

Vehicle Maintenance Review

Common Findings

(from highest to lowest)

Vehicle Maintenance Review Sections	Example of Deficiency	Corrective Action
Section 6: Preventive Maintenance Entries Properly Documented/Performed	<ul style="list-style-type: none"> ▪ PM not completed per maintenance plan ▪ Vehicle tire rotations ??need a verb??? ▪ Documentation doesn't show completion of major PM 	XXXX Area Transit System must develop and submit to NCDOT/PTD a written plan to track individual vehicle maintenance requirements to ensure on-time completion of vehicle PM
Section 2: Maintenance Plan Meets Minimum Standards of Manufacturer	<ul style="list-style-type: none"> ▪ Maintenance not accomplished to meet minimum maintenance recommended by vehicle manufacturer ▪ PMs scheduled every 5K miles ▪ PM schedule doesn't address calendar day requirements ▪ Major PMs scheduled every 35K miles 	XXXX Area Transit System must submit to NCDOT/PTD a maintenance plan that meets the vehicle manufacturer's recommendation <ul style="list-style-type: none"> ▪ Modify plan to address older fleet 3K mile PM and calendar day requirements ▪ Review vehicle maintenance manuals and develop major PM schedule to encompass older and newer fleet

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<p>Section 9: Timely Repair of Pre/Post-Trip Inspection Deficiencies</p>	<ul style="list-style-type: none"> ▪ Corrective actions of documented deficiencies not reviewed by management ➤ VIN XXX (10/13/08): Lift broken, must hand pump to operate – was not repaired as of 12/29/08 – taken out of service for repair by NCDOT/PTD ▪ VIN XXX: Engine light on – documented six times (08/13/08 – 10/06/08) ▪ VIN XXX: Headlight broken – documented from 07/10/08 – 10/22/08, Repaired 11/13/08 ➤ VIN XXX (5/28/08): Involved in accident, rear bumper removed – no repair action/vehicle in revenue service <p>➤ <i>important</i></p>	<p>XXXX Area Transit System must develop and submit to NCDOT/PTD written procedures implemented to ensure pre/post-trip documented discrepancies are reviewed by management and corrected in a timely manner.</p> <ul style="list-style-type: none"> ➤ VIN XXX: Lift broken – Do not operate until repaired: Notify NCDOT/PTD when completed ➤ VIN XXX: Safety issue, vehicle bumper is removed – must be repaired/replaced before being used in revenue service <p>➤ <i>important</i></p>

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Section 7: Driver Pre/Post Trip Inspection	<ul style="list-style-type: none"> ▪ Inspection sheets not completely filled out <ul style="list-style-type: none"> - Vehicle XX (Jan 27, 09) - Vehicle XX (Jan 5/16, 09) 	XXXX Area Transit System must develop and submit to NCDOT/PTD written procedures implemented to ensure pre/post-trip inspections are performed, documented and the inspection sheets are reviewed by management
Section 3: Maintenance Plan Consistent with Maintenance Policy	<ul style="list-style-type: none"> ▪ No written maintenance policy or current maintenance plan available to determine compliance 	XXXX Area Transit System must develop and submit to NCDOT/PTD a maintenance policy and plan to address the PM scheduling process that meets the vehicle manufacturer's standards
Section 1: Written Statement of Policy Governing Maintenance	<ul style="list-style-type: none"> ▪ Written maintenance policy has not been developed 	XXXX Area Transit System must develop and submit to NCDOT/PTD a policy that addresses the system's established standards

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Section 8: Wheelchair Lift/Securement Devices Checked Daily	<ul style="list-style-type: none"> No documentation to verify accountability of lift securement devices 	XXXX Area Transit System must develop and submit to NCDOT/PTD written procedures implemented to ensure the wheelchair lift/securement devices are checked daily
Section 12: Inventory/Inspection of Emergency Equipment	<ul style="list-style-type: none"> No blood-borne pathogen kits in Vehicles XX & XX 	XXXX Area Transit System must develop and submit to NCDOT/PTD policy and procedures to ensure all required emergency equipment is available on all vehicles
Section 10: Timely Completion of Preventative Maintenance Logs	<ul style="list-style-type: none"> Cannot verify compliance, completed maintenance documentation 	XXXX Area Transit System must develop and submit to NCDOT/PTD policy and procedures for collecting and maintaining accurate vehicle maintenance information

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Section 11: Exterior/Interior Inspection of Vehicles	<ul style="list-style-type: none"> ▪ Vehicle XX exterior damage ▪ Left front turn signal cover cracked ▪ Left front fender has small dent ▪ Left and right rear wheel covers cracked ▪ Left and right rear parking light covers/bulbs missing 	XXXX Area Transit System must develop and submit to NCDOT/PTD written procedures implemented to ensure the vehicles are maintained in good physical condition
Section 4: Work Required by Manufacturer's Warranty	<ul style="list-style-type: none"> ▪ VIN XXX (2007/Ford): Front-end ball joints were replaced by local Ford dealership; however, manufacturer's warranty was not honored 	XXXX Area Transit System must devise and submit to NCDOT/PTD a plan to address vehicle warranty issues to ensure manufacturers honor the warranted maintenance
Section 5: Warranty Claims		