

Ketchikan Gateway Borough Transit Department

Fleet Maintenance Program

Policy:

It is the Ketchikan Gateway Borough Transit Department's policy to maintain vehicles and equipment in order to provide safe, comfortable, and reliable transportation to our passengers, and effective and efficient service to the community.

Goals and Objectives:

The goals and objectives of the fleet maintenance program are:

1. *Maintain vehicles to promote the safety and comfort of passengers, operators, and protect the public.*
 - Conduct regular pre-trip inspections in order to identify vehicle and equipment problems and assure vehicles are in good operating condition.
 - Conduct basic Preventive Maintenance service routines in a timely manner to identify vehicle problems and keep vehicle systems in good repair.
 - Conduct vehicle repairs in a timely manner and in accordance with industry best practices.
 - Maintain a clean appearance for vehicles through regular interior and exterior cleaning.
2. *Manage Preventive Maintenance and repair activities to promote the reliability of the service by minimizing service interruptions due to vehicle or equipment failure.*
 - Regularly inspect vehicles in order to identify and correct problems in to prevent service interruptions.
 - Schedule repairs promptly in order to minimize service interruptions.
 - Utilize subcontractors as needed to perform specialized services and to supplement transit maintenance staff efforts.
 - Schedule transit PM activities to maximize fleet availability during service peaks.
 - Analyze repair, road call and tow data to identify trouble-prone components or systems for pro-active attention.
3. *Maintain vehicles and equipment to promote cost-efficiency of operations.*
 - Maintain and repair vehicles to ensure their operation at peak efficiency, including fuel efficiency, emissions systems, etc.
 - Analyze fleet fuel usage and repair data; identify vehicles which may need remedial work or may need to be made inactive.
 - Maintain vehicles and related equipment to fulfill manufacturer's warranty requirements and pursue warranty repairs where applicable; research and follow up on any applicable recalls or service bulletins.
 - Maintain vehicles to maximize the useful vehicle life, including the life of key components such as tires, brakes, batteries, etc.

- Manage the maintenance program to be cost effective in terms of staff time, service vendors and parts and supplies costs.
4. *Conduct vehicle operations, repairs, and cleaning in compliance with applicable local, state and federal regulations.*
- Ensure that shop equipment and maintenance procedures comply with applicable OSHA laws and regulations protecting the health and welfare of workers.
 - Handle and dispose of fuels, lubricants, solvents, tires and related materials in a safe and environmentally responsible manner.
 - Maintain vehicles to comply with relevant emission standards and other applicable regulations.
 - Conduct vehicle cleaning to comply with applicable wastewater and other relevant regulations.
 - Conduct maintenance and repairs in compliance with environmental standards and other relevant regulations.

Program Elements:

Pre-trip inspections. Each vehicle will be inspected at the start of each shift by a driver trained in the procedure. A walk-around will be performed with a vehicle pre-trip checklist and any irregularities reported to the Mechanic before the vehicle leaves the lot. Please see Attachments for Pre-Trip Inspection checklist.

Basic Service Routines. Per the recommendations of the chassis, bus body, and wheelchair lift manufacturers, and the additional recommendations of the transit mechanic, a thorough preventive maintenance schedule will be established and followed for each vehicle. At or before the recommended mileage intervals, the transit mechanic will perform all the elements of maintenance due at that mileage. Please see Attachments for Preventive Maintenance Schedules and Standard Operating Procedures.

Vehicle Cleaning. Interior cleaning and sweeping of each in-service vehicle will be performed at the end of each shift by Special Mobility Services' driving staff. Vehicle exteriors will be washed on a weekly basis or more frequently, as needed.

Vehicle Repairs. The need for a vehicle repair may be discovered during a pre-trip inspection, preventive maintenance inspection, or breakdown. The mechanic will determine warranty coverage for the system requiring attention, and if appropriate, pursue warranty repairs with the vendor, bus or chassis manufacturer, or authorized warranty outlet. The transit mechanic will determine whether the repair can be accomplished in-house, or because of the need for special diagnostic expertise or equipment, will be assigned to a subcontractor.

Documentation and Analysis. Vehicle condition will be regularly documented through pre-trip inspections and problems discovered on the road will be documented on a Driver Vehicle Inspection Report by the driver. In addition, all vehicle maintenance and repair activity and costs will be documented. Vehicle data will be organized for summary and analysis.

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SCHEDULED MAINTENANCE INTERVALS

Every year:	Fire extinguisher inspection. Replace coolant filter.
Every two years:	Replace all hoses; more often, if necessary.
Every four years:	Replace battery.

GILLIG BUSES

Interval	Associated service
6,000	Standard vehicle inspection ²
12,000	Extended vehicle inspection ¹ Fuel filter service
24,000	Extended vehicle inspection ²
30,000	Extended vehicle inspection ⁴
36,000	Extended vehicle inspection ³
60,000-200,000	Extended vehicle inspection ⁵

INTERNATIONAL BUSES

Interval	Associated service
6,000	Standard vehicle inspection ²

CHEVY 3500

Interval	Associated service
3,000/90 day	Standard vehicle inspection ¹
25,000	Fuel filter service
50,000	Extended vehicle inspection ⁴

FORD E350

Interval	Associated service
3,000/90 day	Standard vehicle inspection ¹

FORD RANGER

Interval	Associated service
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3,000/90 day	Standard vehicle inspection ¹
25,000	Fuel filter service
50,000	Extended vehicle inspection ⁴

ACTIVE FLEET: ALL VEHICLES

DAILY PRE-TRIP INSPECTION: (DRIVER)

Check exterior:

- Vehicle head, tail, and clearance lights
- Turn signal operation
- Hazard flasher operation
- Brake light operation
- Backup light operation
- Tire condition (check for inflation, tread depth, sidewall damage, objects in tread)
- Wheel condition (check appearance of lug nuts, check for seal leaks)
- Undercarriage leaks
- Body, glass, mirrors (check for damage, mirrors well-secured)
- Wheelchair lift operation (unlock doors, cycle lift once before service)
- Exterior cleanliness

Check vehicle interior:

- Mirror position
- Horn operation
- Passenger bell operation
- Windshield wiper operation
- Passenger door operation
- Interior lights
- Vehicle gauges
- Fuel level (fuel cards and fuel log present)
- Emergency exits (check that exits are not blocked and rear exit door is unlocked)
- Radio/ mobile data operation (pre-trip radio check)
- Seat belts (present and available to passengers)
- Wheelchair securements (all sets present and stowed correctly)
- Safety equipment (fire extinguisher present and fully-charged, emergency triangles present, first aid kit present and sealed or fully-stocked, bio-hazard kit present and sealed or fully-stocked, seat belt cutter present)
- Seat condition (well-secured, check for upholstery damage)
- Seat belt condition (present, not damaged)
- Stanchions (well-secured)
- Interior cleanliness
- Vandalism

DAILY END-OF-SHIFT MAINTENANCE: (DRIVER)

- Stow wheelchair securements
- Sweep the coach interior and inspect for damage
- Power off all switches
- Lock vehicle doors

AS NEEDED MAINTENANCE: (DRIVER)

- Fuel as needed
- Wash vehicle exterior as needed (minimum weekly)
- Monitor performance of the climate control systems
- Clean interior window glass, wipe seats, mop floor

WEEKLY MAINTENANCE: (DRIVER)

Daily pre-trip inspection, plus:

- Check engine oil level
- Add oil as needed, log
- Check engine coolant level
- Check condition of belts and hoses
- Fill out driver vehicle inspection report for week

DAILY MAINTENANCE: (MECHANIC)

- Review driver vehicle inspection reports and repair, schedule for repair, or take vehicle out of service as appropriate

STANDARD VEHICLE INSPECTION ¹

(3,000/90 DAY)

Service procedures:

Vehicle history

- Review preventive maintenance history
- Review vehicle repair history
- Review any pending work orders

Items to be inspected:

- Engine oil change
- Oil filter change
- Air filter check
- Fuel filter replacement
- Lube
- Check brakes
- Check axles
- Gear oil (front and rear)
- Inspect wheel for end play and noise

If any defects are found, document and as appropriate, schedule for repair.

STANDARD VEHICLE INSPECTION ²

(6,000 MILE SERVICE)

Service procedures:

- Lube lift pivot points
Ford only:
- Engine oil change, oil filter change

Vehicle history

- Review preventive maintenance history
- Review vehicle repair history
- Review any pending work orders

Items to be inspected:

- Radiator
- Air hoses
- Starter

Pre-trip inspection

- Gauges
- Switches and controls
- Driver area condition
- Passenger area condition

Drive test

- Starting
- Steering
- Acceleration
- Braking
- Transmission
- Check operation of heating and air conditioning

Under hood

- Listen for and investigate any unusual noises
- Check transmission fluid level and condition
- Check cooling system, coolant level and condition
- Check brake fluid level
- Check power steering fluid level and condition
- Check windshield washer fluid level and condition
- Check fuel lines and connections for leaks
- Inspect and adjust drive belts as needed
- Check coolant hoses for leaks and wear
- Check exposed wiring and vacuum hoses for wear

Under-carriage

- Check tire condition and inflation
- Check wheel condition and lug nut torque

- Check steering linkage for wear
- Check wheel bearings and seals, front and rear, for play, leakage
- Check differential for leaks
- Check driveline and U-joint condition
- Check transmission for leakage
- Lubricate u joints and slip splines
- Check air compressor mounting and fasteners

Exhaust

- Check exhaust system for leaks or damage

Wheelchair lift

- Cycle lift, inspect and listen for noises
- Alignment inspect seals and sensitive edge wheel chair lift check

Engine

- Air cleaner restriction -check
- Charge air piping -check
- Charge air cooler- check
- Air comp oil un loader valve
- Lubricating oil system- change
- Lubricating oil filter - replace
- Antifreeze -check
- Check and clean spinning ii auxiliary oil filter
- Inspect radiator for leaks, dirt, and debris
- Check surge tank and pressure relief cap
- Check hose and hose clamps
- Steam clean engine compartment

Brakes

- Check throttle and brake pedal for dirt, debris, corrosion, and function
- Check air tank mounting fasteners
- Inspect air hoses for damage
- Check brake chambers for air leaks
- Check shone lining thickness
- Lubricate slack adjusters
- Check brake caliper and rotor condition
- Check brake pad condition
- Check parking brake unit condition

Suspension

- Check suspension ride height (rear)
- Check pitman arm for wear or damage
- Check gear oil in drive axle inspect seals and gaskets
- Check front suspension for looseness or wear
- Check rear suspension for looseness or wear

Battery

- Check power cable connection
- Check engine compartment lights
- Test linear heat detector wires in engine compartment
- Check battery, cable, hold down and boots,
- Check open circuit voltage and service any low ones
- Clean and inspect battery
- Battery check
- Battery cables and connection check

Starter

- Starter inspect for damage and corrosion
- Alternator inspect cables for damage and corrosion, oil leaks, support bracket and torque bolts, check for dirt and grime buildup, inspect rear main and front main fuse panel cable and support brackets at alternator
- Inspect power and grounds cables and all electrical
- Battery equalizer and cut off switch inspect for dirt and corrosion

Body

- Front, rear and exit door i/o panels inspect
- Lubricate wiper arm, inspect body for fluid leaks
- Doors check
- heater check hose, clean or replace return air filter
- Inspect unit and clean drains
- Regen engine, check cameras & recording system

If any defects are found, document and as appropriate, schedule for repair.

EXTENDED VEHICLE INSPECTION ¹

(12,000 MILE SERVICE)

Service procedures:

Standard inspection ¹ or ² **plus:**

Items to be inspected:

Vehicle history

- Incorporate any currently due preventive maintenance items into the current service

Under hood

- Check charging system output
- Check battery and battery cable condition

Under-carriage

- Inspect brakes and wheels

Wheelchair lift

- Check hydraulic hoses and connectors for leaks
- Check bushings for play

Fuel filter change

- Check mounting hardware (injection pump, air compressor, etc.)
- Check air cleaner restriction
- Check charge- air piping
- Replace secondary fuel filter

Hydraulic system

- Hydraulic filter change

Exhaust

- Check for restriction and leaks
- Check for loose fasteners and straps
- Wheels check wheel stud nut torque

Front axle

- Lube steering column u joints and shaft
- Check steering gear mounting bolts torque
- Check tie rod end for wear and loose nuts
- Check arms for wear and damage
- Lube steering intermediate shaft

Brakes

- Check slack adjusters operation

Electrical

- Check & lube battery tray slides and rollers

Batteries

- Check electrolyte level and connection
- Test

Chassis and engine harnesses

- Inspect for dirt and salt buildup and clean
- Check for chaffing inspect for heat damage in hot areas

Body and chassis wash under body and inspect for damage and corrosion

Doors

- Test emergency release mechanisms

If any defects are found, document and as appropriate, schedule for repair.

Service procedures:

Extended inspection¹ **plus**:

Engine

- Check coolant concentration level
- Replace coolant filter
- Check charge air cooler for leaks

Hydraulic system

- Check hydraulic pump mounting bolts

Driveline

- check driveline fastener torque

Air system

- Test air dryer operation and check for leaks
- Check air dryer mounting
- Clean brake treadle
- Check brake valve plunger boot for damage
- Put 2 drops of oil in air governor port line
- Test brake valve operation and check for leaks

Brake

- Perform brake valve maintenance

Front suspension

- Check air springs for wear and damage
- Check shock and bushing for leaks and wear
- Check for proper ride height
- Check for loose or damage mounting parts
- Test height control valve operation
- Inspect torque rod grease seals
- Test kneeling system operation

Rear suspension

- Check springs for wear and damage
- Check bushings for leaks and damage
- Check for loose or damaged mounting parts
- Inspect torque rod grease seals

Steering/front axle

- Grease behind output shaft dirt and water seal
- Inspect steering shift seal

Drive axle

- Check mounting fastener toques

Batteries

- Check voltage regulator settings

If any defects are found, document and as appropriate, schedule for repair.

EXTENDED VEHICLE INSPECTION ³

(36,000 MILE SERVICE)

Service procedures:

Extended inspection¹ **plus**:

Engine

- Check fan hub
- Check automatic belt tensioners
- Check drive belts

Hydraulic system

- Check cooling fan motor and blades

Air system

- Inspect air compressor lines
- Check compressor discharge and inlet for carbon
- Check compressor operation
- Check all air lines and fittings

Drive axle

- Clean differential breather

Starter

- Check starter engagement protection circuit

Electrical

- Remove cables, reapply copper shield or (acf-50)to rear main fuse panel heater unit, chassis and engine harnesses, battery equalizer, battery cutoff switch, front main fuse panel

Front and rear i/o panels

- Inspect power and ground cables, switches, fuses, and circuit breakers

Body and chassis

- Inspect welds on frame, brackets, etc.

- Check bumper fastener torque
- If any defects are found, document and as appropriate, schedule for repair.

If any defects are found, document and as appropriate, schedule for repair.

EXTENDED VEHICLE INSPECTION ⁴ (30,000-50,000 MILE SERVICE)

Service procedures:

Extended inspection² **plus**:

- Change trans oil and axle gear oil
- check alternator
- serpentine belts
- replace spark plug and wires
- Check all hoses
- Transfer case oil change

If any defects are found, document and as appropriate, schedule for repair.

EXTENDED VEHICLE INSPECTION ⁵ (60,000-200,000 MILE SERVICE)

Service procedures:

Engine

- Check engine mounts @60,000 mi
- Change antifreeze and flush system @ 80,000 mi.
- Inspect vibration @ 80,000 mi
- Clean air compressor discharge lines @ 80,000 mi.
- Replace crankcase breather element @ 80,000 mi.
- Adjust over headset @ 150,000 mi.
- Clean diesel particulate filter @ 200,000

Transmission

- Change main and lube filters@ 75,000 mi. 3000 hr. Or three years (synthetic fluid)
- Change transmission fluid (synthetic fluid) 150,000mi 6000 hr. Or 4 years.
- Inspect transmission mounts @60,000 mi.

Air System

- Test governor operation and check leakage @50,000 mi.
- Disassemble, clean, inspects ingle check valve @50,000 mi.
- Disassemble and clean ppvs @50,000 mi.
- Rebuild pp-1park brake valve @ 50,000 mi.
- Rebuild qr-1, sr-1, r-12dc, r-14 double check valve @100,000 mi.
- Rebuild air compressor @200,000 mi.
- Rebuild ad-9 air dryer and replace desiccant @ 3000,000

Brakes

- Disassemble clean, and inspect brake valve @100,000 mi.

Front Axle

- Change wheel and oil, replace hub seal, and inspect bearing @ 100,000 mi.

Miscellaneous

- Check and adjust headlight aim @ 60,000 mi.
- Replace all relays and solenoids @150,000 mi

Starter

- Check pinion teeth for damage @120,000 mi.
- Service starting motor @120,000 mi.

Driver heater/fan/booster fan auxiliary heaters

- Inspect power, ground, switches, fuses, and circuit breakers @60,000 mi.
- Inspect/replace brushers if equipped @ 80,000

Ceiling harnesses, console and dash

- Check clamps, chaffing, lamps sockets, switches, etc.@60,000 mi.

Body and chassis

- Check floor covering seam sealing (every year)
- Reseal floor covering (every 3 years)

Heaters

- Inspect blower motor bushes and bearing @ 48,000 mi.
- Check blower motor speed and voltage @ 48,000 mi.
- Check booster pump operation @48,000
- Inspect wires/terminals for damage/corrosion @ 48,000 mi.
- Clean heater coil @ 48,000 mi.
- Visually inspect engine coolant hose and hose clamps on heater coil system@ 48,000 mi.
- Check engine for antifreeze protection to 0
- Check heater blower shaft coupling/shaft alignment @48,000 mi.
- Replace booster pump bearing every[6 years]

If any defects are found, document and as appropriate, schedule for repair.

FUEL FILTER SERVICE

Service procedures:

- Replace primary and secondary fuel filters

If any defects are found, document and as appropriate, schedule for repair.

CONTINGENCY FLEET: ALL VEHICLES

Buses may be stockpiled in an inactive contingency fleet in preparation for emergencies. No bus may be stockpiled before it has reached the end of its service life. Buses held in a contingency fleet must be properly stored, maintained, and documented in a contingency plan. The plan should be updated as necessary, to support the continuation of a contingency fleet.

QUARTERLY MAINTENANCE: (MECHANIC)

Items to be inspected:

- Check engine fluids
- Check tires for inflation and wear
- Check for fluid leaks under the vehicle
- Start and warm the vehicle to operating temperature
- Run heaters and air conditioners
- Drive the vehicle through the lot, using both forward and reverse
- Check transmission fluid level

If any defects are found, document and as appropriate, schedule for repair.

PREVENTIVE MAINTENANCE MANAGEMENT: STANDARD OPERATING PROCEDURES

These procedures apply to the fleet maintenance program at the transit department:

1. At the start of each driving shift, each driver performs a pre-trip inspection to ensure safety and accessibility items are operational, and that any defects are reported to the maintenance staff.
2. Each driver records beginning and ending mileage for the route on that day's manifest.
3. Each day, dispatch staff record vehicle miles driven for that day to the operations database, and once a week record ending odometer reading for each vehicle.
4. Each week, maintenance staff print a fleet maintenance status report from the operations database, and use projected service due dates from the report to schedule services for each vehicle on or before the service due mileage. Work is scheduled in-house or out-sourced as needed to meet the maintenance deadlines.
5. Specific components of each vehicle are scheduled for inspection, lubrication, cleaning or replacement at regular intervals. The intervals are determined by published information from the vehicle and component manufacturers. In addition, such inspections may include other items or incorporate shorter intervals as recommended by maintenance staff or management.
6. At each service, maintenance staff record service date, odometer reading, service items, parts used, parts cost, and labor hours to the service checklist, then before end of shift, to the operations database.
7. For out-sourced preventive maintenance, vendors are supplied with a maintenance checklist. At each service, maintenance staff obtains copies of the completed checklist and vendor invoice, then enter the service detail to the operations database, identifying the vendor.
8. At regular intervals, management staff audits the data collection process and verify the completeness and timeliness of the database records. Management also works with maintenance staff to revise maintenance policy and checklists as needed, and to upgrade database capabilities.
9. Monthly, management staff reviews preventive maintenance detail to ensure timely performance of preventive maintenance services for the prior month, and consult with maintenance staff to ensure adequate resources are available for the workload.

MAINTENANCE REMEDIATION PLAN

1. Management review of the most recent preventive maintenance procedures for each vehicle in the fleet and identification of any vehicles due for service.
2. Consultation with the mechanic to ensure he has the time and resources to ensure any maintenance procedures thus identified are completed in a timely manner.
3. Centralization of the vehicle records for both the transit and public works departments.
4. Centralization of preventive maintenance scheduling for both transit and public works departments.
5. Management review of the vehicle maintenance files and database records for completeness and timeliness.
6. Modifications in data and reports from the fleet management database system to improve preventive maintenance scheduling.
7. Management review of the preventive maintenance workload, with adjustments made as necessary to ensure the program continues to be adequately staffed and supplied.

INVENTORY LIST

ACCESSIBLE SERVICES FLEET

The following page represents a breakdown of the various manufacturers and fleet information.

BUS NO	YEAR	MANUFACTURER	MODEL	VIN
BE03	2000	FORD	RANGER	1FTCR15U1PPA40352
TS73	1998	CHEVY	3500	1GBJG31J6W1047243
TS76	2002	INTERNATIONAL	BUS	1HVBEABM01H502391
TS80	2002	INTERNATIONAL	BUS	1HVBEABM32H548959
TS82	2008	GILLIG	LOW FLOOR	15GGE271881091446
TS84	2008	GILLIG	LOW FLOOR	15GGE271881091447
TS86	2008	GILLIG	LOW FLOOR	15GGE271881091448
TS88	2008	GILLIG	LOW FLOOR	15GGE271881091449
SS00	2000	FORD	E350XL	1FB5531L3YAA23495
SS03	2003	FORD	E350	1FDWE35SX3HA36836
SS05	2006	FORD	E350	1FDWE35S56DB15648
SS07	2007	FORD	E350	1FDWE35S47DA92820

SAMPLE DRIVER VEHICLE INSPECTION REPORT

BUS DRIVER'S VEHICLE INSPECTION REPORT

COMPANY _____ BUS NO. _____

ODOMETER READING _____

END MILEAGE: _____ DATE: _____

START MILEAGE: _____ TIME: _____ AM

TOTAL MILEAGE: _____ LOCATION: _____ PM

INSPECT ITEMS LISTED - IF DEFECTIVE, NUMBER AND DESCRIBE IN "REMARKS"

- | | |
|---|--|
| <input type="checkbox"/> FLUID LEAKS UNDER BUS | <input type="checkbox"/> EMERGENCY DOOR & BUZZER |
| <input type="checkbox"/> LOOSE WIRES, HOSE CONNECTIONS OR | <input type="checkbox"/> HEADLIGHTS, FLASHERS & 4-WAY FLASHERS |
| <input type="checkbox"/> BELTS IN ENGINE COMPARTMENT | <input type="checkbox"/> RIGHT FRONT TIRE & WHEEL |
| <input type="checkbox"/> OIL LEVEL | <input type="checkbox"/> FRONT OF BUS - WINDSHIELD |
| <input type="checkbox"/> RADIATOR COOLANT LEVEL | <input type="checkbox"/> LEFT FRONT TIRE & WHEEL |
| <input type="checkbox"/> BATTERY | <input type="checkbox"/> STOP ARM (SCHOOL BUS) |
| <input type="checkbox"/> TRANSMISSION | <input type="checkbox"/> EXHAUST SYSTEM |
| <input type="checkbox"/> UNUSUAL ENGINE NOISE | <input type="checkbox"/> LEFT SIDE OF BUS - WINDOWS & LIGHTS |
| <input type="checkbox"/> GAUGES & WARNING LIGHTS | <input type="checkbox"/> LEFT REAR TIRES & WHEELS |
| <input type="checkbox"/> SWITCHES | <input type="checkbox"/> REAR OF BUS - WINDOWS & LIGHTS |
| <input type="checkbox"/> HORN | <input type="checkbox"/> TAIL PIPE |
| <input type="checkbox"/> FANS & DEFROSTERS | <input type="checkbox"/> RIGHT REAR TIRES & WHEELS |
| <input type="checkbox"/> WIPERS & WASHERS | <input type="checkbox"/> RIGHT SIDE OF BUS - WINDOWS & LIGHTS |
| <input type="checkbox"/> STOP ARM CONTROL (WARNING CONTROL) | <input type="checkbox"/> DRIVER'S SEAT AND BELT |
| <input type="checkbox"/> INSIDE & OUTSIDE MIRRORS | <input type="checkbox"/> DIRECTIONAL LIGHTS |
| <input type="checkbox"/> BRAKE PEDAL & WARNING LIGHT | <input type="checkbox"/> PARKING BRAKE OR SERVICE BRAKE |
| <input type="checkbox"/> OPERATION OF SERVICE DOOR | <input type="checkbox"/> CLUTCH |
| <input type="checkbox"/> EMERGENCY EQUIPMENT | <input type="checkbox"/> STEERING |
| <input type="checkbox"/> FIRST AID KIT | <input type="checkbox"/> WHEELCHAIR LIFT |
| <input type="checkbox"/> ENTRANCE STEPS | _____ |
| <input type="checkbox"/> CLEANLINESS OF INTERIOR | _____ |
| <input type="checkbox"/> CONDITION OF FLOOR | _____ |

REMARKS _____

CONDITION OF ABOVE VEHICLE IS: SATISFACTORY UNSATISFACTORY

DRIVER'S SIGNATURE: _____

- ABOVE DEFECTS CORRECTED
 ABOVE DEFECTS NEED NOT BE CORRECTED FOR SAFE OPERATION OF VEHICLE

MECHANIC'S SIGNATURE: _____ DATE: _____

DRIVER REVIEWING REPAIRS: SIGNATURE: _____ DATE: _____

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ORIGINAL FILE

(4/05)



Ketchikan Gateway Borough Light Truck Inspection Report

KETCHIKAN GATEWAY BOROUGH

Company/Division

PUBLIC WORKS

Department

CENTRAL GARAGE

Location

N/A

Driver's Name

PA 30

Fleet Number

2002 F150 FORD PICKUP

Make & Type of Vehicle

WAREHOUSE

Vehicle Storage Location

225-3881 OR 247-5541

Phone Number

Odometer Reading

XXZ221

License Plate Number

NOTE:

All vehicles are subject to preventative maintenance and inspection on a regularly scheduled basis. Custodians of vehicles will follow the manufacturer's recommended schedule for service. Each vehicle should be inspected at least once each month of the calendar year by the custodian. The completed report should be submitted to the Risk Manager within five working days. The Department Head must inspect the vehicle annually. Any defective or unsafe conditions found during the vehicle inspections must be explained under the comments section of this report with a date given for the correction or repair of each item found.

Vehicle Inspection Guidelines

Vehicle Part	Guidelines and Checklist	Safe	Defective
Brakes	Park brake should hold the vehicle on an incline with transmission in drive under slight acceleration. Visually check foot brake pedal pad for loss of non-slip surface. With engine running, check brake pedal.....does it hold firm, feel spongy or travel to the floor? In forward motion, apply brake to check for pulling to right/left.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Tires	Inspect tires for excessive wear. All tread groves should have >4/32 of an inch of tread. Wear bars should not show signs of wear. Tires should wear evenly. Outside edge wear indicates under inflation, center wear indicates over inflation. Check for uneven alignment wear.	<input type="checkbox"/>	<input type="checkbox"/>
Engine	Ease of starting. Smooth idle. Smooth acceleration. Engine noises and excessive pinging.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Transmission	Transmission gear position indicator agrees with actual gear in use. Transmission locks when in "Park" position. Smooth shifting of gears with no unusual noises.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Steering	Excessive or unusual response when driving. Steering wheel must turn from one extreme to the other smoothly.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Exhaust	Check for noise, excessive smoke or odor of exhaust fumes in the vehicle.	<input type="checkbox"/>	<input type="checkbox"/>
Lights	Check instrument interior, directional/four way flashers, tail and brake lights, park and headlights (high and low beam) for proper operation.	<input type="checkbox"/>	<input type="checkbox"/>
Instruments	Check gauges, speedometer, odometer and trouble gauges/lights for proper operation.	<input type="checkbox"/>	<input type="checkbox"/>
A/C,Htr,Defrst	Proper operation on all selected positions without any unusual noises.	<input type="checkbox"/>	<input type="checkbox"/>
Horn	Audible operation.	<input type="checkbox"/>	<input type="checkbox"/>
Rear Mirrors	Check inside/outside mirrors for discoloration, cracks, and secure mounting.	<input type="checkbox"/>	<input type="checkbox"/>
Window Glass	Check for discoloration, obstructions (including decals), cleanliness, breakage and up/down operation.	<input type="checkbox"/>	<input type="checkbox"/>
Safety Equipment	Are First Aid Kit and Fire Extinguisher installed? Are they expired? Do seat belts function properly?	<input type="checkbox"/>	<input type="checkbox"/>
Ext/Interior of Vehicle	Any damage (dents, scratches, cuts on the vehicle body, torn, cut upholstery, etc.)? Show location on the diagram on the next page and describe condition in the Comments Section.	<input type="checkbox"/>	<input type="checkbox"/>

Loss Control Services are intended to support the underwriting of insurance through risk assessment and risk improvement. The contents of this form are intended as general information and not as a substitute for advice from your safety department, legal council, fire department or local code and ordinance enforcing authorities

