



## VEHICLE PREVENTIVE MAINTENANCE SCHEDULE FOR YEAR: 2011

| Vehicle Identification No. (VIN): | License No: | Agency Veh No. | Year: | Make and Model:     | Useful Life Category | Beginning Mileage: | Date Placed in Service: | # of Seats: | # ADA Strs: | Disposal Date: |
|-----------------------------------|-------------|----------------|-------|---------------------|----------------------|--------------------|-------------------------|-------------|-------------|----------------|
| 1FDXG25S10JF48871                 | CN01578     | V191           | 2007  | Ford E-450 Champion | Category D           | 1,214              | May 1, 2007             | 14          | 2           | N/A            |

| SECTION 1: INITIAL VEHICLE SERVICE SCHEDULE |                              |                                |                        |            |                                    |                                |                        |            |                                    |                                |
|---------------------------------------------|------------------------------|--------------------------------|------------------------|------------|------------------------------------|--------------------------------|------------------------|------------|------------------------------------|--------------------------------|
| SECTION 2: CONTINUING SCHEDULE              |                              |                                |                        |            |                                    |                                |                        |            |                                    |                                |
| SECTION 3: CONTINUING SCHEDULE              |                              |                                |                        |            |                                    |                                |                        |            |                                    |                                |
| Scheduled PM Service Task                   | Established Service Interval | Actual Miles/Cycles at Service | Date Service Completed | By: (Init) | Next Svc Due (Miles/Cycle or Date) | Actual Miles/Cycles at Service | Date Service Completed | By: (Init) | Next Svc Due (Miles/Cycle or Date) | Actual Miles/Cycles at Service |
| Oil Change / Filter / Lube                  | 3,000 miles                  | 3,049                          | 7/20/2007              | dh         | 6,000                              | 6,022                          | 9/1/2007               | SEL        | 9,000                              | 1,089                          |
| Standard PM Inspection                      | 3,000 miles                  | 3,049                          | 7/20/2007              | dh         | 6,000                              | 6,022                          | 9/1/2007               | SEL        | 9,000                              | 1,089                          |
| Tire Rotation                               | 5,000 miles                  | 5,055                          | 8/18/2007              | SEL        | 10,000                             | 10,101                         | 10/20/2007             | SEL        | 15,000                             | 15,065                         |
| Diagnostic & Tune-Up                        | 10,000 miles                 | 10,101                         | 10/20/2007             | SEL        | 20,000                             | 20,111                         | 5/5/2008               | dh         | 30,000                             | 30,202                         |
| Service Brakes                              | 10,000 miles                 | 10,101                         | 10/20/2007             | dh         | 20,000                             | 20,111                         | 5/5/2008               | dh         | 30,000                             | 30,202                         |
| Replace Serpentine Belts                    | 20,000 miles                 | 20,111                         | 5/5/2008               | dh         | 40,000                             | 40,136                         | 11/2/2008              | dh         | 60,000                             | 60,221                         |
| Tire Replacement                            | 40,000 miles                 | 40,136                         | 11/29/2008             | dh         | 80,000                             | 80,156                         | 6/11/2009              | dh         | 120,000                            | 121,539                        |
| Battery Replacement                         | 40,000 miles                 | 40,136                         | 11/29/2008             | dh         | 80,000                             | 80,156                         | 6/11/2009              | dh         | 120,000                            | 121,539                        |
| Annual Certified Safety Inspection          | Annual - May                 |                                |                        |            |                                    |                                |                        |            |                                    |                                |
| Braun Wheelchair Lift Schedule A Service    | 750 cycles                   | 741                            | 6/12/2007              | SS         | 1,500                              | 1,524                          | 7/28/2007              | SS         | 4,500                              | 4,557                          |
| Braun Wheelchair Lift Schedule B Service    | 1,500 cycles                 | 1,524                          | 7/28/2007              | SS         | 3,000                              | 3,049                          | 9/1/2007               | SS         | 13,500                             | 13,478                         |
| Braun Wheelchair Lift Schedule C Service    | 4,500 cycles                 | 4,557                          | 9/1/2007               | SS         | 9,000                              | 9,101                          | 11/29/2008             | dh         | 60,000                             | 60,221                         |
| Replace Engine & Cabin Air Filters          | 20,000 miles                 | 20,111                         | 5/5/2008               | dh         | 40,000                             | 40,136                         | 11/29/2008             | dh         | 60,000                             | 60,221                         |
| Replace Fuel Filter                         | 20,000 miles                 | 20,111                         | 5/5/2008               | dh         | 40,000                             | 40,136                         | 11/29/2008             | dh         | 60,000                             | 60,221                         |
| Drain & Change Auto Trans Fluid             | 40,000 miles                 | 40,136                         | 6/11/2009              | dh         | 160,000                            | 160,156                        | 10/12/2009             | dh         | 180,000                            | 180,000                        |
| Change Engine Coolant                       | 40,000 miles                 | 40,136                         | 6/11/2009              | dh         | 160,000                            | 160,156                        | 10/12/2009             | dh         | 180,000                            | 180,000                        |
| Inspect/Lube Wheel Bearings & Ball Joints   | 60,000 miles                 | 60,221                         | 6/11/2009              | dh         | 120,000                            | 121,539                        | 10/12/2009             | dh         | 180,000                            | 180,000                        |
| Replace Shock Absorbers                     | 60,000 miles                 | 60,221                         | 6/11/2009              | dh         | 120,000                            | 121,539                        | 10/12/2009             | dh         | 180,000                            | 180,000                        |
| Replace Water Pump                          | 80,000 miles                 | 80,156                         | 6/11/2009              | dh         | 160,000                            | 160,156                        | 10/12/2009             | dh         | 180,000                            | 180,000                        |
| Complete A/C Service                        | 80,000 miles                 | 80,156                         | 6/11/2009              | dh         | 160,000                            | 160,156                        | 10/12/2009             | dh         | 180,000                            | 180,000                        |
| Replace Starter & Alternator                | 120,000 miles                | 121,539                        | 10/12/2009             | dh         | 240,000                            |                                |                        |            |                                    |                                |

Standard PM inspection includes the following: Test all lights, test seatbelt operation and inspect seat condition, check all safety equipment: fire extinguishers, etc. Test starter operation, electric horn, radio and speakers operation, inspect windshield & mirrors. Test wipers, washers & wiper blades. Test park brake operation, test operation of all windows, test A/C & heater operation, test transmission shift control, check coolant level and freeze point, check fan and shroud, check power steering fluid and brake fluid levels. Fill windshield washer reservoir.

Standard Diagnostic and Tune-up includes Standard PM inspection plus electronic diagnostic tools for engine performance, fuel mix, electronics gauges, inspect brake pads/shoes/rotors/drums, brake lines & hoses, check exhaust system, lube entire unit, check drive line u-joints, check belt and tensioner.

**SAMPLE ADA LIFT AND RAMP  
EQUIPMENT MAINTENANCE POLICY**

**Wheelchair Lift Maintenance Policy**

It is the intent of Columbia County Rider by way of this policy, to assure that our wheelchair lifts and ramps are maintained to the specifications prescribed by the device manufacturer. The maintenance of wheelchair loading apparatus will be performed by a combination of bus operators, mechanics and certified manufacturer technicians, depending on the level of service required. Services such as daily safety checks, monthly safety checks, and 10 cycle (daily) maintenance shall be performed by the bus operator and documented on the daily vehicle checksheet. All other maintenance and inspection shall be done by a qualified mechanic except those services where the manufacturer requires the service to be performed by a certified or authorized technician.

Wheelchair lifts shall be serviced based on duty cycles. A duty cycle is one full cycle from stowed position back to stowed position. The number of cycles a lift is operated in a given shift will be documented on the daily run sheet. There will also be a lift counter installed to use for verification in each vehicle. The supervisor will keep a running tally of the lift cycles for each vehicle, and send the vehicle in for the next designated service prior to reaching the maximum number of lift cycles allowed between services.

There are three different maintenance schedules for Columbia County Rider wheelchair lifts/ramps, described below; Schedule A, Schedule B and Schedule C. These maintenance schedules will be listed on the fleet maintenance spreadsheets using the appropriate schedule for the type of lift in that particular vehicle. Bus operators will do the 10 cycle inspection each day during their morning vehicle check and anytime during a shift where the lift is cycled more than 10 times. The 10 cycle inspection is described in the Schedule B attachment. In addition to this;

Schedule A includes inspection and service at 750, 1500 and 4500 cycles with service and inspection at consecutive 750 cycles.

Schedule B includes inspection and service every 150 cycles, with additional services required at 1800 cycles. This schedule also requires service at 3600 cycles to be performed by a certified technician.

Schedule C is applicable only to manual wheelchair ramps and requires a monthly safety check which includes cleaning and light lubrication of pivot points and hinges. Services within this schedule may be performed by the bus operator.

**EXAMPLE**

# **SAMPLE ADA LIFT AND RAMP EQUIPMENT MAINTENANCE POLICY**

## **Braun - Maintenance Schedule (Continued)**

|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                            |
|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>1500 SCHEDULE B SERVICE</b></p> | <p><b>Perform all procedures listed in previous section</b></p> <p>Upper/lower fold arms (2)<br/>Platform pivot pin bearings (4)<br/>Platform fold axles (2)<br/>Inboard roll stop lever bearings (2)<br/>Inboard roll stop lever upper slots (2)<br/>Saddle support bearings (8)<br/>Parallel arm pivot bearings (8)<br/>Handrail pivot pin bearings (4)<br/>Hydraulic cylinder bushings (8)<br/>Inspect inboard roll stop for:<br/>Wear or damage<br/>Proper operation. Roll stop should just rest on top surface of the base plate.<br/>Positive securement (both ends)</p> | <p>Apply grease (synthetic) to contact areas between upper/lower fold arms. See lubrication diagram<br/>Apply light oil - See Lubrication Diagram<br/>Apply light oil - See Lubrication Diagram<br/>Apply light oil - See Lubrication Diagram<br/>Apply light oil - See Lubrication Diagram<br/>Apply light oil - See Lubrication Diagram<br/>Apply light oil - See Lubrication Diagram<br/>Apply light oil - See Lubrication Diagram<br/>Apply light oil - See Lubrication Diagram<br/>Apply light oil - See Lubrication Diagram<br/>Resecure, replace or correct as needed. See Platform Angle instructions and Microswitch Adjustment Instructions.</p> | <p>Replace damaged parts<br/>Resecure, replace or adjust as needs. See Microswitch Adjustment Instructions<br/>Realign towers and verticle arms. Lubricate or correct as needed.<br/>Resecure or replace (apply Loctite 217).</p> | <p>Inspect external snap rings:<br/>* Platform slide/rotate pivot pins (2 per pin)<br/>Platform fold axles (1 per axle)<br/>Inboard roll stop lever bracket pins (1 per pin)<br/>Lift-Tite™ latch gas (dampening)spring (2 per spring)<br/>Outboard rolls top clevis pins(1 per pin)<br/>Outboard roll stop foot pins (2)<br/>Platform pivot pins (2)</p> | <p>Resecure or replace as needed.</p> <p>Replace damaged parts and resecure as needed. Apply Light Oil.</p> <p>Resecure, replace or correct as needed. Apply light oil</p> |
|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**EXAMPLE**

# **SAMPLE ADA LIFT AND RAMP EQUIPMENT MAINTENANCE POLICY**

## **Ricon - Lift Maintenance Schedule**

|               |                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Cycles</b> |                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>10</b>     | <p>Over all condition</p> <p>Control Pendant</p> <p>Threshold warning system</p> <p>Bridgeplate load sensor</p> <p>Hydraulic fluids</p>                                                                                                  | <p>Listen for abnormal noises as lift operates: (ie grinding or binding noises)</p> <p>Verify that control pendant is undamaged and cable connector is tight.</p> <p>Verify that system properly detects objects in threshold area and actuates the audible alarm.</p> <p>Verify that sensor inhibits downward movement of platform when a weight is present of lowered bridgeplate.</p> <p>Check for obvious hydraulic leaks</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>150</b>    | <p>Electrical Wiring</p> <p>Vehicle interlock</p> <p>Decals</p> <p>Armrests</p> <p>Lift mounting points</p> <p>Main lifting pivots</p> <p>Platform pivot points</p> <p>Bridgeplate</p> <p>Front rollstop</p> <p>Hydraulic Power unit</p> | <p>Inspect electrical wiring for frayed wires, loose connectors, etc.</p> <p>Place vehicle in non-interlock mode and verify that lift does not operate.</p> <p>Verify that lift decals are properly affixed, clearly visible and legible. Replace if necessary.</p> <p>Verify that armrest fasteners are properly tightened.</p> <p>Verify that vehicle mounting and support points are undamaged</p> <p>Verify that mounting bolts are sufficiently tight and free of corrosion</p> <p>Verify that link pins on arms are properly installed, free from damage, and locked in position</p> <p>Verify that platform moves freely, without binding and does not wobble</p> <p>Verify that bridgeplate operates without binding during lift functions</p> <p>Verify that bridgeplate deploys fully when platform stops at floor level</p> <p>Verify that bridgeplate rests flat against baseplate.</p> <p>Verify that rollstop is opened completely when platform is at ground level</p> <p>Verify that rollstop closes and locks when platform leaves ground</p> <p><b>CAUTION</b></p> <p>Check and add fluid when platform is at ground level. Fluid that is added when platform is lowered will overflow when platform is lowered.</p> <p>Verify that pump hydraulic fluid level is at FULL mark when platform is lowered.</p> <p>Add Texaco 01554 Aircraft Hydraulic Oil or equivalent</p> <p>Verify there are no hydraulic fluid leaks</p> <p>Verify that manual backup pump operates properly</p> <p>1. Clean lift with mild soap and water and wipe dry. A light weight grease should be applied by coating all surfaces with a light weight oil. Remove excess oil.</p> <p>2. Spray penetrating oil (Curtisol ® Red Grease 8816) or WD-40 ® ) where specified following directions on container. Remove excess grease from surrounding areas.</p> <p><b>CAUTION!</b></p> <p>A Ricon authorized dealer must perform the following safety check.</p> <p>Check hydraulic cylinder for evidence of leaks</p> <p>Inspect hydraulic hoses for damage</p> <p>Verify that all fittings are tight</p> |
| <b>1800</b>   | Cleaning and lubrication                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>3600</b>   | Hydraulic cylinder hoses and fittings                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |