Maintenance Log Procedures

Open the Section 5310 Vehicle Maintenance Log. There are two (2) tabs –
 "Vehicle Maintenance Log" and "OEM Requirements". Navigate to the "Vehicle
 Maintenance Log Tab"

		City of Phoenix	- FTA Sec	tion 5310	Vehicle Ma	intenance	Log	
applicable), accidents, annual inspectio	ons and mair	ntain all aspects of the vehicle	e in accordan	ce with the m	anufacturers' re	commended	ommended manufacturers' intervals, wheelch d maintenance standards. Data provided sho y date of service. Use the drop down menus	uld be full and
	oorting Age							
Name and Title of the Agency	's Represe	ntative completing this re	port:					
Vehicle Make	Vehicle Year	VIN Flease enter full VIN	Date of Invoice	Invoice#	Service Provider	Mileage From Invoice	Work Performed Select from menu or Other (with added Note)	Notes
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Vehicle Maintenance Log	DEM Requirem	ents 🕒						

2. Enter the Reporting Agency and the Name and Title of the Agency's Representative responsible for the Log.

		City of Phoenix	- FTA Sec	tion 5310	Vehicle Mai	i <mark>nte</mark> nance	Log				
Subrecipients must document routine maintenance and inspections including but not limited to: oil/fluid changes, engine service at recommended manufacturers' intervals, wheelchair lift inspections (if pplicable), accidents, annual inspections and maintain all aspects of the vehicle in accordance with the manufacturers' recommended maintenance standards. Data provided should be full and omplete in order to demonstrate compliance with vehicle maintenance regulations. Organize vehicle service records by vehicle and by date of service. Use the drop down menus to select the Vehicle											
Make, Year and Work Performed.											
Repo	orting Age	ncv:		Paw	nee Senior Ce	nter					
Name and Title of the Agency's			ort:	Leslie K	nope, Deputy I	Director					
Vehicle Make	Vehicle Year	VIN Please enter full VIN	Date of Invoice	Invoice#	Service Provider	Mileage From Invoice	Work Performed Select from menu or Other (with added Note)	Notes			

3. Use the dropdown menu to select the make of the vehicle you are recording information for.

			/ City of Phoenix	- FTA Sec	rtion 5310	Vehicle Ma	intenance	e I ou					
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	Subrecipients must document routine maintenance and inspections including but not limited to: oil/fluid changes, engine service at recommended manufacturers' intervals, wheelchair lift inspections (if applicable), accidents, annual inspections and maintain all aspects of the vehicle in accordance with the manufacturers' recommended maintenance standards. Data provided should be full and												
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2	Make, Year and Work Performed.	phance with	remete manitenance regulativ	ons. Organiza	venicie seri	nec records by t	Chicic and E	y date of service. Ose the drop down menus t	to sciect the vehicle				
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4	Re	porting A	gency:										
5	Name and Title of the Agency	y's Repr <mark>e</mark> :	sentative completing this re	port:									
	Vehicle	Vehicle	VIN	Date of		Service	Mileage	Work Performed					
	Verilcie Make	Year	Please enter full VIN	Invoice	Invoice#	Provider	From	Select from menu or	Notes				
7	Wake	Cai	I lease effet full vilv	lilvoice		1 Tovidei	Invoice	Other (with added Note)					
8	Ford Starcraft E-350 Van	_ ≠						Accident Repair (Include report date in notes)					
9		-											
	Ford Starcraft E-350 Van												
10	Ford Transit Dodge Grand Caravan/Braun Entervan												
11	Chevy Express Passenger Van	_											

4. Use the dropdown menu to select the year of the vehicle you are recording information for.

			City of Phoenix	- FTA Sec	tion 5310	Vehicle Ma	intenance	e Log	
Subrecipients must document routine m	aintenance a	ind ins	spections including bu	t not limited to	o: oil/fluid cha	anges, engine se	ervice at rec	ommended manufacturers' intervals, wheelcha	air lift inspections (if
applicable), accidents, annual inspectio	ns and maint	ain all	aspects of the vehicle	e in accordan	ce with the n	nanufacturers' re	commende	d maintenance standards. Data provided shou	ıld be full and
complete in order to demonstrate comp	liance with ve	ehicle	maintenance regulation	ons. Organize	vehicle serv	rice records by v	ehicle and b	by date of service. Use the drop down menus to	o select the Vehicle
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маке	Year	/ PI	ease enter full VIIV	invoice		Provider	Invoice	Other (with added Note)	
Ford Starcraft E-350 Van	2015	Į –						Accident Repair (Include report date in notes)	
		~							
2014		7							
2017									
2018									
	applicable), accidents, annual inspectio complete in order to demonstrate comp Make, Year and Work Performed. Rep Name and Title of the Agency Vehicle Make Ford Starcraft E-350 Van	applicable), accidents, annual inspections and maint complete in order to demonstrate compliance with verificate in order to demonstrate compliance with verificate in order to demonstrate compliance with verificate in the second seco	applicable), accidents, annual inspections and maintain all complete in order to demonstrate compliance with vehicle Make, Year and Work Performed. Reporting Agency: Name and Title of the Agency's Representative Vehicle Make Ford Starcraft E-350 Van 2015 2014 2018 2019 2019 2019	Subrecipients must document routine maintenance and inspections including bu applicable), accidents, annual inspections and maintain all aspects of the vehicle complete in order to demonstrate compliance with vehicle maintenance regulation which was a special complete in order to demonstrate compliance with vehicle maintenance regulation which was a special complete maintenance regulation which was a special complete. Reporting Agency: Reporting Agency:	Subrecipients must document routine maintenance and inspections including but not limited to applicable), accidents, annual inspections and maintain all aspects of the vehicle in accordan complete in order to demonstrate compliance with vehicle maintenance regulations. Organize Make, Year and Work Performed. Reporting Agency: Name and Title of the Agency's Representative completing this report: Vehicle Make Vehicle Year Please enter full VIN Date of Invoice Ford Starcraft E-350 Van 2015	Subrecipients must document routine maintenance and inspections including but not limited to: oil/fluid chapplicable), accidents, annual inspections and maintain all aspects of the vehicle in accordance with the normalise in order to demonstrate compliance with vehicle maintenance regulations. Organize vehicle servidake, Year and Work Performed. Reporting Agency: Name and Title of the Agency's Representative completing this report: Vehicle Make Vehicle Year Please enter full VIN Date of Invoice# Ford Starcraft E-350 Van 2015 2016 2017 2018	Subrecipients must document routine maintenance and inspections including but not limited to: oil/fluid changes, engine s applicable), accidents, annual inspections and maintain all asreeds of the vehicle in accordance with the manufacturers' recomplete in order to demonstrate compliance with vehicle maintenance regulations. Organize vehicle service records by value, Year and Work Performed. Reporting Agency: Name and Title of the Agency's Representative completing this report: Vehicle Make Vehicle Year Please enter full VIN Date of Invoice# Invoice# Service Provider Ford Starcraft E-350 Van 2015 2016 2017 2018	Subrecipients must document routine maintenance and inspections including but not limited to: oil/fluid changes, engine service at recapplicable), accidents, annual inspections and maintain all aspects of the vehicle in accordance with the manufacturers' recommender complete in order to demonstrate compliance with vehicle maintenance regulations. Organize vehicle service records by vehicle and budke, Year and Work Performed. Reporting Agency: Name and Title of the Agency's Representative completing this report: Vehicle Make Vehicle Year Vehicle Year Please enter full VIN Date of Invoice# Invoice# Service Provider Mileage From Invoice Ford Starcraft E-350 Van 2015	Reporting Agency: Name and Title of the Agency's Representative completing this report: Vehicle Make Vehicle Year Vehicle Year Vehicle Year Please enter full VIN Date of Invoice Invoice Invoice Invoice Accident Repair (Include report date in notes) 2015 2016 2017 2018

5. Enter the VIN of the vehicle you are recording information for.

		City o	f Ph <mark>oeni</mark>	x - FTA S	ection 53	10 Vehicle M	laintenan	ice Log			
Subrecipients must document routine maintenance and inspections including but not limited to: oil/fluid changes, engine service at recommended manufacturers' intervals, wheelchair lift inspections (if applicable), accidents, annual inspections and maintain all aspects of the vehicle in accordance with the manufacturers' recommended maintenance standards. Data provided should be full and complete in order to demonstrate compliance with vehicle maintenance engulations. Organize vehicle service records by vehicle and by date of service. Use the drop down menus to select the Vehicle Make, Year and Work Performed.											
Reporting Agency:											
Name and Title of the Agency's			ng this re	port:							
Vehicle Make	VIII Please en e	r full VIN	Date of Invoice	Invoice#	Service Provider	Mileage From Invoice	Work Performed Select from menu or Other (with added Note)	Notes			
Ford Starcraft E-350 Van	JR216774	8/25/2019	258741	ACME Repairs	12,586		v				

6. From the invoice, enter the date of invoice, invoice number, service provider and mileage.

		City of Phoeni	x - FTA S	ection 53	310 Veh	icle N	laintenar	nce Log			
Subrecipients must document routine maintenance and inspections including but not limited to: oil/fluid changes, angine service at recommended manufacturers' intervals, wheelchair lift inspections (if applicable), accidents, annual inspections and maintain all aspects of the vehicle in accordance with the manufacturers' recommended maintenance standards. Data provided should be full and complete in order to demonstrate compliance with vehicle maintenance regulations. Organ ze vehicle service regords by vehicle and by date of service. Use the drop down menus to select the Vehicle Make, Year and Work Performed.											
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Vehicle Make	Date of Invoice	Invoice#	Servi Provid		Mileage From Invoice	Work Performed Select from menu or Other (with added Note)	Notes				
Ford Starcraft E-350 Van	2015	2C4RDGBG9JR216774	8/25/2019	258741	ACME R	epairs	12,586		•		

7. Use the dropdown menu to select the service you are recording. The services listed in the dropdown menu are FTA compliance areas.

1			City of Phoenix	- FTA Sec	tion 5310	Vehicle Ma	intenance	e Log		
2	applicable), accidents, annual inspection	ns and mair	tain all aspects of the vehicle	e in accordan	ce with the m	anufacturers' re	ecommended	ommended manufacturers' intervals, whee d maintenance standards. Data provided by date of service. Use the drop down men	should b	e full and
4	Rep	orting Age	ncy:							
5	Name and Title of the Agency	's Represe	ntative completing this re	port:						
7	Vehicle Make	Vehicle Year	VIN Please enter full VIN	Date of Invoice	Invoice#	Service Provider	Mileage From Invoice	Work Performed Select from menu or Other (with added Note)		Notes
8	Ford Starcraft E-350 Van	2015						Lube, Oil, Filter	*	
9 10 11 12								Libbs Oil, Filter Accident Repair (Include report date in notes) Engine Accident Repair (Include report date in notes) Engine Coolant Spark Plugs Transmission Fluid Service Annual Inspection Wheelchair lift service	^ V	
13										

8. If you are recording an invoice that has multiple services (i.e. LOF & transmission fluid service), an additional entry will need to be made.

	City of Phoenix - FTA Section 5310 Vehicle Maintenance Log												
Subrecipients must document routine maintenance and inspections including but not limited to: oil/fluid changes, engine service at recommended manufacturers' intervals, wheelchair lift inspections (applicable), accidents, annual inspections and maintain all aspects of the vehicle in accordance with the manufacturers' recommended maintenance standards. Data provijed should be full and complete in order to demonstrate compliance with vehicle maintenance regulations. Organize vehicle service uscords by vehicle and by date of service. Use the drop down menus to select the Vehicle Make, Year and Work Performed.													
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Name and Tide of the Agency s	Kepresen	tauve completing this re	port.		씉	╆			W 15 ()	_			
Vehicle Make								Mileage From Invoice	Work Performed Select from menu or Other (with added Note)		Notes		
Ford Starcraft E-350 Van	8/25/2019	258741	AC	CME	Repairs	12,586	Lube, Oil, Filter						
Ford Starcraft E-350 Van	258741	AC	CME	Repairs	12,586	Transmission Fluid Service							

9. Optional: You may record additional services performed (i.e. wiper changes, tires, etc.). Select "Other (include notes)" from the dropdown menu and use the "Notes" column to record the service.

City of Phoenix - FTA Section 5310 Vehicle Maintenance Log Subrecipients must document routine maintenance and inspections including but not limited to: oil/fluid changes, engine service at recommended manufacturers' intervals, wheelchair lift inspections (if applicable), accidents, annual inspections and maintain all aspects of the vehicle in accordance with the manufacturers' recommended maintenance standards. Data provided should be full and comple in order to demonstrate compliance with vehicle maintenance regulations. Organize vehicle service records by vehicle and by date of service. Use the drop down menus to select the Vehicle Make, Yea and Work Performed.												
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Vehicle Make	Vehicle Vehicle VIN Date of				Service Provider	Mileage From Invoice	Work Performed Select from menu or Other (with added Note)	Notes				
Ford Starcraft E-350 Van	2015	2C4RDGBG9JR216774	8/25/2019	258741	ACME Repairs	12,586	Lube, Oil, Filter					
Ford Starcraft E-350 Van	8/25/2019	258741	ACME Repairs	12,586	Transmission Fluid Service	1						
Ford Starcraft E-350 Van	2017	2C4RDGBG9JR206775	9/14/2019	124578	Fonzie's Tire Shop	36,547	Other (Include notes)	2 Tires				

10. To record an invoice for an accident repair, chose "Accident Repair (Include report date in notes)". Record the date the accident was reported to the City of Phoenix Public Transit Department (PTD) in the "Notes" column.

applicable), accidents, annual inspecti in order to demonstrate compliance wi	ons and mair	and inspections including ntain all aspects of the veh	but not limite icle in accor	ed to: oil/fluid dance with t	the manufacturers' red	rvice at reco	e Log mmended manufacturers' intervals, wheelch maintenance standards. Data provided she ervice. Use the drop down menus to select	ould be full and complete				
and Work Performed. Reporting Agency: Name and Title of the Adency's Representative completing this report:												
Vehicle Make	Vehicle Vehicle VIN Date of				Service Provider	Mileage From Invoice	Work Performed Select from menu or Other (with added Note)	Notes				
Ford Starcraft E-350 Van	2015	2C4RDGBG9JR216774	8/25/2019	258741	ACME Repairs	12,586	Lube, Oil, Filter					
Ford Starcraft E-350 Van 2015 2C4RDGBG9JR216774 8/25/2019 258741 ACME Repairs 12,586 Transmission Fluid Service												
Ford Starcraft E-350 Van	2017	2C4RDGBG9JR206775	9/14/2019	124578	Fonzie's Tire Shop	36,547	Other (Include notes)	2 Tires				
Ford Starcraft E-350 Van	2017	2C4RDGBG9JR206775	9/14/2019	369741	Springfield Collision	47,258	Accident Repair (Include report date in notes	9/13/2019				

11. Save the Log as "Agency Name, Year, Vehicle Maintenance Log". For example, "Pawnee Sr Ctr 2019 Vehicle Maintenance Log.xlsx". Using your agency acronym is acceptable.

- 12. Supporting documentation must be submitted with your completed Vehicle Maintenance Log. Supporting documentation must be submitted as follows:
 - a. Complete a cover sheet for each vehicle (see example Exhibit 1) that includes agency name, vehicle year and make, and vehicle VIN.
 - b. Follow the cover sheet with the Annual Inspection information for the vehicle (inspection results, invoice for annual inspection).
 - c. Follow the Annual Inspection information with invoices, in date order (oldest to current). See example at Exhibit 1
 - d. Electronic submission of Vehicle Maintenance Log supporting documentation is preferred. Save each packet of supporting documentation with the naming convention "Last 4 digits of VIN, Agency, year". For example, "6775 Pawnee Sr Ctr 2019.pdf". Using your agency acronym is acceptable.
 - e. Submissions must be legible, in date order and right side up.
- 13. Submit completed 2019 Vehicle Maintenance Logs and supporting documentation to the City of Phoenix Public Transit Department's 5310 Program Manager, Wendy Miller @ wendy.miller@phoenix.gov. If supporting documentation files sizes are too large to send via email, please contact Wendy Miller at 602-262-4077.
- 14. For subsequent calendar years, Vehicle Maintenance Logs and supporting documentation are due October 15, with other required yearly reports (i.e. Milestone Progress Reports, SAM.gov, etc.)