

# Santa Fe Trails

## Transit Asset Management Plan

### FY-18



*Fixed route and Para-Transit vehicles*

## Content

- Introduction Pg. 3
- Fleet inventory Pg. 4
- Goals and objectives Pg.5
- Fleet condition report PG.6-7
- Procedures PG 8-9
- Inspections Description PG.10-17
- Example's



*2018 international folk-art event*



*1992 Eldorado Escort first buses used by Santa Fe Trails*

Santa Fe Trails has been in existence since 1992. we were the first all CNG fueled bus system in the country as part of our model we strive to give our customers the best service possible by providing ,safe, clean, reliable vehicles to get them where they need to go in a timely manner. We currently transport approximately 1,000,000 passengers per year on our fixed route system and 40,000 passengers on our complimentary para-transit system per year in doing that we travel an average of 1,319,736 miles per year which results in us seeing a vehicle for maintenance an average of every 3-weeks.

The Santa Fe Trails fleet and facilities is comprised of 32 fixed route vehicles, 17 Complementary Para- Transit vehicles, 1 admin/operations/maintenance facility, 2 transit hubs and 456 bus stops. We currently have 12 fixed routes that include 4 intermodal train station stops along with 5 partner stops that we share with NMRTD and NM Park and Ride.

The Santa Fe Trails fleet and facilities is comprised of 32 fixed route vehicles, 17 Complementary Para- Transit vehicles, 1 admin/operations/maintenance facility, 2 transit hubs and 456 bus stops.

- 5 - 2015 35ft Gillig low floor buses
- 7 – 2014 35ft Gillig Low floor buses
- 1 – 2012 30ft Gillig Low floor bus
- 1 – 2011 30ft Gillig low floor bus
- 6 – 2011 30ft Eldorado low floor buses
- 6 – 2008 30ft Eldorado low floor buses
- 2 – 2009 29ft Eldorado Passport cutaway vans
- 2 – 2015 26ft Arboc cutaway vans
- 1 – 24ft Arboc cutaway van
- 1 – 3500 24ft GMC cutaway van
- 4 – 2016 17ft MV-1 vans
- 4 – 2012 16ft Honda Civics
- 4 – 2012 17ft MV-1 vans
- 2 – 2011 21ft F-350 vans
- 2 – 2008 16ft Honda Civics
- 1 – 2006 21ft F-350 van

As part of our goal to asset management we have built a very extensive facility and vehicle Maintenance plan to assist us to meet our 4 major goals.

- **Reduce down time during services by 12%**
- **Prolong equipment life expectancy**
- **Minimize Facility depreciation**
- **Reduce customer complaints by 10%**

### **Vehicles and equipment**

- Drivers pre and post trip
- Preventative Maintenance service program
- Regular oil sampling
- A plan to keep our technicians up to date on training
- Maintain the latest in tools and equipment to assist in trouble shooting and repair of all Transit equipment.
- Stay up to date with new technics
- Track major failures and project trends
- Track overall break downs
- Road call tracking to monitor performance

### **Facility**

- The purchase of asset manager software
- Weekly inspection from Fleet and Faculties manager
- Quarterly inspections from facilities staff
- Project major repairs and budget for them annually

### **Bus stops**

- Visit monthly and asses condition
- Steam clean monthly
- Weed control b-weekly
- Clean garbage cans every 3 - 5 days

Vehicle #	Make	Model	Year	VIN #	Status	Use and Condition	Replace Date
801	Eldorado	Easy Rider II	2008	1N9MNA8G28C084195	Active	Good	5/1/2020
802	Eldorado	Easy Rider II	2008	1N9MNA8G68C084197	Active	Good	5/1/2020
803	Eldorado	Easy Rider II	2008	1N9MNA8G88C084198	Active	Good	5/1/2020
804	Eldorado	Easy Rider II	2008	1N9MNA8G08C084194	Active	Good	5/1/2020
805	Eldorado	Easy Rider II	2008	1N9MNA8G48C084196	Active	Good	5/1/2020
806	Eldorado	Easy Rider II	2008	1N9MNA8GX8C084199	Active	Good	5/1/2020
807	Eldorado	Easy Rider II	2011	1N9MNALG6BC084103	Active	Good	5/23/2023
808	Eldorado	Easy Rider II	2011	1N9MNALG8BC084104	Active	Good	5/23/2023
809	Eldorado	Easy Rider II	2011	1N9MNALGXBC084105	Active	Good	5/23/2023
810	Eldorado	Easy Rider II	2011	1N9MNALG1BC084106	Active	Good	5/23/2023
811	Eldorado	Easy Rider II	2011	1N9MNALG3BC084107	Active	Good	6/20/2023
812	Eldorado	Easy Rider II	2011	1N9MNALG5BC084108	Active	Good	6/15/2023
901	Eldorado	Passport	2009	1GBJ5V1GX9F404002	Active	Good	10/30/2019
902	Eldorado	Passport	2009	1GBJ5V1G79F404071	Active	Good	10/30/2019
1101	Gillig	29102LFCNG	2011	15GGE2718B1092262	Active	Good	3/2/2024
1102	Gillig	29102LFCNG	2012	15GGE271XC1092266	Active	Good	5/14/2024
1401	Gillig	35102LFCNG	2014	15GGB2716E1184289	Active	Good	12/24/2028
1402	Gillig	35102LFCNG	2014	15GGB2712E1184290	Active	Good	12/24/2028
1403	Gillig	35102LFCNG	2014	15GGB2714E1184291	Active	Good	12/24/2028
1404	Gillig	35102LFCNG	2014	15GGB2716E1184292	Active	Good	12/24/2028
1405	Gillig	Gillig	2014	15GGB2718E1184293	Active	Good	12/24/2028
1501	Gillig	Gillig	2015	15GGB2711F1184556	Active	Good	12/24/2029
1502	Gillig	Gillig	2015	15GGB2713F1184557	Active	Good	12/24/2029
1503	Gillig	Gillig	2015	15GGB2715F1184558	Active	Good	12/24/2029
1504	Gillig	Gillig	2015	15GGB2717F1184559	Active	Good	12/24/2029
1505	Gillig	Gillig	2015	15GGB2713F1184560	Active	Good	12/24/2029
1506	Gillig	Gillig	2015	15GGB2715F1184561	Active	Good	12/24/2029
1507	Gillig	Gillig	2015	15GGB2717F1184562	Active	Good	12/24/2029
2132	Honda	Civic	2012	19XFB5F55CE003055	Active	Good	1/1/2020
2133	Honda	Civic	2012	19XFB5F59CE003236	Active	Good	1/1/2020
2134	Honda	Civic	2012	19XFB5F54CE003239	Active	Good	1/1/2020
2135	Honda	Civic	2012	19XFB5F50CE003447	Active	Good	1/1/2020
2136	VPG	MV-1	2012	523MF1B68CM100393	Active	Good	1/1/2020
2137	VPG	MV-1	2012	523MF1B69CM100435	Active	Good	1/1/2020
2138	Ford	VersaShuttle	2011	1FTDS3EL6CDA02672	Active	Good	1/1/2019
2139	Ford	VersaShuttle	2011	1FTDS3EL8CDA02673	Active	Good	1/1/2019
2146	VPG	MV-1	2012	523MF1B62CM101233	Active	Good	1/1/2020

2147	VPG	MV-1	2012	523MF1B61CM101546	Active	Good	1/1/2020
2165	Honda	Civic	2008	1HGFA46518L000313	Active	Fair	1/1/2013
2167	Honda	Civic	2008	1HGFA46598L000317	Active	Fair	1/1/2013
53330	Ford	E350	2006	1FTSS34LX6DA88890	Active	Fair	1/1/2013
55679	VPG	MV-1	2015	1GB6G5BG9F1248235	Active	Good	10/1/2022
55680	VPG	MV-1	2015	1GB6G5BG3F1247419	Active	Good	10/1/2022
55681	VPG	MV-1	2015	57WMD2B64EM102108	Active	Good	10/1/2022
55682	VPG	MV-1	2015	57WMD2B68EM102127	Active	Good	10/1/2022
55613	Arboc	Spirit of Mobility	2015	57WMD2B66EM102109	Active	Good	10/1/2022
55614	Arboc	Spirit of Mobility	2015	57WMD2B6XEM10212B	Active	Good	10/1/2022
2145	Arboc	Spirit of Mobility	2013	1GB6G5BG7D1153038	Active	Good	1/1/2020
53983	GMC	HD4500	2008	1GDJG316781200458	Active	Good	1/1/2015



Staging for Zozobra event

Vehicle operators are required to check each item for proper working condition and note any defects on the **Driver Vehicle Condition Report (DVCR)**. A sample copy of the DVCR form and narrative is included in Appendix A.

Defects are categorized and prioritized under the follow definitions:

- **Safety Defect.** The vehicle cannot be released until repairs are completed. Safety cannot be compromised.
- **Mechanical Defect.** A defect that will worsen and increase costs. Same as above category – cannot be released until repairs are completed, except for emergency.
- **Elective Mechanical Defect.** A defect that does not compromise safety, will not cause further damage if operated, but needs to be corrected prior to next PM cycle.
- **Elective or Cosmetic Defect.** Defect will not compromise safety and will not cause further damage or cost as it is an aesthetic defect. Vehicle should be scheduled for a future off-peak time or when repair parts will be on-hand, as determined by the shop Supervisor, or delayed until the next scheduled PM.

Defects categorized as “safety” or “mechanical” are cause for exchanging the vehicle for one that is in good operating condition. Such defective vehicles are reported immediately by the Transit Operator to the Dispatcher. The Dispatcher then reports the alleged defect to the Maintenance Section, explaining the nature of the defect. A certified maintenance technician will check the vehicle defect and if confirmed, will bring it back to the shop for repair. Defects that do not affect safety are noted on the DVCR and given to the Dispatcher who forwards the DVCR to the shop Supervisor for later repair.

The shop Supervisor schedules repair of defective vehicles and ensures that proper documentation of the repair is prepared and filed in the vehicle maintenance file. All defect repairs are documented on Work Orders which include a description of the defect, the work performed, parts used, and initials of the maintenance employee who did the repair work, shop Supervisor and Fleet Section Manager. In addition, all “safety” and “mechanical” defects, after they are repaired, must be initialed on the DVCR by the maintenance employee who performed the repair work.



## PM INSPECTIONS AND SCHEDULED SERVICES

### Rolling Stock Vehicles:

All rolling stock vehicles are scheduled for preventative maintenance inspections at various intervals as shown below. In all cases, preventative maintenance schedules shall meet or exceed manufacturer's recommendations. A roster of all revenue vehicles is included in Appendix E.

- "A" inspections are completed every 6,000 miles and includes a 47-point inspection checklist including brake adjustment, safety inspection, and repairs if needed. A complete listing of services performed in "A" inspections is included in Appendix B.
- "B" inspections are completed every 12,000 miles and includes a 62-point inspection checklist including brake adjustment, and service to many other vehicle systems and repairs as needed. A complete listing of services performed in "B" inspections is included in Appendix B.
- "C" inspections are completed every 18,000 miles and includes a 69-point inspection checklist including oil and filter(s) change, brake adjustment, and service to many other vehicle systems and repairs if needed. A complete listing of services performed in "C" inspections is included in Appendix B.
- "D" inspections are completed every 24,000 miles and includes a 78- point inspection checklist including oil and filter(s) change, brake adjustment, and service to many other vehicle systems and repairs if needed. A complete listing of services performed in "D" inspections is included in Appendix B.

The table below illustrates mileage intervals and the combinations of preventative maintenance inspections to be performed.

<u>Mileage Interval</u>	<u>Inspection Type</u>
6,000	A
12,000	B
18,000	C
24,000	D

weekly facility & Equipment Monthly Check List		Date: _____
Facility	Status	Comments
Operations Bldg.		
Maintenance bldg.		
Wash bay		
Parking lot		
Gate's		
CNG facility		
Canopys		
wall's and fence's		
interior & Exterior lighting		
<b>Equipment</b>		
Sefac lifts set one		
Sefac lifts set two		
Sefac lifts set three		
Sefac lifts set four		
Auraco Brake Lathe		
Cuda parts washer		
Coats HIT6000 truck tire changer		
Coats 5030L Rim Type tire changer		
Dayton Battery charger unit one		
Dayton battery charger unit two		
Hobart Gasoline Welder portable		
Holsy pressure Washer portable		
Lincoln Wire feed welder		
Onan Generator portable		
Porta Power kit		
Oil Water seperator alarms		
Shop drains pit pump station		
RamTech pressure washer stationary		
Stanley Hyd post driver portable		
SnowWay plow attachment		
Shop roll around ladder		
Shop roll around steps three sets		
shop jack stands three sets		
shop hi lift stands three sets		
shop transmission jack		
shop hyd jacks four each		
washbay equipment room check		
washbay equipment check		
washbay control air compressor		
shop bench grinder		
A/C evacuate/charge machine		
shop benches four each		
shop vices one per bench		
shop hydraulic press		
shop aircompressors two each		
oil/af storage tanks four		
oil/af pumps/hoses four		
oil/af outside drain tanks two		

## FACILITIES MAINTENANCE SECTION

### Preventive Maintenance Schedule

STAFF: ALFRED-CHRIS-JIMMY-JOE-JOHN-LEO-MANUEL-MARK-RICHARD-PATRICK

Assigned to Buildings

BI-ANNUAL PREVENTIVE MAINTENANCE	DUTIES
In May or first part of June change units from heating to cooling (depending on weather) In September or October change units from cooling to heating (depending on the weather)	Heating/Cooling Units <b>Refrigerated:</b> Change Out Filters Check blowers, belts, and lubricate as needed <b>Swap Coolers:</b> Check pads Check blower, water supply, float, belts and lubricate bearings and motors as needed
QUARTERLY PREVENTIVE MAINTENANCE	DUTIES
Heating/Cooling Units	Change Out Filters, check blowers, belts Change Pads, check blower, belts/floats water supply
Roof Exhaust Fans	Check motors, belts, bearings and lubricate as needed
Water Heaters/ Boilers	Check gas burners, pilots Water levels & controls Boilers, clean burner only Check circulation pump for operational mode
Compressor	Pneumatic controls are operations Air, fire stations only, check for operational mode
Restrooms/Showers	Check faucets for leaks Check drains and p-trap for clogs Check ADA fixtures Toilets/urinals check flushers/mechanical parts. adjust as needed.
Lighting	Emergency & Exit Lights Outside lighting check operations, timers and photo cells
Doors/Windows	Check operations, handles, hinges, knobs, closers, ADA



**City of Santa Fe**

SANTA FE TRAILS

**TRANSIT DEPARTMENT  
Driver Vehicle Condition Report**

Date: \_\_\_\_\_ Vehicle #: \_\_\_\_\_

**MARK TROUBLED AREAS**

- No Problem
- Problem Area

Pre-Trip  
Change-Out  
Post-Trip

EXTERIOR	Fluid Leaks			
	Oil Level			
	Belts (Alternator/P. Steering)			
	Battery Compartment			
	Mirrors			
	Tires/Lug Nuts/Rims	4/32 front, 2/32 rear		
	Head Tail Lights			
	Clearance Lights			
	Turn Signals/Flashers			
	Body Damage	Use Diagram		
	Bike Rack			
	Windows	Use Diagram		
	Head Signs			
	Dedicated L/R Rear Door			
	Exhaust Leaks			

INTERIOR	All Gauges/Dash/Lights/Horn			
	Wipers & Washers			
	Fans			
	Mirrors			
	Starting Operations (2 inches play)			
	Door Operation			
	Heat/A/C			
	Knifeling Device			
	Backup Alarm			
	2 Way Radio/P.A.			
	Driver Seat/Belt			
	Interior Lights			
	Windows/Passenger Seats/Floor			
	Fire Ext./Fire Sup., 1st Aid Kit, Cante.			
	Reflectors (3 Triangles)			
W. Chair L/R/W/Tie Downs (4)				
Stop Request				
Roof Hatch				
GFI				
Cleanliness				

BRAKES	<b>Air Brakes Only:</b>		
	Low Air		
	Col. air		
	Block Tests		
	Dynamic Press		
	Low Press Warning		
	Auto pop out (jkg 2806)		
	<b>All Brakes:</b>		
	Parking Brake Test		
	Door Interlock Test		
Service Brake Test (5 mph stop)			

1st                      2nd                      3rd

Print Name \_\_\_\_\_

Route No. \_\_\_\_\_

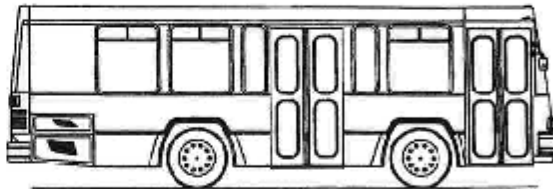
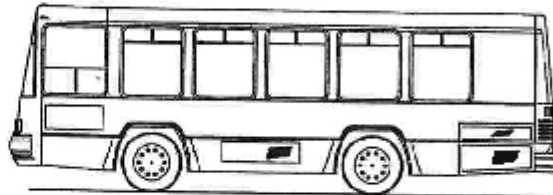
Beg. Mile \_\_\_\_\_

Beg. Rt. Mile \_\_\_\_\_

End Rt. Mile \_\_\_\_\_

End Mileage \_\_\_\_\_

**INDICATE AREA OF DAMAGE**



OUT OF THE YARD "ON TIME" EVERY TIME

Details on above defects (please print):

\_\_\_\_\_

\_\_\_\_\_

Defects other than above (please print):

\_\_\_\_\_

\_\_\_\_\_

Inspector's Signature

Date

State Permits

( A ) Inspection Sheet (Revenue Service CNG Vehicles)

Work Order # \_\_\_\_\_

Unit # \_\_\_\_\_ Mileage \_\_\_\_\_ Machine \_\_\_\_\_ Date \_\_\_\_\_

Symbols: X = OK, A = Adjusted, C = Cleaned, R = Replaced/Repaired, L = Lube, O = Other as needed, N = Not Applicable

- |   |  |
|---|--|
| <input type="checkbox"/> Inspect under carriage, repair defects   | <input type="checkbox"/> Check shocks, mounting and for leakage                            |
| <input type="checkbox"/> Check air ride suspension and mounting   | <input type="checkbox"/> Grease Chassis  |
| <input type="checkbox"/> Check body mounting hardware, repair defects   | <input type="checkbox"/> Inspect axle mounting hardware, repair defects                    |
| <input type="checkbox"/> Check engine mounting hardware, repair defects   | <input type="checkbox"/> Inspect transmission mounting hardware, repair defects            |
| <input type="checkbox"/> Inspect CNG tank mounting's and shield's   | <input type="checkbox"/> Check CNG line's mounting's and for leakage, repair defects       |
| <input type="checkbox"/> Drain air tanks, check tank mountings, check lines for leaks                                   |  |
| <input type="checkbox"/> Adjust brakes  | <input type="checkbox"/> Check fluids ( differential, engine, transmission )               |
| <input type="checkbox"/> Inspect brake lines for leaks, repair defects  | <input type="checkbox"/> Visually inspect brake shoes/discs/rotors, replace as needed      |
| <input type="checkbox"/> Check all exterior lights  | <input type="checkbox"/> Check all interior lights   |
| <input type="checkbox"/> Check dash gauges  | <input type="checkbox"/> Check switches for function                                       |
| <input type="checkbox"/> Test front/rear door operation, repair defects   | <input type="checkbox"/> Check brake interlock and sensitivity edge, repair defects        |
| <input type="checkbox"/> Check front/rear, heater/ac blower's   | <input type="checkbox"/> Check front/rear, heater/ac controls for function, repair defects |
| <input type="checkbox"/> Check wheelchair lift/ramp for operation   | <input type="checkbox"/> Clean, lube wheelchair lift/ramp, check tie downs, repair defects |
| <input type="checkbox"/> Inspect fire extinguisher charge, repair defects   | <input type="checkbox"/> Check first aid kit and safety flares/triangles, replace defects  |
| <input type="checkbox"/> Inspect farebox mountings and operation, schedule for repair/replacement as necessary          | <input type="checkbox"/> Check passenger stop request, repair defects                      |
| <input type="checkbox"/> Check front/rear destination signs, schedule repair  | <input type="checkbox"/> Check windshield for damage, repair/replace as necessary          |
| <input type="checkbox"/> Check windshield wipers and operation  | <input type="checkbox"/> Check mirrors for damage and adjustment, repair defects           |
| <input type="checkbox"/> Check side and rear glass for damage   | <input type="checkbox"/> Check Emergency window/latch operation                            |
| <input type="checkbox"/> Check Emergency window/latch operation   | <input type="checkbox"/> Check/repair as necessary all passenger handrails                 |
| <input type="checkbox"/> Check/repair as necessary all passenger handrails  | <input type="checkbox"/> Service and clean battery   |
| <input type="checkbox"/> Service and clean battery  | <input type="checkbox"/> Check and clean battery electrical connections                    |
| <input type="checkbox"/> Inspect engine air cleaner housing for leaks   | <input type="checkbox"/> Check engine air lines, replace if necessary                      |
| <input type="checkbox"/> Check air compressor mounts and operation  | <input type="checkbox"/> Check brake fluid   |
| <input type="checkbox"/> Check tire pressure and condition, check condition of lines and lug nuts for proper torque     |  |
| Right front _____ psi   | Tread depth _____ / 32   |
| Left front _____ psi  | Tread depth _____ / 32   |
| Right rear outside _____ psi  | Tread depth _____ / 32   |
| Right rear inside _____ psi   | Tread depth _____ / 32   |
| Left rear outside _____ psi   | Tread depth _____ / 32   |
| Left rear inside _____ psi  | Tread depth _____ / 32   |
| <input type="checkbox"/> Check Video Camera and Video Tape Recorder operation   |  |
| <input type="checkbox"/> Change sparkplugs (General Motors engines every 12000 miles) DUE Not Due                       |  |
| <input type="checkbox"/> Change sparkplugs (Cummins engines every 21000 miles) DUE Not Due                              |  |
| <input type="checkbox"/> Adjust engine valves (every 30000 miles Cummins Engine only) DUE Not Due                       |  |
| <input type="checkbox"/> Replace engine coolant (every 30000 miles Cummins Engine only) DUE Not Due                     |  |
| <input type="checkbox"/> Take engine oil sample (All Bus CNG engines)   |  |
| <input type="checkbox"/> Road test vehicle for acceleration, braking, steering and park brake operation, repair defects |  |

*Sheet For Title*

(B) Inspection Sheet (Revenue Service CNG Vehicles)

Work Order # \_\_\_\_\_

Unit # \_\_\_\_\_ Mileage \_\_\_\_\_ Mechanic \_\_\_\_\_ Date \_\_\_\_\_

Symbols: X = OK, A = Adjusted, C = Cleaned, R = Repaired/Replaced, L = Lube, O = Oiled as needed, N = Not Applicable

- |  |  |
|--|--|
| _____ Inspect under carriage, repair defects   | _____ Check shocks, mounting and for leakage   |
| _____ Check air ride suspension and mounting   | _____ Grease Chassis, Check fluids (differential, engine, trans)                                 |
| _____ Inspect body mounting hardware, repair defects   | _____ Inspect axle mounting hardware, repair defects   |
| _____ Check engine mounting hardware, repair defects   | _____ Inspect transmission mounting hardware, repair defects                                     |
| _____ Inspect CNG tank mounting's and shield's   | _____ Check CNG line's mounting's and for leakage, repair defects                                |
| _____ Replace CNG fuel inlet filter  | _____ Replace CNG fuel engine filter   |
| _____ Adjust brakes  | _____ Drain air tanks, check tank mountings, check lines for leaks                               |
| _____ Inspect brake lines for leaks, repair defects  | _____ Visually inspect brake shoes/drum/wheelers, replace as needed                              |
| _____ Remove and replace transmission external oil filter, check transmission fluid level            | _____ Inspect tie rods, tie rod ends, repair defects   |
| _____ Inspect kingpins, repair defects   | _____ Check exhaust system for leaks, muffler for mounting and connection piping, repair defects |
| _____ Check all sway bar bushings and mounting points, repair/replace as necessary                   | _____ Check all exterior lights  |
| _____ Check all exterior lights  | _____ Check all interior lights  |
| _____ Check dash gauges  | _____ Check switches for function  |
| _____ Test front/rear door operation, repair defects   | _____ Check brake interlock and sensitivity edge, repair defects                                 |
| _____ Check front/rear, heater/ac blower's   | _____ Check front/rear, heater/ac controls for function, repair defects                          |
| _____ Check wheelchair lift/ramp for operation   | _____ Clean, lube wheelchair lift/ramp, check tie downs, repair defects                          |
| _____ Inspect fire extinguisher charge, repair defects   | _____ Check first aid kit and safety flares/triangles, replace defects                           |
| _____ Inspect farebox mountings and operation, schedule for repair/replacement as necessary          | _____ Check passenger stop request, repair defects   |
| _____ Check front/side destination signs, schedule repair  | _____ Check windshields for damage, repair/replace as necessary                                  |
| _____ Check windshield wipers and operation  | _____ Check mirrors for damage and adjustment, repair defects                                    |
| _____ Check side and rear glass for damage   | _____ Check Emergency window/hatch decals, replace as needed                                     |
| _____ Check Emergency window/hatch operation   | _____ Check/repair as necessary all passenger handrails  |
| _____ Check/repair as necessary all passenger handrails  | _____ Test horn's for function, repair defects   |
| _____ Test horn's for function, repair defects   | _____ Check steering free play, adjust as necessary  |
| _____ Check windshield wiper motor's, repair defects   | _____ Check washer fluid motor, washer fluid level, repair defects                               |
| _____ Check drivers seat operation and mounting  | _____ Check passenger seat mounting, check for damage, repair defects                            |
| _____ Service and clean battery  | _____ Check and clean battery electrical connections   |
| _____ Inspect engine air cleaner housing for leaks   | _____ Check engine air filter, replace if necessary  |
| _____ Change engine oil and oil filter (Cummins and General Motors CNG engines only)                 | _____ Check brake fluid  |
| _____ Check air compressor mounts and operation  | _____ Pressure clean hydraulic and engine radiators, repair defects                              |
| _____ Pressure wash engine   | _____ Inspect all engine accessory drive belts, check belt tension, adjust/replace as necessary  |
| _____ Inspect all engine accessory drive belts, check belt tension, adjust/replace as necessary      | _____ Check tire pressure and condition, check condition of rims and lug nuts for proper torque  |
| _____ Check tire pressure and condition, check condition of rims and lug nuts for proper torque      | Right front _____ psi  |
|  | Left front _____ psi   |
|  | Right rear outside _____ psi   |
|  | Right rear inside _____ psi  |
|  | Left rear outside _____ psi  |
|  | Left rear inside _____ psi   |
| _____ Check Video Camera and Video Tape Recorder operation   | Tread depth _____ / 32   |
| _____ Change sparkplugs (Cummins engines every 21000 miles) DUE Not Due                              | Tread depth _____ / 32   |
| _____ Adjust engine valves (every 30000 miles Cummins Engine only) DUE Not Due                       | Tread depth _____ / 32   |
| _____ Replace engine coolant (every 30000 miles Cummins Engine only) DUE Not Due                     | Tread depth _____ / 32   |
| _____ Take engine oil sample (All Bus CNG engines)   | Tread depth _____ / 32   |
| _____ Take engine oil sample (All Bus CNG engines)   | Tread depth _____ / 32   |
| _____ Road test vehicle for acceleration, braking, steering and park brake operation, repair defects |  |

SAVING PE TRAILS

(C) Inspection Sheet (Revenue Service CNG Vehicles) Work Order # \_\_\_\_\_  
 Unit # \_\_\_\_\_ Mileage \_\_\_\_\_ Mechanic \_\_\_\_\_ Date \_\_\_\_\_

Symbols: X = OK, A = Adjusted, C = Cleaned, R = Repaired/Replaced, L = Lube, O = Other as needed, N = Not Applicable

- |  |                        |                        |                      |                        |                              |                        |                             |                        |                             |                        |                            |                        |  |
|--|------------------------|------------------------|----------------------|------------------------|------------------------------|------------------------|-----------------------------|------------------------|-----------------------------|------------------------|----------------------------|------------------------|--|
| <ul style="list-style-type: none"> <li>___ Inspect under carriage, repair defects</li> <li>___ Check air ride suspension and mounting</li> <li>___ Inspect body mounting hardware, repair defects</li> <li>___ Check engine mounting hardware, repair defects</li> <li>___ Inspect CNG tank mounting's and shield's</li> <li>___ Replace CNG fuel inlet filter</li> <li>___ Adjust brakes</li> <li>___ Inspect brake lines for leaks, repair defects</li> <li>___ Remove and replace transmission external oil filter, check transmission fluid level</li> <li>___ Inspect kingpins, repair defects</li> <li>___ Check exhaust system for leaks, muffler for mounting and connection piping, repair defects</li> <li>___ Inspect all sway bar bushings and mounting points, repair/replace as necessary</li> <li>___ Check and lube steering shaft and joints</li> <li>___ Check air bag suspension height, mountings and operation, repair defects</li> <li>___ Inspect parking brake for operation, visually inspect pads and drums/rotors, mounting bolts, repair defects</li> <li>___ Check all exterior lights</li> <li>___ Check dash gauges</li> <li>___ Test front/rear door operation, repair defects</li> <li>___ Check front/rear, heater/ac blower's</li> <li>___ Check wheelchair lift/ramp for operation</li> <li>___ Inspect fire extinguisher charge, repair defects</li> <li>___ Inspect farebox mountings and operation, schedule for repair/replacement as necessary</li> <li>___ Check front/side destination signs, schedule repair</li> <li>___ Check windshield wipers and operation</li> <li>___ Check side and rear glass for damage</li> <li>___ Check Emergency window/hatch operation</li> <li>___ Test horn's for function, repair defects</li> <li>___ Check windshield wiper motor's, repair defects</li> <li>___ Check drivers seat operation and mounting</li> <li>___ Inspect all passenger stanchions, hand rails and safety straps, repair/replace defects</li> <li>___ Service and clean battery</li> <li>___ Inspect engine air cleaner housing for leaks</li> <li>___ Check air compressor mounts and operation</li> <li>___ Pressure wash engine</li> <li>___ Drain and replace engine oil and oil filter</li> <li>___ Inspect all engine accessory drive belts, check belt tension, adjust/replace as necessary</li> <li>___ Check power steering operation and for leaks, repair defects</li> <li>___ Inspect electrical panels, connections, circuit breakers and fuses, repair defects</li> <li>___ Inspect vehicle for coolant, hydraulic oil, transmission fluid and engine oil leaks, repair as necessary</li> <li>___ Inspect, clean or replace engine manifold breather filter, check hoses, repair defects</li> <li>___ Check tire pressure and condition, check condition of rims and lug nuts for proper torque                     <table border="0" style="margin-left: 20px; width: 80%;"> <tr> <td style="width: 150px;">Right front _____ psi</td> <td style="width: 150px;">Tread depth _____ / 32</td> </tr> <tr> <td>Left front _____ psi</td> <td>Tread depth _____ / 32</td> </tr> <tr> <td>Right rear outside _____ psi</td> <td>Tread depth _____ / 32</td> </tr> <tr> <td>Right rear inside _____ psi</td> <td>Tread depth _____ / 32</td> </tr> <tr> <td>Left rear outside _____ psi</td> <td>Tread depth _____ / 32</td> </tr> <tr> <td>Left rear inside _____ psi</td> <td>Tread depth _____ / 32</td> </tr> </table> </li> <li>___ Check Video Camera and Video Tape Recorder operation</li> <li>___ Change sparkplugs (Cummins engines every 21000 miles) DUE Not Due</li> <li>___ Adjust engine valves (every 30000 miles Cummins Engine only) DUE Not Due</li> <li>___ Replace engine coolant (every 30000 miles Cummins Engine only) DUE Not Due</li> <li>___ Take engine oil sample (All Bus CNG engines)</li> <li>___ Road test vehicle for acceleration, braking, steering and park brake operation, repair defects</li> </ul> | Right front _____ psi  | Tread depth _____ / 32 | Left front _____ psi | Tread depth _____ / 32 | Right rear outside _____ psi | Tread depth _____ / 32 | Right rear inside _____ psi | Tread depth _____ / 32 | Left rear outside _____ psi | Tread depth _____ / 32 | Left rear inside _____ psi | Tread depth _____ / 32 | <ul style="list-style-type: none"> <li>___ Check shocks, mounting and for leakage</li> <li>___ Grease Chassis. Check fluids ( differential, engine, trans )</li> <li>___ Inspect axle mounting hardware, repair defects</li> <li>___ Inspect transmission mounting hardware, repair defects</li> <li>___ Check CNG line's mounting's and for leakage, repair defects</li> <li>___ Replace CNG fuel engine filter</li> <li>___ Drain air tanks, check tank mountings, check lines for leaks</li> <li>___ Visually inspect brake shoes/drums/rotors, replace as needed</li> <li>___ Inspect tie rods, tie rod ends, repair defects</li> <li>___ Check all interior lights</li> <li>___ Check switches for function</li> <li>___ Check brake interlock and sensitivity edge, repair defects</li> <li>___ Check front/rear, heater/ac controls for function, repair defects</li> <li>___ Clean, lube wheelchair lift/ramp, check tie downs, repair defects</li> <li>___ Check first aid kit and safety flares/triangles, replace defects</li> <li>___ Check passenger stop request, repair defects</li> <li>___ Check windshields for damage, repair/replace as necessary</li> <li>___ Check mirrors for damage and adjustment, repair defects</li> <li>___ Check Emergency window/hatch decals, replace as needed</li> <li>___ Check steering free play, adjust as necessary</li> <li>___ Check washer fluid nozzles, washer fluid level, repair defects</li> <li>___ Check passenger seat mounting, check for damage, repair defects</li> <li>___ Check and clean battery electrical connections</li> <li>___ Check brake fluid</li> <li>___ Pressure clean hydraulic and engine radiators, repair defects</li> <li>___ Replace engine air filter</li> </ul> |
| Right front _____ psi  | Tread depth _____ / 32 |                        |                      |                        |                              |                        |                             |                        |                             |                        |                            |                        |  |
| Left front _____ psi   | Tread depth _____ / 32 |                        |                      |                        |                              |                        |                             |                        |                             |                        |                            |                        |  |
| Right rear outside _____ psi   | Tread depth _____ / 32 |                        |                      |                        |                              |                        |                             |                        |                             |                        |                            |                        |  |
| Right rear inside _____ psi  | Tread depth _____ / 32 |                        |                      |                        |                              |                        |                             |                        |                             |                        |                            |                        |  |
| Left rear outside _____ psi  | Tread depth _____ / 32 |                        |                      |                        |                              |                        |                             |                        |                             |                        |                            |                        |  |
| Left rear inside _____ psi   | Tread depth _____ / 32 |                        |                      |                        |                              |                        |                             |                        |                             |                        |                            |                        |  |

Santa Fe Trucks

(D) Inspection Sheet (Previous Service CNG Vehicles)

Work Order # \_\_\_\_\_

Unit # \_\_\_\_\_ Mileage \_\_\_\_\_ Mechanic \_\_\_\_\_ Date \_\_\_\_\_

Symbols: X = OK, A = Adjusted, C = Cleaned, R = Replaced/Replaced, L = Lube, D = Other as needed, N = Not Applicable

- |  |  |
|--|--|
| <input type="checkbox"/> Inspect under carriage, repair defects  | <input type="checkbox"/> Check shocks, mounting and for leakage                            |
| <input type="checkbox"/> Check air ride suspension and mounting  | <input type="checkbox"/> Grease Chassis, Check fluids ( differential, engine, trans )      |
| <input type="checkbox"/> Inspect body mounting hardware, repair defects  | <input type="checkbox"/> Inspect axle mounting hardware, repair defects                    |
| <input type="checkbox"/> Check engine mounting hardware, repair defects  | <input type="checkbox"/> Inspect transmission mounting hardware, repair defects            |
| <input type="checkbox"/> Inspect CNG tank mounting's and shield's  | <input type="checkbox"/> Check CNG line's mounting's and for leakage, repair defects       |
| <input type="checkbox"/> Replace CNG fuel inlet filter   | <input type="checkbox"/> Replace CNG fuel engine filter                                    |
| <input type="checkbox"/> Adjust brakes   | <input type="checkbox"/> Drain air tanks, check tank mountings, check lines for leaks      |
| <input type="checkbox"/> Inspect brake lines for leaks, repair defects   | <input type="checkbox"/> Visually inspect brake shoes/drums/rotors, replace as needed      |
| <input type="checkbox"/> Remove and replace transmission oil and oil filters ( internal/external every 25,000 miles), check transmission fluid level | <input type="checkbox"/> Inspect tie rods, tie rod ends, repair defects                    |
| <input type="checkbox"/> Inspect Kingpins, repair defects  | <input type="checkbox"/> Inspect tie rods, tie rod ends, repair defects                    |
| <input type="checkbox"/> Check exhaust system for leaks, muffler for mounting and connection piping, repair defects                                  |  |
| <input type="checkbox"/> Inspect all sway bar bushings and mounting points, repair/replace as necessary  |  |
| <input type="checkbox"/> Check and lube steering shaft and joints  |  |
| <input type="checkbox"/> Check air bag suspension height, mountings and operation, repair defects  |  |
| <input type="checkbox"/> Inspect parking brake for operation, visually inspect pads and drums/rotors, mounting h.d.s. repair defects                 |  |
| <input type="checkbox"/> Check and adjust turning angle as needed, verify proper steering control and operation                                      |  |
| <input type="checkbox"/> Inspect bumper/frame tow points, mounting bolts, repair/replace as needed   |  |
| <input type="checkbox"/> Torque chassis bolts if applicable  |  |
| <input type="checkbox"/> Check all exterior lights   | <input type="checkbox"/> Check all interior lights   |
| <input type="checkbox"/> Check dash gauges   | <input type="checkbox"/> Check switches for function                                       |
| <input type="checkbox"/> Test front/rear door operation, repair defects  | <input type="checkbox"/> Check brake interlock and sensitivity edge, repair defects        |
| <input type="checkbox"/> Check front/rear, heater/ac blower's  | <input type="checkbox"/> Check front/rear, heater/ac controls for function, repair defects |
| <input type="checkbox"/> Check wheelchair lift/amp for operation   | <input type="checkbox"/> Clean, lube wheelchair lift/amp, check tie downs, repair defects  |
| <input type="checkbox"/> Inspect fire extinguisher charge, repair defects  | <input type="checkbox"/> Check first aid kit and safety flares/triangles, replace defects  |
| <input type="checkbox"/> Inspect farobox mountings and operation, schedule for repair/replacement as necessary                                       | <input type="checkbox"/> Check paste/gun wrap request, repair defects                      |
| <input type="checkbox"/> Check front/side destination signs, schedule repair   | <input type="checkbox"/> Check windshields for damage, repair/replace as necessary         |
| <input type="checkbox"/> Check windshield wipers and operation   | <input type="checkbox"/> Check mirrors for damage and adjustment, repair defects           |
| <input type="checkbox"/> Check side and rear glass for damage  | <input type="checkbox"/> Check Emergency window/hatch decals, replace as needed            |
| <input type="checkbox"/> Check Emergency window/hatch operation  | <input type="checkbox"/> Check steering free play, adjust as necessary                     |
| <input type="checkbox"/> Test horn's for function, repair defects  | <input type="checkbox"/> Check washer fluid motor, washer fluid level, repair defects      |
| <input type="checkbox"/> Check windshield wiper motor's, repair defects  | <input type="checkbox"/> Check passenger seat mounting, check for damage, repair defects   |
| <input type="checkbox"/> Check drivers seat operation and mounting   |  |
| <input type="checkbox"/> Inspect all passenger stations, hand rails and safety straps, repair/replace defects  |  |
| <input type="checkbox"/> Inspect and repair bike rack, mountings, as necessary   |  |
| <input type="checkbox"/> Check body for damage and list damage for repair or replacement of panels as necessary                                      |  |
| <input type="checkbox"/> Service and clean battery   | <input type="checkbox"/> Check and clean battery electrical connections                    |
| <input type="checkbox"/> Inspect engine air cleaner housing for leaks  |  |
| <input type="checkbox"/> Check air compressor mounts and operation   | <input type="checkbox"/> Check brake fluid   |
| <input type="checkbox"/> Pressure wash engine  | <input type="checkbox"/> Pressure clean hydraulic and engine (accessory), repair defects   |
| <input type="checkbox"/> Drain and replace engine oil and oil filter   | <input type="checkbox"/> Replace engine air filter   |
| <input type="checkbox"/> Inspect all engine accessory drive belts, check belt tension, adjust/replace as necessary                                   |  |
| <input type="checkbox"/> Check power steering operation and for leaks, repair defects  |  |
| <input type="checkbox"/> Inspect, repack and adjust front wheel bearings, replace as needed, replace wheel bearing seals, repair defects             |  |
| <input type="checkbox"/> Inspect, repack and adjust rear wheel bearings, replace as needed, replace wheel bearing seals, repair defects              |  |
| <input type="checkbox"/> Inspect electrical panels, connections, circuit breakers and fuses, repair defects  |  |
| <input type="checkbox"/> Inspect vehicle for coolant hydraulic oil, transmission fluid and engine oil leaks, repair as necessary                     |  |
| <input type="checkbox"/> Inspect, clean or replace engine crankcase breather filter, check hoses, repair defects                                     |  |
| <input type="checkbox"/> Check alternator output, belts for tension, mounting bolts and wiring harness, repair defects                               |  |



Santa Fe Trails

(D) Inspection Sheet (Revenue Service CNG Vehicles) CONTINUED WO # \_\_\_\_\_

Unit # \_\_\_\_\_ Mileage \_\_\_\_\_ Mechanic \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_ Check tire pressure and condition, check condition of rims and lug nuts for proper torque

Right front \_\_\_\_\_ psi Tread depth \_\_\_\_\_ / 32

Left front \_\_\_\_\_ psi Tread depth \_\_\_\_\_ / 32

Right rear outside \_\_\_\_\_ psi Tread depth \_\_\_\_\_ / 32

Right rear inside \_\_\_\_\_ psi Tread depth \_\_\_\_\_ / 32

Left rear outside \_\_\_\_\_ psi Tread depth \_\_\_\_\_ / 32

Left rear inside \_\_\_\_\_ psi Tread depth \_\_\_\_\_ / 32

\_\_\_\_ Check Video Camera and Video Tape Recorder operation

\_\_\_\_ Adjust engine valves and change sparkplugs (every 50,000 miles John Deere engine only) DUE Not Due

\_\_\_\_ Change sparkplugs (Cummins engines every 21,000 miles) DUE Not Due

\_\_\_\_ Adjust engine valves (every 30,000 miles Cummins Engine only) DUE Not Due

\_\_\_\_ Replace engine coolant (every 30,000 miles Cummins Engine only) DUE Not Due

\_\_\_\_ Take engine oil sample ( All Bus CNG engines )

\_\_\_\_ Road test vehicle for acceleration, braking, steering and park brake operation, repair defects

