

V. ASSET MANAGEMENT

A. Inventory, Vehicle Fleet, and Insurance

<u>Review Questions</u>	<u>Yes</u>	<u>No</u>	<u>Grantee Answers/Comments</u>	<u>Reviewer Notes</u>
1. Is property (includes rolling stock, facilities, materials, equipment, etc.) that was purchased with FTA funds being used for any other purposes besides transit?				
2. Does your agency have a written inventory of all vehicles to include at a minimum: vehicle make/model, VIN, purchase date, mileage, purchase price, funding source, location and condition?				
a) Is it updated annually?				
3. Vehicle Spare Ratio:				
a) What is your total number of revenue vehicles?				
b) What is the number of vehicles required for maximum service?				
c) What is the number of spare vehicles (a minus b)?				
d) What is the spare ratio (c divided by b)?				
4. Are all ADOT funded vehicles used for at least the minimum annual mileage requirements ADOT has published under its' lien procedures?				
5. Are certificates of insurance submitted for each vehicle on lien to ADOT annually as required?				
6. If self-insured, is there a self-insurance reserve account?				
7. Where are your vehicles stored when not in use? Is the area secured?				
<u>Direct Observation (To be completed during Site Visit):</u>				
8. How many vehicles were in use at the time of the visit?				
9. How many vehicles were parked or in the garage at the time of the visit?				
10. Do the Vehicle Inventory files contain the following documentation and information?				
a) Original or a Copy of Agreement/Contract				
b) Odometer Disclosure Statement				
c) Warranty Information				
d) Lift Information/Warranties/Maintenance, etc.				
e) Physical Location Information				

Documents Grantees Must Submit with Questionnaire:

Current vehicle inventory list with up to date mileage as of 1/1/14

Documents to be Reviewed On Site:

Vehicle files to include ADOT delivery acceptance; registration; inspection documents
 Vehicle Insurance certificates

VI. MAINTENANCE

A. Vehicle Maintenance

<u>Review Questions</u>	<u>Yes</u>	<u>No</u>	<u>Grantee Answers/Comments</u>	<u>Reviewer Notes</u>
1. Does the agency have written maintenance policies and procedures and/or a maintenance plan that includes procedures for both preventative maintenance and unscheduled repairs?				
2. Are preventative maintenance intervals based on meeting or exceeding manufacturers' minimum requirements defined in your agency's maintenance policies and procedures? If no, define your preventative maintenance intervals in this questionnaire.				
3. What procedures are used to track when preventative maintenance is due and to schedule preventative maintenance inspections?				
4. Have you exceeded a Preventive Maintenance interval in the last 12 months?				
5. What types of forms and/or checklists are used by your agency to track maintenance activities?				
6. Is there a person in your agency that monitors your vehicle maintenance program? If yes, list the person's name and title.				
7. Do you have maintenance schedules and records for each vehicle in your fleet?				
8. Do you require drivers/staff to conduct a pre-trip/post-trip inspection and complete a checklist prior to/after each vehicle use?				
9. Are maintenance and repairs conducted in-house or contracted out? If contracted out, list vendors used.				
10. For in-house maintenance and repairs, are your mechanics specifically bus component and ADA equipment certified?				
11. For in-house maintenance and repairs, describe how vehicle parts are purchased and whether your agency uses a parts inventory system.				
12. Describe the procedure followed when a vehicle breakdown occurs.				
13. Does your agency have procedures in effect to provide sufficient transit service when regular vehicles are out for repair?				
14. ADOT requires annual inspections on all ADOT funded vehicles on lien. Are agency vehicles on lien inspected annually at an ADOT facility?				

Documents Grantees Must Submit with Questionnaire:

- Maintenance policies and procedures
- Preventative maintenance (PM) inspection form
- Daily vehicle inspection report or pre-trip & post-trip forms

Documents to be Reviewed On Site:

- Vehicle maintenance file to include work orders and warranty tracking system.
- In-house mechanic certifications, if applicable

B. Maintenance of Accessible Features

<u>Review Questions</u>	<u>Yes</u>	<u>No</u>	<u>Grantee Answers/Comments</u>	<u>Reviewer Notes</u>
1. Describe the preventive maintenance program for ADA accessibility features, to include lifts, ramps, securement devices, signage, and PA systems. Does the program meet or exceed the manufacturers' minimum requirements?				
2. What steps are taken when ADA equipment is missing or inoperable?				
3. If a lift is inoperative do you have a procedure for repairing or replacing?				
4. Do you have access to adequate maintenance for your ADA accessible vehicle equipment?				

Documents Grantees Must Submit with Questionnaire:

Lift operation procedures