

NEBRASKA

Good Life. Great Journey.

DEPARTMENT OF TRANSPORTATION

NDOT Vehicle Program Management Manual

Acquisition, Maintenance, Best Practices,
Requirements, Disposal

5310 and 5311 Grant Programs

November 2020

Local Assistance Division

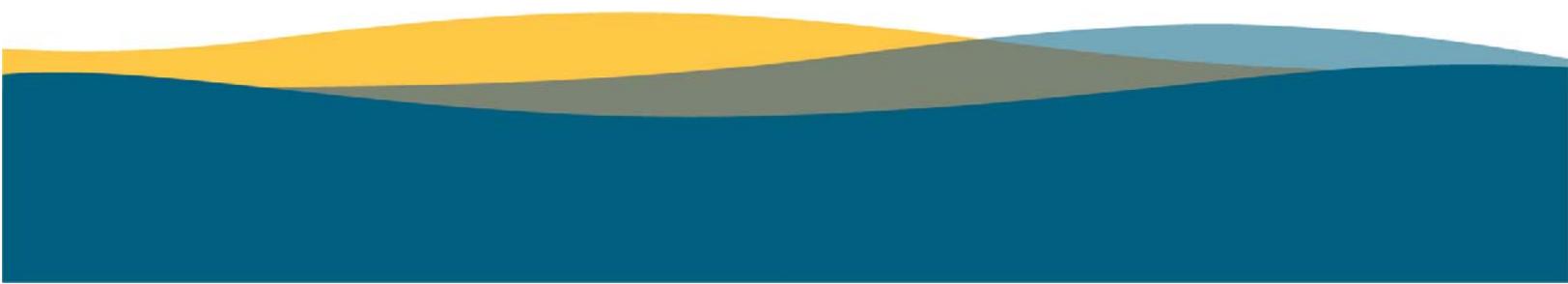


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Nebraska Department of Transportation (*NDOT*)
NOTICE OF NONDISCRIMINATION

The Nebraska Department of Transportation complies with all civil rights provisions of federal statutes and related authorities that prohibit discrimination in programs and activities receiving federal financial assistance. Therefore, the Department does not discriminate on the basis of race, sex, color, age, national origin, religion or disability, in the admission, access to, and treatment in the Department's programs and activities, as well as the Department's hiring or employment practices. FTA-related complaints of alleged discrimination and inquiries regarding the Department's nondiscrimination policies may be directed to:

Kari Ruse, NDOT Transit Manager
Nebraska Department of Transportation (*NDOT*)
PO Box 94579
Lincoln, NE 68509
402-479-4694
kari.ruse@nebraska.gov

Glossary of Acronyms

Americans with Disabilities Act (ADA): A civil rights law that prohibits discrimination based on a disability.

Nebraska Department of Transportation (NDOT): The state agency tasked with passing through state and federal funds to eligible agencies for the provision of public transit and specialized transportation for the elderly and disabled.

Federal Motor Vehicle Safety Standards (FMVSS): U.S. federal regulations specifying design, construction, performance and durability requirements for motor vehicles.

Canadian Motor Vehicle Safety Standards (CMVSS): Standards and their supporting Technical Standards Documents for Canadian manufacturing standards for vehicles.

California Air Resources Board (CARB): Approved airborne toxic control measure which aims at reducing formaldehyde emissions from composite wood products.

Original Equipment Manufacturer (OEM): A company that produces parts and equipment that may be marketed by another manufacturer.

Gross Vehicle Weight Rating (GVWR): The maximum operating weight/mass of a vehicle as specified by the manufacturer including the vehicle chassis, body, engine, engine fluids, fuel, accessories, driver, passengers and cargo.

Introduction

The purpose of this manual is to provide subrecipients with information and guidance for acquiring, maintaining, and disposing of vehicles procured with Federal Section 5310 and 5311 program funds. Included in this manual are eligibility requirements, application process, preventive maintenance plans, warranty information, and the vehicle disposal process.

Preventive Maintenance (PM)

PM is an essential element of every effective maintenance program to ensure maximum vehicle reliability, longevity and passenger safety. While a PM program may be more expensive in the short run, it reduces overall operation and maintenance cost over the life of the vehicle.

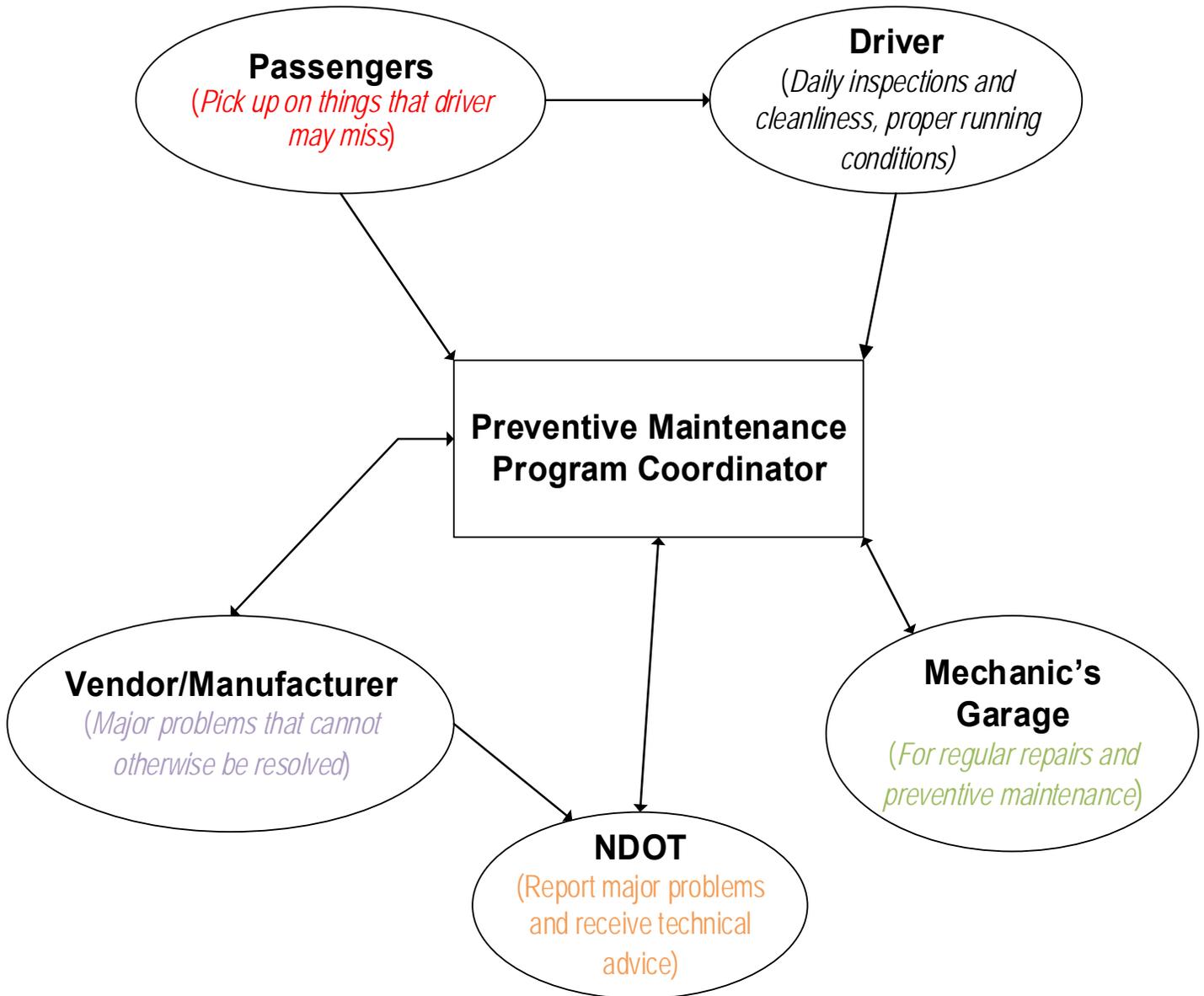
Developing a successful PM program

The following are elements and the issues you should consider when developing your PM program:

- Routine service and maintenance are essential to ensure the vehicle meets its useful life.
- Every vehicle has its own maintenance requirements program outlined by the manufacturer.
- It is critical to service the vehicle at the appropriate mileage.
- Lift equipment must be included in the PM program.

Communication Diagram

The paths of communication required to administer an effective preventive maintenance program. It is crucial to keep in mind the **program coordinator** is the most important part of this diagram.



5310 Application – Rural Areas and Lincoln Metropolitan Area

Section 5310 - Enhanced Mobility of Seniors and Individuals with Disabilities Program

In rural areas and the Lincoln metropolitan area, NDOT is the direct recipient for Section 5310 funds from the FTA. The Metropolitan Area Planning Agency (MAPA) is the direct recipient for 5310 funds for the Omaha Metropolitan area. NDOT is responsible for oversight for the life of all vehicles procured under 5310 program.

This program provides capital assistance for vehicles and specialized equipment to public entities and private nonprofit organizations to meet the needs of the elderly and disabled.

Applications:

Type of Assistance:

1. Capital—includes vehicles and technology
2. Purchase of Service

Eligibility: Private nonprofit organizations incorporated in the State of Nebraska and governmental entities that provide transportation services to meet the needs of seniors and individuals with disabilities. Governmental entities must provide documentation to certify that there are no nonprofit agencies in the area readily available to provide the transportation service.

Match Requirement: Capital – 80% federal, 20% local
 Other Capital (Purchase of Service) – 80% federal, 20% local

Vehicle Cost Estimate

The cost will depend on the vehicle and what options are selected. The applicants are required to contribute 20% local match of the purchase price.

Cost estimates for Vehicles (prices may vary year to year)

Lower floor minivan (<i>with manual ramp</i>)	\$48,000
Twelve-passenger van (<i>without wheelchair lift or ramp</i>).....	\$32,000
Small bus seating 12-ambulatory and 9+2 with 2-wheelchair positions	\$75,000
Ford transit.....	\$65,000

5310 Application

5310 applications are released, as funding is available. A public notice will be posted announcing the competitive application process is open and email notification will be sent out.

Applicants informed of reviewed results.

After reviewing applications, applicants will receive written notification if they have been approved for funding or declined.

5311 Application

5311 Applications

The application needs to be submitted online through the Transit manager's portal at invoice.nebraskatransit.com

LOGIN TO YOUR DASHBOARD

Login Credentials

Username or E-mail:

Password:

Login

[Forgot Password?](#) [Sign Up!](#)

Vehicle Cost Estimate

The applicants are required to contribute 10% local match of the purchase price. Prices may vary from year to year.

Cost estimates for Vehicles (prices may vary year to year)

Lower Floor Minivan (<i>with manual ramp</i>)	\$48,000
Twelve-passenger Van (<i>without wheelchair lift or ramp</i>)	\$32,000
Small bus seating 12-ambulatory and 9+2 with 2-wheelchair positions	\$75,000
Ford transit	\$65,000

Vehicle Acquisition

Vehicles ordered

NDOT will order the vehicles through the Nebraska Department of Administrative Services. Unexpected delays do occur. NDOT will make every effort to keep the applicant informed of any delays.

Applicant invoiced

Prior to the expected date of delivery, the applicant will be invoiced for the local match. The vehicle will not be released without local match and proof of insurance.

Vehicles are purchased and delivered to NDOT

The vehicles are delivered to NDOT and inspected to ensure they meet the written specifications and are in good working order.

Applicant notification and request for insurance

The applicant is notified that the vehicle has arrived and is available for pickup, NDOT will request proof of insurance from applicant be provided prior to the scheduled date of pickup. Applicants should make arrangements to pick up the vehicle as soon as possible.

Vehicle Pickup and Title.

Vehicles can only be picked up Monday – Friday (*excluding state holidays*) from 8:00 a.m. – 2:00 p.m. CST. The Department will need a 2-day notice before pickup. When the applicant arrives at NDOT operations, they will be provided with a brief demonstration of vehicle features and operation. The vehicle title will be turned over to the applicant. **Please Note:** Section 5311 applicants must ensure that the individual picking up and driving the vehicle is a safety sensitive employee in the random drug pool. Section 5310 applicants should send the lead driver or driver-training instructor to pick up the vehicle.

Program Maintenance Documentation

Maintenance Best Practices

The key element in developing and implementing a successful PM is to ensure that all documentation for each vehicle is located in a single file folder (electronic or paper). The documentation must be available during agency compliance reviews. The following is a list of information to be included in the vehicle folder:

- File name of each folder should include the *Vehicle Identification Number (VIN), Make and year it was purchased.
- If a paper file is preferred, information should be separated with a tab for each subfolder to include this information:
 - Vehicle title copy and proof of insurance
 - Pre-trip inspections (retain for 12 months in file)
 - PM maintenance records
 - PM maintenance records for wheelchair lift (*if applicable*)
 - PM maintenance records for the manual wheelchair ramp
 - Vehicle manufacturer maintenance schedule
 - PM schedule vehicle maintenance plan
 - Backup 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*)
- Electronic files should be organized as above with subfolders

Vehicle Preventive Maintenance Plans

Requirements

Subrecipients of FTA funded assets are required to develop written maintenance plans. The plan must identify the goals and objectives of a maintenance program and establish the means by which such goals and objectives will be attained. Subrecipients are encouraged to use the "Vehicle Maintenance Plan" template under "Asset Management" located at www.nebraskatransit.com. Click on Asset Management and scroll down to Forms and Templates.

1. Attach the following to the plan:

- Template maintenance schedules for each vehicle type
- Template pre- or post-trip inspection form
- A template PM Plan is available in the appendix section of this manual

Click on header to access resource links.

COVID-19 INFORMATION AND RESOURCES	+
ALCOHOL AND DRUG COMPLIANCE - TESTING/REPORTING DOCUMENTS AND LINKS	+
AMERICANS WITH DISABILITIES ACT	+
ASSET MANAGEMENT	+
CIVIL RIGHTS - TITLE VI COMPLIANCE DOCUMENTS AND LINKS	+
FTA SECTION 5311 FUNDING DOCUMENTS	+
GENERAL TRANSIT DOCUMENTS/MANUALS/BROCHURES/HANDBOOKS	+
SAFETY AND SECURITY	+
TRANSIT WEBSITES	+
MISCELLANEOUS INFORMATION	+

Preventive Maintenance Schedule

All receipts and documentation that the work was completed is included in the individual maintenance files. This includes repairs for warranty items, PM template, and unscheduled repairs. All repair receipts and documentation must include the VIN.

Note: It's recommended that you utilize the manufacturer's schedule for PM. If your agency has a preferred schedule that requires PM more frequently than the manufacturer's schedule, it is acceptable to utilize the agency schedule. **However, all scheduled maintenance must occur prior to the manufacturer schedule.**

The completed PM records should be retained, electronically or paper copies, in the individual vehicle file.

Wheelchair Lift PM Schedule

Perform lift maintenance at scheduled intervals according to number of cycles or elapsed time, whichever comes first. Correct any potentially dangerous situations at once. Thoroughly read the maintenance and operation manual to fully understand the wheelchair components and its locations.

A DVD of routine maintenance and operating instructions is supplied by the manufacture and included with each lift-equipped vehicle. Managers and drivers are strongly encouraged to review these resources before operating the lift equipment.

Vehicle Modification/Logo Policy

Modification of a vehicle received through the Section 5310 and 5311 programs (*adding seats, removing seats, adding a lift, etc.*) is prohibited unless prior approval is received from NDOT.

Nebraska Public Transit and **Railroad logos** will be supplied for every public transportation vehicle. The logo should be displayed on each side of the vehicle. Replacement logos are available upon request to NDOT, George. Subrecipient can put their agency name and phone number on the vehicle. Vehicle wraps maybe allowed inform NDOT for approval. Kari R.

Useful Life

Per the FTA, the vehicle has met its useful life after 4 years or 100,000 miles. However, only NDOT will determine **if/when** a subrecipient's vehicle has met its useful life. Vehicles meeting the minimum service years and/or minimum miles are considered for disposal on a case-by-case basis.

5310 & 5311 Vehicle/Equipment Disposition Request

All subrecipients prior to disposing any Federally funded vehicle or equipment, must request approval from NDOT The Vehicle and Equipment Disposition Request Form is located on the transit manger's dashboard at nebraskatransit.com/invoice. If you are unfamiliar with or cannot access the dashboard, contact NDOT transit Section 402-479-4694.

You will have 4 options to disposing of the vehicle.

- Advertised sealed bids (cannot be sold for less than the average of two competent appraisals). Upload copies of the bids when submitting the final disposition information through your dashboard.
- Public Auto auction
- Private party (cannot be sold for less than the average of two competent appraisals). Upload copies of the appraisals when submitting your original disposition request through your dashboard.
- Applicant to retain vehicle for non-transit use. Option allowable only if the vehicle meets all the following criteria:
 1. 100,000 miles or more;
 2. Minimum of 4 years old; and
 3. Value less than \$5,000 (must provide two appraisals from reputable dealers, local or internet)

Note: If the vehicle is valued at and sold for \$5,000 or more, follow the procedure below:

- Retain the percentage of local match contributed by your agency (ask NDOT if you are unsure) of the proceeds plus a \$225 administrative fee. The administrative fee is intended to defray the cost associated with advertising and processing the sale of the vehicle.
- Forward the remaining balance to NDOT (check payable to NDOT) and a copy of the bill of sale within 30 days of the sale.

If the vehicle is valued at and sold for less than \$5,000, the transit system may retain 100% of proceeds. Transit providers are encouraged to reinvest proceeds back into transit operations.

Warranties

All vehicles purchased through state contract have warranties, which, at a minimum, cover all labor, and replacement parts for a period of one year/12,000 or three year/36,000 miles. 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.*). Warranties come in 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 specific recommendations.

An NDOT representative will provide a packet containing all your warranty information upon delivery of the vehicle. The warranty packet should be placed in the vehicle filed containing all the vehicle information.

Thoroughly examine and become familiar with all the warranties provided with the vehicle when it is delivered. Make sure that you have read all 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? Make sure you understand who is going to be responsible for which warranties – is it the vehicle supplier of the local service representative of a component supplier (*such as an air conditioning unit or wheelchair lift*)?

If defects are found upon arrival, take the vehicle to an authorized dealer 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, and 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. In most cases, this vendor is the one who submitted the original bids and is most familiar with all aspects of your vehicle (*i.e., chassis, body, ancillary equipment, etc.*). 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 of the original vendor, contact NDOT.

For modified vehicles (*small buses, lower floor minivans and vans*) with repairs required under warranty, contact the vehicle salesperson for instructions on how to proceed. Contact information below:

Mike Baumgartner
Master's Transportation
3710 Central Avenue, Suite 5
Kearney NE 68847
308-440-5006

For vehicles that are not modified (*12-passenger and 7-passenger vans*), contact your local dealer directly. Use the warranties as a basis for future maintenance activities by ensuring that any required servicing is directly incorporated into your preventive 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.

Service Schedules

The appendix includes sample maintenance schedules for many of the vehicles currently in service.

Reporting

All reports are submitted online via a portal at nebraskatransit.com. New subrecipients will be instructed to create an account to access the reporting functions.

Monthly Vehicle Usage Reports

Section 5310 subrecipients are required to submit monthly vehicle usage reports for the first four years (based on the year of the vehicle). Information to be reported includes the number of ambulatory, non-ambulatory and disabled passengers were transported each month.

Annual Vehicle Inventory

Section 5310 subrecipients are required to submit an annual vehicle report for ALL vehicles funded by the FTA. Section 5311 subrecipients are not required to submit an annual inventory report as information is collected through the annual operating assistance application.

Record Retention

Files may be kept electronically or in paper form. Vehicle PM files (invoices, mechanics checklist, etc.) shall be retained in the vehicle file at least 3 years.

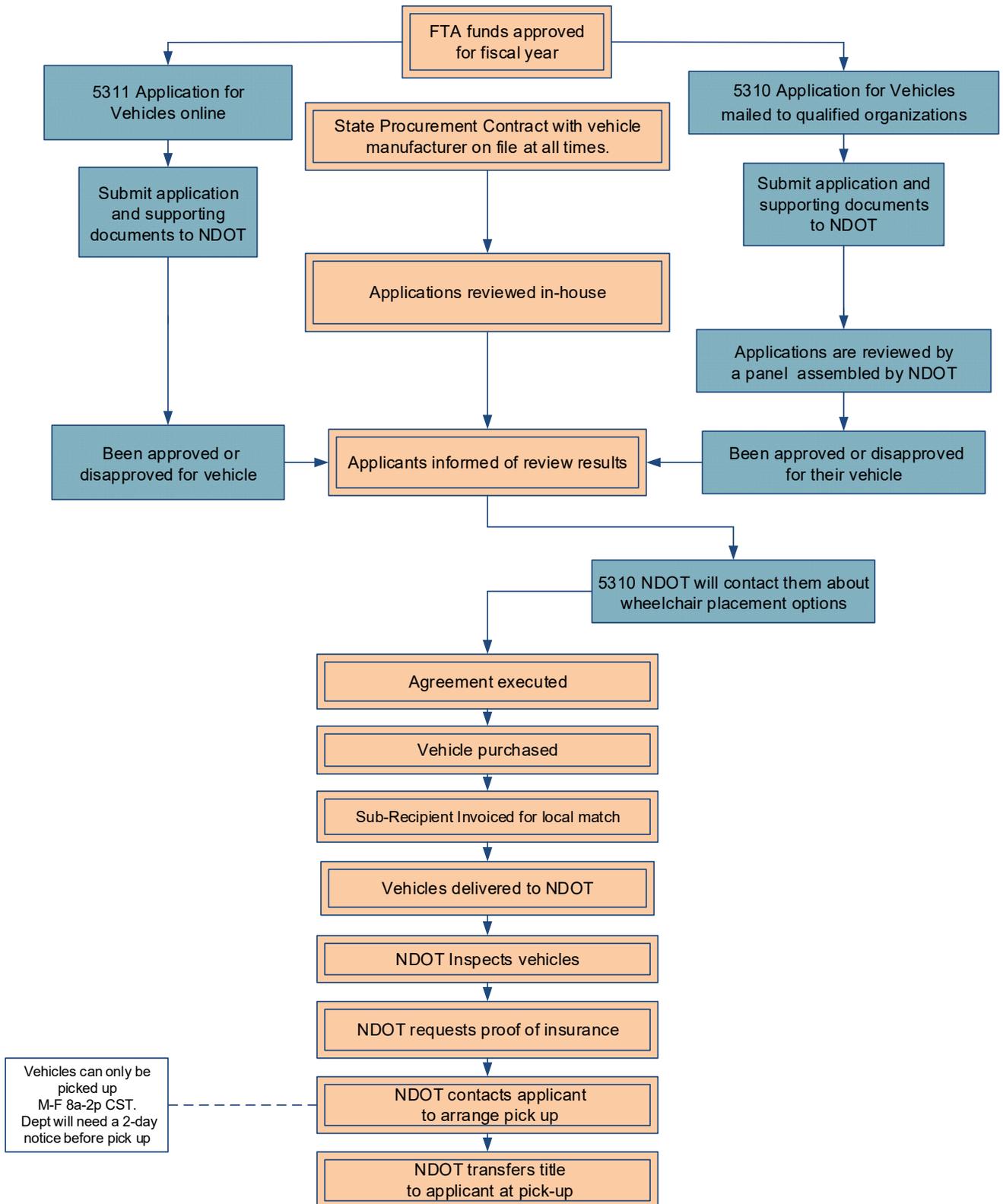
Pre and Post trip inspection sheets must be retained for a minimum of 12 months.

Warranty work documentation shall be retained at least 3-years after the expiration of the warranty. Please note, the length of the warranty can vary from chassis, motor, lift equipment, etc.

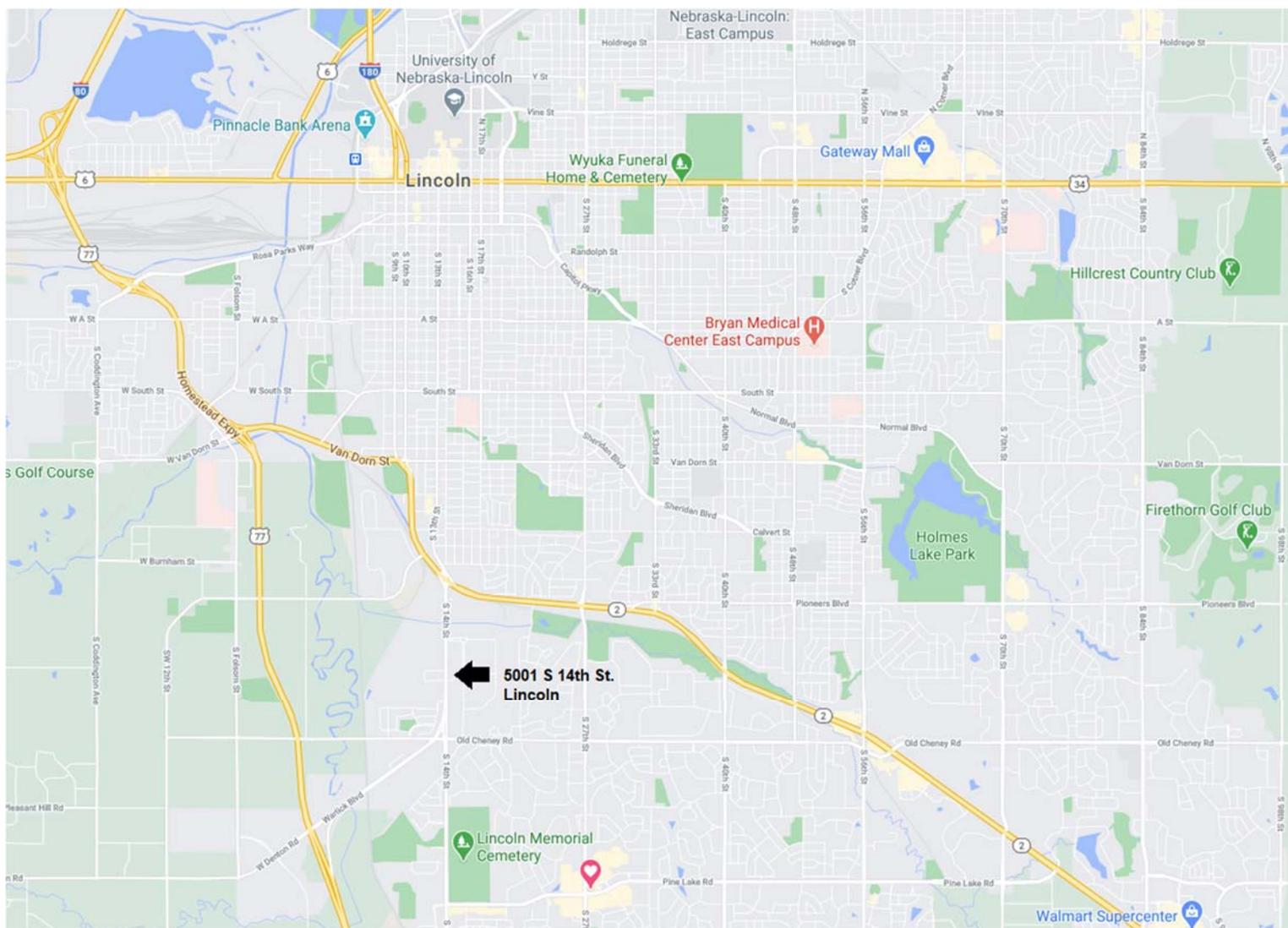
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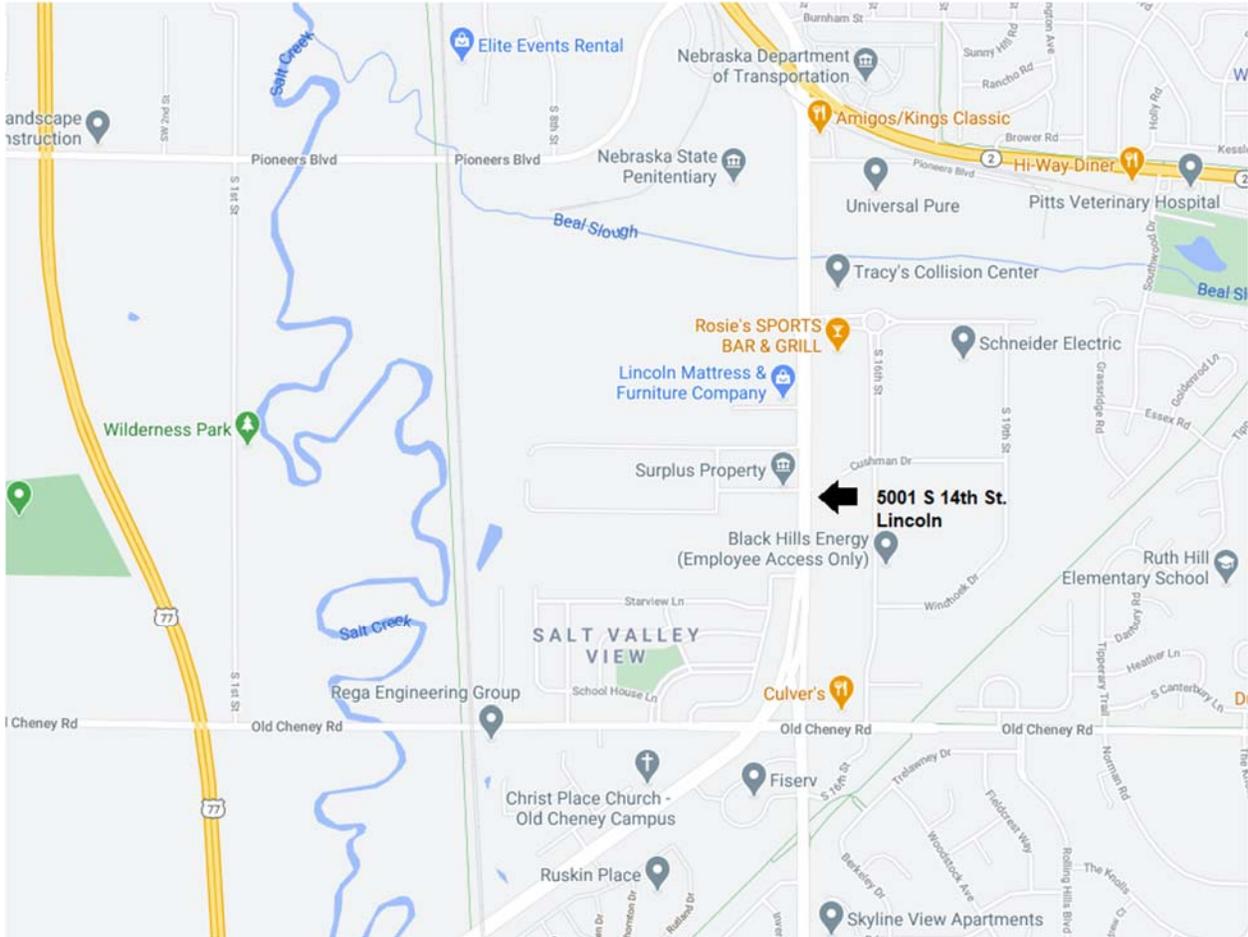
Vehicle Acquisition



Vehicle Pickup Location



Vehicle Pickup Location



Sample Pre-Trip Inspection Daily Vehicle Condition Report

Instructions for Use: The pre-trip inspection report shall be completed by the driver prior to the vehicle being dispatched for duty each day it is in service. The driver shall sign the report and provide the completed form to the supervisor/dispatcher prior to leaving the base of operations. The completed forms for each vehicle shall be retained in the vehicle file and be available for review during NDOT site visits.

Date: 2/20/20			
Driver: <i>(print first and last)</i>	Joe Public	Year:	2020
Vehicle Identification No.:	8675309	Mileage:	30,000
Type of Vehicle (<i>Identify</i>):	<input type="checkbox"/> Bus	<input checked="" type="checkbox"/> 12-Passenger Van	
	<input type="checkbox"/> Minivan	<input type="checkbox"/> LF Minivan	

OK	Defective	Exterior	Comments
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Inspect for leaks under vehicle	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Headlights	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Tail/Brake Lights	left break light out
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Turn Signals	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Clearance Lights	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Windshield Wipers and Blades	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fresh Body Damage	ran into a tree
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Exhaust System	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tires/Wheels	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cleanliness	
Under the Hood			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Oil Level	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Radiator Level	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Windshield Washer Fluid Level	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Engine/Hoses/Belts	
Interior			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Horn	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Windshield Wipers	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Gauges/Instruments	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Steering	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Passenger Door	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Brakes	When I press down it takes 5 minutes to come to a
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Blower Fans/Heater/Air Conditioning	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interior Lights	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rear Vision Mirrors	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cleanliness	
Safety Equipment			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Triangles	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	First-aid Kit	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Blood Borne Pathogen Kit	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fire Extinguisher	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Check Backup Alarm	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Web Cutter	I never have had web cutters in the bus
Accessibility Equipment			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cycle Lift/Deploy Ramp Inspect	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Proper Number of Wheelchair	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Proper Number of Lap/Shoulder Belts	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Proper Number of Lab/Shoulder Belts	

Driver Signature: Joe Public

[Insert Entity Name Here]

Preventive Maintenance Plan

Mission Statement

The mission of the [Insert Entity Name Here] vehicle maintenance program is to provide safe, clean, reliable and comfortable vehicles for use by our customers and drivers.

Goals:

- To ensure proper running condition, cleanliness and proper equipment of all vehicles.
- To provide less down time of the vehicle(s) and timely maintenance repairs before a break down can occur.

Objectives:

- To perform pre-trip inspections of all vehicles, lift equipment and restraints prior to the vehicle being placed in service for the day.
- To perform PM on all vehicles according to the manufacturer's recommended schedule (at a minimum).
- To have a record-keeping system in place to ensure that the PM program is being performed.
- To maintain all vehicles records and information by VIN.
- To perform PM and servicing on new vehicles to maintain warranty coverage and recover costs of warranty repairs.
- To allow the opportunity for all drivers to attend training provided through the NDOT.

Transportation Vehicles:

Year	Make	Model	VIN	#Wheelchair Positions

Attachments:

- PM Schedules (for each vehicle) Templates
<https://www.nebraskatransit.com/index.php/resources/transit-manager-resources/>
- Pre-trip Inspection Template
<https://www.nebraskatransit.com/index.php/resources/transit-manager-resources/>