REQUEST FOR PROPOSALS
ATL SOLICITATION # 26-002

TRANSIT OPERATIONS AND MAINTENANCE SERVICES For ATLANTA-REGION TRANSIT LINK AUTHORITY and GWINNETT COUNTY

ATTACHMENT 9

CONTENTS

ATL Fleet Plan

Xpress Fleet Maintenance Plan

Atlanta-Region Transit Link Authority (ATL)
Xpress Commuter Service

Fleet Maintenance Plan Revision Notification:

Date	Revision Number	Summary
120517	001	Originally produced November 25, 2015
010418	002	Updated
022018	003	Updated
022618	004	Updated
042320	005	Updated
083120	006	Changed SRTA to ATL
123021	007	Yearly Updates and Plan Split
	008	

Notification of Revisions Within the Plan:

Date	Revision Number	Summary
03/10/2016	16-1	Allison Transmission Service Update
05/09/2016	16-2	GRTA Semi-Annual Inspection Form change to Annual. Misc. PM additions and corrections. Updated monthly required reports to be consistent with contract.
10/28/2016	16-3	Added alternator belt tensioner pivot greasing to “A” PM. Added voice annunciator (if installed) to PM. Removed contractors that no longer provide services. Removed direct operating tasks from GRTA (PTM) and replaced it with service contractor at South Ops.
01/04/2018	18-1	Added SRTA Bus Fleet Contingency Plan as Appendix E.
10/09/2018	18-2	Changed P&R HVAC service to semi-annually.
04/23/2020	20-1	Revamped plan to align with current and future operations
08/31/2020	20-2	Changed SRTA references to ATL to reflect agency change
12/30/2021	21-1	Yearly Updates and split Fleet and Facilities into two (2) separate documents
02/07/2025	25-1	Updated to reflect current fleet and staffing

Reviewed and Approved by:	Date
Chief Transit Officer	
Deputy Executive Director - ATL	

TABLE OF CONTENTS

1. Introduction

1.1. Overview

The Atlanta-Region Transit Link Authority (ATL) operates the Xpress commuter service. Xpress operates 27 routes in 12 metro-Atlanta counties, providing passengers with reliable, stress-free commutes to and from major employment centers in Downtown, Midtown, and Perimeter Center. Service is provided on MCI over the road coaches with free Wi-fi, mobile ticketing, and Breeze fare payment.

The ATL delivers fixed-route commuter service to the region through an inter-governmental agreement (IGA) with Cobb County, dba as CobbLinc and a contract with Transdev North America.

ATL's Headquarters offices are located at 245 Peachtree Center Ave NE, Suite 2300, Atlanta, GA 30303-1426.

The purpose of the ATL Fleet Maintenance Plan is to outline the required maintenance policies and procedures for maintaining the Xpress fleet. It is also intended to document ATL's goal of compliance with FTA's requirements for oversight, maintenance, and control of the federal interest in the Xpress assets. ***Therefore, the ATL Xpress Contractor and Cobb County/CobbLinc are required to meet or exceed the requirements listed herein.***

ATL expects that every member of the service Contractor's and CobbLinc's team, both management and employees, are familiar with the Fleet Maintenance Plan and committed to its directives. Adhering to these procedures will ensure that ATL Xpress services are of the highest quality possible.

ATL considers its service Contractor and Cobb County/CobbLinc to be partners in the delivery of commuter service and welcomes the comments and suggestions on how we may improve the methods by which we design and deliver ATL Xpress services.

All requests for information or questions concerning the ATL Fleet Maintenance Plan should be directed to the ATL Asset Management Administrator.

1.2. Safety

Xpress prioritizes the safety of its customers, employees and when service is interrupted, restoration of service safely and with minimal disturbance.

ATL's maintenance staff monitors all fleet maintenance activities to ensure all personnel have received the appropriate safety training for diesel and battery electric fleets, to include use of the appropriate personal protective equipment (PPE) and know how to operate all emergency equipment.

The Xpress fleet is monitored using the daily maintenance reports to identify any safety and/or mechanical related issues and take corrective action. The core of the PMI programs must start with a daily inspection performed by the operator. This daily inspection, referred to as the Driver Vehicle Inspection Report (DVIR), requires operators to perform inspections defined by the National Highway Transportation Safety Administration's "Federal Motor Vehicle Safety Standards" prior to vehicle use and after vehicle use. Several critical safety items are checked that include a brake and air loss test, as well as proper operation of other safety-related items such as horn, wipers, tires, and lights. The service Contractor verifies that all ADA items are operating properly prior to any vehicle entering passenger service.

During the regularly scheduled PMI's, technicians are to scrutinize safety related items. If defects are discovered, they must be corrected before the bus is used in revenue service. Examples include:

- Defective ADA related items
- Defective stanchions
- Defective tires
- Defective brakes/systems
- Defective steering components
- Defective electrical and charging components
- Others that have potential negative safety related implications

Safety Data Sheets (SDS) must be on file for any chemicals used by personnel in the process of maintaining the fleet for Xpress service.

ATL safety related objectives include:

- The service Contractor and CobbLinc are responsible for the following:
    - Employee personal safety, including safety training and ensuring safety performance by providing a safe, clean, and organized work environment.
    - Compliance with OSHA requirements for PPE 29, CFR 1910-132.
- Providing safe, clean, and reliable coaches and equipment that go out on time and remain in service for our customers.

ATL contacts for safety related questions are provided in 1.5 below.

1.3. Fleet Maintenance Plan Timeframe

This is intended to be a living document that requires updating, as appropriate, with respect to the changing environment in which the *Xpress* service operates and fleet composition to include addition of Battery Electric Vehicles (BEV). The second page of this document contains the dates of any revisions.

1.4. Definition of Terms

- CobbLinc – Cobb County public transit agency providing ATL Xpress service.
- Ride Gwinnett – Gwinnett County public transit agency providing transit service in Gwinnett County and ATL Xpress service.
- ATL – Atlanta-Region Transit Link Authority an executive branch Authority of the State of Georgia.
- Transdev North America - Purchased Transportation services contractor for ATL.
- Xpress – public transportation, commuter service in metro-Atlanta, operated by ATL.
- South Ops – facility owned and operated by ATL Xpress.
- North Ops – facility leased by Transdev Noth America to provide GCT and Xpress service.
- Service Provider – refers to the Contractor (Transdev) and Cobb County dba CobbLinc.

1.5. ATL Staff Contact Information

Chief Transit Officer
Gail Franklin
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Transit Operations Manager
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Transit Program Manager/Chief Safety Officer
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Asset Management Administrator/Fleet Manager
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2. Mission and Goals/Objectives

2.1. Mission

The mission of the Xpress Fleet Maintenance Program is to provide customers with safe, reliable vehicles and equipment maintained to the highest level of repair in accordance with OEM specifications.

The Xpress Fleet Maintenance Plan provides an oversight document to ensure the mission is achieved and supports the authority's goals and objectives.

2.2. Goals/Objectives

Goals/objectives are monitored by the Asset Management Administrator and Senior Quality Specialist to ensure they are achieved. The goals/objectives of the ATL Fleet Maintenance Program are as follows:

A. On-time PMI performance – Goal: 100% - Percentage of PMI Inspections completed on time.

B. Miles between road calls – Goal: 30K miles or higher, as a fleet average.

C. Average number of buses out of service per day – Goal: Fleetwide monthly average of less than 10 out of service buses per day.

D. Cleanliness – Goal: Daily cleaning of each coach to be performed weather permitting and a regularly scheduled detail clean of each coach. Described cleaning is designed to maintain cleanliness to ATL expectations. See Appendix A, 2.1 Vehicle Cleaning, page 45 of this document, for details.

E. Deferred maintenance items (swing list) – Goal: 3 days maximum (and only if within DOT standards) of outstanding work orders not completed. The contractor may request an extension from the Asset Management Administrator.

F. No vehicle maintenance activity associated with accidents, or incidents, from inadequate maintenance.

G. Superior vehicle reliability resulting in no missed trips because of unavailability of vehicles.

H. To provide a highly cooperative atmosphere with bus operations resulting in no missed trips and excellent customer service.

I. Maintain 100% ADA wheelchair lift compliance.

J. To develop and maintain systems to maximize ATL's warranty recovery rate.

K. Assist and cooperate with other ATL Departments to achieve full compliance with ATL, FTA, and GDOT policies, rules, and procedures.

L. Useful Bus Life – Goal: Categorized as "Heavy-Duty Large Bus", the goal is to operate each bus a minimum of 12-years or 500,000 miles. Note that 12-year or 500,000 miles is an FTA (Federal Transit Administration) minimum life. Regarding TAM (Transit Asset Management) guidelines, the Useful Life Benchmark (ULB) is to operate the bus 16-years with no mileage criteria.

M. Ensure a safe and reliable transition to battery electric vehicles (BEV) and maintenance of the charging infrastructure.

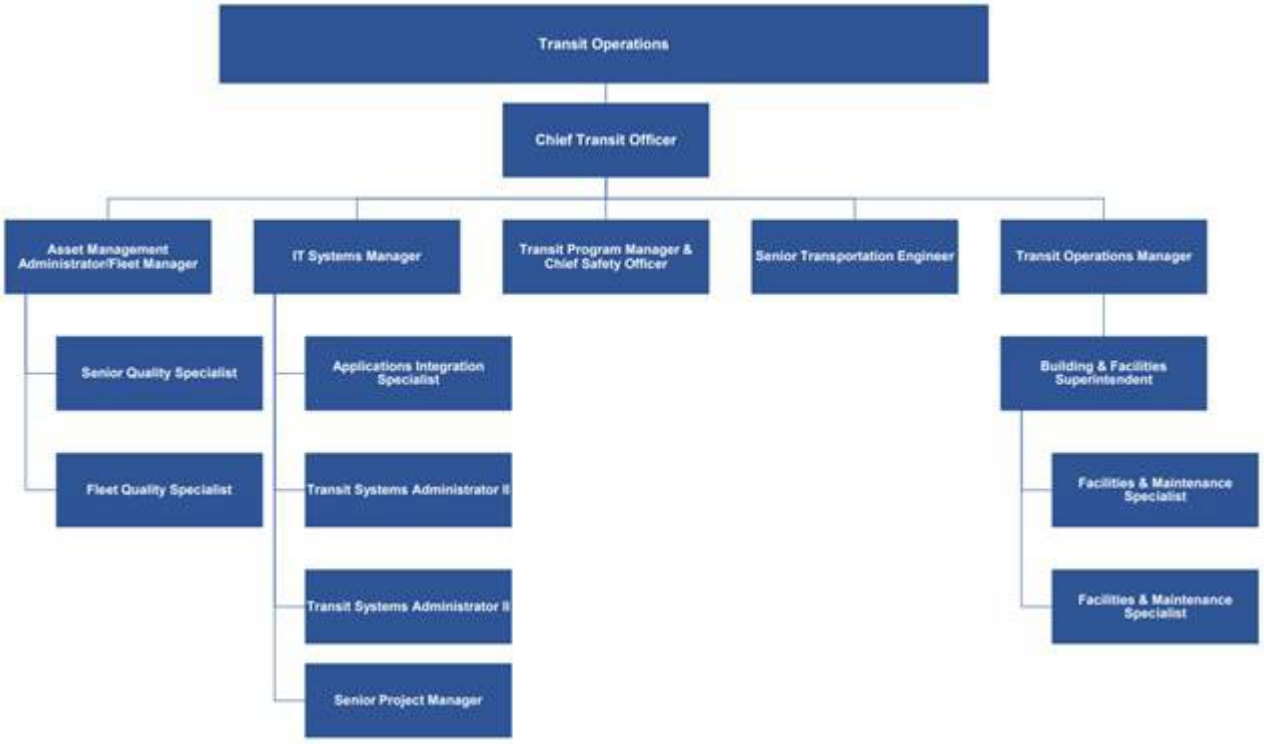
3. Maintenance Organization

3.1. Organizational Structure

The fleet maintenance organizational structure is detailed in the chart below. The Chief Transit Officer sets policy and approves procedural changes to the Fleet Maintenance Plan. All requests for policy or procedural changes must be routed and approved by the Asset Management Administrator prior to routing to the Chief Transit Officer.

The Asset Management Administrator reports directly to the Chief Transit Officer and oversees the Senior Quality Specialist and the Fleet Quality Specialist. The Asset Management Administrator and his staff work together as a team to ensure safety and best practices are associated with all fleet maintenance operations. Specifically, this includes evaluating the effectiveness of the preventive maintenance program, and monitoring compliance with all FTA and ADA rules and regulations.

Below is the current ATL Transit Operations organizational chart:



3.2. Senior Quality Specialist

The Senior Quality Specialist conducts and/or supervises inspections of ATL vehicles and contract maintenance providers. Included is the evaluation of the effectiveness of preventive maintenance inspection work orders (PMI), predictive maintenance, and campaigns performed by technicians employed by the contract maintenance providers.

Essential Duties and Responsibilities:

- Perform inspections of installed parts and materials to verify compliance with procedures, drawings, specifications, industry standards, and/or suitability; and submit non-conformance reports on discrepancies to the Asset Management Administrator.
- Ensure ATL's Xpress fleet is safely maintained and in compliance with FTA and DOT regulations, ATL's Transit Asset Management Plan, and ATL's Fleet Maintenance Program.
- Perform safety inspections on all revenue and non-revenue ATL vehicles, including safety sensitive equipment such as doors, alarms, fire suppression systems etc., as requested.
- Conduct fleet QA audits to identify any potential problems through routine visits and monitor processes to provide for contingencies.
- Review record keeping and use of an Asset Management database to compile and/or analyze all maintenance work orders, labor costs, equipment replacement, fuel usage, oil analysis, campaigns, warranty repairs and other maintenance related data.
- Assist the Asset Management Administrator in the evaluation of contract maintenance providers, periodic inspection, analysis, and on-site inspection of equipment, processes, and procedures in verifying system reliability and the identification of opportunities for process improvement.
- Ensure acceptable work performance as outlined in Contracts.
- Assists the Asset Management Administrator with other relative transit projects and duties, as needed.
- Performs duties as directed; report to work outside of normal working hours during emergency situations.

Safety Responsibilities:

Follow the work practices and standard operating procedures for this position. Use and/or wear the appropriate PPE and clothing that ATL requires. Report health and safety concerns related to performing the duties of your job to supervisors.

3.3. Fleet Quality Specialist

The Fleet Quality Specialist supports day-to-day maintenance aspects of the *Xpress* commuter bus service.

Essential duties and responsibilities:

- Works with contractors to ensure maintenance contractual requirements are achieved within specified federal guidelines.
- Conduct periodic inspections of vehicles and equipment being used for service throughout the term of the contract.
- Monitors contractor compliance with FTA and ADA maintenance requirements.
- Aids in the analysis of engine/vehicle malfunctions and makes recommendations concerning repair or replacement of parts.
- Assists in the proper disposition of surplus vehicles.

Safety Responsibilities:

Follow the work practices and standard operating procedures for this position. Use and/or wear the appropriate PPE and clothing that ATL requires. Report health and safety concerns related to performing the duties of your job to supervisors.

4. Maintenance Providers

4.1. Service Providers (Contractor and CobbLinc)

ATL performs oversight of the service providers responsible for the maintenance of the Xpress fleet. ATL monitors performance through the quality assurance program to ensure the fleet is maintained in a State of Good Repair. See Appendix E of this document for Contractor Oversight Guidelines.

The service providers must be qualified to meet the standards and requirements of *ATL's* Fleet Maintenance Plan.

- Transdev provides maintenance through a service contract with Cobb County dba CobbLinc. Cobb County dba CobbLinc has an IGA with the ATL to operate commuter service for the ATL. The Cobb County location is 463 Commerce Park Drive SE, Marietta, GA 30060.

- Transdev provides maintenance through a operations and maintenance contract with ATL for Xpress service from two facilities. The North Operations center is located at 2880 Remington Park Court, Norcross, GA 30071. The South Operations center is located at 5250 Frontage Road, Forest Park, GA 30295.

4.2. Accident Reporting

The service providers are required to report all accidents immediately to the ATL Transit Operations Manager and Safety Officer.

4.3. Service Provider Responsibilities

The service providers are responsible for the maintenance of assigned vehicles, and all equipment on the vehicles including furnishings, accessories, destination signs, electronic systems, cameras and fare boxes. Such items should be maintained in a clean, safe, sound, and operable condition and in full accordance with any manufacturer's recommended maintenance procedures and specifications. In addition, items shall be maintained in compliance with all applicable requirements of Federal, State, and County statutes or regulations.

The service providers are also responsible for providing all labor, repairs, parts, supplies, lubricants, solvents, PPE, and all other components, services, tools, and equipment not provided by ATL which may be required to fulfill its maintenance responsibilities.

4.4. Vehicle History Data

The service providers will prepare, maintain, and make available to ATL the complete electronic history file relative to each vehicle assigned to the respective location. This will be accomplished through the Ron Turley Associates (RTA) fleet management system for the North Ops and South Ops facilities and the INFOR system at CobbLinc, or other approved

system. ATL has purchased an Enterprise Asset Management System (EAMS), VUEWorks as its own electronic system, the service providers will be required to use it or create a data link to ensure all maintenance records are reflected in ATL's system. Individual electronic vehicle history files will include all preventive maintenance and repairs performed on each vehicle, warranty repairs, campaigns, inspections, unscheduled maintenance, parts usage, fuel and oil usage, labor expended on each vehicle, and any other information deemed pertinent to ATL. Sublet warranty claims must also be included in the system. All such records shall be prepared and maintained in a manner to fulfill any applicable state or federal requirements, as well as any needs of ATL, to enable it to accurately evaluate the Contractor's maintenance performance.

4.5. Key Performance Indicators

The service providers will report the key performance indicators (KPI's) listed below monthly to the Senior Quality Specialist. The KPI's will identify fleet trends and allow the appropriate corrective action whenever an adverse trend develops.

- Number of road calls and miles between road calls
- PMI schedule Adherence
- Daily out of service and average daily out of service
- Inventory outages (buses down awaiting parts) this includes a list of open work orders with parts on order, back-order parts report, and list of deferred work with work order numbers
- Monthly Fuel Usage
- Monthly and Historical Fleet Fuel Economy
- Fleet Inventory
- Oil and Transmission Fluid Analysis
- ADA Equipment Repair
    - All wheelchair lifts, ramps, w/c restraint systems, seat tracks, revenue vehicle kneeling, and related equipment must meet all ADA, federal, state and local requirements and be inspected, serviced and lubricated at intervals necessary to ensure that wheelchair lifts, ramps, w/c restraint systems, seat tracks, revenue vehicle kneeling, and related equipment features are safe and fully operational before and during use in Revenue Service. All ADA equipment shall be checked for proper operation by the Operator prior to pull out using the Pre-Trip inspections. If the lift/ramp is inoperable at the time of pull-out the Revenue Vehicle must be repaired or traded before leaving for Revenue Service. When a lift/ramp is discovered to be inoperative, the Contractor must take the vehicle out of service. Repairs must be made before the vehicle is used in Revenue Service.

- Body Damage Repair turn around
    - All components of the vehicle bodies, appurtenances, and frames shall be maintained in a safe, sound, and undamaged condition at all times. Cradle

motor and transmission mounts shall be replaced in pairs. Body damage should be scheduled for repair within fifteen (15) days of occurrences

- No exterior body damage including any dents, scratches, and missing or torn decals, bumper or bike rack damage. No interior body damage, graffiti, scratches or missing or torn decals

5. Xpress Fleet

5.1. Fleet Makeup

The Xpress revenue fleet consists of eighty-two (82) MCI D4500, fifteen (15) D45 CRT LE, and ten (10) D$% CRT LE CHARGE (EV) coaches. See Appendix B: Fleet Inventory.

Qty	Year	Make	Model	Engine OEM	Engine Model	Transmission OEM	Transmission Model
1	2019	MCI	D4500	Cummins	X12	Allison	B500
1	2019	MCI	D45 CRT LE	Cummins	X12	Allison	B500
76	2020	MCI	D4500	Cummins	X12	Allison	B500
1	2021	MCI	D4500	Cummins	X12	Allison	B500
14	2021	MCI	D45 CRT LE	Cummins	X12	Allison	B500
4	2022	MCI	D4500	Cummins	X12	Allison	B500
10	2023	MCI	D45 CRT LE CHARGE	Siemens	ELFA-2	Drive Motor	
107	Total						

5.2. Fleet Inventory by Location

The fleet is domiciled at three locations (addressed in 4.1 above). The vehicles and amounts assigned to each location are as follows:

Transdev @ CobbLinc

- 2020 MCI D4500 Cummins X12 6
- 2021 MCI D4500 Cummins X12 1
- 2022 MCI D4500 Cummins X12 4
- **Total 11**

Transdev @ North Operations in Gwinnett

- 2020 MCI D4500 Cummins X12 32
- **Total 32**

Transdev @ South Operations in Forest Park

- 2019 MCI D4500 Cummins X12 1
- 2019 MCI D45 CRT LE Cummins X12 1
- 2020 MCI D4500 Cummins X12 38
- 2021 MCI CRT LE Cummins X12 14
- 2023 MCI D45 CRT LE CHARGE (EV) 10
- **Total 64**

6. Maintenance Program

6.1. Special Notices

1) Notice of OEM Standards:
   All ATL vehicles are to be maintained to OEM (Original Equipment Manufacturer) standards or better. This includes preventive maintenance schedules and procedures, scheduled and unscheduled maintenance. If there is a deviation from this standard, due to a special circumstance, the contractor must make a request for deviation in writing to the ATL Asset Management Administrator for approval.

2) Notice of ADA Equipment Maintenance:
   All ADA (Americans with Disabilities Act) related equipment is to be maintained in OEM condition and fully functional. Buses are not to be operated in revenue service with malfunctioning ADA related equipment.

3) Notice of PMI On Time:
   The service providers are required to maintain the stated intervals for scheduled maintenance requirements. PMIs completed 10% percent past the scheduled mileage interval are considered "LATE". PMIs completed 10% before the scheduled interval shall be considered "EARLY". PMIs completed more than 15% past the interval are considered "MISSED".

   Service providers are required to report "LATE", EARLY, or "MISSED" PMIs in their monthly report to ATL. In addition, it is to include a detailed explanation as to why and the corrective action for the affected vehicle(s). "LATE" and "MISSED" PMIs are subject to the application of financial penalties to the Contractor.

4) Notice of Historical Record Condition:
   All hard copy vehicle maintenance records on file at the operating facilities are to include at a minimum 6-months of completed PMI forms, follow-up repair orders to PMIs, regular repair orders, fluid analysis reports, DVIR (driver vehicle information reports) reports, vendor repair receipts. Archived hard copy files are to be placed in secured storage and transferred to the ATL at the termination of the contract.

   Service providers may utilize 100% computerized records in lieu of hard copies such as a Computerized Maintenance Management System (CMMS). The system and all records and data must be available to ATL staff for their review and investigation as needed. The service providers are responsible for maintaining the system up to date so there is no backlog of work orders for input. If a temporary backlog occurs, it can be no more than three (3) days unless an extension is requested via email to the ATL and granted by ATL Staff.

   Individual vehicle files in the CMMS are to include all records of preventive and repair maintenance activities performed on each vehicle including warranty repairs,

campaigns, inspections, scheduled and unscheduled maintenance, parts usage, fuel and oil expended, third-party audit repairs and repair disposition and any other information deemed pertinent by the service provider and ATL. These records are to be maintained throughout the term of the contract and turned over to ATL at the end of the contract in a readable/useable format. Records must be immediately available to ATL staff and designated representatives when requested. Vehicle records to be maintained in a format approved by ATL include but are not limited to:

Daily Vehicle Inspection Reports (DVIR)

Work Orders

Vehicle Maintenance History (including the following minimum information):

- Make
- Model
- Vehicle Identification Number (VIN)
- ATL fleet number
- ATL Property ID number
- License number
- Date received by Contractor
- In-service date with the Contractor
- Vehicle mileage in-service date with Contractor
- Life miles during contract term
- Rebuilds and major component replacements, including date, and life miles at time of rebuild/replacement
- All vehicle repairs, including work order detail supporting the repair
- Warranty repairs including work order detail parts and labor
- Preventive Maintenance Inspection (PMI) reports
- Daily Vehicle Inspection Reports (DVIR)
- Tire install dates
- ADA Ramps/Wheel-chair lift repairs out of service and back in service dates
- Fluids analysis records for designated intervals by engine/transmission serial numbers, vehicle number with life to date miles at time of sample
- The PMI and fluids analysis records are maintained in the permanent electronic history file for each vehicle. The DVIR hard copy is maintained for a minimum of three (3) years unless maintained in an electronic format where they become a part of the permanent file

5) Notice of Audits:
   ATL may enlist third party auditors to evaluate the condition of ATL vehicles and ATL owned equipment. Minimal notice will be given for such audits given that all listed items should always be properly maintained to minimal OEM standards.

6.2. Preventive Maintenance Inspection Program

The ATL PMI program for vehicles, fare equipment, shop equipment and tooling are based on OEM requirements, industry standards, and any special instructions in respective contracts or as amended by ATL. All PMI activities are tracked in the service provider's Maintenance Management System (CMMS) or ATL's EAMS, VUEWorks.

Service providers are required to maintain assigned vehicles to OEM – Original Equipment Manufacturer standards unless otherwise directed in writing by ATL.

Preventive Maintenance Inspection: The fleet PMI Program is based on a mileage, hours, or date inspection interval. Mileage and time intervals are determined by OEM recommendations which may be adjusted to ATL's operating environment by ATL staff. The ATL Contractor providing PMI services is required to maintain an ATL PMI program, which is equal to or better than the OEM program. ATL's program PMI sequence and checklists for each level of PMI are included as Appendix C to this document.

Fluid Changes: ATL buses are to have the component fluids changed in accordance with the OEM bus and engine manufacturers recommended mileage or time interval. In certain cases, ATL may adjust these intervals based on the local environment and operating experience. The intervals will not be adjusted in a way that would affect the manufacturer's warranties or to a level that would reduce the durability of the component. Please refer to the ATL PMI schedule. ***ATL has the sole authority in adjusting fluid schedule intervals.***

All major deficiencies or safety issues found during the PMI must be corrected before the coach is returned to service. Non-critical cosmetic repairs must be completed within 30 days unless permission is granted to extend by ATL staff. See 6.3, H for a list of Out of Service items.

Wheelchair lifts are inspected at every PMI inspection and an annual inspection is performed once per year.

HVAC is inspected at every PMI inspection and semi-annual inspections are performed.

As part of the PMI program, service providers are required to maintain a Fluids Analysis program including engine oil, transmission fluid, and engine coolant (Test Strips) Results are entered in the CMMS and a monthly report on results is provided to ATL.

6.3. Other Related Maintenance

A. Daily Service and Cleaning: Daily Service and Cleaning are considered in the scheduled maintenance of ATL vehicles. Buses are to be serviced routinely to prevent "out of fuel" or breakdown due to items that would be serviced or inspected as part of the Daily Service. Service providers are required to utilize a Daily Service Checklist of activities to be performed that include at a minimum the following:

- Fueling
- Check/add fluids such as engine oil, transmission fluid, power steering fluid, windshield washer fluid, DEF, coolant, etc.
- Fare box probing, cash box removal and dumping in vault and reinstall
- Tire condition (monitored using sensors that generate report for shop)
- Lights and flasher check
- Interior sweeping and dusting
- Exterior and interior visual inspection

B. Tire Program: ATL requires service providers to maintain a tire program that provides for the safe operation of the vehicles in revenue service and complies with Title 49 § 393.75 Tires. Tire type, tread pattern and depth are required to be matched on each axle. Requirements include a minimum tread depth of 4/32 in. A maximum variance in tread depth of 3/32 in. between duals and maximum of 4/32" between road and curbside tires. These values are to be maintained unless a written variance is issued.

C. Fuel Requirements: ATL requires service providers to use low sulfur diesel fuel. The Contractor (Transdev) is responsible for the procurement, storage and dispensing of diesel fuel at the North Ops. The Contractor (Transdev) is responsible for the ordering, storage, and dispensing of diesel fuel at the South Ops facility as well as monitoring the quality. CobbLinc service is provided under an IGA and CobbLinc is responsible for fuel procurement and storage while their Contractor (Transdev) is responsible for fuel dispensing.

D. Damage: Service providers are required to repair all damage to the buses occurring during the period of their contract. ATL requires that repairs be performed by qualified facilities capable of restoring the bus to its OEM configuration, appearance, and structural integrity. ATL shall review and approve repair facilities proposed by service providers.

E. Parts Inventory: Service providers are required to maintain an adequate parts inventory to properly maintain the Xpress fleet for scheduled, unscheduled, PMI requirements, maintenance of HVAC systems, wheelchair lifts/ramps, destination signs, fare boxes, CAD/AVL system(s) and other parts as needed to maintain the vehicles and equipment in revenue service. ATL requires the use of OEM parts for steering or brake replacement repairs. Non-OEM parts may be used for other areas of

the coach provided a request is submitted to ATL identifying each individual part and what aftermarket vendor part number is to be substituted. ATL reserves to right to deny use of aftermarket parts submitted for consideration.

F. Towing of ATL Buses: In the event that towing of any assigned Revenue Vehicle is required due to mechanical failure or damage; the Contractor shall be responsible to provide such towing at the Contractor's sole expense. The Contractor shall provide a written policy and procedure regarding Vehicle Towing and shall provide a list of selected towing providers that the Contractor has an agreement with. The Contractor shall submit a policy and procedure to ATL for approval consideration.

    1. The Contractor shall make every effort to ensure vehicles which require a tow are done as expeditiously as possible.
    2. Electric coaches cannot be towed using the regular tow truck but must be transported using a flatbed trailer.

G. Emissions: ATL requires service providers to maintain the emissions control equipment required to meet Federal, State, Local or ATL requirements related to exhaust smoke and engine emissions.

H. Out of Service: ATL deems the following conditions will cause a bus to be designated as Out of Service:

- Brakes out of adjustment
- Loose steering components or excessive front-end vibration
- Suspension system non-functional (kneeling system, air bags leaking, bad shocks or radius rod bushings loose)
- Failure of air pressure tests and requirements
- Inoperative windshield wipers
- Inoperative headlights, turn signals, brake lights, or more that two (2) nonfunctioning marker lights on a single side of the bus
- Heating, ventilation, and air conditioning (HVAC) systems that is unable to maintain the passenger compartment temperature setting. HVAC system that is not in a fully operational state year-round. HVAC or defroster inoperative
- "MISSED" PMI inspection as defined in 6.1 C
- Tires with tread depth less than 4/32
- Inoperative Emergency Exits/Doors/Windows
- Inoperative two-way radio
- Inoperative CAD/AVL system
- ADA wheelchairs lift inoperable for any reason
- ADA wheelchair tie downs or seat sliders inoperable for any reason
- Leaking or cracked hydraulic lines, oil lines, coolant lines fitting, seals, or joints
- Hoses, lines, and harnesses that are rubbing or chafing
- Unsecured wiring harnesses

- Any condition not in compliance with applicable Federal or State regulations

I. Maintenance Reports: Service providers are required to provide the following maintenance reports with detailed information to ATL.

Daily
Out of Service Vehicle Report (Twice Daily – for AM and PM Pullout)
Daily out of service and average daily out of service
Inventory outages (buses down awaiting parts) this includes a list of open work orders with parts on order, back-order parts report, and a list of deferred work with work order numbers

Monthly
Preventive Maintenance Inspection (PMI) schedule Adherence
Vehicle Fuel and Fluids Usage Report
Number of Road Calls and miles between road calls
Minor and Major Cleaning Report
Oil and Transmission Fluid Analysis Report
Maintenance Personnel Qualification Report
Fleet Inventory
Monthly and Historical Fleet Fuel Economy

6.4. Fare Equipment and Transportation Systems

Fare equipment PMIs are scheduled in accordance with the OEM's service requirement. Typically, the PMI program includes monthly and annual cleaning and inspection intervals depending upon the OEM requirements. Components are replaced on an as needed basis.

6.5. Shop Equipment and Tooling

The PMI program for miscellaneous shop equipment and tooling follows the OEM's guideline identified in the respective service/owner's manual. The Contractor is to maintain a library of the various manuals necessary to execute the program.

6.6. Unscheduled Maintenance

Vehicles with safety or operational defects from the pre or post-trip inspection will be taken out of service and not placed backed into service until they are repaired. All Out of Service vehicles are to be listed on the daily Out of Service Report**.** See 6.3, H for a list of Out of Service items. The Out of Service Report is prepared daily at the beginning of each day and provides a snapshot of the total number of coaches out of service prior to pull out. The service providers will update the Out of Service Report before 1:00 PM for the afternoon pull out with any changes. For example, a vehicle that becomes operational will be deleted or a new vehicle that is placed in Out of Service status is added to the report.

At ATL's request, the service provider's Quality Assurance Specialist will identify the root cause of a specific occurrence and identify any trends. The root cause and possible corrective action will be provided to the ATL's Senior Fleet Quality Specialist for further evaluation.

Additionally, a Pre-trip Inspection is performed prior to revenue service operations to ensure the wheelchair lift or ramp is working properly before the coach leaves the yard. No coach is to be dispatched with an inoperable wheelchair lift or ramp. A wheelchair lift or ramp failure on an in-service vehicle requires that a supervisor determine if the vehicle is to be removed from service. If service must be reduced or cut because there are no spare vehicles, the vehicle with the inoperable lift or ramp may remain in service for no more than three days.

6.7. Mechanical Service Interruptions (road calls)

Road-call information is used to determine the effectiveness of the maintenance program, and to monitor the quality of the PMI program.

MBRC Metric. Miles Between Road Calls (MBRC) is a key performance indicator (KPI) used to characterize the customer experience when reporting to the Board of Directors and gauge the maintenance shop's impact on the customer experience. The MBRC KPI is used for calculation of incentives and penalties. The calculation of this metric only considers mechanical failures; however, all road calls are tracked to identify trends which indicate failures that can be prevented. Non-mechanical road calls are not included in the MBRC metric, however in all cases, the exclusion of any road call from being included in the MBRC metric requires that all scheduled maintenance on the system has taken place and the failure is the result of something outside of the control of the shop.

Road Call Definition. A mechanical road call shall be defined as any occasion when a mechanical failure (including a malfunctioning wheelchair lift, ramp and/or securement device) on a bus requires technical or supervisory assistance and/or delays the scheduled trip by ten (10) minutes or more or terminates a scheduled trip.

ATL has agreed that the following reasons for road calls would not count against the Contractor:

- Tires
- Regen
- Clever CAD/AVL
- Farebox
- No problem found (if truly no issue and no repetitive service calls for same issue)
- Operator error

If a bus is taken out of service/swapped (regardless of how it gets back to the yard) and is checked by maintenance, and something is found to be wrong other than the categories stated above it is a Roadcall.

Bus swaps that are performed on the lot are not counted as road calls. If the swap delays the bus from being on-time it will count as mechanical with applicable LD's if more than 10 minutes late.

In addition, if any Facility has an issue with the LD's being assessed or the classification of a road call (mechanical vs. nonmechanical) they will raise the issue with the Asset Management Administrator for a resolution before any LD's are finalized.

Repairing the vehicle is necessary:
• If an out-of-service condition occurs on the bus, a repair is required.
• If a mechanic makes a repair, it is a road call.
• If a Transportation Supervisor is sent to repair a vehicle, he/she is acting in the role of a Mechanic and it is a road call.
• If a supervisor responds to a vehicle to investigate a Vehicle Operator complaint and finds no repair is necessary, it is not a road call. Non-mechanical personnel shall not be allowed to diagnose critical systems on the vehicle, such as but not limited to brakes, steering, and fire suppression system.
• If a Mechanic cannot duplicate the failure after troubleshooting, and no repair is needed, it is not a road call.
• The vehicle is unable to complete its scheduled revenue service.
• If the vehicle has left the yard when the failure occurs, it is a road call. If the failure occurs on the yard, it is not a road call.
• If the vehicle is deadheading, it is a road call.

Road Call Categories. Road calls fall into three categories: Mechanical, Non-Mechanical, and Other-Mechanical. All road calls shall be reported in an approved format as required.

Mechanical Road Call Category Definition. Mechanical road calls result from failure of components or systems that are essential to the core function of the vehicle. The purpose of identifying mechanical road calls is to identify those failures that are the responsibility of the maintenance department and best reflect their responsibility for the failure. Such systems include (but are not limited to):

• Engine
• Transmission
• Brakes
• Electrical
• Doors/Body
• Steering & Suspension
• Wipers/Accessories
• Wheelchair ramp/lift
• HVAC

Non-Mechanical Road Call Category Definition. Non-mechanical road calls result from failure of components or systems that are essential to the core function of the vehicle but are not a direct reflection of the quality of maintenance being performed in the shop and are not included in the MBRC metric. Such failures include (but are not limited to):

- Tires
- Accidents
- Vehicle Operator error
- Soiled interior
- Vandalism

Other-Mechanical Road Call Category Definition. Other-mechanical Road calls result from failure of components or systems that are considered outside of the core function of the vehicle. Failures on these systems will be categorized as mechanical or non-mechanical for purposes of trending but are not included in the MBRC metric. Examples would include:

- Communication Systems
- Surveillance Systems
- Revenue Collection Systems

Repeat Road calls. The service providers are responsible for tracking road calls and if a vehicle experiences a road call for the same reported issue two (2) times in a fourteen (14) day period, the vehicle must be removed and held from service until a thorough investigation is completed. Prior to returning the vehicle to service, the service provider must submit a written explanation of the root cause failure and associated repairs made. ATL reserves the right to review the report and require additional investigation, including the immediate removal of the vehicle from revenue service.

6.8. Maintenance Mechanics/Technicians Qualifications and Training

The service providers shall demonstrate that they have enough trained and qualified maintenance personnel employed based on an industry standard or calculator to conduct all required preventative and corrective maintenance on the assigned ATL vehicles.

Maintenance repair staff

a) The Contractor shall employ (or subcontract) personnel to perform maintenance on ATL vehicles, equipment, and facilities. ATL requests the Contractor to use qualified mechanics / technicians for all vehicle repairs. ATL reserves the right to approve or reject a sub-contractual relationship for the maintenance of its equipment. If the proposer wishes to provide maintenance via subcontract, ATL will require evidence of the maintenance subcontractor's capability and experience with transit rolling stock and/or the subject equipment.

Maintenance personnel assigned to work on ATL vehicles and equipment shall have thorough knowledge of:

- Large and small diesel revenue vehicle engines, transmissions and related components air, hydraulic, electrical and other systems, fire suppression and other safety systems, air conditioning systems, wheelchair lifts and ramps, destination signs and other electronics, and electronic fare collection systems.
- Methods and procedures used in servicing mechanical equipment
- Vehicle chassis and bodies.
- Tools, precision instruments, equipment, and procedures used in the general repair and maintenance of vehicle equipment.
- Decimals, fractions, and specifications related to vehicle maintenance.
- Fire suppression systems and other on-board safety systems.
- Shop safety policies and procedures.
- Road service safety, radio communication, and roadside repair protocol.
- Electric buses including but not limited to high voltage and low voltage systems, batteries, electrical components, pushing/towing, and charging.
- Proper use of personal protective equipment (PPE).
- Safety certifications that are required by the Contractor.

Master Mechanic

1) A Master Mechanic is a senior-level technician responsible for performing and overseeing complex diagnostics, repairs, and preventive maintenance on a variety of transit vehicles and equipment. This position serves as a technical expert within the maintenance team, assisting with training, troubleshooting, and ensuring quality control across all transit vehicle maintenance tasks. The Master Mechanic plays a critical role in ensuring the fleet's safety, reliability, and performance. A Master Mechanic must have in-depth knowledge of engine systems, brakes, electrical components, diagnosis and repairs of complex mechanical and HVAC systems of transit vehicles, and routine preventive maintenance inspections and services according to the manufacturer's standard.

2) The Master Mechanic must have a minimum of five years of progressive experience in transit, or heavy-duty diesel, and must hold a minimum of two ASE Transit Bus Certifications and a high school diploma or GED. The Master Mechanic must demonstrate expertise in diagnostic, major system repairs, and electronic troubleshooting. The candidate must maintain certifications and recertification tests before the expiration date.

    a. H2- Diesel Engine
    b. H3- Drive Train
    c. H4- Brakes
    d. H5- Suspension and steering
    e. H6- Electrical/Electronic System
    f. H7- Heating, Ventilation, and Air Conditioning (HVAC)
    g. H8- Preventive Maintenance and Inspection (PMI)

h. Class “A” Master Technician is required to have 5 or more years of experience

3) Any master mechanic who is required to perform a vehicle road test must possess a valid commercial driver license (CDL) with a passenger endorsement. This requirement ensures that all personnel conducting road tests are appropriately licensed and qualified to operate a transit vehicle in compliance with federal and state regulations.

Maintenance Mechanics (Technicians) – Level “A”

1) The Transit Maintenance Mechanics Level A is a highly skilled technician, and candidates are responsible for performing advanced diagnostics, repairs, and preventive maintenance on transit buses. This role required expertise in multiple systems, including diagnosing, troubleshooting, and repairing equipment. Inspect, maintain, overhaul, repair, and service diesel-powered equipment. Repair and adjust fuel, ignition, electrical, and cooling systems, chassis, diesel and alternative fuel engines, drivetrains, brakes, HVAC, and advanced electronics. Mechanic Level A may serve as a lead on complex repair projects and mentor junior technicians.
2) The Mechanic Level A must have a minimum of four years of progressive experience in transit and heavy-duty diesel. The candidate must hold a minimum of one ASE Transit Bus Certifications and a high school diploma or GED. Must be proficient with diagnostic tools, service manuals and have formal training in diesel technology and automotive systems. The candidate must maintain certifications and recertification tests before the expiration date.
    a. H2- Diesel Engine
    b. H2- Diesel Engine
    c. H3- Drive Train
    d. H4- Brakes
    e. H5- Suspension and steering
    f. H6- Electrical/Electronic System
    g. H7- Heating, Ventilation, and Air Conditioning (HVAC)
    h. H8- Preventive Maintenance and Inspection (PMI)
3) Any mechanic classified as level A who is required to perform a vehicle road test must possess a valid commercial driver license (CDL) with a passenger endorsement. This requirement ensures that all personnel conducting road tests are appropriately licensed and qualified to operate a transit vehicle in compliance with federal and state regulations.

Maintenance Mechanics (Technicians) – Level “B”

1) The Transit Maintenance Mechanics Level B is a junior-level technician, and candidates are responsible for performing skilled maintenance and repair work on transit vehicles. This role includes diagnosing and repairing standard vehicle issues under moderate supervision and conducting preventive maintenance. Mechanic Level B is expected to handle most mechanical and electrical systems and may assist senior technicians on more complex repairs, including repairing or replacing components in the engine, drivetrains, suspension, HVAC, and brake system, and performing routine inspections and preventive maintenance.
2) The Mechanic Level B must have a minimum of two years of progressive experience in transit and heavy-duty diesel. The candidate must hold a minimum of one ASE Transit Bus Certification and a high school diploma or GED, or completion of a vocational/trade technical training program in

diesel, automotive or heavy equipment repair. The candidate must maintain certifications and recertification tests before the expiration date and a valid driver's license.

a) H2- Diesel Engine
b) H2- Diesel Engine
c) H3- Drive Train
d) H4- Brakes
e) H5- Suspension and steering
f) H6- Electrical/Electronic System
g) H7- Heating, Ventilation, and Air Conditioning (HVAC)
h) H8- Preventive Maintenance and Inspection (PMI)

3) Any mechanic classified as level B who is required to perform a vehicle road test must possess a valid commercial driver license (CDL) with a passenger endorsement. This requirement ensures that all personnel conducting road tests are appropriately licensed and qualified to operate a transit vehicle in compliance with federal and state regulations.

Maintenance Mechanics (Technicians) – Level "Class "C"

1) Transit Maintenance Mechanics Level C are entry-level technicians who perform basic inspections, routine maintenance, and minor repairs on transit and on-demand buses. This role provides a foundation for future advancement within the maintenance team and supports senior mechanics in more complex repairs. Candidates must be able to perform entry-level mechanical functions, such as basic preventative maintenance services, oil changes, filter replacements, fluid top-offs, brake adjustments, tire changes, battery services, and replace light bulbs and minor components.

a. Performs work as outlined on the repair order with efficiency and accuracy, in accordance with factory standards.
b. Diagnoses basic vehicle problems based on customer complaints and inspections.
c. Communicate with the parts department to obtain needed parts.
d. Examines assigned vehicle to determine if further safety or service work is required or recommended.
e. Documents all work performed and recommended on the repair order.
f. Inspects and tests drive newly delivered vehicles for obvious damage and missing major components and drivability functions.
g. Reports machinery defects or malfunctions to the supervisor.
h. eeps shop area neat and clean.
i. Maintain a general knowledge and, keeps abreast of, and complies with federal, state, county and local regulations.
j. Operates all tools and equipment in a safe manner.
k. Reports any safety issues immediately to management.

2) The Mechanic Level C must have at least two years of progressive experience in transit and heavy-duty diesel. The candidate must hold a minimum of a high school diploma or GED, or completion of a vocational/trade technical training program in diesel, automotive, or heavy equipment repair.
3) Any mechanic classified as level C who is required to perform a vehicle road test must possess a valid commercial driver license (CDL) with a passenger endorsement. This requirement ensures that

all personnel conducting road tests are appropriately licensed and qualified to operate a transit vehicle in compliance with federal and state regulations.

Zero Emissions Technician

1) 1) Staff charged with maintenance and servicing of electric vehicles are identified as "Zero Emissions Technicians" must receive maintenance training related to the MCI D45 CRTle Charge electric vehicle (EV), high voltage safety, battery management systems, electric motor diagnostics, arc-flash training, NFPA 70E and OSHA training per 29 CFR 1910.331 -335, and other related OEM servicing and maintenance training.

   The "Zero Emissions Technicians" shall be responsible for ensuring all tools and PPE used in the electric coach maintenance are tested and certified to NFPA 70E, OSHA, and OEM requirements, properly used.

   They must be knowledgeable in the proper care of the required personal protective equipment (PPE). Two "Zero Emissions Technicians" are required whenever work is being done on the EV high voltage systems. It cannot be stressed enough: The "Zero Emissions Technician" is required when working on the high voltage system to have a trained maintenance staff to work as a team. One performing the work, the other stands nearby with the electric shock rescue hook.

c) The contractor will provide all the required personal protective equipment (PPE).

In House Documented Vehicle and Component Training

All maintenance personnel must receive a minimum of 40 hours of vehicle specific training per year. This training may include service provider or vendor-provided refresher/update training on various aspects of Revenue Vehicle maintenance and/or ATL provided maintenance classes. Documentation of annual maintenance training provided to employees each year must be submitted to ATL on an annual basis or when requested for all maintenance training provided during the current year and/or prior year. This information must be provided electronically and must include detail on training topics, curriculum, and hours of training.

Hostlers shall receive 4 hours training every 6 months. This training shall include vehicle specific training, spill prevention, and emergency response.

The service providers are responsible for providing additional new vehicle training for all maintenance personnel and shall coincide with the delivery of new equipment.

Staff charged with maintenance and servicing of electric vehicles shall receive maintenance and safety training, including arc-flash training, NFPA 70E or OSHA training per 29 CFR 1910, and related OEM servicing and maintenance training for high voltage systems. All staff assigned to servicing and maintenance of electric vehicles shall be issued all the required personal protective equipment (PPE) to safely perform their duties.

Staff charged with Maintenance of fare collection equipment shall complete factory training on maintenance/repair of all equipment such as farebox, card readers, and contactless payment devices.

Staff charged with Maintenance of wheelchair lifts or ramps should complete factory training on repair and maintenance of the wheelchair lifts and ramps.

Staff charged with Maintenance of the Fire Suppression equipment should complete factory training on repair and maintenance of the fire suppression system.

Staff charged with handling and taking of oil and fluid samples shall be provided training by the service provider to include oil and fluid sampling procedures. The oil and fluid sampling training shall be in line with the requirements identified in Section 5.7.14 Oil and Fluid Analysis.

6.9. Quality Assurance Program

6.9.1. Policy

ATL Quality Assurance Policy: Minimum safety standards are established by Federal Motor Carrier Safety Regulations 49 CFR Parts 393, 396, and ATL's ADA policy.

ATL's quality assurance program ensures service providers maintain ATL's fleet vehicles safely and in good condition. The program is administered as follows:

6.9.2. Vehicle Inspection and Maintenance Reports

Includes physically inspecting a representative sample of vehicles assigned to each operating facility on an annual basis. The inspections identify mechanical defects that do not comply with Federal regulations or ATL's definition of out of service and ATL's ADA policy. The service provider's Quality Assurance Specialist completes a Vehicle Inspection and Maintenance Report (VMIR) for each vehicle inspected.

See the following appendices for preventive maintenance checklists:

Appendix C: ATL PMI Inspection Checklist for MCI Coaches

6.10 Notification of Safety Related Defects

The service provider's Quality Assurance Specialist or designee notifies the ATL's Senior Quality Specialist, and the respective Director of Maintenance via telephone and in email or in person of any safety related defects identified. The Quality Assurance Specialist will contact the General Manager if the Director of Maintenance is unavailable.

6.11 Fleet State of Good Repair Grading

As part of the effort to achieve a State of Good Repair for the Xpress Commuter transit capital assets, in compliance with requirements defined by the Federal Transit Administration's (FTA's) Final Rule on Transit Asset Management (49 CFR 625 and 630). ATL may use a third-party inspector to perform a physical condition inspection to assess the current condition of facilities, revenue, and non-revenue fleets that support Xpress service. The condition inspections use the five-point FTA TERM condition scale where assets rated at three or higher are in a state of good repair (SGR), while assets rated below a three do not meet SGR.

All condition assessments are performed on-site by qualified inspectors (staff or contractors that specialize in the asset type to be inspected) using pre-defined, asset specific inspections forms approved by ATL.

For Xpress's revenue fleet, the inspection process relies on a sample of assets (vs inspection of the full fleet). Sampling is intended to make the inspection process more cost effective (focus resources on assets that pose risk to service) without losing valuable understanding of asset condition.

6.12 Service Provider Responsibilities:

A. Maintain assigned vehicles to original specifications (OEM – Original Equipment Manufacturer) unless otherwise directed in writing by ATL.

B. Service providers may request more stringent standards than ATL's if these standards are approved by ATL, documented in internal policies or procedures, and enforced at all Xpress operating facilities.

C. Immediately remove from service any vehicle with a reported out of service (OOS) defect until the defect is inspected by a technician and corrective action taken.

D. Inspect and complete corrective action on all reported defects.

E. Use local policies and procedures for scheduling and documenting corrective action.

F. Corrective action is defined as No Problem Found with diagnostics provided or repairs completed.

G. Note corrective action on the inspection form and file it per local policy.

6.13 Inspection Standards

At a minimum, the following systems and components are evaluated during each inspection performed by ATL staff or their proxy. This includes but is not limited to:

Accelerator Pedal & Brake Pedal	Check for accumulated dirt, gravel, and debris under the heel of both treadles. Check treadle roller, roller pins and hinge pins are lubricated, and for wear (Report any side play) Check both rubber plunger's boots and slip resistant covers on pedals condition, etc.

Warning Gauges	Activate the light test to check all indicators lights illuminate. Do not shift, hot trans., check engine, alternator, high beam, brake, A/C fail, Fire, HET, etc.
Transmission Controls	Check shift selector for damage. Check all safety features neutral safety lockouts, will not start in gear, reverse alarm operating properly, etc.
Panel Lights	Check that all panel lighting illuminates with vehicle in night run and not damaged, etc.
Defroster/Heater	Check all knobs and controls are present and in working condition, all fans and blowers working, and no loose or damaged hardware, etc.
Turn Signals Controls	Check floor switches are in good condition, turn and emergency, and lights illuminates, etc.
Horn	Verify horn functions, button not loose or damaged, etc.
Destination Sign Controls	Input a few sign codes in control module and verify they are working properly and illuminates, etc.
Emergency Call Button	Verify functionality: dispatch alerted, interior sign “Have a Great Day” and exterior sign” Emergency Call 911”.
Parking Brake	Verify Park brake knob condition, depress parking brake, and verify vehicle will not start and no air leaks present, etc.
Wipers and Controls	Verify knobs are in place and not damaged, switches working properly, and washers are working, etc.
Air Condition Controls	Verify knobs are in place and not damaged, switches working properly, etc.
Speedometer	Turn master switch on and verify pre-start self-test function and light illuminates, check for damage or looseness, etc.
Air and Vacuum Leaks	Verify they are no air leaks in or around driver’s area, etc.
Fast Idle	Check that fast idle comes on with the wheelchair power switch in the on position.
Headlights Hi-Low	Verify foot switch condition, lights working on hi and low position, headlights not damaged, loose, and missing hardware, etc.
Turn Signals	Verify all turn signal lights are working, no loose or missing hardware, front/sides/rear, etc.
Destination Sign Lighting	Verify front and side sign lighting working, no damage, loose hardware, etc.
Marker and Clearance Lights	Verify lights are working, no damage, loose or missing hardware, etc.
Driver Dome Lights	Verify lights are working, no loose or damaged hardware, etc.
Interior Passenger Lighting	Verify all lights are working, no damaged, loose, or missing hardware, lenses clean and not damaged, etc.
Brake and Taillights	Verify all brake lights are working with brake pedal and parking brake applied. Verify taillights illuminate with vehicle in night run position, and no loose, missing or damage hardware, etc. Replace lamp if more than 1/3 of LED diodes are out.

Back Up Lights	Verify reverse lights illuminate with vehicle in reverse, and no loose, damaged, or missing hardware, etc. Replace lamp if more than 1/3 of LED Diodes are out.
Deceleration Lights	Verify lights function when accelerator is released
Fare Box	Turn fare box on and verify it is working, lights illuminate, no loose, damaged, or missing hardware, etc.
Fire Extinguisher	Verify in place, mounted properly, charged, up to date inspection tag, no loose, damaged, or missing hardware, (Verify fire suppression system is operational, charged, probes are in place, no missing, loose or damaged hardware, etc.)
Windows and Operation	Verify all windows are not damaged, open, and close properly, all emergency latches in place and no damaged, missing, or loose hardware, etc.
Operator Seat	Verify no damaged, loose, or missing hardware, seat moves freely forward/backward, all switches and valves working properly and no air leaks, etc.
Operator Seat Belt	Verify seat belt is working, in good condition, clean, properly installed, no loose, damaged, or missing hardware, etc.
Mirrors	Verify all mirrors are in place, no damaged, missing, or loose hardware, etc. Verify remote controls operate correctly.
Access Door Operation	Verify all access doors are working, locking, no damage, missing or loose hardware, etc.
Passenger Seats and Frames	Verify no damaged, loose, or missing hardware, etc. Check recline function. Check passenger seat belts.
Wheelchair Lift	Verify no damaged, loose, or missing hardware. Operate lift ensure all switches, alarms and safety features are working properly, clean, and free of debris, etc.
Grab Rails/Stanchions	Verify all grab rails, stanchions are present and no loose, damaged, or missing hardware, etc.
Drivers Barrier	Verify no loose, missing, or damaged hardware, proper signage in place, all proper documentation in place etc.
Side and Ceiling Panels	Verify all panels are in place, clean, no missing, loose, or damaged hardware, etc.
Floor Covering	Verify all flooring is clean, no holes, damage, loose or missing hardware, etc.
Oil Level	Verify dipstick is in place and not damaged, loose, or missing hardware, fluid level is correct etc.
Coolant Level	Verify coolant is at proper level in surge tank through sight glass. Check SCA's.

Radiator/ CAC	Verify all mounts, for damage, loose or missing hardware, all hoses, and fittings for leakage, loose, missing, or damaged hardware. Check for proper operation of electric fans.
Fan Drive	Verify no leaks, loose, damaged, or missing hardware, belts etc.
Hoses and Lines	Verify all hoses and lines are not leaking, secured properly, not chafing, missing, loose or damaged hardware, etc.
Fuel Leaks	Verify no fuel leaks anywhere.
Oil Leaks	Verify no oil leaks anywhere.
Coolant Leaks	Verify no coolant leaks anywhere.
Alternator Mounting & Condition Belts	Verify proper mounting for no loose, missing, or damaged hardware, mounts in place and not damaged, pulley in place and not damaged, no leaks, belts, wiring secure and routed properly, etc. No glazing, edge cord fraying or oil soaking. V-Ribbed belts: no chunking or cracks within 1 inch. V belts: no cracks that penetrate to the fabric layer. Check for oil leaks.
Air System/Compressor	Verify air system working properly (cut in cut out) no leaks, loose damaged or missing hardware, pressure build time is within DOT / OEM Specs, etc.
Exhaust/Turbo	Verify no leaks, loose, damaged, or missing hardware, all heat shielding secure and properly installed, etc.
Transmission	Verify dipstick and dipstick tube in place no damaged, loose, or missing hardware, correct level, etc.
Wiring/Harness	Verify all wiring, and harness are properly routed, secured, not rubbing, no missing, loose, or damaged hardware, etc.
Starter and Cable	Verify all bolts tight and not missing, wiring secure and not rubbing and properly routed, no damaged, loose, or missing hardware, etc.
Performance/Smoke	Verify engine has no miss at idle/fast idle, no knocking or irregular conditions present, no smoke white, blue or black from exhaust, etc.
Bumpers	Verify bumpers are aligned properly, no loose, missing, or damaged hardware, etc.
Paint	Verify no paint peeling, blistering, scratches, fading, etc.
Glass / Windows	Check windshields, driver and passenger windows for bad fading, cracks, broken glass, rock chips, deep scratches, etc., or repaired rock chips larger than a quarter.
Mirrors	Verify mirrors adjust properly, not broken, bent arms, no loose, damaged, or missing hardware, etc.
Body/Panels/Molding	Verify no scratches or loose, damaged, or missing hardware, also check drip rails for same, etc.
Baggage Bin Doors	Verify open & close freely and lock, no damage, loose or missing hardware, etc.
Baggage Bin Compartment	Check for cleanliness, no damage, loose or missing hardware, no leakage from other equipment that may be installed in these areas, etc.

Entrance/Exit Doors	Verify doors open and close, all safety features working no damage, missing or loose hardware, etc.
Bike Rack	Verify bike rack is not bent; locks in raised and lowered positions, security brackets are intact. Check bushings for deterioration or missing.
Operation/Cooling Ability	Verify system cools down and heats properly, no missing, loose, or damaged knobs and switches, no water leakage inside of vehicle from clogged drain tubes, etc.
A/C Compressor	Verify all mounts are in place and not damaged, no leakage, belt in good condition and adjusted properly, no damage, loose or missing hardware, oil in sight glass at proper level, all wiring good and routed properly, etc.
Refrigerant	Verify in sight glass ball at proper level and not aerated, no leakage at hoses, lines and in good condition also routed properly and secured, etc.
Blower Motors	Verify evaporator, condenser motors working properly (proper speed) and no irregular noise, etc.
Air Inlet/Filters	Verify air inlet cover grill in place and not obstructed or damaged, all filters clean and not clogged, etc.
Coolant	Check Coolant level and perform additive test, verify operation of coolant recovery pump.
Differential	Check Differential oil level. Check for excessive metal on the drain plug magnet.
Transmission	Check fluid level and smell for burnt fluid.
Engine Oil	Check oil level and condition of oil such as milky or fuel smell/dilution.
King Pins/Wheel Bearings	Verify no movement present, no leakage, proper lubrication, no loose, damage or missing hardware, etc.
Steering Components	Verify steering shaft joints have no play, proper lubrication, no leakage steering angle transfer, and gearbox at seals, no loose, damage or missing hardware, tie rod ends and drag links in good condition.
Springs/Bellows/Shocks	Check for cracks, splits, any wear, leakage, loose, damaged or missing mounting hardware, proper ride height, etc.
Radius Rods & Bushings F/R	Check elastic material for cracks, wear, chunks in bushings, movement on pins from side to side, metal separating from elastic material, no loose, damage or missing hardware, etc.
Engine/Transmission Mounts	Check for wear, cracks, chunks in material, no loose, damaged, or missing hardware, etc.
Hoses/Lines	Verify all hoses and lines are not rubbing, secured properly, not leaking, routed properly, no loose, damaged, or missing hardware, etc.
U- Joints	Verify joint are properly lubricated, no wear at cups, seals in place and in good condition, no loose, damaged, or missing hardware, etc.
Driveline & Slip Joints	Verify alignment, condition, proper lubrication, seals intact, no loose, damaged, or missing hardware, etc.
Differential Housing	Verify bumpers are in place, vent good, no leakage, proper level, no loose, damaged, or missing hardware, etc.

Exhaust System	Verify no leakage, pipes, hoses, clamps, tail pipes secure and routed properly, heat shields in place, no loose, damaged, or missing hardware, etc.
Fuel Tanks	Verify no cracks, or leakage, fuel filler neck, seals, overflow protection devices posi-lock system have no damage, no loose, damage or missing hardware, fuel door funnel drain function correctly.
Cleanliness	Verify no buildup of fluids, dirt, debris that may cause any problems, etc.
Mud Flaps	Verify condition, no loose, damage or missing hardware, etc.
Wiring	Verify wiring routed properly, loomed, not rubbing, no loose, damage or missing hardware, etc.
Bulkheads	Fire blankets in place, no cracks, loose, damage or missing hardware, proper routing of any lines, hoses, wiring, etc.
Foundation Hardware	Verify all spiders, brackets, supports, no loose, damage or missing hardware, etc.
Brake Chambers	Verify no leakage, push rod not bent, seals good, caging tool in place, no damage, loose or missing hardware, etc.
Relay Valves	Check all relay valves for leakage, no loose, damaged, or missing hardware, etc.
Slack Adjusters	Verify proper lubrication, alignment, locking mechanism, adjustments, no loose, damage or missing hardware, etc.
Body/Chassis Mounts	Verify all body and chassis mounts are in good condition, no loose, damage or missing hardware, etc.
Wheel Seals	Verify no leakage, no loose, damage or missing hardware, etc.
Air Tanks/Dryer	Verify no leaks, tanks are drained, safety valves, relief valves in place and not damaged, ensure air dryer operates each time the governor unloads the compressor, no loose, damage or missing hardware, etc.
Hydraulic/Air Lines	Verify proper routing, no leakage, loomed, secured, no loose, damage or missing hardware, etc.
Brake Linings	Verify no looseness, chunks taken out of blocks, not worn to wear line, no fluids on blocks, no loose, damage or missing hardware, etc.
Air Leaks	Check entire braking system and verify no air leakage that could result in premature failure, etc. Perform DOT air leak test.
Disc Brakes	Verify wear indicator is intact and protruding from caliper.
Tires	Verify air pressure is correct on all tires. Pressure requirements vary by axle and model year. Check tread depth wear to contract specifications, check for uneven wear on all tires and valve stems, check for valve caps on all tires etc.
Wheels Regulatory Compliance and Tag Axle Components	Check for damage, loose, stripped lug and axle nuts, torque seal in place, etc. Check tag axle for correct lock up and release, alignment, loose fasteners, air bag and air line components.

7. Parts, Materials and Vendor Work

The OEM Manufacturer has a recommended spare parts inventory that will minimize vehicle downtime and ensure that peak vehicle requirements are met. Parts inventory is the responsibility of the service providers.

7.1. Maintenance Contractor

The Contractor (Transdev) handles all parts and materials to properly maintain the Xpress fleet at all locations. This includes parts and material for scheduled and unscheduled repairs, preventive maintenance inspections, maintenance of HVAC, wheelchair lifts, destination signs, and all other parts required for maintaining the Xpress fleet at their location.

7.2. Vendor Repairs

Depending upon the complexity of the repair, the Contractor (Transdev) may decide it is more economical to assign repairs or services to outside vendors. A repair order will be generated in the Maintenance Management System and the vendor will be contacted to pick up the vehicle. It is imperative that ALL warranty repairs whether performed at the North facility, South facility, or subcontractor's or OEM facility must be entered into the Contractor's CMMS in the form of workorders including all parts information, labor entries, and comments. ATL must be able to run specific detailed warranty reports in the contractor's system.

8. Warranty

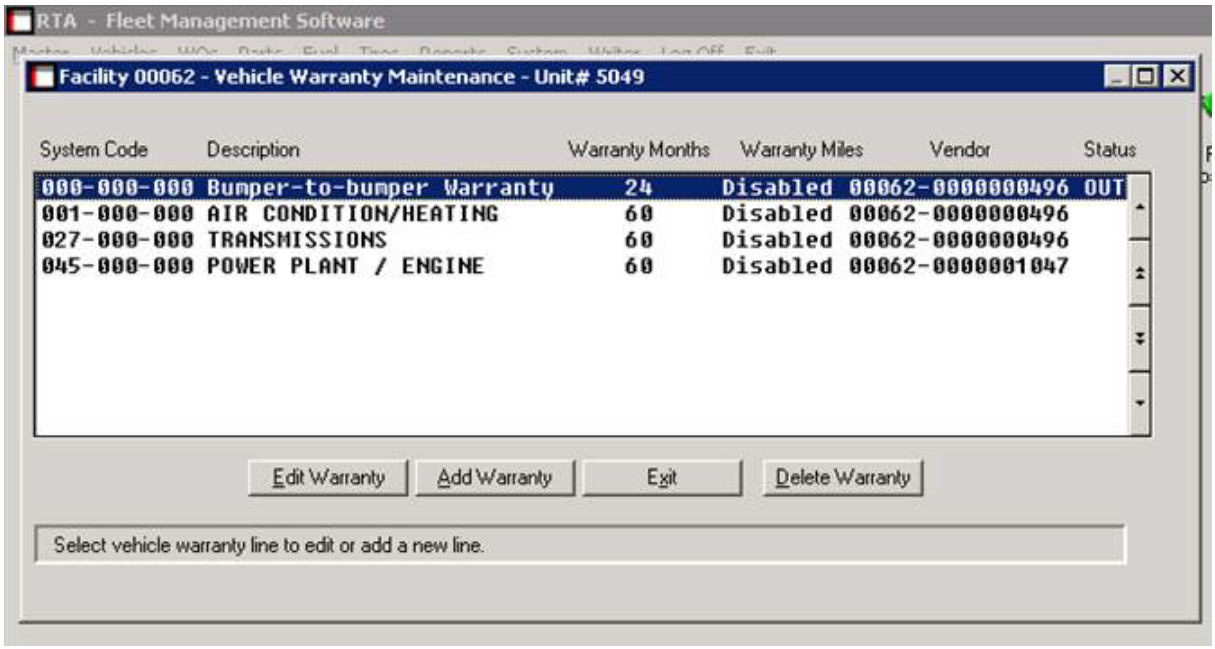
8.1. Vehicles and Equipment

Warranty procedures for vehicles and equipment are conducted as outlined in the contractual agreement made with the supplier for that vehicle or piece of equipment. Warranty information for each vehicle and equipment are recorded in the Fleet Maintenance Management Program (see below). Vehicle warranties consist of either bumper to bumper, or major component replacements, like an engine or transmission. A coach can have multiple warranty claims at one time as shown below. Vehicle warranty claims are managed by the Contractor's Director of Maintenance, or their designee.

ATL expects Contractor to be attentive to any potential warrantable items and be aggressive in submitting and following up on warranty claims, in compliance with all FTA guidance.

8.2. Parts and Materials

Parts and material warranties are managed by the maintenance Contractor's parts and material clerk, as individual part or component are normally handled an exchange basis. A record of all warranty claims and actions will be kept and updated by the parts and material clerk, as exampled below.



Appendix A – Asset Inspection Standards

Note: All these items are regarded to be critical for completing the mission of ATL.

1.1 Vehicle Component Inspection Guidelines

Maintenance of ATL's revenue fleet is the responsibility of the maintenance contractor as specified in their contract. These maintenance requirements are reproduced in part below. Specifically, the frequency of routine component inspections and preventive maintenance actions.

Vehicle Component	Inspections, Checks, Tests and Repairs	Frequency
Brakes	Brakes must be checked to ensure they are functioning w/o deficiency by performing a leak down test before vehicle can enter service	Daily
	Road test brakes and steering	6,000 miles
	Check Brake Adjustment	6,000 miles
	Check brake fluid	6,000 miles
	Inspect brake lines for leaks, repair defects	6,000 miles
	Visually inspect brake shoes/drums/rotors, replace as needed	6,000 miles
	Check the brake interlock and sensitivity edge	6,000 miles
	Inspect parking brake for operation, visually inspect pads and drums/rotors, mounting bolts, repair defects	6,000 miles
	Inspect, repack, and adjust front wheel bearings, replace as needed, replace wheel bearing seals, repair defects. Wheel seals shall be replaced with every brake job and bearings shall be checked.	With service brake change
Steering	Check power steering fluid	Daily
	Check to ensure there are no loose steering components or excessive front-end vibration	Daily
	Check steering free play, adjust as necessary	6,000 miles
	Check power steering operation and for leaks	6,000 miles
	Check and lube steering shaft and joints	12,000 miles
	Check and verify proper steering control and operation	24,000 miles

Vehicle Component	Inspections, Checks, Tests and Repairs	Frequency
Suspension	Inspect body mounting hardware, repair defects	6,000 miles
	Inspect axle mounting hardware, repair defects	6,000 miles
	Check shocks, mounting and for leakage	6,000 miles
	Inspect all sway bar bushings and mounting points, repair/replace as necessary	6,000 miles
	Inspect kingpins, repair defects	6,000 miles
	Inspect tie rods, tie rod ends, repair defects	6,000 miles
Hydraulic, oil, and coolant lines		Daily
	Check for leaking and/or cracked hydraulic lines; oil lines, coolant lines, unsecured wiring harnesses, or fittings, seals, or joints with either a Class II or Class III leak, as outlined, or if hoses, lines, and harnesses that are rubbing or chafing Class I leaks shall be monitored for further deterioration while Class II and Class III leaks shall be repaired immediately (prior to vehicle entering revenue service)	6000 miles
Tires	Tire pressure shall be maintained in accordance with the OEM or tire manufacturer's recommendation	Weekly
	Replace tires that are worn below 4/32" original tread remaining or are damaged. A vehicle cannot enter service if the minimum requirement is not met.	Weekly
	Rims shall be inspected, cleaned, and polished as tires are removed and replaced	As tires are replaced
Air Tanks	Drain air tanks, check tank mountings, check lines for leaks	6,000 miles
Air Bags	Check air ride suspension and mounting	6,000 miles
	Check air bag suspension height, mountings and operation, repair defects	24,000 miles
Structure	Inspect under carriage, repair defects	6,000 miles
Differential	Differential fluid drain and sample, validate against critical limits	To Manufacturer's specification

Vehicle Component	Inspections, Checks, Tests and Repairs	Frequency
Engine	Engine able to build proper air pressure (based on OEM specs)	Daily
	Check oil levels	Daily
	Check Oil pressure	Daily
	Check engine air filter	6,000 miles
	Inspect engine air cleaner housing for leaks	6,000 miles
	Oil Sample – validate against critical limits	6,000 miles
	Check crankcase ventilation	6,000 miles
	Inspect all engine accessory drive belts, check belt tension, adjust/replace as necessary	6,000 miles
	Check engine mounting hardware, repair defects	6,000 miles
	Drain and replace engine oil and oil filter	6,000 miles
	Pressure wash engine	12,000 miles
	Inspect, clean, or replace engine crankcase breather filter, check hoses, repair defects	12,000 miles
	Inspect vehicle for coolant, hydraulic oil, transmission fluid and engine oil leaks, repair as necessary	6,000 miles
	Check engine valve adjustment per manufacturer's specifications, adjust as necessary	Per OEM Requirement
Engine exhaust system	Check for leaks and tightness; Ensure that the interior passenger compartment is free of exhaust fumes from the engine, engine compartment, and exhaust system	6,000 miles
	Conduct emissions equipment inspection to ensure compliance with ATL, County, other local, State, and federal requirements for exhaust smoke and engine emissions	6,000 miles
Transmission	Transmission fluid levels; TranSynd, is the only authorized transmission fluid	Daily
	Inspect transmission mounting hardware, repair defects	6,000 miles
	Transmission fluid drain sample	30,000 miles

Vehicle Component	Inspections, Checks, Tests and Repairs	Frequency
Radiators	Pressure check engine radiators, repair defects	Every C PM
	Check coolant level	Daily
	Re-core at the time of engine replacement (or as necessary)	Tied to engine replacement
Alternator and Electrical System	Check and clean battery electrical connections	6,000 miles
	Check alternator output, belts for tension, mounting bolts and wiring harness, repair defects	6,000 miles
	Inspect electrical panels, connections, circuit breakers and fuses, repair defects	6,000 miles
HVAC	Summer months: Test to ensure air conditioning can maintain a temperature 20F lower than ambient or no higher than 72F	Daily
	Winter Months: Test heater and defroster for function	
	Ensure HVAC system is functional prior to pull out. Non-functioning HVAC systems must be repaired before a vehicle can enter service.	
	Check HVAC operation	Daily
	Check front/rear, heater/ac blower's repair defects	Daily
	Check HVAC compressor mounts	6,000 miles
Vehicle Body and Frame	Rear view mirrors in place and not broken	Daily
	Check for body damage. If an observed defect will impact safety, passenger comfort or has a significant effect on appearance, repairs must be made before the vehicle is used in revenue service.	Daily
	Inspect bumper/frame tow points, mounting bolts, repair/replace as needed	Daily

Vehicle Component	Inspections, Checks, Tests and Repairs	Frequency
	All striping and lettering that has faded or been damaged must be replaced	6,000 miles
	When paint is damaged, deteriorated, or faded, the specific area or the entire bus must be repainted	6,000 miles
	Check windshields for damage	6,000 miles
Destination Signs	Check front/side destination signs, schedule repair Check the message on the front sign when the emergency call button is pressed. Should be "Emergency Call 911".	6,000 miles
Windshield wipers	Check windshield wipers	Daily
	Check windshield wiper motors	Daily
	Check washer fluid level	6,000 miles
Mirrors, Doors, and Lights	Test mirror operation	Daily
	Test front and rear door operation, repair defects	Daily
	Test headlights, signal, running and rear lights. The vehicle cannot be in service if lights are not functioning	Daily
	Check interior lights including entrance, driver's area, isle, and passenger seating area	Daily
Bike Rack	Inspect and repair bike rack, mountings, as necessary	6,000 miles
Bumpers	Check the condition of bumpers, repair as necessary	Daily
Drivers Area	Check driver's seat operation and mounting	Daily
	Steering Wheel	Daily
	Test horns for function, repair defects	Daily
	Check dash gauges	Daily
	Check all switches for proper function	Daily
	Check fuel level	Daily
	Check battery state of charge (BEB only)	Daily
	Test to ensure communications devices are operative	Daily

Vehicle Component	Inspections, Checks, Tests and Repairs	Frequency
	Replace seat covers which are worn, can no longer be kept clean, have broken or crushed cushions, graffiti or stains which cannot be removed, or are damaged beyond repair, using materials and colors as the original	Daily
Wheelchair Lift, Ramp, and Tiedowns	Test to ensure ADA Wheelchair lift and ramp are operative. Vehicle cannot enter service if inoperative	Daily
	Check, clean, lube wheelchair lift/ramp	Daily
	Test to ensure ADA Wheelchair tie downs or seat sliders are operative. Vehicle cannot enter service if inoperative	Daily
Passenger Area and Seats	Check passenger seat mounting, check for damage, repair	Daily
	Seats that contain obscene or gang related graffiti must be repaired/replaced immediately, and the vehicle must not enter revenue service until corrected	Daily
	Rips, tears, cuts, gum, graffiti, and other damage to be cleaned or repaired immediately	Daily
	Seats must be shampooed	As needed
Windows	Visibility for driver and passengers must not be obstructed, and glass must be replaced (within 24 hours) when, broken, pits, cracks, abrasions and/or scratches, clouded glass dust or damage are excessive	Daily
	Windows that are scratched or etched to the point of becoming opaque/distorted/seriously damaged shall be replaced immediately	Daily
	Windows/glass that contain graffiti that is obscene, or gang related must be replaced/repaired immediately. The vehicle must not enter revenue service until corrected.	Daily

Vehicle Component	Inspections, Checks, Tests and Repairs	Frequency
Emergency Equipment	Inspect fire extinguisher charge, repair defects Check 'Fire Suppression" system.	Monthly
Handrails and Stanchions	Inspect all passenger stanchions, handrails and safety straps, repair/replace defects	Daily
Safety	Check Emergency window/hatch operation	6,000 miles
	Test to ensure emergency exits/doors/windows are operative	6,000 miles
	Check Emergency window/hatch decals, replace as needed	6,000 miles

2.1 Vehicle Cleaning

Cleaning the ATL's revenue fleet is also the responsibility of the contractor with the specific cleaning requirements and frequency detailed in the contract agreement. These cleaning requirements are reproduced in this section for ease of reference and are segmented into:

- Daily cleaning service
- Minor detail service - every 30 says
- Major detail service – quarterly (every 93 days)

Daily Cleaning Service

Daily, the Contractor shall be responsible for maintaining the interior and exterior cleanliness of all vehicles, both revenue and non-revenue vehicles to provide a positive public image and appearance. The Contractor shall ensure the cleanliness of each vehicle scheduled for revenue service prior to the commencement of each pullout / service day. At all times, vehicles in revenue service shall be free of noxious odors from cleaning products, pest control products or other such products. Contractor will provide SDS sheets for chemicals being used during the cleaning process.

Area/Issue	Activity	Frequency
Exterior	Wash the exterior and report all body damage.	Daily
Interior	Floors swept, and dust, interior surfaces. Floors will be mopped with soap and water if needed. All gum, candy, and other substances that have adhered to the surfaces to be removed. Ceilings, windows, dashes, walls, stanchions, seats, and grab rails shall be subject to a detailed cleaning, as necessary. Using a water hose / pressure washer for cleaning the inside vehicle is prohibited. Any items belonging to customers / passengers shall be turned over to dispatch so the items can be sent to ATL's lost and found.	Daily
Seats	Removal of gum and/or local spots and stains as needed. Upholstery damage shall be repaired immediately upon discovery. Revenue vehicle seats and interiors contaminated with bodily fluids shall require revenue vehicles to be removed from service until thoroughly cleaned.	
Litter	Removal of all litter/trash from all areas in the interior and exterior of the vehicle.	Daily
Interior Glass	Clean if needed: any glass/acrylic and/or window protectors, with glass cleaner including front and side glass at the front and side destination signs and mirrors. Any damaged or etched glass shall be replaced before the vehicle is returned to service and is to be reported to ATL. No residue must be left after the cleaning process is complete	Daily
Graffiti	Graffiti to be removed throughout the entire vehicle where found. All graffiti, interior and exterior, shall be removed as soon as practicable, but within twenty-four (24) hours, preferably before the vehicle is returned to service. If the graffiti is obscene or gang related, it shall be removed immediately, or the vehicle shall not be used in revenue service until corrected.	Daily

Area/Issue	Activity	Frequency
Sanitization	If required vehicles shall be sanitized.	Daily
Floors	Clean if needed all flooring areas to include driver's area, passenger area, wheel housing, steps, and ramps / wheelchair lifts.	Daily

Minor Detail Service

In addition to the daily cleaning each vehicle shall have a minor detail service every thirty (30) days. The activities below are in addition to the daily activities.

Area/Issue	Activity	Frequency
Exterior	All wheel wells, flaps, and heavily soiled areas will be hand scrubbed. All windows and mirrors will be hand dried or squeegeed. Clean engine compartment doors, all exterior access doors, handles and latches, and any seams and joints on the exterior of the unit. Rubber or vinyl exterior components such as tires, bumper fascia, fender skirts and door edge guards to be cleaned and treated with a preservative at least once every thirty (30) calendar days, or as necessary to maintain an attractive appearance. Remove any grease, oil, mud, or other material from the exterior.	Every 30 Days
Interior Light Fixtures	Disassemble, clean, and reassemble all overhead light covers on an as needed basis. Extreme care must be taken and safeguards in place to protect all electrical components and systems from water damage during the cleaning process	As Needed
Graffiti	Graffiti will be removed throughout the entire vehicle.	Every 30 Days
Seats	Clean and sanitize all seat headrest, cushions and backs (including the operator's seat), by brushing and vacuuming. Clean seats of all spots and stains. Any seat that cannot be cleaned shall be replaced.	Every 30 Days
Wheelchair Seats	Wheelchair moveable seats must be slid, and the seat tracks must be cleaned. Clear of all debris out of the track and lubricated if needed to permit easy movement of seats for mobility device access.	Every 30 Days
Exterior Glass	Clean all windows, using glass cleaner and scraper when necessary for the removal of graffiti, fingerprints, and other markings. Clean all window tracks: No residue must be left on windows after the cleaning process is complete.	Every 30 Days
Interior Glass	Clean all glass/acrylic and/or window protectors, with glass cleaner including front and side glass at the front and side destination signs and mirrors. Any damaged or etched glass is to be reported to ATL. No residue must be left after the cleaning process is complete. Clean the windshields both inside and exterior. No residue must be left after the cleaning process is complete	Every 30 Days
Floors	Clean all flooring areas with soap and water and rinsed afterwards to include driver's area, passenger area, wheel housing, steps, and ramps / wheelchair lifts. Floors will be mopped with soap and water and clean water must be used to rinse afterwards. All gum, candy, and other substances that have adhered to the surfaces will be removed. All dirt and gum must be removed from the flooring. Using a water hose or pressure washer for cleaning the inside of vehicle is prohibited.	Every 30 Days

Area/Issue	Activity	Frequency
Driver Area	Clean Operator area. Clean all switches, wipe all gauges, wipe rear-view mirror, clean radio area left of Operator's seat, dash area, Operator's safety barrier.	Every 30 Days
Fare Box	Clean fare box with general purpose cleaner	Every 30 Days

Major Detail Service

In addition to the daily cleaning and minor detail service, each vehicle shall have a major detail service quarterly (93 days). The activities below will be done in addition to the daily cleaning and minor detail cleaning activities.

Area/Issue	Activity	Frequency
Interior	All passenger seats will be steam cleaned within the revenue vehicle using upholstery style equipment only. This will include the Operator's seat. The rear seating area will be required to be lifted and cleaned underneath and around it. Seats that cannot be cleaned, or have any tears, or worn seats will be replaced.	Every 93 Days
Exterior Glass	Clean all windows, using glass cleaner and scraper when necessary for the removal of graffiti, fingerprints, and other markings. Clean all window tracks: No residue must be left on windows after the cleaning process is complete	Every 93 Days
Surface Treatment	Armor-All or equivalent product will be used on all seats where applicable, all black rubber and the entire dash. The only exception to this rule is the Lexan surface of the gauges and steering wheel and fare box. Armor-All or equivalent will be applied to all tires, bumpers, and fender flares.	Every 93 Days
Wheels	Aluminum Wheels: Clean and polish, then wax the outside of all aluminum wheels by hand	Every 93 Days

Exterior Waxing

Area/Issue	Activity	Frequency
Exterior Waxing	All coaches will be required to be completely waxed at least two (2) times per year. Final product is to be free of swirl marks and haze. Removal of all oxidation, dirt, tar, stains, gums, eggs, and any other items from the exterior of the unit	Every 180 days

Pest Control

Area/Issue	Activity	Frequency
Pest Control	Vehicles shall be kept free of vermin and insects at all times. At least twice a year or immediately upon discovery of an infestation, all assigned transit Revenue Vehicles will be treated and/or exterminated to prevent infestation by ants, fleas, roaches, bed bugs, and other insects and vermin, utilizing safe, non-hazardous and EPA approved insecticides/materials by a licensed and Integrated Pest Management (IPM) certified exterminator. The methods of control and application shall minimize exposure of the Operators, employees, customers, pets, service animals, and protected wildlife to the applied pesticides. No liquid spray or fogging will be allowed unless specifically approved by ATL. The Contractor shall identify the licensed exterminator and acquire and maintain Safety Data Sheet (SDS) information for all pesticides used. All pest control services costs shall be borne by the Contractor.	Every 180 days Or when infestation is found

3.1 Non-Revenue Fleet Replacement and Maintenance

ATL operates a small fleet of non-revenue vehicles that support operations such as operational oversight, roadside repairs, dispatch and other maintenance and management functions. The replacement life and mileage policy are based on a mix of Federal (useful life and/or miles) and Georgia Department of Administrative Services (GADOAS) Fleet Management Division policy. Vehicle maintenance is based on the manufacturers recommended actions and frequencies as specified in the vehicle owner's manual.

Asset	Life Cycle Event	Frequency or Useful Life
Support Vehicles	Replacement: Auto, mini-van, sports utility: Trucks, forklifts, etc.:	As stated on Federal Grant and/or GADOAS Fleet Division Policy
	Oil Change	5,000 miles
	Maintenance based on vendor recommended time and mileage intervals	

3.2 Farebox and Contactless Payment Devices (Mission Critical)

This policy is designed for ATL's fare collection equipment. The policy seeks to maintain this equipment in a state of good repair to maximize asset functionality and reliability for the full asset lifecycle.

The purpose of the farebox is to collect cash (bills and coins) and read transit cards to pay ATL fare on board.

The expected lifecycle of a typical farebox is 12-years. The Farebox PMI is attached as Appendix F.

The contactless payment device allows customers to pay for their ATL fare with a cell phone and/or mobile app. The devices are leased, and maintenance/repair is provided by the manufacturer.

Appendix B: Fleet Inventory

Fleet ID	Facility	Manufacturer	Model	Model Year	Number of Doors
1901	South Ops	MCI	D4500	2019	1
1902	South Ops	MCI	D4500	2020	1
1903	South Ops	MCI	D4500	2020	1
1904	South Ops	MCI	D4500	2020	1
1905	South Ops	MCI	D4500	2020	1
1906	South Ops	MCI	D4500	2020	1
1907	South Ops	MCI	D4500	2020	1
1908	South Ops	MCI	D4500	2020	1
1909	South Ops	MCI	D4500	2020	1
1910	South Ops	MCI	D4500	2020	1
1911	South Ops	MCI	D4500	2020	1
1912	South Ops	MCI	D4500	2020	1
1913	South Ops	MCI	D4500	2020	1
1914	South Ops	MCI	D4500	2020	1
1915	South Ops	MCI	D4500	2020	1
1916	South Ops	MCI	D4500	2020	1
1917	South Ops	MCI	D4500	2020	1
1918	South Ops	MCI	D4500	2020	1
1919	South Ops	MCI	D4500	2020	1
1920	South Ops	MCI	D4500	2020	1
1921	South Ops	MCI	D4500	2020	1
1922	South Ops	MCI	D4500	2020	1
1923	South Ops	MCI	D4500	2020	1
1924	South Ops	MCI	D4500	2020	1
1925	South Ops	MCI	D4500	2020	1

1926	South Ops	MCI	D4500	2020	1
1927	South Ops	MCI	D4500	2020	1
1928	South Ops	MCI	D4500	2020	1
1929	South Ops	MCI	D4500	2020	1
1930	South Ops	MCI	D4500	2020	1
1931	South Ops	MCI	D4500	2020	1
1932	South Ops	MCI	D4500	2020	1
1933	South Ops	MCI	D4500	2020	1
1934	South Ops	MCI	D4500	2020	1
1935	South Ops	MCI	D4500	2020	1
1936	South Ops	MCI	D4500	2020	1
1937	South Ops	MCI	D4500	2020	1
1938	South Ops	MCI	D4500	2020	1
1939	South Ops	MCI	D4500	2020	1
2001	South Ops	MCI	D45 CRT LE	2020	2
2101	South Ops	MCI	D45 CRT LE	2021	2
2102	South Ops	MCI	D45 CRT LE	2021	2
2103	South Ops	MCI	D45 CRT LE	2021	2
2104	South Ops	MCI	D45 CRT LE	2021	2
2105	South Ops	MCI	D45 CRT LE	2021	2
2106	South Ops	MCI	D45 CRT LE	2021	2
2107	South Ops	MCI	D45 CRT LE	2021	2
2108	South Ops	MCI	D45 CRT LE	2021	2
2109	South Ops	MCI	D45 CRT LE	2021	2
2110	South Ops	MCI	D45 CRT LE	2021	2
2111	South Ops	MCI	D45 CRT LE	2021	2
2112	South Ops	MCI	D45 CRT LE	2021	2
2113	South Ops	MCI	D45 CRT LE	2021	2

2114	South Ops	MCI	D45 CRT LE	2021	2
2301	South Ops	MCI	D45 CRT LE CHARGE (EV)	2023	2
2302	South Ops	MCI	D45 CRT LE CHARGE (EV)	2023	2
2303	South Ops	MCI	D45 CRT LE CHARGE (EV)	2023	2
2304	South Ops	MCI	D45 CRT LE CHARGE (EV)	2023	2
2305	South Ops	MCI	D45 CRT LE CHARGE (EV)	2023	2
2306	South Ops	MCI	D45 CRT LE CHARGE (EV)	2023	2
2307	South Ops	MCI	D45 CRT LE CHARGE (EV)	2023	2
2308	South Ops	MCI	D45 CRT LE CHARGE (EV)	2023	2
2309	South Ops	MCI	D45 CRT LE CHARGE (EV)	2023	2
2310	South Ops	MCI	D45 CRT LE CHARGE (EV)	2023	2
Total	**64**				
1941	North Ops	MCI	D4500	2020	1
1942	North Ops	MCI	D4500	2020	1
1943	North Ops	MCI	D4500	2020	1
1944	North Ops	MCI	D4500	2020	1
1945	North Ops	MCI	D4500	2020	1
1946	North Ops	MCI	D4500	2020	1
1947	North Ops	MCI	D4500	2020	1
1948	North Ops	MCI	D4500	2020	1
1949	North Ops	MCI	D4500	2020	1
1950	North Ops	MCI	D4500	2020	1
1951	North Ops	MCI	D4500	2020	1
1952	North Ops	MCI	D4500	2020	1
1953	North Ops	MCI	D4500	2020	1
1954	North Ops	MCI	D4500	2020	1
1955	North Ops	MCI	D4500	2020	1

1956	North Ops	MCI	D4500	2020	1
1957	North Ops	MCI	D4500	2020	1
1958	North Ops	MCI	D4500	2020	1
1959	North Ops	MCI	D4500	2020	1
1960	North Ops	MCI	D4500	2020	1
1961	North Ops	MCI	D4500	2020	1
1962	North Ops	MCI	D4500	2020	1
1963	North Ops	MCI	D4500	2020	1
1964	North Ops	MCI	D4500	2020	1
1965	North Ops	MCI	D4500	2020	1
1966	North Ops	MCI	D4500	2020	1
1967	North Ops	MCI	D4500	2020	1
1968	North Ops	MCI	D4500	2020	1
1969	North Ops	MCI	D4500	2020	1
1970	North Ops	MCI	D4500	2020	1
1971	North Ops	MCI	D4500	2020	1
1972	North Ops	MCI	D4500	2020	1
Total	**32**				
1940	CobbLinc	MCI	D4500	2020	1
1973	CobbLinc	MCI	D4500	2020	1
1974	CobbLinc	MCI	D4500	2020	1
1975	CobbLinc	MCI	D4500	2020	1
1976	CobbLinc	MCI	D4500	2020	1
1977	CobbLinc	MCI	D4500	2020	1
2115	CobbLinc	MCI	D4500	2021	1
2116	CobbLinc	MCI	D4500	2021	1
2117	CobbLinc	MCI	D4500	2021	1

2118	CobbLinc	MCI	D4500	2021	1
2119	CobbLinc	MCI	D4500	2021	1
Total	**11**				

Appendix C: ATL PMI Inspection Checklist

SRTA A SERVICE PMI CHECKLIST MCI D4500 / D45 CRT LE SRTA COACHES								
VEHICLE #			PMI Start		PMI Completion		Technician Info	
			Date:	Mileage:	Date:	Mileage:	Name	
	Initials	Code	(√) = OK	(N) = Needs Follow-Up	(X) = Defect Corrected			
1			All DVIR's and open Follow-Ups are to be addressed prior to vehicle being returned to service.					
2			Check operation of master switch in all positions. Verify all dash and instrument, lights, turn signal, Lo-Hi, Hazards for proper operation.					
3			Verify that neutral safety switch works correctly. Start engine and check for unusual noises.					
4			Inspect driver's seat for proper operation. Ensure that seat belt functions properly.					
5			Inspect all operators instruments,switches, controls, and telltale lights for proper operation and security.					
6			Verify that both remote rear view mirrors work properly. Verify turn signals in each mirror are fully functional on 1900 and 2000 series units					
7			Check steering wheel horn button for proper operation. Check floor horn switch for proper operation.					
8			Check wiper blades and controls for proper operation. Check intermittent operation. Ensure that wipers park correctly. (4" from center post)					
9			Check windshield washer operation. Check aiming of squirted nozzles. Refill washer fluid.					
10			Check the operation of front heat and defroster controls. Verify heater and air conditioning output. Check heater control along side driver seat. Verify that valves go up and down smoothly and lock into place					
11			Check the condition and operation of all sun visors / sunscreens					
12			Check operation of the voice annunciator (Clever) Using the maintenance logon. **(ADA)**					
13			Check operation of the PA system including microphone floor switch. Ensure both interior and exterior speakers are functional **(ADA)**					
14			Check operation of low air buzzer and warning light. Buzzer should come on when pressure drops to 70 PSI and go off when pressure reaches 95 PSI					
15			Perform brake system leak down test. With engine off and parking brakes release and service brakes applied, system pressure must not drop more than 3 PSI in one minute.					
16			Perform brake system leak down test. With engine off and parking brake released and service brakes **NOT** applied, pressure must not drop more than 3 PSI in one minute.					
17			Check operation of parking brake. Pump air system down and ensure that parking brake applies at no lower than 40 PSI.					
18			Select reverse and check backup alarm, camera and light operation.					
19			Check operation of front suspension kneeling system. **Ensure kneeler raises when parking brake is released (ADA)**					
20			Verify Amerex / Kidde inspection tag and date of inspection/ 6 mo. Record date_____ Check Amerex / Kidde system. Ensure that control panel is in "OK" status.					
21			Test Fire Suppression Engine Shut Down - Engine Should Shut Down Within 30 Seconds					
22			Verify fire extinguisher charge, mounting, tag and date of inspection 1 yr. Record date _____.					
23			Check all 110v outlets and ensure that covers are in place on outlets mounted to heater duct, and that seat mounted outlets are secure. Check operation of all outlets					
24			Ensure the priority seating signs are located at each securement location, at the front row, and Title VI notice sticker is visible on side destination sign. **(ADA)**					
25			**Check All Interior Lights** Operators overhead___ Door Dome___ Interior Passenger Reading___ Aisle Lights___ Window Lights___ Blue Floor Lights_____					
26			Replace P/R blower filters, HVAC filter, EVAP filter (1900 Series Units do not have P/R filters)					
27			Check the overhead and dash stop request light and chime, Wheelchair stop request tape operation. **(ADA)**					
28			Inspect all windshield and window glass for cracks, chips, or fogging.					
29			Inspect all emergency exit windows and roof hatches for proper operation.					
30			Verify that all stanchions and handrails are secure.					
31			Verify that all seating is in good condition and properly mounted. Ensure that recline mechanism releases smoothly and locks in all positions. Check operation of all arm rests. **FOR 1900 & 2000 SERIES:** Check operation of passenger seatbelts					

32			Inspect interior for damage, loose screws, or modesty panels.
33			Check floor access panel for loose fasteners. Ensure that it is not a tripping hazard.
34			Check for and print out any fault codes. Download and reset trip data.
35			Verify that front and side destination signs operate properly. **(ADA)**
36			Inspect exterior of bus for body damage, to include paint and decal condition. Record all defects.
37			**Check All Exterior Lights** Head Lights Lo-Hi___ Hazard Lights____ Marker/Clearance____ Turn Signals____ Brake Lights____ Tail Lights____ Decal Lights____ Curb/Sidewalk Lights____ Back-Up Lights____ License Plate Lights_____
38			Check that all three emergency triangles are in good condition and are properly mounted in their container.
39			Check alternator for leaking seals, loose mounting bolts, and noise under load. Verify that positive battery cable support bracket is in good condition and cables not chaffed and terminals are secured. For EMP 450 alternators, check air intake hose and screen to ensure they are in good condition
40			Inspect engine compartment for unsecured or rubbing wires, hoses, or leaks. Physically touch all hoses and clamps to check for defects.
41			Visually inspect the holding/recovery tank, recovery pump, surge tank, fill nozzle, pressure relief valve, and sight glass. Repair any damaged or leaking components. Verify operation of the coolant pump. Fill from bottom only.
42			Inspect all drive belts for cracking, chafing, and rib damage. Ensure that all belts are adjusted to proper tension and are properly aligned. Verify operation of oil pressure operated tensioner for cooling fan belt. **FOR 1900 & 2000 SERIES:** Run fan test from rear switch box
43			Inspect and grease fan belt tensioner spiral groove bushing.
44			Check for any visible fluid leaks in the engine compartment.
45			Check transmission and power steering fluid levels.
46			Take engine oil sample **FROM PROBILIZER PORT** Change engine oil and filters.
47			Inspect front and rear shocks for signs of leakage or damage.
48			Lubricate entire chassis at all grease points.
49			Check differential breather, oil level and adjust as necessary.
50			Check condition of front, rear, and tag axle inner wheel seals. Inspect brake drums or rotors for wear.
51			For disc brakes, if the indicator shows more than 75% wear: The pads require further inspection or replacement. **NOTE: If the indicator is flush with the caliper or not showing, pads and or rotors must be replaced before bus returns to service**
			Measure and record brake shoe lining thickness. NOTE: Any lining that is less than 10/32" thick at the wear indicator must be replaced before bus is returned to service. For disc brakes, measure and record how far the pad wear indicator protrudes from the caliper
			Left front _____/32" Left Drive _____/32" Left Tag _____/32"
			Right front _____/32" Right Drive _____/32" Right Tag _____/32"
			Disc Brakes are Not Applicable (NA) to number 52
52			Measure and record brake chamber rod travel. Travel should not exceed: Front and Tag 1"- 1 3/4" Drive 1 1/2"- 2"
			Right front _____in. Right Drive _____in. Right Tag _____in.
53			Inspect all tires and wheels for damage. Any tires less than 4/32" tread depth must be replaced
			Left Steer _____/32" Inside Drive _____/32" Outside Drive _____/32" Left Tag _____/32"
			Right Steer _____/32" Inside Drive _____/32" Outside Drive _____/32" Right Tag _____/32"
54			Check oil level in front axle and tag axle hub caps. Add oil as necessary. Check for leaks.
55			Perform discharge test on air compressor.
56			Drain all air reservoirs. Check for signs of water contamination and the presence of oil in the air system. Flush if necessary
57			Inspect front and rear air bags and leveling valves for leakage and proper ride height. Correct ride height is 11" between mounting plates on front and rear axle air bags.
58			Record air pressure in each tire **BEFORE ADDING / REMOVING AIR:**
			Left Steer _____PSI Inside Drive _____PSI Outside Drive _____PSI Left Tag _____PSI
			Right Steer _____PSI Inside Drive _____PSI Outside Drive _____PSI Right Tag _____PSI

			Inflate tires to correct spec for the unit. See chart below
59			**Units 300-347, 5017-5044:** Steer: 120PSI Drive: 100PSI Tag: 85PSI | **Units 5045-5065:** Steer: 120PSI Drive: 100PSI Tag: 90PSI | **Units 1901-1977:** Steer: 120PSI Drive: 100PSI Tag: 100PSI | **Units 2001-2015:** Steer: 125PSI Drive: 100PSI Tag: 120PSI
60			Check operation of wheelchair lift through entire cycle. Check operation of sliding entry door air assist and threshold alarm. On 1900 and 2000 series units, check that camera appears on dashboard when upper door is open
61			Pressure test cooling system and inspect for leaks.
			WHEELCHAIR LIFT / RAMP INSPECTION
62			Check operation of wheelchair lift / ramp through entire cycle. Check operation of sliding entry door.
63			Ensure that all safety features are functioning properly including safety belts and audible alarm.
64			Check operation of brake / accelerator interlock with lift / ramp deployed.
65			Inspect hydraulic lines for leaks and proper routing.
66			Check hydraulic oil level in pump reservoir.
67			Check mechanical components, bushings, and bearings for sticking, binding, wear, or excessive play.
68			Lubricate lift / ramp at all wear points.
69			Check operation of all sliding seats and ensure that they lock in both positions. Lubricate track slides and latches.
70			Check all wheel chair restraints and seatbelts for condition and proper operation.

Mechanic Completing Inspection **Date**

Supervisor Signature **Date**

Revised April 13, 2020

This certifies that the inspection documented on this form complies with the 49CFR 396.17-23.

SRTA B SERVICE PMI CHECKLIST **MCI D4500 / D45 CRT LE SRTA COACHES**								
VEHICLE #			**PMI Start**		**PMI Completion**		**Technician Info**	
			Date:	**Mileage:**	**Date:**	**Mileage:**	**Name**	
Initials	**Code**	**(√) - ok**	**N) = Needs Follow-U**		**(X) = Defect Corrected**			
1			**Complete all items on the A PM Inspection checklist first. Then complete B**					
2			Check the operation of the entry door, control linkage, levers, gears, and bearings. Check door seal gap.					
3			Grease entry door hinges and bearings.					
4			Lubricate driver's seat slides with spray lithium grease if needed.					
5			Clean and lubricate all emergency exit window lock latches, seals, and hinges.					
6			Check air compressor efficiency. Air pressure must build from 85 PSI to 100 PSI in 40 second at full governed RPM. Build up time _____ secs.					
7			Clean battery tray and lubricate slides. Inspect battery hold downs and check cables for chafing.					
8			Disconnect **ALL** cables and test all batteries individually.					
9			Clean battery posts and all cable connections. Reinstall cables and coat all terminals with protecting coating.					
10			Check generator output at idle with all lights and blowers on. Voltage should be approximately 27 to 28 VDC.					
11			Inspect condenser coil and repair any bent fins using a fin comb. Clean coil if required.					
12			Replace Engine Air Filter					
13			Replace fuel filter element(s) the 1900 and 2000 series units have 2 filters					
14			Check the condition of the radiator, cooling fan, fan clutch, and shroud. Replace any damaged or leaking compon					
15			Check condition and operation of coolant circulating pump, and coolant lift pump					
16			Check turbocharger for oil leaks or any discoloration of housing. Check oil supply and return lines for general condition and leaks.					
17			Inspect entire exhaust system. Ensure that all piping and clamps are secure. NO LEAKS ARE ACCEPTABLE !					
18			Check condition of exhaust blanket and heat barriers.					
19			Check air compressor intake for restrictions and clean as necessary.					
20			Inspect kazoo drain valves on A/C condensate drain lines and clear out debris. Replace valve as necessary.					
21			Inspect the condition of all radius rods, lateral rods, sway bar links, and all suspension bushings.					
22			Inspect kingpins for wear or damage. Inspect draglink and tie rod ball studs for wear and endplay.					
23			Check and record air governor cut in and cut out settings. Cut in _____ PSI Cut out _____ PSI					
24			Adjust air governor to cut in at 105 PSI and cut out at 125 PSI. **For 1900 &2000 Series: Cut Out is 134 PSI**					
25			Remove and clean transmission breather.					
26			Replace crankcase filter.					

_____ _____

echanic Completing Inspecti Date **Supervisor Signature Date**

Revised April 13, 2020

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SRTA C SERVICE PMI CHECKLIST MCI D4500 / D45 CRT LE SRTA COACHES								
VEHICLE #			PMI Start		PMI Completion		Technician Info	
			Date:	Mileage:	Date:	Mileage:	Name	
Initials	Code	(√) - OK	(N) - Needs Follow-Up		(X) - Defect Corrected			
C INSPECTION								
1			Complete all items on the A and B Inspections first. Then complete C Inspection below.					
2			Perform a short road test before starting the PMI inspection.					
3			Check steering column tilt / telescope operation. Ensure that it locks securely in all positions.					
4			Check entry door air dump valve operation with power off.					
5			Check operation of manual lock release handles above entry door.					
6			Clean and lubricate the brake and accelerator pedal assemblies and check the operation.					
7			Check main evaporator blower motor. If not brushless, Verify that brushes are more than 1/2 " long. Replace as necessary.					
8			Repair any bent radiator fins using a fin comb. Clean radiator fins with low pressure compressed air.					
9			Check condenser fan motors. If not brushless, Verify that brushes are more than 1/2" long. Replace as necessary.					
10			Check fire detection sensors for proper mounting and electrical connections.					
11			Check all fire suppression lines and hoses for routing, chafing, and securement.					
12			Inspect fuel tank and mounts. Check all fuel lines for routing and securement.					
13			Check coolant SCA levels and freeze point: Pass_____. Fail_____ SCA Content:_____					
14			Check the operation of the low coolant indicators.					
15			Clean and inspect the parking brake relay valve.					
16			Check air compressor discharge port and discharge line for restrictions and build up.					
17			Verify that starter is properly mounted and bolts are secure. Check all wires, ground cables, and straps for tightness.					
18			Verify condition of engine and transmission mounts. Check for oil soaking, wear, and loose fasteners.					
19			Check and adjust headlamp aim.					
20			Complete annual inspection certification and sticker.					

_____ _____

Mechanic Completing Inspection **Date** **Supervisor Signature** **Date**

SRTA D SERVICE PMI CHECKLIST MCI D4500 / D45 CRT LE SRTA COACHES

VEHICLE #	PMI Start		PMI Completion		Technician Info
	Date:	Mileage:	Date:	Mileage:	Name

Initial	Code	(✓) - OK	(M) - Needs Follow-Up	(X) - Defect Corrected

1			D INSPECTION
2			**Complete all items on the A, B, and C inspections first. Then complete the D inspection below.**
3			Change transmission filters. MANUALLY TORQUE BOLTS TO 45 ft/lb. DO NOT USE AIR TOOLS.
4			Replace engine coolant filter.
5			Replace inline filters (heater coolant valve, W/C lift air drive, **Primary and auxiliary air tanks** Fan drive inline filter for 300 series, 5017-5044)
6			Rebuild air drier or replace with rebuilt unit. (1900 & 2000 Series Units MUST use an oil coalescing desiccant cartrid
7			Drain and refill front and tag axle wheel bearing oil. Check for leaks.
8			Drain, flush and refill coolant system with fresh coolant. Follow MCI coolant change procedure. Fill from lower surge
9			Check tightness on all front suspension component bolts.
10			Check tightness on all rear suspension component bolts.
11			DPF / DOC Filter Cleaning As Needed
12			DEF Filter Change
13			Air system Flush.

Mechanic Completing Inspecti Date

Supervisor Signatu Date

Revised April 13, 2020

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SRTA E SERVICE PMI CHECKLIST MCI D4500 / D45 CRT LE SRTA COACHES							
VEHICLE #			PMI Start		PMI Completion		Technician Info
			Date:	Mileage:	Date:	Mileage:	Name
	Initials	Code	(✓) = OK	(N) = Needs Follow-Up	(X) = Defect Corrected		
			E INSPECTION				
Complete all items on the A, B, C and D inspections first. Then complete the E Inspection below.							
1			Run Engine Overhead or sublet for warranty purposes. **(Detroit Engines Only)**				
2			Change TranSynd Fluid and Filters				
Every Other E PM Mileage Interval 144,000 N/A for Detroit Engines							
1			Run Engine Overhead or sublet for warranty purposes. **(Cummins Engines)**				

Mechanic Completing Inspection Date **Supervisor Signature Date**

Revised April 13, 2020

This certifies that the inspection documented on this form complies with the 49CFR 396.17-23.

Appendix D: ATL Service Fleet Update

ATL Revenue Fleet Service Reduction

On June 26, 2025, the Xpress service was modified to improve service and reflect that Xpress is the only commuter service provider.

The ridership is being tracked and future changes will be made to reflect further improvement.

Appendix E: Contractor Oversight Guidelines

Atlanta-Region Transit Link Authority (ATL)
Transit Division
Contractor/Subcontractor Oversight Guidelines

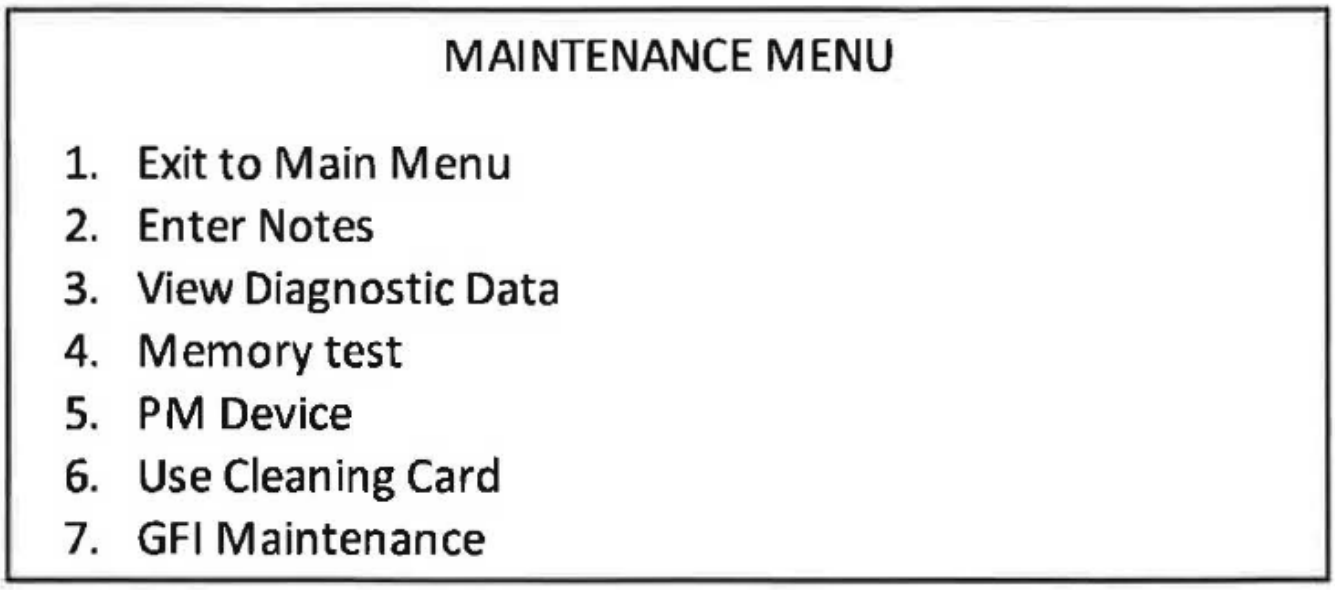
The ATL Transit Division performs scheduled and random inspections of ATL assets which contractors/subcontractors are responsible and required to maintain. Assets may include, but are not limited to, vehicles, facilities, and other equipment. Inspections may identify issues that affect quality of service, including schedule issues. This document provides guidelines for properly addressing identified and potential issues.

Process Steps:

1. Perform the QA/QC inspection
2. The issue is identified.
3. The issue is brought to the attention of the contractor. Depending on the level of severity, notice will occur by one or more of the following means:
   a) Phone contact for minor issues
   b) Email for issues requiring additional detail
   c) Deficiencies and required corrections are addressed with the maintenance director
   d) Liquidated damages if applicable are assessed in accordance with the contract
   e) Letters or emails are issued when they are either serious in nature and/or repeated notifications which are not addressed in a timely manner by the above and require substantial action by the contractor.
4. Regardless of the means of contacting or alerting the contractor to an issue, an expectation will be clearly stated to the contractor with a time/date established for the contractor to resolve the issue and/or it will be resolved in accordance with the contract requirements.
5. In each case the explained expectation will clearly define the expected outcome, or it will reference the contract requirements.
6. ATL staff follow up to ascertain issue resolution. If the issue was of significance that it was originally conveyed to the contractor by email or letter, a follow-up email or letter is to be sent documenting the resolution.

18.8 Maintenance Menu

This menu, which can be reached by pressing [5] from the main diagnostic menu, enables you to perform miscellaneous TRiM maintenance functions. It consists of two screens-the first is shown below:

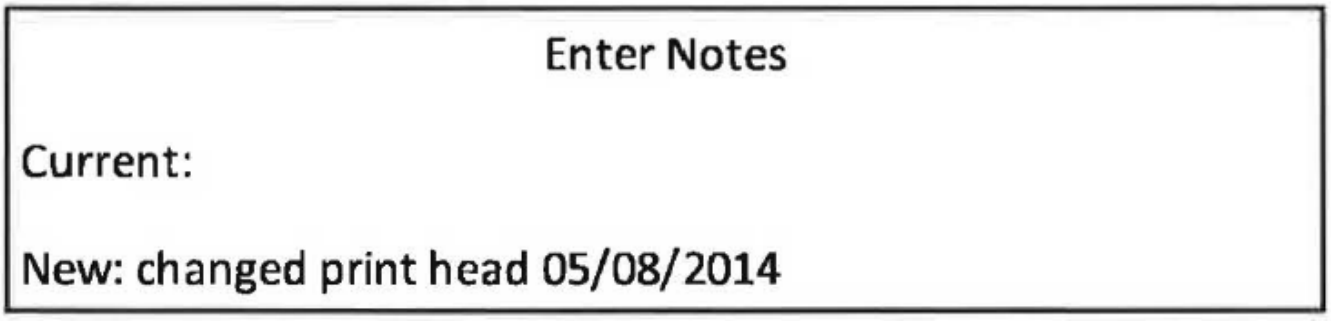


18.8.1 Enter Notes

NOTE: This feature is available ONLY when the TRiM diagnostic program is accessed using a computer. It is not available using the test OCU.

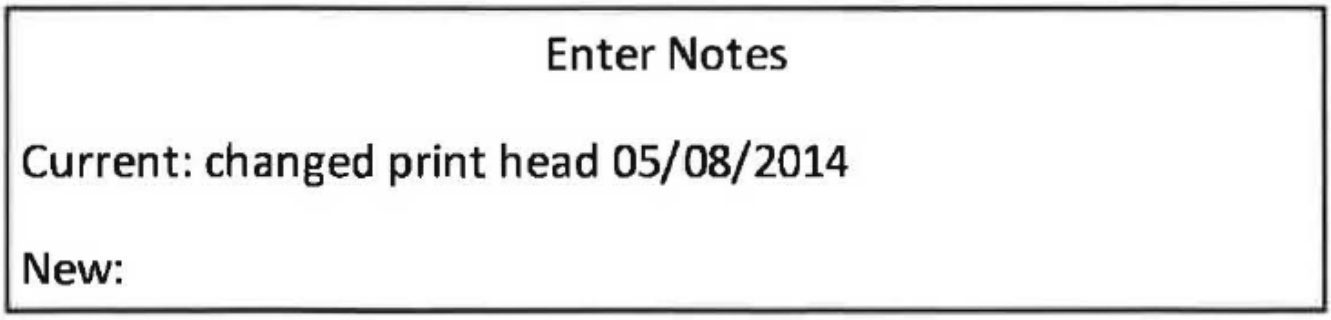
From the maintenance menu, press [2], ENTER NOTES. This feature enables a service technician to pass useful information to the next technician who services the TRiM. The note remains available until someone enters a new note, which replaces the current note.

NOTE: The note also displays on the 'View Diagnostic Data" screen (see next section).



After NEW: type in a brief (up to 10 words) message as shown in the example above. To conclude, press the Enter key.

From the Maintenance Menu, select ENTER NOTES again and notice the message entered above now appears under CURRENT, as shown below:



18.8.5 Use Cleaning Card

Press [6] from the Maintenance Menu-the screen below appears. Insert a cleaning card (Genfare part #AI4243-0001) in the TRiM entry bezel. The card will be transported up and down six times, cleaning the magnetic write and read/verify heads. Upon completion a prompt will indicate to remove the card. The screen then reverts to the Maintenance Menu.

18.8.6 Genfare Maintenance

This function is for use by Genfare maintenance personnel only.

Module	Component	Task	Material Required/Comment
Cover Bar-code Reader Window		Clean	Mild detergent on a soft damp cloth.
OCU Mount		Inspect for proper operation (Tightness)	Replace mount, if it does not remain tight.
Quarterly Cleaning and Inspection—The above plus:			
Farebox exterior	Sheet metal, windows	Clean as needed	Mild detergent
OCU	Keypad	Clean as needed	Mild detergent
Passenger display and buttons		Clean as needed	Soft damp cloth
Coin validator		Clean, remove lint, debris	Externally—mild detergent on damp cloth; internally, compressed air or isopropyl alcohol
		Clean, remove lint, debris	Externally—mild detergent on damp cloth; internally, compressed air or isopropyl alcohol
	Solenoid	Inspect, clean	Cotton swab and isopropyl alcohol
Coin return cup		Clean	All-purpose cleaner or mild detergent & water
Cashbox	Lock mechanism	Inspect	
Cashbox	Diode and Solar Cell	Clean	Soft damp cloth or cotton swab
Data port	Window	Clean as needed	Soft damp cloth
Semiannual Overhaul—*All the above plus:*			
Cashbox	Lock mechanism	Clean, lubricate slide and coin/bill strippers	Mild detergent Molykote 33 lubricant, Genfare part #A01417-0003
Locking bar		Lubricate	Molykote 33 lubricant, Genfare part #A01417-0003
Locking bar	Switch	Inspect for proper operation	Adjust or replace if not functioning
Electronic lock	Drive gears & drive stud	Lubricate	Molykote 33 lubricant, Genfare part #A01417-0003
Coin bypass mechanism		Inspect, clean, lubricate	Molykote 33 lubricant, Genfare part #A01417-0003
Three-Year Overhaul—*All the above plus:*			
Cashbox		Inspect and replace all damaged parts	

Component	Task	Material Required/Comment
Solenoids	Inspect; clean if necessary	Lint-free tissue or cotton swab; isopropyl alcohol
Gears	Clean/inspect	Damp rag
Edge guides	Clean/inspect	Damp rag
Drive belt	Clean/inspect/replace if necessary. See "17.10 Reinstalling the Main Drive Belt" on page 201.	Damp rag
Belt pulleys	Inspect/clean 2 belts in conveyor	Damp rag
Ticket cassette	Inspect cassette; adjust stripper gap if required	Replace cassette if damaged; adjust gap using feeler gauge
Annual Overhaul—*All the above plus:*		
Print head	Replace	Or every 125,000 cycles if sooner
Bearings, bushings and motor	Inspect—replace if worn	
Five-Year Overhaul—*All the above plus:*		
TRiM battery	Replace	

19.1 Resetting Cumulative Totals After Preventive Maintenance

The farebox maintains cumulative totals for various activities, including the number of items processed in the coin validator. When the coin validator total reaches a predetermined threshold, an alarm is generated indicating a need for preventive maintenance. Following PM of the validator, the cumulative totals must be reset to zero. To do this use the pm device function on the maintenance menu.

19.2 Cleaning Exterior Surfaces

When cleaning the bus, cover the top of the farebox with a farebox cover. Never spray water directly onto farebox. Failure to do so may damage internal components and void Genfare's warranty.

19.2.1 Stainless Steel Surfaces

Normally, minimum care is required to maintain a stainless steel surface. Light routine cleaning is the most practical procedure. Dirt, grease, and markings may be removed without harming the finish. A mild detergent and water make a satisfactory cleaning solution. Stubborn dirt may require an abrasive cleaner. When using such a cleaner, always rub in the direction of the brush lines to preserve the finish. When cleaning stainless steel surfaces, follow these guidelines:

Paste Wax (S.C. Johnson & Son, Racine, WI) and Mirror Glaze Plastic Polish M.G.H.10 (Mirror Bright Polish Company, Pasadena, CA).

Improper cleaning may cause plastic surfaces to become clouded or scratched. To avoid damage, observe the following precautions:

- Do use the mildest detergent solution that will do the job effectively.
- Do rinse with water thoroughly after each cleaning.
- Do wipe surfaces dry to avoid water marks.
- Do not flood farebox or any component with water, use a hose or pour water over the farebox top.
- Do not use abrasive cleaners, highly alkaline cleaners, or powdered cleaners of any kind.
- Do not scrape the windows with blades or sharp objects.
- Do not use benzene, gasoline, acetone, carbon tetrachloride, or any product containing these chemicals.
- Do not clean windows in the hot sun or at elevated temperatures.

19.2.4 Painted Surfaces

Care is required to maintain the appearance of the painted components on the farebox's top lid. The epoxy-based paint used on the top lid is very durable and should provide many years of satisfactory service if properly maintained. Normal accumulations of dirt, grease, or film may be removed with a solution of mild detergent and water. Observe the following guidelines:

• Never use abrasives or petroleum or alcohol based solvents on painted surfaces-they will remove the finish and leave dull spots.
• Stubborn stains and spots may be removed by applying a high quality automotive polish. Apply according to the manufacturer's recommendations. Test the polish in an inconspicuous location first.
• In the event of a severe scratch, sand and prime the affected area, then apply matching enamel to cover the area.
• Do use the mildest detergent solution that will do the job effectively.
• Do rinse with water thoroughly after each cleaning.
• Do wipe the surfaces dry to avoid water marks.
• Do not flood farebox or any components with water, use a hose or pour water over the farebox top.

WARNING: Never lay a farebox on its side on a skid. The farebox must be shipped upright to prevent damage during shipping.

When placing farebox on a skid:

• When packing a single farebox, place it upright in the center of the skid.
• When packing two or more (up to nine) fareboxes on a skid, cluster them upright in the center of the skid.
• Never stack fareboxes on top of each other.
• Never put fragile items near mechanical parts.
• Always ship electronic boards separately, wrap them in bubble wrap before placing in boxes.

20.2 Shipping Parts

Please observe the following instructions when shipping parts to Genfare:

• Provide at least one inch of protective material between shipped items and the carton. Use the original plastic foam inserts if available. Alternatively, use bubble wrap, plastic peanuts, or similar materials.
• Electronic boards should first be placed in plastic antistatic bags, then wrapped with several layers of bubble wrap and packed two to a box.
• To avoid damage during shipping, do not mix up large and small items in the same carton.
• Always accompany parts shipments with a packing list stating the contents and clearly describing the problem with each item. Genfare strongly recommends that a standardized parts-return ticket such as the one shown at the end of this chapter be attached to each returned item.

MUNICIPAL TRANSIT SYSTEM
FAREBOX REPAIR REPORT

Repaired by:							Date:		
Farebox No. :	Inspection/Repair Time		Adjust Only		Replace Parts		Repair Status	Replace Inventory	
Cashbox No.:	Hours	Mins							
Coin Validator									
Ticket Chute									
Decals (Coins/Bill)									
External Appear-ance									
Cashbox									
Swipe Card Reader									
Bar Code Read-er/Printer									
Smart Card Reader									
Electronic Lock									
Display Board									
Controller Board									
Motherboard									
Harness									
Other:									

PARTS/MODULES USED AND/OR INSTALLED FOR FAREBOX REPAIR

Quantity	Description	Part No.	Reason/Notes	Warranty In	Warranty Out