

**Golden Crescent Regional Planning
Commission**

TRANSPORTATION PROGRAMS

**WRITTEN
MAINTENANCE PLAN**

GCRPC TRANSPORTATION PROGRAMS WRITTEN MAINTENANCE PLAN

for
DeWitt County
Victoria County
Victoria Urban

The following is a Transit Written Maintenance Plan that addresses standards for proper care and longevity of our vehicle fleet. This Plan includes, Preventive Maintenance, Repairs/Service, Defect Reporting, Employee Training, and Warranty Recovery.

I. Preventive Maintenance & Repair Procedures

These procedures apply to all Preventive Maintenance and Repairs for all GCRPC owned vehicles. Preventive Maintenance and Repairs for Leased Vehicles not owned by GCRPC will be the responsibility of the Leasor.

II. Vehicle Records/Maintenance Files

GCRPC will maintain a file on each vehicle that will consist of all Preventive Maintenance, Repairs, Warranty and Vehicle Information. All providers will utilize the Vehicle Control Sheets, and Maintenance Logs to track all repairs and preventive maintenance conducted on the vehicle. Copies of all bills associated with repairs or preventive maintenance will be filed in the appropriate vehicle file.

III. Pre and Post-Trip Inspection Reports

To be completed on all vehicles on a daily basis. For the Pre-Trip, before the vehicle is used in service, and for Post-Trips, at the end of the drivers shift. Note each item in the list as 'Good' or 'Bad' in the appropriate column. If the item needs attention write what the problem is in the problem detected section and initial. If the driver discovers a problem during the Pre-Trip inspection, the driver and Fleet Manager should determine if it is a safety problem. If the problem is safety related the problem will be corrected immediately. If the problem indicates the vehicle cannot be operated safely,

the vehicle will be immediately grounded until the problem is resolved and the vehicle can be operated safely. All other problems will be addressed according to the "Priority of Maintenance" listed below. Any item needing attention must be noted on the Pre-Trip and/or Post Trip, and followed up by submitting both completed and stapled forms to the Fleet Manager.

Drivers should not report the routine application of fluids on their Pre-Trip Form. Nor should flashlights be noted. This is a correctable issue. Only non-correctable flashlight issues should be noted.

Special Note: Vehicles with very rare occasional use will continue to use the Pre-Trip form used in earlier versions of the Maintenance Plan. The same is true for leased rental vehicles (such as Mini-Vans used from Firestone). No Post-Trip requirements apply. Still, drivers are advised to use common sense and eyes and ears to report of any problems encountered while in service.

IV. Repairs

All repair requests will be evaluated and assigned a category level based upon a grading system, known as the "Priority of Maintenance", as shown below.

Safety Defect – Vehicle immediately grounded and removed from service pending resolution of the problem, the vehicle will be scheduled for the earliest possible shop opening. This is reserved for situations where the vehicle cannot be safely driven.

Mechanical Defect – Vehicle immediately grounded and removed from service pending resolution of the problem, the vehicle will be scheduled for the earliest possible shop opening. This is reserved for situations where the vehicle cannot be driven without worsening and increasing substantially the repair cost.

Elective Mechanical Defect – Situation renders the vehicle safe to operate, but warrants further monitoring, with the driver advising on any further deterioration of the situation. The vehicle is earmarked for earliest shop opening, or to coincide with next Preventative Maintenance appointment, depending upon the severity.

Elective or Cosmetic – Item is cosmetic, and can be addressed concurrent with the next Preventative Maintenance appointment.

The Fleet Manager has the option to personally investigate any claims to determine if the problem is valid, in order to avoid superfluous and unnecessary burdens associated with the vacancy caused by the removal of a Transit vehicle from service. Such determinations will be listed with explanations on the driver's Pre-Trip or Post-Trip report and initialed.

V. Preventive Maintenance Plan & Schedule

The Preventive Maintenance Plan & Schedule is designed to provide an adequate level of Preventive Maintenance for all fleet vehicles. The schedule consists of, Oil Change PM (Every 3000 Miles), for those vehicles using a clean Fuel By-Pass System oil changes may vary (See Section VIII and IX) Level A (every 12000 miles) and Level B (annual or every 30K miles). The recommended intervals will be based on vehicle mileage Except a Level B which is done annually (or every 30k miles). Diesel buses schedule consists of, Oil Change PM (Every 5000 Miles), Level A (every 15000 miles) and Level B (annual or every 30K miles).

Preventative Maintenance should be attempted within the assigned interval, but allowances for a +10% mileage "grace period" are given by the Federal Transit Administration.

VI. Driver Training & Orientation-Maintenance Plan

All drivers will be oriented and trained on the Purpose and shown how to follow the Maintenance Plan and perform minor maintenance on their vehicles which include: adding fluids as needed, care & cleaning of exterior and interior of vehicle, parking vehicles, & fueling.

VII. Replacement of Vehicles Due To Maintenance Constraints

All Transit Buses that have been grounded or removed for maintenance should be replaced if possible, to prevent extended disruption to the bus-riding public. All vehicles needing to be replaced will follow the following order:

1. Attempt to replace using spare or unutilized vehicle from the fleet, or redistribute vehicle assignments, if CDL status is at issue.
2. Contact Enterprise for Mini-van, car, or SUV rental, depending on situation.
3. Make reasonable efforts to contact other Rental service agencies, such as other vendors, and car dealerships regarding a temporary replacement.
4. If no replacements are found, the fleet will operate in a diminished state until an adequate replacement can be found, or the vehicle has been serviced and the problem resolved.

In such cases a Driver may be assigned to other tasks in the office, or otherwise, or else temporarily relieved of duty until the vehicle has been repaired.

VIII. Clean Fuel By-Pass Systems

Clean Fuel By-Pass Systems are designed to filter oil down more effectively than conventional oil filters. These by-pass systems reduce dirt and contaminants and eliminate water down to less than .05 percent without removing desirable elements. It also provides continuous protection from normal engine wear. Mileage for oil changes may fluctuate based on oil analysis and what is recommended by the vendor. Proper oil analyses are to be performed before and after installation which will indicate the life of the oil. Because the fluid is being recycled, longer drain intervals are permitted.

IX. Fuel Vapor Enhancer Systems

Fuel Vapor Systems enhance fuel usage. The fuel passes through the unit and increases the vapor pressure through a catalytic reaction which breaks up the hydrocarbon chains of the fuel. The injectors are then able to make a finer spray of fuel in the combustion chamber. This creates a more complete burn of the fuel while it increases performance, lowering emissions and saving fuel.

GCRPC Transportation Programs
**PREVENTIVE MAINTENANCE/
REPAIR PROCEDURES**

The following procedures will be followed for all preventive maintenance and repairs of GCRPC owned vehicles:

I. Pre-Trip Inspection:

A Pre-Trip Inspection will be completed on all vehicles, before the vehicle has begun its route (see Forms for a copy of the Pre-Trip Schedule). All information and items will be checked.

Each Vehicle has a Pre-Trip Book assigned specifically to that Vehicle. Each book has enough forms for a driver to complete a total of 30 Pre-Trip inspections, or to last approximately one month. Drivers are responsible for filling in the Pre-Trip Reports completely and turning them in at the end of their shift, along with a completed Post-Trip Report.

Each Pre-Trip form has 3 copies, a White, Yellow and Pink Copy. The white copy stays inside the book at all times and is never detached. The Yellow and Pink copies are to be detached and stapled to their respective colors on the corresponding Post Trip inspection (For example, a Pink Pre-Trip copy is to be stapled to the corresponding Post-Trip copy). Pink AND Yellow copies are to be turned into the Fleet Managers office at the end of each shift, regardless if it is a Full-time or Part-time shift. Any driver that drives a bus must complete both a Pre and Post-Trip inspection form for each vehicle and it must be turned in to the Fleet Managers office.

Each page on the Pre-Trip and Post-Trip is stamped with a specific number on the upper right portion of the page. Your Post-Trip and Pre-Trip Books have the same matching numbers. It is important that the numbers match on your stapled copies. If they do not, for any reason, it means that either, the books themselves are not matched sets, or that the previous driver did not fill out their Post or Pre-Trip properly. In each case it is the drivers'

responsibility to notify the Fleet Manager of the situation so that it can be corrected before further mistakes are perpetuated.

On the Pre-Trip form the driver certifies whether the vehicle is safe for operation. IF for any reason the driver certifies that the vehicle is not safe for operation they must:

1. Not drive the vehicle.
2. Immediately inform a Supervisor or Fleet Manager as to the condition of the vehicle so that appropriate actions can be taken.

At the end of a Pre-Trip book, when there are no more forms to fill out, the Driver must inform the Fleet Manager, at which time another Pre and Post-Trip book will be issued. The Pre and Post-Trip Books must remain in the vehicle at all times, and stored in place that is easy to locate. If the driver detects a problem, he/she will note it on the pre-trip inspection report and then report it to the Fleet Manager immediately so that repairs can be acted upon.

II. Post Trip Reports:

A Post-Trip Inspection will be completed on all vehicles, when the vehicle completes service for that day, (see Forms for a copy of the Post-Trip Schedule). All information and items will be checked. However, the Post Trip is most concerned with **observations** made by the Driver during the day, and any status changes with the vehicles mechanical or safety systems must be reported on the Post-Trip.

Each Vehicle has a Post-Trip Book assigned specifically to that Vehicle. Each book has enough forms for a driver to complete a total of 30 Post-Trip inspections, or to last approximately one month. Drivers are responsible for filling in the Post-Trip Reports completely and turning them in at the end of their shift, along with a completed Pre-Trip Report. Each Post-Trip form has 3 copies, a White, Yellow and Pink Copy. The white copy stays inside the book at all times and is never detached. The Yellow and Pink copies are to be detached and stapled to their respective colors on the corresponding Pre-Trip inspection (For example, a Pink Post-Trip copy is to be stapled to the corresponding Pre-Trip copy). Pink AND Yellow copies are to be turned into the Fleet Managers office at the end of each shift, regardless if it is a Full-time or Part-time shift.

Any driver that drives a bus must complete both a Pre and Post-trip inspection form for that bus, and it must be turned in to the Fleet Managers office. Each page on the Pre-Trip and Post-Trip is stamped with a specific number on the upper right portion of the page. Your Post-Trip and Pre-Trip Books have the same matching numbers. It is important that the numbers match on your stapled copies. If they do not, for any reason, it means that either, the books themselves are not matched sets, or that a previous driver may not have filled out their Post or Pre-Trip properly. In each case it is the driver's responsibility to notify the Fleet Manager of the situation so that it can be corrected before further mistakes are perpetuated.

On the Post Trip form the driver certifies whether the vehicle is safe for operation. IF for any reason the driver certifies that the vehicle is not safe for operation they must:

1. Not drive the vehicle.
2. Immediately inform a Driver Supervisor or Fleet Manager as to the condition of the vehicle so that appropriate actions can be taken.

At the end of a Post-Trip book, when there are no more forms to fill out, the Driver must inform the Fleet Manager, at which time another Pre and Post-Trip book will be issued. The Pre and Post-Trip Books must remain in the vehicle at all times, and stored in place that is easy to locate. If the driver detects a problem, he/she will note it on the Pre/Post-Trip and then report it to the Fleet Manager immediately so that repairs can be acted upon.

III. Pass/Fail Requirements Concerning Vehicle Inspection:

If the driver discovers a problem during the pre-trip inspection, the Driver and Fleet Manager together should determine if it is a safety problem, with the Fleet Manager making the final determination. If the problem is safety or mechanically related to where the vehicle cannot be operated safely even in a reduced temporary capacity, the problem should be corrected immediately. If the problem is not, the repair will be handled according to the Priority of Maintenance.

IV. Who will complete Preventive Maintenance?

The Driver is responsible for doing minor preventive maintenance, which is not limited to: adding oil & fluids when necessary, adding air to tires, cleaning of interior and exterior of vehicle, refilling other supplies as necessary.

A local mechanic or vehicle repair shop will complete Preventive Maintenance and Repairs.

Note: Preventive Maintenance on non-owned leased vehicles will be the responsibility of the leasor. GCRPC's Fleet Manager will coordinate the maintenance and repair of these vehicles with the leasor.

V. Who is Responsible for ensuring that Maintenance & Repairs are completed?

GCRPC's Fleet Manager is responsible for ensuring that the Preventive Maintenance Schedule and Repairs are completed and that all required documentation is completed and filed. The Fleet Manager is also responsible for ensuring that all Pre-Trip Inspections are conducted on all GCRPC owned and non-owned leased vehicles. All repairs will be completed according to the Priority of Maintenance, and Preventive Maintenance will be followed according to the Levels Schedule.

VI. Warranty Recovery

Warranties for any Repairs and/or Major Part Purchases (i.e. Alternator, Tire purchases, etc.) will be recovered. A log of all warranties will be kept which identifies the item, warranty period, and any limitations. In many cases, with Commercial-use vehicles such as buses, there are no warranties given upon replacement parts, and if there are, there are no warranty forms, and the item is identified as a warranty-replaceable item through our distributor when the failed part is reported, and replaced.

VII. Forms

1. Daily Pre-Trip Inspection Form
2. Daily Post-Trip Inspection Form
3. Vehicle Maintenance Record
4. Vehicle Control Sheet
5. Oil Change – PM Form (every 3000 miles) Diesel (every 5000)
6. Level A – PM Form (every 12000 miles) Diesel (every 15000)
7. Level B – Annual PM Form (done annually or every 30k miles)
8. Hydraulic Wheelchair Lift PM Form (PM to be done every time a Level A PM is conducted, and on Level B Annual PM)

VIII. INVENTORY

List of GCRPC owned and non-owned vehicles for its 5311 Rural Transportation Program and its 5307 Urban Transit Program.

**GCRPC RTRANSIT/VICTORIA TRANSIT
PREVENTIVE MAINTENANCE PLAN & SCHEDULE**

Note: All items checked should be replaced if needed.

OIL CHANGE ONLY – EVERY 3000 MILES, Diesel (every 5000)

- o Change Oil & Filter

LEVEL A – EVERY 12000 MILES, Diesel (every 15000)

- o Change Oil & Filter
- o Inspect and Rotate Tires
- o Inspect Electrical System
- o Service All Fluid Levels
- o Check Windshield Wiper Blades
- o Lubricate Chasis and Doors
- o Check A/C
- o Check Hoses
- o Check Fire Extinguishers
- o Check Belts
- o Check Brakes
- o Check Lights
- o Check, clean air filter, replace if necessary

LEVEL B – ANNUAL (OR 30K MILES)

- o All Items in Level A
- o Change Fuel Filter
- o Complete Engine Tune-Up
- o Test Engine Compression
- o Replace Air Cleaner/Filter
- o Check Coolant PH
- o Inspect and Repack Wheel Bearings
- o Extensive Check of Brakes
- o Change Rear Axle Lubricant
- o Change Transmission Oil & Filter

**GCRPC WHEELCHAIR LIFT
PREVENTIVE MAINTENANCE PLAN & SCHEDULE**

DONE WITH EVERY LEVEL A PM, and B PM

INSPECT, REPLACE, AND/OR REPAIR:

- Pivot Points
- Hinges
- Retaining Devices (snap rings, nuts, washers, and flanges)
- Bridge Plates
- Springs
- Latches
- Pressure Plates & Switches
- Hydraulic Fluid
- Mounting Bolts or Screws
- Cycle Lift so that it moves smoothly, no jerking or stopping
- Securement Devices & Belts
- Securement Slots

Golden Crescent Regional Planning Commission
 1908 North Laurent, Suite 110, Victoria Texas 77901
 361-578-8775 or fax 361-580-3206
 Contact Person: Fleet Manager

DATE: _____ PURCHASE ORDER# _____ RURAL _____ URBAN _____
 ODOMETER READING: _____ GCRPC ID# _____ LICENSE _____
 PLATE# _____

PREVENTIVE MAINTENANCE SCHEDULE
HYDRAULIC WHEELCHAIR LIFTS

TO BE PERFORMED WITH EVERY LEVEL A PM AND LEVEL B

- | | | | |
|--|--|-----------------------------------|-----------------------------------|
| Pivot Points | <input type="checkbox"/> Inspected | <input type="checkbox"/> Replaced | <input type="checkbox"/> Repaired |
| Hinges | <input type="checkbox"/> Inspected | <input type="checkbox"/> Replaced | <input type="checkbox"/> Repaired |
| Retaining Devices
(Snap rings, nuts, washers, and flanges) | <input type="checkbox"/> Inspected | <input type="checkbox"/> Replaced | <input type="checkbox"/> Repaired |
| Bridge Plates | <input type="checkbox"/> Inspected | <input type="checkbox"/> Replaced | <input type="checkbox"/> Repaired |
| Springs | <input type="checkbox"/> Inspected | <input type="checkbox"/> Replaced | <input type="checkbox"/> Repaired |
| Latches | <input type="checkbox"/> Inspected | <input type="checkbox"/> Replaced | <input type="checkbox"/> Repaired |
| Pressure Plates & Switches | <input type="checkbox"/> Inspected | <input type="checkbox"/> Replaced | <input type="checkbox"/> Repaired |
| Hydraulic Fluid | <input type="checkbox"/> Inspected | <input type="checkbox"/> Replaced | <input type="checkbox"/> Repaired |
| Mounting Bolts & Screws | <input type="checkbox"/> Inspected | <input type="checkbox"/> Replaced | <input type="checkbox"/> Repaired |
| Cycle Lift
(So that it moves smoothly, no jerking or stopping.) | <input type="checkbox"/> Inspected | <input type="checkbox"/> Replaced | <input type="checkbox"/> Repaired |
| Securement Devices & Belts | <input type="checkbox"/> Inspected | <input type="checkbox"/> Replaced | <input type="checkbox"/> Repaired |
| Securement Slots | <input type="checkbox"/> Inspected/Cleaned | <input type="checkbox"/> Replaced | <input type="checkbox"/> Repaired |
| Other _____ | <input type="checkbox"/> Inspected | <input type="checkbox"/> Replaced | <input type="checkbox"/> Repaired |
| Other _____ | <input type="checkbox"/> Inspected | <input type="checkbox"/> Replaced | <input type="checkbox"/> Repaired |

COMMENTS:
 WHEELCHAIR LIFT SCHEDULE COMPLETED BY
 Name/Mechanic): _____

Golden Crescent Regional Planning Commission
 1908 North Laurent, Suite 110, Victoria Texas 77901
 361-578-8775 or Fax at 361-580-3206
 Contact Person: Fleet Manager

DATE _____ PO# _____ RURAL _____ URBAN _____
 ODOMETER READING _____ GCRPC ID# _____ LP# _____

PREVENTATIVE MAINTENANCE SCHEDULE
LEVEL A - EVERY 12000 MILES

Please complete the following information and attach with invoice

Oil & Filter	<input type="checkbox"/> Change	<input type="checkbox"/> N/A
Chassis & Doors	<input type="checkbox"/> Lubricate and Inspect	<input type="checkbox"/> N/A
Electrical System	<input type="checkbox"/> Inspect	<input type="checkbox"/> Indicate if Problem
Brake Fluid	<input type="checkbox"/> Inspect	<input type="checkbox"/> Filled <input type="checkbox"/> N/A
Brake/Clutch Fluid	<input type="checkbox"/> Inspect	<input type="checkbox"/> Filled <input type="checkbox"/> N/A
Differential Fluid	<input type="checkbox"/> Inspect	<input type="checkbox"/> Filled <input type="checkbox"/> N/A
Transmission Fluid	<input type="checkbox"/> Inspect	<input type="checkbox"/> Filled <input type="checkbox"/> N/A
Transaxle Fluid	<input type="checkbox"/> Inspect	<input type="checkbox"/> Filled <input type="checkbox"/> N/A
Power Steering	<input type="checkbox"/> Inspect	<input type="checkbox"/> Filled <input type="checkbox"/> N/A
Washer Fluid	<input type="checkbox"/> Inspect	<input type="checkbox"/> Filled <input type="checkbox"/> N/A
Wiper Blades	<input type="checkbox"/> Inspect	<input type="checkbox"/> Filled <input type="checkbox"/> N/A
Air Filter	<input type="checkbox"/> Inspect	<input type="checkbox"/> Filled <input type="checkbox"/> N/A
Belts	<input type="checkbox"/> Inspect and Adjust	<input type="checkbox"/> Replaced
Brakes	<input type="checkbox"/> Inspect and Adjust	<input type="checkbox"/> Replace Linings RF LF RR LR
Lights	<input type="checkbox"/> Inspect	<input type="checkbox"/> Replaced _____
Mirrors	<input type="checkbox"/> Inspect	<input type="checkbox"/> Replaced _____
Air Conditioning System	<input type="checkbox"/> Inspect	<input type="checkbox"/> Other _____
Hoses	<input type="checkbox"/> Inspect	<input type="checkbox"/> Replaced _____
Tires	<input type="checkbox"/> Inspect and Rotate	<input type="checkbox"/> Replace Tire(s) RF LF RR LR

Comments: _____

Level A - SCHEDULE COMPLETED BY _____

Golden Crescent Regional Planning Commission
 1908 North Laurent, Suite 110, Victoria Texas 77901
 361-578-8775 or Fax at 361-580-3206
 Contact Person: Fleet Manager

DATE _____ PO# _____ RURAL _____ URBAN _____
 ODOMETER READING _____ GCRPC ID# _____ LP# _____

PREVENTATIVE MAINTENANCE SCHEDULE
LEVEL B - ANNUAL or 30K MILES

Please complete the following information and attach with invoice

- | | | |
|-----------------------------|--|--|
| Oil & Filter | <input type="checkbox"/> Change | <input type="checkbox"/> N/A |
| Chassis & Doors | <input type="checkbox"/> Lubricate and Inspect | <input type="checkbox"/> N/A |
| Electrical System | <input type="checkbox"/> Inspect | <input type="checkbox"/> Indicate if Problem |
| Brake Fluid | <input type="checkbox"/> Inspect <input type="checkbox"/> Filled | <input type="checkbox"/> N/A |
| Brake/Clutch Fluid | <input type="checkbox"/> Inspect <input type="checkbox"/> Filled | <input type="checkbox"/> N/A |
| Differential Fluid | <input type="checkbox"/> Inspect <input type="checkbox"/> Filled | <input type="checkbox"/> N/A |
| Transmission Fluid | <input type="checkbox"/> Inspect <input type="checkbox"/> Filled | <input type="checkbox"/> N/A |
| Transaxle Fluid | <input type="checkbox"/> Inspect <input type="checkbox"/> Filled | <input type="checkbox"/> N/A |
| Power Steering | <input type="checkbox"/> Inspect <input type="checkbox"/> Filled | <input type="checkbox"/> N/A |
| Washer Fluid | <input type="checkbox"/> Inspect <input type="checkbox"/> Filled | <input type="checkbox"/> N/A |
| Wiper Blades | <input type="checkbox"/> Inspect <input type="checkbox"/> Changed | <input type="checkbox"/> N/A |
| Air Filter | <input type="checkbox"/> Inspect <input type="checkbox"/> Changed | <input type="checkbox"/> N/A |
| Belts | <input type="checkbox"/> Inspect and Adjust | <input type="checkbox"/> Replaced |
| Brakes | <input type="checkbox"/> Inspect and Adjust | <input type="checkbox"/> Replace Linings RF LF RR LR |
| Lights | <input type="checkbox"/> Inspect | <input type="checkbox"/> Replaced _____ |
| Mirrors | <input type="checkbox"/> Inspect | <input type="checkbox"/> Replaced _____ |
| Air Conditioning System | <input type="checkbox"/> Inspect | <input type="checkbox"/> Other _____ |
| Hoses | <input type="checkbox"/> Inspect | <input type="checkbox"/> Replaced _____ |
| Tires | <input type="checkbox"/> Inspect and Rotate | <input type="checkbox"/> Replace Tire(s) RF LF RR LR |
| Transmission Oil and Filter | <input type="checkbox"/> Inspect <input type="checkbox"/> N/A | |
| Wheel Bearings | <input type="checkbox"/> Inspect and repack | <input type="checkbox"/> N/A |
| Rear Axle Lubricant | <input type="checkbox"/> Change <input type="checkbox"/> N/A | |
| Fuel Filter | <input type="checkbox"/> Replace <input type="checkbox"/> N/A | |
| Engine Tune Up | <input type="checkbox"/> Complete <input type="checkbox"/> Other _____ | |
| Engine Compression | <input type="checkbox"/> Test <input type="checkbox"/> Other _____ | |
| Coolant PH | <input type="checkbox"/> Check <input type="checkbox"/> N/A | |

Level B - SCHEDULE COMPLETED BY _____

Golden Crescent Regional Planning Commission
1908 North Laurent, Suite 110, Victoria Texas 77901
361-578-8775 or Fax at 361-580-3206
Contact Person: Fleet Manager

DATE _____ PO# _____ RURAL _____ URBAN _____
ODOMETER READING _____ GCRPC ID# _____ LP# _____

PREVENTATIVE MAINTENANCE SCHEDULE
OIL CHANGE – EVERY 3000 MILES

Please complete the following information and attach with invoice

Oil & Filter

Oil and Filter Changed

Comments: _____

Oil Change - SCHEDULE COMPLETED BY

Golden Crescent Regional Planning Commission

P.O. Box 4085, Victoria TX 77903-4085

361-578-8775 or Fax at 361-580-3206

Contact Person: Fleet Manager

DATE _____ PO# _____ RURAL _____ URBAN _____
 ODOMETER READING _____ GCRPC ID# _____ LP# _____

(Diesel) PREVENTATIVE MAINTENANCE SCHEDULE

LEVEL A - EVERY 15000 MILES

Please complete the following information and attach with invoice

- | | | |
|-------------------------|--|--|
| Oil & Filter | <input type="checkbox"/> Change | <input type="checkbox"/> N/A |
| Fuel Filter | <input type="checkbox"/> Replace | <input type="checkbox"/> N/A |
| Chassis & Doors | <input type="checkbox"/> Lubricate and Inspect | <input type="checkbox"/> N/A |
| Electrical System | <input type="checkbox"/> Inspect | <input type="checkbox"/> Indicate if Problem |
| Brake Fluid | <input type="checkbox"/> Inspect | <input type="checkbox"/> Filled <input type="checkbox"/> N/A |
| Differential Fluid | <input type="checkbox"/> Inspect | <input type="checkbox"/> Filled <input type="checkbox"/> N/A |
| Transmission Fluid | <input type="checkbox"/> Inspect | <input type="checkbox"/> Filled <input type="checkbox"/> N/A |
| Power Steering | <input type="checkbox"/> Inspect | <input type="checkbox"/> Filled <input type="checkbox"/> N/A |
| Washer Fluid | <input type="checkbox"/> Inspect | <input type="checkbox"/> Filled <input type="checkbox"/> N/A |
| Wiper Blades | <input type="checkbox"/> Inspect | <input type="checkbox"/> Filled <input type="checkbox"/> N/A |
| Air Filter | <input type="checkbox"/> Inspect | <input type="checkbox"/> Filled <input type="checkbox"/> N/A |
| Belts | <input type="checkbox"/> Inspect and Adjust | <input type="checkbox"/> Replaced |
| Brakes | <input type="checkbox"/> Inspect and Adjust | <input type="checkbox"/> Replace Linings RF LF RR LR |
| Lights | <input type="checkbox"/> Inspect | <input type="checkbox"/> Replaced _____ |
| Mirrors | <input type="checkbox"/> Inspect | <input type="checkbox"/> Replaced _____ |
| Air Conditioning System | <input type="checkbox"/> Inspect | <input type="checkbox"/> Other _____ |
| Hoses | <input type="checkbox"/> Inspect | <input type="checkbox"/> Replaced _____ |
| Tires | <input type="checkbox"/> Inspect and Rotate | <input type="checkbox"/> Replace Tire(s) RF LF RR LR |

Comments: _____

Level A - SCHEDULE COMPLETED BY _____

Golden Crescent Regional Planning Commission

P.O. Box 4085, Victoria TX 77903-4085

361-578-8775 or Fax at 361-580-3206

Contact Person: Fleet Manager

DATE _____ PO# _____ RURAL _____ URBAN _____
 ODOMETER READING _____ GCRPC ID# _____ LP# _____

(Diesel) PREVENTATIVE MAINTENANCE SCHEDULE
LEVEL B – ANNUAL or 30,000 MILES

Please complete the following information and attach with invoice

- | | | |
|------------------------------------|---|--|
| Oil & Filter | <input type="checkbox"/> Change | <input type="checkbox"/> N/A |
| Chassis & Doors | <input type="checkbox"/> Lubricate and Inspect | <input type="checkbox"/> N/A |
| Electrical System | <input type="checkbox"/> Inspect | <input type="checkbox"/> Indicate if Problem |
| Brake Fluid | <input type="checkbox"/> Inspect <input type="checkbox"/> Filled | <input type="checkbox"/> N/A |
| Differential Fluid | <input type="checkbox"/> Inspect <input type="checkbox"/> Filled | <input type="checkbox"/> N/A |
| Transmission Fluid | <input type="checkbox"/> Inspect <input type="checkbox"/> Filled | <input type="checkbox"/> N/A |
| Power Steering | <input type="checkbox"/> Inspect <input type="checkbox"/> Filled | <input type="checkbox"/> N/A |
| Washer Fluid | <input type="checkbox"/> Inspect <input type="checkbox"/> Filled | <input type="checkbox"/> N/A |
| Wiper Blades | <input type="checkbox"/> Inspect <input type="checkbox"/> Changed | <input type="checkbox"/> N/A |
| Air Filter | <input type="checkbox"/> Inspect <input type="checkbox"/> Changed | <input type="checkbox"/> N/A |
| Belts | <input type="checkbox"/> Inspect and Adjust | <input type="checkbox"/> Replaced |
| Brakes | <input type="checkbox"/> Inspect and Adjust | <input type="checkbox"/> Replace Linings RF LF RR LR |
| Lights | <input type="checkbox"/> Inspect | <input type="checkbox"/> Replaced _____ |
| Mirrors | <input type="checkbox"/> Inspect | <input type="checkbox"/> Replaced _____ |
| Air Conditioning System | <input type="checkbox"/> Inspect | <input type="checkbox"/> Other _____ |
| Hoses | <input type="checkbox"/> Inspect | <input type="checkbox"/> Replaced _____ |
| Tires | <input type="checkbox"/> Inspect and Rotate | <input type="checkbox"/> Replace Tire(s) RF LF RR LR |
| Transmission Oil and Filter Change | <input type="checkbox"/> Change | <input type="checkbox"/> N/A |
| Wheel Bearings | <input type="checkbox"/> Inspect and repack | <input type="checkbox"/> N/A |
| Rear Axle Lubricant | <input type="checkbox"/> Change | <input type="checkbox"/> N/A |
| Coolant PH | <input type="checkbox"/> Check | <input type="checkbox"/> N/A |

Level B - SCHEDULE COMPLETED BY _____

Golden Crescent Regional Planning Commission

1908 North Laurent, Suite 110, Victoria Texas 77901

361-578-8775 or Fax at 361-580-3206

Contact Person: Fleet Manager

DATE _____ PO# _____ RURAL _____ URBAN _____
ODOMETER READING _____ GCRPC ID# _____ LP# _____

(Diesel) PREVENTATIVE MAINTENANCE SCHEDULE

OIL CHANGE - EVERY 5000 MILES

Please complete the following information and attach with invoice

Oil & Filter

Oil and Filter Changed

Comments: _____

Oil Change - SCHEDULE COMPLETED BY
