

Department of Transportation  
**Division of Public Transit**



# **Project Guide**

**SECTION 5310  
PROJECT GUIDE**

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**JULY, 2010**

## INTRODUCTION

Title 49 U.S.C. 5310 (CFDA Number 20.513) authorizes a formula grant assistance program for the special needs of elderly individuals and individuals with disabilities. The Federal Transit Administration (FTA), as well as, the West Virginia Division of Public Transit, refers to this program as "the Section 5310 Program." FTA, on behalf of the U.S. Secretary of Transportation, apportions the funds appropriated annually to the States based on an administrative formula that considers the number of elderly individuals and individuals with disabilities in each state.

The goal of the Section 5310 program is to improve mobility for elderly individuals and individuals with disabilities throughout the country. Towards this goal, FTA provides financial assistance for transportation services planned, designed and carried out to meet the special transportation needs of elderly individuals and individuals with disabilities in all areas - urbanized, small urban, and rural. The program requires coordination with other federally assisted programs and services in order to make the most efficient use of Federal resources.

Eligible applicants include (1) private non-profit organizations, if public transportation service provided by State and local governmental authorities is unavailable, insufficient, or inappropriate; (2) governmental authorities that certify to the Governor that no non-profit organizations are readily available in an area to provide the special services; and (3) governmental authorities approved by the State to coordinate services for elderly individuals and individuals with disabilities.

Section 5310 funds are available for the purchase of equipment such as handicapped accessible vans and communication equipment used in transportation of elderly individuals and individuals with disabilities. Transportation services can be provided to the general public after the needs of the elderly individuals and individuals with disabilities are met. Section 5310 funds are available on an 80% federal, 20% local matching basis.

Applying agencies must demonstrate that they have the resources to provide operating expenses for the life of the equipment and the managerial capabilities to carry out the project. The Section 5310 program is jointly administered by the FTA and West Virginia Department of Transportation, Division of Public Transit (DPT).

The Section 5310 Program Project Guide has been prepared to provide agencies receiving funding with information and guidance on the Section 5310 Program. Included is information on how to comply with program rules and regulations, preventative maintenance requirements and reporting requirements. If you have any questions concerning the Section 5310 Program, please contact:

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## GENERAL INFORMATION

### A. SECTION 5310 PROGRAM

The Section 5310 Program provides funds for the purchase of equipment for use in transporting elderly individuals and individuals with disabilities. Section 5310 funds are available on an 80% federal, 20% local matching basis.

The program is jointly administered by the Federal Transit Administration (FTA) and the West Virginia Department of Transportation, Division of Public Transit (DPT). Applications are released annually with approved applicants becoming part of the State of West Virginia's annual Section 5310 Application that is submitted to FTA.

### B. ELIGIBLE APPLICANTS

Any private non-profit organization that desires to provide transportation services for elderly individuals and individuals with disabilities is eligible to apply for funds. Private and non-profit organizations are defined in the following manner:

**Private:** non-public, to wit: bodies which are not municipalities or other political subdivisions of states; are not public agencies or instrumentalities of one or more states, are not Indian tribes (except private non-profits that are formed by Indian tribes); are not public corporations, boards or commissions established under the laws of any state; or are not subject to control by public authority, state or municipal.

**Non-Profit Organization:** a corporation or association determined by the Secretary of the Treasury to be an organization described by 26 U.S.C. Section 501(c) which is exempt from taxation under 26 U.S.C. Section 501(a) or one which has been determined under State law to be non-profit and for which the designated state agency has received documentation certifying the status of the non-profit organization.

Section 5310 funds may also go to **governmental authorities** that certify to the Governor that no non-profit corporations or associations are readily available in an area to provide the special services; and governmental authorities approved by the State to coordinate services for elderly individuals and individuals with disabilities. Local governmental authorities eligible to apply for Section 5310 funds are coordinators of services for elderly individuals and individuals with disabilities designated by the State to coordinate human service activities in a particular area.

Governmental authorities certifying that there are no non-profit organizations readily available in an area to provide Section 5310 service must demonstrate through a survey and a written plan that all avenues have been exhausted in trying to locate a readily available non-profit organization. Approval to apply for a Section 5310 vehicle would have to be given prior to the grant application cycle.



**Governmental authorities** (FTA Section 5307 or 5311 recipients) requesting designation from the State as the coordinator of services for elderly individuals and individuals with disabilities must apply for approval to submit a Section 5310 application prior to the start of the annual grant application cycle. NOTE: Section 5307 recipients must coordinate with private non-profit providers of services under Section 5310.

A public body is subject to all of the State of West Virginia Section 5310 requirements. The Director of the Division of Public Transit reserves the right to waive or change any requirements or policies relating to public bodies that would best serve the interests of the State and/or the program.

### **Exceptions**

Because of the responsibilities of public transportation providers under the Americans with Disabilities Act (ADA), the Division is reluctant to accept any applications for the expansion of services in counties that currently have public transit providers. Should an agency want to expand services in one of these counties, they should submit a one page description of the project prior to the annual grant application cycle for review by the Division. Additionally, they will need to provide a letter of support for the project from the local public transit provider.

Given the various funding resources available to private non-profit hospitals and nursing homes, the state has determined that these agencies will not be considered for funding under the Section 5310 Program.

Due to limited funds, any applicant that has received funding in the last two grant cycles must set out at least one funding cycle. If additional funding becomes available, this policy may be changed at the discretion of the Director of the Division of Public Transit.

## **C. COORDINATION AND LOCALLY DEVELOPED PUBLIC TRANSIT- HUMAN SERVICES TRANSPORTATION PLANS**

Lack of transportation can be a major obstacle for individuals with disabilities, older adults, children and youth, and other populations that need various social and health services. Interagency partnerships are essential to coordinate travel needs to help increase the quality of life for these populations, as well as, for the agencies to provide their services effectively and efficiently. A major goal of coordination is to provide more rides for targeted populations using the same or fewer assets.

Federal transit law, as amended by SAFETEA-LU, requires locally developed coordinated public transit human services transportation plans as a condition for funding under the FTA Elderly Individuals and Individuals With Disabilities (Section 5310), Job Access and Reverse Commute (JARC) (Section 5316), and New Freedom (Section 5317) grant programs.



By identifying both the transportation needs and issues of a particular area and the transportation services to meet these needs, locally developed coordinated plans can help reduce or eliminate many transportation problems such as duplication of services and underutilization of resources and actually help extend or expand service to meet unmet transportation needs.

In compliance with 49 U.S.C. 5310(d)(2)(B) and Subsection 3012(b)(2) of SAFETEA-LU, the Division of Public Transit must certify that: (1) projects it has selected or will select for assistance under Sections 5310, 5316 and 5317 programs were derived from a locally developed, coordinated public transit-human services transportation plan; and (2) the plan was developed through a process that included representatives of public, private, and non-profit transportation and human services providers and participation by the public.

Coordination plans have been prepared for the State's eleven planning and development regions and metropolitan planning areas. Plan updates are prepared approximately every four years. Section 5310, 5316 and 5317 applicants should participate in any coordination meetings, development of plans or on-going plan updates. Additionally, each agency should coordinate its services to the maximum extent feasible.

Another step taken by the Division to foster coordination is the policy of funding only one agency per county that provides transportation services for a particular client group. The local agencies meet and come to an agreement on which one will apply for Section 5310 funding. The agreed upon agency becomes the permanent Section 5310 applicant for the client group. The Division does not consider any applications from an area that has not met this requirement.

#### **D. SIGN-OFF PROCESS**

The sign-off process ensures that all transportation providers in an area have been notified that an agency is applying for a Section 5310 Grant if requesting an expansion vehicle. Agencies are required to seek sign-offs from all organizations, both private and public, including head start providers, which provide transportation services in their proposed service area. This allows the transportation providers a fair and timely opportunity to participate, to the maximum extent feasible, in the development of the transportation program and in the provision of any special transportation services for elderly individuals and individuals with disabilities. No application is scored without the correct sign-off and coordination documentation.

Agencies funded by the Section 5310 Program are required to provide transportation services to the elderly and disabled persons as proposed in their Section 5310 Application. The transportation services are to be provided as stated in sign-off letters mailed to all transportation providers in the agency's proposed service area. **The Division of Public Transit is to be notified prior to any changes being made in a Section 5310 vehicle's service area.**



## E. PROJECT SELECTION

Once an agency has submitted their application to the Division of Public Transit, it is reviewed for completeness. The application is then scored based on need, vehicle utilization, coordination efforts, fiscal and managerial capabilities and the proposed operating plan. Past recipients reporting performance is taken into consideration in any funding request. Points are deducted from an agency's application score for late monthly reports. This system is explained in Section II, Late Monthly Reports of the Project Guide.

If an application has missing documentation, the agency is given an opportunity to submit the omitted documents with penalty points being deducted. This **does not** include missing coordination documentation (sign-offs, objections resolved, resolved Public Service Commission complaints) or a positive Local Intergovernmental Review. No application is considered for funding without a positive Local Intergovernmental Review or proper sign-off and coordination documentation.

Applications received after the grant application deadline, are considered for funding **only** after all other on-time requests have been met.

The application scores are then ranked from highest to lowest and the agencies receiving the highest scores are included in the State's consolidated application submitted to FTA. Due to sharp price increases in equipment cost, some agencies may be placed on a tentative funding list awaiting the actual equipment prices.

Equipment prices will determine whether an agency can be funded. An agency's placement on the tentative funding list is determined by the agency's score on their Section 5310 Application.

## F. ELIGIBLE PASSENGERS

Section 5310 vehicles are for transporting elderly individuals and individuals with disabilities.

**Elderly Individuals** include, at a minimum, all persons 65 years of age or older. Grantees may use a definition that extends eligibility for service to younger (e.g., 62 and older, 60 and over) persons.

**Individual With a Disability** means an individual who, because of illness, injury, age, congenital malfunction, or other incapacity or temporary or permanent disability (including an individual who is a wheelchair user or has semi-ambulatory capability), cannot use effectively, without special facilities, planning, or design, public transportation service or a public transportation facility. 49 U.S.C. 5302(a)(5)

A disability substantially limits one or more of the major life activities of such an individual. It also includes a record of such impairment or being regarded as having such an impairment.

An individual with a disability does not include an individual who is currently engaging in the illegal use of drugs.

**General Public** After the needs of elderly individuals and individuals with disabilities are met, the vehicle may be used for transporting the general public. The Division encourages the transporting of additional persons so that the vehicle is fully utilized. This action helps foster coordination efforts.

## **G. AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS**

Agencies providing transportation services to individuals with disabilities, including individuals who use wheelchairs, must ensure that the service offered is equivalent to the level and quality of service offered to individuals without disabilities. Equivalent service takes into consideration response time, fares, hours and days of operation, restrictions on trip purpose, geographic service area and constraints on capacity or service availability.

Agencies providing transportation services must ensure that they meet the following service provisions as required by the ADA.

1. Maintain lifts/ramps and other accessibility equipment in operative condition. **To achieve this, lifts/ramps should be cycled and tie downs checked daily.**
2. Require drivers to use accessibility features and provide assistance to passengers in the use of the equipment.
3. Deploy lifts/ramps at any designated stops.
4. Provide service to persons using respirators or portable oxygen or other mobility aids.
5. At a minimum, provide service to persons using "common wheelchairs," including "scooters" if, when measured 2 inches off the ground, they are no larger than 30 inches by 48 inches and when fully occupied weigh no more than 600 pounds. If the wheelchair lift/ramp and vehicle can accommodate a mobility device that does not meet the definition of a "common wheelchair," agencies should still provide the service.
6. Allow adequate time for vehicle boarding/disembarking.
7. Transport service animals. (Passengers are not required to provide any type of certification.)
8. Train personnel to proficiency so that they operate vehicles and equipment safely and properly and treat individuals who use the service in a respectful and courteous way.
9. Display blue accessibility symbol on all accessible vehicles.
10. Make information available in an accessible format upon request and have adequate telephone capacity, both voice and TDD.
11. Allow standees use of lifts or ramps upon request.



Agencies are required to have ADA policies and procedures established for their agency. The procedures are to include a complaint process for both passengers and employees.

## H. VEHICLE USAGE

Agencies funded under the Section 5310 Program are required to provide transportation services to elderly individuals and individuals with disabilities originally designated in their application and within the geographical area described in their Section 5310 Application for the duration of their vehicle's useful life.

### Meal Delivery for Homebound Individuals

Agencies receiving assistance under Section 5310 may coordinate and assist in regularly providing meal delivery service for homebound individuals, if the delivery service does not conflict with or reduce services to elderly individuals and individuals with disabilities as proposed in Section 5310 Application.

### In-Home Services

Providing in-home services with a Section 5310 vehicle could result in a reduction of service to and interfere with transportation services for elderly individuals and individuals with disabilities. Therefore, the Division discourages the use of vehicles for this activity.

### Incidental Usage

"Incidental use" is the use of equipment or facilities purchased under the Section 5310 Program during those periods when the equipment is not used for specific grant related purposes. This type of use is allowed, but should be kept to a minimum and **must not interfere** with any transportation services for elderly individuals and individuals with disabilities.

### Out-of-State Usage

Agencies receiving assistance under the Section 5310 Program are to use the vehicle to provide transportation services to elderly individuals and individuals with disabilities within the geographical area described in the agency's Section 5310 Application. **Out-of-state trips are strictly forbidden under the WV Section 5310 Program. Please note: Agencies located in border counties, a 50-mile radius is allowed for "incidental" trips.**

### Federal Motor Carrier Safety Administration Requirements

Agencies providing transportation services across state lines could be required to be licensed by the Federal Motor Carrier Safety Administration, as well as, meet other requirements. It is the responsibility of the agency to determine if these requirements apply to your transportation program. For more information on these requirements, an agency can contact the Federal Motor Carrier Safety Administration's Charleston Office at (304) 347-5935 or visit their web site at [www.fmcsa.dot.gov](http://www.fmcsa.dot.gov).



### Low Usage

Normally, an actively used vehicle will accrue 100,000 miles after four years of operation. However, some agencies are only accruing between 30,000 and 40,000 miles on vehicles that are seven to ten years old. The Division considers this to be low mileage and usage.

Competition for Section 5310 funds dictates that the vehicles be placed with agencies that actively use them. Low vehicle mileage is taken into consideration regarding any agency's future Section 5310 Application.

**The Division reserves the right to remove a vehicle from any agency that puts less than 10,000 miles a year on their vehicle.**

### **I. LEASING SECTION 5310 VEHICLE TO ANOTHER AGENCY**

Vehicles acquired under Section 5310 may be used only in the following ways:

1. By the private non-profit organization as described in its application.
2. By several private non-profit organizations in coordinated service for a variety of elderly individuals and individuals with disabilities. It is understood that, at a minimum, the service, which was proposed by the private non-profit organization in its grant application, will be provided and that the originally designated clientele will be served.
3. By a private-for-profit operator, by lease or other contractual agreement with the private non-profit organization. FTA will permit vehicles acquired by non-profit agencies to be leased to private-for-profit companies where such arrangements provide for more efficient and effective service for elderly individuals and individuals with disabilities.
4. By a public body when the private non-profit organization elects to lease a vehicle to the public body rather than provide the service itself because the public body may be a more efficient provider. However, control over service, clientele, and vehicle remains with the private non-profit organization.

Under all lease arrangements, ownership and effective policy control of vehicle usage must remain with the grant recipient. **Before entering into any contractual arrangements, prior approval is required from the Division of Public Transit.**

### **J. SERVICE CONTRACTS**

There are no restrictions regarding a grant recipient contracting with a public body or private-for-profit operator for maintenance, repair, garaging, or assistance in routing and scheduling. These operating expenses are not eligible for Section 5310 funding.

## **K. SECTION 5310 PROJECT GRANT AGREEMENT**

Once an agency is approved for funding and upon receipt of equipment, the agency is required to enter into an Agreement with the State of West Virginia that states the terms and conditions under which the equipment is to be operated. The Agreement ensures grant compliance. Some of the significant requirements are:

1. The agency is responsible for operating and using the equipment as proposed in their Section 5310 Application.
2. The agency is required to maintain financial, maintenance and operating records on the equipment. Also, the agency is required to report monthly on vehicle usage for the useful life of the vehicle.

## **L. AGENCY FISCAL AND MANAGERIAL CAPABILITIES**

Each recipient must demonstrate on an ongoing basis their fiscal and managerial capabilities to implement and carry out the project, which includes but is not limited to:

1. Demonstrating the financial and technical capacity to carry out the program including the safety and security aspects of the project.
2. Providing administrative and management support of the project implementation including sufficient administrative oversight to ensure that vehicles are being properly maintained and operated in a safe manner.
3. Ensuring that personnel are adequately trained in the safe operation of the equipment.
4. Accounting for project property and maintaining property inventory cards that contain all required information.
5. Demonstrating and retaining satisfactory continuing control over the use of project property.
6. Preparing and submitting required reports via the internet in a timely manner insuring accuracy of the information.
7. Ensuring compliance with all FTA, federal requirements, or Division of Public Transit requirements that are applicable to the project.
8. Ensuring local match funds are available for the life of the project and that operating funds are available for the life of the project.
9. Updating and retaining required reports and records for availability during audits or oversight reviews.
10. Documenting that equipment is in good working order and is being maintained in accordance with the manufacturer's recommendations.



11. Ensuring periodic reviews by project supervisor or agency management that maintenance procedures are being followed.
12. Ensuring that ADA equipment is in good working order and documentation is maintained verifying that the lifts/ramps and tie downs are in good working order.
13. Develop and implement sound financial procedures ensuring that the agency has an adequate financial system.
14. Keeping expenditures within the latest approved budget in accordance with project guidelines and eligible expense, if applicable.

#### **M. SCHOOL BUS SERVICE**

Grantees are prohibited from providing exclusive school bus service unless the service qualifies under an allowable exemption and is approved by the FTA Administrator. In no case can federally funded equipment or facilities be used to provide exclusive school bus service. Head Start transportation is considered human service transportation, not school bus service.

#### **N. CHARTERS**

Section 5310 recipients may only provide charter services for "program purposes" which is defined in 49 CFR Part 604 as "transportation that serves the needs of either human service agencies or targeted populations" (elderly or individuals with disabilities). The agency's service only qualifies for the exemption contained in 49 CFR 604.2(e) if the service is designed to serve the needs of targeted populations.

Charter service provided to a group, however, that includes individuals who are only incidentally members of the targeted populations, is not "for program purposes" and must meet the requirements of the FTA's Charter Rule. As examples, the following are considered charters and fall under the FTA Charter Rule:

1. An individual chartering a vehicle to take his relatives including elderly aunts and a cousin who is a disabled veteran to a family reunion; or
2. A charter for the Boy Scouts or a school group that includes grandparents.

Please contact the Division of Public Transit for further information if you desire to provide a charter.

#### **O. TITLE VI**

Grantees must ensure that no person shall, on the grounds of race, color or national origin, be excluded from participating, or denied the benefits of, or be subject to discrimination under any program, or activity receiving federal financial assistance. The Division of Public Transit administers the Section 5310 Program without regard to race, color and national origin. To find out more information on the Division's Title VI responsibilities or to file a Title VI complaint, please contact: <http://www.transportation.wv.gov/publictransit/Pages/CivilRights.aspx>.



In addition to complying with the requirements itself, the Division must ensure that recipients of Section 5310 equipment, contracted services meet these requirements. Recipients must:

- notify clients that the agency will operate programs without regard to race, color and national origin;
- describe the procedures that members of the public should follow in order to request additional information on the agency's nondiscrimination obligations; and
- describe the procedures that members of the public should follow to file a discrimination complaint against the agency.

Agencies could use the above website as an example, if needed, to develop the noted requirements.

To help agencies meet their requirements, the Division has provided Title VI signs/stickers that are to be posted in Section 5310 vehicles at all times. If the sign/sticker becomes damaged or is lost, please contact the Division for a replacement.

Besides posting this information on the vehicles, you should include this information on either your agency's web site or in your agency's brochures. *"In accordance with the Civil Rights Act of 1964, (Your agency's name), does not discriminate on the basis of race, color or national origin. For more information about these protections or to file a complaint, please contact (insert Contact person)."* Remember to keep the contact person information updated.

The Division must report Title VI complaints to FTA. **Therefore, the Division requires that you report any Title VI complaints within 24 hours.**

## **P. LIMITED ENGLISH PROFICIENCY (LEP)**

Grantees must provide meaningful access to individuals who are limited English proficient (LEP). LEP includes persons who are illiterate. Each grantee must determine what steps are necessary to provide meaningful access based on four factors:

1. The number and proportion of LEP persons served or encountered in the eligible service population.
2. The frequency with which LEP individuals come into contact with the program, activity or service.
3. The nature and importance of the program, activity or service provided by the program.
4. The resources available to the recipient and costs.

During site visits, the Division will discuss what steps you are taking to ensure that individuals who are LEP have access to your transportation program.

## **Q. EQUAL EMPLOYMENT OPPORTUNITY**

Grantees may not discriminate against any employee or applicant for employment because of race, color, religion, national origin, sex, age, or physical or mental disability. Grantees can demonstrate compliance with these requirements in several ways:

1. Have the Board adopt an EEO policy statement.
2. Post the EEO statement in conspicuous and accessible places.
3. Include an EEO statement on employment applications and want ads.
4. Provide sensitivity training to employees.

Title I of the ADA prohibits discrimination in employment and requires grantees to make reasonable accommodations for qualified employees and applicants.

## **R. OTHER FEDERAL REQUIREMENTS**

### **Sensitive Security Information**

Each agency must protect, and take measures to ensure that its sub agreement at each tier protect, "sensitive security information" made available during the administration of any agreement or any sub agreement to ensure compliance with 49 U.S.C. Section 40119(b) and implementing DOT regulations, "Protection of Sensitive Security

Information," 49 CFR Part 15, and with 49 U.S.C. Section 114(s) and implementing Department of Homeland Security regulations, "Protection of Sensitive Security Information," 49 CFR Part 1520.

### **Accessibility**

Agency agrees that products and services provided shall be in accordance with the 42 U.S.C. Sections 12101 et seq. and DOT regulations, "Transportation Services for Individuals with Disabilities (ADA)," 49 CFR Part 37; and Joint ATBCB/DOT regulations, "Americans with Disabilities (ADA) Accessibility Specifications for Transportation Vehicles," 36 CFR Part 1192 and 49 CFR Part 38.

### **Trafficking in Persons**

Agency agrees to comply with, and assures the compliance of each sub recipient with, the requirements of the subsection 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended, 22 U.S.C. § 7104(g), and the provisions of the Trafficking in Persons subsection of the current FTA Master Agreement .

Agency agrees to inform the DIVISION of any information it receives from any source alleging a violation of a prohibition in the current FTA Master Agreement.

### **Environmental Justice**

Agency agrees to facilitate compliance with the policies of Executive Order No. 12898, "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations," 42 U.S.C. § 4321 note, except to the extent that the Federal government determines otherwise in writing.



### **Energy Conservation**

Agency agrees to comply with, and obtain the compliance of its subcontractors, with mandatory standards and policies relating to energy efficiency contained in applicable state energy conservation plans issued in compliance with the Energy Policy and Conservation Act, 42 U.S.C. §§ 6321 et seq.

### **Application of Federal, State and Local Laws and Regulations**

Agency agrees to comply with changing federal, state and local requirements. The agency shall note that federal, state and local requirements may change and the changed requirements will apply to the Project as required.

### **Federal Regulation Changes**

Agency shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the current FTA Master Agreement between the WV Department of Transportation, Division of Public Transit and FTA, as they may be amended or promulgated from time to time during the term of this Project. The agency's failure to so comply shall constitute a material breach of the Project. Current FTA Master Agreement can be viewed at: <http://www.fta.dot.gov/documents/16-Master.pdf>.

### **No Federal Government Obligations to Third Parties**

Agency agrees that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying Project, absent the express written consent by the Federal Government, the Federal Government is not a party to this Project and shall not be subject to any obligations or liabilities to the WV Division of Public Transit, agency, or any other party (whether or not a party to the Project) pertaining to any matter resulting from the underlying Project.

### **Program Fraud and False or Fraudulent Statements or Related Acts**

Agency acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. §§ 3801 et seq. and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 C.F.R. Part 31, apply to its actions pertaining to this Project. Upon execution of the Project, the agency certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying Project or the Federal Transit Administration (FTA) assisted Project for which the Project work is being performed. In addition to other penalties that may be applicable, the agency further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the agency to the extent the Federal Government deems appropriate.

### **Seat Belt Usage**

Pursuant to Executive Order No. 13043, April 16, 1997, 23 U.S.C. § 402, agency is encouraged to adopt on-the-job seat belt use policies and programs for its employees when operating company-owned, rented, or personally-operated vehicles and include this provision in third party contracts, third party subcontracts, and sub-agreements entered into under this Project.

## S. PROJECT GRANT AGREEMENT TERMINATION

The Division may terminate the Agreement as follows:

1. **Without Cause** - The Division reserves the right to terminate the project with FTA concurrence and cancel the Agreement by ten (10) days written notice from the Division to the Recipient.
2. **With Cause** - The Division may, by ten (10) days written notice to Recipient, terminate the project and cancel the Agreement for any of the following reasons:
  - (a) Recipient discontinues the use of vehicle during its useful life for the purpose of providing transportation services to elderly individuals and individuals with disabilities.
  - (b) Recipient takes any action pertaining to the Agreement without the approval of the Division and which under the procedures of the Agreement would have required the approval of the Division.
  - (c) The commencement, prosecution or timely completion of the project by Recipient is, for any reason, rendered improbable, impossible, or illegal.
  - (d) Recipient utilizes the vehicle for less than 10,000 miles a year.
  - (e) Recipient shall be in default under any provision of the Agreement.
3. **Action Upon Termination** - Upon termination of the project and cancellation of the Agreement under any of the provisions of paragraph one or two of this Section, the Recipient agrees to return the vehicle within ten (10) days to the Division.
4. **Invalid Provisions to Affect No Other** - In the event that any of the covenants, agreements, terms or provisions contained in the Agreement shall be invalid, illegal or unenforceable in any respect, the validity of the remaining covenants, agreements, terms or provisions contained therein will in no way be affected, prejudiced or disturbed.

**Amendments or Changes to the Agreements** - The terms and provisions of the Agreement may be modified or amended from time to time with the written consent of both parties. All modifications or amendments to the Agreement shall be mutually agreed upon and must be incorporated by written amendments to the Agreement. If and when amendments are made to the Agreement, the validity of the remaining covenants, terms and/or provisions contained therein will in no way be affected, prejudiced or disturbed.



## T. TITLE AND OWNERSHIP OF VEHICLE

Title to and ownership of any vehicle, during its useful life, shall remain at all times with the Division. The actual title will read *WV Department of Transportation, Division of Public Transit c/o the approved agency*. This helps to protect the federal interest in the vehicle, as well as, keeps the agency from having to pay a 5% use tax on the original cost of the vehicle to the Division of Motor Vehicles (DMV).

## U. USEFUL LIFE

Useful life of the vehicle will end at 100,000 miles or four years whichever comes first.

## V. PROJECT COMPLETION

The Division will notify an agency in writing when a vehicle has reached its useful life. At that time, the agency will receive a title for the vehicle signed over to them. The agency will be responsible for paying the Division of Motor Vehicles (DMV), if applicable, a 5% use tax on the fair market value, determined by DMV, of the vehicle at the time the title is transferred.

At the conclusion of the useful life, there is no longer a federal interest in the vehicle. When the useful life is met, the title of the vehicle will be transferred to the recipient agency. At the time of transfer, the recipient agency will have to pay the 5% use tax based on the blue book value of the vehicle as determined by DMV.

## W. SELLING OF VEHICLE THAT WAS LISTED IN SECTION 5310 APPLICATION AS BEING REPLACED

If an agency states in their Section 5310 Application that they are replacing equipment, the agency is required to furnish **written documentation** (such as a copy of the bill of sale, signed over title, etc.), verifying that the equipment was replaced. This documentation must be received by the Division of Public Transit within sixty (60) days of receiving the new equipment.

**An agency must sale the replaced equipment. It is not acceptable for the equipment to be transferred to another program under the agency.**

## X. RESTRICTIONS

1. No modifications are to be made on any equipment purchased with Section 5310 funds without prior approval from the Division of Public Transit.
2. Under no circumstances is any equipment purchased with Section 5310 funds to be used as collateral in order to obtain a loan.

## Y. ON-SITE MONITORING REVIEWS

To ensure compliance with the various program requirements, the Division of Public Transit or its representative(s) and/or the FTA will periodically conduct on-site reviews. These reviews will also confirm the existence, condition and proper maintenance of funded equipment.

At a minimum, during these reviews the agency will be required to produce their preventive written preventative maintenance schedule; completed daily vehicle inspection reports also known as the "pre-trip" inspection; completed comprehensive maintenance record forms with invoice backup; current proof of insurance reflecting the Division of Public Transit as co-insured and the agency's written safety plan documenting procedures to be followed in the event of a vehicle accident, breakdown or other emergency situation. The actual equipment will be inspected to verify usage reported, as well as, its condition. Agencies will also be reviewed for the appropriate postings and other program requirements.

In addition to these inspections, upon request by the Division, agencies on a periodic basis may be required to submit their comprehensive vehicle maintenance records for a desk review.

**Failure to take corrective action of any deficiencies found during a review will result in an agency's suspension from the Section 5310 Program until the agency can adequately demonstrate that procedures have been put into place to prevent further failures and that the agency is in compliance with all program requirements.**

## Z. TECHNICAL ASSISTANCE AND TRAINING

### PASS Program

The Division offers the PASS (Passenger Service and Safety Certification) program free of charge to all 5310 recipients. The (PASS) Driver Certification Program ensures that community transportation drivers have current expertise in passenger assistance techniques and sensitivity skills appropriate for serving individuals with disabilities. The one day version is required of all 5310 drivers; however, drivers are encouraged to become PASS certified which involves a two day course.

Instructors of PASS are located around the state to minimize travel time and expense. Instructor courses are offered approximately every three years. If your agency has a trained instructor you are required to open your PASS training to other agencies in the region. There is no charge to become an instructor or for the PASS materials.

If you are interested in becoming a PASS instructor or are unable to locate a PASS course, please email [Karen.J.Morrison@wv.gov](mailto:Karen.J.Morrison@wv.gov) or by calling (304) 558-0428. A list of PASS instructors is available on the Division's web site at [www.transportation.wv.gov/publictransit](http://www.transportation.wv.gov/publictransit). Karen is the contact person for all PASS materials.



### **Maintenance Training**

Almost every year, usually in September, the Division offers maintenance training. This is a good opportunity for your drivers to learn how to do preventative maintenance on their wheelchair lifts/ramps or tie downs and to discuss any problems they are having with their vehicles with Division staff and manufacturer's representatives. Agencies are highly encouraged to attend this training.

### **Other Training Opportunities**

From time to time, the Division offers additional training courses such as dispatching, emergency evacuation, wheelchair securement, customer services, and other areas aimed at improving the services that we provide to our customers. Announcement of training opportunities are made on the Division's web site or through mailings. If you have any training needs, you are encouraged to contact the Division.

### **Other Training Resources**

The Division maintains a list of resources available for training on its web site at [www.transportation.wv.gov/publictransit](http://www.transportation.wv.gov/publictransit) under the Rural Transit Assistance Program. This material is available for loan for a three week period. You can request this material by emailing [Christina.A.Risk@wv.gov](mailto:Christina.A.Risk@wv.gov) or by calling (304) 558-0428.

## **A. INSURANCE REQUIREMENTS**

Agencies are required to maintain an amount of insurance that will adequately cover the actual value of the project equipment should it be damaged or destroyed. Agencies are to list the Division of Public Transit as co-insured on any policy relating to said equipment. This action is necessary in order to protect the Federal interest in the equipment. **The agency shall provide the Division of Public Transit with a proof of insurance, reflecting that the Division is co-insured, upon each renewal of the policy.**

## **B. MONTHLY REPORTS**

Agencies are required to input a Section 5310 Monthly Reporting Form on every active Section 5310 vehicle in their fleet. Reporting forms are explained in Section IV.

The Section 5310 Monthly Reporting Form is required to be inputted in the Division of Public Transit's 5310 Online Vehicle Tracking System on or before the 15th day of each month reflecting the past month's figures. As an example, May's report entry is due on or before June 15<sup>th</sup>. The report must be inputted by this date in order to avoid penalty points toward your next Section 5310 Application.

Agencies are required to input a Section 5310 Monthly Reporting Form until the vehicle has reached its useful life. The Division will notify agencies when the useful life has been met on their vehicle. The notification will state that the vehicle has been turned over to the agency and that monthly reporting forms are no longer necessary.

## **C. LATE MONTHLY REPORTS**

The procedures for dealing with delinquent Section 5310 Monthly Reporting entries are as follows:

- (1) On the 20th day of the month, a phone call is made reminding the agency of the delinquent report entry. This is when an agency may begin accumulating penalty points.
- (2) On the 25th day of the month, a first memo is sent to the agency.
- (3) On the 10th day of the next month, a second memo is sent to the agency informing them of the consequences of delinquent reporting.
- (4) On the 20th day of the next month, a third and final letter is sent to the agency informing them that if the report is not received in the DPT Office within 30 days, their Project Grant Agreement will be terminated and their Section 5310 vehicle will be removed.

**If a Section 5310 vehicle sits idle, a blank report must be inputted along with an explanation as to why the vehicle was not operated.** If a report is not inputted on behalf of the vehicle by the 15th day of the month, it will be considered late, and penalty points will be assessed.



## PENALTIES FOR LATE REPORTING

Agencies failing to input their Section 5310 Monthly Reporting Form on or before the 15th day of the month will have the following points deducted from their next Section 5310 Application:

1 Late Submission	No Penalty
2 Late Submissions	3 points deducted
3 Late Submissions	7 points deducted
4 Late Submissions	15 points deducted
5 Late Submissions	30 points deducted
6 or more Late Submissions	<b>Agency Not Funded Next Application Cycle</b>

These penalties are assessed for late submissions during the time frame listed in the current Section 5310 Application. Late submissions do not have to be consecutive in order to have points deducted from an agency's funding request.

### D. DRIVER TRAINING

The Americans With Disabilities Act requires that all drivers be trained in the safe and proper ways to transport disabled persons. In order to meet this requirement, the Division requires all drivers to be trained and certified in PASS (Passenger Service and Safety Certification) program free of charge to all 5310 recipients. The (PASS) Driver Certification Program ensures that community transportation drivers have current expertise in passenger assistance techniques and sensitivity skills appropriate for serving individuals with disabilities. The one day version is required of all 5310 drivers; however, drivers are encouraged to become PASS certified which involves a two day course. All applicants must meet this qualification before delivery can be taken of any vehicle.

Funded agencies must maintain certified drivers. All new hires are to be PASS certified within 60 days of employment. Section 5310 vehicles are to be operated only by persons who have the required training.

### E. VALID DRIVER'S LICENSE

Each agency is responsible for ensuring that all drivers have valid and appropriate driver's license as required by the West Virginia Division of Motor Vehicles.

#### Commercial Driver License (CDL)

A Commercial Driver License (CDL) is required when a vehicle is designed to transport 16 or more persons (including the driver).

## **Class D License Program**

The West Virginia Division of Motor Vehicles requires a Class D License if an individual meets the following:

Any person eighteen (18) years and older with at least one year driving experience who operates motor vehicles which transport persons or property for compensation. This effects individuals whose primary job, duty or function would be the operation of a motor vehicle.

Class D vehicles must have a gross vehicle weight rating (GVWR) of less than 26,001 pounds, a passenger capacity of 15 or less passengers, including the driver, and cannot transport hazardous materials that require the vehicle to be placarded.

**NOTE:** Anyone who operates motor vehicles which transport persons or property on a volunteer basis are **NOT** required to obtain the Class D License, nor are individuals who operate emergency vehicles, such as ambulances, rescue equipment, law enforcement and firefighters.

***Those persons for which the operation of a motor vehicle is incidental to their job duties or functions would NOT be required to obtain a Class D License.***

Anyone with questions concerning the Class D License should contact the Division of Motor Vehicles at 304-558-2350.

## **F. DRUG AND ALCOHOL TESTING**

Any driver holding a CDL license could be required to submit to Drug and Alcohol Testing under the Omnibus Transportation Employee Testing Act of 1991. For Drugs the testing required is: pre-employment; reasonable suspicion; post-accident; random; return-to-duty and follow-up. For Alcohol the testing required is: reasonable suspicion; post-accident; random; return-to-duty and follow-up.

Individuals who are required to possess CDL's by virtue of State or local law or by employer policy, but not by Federal regulation, are not subject to the provisions of these regulations.

Any person who operates a commercial motor vehicle less than 26,001 GVWR is not required to be tested for controlled substances and/or alcohol under these rules unless the vehicle is designed to transport 16 or more passengers including the driver or is required to be placarded for hazardous materials transportation under Federal law. For additional information, contact the Division of Motor Vehicles at 304-558-2350.

## **G. PROPERLY MAINTAINED VEHICLE**

Each agency shall be responsible for maintaining all equipment in the best working condition possible, allowing for normal wear and tear. The agency shall establish a written preventative maintenance program that at least meets the manufacturer's minimum requirements. The preventative maintenance plan shall include the maintenance of lifts, ramps and securement systems. The preventative maintenance



program shall be utilized and maintained by the agency, in a file, on site, available for review by personnel from the Division of Public Transit or the Federal Transit Administration during periodic on site reviews. (See Section III, Preventative Maintenance)

#### **H. DAILY VEHICLE INSPECTION REPORT**

Drivers are required to perform a daily inspection of their vehicle which includes the cycling of the wheelchair lift, ramp and checking securement systems. Inspections are to be performed utilizing the Daily Vehicle Inspection Report Form. Vehicles should meet an acceptable level of both interior and exterior cleanliness. Completed forms shall be maintained by the agency, in a file, on site, available for review by personnel from the Division of Public Transit or the Federal Transit Administration during periodic on site reviews. During on site reviews, documentation will be checked to see how soon issues noted on the Daily Vehicle Inspection Report Form are resolved or repaired. (See Section III, Preventative Maintenance)

#### **I. COMPREHENSIVE MAINTENANCE RECORDS**

A Comprehensive Maintenance Record Form is required to be maintained for each piece of equipment. All preventative maintenance, repairs, etc. shall be recorded on the Comprehensive Maintenance Record Form thereby providing a complete history of the equipment's maintenance and repairs. The Comprehensive Maintenance Record Form shall include preventative maintenance and repairs of lifts, ramps and securement systems. Copies of invoices for preventative maintenance and repairs shall be maintained with the form. Completed forms shall be maintained by the agency, in a file, on site, available for review by personnel from the Division of Public Transit or the Federal Transit Administration during periodic on site reviews. (See Section III, Preventative Maintenance)

#### **J. WRITTEN EMERGENCY PROCEDURES**

Each agency shall develop and implement written emergency procedures for use by vehicle operators in the event of a vehicle accident, breakdown or other emergency situation. The Division recommends the Safety Planning Information Directed to Emergency Response (SPIDER) kit be used. SPIDER is available on [www.transportation.wv.gov/publictransit/safety](http://www.transportation.wv.gov/publictransit/safety). Samples of forms which can be used are in Appendix A. An agency's emergency procedures will be reviewed during on site reviews.

#### **K. REPORT OF ACCIDENT/INCIDENT**

Each agency is to immediately report to the Division of Public Transit when equipment is involved in an accident or an incident. The verbal report shall be followed by a written report that can be included on the Section 5310 Monthly Reporting Form entry. Records are to be maintained in the agency's files regarding all accidents or incidents for review by personnel from the Division of Public Transit or the Federal Transit Administration during periodic on site reviews.



## **L. INDEMNIFICATION**

The recipient agency shall indemnify, and hold harmless the State of West Virginia, the Division of Public Transit and its agents, servants and employees from any and all claims, suits, proceedings, losses, expenses, damages and liabilities, including, but not limited to attorney's fees and court costs caused directly or indirectly by, or arising out of, agency's use of the equipment purchased with Section 5310 funds. The State of West Virginia shall not be liable for any loss or damage to any cargo or other property, real or personal, left stored, loaded or transported in or upon the equipment funded with Section 5310 funds, at any time or any place, including, without limitation, while located at any garage or other premises operated by the recipient agency and under any circumstances whatsoever, whether or not due to negligence of the Division of Public Transit, and the recipient agency shall waive all claims against the Division of Public Transit by reason thereof and shall indemnify, defend and hold the State of West Virginia or the Division of Public Transit harmless from and against any and all claims, suits, actions or proceedings based upon or arising out of such loss or damage.

## **M. COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT**

Agency must comply with Title VI of the Civil Rights Act, cannot discriminate on the grounds of race, color, or national origin. Clients cannot be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program. Efforts are to be made to assure that the benefits of the agency's programs are not systematically denied to minorities. Up to date Title VI notices and statutes are to be posted prominently in the agency's workplaces and on the vehicles.

## **N. CERTIFICATIONS**

Applying agencies sign varied certifications during their application process. Agencies receiving equipment under the Section 5310 Program are required to abide by the signed certifications regarding areas such as the **Americans With Disabilities Act - Certification of Equivalent Service, Certification of Compliance With Title VI of the Civil Rights Act, as amended, Equal Employment Opportunities, Certification of Special Efforts to Provide Transportation That Handicapped Persons Can Use, Assurance Concerning Nondiscrimination on the Basis of Disability in Federally-Assisted Programs and Activities Receiving or Benefiting from Federal Financial Assistance, School Transportation Operations Agreement, etc.**

Any complaints received by an agency regarding the above shall be reported to the Division of Public Transit. If an agency needs additional information regarding these certifications, they should review their Section 5310 Application that was submitted for funding or call the Division.

**Agencies are required to adhere to all of the requirements and policies as spelled out in Section I.**

## **O. AUDITS**

Agency is required to report any audit findings that involve Section 5310 funded equipment immediately to the Division of Public Transit.



**P. USEFUL LIFE**

Useful life of the vehicle will end at 100,000 miles or four years whichever comes first.

**Q. DISPOSAL OF EQUIPMENT**

The Division will notify an agency in writing when a vehicle has reached its useful life. At that time, the agency will receive a title for the vehicle signed over to them. The agency will be responsible for paying the Division of Motor Vehicles (DMV) a 5% use tax on the fair market value, determined by the Division of Motor Vehicles, of the vehicle at the time the title is transferred.

An agency can continue to use the van as needed. When the van is disposed of, the agency will retain all of the proceeds from its sale.

Agencies should keep in mind that with the passage of the Americans With Disabilities Act (ADA) any agency providing transportation services, when viewed in its entirety, must provide a level of service to individuals with disabilities, including individuals who use wheelchairs, equivalent to the level of service provided to individuals without disabilities. This is a requirement for any transit provider regardless of their funding sources.

Should circumstances arise (major mechanical problems, wrecked, etc.) where a vehicle purchased with Section 5310 funds needs to be disposed of **prior to meeting its useful life**, permission must first be obtained from the Director of the Division of Public Transit.

## INTRODUCTION

Preventative Maintenance (PM) is an essential element of every effective maintenance program as it helps to ensure maximum vehicle reliability, safety, and longevity. It entails performing regularly scheduled maintenance procedures in order to minimize malfunctions, rather than simply making repairs when something goes wrong. It also involves performing necessary repairs promptly to prevent further damage and maintain vehicle safety. While PM may be more expensive in the short run, it will likely result in the lowest overall life-cycle costs when all vehicle related expenses are considered.

Before taking delivery of your new vehicle **agencies are required to develop a comprehensive preventative maintenance program including the vehicle, lift/ramp and securement system. Your agency's PM Program is to be available for review by personnel from the Division of Public Transit or the Federal Transit Administration during periodic on site reviews.** This section is designed to help you develop such a program. Maintaining the vehicle and keeping complete/accurate records is as important to successful service as the vehicle purchase itself.

*Please note that several of the exhibits in this section were adapted from other preventative maintenance publications. These documents present very good and thorough discussions of the subject and are referenced in the Bibliography at the end of this section.*

## ESSENTIAL ELEMENTS OF A SUCCESSFUL PREVENTATIVE MAINTENANCE PROGRAM

A successful PM program consists of a number of different elements. All developed PM Programs must at least meet the Manufacturer's Suggested Schedule. The following discussion highlights these elements and the issues you should consider when developing your program.

### Routine Servicing and Maintenance

Routine servicing and maintenance is the heart of any PM program. Every vehicle has its own maintenance requirements and recommended program laid out by the manufacturer. In many cases, it will be desirable to exceed the recommendations, depending on factors such as weather, terrain, service type, and annual mileage. Maintenance intervals should never exceed those recommended by the manufacturer. Exhibit I lists items to be considered in developing a PM schedule for the expected life of a vehicle.

In establishing your service program, consider the following suggestions:

- Make all service intervals mileage multiples of some common denominator. For instance, if the oil change interval is 3,000 miles, consider performing tire rotations every 6,000 miles and transmission fluid services every 24,000. Consistent service intervals increase the efficient use of labor and minimize the number of times the vehicle is in the shop.
- Consider seasonal variations which may alter service intervals. For example, harsh winters may dictate shorter oil change intervals due to cold starts/running and earlier replacement of air filters when operating over salted or sanded roads.



Also, plan seasonal fleet-wide service checks, such as a spring campaign to prepare air-conditioning systems for the summer, and a fall campaign to prepare for adequate winter heating and defrosting.

- Consider local conditions when planning your maintenance program. For example, services operated over unpaved, dusty roads may require more frequent oil changes and shock absorber replacement. Constant slow or stop-and-go driving and low annual mileage are other examples of situations where service intervals for some items should be shortened.
- Have a regular program for washing and cleaning the vehicles. Accumulated salt will greatly accelerate rusting and, where chloride compounds are used to control dust on unpaved roads, corrosion can occur even in the summer. Remember, your agency's vehicle is an advertisement for your agency. Keep it looking great!

### Inspections

Inspections are a key element in the early detection and remedy of potential failures. They **should** be performed, to varying degrees, **by both drivers and mechanics**. Investing a short time on a daily basis to inspect each vehicle will help detect problems, thereby improving safety and decreasing vehicle repair costs.

**Drivers shall perform a regular pre-trip inspection of the vehicle utilizing the Daily Vehicle Inspection Report Form (Exhibit II), in addition to inspecting the vehicle when it is being cleaned and refueled. Completed Daily Vehicle Inspection Reports and Mechanic's Inspection Reports shall be maintained by your agency, in a file, on site, for review by personnel from the Division of Public Transit or the Federal Transit Administration during periodic on site reviews.** Both mechanics and drivers should inspect the vehicle through observations and checks during routine servicing procedures (It is quite possible, for example, to perform a complete vehicle check while the oil is being drained.). Exhibit III lists items that should be included in the mechanic's inspection at a service interval.

### Warranties

Your vehicle will come with a number of warranties from the chassis supplier, body builder, and major component suppliers. These can take many forms but generally include some combination of mileage and time, and will often contain exclusions for "consumable" items, such as brake pads, batteries, and tires. Additionally, warranties generally have stipulations about operating and maintaining the vehicle in accordance with the supplier's recommendation.

Thoroughly examine and become familiar with all the warranties provided with the vehicle when it is delivered. Make sure that you have read all of the fine print. Does your warranty really cover 100 percent of all repair costs for the entire period, or does it only cover full replacement in the beginning with reduced coverage thereafter? What items are specifically included or excluded? What are the trade-offs on any extended warranty or service agreements? Also, make sure you understand who is going to be



responsible for which warranties -- is it the vehicle supplier or the local service representative of a component supplier (such as an air conditioning unit or wheelchair lift)?

All DPT supplied vehicles have warranties which, at a minimum, cover all labor and replacement parts for a period of one year or 12,000 miles (whichever comes first). Warranties cover the basic vehicle and all ancillary equipment supplied with the vehicle (i.e., air conditioner, wheelchair lift, wheelchair tie-down systems, seats, etc.).

No vehicle will be perfect upon delivery and vehicle manufacturers expect that some adjustments will be needed. Therefore, plan to take the vehicle to the proper facility to correct these items within the warranty period. It is highly recommended that you take care of problems quickly, before they cause major failures (which often occur after the warranty period). Arguing that you knew of a problem while still under warranty, but could not afford the time to have the vehicle serviced, rarely results in a favorable claim. The end results are that your vehicle may be out of commission for a longer period of time and you may have to pay costly repair bills.

Most repairs can and should be handled by the local auto or truck dealership representing the chassis manufacturer (e.g., Ford, Chevrolet, Dodge). In order for your warranty to be honored, you **must take the vehicle to an authorized representative**. If the representative cannot solve the problem to your satisfaction, contact the vendor who delivered the vehicle. The vendor will advise you of the proper procedures to follow and the authorized agent to perform needed repairs. If for some reason you are unable to obtain assistance from either the local dealership or the original vendor, contact the DPT Office.

Use the warranties as a basis for future maintenance activities by ensuring that any required servicing is directly incorporated into your preventative maintenance program (e.g., lubrication schedules for lifts). Plan on reviewing the performance and condition of specific warranty related items and components at a service interval shortly before any major warranty milestones, in order to ensure that you recoup as much benefit as possible from your warranties.

In many cases, extra-cost extended warranties are available. These should be closely examined and related to your operations before any purchase is made. Extended warranties on such items as power trains, often have limitations regarding which components are covered. They are often progressive in nature, with a diminishing ability to recover labor and parts costs as time goes by and mileage increases. Therefore, it is essential to think in terms of which combination of conditions are most favorable to you, given your anticipated annual mileage and whether you are able, and authorized, to conduct warranty repairs in-house or through a repair shop of your choice.

### Documentation

Another key to any successful maintenance program is up-to-date, accurate record keeping. While documentation is necessary for purposes of budget and control, good records will also enable you to optimize your PM program by providing:

- the database to enable you to establish proper intervals for routine maintenance and servicing;



- information on repetitive failures to establish repair or replacement intervals, and the performance of rebuilt or after-market parts and of parts and consumable suppliers;
- early warning of impending major problems through tell-tale signs, such as increased oil consumption;
- back-up information for warranty claims (particularly marginal claims near the end of the warranty period where supporting documentation can often be the "clincher" in claim payment); and
- documentation of any personnel related patterns (e.g., more frequent tire or brake replacement on one driver's vehicle versus the fleet average).

In situations where maintenance is contracted to a third party, good documentation is key to minimizing disputes. Under this scenario, management should make the extra effort to review repair bills and develop/maintain the database required for adjustments to the preventative maintenance program. Maintenance is never "out of sight, out of mind" to the smart operator. **A Comprehensive Maintenance Record (Exhibit IV) (with invoice backup) must be completed and maintained in your agency's files for review by personnel from the Division of Public Transit or the Federal Transit Administration during periodic on site reviews.**

### **Vehicle Assignment**

Experience shows that assigning a specific vehicle to a driver is beneficial to that vehicle's upkeep and longevity, since they get to know the vehicle better, and take pride in its appearance and mechanical soundness. The same is true for mechanics. While workforce inflexibility may limit the application of this practice, it remains a goal worth striving for.

### **Measurement of Progress**

While thorough documentation of vehicle servicing and repair is essential, reporting and analyzing summaries and trends related to vehicle maintenance is essential for overall program management. An individual vehicle's service record may be of little interest to an executive director or board of directors, but they will likely be interested in knowing the trends such as miles between roadcalls. It is essential to keep track of factors that affect your clients' view of the system and to publicize them within your operation. Such items include:

- miles between roadcalls;
- number of complaints of dirty, smoking, or damaged vehicles;
- number of complaints of inoperable air-conditioners, heaters, lifts/ramps, etc; and
- number and miles between chargeable accidents attributable to vehicle condition.

### **Who Will Maintain the Vehicles?**

Every maintenance program will be unique due to the mix of vehicle types and ages, fleet size, services provided and arrangements for maintaining the vehicles. Determining who will perform vehicle maintenance is an important decision. Options include:

- contracting part or all of your maintenance to commercial mechanics;
- contracting part or all of your maintenance to other agencies, municipal garages, or others, such as school bus operators; and
- performing part or all of your maintenance in-house.

Who will perform which elements of your maintenance program will largely depend upon your ability and desire to obtain the staff, parts inventory, equipment, and facilities to perform your own maintenance, as well as, your proximity to existing maintenance facilities that can service your vehicle. Remember that if you contract out your maintenance, you still bear the responsibility of verifying and documenting the work performed.

### **Summary**

Preventative maintenance is an essential element of every transportation operation. A program tailored to your individual service and vehicle fleet will increase vehicle reliability, longevity and safety. It is important to remember that maintenance may be a dirty job, but must not be a dirty word. It must not be consigned to some corner, where it can be by-passed by the rest of the operation.



## CARING FOR YOUR WHEELCHAIR LIFT

Lift maintenance is of prime importance from both a safety and operational viewpoint. Proper maintenance will prolong the operational life of a lift and decrease safety hazards.

The basic problem with lift equipment is that light machinery must be made to do very heavy-duty work while exposed to extremely destructive elements, especially temperature extremes, water, dirt, mud and gravel.

Lift equipment is also vulnerable to damage by improper operation, since the amount of force needed to lift a heavy wheelchair (up to 300 pounds or more) will quickly inflict serious damage if the operator makes a mistake.

Platform-type lifts having long hydraulic pistons can be damaged by allowing the platform to drive against the ground. Likewise, if any moving part is allowed to jam or bind, serious damage can result. On some equipment, care must be taken not to press two control buttons at once or a short-circuit could blow fuses.

Most of the lift equipment currently available can be made to give acceptable service if the operation and maintenance staff take into account the limitations of the machinery and the magnitude of the wear and tear it receives.

To keep lift equipment in good working order, three things must be done:

1. Be sure that the lift equipment is correctly installed. Unfortunately, the only method of doing this may be to return the vehicle to the vendor, or the vendor's authorized representative, to insure correct installation if chronic problems exist.
2. Train all drivers thoroughly in the proper operation of the lift and make sure that they all understand what will damage the equipment.
3. Exceed the manufacturer's specifications on cleaning and lubrication. Keep all parts properly tightened and adjusted.

**Make all necessary repairs immediately. Do not use a lift in an unsafe condition.**

**For your convenience the following safety check is provided:**

**DAILY**

- ◆ Run the lift through one complete cycle to insure that it is operable before attempting to pick up a passenger. Also, thoroughly check for seal leakage and the binding of hardware.
- ◆ Check for frayed or damaged lift cables, hydraulic hoses, or chains.
- ◆ Check for physical damage and jerky operation. Look for hazardous protrusions, exposed edges, etc. Make sure that all protrusions are adequately padded and protected.
- ◆ Check all fasteners. All bolts should be snug.
- ◆ Make sure lift is properly secured to the vehicle when stored.
- ◆ Clean the lift completely of dirt, mud, gravel, and corrosive elements, such as salt.
- ◆ Make all necessary repairs immediately. Do not use a lift in an unsafe condition.

**WEEKLY**

- ◆ Lubricate all rubbing and bearing surfaces.
- ◆ Check and lubricate manual controls. (Only lubricate the lift with manufacturers' specified lubrication materials.)

**Document all PM and repairs of lifts, ramps, and securement systems on Comprehensive Maintenance Record (Exhibit IV) (with invoice backup) for review by personnel from the Division of Public Transit or the Federal Transit Administration during periodic on site reviews.**



## CARING FOR YOUR WHEELCHAIR RAMP

### Maintenance and Lubrication Schedule for Manual Ramp

#### 3 Months

Outboard ramp extension hinge and fasteners	Clean and lubricate with Light Oil. Resecure or replace fasteners as needed
Inspect ramp inboard pivot points (bolts screws and bushings/bearings) for positive securement, wear or damage	Clean and lubricate with Light Oil. Tighten, replace or correct as needed
Inspect ramp fold pickup bearing for positive securement, alignment, wear or other damage	Replace or correct as needed. If bearing retaining screw is not secure or is removed for service, apply Blue #242 Thread Locker Loctite to retaining screw and tighten.
Inspect ramp fold arm for positive securement, alignment, wear or other damage	Tighten, replace or correct as needed
Inspect ramp fold arm bearing slot for excessive wear or damage	Replace if needed
Inspect ramp floor mounting hardware for securement (loose or missing)	Resecure, replace or correct as needed

#### General Items

Lower slide door track	Inspect for debris/obstructions and clean (vacuum or blow out debris using compressor)
Wheelchair and occupant restraint belts and tie down track	Inspect for any defects such as cuts, fraying or any malfunction of belt, buckle or securement hardware. Clean dirt and debris from tiedown track. Replace immediately if damaged. Refer to inspection and maintenance instructions supplied by belt manufacturer.
Inspect removable seat bases for proper engagement of latching mechanisms	Replace or correct as needed

## **Maintenance and Lubrication Schedule for Manual Ramp Continued:**

### **6 Months**

Perform all procedures listed in previous section and:

Remove interior cover and inspect:

Top pivot (wall mounting) bracket mounting bolts for securement (loose or missing)

Resecure, replace damaged parts or otherwise correct as needed.

Main (spring) housing mounting bolts for securement (loose or missing)

Ramp fold arm securement (collar and mounting screws)

Torsion spring securement hairpin cotter, external snap ring(s) or key (loose or missing)

**Inspect Power Source:** Vehicle battery, 50 ampere fuse, vehicle engine compartment fuse block and center console fuse block.

Resecure, repair or replace

### **Consecutive 3 Month Intervals**

Repeat all previously listed inspection, lubrication and maintenance procedures at 3 month intervals.



## Exhibit I Preventative Maintenance Schedule

Be alert and ready to make schedule alterations according to your specific needs. When making alterations, be sure to document any changes and update this list for reference.

**Regularly:** Clean vehicle interior and exterior - determine need by the amount of use and road conditions (salt used for clearing roads and chloride compounds used to control dust may require more frequent cleaning.)

**Every Year:** Flush radiator. Replace coolant. Service air conditioner.

**Every 2 Years:** Replace all hoses; more often if necessary.

**Every 4 Years:** Replace battery.

### **Mileage Specific:**

- 3,000 Change oil, oil filter - Lubricate chassis
- 6,000 Change oil, oil filter - Lubricate chassis - Rotate tires
- 9,000 Change oil, oil filter - Lubricate chassis - Inspect drive belts, adjust belt tension  
- In dusty areas, change air filter
- 12,000 Change oil, oil filter - Lubricate chassis - Rotate tires
- 15,000 Change oil, oil filter, air filter\* and PCV valve\*\* - Lubricate chassis
- 18,000 Change oil, oil filter - Lubricate chassis - Rotate tires - Inspect drive belts,  
adjust belt tension - In dusty areas, change air filter
- 21,000 Change oil, oil filter - Lubricate chassis - Change front and rear brake pads
- 24,000 Change oil, oil filter, fuel filter, spark plugs - Lubricate chassis - Rotate tires  
-Service transmission, replace transmission fluid and filter - Pack wheel  
bearings - Engine tune-up\*\*
- 27,000 Change oil, oil filter - Lubricate chassis - Inspect drive belts, adjust belt tension  
- In dusty areas, change air filter
- 30,000 Change oil, oil filter, air filter\* and PCV valve\*\* - Lubricate chassis - Rotate tires
- 33,000 Change oil, oil filter - Lubricate chassis
- 36,000 Change oil, oil filter - Lubricate chassis - Rotate tires - Inspect drive belts, adjust  
belt tension - In dusty areas, change air filter
- 39,000 Change oil, oil filter - Lubricate chassis
- 42,000 Change oil, oil filter - Lubricate chassis - Change front and rear brake pads  
- Rotate tires
- 45,000 Change oil, oil filter, air filter\* and PCV valve\*\* - Lubricate chassis - Inspect  
drive belts, adjust belt tension - In dusty areas, change air filter

- 48,000 Change oil, oil filter, fuel filter, spark plugs - Lubricate chassis - Rotate tires - Service transmission, replace transmission filter and fluid - Pack wheel bearings - Engine tune-up\*\* - Replace: EGR valve and clean EGR passage, ignition cables, distributor cap and rotor drive belts (V-type only), vacuum-operated emission system components
- 51,000 Change oil, oil filter - Lubricate chassis
- 54,000 Change oil, oil filter - Lubricate chassis - Rotate tires - Inspect drive belts, adjust belt tension- In dusty areas, change air filter
- 57,000 Change oil, oil filter - Lubricate chassis
- 60,000 Change oil, oil filter, air filter\* and PCV valve\*\* - Lubricate chassis - Rotate tires
- 63,000 Change oil, oil filter - Lubricate chassis - Inspect drive belts, adjust belt tension - In dusty areas, change air filter - Change front and rear brake pads
- 66,000 Change oil, oil filter - Lubricate chassis
- 69,000 Change oil, oil filter - Lubricate chassis
- 72,000 Change oil, oil filter, spark plugs - Lubricate chassis - Inspect drive belts, adjust tension - In dusty areas, change air filter - Rotate tires - Service transmission, replace transmission filter and fluid - Pack wheel bearings - Engine tune-up\*\*
- 75,000 Change oil, oil filter, air filter\* and PCV valve\*\* - Lubricate chassis
- 78,000 Change oil, oil filter - Lubricate chassis - Rotate tires
- 81,000 Change oil, oil filter - Lubricate chassis - Inspect drive belts, adjust belt tension - In dusty areas, change air filter
- 84,000 Change oil, oil filter - Lubricate chassis - Change front and rear brake pads - Rotate tires
- 87,000 Change oil, oil filter - Lubricate chassis
- 90,000 Change oil, oil filter, air filter\* and PCV valve\*\* - Lubricate chassis - Inspect drive belts, adjust belt tension - Rotate tires
- 93,000 Change oil, oil filter - Lubricate chassis
- 96,000 Change oil, oil filter, spark plugs, fuel filter - Lubricate chassis - Rotate tires - Service transmission, replace transmission filter and fluid - Pack wheel bearings - Engine tune-up\*\* - Replace: EGR valve and clean EGR passage, ignition cables, distributor cap and rotor drive belts (V-type only), vacuum-operated emission system components.
- 99,000 Change oil, oil filter - Lubricate chassis - Inspect drive belts, adjust belt tension - In dusty areas, change air filters
- 102,000 Change oil, oil filter - Lubricate chassis - Rotate tires
- 105,000 Change oil, oil filter, air filter\* and PCV valve\*\* - Lubricate chassis - Change front and rear brake pads
- 108,000 Change oil, oil filter - Lubricate chassis - Inspect drive belts, adjust belt tension - In dusty areas, change air filter - Rotate tires

***\*In dusty areas, the air filter should be changed every 9,000 miles.***

***\*\*PCV valve, brake pad replacements, and engine tune-ups may need to be performed more often than suggested in this exhibit.***



**Exhibit II: Daily Vehicle Inspection Report  
Procedures for a Pre-Trip Inspection**

1. Begin the inspection with the vehicle turned off. Walk around the vehicle to inspect the body, windows, and mirrors for damages. Look for dents and cracks. Look for rust streaks (indicating a hole or crack) and shiny spots (indicating a missing part). Check the overall symmetry of the vehicle. This can help to identify missing parts. If the vehicle is leaning, there could be a suspension problem. Ensure that the license plates are secured.
2. Check the ground under the vehicle for leaks and the under carriage for loose parts.
3. Check the condition of all tires including the spare if provided. Look for cracks, bubbles, or nicks. Measure the tread depth and pressure. The correct maximum cold pressure is indicated on the tire's sidewall. When front tires are viewed from the front, and the rear tires from the back, they should not appear warped (warping indicates cord separation). Ensure lug nuts are present and tightened.
4. Open the hood. Inspect the batteries. Check the fluid levels, unless the batteries are maintenance free. Look for loose cable connectors. Tighten if loose and look for corrosion on the terminals.
5. Examine belts and hoses. When pushed in the middle between pulleys, any belt should not compress more than ½ inch. Twist the belt and look for cracks and excessive wear. Rubber hoses need a similar test. If any hose is too hard, brittle or has cracks, report it immediately.
6. Measure fluid levels. Be certain that the radiator fluid, oil, power steering, and windshield washer fluid reservoirs are filled. Record additions of fluid.
7. Start the engine. Cycle the lift/ramp. Pay special attention to the wheelchair securement system and how it operates. Double check safety barriers and make sure the lift/ramp runs smoothly through the entire cycle. Check for hydraulic leaks and cracked hoses. Check equipment necessary for manual operation.
8. Check the transmission fluid level. Make sure the vehicle is on level ground. Place chock blocks if equipped. Set and check the parking brake. Set the transmission in neutral. Close the hood when complete. Record additions of fluid.
9. Turn on the headlights and 4-way flashers. Check the dash lights, gauges, dome, and stepwell lights. Check the high and low beams on the headlights. Walk around the vehicle to check each lamp and lamp cover of the clearance lights and brake lights. Check all reflectors. Have someone assist you in checking the turn signal lights, brake lights and the back-up lights and alarm. Check horn and windshield washers/wipers.
10. Check the inside of the vehicle for loose objects and cleanliness. Make sure all seatbelts, seats, safety restraints, and securement devices are available, clean and functioning. Check all ancillary equipment (fire extinguisher, first aid kit, biohazard kit, emergency reflectors, radio, etc.). Make sure first aid kit supplies are not outdated and that any items utilized have been replaced. Verify that the fire extinguisher is full and not out dated. Check that emergency exits are clear and properly secured.
11. Make sure you have all the documentation (license, registration, proof of insurance) and anything else required (log book, gas card, emergency numbers, accident reports, etc.).
12. Refuel the vehicle if necessary.



## Exhibit II Daily Vehicle Inspection Report

Agency Name: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_

Vehicle ID: \_\_\_\_\_ Make/Year: \_\_\_\_\_

Daily, inspect each item below:

If there is not a problem, place a check mark in the box next to the item.

If there is a problem, an item needs maintenance or if damage is found, place an X in the box next to the item and include a description in the space provided on page 3.

Day of the Month																				
<b>UNDER HOOD</b>																				
Oil Level																				
Radiator Level																				
Battery Level																				
Brake Fluid																				
Windshield Washer Level																				
Engine/Hoses/Belts																				
Power Steering Fluid																				
Transmission Fluid																				
Coolant Level																				
<b>INTERIOR</b>																				
Brakes/Parking Brake																				
Steering																				
Transmission																				
Mirrors (Clean & Adjusted)																				
Cleanliness/Swept																				
Gauges/Instruments																				
Controls (Equipment)																				
Radio																				
Phone																				
Horn																				
Blower Fan/AC (Front & Rear)																				
Blower Fan/Heater (Front & Rear)																				



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<i>Day of the Month</i>																					
<b>INTERIOR CONTINUED</b>																					
Entrance Door Operates																					
No Loose Objects																					
Grabrails/Stanchions																					
Seats Clean																					
Seat Belts Clean & Operable																					
Windows																					
<b>SAFETY EQUIPMENT</b>																					
Flares/Triangles																					
First Aid Kit																					
Extra Fuses																					
Flashlight (Fresh Batteries)																					
Backup Alarm																					
Rear Door Buzzer																					
Fire Extinguisher																					
Biohazard Kit																					
<b>ACCESSIBILITY EQPT.</b>																					
Fully Operable Wheelchair Lift/Ramp (Run Through Cycle)																					
Wheelchair Lift Fluids																					
Proper Number of Belts and Securement Devices																					
Belts and Securement Devices in Good Condition																					
Manual Emergency Handpump																					
Interlock System																					
<b>EXTERIOR</b>																					
Tires (Include Spare & Jack)																					
Turn Signals																					
4 Way Flashers																					
Headlights (Low & High Beams)																					
Clearance Lights																					
Mirrors (Clean & Adjusted)																					
Tail/Brake/Backup Lights																					
Windshield Wipers																					
No Grease or Fluid Leaks																					



Vehicle ID: \_\_\_\_\_

<i>Day of the Month</i>																				
<b>EXTERIOR CONTINUED</b>																				
Fresh Body Damage																				
Cleanliness/Washed																				
Exhaust System (No Apparent Leak Visible or Audible)																				
<b>OTHER</b>																				
Accident Forms/Instructions																				
Gas Card																				
Registration & Insurance Cards																				
Emergency Numbers																				
<b>ODOMETER READING</b>																				

37

\_\_\_\_\_  
Driver's Signature

Date & Note Any Problems Below:

Date Problem Resolved:



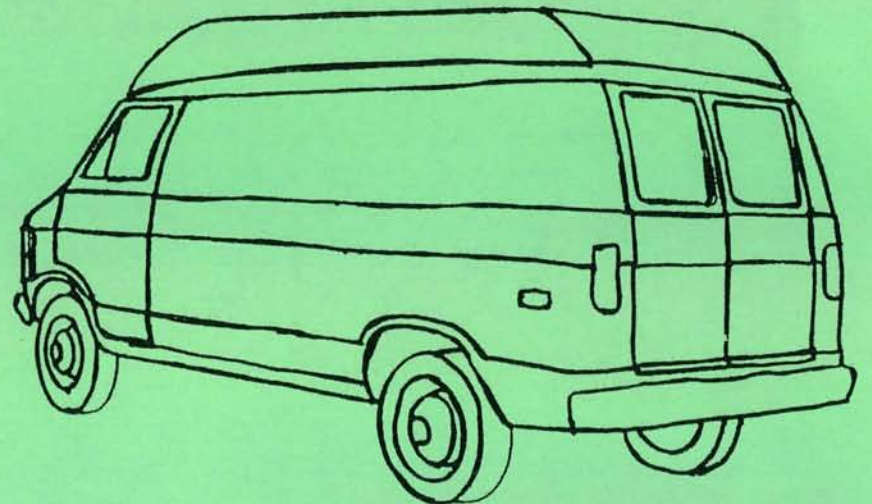
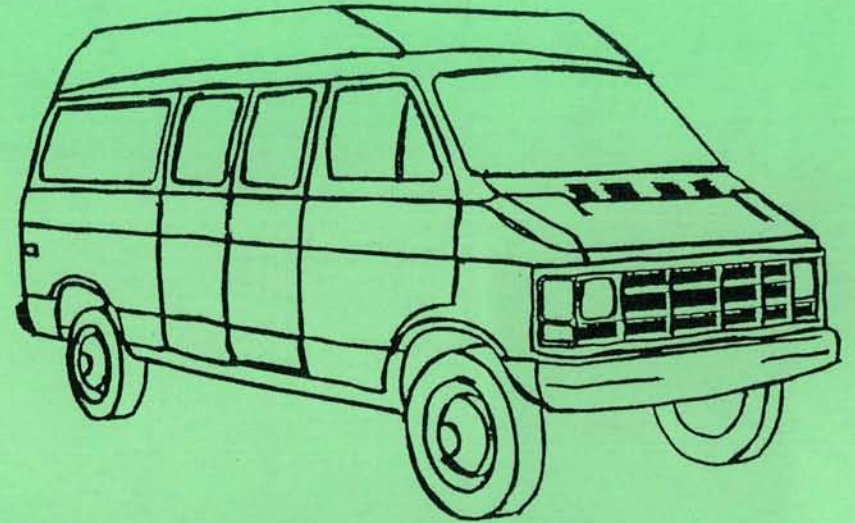
Vehicle ID: \_\_\_\_\_

Carefully inspect the entire vehicle exterior.

On the illustrations shown, locate, date and note any damage or problems using the following code: x dent    ~ ~ scratch

Indicate any other damage by circling the area and then describe the damage.

Date & Explain Any Damages:







## Exhibit IV Comprehensive Maintenance Record

Agency Name: \_\_\_\_\_

Page: \_\_\_\_\_ of \_\_\_\_\_

Vehicle Serial Number: \_\_\_\_\_

Make/Year: \_\_\_\_\_

Date	Odometer Reading	Miles Between Service Intervals	Check if Road Call	Maintenance or Repairs Provide Description (Include PM/Repairs of Lift, Ramp & Securement)	<u>Oil Added</u> <u>Qts.</u>	Cost	Mechanic/Company
<b>Totals</b>							

File Copies of Invoices for All Charges  
List all PM and Repairs Even at No Charge

## Comprehensive Maintenance Record

Agency Name: \_\_\_\_\_

Page: \_\_\_\_ of \_\_\_\_

Vehicle Serial Number: \_\_\_\_\_

Make/Year: \_\_\_\_\_

Date	Odometer Reading	Miles Between Service Intervals	Check if Road Call	Maintenance or Repairs Provide Description (Include PM/Repairs of Lift, Ramp & Securement)	Oil Added <u>Qts.</u>	Cost	Mechanic/Company
<b>Totals</b>							

File Copies of Invoices for All Charges  
List all PM and Repairs Even at No Charge



**Exhibit V  
Vehicle Cleanliness Inspection Sheet**

<b>Date:</b>		<b>Vehicle #</b>	
<b>Cleaned By:</b>			
Stanchions Wet Wiped		Seat Belts Wiped	
Side/Rear Windows Washed		Inspect Seats for Cuts	
Interior Panels/Sidewalls Washed		Inspect Windows for Cracks	
Windshield		Interior Light Lenses Cleaned Inside & Out	
Dashboard		Ceiling Cleaned	
Driver's Seat		Inspect Tires for Excessive Wear/Damage	
Mirrors (Interior & Exterior)		Clean Wheels/Treat with Protectorant	
First Aid & Biohazard Kits Checked		Clean Window Track	
Fire Extinguisher Checked		Clean Wheelchair Lift/Ramp and Platform	
Wheel Housing Washed		Tie Downs Clean/Operable	
Remove Gum/Other Articles from Floor		Note Other Visible Damage:	
Floor Washed			
Seats Washed/Wiped			
Interior Door & Stepwell Washed			
<b>Special Instructions:</b>			
<b>Comments:</b>			

## Exhibit VI Tips for Seat Maintenance

1. Always start with the mildest cleaning agent available and work to the strongest.
2. Frequency of cleaning with mild solutions is most beneficial to the overall appearance of the interior.
3. It is important not to use the stronger solvents for overall cleaning. These solvents remove the plasticizers in the vinyl and will cause premature cracking.
4. The faster a stain is attacked, the easier it is to remove.

In the case of tears, cuts or burns, the most important thing is to stop the hole from expanding. There are many kits on the market for small hole repair which can be found at hardware stores. Basically, they use a solvent type glue or vinyl material to heal the rip. It is a good idea to glue in a reinforcing patch behind the hole.

For a more professional approach consider the use of vinyl repair services. A good source of information about these services is an auto dealer's used car detailing department. For large rips or tears, reupholster the seat before the foam is damaged.

### Stain Removal

Stain	Agent	Stain	Agent
Chocolate, Blood	a, b, c	Wine	a, c, f
Grape Juice, Washable Ink, Mucous	a, b	Paint (Latex)	a, b, e
Vomit, Water Colors	a, b, f	Oil	d, e
Rubber Cement, Shoe Polish	a, b, d	Iron Rust	a, g
Tea, Milk, Mustard, Egg, Gravy, Cola	B	Ink (Permanent/Ball Point)	b, d, e
Catsup, Linseed Oil, Carbon Black, Butter, Nail Polish, Chewing Gum,	D	Furniture Polish	b, e
Crayon, Lipstick, Paint (Oil)	E	Coffee	b, d, f
Beer, Urine	b, f		

### Key to Cleaning Agents

- a. Water
- b. A detergent solution
- c. A detergent/Ammonia (3-6% solution)
- d. A volatile-type solvent
- e. A paint, oil, or grease remover
- f. Undiluted white vinegar
- g. Citric or oxalic acids



## Preventative Maintenance Bibliography

Preventative Maintenance Guidelines. Project Management Unit, Public Transportation and Rail Division, North Carolina Department of Transportation, August, 1992.

William Fowler for ATE Management and Service Company, Inc. Maintenance Manager's Manual for Small Transit Agencies. Division of Public Transportation, Ohio Department of Transportation, November, 1987.

Ohio Department of Transportation ODOT Vehicle Catalog and Selection Guide, Volume I and Volume II. Division of Public Transportation and Bureau of Transit Technology, Ohio Department of Transportation, January, 1993.

Caring For Your Wheelchair Lift - Montana Transit Newslines. Transit Section, Montana Department of Transportation, Winter, 1991.

Public Transportation Maintenance Management Guide. Texas Department of Transportation, August, 1998.

## Instructions for Completing Section 5310 Reporting Forms

Agencies are required to enter a **Section 5310 Monthly Reporting Form** on every active 5310 vehicle in their fleet. The **Section 5310 Monthly Reporting Form** is to be inputted online in the Division of Public Transit's 5310 Online Vehicle Tracking System on or before the 15th day of each month reflecting the past month's figures. (May's report is due to be inputted on or before June 15th) The report must be entered by this date in order to avoid penalty points toward your next Section 5310 Application.

Agencies are required to submit a **Section 5310 Monthly Reporting Form** until the vehicle has reached its useful life. The Division will notify agencies when the useful life has been met on their vehicle. The notification will state that the vehicle has been turned over to the agency and that monthly reporting forms are no longer necessary.

Section 5310 reporting forms are designed to furnish your agency, the Division and the Federal Transit Administration with essential information on clientele, vehicle usage and finances. While your agency is only required to input the report titled the **Section 5310 Monthly Reporting Form**, two additional forms were developed. When an agency uses the additional two forms, they provide the information needed to complete the required **Section 5310 Monthly Reporting Form**.

The yellow **DAILY DRIVER'S TRIP BY TRIP RECORD** can be carried in the vehicle and completed by the driver as necessary.

The blue **MONTHLY PASSENGER RECORD** can be completed at the end of each day by transferring the totals from the **DAILY DRIVER'S TRIP BY TRIP RECORD** to this form. At the end of the month, this form can be totaled with the totals being transferred to the **Section 5310 Monthly Reporting Form**. The white **Section 5310 Monthly Reporting Form** is the form which must be completed and **inputted by the 15th of the month reflecting the past month's figures**.

By following the instructions provided on the following pages and the examples, your agency should have no problem completing the required monthly report. A report is required each month even if the vehicle is idle. **When a vehicle is idle**, agencies must submit a report and complete Section 5 with an explanation as to why the vehicle was not operated.

**All reporting forms shall be retained by your agency in a file, on site, for review by personnel from the Division of Public Transit or the Federal Transit Administration during periodic on site reviews.** All documentation shall be maintained until the vehicle's useful life has been met and your agency is notified that the vehicle is turned over to your agency.



**DAILY DRIVER'S TRIP BY TRIP RECORD**

# DAILY DRIVER'S TRIP BY TRIP RECORD

Agency Name: \_\_\_\_\_

Date: \_\_\_\_\_ Vehicle Serial Number: \_\_\_\_\_

Driver's Name: \_\_\_\_\_

Beginning Mileage \_\_\_\_\_ Ending Mileage \_\_\_\_\_

	ORIGIN	DESTINATION	PASSENGER CLASSIFICATION					PRIMARY TRIP PURPOSE										
			Elderly	Disabled	WC	Other	Total	Adult	Educa-	Employ-	Home	Medical	Mental	Nutrition	Shop	Soc	Other	Total
								Day Care	tion	ment			Health		Pers	Rec		
1																		
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		
11																		
12																		
13																		
14																		
15																		
16																		
17																		
18																		



## DAILY DRIVER'S TRIP BY TRIP RECORD

(continued)

	ORIGIN	DESTINATION	PASSENGER CLASSIFICATION					PRIMARY TRIP PURPOSE										
			Elderly	Disabled	WC	Other	Total	Adult Day Care	Educa- tion	Employ- ment	Home	Medical	Mental Health	Nutrition	Shop Pers	Soc Rec	Other	Total
19																		
20																		
21																		
22																		
23																		
24																		
25																		
26																		
27																		
28																		
29																		
30																		
31																		
32																		
33																		
34																		
35																		
		<b>Totals</b>																

GAS : GALS. \_\_\_\_\_ COST \$ \_\_\_\_\_ PREVENTATIVE MAINTENANCE/REPAIRS:

OIL: QTS. \_\_\_\_\_ COST \$ \_\_\_\_\_

Revenue Collected:  
(Donations/Fares) \_\_\_\_\_

Food Hot/Cold Storage Unit  
Meals Delivered: \_\_\_\_\_

DPT 7/10

# **MONTHLY PASSENGER RECORD**



# MONTHLY PASSENGER RECORD

Agency Name: \_\_\_\_\_

Vehicle Serial Number: \_\_\_\_\_ For Month of: \_\_\_\_\_

Date	PASSENGER CLASSIFICATION					PRIMARY TRIP PURPOSE											Fuel/Oil	Donations Fares	Food Hot Cold Storage Meals Delivered
	Elderly	Disabled	WC	Other	Total	Adult	Educa-	Employ-	Home	Medical	Mental	Nutrition	Shop	Soc	Other	Total			
						Day Care	tion	ment			Health		Pers	Rec					
1																			
2																			
3																			
4																			
5																			
6																			
7																			
8																			
9																			
10																			
11																			
12																			
13																			
14																			
15																			
16																			



## MONTHLY PASSENGER RECORD

(continued)

Date	PASSENGER CLASSIFICATION					PRIMARY TRIP PURPOSE											Fuel/Oil	Donations Fares	Food Hot Cold Storage Meals Delivered	
	Elderly	Disabled	WC	Other	Total	Adult	Educa-	Employ-	Home	Medical	Mental	Nutrition	Shop	Soc	Other	Total				
						Day Care	tion	ment			Health		Pers	Rec						
17																				
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22																				
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24																				
25																				
26																				
27																				
28																				
29																				
30																				
31																				
<b>TOTALS</b>																				



## Instructions For Completing Section 5310 Monthly Reporting Form

- A - This space is for stating the month and year that the report is for.
- B - Name of person preparing report.
- C - Your agency's full name.
- D - Serial number of vehicle you are reporting on.
- E - License number of vehicle you are reporting on.
- F - Name of delegate agency operating vehicle (if applicable).
- G - County in which vehicle operates.
- H - Passenger Count - For counting purposes, please do not count an individual in more than one category. Use the following guidelines:

**Passengers** - The number of one-way trips, a round trip taken by the same individual is to be counted as two passengers.

Under number 1 on the Section 5310 Monthly Reporting Form, an individual should not be counted in more than one category. An individual should be classified as either ELDERLY or DISABLED. Your agency should determine how to count an individual that could be classified in both categories.

**Elderly Passengers** - Any person at least 60 years of age.

**Disabled Passengers** - Any individual who, by reason of illness, injury, age, congenital malfunction, or other permanent or temporary incapacity or disability, is unable, without special facilities or special planning or design, to utilize transportation facilities and services as effectively as persons who are not so affected. (**Disabled but not in a wheelchair.**)

**Wheelchair** - A passenger not capable of walking, **wheelchair user.**

**Other Passengers** - Passengers that are not classified as elderly or disabled.

**Total** - Total number of Elderly, Disabled, Wheelchair and Other passengers.

### Example of Counting Passengers:

Each time a passenger boards a vehicle, he or she should be counted as a passenger. **For example:** Mr. Smith boarded the vehicle at his home and went to the doctor's office, the vehicle then picked him up at the doctor's office and took him to the nutrition site. After lunch, Mr. Smith boarded the vehicle again and returned home.

Mr. Smith boarded the vehicle three times --

1. at his home
2. at the doctor's office
3. at the nutrition site

Mr. Smith should be counted as three (3) separate passengers.

### I - Counting Trip Purposes

**TRIP PURPOSE** - The PRIMARY reason a passenger rides your vehicle.

Under number 2 on the Section 5310 Monthly Reporting Form, the PRIMARY reason that each passenger rides your vehicle should be recorded on the corresponding line. ONLY ONE TRIP PURPOSE SHOULD BE RECORDED PER RIDE.

The HOME line under Trip Purpose should be used to record each passenger who is transported to his or her residence.

The TOTAL under TRIP PURPOSE should always equal the TOTAL NUMBER OF PASSENGERS.

**EXAMPLE:** In the example given under counting passengers, Mr. Smith boarded the vehicle three separate times, each time for a different purpose. The purpose of the first trip was medical, the second was nutrition and the third trip purpose was Home.

**J - Total Miles Driven** - the number of miles driven in a month.

**K - Operating Expenses** - expenses incurred during the month being reported on.

**Driver's Salary** - fixed compensation paid regularly for services rendered by the driver. This figure should include any fringe benefits.

**Fuel/Oil** - cost of gasoline and/or diesel fuel, and the cost of lubricants and oil.

**Preventative Maintenance** - costs incurred to maintain the vehicle on a regular basis, for example: tune-ups, oil changes, tires, etc.

**Repairs** - costs incurred for the repair of vehicles or related vehicular equipment.

**Other** - those costs which are not included in any other category (insurance, administrative fees, etc.).

**Total** - total of all operating expenses.

**L - Food Hot/Cold Storage Unit/Meals Delivered** - only complete if your agency has a vehicle with the hot/cold food storage unit. Then list meals delivered utilizing the storage unit for the month. Otherwise enter a zero.

**M - Vehicle Not Operated, Exceptions to the Assurances, Preventative Maintenance, Major Repairs** -

Section 5 should be completed if the vehicle is taken out of its regular service, not operated at all, exceptions to the assurances existed, or preventative maintenance or major repairs were made to the vehicle. If the vehicle was involved in an accident, it should be reported here. Space has been provided to show your explanation. **(Even if PM or repairs were made at no cost, they should be noted under this section.)**

**N - Assurances** - The Federal Transit Administration requires certification that vehicles are being used responsibly. Any exception to the assurances must be detailed fully under Section 6. Date and signature required.



## Section 5310 Monthly Reporting Form

Date (Month & Year) \_\_\_\_\_ **A** Report Prepared by \_\_\_\_\_ **B**

AGENCY NAME \_\_\_\_\_ **C**

Vehicle Serial No. \_\_\_\_\_ **D** Vehicle License No. \_\_\_\_\_ **E**

Delegate Agency (If Applicable) \_\_\_\_\_ **F** Operated in (County) \_\_\_\_\_ **G**

### 1. Passengers

*Each passenger is only counted in ONE category.*

a. Elderly \_\_\_\_\_  
 b. Disabled (non-wheelchair) \_\_\_\_\_  
 c. Wheelchair \_\_\_\_\_ **H**  
 d. Other \_\_\_\_\_  
**TOTAL** 1. \_\_\_\_\_ **H**

### 2. Primary Trip Purpose - *Each passenger is counted for a trip purpose every time they enter vehicle.*

a. Adult Day Care _____	f. Mental Health _____
b. Education _____	g. Nutrition _____
c. Employment _____ <b>I</b>	h. Shopping/Personal _____ <b>I</b>
d. Home _____	i. Social/Recreation _____
e. Medical _____	j. Other _____
<b>TOTAL (A - J <u>Must</u> Equal 1)</b>	

2. \_\_\_\_\_ **I**  
 3. \_\_\_\_\_ **J**

### 3. Total Miles Driven (Annual mileage should be at least 10,000 miles)

### 4. Operating Expenses

a. Driver Salary(ies) \_\_\_\_\_  
 b. Fuel/Oil \_\_\_\_\_  
 c. Preventative Maintenance\* \_\_\_\_\_ **K**  
 d. Repairs\* Describe under Section 5  
 any PM or major vehicle repairs \_\_\_\_\_  
 e. Other (Insurance/Administrative) \_\_\_\_\_  
**TOTAL** 4. \_\_\_\_\_ **K**

### 5. Food Hot/Cold Storage Unit/Meals Delivered: \_\_\_\_\_ **L**

6.  Our vehicle was not operated this month for the following reason(s) described below:  
 The following exception to the assurances existed this month:  
 Major repairs were made on the vehicle:  
 Preventative Maintenance performed on the vehicle (even at no charge):

**M**

### Assurances

The above information is true and verifiable. The vehicle was operated in accordance with the project grant agreement and was used for the purpose for which the grant was approved. The vehicle hasn't been sold, damaged or otherwise taken out of service. The lift (if the vehicle is equipped with one) or ramp has been cycled (run up and down) daily and is in good working order. The vehicle is being maintained in accordance with the manufacturer's recommended schedule and documentation exists to support this. *Any exception to these items is fully explained under Section 6 (see above).*

Date: \_\_\_\_\_ Signed: \_\_\_\_\_ **N**

## **Section 5310 Monthly Reporting Form**

**Agencies are required to input a  
Section 5310 Monthly Reporting Form  
on every active Section 5310 vehicle in their fleet.**

**The Section 5310 Monthly Reporting Form  
is to be inputted on line  
on or before the 15th day of each month  
reflecting the past month's figures.**

**(May's report is due in the  
DPT Office on or before June 15th)**

**Reports must be inputted in order to avoid penalty points  
being deducted from your agency's next Section 5310 Application.**



## Section 5310 Monthly Reporting Form

Date (Month & Year) July 2010 Report Prepared by Jane Doe

AGENCY NAME Senior Center of WV, Inc.

Vehicle Serial No. 1FTJS34H0PHB83007 Vehicle License No. 035-028

Delegate Agency (If Applicable) Beckley Senior Center Operated in (County) Raleigh

### 1. Passengers

*Each passenger is only counted in ONE category.*

a. Elderly	<u>73</u>
b. Disabled (non-wheelchair)	<u>31</u>
c. Wheelchair	<u>2</u>
d. Other	<u>14</u>
<b>TOTAL</b>	<b>1. <u>120</u></b>

### 2. Primary Trip Purpose - *Each passenger is counted for a trip purpose every time they enter vehicle.*

a. Adult Day Care	<u>15</u>	f. Mental Health	<u>0</u>
b. Education	<u>0</u>	g. Nutrition	<u>73</u>
c. Employment	<u>0</u>	h. Shopping/Personal	<u>16</u>
d. Home	<u>13</u>	i. Social/Recreation	<u>3</u>
e. Medical	<u>0</u>	j. Other	<u>0</u>
<b>TOTAL (A - J <u>Must Equal 1</u>)</b>			
<b>2. <u>120</u></b>			

**3. Total Miles Driven** (Annual mileage should be at least 10,000 miles) **3. 5,274**

### 4. Operating Expenses

a. Driver Salary(ies)	<u>575.00</u>
b. Fuel/Oil	<u>232.50</u>
c. Preventative Maintenance*	<u>20.00</u>
d. Repairs* Describe under Section 5 any PM or major vehicle repairs	<u>150.00</u>
e. Other (Insurance/Administrative)	<u>400.00</u>
<b>TOTAL</b>	<b>4. <u>1,377.50</u></b>

**5. Food Hot/Cold Storage Unit/Meals Delivered:** 150

- 6.**  Our vehicle was not operated this month for the following reason(s) described below:
- The following exception to the assurances existed this month:
- Major repairs were made on the vehicle:
- Preventative Maintenance performed on the vehicle (even at no charge):

- c. Oil Change
- d. Rear Brakes Replaced

### Assurances

The above information is true and verifiable. The vehicle was operated in accordance with the project grant agreement and was used for the purpose for which the grant was approved. The vehicle hasn't been sold, damaged or otherwise taken out of service. The lift (if the vehicle is equipped with one) or ramp has been cycled (run up and down) daily and is in good working order. The vehicle is being maintained in accordance with the manufacturer's recommended schedule and documentation exists to support this. *Any exception to these items is fully explained under Section 6 (see above).*

Date: 07/15/2010 Signed: Jane Doe

## Section 5310 Monthly Reporting Form

Date (Month & Year) \_\_\_\_\_ Report Prepared by \_\_\_\_\_

AGENCY NAME \_\_\_\_\_

Vehicle Serial No. \_\_\_\_\_ Vehicle License No. \_\_\_\_\_

Delegate Agency (If Applicable) \_\_\_\_\_ Operated in (County) \_\_\_\_\_

### 1. Passengers

*Each passenger is only counted in ONE category.*

- a. Elderly \_\_\_\_\_
- b. Disabled (non-wheelchair) \_\_\_\_\_
- c. Wheelchair \_\_\_\_\_
- d. Other \_\_\_\_\_
- TOTAL** **1.** \_\_\_\_\_

### 2. Primary Trip Purpose - *Each passenger is counted for a trip purpose every time they enter vehicle.*

- |   |                            |
|---|----------------------------|
| a. Adult Day Care _____   | f. Mental Health _____     |
| b. Education _____  | g. Nutrition _____         |
| c. Employment _____   | h. Shopping/Personal _____ |
| d. Home _____   | i. Social/Recreation _____ |
| e. Medical _____  | j. Other _____             |
| <b>TOTAL (A - J <u>Must</u> Equal 1)</b> <span style="float: right;"><b>2.</b> _____</span> |                            |

### 3. Total Miles Driven (Annual mileage should be at least 10,000 miles) **3.** \_\_\_\_\_

### 4. Operating Expenses

- a. Driver Salary(ies) \_\_\_\_\_
- b. Fuel/Oil \_\_\_\_\_
- c. Preventative Maintenance\* \_\_\_\_\_
- d. Repairs\* Describe under Section 5 any PM or major vehicle repairs \_\_\_\_\_
- e. Other (Insurance/Administrative) \_\_\_\_\_
- TOTAL** **4.** \_\_\_\_\_

### 5. Food Hot/Cold Storage Unit/Meals Delivered: \_\_\_\_\_

6.  Our vehicle was not operated this month for the following reason(s) described below:
- The following exception to the assurances existed this month:
  - Major repairs were made on the vehicle:
  - Preventative Maintenance performed on the vehicle (even at no charge):

### Assurances

The above information is true and verifiable. The vehicle was operated in accordance with the project grant agreement and was used for the purpose for which the grant was approved. The vehicle hasn't been sold, damaged or otherwise taken out of service. The lift (if the vehicle is equipped with one) or ramp has been cycled (run up and down) daily and is in good working order. The vehicle is being maintained in accordance with the manufacturer's recommended schedule and documentation exists to support this. *Any exception to these items is fully explained under Section 6 (see above).*

Date: \_\_\_\_\_ Signed: \_\_\_\_\_



## PENALTIES FOR LATE REPORTING

Agencies failing to input their Section 5310 Monthly Reporting Form on or before the 15th day of the month will have the following points deducted from their next Section 5310 Application:

1 Late Submission	No Penalty
2 Late Submissions	3 points deducted
3 Late Submissions	7 points deducted
4 Late Submissions	15 points deducted
5 Late Submissions	30 points deducted
6 or more Late Submissions	<b>Agency Not Funded Next Application Cycle</b>

These penalties are assessed for late submissions during the time frame listed in the current Section 5310 Application. Late submissions do not have to be consecutive in order to have points deducted from an agency's funding request.

# **VEHICLE INVENTORY RECORD**

**This form allows agencies to keep a permanent record of their entire vehicle fleet.**

**This form should be retained for your agency's records.**





**Section 5310 Monthly Reporting Form  
On Line Reporting Procedures**



## INSTRUCTIONS FOR SECTION 5310 VEHICLE TRACKING SYSTEM REPORT DATA ENTRY

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1. On the web, go to [pt5310.wvdot.com](http://pt5310.wvdot.com) or <http://pt5310.wvdot.com>
2. **Login Screen:** enter user name and password as provided. Select Login Now.
3. **Message Screen:** At times informational messages may appear on this screen. Go to top of screen and select VIEW.
4. Listing of your agency's vehicles appear. Select vehicle and data enter report. During data entry, use tab key to proceed.

- Verify posting to correct serial number/screen
- All fields must contain at least a zero
- **Section 1-Passengers & Section 2-Primary Trip Purpose:** totals must be the same or you won't be able to PIN the report

Each time a passenger boards a vehicle, he or she should be counted as a passenger under Section 1 and the trip purpose under Section 2. For example: Mr. Smith boarded the vehicle at his home and went to the doctor's office, the vehicle then picked him up at the doctor's office and took him to the nutrition site. After lunch, Mr. Smith boarded the vehicle again and returned home.

Mr. Smith boarded the vehicle three times --

1. at his home
2. at the doctor's office
3. at the nutrition site

Mr. Smith should be counted as three (3) separate passengers under Section 1 and as three different trip purposes under Section 2 – medical, nutrition and home.

- **Section 3-Total Miles Driven:** field must have at least a one (even if not run, enter a 1)
- **Section 4-Operating Expenses:** entries require the decimal and must equal the total.

**Section 5-Food Hot/Cold Storage Unit/Meals Delivered:** only complete if your agency has a vehicle with the hot/cold food storage unit. Then list meals delivered utilizing the storage unit for the month.

If entry under Preventative Maintenance or Repairs, then comment field must be completed. If no information is provided in the comment field concerning the Preventative Maintenance or Repairs then the system will give you an error message and not let you pin the report until it is completed.

Section 6 and Comment Field should be completed as needed for documenting preventative maintenance, repairs, stating why vehicle wasn't utilized, to report an accident, damage, to note exceptions to assurances, etc. **NO CHARGE PREVENTATIVE MAINTENANCE OR REPAIRS SHOULD ALSO BE NOTED.**

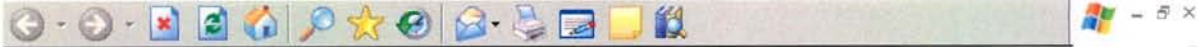
Remember, your agency is responsible for maintaining all equipment in the best working condition possible, allowing for normal wear and tear. On the Annual Report that is run, I verify that the vehicle is being maintained.

When you have completed your entries, read Assurances, enter PIN Number provided and hit Submit. If entries are not complete, the system will give you an error message and not let you pin the report until corrections are made.

5. To print a copy of the completed report, go to File, select Print, select your applicable printer and hit enter. A printed copy of the report is to be maintained in your agency's records and be available for review by staff from the Division of Public Transit and/or the Federal Transit Administration.
6. If your agency has more than one vehicle you will need to repeat the above process.
7. Data entry of the report(s) into the system is still due by the 15<sup>th</sup> day of each month reflecting the past month's figures. (March's report is due to be entered into the system on or before April 15<sup>th</sup>) Report(s) must be entered in the system to avoid penalty points being deducted from your agency's next Section 5310 Application.
8. Once entry is complete on all report(s), at top select Logout, click Sign Out and you are done!

**REMEMBER: ALL OTHER DOCUMENTATION STILL NEEDS TO BE MAINTAINED IN YOUR AGENCY'S FILES REGARDING REPORTING AND MAINTENANCE RECORDS!**





	<p>West Virginia Department of Transportation <b>Division of Public Transit</b> 5310 Vehicle Tracking System</p>	
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Please login

User Name:

Password:

[Login Now](#)



Back to login



Home View Logout 3/23/2005

	<p>West Virginia Department of Transportation  <b>Division of Public Transit</b>          5310 Vehicle Tracking System</p>	
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Now is the time for all good men to come to the aid of the party.  
 Now is the time for all good men to come to the aid of the party.  
 XXXXXXXXXXXXXXXXXXXX



Home View Logout 3/23/2005

	<p>West Virginia Department of Transportation  <b>Division of Public Transit</b>          5310 Vehicle Tracking System</p>	
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### Vehicle Reports for the Month of September of 2004

	Agency Name	Vehicle Serial No	Total Miles	Report Date
Select	1 Barbour County Senior Center	1FDXE45S9YHB54216	1,638	3/8/2005
Select	69 Braxton County Senior Citizens Center	1FBNE31L13HB04783	1,905	3/9/2005
Select	69 Braxton County Senior Citizens Center	1FBNE31L33HB04784	1,897	3/9/2005
Select	3 Brooke County Committee on Aging	1FDXE40S1XHB29977	99,999	3/8/2005
Select	3 Brooke County Committee on Aging	1FTSS34L23HB09493		
Select	3 Brooke County Committee on Aging	1FTSS34L6YHB82194		
Select	113 CASE	1FTSS34L8XHA99848		
Select	70 Central WV Community Action Association	1FDXE45S61HB28419		
Select	6 Clay County Development Corporation	1FTSS34L22HA89986	2,110	3/9/2005
Select	12 Commission on Aging Family Services	1FDXE40S9YHB40560	000	3/9/2005



	<p>West Virginia Department of Transportation  <b>Division of Public Transit</b>          5310 Vehicle Tracking System</p>	
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Agency: Barbour County Senior Center	VIN: 1FDXE45S9YHB54216
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### 1. Passengers

Each passenger is only counted in ONE category.

a. Elderly	<input type="text" value="119"/>
b. Disabled (non-wheelchair)	<input type="text" value="37"/>
c. Wheelchair	<input type="text" value="0"/>
d. Other	<input type="text" value="74"/>
TOTAL	<input type="text" value="230"/>



## 2. Primary Trip Purpose

Each Passenger is counted for a trip purpose every time they enter vehicle.

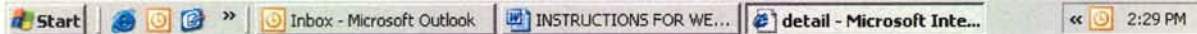
a. Adult Day Care	<input type="text" value="0"/>	f. Mental Health	<input type="text" value="2"/>
b. Education	<input type="text" value="0"/>	g. Nutrition	<input type="text" value="21"/>
c. Employment	<input type="text" value="12"/>	h. Shop/ Personal	<input type="text" value="26"/>
d. Home	<input type="text" value="91"/>	i. Social/ Rec.	<input type="text" value="0"/>
e. Medical	<input type="text" value="28"/>	j. Other	<input type="text" value="50"/>
		TOTAL (a. - j. MUST equal 1.)	<input type="text" value="230"/>

## 3. Total Miles Driven

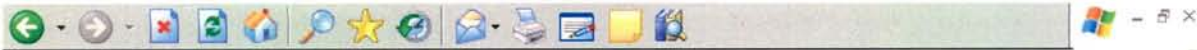
(annual mileage should be at least 10,000 miles)

## 4. Operating Expenses

a. Driver Salary(ies)	\$	<input type="text" value="1989.00"/>
b. Fuel/Oil	\$	<input type="text" value="438.00"/>
c. Preventative Maintenance* (Describe under section 5.)	\$	<input type="text" value="0.00"/>
d. Repairs* (Describe under section 5.)	\$	<input type="text" value="0.00"/>
e. Other (Insurance/ Administrative)	\$	<input type="text" value="0.00"/>
TOTAL		\$ <input type="text" value="2427.00"/>







5.  Our vehicle was not operated this month for the following reason(s) described below:
- The following exception to the assurances existed this month:
- Major repairs were made on this vehicle:

**Assurances**

The above information is true and verifiable. The vehicle was operated in accordance with project grant agreement and was used for the purpose for which the grant was approved. The vehicle hasn't been sold, damaged or otherwise taken out of service. The lift (if the vehicle is equipped with one) has been cycled (run up and down) daily and is in good working order. The vehicle is being maintained in accordance with the manufacturer's recommended schedule and documentation exists to support this.

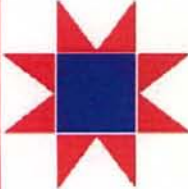

*Any exception to these items is fully explained under Section 5 (see above).*

Enter PIN Number:

**Submit**

**Cancel**



	<p>West Virginia Department of Transportation <b>Division of Public Transit</b> 5310 Vehicle Tracking System</p>	
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Thank you for coming!

When you click the button below, you will be signed out from our site.

[Sign Out](#)



**This appendix contains forms which can be used to assist  
in your agency's safety planning.**

**Agencies should make copies of the forms  
and use as suggested.**

**All completed forms should be retained by your agency.**

## **AGENCY CHECKLIST FOR SAFETY**

- Pre-trip inspection performed and documented by drivers daily
- Drivers report all mechanical problems to the appropriate person
- Each trip is recorded on Daily Driver's Trip By Trip Record
- All trips are posted to Monthly Passenger Record
- Drivers have been instructed to report all unusual occurrences on Accident/ Incident Report Form
- Dispatcher or System Manager reviews all driver forms as appropriate
- All driver safety concerns as reported on driver forms are addressed



# ACCIDENT OR INCIDENT REPORT

Please supply the following information about the accident or incident you are reporting.

Date: \_\_\_\_\_ Time: \_\_\_\_:\_\_\_\_ AM or PM

Vehicle: \_\_\_\_\_

Location: \_\_\_\_\_

Name, Address & Phone Number of Other Driver:

\_\_\_\_\_

Name, Address & Phone Number of Passengers:

(Use back of sheet if more room needed)

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>Injured</u>
-------------	----------------	--------------	----------------

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Description of Accident or Incident:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

When you have completed the report, sign your name below and take the form to your supervisor.

\_\_\_\_\_

Driver Signature

\_\_\_\_\_

Supervisor Signature

## PLEASE POST

When an emergency is reported, the dispatcher must ask for the following:

- ◆ The exact location of the emergency
  - road
  - cross street
  - direction headed
  - landmarks
  
- ◆ The type of emergency
  - accident
  - fire
  - mechanical difficulty
  - health emergency
  
- ◆ Number of possible injuries
  
- ◆ Extent of injuries
  
- ◆ Whether emergency personnel have been notified
  
- ◆ Vehicle number or driver name
  
- ◆ Elapsed time since start of emergency