



SALEM AREA MASS TRANSIT DISTRICT
STATEWIDE TRANSPORTATION IMPROVEMENT FUND ADVISORY COMMITTEE
AGENDA PACKET

Tuesday, June 9, 2025 at 3:00 p.m.

Members: Beth Schmidt | Dodie Laura Brockamp | Fred Evander | Jim Row | Kimberly Dwyer |
Kyle Miller | Marja Byers | Stephen Dobrinich | Steve Anderson

Available meeting formats:

In Person: Senator Hearing Room, 555 Court Street NE, Salem, Oregon 97301

Zoom Gov: **Meeting ID:** 160 614 6600 **Passcode:** 698525

Link: <https://cherriots-org.zoomgov.com/j/1606146600?pwd=kdanFKgl3bUoQlOEu8xDSorMNZQQNh.1>

One Tap Mobile: +16692545252,,1606146600#,,, *698525#

Landline Phone: +1 669 254 5252

Public Comment: Community members may provide comments on transit-related matters during the meeting, with a three-minute time limit per speaker. Comments can be submitted in writing, by email, in person, or via ZoomGov. Written comments received by 5:00 P.M. the day before will be included in the official record.

Email: STIFAC@cherriots.org

Mail: Attn: STIFAC Members, 555 Court Street NE, Salem, Oregon 97301

Closed Captioning (CC): ZoomGov's live streaming platform offers Closed Captioning (CC) to enhance viewer participation, though translations may not always be accurate.

Alternative Formats: ASL services and alternate formats for individuals with limited English proficiency are available with 48 hours' notice. Requests can be made by contacting the Clerk at 503-588-2424 or through TTY via Oregon Relay Services at 1-800-735-2900 (or 711). Office hours are Monday–Friday, 8:00 AM to 5:00 PM.

Electronic Copies: Agenda packets are available at <https://www.cherriots.org/meetings/>.

Email Distribution List: To join the District's public meeting distribution list, email the Clerk of the Board at publictestimony@cherriots.org.



Formatos de reunión disponibles:

En persona: Senator Hearing Room, 555 Court Street NE, Salem, Oregon 97301

Zoom Gov: Meeting ID: 160 614 6600 **Código de acceso:** 698525

Link: <https://cherriots-org.zoomgov.com/j/1606146600?pwd=kdanFKgJ3bUoQIOEu8xDSorMNZQQNh.1>

One Tap Mobile: +14154494000,,1606146600#,,,,*698525#

Teléfono fijo: +1 415 449 4000

Comentarios del público: Los miembros de la comunidad pueden hacer comentarios sobre asuntos relacionados con el tránsito durante la reunión, con un límite de tiempo de tres minutos por orador. Los comentarios pueden presentarse por escrito, por correo electrónico, en persona o a través de ZoomGov. Los comentarios por escrito recibidos antes de las 12:00 p.m. del día de la reunión se incluirán en el acta oficial.

Correo electrónico: STIFAC@cherriots.org

Correo postal: Attn: STIFAC Members, 555 Court Street NE, Salem, Oregon 97301

Subtítulos (CC): La plataforma de retransmisión en directo de ZoomGov ofrece subtítulos (CC) para mejorar la participación de los espectadores, aunque es posible que las traducciones no siempre sean precisas.

Formatos alternativos: Los servicios de ASL y formatos alternativos para personas con dominio limitado del inglés están disponibles con 48 horas de antelación. Las solicitudes se pueden hacer poniéndose en contacto con el Secretario en el 503-588-2424 o a través de TTY a través de Oregon Relay Services en el 1-800-735-2900 (o 711). El horario de oficina es de lunes a viernes, de 8 de la mañana a 5 de la tarde.

Copias electrónicas: Los paquetes del orden del día están disponibles en <https://www.cherriots.org/meetings/>.

Lista de distribución por correo electrónico: Para inscribirse en la lista de distribución de reuniones públicas del Distrito, envíe un correo electrónico al Secretario de la Junta a publictestimony@cherriots.org.



AGENDA

1. CALL TO ORDER

- A. Note of Attendance for a Quorum
- B. Safety Minute
- C. Announcements | Changes to Agenda

2. PUBLIC COMMENT

3. DISCUSSION

- A. Review and Score FTA 5310 Formula Funding Applications 5

4. ACTION ITEMS

- A. Approval of Minutes
 - i. November 1, 2024 STIFAC Meeting 167
- B. Make Project Funding Recommendation for FTA 5310 Formula Funding

5. ADJOURN

NEXT MEETING: TBD



PUBLIC NOTICE

FUNDS AVAILABLE FOR TRANSPORTATION PROJECTS SERVING SENIORS AND INDIVIDUALS WITH DISABILITIES

The Federal Transit Administration (FTA) has announced the availability of federal fiscal year 2025 Section 5310 formula funds (\$389,502). Salem Area Mass Transit District (SAMTD) is a designated recipient of 5310 (FTA) funds for the Salem-Keizer urban area and is responsible for soliciting for projects on an annual basis. Section 5310 funds (FTA) can be used for public transportation projects serving seniors and individuals with disabilities within the Salem-Keizer urban growth boundary only.

Matching local funds are required for the fiscal year 2025 5310 formula grant. The match ratio is dependent on the type of project proposed. Projects must be listed in the Cherriots "Section 5310 Program Management Plan" dated March 2024. A link to this document can be found at [Cherriots.org/grants](https://cherriots.org/grants), and a list of eligible projects can be found in Section 1.5 "Eligible activities", beginning on page 14.

The Statewide Transportation Improvement Fund Advisory Committee (STIFAC) will review grant applications and make a project priority ranking recommendation for FTA 5310 funds to the SAMTD Board of Directors. The committee will hold its meeting in June 2025. There will be time for public testimony at the meeting. Full details of the process including applications, instructions, and dates/times of the public meeting will be available at [Cherriots.org/grants](https://cherriots.org/grants) beginning May 8, 2025.

Please refer to the corresponding grant application instructions for all of the eligibility requirements for organizations and projects.

To submit an application, email it to: shofi.azum@cherriots.org. Paper copies will not be accepted. Applications must be received by 5:00 p.m., June 6, 2025 to be considered.

Si desea una copia de este aviso público en español, visite el sitio web a partir del 8 de mayo de 2025. (<https://www.cherriots.org/grants/>).



2025 SECTION 5310 (FTA) GRANT APPLICATION

SECTION 5310 (FTA) GRANT PROGRAM FOR PROJECTS LOCATED WITHIN THE SALEM-KEIZER URBAN GROWTH BOUNDARY :

"ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES"

MAY 2025

INTRODUCTION

- Read the *2025 Section 5310(FTA) Grant Application Instructions* prior to completing this application.
- Each project submitted for funding consideration must have its own application.
- Selection criteria are detailed in the *Application Instructions*.
- This form must be filled out using the Adobe PDF form. Paper applications will NOT be accepted.
- Unless documents are signed with an official electronic signature service, signature pages should be scanned and attached as separate pages to each application.

Submittal Checklist

Make sure

- ✓ Application is complete, signed, and dated

Submit

- ✓ Proof of agency status (template included in application packet)
- ✓ Maintenance Plan (if submitting an application for preventive maintenance)

A. ORGANIZATION INFORMATION

Name of Organization:

Contact Person:

Address:

Telephone:

Email:

Type of organization (check one)

Private non-profit	<input type="checkbox"/>
State, county, tribal, or local government agency	<input type="checkbox"/>

Area of service (check one)

Inside the Salem-Keizer Urban Growth Boundary (UGB)	<input type="checkbox"/>
Outside the Salem-Keizer UGB	<input type="checkbox"/>
Both inside and outside the Salem-Keizer UGB	<input type="checkbox"/>

Organization days and hours of operation

Day	Hours
Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Please list any planned periods of service closure greater than 3 days (i.e., closed the week between Christmas Day and New Year's Day)	

Total transportation program costs by year

FY24 (historical data, if applicable)	FY25 (Projected)	FY26 (projected)
\$	\$	\$

B. PROJECT INFORMATION

Project title (will be used for reviewer reference and in public comment process. Example: Mobility Management for XYZ volunteer driver program)

Project service area to be served (indicate the geographic features that define your service area such as streets, rivers, or jurisdictional boundaries)

North boundary	
West boundary	
South boundary	
East boundary	
Other general geographic area (i.e., within the Salem-Keizer UGB)	

Optional: please provide a map of your service area as a separate single page 8.5"x11" attachment.

Total Section 5310(FTA) funds requested

\$

Start date

--

Funding request type (check one)

Continuation of existing service at same level of service	<input type="checkbox"/>
Expansion of existing service	<input type="checkbox"/>
New service	<input type="checkbox"/>
Capital request	<input type="checkbox"/>
Other:	<input type="checkbox"/>

--

Scalable Section 5310(FTA) Grant Request

You are strongly encouraged to request the full amount of funding that is needed for each project, including funding for new projects; however, funding is limited. Describe the scalability of your 5310(FTA) funding request, how you scaled down your request and what aspects of the program would not be funded under this funding scenario below. Then enter your scaled down request amounts.

Scalability Description:

FY25
Scaled request: \$

Identify the project's additional sources of funding in the table below

Estimated Additional Project Resources	
Source of Funds	Dollar Amount
2025 Section 5310(FTA) Grant Request (<i>Important!</i>)	\$
Local Resources	\$
Federal Resources	\$
Other (provide description):	\$
Project Grand Total	\$

Coordinated Plan

Is project derived from the Cherriots *Coordinated Public Transit – Human Services Transportation Plan* dated March 2024? Yes No If yes, what page?

If no, explain why the project is not part of the Coordinated Plan.

For example: Is the project part of another plan (please name)? Is the plan still being finalized?

1. Project description

a.) **Describe services or capital investment to be provided by Section 5310(FTA) funding.** Include a description of the following:

- Who you will serve? What geographic area you will serve?
- What level of service will be provided to customers?
- Operational activities; how will customers request and receive rides, including scheduling and dispatching?
- Describe if volunteers will be utilized to provide service and how this will occur (will the volunteer program be supported with 5310(FTA) or other funds? Will you provide mileage reimbursement to volunteers using their own vehicles?).
- **How will the service be marketed?** (500 word limit)

b.) Will you coordinate between providers to avoid duplication? *Describe what level of coordination between partners is done and how duplication is avoided, limit 200 words*

c.) Is your project cost-effective?

Describe average cost per ride, cost per mile and cost per hour, limit 200 words

d.) Project quality

*Describe the **need** for this project. How was this need determined or assessed? Max 2,500 characters/approx. limit: 400 words*

e.) Expected outcomes

8

*Describe the expected outcomes of this project on seniors and people with disabilities.
Why is this project the best method to address the previously described need? Max
2,500 characters/approx. limit: 400 words*

Provide the timeline of the project in the following table

	Step Description	Completion Date
1		
2		
3		
4		
5		
6		

2. Is your application for a replacement vehicle?

Yes (continue to #3) No (continue to Section C)

3. Enter the following information about each vehicle to be replaced if the total cost of the vehicle is being requested:

Vehicle Category* Choose an item.	Qty (#)	Cost Each (\$)	Total (\$)	No. Seats w/ADA Deployed	No. of ADA Stations	Total Capacity	Fuel Type* Choose an item.	Estimated Order Date	Estimated Delivery Date*
Totals:		Grand Total:							

***Vehicle Category Descriptions:**

<https://www.oregon.gov/ODOT/RPTD/RPTD%20Document%20Library/Vehicle-Useful-Life-Benchmarks.pdf>

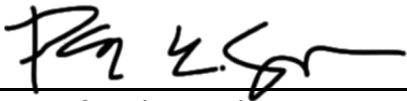
*Fuel Type Options: (G) Gas, (D) Diesel, (B) Biodiesel, (HG) Hybrid-gas, (HD) Hybrid-diesel, (CNG) Compressed Natural Gas, (OF) Other alternative Fuel.

***Estimated Delivery Date:** Minimum 160 days if ADA accessible.

C. ORGANIZATIONAL CERTIFICATION

By submitting this document via email to Cherriots, I certify that the submitted materials and data included are complete, true and correct. Also, I certify that my organization is:

- Eligible to enter into agreements with Cherriots;
- Has the legal, managerial, and operational capacity to do the work to be paid for by the Section 5310;
- Not debarred or suspended from federal grants;
- In compliance with federal, state, and local laws and regulations including, and not limited to, those pertaining to passenger transportation, civil rights, labor, insurance, safety, and health, as applicable;
- Complies with the laws or rules of the Section 5310 Program;
- Properly uses and accounts for the Section 5310 Program's goals; and
- Will operate the project or service in a safe, prudent, and timely manner.



Signature of Authorized Organization Officer

Title

Date

Private Nonprofit Agency – Corporation Status Inquiry and Certification

If your agency or organization is claiming eligibility as a Section 5310(FTA) Program applicant based on its status as a private nonprofit organization, you must obtain verification of its incorporation number and current legal standing from the Oregon Secretary of State Information Retrieval/ Certification & Records Unit (IRC Unit). The “Status Inquiry” document must be attached as an appendix to the application. To assist your agency or organization in obtaining this information, use one of these two methods:

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Private Non-profits

Legal Name of Non-profit Applicant:

State of Oregon Articles of Incorporation Number:

Date of Incorporation:

Certifying Representative

Name (print):	
Title (print):	
Signature:	Date



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***Vehicle Category Descriptions:**

<https://www.oregon.gov/ODOT/RPTD/RPTD%20Document%20Library/Vehicle-Useful-Life-Benchmarks.pdf>

*Fuel Type Options: (G) Gas, (D) Diesel, (B) Biodiesel, (HG) Hybrid-gas, (HD) Hybrid-diesel, (CNG) Compressed Natural Gas, (OF) Other alternative Fuel.

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- In compliance with federal, state, and local laws and regulations including, and not limited to, those pertaining to passenger transportation, civil rights, labor, insurance, safety, and health, as applicable;
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Private Non-profits

Legal Name of Non-profit Applicant:

State of Oregon Articles of Incorporation Number:

Date of Incorporation:

Certifying Representative

Name (print):	
Title (print):	
Signature:	Date



FLEET MAINTENANCE PLAN

2025

DOCUMENT CONTROL HISTORY

Version	Document Title	Date	Comments
0.1	Fleet Maintenance Plan	10/31/15	
0.2		5/4/2018	General Update
0.3		10/1/2024	Review & Update

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Title VI

Cherriots ensures full compliance with Title VI of the Civil Rights Act of 1964 by prohibiting discrimination against any person on the basis of race, color, national origin or sex in the provision of benefits and services resulting from its federally- assisted programs and activities. For questions regarding Cherriots Title VI Program, you may call (503) 588-2424.

Americans with Disabilities Act (ADA) Information

The Americans with Disabilities Act, Title II, states, in part, that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in programs, services or activities sponsored by a public entity." At Cherriots, we are committed to complying with the requirements of Title II of the ADA in all of its programs, services, benefits and activities.

ACRONYMS

ADA	Americans with Disabilities Act
APC	Automatic Passenger Counters
ASA	Automated Stop Announcements
AVL	Automatic Vehicle Location
CAD	Computer Aided Dispatch
CBI	Contingency Bus Inspection
CNG	Compressed Natural Gas
DRI	Digital Recorder – Voice Announcing System
DVI	Daily Vehicle Inspection
DVIR	Daily Vehicle Inspection Report
FTA	Federal Transit Administration
PM	Preventive Maintenance
SOPs	Standard Operating Procedures
TC	Transit Center <ul style="list-style-type: none">• DTC – Downtown Transit Center• KTC – Keizer Transit Center• WSTC – West Salem Transit Center
UGB	Urban Growth Boundary

1. INTRODUCTION

Salem Area Mass Transit District, more commonly known as Cherriots, is a transit district based in Salem, Oregon. Cherriots provides weekday, Saturday, Sunday and most holiday bus and paratransit service in Salem and neighboring Keizer, as well as to Marion and Polk counties. Salem Area Mass Transit District was established by the State of Oregon in 1979. Before then, the City of Salem operated bus service under the name Cherriots.

The population of Salem's urbanized area is around 252,700 along Interstate 5 and the population of the overall Cherriots service area is around 428,500, covering 114 square miles in the Willamette Valley of Oregon. In Fiscal Year 2019, annual Cherriots ridership between all services was just over 3.1 million, averaging 12,686 rides per day. With the effects of COVID-19, Fiscal Year 2021 ridership was down significantly providing 1.5 million rides averaging 5,752 rides per day. Cherriots local bus service operates with 53 peak vehicles. There are an additional 43 vehicles dedicated to providing Cherriots LIFT paratransit service.

Cherriots is governed by a seven-member appointed Board of Directors and provides service in both Marion and Polk counties. Salem is the Capital of Oregon, and the Salem-Keizer urbanized area is situated 47 miles south of Portland and 64 miles north of Eugene.

The range of Cherriots urban local fixed-route and commuter bus service, rural commuter express service, paratransit service, and dial-a-ride service specific to seniors and individuals with limited abilities, provide approximately 3.1 million passenger trips annually in Fiscal Year 2019 and 1.5 million in Fiscal Year 2021 down due to COVID-19. All Cherriots local services operate Monday through Friday, 5:00 a.m. to 11:00 p.m., and Saturday, 7:00 a.m. to 9:00 p.m. Sunday and most holidays, 8:00 a.m. to 8:00 p.m. Sunday service began on Sunday, September 5, 2021. Holiday service began on Veterans Day, November 11, 2021.

Cherriots local fixed-route bus services are primarily offered within the Salem-Keizer Urban Growth Boundary (UGB), as defined by state statute. The Cherriots Regional service connects the Salem-Keizer area with the city of Wilsonville to the north, where riders can directly access the Portland metropolitan area, as well as to surrounding, rural communities in Marion, Polk, Linn, Yamhill, and Clackamas counties. The population served by Cherriots full range of services is well over 500,000.

Cherriots mission is to connect people with places through safe, friendly, and reliable public transportation services. With 20 Cherriots local routes, fixed-route service provides regularly-scheduled transit service connecting workforce centers, a multitude of medical and health care services, senior centers, continuing education establishments, and shopping districts. Cherriots partners with outlying communities to provide commuter express services that bring people directly from outlying areas to the critical services offered within the cities of Salem and Keizer.

Salem is the state capital and the county seat of Marion County. Cherriots operates specific routes that are aimed at providing transportation to large work centers, such as the Capitol Mall, Chemeketa Community College, and Salem Hospital. One of the busiest corridors of the city, Lancaster Drive, is home to malls and retail facilities. These are large employment providers and generate jobs for economically-disadvantaged individuals. The most popular destination of transit riders in east Salem is Chemeketa Community College, another large employer and the local community college.

The population of Cherriots service area grew 11.6 percent from 2010 to 2020. Approximately 58 percent of Cherriots riders do not have access to a vehicle, compared to 39 percent of neighboring TriMet riders and 29.4 percent of Lane Transit District's riders.

While economic growth is slowly returning to the Salem-Keizer area, 35.8 percent of the residents who live within the Salem-Keizer urban growth boundary still live below 200 percent of the federal poverty line and are considered “low-income.”

Cherriots LIFT service provides complementary paratransit service under the Americans with Disabilities Act (ADA) within the UGB. Cherriots Shop and Ride is a shopper shuttle and dial-a-ride service available to seniors 60+ and individuals with limited abilities with no required qualification. Cherriots operates Cherriots Regional providing commuter express and flex-route service in rural Marion, Polk, and Linn counties. Cherriots Trip Choice promotes and coordinates easy and cost-effective transportation options throughout Marion, Polk, and Yamhill counties. It offers information and coordination for carpooling, vanpooling, public transit, bicycling, walking, and telecommuting.

Cherriots serves the largest public and private employers in Salem. These are the State of Oregon offices (39,000 employees as of June 2020) and Salem Health (5,200 employees). An analysis of the September 2021 transit network and 2019 employment data identified 84 percent of jobs within the Salem-Keizer urban growth boundary are located within a quarter mile of any bus stop in Cherriots Local transit service network. Focusing jobs, housing, and services to best take advantage of the Cherriots transit system ultimately will reduce the need to drive, therefore, enriching the lives of the community.

Cherriots operates local bus service in the Salem-Keizer area. Other services Cherriots provides are Cherriots Regional, Cherriots LIFT, and Cherriots Shop and Ride (see below). In addition to operating services, Cherriots offers travel training to riders and runs the Cherriots Trip Choice program – helping connect riders with transportation options, including transit, carpools and vanpools, biking, and walking.

Cherriots

Local bus routes serve local streets in the Salem-Keizer area, providing service within the Salem-Keizer UGB (Figure 1).

Cherriots Regional

Regional express routes provide bus service between towns and cities mostly in Marion and Polk counties. Additionally, Cherriots provides the Polk County Flex, an origin-to-destination service in Dallas, Monmouth, and Independence (Figure 2). In May 2020, the Polk County Flex became a deviated fixed route called the Route 45. Route 45 provides service between Dallas, Monmouth, and Independence. Route 45 runs every 2 hours between 8:00 a.m. and 5:00 p.m. on weekdays. Stops on Route 45 are spaced about a quarter mile apart, providing more access for seniors and people with limited abilities.

Cherriots LIFT

Origin-to-destination paratransit service provides rides to those who are unable to independently access Cherriots local bus service due to their functional ability. LIFT serves the Salem-Keizer UGB. Riders must be found eligible and trips must be scheduled in advance. During Fiscal Year 2020, Cherriots provided 47,143 LIFT rides (down due to the ongoing Covid-19 pandemic.) Cherriots Contracted Services Department is part of the Operations Division, which includes Cherriots LIFT, Regional, and Shop and Ride services. The LIFT service is expressed in all caps to distinguish the program name from the vehicle lifts. LIFT is not an acronym. Cherriots operates LIFT service through a contract with a private-sector company, which provides staff for the operation of the vehicles. Cherriots owns and maintains the LIFT vehicles operated by the private company. Cherriots LIFT trips are reserved through the Cherriots Call Center, formerly known as Trip Link, which is also operated by a private-sector company. Cherriots provides the facility and all equipment to the Call Center. Cherriots additionally contracts with a private-sector company for Cherriots LIFT eligibility determinations. Cherriots is responsible for program, contract, and operations management for the LIFT transportation service, Call Center, and LIFT Eligibility.

Cherriots Shop and Ride

Shop and Ride includes both a shopper shuttle and origin-to-destination dial-a-ride service for seniors and individuals with limited abilities who may not qualify for ADA service. This service operates throughout the Salem-Keizer UGB, and trips must be scheduled in advance.

Cherriots Maintenance Department

The Cherriots Maintenance Department is responsible for all aspects of maintaining, servicing, and cleaning of buses and support vehicles for transit services in the Cherriots fleet. The Maintenance Department is also responsible for the upkeep and repair of Cherriots equipment and facilities, including bus stop signs and passenger shelters. The Maintenance Department strives to provide safe, reliable, and clean buses, using the most efficient and cost-effective maintenance practices, products, and personnel resources.

2. FLEET MAINTENANCE OVERVIEW

2.1 Management Philosophy and Organization

The success of the Maintenance Department, in the eyes of our riders, is due in large part to our safety, reliability, efficiency, cleanliness, and friendliness of the system. Hence, the continued effort to maintain our fleet in good working order is of paramount importance. Cherriots also ensures all its contractors adhere to this philosophy and that they make it part of their day-to-day efforts.

The Maintenance Department has a strong focus on delivering on the mission. One of the keys to ensuring that our preventative maintenance schedule. That begins with using the original equipment manufacturer's specifications and enhance where applicable to reflect actual operational experiences. Maintaining vehicles in a state of good repair allows Cherriots to realize the full useful life of each vehicle purchased. Moreover, we are able to reduce conditions and failures which may result in unsafe conditions. Reliability is not just limited to early and timely detection of problems, but is also dependent upon a well-trained staff, ongoing communication between Cherriots staff and contractor personnel, and the general maintainability of equipment.

The Maintenance Plan provides a working outline for Cherriots and its contractors to ensure the overall reliability of the system. Processes have been established to effectively communicate Cherriots goals and objectives, track key performance indicators, and adjust, when necessary, based on both positive and negative trends.

Cherriots Maintenance supervisory staff must provide adequate personnel to operate a full schedule of services and ensure employees have a strong commitment to customer service. Moreover, Cherriots Maintenance team members demonstrate a focus on continuous improvement in operational performance through dedication of local and regional resources.

2.2 Maintenance Goal

To provide efficient and fiscally responsible maintenance services allowing the fleet, facilities, and support equipment to be used for their intended purposes.

Preventative Maintenance (PM) inspection's goal of 100% on-time completion is a critical component to maintaining a high up-time to deliver vital public transit service to our community. (See Appendix A for the Preventative Maintenance Inspection Reports.)

2.3 Maintenance Objectives

- Complete major vehicle repairs based upon most reliable life cycle, at the lowest cost.
- Identify, design, and incorporate improvement projects to reduce and minimize total operating and maintenance costs.
- Operate the facility utilities and fleet in the most cost-effective manner, while providing a high level of reliability.
- Provide a method for comprehensive reporting and identification of necessary repairs and maintenance work.
- Maintain the proper level of spare parts and supplies to support timely maintenance and repairs.
- Accurately track the cost of all maintenance work.
- Schedule all planned work in advance, and allocate staff to meet planned and unplanned events.
- Monitor the progress of all maintenance work to successful completion.
- Maintain complete historical data concerning the facilities in general and equipment and related components.
- Continually seek workable engineering and technological solutions to maintenance problems.
- Perform daily housekeeping and cleaning functions to maintain safe and efficient facilities.
- Promptly respond to and repair minor problems in the facilities.

- Maintain bus stops and shelters in a manner that provides a clean, attractive, and safe area for customers.

2.4 Bus Stops and Shelters

Cherriots currently has over 700 bus stop signs passenger shelters in place in our service area. Bus stops and shelters are located, installed, and maintained in consideration of Cherriots passengers' comfort and convenience.

Graffiti and vandalism to Cherriots bus stops and shelters is removed or repaired as soon as it is reported. Incidents of damage or vandalism are reported to the Dispatch office by Transit Operators, Operations Supervisors, other agencies, and/or the public. These reports generate a work order that is logged into a database to track repairs and costs; the work order is given to the Facilities Department for removal or repair within five working days. Repairs for damage to signs or shelters that may cause harm to the public are begun as soon as reported. Paint and pen graffiti can be removed in the field daily by performing scheduled cleaning and trash removal duties. Etching of shelter panels may be removed by sanding. Broken or damaged panels are removed as soon as practicable to eliminate the possibility of public injury due to sharp or hazardous edges.

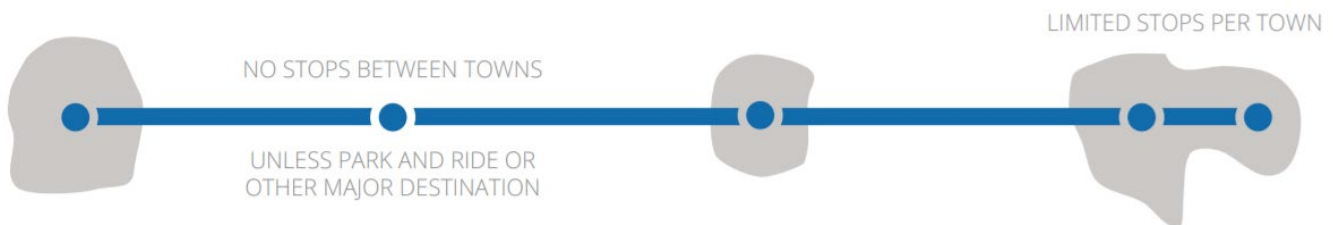
Fixed-Route Local Bus Stops

For local bus service, bus stops should be placed about every quarter mile. Research shows this is typically how far riders are willing to walk to access the bus. When access to cross streets is limited, stops can be placed farther apart. All two-way bus service should have a corresponding bus stop in the opposite direction of travel so riders can get off the bus as close as possible to where they got on the bus earlier in the day.



Regional Express Bus Stops

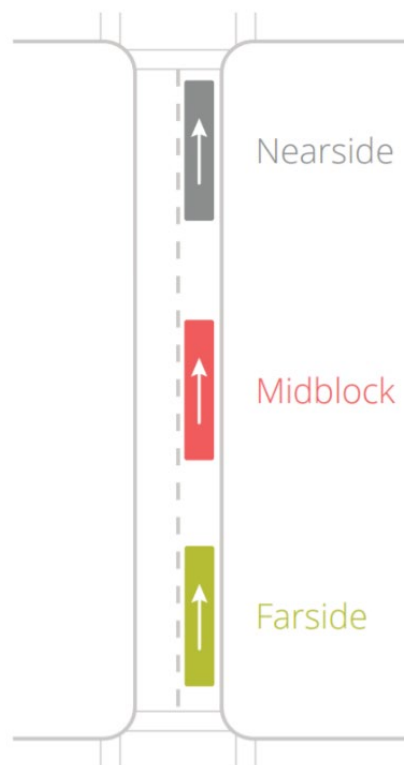
For regional express routes, limited stops should be placed within towns and cities. Unlike local service, the primary point of regional express service is to help riders travel between cities, not within. Typically, stops are placed at major destinations such as shopping centers, universities, and in the downtown core. Stops can also be placed in unincorporated areas if there is a park and ride lot or other major destination.



Stop Placement

Bus stop placement in relation to an intersection can have an impact on both safety and timing. Below is the preferred order of stop placement:

- Far-Side of Intersection
Far-side bus stops are located after crossing through an intersection. Far-side placement is preferred because it makes it easier for buses to get back into a travel lane due to gaps in traffic created by traffic signals. However, multiple buses serving a far-side stop at the same time might block an intersection.
- Near-Side of Intersection
Near-side bus stops are located at the side of the block prior to crossing an intersection. An advantage of nearside stops is that time spent waiting at a red light can overlap time loading and unloading riders. However, there is an increased risk of conflicts with vehicles making right turns.
- Mid-Block
Mid-block stops experience less pedestrian congestion than the other two stop locations. However, unlike far-side and near-side stops, mid-block stops encourage riders to cross the street in the middle of the block, which is unsafe. Other riders may have to walk long distances to safely cross at an intersection.



In the end, every bus stop has unique circumstances and should be evaluated individually to determine the best and safest placement given conditions on the ground.

2.5 Fleet Overview

Cherriots Local Fixed-Route

Cherriots entire bus fleet is broken down into the following categories: 26' low-floor gasoline cutaway buses, 35' and 40' low-floor Compressed Natural Gas (CNG) buses, and 35' and 40' low-floor diesel buses and 40' Battery Electric Buses (BEBs). Each local, fixed-route bus is fully ADA accessible with a kneeling chassis and a wheelchair ramp. Cherriots maintains an active fixed-route fleet and a contingency fleet for

emergency use. The peak requirement for Cherriots Local is 58 buses. Cherriots has a current active fleet size of 70 Cherriots Local buses. Please see Table 1 for the exact fixed-route fleet breakdown and Section 2.8 for contingency fleet information.

Cherriots LIFT – Paratransit

The Cherriots LIFT fleet consists of gasoline-powered, cutaway-style and CNG-powered, cutaway style vehicles. All of the cutaway-style bus fleet are fully ADA accessible with wheelchair lifts or ramps and have between two (2) and four (4) securement areas for people using a mobility device. Seating for ambulatory customers is a combination of seats fixed to the bus floor and seating that is attached to the wall, but can be folded up against the interior wall of the bus, to open floor space for wheelchair securement.

Ambulatory seating varies by sub-fleet, with a seated maximum of thirteen (13) and a minimum of six (6). The number of seats available for ambulatory customers depends on the number of wheelchair spaces occupied. The peak requirement for Cherriots LIFT is 37 buses. Please see Table 2 for the exact Cherriots LIFT paratransit fleet breakdown and Section 2.8 for contingency fleet information.

Cherriots Regional

The Cherriots Regional fleet consists of eighteen (18) vehicles, fourteen (14) medium-duty buses and four (4) cutaway-style vehicles. Regional buses are equipped with wheelchair lifts. Ambulatory seating varies by vehicle size with a seated maximum of 28 and minimum of 3. The number of seats available for ambulatory riders depends on the number of mobility device spaces occupied. Cherriots Regional has a current active fleet size of 18 buses. The peak requirement for Cherriots Regional is 16 buses. Please see Table 3 for the exact Cherriots Regional fleet breakdown and Section 2.8 for contingency fleet information.

Cherriots Shop and Ride

The Cherriots Shop and Ride fleet consists of 3 fully ADA accessible cutaway-style buses. Shop and Ride buses are equipped with wheelchair lifts. Ambulatory seating varies by vehicle type and size with a seated maximum of 13 and minimum of 3. The number of seats available for ambulatory riders depends on the number of mobility device spaces occupied. The peak requirement for Cherriots Shop and Ride is 2 buses. Please see Table 4 for the exact Cherriots Shop and Ride fleet breakdown and Section 2.8 for contingency fleet information.

Cherriots Support Vehicles

Cherriots Support Vehicle fleet consists of sedans, SUVs, trucks, and minivans. There are 22 Cherriots Support Vehicles currently.

Software Programs

The Maintenance Department currently operates FleetNet for its fleet maintenance and parts inventory control. It also interfaces to our scheduling software Trapeze and our Intelligent Transportation System from Avail Technologies. The Maintenance Department also uses FleetNet to compile and generate reports to compute budgetary and expense information, track road call summaries, and for tracking mileage data.

Cherriots uses FuelServe for vehicle fueling which also an authorized employee to use an assigned card or their employee number to complete a fueling transaction.

2.6 Service Overview

For the fiscal year 2024, Cherriots Local routes travels 4,122,563 revenue miles. The paratransit fleet averages 750K revenue miles. Vehicles are in operation approximately 5:00 a.m. to 11:30 p.m.

Time spent outside of revenue operation is used for performing all necessary service, cleaning, and maintenance to the vehicles. The Cherriots Dispatch Office is open 3:30 a.m. to 12:00 a.m., Monday-

Saturday, 5:00 a.m. to 10:00 p.m. on Sunday, and is responsible for assigning replacement vehicles when needed, in accordance with the available vehicle list from the Maintenance Department. Expanded service hours are to be determined. Before service operation, all vehicles are given a pre-trip inspection.

Defects found upon completion of the pre-trip inspection are recorded on the DVIR or mobile data terminal. (See Appendix B for the DVIR). Dispatch is notified of any defects that render the vehicle unusable. Defects are resolved by the Maintenance Department when the vehicle is no longer in revenue operation.

The LIFT Program operations model consists of manifests being created based on the trip requests received in the Call Center. The manifests are electronically provided to the operators of the LIFT service. Manifests are then assigned to a vehicle and completed by an Operator. All LIFT maintenance is performed by Cherriots Maintenance Department employees, excluding minor maintenance activities specifically outlined as responsibility of the LIFT contractor. Cherriots has general program and operations direction and oversight responsibility.

2.7 Existing Bus Fleet

All vehicles in operation are wheelchair accessible and adhere to ADA compliance standards.

Table 1, Cherriots Local Fixed-Route Fleet, provides detailed information on the vehicles used for fixed-route revenue operations.

Table 1 - Cherriots Vehicle Replacement

CHERRIOTS REQUIREMENTS – ACTIVE FLEET						
FLEET NBR	FY BUILT	BUS LENGTH	FLEET SIZE	FUEL TYPE	BUS MAKE & DESCRIPTION	AGE END FY 2023
223-226	2008	40	4	BD	Gillig	15
227, 234	2011	40	8	BD	Gillig	12
123-126	2011	35	4	BD	Gillig	12
127-130	2012	35	4	BD	Gillig	11
1801-1806	2019	35	6	RNG	Gillig	4
1851-1856	2019	40	6	RNG	Gillig	4
1901-1904	2019	35	4	RNG	Gillig	4
1951-1963	2020	40	13	RNG	Gillig	3
2251-2255	2022	40	5	RNG	Gillig	1
2390-2393	2023	26	4	Gas	Arboc	0
2370-2379	2024	40	10	Electric	Gillig	-1
TBD	2026	40	10	Electric	Gillig	-3
TBD	2026	40	2	Gas	Arboc	-3
TBD	2027	40	4	TBD	Gillig	-2030
TBD	2028	40	12	TBD	TBD	-5

Table 2, Cherriots LIFT Paratransit Fleet, provides detailed information on the vehicles used for paratransit operations.

Table 2 - Cherriots LIFT Vehicle Replacement

CHERRIOTS LIFT VEHICLES						
FLEET NBR	FY BUILT	BUS LENGTH	FLEET SIZE	FUEL TYPE	BUS MAKE & DESCRIPTION	AGE END FY 2025
834,837	2010	22	2	Gas	Startrans	15
838,842,843	2011	22	4	Gas	Startrans	14
846-849	2011	22	4	Gas	Startrans	14
851-853	2011	22	3	Gas	Startrans	14
862-865	2013	22	4	Gas	Arboc	12
1401-1403	2014	15	3	Gas	AM General	11
1404-1407	2015	22	4	Gas	AM General	10
866-870	2018	22	5	Gas	Glaval	7
871-875	2019	22	5	Gas	Eldorado	6
876-878	2022	22	3	Gas	NorCal	3
TBD	2026	22	7	Alt	TurtleTop	-1
TBD	2028	22	10	Alt	TBD	-3
TBD	2029	22	10	Alt	TBD	-4
TBD	2030	22	7	Alt	TBD	-5

Table 3, Cherriots Regional, provides detailed information on the vehicles used for regional operations.

Table 3 - Cherriots Regional Vehicle Replacement

CHERRIOTS REGIONAL REQUIREMENTS - ACTIVE FLEET						
FLEET NBR	FY BUILT	BUS LENGTH	FLEET SIZE	FUEL TYPE	BUS MAKE & DESCRIPTION	AGE END FY 2025
308-311	2020	25	4	Gas	Cutaway	5
361-363	2018	32	3	Diesel	Bluebird	7
364-370	2022	32	7	Diesel	Bluebird	3
TBD	2027	25	4	Alt	TBD	0
TBD	2030	32	4	Alt	TBD	

Table 4, Cherriots Shop and Ride Fleet, provides detailed information on the vehicles used for paratransit operations.

Table 4 - Cherriots Shop and Ride Vehicle Replacement

CHERRIOTS SHOP AND RIDE VEHICLES						
FLEET NBR	FY BUILT	BUS LENGTH	FLEET SIZE	FUEL TYPE	BUS MAKE & DESCRIPTION	AGE END FY 2024
504	2010	22	1	Gas	Champion	14
552	2019	22	1	Gas	Eldorado	5
505	2020	22	1	Gas	Eldorado	4
TBD	2028	22	1	TBD	TBD	-4
TBD	2029	22	1	TBD	TBD	-5

2.8 Contingency Fleet

Contingency Fleet Service Requirements

As of 2024, Cherriots maintains a contingency fleet of four (4) vehicles. The Cherriots contingency fleet consists of vehicles that have already reached the end of their useful life and are no longer needed for normal scheduled service. The contingency fleet will be maintained under the following circumstances:

- Restoration of previously reduced service.
- Major temporary, dedicated service events such as construction or other interruptions to regular service.
- Major service emergency conditions, like declared natural disasters such as major region-wide flood or winter storm, resulting in a temporary surge for Cherriots ridership demand, or possibly damage to regular active fleet buses requiring temporary substitution of contingency buses for regular buses until the regular buses can be returned to service.
- Sudden surge in Cherriots ridership demand due to national or regional fuel emergencies.

Cherriots shall send a letter of notification to the FTA should there be a need to fully reactivate a contingency bus for active service.

Contingency Fleet Maintenance

Cherriots contingency buses have been removed from normal scheduled maintenance and put into a Contingency Bus Inspection (CBI) program, which is performed every 180 days. CBI inspections consist of: brake adjustments, air, electrical, throttle, interlock system operation check and fluid level check for all contingency buses.

2.9 Operating Spare Ratio

Fixed-Route

Maintenance's current standard is to maintain approximately 20% spare ratio to ensure vehicle availability, optimize maintenance costs, and is based upon PM peak pullouts. This ratio calculated based upon the entire fleet.

Paratransit

The goal for Cherriots LIFT service delivery is to maintain at least a 16% spare ratio, which is based upon average peak pullouts. As of March 2024, the maximum peak pullout was 31 vehicles.

2.10 Current Maintenance Staffing

The Cherriots Maintenance Department currently has 42 employees that include: Department Manager, Vehicle Maintenance Supervisors, Facilities Maintenance Supervisor, Journey Mechanics, Service Technicians, Service Workers, Facilities Maintenance Workers, Procurement Assistant, Parts and Supplies Clerk, and Staff Assistant. Department personnel may work any shift over a five-day period, performing varied assigned tasks.

Table 5 - Cherriots Maintenance Employee Shift Distribution

Position	Day	Swing
Journey Mechanic	6	5
Service Technician	3	3
Service Worker	2	6
Facilities Maintenance Supervisor	1	
Facilities Maintenance Technician	1	
Facilities Maintenance Worker	7	3
Procurement Specialist	1	
Parts and Supplies Clerk	1	
Maintenance Supervisors	2	2
Maintenance Training Supervisor	1	
Maintenance Administrative Assistant	1	
Maintenance Manager	1	

Cherriots Maintenance employees operate on a 22-hour, seven-days-a-week work schedule. All shifts are staffed to accommodate scheduled PM inspections and fleet modifications, as well as unscheduled repairs when vehicles are out of operation. Shifts are scheduled so there is an overlap between shifts for continuity of operation.

2.11 Employee Performance

Cherriots has an annual performance appraisal program using forms that are periodically revised to better address performance criteria and to improve the quality of the appraisal. Training is also provided to supervisors to assist them in the process and outcome. Cherriots subscribes to a positive corrective action approach, as well as a progressive discipline program in addressing performance deficiencies. Employees are recognized and rewarded for system-improving suggestions and ideas.

Training is regarded as an essential element in our effort to improve maintenance productivity. Maintenance training is directed toward developing and upgrading skills necessary for proper vehicle maintenance, equipment modification, system procedures, and new equipment orientation. The program also focuses on management to enhance leadership skills and supervisory practices to increase productivity levels and maintain a responsible maintenance environment. In-house training consists of both classroom and on-the-job training. Equipment and product vendors periodically hold seminars and training sessions at Cherriots facilities.

2.12 Maintenance Performance Indicators

Fixed-Route

Each year, the Maintenance Department identifies goals critical to successful performance of the fixed-route fleet. Vehicles must be reliable, clean, safe, and accessible for both internal and external customers, and annual goals are directed at meeting those standards in a cost-effective manner. A monthly benchmark report tracks the ability of the Maintenance Department to meet its goals. There are the current targets (fiscal year 2024-2025):

1. Overall miles between major mechanical failures is greater than or equal to 9,000 miles
2. PM compliance is at 100

Previous goals have focused on overtime costs, spare ratio, preventive maintenance, on-time compliance, maintained pullouts, frequency of interior cleaning and steam cleaning, and repair to payroll hour ratios

in addition to attendance, inventory value, cost per vehicle mile and road call mileage (Figures 1). When goals are consistently met, they become a regular part of operations and other goals are introduced.

Figure 1 – Cherriots PM On-Time Performance

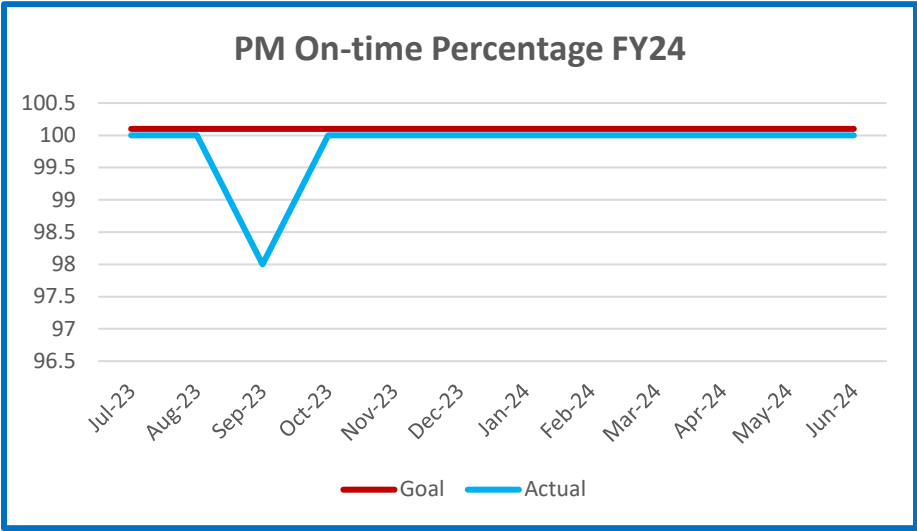


Figure 2 – Cherriots Cost per Mile Diesel Fleet

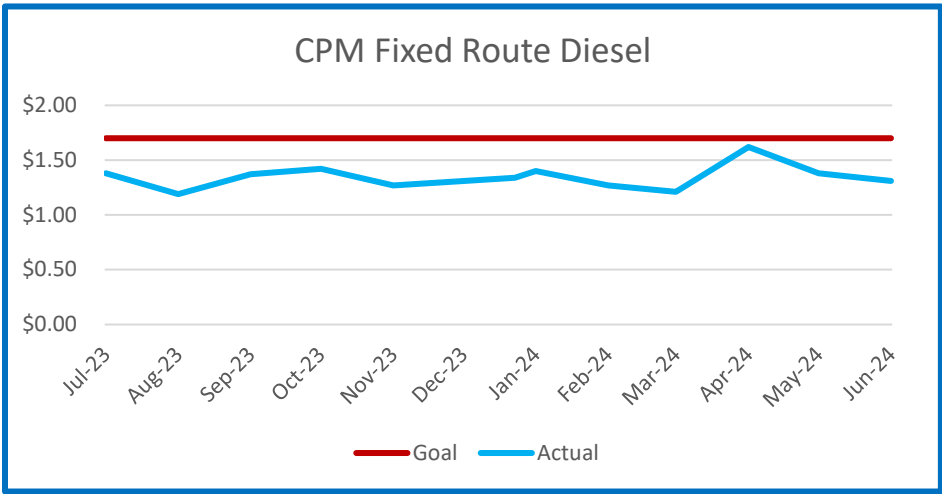


Figure 3 – Cherriots Cost per Mile CNG/RNG Fleet

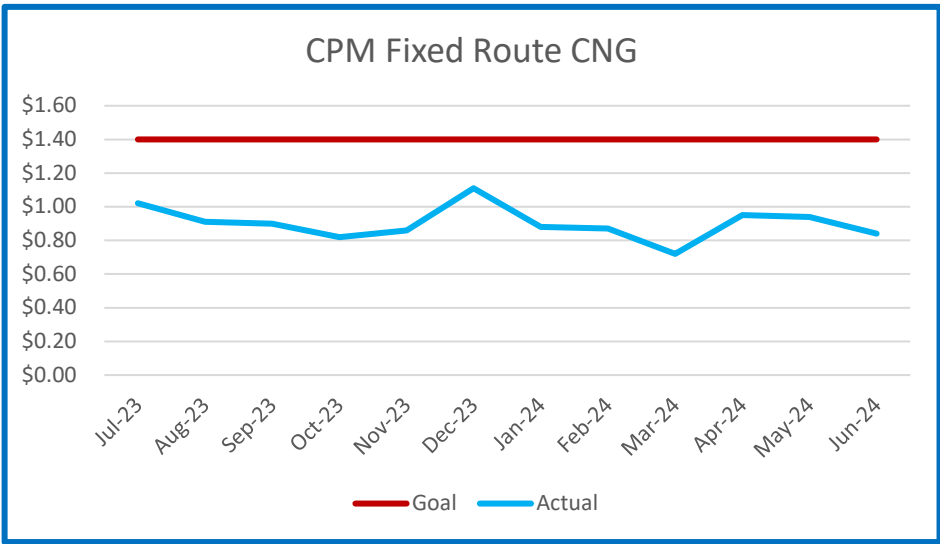
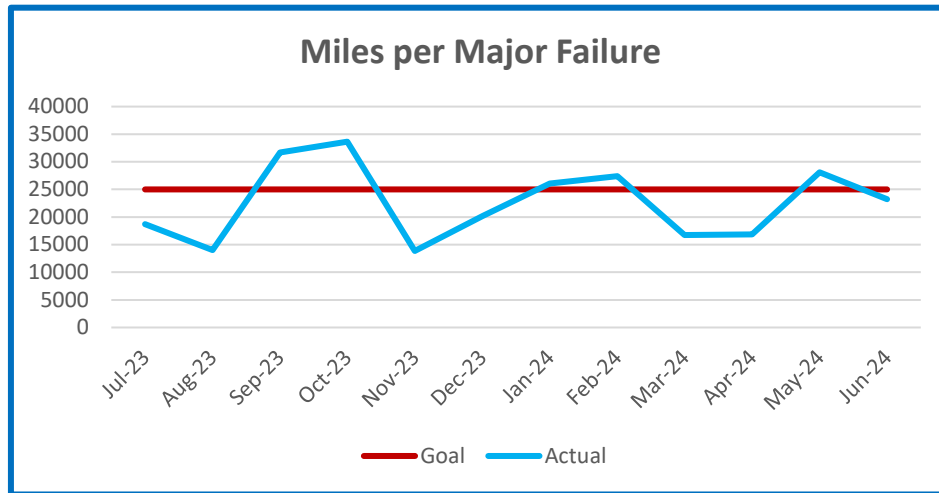


Figure 4 – Miles per Major Mechanical Failure – Fixed Route



2.13 Scheduled Maintenance

Fixed-Route

All local fixed-route, LIFT, Regional, and Shop and Ride vehicles are scheduled for regular preventive maintenance. Preventive maintenance schedules vary in accordance to the system on which the maintenance is performed. Inspection procedures vary slightly depending on the model and make of the vehicle and its components.

General Preventive Maintenance

- 'A' Inspection – Oil change, oil sample, engine pressure wash interior/exterior inspection, chassis lubrication, brake inspection, differential fluid level reading, farebox inspection.
- 'B' Inspection – 'A' inspection, plus wheelchair lift inspection, and transmission sample.
- 'C' Inspection – 'B' inspection, plus engine valve adjustment, air conditioning inspection, air system serving, and CNG tank inspection (if equipped).
- 'D' Inspection – 'C' inspection, plus valve adjustment, cooling system service, transmission service, air cleaner replacement, pack wheel bearings, and hydraulic and differential fluid change.

The schedule for general preventive maintenance varies by fleet and/or engine manufacturer. Anytime drive train fluid is removed, oil analysis is used to determine the optimum extended oil change interval. The interval for each type is listed in Table 6, General PM Intervals.

Table 6 – General PM Intervals Rotation A,A,B,A,A,C,A,B,A,A,D

MODEL YEAR	BUS SERIES	A	B	C	D
2008	113-122, 223-226	6,000	18,000	36,000	72,000
2011	123-126, 227-234	6,000	18,000	36,000	72,000
2012	127-130	6,000	18,000	36,000	72,000
2019	1801-1806, 1851-1856, 1901-1904	6,000	18,000	36,000	72,000
2020	1951-1963				
2022	2251-2255	6,000	18,000	36,000	72,000
2023	2390-2393	6,000	18,000	36,000	72,000
2024	2370-2379	6,000	18,000	36,000	72,000
All	Category E1 and D	6,000	18,000	36,000	72,000
All	Category B	6,000	18,000	36,000	72,000

Transmission Preventive Maintenance

- During 'T' Inspection (every 18,000 miles) – Visual inspection, fluid drain and filter change, record fault codes, ATF sample and road test for proper shifts and retarder functions.
- 'LR' Inspection (every 72,000 miles) – 'L' inspection, plus pan drop for metal and clutch check, and operating pressure check, along with fluid replacement.

Engine Preventive Maintenance

- 'E' Inspection (every 50,000 to 75,000 miles, depending on fleet) – Manual and electronic idle and valve checks and tune-up inspection.

Air Conditioning Preventive Maintenance

- 'ACB' Inspection (every 24,000 miles) – 'ACA' inspection, plus clutch bearing lubrication, pressure and temperature check, and filter replacement.
- 'ACC' Inspection (every 48,000 miles) – 'ACB' inspection, plus compressor area steam cleaning, voltage/amperage readings from motors, and compressor operating efficiency tests.

Brake Preventative Maintenance

- PM Inspections are performed on brakes every 6,000 miles.
- Brakes efficiency is checked with an electronic brake de-accelerometer after any brake repair work and for driver complaints. There must be a 50% efficiency rate at 20>MPH.
- Application valve, parking brake valve, and relay valves are checked for leaks and performances at 6,000-mile intervals and rebuilt or replaced, as needed.
- Moisture ejector valve is rebuilt and desiccant cartridge is changed, as needed.
- Major brake overhaul intervals occur at an average of every 100,000 miles, because buses are equipped with retarders. Overhauls include the following:
 - Relining
 - Drums turned
 - All seals replaced
 - Worn and damaged components checked and replaced
 - S-Cam and bushings inspected and replaced, as necessary
 - Wheel bearings cleaned and repacked and new seals installed
 - Bus is test driven and checked with brake meter
 - Non-asbestos lining is used on all reclining

Differentials Preventative Maintenance

- Done in conformance with manufacturer's suggested service intervals.
- Gear oil changed at 72,000 PM.
- Life expectancy at 350,000 miles.

Cooling System Preventive Maintenance

- Cooling systems are maintained by providing a source of anti-freeze and water in the bus wash for topping up, as needed.
- The coolant is changed on a 2-year cycle, assuring the coolant is at the proper protection level using both anti-freeze and an additive package. Coolant filters permeated with Nalcool are utilized.
- Repairs to the system are on an as-needed basis. Adding to the cooling system is monitored by the fueling sheets, which indicate coolant usage by coach on a daily basis.

Wheelchair Lift Preventive Maintenance

- 'WLR' Inspection (every 12,000 miles) – Clean platform, check ride and step height, inspect system for leaks, and lubricate all moving parts.
- 'WLX' Inspection (every 48,000 miles) – 'WLR' inspection, plus fluid and filter change.

Restraints

- All vehicles are equipped with a Q-Straint 4-point wheelchair restraint system.

Other Preventive Maintenance

- 'FB' (Farebox) Inspection (annual inspection) – Coin mechanism, bill transport, coin escrow, bill stuffer, logic board, and lock inspection, lube, adjust, and bulb replacement, as needed.
- 'CAM' (Camera System) Inspection (every 12,000 miles) – Procedural check of all cameras, data packs and data recorders.
- 'CBI' (Contingency Bus) Inspection (every 90 days) – Brake adjustments, air, electrical, throttle, and interlock system operation check, and fluid level check for all contingency buses.

Oil Sampling

Oil samplings are taken at each oil change. In addition to determining oil and filter service intervals, sampling provides specific data on the levels of contamination present, such as coolant, soot, or high metal content.

Transmission and differential samples are taken if problems are suspected. The most recent result of sampling is studied by management and placed in a file for each engine. Appropriate preventative steps are taken, and repairs are performed, as necessary.

Sampling of bulk supplies at the time of delivery is taken periodically to ensure quality and consistency.

Electrical Component Rebuild

Electrical components are rebuilt on an as-needed basis or as bench work, time permitting. Starters, motors, relay boards are checked to determine what is needed. Personal computer boards are repaired or replaced as needed. Typically, alternators and starters are sent out for rebuild. Armatures are turned and cleaned, brushes are replaced, coils are repaired or replaced, and new bearings and seals are installed.

Farebox Maintenance

Electronic registering fareboxes are regularly maintained and repaired, as needed. A designated area is equipped with the necessary electronic repair equipment to do all repairs and adjustments in-house. Fareboxes are probed each night and cashboxes emptied twice a week. Maintenance reports are monitored for problems.

Communications, Electronics, and Security Equipment

All buses in the fleet are equipped with Digital Recorder (DRI) Voice Announcing Systems, an automatic announcement system, triggered by GPS technology.

All buses are equipped with surveillance cameras to record activity within the coach. The system has an 'event' button, which preserves a recorded period, as well as an impact sensor.

Setup and troubleshooting is performed as the new buses arrive. Subsequent repairs are performed on an as-needed basis, with the aid of Original Equipment Manufacturers (OEM) and by qualified in-house staff.

Upholstery Repair

Seat coverings are repaired on an as-needed basis. Graffiti is removed immediately upon discovery. The Maintenance Department performs all repairs and re-upholsters in-house.

Bus Towing

Emergency repairs are made at the site of failure if the responding mechanic determines it can be done safely and efficiently. All towing is done by an outside towing service.

Daily Vehicle Inspections (DVI)

DVI books are supplied on all buses. There are two books on each bus. One book reflects the prior 30-day pre- and post-trips, along with defects that have repairs signed by Maintenance staff. The second book is the current book that contains the most recent defects and repairs.

DVIs are delivered to the Maintenance facility nightly after the runs are completed. All write ups are checked out before the bus is returned to service. Depending upon the severity, some may be repaired immediately, while others may be deferred to a later date or determined unjustified.

DVIs are filed for reference and retained in accordance with the archive retention schedule.

A process has been developed that allows Maintenance to correspond to the Operators on all repairs completed.

Tires

Cherriots currently has a tire purchase agreement with Cascade Tire. This Agreement include tires for the Cherriots local, non-revenue, regional, LIFT services.

The Maintenance Department personnel perform all mounting, dismounting, and minor repairs to the tires. The tires are branded with an identifying number that is used to track the tire throughout its life using the FleetNet tire module. Air pressure and tread wear checks are performed weekly on the fleet.

- Front
 - Tires are removed at 8/32' to use at a rear tire position.
 - 4/32" tread depth minimum on any major tread groove on front axle.
 - A front-end alignment is performed whenever abnormal tire wear exists.
 - Toe in is checked every 36,000 miles.
 - These tire casing are recapped once and used on the rear.
- Rear
 - 2/32" tread depth minimum on any major tread groove on the rear axle.
 - Sidewalls are monitored for curb scuffing.
 - Tire pressure, wear and tread depth.
 - Each week every tire is checked.
 - Minimum tire pressure is maintained for maximum tire life, as recommended by tire manufacturer.
- Wheels
 - Checked for cracks during mounting and painting.
 - Sandblasted, inspected and repainted when a new tire is installed.

Inventory and Parts

The parts inventory consists of approximately 2,200 different line items.

Inventory is stocked in five locations:

- Parts Room for smaller, fast-moving items
- Receiving area for large, bulky items

- Tire Room for tires and wheels
- Mezzanine area for body panels, glass, and slow-moving items
- Maintenance Shop and Fuel Island for oil and anti-freeze barrels

Parts are recorded in inventory and the computerized inventory system by:

- Major component classification
- Part number
- Location
- Bin location

Physical inventory is taken at the end of each fiscal year. Physical inventory counts are handwritten on computer-generated count sheets by location. An employee, who is not a member of the counting team, then enters the counts into the computer. Upon completion of the physical inventory, a computer printout is made of the total parts inventory valuation. This inventory valuation, together with the original count sheets and “issued/receipts” location sheets, are turned into the Operations Division. The Operations Division, which has kept a separate inventory count during the year, then reconciles and makes the necessary adjustments. This process is done in June of each year, and is monitored by an auditor who ensures the validity and accuracy of the inventory process and its resulting figures.

Parts Issues

All parts issued are entered into the computerized inventory system. The Repair Order form provides the data for entering parts issued, as well as labor associated with the vehicle repairs. The parts inventory is automatically adjusted by charging out the part from the inventory to the repair order. This is done by data entry in the FleetNet computer program. The labor hour portion of the repair order records all labor segments for each repair performed, thereby completing the total repair cost on that repair order.

Parts Receipts

Cherriots purchase order with the vendor packing slip, or invoice, provides the necessary data for the parts receipt transaction. Information included on these documents includes:

- Vendor name
- Date of order
- Date received
- Part number
- Quantity
- Unit cost
- Total cost

The date parts are received is noted on the packing slip, as well as the receiving clerk’s signature.

Shop Purchasing

Cherriots purchase order is issued to procure shop parts, goods, and services. The purchase order is coded with an appropriate Divisional budget number for each item procured. All procurement action is initiated by a requisition, which is reviewed and approved by the Maintenance Manager.

For individual parts, goods, and/or services in excess of \$2,000.00, at least three supplier cost estimates must be solicited and submitted with an approved requisition prior to approval of a purchase order. The criteria used in soliciting quotes for Maintenance Shop parts and supplies are: best quality, best cost, timely delivery. Prior to any purchase, all applicable supplier catalogs are consulted.

Diesel and gasoline fuel is purchased via spot pricing using four different fuel vendors. Diesel and gasoline purchases are made on an as-needed basis.

Warranty Procedures

Warranty claims vary by supplier and the nature of the product. Claims are processed in a variety of ways: warranty service orders, phone calls, faxes, and meetings with supplier representatives, until a satisfactory settlement has been received. Warranty claims are recorded prior to submission to the manufacturer.

While most repairs are performed by the manufacturer's staff or by other qualified representatives, Maintenance staff track labor hours for work they perform on warranty items. The manufacturer typically supplies replacement parts.

When a warranty payment is received during the same fiscal year as the original payment, the amount is credited back to the same account charged when the original payment was made. Copies of original invoice and entry sheet are used as back-up.

When components on vehicles fail, a Maintenance Mechanic reviews the components history via FleetNet. If there is a possibility of warranty existing, the component is given to the Parts Department for further investigation.

If warranty exists, the supplier is contacted and the item is logged on the warranty tracker. When the claim is complete, the results are also logged. In most instances, SAMTD is issued a replacement part. Some instances such as batteries, the item is prorated or a credit is issued.

If the vendor issues a credit memo, once it is received, it is posted back to the same purchase order/invoice/account number that the original payment was made against.

Core charges when paid are charged to a separate account line item. Cores returned are credited back to this account. This account is reconciled to ensure all credits and charges are accurate.

Typical warranties include:

- Propulsion Systems
 - Engines
 - Transmissions
- Subsystems
 - Wheelchair ramps, dryers, and door systems
 - Brake systems, heating, ventilation, and air conditioning
 - Air compressors and starters/alternators
 - Destination signs, digital recorders, radios
 - Surveillance cameras
 - Batteries

Paratransit

The paratransit fleet has a two-level preventive maintenance inspection program: 'A' level service every 5,000 miles for minivans or every 6,000 miles for LIFT buses, and 'B' level service every 30,000 miles for all LIFT revenue vehicles. As with fixed-route inspections, the 'B' service is more progressive than the 'A' service. These consist of eight service sections:

1. Test drive – Inspection includes: starter, warning devices, dashboard gauges, interior lights and switches, steering wheel play, fast idle switch, heater, air-conditioner, horn, fire extinguisher, seatbelts, wipers, parking and foot brakes and interlock, and record engine rpm and oil pressure.
2. Under chassis and lube – Inspection includes: steering assembly and U joints, kingpins and tie rods, front axle assembly, sway bars and linkage, springs and shocks, brakes, drums, wheel seals, driveshaft, differential, drain transmission fluid/replace filter/refill, fuel tanks and lines, frame and cross members, and lube complete unit.

3. Service – Inspection includes: exterior lights, windshield cleaner fluid, condition of wiper blades and arms, mirrors, body condition, bumpers/mud flaps/brackets, headlamps, take oil, coolant and transmission fluid samples for analysis, coolant, drain fuel/water separator and crankcase, and replace fuel and oil filters.
4. Upper chassis, engine and electrical – Inspection includes: exhaust system, power-steering fluid, fan shroud, water pump, belts, AC compressor, alternator, air-intake filter, and batteries.
5. Engine inspection (with engine running) – Inspection includes: recording oil pressure, filters, lines and gaskets, exhaust, and fault codes.
6. Wheelchair lift (ramp on minivans) – Inspection includes: operation, lube, check for loose hardware and fluid leaks, and warning buzzer.
7. Tires and wheels – Inspection includes: record tread depth and tire pressure, visual inspection for wear or damage, and wheel nuts and axle flange nuts.
8. Final inspection – Inspection includes: check engine oil level, check for additional PM to be performed, and update PM sticker.

Through oil analysis, the 6,000-mile PM interval was deemed too long for vehicles equipped with the Ford 6.0 motor. A new PM measure (“1OF”) was implemented to change the oil and filter at 3,000 miles to combat fuel dilution occurring in the oil due to the specific duty cycle of a shuttle bus, which includes an inordinate amount of idling.

2.14 Scheduled Predictive Maintenance

Fixed-Route

Predictive maintenance is performed on components that have exhibited a determined lifetime. Components are identified for predictive maintenance in accordance with their frequency of unscheduled repairs. Component replacement history by fleet type is statistically reviewed to determine the optimum replacement schedule. Cherriots currently has numerous components on a predictive maintenance schedule: air dryers, brake application valves, brake relay valves (front and back), air compressors, alternator bearings, fuel pumps, water pumps, turbochargers, operator seats, diesel particulate filters, DEF filter, air cleaners, interior cabin filters, Amorex fire suppression actuators, some transmissions, suspension airbags, windshield wipers, fuel injectors, electric starters and engine thermostats.

Cherriots is always evaluating and identifying bus components that could be placed on a predictive replacement interval.

Paratransit

There is no scheduled predictive maintenance program currently in place for the LIFT fleet.

2.15 Unscheduled Maintenance

Fixed-Route

Unscheduled maintenance is classified into four categories: Road calls, pullout repairs, operator reported defects, and yard/field repairs.

- Road call repairs: A repair where a disruption of service has occurred or a vehicle is traded out of service due to mechanical, or safety concerns.
- Pullout repairs: Problems with a vehicle, typically minor mechanical or safety issues, that are found by the Operator that must be fixed before the vehicle is put into service.
- Operator reported defects: Problems with a vehicle that do not warrant a disruption of service and are mainly comfort, cosmetic, or minor mechanical issues.

- Field repairs by downtown mechanics and yard repairs: Repairs done to the vehicle within the yard confines, typically for cosmetic or minor mechanical issues at fixed locations or transit centers.

All unscheduled maintenance is entered into the FleetNet and corrective actions to remedy the problem are recorded. Those that are safety-related or likely to result in a road call, are repaired before being returned to service. Defects not falling into the above categories, but not able to be repaired immediately, are deferred and scheduled for further repairs at a later date.

Paratransit

Unscheduled maintenance is identified on the fleet of LIFT vehicles: at the time of the Operator's pre-trip inspection before pull-out, during service when a road call or vehicle tow is required, and in response to a written Operator defect report submitted to Maintenance. Safety- and maintenance-related issues that do not allow for safe operation of a vehicle, are repaired before the vehicle is used to deliver service. LIFT utilizes FleetNet to save all repair history in regards to vehicles.

2.16 Cleaning Program

Fixed-Route

During the nightly service process, where buses are refueled and have their fluids checked, each interior is cleaned to remove dust, trash, etc., before being run through a wash rack for exterior cleaning. In addition, floors are mopped, as needed, but no less than once per week. Wheels are cleaned regularly, at no less than once per week.

Paratransit

Cleaning of buses is part of the transportation providers' contract. Operators daily sweep out buses, remove trash from vehicles and spot clean windows, surfaces and floors, as needed. The transportation provider contracts with a vendor who performs thorough interior cleaning and exterior cleaning.

2.17 Bus Maintenance Facilities

Fixed-Route

Bus Maintenance is headquartered at 3140 Del Webb Avenue, Salem, Oregon. The Del Webb facility was built in 1968, and has undergone several remodels and additions. Fleets consist of 35' and 40' buses. Bodywork is contracted by local vendors. Transmissions needing rebuilt are sent to vendors for repairs. All other repairs are performed in-house. Cherriots Facilities Department maintains the bus garages.

Paratransit

LIFT operations is located at 2195 Hyacinth Street NE, Salem, Oregon. All vehicle maintenance (excluding identified light maintenance items: replacing headlights, taillights, wiper arms and blades, adding washer fluid and topping off engine oil/transmission fluid) is performed at the Maintenance facility. Buses are transferred from their operating base to the Maintenance facility for necessary preventive maintenance and repairs. Body damage repairs are done by outside contractors. LIFT maintenance has 10 bus bays equipped with lifts.

3. FLEET AND FLEET MANAGEMENT

3.1 Quality of Service – Fixed-Route and Paratransit

Connecting people with places through safe, friendly, and reliable public transportation services is a key element to the Cherriots system. Safe, frequent, reliable and comfortable service on modern vehicles is fundamental to improving service quality and attracting new riders. Cherriots will maintain and improve the quality of its transit service as described below.

Safety and Security

Ensuring safe operation of transit service and safe design of transit facilities and equipment is embedded into all Cherriots activities. Similarly, all Cherriots employees serve as ‘eyes and ears’ for security awareness.

- Procurements and construction of new buses and facilities include safety requirements in design and performance specifications, which are verified in design reviews and testing. Safety hazards are formally identified, assessed, and resolved as part of developing specifications and designs. Acceptance testing against safety-related design and performance requirements is formally performed and documented. Certification that all safety design requirements have been met, as well as the following operational safety requirements, is required before completed facilities and equipment are placed into passenger service. Standard Operating Procedures (SOPs) govern all operations, to assure safety and quality.
- Safety training for employees is formal and documented, specific both to job classification and the specific equipment or facility involved.
- Emergency response drills are conducted periodically.
- Every accident is analyzed for preventability, with lessons learned implemented by improvements to procedures, training, or equipment, as appropriate.
- Safety audits are performed on an ongoing basis, and the Federal Transit Administration (FTA) performs safety program oversight.

Security programs include:

- All Cherriots employees serve as ‘eyes and ears’ for security awareness and reporting.
- Security procedures assure rapid and assured communication and response to a reported security situation. Cherriots Dispatch works closely with 9-1-1 dispatch centers to assure the fastest possible police or emergency response.
- Cherriots buses have security cameras onboard.

Frequency and Levels of Service

Service frequencies often reflect the demand for service; however, Cherriots understands the importance of frequency as it applies to quality of service. Frequent service contributes to ridership in several ways:

- It reduces actual and, even more substantially, perceived travel time by transit.
- It makes the need to transfer less onerous. Given contemporary multi-destination travel patterns, Cherriots cannot connect all the origins and destinations with direct service. If the transfer wait time is short and the transfer environment is good, customers will be much more willing to transfer.
- It makes transit convenient, an essential element in attracting more trips.

3.2 Reliability

On-time performance is the measure of how close a bus adheres to its schedule. Schedules are designed to give riders certainty about when their bus will depart so they can make informed decisions about when to travel.

However, it is difficult to predict exactly when a bus will arrive at every bus stop due to changing conditions on the ground, fluctuations in traffic, number of mobility devices, etc. As a result, on-time performance is measured only at bus stops with scheduled departure times, known as time points. Additionally, buses are considered 'on time' if they depart up to five minutes late from their time points. On-time performance is measured on the route level and system level, both for the entire day and the PM peak (2:00 p.m. – 6:59 p.m.)

At least 85% of buses should depart time points no more than five minutes late (75% in PM peak). No more than 10% of buses should depart their time points between five and 10 minutes late (15% in PM peak). No more than 5% of buses should depart their time points more than 10 minutes late (10% in PM peak). No buses should depart their time points before their scheduled departure times.

3.2.1 On-Time Performance

Fixed-Route

A bus is considered on time if it arrives at the published schedule time, but not early, or is less than five minutes after its scheduled departure time. Information on bus arrival times is regularly collected and summarized at least twice a year. The goal is for at least 85 percent of all bus trips arrive at time points 'on time' during an average weekday.

Paratransit

A LIFT ride is considered on time if the vehicle arrives within a 30-minute window that is given to the customer at the time the ride is reserved. The on-time standard for Cherriots LIFT is 98%. Cherriots establishes a 95% goal for on-time arrival for the Cherriots LIFT service.

On-Street Improvements

Traffic preferential improvements along roadways that help improve the reliability of bus service include:

- Keizer Transit Center signal
- Bus stop improvements
- Management and route design measures to reduce run times and improve reliability

Technological Applications

Cherriots is currently working to procure computer aided dispatch and automatic vehicle location (CAD/AVL) software, which will allow all buses to be tracked in real-time, and make it possible to comprehensively measure the share of trips on time, as described in this section. This will also allow us to consider monitoring headway adherence of frequent service – in other words, whether buses are evenly spaced. Until then, staff use a different methodology to sample on-time performance – the best methodology given Cherriots technology and resources. Every April and October, Cherriots uses security cameras at the Downtown Transit Center and Keizer Transit Center to measure end-of-route on-time performance. Buses arriving five minutes after their scheduled arrival time or later are considered late. Everything else is considered on time. (The target is 85% on time throughout the day, and 75% on time during the PM peak.) Additionally, Operations Supervisors conduct point checks in the field to ensure buses are not departing their time points early. Once the CAD/AVL solution is fully implemented (likely in 2019), staff will no longer need to sample trips to determine on-time performance.

3.3 Service Delays – Fixed-Route and Paratransit

Miles Between Road Calls - Fixed-Route

Fleet reliability is measured in miles between road calls. In addition to preventive maintenance, the Maintenance Department is now pursuing predictive maintenance where high profile components are replaced on a schedule determined by historical failures.

Road calls are applicable to 30' and 40' buses, and are divided into four categories:

- Major road calls are defined as road calls due to a mechanical failure that affects movement or safety, such as an engine, transmission, brakes or door.
- Minor road calls are defined as road calls due to a mechanical failure of a part that does not affect movement or safety, such as air conditioning or wheelchair lifts or ramps.
- Other road calls are defined as road calls caused by non-mechanical issues, such as accidents or bio-hazards.
- Total road calls are defined as the summation of major and minor road calls.

Chargeable road calls are the basis for performance goals of the Department.

Miles Between Road Calls - Paratransit

Provider contractor has adopted the new road call reporting process for LIFT maintenance that is similar to the process in place for fixed-route bus maintenance. This mileage is monitored closely for trends of increasing or decreasing road call incidents.

4. PLANNED BUS PROCUREMENT

Fixed-Route – Vehicle Replacement

Cherriots replaces 35' and 40' fixed-route buses after approximately 15 years, in accordance with our Transit Asset Management State of Good Repair targets. * The FTA's Useful Life Benchmark standard for fixed-route buses is 12 years or 500K Miles. Because of exceptional preventative maintenance, Cherriots is able to capture additional years of service. Bus replacement is a top priority of Cherriots. Costs of the replacement purchases, as planned, are included in the Capital Plan (Table 7).

Table 7 – Cherriots Vehicle Replacement

CHERRIOTS REQUIREMENTS – ACTIVE FLEET

FLEET NBR	FY BUILT	BUS LENGTH	FLEET SIZE	FUEL TYPE	BUS MAKE & DESCRIPTION	AGE END FY	REPLACE BY END FY	CURRENT	2025	2026	2027	2028	2029
223-226	2008	40	4	BD	Gillig	15	2023	4	0	0	0	0	0
227, 234	2011	40	8	BD	Gillig	12	2026	8	8	8	0	0	0
123-126	2011	35	4	BD	Gillig	12	2026	4	4	4	0	0	0
127-130	2012	35	4	BD	Gillig	11	2027	4	4	4	4	0	0
1801-1806	2019	35	6	RNG	Gillig	4	2034	6	6	6	6	6	6
1851-1856	2019	40	6	RNG	Gillig	4	2034	6	6	6	6	6	6
1901-1904	2019	35	4	RNG	Gillig	4	2034	4	4	4	4	4	4
1951-1963	2020	40	13	RNG	Gillig	3	2035	13	13	13	13	13	13
2251-2255	2022	40	5	RNG	Gillig	1	2037	5	5	5	5	5	5
2390-2393	2023	26	4	Gas	Arboc	0	2029	4	4	4	4	4	4
2370-2379	2024	40	10	Electric	Gillig	-1	2039	10	10	10	10	10	10
TBD	2026	40	10	Electric	Gillig	-3	2041	0	4	4	4	4	4
TBD	2026	40	2	Gas	Arboc	-3	2041	0	0	2	2	2	2
TBD	2027	40	4	TBD	Gillig	-2030	2042	0	0	0	4	4	4
TBD	2028	40	12	TBD	TBD	-5	2043	0	0	0	8	12	12
Fleet Size								68	68	70	70	70	70
RNG – Renewable Natural Gas													
BD – Renewable Diesel (R-99)													
Electric - Electric													

Cherriots LIFT – Vehicle Replacement

Cherriots replaces our Cutaway-style vehicles at approximately eight (8) years, as well as our current fleet of MV-1 vehicles, in accordance with our Transit Asset Management (State of Good Repair) targets. * Generally, the FTA's Useful Life Benchmark is five (5) years. Because of exceptional preventative maintenance, Cherriots is able to capture additional years of service. Bus replacement is a top priority of Cherriots. Costs of the replacement purchases, as planned, are included in the Capital Plan (Table 8).

Table 8 – Cherriots LIFT Vehicle Replacement

CHERRIOTS LIFT VEHICLES													
FLEET NBR	FY BUILT	BUS LENGTH	FLEET SIZE	FUEL TYPE	BUS MAKE & DESCRIPTION	AGE END FY	REPLACE BY END FY	CURRENT	2025	2026	2027	2028	2029
834,837	2010	22	2	Gas	Startrans	15	2018	2	2	0	0	0	0
838,842,843	2011	22	4	Gas	Startrans	14	2019	4	4	0	0	0	0
846-849	2011	22	4	Gas	Startrans	14	2019	4	4	0	0	0	0
851-853	2011	22	3	Gas	Startrans	14	2019	3	3	3	0	0	0
862-865	2013	22	4	Gas	Arboc	12	2021	4	4	4	2	0	0
1401-1403	2014	15	3	Gas	AM General	11	2022	3	3	0	0	0	0
1404-1407	2015	22	4	Gas	AM General	10	2023	4	4	0	0	0	0
866-870	2018	22	5	Gas	Glaval	7	2026	5	5	5	0	0	0
871-875	2019	22	5	Gas	Eldorado	6	2027	5	5	5	5	0	0
876-878	2022	22	3	Gas	NorCal	3	2030	3	3	3	3	3	3
TBD	2026	22	7	Alt	TurtleTop	-1	2034	0	0	7	7	7	7
TBD	2028	22	10	Alt	TBD	-3	2036	0	0	10	10	10	10
TBD	2029	22	10	Alt	TBD	-4	2037	0	0	0	10	10	10
TBD	2030	22	7	Alt	TBD	-5	2038	0	0	0	0	7	7
Fleet Size								37	37	37	37	37	37

Regional – Vehicle Replacement

Cherriots runs several different vehicle types for its Cherriots Regional Service. Category B vehicles are replaced on a 12-year cycle, in accordance with our Transit Asset Management (State of Good Repair) targets. * All Cutaway-style vehicles are replaced on an eight (8) year cycle, as previously detailed in the Cherriots LIFT section. Because of exceptional preventative maintenance, Cherriots is able to capture additional years of service. Bus replacement is a top priority of Cherriots. Costs of the replacement purchases, as planned, are included in the Capital Plan (Table 9).

Table 9 – Cherriots Regional Vehicle Replacement

CHERRIOTS REGIONAL REQUIREMENTS – ACTIVE SHEET													
FLEET NBR	FY BUILT	BUS LENGTH	FLEET SIZE	FUEL TYPE	BUS MAKE & DESCRIPTION	AGE END FY	REPLACE BY END FY	CURRENT	2025	2026	2027	2028	2029
308-311	2020	25	4	Gas	Cutaway	5	2028	4	4	4	4	4	0
361-363	2018	32	3	Diesel	Bluebird	7	2030	3	3	3	3	3	3
364-370	2022	32	7	Diesel	Bluebird	3	2034	7	7	7	7	7	7
TBD	2027	25	4	Alt	TBD	0	2035	0	0	0	0	0	4
TBD	2030	32	4	Alt	TBD		2042	0	0	0	0	0	0
Fleet Size								14	14	14	14	14	14
Gas – Gasoline													
Diesel – Diesel													
ALT – Alternative Fuel													

Shop and Ride – Vehicle Replacement

Cherriots replaces our Cutaway-style vehicles at approximately eight (8) years, as well as our current fleet of MV-1 vehicles, in accordance with our Transit Asset Management (State of Good Repair) targets. * Generally, the FTA’s Useful Life Benchmark is five (5) years. Because of exceptional preventative maintenance, Cherriots is able to capture additional years of service. Bus replacement is a top priority of Cherriots. Costs of the replacement purchases, as planned, are included in the Capital Plan (Table 10).

Table 10 – Cherriots Shop and Ride Vehicle Replacement

CHERRIOTS SHOP AND RIDE VEHICLES													
FLEET NBR	FY BUILT	BUS LENGTH	FLEET SIZE	FUEL TYPE	BUS MAKE & DESCRIPTION	AGE END FY	REPLACE BY END FY	CURRENT	2025	2026	2027	2028	2029
504	2010	22	1	Gas	Champion	14	2018	1	1	1	1	0	0
552	2019	22	1	Gas	Eldorado	5	2027	1	1	1	1	0	0
505	2020	22	1	Gas	Eldorado	4	2028	1	1	1	1	1	0
TBD	2028	22	1	TBD	TBD	-4	2036	0	0	0	0	1	1
TBD	2029	22	1	TBD	TBD	-5	2037	0	0	0	0	1	1
Fleet Size													
Gas – Gasoline													
ALT – Alternative Fuel													

* See Appendix C for Cherriots Transit Asset Management Targets (State of Good Repair)

APPENDIX A. PREVENTATIVE MAINTENANCE (PM) INSPECTION REPORTS

SALEM AREA MASS TRANSIT DISTRICT Inspection Checklist Items

Inspection Id: GI35

Type: A

Item Number	Description
01.00	Date _____ Mileage _____ WO# _____ IND# _____
01.01	Probe Fare box, before starting service.
01.05	Install protective seat cover on drivers seat
01.10	Fire Suppression System Check:
01.11	A. Fire suppression green LED on.
01.12	B. All other LED's off.
01.13	C. Press to test, bell and relay engaged LED on. Push Relay Reset to clear
01.20	Check brake and accelerator pedal action and feel, pump down air system.
01.21	Check throttle pedal spring on electronic control pedal.
01.25	Check seat belt cutter is properly mounted
01.30	Check warning buzzer, horn, tell tale lamps, driver's controls, and gauges.
01.40	Check parking brake operation holds without movement. Idle to full throttle -- max 2 sec.
01.50	Check brake and accelerator interlock.
01.60	Check tilt steering wheel adjustment and telescope.
01.70	Check kneel operation and adjustments.
01.80	Check turn signals.
01.81	Farebox mounting
01.90	Check door operation - speeds and sensitive edges.
02.10	Check wheelchair ramp operation - tie-down straps, seat belts, wheel locks, and fold-up seat.
02.20	Check interior and exterior for damage, missing parts, decals, seats, stanchions, vents, panels, and locks.
02.30	Check window operations including emergency features.
02.31	Check vandal guard film for damage and scratches, and note if replacement is needed.
02.40	Check all interior and exterior lights.
02.50	Check back-up lights and horn.
02.60	Check bike rack - lube latch, hinges, and check all for proper operation.
02.70	Check windshield wipers and washers. Rinse windshield - do not allow soap to dry.
02.71	Fill windshield washer reservoir
02.80	Check for intact red tie on emergency triangle box - repl as needed.
02.81	Check expiration date on fire extinguisher - replace if needed.
02.89	Check paper towel and puke bag
02.90	Check driver's first aid box for an intact seal. If seal is broken, check contents and restock items as necessary (see list below)
02.91	10 ea - Band-aids (+/- 1 or 2)

SALEM AREA MASS TRANSIT DISTRICT Inspection Checklist Items

Inspection Id: GI35

Type: A

Item Number	Description
02.92	3-4 - Gauze pads
02.93	3-4 - Disinfectant towelettes
02.94	2-3 - Pair Latex Gloves
02.95	1 ea - CPR Microshield
02.96	1 ea - Red Biohazard Bag
03.00	Check destination signs - operation, lights, glass.
03.10	Allow air compressor to build to 125 lbs., cut off pressure, shut off engine.
03.20	Loss of air pressure in one minute - brake. Record loss _____
03.29	Clean water spots on mirrors and drivers window areas.
03.30	Steam clean engine, transmission, radiator, & undercarriage before inspection and road test.
03.32	Steam clean fuel tank
03.34	Open rear fenders & steam clean
03.40	Road test - check engine performance, steering, suspension noise, transmission, and shift points.
03.41	1st ____ mph 2nd ____ mph 3rd ____ mph 4th ____
03.42	Perform shop test with digital recorder - Route code 9999
03.51	Decel test Service brakes _____ % _____ foot from 20 mph
03.52	Decel test Park brake _____ % _____ foot from 20 mph.
03.58	Check fire suppression bottle gauge in green area.
03.59	Drain ping air tank, valve at RR corner of bus under bumper
03.60	Check all fluid levels - engine oil, power steering fluid, transmission, coolant.
03.80	Change oil and filters, take sample at operating temperature. Use back up wrench when removing drain plug Torque drain plug 32ft/lbs
04.10	Check fuel, oil, water, air, trans. & PS lines under bus for rubbing, kinks, frays & leaks
04.20	Check exhaust system manifold and turbo for leaks.
04.30	Brake Linings - check wear line.
04.31	RF _____ LF _____ RR _____ LR _____
04.40	Check roller to cam positions.
04.41	RF _____ LF _____ RR _____ LR _____
04.42	Check Slack adjuster adjusting bolt with a torque wrench @ 13 ft lbs or 156 in/lbs.
04.43	RF _____ LF _____ RR _____ LR _____
04.44	Check slack adjusters Clevis and Pins.
04.45	Check rear Brake Chambers vent tubes for cracking.
04.46	Do brake stroke measurement with 90 to 100 PSI Gillig Fronts 2" ,Rear 2" Max.

SALEM AREA MASS TRANSIT DISTRICT

Inspection Checklist Items

Inspection Id: GI35

Type: A

Item Number	Description
04.47	Applied RF_____LF_____RR_____LR_____.
04.48	Brakes released RF_____LF_____RR_____LR_____.
04.49	Stroke length RF_____LF_____RR_____LR_____.
04.50	Record tire air pressure. - 120 PSI front and rear cold.
04.51	LF_____ RF_____ LRI_____ LRO_____ RRI_____ RRO_____
04.60	Record tire tread depth - Minimum of 4/32" on Fronts & Rears
04.61	LF_____ RF_____ LRI_____ LRO_____ RRI_____ RRO_____
04.70	Clean differential breather, check for fluid leaks
04.80	Undercarriage inspection.
04.90	Tie rods and ends.
05.10	Check king pins and front wheel bearing adjustment.
05.20	Check steering gear and linkage.
05.21	Check steering gear mounting plate for cracks.
05.30	Check wheel seals.
05.40	Check air bags.
05.50	Check lateral & radius rod bushings.
05.60	Check drive line and u-joints.
05.70	Check shocks and bushings.
05.80	Check engine and transmission mounts; cradle supports.
05.85	Lube chassis. Lube S- cams & Anchor pins. 1 pump by hand pump only.
05.90	Check and clean DEF vent tube if equipped on DEF tank.
05.91	Change spin on fuel filter
05.92	Check Processor filter fuel level, change if needed.
06.00	Change hydraulic oil filter
06.10	Drain 4 air tanks at front of bus & check for excess moisture.
06.20	Check ground straps, battery cables, terminals, and starter connections.
06.30	Clean battery Tops. Load test @ DECA 700 CCA & 950 Interstate batteries. .
06.31	1) _____ 2) _____ 3) _____ 4) _____
06.40	Clean or replace driver's heater filter.
06.50	Tighten intake clamps, check air compressor inlet hose condition.
06.70	Check air filter minder - change filter if in red area. Date filter when changed.
06.72	Remove belt covers ,check belts,Idlers pulleys bearings & tensioner.

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: GI35

Type: A

Item Number	Description
06.80	Check condition of alternator belt and power steering pump belt.
06.81	Check AC compressor drive belt (200 lbs +/- 10 lbs)
06.90	Check fuel, oil, coolant, air, transmission, & PS lines in engine compartment.
07.30	Check exhaust system and muffler.
07.40	Check all side compartment door latches, clean and lube.
07.50	Wheel stud nuts - check for proper torque (450 to 500 ft/lbs).
07.51	Clear engine codes with lap top.
07.52	Remove hard drive .View hard drive for about 2 min, to make sure all cameras and sound are working normal. Reinstall hard drive and check to see if system reboots and says: System OK.
07.53	Check recorder date and time,make sure it is set to the present time and date.
08.74	Check DVI books-1 book they are using, 1 last 30 days used, 1 new book, all others remove.
08.98	Check & Fill day pass in Fare box. DO NOT OVER FILL
09.00	Clean swipe card & trim with cleaning card.
09.05	Clean coin insert slot.
09.07	Clean Coin Validator externally & internally.
09.08	Pressure check cooling system--Should hold 16 lbs.
09.09	Check Wheel chair ramp torque on drive sprocket screws-(130 inch lbs. use blue loctite)
09.10	Road test on return check for leaks and fluid levels.
09.11	Check interior cleanliness to make sure it is presentable for the public before parking.

SALEM AREA MASS TRANSIT DISTRICT Inspection Checklist Items

Inspection Id: GI35

Type: B

Item Number	Description
01.00	Date _____ Mileage _____ WO# _____ IND# _____
01.01	Probe Fare box, before starting service.
01.05	Install protective seat cover on drivers seat
01.10	Fire Suppression System Check:
01.11	A. Fire suppression green LED on.
01.12	B. All other LED's off.
01.13	C. Press to test, bell and relay engaged LED on. Push Relay Reset to clear
01.20	Check brake and accelerator pedal action and feel, pump down air system.
01.21	Check throttle pedal spring on electronic control pedal.
01.25	Check seat belt cutter is properly mounted
01.30	Check warning buzzer, horn, tell tale lamps, driver's controls, and gauges.
01.40	Check parking brake operation holds without movement. Idle to full throttle – max 2 sec.
01.50	Check brake and accelerator interlock.
01.60	Check tilt steering wheel adjustment and telescope.
01.70	Check kneel operation and adjustments.
01.80	Check turn signals.
01.81	Farebox mounting
01.90	Check door operation - speeds and sensitive edges.
02.20	Check interior and exterior for damage, missing parts, decals, seats, stanchions, vents, panels, and locks.
02.30	Check window operations including emergency features.
02.31	Check vandal guard film for damage and scratches, and note if replacement is needed.
02.40	Check all interior and exterior lights.
02.50	Check back-up lights and horn.
02.60	Check bike rack - lube latch, hinges, and check all for proper operation.
02.70	Check windshield wipers and washers. Rinse windshield - do not allow soap to dry.
02.71	Fill windshield washer reservoir
02.80	Check for intact red tie on emergency triangle box - repl as needed.
02.81	Check expiration date on fire extinguisher - replace if needed.
02.89	Check paper towel and puke bag
02.90	Check driver's first aid box for an intact seal. If seal is broken, check contents and restock items as necessary (see list below)
02.91	10 ea - Band-aids (+/- 1 or 2)
02.92	3-4 - Gauze pads

SALEM AREA MASS TRANSIT DISTRICT Inspection Checklist Items

Inspection Id: GI35

Type: B

Item Number	Description
02.93	3-4 - Disinfectant towelettes
02.94	2-3 - Pair Latex Gloves
02.95	1 ea - CPR Microshield
02.96	1 ea - Red Biohazard Bag
03.00	Check destination signs - operation, lights, glass.
03.10	Allow air compressor to build to 125 lbs., cut off pressure, shut off engine.
03.20	Loss of air pressure in one minute - brake. Record loss _____
03.29	Clean water spots on mirrors and drivers window areas.
03.30	Steam clean engine, transmission, radiator, & undercarriage before inspection and road test.
03.32	Steam clean fuel tank
03.34	Open rear fenders & steam clean
03.40	Road test - check engine performance, steering, suspension noise, transmission, and shift points.
03.41	1st____ mph 2nd____ mph 3rd ____ mph 4th____
03.42	Perform shop test with digital recorder - Route code 9999
03.51	Decel test Service brakes _____ % _____ foot from 20 mph
03.52	Decel test Park brake _____ % _____ foot from 20 mph.
03.58	Check fire suppression bottle gauge in green area
03.59	Drain ping air tank, valve at RR corner of bus under bumper
03.60	Check all fluid levels - engine oil, power steering fluid, transmission, coolant.
03.61	Check and clean DEF vent tube if equipped on DEF tank.
03.62	Change spin on fuel filter.
03.63	Check Processor filter fuel level, change if needed.
03.70	Sample Transmission fluid at operating temperature.
03.80	Change oil and filters, take sample at operating temperature. Use back up wrench when removing drain plug Torque drain plug 32ft/lbs
03.81	Change hydraulic fluid
03.82	Change hydraulic oil filter
03.83	Change coolant filter CAUTION: Turn coolant line valves back on after filter change.
04.10	Check fuel, oil, water, air, trans. & PS lines under bus for rubbing, kinks, frays & leaks
04.20	Check exhaust system manifold and turbo for leaks.
04.30	Brake Linings - check wear line.
04.31	RF _____ LF _____ RR _____ LR _____
04.40	Check roller to cam positions.

SALEM AREA MASS TRANSIT DISTRICT Inspection Checklist Items

Inspection Id: GI35

Type: B

Item Number	Description
04.41	RF _____ LF _____ RR _____ LR _____
04.42	Check Slack adjuster adjusting bolt with a torque wrench @ 13 ft lbs or 156 in/lbs.
04.43	RF _____ LF _____ RR _____ LR _____
04.44	Check slack adjusters Clevis and Pins.
04.45	Check rear Brake Chambers vent tubes for cracking.
04.46	Do brake stroke measurement with 90 to 100 PSI Gillig Fronts 2" ,Rear 2" Max.
04.47	Applied RF _____ LF _____ RR _____ LR _____.
04.48	Brakes released RF _____ LF _____ RR _____ LR _____.
04.49	Stroke length RF _____ LF _____ RR _____ LR _____.
04.50	Record tire air pressure. - 120 PSI Front and Rear cold.
04.51	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
04.60	Record tire tread depth - Minimum of 4/32" on Fronts & Rears
04.61	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
04.70	Clean differential breather, check for fluid leaks
04.80	Undercarriage inspection.
04.90	Tie rods and ends.
05.10	Check king pins and front wheel bearing adjustment.
05.20	Check steering gear and linkage.
05.21	Check steering gear mounting plate for cracks.
05.30	Check wheel seals.
05.40	Check air bags.
05.50	Check lateral & radius rod bushings.
05.60	Check drive line and u-joints.
05.70	Check shocks and bushings.
05.80	Check engine and transmission mounts; cradle supports.
05.90	Lube chassis.- Lube S- cams & Anchor pins. 1 pump by hand pump only.
06.10	Drain 4 air tanks at front of bus & check for excess moisture.
06.20	Check ground straps, battery cables, terminals, and starter connections.
06.30	Clean battery Tops. Load test @ DECA 700 CCA & 950 Interstate batteries. ...
06.31	1) _____ 2) _____ 3) _____ 4) _____
06.40	Clean driver's heater filter.
06.41	Replace engine breather filter

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: GI35

Type: B

Item Number	Description
06.50	Tighten intake clamps, check air compressor inlet hose condition.
06.70	Check air filter minder - change filter if in red area. Date filter when changed.
06.72	Remove belt covers ,check belts,Idlers pulleys bearings & tensioner.
06.80	Check condition of alternator belt and power steering pump belt.
06.81	Check AC compressor drive belt (200 lbs +/- 10 lbs)
06.90	Check fuel, oil, coolant, air, transmission, & PS lines in engine compartment.
07.30	Check exhaust system and muffler.
07.40	Check all side compartment door latches, clean and lube.
07.50	Wheel stud nuts - check for proper torque (450 to 500 ft/lbs).
07.51	Clear engine code with lap top.
07.52	Remove hard drive.View hard drive for about 2 min, to make sure all cameras and sound are working normal. Reinstall hard drive and check to see if system reboots and says: System OK.
07.53	Check recorder date and time,make sure it is set to the present time and date.
07.54	Check driver seat condition and lube sliders with Lift U chain lube.
08.10	Clean wheel chair ramp area.
08.11	Check chain tension and condition, dry lube.
08.12	Check platform holds straight out (2 lbs weight).
08.13	Dry lube pivot points and pins.
08.14	Check operation of wheel chair ramp and tie down system.
08.15	Check Wheel chair ramp torque on drive sprocket screws-(130 inch lbs. use blue loctite)
08.20	Check tanks regulators behind driver head for 23 lbs setting (+, -- ,3 lbs)
08.74	Check DVI books-1 book they are using, 1 last 30 days used, 1 new book, all others remove.
08.98	Check & Fill day pass in Fare box. DO NOT OVER FILL
09.00	Clean swipe card & trim with cleaning card.
09.05	Clean coin insert slot.
09.07	Clean Coin Validator externally & internally.
09.09	Clean, lube & inspect Coin Validator solenoid
09.11	Clean Bill Validator externally & internally.
09.13	Inspect & clean trim belts & pulleys
09.17	Clean & inspect trim black rubber rollers
09.18	Pressure check cooling system --Should hold 16 lbs.
09.21	Road test on return check for leaks and fluid levels.
09.22	Check interior cleanliness to make sure it is presentable for the public before parking.

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: GI35

Type: C

Item Number	Description
01.00	Date _____ Mileage _____ WO# _____ IND# _____
01.01	Probe Fare box, before starting service.
01.05	Install protective seat cover on drivers seat
01.10	Fire Suppression System Check:
01.11	A. Fire suppression green LED on.
01.12	B. All other LED's off.
01.13	C. Press to test, bell and relay engaged LED on. Push Relay Reset to clear
01.20	Check brake and accelerator pedal action and feel, pump down air system.
01.21	Check throttle pedal spring on electronic control pedal.
01.25	Check seat belt cutter is properly mounted
01.30	Check warning buzzer, horn, tell tale lamps, driver's controls, and gauges.
01.40	Check parking brake operation holds without movement. Idle to full throttle -- max 2 sec.
01.50	Check brake and accelerator interlock.
01.60	Check tilt steering wheel adjustment and telescope.
01.70	Check kneel operation and adjustments.
01.80	Check turn signals.
01.81	Farebox mounting
01.90	Check door operation - speeds and sensitive edges.
02.20	Check interior and exterior for damage, missing parts, decals, seats, stanchions, vents, panels, and locks.
02.30	Check window operations including emergency features.
02.31	Check vandal guard film for damage and scratches, and note if replacement is needed.
02.40	Check all interior and exterior lights.
02.50	Check back-up lights and horn.
02.60	Check bike rack - lube latch, hinges, and check all for proper operation.
02.70	Check windshield wipers and washers. Rinse windshield - do not allow soap to dry.
02.71	Fill windshield washer reservoir
02.80	Check for intact red tie on emergency triangle box - repl as needed.
02.81	Check expiration date on fire extinguisher - replace if needed.
02.89	Check paper towel and puke bag
02.90	Check driver's first aid box for an intact seal. If seal is broken, check contents and restock items as necessary (see list below)
02.91	10 ea - Band-aids (+/- 1 or 2)
02.92	3-4 - Gauze pads

SALEM AREA MASS TRANSIT DISTRICT Inspection Checklist Items

Inspection Id: GI35

Type: C

Item Number	Description
02.93	3-4 - Disinfectant towelettes
02.94	2-3 - Pair Latex Gloves
02.95	1 ea - CPR Microshield
02.96	1 ea - Red Biohazard Bag
03.00	Check destination signs - operation, lights, glass.
03.10	Allow air compressor to build to 125 lbs., cut off pressure, shut off engine.
03.20	Loss of air pressure in one minute - brake. Record loss _____
03.25	Clean Heaters and Evaporator coil areas, and change filter only if it is determined filter is plugged.
03.29	Clean water spots on mirrors and drivers window areas.
03.30	Steam clean engine, transmission, radiator, & undercarriage before inspection and road test.
03.32	Steam clean fuel tank area.
03.34	Open rear fenders & steam clean
03.40	Road test - check engine performance, steering, suspension noise, transmission, and shift points.
03.41	1st _____ mph 2nd _____ mph 3rd _____ mph 4th _____
03.42	Perform shop test with digital recorder - Route code 9999
03.51	Decel test Service brakes _____ % _____ foot from 20 mph
03.52	Decel test Park brake _____ % _____ foot from 20 mph.
03.53	AC check freon level.
03.58	Check fire suppression bottle gauge in green area
03.59	Drain ping air tank, valve at RR corner of bus under bumper
03.60	Check all fluid levels - engine oil, power steering fluid, transmission, coolant.
03.61	Check and clean DEF vent tube if equipped on DEF tank.
03.62	Change spin on fuel filter.
03.63	Check Processor filter fuel level, change if needed.
03.79	Sample transmission fluid. Do not change.
03.80	Change oil and filters, take sample at operating temperature. Use back up wrench when removing drain plug Torque drain plug 32ft/lbs
03.81	Change hydraulic oil filter
03.82	Change hydraulic fluid
03.84	Change coolant filter CAUTION: Turn coolant line valves back on after filter change.
04.10	Check fuel, oil, water, air, trans. & PS lines under bus for rubbing, kinks, frays & leaks
04.20	Check exhaust system manifold and turbo for leaks.
04.30	Brake Linings - check wear line.

SALEM AREA MASS TRANSIT DISTRICT Inspection Checklist Items

Inspection Id: GI35

Type: C

Item Number	Description
04.31	RF _____ LF _____ RR _____ LR _____
04.40	Check roller to cam positions.
04.41	RF _____ LF _____ RR _____ LR _____
04.42	Check Slack adjuster adjusting bolt with a torque wrench @ 13 ft lbs or 156 in/lbs.
04.43	RF _____ LF _____ RR _____ LR _____
04.44	Check slack adjusters Clevis and Pins.
04.45	Check rear Brake Chambers vent tubes for cracking.
04.46	Do brake stroke measurement with 90 to 100 PSI Gillig Fronts 2" ,Rear 2" Max.
04.47	Applied RF _____ LF _____ RR _____ LR _____
04.48	Brakes released RF _____ LF _____ RR _____ LR _____
04.49	Stroke length RF _____ LF _____ RR _____ LR _____
04.50	Record tire air pressure. - 120 PSI Front and Rear cold.
04.51	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
04.60	Record tire tread depth - Minimum of 4/32" on Fronts & Rears
04.61	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
04.70	Clean differential breather, check for fluid leaks
04.80	Undercarriage inspection.
04.90	Tie rods and ends.
05.10	Check king pins and front wheel bearing adjustment.
05.20	Check steering gear and linkage.
05.21	Check steering gear mounting plate for cracks.
05.30	Check wheel seals.
05.40	Check air bags.
05.50	Check lateral & radius rod bushings.
05.60	Check drive line and u-joints.
05.70	Check shocks and bushings.
05.80	Check engine and transmission mounts; cradle supports.
05.90	Lube chassis.- Lube S- cams & Anchor pins. 1 pump by hand pump only.
05.91	Remove cover - inspect & lube lower steering shaft
06.10	Drain 4 air tanks at front of bus & check for excess moisture.
06.20	Check ground straps, battery cables, terminals, and starter connections.
06.30	Clean battery Tops. Load test @ DECA 700 CCA & 950 Interstate batteries. .

SALEM AREA MASS TRANSIT DISTRICT Inspection Checklist Items

Inspection Id: GI35

Type: C

Item Number	Description
06.31	1) _____ 2) _____ 3) _____ 4) _____
06.40	Clean driver's heater filter.
06.41	Lube Zirks on outside mirrors-only one short shot
06.42	Lube entrance & exit door lube points
06.43	Remove 3 access covers on steering column & lube upper steering shaft
06.50	Tighten intake clamps, check air compressor inlet hose condition.
06.63	Change starter at 110,00 miles. Last done at _____
06.64	If equipped with AD-9 Cartridge change every 36,000 miles and service purge valve assembly Date _____ Mileage _____
06.65	If equipped with Dual Turbo 2000 spin cartridge change every 72,000 miles and service purge valve assembly. DATE _____ Mileage _____
06.72	Remove belt covers ,check belts,Idlers pulleys bearings & tensioner.
06.80	Check condition of alternator belt and power steering pump belt.
06.81	Check AC compressor drive belt (200 lbs +/- 10 lbs)
06.90	Check fuel, oil, coolant, air, transmission, & PS lines in engine compartment.
07.30	Check exhaust system and muffler.
07.40	Check all side compartment door latches, clean and lube.
07.50	Wheel stud nuts - check for proper torque (450 to 500 ft/lbs).
07.52	Check to ensure blow-off caps are in place on all 4 fire suppression nozzles.
07.53	Amerex electrical actuator has self life of 12 years and in service life of 6 years. Date in service _____
07.55	Check for exterior body damage, note on photo page.
07.56	Change AC drier if moisture indicator not green.
07.58	Lube AC clutch with one pump of designated grease.
07.59	Lube evaporator motor shaft bearings.
07.60	Check evaporator drains are clear. Check evaporator compartment and clean as needed..
07.61	Check condenser compartment and clean as needed.
07.62	If equipped with change DEF system filter at pump and inline every 200,000 miles Part # 08000113 & 08000190--Mileage _____ Date _____
07.63	Adjust valves.
07.64	Change crankcase breather filter.
07.66	Clear engine codes with lap top.
07.68	Remove hard drive .View hard drive for about 2 min, to make sure all cameras and sound are working normal. Reinstall hard drive and check to see if system reboots and says: System OK.
07.69	Check recorder date and time,make sure it is set to the present time and date.

SALEM AREA MASS TRANSIT DISTRICT Inspection Checklist Items

Inspection Id: GI35

Type: C

Item Number	Description
07.70	Check driver seat condition and lube sliders with Lift U chain lube.
07.71	Change driver seat bottom cushion & cover every 16 to 18 month. Date last done: _____ 01000870
08.10	Clean wheel chair ramp area.
08.11	Check chain tension and condition, dry lube.
08.12	Check platform hold straight out,(2 lb weight)
08.13	Dry lube pivot points and pins.
08.14	Check operation of wheel chair ramp and tie down system.
08.15	Check Wheel chair ramp torque on drive sprocket screws-(130 inch lbs. use blue loctite)
08.30	Check tanks regulators behind driver head for 23 lbs setting (+, -- ,3 lbs)
08.78	Check DVI books-1 book they are using, 1 last 30 days used, 1 new book, all others remove.
08.98	Check & Fill day pass in Fare box. DO NOT OVER FILL
09.00	Clean swipe card & trim with cleaning card.
09.05	Clean coin insert slot.
09.07	Clean Coin Validator externally & internally.
09.09	Clean, lube & inspect Coin Validator solenoid
09.11	Clean Bill Validator externally & internally.
09.13	Inspect & clean trim belts & pulleys
09.17	Clean & inspect trim black rubber rollers
09.37	Bill Transport - lube & inspect.
09.38	Pressure check cooling system--Should hold 16 lbs.
10.05	Check toe-in on front tires.
10.06	Road test on return check for leaks and fluid levels.
10.07	Check interior cleanliness to make sure it is presentable for the public before parking.

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: GI35
Type: D

Item Number	Description
01.00	Date _____ Mileage _____ WO# _____ IND# _____
01.01	Probe Fare box, before starting service.
01.05	Install protective seat cover on drivers seat
01.10	Fire Suppression System Check:
01.11	A. Fire suppression green LED on.
01.12	B. All other LED's off.
01.13	C. Press to test, bell and relay engaged LED on. Push Relay Reset to clear
01.20	Check brake and accelerator pedal action and feel, pump down air system.
01.21	Check throttle pedal spring on electronic control pedal.
01.25	Check seat belt cutter is properly mounted
01.30	Check warning buzzer, horn, tell tale lamps, driver's controls, and gauges.
01.40	Check parking brake operation holds without movement. Idle to full throttle -- max 2 sec.
01.50	Check brake and accelerator interlock.
01.60	Check tilt steering wheel adjustment and telescope.
01.70	Check kneel operation and adjustments.
01.80	Check turn signals.
01.81	Farebox mounting
01.90	Check door operation - speeds and sensitive edges.
02.20	Check interior and exterior for damage, missing parts, decals, seats, stanchions, vents, panels, and locks.
02.30	Check window operations including emergency features.
02.31	Check vandal guard film for damage and scratches, and note if replacement is needed.
02.40	Check all interior and exterior lights.
02.50	Check back-up lights and horn.
02.60	Check bike rack - lube latch, hinges, and check all for proper operation.
02.70	Check windshield wipers and washers. Rinse windshield - do not allow soap to dry.
02.71	Fill windshield washer reservoir
02.80	Check for intact red tie on emergency triangle box - repl as needed.
02.81	Check expiration date on fire extinguisher - replace if needed.
02.89	Check paper towel and puke bag
02.90	Check driver's first aid box for an intact seal. If seal is broken, check contents and restock items as necessary (see list below)
02.91	10 ea - Band-aids (+/- 1 or 2)
02.92	3-4 - Gauze pads

SALEM AREA MASS TRANSIT DISTRICT Inspection Checklist Items

Inspection Id: GI35

Type: D

Item Number	Description
02.93	3-4 - Disinfectant towelettes
02.94	2-3 - Pair Latex Gloves
02.95	1 ea - CPR Microshield
02.96	1 ea - Red Biohazard Bag
03.00	Check destination signs - operation, lights, glass.
03.10	Allow air compressor to build to 125 lbs., cut off pressure, shut off engine.
03.20	Loss of air pressure in one minute - brake. Record loss _____
03.25	Clean Heaters and Evaporator coil areas, and change filter only if it is determined filter is plugged.
03.31	Clean water spots on mirrors and drivers window areas.
03.32	Steam clean engine, transmission, radiator, & undercarriage before inspection and road test.
03.33	Steam clean fuel tank area.
03.34	Open rear fenders & steam clean
03.40	Road test - check engine performance, steering, suspension noise, transmission, and shift points.
03.41	1st ____ mph 2nd ____ mph 3rd ____ mph 4th ____
03.42	Perform shop test with digital recorder - Route code 9999
03.51	Decel test Service brakes _____ % _____ foot from 20 mph
03.52	Decel test Park brake _____ % _____ foot from 20 mph.
03.53	AC check freon level.
03.59	Drain ping air tank, valve at RR corner of bus under bumper
03.60	Check all fluid levels - engine oil, power steering fluid, transmission, coolant.
03.61	Check and clean DEF vent tube if equipped on DEF tank.
03.62	Change spin on fuel filter. (20000032)
03.63	Check processor filter fuel level, change if needed. (20000021)
03.64	Sample & Change transmission fluid and filter, drain convertor.
03.78	Change rear axle gear oil. (FL000008)
03.80	Change oil and filters, take sample at operating temperature. Use back up wrench when removing drain plug Torque drain plug 32ft/lbs (FL20000026)
03.81	Change hydraulic oil filter (20000034)
03.82	Change hydraulic fluid
03.83	Change antifreeze (FL000005)
03.84	Change coolant filter CAUTION: Turn coolant line valves back on after filter change.
04.10	Check fuel, oil, water, air, trans. & PS lines under bus for rubbing, kinks, frays & leaks
04.20	Check exhaust system manifold and turbo for leaks.

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: GI35

Type: D

Item Number	Description
04.30	Brake Linings - check wear line.
04.31	RF _____ LF _____ RR _____ LR _____
04.40	Check roller to cam positions.
04.41	RF _____ LF _____ RR _____ LR _____
04.42	Check Slack adjuster adjusting bolt with a torque wrench @ 13 ft lbs or 156 in/lbs.
04.43	RF _____ LF _____ RR _____ LR _____
04.44	Check slack adjusters Clevis and Pins.
04.45	Check rear Brake Chambers vent tubes for cracking.
04.46	Do brake stroke measurement with 90 to 100 PSI Gillig Fronts 2" ,Rear 2" Max.
04.47	Applied RF _____ LF _____ RR _____ LR _____
04.48	Brakes released RF _____ LF _____ RR _____ LR _____
04.49	Stroke length RF _____ LF _____ RR _____ LR _____
04.50	Record tire air pressure. - 120 PSI Front and Rear cold.
04.51	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
04.60	Record tire tread depth - Minimum of 4/32" on Fronts & Rears
04.61	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
04.70	Clean differential breather
04.80	Undercarriage inspection.
04.90	Tie rods and ends.
05.10	Check king pins and front wheel bearing adjustment.
05.20	Check steering gear and linkage.
05.21	Check steering gear mounting plate for cracks.
05.30	Check wheel seals.
05.40	Check air bags.
05.50	Check lateral & radius rod bushings.
05.60	Check drive line and u-joints.
05.70	Check shocks and bushings.
05.80	Check engine and transmission mounts; cradle supports.
05.90	Lube chassis.- Lube S- cams & Anchor pins. 1 pump by hand pump only.
05.91	Remove cover - inspect & lube lower steering shaft
06.10	Drain 4 air tanks at front of bus & check for excess moisture.
06.20	Check ground straps, battery cables, terminals, and starter connections.

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: GI35

Type: D

Item Number	Description
06.30	Clean battery Tops. Load test @ DECA 700 CCA & 950 Interstate batteries. .
06.31	1) _____ 2) _____ 3) _____ 4) _____
06.40	Clean driver's heater filter.
06.41	Lube Zirks on outside mirrors-only one short shot
06.42	Lube entrance & exit door lube points
06.43	Remove 3 access covers on steering column & lube upper steering shaft
06.50	Tighten intake clamps, check air compressor inlet hose condition.
06.63	Change starter at 110,000 miles. Last done at _____ (06001052)
06.64	If equipped with AD-9 Cartridge change every 36,000 miles and service purge valve assembly Date _____ Mileage _____ (06000985)
06.65	If equipped with Dual Turbo 2000 spin cartridge change every 72,000 miles and service purge valve assembly.DATE _____ Mileage _____ (06001219)
06.70	Change air filter. Mileage & Date last done. _____ (20000013--20007--20000038-- 2011)
06.72	Remove belt covers ,check belts,Idlers pulleys bearings & tensioner.
06.80	Check condition of alternator belt and power steering pump belt.
06.81	Check AC compressor drive belt (200 lbs +/- 10 lbs)
06.90	Check fuel, oil, coolant, air, transmission, & PS lines in engine compartment.
07.30	Check exhaust system and muffler.
07.40	Check all side compartment door latches, clean and lube.
07.50	Wheel stud nuts - check for proper torque (450 to 500 ft/lbs).
07.51	Check Amerex fire suppression bottle gauge, needle should be in green range.
07.52	Check to ensure blow-off caps are in place on all 4 fire suppression nozzles.
07.53	Amerex electrical actuator has self life of 12 years and in service life of 6 years. Date in service _____
07.55	Check for exterior body damage, note on photo page.
07.56	Change AC drier if moisture indicator not green.
07.58	Lube AC clutch with one pump of designated grease.
07.59	Lube evaporator motor shaft bearings.
07.60	Check evaporator drains are clear. Check evaporator compartment and clean as needed.
07.61	Check condenser compartment and clean as needed.
07.62	If equipped with change DEF system filter at pump and inline every 200,000 miles Part # 08000113 & 08000190--Mileage _____ Date _____
07.63	Adjust valves
07.64	Change crankcase breather filter. (20000033)

SALEM AREA MASS TRANSIT DISTRICT

Inspection Checklist Items

Inspection Id: GI35
Type: D

Item Number	Description
07.65	Replace DPF, clean cat, reset with laptop-Mileage _____ Date _____ last done. R08000128-2012--R08000087--2007)
07.66	Clear engine codes with lap top.
07.68	Remove hard drive.View hard drive for about 2 min, to make sure all cameras and sound are working normal. Reinstall hard drive and check to see if system reboots and says: System OK.
07.69	Check recorder date and time,make sure it is set to the present time and date.
07.70	Check driver seat condition and lube sliders with Lift U Chain lube.
07.71	Change driver seat bottom cushion & cover every 16 to 18 month. Date last done: _____ (01000870)
08.10	Clean wheel chair ramp area.
08.11	Check chain tension and condition, dry lube.
08.12	Check platform hold straight out (2 lb weight)
08.13	Dry lube pivot points and pins.
08.14	Check operation of wheel chair ramp and tie down system.
08.15	Check Wheel chair ramp torque on drive sprocket screws-(130 inch lbs. use blue loctite)
08.20	Inspect & Repack Front Wheel beainingsMileage _____ Date _____ Last done,(72,000 miles) (05000294)
08.30	Check tanks regulators behind driver head for 23 lbs setting (+, -- ,3 lbs)
08.85	Check DVI books-1 book they are using, 1 last 30 days used, 1 new book, all others remove.
08.98	Check & Fill day pass in Fare box. DO NOT OVER FILL
09.00	Clean swipe card & trim with cleaning card.
09.05	Clean coin insert slot.
09.07	Clean Coin Validator externally & internally.
09.09	Clean, lube & inspect Coin Validator soleniod
09.11	Clean Bill Validator externally & internally.
09.13	Inspect & clean trim belts & pulleys
09.17	Clean & inspect trim black rubber rollers
09.27	Clean & lube Cash box locking mechanism coin & bill stripper
09.29	Lube electronic lock drive gear & drive stud
09.37	Bill Transport - lube & inspect.
09.39	Cash Box - clean & lube locking mechanism, clean slides. USE GREASE SPARINGLY ! THANK YOU
09.41	Cash Box - replace battery every 3 years.
09.42	Mark date battery was replaced on cash box.
09.43	Electronic Lock & Locking Bar - lube drive gear & stud.
09.44	Electronic Lock Door Switch - check & adjust if necessary.

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: GI35

Type: D

Item Number	Description
09.45	Coin Bypass - clean, lube & inspect.
09.46	Pressure check cooling system--Should hold 16 lbs.
10.05	Check toe-in on front tires.
10.06	Road test on return check for leaks and fluid levels.
10.07	Check interior cleanliness to make sure it is presentable for the public before parking.

SALEM AREA MASS TRANSIT DISTRICT

Preventative Maintenance - Vehicles

Veh #: 2379 Make/ Model: GILLIG 40' ELECTRIC
Year: 2023 Veh Tag#: E298736
Fleet: ELB ELECTRIC BUS

Work Order #:

Inspection Id: Elec Type: C Description: 36,000 mile

Inspection #: 6

Forecast Miles:	5000.0	Forecast Hours:		Forecast Days:	
Actual Miles:	6000.0	Actual Hours:		Actual Days:	
Ltd Mileage:	146.0	Ltd Hours:	0.00	Current Date:	2/4/2025 1:17 PM
Hubodometer:	1795.0	Last Hours Reading:	0.00	Date Last Inspected:	7/13/2023 9:23 AM
Miles Last Inspection:	1795.0	Hours Last Inspection:	0.00	Days Last Inspection:	0
Miles Remaining:	4205.0	Hours Remaining:	0.00	Days Remaining:	0

Inspection Due

Date Completed:

Performed By:

Check All Items Serviced

- ☐ 01.00 Date _____ Mileage _____ WO# _____ IND# _____
- ☐ 01.01 Probe Fare box, before starting service.
- ☐ 01.09 install protective seat cover on drivers seat
- ☐ 01.10 Fire Suppression System Check:
- ☐ 01.11 A. Fire suppression green LED on.
- ☐ 01.12 B. All other LED's off.
- ☐ 01.13 C. Press to test, bell and relay engaged LED on. Push Relay Reset to clear
- ☐ 01.20 Check brake and accelerator pedal action and feel, pump down air system.
- ☐ 01.21 Check throttle pedal spring on electronic control pedal.
- ☐ 01.25 Check seat belt cutter is properly mounted
- ☐ 01.30 Check warning buzzer, horn, tell tale lamps, driver's controls, and gauges.
- ☐ 01.40 Check parking brake operation holds without movement. Idle to full throttle*- max 2 sec.
- ☐ 01.50 Check brake and accelerator interlock.
- ☐ 01.60 Check tilt steering wheel adjustment and telescope.
- ☐ 01.70 Check kneel operation and adjustments.
- ☐ 01.80 Check turn signals.
- ☐ 01.81 Farebox mounting
- ☐ 01.90 Check door operation - speeds and sensitive edges.
- ☐ 02.10 Check wheelchair seats, tie-down straps, seat belts, wheel locks, and fold-up seat. Check Q-Straint operation.
- ☐ 02.20 Check interior and exterior for damage, missing parts, decals, seats, stanchions, vents, panels, and locks.
- ☐ 02.30 Check window operations including emergency features.
- ☐ 02.31 Check vandal guard film for damage and scratches, and note if replacement is needed.
- ☐ 02.40 Check all interior and exterior lights.
- ☐ 02.50 Check back-up lights and horn.
- ☐ 02.60 Check bike rack - lube latch, hinges, and check all for proper operation.

Veh #: 2379

Make/ Model: GILLIG 40' ELECTRIC

Work Order #:

Year: 2023

Veh Tag #: E298736

Fleet: ELB ELECTRIC BUS

Inspection Id: Elec

Type: C

Description: 36,000 mile

Check All Items Serviced

<input type="checkbox"/>	02.65	Check Wheelchair Ramp operation.
<input type="checkbox"/>	02.70	Check windshield wipers and washers. Rinse windshield - do not allow soap to dry.
<input type="checkbox"/>	02.71	Fill windshield washer reservoir
<input type="checkbox"/>	02.80	Check for intact red tie on emergency triangle box - repl as needed.
<input type="checkbox"/>	02.81	Check expiration date on fire extinguisher - replace if needed.
<input type="checkbox"/>	02.82	Check for DVI book.
<input type="checkbox"/>	02.83	Check tank regulators behind driver head for 23 lbs setting. (+, -- ,3 lbs)
<input type="checkbox"/>	02.89	Check paper towel and puke bag
<input type="checkbox"/>	02.90	Check driver's first aid box for an intact seal. If seal is broken, check contents and restock items as necessary (see list below)
<input type="checkbox"/>	02.91	10 ea - Band-aids (+/- 1 or 2)
<input type="checkbox"/>	02.92	3-4 - Gauze pads
<input type="checkbox"/>	02.93	3-4 - Disinfectant towelettes
<input type="checkbox"/>	02.94	2-3 - Pair Latex Gloves
<input type="checkbox"/>	02.95	1 ea - CPR Microshield
<input type="checkbox"/>	02.96	1 ea - Red Biohazard Bag
<input type="checkbox"/>	03.00	Check destination signs - operation, lights, glass.
<input type="checkbox"/>	03.10	Allow air compressor to build to 125 lbs., cut off pressure, shut off engine.
<input type="checkbox"/>	03.20	Loss of air pressure in one minute - brake. Record loss _____
<input type="checkbox"/>	03.25	Clean Heaters and Evaporator coil areas, and change filter only if it is determined filter is plugged.
<input type="checkbox"/>	03.27	Operate Radiator Cooling fans in reverse to blow out debris
<input type="checkbox"/>	03.28	Please don't blast electric fan motors with the pressure washer. Thanks.
<input type="checkbox"/>	03.29	Clean water spots on mirrors and drivers window areas.
<input type="checkbox"/>	03.30	Steam clean undercarriage before inspection and road test.
<input type="checkbox"/>	03.34	Open rear fenders & steam clean
<input type="checkbox"/>	03.40	Road test - check engine performance, steering, suspension noise.
<input type="checkbox"/>	03.42	Check the Drivers camera LCD screen. There should not be a Error message. There should be a "P" for recording on the primary drive. "S" means the harddrive is not locked into place.
<input type="checkbox"/>	03.51	Decel test Service brakes _____ % _____ foot from 20 mph
<input type="checkbox"/>	03.52	Decel test Park brake _____ % _____ foot from 20 mph.
<input type="checkbox"/>	03.53	AC check freon level.
<input type="checkbox"/>	03.54	Check fire suppression bottle gauge in green area
<input type="checkbox"/>	03.57	Pressure check cooling system--Should hold 16 lbs. There are 3 different systems to test
<input type="checkbox"/>	03.58	Test BTMS coolant conductivity

Veh #: 2379 Make/ Model: GILLIG 40' ELECTRIC

Work Order#:

Year: 2023 Veh Tag#: E298736

Fleet: ELS ELECTRIC BUS

Inspection Id: Elec Type: C Description: 36,000 mile

Check All Items Serviced

<input type="checkbox"/>	03.60	Check all fluid levels -power steering fluid, coolant level for HVAC, ECP (Pink Coolant), TMS (Clear Coolant)
<input type="checkbox"/>	03.69	Check fuel fill door safety switch - Engine should die when door is opened. PARK BRAKE MUST BE SET!
<input type="checkbox"/>	04.10	Check water, air, electrical & PS lines under bus for rubbing, kinks, frays & leaks
<input type="checkbox"/>	04.30	Brake Pad Thickness percentage %-check wear indicator-25%or less-remove wheels & inspect pads-4mm minimum pad thickness-Replace @ 3mm.
<input type="checkbox"/>	04.31	LF _____ RF _____ LR _____ RR _____
<input type="checkbox"/>	04.32	For reference only for pad change-Rotor Thickness- Discard 1.460"
<input type="checkbox"/>	04.50	Record tire tread depth - Fronts, replace @ 6/32 Rear, replace @ 4/32.
<input type="checkbox"/>	04.51	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
<input type="checkbox"/>	04.52	Rear duals-Inside tire should not be more than 4/32 less than outside tire. If so, replace pair.
<input type="checkbox"/>	04.53	Flip rear tires if more than 3/32 difference across the tread.
<input type="checkbox"/>	04.54	Record Curb side sidewall depth-fresh sidewall needed if the dimple is under 3/32..
<input type="checkbox"/>	04.55	RF _____ RRO _____
<input type="checkbox"/>	04.58	Record tire air pressure. - 130 PSI Front and Rear cold.
<input type="checkbox"/>	04.59	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
<input type="checkbox"/>	04.70	Clean differential breather, check for fluid leaks
<input type="checkbox"/>	04.80	Undercarriage inspection.
<input type="checkbox"/>	04.81	Check rear brake hoses for damaged clamps and frayed hoses
<input type="checkbox"/>	04.82	Check rubber front brake hoses to brake diaphragms for cracks and chafing
<input type="checkbox"/>	04.83	Inspect Inductive charging pads, HV cables, impact plate and camera mounting for damage.
<input type="checkbox"/>	04.84	Clean Inductive charging FOO camera lenses.
<input type="checkbox"/>	04.90	Tie rods and ends.
<input type="checkbox"/>	05.10	Check king pins and front wheel bearing adjustment.
<input type="checkbox"/>	05.20	Check steering gear and linkage.
<input type="checkbox"/>	05.21	Check steering gear mounting plate for cracks.
<input type="checkbox"/>	05.30	Check wheel seals.
<input type="checkbox"/>	05.40	Check air bags.
<input type="checkbox"/>	05.50	Check lateral & radius rod bushings.
<input type="checkbox"/>	05.60	Check drive line and u-joints.
<input type="checkbox"/>	05.70	Check shocks and bushings.
<input type="checkbox"/>	05.71	Lube Chassis
<input type="checkbox"/>	05.72	Remove cover - inspect & lube lower steering shaft
<input type="checkbox"/>	05.80	Check engine mounts; cradle supports.

SALEM AREA MASS TRANSIT DISTRICT Preventative Maintenance - Vehicles

Veh#: 2379 **Make / Model:** GILLIG 40' ELECTRIC
Year: 2023 Veh Tag#: E298736
Fleet: ELB ELECTRIC BUS

Work Order #:

Inspection Id: Elec **Type:** C **Description:** 36,000 mile

Check All Items Serviced

- | | |
|--------------------------|---|
| <input type="checkbox"/> | 05.81 Inspect traction motor and Inverter <i>for</i> signs of damage & coolant leaks. |
| <input type="checkbox"/> | 05.82 Check torque seal on gland nuts that they have not rotated. |
| <input type="checkbox"/> | 06.00 Replace hydraulic fluid and filter every 100,000miles. Last done_____.miles. |
| <input type="checkbox"/> | 06.10 Drain 4 air tanks at front of bus & check for excess moisture. |
| <input type="checkbox"/> | 06.20 Check ground straps, battery cables, terminals, and starter connections. |
| <input type="checkbox"/> | 06.30 Clean battery Tops. Load test. |
| <input type="checkbox"/> | 06.31 1) _____CCA 2) _____CCA |
| <input type="checkbox"/> | 06.40 Clean <i>or</i> replace driver's heater filter-THERE ARE TWO |
| <input type="checkbox"/> | 06.41 Lube Zirks on outside mirrors-only one short shot |
| <input type="checkbox"/> | 06.42 Lube entrance & exit door lube points |
| <input type="checkbox"/> | 06.43 Remove two lower steering column cover screws and lube lower u-joint |
| <input type="checkbox"/> | 06.50 Check air compressor inlet filter |
| <input type="checkbox"/> | 06.90 Check coolant, air & electrical lines in engine compartment. |
| <input type="checkbox"/> | 07.40 Check all side compartment <i>door</i> latches, clean and lube. Check adjustment of the 3 proximity switches. (Loctite and mark with paint pen) |
| <input type="checkbox"/> | 07.42 Check the 5 outside camera housing lense for signs of moisture |
| <input type="checkbox"/> | 07.52 Check to ensure blow-off caps <i>are</i> in place on all 4 fire suppression nozzles. |
| <input type="checkbox"/> | 07.55 Check for exterior body damage, note on photo page. |
| <input type="checkbox"/> | 07.56 Change AC drier if moisture indicator not green. |
| <input type="checkbox"/> | 07.60 Check evaporator drains are clear. Check evaporator compartment and clean as needed.. |
| <input type="checkbox"/> | 07.61 Check condenser compartment and clean as needed. |
| <input type="checkbox"/> | 07.68 Clear engine codes with lap top. |
| <input type="checkbox"/> | 07.71 Check driver seat condition and lube sliders with WD-40. |
| <input type="checkbox"/> | 08.10 Clean wheel chair ramp area. |
| <input type="checkbox"/> | 08.13 Dry lube pivot points and pins. |
| <input type="checkbox"/> | 08.14 Check operation of wheel chair ramp and tie down system. |
| <input type="checkbox"/> | 08.98 Check & Fill day pass in Fare box. DO NOT OVER FILL |
| <input type="checkbox"/> | 09.00 Clean swipe card & trim with cleaning card. |
| <input type="checkbox"/> | 09.05 Clean coin insert slot. |
| <input type="checkbox"/> | 09.07 Clean Coin Validator externally & internally. |
| <input type="checkbox"/> | 09.09 Clean, lube & inspect Coin Validator soleniod |
| <input type="checkbox"/> | 09.11 Clean Bill Validator externally & internally. |
| <input type="checkbox"/> | 09.13 Inspect & clean trim belts & pulleys |

SALEM AREA MASS TRANSIT DISTRICT
Preventative Maintenance - Vehicles

Veh #: 2379 Make/ Model: GILLIG 40' ELECTRIC
Year: 2023 Veh Tag #: E298736
Fleet: ELB ELECTRIC BUS

Work Order#:

Inspection Id: Elec **Type:** C **Description:** 36,000 mile

Check All Items Serviced

- | | |
|--------------------------|--|
| <input type="checkbox"/> | 09.17 Clean & inspect trim black rubber rollers |
| <input type="checkbox"/> | 09.37 Bill Transport - lube & inspect. |
| <input type="checkbox"/> | 10.04 Wheel stud nuts - check for proper torque (450 to 500 ft/lbs). Use a torque wrench. |
| <input type="checkbox"/> | 10.05 Check toe-in on front tires. |
| <input type="checkbox"/> | 10.07 Supervisor QC check and Defect inspection while vehicle is on the lift. |
| <input type="checkbox"/> | 10.09 Road test on return check for leaks and fluid levels. |
| <input type="checkbox"/> | 10.10 Check interior cleanliness to make sure it is presentable for the public before parking. |

Veh #: 2379 Make/ Model: GILLIG 40' ELECTRIC

Work Order #:

Year: 2023 Veh Tag#: E298736

Fleet: ELB ELECTRIC BUS

Inspection Id: Elec Type: D Description: 72,000 mile

Inspection #: 12

Forecast Miles: 5000.0

Forecast Hours:

Forecast Days:

Actual Miles: 6000.0

Actual Hours:

Actual Days:

Ltd Mileage: 146.0

Ltd Hours: 0.00

Current Date: 2/4/2025 1:19 PM

Hubodometer: 1795.0

Last Hours Reading: 0.00

Date Last Inspected: 7/13/2023 9:23 AM

Miles Last Inspection: 1795.0

Hours Last Inspection: 0.00

Days Last Inspection: 0

Miles Remaining: 4205.0

Hours Remaining: 0.00

Days Remaining: 0

Inspection Due

Date Completed:

Performed By:

Check All Items Serviced

☐ 01.00 Date _____ Mileage _____ WO# _____ .IND# _____

☐ 01.01 Probe Fare box, before starting service.

☐ 01.09 Install protective seat cover on drivers seat

☐ 01.10 Fire Suppression System Check:

☐ 01.11 A. Fire suppression green LED on.

☐ 01.12 B. All other LED's off.

☐ 01.13 C. Press to test, bell and relay engaged LED on. Push Relay Reset to clear

☐ 01.20 Check brake and accelerator pedal action and feel, pump down air system.

☐ 01.21 Check throttle pedal spring on electronic control pedal.

☐ 01.25 Check seat belt cutter is properly mounted

☐ 01.30 Check warning buzzer, horn, tell tale lamps, driver's controls, and gauges.

☐ 01.40 Check parking brake operation holds without movement. Idle to full throttle -- max 2 sec.

☐ 01.50 Check brake and accelerator interlock.

☐ 01.60 Check tilt steering wheel adjustment and telescope.

☐ 01.70 Check kneel operation and adjustments.

☐ 01.80 Check turn signals.

☐ 01.81 Farebox mounting

☐ 01.90 Check door operation - speeds and sensitive edges.

☐ 02.10 Check wheelchair seats, tie-down straps, seat belts, wheel locks, and fold-up seat. Check Q-Straint operation.

☐ 02.20 Check interior and exterior for damage, missing parts, decals, seats, stanchions, vents, panels, and locks.

☐ 02.30 Check window operations including emergency features.

☐ 02.31 Check vandal guard film for damage and scratches, and note if replacement is needed.

☐ 02.40 Check all interior and exterior lights.

☐ 02.50 Check back-up lights and horn.

☐ 02.60 Check bike rack - lube latch, hinges, and check all for proper operation.

Veh #: 2379 **Make / Model:** GILLIG 40' ELECTRIC

Work Order#:

Year: 2023 **Veh Tag#:** E298736

Fleet: ELB ELECTRIC BUS

Inspection Id: Elec **Type:** D **Description:** 72,000 mile

Check All Items Serviced

<input type="checkbox"/>	02.65	Check Wheelchair Ramp operation.
<input type="checkbox"/>	02.70	Check windshield wipers and washers. Rinse windshield - do not allow soap to dry.
<input type="checkbox"/>	02.71	Fill windshield washer reservoir
<input type="checkbox"/>	02.80	Check for intact red tie on emergency triangle box - repl as needed.
<input type="checkbox"/>	02.81	Check expiration date on fire extinguisher - replace if needed.
<input type="checkbox"/>	02.82	Check for DVI book.
<input type="checkbox"/>	02.83	Check tank regulators behind driver head for 23 lbs setting. (+, - ,3 lbs)
<input type="checkbox"/>	02.89	Check paper towel and puke bag
<input type="checkbox"/>	02.90	Check driver's first aid box for an intact seal. If seal is broken, check contents and restock items as necessary (see list below)
<input type="checkbox"/>	02.91	10 ea - Band-aids(+/- 1 or 2)
<input type="checkbox"/>	02.92	3-4 - Gauze pads
<input type="checkbox"/>	02.93	3-4 - Disinfectant towelettes
<input type="checkbox"/>	02.94	2-3 - Pair Latex Gloves
<input type="checkbox"/>	02.95	1 ea - CPR Microshield
<input type="checkbox"/>	02.96	1 ea - Red Biohazard Bag
<input type="checkbox"/>	03.00	Check destination signs - operation, lights, glass.
<input type="checkbox"/>	03.10	Allow air compressor to build to 125 lbs., cut off pressure, shut off engine.
<input type="checkbox"/>	03.20	Loss of air pressure in one minute - brake. Record loss _____
<input type="checkbox"/>	03.25	Clean Heaters and Evaporator coil areas, and change filter only if it is determined filter is plugged.
<input type="checkbox"/>	03.27	Operate Radiator Cooling fans in reverse to blow out debris
<input type="checkbox"/>	03.28	Please don't blast electric fan motors with the pressure washer. Thanks.
<input type="checkbox"/>	03.29	Clean water spots on mirrors and drivers window areas.
<input type="checkbox"/>	03.30	Steam clean undercarriage before inspection and road test.
<input type="checkbox"/>	03.34	Open rear fenders & steam clean
<input type="checkbox"/>	03.40	Road test - check engine performance, steering, suspension noise.
<input type="checkbox"/>	03.42	Check the Drivers camera LCD screen. There should not be a Error message. There should be a "P" for recording on the primary drive. "S" means the harddrive is not locked into place.
<input type="checkbox"/>	03.51	Decel test Service brakes _____% _____ foot from 20 mph
<input type="checkbox"/>	03.52	Decel test Park brake _____ % _____ foot from 20 mph.
<input type="checkbox"/>	03.53	AC check freon level.
<input type="checkbox"/>	03.54	Check fire suppression bottle gauge in green area
<input type="checkbox"/>	03.57	Pressure check cooling system-Should hold 16 lbs. There are 3 different systems to test
<input type="checkbox"/>	03.58	Test BTMS coolant conductivity.

Veh #: 2379 Make/ Model: GILLIG 40' ELECTRIC

Work Order#:

Year: 2023 Veh Tag #: E298736

Fleet: ELB ELECTRIC BUS

Inspection Id: Elec Type: D Description: 72,000 mile

Check All Items Serviced

<input type="checkbox"/>	03.60 Check all fluid levels -power steering fluid, coolant level for HVAC, ECP (Pink Coolant), TMS (Clear Coolant)
<input type="checkbox"/>	03.69 Check fuel fill door safety switch - Engine should die when door is opened. PARK BRAKE MUST BE SET!
<input type="checkbox"/>	04.10 Check water, air, electrical & PS lines under bus for rubbing, kinks, frays & leaks
<input type="checkbox"/>	04.30 Brake Pad Thickness percentage %-check wear indicator-25%or less-remove wheels & inspect pads-4mm minimum pad thickness-Replace @ 3mm.
<input type="checkbox"/>	04.31 LF _____ RF _____ LR _____ RR _____
<input type="checkbox"/>	04.32 For reference only for pad change-Rotor Thickness- Discard 1.460"
<input type="checkbox"/>	04.50 Record tire tread depth - Fronts, replace @ 6/32 Rear, replace @ 4/32.
<input type="checkbox"/>	04.51 LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
<input type="checkbox"/>	04.52 Rear duals-Inside tire should not be more than 4/32 less than outside tire. If so, replace pair.
<input type="checkbox"/>	04.53 Flip rear tires if more than 3/32 difference across the tread.
<input type="checkbox"/>	04.54 Record Curb side sidewall depth-fresh sidewall needed if the dimple is under 3/32..
<input type="checkbox"/>	04.55 RF _____ RRO _____
<input type="checkbox"/>	04.58 Record tire air pressure. - 130 PSI Front and Rear cold.
<input type="checkbox"/>	04.59 LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
<input type="checkbox"/>	04.70 Clean differential breather, check for fluid leaks
<input type="checkbox"/>	04.80 Undercarriage inspection.
<input type="checkbox"/>	04.81 Check rear brake hoses for damaged clamps and frayed hoses
<input type="checkbox"/>	04.82 Check rubber front brake hoses to brake diaphragms for cracks and chafing
<input type="checkbox"/>	04.83 Inspect Inductive charging pads, HV cables, impact plate and camera mounting for damage.
<input type="checkbox"/>	04.84 Clean Inductive charging FOD camera lenses.
<input type="checkbox"/>	04.90 Tie rods and ends.
<input type="checkbox"/>	05.10 Check king pins and front wheel bearing adjustment.
<input type="checkbox"/>	05.20 Check steering gear and linkage.
<input type="checkbox"/>	05.21 Check steering gear mounting plate for cracks.
<input type="checkbox"/>	05.30 Check wheel seals.
<input type="checkbox"/>	05.40 Check air bags.
<input type="checkbox"/>	05.50 Check lateral & radius rod bushings.
<input type="checkbox"/>	05.60 Check drive line and u-joints.
<input type="checkbox"/>	05.70 Check shocks and bushings.
<input type="checkbox"/>	05.71 Lube Chassis
<input type="checkbox"/>	05.72 Remove cover - inspect & lube lower steering shaft
<input type="checkbox"/>	05.80 Check engine mounts; cradle supports.

Veh #: 2379 **Make/ Model:** GILLIG 40' ELECTRIC

Work Order #:

Year: 2023 **Veh Tag#:** E298736

Fleet: ELB ELECTRIC BUS

Inspection Id: Elec **Type:** D **Description:** 72,000 mile

Check All Items Serviced

<input type="checkbox"/>	05.81	Inspect traction motor and Inverter for signs of damage & coolant leaks.
<input type="checkbox"/>	05.82	Check torque seal on gland nuts that they have not rotated.
<input type="checkbox"/>	06.00	Replace hydraulic fluid and filter every 100,000miles. Last done_____ miles.
<input type="checkbox"/>	06.10	Drain 4 air tanks at front of bus & check for excess moisture.
<input type="checkbox"/>	06.20	Check ground straps, battery cables, terminals, and starter connections.
<input type="checkbox"/>	06.30	Clean battery Tops. Load test.
<input type="checkbox"/>	06.31	1} _____CCA 2} _____ CCA
<input type="checkbox"/>	06.40	Clean or replace driver's heater filter-THERE ARE TWO
<input type="checkbox"/>	06.41	Lube Zirks on outside mirrors-only one short shot
<input type="checkbox"/>	06.42	Lube entrance & exit door lube points
<input type="checkbox"/>	06.43	Remove two lower steering column cover screws and lube lower u-joint
<input type="checkbox"/>	06.50	Check air compressor inlet filter.
<input type="checkbox"/>	06.51	Replaced scoll compressor seals and grease bearings every 144,000 miles. Last done_____miles.
<input type="checkbox"/>	06.64	Service AD-IP air dryer.
<input type="checkbox"/>	06.65	Replace air dryer cartridge.
<input type="checkbox"/>	06.90	Check coolant, air & electrical lines in engine compartment.
<input type="checkbox"/>	07.40	Check all side compartment door latches, clean and lube. Check adjustment of the 3 proximity switches. (Loctite and mark with paint pen)
<input type="checkbox"/>	07.42	Check the 5 outside camera housing lense for signs of moisture
<input type="checkbox"/>	07.52	Check to ensure blow-off caps are in place on all 4 fire suppression nozzles.
<input type="checkbox"/>	07.55	Check for exterior body damage, note on photo page.
<input type="checkbox"/>	07.56	Change AC drier if moisture indicator not green.
<input type="checkbox"/>	07.60	Check evaporator drains are clear. Check evaporator compartment and clean as needed..
<input type="checkbox"/>	07.61	Check condenser compartment and clean as needed.
<input type="checkbox"/>	07.68	Clear engine codes with lap top.
<input type="checkbox"/>	07.71	Check driver seat condition and lube sliders with WD-40.
<input type="checkbox"/>	08.10	Clean wheel chair ramp area.
<input type="checkbox"/>	08.13	Dry lube pivot points and pins.
<input type="checkbox"/>	08.14	Check operation of wheel chair ramp and tie down system.
<input type="checkbox"/>	08.98	Check & Fill day pass in Fare box. DO NOT OVER FILL
<input type="checkbox"/>	09.00	Clean swipe card & trim with cleaning card.
<input type="checkbox"/>	09.05	Clean coin insert slot.
<input type="checkbox"/>	09.07	Clean Coin Validator externally & internally.

Veh #: 2379 Make/ Model: GILLIG 40' ELECTRIC

Work Order #:

Year: 2023 Veh Tag#: E298736

Fleet: ELB ELECTRIC BUS

Inspection Id: Elec Type: D Description: 72,000 mile

Check All Items Serviced

- | | |
|--------------------------|--|
| <input type="checkbox"/> | 09.09 Clean, lube & inspect Coin Validator solenoid |
| <input type="checkbox"/> | 09.11 Clean Bill Validator externally & internally. |
| <input type="checkbox"/> | 09.13 Inspect & clean trim belts & pulleys |
| <input type="checkbox"/> | 09.17 Clean & inspect trim black rubber rollers |
| <input type="checkbox"/> | 09.37 Bill Transport - lube & inspect. |
| <input type="checkbox"/> | 10.04 Wheel stud nuts - check for proper torque (450 to 500 ft/lbs). Use a torque wrench. |
| <input type="checkbox"/> | 10.05 Check <i>toe-in</i> on front tires. |
| <input type="checkbox"/> | 10.07 Supervisor QC check and Defect inspection while vehicle is on the lift. |
| <input type="checkbox"/> | 10.09 Road test on return check for leaks and fluid levels. |
| <input type="checkbox"/> | 10.10 Check interior cleanliness to make sure it is presentable for the public before parking. |

Cherriots – LIFT Inspections
A Service

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: CLG

Type: A

Item Number	Description
01.00	Date _____ Mileage _____ WO# _____ IND# _____
01.05	Install protective seat cover on drivers seat
01.20	Check brake and accelerator pedal action and feel,
01.30	Check horn, tell tale lamps, driver's controls, and gauges.
01.40	Check parking brake operation -- holds on a slope.
01.50	Check brake and accelerator interlock.
01.60	Check tilt steering wheel adjustment and telescope.
01.80	Check turn signals.
01.90	Check door operation - sensitive edges.
02.10	Check wheelchair tie-down straps, seat belts, and fold-up seats..
02.20	Check interior and exterior for damage, missing parts, decals, seats, stanchions, vents, panels, and locks.
02.30	Check window operations including emergency features.
02.40	Check all interior and exterior lights.
02.50	Check back-up lights and horn.
02.60	Check drivers mirror mounting and adjustment.
02.70	Check windshield wipers and washers. Rinse windshield - do not allow soap to dry.
02.71	Check engine belts-Fan -A/C -Alt etc.
02.73	Check Brake Fluid Level
02.77	Check power steering fluid level.
02.80	Fill windshield washer reservoir.
03.30	Steam clean engine, transmission & radiator, before inspection and road test.
03.40	Road test - check engine performance, steering, suspension noise, transmission, and shift points.
03.41	1st _____ mph 2nd _____ mph 3rd _____ mph 4th _____
03.51	Decel test Service brakes _____ % _____ foot from 20 mph
03.60	Check Transmission Fluid Level.
03.81	Change oil and filter, take sample at operating temperature. Torque plug , 5w30 oil. 7QT FORD-6QT CHEVY
04.10	Check fuel, oil, water, air, trans. & PS lines under bus for rubbing, kinks, frays & leaks
04.20	Check exhaust system.
04.30	Brake Linings - check wear for wear 6MM OK- 5MM or less brakes Due.
04.31	RF _____ LF _____ RR _____ LR _____
04.50	Record tire air pressure. Fronts 80 psi- Rears 80 psi --cold---
04.51	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____

SALEM AREA MASS TRANSIT DISTRICT Inspection Checklist Items

Inspection Id: CLG

Type: A

Item Number	Description
04.60	Record tire tread depth - Minimum of 6/32" on Fronts & 4/32 Rears
04.61	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
04.70	Clean differential breather, check for fluid leaks
04.80	Undercarriage inspection.
04.90	Tie rods and ends.
05.10	Check ball joints-upper & lower -check front wheel bearing adjustment.
05.20	Check steering gear and linkage.
05.30	Check wheel seals.
05.60	Check drive line and u-joints & center support bearing.
05.70	Check shocks and bushings.
05.80	Check engine and transmission mounts; cradle supports.
05.90	Lube chassis.
05.92	CHECK hoses to rear heaters-they should be soft.
06.20	Check ground straps, battery cables, terminals, and starter connections.
06.30	Clean battery tops and terminals if needed-Check water level-
06.32	Clean battery compartment. Load test both batteries.
06.34	1) _____ 2) _____
06.40	Clean or replace heater filter on rear heater-A/C.
06.90	Check fuel, oil, coolant, air, transmission, & PS lines in engine compartment.
07.40	Check all side compartment door latches, clean and lube.
07.50	Wheel stud nuts - check for proper torque.150-165lbs
07.51	If equipped; Remove hard drive.View hard drive for about 2 min, to make sure all cameras and sound are working normal. CHECK DATE, Time & Bus number.
07.53	Lube W/C & rear exit door key locks with dry lube
07.60	Check W/C operation
07.70	Lube W/C pivot points & check fasteners.
07.80	Check inner barrier operation.
07.81	Check outer barrier operation.
07.82	Check Threshold Warning Plate Alarm
07.83	Check cigarette lighter port and power port for power if equipped.
07.87	Check file for drivers defects (DVI)
07.88	Reset oil change light.-if equipped.
07.90	Take for a SHORT test drive & check for leaks and fluid levels.

Cherriots – LIFT Inspections
B Service

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: CLG

Type: B

Item Number	Description
01.00	Date _____ Mileage _____ WO# _____ IND# _____
01.05	Install protective seat cover on drivers seat
01.20	Check brake and accelerator pedal action and feel,
01.30	Check horn, tell tale lamps, driver's controls, and gauges.
01.40	Check parking brake operation -- holds on a slope.
01.50	Check brake and accelerator interlock.
01.60	Check tilt steering wheel adjustment and telescope.
01.80	Check turn signals.
01.90	Check door operation - sensitive edges.
02.10	Check wheelchair tie-down straps, seat belts, and fold-up seats.
02.20	Check interior and exterior for damage, missing parts, decals, seats, stanchions, vents, panels, and locks.
02.30	Check window operations including emergency features.
02.40	Check all interior and exterior lights.
02.50	Check back-up lights and horn.
02.60	Check drivers mirror mounting and adjustment.
02.70	Check windshield wipers and washers. Rinse windshield - do not allow soap to dry.
02.71	Check engine belts-Fan -A/C -Alt etc.
02.73	Check Brake Fluid Level
02.77	Check power steering fluid level.
02.80	Fill windshield washer reservoir.
03.30	Steam clean engine, transmission & radiator, before inspection and road test.
03.40	Road test - check engine performance, steering, suspension noise, transmission, and shift points.
03.41	1st _____ mph 2nd _____ mph 3rd _____ mph 4th _____
03.51	Decel test Service brakes _____ % _____ foot from 20 mph
03.60	Check Transmission Fluid Level.
03.81	Change oil and filter, take sample at operating temperature. Torque plug , 5w30 oil. 7QT FORD-6QT CHEVY
04.10	Check fuel, oil, water, air, trans. & PS lines under bus for rubbing, kinks, frays & leaks
04.20	Check exhaust system.
04.30	Brake Linings - check wear for wear.6 MM OK-5 MM or less brakes Due.
04.31	RF _____ LF _____ RR _____ LR _____
04.50	Record tire air pressure. Fronts 80 psi- Rears 80 psi --cold--
04.51	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: CLG
Type: B

Item Number	Description
04.60	Record tire tread depth - Minimum of 6/32" on Fronts & 4/32 Rears
04.61	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
04.70	Clean differential breather, check for fluid leaks
04.80	Undercarriage inspection.
04.90	Tie rods and ends.
05.10	Check ball joints-upper & lower -check front wheel bearing adjustment.
05.20	Check steering gear and linkage.
05.30	Check wheel seals.
05.60	Check drive line and u-joints & center support bearing.
05.70	Check shocks and bushings.
05.80	Check engine and transmission mounts; cradle supports.
05.90	Lube chassis.
05.92	CHECK hoses to rear heaters-they should be soft.
06.20	Check ground straps, battery cables, terminals, and starter connections.
06.30	Clean battery tops and terminals if needed-Check water level- Load test batteries.
06.32	Clean battery compartment. Load test both batteries.
06.34	1) _____ 2) _____
06.40	Clean or replace heater filter on rear heater-A/C.
06.90	Check fuel, oil, coolant, air, transmission, & PS lines in engine compartment.
07.10	Check coolant protection level (-25 to -40)
07.40	Check all side compartment door latches, clean and lube.
07.45	Rotate or flip rear Tires from side to side if needed. Fronts if side walls are bad.
07.50	Wheel stud nuts - check for proper torque.150-165 lbs
07.52	If equipped; Remove hard drive.View hard drive for about 2 min, to make sure all cameras and sound are working normal. CHECK DATE, Time & Bus number.
07.53	Lube W/C & rear exit door key locks with dry lube
07.60	Check W/C operation
07.70	Lube W/C Pivot points & check fastners.
07.80	Check inner barrier operation.
07.81	Check outer barrier operation.
07.82	Check Threshold Warning Plate Alarm
07.83	Check cigarette lighter port and power port for power if equipped.
07.87	Check file for driver defects-(DVI)

SALEM AREA MASS TRANSIT DISTRICT

Inspection Checklist Items

Inspection Id: CLG

Type: B

Item Number	Description
07.88	Reset oil change light.-if equipped.
07.90	Take for a SHORT test drive & check for leaks and fluid levels.

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: CLG

Type: C

Item Number	Description
01.00	Date _____ Mileage _____ WO# _____ IND# _____
01.05	Install protective seat cover on drivers seat
01.20	Check brake and accelerator pedal action and feel,
01.30	Check horn, tell tale lamps, driver's controls, and gauges.
01.40	Check parking brake operation -- holds on a slope.
01.50	Check brake and accelerator interlock.
01.60	Check tilt steering wheel adjustment and telescope.
01.80	Check turn signals.
01.90	Check door operation
02.10	Check wheelchair tie-down straps, seat belts, and fold-up seats.
02.20	Check interior and exterior for damage, missing parts, decals, seats, stanchions, vents, panels, and locks.
02.30	Check window operations including emergency features.
02.40	Check all interior and exterior lights.
02.50	Check back-up lights and horn.
02.60	Check drivers mirror mounting and adjustment.
02.70	Check windshield wipers and washers. Rinse windshield - do not allow soap to dry.
02.71	Check engine belts-Fan -A/C -Alt etc.
02.73	Check Brake Fluid Level
02.77	Check power steering fluid level.
02.80	Fill windshield washer reservoir.
03.30	Steam clean engine, transmission & radiator, before inspection and road test.
03.40	Road test - check engine performance, steering, suspension noise, transmission, and shift points.
03.41	1st _____ mph 2nd _____ mph 3rd _____ mph 4th _____
03.51	Decel test Service brakes _____ % _____ foot from 20 mph
03.60	Check Transmission Fluid Level.
03.81	Change oil and filter, take sample at operating temperature. Torque plug , 5w30 oil. 7QT FORD-6QT CHEVY
03.85	Replace Trans pick up filter- change ATF- Fill with 9qts Mercon LV- ARBOC 7QTS DEXRON VI
04.10	Check fuel, oil, water, air, trans. & PS lines under bus for rubbing, kinks, frays & leaks
04.20	Check exhaust system.
04.30	Brake Linings - check wear for wear.6MM OK- 5MM or less brakes Due
04.31	RF _____ LF _____ RR _____ LR _____
04.50	Record tire air pressure. Fronts 80 psi- Rears 80 psi --cold-

SALEM AREA MASS TRANSIT DISTRICT

Inspection Checklist Items

Inspection Id: CLG

Type: C

Item Number	Description
04.51	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
04.60	Record tire tread depth - Minimum of 6/32" on Fronts & 4/32 Rears
04.61	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
04.70	Clean differential breather, check for fluid leaks
04.80	Undercarriage inspection.
04.90	Tie rods and ends.
05.10	Check ball joints-upper & lower -check front wheel bearing adjustment.
05.20	Check steering gear and linkage.
05.30	Check wheel seals.
05.60	Check drive line and u-joints & center support bearing.
05.70	Check shocks and bushings.
05.80	Check engine and transmission mounts; cradle supports.
05.90	Lube chassis.
05.92	CHECK hoses to rear heaters-they should be soft.
06.00	Replace fuel filter-ARBOC & 2010 buses do not have a inline fuel filter.
06.10	Replace air cleaner
06.20	Check ground straps, battery cables, terminals, and starter connections.
06.30	Clean battery tops and terminals if needed-Check water level- Load test batteries.
06.32	Clean battery compartment. Load test both batteries.
06.34	1) _____ 2) _____
06.40	Clean or replace heater filter on rear heater-A/C.
06.90	Check fuel, oil, coolant, air, transmission, & PS lines in engine compartment.
07.10	Check coolant protection level (-25 to -40)
07.40	Check all side compartment door latches, clean and lube.
07.45	Rotate or flip rear Tires from side to side if needed. Fronts if side walls are bad.
07.50	Wheel stud nuts - check for proper torque.150-165 lbs
07.52	If equipped; Remove hard drive.View hard drive for about 2 min, to make sure all cameras and sound are working normal. CHECK DATE, Time & Bus number.
07.53	Lube W/C & rear exit door key locks with dry lube
07.60	Check W/C operation
07.70	Lube W/C Pivot points & check fastners.
07.72	Remove pump module cover & inspect hoses, fittings, connections,cables, fuses & relays
07.75	Inspect micro switches for security & adjustment

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: CLG

Type: C

Item Number	Description
07.80	Check inner barrier operation.
07.81	Check outer barrier operation.
07.82	Check Threshold Warning Plate Alarm
07.83	Check cigarette lighter port and power port for power if equipped.
07.87	Check file for drivers defects-DVI
07.88	Reset oil change light.-if equipped.
07.90	Take for a SHORT test drive & check for leaks and fluid levels.

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: CLG

Type: D

Item Number	Description
01.00	Date _____ Mileage _____ WO# _____ IND# _____
01.05	Install protective seat cover on drivers seat
01.20	Check brake and accelerator pedal action and feel,
01.30	Check horn, tell tale lamps, driver's controls, and gauges.
01.40	Check parking brake operation -- holds on a slope.
01.50	Check brake and accelerator interlock.
01.60	Check tilt steering wheel adjustment and telescope.
01.80	Check turn signals.
01.90	Check door operation
02.10	Check wheelchair tie-down straps, seat belts, and fold-up seats.
02.20	Check interior and exterior for damage, missing parts, decals, seats, stanchions, vents, panels, and locks.
02.30	Check window operations including emergency features.
02.40	Check all interior and exterior lights.
02.50	Check back-up lights and horn.
02.60	Check drivers mirror mounting and adjustment.
02.70	Check windshield wipers and washers. Rinse windshield - do not allow soap to dry.
02.71	Check engine belts-Fan -A/C -Alt etc.
02.73	Check Brake Fluid Level
02.77	Check power steering fluid level.
02.80	Fill windshield washer reservoir.
03.30	Steam clean engine, transmission & radiator, before inspection and road test.
03.40	Road test - check engine performance, steering, suspension noise, transmission, and shift points.
03.41	1st _____ mph 2nd _____ mph 3rd _____ mph 4th _____
03.51	Decel test Service brakes _____ % _____ foot from 20 mph
03.60	Check Transmission Fluid Level.
03.81	Change oil and filter, take sample at operating temperature. Torque plug , 5w30 oil. 7QT FORD-6QT CHEVY
03.85	Replace Trans pick up filter- change ATF- Fill with 9qts Mercon LV- ARBOC 7QTS DEXRON VI
03.90	Change differential fluid -use 75W-90W fluid 5gallon can
03.91	Clean differential breather, check for fluid leaks
04.00	Change Anti-Freeze
04.10	Check fuel, oil, water, air, trans. & PS lines under bus for rubbing, kinks, frays & leaks
04.20	Check exhaust system.

SALEM AREA MASS TRANSIT DISTRICT Inspection Checklist Items

Inspection Id: CLG

Type: D

Item Number	Description
04.30	Brake Linings - check wear for wear.6MM OK- 5 MM or less brakes Due.
04.31	RF _____ LF _____ RR _____ LR _____
04.50	Record tire air pressure. Fronts 80 psi- Rears 80 psi --cold-
04.51	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
04.60	Record tire tread depth - Minimum of 6/32" on Fronts & 4/32 Rears
04.61	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
04.80	Undercarriage inspection.
04.90	Tie rods and ends.
05.10	Check ball joints-upper & lower -check front wheel bearing adjustment.
05.20	Check steering gear and linkage.
05.30	Check wheel seals.
05.60	Check drive line and u-joints & center support bearing.
05.70	Check shocks and bushings.
05.80	Check engine and transmission mounts; cradle supports.
05.90	Lube chassis.
05.92	CHECK hoses to rear heaters-they should be soft.
06.00	Replace fuel filter-2010 buses do not have a inline fuel filter.
06.10	Replace Air cleaner
06.20	Check ground straps, battery cables, terminals, and starter connections.
06.30	Clean battery tops and terminals if needed-Check water level- Load test batteries.
06.32	Clean battery compartment. Load test both batteries.
06.34	1) _____ 2) _____
06.40	Clean or replace heater filter on rear heater-A/C.
06.90	Check fuel, oil, coolant, air, transmission, & PS lines in engine compartment.
07.10	Check coolant protection level (-25 to -40)
07.40	Check all side compartment door latches, clean and lube.
07.42	Repack front wheel bearings-ARBOC FT BEARINGS ARE SEALED UNIT-NOT SERVICABLE
07.43	Rotate or flip rear Tires from side to side if needed. Fronts if side walls are bad.
07.44	Replace PCV valve-NO PCV ON ARBOC
07.45	Replace Spark Plugs-ARBOC GAP .043-11 FT LBS. TORQUE
07.50	Wheel stud nuts - check for proper torque.150-165lbs
07.52	If equipped; Remove hard drive.View hard drive for about 2 min, to make sure all cameras and sound are working normal. CHECK DATE, Time & Bus number.

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: CLG

Type: D

Item Number	Description
07.53	Lube W/C & rear exit door key locks with dry lube
07.60	Check W/C LIFT operation
07.70	Lube W/C Pivot points & check fastners.
07.72	Remove pump module cover & inspect hoses, fittings, connections, cables, fuses & relays
07.73	Check fluid level-change if fluid looks contaminated.
07.75	Inspect micro switches for security & adjustment
07.80	Check outer barrier operation.
07.81	Check inner barrier operation.
07.82	Check Threshold Warning Plate Alarm
07.83	Check cigarette lighter port and power port for power if equipped.
07.85	CHECK TOE IN-1/8 TO 5/32 ALL VEHICLES
07.87	Check file for drivers defects-DVI
07.88	Reset oil change light.-if equipped.
07.90	Take for a SHORT test drive & check for leaks and fluid levels.

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: 0740

Type: A

Item Number	Description
01.00	Date _____ Mileage _____ WO# _____ IND# _____
01.01	Probe Fare box, before starting service.
01.05	Install protective seat cover on drivers seat
01.10	Gas Detector Fire Suppression Check:
01.11	A. Fire suppression green LED on.
01.12	B. Gas detection green LED on.
01.13	C. All other LED's off.
01.14	D. Press to test - all LED's for significant, trace and sensor fault on.
01.20	Check brake and accelerator pedal action and feel, pump down air system.
01.21	Check throttle pedal spring on electronic control pedal.
01.25	Check seat belt cutter is properly mounted
01.30	Check warning buzzer, horn, tell tale lamps, driver's controls, and gauges.
01.40	Check parking brake operation holds without movement. Idle to full throttle -- max 2 sec.
01.50	Check brake and accelerator interlock.
01.60	Check tilt steering wheel adjustment and lock.
01.70	Check kneel operation and adjustments.
01.80	Check turn signals.
01.81	Fare box mounting
01.90	Check door operation - speeds and sensitive edges.
02.10	Check wheelchair ramp operation, for leaks, and fluid level.
02.11	Check tie-down straps, seat belts, wheel locks, and fold-up seat.
02.20	Check interior and exterior for damage, missing parts, decals, seats, stanchions, vents, panels, and locks.
02.30	Check window operations including emergency features.
02.31	Check vandal guard film for damage and scratches, and note if replacement is needed.
02.40	Check all interior and exterior lights.
02.50	Check back-up lights and horn.
02.80	Check for intact red tie on emergency triangle box - repl as needed.
02.81	Check expiration date on fire extinguisher - replace if needed.
02.89	Check paper towel and puke bag
02.90	Check driver's first aid box for an intact seal. If seal is broken, check contents and restock items as necessary (see list below)
02.91	10 ea - Band-aids (+/- 1 or 2)
02.92	3-4 - Gauze pads

SALEM AREA MASS TRANSIT DISTRICT

Inspection Checklist Items

Inspection Id: 0740

Type: A

Item Number	Description
02.93	3-4 - Disinfectant towelettes
02.94	2-3 - Pair Latex Gloves
02.95	1 ea - CPR Microshield
02.96	1 ea - Red Biohazard Bag
03.00	Check destination signs - operation, lights, glass.
03.10	Allow air compressor to build to 125 lbs., cut off pressure, shut off engine.
03.20	Loss of air pressure in one minute - brake. Record loss _____
03.22	Check windshield wipers and washers. Rinse windshield - do not allow soap to dry.
03.23	Fill windshield washer reservoir
03.28	Clean water spots on mirrors and drivers window areas.
03.29	Before steam clean engine cover marine pump with something to keep it dry.
03.31	Steam clean engine, transmission, radiator, & undercarriage before inspection and road test.
03.32	Perform shop test with digital recorder - Route code 9999
03.40	Road test - check engine performance, steering, suspension noise, transmission, and shift points.
03.41	1st _____ mph 2nd _____ mph 3rd _____ mph 4th _____ 5th _____
03.51	Decel test Service brakes _____ % _____ foot from 20 mph
03.52	Decel test Park brake _____ % _____ foot from 20 mph.
03.60	Check all fluid levels - engine oil, power steering fluid, transmission, coolant.
03.62	HYD TANK-FLUID SHOULD ONLY COVER LOWER SIGHT GLASS
03.70	Check fuel fill door safety switch - Engine should die when door is opened.
03.80	Change oil and filters, take sample at operating temperature. Locktite 592 Sealer on threads. Torque drain plug 35-40 ft/lbs
03.97	Clean differential breather and check for fluid leaks & fluid level.
04.10	Check fuel, oil, water, air, trans. & PS lines under bus for rubbing, kinks, frays & leaks
04.20	Check exhaust system manifold and turbo for leaks.
04.30	Brake Linings - check wear line.
04.31	RF _____ LF _____ RR _____ LR _____
04.40	Check roller to cam positions.
04.41	RF _____ LF _____ RR _____ LR _____
04.42	Check Slack adjuster adjusting bolt with a torque wrench @ 13 ft lbs or 156 in/lbs.
04.43	RF _____ LF _____ RR _____ LR _____
04.44	Check slack adjusters Clevis and Pins.
04.45	Check rear Brake Chambers vent tubes for cracking.

SALEM AREA MASS TRANSIT DISTRICT

Inspection Checklist Items

Inspection Id: 0740

Type: A

Item Number	Description
04.46	Do brake stroke measurement with 90 to 100 PSI Orion 7 Fronts 2",Rears 2 3/8" Max.
04.47	Applied RF _____ LF _____ RR _____ LR _____.
04.48	Brakes released RF _____ LF _____ RR _____ LR _____.
04.49	Stroke length RF _____ LF _____ RR _____ LR _____.
04.50	Record tire air pressure. Orion VII - 115 front -120 rear psi cold.
04.51	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
04.60	Record tire tread depth - Minimum of 4/32" on Fronts & Rears
04.61	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
04.80	Undercarriage inspection.
04.90	Tie rods and ends.
05.10	Check king pins and front wheel bearing adjustment.
05.20	Check steering gear and linkage.
05.30	Check wheel seals. Verify correct gear oil level on front hubs.
05.40	Check air bags.
05.50	Check lateral & radius rod bushings.
05.60	Check drive line and u-joints.
05.70	Check shocks and bushings.
05.80	Check engine and transmission mounts; cradle supports.
05.90	Lube chassis.- Lube S- cams & Anchor pins. 1 pump by hand pump only.
06.10	Drain air tanks under bus & check for excess moisture.
06.20	Check ground straps, battery cables, terminals, and starter connections.
06.30	Clean battery Tops. Load test @ DECA 700 CCA & 950 Interstate batteryys. .
06.31	1) _____ 2) _____ 3) _____ 4) _____
06.40	Clean driver's heater filter.
06.50	Tighten intake clamps, check air compressor inlet hose condition.
06.60	Change crankcase breather filter.
06.70	Check air filter minder - change filter if in red area. Date filter when changed.
06.71	Remove belt covers ,check belts,ldlers pulleys bearings & tensioner.
06.80	Check condition of alternator belt and power steering pump belt.
06.81	Check AC compressor drive belt (200 lbs +/- 10 lbs)
06.90	Check fuel, oil, coolant, air, transmission, & PS lines in engine compartment.
07.10	Drain air tanks above engine and check for moisture.

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: 0740

Type: A

Item Number	Description
07.30	Check exhaust system and muffler.
07.40	Check all side compartment door latches, clean and lube.
07.41	Check bike rack - lube latch, hinges, and check all for proper operation.
07.50	Wheel stud nuts - check for proper torque (450 to 500 ft/lbs).
07.60	Check Amerex fire suppression bottle gauge - should be in the green zone.
08.71	Remove hard drive. View hard drive for about 2 min, to make sure all cameras and sound are working normal. Reinstall hard drive and check to see if system reboots and says: System OK.
08.72	Check recorder date and time ,make sure it is set the same as the present time and date.
08.73	Clear engine codes with lap top. Check and set Date and time on ECM Detroit's only.
08.74	Check DVI books-1 book they are using, 1 last 30 days used, 1 new book, all others remove.
08.98	Check & Fill day pass in Fare box. DO NOT OVER FILL
09.00	Clean swipe card & trim with cleaning card.
09.05	Clean coin insert slot.
09.07	Clean Coin Validator externally & internally.
09.08	Pressure check cooling system.-Should hold 10 lbs.
09.11	Road test on return check for leaks and fluid levels.
09.12	Check interior cleanliness to make sure it is presentable for the public before parking.

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: 0735

Type: B

Item Number	Description
01.00	Date _____ Mileage _____ WO# _____ IND# _____
01.01	Probe Fare box, before starting service.
01.05	Install protective seat cover on drivers seat
01.10	Gas Detector Fire Suppression Check:
01.11	A. Fire suppression green LED on.
01.12	B. Gas detection green LED on.
01.13	C. All other LED's off.
01.14	D. Press to test - all LED's for significant, trace and sensor fault on.
01.20	Check brake and accelerator pedal action and feel, pump down air system.
01.21	Check throttle pedal spring on electronic control pedal.
01.25	Check seat belt cutter is properly mounted
01.30	Check warning buzzer, horn, tell tale lamps, driver's controls, and gauges.
01.40	Check parking brake operation holds without movement. Idle to full throttle -- max 2 sec.
01.50	Check brake and accelerator interlock.
01.60	Check tilt steering wheel adjustment and lock.
01.70	Check kneel operation and adjustments.
01.80	Check turn signals.
01.81	Farebox mounting
01.90	Check door operation - speeds and sensitive edges.
02.10	Check wheelchair ramp operation, for leaks, and fluid level.
02.11	Check tie-down straps, seat belts, wheel locks, and fold-up seat.
02.20	Check interior and exterior for damage, missing parts, decals, seats, stanchions, vents, panels, and locks.
02.30	Check window operations including emergency features.
02.31	Check vandal guard film for damage and scratches, and note if replacement is needed.
02.40	Check all interior and exterior lights.
02.50	Check back-up lights and horn.
02.80	Check for intact red tie on emergency triangle box - repl as needed.
02.81	Check expiration date on fire extinguisher - replace if needed.
02.89	Check paper towel and puke bag
02.90	Check driver's first aid box for an intact seal. If seal is broken, check contents and restock items as necessary (see list below)
02.91	10 ea - Band-aids (+/- 1 or 2)
02.92	3-4 - Gauze pads

SALEM AREA MASS TRANSIT DISTRICT

Inspection Checklist Items

Inspection Id: 0735

Type: B

Item Number	Description
02.93	3-4 - Disinfectant towelettes
02.94	2-3 - Pair Latex Gloves
02.95	1 ea - CPR Microshield
02.96	1 ea - Red Biohazard Bag
03.00	Check destination signs - operation, lights, glass.
03.10	Allow air compressor to build to 125 lbs., cut off pressure, shut off engine.
03.20	Loss of air pressure in one minute - brake. Record loss _____
03.21	Check windshield wipers and washers. Rinse windshield - do not allow soap to dry.
03.22	Fill windshield washer reservoir
03.25	Clean water spots on mirrors and drivers window areas.
03.29	Before steam cleaning engine cover marine pump with something to keep it dry.
03.30	Steam clean engine, transmission, radiator, & undercarriage, before inspection and road test.
03.31	Perform shop test with digital recorder - Route code 9999
03.40	Road test - check engine performance, steering, suspension noise, transmission, and shift points.
03.41	1st _____ mph 2nd _____ mph 3rd _____ mph 4th _____ 5th _____
03.51	Decel test Service brakes _____ % _____ foot from 20 mph
03.52	Decel test Park brake _____ % _____ foot from 20 mph.
03.60	Check all fluid levels - engine oil, power steering fluid, transmission, coolant.
03.62	HYD TANK-FLUID SHOULD ONLY COVER LOWER SIGHT GLASS
03.70	Check fuel fill door safety switch - Engine should die when door is opened.
03.75	Sample Trans fluid at operating temperature if pan is painted red.
03.80	Change oil and filters, take sample at operating temperature. Locktite 592 Sealer on threads. Torque drain plug 35-40 ft/lbs
03.97	Clean differential breather and check for fluid leaks & fluid level.
04.10	Check fuel, oil, water, air, trans. & PS lines under bus for rubbing, kinks, frays & leaks
04.20	Check exhaust system manifold and turbo for leaks.
04.30	Brake Linings - check wear line.
04.31	RF _____ LF _____ RR _____ LR _____
04.40	Check roller to cam positions.
04.41	RF _____ LF _____ RR _____ LR _____
04.42	Check Slack adjuster adjusting bolt with a torque wrench @ 13 ft lbs or 156 in/lbs.
04.43	RF _____ LF _____ RR _____ LR _____
04.44	Check slack adjuster Clevis and pin.

SALEM AREA MASS TRANSIT DISTRICT

Inspection Checklist Items

Inspection Id: 0735

Type: B

Item Number	Description
04.45	Check rear Brakes Chamber vent tubes for cracking.
04.46	Do brake stroke measurment with 90 to 100PSI Orion 7 fronts 2" ,rears 2 3/8. Max.
04.47	Applied RF _____ LF _____ RR _____ LR _____
04.48	Brakes released RF _____ LF _____ RR _____ LR _____
04.49	Stroke Length RF _____ LF _____ RR _____ LR _____
04.50	Record tire air pressure. Orion VII - 115 front -120 rear psi cold
04.51	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
04.60	Record tire tread depth - Minimum of 4/32" on Fronts & Rears
04.61	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
04.80	Undercarriage inspection.
04.90	Tie rods and ends.
05.10	Check king pins and front wheel bearing adjustment.
05.20	Check steering gear and linkage.
05.30	Check wheel seals. Verify correct gear oil level on front hubs.
05.40	Check air bags.
05.50	Check lateral & radius rod bushings.
05.60	Check drive line and u-joints.
05.70	Check shocks and bushings.
05.80	Check engine and transmission mounts; cradle supports.
05.90	Lube chassis. --Lube S-cams & Anchor pins -1 pump with hand grease gun only.
06.10	Drain air tanks under bus & check for excess moisture.
06.20	Check ground straps, battery cables, terminals, and starter connections.
06.30	Clean battery Tops. Load test @ DECA 700 CCA & 950 CCA Interstate batterys. .
06.31	1) _____ 2) _____ 3) _____ 4) _____
06.40	Clean driver's heater filter.
06.50	Tighten intake clamps, check air compressor inlet hose condition.
06.60	Change crankcase breather filter.
06.70	Check air filter minder - change filter if in red area. Date filter when changed.
06.71	Remove belt covers and check belts, Idler pulleys, and tensioner for condition.
06.80	Check condition of alternator belt and power steering pump belt.
06.81	Check AC compressor drive belt (200 lbs +/- 10 lbs)
06.90	Check fuel, oil, coolant, air, transmission, & PS lines in engine compartment.

SALEM AREA MASS TRANSIT DISTRICT Inspection Checklist Items

Inspection Id: 0735

Type: B

Item Number	Description
07.10	Drain air tanks above engine and check for moisture.
07.30	Check exhaust system and muffler.
07.40	Check all side compartment door latches, clean and lube.
07.41	Check bike rack - lube latch, hinges, and check all for proper operation.
07.50	Wheel stud nuts - check for proper torque (450 to 500 ft/lbs).
07.60	Check Amerex fire suppression bottle gauge - should be in the green zone.
07.61	Check driver seat condition and lube sliders with Lift U chain lube.
08.71	Remove hard drive. View hard drive for about 2 min, to make sure all cameras and sound are working normal. Reinstall hard drive and check to see if system reboots and says: System OK.
08.72	Check recorder date and time. Make sure it is set the same as the present time and date.
08.73	Clear engine codes with lap top. Check and set Date and time on ECM Detroit's only.
08.74	Check DVI books-1 book they are using, 1 last 30 days used, 1 new book, all others remove.
08.98	Check & Fill day pass in Fare box. DO NOT OVER FILL
09.00	Clean swipe card & trim with cleaning card.
09.05	Clean coin insert slot.
09.07	Clean Coin Validator externally & internally.
09.09	Clean, lube & inspect Coin Validator solenoid
09.11	Clean Bill Validator externally & internally.
09.13	Inspect & clean trim belts & pulleys
09.14	Clean & inspect trim black rubber rollers
09.17	Pressure check cooling system.-Should hold 10 lbs.
09.18	Road test on return check for leaks and fluid levels.
09.19	Check interior cleanliness to make sure it is presentable for the public before parking.

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: 0735

Type: C

Item Number	Description
	cart Check bike rack - lube latch, hinges, and check all for proper operation.
01.00	Date _____ Mileage _____ WO# _____ IND# _____
01.01	Probe Fare box, before starting service.
01.05	Install protective seat cover.
01.10	Gas Detector Fire Suppresion Check:
01.11	A. Fire suppression green LED on.
01.12	B. Gas detection green LED on.
01.13	C. All other LED's off.
01.14	D. Press to test - all LED's for significant, trace and sensor fault on.
01.20	Check brake and accelerator pedal action and feel, pump down air system.
01.21	Check throttle pedal spring on electronic control pedal.
01.25	Check seat belt cutter is properly mounted
01.30	Check warning buzzer, horn, tell tale lamps, driver's controls, and guages.
01.40	Check parking brake operation holds without movement. Idle to full throttle -- max 2 sec.
01.50	Check brake and accelerator interlock.
01.60	Check tilt steering wheel adjustment and lock.
01.70	Check kneel operation and adjustments.
01.80	Check turn signals.
01.90	Check door operation - speeds and sensitive edges.
02.10	Check wheelchair ramp operation,for leaks,and fluid level.
02.11	Check tie-down straps, seat belts, wheel locks, and fold-up seat.
02.20	Check interior and exterior for damage, missing parts, decals, seats, stanchions, vents, panels, and locks.
02.30	Check window operations including emergency features.
02.31	Check vandal guard film for damage and scratches, and note if replacement is needed.
02.35	Farebox mounting
02.40	Check all interior and exterior lights.
02.50	Check back-up lights and horn.
02.80	Check for intact red tie on emergency triangle box - repl as needed.
02.81	Check expiration date on fire extinguisher - replace if needed.
02.90	Check paper towel & puke bag. Check driver's first aid box for an intact seal. If seal is broken, check contents and restock items as necessary (see list below)
02.91	10 ea - Band-aids (+/- 1 or 2)
02.92	3-4 - Gauze pads

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: 0735

Type: C

Item Number	Description
02.93	3-4 - Disinfectant towelettes
02.94	2-3 - Pair Latex Gloves
02.95	1 ea - CPR Microshield
02.96	1 ea - Red Biohazard Bag
03.00	Check destination signs - operation, lights, glass.
03.10	Allow air compressor to build to 125 lbs., cut off pressure, shut off engine.
03.20	Loss of air pressure in one minute - brake. Record loss _____
03.21	Check windshield wipers and washers. Rinse windshield - do not allow soap to dry. Fill reservoir.
03.22	Fill windshield washer tank.
03.27	Remove screen & steam clean radiator
03.28	Clean water spots on mirrors and drivers window areas.
03.29	Before steam cleaning engine cover marine pump with something to keep it dry.
03.30	Steam clean engine, transmission, radiator, & undercarriage before inspection and road test.
03.31	Clean Heaters And Evaporator coil area, and change filter only if it is determined filter is plugged.
03.32	Perform shop test with digital recorder-Route Code 9999
03.40	Road test - check engine performance, steering, suspension noise, transmission, and shift points.
03.41	1st _____ mph 2nd _____ mph 3rd _____ mph
03.42	4th _____ mph 5th _____ mph
03.50	Brake decel test.
03.51	Service brakes _____ % _____ foot from 20 mph
03.52	Park brake _____ % _____ foot from 20 mph.
03.53	AC check freon level.
03.60	Check power steering & coolant fluid levels.
03.61	HYD TANK-FLUID SHOULD ONLY COVER LOWER SIGHT GLASS
03.62	Sample trans fluid at operating tempature if pan is painted red.
03.70	Check fuel fill door safety switch - Engine should die when door is opened.
03.72	Shut off fuel at manual shut off valve. Check 500 lbs low fuel warning light & buzzer. .
03.73	Change fuel filters. 20000027
03.80	Perform starter amp. Draw: _____ (max. 600 amps).
03.90	Change oil and filters, take samples of operating temperature.
03.97	Clean differential breather, check for fluid leaks
04.00	Change coolant filter : Caution : Turn shut valves back on.

SALEM AREA MASS TRANSIT DISTRICT Inspection Checklist Items

Inspection Id: 0735

Type: C

Item Number	Description
04.10	Check fuel, oil, water, air, transmission, and power steering lines for rubbing, kinks, fraying, and leaks under bus.
04.20	Check exhaust system manifold and turbo for leaks.
04.30	Brake Linings - check wear line.
04.31	RF _____ LF _____ RR _____ LR _____
04.40	Check roller to cam positions.
04.41	RF _____ LF _____ RR _____ LR _____
04.42	Check Slack adjuster adjusting bolt with a torque wrench @ 13 ft/lbs or 156 in/lbs
04.43	RF _____ LF _____ RR _____ LR _____
04.44	Check slack adjusters Clevis and Pin
04.45	Check rear Brake Chambers vent tubes for cracking.
04.46	Due brake stroke measurement with 90 to 100 PSI Orion 7 fronts 2" rears 2 3/8" Max.
04.47	Applied RF _____ LF _____ RR _____ LR _____
04.48	Brakes released RF _____ LF _____ RR _____ LR _____
04.49	Stroke length RF _____ LF _____ RR _____ LR _____
04.50	Record tire air pressure. Orion VII - 115 front -120 rear psi cold
04.51	RF _____ LF _____ RRI _____ RRO _____ LRI _____ LRO _____
04.60	Record tire tread depth - Minimum of 4/32" on Fronts & Rears
04.61	RF _____ LF _____ RRO _____ RRI _____ LRO _____ LRI _____
04.90	Undercarriage inspection.
05.00	Tie rods and ends.
05.10	Check king pins and front wheel bearing adjustment.
05.20	Check steering gear and linkage.
05.30	Check wheel seals. Verify correct gear oil level on front hubs.
05.40	Check air bags.
05.50	Check lateral & radius rod bushings.
05.60	Check drive line and u-joints.
05.70	Check shocks and bushings.
05.80	Check engine and transmission mounts; cradle supports.
05.90	Lube chassis. -Lube S-cams & Anchor pins 1 pump by hand grease gun only.
05.91	Drain air tanks under bus & check for excess moisture.
05.95	Lube wheelchair ramp mechanism
06.20	Check ground straps, battery cables, terminals, and starter connections.

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: 0735
Type: C

Item Number	Description
06.30	Clean battery Tops. Load test @ DECA 700 CCA & 950 Interstate batteries. .
06.31	1) _____ 2) _____ 3) _____ 4) _____
06.40	Clean driver's heater filter.
06.42	Lube rollers & zirks on entrance & exit doors
06.43	Lube Zirks on outside mirrors-only one short shot
06.44	Check and Lube grease zirks on upper steering column shaft inside bus.
06.50	Tighten intake clamps, check air compressor inlet hose condition.
06.60	Change crankcase breather filter.
06.72	Remove belt covers ,check belts,Idlers pulleys bearings & tensioner.
06.80	Check condition of alternator belt and power steering pump belt.
06.90	Check fuel, oil, coolant, air, transmission, and power steering lines for rubbing, kinks, fraying, and leaks in engine compartment.
07.10	Drain air tanks above engine and check for moisture.
07.20	Check A/C compressor drive belt (200 lbs. +/- 10 lbs.)
07.30	Check exhaust system and muffler.
07.40	Check all side compartment door latches, clean and lube.
07.50	Wheel stud nuts - check for proper torque (450 to 500 ft/lbs).
07.60	Check Amerex fire suppression bottle gauge - should be in the green zone.
07.70	Check to ensure blow-off caps are in place on all 4 fire suppression nozzles.
07.80	Amerex Electrical Actuator has a shelf life of 12 years and a service life of 6 years. Date in service. _____
07.82	Check for exterior body damage, note on photo page.
08.20	Change hydraulic filter.
08.21	Clean foam filter inside hydraulic tank fill cap-take apart cap.
08.30	Change hydraulic fluid every 108,000 miles. Fluid last changed: _____
08.60	Change AC drier if moisture indicator not green.
08.62	Lube AC clutch with one pump of designated grease.
08.63	Lube evaporator motor shaft bearings.
08.64	Check evaporator compartment drains are clear. Clean compartment as needed
08.66	Check driver seat condition and lube sliders with Lift U chain lube.
08.67	Change driver seat bottom cushion & cover every 16 to 18 month. Date last done:_____01000870__
08.71	Remove hard drive. View hard drive for about 2 min, to make sure all cameras and sound are working normal. Reinstall hard drive and check to see if system reboots and says: System OK.
08.72	Check recorder date and time,make sure it is set the same as the present time and date.

SALEM AREA MASS TRANSIT DISTRICT

Inspection Checklist Items

Inspection Id: 0735

Type: C

Item Number	Description
08.73	Clear engine code with lap top, Check and set Date and time on ECM Detroit only.
08.74	Clean air line filter that goes into pressure protection valve, (located above LR supply tank, next to fire extinguisher for fire system.)
08.75	Adjust valves.
08.76	Replace spark plugs in Detroit engines every 72,000 miles. Last done _____ miles.
08.77	Change starter at 120,000 miles. Last done: _____ miles.
08.78	Change AD- 9 Cartridge every 36,000 miles and service purge valve assembly Date _____ Mileage _____
08.88	Check DVI books-1 book they are using, 1 last 30 days used, 1 new book, all others remove.
08.98	Check & Fill day pass in Fare box. DO NOT OVER FILL
09.00	Clean swipe card & trim with cleaning card.
09.05	Clean coin insert slot.
09.07	Clean Coin Validator externally & internally.
09.09	Clean, Lube & Inspect Coin Validator solenoid
09.11	Clean Bill Validator externally & internally.
09.13	Inspect & clean trim belts & pulleys
09.15	Clean & inspect trim yellow feed rollers
09.17	Clean & inspect trim black rubber rollers
09.23	Clean & inspect trim solenoids, gears & edge guides
09.37	Bill Transport - lube & inspect.
09.38	Pressure check cooling system.-Should hold 10 lbs.
10.05	Check toe-in on front tires.
10.06	Check condenser, clean as needed
10.07	Perform CNG tank inspection and certification.
10.08	Road test on return check for leaks and fluid levels.
10.09	Check interior cleanliness to make sure it is presentable for the public before parking.

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: 0735

Type: D

Item Number	Description
01.00	Date _____ Mileage _____ WO# _____ IND# _____
01.01	Probe Fare box, before starting service.
01.05	Install protective seat cover.
01.10	Gas Detector Fire Suppression Check:
01.11	A. Fire suppression green LED on.
01.12	B. Gas detection green LED on.
01.13	C. All other LED's off.
01.14	D. Press to test - all LED's for significant, trace and sensor fault on.
01.20	Check brake and accelerator pedal action and feel, pump down air system.
01.21	Check throttle pedal spring on electronic control pedal.
01.25	Check seat belt cutter is properly mounted
01.30	Check warning buzzer, horn, tell tale lamps, driver's controls, and gauges.
01.40	Check parking brake operation holds without movement. Idle to full throttle -- max 2 sec.
01.50	Check brake and accelerator interlock.
01.60	Check tilt steering wheel adjustment and lock.
01.70	Check kneel operation and adjustments.
01.80	Check turn signals.
01.90	Check door operation - speeds and sensitive edges.
02.10	Check wheelchair ramp operation, for leaks, and fluid level.
02.11	Check tie-down straps, seat belts, wheel locks, and fold-up seat.
02.20	Check interior and exterior for damage, missing parts, decals, seats, stanchions, vents, panels, and locks.
02.30	Check window operations including emergency features.
02.31	Check vandal guard film for damage and scratches, and note if replacement is needed.
02.35	Farebox mounting
02.40	Check all interior and exterior lights.
02.50	Check back-up lights and horn.
02.80	Check for intact red tie on emergency triangle box - repl as needed.
02.81	Check expiration date on fire extinguisher - replace if needed.
02.90	Check paper towel & puke bag. Check driver's first aid box for an intact seal. If seal is broken, check contents and restock items as necessary (see list below)
02.91	10 ea - Band-aids (+/- 1 or 2)
02.92	3-4 - Gauze pads
02.93	3-4 - Disinfectant towelettes

SALEM AREA MASS TRANSIT DISTRICT

Inspection Checklist Items

Inspection Id: 0735

Type: D

Item Number	Description
02.94	2-3 - Pair Latex Gloves
02.95	1 ea - CPR Microshield
02.96	1 ea - Red Biohazard Bag
03.00	Check destination signs - operation, lights, glass.
03.10	Allow air compressor to build to 125 lbs., cut off pressure, shut off engine.
03.20	Loss of air pressure in one minute - brake. Record loss _____
03.21	Check windshield wipers and washers. Rinse windshield - do not allow soap to dry. Fill reservoir.
03.22	Fill windshield washer tank.
03.24	Clean Heaters and Evaporator coil area -and change filter only if it is determined filter is plugged.
03.25	Remove screen from radiator before steam cleaning.
03.28	Clean water spots on mirrors and drivers window areas.
03.29	Before steam cleaning engine cover marine pump with something to keep it dry.
03.31	Steam clean engine, transmission, radiator,& undercarriage before inspection and road test.
03.40	Road test - check engine performance, steering, suspension noise, transmission, and shift points.
03.41	1st _____ mph 2nd _____ mph 3rd _____ mph
03.42	4th _____ mph 5th _____ mph
03.43	Perform shop test with digital recorder-Route Code 9999
03.50	Brake decel test.
03.51	Service brakes _____ % _____ foot from 20 mph
03.52	Park brake _____ % _____ foot from 20 mph.
03.53	Sample trans fluid at operating tempature if pan is painted red.engine running - drain out one pint before sample
03.54	AC check freon level.
03.60	Check power steering & coolant fluid levels.
03.70	Check fuel fill door safety switch - Engine should die when door is opened.
03.72	Shut off fuel at manual shut off valve. Check 500 lbs low fuel warning light & buzzer. .
03.73	Change fuel filters.(20000001)
03.80	Perform starter amp. Draw: _____ (max. 600 amps).
03.81	Change trans fluid & filters and refill with Petro Canada fluid-paint pan & dip stick handle red.
03.82	Torque drain pan plug 18-24 ft/lbs. Filter cover bolts 25 ft/lbs.
03.90	Change oil and filters, take samples of operating temperature.(20000009)
03.96	Change rear axle gear oil. (FL000008)
03.97	Clean differential breather, check for fluid leaks

SALEM AREA MASS TRANSIT DISTRICT

Inspection Checklist Items

Inspection Id: 0735

Type: D

Item Number	Description
03.99	Change Antifreeze.(FL000005)
04.00	Change coolant filter : Caution : Turn shut valves back on.(20000029)
04.10	Check fuel, oil, water, air, transmission, and power steering lines for rubbing, kinks, fraying, and leaks under bus.
04.20	Check exhaust system manifold and turbo for leaks.
04.30	Brake Linings - check wear line.
04.31	RF _____ LF _____ RR _____ LR _____
04.40	Check roller to cam positions.
04.41	RF _____ LF _____ RR _____ LR _____
04.42	Check Slack adjuster adjusting bolt with a torque wrench @ 13 ft/lbs or 156 in/lbs
04.43	RF _____ LF _____ RR _____ LR _____
04.44	Check slack adjuster Clevis Pins.
04.45	Check Rear Brakes Chambers vent tubes for cracking.
04.46	Do brake stroke measurement with 90 to 100 PSI Orion 7 Fronts 2", Rears 2 3/8" Max.
04.47	Applied RF _____ LF _____ RR _____ LR _____
04.48	Brakes released RF _____ LF _____ RR _____ LR _____
04.49	Stroke Length RF _____ LF _____ RR _____ LR _____
04.50	Record tire air pressure. Orion VII - 115 front -120 rear psi cold.
04.51	RF _____ LF _____ RRI _____ RRO _____ LRI _____ LRO _____
04.60	Record tire tread depth - Minimum of 4/32" on Fronts & Rears
04.61	RF _____ LF _____ RRO _____ RRI _____ LRO _____ LRI _____
04.90	Undercarriage inspection.
05.00	Tie rods and ends.
05.10	Check king pins and front wheel bearing adjustment.
05.20	Check steering gear and linkage.
05.30	Check wheel seals. Verify correct gear oil level on front hubs.
05.40	Check air bags.
05.50	Check lateral & radius rod bushings.
05.60	Check drive line and u-joints.
05.70	Check shocks and bushings.
05.80	Check engine and transmission mounts; cradle supports.
05.90	Lube chassis.- Lube S- cams & Anchor pins. 1 pump by hand pump only.
05.91	Drain air tanks under bus & check for excess moisture.

SALEM AREA MASS TRANSIT DISTRICT

Inspection Checklist Items

Inspection Id: 0735

Type: D

Item Number	Description
05.95	Lube wheelchair ramp mechanism
06.20	Check ground straps, battery cables, terminals, and starter connections.
06.30	Clean battery Tops. Load test @ DECA 700 CCA & 950 Interstate batteries. .
06.31	1) _____ 2) _____ 3) _____ 4) _____
06.40	Clean driver's heater filter.
06.42	Lube rollers & zirks on entrance & exit doors
06.43	Lube Zirks on outside mirrors-only one short shot
06.44	Check and Lube grease zirks on upper steering column shaft inside bus.
06.50	Tighten intake clamps, check air compressor inlet hose condition.
06.60	Change crankcase breather filter. (20000012)
06.71	Change air filter at 72,000 miles. Mileage & Date last done _____ (20000022)
06.72	Remove belt covers ,check belts,ldlers pulleys bearings & tensioner.
06.80	Check condition of alternator belt and power steering pump belt.
06.90	Check fuel, oil, coolant, air, transmission, and power steering lines for rubbing, kinks, fraying, and leaks in engine compartment.
07.10	Drain air tanks above engine and check for moisture.
07.20	Check A/C compressor drive belt (200 lbs. +/- 10 lbs.)
07.30	Check exhaust system and muffler.
07.40	Check all side compartment door latches, clean and lube.
07.41	Check bike rack - lube latch, hinges, and check all for proper operation.
07.50	Wheel stud nuts - check for proper torque (450 to 500 ft/lbs).
07.60	Check Amerex fire suppression bottle gauge - should be in the green zone.
07.70	Check to ensure blow-off caps are in place on all 4 fire suppression nozzles.
07.80	Amerex Electrical Actuator has a shelf life of 12 years and a service life of 6 years. Date in service. _____
07.82	Check for exterior body damage, note on photo page.
08.20	Change hydraulic filter. (20000023)
08.21	Clean foam filter inside Hydraulic tank fill cap-take apart cap.
08.30	Change hydraulic fluid every 108,000 miles. Fluid last changed: _____
08.31	HYD TANK-FLUID SHOULD ONLY COVER LOWER SIGHT GLASS
08.60	Change AC drier if moisture indicator not green.
08.62	Lube AC clutch with one pump of designated grease.
08.63	Lube evaporator motor shaft bearings.
08.64	Check evaporator compartment drains are clear. Clean compartment as needed

SALEM AREA MASS TRANSIT DISTRICT

Inspection Checklist Items

Inspection Id: 0735

Type: D

Item Number	Description
08.66	Check driver seat condition and lube sliders with Lift U chain lube.
08.67	Change driver seat bottom cushion & cover every 16 to 18 month. Date last done: _____(01000870)
08.71	Remove hard drive. View hard drive for about 2 min, to make sure all cameras and sound are working normal. Reinstall hard drive and check to see if system reboots and says: System OK.
08.72	Check recorder date and time,make sure it is set the same as the present time and date.
08.73	Clear engine code with lap top,Check and set Date and Time on ECM Detroit's only.
08.74	Change starter at 120,000 miles. Last done: _____miles.(R06000038)
08.75	Change AD-9 Cartridge every 36,000 miles and service purge valve assembly Date _____ Mileage _____(06000985)
08.76	Clean air line air filter that goes into pressure protection valve.(Located above LR supply tank,next to fire extinguisher bottle for fire system.)
08.77	Adjust valves.
08.78	Replace spark plugs in Detroit engines every 72,000 miles. Last done _____ miles.(06001183)
08.80	Inspect & Repack Front Wheel Bearings. Mileage _____ Date _____ last done.(72,000 miles)(05000294)
08.85	Check DVI books-1 book they are using, 1 last 30 days used, 1 new book, all others remove.
08.98	Check & Fill day pass in Fare box. DO NOT OVER FILL
09.00	Clean swipe card & trim with cleaning card.
09.05	Clean coin insert slot.
09.07	Clean Coin Validator externally & internally.
09.09	Clean, lube & inspect Coin Validator solenoid
09.11	Clean Bill Validator externally & internally.
09.13	Inspect & clean trim belts & pulleys
09.15	Clean & inspect trim yellow feed rollers
09.17	Clean & inspect trim black rubber rollers
09.27	Clean & lube Cash box locking mechanism coin & bill stripper
09.29	Lube electronic lock drive gear & drive stud
09.37	Bill Transport -clean, inspect & Lube.
09.39	Cash Box - clean & lube locking mechanism, clean slides. USE GREASE SPARINGLY ! THANK YOU
09.41	Cash Box - every 3 years, replace battery.
09.42	Mark date battery was replaced on cash box.
09.43	Electronic Lock & Locking Bar - lube drive gear & stud.
09.44	Electronic Lock Door Switch - check & adjust if necessary.
09.45	Coin Bypass - clean, lube & inspect.

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: 0735

Type: D

Item Number	Description
09.46	Pressure check cooling system.-Should hold 10 lbs.
10.06	Check steering stops, adjust if needed. (1/8 inch gap)
10.07	Check toe-in on front tires.
10.08	Check condenser, clean as needed
10.09	Perform CNG tank inspection and certification.
10.10	Road test on return check for leaks and fluid levels.
10.11	Check interior cleanliness to make sure it is presentable for the public before parking.

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: KR34

Type: A

Item Number	Description
01.00	Date _____ Mileage _____ WO# _____ IND# _____
01.05	Install protective seat cover on drivers seat
01.20	Brake and accelerator pedal action and feel, pump down air system.
01.22	Check throttle pedal spring on electronic control pedal.
01.30	Warning buzzer, horn, tell tale lamps, drivers' controls, and gauges
01.32	Check route sign operation if equipped.
01.40	Parking Brake operation - holds without movement, idle to 1200 rpm max
01.50	Check brake and accelerator interlock.
01.60	Check tilt steering wheel adjustment and telescope.
01.80	Check turn signals.
01.90	Check door operation - sensitive edges.
02.10	Check wheelchair tie-down straps, seat belts, and fold-up seats.
02.20	Check interior and exterior for damage, missing parts, decals, seats, stanchions, vents, panels, and locks.
02.30	Check window operations including emergency features.
02.40	Check all interior and exterior lights.
02.50	Check back-up lights and horn.
02.60	Check drivers mirror mounting and adjustment.
02.70	Check windshield wipers and washers. Rinse windshield - do not allow soap to dry.
02.71	Check engine belts-Fan -A/C -Alt etc.
02.73	Check Brake Fluid Level
02.77	Check power steering fluid level.
02.80	Fill windshield washer reservoir.
02.85	Bike rack - lube latch, hinges, and check all for proper operation
02.87	* Allow air compressor to build to 130lbs., cut off pressure, shut off engine.
02.88	Loss of air pressure in one minute, brake and accelerator applied. Record Loss _____
03.30	Steam clean engine, transmission & radiator, before inspection and road test.
03.31	REMOVE SIDE DOOR & CLEAN RADIATOR AS IF TOMORROW WILL BE 100 DEGREES
03.40	Road test - check engine performance, steering, suspension noise, transmission, and shift points.
03.41	1st _____ mph 2nd _____ mph 3rd _____ mph 4th _____
03.51	Decel test Service brakes _____ % _____ foot from 20 mph
03.60	Check Transmission Fluid Level.
03.80	Sample Engine Oil at operating Temperature
04.10	Check fuel, oil, water, air, trans. & PS lines under bus for rubbing, kinks, frays & leaks

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: KR34

Type: A

Item Number	Description
04.20	Check exhaust system.
04.30	Brake Linings - check wear for wear.
04.31	RF _____ LF _____ RR _____ LR _____
04.50	Record tire air pressure. 100 PSI 22.5 TIRE-110 PSI 19.5 TIRE
04.51	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
04.60	Record tire tread depth - Minimum of 6/32" on Fronts & 4/32" REARS
04.61	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
04.63	Check brake stroke measurement with 90 to 100 PSI --- Fronts 1 3/4" Rears 2".
04.64	Applied RF _____ LF _____ RR _____ LR _____
04.65	Released RF _____ LF _____ RR _____ LR _____
04.66	Stroke Length RF _____ LF _____ RR _____ LR _____
04.70	Clean differential breather, check for fluid leaks
04.80	Undercarriage inspection.
04.82	Soap Air Bags and Check For Leaks
04.84	
04.90	Tie rods and ends.
05.10	Check KING PINS & Front wheel bearing adjustment.
05.20	Check steering gear and linkage.
05.30	Check wheel seals.
05.60	Check drive line and u-joints & center support bearing.
05.70	Check shocks and bushings.
05.80	Check engine and transmission mounts; cradle supports.
05.90	Lube chassis.
06.05	Check air cleaner filter minder & reset.
06.20	Check ground straps, battery cables, terminals, and starter connections.
06.30	Clean battery tops and terminals if needed-Check water level-
06.32	Clean battery compartment. Load test both batteries.
06.34	1) _____ 2) _____
06.40	Clean or replace heater filter on rear heater-A/C.
06.90	Check fuel, oil, coolant, air, transmission, & PS lines in engine compartment.
07.40	Check all side compartment door latches, clean and lube.
07.49	Check front wheel oil level

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: KR34

Type: A

Item Number	Description
07.50	Wheel stud nuts - check for proper torque.
07.51	If equipped; Remove hard drive. View hard drive for about 2 min, to make sure all cameras and sound are working normal. CHECK DATE, Time & bus number.
07.53	Lube W/C & rear exit door key locks with dry lube
07.60	Check W/C lift operation
07.70	Lube W/C Pivot points & check fasteners.
07.80	Check inner barrier operation.
07.81	Check outer barrier operation.
07.82	Check Threshold Warning Plate Alarm
07.83	Check cigarette lighter port and power port for power if equipped.
07.87	Check file for driver defect sheets.
07.90	Take for a SHORT test drive & check for leaks and fluid level after defects are completed.

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: KR34

Type: B

Item Number	Description
01.00	Date _____ Mileage _____ WO# _____ IND# _____
01.05	Install protective seat cover on drivers seat
01.20	Brake and accelerator pedal action and feel, pump down air system.
01.22	Check throttle pedal spring on electronic control pedal.
01.30	Warning buzzer, horn, tell tale lamps, drivers' controls, and gauges
01.32	Check route sign operation if equipped.
01.40	Parking Brake operation - holds without movement, idle to 1200 rpm max
01.50	Check brake and accelerator interlock.
01.60	Check tilt steering wheel adjustment and telescope.
01.80	Check turn signals.
01.90	Check door operation - sensitive edges.
02.10	Check wheelchair tie-down straps, seat belts, and fold-up seats.
02.20	Check interior and exterior for damage, missing parts, decals, seats, stanchions, vents, panels, and locks.
02.30	Check window operations including emergency features.
02.40	Check all interior and exterior lights.
02.50	Check back-up lights and horn.
02.60	Check drivers mirror mounting and adjustment.
02.70	Check windshield wipers and washers. Rinse windshield - do not allow soap to dry.
02.71	Check engine belts-Fan -A/C -Alt etc.
02.73	Check Brake Fluid Level
02.77	Check power steering fluid level.
02.80	Fill windshield washer reservoir.
02.87	* Allow air compressor to build to 130lbs., cut off pressure, shut off engine.
02.88	Loss of air pressure in one minute, brake and accelerator applied. Record Loss _____
02.0.8	Bike rack - lube latch, hinges, and check all for proper operation
03.30	Steam clean engine, transmission & radiator, before inspection and road test.
03.31	REMOVE SIDE DOOR & CLEAN RADIATOR AS IF TOMORROW WILL BE 100 DEGREES
03.40	Road test - check engine performance, steering, suspension noise, transmission, and shift points.
03.41	1st _____ mph 2nd _____ mph 3rd _____ mph 4th _____
03.51	Decel test Service brakes _____ % _____ foot from 20 mph
03.60	Check Transmission Fluid Level.
03.80	Change oil and filter, take sample at operating temperature. Torque plug,use ECO Oil 15/40 oil
04.10	Check fuel, oil, water, air, trans. & PS lines under bus for rubbing, kinks, frays & leaks

SALEM AREA MASS TRANSIT DISTRICT

Inspection Checklist Items

Inspection Id: KR34

Type: B

Item Number	Description
04.20	Check exhaust system.
04.30	Brake Linings - check wear for wear.
04.31	RF _____ LF _____ RR _____ LR _____
04.50	Record tire air pressure. Fronts psi- Rears psi --cold
04.51	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
04.60	Record tire tread depth - Minimum of 6/32" on Fronts & 4/32" Rears
04.61	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
04.63	Check brake stroke measurement with 90 to 100 PSI --- Fronts 1 3/4" Rears 2 ".
04.64	Applied RF _____ LF _____ RR _____ LR _____.
04.65	Released RF _____ LF _____ RR _____ LR _____.
04.66	Stroke Length RF _____ LF _____ RR _____ LR _____.
04.70	Clean differential breather, check for fluid leaks
04.80	Undercarriage inspection.
04.82	Soap Air Bags and Check For Leaks
04.90	Tie rods and ends.
05.10	Check King Pins -check front wheel bearing adjustment.
05.20	Check steering gear and linkage.
05.30	Check wheel seals.
05.60	Check drive line and u-joints & center support bearing.
05.70	Check shocks and bushings.
05.80	Check engine and transmission mounts; cradle supports.
05.90	Lube chassis.
06.00	Replace fuel filters.
06.05	Check air cleaner filter minder & reset.
06.20	Check ground straps, battery cables, terminals, and starter connections.
06.30	Clean battery tops and terminals if needed-Check water level- Load test batteries.
06.32	Clean battery compartment. Load test both batteries.
06.34	1) _____ 2) _____
06.40	Clean or replace heater filter on rear heater-A/C.
06.90	Check fuel, oil, coolant, air, transmission, & PS lines in engine compartment.
07.01	Replace crank case breather filter-BUS 358 & 359 ONLY
07.10	Check coolant protection level (-25 to -40); check Nalcool with test strip (minimum = 10)

SALEM AREA MASS TRANSIT DISTRICT

Inspection Checklist Items

Inspection Id: KR34

Type: B

Item Number	Description
07.40	Check all side compartment door latches, clean and lube.
07.45	Rotate or flip rear Tires from side to side if needed. Fronts if side walls are bad.
07.49	Check front wheel oil level
07.50	Wheel stud nuts - check for proper torque. Lbs
07.51	If equipped; Remove hard drive. View hard drive for about 2 min, to make sure all cameras and sound are working normal. CHECK DATE, Time & bus number.
07.53	Lube W/C & rear exit door key locks with dry lube
07.60	Check W/C operation
07.70	Lube W/C Pivot points & check fasteners
07.80	Check inner barrier operation.
07.81	Check outer barrier operation
07.82	Check Thershold warning plate.
07.83	Check cigarette lighter port and power port for power if equipped.
07.87	Check file for driver defect sheets.
07.90	Take for a SHORT test drive & check for leaks and fluid levels. After PM defects are completed.

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: KR34
Type: C

Item Number	Description
01.00	Date _____ Mileage _____ WO# _____ IND# _____
01.05	Install protective seat cover on drivers seat
01.20	Brake and accelerator pedal action and feel, pump down air system.
01.22	Check throttle pedal spring on electronic control pedal.
01.30	Warning buzzer, horn, tell tale lamps, drivers' controls, and gauges
01.32	Check route sign operation if equipped.
01.40	Parking Brake operation - holds without movement, idle to 1200 rpm max
01.50	Check brake and accelerator interlock.
01.60	Check tilt steering wheel adjustment and telescope.
01.80	Check turn signals.
01.90	Check door operation - sensitive edges.
02.10	Check wheelchair tie-down straps, seat belts, and fold-up seats.
02.20	Check interior and exterior for damage, missing parts, decals, seats, stanchions, vents, panels, and locks.
02.30	Check window operations including emergency features.
02.40	Check all interior and exterior lights.
02.50	Check back-up lights and horn.
02.60	Check drivers mirror mounting and adjustment.
02.70	Check windshield wipers and washers. Rinse windshield - do not allow soap to dry.
02.71	Check engine belts-Fan -A/C -Alt etc.
02.73	Check Brake Fluid Level
02.77	Check power steering fluid level.
02.80	Fill windshield washer reservoir.
02.85	Bike rack - lube latch, hinges, and check all for proper operation
02.87	* Allow air compressor to build to 130lbs., cut off pressure, shut off engine.
02.88	Loss of air pressure in one minute, brake and accelerator applied. Record Loss _____
03.30	Steam clean engine, transmission & radiator, before inspection and road test.
03.31	REMOVE SIDE DOOR & CLEAN RADIATOR AS IF TOMORROW WILL BE 100 DEGREES
03.40	Road test - check engine performance, steering, suspension noise, transmission, and shift points.
03.41	1st _____ mph 2nd _____ mph 3rd _____ mph 4th _____
03.51	Decel test Service brakes _____ % _____ foot from 20 mph
03.60	Check Transmission Fluid Level.
03.80	Change oil and filter, take sample at operating temperature.Torque plug,use ECO Oil 15/40 oil.
03.85	Replace Trans Filters & ATF-use Mercon V- in the over head reels

SALEM AREA MASS TRANSIT DISTRICT

Inspection Checklist Items

Inspection Id: KR34

Type: C

Item Number	Description
04.10	Check fuel, oil, water, air, trans. & PS lines under bus for rubbing, kinks, frays & leaks
04.20	Check exhaust system.
04.30	Brake Linings - check wear for wear.
04.31	RF _____ LF _____ RR _____ LR _____
04.50	Record tire air pressure. Fronts psi- Rears psi --cold
04.51	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
04.60	Record tire tread depth - Minimum of 6/32" on Fronts & 4/32 Rears
04.61	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
04.63	Check brake stroke measurement with 90 to 100 PSI --- Fronts 1 3/4" Rears 2".
04.64	Applied RF _____ LF _____ RR _____ LR _____
04.65	Released RF _____ LF _____ RR _____ LR _____
04.66	Stroke Length RF _____ LF _____ RR _____ LR _____
04.70	Clean differential breather, check for fluid leaks
04.80	Undercarriage inspection.
04.82	Soap Air Bags and Check For Leaks
04.90	Tie rods and ends.
05.10	Check ball joints-upper & lower -check front wheel bearing adjustment.
05.20	Check steering gear and linkage.
05.30	Check wheel seals.
05.60	Check drive line and u-joints & center support bearing.
05.70	Check shocks and bushings.
05.80	Check engine and transmission mounts; cradle supports.
05.90	Lube chassis.
06.00	Replace fuel filters.
06.05	Check air cleaner filter minder & reset.
06.10	Replace Air Cleaner
06.20	Check ground straps, battery cables, terminals, and starter connections.
06.30	Clean battery tops and terminals if needed-Check water level- Load test batteries.
06.32	Clean battery compartment. Load test both batteries.
06.34	1) _____ 2) _____
06.40	Clean or replace heater filter on rear heater-A/C.
06.90	Check fuel, oil, coolant, air, transmission, & PS lines in engine compartment.

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: KR34

Type: C

Item Number	Description
07.00	Adjust Valves
07.01	Replace crank case breather filter-BUS 358 & 359 ONLY
07.10	Check coolant protection level (-25 to -40); check Nalcool with test strip (minimum = 10)
07.21	Replace Hyd filter
07.40	Check all side compartment door latches, clean and lube.
07.45	Rotate or flip rear Tires from side to side if needed. Fronts if side walls are bad.
07.49	Check front wheel oil level-check bearings if oil is discolored
07.50	Wheel stud nuts - check for proper torque. Lbs
07.51	If equipped; Remove hard drive.View hard drive for about 2 min, to make sure all cameras and sound are working normal. CHECK DATE, Time & bus number.
07.53	Lube W/C & rear exit door key locks with dry lube
07.60	Check W/C operation
07.70	Lube W/C Pivot points & check fastners.
07.72	Remove pump module cover & inspect hoses, fittings, connections,cables, fuses & relays
07.75	Inspect micro switches for security & adjustment
07.80	Check inner barrier operation.
07.81	Check outer barrier operation.
07.82	Check Threshold Warning Plate Alarm
07.83	Check cigarette lighter port and power port for power if equipped.
07.87	Check file for driver defect sheets.
07.90	Take for a SHORT test drive & check for leaks and fluid levels.

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: KR34

Type: D

Item Number	Description
01.00	Date _____ Mileage _____ WO# _____ IND# _____
01.05	Install protective seat cover on drivers seat
01.20	Brake and accelerator pedal action and feel, pump down air system.
01.22	Check throttle pedal spring on electronic control pedal.
01.30	Warning buzzer, horn, tell tale lamps, drivers' controls, and gauges
01.32	Check route sign operation if equipped.
01.40	Parking Brake operation - holds without movement, idle to 1200 rpm max
01.50	Check brake and accelerator interlock.
01.60	Check tilt steering wheel adjustment and telescope.
01.80	Check turn signals.
01.90	Check door operation - sensitive edges.
02.10	Check wheelchair tie-down straps, seat belts, and fold-up seats.
02.20	Check interior and exterior for damage, missing parts, decals, seats, stanchions, vents, panels, and locks.
02.30	Check window operations including emergency features.
02.40	Check all interior and exterior lights.
02.50	Check back-up lights and horn.
02.60	Check drivers mirror mounting and adjustment.
02.70	Check windshield wipers and washers. Rinse windshield - do not allow soap to dry.
02.71	Check engine belts-Fan -A/C -Alt etc.
02.73	Check Brake Fluid Level
02.77	Check power steering fluid level.
02.80	Fill windshield washer reservoir.
02.85	Bike rack - lube latch, hinges, and check all for proper operation
02.87	* Allow air compressor to build to 130lbs., cut off pressure, shut off engine.
02.88	Loss of air pressure in one minute, brake and accelerator applied. Record Loss _____
03.30	Steam clean engine, transmission & radiator, before inspection and road test.
03.31	REMOVE SIDE DOOR & CLEAN RADAIOR AS IF TOMORROW WILL BE 100 DEGREES
03.40	Road test - check engine performance, steering, suspension noise, transmission, and shift points.
03.41	1st ____ mph 2nd ____ mph 3rd ____ mph 4th ____
03.51	Decel test Service brakes _____ % _____ foot from 20 mph
03.60	Check Transmission Fluid Level.
03.80	Change oil and filter, take sample at operating temperature. Torque plug, Use ECO Oil 15/40 oil
03.85	Replace Trans Filters & ATF-use Mercon V- in the over head reels

SALEM AREA MASS TRANSIT DISTRICT

Inspection Checklist Items

Inspection Id: KR34

Type: D

Item Number	Description
03.90	Change differential fluid -use ? Fluid
03.91	Clean differential breather, check for fluid leaks
04.00	Change Anti-Freeze
04.10	Check fuel, oil, water, air, trans. & PS lines under bus for rubbing, kinks, frays & leaks
04.20	Check exhaust system.
04.30	Brake Linings - check wear for wear.
04.31	RF _____ LF _____ RR _____ LR _____
04.50	Record tire air pressure. Fronts psi- Rears psi --cold
04.51	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
04.60	Record tire tread depth - Minimum of 6/32" on Fronts & 4/32 Rears
04.61	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
04.63	Check brake stroke measurement with 90 to 100 PSI --- Fronts 1 3/4" Rears 2 ".
04.64	Applied RF _____ LF _____ RR _____ LR _____.
04.65	Released RF _____ LF _____ RR _____ LR _____.
04.66	Stroke Length RF _____ LF _____ RR _____ LR _____.
04.80	Undercarriage inspection.
04.82	Soap Air Bags and Check For Leaks
04.90	Tie rods and ends.
05.10	Check King pins & check front wheel bearing adjustment.
05.20	Check steering gear and linkage.
05.30	Check wheel seals.
05.60	Check drive line and u-joints & center support bearing.
05.70	Check shocks and bushings.
05.80	Check engine and transmission mounts; cradle supports.
05.90	Lube chassis.
06.00	Replace fuel filters.
06.05	Check air cleaner filter minder & reset.
06.10	Replace Air Cleaner
06.20	Check ground straps, battery cables, terminals, and starter connections.
06.30	Clean battery tops and terminals if needed-Check water level- Load test batteries.
06.32	Clean battery compartment. Load test both batteries.
06.34	1) _____ 2) _____

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: KR34

Type: D

Item Number	Description
06.40	Clean or replace heater filter on rear heater-A/C.
06.90	Check fuel, oil, coolant, air, transmission, & PS lines in engine compartment.
07.00	Adjust valves
07.01	Replace crank case breather filter-BUS 358 & 359 ONLY
07.10	Check coolant protection level (-25 to -40); check Nalcool with test strip (minimum = 10)
07.12	Replace DPF filter-BUS 358 & 359 ONLY
07.20	Change Hyd oil
07.21	Replace Hyd filter
07.40	Check all side compartment door latches, clean and lube.
07.42	Drain front hubs & refill with 85/140 oil-check bearings if oil is discolored
07.45	Rotate or flip rear Tires from side to side if needed. Fronts if side walls are bad.
07.50	Wheel stud nuts - check for proper torque. Lbs
07.51	If equipped; Remove hard drive.View hard drive for about 2 min, to make sure all cameras and sound are working normal. CHECK DATE, Time & bus number.
07.53	Lube W/C & rear exit door key locks with dry lube
07.60	Check W/C operation
07.70	Lube W/C Pivot points & check fastners.
07.72	Remove pump module cover & inspect hoses, fittings, connections,cables, fuses & relays
07.73	Check fluid level-change if fluid looks contaminated
07.75	Inspect micro switchs for security & adjustment
07.80	Check inner barrier operation.
07.81	Check outer barrier operation.
07.82	Check Threshold Warning Plate Alarm
07.83	Check cigarette lighter port and power port for power if equipped.
07.85	Check Toe In
07.87	Check file for driver defect sheets.
07.90	Take for a SHORT test drive & check for leaks and fluid levels. After PM defects are completed.

Cherriots – Shop and Ride Inspections
A Service

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: RDL

Type: A

Item Number	Description
01.00	Date _____ Mileage _____ WO# _____ IND# _____
01.05	Install protective seat cover on drivers seat
01.20	Check brake and accelerator pedal action and feel,
01.30	Check horn, tell tale lamps, driver's controls, and gauges.
01.40	Check parking brake operation -- holds on a slope.
01.50	Check brake and accelerator interlock.
01.60	Check tilt steering wheel adjustment and telescope.
01.80	Check turn signals.
01.90	Check door operation - sensitive edges.
02.10	Check wheelchair tie-down straps, seat belts, and fold-up seats.
02.20	Check interior and exterior for damage, missing parts, decals, seats, stanchions, vents, panels, and locks.
02.30	Check window operations including emergency features.
02.40	Check all interior and exterior lights.
02.50	Check back-up lights and horn.
02.60	Check drivers mirror mounting and adjustment.
02.70	Check windshield wipers and washers. Rinse windshield - do not allow soap to dry.
02.71	Check engine belts-Fan -A/C -Alt etc.
02.73	Check Brake Fluid Level
02.77	Check power steering fluid level.
02.80	Fill windshield washer reservoir.
03.30	Steam clean engine, transmission & radiator, before inspection and road test.
03.40	Road test - check engine performance, steering, suspension noise, transmission, and shift points.
03.41	1st _____ mph 2nd _____ mph 3rd _____ mph 4th _____
03.51	Decel test Service brakes _____ % _____ foot from 20 mph
03.60	Check Transmission Fluid Level.
03.81	Change oil and filter, take sample at operating temperature. Torque plug , 5w30 oil. 7QT FORD-6QT CHEVY
04.10	Check fuel, oil, water, air, trans. & PS lines under bus for rubbing, kinks, frays & leaks
04.20	Check exhaust system.
04.30	Brake Linings - check wear for wear.6MM OK-5MM or less brakes Due.
04.31	RF _____ LF _____ RR _____ LR _____
04.50	Record tire air pressure. Fronts 80 psi- Rears 80 psi --cold
04.51	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____

SALEM AREA MASS TRANSIT DISTRICT

Inspection Checklist Items

Inspection Id: RDL

Type: A

Item Number	Description
04.60	Record tire tread depth - Minimum of 6/32" on Fronts & 4/32" REARS
04.61	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
04.70	Clean differential breather, check for fluid leaks
04.80	Undercarriage inspection.
04.90	Tie rods and ends.
05.10	Check ball joints-upper & lower -check front wheel bearing adjustment.
05.20	Check steering gear and linkage.
05.30	Check wheel seals.
05.60	Check drive line and u-joints & center support bearing.
05.70	Check shocks and bushings.
05.80	Check engine and transmission mounts; cradle supports.
05.90	Lube chassis.
06.20	Check ground straps, battery cables, terminals, and starter connections.
06.30	Clean battery tops and terminals if needed-Check water level-
06.32	Clean battery compartment. Load test both batteries.
06.34	1) _____ 2) _____
06.40	Clean or replace heater filter on rear heater-A/C.
06.90	Check fuel, oil, coolant, air, transmission, & PS lines in engine compartment.
07.40	Check all side compartment door latches, clean and lube.
07.50	Wheel stud nuts - check for proper torque.150-165lbs
07.51	If equipped; Remove hard drive.View hard drive for about 2 min, to make sure all cameras and sound are working normal. CHECK DATE, Time & bus number.
07.53	Lube W/C & rear exit door key locks with dry lube
07.60	Check W/C lift operation
07.70	Lube W/C Pivot points & check fastners.
07.80	Check inner barrier operation.
07.81	Check outer barrier operation.
07.82	Check Threshold Warning Plate Alarm
07.83	Check cigarette lighter port and power port for power if equipped.
07.87	Check file for driver defect sheets.
07.88	Reset oil change light if equipped with.
07.90	Take for a SHORT test drive & check for leaks and fluid level after defects are completed.

Cherriots – Shop and Ride Inspections
B Service

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: RDL

Type: B

Item Number	Description
01.00	Date _____ Mileage _____ WO# _____ IND# _____
01.05	Install protective seat cover on drivers seat
01.20	Check brake and accelerator pedal action and feel,
01.30	Check horn, tell tale lamps, driver's controls, and gauges.
01.40	Check parking brake operation -- holds on a slope.
01.50	Check brake and accelerator interlock.
01.60	Check tilt steering wheel adjustment and telescope.
01.80	Check turn signals.
01.90	Check door operation - sensitive edges.
02.10	Check wheelchair tie-down straps, seat belts, and fold-up seats.
02.20	Check interior and exterior for damage, missing parts, decals, seats, stanchions, vents, panels, and locks.
02.30	Check window operations including emergency features.
02.40	Check all interior and exterior lights.
02.50	Check back-up lights and horn.
02.60	Check drivers mirror mounting and adjustment.
02.70	Check windshield wipers and washers. Rinse windshield - do not allow soap to dry.
02.71	Check engine belts - Fan - A/C - Alt etc.
02.73	Check Brake Fluid Level
02.77	Check power steering fluid level.
02.80	Fill windshield washer reservoir.
03.30	Steam clean engine, transmission & radiator, before inspection and road test.
03.40	Road test - check engine performance, steering, suspension noise, transmission, and shift points.
03.41	1st _____ mph 2nd _____ mph 3rd _____ mph 4th _____
03.51	Decel test Service brakes _____ % _____ foot from 20 mph
03.60	Check Transmission Fluid Level.
03.81	Change oil and filter, take sample at operating temperature. Torque plug , 5w30 oil. 7QT FORD-6QT CHEVY
04.10	Check fuel, oil, water, air, trans. & PS lines under bus for rubbing, kinks, frays & leaks
04.20	Check exhaust system.
04.30	Brake Linings - check wear for wear.6MM OK-5MM or less brakes Due.
04.31	RF _____ LF _____ RR _____ LR _____
04.50	Record tire air pressure. Fronts 80 psi- Rears 80 psi --cold
04.51	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____

SALEM AREA MASS TRANSIT DISTRICT Inspection Checklist Items

Inspection Id: RDL

Type: B

Item Number	Description
04.60	Record tire tread depth - Minimum of 6/32" on Fronts & 4/32" Rears
04.61	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
04.70	Clean differential breather, check for fluid leaks
04.80	Undercarriage inspection.
04.90	Tie rods and ends.
05.10	Check ball joints-upper & lower -check front wheel bearing adjustment.
05.20	Check steering gear and linkage.
05.30	Check wheel seals.
05.60	Check drive line and u-joints & center support bearing.
05.70	Check shocks and bushings.
05.80	Check engine and transmission mounts; cradle supports.
05.90	Lube chassis.
06.00	Replace fuel filter --DIESEL ONLY
06.20	Check ground straps, battery cables, terminals, and starter connections.
06.30	Clean battery tops and terminals if needed-Check water level- Load test batteries.
06.32	Clean battery compartment. Load test both batteries.
06.34	1) _____ 2) _____
06.40	Clean or replace heater filter on rear heater-A/C.
06.90	Check fuel, oil, coolant, air, transmission, & PS lines in engine compartment.
07.10	Check coolant protection level (-25 to -40)
07.40	Check all side compartment door latches, clean and lube.
07.45	Rotate or flip rear Tires from side to side if needed. Fronts if side walls are bad.
07.50	Wheel stud nuts - check for proper torque. 150-165lbs
07.51	If equipped; Remove hard drive.View hard drive for about 2 min, to make sure all cameras and sound are working normal. CHECK DATE, Time & bus number.
07.53	Lube W/C & rear exit door key locks with dry lube
07.60	Check W/C operation
07.70	Lube W/C Pivot points & check fasteners
07.80	Check inner barrier operation.
07.81	Check outer barrier operation
07.82	Check Thershold warning plate.
07.83	Check cigarette lighter port and power port for power if equipped.
07.87	Check file for driver defect sheets.

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: RDL

Type: B

Item Number	Description
07.88	Reset oil change light if equipped with.
07.90	Take for a SHORT test drive & check for leaks and fluid levels. After PM defects are completed.

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: RDL

Type: C

Item Number	Description
01.00	Date _____ Mileage _____ WO# _____ IND# _____
01.05	Install protective seat cover on drivers seat
01.20	Check brake and accelerator pedal action and feel,
01.30	Check horn, tell tale lamps, driver's controls, and gauges.
01.40	Check parking brake operation -- holds on a slope.
01.50	Check brake and accelerator interlock.
01.60	Check tilt steering wheel adjustment and telescope.
01.80	Check turn signals.
01.90	Check door operation - sensitive edges.
02.10	Check wheelchair tie-down straps, seat belts, and fold-up seats.
02.20	Check interior and exterior for damage, missing parts, decals, seats, stanchions, vents, panels, and locks.
02.30	Check window operations including emergency features.
02.40	Check all interior and exterior lights.
02.50	Check back-up lights and horn.
02.60	Check drivers mirror mounting and adjustment.
02.70	Check windshield wipers and washers. Rinse windshield - do not allow soap to dry.
02.71	Check engine belts-Fan -A/C -Alt etc.
02.73	Check Brake Fluid Level
02.77	Check power steering fluid level.
02.80	Fill windshield washer reservoir.
03.30	Steam clean engine, transmission & radiator, before inspection and road test.
03.40	Road test - check engine performance, steering, suspension noise, transmission, and shift points.
03.41	1st _____ mph 2nd _____ mph 3rd _____ mph 4th _____
03.51	Decel test Service brakes _____ % _____ foot from 20 mph
03.60	Check Transmission Fluid Level.
03.81	Change oil and filter, take sample at operating temperature. Torque plug , 5w30 oil. 7QT FORD-6QT CHEVY
03.85	Replace Trans pick up filter- change ATF- Fill with 9qts Mercon LV
04.10	Check fuel, oil, water, air, trans. & PS lines under bus for rubbing, kinks, frays & leaks
04.20	Check exhaust system.
04.30	Brake Linings - check wear for wear.6MM OK-5MM or less brakes Due.
04.31	RF _____ LF _____ RR _____ LR _____
04.50	Record tire air pressure. Fronts 80 psi- Rears 80 psi --cold

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: RDL
Type: C

Item Number	Description
04.51	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
04.60	Record tire tread depth - Minimum of 6/32" on Fronts & 4/32 Rears
04.61	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
04.70	Clean differential breather, check for fluid leaks
04.80	Undercarriage inspection.
04.90	Tie rods and ends.
05.10	Check ball joints-upper & lower -check front wheel bearing adjustment.
05.20	Check steering gear and linkage.
05.30	Check wheel seals.
05.60	Check drive line and u-joints & center support bearing.
05.70	Check shocks and bushings.
05.80	Check engine and transmission mounts; cradle supports.
05.90	Lube chassis.
06.00	Replace fuel filter-DIESEL & GASOLINE
06.10	Replace air cleaner
06.20	Check ground straps, battery cables, terminals, and starter connections.
06.30	Clean battery tops and terminals if needed-Check water level- Load test batteries.
06.32	Clean battery compartment. Load test both batteries.
06.34	1) _____ 2) _____
06.40	Clean or replace heater filter on rear heater-A/C.
06.90	Check fuel, oil, coolant, air, transmission, & PS lines in engine compartment.
07.10	Check coolant protection level (-25 to -40)
07.40	Check all side compartment door latches, clean and lube.
07.45	Rotate or flip rear Tires from side to side if needed. Fronts if side walls are bad.
07.50	Rotate rear Tires from side to side if needed. Fronts if side walls are bad.
07.52	If equipped; Remove hard drive.View hard drive for about 2 min, to make sure all cameras and sound are working normal. CHECK DATE, Time & bus number.
07.53	Lube W/C & rear exit door key locks with dry lube
07.60	Check W/C operation
07.70	Lube W/C Pivot points & check fastners.
07.72	Remove pump module cover & inspect hoses, fittings, connections,cables, fuses & relays
07.75	Inspect micro switches for security & adjustment
07.80	Check inner barrier operation.

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: RDL
Type: C

Item Number	Description
07.81	Check outer barrier operation.
07.82	Check Threshold Warning Plate Alarm
07.83	Check cigarette lighter port and power port for power if equipped.
07.87	Check file for drivers defects
07.88	Reset oil change light if equipped with.
07.90	Take for a SHORT test drive & check for leaks and fluid levels.

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: RDL

Type: D

Item Number	Description
- Date _____ Mileage _____ WO# _____ IND# _____	
01.05	Install protective seat cover on drivers seat
01.20	Check brake and accelerator pedal action and feel,
01.30	Check horn, tell tale lamps, driver's controls, and gauges.
01.40	Check parking brake operation -- holds on a slope.
01.50	Check brake and accelerator interlock.
01.60	Check tilt steering wheel adjustment and telescope.
01.80	Check turn signals.
01.90	Check door operation - sensitive edges.
02.10	Check wheelchair tie-down straps, seat belts, and fold-up seats.
02.20	Check interior and exterior for damage, missing parts, decals, seats, stanchions, vents, panels, and locks.
02.30	Check window operations including emergency features.
02.40	Check all interior and exterior lights.
02.50	Check back-up lights and horn.
02.60	Check drivers mirror mounting and adjustment.
02.70	Check windshield wipers and washers. Rinse windshield - do not allow soap to dry.
02.71	Check engine belts-Fan -A/C -Alt etc.
02.73	Check Brake Fluid Level
02.77	Check power steering fluid level.
02.80	Fill windshield washer reservoir.
03.30	Steam clean engine, transmission & radiator, before inspection and road test.
03.40	Road test - check engine performance, steering, suspension noise, transmission, and shift points.
03.41	1st _____ mph 2nd _____ mph 3rd _____ mph 4th _____
03.51	Decel test Service brakes _____ % _____ foot from 20 mph
03.60	Check Transmission Fluid Level.
03.81	Change oil and filter, take sample at operating temperature. Torque plug , 5w30 oil. 7QT FORD-6QT CHEVY
03.85	Replace Trans pick up filter- change ATF- Fill with 9qts Mercon LV
03.90	Change differential fluid -use 75W-90W fluid 5gallon can
03.91	Clean differential breather, check for fluid leaks
04.00	Change Anti-Freeze
04.10	Check fuel, oil, water, air, trans. & PS lines under bus for rubbing, kinks, frays & leaks
04.20	Check exhaust system.

SALEM AREA MASS TRANSIT DISTRICT Inspection Checklist Items

Inspection Id: RDL
Type: D

Item Number	Description
04.30	Brake Linings - check wear for wear.6MM OK-5MM or less brakes Due.
04.31	RF _____ LF _____ RR _____ LR _____
04.50	Record tire air pressure. Fronts 80 psi- Rears 80 psi --cold
04.51	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
04.60	Record tire tread depth - Minimum of 6/32" on Fronts & 4/32 Rears
04.61	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
04.80	Undercarriage inspection.
04.90	Tie rods and ends.
05.10	Check ball joints-upper & lower -check front wheel bearing adjustment.
05.20	Check steering gear and linkage.
05.30	Check wheel seals.
05.60	Check drive line and u-joints & center support bearing.
05.70	Check shocks and bushings.
05.80	Check engine and transmission mounts; cradle supports.
05.90	Lube chassis.
06.00	Replace fuel filter DIESEL & GASOLINE
06.10	Replace Air cleaner
06.20	Check ground straps, battery cables, terminals, and starter connections.
06.30	Clean battery tops and terminals if needed-Check water level- Load test batteries.
06.32	Clean battery compartment. Load test both batteries.
06.34	1) _____ 2) _____
06.40	Clean or replace heater filter on rear heater-A/C.
06.90	Check fuel, oil, coolant, air, transmission, & PS lines in engine compartment.
07.10	Check coolant protection level (-25 to -40)
07.40	Check all side compartment door latches, clean and lube.
07.42	Repack front wheel bearings
07.43	Rotate or flip rear Tires from side to side if needed. Fronts if side walls are bad.
07.44	Replace PCV valve- if equipped
07.45	Replace Spark Plugs-if equipped
07.50	Wheel stud nuts - check for proper torque.150-165lbs
07.52	If equipped; Remove hard drive.View hard drive for about 2 min, to make sure all cameras and sound are working normal. CHECK DATE, Time & bus number. .
07.53	Lube W/C & rear exit door key locks with dry lube

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: RDL
Type: D

Item Number	Description
07.60	Check W/C LIFToperation
07.70	Lube W/C Pivot points & check fastners.
07.72	Remove pump module cover & inspect hoses, fittings, connections,cables, fuses & relays
07.73	Check fluid level-change if fluid looks contaminated.
07.75	Inspect micro switches for security & adjustment
07.80	Check outer barrier operation.
07.81	Check inner barrier operation.
07.82	Check Threshold Warning Plate Alarm
07.83	Check cigarette lighter port and power port for power if equipped.
07.85	Check Toe In
07.87	Check file for drivers defects
07.88	Reset oil change light if equipped with.
07.90	Take for a SHORT test drive & check for leaks and fluid levels.

APPENDIX B. DAILY VEHICLE INSPECTION REPORT



Daily Vehicle Inspection Report

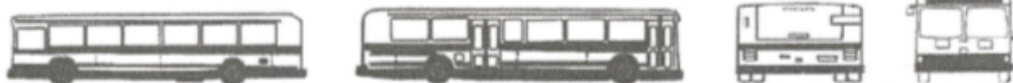
Vehicle No. _____

Date: _____

Operator's Name (Please Print)				RT / Run #	RT / Run #	RT / Run #	RT / Run #	RT / Run #	RT / Run #
1.									
2.									
3.									
4.									

1	2	3	4	Inspection Item	1	2	3	4	Inspection Item
				Headlights operational - High & Low beam					Triangle reflectors - red tie present
				Turn signals complete and operational					Seatbelt cutter present
				Emergency 4-way flashers operational					Check fire system says "OK"
				Clearance lights operational & reflectors present					Check camera system for "system ok".
				Mirrors are complete & in good condition					2-way radio is operational (key up mic)
				Bike rack is operational					Windshield wipers operational
				Windshields have no cracks/chips					Horn operational
				Route signs are operational before departing					Doors operational
				Tire Condition					Kneeling System operational
				Lug nuts tight, no rust or damage					W/C Ramp operating properly
				Coolant level (Orion 7 only)					Steering wheel secure, no excessive play
				Check under engine for leaks					List low air warning (by 60psi) _____
				Brake lights are complete and operational					Applied brake loss (no more than 3 psi in 60 sec)
				operational					Air compressor cut in (min 85 psi) _____
				Fuel cap secured (Except CNG)					Air compressor cut out (max 130 psi) _____
				Seats and cushions are secure, no vandalism					Parking brake complete and operating properly
				Tie-downs operational - # of tie-downs: _____					Brake pedal feels good and stopping properly
				Windows & panels secure before departing					Brake/throttle interlock operational
				First aid kit zip tie intact					Log on to farebox, check operation
				Fire extinguisher present and fully charged					Shut all windows and vents once returned to the facility.

Passing items indicate with a "V", failed items denote with an "X". Please explain in detail below any defect found with the vehicle or when a problem occurs prior to leaving the yard. Circle the diagrams below with any existing damage.



I declare that I have properly performed a vehicle inspection on the vehicle indicated above and have inspected and marked the inspection items listed above accordingly.

Operator 1 Signature: _____

Operator 2 Signature: _____

Operator 3 Signature: _____

Operator 4 Signature: _____

☐ Reviewed

Technician's Signature: _____

☐ Noted for Repair

☐ Could not duplicate problem

Maint. Sup. Signature: _____

☐ Repaired

Comments:

Inspection of your vehicle is required by federal law and must be performed before moving the vehicle.

APPENDIX C. TRANSIT ASSET MANAGEMENT TARGETS

TRANSIT ASSET MANAGEMENT									
#	Reporting Category	Asset Inventory	Detail	Type	FTA Requirement (ULB)	CPC (ULB)	Performance Measure	SAMTD Current Performance	TAM Targets
1	Rolling Stock Urban	Fixed Route Bus (BU)	35 ft.	Diesel	12 yrs or 500K miles	15 yrs	Percent met or exceeded ULB	0%	No more than 10% above CPC ULB
1	Rolling Stock Urban	Fixed Route Bus (BU)	40 ft.	Diesel	12 yrs or 500K miles	15 yrs	Percent met or exceeded ULB	0%	No more than 10% above CPC ULB
1	Rolling Stock Urban	Fixed Route Bus (BU)	35 ft.	CNG	12 yrs or 500K miles	15 yrs	Percent met or exceeded ULB	0%	No more than 10% above CPC ULB
1	Rolling Stock Urban	Fixed Route Bus (BU)	40 ft.	CNG	12 yrs or 500K miles	15 yrs	Percent met or exceeded ULB	20%	No more than 10% above CPC ULB
1	Rolling Stock Urban	Fixed Route Bus (BU)	40 ft.	BEB	12 yrs or 500K miles	15 yrs	Percent met or exceeded ULB	100%	No more than 10% above CPC ULB
1	Rolling Stock Rural	Fixed Route Bus (BU)	33 ft.	Diesel	10 yrs or 350K miles	12 yrs	Percent met or exceeded ULB	16%	No more than 10% above CPC ULB
1	Rolling Stock Rural	Fixed Route Bus (BU)	22-24 ft.	Gas	5 yrs or 150K miles	8 yrs	Percent met or exceeded ULB	0%	No more than 10% above CPC ULB
1	Rolling Stock Urban	Paratransit Service (CU)	22-24 ft.	Gas	5 yrs or 150K miles	8 yrs	Percent met or exceeded ULB	0%	No more than 10% above CPC ULB
1	Rolling Stock Urban	Paratransit Service (VN)	15 ft.	Gas	5 yrs or 150K miles	8 yrs	Percent met or exceeded ULB	0%	No more than 10% above CPC ULB
2	Equipment	Non-Revenue Service Vehicle	Utility Non-Revenue Service	Maintenance Pickups	8 yrs.	10 yrs. or 150,000 miles	Percent met or exceeded ULB	5%	No more than 10% above CPC ULB
2	Equipment	Non-Revenue Service Vehicle	Staff Non-Revenue Vehicles	Supervisor vehicles and pool cars	8 yrs.	8-10 yrs. or 150,000 miles	Percent met or exceeded ULB	90%	No more than 10% above CPC ULB
3	Facilities	DW Maintenance Operations Facilities	All systems and components	SAMTD-Owned Facilities	NA	Defined by FTA	% rated below 3 on the TERM scale	100%	100% at 3.0 or above on TERM scale
3	Facilities	DW Operations Facilities	All systems and components	SAMTD-Owned Facilities	NA	Defined by FTA	% rated below 3 on the TERM scale	100%	100% at 3.0 or above on TERM scale
3	Facilities	Keizer Transit Center/ Layover	All systems and components	SAMTD-Owned Facilities	NA	Defined by FTA	% rated below 3 on the TERM scale	100%	100% at 3.0 or above on TERM scale

TRANSIT ASSET MANAGEMENT									
#	Reporting Category	Asset Inventory	Detail	Type	FTA Requirement (ULB)	CPC (ULB)	Performace Measure	SAMTD Current Performance	TAM Targets
3	Facilities	Downtown Transit Center/ Layover	All systems and components	SAMTD-Owned Facilities	NA	Defined by FTA	% rated below 3 on the TERM scale	100%	100% at 3.0 or above on TERM scale

*Useful life benchmark detail

**FTA Transit Economic Requirements Model Benchmark - Ratings below 3.0 for conditions

Equipment Benchmark - Age

Rolling Stock Benchmark - Age

Facilities Benchmark - Condition

Infrastructure Benchmark - Performance

All Systems -



STIFAC Presentation

June 9th, 2025



Tom Dietz

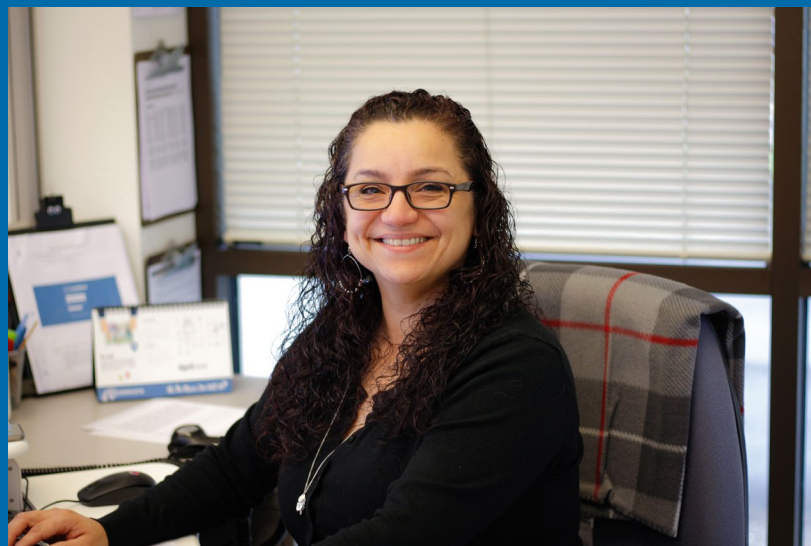
SAMTD FY25 FTA 5310 Applications

1. Mobility Management- Cherriots Call Center
2. Purchased Service- Cherriots Shop & Ride
3. Preventive Maintenance- Cherriots Shop & Ride



Mobility Management Call Center

- 6 staff- 5 Customer Care Representatives and 1 Call Center Manager
- Call Center serves individuals with disabilities and seniors.
- Representatives assist with Cherriots LIFT, Shop & Ride, and Dial-a-Ride services.
- Service hours are Monday – Friday 6:00 am to 6:00 pm and Saturday/Sunday – 8:00 am to 4:00 pm
- Answered 47,912 total calls in calendar year 2024.



- This project allows Cherriots to provide a single clearing house for scheduling, booking, and adjusting rides and answering questions from riders.
- Reduces otherwise cumbersome barriers to accessing public transportation
- Total 5310 Funds Requested: \$206,422
- This project is categorized as a **traditional** 5310 project



Purchased Service- Shop & Ride

- What is contracted service?
- What is Shop and Ride / Dial-a-Ride?
- Total 5310 Funds Requested: \$175,276
- This project is categorized as a **non-traditional** 5310 project.



Preventative Maintenance- Shop & Ride



- 3 Shop & Ride vehicles
- Preventive maintenance activities take place every 5,000 miles to ensure vehicles can operate reliably
- Total 5310 Funds Requested: \$7,804
- This project is categorized as a **traditional** 5310 project





Questions ?





2025 SECTION 5310 (FTA) GRANT APPLICATION

SECTION 5310 (FTA) GRANT PROGRAM FOR PROJECTS LOCATED WITHIN THE SALEM-KEIZER URBAN GROWTH BOUNDARY :

"ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES"

MAY 2025

INTRODUCTION

- Read the *2025 Section 5310(FTA) Grant Application Instructions* prior to completing this application.
- Each project submitted for funding consideration must have its own application.
- Selection criteria are detailed in the *Application Instructions*.
- This form must be filled out using the Adobe PDF form. Paper applications will NOT be accepted.
- Unless documents are signed with an official electronic signature service, signature pages should be scanned and attached as separate pages to each application.

Submittal Checklist

Make sure

- ✓ Application is complete, signed, and dated

Submit

- ✓ Proof of agency status (template included in application packet)
- ✓ Maintenance Plan (if submitting an application for preventive maintenance)

A. ORGANIZATION INFORMATION

Name of Organization:

Contact Person:

Address:

Telephone:

Email:

Type of organization (check one)

Private non-profit	<input type="checkbox"/>
State, county, tribal, or local government agency	<input type="checkbox"/>

Area of service (check one)

Inside the Salem-Keizer Urban Growth Boundary (UGB)	<input type="checkbox"/>
Outside the Salem-Keizer UGB	<input type="checkbox"/>
Both inside and outside the Salem-Keizer UGB	<input type="checkbox"/>

Organization days and hours of operation

Day	Hours
Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Please list any planned periods of service closure greater than 3 days (i.e., closed the week between Christmas Day and New Year's Day)	

Total transportation program costs by year

FY24 (historical data, if applicable)	FY25 (Projected)	FY26 (projected)
\$	\$	\$

B. PROJECT INFORMATION

Project title (will be used for reviewer reference and in public comment process. Example: Mobility Management for XYZ volunteer driver program)

Project service area to be served (indicate the geographic features that define your service area such as streets, rivers, or jurisdictional boundaries)

North boundary	
West boundary	
South boundary	
East boundary	
Other general geographic area (i.e., within the Salem-Keizer UGB)	

Optional: please provide a map of your service area as a separate single page 8.5"x11" attachment.

Total Section 5310(FTA) funds requested

\$

Start date

--

Funding request type (check one)

Continuation of existing service at same level of service	<input type="checkbox"/>
Expansion of existing service	<input type="checkbox"/>
New service	<input type="checkbox"/>
Capital request	<input type="checkbox"/>
Other:	<input type="checkbox"/>

--

Scalable Section 5310(FTA) Grant Request

You are strongly encouraged to request the full amount of funding that is needed for each project, including funding for new projects; however, funding is limited. Describe the scalability of your 5310(FTA) funding request, how you scaled down your request and what aspects of the program would not be funded under this funding scenario below. Then enter your scaled down request amounts.

Scalability Description:

FY25
Scaled request: \$

Identify the project's additional sources of funding in the table below

Estimated Additional Project Resources	
Source of Funds	Dollar Amount
2025 Section 5310(FTA) Grant Request (<i>Important!</i>)	\$
Local Resources	\$
Federal Resources	\$
Other (provide description):	\$
Project Grand Total	\$

Coordinated Plan

Is project derived from the Cherriots *Coordinated Public Transit – Human Services Transportation Plan* dated March 2024? Yes No If yes, what page?

If no, explain why the project is not part of the Coordinated Plan.

For example: Is the project part of another plan (please name)? Is the plan still being finalized?

1. Project description

a.) **Describe services or capital investment to be provided by Section 5310(FTA) funding.** Include a description of the following:

- Who you will serve? What geographic area you will serve?
- What level of service will be provided to customers?
- Operational activities; how will customers request and receive rides, including scheduling and dispatching?
- Describe if volunteers will be utilized to provide service and how this will occur (will the volunteer program be supported with 5310(FTA) or other funds? Will you provide mileage reimbursement to volunteers using their own vehicles?).
- **How will the service be marketed?** (500 word limit)

b.) Will you coordinate between providers to avoid duplication? *Describe what level of coordination between partners is done and how duplication is avoided, limit 200 words*

c.) Is your project cost-effective?

Describe average cost per ride, cost per mile and cost per hour, limit 200 words

d.) Project quality

*Describe the **need** for this project. How was this need determined or assessed? Max 2,500 characters/approx. limit: 400 words*

e.) Expected outcomes

8

*Describe the expected outcomes of this project on seniors and people with disabilities.
Why is this project the best method to address the previously described need? Max
2,500 characters/approx. limit: 400 words*

Provide the timeline of the project in the following table

	Step Description	Completion Date
1		
2		
3		
4		
5		
6		

2. Is your application for a replacement vehicle?

Yes (continue to #3) No (continue to Section C)

3. Enter the following information about each vehicle to be replaced if the total cost of the vehicle is being requested:

Vehicle Category* Choose an item.	Qty (#)	Cost Each (\$)	Total (\$)	No. Seats w/ADA Deployed	No. of ADA Stations	Total Capacity	Fuel Type* Choose an item.	Estimated Order Date	Estimated Delivery Date*
Totals:		Grand Total:							

***Vehicle Category Descriptions:**

<https://www.oregon.gov/ODOT/RPTD/RPTD%20Document%20Library/Vehicle-Useful-Life-Benchmarks.pdf>

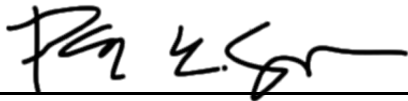
*Fuel Type Options: (G) Gas, (D) Diesel, (B) Biodiesel, (HG) Hybrid-gas, (HD) Hybrid-diesel, (CNG) Compressed Natural Gas, (OF) Other alternative Fuel.

***Estimated Delivery Date:** Minimum 160 days if ADA accessible.

C. ORGANIZATIONAL CERTIFICATION

By submitting this document via email to Cherriots, I certify that the submitted materials and data included are complete, true and correct. Also, I certify that my organization is:

- Eligible to enter into agreements with Cherriots;
- Has the legal, managerial, and operational capacity to do the work to be paid for by the Section 5310;
- Not debarred or suspended from federal grants;
- In compliance with federal, state, and local laws and regulations including, and not limited to, those pertaining to passenger transportation, civil rights, labor, insurance, safety, and health, as applicable;
- Complies with the laws or rules of the Section 5310 Program;
- Properly uses and accounts for the Section 5310 Program's goals; and
- Will operate the project or service in a safe, prudent, and timely manner.



Signature of Authorized Organization Officer

Title

Date

Private Nonprofit Agency – Corporation Status Inquiry and Certification

If your agency or organization is claiming eligibility as a Section 5310(FTA) Program applicant based on its status as a private nonprofit organization, you must obtain verification of its incorporation number and current legal standing from the Oregon Secretary of State Information Retrieval/ Certification & Records Unit (IRC Unit). The “Status Inquiry” document must be attached as an appendix to the application. To assist your agency or organization in obtaining this information, use one of these two methods:

To obtain Corporate Records Information over the Internet, go to:

<http://sos.oregon.gov/business/Pages/find.aspx> Enter the name of your agency or organization. If its status is active, print the page and submit it as proof.

Private Non-profits

Legal Name of Non-profit Applicant:

State of Oregon Articles of Incorporation Number:

Date of Incorporation:

Certifying Representative

Name (print):	
Title (print):	
Signature:	Date



Salem Area Mass Transit District

STIFAC Meeting Minutes

Friday, November 1, 2024 at 11:30 a.m.

4th Floor Risk Education Room

555 Court St. NE, Salem Oregon 97301

Attendees:

Committee Members: Chair Jim Row, Vice-Chair Marja Byers, Members Beth Schmidt, Fred Evander, Kimberly Dwyer, Kyle Miller, Stephen Dobrinich (Virtual), and Steve Anderson. Absent Dodie Laura Brockamp, M.Bryant Baird

I. CALL TO ORDER

CPDO Azum and Chair Row called the meeting to order at 11:31 a.m.

A. Safety Moment

CPDO Azum provided a safety moment on driving tips for rainy weather.

II. PUBLIC COMMENT - None

III. DISCUSSION

A. Review and Score STIF Formula Funding Applications

1. Salem Area Mass Transit District

Presenter: Grant and Project Coordinator Matt Marquez

Agenda Pkt: Pg. 4-152

Grant and Project Coordinator Marquez provided an overview of the STIF Formula Projects, which focus on enhancing transit services and infrastructure. Key initiatives include maintaining and expanding local, regional, and holiday services, implementing a Youth Zero Fare Program for riders aged 0-18, and improving paratransit services to meet ADA requirements.

2. City of Woodburn

Presenter: City of Woodburn Senior Management Analyst Karen Sherman & City of Woodburn Transit Manager Kathleen McClaskey

Agenda Pkt: Pg. 153-277

City of Woodburn Senior Management Analyst Sherman and Transit Manager McClaskey presented STIF Formula Projects to enhance transit services. Key initiatives include weekend fixed-route and Dial-a-Ride services, expanded weekday and express routes, and out-of-town medical transportation for elderly and disabled riders.

3. City of Monmouth and Independence

Presenter: City Manager Rochelle Roaden

Agenda Pkt: Pg. 278-288

City Manager Roaden presented the proposal to fund the Monmouth Independence Trolley, highlighting a significant ridership increase in the first seven months of year two, with an average of 347 riders per day.

4. West Valley Health

Presenter: Director of Development Jill Monger

Agenda Pkt. Pg. 289-299

Director of Development Monger presented the proposal to fund the West Valley Connections Van program, which provides door-to-door transportation for disabled and low-income residents in Polk County to health care appointments.

5. Canby Area Transit

Presenter: Transit Director Todd Wood

Agenda Pkt. Pg. 300-309

Transit Director Todd Wood presented the proposal for Canby Area Transit (CAT), focusing on the 99X service and the Canby Loop. The 99X provides service between Canby and Oregon City Transit Center, as well as Canby and Woodburn BiMart, operating Monday through Saturday with fares of \$1 on weekdays and free service on Saturdays.

6. City of Silverton

Presenter: Community Development Director Jason Gottgetreu

Agenda Pkt. Pg. 310-338

Community Development Director Gottgetreu presented the proposal for the City of Silverton's Silver Trolley program expansion of service and mobility hub design and engineering. The program provides free, demand-responsive transportation within Silverton's Urban Growth Boundary

7. SMART

Presenter: Operations Manager Brad Dillingham

Agenda Pkt. Pg. 310-338

Operations Manager Dillingham presented the proposal for the South Metro Area Regional Transit (SMART) 1X Saturday service. SMART currently provides a shared service alongside Cherriots between Salem and Wilsonville.

B. Review and Score 5310 Grant Applications

1. Salem Area Mass Transit District

Presenter: Grant and Project Coordinator Matt Marquez

Agenda Pkt: Pg. 349-379

Grant and Project Coordinator Marquez provided an overview of the STIF 5310 Projects. Key initiatives include mobility management travel training, Cherriots LIFT services, Cherriots Regional service, Cherriots Shop and Ride service, and preventative maintenance for Cherriots Regional.

2. City of Monmouth and Independence

Presenter: City Manager Rochelle Roaden

Agenda Pkt: Pg. 380-384

City Manager Roaden presented the proposal to fund the Monmouth Independence Trolley.

3. City of Woodburn

Presenter: City of Woodburn Senior Management Analyst Karen Sherman & City of Woodburn Transit Manager Kathleen McClaskey

Agenda Pkt: Pg. 385-419

City of Woodburn Senior Management Analyst Sherman and Transit Manager McClaskey presented the STIF 5310 Projects to enhance transit services. Key initiatives include fleet maintenance, and mobility management (Dial-a-Ride services).

IV. ACTION ITEMS

A. Chair Row discussed members whose terms expire at the end of 2024 and requested members notify the clerk if they would like to continue into a new term beginning January 1, 2025. Members Evander, Miller, and Byers expressed interest in an additional term. This will go to the Board at the December 19, 2024 Meeting for approval.

B. Approval of Minutes

1. September 27, 2024 STIFAC Meeting

Motion:	Approve the Minutes from the September 27, 2024 STIFAC Meeting
Motion By:	Member Marja Byers
Second:	Member Kyle Miller
Vote:	Motion Passed Unanimously Members Jim Row, Marja Byers, Beth Schmidt, Fred Evander, Kimberly Dwyer, Kyle Miller, Stephen Dobrinich (Virtual), and Steve Anderson all voting in favor of.

C. Officer Nominations for Calendar Year 2025

1. Chair Nomination

Member Byers nominated Member Jim Row as Chair. Chair Row accepted the nomination and no other nominations were noted.

Motion:	Nominate Jim Row as Chair of the STIFAC for a term of 12 months beginning January 1, 2025 and ending December 31, 2025 and send recommendation to the Board of Directors.
Motion By:	Member Marja Byers
Second By:	Member Fred Evander
Vote:	Motion Passed Unanimously Members Jim Row, Marja Byers, Beth Schmidt, Fred Evander, Kimberly Dwyer, Kyle Miller, Stephen Dobrinich (Virtual), and Steve Anderson all voting in favor of.

2. Vice-Chair Nomination

Member Jim Row nominated Marja Byers as Vice-Chair. Member Byers accepted the nomination and no other nominations were noted.

Motion:	Nominate Marja Byers as Vice-Chair of the STIFAC for a term of 6 months beginning January 1, 2025 and ending December 31, 2025 and send recommendation to the Board of Directors.
Motion By:	Member Fred Evander
Second By:	Member Kimberly Dwyer
Vote:	Motion Passed Unanimously Members Jim Row, Marja Byers, Beth Schmidt, Fred Evander, Kimberly Dwyer, Kyle Miller, Stephen Dobrinich (Virtual), and Steve Anderson all voting in favor of.

D. Make Project Funding Recommendation for STIF Formula Funding

Motion:	Recommend the Board submit funding recommendations to: fully fund the population-based funding requests from Salem Area Mass Transit District, Woodburn, Silverton, and West Valley Hospital, and fund Monmouth and Independence at \$14,352.00; and fund the payroll-based funding requests from Salem Area Mass Transit District at \$19,628,272.00, City of Woodburn at \$1,332,565.00, and City of Monmouth and Independence at \$591,830.00. The surplus funding from not funding the City of Silverton, City of Canby, and SMART will be distributed proportionately among the three.
Motion By:	Member Marja Byers
Second:	Member Steve Anderson
Discussion:	Member Evander discussed the idea of funding the City of Monmouth and Independence at an additional \$100,000 and splitting the remaining available funding between Salem Area Mass Transit District, City of Woodburn, and the City of Monmouth and Independence, and proposed such amendment.

Amendment: **Member Fred Evander: Amend the distribution of remaining funds from the pay-roll based funding to provide \$100,000.00 to City of Monmouth and Independence; the remaining funds will be distributed as proposed in the original motion.**

Second: **Member Beth Schmidt.**

Amendment Passed Unanimously
Amendment Vote: **Members Jim Row, Marja Byers, Beth Schmidt, Fred Evander, Kimberly Dwyer, Kyle Miller, Stephen Dobrinich (Virtual), and Steve Anderson all voting in favor of.**

Motion Passed Unanimously
Vote: **Members Jim Row, Marja Byers, Beth Schmidt, Fred Evander, Kimberly Dwyer, Kyle Miller, Stephen Dobrinich (Virtual), and Steve Anderson all voting in favor of.**

E. Make Project Funding Recommendations for 5310 Grant Funding

Motion: **Recommend the Board submit funding recommendations to: fully fund 5310 funding requests for Salem Area Mass Transit District and City of Woodburn and fund the City of Monmouth and Independence the remainder at \$77,519.00.**

Motion By: **Member Marja Byers**

Second: **Member Kyle Miller**

Vote: **Motion Passed**
Members Jim Row, Marja Byers, Kimberly Dwyer, Kyle Miller, Stephen Dobrinich (Virtual), and Steve Anderson all voting in favor of.

Member Fred Evander voted in opposition to.
Member Beth Schmidt abstained.

V. ADJOURN

Chair Harding adjourned the meeting at 1:44 p.m.