

## **Appendix D**

### **Sample Contractor Review Checklists**

---

This section contains two sample checklists for reviewing the preventative maintenance activities conducted by service contractors. They include:

- Checklist for transit agencies who have in-house maintenance staff
- Checklist for transit agencies who do not have mechanical expertise

# Sample Contractor Review Checklist

## 30-35 FOOT DIESEL COACH

Vehicle # \_\_\_\_\_ Performed By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Mileage \_\_\_\_\_ Work Order # \_\_\_\_\_  
 Includes Service A \_\_\_\_\_ B \_\_\_\_\_ C \_\_\_\_\_ D \_\_\_\_\_ E \_\_\_\_\_ Semi-Annual \_\_\_\_\_  
= INSPECTED R= REPAIR MADE A= ADJUSTED N/A = NON APPLICABLE

### **CHECK ALL ITEMS SERVICED**

#### **START-UP**

- \_\_\_\_\_ Master Switch
- \_\_\_\_\_ Neutral Start
- \_\_\_\_\_ Air Build Up (cutout 125 lbs., + or - 5 lbs.)
- \_\_\_\_\_ After air build-up, turn off vehicle, hold down brake for 1 min.  
     Cannot loose more than 3 lbs. pressure
- \_\_\_\_\_ Low Air PSI Alarm (alarm on by 60 PSI)
- \_\_\_\_\_ PP2 Valve Pop by 40PSI
- \_\_\_\_\_ Parking Brake

#### **OPERATING CONTROLS**

- \_\_\_\_\_ Warning Lights and Indicator Lamps
- \_\_\_\_\_ Gauges & Lighting
- \_\_\_\_\_ Door Controls
- \_\_\_\_\_ Brake Interlock
- \_\_\_\_\_ Exit Door Interlock
- \_\_\_\_\_ Defrost & Heaters
- \_\_\_\_\_ Fans
- \_\_\_\_\_ Horn
- \_\_\_\_\_ Drivers Controls & Switches
- \_\_\_\_\_ Drivers Seat & Restraint
- \_\_\_\_\_ Stop Request
- \_\_\_\_\_ Radio & PA System
- \_\_\_\_\_ Kneeling Operation
- \_\_\_\_\_ Treadle Valve Operation (Throttle and Brake)
- \_\_\_\_\_ Steering Wheel Adjustment
- \_\_\_\_\_ Destination Sign

#### **INTERIOR INSPECTION**

- \_\_\_\_\_ Interior Lights
- \_\_\_\_\_ Stanchions , Grab Handles and Rails
- \_\_\_\_\_ Emergency Windows & Exits
- \_\_\_\_\_ Roof Hatches
- \_\_\_\_\_ Door Alignment
- \_\_\_\_\_ Mirrors
- \_\_\_\_\_ Decals
- \_\_\_\_\_ Glass & Windshield
- \_\_\_\_\_ Emergency Equipment: Fire Extinguisher, First Aid Kit, Body Fluid Kit, Strap Cutter,
- \_\_\_\_\_ Triangles

#### **EXTERIOR INSPECTION**

- \_\_\_\_\_ Wiper Arms & Blades, Washer Fluid Level
- \_\_\_\_\_ Mirrors
- \_\_\_\_\_ Reflectors
- \_\_\_\_\_ Body Panels
- \_\_\_\_\_ Bumpers
- \_\_\_\_\_ Moldings
- \_\_\_\_\_ Bike Rack

#### **TIRES AND WHEELS**

- \_\_\_\_\_ Pressure
- \_\_\_\_\_ Tread Condition
- RF \_\_\_\_\_ LF \_\_\_\_\_  
 (minimum 5/32 front)
- \_\_\_\_\_ RRI \_\_\_\_\_ RRO
- \_\_\_\_\_ LRO \_\_\_\_\_ LRI  
 (minimum 3/32 rear)
- \_\_\_\_\_ Sidewall Condition
- \_\_\_\_\_ Lug Nuts
- \_\_\_\_\_ Rims

### WHEELCHAIR LIFT

- ☐ Lift Operation
- ☐ Warning Light and Alarm or Override
- ☐ W/C Restraints
- ☐ Clean Tie-down Pocket
- ☐ Lift Extension Belt (Ricon Lifts Only)

### UNDERCARRIAGE

- ☐ Steering Box and Joints
- ☐ Tie Rod Ends and Drag Links (replace if 1/8" movement)
- ☐ King Pin Play (max is 1/4" at top of tire)
- ☐ Shock Absorbers
- ☐ Suspension: Air Suspension, Radius & Torque Rods, Air Bags
- ☐ Brake Chambers
- ☐ Brake Lines
- ☐ Brake Diaphragms
- ☐ Brake Lining Thickness
- ☐ Ft. \_\_\_\_\_ R \_\_\_\_\_
- ☐ Wheel Seals
- ☐ Check Brake Relay Valve
- ☐ Slack Adjusters
- ☐ Wheel Bearings
- ☐ Fluid Leaks
- ☐ Air Leaks
- ☐ Fuel Tank: Condition, Mounting, Lines & Vents
- ☐ Check Air Dryer for Leaks
- ☐ Axles, Differential Oil & Vent
- ☐ Underbody: Mud Flaps, Spray Guards
- ☐ Frame Cracks, Loose Crossmembers

### EXHAUST SYSTEM

- ☐ Hangers
- ☐ Mufflers
- ☐ Pipes

### ENGINE COMPARTMENT

- ☐ Turbo, intercooler piping, clamps and hoses
- ☐ Hydraulic Fluid
- ☐ Coolant Level
- ☐ Hoses & Clamps
- ☐ Check Belt Tension
- ☐ Air Intake (Check trap in duct.)
- ☐ Starter Cables
- ☐ Run Selenoid

### BATTERIES

- ☐ Terminals & Cables
- ☐ Fluid Level
- ☐ Hold Downs
- ☐ Door Hinge Stability

### ROAD TEST

- ☐ Acceleration
- ☐ Engine Performance
- ☐ Transmission Performance
- ☐ Steering Performance
- ☐ Braking Performance (Use VC3000 @ 20MPH) Record G \_\_\_\_\_  
Must be 0.5000 or higher to pass brake test.
- ☐ Retarder Operation

### B Inspection (add the following to the list)

- ☐ Oil
- ☐ Filter

### C Inspection (add the following to the list)

- ☐ Fuel Filter
- ☐ Clean Heater Core  
(Thomas ONLY)
- ☐ Rotate Tires

### D Inspection (add the following to the list)

- ☐ Transmission Fluid & Filter
- ☐ Replace Air Filter
- ☐ Radiator Condition

### E Inspection (add the following to the list)

- ☐ Inspect Differential Oil

# Sample Contractor Review Checklist

## CUTAWAYS

Vehicle # \_\_\_\_\_ Performed By: \_\_\_\_\_ Date: \_\_\_\_\_  
Mileage \_\_\_\_\_ Work Order# \_\_\_\_\_  
Includes Service A \_\_\_\_\_ B \_\_\_\_\_ C \_\_\_\_\_ D \_\_\_\_\_ E \_\_\_\_\_ Semi-Annual \_\_\_\_\_

= INSPECTED R= REPAIR MADE A= ADJUSTED N/A = NON APPLICABLE

### CHECK ALL ITEMS SERVICED

#### OPERATING CONTROLS

\_\_\_\_\_ Ignition Switch  
\_\_\_\_\_ Neutral Start  
\_\_\_\_\_ Warning Lights and Indicator Lamps  
\_\_\_\_\_ Gauges & Lighting  
\_\_\_\_\_ Parking Brake  
\_\_\_\_\_ Door Controls  
\_\_\_\_\_ Brake Interlock  
\_\_\_\_\_ Exit Door Interlock  
\_\_\_\_\_ Defrost & Heaters  
\_\_\_\_\_ Fans  
\_\_\_\_\_ Horn  
\_\_\_\_\_ Drivers Controls & Switches  
\_\_\_\_\_ Drivers Seat & Restraint  
\_\_\_\_\_ Stop Request  
\_\_\_\_\_ Radio  
\_\_\_\_\_ Steering Wheel Adjustment  
\_\_\_\_\_ Destination Sign, if applicable

#### INTERIOR INSPECTION

\_\_\_\_\_ Interior Lights  
\_\_\_\_\_ Stanchions, Grab Handles and Rails  
\_\_\_\_\_ Emergency Windows & Exits  
\_\_\_\_\_ Roof Hatches  
\_\_\_\_\_ Door Alignment  
\_\_\_\_\_ Mirrors  
\_\_\_\_\_ Decals  
\_\_\_\_\_ Glass & Windshield  
\_\_\_\_\_ Emergency Equipment: Fire  
Extinguisher, First Aid Kit, Body Fluid  
Kit, Strap Cutter, Triangles

#### EXTERIOR INSPECTION

\_\_\_\_\_ Wiper Arms & Blades, Washer Fluid  
Level \_\_\_\_\_  
\_\_\_\_\_ Mirrors  
\_\_\_\_\_ Reflectors  
\_\_\_\_\_ Body Panels  
\_\_\_\_\_ Bumpers  
\_\_\_\_\_ Moldings  
\_\_\_\_\_ Bike Rack  
\_\_\_\_\_ Curb Feelers

#### TIRES AND WHEELS

\_\_\_\_\_ Pressure  
\_\_\_\_\_ Tread Condition RF \_\_\_\_\_ LF \_\_\_\_\_  
(minimum 5/32 front)  
RRI \_\_\_\_\_ RRO \_\_\_\_\_ LRO \_\_\_\_\_  
LRI \_\_\_\_\_  
(minimum 3/32 rear)  
\_\_\_\_\_ Sidewall Condition  
\_\_\_\_\_ Lug Nuts  
\_\_\_\_\_ Rims

#### WHEELCHAIR LIFT

\_\_\_\_\_ Lift Operation  
\_\_\_\_\_ Warning Light and Alarm or Override  
\_\_\_\_\_ W/C Restraints  
\_\_\_\_\_ Clean Tie-down Pocket  
\_\_\_\_\_ Lift Extension Belt (Ricon Lifts Only)

### UNDERCARRIAGE

- \_\_\_\_\_ Steering Box and Joints
- \_\_\_\_\_ Tie Rod Ends and Drag Links (replace if 1/8" movement)
- \_\_\_\_\_ Ball Joints
- \_\_\_\_\_ Shock Absorbers
- \_\_\_\_\_ Suspension: Air Suspension, Radius & Torque Rods, Air Bags
- \_\_\_\_\_ Brake Lines
- \_\_\_\_\_ Brake Lining Thickness
- \_\_\_\_\_ Ft. \_\_\_\_\_ R \_\_\_\_\_
- \_\_\_\_\_ Wheel Seals
- \_\_\_\_\_ Wheel Bearings
- \_\_\_\_\_ Fluid Leaks
- \_\_\_\_\_ Air Leaks
- \_\_\_\_\_ Fuel Tank: Condition, Mounting, Lines & Vents
- \_\_\_\_\_ Axles, Differential Oil & Vent
- \_\_\_\_\_ Underbody: Mud Flaps, Spray Guards
- \_\_\_\_\_ Frame Cracks, Loose Crossmembers

### EXHAUST SYSTEM

- \_\_\_\_\_ Hangers
- \_\_\_\_\_ Mufflers
- \_\_\_\_\_ Pipes

### ENGINE COMPARTMENT

- \_\_\_\_\_ Power Steering Fluid
- \_\_\_\_\_ Coolant Level
- \_\_\_\_\_ Brake Fluid
- \_\_\_\_\_ Hoses & Clamps
- \_\_\_\_\_ Check Belt Tension
- \_\_\_\_\_ Starter Cables
- \_\_\_\_\_ Radiator & Fan Shroud
- \_\_\_\_\_ Fan

### BATTERIES

- \_\_\_\_\_ Terminals & Cables
- \_\_\_\_\_ Fluid Level
- \_\_\_\_\_ Hold Downs

### ROAD TEST

- \_\_\_\_\_ Acceleration
- \_\_\_\_\_ Engine Performance
- \_\_\_\_\_ Transmission Performance
- \_\_\_\_\_ Steering Performance
- \_\_\_\_\_ Braking Performance (Use VC3000 @ 20MPH) Record G \_\_\_\_\_
- \_\_\_\_\_ Must be 0.5000 or higher to pass brake test.

### B Inspection (add the following to the list)

- \_\_\_\_\_ Oil
- \_\_\_\_\_ Filter

### C Inspection (add the following to the list)

- \_\_\_\_\_ Rotate Tires

### D Inspection (add the following to the list)

- \_\_\_\_\_ Replace Air Filter
- \_\_\_\_\_ Transmission Fluid & Filter
- \_\_\_\_\_ Wheel Bearings
- \_\_\_\_\_ Inspect Differential Oil, change if needed
- \_\_\_\_\_ Fuel Filter

# Sample Contractor Review Checklist For Agencies with No Maintenance Staff

---

## Physical Inspection

### 1) Under the hood

- ☐ A. Belts, frayed
- ☐ B. Hoses, cracked
- ☐ C. Engine block, clean of oil, coolant etc. Hood light operative.
- ☐ D. Check all fluid levels oil, coolant, power steering fluid.

### 2) Exterior Walk-around

- ☐ A. Fluid leaks under coach.
- ☐ B. Suspension, coach sagging any direction, check front end bounce up and down to check shocks on smaller coaches. Should go down and up only 1 x. Visual on leaf springs-nothing hanging that shouldn't be.
- ☐ C. Obvious cleanliness of coach
- ☐ D. All exterior lamps working, clearance, license plate light, tail, turn and 4-ways.
- ☐ E. Unreported body damage/scratches.

### 3) Interior Check

- ☐ A. All interior lights working, including dimmer switch.
- ☐ B. Check all wheelchair tiedowns for cleanliness, proper # of and order of tiedowns.
- ☐ C. Seat condition, clean, no cuts or stains in vinyl or upholstery.
- ☐ D. Check seats that raise for wheelchair stations for smoothness of operation.
- ☐ E. First Aid Kit - full, strap cutter, Body Fluid Cleanup - full, triangles neatly folded and secured with proper number needed.

- ☐ F. Fire Extinguisher secure and tag not expired.

- ☐ G. Dash lights all operative, check all switches for operation, wiper blades in good condition, washer fluid full, horn, backup alarm in reverse.

### 4) Wheelchair lift operation

- ☐ A. Lift clean
- ☐ B. Check override on lift belt, is light operating?
- ☐ C. Smoothness of operation on lift outboard barrier.
- ☐ D. Check override that lift will not work without vehicle being in Park with Emergency Brake on and W/C switch activated at driver seat.

## Documentation

For each vehicle maintained by the service contractor:

1) What are the required maintenance intervals for the vehicle(s)? \_\_\_\_\_

\_\_\_\_\_

2) Do the contractor's records reflect that they are performing preventative maintenance in a timely manner? \_\_\_\_\_

\_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_