

ATTACHMENT D-1

ODOT STATE MANAGEMENT PLAN Revised May, 2012

SMP PROPOSED SECTION REVISION:

IV. Capital Procurement and Management of Capital Assets

4. Vehicle Maintenance

PTD and subrecipients are responsible for vehicles and other equipment financed by state or federal grants. Vehicles must be maintained in good or better condition and must be used for the purposes described in the grant agreement. More detailed information is available on the PTD web site home page, www.oregon.gov/odot/pt click on link for Transit Provider Handbook.

Vehicle equipment condition is assessed as new, excellent, good, fair, poor, or out of service. Indicators of vehicle condition can include, but are not limited to, age, mileage, readily visible exterior vehicle condition (visible body damage or deterioration) and interior condition (torn seats, broken fixtures), condition of lights, mirrors and windows, and presence of fluid leaks. PTD expects subrecipients to make necessary repairs to vehicles in a timely manner.

PTD's goal is for vehicles and equipment to be used as long as the equipment remains in good, safe condition. PTD has the option to take a security interest in tangible assets and, if necessary, foreclose on the assets if they are not properly maintained.

PTD Responsibilities:

- a. Develop and maintain *written* guidance and technical assistance to inform *subrecipients* on proper maintenance of assets, *and make this easily available to all.*
- b. *Provide regular training for subrecipients on preventive maintenance requirements, compliance, and resources.*
- c. Maintain an inventory listing of all vehicles purchased with state or federal funds administered by PTD.
- d. Periodically conduct reviews of maintenance practices and annual maintenance reports, either during on-site program reviews or as separate reviews.
- e. Suspend vehicles from service if a visual inspection indicates that the equipment is being maintained poorly or is being operated in an unsafe manner. Maintenance or safety issues must be resolved before a vehicle is put back in use.
- f. Assure maintenance practices are adequate for other types of capital equipment purchased with federal grants. This is performed during on-site program reviews.
- g. Remove from the subrecipient's possession any vehicle that PTD determines the subrecipient has failed to adequately maintain.

Subrecipient Responsibilities:

- a. Develop written vehicle maintenance policies and plans that at least *meet or exceed the vehicle manufacturer's* minimum *recommended* inspection schedules and preventive maintenance procedures *tasks and service intervals* recommended by the vehicle

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- manufacturer, *in order* to keep vehicles and components in *a state of good repair* condition.
- b. Maintain *complete service* records for each vehicle *which document actual maintenance service intervals performed relative to manufacturer's recommended service intervals; track accountability; and document any service issues encountered and their resolution.*
 - c. Maintenance plans must include *manufacturer-recommended* routine and other maintenance as necessary to keep vehicles in "good or better" condition. This includes all vehicles, whether operated directly by the subrecipient(s) or contractor(s).
 - d. Assure maintenance plans include regular pre-trip and post-trip inspections of equipment, including cycling the lift as required by ADA.
 - e. Assure all drivers operating grant-funded vehicles receive a standard defensive driving course *by a TSI-trained instructor or equivalent.*
 - f. Perform annual vehicle safety inspections for each vehicle and must be completed by a certified mechanic. (~~Cost is approximately \$150, reimbursable through preventive maintenance grant agreements or operations grants if no preventive maintenance grant is in place.~~)
 - g. For agencies purchasing or operating vehicles with grant funds, either directly or under contract, obey all applicable state and federal laws pertaining to the operation of passenger-carrying vehicles.¹
 - h. Notify PTD if a vehicle is out of service more than 90 days.

¹ Such regulations include USDOT Federal Motor Vehicle Safety Regulations, Oregon Motor Vehicle Safety Regulations, Oregon Motor Vehicle Code, and applicable Internal Revenue Service rules and regulations (including fuel excise tax), among others. Subrecipients may be referred to these other regulatory agencies by PTD when violations may have occurred.