Union County Public Transit

LA GRANDE, OR

Asset Management Plan

Proud Member of the Northeast Oregon Public Transit Network

October 2015 Revision
Acknowledgements

Union County Public Transit, its affiliate network at Northeast Oregon Public Transit and its parent agency Community Connection of Northeast Oregon, Inc appreciate the efforts of numerous stakeholders and partners who have participated in the development of this update. Their creative input, energy and commitment to the future of local mobility options were essential components in the culmination of this plan. In addition, the following agencies and individuals made significant contributions toward this effort:

Bill Benson – Assistant Director of Facilities, Eastern Oregon University
Joni Bramlette – Regional Coordinator, ODOT Public Transit
Ray Crapo – Street Superintendent, City of La Grande
Jason Fouts – Proprietor, Express Tech Services
Lee Lezaro – Capital Programs Manager, ODOT Public Transit
Robin Phillips – Region V Coordinator, ODOT Public Transit
Cheryl Jarvis-Smith, Transportation Growth Management Planner – ODOT Region V
Ashley Wilhelm – Senior Department Specialist II, Union County Board of Commissioners
Definitions:

Every effort has been taken to make this plan straight forward and useful. However, it is sometimes necessary to cite a specific rule, plan or describe a concept consistent with the definition of guiding legislation.

The following contributing publications are referenced in this plan:

Assessment of ODOT’s Section 5311 Grant Allocation Formula - PSU (PSU 2010)
Coordinated Public Transit Human Services Transportation Plan – NEOEDD (Coordinated Plan)
FTA Circular 9300.1B – Capital Investment Program Guidance and Application (9030.1B)
Management of Grant-Funded Capital Assets – ODOT (DOC-AST-002)

Unless otherwise noted, the following definitions describe the terms used by this plan:

**Capital Asset**
Capital Assets are tangible items with a purchase price of $5,000 or more and a useful life of at least one year.

**Casual Maintenance**
Casual Maintenance is defined as a minor repair that can reasonably be resolved by the operator. Examples include adding fluids, inflating tires and tightening loose fasteners. Typically, identifying a Casual Maintenance concern that does not present a safety hazard will not keep a vehicle out of Revenue Service.

*Please note: NEOPT 2010 has been functionally obsolete for a few years. It has been replaced by the Union County Public Transit Maintenance Plan (UCPT 2014) in Appendix D. Since the definition did not materially change in the update both it and the original plan are incorporated by reference.*

**FTA**
Federal Transit Administration
MAP-21 is an acronym standing for the Moving Ahead for Progress in the 21st Century Act. Signed into law on July 6, 2012, MAP-21 was the first multi-year transportation authorization enacted by congress since 2005. It funds surface transportation programs at over $105 billion for the fiscal years 2013 and 2014 with an emphasis on investments that guide growth and development of the country’s vital transportation infrastructure.

**Revenue Service / Revenue Service Vehicle**

Revenue Service is defined as the availability of a vehicle and driver to perform public transit service. A Revenue Service Vehicle is any vehicle dedicated to perform public transit services.

**Routine Maintenance**

Revenue Service is defined as the availability of a vehicle and driver to perform public transit service. A Revenue Service Vehicle is any vehicle dedicated to perform public transit services.

*Please note: NEOPT 2010 has been functionally obsolete for a few years. It has been replaced by the Union County Public Transit Maintenance Plan (UCPT 2014) in Appendix D. Since the definition did not materially change in the update both it and the original plan are incorporated by reference.*

**Skilled Maintenance**

Skilled Maintenance is defined as necessary repairs that require the tools and expertise of a professional. Identified Skilled Maintenance concerns result in a removal of vehicle from Revenue Service if the problem presents a reasonable expectation of injury, increased down time or expense, interference with the operator’s ability to drive OR is in any way associated with ADA equipment.

*Please note: NEOPT 2010 has been functionally obsolete for a few years. It has been replaced by the Union County Public Transit Maintenance Plan (UCPT 2014) in Appendix D. Since the definition did not materially change in the update both it and the original plan are incorporated by reference.*

**Minor Maintenance Form**

Minor Maintenance Forms (see Appendix D) are forms completed by the identifying staff member to alert maintenance staff to necessary routine repairs.
1.0 - Executive Summary:

Union County Public Transit is the Union County affiliate of the Northeast Oregon Public Transit which is itself, a complex system within a much larger and more sophisticated nonprofit organization, Community Connection of Northeast Oregon, Inc. Several decades ago, the larger agency committed to a decentralized framework. An Administration Office (headquartered in Union County) facilitates the work of direct service offices in Baker, Union and Wallowa counties. Some (but not all) of the agency’s programs are administered in Grant County via contract.

Prior to this endeavor no one in the Northeast Oregon Public Transit network had studied grant funded assets in a systematic way. Systems were instead guided by Routine Maintenance Schedules recommended by manufacturers and the best practices of the public transit industry (typically handed down through grant agreements). Consistent with the intent of MAP-21, it is the intent of this plan to:

A) Define the measurable characteristics of transit service in Union County
B) Define how each capital asset contributes to the standard of service
C) Measure capacity within each asset and the effectiveness with which it is being used

These metrics being know, the plan will make recommendations to optimize use by minimizing the whole life (not just useful life) cost of each asset including:

- Procurement
- Installation / Construction / Delivery
- Operation
- Maintenance
- Replacement
- Disposition

This plan builds upon existing fleet inventory, vehicle maintenance and capital replacement plans as well as standards outlined by the Union County Title VI Plan. Capital Assets such as Bus Barns, Passenger Shelters and Transit Facilities, Reservation Software and Information Technology Hardware that were not included in the earlier plans have been integrated. For forecasting purpose, this plan will occasionally note and recognize smaller related assets in aggregate to reach the $5,000 Capital Asset threshold.
This plan endeavors to maximize what is presently available to the local transit system through intentional evaluation of exiting assets. The recommendations are based on a candid appraisal of agency assets relative to FTA’s requirement that:

- All assets operate as intended, without restrictions
- With regular maintenance, an asset will operate at the same level of function on the first day and on the last day of service, throughout useful life

*These conditions are sometimes called the State of Good Repair Standard...*

Finally, by definition, Union County Public Transit is a small agency with immediate medium size potential. However, due to the presence of a standalone multimodal transit facility originally construction under *ConnectOregon I*, it looks a little more like a “full service” transit provider than its rural neighbors. Since the scope of public transit network Union County belongs to is uncommonly broad and it is itself part of a larger agency with regional reach, this plan has been over engineered. Wherever relevant, components common to a more urban transit property have been included in this initial study. While this study found that there are efficiencies to be realized, there is also plenty of room to grow.
2.0 - Introduction:

Objective Statement:  

*It is the objective of Union County Public Transit to provide safe, clean, reliable and comfortable vehicles, facilities and amenities to its passengers, stakeholders and staff.*

During Fiscal Year 2015, Union County Public Transit’s operations (see Appendix B for detailed service descriptions) included:

- The Trolley Fixed Route in La Grande
- Paratransit Service in La Grande
- Weekly Intercity routes in Union and Elgin
- Incidental Contract services
- Operation of the Multimodal Hub in La Grande
  - Terminal for Greyhound
  - Terminal for InterCity services for Baker, Umatilla and Wallowa Counties

**The Trolley Fixed Route:**

The Trolley Fixed Route system runs between Eastern Oregon University in La Grande and Walmart in Island City, Monday thru Friday, 7:30 am to 5:30 pm and on Saturday from 10:00 am to 6:00 pm. During the fiscal year ending June 30, 2014 this route produced 2,722 revenue service and 26,402 rides.

**Paratransit:**

The paratransit service in La Grande runs during the same hours as the fixed route system. However, duplication of drivers on the street during peak demand drove Fiscal Year 2014 Revenue Service Hours to 3,551. Paratransit delivered 12,156 rides the same year.

**InterCity Service:**

Two InterCity services run from La Grande to the County’s bedroom communities every week (Elgin on Wednesday and Union on Thursday). The routes are estimated to delivery 303 Revenue Service Hours and 170 rides annually.
Incidental Services:

Incidental, contract and demand response routes are frequently facilitated using public transit resources. Examples include non emergency medical transports and public event driven services (for a detailed list, please see Union County Public Transit’s Annual Operation Plan). Annual estimated Revenue Service Hours for these services (that are not already absorbed into one of the other mobility modes) is 1,075. Estimated annual trip volume comes to 2,306.

<table>
<thead>
<tr>
<th>Mode</th>
<th>Annual Revenue Service Hours</th>
<th>Annual Rides</th>
<th>Rides / RSH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixed Route</td>
<td>2,722</td>
<td>26,402</td>
<td>9.70</td>
</tr>
<tr>
<td>Paratransit</td>
<td>3,551</td>
<td>12,156</td>
<td>3.42</td>
</tr>
<tr>
<td>InterCity</td>
<td>303</td>
<td>170</td>
<td>0.56</td>
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<tr>
<td>Incidental and Demand Response</td>
<td>1,075</td>
<td>2,306</td>
<td>2.15</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>7,651</strong></td>
<td><strong>41,034</strong></td>
<td><strong>5.1</strong></td>
</tr>
</tbody>
</table>

Key assets considered for this plan included:

- 9 Vehicles (8 Revenue Service, 1 Maintenance)
- 5 Acrylic Passenger Shelters
- A Bus Barn
- Adept by Stratagen Reservation Software (Dell PowerEdge R510)
- A Multimodal Public Transit Building

Each asset was evaluated for capacity, useful life, condition, planned replacement and integration into the agency’s safety objectives and standards. Union County Public Transit’s Vehicle Maintenance Plan *(UCPT 2014)* is incorporated as Appendix D. Where appropriate, time and mileage tolerances are defined and stated.

Union County Public Transit has adopted a cascading preventative maintenance strategy that begins with the manufacturer’s recommendations that incorporates the local conditions. To this end, the local and agency context of service design, topography, weather and operations policies were taken into consideration. Each asset was also evaluated for conformity to ODOT and FTA defined criteria.
Specific to vehicles, the Union County fleet is comprised of sub-fleets based on bus length and capacity. Sub-fleets have common maintenance schedules that can be unique to the vehicle class. The particulars of a 30’ Workhorse Trolley frequently differ from an 18’ modified minivan. Unless stated, sample forms (inspection, tracking, etc.) should be considered generic. A distinction is made in this plan between Casual Maintenance, Routine Maintenance and Skilled Maintenance (see Definitions).

For referential convenience, this plan is divided into the following components:

- Vehicular Assets
- Equipment Assets
- Facility Assets
- Appendices and Resources

This plan has been designed for incorporation into Union County’s triennial update strategy. Some components (such as vehicle inventory) should be revised upon acquisition, disposition or amendments to companion plans that share common constituent parts. Transit staff should continually review the maintenance policies and practices to identify potential improvements.
3.0 – Local Conditions:

There are several unusual characteristics in the Union County. In terms of human capital, UCPT has enjoyed remarkably stable leadership since 1997. Margaret Davidson has served as Community Connection’s Executive Director and Frank Thomas, CCTM has managed the Public Transit operations in Union County – a maintenance organization chart contained in Appendix C. A list of the Title VI compliant Advisory Council members and the current Board of Directors is included in Appendix A.

The largest assets utilized by public transit are not owned by the agency. The Northeast Oregon Public Transit Building and the Bus Barn are owned by the Union County Board of Commissioners. The agency pays into a sinking fund held by the County in lieu of rent on a monthly basis (see Lease Agreement in Appendix E). Since the Multimodal Hub is relatively new – completed in 2008 – maintenance costs have been low. While restricted for capital purchases and maintenance, the sinking fund has matured into a reportable asset. At the close of 2013 the fund contained an estimated $23,682.

Union County is the only public transit jurisdiction in the network with dedicated staff. The Advisory Council receives direct delegation from the Board of Directors to respond to local matters that don’t rise to the level of a Major Service Change. A Major Service Change is defined by the adopted Union County Title VI Plan as:

*A reduction or increase of 25% or more in total vehicle revenue service miles or revenue service hours in any specific route or mode as measured over a one month period. The following service changes are exempted:*

- Changes to a service on a route with an average of fewer than 10 trips per month over the most recent 12 months
- The introduction (or discontinuation) of a short or limited-term service. Examples include:
  - Promotional or demonstration projects
  - Seasonal routes
  - Event driven services (such as the Union County Fair)
  - Emergency services
  - Route modifications to mitigate construction or other unavoidable barriers

*As long as the service has not been (or will not be) in operation for more than twelve months*

- Routes or services that have been replaced by a different mode or operator
Subsequent policies and procedures are designed to resolve maintenance concerns at the closest reasonable level to where they were identified. The Union County Transit Manager actively plans, develops and manages the preventive and incidental maintenance needs of utilized capital assets. The routine maintenance schedules recommended by the manufacturer and the requirements of warranty recovery systems form the basis of the local strategy. Evidence based projections are utilized to anticipate component failures.

**Vehicular Assets:**

Vehicle evaluation is performed daily by trained operators in the form of pre/post trip inspections. Each bus is also tracked for routine service by Adept (the agency’s trip reservation and reporting software) and by posted interval in the operator activity area. Each vehicle is also tracked on a supplemental spreadsheet for anticipated tire wear, tune ups and lower frequency component failure.

Pre/post trip inspections are performed each time a vehicle is used. Casual maintenance (topping off fluids, replacing fuses, tightening loose fasteners) is typically performed on the spot. **It is local policy to empower all personnel to remove a vehicle from service if:**

- A noted deficiency presents a safety hazard
- A noted deficiency will cause more downtime and/or expense if not addressed immediate
- Any functional defect is noted in any of the ADA equipment

It is the local bias that small problems are often symptomatic of larger concerns. Each deficiency (irrespective of ease of repair or perceived severity) is recorded on a Minor Maintenance Form. Inspection forms are reviewed and filed by a Transit Operations Assistant; Minor Maintenance Forms are routed to the Union County Transit Manager and/or the Transit Op’s Assistant primarily assigned to Fleet Maintenance.
Once delivered to the Transit Manager or Maintenance Assistant, they are sorted by urgency. Defects requiring skilled maintenance (having already been pulled from Revenue Service) are personally assessed. Minor or cosmetic concerns are reviewed by staff for scheduled maintenance (including warranty resolution) when it is least disruptive to operations.

Each step in the maintenance process is recorded on the Minor Maintenance Form and posted to a bulletin board reviewed by operations staff as they come on shift. Since most defects are noted by operators this practice effectively closes the feedback loop to ensure timely and comprehensive response. It also provides Transit Operations Assistants a current list of ineligible vehicles as future routes are built.

In addition to pre/post trip inspections, each vehicle is evaluated annually by an ASE Certified mechanic (see form in Appendix D).

**Union County Public Transit tracks purchase/installation dates and mileage to ensure costs covered by applicable warranties are recuperated.** Due to the remote rural area of service, warranty work is often facilitated by local shops/dealerships authorized by the vendor or manufacturer. Occasionally, technicians are sent from vendors to perform work on site (for example with Ricon Wheelchair lifts).

The agency has a contractual agreement with New Day Enterprises to detail the interior and exterior of up to five vehicles every week (on Sunday when Transit is closed).

**Equipment Assets:**

In Fiscal Year 2012 the agency purchased Adept by Stratagen as its transit reservation software used in all three counties of service. The Dell PowerEdge series server on which the software resides (itself a Capital Asset) is deployed at the Multimodal Transit Hub in La Grande – the other counties and the Administration Office access via Remote Desktop.

The software is used – and actively evaluated – on a daily basis by three to four Union County staff members. Basic agency reports are programmed and maintained by the Union County Transit Manager using Microsoft Report Builder and Standard Query Language tools. The server is maintained and supported by Rick Weatherspoon, proprietor of Xtreme Computing Services in La Grande.
A passenger van (not ADA accessible) was acquired in Fiscal Year 2009. It was not grant funded, but its acquisition costs made it a Capital Asset. It is not presently deployed in Revenue Service but has been equipped to provide maintenance services to bus shelters. It is included in this plan as an Equipment Asset to avoid an otherwise stand alone fleet resource. For the purposes of preventative and incidental maintenance, this bus is subject to the same procedures as a Revenue Service vehicle.

Facility Assets:

In Fiscal Year 1984 a grant funded bus barn was constructed by the Union County Commissioners at 2208 East Penn. This plan provided the first evaluation of operational capacity and future needs. The bus barn has been maintained on a repair-as-needed basis utilizing forms common to the rest of the local system.

In FY 2008 the Northeast Oregon Public Transit Building was constructed under a ConnectOregon grant sponsored by Union County. As a new facility the maintenance needs have been incidental. The asset is evaluated daily by operations staff and custodial contractors. It is inspected monthly by the Safety Committee. The fire suppression system is constantly monitored by a contractor and is physically inspected on a weekly basis. Forms are included in Appendix D.

Both facilities are covered by the sinking fund described in Section 3.

In fiscal year 2008 the agency deployed five acrylic bus shelters in La Grande. For the purposes of this plan the assets are consolidated to reach the Capital Asset threshold. Shelters are visually evaluated by operators several times daily. They are detailed by maintenance staff quarterly – or upon receipt of a Maintenance Request.

Damage to facilities is most often identified by maintenance staff or the agency’s security and/or custodial contractors. While it is very rare, it is the local policy to respond to graffiti and other forms of vandalism during the first 24 hours after notification.

Evaluation:

As the first of its kind, it is important to evaluate and refine this Asset Management Plan. Subsequent revisions are likely to be informed by benchmarks met and variance from anticipated outcomes. Expected success metrics include:
Compliance with requirements of ODOT, FTA and industry best practices

Function of inspected assets as intended, without restrictions

Asset function consistent with the Purpose and Goals of the Safety Committee (see Appendix F)

Maintenance of inspected assets in Good, Good-Rehab condition or better

Sustained standard of service within a 15% average tolerance of the ODOT Preventative Maintenance standard of $3,000 per vehicle per biennium or less

Replacement or rehabilitation of existing assets within a 10% average tolerance of the ODOT standard of Useful Life

Improved efficiency in the development of related plans through evidence based identification of future needs and projects
4.0 Capital Inventory:

Unless otherwise specified, ODOT’s condition key for vehicles has been adapted and applied to the inventoried assets in this plan.

<table>
<thead>
<tr>
<th>Condition</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 N</td>
<td>New</td>
</tr>
<tr>
<td></td>
<td>Less than 1 year old for structures, less than 2,500 miles for vehicles</td>
</tr>
<tr>
<td>5 E</td>
<td>Excellent</td>
</tr>
<tr>
<td></td>
<td>Low miles relative to age; no flaws, all parts original</td>
</tr>
<tr>
<td>4 G</td>
<td>Good</td>
</tr>
<tr>
<td></td>
<td>Average miles relative to age; minor flaws, some components replaced</td>
</tr>
<tr>
<td>3 G-R</td>
<td>Good/Rehabilitated</td>
</tr>
<tr>
<td></td>
<td>High miles relative to age, major components repaired/replaced, flaws</td>
</tr>
<tr>
<td>2 F</td>
<td>Fair</td>
</tr>
<tr>
<td></td>
<td>High miles relative to age, flaws beyond cosmetic, repairs exceed maintenance schedule</td>
</tr>
<tr>
<td>1 P</td>
<td>Poor</td>
</tr>
<tr>
<td></td>
<td>High miles and major flaws</td>
</tr>
<tr>
<td>0 O</td>
<td>Out of Service</td>
</tr>
<tr>
<td></td>
<td>Pulled from service due to inoperability, unreliability, structural or other safety concerns</td>
</tr>
</tbody>
</table>

Vehicles:

An assessment of the fleet was performed. The vehicles were evaluated for age, mileage, condition and role in the fleet.

On average, the fleet is 4.4 years old and in Good to Excellent condition with just over 81,000 miles. Vehicles with higher mileage have been assigned primarily to low demand deployments such as backup or supplemental service. The asset allocation strategy results in cascading assignments to the most appropriate vehicle when a bus with a more prominent role is out of service for repair or planned maintenance. It also ensures each vehicle performs at the Annual Minimum during – and often long after – Useful Life.

Planned vehicle replacement regularly exceeds Useful Life as defined by ODOT. While the upside is apparent, there are also tradeoffs within the system. Annual operations expenses (insurance, depreciation, weatherization of vehicles in excess of bus barn capacity, etc.) for vehicle that are not regularly utilized may create drag on overall efficiency.
### Vehicle Information

<table>
<thead>
<tr>
<th>Year</th>
<th>Make</th>
<th>Style</th>
<th>Category</th>
<th>Plate #</th>
<th>OPTIS #</th>
<th>Local #</th>
</tr>
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<tbody>
<tr>
<td>2006</td>
<td>Ford</td>
<td>Cutaway</td>
<td>D</td>
<td>CN03595</td>
<td>V0083</td>
<td>2013</td>
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<table>
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<tr>
<th>Date Deployed</th>
<th>Date Retired</th>
<th>VIN</th>
<th>Fuel Type</th>
<th>Title Holder</th>
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<tr>
<td>11-01-2006</td>
<td></td>
<td>1FDXE455X6DA05818</td>
<td>Gasoline</td>
<td>ODOT</td>
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<table>
<thead>
<tr>
<th>Seats</th>
<th>ADA</th>
<th>Useful Life</th>
<th>Primary Use</th>
<th>Mileage</th>
<th>Condition</th>
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<tbody>
<tr>
<td>14</td>
<td>2</td>
<td>5 years or 150,000 miles</td>
<td>La Grande Backup</td>
<td>180,521</td>
<td>Fair</td>
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<table>
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<tr>
<th>Original Cost</th>
<th>Grant Source &amp; Number</th>
<th>Grant to Local Match</th>
<th>Disposition Proceeds</th>
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<tbody>
<tr>
<td>$55,602</td>
<td>Section 5310</td>
<td>22595</td>
<td>89.73% to 10.27%</td>
</tr>
</tbody>
</table>

### Additional Information

**NOTES:**

This vehicle is assigned primarily to InterCity service but also provides Demand Response and backup Fixed Route support.

<table>
<thead>
<tr>
<th>Scheduled for Replacement In…</th>
<th>Actually Replaced In</th>
<th>Method of Disposition</th>
<th>Replaced By Year, Make, Style</th>
<th>Effected By Category</th>
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<tr>
<td>2013</td>
<td></td>
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</tr>
<tr>
<td>Year</td>
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<td>Plate #</td>
<td>OPTIS #</td>
</tr>
<tr>
<td>------</td>
<td>------------</td>
<td>-----------------</td>
<td>----------</td>
<td>---------</td>
<td>---------</td>
</tr>
<tr>
<td>2009</td>
<td>DoubleK</td>
<td>Mock Trolley</td>
<td>B</td>
<td>B13265</td>
<td>V0821</td>
</tr>
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<table>
<thead>
<tr>
<th>Date Deployed</th>
<th>Date Retired</th>
<th>VIN</th>
<th>Fuel Type</th>
<th>Title Holder</th>
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<tr>
<td>06-01-2006</td>
<td></td>
<td>5B4MP67G293437373</td>
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<table>
<thead>
<tr>
<th>Seats</th>
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<th>Useful Life</th>
<th>Primary Use</th>
<th>Mileage</th>
<th>Condition</th>
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<tbody>
<tr>
<td>32</td>
<td>2</td>
<td>10 years or 350,000 miles</td>
<td>La Grande Fixed Route</td>
<td>159,953</td>
<td>Good</td>
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<th>Original Cost</th>
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<td>$125,758</td>
<td>Section 5310 24314</td>
<td>89.73% to 10.27%</td>
<td></td>
</tr>
</tbody>
</table>

**NOTES:**

This vehicle has exceeded regularly scheduled maintenance since its original purchase.
## NOTES:

This vehicle is primarily used in La Grande’s Paratransit program. In Fiscal Year 2014 the passenger side seat was removed in an experimental effort to accommodate larger wheelchairs. The seat was reinstalled a few weeks later when it was found that the additional wheelchair capacity created more problems than it solved.

At the heart of the issue is the prevalence of longer wheelchairs with more support attachments that are difficult – if not impossible – to maneuver into the correct securement position. The agency is interested in exploring a rear entry modified minivan to better accommodate atypical mobility devices. A corresponding entry appears in the Program of Projects in the Coordinated Plan (Priority 1-3).
<table>
<thead>
<tr>
<th>Year</th>
<th>Make</th>
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<th>Category</th>
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<th>OPTIS #</th>
<th>Local #</th>
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<tbody>
<tr>
<td>2009</td>
<td>Ford</td>
<td>Van – Stretcher Car</td>
<td>E1</td>
<td>126 FFT</td>
<td>V000882</td>
<td>2021</td>
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<table>
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<th>Date Retired</th>
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<td></td>
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<td>ODOT</td>
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<tr>
<th>Seats</th>
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<th>Mileage</th>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>3</td>
<td>4 years or 100,000 miles</td>
<td>La Grande Paratransit</td>
<td>26,052</td>
<td>Excellent</td>
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<table>
<thead>
<tr>
<th>Original Cost</th>
<th>Grant Source &amp; Number</th>
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<th>Disposition Proceeds</th>
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<tbody>
<tr>
<td>$43,458</td>
<td>ARRA</td>
<td>25621</td>
<td>100% to 0%</td>
</tr>
</tbody>
</table>

**NOTES:**

This vehicle is used for multiple wheelchair transports and specialty stretcher service. Due to its relatively low demand profile it is projected for replacement in 15 years (rather than the standard 5-7).
<table>
<thead>
<tr>
<th>Year</th>
<th>Make</th>
<th>Style</th>
<th>Category</th>
<th>Plate #</th>
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<th>Local #</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009</td>
<td>Chevy</td>
<td>Lowered Floor Cutaway</td>
<td>D</td>
<td>B13266</td>
<td>V0881</td>
<td>2022</td>
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<table>
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<tbody>
<tr>
<td>08-01-2009</td>
<td></td>
<td>1GBJG31K291155274</td>
<td>Gasoline</td>
<td>ODOT</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Seats</th>
<th>ADA</th>
<th>Useful Life</th>
<th>Primary Use</th>
<th>Mileage</th>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>2</td>
<td>5 years or 150,000 miles</td>
<td>Mixed Use</td>
<td>60,902</td>
<td>Good</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Original Cost</th>
<th>Grant Source &amp; Number</th>
<th>Grant to Local Match</th>
<th>Disposition Proceeds</th>
</tr>
</thead>
<tbody>
<tr>
<td>$105,930</td>
<td>ARRA</td>
<td>25621</td>
<td>100% to 0%</td>
</tr>
</tbody>
</table>

**NOTES:**

Due to its fixed route color scheme this vehicle is assigned to Fixed Route backup, Intercity support and Demand Response modes.
<table>
<thead>
<tr>
<th>Year</th>
<th>Make</th>
<th>Style</th>
<th>Category</th>
<th>Plate #</th>
<th>OPTIS #</th>
<th>Local #</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>Ford</td>
<td>Sedan (hybrid)</td>
<td>E7</td>
<td>617 EZZ</td>
<td>V1096</td>
<td>2023</td>
</tr>
</tbody>
</table>

**NOTES:**

This vehicle serves ambulatory passengers in La Grande’s Paratransit service in order to take unnecessary pressure off of more expensive modified minivans – which are not always necessary. As an augmentation deployment it is scheduled for replacement in 15 years rather than the standard 7-10.
<table>
<thead>
<tr>
<th>Year</th>
<th>Make</th>
<th>Style</th>
<th>Category</th>
<th>Plate #</th>
<th>OPTIS #</th>
<th>Local #</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>Dodge</td>
<td>Modified Minivan</td>
<td>E3</td>
<td>486 FVS</td>
<td>V001320</td>
<td>2025</td>
</tr>
<tr>
<td></td>
<td>Date Deployed</td>
<td>Date Retired</td>
<td>VIN</td>
<td>Fuel Type</td>
<td>Title Holder</td>
<td></td>
</tr>
<tr>
<td>09-01-2012</td>
<td></td>
<td></td>
<td>2C4CRDGBG3CR302391</td>
<td>Gasoline</td>
<td>ODOT</td>
<td></td>
</tr>
<tr>
<td>Seats</td>
<td>ADA</td>
<td>1FDJE30G7RHA97034</td>
<td>Primary Use</td>
<td>Mileage</td>
<td>Condition</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>2</td>
<td>5 years or 150,000 miles</td>
<td>La Grande Paratransit</td>
<td>28,714</td>
<td>Excellent</td>
<td></td>
</tr>
<tr>
<td>Original Cost</td>
<td>Grant Source &amp; Number</td>
<td>Grant to Local Match</td>
<td>Disposition Proceeds</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$37,624</td>
<td>SGR (5309)</td>
<td>27480</td>
<td>80% to 20%</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTES:

At the time this inventory was assembled, this vehicle was one of the newest in the fleet.
<table>
<thead>
<tr>
<th>Year</th>
<th>Make</th>
<th>Style</th>
<th>Category</th>
<th>Plate #</th>
<th>OPTIS #</th>
<th>Local #</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>Dodge</td>
<td>Modified Minivan</td>
<td>E3</td>
<td>487 FVS</td>
<td>V001321</td>
<td>2026</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date Deployed</th>
<th>Date Retired</th>
<th>VIN</th>
<th>Fuel Type</th>
<th>Title Holder</th>
</tr>
</thead>
<tbody>
<tr>
<td>11-01-2012</td>
<td></td>
<td>2C4RDGBG7CR032393</td>
<td>Gasoline</td>
<td>ODOT</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Seats</th>
<th>ADA</th>
<th>VIN</th>
<th>Primary Use</th>
<th>Mileage</th>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>2</td>
<td>1FDJE30G7RHA97034</td>
<td>La Grande Paratransit</td>
<td>24,452</td>
<td>Excellent</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Original Cost</th>
<th>Grant Source &amp; Number</th>
<th>Grant to Local Match</th>
<th>Disposition Proceeds</th>
</tr>
</thead>
<tbody>
<tr>
<td>$37,624</td>
<td>SGR (5309)</td>
<td>80% to 20%</td>
<td></td>
</tr>
</tbody>
</table>

NOTES:

At the time this inventory was assembled, this vehicle was one of the newest in the fleet.
Equipment:

An assessment of capital equipment was performed. Each asset was evaluated for age, mileage, condition, capacity (when appropriate) and role (or coordinated role) within the system. Physical structures and bus shelters were evaluated on the following scale.

<table>
<thead>
<tr>
<th>Condition</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>New, Less than 1 year old</td>
</tr>
<tr>
<td>4</td>
<td>Excellent, 75% or more of Useful Life remaining, no cosmetic or structural flaws</td>
</tr>
<tr>
<td>3</td>
<td>Good, 50% or more of Useful Life remaining, minor flaws relative to age, some components repaired or replaced</td>
</tr>
<tr>
<td>2</td>
<td>Fair, 25% or more of Useful Life remaining, noticeable flaws, repairs exceed maintenance schedules and budgets</td>
</tr>
<tr>
<td>1</td>
<td>Poor, Less than 25% of Useful Life remaining and/or serious flaws or defects for which repair exceeds the estimated value of the asset</td>
</tr>
<tr>
<td>0</td>
<td>Out of Service, Pulled from service due to inoperability, unreliability or safety concerns</td>
</tr>
</tbody>
</table>
### MAINTENANCE VEHICLE

<table>
<thead>
<tr>
<th>Year</th>
<th>Make</th>
<th>Style</th>
<th>Category</th>
<th>Plate #</th>
<th>OPTIS #</th>
<th>Local #</th>
</tr>
</thead>
<tbody>
<tr>
<td>1998</td>
<td>Ford</td>
<td>Straight Van</td>
<td>N/A</td>
<td>069 DNU</td>
<td>No #</td>
<td>2018</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date Deployed</th>
<th>Condition</th>
<th>Date Retired</th>
<th>VIN</th>
<th>Fuel Type</th>
<th>Title Holder</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-01-2008</td>
<td>G</td>
<td></td>
<td>1FBSS31L7WHYA73796</td>
<td>Gasoline</td>
<td>CCNO</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Seats</th>
<th>ADA</th>
<th>VIN</th>
<th>Primary Use</th>
<th>Mileage</th>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>0</td>
<td>1FDJE30G7RHA97034</td>
<td>Maintenance</td>
<td>120,862</td>
<td>Good</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Original Cost</th>
<th>Grant Source &amp; Number</th>
<th>Grant to Local Match</th>
<th>Disposition Proceeds</th>
</tr>
</thead>
<tbody>
<tr>
<td>$5,100</td>
<td>Local Funds</td>
<td>None</td>
<td>0% to 100%</td>
</tr>
</tbody>
</table>

### NOTES:

This asset was evaluated on a scale consistent with revenue service vehicles for the sake of consistency (it is not presently used in revenue service). It has no ADA capabilities and has been fitted with equipment to assist in the maintenance of bus shelters and to respond to acute maintenance needs of revenue service vehicles. The vehicle can quickly be returned to revenue service capabilities if necessary.
### Server Information

<table>
<thead>
<tr>
<th>Year</th>
<th>Vendor</th>
<th>Model / Version</th>
<th>Serial #</th>
<th>Local #</th>
<th>OPTIS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>Dell</td>
<td>PowerEdge R 510</td>
<td>ST:2N8N7S1</td>
<td>No #</td>
<td>No #</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Useful Life</th>
<th>Date in Service</th>
<th>Purchase Price</th>
<th>Capacity Used</th>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Years</td>
<td>12-01-2011</td>
<td>$7,542</td>
<td>60%</td>
<td>Excellent</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grant #</th>
<th>Grant Source</th>
<th>Grant to Local Match</th>
<th>Disposition Proceeds</th>
</tr>
</thead>
<tbody>
<tr>
<td>25621</td>
<td>ARRA</td>
<td>100% to 0%</td>
<td></td>
</tr>
</tbody>
</table>

### Notes

Server’s physical deployment is at 2204 East Penn Avenue in La Grande. It is accessed by offices in three counties via Remote Desktop. It can be accessed from anywhere in the world with an internet connection.

Capacity is a difficult and technical metric. While it can always perform more operations as a function of time, operations use whatever resources as the System Administrator assigns – so they’re technically running at 100%. The primary variable other than age and obsolescence is the hard drive – presently estimated at 60% full.

In terms of replacement, Useful Life is not always an effective measurement. While the system itself is likely to continue running, both hardware and software become outdated within a 60 month window and performance declines as a result. System degradation is exaggerated at the end of Useful Life as software standards evolve to take advantage of new technologies. Upon replacement the existing service is planned to serve a redundant/backup role.
RESERVATION, DISPATCH AND REPORTING SOFTWARE

<table>
<thead>
<tr>
<th>Year</th>
<th>Vendor</th>
<th>Model / Version</th>
<th>Serial #</th>
<th>Local #</th>
<th>OPTIS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>Stratagen</td>
<td>Adept v 6.1.0.357</td>
<td>No #</td>
<td>No #</td>
<td></td>
</tr>
</tbody>
</table>

Useful Life | Date in Service | Purchase Price | Capacity Used | Condition
---|----------------|----------------|--------------|---------|
5 Years | 12-14-2011 | $95,093 | N/A | Excellent |
Grant # | Grant Source | Grant to Local Match | Disposition Proceeds
25621 | ARRA | 100% to 0% | |

NOTES: Adept is physically installed on a server located at 2204 East Penn Avenue in La Grande. It is accessed via Remote Desktop by field offices in Baker, Union and Wallowa Counties and the Administration Office in La Grande. It can be accessed from anywhere in the world with an internet connection.

Stratagen staff updates and maintains the software on an on-going and on demand basis – presently running version 6.1.539. The agency has not found stock reports generated by Adept to be particularly useful. It utilizes Microsoft Report Builder 2008 R2 to acquire useful administrative and management output using SSRS queries developed in-house. For rapid and disposable queries the agency occasionally makes use of the Ad Hoc report generator from the Adept toolbar.

The agency makes an annual payment for licensing and support.
<table>
<thead>
<tr>
<th>Year</th>
<th>Vendor</th>
<th>Model / Version</th>
<th>Serial #</th>
<th>Local #</th>
<th>OPTIS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>Kenwood</td>
<td>TK-7180HK</td>
<td>B0200150</td>
<td>No #</td>
<td>E00132</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Useful Life</th>
<th>Date in Service</th>
<th>Purchase Price</th>
<th>Capacity Used</th>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Years</td>
<td>05-01-2010</td>
<td>$5,669</td>
<td>N/A</td>
<td>Excellent</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grant#</th>
<th>Grant Source</th>
<th>Grant to Local Match</th>
<th>Disposition Proceeds</th>
</tr>
</thead>
<tbody>
<tr>
<td>25621</td>
<td>ARRA</td>
<td>100% to 0%</td>
<td></td>
</tr>
</tbody>
</table>

**NOTES:** Radio base station is physically deployed at 2204 East Penn Avenue in La Grande and complements the reservation and dispatch software utilized by the transit operations in Union County.
Facility Resources:

Capital facilities included in this study break into two clear groups (those owned by the agency, and those owned by Union County). In the first class are the bus shelters acquired and deployed in Fiscal Year 2008. In the second are the Bus Barn and Transit Center (both leased by the Transit Agency – See Appendix E).

Assessments were based on guidance from Management of Grant Funded Capital Assets, ODOT Public Transit (DOC-AST-002) and the existing criteria of the County Maintenance Department. Useful Life, GPS Locations, Capacity Estimates and Replacement Planning Projections were developed from ODOT, agency and published resource plans.

<table>
<thead>
<tr>
<th>Condition</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 N</td>
<td>New</td>
</tr>
<tr>
<td>4 E</td>
<td>Excellent</td>
</tr>
<tr>
<td>3 G</td>
<td>Good</td>
</tr>
<tr>
<td>2 F</td>
<td>Fair</td>
</tr>
<tr>
<td>1 P</td>
<td>Poor</td>
</tr>
<tr>
<td>0 O</td>
<td>Out of Service</td>
</tr>
</tbody>
</table>

Less than 1 year old
75% or more of Useful Life remaining, no cosmetic or structural flaws
50% or more of Useful Life remaining, minor flaws relative to age, some components repaired or replaced
25% or more of Useful Life remaining, noticeable flaws, repairs exceed maintenance schedules and budgets
Less than 25% of Useful Life remaining and/or serious flaws or defects for which repair exceeds the estimated value of the asset
Pulled from service due to inoperability, unreliability or safety concerns
## Bus Shelters

<table>
<thead>
<tr>
<th>Deployed</th>
<th>GPS Location</th>
<th>Location</th>
<th>OPTIS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/2010</td>
<td>X = 118.05792, Y = 45.336971</td>
<td>1500 block Walton Road, Island City</td>
<td>S00045</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Local #</th>
<th>Name</th>
<th>Original Cost</th>
<th>Multimodal?</th>
<th>Useful Life</th>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>SH01</td>
<td>Walton Shelter</td>
<td>$4,480</td>
<td>YES</td>
<td>20 Years</td>
<td>Excellent</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grant #</th>
<th>Grant Source</th>
<th>Grant to Local Match</th>
<th>Disposition Proceeds</th>
</tr>
</thead>
<tbody>
<tr>
<td>22594</td>
<td>Section 5311</td>
<td>89.73% to 10.27%</td>
<td></td>
</tr>
</tbody>
</table>

### NOTES:

Standard 4x10 shelter with bench on 6x12 concrete slab located wholly within right of way owned by City of Island City. Shelter serves the Fixed Route system in La Grande and the InterCity system serving Elgin.

OPTIS # refers to all shelters purchased under this grant collectively.

<table>
<thead>
<tr>
<th>Capacity</th>
<th>ADA Accessible?</th>
<th>Occupancy Permit Date</th>
<th>Last Renovation Date</th>
<th>Replacement Planned Date</th>
<th>Actual Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>YES</td>
<td>N/A</td>
<td></td>
<td>2028</td>
<td></td>
</tr>
</tbody>
</table>
### Deployed GPS Location

<table>
<thead>
<tr>
<th>Deployed</th>
<th>GPS Location</th>
<th>Location</th>
<th>OPTIS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/2010</td>
<td>X = 118.098977 Y=45.336207</td>
<td>800 block of Y Avenue, La Grande</td>
<td>S00045</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Local #</th>
<th>Name</th>
<th>Original Cost</th>
<th>Multimodal?</th>
<th>Useful Life</th>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>SH02</td>
<td>RAC Shelter</td>
<td>$4,480</td>
<td>YES</td>
<td>20 Years</td>
<td>Excellent</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grant #</th>
<th>Grant Source</th>
<th>Grant to Local Match</th>
<th>Disposition Proceeds</th>
</tr>
</thead>
<tbody>
<tr>
<td>22594</td>
<td>Section 5311</td>
<td>89.73% to 10.27%</td>
<td></td>
</tr>
</tbody>
</table>

### NOTES: Standard 4x10 shelter with bench on 6x12 concrete slab located wholly within right of way owned by City of La Grande. Shelter intentionally sited to coordinate with a school bus route.

OPTIS # refers to all shelters purchased under this grant collectively.

<table>
<thead>
<tr>
<th>Capacity</th>
<th>ADA Accessible?</th>
<th>Occupancy Permit Date</th>
<th>Last Renovation Date</th>
<th>Replacement Planned</th>
<th>Replacement Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>YES</td>
<td>N/A</td>
<td></td>
<td>2028</td>
<td></td>
</tr>
</tbody>
</table>
### Deployed GPS Location

<table>
<thead>
<tr>
<th>Date</th>
<th>X</th>
<th>Y</th>
<th>Location</th>
<th>OPTIS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/2010</td>
<td>118.096328</td>
<td>45.329936</td>
<td>1000 block of Adams Avenue, La Grande</td>
<td>S00045</td>
</tr>
</tbody>
</table>

### Local #

<table>
<thead>
<tr>
<th>Local #</th>
<th>Name</th>
<th>Original Cost</th>
<th>Multimodal?</th>
<th>Useful Life</th>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>SH03</td>
<td>MAX Shelter</td>
<td>$5,121</td>
<td>YES</td>
<td>20 Years</td>
<td>Excellent</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grant #</th>
<th>Grant Source</th>
<th>Grant to Local Match</th>
<th>Disposition Proceeds</th>
</tr>
</thead>
<tbody>
<tr>
<td>22594</td>
<td>Section 5311</td>
<td>89.73% to 10.27%</td>
<td></td>
</tr>
</tbody>
</table>

### NOTES: 4x10 shelter with bench and roof and amenity improvements to match downtown open space decor. The shelter is located wholly within right of way owned by ODOT (Highway 30) and managed by the City of La Grande.

This shelter is located at the site of a local open space originally constructed using ODOT funding as a Multimodal Transit Hub by the City of La Grande (the local public transit provider was never actually consulted). Bi-Ped amenities, adjacency to park-n-ride and fixed route access more accurately justify multimodality.

This shelter was more expensive than the other deployments due to context sensitive construction necessities in La Grande’s main street business core.

OPTIS # refers to all shelters purchased under this grant collectively.

### Capacity

<table>
<thead>
<tr>
<th>Capacity</th>
<th>ADA Accessible?</th>
<th>Occupancy Permit Date</th>
<th>Last Renovation Date</th>
<th>Replacement Planned</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>YES</td>
<td>N/A</td>
<td></td>
<td>2028</td>
<td></td>
</tr>
<tr>
<td>Deployed</td>
<td>GPS Location</td>
<td>Location</td>
<td>OPTIS #</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------</td>
<td>--------------</td>
<td>-----------------------------------</td>
<td>---------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>06/2010</td>
<td>X = 118.094355 Y=45.322868</td>
<td>800 block of Sixth Street, La Grande</td>
<td>S00045</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Local #</th>
<th>Name</th>
<th>Original Cost</th>
<th>Multimodal?</th>
<th>Useful Life</th>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>SH04</td>
<td>EOU Shelter</td>
<td>$4,480</td>
<td>YES</td>
<td>20 Years</td>
<td>Excellent</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grant #</th>
<th>Grant Source</th>
<th>Grant to Local Match</th>
<th>Disposition Proceeds</th>
</tr>
</thead>
<tbody>
<tr>
<td>22594</td>
<td>Section 5311</td>
<td></td>
<td>89.73% to 10.27%</td>
</tr>
</tbody>
</table>

NOTES: Standard 4x10 shelter with bench on 6x12 concrete slab deployed on property fully owned by Eastern Oregon University. Shelter sited between free and paid parking on the EOU campus to in response to ad hoc park-n-ride multimodality.

OPTIS # refers to all shelters purchased under this grant collectively.

<table>
<thead>
<tr>
<th>Capacity</th>
<th>ADA Accessible?</th>
<th>Occupancy Permit Date</th>
<th>Last Renovation Date</th>
<th>Replacement Planned</th>
<th>Replacement Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>YES</td>
<td>N/A</td>
<td></td>
<td>2028</td>
<td></td>
</tr>
</tbody>
</table>
### Deployment Table

<table>
<thead>
<tr>
<th>Deployed</th>
<th>GPS Location</th>
<th>Location</th>
<th>OPTIS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/2010</td>
<td>Not Presently Deployed</td>
<td></td>
<td>S00045</td>
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<table>
<thead>
<tr>
<th>Local #</th>
<th>Name</th>
<th>Original Cost</th>
<th>Multimodal?</th>
<th>Useful Life</th>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>SH05</td>
<td>NTS Shelter</td>
<td>$4,480</td>
<td></td>
<td>20 Years</td>
<td>Excellent</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grant #</th>
<th>Grant Source</th>
<th>Grant to Local Match</th>
<th>Disposition Proceeds</th>
</tr>
</thead>
<tbody>
<tr>
<td>22594</td>
<td>Section 5311</td>
<td>89.73% to 10.27%</td>
<td></td>
</tr>
</tbody>
</table>

### Notes

NOTES: This shelter was formerly placed at Cimmeron Apartments where it was utilized in a multimodal capacity (school bus, fixed route, Cimmeron and Head Start). It was removed in Fiscal Year 2014 when a route change was necessitated by a street maintenance project routed through the City of La Grande’s Traffic Safety Committee. It is presently in storage.

At the time of this reckoning this shelter is awaiting redeployment on west side of Fourth Street between Adams and Washington Avenue (X = -118.09652  Y = 45.392273). The image in this inventory is a scaled artist rendering of the site plan.

### Capacity Table

<table>
<thead>
<tr>
<th>Capacity</th>
<th>ADA Accessible?</th>
<th>Occupancy Permit Date</th>
<th>Last Renovation Date</th>
<th>Replacement Planned</th>
<th>Replacement Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>YES</td>
<td>N/A</td>
<td></td>
<td>2028</td>
<td></td>
</tr>
</tbody>
</table>
NOTEs: In the context of community function the term “bus barn” is inaccurate. The County’s tax roll describes the structure as “Union County Senior Center” and the portion developed for vehicles as “Senior Center Storage” (which is an outdated reference to Public Transit’s local origins as the “senior bus”).

At the time this inventory was assembled, this multiuse facility was the home of a regional food bank warehouse (with attached freezer, cooler and equipment storage units), storage for Public Transit equipment (tires, tools, spare seats, etc.) and (as the County’s classification suggests) Senior Center storage. The food bank pays $450 per month rent to the transit program. The senior program does not compensate the transit program but was instrumental in raising the original grant match.

A bus barn project for Union County appears in the County’s Coordinated Transit Plan in Program of Projects (page 116). As a third tier priority it is scheduled for development in 3 to 15 years. Third tier projects can move up quickly if operational challenges meet funding opportunities.
NOTES: Measurement of this facility broke new ground for Union County Public Transit and will assuredly be a topic of future comparison and revision. At the time this inventory was assembled, the Transit Hub was home to the agency’s Fixed Route, Paratransit, Demand Response and two in house InterCity services. It was also the terminal for three additional InterCity routes, Greyhound and an operational coordination point for ARC Cab Company.

A study of a few key metrics originally proposed in *PSU 2010* was conducted without producing conclusive results. The benchmarks established during this evaluation attempt to capture performance in a manner that will inform future multimodal partnerships and development.
5.0 Vehicle Asset Management:

Purpose: *It is the intent of Union County Public Transit to manage its rolling assets safely, efficiently and effectively.*

Rolling Stock Inventory

A complete inventory of Union County Public Transit’s vehicular assets has been complied and is maintained (see Section 4) in a manner materially consistent with OPTIS.

Procurement

Union County Public Transit follows the procurement participation guidelines in the Oregon State Bid process, using primarily the Contract Crosswalk (see Appendix G). The agency follows up with each potential vendor to ensure that the quoted price is still the lowest after incidental capital equipment (radios, mobile data computers, paint and decals, or items that are occasionally purchased in the local market).

Safety Standards

Union County Public Transit is served by an active Safety Committee comprised of staff member representatives from each delivery mode (see Appendix F). Rolling, physical and structural assets are regularly inspected for damage, vandalism, and manufacturer recommended standards of operations. The agency also communicates its commitment to staff safety through complaint workplace procedure postings and periodic safety bulletins.

All of the agency vehicles feature a bag containing:

- On Board Safety Equipment
- Fire Extinguishers
- First Aid Kits
- Bio-Hazard Protection Kits
- Road Warning Triangles
- Flashlights and Flares
- Agency insurance and contact information
Furthermore, it is agency policy to train drivers to proficiency on all vehicles in its fleet and its specific equipment (mobile data computers, two way radios, ADA equipment and other common modifications). Drivers are also trained to address passenger specific needs such as portable oxygen and non traditional mobility devices. All of these devices and features are incorporated in the operator’s pre-trip inspection.

All of UCPT’s operators have been trained (and are regularly retrained) in CPR, Blood Borne Pathogens, Defensive Driving and Passenger Assistance.

**Vehicle Replacement**

All of the vehicles in inventory come with an assumed Useful Life as defined by ODOT. UCPT uses ODOT’s Useful Life as a starting point, but adds years based on:

- Intended deployment mode
- Number of functional vehicles in the same pool (shared load)
- Overall Age and Condition of Fleet
- Considered vehicle’s position in its life cycle relative to other buses in revenue service
  - Vehicles replaced are RARELY quickly dispossessed

**Vehicle Life Cycle**

The agency considers more than the common variables of age, mileage, condition and useful life in the deployment of its fleet. By intent, vehicles are commonly maintained and utilized well past Useful Life in low frequency or low anticipated maintenance deployments. Vehicles commonly spend the last few years of their life cycle in backup or InterCity (where miles may be high but driving conditions are low impact) assignments. Paint schemes are frequently modified to allow a vehicle to perform backup or secondary deployments in multiple modes.

Vehicles are most frequently flagged for disposition only after Annual Cost of Ownership (operations, insurance, maintenance, fuel, etc.) begins to exceed the projected cost of another aging vehicle that could fill the assigned role.
Disposition

Upon exiting the Union County Public Transit fleet there are a few directions a vehicle may take including:

- Legacy Capital
- Transfer to Another County
- Sale at a Public Venue
- Scrapping

Legacy Capital:
Sometimes vehicles that are no longer useful for the demands of Public Transit can serve many more years at an Adult Foster Home or Youth Program. Sometimes pieces of a bus that have negligible scrap value (i.e. ramps or lifts) are useful to community partner. When these arrangements can be made the transfer is called Legacy Capital. ODOT is notified of any Legacy Capital transfer.

Transfer to Another County:
Northeast Oregon Public Transit also has operations in Baker and Wallowa Counties. Sometimes a vehicle that is no longer useful in La Grande’s Paratransit can provide many more years of Demand Response service in Joseph. Transfers are almost always preferable to disposition. ODOT is notified of any vehicle transfer.

Sale at Public Venue:
Consistent with agency and ODOT policy the goal of selling through a public venue is to get the highest return possible.

Scrapping:
Scrapping a vehicle is typically the last resort. For example, scrap value assigns the minimum bid price for sale at a Public Venue. The DMV is notified by the wrecking company that the vehicle is no longer operational.

Whatever method of disposition is ultimately used, the agency requests and receives a clean title from ODOT. Proceeds are used to offset the match requirement of any subsequent replacement vehicles in the agency fleet.
Casualty Losses

In the unlikely event that a vehicle is withdrawn from service for damage from an accident, vandalism, theft, ODOT is notified and the following actions are taken:

- If the damage can be repaired, work is performed or ordered to return the vehicle to its original condition
- If the vehicle cannot be adequately repaired or it is otherwise unrecoverable
  - Union County Public Transit promptly files and insurance claim, notifies ODOT and provides ODOT copies of claim and all subsequent correspondence
  - Insurance adjuster determines Fair Market Value
  - Union County Public Transit’s preferred action is to use insurance proceeds to replace the vehicle that has been lost
    - Requests ODOT to release title and become primary interest holder on replacement vehicle
  - In the unlikely event that Union County Public Transit does not replace the vehicle, ODOT is notified and UCPT is required to use the insurance proceeds to pay ODOT the grant share at the current Fare Market Value of the vehicle – as determined by the adjustor.

An analysis was performed on the relative efficacy of aging vehicles in the Union County fleet using volume by vehicle in Fiscal Year 2014. Annual capital costs were estimated by vehicle class using the following variables:

- Average annual maintenance by vehicle class
- Average cost of replacement based on
  - Useful Life
  - Anticipated Replacement Cost
  - Anticipated Local Match

This study found the following average annual capital costs by vehicle class:

<table>
<thead>
<tr>
<th>Vehicle Class</th>
<th>Example</th>
<th>Annual Capital Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passenger Sedans</td>
<td>Vehicle 2023</td>
<td>$1,049</td>
</tr>
<tr>
<td>Modified Mini Vans</td>
<td>Vehicle 2020</td>
<td>$2,027</td>
</tr>
<tr>
<td>Straight Passenger Vans</td>
<td>Vehicle 2021</td>
<td>$2,221</td>
</tr>
<tr>
<td>Cutaways</td>
<td>Vehicle 2022</td>
<td>$3,742</td>
</tr>
<tr>
<td>Buses</td>
<td>Vehicle 2019</td>
<td>$14,268</td>
</tr>
</tbody>
</table>
For the Sedan, Straight Van and Bus vehicle classes within this reckoning the local sample size was one. The most profound example of the skewing is the Trolley (Vehicle 2019) which was a significant maintenance outlier during Fiscal Year 2014. On the opposite end of the spectrum, Vehicle 2023 needed little other than routine oil changes. For the sake of normalizing the data the vehicles were evaluated individually and by class on a cost per Mile, Revenue Service Hour and Mile.

<table>
<thead>
<tr>
<th>Vehicle ID #</th>
<th>Age in Years</th>
<th>FY 2014</th>
<th>FY 2014 Capital Cost Per</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Miles</td>
<td>Hours</td>
<td>Rides</td>
</tr>
<tr>
<td>2013</td>
<td>14,315</td>
<td>911</td>
<td>9,419</td>
</tr>
<tr>
<td>2019</td>
<td>23,640</td>
<td>1,556</td>
<td>16,511</td>
</tr>
<tr>
<td>2020</td>
<td>13,001</td>
<td>1,052</td>
<td>3,160</td>
</tr>
<tr>
<td>2021</td>
<td>3,052</td>
<td>131</td>
<td>148</td>
</tr>
<tr>
<td>2022</td>
<td>9,059</td>
<td>416</td>
<td>2,101</td>
</tr>
<tr>
<td>2023</td>
<td>15,272</td>
<td>649</td>
<td>714</td>
</tr>
<tr>
<td>2025</td>
<td>16,663</td>
<td>1,758</td>
<td>5,675</td>
</tr>
<tr>
<td>2026</td>
<td>14,943</td>
<td>1,178</td>
<td>3,306</td>
</tr>
<tr>
<td>Average</td>
<td>109,945</td>
<td>7,623</td>
<td>41,034</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vehicle Class</th>
<th>FY 2014</th>
<th>FY 2014 Capital Cost Per</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Miles</td>
<td>Hours</td>
</tr>
<tr>
<td>Sedan</td>
<td>15,272</td>
<td>649</td>
</tr>
<tr>
<td>Mini Van</td>
<td>44,607</td>
<td>3,988</td>
</tr>
<tr>
<td>Straight Van</td>
<td>3,052</td>
<td>131</td>
</tr>
<tr>
<td>Cutaway</td>
<td>23,374</td>
<td>1,327</td>
</tr>
<tr>
<td>Bus</td>
<td>23,640</td>
<td>1,556</td>
</tr>
<tr>
<td>Average</td>
<td>109,945</td>
<td>7,623</td>
</tr>
</tbody>
</table>
Perhaps not surprisingly, annualized capital expenses are highly correlated to a vehicle’s age, the annual use (expressed as miles, hours or rides) and the depth of the pool in the vehicle class. Modified Mini vans are an excellent example of how expenses associated with an aging vehicle can be moderated when it is deployed in tandem with newer models.
6.0 Equipment Asset Management:

Purpose: *It is the intent of Union County Public Transit to proactively plan for, procure, measure, evaluate and replace capital equipment with a value of $5,000 or more and a useful life of at least one year.*

Examples of common equipment with the potential for ODOT grant funding that can (alone or in aggregate) meet the capital threshold include:

- **Vehicular equipment**
  - Mobile data computers, two way radios, fare boxes, bike racks

- **Shop equipment for vehicular or facility use**
  - Compressors, scopes, lifts, bus washing stations

- **Computer Equipment and Software**
  - Servers, PCs, scheduling/fleet management software

- **Communications Equipment**
  - Telephone systems, two way radios, security systems

- **Light Duty (non Revenue Service) vehicles:**
  - Maintenance or staff use trucks, sedans or buses

Useful Life standards for the equipment in existing inventory are prescribed by ODOT Public Transit. Similar to Union County Public Transit’s approach to vehicular replacement, it is an expectation that well maintained equipment will outperform the ODOT standards and these assumptions have been included in the inventory assessment. For planning and future procurement purposes, ODOT Useful Life guidance on Capital Equipment is as follows:

- Computers, software and other office equipment: 5 Years
- Phones, radios, mobile data computers and security equipment: 5 Years
- Shop Equipment: 20 Years
- Light duty vehicles: 4 Years or 100,000 Miles
Capital Asset Inventory

An inventory of Union County Public Transit assets has been complied and is maintained (see Section 4) in a manner materially consistent with OPTIS.

Procurement

The definition of non expendable equipment in the agency’s procurement policy matches ODOT’s Capital standard. At the designation of the Executive Director, Union County Public Transit staff solicits bids orally, by telephone or in writing from at least three suppliers (if so many are available) for purchases over $4,999 and less than $20,000. He or she keeps a filed tabulation of solicitations made and quotes received.

For purchased that exceed $20,000 the Executive Director receives writing bids from three qualified parties by advertisement in at least one newspaper of general circulation in each county served by the agency or by mailing invitations to bid to all available vendors and posting notices in public places or a combination of such methods. A filed tabulation of bids received is retained.

Purchase agreements are awarded to the lowest responsible bidder as to price that meets the requirements stated in the solicitation.

Safety Standards

All Capital Equipment is included as a component of the vehicle or facility where it is deployed for the purposes of Union County Public Transit’s Safety Management Systems Plan.

Equipment Maintenance

All Capital Equipment is purchased as a component of the larger capitalized system and inherits the inspection and maintenance standards of the vehicle or facility in which it is deployed. As a functional add-on Capital Equipment is ALSO subject to the warranty, maintenance and service inspections recommended by its manufacturer.

At a minimum, records are logged for routine inspections, services and repairs that are performed on Capital Equipment.
**Equipment Replacement**

Generally, the replacement strategies for Capital Equipment mimic those of vehicular assets with the notable exception of computer equipment.

In terms of replacement, Useful Life may not always be the most effective metric of servers and workstations. While these systems are likely to continue running, both hardware and software become outdated well within a 60 month window, resulting in performance decline. System degradation is exaggerated at the end of Useful Life as software standards evolve to take advantage of new technologies. Sometimes the most compelling replacement factor is a necessary function an aging piece of equipment will not perform.

**Equipment Life Cycle**

Like vehicles, the agency considers more than the common variables of equipment attrition. By intent (and often as functional components in the larger system) equipment is maintained and utilized long beyond prescribed Useful Life.

Even in the case of specialized computer equipment, the entire life cycle is planned and anticipated. Today’s PowerEdge Server will be a functional redundant backup in 2020. Workstations presently used to for high end processes will end their operational lives as terminals our InterCity drivers use to access TripCheck as a part of their pre-route preparations.

Generally, equipment is only disposed of when an upgrade to a more frontline system creates an opportunity to do the work with greater efficiency, less expense or both.

**Disposition**

If the anticipated receipts from an item is less than $250 the recipient of the Executive Director’s delegation may sell it on the open market after informal inquiries necessary to ensure a price that is fair to the agency.

For sales anticipated between $250 and $1,000 the Director’s designee solicits bids orally, by phone or in writing from prospective purchasers.
Sales of $1,000 or more are made only after advertising for formal bids (at least 15 days prior to sale) in newspapers, circular letters to perspective buyers or both. Notices are also placed in public places. Bids are opened publicly at a published time. Award is made to the highest bidder.

Dispositions of any of these values are tabulated, documented by a bill of sale or receipt and copies are filed with the asset’s agency record file.

The agency may not destroy, abandon or donate any item valued at $250 or more without the prior approval of the Board of Directors. If a purchaser cannot be found, the Executive Director may dispose of property with a value of less than $250 as he or she determines to be in the best interest of the agency, including donating the property to another non-profit corporation.

**Casualty Losses**

In the unlikely event of loss from an accident, vandalism, or theft, ODOT is notified and the following actions are taken:

- If the damage can be repaired, UCPT has performed or ordered the necessary work to return the vehicle to its original condition

- If the vehicle cannot be adequately repaired or it is otherwise unrecoverable
  - UCPT promptly files and insurance claim, notifies ODOT and provides ODOT copies of claim and all subsequent correspondence
  - Insurance adjuster determines Fair Market Value
  - UCPT uses insurance proceeds to replace the item that has been lost
7.0 Facilities Asset Management:

Purpose: *It is the intent of Union County Public Transit to proactively plan for, procure, maintain, measure, evaluate and replace Facility Assets. As the most significant and long term investments made in the public transit infrastructure it is the goal of the agency to manage the resources with safety, efficiency and effectiveness.*

Examples of common equipment with the potential for ODOT grant funding that meet the definition of Facilities Asset include:

- **Passenger Shelters**
  - Shelters, benches, amenities, bus stop signs

- **Bus Barns**
  - Bus barns, storage sheds, maintenance facilities

- **Parking Areas**
  - Bus parking, park-n-ride lots

- **Transit Facilities**

Useful Life standards for the facilities in existing inventory (see Section 4) are prescribed by ODOT Public Transit. Similar to UCPT’s approach to vehicular replacement, it is an expectation that well maintained facilities will outperform Useful Life projections. For planning and future procurement purposes, ODOT Useful Life guidance on Facility Assets are as follows:

- **Passenger Shelters / Equipment Sheds / Security Fencing** 20 Years
- **Signs and Poles** 10 Years
- **Amenities (benches, bicycle racks)** 15 Years
- **Stick frame construction (Bus Barn, NEOPT Hub)** 40 Years
- **Concrete or asphalt paved lots** 20 Years
- **Office Furnishings (desks, filing cabinets, partition systems)** 10 Years
- **Renovations to existing grant funded facilities** 10 Years
- **Land** Does Not Expire
Capital Asset Inventory:

As discussed in Section 4, facilities utilized by Public Transit are not necessarily owned by Union County Public Transit or its parent agency. The Bus Barn and the Northeast Oregon Public Transit building were constructed using public transit grants sponsored by the Union County Board of Commissioners.

While an effort was made to record facility assets in a manner consistent with the OPTIS inventoried items, no entries existed for this class at the time of this study. Since some assets are combined in this class, the plan references GPS coordinates to prevent confusion and accidental duplication in subsequent updates or studies. For the sake of uniformity, Passenger Shelters were reported at the higher Structures and Facilities Inventory Requirement.

Procurement

*Passenger Shelters:*

The definition of non expendable equipment in the agency’s procurement policy matches ODOT’s Capital standard. At the designation of the Executive Director, Union County Public Transit staff solicits bids orally, by telephone or in writing from at least three suppliers (if so many are available) for purchases over $4,999 and less than $20,000. He or she keeps a filed tabulation of solicitations made and quotes received.

*Bus Barn and Northeast Oregon Public Transit Building:*

Traditionally, Facility Assets in excess of $20,000 are procured in a cooperative arrangement with the Union County Board of Commissioners. Such processes are subject to Union County Resolution 2005-02 adopted February 2, 2005 (See Appendix I).

Safety Standards

All Facilities Assets and their systemic components purchased or otherwise utilized by Northeast Oregon Public Transit are subject to the UCPT Safety Management Systems Plan.
Facility Maintenance

Passenger Shelters:

Passenger Shelters are visually inspected by Fixed Route drivers several times per day. Noted defects are written up on a Facilities Minor Maintenance Form (see Appendix D).

It is the policy of the local Management Team to respond to incidence of graffiti or other forms of vandalism within the first 24 hours after it is reported. The agency’s shelters at Max Square and Eastern Oregon University are popular targets for opportunistic marketers. For the purposes of local policy, unauthorized handbills are considered graffiti and removed within 24 hours of notification.

On a quarterly basis the shelters are power washed and manually inspected for loose fittings by agency custodial staff.

Bus Barn:

As noted in the Section 4.0, the title Bus Barn is a misnomer. No vehicles are stored in the facility. Of the five available vehicle bays, only one is presently available for Transit’s use (shaded door in Image 7-2). Three of the remaining bays are rented to the local Food Bank program as warehouse space. The final bay is utilized for Senior Center Storage. Present function notwithstanding, maintenance practices consistent with industry norms apply.
Daily:
- Building Cleaning
- Noted damage reported

Weekly:
- Lawn and Grounds Care

Monthly:
- Fire Extinguisher Inspection
- Safety Check
- Contract Pest Control

Semi Annually:
- Exterior Inspection
- Overhead Door Inspection

Annually:
- Heat and Cooling Systems Inspection
- Contract Fire Extinguisher Inspection

Incidental:
- Snow Removal
- Overhead Light Replacement
- Noted damage repairs
**Northeast Oregon Public Transit Building:**

The Northeast Oregon Public Transit Building is occupied and/or electronically monitored 24 hours a day. Facility cleaning, security, grounds keeping and maintenance are provided by private contractors. Noted defects are reported using the Facilities Minor Maintenance Request (Appendix D). Specific periodic inspections include:

**Moment to Moment:**
- Electronic Fire Suppression Monitoring
- Around the Clock Security Surveillance

**Daily:**
- Building Cleaning
- Noted damage reported

**Weekly:**
- Lawn and Grounds Care
- Fire Suppression Guage Monitoring

**Monthly:**
- Fire Extinguisher Inspection
- Safety Check
- Exit and Emergency Lighting Inspection
- Heating and Air Conditioning Filter Inspection

**Semi Annually:**
- Exterior Inspection
- Gutter Cleaning
- Parking Lot Inspection

**Annually:**
- Contract Heat and Cooling Systems Inspection
- Contract Fire Extinguisher Inspection
- Contract Backflow Prevention Valve Inspection
- Contract Fire Suppression System Flush
- ADA Systems Inspection
Incidental:
- Snow Removal
- Overhead Light Replacement
- Parking Lot Striping and Lighting
- Outdoor Sign Maintenance
- Noted damage repairs

Facility Replacement

Replacement strategies for Facility Assets differ from the other asset classes in two important and related ways. The most important of these is the Useful Life of a Facility Asset is measured in decades, not years. As a direct consequence of the expanded time horizon the second distinction is an emphasis on maintenance and replacement of component systems.

As a rule, the less integrated the component system is to the building itself, the more likely it is to appear as an Equipment Asset project in a future funding cycle. Examples are phones, security systems and information technology devices. Conversely, interdependent systems such as water heaters or HVAC that cannot be reasonably expected to outlive the facility are more likely to be replaced in a pro rata manner (such as the Maintenance Sinking Fund discussed in Section 3.0).

Generally speaking, replacement of Facilities involves long term planning. For example, the Fiscal Year 2014 amendment proposal to the County’s Coordinated Plan features new shelters for Union County in the first tier priorities (zero to 3 years). Older "replaced" shelters are likely to be refurbished and deployed to the park-n-ride lots presently under development. Likewise a Bus Barn project in Union County is featured in Tier 3 due to the age of the existing facility and the lack of vehicular capacity. However, it is not likely to be advanced unless a currently unforeseen source of support materializes.

As mentioned in Section 4.0, this study attempted to capture a couple of key metrics that may inform the replacement conversation for Northeast Oregon Public Transit Building. It will not be eligible to enter the Program of Projects even in a Tier 3 priority until 2037 (leaving at least 7 update cycles to refine the data).
Rides per Revenue Service Hour:

A five year study was conducted of Rides per Revenue Service Hour in Union County. In general the efficiency of the system has been improving. However, it is worthy of note that the Union County Public Transit’s budget in Fiscal Year 2014 was almost 40% smaller than it was in Fiscal Year 2010. Another possible interpretation of these results is that passengers are compressing their mobility needs into an increasingly small service window.

Operational Cost per Revenue Service Hour:

An historic look at Cost per Revenue Service Hour may support the passenger compression hypothesis. During the first couple of years of budget challenges, costs rose as fewer hours existed within which to dilute them. In the middle years costs moderated as staff became more accustomed to managing the long term implications.

The jury may still be out the continued improvement in this metric. Another possible interpretation of the Fiscal Year 2014 gain is the demand destruction that occurs when riders with more options leave the system. What remains is more cost effective to manage with fewer communities served and a reduced operations schedule. The long term outcome may be that additional investment will be necessary to maintain and grow meaningful levels of service.
An analysis was performed on the number of support staff members relative to bus drivers (2005 thru 2014 projections). The median ratio of drivers to support staff was 2.29:1. Coincidentally, the same ratio was produced by average after disregarding the two lowest and highest performing years. Again, distortion of the ratios was noted during years when budgets compressed but the necessity for a physical minimum of Paratransit support remained constant. For the referential convenience of future studies, the results of this analysis are included in Appendix H.

Future analysts may wish to consider the mixed blessing the Northeast Oregon Public Transit Building presents to the immediate system. While it cannot be discounted as a regional asset with benefits to the surrounding counties and tribal jurisdictions, the on-going operational costs are borne exclusively by Union County.

Facility Life Cycle

Passenger Shelters:

As indicated in the Facility Replacement section, the agency takes a long and annually refined view on the role of its deployed facilities. Union County’s system has only featured Passenger Shelters for five years, meaning none have ever exceeded Useful Life. At the present rate of attrition it is anticipated that these Facilities will be serving passengers well beyond their 20 year life span.

A need under development has been identified in the agency’s InterCity stops and Park-n-Ride opportunities. In the next amendment to the regional Coordinated Plan, Passenger Shelters at high volume Fixed Route stops will be slated for upgrades. The older shelters will be redeployed in the newer (lower volume) locations.

During new deployments, existing shelters will be considered for refurbishment such as add-on lighting fixtures, interior advertising space, garbage receptacles and paint schemes consistent with the local environment.
The agency does not anticipate dispossessing shelters unless they are damaged beyond safe use or exceed reasonable maintenance expense after exhausting Useful Life.

**Bus Barn / Northeast Oregon Public Transit Building:**

Consistent with the Sustainable Building Principles of the Union County Board of Commissioners, these facilities assets were developed with installation, commissioning, operations and decommissioning in mind. Elements of location, design, function (and post intended function) were integrated to get the most out of the facilities in a manner that is efficient for staff, partners, and consumption of resources.

The multipurpose use of the Bus Barn Facility demonstrates the foresight in design. The Northeast Oregon Public Transit Building was constructed within a load bearing framework that allows the maximum interior configuration. Space occupied by multimodal partners was prioritized and can be cost effectively expanded as prospects are developed. Proximity to Interstate 84 and adjacency to vacant, shovel ready land provide scalable growth opportunities.

During the 30+ year history of the agency’s partnership with the County Commissioners, none of their collaborative facilities have been decommissioned. However, each is maintained and refined with the intent to maximize future options.

**Disposition**

If the anticipated receipts from an item is less than $250 the recipient of the Executive Director’s delegation may sell it on the open market after informal inquiries necessary to ensure a price that is fair to the agency.

For sales anticipated between $250 and $1,000 the Director’s designee solicits bids orally, by phone or in writing from prospective purchasers.

Sales of $1,000 or more are made only after advertising for formal bids (at least 15 days prior to sale) in newspapers, circular letters to perspective buyers or both.
Notices are also placed in public places. Bids are opened publicly at a published time. Award is made to the highest bidder.

Dispositions of any of these values are tabulated, documented by a bill of sale or receipt and copies are filed with the asset’s agency record file.

The agency may not destroy, abandon or donate any item valued at $250 or more without the prior approval of the Board of Directors. If a purchaser cannot be found, the Executive Director may dispose of property with a value of less than $250 as he or she determines to be in the best interest of the agency, including donating the property to another non-profit corporation.

Disposition of Facility Assets collaboratively constructed with the Union County Board of Commissioners are performed in a manner consistent with Resolution 2005-02.

Casualty Losses

In the unlikely event of loss from an accident, vandalism, or theft, ODOT is notified and the following actions are taken:

- If the damage can be repaired, Union County Public Transit has necessary work to return the asset to its original condition performed
- If the asset cannot be adequately repaired or it is otherwise unrecoverable
  - Union County Public Transit promptly files and insurance claim, notifies ODOT and provides ODOT copies of claim and all subsequent correspondence
  - Insurance adjuster determines Fair Market Value
  - Union County Public Transit uses insurance proceeds to replace the item that has been lost
  - Union County Public Transit’s deductible may be paid through the Sinking Fund or discretionary resources as authorized by the Executive Director
8.0 Opportunities and Recommendations:

This study broke new ground. Prior to it there had never been an exhaustive and intentional review of grant funded assets anywhere in the regional network. As a result of the analysis and inquiries made to other parties that manage diverse assets, the following potential improvements to existing practices have been revealed.

1) Drop Insurance Coverage on #2013 to Basic Liability

   Vehicle 2013 is past Useful Life and functions primarily as a backup vehicle. A significant cost savings may be realized (and therefore operational metrics improved) by reducing coverage to necessary minimums.

   Please note: This recommendation was implemented in Fiscal Year 2014.

2) Replace outdated Vehicle Maintenance Plan

   Prior to this planning process, the Vehicle Maintenance Plan (NEOPT 2010) was designed as a one-size-fits-all solution to operations with very different operational needs. Union County is much better served with proactive time and mileage based inspection intervals, improved tracking of common wear indicators (depth and brake pad wear, etc.) and vehicle specific (rather than class specific) practices. Union County is also be better served to convert to synthetic oils – which fundamentally change the replacement interval – on its higher mileage vehicles.

   Please note: This recommendation was effectively implemented in Fiscal Year 2014. The previous Maintenance Plan (NEOPT 2010) was never formally adopted by a governing body of the agency and therefore Union County staff was at liberty to refine and improve it to fit its needs. Upon adoption of this plan – with the replacement Maintenance Policy featured in Appendix D, this will no longer be the case. A formally adopted plan will require formal consideration in the future.

3) Incorporate Inspection and Maintenance Improvements into Facilities

   The forms that were in use prior to this study were adaptations of even older forms that were originally developed to capture vehicle inspections. They typically focused on asset objects rather than their characteristic aspects and systems.
Please note: Since April 2013, Union County Public Transit has utilized the forms contained in the Maintenance Plan in Appendix D. It is the finding and recommendation of this study that these practices be sustained and allowed to continually evolve with the county’s changing capital needs.

4) Develop Evaluation Metrics for the NEOPT Transit Hub

The Northeast Oregon Public Transit Building is unique in the compiled inventory insofar as capacity metrics are illusive. This study attempted to capture (with little success) a measurable standard to determine its impact and limitations. It was the intent of this study to use established methods of evaluation identified by previous planning efforts. It may be more fruitful in future studies to measure the building against itself. Potential measurements could include:

- Representative sample of an around the clock census count using the integrated security system
- Call volume per Revenue Service Hour
- InterCity ride volume on agency and partnering systems

5) Develop Long Term Parking or Terminal Fees

The Northeast Oregon Public Transit Building is without question an asset to the region. It is the multimodal hub for the local system as well as two neighboring counties and a tribe. The Greyhound franchisee pays a monthly rental fee for use of the facility but no other offsetting revenue stream exists. The on-going costs of operation are borne almost exclusively by the local provider.

Development of long term parking fees, terminal fees to connecting providers (or both) may be effective means of maintaining the facility for the long term benefit of connected riders.
## Voting Advisory Council Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daniel Bullock</td>
<td>Chairman</td>
<td>EOU Seat [email: <a href="mailto:bullocd@eou.edu">bullocd@eou.edu</a>] (541) 786-1899</td>
</tr>
<tr>
<td>Yvonne Hill</td>
<td>Vice Chairman</td>
<td>Bedroom Communities Seat [email: <a href="mailto:thegoodgrammie@gmail.com">thegoodgrammie@gmail.com</a>] (541) 562-6290</td>
</tr>
<tr>
<td>Nora Croucher</td>
<td>Secretary</td>
<td>Passengers with Disabilities Seat [email: <a href="mailto:Lightweaver46@gmail.com">Lightweaver46@gmail.com</a>] (541) 805-5230</td>
</tr>
<tr>
<td>Terry DeSpain</td>
<td>Business Community Seat</td>
<td>[email: <a href="mailto:terry@bronzebikerally.com">terry@bronzebikerally.com</a>] (541) 398-1142</td>
</tr>
<tr>
<td>Manny Elguera</td>
<td>Minority Communities Seat</td>
<td>[email: <a href="mailto:mankitosplace@yahoo.com">mankitosplace@yahoo.com</a>] (541) 915-0963</td>
</tr>
<tr>
<td>Brenda Fiscus</td>
<td>At Large Member</td>
<td>[email: <a href="mailto:lil_purple_fairy63@yahoo.com">lil_purple_fairy63@yahoo.com</a>] (541) 910-0432</td>
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<tr>
<td>Linda Hayes</td>
<td>At Large Member</td>
<td>[email: <a href="mailto:Yellowiron588@yahoo.com">Yellowiron588@yahoo.com</a>] (541) 805-1760</td>
</tr>
<tr>
<td>Joe Kresse</td>
<td>Bicycle-Pedestrian Seat</td>
<td>[email: <a href="mailto:kressej@gmail.com">kressej@gmail.com</a>] (541) 624-2119</td>
</tr>
<tr>
<td>Saara Siddiqui</td>
<td>At Large Member</td>
<td>[email: <a href="mailto:coordinator@lagrandemainstreet.org">coordinator@lagrandemainstreet.org</a>] (541) 963-1223</td>
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<tr>
<td>Crystal Voyles</td>
<td>At Large Member</td>
<td>[email: <a href="mailto:voylescm@eou.edu">voylescm@eou.edu</a>] (541) 786-4740</td>
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<td>Vacant Fixed Route Seat</td>
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<tr>
<td>Vacant Low Income Seat</td>
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## Non Voting Agency Staff Members

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<tr>
<td>Frank Thomas</td>
<td>Union County Transit Manager</td>
<td>EOU Seat [email: <a href="mailto:frank@ccno.org">frank@ccno.org</a>] (541) 963-2877 Ext. 158</td>
</tr>
<tr>
<td>Roy Gomez</td>
<td>Transportation Options</td>
<td>[email: <a href="mailto:roy@ccno.org">roy@ccno.org</a>] (541) 963-2877 Ext. 4</td>
</tr>
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</table>

Union County Public Transit is member of the Northeast Oregon Public Transit Network. Other member services include the Baker Connector, Baker Trolley, Wallowa Link and Wallowa Commuter. For system specific information please see our website at [www.neotransit.org](http://www.neotransit.org).

Our parent agency is Community Connection of Northeast Oregon, Inc. Our Executive Director is Margaret Davidson – [margaret@ccno.org](mailto:margaret@ccno.org) (541) 963-3186. Our Administrative Offices are located at 2802 Adams Avenue in La Grande.
### Board of Directors

#### As of July 1, 2014

<table>
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<tr>
<th>Public Sector</th>
<th>County</th>
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<td>Wallowa</td>
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<tr>
<td>Tim Kerns</td>
<td>Baker</td>
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<tr>
<td>Steve McClure</td>
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<tr>
<td>Scott W. Myers</td>
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<tr>
<td>Joe Town</td>
<td>Wallowa</td>
<td>03-05-16</td>
</tr>
<tr>
<td>John DeNault</td>
<td>Union</td>
<td>10-11-14</td>
</tr>
<tr>
<td>Ruth Hamilton</td>
<td>Grant</td>
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<td>Union</td>
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<tr>
<td>Roswitha Parks</td>
<td>Wallowa</td>
<td>06-30-15</td>
</tr>
<tr>
<td>Ed Payton</td>
<td>Baker</td>
<td>06-30-16</td>
</tr>
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</table>

### Fiscal Year 2015 Officers

- **Board Chairman**: Steve McClure
- **Vice Chairman**: Scott W. Myers
- **Secretary**: Joe Town
- **Executive Committee Member**: Ed Payton
Appendix B: UCPT Services FY 2014

The Trolley Fixed Route: La Grande/Island City
The Trolley is a fixed route system runs from 7:30 am to 5:30 pm Monday through Friday and from 10:00 am to 6:00 pm on Saturdays. All vehicles are equipped with ADA compliant equipment to accommodate a full range of mobility devices. Bus fare is $1.00.
Paratransit runs the same hours of service as the Trolley Fixed Route. While it is a general public service by definition, it follows the requirements of the ADA to reserve it only for individuals who are prevented from using a fixed route due to a disability.

Eligibility for Paratransit is by application and may require a functional assessment by an Occupational Therapist. Paratransit service is available up to ¾ of a mile on either side of a fixed route line. Paratransit requires reservations to ride to be made a day in advance. The image on the following page demonstrates the area of service. The light pink areas of the image indicate areas that are served in excess of the agency’s ADA requirement. Bus fare is $2.00.
Elgin Stage: Wednesday 8:30 am & 2:30 pm La Grande to Elgin
The Elgin Stage is an intercity route between La Grande and Elgin that runs on Wednesdays. It features courtesy curbside pickup in Elgin and drop off for the first La Grande destination with reservations made a day in advance.

Bus fare on the Elgin Stage is $3.50 per boarding.

Union Bobcat: Thursday 9:00 am & 3:00pm La Grande to Union
The Union Bobcat is an intercity route between La Grande and Union that runs on Thursdays. It features courtesy curbside pickup in Union and drop off for the first La Grande destination with reservations made a day in advance.

Bus fare on the Union Bobcat is $3.50 per boarding.
Appendix C: UCPT Organization Chart

Board of Directors – Not primarily engaged in transit
No Public Transit Representatives
General governance responsibilities

Margaret Davidson – Executive Director
Exercises/Delegates Transit Oversight

Robert Miller
Fiscal Manager

Julia Novotny – Fiscal Assistant
Quarterly Reports,
Procurements and Dispositions
Accounts Payable
Grant Administration
Grant Monitoring

Rick Witherspoon
Xtreme Computing
IT Contractor

Frank Thomas – County Transit Manager
Exercises Direct Transit Oversight
Scheduling and Human Resources
Planning and Development
Budgets and System Design
Equipment, Facility and Vehicle Maintenance
Outreach and Public Participation
Regulatory Compliance

Kate Sprauer – Transit Op’s Assistant
Dispatch and Driver Scheduling
Billing and Contract Management
Data Entry, Control and Reporting
Planning Assistance

New Day Enterprises

Blue Mt. Security

Roy Gomez – Transit Op’s Assistant
Drive Less Connect
Limited English Proficiency
Graphic Arts
Dispatch and Driver Scheduling

Tammy Spriggs-Halls – Transit Op’s Assistant
Dispatch and Driver Scheduling
Preventative Maintenance
Safety Committee Chair
Report Driver

Union County Transit Advisory Council
Receives delegation from the Board of Directors to make Union County Transit decisions on issues that do not rise to the level of a Major Service Change.
Board of Directors:
The Board of Directors is comprised of between 9 and 15 members from the four county area served by Community Connection of Northeast Oregon, Inc. At any given time up to three of the Council’s members are from Union County. The Board does not feature any members affiliated with Public Transit or identified as Public Transit advocates (the agency is primarily engaged in elder and human service programs).

Executive Direction, Margaret Davidson:
The Executive Director is the Chief Executive of Community Connection of Northeast Oregon Inc. and all of its functions. She exercises direct supervision over Administrative Staff that facilitate transit and the Managers in each county who physically deliver it. The Director reports to the agency Board Chair.

Fiscal Manager, Roberta Miller:
The Fiscal Manager processes payables, receivables and quarterly reports; she reports to the Executive Director.

Fiscal Assistant, Julia Novotny:
The Fiscal Assistant compiles quarterly reports, prepares payables and receivables, tracks and monitors grants for the Fiscal Manager, Executive Director and Board, and assists with procurements and dispositions. The Fiscal Assistant reports to the Fiscal Manager.

Union County Public Transit Advisory Council:
Formally seated by the Board of Directors in January 2014, the Advisory Council is the Title VI compliant body representing mobility interests in Union County. It is designed to feature diversity of age, gender, ethnicity, physical ability, geography, preferred mode of mobility and socioeconomics. The Advisory Council receives delegation from the Board of Directors to make Public Transit decisions in Union County that do not rise to the level of a Major Service Change. The Advisory Council sends its minutes and reports to the Board of Directors monthly but is not physically represented.
Union County Transit Manager, Frank Thomas:
The Union County Transit Manager is responsible for all of the Public Transit operations in Union County. He is the primary person responsible for capital asset planning, development and maintenance. He ensures recurring and preventative maintenance is performed consistent with the recommendation of the manufacturer and develops a strategy to respond to incidental repairs that do not conform to routine guidance. He exercises supervision over a staff of 15-25 public mobility professionals and an annual budget between $450,000 and $800,000. The Union County Transit Manager reports to the Executive Director.

Transit Operations Assistant, Kate Sprauer, Roy Gomez, Tammy Spriggs-Halls:
The Transit Operations Assistants provide basic transit support functions including call taking, ride scheduling, personnel and vehicle scheduling, statistical reporting, contract delivery and billing. They also provide systems analysis, planning and evaluation support to the Transit Manager. Transit Operations Assistants report to the Union County Transit Manager.

Drivers, Contract Security/Custodians and Other Staff:
Safety and maintenance of capital assets is the responsibility of each staff member. Each driver completes pre and post trip vehicle inspections daily. Union County also employs a closed feedback process that empowers staff to submit maintenance and safety concerns – and compels Management to follow up.

1) Staff member observes planned or incidental maintenance issue
2) Staff member writes up a Trouble Ticket / Maintenance Order
3) Manager assigns work to Transit Op’s Assistant or Maintenance Vendor
4) Repairs are made
5) Manager posts completed Trouble Ticket / Maintenance Order to bulletin board for staff inspection.
   a. Closing the feedback loop is CRITICAL to the Union County Maintenance and Safety strategy
      i. Assures timely resolution of identified concerns
      ii. Nothing gets lost in the machine
         1. Staff follows up if a resolution doesn’t appear
6) Resolved Trouble Ticket / Maintenance Orders are filed in the permanent file for the asset
Authorization and Control:
Throughout Union County’s process, decisions are made at the closest practical level to where routine maintenance or inspection faults become evident. Even the most entry level bus detailer can pull a vehicle from service when a safety sensitive defect is noted (such as faulty brakes). Very minor repairs, such as replacement of fuses, typically occur at the point of detection. Identified vehicles are scheduled for removal from service (or directly removed if necessary). In every case, the repair is recorded in writing, completes the feedback loop and becomes part of the permanent asset record.
Appendix D: Vehicle Maintenance Plan

FY 2010

Union County Public Transit

Preventative Maintenance Plan

July 2014 Revision
Part 1 – Goals and Objectives:

The Goals and Objectives of the Union County Public Transit Preventative Maintenance Policies and Plan are:

- Ensure that assets are protected and maintained to Federal Transit Administration’s State of Good Repair standard.
- Ensure vehicles, facilities and equipment operate at peak efficiency
- Minimize vehicle service failures (road calls) and loss of capacity due to equipment faults
- Maintain interior and exterior appearance of vehicles, facilities and equipment
- Maintain a system of permanent vehicle maintenance records
- Administer an aggressive equipment warranty recovery program
- Work toward implementing the ODOT VMIS- Vehicle Maintenance Information System
- Minimize energy consumption
- Prevent failures of facility systems that would interrupt occupants’ activities and the delivery of public services
- Provide maintenance in ways that maximize cost efficiency

Union County Public Transit subscribes to a philosophy of continuous improvement. This Preventative Maintenance Plan and the procedures detailed in it will be subject to constant review and improvement.

Vehicle Inventory

Union County Public Transit tracks vehicle inventory in several ways. The first is through the agency’s reservation software (Adept by Stratagen). Daily use of vehicles is tracked capturing all miles and revenue service hours. Reports on a vehicles usage can be pulled at any time, for any range of dates (back to January 2012). The software allows us to track multiple data points for the entire fleet whether individual vehicles are being used or not. The system tracks:

- Vehicle types
- Year, Make, and Model
- VIN, OPTIS, and License numbers
- Vehicle capacity (ambulatory/wheelchair ratio)
- Vehicle length and category (category notes general size and duty)
- Service record tracking:
  - Last oil service
  - Last brake service
  - Last transmission service
- Whether or not the vehicle is in or out of service
Vehicle Inventory is also tracked in hard copy in individual binders that reside in the transportation offices at 2204 E Penn, in La Grande. The inventory is also tracked in the Asset Management Plan. The Union County Asset management Plan:

- defines the measurable characteristics of transit service in Union County
- defines how each capital asset contributes to the standard of service
- measures the capacity within each asset and the effectiveness with which it is being used

The plan is intended to make the procurement, maintenance and disposition of assets more proactive. In addition to what is tracked in Adept, the AMP also tracks:

- original cost
- funding information
- primary use
- current condition
- the useful life of the vehicle
- scheduled replacement date and what it is to be replaced with
- method of disposal

The AMP is a living document that is updated immediately as inventory changes, and is scheduled for overall updating every three years.
Part 2 - Procedures

FLEET INVENTORY:

Daily Procedures
Pre-Trip and Post-Trip Inspection
Pre/post trip inspections are performed by drivers each time a vehicle is utilized (see forms in Appendix 1).

Casual maintenance (topping off fluids, replacing fuses, tightening loose fasteners) is typically performed on the spot. It is local policy to empower all personnel (operators, detailers, maintenance, etc.) to remove a vehicle from service if:

- A noted deficiency presents a safety hazard
- A noted deficiency will cause more downtime and/or expense if not addressed immediate
- Any functional defect is noted in any of the ADA equipment

Any defects found during the pre-trip inspection, while driving throughout the day or during the post trip inspection at the end of the day are notated on a Minor Maintenance Form (see Appendix 1) and reviewed by maintenance staff.

Once delivered to the Maintenance Assistant, Minor Maintenance notifications are sorted by urgency. Defects requiring skilled maintenance (having already been pulled from Revenue Service) are personally assessed or referred to a Transit Manager for review. Minor or cosmetic concerns are handled by maintenance staff (informed by Dispatch and Route Schedulers). After initial review by staff the vehicle is routed to the appropriate maintenance and/or warranty process vendor for resolution.

Each step in the maintenance process is recorded on the Minor Maintenance Form and re-posted to the bulletin board to be reviewed by operations staff (drivers, ride schedulers, dispatch, etc.) as they come on shift. Since most defects are noted by drivers this practice effectively closes the feedback loop to ensure timely and comprehensive response. It also provides Transit Operation Assistants a current list of ineligible vehicles before routes are built.

Fueling Procedures and Cleaning
Fueling is done at the end of each run at the designated fueling location, with mileage and gallons pumped recorded by the facility which provides a report to Admin.

Vehicles are kept in a clean state both interior and exterior. Every driver is responsible for helping to keep the vehicle clean. A detailing contract with New Day Enterprises (sheltered workshop vocational provider for adults living semi independently with developmental disabilities) provides for weekly intensive cleaning. Cleaning duties include:
Daily (by drivers):
- Sweep floors
- Replace trash bag
- Clean driver area (dash, consoles, seat, fare box, windshield)
- Clean spots off windows and mirrors

Weekly (by contractor) - Same as daily, plus:
- Clean all interior windows
- Vacuum seats, wipe down stanchions and railings
- Clean seats with disinfectant
- Run bus through automated wash

Perform at Service Interval (by contractor – 4 to 6 weeks) - same as daily and weekly plus:
- Clean all interior bulkheads and ceiling surfaces
- Scrub floors
- Apply dressing to dash, console and driver area
- Clean water spots off mirrors
- Apply exterior protectant

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 this maintenance program to minimize this type of maintenance through vigilant prevention procedures. The reactive vehicle maintenance policy is as follows:

- All defects (no matter how minor) are entered into the Minor Maintenance Form process
- All staff are empowered to make an immediate determination of a vehicle’s fitness for duty and may remove it from service if:
  - A deficiency presents a safety hazard
  - A deficiency may cause more downtime and/or expense if not addressed immediate
  - Any functional defect is noted in any of the ADA equipment
- Failures of ADA Accessibility equipment require prompt resolution via an alternative vehicle or immediate repair
- All follow up steps and resolutions are recorded on the Minor Maintenance Form
Warranty Recovery System
Union County Public Transit administers an aggressive equipment warranty policy to ensure that cost of parts and repairs on warranty-covered items are recovered. Original Manufacturer Warranties are often run through quickly due to the accumulation of miles. However, we also meticulously track any local vendor warranties.

Failed Components
Parts and components that may have failed prematurely are checked to determine if the part or component is covered under warranty. If the part or component is covered by a warranty, it is returned to the vendor.

Return to manufacturer/vendor
Authorization for warranty return and labor claims, if applicable, are obtained from the manufacturer or vendor. Usually this work is completed by a mechanic, but in some cases it is handled by the Maintenance Assistant or the Transit Manager. Information is supplied to the vendor on the circumstances of the failure, if known. The item is then returned to the vendor warranty department for repair or replacement. Union County Public Transit retains a copy of the warranty claim form for tracking purposes.

Receipt from manufacturer/vendor
Due to the remote rural area of service, warranty work is often facilitated by local shops/dealerships authorized by the vendor or manufacturer. Occasionally, technicians are sent from vendors to perform work on site (for example with Ricon Wheelchair lifts). When a unit is received, it goes directly to the mechanic or may arrive at the facility where it will be taken to the mechanic for repairs. All costs with the repair will invoiced by the mechanic and recorded on a Maintenance Tracker in MS Excel.

Fire Extinguishers
Inspection of fire extinguishers to ensure it is in proper working order, securely mounted, and easily accessible is done monthly for extinguishers in all buildings and vehicles. Fire extinguishers must be fully charged with a dry chemical or carbon dioxide, having at least a 1A: BC rating and bearing the label Underwriters Laboratory Inc. A monthly inspection form is kept in the front office with the Working Folders for vehicle inspections.

Annual inspections of all extinguishers are performed by a professional service company. All reports for extinguishers are provided by the company as well as Union County Public Transit’s form filled out by staff. The master schedule for annual service is kept on the wall in the front office will all the schedules for facility inspections (Appendix 2).

Interval Preventive Maintenance
Each vehicle has manufacturer recommend preventive maintenance intervals to be followed. Each interval inspection is extensive and need not be listed in the narrative of the plan (please see Appendix 1). What follows is a table for each vehicle in the Union County with a list of interval inspections that can be found in the appendix.
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<th>NEOPT #</th>
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**Inspection** | **Interval** | **Includes**
---|---|---
A | 5,000 | A
B | 15,000 | A & B
C | 30,000 | A & B
D | 100,000 | A
E | 150,000 | A, B & C

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**Inspection** | **Interval** | **Includes**
---|---|---
A | 3,000 | A
B | 6,000 | A and maybe B
C | 15,000 | A and maybe B & C
D | 21,000 | A and maybe B & C
E | 30,000 | A and maybe B, C, & D
F | 60,000 | A, C, & E and maybe B & D

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**Inspection** | **Interval** | **Includes**
---|---|---
A | 6,000 | A
B | 16,000 | A & B
C | 24,000 | A & B
D | 32,000 | A, B, & C
E | 92,000 | A
F | 104,000 | A
G | 120,000 | A & C

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<td>2021</td>
<td>2009</td>
<td>Ford</td>
<td>Stretcher Van</td>
<td>1FTS534L19DA87910</td>
<td>V000882</td>
</tr>
</tbody>
</table>

**Inspection** | **Interval** | **Includes**
---|---|---
A | 5,000 | A
B | 15,000 | A
C | 30,000 | A & B
D | 100,000 | A
<table>
<thead>
<tr>
<th>NEOPT #</th>
<th>Year</th>
<th>Make</th>
<th>Model</th>
<th>VIN</th>
<th>OPTIS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>2022</td>
<td>2009</td>
<td>Chevy</td>
<td>Lowered Floor Cutaway bus</td>
<td>1GBJG31K291155274</td>
<td>V0881</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Inspection</th>
<th>Interval</th>
<th>Includes</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>5,000</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>25,000</td>
<td>A</td>
</tr>
<tr>
<td>C</td>
<td>50,000</td>
<td>A &amp; B</td>
</tr>
<tr>
<td>D</td>
<td>100,000</td>
<td>A &amp; B</td>
</tr>
<tr>
<td>E</td>
<td>150,000</td>
<td>A, B &amp; C</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NEOPT #</th>
<th>Year</th>
<th>Make</th>
<th>Model</th>
<th>VIN</th>
<th>OPTIS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>2023</td>
<td>2011</td>
<td>Ford</td>
<td>Fusion Hybrid Sedan</td>
<td>3FADP0L31BR226902</td>
<td>V1096</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Inspection</th>
<th>Interval</th>
<th>Includes</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>6,000</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>12,000</td>
<td>A</td>
</tr>
<tr>
<td>C</td>
<td>48,000</td>
<td>A &amp; B</td>
</tr>
<tr>
<td>D</td>
<td>102,000</td>
<td>A</td>
</tr>
<tr>
<td>E</td>
<td>150,000</td>
<td>A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NEOPT #</th>
<th>Year</th>
<th>Make</th>
<th>Model</th>
<th>VIN</th>
<th>OPTIS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>2025</td>
<td>2012</td>
<td>Dodge</td>
<td>Modified Minivan</td>
<td>2C4RDGBG7CR032391</td>
<td>V001320</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Inspection</th>
<th>Interval</th>
<th>Includes</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>6,000</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>16,000</td>
<td>A</td>
</tr>
<tr>
<td>C</td>
<td>24,000</td>
<td>A &amp; B</td>
</tr>
<tr>
<td>D</td>
<td>32,000</td>
<td>A, B, &amp; C</td>
</tr>
<tr>
<td>E</td>
<td>92,000</td>
<td>A</td>
</tr>
<tr>
<td>F</td>
<td>104,000</td>
<td>A</td>
</tr>
<tr>
<td>G</td>
<td>120,000</td>
<td>A &amp; C</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NEOPT #</th>
<th>Year</th>
<th>Make</th>
<th>Model</th>
<th>VIN</th>
<th>OPTIS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>2026</td>
<td>2012</td>
<td>Dodge</td>
<td>Modified Minivan</td>
<td>2C4RDGBG7CR032393</td>
<td>V001321</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Inspection</th>
<th>Interval</th>
<th>Includes</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>6,000</td>
<td>A</td>
</tr>
<tr>
<td>B</td>
<td>16,000</td>
<td>A</td>
</tr>
<tr>
<td>C</td>
<td>24,000</td>
<td>A &amp; B</td>
</tr>
<tr>
<td>D</td>
<td>32,000</td>
<td>A, B, &amp; C</td>
</tr>
<tr>
<td>E</td>
<td>92,000</td>
<td>A</td>
</tr>
<tr>
<td>F</td>
<td>104,000</td>
<td>A</td>
</tr>
<tr>
<td>G</td>
<td>120,000</td>
<td>A &amp; C</td>
</tr>
</tbody>
</table>
**Annual Preventive Maintenance**

It is required that the vehicles in the fleet undergo an annual safety inspection. The annual inspection is performed by an ASE certified professional mechanic. Every vehicle regardless of make or model undergoes the same inspection (See Appendix 1). Copies of the annual inspections are kept in the permanent binder and the Working Folder.

**Bi-Annual Preventive Maintenance**

**Wheelchair Lifts**

ADA inspections of all motorized lifts are performed twice annually in the spring and in the fall. Minor maintenance and replacement of parts that may be wearing out are replaced at that time to avoid mechanical failure during the year. The service professional provides an inspection report which is attached to our own inspection sheet (Appendix 1). Both forms are filed in the Working Folder and the Permanent Binder. All lifts both manual and motorized go through checks every time the vehicle is deployed:

- 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.

**Tracking Maintenance**

**Working Folders**

The tracking of the inspections is of vital importance and is done several ways. The first important step is the Working Folder. Every Vehicle has a manila folder that is kept in the front office. The cover of the folder has a sheet attached that shows the mileage intervals and the corresponding inspection that is due.

The Maintenance Assistant checks the current mileage of every vehicle which can be found on the Mileage Tracker sheet kept on the dispatch desk.

The dispatcher records the beginning miles every day when the driver reports them during their radio check before starting his/her shift. The Maintenance Assistant then records the miles on the Working Folder sheet and checks how close the vehicle is getting to the next service interval.
The Working Folder also contains a sheet on the front inside cover that records the brake pad depths. Every vehicle goes through interval brake checks. We require the technician to record the depth of every brake pad in millimeters on the inspection sheet.

As we take the information and record the millimeters on the sheet with corresponding dates and mileage, we are able to replace the brakes when they reach 3mm. This eliminates costly repairs on rotors by not allowing the pads to wear down to metal on metal.

Another sheet on the back inside cover tracks the tire tread depth for the vehicle so that we can evaluate the wear and tear on the tires and anticipate dangerous tires and have them replaced prior to potential blow outs that can put our riders at risk and interrupt service.
Each time an inspection is performed a copy is inserted into the Working Folder and the original is placed into the vehicle’s permanent binder kept in the Maintenance Assistant's office. Basic services are recorded in Adept at that time as well. As noted above these include the oil change, brake and transmission service.

All the inspection sheets are attached to invoices from the service provider. Any member of the maintenance or lead team can pull the folder for any vehicle and find dates, type of service, parts used, costs incurred, and when the next service is due based on intervals or time.

The next vital step in tracking information is the Excel Maintenance Tracker which is maintained by the Maintenance Assistant. The EMT is a powerful tool for analysis. Tracking maintenance is just a basic function of the worksheet. The EMT also tracks:

- Annual maintenance cost per vehicle
- Annual average maintenance cost per vehicle type/category
- “Fully loaded” maintenance labor cost per hour
- Average maintenance cost per vehicle mile, by vehicle type/category
- Parts inventory trend analysis
- Parts usage by vehicle
- Average repair costs per vehicle/per vehicle type/category
- Comparative maintenance costs and trends by vehicle year
- Agency vehicle maintenance budget
- Maintenance labor cost allocation can be recorded
- Maintenance vendor invoices totals
- Equipment purchase invoices
- Shop equipment purchases

All hard copies of maintenance records are kept in storage for the life of the vehicle while in use and for seven years past disposition. All electronic records in the Excel Maintenance Tracker are kept indefinitely.

**New Driver Vehicle Orientation**

All new drivers go through a rigorous training schedule prior to beginning work. Drivers must log driving hours in every mode of service.

<table>
<thead>
<tr>
<th></th>
<th>Fixed Route</th>
<th>Paratransit</th>
<th>InterCity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>22 hours</td>
<td>20 hours</td>
<td>6 hours</td>
</tr>
</tbody>
</table>

Drivers are trained on all vehicles in the fleet based on credentialing. For example, only CDL drivers will be trained on the trolley. As new vehicles are brought into the fleet, every driver is given an orientation on the operation. Drivers are also required to attend several periodic trainings including:
- First Aid/CPR
- Defensive Driving
- Passenger Safety and Sensitivity
- Drug and Alcohol
- Blood Borne Pathogens

Staff also trains new drivers in each of the following areas:

- ADA Equipment (15 hours)
- Pre-trip, Minor Maintenance, Property Minor Maintenance forms (2 hours)
- Mobile Data Computer input (2)
- Policy and Procedures (2 hours)
- Call taking (2 hours)

All training completions and certifications are kept in their personnel file. Adept also tracks expiration dates on Defensive Driving, First Aid/CPR and other important details.
Consumables
All consumables such as oil, fluids, bulbs, etc. are tracked in an Excel workbook called Inventory Tracker. The Inventory Tracker is maintained by the Maintenance Assistant. A new tracker is built for each fiscal year. The trackers are built to read from month to month and year to year. Monthly tabs pull information from the previous month while the last month of the fiscal year is read by the first month of the new fiscal year on the new annual tracker. The tracker when first developed began with the current inventory of all consumables and equipment. From there it will track consumption and replenishment. The Maintenance Assistant is responsible for keeping this living document current on no less than a bi-monthly schedule. The tracker also tracks the location of all goods noting where it is stored either in the bus barn or the transit building. Below is an example of the sheet prior to it being complied with real data.

Tires
Tires are too complicated to track on the Inventory Tracker. They have their own Excel tracking worksheet. The tire tracker records the date of purchase of new tires, current stock, condition, type, quantity, as well as where they were purchased so that free service is traceable.
The tracker also has a second tab that records the priority of replacement tires for each vehicle. The vehicles fall into a natural cycle of replacement so that perhaps four vehicles receive new tires one fiscal year and the next four receive them the following fiscal year. It tracks what vehicle received the most recent tires and which vehicle moves up the priority list. This cycle can be rotated each year.

To reiterate, the tire tread, and rotations are tracked in the vehicle Working Folders.

**Vehicle Storage and Safety**

**Secured Parking Lot**

Currently none of the vehicles are stored in the bus barn. Tires, equipment, and supplies occupy one bay of the five bay structure. The other four bays are occupied by the Food Bank and Senior Center storage.

**Safety Procedures**

Proper storage of vehicles also incorporates safety procedures such as non-exception brake setting and transmission-in-park requirements of drivers; and setting up the parking area to maximize forward driving and avoid operating vehicles in reverse. Vehicles entering the parking area must not exceed 10 mph and obey all driving rules and signs.

**Key Control**

All vehicles are locked every night and the keys are returned to the peg board in the driver’s room. Spare keys are kept in the back office with the Maintenance Assistant. Both rooms are locked at night.
Suspicious Package Checks
Any suspicious packages found on a vehicle or on the property are reported to the Transit Manager. The manager will assess the situation and make a determination as to the next appropriate step to take be it evacuation, calling of law enforcement, etc.

FACILITY AND EQUIPMENT INVENTORY:

Transit Hub
Ownership of the transit hub facility is held by Union County. Union County Public Transit is the custodian (the facility was constructed with Connect Oregon 1 funds) of its facility at 2204 E Penn Ave, La Grande, Oregon. As such it has the responsibility for the upkeep of the building, equipment and grounds. It is the policy of UCPT 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 defects found during any inspection will be recorded on the Property Minor Maintenance form (Appendix 1) which is kept in the front office in the forms file. The forms are structured in the same way as the vehicle minor maintenance forms are. They record:

- Site description
- Date reported
- Reporting staff member
- How it was discovered
- Issue description
- Reviewing staff member and date
- Work orders
- Vendor for service and appointment time
- Follow up notes by Transit Manager or Maintenance Assistant

Facility maintenance is the responsibility of the Maintenance Assistant. He/she is responsible for doing the work or delegating it out to other staff. The form is posted on the maintenance peg board in the front office for the Maintenance Assistant to begin the process of repairs. He/she schedules all the maintenance appointments that must be made with outside sources. For details of each inspection please see Appendix 2.

<table>
<thead>
<tr>
<th>Inspections</th>
<th>Daily</th>
<th>Monthly</th>
<th>Bi-Annual</th>
<th>Annual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automated External Defibrillator</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>ADA Compliance</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Exit and Emergency Lighting</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Fire Extinguishers</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Fire Suppression System</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Building Exterior Inspection</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Heating and AC Systems</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Ground Sprinkler System</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
Long term time schedules of maintenance for the following equipment is kept in the front office on the wall (Appendix 2). The inspection forms are kept in Working Folders (the same format as the Vehicle Maintenance).

**Shelters**

Bus shelters go through a quarterly inspection that includes:

- Frame condition – no cracks or other damages, fastened securely
- Paint on shelter free of damage
- Windows free from cracks and broken panes
- Seat in good repair and fastened securely
- Clean and free of debris, garbage, and flyers
- Clean windows and roof
- ADA access free of damage and unobstructed
- Curb paint for bus pull out visible

Inspection sheets are found in the front office with the rest of the inspection forms and working folders. Bus shelters enjoy the constant visual inspection from the fixed route drivers. They can report at any time the condition of the shelters as far as cleanliness, noticeable damage, or graffiti. They do this by filling out a Property Minor Maintenance form and placing on the peg board in the front office for the Maintenance Assistant to prioritize and deal with.

**Bus Barn**

The bus barn currently goes through an inspection process to evaluate the doors and overhead motors and the exterior of the building. The inspection for the doors and motors is thorough and filled out by a professional door installer. The inspection is done bi-annually. Any repairs or parts needed are done at the time of inspection. The door installer fills out their own inspection form as well as the form developed by Union County Public Transit (see Appendix 1). The facility exterior uses the same form as the transit hub. This inspection is done bi-annually, the same as the hub. The forms are kept in the working folder in the front office as well as copies for a permanent binder in the binder in the maintenance office.
Part 3 – ADA Equipment Inspection Schedules

All ADA equipment is inspected and cycled as a part of the Driver’s pretrip inspection. It may be worthy of note that as a matter of procurement, Union County Public Transit is moving away from lift equipped vehicles in favor of lowered floor cutaways and modified mini vans featuring ramps. Until such time that all ADA lift equipped vehicles have left the fleet, the recommendations of the manufacturer will be followed (at minimum).

Ricon S/K Series, KlearVue

<table>
<thead>
<tr>
<th>Inspection Item</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check for abnormal noises; Control pendant undamaged/ cables tight</td>
<td>Daily</td>
</tr>
<tr>
<td>Inspect electrical wiring for frayed wires; Loose connectors, etc.;</td>
<td>Every two Weeks (or every 150 cycles)</td>
</tr>
<tr>
<td>Verify that:</td>
<td></td>
</tr>
<tr>
<td>Handrail fasteners are tightened;</td>
<td></td>
</tr>
<tr>
<td>Vehicle mounting &amp; support points are undamaged and mounting bolts are tight</td>
<td></td>
</tr>
<tr>
<td>Main Lifting Pivots - Arm pins properly installed, undamaged, &amp; locked in place</td>
<td></td>
</tr>
<tr>
<td>Platform moves freely</td>
<td></td>
</tr>
<tr>
<td>Bridgeplate operates without binding and deploys fully, rests flat on baseplate</td>
<td></td>
</tr>
<tr>
<td>Rollstop opens completely</td>
<td></td>
</tr>
<tr>
<td>Rollstop closes and locks when platform leaves the ground</td>
<td></td>
</tr>
<tr>
<td>Hydraulic Power Unit:</td>
<td></td>
</tr>
<tr>
<td>Verify pump hydraulic fluid is at full mark when platform is at ground level</td>
<td></td>
</tr>
<tr>
<td>No hydraulic fluid leaks</td>
<td></td>
</tr>
<tr>
<td>Manual release valve is closed</td>
<td></td>
</tr>
<tr>
<td>Spray penetrating oil on hinges, Knuckle links, and torsion springs.</td>
<td>Six Month Safety Check (or 1,750 cycles)</td>
</tr>
<tr>
<td>Use dry lubricant (graphite) on Rollstop hinges</td>
<td></td>
</tr>
<tr>
<td>Check hydraulic cylinder for evidence of leaks</td>
<td>Annual Safety Check (or 3,500 cycles)</td>
</tr>
<tr>
<td>Inspect hydraulic hoses for damage</td>
<td></td>
</tr>
<tr>
<td>Verify that all fittings are tight.</td>
<td></td>
</tr>
</tbody>
</table>
### Braun UVL (underfloor lift) series

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Apply light oil</strong> -</td>
<td>Every 750 cycles</td>
</tr>
<tr>
<td>- Outer barrier &amp; lower closure pivot points (2)</td>
<td></td>
</tr>
<tr>
<td>- Outer barrier detent pin pivot points (2)</td>
<td></td>
</tr>
<tr>
<td>- Inner roll stop hinge pivot points; lifting arm pivot points &amp; rollers</td>
<td></td>
</tr>
<tr>
<td>- Torque tube pivot bearings (4 places)</td>
<td></td>
</tr>
<tr>
<td><strong>Inspect for wear, damage, and proper operation:</strong></td>
<td></td>
</tr>
<tr>
<td>- Outer barrier &amp; lower closure, seals and gaskets</td>
<td></td>
</tr>
<tr>
<td>- Lift for wear, damage or abnormal condition</td>
<td></td>
</tr>
<tr>
<td>- Check drive chain tension and inner roll stop and linkage</td>
<td></td>
</tr>
<tr>
<td>- Check carriage ride height in housing</td>
<td></td>
</tr>
<tr>
<td>- Check slow height/lifting arm alignment</td>
<td></td>
</tr>
<tr>
<td>- Check Wiring harnesses and lower pan securement</td>
<td></td>
</tr>
<tr>
<td><strong>Apply light oil</strong> -</td>
<td>Every 1500 cycles</td>
</tr>
<tr>
<td>- Carriage rollers (bearings) and eccentric shaft rollers (bearings)</td>
<td></td>
</tr>
<tr>
<td>- Lifting arm slots in rolling horizontal carriage arm tubes</td>
<td></td>
</tr>
<tr>
<td>- Hydraulic cylinder pivot points (4 per cylinder)</td>
<td></td>
</tr>
<tr>
<td>- Drive chain and chain rollers and drive chain release latch mechanism</td>
<td></td>
</tr>
<tr>
<td>- Deploy lift, remove lower pan, and blow out housing &amp; platform to remove debris from housing and housing tracks</td>
<td></td>
</tr>
<tr>
<td><strong>Inspect for wear, damage, securement, and proper operation:</strong></td>
<td>Every 4500 cycles</td>
</tr>
<tr>
<td>- Housing cam brackets</td>
<td></td>
</tr>
<tr>
<td>- Drive chain release latch, chain tensioner, jam nuts and connecting link</td>
<td></td>
</tr>
<tr>
<td>- Platform cable-activated manual release system</td>
<td></td>
</tr>
<tr>
<td>- Limit switches and cams</td>
<td></td>
</tr>
<tr>
<td>- Carriage, lifting arm and eccentric shaft roller bearings</td>
<td></td>
</tr>
<tr>
<td>- External snap rings (e-clips):</td>
<td></td>
</tr>
<tr>
<td>- Carriage roller bearings (4)</td>
<td></td>
</tr>
<tr>
<td>- Eccentric shaft track roller bearing (2)</td>
<td></td>
</tr>
<tr>
<td>- Lower lifting arm pins (4)</td>
<td></td>
</tr>
<tr>
<td>- Eccentric shaft pins, bearing mounting screw, washers, and securement</td>
<td></td>
</tr>
<tr>
<td>- Torque tube cams</td>
<td></td>
</tr>
<tr>
<td>- Cylinders(s), hoses, fittings and hydraulic connections</td>
<td></td>
</tr>
<tr>
<td>- Power cable</td>
<td></td>
</tr>
<tr>
<td>- Handrails and handrail belts</td>
<td></td>
</tr>
<tr>
<td><strong>Hydraulic Fluid (pump) - check level.</strong></td>
<td></td>
</tr>
<tr>
<td><em>(Braun 87010R fluid or 5606 aviation fluid)</em></td>
<td></td>
</tr>
<tr>
<td>Fluid should be changed if there is visible contamination. Inspect the hydraulic system (cylinder, hoses, fittings, seals, etc) for leaks if fluid level is low.</td>
<td></td>
</tr>
<tr>
<td>- Inspect lifting arm bushings and pivot pins for visible wear or damage</td>
<td></td>
</tr>
<tr>
<td>- Inspect outer barrier pivot pin mounting bolts (2)</td>
<td></td>
</tr>
<tr>
<td>- Mounting - check to see that lift is securely anchored to vehicle, with no loose bolts, broken welds, or stress fractures.</td>
<td></td>
</tr>
<tr>
<td>Braun Millenium NCL919IB Model</td>
<td></td>
</tr>
<tr>
<td>--------------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>Apply Light Oil</strong> -</td>
<td></td>
</tr>
<tr>
<td>Platform pivot pin bearings (2) &amp; Inner roll stop lever bearings (2)</td>
<td></td>
</tr>
<tr>
<td>Platform fold axles (2); Rotating Pivot Slide arm pivot pins (2)</td>
<td></td>
</tr>
<tr>
<td>Parallel arm pivot bearings (16); Handrail pivot pin bearings (4)</td>
<td></td>
</tr>
<tr>
<td>Hydraulic cylinder bushings (8)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Every 1500 cycles</td>
</tr>
</tbody>
</table>

| **Inspect for wear, damage, leaks, proper operation** - |
| Lift-Tite latch rollers and rollstops for wear or damage (2) |
| Handrail components for wear, damage, operation |
| Microswitches for securement and proper adjustment |
| External snap rings: handrail pivot pins, platform slide/rotate pivot pins, platform fold axles, inner roll stop lever bracket pins, Lift-Tite latch gas dampening spring; Platform fold axles and bearings for wear, damage, positive securement |
|                                  |                      |

| **Remove pump module cover and inspect:** |
| Hydraulic hoses, fittings and connections |
| Harness cables, wires, terminals and connections, control board, circuit breaker, power switch and lights for securement or damage. |
|                                  |                      |

| **Inspect cotter pins on platform pivot pin** |
| Hydraulic Fluid Pump - Check level. Change fluid if there is visible contamination. Inspect hydraulic system (cylinder, hoses, fittings, seals, etc) for leaks if fluid level is low. |
| Inspect for wear, damage or leaks - |
| Cylinders, fittings and hydraulic connections |
| Outer barrier cylinder hose assembly |
| Parallel arms, bushings and pivot pins |
| Parallel arm pivot pin mounting bolts |
| Platform pivot pin, bushings and vertical arms |
| Upper/lower fold arms, rotating pivot slide arms, slide support arms and associated pivot pins, bushings, and bearings |
| Gas springs (cylinders) |
| Rotating pivot slide arm UHMW slide bearings (buttons) |
| Vertical arm plastic covers |
| Power cable |
| Mounting |
| Decals and Antiskid |
|                                  | Every 4,500 cycles |

| Repeat all listed inspection, lubrication and maintenance procedures at 750 cycle intervals |
| Consecutive 750 cycle intervals |
### Braun Millenium, L915IB model

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Frequency</th>
</tr>
</thead>
</table>
| **Apply Light Oil** -  
  Roll stop latch (pivot/slide points)  
  Rotating pivot slide arm pivot pins (2);  
  Platform pivot pin (2 places) | Monthly or 100 cycles |
| **Inspect for wear, damage, proper operation:**  
  Outboard roll stop latch and spring & Inboard roll stop  
  Handrail components  
  Parallel arm pivot pin mounting bolts (8)  
  External snap rings:  
    - Handrail pivot pins(2); rotating pivot arm pivot pins (2);  
    - Platform fold axles (1 per axle); Inboard roll stop lever and bracket pins (1 per pin)  
  Cotter pins on platform pivot pin (2)  
  Hydraulic Fluid (pump) - check level with platform lowered fully and roll stop unfolded fully. Change fluid if visible contamination. Use Dextron III transmission fluid.  
  Inspect hydraulic system (cylinder, hoses, fittings, seals, etc.) for leaks if fluid level is low. | Annually or 1,250 cycles (annually, cont’d) |
| **General Inspection** -  
  Remove pump module cover and inspect:  
    - Hydraulic hoses, fittings and connections  
    - Harness cables, wires, terminals and connections  
    - Circuit breaker and solenoids  
  Remove microswitch cover, inspect microswitches  
  Inspect for wear, damage, leaks, proper operation, and positive securement:  
    - Cylinders, flow control valves, and hydraulic connections  
    - Roll stop cylinder hose assembly  
    - Parallel arms, bushings, and pivot pins  
    - Handrails and pivot pins  
    - Vertical arms, platform fold arm bushings and pivot pin  
    - Platform pivot arms, rotating pivot slide arms, slide support arms, and associated pivot pins  
    - Platform pivot arm springs  
    - Gas spring cylinders  
    - Rotating pivot slide arm UHMW slide bearings (buttons)  
    - Vertical arm plastic covers  
    - Power cable  
    - Mounting  
    - Decals and Antiskid  
  Check for smooth operation of lift |
**Braun Ramp**

<table>
<thead>
<tr>
<th>Task</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wash lower door track &amp; lubricate</td>
<td>Monthly</td>
</tr>
<tr>
<td>Clean and lubricate pivot points and hinges</td>
<td></td>
</tr>
<tr>
<td>Clean and Lubricate:</td>
<td></td>
</tr>
<tr>
<td>Outboard ramp extension hinge &amp; fasteners</td>
<td>Every 3 months</td>
</tr>
<tr>
<td>Inspect for wear, damage, proper operation, securement:</td>
<td></td>
</tr>
<tr>
<td>Inboard pivot points</td>
<td></td>
</tr>
<tr>
<td>Ramp fold pickup bearing, fold arm, fold arm bearing</td>
<td></td>
</tr>
<tr>
<td>Ramp extension chain</td>
<td></td>
</tr>
<tr>
<td>Ramp floor mounting</td>
<td></td>
</tr>
<tr>
<td>Removable seat bases for proper latch engagement</td>
<td></td>
</tr>
</tbody>
</table>
Part 4 – Fleet Management Best Practices

Vehicle Maintenance Information System
The Vehicle Maintenance Information System (VMIS) is the key to successful and cost-effective vehicle maintenance. A VMIS may consist of a combination of automated tracking systems, paper checklists and forms, written procedures, and supervisory oversight responsibilities. Agencies that do not already employ a VMIS are encouraged to develop one.

There are three basic components of an effective VMIS:

1) Vehicle data-gathering;
2) Vehicle data tracking and analysis; and
3) Management oversight and maintenance decision-making support.

Effective use of VMIS information by agency management allows for informed decision making regarding vehicles and maintenance functions, which in turn improves overall agency efficiency. The table below provides an overview of the data elements required by ODOT and Union County Public Transit’s compliance for each component.
## Vehicle Data Gathering

<table>
<thead>
<tr>
<th>ODOT Requirements for VMIS</th>
<th>Union County Compliance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily/monthly vehicle mileage log</td>
<td>Daily miles are logged in Adept as vehicles are used, and on a monthly tracker on a paper form</td>
</tr>
<tr>
<td>Daily/monthly vehicle in-service hours log</td>
<td>Hours are logged daily, monthly and annually in Adept</td>
</tr>
<tr>
<td>Vehicle maintenance file</td>
<td>Files are kept in a binder, working file, and electronically</td>
</tr>
<tr>
<td>Vehicle maintenance chart</td>
<td>Charts that can effectively track the useful life of every individual vehicle is kept on a working folder in front office</td>
</tr>
<tr>
<td>Pre-trip inspection reports</td>
<td>Pre-trip inspections are filed in the office</td>
</tr>
<tr>
<td>Post-trip inspection reports</td>
<td>Issues manifesting during use are recorded on Minor maintenance sheet and reported to management</td>
</tr>
<tr>
<td>Mileage or time-based inspection reports</td>
<td>All interval or time-based inspections are recorded on the Individually tailored inspection forms for that vehicle and copies are kept in the binder and the working folder</td>
</tr>
<tr>
<td>Repair work orders</td>
<td>Work orders are filed in vehicle binders</td>
</tr>
<tr>
<td>Accident reports</td>
<td>Accident Reports are tracked in Adept and hard copies in the office</td>
</tr>
<tr>
<td>Parts inventory/use report</td>
<td>Inventory is tracked electronically in Excel Inventory Tracker</td>
</tr>
<tr>
<td>Consumables purchase records (fuel/oil/fluorida/tires/etc.)</td>
<td>Consumables are tracked electronically in Excel Inventory Tracker</td>
</tr>
<tr>
<td>Agency vehicle maintenance budget</td>
<td>The maintenance budget is tracked simultaneously in the Excel Maintenance Tracker</td>
</tr>
<tr>
<td>Agency vehicle maintenance actual costs by month</td>
<td>Actual costs are tracked monthly in the Excel Maintenance Tracker</td>
</tr>
<tr>
<td>Maintenance payroll and labor cost allocation records</td>
<td>Professional labor costs are tracked in the Excel Maintenance Tracker, in house labor is tracked in agency payroll</td>
</tr>
<tr>
<td>Maintenance vendor invoices</td>
<td>Vendor invoices are kept in the vehicle binder and tracked electronically in the Excel Maintenance Tracker</td>
</tr>
<tr>
<td>Staff training costs/invoices</td>
<td>Staff time for the Union County transit employees is tracked through payroll in accounting</td>
</tr>
<tr>
<td>Vehicle and equipment purchase orders</td>
<td>Purchase of vehicles and equipment are kept in the binders, separate equipment purchases are also tracked in the Excel Maintenance Tracker</td>
</tr>
<tr>
<td>Shop equipment purchases and maintenance records</td>
<td>All Equipment purchases are tracked in either the Excel Maintenance Tracker or the Inventory Tracker</td>
</tr>
<tr>
<td>Contract invoices and report (if maintenance contracted out)</td>
<td>N/A We currently do not hold a contract with outside shops</td>
</tr>
</tbody>
</table>
## Vehicle Data Tracking and Analysis Outcome

<table>
<thead>
<tr>
<th>ODOT Requirements for VMIS</th>
<th>Union County Compliance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual and monthly maintenance cost per vehicle</td>
<td>Costs are tracked in the Excel Maintenance tracker year to year</td>
</tr>
<tr>
<td>Annual and monthly average maintenance cost per vehicle type/category</td>
<td>The Maintenance Tracker tracks percentage of each vehicles use of total budget</td>
</tr>
<tr>
<td>“Fully loaded” maintenance labor cost per hour</td>
<td>Maintenance Tracker is cable of tracking labor for all maintenance related work by in house and professional</td>
</tr>
<tr>
<td>Maintenance cost per vehicle mile, by vehicle</td>
<td>We track all miles and cost of maintenance to we can figure this with a simple equation</td>
</tr>
<tr>
<td>Average maintenance cost per vehicle mile, by vehicle type/category</td>
<td>We track all miles and cost of maintenance to we can figure this with a simple equation</td>
</tr>
<tr>
<td>Maintenance cost per vehicle in-service hour, by vehicle</td>
<td>We track all miles and cost of maintenance to we can figure this with a simple equation</td>
</tr>
<tr>
<td>Average maintenance cost per vehicle in-service hour, by vehicle type/category</td>
<td>We track all miles and cost of maintenance to we can figure this with a simple equation</td>
</tr>
<tr>
<td>Parts inventory trend analysis</td>
<td>The Maintenance Tracker is coded to show how much is spent on common mechanical repairs as they are related to the engine, transmission, AC, Heating, Electrical, Oil Changes, etc. and then breaks it out into a percentage for entire fleet as well as individual vehicles. The Excel Inventory Tracker will also help with a trend analysis for parts and consumables.</td>
</tr>
<tr>
<td>Parts usage by month/staff person/vehicle</td>
<td>This can be gleaned from the Maintenance Tracker and Inventory Tracker</td>
</tr>
<tr>
<td>Fuel use per vehicle/mile</td>
<td>Information is reported to Admin from fueling facilities and is available to Transit Manager</td>
</tr>
<tr>
<td>Average repair costs per vehicle/per vehicle type/category</td>
<td>Performed by the Maintenance Tracker</td>
</tr>
<tr>
<td>Comparative maintenance costs and trends by vehicle year</td>
<td>Performed by the Maintenance Tracker</td>
</tr>
<tr>
<td>Average vehicle down-time for maintenance and repairs</td>
<td>This is tracked at the front desk on the Mileage reconciliation sheet noting “out of service” on days it is at a mechanic</td>
</tr>
<tr>
<td>Maintenance shop productivity (vehicles maintained per month, vehicle repairs per month, etc.)</td>
<td>N/A to NEOPT, we do not have our own shop at this time, however, if and when we do, this can be tracked on the Maintenance Tracker</td>
</tr>
<tr>
<td>If contract, contract trends and cost averages per vehicle/month</td>
<td>N/A We currently do not hold a contract with outside shops.</td>
</tr>
<tr>
<td>ODOT Requirements for VMIS</td>
<td>Union County Compliance</td>
</tr>
<tr>
<td>---------------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>Effectiveness of PM program in reducing breakdowns</td>
<td>Oversight provided by Transit Ops Assistant and Maintenance Assistant, and approved by Transit Manager. Our recent improvements to our PM schedules and individually tailored inspections has already shown exemplary effectiveness in reducing break downs and lowering costs.</td>
</tr>
<tr>
<td>Adjusting interval schedule for PM (increase or decrease)</td>
<td>Oversight provided by Transit Ops Assistant and Maintenance Assistant, and approved by Transit Manager. Recent adjustments were made to intervals based on manufacturer recommendations increasing intervals which in turn increased efficiency of operations and reducing costs without risking safety</td>
</tr>
<tr>
<td>Adequacy and appropriate skills mix of vehicle maintenance staffing</td>
<td>Oversight provided by Transit Manager</td>
</tr>
<tr>
<td>Trends in consumable usage for budget adjustment (parts, fuel, oil, tires)</td>
<td>Oversight provided by Maintenance Assistant and approved by Transit Manager.</td>
</tr>
<tr>
<td>Effectiveness of vehicle repair program (time between incidents; re-repair rate)</td>
<td>Oversight provided by Maintenance Assistant and approved by Transit Manager.</td>
</tr>
<tr>
<td>Loss control evaluation and prevention (pilferage)</td>
<td>Oversight provided by Transit Manager</td>
</tr>
<tr>
<td>Average productivity of mechanics and maintenance staff</td>
<td>Oversight provided by Transit Manager</td>
</tr>
<tr>
<td>Determine threshold for adding fleet vehicles with existing staff</td>
<td>Oversight provided by Transit Manager</td>
</tr>
<tr>
<td>Determine need for additional (or less) maintenance staff</td>
<td>Oversight provided by Transit Manager</td>
</tr>
<tr>
<td>Risk management: accident rates by vehicle and/or driver</td>
<td>Oversight provided by Transit Manager</td>
</tr>
<tr>
<td>Comparative maintenance data to support vehicle purchase decisions (best make/model; most appropriate vehicle categories; etc.)</td>
<td>Oversight provided by Transit Manager</td>
</tr>
<tr>
<td>Fuel efficiency of present fleet</td>
<td>Oversight provided by Transit Manager</td>
</tr>
<tr>
<td>Useful life threshold to replace vehicles (high maintenance costs)</td>
<td>Oversight provided by Transit Manager</td>
</tr>
<tr>
<td>Review of driver and maintenance staff training needs</td>
<td>Oversight provided by Transit Ops Assistant and approved by Transit Manager</td>
</tr>
</tbody>
</table>
**Vehicle Fleet Review**

Using VMIS data, as well as other ridership information, route information, passenger surveys, and driver and maintenance staff input, agencies should periodically review their existing vehicle fleet. Among the questions to consider are:

1. Is the fleet size adequate for the current agency mission? Does the agency need more vehicles, or possibly fewer vehicles?

2. Is the agency using the appropriate type/category of vehicle for its present fixed route and/or demand response activities? Is the present fleet sized properly for ridership levels, route lengths/traffic, and vehicle wear-and-tear?

3. Is vehicle downtime for service within acceptable limits, and not causing service disruptions? Should spare/back-up vehicle capacity be expanded? (see below)

**Spare Vehicle**

In order to maintain scheduled routes and services without disruption when regularly assigned vehicles are down for maintenance servicing or repair, agencies need to maintain an appropriate number of back-up/spare vehicles. One published rule-of-thumb suggests that 85% of an agency’s total fleet should be available for active revenue service (passengers on board), with 15% assigned as back-up vehicles for maintenance service and accident downtime.

More specific guidelines have been published for assisting agencies to determine the appropriate ratio of back-up vehicles for their fleet. Agencies should note these are general guidelines, not hard-and-fast rules. Some other factors the agency should consider in determining appropriate back-up vehicle capacity include geography, type of terrain traveled, road conditions, harsh weather conditions, length of routes, and condition of the current fleet.

<table>
<thead>
<tr>
<th>SIZE OF AGENCY’S REGULAR SCHEDULED FLEET</th>
<th>MINIMUM NO. OF BACKUP VEHICLES REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – 7 vehicles</td>
<td>1</td>
</tr>
<tr>
<td>8 – 13 vehicles</td>
<td>2</td>
</tr>
<tr>
<td>14 – 20 vehicles</td>
<td>3</td>
</tr>
<tr>
<td>21 – 29 vehicles</td>
<td>4</td>
</tr>
<tr>
<td>30 – 39 vehicles</td>
<td>5</td>
</tr>
</tbody>
</table>

**Vehicle Maintenance Employee Training**

Maintaining vehicles in good working condition requires well-trained and well-supervised maintenance staff. Maintenance training for vehicle mechanics and vehicle service technicians should include, at a minimum:
Shop and overall facility familiarization, including training on all equipment for which they have responsibility;

- Facility safety training including hazard identification, location of fire and life safety equipment, shop power emergency disconnect location, safety exits, and emergency incident procedures;
- Vehicle maintenance program scope and objectives training;
- Transit agency’s policy training, including safety and maintenance policies;
- Applicable vehicle maintenance standards and regulations training, and instruction on how they are enforced;
- Training on forms and procedures used in the agency’s Vehicle Management Information System, including all inspection checklists;
- Instruction on the safe operation and maintenance of all bus on-board safety equipment, and ADA equipment;
- Specialized certification training as may be required by state, federal, or municipal regulations, and/or as a condition of employment (example ASE Certification)

Maintenance training should cover all vehicles and equipment operated by the transit agency. Training manuals, maintenance manuals, and all updates/revisions should be provided in a central shop location, for each type of vehicle and equipment being used by the transit agency. Vehicle manufacturers or component companies that manufacture the engine, transmission, or heating and air conditioning for the vehicle often offer specialized maintenance training. This might take place at their facility, or they may offer to travel to your location for training sessions.

Manufacturers should always provide training when new equipment is delivered or when a vehicle is retrofitted with their equipment. In addition to training, manufacturers commonly provide regularly updated manuals and bulletins to keep mechanics informed of the latest recommendations and guidelines. All drivers should be given a complete familiarization of the vehicle, including engine compartment, driver controls and passenger safety devices. Drivers should be trained to recognize unusual noises and to communicate basic mechanical problems to the maintenance department.

Beyond this initial orientation and training, mechanics and all vehicle service personnel should be continuously trained to ensure that their skills are kept up-to-date. All training should be documented, and the effectiveness of the training program evaluated periodically. Supervisory training for shop supervisors is equally important, and should include not only technical training and updates, but also, at minimum, training in basic and advanced supervision; employee communication and effective listening; and problem-resolution skills.
In House versus Contracted Vehicle Maintenance

PTD will accept both in-house and out-sourced (contracted) preventive maintenance programs that meet state and federal requirements. The same eligibility for capital reimbursements in grant programs apply to in-house and contracted or vendor-performed maintenance. The grant recipient agency also has the same responsibility to monitor and manage its vehicle maintenance program, whether the maintenance is performed at the agency’s facilities, is out-sourced to a single contractor, or is performed by local vendors. For smaller agencies, contracting out vehicle maintenance can be cost-effective. Larger agencies with in-house maintenance staff performing vehicle maintenance, may still find it cost- and time-effective to contract out some work, such as lengthy major vehicle repairs, or repair of highly specialized equipment.

Vehicle maintenance is one of the most significant expenses for a transit provider, whether small or large. Your agency should consider conducting a thorough evaluation of vehicle maintenance alternatives if you are:

- Significantly expanding, or considering a significant expansion of, your transportation services or vehicle fleet;
- Experiencing significant and/or sustained cost increases in your maintenance function which are out-pacing growth in your agency’s financial resources;
- Experiencing significant and/or sustained quality-control problems with vehicle maintenance, resulting in regular route delays, vehicle breakdowns, and/or service cancellations;
- Regularly having difficulty recruiting and retaining qualified mechanics, due to pay differentials or geographic location;
- A new transit provider.

Evaluation factors to consider:
- Agency financial resources and available maintenance budget;
- Size and condition of the vehicle fleet;
- Cost and availability of vehicle maintenance facilities and equipment;
- Ability to hire, train, pay, and retain qualified mechanics and maintenance staff;
- Ability to effectively supervise an in-house vehicle maintenance operation;
- Proximity and ability of qualified vehicle maintenance facilities/vendors to service your fleet in a timely and cost-effective manner

An agency’s VMIS can provide valuable data to perform an analysis of maintenance costs and alternatives. General guidelines have also been published indicating the average number of vehicles that one full-time mechanic can keep maintained, by category of vehicle:
<table>
<thead>
<tr>
<th>VEHICLE DESCRIPTION ODOT – PTD VEHICLE CATEGORY</th>
<th>NO. OF VEHICLES MAINTAINED BY ONE FULL-TIME MECHANIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passenger Sedan E5, E6, E7</td>
<td>20 - 30</td>
</tr>
<tr>
<td>Van or Modified Van E1, E2, E3, E4</td>
<td>15-30</td>
</tr>
<tr>
<td>Light-to-Medium-Duty Bus or Chassis Cutaway C, D</td>
<td>5 - 20</td>
</tr>
<tr>
<td>Larger Transit Buses A, B</td>
<td>3 - 10</td>
</tr>
</tbody>
</table>


If considering contracting for maintenance service, grant recipients must follow their agency’s established procurement policies and procedures, which may include seeking competitive bids or proposals. A written contract should be carefully negotiated to clearly define a schedule of charges for specific maintenance activities and should be reviewed by ODOT PTD staff prior to awarding if PTD grants fund the activity. The contract and/or bid should include a preventive maintenance schedule to be followed; vehicle turnaround timelines; quality control standards; and a process to mutually resolve problems or issues.
Appendix 1 - Forms

Union County Public Transit
Minor Maintenance Form

VEHICLE #: _______ DATE REPORTED: ___________ ODOMETER: _______

REPORTING DRIVER: ___________________________

DISCOVERED DURING: [ ] Pre Trip [ ] Operation [ ] Post Trip [ ] Other _______

DESCRIBE SYMPTOMS (BE SPECIFIC):

[Blank line]

REVIEWS BY: ___________________________ DATE: ________________________

WORK ORDERED:

[Blank line]

VENDOR TO DO WORK: ___________________________ APPOINTMENT TIME: ____________

ACCOMPANING INVOICE: [ ] YES (attached) [ ] NO (in house labor)

Transit Manager or Operations Staff follow up notes:

[Blank line]
# Union County Public Transit
## Post Trip Inspection Report

Date: ___________  Vehicle: ___________  Driver: ___________  Odometer: ___________

<table>
<thead>
<tr>
<th>Action</th>
<th>Yes</th>
<th>No</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walk Around-Any new dings or scratches to report?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any new leaks, etc to report?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>If yes, have you filled out Minor Maintenance Form?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>If half tank or less, Is vehicle fueled up?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is Vehicle in Park and Emergency Brake on?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are doors locked?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are Keys Returned to Peg Board?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Cleaning (check which one)

- Daily
  - Clean spots off windows
  - Clean driver area (dash, consoles seat, windshield)
  - Sweep and mop floor
  - Replace trash bag

- **End of Week**  **Start of Week**  **Mid-Week**
  - Clean interior windows
  - Vacuum seats
  - Wipe down stanchions and railings
  - Clean seats with disinfectant
  - Run through wash

- **End of Month**
  - Clean all interior bulkhead and ceiling surface
  - Scrub floor
  - Apply dressing to dash, console, and driver area
  - Clean water spots off mirrors and windows
  - Apply exterior protectant
Union County Public Transit
Facility Minor Maintenance Form

FACILITY: ___________________ ADDRESS: ________________

REPORTING STAFF MEMBER: ________________________________

DISCOVERED DURING: ☐ Inspection ☐ Operation ☐ Other ________________

DESCRIPTIVE SYMPTOMS (BE SPECIFIC):

[Blank space for description]

REVIEWS BY: ________________ DATE: ________________

WORK ORDERED:

[Blank space for work order]

VENDOR TO DO WORK: ___________________ APPOINTMENT TIME: ________________

ACCOMPANING INVOICE: ☐ YES (attached) ☐ NO (in house labor)

Transit Manager or Operations Staff follow up notes:

[Blank space for notes]
Preventative Maintenance Policies and Plan
Union County Public Transit
Updated December 2013

Preventive Maintenance
"A" Inspection @ 5,000 Miles

Step 1 Driver Will Perform (prior to taking to Oil Service Center): Inspected By: ________________

☐ Check Door Operations
☐ Check Body, Seats, Floor, Stanchions & Steps & Note Any Damage
☐ Check Mirrors, Arms, Brackets & Windows
☐ Check Muffler & Tail Pipes
☐ Check Fire Extinguisher and Flares
☐ Check Restraint System
☐ Check & Replace Light Bulbs, Directional Signals Hazard Lights
☐ Check Switches, Instruments, Gauges & Warning Signals
☐ Check A/C and Heat
☐ Check Horn

Step 2 Performed During Full Service Oil Change: Inspected By: ________________

☐ Change Engine Oil & Filter
☐ Check all Fluid Levels and Inspect for Leaks
☐ Chassis Lubrication
☐ Inspect Fan & Check All Belts & Tension When Applicable
☐ Check Windshield Wipers, Arms & Blades & Repair If Necessary
☐ Check Engine and Cabin Air Filters
☐ Check Radiator And Coolant Condition
☐ Grease Ball Joints, Front End King Pins, Tie Rod Ends And Steering Shaft
☐ Battery-check/clean terminals, water level, battery box, hold-downs

Step 3 Les Schwab or Commercial Tire Will Perform: Inspected By: ________________

Tires
☐ Inspect Tires
☐ Rotate Tires
☐ Check Tread Depth and record the 32nds remaining of tire tread on all tires. Record on diagram on back of sheet.
☐ Bring To Lbs

Brakes
☐ Inspect Brake System Including Lining Thickness
☐ (PLEASE NOTE THICKNESS in MM Front and Back)
☐ Inspect Brake System Condition & Brake Valves, Lines & Hoses For Leaks

Misc
☐ Check radiator, cooler, heater and A/C hoses
☐ Check Shocks and Struts and Suspension Components
☐ Inspect half Shaft Dust Boots
Preventive Maintenance
"B" Inspection @ 15,000 Miles

Inspected By: ____________________

Includes ALL "A" Inspection Items, plus:

- Replace Cabin Air Filter (during oil change)
- Inspect Wheel Ends (during tire service)
- Inspect parking Brake system (during tire service)
- Inspect driveshaft and driveshaft/propeller shaft U joints (during tire service)
- Inspect cooling system hoses and clamps (during tire service)
- Inspect Ball Joints (during oil change)

Notes: ____________________________________________

________________________________________________________________________

________________________________________________________________________
Preventative Maintenance Policies and Plan
Union County Public Transit
Updated December 2013

Preventive Maintenance
"C" Inspection @ 30,000 Miles

Inspected By: ____________________________

Includes ALL "A" and "B" Inspection Items, plus:

☐ Replace Engine Air Filter (during oil change)
☐ Inspect heat shields and exhaust heat shields (mechanic)
☐ Replace rear axle gear lubricant (RWD vehicles only)

Notes: __________________________________

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

104
Preventive Maintenance
"D" Inspection @ 100,000 Miles

Inspected By: ____________________________

Includes ALL "A" Inspection Items, plus:

☐ Full Transmission Service
  o Flush and replace fluid and filter
  o Inspect shifting and timing

☐ Complete Engine Tune up
  o Replace spark plugs, inspect wires, etc

☐ Replace PCV Valve

☐ Full Cooling System Service
  o Flush and replace radiator fluid
  o Inspect hoses, fan, shroud, belts, overflow tank, and radiator

Notes:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Preventative Maintenance Policies and Plan
Union County Public Transit
Updated December 2013

Bus Number: 2013
Current Service: Next Service due:
Odom: _______ Odom: _______
Date: _______ Type Due: _______

Preventive Maintenance
"E" Inspection @ 150,000 Miles

Inspected By: ____________________________

Includes ALL "A", "B", and "C" Inspection Items, plus:

☐ Replace Drive Belts
☐ Replace Transmission Fluid Filter
☐ Replace rear axle gear lubricant (RWD vehicles only)

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Preventive Maintenance Policies and Plan
Union County Public Transit
Updated December 2013

Preventive Maintenance
"A" Inspection @ 3,000 Miles

Step 1 Driver Will Perform (prior to taking to Oil Service Center):  Inspected By: ______________________

☐ Check Door Operations
☐ Check Body, Seats, Floor, Stanchions & Steps & Note Any Damage
☐ Check Mirrors, Arms, Brackets & Windows
☐ Check Muffler & Tail Pipes
☐ Check Fire Extinguisher and Flares
☐ Check Restraint System
☐ Check & Replace Light Bulbs, Directional Signals Hazard Lights
☐ Check Switches, Instruments, Gauges & Warning Signals
☐ Check A/C and Heat
☐ Check Horn

Step 2 Performed During Full Service Oil Change:  Inspected By: ______________________

☐ Change Engine Oil & Filter
☐ Check all Fluid Levels and Inspect for Leaks
☐ Chassis Lubrication
☐ Inspect Fan & Check All Belts & Tension When Applicable
☐ Check Windshield Wipers, Arms & Blades & Repair If Necessary
☐ Check Engine and Cabin Air Filters
☐ Check Radiator And Coolant Condition
☐ Grease Ball Joints, Front End King Pins, Tie Rod Ends And Steering Shaft
☐ Battery-check/clean terminals, water level, battery box, hold-downs

Step 3 Les Schwab or Commercial Tire Will Perform:  Inspected By: ______________________

Tires
☐ Inspect Tires
☐ Check Tread Depth and record the 32nds remaining of tire tread on all tires. Record on diagram on back of sheet.
☐ Bring To Lbs

Notes:
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107
Preventative Maintenance Policies and Plan
Union County Public Transit
Updated December 2013

Preventive Maintenance
"B" Inspection @ 6,000 Miles

Step 1 Driver Will Perform (prior to taking to Oil Service Center):
   Inspected By: _________________________
   - Check Door Operations
   - Check Body, Seats, Floor, Stanchions & Steps & Note Any Damage
   - Check Mirrors, Arms, Brackets & Windows
   - Check Muffler & Tail Pipes
   - Check Fire Extinguisher and Flares
   - Check Restraint System
   - Check & Replace Light Bulbs, Directional Signals Hazard Lights
   - Check Switches, Instruments, Gauges & Warning Signals
   - Check A/C and Heat
   - Check Horn

Step 2 Performed During Full Service Oil Change:
   Inspected By: _________________________
   - Change Engine Oil & Filter
   - Check all Fluid Levels and Inspect for Leaks
   - Chassis Lubrication
   - Inspect Fan & Check All Belts & Tension When Applicable
   - Check Windshield Wipers, Arms & Blades & Repair if Necessary
   - Check Engine and Cabin Air Filters
   - Check Radiator And Coolant Condition
   - Grease Ball Joints, Front End King Pins, Tie Rod Ends And Steering Shaft
   - Battery-check/clean terminals, water level, battery box, hold-downs

Step 3 Les Schwab or Commercial Tire Will Perform:
   Inspected By: _________________________

   Tires
   - Inspect Tires
   - Rotate Tires
   - Check Tread Depth and record the 32nds remaining of tire tread on all tires. Record on
diagram on back of sheet.
   - Bring To Lbs

   Brakes
   - Inspect Brake System Including Lining Thickness
   - *(PLEASE NOTE THICKNESS in MM Front and Back)*
   - Inspect Brake System Condition & Brake Valves, Lines & Hoses For Leaks

   Misc
   - Check radiator, cooler, heater and A/C hoses
   - Check Shocks and Struts and Suspension Components
   - Inspect half Shaft Dust Boots
Preventive Maintenance
"C" Inspection @ 15,000 Miles

Inspected By: ________________________________

Includes ALL "A" and maybe "B" Inspection Items, plus:

☐ Replace Cabin Air Filter (during oil change)
☐ Inspect Wheel Ends (during tire service)
☐ Inspect parking Brake system (during tire service)
☐ Inspect driveshaft and driveshaft/propeller shaft U joints (during tire service)
☐ Inspect cooling system hoses and clamps (during tire service)
☐ Inspect Ball Joints (during oil change)

Notes: ____________________________________

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111
Preventative Maintenance Policies and Plan
Union County Public Transit
Updated December 2013

NEOPT
Preventive Maintenance
"D" Inspection @ 21,000 Miles

Inspected By: ________________________________

Includes ALL "A" and maybe "B" and "C" Inspection Items, plus:

☐ Change Automatic Transmission Axle fluid
☐ Check Headlight Alignment

Notes:

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112
Preventative Maintenance Policies and Plan
Union County Public Transit
Updated December 2013

Preventive Maintenance
"E" Inspection @ 30,000 Miles

Inspected By: ____________________________

Includes ALL "A" and maybe "B" through "D" Inspection Items, plus:

☐ Replace air cleaner filter (during oil change)
☐ Inspect exhaust heat shields (mechanic)
☐ Lubricate the transaxle controls and linkage (mechanic)
☐ Flush and Replace coolant (during oil change)

Notes:

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Bus Number: 2019

Preventative Maintenance Policies and Plan
Union County Public Transit
Updated February 2014

Preventive Maintenance
"F" Inspection @ 150,000 Miles

Inspected By: ____________________________

Includes ALL "A", "C" and "E" and may include "B" and "D" Inspection Items, plus:

☐ Drain, flush, and refill cooling system (OR every 60 months since last service, whichever occurs first).
☐ Inspect hoses and clamps
☐ Clean Radiator, condenser, pressure cap and neck
☐ Pressure test cooling system and pressure cap
☐ Change rear axle lubricant and fill to correct level

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114
Preventative Maintenance Policies and Plan  
Union County Public Transit  
Updated December 2013

Preventive Maintenance  
"A" Inspection @ 6,000 Miles

Step 1 Driver Will Perform (prior to taking to Oil Service Center):  
☐ Check Door Operations  
☐ Check Body, Seats, Floor, Stanchions & Steps & Note Any Damage  
☐ Check Mirrors, Arms, Brackets & Windows  
☐ Check Muffler & Tail Pipes  
☐ Check Fire Extinguisher and Flares  
☐ Check Restraint System  
☐ Check & Replace Light Bulbs, Directional Signals  
☐ Check Switches, Instruments, Gauges & Warning Signals  
☐ A/C And Heat Checks  
☐ Check Horn  

Inspected By: ____________

Step 2 Performed During Full Service Oil Change:  
☐ Change Engine Oil & Filter  
☐ Check all Fluid Levels and Inspect for Leaks  
☐ Chassis Lubrication  
☐ Inspect Fan & Check All Belts & Tension When Applicable  
☐ Check Windshield Wipers, Arms & Blades & Repair If Necessary  
☐ Check Engine and Cabin Air Filters  
☐ Check Radiator And Coolant Condition  
☐ Grease Ball Joints, Front End King Pins, Tie Rod Ends And Steering Shaft  
☐ Battery-check/clean terminals, water level, battery box, hold-downs  

Inspected By: ____________

Step 3 Les Schwab or Commercial Tire Will Perform:  

Inspected By: ____________

Tires  
☐ Inspect Tires  
☐ Rotate Tires  
☐ Check Tread Depth and record the 32nds remaining of tire tread on all tires. Record on diagram on back of sheet.  
☐ Bring To Lbs  

Brakes  
☐ Inspect Brake System Including Lining Thickness  
☐ (PLEASE NOTE THICKNESS in MM Front and Back)  
☐ Inspect Brake System Condition & Brake Valves, Lines & Hoses For Leaks

Notes: ________________________________

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115
Preventive Maintenance
"B" Inspection @ 16,000 Miles

Inspected By: ____________________________

May Include ALL "A" Inspection items, plus:

☐ Inspect the Suspension-shocks and struts (during tire inspection)
☐ Inspect Brake Friction Material (during tire inspection)
☐ Replace the Cabin filter (oil change)

Notes:

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Preventative Maintenance Policies and Plan
Union County Public Transit
Updated December 2013

Preventive Maintenance
"C" Inspection @ 24,000 Miles

Inspected By: ________________________________

May Include ALL "A" and "B" Inspection Items, plus:

☐ Inspect Exhaust System (mechanic)
☐ Inspect the Constant Velocity joint Boots (during oil change, tire inspection, or mechanic)

Notes:

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118
<table>
<thead>
<tr>
<th>Bus Number: 2020; 2025; 2026</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Service: Odom: _______</td>
</tr>
<tr>
<td>Date: _______</td>
</tr>
</tbody>
</table>

Preventative Maintenance Policies and Plan
Union County Public Transit
Updated December 2013

Preventive Maintenance
"D" Inspection @ 32,000 Miles

Inspected By: ________________________________

May Include ALL "A", "B" and "C" Inspection Items, plus:

- [ ] Inspect Exhaust System (mechanic)
- [ ] Change the engine air filter (during oil change)

Notes:

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Preventative Maintenance Policies and Plan
Union County Public Transit
Updated December 2013

Bus Number: 2020; 2025; 2026

Current Service: ___________  Next Service due: ___________
Odom: _______  Odom: _______
Date: _________  Type Due: _______

Preventive Maintenance
"E" Inspection @ 92,000 Miles

Inspected By: ________________________________

☐ Full Engine Tune Up
  o Replace spark plugs
  o Inspect PCV valve

Notes:
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Preventive Maintenance
"F" Inspection @ 104,000 Miles

Inspected By: ________________________________

☐ Full Cooling System Inspection
  o Flush and replace coolant fluid
  o Inspect hoses, fan, shroud, belts, overflow tank, and radiator for leaks etc.

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Preventative Maintenance Policies and Plan
Union County Public Transit
Updated December 2013

Preventive Maintenance
"G" Inspection @ 120,000 Miles

Inspected By: ________________________________

Includes ALL "A" and "C" Inspection Items, plus:

☐ Replace Drive Belts
☐ Full Transmission Service
  o Flush and replace transmission fluid
  o Inspect for leaks
  o Inspect shifting/timing

Notes:

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122
Preventative Maintenance Policies and Plan
Union County Public Transit
Updated December 2013

Preventive Maintenance
"A" Inspection @ 5,000 Miles

Step 1 Driver Will Perform (prior to taking to Oil Service Center):
□ Check Door Operations
□ Check Body, Seats, Floor, Stanchions & Steps & Note Any Damage
□ Check Mirrors, Arms, Brackets & Windows
□ Check Muffler & Tail Pipes
□ Check Fire Extinguisher and Flares
□ Check Restraint System
□ Check & Replace Light Bulbs, Directional Signals
□ Check Switches, Instruments, Gauges & Warning Signals
□ A/C And Heat Checks
□ Check Horn

Step 2 Performed During Full Service Oil Change:
□ Change Engine Oil & Filter
□ Check all Fluid Levels and Inspect for Leaks
□ Chassis Lubrication
□ Inspect Fan & Check All Belts & Tension When Applicable
□ Check Windshield Wipers, Arms & Blades & Repair If Necessary
□ Check Engine and Cabin Air Filters
□ Check Radiator And Coolant Condition
□ Grease Ball Joints, Front End King Pins, Tie Rod Ends And Steering Shaft
□ Battery-check/clean terminals, water level, battery box, hold-downs

Step 3 Les Schwab or Commercial Tire Will Perform:
Tires
□ Inspect Tires
□ Rotate Tires
□ Check Tread Depth and record the 32nds remaining of tire tread on all tires. Record on diagram on back of sheet.
□ Bring To Lbs

Brakes
□ Inspect Brake System Including Lining Thickness
□ (PLEASE NOTE THICKNESS in MM Front and Back)
□ Inspect Brake System Condition & Brake Valves, Lines & Hoses For Leaks

Notes: ________________________________________________
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123
Preventive Maintenance
"B" Inspection @ 15,000 Miles

Inspected By: ____________________________________________________________

Includes ALL "A" Inspection Items, plus:

☐ Replace Cabin Air Filter (during oil change)
☐ Inspect Wheel Ends (during tire service)
☐ Inspect parking Brake system (during tire service)
☐ Inspect driveshaft and driveshaft/propeller shaft U joints (during tire service)
☐ Inspect cooling system hoses and clamps (during tire service)
☐ Inspect Ball Joints (during oil change)

Notes:

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Preventative Maintenance Policies and Plan
Union County Public Transit
Updated December 2013

Preventive Maintenance
"C" Inspection @ 30,000 Miles

Inspected By: __________________________________________

Includes ALL "A" and "B" Inspection items, plus:

☐ Replace Engine Air Filter (during oil change)
☐ Inspect heat shields and exhaust heat shields (mechanic)
☐ Replace rear axle gear lubricant (RWD vehicles only)

Notes:
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Preventative Maintenance Policies and Plan
Union County Public Transit
Updated December 2013

Preventive Maintenance
"D" Inspection @ 100,000 Miles

Inspected By: ____________________________________________________________

Includes ALL “A” Inspection Items, plus:

□ Full Transmission Service
  o Flush and replace fluid and filter
  o Inspect shifting and timing
□ Complete Engine Tune up
  o Replace spark plugs, inspect wires, etc
□ Replace PCV Valve
□ Full Cooling System Service
  o Flush and replace radiator fluid
  o Inspect hoses, fan, shroud, belts, overflow tank, and radiator

Notes:

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127
Preventative Maintenance Policies and Plan
Union County Public Transit
Updated December 2013

Preventive Maintenance
"A" Inspection @ 5,000 Miles

Step 1 Driver Will Perform (prior to taking to Oil Service Center):

☐ Check Door Operations
☐ Check Body, Seats, Floor, Stanchions & Steps & Note Any Damage
☐ Check Mirrors, Arms, Brackets & Windows
☐ Check Muffler & Tail Pipes
☐ Check Fire Extinguisher and Flares
☐ Check Restraint System
☐ Check & Replace Light Bulbs, Directional Signals
☐ Check Switches, Instruments, Gauges & Warning Signals
☐ A/C And Heat Checks
☐ Check Horn

Step 2 Performed During Full Service Oil Change:

☐ Change Engine Oil & Filter
☐ Check all Fluid Levels and Inspect for Leaks
☐ Chassis Lubrication
☐ Inspect Fan & Check All Belts & Tension When Applicable
☐ Check Windshield Wipers, Arms & Blades & Repair If Necessary
☐ Check Engine and Cabin Air Filters
☐ Check Radiator And Coolant Condition, Inspect Hoses and Clamps
☐ Grease Ball Joints, Front End King Pins, Tie Rod Ends And Steering Shaft
☐ Battery-check/clean terminals, water level, battery box, hold-downs

Step 3 Les Schwab or Commercial Tire Will Perform:

Inspected By: ____________

Tires
☐ Inspect Tires
☐ Rotate Tires
☐ Check Tread Depth and record the 32nds remaining of tire tread on all tires. Record on diagram on back of sheet.
☐ Bring To Lbs

Brakes
☐ Inspect Brake System Including Lining Thickness
☐ (PLEASE NOTE THICKNESS in MM Front and Back)
☐ Inspect Brake System Condition & Brake Valves, Lines & Hoses For Leaks
Preventative Maintenance Policies and Plan
Union County Public Transit
Updated December 2013

Preventive Maintenance
"B" Inspection @ 25,000 Miles

Inspected By: ____________________________

Includes ALL "A" Inspection Items, plus:

☐ Inspect Exhaust System
☐ Inspect Steering System

Notes:

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130
Preventative Maintenance Policies and Plan
Union County Public Transit
Updated December 2013

Preventive Maintenance
"C" Inspection @ 50,000 Miles

Inspected By: ____________________________________________

Includes ALL "A" and "B" Inspection Items, plus:

☐ Replace Transfer Case Fluid (mechanic)
☐ Inspect Fuel System (mechanic)
☐ Replace Air Filter (during oil change)

Notes:
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131
Preventive Maintenance Policies and Plan
Union County Public Transit
Updated December 2013

Preventive Maintenance
"D" Inspection @ 100,000 Miles

Inspected By: ____________________________

Includes ALL "A" and "B" Inspection Items, plus:

☐ Full Engine Tune-up
  o Replace spark plugs
  o Check wires, etc.
☐ Full Transmission Service
  o Flush and Replace fluid
  o Inspect for leaks
  o Inspect shifting and timing
☐ Replace Transfer Case Fluid

Notes:
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Preventive Maintenance
"E" Inspection @ 150,000 Miles

Inspected By: ________________________________________________

Includes ALL "A", "B" and "C" Inspection Items, plus:

☐ Full Cooling System Service
   o Flush and change fluid
   o Inspect hoses, fan, shroud, belts, overflow tank, and radiator
   o Pressure test system
   o Clean condenser, pressure cap and radiator

Notes:
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Preventative Maintenance Policies and Plan
Union County Public Transit
Updated December 2013

Preventive Maintenance
"A" Inspection @ 6,000 Miles

Step 1 Driver Will Perform (prior to taking to Oil Service Center):
- Check Door Operations
- Check Body, Seats, Floor, Stanchions & Steps & Note Any Damage
- Check Mirrors, Arms, Brackets & Windows
- Check Muffler & Tail Pipes
- Check Fire Extinguisher and Flares
- Check Restraint System
- Check & Replace Light Bulbs, Directional Signals
- Check Switches, Instruments, Gauges & Warning Signals
- A/C And Heat Checks
- Check Horn

Inspected By: __________

Step 2 Performed During Full Service Oil Change:
- Change Engine Oil & Filter
- Check all Fluid Levels and Inspect for Leaks
- Chassis Lubrication
- Inspect Fan & Check All Belts & Tension When Applicable
- Check Windshield Wipers, Arms & Blades & Repair If Necessary
- Check Engine and Cabin Air Filters
- Check Radiator And Coolant Condition
- Grease Ball Joints, Front End King Pins, Tie Rod Ends And Steering Shaft
- Battery-check/clean terminals, water level, battery box, hold-downs

Inspected By: __________

Step 3 Les Schwab or Commercial Tire Will Perform:

Tires
- Inspect Tires
- Rotate Tires
- Check Tread Depth and record the 32nds remaining of tire tread on all tires. Record on diagram on back of sheet.
- Bring To Lbs

Brakes
- Inspect Brake System Including Lining Thickness
  - (PLEASE NOTE THICKNESS in MM Front and Back)
- Inspect Brake System Condition & Brake Valves, Lines & Hoses For Leaks

Inspected By: __________

Notes: ____________________________________________
Preventive Maintenance
"B" Inspection @ 12,000 Miles

Inspected By: ________________________________

Includes ALL "A" Inspection Items, plus:

☐ Inspect the Suspension-shocks and struts (during tire inspection)
☐ Replace Crankcase Filter and fluid
☐ Replace the Cabin filter and Engine Air Filter (oil change)
☐ Inspect steering system, steering linkage
☐ Inspect the exhaust system, and heat shields
☐ Inspect driveshaft universal Joint
☐ Inspect Constant Velocity Joint Boots
☐ Inspect Cooling system hoses
☐ Inspect automatic transmission and transaxle
☐ Inspect drive belts

Notes:
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Preventive Maintenance
"C" Inspection @ 48,000 Miles

Inspected By: ____________________________

Includes ALL "A" and "B" inspection items, plus:

☐ Full Service of Cooling System
  o Drain flush and refill radiator
  o Check all hoses

Notes:

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Bus Number: 2023

Preventative Maintenance Policies and Plan
Union County Public Transit
Updated December 2013

Preventive Maintenance
"D" Inspection @ 102,000 Miles

Inspected By: ________________________________

Includes ALL "A" inspection items, plus:

☐ Full Engine Tune-up
  o Replace spark plugs
  o Inspect wiring, etc.

Notes: ______________________________________

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Preventive Maintenance
"E" Inspection @ 150,000 Miles

Inspected By: ____________________________

Includes ALL "A" inspection items, plus:

☐ Full Service for Automatic Transmission
  - Drain, Flush, and Refill system
  - Inspect hoses and radiator for leaks
  - Pressure test
  - Change Filter and Fluid for transaxle
  - Service Rear Differential

Notes:________________________________________________________________________
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139
Annual Vehicle Inspection Form

Vehicle # __________  VIN: __________  Plate: __________  Year: __________  Make: __________

<table>
<thead>
<tr>
<th>Item/System</th>
<th>OK</th>
<th>Needs Repair</th>
<th>Repair Date</th>
<th>Item/System</th>
<th>OK</th>
<th>Needs Repair</th>
<th>Repair Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>BRAKE SYSTEM</td>
<td></td>
<td></td>
<td></td>
<td>FUEL SYSTEM</td>
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<td></td>
<td></td>
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<tr>
<td>Adjustment</td>
<td></td>
<td></td>
<td></td>
<td>Visible Leaks</td>
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<tr>
<td>Drums or Rotors, Lining</td>
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<td></td>
<td>Fill Caps in place/Intact, replace filter</td>
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<tr>
<td>Hoses and Tubing</td>
<td></td>
<td></td>
<td></td>
<td>Tank(s) securely attached</td>
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<tr>
<td>Warning (low pressure)</td>
<td></td>
<td></td>
<td></td>
<td>LIGHTING DEVICES</td>
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<tr>
<td>Service Brakes</td>
<td></td>
<td></td>
<td></td>
<td>Headlamps</td>
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<td></td>
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<tr>
<td>Parking Brakes</td>
<td></td>
<td></td>
<td></td>
<td>Front turn signals</td>
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<tr>
<td>Brake Fluid Level, leaks</td>
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<td></td>
<td></td>
<td>Front ID/Clearance Lamps</td>
<td></td>
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<tr>
<td>STEERING SYSTEM</td>
<td></td>
<td></td>
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<td>Side Marker Lamps—Left</td>
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<tr>
<td>Free Play (lash)</td>
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<td></td>
<td>Side Marker Lamps—Right</td>
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<tr>
<td>Steering Column, Gear Shift</td>
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<td></td>
<td>Rear Turn Signals</td>
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<tr>
<td>Front Axle Beam</td>
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<td>Rear Lamps</td>
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<tr>
<td>Pittman Arm</td>
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<td>Tail Lamps</td>
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<tr>
<td>Ball and Socket Joints</td>
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<td>Rear ID/Clearance Lamps</td>
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<tr>
<td>Tie Rods and Drag Links</td>
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<td>Reflectors</td>
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<tr>
<td>Nuts, Bolts, Fasteners</td>
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<td>EXHAUST SYSTEM</td>
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<tr>
<td>Power Steering Fluid, leaks</td>
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<td>Leaks</td>
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<tr>
<td>ENGINE PERFORMANCE</td>
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<td>Placement</td>
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<td>No unusual noises, vibrations, etc.</td>
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<td>WHEELCHAIR LIFT/RAMP</td>
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<td>No leaks, frayed wiring, hoses, lines</td>
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<td>Belts and Fans, filters</td>
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<td>Security devices</td>
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<td>Oil Levels, leaks</td>
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<td>Disk/Spoke condition</td>
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<td>Clean Transmission Fluid, leaks</td>
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<td>Differential Fluid, levels, leaks</td>
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<td>COOLING SYSTEM</td>
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<td>Drive Shaft and U-Joints</td>
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<td>Steering Axle Tires</td>
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<td>Tire &amp; Wheel clearance</td>
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<td>Inspect, AC system recharge</td>
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Mark columns as follows: O=OK; X=Needs Repair; NA=Does not apply; Fill in repair date as appropriate

I certify the annual inspection of this vehicle has been done accurately and completely. I further certify that the inspecting technician meets or exceeds all requirements compatible with state regulations and has the necessary tools to complete the annual inspection.

Inspector’s Signature ___________________________ Date of Inspection: __________
Preventative Maintenance Policies and Plan
Union County Public Transit
Updated September 2013

Preventive Maintenance
"L" Inspection Bi-Annually

Bus Number: ____________ Mileage: ____________ Date: ____________

Inspected By: ______________________________________________________

Fall

☐ Service Lifts (Buses 13, 22, 19)
   (Call Sean Kelly from Western Bus Sales @ 1-971-533-4411)

Spring

☐ Service Lifts (Buses 13, 22, 19)
   (Call Sean Kelly from Western Bus Sales @ 1-971-533-4411)

Notes:

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Fire Extinguisher Inspection Procedure
(Monthly)

The monthly fire extinguisher inspection details the visual condition of the extinguisher.

☐ Verify extinguisher is in the correct location.
☐ Check seals and tamper indicators intact.
☐ Check pressure gauges or indicators to verify they are in proper operating range and position.
☐ Check labels and inspection signs.
☐ Check hoses and nozzles.
☐ Check hydrostatic test date. Hydrostatic testing must be completed every 5 years.
☐ Path to the extinguisher is unobstructed.
☐ Check date of service and verify that it is current

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Preventative Maintenance Policies and Plan
Union County Public Transit
Updated October 2013

Bus Shelter Inspection
Quarterly

Date: ______________________

Shelter Location: ______________

☐ Frame condition – no cracks or other damages, fastened securely
☐ Paint on shelter free of damage
☐ Windows free from cracks and broken panes
☐ Seat in good repair and fastened securely
☐ Clean and free of debris, garbage, and flyers
☐ Clean windows and roof
☐ ADA access free of damage and unobstructed
☐ Curb paint for bus pull out visible

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Preventative Maintenance Policies and Plan
Union County Public Transit
Updated March 2013

ANNUAL
Facility Maintenance Schedule

☐ Insure FULL ADA Compliance in terms of access and use (July)
  (in house)

☐ Inspect and Service Heating System (August)
  (Call All Air HVAC Service @ 541-962-0452)
  (currently contracted and scheduled automatically)

☐ Inspect and Service AC Units (March)
  (Call All Air HVAC Service @ 541-962-0452)
  (currently contracted and scheduled automatically)

☐ Fire Suppression System Flush (June)
  (Call Western Automatic Sprinkler Co @541-963-0492)

☐ Winterize Sprinkler System (October)
  (Call GrandScapes @ 541-963-7474)

☐ Backflow Assembly Inspection (includes the underground sprinkler system) (June)
  (Call Action Plumbing @ 541-963-9534)

☐ Fire Extinguishers-2 building and 9 buses (June)
  (Call R & C Extinguishers @ 541-963-6844)

☐ Snow Plowing (contract annually – as needed)
  (Call Hampton Paving @ 541-963-0742)

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144
FACILITY
Maintenance Procedure for Exit and Emergency Lighting
(Monthly)

Date: __________

Check to see that all exit routes are clear and free from obstructions.

Exit Signs:

☐ Clean
☐ Make sure sign is securely fastened.

Exit Lights:

☐ Clean
☐ Replace missing or nonfunctioning bulbs.
☐ Test unit following manufacturer's instructions on fixture.

Emergency Lighting:

☐ Clean
☐ Replace missing or nonfunctioning bulbs.
☐ Test unit following manufacturer's instructions on fixture.

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Facility Exterior Inspection
Bi-Annual (spring and fall)

Date: ____________

☐ Building address clearly visible
☐ Fire department Knox Box unobstructed
☐ Exterior wall condition – new cracks or other damages
☐ Windows free from cracks and broken panes
☐ Stairs, landings and handrails in good repair and fastened securely
☐ Irrigation covers in place
☐ Exterior lights
☐ Parking lot

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Preventative Maintenance Policies and Plan
Union County Public Transit
Updated October 2013

ANNUAL
Facility ADA Compliance Inspection

Date: __________

☐ Insure FULL ADA Compliance in terms of access and use (July)
   (in house)

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Preventative Maintenance Policies and Plan
Union County Public Transit
Updated March 2013

ANNUAL
Fire Extinguisher Inspection

Date: ____________

☐ Fire Extinguishers-2 building and 9 buses (June)
(Call R & C Extinguishers @ 541-963-5844)

Notes:

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148
ANNUAL
Fire Suppression System
And Back Flow Assembly
Inspection

Date: ___________

☐ Fire Suppression System Flush (March)
   (Call Western Automatic Sprinkler Co. @541-963-0492)

☐ Backflow Assembly Inspection (includes the underground sprinkler system)

Notes: _____________________________________________________________

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149
Preventative Maintenance Policies and Plan
Union County Public Transit
Updated March 2013

ANNUAL
Heating and AC Inspection

Date: __________

☐ Inspect and Service Heating System (August)
  (Call All Air-HVAC Service @ 541-962-0452)
  (currently contracted and scheduled automatically)

☐ Inspect and Service AC Units (March)
  (Call All Air-HVAC Service @ 541-962-0452)
  (currently contracted and scheduled automatically)

Notes:
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FACILITY
Maintenance Procedure for Overhead Doors/Motors
Bi-Annual Inspection

Date: ______________

Check for proper operation

☐ Buttons on door controller
☐ Door opens, closes, and stops when buttons are activated.

Check for damaged door panels.

☐ Check for damaged sections.
☐ Check rails for wear and mounting to ceiling and walls.
☐ Guide rollers

☐ Check for damaged rollers.
☐ Check for missing rollers.
☐ Check to ensure rollers are secured.

Rail - Check for damage or wear

Motor

☐ Motor mounted securely.
☐ Pulleys mounted securely.
☐ Gears are secure.
☐ Check for clutch slippage.

☐ Check gear sprocket on motor.
☐ Check motor reset button
☐ Check for exposed or damaged wires.
☐ Electrical cover secure.

Check Door Springs/Shaft/Pulley

☐ Springs  ☐ Check mounting and alignment  ☐ Check for cracks.

Spring shaft

☐ Check for damage or wear  ☐ Securely mounted to wall

Spring staff pulley

☐ Securely mounted  ☐ Check for damage and wear

Lubrication

☐ Rollers  ☐ Springs  ☐ Chains  ☐ Spring shaft bearings
☐ Guide rails  ☐ Motor shaft bearing  ☐ Spring shaft pulley  ☐ Motor gear chain

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ANNUAL
Sprinkler Maintenance Inspection

Date: ___________

☐ Spring Turn on and Maintenance (May)

☐ Winterize Sprinkler System (October)
(Call GrandScapes @ 541-963-7474)

Notes: ______________________________________
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AED Annual Inspection
Cardiac Science PowerHeart AED G3

Purchased: 3/18/2010
7 Year Warranty Expires: 3/18/2017
4 Year Warranty on Battery Expires: 

Shelf Life of Battery: 5 years
Shelf Life of Electrodes: 2 years

SCHEDULED ANNUAL MAINTENANCE

Perform the following tests annually to confirm that the diagnostics are functioning properly and to verify the integrity of the case.

Check the Integrity of the Pads and Circuitry

☐ Open the AED lid.
☐ Remove the pads.
☐ Close the lid.
☐ Confirm that the STATUS INDICATOR turns RED.
☐ Open the lid and confirm that the PAD indicator is lit.
☐ Reconnect the pads and close the lid.
☐ Make sure the expiration date is visible through the clear window of the lid.
   ☐ Check to make sure that the STATUS INDICATOR is GREEN. If the pads are not installed properly, the PAD indicator will illuminate; call Customer Service for assistance: 1-888-466-8886.
☐ Open the lid and confirm that no diagnostic indicators are lit.
☐ Check the expiration date of the pads; if expired, replace them.
☐ Check the pads packaging integrity.
☐ Close the lid.

Check the Integrity of the Service Indicator (LED) and Circuitry

☐ Immediately after opening the AED lid, press and hold the SHOCK button and confirm that the SERVICE LED is lit.
☐ Release the SHOCK button.
☐ Close the lid.
☐ Verify that the STATUS INDICATOR remains red.
☐ Open the lid and confirm that no diagnostic indicators are lit.
☐ Close the lid.
☐ Verify that the STATUS INDICATOR turns green.

CONTINUED ON BACK
Check the Integrity of the Case

☐ Examine the molded case of the AED for any visible signs of stress. If the case shows signs of stress, contact Cardiac Science Customer Service (See page 4) or contact your local Cardiac Science distributor.

CAUTION: Case Cleaning Solutions
When disinfecting the case, use a non-oxidizing disinfectant, such as ammonium salts or a glutaraldehyde based cleaning solution, to avoid damage to the metal connectors.

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154
Preventative Maintenance Policies and Plan
Union County Public Transit
Updated October 2013

Facility AED Daily Check
Cardiac Science PowerHeart AED G3

Check the STATUS INDICATOR to ensure that it is GREEN. When the indicator is GREEN, the AED is ready for a rescue. If the indicator is RED, refer to the Troubleshooting Table on this clip board.

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Preventative Maintenance Policies and Plan
Union County Public Transit
Updated October 2013

NEOPT
Facility AED Inspection
Cardiac Science PowerHeart AED G3

Purchased: 3/18/2010
7 Year Warranty Expires: 3/18/2017
4 Year Warranty on Battery Expires: 3/18/2014
Shelf Life of Battery is 5 years  Shelf Life of Electrodes is 2 years

SCHEDULED MAINTENANCE

DAILY MAINTENANCE

Check the STATUS INDICATOR to ensure that it is GREEN. When the indicator is GREEN, the AED is ready for a rescue. If the indicator is RED, refer to the Troubleshooting Table in this chapter. Daily check List is located next to unit in conference room.

☐ MONTHLY MAINTENANCE

☐ Open the AED lid.
☐ Wait for the AED to indicate status:
  ☐ Observe the change of the STATUS INDICATOR to RED.
  ☐ After approximately 5 seconds, verify that the STATUS INDICATOR returns to GREEN.
☐ Check the expiration date on the electrodes. Date: ______________
☐ Listen for the voice prompts.
☐ Close the lid and confirm that STATUS INDICATOR remains GREEN.

☐ ANNUAL MAINTENANCE

Perform the following tests annually to confirm that the diagnostics are functioning properly and to verify the integrity of the case.

Check the Integrity of the Pads and Circuitry

☐ Open the AED lid.
☐ Remove the pads.
☐ Close the lid.
☐ Confirm that the STATUS INDICATOR turns RED.
☐ Open the lid and confirm that the PAD indicator is lit.
☐ Reconnect the pads and close the lid.
☐ Make sure the expiration date is visible through the clear window of the lid.
  ☐ Check to make sure that the STATUS INDICATOR is GREEN. If the pads are not installed properly, the PAD indicator will illuminate; call Customer Service for assistance: 1-888-466-8586.
☐ Open the lid and confirm that no diagnostic indicators are lit.
☐ Check the expiration date of the pads; if expired, replace them.
☐ Check the pads packaging integrity.
☐ Close the lid.
Check the Integrity of the Service Indicator (LED) and Circuitry

☐ Immediately after opening the AED lid, press and hold the SHOCK button and confirm that the SERVICE LED is lit.
☐ Release the SHOCK button.
☐ Close the lid.
☐ Verify that the STATUS INDICATOR remains red.
☐ Open the lid and confirm that no diagnostic indicators are lit.
☐ Close the lid.
☐ Verify that the STATUS INDICATOR turns green.

Check the Integrity of the Case

☐ Examine the molded case of the AED for any visible signs of stress. If the case shows signs of stress, contact Cardiac Science Customer Service (See page 4) or contact your local Cardiac Science distributor.

CAUTION: Case Cleaning Solutions
When disinfecting the case, use a non-oxidizing disinfectant, such as ammonium salts or a glutaraldehyde based cleaning solution, to avoid damage to the metal connectors.

Notes:

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Appendix 2 – Long Term Schedules

FACILITY
Master Maintenance Schedule

Daily:
- Fire and Alarm System components
  (Log kept in Mechanical Room)

Weekly:
- Building Cleaning
- Lawn Care and Grounds

Monthly:
  See Separate Inspection Sheets

Bi-Annual:
  See Separate Inspection Sheets

Annual:
  See Annual Inspection Sheet

As Needed:
- Maintain Interior and Exterior Lighting
  (in-house labor)
- Parking Areas – Fix Cracks, Patch and Re-Surface as required
  (Call Hampton Paving @ 541-963-0742)
- Maintain Sanitary Sewer Connections (service as required)
- Overhead Doors (bi-annually)
  (in-house labor)
- Clean Out Rain Gutters
  (in-house labor)
- Snow Plowing (contract annually – as needed)
  (Call Hampton Paving @ 541-963-0742)
- Roof (Inspect and Replace as needed -15 years – Due 2023)
- Painting - exterior (15 years – due 2023)
- Vacuum Duct Work (Once every 20 years- Due 2028)
  (Call Cline’s Cleaning- Josh @ 541-962-0990)
Preventative Maintenance Policies and Plan
Union County Public Transit
Updated October 2013

Bus Shelter Maintenance Schedule
Quarterly

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Preventative Maintenance Policies and Plan
Union County Public Transit
Updated October 2013

ANNUAL
Facility ADA Compliance Schedule

☐ Insure FULL ADA Compliance in terms of access and use (July)
   *(in house)*

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Preventative Maintenance Policies and Plan  
Union County Public Transit  
Updated October 2013

FACILITY  
Maintenance Procedure for Exit and Emergency Lighting  
(Monthly Schedule)

Check to see that all exit routes are clear and free from obstructions.

Exit Signs:
- Clean
- Make sure sign is securely fastened.

Exit Lights:
- Clean
- Replace missing or nonfunctioning bulbs.
- Test unit following manufacturer’s instructions on fixture.

Emergency Lighting:
- Clean
- Replace missing or nonfunctioning bulbs.
- Test unit following manufacturer’s instructions on fixture.

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</table>
Facility Exterior Inspection
Bi-Annual (spring and fall) Schedule

☐ Building address clearly visible
☐ Fire department Knox Box unobstructed
☐ Exterior wall condition – new cracks or other damages
☐ Windows free from cracks and broken panes
☐ Stairs, landings and handrails in good repair and fastened securely
☐ Irrigation covers in place
☐ Exterior lights
☐ Parking lot

Due:

☐ March 2013
☐ Sept 2013
☐ March 2014
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Preventative Maintenance Policies and Plan
Union County Public Transit
Updated March 2013

ANNUAL
Fire Extinguisher Schedule

☐ Fire Extinguishers-2 building and 9 buses (June)
   (Call R & C Extinguishers @ 541-963-6644)

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Preventative Maintenance Policies and Plan  
Union County Public Transit  
Updated October 2013

ANNUAL
Fire Suppression System
And
Back Flow Assembly
Schedule

- Fire Suppression System Flush (March)
  (Call Western Automatic Sprinkler Co @ 541-963-0492)
- Backflow Assembly Inspection (includes the underground sprinkler system) (June)

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Preventative Maintenance Policies and Plan
Union County Public Transit
Updated October 2013

ANNUAL
Heating and AC Inspection Schedule

☐ Inspect and Service Heating System (August)
   (Call Ali Air-HVAC Service @ 541-962-0452)
   (currently contracted and scheduled automatically)

☐ Inspect and Service AC Units (March)
   (Call Ali Air-HVAC Service @ 541-962-0452)
   (currently contracted and scheduled automatically)

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(call Bob Fager- The Door Guy @ 541-963-3701)

Check for proper operation
Check for damaged door panels.
Rail - Check for damage or wear
Motor
Check Door Springs/Shaft/Pulley
Spring shaft
Spring staff pulley
Lubrication

Due:

☐ March 2013
☐ Sept 2013
☐ March 2014
☐ Sept 2014
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Preventative Maintenance Policies and Plan
Union County Public Transit
Updated March 2013

ANNUAL
Sprinkler Maintenance Schedule

☐ Spring Turn on and Maintenance (May)

☐ Winterize Sprinkler System (October)
   (Call GrandScapes @ 541-963-7474)

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Preventative Maintenance Policies and Plan
Union County Public Transit
Updated October 2013

Facility AED Schedule
Cardiac Science PowerHeart AED G3

Purchased: 3/18/2010
7 Year Warranty Expires: 3/18/2017
4 Year Warranty on Battery Expires:
Shelf Life of Battery is 5 years
Shelf Life of Electrodes is 2 years

SCHEDULED MAINTENANCE

DAILY MAINTENANCE
Check sheet located next to unit in conference room.

MONTHLY MAINTENANCE
See inspection sheets

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ANNUAL MAINTENANCE
See inspection sheets

- October 2013
- October 2014
- October 2015
- October 2016
- October 2017

ELECTRODE REPLACEMENT
Approx. every two years
- October 2013
- October 2015
- October 2017

BATTERY REPLACEMENT
Approx. every 5 years
- March 2015
- March 2020
- March 2025

Notes: Purchased From: AED Superstore, 1800 US Hwy 51 N, Woodruff, WI 54568 1-800-544-0048
Fax: 888-364-2377
Customer ID 73952

168
The Lease Agreement between Union County and Public Transit for the Northeast Oregon Public Transit Building was removed from the web version to allow this document to fit on web host. It is available by stand alone attachment. If you’d like to review it, please email your request to frank@ccno.org.
Appendix F: Safety Committee Purpose and Goals FY 2013

Union County Public Transit

Safety Committee Purpose and Goals

It is the mission of Union County Public Transit’s Safety Committee to promote safety awareness and prudent work habits, eliminate accidents from the workplace and assure compliance with safety regulations.

It is the purpose of the Safety Committee to actively assist management in providing a safe and healthy workplace. The Committee upholds the mutual interest of the agency and staff in occupational safety and provides an opportunity for open discussion of conditions that could result in injury. The Committee inspects the worksite for hazards, assists in the development of safety rules and procedures, monitors accident prevention and improves safe practices and communication between all staff members.

Our parent agency, Community Connection of Northeast Oregon, Inc. is committed to providing a safe and healthy work environment for all employees. The objective of the safety program is to prevent injury, accidents, illness and property loss. In the event of such a loss, the agency seeks to return staff members to work as promptly as possible and to learn preventative lessons that reduce the likelihood of future mishaps.

Administration:
The Administration Office of Community Connection of Northeast Oregon, Inc. is responsible for the development of safe procedures, clear job descriptions and elimination of foreseeable hazards or hazardous practices. The Human Resource Manager at the Administration Office monitors safety, health and loss control practices and provides direction and support to insure effectiveness.
Management:
Local Management receives the delegation of responsibilities from the Administrative Office. The Union County Transit Manager is primarily responsible for enforcement of safety rules, regulations, work procedures, best practices and elimination of occupational hazards.

Safety Committee:
The Safety Committee (comprised of staff representatives) assists the Transit Manager with the development of safe local policies, procedures and loss prevention practices. The Committee monitors the work site and equipment for presentation at the monthly meeting.

Staff:
All staff members have an obligation to their own safety and that of their coworkers.

General Rules of Safe Conduct:

1) All injuries are reported to the supervisor (or lead staff member) immediately. No exceptions.

2) All staff members are required to attend when a Safety Meeting is called by a supervisor, the Transit Manager or the Administration Office.

3) Cooperation in accident investigation is required by all staff members.

4) Staff is expected to perform job duties in a professional manner (no practical jokes, scuffling or horseplay).

5) Staff shall not operate machinery that is missing guards, safety equipment or has been taken out of service as inoperative.

6) All staff members will report and remain “fit for duty” as defined in the agency Drug and Alcohol Policy during their shift.

7) Only trained and authorized staff members shall operate machinery and equipment. All work areas will be kept clean.
8) All staff members are empowered to correct any unsafe condition or practice to the extent of their authority. Any unsafe condition or practice shall be reported to the immediate supervisor.

9) All staff members are empowered to make casual corrections to unsafe equipment (tighten loose fasteners, replace light bulbs, etc.). All staff members are empowered to remove defective equipment from service if repair requires the tools and skills of a professional. All defective facilities or equipment must be written up, irrespective of perceived severity or ease of repair.

10) When in doubt about any safe practice or procedure, consult your supervisor immediately.
# Appendix G: ODOT Contract Crosswalk

**FY 2013**

**ATTACHMENT A**

## Oregon Vehicle Description and Useful Life Standards

<table>
<thead>
<tr>
<th>Oregon Public Transit Division Category</th>
<th>Approx. GVWR in lbs.</th>
<th>No. Seats</th>
<th>Approx. Length</th>
<th>Useful Life Minimum</th>
<th>Price Range</th>
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</thead>
<tbody>
<tr>
<td>A: Large, Heavy-Duty Transit Bus</td>
<td>33,000 - 40,000</td>
<td>35-40+</td>
<td>35 ft - 40 ft or greater</td>
<td>12 years or 500,000 miles</td>
<td>$300,000 - $400,000</td>
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<td>B: Medium-Size, Heavy-Duty Transit Bus</td>
<td>26,000 - 33,000</td>
<td>25-35</td>
<td>30 ft - 35 ft</td>
<td>10 years or 350,000 miles</td>
<td>$100,000 - $200,000</td>
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<tr>
<td>C: Medium-Size, Medium-Duty Transit Bus &amp; Track Chassis Cutaway</td>
<td>15,000 - 26,000</td>
<td>16-30</td>
<td>26 ft - 30 ft</td>
<td>7 years or 200,000 miles</td>
<td>$70,000 - $175,000</td>
</tr>
<tr>
<td>D: Medium-Size, Light-Duty Bus &amp; Van Chassis Cutaway Bus</td>
<td>10,000 - 16,000</td>
<td>12-16</td>
<td>20 ft - 25 ft</td>
<td>5 years or 150,000 miles</td>
<td>$50,000 - $60,000</td>
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<tr>
<td>E 1: Small, Light-Duty Bus; E 2: Modified Vans; E 3: Modified Minivans</td>
<td>6,000 - 14,000</td>
<td>3-14</td>
<td>20 ft - 22 ft</td>
<td>4 years or 100,000 miles</td>
<td>$35,000 - $65,000</td>
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<tr>
<td>E 4: Vans; E 5: Minivans; E 6: Station wagons; E 7: Sedans</td>
<td>6,000 - 14,000</td>
<td>3-14</td>
<td>&lt; 20 ft</td>
<td>4 years or 100,000 miles</td>
<td>$30,000 - $35,000</td>
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</tbody>
</table>

**Small Standard Vehicles** — Standard vehicles are not on the ODOT Public Transit Division Price Agreement contracts. However, these vehicle types may be on the Department of Administrative Services statewide contracts. Check ORPIN online at [http://www.oregon.gov/DA/SW/ORS/pace_forms.shtml](http://www.oregon.gov/DA/SW/ORS/pace_forms.shtml)

* Vehicles 22 ft. or longer require at least two ADA stations, or one ADA station if less than 22 ft.

**Note:** Photos are for reference only—provided as examples. From ODOT Public Transit files.

**ODOT Public Transit Division**

**Updated December 1, 2010**

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**Capital Asset Management Plan**

**Page 20 of 20**

**173**
Appendix H: Base Overhead Study Results  
FY 2013

Staffing levels in Full Time Equivalency (FTE)

<table>
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Support Costs per Revenue Service Hour

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## Cost of support operations (not associated with drivers and vehicles) in US Dollars

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<td>286,508</td>
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<td>240,557</td>
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Appendix I: Union County Resolution 2005-2 FY 2005

The Union County Resolution 2005-2 (which details the relationship between Union County and Public Transit as it relates to the Northeast Oregon Public Transit Building) was removed from the web version to allow this document to fit on web host. It is available by stand alone attachment. If you’d like to review it, please email your request to frank@ccno.org.
Community Connection of Northeast Oregon, Inc.

CAPITALIZATION, PROCUREMENT, & DISPOSITION POLICY

CAPITALIZATION CRITERIA

SECTION 1. If the initial cost of the piece of equipment and or other personal property is $5,000 or more and the anticipated life or useful value of said equipment or property is more than one (1) year, the same shall be capitalized and recorded as non-expendable equipment and chargeable as a capital expenditure.

SECTION 2. If the initial cost of the piece of equipment and/or other personal property is less than $5,000 or its useful life is less than one (1) year regardless of cost, the same shall be treated and recorded as expendable equipment and chargeable to office expense.

SECTION 3. The Executive Director and Chairman shall be, and they are, hereby authorized and directed to make determinations upon the purchases of equipment and other personal property that is acquired by this Agency in connection with the development, management and maintenance of the projects owned or operated by this Agency, the property that is expendable and non-expendable, pursuant to the criteria herein above established and retained for the information and guidance of its personnel and for audit purposes.

SECTION 4. The Executive Director and Chairman shall be, and they are, hereby authorized and directed to make determinations on a case-by-case basis for application of the capitalization criteria with respect to the acquisition of non-expendable personal property, in those instances where the dollar value and/or anticipated useful life is less than reflected in Sections 1 and 2 above, but where capitalization of the specific equipment purchase would afford, within a reasonable limit, a more desirable administrative control over the equipment.
SECTION 1. Purchases and contracts for equipment, materials, supplies or services, shall be made in the following manner;

a. The Executive Director, or his/her designee, shall make purchases and/or contracts, not to exceed $5,000 in amount, in the open market after such inquiry as he/she deems necessary to ensure the price obtained is the most advantageous to the Agency; and

b. For purchases and contracts from $5,000 to $20,000 the Executive Director shall solicit bids orally, by telephone, or in writing from at least three suppliers, if so many are available in the locality; he/she shall keep on file a tabulation of solicitations made and quotations received; and

c. For purchases and contracts in excess of $20,000, the Executive Director shall attempt to receive written bids from three qualified parties by (1) advertisement in at least one newspaper of general circulation, in each county, or by (2) mailing invitations to bid to all available dealers and posting notices in public places; or a combination of such methods. A tabulation of bids received shall be retained.

D. For purchases and contracts for services previously procured as outlined in paragraphs 1B or 1C above, if the agency is satisfied with the quality of service being received, the Executive Director may negotiate a contract extension or new contract without further competitive bidding.

E. All procurement of equipment, materials, supplies, repairs and services shall be documented. Expenditures under $50 may be made from petty cash funds and shall be supported by receipts. Expenditures from $50 and over shall be authorized by a standard form.

F. There shall be inserted in all contracts the following provisions; "No member, officer, or employee of the Agency during his/her tenure or for one year thereafter shall have any interest, direct or indirect, in this contract or proceeds thereof."

SECTION 2. For the purchase and contracts specified in paragraphs 1b and 1c above, lack of competition is permissible only when an emergency exists which permits no delay because of the possibility of injury to life or destruction of property, or when only one source of supply is available and the Executive
Director shall so certify. If an award is made without competition, a formal report of such award, together with a certification or statement justifying the lack of completion, shall be made to the board.

SECTION 3. With respect to the purchase and contracts specified in paragraphs b and c above, the Executive Director shall make the purchase from or award the contract to the lowest responsible bidder as to price who meets the stated requirements.

DISPOSITION POLICY

SECTION 1. Personal property shall not be sold or exchanged for less than its fair value unless deemed to be in the best interest of the Agency by the Executive Director. Sales of excess personal property shall be made in the following manner:

a. If the estimated sales value of the personal property offered for sale is less than $250 the Executive Director may negotiate a sale in the open market after such informal inquiry as he/she considers necessary to ensure a fair return to the Agency. The sale shall be documented by an appropriate bill of sale.

b. For sales from $250 to $1,000 the Executive Director, or his/her designee shall solicit informal bids orally, by telephone, or in writing from prospective purchasers and a tabulation of all such bids received shall be documented by an appropriate bill of sale.

c. For sales of $1,000 or more the award of such contract shall be made only after advertising for formal bids. Such advertising shall be at least 15 days prior to award of the sales contract and shall be by advertisement in newspapers or circular letters to prospective purchasers. In addition, notices shall be posted in public places. Bids shall be opened publicly at the time and place specified in the advertisement. A tabulation of all bids received shall be prepared and filed with the contract as part of the permanent record. The award shall be made to the highest bidder.

d. The sale of personal property to a public body for public use may be negotiated at its fair value subject to prior approval of the Board. The transfer shall be documented by an appropriate bill of sale.
SECTION 2. Personal property valued at more than $250 shall not be destroyed, abandoned, or donated without the prior approval of the Board. The Executive Director shall make every effort to dispose of excess personal property as outlined above. However, if the property has a value less than $250 and a purchaser cannot be found the Executive Director may dispose of property as determined to be in the best interest of the Agency, including donating the property to another non-profit corporation.

Adopted this _____ day of ______________, 2006 by the Community Connection of Northeast Oregon, Inc. Board of Directors.

_________________________________________  ________________________________
Steve McClure, Chairman  Date
# Appendix K: Vehicle Disposition Thru FY 2013

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<th>Make</th>
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<th>OPTIS #</th>
<th>Local #</th>
<th>Date Deployed</th>
<th>Date Removed from RS</th>
<th>VIN</th>
<th>Fuel Type</th>
<th>Title Holder</th>
<th>Seats</th>
<th>ADA</th>
<th>Useful Life</th>
<th>Primary Use</th>
<th>Mileage</th>
<th>Condition</th>
<th>Original Cost</th>
<th>Grant Source &amp; Number</th>
<th>Grant to Local Match</th>
<th>Disposition Proceeds</th>
<th>Disposition Proceeds</th>
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<tr>
<td>1994</td>
<td>Ford</td>
<td>Cutaway</td>
<td>D</td>
<td>CN00967</td>
<td>V1096</td>
<td>2024</td>
<td>10-01-1994</td>
<td>10-24-2012</td>
<td>1FDJE30G7RHA97034</td>
<td>Gasoline</td>
<td>CCNO</td>
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<td>14</td>
<td>2</td>
<td>5 years or 150,000 miles</td>
<td>Primary Use</td>
<td>67,174</td>
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<td>Xfer from WC</td>
<td>Section 18 F179006</td>
<td>80% to 20%</td>
<td>$749.10</td>
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## NOTES:

- The Vehicle was scheduled for replacement in 2004 and was actually replaced in 2004.
- The method of disposal was scrapped.
- The replaced vehicle was a 2004 Ford Cutaway, category D, with plate number CN00967 and OPTIS # V1096.
- The original cost was transferred from the county section 18 F179006 with a grant source and number.
- The grant to local match was 80% to 20%.
- The disposition proceeds were $749.10.
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<th>OPTIS #</th>
<th>Local #</th>
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</tr>
<tr>
<td>Date Deployed</td>
<td>Date Removed from RS</td>
<td>VIN</td>
<td>Fuel Type</td>
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<td>05/01/2012</td>
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<td>Primary Use</td>
<td>Mileage</td>
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<td>Grant Source &amp; Number</td>
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<td>Disposition Proceeds</td>
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<td>Actually Replaced In</td>
<td>Method of Disposal</td>
<td>Replaced By Year, Make, Style</td>
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<td>OPTIS #</td>
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</tr>
<tr>
<td>2002</td>
<td>2002</td>
<td>Scrapped</td>
<td>2001 Ford Cutaway</td>
<td>D</td>
<td>V0080</td>
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</tr>
<tr>
<td>Year</td>
<td>Make</td>
<td>Style</td>
<td>Category</td>
<td>Plate #</td>
<td>OPTIS #</td>
<td>Local #</td>
</tr>
<tr>
<td>------</td>
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<td>----------</td>
<td>---------</td>
<td>---------</td>
<td>---------</td>
</tr>
<tr>
<td>1992</td>
<td>Ford</td>
<td>Cutaway</td>
<td>D</td>
<td>B10310</td>
<td>V1018</td>
<td>2002</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date Deployed</th>
<th>Date Removed from RS</th>
<th>VIN</th>
<th>Fuel Type</th>
<th>Title Holder</th>
</tr>
</thead>
<tbody>
<tr>
<td>07-01-1992</td>
<td>11-15-2012</td>
<td>1FDJE37G5NH815241</td>
<td>Gasoline</td>
<td>CCNO</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Seats</th>
<th>ADA</th>
<th>Useful Life</th>
<th>Primary Use</th>
<th>Mileage</th>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>1</td>
<td>5 years or 150,000 miles</td>
<td>DISPOSITION</td>
<td>104,254</td>
<td>Out of Service</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Original Cost</th>
<th>Grant Source &amp; Number</th>
<th>Grant to Local Match</th>
<th>Disposition Proceeds</th>
</tr>
</thead>
<tbody>
<tr>
<td>$36,810</td>
<td>Section 18</td>
<td>80% to 20%</td>
<td>$664.95</td>
</tr>
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NOTES:

<table>
<thead>
<tr>
<th>Scheduled for Replacement In...</th>
<th>Actually Replaced In</th>
<th>Method of Disposal</th>
<th>Replaced By Year, Make, Style</th>
<th>Category</th>
<th>OPTIS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>1999</td>
<td>2006</td>
<td>Scrapped</td>
<td>2006 Ford Cutaway D</td>
<td>V0083</td>
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</tr>
<tr>
<td>Year</td>
<td>Make</td>
<td>Style</td>
<td>Category</td>
<td>Plate #</td>
<td>OPTIS #</td>
</tr>
<tr>
<td>------</td>
<td>-------</td>
<td>----------</td>
<td>----------</td>
<td>----------</td>
<td>---------</td>
</tr>
<tr>
<td>1997</td>
<td>Ford</td>
<td>Cutaway</td>
<td>D</td>
<td>CN01391</td>
<td>V1019</td>
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<td></td>
<td>Date Deployed</td>
<td>Date Removed from RS</td>
<td>VIN</td>
<td>Fuel Type</td>
<td>Title Holder</td>
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<tr>
<td>07-01-1997</td>
<td>07-01-2012</td>
<td>1FDKE3087VHA59032</td>
<td>Gasoline</td>
<td>CCNO</td>
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<tr>
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<td>ADA</td>
<td>Useful Life</td>
<td>Primary Use</td>
<td>Mileage</td>
<td>Condition</td>
</tr>
<tr>
<td>14</td>
<td>1</td>
<td>5 years or 150,000 miles</td>
<td>DISPOSITION</td>
<td>145,027</td>
<td>Out of Service</td>
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<tr>
<td>Original Cost</td>
<td>Grant Source &amp; Number</td>
<td>Grant to Local Match</td>
<td>Disposition Proceeds</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$46,840</td>
<td>Section 18</td>
<td>F181014</td>
<td>80% to 20%</td>
<td>$641.85</td>
<td></td>
</tr>
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</table>

NOTES:

<table>
<thead>
<tr>
<th>Scheduled for Replacement In…</th>
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<th>Method of Disposal</th>
<th>Replaced By Year, Make, Style</th>
<th>Optis #</th>
</tr>
</thead>
<tbody>
<tr>
<td>2004</td>
<td>2009</td>
<td>Scrapped</td>
<td>2009 Dbl K Trolley B</td>
<td>V0821</td>
</tr>
<tr>
<td>Year</td>
<td>Make</td>
<td>Style</td>
<td>Category</td>
<td>Plate #</td>
</tr>
<tr>
<td>------</td>
<td>------</td>
<td>-------</td>
<td>----------</td>
<td>---------</td>
</tr>
<tr>
<td>2001</td>
<td>Ford</td>
<td>Cutaway</td>
<td>D</td>
<td>CN01914</td>
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</tbody>
</table>

**Date Deployed** | **Date Removed from RS** | **VIN** | **Fuel Type** | **Title Holder**
---|---|---|---|---|
11-1-2001 | 09-08-2012 | 1FDXE45S51HB42411 | Gasoline | CCNO |

**Seats** | **ADA** | **Useful Life** | **Primary Use** | **Mileage** | **Condition**
---|---|---|---|---|---|
14 | 2 | 5 years or 150,000 miles | DISPOSITION | 304,581 | Out of Service |

**Original Cost** | **Grant Source & Number** | **Grant to Local Match** | **Disposition Proceeds**
---|---|---|---|
$61,672 | Section 5310 | OR160026 | 89.73% to 10.27% | $816.75 |

**Scheduled for Replacement In...** | **Actually Replaced In** | **Method of Disposal** | **Repeated By Year, Make, Style** | **Category** | **OPTIS #**
---|---|---|---|---|---|
2008 | 2012 | Scrapped | | | |

**NOTES:** Wheelchair lift removed and donated to Union Family Medical Clinic as legacy capital (at Clinic's Expense) prior to vehicle being scrapped.
<table>
<thead>
<tr>
<th>Year</th>
<th>Make</th>
<th>Style</th>
<th>Category</th>
<th>Plate #</th>
<th>OPTIS #</th>
<th>Local #</th>
</tr>
</thead>
<tbody>
<tr>
<td>2005</td>
<td>Chevy</td>
<td>Modified Minivan</td>
<td>E3</td>
<td>934 BPR</td>
<td>V0081</td>
<td>2011</td>
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</table>

<table>
<thead>
<tr>
<th>Date Deployed</th>
<th>Date Removed from RS</th>
<th>VIN</th>
<th>Fuel Type</th>
<th>Title Holder</th>
</tr>
</thead>
<tbody>
<tr>
<td>11-01-2005</td>
<td>May 31, 2013</td>
<td>1GBDV13E55D150541</td>
<td>Gasoline</td>
<td>ODOT</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Seats</th>
<th>ADA</th>
<th>Useful Life</th>
<th>Primary Use</th>
<th>Mileage</th>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>2</td>
<td>4 years or 100,000 miles</td>
<td>Dispossessed</td>
<td>143,467</td>
<td>Fair</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Original Cost</th>
<th>Grant Source &amp; Number</th>
<th>Grant to Local Match</th>
<th>Disposition Proceeds</th>
</tr>
</thead>
<tbody>
<tr>
<td>$33,285</td>
<td>Section 5310 21634</td>
<td>89.73% to 10.27%</td>
<td>Interagency transfer</td>
</tr>
</tbody>
</table>

NOTES:

This vehicle was transferred to Community Connection of Northeast Oregon, Wallowa County effective October 2012.

<table>
<thead>
<tr>
<th>Scheduled for Replacement In...</th>
<th>Actually Replaced In</th>
<th>Method of Disposal</th>
<th>Replaced By Year, Make, Style</th>
<th>Category</th>
<th>OPTIS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>2012</td>
<td>Xfer to Wallowa</td>
<td>2012 Dodge MMV</td>
<td>E-3</td>
<td>V001320</td>
</tr>
<tr>
<td>Year</td>
<td>Make</td>
<td>Style</td>
<td>Category</td>
<td>Plate #</td>
<td>OPTIS #</td>
</tr>
<tr>
<td>------</td>
<td>-------</td>
<td>-----------------</td>
<td>----------</td>
<td>---------</td>
<td>---------</td>
</tr>
<tr>
<td>2005</td>
<td>Chevy</td>
<td>Modified Minivan</td>
<td>E3</td>
<td>935 BPR</td>
<td>V0082</td>
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<table>
<thead>
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<th>VIN</th>
<th>Fuel Type</th>
<th>Title Holder</th>
</tr>
</thead>
<tbody>
<tr>
<td>11-01-2005</td>
<td>May 31, 2013</td>
<td>1GBDV13E55D150741</td>
<td>Gasoline</td>
<td>ODOT</td>
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</table>

<table>
<thead>
<tr>
<th>Seats</th>
<th>ADA</th>
<th>Useful Life</th>
<th>Primary Use</th>
<th>Mileage</th>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>2</td>
<td>4 years or 100,000 miles</td>
<td>Dispossessed</td>
<td>166,587</td>
<td>Fair</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Original Cost</th>
<th>Grant Source &amp; Number</th>
<th>Grant to Local Match</th>
<th>Disposition Proceeds</th>
</tr>
</thead>
<tbody>
<tr>
<td>$33,285</td>
<td>Section 5310 21634</td>
<td>89.73% to 10.27%</td>
<td>Interagency transfer</td>
</tr>
</tbody>
</table>

PICTURE UNAVAILABLE BUT IT WAS IDENTICAL TO 2011 – OPTIS V0081

NOTES:

This vehicle was transferred to Community Connection of Northeast Oregon, Wallowa County effective June 1, 2013.

<table>
<thead>
<tr>
<th>Scheduled for Replacement In...</th>
<th>Actually Replaced In</th>
<th>Method of Disposal</th>
<th>Replaced By</th>
<th>OPTIS #</th>
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</thead>
<tbody>
<tr>
<td>2011</td>
<td>2012</td>
<td>Xfer to Wallowa</td>
<td>2012 Dodge MMV E-3</td>
<td>V001321</td>
</tr>
<tr>
<td>Year</td>
<td>Make</td>
<td>Style</td>
<td>Category</td>
<td>Plate #</td>
</tr>
<tr>
<td>------</td>
<td>------</td>
<td>-------</td>
<td>----------</td>
<td>----------</td>
</tr>
<tr>
<td>2002</td>
<td>Ford</td>
<td>Cutaway</td>
<td>D</td>
<td>CN02117</td>
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<table>
<thead>
<tr>
<th>Date Deployed</th>
<th>Date Removed from RS</th>
<th>VIN</th>
<th>Fuel Type</th>
<th>Title Holder</th>
</tr>
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<tbody>
<tr>
<td>11-01-2002</td>
<td>12-30-2013</td>
<td>1FDXE45S32HB75778</td>
<td>Gasoline</td>
<td>ODOT</td>
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<thead>
<tr>
<th>Seats</th>
<th>ADA</th>
<th>Useful Life</th>
<th>Primary Use</th>
<th>Mileage</th>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>2</td>
<td>5 years or 150,000 miles</td>
<td>La Grande Backup</td>
<td>193,036</td>
<td>Poor</td>
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<tbody>
<tr>
<td>$54,555</td>
<td>Section 5310</td>
<td>21624</td>
<td>89.73% to 10.27%</td>
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</tbody>
</table>

**NOTES:**

The wheelchair lift on this vehicle is **NONFUNCTIONAL**. It is slated for scrap disposition in Fiscal Year 2014.