# Central Equipment & Transportation Department

# FTA
# Transportation Asset Management Plan
# (TAM)

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## Goals and Objectives

The City of Kokomo is the direct recipient of Federal funds through the FTA and is responsible to ensure all funds are expended is a responsible manner. The Director of Central Equipment is responsible for all Fleet Procurement and Maintenance of FTA purchased rolling stock and equipment and the Director of Engineering is Responsible for all Projects and Construction Procurements. It is the mission of the Directors to procure and maintain the assets at a level that meets or exceeds the manufacturers and FTA recommended standards. The guiding principle of the TAM is to guarantee steps are followed when maintaining any and all of the FTA's investments to assure the good stewardship of taxpayer dollars. The guiding document for the TAM Plan is 49 CFR part 625.

## Graduated Preventative Maintenance Program

The emphasis of the City of Kokomo Transit System's maintenance program is preventive rather than reactive maintenance. A strong preventive maintenance program effectively reduces overall maintenance costs by decreasing the number of road calls and the high cost of unpredictable repairs caused by reactive maintenance. The City of Kokomo's Central Equipment uses a graduated preventative maintenance program (PM) that is based on the manufacturer's recommendations and are modified based on our experience and the local conditions we deal with in Kokomo city limits. Solid PM practices maximize useful life, are cost efficient over the life of the vehicle, and ensures that our vehicles remain in safe operating condition.

Central Equipment has an aggressive preventive maintenance program for the transit system that schedules bus inspections based on a variety of categories. A PM schedule is developed for each type or group of vehicles we operate. The PM schedule established is based upon usage and vehicle type. The schedule is progressive. Each successive PM includes a higher level of maintenance inspection activity. Vehicles are inspected based on mileage and time. In addition, each vehicle receives an annual comprehensive inspection.

The City of Kokomo Central Equipment and Transit staff continually review our maintenance practices to identify potential improvements to the program. This assures optimum benefits from the scheduled inspections. Engine oil analysis is an integral part of the inspection program. Oil analysis occurs differently for different fleet types. Some are based on mileage or hours operated. The purpose is for early identification of unusual engine wear thereby acting to prevent catastrophic engine failures.

## Local Conditions

Local conditions have a direct impact on the level of PM needed. City of Kokomo Transit provides service throughout Kokomo City Limits. The following conditions are considered when developing a PM program for a vehicle or group of vehicles:

- Service Design: Urban Service – Fixed route and complimentary paratransit service. Due to the frequency of the stops and traffic congestion in the urban area, vehicles used for this service require a higher level of PM
- Topography: The City of Kokomo is located in Central Indiana. The terrain is fairly flat; however, the use of sand and salt for icy road conditions may cause premature wear on certain parts of the vehicles. Those parts are inspected more frequently than the manufacturer recommends.
  Weather: The City of Kokomo is subject to inclement weather. The average rainfall is approx.49 inches per year. The average snowfall is 37 inches.
- Local Policies:
  - The City of Kokomo Transit requires that all vehicles be equipped with a seat that is antimicrobial for the passengers. This type of seat is more sanitary and easier to clean and therefore is less costly to maintain.
  - Cleanliness – All vehicles must be cleaned daily
  - Pre-trip inspections – All drivers are required o preform a pre-trip inspection of the vehicle before driving it.
  - Graffiti – Any graffiti must be removed within 24 hours

## Authorize, Direct, and Control Maintenance Activities and Costs

The Director of Central Equipment or designee is responsible for developing the PM schedule for each vehicle fleet and ensuring that all PM activities are completed in a timely manner and consistent with the manufacturer's recommendations.

Throughout the PM and repair process the tasks performed by maintenance staff are under constant review by Central Equipment's management or designee. This review is designed to ensure that decisions are made at the proper level of management.

Central Equipment's Director or designee prints and reviews the PM Tracking report to identify which vehicles are due or coming due for Preventative/Preservation Maintenance. The identified vehicles are removed from service and scheduled for work.

The work is then assigned to a trained technician who performs the PM and completes the appropriate PM inspection form. Very minor repairs such as light bulbs and the securing of fasteners etc. are done during the PM process.

Central Equipment maintains separate PM inspection processes for specific component systems such as wheelchair lifts and HVAC systems. These component systems each have their own PM schedules, forms, and tracking reports. A maintenance supervisor is charged with the task to review the tracking reports and generating the work orders to perform the tasks.

Other needed repairs may be identified during the PM inspection, these are referred to as "PM write ups". The director or designee will review the PM write up and if urgent the repairs are then scheduled into the repair shop, assigned to a mechanic, and completed before the bus returns to service. A separate work order is issued for this type of repair.

## Identify, Track, and Record Maintenance Activities and Costs

Central Equipment uses a system of manual and computerized forms and reports to schedule and perform preventative/preservation maintenance (PM) and repairs to its fleet of vehicles. These documents include:

- Work orders
- Service orders
- Purchase orders
- Parts requests
- PM Tracking report
- PM Inspection forms (these vary based on type of vehicle and level of PM to be performed)

After the maintenance director or designee identifies which vehicles are due for PM, a work order is prepared that describes the work to be done, the account codes to be charged, and instructions as to which level of work is to be performed. All the PM labor and costs are captured under the PM code on the work order. When there is a PM write-up, a new work order or multiple work orders are then generated listing those repairs. All repair labor and parts are charged to the work orders under the specific coding applicable to the individual repairs.

The required parts and supplies are gathered by the inventory/parts department and charged to the work order. The PM work order is checked and completed by the inventory/parts department. The inventory/parts department then updates the PM Tracking Report to show when the PM was completed.

If a repair is determined to be covered under the warranty, the appropriate coding will be identified on the work order. Any warranty parts removed from the vehicle(s) are tagged with the repair information and sent to the inventory department for storage until requested by the manufacturer/vendor. The inventory/parts department submits a warranty claim to the applicable manufacturer/vendor. The inventory department tracks warranty claims via the open warranty tracking report. (See warranty Recovery Program section of this plan for more details).

**Process to oversee work done by contractors**

The City of Kokomo Transit may use a private garage for repairs, as needed. The private garage is required to maintain the vehicles in accordance with our plan. To ensure compliance The City of Kokomo requires the contractor to submit all work orders for preventative maintenance and repairs to our Central Equipment Director or designee. In addition, the maintenance staff conduct a physical inspection of all transit agency vehicles repaired by the private entities.

**Rolling Stock Purchases (FTA defined)**

a. Buy America. The grant applicant must certify that in carrying out a procurement it will comply with applicable Buy America laws. Specific Buy America requirements apply to each acquisition of iron, steel, or manufactured goods, including rolling stock. Unless an acquisition qualifies for a waiver, Federal transit assistance authorized by 49 U.S.C. chapter 53 and 23 U.S.C. (Highways) may not be used to finance the acquisition of iron, steel, or manufactured goods that are not produced in the United States. [49 U.S.C. Section 5307(d)(1)(E). Also see Category XII, item A (5) in Annual Certifications and Assurances. Also, in accordance with 49 U.S.C. Section 5323(j), and FTA Buy America regulations, 49 CFR. Part 661.]

b. Pre-Award and Post Delivery Audits. FTA requires grant recipients purchasing revenue passenger rolling stock to undertake reviews of the rolling stock prior to the award of the contract and following delivery of the vehicles. The intention is to improve compliance with Buy America requirements, the grantee's bid specifications, and Federal Motor Vehicle Safety Standards. Compliance must be certified on the Annual List of Certifications and Assurances. The requirement is from 49 U.S.C. Section 5335(a) and is implemented in a regulation (49 CFR. 663).

c. Requirements for Bus Fleets. FTA has established several policies that are meant to ensure that buses purchased or leased with Federal funds are maintained and remain in transit use for a minimum normal service life and to ensure that the buses acquired are necessary for regularly scheduled transit revenue service (i.e., to meet peak service requirements with a reasonable allowance for spares).

**Service Life Policy (FTA defined).** Service life of rolling stock begins on the date the vehicle is placed in revenue service and continues until it is removed from service. Minimum normal service lives for buses and vans are:

a. Large, heavy-duty transit buses (approximately 35'): at least 12 years of service or an accumulation of at least 500,000 miles.

b. Medium-size, heavy-duty transit buses (approximately 30'): at least 10 years or 350,000 miles.

c. Medium-size, medium-duty transit buses (approximately 30'): at least 7 years or 200,000 miles.

d. Medium-size, light-duty transit buses (approximately 25-35'): at least 5 years or 150,000 miles.

e. Other light-duty vehicles such as small buses and regular and specialized vans: at least 4 years or 100,000 miles.

**Replacement at End of Minimum Normal Service Life (FTA defined).** Vehicles proposed to be replaced must have achieved at least the minimum normal service life. For purposes of bus replacement grant applications, the age of the bus to be replaced is its years of service or mileage at the time the proposed new bus is introduced into service. A fleet roster must accompany a grant application for which funds are requested to replace vehicles.

**Analytical Process for Determining Capital Needs.** To assure all assets are kept in a state of good repair, an asset inventory spread sheet is kept. The spreadsheet includes all assets over $5,000, including; vehicles, shelters, and buildings. Bi-annually the assets are accessed for condition: New, Excellent, Good, Fair, or Poor. The NTD A-15, A-30 and A-90 reports are utilized to assist in tracking and assessing the condition. Performance Targets will be submitted to the NTD yearly.

- Rolling stock: % of revenue vehicles exceeding ULB
- Equipment: % of nonrevenue service vehicles exceeding ULB
- Facilities: % of facilities rated under 3.0 on the TERM scale
- Infrastructure: % of track segments under performance restriction

Condition of assets will be considered while performing safety risk management and safety assurance activities as required in the PTASP.

**Contingency Fleet (FTA defined).**

Although the City of Kokomo Transit System does not currently have a contingency fleet, if there comes a time they build one, all criteria will be followed. Buses may be placed in an inactive contingency fleet "stockpiled" in preparation for emergencies. No bus may be stockpiled before the vehicle has reached the end of its minimum normal service life. Buses held in a contingency fleet must be properly stored, maintained, and documented in a contingency plan, updated as necessary to support the continuation of a contingency fleet. A contingency plan is not an application requirement, although FTA may request information about the contingency fleet during application review. Contingency plans are subject to review during triennial reviews required for the Urbanized Area Formula Program. Any rolling stock not supported by a contingency plan will be considered part of the active fleet. Since vehicles in the contingency fleet are not part of the active fleet, they do not count in the calculation of spare ratio.

**Preventive Maintenance/Scheduled Maintenance:** Preventive/Scheduled maintenance is performing maintenance tasks on schedule at a level that meets or exceeds the manufacturers recommended standards.

a. Most vehicle services will occur at either a 5,000 mile or 250-hour intervals, they will either meet or exceed the manufacturer's recommendations and are adapted for our local weather and road conditions.
    i. For the specific service schedule for a vehicle, contact a foreman at Central Equipment or see Preventative Maintenance Manuals for specific makes/models for PM schedule.
    ii. The vehicle operator plays a key role in ensuring scheduled maintenance occurs when required. The operator should know when his / her vehicle must be serviced (time and/or mileage) and prior to that must inform his / her supervisor that the service will soon be due. The operator's supervisor must contact the Central Equipment foreman and schedule the service. Department Supervisors must ensure the service occurs as close to the service interval as possible.
    iii. Please see attached memo for maintenance information on vehicles that may exceed the above recommendation of 4,000 miles
    iv. The City of Kokomo uses the software system BS&A which houses a Fleet Management aspect to track repairs, generate reports, and track the costs of parts and repairs for all maintenance items.
b. Equipment maintenance shall be scheduled depending on the type of equipment; however, shall be monitored to assure all equipment funded with FTA dollars is kept to the highest operating standards at all times.

**Trend Analysis:** In order to best understand the effectiveness of preventive maintenance trend analysis are performed between various repairs. Decreasing mileage intervals between repairs may indicate that a repair is not being performed properly. Increased parts usage may also indicate that a repair or inspection is not being completed effectively. Trend analyses may be performed in the following areas:

- Brake system
- Wheels
- Belts
- Fluids

- Steering components
- Electrical systems
- Transmission
- Drive train
- Engine
- Wheelchair lift
- Oil analysis

**System-wide Service Standards and Policies**

- Vehicle Load
- Vehicle Headways
- On-time Performance
- Service Availability
- Vehicle Assignment
- Transit Amenities

**Vehicle Load:** Vehicle Load Factor is described as follows by FTA Circular 4702.1B:
Vehicle load can be expressed as the ratio of passengers to the total number of seats on a vehicle. For example, on a 40-seat bus, a vehicle load of 1.3 means all seats are filled and there are approximately 12 standees. A vehicle load standard is generally expressed in terms of peak and off-peak times.

City-Line calculates Vehicle Load Factor by dividing the average peak passenger load on each route by the fleet's average seating capacity. Vehicle Load Factor is monitored regularly and used to determine whether additional capacity needs to be added to specific trips or routes based on changing demand patterns.
Proposed Standard: Vehicle Load Factor of 1.25 during peak and 1.00 during off-peak times.

**Vehicle Headway:** Vehicle headway is described as follows by FTA Circular 4702.1B:
Vehicle headway is the amount of time between two vehicles traveling in the same direction on a given line or combination of lines. A shorter headway corresponds to more frequent service. Vehicle headways are measured in minutes (e.g., every 15 minutes. Headways and frequency of service are general indications of the level of service provided along a route. Vehicle headway is one component of the amount of travel time expended by a passenger to reach his/her destination.

City-Line calculates headway by determining the average length of time between buses on each route. In the event a route regularly exceeds Vehicle Load Factor standards, City-Line will evaluate whether headways should be reduced within the confines of funding levels.

**On-Time Performance:** On-time performance is described as follows by FTA Circular 4702.1B:
On-time performance is a measure of runs completed as scheduled. This criterion first must define what is considered to be "on time". For example, a transit provider may consider it acceptable if a vehicle completes a scheduled run between zero and five minutes late in comparison to the established schedule. On-time performance can be measured against route origins and destinations only, or against origins and destinations as well as specified time points along the route. Some transit providers set an on-time performance standard that prohibits vehicles from running early (i.e., ahead of schedule) while others allow vehicles to run early within a specified window of time (e.g., up to five minutes ahead of schedule). An acceptable level of performance must be defined (expressed as a percentage). The percentage of runs completed system-wide or on a particular route or line within the standard must be calculated and measured against the level of performance for the system.

City-Line defines a bus as late if it departs the "time point" five or more minutes later than the published time.

Buses are considered early if they depart from a published time point at any time prior to the scheduled departure. Current Standard: City-Line has an adopted on-time performance goal of 92 - 95 percent. On-time performance

**Service Availability:** Service availability/transit access is described as follows by FTA Circular 4702.1B:
Service availability is a general measure of the distribution of routes within a transit provider's service area. For example, a transit provider might set a service standard to distribute routes such that a specified percentage of all residents in the service area are within a one-quarter mile walk of bus service or a one-half mile walk of rail service. A standard might also indicate the maximum distance between stops or stations. These measures related to coverage and stop/station distances might also vary by population density. City-Line will determine transit availability by mapping all active bus stops within the system and then calculating the population that resides within one-half mile radii of those stops. This information is then compared to the total service area population.

Proposed Standard: A goal of ensuring 60 percent of city residents live within one half mile of a bus stop.

**Vehicle Assignment:** Vehicle assignment is described as follows by FTA Circular 4702.1B:
Vehicle assignment refers to the process by which transit vehicles are placed into service in depots and on routes throughout the transit provider's system. Policies for vehicle assignment may be based on the age of the vehicle, where age would be a proxy for condition. For example, a transit provider could set a policy to assign vehicles to depots so that the age of the vehicles at each depot does not exceed the system-wide average. The policy could also be based on the type of vehicle. For example, a transit provider may set a policy to assign vehicles with more capacity to routes with higher ridership and/or during peak periods.

City-Line Trolley fixed route system currently has one general type of bus in the fleet:

6 - 35-foot heavy-duty transit buses, 4 of which are manufactured by Gillig Corp. and 2 are manufactured by Home-Town Trolley.

The Spirit of Kokomo paratransit system currently uses 22-foot light/med duty buses for this service. The passenger capacity ranges from 12 to 14 with two (2) wheelchairs positions. At the end of CY 2022 the city entered into a contract to purchase four (4) replacement buses. Two (2) of the four (4) vehicles on order have the passenger capacity of 14 – 16.

Proposed Policy: All buses used for the fixed route or paratransit system are ADA compliant. Buses are not assigned to specific routes within City-Line or Spirit of Kokomo service area based on vehicle age. Given the strict standards with respect to maintenance, age does not serve as a viable proxy for diminished quality.

**Transit Amenities:** Transit amenities are described as follows by FTA Circular 4702.1B:
Transit amenities refer to items of comfort, convenience, and safety that are available to the general riding public. Fixed-route transit providers must set a policy to ensure equitable distribution of transit amenities across the system. Policies in this area address how these amenities are distributed within a transit system, and the manner of their distribution determines whether transit users have equal access to these amenities. This is not intended to impact funding decisions for transit amenities. Rather, this applies after a transit provider has decided to fund an amenity. All vehicles have the same level of amenities (i.e., air conditioning, wheelchair lifts, Wi-Fi) available to riders.

Proposed Policy: Transit amenities are distributed on a system-wide basis. Transit amenities include shelters and benches. The location of transit amenities is determined by factors such as ridership, individual requests, and staff recommendations.

**Intelligent Transportation Systems (ITS) Technologies:** Automated routing and scheduling systems on the paratransit system make it possible to schedule trips with multiple destinations on relatively short notice.

Real-time vehicle tracking makes it possible for transit agencies and drivers to pinpoint a vehicle's location for rider information.

**Training:** Drivers, supervisors, and mechanics are all offered (some training required) ongoing training that is made available by RTAP, INDOT, FTA, TAPCO, and manufacturers.

**Periodic Inspections:** The drivers do daily pre-trip inspections of the vehicles as well as the Central Equipment mechanics do complete inspections during PM services and repairs.

**Cost Analysis Tool:** The City of Kokomo's Central Equipment Maintenance Garage uses a life cycle cost analysis tool as part of its decision-making process when establishing and making changes to preventative maintenance intervals. This enables our agency to analyze the cost effects of alternative practices over the life of the equipment.

**On-time inspection variance:** The allowable variance with all preventive maintenance inspections is a minus 1000 miles to a plus 1000 miles. Any inspection completed within this parameter is considered on time.

**Warranty Recovery System:** The City of Kokomo Transit operates a warranty recovery program to ensure that cost of parts and repairs on warranty-covered items are recovered.

**Failed Components:** Parts and components that may have failed prematurely are returned to the Inventory Department. The Inventory Division researches the original installation date, miles of usage on the failed component, and the vendor it was originally purchased from. If the part or component is covered by a warranty, it is returned to the vendor.

**Return to manufacturer/vendor:** Authorization for warranty return and labor claims, if applicable, are obtained from the manufacturer or vendor. Information is supplied to the vendor on the circumstances of the failure, if known. The item is then returned to the vendor warranty department for repair or replacement. The City of Kokomo Transit retains a copy of the warranty claim form for tracking purposes.

**Receipt from manufacturer/vendor:** When a unit is received at The City of Kokomo Transit, it is entered into the inventory system via an Inventory Adjustment form that is coded as a warranty replacement. A Journal Voucher form is completed and forwarded to the Controller's office (city's accounting department) to make the necessary accounting adjustments. Labor credit, if received, is applied to the appropriate cost center via a credit entry applied to the work order used when the defective part was removed.

**Mission Critical Items:** The facility/equipment maintenance program should identify specific mission critical and safety items, which include, but are not limited to:

- Buildings
- Elevators
- Escalators
- Passenger stations/shelters
- Parking lots
- Rights-of-way (guideway, track, ballast, etc.)
- Electric distribution and control equipment
- Plumbing systems
- Overhead doors
- Vehicle maintenance lifts
- Vehicle washers and wash water recycling systems
- Heating and/or air conditioning units
- Power substations, etc.
- Security equipment

**Security Equipment Preventative Maintenance:** Maintenance checks will be done during regular scheduled preventive maintenance; Central Equipment will check to see that all connections are intact and there are no obvious equipment issues. Drivers are to check equipment at the beginning of each shift; i.e., radio check and camera-ready light is on. Supervisors are to randomly pull video hard drive and verify video and audio recording. If and when there is an issue, the appropriate outside repair vendor will be notified, and the equipment shall be repaired at the earliest time available.

**Unscheduled Maintenance**: When an operator detects a vehicle problem requiring repair, he/she must immediately notify his/her supervisor. Once the supervisor is made aware of the need for vehicle repairs, the supervisor will contact the Central Equipment foreman, report the problem, and arrange for the repair. Defects impacting safety of operation (lights, brakes, suspension, steering, fluid levels) or any other critical items must be immediately reported to Central Equipment. If the vehicle may be safely operated, the foreman will inform supervisor when to bring the vehicle in for repairs. Non-critical items may be deferred at the discretion of the operator's supervisor or a Central Equipment's Director.

**Responsibilities:** Department Supervisors or their designees are responsible for vehicle training: employees operating special purpose vehicles (special purpose vehicles are any vehicle designed for a specific purpose and are dissimilar from cars and trucks employees would normally be expected to drive as personal vehicles) must receive familiarization training by a qualified instructor prior to being allowed to operate the vehicle.

Training should include at a minimum:

- Training for all certifications and/or mandatory licensing
- Vehicle service checks
- Vehicle pre and post trip inspections
- Operator maintenance and the operation of all controls and devices.
- All safety procedures

Training will be documented and revisited as determined by the department head.

**Lift issues:** A vehicle is **unusable** if the wheelchair lift is inoperative, this must be reported immediately, and a replacement vehicle must be in place within 30 minutes of breakdown. Before requesting Central Equipment be dispatched to vehicle for repair; driver will trouble shoot possible causes. Dispatch and/or other drivers may have "solutions" to help fix issues at the location.

**Seat belt usage**: All employees must comply with state laws for seat belt use.

**Safety Equipment Checklist**: Drivers are responsible to ensure all safety equipment is on board their vehicle and it is in serviceable condition. Any shortages should be immediately reported to dispatch.

**Vehicle cleaning:** All vehicles must be cleaned inside daily. The exterior of the vehicles must be cleaned on a regular basis (minimum 2x per week). When there is inclement weather, the vehicles will be washed as soon as practical after the weather abates. The condition of the vehicle a driver is operating is his/her responsibility.

**Reporting Discrepancies:** All safety related discrepancies will be reported immediately to Central Equipment Maintenance via a Transit Department Supervisor. A vehicle is unusable if the wheelchair lift is inoperative. If a driver has several little items that do not impact the safe operation of the vehicle, he/she is to may make a list and pass it to a Spirit of Kokomo Supervisor. The Supervisor will then contact Central Equipment to schedule.

**Vehicular Accidents:** All vehicular accidents involving city vehicles must be reported in accordance with current Vehicle Maintenance Procedures. At a minimum, notification must be made to Dispatch and the Kokomo Police Department (KPD) Dispatch. Notifications will be made via the vehicle radio. **All** accidents involving city vehicles

must be investigated by KPD. In addition, all drivers must complete an **Accident Report** prior to the end of their shift on the date the accident occurs. Each block of the Accident Report **must** be filled in or marked either N/A (not applicable) or UNK (unknown). The only exception to completion of the form is if the driver is incapacitated and is unable to complete the form. This form will be turned in to Dispatch at the earliest possible opportunity.

**The following actions should occur immediately after a vehicular accident.**

- Ensure the vehicle is stopped in a safe location. Do not move the vehicle unless safety is clearly jeopardized.
- Make initial notification to dispatch.
- Check vehicle riders, then occupants of other involved vehicles for injuries.
- Evacuate ambulatory riders to a safe location.
- Update Dispatch on status of injuries and whether or not an ambulance and/or wrecker is required.
- Give First Aid/CPR as required.
- Use sound, professional judgment when following these procedures as it is impossible to provide a failsafe list of actions which will work in all circumstances.
- The accident report is to be filled out ASAP and a copy sent to Central Equipment. Central will determine if the vehicle can be repaired in house or needs to be sent to an outside vendor for repair (see Vehicle Accident Repair Procedure policy).
- Transit supervisor will determine if a post-accident drug test is required.

**Record keeping:** All transit vehicles should have a complete history that includes documentation of all repairs, inspections, and other related maintenance activities. Transit providers shall keep individual files for each vehicle in the fleet that contain the following information:

- Vehicle warranty information, where applicable,
- Completed daily defect lists sent,
- Completed inspection forms,
- Work orders for repairs resulting from PM inspections,
- Work orders for "as-needed" repairs,
- Forms indicating any other repairs, overhauls, or rehabilitations.

**Goals and Objectives:** Develop an affordable solution for the long-term maintenance of the agency's Fixed Route System and Complementary Paratransit System vehicle fleet while improving citizen satisfaction and system reliability

**1st year goals**

- Perform specific maintenance at regularly scheduled intervals based on unit mileage
- Achieve departmental consensus on pre-programmed maintenance activities.
  - Complete audit of original manufacturer suggested maintenance intervals against consensus recommendations.
- Monitoring of existing system reports
  - Service delays
  - Road calls
- Rotate Key Manager Assignments
  - Supervisors learn the impact of work on finished products
  - Supervisors assigned learn the level of difficulty involved meeting expectation.
- Develop standard work procedures for pre-planned and routine maintenance activities.
- Determine mechanic abilities/training requirements for proper completion of all maintenance activities.
- Utilize Central Equipment maintenance facility assets in support of preventative maintenance efforts; reduce focus on break-down maintenance.
- Perform pre-failure overhauls on individual components.

3-year goals

- Rework inspection maintenance program to better support pre-programmed maintenance intervals.
- Full implementation of planned maintenance activities.
- Improve and standardize data acquisition.
- Intermodal or inter-garage competitiveness replaced with an ongoing discussion about best practices.
- Personnel picking from one location to another find identical tools, procedures, and practices in place.
- Mechanics are more prepared to become supervisors, supervisors are more promotable.

**Anticipated Rewards:**

- Improved "curb appeal" and quality in passenger compartment
- Predictable vehicle reliability over entire life cycle
- Improved maintenance productivity without significant increase in costs
- Vehicle maintenance expenses become more predictable

| City-Line Trolley Fixed Route System | Existing services | Spirit of Kokomo Senior and Para-transit System | Existing services |
|---|---|---|---|
| • Resources and Funding | • Monday – Friday 6:30am – 7pm | • Resources and Funding | • Monday – Friday 6:30am – 7pm |
| • Operations - 5307 funding and City funding<br>• Capital – 5307 and City match | • **4 – 35'** Gillig low-floor style, heavy duty<br>**2 – 35'** Hometown Trolley | • Operations - City of Kokomo<br>• Capital- 5307,5310,5339 City match funds | • **26** – 12/2 Cut-a-way<br>• **On order – 2** 12/2 and 2 16/2 Cut-a-way |
| • City of Kokomo 50/50 Match money for operations, 80/20 for capital | • 4 Routes/5 lines Red, Blue, Yellow, Green & Orange | • City of Kokomo 50/50 Match money for operations, 80/20 for capital | • SOK runs beyond the required ¾ mile perimeter of fixed route covering entire city limits |

Peak Fleet – Spirit of Kokomo paratransit service currently operates 24 buses during peak and has a spare ratio of 7%.

The City-Line Trolley Fixed Route System operates 5 Trolleys during peak and has a spare ratio 16%.

All vehicles are rotated routinely throughout the routes to assure no vehicles accumulate excessive mileage over another.

The Spirit of Kokomo will continue unrestricted access for eligible riders mirroring the fixed route system while exceeding the ¾ mile perimeter as they service the entire city.

The Citizen's Advisory Committee on Transportation, the Technical Advisory Committee, transit staff, as well as the KHCGCC Policy Board all help guide strategies to better serve our community.

The transportation system also reached out to local social service providers, community leaders, area neighborhoods, current riders, etc. for input on how to enhance the service experience and/or community need to help us:

**Service Goals for Transit Services**:

Increase the number of rides for older adults, people with disabilities, individuals in underserved areas, and local/out of town individuals, to become more effective and efficient in our daily service.

Increase the number of riders with easy access to transportation services for older adults, people with disabilities, individuals with lower incomes and local and out of town individuals to increase rider convenience and satisfaction.

Increase the quality of transportation services for older adults, people with disabilities, individuals with lower incomes and local and out of town individuals increasing rider satisfaction measure.

Enhance safe passage for people to connect to the fixed route service with additional bike/pedestrian paths, lighting on trails and underlit areas of the community, add additional security cameras on trails, and improved access to stops.

## Assets and Memos

On the following pages are inventory lists of FTA funded assets; to be updated as inventory changes.

| RANGER INVENTORY | | | |
|---|---|---|---|
| SERIAL # | MOBILE # | SIM ID # | SIM IP ADDRESS |
| | | | |
| 31-4016015 | 000015910678 | 000C8E01FEBC, 000C8E01FEBD, 0023A72B7ECE | 60F57D9C |
| 31-4016059 | 000015928300 | 000C8E01FEE0, 000C8E01FEE1, 0023A72B8C10 | 60F57DCE |
| 31-4016021 | 000015918103 | 000C8E020084, 000C8E020085, 0023A72C1858 | 60F57DFB |
| 31-4016068 | 000015AB23D | 000C8E01FEE4, 000C8E01FEE5, 0023A71B9EA4 | 60F57D83 |
| 32-7332105 | 000019669598 | 89148000D03622277791 | 010.188.040.199 |
| 31-4022012 | 000015928343 | 000C8E01FE8C, 000C8E01FE8D, 0023A72B8BFF | 60F4B8D9 |
| 31-4022024 | 000015918608 | 000C8E020048, 000C8E020049, 0023A72C034F | 60F4F8D0 |
| 31-6228011 | 000018750982 | 000C8E0256DD, 000C8E0256DC, 0023A72D41D2 | |
| 32-7285021 | 000019669560 | 89148000003622277817 | 010.188.040.201 |
| 32-7285022 | 00001966640B | 89148000003622277825 | 010.188.040.202 |
| 32-7285023 | 000019663465 | 89148000003622277833 | 010.188.040.203 |
| 32-7285024 | 00001966A50C | 89148000003622277841 | 010.188.040.204 |
| 32-7285025 | 000019666E0B | 89148000003622277858 | 010.188.040.205 |
| 32-7285026 | 00001966580 | 89148000003622277866 | 010.188.040.206 |
| 32-7332100 | 00001966A10D | 89148000003622277742 | 010.188.040.012 |
| 32-7332104 | 000019663919 | 89148000003622277759 | 010.188.040.198 |
| 32-8332010 | 00001A550SDC | 89148000004776586854 | 13862436 |
| 32-7332106 | 000019664218 | 89148000003622277809 | 010.188.040.012 |
| 32-8332001 | 00001A557F68 | 89148000004776586698 | 13862432 |
| 32-8332002 | 00001A55795E | 89148000004776586680 | 13862433 |
| 32-8332004 | 00001A557E9A | 89148000004776586912 | 13862442 |
| 32-8332005 | 00001A556RA0 | 89148000004776586904 | 13862441 |
| 32-8332006 | 00001A552DA0 | 89148000004776586896 | 13862440 |
| 32-8332007 | 00001A557E3B | 89148000004776586888 | 13862439 |
| 32-8332008 | 00001A557F09 | 89148000004776586870 | 13862438 |
| 32-8332009 | 00001A555449 | 89148000004776586862 | 13862437 |
| 32-9192007 | 00001B2CF20E | 89148000005176144038 | |
| 32-8332012 | 00001A54C504 | 89148000004776586847 | 13862435 |
| 32-8332013 | 00001A552D80 | 89148000004776586839 | 13862434 |
| 32-8332014 | 00001A552D30 | 89148000004776586821 | 13862453 |
| 32-8332015 | 00001A557009 | 89148000004776586813 | 13862452 |
| 32-8332016 | 00001A55713B | 89148000004776586805 | 13862451 |
| 32-8332017 | 00001A551C26 | 89148000004776586797 | 13862450 |
| 32-8332018 | 00001A559914 | 89148000004776586789 | 13862449 |
| 32-8332019 | 00001A55711C | 89148000004776586771 | 13862448 |
| 32-8332020 | 00001A557165 | 89148000004776586763 | 13862447 |
| 32-8332021 | 00001A5592D0 | 89148000004776586755 | 13862446 |
| 32-8332024 | 00001A556ADB | 89148000004776586748 | 13862445 |
| 32-8332025 | 00001A556B07 | 89148000004776586730 | 13862444 |
| 32-8332027 | 00001A557905 | 89148000003622277874 | |
| 32-8332028 | 00001A552D91 | 89148000003622277882 | |
| 32-9192004 | 00001B2CFADF | 89148000005176144046 | |
| 32-9186018 | 00001B2CD818 | 89148000005176144053 | |
| 32-9137021 | 00001B2CF291 | 89148000005176144061 | |
| 32-21008047 | 00001CD9BC97 | 89148000005176143972 | |
| 32-21008048 | 00001CD94E54 | | |
| 32-21008049 | 00001CD96019 | | |
| 32-21008050 | 00001CD97866 | | |
| 32-21008051 | 00001CD990A7 | | |
| 32-21008052 | 00001CD9600B | 89148000005176143980 | |
| 32-21008053 | 00001CD9A5FC | 89148000005176144004 | |
| 32-21008054 | 00001CD9648E | 89148000005176144020 | |
| 32-21008055 | 00001CD97AA9 | 89148000005176143998 | |
| 32-21008056 | 00001CD97858 | 89148000005176144012 | |
| 32-8332003 | 00001A557E11 | 89148000004776586920 | 13862443 |

## Computers, Monitors, and Servers

**CITY AND TOWN**
**CAPITAL ASSETS LEDGER**

FUND 2021 2022 2023

Excellent
Good
Fair
Poor

Form Prescribed by State Board of Accounts — City and Town Form 211 (Revised 2003)

| Date of Purchase | Description / Name of Dealer If General | Serial/ Identification Number | Position of Asset | Original cost of Asset | Estimated Life of Asset | Grant Number | Amount Received on Disposal or Trade In | Condition | Infrastructure | Buildings | Improvements Other Than Buildings | Machinery and Equipment | Construction in Progress | Total Capital Assets | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 05/18/17 | HP ProDes | 2UA7152B | KHCGCC | $729.00 | 3 yrs | IN-90-X701 | | Good | | | | X | | $729.00 | |
| 05/18/17 | HP ProDes | 2UA7152B | KHCGCC | $729.00 | 3 yrs | IN-90-X701 | | Good | | | | X | | $729.00 | |
| 05/18/17 | HP ProDes | 2UA7152B | KHCGCC | $729.00 | 3 yrs | IN-90-X701 | | Good | | | | X | | $729.00 | |
| 06/13/17 | Fujitsu Sca | AWTHD29 | KHCGCC | $489.00 | 3 yrs | IN-90-X701 | | Good | | | | X | | $489.00 | |
| 12/02/09 | Viewsonic | SW012312 | KHCGCC | $289.00 | 3 yrs | IN-90-X553 | | Fair | | | | X | | $289.00 | |
| 12/02/09 | Viewsonic | SC710350 | KHCGCC | $289.00 | 3 yrs | IN-90-X553 | | Fair | | | | X | | $289.00 | |
| 12/02/09 | Viewsonic | SC710350 | KHCGCC | $289.00 | 3 yrs | IN-90-X553 | | Fair | | | | X | | $289.00 | |
| 06/09/17 | HP ProDes | 2UA71228 | Senior Bus | $729.00 | 3 yrs | IN-90-X701 | | Good | | | | X | | $729.00 | |
| 06/09/17 | HP ProDes | 2UA71228 | Senior Bus | $729.00 | 3 yrs | IN-90-X701 | | Good | | | | X | | $729.00 | |
| 06/09/17 | HP ProDes | 2UA71228 | Senior Bus | $729.00 | 3 yrs | IN-90-X701 | | Good | | | | X | | $729.00 | |
| 06/09/17 | HP ProDes | 2UA71228 | Senior Bus | $729.00 | 3 yrs | IN-90-X701 | | Good | | | | X | | $729.00 | |
| 1/25/2018 | HP ProBoo | 5CG8102H | KHCGCC | $1,595.00 | 3 yrs | IN-90-X084 | | Excellent | | | | X | | $1,595.00 | |
| 9/6/2018 | HPE Proliа | MXQ81600 | Server Roo | $5,556.00 | 7 yrs | IN-2018-015-01 | | Excellent | | | | $5,556.00 | | $0.00 | Purchased by COK. Housed in Transit Center. |
| 9/6/2018 | HPE Proliа | MXQ81600 | Server Roo | $4,960.00 | 7 yrs | IN-2018-015-01 | | Excellent | | | | $4,960.00 | | $0.00 | |
| 9/6/2018 | CyberPow | GAHGX20 | Server Roo | $435.00 | 3 yrs | IN-2018-015-01 | | Excellent | | | | $435.00 | | $0.00 | |
| 9/6/2018 | CyberPow | GAHGZ20 | Server Roo | $435.00 | 3 yrs | IN-2018-015-01 | | Excellent | | | | $435.00 | | $0.00 | |
| 9/6/2018 | Tripp-Lite | No Serial N | Server Roo | $1,840.00 | 7 yrs | IN-2018-015-01 | | Excellent | | | | $1,840.00 | | $0.00 | |
| 12/02/09 | Viewsonic | SW012312 | KHCGCC | $289.00 | 3 yrs | IN-90-X553 | | Poor | | | | X | | $289.00 | |
| 12/02/09 | Viewsonic | SC710350 | KHCGCC | $289.00 | 3 yrs | IN-90-X553 | | Poor | | | | X | | $289.00 | |
| 12/02/09 | Viewsonic | SC710350 | KHCGCC | $289.00 | 3 yrs | IN-90-X553 | | Poor | | | | X | | $289.00 | |
| 12/02/09 | Viewsonic | R8F09450 | KHCGCC | $289.00 | 3 yrs | IN-90-X553 | | Poor | | | | X | | $289.00 | |
| 12/09/10 | Viewsonic | RH510330 | Senior Bus | $269.00 | 3 yrs | IN-96-0015 | | Poor | | | | X | | $269.00 | |
| 12/02/09 | Viewsonic | SC710360 | Senior Bus | $289.00 | 3 yrs | IN-90-X553 | | Poor | | | | X | | $289.00 | |
| 12/02/09 | Viewsonic | SC710360 | Senior Bus | $289.00 | 3 yrs | IN-90-X553 | | Poor | | | | X | | $289.00 | |
| 6/9/2017 | Viewsonic | UKP18450 | Senior Bus | $289.00 | 3 yrs | IN-90-X701 | | Good | | | | X | | $289.00 | |
| 6/9/2017 | Viewsonic | V1X19230 | Senior Bus | $289.00 | 3 yrs | IN-90-X701 | | Good | | | | X | | $289.00 | |
| 6/9/2017 | Viewsonic | T8G14156 | Senior Bus | $289.00 | 3 yrs | IN-90-X701 | | Good | | | | X | | $289.00 | |
| 6/9/2017 | Viewsonic | SWQ1233 | Senior Bus | $289.00 | 3 yrs | IN-90-X701 | | Good | | | | X | | $289.00 | |
| 6/9/2017 | Viewsonic | V1X19260 | Senior Bus | $289.00 | 3 yrs | IN-90-X701 | | Good | | | | X | | $289.00 | |
| 1/25/2021 | HP Prodes | MXL00431 | Senior Bus | $749.00 | 3 yrs | 2016-34/2020-018 | | Excellent | | | | X | | $749.00 | |
| 1/25/2021 | Viewsonic | UL720330 | Senior Bus | $199.00 | 3 yrs | 2016-34/2020-018 | | Excellent | | | | X | | $199.00 | |
| 1/25/2021 | Viewsonic | UWZ2044 | Senior Bus | $149.00 | 3 yrs | 2016-34/2020-018 | | Excellent | | | | X | | $149.00 | |
| | | | | | | | | | | | | | | $12,599.00 | |

## Rolling Stock

| 2023 TRANSPORTATION INVENTORY Title Holder: City of Kokomo | | | | | | | |
|---|---|---|---|---|---|---|---|
| Bus # | NTD ID# | VIN # | Purchase Date | MFG Date | Year | Make/Model | Mileage as of 4/30/23 |
| 547 | 348222 | 1FDFE4FS6GDC56752 | 8/5/2016 | 4.2016 | 2016 | FORD E450/4DC | 141,760.00 |
| 548 | 348222 | 1FDFE4FS3GDC56756 | 8/5/2016 | 4.2016 | 2016 | FORD E450/4DC | 137,277.80 |
| 549 | 348222 | 1FDFE4FS9GDC56759 | 8/5/2016 | 4.2016 | 2016 | FORD E450/4DC | 141,336.30 |
| 5559 | 334952 | 1FDXEFS7ADA86882 | 3/19/2014 | 5.2010 | 2010 | FORD E450/4DC | 156,336.70 |
| 570 | 60003 | 1GB6G5BL3E1107916 | 11/26/2013 | 8.2013 | 2014 | CHEVY/CT4 | 152,171.80 |
| 571 | 60003 | 1GB6G5BL3E1109164 | 11/26/2013 | 9.2013 | 2014 | CHEVY/CT4 | 146,956.00 |
| 574 | 342916 | 1FDFE4FS7GDC14090 | 9/24/2015 | 7.2015 | 2016 | FORD/ELKHART | 166,513.00 |
| 575 | 342916 | 1FDFE4FS0GDC14089 | 9/24/2015 | 7.2015 | 2016 | FORD/ELKHART | 157,922.50 |
| 576 | 342916 | 1FDFE4FS7GDC14087 | 9/24/2015 | 7.2015 | 2016 | FORD/ELKHART | 163,571.90 |
| 577 | 342916 | 1FDFE4FS5GDC14086 | 9/24/2015 | 7.2015 | 2016 | FORD/ELKHART | 169,166.50 |
| 578 | 342916 | 1FDFE4FS1GDC14103 | 9/24/2015 | 7.2015 | 2016 | FORD/ELKHART | 156,252.50 |
| 579 | 342916 | 1FDFE4FS9GDC14088 | 9/24/2015 | 7.2015 | 2016 | FORD/ELKHART | 156,662.90 |
| 541 | 362368 | 1FDFE4FS8JDC01498 | 3/14/2018 | 10/10/2017 | 2018 | FORD E450/4DC | 109,211.60 |
| 542 | 362369 | 1FDEE3FSXJDC10475 | 3/14/2018 | 10/10/2017 | 2018 | FORD E350/3DC | 102,913.40 |
| 543 | 362369 | 1FDEE3FS6JDC01473 | 3/14/2018 | 10/10/2017 | 2018 | FORD E350/3DC | 111,034.70 |
| 544 | 362369 | 1FDEE3FS1JDC01476 | 3/14/2018 | 10/10/2017 | 2018 | FORD E350/3DC | 113,615.80 |
| 545 | 362369 | 1FDEE3FS5JDC01478 | 3/14/2018 | 10/10/2017 | 2018 | FORD E350/3DC | 104,393.90 |
| 546 | 362368 | 1FDFE4FS5JDC01491 | 3/14/2018 | 10/10/2017 | 2018 | FORD E450/4DC | 99,514.90 |
| 1557 | 380701 | 1FDEE3FS6KDC27718 | 5/30/2019 | 5/8/2019 | 2019 | FORD/E3FC | 75,543.90 |
| 1560 | 380701 | 1FDEE3FS4KDC27734 | 5/30/2019 | 5/8/2019 | 2019 | FORD/E3FC | 76,695.40 |
| 1558 | 394176 | 1FDEE3FN3MDC29021 | 2/26/2021 | 9/11/2020 | 2021 | FORD E350 | 46,911.30 |
| 1556 | 394176 | 1FDEE3FN1MDC29020 | 2/26/2021 | 9/11/2020 | 2021 | FORD E350 | 36,095.40 |
| 1561 | 394177 | 1FDFE4FN5MDC29032 | 3/3/2021 | 9/11/2020 | 2021 | FORD E450 | 38,629.70 |
| 1562 | 394177 | 1FDFE4FN5MDC29029 | 3/3/2021 | 9/11/2020 | 2021 | FORD E450 | 32,595.60 |
| 1563 | 394177 | 1FDFE4FN3MDC29031 | 3/3/2021 | 9/11/2020 | 2021 | FORD E450 | 36,664.20 |
| 1566 | 394177 | 1FDFE4FN1MDC29030 | 3/3/2021 | 9/11/2020 | 2021 | FORD E450 | 38,202.50 |
| 1581 | NEW | 4UZAB0FE3RCUH8169 | | | | HOMETOWN | |
| 1582 | NEW | 4UZAB0FEXPCUH8170 | | | | HOMETOWN | |
| 584 | 58943 | 15GGB2714D1182104 | 5/2/2013 | 5.2013 | 2013 | GILLIG | 226,283.50 |
| 585 | 58943 | 15GGB2714D1182105 | 5/30/2013 | 5.2013 | 2013 | GILLIG | 242,388.00 |
| 586 | 348221 | 15GGB2716G1187311 | 12/6/2016 | 10/17/2016 | 2016 | GILLIG | 171,034.90 |
| 587 | 348221 | 15GGB2718G1187312 | 12/19/2016 | 11/1/2016 | 2016 | GILLIG | 152,594.10 |

## Shelters

| 2023 SHELTER/BENCH INVENTORY | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| QUANTITY | ITEM DESCRIPTION | FUNDING | GRANT | FEDERAL PORTION | COST EACH | MIN. USEFUL LIFE | CONDITION | PURCHASE DATE |
| 25 | BRASCO INTERNATIONAL FG-MN-0510WRRBV-BZ Monumental 5'x10' wall right barrel valuti-bronze anodized. Upper and lower diamond pattern grillwork. 5' aluminum bench w/backrest. | 5307 | IN-95-0043 | 80% | $5,475/ea. | 10 years | Excellent | 7/31/2013 |

## Facilities

| 2023 FACILITIES INVENTORY | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| QUANTITY | ITEM DESCRIPTION | FUNDING | GRANT | FEDERAL PORTION | COST EACH | MIN. USEFUL LIFE | CONDITION | PURCHASE DATE |
| 1 | 219 E. Sycamore St., Kokomo, IN 46901: Transit Center. Multi-use building for general administration, dispatching center and transfer station. | ARRA | IN-96-X015 | 100% | $750,000 | 40 years | Excellent | The FTA interest from 209 E. Superior was transferred to this ulilding in 2018 and the Transit Center moved. |
| | | 5307 | IN-90-X956 | 80% | $190,656 | | | |
| 1 | 919 Millbrook Ln., Kokomo, IN 46901: Bus Storage Facility. Storage facility used to house the Spirit of Kokomo vehicles. | 5307 | IN-2016-034 | 80% | $65,545 | 40 years | Excellent | Certificate of Occupancy issued 12/15/2022 |
| | | CARES | IN-2020-018 | 100% | $800,000 | | | |
| | | 5307 | IN-2020-036 | 80% | $1,272,570 | | | |

# Memorandum

**To:** Larry Ives - KHCGCC

**From:** Dean A. McCloskey - Central Equipment

**CC:** Tammy Corn – Transportation Director

**Date:** September 17th, 2013

**Re:** Updated Preventive Maintenance Policy

---

Effective November 1, 2013, preventive maintenance for the Gillig Trolleys will be scheduled every 7000 miles. This extension is due to the observations of the oil analysis data, OEM recommendations, and the more robust design of the units.

The intervals of the other units of the Transportation fleet will not change, and will remain at 5000 miles.

It will still be the responsibility of each driver to check and report the odometer mileage against the "service due" sticker. If the odometer mileage exceeds the sticker mileage, the driver will notify dispatch so that another unit can be assigned and notification can be given to Central Garage of the preventive maintenance requirement. The unit will remain out of service until the work is completed.

Thank you,

Dean A. McCloskey
Fleet Director – Central Equipment
919 Millbrook Lane
Kokomo, IN 46901
765-456-7561
765-456-7547 (fax)

Approved by:

Randy McKay, President

Jerry Santen, Member

Susan Stewart, Member

3 J

Contractors Oversite Procedure

CITY of KOKOMO

CITY OF KOKOMO

VEHICLE ACCIDENT REPAIRS PROCEDURE

1. All vehicle accidents are reported to Central Equipment (Garage) and the Controller's Office.

2. The involved vehicle is requested to come to Central Equipment (Garage) for a visual check for damage.

3. Upon review of the damage, the Supervisor and/or the Director of Central Equipment makes the determination of sending damaged vehicle to body shops for estimates, or to immediately turn it over to insurance.

4. Damage over $5,000 requires having our insurance write an estimate before repairs.

5. If it is determined the damage is under $5,000, the vehicle is taken to two (2) body shops for estimates.

6. Once the estimates are received, the Director will review.

7. If estimates are satisfactory, the body shop with the lowest estimate is usually selected to make the repairs.

8. When damage is over $5,000, the insurance company is contacted. An insurance estimator inspects the vehicle and writes an estimate.

9. The body shop awarded the repairs must use this estimate, and not exceed the amount of the estimate unless the insurance company is contacted and a supplement is written.

10. The City of Kokomo uses local dealerships' body shops and other shops large enough to handle the repairs.

11. Body Shops are not contracted by the City and are chosen due to their quality, standard of work, and their ability to work with our insurance provider.

12. Body Shops are placed on a rotation form to provide even distribution of repairs.

13. If a chosen body shop begins doing less than standard repairs, the shop can be removed from the rotation list.

# Van & Spirit of Kokomo Inspection Sheet

| Date: | Driver: | Vehicle #: |
|---|---|---|
| Fuel/ and Mileage: Gallons: | | Mileage: |
| Is vehicle within 200 Miles from next Service? YES or NO (circle one) | | |
| Sticker Mileage: | | Actual Mileage: |
| Spotter for backing out and checking my lights today was: | | |
| Spotter Signature: | | |
| Driver Signature: | | |

## Inspect each item below.

Check each box as you do your inspection. If there is a problem, place an X in the box and include a description on the inspection sheet and report it to a Supervisor

## Inspection of Exterior of Vehicle

| | Tires | | Under the Hood |
|---|---|---|---|
| | Rims: damage/rust | | Oil and Coolant Level |
| | Tread: Wear and depth | | Leaks in engine carpartment |
| | Cuts/damage | | Condition of hoses |
| | Cut or cracked valve stems | | Battery: connection/corrosion |
| | Lug nuts: tightness/rust | | Belts: tightness/wear |
| | **Lights** | | **Other** |
| | Headlights: working/broken | | Windshield: Cracks |
| | Turn signals: working/broken | | Mirrors: Cracks/damage |
| | Flashers: working/broken | | Body damage |
| | Brake lights: working/broken | | Passenger Door: open/close |
| | Hazzards: working/broken | | Drivers Door |
| | Clearance lights: working/broken | | Video light on / working |
| | | | Windows: Cracks/damage |

## Inspection of Interior of Vehicle

| | | | |
|---|---|---|---|
| | Gauges: all working properly | | Headlights: working |
| | Steering wheel: loose/sticking | | Turn signals: working |
| | Accelarator pedal: working | | Hazzard/flasher Lights |
| | Brake pedal: working | | Mirrors: adjusted properly |
| | Horn: works properly | | Seats/seat belts: cuts/holes |
| | Windshield wipers: work properly | | Emergency exits: check all |
| | Heater/Air : works properly | | Radio: works properly |
| | Back up beeper: working | | Cleanliness: Floors/interior |
| | Emergency/Safety equiptment | | Ranger: working |

## Wheel Chair Lift Operation

| | | | |
|---|---|---|---|
| | Emergency Brake: working | | Raises/Lowers properly |
| | Lift deploys properly | | Stows properly |
| | Lift door: open/close properly | | Belts/Straps: in bag not in floor |

Last updated 10-26-2012

# Trolley Inspection Sheet (AM)

| Date: | Driver: | Vehicle #: |
|---|---|---|
| My spotter for backing out and checking my lights today was: | | |
| Spotter Signature: | | |
| Driver Signature: | | |

**PUT BEGINNING AND ENDING MILES ON BACK OF THIS SHEET**

Check each box as you do your inspection. If there is a problem, place an X in the box and include a description on the inspection sheet and report it to a Supervisor

| | Inspection of Exterior of Vehicle | | |
|---|---|---|---|
| | **Tires** | | **Under the Hood** |
| | Rims: damage/rust | | Oil and Coolant Level |
| | Tread: Wear and depth | | Leaks in engine carpartment |
| | Cuts/damage | | Condition of hoses |
| | Cut or cracked valve stems | | Battery: connection/corrosion |
| | Lug nuts: tightness/rust | | Belts: tightness/wear |
| | **Lights** | | **Other** |
| | Headlights: working/broken | | Windshield: Cracks |
| | Turn signals: working/broken | | Mirrors: Cracks/damage |
| | Flashers: working/broken | | Body damage |
| | Brake lights: working/broken | | Passenger Door: open/close |
| | Hazzards: working/broken | | Drivers Door |
| | Clearance lights: working/broken | | Windows: Cracks/damage |
| | **Inspection of Interior of Vehicle** | | |
| | Gauges: all working properly | | Headlights: working |
| | Steering wheel: loose/sticking | | Turn signals: working |
| | Accelarator pedal: working | | Hazzard/flasher Lights |
| | Brake pedal: working | | Mirrors: adjusted properly |
| | Horn: works properly | | Seats/seat belts: cuts/holes |
| | Windshield wipers: work properly | | Emergency exits: check all |
| | Heater/Air : works properly | | Radio: works properly |
| | Back up beeper: working | | Cleanliness: Floors/interior |
| | Emergency/Safety equiptment | | Ranger: working |
| | **Wheel Chair Lift Operation** | | |
| | Emergency Brake: working | | Raises/Lowers properly |
| | Lift deploys properly | | Stows properly |
| | Lift door: open/close properly | | Belts/Straps: in bag not in floor |

| Trolley Inspection Sheet (PM) | | | | | |
|---|---|---|---|---|---|
| CiRCLE ONE: RED, BLUE, ORANGE, YELLOW/GREEN | | | | | |
| Week # | | | Daily Totals: | | |
| Red | Total: | | Red | | |
| Blue | | | Blue | | |
| Orange | Average: | | Orange | | |
| Yellow/Green | | | Yellow/Green | | |
| Date: | Fuel: | | Route Totals: | | |
| Driver: | Sticker Miles: | | Vehicle #: | | |
| Beginning Mileage: | | Ending Mileage: | | | |
| My spotter for backing out and checking my lights today was: | | | | | |
| Is Trolley within **350** miles of mext service? YES OR NO | | | | | |

| Inspection of Exterior of Vehicle | | | |
|---|---|---|---|
| | **Tires** | | **Under the Hood** |
| | Rims: damage/rust | | Oil and Coolant Level |
| | Tread: Wear and depth | | Leaks in engine carpartment |
| | Cuts/damage | | Condition of hoses |
| | Cut or cracked valve stems | | Battery: connection/corrosion |
| | Lug nuts: tightness/rust | | Belts: tightness/wear |
| | **Lights** | | **Other** |
| | Headlights: working/broken | | Windshield: Cracks |
| | Turn signals: working/broken | | Mirrors: Cracks/damage |
| | Flashers: working/broken | | Body damage |
| | Brake lights: working/broken | | Passenger Door: open/close |
| | Hazzards: working/broken | | Drivers Door |
| | Clearance lights: working/broken | | Windows: Cracks/damage |
| **Inspection of Interior of Vehicle** | | | |
| | Gauges: all working properly | | Headlights: working |
| | Steering wheel: loose/sticking | | Turn signals: working |
| | Accelarator pedal: working | | Hazzard/flasher Lights |
| | Brake pedal: working | | Mirrors: adjusted properly |
| | Horn: works properly | | Seats/seat belts: cuts/holes |
| | Windshield wipers: work properly | | Emergency exits: check all |
| | Heater/Air : works properly | | Radio: works properly |
| | Back up beeper: working | | Cleanliness: Floors/interior |
| | Emergency/Safety equiptment | | Ranger: working |
| **Wheel Chair Lift Operation** | | | |
| | Emergency Brake: working | | Raises/Lowers properly |
| | Lift deploys properly | | Stows properly |
| | Lift door: open/close properly | | Belts/Straps: in bag not in floor |

## Daily Passenger counts

| Adults | Students | Elderly | Disabled | Age 6and Under | Total Passengers |
|---|---|---|---|---|---|
| | | | | | |

**List any issues or concerns on Trolley in space below**

The Transportation Asset Management plan (TAM) is hereby approved by the City of Kokomo, Board of Public Works and Safety and the Kokomo and Howard County Governmental Coordinating Council's Policy Board.

City of Kokomo, Indiana by and through its Board of Public Works and Safety

By: _____
Weston Reed, President
Board of Public Works and Safety

Date: 6/23/21

Kokomo-Howard County Governmental Coordinating Council Policy Board

By: _____
Chairman, KHCGCC Policy Board
Kokomo/Howard County Governmental Coordinating Council

Date: 7/8/21

ATTEST:

By: _____
Tiffanie ~~Bolen~~ Harris, Clerk
Board of Public Works and Safety

Date: 6-23-21

By: _____
Greg Sheline, Secretary/Treasurer
KHCGCC Policy Board

Date: 7-8-21