



Yuma County Intergovernmental Public Transportation Authority (YCIPTA)

Vehicle Maintenance Plan

Overview

The Yuma County Intergovernmental Public Transportation Authority (YCIPTA) is proud to provide Yuma County Area Transit (YCAT) fixed route, vanpool and YCAT On-Call demand responsive bus service throughout southwestern Yuma County including the cities of Yuma, San Luis, Somerton, Town of Wellton, Cocopah Indian Reservation and unincorporated communities of Yuma County, including Gadsden, Fortuna Foothills and Ligurta. YCAT also provides service into Winterhaven and El Centro, CA and on the Quechan/Fort Yuma Indian Reservation. You can count on YCAT to provide transit services - Monday through Friday 5:30 a.m. and 8:30 p.m. with limited evening service from Arizona Western College, University of Arizona and Northern Arizona University as well as other limited Yuma County and eastern Imperial County destinations in addition to service on Saturday between 9:30 a.m. and 6:30

YCIPTA transportation services are contracted to a third-party contractor (Contractor) for maintenance and operations of Fixed Route and On Call Services. YCIPTA maintains Oversight and Quality Assurance Review to ensure quality of operations and maintenance.

Background

In carrying out its responsibilities as a transit provider, YCIPTA, 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. YCIPTA relies on FTA financial support to assist in this effort and developed this Maintenance Plan to comply with FTA requirements.

In carrying out its responsibilities as a transit provider, YCIPTA, as a Arizona Department of Transportation (AZDOT) 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. YCIPTA relies on AZDOT financial support to assist in this effort and

developed this Maintenance Plan to comply with AZDOT requirements.

Goal, Purpose and Outcome

The **Goal** of the YCIPTA vehicle maintenance plan is to support safe, reliable, and high-quality transit services while making efficient use of financial resources.

The **Purpose** of the vehicle maintenance plan is to provide consistent, systematic and integrated program guidance that will enable the Contractor to properly maintain and service YCIPTA vehicles in support of revenue operations.

The **Outcome** of an effective vehicle maintenance plan ensures safe, reliable, clean and comfortable transit vehicles on the road and maximizes transit vehicle life.

Objectives

To meet the Goal of the Vehicle Maintenance Plan YCIPTA has established Objectives for the Contractor to meet that allow YCIPTA to measure the effectiveness of the Contractor's execution of the plan.

(1) Maintain a ninety percent (95%) or above on-time percentage for vehicle preventive maintenance services scheduled and completed as measured within ten percent (10%) of the previous scheduled vehicle maintenance service.

(2) Maintain a combined Miles Between Road Calls of 11,000 total miles or more between road calls (October through March) and 9,500 total miles or more between road calls (April through September).

(3) Maintain the practice of ensuring all vehicle defects noted during operator inspection, technician inspection or quality assurance inspection are repaired to ensure safety, promote operations and maximize transit vehicle life.

(4) Maintain a vehicle cleaning and detailing program that ensures the interior and exterior of all vehicles presents a professional and inviting appearance at all times.

(5) Maintain a Maintenance Quality Review program that periodically reviews sufficient numbers of vehicles and records to ensure Contractor compliance to the standards in the Contractor Proposal, YCIPTA Scope of Work and Contract.



Vehicles

The YCIPTA Fleet consists of 28 Revenue Vehicles and 5 Support Vehicles.
Fixed Route Vehicles - 20 consisting of 29 to 40-foot purpose-built transit vehicles
On-Call Vehicles - 8 Consisting of purpose-built Cut-a-Way and Mini Van Vehicles
Support Vehicles - 5 Consisting of Sedans and Service Trucks
All Revenue Vehicles are fully ADA accessible

Useful Life of Vehicles

YCIPTA sets its own replacement schedule. The State DOT or FTA establishes a minimum useful life for vehicles that an effective maintenance program will achieve and exceed. Vehicles remain on the asset list and are used as in transit operations or as back-up vehicles even though they may have passed their required minimum life.

Fleet Replacement Plan

Yearly YCIPTA reviews fleet performance and updates the Fleet Replacement Plan with the intent of maintaining a balanced schedule of replacement by assessing vehicle condition, reliability, financial efficiency, projected growth and availability of funding.

Vehicle Storage

Parking for the YCIPTA Fleet is inside a gated and fenced area of sufficient size to support the fleet as well as the YCIPTA and Contractor Staff.
All vehicles are stored at the YCIPTA Facility unless at an approved repair facility.
Efforts are made to ensure that vehicles are stored in as safe and secure an area as possible. The Contractor inspects and secures each vehicle nightly.



Maintenance Facility

The Maintenance and Operations Facility is located at 2715 E 14th Street, Yuma AZ. 85365. The facility houses the YCIPTA and Contractor Staff. The maintenance area consists of 4 drive in bays with lifts and equipment to support Preventive Maintenance Service and General Repair operations. A dedicated Wash Area and Storage Containers are adjacent to the Maintenance Facility.

Inventory of Assets

YCIPTA maintains an accurate, current inventory of all transit assets for both Fleet and Maintenance Facility.

Policies and Procedures

YCIPTA operates under the guidance of Policies and Procedures which have been reviewed and passed by its governing Board of Directors. All YCIPTA employees have copies of the agency policies and procedures and are aware of their responsibilities as represented in this document.

YCIPTA policies and procedures reflect compliance with all applicable regulatory requirements as provided by the Federal Transit Administration and the Arizona Department of Transportation.

The Contractor operates under the guidance of Policies and Procedures which have been reviewed and passed by its Corporate Management. All Contractor employees have copies of the Contractor policies and procedures and are aware of their responsibilities as represented in this document.

The Contractors policies and procedures reflect compliance with all applicable regulatory requirements as provided by the Federal Transit Administration and the Arizona Department of Transportation.

The Contractor's Maintenance Best Practices, Policy and Procedures are intended to enhance this document without detracting from the core intent. Any changes to the goals and objectives of this document or the approved maintenance schedule and documentation requirements must be approved by YCIPTA.

Contractor Maintenance Staff

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

- Maintenance Manager (MM) – responsible for the overall operations of the maintenance facility
- Technician in Charge (TC) – a top-level mechanic that also shares responsible for day-to-day operations of the Maintenance Department Shift they have been assigned.
- Technicians/Mechanics – assigned duties from the MM or TC. The duties are related to repair and maintenance of the YCIPTA-owned fleet
- Fleet Admin – assigned duties from the MM. The duties are generally related to the parts ordering, tracking and stocking of parts used on YCIPTA-owned fleet.
- Utility – assigned duties from the MM. The duties are related to the cleaning and detailing of the YCIPTA-owned fleet.

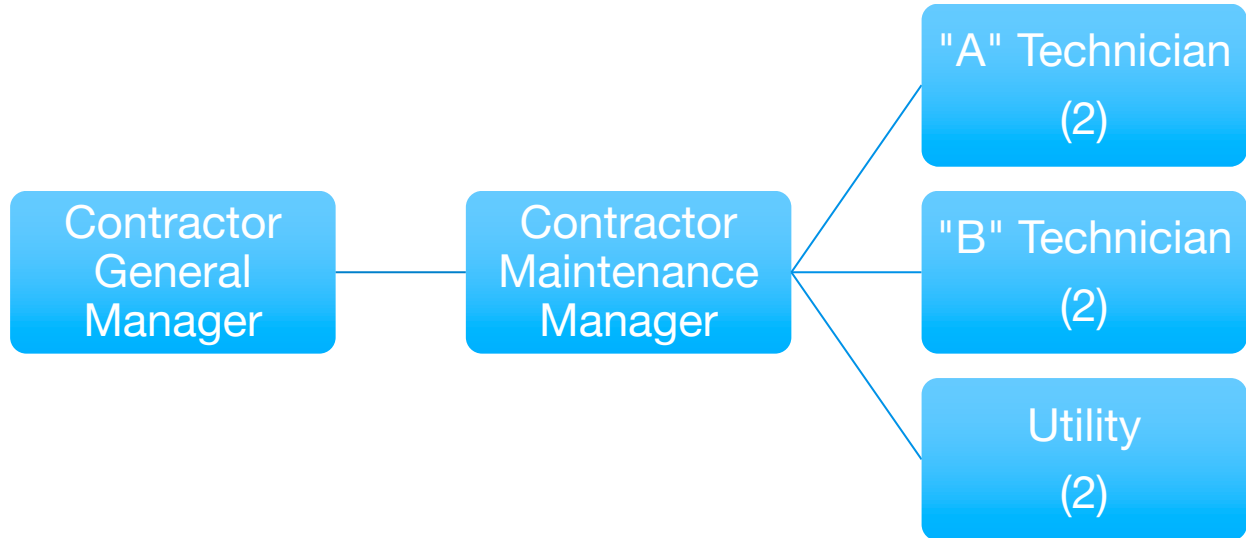
Technician Minimum Requirements

YCIPTA has established minimum requirements for Technician qualification and certifications. The Contractor submits qualifications and certifications for each Technician yearly or for any new hire.

Technician Training and Development

The Contractor is required to submit a Maintenance Technician Training and Development Plan yearly that provides a growth plan for each technician to meet the requirements of servicing the YCIPTA fleet and maintaining the Goal of this Plan.

Contractor Current Staffing



Preventive Maintenance Service

YCIPTA requires an aggressive approach to Preventive Maintenance Service and Repair based on OEM recommendations, Operational Environment and Fleet History.

The Contractor proposes a maintenance schedule for each class of vehicle in the YCIPTA fleet that is reviewed jointly with YCIPTA yearly or any time additions are made to the fleet.

Regular maintenance is performed by the Contractor at pre-scheduled cycles to ensure optimal performance, efficiency, safety and reliability of assigned equipment.

During each Preventive Maintenance Service, the Contractor will follow a vehicle specific checklist that will help guide the mechanic through all systems to be serviced and/or inspected and assist the mechanic to document and correct all defects found.

The PM Reference Document serves as a summary of service schedules and systems requirements as developed from the OEM documentation and adjusted for fleet history and operation environment.

All work completed during the Preventive Maintenance Service is documented on a Work Order.

Forms supplied by the Contractor and reviewed by YCIPTA are utilized as tools to assist the Mechanic in completing and documenting Preventive Maintenance Service and Repair Work.

Brake Service and Testing

YCIPTA has established specific requirements for Brake Service and Testing to meet the requirements of FMCSA 393.52

All Brake Service, Inspection and Testing must be completed and/or Inspected by a Technician meeting the requirements of 49 CFR 396.25

Annual Inspection

Arizona Requires an Annual DOT Inspection

The Annual DOT Inspection must be completed and/or Inspected by a Technician meeting the requirements of 49 CFR 396.19 and 396.25

Pre/Post-Trip Inspections

Drivers perform a comprehensive checklist of essential maintenance elements and record the results on the designated Pre/Post-Trip Inspection form or electronic device. Pre/Post-trip inspections are turned in, reviewed daily and monitored for completion and any noted defects. As a minimum this process must meet the requirements of 49 CFR 396.11, 396.12 and 396.13.

Wheelchair Lift Inspection and Maintenance

The Pre-Trip Inspection form includes inspection of wheelchair lifts. In compliance with the requirements of the Americans with Disabilities Act (ADA), monitoring of all wheelchair lifts is included as part of the Pre-Trip Inspection and the Preventive Maintenance process.

The lift is cycled as part of the Pre-Trip Inspection, and maintenance will include replacement of worn components and all adjustments as necessary for peak performance.

Lift failures are tracked by the Contractor and reported to YCIPTA following NTD standards.

Individual Maintenance Records

Individual maintenance records will be kept for each vehicle by the Contractor. The format for records may be electronic or manual as approved by YCIPTA. All maintenance and repair performed on the vehicle will be recorded. As a minimum record keeping must meet the requirements of 49 CFR 396.21.

Maintenance Records Retention

Maintenance Records must be maintained to meet all legal requirements and may not be removed from the YCIPTA facility or destroyed without the written permission of YCIPTA. As a minimum Records Retention must meet the requirements of FTA Circular FTA C 5010.1D. Chapter III, sections 3 and 7.

Vehicle Breakdown

In the event of a transit vehicle breakdown, a spare unit will be provided to replace the disabled vehicle as soon as possible. YCIPTA prohibits attempting complex repairs to a vehicle in the field or with passengers on-board.

Vehicle Breakdowns and/or bus exchanges are tracked by the Contractor and reported to YCIPTA following NTD standards.

Warranty Recovery

Vehicle and parts warranties will be monitored to make sure that bus equipment and parts are repaired and maintained under the manufacturer's warranty. Warranties are monitored for expiration and where the item should be serviced, so that problems can be addressed by the appropriate source and any concerns can be taken care of before the warranties expire.

Warranty Recovery is tracked by the Contractor and reported to YCIPTA following NTD standards.

Vehicle Cleaning

Vehicles will be monitored for interior and exterior cleanliness. This will include daily cleaning as well as periodic more thorough cleaning by the Contractor as outlined in the YCIPTA Scope of Work and Contract.

Emergency Equipment on Vehicles

Emergency equipment is located on all YCIPTA vehicles and is inspected as part of the Pre-Trip and Preventive Maintenance Inspections. Fire extinguishers with an ABC rating are located within easy reach of the bus driver and are serviced yearly. Additional emergency equipment on board each vehicle includes: a first aid kit; reflective triangles; a biohazard kit; a seat belt cutter; and on light duty vehicles a spare tire, jack and lug wrench.

Responsibility for Vehicle Maintenance Program - **Contractor**

Contractor, General Manager

Responsibility for Vehicle Maintenance Program - **YCIPTA**

Shelly Kreger, Transit Director

Contractor PM Quick Reference Sheet

PM Service Quick Reference Sheet - YUMA 7032 ALWAYS REFER TO OEM SERVICE REQUIREMENTS AND OEM SERVICE MANUAL

	Ford E Series, Dodge Mini Van, Sedans	Gillig, New Flyer, GMC Kodiak Passport, Freightliner Trolley, ARBOC
“A” PM Service	4,000 Miles or 60 Days <ul style="list-style-type: none"> • Obtain Engine Oil Sample • Replace Engine oil and Filter • Replace Air Filter • Replace Oil Water Separator • Safety Systems, Brakes, Lights, Safety and Warning Systems Inspect and Service • ADA and Securement Systems Inspect and Service • Clean, Inspect, Lube and Adjust Lift/Ramp • Batteries, Starting and Charging Systems test and service • Inspect Suspension System and Chassis Alignment • Driveline and suspension serviced and/or inspected • Wheels and Tires inspected, tires set to rated PSI • Engine systems service and inspect • Test Coolant PH/Protection 	6,000 Miles or 60 Days <ul style="list-style-type: none"> • Obtain Engine Oil Sample • Replace Engine oil and Filter • Replace Air Filter • Replace Oil Water Separator • Safety Systems, Brakes, Lights, Safety and Warning Systems Inspect and Service • ADA and Securement Systems Inspect and Service • Clean, Inspect, Lube and Adjust Lift/Ramp • Batteries, Starting and Charging Systems test and service • Inspect Suspension System and Chassis Alignment • Driveline and suspension serviced and/or inspected • Wheels and Tires inspected, tires set to rated PSI • Engine systems service and inspect • Inspect/replace Drive Belts and Gear-driven accessories as required

PM Service Quick Reference Sheet - YUMA 7032
ALWAYS REFER TO OEM SERVICE REQUIREMENTS AND OEM SERVICE MANUAL

Ford E Series, Dodge Mini Van, Sedans	Gillig, New Flyer, GMC Kodiak Passport, Freightliner Trolley, ARBOC
---------------------------------------	---

- | | |
|---|--|
| <ul style="list-style-type: none"> • Inspect/replace Drive Belts and Gear-driven accessories as required • HVAC Systems Service – including auxiliary heating or cooling systems • Clean/Replace Cabin Air Filter or Return Air Filter • Operational Controls Service and Inspect • Fare Collection Service and Inspect • ZONAR Test and Service • Pre/Post Service Test Drive | <ul style="list-style-type: none"> • Test Coolant PH/Protection • HVAC Systems Service – including auxiliary heating or cooling systems • Clean/Replace Cabin Air Filter or Return Air Filter • Operational Controls Service and Inspect • Fare Collection Service and Inspect • ZONAR Test and Service • Pre/Post Service Test Drive |
|---|--|

“B” PM Service	24,000 Miles or 180 Days	72,000 Miles or 360 Days
	<ul style="list-style-type: none"> • All services from “A” PM • Obtain Transmission Fluid Sample 	<ul style="list-style-type: none"> • All Services from “A” PM • Obtain Transmission Fluid Sample

PM Service Quick Reference Sheet - YUMA 7032
ALWAY REFER TO OEM SERVICE REQUIREMENTS AND OEM SERVICE
MANUAL

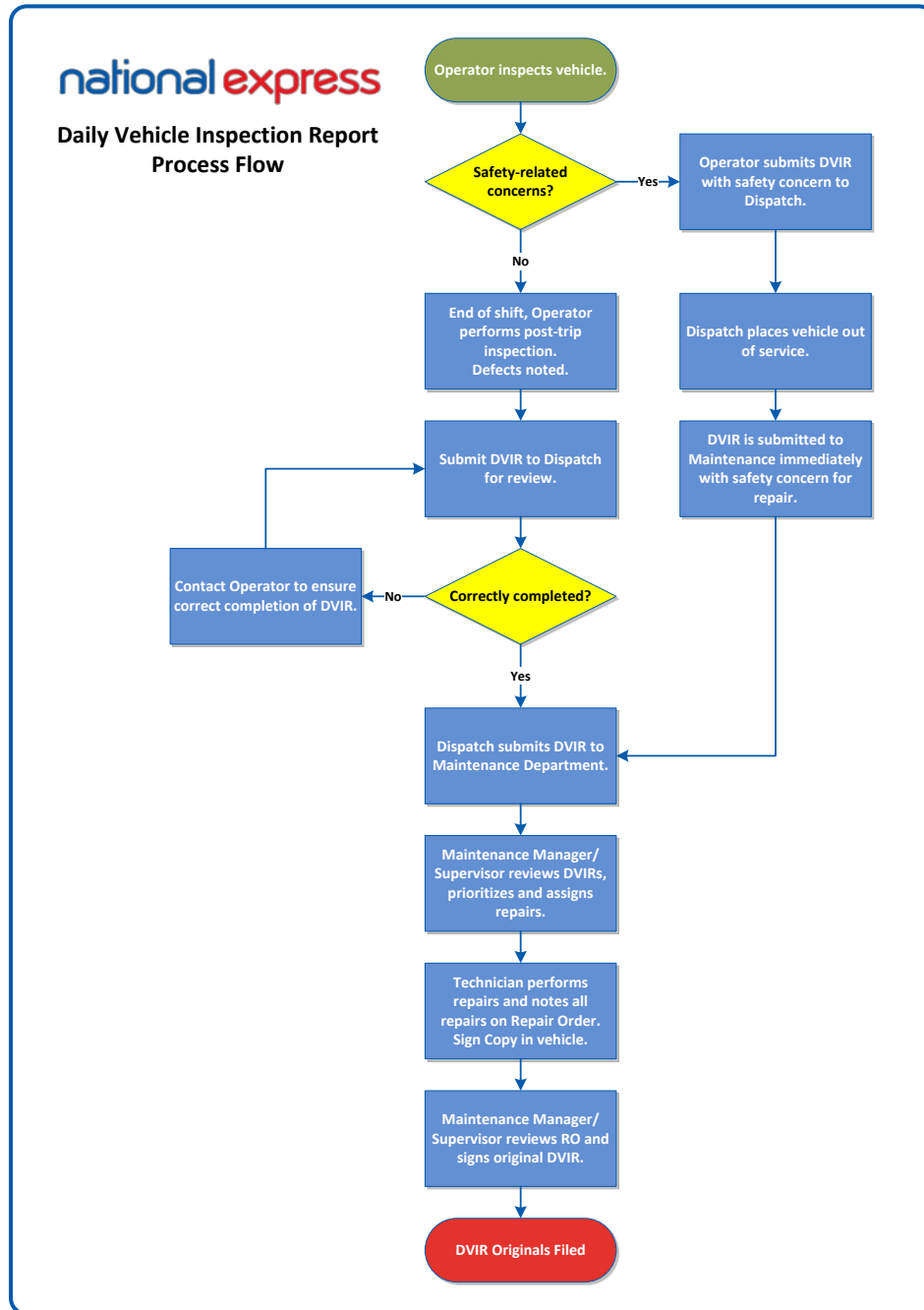
Ford E Series, Dodge Mini Van, Sedans	Gillig, New Flyer, GMC Kodiak Passport, Freightliner Trolley, ARBOC
---------------------------------------	---

- | | |
|--|---|
| <ul style="list-style-type: none"> • Change Transmission Fluid and Filters • Major HVAC Systems Service • Replace Fuel Filter (Gas) | <ul style="list-style-type: none"> • Change Transmission Fluid and Filters • Major HVAC Systems Service |
|--|---|

“C” PM Service	<p>48,000 Miles or 360 Days</p> <ul style="list-style-type: none"> • All Services for “A” PM • Service Wet/Lube Hubs • Replace Hydraulic/Power Steering Fluid • Service Differential and Live Axel Bearings/Replace Lubricant • Complete Brake System Service • Major Lift/Ramp Service • DOT Annual Supplement • Engine Tune Up (Gas) 	<p>48,000 Miles or 360 Days</p> <ul style="list-style-type: none"> • All service from “A” PM • Service Wet/Lube Hubs • Replace Hydraulic/Power Steering Fluid • Service Differential and Live Axel Bearings/Replace Lubricant • Replace Coolant Filter • Service Air System Dryer and Compressor • Complete Brake System Service • Major Lift/Ramp Service • DOT Annual Supplement
-----------------------	---	--

“DB” PM Service	N/A	24,000 Miles or 180 Days Service Drop Box and Replace Lubricant
-----------------	-----	---

Contractor DVIR Flow Chart



Minimum Technician Qualifications

Maintenance staffing shall include two or more Class "A" Technicians and two or more Class "B" Technicians as defined below. "C" Technicians may fill a "B" Technician position for a period of no more than 6 months with a written employee development plan.

Position Title: **Class "A" Technician**

Purpose of Position:

Makes diagnostic tests and repairs on or to any vehicles assigned to the transit property in a reasonable time with minimal or no supervision or assistance.

Primary Job Functions:

Performs diagnostic tests on all assigned vehicles and equipment.

Performs skilled Preventive Maintenance Service

Services and/or repairs all assigned transit vehicles, automobiles, and miscellaneous light and heavy mechanical equipment.

Other duties as required.

Essential Knowledge and Skills

High school graduate or its equivalent.

Certified in both 609 A/C Service and Recycling.

Documented experience in the repair and maintenance of all types of automotive and transit equipment or an equivalent combination of training and experience.

Good knowledge of the repair, maintenance, and modifications of light and heavy gasoline and diesel-powered equipment, including transit vehicles.

Ability to use all types of vehicle mechanic equipment and tools effectively.

Familiar with use of repair manuals and parts books.

Must possess a Commercial Driver's License or the ability to obtain one.

Must be able to pass an employment physical examination (pre-employment or renewal) including a substance abuse screening.

Clean driving record.

Position Title: Class “B” Technician

Purpose of Position:

Makes diagnostic tests and repairs on or to most vehicles assigned to the transit property in a reasonable time with moderate assistance and guidance.

Primary Job Functions:

Performs diagnostic tests on all assigned vehicles and equipment.

Performs skilled Preventive Maintenance Service

Services and/or repairs all assigned transit vehicles, automobiles, and miscellaneous light and heavy mechanical equipment.

Other duties as required.

Essential Knowledge and Skills

High school graduate or its equivalent.

Certified in both 609 A/C Service and Recycling.

Documented experience in the repair and maintenance of all types of automotive and transit equipment or an equivalent combination of training and experience.

Good knowledge of the repair, maintenance, and modifications of light and heavy gasoline and diesel-powered equipment, including transit vehicles.

Ability to use most types of vehicle mechanic equipment and tools effectively.

Familiar with use of repair manuals and parts books.

Must possess a Commercial Driver’s License or the ability to obtain one.

Must be able to pass an employment physical examination (pre-employment or renewal) including a substance abuse screening.

Clean driving record.

Position Title: Class “C” Technician

Purpose of Position:

An entry level position for trade school graduates and individuals that show general mechanical aptitude that will allow them to learn and practice diagnostic tests and repairs on or to most vehicles assigned to the transit property in a reasonable time with assistance from the manager or other class mechanics assistance and guidance.

Primary Job Functions:

Learns and performs diagnostic tests on assigned vehicles and equipment.

Learns and performs skilled Preventive Maintenance Service

With Supervision services and/or repairs all assigned transit vehicles, automobiles, and miscellaneous light and heavy mechanical equipment.

Other duties as required.

Essential Knowledge and Skills

High school graduate or its equivalent.

Certified in both 609 A/C Service and Recycling.

Graduate from a trade school or displays mechanical aptitude.

Understand the safe use shop tools and equipment

Must possess a Commercial Driver’s License or the ability to obtain one.

Must be able to pass an employment physical examination (pre-employment or renewal) including a substance abuse screening.

Clean driving record.