

COMMUNITY ALLIANCE TRANSPORTATION SERVICES

Vehicle Maintenance Plan

CATS – Vehicle Maintenance Plan

The primary focus of this Vehicle Maintenance plan is to ensure that all vehicles are in safe operating condition for service every day they are on the road. This will be accomplished through the driver's daily pre-trip inspections and on-going checks throughout the day as well as through regular checks of primary vehicle functions while having scheduled maintenance through a qualified vendor.

Unscheduled vehicle maintenance / repair is performed in as timely a manner as possible through a qualified vendor. These repairs are prioritized in accordance to safe vehicle operation and with the least amount of interruption of vehicle service. In the event of these unscheduled repairs every effort is made to ensure that another vehicle is put in place to continue service without prolonged interruption.

Scheduling of maintenance is done primarily during "off" time. Usually at night, weekends, or when there is a replacement vehicle available. There again this minimizes interruption of service.

Maintenance performed at a qualified vendor. The service they provide is not under contract with us, it is done as scheduled, on a per hour labor rate. In the event of repairs needed "on demand", they will try to accommodate us as best they can according to their technician and schedule availability.

Our preventative maintenance is based primarily on vehicle miles, as well as the timetable specified by the manufacturer of the vehicle, or within acceptable limitations of the 5000-mile service interval as set by our program. If a 5000-mile service cannot be met due to other unanticipated maintenance or repair issues that prevent the service, then the vehicle will be scheduled as soon as possible, there after for the initial service. Our preventative maintenance schedules are tracked and maintained through Route Master computer program and our maintenance vendor.

The recommended intervals are based on vehicle mileage, calendar bi-annual intervals, and manufacturer recommendations.

Vehicle Preventative Maintenance Program

The Federal Transit Administration, NHDOT – Bureau of Rail & Transit and Community Alliance Transportation Services require a written vehicle Maintenance Plan that will be followed to ensure vehicles are maintained to a high quality standard in order to function efficiently throughout the vehicles useful life without major failure, excessive road calls or lengthy down-time. A well maintained fleet is essential to providing a safe ride to consumers.

Adherence to a preventative maintenance plan keeps vehicles in a state of good repair, reduces breakdowns that may place passengers' safety in jeopardy and keeps all equipment including ADA features functioning appropriately.

A well maintained fleet reduces energy use and reduces the cost to fleet maintenance overall by avoiding major breakdowns, towing and catastrophic failure to major vehicle components. Vehicle down-time is reduced which has a direct effect on the agency's budget and its' ability to perform needed services.

COMMUNITY ALLIANCE TRANSPORTATION SERVICES
Vehicle Maintenance Plan

Vehicle Maintenance Program Purpose

Maintenance Procedures

- I. Vehicle Inspection Reports are reviewed by dispatcher – **END OF EVERY DAY**
 - A. Maintenance issues are recorded on **BUS STATUS REPORT**
 - 1. VIR is not signed-off if repair is needed
 - B. VIR's then go to Director for next day to review

- II Director reviews VIR's and reviews with Dispatcher
 - A. Review of busses needed
 - B. Maintenance is scheduled and note made on VIR's
 - C. Bus taken to vendor for estimate, vendor faxes estimate to Director, Director reviews repairs and gets approval for repair
 - D. Repair is scheduled with vendor

- III Copy of VIR is stapled to Estimate – goes to vendor
 - 1. Estimate and VIR is signed of by vendor performing the work once returned

- IV Estimate now a Bill, stapled with VIR are returned when vehicle is picked up
 - A. Bill and VIR are reviewed once returned from vendor
 - B. Bill and VIR are signed off if repair is complete
 - C. Follow-up on Bill and VIR – complete or incomplete repairs
 - 1. Reschedule as necessary
 - 2. Invoice number entered on VIR and initialed in day recorded

- V Outstanding Estimates and Repairs are to be reviewed end of each week
 - A. Repair/maintenance scheduled accordingly

- VI Maintenance issues must be prioritized based on vehicle safety/fitness for road

COMMUNITY ALLIANCE TRANSPORTATION SERVICES
Vehicle Maintenance Plan

Yearly Inspection (wheelchair lift)

- Check base plate securement to vehicle floor / frame
- Change hydraulic fluid
- Switch alignments / adjustments
- Remove and clean all electrical connections to power source (batteries)
 - Grounds at pump and chassis
 - Power feed stud
 - Battery and circuit breaker
- Make adjustments to hydraulic pressure if needed

Preventative Maintenance

- Check platform angle
- Quiet ride adjustments
 - Inspect all bumpers for wear
- Adjust hand rails if loose
- Check tightness of screws in latch assembly (don't over tighten)
 - Inspect bumper on latch
- Adjust roll stop
- Check all electrical connections to power source (batteries)
 - All wiring connections as well
- Inspect all mounting components
- Lube all pivot points with silicone spray or other lubricant that will not hold contaminants
 - Do not use penetrating oils such as – WD 40 or white lithium
- Grease fold arm tubes – use a regular chassis grease
- Check lift tite alignment
- Check fluid level in hydraulic reservoir

COMMUNITY ALLIANCE TRANSPORTATION SERVICES
Vehicle Maintenance Plan

Maintenance Schedule Report

Transportation Department

<i>Maintenance Service</i>	<i>Day Intervals</i>	<i>Mi/Km/Hr Interval</i>
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5,000 Miles all (8 vehicles)

Oil Service	0	5000
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Oil Service

Battery Inspection	0	3,000
Brakes Front – Inspection/Replace	0	3,000
Brakes Rear – inspection / replace	0	3,000
Check all fluid levels	0	3,000
Check belts	0	3,000
Check Radiator & heater hoses	0	3,000
Lube passenger door linkage	0	3,000
TIGHTEN LUG NUTS	0	3,000
Tire rotation	0	3,000

As Needed

Brakes Front Rotors – replaced	0	0
Brakes Rear Drums	0	0
Clearance lights	0	0
Exterior wash	0	0
Install new battery	0	0
Lighting repairs	0	0
New front tires	0	18,000
New rear tires	0	18,000

Every other oil

Adjust WC lift bumpers	0	0
Check and replace air filter as needed	0	6,000
Wheelchair lift service	0	3,000

Inspection

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Vehicle Maintenance Plan

Balance tires	0	0
Ball joint-tie rods	0	9,000
Exhaust system	0	0
Front end alignment	0	10,000
Inspect suspension	365	0
Inspect wheel bearings	0	60,000
Shock absorbers	182	0
State Inspection Yearly	365	0

Monthly

Check tire tread	30	0
Check interior seats	30	0

Maintenance Schedule Report

Transportation Department

<i>Maintenance Service</i>	<i>Day Intervals</i>	<i>Mi/Km/Hr Interval</i>
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MR Sched

Flush coolant	0	40,000
Thermostat	0	40,000
Transmission service	0	30,000
Tune up	0	95,000
WC Lift Pump – change oil	365	0
Wheelchair Lift Yearly Inspection	365	0

Nov 1st

Mount Snow Tires	0	0
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Replace

Replace Fuel Filter	0	16,000
Windshield wipers	180	0

Spring-April/May

AC unit service	0	0
Clean outside AC condensor unit	0	6,000