TAHOE TRANSPORTATION DISTRICT (TTD)
PROGRAM IMPLEMENTATION COMMITTEE

Meeting Agenda

Tahoe Regional Planning Agency **August 7, 2024**
128 Market Street **12:45 p.m.**
Stateline, NV 89448

The Tahoe Transportation District Program Implementation Committee meeting will be physically open to the public at the Tahoe Regional Planning Agency, Stateline, NV 89449 and in accordance with California and Nevada law, Committee members may be teleconferencing into the meeting via GoToWebinar in accordance with requirements under California Government Code section 54953(f).

Committee members: Wesley Rice-Chair, Brian Bigley, Andy Chapman, Brendan Ferry, John Friedrich, Nick Speal, Raymond Suarez

To attend the TTD Committee and Board Meetings remotely, use the following link:
https://attendee.gotowebinar.com/register/8374354887598800222

After registering, you will receive a confirmation email containing information about joining the webinar.

The following locations will also be available for participation by teleconference:

229 W Loop 121
Belton, Texas 76513

1133 Narrows Ln, Perth Road,
ON K0H 2L0, Canada

Members of the public may observe the meeting and submit comments in person at the above locations or via GoToWebinar. Members of the public may also provide public comment by sending comments to the Clerk to the Board by email at jallen@tahoetransportation.org. Please note which agenda item the comment pertains to. Comments will be distributed at the meeting and attached to the minutes of the meeting. All comments should be a maximum of 500 words, which corresponds to approximately three minutes of speaking time. Comments for each agenda item should be submitted prior to the close of that agenda item.

Any member of the public who needs accommodations should email or call Judi Allen who will use her best efforts to provide reasonable accommodations to provide as much accessibility as possible, while also maintaining public safety in accordance with TTD's procedure for resolving reasonable accommodation requests. All reasonable accommodations offered will be listed on the TTD website at tahoetransportation.org.

All items on this agenda are action items unless otherwise noted. Items on the agenda may be taken out of order. The Committee may combine two or more items for consideration. The Committee may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

I. CALL TO ORDER AND GENERAL MATTERS

A. Roll Call and Determination of Quorum
B. *For Possible Action:* Approval of Agenda for August 7, 2024
C. *For Possible Action:* Approval of Minutes of June 5, 2024

II. PUBLIC INTEREST COMMENTS

All comments are to be limited to no more than three minutes per person for matters not listed on this agenda. Comments made cannot be acted upon or discussed at this meeting, but may be placed on a future agenda for consideration.

III. DISCUSSION ITEMS

IV. DISTRICT MANAGER REPORT

V. COMMITTEE MEMBER REQUESTS AND COMMENTS

This portion of the agenda is for members to make requests for future agenda items or to make a brief report about personal activities without further deliberation by the committee, although any member may request an item to be placed on a future agenda in response to such remarks.

VI. PUBLIC INTEREST COMMENTS

VII. ADJOURNMENT

COMPLIANCE WITH PUBLIC NOTICE REQUIREMENTS

This notice and agenda has been posted at the TTD office and at the Stateline, Nevada post office. The notice and agenda has also been posted at the North Tahoe Conference Center in Kings Beach, the Incline Village GID office, the North Tahoe Chamber of Commerce, all teleconference locations listed above, and on the TTD website: www.tahoetransportation.org.

For those individuals with a disability who require a modification or accommodation in order to participate in the public meeting, please contact Judi Allen at (775) 589-5502 or jallen@tahoetransportation.org.

Nevada Open Meeting Law Compliance
Written notice of this meeting has been given at least three working days before the meeting by posting a copy of this agenda at the principal office of TTD and at three other separate, prominent places within the jurisdiction of TTD not later than 9 a.m. of the third working day before the meeting.

Written notice of this meeting has been given by providing a copy of this agenda to any person who has requested notice of the meetings of the Committee. Such notice was delivered to the postal service used by the Committee not later than 9 a.m. of the third working day before the meeting for transmittal to the requester by regular mail, or if feasible for TTD and the requester has agreed to receive the public notice by electronic mail, transmitted to the requester by electronic mail sent not later than 9 a.m. of the third working day before the meeting.

Supporting materials were provided to any person requesting such materials and were made available to the requester at the time the material was provided to the members of the Committee or, if provided to the members of the Committee at the meeting, were made available to the requester at the meeting and are available on the TTD website: www.tahoetransportation.org. Please send requests for copies of supporting materials to Judi Allen at (775) 589-5502 or jallen@tahoetransportation.org.

TAHOE TRANSPORTATION DISTRICT
PROGRAM IMPLEMENTATION COMMITTEE
MEETING MINUTES
June 5, 2024

Committee Members in Attendance:

Brian Bigley, Member at Large
Andy Chapman, TNT-TMA
Brendan Ferry, El Dorado County
Nick Speal, CA Gov Appointee
Raymond Suarez, SS-TMA (attended remotely)

Committee Members Absent:

John Friedrich, City of South Lake Tahoe
Wesley Rice, Douglas County

Others in Attendance:

Carl Hasty, Tahoe Transportation District
Jim Marino, Tahoe Transportation District
George Fink, Tahoe Transportation District
Tara Frank, Tahoe Transportation District
Judi Allen, Tahoe Transportation District

I. CALL TO ORDER AND GENERAL MATTERS

A. Roll Call and Determination of Quorum
The meeting of the Committee was called to order by Mr. Bigley at 12:38 p.m. at the Tahoe Regional Planning Agency and via GoToWebinar. Roll call was taken and it was determined a quorum was in attendance for the Committee.

B. Approval of Agenda of June 5, 2024
Motion/second by Mr. Speal/Mr. Ferry to approve the agenda for today's meeting. The motion passed unanimously.

C. Approval of Meeting Minutes for March 6, 2024
Motion/second by Mr. Speal/Mr. Ferry to approve the minutes. The motion passed unanimously.

II. PUBLIC INTEREST COMMENTS

There were no public interest comments.

III. DISCUSSION ITEMS

A. Informational Update on Tahoe Transportation District Active Capital Improvement Program Projects
Mr. Marino reviewed this item and gave a presentation on the Incline Village Mobility Hub. Mr. Speal

Helen Neff, Incline Village resident, noted the library is no longer the Sheriff's substation, it is the Justice Court and Senior Citizen Center and suggested letting the public know how many parking spaces are being envisioned for the old

elementary school, as well as park n ride transit options from locations such as Reno and Roseville.

Action Requested: Informational Only

B. Recommend the TTD Board of Directors Adopt Resolution 2024-002 Authorizing the Execution of the 2023/24 Fiscal Year Operations Program Funds for the Fare Free Transit Program

Ms. Frank reviewed this item. Mr. Ferry asked for clarification of the El Dorado and Placer Counties split. Mr. Suarez asked what the amount was last year. Ms. Frank stated she would have to look it up as the funds went to Placer County.

Action Requested: For Possible Action

Mr. Speal moved to recommend the TTD Board of Directors adopt Resolution 2024-002 authorizing the execution of the 2023/24 fiscal year operations program funds for the fare free transit program. Mr. Chapman seconded the motion. The motion passed unanimously.

C. Recommend the TTD Board Authorize Issuance of a Contract Award to Solutions for Transit for Management Information System Services and Authorize the District Manager to Negotiate and Execute an Agreement in an Amount Not to Exceed $225,000

Mr. Fink reviewed this item. Mr. Speal asked how the pricing compared to the three bids. Mr. Fink responded the top two bids were competitive, the third was very high. Mr. Ferry asked if there is a change in scope from the previous contract. Mr. Fink noted there is not really a change in scope, just things that have changed over time have been included.

Action Requested: For Possible Action

Mr. Chapman moved to recommend the TTD Board authorize issuance of a contract award . Mr. Speal seconded the motion. The motion passed unanimously.

D. Informational Update on Transit Performance Measures for Fiscal Year 2023

Mr. Fink reviewed this item. Mr. Suarez asked if Heavenly's shuttle numbers are reported with NTD's numbers.

Mr. Ferry left at 1:47 p.m.

Action Requested: Informational Only

E. Informational Report on the Transit System for Winter 2024

Ms. Frank reviewed this item and gave a presentation.

Action Requested: Informational Only

F. Informational Update on the State of Tahoe Transportation District's Service Fleet

This item was continued.

Action Requested: Informational Only

G. Informational Update on the 2024 Season of the East Shore Express Transit Service

Mr. Fink reviewed this item. Mr. Chapman asked if local businesses been notified of the bus stop locations. Mr. Fink confirmed they are existing TART stops and some of the businesses have been notified.

Mr. Chapman left at 2:5 p.m.

Doug Flaherty submitted a written comment and stated a Special Use Permit would be needed from Washoe County for the use of the parking lot, as well as TRPA.

Helen Neff submitted a written comment and echoed Mr. Flaherty adding that the intersection of Northwood and Village is not designed to handle that type of traffic all day.

Action Requested: Informational Only

H. Status Report and Discussion on the Short-Range Transit Plan Update

This item was continued.

Action Requested: Informational Only

IV. DISTRICT MANAGER REPORT

Mr. Hasty reported staff continues to work with City, TMA and TRPA regarding south shore transit integration.

V. COMMITTEE MEMBER REQUESTS AND COMMENTS

There were no member comments.

VI. PUBLIC INTEREST COMMENTS

There were no comments.

VII. ADJOURNMENT

The meeting adjourned at 2:19 p.m.

Respectfully Submitted:

Judi Allen
Executive Assistant
Clerk to the Board
Tahoe Transportation District

(The above meeting was recorded in its entirety, anyone wishing to listen to the aforementioned tapes, please contact Judi Allen, Clerk to the Board (775) 589-5502.)

From:	rondatycer@aol.com
To:	Judi Allen
Subject:	Pubic input for Item IIIG
Date:	Tuesday, June 4, 2024 3:45:22 PM

TO: TTD Program Implementation Committee and TTD Governing Board

RE: Public Input for Agenda Item IIIG: East Shore Express Parking Plan

The new East Shore Express operational plans call for abandonment of the Old Incline Elementary School as a hub and parking lot, to be replaced by several TART bus stops, with ESE riders arriving via TART or cars parking at the Tunnel Creek lot and the new Incline Elementary School lot.

My recall is that there are less than 120 parking spaces at Tunnel Creek, and they are, per citizen report, completely filled early each summer day, with an annoying overflow of tourist cars throughout the Mill Creek residential neighborhood.

I am unsure how many parking spaces are at the new Incline Elementary School, but I suspect less than 100.

Yet, calculations of the number of 2023 users of the ESE and the number of days—which doesn't account for the ebb and flow of parking lot use with weekends and holidays—still results in significantly more cars than could be parked in both of these two lots even if turnover was 2 or 3 times per day. But most people going to Sand Harbor or biking/hiking on the Flume trail stay more than a few hours.

So even without going into the numerical weeds, it is clear there will not be adequate parking spaces in the two designated lots. TTD knows tourists will be parking as close as possible to the ESE pick-up/drop-off points along the route, or parking along Incline residential streets and call ing for Tart Connect to pick them up to take them to the ESE/TART bus stops. Either way, there will be an influx tourists looking for parking throughout Incline.

The question then becomes, how will Washoe County Sheriff Office deputies ensure parking is legal? And how will they enforce illegally parked cars? This is not to mention the time, talent, and effort for deputies to respond to citizen complaints and parking violations throughout the village.

The North Lake Tahoe Fire District will also need fire-evacuation routes kept open on all roads. With hundreds of cars parking along Incline Village roads, any evacuation will be compromised.

The ESE parking will be problematic for Incline Village and its protective agencies. Yet, TTD forges ahead with its ill-conceived plan to pick up ESE passengers in several spots throughout Incline Village, knowing full well those passengers will have come from some other spot, most in Incline Village.

Basically, TTD is foisting its ESE parking problems on Incline Village residents, deputies, and firefighters. That won't play well. Why doesn't the TTD make a deal with the UNR-LT campus to use their excess parking this summer only... until a better solution can be found?

Respectfully submitted,

Ronda Tycer, PhD

Incline Village Resident 34 years

Helen D. Neff
PO Box 5647
Incline Village, Nevada 89450

June 4,2024

TO: TAHOE TRANSPORTATION DISTRICT (TTD) PROGRAM IMPLEMENTATION COMMITTEE
TAHOE TRANSPORTATION DISTRICT (TTD) BOARD MEMBERS

RE: Informational Update on the 2024 Season of the East Shore Express Transit Service
(Agenda Item G for Program Implementation Committee)

The Informational Update correctly says there is **limited** parking at the Tahoe East Shore Trailhead. We know from past summers that this parking fills quickly and stays full all day. It is illogical to suggest that this lot has sufficient parking to accommodate ESE riders.

The Elementary School on Northwood is identified on the flier as "overflow parking." Per the Washoe County Tahoe Area Plan, a special use permit is required within the Incline Village Commercial Regulatory Zone (where the school is located) for the following uses:

- Vehicle Storage and Parking
- Transit Stations and Terminals
- Transportation Routes

Without a Special Use Permit for use of the Northwood Elementary School, parking will be pushed onto SR28 by Tunnel Creek, into the town center and onto local streets.

The WASHOE COUNTY TAHOE TRANSPORTATION PLAN, approved by the Washoe County Board of County Commissioners in APRIL, 2023 addresses parking on page 19:

3.3 Parking

Parking has been and will continue to be an important issue for the communities of Incline Village and Crystal Bay. Parking-related concerns have been documented in numerous local and regional plans and studies over the years, and outreach during this plan has confirmed many of these issues.

Study-Identified Parking Concerns

Environmental Concerns: Current parking patterns are potentially damaging to the area's water quality and drainage. When spaces are difficult to find, vehicles have been seen parking on top of dedicated drainage areas, which impedes

drainage and increases sedimentation. This also damages the infrastructure investments in water quality that have been previously made.

Safety Issues: Roadside parking in inappropriate areas presents a safety hazard for all roadway users, particularly pedestrians, and bicyclists.

Trail and Transit Access: Improperly parked vehicles also block multiuse trails, sidewalks, and transit stops.

Land Use: Overflowing parking can impact residents, spilling over onto residential streets or into dedicated apartment/condominium lots. (as well as unauthorized parking in commercial lots, hindering profitability of local businesses).

Below are two examples of safety concerns in Incline Village with vehicles illegally parking too close to a stop sign and blocking a crosswalk:

Parking enforcement in Incline Village, especially on weekends, is virtually non-existent due to staffing issues.

People live in Incline Village. We are being encouraged to walk and ride our bikes. Please do not hinder our safety by encouraging more cars to drive to Incline Village and park on our streets, further clogging our limited roads and blocking our pedestrian paths and crosswalks.

Thank you.

From:	Doug Flaherty
To:	Judi Allen
Cc:	James Marino; Carl Hasty
Subject:	Public Comment Agenda Item II and III G. TTD Implementation Comm Mtng 6-5-24
Date:	Wednesday, June 5, 2024 7:56:45 AM
Attachments:	ima[redacted]png May 2022 – Final ACK[redacted]rary Use PERMIT.pdf

Dear TTD Program Implementation Committee:

Even though this written public comment was not sent to the TTD before close of business yesterday 6-4-24, please make this written public comment part of the record and minutes in connection with Agenda Item II *Public Interest Comments* **and** III G., *Informational Only: Informational Update on the 2024 Season of the East Shore Express Transit Service* during today's TTD Program Implementation Committee meeting.

This public comment represents an **objection** to using the Incline Elementary School at 915 Northwood Blvd as the 2024 East Shore Express (ESE) service transit stop and transit service, including parking, without first obtaining the required permits as discussed below.

1. While the Washoe Tahoe Area Plan generally allows for planning for transit stops at the Incline Elementary School on Northwood, Section 110.220.145 of Washoe Code requires a special use permit for Transit Stations and Terminals AND Transportation Routes.

2. Additionally, TTD will also need to secure a **TRPA Temporary Use Permit** to use the Northwood elementary school. This, since the past TRPA temporary use permit has expired, of which permitted the use of **BOTH** the Old and New Elementary School.

This according to the attached May 2022 TRPA Temporary Use Permit titled "TAHOE TRANSPORTATION DISTRICT/WASHOE COUNTY SCHOOL DISTRICT – TEMPORARY USE
771 SOUTHWOOD BLVD & 915 NORTHWOOD BLVD, INCLINE VILLAGE, WASHOE COUNTY, NEVADA
ASSESSOR'S PARCEL NUMBERS (APNs) 132-201-02 & 132-012-05, TRPA FILE NUMBER ERSP2021-0673

3. And lastly, I think there could be a good argument made that the proposed 2024 ESE service for 2024 has been substantially modified to the point that the new operation will now result in an increase in Vehicle Miles Traveled (VMT) and that the ESE Service based on past ridership numbers, now set to spread across all HWY 28 Incline Village transit stops, must undergo a new environmental analyses to determine the VMT impact in order to carry out the 2024 ESE service. Be advised, an increase in VMT's is in violation of the TRPA Regional Plan.

If the 2024 ESE season results in neighborhood complaints from more cars being parked in neighborhoods, we only need to point the finger at TTD's poor planning. TTD has known for two years that the TRPA Temporary Use Permit was due to expire but took no definitive action over two years to plan for expiration.

Best,
Doug Flaherty

Tahoe Transportation DISTRICT

Connecting our communities

MEMORANDUM

Date: August 1, 2024

To: Tahoe Transportation District (TTD) Program Implementation Committee

From: Jim Marino, Deputy District Manager

Subject: Informational Update on Tahoe Transportation District Active Capital Improvement Program Projects

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Action Requested:
It is requested that Committee members review the Project Update Table (Attachment A*)* regarding TTD's Capital Improvement Program (CIP) Active Projects. No action is requested, but Staff welcomes any feedback at the contact information below.

Fiscal Analysis:
All expenditures associated with these items for the fiscal year are in the approved FY24 budget.

Work Program Impact:
All work associated with these efforts is captured under respective elements of the approved FY25 Work Program, with corresponding allotted staff time under respective projects. Time associated with developing project funding opportunities is captured to the extent feasible within limited General Funds. Projects align with Strategic Goal SG-3 Increase the connectivity and reliability of a regional multi-modal transit system around the Basin, which includes micro-transit and other support components; and SG-4 Effectively deliver TTD operations and implement the Regional Transportation Plan by actively seeking sustainable funding resources for capital projects, staff, operations, and planning.

Background:
TTD has a multitude of active projects within the current work program across several functional areas. Transit Hub Projects (Incline Village Mobility Hub, Spooner Mobility Hub/AIS), Corridor Projects (NV SR28, US 50), Facilities Projects (Maintenance and Administration Facility), and Intelligent Transportation Projects (SMART Grant).

Each project has been funded in whole or partly with a variety of federal, state, local, and private funds. They are highlighted in this report for the purpose of providing a general overview and status of the program and to provide consistent updates to the Committee, including upcoming funding opportunities for relevant projects.

JM/ja AGENDA ITEM: III.A.

Discussion:
The Project Update Table reports the status of major active projects led by TTD. For the purposes of this report, active projects are defined as projects that have been funded in part or whole and are moving forward in phase (Planning, Design, Construction).

The table provides basic project status update information and staff encourages discussion should Committee members have questions. The table will be updated and provided to the Committee at each meeting.

Additional Information:
If you have any questions or comments regarding this item, please contact Jim Marino at (775) 589-5500 x 512 or jmarino@tahoetransportation.org

Attachment:
A. Project Update Table

JM/ja AGENDA ITEM: III.A.

TAHOE TRANSPORTATION DISTRICT

CAPITAL PROGRAM

PROJECTS UPDATE – AUGUST 2024

This report serves to provide brief project updates to the Program Implementation Committee for purposes of understanding current project status, upcoming milestones, schedule, and any issues or constraints affecting the project. This document is for informational purposes only.

SR 28 Corridor Projects - Nevada

Project:	**North Trailhead Parking and Water Quality Project**
Description	The SR28 North Parking, Sidewalk, and Water Quality Improvements include environmental analysis, final design and construction of 30 plus parking spaces (depending on design) at Sweetwater Road, north of the existing Tahoe East Shore trailhead parking; a connecting pedestrian path from the new parking areas to the trailhead, four to six parking spaces at Rocky Point, two to three parking spaces for operational employee parking at the trailhead, address erosion and signage at Sunset Vista pullout, and water quality improvements within the existing NDOT Right of Way as part of the parking improvements.
Status	Project design is underway. Discussions with NDOT underway
Upcoming Milestones	• Preliminary construction estimates – August 2024 • Initial contact with adjacent property owners – August 2024
Schedule Status	On schedule
Budget Status	On budget and within grant appropriation.
Issues/Constraints	1) Extent of SEZ area south of Sweetwater Drive and impact on potential parking – possibly employee parking only 2) Obtaining NDOT approval for paid parking and parallel parking in their ROW 3) Rocky Point parking will require NV State Parks and neighborhood buy in

Project:	**Central Corridor – Thunderbird Cove to Secret Harbor**
Description	The project includes design of transit, trail, and parking improvements at Chimney Beach (approximately 130 spaces- USFS) and Secret Harbor (approximately 120 spaces – TTD upper lot, USFS lower lot). Chimney Beach parking area may include a pedestrian actuated signalized crossing on SR 28, .9 miles of trail, a prefabricated bridge at Marlette Creek, and vista points. Transit pullouts at Thunderbird Lodge, Chimney Beach, and Secret Harbor and signage extension of the No Parking Zone from just north of the IVGID pump station to the chain control sign/pullout south of Secret Harbor are included.
Status	Preliminary design for upper lot is underway by TTD.
Upcoming Milestones	• Confirmation with USFS for Secret Harbor South parking lot – August 2024 • USFS EA Amendment – lower lot – August 2024 • Preliminary design alternatives - August 2024 • Value engineering bike trail to reduce costs – August 2024 • Alternatives for SR28 pedestrian crossing – August 2024
Schedule Status	On schedule

Budget Status	Funded for design. TTD will be adding recently awarded $5M in Congressionally Directed Spending appropriation to the project construction phase via upcoming FTIP amendment and LPA amendment.
Issues/Constraints	1) Ensuring close coordination with USFS on parking facility design at Chimney Beach and Secret Harbor (lower parking lot) 2) Ensuring transit stops are integrated into design 3) Construction implementing agency will need to be defined 4) Defining O&M agency responsibility
Project:	**Central Corridor – Sand Harbor to Thunderbird Cove**
Description	The project includes design and construction of 1.75 miles of multi-use path between Sand Harbor State Park and Thunderbird Cove, vista pullouts, and safety improvements.
Status	LPA agreement to begin preliminary design of the project with NDOT has been secured. TTD was awarded $24.1M RAISE Grant for construction last month.
Upcoming Milestones	• RFP for design services – August 2024 • Award design services – September/October 2024 • Determine implementing agency – October 2024
Schedule Status	Design services were delayed due to LPA agreement processing.
Budget Status	Design is 100% funded at this time. Construction funding is approximately 70%. Staff has applied for Federal Active Transportation Infrastructure Investment Program (ATIIP) grant funds in the amount of $7.5M for balance of construction funding need. TTD will seek CMAR or design/build delivery method.
Issues/Constraints	1) Additional construction funding required 2) Design will need to include creative alternatives to lessen project costs 3) Sand Harbor Park connection will need to be coordinated with the State Parks Master Planning process 4) Construction implementation agency will need to be determined (NDOT/TTD) 5) O&M responsibilities will need to be determined

SR89/SR28 Corridor Projects - California

Project:	**SR 89/Fanny Bridge Community Revitalization Project**
Description	The project includes replacing the signalized "wye" intersection with a single lane roundabout and replacement of the Fanny Bridge with a new, single span bridge.
Status	This project is being led by the Central Federal Lands Highway Division. Construction bids for the project were received in December by the Federal Lands Division. Bids received were twice as much as the Engineer's Estimate ($25M vs. $13M). FHWA entered negotiations with low bidder in February 2024 to lower costs and secure construction activities.
Upcoming Milestones	Construction- summer 2025 pending FHWA successful negotiations
Schedule Status	Delayed. It is unlikely FHWA will award a negotiated contract to the bidder. Negotiations are continuing with the bidder
Budget Status	TBD

Issues/Constraints	1) FHWA negotiation with low bidder (Thompson Builders) may push the project to start in 2025, if negotiations are successful. If not, the project will need to be rebid. 2) This project has been reduced to Fanny Bridge replacement only for this negotiation. The remainder of the project (final roundabout) will need to be re-bid.

US50 Corridor Projects – Nevada/California

Project:	**US50/ South Shore Community Revitalization Project**
Description	The project will make improvements to the US 50 corridor in the south Stateline area of Lake Tahoe by adding multi-use paths, sidewalks, pedestrian overcrossing, and a roundabout at US50 and Lake Parkway intersection. The primary goal is to improve mobility, while balancing transportation needs with community goals of economic vitality and environmental preservation.
Status	TTD project team have drafted concept plans for the corridor. The concept was shared with business representatives (STAR), City of South Lake Tahoe Staff, NDOT, Caltrans, and TRPA for preliminary scoping. Conceptually, NDOT is ok with center barrier design and a roundabout at Lake Parkway/50. Caltrans has reviewed the Stateline/Transit Way intersections and has requested updated traffic information. TTD to provide updated pedestrian counts to Caltrans.
Upcoming Milestones	• Provide updated pedestrian counts to Caltrans – US50/Stateline/Transit Way intersections – August 2024 • NDOT roundabout pedestrian crossing analysis – August 2024 • Project Cost Benefit Analysis – August 2024 • Begin formal design (preliminary linework) – September 2024, pending DOT concept approval • Begin planning for environmental document amendment – August 2024 • Present project to City of South Lake Tahoe City Council- TBD
Schedule Status	Delayed. TTD will request a revised and updated overall project schedule from the consultant. Note: On November 15, 2021, BIL repealed the 10-year PE Rule by striking 23 U.S.C. 102(b), thus eliminating any possibility of TTD having to pay back any federal funds expended on this project to date.
Budget Status	On budget and contained within budget appropriation for design phase
Issues/Constraints	1) Transit Way left turn pocket (Caltrans approval) 2) Transit/Bellamy Way improvements (requires City approval/agreement) 3) Roundabout pedestrian crossing alternatives (NDOT/TRPA concurrence) 4) Cost/Benefit Analysis 5) Environmental document update

Mobility Hub Projects

Project:	**Incline Village Mobility Hub**
Description	Project addresses SR28 Corridor Management Plan, Washoe County Tahoe Transportation Plan, Washoe County Tahoe Area Plan and Linking Tahoe Transit Master Plan to construct a mobility hub within the Incline Village limits. Project would provide mobility hub facilities, parking, and multi-modal appurtenances.
Status	This project has been delayed while the TTD team focuses on feasibility analysis. Staff expects draft site feasibility report to be completed August 2024. TTD staff are preparing an RFP for a hazardous materials survey and assessment and demolition plan for the 771 Southwood facility for purposes of site safety and risk mitigation.
Upcoming Milestones	• Draft report – August 2024 • Close out preliminary study grant – August 2024 • Release RFP for hazardous materials survey and assessment and demolition plan – August 2024 • Award HMS and demolition plan contract – December 2024
Schedule Status	Delayed
Budget Status	On budget and within grant appropriation limits for conceptual site feasibility analysis.
Issues/Constraints	1) Community response 2) Limited alternatives for sites 3) Risk concerns with existing OES facility

Project:	**Spooner Summit AIS/ Mobility Hub**
Description	The project includes design and construction of a transit mobility hub with roughly 250 parking spaces and restroom(s), permanent aquatic invasive species inspection station, 0.5 miles of multi-use path and a pedestrian crossing from Spooner State Park to the junction of SR28 and US50 adjacent to transit mobility hub.
Status	TTD, TRPA, NDOT and USFS have begun design meetings. TTD is leading coordinated efforts for post construction O&M planning, as well as efforts for the USFS special use permit. NDOT has provided conceptual site plans for stakeholder review. TTD, USFS, TRPA had a work session in July 2024 to refine conceptual plans. NDOT is proposing a roundabout on SR28 at Spooner State Park and the mobility hub entrance
Upcoming Milestones	• Draft O&M partnership responsibilities – August 2024 • Special use permit submittal – August 2024 • 30% design drawings – October 2024
Schedule Status	On schedule
Budget Status	On budget and contained within funding appropriation
Issues/Constraints	1) Post construction O&M agency responsibilities need to be determined as a separate parallel process. TTD is engaging Douglas County for possible O&M role. 2) Type of special use permit not yet determined, i.e., Grainger-Thy with USFS 3) Pedestrian crossing (SR28) from this project to Spooner State Park 4) Water, sewer, and electrical needs analysis 5) Parking Management fee structure relating to transit users

Facilities Projects

Project:	**Maintenance and Administration Facility**
Description	This project is for the acquisition, environmental, design, and construction of a new all-weather maintenance and administration facility (MAF) to serve 75 buses at full capacity. The MAF is envisioned to be a phased project, ultimately housing buses indoors and includes an automated vehicle wash, fuel islands, electric charging infrastructure, repair bays, fabrication shop, operations center, administrative offices, dispatch center, training facilities, meeting space, and storage areas. The project may also provide partnering opportunities with local agencies for shared space.
Status	This project is in the preliminary planning phase. Consultant and TTD are evaluating the feasibility of eight parcels for possible consideration for siting the project. The feasibility study is an internal analysis to determine the top two or three sites prior to engaging the public. Consultant is in the process of developing conceptual plans for each site and order of magnitude construction costs. Staff applied for TIRCP Grant funding last month.
Upcoming Milestones	• Deliver draft site analysis report – August 2024 • Present Project to Douglas County and Douglas County School District – September 2024
Schedule Status	On schedule for site scoping and feasibility analysis.
Budget Status	On budget and within appropriated grant funding for site scoping and feasibility analysis phase. Project has recently received $2M in Congressionally Directed Spending to further design. An additional $2M in Congressionally Directed Spending is pending review. TTD will work with FTA to identify funding opportunities to support a design/build delivery method.
Issues/Constraints	1) Five-to-seven-year temporary site requirement until this project is funded and ready. Remain at current City site for the duration pending renewed lease agreement, or seek alternative site. 2) Large funding need of approximately $100M

Technology Projects

Project:	**SMART Sensors and Data Aggregation Project**
Description	This project intends to provide the planning, design, prototyping, and evaluation of a single cloud-based open source or interface for pertinent transportation and traveler related information. This information will be used by TTD and TRPA, partners, commuters, and travelers within the Tahoe Basin and adjoining areas to provide integrated infrastructure to collect vehicle data and incorporate it into a database for a variety of stakeholders. The system will provide a platform for future expansion, command, control, and configuration.
Status	Slightly delayed due to DOT's permitting processes. TTD and Consultant are currently in the process of determining sensor type and vendor opportunities. TTD and Consultant are engaging with NDOT and Caltrans regarding the use of existing State-owned structures and power to support the temporary sensor deployment. TTD and Consultant have several signal cameras online and are acquiring data as of May 2024
Upcoming Milestones	• Finalize test sensor locations and partner with DOT's – August 2024 • Deploy temp sensors and begin collecting data – June 2024 through January 2025 • Develop draft Technology Plan – August 2024 • Apply for Stage II Grant (Implementation) - August 2024 • Develop draft Implementation Plan (Phase II) – September 2024
Schedule Status	Slightly delayed, but within grant timeline
Budget Status	On budget and within grant appropriation limits
Issues/Constraints	1) Short grant timeline, project needs to stay on schedule. 2) Encroachment permit process with Caltrans may prove to be time consuming and may delay deployment on California roadways. 3) Data privacy issues for the DOT's 4) Coordination issues with DOT's

Pending Capital Projects (Likely to be Funded or Seeking Funding)

Project:	**Corp Yard (1669 Shop Street) Renovations**
Description	This project proposes to utilize two fiscal years of SB125 funds to provide much needed renovations to the existing transit maintenance and operations facility leased from the City. Renovations will be limited by budget, but may include safety upgrades, renovating the bus wash facility, installing EV charging infrastructure for bus maintenance, correcting drainage and flooding issues impacting the facilities, installation of an additional restroom, and minor renovations to administrative space. This project is dependent upon the appropriation of SB125 funds.
Status	Delayed – SB125 funding frozen by the State of California. Upon receipt of funding, TTD staff will develop an RFP for architectural engineering.
Upcoming Milestones	• Anticipated appropriation of funds – August 2024 • Release RFP for Architectural and Engineering design – October 2024
Schedule Status	Delayed
Budget Status	Requesting $1,550,000 over two fiscal years
Issues/Constraints	1) Ten-year lease agreement from the City of South Lake Tahoe 2) Budget dependent scope

Project:	**Purchase Microtransit Vans**
Description	This project proposes to utilize two fiscal years of SB125 funds for the acquisition of six gasoline vans and six electric vans to support microtransit programming. This project is dependent upon the appropriation of SB125 funds.
Status	Delayed – SB125 funding frozen by the State of California. Upon receipt of funding, TTD will issue RFP or select a vendor through a government piggy-back procurement for vehicle purchase.
Upcoming Milestones	• Anticipated appropriation of funds – August 2024 • Vendor selection – October 2024
Schedule Status	Delayed
Budget Status	Requesting $2,980,000 over two fiscal years
Issues/Constraints	1) May be subject to CA AB5 rules pertaining to use of vehicles for third party operations.

Project:	**E.V. Charging Infrastructure**
Description	This project proposed to utilize two fiscal years of SB125 funding to support the design and construction of EV charging infrastructure to support transit and microtransit electric vehicles.
Status	Delayed – SB125 funding frozen by the State of California. TTD will meet with local South Shore jurisdictions to determine possible locations for the infrastructure.
Upcoming Milestones	• Anticipated appropriation of SB125 funds – August 2024 • Local agency discussions and agreements – September 2024
Schedule Status	Delayed
Budget Status	Requesting $1,188,816 over two fiscal years
Issues/Constraints	1) Local agency agreements 2) Liberty Utilities front of meter improvements to support electrical requirements

Project:	**NV Stateline to Stateline Bikeway South Demonstration Project – Phase 1A - Laura Drive to Stateline Avenue**
Description	The Project proposes a Class 1 path along Lake Parkway and the north side of US Hwy 50 between Laura Drive and Stateline Avenue and a sidewalk along the southeast side of US Hwy 50 between Kingsbury Grade and Lake Parkway (Events Center) to create the final southernmost link of the Tahoe East Shore Trail. The multi-use path and sidewalk will provide a safe alternative mode of transportation allowing bicycle and pedestrian traffic to utilize a separated and lighted shared-use path and sidewalk. The full length of this path will be ADA accessible, expanding access to users of all abilities and providing an important safe linkage between the Kingsbury Transit Center and parking to the Event Center. This project scope was originally contained within the US Hwy 50 revitalization project, but was determined to be a stand-alone high priority Vision Zero safety project. TTD staff consulted with TRPA and decided to separate this project from the larger US 50 Revitalization Project to expedite pedestrian and cycling safety benefits in this very unsafe segment of US Hwy 50.
Status	Pending – TTD is seeking funding for this project
Upcoming Milestones	Pending award announcement of Safe Streets and Roads for All (SS4A) grant application to support design and construction – fall 2024
Schedule Status	Pending
Budget Status	Seeking grant funds
Issues/Constraints	None currently

Capital Programming Projects

Project:	**Capital Programming Software Development**
Description	This project consists of TTD developing and implementing a Capital Program software package to develop and maintain a five-year CIP program.
Status	Staff is updating project budgetary information, expected to be completed August 2024
Upcoming Milestones	• Create project, funding, expense, and O&M forecasts – August 2024 • Create draft five-year CIP report – October 2024 • Develop integrated CIP project pages to TTD website – August 2024 (pending website procurement challenges)
Schedule Status	On schedule
Budget Status	On budget
Issues/Constraints	1) Website deployment 2) Aligning with TRPA EIP data

CIP Grant Applications - 2024

Rebuilding American Infrastructure with Sustainability and Equity **(RAISE)**	**$25M** application for final design and construction funding for the SR28 Sand Harbor to Thunderbird Cove Project – Submitted February 2024.
Status	Awarded - $24.1M
Safe Streets and Roads for All **(SS4A)**	$5.4M application for design and construction funding for the Laura Drive to Stateline Avenue Multi-Use Trail Project – Submitted May 2024. Expected results of application – September 2024
Status	In Review
Active Transportation Infrastructure Investment Program **(ATIIP)**	Estimated $7.5M application to support construction of the SR28 Sand Harbor to Thunderbird Cove Project - Submitted June 2024. Expected results of application – fall 2024
Status	In Review
Transit and Intercity Rail Capital Program **(TIRCP)**	$30M application to support construction of the Maintenance and Administration Facility - Submitted July 2024. Expected results of application – September 2024
Status	In Review
Strengthening Mobility and Revolutionizing Transportation Program **(SMART)**	Upcoming- $13M Stage II application to support implementation of ITS sensor infrastructure, data collection and warehousing, and program development of Stage 1 planning and testing.
Status	Submittal Date – August 17, 2024

CIP Grant Awards – 2024

Project	**Grant Program**	**Phase**	**Amount**
US 50 Revitalization Project	TRPA Regional Grant Program	ROW/CON	$2.9M
SR28 Sand Harbor to Thunderbird Cove	RAISE	PSE/CON	$24.1M
SR28 Thunderbird Cove to Secret Harbor	Congressionally Directed Spending	CON	$5M
Maintenance and Administration Facility	Congressionally Directed Spending	PS&E	$2M
Bus and Fleet Replacement	5339(c) LoNo	Acquisition	$7.9M
		Total	**$41.9M**

Tahoe Transportation DISTRICT

Connecting our communities

MEMORANDUM

Date: August 1, 2024

To: Tahoe Transportation District (TTD) Program Implementation Committee

From: George Fink, Transportation Services Director

Subject: Informational Update on the State of Tahoe Transportation District's Service Fleet

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Action Requested:
It is requested that Committee members receive this informational update on TTD's state of the fleet. No action is requested.

Fiscal Analysis:
All expenditures associated with these items for the fiscal year are in the approved FY25 budget.

Work Program Impact:
All work associated with these efforts is captured under respective elements of the approved FY25 Work Program, with corresponding allotted staff time under respective projects. Fleet maintenance aligns with Strategic Goal **SG-3** "Fund and operate regional multi-modal transportation systems."

Background:
As the owner/operator of public transit services connecting communities within, and linking communities to Lake Tahoe, TTD owns two fleets of vehicles. These are referred to as "Revenue Vehicles" and "Non-Revenue Vehicles." Revenue Vehicles are the rolling stock used to provide revenue service for passengers. Non-Revenue Vehicles are all other equipment used in support of revenue service.

TTD has been designated a direct recipient of federal funds by the Governors of California and Nevada. One of the key responsibilities of a designated recipient is to maintain satisfactory continuing control of assets obtained with federal funds. A recipient of federal funds must ensure that Federal Transit Administration (FTA) funded property will remain available to be used for its originally authorized purpose throughout its useful life until disposition. To assist recipients in complying with satisfactory continuing control guidance, FTA requires that agencies who manage or operate FTA-funded capital assets used in providing public transportation services comply with the Transit Asset Management (TAM) rules.

GF/ja AGENDA ITEM: III.B.

TTD must complete several key actions to comply with the TAM rule, including developing a TAM plan and submitting two reports to the National Transit Database (NTD) annually: a data report and a narrative report.

Develop a TAM plan. TTD's TAM Plan (Attachment B) aids staff in assessing the current condition of its capital assets, determining what the condition and performance of its assets should be, identifying unacceptable risks, including safety risks, in continuing to use an asset that is not in a state of good repair, and deciding how to best balance and prioritize reasonably anticipated funds towards improving asset condition and achieving a sufficient performance within those means.

Complete NTD asset inventory module (AIM) report. TTD develops an inventory of assets and reports the data and other information as required to the NTD asset inventory module report annually. Additional data required by NTD includes information used to calculate the TAM metrics.

Conduct and report facility condition assessments. TTD assesses the condition of all the capital assets in the TAM plan and reports the condition assessments to NTD.

Set Performance Targets. TTD sets targets annually for the performance of assets and submits those targets to NTD as part of the annual data submission. Each asset category has its own performance measure by which to set targets:

Performance Measure		**Target**
Rolling Stock	Percent of revenue vehicles exceeding useful life benchmark (ULB)[1]	30%
Equipment	Percent of non-revenue vehicles exceeding useful life benchmark (ULB)	25%
Facilities	Percent of facilities rated under 3.0 on the TERM[2] scale	0% (TTD does not own any facilities)
Annual Miles between Mechanical Failures (MBMF)		6,000 miles

Submit narrative report to the NTD. TTD submits an annual narrative report to NTD that provides a description of any changes to the transit system from the previous year and describes the progress made during the year to meet the performance targets set in the previous reporting year.

TAM Plans must be updated every four years or as significant changes occur. TTD's current TAM Plan was adopted in 2023 and will be revised once the new fleet arrives this summer.

Discussion:

TTD currently operates a revenue fleet of twenty-eight buses, three of which are scheduled for disposal this year, and a non-revenue fleet of seven vehicles. The revenue fleet is a mixture of bus types and manufacturers. Some of these buses date back to BlueGO service time. Other fleet has been obtained by TTD. Some vehicles have been transferred to TTD for $1 per bus -

[1] The expected lifecycle of a capital asset for a particular transit agency's operating environment or the acceptable period of use in service for a particular transit agency's operating environment.
[2] Transit Economic Requirements Model

thank you RTC of Southern Nevada and Paratransit, Inc.! Attachment A depicts the age of the fleet and planned replacements.

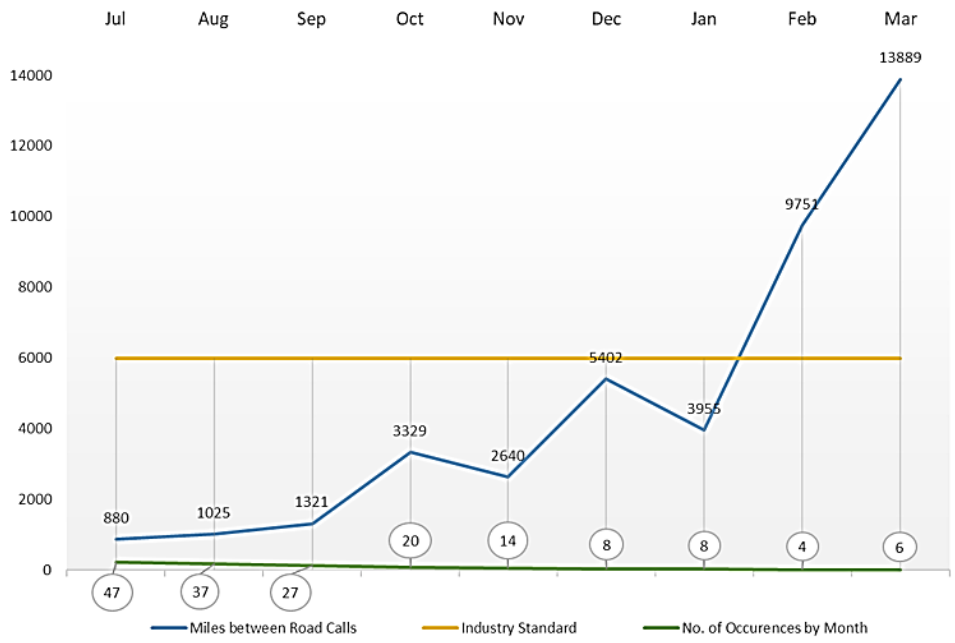
Fleet reliability has been a struggle for the fleet inherited from BlueGO due to contractor maintenance practices, funding, staffing, and facility conditions which have all impacted the number of buses available for service. Staff have had to wait until the legacy buses are past their ULB and funding is available in order to purchase new vehicles.

As noted above, FTA requires TTD to set targets to help assess the state of the fleet. The table below illustrates prior, current, and planned future percentages of fleet beyond ULB. The first line labeled "Mixed" combines both the fixed route and paratransit fleets into a single fleet. Moving forward from 2025, the paratransit and fixed route fleets will be separate, with the paratransit fleet operating smaller, more reliable vans and the fixed route fleet moving to largely low-floor buses for durability and capacity. As discussed previously, non-revenue vehicles are support vehicles and equipment.

Percentage of Fleet Beyond Useful Life Benchmark

Fleet	Goal	2023	2024	2025	2026	2027	2028	2029	2030
Mixed	**< 30%**	68%	44%						
Fixed	**< 30%**			24%	0%	0%	0%	5%	5%
Paratransit	**< 30%**			0%	0%	0%	0%	0%	25%
Non-Revenue	**< 25%**	29%	14%	14%	14%	29%	14%	17%	17%

As noted earlier, the adopted TAM plan has a target of an average of 6,000 annual Miles between Mechanical Failures (MBMF). In 2023, TTD did not meet this target, posting only an average of 2,963 MBMF. This is not surprising given that 68% of the revenue fleet was beyond the ULB. This year, with the addition of the new Gilligs into the fleet, miles between mechanical failures are up to 4,688 average year to date. However, the trend line is in the right direction. See graph below, excerpted from the winter 2024 transit snapshot.



GF/ja

AGENDA ITEM: III.B.

New fleet added in the last five years:

- Three Proterra/Phoenix battery electric 35' buses
- One native 4x4 cutaway bus
- Four Gillig 29' buses

On order for July/August 2024 delivery:

- Four Gillig 29' buses
- Four Gillig 35' hybrid buses

Budgeted:

- Four ADA-accessible vans

Funded:

- $600,000 for electric vans (FY19 §5339c Low-No). Active grant.
- $2.98M for six gasoline vans and six electric vans (SB125). Currently on hold due to California budget deficit.

AWARDED FY24 §5339c Low-No grant in the amount of $7.9M:

- Four Gillig 35' hybrid buses
- Two Gillig 35' hybrid trolleys

Staff are confident that the addition of new fleet and continued emphasis on preventive maintenance, along with supporting continuing education for maintenance staff will improve fleet reliability over the next few years. Although many challenges remain with the switch to electric vehicles, a challenging maintenance facility, and ever-present funding challenges, TTD will continue to provide the maximum amount of safe, quality, and service to Lake Tahoe communities.

Additional Information:

If you have any questions or comments regarding this item, please contact George Fink at (775) 589-5325 or gfink@tahoetransportation.org

Attachments:

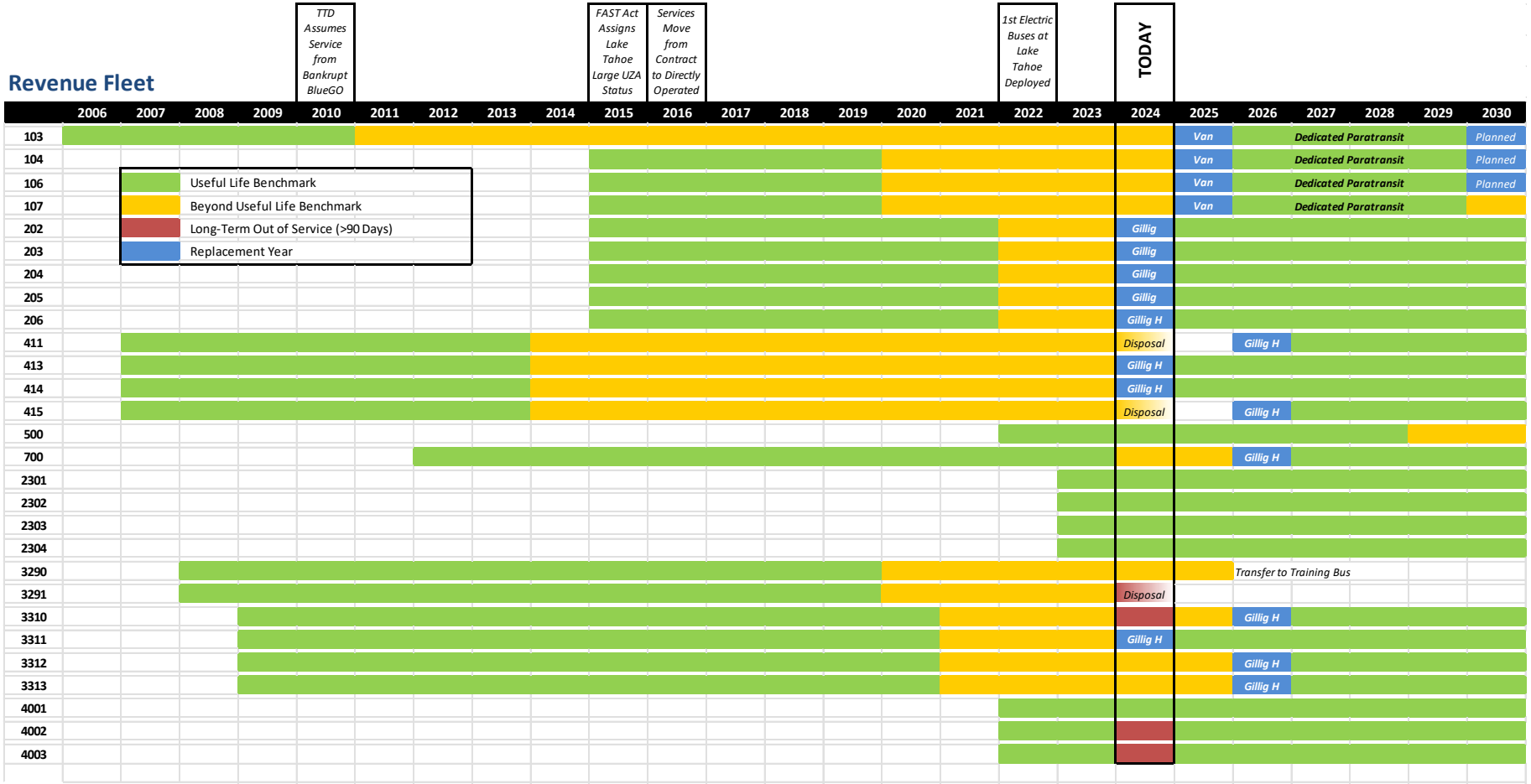
A. Fleet Planning Chart
B. 2023 TAM Plan

GF/ja AGENDA ITEM: III.B.

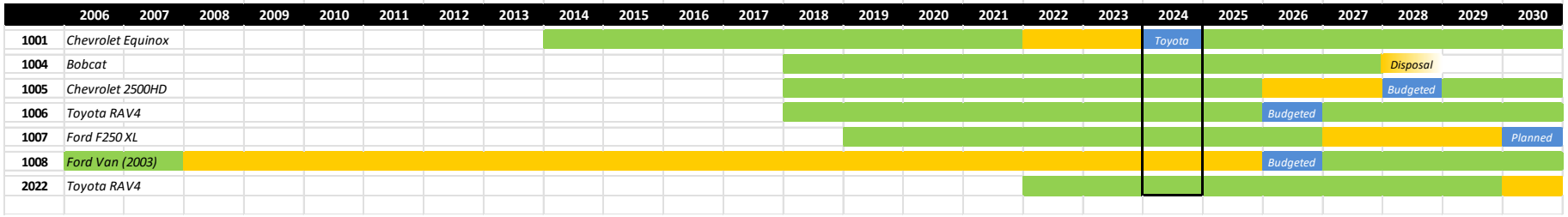
Tahoe Transportation District

→→→FLEET PLANNING→→→

Revenue Fleet



Non-Revenue Fleet



TAHOE TRANSPORTATION DISTRICT TRANSIT ASSET MANAGEMENT (TAM) PLAN

The Tahoe Transportation District, in accordance with the Federal Transit Administration Transit Asset Management Plan (TAM) rule, is focused on the management of transit assets through the entirety of their lifecycles. This plan is a collection of transit asset inventory, condition assessments, and investment prioritization.

June 2023

Table of Contents

EXECUTIVE SUMMARY

According to the Federal Transit Administration (FTA), Transit Asset Management (TAM) is a set of strategic and systemic processes and practices for managing performance, risks, and costs of transit assets across the entirety of their lifecycle in order to deliver service reliably, safely, and cost effectively. The TAM plan is a business model that prioritizes funding based on the condition of transit assets. Optimal prioritization of assets will keep transit systems in compliance with the State of Good Repair (SGR) benchmarks as determined by the FTA. An ideal TAM plan incorporates the people, processes, technology, data and the continual improvement to better support these assets over their lifecycle.

Smaller agencies are constantly challenged to do more with less, thus ensuring assets are well taken care of and cost-effectively managed to deliver the service needed becomes critical. The TAM Plan will help the Agency see the long-term investment needed to maintain our assets and making smart and sustainable investment decisions. The benefits of implementing a TAM Plan include:

- Improved transparency and accountability for safety, maintenance, asset use, and funding investments;
- Optimized capital investment and maintenance decisions;
- Data-driven maintenance decisions; and
- System safety and performance outcomes.

The consequences of an asset not being in an SGR include but are not limited to:

- Safety risks (determined by accidents per 100,000 miles);
- Decreased system reliability (On-time performance);
- Higher maintenance costs; and/or
- Diminished system performance (Missed trips due to mechanical issues/breakdowns).

In July of 2016, the FTA issued a final rule requiring transit agencies to maintain, document and report minimum TAM standards. Federal law requires recipients and sub-recipients of Federal dollars to develop a TAM plan that is implemented by October 1, 2018.

Transit Asset Management Plan Policy:

The Tahoe Transportation District staff has developed this TAM plan to aide in:

(1) Assessment of the current condition of capital assets;
(2) Determine what condition and performance of its assets should be in according to FTA regulations if not currently in a SGR;
(3) Identify risks including safety risks, in continuing to use that asset if it is not in SGR;
(4) Deciding how to best balance and prioritize funding (revenues from all funding sources) to improve asset conditions and maintain performance standards within those fiduciary confines.

Agency Overview:

In 1969, California and Nevada legislators agreed to a unique Compact for sharing Lake Tahoe resources/responsibilities. The two states and the U.S. Congress amended the Compact in 1980, with public law 96-551, which also established the Tahoe Transportation District (TTD). The agency is responsible for facilitating and implementing safe, environmentally positive, multi-modal transportation plans, programs and projects for the Lake Tahoe Basin, including transit operations.

The majority of TTD routes connect to the Stateline Transit Center (STC). STC provides a connection point to other regional transit services such as Amtrak, Lake Link, Taxis, TNCs, and various private transit services focused on customer movement. Apart from the transit connections offered at the STC, transfers to other regional transit services are offered at other locations within TTD system's routes (Kingsbury Transit Center, Lake Tahoe Community College Mobility Hub, and Y Transit Center).

TTD has an eclectic inventory of vehicles and capital assets, including:

- 35' Proterra ZX5 Battery Electric Buses
- Chevrolet Cutaways
- International Cutaways
- 35' Blue Bird/NABI Buses
- 35' NABI Buses
- Trolley

A full listing of revenue and non-revenue vehicles and capital assets can be found in Appendix A.

SECTION 1: Introduction and Approach

TTD staff will use the TAM Plan as a management tool that combines available funding, replacement and rehabilitation processes, and performance measures with the outcome of operating and using assets within the SGR parameters.

1.1 Transit Asset Management Plan Elements:

TTD Fixed Route and Paratransit services are currently operating under *Tier II* guidelines as outlined by the FTA in compliance with (49 CFR 625.45 (b) (1). Tier II transit providers are defined as those transit agencies that do not operate rail fixed-guideway transportation systems and have either 100 or less vehicles in fixed route revenue service during peak regular service or have 100 or less vehicles in general demand response service during peak regular service hours.

As a Tier II entity, the TTD has four (4) TAM elements listed below that must be included in the final plan presented to the FTA:

- ✓ Inventory of Assets: A register of capital assets and information about those assets including rolling stock, facilities, and equipment
- ✓ Condition Assessment: A rating of the assets' physical state of those inventoried assets which TTD has direct ownership and capital responsibility
- ✓ Decision Support Tool: Analytic process/tool used to assist in capital investment prioritization needs
- ✓ Investment Prioritization: a prioritized list of projects or investments to manage or improve the SGR of capital assets

1.2 Asset Inventory and Condition Assessment:

This TAM plan includes objectives and strategies that will optimize fleet and facility management to ensure alignment with the FTA reporting guidelines for the National Transit Database (NTD). TTD fleet assets are categorized in a hierarchical system in which various categories and subsequent asset classes are listed. Table 1.2.1 illustrates the Agency's current asset categories and classes.

Table 1.2.1 Asset Hierarchy

Asset Category	Examples	Performance Measure
Rolling Stock	Revenue service vehicles such as buses, cutaway buses, trolley buses, vans.	The percentage of revenue vehicles (by type) that exceed the useful life benchmark (ULB).
Equipment	Non-revenue service vehicles including automobiles, other rubber tire vehicles, and other steel wheel vehicles.	The percentage of non-revenue service vehicles (by type) that exceed the ULB.
Facilities	Administrative, maintenance, passenger, and parking facilities.	The percentage of facilities (by group) that are rated less than 3.0 on the Transit Economic Requirements Model (TERM)
Infrastructure *Not applicable in Tahoe	Fixed guideway, signal systems, and structures (bridges, tunnels, etc.).	The percentage of track segments (by mode) that have performance restrictions. Track segments are measured to the nearest 0.01 of a mile.

TTD utilizes The Reporting Solution as its Asset Control Management System. The Assets control system tracks all Capital Assets, items over $5,000.00, from procurement to disposition. When items are procured, they are entered into The Reporting Solution as a Capital Asset. The Fleet and Facilities Manager is responsible for managing these assets and performing the preventative maintenance and repairs as needed.

Once the items are entered into The Reporting Solution a capital asset tag is placed on the item by TTD employees. The Asset tag number is entered into The Reporting solution along with the preventative maintenance intervals.

Yearly, these capital assets are reviewed by the Operations General Manager to perform condition assessments complying with State of Good Repair requirements of updates and the condition assessments are entered into The Reporting Solution and staff monitors the assessments via The Reporting Solution.

Regular Preventative Maintenance Inspections (PMI) will occur in compliance with each asset's manufacturer's recommendations. All inspections will be documented in The Reporting Solution to further track the condition of the asset using the following guide.

This practice ensures asset data is properly recorded for effective lifecycle management.

Condition Assessment – Vehicles:

Condition rating for vehicles are expressed in terms of percentage of assets that are at or beyond the useful life benchmark (ULB) based on FTA Circular 9030.1D, paragraph 4.a. The ULB is defined as the expected lifecycle of a capital asset for the unique operating conditions of TTD including but not limited to: service frequency, weather, and geography. Because the ULB criteria are user defined, staff has taken into account the historical maintenance records, manufacturer guidelines, and the default ULB derived from the FTA. See Table 1.2.2.

Table 1.2.2 Adopted Lake Tahoe Regional ULB

Vehicle Type		Tahoe Adjusted ULB (in years)
AO	Automobile	8
BU	Bus	12
CU	Cutaway bus	7
	Other rubber tire vehicles	10
VN	Small Cutaway/Van	5

Condition Assessment – Facilities and Facility Equipment:

In order to determine a facility or facility piece of equipment condition, the FTA's Transit Economic Requirements Model (TERM) is used. A TERM scale condition rating ranges from (5) Excellent to (1) Poor. Per the FTA TAM Final Ruling, assets with a condition rating of 3.0 and above are considered to be in a state of good repair. Assets with a condition rating of 2.9 or below are not considered to be in a state of good repair and may require prioritization during capital funds budgeting to ensure safe, efficient, and reliable transit service.

Regional Transit Asset Management Targets

TTD set regional asset management targets through the next four fiscal years using the adjusted ULB and FTA's Transit Economic Requirements Model (TERM) scale.

Transit Economic Requirements Model (TERM) Scale

TERM Rating	Condition	Description
Excellent	4.8 – 5.0	No visible defects, near-new condition
Good	4.0 – 4.7	Some slightly defective or deteriorated components
Adequate	3.0 – 3.9	Moderately defective or deteriorated components
Marginal	2.0 – 2.9	Defective or deteriorated components in need of replacement
Poor	1.0 – 1.9	Seriously damaged components in need of immediate repair

Any defects identified, either through PMIs or from day-to-day use, shall also be documented in The Reporting Solution to help track the condition and life cycle cost of the asset.

Condition Assessment Reports shall be submitted to the Transit System Program Manager yearly, which shall be the basis for providing replacement funding on the year that each asset becomes age eligible.

As these assets become age eligible and or in need of replacement, TTD will prepare the appropriate documentation to facilitate such replacements.

Assets that have been replaced will be documented into The Reporting Solution and removed from the preventative maintenance cycle, and then they will be placed in auction or recycled. TTD currently uses various online sites and recycling vendors to handle asset disposition.

Proceeds from the sale or recycling of disposed assets will be returned to TTD.

Cost Analysis Tool

TTD's Fleet and Facilities Department uses a life cycle cost analysis tool as part of its decision- making process when establishing and making changes to preventative maintenance intervals. This enables TTD to analyze the cost effects of alternative practices over the life of the equipment.

Decision Support Tools and Investment Prioritization:

Part of the asset management process is to optimize and allocate limited funds based on the asset inventory and condition assessment. These tools are used to help achieve and maintain all assets in a state of good repair.

State of Good Repair (SGR) Standards:

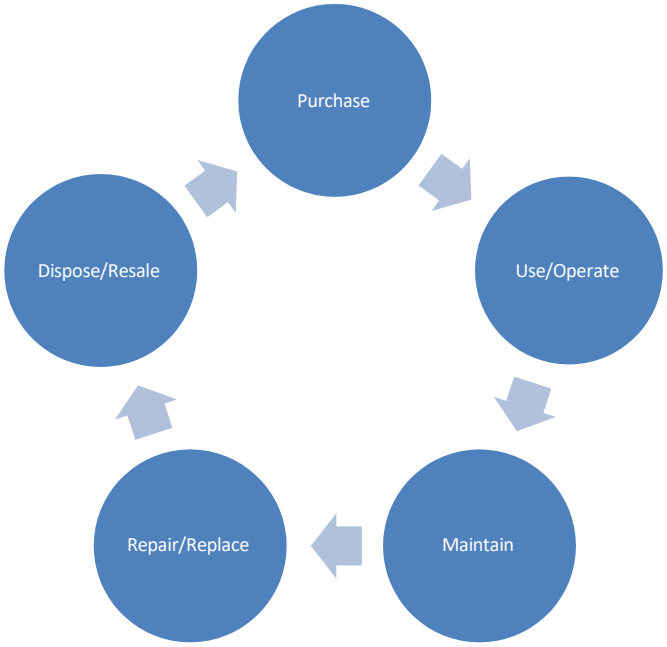
The TTD recognizes an asset as in the state of good repair if the following standards are met:

1. The asset must be in a condition sufficient for the asset to operate at full level of performance.
2. The asset must be able to perform its manufactured design function.
3. The use of the asset in its current condition does not pose an identified unacceptable safety risk and/or deny accessibility.
4. The assets lifecycle investment needs have been met or recovered.

The focus of the TTD is to provide safe, reliable and sustainable transportation options to the community. In order to accomplish this task, the TTD is always looking for opportunities to improve the management of our fleet and facilities. The TAM Plan is another tool which will allow the Authority to make informed and proper decisions by aligning all departments across all phases of Transit asset's lifecycle.

Figure 1.2.3 depicts a typical lifecycle of a transit asset.

Figure 1.2.3



The TAM Plan will help to coordinate the efforts of several departments; including: Transit, Procurement, Accounting, and Capital Projects.

1.3 Definitions:

Accountable Executive: Single, identifiable person who has the ultimate responsibility of carrying out the safety management system of a public transportation agency, responsibility for carrying out the transit asset management practices, and control or direction over the human and capital resources needed to develop and maintain both the agency's public transportation agency safety plan, in accordance with 49U.S.C.532 (d), and the agency's transit asset management plan in accordance with 49 U.S.C.5326.

Asset Category: A grouping of asset classes, including a grouping of equipment, a grouping of rolling stock, a grouping of infrastructure, and a grouping of facilities.

Asset Class: A subgroup of capital assets within an asset category. For example, buses, trolleys, and cutaway vans are all asset classes within the rolling stock asset category.

Asset Inventory: A register of capital assets, and information about those assets.

Capital Asset: A unit of rolling stock, a facility, a unit of equipment, or an element of infrastructure

used for providing public transportation.

Decision Support Tool: An analytic process or methodology: (1) To help prioritize projects to improve and maintain the state of good repair of capital assets within a public transportation system, based on available condition data and objective criteria; or (2) To assess financial needs for asset investments over time.

Direct Recipient: An entity that receives Federal financial assistance directly from the Federal Transit Administration.

Equipment: An article of nonexpendable, tangible property having a useful life of at least one year.

Exclusive-Use Maintenance Facility: A maintenance facility that is not commercial and either owned by a transit provider or used for servicing their vehicles.

Facility: A building or structure that is used in providing public transportation.

Full Level of Performance: The objective standard established by FTA for determining whether a capital asset is in a state of good repair.

Horizon Period: The fixed period of time within which a transit provider will evaluate the performance of its TAM plan. FTA standard horizon period is four years.

Implementation Strategy: A transit provider's approach to carrying out TAM practices, including establishing a schedule, accountabilities, tasks, dependencies, and roles and responsibilities.

Infrastructure: The underlying framework or structures that support a public transportation system.

Investment Prioritization: A transit provider's ranking of capital projects or programs to achieve or maintain a state of good repair. An investment prioritization is based on financial resources from all sources that a transit provider reasonably anticipates will be available over the TAM plan horizon period.

Key Asset Management Activities: Lists of activities that a transit provider determines are critical to achieving its TAM goals.

Life-Cycle Cost: The cost of managing an asset over its whole life.

Participant: Tier II provider who participates in a group TAM plan.

Performance Measure: An expression based on a quantifiable indicator of performance or

condition that is used to establish targets and to assess progress toward meeting the established targets (*e.g.,* a measure for on-time performance is the percent of trains that arrive on time, and a corresponding quantifiable indicator of performance or condition is an arithmetic difference between scheduled and actual arrival time for each train).

Performance Target: A quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the Federal Transit Administration (FTA).

Public Transportation System: The entirety of a transit provider's operations, including the services provided through contractors.

Public Transportation Agency Safety Plan: A transit provider's documented comprehensive agency safety plan that is required by 49 U.S.C. 5329.

Recipient: An entity that receives Federal financial assistance under 49 U.S.C. Chapter 53, either directly from FTA or as a subrecipient.

Rolling Stock: A revenue vehicle used in providing public transportation, including vehicles used for carrying passengers on fare-free services.

Service Vehicle: A unit of equipment that is used primarily either to support maintenance and repair work for a public transportation system or for delivery of materials, equipment, or tools.

State of Good Repair (SGR): The condition in which a capital asset is able to operate at a full level of performance.

Subrecipient: An entity that receives Federal transit grant funds indirectly through a State or a direct recipient.

TERM Scale: The five (5) category rating system used in the Federal Transit Administration's Transit Economic Requirements Model (TERM) to describe the condition of an asset: 5.0—Excellent, 4.0—Good; 3.0—Adequate, 2.0—Marginal, and 1.0—Poor.

Tier I Provider: A recipient that owns, operates, or manages either (1) one hundred and one (101) or more vehicles in revenue service during peak regular service across all fixed route modes or in any one non-fixed route mode, or (2) rail transit.

Tier II Provider: A recipient that owns, operates, or manages (1) one hundred (100) or fewer vehicles in revenue service during peak regular service across all non-rail fixed route modes or in any one non-fixed route mode, (2) a subrecipient under the 5311 Rural Area Formula Program, (3) or any American Indian tribe.

Transit Asset Management (TAM): The strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation.

Transit Asset Management (TAM) Plan: A plan that includes an inventory of capital assets, a condition assessment of inventoried assets, a decision support tool, and a prioritization of investments.

Transit Asset Management (TAM) Policy: A transit provider's documented commitment to achieving and maintaining a state of good repair for all of its capital assets. The TAM policy defines the transit provider's TAM objectives and defines and assigns roles and responsibilities for meeting those objectives.

Transit Asset Management (TAM) Strategy: The approach a transit provider takes to carry out its policy for TAM, including its objectives and performance targets.

Transit Asset Management (TAM) System: A strategic and systematic process of operating, maintaining, and improving public transportation capital assets effectively, throughout the life cycles of those assets.

Transit Provider (provider): Recipient or subrecipient of Federal financial assistance under 49 U.S.C. Chapter 53 that owns, operates, or manages capital assets used in providing public transportation.

Useful life: Either the expected life cycle of a capital asset or the acceptable period of use in service determined by FTA.

Useful life benchmark (ULB): The expected life cycle or the acceptable period of use in service for a capital asset, as determined by a transit provider, or the default benchmark provided by FTA.

SECTION II: Asset Inventory

The Tahoe Transportation District owns, operates and has a direct capital responsibility for the following assets. The TAM Plan is comprised of revenue vehicles and equipment (Table 2.1.1).

Table 2.1.1: Capital Asset Inventory

Asset Listing	Total Number	Replacement Cost/Each	% Past ULB	Capital Need
Revenue Vehicles	**23**			**$6,575,000**
35' Diesel Bus	6	$600,000	100%	$3,600,000
35' Battery Electric Bus	3	$950,000	-	-
31' Trolley	1	$550,000	-	-
Small Cutaway Bus	8	$200,000	100%	$1,600,000
Large Cutaway Bus	5	$275,000	100%	$1,375,000
Non-Revenue Vehicles/Equipment	**7**			**$75,000**
Operations Vehicles	3	$35,000	33.3%	$35,000
Facilities Vehicles	2	$80,000	-	-
Equipment	1	$110,000	-	-
Fleet Vehicle	1	$40,000	100%	$40,000

Revenue Vehicles:

Revenue vehicles are used in providing public transportation to the community we serve. These vehicles are used to transport passengers. The TTD owns 23 buses which provide fixed route service, commuter, and paratransit.

For a full listing of revenue vehicles, please refer to Appendix I.

SECTION III: Asset Condition Assessment

The revenue vehicles condition assessment includes assigning a condition rating to all rolling stock assets for which TTD owns or has direct capital responsibility. The TTD is using the ULB in years to assess the condition of each revenue vehicle.

Table 3.1.1 Asset Condition Summary

Asset Category/Class	Total Number	Avg Age	Avg TERM	% Past ULB
Revenue Vehicles	**23**	**10.5**	**2.09**	**83%**
BU - Bus	10	10	2.4	60%
CU - Cutaway Bus	13	11	1.77	100%
Non-Revenue Vehicles/Equipment	**7**	**7**	**3.43**	**29%**
AO - Non-Revenue	7	7	3.43	29%

As illustrated in the previous table, 83% of buses have met or passed their useful life benchmark. The TTD is working to replace buses according to the fleet replacement model to meet plan targets.

SECTION IV: Decision Support/Explanation

Investment decision-making, including project selection, is a vital component to the continued growth and success of TTD. To this end, the following steps are taken in order to identify and prioritize projects, including but not limited to: maintenance, operations, IT, grants and finance, and procurement (Table 4.1.1)

Table 4.1.1 Decision Support Process

Step Number	Process
1	Review needs based on safety, deficiencies, asset ULB, customer demand, maintenance needs, new laws/regulations in place
2	Prioritize projects and identify funding sources for each
3	Develop official priority list and present to TTD Board if needed
4	Follow procurement, RFP or award process depending on funding sources used
5	TTD Board approval and contract awarded. Appropriate departments notified i.e. maintenance and ops for new revenue vehicles
6	Project/program implementation and monitoring

The performance targets for this plan are included in Table 4.1.2

Table 4.1.2 Performance Targets

Item Description	Actual	Target
All revenue rolling stock at or beyond ULB	83%	30%
All support vehicles / equipment at or beyond ULB	29%	25%
Annual Miles between Mechanical Failures	2,106 MBMF	6,000

In addition to the decision support process, staff uses a variety of other tools to make investment decisions such as: electronic software The Reporting Solution for fleet maintenance and replacement, investment planning, written policy manuals and the bus replacement schedule spreadsheet. Table 4.1.3 is an explanation of the decision support tools.

Table 4.1.3 Explanation of Decision Support Tools

Documents	Description
Fleet Management	The fleet maintenance plan includes PM schedules, work order process, fleet department responsibilities, and vendor contracts and inspections.
Procurement Manual	The procurement manual lists all FTA purchasing policies, contract/bidding requirements and regulations, asset purchasing procedures and asset disposal procedures.
TAM Plan	The TTD TAM plan contains the condition of assets (facilities, rolling stock, and equipment) used in providing public transportation. The plan is a guide to help plan optimal prioritization of funding in order to keep assets in a State of Good Repair (SGR). The TAM plan also includes capital asset inventory, condition assessment of assets, decision support tools and investment prioritization.

SECTION V: Investment Prioritization

Tahoe Transportation District intends to do on-going investment prioritization analysis to:

1. Determine what capital investments are needed, cost of each and when they need to be implemented in order to maintain SGR.
2. Rank SGR projects in order of priority.

Currently the Agency has identified 1 major project that is high priority (Table 5.1).

Table 5.1 Investment Prioritization Projects

Project Year	Project Name	Asset Category	Asset Class	Cost	Priority
2023	Fleet Renewal: 5339 NDOT	Revenue Vehicles; Passenger Facilities	BU; AO; VN	$2,886,600	High
2023	Fleet Renewal: 5339 Lo-No	Revenue Vehicles	BU; AO; VN	$3,400,000	High
2023	Fleet Renewal: 5339 Bus & Bus Facilities	Revenue Vehicles	BU; AO; VN	$600,000	High

The bus replacement schedule can be found in Appendix B complete with timeframe and estimated cost associated with each purchase.

SECTION VI: Conclusion

The TTD's TAM plan is considered a "living" document and it is important to review and revise it annually. As of January 1, 2023 the plan will help build the following fiscal year's budget by serving as a baseline of asset performance and management. As more data and information is collected and recorded, additional goals will be included to support asset maintenance and replacement.

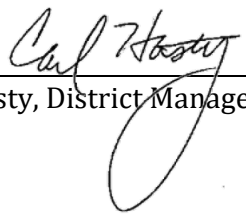
The Tahoe Transportation District TAM Plan will help the District to meet its goal of safe, efficient, reliable and accessible public transportation. Also, the TAM plan will also encourage and follow the State of Good Repair indicators and thus maintain or improve the condition of facility, rolling stock, and equipment assets.

The TAM plan will facilitate:

- ✓ Identifying and limiting safety risks
- ✓ Prioritizing investments
- ✓ Help to increase system reliability and accessibility
- ✓ Decrease in maintenance costs
- ✓ Increase of overall system performance

The accountable executive responsible for the implementation of the Transit Asset Management Plan is the TTD District Manager.

SECTION VII: Plan Approval



July 18, 2023

Carl Hasty, District Manager — Date

SECTION VIII: Appendices

A. Asset Listings and TERM Ratings

B. Bus Replacement Schedule

C. Sample Documents

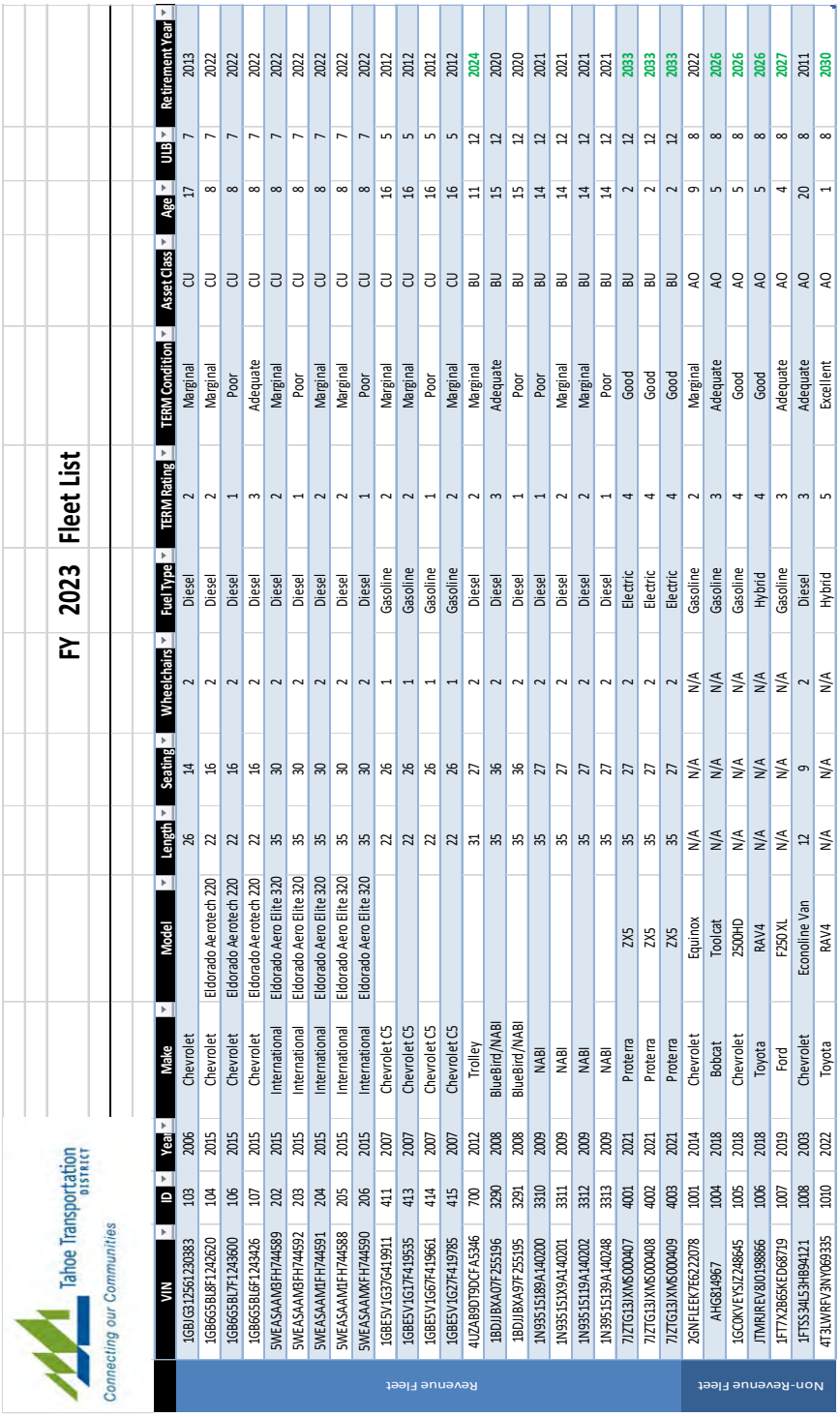
D. Organization Chart

E. Preventive Maintenance Inspection Checklists

F. Contracts issued for Facility Equipment Maintenance repairs.

Appendix A: Asset Listings and TERM Ratings

Vehicles



Tahoe Transportation District
Connecting our Communities

FY 2023 Fleet List

	VIN	ID	Year	Make	Model	Length	Seating	Wheelchairs	Fuel Type	TERM Rating	TERM Condition	Asset Class	Age	UB	Retirement Year
Revenue Fleet	1GBJG31256 1230383	103	2006	Chevrolet		26	14	2	Diesel	2	Marginal	CU	17	7	2013
	1GB6G5BL8F 1242620	104	2015	Chevrolet	Eldorado Aerotech 220	22	16	2	Diesel	2	Marginal	CU	8	7	2022
	1GB6G5BL7F 1243600	106	2015	Chevrolet	Eldorado Aerotech 220	22	16	2	Diesel	1	Poor	CU	8	7	2022
	1GB6G5BL6F 1243426	107	2015	Chevrolet	Eldorado Aerotech 220	22	16	2	Diesel	3	Adequate	CU	8	7	2022
	5WEASAAM8FH 744589	202	2015	International	Eldorado Aero Elite 320	35	30	2	Diesel	2	Marginal	CU	8	7	2022
	5WEASAAM8FH 744592	203	2015	International	Eldorado Aero Elite 320	35	30	2	Diesel	1	Poor	CU	8	7	2022
	5WEASAAMDFH 744591	204	2015	International	Eldorado Aero Elite 320	35	30	2	Diesel	2	Marginal	CU	8	7	2022
	5WEASAAMDFH 744588	205	2015	International	Eldorado Aero Elite 320	35	30	2	Diesel	2	Marginal	CU	8	7	2022
	5WEASAAMFH 744590	206	2015	International	Eldorado Aero Elite 320	35	30	2	Diesel	1	Poor	CU	8	7	2022
	1GBE5V1G37G419911	411	2007	Chevrolet C5		22	26	1	Gasoline	2	Marginal	CU	16	5	2012
	1GBE5V1G17F419535	413	2007	Chevrolet C5		22	26	1	Gasoline	2	Marginal	CU	16	5	2012
	1GBE5V1G67F419661	414	2007	Chevrolet C5		22	26	1	Gasoline	1	Poor	CU	16	5	2012
	1GBE5V1GZ7F419785	415	2007	Chevrolet C5		22	26	1	Gasoline	2	Marginal	CU	16	5	2012
	4UZAB9DT9DCFA5346	700	2012	Trolley		31	27	2	Diesel	2	Marginal	BU	11	12	2024
	1BDJJBXA07F255196	3290	2008	BlueBird/NABI		35	36	2	Diesel	3	Adequate	BU	15	12	2020
	1BDJJBXA97F255195	3291	2008	BlueBird/NABI		35	36	2	Diesel	1	Poor	BU	15	12	2020
	1N9351518 9A140200	3310	2009	NABI		35	27	2	Diesel	1	Poor	BU	14	12	2021
	1N9351521X 9A140201	3311	2009	NABI		35	27	2	Diesel	2	Marginal	BU	14	12	2021
	1N9351511 9A140202	3312	2009	NABI		35	27	2	Diesel	2	Marginal	BU	14	12	2021
	1N3951513 9A140248	3313	2009	NABI		35	27	2	Diesel	1	Poor	BU	14	12	2021
	7JZTG13XX MS000407	4001	2021	Proterra	ZX5	35	27	2	Electric	4	Good	BU	2	12	2033
	7JZTG13XM MS000408	4002	2021	Proterra	ZX5	35	27	2	Electric	4	Good	BU	2	12	2033
	7JZTG13XN MS000409	4003	2021	Proterra	ZX5	35	27	2	Electric	4	Good	BU	2	12	2033
Non-Revenue Fleet	2GNFLEEK7E6222078	1001	2014	Chevrolet	Equinox	N/A	N/A	N/A	Gasoline	2	Marginal	AO	9	8	2022
	AHG814967	1004	2018	Bobcat	Toolcat	N/A	N/A	N/A	Gasoline	3	Adequate	AO	5	8	2026
	1GCOKVEY5JZ248645	1005	2018	Chevrolet	2500HD	N/A	N/A	N/A	Gasoline	4	Good	AO	5	8	2026
	JTMRJREV8J0198866	1006	2018	Toyota	RAV4	N/A	N/A	N/A	Hybrid	4	Good	AO	5	8	2026
	1FT7X2B65KED68719	1007	2019	Ford	F250 XL	N/A	N/A	N/A	Gasoline	3	Adequate	AO	4	8	2027
	1FTSS34L53HB94121	1008	2003	Chevrolet	Econoline Van	12	9	2	Diesel	3	Adequate	AO	20	8	2011
	4T3LWRFV3NY069335	1010	2022	Toyota	RAV4	N/A	N/A	N/A	Hybrid	5	Excellent	AO	1	8	2030

Passenger Facilities

Bus Stop ID ID	Bus Stop Name	PM Inspection Interva	TERM Rating	TERM Condition	Latitude	Longitude
1002	Hwy 28 at Tunnel Creek	Monthly	3.8	Adequate	39.23591859	6-119.929260946
1952	US 50/Al Tahoe Blvd (US Bank)	Monthly	3.8	Adequate	38.933582	-119.977887
1959	US 50/Bigler Ave	Monthly	3.8	Adequate	38.935338	-119.977575
1983	US 50/Lyons Ave (Middle School)	Monthly	3.8	Adequate	38.937441	-119.977124
1985	US 50/Takela Dr (Bank of America)	Monthly	3.8	Adequate	38.945782	-119.969906
2011	US 50/Rufus Allen Blvd (County Library)	Monthly	3.8	Adequate	38.945224	-119.97355
2012	US 50/Johnson Blvd (Safeway)	Monthly	3.8	Adequate	38.945466	-119.967076
2055	US 50/Wildwood Ave	Monthly	3.8	Adequate	38.950676	-119.95313
2085	South Y Transit Center	Monthly	3.8	Adequate	38.912993	-120.004823
2111	Stateline Transit Center	Monthly	3.8	Adequate	38.957737	-119.942151
4042	South Ave/3rd St (Barton Hospital)	Monthly	3.8	Adequate	38.912311	-119.997536
4052	3rd St (Tahoe Senior Plaza)	Monthly	3.8	Adequate	38.914436	-119.996612
4105	SR 207/Foothill Rd (Foothill Park and Ride)	Monthly	3.8	Adequate	38.92865	-119.83982
4107	SR 207/Foothill Rd (Foothill Park and Ride-EB)	Monthly	3.8	Adequate	38.92846	-119.83962
4148	Spruce Ave/Herbert Ave	Monthly	3.8	Adequate	38.938407	-119.960098
4159	US 50/Tallac Ave (Visitor/Senior Center)	Monthly	3.8	Adequate	38.940432	-119.97702
4168	Ski Run Blvd/Spruce Ave (Terry)	Monthly	3.8	Adequate	38.942615	-119.953461
4173	US 50/San Jose Ave (Lakeview Commons)	Monthly	3.8	Adequate	38.943074	-119.977105
4214	Pioneer Trail/Shepherds Rd	Monthly	3.8	Adequate	38.949149	-119.948151
4215	US 50/Ski Run Blvd	Monthly	3.8	Adequate	38.947952	-119.958706
4217	Pioneer Trail/Aspenwald Rd	Monthly	3.8	Adequate	38.948212	-119.94875
4231	Pioneer Trail/Moss Rd	Monthly	3.8	Adequate	38.95272768	-119.9466992
4233	US 50/Pioneer Trail (Holiday Inn Express)	Monthly	3.8	Adequate	38.953521	-119.946963
4287	SR 207/Market St	Monthly	3.8	Adequate	38.968327	-119.931485
4295	Kingsbury Transit Center	Monthly	3.8	Adequate	38.96934731	4-119.934787395
4356	Pioneer Trail/Moss Rd (7-11)	Monthly	3.8	Adequate	38.952531	-119.946931
4720	Douglas County Community/Senior Center (Herbig Park)	Monthly	3.8	Adequate	38.93356	-119.73997
5004	US 50/Wildwood Ave	Monthly	3.8	Adequate	38.95064	-119.952726
5006	US 50/Fairway Ave (Hotel Elevation)	Monthly	3.8	Adequate	38.946617	-119.963334
5016	Pioneer Trail/Glen Dr	Monthly	3.8	Adequate	38.950527	-119.947696
5017	Ski Run Blvd/Willow Ave	Monthly	3.8	Adequate	38.942648	-119.953148
5023	Al Tahoe/US 50 (LTUSD Offices)	Monthly	3.8	Adequate	38.934449	-119.976753

Fixed Asset

Asset Tag	Description	TERM Rating	TERM Condition	Location/ Owner
738	AC Recovery Machine	3.5	Adequate	1669 Shop Street
779	AngelTrax Server	4	Good	Shop St.
51	Coats 6275 Mobile Hand Spin Balancer	3	Adequate	1669 Shop Street
60	Coats CHD-6330 HD Tire Changer	3	Adequate	1669 Shop Street
160	Electronic Farebox	1.5	Poor	1669 Shop Street
162	Electronic Farebox	1.5	Poor	1669 Shop Street
163	Electronic Farebox	1.5	Poor	1669 Shop Street
164	Electronic Farebox	1.5	Poor	1669 Shop Street
165	Electronic Farebox	1.5	Poor	1669 Shop Street
166	Electronic Farebox	1.5	Poor	1669 Shop Street
167	Electronic Farebox	1.5	Poor	1669 Shop Street
168	Electronic Farebox	1.5	Poor	1669 Shop Street
170	Electronic Farebox	1.5	Poor	1669 Shop Street
171	Electronic Farebox	1.5	Poor	1669 Shop Street
172	Electronic Farebox	1.5	Poor	1669 Shop Street
173	Electronic Farebox	1.5	Poor	1669 Shop Street
174	Electronic Farebox	1.5	Poor	1669 Shop Street
175	Electronic Farebox	1.5	Poor	1669 Shop Street
176	Electronic Farebox	1.5	Poor	1669 Shop Street
177	Electronic Farebox	1.5	Poor	1669 Shop Street
178	Electronic Farebox	1.5	Poor	1669 Shop Street
179	Electronic Farebox	1.5	Poor	1669 Shop Street
180	Electronic Farebox	1.5	Poor	1669 Shop Street
248	Electronic Farebox	1.5	Poor	Shop st
249	Electronic Farebox	1.5	Poor	1669 Shop Street
250	Electronic Farebox	1.5	Poor	1669 Shop Street
251	Electronic Farebox	1.5	Poor	1669 Shop Street
252	Electronic Farebox	1.5	Poor	1669 Shop Street
253	Electronic Farebox	1.5	Poor	1669 Shop Street
254	Electronic Farebox	1.5	Poor	1669 Shop Street
255	Electronic Farebox	1.5	Poor	1669 Shop Street
256	Electronic Farebox	1.5	Poor	4002
257	Electronic Farebox	1.5	Poor	1669 Shop Street
258	Electronic Farebox	1.5	Poor	1669 Shop Street
259	Electronic Farebox	1.5	Poor	1669 Shop Street
260	Electronic Farebox	1.5	Poor	1669 Shop Street
261	Electronic Farebox	1.5	Poor	Shop St
262	Electronic Farebox	1.5	Poor	1669 Shop Street
134	Electronic Farebox	1.5	Poor	1669 Shop Street
148	Electronic Farebox	1.5	Poor	1669 Shop Street
151	Electronic Farebox	1.5	Poor	1669 Shop Street
161	Genfare PEM Dispenser	2	Marginal	Market
131	GFI Server	3.5	Adequate	1669 Shop Street
596	Heavy Duty Code Reader (Diagnostic Machine)	3.5	Adequate	1669 Shop Street
788	LTCC Mobility Hub (Structure)	4.5	Good	1 College Dr, South Lake Tahoe, CA 96150
749	Mobile Pressure Washer	2	Marginal	Shop St
629	Mobile Revenue Vault	4	Good	1669 Shop Street
601	Mohawk Aligner	4	Good	1669 Shop Street
588	Mohawk Sensors	3.5	Marginal	1669 Shop Street
705	NAV Server	4.5	Good	Market
759	Parking Meter	4	Good	East Shore Trail, Incline Village
760	Parking Meter	4	Good	East Shore Trail, Incline Village
761	Parking Meter	4	Good	East Shore Trail, Incline Village
762	Parking Meter	4	Good	East Shore Trail, Incline Village
786	Parking Meter (Spare)	4.5	Good	Shop St
152	Portable Data Unit	2	Marginal	1669 Shop Street
275	Portable Data Unit	2	Marginal	1669 Shop Street
787	Portable Data Unit	2	Marginal	1669 Shop Street
221	Red Mohawk 4 Post Lift	4	Good	Shop Street
121	Sand Harbor Gate	3.5	Adequate	2005 NV-28, Incline Village, NV 89452
739	Scissor Lift	4.5	Good	1669 Shop Street
47	Sefac Mobile Column Lift # 1	4	Good	1669 Shop Street
102	Sefac Mobile Column Lift # 2	4	Good	1669 Shop Street
50	Sefac Mobile Column Lift # 3	4	Good	1669 Shop Street
48	Sefac Mobile Column Lift # 4	4	Good	1669 Shop Street
696	Shed/ Shelter for Mobile Revenue Vault	3	Adequate	1669 Shop Street
635	Stertil Koni Lift	4	Good	1669 Shop Street
636	Stertil Koni Lift	4	Good	1669 Shop Street
637	Stertil Koni Lift	4	Good	1669 Shop Street
638	Stertil Koni Lift	4	Good	1669 Shop Street
643	Stertil Koni Lift	4	Good	1669 Shop Street
644	Stertil Koni Lift	4	Good	1669 Shop Street
645	Stertil Koni Lift	4	Good	1669 Shop Street
646	Stertil Koni Lift	4	Good	1669 Shop Street
444	Yard Outdoor Security Cameras	2.5	Marginal	Shop St - Yard Security Outside
445	Yard Outdoor Security Cameras	2.5	Marginal	Shop St - Yard Security Outside
446	Yard Outdoor Security Cameras	2.5	Marginal	Shop St - Yard Security Outside
448	Yard Outdoor Security Cameras	2.5	Marginal	Shop St - Yard Security Outside
803	ABB 450 kW Overhead Charger	4.8	Excellent	1 College Dr, South Lake Tahoe, CA 96150
804	ABB 450 kW Overhead Charger	4.8	Excellent	1 College Dr, South Lake Tahoe, CA 96150
805	Proterra 60 kW Pedestal Charger	4.8	Excellent	1 College Dr, South Lake Tahoe, CA 96150
	771 Southwood Boulevard (vacant land)	2	Marginal	

Appendix B: Bus Replacement Schedule

Bus Replacement Schedule						FY	2023					
	ID	Year	Make	Asset Class	Age	ULB	Retirement Year	TERM Rating	TERM Condition	FY24	FY25	FY26
Revenue Fleet	103	2006	Chevrolet	CU	17	7	2013	2	Marginal	X		
	104	2015	Chevrolet	CU	8	7	2022	2	Marginal	X		
	106	2015	Chevrolet	CU	8	7	2022	1	Poor	X		
	107	2015	Chevrolet	CU	8	7	2022	3	Adequate	X		
	202	2015	International	CU	8	7	2022	2	Marginal	X		
	203	2015	International	CU	8	7	2022	1	Poor	X		
	204	2015	International	CU	8	7	2022	2	Marginal	X		
	205	2015	International	CU	8	7	2022	2	Marginal	X		
	206	2015	International	CU	8	7	2022	1	Poor	X		
	411	2007	Chevrolet C5	CU	16	5	2012	2	Marginal		X	
	413	2007	Chevrolet C5	CU	16	5	2012	2	Marginal		X	
	414	2007	Chevrolet C5	CU	16	5	2012	1	Poor	X		
	415	2007	Chevrolet C5	CU	16	5	2012	2	Marginal	X		
	700	2012	Trolley	BU	11	12	2024	2	Marginal			X
	3290	2008	BlueBird/NABI	BU	15	12	2020	3	Adequate	X		
	3291	2008	BlueBird/NABI	BU	15	12	2020	1	Poor	X		
	3310	2009	NABI	BU	14	12	2021	1	Poor			X
	3311	2009	NABI	BU	14	12	2021	2	Marginal			X
	3312	2009	NABI	BU	14	12	2021	2	Marginal			X
	3313	2009	NABI	BU	14	12	2021	1	Poor			X
	4001	2021	Proterra	BU	2	12	2033	4	Good			
	4002	2021	Proterra	BU	2	12	2033	4	Good			
	4003	2021	Proterra	BU	2	12	2033	4	Good			
Prior Year Revenue Fleet	102	2010	Chevrolet	CU	13	7	2017	0	Disposed	X		
	105	2015	Chevrolet	CU	8	7	2022	0	Disposed	X		
	200	2012	Ford	CU	11	7	2019	0	Disposed	X		
Non-Revenue Fleet	1001	2014	Chevrolet	AO	9	8	2022	2	Marginal	X		
	1004	2018	Bobcat	AO	5	8	2026	3	Adequate			X
	1005	2018	Chevrolet	AO	5	8	2026	4	Good			
	1006	2018	Toyota	AO	5	8	2026	4	Good			
	1007	2019	Ford	AO	4	8	2027	3	Adequate			X
	1008	2003	Chevrolet	AO	20	8	2011	3	Adequate			X
	1010	2022	Toyota	AO	1	8	2030	5	Excellent			

Appendix C: Sample Documents

Equipment Inventory and Intervals for PMI

TTD
Fixed Asset Listing
FY23

https://tahoetransportation.sharepoint.com/sites/Data/Shared Documents/FINANCIAL/Grants Billing/Triennial Review Workpapers/4 - SatisFactor

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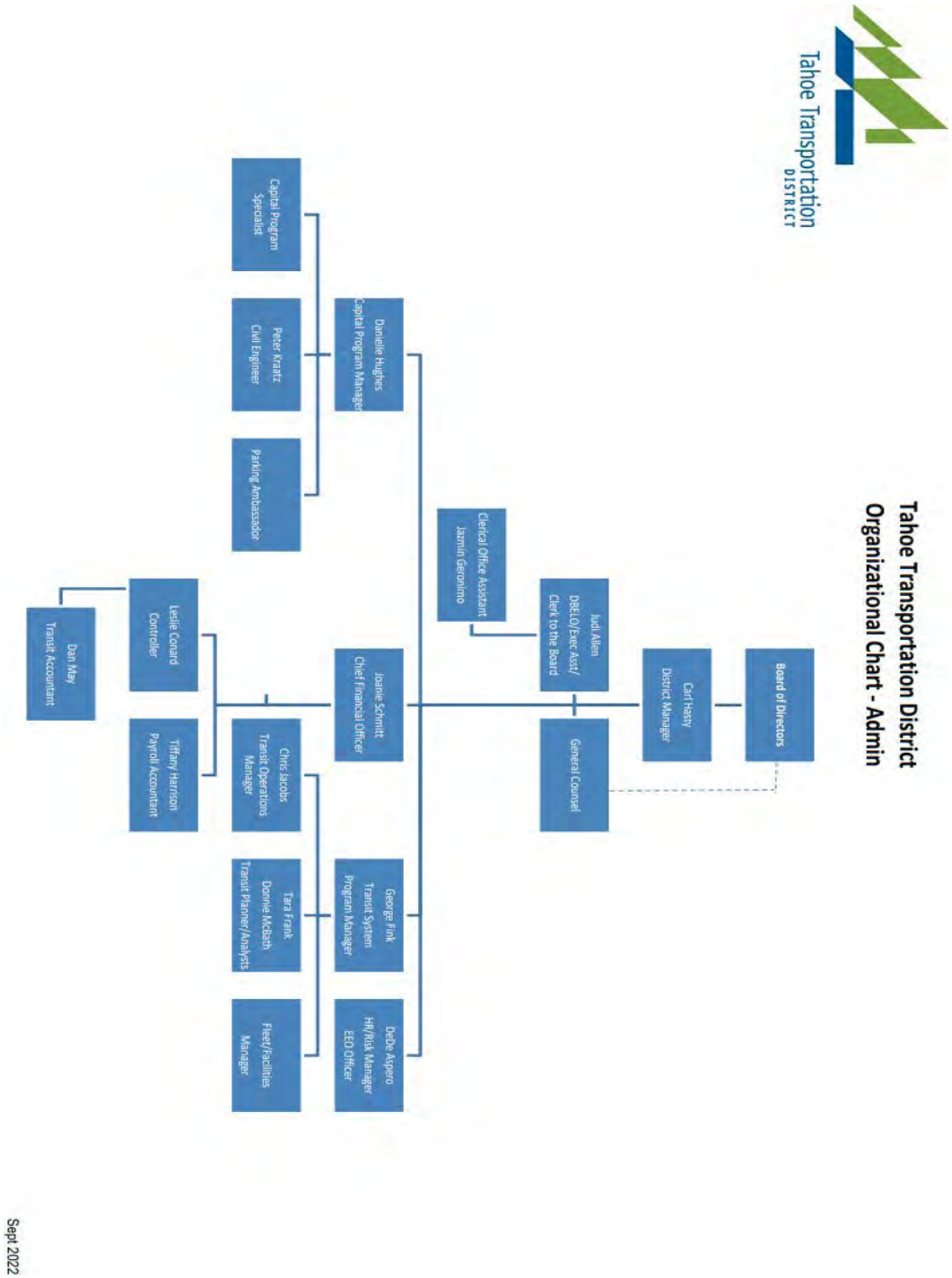
#	Service	Orig Date	DESCRIPTION	VIN	Tag #	Life in months	Cost Basis	Year End Date	Months from Acquisition to Year	When Asset is Fully Depreciated
Transportation Fund Equipment:										
	6/30/2011	8/23/2004	Bus Shelter Ski Run	SW Corner Ski Run/Spruce	32	38	7,920.38	7/31/2022	133	8/23/2014
	6/30/2011	8/23/2004	Bus Shelter Ski Run	SE Corner Ski Run/Willow	33	38	7,920.38	7/31/2022	133	8/23/2014
	6/30/2011	8/23/2004	Bus Shelter Lakeland Village	3535 LTB (Heidi's)	34	38	7,920.38	7/31/2022	133	8/23/2014
	6/30/2011	8/23/2004	Bus Shelter Hwy 89 Sky Forest Acres - Moved to Middle School	50 Emerald Bay Road	35	38	7,920.38	7/31/2022	133	8/23/2014
	6/30/2011	10/1/2005	Smart Card-FARE mgmt Sys	Tart Has		51	2,976.94	7/31/2022	110	7/1/2015
84	6/30/2011	2/22/2008	2007 Glavel Titan	1GBJSV1907F418859	31	104	92,370.21	7/31/2022	133	2/21/2020
	6/30/2011	10/16/08	2007 BlueBird C4 RE 3505S Diesel	1BDJBXA97F255195	17	112	170,398.15	7/31/2022	133	10/23/2020
	6/30/2011	10/23/08	2007 BlueBird C4 RE 3505S Diesel	1BDJBXA07F255196	21	112	170,754.63	7/31/2022	133	10/23/2020
84	6/30/2011	8/8/08	2008 Ford Aerotech	1FDE45SX8DA86129	5	109	26,557.87	7/31/2022	133	8/8/2020
	6/30/2011	2/4/2010	2009 NABI Model: 35LFW -15 Diesel	1N935151B9A140200	40	127	282,066.49	7/31/2022	133	2/1/2022
	6/30/2011	2/4/2010	2009 NABI Model: 35LFW -15 Diesel	1N935151X9A140201	43	127	282,066.49	7/31/2022	133	2/1/2022
	6/30/2011	2/4/2010	2009 NABI Model: 35LFW -15 Diesel	1N935151 9A140202	42	127	282,066.49	7/31/2022	133	2/1/2022
	6/30/2011	2/4/2010	2009 NABI Model: 35LFW -15 Diesel	1N935151 9A140248	44	127	282,066.49	7/31/2022	133	2/1/2022
	08/19/10	08/19/10	Coats 6275 Mobile Hand Spin Balancer	1005402022	51	60	5,199.00	7/31/2022	143	8/19/2015
	08/19/10	08/19/10	Coats CHD 4730 HD Tire Changer REPLACED BY:	GAE0910345	52	60		7/31/2022		
	08/19/10	08/19/10	Coats CHD-6330 HD Tire Changer	10-3853015	60	60	8,150.00	7/31/2022	143	8/19/2015
	08/19/10	08/19/10	Coats 143935 5-11.25 Adapter for Spin Balancer	3 Adapters, Sm, Med, Lg	N/A	60	< $5,000	7/31/2022	143	
	08/19/10	08/19/10	Sefac Mobile Column Lift # 1	Model 1200M65	47	60	4,350.00	7/31/2022	143	8/19/2015
	08/19/10	08/19/10	Sefac Mobile Column Lift # 2	Model 1200M65	49	60	4,350.00	7/31/2022	143	8/19/2015
	08/19/10	08/19/10	Sefac Mobile Column Lift # 3	Model 1200M65	50	60	4,350.00	7/31/2022	143	8/19/2015
	08/19/10	08/19/10	Sefac Mobile Column Lift # 4	Model 1200M65	48	60	4,350.00	7/31/2022	143	8/19/2015
	02/17/11	02/17/11	2009 Starcraft	1FD4E45S68D852031	58	41	25,133.00	7/31/2022	137	7/17/2014
	10/31/11	10/31/11	Server /Server License			36	3,379.57	7/31/2022	129	10/31/2014
	12/01/11	12/01/11	CA Bus Shelter - Paradise Ave		88	120	14,300.00	7/31/2022	128	12/1/2021
	12/01/11	12/01/11	CA Bus Shelter - Wildwood Ave #1 - Eastbound		89	120	24,295.00	7/31/2022	128	12/1/2021
	12/01/11	12/01/11	CA Bus Shelter - Wildwood Ave #2 - Westbound		90	120	24,295.00	7/31/2022	128	12/1/2021
	12/01/11	12/01/11	CA Bus Shelter - US 50 / Pioneer		91	120	13,000.00	7/31/2022	128	12/1/2021
	04/25/12	04/25/12	2012 Glaval Entourage CNG Conv / Farebox / Security Cameras	1FDGF5GY0CEA99041	98	108	168,628.00	7/31/2022	123	4/25/2021
	05/01/12	05/01/12	GFI FareBox Bus 3314		96	36	14,151.65	7/31/2022	123	5/1/2015
	05/01/12	05/01/12	GFI FareBox Bus 3315		179	36	14,151.65	7/31/2022	123	5/1/2015
	05/01/12	05/01/12	GFI FareBox Bus 3316		144	36	14,151.65	7/31/2022	123	5/1/2015
	05/01/12	05/01/12	GFI Hardware/Software			36	45,275.00	7/31/2022	123	5/1/2015
	05/01/12	05/01/12	NV Bus Shelter - 207 Shady Lane		289	120	28,310.00	7/31/2022	123	5/1/2022
	05/01/12	05/01/12	NV Bus Shelter - SR 207 / SR 206 #1		290	120	29,910.00	7/31/2022	123	5/1/2022
	05/01/12	05/01/12	NV Bus Shelter - SR 207 / SR 206 #2		291	120	29,910.00	7/31/2022	123	5/1/2022
	06/30/12	06/30/12	Microsoft NAV - Financial Software (50%)			60	29,696.68	7/31/2022	121	6/30/2017
	06/30/12	06/30/12	GFI FareBox Bus 3297		280	36	15,814.69	7/31/2022	121	6/30/2015
	06/30/12	06/30/12	GFI FareBox Bus 3298		172	36	15,814.69	7/31/2022	121	6/30/2015
	06/30/12	06/30/12	GFI FareBox Bus 3301		134	36	15,814.69	7/31/2022	121	6/30/2015
	06/30/12	06/30/12	GFI FareBox Bus 3302		175	36	15,814.69	7/31/2022	121	6/30/2015
	06/30/12	06/30/12	GFI FareBox Bus 3303		148	36	15,814.70	7/31/2022	121	6/30/2015

7/11/2012	7/11/2012	Trolley	4UZAB9DT9DCFA5346	108	229,350.00	7/31/2022	121	7/11/2021				
7/20/2012	7/20/2012	Sand Harbor Gate		60	26,229.00	7/31/2022	120	7/20/2017				
8/21/2013	8/21/2013	Genfare Portable Data Unit		60	18,300.00	7/31/2022	107	8/21/2018				
8/21/2013	8/21/2013	Genfare 15 - 41" Odyssey Electronic Fareboxes incl $7480 installation		120	183,262.50	7/31/2022	107	8/21/2023				
8/21/2013	8/21/2013	Genfare 4 - 36" Odyssey Electronic Fareboxes incl $1870 install		120	48,870.00	7/31/2022	107	8/21/2023				
8/21/2013	8/21/2013	Genfare - 1 - PEM Dispenser 2/Smart Card		60	16,845.00	7/31/2022	107	8/21/2018				
10/31/2013	10/31/2013	NV Shelter		120	45,000.00	7/31/2022	105	10/31/2023				
10/31/2013	10/31/2013	CA Shelter - Visitor Ctr		216	60,165.00	7/31/2022	105	10/31/2023				
10/31/2013	10/31/2013	CA Shelter - El Dorado Beach		218	48,005.00	7/31/2022	105	10/31/2023				
10/31/2013	10/31/2013	CA Shelter - Library		215	63,815.00	7/31/2022	105	10/31/2023				
10/31/2013	10/31/2013	CA Shelter - Ski Run		213	48,117.50	7/31/2022	105	10/31/2023				
1/23/2014	1/23/2014	CA Shelter to Pioneer #1 (includes 1 prev STATA from WIP)		277	5,625.00	7/31/2022	102	1/23/2024				
1/23/2014	1/23/2014	CA Shelter to Pioneer #2 (includes 1 prev STATA from WIP)		285	5,625.00	7/31/2022	102	1/23/2024				
1/23/2014	1/23/2014	CA Shelter to Pioneer #3 (includes 1 prev STATA from WIP)		286	5,624.99	7/31/2022	102	1/23/2024				
3/26/2014	3/26/2014	4 Post Lifts		120	29,437.28	7/31/2022	100	3/26/2019				
10/24/2014	10/24/2014	Yard Security Cameras including installation		213	14,092.02	7/31/2022	93	10/24/2017				
11/30/2014	11/30/2014	Farebox Portable Data Unit w freight		60	18,945.00	7/31/2022	92.00	10/30/2019				
11/12/2014	11/12/2014	GFI 7 - 36" Odyssey Fareboxes incl Freight		120	95,454.87	7/31/2022	93	11/12/2024				
11/12/2014	11/12/2014	GFI 5 - 41" Odyssey Fareboxes incl Freight		120	67,510.00	7/31/2022	93	11/12/2024				
11/12/2014	11/12/2014	GFI 3 - 36" Odyssey Fareboxes		120	41,143.13	7/31/2022	93	11/12/2024				
3/30/2015	3/30/2015	2006 Aerotech 220 Chevy Duramax Diesel (Replace ARRA Bus)	1GBJG31256123038 3	60	25,670.00	7/31/2022	88	3/30/2020				
07/31/15	07/31/15	2015 Eldorado Aero Elite 320 From WIPS	5WEASAAM1FH744588	84	132,197.34	7/31/2022	84	7/31/2022				
07/31/15	07/31/15	2015 Eldorado Aero Elite 320 From WIPS	5WEASAAM3FH744589	84	132,197.34	7/31/2022	84	7/31/2022				
07/31/15	07/31/15	2015 Eldorado Aero Elite 320 From WIPS	5WEASAAMXFH744590	84	132,197.34	7/31/2022	84	7/31/2022				
07/31/15	07/31/15	2015 Eldorado Aero Elite 320 From WIPS	5WEASAAM1FH744591	84	132,197.34	7/31/2022	84	7/31/2022				
07/31/15	07/31/15	2015 Eldorado Aero Elite 320 From WIPS	5WEASAAM3FH744592	84	132,197.34	7/31/2022	84	7/31/2022				
12/7/2015	12/7/2015	2015 Eldorado Aero Tech 220	1GB6B5BL7F1243600	60	93,740.01	7/31/2022	80	12/7/2020				
12/7/2015	12/7/2015	2015 Eldorado Aero Tech 220	1GB6B5BL8F1242620	60	93,740.01	7/31/2022	80	12/7/2020				
12/7/2015	12/7/2015	2015 Eldorado Aero Tech 220	1GB6B5BL6F1243426	60	93,740.01	7/31/2022	80	12/7/2020				
12/31/2015	12/31/2015	2003 Ford Econoline Van	1FTSS34L53HB94121	48	5,598.00	7/31/2022	79	12/31/2019				
1/29/2016	1/29/2016	Braun Wheelchair Lift Bus 103		60	5,091.70	7/31/2022	78	1/29/2021				
3/21/2016	3/21/2016	Ecolane DRT Software System		60	11,400.00	7/31/2022	76	3/21/2021				
3/21/2016	3/21/2016	Ecolane MDT Software for Android		60	9,600.00	7/31/2022	76	3/21/2021				
01/31/14	01/31/14	2014 Chevy Equinox Transfer from General Fund to TO Fund on 7/1/2016		60	21,898.25	7/31/2022	102	1/31/2019				
8/16/2017	8/16/2017	Mohawk Aligner		60	13,782.83	7/31/2022	60	8/16/2022				
8/16/2017	8/16/2017	Mohawk 4 Sensor Set Cordless HD		60	12,650.92	7/31/2022	60	8/16/2022				
10/20/2017	10/20/2017	Mobile Vault (Pumpking)		60	41,536.56	7/31/2022	57	10/20/2022				
11/3/2017	11/3/2017	Bobcat		60	56,378.00	7/31/2022	57	11/3/2022				
10/20/2017	10/20/2017	Mobile Vault (Pumpking) - Freight from Oct Delivery booked in Feb		60	505.00	7/31/2022	57	10/20/2022				
2/23/2018	2/23/2018	2 - Set of 4 Jack Lifts		60	84,256.19	7/31/2022	53	2/23/2023				
2/27/2018	2/27/2018	2018 Toyata RAV 4	JTMRJREV8JD198866	60	29,888.51	7/31/2022	53	2/27/2023				
3/26/2018	3/26/2018	2018 Chevy Silverado	1GCDKUEY5JZ248645	60	37,766.51	7/31/2022	52	3/26/2023				
7/9/2018		Heavy Duty Code Reader (Diagnostic Machine)	4901990091	60	5,327.08	7/31/2022	49	7/9/2023				
7/9/2018		Heavy Duty Code Reader (Diagnostic Machine) booked in Sept		60	2,720.74	7/31/2022	49	7/9/2023				
1/7/2019		2019 Ford F 250 S-DTY	1FT7X2B65KED68719	60	35,601.00	7/31/2022	43	1/7/2024				
2/15/2019		Shelter for Vault (Pumpkin)		60	7,350.00	7/31/2022	42	2/15/2024				
5/31/2019		2019 19' Electric Scissor Lift	GS30P-187354	60	12,200.00	7/31/2022	38	5/31/2024				
6/17/2019		AC Recovery Machine		738	6,679.42	7/31/2022	37	6/17/2024				
07/27/19		Nabi Engine Replacement for Bus 3311 into service		30	47,626.89	7/31/2022	36	2/1/2022				
					1,450,561.80	7/31/2022	34	10/1/2039				
10/1/2019		LTCC Mobility Hub		240	5,057.75	7/31/2022	32	12/10/2022				
12/10/2019		A-Z Bus Sales - Lift Assembly		36	46,982.14	7/31/2022	31	2/1/2022				
12/31/2019		Nabi Eng Replacement Bus 3312 Parts Excl Labor		25	9,702.50	7/31/2022	30	1/17/2023				
1/17/2020		Whel Chair Ramp- NFI Parts		36								

2/4/2020	Power Washer	60	24,996.19	7/31/2022	30	2/4/2025		
2/7/2020	Wheel Chair Lift - NFL Parts	36	21,874.33	7/31/2022	30	2/7/2023		
3/5/2020	Wheel Chair Ramp - NFL Parts	36	9,702.50	7/31/2022	29	3/5/2023		
07/06/20	Wheel Chair Lift - NFL Parts	36	9,702.50	7/31/2022	25	7/6/2023		
8/1/2020	Video Playback System-Rack Mount Server	36	5,899.90	7/31/2022	24	8/1/2023		
08/09/20	Bijou Shelter Construction	60	17,265.00	7/31/2022	24	8/9/2025		
10/1/2020	Wheelchair Ramp - NFL Parts	36	9,702.50	7/31/2022	22	10/1/2023		
11/19/20	Nabi Eng Replacement Bus 3313 Parts Excl Labor	14	49,439.80	7/31/2022	20	2/1/2022		
12/31/20	LTCC Mobility Hub	225	11,475.00	7/31/2022	19	10/1/2039		
09/01/21	Portable Data Unit	36	6,526.02	7/31/2022	11	9/1/2024		
12/2/2021	Nabi Eng Replacement Bus 3310 - Western NV Kenworth	2	47,402.44	7/31/2022	8	2/1/2022		
6/1/2022	Wheelmaster Kit (Torque gun and Sales Tax)	60	8,836.72	7/31/2022	2	6/1/2027		

Appendix D: Organizational Chart



Organizational Chart - Transit

Sept 2022

Appendix E: Preventive Maintenance Inspection Checklists

- Per manufacturer specifications and/or as specified in the Vehicle Maintenance Plan (VMP).

Vehicle Maintenance Plan

Connecting Our Communities

Tahoe Transportation DISTRICT

September 2022

Prepared by Solutions for Transit for TTD

TTD
Tahoe Transportation District

Contents

VEHICLE MAINTENANCE PLAN

SUBJECT

This document serves as the Vehicle Maintenance Plan (Plan) for the TTD non-revenue and revenue vehicles used for its transit operations.

The Tahoe Transportation District service is named TTD. TTD provides various services by area. The list below identifies the service as well as the annual mileage that each sub fleet travels each year. The mileage numbers are used as the driving force for all the maintenance functions listed in this document.

Fixed Route Fleet operates	810,402 Miles annually.
Paratransit Fleet operates	91,173 Miles annually.
Combined Total Miles of all Sub fleets	825,892 Miles annually.
After Training and Maintenance use	860,955 Miles annually.

TTD transit service is currently operated by TTD staff. The maintenance functions on all transit vehicles are also performed by TTD staff.

BACKGROUND

In carrying out its responsibilities as a transit provider, TTD, as a Federal Transit Administration (FTA) grantee, acquired a number of vehicles used to administer, operate and maintain transit services. Providing adequate maintenance for these vehicles is an on-going process and is not accomplished without substantial cost and effort. TTD relies on FTA financial support to assist in this effort and developed this Maintenance Plan to comply with FTA requirements.

REFERENCES

FTA C.5010.1D, Chapter IV, Equipment, Supplies and Rolling Stock – Management: “Adequate maintenance procedures must be developed and implemented to keep the property in good condition. These procedures should be consistent with the maintenance plan required of grantees for equipment funded

under 49 USC 5309 and 5307 and should be documented and available for audit or triennial review."

FTA C9030.1D, Urbanized Area Formula Program: "FTA has established several policies that are meant to ensure that buses purchased or leased with Federal funds are maintained and remain in transit use for a minimum normal service life and to ensure that the buses acquired are necessary for regularly scheduled transit revenue service (i.e., to meet peak service requirements with a reasonable allowance for spares)."

POLICY

TTD shall have a current, written maintenance plan. The plan shall:

- Incorporate actions to maintain each vehicle type and model on a specific cycle.
- Identify the goals and objectives of the maintenance program
- Define the maintenance organization
- Assign responsibility for on-going maintenance
- Specify the maintenance activities
- Establish appropriate maintenance and inspection intervals
- Ensure performance efficacy, accountability and responsibility

PURPOSE

This maintenance plan puts written guidelines in place to ensure that an effective vehicle maintenance program is being implemented, ensuring that the federal, state, and local investments are being protected. In addition, this plan ensures that TTD assets remain in "Like New" condition while in service, providing reliable service to its customers. The plan outlines the

Maintenance Department's responsibilities to perform preventive maintenance and non-routine repair services on all TTD vehicles.

MISSION STATEMENT

"To provide outstanding customer support through state-of-the-art repair and vigorous preventive maintenance processes."

GOAL AND OBJECTIVES

TTD has a vehicle maintenance program in place that supports the following goals and objectives:

- Extending the vehicle life
- Reducing the frequency of road calls and meeting or exceeding a goal of 10,000 miles between failures
- Keeping the Vehicle Out of Commission (VOC) rate at or below 10%
- Tracking maintenance cost compared to total operating cost
- Complying with all Federal, State, and local laws and regulations

VEHICLES

TTD owns a variety of vehicles used in the provision of transit service to the residents and riding public of the Tahoe Basin and surrounding areas. A complete inventory of vehicles is included as Appendix A.

FACILITIES

MAINTENANCE OPERATIONS

TTD maintains maintenance operations and offices at 1663, 1669, and 1679 Shop Street, South Lake Tahoe, California. All of TTD vehicles are maintained at this facility.

ADMINISTRATION

The Tahoe Transportation Administration is located at 128 Market Street, Suite 3F Stateline, Nevada 89449 and houses the administrative functions as well as the ticket sales.

Transit Center/Mobility Hub

TTD currently has two transit centers and 1 mobility hub: the Stateline Transit Center located at 4114 Lake Tahoe Boulevard, South Lake Tahoe, California, and the South Y Transit Center at 1000 Emerald Bay Road, South Lake Tahoe, California, and the Mobility Hub at 1 College Drive, South Lake Tahoe, California.

SAFETY PROGRAM

- TTD mission of maintaining competitive cost is achieved in part by minimizing costs due to accidents.
- TTD goal of compliance is achieved in part by compliance with all safety-related laws, codes, and regulations. TTD also realizes that compliance is the minimum and will strive to exceed minimum safety requirements when appropriate.
- TTD accomplishes the above through the implementation of an Injury and Illness Prevention Program, Personal Protective Equipment Program, Lock-out Tag-out Program, and Hazard Communication Program.

ORGANIZATION

The Maintenance Department has organizational responsibility for vehicle maintenance, inspections, and repairs. It is staffed with the following personnel:

- **Vehicle Maintenance Manager (VMM)** – responsible for the overall operations of the department
- **Vehicle Maintenance Supervisor (VMS)** – responsible for day-to-day operations of the Maintenance Department and the shifts they have been assigned. In addition, supervisors are responsible for all the documentation relating to the vehicles including warranty claims, work orders, and inspection tracking. The VMS is also responsible for all the documentation relating to the employees including disciplinary action, attendance, and emergency contacts.
- **Equipment Mechanics** – assigned duties from the shift supervisor. The duties are related to maintenance of the vehicles.
- **Parts/Stores Specialists** – assigned duties from the day shift supervisor. The duties are related to the parts ordering and stocking of parts used on TTD-owned equipment.

A current organization chart with names of staff is included in Appendix B.

CATEGORIES

Vehicle repairs and preventive maintenance fall into three (3) basic categories:

PREVENTIVE MAINTENANCE PROGRAM - A well-defined and prudently managed Preventive Maintenance Program is the corner stone of every successful fleet operation.

The goal of a well-run Preventive Maintenance Program is to have limited In-Service Failures (Road Calls) Between Preventive Maintenance Inspections. The mileage goal of this maintenance program is 10,000 miles between road calls, which is above the national average goal of miles between road calls. TTD will respond to the request for a road call immediately.

PREVENTIVE MAINTENANCE PROGRAM FOR ACCESSIBLE EQUIPMENT – All of the TTD Transit vehicles are equipped with accessible features which are included in the Preventive Maintenance Inspections. Any discrepancies noted are repaired immediately according to Manufacturers recommendations. Copies of the inspection checklists are included in Appendix C.

A typical Preventive Maintenance Inspection (PMI) will include, but not be limited to:

- Engine oil and filter change
- Fuel and Air Filter change
- Transmission oil and filter change
- Differential oil change
- HVAC inspection and or service
- Wheelchair Lift/Ramp inspection and or service
- Lube chassis
- Bumper to bumper safety inspection
- Brake inspection
- Security Camera inspections
- Head sign inspection

In addition, the PMI will include the multi-item check list that touches on every wear item/system on the bus, followed by a road test to verify the serviceability of the bus. Inspection of all electrical equipment including video cameras, farebox, destination signs and radios is performed at this time.

The mileage indicators as shown on Page 11 (Preventive Maintenance Inspections), and the results of oil analyses regulate the PMI due dates.

The second part of every Preventive Maintenance Program is the defect repair work, which is every bit as critical to the success of a Preventive Maintenance Program as the inspection process itself. The quality of the repair work performed is the key to meeting the goal of 10,000 miles between road calls.

TROUBLE/EMERGENCY/REPAIR SERVICES - These services are of a non-preventive nature and usually denote a problem wherein a particular system, or piece of equipment is not working properly or is unable to be used; proper function is compromised or may be compromised in the short term, and the service occurs outside the preventive maintenance schedule.

Examples- Wheelchair lift not working, engine or transmission trouble code, farebox not working, etc.

DRIVERS DEFECTS - these services usually denote minor requests from the operators. The operators perform pre-trip and post-trip inspections on the vehicles during the course of their shift. If defects occur and these defects are minor, whereas the operator is able to complete their assigned run, the operator will document the defect on their DVIR. The Vehicle Maintenance Department will read through the DVIRs daily, create work orders, and assign mechanics to repair them.

Examples- Interior lamp out, squeaks or rattles, loose seat, head sign lamp out, etc.

PROCEDURES

The Vehicle Maintenance Department assigns personnel to perform the required task(s) based upon the urgency and type of service required. The department performs maintenance and repairs as required in response to verbal requests, DVIR(s), and scheduled preventive maintenance inspections. The system works when all areas of the agency work together to meet TTD goals and vision. The basic procedural tasks are identified below. All procedural details are addressed more specifically in the Department's Standard Operating Procedures. Copies of the Maintenance Department Standard Operating Procures are located in Appendix D.

FUELING AND DAILY FLUID CHECKS – Fueling and daily fluid checks are handled by the operations during the pre and post trip inspections unless a coach is in for maintenance.

UNSCHEDULED MAINTENANCE – The Vehicle Maintenance Department performs unscheduled maintenance inspections and service of vehicles based on Drivers' Vehicle Inspection Report (DVIR) forms.

In addition, work orders are generated internally by the Maintenance Manager or Maintenance Supervisor, as dictated by empirical or newly-available data in the form of technical bulletins, manufacturer notifications, recall notifications, and the like.

SCHEDULED PREVENTIVE MAINTENANCE - TTD vehicles are serviced and maintained by Vehicle Maintenance personnel or contracted vendors in accord with the Preventive Maintenance Inspection checklist (see appendix C). Regular maintenance is performed to maintain all TTD assets in optimal operating condition. PMIs represent a key component of maintenance. These PMIs assess the condition of TTD assets on a routine basis. Deficiencies found during the PMIs are corrected immediately or scheduled for repair based on the nature of the task to be performed. Employees perform those tasks

that are within TTD resources and its personnel's scope of training. All other scheduled preventive maintenance is contracted with professionals who specialize in that specific area of expertise. An example of this would be the major body work. These repairs require specialized training and equipment.

CONTRACTED MAINTENANCE ACTIVITIES - The following items represent services for which TTD contracts presently:

Contracted Services (Informal Bids)

- Major Painting and Body Work
- Engine Rebuilding
- Transmission Rebuilding
- Towing
- Furnishing Nuts and Bolts
- Furnishing Supplies and Cleaning Supplies

Routinely Contracted Services (Blanket Purchase Orders)

- Glass Repair and Replacement

PREVENTIVE MAINTENANCE

PREVENTIVE MAINTENANCE INSPECTIONS

To arrive at the total number of Preventive Maintenance Inspections (PMI) needed to support each of TTD revenue fleets, the calculations shown below were used. The number of annual miles each subfleet traveled was divided by the inspection interval miles for that subfleet. This generates the actual number of Preventive Maintenance Inspections that the Vehicle Maintenance Department must budget work hours for.

Fixed Route Fleet operates	731,996 Miles annually.
Paratransit Fleet operates	93,896 Miles annually.
The miles after Maintenance and Training	861,00 Miles annually.

Local-Annual mileage 732,000 divided by P/M interval of 6,000 miles = 122

Paratransit - Annual mileage 94,000 divided by P/M interval of 4,500 miles = 20

Total Preventive Maintenance Inspections per year: 142

Fleets within these services may need special attention at earlier intervals. This is true when the vehicle is equipped with an engine with a particulate filter after-treatment device, or

when an oil sample analysis indicates a need for earlier drain intervals. The following is a list of the fleets within the services indicated above and the P/M intervals scheduled.

REVENUE VEHICLES

Model of Vehicle	PM Interval
Bluebird, NABI,	
Classic Trolley	6,000 miles between inspections
Cutaways	4,500 miles between inspections

NON-REVENUE VEHICLES

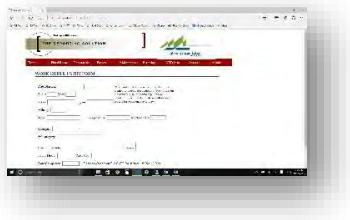
Model of Vehicle	PM Interval
All	6,000 miles between inspections

PMI DEFECT REPAIRS

Under ideal circumstances, the hours required to accomplish defect repair work generated by the PMI program will average two hours of repair work for each and every work hour that the PMI program itself uses.

WORK GENERATED FROM THE OPERATIONAL SAFETY INSPECTION

The Vehicle Maintenance Department tracks the Operational Safety Inspections (OSI) through The Reporting Solution. OSI's are performed every 45 days on every vehicle in order to comply with the California Highway Patrol requirements under the California Vehicle Code.



SPECIAL PROJECTS/CAMPAIGNS

TTD developed a process to identify and evaluate the continuing need for special projects and maintenance campaigns to repair, modify, refine, as well as engineer and implement processes and repairs to systems that have proven to be undependable and problematic.

TRAINING

The transit industry has become the testing arena for many new ideas that come along, good or bad. The pressure from the environmental groups, continuing clean air regulation changes, and electronic system integration makes the need for comprehensive training programs a reality.

TTD supports voluntary certification by the National Institute for Automotive Service Excellence (ASE). These include Automotive/Light Truck, Medium/Heavy Duty Truck, School Bus and Transit Certifications. The technicians taking the tests are responsible for paying for the registration and test fees upfront and provide a copy of the pass/fail report from American College Testing (ACT) to the Human Resource Department for reimbursement.

The solution is to develop our own high quality mechanics, in-house. That is the only way that TTD can be assured that we are truly in step with the times.

WARRANTY

TTD uses The Reporting Solution program as warranty administration program to track items under warranty. The VMS ensures that warranty claims are made per the manufacturers' policies and paid in a timely fashion. The Maintenance Manager will also ensure that all manufacturers' policies are followed in repairing a warranted item. The Maintenance Manager is responsible for tracking and filing all warranty claims.

Every Request for Proposals for new vehicles will contain language ensuring a continued warranty on new vehicles purchased; providing TTD with the best possible course of action should problems arise during operation of these vehicles.

COMPARISON OF MAINTENANCE EFFICIENCY WITH PEERS

Even with all the Maintenance slots filled, TTD is currently one of the most efficient maintenance departments in the transit industry.

TTD is currently at 7.42 buses per Equipment Mechanic.

In addition to the transit duties of these Equipment Mechanics, they are also responsible for the vehicles assigned to Public Works.

CALIFORNIA CLEAN AIR RESOURCE BOARD IMPACTS

California air resource Board (CARB) rulings have a direct impact on the maintenance of our fleet. The Bus Fleet Rule must be followed and monitored to ensure compliance with CARB regulations. TTD has installed diesel particulate filters on 100% of its fixed route coaches and diesel oxidation catalysts on all of the paratransit vehicles

VEHICLE EMISSIONS AND TESTING

A vehicle emissions program has been implemented to ensure that TTD is in compliance with Federal and State regulations regarding fleet vehicle emissions testing and reporting.

A Periodic Smoke Inspection Program was implemented in California in 1998. A Periodic Smoke Inspection (Opacity Test) shall be performed once a year on all diesel-powered vehicles greater than 6,000 GVWR. This work is performed by the contracted services technician. The tester (opacity meter) must meet state certification and print out a report for each vehicle that is stored on file for two years. Pre-1991 engines must meet 55% opacity and 1991 and newer must meet 40%. SAE J1667 Test Procedures must be followed using a SAE J1243 tester.

DOCUMENTATION

TTD utilizes The Reporting Solution in its record-keeping system. The system is part of TTD plan to ensure a documented institutional record of maintenance activities. The system is

designed to maintain accuracy and order in information management and represents a complete inventory of TTD vehicle assets. TTD complete documentation system uses both electronic and hard copy components. As record-keeping media changes with improvements in material and supply management technology, TTD will update its media accordingly, but it will continue to contain the following foundational elements:

A. Preventive Maintenance Inspection checklist(s) documenting inspections, repairs and other maintenance activities including warranty service

B. Acquisition documents necessary to the maintenance function, including originals or copies of warranties, service contracts and agreements, purchase requisitions and orders, sales receipts, etc.

C. Work Orders, completed by the Equipment Technician(s)

D. Complete and verifiable asset inventory with current custody documentation

E. A budget-tracking database to reconcile and support asset acquisition documentation

F. TTD asset management plan

The fleet maintenance records are kept in The Reporting Solution where all data for PM work orders are entered. Permanent electronic repair and preventive maintenance files are kept on an offsite server that is backed up and verified on a regular basis. A permanent hard copy file is kept in the Vehicle Maintenance Manager's office. These files include scheduled maintenance and any other pertinent information about each vehicle.

RESPONSIBLE PARTY

Responsibility for implementation and maintenance of this Plan rests with the Vehicle Maintenance Manager or designee.

Changes to this plan must be authorized by the Vehicle Maintenance Manager and comply with FTA regulations.

PLAN APPROVAL

_____ _____

George Fink Transit Systems Program Manager Date:

APPENDICES

A. Vehicle Inventory

B. Organization Chart for the Vehicle Maintenance Department

C. Preventive Maintenance Inspection Checklists

D. Standard Operating Procedures

E. Contracts issued for Facility Equipment Maintenance Repairs

Appendix A: Vehicle Inventory

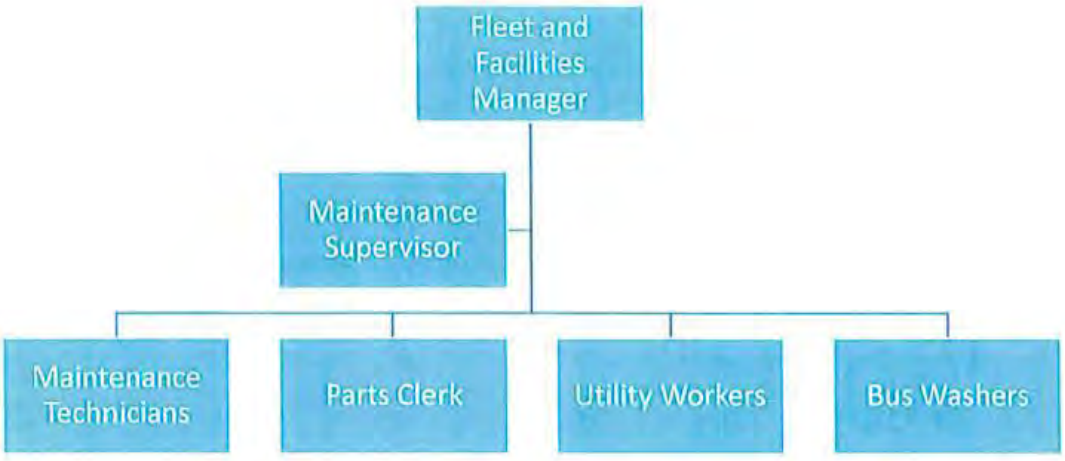
Vehicle Information List

TTD Assignment	VIN	Chassis Year	Chassis Make	Chassis Model	Cutaway Make	Cutaway Model	Engine Type	Engine Displacement	Engine Fuel	Engine Serial Number	Transmission Make/Model	Transmission Serial Number
103	1GBJG31256130383	2006	Chevrolet	G3500	El Dorado	Aerotech	Chevy V8	6.6L	Diesel	VIN-2	Allison 1000	
104	1GB6G5BL8F1249820	2015	Chevrolet	G4500	El Dorado	Aerotech	Chevy V8	6.6L	Diesel	LGH	Chevy 6L90	
106	1GB6G5BL7F1249560	2015	Chevrolet	G4500	El Dorado	Aerotech	Chevy V8	6.6L	Diesel	LGH	Chevy 6L90	
107	1GB6G5BL6F1249428	2015	Chevrolet	G4500	El Dorado	Aerotech	Chevy V8	6.6L	Diesel	LGH	Chevy 6L90	
202	5VMEA5AAM3FH744589	2015	International	PC505	El Dorado	Aero Elite	Navistar Maxxforce DT	7.6L	Deisel		Allison 2100 PTS	
203	5VMEA5AAM5FH744592	2015	International	PC505	El Dorado	Aero Elite	Navistar Maxxforce DT	7.6L	Diesel	2U3344194	Allison 2100 PTS	
204	5VMEA5AAM1FH744591	2015	International	PC505	El Dorado	Aero Elite	Navistar Maxxforce DT	7.6L	Diesel	2U3344190	Allison 2100 PTS	
205	5VMEA5AAM1FH744588	2015	International	PC505	El Dorado	Aero Elite	Navistar Maxxforce DT	7.6L	Diesel	2U3344204	Allison 2100 PTS	631133147
206	5VMEA5AAMXFH744590	2015	International	PC505	El Dorado	Aero Elite	Navistar Maxxforce DT	7.6L	Diesel	2U3344196	Allison 2100 PTS	
411	1GBE5V1G37F419911	2007	Chevrolet	C5500			Chevy V8	8.1L	Gasoline			
413	1GBE5V1G17F419535	2007	Chevrolet	C5500			Chevy V8	8.1L	Gasoline			
414	1GBE5V1G87F419651	2007	Chevrolet	C5500			Chevy V8	8.1L	Gasoline			
415	1GBE5V1G27F419755	2007	Chevrolet	C5500			Chevy V8	8.1L	Gasoline			
700	4UZAB9DT9DCFA5946	2013	Freightliner	XBS	Hometown	Mainstreet	Cummins L6 ISB	6.7L	Diesel	73403901	Allison 2100 PTS	631113428
3290	1BDJJBXA07F256516	2007	Blue Bird / NABI	Xcel	N/A	N/A	Cummins L6 ISC	8.3L	Diesel	46780892	Allison	
3291	1BDJJBXA97F256105	2007	Blue Bird / NABI	Xcel	N/A	N/A	Cummins L6 ISC	8.3L	Diesel	46777518	Allison	
3310	1N9351518BA140200	2009	NABI	LFW-15	N/A	N/A	Cummins L6 ISL	8.9L	Diesel	73053053	Allison B400R	
3311	1N9351511X9A140201	2009	NABI	LFW-15	N/A	N/A	Cummins L6 ISL	8.9L	Diesel	60342036	Allison B400R	
3312	1N9351511 9A140202	2009	NABI	LFW-15	N/A	N/A	Cummins L6 ISL	8.9L	Diesel	73053041	Allison B400R	6510908878
3313	1N3561519 9A140248	2009	NABI	LFW-15	N/A	N/A	Cummins L6 ISL	8.9L	Diesel	73052003	Allison B400R	
4001	7JZTG13JXKS000407	2021	Proterra	ZX5	N/A	N/A	Proterra DuoPower	N/A	Electric		Proterra 2 Gear	
4002	7JZTG13JXKS000408	2021	Proterra	ZX5	N/A	N/A	Proterra DuoPower	N/A	Electric		Proterra 2 Gear	
4003	7JZTG13JXKS000479	2021	Proterra	ZX5	N/A	N/A	Proterra DuoPower	N/A	Electric		Proterra 2 Gear	
Non Revenue Vehicles												
1001	2GNFLEEK7E6220778	2014	Chevrolet	Equinox	N/A	N/A	Chevy L4	2.4L	Flex Fuel	LEA	Chevy 6T45	
1004	AHG9814967	2018	Bobcat	5600	N/A	N/A	Doosan L4 D24NAP	2392cc	Diesel	112999LEU00	Hydraulic	N/A
1005	1GCORJEY5JZ246945	2018	Chevrolet	2500HD	N/A	N/A	Chevy V8	6.6L	Diesel	L5P	Allison 1000	
1006	JTMRJREV8JD195866	2018	Toyota	RAV4	N/A	N/A	Toyota L4	2.5L	Gas Hybrid	2AR-FXE	Toyota P314	
1007	1FT7X2B66KED67418	2019	Ford	F-250 XL SD	N/A	N/A	Ford V8	6.2L	Flex Fuel	VIN-6	Ford 6R100	
1010	4T3LWRFV3NU069335	2022	Toyota	RAV4 LE AWD	N/A	N/A	Toyota L4	2.5L	Gas Hybrid			
1008	1FTSS34L53HB94121	2003	Ford	E-350 SD	N/A	N/A	Ford V8	5.4L	Gasoline	VIN-L	Ford 4R100	

Tag No.	Asset Type	Re-issued Tag No.	Date Reconciled	Description	VIN/Model	FY22 Capital Asset	Location/ Owner	Bus/ Vehicle #
2	Vehicle		Disposed	2009 Starcraft Starlite Type 1 Para	1FDXE45L68DB87358	Disposed		3300
5	Rev Vehicle		Disposed	2008 Ford Aerotech	1FDXE45SX8DA86129	Disposed	1669 Shop Street	3304
11	Vehicle		Disposed	2009 Starcraft Starlite Type 1 Para	1FDXE45L49DB97263	Disposed		3299
17	Rev Vehicle		In Repair Shop	2007 BlueBird C4 RE 35OSS Diesel	1BDUJBXA07F255195	Yes	1669 Shop Street	3291
21	Rev Vehicle		5/31/2022	2007 BlueBird C4 RE 35OSS Diesel	1BDUJBXA07F256196	Yes	1669 Shop Street	3290
31	Rev Vehicle		Disposed	2007 Glavel Titan	1GBJ5F1907F418859	Disposed	1669 Shop Street - To be disposed	3303
40	Rev Vehicle		5/31/2022	2009 NABI Model: 35LFW -15 Diesel	1N9351S189A140200	Yes	1669 Shop Street	3310
42	Rev Vehicle		In Repair Shop	2009 NABI Model: 35LFW -15 Diesel	1N9351S119A140202	Yes	1669 Shop Street	3312
43	Rev Vehicle		5/31/2022	2009 NABI Model: 35LFW -15 Diesel	1N9351S19A140201	Yes	1669 Shop Street	3311
44	Rev Vehicle		5/31/2022	2009 NABI Model: 35LFW -15 Diesel	1N9351S139A140248	Yes	1669 Shop Street	3313
59	Vehicle		Disposed 7/27/18	2009 Starcraft	1FDXE45S88DB52046	Disposed		3297
153	Rev Vehicle		5/31/2022	Hometown Trolley	4UZAB9DT9DCFA5346	Yes	1669 Shop Street	700
224	Vehicle		5/31/2022	Equinox	2GNFLEEK7G6222078	Yes	1669 Shop Street	1001
271	Rev Vehicle		5/31/2022	2006 Aerotech 220 Chevy Duramax Diesel (Vegas Bus Replaces ARRA)	1GBJG31256130383	Yes	1669 Shop Street	103
294	Rev Vehicle		5/31/2022	2015 Eldorado Aero Elite 320	5WEASAAM3FH744589	Yes	1669 Shop Street	202
295	Rev Vehicle		5/31/2022	2015 Eldorado Aero Elite 320	5WEASAAM3FH744592	Yes	1669 Shop Street	203
296	Rev Vehicle		5/31/2022	2015 Eldorado Aero Elite 320	5WEASAAM1FH744591	Yes	1669 Shop Street	204
297	Rev Vehicle		In Repair Shop	2015 Eldorado Aero Elite 320	5WEASAAM1FH744588	Yes	1669 Shop Street	205
298	Rev Vehicle		5/31/2022	2015 Eldorado Aero Elite 320	5WEASAAMXFH744590	Yes	1669 Shop Street	206
363	Rev Vehicle		In Repair Shop	2015 Eldorado Aerotech 220	1GB6G5BL7F1243600	Yes	1669 Shop Street	106
364	Rev Vehicle		5/31/2022	2015 Eldorado Aerotech 220	1GB6G5BL6F1243426	Yes	1669 Shop Street	107
365	Rev Vehicle		5/31/2022	2003 Ford Econoline Van	1FTSS34L53HB94121	Yes	1669 Shop Street	1008
608	Equip Vehicle		5/31/2022	Bobcat	AHG814967	Yes	1669 Shop Street	1004
627	Vehicle		5/31/2022	2018 Toyota Rav 4	JTMRJREV8JD198866	Yes	1669 Shop Street	1006
628	Vehicle		5/31/2022	2018 Chevy Silverado	1GCNKJEV5JZ248645	Yes	1669 Shop Street	1005
695	Vehicle		5/31/2022	2019 Ford F 250 S-DTY	1FT7X2B65KED68719	Yes	1669 Shop Street	1007
782	Rev Vehicle		5/31/2022	Proterra ZX5 Electric Bus - 35ft Low Floor	7JZTG13JXMS000407	Yes	1669 Shop Street	4001
783	Rev Vehicle		5/31/2022	Proterra ZX5 Electric Bus - 35ft Low Floor	7JZTG13JXMS000408	Yes	1669 Shop Street	4002
784	Rev Vehicle		5/31/2022	Proterra ZX5 Electric Bus - 35ft Low Floor	7JZTG13JXMS000409	Yes	1669 Shop Street	4003
790	Vehicle		2022	Toyota Rav-4	4T3LWRFV3NU069335		1669 Shop Street	1010

Appendix B

Organization Chart for the Vehicle Maintenance Department



Appendix C: Preventive Maintenance Inspection Checklists

TTD MAINTENANCE DEPARTMENT MINOR

90-DAY (SAFETY) INSPECTION GUIDE

DATE. _____ BUS NO• _____

MILEAGE: _____

INSPECT AND ADJUST OR REPAIR WHERE FOUND NECESSARY ALL ITEMS LISTED ON ALL PAGES OF THIS FORM
USE SYMBOLS TO SHOW WORK DONE: I FOR INSPECTED R FOR REPAIRED AND N FOR NEEDS REPAIR
ALSO SHOW EMPLOYEE NUMBER WHO PERFORMED THE WORK

DESCRIPTION	WORK DONE	EMPLOYEE NUMBER
I. INTERIOR INSPECTION		
1. DEFECT CARD		
2. LICENSES - REGISTRATION - INSURANCE CARD - DOT STICKER		
3. DRIVER'S SEAT		
4. SUN VISORS		
5. TREADLE VALVES AND PEDAL PADS		
6, HORN		
7. EMERGENCY REFLECTORS - FIRE EFINGUISHER - FIRST AID KIT - TEST AMEREX (IF APPLICABLE)		
8. DRIVERS GAUGES AND CONTROLS - LOW AIR BUZZER AND LIGHT		
9. CLIMATE CONTROL - DEFROSTER OPERATION		
10. FARE COLLECTION SYSTEM - SPOTTERS DISPLAY (IF APPLICABLE)		
11. ALL MIRRORS (CHECK REMOTE OPERATION IF APPLICABLE)		
12. STEERING PLAY - STEERING WHEEL		
13. FLOOR CONDITION (INCLUDING FLOOR HATCH COVERS)		
14. ALL INTERIOR LIGHTS AND SWITCHES (NCI-UDING READING LIGHTS IF APPLICABLE)		
15. WINDOWS - ALL EMERGENCY EXITS - WINDSHIELDS		

16. PASSENGER SEATS - GRABHANDLES		
17. DOORS - OPERATION - SPEED - GLAZING - SENSITIVE EDGES		
18. CYCLE WHEELCHAIR LIFT AND KNEELER (CHECK BRAKE AND THROITLE INTERLOCK OPERATION)		
19. GRAFFITI - CLEANLINESS - PEST INFESTATION - (LAVATORY IF APPLICABLE)		
20. CEILING PANELS (PACKAGE RACKS IF APPLICABLE)		
21. STANCHIONS - HANDRAILS		
22. PASSENGER SIGNAL - STOP REQUEST SIGN		
23. STEPS AND TREADS		
24. DECALS		
II. EXTERIOR INSPECTION		
1. WINDSHIELD WIPER OPERATION - ARMS - BLADES - WASHER FLUID		
2. FUEL TANK CAP - POPPET - CHAIN		
3. BODY COMPARTMENT DOORS - HINGES - LATCHES		
4. BUMPERS - FRONT / REAR		
5. BODY PANELS - REFLECTORS		
6. FENDER SKIRTS - RUBRAILS		
7. PAINT - LETTERING - DECALS		
8. ADVERTISING SIGN FRAMES (IF APPLICABLE)		
9. BATTERIES (CONDITION, VOLTAGE, WATER, CABLES) - HOLD Dom - TRAY		
10. DESTINATION SIGN (FRONT - SIDE) - RUN NUMBER SIGN (FRONT - REAR) OPERATION - LIGHTS		
11. ALL EXTERIOR LIGHTS - MOUNTING - OPERATION - LENSES - VISIBILITY		
III. ENGINE INSPECTION		
1. ENGINE OIL LEVEL - EXAMINE OIL CONDFTION FOR DILUTION OR CONTAMINATION		
2. TRANSMISSION OIL LEVEL - EXAMINE OIL CONDITION FOR CONTAMINATION		

DESCRIPTION	WORK DONE	EMPLOYEE NUMBER
III. ENGINE INSPECTION (CON'T)		
3. CHECK POWER STEERING FLUID LEVEL AND CONDITION		
4. INSPECT ENTIRE COOLING SYSTEM FOR LEAKS		
5. ENGINE MOUNTS		
6. ALL BELTS (CONDITION AND ALIGNMENT)		
7. AR INTAKE DUCT - HOSES - CLAMPS - RESTRICTION GAUGE		
8. EXHAUST SYSTEM - MANIFOLD - CLAMPS - PIPES- CATALYTIC CONVERTER - MUFFLER		
9. ENGINE SENDING UNITS		
10. FUEL LINES (CHECK FOR LEAKS) - DRAIN WATER SEPERATOR IF EQUIPPED		
IV. CHASSIS INSPECTION		
1. SHOCK ABSORBERS - PINS - BUSHINGS		
2. CHECK FOR OIL LEAKS		
3. BRAKE LININGS - BRAKE DRUMS - MOUNTING HARDWARE (ADJUST IF NECESSARY)		
4. CHECK AIR SYSTEM FOR LEAKS		
5. SUSPENSION - CHECK LEVELING VALVES - BELLOWS FOR AIR LEAKS		

6. CHASSIS CROSSMEMBERS - MUD FLAPS - CHASSIS WELDS		
7. WHEELS - RE-TORQUE - TORQUE SEAL		
8. AXLE FLANGES - STUDS - GASKETS - HUBODOMETER		
9. FRONT F (CHECK FOR FLUID LEAK IF APPLICABLE)		
10. DRIVE SHAFT - UNIVERSALS - SLIP JOINT - GUARD - SHIELD		
11. DRAG LINK TUBE - DRAG LINK ENDS - TIE ROD - TIE ROD ENDS		
12. RADIUS RODS - LATERAL RODS - BUSHINGS - SWAY BAR AND LINKS IF APPLICABLE		
13 CHECK TIRES FOR PREMATURE OR ABNORMAL WEAR (RECORD PRESSURE AND TREAD DEPTHS)		
14. DRAIN ALL AIR TANKS (INCLUDING THROTLE TANK IF EQUIPED) - INSPECT CHECK VALVES		

INSPECTION COMMENTS

TIRES			
TREAD DEPTH	TIRE PRESSURE	TREAD DEPTH	TIRE PRESSURE
132	PSI	132	PSI
LRI	PSI	RRI : 132	PSI
LRO 132	PSI	RRO	PSI
L-TAG 132	PSI (IF APPLICABLE)	R_TAG	PSI (IF APPLICABLE)

BRAKES			
LINING THICKNESS	BRAKE THROWS	LINING THICKNESS	BRAKE THROWS
		132	__ . ___ IN.
	IN.	132	
L-TAG	IN. (IF APPLICABLE)	R-TAG : 132	IN. (IF APPLICABLE)

BRAKE STOPS	
FOOT BRAKE STOP	PARK BRAKE STOP .

SIGNATURES		
INSPECTED BY:	EMPLOYEE # :	DATE:
INSPECTED BY:	EMPLOYEE #	DATE:
SUPERVISOR:	EMPLOYEE #	DATE:

2015 INTERNATIONAL

BUS # _____

W/O #

DATE:

	CURRENT
MILEAGE READING	
MILES BETWEEN P.M.I	

= O.K. O = ADJUSTMENT MADE R = REPLACED X = REPAIR

	COACH EXTERIOR		COACH INTERIOR
	CK: HI-LO BEAM, TURN SIGNALS, 4-WAY FLASHERS & BEEPER, CLEARANCE LIGHTS, TAIL,BACK-UP & LIC PLATE		CK.' DASH INDICATOR LIGHTS WITH TEST SWITCH, INCLUDING WAIT TO START
	CK: ALL LENS CONDITION FOR CRACKS		CK: ABS, CK & STOP ENGINE LIGHTS SHOULD ILLUMINATE MOMENTARILY WHEN BUS IS STARTED IF LIGHTS STAYS ILLUMINATED LOG AS DEFECT.
	CK: WIPER BLADE CONDIITN AND ARM SECUREMENT, ADJUST WASHER FLUID LEVEL AND SPRAY NOZZLES.		
	CK: OUTSIDE BUS MIRROR CONDITION, SECURE-ME-NT. CK: MIRROR CONTROLS		PUMP AIR DOWN TO 40 PSI, CHECK WARNING LIGHT & PARKING BRAKE SELF APPLICATION.
	CK: OUTSIDE BUS NUMBERS, LOGOS, BATTERY DISCONNECT, CHP NUMBERS, CK FOR LOOSE OR DAMAGED FENDER SKIRTS.		CK: FAST IDLE ACCELERATOR/BRAKE INTERLOCK.
	CK: FRONT & REAR BUMPER SECUREMENT, ALIGNMENT,CONDITION,		CK: AIR COMPRESSOR CUT IN, MIN 85-DSi. CUT OUT. MAX 130-osi. CK: AIR BUILD UP TIME, FROM 85-psi TO IOO-psi IN 40-SEC
	CK: BIKE RACK FOR DAMAGE, ACTUATE ALL LATCHES, HANDLES, AND BRACKETS FOR LOCKING & SMOOTH OPERATION. CK DEPLOYED SWITCH & DASH LIGHT.		CK: FOR APPLIED AIR LEAKS. 3 LBS MAX LOSS PER MIN.
			CK: PARKING BRAKE CONTROLS, AND KNOB FOR CRACKS, OPERATION & DASH INDICATOR LIGHT, CK: VALVE FOR LEAKS.
	COMPLETE BODY INSPECTION SHEET.		CK: STEERING WHEEL CONDI AND WHEEL LASH, VERTICAL MOVEMENT, CK: COLUMN SECUREMENT, BOOT COND, CK: TILT/TELE OPERATION. LUBE STEERING SHAFT AND U-JOINTS.
	CK: HUBODOMETER FOR LEGIBILITY ACCURACY		
	CORRECT TIRE PRESSURE TO 110 PSI FRONT, 100 PSI REAR.		
	CK: FRONT HUB OIL LEVEL, ADJUST AS NECESSARY		CK.• ALL DRIVERS CONTROLS: SWITCHES LIGHTS & VISOR CK: RADIO & CONTROLS, MOUNTING & HANDSET.
	CK: REAR AXLE FLANGE, FOR MISSING STUDS & LEAKS.		
	CK: ALL ACCESS DOOR LATCHES, HINGES & PROPS.		CK: DRIVER'S DASH, SIDE AND OVERHEAD CONSOLES FOR CRACKS & SECUREMENT, CK: FOR MISSING SCREWS, CK: DRIVERS WINDOW .
	CK: FIBERGLASS REAR ACCESS PANEL FOR MISSING SCREWS.		
	CK: BODY PANELS FOR CRACKS AND BUCKLING.		CK: HEAT AND DEFROSTERS
	CK: FUEL CAP AND NECK FOR LEAKS. CK: DEF CAP		CK: DASH AIR CONDITIONING CK: REAR AIR CONDITIONING
	REMOVE AND CLEAN BATTERY TERMINALS, CK BATTERIES FOR CRACKS, CK		CK: DRIVER'S SEAT/SEATBELT OPERATION/COND. AND SEAT ALARM IF EQUIPED, LUBE SLIDE TRACK.
	BATTERY TRAY SLIDES, LOCKS, CABLES, & TIE DOWNS LUBE TRAY SLIDES, CK BATTERY DISCONNECT SWITCH OPERATION & CONDITION		CK: WIPER, WASHER & INTERMITTENT OPERATION & ARM ADJUSTMENT.
	CK: WHEEL CHAIR LIFT, SENSORS AND CONTROLS		CK: WINDSHIELD CONDFIWN.
	LOAD TEST BATTERIES TO 600 AMPS FOR 15 SECONDS. MIN 9.6 VOLTS.		CK: THROTTLE & BRAKE PEDALS FOR DEBRIS, CORROSION & FUNCTION.
	CK: CHARGING VOLTAGE (14.5 VOLTS +/- 1 VOLT) @ FAST IDLE WITH HEADLIGHTS, MARKER LIGHTS & DOME LIGHTS "ON".		CK: FIRE EXTINGUISHER AND FIRE SUPPRESION SYSTEM PIN & SEAL.
	CK:AIR LINES, SHUTOFF VALVES AND FITTINGS FOR LEAKS AND DRAIN AIR TANKS, CK: FOR CONTAMINATION.		CK: ROADSIDE WARNING DEVICES, (3 PER SET OR SEALED)
	COACH INTERIOR		CK: REGISTRATION SLIP, BLOODBORNE KIT & TRASH CAN & MOUNT.
	CK: FLOOR COVERING AND SEAM SEALING.		CK: FAREBOX OPERATION, CLEAN INSIDE WITH COMPRESSED AIR, CK TRIM
	CK: ALL CHIME STRIPS/CORDS & STOP REQUESTED SIGN op & COND.		CK: DESTINATION SIGN OPERATION & ELECT CONNECTION. CLEAN SIDE SIGN GLASS.
	CK: ALL STANCHIONS, GRABRAILS, MODESTY PANELS & FT/RR MIRRORS.		CK: DOME LIGHTS OPERATION, CK DOME LIGHT ASSY FOR SECUREMENT.

	CK: ALL INTERIOR PANELS & ENGINE ACCESS FOR CONDITION & SECURE-ME-NT.		CK: FRONT DOOR, OPERATION & CONDITION & AIR RELEASE VALVE, CK: DOOR MOTOR, CONTROL RODS & LOCK NUTS, ELECT WIRING SECUREMENT, LUBE DOOR ROLLERS
	CK: WINDOWS, WEATHER-STRIPING, EMERGENCY ESCAPE WINDOW LATCH ASSY'S & LUBE		
	CK: PASSENGER SEATS, MOUNTING, UPHOLSTERY CONDI-ION & CRASH PADS, CK.• ALL SEAT BACKS FOR VANDALISM.		
	CK: WHEELCHAIR SEAT LOCKS, BELT CONDIITN, FLOOR ANCHORS. CK Q STRAINT BFI T.s.		CHECK FRANGIBLE GLASS & RED HANDLE EMERGENCY RELEASE.
	CK: AIR TANK VALVES & LINE MOUNTING, RUBBING AND LEAKS, CK: SAFETY RELEASE VALVES OP.		CK: ROOF HATCHES OPERATION, CONDITION AND DECALS.

= O.K. O = ADJUSTMENT MADE R = REPLACED X = REPAIR			
UNDERCARRIAGE		ENGINE	
	CK SECONDARY FUEL FILER, CK ADAPTER FOR COND & MOUNnNG		CHANGE SPINNER FILTER & O-RINGS, CK: MOUNTS & CLAMP
	DRAIN ENGINE OIL, REPLACE FULL FLOW FILTER, TAKE OIL SAMPLE, TORQUE OIL PAN DRAIN PLUG		REPLACE AIR FILTER, RESET AIR RESTRICTION GAUGE, CK: AIR CLEANER HOUSING & INLET TUBING FOR CONDITION, & FOR LOOSE CLAMPS & FITTINGS. REPLACE PRIMARY FUEL FILTER
	REPLACE COOLANT FILTER, CK: ADAPTER & LINES FOR LEAKS.		
	CK: DIFFERENTIAL OIL LEVEL, ADJUST AS REQUIRED, CK: DIFF HOUSING FOR RACKS & CK WHEE & ION SEALS F EAKS		CK OIL LEVEL, CK: RESERVOIR, PUMP & LINES FOR LEAKS, MOUNTING & ND REFILL 1
	CK: U-JOINTS (1/16" PLAY MAX), U-JOINTS BOLTS SECUREMENT, SUP-YOKE CONDITION & DRIVELINE PHASING.		PRESSURE TEST COOLING SYSTEM TO (7 PSI) FOR 5 MIN, CK FOR LEAKS. CK: SURGE TANK MOUNTS & ALL COOLANT UNES FOR RUBBING, WEAR & SECURE-ME-NT.
	GREASE ALL CHASSIS LUBE POINTS THOROUGHLY		
	CK: FOR LEAKS AT TRANS, RETARDER/ACCUMULATOR & COOLER AREAS FOR LEAKS, CK: TRANS FILTER COVER & HOUSING BOLTS.		FILL ENGINE WITH (15/40W) OIL & START ENGINE. CK: ALL LINES FOR LEAKS, (AIR, OIL, TRANS, P/S & FUEL)
			CK: TURBO COUPLING OIL LINE FOR LEAKS AND CONDITION.
	CK: RADIATOR, MOUNTS & FAN SHROUD FOR CLEARANCE, CK: FAN BLADES FOR DAMAGE.		CK: EXHAUST SYSTEM (PIPES/ FLEX TUBE, CLAMPS, HEAT SHIELD & DPF SYSTEM) FOR CRACKS, MOUNTING, POSITIONING & LEAKS.
	CK•. BOOSTER PUMP MOUNTS, WIRING & CONDITION, CK•. COOLANT LINES & VALVES FOR LEAKS.		CK: ALL OF ENGINE & ENGINE COMPARTMENT FOR WIRING, HOS-ES,CLAMPS, BRACKETS, MOUNTS, PULLEYS, BELTS & TENSIONERS, FOR LEAKS,
	CK: ENGINE MOUNTS CONDITION & FOR LOOSE BOLTS, CK: TRANS ADAPTER MOUNTING BOLTS.		CK: ECM MOUNTING & WIRE SECURE-ME-NT, CK: FUEL PUMP LINES & WIRE'S
	CK: ALL LINES (I.E. FUEL, COOLANT & PIS) & WIRE HARNESSES FROM FRONT TO REAR OF COACH.		AFTER ENGINE START-UP
	CK: FUEL TANK STRAPS, INSULATORS & MOUNTS, CK: FUEL PIPING.		CK: ENGINE & TRANS FOR LEAKS (OIL, COOLANT, AIR)
	CK: AIR BELLOWS FOR CRACKS, LEAKS & MOUNTING..		CK: ENGINE, TRANS, & COOLANT LEVELS & ADJUST.
	CK: ALL SHOCKS FOR LEAKS, LOOSE MOUNTS & WORN BUSHINGS.		CLEAN STEERING WHEEL, SEATS, KNOBS, TOGGLE SWITCHES
	CK: LEVELING VALVES & LINK CONDITION, MEASURE RIDE HEIGHT FRONT AIR BAGS (9-1/4") FROM TOP OF AXLE TO BOTFOM OF FRAME RAIL, REAR AIR BAGS (4-7/8") FROM TOP OF AXLE TO THE BOTTOM OF FRAME RAIL PLUS OR MINUS (1/4") FRONT & REAR.		ROADTEST
			ROAD TEST ON PRESCRIBED COURSE, NOTIFY YOUR SUPERVISOR UPON DEPARTURE & ARRIVAL FROM ROAD TEST.
	CK: ALL TORQUE & RADIUS RODS, BUSHINGS, BOLTS, MOUNTS FOR CRACKS & CLAMPS FOR MISALIGNMENT.		CK: ALL INSTRUMENT OPERATION,
	CK: SWAY BAR, BUSHINGS, LINKS, MOUNTS AND FRAME MEMBERS FOR CONDITION, CRACKS & LOOSE OR MISSING BOLTS.		CK: FOR ANY DASH INDICATORS, ABS LAMP ON, CHECK ENGINE LAMP ON, ANY WARNING LAMPS
	CK: FRONT AXLE & SUSPENSION MOUNTING & BOLT SECURE-ME-NT.		CK: BRAKE PERFORMANCE.
	CK: PITMAN ARM POSITION & PITMAN NUT SECURE-ME-NT.		CK•. HEAT AND AIR CONDITIONING PERFORMANCE
	CK: STEERING DRAG I-INK/TIE ROD ENDS, STUDS, LINKS, COTTER PINS, NUTS, SLEEVES & CLAMPS FOR SECURE-MENT, WEAR & CORRECT POSITIONING ON E ROD		CK: STEERING ACüON, CK: FOR SHIMMY.
	CK: STEERING BOX SECUREMENT, MOUNTING BOLT TORQUE, STEERING BOX PLATE FOR CRACKS & BOX/LINES FOR LEAKS		PREFORM A PRETRIP INSPECTION BEFORE HOLDING BUS AS PM DEFECTS

	CK•. CONDITION OF STEERING KNUCKLES, SEALS ERG'S, CK•. FOR EXCESSIVE MOVEMENT ON KINGPINS & WHEEL BRG'S FOR PLAY FRT/REAR.		TOTAL FLUIDS USED	
	CK: AIR TANKS, VALVES & LINES FOR MOUNTING, RUBBING LEAKING OR SYSTEM CONTAMINATION, CK: SAFETY RELEASE VALVES OP.		ENGINE OIL	
	ON INTERNATIONAL CK: PARKING BRAKE OPERATION, CK: FOR AIR LEAKS. ELSE, CK: PARKING BRAKE CABLES AND LINING		TRANS FLUID	
	CD: BRAKE LINING THICKNESS, LOOK FOR MANUFACTURERS WEAR LINE AND NOTE WHEN THE PADS ARE TOUCHING OR BELOW THE WEAR UNE, CK: CALIPERS FOR LEAKING OR BINDING		Diff Fluid	
			P/S Fluid	
	CK: MUDFLAPS AND SECURE-MENT			
	ON INTERNATIONAL CK: SIDE PANEL SECURMENT			
			1 HAVE INSPECTED ALL CHECKED 0K OF THE ITEMS LISTED ON THE FORM AND ITEMS ARE IN GOOD OPERATING CONDTION	
			MECHANICS SIGNATURE	
			SUPERVISORS SIGNATURE	

2015 ELDORADO
2010 STARCRAFT
2012 GLAVAL

BUS #
W/O #
DATE:

	CURRENT
MILEAGE READING	
MILES BETWEEN P.M.I	

O = ADJUSTMENT MADE R = REPLACED X = REPAIR

COACH EXTERIOR		COACH INTERIOR	
	CK: HI-LO BEAM, TURN SIGNALS, 4-WAY FLASHERS & BEEPER, CLEARANCE LIGHTS, TAIL, BACK-UP & LIC PLATE		CK: DASH INDICATOR LIGHTS WITH TEST SWITCH, INCLUDING WAIT TO START
	CK: ALL LENS CONDITION FOR CRACKS		CK: ABS, CK & STOP ENGINE LIGHTS SHOULD ILLUMINATE MOMENTARILY WHEN BUS IS STARTED IF LIGHTS STAYS ILLUMINATED LOG AS DEFECT.
	CK: WIPER BLADE CONDITION AND ARM SECUREMENT, ADJUST WASHER FLUID LEVEL AND SPRAY NOZZLES.		
	CK: OUTSIDE BUS MIRROR CONDITION, SECURE-ME-NT. CK: MIRROR CONTROLS		PUMP AIR DOWN TO 40 PSI, CHECK WARNING LIGHT & PARKING BRAKE SELF APPLICATION.
	CK: OUTSIDE BUS NUMBERS, LOGOS, BATTERY DISCONNECT, CHP NUMBERS, CK FOR LOOSE OR DAMAGED FENDER SKIRTS.		CK: FAST IDLE ACCELERATOR/BRAKE INTERLOCK.
	CK.' FRONT & REAR BUMPER SECURE-MENT, ALIGNMENT,CONDITION.		CK: AIR COMPRESSOR CUT IN, MIN 85-DSi. CUT OUT. MAX 130-osi. CK: AIR BUILD UP TIME, FROM 85-psi TO IOO-psi IN 40-SEC
	CK: BIKE RACK FOR DAMAGE, ACTUATE ALL LATCHES, HANDLES, AND BRACKETS FOR LOCKING & SMOOTH OPERATION. CK DEPLOYED SWITCH & DASH LIGHT.		CK: FOR APPLIED AIR LEAKS. 3 LBS MAX LOSS PER MIN.
			CK: PARKING BRAKE CONTROLS, AND KNOB FOR CRACKS, OPERATION & DASH INDICATOR LIGHT, CK: VALVE FOR LEAKS.
	COMPLETE BODY INSPECTION SHEET.		CK: STEERING WHEEL COND, AND WHEEL LASH, VERTICAL MOVEMENT, CK.' COLUMN SECUREMENT, BOOT CONDI CK: TILT/TELE OPERATION. LUBE STEERING SHAFT AND U-JOINTS.
	CK: HUBODOMETER FOR LEGIBILITY, ACCURACY		
	CORRECT TIRE PRESSURE TO 110 PSI FRONT, 100 PSI REAR.		
	CK: FRONT HUB OIL LEVEL, ADJUST AS NECESSARY		CK: ALL DRIVERS CONTROLS: SWITCHES LIGHTS & VISOR CK: RADIO & CONTROLS, MOUNTING & HANDSET.
	CK: REAR AXLE FLANGE, FOR MISSING STUDS & LEAKS.		
	CK: ALL ACCESS DOOR LATCHES, HINGES & PROPS.		CK: DRIVER'S DASH, SIDE AND OVERHEAD CONSOLES FOR CRACKS & SECUREMENT, CK: FOR MISSING SCREWS, CK: DRIVERS WINDOW .
	CK: FIBERGLASS REAR ACCESS PANEL FOR MISSING SCREWS.		
	CK: BODY PANELS FOR CRACKS AND BUCKLING.		CK: HEAT AND DEFROSTERS
	CK: FUEL CAP AND NECK FOR LEAKS. CK: DEF CAP		CK: DASH AIR CONDITIONING CK: REAR AIR CONDITIONING
	REMOVE AND CLEAN BATTERY TERMINALS, CK BATTERIES FOR CRACKS, CK		CK: DRIVER'S SEAT/SEATBELT OPERATION/COND. AND SEAT ALARM IF EQUIPED, LUBE SLIDE TRACK.
	BATTERY TRAY SLIDES, LOCKS, CABLES, & TIE DOWNS LUBE TRAY SLIDES, CK BATTERY DISCONNECT SWITCH OPERATION & CONDIüON		CK: WIPER, WASHER & INTERMITTENT OPERATION & ARM ADJUSTMENT.
	CK: WHEEL CHAIR LIFT, SENSORS AND CONTROLS		CK: WINDSHIELD CONDITION.
	LOAD TEST BATTERIES TO 600 AMPS FOR 15 SECONDS. MIN 9.6 VOLTS.		CK: THROTTLE & BRAKE PEDALS FOR DEBRIS, CORROSION & FUNCüON.
	CK: CHARGING VOLTAGE (14.5 VOLTS +/- 1 VOLT) @ FAST IDLE WITH HEADLIGHTS, MARKER LIGHTS & DOME LIGHTS "ON".		CK: FIRE EXTINGUISHER AND FIRE SUPPRESION SYSTEM PIN & SEAL.
	CK:AIR LINES, SHUTOFF VALVES AND FITTINGS FOR LEAKS AND DRAIN AIR TANKS, CK: FOR CONTAMINATION.		CK: ROADSIDE WARNING DEVICES, (3 PER SET OR SEALED)
	COACH INTERIOR		CK: REGISTRATION SLIP, BLOODBORNE KIT & TRASH CAN & MOUNT.
	CK: FLOOR COVERING AND SEAM SEALING.		CK: FAREBOX OPERATION, CLEAN INSIDE WITH COMPRESSED AIR, CK TRIM
	CK: ALL CHIME STRIPS/CORDS & STOP REQUESTED SIGN op & COND,		CK: DESTINATION SIGN OPERATION & ELECT CONNECTION. CLEAN SIDE SIGN GLASS.
	CK: ALL STANCHIONS, GRABRAILS, MODESTY PANELS & FT/RR MIRRORS.		CK: DOME LIGHTS OPERATION, CK DOME LIGHT ASSY FOR SECUREMENT.

	CK: ALL INTERIOR PANELS & ENGINE ACCESS FOR CONDITION & SECURE-MENT.		CK: FRONT DOOR, OPERATION & CONDITION & AIR RELEASE VALVE, CK: DOOR MOTOR, CONTROL RODS & LOCK NUTS, ELECT WIRING SECURE-MENT, LUBE DOOR ROLLERS
	CK: WINDOWS, WEATHER-STRIPING, EMERGENCY ESCAPE WINDOW LATCH ASSY'S & LUBE		
	CK: PASSENGER SEATS, MOUNTING, UPHOLSTERY CONDITION & CRASH PADS, CK: ALL SEAT BACKS FOR VANDALISM.		
	CK: WHEELCHAIR SEAT LOCKS, BELT CONDIITN, FLOOR ANCHORS. CK Q STRAINT BELTS.		CHECK FRANGIBLE GLASS & RED HANDLE EMERGENCY RELEASE.
	CK: AIR TANK VALVES & LINE MOUNTING, RUBBING AND LEAKS, CK: SAFETY RELEASE VALVES OP.		CK: ROOF HATCHES OPERATION, CONDITION AND DECALS.

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UNDERCARRIAGE		ENGINE	
	CK SECONDARY FUEL FILER, CK ADAPTER FOR COND & MOUNTING		CHANGE SPINNER FILTER & O-RINGS, CK: MOUNTS & CLAMP
	DRAIN ENGINE OIL, REPLACE FULL FLOW FILTER, TAKE OIL SAMPLE, TORQUE OIL PAN DRAIN PLUG		REPLACE AIR FILTER, RESET AIR RESTRICÄON GAUGE, CK: AIR CLEANER HOUSING & INLET TUBING FOR CONDITION, & FOR LOOSE CLAMPS & FITTINGS. REPLACE PRIMARY FUEL FILTER
	REPLACE COOLANT FILTER, CK: ADAPTER & LINES FOR LEAKS.		
	CK: DIFFERENTIAL OIL LEVEL, ADJUST AS REQUIRED, CK: DIFF HOUSING FOR RACKS & CK WHEE PINION SEA F R LEAKS		CK OIL LEVEL, CK: RESERVOIR, PUMP & LINES FOR LEAKS, MOUNTING & COND REFIL
	CK: U-JOINTS (1/16" PLAY MAX), U-JOINTS BOLTS SECUREMENT, SLIP-YOKE CONDITION & DRIVELINE PHASING.		PRESSURE TEST COOLING SYSTEM TO (7 PSI) FOR 5 MIN, CK FOR LEAKS. CK: SURGE TANK MOUNTS & ALL COOLANT LINES FOR RUBBING, WEAR & SECUREMENT.
	GREASE ALL CHASSIS LUBE POINTS THOROUGHLY		
	CK: FOR LEAKS AT TRANS, RETARDER/ACCUMULATOR & COOLER AREAS FOR LEAKS, CK: TRANS FILTER COVER & HOUSING BOLTS.		FILL ENGINE WITH (15/40W) OIL & START ENGINE. CK: ALL LINES FOR LEAKS, (AIR, OIL, TRANS, P/S & FUEL)
			CK: TURBO COUPLING OIL LINE FOR LEAKS AND CONDITION.
	CK: RADIATOR, MOUNTS & FAN SHROUD FOR CLEARANCE, CK: FAN BLADES FOR DAMAGE.		CK: EXHAUST SYSTEM (PIPES, FLEX TUBE, CLAMPS, HEAT SHIELD & DPF SYSTEM) FOR CRACKS, MOUNTING, POSITIONING & LEAKS.
	CK: BOOSTER PUMP MOUNTS, WIRING & CONDITION, CK: COOLANT LINES & VALVES FOR LEAKS.		CK: ALL OF ENGINE & ENGINE COMPARTMENT FOR WIRING, HOSES,CLAMPS, BRACKETS, MOUNTS, PULLEYS, BELTS & TENSIONERS, FOR LEAKS,
	CK: ENGINE MOUNTS CONDIITN & FOR LOOSE BOLTS, CK: TRANS ADAPTER MOUNTING BOLTS.		CK: ECM MOUNTING & WIRE SECURE-ME-NT, CK: FUEL PUMP LINES & WIRE'S
	CK•. ALL LINES (I.E. FUEL, COOLANT & PIS) & WIRE HARNESSES FROM FRONT TO REAR OF COACH.		AFTER ENGINE START-UP
	CK: FUEL TANK STRAPS, INSULATORS & MOUNTS, CK: FUEL PIPING.		CK: ENGINE & TRANS FOR LEAKS (OIL, COOLANT, AIR)
	CK: AIR BELLOWS FOR CRACKS, LEAKS & MOUNTING		CK: ENGINE, TRANS, & COOLANT LEVELS & ADJUST.
	CK: ALL SHOCKS FOR LEAKS, LOOSE MOUNTS & WORN BUSHINGS.		CLEAN STEERING WHEEL, SEATS, KNOBS, TOGGLE SWITCHES
	CK: LEVELING VALVES & LINK CONDITION, MEASURE RIDE HEIGHT FRONT AIR BAGS (9-1/4") FROM TOP OF AXLE TO BOTTOM OF FRAME RAIL, REAR AIR BAGS (4-7/8") FROM TOP OF AXLE TO THE BOTTOM OF FRAME RAIL PLUS OR MINUS (1/4") FRONT & REAR.		ROADTEST
			ROAD TEST ON PRESCRIBED COURSE, NOTIFY YOUR SUPERVISOR UPON DEPARTURE & ARRIVAL FROM ROAD TEST.
	CK•. ALL TORQUE & RADIUS RODS, BUSHINGS, BOLTS, MOUNTS FOR CRACKS & CLAMPS FOR MISALIGNMENT.		CK: ALL INSTRUMENT OPERATION,
	CK: SWAY BAR, BUSHINGS, LINKS, MOUNTS AND FRAME MEMBERS FOR CONDIITN, CRACKS & LOOSE OR MISSING BOLTS.		CK: FOR ANY DASH INDICATORS, ABS LAMP ON, CHECK ENGINE LAMP ON, ANY WARNING LAMPS
	CK: FRONT AXLE & SUSPENSION MOUNTING & BOLT SECURE-ME-NT.		CK: BRAKE PERFORMANCE.
	CK: PITMAN ARM POSITION & PITMAN NUT SECURE-ME-NT.		CK: HEAT AND AIR CONDITIONING PERFORMANCE
	CK•. STEERING DRAG LINK/TIE ROD ENDS, STUDS, LINKS, COFFER PINS, NUTS, SLEEVES & CLAMPS FOR SECUREMENT, WEAR & CORRECT POSITIONING ON TIE ROD		CK: STEERING ACTION, CK: FOR SHIMMY.
	CK•. STEERING BOX SECURE-MENT, MOUNTING BOLT TORQUE, STEERING BOX PLATE FOR CRACKS & BOX/LINES FOR LEAKS		PREFORM A PRETRIP INSPECTION BEFORE HOLDING BUS AS PM DEFECTS

	CK: CONDITION OF STEERING KNUCKLES, SEALS BRG'S, CK: FOR EXCESSIVE MOVEMENT ON KINGPINS & WHEEL BRG'S FOR PLAY FRT/REAR.		TOTAL FLUIDS USED	
	CK: AIR TANKS, VALVES & LINES FOR MOUNTING, RUBBING LEAKING OR SYSTEM CONTAMINATION, CK: SAFETY RELEASE VALVES OP.		ENGINE OIL	
	ON INTERNATIONAL CK: PARKING BRAKE OPERATION, CK: FOR AIR LEAKS. ELSE, CK: PARKING BRAKE CABLES AND LINING		TRANS FLUID	
	CD: BRAKE LINING THICKNESS, LOOK FOR MANUFACTURERS WEAR LINE AND NOTE WHEN THE PADS ARE TOUCHING OR BELOW THE WEAR LINE. CK: CALIPERS FOR LEAKING OR BINDING		Diff Fluid	
			P/S Fluid	
	CK: MUDFLAPS AND SECUREMENT			
	ON INTERNATIONAL CK: SIDE PANEL SECURMENT			
			1 HAVE INSPECTED ALL CHECKED 0K OF THE ITEMS LISTED ON THE FORM AND ITEMS ARE IN GOOD OPERATING CONDITION	
			MECHANICS SIGNATURE	
			SUPERVISORS SIGNATURE	

NABI BLUEBIRD

BUS #

W/O #_____

DATE:_____

	CURRENT
MILEAGE READING	
MILES BETWEEN P.M.I	

3/ = O.K. O = ADJUSTMENT MADE R = REPLACED X = REPAIR

	COACH EXTERIOR		COACH INTERIOR
	CK: HI-LO BEAM, TURN SIGNALS, 4-WAY FLASHERS & BEEPER, CLEARANCE LIGHTS TAIL,BACK-UP & LIC PLATE		CK: DASH INDICATOR LIGHTS WITH TEST SWITCH, INCLUDING WAIT TO START
	CK: ALL LENS CONDITION FOR CRACKS		CK: ABS, CK & STOP ENGINE LIGHTS SHOULD ILLUMINATE MOMENTARILY WHEN BUS IS STARTED IF LIGHTS STAYS ILLUMINATED LOG AS DEFECT.
	CK: WIPER BLADE CONDITION AND ARM SECUREMENT, ADJUST WASHER FLUID LEVEL AND SPRAY NOZZLES.		
	CK: OUTSIDE BUS MIRROR CONDITION, SECUREMENT. CK: MIRROR CONTROLS		PUMP AIR DOWN TO 40 PSI, CHECK WARNING LIGHT & PARKING BRAKE SELF APPLICATION.
	CK: OUTSIDE BUS NUMBERS, LOGOS, BATTERY DISCONNECT, CHP NUMBERS, CK FOR LOOSE OR DAMAGED FENDER SKIRTS.		CK: FAST IDLE ACCELERATOR/BRAKE INTERLOCK. MAX
	CK: FRONT & REAR BUMPER SECUREMENT, ALIGNMENT,CONDITION.		CK: AIR COMPRESSOR CUT IN MIN 85- si. CUT OUT 130- sin CK: AIR BUILD UP TIME, FROM 85-psi TO 100-psi IN 40-SEC .
	CK: BIKE RACK FOR DAMAGE, ACTUATE ALL LATCHES, HANDLES, AND BRACKETS FOR LOCKING & SMOOTH OPERATION. CK W/C DEPLOYED SWITCH & DASH LIGHT.		CK: FOR APPLIED AIR LEAKS. 3 LBS MAX LOSS PER MIN.
			CK: PARKING BRAKE CONTROLS, AND KNOB FOR CRACKS, OPERATION & DASH INDICATOR LIGHT CK: VALVE FOR LEAKS.
	COMPLETE BODY INSPECTION SHEET.		CK: STEERING WHEEL COND, AND WHEEL LASH, VERTICAL MOVEMENT, CK: COLUMN SECUREMENT, BOOT CONDI CK: TILT/TELE OPERATION. LUBE STEERING SHAFT AND U-JOINTS.
	CK: HUBODOME-rER FOR LEGIBILITY ACCURACY		
	CORRECT TIRE PRESSURE TO 110 PSI FRONT, 100 PSI REAR.		
	CK: FRONT HUB OIL LEVEL, ADJUST AS NECESSARY		CK: ALL DRIVERS CONTROLS: SWITCHES LIGHTS & VISOR CK: RADIO & CONTROLS, MOUNTING & HANDSET.
	CK: REAR AXLE FLANGE, FOR MISSING STUDS & LEAKS.		
	CK: ALL ACCESS DOOR LATCHES, HINGES & PROPS.		CK: DRIVER'S DASH, SIDE AND OVERHEAD CONSOLES FOR CRACKS & SECUREMENT, CK: FOR MISSING SCREWS, CK: DRIVERS WINDOW .
	CK: FIBERGLASS REAR ACCESS PANEL FOR MISSING SCREWS.		
	CK: BODY PANELS FOR CRACKS AND BUCKLING.		CK: HEAT AND DEFROSTERS
	CK: FUEL CAP AND NECK FOR LEAKS. CK: DEF CAP		CK: DASH AIR CONDITIONING CK: REAR AIR CONDITIONING
	REMOVE AND CLEAN BATTERY TERMINALS, CK BATTERIES FOR CRACKS, CK		CK: DRIVER'S SEAT/SEATBELT OPERATION/COND. AND SEAT ALARM IF E UIPED LUBE SLIDE TRACK.
	BATTERY TRAY SLIDES, LOCKS, CABLES, & TIE DOWNS LUBE TRAY SLIDES, CK BATTERY DISCONNECT SWITCH OPERATION & CONDITION		CK: WIPER, WASHER & INTERMITTENT OPERATION & ARM ADJUSTMENT.
	CK: WHEEL CHAIR LIFT, SENSORS AND CONTROLS		CK: WINDSHIELD CONDITION.
	LOAD TEST BAITERIES TO 600 AMPS FOR 15 SECONDS. MIN 9.6 VOLTS.		CK: THROTTLE & BRAKE PEDALS FOR DEBRIS, CORROSION & FUNCTION.
	CK: CHARGING VOLTAGE (14.5 VOLTS +/- 1 VOLT) @ FAST IDLE WITH HEADLIGHTS MARKER LIGHTS & DOME LIGHTS "ON".		CK: FIRE EXTINGUISHER AND FIRE SUPPRESION SYSTEM PIN & SEAL.
	CK:AIR LINES, SHUTOFF VALVES AND FITTINGS FOR LEAKS AND DRAIN AIR TANKS, CK: FOR CONTAMINATION.		CK: ROADSIDE WARNING DEVICES, (3 PER SET OR SEALED)
	COACH INTERIOR		CK: REGISTRATION SLIP, BLOODBORNE KIT & TRASH CAN & MOUNT,
	CK: FLOOR COVERING AND SEAM SEALINGe		CK: FAREBOX OPERATION, CLEAN INSIDE WITH COMPRESSED AIR, CK TRIM
	CK: ALL CHIME STRIPS/CORDS & STOP REQUESTED SIGN op & COND.		CK: DESTINATION SIGN OPERATION & ELECT CONNECTION. CLEAN SIDE SIGN GLASS.
	CK: ALL STANCHIONS, GRABRAILS, MODESTY PANELS & FT/RR MIRRORS.		CK: DOME LIGHTS OPERATION, CK DOME LIGHT ASSY FOR SECUREMENT.
	CK: ALL INTERIOR PANELS & ENGINE ACCESS FOR CONDITION & SECUREMENT,		CK: FRONT DOOR, OPERATION & CONDITION & AIR RELEASE VALVE, CK:

			DOOR MOTOR, CONTROL RODS & LOCK NUTS, ELECT WIRING SECURE-MENT, LUBE DOOR ROLLERS
	CK: WINDOWS, WEATHER-STRIPING, EMERGENCY ESCAPE WINDOW LATCH ASSY'S & LUBE		
	CK: PASSENGER SEATS, MOUNTING, UPHOLSTERY CONDITION & CRASH PADS, CK: ALL SEAT BACKS FOR VANDALISM.		
	CK: WHEELCHAIR SEAT LOCKS, BELT COND1170N, FLOOR ANCHORS. CK Q STRAINT BELTS.		CHECK FRANGIBLE GLASS & RED HANDLE EMERGENCY RELEASE.
	CK: AIR TANK VALVES & LINE MOUNTING, RUBBING AND LEAKS, CK: SAFETY RELEASE VALVES OP.		CK: ROOF HATCHES OPERATION, CONDITION AND DECALS.

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UNDERCARRIAGE		ENGINE	
	CK SECONDARY FUEL FILER, CK ADAPTER FOR COND & MOUNTING		CHANGE SPINNER FILTER & O-RINGS, CK: MOUNTS & CLAMP
	DRAIN ENGINE OIL, REPLACE FULL FLOW FILTER, TAKE OIL SAMPLE, TOR UE OIL PAN DRAIN PLUG		REPLACE AIR FILTER, RESET AIR RESTRICfION GAUGE, CK: AIR CLEANER HOUSING & INLET TUBING FOR CONDITION, & FOR LOOSE CLAMPS &
	REPLACE COOLANT FILTER, CK: ADAPTER & LINES FOR LEAKS.		FITTINGS, REPLACE PRIMARY FUEL FILTER
	CK: DIFFERENTIAL OIL LEVEL, ADJUST AS REQUIRED, CK: DIFF HOUSING FOR N EALS OR		CK OIL LEVEL, CK•. RESERVOIR, PUMP & LINES FOR LEAKS, MOUNTING & OND FILL OIL
	CK: U-JOINTS (1/16" PLAY MAX), U-JOINTS BOLTS SECUREMENT, SLIP-YOKE CONDITION & DRIVELINE PHASING.		PRESSURE TEST COOLING SYSTEM TO (7 PSI) FOR 5 MIN, FOR LEAKS. CK: SURGE TANK MOUNTS & ALL COOLANT LINES FOR RUBBING, WEAR & SECUREMENT.
	GREASE ALL CHASSIS LUBE POINTS THOROUGHLY		
	CK: FOR LEAKS AT TRANS, RETARDER/ACCUMULATOR & COOLER AREAS FOR LEAKS, CK: TRANS FILTER COVER & HOUSING BOLTS.		FILL ENGINE WITH (15/40W) OIL & START ENGINE. CK: ALL LINES FOR LEAKS, (AIR, OIL, TRANS, P/S & FUEL)
			CK•. TURBO COUPLING OIL LINE FOR LEAKS AND CONDITION.
	CK: RADIATOR, MOUNTS & FAN SHROUD FOR CLEARANCE, CK: FAN BLADES FOR DAMAGE.		CK: EXHAUST SYSTEM (PIPES, FLEX TUBE, CLAMPS, HEAT SHIELD & DPF SYSTEM) FOR CRACKS, MOUNTING, POSTÜONING & LEAKS.
	CK: BOOSTER PUMP MOUNTS, WIRING & CONDIITN, CK: COOLANT LINES & VALVES FOR LEAKS.		CK: ALL OF ENGINE & ENGINE COMPARTMENT FOR WIRING, HOS-ES,CLAMPS, BRACKETS, MOUNTS, PULLEYS, BELTS & TENSIONERS, FOR LEAKS,
	CK: ENGINE MOUNTS CONDITION & FOR LOOSE BOLTS, CK: TRANS ADAPTER MOUNTING BOLTS.		CK: ECM MOUNTING & WIRE SECURE-ME-NT, CK: FUEL PUMP LINES & WIRE'S
	CK: ALL LINES (I.E. FUEL, COOLANT & P/S) & WIRE HARNESSES FROM FRONT TO REAR OF COACH.	AFTER ENGINE START-UP	
	CK: FUEL TANK STRAPS, INSULATORS & MOUNTS, CK: FUEL PIPING.		CK: ENGINE & TRANS FOR LEAKS (OIL, COOLANT, AIR)
	CK: AIR BELLOWS FOR CRACKS, LEAKS & MOUNTING..		CK•. ENGINE, TRANS, PJS & COOLANT LEVELS & ADJUST.
	CK: ALL SHOCKS FOR LEAKS, LOOSE MOUNTS & WORN BUSHINGS,		CLEAN STEERING WHEEL, SEATS, KNOBS, TOGGLE SWITCHES
	CK: LEVELING VALVES & LINK CONDIITN, MEASURE RIDE HEIGHT FRONT AIR BAGS (9-1/40 FROM TOP OF AXLE TO BOTFOM OF FRAME RAIL, REAR AIR BAGS (4-7/8") FROM TOP OF AXLE TO THE BOTTOM OF FRAME RAIL PLUS OR MINUS (1/4") FRONT & REAR.	ROADTEST	
			ROAD TEST ON PRESCRIBED COURSE, NOTIFY YOUR SUPERVISOR UPON DEPARTURE & ARRIVAL FROM ROAD TEST.
	CK: ALL TORQUE & RADIUS RODS, BUSHINGS, BOLTS, MOUNTS FOR CRACKS & CLAMPS FOR MISALIGNMENT.		CK: ALL INSTRUMENT OPERATION,
	CK: SWAY BAR, BUSHINGS, LINKS, MOUNTS AND FRAME MEMBERS FOR CONDTÄON, CRACKS & LOOSE OR MISSING BOLTS.		CK: FOR ANY DASH INDICATORS, ABS LAMP ON, CHECK ENGINE LAMP ON, ANY WARNING LAMPS
	CK•. FRONT AXLE & SUSPENSION MOUNTING & BOLT SECUREMENL		CK•. BRAKE PERFORMANCE.
	CK: PITMAN ARM POSITION & PITMAN NUT SECURE-MENI		CK: HEAT AND AIR CONDITIONING PERFORMANCE
	CK: STEERING DRAG LINK/TIE ROD ENDS, STUDS, LINKS, COTTER PINS, NUTS, SLEEVES & CLAMPS FOR SECURE-ME-NT, WEAR & CORRECT POSITIONING ON TIE ROD		CK: STEERING ACfION, CK: FOR SHIMMY.
	CK: STEERING BOX SECURE-ME-NT, MOUNTING BOLT TORQUE, STEERING BOX PLATE FOR CRACKS & BOX/LINES FOR LEAKS		PREFORM A PRETRIP INSPECTION BEFORE HOLDING BUS AS PM DEFECTS

	CK: CONDITION OF STEERING KNUCKLES, SEALS BRG'S, CK: FOR EXCESSIVE MOVEMENT ON KINGPINS & WHEEL BRG'S FOR PLAY FRT/REAR.		TOTAL FLUIDS USED
	CK: AIR TANKS, VALVES & LINES FOR MOUNTING, RUBBING LEAKING OR SYSTEM CONTAMINATION, CK: SAFETY RELEASE VALVES OP.		ENGINE OIL _____
	ON INTERNATIONAL CK: PARKING BRAKE OPERATION, CK: FOR AIR LEAKS. ELSE} CK: PARKING BRAKE CABLES AND LINING		TRANS FLUID _____
	CD: BRAKE LINING THICKNESS, LOOK FOR MANUFACTURERS WEAR LINE AND NOTE WHEN THE PADS ARE TOUCHING OR BELOW THE WEAR LINE. CK: CALIPERS FOR LEAKING OR BINDING		Diff Fluid P/S Fluid _____
	CK: MUDFLAPS AND SECURE-MENT		
	ON INTERNATIONAL CK: SIDE PANEL SECURMENT		_____
			1 HAVE INSPECTED ALL CHECKED 0K OF THE ITEMS LISTED ON THE FORM AND ITEMS ARE IN GOOD OPERATING CONDfl70N
			MECHANICS SIGNATURE
			_____
			SUPERVISORS SIGNATURE
			_____

Tahoe Transportation DISTRICT

F PMI
24,000 MILE PREVENTIVE MAINTENANCE INSPECTION
NABI BLUEBIRD

BUS # _____

W/O # _____

DATE: _____

	CURRENT
MILEAGE READING	
MILES BETWEEN P.M.I	

√ = O.K. **O = ADJUSTMENT MADE** **R = REPLACED** **X = REPAIR**

	COACH EXTERIOR		COACH INTERIOR
	CK: HI-LO BEAM, TURN SIGNALS, 4-WAY FLASHERS & BEEPER, CLEARANCE LIGHTS, TAIL,BACK-UP & LIC PLATE		CK: DASH INDICATOR LIGHTS WITH TEST SWITCH, INCLUDING WAIT TO START .
	CK: ALL LENS CONDITION FOR CRACKS		CK: ABS, CK & STOP ENGINE LIGHTS SHOULD ILLUMINATE MOMENTARILY WHEN BUS IS STARTED IF LIGHTS STAYS ILLUMINATED LOG AS DEFECT.
	CK: WIPER BLADE CONDITION AND ARM SECUREMENT, ADJUST WASHER FLUID LEVEL AND SPRAY NOZZLES.		
	CK: OUTSIDE BUS MIRROR CONDITION, SECUREMENT. CK: MIRROR CONTROLS		PUMP AIR DOWN TO 40 PSI, CHECK WARNING LIGHT & PARKING BRAKE SELF APPLICATION.
	CK: OUTSIDE BUS NUMBERS, LOGOS, BATTERY DISCONNECT, CHP NUMBERS, CK FOR LOOSE OR DAMAGED FENDER SKIRTS.		CK: FAST IDLE ACCELERATOR/BRAKE INTERLOCK.
	CK: FRONT & REAR BUMPER SECUREMENT, ALIGNMENT,CONDITION.		CK: AIR COMPRESSOR CUT IN, MIN 85-psi. CUT OUT, MAX 130-psi.
	CK: BIKE RACK FOR DAMAGE, ACTUATE ALL LATCHES, HANDLES, AND BRACKETS FOR LOCKING & SMOOTH OPERATION. CK W/C DEPLOYED SWITCH & DASH LIGHT.		CK: AIR BUILD UP TIME, FROM **85-psi** TO **100-psi IN 40-SEC** .
			CK: FOR APPLIED AIR LEAKS. 3 LBS MAX LOSS PER MIN.
			CK: PARKING BRAKE CONTROLS, AND KNOB FOR CRACKS, OPERATION & DASH INDICATOR LIGHT, CK: VALVE FOR LEAKS.
	COMPLETE BODY INSPECTION SHEET.		CK: STEERING WHEEL COND, AND WHEEL LASH, VERTICAL MOVEMENT, CK: COLUMN SECUREMENT, BOOT COND, CK: TILT/TELE OPERATION. **LUBE STEERING SHAFT AND U-JOINTS.**
	CK: HUBODOMETER FOR LEGIBILITY, ACCURACY		
	CORRECT TIRE PRESSURE TO **110 PSI FRONT, 100 PSI REAR.**		
	CK: FRONT HUB OIL LEVEL, ADJUST AS NECESSARY		CK: ALL DRIVERS CONTROLS: SWITCHES LIGHTS & VISOR CK: RADIO & CONTROLS, MOUNTING & HANDSET.
	CK: REAR AXLE FLANGE, FOR MISSING STUDS & LEAKS.		
	CK: ALL ACCESS DOOR LATCHES, HINGES & PROPS.		CK: DRIVER'S DASH, SIDE AND OVERHEAD CONSOLES FOR CRACKS & SECUREMENT, CK: FOR MISSING SCREWS, CK: DRIVERS WINDOW .
	CK: FIBERGLASS REAR ACCESS PANEL FOR MISSING SCREWS.		
	CK: BODY PANELS FOR CRACKS AND BUCKLING.		CK: HEAT AND DEFROSTERS
	CK: FUEL CAP AND NECK FOR LEAKS. CK: DEF CAP		CK: DASH AIR CONDITIONING CK: REAR AIR CONDITIONING
	REMOVE AND CLEAN BATTERY TERMINALS, CK BATTERIES FOR CRACKS, CK BATTERY TRAY SLIDES, LOCKS, CABLES, & TIE DOWNS LUBE TRAY SLIDES, CK BATTERY DISCONNECT SWITCH OPERATION & CONDITION		CK: DRIVER'S SEAT/SEATBELT OPERATION/COND. AND SEAT ALARM IF EQUIPED, LUBE SLIDE TRACK.
			CK: WIPER, WASHER & INTERMITTENT OPERATION & ARM ADJUSTMENT.
	CK: WHEEL CHAIR LIFT, SENSORS AND CONTROLS		CK: WINDSHIELD CONDITION.
	LOAD TEST BATTERIES TO 600 AMPS FOR 15 SECONDS. MIN 9.6 VOLTS.		CK: THROTTLE & BRAKE PEDALS FOR DEBRIS, CORROSION & FUNCTION.
	CK: CHARGING VOLTAGE (14.5 VOLTS +/- 1 VOLT) @ FAST IDLE WITH HEADLIGHTS, MARKER LIGHTS & DOME LIGHTS "ON".		CK: FIRE EXTINGUISHER AND FIRE SUPPRESION SYSTEM PIN & SEAL.
	CK:AIR LINES, SHUTOFF VALVES AND FITTINGS FOR LEAKS AND DRAIN AIR TANKS, CK: FOR CONTAMINATION.		CK: ROADSIDE WARNING DEVICES, (3 PER SET OR SEALED)
	COACH INTERIOR		CK: REGISTRATION SLIP, BLOODBORNE KIT & TRASH CAN & MOUNT.
	CK: FLOOR COVERING AND SEAM SEALING.		CK: FAREBOX OPERATION, CLEAN INSIDE WITH COMPRESSED AIR, CK TRIM
	CK: ALL CHIME STRIPS/CORDS & STOP REQUESTED SIGN OP & COND.		CK: DESTINATION SIGN OPERATION & ELECT CONNECTION. **CLEAN SIDE SIGN GLASS.**
	CK: ALL STANCHIONS, GRABRAILS, MODESTY PANELS & FT/RR MIRRORS.		CK: DOME LIGHTS OPERATION, CK DOME LIGHT ASSY FOR SECUREMENT.
	CK: ALL INTERIOR PANELS & ENGINE ACCESS FOR CONDITION & SECUREMENT.		CK: FRONT DOOR, OPERATION & CONDITION & AIR RELEASE VALVE, CK: DOOR MOTOR, CONTROL RODS & LOCK NUTS, ELECT WIRING SECUREMENT, LUBE DOOR ROLLERS
	CK: WINDOWS, WEATHER-STRIPING, EMERGENCY ESCAPE WINDOW LATCH ASSY'S & LUBE		
	CK: PASSENGER SEATS, MOUNTING, UPHOLSTERY CONDITION & CRASH PADS, CK: ALL SEAT BACKS FOR VANDALISM.		
	CK: WHEELCHAIR SEAT LOCKS, BELT CONDITION, FLOOR ANCHORS. CK: Q-STRAINT BELTS.		CHECK FRANGIBLE GLASS & RED HANDLE EMERGENCY RELEASE.
	CK: AIR TANK VALVES & LINE MOUNTING, RUBBING AND LEAKS, CK: SAFETY RELEASE VALVES OP.		CK: ROOF HATCHES OPERATION, CONDITION AND DECALS.

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F PMI

Tahoe Transportation District

24,000 MILE PREVENTIVE MAINTENANCE INSPECTION
NABI BLUEBIRD

BUS #

W/O #
DATE:

CURRENT MILEAGE READING

MILES BETWEEN P.M.I

√ = O.K. O = ADJUSTMENT MADE R = REPLACED X = REPAIR

	COACH EXTERIOR		COACH INTERIOR
	CK: HI-LO BEAM, TURN SIGNALS, 4-WAY FLASHERS & BEEPER, CLEARANCE LIGHTS, TAIL,BACK-UP & LIC PLATE		CK: DASH INDICATOR LIGHTS WITH TEST SWITCH, INCLUDING WAIT TO START.
	CK: ALL LENS CONDITION FOR CRACKS		CK: ABS, CK & STOP ENGINE LIGHTS SHOULD ILLUMINATE MOMENTARILY WHEN BUS IS STARTED IF LIGHTS STAYS ILLUMINATED LOG AS DEFECT.
	CK: WIPER BLADE CONDITION AND ARM SECUREMENT. ADJUST WASHER FLUID LEVEL AND SPRAY NOZZLES.		
	CK: OUTSIDE BUS MIRROR CONDITION, SECUREMENT, CK: MIRROR CONTROLS		PUMP AIR DOWN TO 40 PSI. CHECK WARNING LIGHT & PARKING BRAKE SELF APPLICATION.
	CK: OUTSIDE BUS NUMBERS, LOGOS, BATTERY DISCONNECT, CHP NUMBERS, CK FOR LOOSE OR DAMAGED FENDER SKIRTS.		CK: FAST IDLE ACCELERATOR/BRAKE INTERLOCK.
			CK: AIR COMPRESSOR CUT IN, MIN 85-psi. CUT OUT, MAX 130-psi.
	CK: FRONT & REAR BUMPER SECUREMENT. ALIGNMENT CONDITION.		CK: AIR BUILD UP TIME. FROM **85-psi**

			TO **100-psi IN 40-SEC .**
	CK: BIKE RACK FOR DAMAGE, ACTUATE ALL LATCHES, HANDLES, AND BRACKETS FOR LOCKING & SMOOTH OPERATION. CK W/C DEPLOYED SWITCH & DASH LIGHT.		CK: FOR APPLIED AIR LEAKS. 3 LBS MAX LOSS PER MIN.
			CK: PARKING BRAKE CONTROLS, AND KNOB FOR CRACKS, OPERATION & DASH INDICATOR LIGHT, CK: VALVE FOR LEAKS.
	COMPLETE BODY INSPECTION SHEET.		CK: STEERING WHEEL COND, AND WHEEL LASH, VERTICAL MOVEMENT, CK: COLUMN SECUREMENT, BOOT COND, CK: TILT/TELE OPERATION. **LUBE STEERING SHAFT AND U-JOINTS.**
	CK: HUBODOMETER FOR LEGIBILITY, ACCURACY		
	CORRECT TIRE PRESSURE TO **110 PSI FRONT, 100 PSI REAR.**		
	CK: FRONT HUB OIL LEVEL, ADJUST AS NECESSARY		CK: ALL DRIVERS CONTROLS: SWITCHES LIGHTS & VISOR CK: RADIO & CONTROLS, MOUNTING & HANDSET.
	CK: REAR AXLE FLANGE, FOR MISSING STUDS & LEAKS.		
	CK: ALL ACCESS DOOR LATCHES, HINGES & PROPS.		CK: DRIVER'S DASH, SIDE AND OVERHEAD CONSOLES FOR CRACKS & SECUREMENT, CK: FOR MISSING SCREWS, CK: DRIVERS WINDOW .
	CK: FIBERGLASS REAR ACCESS PANEL FOR MISSING SCREWS.		
	CK: BODY PANELS FOR CRACKS AND BUCKLING.		CK: HEAT AND DEFROSTERS
	CK: FUEL CAP AND NECK FOR LEAKS. CK: DEF CAP		CK: DASH AIR CONDITIONING CK: REAR AIR CONDITIONING

	REMOVE AND CLEAN BATTERY TERMINALS, CK BATTERIES FOR CRACKS, CK BATTERY TRAY SLIDES, LOCKS, CABLES, & TIE DOWNS LUBE TRAY SLIDES, CK BATTERY DISCONNECT SWITCH OPERATION & CONDITION		CK: DRIVER'S SEAT/SEATBELT OPERATION/COND. AND SEAT ALARM IF EQUIPED, LUBE SLIDE TRACK.
			CK: WIPER, WASHER & INTERMITTENT OPERATION & ARM ADJUSTMENT.
	CK: WHEEL CHAIR LIFT, SENSORS AND CONTROLS		CK: WINDSHIELD CONDITION.
	LOAD TEST BATTERIES TO 600 AMPS FOR 15 SECONDS, MIN 9.6 VOLTS.		CK: THROTTLE & BRAKE PEDALS FOR DEBRIS, CORROSION & FUNCTION.
	CK: CHARGING VOLTAGE (14.5 VOLTS +/- 1 VOLT) @ FAST IDLE WITH HEADLIGHTS, MARKER LIGHTS & DOME LIGHTS "ON".		CK: FIRE EXTINGUISHER AND FIRE SUPPRESION SYSTEM PIN & SEAL.
	CK:AIR LINES, SHUTOFF VALVES AND FITTINGS FOR LEAKS AND DRAIN AIR TANKS, CK: FOR CONTAMINATION.		CK: ROADSIDE WARNING DEVICES, (3 PER SET OR SEALED)
	COACH INTERIOR		CK: REGISTRATION SLIP, BLOODBORNE KIT & TRASH CAN & MOUNT.
	CK: FLOOR COVERING AND SEAM SEALING.		CK: FAREBOX OPERATION, CLEAN INSIDE WITH COMPRESSED AIR, CK TRIM
	CK: ALL CHIME STRIPS/CORDS & STOP REQUESTED SIGN OP & COND.		CK: DESTINATION SIGN OPERATION & ELECT CONNECTION. **CLEAN SIDE SIGN GLASS.**
	CK: ALL STANCHIONS, GRABRAILS, MODESTY PANELS & FT/RR MIRRORS.		CK: DOME LIGHTS OPERATION, CK DOME LIGHT ASSY FOR SECUREMENT.

	CK: ALL INTERIOR PANELS & ENGINE ACCESS FOR CONDITION & SECUREMENT.		CK: FRONT DOOR, OPERATION & CONDITION & AIR RELEASE VALVE, CK: DOOR MOTOR, CONTROL RODS & LOCK NUTS, ELECT WIRING SECUREMENT, LUBE DOOR ROLLERS
	CK: WINDOWS, WEATHER-STRIPING, EMERGENCY ESCAPE WINDOW LATCH ASSY'S & LUBE		
	CK: PASSENGER SEATS, MOUNTING, UPHOLSTERY CONDITION & CRASH PADS, CK: ALL SEAT BACKS FOR VANDALISM.		
	CK: WHEELCHAIR SEAT LOCKS, BELT CONDITION, FLOOR ANCHORS. CK: QSTRAINT BELTS.		CHECK FRANGIBLE GLASS & RED HANDLE EMERGENCY RELEASE.
	CK: AIR TANK VALVES & LINE MOUNTING, RUBBING AND LEAKS, CK: SAFETY RELEASE VALVES OP.		CK: ROOF HATCHES OPERATION, CONDITION AND DECALS.
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UNDERCARRIAGE		**ENGINE**	
	CK SECONDARY FUEL FILER, CK ADAPTER FOR COND & MOUNTING		**CHANGE SPINNER FILTER & O-RINGS,** CK: MOUNTS & CLAMP
	DRAIN ENGINE OIL, REPLACE FULL FLOW FILTER, TAKE OIL SAMPLE, TORQUE OIL PAN DRAIN PLUG		**REPLACE AIR FILTER,** RESET AIR RESTRICTION GAUGE, CK: AIR CLEANER HOUSING & INLET TUBING FOR CONDITION, & FOR LOOSE CLAMPS & FITTINGS. **REPLACE PRIMARY FUEL FILTER**
	REPLACE COOLANT FILTER, CK: ADAPTER & LINES FOR LEAKS.		
	CK: DIFFERENTIAL OIL LEVEL, ADJUST AS REQUIRED, CK: DIFF HOUSING FOR CRACKS & CK WHEEL & PINION SEALS FOR LEAKS		CK P/S OIL LEVEL, CK: RESERVOIR, PUMP & LINES FOR LEAKS, MOUNTING & COND, REFILL OIL.
	CK: U-JOINTS (1/16" PLAY MAX), U-JOINTS BOLTS SECUREMENT, SLIP-YOKE CONDITION & DRIVELINE PHASING.		PRESSURE TEST COOLING SYSTEM TO (7 PSI) FOR 5 MIN, CK FOR LEAKS. CK: SURGE TANK MOUNTS & ALL COOLANT LINES FOR RUBBING, WEAR & SECUREMENT.
	GREASE ALL CHASSIS LUBE POINTS THOROUGHLY		

	CK: CONDITION OF STEERING KNUCKLES, SEALS BRG'S, CK: FOR EXCESSIVE MOVEMENT ON KINGPINS & WHEEL BRG'S FOR PLAY FRT/REAR.		**TOTAL FLUIDS USED**	
	CK: AIR TANKS, VALVES & LINES FOR MOUNTING, RUBBING LEAKING OR SYSTEM CONTAMINATION, CK: SAFETY RELEASE VALVES OP.		ENGINE OIL	_____
	ON INTERNATIONAL CK: PARKING BRAKE OPERATION, CK: FOR AIR LEAKS. ELSE, CK: PARKING BRAKE CABLES AND LINING		TRANS FLUID	_____
	CD: BRAKE LINING THICKNESS, LOOK FOR MANUFACTURERS WEAR LINE AND NOTE WHEN THE PADS ARE TOUCHING OR BELOW THE WEAR LINE. CK: CALIPERS FOR LEAKING OR BINDING		Diff Fluid	_____
			P/S Fluid	
	CK: MUDFLAPS AND SECUREMENT		D ALL OF THE ITEMS LISTED ON THE FORM AND ITEMS	
	ON INTERNATIONAL CK: SIDE PANEL SECURMENT		ED OK ARE IN GOOD OPERATING CONDITION	
				_____
			MECHANICS SIGNATURE	_____
			SUPERVISORS SIGNATURE	

Tahoe Transportation DISTRICT

F PMI
22,500 MILE PREVENTIVE MAINTENANCE INSPECTION
2015 INTERNATIONAL

BUS # _____

W/O # _____

DATE: _____

	CURRENT
MILEAGE READING	
MILES BETWEEN P.M.I	

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	COACH EXTERIOR		COACH INTERIOR
	CK: HI-LO BEAM, TURN SIGNALS, 4-WAY FLASHERS & BEEPER, CLEARANCE LIGHTS, TAIL,BACK-UP & LIC PLATE		CK: DASH INDICATOR LIGHTS WITH TEST SWITCH, INCLUDING WAIT TO START .
	CK: ALL LENS CONDITION FOR CRACKS		CK: ABS, CK & STOP ENGINE LIGHTS SHOULD ILLUMINATE MOMENTARILY WHEN BUS IS STARTED IF LIGHTS STAYS ILLUMINATED LOG AS DEFECT.
	CK: WIPER BLADE CONDITION AND ARM SECUREMENT, ADJUST WASHER FLUID LEVEL AND SPRAY NOZZLES.		
	CK: OUTSIDE BUS MIRROR CONDITION, SECUREMENT. CK: MIRROR CONTROLS		PUMP AIR DOWN TO 40 PSI, CHECK WARNING LIGHT & PARKING BRAKE SELF APPLICATION.
	CK: OUTSIDE BUS NUMBERS, LOGOS, BATTERY DISCONNECT, CHP NUMBERS, CK FOR LOOSE OR DAMAGED FENDER SKIRTS.		CK: FAST IDLE ACCELERATOR/BRAKE INTERLOCK.
			CK: AIR COMPRESSOR CUT IN, MIN 85-psi. CUT OUT, MAX 130-psi.
	CK: FRONT & REAR BUMPER SECUREMENT, ALIGNMENT,CONDITION.		CK: AIR BUILD UP TIME, FROM **85-psi** TO **100-psi IN 40-SEC** .
	CK: BIKE RACK FOR DAMAGE, ACTUATE ALL LATCHES, HANDLES, AND		CK: FOR APPLIED AIR LEAKS. 3 LBS MAX LOSS PER MIN.
	BRACKETS FOR LOCKING & SMOOTH OPERATION. CK W/C DEPLOYED SWITCH & DASH LIGHT.		CK: PARKING BRAKE CONTROLS, AND KNOB FOR CRACKS, OPERATION & DASH INDICATOR LIGHT, CK: VALVE FOR LEAKS.
	COMPLETE BODY INSPECTION SHEET.		CK: STEERING WHEEL COND, AND WHEEL LASH, VERTICAL MOVEMENT, CK: COLUMN SECUREMENT, BOOT COND, CK: TILT/TELE OPERATION. **LUBE STEERING SHAFT AND U-JOINTS.**
	CK: HUBODOMETER FOR LEGIBILITY, ACCURACY		
	CORRECT TIRE PRESSURE TO **110 PSI FRONT, 100 PSI REAR.**		
	CK: FRONT HUB OIL LEVEL, ADJUST AS NECESSARY		CK: ALL DRIVERS CONTROLS: SWITCHES LIGHTS & VISOR CK: RADIO & CONTROLS, MOUNTING & HANDSET.
	CK: REAR AXLE FLANGE, FOR MISSING STUDS & LEAKS.		
	CK: ALL ACCESS DOOR LATCHES, HINGES & PROPS.		CK: DRIVER'S DASH, SIDE AND OVERHEAD CONSOLES FOR CRACKS & SECUREMENT, CK: FOR MISSING SCREWS, CK: DRIVERS WINDOW .
	CK: FIBERGLASS REAR ACCESS PANEL FOR MISSING SCREWS.		
	CK: BODY PANELS FOR CRACKS AND BUCKLING.		CK: HEAT AND DEFROSTERS
	CK: FUEL CAP AND NECK FOR LEAKS. CK: DEF CAP		CK: DASH AIR CONDITIONING CK: REAR AIR CONDITIONING
	REMOVE AND CLEAN BATTERY TERMINALS, CK BATTERIES FOR CRACKS, CK		CK: DRIVER'S SEAT/SEATBELT OPERATION/COND. AND SEAT ALARM IF EQUIPED, LUBE SLIDE TRACK.
	BATTERY TRAY SLIDES, LOCKS, CABLES, & TIE DOWNS LUBE TRAY SLIDES, CK BATTERY DISCONNECT SWITCH OPERATION & CONDITION		CK: WIPER, WASHER & INTERMITTENT OPERATION & ARM ADJUSTMENT.
	CK: WHEEL CHAIR LIFT, SENSORS AND CONTROLS		CK: WINDSHIELD CONDITION.
	LOAD TEST BATTERIES TO 600 AMPS FOR 15 SECONDS. MIN 9.6 VOLTS.		CK: THROTTLE & BRAKE PEDALS FOR DEBRIS, CORROSION & FUNCTION.
	CK: CHARGING VOLTAGE (14.5 VOLTS +/- 1 VOLT) @ FAST IDLE WITH HEADLIGHTS, MARKER LIGHTS & DOME LIGHTS "ON".		CK: FIRE EXTINGUISHER AND FIRE SUPPRESION SYSTEM PIN & SEAL.
	CK:AIR LINES, SHUTOFF VALVES AND FITTINGS FOR LEAKS AND DRAIN AIR TANKS, CK: FOR CONTAMINATION.		CK: ROADSIDE WARNING DEVICES, (3 PER SET OR SEALED)
	COACH INTERIOR		CK: REGISTRATION SLIP, BLOODBORNE KIT & TRASH CAN & MOUNT.
	CK: FLOOR COVERING AND SEAM SEALING.		CK: FAREBOX OPERATION, CLEAN INSIDE WITH COMPRESSED AIR, CK TRIM
	CK: ALL CHIME STRIPS/CORDS & STOP REQUESTED SIGN OP & COND.		CK: DESTINATION SIGN OPERATION & ELECT CONNECTION. **CLEAN SIDE SIGN GLASS.**
	CK: ALL STANCHIONS, GRABRAILS, MODESTY PANELS & FT/RR MIRRORS.		CK: DOME LIGHTS OPERATION, CK DOME LIGHT ASSY FOR SECUREMENT.
	CK: ALL INTERIOR PANELS & ENGINE ACCESS FOR CONDITION & SECUREMENT.		CK: FRONT DOOR, OPERATION & CONDITION & AIR RELEASE VALVE, CK: DOOR MOTOR, CONTROL RODS & LOCK NUTS, ELECT WIRING SECUREMENT, LUBE DOOR ROLLERS
	CK: WINDOWS, WEATHER-STRIPING, EMERGENCY ESCAPE WINDOW LATCH ASSY'S & LUBE		
	CK: PASSENGER SEATS, MOUNTING, UPHOLSTERY CONDITION & CRASH PADS, CK: ALL SEAT BACKS FOR VANDALISM.		
	CK: WHEELCHAIR SEAT LOCKS, BELT CONDITION, FLOOR ANCHORS. CK: Q-STRAINT BELTS.		CHECK FRANGIBLE GLASS & RED HANDLE EMERGENCY RELEASE.
	CK: AIR TANK VALVES & LINE MOUNTING, RUBBING AND LEAKS, CK: SAFETY RELEASE VALVES OP.		CK: ROOF HATCHES OPERATION, CONDITION AND DECALS.

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6,000 MILE INSPECTION FORMS TTD - 6,000 Mile Inspection

Date: _____

Unit No: _____ **Miles:** _____ **W/O No:** _____

Mechanic No. _____ **Inspection Time:** _____ **hrs.** **Repair Time:** _____ **hrs.**

PM A Inspector:

- Inspect the vehicle using the checklist.
- Check the appropriate Pass or Fail box for each inspection.
- Describe defect Identified in provided box below.
- Describe work performed in corrective action box below.

Procedure Expectation:

PMI procedure has been designed to ensure the vehicle operates at a high level of reliability until next PMI interval. All tasks must be completed and brought to written standards of the program. It's the responsibility of each member of the maintenance team to ensure program standards are adhered.

"Defects Identified"

Item No.	Defect Description	Corrective Action	Mechanic No.

TTD - 6,000 Mile Inspection

	Steam clean the following components/areas Engine, radiator. battery box. wheelchair lift equipment., condenser core and fan blades. Review Driver Pre/Post trip write-ups. Verify au electronic equipment functioning properly Verify Neutral Safety/Starte Protection Devices are propert functioning.	Precaution must be taken to keep electronic equipment/controls dry. When cleaning radiator and condenser precaution must be taken not to clean at an angle, This will damage components fin systems All components/areas free of dirt. Defects from Pre/Post trip must be repaired. AVL, Radio systems, passenger communication systems, head, side and destination signs ace allworkingproperly Vehicle should not start in any position other than neutral. Starter should not ennane while enaine is runnina.	Pass Fail ☐ ☐	
	Operate wheelchair lift systems. Verify all system safety systems are functioning properly	lifts shouldoperate smoothly without hesitation, all include brake interlock system, Sensitive edges and restraint systems must unctions as designed on au models.	Pass fail DD	
	Verify all emergency exit windows and hatches function as designed. Section 517.217 Federal Motor Carrier Safety Administration	Each emergency window must be inspected. Channels must be free of debris and dirt, latches, and mechanisms must function as designed. Windows must open with minimal force.	Pa-c:s Fail 0 0	
	Verify that all vehicle exterior lighting is functioninr prnpecly and interior/exterior mirror are in good condition. This includes: back up lights, marker, turn signals/4 ways, hinow beams, All Exterior Ji<1htinn svstems\	All lighting fixtures should illuminate when energized. All lens properly attached, no cracked or discolored lens are acceptable. Lights must be installed correctly. Replace LED lights if½ or greater of the lights are burned out. Mirror heads and arms mounted securely. All mirrors must hold adjustment. Glass free of chips or discoloring and attached securety.	Pass fail DD	
	verify bicycle rack condition	Racks are properly attached, locking mechanisms function properly. No cracks in frames, all hinges & bushings are in good working condition	Pass fr n	

TTD - 6,000 Mile Inspection

	Verify condition of all tires and wheels. Verify au wheels are al proper lorque.	Tire property inflated & tread must measure al least 4/32 on front axle and 2/32 on rear axles al all points in lhe tread pattern(s). No cu1s, bulging or irregular wear patterns. No sidewall damage or excessive wear inlo the sidewall bars. No valve stem damaged. Wheel lugs are properly torqued lo manufacturer's specifications, wilh no signs of damage. Hand holes muslbe properly aligned. *Note:* Document tire tread depth and tire pressure readings on inspection sheet provided.	eass fail D D	
	Inspect windshield wipers and ensure washer system is operational. Inspect Windshield for damage.	Wiper assemblies securely attached. No excessive movement in saddle hardware. Blade malerial free of cracks and malerial is pliable. Wiper arms have adequate spring tension. Washer fluid must property cover both WIS surfaces. Blade must make complete contact with W/S surfaces. When operated wiper blade contact area is cleared without streaking. Windshield must be free of cracks in direct line of driver's vision, or path of wiper blades.	fai D D	

	3Verify that all switches/lights are working. All dash panels/covers property secured. Al switch/control devices are property identifynabeled Verify that horns (Hi & Low pitch) are working properly Verify condition of fire extinguisher Verify hazard triangles condition	All switches and lights operate/illuminate property. All panels/covers must be properly tightened utilizing the proper/same fasteners. No loose or missing fasteners are acceptable. All switch/control devices are identified as designed by OEM. Label/plates must be property secured and legible. Hom should be clearty audible; switch should not stick or hesitate when applied. fire extinguisher must be properly secured, fully mijm P. and sealed. Validate proper service date. Triangles must be properly stored and all 3 in good workina condition	fai D D	
	3Verify all passenger door systems are working properly. Lubricate all door components	All door system controls function as designed, doo should not delay when activated. No wornlinkages or hinges are acceptable. Acceptable door speed is 1.5-3.0 for either opening or closing operation All door seals seal properly, seal material is pliable, ni cracks or rips in material are acceptable. If equipped all safety/sensitive edge system must function as design. (Refer to specific OEM Maintenance Manuals for sub-fleet operating specification) fittings must be cleaned prior to applying lubrication. All fittina must take lubricant	Pass Fail D D	

TTD - 6,000 !\'file Inspection

1 Verify condrtion of interior components to include seating, flooring, wall/ceiling panels, ad frames, emergency hatches and windows.	Structures not damaged & secured flooring stable/good condition & no tripping hazards. Stanchion(s) properly secured and padded (if applicable). All walVceiling panels properly secured and no damaged or discoloration. Ad frames securely mounted and no cracks.	Eai D D	
1 All models where applicable. Verify rear engine access panels are properly secured	Remove rear seat or panels. Access panel must be securely attached with OEMrecommend fasteners. Any OEM insulation must be intact and property installed.	Complet n	
1 Clean head, side aod rea destination sign compartments	Compartments to be cleaned with compressed air. Areas must be free of dirt and debris.	Pass Fail nn	
1 Verify condition of windows, emergency window exits and roo hatches	Windows free of graffiti and property secured. All rubber sealslubricated. All release mechanisms operate smoothly. Hatches properly identified with decals and open freely with moderate pressure. Hatch seals in secured and in good condition	Pass Fail D D	
1 Verify steering wheel and column mounting and condition. (tilt/telescopic columns) Verify condition of brake peda and accelerator pedal	Steering wheel and column properly mounted. No movement in column, to include any movement between the steering wheel and upper steering shaft of column. Telescopic steering column systems must function as designed. All functions must adjust and lock properly. No excessive movement is acceptable. (refer to OEM manuals for specifications and allowable tolerance) Pedal cover material in good condition and property attached. No lateral movement in pedal/pin system acceptable. No stickingis acceotable for either oedal	Pass Fail D D	

1 Verify condition of au steering components to include kingpin play and wheel bear front adjustment on front axle.	Pitman arm & steering box securely attached with n leaks.No up& downmovement in tie-rod or drag-li ends that exceeds 1/16 an inch. Tum wheel an ensure tires do not roM .G.QOlijCl.\YitJldraglink or a lines. Check play at the steering shaft transfer box (if equipped). No excessive play i steering wheel With front axle jacked up check kingpin and wheel bearing end-play, no excessive movement is acceptable. AdiuSUreolace as needed.	Pass Fail D D	
1 Replace HVAC return air filters. (All Vehicles) Replace Battery Pack Cooling Filter (900 Series)	Filter material is to be replaced, if bulk material is cut to size ensure material completely covers evaporator cores. Ensure filter is properly sealed around the perimeter to ensure return air flow is forced through material. Two fitter changes are required on the following sub-fleets: 200, 500 and 800 series \lehicie. Check and reolace Roofloo	Complet D	

		battery pack cooling fitter on 900-Series Hybrid New flyer and NABI vehicles.		
1	Seivice vehicle batteries Verify alternator output	Battery deck surfaces free of dirt.,side of batteries not swollen Clean batterv slide ralls and channels as needed lubric..ate with twister Renetrating:Eltal' No loose or damaged connections, cables, terminal posl areacceptable. Electrotyte at properlevel in all cells. load tesl batteries. Alternator output at batteries must be 27.5 with engine on fast idle with system under full electrical load.	Complet, D	
1	Verify condition of hydraulic fan system and Change fluid and fitters	System is properly filled with fluid. Fluid must not show signs of excessive dirt or deterioration. Components and hoses must be leak free. All hoses property routed with no chaffing, cracks or splrtting is acceptable. Change fluid/filter system free of leaks,	fail D D	
1	Verify condition of engine an< pony motor compartment Verify components are secured (A/C Compressor, alternator air compressor exhaust system etc.)	Bells tension property adjusted/alignment & secured. Belts not crackedffrayed/separated. All fluid fittings lines, clamps and hoses properly routed & secured. **No** cracked, cut, bulging, collapsed or leaking lines. AU exhaust system piping, clamps and components properly secured, no indicators of system leaks acceptable. Wiring harnesses must be properly mounted; no bare or frayed wiring is acceptable. All components attached/secured property, no system leaks detected (oil, anti-freeze, hydraulic fluids) All fluid levels are filled to property level. Do not add oil,fluid will be changed on this insoection interval	Pass Fail D D	
4	Pressure test coolant systen check for system leaks.	Apply air pressure to coolant system in accordance I!! OEM specification. Ensure all heat system isolation valves are open. System must be leak free under sustained pressure. Pressure drops indicate system coolant leak. Leaks must be identified and reoaired orior to vehicle beina returned to seivice.	fail D D	

4 Verify Condition of Articulated system and bellow	Open the platforms •front and rear remove all debris and clean articulated area. No hydraulic fluidleaks are acceptable. Inspect all screw joints of articulated section. Ensure joints are not damaged and wire rope tension is property set and rope seated. All electrical connections and harness are in good condrtion. Ensure all bearings and sliding segments are properly seated and show no signs of wear. Inspect all mechanical components; replace any worn or defective parts. Verify proper operation of max angle sensors. B.ell.aluis to be free of rips, holes etc. and property seated and secured. Refer to maintenance manuals for OEM specifications.	EaiJ D D	
4 All Ad:ic11lafed Models lubricate articulated systerr components Verify condition 0 Oevices/Componenls	Fitting musl be cleaned prior to lubrication. _ubricate au fitting. Excess lubricant must be emoved. All control devices must be within OEM specifications. This includes torques. pressures anc clearance. Refer to OEM manuals for soecification details	Complet, D	
lubricate undercarriage slarting at Rear axle. Verify Driveline condition and alignment	All fittings cleaned prior to applying lubricant All fitting should accept lubricant. If fitting does not, replace fitting and attempt lubrication again. Ocive-line in phase/aligned & properly secured. No movement at joints or play at slip yolk. Drive line safet guard is in place, secured and not damaged lube points are property lubricated. No signs of over or under lubrication. Caution is to be taken not over lubricate brake components.	Complet, D	
Change differential fluid; ensure fluidis filled to proper level. Clean rearaxle vent	Change fluid, inspect fluid for abnormal metals. Ensure drainplug is magnetic. Fluid should be 1/8 lo ¼ below the plug opening. Vent line should be free of dirt build up and vent cap should be free. Pinion sealcarrier bolts/screws tight, free of excessive dirt and no leaks.	EaiJ D D	
4 Verify condition of vehicle suspension components Record ride height Front ___ Center ___ Rear ___	All components securely attached. All bushings in good condition, with no signs of excessive movement or metal to metal contact. Shocks dry wilh no signs of leakage, shock bushings intact wtth no signs of movement. No air leaks detected on air bags or other components & ensure proper ride height is obtained. (Follow manufacturers auidetines)	EaiJ D D	
4 Verify condition of frame and chassis.		Pass EaiJ	

		Members, bulk heads in good condrtion, frame fasteners properly secured no cracks or deterioration visible.		
	Verify condition of electrical conditions and cleanliness in junction and panelboxes	Remove panels and open access doors to expose electrical wiring and connections. All connection/fasteners/plug tight and properly insulated as designed by OEM. With compressed air blow are excess dirl and debris.	Complete D	

2	Verify vehicle main electrica system ground condition.	No sign of cable or cable end deterioration is acceptable. Cable connection must be tight and installation material applied. If signs of corrosion are present, electrical grounds are to be removed and properly cleaned. Prior to reattaching ground cable mating service is to be properly cleaned using a wire brush or like tool	Pass Fai D [	
2	Brake system air loss test.	Apply and hold a brake application, allow system to stabilize for 15 seconds. *"Do not* re/ease" while holding, observe air gauges for system pressure loss. Any loss of 3psi in 5 minutes requires corrective action prior to placing the vehicle back in seivice.	Complete D	
3	Perform the Federal Motor Vehicle Safety Standard (FMVSS-121) Air system test.	Follow FMVSS instructions applicable to the coach you are working on for completion of the air system diagnostics lest. (See Foreman for a copy of the applicable lorocedure)	Pass Fail D D	
3	Verify brake adjustment, foundation components and hardware. (all wheel positions) Drain air tanks verify tanks are properly mounted	M1 applies brakes/M2 verifies the following: Slacks activate and are adjusted properly. (ceco.rd slack travel) Check cam roller position (no high cam) No lining below wear line is acceptable. Linings and pads free of grease and oil. No cracks or separated lining is acceptable. Drum surface must be grease and oil free. No excessive healcracks or signs of glazing on drum surfaces. "Slack adjustors that exceed travel spec require corrective action prior to returning vehicle to service. Brake adjustments alone are not acceptable. Air system free of moisture/oil. If contaminated with oil corrective action required. All air tank brackets, fasteners and associated hardware is in good condition. No loose, CCiCM.<1or damaged mounting brackets are acceptable. All fasteners are in place and properly tightened.	Pass Fail D D	
3	Verify base condition of fire suppression system	Supply nozzles caps are on, no leaks or frayed hosesnines. Tank is secured, manual discharge pin is secured. Has valid inspection date.	Pass Fail D D	

3	Verify condition of engine, pom motor and transmission mounts.	All mounts are securely attached; no loose botts or mounting plates are acceptable. Mounting rubber/material in good condrtion, no excessive solrttina or crackina acceotable.	Pass Fail D D	
3	Check with foreman lo verify if transmission service is required Change transmission fluid fitter Take fluid sample	Sample taken and documented properly. Filters changed. Upon startup of engine verify there are no leaks at fitter housings. •ensure unit is filled to the proper fluid level.	Complete D	
	Alt vehicle: Take oil sample Change engine oil and filter Verify condrtion of fuel filter Change air filter Change crankcase ventilation filter Perform coolant strip lest Perform air dryer service.	Oil sample taken and properly documented. Drain oil and remove oil filter, closely inspection drain plug for heavy/unusual metals. Oil filter property primed before installation. Caution is to be taken not to over or under tighten filter. Drain plug tighten lo manufacturer torque specification. Fill engine with proper weight oil If deemed necessacy replace fuel filter element. Prime filter housing, reinstall and tighten lo manufacturer specification. Spin on fuel filters are lo bechanged at this interval. Change air fitter element. Verify that all hoses clamps etc. on air filler system are intact anc securely mounted •start engine upon completion of these tasks. No fluidleaks acceptable at fitters or drain plug Record results of coolant strip test and repor negative results Replace desiccant cartridge, clean fitter housing, inspect checkvalve and rebuild purge valve assembtv.	Complete D	
	Verify Fire suppression system	/erify system is charged, ensure there are no obstructions or debris at nozzles, nozzlescaps are in place. All hoses/supply hoses are free of rubbing or obstruction.	Complete n	
	Road test vehicle. Performr oru,Brake Test	Follow communicated road test route. Connect the Pro-Link and check for fault codes, turbo boost pressure and check retarder operation in all stages. Report any drivability defects identified during road test. HVAC system should be operated lo ensure system functions properly. Record brake test results on the inspection checklis attached.	Complete D	
	Document RTA properly to reflec work performed during th inspection process	Work properly documented using proper Primary/Secondary Coding. Add notes to system that arerelevant lo work performed.	Complete n	

Record Tire Inspection On Data Sheet

Mechanic Signature & No.: ______________________________ Date: ________________________

Supervisors/Foreman's Signature: ______________________ Date: ________________________

SU:e	N\ti)l Throw
20	1 ¾.
24	1 ¾.
2 L	2"
30	2"
3[illegible]	2¾.
Steering Wheel Free Play	
Wheel Size	Max Play
[illegible]	4 ¼.
[illegible]	4¾.
20"	5"
22"	5¾
Tire Tread Depth	
Front	Mliimurn !re:id di:s:,ltl "3Z-
Rear	Mliimum !rNddepltl 213Z-

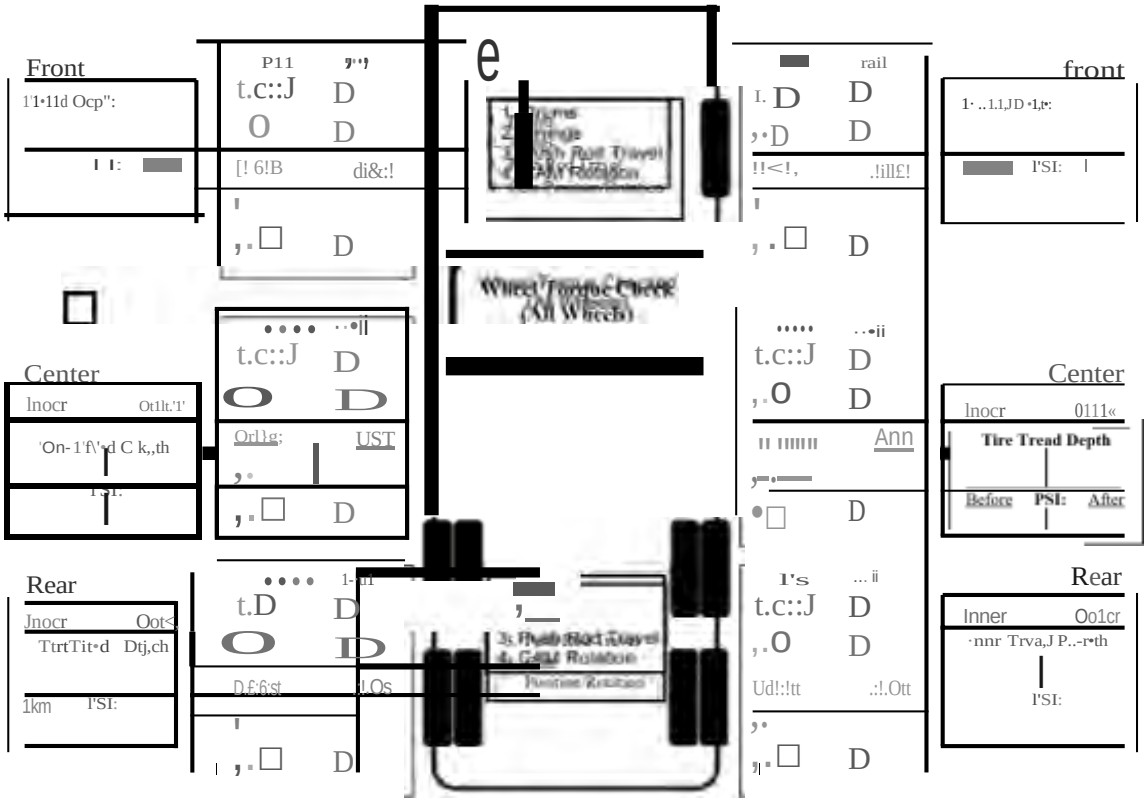
Inspection Check List

Vehicle No.	W/0 No.	echanic Na.me & No:

Brake Th.row

Document & describe defects and/or adjustments made in the spaceprovided below:

TTB 6.008 :-di.le edi6B



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1					
2					
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Park Brake Tes.t					

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Technician(s) Complete Signature

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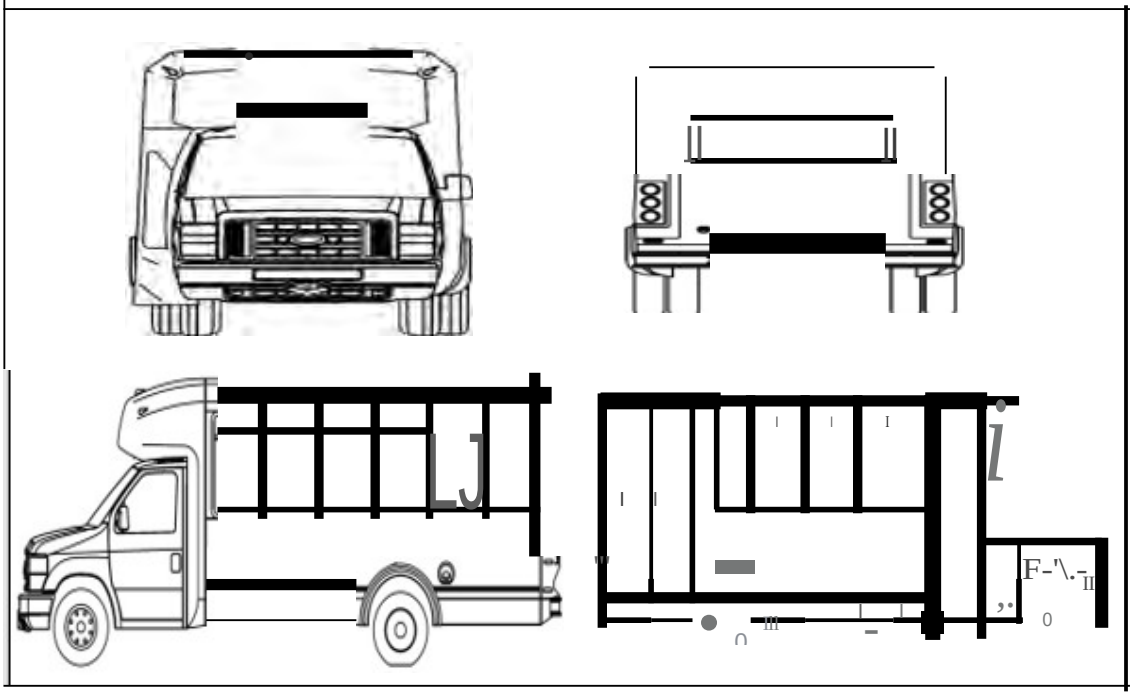


Standard Operating Procedures

EMPLOYEE TRAINING PROGRAM

TTD EMPLOYEE TRAINING

REPAIR PROCESSES AND PROCEDURES.

1. All vehicles at TTD must be removed from service and a Work order created before any technician begins repairs.
2. Besides Working on scheduled PM's, all unscheduled equipment in the yard must have a QI inspection done.
3. Prior to beginning work – At the start and upon completion communication with the manager and dispatch must be established. Let dispatch know when a bus (unit) is being downed or is cleared for service.

Example:

1. 10:00 Service started on unit 204 – will check and advise, Oscar.
2. Bad starter – Put in Parts request, Parts clerk ordered parts ETA 16:00 Oscar.
3. Starter and service completed – 22:00 Oscar.

Example:

1. 06:00 Service started on unit 204 – Will check and advise, Edgar.
2. 08:00 Service completed – See PMI sheet.
3. 08:05 During inspection found leak at front main seal – Work needs to be scheduled – Turned over to Oscar (Edgar).
4. 07:30 Oscar – Removed components, replaced front seal, Reinstalled components, Unit completed – Oscar.

When Opening A Work Order:

1. Technicians should be clocked into a work order at al times. If you have completed all the work, make sure your notes are completed and you have signed off on the work order.
2. Assigned work orders are to be kept in the designate safe workstation or location. (Never keep work orders on your tool box or on the shop floor).

OJUtlCT

3. The vehicle information sections must be completely filled out.

4. When dealing withand handling OVIR's the process is the same as a repair Except when a driver approachesyou witha OVIR, be polite and cordial, ask them to describe the issue being reported. Take a minute to go withhim/her andreview the OVIR

    - If the complaint is a safety sensitive light or issue, make the needed repairs.
    - If the complaint is non safety related and the unit is safe to drive advise the driver to note the issue on hishler OVIR
    - If the complaint is major, advise the driver to notify dispatch and have a road call opened immediately insolutions andinform dispatch of your findings.
    - Your goal is toexamine each complaint to ascertain the validity andor severity of the issue while the driver is present.

        1. Verify complaints and make surework orders are opened for each complaint
        2. Start with the first initial complaint and work through each complaint/work order.
        3. Once wor1(is completed detail your wortc in thecomments and sign off and date the wor1(order.
        4. Sign anddate the OVIR located in the cabof the bus/unit when workis completed.
        5. Make sure the white copy of the OVIR is attached to the wor1(order for the first initial complaint.
        6. Put all finished work orders in the "Complete Wortc Order' bin.

Ensure the cause(s) are being addressed:

Complaint Cause Correction

And they are clearly stated anddefined on the work order.

If unsure or unable to diagnose a problem with any unit or component within 30 to 40 minutes of starting the work on a repair order

STOP IMMEDIATELY.

O"UICT

Andspeak to you lead, technician, supervisor, or manager.

You must also define the reason for repair:

For example:

What happened?

Was the damage causedby accident, abuse, normal wear. or vandalism?

Report any type of damage to Management immediately.

In yourstories you must be specific and detailed as follows:

1. Complaint - Unit will not start, will and advise - Oscar.
2. Cause-Found the starter is shorting out.
3. Correction - Removed the bad starter a.nd replaced it with a new one, no core to return - Oscar.

Technicians must remember.

1. Some designated components require vendor preapproval before repairs canbegin.

   (Prior authorization required)

2. Onsome designated components. par1serial numbers (okl andnew) must be detailed or written in the solutions story. You will need to write them on the work order.
3. If parts need to be ordered, make sure the request is put into solutions and ask if they are under warranty or nol
4. If a unit is under warranty be careful, checkyour story andmake sure the three as *are* detailed on the work order.
S. Parts ordered and used for each repair must match what is needed for the complaint
6. All batteries must be tested for condition. If no good, they must immediately be immediately tagged for replacement.
7. All cores/parts must be property marked, and tag filled out.
8. All warrantable parts must be properly tagged.
9. Parts needed to be replaced in their respective assigned locations. Warranty with warranty andcores with cores.

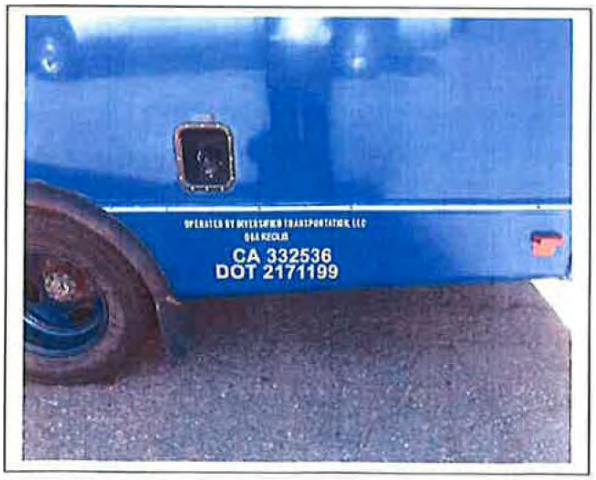
OJUtlCT

Ifapart was ordered and wasn't used. Itmust be returned to the returns area and theparts clerk notified.

1. The parts clerk mustbe notified immediately.
2. The vendor must be contacted by the parts clerk or management
3. Shipping or pick up must be arranged by the parts clerk and the vendor. WrthP.O. attached if needed.
4. Once a credrthas beenissued by the vendor, it must be credited to the P.O.

EMPLOYEE TRAINING DOT DECAL PLACEMENT

Lettering varies in color depending on the background of the Bus — Operated by decal is 1" tall, and the DOT Numberings are 2" Tall



Once the Vendors Invoice arrives it will be matched against the Repair Order the Vendor's Work Order or DR and processed for payment.

INVENTORY & SERVICEPROCEDURES

Tahoe Transportation

OJS'JtlCT

TTD EMPLOYEE TRAINING

IN HOUSE VENDOR REPAIRS AND SERVICE PROCEDURES

Vendor Repairs performed with TTD provided parts

There are a number of instances when a vendor is called out to pertorm repairs on ourequipment and TTD Transportation willprovide theparts to complete therepairs.

This type of service request canapply to just about any component, but it mostly affects repairs such as hydraulic components, etc. The one component most affected is the TireInventory.

If left unmanaged or unchecked; this is one area where wecanlose massive amounts of invento,y, andcash)

When you call a Vendor to replace tires on a unit in house you must:

Choose a primary Vendor such as the GCR Tire vendor:

Let say you need tires replaced on site due to wear (at S/32nds Take Off)- and you wanl the vendor to replace all 8 tireswith TTD's stock. First you must make surelo:

- Have the Vendor Information.
- Remember the Vendor must generate and send a Quote for repairs foreachunrt he is working o.o andall information must match.
- Call Dan/Leslie at TTD For an outside service PO requesl prior to the work commencing... AService Repair Order must be created for Outside Vendor Repairs (PO's will not be issues withoul Quotes)
- Detail the work being contracted or performed. Tire seivice mount/ dismounl onty).
- State the quantity of tires being replaced, brand and type. (Recap Drives, U- Drives Used), New Virgin G392SSD, etc.). (TTD Stock).
- Issue the PO to the vendor, he willneed to write the PO on the Work Order.

Once the repairs are completed you must review the work for quality as well as the Vendor's work order or OR for accuracy.

- Make sure that the Vendor understands that allwork performed must be detailed on his Work Order, the story should For example:

CUSTOMER PROVIDED PARTS 18 NEW VIRGIN DRIVES, GOODYEAR I Jlcillll ,iPnand the Tire 225/R75x16

- Also account for the casings beingremoved and ensure we hold on to any and all casings for later RAR review.
- The parts Clerk must Fax or e-mail the Vendors Work Order immediately to Leslie or accounting for processing.

Once the Vendors Invoice arrives itwillbe matched againsl the Repair Order the Vendor's Work Order or DR andprocessed for payment

The exception would be Managerial Approved over the road Emergency Service" the Invoice and PO request must be processed immediately following the incident.

EMPLOYEE TRAINING PROGRAM

Tahoe Transportation DISTRICT

TTD EMPLOYEE TRAINING

PARTS INVENTORY RECEIVING

a. Any and all Products, Parts or Supplies Being Delivered and Received must be monitored by the Parts Clerk and or all personnel at the location.

1. The shipments must be physically counted & verified against the Packing Slip and or Invoice. (This should be done while the delivery driver is present and any discrepancies addressed)
2. The quantity detailed in the invoice / received must be circled if correct.
    a. If you find a discrepancy while verifying the quantities; draw a single line through the invoiced QTY then write the correct number immediately next it and bring it to the Parts Clerk or Managers attention immediately.
3. Sign the invoice, & make sure to include the time and date received.
4. Invoices and Parts must be entered into Solutions by the Parts Clerk or Manager immediately.
5. When processing invoices into Solutions, Part Numbers, the Manufacturer, quantities, as well as cost must be reviewed for accuracy.

b. All invoices, packing slips, receiving documentation must be turned in to the Parts Clerk or Manager.

Once a product is delivered it must be labeled with the correct part number and stored in their proper BIN location.

Dealing with Outside Vendors

c. Any outside vendors such as Tire, Glass Vendors, towing companies must be checked, re-checked, triple checked and all work monitored.

1. Before you call an outside vendor make sure you have inspected the issue (damage) and are familiar with the work they are being asked to perform.

2. A separate Repair Order must be opened for each unit being assigned to a vendor and the foreman must detail by line what work the vendor is being asked to perform.

    a. The position, parts and labor performed must be reflected on the Repair Order stories.

    Example: Front windshield cracked / needs replacement. (This will be the only repair authorized)

3. The vendors work order must match the line of work assigned on the Work Order Hard Card and stapled together for later processing.

    a. The work order vendors invoice must match, as well as the parts, labor performed and or time being charged.

    b. A copy of the vendor's original work order and invoice including the Shops PO Number will be kept on file for a year.

Tire vendors

Tire Vendors must be monitored extensively. A set of shipping and receiving standards has already been established and is in place but.

Any and all discrepancies must be disputed and recorded preferably at the time of delivery. But all must be itemized and brought to the Managers attention immediately.

Appendix F: Contracts issued for Facility Equipment Maintenance Repairs

1) IT support

Tahoe Transportation DISTRICT

Connecting our communities

MEMORANDUM

Date: August 1, 2024

To: Tahoe Transportation District (TTD) Program Implementation Committee

From: George Fink, Transportation Services Director

Subject: Informational Report on the Short-Range Transit Plan Updates, Process, and Progress

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Action Requested:
It is requested that Committee members receive this informational report on the Short-Range Transit Plan (SRTP) process and the factors that have influenced its production. No action is requested.

Fiscal Analysis:
All expenditures associated with these items for the fiscal year are in the approved FY25 budget.

Work Program Impact:
All work associated with these efforts is captured under respective elements of the approved FY25 Work Program, with corresponding allotted staff time under respective projects. Transit system reporting aligns with Strategic Goal **SG-3** "Fund and operate regional multi-modal transportation systems."

Background:
The update of the SRTP has not been a typical process where the service addressed is focused on unmet transit needs, compliance with requirements, and adjustments to regular service. Other efforts in the transit arena have come into play both on the operational and political fronts that have introduced uncertainties and some confusion that has taken considerable time to understand, reach out and work with all parties , and have not quite yet arrived at a unified understanding and integrated solution. But the work continues to that end. Along the way of the contract work, Staff has worked to keep the Board apprised of progress and status.

Since the award of the contract to Stantec Consulting at the February 2022 Board meeting, Staff have made detailed and regular updates to the Program Implementation Committee (PIC) and the Board. The contract was executed and the plan kickoff was March 14, 2022.

During the same period, the Tahoe Douglas Visitors Authority (TDVA) partnered with the South Shore Transportation Management Association (SS-TMA) to plan a pilot microtransit system to satisfy the TRPA mitigation requirement for the Tahoe Blue Events Center. SS-TMA launched

the microtransit service named “Lake Link” on July 22, 2022. Also during this period, the City of South Lake Tahoe (CSLT) created a committee to discuss transit for possible recommendations to the City Council and engaged Via Transportation to prepare two different analysis on the state of transit at south shore and possible options for CSLT.

The combination of separate transit elements, purposes, and motives have created an non-unified operational environment that is not politically or operationally aligned. This non-alignment is challenging the existing operations and those of the future.

To better understand the issues and desires of the south shore transit interests, TTD invited key stakeholders to participate in an informal South Shore Transit Technical Advisory Committee (SST-TAC) as part of the SRTP process. The participatory groups include the SS-TMA, CSLT, the Tahoe Regional Planning Organization (TRPA), and TTD. The purpose of the group was to bring together the practitioners to work through integration issues and share their visions so efficiencies could be identified. The SST-TAC first met on December 20, 2022. The SST-TAC has been educational for all parties and has met 12 times over the last 16 months to make progress for wholistic south shore transit programming. The last meeting was held April 2, 2024.

At the policy level, the CSLT Council and the El Dorado County Board of Supervisors have made formal decisions to evaluate the creation of a Joint Powers Authority (JPA) to operate transit in the City and unincorporated areas of El Dorado County at Lake Tahoe. While the possibility of a JPA had been part of the discussion at south shore for a number of years, the formal actions of the City Council and the El Dorado County Board of Supervisors to explore the idea and move in that direction in the spring of this year introduced a new element of the discussion around operations, integration of micro-transit and fixed route, and the plan for who will operate transit in the near-term and short-term.

At the request of the current Chair of the SS-TMA, Chris Proctor, the TMA and TRPA have led three sessions, with a fourth scheduled, in conjunction with the TRPA, to facilitate possible alignment of where transit operations may head. TTD’s Chair issued a letter to CSLT and El Dorado County stating TTD’s position and what would be required to ensure transit can successfully endure at the south shore. More work is left to do to arrive at resolution and hopefully integration of services. The parties are committed to working together to achieve success.

Discussion:

During an agenda item at the July 2024 Board meeting that sought to augment the Stantec Consulting contract with additional funding to complete the SRTP, concerns were raised that the Board was not sufficiently notified of external factors impacting the scope and schedule of the SRTP. Along with that same line of comments, questions were raised about what the consultant had been doing between the time the contract was awarded and December of 2022. As noted previously, the SRTP kick off with the consultant was March 14, 2022. As that year’s contract work progressed focusing on the usual updates of data and approach, the effects of new micro-transit on the service were introduced, yet not aligned with TTD’s fixed route service. Therefore, Staff made the determination to introduce and engage in a TAC process, as cited above, and the consultant team helped develop scenarios of how micro-transit and fixed route service could work together. As the dialog evolved, so did the concepts and scenarios.

In summary, the consultant team has had to adapt with the evolution of the partnership dialog and collective efforts to arrive? at a common understanding and outcome. That process will continue to evolve and advance, yet it has become clear to Staff that given revenue developments and the realities of transition steps to different operating models the next several years of service for fixed route are relatively clear and the SRTP process can be brought to conclusion.

Attachment A is a detailed table noting the original contract award, 13 formal updates brought to either the PIC or the Board, and the budget augmentation item from last month. The table notes the date of the meeting, the title of the item, the body receiving the item, and an executive summary of the discussion. Copies of the items and/or minutes for the meetings are available by contacting the Clerk of the Board or on TTD's website.

Additional Information:

If you have any questions or comments regarding this item, please contact George Fink at (775) 589-5325 or gfink@tahoetransportation.org.

Attachment:

A. SRTP Meeting Timeline

Date	Item Title	Presented to...	Executive Summary
Feb-22	Authorize Issuance of a Contract Award to Stantec Consulting Services, Inc. to Update TTD's Short-Range Transit Plan and Authorize the District Manager to Execute a Two-Year Agreement at an Amount Not to Exceed $260,000	Board	Approval of the contract award to Stantec for a new SRTP building off the 2017 SRTP, the 2019 Transit Plan, and the guidance from the new RTP awarded. SRTP kick-off March 14, 2022.
Aug-22	Discussion and Possible Direction on an Approach for Transit Services Integration Utilizing TTD's Short-Range Transit Plan Update and the Committees	Board	Discussion on how to integrate TTD's SRTP, the CSLT's Via Report, and the SS-TMA's Lake Link Microtransit together in a constructive and supportive way.
Oct-22	Update and Background on the 2021-2025 Short Range Transit Plan and the Program Implementation Committee's Role	PIC	Discussion on the purpose and need for an SRTP and how it will integrate transit with microtransit and the City's Via efforts.
Nov-22	Presentation on the Lake Link Micro-Transit Service for Discussion and Deliberation Regarding Integration with the TTD Fixed Route and Paratransit Service Through the Short-Range Transit Plan Update Process	PIC	Raymond Suarez, SS-TMA presented the Lake Link service.
Nov-22	Receive the City of South Lake Tahoe's Report, "Comprehensive Transit Analysis of Current Mobility Services in the South Shore", Provide Direction to Staff for an Update Report to the TTD Board, and Make a Recommendation to the TTD Board to Plan and Convene a Transit Summit	PIC	Detailed update on various microtransit efforts within the basin and how those could affect the SRTP's ability to organize, assess, and provide operational solutions and decisions for the next five years of service delivery.
Dec-22	Update, Discussion, and Possible Direction on Recommendations from the Work of the Program Implementation Committee Related to the TTD Transit Service and Integration with the Lake Link Micro-Transit Mitigation Service and Possible Expansion to Additional Service Areas of the City of South Lake Tahoe and El Dorado County	Board	An update on the framework and process to have the partnership and technical discussions focused on unifying an operational plan for microtransit, fixed route, and paratransit service and how the SRTP could be used further those discussions.
Dec-22	**South Shore Transit Technical Advisory Committee - Meeting #1, December 20, 2022**		
Jan-23	Update and Discussion on the Work of the Technical Advisory Committee for South Shore Transit Regarding the Integration of Micro-Transit and Fixed Route Service and the Update of the TTD Short-Range Transit Plan	PIC	Discussion of draft transit options out of the newly formed South Shore Transit Technical Advisory Committee for eventual inclusion in the SRTP.
Jan-23	**South Shore Transit Technical Advisory Committee - Meeting #2, January 5, 2023**		
Jan-23	**South Shore Transit Technical Advisory Committee - Meeting #3, January 12, 2023**		

Date	Item Title	Presented to...	Executive Summary
Jan-23	**South Shore Transit Technical Advisory Committee - Meeting #4, January 20, 2023**		
Feb-23	An Update Report on TTD's Work Activities for Board Discussion and Questions	Board	Update discussing the South Shore Transit Technical Advisory Committee tasked with integration of microtransit and TTD's transit services in the SRTP.
Feb-23	**South Shore Transit Technical Advisory Committee - Meeting #5, February 9, 2023**		
Mar-23	**South Shore Transit Technical Advisory Committee - Meeting #6, March 17, 2023**		
May-23	**South Shore Transit Technical Advisory Committee - Meeting #7, April 5, 2023**		
Apr-23	**South Shore Transit Technical Advisory Committee - Meeting #8, April 21, 2023**		
May-23	Second Update and Discussion on the Work of the Technical Advisory Committee for South Shore Transit Regarding the Integration of Micro-Transit and Fixed Route Service and the Update of the TTD Short-Range Transit Plan	PIC	Updating the PIC on the work of staff and the SST-TAC in creating transit service options integrating microtransit.
Jun-23	Presentation and Discussion on the Short-Range Transit Plan Update	Board	Staff presenting work so far by the SST-TAC and Stantec on possible transit scenarios and soliciting Board input and direction.
Jun-23	**South Shore Transit Technical Advisory Committee - Meeting #9, June 27, 2023**		
Sep-23	Informational Update on the Short-Range Transit Plan	PIC	Summation of nine months of SST-TAC work toward consensus on SRTP service proposal to the public.
Oct-23	Presentation and Discussion on the Short-Range Transit Plan Update	Board	Update and discussion with the Board to receive feedback balancing competing questions of local versus regional; coverage versus ridership; visitors versus residents versus businesses; fixed route versus demand response and so on.
Nov-23	Review and Update of the Short-Range Transit Plan Service Proposal for Possible Recommendation to the Board for Moving Forward for Public Review and Comment as Part of the Decision Making Process to be Completed in Early 2024	PIC	Staff presenting work of the SST-TAC to the PIC for review and comment specifically noting there are not sufficient funds to meet everyone's expectations.
Jan-24	**South Shore Transit Technical Advisory Committee - Meeting #10, January 17, 2024**		
Jan-24	**South Shore Transit Technical Advisory Committee - Meeting #11, January 22, 2024**		
Apr-24	**South Shore Transit Technical Advisory Committee - Meeting #12, April 2, 2024**		

Date	Item Title	Presented to...	Executive Summary
Apr-24	**Cuss & Discuss - Meeting #1, April 30, 2024**		
May-24	**Cuss & Discuss - Meeting #2, May 16, 2024**		
Jun-23	Status Report and Discussion on the Short-Range Transit Plan Update	PIC	Report to the PIC that the SST-TAC negotiations have exceeded 16 months and that the CSLT and El Dorado County have taken formal action to evaluate the creation of a JPA. The SST-TAC has not arrived at a final resolution. Staff reporting that the SRTP has been on hold for over a year waiting on the SST-TAC, but will now move forward.
Jun-24	**Cuss & Discuss - Meeting #3, June 27, 2024**		
Jul-24	Authorize the District Manager to Execute Contract Amendment 1 with Stantec Consulting Services, Inc. at an Amount Not to Exceed $285,832 to Complete TTD's Short-Range Transit Plan	Board	Recognition of the lengthy process to inform the SRTP through the SST-TAC negotiations has resulted in additional costs. Staff request contract amendment of +$26,750 to complete the SRTP.
Aug-24	***SCHEDULED* Cuss & Discuss - Meeting #4, August 8, 2024**		

Tahoe Transportation DISTRICT

Connecting our communities

MEMORANDUM

Date: August 1, 2024

To: Tahoe Transportation District (TTD) Program Implementation Committee

From: Jim Marino, Deputy District Manager

Subject: Informational Update on the Tahoe Transportation District's Short Range Transit Plan Workshops and Public Outreach

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Action Requested:
It is requested that Committee members review the Short-Range Transit Plan (SRTP) Workshop and Public Outreach Overview. No action is requested, but Staff welcomes any feedback at the contact information below.

Fiscal Analysis:
All expenditures associated with this item are in the approved FY25 budget.

Work Program Impact:
All work associated with this effort is captured under respective elements of the approved FY25 Work Program. This project aligns with Strategic Goal SG-3 Increase the connectivity and reliability of a regional multi-modal transit system around the Basin.

Background:
At TTD's April 2021 Board of Directors meeting, Staff brought forward an update on the 2019 Transit Plan, pandemic funding impacts, transit opportunities, and a peer review that was included in the draft One Tahoe final project report. The report and presentation stimulated much discussion and some requests for consideration. At that time, Staff noted that an update of the SRTP would be a good mechanism to address the requests and plan for the next five years.

Subsequently, the TTD Board awarded a professional services agreement to Stantec at the February 2, 2022 meeting, in an amount not to exceed $260,000. Work commenced in late March 2022. TTD Board also recently approved an amendment to the contract in the amount of $26,750 at the July 7, 2024 Board meeting.

Discussion:
The SRTP is a five-year vision and proposal focused on establishing a solid foundation upon which an improved transit system can grow and/or detail system changes that may affect future constrained transit planning. The planning effort reviews and assesses existing operations and the efficiency of all transit programs currently in place. In addition, the effort also dives into the

integration of micro transit, the possibility of additional operators and the limitations of existing funding, and the impacts of potential funding shortfall.

In order to move the SRTP process forward, TTD has scheduled two virtual public workshops for the SRTP, the first on August 6, 2024 and again on August 13, 2024. In addition to the virtual workshops, TTD is targeting the following service area groups and organizations for input:

- Access Tahoe and Tahoe Area Coordinating Council for the Disabled (Advocacy for Individuals with disabilities)
- Tahoe Senior Plaza and Kelly Ridge (Senior housing)
- Family Resource Center/Cafesitos (Outreach to the Spanish speaking community)
- Tahoe Coalition for the Homeless
- Lake Tahoe Collaborative (Various social and advocacy non-profits)
- Alta California Regional Center (Assistance for individuals with disabilities)
- Dialysis clinics (Liberty & DaVita)
- Douglas County Community and Senior Center
- El Dorado County Senior Center
- Barton Hospital
- Lake Tahoe Unified School District

The Public Workshops will present the following:

- TTD and transit history in Lake Tahoe
- The 2017 Short Range Transit Plan and existing xervices
- The proposed 2024 SRTP – service scenarios
- Alternate pathways
- Microtransit
- Next steps

Additionally, TTD will conduct on-board transit surveys (Routes 50, 55, and 28), and provide a stakeholder electronic survey to business and key stakeholders. Surveys will remain open until the end of the Public Hearing comment period, tentatively scheduled for October 2024.

Although the SRTP development has been delayed while coordinating the possible outcomes of the integration of micro-transit services, development of the city and county Joint Powers Authority (JPA), and the impacts of recent funding constraints, TTD and South Shore partners have made significant progress towards conceptually defining outcomes which will provide a bit of clarity regarding the first two years of the SRTP.

The SRTP will provide for several operational scenarios, mainly dependent upon funding levels and the outcome of future transit operator responsibilities on the South Shore. The scenarios presented are:

- Existing Services – Services remain as is today
- Fiscally Challenged Scenario – Regressive with potential cuts in services
- Connectivity Plan – Progressive with increase in services pursuant to increase in funding
- Unconstrained – Complete connectivity fully funded
- Additional South Shore Operators – City/County JPA operations of south shore transit

While the SRTP will cover scenarios of increased services and capital such as the Progressive and Unconstrained plans, the likelihood of such within the five-year timeline is small at best. Much of the SRTP will be focused on the first two years and the realistic goal of maintaining existing services and integrating micro-transit/paratransit/fixed route via a separate Joint Powers Authority structure, while acknowledging the future challenges of the forecasted decline in funding set to begin in year three.

The loss of COVID relief funding, diminishing federal funding (FTA 5307), and the use of future one-time funds to cover deficit, coupled with the continued rising costs of fuel, labor, and consumables will create a significant operational funding shortfall by FY28 or sooner, if a dedicated alternative fund source is not identified or implemented.

As of the date of this report, the SRTP process is on schedule to provide a draft report to the Board at the September meeting and open the public comment period. Staff intends to integrate public comment and provide a final report to the Board for consideration at the November 2024 meeting.

The link to register for the August 6 public workshop is:
https://register.gotowebinar.com/register/8104922430654615 93.

The link to register for the August 13 public workshop is:
https://attendee.gotowebinar.com/register/7165637565773576538.

Additional Information:
If you have any questions or comments regarding this item, please contact Jim Marino at (775) 589-5500 x 512 or jmarino@tahoetransportation.org

JM/ja AGENDA ITEM: III.D.