Inspection	Weekly	1	$14
30ft < Bus	Fluid Inspection	Weekly	1	$14
30ft > Bus	reventive Maintenanc	7,000 miles	8	$2,500
30ft < Bus	reventive Maintenanc	14,500 miles	8	$3,000

Unplanned Maintenance Approach

Our fleet manager/maintenance staff use their best judgment utilizing our decision tools in assessing maintenance patterns for budgetary needs in major repairs and unplanned maintenance needs.

Disposal Strategy

Asset Category/Class	Disposal Strategy
All Buses	Buses at the end of their service life, both in years and miles will be disposed of through sealed bids and awarded governed by Michigan City Board of Public Works and Safety. Any vehicle having a fair market value of less than $5,000. will be re-invested in an eligible FTA project, any vehicle is sold more than $5,000.00, Michigan City would request the net sale proceeds to be re-invested in eligible FTA funded projects in accordance with the applicable guidance and provisions outlined in FTA Circular 5010.1D.

Acquisition and Renewal Strategy

Asset Category/Class	Acquisition and Renewal Strategy
All Buses	Utilizing our rolling stock inventory sheet and weekly mileage PM schedule check sheet, we ascertain projected annual mileage estimate the date useful life mileage will be met. We began our program planning for acquisition of rolling stock based on our projected ULB.

Work Plans & Schedules

The list of prioritized investment projects is provided in Appendix C.

Capital Investment Activity Schedules

Document Name	File Extension
Rolling Stock	PDF

Appendices

Appendix A	Asset Register
Appendix B	Asset Condition Data
Appendix C	Proposed Investment Project List

Appendix A: Asset Register

Asset Category	Asset Class	Asset Name	Make	Model	ID/Serial No.	Asset Owner	Age (Yrs)	Replacement Cost/Value
Rolling Stock	CU	MCT 37	Ford E- 450	Supreme Senator	A88562	MC Transit	9	$85,000.00
Rolling Stock	CU	MCT 39	Chevy	Glaval Titan II	201300	MC Transit	3	$90,000.00
Rolling Stock	CU	MCT 41	Chevy	Glaval Titan II	201585	MC Transit	3	$90,000.00
Rolling Stock	CU	MCT 40	Freightliner	Glaval Legacy	FN9405	MC Transit	5	$150,000.00
Rolling Stock	CU	MCT 42	Freightliner	Glaval Legacy	FN9406	MC Transit	5	$150,000.00
Rolling Stock	CU	MCT 44	Freightliner	Glaval Legacy	FR9866	MC Transit	5	$155,000.00
Rolling Stock	CU	MCT 46	Freightliner	Glaval Legacy	GF7275	MC Transit	4	$155,000.00
Rolling Stock	CU	MCT 48	Freightliner	Glaval Legacy	HC3432	MC Transit	3	$160,000.00
Rolling Stock	CU	MCT 50	Freightliner	Glaval Legacy	HF0385	MC Transit	3	$160,000.00
Rolling Stock	CU	MCT 52	Freightliner	Glaval Legacy	HR6227	MC Transit	2	$165,000.00
Rolling Stock	CU	MCT 54	Freightliner	Glaval Legacy	ID7174	MC Transit	1	$165,000.00
Rolling Stock	CU	MCT 56	Freightliner	Glaval Legacy	HZ6168	MC Transit	1	$165,000.00
Equipment	AO	Blue Car	Chrysler	Sebring	269373	MC Transit	10	$30,000.00

Appendix B: Asset Condition Data

Equipment Assets

Asset Category	Asset Class	Asset Name	ID/Serial No.	Age (Yrs)	Replacement Cost/Value	Useful Life Benchmark (Yrs)	Past Useful Life Benchmark
Equipment	CU	Blue Car	269373	10	$30,000.00	8	Yes

Facilities Assets

Asset Category	Asset Class	Asset Name	ID/Serial No.	Age (Yrs)	TERM Scale Condition	Replacement Cost/Value	Useful Life Benchmark (Yrs)	Past Useful Life Benchmark

Rolling Stock Assets

Asset Category	Asset Class	Asset Name	ID/Serial No.	Age (Yrs)	Replacement Cost/Value	Useful Life Benchmark (Yrs)	Past Useful Life Benchmark
Rolling Stock	CU	MCT 37	A88562	9	$85,000.00	10	No
Rolling Stock	CU	MCT 39	201300	3	$90,000.00	10	No
Rolling Stock	CU	MCT 41	201585	3	$90,000.00	10	No
Rolling Stock	CU	MCT 40	FN9405	5	$150,000.00	10	No
Rolling Stock	CU	MCT 42	FN9406	5	$150,000.00	10	No
Rolling Stock	CU	MCT 44	FR9866	5	$155,000.00	10	No
Rolling Stock	CU	MCT 46	GF7275	4	$155,000.00	10	No
Rolling Stock	CU	MCT 48	HC3432	3	$160,000.00	10	No
Rolling Stock	CU	MCT 50	HF0385	3	$160,000.00	10	No
Rolling Stock	CU	MCT 52	HR6227	2	$165,000.00	10	No
Rolling Stock	CU	MCT 54	ID7174	1	$165,000.00	10	No
Rolling Stock	CU	MCT 56	HZ6168	1	$165,000.00	10	No

Appendix C: Proposed Investment Project List

Project Year	Project Name	Asset/Asset Class	Cost	Priority
2018	Rolling Stock Replacement	35ft<Buses	$300,000.00	High
2018	Rolling Stock Replacement	35ft>Buses	$90,000.00	High
2019	Rolling Stock Replacement	35ft>Buses	$155,000.00	High
2021	Rolling Stock Replacement	35ft<Buses	$310,000.00	High
2022	Rolling Stock Replacement	35ft>Buses	$190,000.00	High
2022	Rolling Stock Replacement	35ft<Buses	$320,000.00	High
2023	Rolling Stock Replacement	35ft<Buses	$330,000.00	High

MC Transit Rolling Stock

Number	Year	Description	Acquisition Date	Vin#	Total Cost	Federal Percentage	PMTF	City Cost	Grant Number	Condition Use	Disposition Action	Vested Title	Useful Life	Replacement Year
40	2013	Freightliner	10/11/2013	4UZADRDU4ECFN9405	$132,271	$105,817	0	$26,454	IN-95-X045-00	New	In service	City of	7 Years	2018
2013 Grant		Glaval Legacy								Fixed		M.C.	200,000	
42	2013	Freightliner	10/11/2013	4UZADRDU6ECFN9406	$132,271	$105,817	0	$26,454	IN-95-X045-00	New	In service	City of	7 Years	2018
2013 Grant		Glaval Legacy								Fixed		M.C.	200,000	
44	2013	Freightliner	10/11/2013	4UZADRDU9ECFR9866	$132,271	$105,817	0	$26,454	IN-95-X045-00	New	In service	City of	7 Years	2019
2013 Grant		Glaval Legacy								Fixed		M.C.	200,000	
46	2014	Freightliner	7/30/2014	4UZADRDU7FCGF7275	$132,271	$105,817	0	$26,454	IN-95-X045-00	New	In service	City of	7 Years	2019
2015 Grant		Glaval Legacy								Fixed		M.C.	200,000	
48	2015	Freightliner	9/30/2748	4UZADRDU8GCHC3432	$135,613	$106,180	0	$29,433	IN-95-X045-01	New	In service	City of	7 Years	2021
2015 Grant		Glaval Legacy								Fixed		M.C.	200,000	
50	2015	Freightliner	6/8/2015	4UZADRDU6GCHF0385	$135,613	$106,180	0	$29,433	IN-95-X052-00	New	In service	City of	7 Years	2021
2015 Grant		Glaval Legacy								Fixed		M.C.	200,000	
52	2016	Freightliner	2/4/2016	4UZADRDU3GHR6227	$135,613	$106,180	0	$29,433	IN-95-X045-01	New	In service	City of	7 Years	2021
2015 Grant		Glaval Legacy								Fixed		M.C.	200,000	
54	2017	Freightliner	2/28/2017	4UZADRDU9HCJD7174	$137,911	$105,817	0	$32,094	IN-2016-026	New	In service	City of	7 Years	2023
2015 Grant		Glaval Legacy								Fixed		M.C.	200,000	
56	2017	Freightliner	2/28/2017	4UZADRDU2HCHZ6186	$137,911	$105,817	0	$32,094	IN-2016-026	New	In service	City of	7 Years	2023
2015 Grant		Glaval Legacy								Fixed		M.C.	200,000	
37	2009	Ford E450	1/4/2010	1FDFE45P49DA88562	$58,223	$58,223	0	0.00	ARRA	Poor	In service	City of	4 Years	2018
2006 Grant		Supreme Senator								Paratransit				
39	2015	Glaval Titan II	5/22/2015	1GB6G5BL7E1201300	$83,255	$66,604	0	$16,651	IN-95-X045-01	New	In Service	M. C.	100,000	2022
2015 Grant		Chevy								Paratransit		City of	4 years	
41	2015	Glaval Titan II	5/22/2015	1GB6G5BL3E1201584	$83,255	$66,604	0	16,651	IN-95-X045-01	New	In Service	M. C.	100,000	2022
2015 Grant		Chevy								Paratransit		City of	4 years	
White	2003	Ford	2003	2FAFP71WX3X175532	0	0	0	0	Donated by		In service	City of		
N/A		Crown Vic							City of MC	Driver Transfers		M.C.	N/A	
Blue	2008	Chysler	5/15/2008	1C3LC46R58N269373	$19,958	$15,966	0	$3,992	IN-90-X572	Fair	In service	City of		
2008 Grant		Sebring										M.C.	250,000	

Out of Service

Contingency Flee

2018 Michigan City Transit 1801 Kentucky St. Michigan City, IN 46360

3/22/18 RT

Michigan City Transit	SUBJECT: System Maintenance Program	DEPARTMENT POLICY NUMBER 701
		ISSUE DATE 20 February 2013
	CHAPTER: 7-Maintenance	Revised April 2017
	ISSUED By: Robin Tillman Department Director	REVISION DATE NA
		NUMBER OF PAGES 5

I. Goals & Objectives

To provide the necessary guidance & procedures to insure all of Michigan City Transit Fleet Vehicles are maintained to the FTA required preventive maintenance levels of 80% or higher. This program will provide a quantitative way of measuring and providing current data for meeting or exceeding the FTA 80% levels.

II. INSPECTION AND PREVENTIVE MAINTENANCE

A. Inspection

1.) Daily inspections are performed prior to and after operations.

2.) Pre-Trip Inspections are conducted by the operator prior to operation.

3.) Post-Trip Inspections are conducted by the operator concluding operations and then the Bus Washer nightly.

4.) Elements of the Inspections are listed below;

a. Lights and reflectors
b. Brakes
c. Horn
d. Mirrors
e. Windshield, wipers, washers, defroster
f. Tires
g. Speedometer
h. Doors
i. Fluids
j. Emergency Equipment
k. Cleanliness
l. Back-up Alarms
m. Wheelchair lifts

n. Visual review of exterior condition
o. Operation of Wheelchair lifts and Ramps

5.) All inspections are conducted IAW the Indiana CDL Manual and the Operator's Manual for each individual piece of equipment.

6.) Defects found are reported to Central Maintenance.

B. Preventive Maintenance

1.) Michigan City Transit uses Michigan City Central Maintenance to perform Preventive Maintenance activities.

2.) Central Maintenance Mechanics are required to perform preventive maintenance on all MCT fleet and mechanical equipment, as recommended by the manufacturer.

3.) Preventive maintenance guidelines recommended by the manufacturer have been formatted in an easily understandable table that explains what maintenance needs to be performed at each recommended maintenance interval.

4.) Following the forty-two thousand (42,000) mile preventive Maintenance check, all items recommended for inspection/service or repairs by the manufacturer will be put through the preventive maintenance program every fourteen thousand five hundred (14,500) miles, for large Route buses. Para-Transit and all other vehicles recommended for inspection/service or repairs will also follow the manufacturer preventive maintenance program every seven thousand five hundred (7,500) miles.

5.) Completed preventive maintenance paperwork will be filed with the Director of MCT & MC Central Services Superintendent immediately at completion of all PM services. This paperwork will be kept for the entire life of vehicles and 5 years after disposal of vehicle.

III. VEHICLE CLEANING

A. Overall cleanliness is an important component to the safety of transit vehicles.

B. The Central Maintenance Staff member assigned as the Bus Washer will perform all duties involving cleanliness of transit vehicles.

C. The Bus Washer will be responsible for all activities listed below;

1.) Check all lights.

2.) Check all fluid levels and fill as needed.

3.) Clean the Interior of each bus.

4.) Wash the exterior of all transit vehicles.

5.) Steam clean engines and engine compartments.

6.) Other janitorial duties as assigned by the MCT Director/Supervisory Staff.

7.) The replacement/repair exterior lights on all transit vehicles.
8.) Proper reporting of activities.

IV. AS-NEEDED REPAIRS

A. As-needed repairs are required when a vehicle encounters a failure that is discovered between maintenance activities and may or may not be critical.
   1.) All safety-critical repairs must be performed before allowing bus to enter Revenue Service.
   2.) All non-safety-critical repairs may be made at a time when the bus is not needed in Revenue Service.
B. These repairs are unscheduled and may require a vehicle switch-out or repair in the field.

V. VEHICLE MAINTENANCE EMPLOYEE TRAINING

A. Vehicle maintenance is not restricted simply to the mechanics and Central Maintenance Staff.
B. To ensure that transit vehicles are in top condition all employees are to work together to discover and solve problems that arise.
C. Maintenance issues will be included in Orientation of new employees, safety training meetings and Accident Review Boards.

VI. INSPECTION /PM AUDITS

A. Constant monitoring and update of the PM program ensures that it is evolutionary and fits the needs of MCT.
B. Audits of Maintenance records will be conducted monthly by the MCT Director.
C. The MCT Director is responsible to conduct audits on the below listed;
   1.) Safety and security audit-daily, weekly, monthly and annually.
   2.) Crash review.
   3.) Vehicle condition spot-checks.
   4.) Supervision of operator inspections.
   5.) Review of documentation of PM's, Operator inspections, training and certification records.

VII. THEFT AND LOSS

A. In order to provide an effective and controlled system to prevent loss, damage or theft of MCT property MCT will work with both NIRPC and Central Maintenance.
B. An annual inventory of all federally funded equipment will be conducted by the MCT Director.
C. The MCT director will be responsible for conducting an on-going review of all federally funded maintenance activities.
D. Loss, property or monetary, will be reported to the appropriate agency.

VIII. PROCEDURES

A. Daily Inspections

1.) Drivers will conduct Pre-trip inspections prior to beginning daily operations.

2.) Pre-trip Inspection results will be recorded on the Transit Department Inspection form, See attached.

a. Copy 1 will be maintained on the vehicle.

b. Copy 2 will be submitted to Supervisory staff prior to beginning route operations.

c. Central Services secretary will post all the bus mileages & hours from Post-Trip inspection forms to a nightly Check-In Sheet which will be sent to Central Maintenance every week on Wednesday mornings.

d. Central Maintenance will keep an erase Board with last PM mileage on all Buses and will post the weekly Wednesday morning mileages on the erase board to track the next upcoming Bus PM.

3.) Supervisory staff will submit work orders to Central Maintenance for needed repairs based on Operator Inspections. See attached.

4.) Central Maintenance will schedule and perform work.

5.) Work Order will be completed and returned to the Transit Department after completion of needed work and/or repairs.

6.) Bus Washer will conduct an inspection at the conclusion of operations daily and recording that inspection on the Vehicle Cleanliness Inspection Report, see attached.

7.) Bus Washer will; check fluids and fill as needed, check all exterior and interior lights and replace as needed.

B. Preventive Maintenance

1.) MCT Supervisory staff will track the need for PM's from the PM spreadsheet provided by Central Maintenance.

2.) MCT Supervisory staff or Central Maintenance will complete a Work Order for needed PM's.

3.) Central Maintenance will complete and return Work Orders to MCT.

C. As-Needed Repairs

1.) All needed repairs will have work order completed and sent to Central Maintenance to have repairs scheduled and completed.

2.) At completion of repairs work order form will be completed and sent back to MCT for review and archiving.

3.) Call out repairs will have call-out form completed by both the Operator and Mechanic and returned to MCT at completion of road call/repair, see attached.

IX. RESPONSIBILITY

A. Employees found to be insubordinate, with respect to this policy, will be subject to disciplinary action up to or including termination in accordance with the City Policy, 501 Employee Conduct and Work Rules, and current Labor Agreement.

B. MCT Department Director is responsible to ensure the compliance with this policy and its procedures.

PM Service Check List

Vehicle Type: Glaval Chevy-Paratr: every 7,500 miles or 550 hrs.

DATE:													
Milage:	HRS:												
Item	Mileage												
Change	7,500	15,000	22,500	30,000	37,500	45,000	52,500	60,000	67,500	75,000	82,500	90,000	
Engine oil change													
Engine oil Filter													
Fuel Filter													
Transmission oil Change													
DPF clean/ replace 150,000 miles													
Inspect													150,0
All Fluid levels													
Drive Belts													
Air Cleaner													
Tensioner													
Turbo piping and clamps													
Engine mounts													
Active codes													
Fuel Leaks													
Fuel Tanks Mounting straps													
Cooling sys. Leaks													
Flush cooling system													
Hydrolic leaks													
Steering system / LUBE													
Suspension System													
Drive Shafts and Lube													
Exhaust system													
Brake System													
Ties / Wheels													

ADA Lift Maintenance

Lightly Oil

Bearings, Levers, Locks and Slots													

Inspect and correct as needed

All moving parts													
Mounts													
Covers													
Decals													

Mechanic Signature: _____ Date: _____

I have Checked the above at the appropriate interval

PM Service Check List

Vehicle Type: Glaval Freightliners **every 14,500 miles or 1000 hrs.**

DATE:													
Milage:	HRS:												
Item	Mileage												
Change	14,500	29,000	43,500	58,000	72,500	87,000	101,500	116,000	130,500	145,000	159,500	174,000	
Engine oil change													
Engine oil Filter													
Fuel Filter													
Transmission oil Change							Prognostics: when Trans Service light comes on or at 150,000 miles						
DPF clean/ replace 150,000 miles													150,000
Inspect													
All Fluid levels													
Drive Belts													
Air Cleaner													
Tensioner													
Turbo piping and clamps													
Engine mounts													
Active codes													
Fuel Leaks													
Fuel Tanks Mounting straps													
Cooling sys. Leaks													
Flush cooling system													
Hydrolic leaks													
Steering system / LUBE													
Suspension System													
Drive Shafts and Lube													
Exhaust system													
Brake System													
Ties / Wheels													

ADA Lift Maintenance

Lightly Oil

Bearings, Levers, Locks and Slots													

Inspect and correct as needed

All moving parts													
Mounts													
Covers													
Decals													

Mechanic Signature: _____ Date: _____

I have Checked the above at the appropriate interval

PM Service Check List

Vehicle Type: Ford Para Transit

DATE:													
Milage:	HRS:												
Item	Mileage												
Change	5,000	10,000	15,000	20,000	25,000	30,000	35,000	40,000	45,000	50,000	55,000	60,000	
Engine oil change													
Engine oil Filter													
Replace Cabin Filter													
Fuel Filter													
Transmission oil Change													
Inspect													
All Fluid levels													
Drive Belts													
Air Cleaner													
Tensioner													
Turbo piping and clamps													
Engine mounts													
Active codes													
Spark plugs/ Wires													
Fuel Leaks													90,000
Fuel Tanks Mounting straps													
Cooling sys. Leaks													
Flush cooling system													
Hydrolic leaks													
Steering system / LUBE													
Suspension System													
Drive Shafts and Lube													
Exhaust system													
Brake System													
Ties / Wheels													

ADA Lift Maintenance

Lightly Oil													
Bearings, Levers, Locks and Slots													

Inspect and correct as needed													
All moving parts													
Mounts													
Covers													
Decals													

Mechanic Signature: _____ Date: _____

I have Checked the above at the appropriate interval

MCT

MICHIGAN CITY TRANSIT

Bus # _____

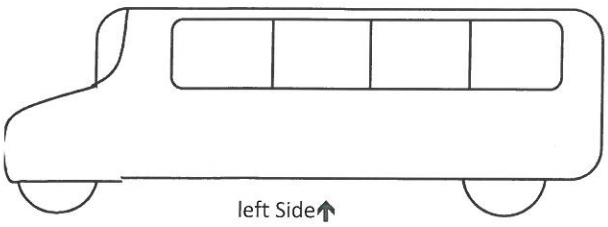
Odometer _____

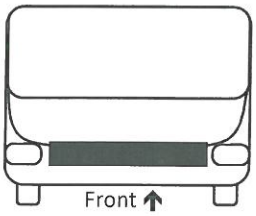
Hours _____

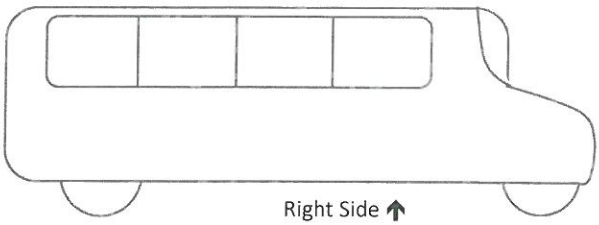
Operator's Pre-Operation Checklist

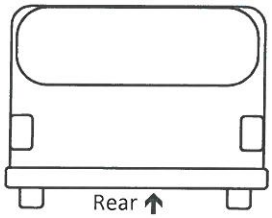
NOTE any damage on bus body

Date _____









PRESS HARD, Ball point only. Check(✓) in each item below, if defective
Annotate defects in the "Problems" Section

CHECKLIST

EXTERIOR

(Front)

( ) Undercarriage for Leaks
Start Engine/Turn on all Lights and Flashers
( ) Clearance Lights
( ) Windshield-Cracks/Damage
( ) Head Lights High/Low Beam
( ) Turn Signals/Flashers

(Left Side)

( ) Mirror
( ) Driver Door/Window
( ) Wheel assemblies and Tires
( ) Mid-Vehicle Light
( ) Reflectors

(Rear)

( ) Marker Lights
( ) Windows
( ) Tail Lights
( ) Brake Lights
( ) Reflectors
( ) Route/Destination Sign

Brake Test Completed Yes ☐ No ☐

(Right Side)

( ) Wheel assemblies and Tires
( ) Mid-vehicle light
( ) Passenger Door/Windows
( ) Route/Destination Sign
( ) Mirror

INTERIOR

( ) Oil Pressure
( ) Air Pressure _____psi
( ) Windshield Wiper/washer
( ) Heater/Defroster
( ) Horn
( ) Steering Wheel Play
( ) Mirror
( ) Interior Lights
( ) Gauges
( ) Driver Seat Belt
( ) Turn signal/flasher operation
( ) Windows
( ) Seats
( ) Cleanliness
( ) Emergency Hatch
( ) Securement Devices

Wheelchair lift /ramp cycled: Yes ☐ No ☐

Problems:

Operator's Signature _____