

INSTRUCTIONS FOR VEHICLE PREVENTIVE MAINTENANCE SCHEDULE FORM

The forms for recording vehicle maintenance schedules are provided to assist Oregon transit agencies to meet federal requirements for vehicles funded with ODOT PTD grant awards. Please refer to the ODOT Public Transit Division web site for more information. Also refer to the vehicle preventive maintenance schedule blank form and the completed examples for reference.

1. An individual maintenance schedule should be created for each vehicle in your fleet.
2. At the top of the form, enter your agency name and year(s) the form applies to.
3. Below the form header is a row for entering vehicle information. From left to right, enter the vehicle identification number, or VIN; License plate number; your agency's fleet number; year, make and model of vehicle; PTD Category from the Useful Life Standards (A through E); beginning mileage and date placed into service; number of ambulatory seats and ADA stations. The last box is for entering a disposal date when the vehicle is surplus, transferred, or disposed of.
4. In the left-hand column under "Scheduled PM Service Task," enter all of the preventive maintenance service tasks from your vehicle manufacturer's service and warranty recommendations. It should be possible for someone to link the tasks listed on the schedule back to the manufacturer's recommended service for that particular vehicle. Agencies can do more maintenance tasks than are identified by the manufacturer, and may complete service earlier than the date or miles triggering the requirement.

The form includes some standard maintenance tasks which are normally part of any vehicle's preventive maintenance. However, these should be added to, modified, or deleted as required to fit your manufacturer's requirements for maintaining the vehicle in good condition, or to meet warranty requirements. Include maintenance tasks specified by your ADA lift manufacturer. The annual safety inspection by a certified mechanic is also mandatory.

5. In the column for "Established Service Interval," list the manufacturer-defined service interval for each service task. See the completed example of the form for reference. The service intervals should be shown as the number of miles traveled since last time that particular service or task was completed.

For ADA lifts, the maintenance interval trigger point is the number of lift cycles since the last service was performed. Sometimes manufacturers recommend levels of lift maintenance at various cycles. The examples show service levels from A through C from one manufacturer. (See the example developed by Columbia County.) Each level ramps up to include more inspections and tasks to complete, in addition to those required at the previous service level(s).

The boxes at the bottom of the form can be used to list the multiple, repeated tasks done as part of the basic PM servicing and inspection, and what is included in a standard tune-up for the vehicle.

6. The center section and right section of columns are used to record when the scheduled service tasks are actually performed. The responsible shop technician or mechanic performing the service should use these columns to note the actual vehicle mileage (or lift cycle) and date the service was performed, write their initials or other identifier, and note (by date, miles or lift cycles) when the next scheduled service should take place. When dates and miles are used, the first trigger point reached should determine when service is completed. For instance, oil change = every 6 months or 3,000 miles—whichever comes first. So if six months goes by and the vehicle has reached 2,800 miles since the last service, do it at the end of the six months.

The data entry columns on the form can be copied and expanded to add additional maintenance sessions, or the worksheet can be copied to continue the vehicle maintenance record into following years. Any filled-in schedules should be kept for your records in the vehicle maintenance file as long as the vehicle remains in transit service provision, plus three years.