



Vehicle Management

- vehicle ordering & acceptance
- change in vehicle status or condition & accident reporting
- vehicle appearance standards
- annual inspections
- vehicle maintenance plans
- vehicle maintenance logs and records
- vehicle disposition



Vehicle Ordering & Acceptance

Subrecipients must provide written approval of the final vehicle order along with the match check

The City of Phoenix Public Transit Department will perform an initial inspection and complete a *Vehicle Delivery & Acceptance Inspection Form*

This form will be provided to subrecipients so that they can complete their own inspection.



Vehicle Acceptance



VEHICLE DELIVERY & ACCEPTANCE INSPECTION
 FTA Section 5310 Funded Vehicles
 OK - Satisfactory NR - Needs Repair

- Initial Inspection
- Reinspection

Complete Inspection & Circle Pass or Fail				Inspector must initial mileage INITIALS:			
Inspection Results:	PASS	FAIL		Mileage:			
Agency Name (Vehicle Owner)				License Plate #			
Bus No.:				VIN:			
Inspection Date:				Manufacturer:			
Inspection Company:				Model:			
Inspector Name/Title:				Year:			
Inspector Signature:				Lift or Ramp: YES OR NO	YES	NO	
ENGINE COMPARTMENT	OK	NR	COMMENTS:	LIGHTING	OK	NR	COMMENTS:
Fluid levels				HEADLIGHTS			
Battery connections				TAIL / STOP			
Leaks				CLEARANCE / MARKER			
OTHER				IDENTIFICATION			
Drivers Area	OK	NR	COMMENTS:	REFLECTORS			
Drivers Seat				Other			
Floor mats				ACCESSIBILITY FEATL			
Guages				W/C LIFT DOOR OPE			
MIRRORS				W/C LIFT OPERATIO			
WINDOWS/OPERATION				W/C SECUREMENTS			
Interior lighting				RAMP			
SUN VISOR				Other			
OTHER				ON-BOARD			
AC / HEATER	OK	NR	COMMENTS:	FIRE EXTINGUISHER			
HEATER				WARNING TRIANGL			
CAB A/C				FIRST AID KIT			
REAR A/C				BLOOD BORNE PATH			
OTHER				Other			
CAB / BODY	OK	NR	COMMENTS:	EXHAUST			
FRONT DOOR OPERATION				LEAKS			
PASSENGER SEATS				PLACEMENT			
GRAB RAILS / STANTIONS				Other			
SIDE/FRONT/REAR/CEILING PANELS				TIRES			
FLOOR COVERING				DAMAGE			
EMERGENCY EXITS				OTHER			
WINDSHIELD							
WIPERS							
Damage							
OTHER							

SUBRECIPMENT ACCEPTANCE AND SIGNATURE: By signing this form, I certify I have inspected the vehicle, verified the VIN and vehicle condition. I am accepting the vehicle was delivered as ordered according to the specifications. I agree the agency will add the vehicle to the agency's Vehicle Maintenance Plan and will maintain the vehicle according to the Manufacturer's OEM guidelines at a minimum. After signing, please return form to wendy.miller@phoenix.gov.

Name _____ Title _____ Signature _____ Date _____

INSPECTOR NSTRUCTIONS: The vehicle delivery inspection & acceptance form is filled out and signed by the City of Phoenix Equipment Analyst or Quality Assurance Inspector **MUST:** Initial mileage, Select PASS or FAIL, and sign the form.

This inspection checklist may be accompanied by a standardized form as long as the top section is filled out and signed with the pass or fail indicated. If the vehicle fails, a follow-up inspection is required after repair.

OK - Satisfactory NR - Needs Repair

EMAIL completed vehicle inspection sheet to: wendy.miller@phoenix.gov

VEHICLE FAILURE REASONS:

- Brakes
- Heating Ventilation & Air Conditioning (HVAC) System
- Any TIRES Worn Below 4/32NDS of an inch
- Safety Equipment

WHEELCHAIR LIFT REQUIREMENTS:

1. Vehicle Movement is Prevented Unless the Lift Door is Closed.
2. Lift Operation Shall Be Prevented Unless the Vehicle is Stopped & Vehicle Movement is Prevented.
3. The Platform will Not Fold/Stow if Occupied.
4. The Inner Roll Stop will Not Raise if Occupied.
5. The Outer Barrier will Not Raise if Occupied.
6. Verify Platform Lighting When Lift is Deployed & Pendant Illumination When Lift is Powered.
7. Warning Activates if the Threshold Area is Occupied When the Platform is at Least 1 Inch Below Floor Level.
8. Platform Movement is Prohibited Beyond the Position Where the Inner Roll Stop is Fully Deployed (Up)



Vehicle Acceptance

Subrecipient signs and returns the *Vehicle Delivery & Acceptance Inspection Form*, attesting that:

- the vehicle is accepted
- vehicle has been added to the Agency's Vehicle Maintenance Plan and
- the vehicle will be maintained, at a minimum, according to the original equipment manufacturer (OEM) requirements.



Change in Vehicle Condition

Must report within 5 working days

Substantial damage includes damage that:

- disrupts operations
- affects structural strength, performance, or operating characteristics of the vehicle
- requires towing, rescue, or on-site maintenance,
- results in immediate removal prior to safe operation.



Change in Vehicle Condition

Substantial damage does not include

- cracked windows
- dents, bends, small puncture holes
- broken lights or mirrors
- minor repairs or maintenance
- flat tires, minor glass and paint scratches, minor dings/dents



Vehicle In/Out of Service Notice

Report to Section5310@Phoenix.gov within 72 hours any vehicles out of service for any reason OTHER than routine maintenance.

- Report immediately when vehicles are returned to service!
- Vehicle out of service for 30 days or longer will REQUIRE a “return to service inspection” PRIOR to resuming service.
- In/Out of service dates must be reported and noted on the maintenance logs with mileage and reason



Accident Reporting

Report within 72 hours

- An accident is an occurrence associated with the operation of a vehicle if:
 - an individual dies or suffers bodily injury and immediately receives medical treatment away from the scene of the accident
 - the accident involves one or more vehicles
 - the vehicle incurs disabling damage and is transported away
 - the vehicle is removed from service



Vehicle Appearance

Subrecipients are responsible for:

- ensuring that program vehicles are safe, fully operational and always maintain a clean appearance of both the exterior and interior of the vehicle while in-service.
- no unit may be run in service with any type of major body damage to the vehicle. This standard includes dings, cracked glass, and major scratches to any surface of the vehicle



Vehicle Appearance

Vehicles should be maintained to ensure:

- fully operational air conditioning/heating, wheelchair ramps and lifts, securement belts, flip seats and radios.
- should be free of body damage, have no missing or unpainted panels, any defects, flats, wheel curbing, or missing lugs with wheels and tires at proper inflation.
- vehicles should be free of graffiti and should have all safety items fully operational; i.e., lights, brakes, horn, tires, wheelchair tie-downs, seat belts, fire suppression systems, etc.



Annual Inspections

- qualified mechanic must inspect all 5310-funded vehicles annually
- agencies must submit documentation of the annual inspection & document on maintenance logs

City of Phoenix
ANNUAL VEHICLE INSPECTION & PHYSICAL INVENTORY FORM
FTA Section 5310 Funded Vehicles
OK - Satisfactory NR - Needs Repair

Complete Inspection & Circle Pass or Fail				Inspector must initial mileage		INITIALS:	
Inspection Results:	PASS	FAIL		Mileage:	50,214		
Agency Name (Vehicle Owner)	Pawnee Senior Center			License Plate #			
Bus No.:				VIN:	2G4RDG8A9J206776		
Inspection Date:	10/31/2019			Manufacturer:	Ford		
Inspection Company:	Inspector Gadget's			Model:	Starcraft		
Inspector Name/Title:	John Brown, Inspector			Year:	2011		
Inspector Signature:	<i>John Brown</i>			Lift or Ramp: YES OR NO	YES	NO	
BRAKES	OK	NR	COMMENTS:	ENGINE COMPARTMENT	OK	NR	COMMENTS:
ADJUSTMENT	✓			OIL LEVEL	✓		
MECHANICAL COMPONENT	✓			RADIATOR	✓		
DRUM / ROTOR	✓			BATTERIES	✓		
HOSE / TUBING	✓			INTERIOR	OK	NR	COMMENTS:
LINING	✓			WINDOWS/OPERATION	✓		
PARKING BRAKES	✓			MIRRORS	✓		
OTHER	✓			FRONT DOOR OPERATION	✓		
FUEL SYSTEM	OK	NR	COMMENTS:	PASSENGER SEATS	✓		
TANK(S)	✓			INTERLOCKS	✓		
LINE	✓			GRAB RAILS / STANTIONS	✓		
OTHER	✓			SIDE / FRONT / REAR / CEILING PANELS	✓		
STEERING	OK	NR	COMMENTS:	FLOOR COVERING	✓		
ADJUSTMENT	✓			STEPWELL	✓		
COLUMN / GEAR	✓			EMERGENCY EXITS	✓		
AXLE	✓			SUN VISOR	✓		
LINKAGE	✓			CAB / BODY	OK	NR	COMMENTS:
POWER STEERING	✓			ACCESS	✓		
OTHER	✓			EQPT / LOAD SECURE	✓		
SUSPENSION	OK	NR	COMMENTS:	TIE-DOWNS	✓		
SPRINGS	✓			HEADERBOARD	✓		
ATTACHMENTS	✓			MOTOR/COACH SEATS	✓		
SLIDERS	✓			OTHER	✓		
OTHER	✓			LIGHTING	OK	NR	COMMENTS:
WHEELS / RIM	OK	NR	COMMENTS:	HEADLIGHTS	✓		
PASTENERS	✓			TALE / STOP	✓		
DISK / SPOKE	✓			CLEARANCE / MARKER	✓		
MIRRORS	✓			IDENTIFICATION	✓		
WINDSHIELD	✓			REFLECTORS	✓		
WIPERS	✓			INTERIOR	✓		
EXHAUST	OK	NR	COMMENTS:	OTHER	✓		
LEAKS	✓			AC / HEATER	OK	NR	COMMENTS:
PLACEMENT	✓			HEATER	✓		
TIRES	OK	NR	COMMENTS:	CAB A/C	✓		
TREAD	✓			REAR A/C	✓		
INFLATION	✓			FRAME	OK	NR	COMMENTS:
DAMAGE	✓			MEMBERS	✓		
OTHER	✓			CLEARANCE	✓		
TIRE TREAD DEPTH IN 32NDS			COMMENTS:	OTHER	✓		
RF	✓			ACCESSIBILITY FEATURES	OK	NR	COMMENTS:
LF	✓			W/C LIFT DOOR OPERATION	✓		
RR OUTER	✓			W/C LIFT OPERATION	✓		
RR INNER	✓			W/C SECUREMENTS	✓		
LR OUTER	✓			RAMP	✓		
LR INNER	✓			ON-BOARD	OK	MISSING	COMMENTS:
OTHER	OK	NR	COMMENTS:	FIRE EXTINGUISHER	✓		
WARNING GAUGES	✓			WARNING TRIANGLES	✓		
PANEL LIGHTS	✓			FIRST AID KIT	✓		
				BLOOD BORNE PATHOGEN KIT	✓		



Vehicle Maintenance Plans

All agencies are required to provide a maintenance plan.

- procedures for day-to-day fleet operations
- designated staff responsible for vehicle maintenance & monitoring
- designated mechanics & vendors
- warranty and inventory tracking



Vehicle Maintenance Plans

Template includes:

- authorizing signature approving the plan
- detailed breakdown of maintenance staff and related responsibilities
- record keeping of vehicle maintenance records
- detailed warranty tracking system
- vehicle security and storage location



Maintenance Logs

Agency's must use the 5310 Maintenance Log provided to record maintenance and repair work performed

- vehicle maintenance log includes:
 - vehicle details, odometer reading, date of service, & mileage for each entry
 - mileage/time since previous inspection/service
 - Notate all inspections- Annual & In/out of service dates & mileage



Maintenance Records

Vehicle Maintenance Logs must be submitted to the City of Phoenix with supporting documentation:

1. cover sheet, followed by
2. annual inspection forms & supporting documentation, followed by
3. invoices, in date order
4. naming convention
5. file sizes



Vehicle Disposition

- City of Phoenix approval required
- highest possible return
- documentation required
- additional guidance provided in guidelines



Questions?

Section5310@phoenix.gov