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**

<table>
<thead>
<tr>
<th>Vehicle #</th>
<th>Performed By:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mileage</td>
<td>Work Order #</td>
<td></td>
</tr>
</tbody>
</table>

Includes Service

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>Semi-Annual</th>
</tr>
</thead>
<tbody>
<tr>
<td>= INSPECTED</td>
<td>= REPAIR MADE</td>
<td>= ADJUSTED</td>
<td>N/A = NON APPLICABLE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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 lose more than 3 lbs.
  - pressure
- Low Air PSI Alarm (alarm on by 60 PSI)
- PP2 Valve Pop by 40 PSI
- 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 ½” at top of tire)
- Shock Absorbers
- Suspension: Air Suspension, Radius & Torque Rods, Air Bags
- Brake Chambers
- Brake Lines
- Brake Diaphragsms
- Brake Lining Thickness
- 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 0.500 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

<table>
<thead>
<tr>
<th>OPERATING CONTROLS</th>
<th>EXTERIOR INSPECTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ignition Switch</td>
<td>Wiper Arms &amp; Blades, Washer Fluid</td>
</tr>
<tr>
<td>Neutral Start</td>
<td>Level</td>
</tr>
<tr>
<td>Warning Lights and Indicator Lamps</td>
<td>Mirrors</td>
</tr>
<tr>
<td>Gauges &amp; Lighting</td>
<td>Reflectors</td>
</tr>
<tr>
<td>Parking Brake</td>
<td>Body Panels</td>
</tr>
<tr>
<td>Door Controls</td>
<td>Bumpers</td>
</tr>
<tr>
<td>Brake Interlock</td>
<td>Moldings</td>
</tr>
<tr>
<td>Exit Door Interlock</td>
<td>Bike Rack</td>
</tr>
<tr>
<td>Defrost &amp; Heaters</td>
<td>Curb Fenders</td>
</tr>
<tr>
<td>Fans</td>
<td></td>
</tr>
<tr>
<td>Horn</td>
<td></td>
</tr>
<tr>
<td>Drivers Controls &amp; Switches</td>
<td></td>
</tr>
<tr>
<td>Drivers Seat &amp; Restraint</td>
<td></td>
</tr>
<tr>
<td>Stop Request</td>
<td></td>
</tr>
<tr>
<td>Radio</td>
<td></td>
</tr>
<tr>
<td>Steering Wheel Adjustment</td>
<td></td>
</tr>
<tr>
<td>Destination Sign, if applicable</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INTERIOR INSPECTION</th>
<th>TIRE AND WHEELS</th>
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<tbody>
<tr>
<td>Interior Lights</td>
<td>Pressure</td>
</tr>
<tr>
<td>Stanchions, Grab Handles and Rails</td>
<td>Tread Condition RF___LF___</td>
</tr>
<tr>
<td>Emergency Windows &amp; Exits</td>
<td>(minimum 5/32 front)</td>
</tr>
<tr>
<td>Roof Hatches</td>
<td>RRO___ RRO ___ LRO___</td>
</tr>
<tr>
<td>Door Alignment</td>
<td>LRI___</td>
</tr>
<tr>
<td>Mirrors</td>
<td>(minimum 3/32 rear)</td>
</tr>
<tr>
<td>Decals</td>
<td>Sidewall Condition</td>
</tr>
<tr>
<td>Glass &amp; Windshield</td>
<td>Lug Nuts</td>
</tr>
<tr>
<td>Emergency Equipment: Fire</td>
<td>Rims</td>
</tr>
<tr>
<td>Extinguisher, First Aid Kit, Body Fluid Kit, Strap Cutter, Triangles</td>
<td></td>
</tr>
</tbody>
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<table>
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<tr>
<th>WHEELCHAIR LIFT</th>
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</thead>
<tbody>
<tr>
<td>Lift Operation</td>
</tr>
<tr>
<td>Warning Light and Alarm or Override</td>
</tr>
<tr>
<td>W/C Restraints</td>
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<tr>
<td>Clean Tie-down Pocket</td>
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<td>Lift Extension Belt (Ricon Lifts Only)</td>
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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:
_______________________________________________
_______________________________________________
_______________________________________________
_______________________________________________