



Northeastern Connecticut Transit District

# Preventive Maintenance Policies and Plan for Vehicles and Facilities

Northeastern Connecticut Transit District

updated and effective May 10, 2013

## Preventive Maintenance Policies and Plan

NECTD subscribes to a philosophy of continuous improvement. The Preventive Maintenance Plan and the procedures detailed in this plan will be subject to constant review and improvement.

### Goal:

To ensure that assets of the Northeastern Connecticut Transit District are protected and maintained so that they reach their maximum useful life. To that end, the facility (located at 125 Putnam Pike, Dayville, CT), vehicles, and equipment used in support of public transit at NECTD will be maintained at or above the specifications provided with the facility operations and equipment manuals.

### Objectives:

- Safety “first” in all actions concerning maintenance
- Maintain vehicles, at a minimum, in accordance with their manufactures maintenance guidelines for service
- Ensure each vehicle is operating at peak efficiency - maximize vehicle life
- Manage Preventive Maintenance and repair activities to promote the reliability of the service by minimizing service interruptions due to vehicle or equipment failure
- No loss of accessibility due to equipment failure
- Maintain vehicle exterior and interior appearance in a clean condition
- Maintain a readily accessible system of permanent vehicle maintenance records
- Preserve taxpayers’ investments in the Transit facility by sustaining buildings’ value by keeping the facility and its components in good repair and structurally sound
- Conduct vehicle operations, repairs, and cleaning in compliance with applicable local, state and federal regulations

## Current Fleet

The Northeastern Connecticut Transit District currently operates a fleet of ten buses:

Bus #	Year	Type/Model	Size	Capacity - seats and standard wheelchair
18	2008	Ford	van w/lift	12/2
19	2008	Ford	27' bus	20/2
20	2008	Ford	van w/lift	12/2
21	2008	Ford Supreme	25' bus	16/2
22	2008	Ford Supreme	25' bus	16/2
23	2010	Ford Star trans Senator	van w/lift	10/2
24	2010	Ford Star trans Senator	25' bus	20/2
25	2010	Ford Star trans Senator	25' bus	20/2
26	2010	Ford Star trans Senator	25' bus	20/2
27	2010	Ford Star trans Senator	25' bus	20/2

## Vehicle Maintenance and Inspection Procedures

The preventive maintenance program at NECTD consists of daily inspections and mileage based inspections in accordance with the manufactures recommendations for each vehicle currently in use by the District.

### Scheduled Maintenance

Scheduled maintenance is conducted in accordance (at or before either milage or time intervals recommended) with the manufactures recommended guidelines (which for purposes of this policy are made part thereof) for each vehicle. In the case of routine maintenance - oil and filter changes are made at or around every 4,000 miles (about one-half the current fleet manufacturer's interval) - at which time the District's mechanic will conduct a visual inspection for other items which may need attention. For the current NECTD fleet (2008 and 2010 Fords) the manufacturer guidelines are found at:

- 2008 Operator's Guide is found at [http://www.focusplanet.com/downloads/focusmanuals/2008/2008\\_scheduled\\_maintenance\\_guide.pdf](http://www.focusplanet.com/downloads/focusmanuals/2008/2008_scheduled_maintenance_guide.pdf)
- 2010 Operator's Guide is found at [http://www.focusplanet.com/downloads/focusmanuals/2010/2010\\_scheduled\\_maintenance\\_guide.pdf](http://www.focusplanet.com/downloads/focusmanuals/2010/2010_scheduled_maintenance_guide.pdf).

A copy of these guides is kept at the NECTD office.

### Pre-Trip and Post-Trip Inspection

Drivers perform a pre-trip and post-trip inspection prior to the start of their shift and at the end of their shift. These inspections are the responsibility of the driver. It is his/her responsibility to make notations on the pre or post trip inspection form of any defects or other issues they found during the pre or post trip inspection or while driving during their shift as well as to log in the actual milage of the vehicle relative to that inspection. Upon completion of the pre/post-trip inspection form, the form is turned in to the dispatch office.

In order to maintain service availability to persons with disabilities, the following procedures are followed:

- Pre/Post-trip cycling of wheelchair lifts and inspection of securement stations
- Vehicles experiencing equipment failures are removed from service and repaired as soon as possible.
- Replacement of wheelchair lifts occurs when the unit cannot be repaired.

Fueling is done at the end of each run at the designated fueling location, with mileage and gallons pumped recorded by the driver. Records received from the fueling location are checked by NECTD to ensure there is no discrepancy.

### **Work Orders - Vehicles**

NECTD's maintenance contractor will provide NECTD with work orders for all work performed on NECTD vehicles. Work orders state the work performed, the number of hours worked, and any parts used. Work orders as work is performed with the invoice to NECTD.

### **Reactive Vehicle Maintenance**

All other vehicle maintenance is performed in response to detected problems. Reactive maintenance cannot be eliminated and is often a function of vehicle miles, fleet age, and preventive maintenance intervals. It is the intent of the NECTD maintenance program to minimize this type of maintenance – including road calls. The reactive vehicle maintenance policy is as follows:

- All problems are to be reported, no matter how minor.
- A supervisor, dispatcher, or mechanic shall make an immediate determination whether the vehicle should be removed from service.
- Failures of accessibility equipment shall require prompt resolution. An alternate vehicle or immediate repair will be provided.
- The driver or dispatcher records all detected problems on a Maintenance Record.
- All repairs are documented on the Maintenance Record.

### **Documentation and Evaluation of Maintenance**

Documentation and evaluation of maintenance activities is the primary means by which the maintenance program can attain its goals. NECTD utilizes the following documentation in its maintenance program:

- Vehicle inspection and repair information is transferred to an electronic format
- Parts Log: A log of the parts used in repairing buses is kept in the parts room.
- Road Call Log: The Dispatch office keeps track of all Road Calls
- Inspection Schedule (vehicles): The dispatcher monitors and schedules preventive maintenance inspections

## Facility and Equipment

NECTD is the custodian (the facility was constructed with FTA funds) of its facility at 125 Putnam Pike, Dayville, Connecticut. As such it has the responsibility for the upkeep of the building, physical plant and grounds. It is the policy of NECTD to maintain the facility and related equipment in a manner that is both cost conscience and a proper reflection of the communities that it serves.

Any capital equipment will be inspected at not less than the manufacturer's recommended intervals. If offered, NECTD will purchase maintenance plans for capital equipment, provided it is financially reasonable. Any defects will be repaired following inspection by NECTD or a qualified repair person.

The Director initiates/approves all scheduled and necessary actions to maintain the facility and equipment in good condition, including but not limited to the following:

- Insure FULL ADA Compliance in terms of access and use (continual)
- Inspect and Service Heating and Cooling System (annually by contractor)
- Inspect and Service Generator (quarterly by contractor)
- Fire and Alarm System Check (annually)
- Fire Extinguishers' (monthly)
- Building Cleaning (weekly)
- Lawn Care and Grounds - (every two weeks or as needed)
- Snow Plowing (contract - as needed)
- Parking Areas - Fix Cracks, Patch and Resurface as required
- Maintain Sanitary Sewer Connections (service as required)
- Maintain interior and exterior lighting (as needed)
- Inspect and Service Bus Lifts (per manufactures recommendations)
- Overhead Doors (bi-annually)
- Facility Exterior Inspection Bi-Annual (spring and fall)

## NECTD Daily Vehicle Condition Report (sample)

Bus Number: \_\_\_\_\_ Mileage: \_\_\_\_\_ Date: \_\_\_\_\_

Pre-Trip Inspection \_\_\_\_\_ Post-Trip Inspection \_\_\_\_\_

Driver and Route: \_\_\_\_\_

Item	Operational	Defective	Comments
Steering			
Wipers			
Wiper Fluid			Amount Added: _____
Brakes			
Head Lights			
Tire Condition			Air Added: Yes ___ No ___ Amount _____ RF ___ LF ___ RR ___ LR ___
Tire Wear			
Turn Signals			
Brake Lights			
Mirrors			
Hoses/Connections			
Horn			
Wheelchair Belts			
Wheelchair Lift (Fully Cycled)			
Radio (2-way)			
Oil Level			Oil Added: Yes ___ No ___ Amount _____

Exterior Condition: (note any damage)

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Interior Condition: (cleanliness, damage, etc.)

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Passenger Postings: Title VI Statement \_\_\_\_\_ Route Schedules (not less than 25) \_\_\_\_\_

Driver's Signature: \_\_\_\_\_

Note: Pre-Trip Inspection Form MUST be turned into the dispatcher before leaving base  
 and at the end of your shift for the Post-Trip Inspection Form