**In-House Maintenance Plan Template**

It is the goal of Agency to maintain an effective preventative maintenance program by utilizing proper management of parts, equipment and fleet. Agency strives to operate a proactive maintenance program as opposed to reactive. Scheduling work allows time, materials, tools, equipment and labor to be managed easier than having unpredictable maintenance costs, workloads and vehicle downtime. A maintenance plan has been adopted to make these goals attainable.

Describe agency’s unique transit maintenance goals.

**Fleet Inventory**

A summary of the vehicle fleet inventory maintained by Agency is attached.

Agency fleet inventory consists of # fixed route buses and # paratransit vehicles. In addition, there are # non-revenue vehicles. Of the # revenue vehicles, around # are utilized each day for revenue service. This allows a spare ratio of around %.

Describe how budget is prepared each year to address needs of vehicle fleet. This should also include how agency monitors capital replacement needs and how these needs are determined.

**Fleet Maintenance**

***Pre-Trip Inspections***

Agency conducts daily pre-operational and post-operational inspections of vehicles to ensure maximum passenger safety conditions. Pre-trip/post-trip inspections are performed by (drivers, staff, etc.) and documented on checklist forms that include the minimum standards required by FDOT and indicate the condition of vehicle components at the time of the inspection. Details of any defect identified during the inspection are noted to assist with subsequent diagnostic repair by the maintenance department.

Describe the agency’s unique policies and practices for ensuring safety related defects are communicated to maintenance department for timely repair. What is the agency’s process for conducting repairs made due to defects found during the pre-trip/post-trip inspection? How are these repairs documented in the vehicle history files?

***Preventative Maintenance Inspections***

Agency conducts routine scheduled preventative maintenance inspections for each vehicle in the fleet inventory to ensure vehicle safety and longevity.

Describe all of the target intervals used to conduct the following inspections/services (separated by subfleet if intervals vary):

PM inspections

Fluid changes

OEM-required maintenance services

ADA components such as wheelchair lifts, ramps, and related accessories

Additional accessories (farebox, electrical, destination signs, etc.)

If these target intervals exceed FDOT minimum standards, provide a justification – does it meet OEM requirements? If target intervals exceed OEM requirements, does agency have written consent from the manufacturers that states these extended target intervals will not affect the vehicles’ warranty status?

Describe the agency’s method for tracking upcoming PM inspections and fluid changes. Describe the agency’s process for identifying and scheduling vehicles for PM inspections? How often is this information tracked by maintenance staff?

Attach the agency’s written policies/guidelines that technicians use to conduct inspections of each vehicle component during the PM inspection.

List any campaigns for vehicle component replacements and the mileage intervals they are being replaced.

List any wear tolerance policies in place (for example, tires and brake pads)

Provide capital improvement plans that have been established. These plans should include long term scheduled maintenance, such as rebuilding engines, etc.

Describe the agency’s policy for prioritizing defects for repair. How are these determinations made? Describe the agency’s procedures for ensuring all safety related defects are repaired before the vehicle is returned to service?

Describe any maintenance work that is routinely outsourced (transmissions, engines, body repair, etc.)

Describe the agency’s process for ensuring warranty repairs are made when applicable. How is warranty status tracked and monitored?

Describe the agency’s procedures as they relate to vehicle exterior and interior cleaning. How often does this occur?

**Maintenance Shop**

Describe the agency’s maintenance shop hours of operation. Provide an organizational chart or information that includes the number of maintenance managers, shift supervisors, and technicians and how these positions are structured within the maintenance department. If mechanics have varying levels, list how many mechanics for each level.

Describe number of work shifts and how many maintenance technicians/supervisors work each shift, including mechanic level, if applicable. Attach all maintenance personnel job descriptions that include duties and responsibilities related to the vehicle maintenance program.

Describe ongoing technician training requirements related to vehicle maintenance. Describe any in-house maintenance training provided by the agency. Are technician training needs monitored by maintenance management?

Describe all maintenance staff duties and responsibilities related to establishing technicians’ daily work schedule. How is daily work prioritized? What are the primary responsibilities for each work shift? How is work communicated and distributed between the shifts?

Describe the number of bays and number/type of vehicle lifts in the maintenance shop. What type of shop equipment, including special tools and diagnostic software, does the agency have? Describe agency procedures related to shop cleaning.

Attach Facility and Equipment Maintenance Plan that describes the policies and procedures for conducting facility and shop equipment maintenance as required by FDOT.

***Parts Department***

If the agency has an in-house parts department, list the number of employees assigned to the department and describe their duties and responsibilities. Provide details regarding how parts inventory information is monitored.

Describe the agency’s process for distributing and recording parts usage. List types of parts stocked in the inventory and identify the most expensive part stocked. How are parts monitored for re-ordering (are there min/max standards?) and who is responsible?

Describe the process for balancing inventory. How often does this occur? What percentage of parts inventory is required to balance?

***Materials Handling***

Agency provides their employees with instructions on safe handling, first aid treatment, emergency procedures, and proper clean up procedures of chemicals in the workplace. Knowing the potential flammability, explosion and reactivity of chemicals in the workplace are the rights of employees under the Right-To-Know-Law.

Describe the agency’s materials handling policies. Where are Safety Data Sheets stored in the maintenance shop? What are the agency’s policies for SDS retention?

**Equipment Records**

***Vehicle History Files***

Vehicle history files are maintained for each vehicle in the fleet that includes information regarding each maintenance activity conducted during the life of the vehicle. Describe the agency’s policies related to retention of vehicle history information. Does the agency keep electronic files, manual files, or both? What type of information does the agency store in the vehicle history files?

***Road Calls***

Describe the agency’s definition of a road call, or in-service failure. Describe the agency’s process for reporting and handling road calls. Is a mechanic dispatched to the site of the road call or is the vehicle automatically driven or towed back to the maintenance facility?

Describe the agency’s process for documenting, tracking and monitoring instances of in-service failures. Describe maintenance staff duties and responsibilities as they relate to monitoring and analyzing this information. How are root causes of failures determined?

***Information Management***

Describe the agency’s policies for routine tracking and monitoring of maintenance activities. List any duties and responsibilities related to maintenance activity oversight. Who is responsible for analyzing the maintenance data? How often is the data reviewed? How are trends communicated to other maintenance staff in order to make adjustments to the program?

***Accidents***

All accidents are tracked and documented by the frequency, type, and which party was at fault through incident reports. Describe the agency’s procedures for investigating/ensuring maintenance issues resulting from the accident. How does the agency determine if the accident was caused by a mechanical failure? If the accident was caused by a mechanical failure, what corrective actions are taken?

***On-Site Fueling***

The current FDEP Registration Placard is displayed where? The maintenance department also keeps the following information on file:

* The storage tank fuel inventory including tank water level
* Monthly leak detection results
* Monthly maintenance visual examinations
* A copy of all test data results. Tightness, pressure and integrity.
* Repair, operation and maintenance records.
* Certificate of Financial Responsibility

Describe maintenance staff duties and responsibilities as they relate to the fueling process. Describe the type of information gathered by technicians and any maintenance activities (such as fluid checks, changes, etc.) that are conducted during the fueling process.

Describe agency procedures as they relate to fuel storage, ordering and delivery. Describe the agency’s process for monitoring fuel consumption.