



**TENTATIVE AGENDA FOR  
MARCH 11, 2024, AT 6:00 P.M.**

**Invocation  
Pledge to American Flag**

**ATTENTION**

- The Board may add additional items to this agenda.
- Affirmative action on any item includes authorization of the Chairman's, or designee's, signature on all associated documents.
- Speakers from the audience will be allowed three (3) minutes to speak following recognition by the Chairman. Speakers may only make one (1) trip to the podium regarding each item they wish to speak on. They shall complete one comment card for each item and submit the card(s) to the Chairman before the meeting is called to order.

**APPROVAL OF MINUTES**

- |                                      |          |          |
|--------------------------------------|----------|----------|
| 1. February 12, 2024 Regular Meeting | Page 1-4 | Don Hale |
|--------------------------------------|----------|----------|

**PUBLIC CONCERNS AND COMMENTS - 3 Minute Limit**

**CONSENT**

**TIME SPECIFIC ITEMS**

**STAFF ITEMS**

- |               |           |                                   |
|---------------|-----------|-----------------------------------|
| 2. Financials | Page 5-10 | Cinda Foster/<br>Monica Marquardt |
|---------------|-----------|-----------------------------------|

**BOARD MEMBER ITEMS**

**DISCUSSION AND ACTION ITEMS**

- |   |            |                |
|---|------------|----------------|
| Change Duty to Inform Policy #2011-001.1 to Procedure | Page 11-13 | Teresa Fortner |
| Vehicle Maintenance Plan In-House #2018-002 v3        | Page 14-37 | Teresa Fortner |
| Open Sealed Job Applications                          | N/A        | Don Hale       |

SUWANNEE VALLEY TRANSIT AUTHORITY  
MONTHLY MEETING OF THE BOARD OF DIRECTORS  
SUWANNEE VALLEY TRANSIT AUTHORITY  
1907 VOYLES STREET, SW  
LIVE OAK, FL 32064

**GENERAL BUSINESS**

3. **Additional Agenda Items.** The Chairman calls for additional items.
4. Administrator's comments and information Page 38-40 Teresa Fortner
5. Board Members' Inquiries, Requests and Comments

**BOARD ATTORNEY ITEMS**

Hal Airth

Upcoming meeting: April 8, 2024 at 6:00 P.M.

**2024 Meeting Schedule**

January 8

February 12

March 11

April 8

May 13

June 10

July 8

August 12

September 9

October – TBD (2<sup>nd</sup> Monday is Columbus Day)

November – TBD (2<sup>nd</sup> Monday is Veterans Day)

December 9



**MINUTES  
of the  
GOVERNING BOARD OF DIRECTORS**

6:00 p.m.

**OPENING AND INVOCATION:**

The Governing Board of Directors of the Suwannee Valley Transit Authority met on the above date and time for a regular meeting.

Chairperson Don Hale called the meeting to order at 6:02 p.m. and led the invocation and Pledge of Allegiance to the Flag of the United States of America.

**ATTENDING:**

The following Board members were present: Chairperson Don Hale and Commissioners Everett Phillips, Tim Murphy, Robert Brown, and Travis Land. Commissioner Robby Roberson was not present.

Also present were Interim Administrator Teresa Fortner, Board Attorney Hal A. Airth, Board Secretary Eric Musgrove, Jeff Jones, Nick Furst, and Monica Marquardt.

**APPROVAL OF MINUTES:**

**The first item on the agenda** was to approve the minutes of the January 8, 2024 Regular Meeting.

**Commissioner Brown** moved to approve the minutes of the January 8, 2024 Regular Meeting as written. **Commissioner Murphy** seconded, and the motion carried unanimously (5-0).

**PUBLIC CONCERNS AND COMMENTS:**

There were none.

**CONSENT:**

There were none.

**TIME SPECIFIC ITEMS:**

There were none.

**STAFF ITEMS:**

**The second item on the agenda** was to hear a financial update.

Mrs. Marquardt stated that the financial documentation was in the agenda packet and was normal for January.

**Commissioner Land moved to accept the financial update. Commissioner Murphy seconded, and the motion carried unanimously (5-0).**

**BOARD MEMBER ITEMS:**

There were none.

**DISCUSSION AND ACTION ITEMS:**

**The third item on the agenda** was to approve the Facility Maintenance Policy Plan - #2016-008.1.

Interim Administrator Fortner noted that the Plan was usually approved at the end of the year but had been delayed due to former Administrator Larry Sessions' retirement and waiting for a replacement. However, she had been working on the Plan and it was ready for approval.

Brief discussion ensued on the Plan.

**Commissioner Land moved to approve the Facility Maintenance Policy Plan - #2016-008.1. Commissioner Brown seconded, and the motion carried unanimously (5-0).**

**GENERAL BUSINESS:**

**The fourth item on the agenda** was additional agenda items.

There were none.

**The fifth item on the agenda** was Administrator's comments and information.

Interim Administrator Fortner noted that due to her additional duties and working in various policies, she had approximately 19 hours of Comp Time. She asked how the Board wished to handle it, since being a salaried position would require a contract and she was only interim administrator for a short time.

Discussion ensued on various policies that were taking additional time to revise and that by current policy, Comp Time was to be taken within two pay periods.

**By consensus, the Board asked the Board Attorney to review the current personnel policy for the ability to extend two-pay period policy on taking Comp Time.**

**The sixth item on the agenda** was Board Members' inquiries, requests, and comments.

There were none.

**BOARD ATTORNEY ITEMS:**

Board Attorney Airth noted that when Administrator Sessions retired, it was discovered that he had never been reported to the State as Senior Management, and the same thing had happened to Interim Administrator Fortner while she was Interim Administrator. Employee contributions would remain the same, but the Board would need to pay the difference between the 13% input and the 34% input. The approximate amount to be paid would be approximately \$120,000 which could come out of General Funds.

After some discussion, it was determined that there were three options: 1) not pay the underreported earnings and risk a lawsuit by one or both the affected individuals, 2) set up a payment plan to reimburse them, or 3) pay a lump sum. Board Attorney Airth stated that both affected individuals did not wish to adversely affect SVTA's finances.

Some discussion ensued on SVTA's available balance, pending reimbursements, criticism from the public for the oversight, and that the affected individuals would have to pay taxes on the income. Discussion also ensued on regular (perhaps quarterly or annually) evaluations of all employees to make sure they were in the proper classification via a hiring or annual checklist.

**By consensus, the Board agreed to have the Board Attorney and SVTA staff review options, determine exact amounts that would be required to pay off the underreported retirement for former Administrator Larry Sessions and Interim Administrator Teresa Fortner, and contact SVTA's auditor (Powell and Jones) for information on how to proceed.**

Mr. Musgrove thanked SVTA for the use of the trolley at the All Aboard Festival held the previous weekend.

Mrs. Marquardt noted that SVTA would be at a job fair soon and also advertising its role as public transportation to the general public for grant purposes.

Discussion ensued on an Open House for SVTA to showcase the work of the office, perhaps after the new Administrator was hired.

**ADJOURNMENT:**

**Commissioner Land moved to adjourn the meeting. Commissioner Murphy seconded, and the motion carried unanimously (5-0).**

There being no further business to discuss, the meeting adjourned at 6:39 p.m.

Approved and adopted the \_\_\_\_\_ day of \_\_\_\_\_, 2024

\_\_\_\_\_  
Eric Musgrove  
Secretary to the Board

\_\_\_\_\_  
Don Hale  
Chair, Board of Directors

**Suwannee Valley Transit Authority**

**Check Detail**

February 2024

Type	Num	Date	Name	Original Amount
Payroll Liability	Bank Draft	2/2/2024	Payroll	\$ (24,876.42)
Payroll Liability	Bank Draft	2/2/2024	Payroll Taxes	\$ (7,185.54)
Payroll Liability	Bank Draft	2/16/2024	Payroll	\$ (24,488.28)
Payroll Liability	Bank Draft	2/16/2024	Payroll Taxes	\$ (7,155.97)
				\$ (63,706.21)
Bill Pmt -Check		02/21/2024	Auto Zone	\$ -
Check		02/28/2024	April McGinness	\$ (27.00)
Bill Pmt -Check	Bank Draft	02/01/2024	Florida Retirement System	\$ (15,104.51)
Bill Pmt -Check	Bank Draft	02/07/2024	Verizon Wireless	\$ (691.30)
Bill Pmt -Check	Bank Draft	02/07/2024	Verizon Wireless	\$ (540.04)
Bill Pmt -Check	Bank Draft	02/07/2024	GODADDY.COM	\$ (23.17)
Bill Pmt -Check	Bank Draft	02/09/2024	ADP, Inc	\$ (227.55)
Bill Pmt -Check	Bank Draft	02/13/2024	City of Live Oak	\$ (309.76)
Bill Pmt -Check	Bank Draft	02/20/2024	Comcast ( Fax line )	\$ (81.44)
Bill Pmt -Check	Bank Draft	02/20/2024	Comcast Business (Fiber Phones)	\$ (1,110.60)
Bill Pmt -Check	Bank Draft	02/20/2024	Comcast ( Fiber Opt Internet)	\$ (722.40)
Bill Pmt -Check	Bank Draft	02/21/2024	Pitney Bowes Bank Inc Purchase Power	\$ (100.00)
Bill Pmt -Check	Bank Draft	02/21/2024	Pitney Bowes Global Financial Services	\$ (132.00)
Bill Pmt -Check	Bank Draft	02/23/2024	ADP, Inc	\$ (230.72)
Bill Pmt -Check	Bank Draft	02/23/2024	ADP, Inc	\$ (91.55)
Bill Pmt -Check	Bank Draft	02/26/2024	TransAmerica	\$ (484.50)
Bill Pmt -Check	Bank Draft	02/27/2024	Guardian	\$ (722.42)
Bill Pmt -Check	Bank Draft	02/28/2024	Department of Management Services	\$ (7.06)
Bill Pmt -Check	Bank Draft	02/28/2024	AFLAC	\$ (2,329.05)
Bill Pmt -Check	Bank Draft	02/28/2024	United Healthcare	\$ (14,234.74)
Bill Pmt -Check	Bank Draft	02/28/2024	Florida Retirement System	\$ (11,082.89)
Bill Pmt -Check	Debit Card	02/07/2024	Amazon.Com	\$ (18.18)
Bill Pmt -Check	Debit Card	02/09/2024	Harbor Freight	\$ (13.98)
Bill Pmt -Check	Debit Card	02/13/2024	Publix	\$ (48.87)
Bill Pmt -Check	Debit Card	02/13/2024	Lowes	\$ (32.09)
Bill Pmt -Check	Debit Card	02/14/2024	Lowes	\$ (7.98)
Bill Pmt -Check	Debit Card	02/21/2024	Fieldprints	\$ (80.25)
Bill Pmt -Check	21393	02/13/2024	Jim Hinton Oil	\$ (3,551.71)
Bill Pmt -Check	21394	02/13/2024	McCrimon's Office Systems, Inc	\$ (182.00)
Bill Pmt -Check	21395	02/13/2024	Quill.com	\$ (283.37)
Bill Pmt -Check	21396	02/13/2024	Rumberger, Kirk & Caldwell	\$ (75.00)
Bill Pmt -Check	21398	02/07/2024	Advance Auto Parts	\$ (42.89)
Bill Pmt -Check	21399	02/07/2024	Advanced Tire Services	\$ (746.92)

**Suwannee Valley Transit Authority**  
**Check Detail**

February 2024

Type	Num	Date	Name	Original Amount
Bill Pmt -Check	21400	02/07/2024	Cintas Corporation #148	\$ (402.66)
Bill Pmt -Check	21401	02/07/2024	Foxster Opco LLC	\$ (1,522.94)
Bill Pmt -Check	21402	02/07/2024	G.W. Hunter, Inc.	\$ (3,182.93)
Bill Pmt -Check	21403	02/07/2024	Innovative Network, Inc	\$ (1,915.00)
Bill Pmt -Check	21404	02/07/2024	Live Oak Pest Control Inc	\$ (48.00)
Bill Pmt -Check	21405	02/07/2024	Morrell's Home Furnishings	\$ (600.00)
Bill Pmt -Check	21406	02/07/2024	Preferred Governmental Insurance Trust	\$ (1,608.00)
Bill Pmt -Check	21407	02/07/2024	Riverbend News	\$ (70.00)
Bill Pmt -Check	21408	02/07/2024	Seaman's Aqua Clean	\$ (35.00)
Bill Pmt -Check	21409	02/07/2024	Verizon Wireless	\$ -
Bill Pmt -Check	21410	02/07/2024	Walt's Live Oak Ford	\$ (422.82)
Bill Pmt -Check	21411	02/13/2024	Shred - it / Stericycle	\$ (72.38)
Bill Pmt -Check	21412	02/13/2024	Walt's Live Oak Ford	\$ (397.30)
Check	21413	02/20/2024	Jorge Pulgaron	\$ (22.00)
Bill Pmt -Check	21414	02/21/2024	Acentria Insurance	\$ (14,685.75)
Bill Pmt -Check	21415	02/21/2024	Advance Auto Parts	\$ (98.68)
Bill Pmt -Check	21416	02/21/2024	Battery Distributors Southeast, Inc	\$ (632.55)
Bill Pmt -Check	21417	02/21/2024	Fueled Outdoors LLC	\$ (89.47)
Bill Pmt -Check	21418	02/21/2024	Jim Hinton Oil	\$ (3,806.82)
Bill Pmt -Check	21419	02/21/2024	Live Oak Auto Parts	\$ (40.58)
Bill Pmt -Check	21420	02/21/2024	Precision Auto & Muffler LLC	\$ (149.95)
Bill Pmt -Check	21421	02/21/2024	Walt's Live Oak Ford	\$ (76.02)
Bill Pmt -Check	21422	02/28/2024	Advance Auto Parts	\$ (249.88)
Bill Pmt -Check	21423	02/28/2024	Baya Urgent Care LLC	\$ (330.00)
Bill Pmt -Check	21424	02/28/2024	Cintas Corporation #148	\$ (268.44)
Bill Pmt -Check	21425	02/28/2024	Cochran Plumbing Services, LLC	\$ (232.50)
Bill Pmt -Check	21426	02/28/2024	Eric Musgrove	\$ (275.00)
Bill Pmt -Check	21427	02/28/2024	Great American Financial Svcs.	\$ (805.91)
Bill Pmt -Check	21428	02/28/2024	Innovative Network, Inc	\$ (1,915.00)
Bill Pmt -Check	21429	02/28/2024	McCrimon's Office Systems, Inc	\$ (40.00)
Bill Pmt -Check	21430	02/28/2024	O'Reilly Automotive, Inc.	\$ (296.01)
Bill Pmt -Check	21431	02/28/2024	Walt's Live Oak Ford	\$ (17.61)
Check	50006	02/16/2024	Mathis, Amber	\$ (524.50)
<b>Total Bills</b>				<b>\$ (88,169.64)</b>
<b>Total Paid out Feb 2024</b>				<b>\$ (151,875.85)</b>



9:40 AM  
03/01/24  
Accrual Basis

Suwannee Valley Transit Authority  
Profit & Loss  
February 2024

	Feb 24
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Medwaiver	-122.30
0280005 · SVTA Farebox	2,178.76
0582060 · CDC+	0.00
0683050 · Bank Interest	1,274.70
<b>Total Income</b>	3,331.16
<b>Gross Profit</b>	3,331.16
<b>Expense</b>	
97531 Processing Fee	25.00
<b>Administration Expenses</b>	
95010 · Administration Wages	6,153.60
<b>95025 · Admin Fringes</b>	
95020 · Admin FICA	370.80
<b>95030 · Admin Retirement</b>	
0795030 · Admin Retirement - TD	650.13
1295030 · Admin Retirement - 5311	650.13
<b>Total 95030 · Admin Retirement</b>	1,300.26
<b>95040 · Admin Group Insurance</b>	
0795040 · Admin Group Ins - TD	1,049.98
1295040 · Admin Group Ins - 5311	835.76
<b>Total 95040 · Admin Group Insurance</b>	1,885.74
95070 · Admin Medicare	86.72
<b>Total 95025 · Admin Fringes</b>	3,643.52
<b>Total Administration Expenses</b>	9,797.12
<b>Operating Expenses</b>	
5030 · Materials and Supplies	
5032 · Tires & Tubes Expense	746.92
<b>Total 5030 · Materials and Supplies</b>	746.92
5050 · Casualty and Liability Costs	
0797010 · Insurance - TD	3,240.00
1297010 · Insurance - 5311	3,240.00
5050 · Casualty and Liability Costs - Other	14,685.75
<b>Total 5050 · Casualty and Liability Costs</b>	21,165.75
5060 · Taxes	210.53
90010 · Operations Wages	18,994.90
<b>Total Operating Expenses</b>	41,118.10
<b>Operation Expenses</b>	
Operations FICA	1,470.64
Operations Medicare	265.20
66000 · Payroll Expenses	
66010 · Payroll Fees	
1266010 · Payroll Fee - 5311	161.13
66010 · Payroll Fees - Other	161.14
<b>Total 66010 · Payroll Fees</b>	322.27
<b>Total 66000 · Payroll Expenses</b>	322.27

9:40 AM  
 03/01/24  
 Accrual Basis

**Suwannee Valley Transit Authority**  
**Profit & Loss**  
 February 2024

	Feb 24
<b>90011 - Operation Fringes</b>	
<b>90030 - Operations Retirement</b>	
0790030 - Operations Retirement - TD	1,705.12
1290030 - Operations Retirement - 5311	1,705.12
<b>Total 90030 - Operations Retirement</b>	3,410.24
<b>90040 - Operations Group Insurance</b>	
0790040 - Operations Group Ins - TD	3,586.60
1290040 - Operations Group Ins - 5311	2,478.25
<b>Total 90040 - Operations Group Insurance</b>	6,064.85
<b>Total 90011 - Operation Fringes</b>	9,475.09
<b>96010 - Office Supplies</b>	
0796010 - Office Supplies - TD	128.97
1296010 - Office Supplies - 5311	128.96
96010 - Office Supplies - Other	48.87
<b>Total 96010 - Office Supplies</b>	306.80
<b>96020 - Postage Expense</b>	
0796020 - Postage Expense - TD	50.00
1296020 - Postage Expense - 5311	50.00
<b>Total 96020 - Postage Expense</b>	100.00
<b>96510 - Office Maintenance</b>	
<b>96511 - Pest control</b>	
Pest Control- 5311	24.00
0796511 - Pest Control - TD	24.00
<b>Total 96511 - Pest control</b>	48.00
<b>Total 96510 - Office Maintenance</b>	48.00
<b>96525 - Computer Expense</b>	
<b>96520 - Computer Maintenance</b>	
0796520 - Computer Maint - TD	1,730.56
1296520 - Computer Maint - 5311	1,730.55
<b>Total 96520 - Computer Maintenance</b>	3,461.11
<b>Total 96525 - Computer Expense</b>	3,461.11
<b>97020 - Telephone</b>	
<b>97021 - Office Lines</b>	
0797021 - Office Lines - TD	596.02
1297021 - Office Lines - 5311	596.02
<b>Total 97021 - Office Lines</b>	1,192.04
<b>97023 - Internet Service</b>	
0797023 - Internet Service - TD	361.20
1297023 - Internet Service - 5311	361.20
<b>Total 97023 - Internet Service</b>	722.40
<b>Total 97020 - Telephone</b>	1,914.44
<b>97071 - Equipment Lease - Operations</b>	
Equipment Rental - 5311	66.00
0797071 - Equipment Lease - TD	843.38
<b>Total 97071 - Equipment Lease - Operations</b>	909.38
<b>97072 - Lot Rental</b>	600.00
<b>Total Operation Expenses</b>	18,872.93

9:40 AM  
 03/01/24  
 Accrual Basis

**Suwannee Valley Transit Authority**  
**Profit & Loss**  
 February 2024

	Feb 24
<b>Shop Expenses</b>	
90015 · Shop Wages	10,305.96
90024 · Shop Fringes	
90022 · Shop FICA	608.06
90035 · Shop Retirement	
0790035 · Shop Retirement - TD	851.75
1290035 · Shop Retirement - 5311	851.75
<b>Total 90035 · Shop Retirement</b>	<b>1,703.50</b>
90045 · Shop Group Ins	
0790045 · Shop Group Ins - TD	1,619.76
1290045 · Shop Group Ins - 5311	827.68
<b>Total 90045 · Shop Group Ins</b>	<b>2,447.44</b>
90075 · Shop Medicare	142.21
<b>Total 90024 · Shop Fringes</b>	<b>4,901.21</b>
90060 · Uniforms	
0790060 · Uniforms - TD	402.66
<b>Total 90060 · Uniforms</b>	<b>402.66</b>
90505 · Fuel	
90510 · Gas Expense	
0790510 · Gas Expense - TD	1,678.29
1290510 · Gas Expense - 5311	1,678.29
<b>Total 90510 · Gas Expense</b>	<b>3,356.58</b>
90520 · Diesel Expense	
0790520 · Diesel Expense - TD	225.12
1290520 · Diesel Expense - 5311	225.12
<b>Total 90520 · Diesel Expense</b>	<b>450.24</b>
<b>Total 90505 · Fuel</b>	<b>3,806.82</b>
91020 · Parts	
0791020 · Parts - TD	1,110.63
1291020 · Parts - 5311	1,110.63
<b>Total 91020 · Parts</b>	<b>2,221.26</b>
91540 · Shop Supplies	
0791540 · Shop Supplies - TD	10.98
1291540 · Shop Supplies - 5311	10.98
<b>Total 91540 · Shop Supplies</b>	<b>21.96</b>
91550 · Janitorial Supplies	
0791550 · Janitorial Supplies - TD	57.85
1291550 · Janitorial Supplies - 5311	57.86
<b>Total 91550 · Janitorial Supplies</b>	<b>115.71</b>
<b>Total Shop Expenses</b>	<b>21,775.58</b>
<b>Transportation</b>	
Transportation FICA	1,749.40
Transportation Medicare	407.66
0747043 · Drug Screening and Prehire	
0797043 · Drug Screening & Prehire - TD	160.50
<b>Total 0747043 · Drug Screening and Prehire</b>	<b>160.50</b>
90000 · Transportation Wages	29,200.37

9:40 AM

## Suwannee Valley Transit Authority

## Profit &amp; Loss

February 2024

03/01/24

Accrual Basis

	Feb 24
90005 · Transportation Fringes	
90036 · Transportation Retirement	
0790036 · Transportation Retirement - TD	2,334.44
1290036 · Transportation Retirement 5311	2,334.45
Total 90036 · Transportation Retirement	4,668.89
90046 · Transportation Group Insurance	
0790046 · Transportation Group Ins - TD	4,037.99
1290046 · Transportation Group INS - 5311	2,203.41
Total 90046 · Transportation Group Insurance	6,241.40
Total 90005 · Transportation Fringes	10,910.29
Total Transportation	42,428.22
0797040 · Professional Services Gen - TD	
1297040 · Professional Services Gen-5311	137.50
0797040 · Professional Services Gen - TD - Other	137.50
Total 0797040 · Professional Services Gen - TD	275.00
5200 · Reconciliation Discrepancies	274.25
91520 · Repairs & Maintenance	
0791520 · Repairs & Maintenance - TD	191.22
1291520 · Repairs & Maintenance - 5311	191.23
Total 91520 · Repairs & Maintenance	382.45
97050 · Travel	
0797050 · Travel - TD	828.95
Total 97050 · Travel	828.95
Total Expense	135,777.60
Net Ordinary Income	-132,446.44
Net Income	-132,446.44

SUWANNEE VALLEY TRANSIT AUTHORITY  
1907 VOYLES STREET, SW  
LIVE OAK, FL 32064

**SVTA PROCEDURE POLICY # 2017-001.1**

**DUTY TO INFORM**

**PURPOSE:** The purpose of this memorandum is to set policy and procedures associated with the rider's refusal to follow proper safety direction.

**AUTHORITY:** The authority of this policy/procedure comes from Passenger Service and Safety (PASS 5.2) Training Manual, Addendum: A Guide to the Americans with Disabilities ACT (ADA) for NEMT, Page 34, Paragraph 4, and is as directed by the Administrator, and the approval of the SVTA Board of Directors.

**POLICY:** That all passengers riding with Suwannee Valley Transit Authority follow the instruction on the proper procedures for entering and exiting a vehicle as well as while on board. The driver will inform the rider of the possible dangers associated with not following all a safety procedures. Such procedures will include, but not limited to, a balance-impaired rider not using assistive devices or their refusal to use the wheelchair lift, refusal to transfer from a motorized scooter to a vehicle seat; riding the wheelchair lift while in a standing position and not using safety restraints while the vehicle is in motion. (See policies below) Should the passenger refuse to follow the driver's instruction, the driver must have the passenger sign a Duty To Inform notification form. **This form will be signed upon the rider's first refusal** and will be kept on file with the rider's application and noted in the rider file in the scheduling software.

**Mobility Device Securement Policy:** All mobility devices transported on vehicles operated by Suwannee Valley Transit Authority shall be secured using the (4) four point securement system located in the vehicle.

Mobility device securement shall include:

1. Securing the mobility device in the designated area. The designated area is defined as a location on the vehicle that:
  - a. Has 4 securement locations for each placement.
  - b. Does not obstruct passage of ambulatory passengers.
2. The mobility device shall be secured utilizing 4 attachment straps that meet all applicable Federal Motor Vehicle Safety Standards for passenger transportation.
3. Should a passenger refuse securement of their mobility device, the passenger will NOT be transported.
  - a. Non-securement of the device creates a situation in which the safety of the driver and all other passengers will be jeopardized.
  - b. A mobility device not secured during transport may become a flying projectile in the event of emergency braking or an accident.

**Passenger Securement Policy:** All passengers, both ambulatory and non-ambulatory, shall properly utilize the passenger restraint system provided at their seat location.

Properly utilizing the passenger restraint system means:

SUWANNEE VALLEY TRANSIT AUTHORITY  
1907 VOYLES STREET, SW  
LIVE OAK, FL 32064

**SVTA PROCEDURE POLICY # 2017-001.1**

1. Ambulatory passengers shall wear the lap/shoulder restraint system provided at seating locations
  - a. Should the seat location only have a lap belt available, then the passenger will wear only the lap belt because that is what is available.
2. Non-ambulatory passengers that are being transported in their mobility device shall be secured SEPARATELY from their mobility device.
  - a. The personal securement device that may be part of the passenger's mobility device is NOT acceptable.
  - b. Each mobility device securement location also has a separate lap/shoulder passenger restraint system available that shall be used.
3. Passengers transferring from their mobility device to an ambulatory seat shall utilize the passenger restraint system available at the seat location they transfer to.
4. The driver shall ensure that the passenger restraint system for each occupied passenger location has been properly utilized before moving the vehicle.

**Passenger Boarding Policy using Mobility Lift:** Passengers needing the mobility lift to board and exit the vehicle must follow the driver's instruction on the proper use of the lift.

1. Passenger must face forward while riding up or down on the lift.
2. Passenger must hold on to the hand rails while riding up or down.
3. Passenger must be seated on the mobility device; if available.
4. If passenger is riding a motorized mobility device, the passenger must power off that device before the lift will be operated.

**Balance-Impaired Passenger:** Passengers needing an assistive device and refusing to use such device must follow the driver's instruction on the proper way to enter and exit the vehicle.

1. Passenger is encouraged to use an assistive device.
2. Passenger is encouraged to ride the vehicle's lift instead of using the vehicle's steps.
3. Passenger must have an escort if assistance is needed.

**I HAVE READ AND UNDERSTAND THE POLICY ABOVE, REGARDING SVTA DUTY TO INFORM POLICY**

\_\_\_\_\_  
Driver Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Driver Signature

\_\_\_\_\_  
Driver Supervisor Signature

\_\_\_\_\_  
Date

SUWANNEE VALLEY TRANSIT AUTHORITY  
1907 VOYLES STREET, SW  
LIVE OAK, FL 32064

SVTA PROCEDURE POLICY # 2017-001.1

**Rider's Refusal to Use Proper Safety Measures Release Form**

I, \_\_\_\_\_, elect not to  
Passenger Name (Print)

\_\_\_\_\_ sit in a wheelchair to use the mobility lift provided for entering and exiting the vehicle being used to provide my transportation

\_\_\_\_\_ follow driver instruction while on mobility lift and/or ramp

\_\_\_\_\_ transfer from my mobility device to a vehicle seat

\_\_\_\_\_ fasten my safety belt

\_\_\_\_\_ face forward while seated on my mobility device

\_\_\_\_\_ use any type of mobility device for entering and exiting the vehicle being used to provide my transportation

\_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_ I understand that **refusal** to allow SVTA's driver to properly secure my mobility device will result in the cancellation of my ride

I have been instructed by Suwannee Valley Transit Authority of the possible dangers associated with refusal to follow all safety procedures while boarding, riding and exiting the vehicle.

I fully realize that I am solely responsible for my actions to refuse to cooperate for safety reasons.

I understand that this Duty To Inform notification has been approved by Suwannee Valley Transit Authority Administrator ~~and Board of Directors~~.

I have read and fully agree ~~to~~ with all contents of this Duty To Inform notification form.

\_\_\_\_\_  
Passenger Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Representative Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Representative Signature

# Suwannee Valley Transit Authority

## Vehicle Maintenance Plan In-House



Adopted February 12, 2018 v1

\_\_\_\_\_  
Don Hale, Chairman

\_\_\_\_\_  
Date





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**Vehicle Maintenance Plan In-House Goal**

It is the goal of Suwannee Valley Transit Authority to maintain an effective preventative maintenance program by utilizing proper management of parts, equipment, and fleet. Suwannee Valley Transit Authority strives to operate a proactive maintenance program as opposed to reactive. Scheduling work allows time, materials, tools, equipment, and labor to be managed easier than having unpredictable maintenance costs, workloads, and vehicle downtime. Suwannee Valley Transit Authority strives to maintain accurate vehicle defect reporting through preventative maintenance inspections and to analyze this data to track vehicle component failure history, reduce in-service failures and utilization of warranty repairs. The following maintenance plan has been adopted to make these goals attainable.

The maintenance plan is a "living document" including schedules and reports which will be updated periodically to reflect changes in maintenance policies, equipment, and program improvements.

**Fleet Inventory**

A summary of the vehicle fleet inventory maintained by Suwannee Valley Transit Authority is attached.

Suwannee Valley Transit Authority fleet inventory consists of ~~0 fixed route buses and currently, 15 paratransit routes.~~ In addition, there is ~~1 non-revenue vehicle.~~ **23 revenue vehicles and 1 support vehicle.** Of the ~~26~~ **23** revenue vehicles, around ~~15~~ **14** are utilized each day for revenue service. This allows a spare ratio of approximately ~~31%~~ **1:2.5**. However, SVTA has ~~some~~ **6 revenue** vehicles that require CDL Licensed Drivers that are not utilized often. Therefore, the true spare ratio of ~~paratransit revenue~~ vehicles is approximately ~~20%~~ **1:5.6**.

**Commented [NF1]:** Updated to reflect current fleet. Also updated as FDOT/CUTR template asks for ratios, not percentages.

~~The vehicles are procured through grants. The only budgeted item would be for the match funds if required. The needs of the fleet are determined by the age and mileage of the vehicles. The growth of the Agency also determines the need for additional vehicles.~~

**Fleet Maintenance**

**Pre-Trip/Post-Trip Inspections**

Suwannee Valley Transit Authority Drivers conduct daily pre-operational and post-operational inspections of vehicles to ensure maximum passenger safety conditions. Pre-trip and Post-trip inspections are documented on checklist forms that ~~include~~ **exceed** the minimum standards required by FDOT and indicate the condition of vehicle components at the time of the inspection. Details of any defect identified during the inspection are noted to assist with subsequent diagnostic repair by the maintenance department.

**Commented [NF2]:** Clarification

The daily pre-trip/post-trip establishes a procedure to identify defects by ~~operators~~ **SVTA drivers** prior to operating ~~their~~ assigned vehicle, during routes, and after all route schedules are completed. The ~~daily pre-trip/post-trip~~ inspections ~~is~~ **are** documented electronically. The electronic inspection consists of three options for a Driver to select for each ~~item~~ **vehicle component**: "OK", "ServiceDueSoon", or "ServiceCritical". In the event this service is down for any reason, the driver will use the paper form previously used, as a back-up. A copy of the paper pre-trip/post-trip used as the back-up is included as Exhibit E.

**Commented [NF3]:** Clarification

Any defects noted during the ~~pre-trip inspection~~ **pre-trip and post-trip inspections** are documented and turned in to the Maintenance Department for review. When a defect is identified, the Maintenance ~~Supervisor~~ **Manager** determines whether the defect is safety related. Vehicles with safety related defects are pulled from service and repaired

- Inner/Outer Roll Stops and Bearings
- Outer Barrier Latch Slots
- Saddle Bearings
- Parallel Arm Pivot Pins and Bearings
- Hydraulic Pump, Lines, Cylinders, and Fittings inspected for signs of leakage.
- Harness Cables, Wires, Terminals, and Connections inspected for securement or damage.
- Power Switches, Relays, and Fuses inspected for proper operation.
- Lift Anchor Bolts for proper securement.
- Manual Pump and Release Valve for proper operation.
- Manufacturer Tag and DOT Public Use Lift Tag

Accessory items, such as farebox, electrical, destination signs, etc. are serviced and repaired as necessary.

~~Our target intervals do exceed some requirements of the OEM drive train intervals. Past experience proves that our scheduled maintenance is effective.~~

**Commented [NF9]:** No longer correct. OEM Intervals currently being met / exceeded. Redundant as this was mentioned in PMI section

~~Preventative maintenance inspections are scheduled by mileage projections. Suwannee Valley Transit Authority uses the FDOT recommended "ABAC" progressive inspection method using 6,000 mile intervals. Preventive maintenance inspections are tracked electronically using a spreadsheet that shows remaining miles until inspections are due, shown in Exhibit B. The Maintenance Supervisor is responsible for logging in vehicle mileages into the spreadsheet and monitoring it to determine when upcoming preventative maintenance inspections are required. When a vehicle's mileage is within 500 miles of an upcoming inspection, the vehicle is scheduled to be pulled out of service for the inspection at a pre-determined date, as time and workload allows.~~

**Commented [NF10]:** Moved this up, grouped all the PMI talk together

~~Suwannee Valley Transit Authority has adopted a version of the current Preventative Maintenance Standards Manual Inspection Guidelines Format to better match our facility and vehicles.~~

**Commented [NF11]:** redundant

~~Wear tolerance policies are documented on inspections using the current FDOT Preventative Maintenance Standards Manual guidelines on tire tread depth. Brake pad wear is measured by a nationally accepted gauge measurement tool kit.~~

**Commented [NF12]:** Updated and moved to PMI section

~~The Maintenance Department has no official capital improvement in place. History shows that our vehicles usually exceeds mileage and time guidelines for vehicle replacement. Vehicles are utilized up to, and usually exceed their "useful life" based on FDOT standards. Once a vehicle exceeds its "useful life" it is utilized as a spare until repair costs are deemed excessive, at which point the vehicle will be retired.~~

**Commented [NF13]:** Updated, clarification

~~Suwannee Valley Transit Authority prioritizes defects for repair emphasizing safety-sensitive items first and the repair of safety-sensitive defects over non-safety-sensitive defects. all other items All non-safety-sensitive defects are address scheduled for repair based on by vehicle route requirements, and availability to a replacement vehicle along with spare vehicle availability, and parts availability. When safety all repairs have been completed, the Technician or the Maintenance Supervisor Manager will sign off on the repair order before the repair order is processed, and the repair order will be placed in the vehicle history file.~~

**Commented [NF14]:** Updated, clarification

**Annual Safety Inspections**

SVTA Vehicles receive an Annual Safety Inspection every 12 months as outlined in 14-90.009, Florida Administrative Code. This Annual Inspection shall be the highest level of inspection received during PMI intervals, which is a level "C"



inspection. If a vehicle receives a "C" level inspection during routine PMI's, that inspection shall also serve as the Annual Safety Inspection. Vehicles that do not accrue enough mileage to receive a level "C" inspection during routine PMI's will be scheduled separately and a "C" level inspection completed to serve as the Annual Safety Inspection.

**Outsourcing**

Outsourcing is only utilized for services that require tools and diagnostic equipment not available to the maintenance technicians at Suwannee Valley Transit Authority. Outsourcing is only utilized for specialty repairs such as front-end alignments, computer diagnostics module programming, collision repair, and tire repairs. In these circumstances, the following local repair shops who have been registered as approved vendors are utilized.

Walt's Live Oak Ford 1109 Ohio Avenue N Live Oak, FL 32060	Advanced Tire Service 837 E Duval Street Lake City, FL 32055	American Auto Body 13508 SW 41 <sup>st</sup> Blvd Live Oak, FL 32060
--	--	--

Commented [NF15]: Updated, removed specific vendors. Not putting SVTA in a corner on who to use.

**Warranty**

A warranty recovery system, warranty records, and annual summaries of warranty claims submitted and received are maintained by Suwannee Valley Transit Authority.

Warranty repairs are identified by maintaining warranty information in vehicle files. When a component fails, it is checked against the file for expiration time and/or mileage to determine if it is still under warranty. Documentation of warranty repairs and claims are kept in the vehicle history files to guarantee the cost of the component under warranty is paid by the equipment manufacturer and not the agency. All warranty claims are pursued until the claim is settled. Warranty parts and repairs are attached to the work order and filed in the vehicle history file.

Commented [NF16]: This will change when SVTA moves to a paperless environment, but for now I will leave it alone.

**Cleaning**

During pre-trip inspections, it is the responsibility of the driver to perform a walkthrough of the vehicle and ensure that any there is no debris on the flooring or step wells that could result any falls or slips. Any unsafe conditions must be corrected before any scheduled trips beginning their route.

The drivers report all graffiti/etchings, gum, spills, or any other issues in the interior that would warrant extra material and labor from normal clean-up, on their post-trip report.

The interiors are cleaned daily by the drivers. Vehicle exteriors are cleaned either daily or as needed by the drivers with occasional assistance from maintenance technicians.

Commented [NF17]: Minor clarification.

**Maintenance Shop**

Suwannee Valley Transit Authority's Maintenance Shop hours are from 3:30AM to 5:00PM consisting of two shifts, 3:30AM – 12:30PM and 8:00AM – 5:00PM. Staff schedules will be adjusted as needed so there will be at least one person from the Maintenance Staff per shift.

Staff members are:

- Nicholas Furst, Maintenance Supervisor Manager
- Mark Holmes Morris Frick, Fleet Mechanic
- Morris Frick Jordan Brobston, Fleet Mechanic

Maintenance personnel job descriptions are attached.

Maintenance Supervisor-Manager: Nicholas Furst

DUTIES INCLUDE:

- ~~Must be Certified~~
- ~~Furnish own tools~~
- ~~Monitor employees' work levels and review work performance~~
- ~~Counsel employees about work-related issues and assist employees to correct job-skill deficiencies~~
- ~~Inspect and monitor work areas, examine tools and equipment, and provide employee safety training to prevent, detect, and correct unsafe conditions or violations of procedures and safety rules~~
- ~~Requisition materials and supplies, such as tools, equipment, or replacement parts~~
- ~~Monitor tool and part inventories and the condition and maintenance of shop to ensure adequate working conditions~~
- ~~Determine schedules, sequences, and assignments for work activities, based on work priority, quantity of equipment, and skill of personnel~~
- ~~Meet with vendors or suppliers to discuss products used in repair work~~
- ~~Examine objects, systems, or facilities and analyze information to determine needed installations, services, or repairs~~
- ~~Recommend personnel actions, such as hires, promotions, transfers, discharges, or disciplinary measures~~
- ~~Develop, implement, or evaluate maintenance policies and procedures~~
- ~~Investigate accidents or injuries and prepare reports of findings~~
- ~~Participate in budget preparation and administration, coordinating purchasing and documentation and monitoring departmental expenditures~~
- ~~Conduct or arrange for worker training in safety, repair, or maintenance techniques, operational procedures, or equipment use~~
- ~~Compile operational or personnel records, such as time and production records, inventory data, repair or maintenance statistics, or test results~~
- ~~Perform skilled repair or maintenance operations, using equipment such as hand or power tools, hydraulic presses or shears, or welding equipment~~
- ~~Inspect, test, and measure completed work, using devices such as hand tools or gauges to verify conformance to standards or repair requirements~~
- ~~Confer with personnel, such as management, engineering, quality control, customer, or union workers' representatives, to coordinate work activities, resolve employee grievances, or identify and review resource needs~~
- ~~Compute estimates and actual costs of factors such as materials, labor, or outside contractors~~
- ~~Interpret specifications, blueprints, or job orders to construct templates and lay-out reference points for workers~~
- ~~Develop or implement electronic maintenance programs or computer information management systems~~
- ~~Design equipment configurations to meet personnel needs~~
- ~~Review, evaluate, accept, and coordinate completion of work bid from contractors~~
- ~~Oversee Security Plan~~
- ~~Diagnostic Work~~
- ~~Work with Drivers regarding Vehicle Issues~~
- ~~All duties listed below under Mechanic~~
- Responsible for overseeing all aspects of SVTA's Fleet and Facility Maintenance.
- Monitor maintenance department employees' work levels and review work performance.
- Counsel maintenance department employees about work-related issues and assist employees to correct job-skill deficiencies.
- Inspect and monitor work areas, examine tools and equipment to ensure adequate working conditions.
- Provide or arrange for employee safety training to prevent, detect, and correct unsafe conditions or violations of procedures and safety rules.
- Provide or arrange for employee training in maintenance, repair, techniques, procedures, and equipment use.
- Monitor inventory of materials and supplies such as tools, filters, fluids, or replacement parts.

- Monitor and utilize warranty coverage for vehicle manufacturer's warranties as well as any applicable aftermarket parts warranties.
- Determine schedules, sequences, and assignments for work activities, based on work priority, quantity of equipment, and skill of personnel.
- Reviews Pre-Trip and Post-Trip inspections completed by SVTA drivers, determines priority level of any defects noted, schedules repairs as parts and personnel availability allows.
- Meet with vendors or suppliers to discuss shop equipment and products used in repair work.
- Recommend personnel actions, such as hires, promotions, salary adjustments, transfers, discharges, or disciplinary measures.
- Ensures SVTA's Vehicle History Files are maintained accurately.
- Investigate accidents or injuries involving SVTA vehicles or equipment and prepare reports of findings when applicable.
- Participate in budget preparation and administration, coordinating purchasing and documentation and monitoring departmental expenditures.
- Compile operational and personnel records, such as time and production records, inventory data, repair and maintenance statistics, or test results.
- Determine equipment needs to maintain or improve SVTA's Maintenance Department.
- Review any updates or changes to federal or state contracts that pertain to the purchase and acquisition of vehicles, parts, supplies, and equipment applicable to SVTA.
- Review and update SVTA's Vehicle Maintenance Plan to accurately reflect current maintenance practices and maintain compliance with current CTD, FTA, and FDOT Regulations.
- Attend conferences and webinars to stay informed of any changing rules or regulations that may affect SVTA's Maintenance Department practices.
- All duties listed below under Fleet Mechanic.

Fleet Mechanics: Mark Holmes, Morris Frick, Jordan Brobston

Examples of Duties:

- Must be certified to inspect vehicles
- Furnish own tools
- Performs Preventative Maintenance & Inspections
- Performs Annual Inspections
- Examines vehicles, discusses with Maintenance Supervisor to determine nature and extent of damage or malfunction
- Plans work procedure, using charts, technical manuals, and experience
- Raises vehicle, using hydraulic jack or hoist, to gain access to mechanical units bolted to underside of vehicle
- Removes unit, such as engine, transmission, or differential, using wrenches, portable air hoist, and transmission jack
- Disassembles unit and inspects parts for wear, using micrometers, calipers, and thickness gauges
- Repairs or replaces parts, such as pistons, rods, gears, valves, and bearings, using mechanic's hand tools
- Overhauls or replaces carburetors, blowers, generators, distributors, starters, and alternators
- Rewires ignition system, lights, and instrument panel
- Relines and adjusts brakes, aligns front end, repairs or replaces shock absorbers, and solders minor leaks in radiator
- Mends damaged body and fenders by hammering out or filling in dents and welding broken parts
- Replaces and adjusts headlights, and installs and repairs accessories, such as heaters, mirrors, and windshield wipers



- ~~Makes minor repairs to SVTA vehicles along highway, such as replacing spark plugs, batteries, and light bulbs, and connecting loose wires~~
- ~~Installs graphics and lettering on SVTA Vehicles~~
- ~~Install "REI Camera Systems" as needed~~
- ~~Install CTS Tablet Holders as needed~~
- ~~Ensures that a clean and safe work area is maintained~~
- ~~Promotes and monitors the use and wearing of safety and protective equipment~~
- ~~Supervises mechanics and mechanic helpers in absence of Maintenance Supervisor~~
- ~~Observes and promotes safe work practices and procedures~~
- ~~Attends in-service training to develop and improve knowledge and skills of a proficient mechanic~~
- ~~Adheres to proper cleaning methods, storage, proper care, and disposal of equipment and supplies~~
- ~~Takes all necessary and reasonable precautions to riders, equipment, materials, and facilities~~
- ~~Complies with and supports all FDOT regulations and policies~~
- ~~Reports all accidents and/or potential hazards to the Maintenance Supervisor and Administrator immediately, or as soon as reasonably possible~~
- ~~Models non-discriminatory practices in all activities~~
- ~~Valid Driver's License with clean driving record (CDL Preferred)~~
- ~~Address Pre and Post Trip concerns with drivers~~
- ~~Other duties as assigned~~
- ~~Trained in Reasonable Suspicion Drug and Alcohol Monitoring (Mark Holmes)~~
- Must maintain a valid Driver's License
- Must furnish own hand tools.
- Performs preventative maintenance inspections and repairs on vehicles; handles and completes records and paperwork required for work performed.
- Performs annual safety inspections on vehicles.
- Examine vehicle defects, discusses with Maintenance Manager to determine extent or damage or malfunction.
- Troubleshoots, removes, repairs and/or replaces units on Authority's vehicles such as engines, transmissions, drive shafts, wheel hubs, differentials, and other units affecting vehicle operation.
- Inspects, troubleshoots, repairs, and replaces all types of components/units as required on paratransit vehicles and automotive equipment, including but not limited to cars, vans, and light/medium duty bus fuel pumps, air compressors, water pumps, oil coolers, air valves, fuel lines, etc.
- Inspects, troubleshoots, and repairs electrical units, including but not limited to diagnosing, removing, and replacing electrical/electronic components and making wiring repairs.
- Inspects, troubleshoots, repairs, and replaces brake components such as brake pads, shoes, drums, and rotors. Diagnoses and repairs hydraulic brake components, anti-lock braking systems, and traction control systems.
- Inspects, troubleshoots, and repairs steering and suspension components, including but not limited to tie rods, draglinks, ball joints, shock absorbers, steering dampeners, coil springs, leaf springs, and MorRyde systems.
- Inspects, troubleshoots, and repairs vehicle HVAC systems, including but not limited to compressors, expansion valves, orifice tubes, accumulators, condensers, evaporators, blowers, hoses, and fans.
- Inspects, troubleshoots, and repairs paratransit vehicle accessories, including but not limited to vehicle interlocks, camera systems, GPS tracking systems, fare collection systems, and mobile data terminals.
- Operates jacks, lifts, hoists, and other service equipment; operates drill press, grinders, torches, presses, and similar shop equipment.
- Performs battery maintenance checks, terminal cleaning, charging, testing, and battery replacement as necessary.
- Inspects, troubleshoots, and makes repairs to wheelchair lifts and securement equipment.
- Communicates with co-workers, management, and others in a courteous and professional manner.



- Performs minor facility maintenance and repairs as needed, such as replacing light bulbs, air filters, and ground maintenance.
- Conforms with and abides by all regulations, policies, work procedures, and instructions.
- Conforms to all safety rules and wears/uses all appropriate safety equipment.
- Ensures a clean and safe work area is maintained.
- Performs related work as assigned.
- Attends in-service training to develop and improve knowledge and skills.
- Reports all accidents and/or potential hazards to Maintenance Manager or Administrator immediately, or as soon as reasonably possible.
- Models non-discriminatory practices in all activities.
- Responsible for reviewing and complying with all SVTA policies and procedures.

Building and Grounds Maintenance:

Examples of Duties:

- ~~Changes air filters as needed~~ Changes HVAC Air Filters as required per Facility Maintenance Plan.
- Moves, repairs and assembles office equipment and furniture.
- Perform minor facility repairs.
- Mowing, string trimming, and blowing as needed.

~~Maintenance technicians have and will attend training classes provided by equipment suppliers and vendors when possible, such as classes offered by Advance Auto Parts Program.~~

~~The Maintenance Department has continual on-going training through internet sources such as, Identifix, Cummins and Autel Scanner programs and attend training classes when they are available.~~

SVTA Maintenance staff attend in-person training offered by the Lively Paratransit Instructional Program. These courses are tailored to Paratransit Technicians and cover various components found in Paratransit Vehicles. Other trainings that cover general automotive knowledge are available to SVTA maintenance staff from various online sources, such as the Automotive Service Excellence (ASE) webinars. All training certifications and certificates of attendance are documented in the employee's file.

Commented [NF18]: Updated to reflect current practices.

~~Maintenance staff duties are controlled by workload and priority of personal duties at the beginning of each day. Mechanical issues are key to keeping our fleet operational, so repairs will be completed before paperwork and scheduling are addressed, except in the case of an emergency.~~

~~Department staff workload is spread between 3:30 am to 5:00 pm, which includes vehicle maintenance, facility maintenance, grounds maintenance and shop cleaning.~~

~~Scheduling and workload necessities are addressed at a department meeting at the beginning of the day, between all department staff. At the end of the day, information is relayed, by phone or written notes, so ensure the employee opening the shop the following morning understands the necessary startup procedures to ensure repairs or new issues will be continued.~~

Daily maintenance staff duties are determined by a variety of factors. Route needs, Safety-sensitive defects, other noted defects, PMI's, and parts availability are all examples of variables that determine work priority. Assignment of work and

establishing priority occur twice daily, at minimum. Once during the morning shop meeting and again in the end-of-day email. This allows for open communication so all duties are understood, and any questions are answered.

**Commented [NF19]:** Updated, removed some redundancy.

The Suwannee Valley Transit Authority maintenance shop has 7 garage bays, suitable for small and midsize buses. Large buses require 2 bays each, which allows for 3 full-size buses and 1 mid-size vehicle to be housed at once.

Suwannee Valley Transit Authority Maintenance Garage consists of the following equipment:

1 set of Rotary Mobile Column Lifts

1 Floor Jack

1 Bumper Jack

8 7.5-ton Jack Stands

4 12-ton Jack Stands

2 6-ton Jack Stands

4 5-ton Jack Stands

2 2-ton Jack Stands

1 small (bent) Shop Press

1 8" Bench Grinder

1 5" Bench Vice

1 Battery Charger

2 Parts Washers

1 Engine Hoist

1 Forklift (4,000 lb. capacity)

1 Drill Press

1 Pressure Washer

1 A/C Recovery Unit

Identifix Program (Software Subscription)

Cummins Insite Program (Software Subscription)

Autel Diagnostic Scanner (Diagnostic Scan Tool with Subscription-Based Updates)

Inspection and cleaning of this equipment is performed at each use.

The maintenance technicians are responsible for keeping the maintenance shop work areas clean and safe on a daily basis. The shop is cleaned more thoroughly by the maintenance technicians on a weekly basis.

The Suwannee Valley Transit Authority's Maintenance Garage consists of seven garage bays and contains the equipment necessary to perform maintenance and repairs of SVTA Vehicles. Vehicle lifting equipment consists of one 4-post lift, and one set of mobile column lifts. Other repair equipment such as diagnostic scan tools, floor jacks, jack stands, battery chargers, presses, A/C equipment, etc. are housed in the maintenance garage as well. All equipment is inspected for proper condition and operation before and during use. These items are reviewed and updated in SVTA's Property Inventory quarterly, as mandated by FDOT.

**Commented [NF20]:** Condensed and updated. This would be too cumbersome to keep updating with exact equipment, when the equipment is already listed in the Property Inventory.

Attached is the Facility and Equipment Maintenance Plan that describes the policies and procedures for conducting facility and shop equipment maintenance as required by FDOT.

Facility Maintenance practices are outlined in SVTA's Facility Maintenance Plan, Policy #2016-008.1

**Commented [NF21]:** I see no need to duplicate the Facility Maintenance Plan in this. So I opted to reference the Policy number here.

**Parts Department**



Spare parts inventory is relatively small due to the reimbursement program. To ensure that current prices can be easily obtained, parts can only be stocked for a short amount of time so that the parts invoices do not overlap from month to month. Fast moving items such as filters are purchased in small quantities so that usage is controlled by the maintenance staff. The items are then reordered as needed to ensure the minimum of 1 filter set per Vehicle Make/Model is always in stock.

Parts Inventory consists of:

Belts and Hoses

Ignition Parts

Electrical Switches and Connectors

Braun Wheelchair Lift Parts

Exhaust Hangers

Front Suspension Parts

Some hard to find Brake Parts (not commonly stocked at parts suppliers)

Wheel Seals and Bearings

Light Bulbs

Various other items needed for repairs

Roof top a/c condensers are the most expensive part that we have in stock. It is purchased from Creative Bus Sales at a cost of \$421.14.

Oil and lubrication products are stored outside under a covered area in bulk barrels. Quart and gallon size containers are to be store in a designated fire resistant room.

The Maintenance Supervisor and/or the Day Shift Mechanic will order repair replacements parts, as needed, and they are ordered from the best of many vendors, with no minimum or maximum standards. This enables the control of costs as mandated by FDOT, to obtain the best part at the lowest cost from vendors on our approved list. Few parts are purchased as single source outlets and only when necessary. Any part priced over \$2,500 must be pre approved before purchase. Parts usage is documented on the vehicle work order before the work order is completed.

SVTA's parts inventory consists of air and oil filters, bulk lubricants, wiper blades, lights, and other items commonly replaced during routine preventive maintenance intervals. Other paratransit vehicle items not readily available locally are stocked as well such as A/C components, wheelchair lift parts, suspension components, and aftermarket electrical parts. Parts inventory is monitored and adjusted to minimize vehicle repair downtime when defects are identified. Parts are purchased through SVTA's approved vendors, and any single purchase over \$2,499 is submitted for FDOT approval before an order is placed. The Maintenance Manager is responsible for purchasing and maintaining proper parts inventory. All parts usage is documented on vehicle work orders.

Commented [NF22]: Updated, simplified.

#### **Materials Handling**

Suwannee Valley Transit Authority provides their employees with instructions on safe handling, first aid treatment, emergency procedures, and proper clean up procedures of chemicals in the workplace. Knowing the potential flammability, explosion and reactivity of chemicals in the workplace are the rights of employees under the Right-To-Know-Law.

All chemicals, lubricants, cleaners etc., purchased must accompany a Material Safety Data Sheet. A MSDS binder is maintained and made available to the employee upon request. The binder will have a-Chemicals listed in alphabetical order for quick reference in case of an emergency.

When a chemical is taken out of inventory the MSDS sheet will be taken out of the binders and placed in a dead file. All MSDS sheets will be kept on file for thirty years.

Commented [NF23]: This is good

## Equipment Records

### Vehicle History Files

Vehicle history files are maintained for each vehicle in the fleet that includes information regarding each maintenance activity conducted during the life of the vehicle.

Each vehicle has a written record documenting preventive maintenance, regular maintenance, inspections, lubrication and repairs performed. These records are maintained for the life of the vehicle. Vehicle history files are kept, manually, in three ring binders that include pictures of the bus, vehicle registration and title for identification and include the following information:

- Identification of the vehicle, including make, model, license number or other means of positive identification and ownership;
- Date, mileage, and description of each inspection, maintenance, repair or lubrication performed;
- If not owned by the transit agency, the name of the person or company furnishing service with this vehicle
- The name and address of any business firm performing an inspection, maintenance, lubrication or repair; and
- Annual safety inspections
- Preventive Maintenance intervals
- Pre/post-trip inspection checklists identifying defects and corresponding work orders noting the appropriate repairs

Commented [NF24]: This will have to be updated when we move to paperless, so I will leave it for now.

### Road Calls

Road calls are defined as any in-service interruptions caused by failure of some functionally necessary element of the vehicle. When failures occur, they are called in to the Maintenance Supervisor Manager and Driver Supervisor. The Maintenance Supervisor Manager dispatches a maintenance technician to assess the road call on site using a shop truck. The maintenance technician assesses the road call and determines whether the vehicle can be repaired on the spot at its current location, or must be repaired if repairs need to be performed at the maintenance shop. If the vehicle cannot be driven back to the shop, towing arrangements are made.

The road call is documented on a work order with the related repair information. Related parts purchases and towing expenses are filed along with a work order in the vehicle's history file. Road call repairs are completed in the most expeditious manner to reduce the vehicle's down time.

Road call data is monitored by the Maintenance Supervisor Manager and defects are analyzed for trends with other similar vehicles in the fleet. This allows the Maintenance Supervisor Manager to determine the root cause of the problem and assists the Supervisor Maintenance Manager with making modifications to the SVTA's preventative maintenance program as needed to minimize failures. Road calls are kept on file in the Maintenance Department documenting any in-service interruption or repair away from the shop.

Commented [NF25]: Minor edits for clarification.

### Information Management

Routine tracking and monitoring of maintenance activities is the responsibility of the Maintenance Supervisor and staff who collect and analyze data through spreadsheets, work orders, PMI reports and parts invoices. This information is



updated daily or as necessary. Daily shop personnel meetings allow for information to be discussed and adjusted as necessary for the most efficient shop operation.

The Maintenance Manager is responsible for updating the "Service Miles" spreadsheet daily to monitor upcoming PMI's, OEM Services, and repairs. Work orders documenting services and repairs are analyzed at the completion of each service or repair, before filing the work order into the vehicle's history file. Any repair trends and changes in maintenance procedures resulting from identified trends in the fleet are communicated during maintenance department meetings or by email.

Commented [NF26]: This will change when we move to paperless, but is updated to reflect current practices.

### Accidents

All accidents are tracked and documented by the frequency, type, and which party was at fault through incident reports, within 24 hours of the accident's occurrence.

In the event of an accident, the driver is to call dispatch first, police and then report the incident to the Administrator, Driver Supervisor and Maintenance Supervisor.

All necessary vehicle repairs are performed after the insurance company completes their investigation.

The driver, if found to be at fault, is counseled by the Driver Supervisor and corrective action is taken in the form of retraining.

Once the Driver Supervisor has completed An Accident Form, a copy is given to the Maintenance Supervisor and filed in the appropriate vehicle history file.

Accident Investigation Report includes the following information:

- Events are investigated and documented in a final report
- Description of investigation activities
- Identified causal factors
- Corrective actions
- Schedule of implementation of corrective actions
- Describe the Suwannee Valley Transit Authority's procedures for investigating/ensuring maintenance issues resulting from the accident.

All accidents involving SVTA Vehicles are investigated by the Driver Supervisor, as outlined in SVTA's Accident Investigation Procedure. The Maintenance Manager or a Technician will also report to the accident to determine the severity of any damage and arrange for towing if the vehicle is deemed unsafe to operate.

During an accident investigation, mechanical failure will be considered and ruled out.

If mechanical failure is proven as the cause of the accident,

- 1) The parts will be removed and inspected.
- 2) The history of the vehicle will be reviewed.
- 3) The warranty of the part will be reviewed.
- 4) The failed part will be checked for recalls.

Once all investigations have been completed, and reports completed, all documentation related to the accident will be placed into the vehicle's history file.

**Commented [NF27]:** This only needs to outline accidents as it relates to the Maintenance Department. All other information is in SVTA's Accident Investigation Procedure.

~~On-Site Fueling (NOT APPLICABLE)~~

~~SVTA does not have On-Site Fueling.~~

**Commented [NF28]:** This needs stricken entirely.

# EXHIBIT A

## FLEET INVENTORY

Unit ID	FDOT Control # or VIN	Year	Make	Model	W/C Lift	Total Miles	Annual Miles
1	2C4RDGBG6GR237607	2016	Dodge	Caravan	NA	72,239	12,101
2	2C4RDGBGXHR637736	2017	Dodge	Caravan	NA	60,417	11,972
3	1FDFE4FS9FDA35290	2015	Ford	E450	lift	153,404	27,871
4	1FDFE4FS0GDC55337	2016	Ford	E450	lift	146,068	27,482
5	1T0Z30B2331130870	2003	Thomas	Trolley	lift	74,086	4,246
6	1FDWE3FL5GDC32266	2016	Ford	E350	lift	183,849	35,789
7	1FDFE2FS4GDC55339	2016	Ford	E450	lift	140,929	31,480
9	1FBAX2CM3JKA78499	2018	Ford	Transit 350	N/A	62,162	17,880
10	1FDGF5GY0CEB97504	2012	Ford	F550	lift	215,695	22,800
14	1GB3G2BG2B1174734	2011	Chevy	3500	lift	216,900	22,941
15	1FDFE4FS7KDC13398	2019	Ford	E450	lift	109,477	36,593
1916	1FDFE4FS4KDC34466	2019	Ford	E450	lift	71,621	29,639
1917	1FDFE4FS6KDC34467	2019	Ford	E450	lift	85,367	38,232
18	1FDGF5GT2DEB00406	2013	Ford	F550	lift	237,764	27,612
1919	1FDFE4FS7KDC35904	2019	Ford	E450	lift	66,092	29,599
1920	1FDVU4XM1KK886001	2019	Ford	Transit 350	lift	44,830	24,755
2021	1FDVU4X89LKA31653	2020	Ford	Transit 350	lift	41,785	29,386
2022	1FDVU4X85LKB50476	2020	Ford	Transit 350	lift	28,930	39,254
2023	1FDVU4X87LKB50477	2020	Ford	Transit 350	lift	24,864	33,737
2124	1FDFE4FN5MDC02249	2021	Ford	E450	lift	49,802	40,395
2125	1FDFE4FN0MDC40875	2021	Ford	E450	lift	1,133	14,769
27	1T7HNB29V1152213	1997	Thomas	Bus	NA	98,559	3,949
1030	1N9MNAC69AC084277	2010	Eldorado	Bus	ramp	165,743	14,400
1031	1N9MNAC60AC084278	2010	Eldorado	Bus	ramp	121,935	10,890
45	57WMD1A6XEM100942	2014	VPG	MV1	ramp	165,929	25,565
47	1FTNF20578EC08564	2008	Ford	F250	NA	162,597	12,249
106	1GBE4V1G99F413097	2010	Chevy	4500	lift	193,522	22,114

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## EXHIBIT B

### Service Miles

Vehicle	Mileage	Serviced At	Next Serv. Due	Miles Until Next Service	Next Inspection
01	72239	71612	77612	5373	B Inspection
02	60417	57432	63432	3015	A2 Inspection
03	153404	148565	154565	1161	B Inspection
04	146068	141826	147826	1758	A1 Inspection
05	74086	73002	79002	4916	B Inspection
06	183849	183140	189140	5291	C Inspection
07	140929	134876	140876		C Inspection
09	62162	57968	63968	1806	A2 Inspection
10	215695	215695	221695	6000	A2 Inspection
14	216900	216403	222403	5503	A2 Inspection
15	109477	107393	113393	3916	A2 Inspection
1916	71621	70235	76235	4614	A1 Inspection
1917	85367	82721	88721	3354	A2 Inspection
1918	237764	237764	243764	6000	A1 Inspection
1919	66092	60513	66513	421	A2 Inspection
1920	44830	40677	46677	1847	C Inspection
2021	41785	41526	47526	5741	C Inspection
2022	28930	23219	29219	289	A1 Inspection
2023	24864	24682	30682	5818	A1 Inspection
2124	49802	48794	54794	4992	A1 Inspection
2125	1133	0	6000	4867	A1 Inspection
2126	98559	96091	102091	3532	A2 Inspection
1030	165743	159511	165511		B Inspection
1031	121935	121236	127236	5301	A2 Inspection
45	165929	163977	169977	4048	A1 Inspection
106	193522	189649	195649	2127	C Inspection
107	162597	159421	165421	2824	A2 Inspection



# EXHIBIT C

## Preventative Maintenance Inspection Checklist (BLANK)

**Suwannee Valley Transit Authority**  
Preventative Maintenance Inspection Checklist

SVTA Vehicle # \_\_\_\_\_  
Work Order # \_\_\_\_\_  
Meter \_\_\_\_\_

Date \_\_\_\_\_

Inspection Type (Circle One):    A    B    C                      Technician \_\_\_\_\_

Inspection Item	Inspection Type (Circle One)			Inspection Item	Inspection Type (Circle One)			Inspection Item	Inspection Type (Circle One)		
	A	B	C		A	B	C		A	B	C
Interior Inspection				Exterior Inspection				Chassis / Drive Line			
Passenger Door / Check Operation of All Interlocks and/or Starter Interrupt				Check for Damage/Corrosion, Bumper/Mounts/Decals				Shocks / Springs / Merivide			
Standee Use & Warning Signage				Condition of All Glass				Torque Rods			
Flooring/Steps/All Interior Panels				Wiper Blades & Arms				Check Ball Joints			
Wheelchair Bolts & Floor Anchors				Exterior Mirrors				Steering Gear/Airbage & Arms			
Passenger Seat Condition & Foldaway Seat Operation				Check Light Lenses & Reflectors				Steering Shaft & Freewheel			
Passenger Seat Belts				Check Operation of all Lighting				Lube Chassis			
Stanchions & Hand Rails				Condenser Fan Operation				Check Drive Shaft & U-Joints			
Emergency Exit Door/Window/Hatch Operation				All Access Doors / Engine Cover & Hatch Operation				Check Differential Oil Level/ Clean Breather/Check Axle Seals			
Fire Extinguisher/ Fire Suppression System				Tire Damage and Wear				Drain & Refill Differential			
First Aid & Spill Kits				Wheels/Tug Hubs/Valve Stems				Replace Transmission Fluid/Filter			
Emergency Triangles				Fuel Cap and Door				Check Front Wheel Bearings			
Interior Lighting				Leveling				Check Brakes (Pull Wheels)			
Registration/Insurance Card/Plates				Engine Compartment	A	B	C	Air Tank Mounting/Leads & Valves			
Driver's Compartment	A	B	C	Clean Batteries & Terminal Ends, Check Electrolyte Level				Check Exhaust System for Mounting/Leads/Restriction			
Brake & Accelerator Pedals				Check Battery/Hold Downs/ Cables/Ground Straps				Underbody/Mounts & Frame			
Driver's Seat & Belt				Record Voltage Output				Fuel Tank Mounting & Fuel Leaks			
to Brake Operation				Check Belts, Tensioners, & Hoses/ Air Compressor Mounting (Type I)				Wheelchair Lift	A	B	C
Ignition System (Start Engine)				Check All Fluids				Lift Manufacturer Tag/Month and Year of Manufacture/State of FL Certification			
Check All Gauges/Switches & Horn				Inspect For Leaks				Check Lift Wiring for Routing/ Chafing & Loose Connections			
Check Fast Idle				Test Anti-Freeze Protection				Check Lift for Damage / Inspect Lift Anchor Bolts			
Check Air Pressures & Perform Leakdown Test (if Applicable)				Check Radiator Core/Mounts				Cycle Lift, Check all Safety Systems including Barriers			
Shift Lever Operation				Check Wiring for Routing/Chafing & Loose Connections				Record Lift Cycle Count			
Parking Brake Operation				Check Engine Mounts				Check for Hydraulic Leaks/Level			
Reverse Alarm				Replace Engine Oil & Filter				Clean, Lube, Adjust as Needed			
Driver's Panel & Lamps				Check Air Filter				Test Drive	A	B	C
Interior Mirrors / Sun Visor				Check Fuel Filter				Check Engine Performance			
Windshield Wipers & Washers				Check/Clean A/C Filters & Cores/Lines for Routing/Chafing				Check Shift Points			
Climate Control System / Fans				A/C Compressor Mounting/Clutch				Steering			
Cleanliness				A/C Operation				Suspension			
Tire Tread Depth/Inflation	A	B	C	Brake Inspection	A	B	C	Brakes			
L/R Front    PSI    /32				Brake Mounting Hardware / Pads / Shoes / Rotors / Drums				Speedometer			
L/R Inside    PSI    /32				L/ Front Pad Remaining:							
L/R Outside    PSI    /32				R/ Front Pad Remaining:							
nt    PSI    /32				L/ Rear Pad Remaining:							
R/R Inside    PSI    /32				R/ Rear Pad Remaining:							
R/R Outside    PSI    /32											

Note: Some Service Points listed are inspection requirements only. (Ex. Terminal Ends)

# EXHIBIT D

## Preventative Maintenance Inspection Checklist (Complete)

Suwannee Valley Transit Authority  
Preventative Maintenance Inspection Checklist

SVTA Vehicle # 1919  
Work Order # 2469  
Meter # 6267

Date 11/13/19

Annual Inspection

Inspection Type (Circle One): A B C

Technician #113 Mark

Interior Inspection	A	B	C	Exterior Inspection	A	B	C	Chassis / Drive Line	A	B	C
Passenger Door / Check Operation of All Interlocks and/or Starter Interrupt			✓	Check for Damage/Corrosion, Dumper/Mounts/Decals			✓	Shocks / Springs / Morkydo			✓
Standards Line & Warning Signage			✓	Condition of All Glass			✓	Tongue Rods			✓
Flooring/Steps/All Interior Panels			✓	Wiper Blades & Arms			✓	Check Ball Joints			✓
Wheelchair Belts & Floor Anchors			✓	Exterior Mirrors			✓	Steering Gear/Linkage & Arms			✓
Passenger Seat Condition & Foldaway Seat Operation			✓	Check Light Lenses & Reflectors			✓	Steering Shaft & Freenplay			✓
Passenger Seat Belts			✓	Check Operation of all Lighting			✓	Lube Chassis			✓
Stanchions & Hand Rails			✓	Condensor Fan Operation			✓	Check Drive Shaft & U-Joints			✓
Emergency Exit Door/Window/Hatch Operation			✓	All Access Doors / Engine Cover & Latch Operation			✓	Check Differential Oil Level/ Clean Breather/Check Axle Seals			✓
Fire Extinguisher/ Fire Suppression System			✓	Tire Damage and Wear			✓	Drain & Refill Differential			N/A
First Aid & Spill Kits			✓	Wheels/Lug Nuts/Valve Stems			✓	Replace Transmission Fluid/Filter			N/A
Emergency Triangles			✓	Fuel Cap and Door			✓	Check Front Wheel Bearings			✓
Interior Lighting			✓	Leveling			✓	Check Brakes (Pull Wheels)			✓
Registration/Insurance Card/Plates			✓	Engine Compartment	A	B	C	Air Tank Mounting/Lines & Valves			N/A
Driver's Compartment	A	B	C	Clean Batteries & Terminal Ends, Check Electrolyte Level			✓	Check Exhaust System for Mounting/Leaks/Restriction			✓
Brake & Accelerator Pedals			✓	Check Battery/Hold Down/ Cables/Ground Straps			✓	Underbody/Mounts & Frame			✓
Driver's Seat & Belt			✓	Record Voltage Output	10	12	Volts	Fuel Tank Mounting & Fuel Leaks			✓
Brake Operation			✓	Check Belts, Tensioners, & Hoses/ Air Compressor Mounting (Type I)			✓	Wheelchair Lift	A	B	C
Ignition System (Start Engine)			✓	Check All Fluids			✓	Lift Manufacturer Tag/Month and Year of Manufacturer/State of FL Certification			✓
Check All Gauges/Switches & Horn			✓	Inspect For Leaks			✓	Check Lift Wiring for Routing/ Chafing & Loose Connections			✓
Check Fast Idle			✓	Test Anti-Freeze Protection			30	Check Lift for Damage / Inspect Lift Anchor Bolts			✓
Check Air Pressures & Perform Leakdown Test (If Applicable)			N/A	Check Radiator Core/Mounts			✓	Cycle Lift, Check all Safety Systems Including Barriers			✓
Shift Lever Operation			✓	Check Wiring for Routing/Chafing & Loose Connections			✓	Record Lift Cycle Count		97	✓
Parking Brake Operation			✓	Check Engine Mounts			✓	Check for Hydraulic Leaks/Level			✓
Reverse Alarm			✓	Replace Engine Oil & Filter			✓	Clean, Lube, Adjust as Needed			✓
Driver's Panel & Lamps			✓	Check Air Filter			✓	Test Drive	A	B	C
Interior Mirrors / Sun Visor			✓	Check Fuel Filter			✓	Check Engine Performance			✓
Windshield Wipers & Washers			✓	Check/Clean A/C Filters & Cores/Lines for Routing/Chafing			✓	Check Shift Points			✓
Climose Control System / Fans			✓	A/C Compressor Mounting/Clutch			✓	Steering			✓
Cleanliness			✓	A/C Operation			✓	Suspension			✓
Tire Tread Depth/Inflation	A	B	C	Brake Inspection	A	B	C	Brakes			✓
L/Front 80 PSI 11/32			✓	Brake Mounting Hardware / Pads / Shoes / Rotors / Drums			✓	Speedometer			✓
L/R Inside 80 PSI 11/32			✓	L/Front Pad Remaining:			1/2"				
L/R Outside 80 PSI 10/32			✓	R/Front Pad Remaining:			1/2"				
R/Front 80 PSI 11/32			✓	U/Rear Pad Remaining:			1/2"				
R/R Inside 80 PSI 10/32			✓	R/Rear Pad Remaining:			1/2"				
R/R Outside 80 PSI 11/32			✓								

Note: Some Service Points listed are inspection requirements only. (Ex. Terminal Ends)

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# EXHIBIT E

## Pre-Post Trip Inspection Form

Inspection Type	Plate No.	Inspection Date	Inspector	Category	Section	Item	Result	Inspector	Station	Plate No.
Pre-Trip	14	8/6/2019 4:52	A	Driver's Compartment	Fuel Card / Insurance Card / Registration	Pass	CRUSAW, RICHARD	197047	197216	
Pre-Trip	14	8/6/2019 4:53	A	Driver's Compartment	Driver's Seat / Seatbelt	Pass	CRUSAW, RICHARD	197047	197216	
Pre-Trip	14	8/6/2019 4:53	A	Driver's Compartment	Horn / Indicator Lights	Pass	CRUSAW, RICHARD	197047	197216	
Pre-Trip	14	8/6/2019 4:53	A	Driver's Compartment	Horn	Pass	CRUSAW, RICHARD	197047	197216	
Pre-Trip	14	8/6/2019 4:53	A	Driver's Compartment	Windshield Wipers / Washer	Pass	CRUSAW, RICHARD	197047	197216	
Pre-Trip	14	8/6/2019 4:53	A	Driver's Compartment	Heater / Defroster / AC	Pass	CRUSAW, RICHARD	197047	197216	
Pre-Trip	14	8/6/2019 4:53	A	Driver's Compartment	Hand Aid Kit	Pass	CRUSAW, RICHARD	197047	197216	
Pre-Trip	14	8/6/2019 4:53	A	Driver's Compartment	Rear View Mirror	Pass	CRUSAW, RICHARD	197047	197216	
Pre-Trip	14	8/6/2019 4:53	A	Driver's Compartment	Reflective Triangles	Pass	CRUSAW, RICHARD	197047	197216	
Pre-Trip	14	8/6/2019 4:53	B	Exterior Check	Fuel Check (Engine Oil, Transmission Oil), Coolant, Power Steering	Pass	CRUSAW, RICHARD	197047	197216	
Pre-Trip	14	8/6/2019 4:53	B	Exterior Check	Headlights (High & Low Beams)	Pass	CRUSAW, RICHARD	197047	197216	
Pre-Trip	14	8/6/2019 4:53	B	Exterior Check	Tail Light	Pass	CRUSAW, RICHARD	197047	197216	
Pre-Trip	14	8/6/2019 4:53	B	Exterior Check	Rear View	Pass	CRUSAW, RICHARD	197047	197216	
Pre-Trip	14	8/6/2019 4:53	B	Exterior Check	Turn Signals	Pass	CRUSAW, RICHARD	197047	197216	
Pre-Trip	14	8/6/2019 4:53	B	Exterior Check	Four-Way Flashers	Pass	CRUSAW, RICHARD	197047	197216	
Pre-Trip	14	8/6/2019 4:53	B	Exterior Check	License Plate	Pass	CRUSAW, RICHARD	197047	197216	
Pre-Trip	14	8/6/2019 4:53	B	Exterior Check	Brake System	Pass	CRUSAW, RICHARD	197047	197216	
Pre-Trip	14	8/6/2019 4:53	B	Exterior Check	Washer System	Pass	CRUSAW, RICHARD	197047	197216	
Pre-Trip	14	8/6/2019 4:53	B	Exterior Check	Clearance Lights (If Equipped)	Pass	CRUSAW, RICHARD	197047	197216	
Pre-Trip	14	8/6/2019 4:53	B	Exterior Check	Vehicle Body / Windows	Pass	CRUSAW, RICHARD	197047	197216	
Pre-Trip	14	8/6/2019 4:53	B	Exterior Check	Vehicle Exterior Components	Pass	CRUSAW, RICHARD	197047	197216	
Pre-Trip	14	8/6/2019 4:53	B	Exterior Check	Wheels & Tires (Proper Inflation & Tread)	Pass	CRUSAW, RICHARD	197047	197216	
Pre-Trip	14	8/6/2019 4:53	C	Interior Check	Vehicle Interior Components	Pass	CRUSAW, RICHARD	197047	197216	
Pre-Trip	14	8/6/2019 4:53	C	Interior Check	Seats & Seatbelts	Pass	CRUSAW, RICHARD	197047	197216	
Pre-Trip	14	8/6/2019 4:53	C	Interior Check	Service Door / Steps / Well Lane (If Equipped)	Pass	CRUSAW, RICHARD	197047	197216	
Pre-Trip	14	8/6/2019 4:53	C	Interior Check	Brake-up alarm	Pass	CRUSAW, RICHARD	197047	197216	
Pre-Trip	14	8/6/2019 4:53	C	Interior Check	Emergency Brake	Pass	CRUSAW, RICHARD	197047	197216	
Pre-Trip	14	8/6/2019 4:53	C	Interior Check	Emergency Door Release (If Equipped)	Pass	CRUSAW, RICHARD	197047	197216	
Pre-Trip	14	8/6/2019 4:53	C	Interior Check	Wheelchair Lift / Ramp Operation (If Equipped)	Pass	CRUSAW, RICHARD	197047	197216	
Pre-Trip	14	8/6/2019 4:53	C	Interior Check	Wheelchair Securements (Proper Number / Condition)	Pass	CRUSAW, RICHARD	197047	197216	
Pre-Trip	14	8/6/2019 4:53	D	Departure Check	Air Pressure Gauge (Type 1 Vehicles)	Pass	CRUSAW, RICHARD	197047	197216	
Pre-Trip	14	8/6/2019 4:53	D	Departure Check	Check-up Insign	Pass	CRUSAW, RICHARD	197047	197216	
Pre-Trip	14	8/6/2019 4:53	D	Departure Check	Stamps	Pass	CRUSAW, RICHARD	197047	197216	
Post-Trip	14	8/6/2019 13:01	A	Driver's Compartment	Fuel Card / Insurance Card / Registration	Pass	CRUSAW, RICHARD	197047	197216	
Post-Trip	14	8/6/2019 13:01	A	Driver's Compartment	Driver's Seat / Seatbelt	Pass	CRUSAW, RICHARD	197047	197216	
Post-Trip	14	8/6/2019 13:01	A	Driver's Compartment	Horn / Indicator Lights	Pass	CRUSAW, RICHARD	197047	197216	
Post-Trip	14	8/6/2019 13:01	A	Driver's Compartment	Horn	Pass	CRUSAW, RICHARD	197047	197216	
Post-Trip	14	8/6/2019 13:01	A	Driver's Compartment	Windshield Wipers / Washer	Pass	CRUSAW, RICHARD	197047	197216	
Post-Trip	14	8/6/2019 13:01	A	Driver's Compartment	Heater / Defroster / AC	Pass	CRUSAW, RICHARD	197047	197216	
Post-Trip	14	8/6/2019 13:01	A	Driver's Compartment	Hand Aid Kit	Pass	CRUSAW, RICHARD	197047	197216	
Post-Trip	14	8/6/2019 13:01	A	Driver's Compartment	Rear View Mirror	Pass	CRUSAW, RICHARD	197047	197216	
Post-Trip	14	8/6/2019 13:01	A	Driver's Compartment	Reflective Triangles	Pass	CRUSAW, RICHARD	197047	197216	
Post-Trip	14	8/6/2019 13:01	A	Driver's Compartment	Fine Extrajurisdiction	Pass	CRUSAW, RICHARD	197047	197216	
Post-Trip	14	8/6/2019 13:01	B	Exterior Check	Headlights (High & Low Beams)	Pass	CRUSAW, RICHARD	197047	197216	
Post-Trip	14	8/6/2019 13:01	B	Exterior Check	Tail Light	Pass	CRUSAW, RICHARD	197047	197216	
Post-Trip	14	8/6/2019 13:01	B	Exterior Check	Rear View	Pass	CRUSAW, RICHARD	197047	197216	
Post-Trip	14	8/6/2019 13:01	B	Exterior Check	Turn Signals	Pass	CRUSAW, RICHARD	197047	197216	
Post-Trip	14	8/6/2019 13:01	B	Exterior Check	Four-Way Flashers	Pass	CRUSAW, RICHARD	197047	197216	
Post-Trip	14	8/6/2019 13:01	B	Exterior Check	License Plate	Pass	CRUSAW, RICHARD	197047	197216	
Post-Trip	14	8/6/2019 13:01	B	Exterior Check	Brake System	Pass	CRUSAW, RICHARD	197047	197216	
Post-Trip	14	8/6/2019 13:01	B	Exterior Check	Washer System	Pass	CRUSAW, RICHARD	197047	197216	
Post-Trip	14	8/6/2019 13:01	B	Exterior Check	Clearance Lights (If Equipped)	Pass	CRUSAW, RICHARD	197047	197216	
Post-Trip	14	8/6/2019 13:01	B	Exterior Check	Vehicle Body / Windows	Pass	CRUSAW, RICHARD	197047	197216	
Post-Trip	14	8/6/2019 13:01	B	Exterior Check	Vehicle Exterior Components	Pass	CRUSAW, RICHARD	197047	197216	
Post-Trip	14	8/6/2019 13:01	B	Exterior Check	Wheels & Tires (Proper Inflation & Tread)	Pass	CRUSAW, RICHARD	197047	197216	
Post-Trip	14	8/6/2019 13:01	C	Interior Check	Vehicle Interior Components	Pass	CRUSAW, RICHARD	197047	197216	
Post-Trip	14	8/6/2019 13:01	C	Interior Check	Seats & Seatbelts	Pass	CRUSAW, RICHARD	197047	197216	
Post-Trip	14	8/6/2019 13:01	C	Interior Check	Service Door / Steps / Well Lane (If Equipped)	Pass	CRUSAW, RICHARD	197047	197216	
Post-Trip	14	8/6/2019 13:01	C	Interior Check	Brake-up alarm	Pass	CRUSAW, RICHARD	197047	197216	
Post-Trip	14	8/6/2019 13:01	C	Interior Check	Emergency Brake	Pass	CRUSAW, RICHARD	197047	197216	
Post-Trip	14	8/6/2019 13:01	C	Interior Check	Emergency Door Release (If Equipped)	Pass	CRUSAW, RICHARD	197047	197216	
Post-Trip	14	8/6/2019 13:01	C	Interior Check	Wheelchair Lift / Ramp Operation (If Equipped)	Pass	CRUSAW, RICHARD	197047	197216	
Post-Trip	14	8/6/2019 13:01	C	Interior Check	Wheelchair Securements (Proper Number / Condition)	Pass	CRUSAW, RICHARD	197047	197216	
Post-Trip	14	8/6/2019 13:01	D	Departure Check	Air Pressure Gauge (Type 1 Vehicles)	Pass	CRUSAW, RICHARD	197047	197216	

Electronic format used July 1, 2019 - forward



NAME : Teresa Fortner  
 DATE EMPLOYED: 12/29/1995  
 FOR THE YEAR 2024  
 EMPLOYEE # 102  
 BEGINNING BALANCE

PAY PERIOD DATES	17.65							110.71							6.5			0			Lost hours				
	PTO							ANNUAL LEAVE							COMP TIME			BAL							
	SAT	SUN	MON	TUES	WEDS	THUR	FRI	USED	EARN	BAL	USED	EARN	BAL	USED	EARN	BAL									
12/16/23-12/29/2023								0.00	23.40	0.00	0.00	117.21	0.00							0.00					
12/30-1/12			8H					3.75	0.00	27.15	0.00	123.71	0.00							0.00					
1/13-1/26		8H						3.75	0.00	30.90	0.00	130.21	0.00							0.00					
1/27-2/9								3.75	0.00	34.65	0.00	136.71	0.00							0.00					
2/10-2/23								3.75	0.00	38.40	0.00	143.21	0.00							0.00					
2/24-3/8			8H					3.75	0.00	42.15	0.00	149.71	0.00							0.00					
3/9-3/22								3.75	0.00	45.90	0.00	156.21	0.00							0.00					
3/23-4/5								3.75	0.00	49.65	0.00	162.71	0.00							0.00					
4/6-4/19								3.75	0.00	53.40	0.00	169.21	0.00							0.00					
4/20-5/3								3.75	0.00	57.15	0.00	175.71	0.00							0.00					
5/4-5/17								3.75	0.00	60.90	0.00	182.21	0.00							0.00					
5/18-5/31								3.75	0.00	64.65	0.00	188.71	0.00							0.00					
6/1-6/14								3.75	0.00	68.40	0.00	195.21	0.00							0.00					
6/15-6/28								3.75	0.00	72.15	0.00	201.71	0.00							0.00					
6/29-7/12								3.75	0.00	75.90	0.00	208.21	0.00							0.00					
7/13-7/26								3.75	0.00	79.65	0.00	214.71	0.00							0.00					
7/27-8/9								3.75	0.00	83.40	0.00	221.21	0.00							0.00					
8/10-8/23								3.75	0.00	87.15	0.00	227.71	0.00							0.00					
8/24-9/6								3.75	0.00	90.90	0.00	234.21	0.00							0.00					
9/7-9/20								3.75	0.00	94.65	0.00	240.71	0.00							0.00					
9/21-10/4								3.75	0.00	98.40	0.00	247.21	0.00							0.00					
10/5-10/18								3.75	0.00	102.15	0.00	253.71	0.00							0.00					
10/19-11/1								3.75	0.00	105.90	0.00	260.21	0.00							0.00					
11/2-11/15								3.75	0.00	109.65	0.00	266.71	0.00							0.00					
11/16-11/29								3.75	0.00	113.40	0.00	273.21	0.00							0.00					
11/30-12/13								3.75	0.00	117.15	0.00	279.71	0.00							0.00					
BALANCE END OF YEAR:																	99.50	0.00	117.15	169.00	0.00	279.71	29.85	5.10	24.75

COMMENTS:



NAME: Nick Furst  
 DATE EMPLOYED: 7/25/2016  
 FOR THE YEAR 2024 EMPLOYEE # 112

BEGINNING BALANCE														159.49	128.00	3.75	0							
PTO														ANNUAL LEAVE				COMP TIME						
PAY PERIOD DATES	SAT	SUN	MON	TUES	WEDS	THUR	FRI	SAT	SUN	MON	TUES	WEDS	THUR	FRI	EARN	USED	BAL	EARN	USED	BAL	EARN	USED	BAL	
12/16/23-12/29/2023										8H					3.75	0.23	163.01	3.75	0.00	131.75				0.00
12/30-1/12			8H										1.28 PTO		3.75	1.28	165.48	3.75	0.00	135.50				0.00
1/13-1/26			8H		8PTO										3.75	8.00	161.23	3.75	0.00	139.25				0.00
1/27-2/9															3.75	0.00	164.98	3.75	0.00	143.00				0.00
2/10-2/23										8H					3.75	0.00	168.73	3.75	0.00	146.75			0.50	0.50
2/24-3/8															3.75		172.48	3.75		150.50				0.50
3/9-3/22															3.75		176.23	3.75		154.25				0.50
3/23-4/5															3.75		179.98	3.75		158.00				0.50
4/6-4/19															3.75		183.73	3.75		161.75				0.50
4/20-5/3															3.75		187.48	3.75		165.50				0.50
5/4-5/17															3.75		191.23	3.75		169.25				0.50
5/18-5/31															3.75		194.98	3.75		173.00				0.50
6/1-6/14															3.75		198.73	3.75		176.75				0.50
6/15-6/28															3.75		202.48	3.75		180.50				0.50
6/29-7/12															3.75		206.23	3.75		184.25				0.50
7/13-7/26															3.75		209.98	3.75		188.00				0.50
7/27-8/9															3.75		213.73	3.75		191.75				0.50
8/10-8/23															3.75		217.48	3.75		195.50				0.50
8/24-9/6															3.75		221.23	3.75		199.25				0.50
9/7-9/20															3.75		224.98	3.75		203.00				0.50
9/21-10/4															3.75		228.73	3.75		206.75				0.50
10/5-10/18															3.75		232.48	3.75		210.50				0.50
10/19-11/1															3.75		236.23	3.75		214.25				0.50
11/2-11/15															3.75		239.98	3.75		218.00				0.50
11/16-11/29															3.75		243.73	3.75		221.75				0.50
11/30-12/13															3.75		247.48	3.75		225.50				0.50
BALANCE END OF YEAR														159.49	128.00	3.75	0							

COMMENTS:  
 Comp does not roll over .03 lost

COMPLAINTS FEBRUARY 2024

COMPLAINT #	NONE REPORTED
DATE	
TIME	
COMPLAINANT'S NAME	
COMPLAINANT'S POC	
COMPLAINANT'S ISSUE	
COUNTY OF RESIDENCE	
SVTA'S ACTION TAKEN	
RESOLUTION	
COMPLAINT #	
DATE	
TIME	
COMPLAINANT'S NAME	
COMPLAINANT'S POC	
COMPLAINANT'S ISSUE	
COUNTY OF RESIDENCE	
SVTA'S ACTION TAKEN	
RESOLUTION	
COMPLAINT #	
DATE	
TIME	
COMPLAINANT'S NAME	
COMPLAINANT'S POC	
COMPLAINANT'S ISSUE	
COUNTY OF RESIDENCE	
SVTA'S ACTION TAKEN	
RESOLUTION	
COMPLAINT #	
DATE	
TIME	

COMMENDATIONS FEBRUARY 2024

EMPLOYEE NAME/#	NONE REPORTED
COMMENDATION #	
DATE	
TIME	
RIDER NAME	
COMMENDATION MADE BY	
CONTACT #	
RIDER'S COUNTY OF RESIDENCE	
COMMENDATION TAKEN BY	
COMMENDATION	
EMPLOYEE NAME/#	
COMMENDATION #	
DATE	
TIME	
RIDER NAME	
COMMENDATION MADE BY	
CONTACT #	
RIDER'S COUNTY OF RESIDENCE	
COMMENDATION TAKEN BY	
COMMENDATION	
EMPLOYEE NAME/#	
COMMENDATION #	
DATE	
TIME	
RIDER NAME	
COMMENDATION MADE BY	
CONTACT #	
RIDER'S COUNTY OF RESIDENCE	
COMMENDATION TAKEN BY	
COMMENDATION	
EMPLOYEE NAME/#	
COMMENDATION #	
DATE	
TIME	
RIDER NAME	
COMMENDATION MADE BY	
CONTACT #	
RIDER'S COUNTY OF RESIDENCE	
COMMENDATION TAKEN BY	
COMMENDATION	