

System Safety Program Plan -  
Hernando County



*Updated February 2023*

Contents

SSPP Activity Log ..... 4

SECTION A: POLICIES & SYSTEM CHARACTERISTICS ..... 9

1. Policy Statement & Authority ..... 9

2. Purpose, Goals, and Objectives ..... 9

3. System Description & Structure ..... 10

SECTION B – OPERATING STANDARDS & PROCESSES ..... 12

1. Vehicle and Equipment ..... 12

A. Procurement of Vehicles and Equipment ..... 12

B. Maintenance of Vehicles and Equipment ..... 13

C. Annual Vehicle Safety Inspections ..... 13

D. Audits and Reviews ..... 14

2. Employee Recruitment, Testing, Training, and Supervision ..... 15

A. Qualifications and Background Checks ..... 15

B. Medical Exams (Pre-employment and During Employment) ..... 15

C. Training, Testing, and Supervision ..... 16

D. Driver’s Operating Requirements ..... 17

E. Local & Federal Safety Law ..... 18

F. Wireless Communications ..... 19

G. Accidents and Incidents ..... 19

SECTION C – SECURITY PROGRAM PLAN (SPP) ..... 20

SECTION D – SYSTEM SAFETY DATA & ANALYSIS ..... 21

SECTION E – RISK AND HAZARD IDENTIFICATION AND ASSESSMENT ..... 21

SECTION F – CERTIFICATION ..... 22

Appendix

1. Rule 14-90, Florida Administrative Code (FAC)
2. Organizational Charts
3. Transit Maintenance Plan
4. Annual Safety Inspection Form
5. FDOT Medical Examination Form
6. Training Manual
7. Operator’s Manual
8. Bus Operator Evaluation

9. Hernando County Substance Abuse Policy
10. Transit Operator Substance Abuse Policy
11. Risk and Hazard Identification and Assessment
12. Certification Form
13. Distracted Driver Training Program
14. Transit Operator Agreement

**Exhibits:**

- A. Transit Fleet Inventory**
- B. Maintenance Staff Job Descriptions**
- C. PM Checklist Forms**
- D. Delivery and Post Delivery Vehicle Checklist**
- E. Annual Vehicle Safety Inspection Forms**
- F. Daily Vehicle Inspection Form**
- G. Operator Repair Request Form**
- H. Emergency & Road Call Form**
- I. Operator Event Report Form**
- J. Procedure for Warranty Repairs**
- K. Bus Stop & Shelter Inventory**
- L. Equipment Inventory**
- M. Transit Operations Facility and Storage Building**
- N. Fleet Management Standard Operating Guidelines**
- O. Emergency Generator Checklist**

## SSPP Activity Log

<b>Date</b>	<b>Activity</b>	<b>Comments</b>
1/26/2017	Update	Minor updates: Annual Safety and Security Certification (page 4), vehicle inventory (appendix 2) BOCC organizational chart (appendix 3) and annual vehicle inspections (appendix 6)
12/30/17	Update	<ul style="list-style-type: none"> <li>- Annual Update</li> <li>- Update Safety and Security Certification</li> <li>- Change department name from Fleet Maintenance Management for Fleet Operations</li> <li>- Change Transit Operators name from McDonald Transit Associates, Inc. to RATP Dev</li> <li>- Include new address for the Transit Operations Facility</li> <li>- Added FDOT recommendations:               <ol style="list-style-type: none"> <li>1. Page 8 – Procurement of Vehicles and Equipment – Recommend adding a bullet stating Proof of strength and structural integrity tests on new buses procured shall be submitted by manufacturers or bus transit systems to the Department. 14-90.007(2). This is generally done by the CO so the agency doesn't have to do anything additional, it is just suggested since some reviewers may look for that wording.</li> <li>2. Page 8 – Procurement of Vehicles and Equipment – The fourth sub-bullet should read Standee Line &amp; Warning.</li> <li>3. Page 8 – Maintenance of Vehicles and Equipment – The SSPP indicates the agency will retain Daily Driver Inspection forms for a minimum of 5 years. The state requirement is only 14 days. The agency can choose to retain the forms for 5 years but that will be a lot of paper to store.</li> <li>4. Page 8 - Maintenance of Vehicles and Equipment – Recommend indicating that if any defects are found as a result of driver inspections a copy of the Daily Driver Inspection form will be attached to the corresponding work order prior to being placed in the vehicle's file.</li> <li>5. Page 10 – Qualification and Background Checks - Recommend adding wording that</li> </ol> </li> </ul>

		<p>driving and criminal background checks will be performed for all new drivers as per 14-90.004(3)(b).</p> <ol style="list-style-type: none"><li>6. Page 10 – Qualification and Background Checks - Recommend adding wording that records of bus driver background checks and qualifications will be maintained for at least four years as per 14-90.004(3)(g)(1).</li><li>7. Page 11 – Medical Exams – Recommend adding “after having been off duty for 30 or more days due to an illness, medical condition or injury” to the last bullet as per 14-90.0041(1).</li><li>8. Page 11 – Training, Testing, and Supervision – Recommend adding wording that a detailed description of training administered and completed by each bus driver will be maintained for at least four years as per 14-90.0041(2).</li><li>9. Page 13 – Driver’s Operating Requirements – Recommend adding a written process for how the agency will track and monitor on-duty and driving hours compliant with driving and on-duty hours standards of Rule 14-90.006. During a recent review conducted by CUTR this recommendation was made to the agency.</li><li>10. Page 13 – Driver’s Operating Requirements – Recommend adding wording that a record of each bus driver’s duty status which shall include total days worked, on-duty hours, driving hours, and time of reporting on and off duty each day will be maintained for at least four years as per 14-90.0041(3).</li><li>11. Page 13 – Driver’s Operating Requirements – Bullet 11 indicates transit vehicles are fueled in accordance with the County’s Fleet Management Policies and Procedures (Appendix 5), but Appendix 5 does not contain fueling polices.</li><li>12. Page 13 – Driver’s Operating Requirements – Recommend adding wording indicating during darkness sufficient interior lighting and lighting in stepwells shall be provided as per 14-90.006(10).</li><li>13. Page 13 – Driver’s Operating Requirements – Recommend adding wording indicating passengers shall not be permitted in the</li></ol>
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		<p>stepwells of any bus while the bus is in motion, or to occupy an area forward of the standee line as per 14-90.006(11).</p> <p>14. Page 13 – Driver’s Operating Requirements – Recommend adding wording that prohibits fueling buses in a closed building as per 14-90.006(13).</p> <p>15. Page 13 – Driver’s Operating Requirements – Recommend adding wording to bullet 14 that the parking or holding brake device shall be properly set at any time the bus is left unattended as per 14-90.006(15).</p> <p>16. Page 13 – Driver’s Operating Requirements – Recommend adding wording that buses shall not be left unattended in an unsafe condition with passengers aboard at any time as per 14-90.006(16).</p> <p>17. Page 15 – Accidents and Incidents – Recommend changing wording about the final accident/incident report from “This may include a description of the event and investigation activities, any follow-up activities, suggested preventative procedures, and/or any corrective actions necessary to avoid this occurrence in the future” to “This will include...” to meet the requirements of 14-90.004(6).</p> <p>18. Page 38 – Daily Vehicle Inspection – Recommend comparing the DVI form with the form in the FDOT Preventative Maintenance Standards Manual to make sure all the review items are covered. During a recent maintenance reviews conducted by FSU this was identified as a finding when the agency’s DVI form didn’t include all the items on the FDOT form.</p> <p>19. Page 427 – Appendix 16: Distracted Driver Training Program – Recommend inserting the agency policy in any slides that say insert policy here so that any reviewer can see exactly what the operators are being taught and knows that the Distracted Driver Training meets the requirements of 14-90.004.</p>
2/1/2019	Update	Added language regarding holiday services on page 10 (Section A.3.B) and removed appendix 2 – Transit Vehicle Inventory and appendix 3 – Daily Vehicle

**System Safety Program Plan - Hernando County**

		Inspections forms since those documents are already included in Appendix 3 as part of the Maintenance Plan.
1/13/20	Annual Update	Minor updates: Annual Safety and Security Certification (page 4), vehicle inventory (appendix 2) BOCC organizational chart (appendix 3) and annual vehicle inspections (appendix 6)
8/19/20	Revised	Added FDOT recommendation: <ol style="list-style-type: none"> <li>1. Revised language to correspond with Operator's Rule Book on Section A. Qualifications and Background Checks, page 13</li> <li>2. Revised Appendix 3: Transit Maintenance Plan</li> <li>3. Revised Appendix 7: Operator's Rule Book</li> </ol>
1/15/21	Annual Update	<ul style="list-style-type: none"> <li>- Updated Fleet Manager's name (page 7)</li> <li>- Updated Appendix 3 - Transit Maintenance Plan</li> <li>- Insert Annual Vehicle Safety Inspections on Appendix 4</li> </ul>
1/30/22	Annual Update	<ul style="list-style-type: none"> <li>- Updated Agency's new administration office's address</li> <li>- Update transit operator's name RATPDev USA, Inc throughout documents and removed McDonald Transit</li> <li>- Updated Section E to be consistent with our Agency Safety Plan</li> </ul>
2/13/2023	Annual Update	<ul style="list-style-type: none"> <li>- Yearly update Ratpdev Substance Abuse Management Policy.</li> <li>- Update all attachments and appendixes</li> </ul>

**Bus Transit System Annual Safety and Security Certification**

**Hernando County, Florida**

**Agency Name:** Hernando County Board of County Commissioners

**Agency Address:** 1653 Blaise Drive, Brooksville, Florida, 34601

**Certification Date (Current):** February 2022

**Certification Year: (Previous):** 2021

In accordance with Rule 14-90, the Transit System (Agency) named above hereby certifies the following:

1. The Agency has adopted a System Safety Program Plan (SSPP) and a Security Program Plan (SPP) pursuant to the standards set forth in Rule Chapter 14-90, Florida Administrative Code.
2. The Agency is in compliance with its adopted SSPP and SPP.
3. The Agency has performed annual safety inspections on all operational transit vehicles in accordance with Rule Chapter 14-90, Florida Administrative Code.
4. The Agency has conducted reviews of the SSPP and SPP to ensure they are up to date.

Signature and Date: \_\_\_\_\_

Name: John Allocco  
Title: Board of County Commissioners

Signature and Date: \_\_\_\_\_

Name: Aaron Michael Pool  
Title: Development Services Director

Signature and Date: \_\_\_\_\_

Name: Oliver Cromwell  
Title: RATP Dev, USA General Manager

Name and address of entity (ies) which has (have) performed bus safety inspections:

Name: Hernando County Fleet Operations Department  
Address: 1525 E Jefferson St. Brooksville, Florida, 34601

Signature and Date: \_\_\_\_\_

Name: Brenda Peshel  
Title: Fleet Operations Manager

Approved as to Form  
and Legal Sufficiency

By: Victoria Anderson  
County Attorney's Office



## **SECTION A: POLICIES & SYSTEM CHARACTERISTICS**

### **1. Policy Statement & Authority**

The Hernando County Board of County Commissioners operates a fixed-route with complementary ADA public transportation service, hereinafter called TheBus, in Hernando County, Florida. TheBus is committed to providing safe, secure, clean, reliable, and efficient public transportation service in Hernando County, Florida.

Hernando County and its contracted Transit Operator are tasked with developing, implementing, and administering a comprehensive and coordinated System Safety Program Plan (SSPP). This plan shall be specifically designed to prevent, control, and resolve safety issues in the operation of its transit system. The SSPP is developed, adopted, and complies with the safety standards set forth in Rule 14-90, FAC, and will be reviewed annually and updated as needed.

### **2. Purpose, Goals, and Objectives**

The purpose of the System Safety Program Plan (SSPP) is to outline safety policies and responsibilities, identify vehicle and equipment standards including procurement, and establish the operational safety criteria for the system. The plan establishes a coordinated safety process and identifies and delegates safety responsibilities to the applicable personnel within the County and the Transit Operator. Florida Administrative Code, Rule 14-90, hereinafter referred to as Rule 14-90 (Appendix 1) establishes the guidelines for the SSPP.

Hernando County's goals are to provide ongoing transportation services with a high standard of system safety that is reliable and efficient while meeting industry standards and state and federal requirements. The objectives for attaining this goal include:

- Identifying any potential unsafe conditions.
- Develop potential solutions to eliminate and minimize hazards.
- Continue to monitor and control all safety risks.
- Establish and maintain policies regarding transit operations and employees.
- Provide adequate guidance, policies, education, training, and support to all transit employees.
- Maintain a formal process for managing safety related accidents/incidents.
- Require the Transit Operator to implement and follow the County's SSPP.
- Ensure compliance with all applicable Federal, State, and Local requirements, laws, and regulations.
- Monitor current industry standards and trends.

- Review the SSPP annually and update as necessary
- Ensure annual vehicle safety inspections for the transit fleet.
- Provide an inspection and maintenance program that keeps the transit fleet in a safe and operable condition.
- Complete audits and reviews as required by the SSPP.

### **3. System Description & Structure**

#### **A. History**

On October 28, 2002, the public transportation system began with four buses in Spring Hill and one bus in Brooksville. On May 4, 2004, the following enhancements were made to the service:

- The Brooksville Shuttle/Green Route was added.
- Shuttle travel time decreased from 90 minutes to 60 minutes.
- Operating hours were extended from 6:00 A.M. to 7:00 P.M.
- The YMCA and Spring Hill Regional Hospital locations were added to the Spring Hill routes
- Pasco-Hernando Community College—North Campus was added to the shuttle route.

On June 23, 2009, the Hernando County Board of County Commission made changes to the service as cost savings measures. These changes included a decrease in the frequency of bus travel along the routes from one-hour headways to two-hour headways. This was accomplished by reducing the number of operating vehicles from six to three. In addition, the Brooksville Route 3/Purple Route and the Brooksville Shuttle/Green Route were combined into one route, the Brooksville Route 3/Purple Route.

From inception until March 31, 2011, the County contracted with Mid-Florida Community Services, Inc. to operate the transit system. On April 1, 2011, McDonald Transit Associates, Inc. (d/b/a Hernando County Transit Management), was selected through a competitive selection process and became the Transit Operator for the transit system.

On January 4, 2016, TheBus made major service enhancements to the system. The green route was added to the system to help the underserved eastern portion of Spring Hill Dr., California Street area, and the Brooksville-Tampa Bay Regional Airport and Technological Center. TheBus also expanded services into Pasco County to provide a regional connection, realigned the red route, and increased frequency by reducing the headways from 75 minutes to 60 minutes.

On October 1, 2019, TheBus extended service hours early/late Monday through Friday and added Saturday service.

TheBus provides transit services on four (4) holidays: President's Day, Good Friday, Veteran's Day and The Day After Thanksgiving.

On March 23, 2021, the Hernando County Board of County Commissioners awarded the Transit Operator Services contract to RATPDev USA, Inc.

## **B. Current System Characteristics**

Hernando County operates four fixed-routes; two serving the Spring Hill area and two that serve both the Brooksville and Spring Hill area. This service is operated from approximately 5:30 a.m. to 8:30 p.m., Monday through Saturday. TheBus does not operate on County approved holidays except for President's Day, Good Friday, Veteran's Day, and the day after Thanksgiving. Full fare for the fixed-route service is currently \$1.25 per trip with a discounted half fare of \$0.60

In addition, Hernando County operates a complementary curb-to-curb ADA Paratransit service to all eligible riders within a  $\frac{3}{4}$  mile radius of the established fixed-route. This service is offered by appointment between the hours of 5:30 a.m. to 8:30 p.m., Monday through Saturday. TheBus does not operate on County approved holidays except for President's Day, Good Friday, Veteran's Day, and the day after Thanksgiving. The fare per trip is \$2.50 and the service allows for one free Personal Care Attendant with a disabled rider. A listing of the entire fleet inventory can be found on Appendix 3, Exhibit A.

In August 2021, TheBus introduced Flamingo Fares to riders. Flamingo is a new electronic fare system that consists of a reloadable smart card or phone app; riders will be able to add funds to their account and use either form of payment when boarding the bus.

## **C. Organizational Structure**

The Hernando County Board of County Commissioners is responsible for the transit system in Hernando County. A contractual agreement (Appendix 14) exists with RATPDev USA, Inc. (Transit Operator) for transit operations. The transit system administration, planning and grant oversight is completed by the Hernando County Planning and Zoning Department. Fleet

maintenance is performed by the Hernando County Fleet Operations Department. Please refer to Appendix 2 for Organizational Charts.

The Transit Operator is responsible for the daily operations of the transit service and is involved in the development and maintenance of the SSPP. In September 2017, the transit operator began conducting operations in a county owned facility located at 700 Aeriform Drive, Brooksville. It is required by contract that the Transit Operator coordinate with the County on safety procedures and activities to be in compliance with the SSPP.

## **SECTION B – OPERATING STANDARDS & PROCESSES**

### **1. Vehicle and Equipment**

#### **A. Procurement of Vehicles and Equipment**

Hernando County is responsible to procure all transit vehicles and equipment in accordance with local ordinances and policies, and state and federal regulations. All procurements shall meet the following minimum standards as stated in Rule 14-90.007:

- The capability and strength to carry the maximum allowed load and not exceed the manufacturer’s gross vehicle weight rating (GVWR), gross axle weighting, or tire rating.
- Structural integrity that mitigates or minimizes the adverse effects of collisions.
- Proof of strength and structural integrity tests on new buses procured shall be submitted by manufactures or bus transit systems to the department.
- Federal Motor Vehicle Safety Standards (FMVSS), 49 C.F.R. Part 571, Sections 102, 103, 104, 105, 108, 207, 209, 210, 217, 302, 403, and 404, Rev. 10/09, hereby incorporated by reference.
- In addition, all vehicles procured and operated will be outfitted (if applicable) with the following Rule 14-90.007 compliant equipment:
  - Mirrors
  - Wiring & Batteries
  - Brake Interlock Systems
  - Standee Line & Warning
  - Handrails & Stanchions
  - Flooring, Steps, & Thresholds
  - Doors
  - Emergency Exits
  - Tires & Wheels
  - Suspension

- Steering & Front Axle
- Seat Belts
- Safety Equipment & Warning Devices
- Wheelchair Lifts, Ramps, or Securement Devices and Restraints.

The Transit Operator's General Manager shall inform the Transit Coordinator or designee of any capital equipment needed for the transit system. The capital items will be reviewed for conformity with the current Transit Development Plan (TDP) and the annual Program of Projects (POP).

**B. Maintenance of Vehicles and Equipment**

Prior to the operation of any transit vehicle, or no less than daily if the vehicle is operated, the Transit Operator is required to have all drivers inspect and complete a Daily Driver Inspection form (Appendix 3 - Transit Maintenance Plan, Exhibit E), pursuant to Rule 14-90.006, to ascertain that the vehicles are in a safe and proper working condition. All Daily Driver Inspection forms are retained by the Transit Operator for a minimum of fifteen (15) business days. If any defects or deficiencies are found during the driver inspections, the Transit Operator's General Manager attaches a copy of the report denoting the deficiency to the work order and submit to Fleet Operations Department. The corrective action and corresponding work order will be placed in the vehicle's file and noted in the County's vehicle tracking system. Fleet Operations Department will coordinate all repairs and maintenance activities to ensure safe practices.

It is the responsibility of the Hernando County Fleet Operations Department to ensure that all transit vehicles are regularly and systematically inspected and maintained for safe operation and are responsible for the record keeping the activities of each vehicle. Hernando County's transit vehicles and equipment are repaired and maintained in accordance with the Rule 14-90 and the Hernando County Transit Maintenance Plan (Appendix 3). This plan details the County's maintenance program and the preventative maintenance (PM) interval schedule that meets or exceeds the recommended manufacturer's specifications. Work is completed at Hernando County's Fleet Operations Facility located at 1525 E. Jefferson St. Brooksville, FL 34601, a secured facility.

**C. Annual Vehicle Safety Inspections**

In addition to the driver inspections (Appendix 3 - Transit Maintenance Plan, Exhibit E), routine PM intervals and an annual inspection (See Appendix 4) for each transit vehicle will be performed pursuant to Rule 14-90 by a Fleet Operations

Department employee with at least one year of training and/or experience as a mechanic or inspector in a vehicle maintenance program, and has sufficient general

knowledge and mastery of methods, procedures, tools, and equipment used in performance of inspections of transit vehicles. If any defects or deficiencies are discovered during the annual inspection, the inspector shall report them to the Fleet Operations Department's Manager for service. The corrective action and corresponding work order will be placed in the vehicle's file and noted in the County's tracking system.

All transit vehicle inspection, maintenance, and service records are maintained by the County's Fleet Operations Department for a minimum of five (5) years. All records will be stored by the vehicle's asset number. These records will include a brief description of the activity completed, date, current mileage, work order number, and the vehicle's assignment number (Asset Number). The Fleet Operations Department utilizes a tracking system, Fleet Focus with a module called *AssetWorks*, to monitor all vehicle repairs and maintenance history, including PM intervals. In addition to the electronic system a hard copy of this documentation is stored in the vehicle's file.

**D. Audits and Reviews**

The Transit Operator's General Manager is responsible for ensuring that their personnel follow the requirements of the SSPP. Periodic audits are completed by the General Manager for their transit personnel and drivers. In addition, the County will conduct scheduled and nonscheduled audits/reviews to ensure compliance by the Transit Operator, vendors/contractors, County's Fleet Operations Department, and other applicable County Departments. These audit/reviews may be on certain sections of the SSPP or the entire program.

Other compliance reviews may occur from various grantor agencies. Once every three years, FDOT will review to make sure the SSPP is up-to-date and compliant with Rule 14-90. Additionally, FTA will conduct a Triennial Review of the transit system's safety and security plans.

All findings will be used in accordance with the Safety Data & Acquisition in section D of the SSPP.

Annually, the Transit Operator's General Manager, Planning and Zoning Director and the Fleet Operations Manager will certify compliance with the transit system's approved SSPP. A signed certification form is included in this document.

## **2. Employee Recruitment, Testing, Training, and Supervision**

Employees of Hernando County that are directly involved with the performance of repairs or maintenance services are subject to the personnel policies of the County. The Transit Operator is responsible for the recruiting, training, and supervision of their employees including drivers pursuant to Rule 14-90.

### **A. Qualifications and Background Checks**

The Transit Operator shall ensure that all driver license records are reviewed and copies of the review results indicating the licenses are valid are placed in personnel files and maintained for five (5) years. A spreadsheet is used to track the expiration dates of all licenses to ensure validity. Per the Transit Operator's policy, all drivers who have their licenses suspended, revoked, or canceled by any state, or who loses or is denied the privilege of driving a commercial motor vehicle in any state for any period, including being disqualified from driving a commercial motor vehicle, or who is subject to an "Out of Service" order, shall notify a supervisor immediately after they receive notice of that fact or no later than the end of the business day following the day the notice was received. Employees must notify management within 24 hours and before their next scheduled shift if there are any other changes in the status of driver licenses. The Transit Operator requires an updated background check be done annually and places the results in the employee's personnel file. The Transit Operator is responsible to elect and train all bus drivers. The criteria shall include the following:

- Driver qualifications and background checks meeting minimum hiring standards.
- Driving and criminal background checks for all new drivers.
- Verification and documentation of valid driver licenses for all employees who drive any vehicle.
- Training and testing to demonstrate and ensure adequate knowledge, skills and abilities to safely operate each type of bus or bus combination before driving on a street or highway unsupervised.

### **B. Medical Exams (Pre-employment and During Employment)**

The Transit Operator must administer an acceptable medical examination program for driver positions and other applicable personnel. This includes the following:

- Medical examination for all applicants
- Medical examinations every two (2) years unless any condition requires more frequent exams.
- Return to Duty medical examinations after having been off duty for 30 or more days due to illness, medical condition, or injury (Rule 14-90.0041(1))

All examinations will be recorded on the Florida Department of Transportation Form 725-030-11 (See Appendix 5) for transit system drivers. These medical examinations will be performed by an approved licensed Doctor of Medicine or Osteopathy, Physician Assistant, Advance Registered Nurse practitioner, or ophthalmologist/optometrist (visual section only). The health professional performing the examination will maintain the original executed form and issue a certification copy to the Transit Operator that will be placed in the employee's file. The Transit Operator is to not to allow any driver to operate a transit vehicle without having a completed medical examination certification dated within the past twenty-four (24) months. All employee records are retained for a minimum of five years past employment.

**C. Training, Testing, and Supervision**

The Transit Operator is responsible for training their employees (including drivers) in accordance with their company's personnel policies and its approved Training Manual (Appendix 6), and the Transit Operator's Operator Manual (Appendix 7). In addition, all drivers will complete a Distracted Driving Training Program (Appendix 13) every three (3) years. Records detailing administer training for each employee shall be maintained for five (5) years. At a minimum training will include:

1. Transit system safety and operational policies/procedures
2. Vehicle & Equipment Inspections
3. Equipment Familiarization
4. Basic operations and maneuvering
5. Boarding and alighting passengers
6. Operation of wheelchair lifts & ramps
7. Defensive driving (must be taken every three years)
8. Passenger assistance and securement
9. Handling of emergencies & security threats
10. Security & threat awareness
11. Driving conditions
12. Use of wireless communications
13. Applicable Local, State, & Federal laws, rules, & regulations

It is the responsibility of the Transit Operator to annually evaluate their employees on work performance. In addition, each driver will have at least two (2), one by each supervisor, ride-a-longs per quarter to evaluate their driving performance, compliance with policies, and defensive driving techniques. A list of areas to be examined during the ride-a-longs can be found in Appendix 8. In addition, bus operators are monitored periodically using the video surveillance systems installed on vehicles in which certain driver safety areas are examined along with other safety and security requirements. All evaluation reports are reviewed with the bus



operator and placed in their personnel folder. Any written complaints or warnings are also documented and placed in their personnel folder.

Currently, the Transit Operator utilizes a progressive disciplinary policy. Depending on the severity of the offense, a driver may be suspended and/or retrained. The severe offenses are reviewed by the Transit Operator's committee to determine the level of fault and necessary punishment and/or course of action.

The Transit Operator is responsible for maintaining a training record for all employees.

### **Substance Abuse (Drug & Alcohol) Testing**

Hernando County has implemented a Substance Abuse Program Policy (See Appendix 9) for its transit safety sensitive employees. This policy complies with the FTA drug and alcohol testing requirements to ensure employee fitness for duty, and to protect employees, passengers, and the general public from the risks posed by the use of alcohol and prohibited drugs. The policy is in accordance with 49 C.F.R. Parts 32, 40, and 655. Oversight and administration of the program is done by the County's Human Resources Department.

The County also requires the Transit Operator to implement a policy for their transit safety sensitive employees (See Appendix 10). The Transit Operator's General Manager is responsible for the administration and oversight of their program. Annually on or before the federal requirement of March 15, County staff and the Transit Operator enter the previous calendar year's tests results in FTA's DAMIS system.

### **D. Driver's Operating Requirements**

The Transit Operator is responsible by contract for the daily oversight and management of the transit operations in Hernando County. Hernando County's transit system is operated twelve (12) hours per day, Monday through Saturday. In accordance with Rule 14-90.006, the Transit Operator's General Manager, at a minimum, must ensure the following;

- Each driver's license of their employee is valid and legal.
- All their transit employees pass a full background check.
- Transit vehicles are operated in compliance with all applicable Local, State, and Federal regulations, ordinances, and laws.
- Drivers are required to utilize an electronic time keeping system. In addition, a log is maintained to by the administration to assure monitoring of duty hours. Records are maintained for a period of five (5) years.

- A driver shall not drive more than twelve (12) hours in a twenty-four (24) hours period or drive after having been on duty for sixteen (16) hours in a twenty-four (24) hours period. (Records are maintained by the Transit Operator)
- A driver shall not be permitted or required to be on duty more than seventy-two (72) hours in any period of seven (7) consecutive days. (Records are maintained by the Transit Operator)
- A driver is not impaired.
- Vehicles are inspected in accordance with the SSPP.
- A transit vehicle with any passenger door in the open position shall not be operated with passengers aboard.
- During darkness, sufficient interior lightning and lighting the stepwells are available on all transit vehicles.
- Passengers are not to stand on vehicles not designed for that purpose.
- Passengers are not permitted in the stepwells of any bus while the bus is in motion, or to occupy the area in front of the standee line
- Per Transit Maintenance Plan (Appendix 3), transit vehicles are to be fueled at the County Fueling Station at the Public Works Department. At no time is a vehicle to be fueled in an enclosed building.
- When a transit vehicle is in motion, the driver must be properly secured with a belt in the driver's seat.
- Proper securing of all wheelchair passengers in designated areas.
- Buses shall not be left unattended in an unsafe condition with passengers onboard at any time.
- Parking or holding brake device shall be properly set at any time the bus is left unattended. Passengers shall not be left unattended on the transit vehicles for longer than fifteen (15) minutes.
- Transit vehicles will not be used for any purpose other than what has been directed by Hernando County unless authorization is received from the Transit Coordinator.
- Proper accident/incident procedures.

In addition to the requirements previously mentioned, all transit vehicle drivers must follow the "Safe Driving Habits" (Section III) and "Proper Use of Vehicles" (Section VI, Part 19) of the Operator's Manual (see Appendix 7).

#### **E. Local & Federal Safety Law**

The Transit Operator is responsible for incorporating all applicable local, state, and federal laws into their employee's safety programs and training such as Employee

Right to Know and Occupational Safety & Health requirements. Hernando County also participates in this requirement for their employees.

**F. Wireless Communications**

“Wireless communications device” is defined as an electronic or electrical device capable of remote communication. Examples include cell phones, personal digital assistants (PDAs) and portable computers (commonly called laptop computers). The Transit Operator requires all employees to use wireless communications devices as outlined in the Operator’s Manual in Section VI, Part 20, 20.06 and 20.07 page 28.

**G. Accidents and Incidents**

It is the responsibility of the Transit Operator to implement procedures for reporting and investigating an accident/incident with the transit system in accordance with 14-90.004(5), F.A.C. and Hernando County. The Transit Operator maintains a comprehensive accident/incident policy outlining the processes and procedures for handling and responding to accidents/incidents. The Transit Operator’s General Manager shall notify the Transit Coordinator or designee as soon as the event occurs and will provide the report with all signatures and supporting documentation within two (2) business days. The Transit Division staff will decide if it is necessary to intervene with the process or allow the Transit Operator’s General Manager and/or Supervisor to complete a full event investigation and a Hazard Identification, Classification, and Resolution analysis in accordance with the SSPP.

All accidents/incidents meeting one or more of the following criteria will be fully investigated:

- A fatality occurs within 30 days of the event
- Injuries involving two or more people requiring medical attention away from the scene
- Property damage greater than \$1,000
- Evacuation of a transit vehicle

A formal notification and final formatted report of the accident/incident to be provided to the Transit Division staff and be in accordance with the Hazard Resolution process. This will include a description of the accident/incident and investigation activities, any follow-up activities, suggested preventative procedures, and/or any corrective actions necessary to avoid this occurrence in the future. The report will also outline the proposed schedule for implementation of the corrective actions and how they will be tracked. Please see the Agency Safety Plan’s (ASP) Risk and Hazard Identification and Assessment (Appendix #11). analysis in this Plan for additional details. Required updates to the SSPP and ASP will be reviewed with the County and implemented when necessary.

Any accident/incident involving a fatality shall be reported to the Florida Department of Transportation (FDOT) district office within thirty (30) days. In addition, any accident/incident meeting the National Transit Database's (NTD) thresholds is to be reported accordingly.

The Transit Operator will be responsible for maintaining a file of the accident/incident reports and all other applicable documentation. All records will be maintained for a minimum of five (5) years.

## **SECTION C – SECURITY PROGRAM PLAN (SPP)**

Hernando County has a Security Program Plan (SPP) pursuant to the requirements of Rule 14-90, Florida Administrative Code. This plan addresses the following areas:

- Security policies, goals, and objectives
- Organization, roles, and responsibilities
- Emergency management processes and procedures for mitigation, preparedness, response, and recovery
- Procedures for investigation of events described under subsection 14-90.004(5), F.A.C.
- Procedures for the establishment of interfaces with emergency response organizations
- Procedures for interagency coordination with local law enforcement jurisdictions
- Employee security and threat awareness training programs
- Security data acquisition and analysis
- Emergency preparedness drills and exercises
- Requirements for private contract transit providers that engage in continuous or recurring transportation services for compensation as a result of a contractual agreement with TheBus transit system
- Procedures for SPP maintenance and distribution
- Requirements for the Transit Operator

In accordance with Section 119.071(3) (a), F.S., the plan is stored in a secured location and given only to the applicable personnel within the agencies and departments responsible for activities in the plan. The SPP may be viewed at Hernando County's Transit Division by any regulatory authorities or other authorized funding agencies as needed.

## **SECTION D – SYSTEM SAFETY DATA & ANALYSIS**

Acquisition and analysis of safety data will be used to review and report the effectiveness of the program. The following are the types of information to be utilized, but not limited to:

- Operator Event Report Form
- Industry Articles, Workshops, Websites, Etc.
- Maintenance Data
- Passenger Surveys & Complaints
- System Audits
- Monthly Safety Meetings
- Transit Operations Group (TOG) Meetings
- SmartDrive Software - Implemented by the Transit Operator
- On-board surveillance system

In July 2020, the Transit Division adopted the Agency Safety Plan (ASP) according to final rule 49 C.F.R. Part 673 which required all transit agencies to develop a safety plan that includes the processes and procedures necessary for implementing a Safety Management System (SMS). The Transit Operator's General Manager and the Transit Division staff will review the data and when appropriate, apply the Risk and Hazard Identification and Assessment process.

## **SECTION E – RISK AND HAZARD IDENTIFICATION AND ASSESSMENT**

Hazard Identification is the responsibility of all Hernando County Transit employees and contractor. The continuous identification, monitoring, and elimination of hazards is key to an effective system safety program. Hazard identification methods include, but are not limited to the following:

- Observation, inspection, and interaction of all Hernando County Transit employees.
- Reports from passengers, customer service, etc.
- Evaluation of accidents, incidents, near misses, to include data trends and projections.
- Safety certification, system integration testing, pre-revenue testing, system modification, configuration management verification, and inspection processes.
- Internal and external safety audits, inspections, observations, defects, findings, observations, violations, and reviews.

**Hazard Severity** is the classification of the identified hazards in terms of severity and probability. Hazard Severity is defined as a subjective measure of the factual data for the identified hazard. The following categorization will be used:

- Catastrophic - Deaths/Fatality (not including suicide or death by natural causes) Equipment destroyed
- Hazardous - Seriously injury: fracture, severe bleeding, paralysis, Brain injury. Major equipment damage (out of service greater than 5 days)
- Moderate - Minor Injury: bruising, abrasions, bleeding, sprains (ambulance transport) Minor damage (out of service less than 5 days)
- Minor - Minor incident: Minor injury-bruising, abrasion (no ambulance transport) Slight Damage/cosmetic
- Negligible- Insignificant. No injury. No damage

Hazard probability is the chance that a specific identified hazard will occur. The following categorization will be used:

- Frequent - Likely to occur/has occurred frequently
- Occasional – Likely to occur/has occurred sometimes
- Remote - Unlikely to occur/has occurred rarely, but possible.
- Improbable - Very unlikely to occur but has happened.
- Extremely Improbable – Almost inconceivable that this will ever occur

**Hazard Resolution** is the formalized procedures/actions taken to minimize the risks associated with the identified hazard. The Hazard Resolution Matrix (see Appendix 11) will determine which events are acceptable, unacceptable, undesirable, and acceptable with further review. Corrective actions and/or procedures on how to reduce the likelihood of any hazard that is deemed unacceptable, or undesirable will be included. The results of the analysis and any accompanying procedures will be distributed to the applicable personnel.

## **SECTION F – CERTIFICATION**

Annually, the Planning and Zoning Director and Transit Operator General Manager will certify to Florida Department of Transportation compliance with its adopted SSPP and SPP by February 15<sup>th</sup> (See Appendix 12). The certification will attest to the following:

1. The Agency has adopted a System Safety Program Plan (SSPP) and a Security Program Plan (SPP) pursuant to the standards set forth in Rule Chapter 14-90, Florida Administrative Code.

2. The Agency is in compliance with its adopted SSPP and SPP.
3. The Agency has performed annual safety inspections on all operational vehicles in accordance with Rule Chapter 14-90, Florida Administrative Code.
4. The Agency has conducted reviews of SSPP and SPP and the plans have been adopted.

Additionally, the certification will include the entity responsible for completing the annual bus safety inspection certification.

***Appendix 1:  
Rule 14-90, Florida Administrative Code***



#### **14-90.004 Bus Transit System Operational Standards.**

(1) Each bus transit system shall develop and adopt an SSPP that complies with or exceeds the established safety standards set forth in this rule chapter.

(a) The SSPP shall address the following safety elements and requirements:

1. Safety policies and responsibilities.
2. Vehicle and equipment standards and procurement criteria.
3. Operational standards and procedures.
4. Bus driver and employee selection.
5. Driving requirements.
6. Bus driver and employee training. As part of the driver training program, specific procedures, and training shall be implemented to instruct the driver on how to safely approach and depart from a transit bus stop to avoid contact with pedestrians and other hazards.

7. Vehicle maintenance.

8. Investigations of events described under subsection 14-90.004(5), F.A.C.

9. Hazard identification and resolution.

10. Equipment for transporting wheelchairs.

11. Safety data acquisition and analysis.

12. A wireless communication plan and procedure that provides for the safe operation of the bus transit vehicle. The wireless communication plan and procedure shall assure that:

a. The use of a personal wireless communication device is prohibited while the transit vehicle is in motion, and

b. All personal wireless communications devices are turned off with any earpieces removed from the operator's ear while occupying the driver's seat.

13. A policy on the use of a wireless communications device issued to the operator by the bus transit system for business related purposes. Policies developed shall assure that:

a. Guidelines are developed that allow for the use of a wireless communications device in emergency situations, and

b. The use of a wireless communications device does not interfere with the operator's safety related duties.

14. The Bus Transit System shall develop a driver educational training program addressing:

a. The proper use of a wireless communications device issued to the operator by the Bus Transit System while in the performance of their safety related duties, and

b. The hazards associated with driving and utilizing a wireless communications device.

15. Safety standards for private contract bus transit system(s) that provide(s) continuous or recurring transportation services for compensation as a result of a contractual agreement with the bus transit system.

(b) Each bus transit system shall implement and comply with the SSPP during the operation of the system.

(c) Each bus transit system shall require that all operable transit buses be inspected at least once per year in accordance with established standards.

(d) Each bus transit system shall submit an annual safety certification to the Department verifying the following:

1. Adoption of an SSPP, which meets or exceeds the established standards set forth in this rule chapter.

2. Compliance with its adopted SSPP and that safety inspections have been performed at least once a year on all buses operated by the bus transit system, by persons meeting the requirements set forth in Rule 14-90.009, F.A.C.

(e) Bus transit systems shall immediately suspend affected system service operations if, at any time, continued operation of the system, or a portion thereof, poses an immediate danger to public safety.

(2) Each bus transit system shall develop and adopt an SPP that meets or exceeds the security requirements set forth in this rule chapter. The SPP shall be adopted separately from the SSPP.

(a) The SPP shall address the following security requirements:

1. Security policies, goals, and objectives.

2. Organization, roles, and responsibilities.

3. Emergency management processes and procedures for mitigation, preparedness, response, and recovery.

4. Procedures for investigation of events described under subsection 14-90.004(5), F.A.C.

5. Procedures for the establishment of interfaces with emergency response organizations.

6. Procedures for interagency coordination with local law enforcement jurisdictions.
7. Employee security and threat awareness training programs.
8. Security data acquisition and analysis.
9. Emergency preparedness drills and exercises.
10. Requirements for private contract transit providers that engage in continuous or recurring transportation services for compensation as a result of a contractual agreement with the bus transit system.
11. Procedures for SPP maintenance and distribution.
  - (b) Each bus transit system shall implement and comply with the SPP during the operation of the system.
  - (c) Bus transit systems that engage in a contract with a private contract transit provider shall:
    1. Establish minimum security requirements which apply to private contract transit providers.
    2. Monitor and assure that each private contract transit provider complies with established security requirements during the term of the contract.
  - (d) Bus transit systems are prohibited by Section 119.071(3)(a), F.S., from publicly disclosing the SPP or the security portion of the SSPP, as applicable, under any circumstance.
- (3) Bus transit systems shall establish criteria and procedures for the selection, qualification, and training of all drivers. The criteria shall include the following:
  - (a) Driver qualifications and background checks meeting minimum hiring standards.
  - (b) Driving and criminal background checks for all new drivers.
  - (c) Verification and documentation of valid driver licenses for all employees who drive buses.
  - (d) Training and testing to demonstrate and ensure adequate skills and capabilities to safely operate each type of bus or bus combination before driving on a street or highway unsupervised. As a minimum requirement, drivers shall be given explicit instructional and procedural training and testing in the following areas:
    1. Bus transit system safety and operational policies and procedures.
    2. Operational bus and equipment inspections.
    3. Bus equipment familiarization.
    4. Basic operations and maneuvering.
    5. Boarding and alighting passengers.
    6. Operation of wheelchair lifts and other special equipment.
    7. Defensive driving.
    8. Passenger assistance and securement.
    9. Handling of emergencies and security threats.
    10. Security and threat awareness.
    11. Driving conditions.
  - (e) Bus transit systems shall provide written operational and safety procedures to all bus drivers before driving on streets or highways unsupervised. At a minimum, these procedures and instructions shall address the following:
    1. Communication and handling of unsafe conditions, security threats, and emergencies.
    2. Familiarization and operation of safety and emergency equipment, wheelchair lift equipment, and restraining devices.
    3. Application and compliance with all applicable federal and state laws, rules, and regulations.
  - (f) The provisions in paragraphs (d) and (e), above, shall not apply to personnel licensed and authorized by the bus transit system to drive, move, or road test a bus in order to perform repairs or maintenance services when it has been determined that such temporary operation does not create unsafe operating conditions or create a hazard to public safety.
  - (g) Bus transit systems shall maintain the following records for at least four years:
    1. Records of bus driver background checks and qualifications.
    2. Detailed descriptions of training administered and completed by each bus driver.
    3. A record of each bus driver's duty status which shall include total days worked, on-duty hours, driving hours, and time of reporting on and off duty each day.
  - (h) Each bus transit system shall establish a drug-free workplace policy statement in accordance with 49 C.F.R. Part 32 and a substance abuse management and testing program in accordance with 49 C.F.R. Parts 40 and 655, October 1, 2009, hereby incorporated by reference.

(i) Bus transit systems shall require that drivers write and submit a daily bus inspection report pursuant to Rule 14-90.006, F.A.C.

(4) Bus transit systems shall establish a maintenance plan and procedures for preventative and routine maintenance for all buses operated. The maintenance plan and procedures shall assure that:

(a) All buses operated, and all parts and accessories on such buses, including those specified in Rule 14-90.007, F.A.C., and any additional parts and accessories which may affect safety of operation, including frame and frame assemblies, suspension systems, axles and attaching parts, wheels and rims, and steering systems, are regularly and systematically inspected, maintained, and lubricated to standards that meet or exceed the bus manufacturer's recommendations and requirements.

(b) A recording and tracking system is established for the types of inspections, maintenance, and lubrication intervals documenting the date or mileage when these services are due. Required maintenance inspections shall be more comprehensive than daily inspections performed by the driver.

(c) Proper preventive maintenance is performed when a bus is assigned away from the system's regular maintenance facility or when maintenance services are performed under contract.

(d) Records are maintained and provide written documentation of preventive maintenance, regular maintenance, inspections, lubrication, and repairs performed for each bus under their control. Such records shall be maintained by the bus transit system for at least four years and, at a minimum, provide the following information:

1. Identification of the bus, the make, model, and license number, or other means of positive identification and ownership.
2. Date, mileage, description, and each type of inspection, maintenance, lubrication, or repair performed.
3. If not owned by the bus transit system, the name of any person furnishing a bus.
4. The name and address of any entity or contractor performing an inspection, maintenance, lubrication, or repair.

(5) Each bus transit system shall investigate, or cause to be investigated, any event involving a bus or taking place on bus transit system controlled property resulting in a fatality, injury, or property damage as follows:

(a) A fatality, where an individual is confirmed dead within 30 days of a bus transit system related event, excluding suicides and deaths from illnesses.

(b) Injuries requiring immediate medical attention away from the scene for two or more individuals.

(c) Property damage to bus transit system buses, non-bus transit system vehicles, other bus system property or facilities, or any other property. The bus transit system shall have the discretion to investigate events resulting in property damage less than \$1,000.

(d) Evacuation of a bus due to a life safety event where there is imminent danger to passengers on the bus, excluding evacuations due to operational issues.

(6) Each investigation shall be documented in a final report that includes a description of investigation activities, identified causal factors, and any identified corrective action plan.

(a) Each corrective action plan shall identify the action to be taken by the bus transit system and the schedule for its implementation.

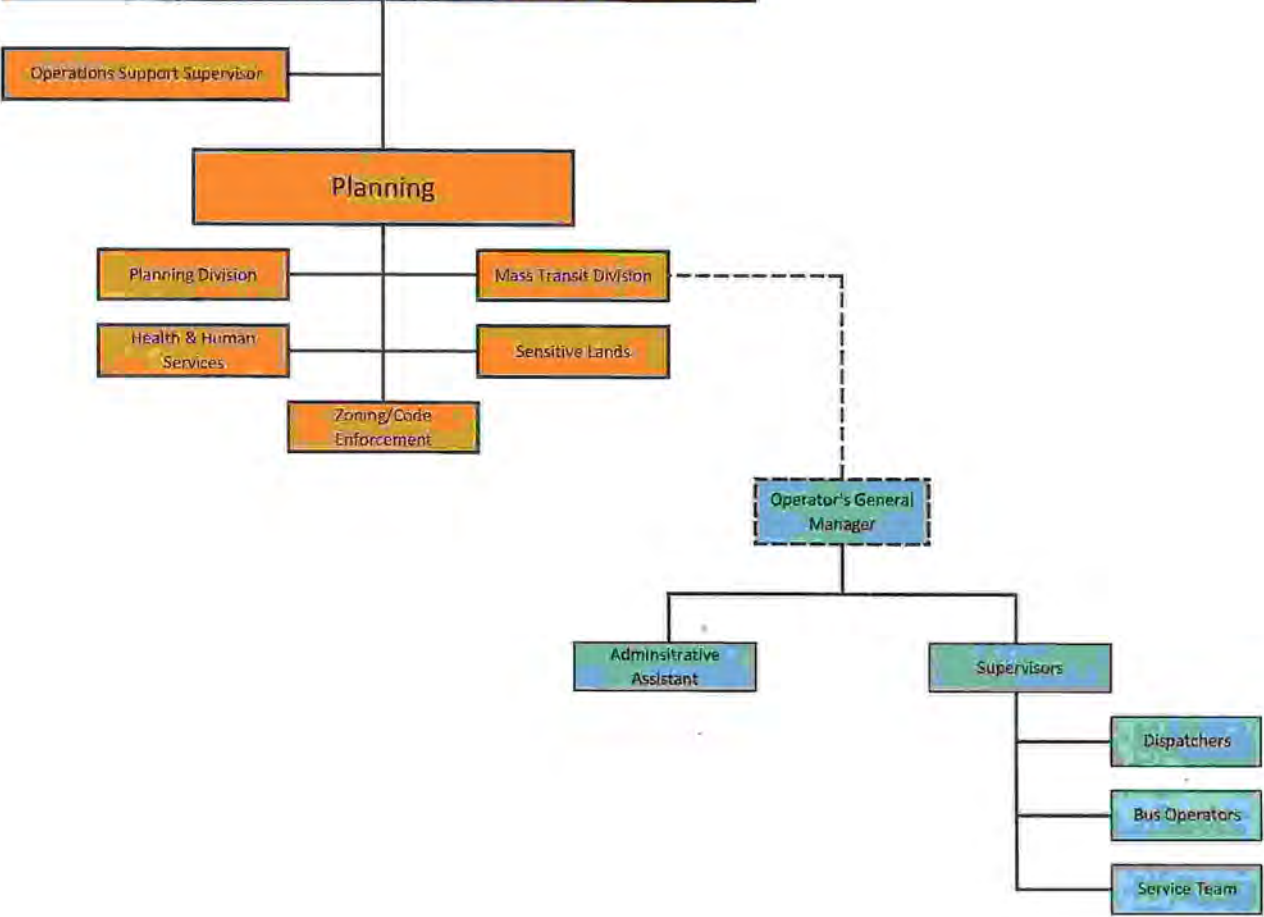
(b) The bus transit system shall monitor and track the implementation of each corrective action plan.

(7) Investigation reports, corrective action plans, and related supporting documentation shall be maintained by the bus transit system for a minimum of four years from the date of completion of the investigation.

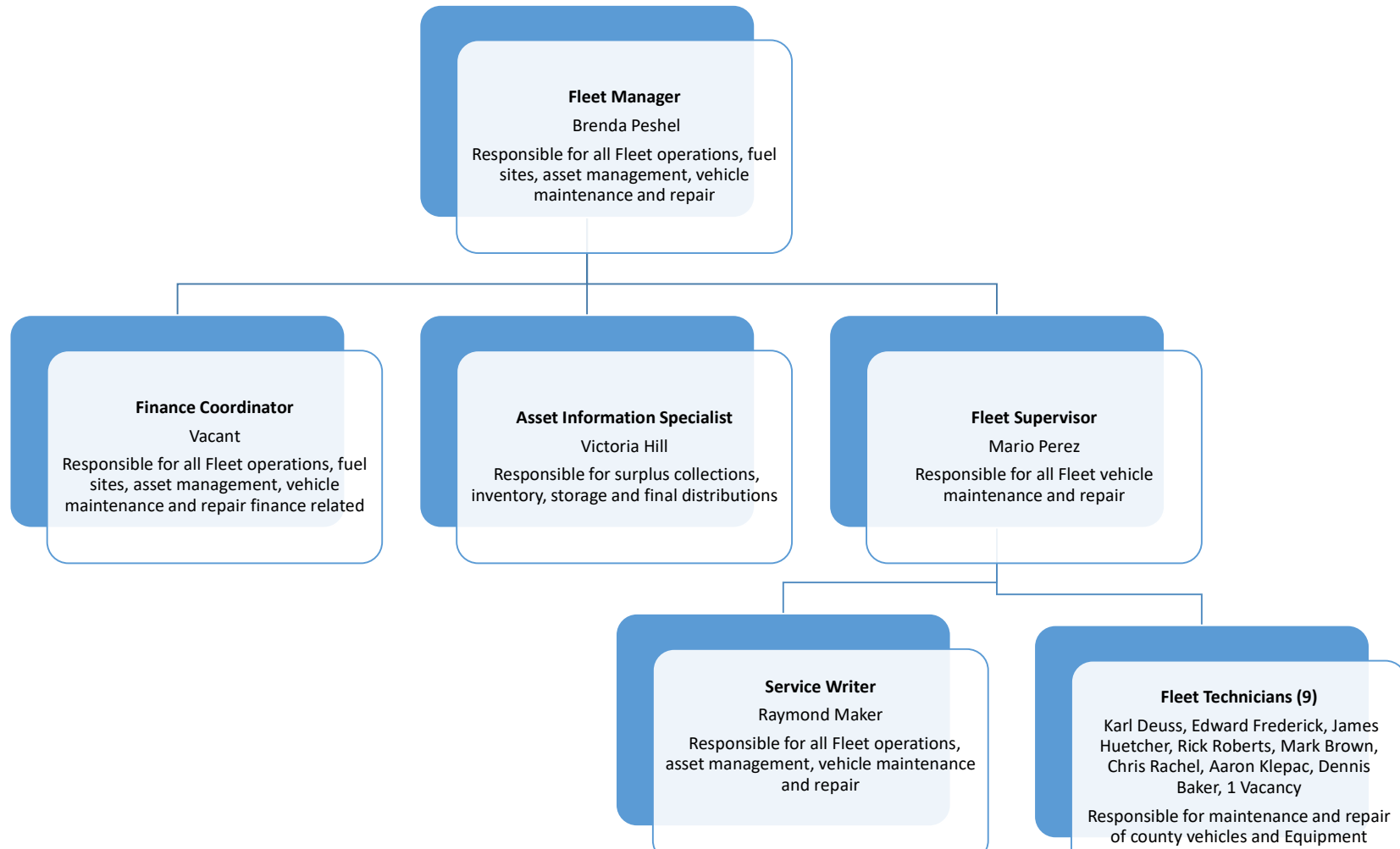
*Rulemaking Authority 334.044(2), 341.061(2) FS. Law Implemented 119.071, 341.041(3), 341.061(1)(b), 341.061(2)(a) FS. History—New 9-7-87, Amended 11-10-92, 8-7-05, 6-24-08, 9-16-10.*

# ***Appendix 2: Organizational Charts***

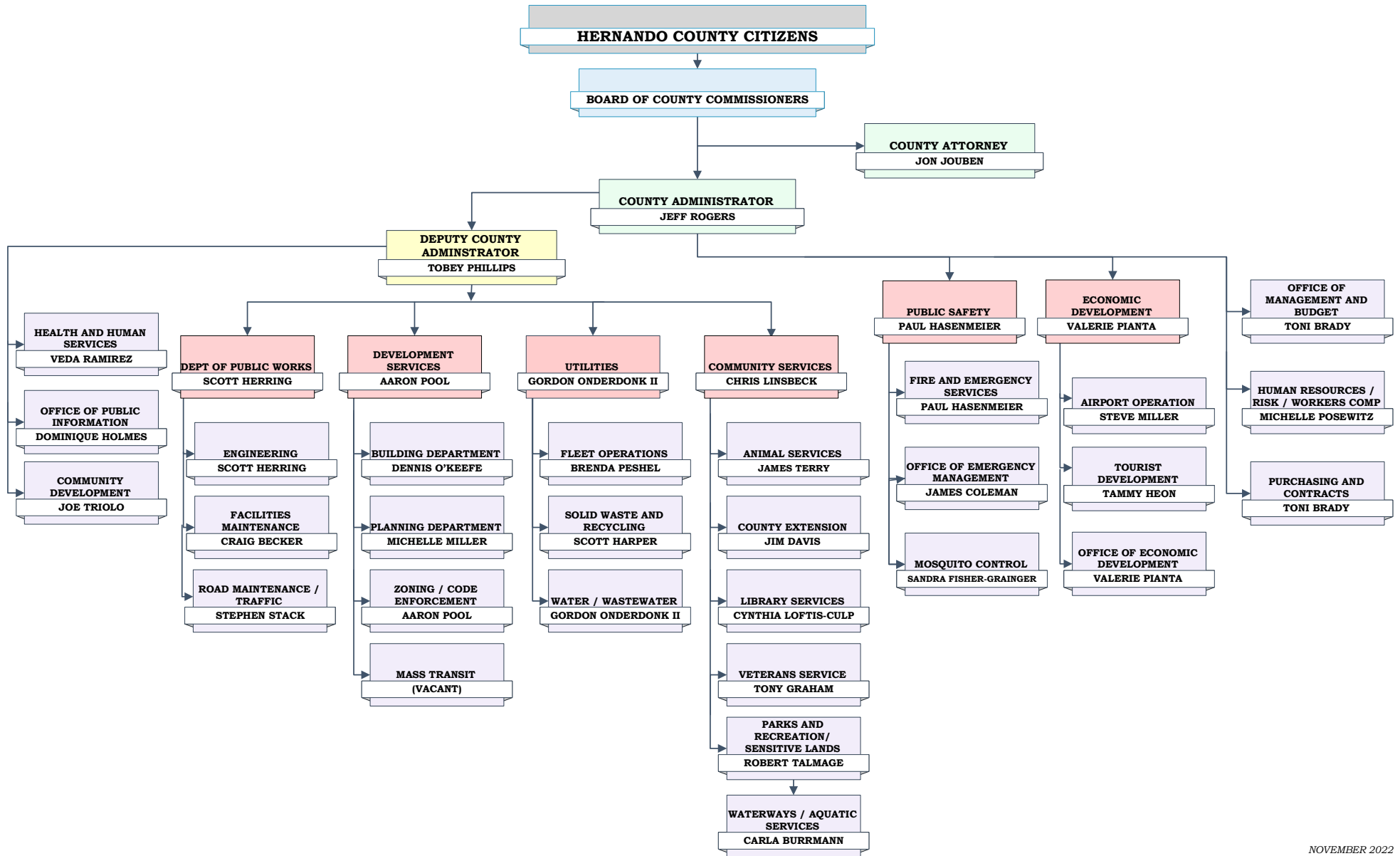
**Hernando County  
Planning and Zoning Department**



**Fleet Management Organizational Chart**  
**12/20/2022**



# Hernando County Board of County Commissioners Organization



***Appendix 3:***  
***Transit Maintenance Plan***



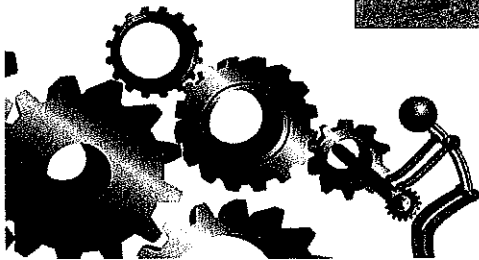
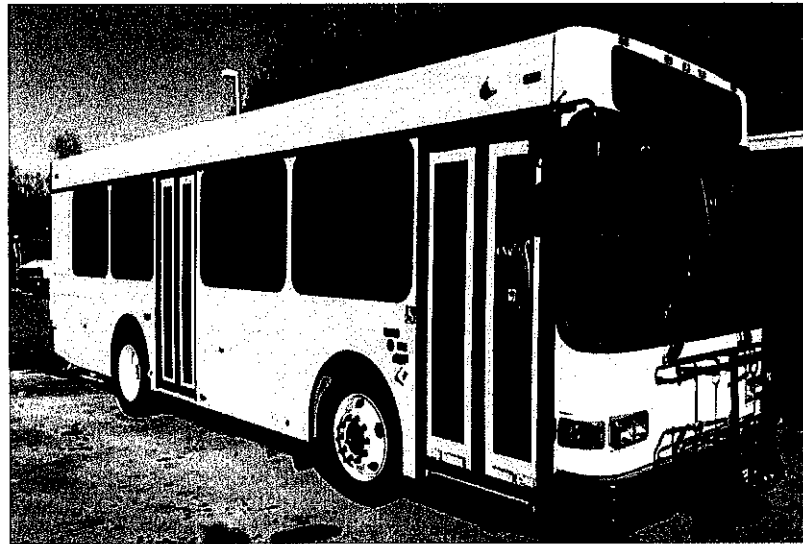
# TheBus

HERNANDO COUNTY TRANSIT

*Hop on*



keeping  
everything  
running



HERNANDO  
COUNTY

**TRANSIT MAINTENANCE PLAN**

*Revised January 2022*

**Table of Contents**

Maintenance Plan Activity Log..... 5

Introduction ..... 6

Maintenance Plan Goals & Objectives ..... 6

Fleet Maintenance Facility..... 7

Transit Fleet Inventory ..... 7

Vehicle History File..... 7

Fleet Inspections, Maintenance & Repairs ..... 8

Maintenance & Repairs Exceeding \$ 5,000 ..... 9

Annual Vehicle Safety Inspections..... 9

Daily Vehicle Inspections ..... 10

Wheelchair Lift & Ramp Maintenance ..... 12

Road & Emergency Calls..... 12

Cleaning..... 13

Accidents – ..... 13

Safety & Security Plans..... 14

Information Management..... 14

Material Handling..... 14

Material Safety Data Sheets..... 15

Parts Inventory ..... 15

Warranty..... 15

Facilities..... 15

Transit Operations Administrative Facility & Storage Building ..... 16

Equipment..... 16

Exhibit A: Transit Fleet Inventory ..... 17

Exhibit B: Maintenance Staff Job Descriptions..... 18

Exhibit C: PM Checklist Forms ..... 19

Exhibit D: Delivery and Post Delivery Vehicle Checklist..... 20

Exhibit E: Annual Vehicle Safety Inspection Forms ..... 21

Exhibit F: Daily Vehicle Inspection Form..... 22

Exhibit G: Operator Repair Request Form..... 23

Exhibit H: Emergency & Road Call Form..... 24

Exhibit I: Operator Event Report Form ..... 25

Exhibit J: Procedure for Warranty Repairs ..... 26

Exhibit K: Bus Stop & Shelter Inventory ..... 27  
Exhibit L: Equipment Inventory ..... 28  
Exhibit M: Transit Operations Facility & Storage Building ..... 29  
Exhibit N: Fleet Management Standard Operating Guidelines ..... 30  
Exhibit O: Emergency Generator Checklist ..... 31

The Maintenance Plan has been reviewed and updated in accordance with current policies, procedures, and guidelines.

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Ronald F. Pianta, AICP  
Director of Planning & Zoning Services

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Brenda Peshel, Fleet Manager  
Fleet Management Department

## Maintenance Plan Activity Log

Date	Activity	Comments
02/2018	Updated	Replaced Job Descriptions
02/2018	Updated	Reflected New Fleet Manager, Kevin Browning
02/2018	Updated	Replaced Assistant County Administrator Title with Director of Planning & Zoning
02/2018	Updated	Fleet Inventory
02/2019	Updated	<ul style="list-style-type: none"> <li>- Added Transit Operations Administrative Facility and Storage Building section on page 15 and added Exhibit L – Transit Maintenance Facility &amp; Storage Building</li> <li>- Updated Exhibit A – Transit Fleet Vehicle Inventory</li> <li>- Updated Exhibit B – Maintenance Staff Job Descriptions</li> </ul>
1/2020	Updated	<ul style="list-style-type: none"> <li>- Fleet Department hours of operations</li> <li>- Maintenance repairs threshold</li> <li>- Added Exhibit D – Delivery and Post Delivery Vehicle Checklist</li> <li>- Updated table of contents to include item above</li> </ul>
8/2020	Revised	<p>Added FDOT Recommendations:</p> <ul style="list-style-type: none"> <li>- Added language to address the Prevention Maintenance Inspection intervals -page 8</li> <li>- Revised Exhibit C – Replaced the Prevention Maintenance Form</li> <li>- Revised Exhibit F – Revised Daily Vehicle Inspection Form</li> <li>- Revised Exhibit I – Event Report Form</li> <li>- Added Exhibit N - Hernando County Fleet Department Preventative Maintenance Standard Operating Guidelines</li> <li>- Added Exhibit O - Hernando County Fleet Department Safety Standard Operating Guidelines</li> <li>- Added Exhibit P - Hernando County Fleet Department Quality Assurance Bulletin</li> </ul>
12/2020	Annual Update	<ul style="list-style-type: none"> <li>- Updated Fleet Manager's name and Department's name.</li> <li>- Updated Exhibit J – Procedure for Warranty Vehicles</li> </ul>
1/2022	Annual Update	<ul style="list-style-type: none"> <li>- Update fleet hours of service on page 7</li> <li>- Added fire suppression system inspections on page 8</li> <li>- Added Emergency Generator Checklist as Exhibit O</li> </ul>

## **Introduction**

The Hernando County Board of County Commissioners serves as the local authority responsible for the transit system in Hernando County. The County contracts with a purchased transportation provider (Transit Operator) for the management and operations of the transit system. Maintenance on the transit fleet is managed and performed by the Hernando County Fleet Management Department.

The function of the Maintenance Plan is to provide a consistent systematic program that will enable the Hernando County Fleet Management Department to properly maintain and service the transit vehicles to meet or exceed the manufacturer's recommended maintenance schedule. The Plan is designed to keep vehicle repair and maintenance costs to a minimum.

## **Maintenance Plan Goals & Objectives**

The Hernando County Fleet Management Department's policy is to provide safe, secure, reliable, and efficient vehicles for public transportation service in Hernando County by maintaining a cost-effective maintenance program. The Hernando County Fleet Management Department strives to accomplish this by:

- limiting the number of in-service failures,
- utilizing manufacturer's warranties,
- reducing the number of repeat repairs,
- documenting all maintenance services and costs,
- extending vehicle life,
- maintaining an adequate parts inventory,
- coordinating with the Transit Operator, and
- minimizing vehicle downtime.

Hernando County Fleet Management Department strives to meet these goals by emphasizing a proactive preventative maintenance program. A proactive preventative maintenance approach serves to: identify the correct repairs to be made, scheduling the appropriate work in a reasonable amount of time, ensure the necessary materials, tools, equipment, and labor are available, and results in minimum downtime of the vehicle. This Maintenance Plan has been adopted to allow all stakeholders the ability to understand the goals and objectives of its maintenance program.

The Fleet Manager is responsible for the implementation and administration of the Maintenance Plan. This Plan is a "living document" including schedules and reports which will be updated periodically to reflect changes in maintenance policies, equipment, and program improvements.

## **Fleet Maintenance Facility**

The Fleet Maintenance facility was constructed and is owned by the Hernando County Board of County Commissioners. It is located at 1525 East Jefferson St., Brooksville, FL and currently operates between the hours of 7am to 4pm Monday through Friday, and Saturday when necessary.

## **Transit Fleet Inventory**

The Hernando County Board of County Commissioners leases their transit vehicles to the Transit Operator to operate the transit system. A physical inventory of the equipment is kept on file and updated annually. The Fleet Inventory asset number, year of manufacture, type of vehicle, vehicle identification number, and ADA information are documented in the attached Exhibit A.

## **Vehicle History File**

Hernando County's Fleet Management Department utilizes a software program called Fleet Focus with a module called *AssetWorks* to document preventive maintenance, regular maintenance, inspections, and repairs performed. A vehicle's repair and maintenance history are important in order to maintain vehicles in a state of good repair. Assets are tracked for their manufacturer's specifications, and warranty related information.

Such records are maintained for the life of the vehicle, and three years beyond its FTA approved disposal, and include at a minimum the following information:

- Identification of the vehicle by County issued asset number, including make, model, license number or other means of positive identification and ownership.
- Date, mileage, and description of each inspection, maintenance, repair, or lubrication performed.
- The name and address of any business/entity performing an inspection, maintenance, lubrication, or repair.
- Daily Vehicle Inspection sheets that indicate a defect or needed attention.
- Transit Operator Repair Request Form.
- Completed work orders.
- Estimates for repairs.
- Annual vehicle safety inspections.
- Other relevant miscellaneous vehicle documentation or information.

## Fleet Inspections, Maintenance & Repairs

The Hernando County Fleet Management Department uses a combination of in-house maintenance and outsourced maintenance. The in-house maintenance shop conducts the preventative maintenance inspections and most maintenance repairs. Hernando County uses outsourced maintenance shops for repairs that require special training and/or specialized equipment. Some of these repairs include, but are not limited to: major transmission repairs, various air conditioning (A/C) work, electronic repairs, some diesel engine diagnostics and repairs, fire suppression system inspections, and vehicle warranty work. The current related maintenance staff job descriptions and responsibilities are included as Exhibit B.

Hernando County performs preventative maintenance inspections using the FDOT's "ABC" inspection method unless otherwise prescribed by the vehicle's manufacturer or other methods from actual experiences.

### ABC Progressive Inspections

Preventative maintenance inspections should be scheduled in a progressive method by using a predetermined target mileage interval chosen by the agency. These intervals, however, should not exceed 6,000 miles consistent with FDOT recommendations.

The ABC progressive inspection method is comprised of three progressive levels: "A" level inspections, "B" level inspections and "C" level inspections. Inspections should be performed in the following sequence: A, B, A, C. For example, if an agency chooses to perform preventative maintenance inspections using a 6,000 miles interval, the inspections would follow this sequence:

Inspection Type	Mileage of Inspection
A	6,000 miles
B	12,000 miles
A	18,000 miles
C	24,000 miles
A	30,000 miles
B	36,000 miles
A	42,000 miles
C	48,000 miles

Hernando County uses the manufacturer's specifications as guidelines for how inspections are performed. An inspection is considered "on time" if it is performed no later than ten (10) percent of its scheduled interval or six hundred (600) miles, whichever is greater. The checklists used for preventative maintenance inspections are consistent with the current operating fleet and with the minimum maintenance requirements for vehicles under warranty to ensure maximum vehicle longevity. Examples of the preventative maintenance checklists that are currently used by Hernando County are included as Exhibit C.



Vehicle inspections are tracked using a computerized system called *Fleet Focus*. Upcoming preventative maintenance reports are generated daily by the Fleet Management and sent to the Transit Operator to allow for timely inspection scheduling. When an inspection occurs, the vehicle is taken out of service until it is completed, and all necessary repairs and maintenance activities have been performed. When a defect is found during an inspection it is prioritized for repair based on safety and service demands. If the defect poses a safety concern, it is repaired immediately before the vehicle returns to service. If the defect does not pose a safety concern, it will be repaired based on the need to meet service demands, and prioritized service requests.

The Fleet Maintenance Technician or qualified designee performs quality assurance checks on the transit vehicles. The Fleet Maintenance Technician or qualified designee also performs these quality assurance checks for any repairs that are outsourced to a vendor. Any repairs that are outsourced are checked for proper repair and operation before the vehicle is returned to service.

### **Maintenance & Repairs Exceeding \$ 5,000**

For all maintenance and repairs (in-house or contracted) with an estimated cost exceeding \$5,000 approval will be obtained from the Planning Department before proceeding with the work.

#### **In-House Procedure:**

1. Technician assigned to the unit's repair will inform Service Writer if the repair cost is expected to exceed \$5000
2. A repair estimate will be generated using the software program or past pricing on similar repairs. The estimate will contain parts and labor costs.
3. The estimate will be transmitted by email to the Planning Department.
4. Estimating data will be attached to the cost estimate.

#### **Contracted Procedure:**

1. Three written quotes must be acquired if a contract or blanket purchase order does not exist for a vendor to make the needed repairs.
2. Quotes are sent to the Planning Department for review and approval.
3. A purchase order requisition shall be sent to the Purchasing Department if needed.
4. A vendor will not be authorized to perform any work until a Purchase Order has been issued, if required.

### **Annual Vehicle Safety Inspections**

Annual vehicle safety inspections are conducted in-house by a qualified and certified mechanic. Annual vehicle safety inspections are usually performed during the months of December and January each year. Records of annual safety inspections and documentation of any required corrective actions are retained in the vehicle's history file for the life of the vehicle. A copy is forwarded to the Planning and Zoning Department for inclusion in the System Safety Program

Plan (SSPP). The template used to perform these inspections is included as Exhibit D. Annual safety inspections examine at a minimum the following vehicle component:

- a. Horn.
- b. Windshield wipers.
- c. Mirrors.
- d. Wiring and battery (ies).
- e. Service and parking brakes.
- f. Warning devices.
- g. Directional signals.
- h. Hazard warning signals.
- i. Lighting systems and signaling devices.
- j. Handrails and stanchions.
- k. Standee line and warning.
- l. Doors and interlock devices.
- m. Step wells and flooring.
- n. Emergency exits
- o. Tires and wheels.
- p. Suspension system.
- q. Steering system
- r. Exhaust system.
- s. Seat belts.
- t. Safety equipment
- u. Equipment for transporting wheelchairs.

The annual vehicle safety inspection report shall be prepared by the individual(s) performing the inspection and include the following:

- a. Identification of the individual(s) performing the inspection.
- b. Identification of the bus transit system operating the bus. .
- c. The date of the inspection.
- d. Identification of the vehicle inspected. .
- e. Identification of the equipment and devices inspected including the identification of equipment and notations of deficiencies or defective equipment noted and repaired.
- f. Identification of corrective action(s) for deficient or defective items and date(s) of completion of corrective action(s). This should include the corresponding work order number and date.

## **Daily Vehicle Inspections**

The Daily Vehicle Inspections are conducted by the Transit Operator's drivers before the vehicles are utilized for service each day. The inspection checklist form lists the items examined during the inspection and documents the person who completed it. The driver is required to place a check in each box to indicate that the items are "OK" or whether a defect is noted. The current checklist

used is included as Exhibit E. The following items are inspected to verify they are safe and operable at the beginning of service:

1. Service brakes.
2. Parking brakes.
3. Tires and wheels.
4. Steering.
5. Horn.
6. Lighting devices.
7. Windshield wipers.
8. Rear vision mirrors.
9. Passenger doors.
10. Exhaust systems.
11. Equipment for transporting wheelchairs.
12. Safety, security, and emergency equipment.

Upon completion of the Daily Vehicle Inspection, drivers submit the checklists to their supervisor and the dispatcher for review. Any deficiencies are immediately reported to the Fleet Management Department and documented on an Operator Repair Request form, included as Exhibit F. Defects are prioritized based on safety and service demands. If the defect poses a safety concern, it is repaired immediately before the vehicle is placed in service. If the defect does not pose a safety concern, it will be repaired based on vehicle needs to meet service demand. If a spare vehicle is available, it will be used in place of a vehicle needing repair. When repairs are completed, the Daily Vehicle Inspection Form indicating the problem and the Operator Repair Request Form is attached to the work order forms showing the repairs made will be attached to the Daily Vehicle Inspection Form and the Operator Repair Request form documenting the original defect.

#### Wheelchair Tie Down Retractors Daily Inspection Procedure

Bus operators conduct daily wheelchair inspections during pre-trip inspection as follow:

1. Ensure that the retractor attachment piece is basically level. With the webbing fully retracted, pull the hook and webbing completely out.
2. Slowly relieve tension to allow the hook and webbing to retract back into the retractor housing.
3. Perform this at two or three angles to mimic various wheelchair attachment points.
4. Finally, fully extend the hook and webbing again and check that the ratchet locks by pulling back out on the hook and webbing at multiple spots throughout its travel back to a fully retracted position.

The hook and webbing with consistent pulling tension, retract fully into the housing and lock at any point that it's pulled back out. If it does not, there is the potential that the retractor assembly will not ratchet down and properly secure a wheelchair.

Any retractor that fails the inspection above should be immediately removed from service and replaced with new retractors or spare retractors that have been inspected and verified as functioning properly.

## **Wheelchair Lift & Ramp Maintenance**

As part of the preventative maintenance program, a complete cycle of the wheelchair lift, ramp, or other accessibility features is performed during the driver's Daily Vehicle Inspection. The driver will immediately report any defects or failures.

The lifts and ramps are also serviced on the routine preventative maintenance inspections in accordance with the manufacturer's specifications. Wheelchair lifts, ramps, and tie downs are tested for proper operation. Any necessary maintenance is immediately completed if the lift, ramp, or other accessibility feature is not operating correctly. Instructions for normal and emergency operations of the lift or ramp are carried or displayed in every accessible vehicle.

## **Road & Emergency Calls**

Road calls are defined as any service interruptions caused by failure of some functionally necessary element of the transit vehicle. When failures occur, the driver notifies Dispatch/Supervisor immediately. Dispatch/Supervisor coordinates with the Fleet Management Department who determines the course of action and will direct the Transit Operator on how to proceed with the vehicle.

If a vehicle is removed from service, a Road Call form is completed by the Supervisor or Dispatcher. This Road Call form is included as Exhibit G. If repair work is necessary, an Operator Repair Request form is completed and submitted to the Fleet Management Department. The Transit Operator maintains a file of the Road Call forms and requests for repair in the vehicle history files. Road call repairs are completed in the most expeditious manner to reduce down time. If the repair is minor and can be fixed in the field with relative ease, a mechanic will repair the issue immediately. If the repair cannot be made in the field, the vehicle will be brought back to the shop for further inspection and repairs. Vehicles that have experienced a road call will not be placed back into service until the failure has been corrected and a final inspection is completed. Work orders for detailing the road call are generated.

It is sometimes necessary for transit equipment to be repaired outside of the normal operating hours for the Fleet Management Department. The Transit Operator will notify the proper Fleet Management Personnel of the issue. The Supervisor/Dispatcher will provide the following information: vehicle identification number and location, and a description of the problem. The Fleet Management Personnel on call will have a list of phone numbers for approved towing and tire vendors if needed. The Fleet Maintenance Supervisor shall distribute and update the on-call Fleet Management Personnel contact information for after hour's calls.

## Cleaning

The Transit Operator is responsible for maintaining the cleanliness of the vehicles, including insecticide treatment for prevention. Equipment is available for exterior and interior cleaning after revenue service each day. Vehicles are disinfected on a daily basis using an electrostatic sprayer. It is the duty of the Transit Operator to perform a daily walkthrough on the transit vehicles and ensure that no debris or trash exists on the flooring or steps.

The Fleet Management Supervisor is responsible for making sure the maintenance shop is cleaned and maintained in a safe manner.

## Accidents

All accidents are reported by the frequency, type, and fault through the Operator Event Report Form that is completed within twenty-four (24) hours of the time of the accident or incident. Reports are to be emailed to the Planning and Zoning Department within 24 hours. A digital file with the vehicle number of the incident will be stored.

### Accident Investigation Report

- Events are investigated and documented in a final report
- Description of investigation activities
- Identified causal factors
- Review camera recordings
- Corrective actions
- Schedule of implementation of corrective actions

In the event of an accident the primary responsibility of all staff is to ensure the safety of the passengers. Drivers call Dispatch immediately after the accident/incident occurs. Dispatch notifies the Supervisor or General Manager who immediately reports to the scene of the accident for review. The Transit Operator will notify the Fleet Maintenance Supervisor and Planning and Zoning Department on the day of occurrence. Pictures are taken, and a police report is completed during this time. The Supervisor or General Manager assesses the damage and determines if it is safe for the vehicle to return to service or whether it needs to be brought back to the shop immediately for repairs. Fleet Management will coordinate the towing of any transit vehicle if needed. The Supervisor or General Manager will also direct the Driver to take a post-accident drug and alcohol test, if required, based on the details of the accident/incident. The driver must provide a written statement describing the accident/incident before they leave for the day. An accident report form is also completed, and is included as Exhibit H. All legal reports, pictures, and accident report forms are maintained by the Transit Operator.

The General Manager determines whether a follow-up inspection by a maintenance mechanic is necessary to determine if the accident/incident was caused by a vehicle malfunction. Depending on the extent and severity of the damage, the vehicle is checked by a mechanic before returning to

service. If the damage poses a safety concern, it will be repaired immediately before the vehicle returns to service. If the damage does not pose a safety concern, and is cosmetic in nature, it will be repaired based on vehicle needs to meet service demands. All final repair work will be corrected and inspected before the vehicle returns to service.

The Transit Operator will furnish the Planning Department with a copy of the Operator Event Report Form, Police report, etc. in connection with the accident/incident. Fleet Management will receive a Claim Number from the Transit Operator for insurance purposes. Fleet Management will coordinate with the Transit Operator on the repair of the vehicle. This may include activity such as: arranging transportation of the vehicle to the body shop, coordinating with the Insurance Adjuster to view the vehicle, opening a Purchase Order for payment of repairs, and submitting the repair bills for payment. Fleet Management will notify the Transit Operator when the vehicle is ready to be picked up.

## **Safety & Security Plans**

All maintenance activities must follow the County's current Agency Safety Plan (ASP) & Security Program Plan (SPP). All applicable personnel will be trained on responsibilities relevant to their position. The Safety & Security Plans are reviewed annually, updated (if necessary), and certified annually by the Fleet Manager, Transit Operator General Manager, and the Director of Planning & Zoning Services.

## **Information Management**

The work order, also referred to as a repair order, is the backbone of any maintenance performance monitoring program. Information on all aspects of maintenance performance can be obtained from work orders and other related documentation. Preventative maintenance parameters are monitored by software programs to alert Fleet of upcoming routine maintenance. The Fleet Service Writer prepares a daily report of the maintenance status of the vehicles and provides the report to the Transit Operator and the Planning Department by email.

## **Material Handling**

Hernando County and the Transit Operator provide their employees with instructions on safe handling, first aid treatment, emergency procedures, and proper clean up procedures of handling materials, tools, and chemicals in the workplace. Knowing the potential flammability, explosion, and reactivity of chemicals in the workplace are the rights of the employees under the Right-To-Know-Law. The Transit Operator is responsible for dispensing fuel at the County's fuel island in accordance with County procedures.

For the Transit Operator's personnel, instructions for material handling are kept in the Transit Operations Office. For County employees (mechanics and maintenance technicians), these

Instructions are kept in the Fleet Management Office. These instructions are available and accessible for all employees to use.

## **Material Safety Data Sheets**

All chemicals, lubricants, cleaners etc., must accompany the Globally Harmonized System of Classification and Labelling of Chemicals (GHS). A binder is maintained and is stored in the Fleet Operations Office. All GHS sheets will be kept on file for at least thirty years after they are no longer being used.

## **Parts Inventory**

The parts inventory is determined by fleet size, vehicle type, number of different vehicle models, average annual miles per vehicle, consumption frequency, and the average age of the fleet. Materials/parts are ordered as needed through an approved contract with a parts vendor.

The Parts Manager is responsible for monitoring and managing the parts inventory. This process and the provision of parts is overseen by the Fleet Manager.

## **Warranty**

A warranty recovery system, warranty records, and annual summaries of warranty claims submitted and received are maintained by the Fleet Management Department. All warranty paperwork is filed in the appropriate vehicle history file. Warranty information data is stored in the Fleet Focus system. A summary for the procedure for warranty repairs is included herein as Exhibit I.

Repairs are reviewed to determine whether work is to be done in-house or by an eligible repair entity. When applicable, warranty repairs are sent to the respective vendors to complete. Some manufacturers may allow warranty work to be done in-house. The warranty work will be documented on the work order. The Fleet Management Manager or qualified designee will determine if the repairs were completed satisfactorily. When the work is completed, the vendor invoices are attached to the closed work order and filed in the vehicle history files.

Documentation of warranty repairs, claims, and a recovery program are kept on file to guarantee the cost of the defects under warranty is paid by the equipment manufacturer and not the agency. All warranty claims are pursued until the claim is settled.

## **Facilities**

The Transit Agency has bus shelters and benches at several locations. [See Bus Stop Inventory, Exhibit J]. Bus stops with benches/shelters that were installed by Creative Outdoor Advertising (COA) are required to be maintained by COA.

## **Transit Operations Administrative Facility & Storage Building**

The Transit Operations Administrative Facility is a County-owned building. It is leased by the Transit Operator. The lease (Exhibit M) identifies leasehold responsibilities of the Operator and the County for maintenance.

## **Equipment**

### *Bus Wash Unit*

The Bus purchased a self-contained bus wash unit (Bitimec) for washing transit vehicles. It is stored at the Transit Operations Storage Building. It is maintained by the Fleet Operations Services staff. A lifetime warranty against corrosion or defects exists on the all-stainless-steel chassis and the roto-molded plastic tanks. Routine nozzle replacement and consumables are the responsibility of the Transit Operator. This equipment is inventoried each year.

### *Motorola Radio Units*

Each vehicle is equipped with a Motorola radio unit. This equipment is inventoried each year. There are four portable units used by the Transit Operator's General Manager and the Transit Operator's supervisors. There is one desktop dispatch unit located at the Transit Operator's office and an antenna on the building.

### *Emergency Generator*

In 2021, the County installed an Emergency Generator at the Transit Operations Facility to enable continuity of operations during periods of power outages and emergencies. There is an annual maintenance contract with the vendor and a checklist for routine maintenance (Exhibit O) that is performed by the County's Facilities Maintenance Department.



***Appendix 4:  
Annual Safety Inspection Form***



**FLEET MANAGEMENT**  
**Preventative Maintenance**  
**Annual Safety Inspection**  
**"C" Inspection**

UNIT# 20042  
 DATE 11/19/23  
 WO# 869  
 MILEAGE 348,029  
 HOURS N/A  
 TECH 38

**ENGINE**

- 1 Pull oil sample
- 2 Inspect air filter/s including cabin air filter if applicable
- 3 Check coolant level & condition (Top off as required)  
 Record N/A Nitrate N/A Mixture N/A PH
- 4 Inspect power steering fluid level, top off if required
- 5 Check all hoses, clamps, belts, cables & wiring for damage
- 6 Check brake fluid level, top off if required
- 7 Check engine & transmission mounts
- 8 Check for radiator fin blockage
- 9 Perform alternator output test  
 Record 28.1 Volts W/O load 27.8 Volts W/load
- 10 Perform load test on all batteries & check terminals  
 Record 12.1 Static Voltage 11.8 Load Voltage
- 11 Perform starter load test
- 12 Check engine compartment insulation, Access cover seals

**UNDER VEHICLE**

- 1 Check for fluid leaks
- 2 Inspect all steering linkage controls and lube
- 3 Inspect springs for cracks/worn bushings & lube
- 4 Inspect frame and mounts
- 5 Inspect driveshaft (s), U-Joints for wear/damage
- 6 Inspect shocks and stabilizers
- 7 Inspect fuel tank (s), Cap (s), and vent (s)
- 8 Inspect transmission bell housing for cracks
- 9 Inspect air bags for cracks & damage
- 10 Check all air brake lines, valves, chambers for damage / wear, leaks
- 11 Check wheel / axle seals for leaks
- 12 Inspect wheels for damage
- 13 Check tire tread depth, condition and air pressure  
 Record 14/32 Fr Lt 14/32 Fr Rt 15/32 Lt 15/32 Rt  
 Record 14/32 Inner Lt 15/32 Inner RT
- 14 Check differential oil level and top off as needed
- 15 Inspect all cables and wiring for damage or chaffing
- 16 Inspect undercarriage for damage
- 17 Drain liquid from primary and secondary air tanks
- 18 Inspect exhaust system for leaks, damage & proper mounting
- 19 Inspect transmission fluid for condition and level
- 20 Remove wheels, inspect brakes and record brake thickness.  
 Record 40% Fr Lt 40% Fr Rt 55% Lt 55% Rt

**BODY**

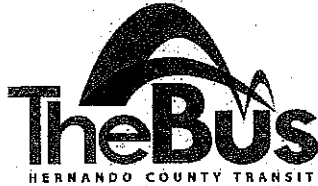
- 1 Inspect overall body condition
- 2 Check all doors and seals
- 3 Check step & running boards for loose / damage
- 4 Inspect paint, dents, decals, bumpers & lettering
- 5 Check all attached equipment mounting / operation
- 6 Inspect attached racks for operation, securely mounted
- 7 Check windshield wipers

**LIGHTING / INTERIOR-EXTERIOR**

- 1 Check all interior lighting
- 2 Check all exterior lighting
- 3 Check all emergency lights
- 4 Check lights at ramps and steps
- 5 Check high and low beam headlights
- 6 Check turn signal & flasher operation
- 7 Inspect all destination signs for proper operation
- 8 Inspect mirrors and power mirror operation

**INTERIOR**

- 1 Verify proper operation of all interlock devices
- 2 Check all seats and seat belt operation
- 3 Verify proper operation of the backing brake
- 4 Check A/C filters, cabin filter, & heater performance
- 5 Check all glass and mirrors for cracks or damage.
- 6 Check all mounted equipment for proper operation
- 7 Check horn (s) for proper operation
- 8 Check parking brake for proper operation
- 9 Check all grab handles for loose / damage
- 10 Test washer/wiper operation, Top off fluid as needed
- 11 Start engine check all gauges and warning lights
- 12 Verify safety triangle, reflectors are present



**FLEET MANAGEMENT**  
**Transit Bus**  
**Preventative Maintenance**  
**Annual Safety Inspection**

UNIT# \_\_\_\_\_  
 DATE \_\_\_\_\_  
 WO# \_\_\_\_\_  
 MILEAGE \_\_\_\_\_  
 HOURS \_\_\_\_\_  
 TECH \_\_\_\_\_

"C" Inspection Cont'd

**INTERIOR (Continued)**

- 13 Inspect all handrails and stanchions
- 14 Verify flooring material intact & not damaged
- 15 Verify all Standee lines and warning signs posted & clear
- 16 Inspect all step wells
- 17 Verify all emergency exits, clearly marked & operational
- 18 Verify proper operation of all mounted switches
- 19 Verify operation of A/C, blower speeds, mode operation
- 20 Verify fire extinguishers present & proper level
- 21 Verify first aid kit present
- 22 Inspect fire suppression system
- 23 Inspect fairbox mounting & operation
- 24 Working speedometer

**BRAKES & RELATED**

- 1 Road Test and verify brake operation and pedal travel
- 2 Check parking brake for proper operation
- 3 Inspect rotors & drums for cracks  
 Record OK Fr Lt OK Fr RT OK R Lt OK R Rt
- 5 Inspect for fluid leaks, inspect master cylinder
- 6 Inspect wheel bearings and repack ( If Applicable)
- 7 Perform 3 minute air leak test (If Applicable)
- 8 Adjust slack adjusters & lube, Lube S-Cams (If Applicable)
- 9 Disassemble, clean, and inspect brake valve.
- 10 Replace hub seals and inspect bearings

**MISCELLANEOUS**

- 1 Check & lube door hinges & latch assemblies
- 2 Verify presence of license plate, registration
- 3 Inspect condition of all access doors & fuel cap.
- 4 Verify operation of kneeling system (If Applicable)
- 5 Verify operation of back-up alarm
- 6 Check operation of wheel chair lifts
- 7 Check operation & condition of lift pendant control
- 8 Check operation of all warning system alarms / lights
- 9 Inspect all hydraulic systems for leaks, loose pump
- 10 Inspect and aim headlights (If Applicable)
- 11 Verify DOT, certification & window decals are present

**ELECTRICAL**

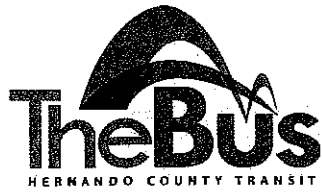
- 1 Inspect operation & condition of battery cutoff
- 2 Inspect exterior fuse / breaker panels for water
- 3 Inspect interior I/O panels
- 4 Inspect for loose & dirty power & ground cables

**AIR SYSTEM**

- 1 Check last dryer replacement date
- 2 Test air dryer operation
- 3 Check air dryer mounting fasteners
- 4 Inspect all lines and connections
- 5 Check air governor & pressure relief valve for operation
- 6 Perform air pressure buildup & leak down test. (Brakes)
- 7 Run system diagnostic scan

	DEFICIENCIES FOUND DURING INSPECTION	REPAIR LEVEL	TECH#	DATE COMPLETED
1	NO PROBLEMS FOUND		58	
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1=SAFETY 2=BREAKDOWN 3=SERVICE ITEM 4=CLASS 1 SEEPAGE 5=CLASS 2 DROPLET 6=CLASS 3 SEVERE Update 11/15/2019 (RW)



**FLEET MANAGEMENT**  
**Preventative Maintenance**  
**Annual Safety Inspection**  
**"C" Inspection**

UNIT# 20042  
 DATE 11/19/23  
 WO# 869  
 MILEAGE 348,029  
 HOURS N/A  
 TECH 38

**ENGINE**

- 1 Pull oil sample
- 2 Inspect air filter/s including cabin air filter if applicable
- 3 Check coolant level & condition (Top off as required)  
 Record N/A Nitrate N/A Mixture N/A PH
- 4 Inspect power steering fluid level, top off if required
- 5 Check all hoses, clamps, belts, cables & wiring for damage
- 6 Check brake fluid level, top off if required
- 7 Check engine & transmission mounts
- 8 Check for radiator fin blockage
- 9 Perform alternator output test  
 Record 28.1 Volts W/O load 27.8 Volts W/load
- 10 Perform load test on all batteries & check terminals  
 Record 12.1 Static Voltage 11.8 Load Voltage
- 11 Perform starter load test
- 12 Check engine compartment insulation, Access cover seals

**UNDER VEHICLE**

- 1 Check for fluid leaks
- 2 Inspect all steering linkage controls and lube
- 3 Inspect springs for cracks/worn bushings & lube
- 4 Inspect frame and mounts
- 5 Inspect driveshaft (s), U-Joints for wear/damage
- 6 Inspect shocks and stabilizers
- 7 Inspect fuel tank (s), Cap (s), and vent (s)
- 8 Inspect transmission bell housing for cracks
- 9 Inspect air bags for cracks & damage
- 10 Check all air brake lines, valves, chambers for damage / wear, leaks
- 11 Check wheel / axle seals for leaks
- 12 Inspect wheels for damage
- 13 Check tire tread depth, condition and air pressure  
 Record 14/32 Fr Lt 14/32 Fr Rt 15/32 Lt 15/32 Rt  
 Record 14/32 Inner Lt 15/32 Inner RT
- 14 Check differential oil level and top off as needed
- 15 Inspect all cables and wiring for damage or chaffing
- 16 Inspect undercarriage for damage
- 17 Drain liquid from primary and secondary air tanks
- 18 Inspect exhaust system for leaks, damage & proper mounting
- 19 Inspect transmission fluid for condition and level
- 20 Remove wheels, inspect brakes and record brake thickness.  
 Record 40% Fr Lt 40% Fr Rt 55% Lt 55% Rt

**BODY**

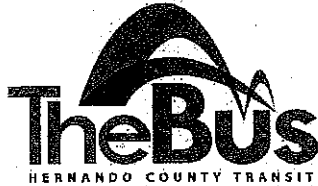
- 1 Inspect overall body condition
- 2 Check all doors and seals
- 3 Check step & running boards for loose / damage
- 4 Inspect paint, dents, decals, bumpers & lettering
- 5 Check all attached equipment mounting / operation
- 6 Inspect attached racks for operation, securely mounted
- 7 Check windshield wipers

**LIGHTING / INTERIOR-EXTERIOR**

- 1 Check all interior lighting
- 2 Check all exterior lighting
- 3 Check all emergency lights
- 4 Check lights at ramps and steps
- 5 Check high and low beam headlights
- 6 Check turn signal & flasher operation
- 7 Inspect all destination signs for proper operation
- 8 Inspect mirrors and power mirror operation

**INTERIOR**

- 1 Verify proper operation of all interlock devices
- 2 Check all seats and seat belt operation
- 3 Verify proper operation of the backing brake
- 4 Check A/C filters, cabin filter, & heater performance
- 5 Check all glass and mirrors for cracks or damage.
- 6 Check all mounted equipment for proper operation
- 7 Check horn (s) for proper operation
- 8 Check parking brake for proper operation
- 9 Check all grab handles for loose / damage
- 10 Test washer/wiper operation, Top off fluid as needed
- 11 Start engine check all gauges and warning lights
- 12 Verify safety triangle, reflectors are present



**FLEET MANAGEMENT**  
**Transit Bus**  
**Preventative Maintenance**  
**Annual Safety Inspection**

UNIT# \_\_\_\_\_  
 DATE \_\_\_\_\_  
 WO# \_\_\_\_\_  
 MILEAGE \_\_\_\_\_  
 HOURS \_\_\_\_\_  
 TECH \_\_\_\_\_

"C" Inspection Cont'd

**INTERIOR (Continued)**

- 13 Inspect all handrails and stanchions
- 14 Verify flooring material intact & not damaged
- 15 Verify all Standee lines and warning signs posted & clear
- 16 Inspect all step wells
- 17 Verify all emergency exits, clearly marked & operational
- 18 Verify proper operation of all mounted switches
- 19 Verify operation of A/C, blower speeds, mode operation
- 20 Verify fire extinguishers present & proper level
- 21 Verify first aid kit present
- 22 Inspect fire suppression system
- 23 Inspect fairbox mounting & operation
- 24 Working speedometer

**BRAKES & RELATED**

- 1 Road Test and verify brake operation and pedal travel
- 2 Check parking brake for proper operation
- 3 Inspect rotors & drums for cracks  
 Record OK Fr Lt OK Fr RT OK R Lt OK R Rt
- 5 Inspect for fluid leaks, inspect master cylinder
- 6 Inspect wheel bearings and repack ( If Applicable)
- 7 Perform 3 minute air leak test (If Applicable)
- 8 Adjust slack adjusters & lube, Lube S-Cams (If Applicable)
- 9 Disassemble, clean, and inspect brake valve.
- 10 Replace hub seals and inspect bearings

**MISCELLANEOUS**

- 1 Check & lube door hinges & latch assemblies
- 2 Verify presence of license plate, registration
- 3 Inspect condition of all access doors & fuel cap.
- 4 Verify operation of kneeling system (If Applicable)
- 5 Verify operation of back-up alarm
- 6 Check operation of wheel chair lifts
- 7 Check operation & condition of lift pendant control
- 8 Check operation of all warning system alarms / lights
- 9 Inspect all hydraulic systems for leaks, loose pump
- 10 Inspect and aim headlights (If Applicable)
- 11 Verify DOT, certification & window decals are present

**ELECTRICAL**

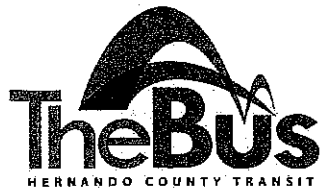
- 1 Inspect operation & condition of battery cutoff
- 2 Inspect exterior fuse / breaker panels for water
- 3 Inspect interior I/O panels
- 4 Inspect for loose & dirty power & ground cables

**AIR SYSTEM**

- 1 Check last dryer replacement date
- 2 Test air dryer operation
- 3 Check air dryer mounting fasteners
- 4 Inspect all lines and connections
- 5 Check air governor & pressure relief valve for operation
- 6 Perform air pressure buildup & leak down test. (Brakes)
- 7 Run system diagnostic scan

	DEFICIENCIES FOUND DURING INSPECTION	REPAIR LEVEL	TECH#	DATE COMPLETED
1	NO PROBLEMS FOUND		58	
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1=SAFETY 2=BREAKDOWN 3=SERVICE ITEM 4=CLASS 1 SEEPAGE 5=CLASS 2 DROPLET 6=CLASS 3 SEVERE Update 11/15/2019 (RW)



**FLEET MANAGEMENT**  
**Preventative Maintenance**  
**Annual Safety Inspection**  
**"C" Inspection**

UNIT# 19411  
 DATE 2/29/22  
 WO# 615  
 MILEAGE 709718  
 HOURS N/A  
 TECH 33

**ENGINE**

- 1 Pull oil sample
- 2 Inspect air filter/s including cabin air filter if applicable
- 3 Check coolant level & condition (Top off as required)  
N/A Nitrate N/A Mixture N/A PH
- 4 Inspect power steering fluid level, top off if required
- 5 Check all hoses, clamps, belts, cables & wiring for damage
- 6 Check brake fluid level, top off if required
- 7 Check engine & transmission mounts
- 8 Check for radiator fin blockage
- 9 Perform alternator output test  
 Record 150 Volts W/O load 27.9 Volts W/load
- 10 Perform load test on all batteries & check terminals  
 Record 12.1 Static Voltage 11.8 Load Voltage
- 11 Perform starter load test
- 12 Check engine compartment insulation, Access cover seals

**UNDER VEHICLE**

- 1 Check for fluid leaks
- 2 Inspect all steering linkage controls and lube
- 3 Inspect springs for cracks/worn bushings & lube
- 4 Inspect frame and mounts
- 5 Inspect driveshaft (s), U-Joints for wear/damage
- 6 Inspect shocks and stabilizers
- 7 Inspect fuel tank (s), Cap (s), and vent (s)
- 8 Inspect transmission bell housing for cracks
- 9 Inspect air bags for cracks & damage
- 10 Check all air brake lines, valves, chambers for damage / wear, leaks
- 11 Check wheel / axle seals for leaks
- 12 Inspect wheels for damage
- 13 Check tire tread depth, condition and air pressure  
 Record 15/32 Fr Lt 15/32 Fr Rt 16/32 Lt 16/32 Rt  
 Record 15/32 Inner Lt 16/32 Inner RT
- 14 Check differential oil level and top off as needed
- 15 Inspect all cables and wiring for damage or chaffing
- 16 Inspect undercarriage for damage
- 17 Drain liquid from primary and secondary air tanks
- 18 Inspect exhaust system for leaks, damage & proper mounting
- 19 Inspect transmission fluid for condition and level
- 20 Remove wheels, inspect brakes and record brake thickness.  
 Record 55/6 Pr Lt 55/6 Dr Rt 60/6 Pr Lt 60/6 Dr Rt

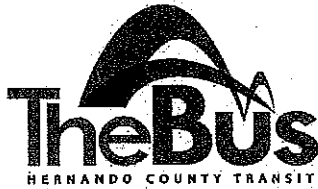
**BODY**

- 1 Inspect overall body condition
- 2 Check all doors and seals
- 3 Check step & running boards for loose / damage
- 4 Inspect paint, dents, decals, bumpers & lettering
- 5 Check all attached equipment mounting / operation
- 6 Inspect attached racks for operation, securely mounted
- 7 Check windshield wipers

**LIGHTING / INTERIOR-EXTERIOR**

- 1 Check all interior lighting
  - 2 Check all exterior lighting
  - 3 Check all emergency lights
  - 4 Check lights at ramps and steps
  - 5 Check high and low beam headlights
  - 6 Check turn signal & flasher operation
  - 7 Inspect all destination signs for proper operation
  - 8 Inspect mirrors and power mirror operation
- INTERIOR**
- 1 Verify proper operation of all interlock devices
  - 2 Check all seats and seat belt operation
  - 3 Verify proper operation of the backing brake
  - 4 Check A/C filters, cabin filter, & heater performance
  - 5 Check all glass and mirrors for cracks or damage.
  - 6 Check all mounted equipment for proper operation
  - 7 Check horn (s) for proper operation
  - 8 Check parking brake for proper operation
  - 9 Check all grab handles for loose / damage
  - 10 Test washer/wiper operation, Top off fluid as needed
  - 11 Start engine check all gauges and warning lights
  - 12 Verify safety triangle, reflectors are present





**FLEET MANAGEMENT**  
**Transit Bus**  
**Preventative Maintenance**  
**Annual Safety Inspection**

UNIT# \_\_\_\_\_  
 DATE \_\_\_\_\_  
 WO# \_\_\_\_\_  
 MILEAGE \_\_\_\_\_  
 HOURS \_\_\_\_\_  
 TECH \_\_\_\_\_

"C" Inspection Cont'd

**INTERIOR (Continued)**

- 13 Inspect all handrails and stanchions
- 14 Verify flooring material intact & not damaged
- 15 Verify all Standee lines and warning signs posted & clear
- 16 Inspect all step wells
- 17 Verify all emergency exits, clearly marked & operational
- 18 Verify proper operation of all mounted switches
- 19 Verify operation of A/C, blower speeds, mode operation
- 20 Verify fire extinguishers present & proper level
- 21 Verify first aid kit present
- 22 Inspect fire suppression system
- 23 Inspect fairbox mounting & operation
- 24 Working speedometer

**MISCELLANEOUS**

- 1 Check & lube door hinges & latch assemblies
- 2 Verify presence of license plate, registration
- 3 Inspect condition of all access doors & fuel cap.
- 4 Verify operation of kneeling system (If Applicable)
- 5 Verify operation of back-up alarm
- 6 Check operation of wheel chair lifts
- 7 Check operation & condition of lift pendant control
- 8 Check operation of all warning system alarms / lights
- 9 Inspect all hydraulic systems for leaks, loose pump
- 10 Inspect and aim headlights (If Applicable)
- 11 Verify DOT, certification & window decals are present

**BRAKES & RELATED**

- 1 Road Test and verify brake operation and pedal travel
  - 2 Check parking brake for proper operation
  - 3 Inspect rotors & drums for cracks
- Report 40% Fr Lt 40% Pb RT 50% B Lt 50% CR-RT
- 5 Inspect for fluid leaks, Inspect master cylinder
  - 6 Inspect wheel bearings and repack ( If Applicable)
  - 7 Perform 3 minute air leak test (If Applicable)
  - 8 Adjust slack adjusters & lube, Lube S-Cams (If Applicable)
  - 9 Disassemble, clean, and inspect brake valve.
  - 10 Replace hub seals and inspect bearings

**ELECTRICAL**

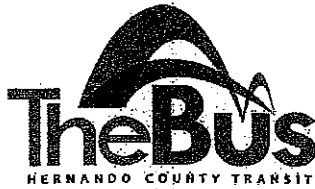
- 1 Inspect operation & condition of battery cutoff
- 2 Inspect exterior fuse / breaker panels for water
- 3 Inspect interior I/O panels
- 4 Inspect for loose & dirty power & ground cables

**AIR SYSTEM**

- 1 Check last dryer replacement date
- 2 Test air dryer operation
- 3 Check air dryer mounting fasteners
- 4 Inspect all lines and connections
- 5 Check air governor & pressure relief valve for operation
- 6 Perform air pressure buildup & leak down test. (Brakes)
- 7 Run system diagnostic scan

	DEFICIENCIES FOUND DURING INSPECTION	REPAIR LEVEL	TECH#	DATE COMPLETED
1				
2	Steering loose has Play		38	
3				
4	Eng oil leak		38	
5				
6				
7	Repairs will be made on Repair w/o			
8				
9				
10				
11				
12				
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36				

1=SAFETY 2=BREAKDOWN 3=SERVICE ITEM 4=CLASS 1 SEEPAGE 5=CLASS 2 DROPLET 6=CLASS 3 SEVERE Update 11/15/2019 (RW)



**FLEET MANAGEMENT**  
**Preventative Maintenance**  
**Annual Safety Inspection**  
**"C" Inspection**

UNIT# 019441  
 DATE 1-24-23  
 WO# Fleet-2023-1007  
 MILEAGE 82424  
 HOURS \_\_\_\_\_  
 TECH 13146

**ENGINE**

- 1 Pull oil sample
- 2 Inspect air filter/s including cabin air filter if applicable
- 3 Check coolant level & condition (Top off as required)  
0/0 Nitrate 50/50 Mixture 6 PH
- 4 Inspect power steering fluid level, top off if required
- 5 Check all hoses, clamps, belts, cables & wiring for damage
- 6 Check brake fluid level, top off if required
- 7 Check engine & transmission mounts
- 8 Check for radiator fin blockage
- 9 Perform alternator output test  
 Record 14 Volts W/O load 14 Volts W/load
- 10 Perform load test on all batteries & check terminals  
 Record 12.65 Static Voltage \_\_\_\_\_ Load Voltage
- 11 Perform starter load test
- 12 Check engine compartment insulation, Access cover seals

**UNDER VEHICLE**

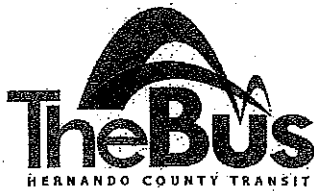
- 1 Check for fluid leaks
- 2 Inspect all steering linkage controls and lube
- 3 Inspect springs for cracks/worn bushings & lube
- 4 Inspect frame and mounts
- 5 Inspect driveshaft (s), U-Joints for wear/damage
- 6 Inspect shocks and stabilizers
- 7 Inspect fuel tank (s), Cap (s), and vent (s)
- 8 Inspect transmission bell housing for cracks
- 9 Inspect air bags for cracks & damage
- 10 Check all air brake lines, valves, chambers for damage / wear, leaks
- 11 Check wheel / axle seals for leaks
- 12 Inspect wheels for damage
- 13 Check tire tread depth, condition and air pressure  
 Record 7/32 Fr Lt 4/32 Fr Rt 8/32 R Lt 7/32 R Rt  
 Record \_\_\_\_\_ Inner Lt \_\_\_\_\_ Inner RT
- 14 Check differential oil level and top off as needed
- 15 Inspect all cables and wiring for damage or chaffing
- 16 Inspect undercarriage for damage
- 17 Drain liquid from primary and secondary air tanks
- 18 Inspect exhaust system for leaks, damage & proper mounting
- 19 Inspect transmission fluid for condition and level
- 20 Remove wheels, inspect brakes and record brake thickness.  
 Record 5mm Fr Lt 5mm Fr Rt 5mm R Lt 6mm R Rt

**BODY**

- 1 Inspect overall body condition
- 2 Check all doors and seals
- 3 Check step & running boards for loose / damage
- 4 Inspect paint, dents, decals, bumpers & lettering
- 5 Check all attached equipment mounting / operation
- 6 Inspect attached racks for operation, securely mounted
- 7 Check windshield wipers

**LIGHTING / INTERIOR-EXTERIOR**

- 1 Check all interior lighting
  - 2 Check all exterior lighting
  - 3 Check all emergency lights
  - 4 Check lights at ramps and steps
  - 5 Check high and low beam headlights
  - 6 Check turn signal & flasher operation
  - 7 Inspect all destination signs for proper operation
  - 8 Inspect mirrors and power mirror operation
- INTERIOR**
- 1 Verify proper operation of all interlock devices
  - 2 Check all seats and seat belt operation
  - 3 Verify proper operation of the backing brake
  - 4 Check A/C filters, cabin filter, & heater performance
  - 5 Check all glass and mirrors for cracks or damage.
  - 6 Check all mounted equipment for proper operation
  - 7 Check horn (s) for proper operation
  - 8 Check parking brake for proper operation
  - 9 Check all grab handles for loose / damage
  - 10 Test washer/wiper operation, Top off fluid as needed
  - 11 Start engine check all gauges and warning lights
  - 12 Verify safety triangle, reflectors are present



**FLEET MANAGEMENT  
Transit Bus  
Preventative Maintenance  
Annual Safety Inspection  
"C" Inspection Cont'd**

UNIT# \_\_\_\_\_  
 DATE \_\_\_\_\_  
 WO# \_\_\_\_\_  
 MILEAGE \_\_\_\_\_  
 HOURS \_\_\_\_\_  
 TECH \_\_\_\_\_

**INTERIOR (Continued)**

- 13 Inspect all handrails and stanchions
- 14 Verify flooring material intact & not damaged
- 15 Verify all Standee lines and warning signs posted & clear
- 16 Inspect all step wells
- 17 Verify all emergency exits, clearly marked & operational
- 18 Verify proper operation of all mounted switches
- 19 Verify operation of A/C, blower speeds, mode operation
- 20 Verify fire extinguishers present & proper level
- 21 Verify first aid kit present
- 22 Inspect fire suppression system
- 23 Inspect fairbox mounting & operation
- 24 Working speedometer

**MISCELLANEOUS**

- 1 Check & lube door hinges & latch assemblies
- 2 Verify presence of license plate, registration
- 3 Inspect condition of all access doors & fuel cap.
- 4 Verify operation of kneeling system (If Applicable)
- 5 Verify operation of back-up alarm
- 6 Check operation of wheel chair lifts
- 7 Check operation & condition of lift pendant control
- 8 Check operation of all warning system alarms / lights
- 9 Inspect all hydraulic systems for leaks, loose pump
- 10 Inspect and aim headlights (If Applicable)
- 11 Verify DOT, certification & window decals are present

**BRAKES & RELATED**

- 1 Road Test and verify brake operation and pedal travel
  - 2 Check parking brake for proper operation
  - 3 Inspect rotors & drums for cracks
- Record \_\_\_\_\_ Fr Lt \_\_\_\_\_ Fr RT \_\_\_\_\_ R Lt \_\_\_\_\_ R Rt
- 5 Inspect for fluid leaks, Inspect master cylinder
  - 6 Inspect wheel bearings and repack ( If Applicable)
  - 7 Perform 3 minute air leak test (If Applicable)
  - 8 Adjust slack adjusters & lube, Lube S-Cams (If Applicable)
  - 9 Disassemble, clean, and inspect brake valve.
  - 10 Replace hub seals and inspect bearings

**ELECTRICAL**

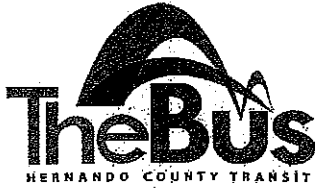
- 1 Inspect operation & condition of battery cutoff
- 2 Inspect exterior fuse / breaker panels for water
- 3 Inspect interior I/O panels
- 4 Inspect for loose & dirty power & ground cables

**AIR SYSTEM**

- 1 Check last dryer replacement date
- 2 Test air dryer operation
- 3 Check air dryer mounting fasteners
- 4 Inspect all lines and connections
- 5 Check air governor & pressure relief valve for operation
- 6 Perform air pressure buildup & leak down test. (Brakes)
- 7 Run system diagnostic scan

DEFICIENCIES FOUND DURING INSPECTION		REPAIR LEVEL	TECH#	DATE COMPLETED
1				
2				
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1=SAFETY 2=BREAKDOWN 3=SERVICE ITEM 4=CLASS 1 SEEPAGE 5=CLASS 2 DROPLET 6=CLASS 3 SEVERE Update 11/15/2019 (RW)



**FLEET MANAGEMENT**  
**Preventative Maintenance**  
**Annual Safety Inspection**  
**"C" Inspection**

UNIT# 20054  
 DATE 01/24/23  
 WO# \_\_\_\_\_  
 MILEAGE 1161078  
 HOURS \_\_\_\_\_  
 TECH 101/102

**ENGINE**

- 1 Pull oil sample
- 2 Inspect air filter/s including cabin air filter if applicable
- 3 Check coolant level & condition (Top off as required)  
0/0 Nitrate 50/50 Mixture 6 PH
- 4 Inspect power steering fluid level, top off if required
- 5 Check all hoses, clamps, belts, cables & wiring for damage
- 6 Check brake fluid level, top off if required
- 7 Check engine & transmission mounts
- 8 Check for radiator fin blockage
- 9 Perform alternator output test  
 Record 14.2 Volts W/O load 14.0 Volts W/load
- 10 Perform load test on all batteries & check terminals  
 Record \_\_\_\_\_ Static Voltage \_\_\_\_\_ Load Voltage
- 11 Perform starter load test
- 12 Check engine compartment insulation, Access cover seals

**UNDER VEHICLE**

- 1 Check for fluid leaks
- 2 Inspect all steering linkage controls and lube
- 3 Inspect springs for cracks/worn bushings & lube
- 4 Inspect frame and mounts
- 5 Inspect driveshaft (s), U-Joints for wear/damage
- 6 Inspect shocks and stabilizers
- 7 Inspect fuel tank (s), Cap (s), and vent (s)
- 8 Inspect transmission bell housing for cracks
- 9 Inspect air bags for cracks & damage
- 10 Check all air brake lines, valves, chambers for damage / wear, leaks
- 11 Check wheel / axle seals for leaks
- 12 Inspect wheels for damage
- 13 Check tire tread depth, condition and air pressure  
 Record 9/32 Fr Lt 9/32 Fr Rt 9/32 R Lt 9/32 R Rt  
 Record 9/32 Inner Lt 9/32 Inner RT
- 14 Check differential oil level and top off as needed
- 15 Inspect all cables and wiring for damage or chaffing
- 16 Inspect undercarriage for damage
- 17 Drain liquid from primary and secondary air tanks
- 18 Inspect exhaust system for leaks, damage & proper mounting
- 19 Inspect transmission fluid for condition and level
- 20 Remove wheels, inspect brakes and record brake thickness.  
 Record 8mm Fr Lt 8mm Fr Rt 8mm R Lt 8mm R Rt

**BODY**

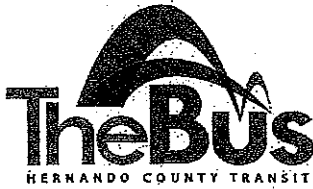
- 1 Inspect overall body condition
- 2 Check all doors and seals
- 3 Check step & running boards for loose / damage
- 4 Inspect paint, dents, decals, bumpers & lettering
- 5 Check all attached equipment mounting / operation
- 6 Inspect attached racks for operation, securely mounted
- 7 Check windshield wipers

**LIGHTING / INTERIOR-EXTERIOR**

- 1 Check all interior lighting
- 2 Check all exterior lighting
- 3 Check all emergency lights
- 4 Check lights at ramps and steps
- 5 Check high and low beam headlights
- 6 Check turn signal & flasher operation
- 7 Inspect all destination signs for proper operation
- 8 Inspect mirrors and power mirror operation

**INTERIOR**

- 1 Verify proper operation of all interlock devices
- 2 Check all seats and seat belt operation
- 3 Verify proper operation of the backing brake
- 4 Check A/C filters, cabin filter, & heater performance
- 5 Check all glass and mirrors for cracks or damage.
- 6 Check all mounted equipment for proper operation
- 7 Check horn (s) for proper operation
- 8 Check parking brake for proper operation
- 9 Check all grab handles for loose / damage
- 10 Test washer/wiper operation, Top off fluid as needed
- 11 Start engine check all gauges and warning lights
- 12 Verify safety triangle, reflectors are present



**FLEET MANAGEMENT**  
**Transit Bus**  
**Preventative Maintenance**  
**Annual Safety Inspection**  
**"C" Inspection Cont'd**

UNIT# \_\_\_\_\_  
 DATE \_\_\_\_\_  
 WO# \_\_\_\_\_  
 MILEAGE \_\_\_\_\_  
 HOURS \_\_\_\_\_  
 TECH \_\_\_\_\_

**INTERIOR (Continued)**

- 13 Inspect all handrails and stanchions
- 14 Verify flooring material intact & not damaged
- 15 Verify all Standee lines and warning signs posted & clear
- 16 Inspect all step wells
- 17 Verify all emergency exits, clearly marked & operational
- 18 Verify proper operation of all mounted switches
- 19 Verify operation of A/C, blower speeds, mode operation
- 20 Verify fire extinguishers present & proper level
- 21 Verify first aid kit present
- 22 Inspect fire suppression system
- 23 Inspect fairbox mounting & operation
- 24 Working speedometer

**BRAKES & RELATED**

- 1 Road Test and verify brake operation and pedal travel
  - 2 Check parking brake for proper operation
  - 3 Inspect rotors & drums for cracks
- Record \_\_\_\_\_ Fr Lt \_\_\_\_\_ Fr RT \_\_\_\_\_ R Lt \_\_\_\_\_ R Rt
- 5 Inspect for fluid leaks, Inspect master cylinder
  - 6 Inspect wheel bearings and repack ( If Applicable)
  - 7 Perform 3 minute air leak test (If Applicable)
  - 8 Adjust slack adjusters & lube, Lube 5-Cams (If Applicable)
  - 9 Disassemble, clean, and inspect brake valve.
  - 10 Replace hub seals and inspect bearings

**MISCELLANEOUS**

- 1 Check & lube door hinges & latch assemblies
- 2 Verify presence of license plate, registration
- 3 Inspect condition of all access doors & fuel cap.
- 4 Verify operation of kneeling system (If Applicable)
- 5 Verify operation of back-up alarm
- 6 Check operation of wheel chair lifts
- 7 Check operation & condition of lift pendant control
- 8 Check operation of all warning system alarms / lights
- 9 Inspect all hydraulic systems for leaks, loose pump
- 10 Inspect and aim headlights (If Applicable)
- 11 Verify DOT, certification & window decals are present

**ELECTRICAL**

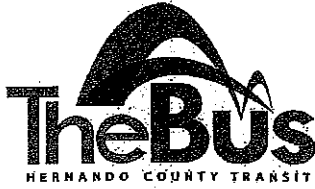
- 1 Inspect operation & condition of battery cutoff
- 2 Inspect exterior fuse / breaker panels for water
- 3 Inspect interior I/O panels
- 4 Inspect for loose & dirty power & ground cables

**AIR SYSTEM**

- 1 Check last dryer replacement date
- 2 Test air dryer operation
- 3 Check air dryer mounting fasteners
- 4 Inspect all lines and connections
- 5 Check air governor & pressure relief valve for operation
- 6 Perform air pressure buildup & leak down test. (Brakes)
- 7 Run system diagnostic scan

	DEFICIENCIES FOUND DURING INSPECTION	REPAIR LEVEL	TECH#	DATE COMPLETED
1	Incorrect Serpentine belt			
2	stairway entry lights inop.			
3	Steering box seeping			
4				
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**FLEET MANAGEMENT**  
**Preventative Maintenance**  
**Annual Safety Inspection**  
**"C" Inspection**

UNIT# 20038  
 DATE 1/24/23  
 WO# \_\_\_\_\_  
 MILEAGE 148363  
 HOURS \_\_\_\_\_  
 TECH 101

**ENGINE**

- 1 Pull oil sample
- 2 Inspect air filter/s including cabin air filter if applicable
- 3 Check coolant level & condition (Top off as required)  
90 Nitrate 50/50 Mixture 6 PH
- 4 Inspect power steering fluid level, top off if required
- 5 Check all hoses, clamps, belts, cables & wiring for damage
- 6 Check brake fluid level, top off if required
- 7 Check engine & transmission mounts
- 8 Check for radiator fin blockage
- 9 Perform alternator output test  
 Record 14.2 Volts W/O load 14.1 Volts W/load
- 10 Perform load test on all batteries & check terminals  
 Record \_\_\_\_\_ Static Voltage \_\_\_\_\_ Load Voltage
- 11 Perform starter load test
- 12 Check engine compartment insulation, Access cover seals

**UNDER VEHICLE**

- 1 Check for fluid leaks
- 2 Inspect all steering linkage controls and lube
- 3 Inspect springs for cracks/worn bushings & lube
- 4 Inspect frame and mounts
- 5 Inspect driveshaft (s), U-Joints for wear/damage
- 6 Inspect shocks and stabilizers
- 7 Inspect fuel tank (s), Cap (s), and vent (s)
- 8 Inspect transmission bell housing for cracks
- 9 Inspect air bags for cracks & damage
- 10 Check all air brake lines, valves, chambers for damage / wear, leaks
- 11 Check wheel / axle seals for leaks
- 12 Inspect wheels for damage
- 13 Check tire tread depth, condition and air pressure  
 Record 10 Fr Lt 9 Fr Rt 9 R Lt 14 R Rt  
 Record 9 Inner Lt 14 Inner RT
- 14 Check differential oil level and top off as needed
- 15 Inspect all cables and wiring for damage or chaffing
- 16 Inspect undercarriage for damage
- 17 Drain liquid from primary and secondary air tanks
- 18 Inspect exhaust system for leaks, damage & proper mounting
- 19 Inspect transmission fluid for condition and level
- 20 Remove wheels, inspect brakes and record brake thickness.  
 Record 7 Fr Lt 4 Fr Rt 9 R Lt 8 R Rt

**BODY**

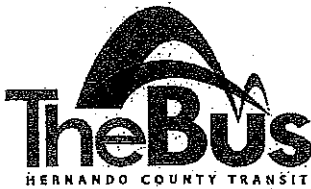
- 1 Inspect overall body condition
- 2 Check all doors and seals
- 3 Check step & running boards for loose / damage
- 4 Inspect paint, dents, decals, bumpers & lettering
- 5 Check all attached equipment mounting / operation
- 6 Inspect attached racks for operation, securely mounted
- 7 Check windshield wipers

**LIGHTING / INTERIOR-EXTERIOR**

- 1 Check all interior lighting
- 2 Check all exterior lighting
- 3 Check all emergency lights
- 4 Check lights at ramps and steps
- 5 Check high and low beam headlights
- 6 Check turn signal & flasher operation
- 7 Inspect all destination signs for proper operation
- 8 Inspect mirrors and power mirror operation

**INTERIOR**

- 1 Verify proper operation of all interlock devices
- 2 Check all seats and seat belt operation
- 3 Verify proper operation of the backing brake
- 4 Check A/C filters, cabin filter, & heater performance
- 5 Check all glass and mirrors for cracks or damage.
- 6 Check all mounted equipment for proper operation
- 7 Check horn (s) for proper operation
- 8 Check parking brake for proper operation
- 9 Check all grab handles for loose / damage
- 10 Test washer/wiper operation, Top off fluid as needed
- 11 Start engine check all gauges and warning lights
- 12 Verify safety triangle, reflectors are present



**FLEET MANAGEMENT  
Transit Bus  
Preventative Maintenance  
Annual Safety Inspection  
"C" Inspection Cont'd**

UNIT# \_\_\_\_\_  
DATE \_\_\_\_\_  
WO# \_\_\_\_\_  
MILEAGE \_\_\_\_\_  
HOURS \_\_\_\_\_  
TECH \_\_\_\_\_

**INTERIOR (Continued)**

- 13 Inspect all handrails and stanchions
- 14 Verify flooring material intact & not damaged
- 15 Verify all Standee lines and warning signs posted & clear
- 16 Inspect all step wells
- 17 Verify all emergency exits, clearly marked & operational
- 18 Verify proper operation of all mounted switches
- 19 Verify operation of A/C, blower speeds, mode operation
- 20 Verify fire extinguishers present & proper level
- 21 Verify first aid kit present
- 22 Inspect fire suppression system
- 23 Inspect fairbox mounting & operation
- 24 Working speedometer

**BRAKES & RELATED**

- 1 Road Test and verify brake operation and pedal travel
  - 2 Check parking brake for proper operation
  - 3 Inspect rotors & drums for cracks
- Record \_\_\_\_\_ Fr Lt \_\_\_\_\_ Fr RT \_\_\_\_\_ R Lt \_\_\_\_\_ R Rt
- 5 Inspect for fluid leaks, Inspect master cylinder
  - 6 Inspect wheel bearings and repack ( If Applicable)
  - 7 Perform 3 minute air leak test (If Applicable)
  - 8 Adjust slack adjusters & lube, Lube S-Cams (If Applicable)
  - 9 Disassemble, clean, and inspect brake valve.
  - 10 Replace hub seals and inspect bearings

**MISCELLANEOUS**

- 1 Check & lube door hinges & latch assemblies
- 2 Verify presence of license plate, registration
- 3 Inspect condition of all access doors & fuel cap.
- 4 Verify operation of kneeling system (If Applicable)
- 5 Verify operation of back-up alarm
- 6 Check operation of wheel chair lifts
- 7 Check operation & condition of lift pendant control
- 8 Check operation of all warning system alarms / lights
- 9 Inspect all hydraulic systems for leaks, loose pump
- 10 Inspect and aim headlights (If Applicable)
- 11 Verify DOT, certification & window decals are present

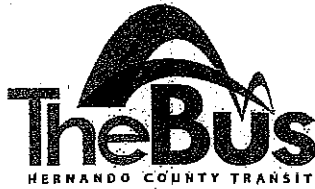
**ELECTRICAL**

- 1 Inspect operation & condition of battery cutoff
- 2 Inspect exterior fuse / breaker panels for water
- 3 Inspect interior I/O panels
- 4 Inspect for loose & dirty power & ground cables

**AIR SYSTEM**

- 1 Check last dryer replacement date
- 2 Test air dryer operation
- 3 Check air dryer mounting fasteners
- 4 Inspect all lines and connections
- 5 Check air governor & pressure relief valve for operation
- 6 Perform air pressure buildup & leak down test. (Brakes)
- 7 Run system diagnostic scan

	DEFICIENCIES FOUND DURING INSPECTION	REPAIR LEVEL	TECH#	DATE COMPLETED
1	Driver headlight out	3	101	1/24/23
2	Gear box seeping	2		
3	Coolant leak	3	101	1/24/23
4				
5				
6				
7				
8				
9				
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**FLEET MANAGEMENT**  
**Preventative Maintenance**  
**Annual Safety Inspection**  
**"C" Inspection**

UNIT# 20055  
 DATE 01/24/23  
 WO# \_\_\_\_\_  
 MILEAGE 122305  
 HOURS \_\_\_\_\_  
 TECH 102

**ENGINE**

- 1 Pull oil sample
- 2 Inspect air filter/s including cabin air filter if applicable
- 3 Check coolant level & condition (Top off as required)  
 Nitrate 50/50 Mixture \_\_\_\_\_ PH \_\_\_\_\_
- 4 Inspect power steering fluid level, top off if required
- 5 Check all hoses, clamps, belts, cables & wiring for damage
- 6 Check brake fluid level, top off if required
- 7 Check engine & transmission mounts
- 8 Check for radiator fin blockage
- 9 Perform alternator output test  
 Record 14.2 Volts W/O load 14.1 Volts W/load
- 10 Perform load test on all batteries & check terminals  
 Record 12.6V Static Voltage \_\_\_\_\_ Load Voltage \_\_\_\_\_
- 11 Perform starter load test
- 12 Check engine compartment insulation, Access cover seals

**UNDER VEHICLE**

- 1 Check for fluid leaks
- 2 Inspect all steering linkage controls and tube
- 3 Inspect springs for cracks/worn bushings & lube
- 4 Inspect frame and mounts
- 5 Inspect driveshaft (s), U-Joints for wear/damage
- 6 Inspect shocks and stabilizers
- 7 Inspect fuel tank (s), Cap (s), and vent (s)
- 8 Inspect transmission bell housing for cracks
- 9 Inspect air bags for cracks & damage
- 10 Check all air brake lines, valves, chambers for damage / wear, leaks
- 11 Check wheel / axle seals for leaks
- 12 Inspect wheels for damage
- 13 Check tire tread depth, condition and air pressure  
 Record 11/32 Fr Lt 11/32 Fr Rt 6/32 R Lt 7/32 R Rt  
 Record 7/32 Inner Lt 7/32 Inner RT
- 14 Check differential oil level and top off as needed
- 15 Inspect all cables and wiring for damage or chaffing
- 16 Inspect undercarriage for damage
- 17 Drain liquid from primary and secondary air tanks
- 18 Inspect exhaust system for leaks, damage & proper mounting
- 19 Inspect transmission fluid for condition and level
- 20 Remove wheels, inspect brakes and record brake thickness.  
 Record 9mm Fr Lt 9mm Fr Rt 8mm R Lt 8mm R Rt

**BODY**

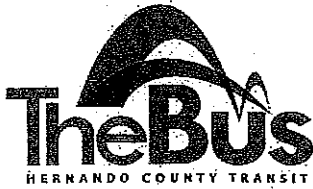
- 1 Inspect overall body condition
- 2 Check all doors and seals
- 3 Check step & running boards for loose / damage
- 4 Inspect paint, dents, decals, bumpers & lettering
- 5 Check all attached equipment mounting / operation
- 6 Inspect attached racks for operation, securely mounted
- 7 Check windshield wipers

**LIGHTING / INTERIOR-EXTERIOR**

- 1 Check all interior lighting
- 2 Check all exterior lighting
- 3 Check all emergency lights
- 4 Check lights at ramps and steps
- 5 Check high and low beam headlights
- 6 Check turn signal & flasher operation
- 7 Inspect all destination signs for proper operation
- 8 Inspect mirrors and power mirror operation

**INTERIOR**

- 1 Verify proper operation of all interlock devices
- 2 Check all seats and seat belt operation
- 3 Verify proper operation of the backing brake
- 4 Check A/C filters, cabin filter, & heater performance
- 5 Check all glass and mirrors for cracks or damage.
- 6 Check all mounted equipment for proper operation
- 7 Check horn (s) for proper operation
- 8 Check parking brake for proper operation
- 9 Check all grab handles for loose / damage
- 10 Test washer/wiper operation, Top off fluid as needed
- 11 Start engine check all gauges and warning lights
- 12 Verify safety triangle, reflectors are present



**FLEET MANAGEMENT**  
**Transit Bus**  
**Preventative Maintenance**  
**Annual Safety Inspection**  
**"C" Inspection Cont'd**

UNIT# \_\_\_\_\_  
 DATE \_\_\_\_\_  
 WO# \_\_\_\_\_  
 MILEAGE \_\_\_\_\_  
 HOURS \_\_\_\_\_  
 TECH \_\_\_\_\_

**INTERIOR (Continued)**

- 13 Inspect all handrails and stanchions
- 14 Verify flooring material intact & not damaged
- 15 Verify all Standee lines and warning signs posted & clear
- 16 Inspect all step wells
- 17 Verify all emergency exits, clearly marked & operational
- 18 Verify proper operation of all mounted switches
- 19 Verify operation of A/C, blower speeds, mode operation
- 20 Verify fire extinguishers present & proper level
- 21 Verify first aid kit present
- 22 Inspect fire suppression system
- 23 Inspect fairbox mounting & operation
- 24 Working speedometer

**BRAKES & RELATED**

- 1 Road Test and verify brake operation and pedal travel
  - 2 Check parking brake for proper operation
  - 3 Inspect rotors & drums for cracks
- Record \_\_\_\_\_ Fr Lt \_\_\_\_\_ Fr RT \_\_\_\_\_ R Lt \_\_\_\_\_ R Rt
- 5 Inspect for fluid leaks, inspect master cylinder
  - 6 Inspect wheel bearings and repack ( If Applicable)
  - 7 Perform 3 minute air leak test (If Applicable)
  - 8 Adjust slack adjusters & lube, Lube S-Cams (If Applicable)
  - 9 Disassemble, clean, and inspect brake valve.
  - 10 Replace hub seals and inspect bearings

**MISCELLANEOUS**

- 1 Check & lube door hinges & latch assemblies
- 2 Verify presence of license plate, registration
- 3 Inspect condition of all access doors & fuel cap.
- 4 Verify operation of kneeling system (If Applicable)
- 5 Verify operation of back-up alarm
- 6 Check operation of wheel chair lifts
- 7 Check operation & condition of lift pendant control
- 8 Check operation of all warning system alarms / lights
- 9 Inspect all hydraulic systems for leaks, loose pump
- 10 Inspect and aim headlights (If Applicable)
- 11 Verify DOT, certification & window decals are present

**ELECTRICAL**

- 1 Inspect operation & condition of battery cutoff
- 2 Inspect exterior fuse / breaker panels for water
- 3 Inspect interior I/O panels
- 4 Inspect for loose & dirty power & ground cables

**AIR SYSTEM**

- 1 Check last dryer replacement date
- 2 Test air dryer operation
- 3 Check air dryer mounting fasteners
- 4 Inspect all lines and connections
- 5 Check air governor & pressure relief valve for operation
- 6 Perform air pressure buildup & leak down test. (Brakes)
- 7 Run system diagnostic scan

DEFICIENCIES FOUND DURING INSPECTION		REPAIR LEVEL	TECH#	DATE COMPLETED
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1=SAFETY 2=BREAKDOWN 3=SERVICE ITEM 4=CLASS 1 SEEPAGE 5=CLASS 2 DROPLET 6=CLASS 3 SEVERE Update 11/15/2019 (RW)



**FLEET MANAGEMENT**  
**Preventative Maintenance**  
**Annual Safety Inspection**  
**"C" Inspection**

UNIT# 20056  
 DATE 1/24/23  
 WO# \_\_\_\_\_  
 MILEAGE 104999  
 HOURS \_\_\_\_\_  
 TECH 101

**ENGINE**

- 1 Pull oil sample
- 2 Inspect air filter/s including cabin air filter if applicable
- 3 Check coolant level & condition (Top off as required)  
 0/0 Nitrate 50/50 Mixture 6 PH
- 4 Inspect power steering fluid level, top off if required
- 5 Check all hoses, clamps, belts, cables & wiring for damage
- 6 Check brake fluid level, top off if required
- 7 Check engine & transmission mounts
- 8 Check for radiator fin blockage
- 9 Perform alternator output test  
 Record 14.2 Volts W/O load 14.1 Volts W/load
- 10 Perform load test on all batteries & check terminals  
 Record \_\_\_\_\_ Static Voltage \_\_\_\_\_ Load Voltage
- 11 Perform starter load test
- 12 Check engine compartment insulation, Access cover seals

**UNDER VEHICLE**

- 1 Check for fluid leaks
- 2 Inspect all steering linkage controls and lube
- 3 Inspect springs for cracks/worn bushings & lube
- 4 Inspect frame and mounts
- 5 Inspect driveshaft (s), U-Joints for wear/damage
- 6 Inspect shocks and stabilizers
- 7 Inspect fuel tank (s), Cap (s), and vent (s)
- 8 Inspect transmission bell housing for cracks
- 9 Inspect air bags for cracks & damage
- 10 Check all air brake lines, valves, chambers for damage / wear, leaks
- 11 Check wheel / axle seals for leaks
- 12 Inspect wheels for damage
- 13 Check tire tread depth, condition and air pressure  
 Record 16 Fr Lt 16 Fr Rt 13 R Lt 14 R Rt  
 Record 13 Inner Lt 12 Inner RT
- 14 Check differential oil level and top off as needed
- 15 Inspect all cables and wiring for damage or chaffing
- 16 Inspect undercarriage for damage
- 17 Drain liquid from primary and secondary air tanks
- 18 Inspect exhaust system for leaks, damage & proper mounting
- 19 Inspect transmission fluid for condition and level
- 20 Remove wheels, inspect brakes and record brake thickness.  
 Record \_\_\_\_\_ Fr Lt \_\_\_\_\_ Fr Rt \_\_\_\_\_ R Lt \_\_\_\_\_ R Rt

**BODY**

- 1 Inspect overall body condition
- 2 Check all doors and seals
- 3 Check step & running boards for loose / damage
- 4 Inspect paint, dents, decals, bumpers & lettering
- 5 Check all attached equipment mounting / operation
- 6 Inspect attached racks for operation, securely mounted
- 7 Check windshield wipers

**LIGHTING / INTERIOR-EXTERIOR**

- 1 Check all interior lighting
- 2 Check all exterior lighting
- 3 Check all emergency lights
- 4 Check lights at ramps and steps
- 5 Check high and low beam headlights
- 6 Check turn signal & flasher operation
- 7 Inspect all destination signs for proper operation
- 8 Inspect mirrors and power mirror operation

**INTERIOR**

- 1 Verify proper operation of all interlock devices
- 2 Check all seats and seat belt operation
- 3 Verify proper operation of the backing brake
- 4 Check A/C filters, cabin filter, & heater performance
- 5 Check all glass and mirrors for cracks or damage.
- 6 Check all mounted equipment for proper operation
- 7 Check horn (s) for proper operation
- 8 Check parking brake for proper operation
- 9 Check all grab handles for loose / damage
- 10 Test washer/wiper operation, Top off fluid as needed
- 11 Start engine check all gauges and warning lights
- 12 Verify safety triangle, reflectors are present



**FLEET MANAGEMENT**  
**Transit Bus**  
**Preventative Maintenance**  
**Annual Safety Inspection**  
**"C" Inspection Cont'd**

UNIT# \_\_\_\_\_  
 DATE \_\_\_\_\_  
 WO# \_\_\_\_\_  
 MILEAGE \_\_\_\_\_  
 HOURS \_\_\_\_\_  
 TECH \_\_\_\_\_

**INTERIOR (Continued)**

- 13 Inspect all handrails and stanchions
- 14 Verify flooring material intact & not damaged
- 15 Verify all Standee lines and warning signs posted & clear
- 16 Inspect all step wells
- 17 Verify all emergency exits, clearly marked & operational
- 18 Verify proper operation of all mounted switches
- 19 Verify operation of A/C, blower speeds, mode operation
- 20 Verify fire extinguishers present & proper level
- 21 Verify first aid kit present
- 22 Inspect fire suppression system
- 23 Inspect fairbox mounting & operation
- 24 Working speedometer

**BRAKES & RELATED**

- 1 Road Test and verify brake operation and pedal travel
  - 2 Check parking brake for proper operation
  - 3 Inspect rotors & drums for cracks
- Record \_\_\_\_\_ Fr Lt \_\_\_\_\_ Fr RT \_\_\_\_\_ R Lt \_\_\_\_\_ R Rt
- 5 Inspect for fluid leaks, inspect master cylinder
  - 6 Inspect wheel bearings and repack ( If Applicable)
  - 7 Perform 3 minute air leak test (If Applicable)
  - 8 Adjust slack adjusters & lube, Lube S-Cams (If Applicable)
  - 9 Disassemble, clean, and inspect brake valve.
  - 10 Replace hub seals and inspect bearings

**MISCELLANEOUS**

- 1 Check & lube door hinges & latch assemblies
- 2 Verify presence of license plate, registration
- 3 Inspect condition of all access doors & fuel cap.
- 4 Verify operation of kneeling system (If Applicable)
- 5 Verify operation of back-up alarm
- 6 Check operation of wheel chair lifts
- 7 Check operation & condition of lift pendant control
- 8 Check operation of all warning system alarms / lights
- 9 Inspect all hydraulic systems for leaks, loose pump
- 10 Inspect and aim headlights (If Applicable)
- 11 Verify DOT, certification & window decals are present

**ELECTRICAL**

- 1 Inspect operation & condition of battery cutoff
- 2 Inspect exterior fuse / breaker panels for water
- 3 Inspect interior I/O panels
- 4 Inspect for loose & dirty power & ground cables

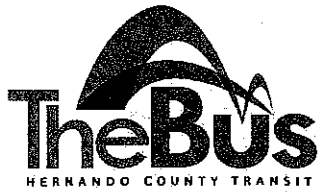
**AIR SYSTEM**

- 1 Check last dryer replacement date
- 2 Test air dryer operation
- 3 Check air dryer mounting fasteners
- 4 Inspect all lines and connections
- 5 Check air governor & pressure relief valve for operation
- 6 Perform air pressure buildup & leak down test. (Brakes)
- 7 Run system diagnostic scan



DEFICIENCIES FOUND DURING INSPECTION		REPAIR LEVEL	TECH#	DATE COMPLETED
1	Front right turn signal	3	101	1/24/23
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1=SAFETY 2=BREAKDOWN 3=SERVICE ITEM 4=CLASS 1 SEEPAGE 5=CLASS 2 DROPLET 6=CLASS 3 SEVERE Update 11/15/2019 (RW)



**FLEET MANAGEMENT**  
**Preventative Maintenance**  
**Annual Safety Inspection**  
**"C" Inspection**

UNIT# 20079  
 DATE 11/24/23  
 WO# 11000  
 MILEAGE 282,818  
 HOURS N/A  
 TECH 38

**ENGINE**

- 1 Pull oil sample
- 2 Inspect air filter/s including cabin air filter if applicable
- 3 Check coolant level & condition (Top off as required)  
 Nitrate: \_\_\_\_\_ Mixture \_\_\_\_\_ PH \_\_\_\_\_
- 4 Inspect power steering fluid level, top off if required
- 5 Check all hoses, clamps, belts, cables & wiring for damage
- 6 Check brake fluid level, top off if required
- 7 Check engine & transmission mounts
- 8 Check for radiator fin blockage
- 9 Perform alternator output test  
 Record 08.0 Volts W/O load 278 Volts W/load
- 10 Perform load test on all batteries & check terminals  
 Record 12.1 Static Voltage 11.7 Load Voltage
- 11 Perform starter load test
- 12 Check engine compartment insulation, Access cover seals

**UNDER VEHICLE**

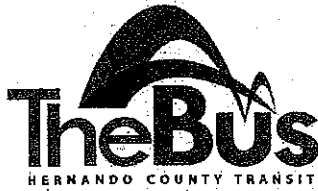
- 1 Check for fluid leaks
- 2 Inspect all steering linkage controls and lube
- 3 Inspect springs for cracks/worn bushings & lube
- 4 Inspect frame and mounts
- 5 Inspect driveshaft (s), U-Joints for wear/damage
- 6 Inspect shocks and stabilizers
- 7 Inspect fuel tank (s), Cap (s), and vent (s)
- 8 Inspect transmission bell housing for cracks
- 9 Inspect air bags for cracks & damage
- 10 Check all air brake lines, valves, chambers for damage / wear, leaks
- 11 Check wheel / axle seals for leaks
- 12 Inspect wheels for damage
- 13 Check tire tread depth, condition and air pressure  
 Record 17/32 Fr Lt 17/32 Fr Rt 18/32 Fr Lt 18/32 Fr Rt  
 Record 8/32 Inner Lt 18/32 Inner RT
- 14 Check differential oil level and top off as needed
- 15 Inspect all cables and wiring for damage or chaffing
- 16 Inspect undercarriage for damage
- 17 Drain liquid from primary and secondary air tanks
- 18 Inspect exhaust system for leaks, damage & proper mounting
- 19 Inspect transmission fluid for condition and level
- 20 Remove wheels, inspect brakes and record brake thickness.  
 Record 50% Fr Lt 50% Fr Rt 60% Fr Lt 60% Fr Rt

**BODY**

- 1 Inspect overall body condition
- 2 Check all doors and seals
- 3 Check step & running boards for loose / damage
- 4 Inspect paint, dents, decals, bumpers & lettering
- 5 Check all attached equipment mounting / operation
- 6 Inspect attached racks for operation, securely mounted
- 7 Check windshield wipers

**LIGHTING / INTERIOR-EXTERIOR**

- 1 Check all interior lighting
  - 2 Check all exterior lighting
  - 3 Check all emergency lights
  - 4 Check lights at ramps and steps
  - 5 Check high and low beam headlights
  - 6 Check turn signal & flasher operation
  - 7 Inspect all destination signs for proper operation
  - 8 Inspect mirrors and power mirror operation
- INTERIOR**
- 1 Verify proper operation of all interlock devices
  - 2 Check all seats and seat belt operation
  - 3 Verify proper operation of the backing brake
  - 4 Check A/C filters, cabin filter, & heater performance
  - 5 Check all glass and mirrors for cracks or damage.
  - 6 Check all mounted equipment for proper operation
  - 7 Check horn (s) for proper operation
  - 8 Check parking brake for proper operation
  - 9 Check all grab handles for loose / damage
  - 10 Test washer/wiper operation, Top off fluid as needed
  - 11 Start engine check all gauges and warning lights
  - 12 Verify safety triangle, reflectors are present



**FLEET MANAGEMENT**  
**Transit Bus**  
**Preventative Maintenance**  
**Annual Safety Inspection**

UNIT# \_\_\_\_\_  
 DATE \_\_\_\_\_  
 WO# \_\_\_\_\_  
 MILEAGE \_\_\_\_\_  
 HOURS \_\_\_\_\_  
 TECH \_\_\_\_\_

"C" Inspection Cont'd

**INTERIOR (Continued)**

- 13 Inspect all handrails and stanchions
- 14 Verify flooring material intact & not damaged
- 15 Verify all Standee lines and warning signs posted & clear
- 16 Inspect all step wells
- 17 Verify all emergency exits, clearly marked & operational
- 18 Verify proper operation of all mounted switches
- 19 Verify operation of A/C, blower speeds, mode operation
- 20 Verify fire extinguishers present & proper level
- 21 Verify first aid kit present
- 22 Inspect fire suppression system
- 23 Inspect fairbox mounting & operation
- 24 Working speedometer

**BRAKES & RELATED**

- 1 Road Test and verify brake operation and pedal travel
  - 2 Check parking brake for proper operation
  - 3 Inspect rotors & drums for cracks
- Record JK Fr Lt JK Fr RT JK R Lt JK R Rt
- 5 Inspect for fluid leaks, Inspect master cylinder
  - 6 Inspect wheel bearings and repack ( If Applicable)
  - 7 Perform 3 minute air leak test (If Applicable)
  - 8 Adjust slack adjusters & lube, Lube S-Cams (If Applicable)
  - 9 Disassemble, clean, and inspect brake valve.
  - 10 Replace hub seals and inspect bearings

**MISCELLANEOUS**

- 1 Check & lube door hinges & latch assemblies
- 2 Verify presence of license plate, registration
- 3 Inspect condition of all access doors & fuel cap.
- 4 Verify operation of kneeling system (If Applicable)
- 5 Verify operation of back-up alarm
- 6 Check operation of wheel chair lifts
- 7 Check operation & condition of lift pendant control
- 8 Check operation of all warning system alarms / lights
- 9 Inspect all hydraulic systems for leaks, loose pump
- 10 Inspect and aim headlights (If Applicable)
- 11 Verify DOT, certification & window decals are present

**ELECTRICAL**

- 1 Inspect operation & condition of battery cutoff
- 2 Inspect exterior fuse / breaker panels for water
- 3 Inspect interior I/O panels
- 4 Inspect for loose & dirty power & ground cables

**AIR SYSTEM**

- 1 Check last dryer replacement date
- 2 Test air dryer operation
- 3 Check air dryer mounting fasteners
- 4 Inspect all lines and connections
- 5 Check air governor & pressure relief valve for operation
- 6 Perform air pressure buildup & leak down test. (Brakes)
- 7 Run system diagnostic scan

	DEFICIENCIES FOUND DURING INSPECTION	REPAIR LEVEL	TECH#	DATE COMPLETED
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2	No issues found		38	
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1=SAFETY 2=BREAKDOWN 3=SERVICE ITEM 4=CLASS 1 SEEPAGE 5=CLASS 2 DROPLET 6=CLASS 3 SEVERE Update 11/15/2019 (RW)



**FLEET MANAGEMENT**  
**Preventative Maintenance**  
**Annual Safety Inspection**  
**"C" Inspection**

UNIT# 020828  
 DATE 1-23-2023  
 WO# Fleet-2023-985  
 MILEAGE 130720  
 HOURS \_\_\_\_\_  
 TECH 13146

**ENGINE**

- 1 Pull oil sample
- 2 Inspect air filter/s including cabin air filter if applicable
- 3 Check coolant level & condition (Top off as required)  
 0/0 Nitrate 50/50 Mixture 6 PH
- 4 Inspect power steering fluid level, top off if required
- 5 Check all hoses, clamps, belts, cables & wiring for damage
- 6 Check brake fluid level, top off if required
- 7 Check engine & transmission mounts
- 8 Check for radiator fin blockage
- 9 Perform alternator output test  
 Record \_\_\_\_\_ Volts W/O load \_\_\_\_\_ Volts W/load
- 10 Perform load test on all batteries & check terminals  
 Record \_\_\_\_\_ Static Voltage \_\_\_\_\_ Load Voltage
- 11 Perform starter load test
- 12 Check engine compartment insulation, Access cover seals

**UNDER VEHICLE**

- 1 Check for fluid leaks
- 2 Inspect all steering linkage controls and lube
- 3 Inspect springs for cracks/worn bushings & lube
- 4 Inspect frame and mounts
- 5 Inspect driveshaft (s), U-Joints for wear/damage
- 6 Inspect shocks and stabilizers
- 7 Inspect fuel tank (s), Cap (s), and vent (s)
- 8 Inspect transmission bell housing for cracks
- 9 Inspect air bags for cracks & damage
- 10 Check all air brake lines, valves, chambers for damage / wear, leaks
- 11 Check wheel / axle seals for leaks
- 12 Inspect wheels for damage
- 13 Check tire tread depth, condition and air pressure  
 Record 6/32 Fr Lt 6/32 Fr Rt 10/32 R Lt 11/32 R Rt  
 Record 11/32 Inner Lt 11/32 Inner RT
- 14 Check differential oil level and top off as needed
- 15 Inspect all cables and wiring for damage or chaffing
- 16 Inspect undercarriage for damage
- 17 Drain liquid from primary and secondary air tanks
- 18 Inspect exhaust system for leaks, damage & proper mounting
- 19 Inspect transmission fluid for condition and level
- 20 Remove wheels, inspect brakes and record brake thickness.  
 Record 8mm Fr Lt 8mm Fr Rt 5mm R Lt 4mm R Rt

**BODY**

- 1 Inspect overall body condition
- 2 Check all doors and seals
- 3 Check step & running boards for loose / damage
- 4 Inspect paint, dents, decals, bumpers & lettering
- 5 Check all attached equipment mounting / operation
- 6 Inspect attached racks for operation, securely mounted
- 7 Check windshield wipers

**LIGHTING / INTERIOR-EXTERIOR**

- 1 Check all interior lighting
- 2 Check all exterior lighting
- 3 Check all emergency lights
- 4 Check lights at ramps and steps
- 5 Check high and low beam headlights
- 6 Check turn signal & flasher operation
- 7 Inspect all destination signs for proper operation
- 8 Inspect mirrors and power mirror operation

**INTERIOR**

- 1 Verify proper operation of all interlock devices
- 2 Check all seats and seat belt operation
- 3 Verify proper operation of the backing brake
- 4 Check A/C filters, cabin filter, & heater performance
- 5 Check all glass and mirrors for cracks or damage.
- 6 Check all mounted equipment for proper operation
- 7 Check horn (s) for proper operation
- 8 Check parking brake for proper operation
- 9 Check all grab handles for loose / damage
- 10 Test washer/wiper operation, Top off fluid as needed
- 11 Start engine check all gauges and warning lights
- 12 Verify safety triangle, reflectors are present



**FLEET MANAGEMENT  
Transit Bus  
Preventative Maintenance  
Annual Safety Inspection  
"C" Inspection Cont'd**

UNIT# \_\_\_\_\_  
 DATE \_\_\_\_\_  
 WO# \_\_\_\_\_  
 MILEAGE \_\_\_\_\_  
 HOURS \_\_\_\_\_  
 TECH \_\_\_\_\_

**INTERIOR (Continued)**

- 13 Inspect all handrails and stanchions
- 14 Verify flooring material intact & not damaged
- 15 Verify all Standee lines and warning signs posted & clear
- 16 Inspect all step wells
- 17 Verify all emergency exits, clearly marked & operational
- 18 Verify proper operation of all mounted switches
- 19 Verify operation of A/C, blower speeds, mode operation
- 20 Verify fire extinguishers present & proper level
- 21 Verify first aid kit present
- 22 Inspect fire suppression system
- 23 Inspect fairbox mounting & operation
- 24 Working speedometer

**MISCELLANEOUS**

- 1 Check & lube door hinges & latch assemblies
- 2 Verify presence of license plate, registration
- 3 Inspect condition of all access doors & fuel cap.
- 4 Verify operation of kneeling system (If Applicable)
- 5 Verify operation of back-up alarm
- 6 Check operation of wheel chair lifts
- 7 Check operation & condition of lift pendant control
- 8 Check operation of all warning system alarms / lights
- 9 Inspect all hydraulic systems for leaks, loose pump
- 10 Inspect and aim headlights (If Applicable)
- 11 Verify DOT, certification & window decals are present

**BRAKES & RELATED**

- 1 Road Test and verify brake operation and pedal travel
  - 2 Check parking brake for proper operation
  - 3 Inspect rotors & drums for cracks
- Record \_\_\_\_\_ Fr Lt \_\_\_\_\_ Fr RT \_\_\_\_\_ R Lt \_\_\_\_\_ R Rt
- 5 Inspect for fluid leaks, Inspect master cylinder
  - 6 Inspect wheel bearings and repack ( If Applicable)
  - 7 Perform 3 minute air leak test (If Applicable)
  - 8 Adjust slack adjusters & lube, Lube S-Cams (If Applicable)
  - 9 Disassemble, clean, and inspect brake valve.
  - 10 Replace hub seals and inspect bearings

**ELECTRICAL**

- 1 Inspect operation & condition of battery cutoff
- 2 Inspect exterior fuse / breaker panels for water
- 3 Inspect interior I/O panels
- 4 Inspect for loose & dirty power & ground cables

**AIR SYSTEM**

- 1 Check last dryer replacement date
- 2 Test air dryer operation
- 3 Check air dryer mounting fasteners
- 4 Inspect all lines and connections
- 5 Check air governor & pressure relief valve for operation
- 6 Perform air pressure buildup & leak down test. (Brakes)
- 7 Run system diagnostic scan

DEFICIENCIES FOUND DURING INSPECTION		REPAIR LEVEL	TECH#	DATE COMPLETED
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1=SAFETY 2=BREAKDOWN 3=SERVICE ITEM 4=CLASS 1 SEEPAGE 5=CLASS 2 DROPLET 6=CLASS 3 SEVERE Update 11/15/2019 (RW)



FLEET MANAGEMENT  
Preventative Maintenance  
Annual Safety Inspection  
"C" Inspection

UNIT# 21367  
DATE 1-23-23  
WO# ~~2023-986~~ 2023-986  
MILEAGE ~~177604~~ 281937  
HOURS \_\_\_\_\_  
TECH 101

ENGINE

- 1 Pull oil sample
- 2 Inspect air filter/s including cabin air filter if applicable
- 3 Check coolant level & condition (Top off as required)  
% Nitrate 5/60 Mixture 6 PH
- 4 Inspect power steering fluid level, top off if required
- 5 Check all hoses, clamps, belts, cables & wiring for damage
- 6 Check brake fluid level, top off if required
- 7 Check engine & transmission mounts
- 8 Check for radiator fin blockage
- 9 Perform alternator output test  
Record 16.1 Volts W/O load 2.8 Volts W/load
- 10 Perform load test on all batteries & check terminals  
Record \_\_\_\_\_ Static Voltage \_\_\_\_\_ Load Voltage
- 11 Perform starter load test
- 12 Check engine compartment insulation, Access cover seals

UNDER VEHICLE

- 1 Check for fluid leaks
- 2 Inspect all steering linkage controls and lube
- 3 Inspect springs for cracks/worn bushings & lube
- 4 Inspect frame and mounts
- 5 Inspect driveshaft (s), U-Joints for wear/damage
- 6 Inspect shocks and stabilizers
- 7 Inspect fuel tank (s), Cap (s), and vent (s)
- 8 Inspect transmission bell housing for cracks  
Inspect air bags for cracks & damage
- 9 Check all air brake lines, valves, chambers for damage / wear, leaks
- 10 Check wheel / axle seals for leaks
- 11 Inspect wheels for damage
- 12 Check tire tread depth, condition and air pressure  
Record 12 Fr Lt 15 Fr Rt 20 R Lt 20 R Rt  
Record 20 Inner Lt 20 Inner RT
- 13 Check differential oil level and top off as needed
- 14 Inspect all cables and wiring for damage or chaffing
- 15 Inspect undercarriage for damage
- 16 Drain liquid from primary and secondary air tanks
- 17 Inspect exhaust system for leaks, damage & proper mounting
- 18 Inspect transmission fluid for condition and level
- 19 Remove wheels, inspect brakes and record brake thickness.  
Record 12 Fr Lt 12 Fr Rt 14 R Lt 14 R Rt

BODY

- 1 Inspect overall body condition
- 2 Check all doors and seals
- 3 Check step & running boards for loose / damage
- 4 Inspect paint, dents, decals, bumpers & lettering
- 5 Check all attached equipment mounting / operation
- 6 Inspect attached racks for operation, securely mounted

LIGHTING / INTERIOR-EXTERIOR

- 1 Check all interior lighting
- 2 Check all exterior lighting
- 3 Check all emergency lights
- 4 Check lights at ramps and steps
- 5 Check high and low beam headlights
- 6 Check turn signal & flasher operation
- 7 Inspect all destination signs for proper operation
- 8 Inspect mirrors and power mirror operation

INTERIOR

- 1 Verify proper operation of all interlock devices
- 2 Check all seats and seat belt operation
- 3 Verify proper operation of the parking brake
- 4 Check A/C filters, cabin filter, & heater performance
- 5 Check all glass and mirrors for cracks or damage.
- 6 Check all mounted equipment for proper operation
- 7 Check horn (s) for proper operation
- 8 Check parking brake for proper operation
- 9 Check all grab handles for loose / damage
- 10 Test washer/wiper operation, Top off fluid as needed
- 11 Start engine check all gauges and warning lights
- 12 Verify safety triangle, reflectors are present





**FLEET MANAGEMENT  
Transit Bus  
Preventative Maintenance  
Annual Safety Inspection**

UNIT# \_\_\_\_\_  
DATE \_\_\_\_\_  
WO# \_\_\_\_\_  
MILEAGE \_\_\_\_\_  
HOURS \_\_\_\_\_  
TECH \_\_\_\_\_

**"C" Inspection**

**INTERIOR (Continued)**

- 15 Inspect all handrails and stanchions
- 16 Verify flooring material intact & not damaged
- 17 Verify all Standee lines and warning signs posted & clear
- 18 Inspect all step wells
- 19 Verify all emergency exits, clearly marked & operational
- 20 Verify proper operation of all mounted switches
- 21 Verify operation of A/C, blower speeds, mode operation
- 22 Verify fire extinguishers present & proper level
- 23 Verify first aid kit present
- 24 Inspect fire suppression system
- 25 Inspect fairbox mounting & operation

**BRAKES & RELATED**

- 1 Road Test and verify brake operation and pedal travel
  - 2 Check parking brake for proper operation
  - 3 Inspect rotors & drums for cracks
- Record \_\_\_\_\_ Fr Lt \_\_\_\_\_ Fr RT \_\_\_\_\_ R Lt \_\_\_\_\_ R Rt \_\_\_\_\_
- 5 Inspect for fluid leaks, Inspect master cylinder
  - 6 Inspect wheel bearings and repack ( If Applicable)
  - 7 Perform 3 minute air leak test (If Applicable)
  - 8 Adjust slack adjusters & lube, Lube S-Cams (If Applicable)
  - 9 Disassemble, clean, and inspect brake valve.
  - 10 Replace hub seals and inspect bearings

**MISCELLANEOUS**

- 1 Check & lube door hinges & latch assemblies
- 2 Verify presence of license plate, registration
- 3 Inspect condition of all access doors & fuel cap.
- 4 Verify operation of kneeling system (If Applicable)
- 5 Verify operation of back-up alarm
- 6 Check operation of wheel chair lifts
- 7 Check operation & condition of lift pendant control
- 8 Check operation of all warning system alarms / lights
- 9 Inspect all hydraulic systems for leaks, loose pump
- 10 Inspect and aim headlights (If Applicable)
- 11 Verify DOT, certification & window decals are present

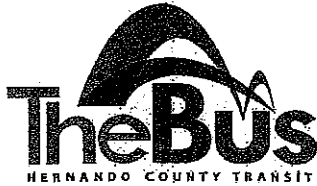
**ELECTRICAL**

- 1 Inspect operation & condition of battery cutoff
- 2 Inspect exterior fuse / breaker panels for water
- 3 Inspect interior I/O panels
- 4 Inspect for loose & dirty power & ground cables

**AIR SYSTEM**

- 1 Check last dryer replacement date
- 2 Test air dryer operation
- 3 Check air dryer mounting fasteners
- 4 Inspect all lines and connections
- 5 Check air governor & pressure relief valve for operation
- 6 Perform air pressure buildup & leak down test. (Brakes)
- 7 Run system diagnostic scan

	DEFICIENCIES FOUND DURING INSPECTION	REPAIR LEVEL		TECH#	DATE COMPLETED
1					
2					
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**FLEET MANAGEMENT**  
**Preventative Maintenance**  
**Annual Safety Inspection**  
**"C" Inspection**

UNIT# 022093  
 DATE 1-24-2023  
 WO# 2023-1019  
 MILEAGE 83916  
 HOURS \_\_\_\_\_  
 TECH 13146

**ENGINE**

- 1 Pull oil sample
- 2 Inspect air filter/s including cabin air filter if applicable
- 3 Check coolant level & condition (Top off as required)  
0/0 Nitrate 50/50 Mixture 6 PH
- 4 Inspect power steering fluid level, top off if required
- 5 Check all hoses, clamps, belts, cables & wiring for damage
- 6 Check brake fluid level, top off if required
- 7 Check engine & transmission mounts
- 8 Check for radiator fin blockage
- 9 Perform alternator output test  
 Record 14 Volts W/O load 14 Volts W/load
- 10 Perform load test on all batteries & check terminals  
 Record \_\_\_\_\_ Static Voltage \_\_\_\_\_ Load Voltage
- 11 Perform starter load test
- 12 Check engine compartment insulation, Access cover seals

**UNDER VEHICLE**

- 1 Check for fluid leaks
- 2 Inspect all steering linkage controls and lube
- 3 Inspect springs for cracks/worn bushings & lube
- 4 Inspect frame and mounts
- 5 Inspect driveshaft (s), U-Joints for wear/damage
- 6 Inspect shocks and stabilizers
- 7 Inspect fuel tank (s), Cap (s), and vent (s)
- 8 Inspect transmission bell housing for cracks
- 9 Inspect air bags for cracks & damage
- 10 Check all air brake lines, valves, chambers for damage / wear, leaks
- 11 Check wheel / axle seals for leaks
- 12 Inspect wheels for damage
- 13 Check tire tread depth, condition and air pressure  
 Record 7/32 Fr Lt 11/32 Fr Rt 12/32 R Lt 14/32 R Rt  
 Record 13/32 Inner Lt 15/32 Inner RT
- 14 Check differentail oil level and top off as needed
- 15 Inspect all cables and wiring for damage or chaffing
- 16 Inspect undercarriage for damage
- 17 Drain liquid from primary and secondary air tanks
- 18 Inspect exhaust system for leaks, damage & proper mounting
- 19 Inspect transmission fluid for condition and level
- 20 Remove wheels, inspect brakes and record brake thickness.  
 Record 9mm Fr Lt 9mm Fr Rt 11mm R Lt 11mm R Rt

**BODY**

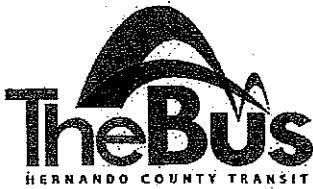
- 1 Inspect overall body condition
- 2 Check all doors and seals
- 3 Check step & running boards for loose / damage
- 4 Inspect paint, dents, decals, bumpers & lettering
- 5 Check all attached equipment mounting / operation
- 6 Inspect attached racks for operation, securely mounted
- 7 Check windshield wipers

**LIGHTING / INTERIOR-EXTERIOR**

- 1 Check all interior lighting
- 2 Check all exterior lighting
- 3 Check all emergency lights
- 4 Check lights at ramps and steps
- 5 Check high and low beam headlights
- 6 Check turn signal & flasher operation
- 7 Inspect all destination signs for proper operation
- 8 Inspect mirrors and power mirror operation

**INTERIOR**

- 1 Verify proper operation of all interlock devices
- 2 Check all seats and seat belt operation
- 3 Verify proper operation of the backing brake
- 4 Check A/C filters, cabin filter, & heater performance
- 5 Check all glass and mirrors for cracks or damage.
- 6 Check all mounted equipment for proper operation
- 7 Check horn (s) for proper operation
- 8 Check parking brake for proper operation
- 9 Check all grab handles for loose / damage
- 10 Test washer/wiper operation, Top off fluid as needed
- 11 Start engine check all gauges and warning lights
- 12 Verify safety triangle, reflectors are present



**FLEET MANAGEMENT  
Transit Bus  
Preventative Maintenance  
Annual Safety Inspection  
"C" Inspection Cont'd**

UNIT# \_\_\_\_\_  
DATE \_\_\_\_\_  
W/O# \_\_\_\_\_  
MILEAGE \_\_\_\_\_  
HOURS \_\_\_\_\_  
TECH \_\_\_\_\_

**INTERIOR (Continued)**

- 13 Inspect all handrails and stanchions
- 14 Verify flooring material intact & not damaged
- 15 Verify all Standee lines and warning signs posted & clear
- 16 Inspect all step wells
- 17 Verify all emergency exits, clearly marked & operational
- 18 Verify proper operation of all mounted switches
- 19 Verify operation of A/C, blower speeds, mode operation
- 20 Verify fire extinguishers present & proper level
- 21 Verify first aid kit present
- 22 Inspect fire suppression system
- 23 Inspect fairbox mounting & operation
- 24 Working speedometer

**MISCELLANEOUS**

- 1 Check & lube door hinges & latch assemblies
- 2 Verify presence of license plate, registration
- 3 Inspect condition of all access doors & fuel cap.
- 4 Verify operation of kneeling system (If Applicable)
- 5 Verify operation of back-up alarm
- 6 Check operation of wheel chair lifts
- 7 Check operation & condition of lift pendant control
- 8 Check operation of all warning system alarms / lights
- 9 Inspect all hydraulic systems for leaks, loose pump
- 10 Inspect and aim headlights (If Applicable)
- 11 Verify DOT, certification & window decals are present

**BRAKES & RELATED**

- 1 Road Test and verify brake operation and pedal travel
  - 2 Check parking brake for proper operation
  - 3 Inspect rotors & drums for cracks
- Record \_\_\_\_\_ Fr Lt \_\_\_\_\_ Fr RT \_\_\_\_\_ R Lt \_\_\_\_\_ R Rt
- 5 Inspect for fluid leaks, Inspect master cylinder
  - 6 Inspect wheel bearings and repack ( If Applicable)
  - 7 Perform 3 minute air leak test (If Applicable)
  - 8 Adjust slack adjusters & lube, Lube S-Cams (If Applicable)
  - 9 Disassemble, clean, and inspect brake valve.
  - 10 Replace hub seals and inspect bearings

**ELECTRICAL**

- 1 Inspect operation & condition of battery cutoff
- 2 Inspect exterior fuse / breaker panels for water
- 3 Inspect interior I/O panels
- 4 Inspect for loose & dirty power & ground cables

**AIR SYSTEM**

- 1 Check last dryer replacement date
- 2 Test air dryer operation
- 3 Check air dryer mounting fasteners
- 4 Inspect all lines and connections
- 5 Check air governor & pressure relief valve for operation
- 6 Perform air pressure buildup & leak down test. (Brakes)
- 7 Run system diagnostic scan

	DEFICIENCIES FOUND DURING INSPECTION	REPAIR LEVEL		TECH#	DATE COMPLETED
1	Rear shocks Seeping				
2	Sbelt Starting To Crack				
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36					

1=SAFETY 2=BREAKDOWN 3=SERVICE ITEM 4=CLASS 1 SEEPAGE 5=CLASS 2 DROPLET 6=CLASS 3 SEVERE Update 11/15/2019 (RW)



FLEET MANAGEMENT  
Preventative Maintenance  
Annual Safety Inspection  
"C" Inspection

UNIT# 22136  
DATE 1-23-2023  
WO#  
MILEAGE 235348  
HOURS  
TECH 13146

ENGINE

- 1 Pull oil sample
- 2 Inspect air filter/s including cabin air filter if applicable
- 3 Check coolant level & condition (Top off as required)  
0/0 Nitrate 50/50 Mixture 6 PH
- 4 Inspect power steering fluid level, top off if required
- 5 Check all hoses, clamps, belts, cables & wiring for damage
- 6 Check brake fluid level, top off if required
- 7 Check engine & transmission mounts
- 8 Check for radiator fin blockage
- 9 Perform alternator output test  
Record 16 Volts W/O load 28 Volts W/load
- 10 Perform load test on all batteries & check terminals  
Record \_\_\_\_\_ Static Voltage \_\_\_\_\_ Load Voltage
- 11 Perform starter load test
- 12 Check engine compartment insulation, Access cover seals

UNDER VEHICLE

- 1 Check for fluid leaks
- 2 Inspect all steering linkage controls and lube
- 3 Inspect springs for cracks/worn bushings & lube
- 4 Inspect frame and mounts
- 5 Inspect driveshaft (s), U-Joints for wear/damage
- 6 Inspect shocks and stabilizers
- 7 Inspect fuel tank (s), Cap (s), and vent (s)
- 8 Inspect transmission bell housing for cracks  
Inspect air bags for cracks & damage
- 9 Check all air brake lines, valves, chambers for damage / wear, leaks
- 10 Check wheel / axle seals for leaks
- 11 Inspect wheels for damage
- 12 Check tire tread depth, condition and air pressure  
Record 16/32 Fr Lt 16/32 Fr Rt 14/32 R Lt 14/32 R Rt  
Record 14/32 Inner Lt 14/32 Inner RT
- 13 Check differentail oil level and top off as needed
- 14 Inspect all cables and wiring for damage or chaffing
- 15 Inspect undercarriage for damage
- 16 Drain liquid from primary and secondary air tanks
- 17 Inspect exhaust system for leaks, damage & proper mounting
- 18 Inspect transmission fluid for condition and level
- 19 Remove wheels, inspect brakes and record brake thickness.  
Record 12mm Fr Lt 12m Fr Rt 15mm R Lt 15mm R Rt

BODY

- 1 Inspect overall body condition
- 2 Check all doors and seals
- 3 Check step & running boards for loose / damage
- 4 Inspect paint, dents, decals, bumpers & lettering
- 5 Check all attached equipment mounting / operation
- 6 Inspect attached racks for operation, securely mounted

LIGHTING / INTERIOR-EXTERIOR

- 1 Check all interior lighting
- 2 Check all exterior lighting
- 3 Check all emergency lights
- 4 Check lights at ramps and steps
- 5 Check high and low beam headlights
- 6 Check turn signal & flasher operation
- 7 Inspect all destination signs for proper operation
- 8 Inspect mirrors and power mirror operation

INTERIOR

- 1 Verify proper operation of all interlock devices
- 2 Check all seats and seat belt operation
- 3 Verify proper operation of the parking brake
- 4 Check A/C filters, cabin filter, & heater performance
- 5 Check all glass and mirrors for cracks or damage.
- 6 Check all mounted equipment for proper operation
- 7 Check horn (s) for proper operation
- 8 Check parking brake for proper operation
- 9 Check all grab handles for loose / damage
- 10 Test washer/wiper operation, Top off fluid as needed
- 11 Start engine check all gauges and warning lights
- 12 Verify safety triangle, reflectors are present



**FLEET MANAGEMENT  
Transit Bus  
Preventative Maintenance  
Annual Safety Inspection  
"C" Inspection**

UNIT# \_\_\_\_\_  
DATE \_\_\_\_\_  
WO# \_\_\_\_\_  
MILEAGE \_\_\_\_\_  
HOURS \_\_\_\_\_  
TECH \_\_\_\_\_

**INTERIOR (Continued)**

- 15 Inspect all handrails and stanchions
- 16 Verify flooring material intact & not damaged
- 17 Verify all Standee lines and warning signs posted & clear
- 18 Inspect all step wells
- 19 Verify all emergency exits, clearly marked & operational
- 20 Verify proper operation of all mounted switches
- 21 Verify operation of A/C, blower speeds, mode operation
- 22 Verify fire extinguishers present & proper level
- 23 Verify first aid kit present
- 24 Inspect fire suppression system
- 25 Inspect fairbox mounting & operation

**BRAKES & RELATED**

- 1 Road Test and verify brake operation and pedal travel
  - 2 Check parking brake for proper operation
  - 3 Inspect rotors & drums for cracks
- Record \_\_\_\_\_ Fr Lt \_\_\_\_\_ Fr RT \_\_\_\_\_ R Lt \_\_\_\_\_ R Rt \_\_\_\_\_
- 5 Inspect for fluid leaks, Inspect master cylinder
  - 6 Inspect wheel bearings and repack ( If Applicable)
  - 7 Perform 3 minute air leak test (If Applicable)
  - 8 Adjust slack adjusters & lube, Lube 5-Cams (If Applicable)
  - 9 Disassemble, clean, and inspect brake valve.
  - 10 Replace hub seals and inspect bearings

**MISCELLANEOUS**

- 1 Check & lube door hinges & latch assemblies
- 2 Verify presence of license plate, registration
- 3 Inspect condition of all access doors & fuel cap.
- 4 Verify operation of kneeling system (If Applicable)
- 5 Verify operation of back-up alarm
- 6 Check operation of wheel chair lifts
- 7 Check operation & condition of lift pendant control
- 8 Check operation of all warning system alarms / lights
- 9 Inspect all hydraulic systems for leaks, loose pump
- 10 Inspect and aim headlights (If Applicable)
- 11 Verify DOT, certification & window decals are present

**ELECTRICAL**

- 1 Inspect operation & condition of battery cutoff
- 2 Inspect exterior fuse / breaker panels for water
- 3 Inspect interior I/O panels
- 4 Inspect for loose & dirty power & ground cables

**AIR SYSTEM**

- 1 Check last dryer replacement date
- 2 Test air dryer operation
- 3 Check air dryer mounting fasteners
- 4 Inspect all lines and connections
- 5 Check air governor & pressure relief valve for operation
- 6 Perform air pressure buildup & leak down test. (Brakes)
- 7 Run system diagnostic scan

	DEFICIENCIES FOUND DURING INSPECTION	REPAIR LEVEL		TECH#	DATE COMPLETED
1					
2					
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36					





FLEET MANAGEMENT  
Preventative Maintenance  
Annual Safety Inspection  
"C" Inspection

UNIT# 22137  
DATE 11/23/22  
WO# 970  
MILEAGE 99589  
HOURS N/A  
TECH 38

ENGINE

- 1 Pull oil sample
- 2 Inspect air filter/s including cabin air filter if applicable
- 3 Check coolant level & condition (Top off as required)  
\_\_\_\_ Nitrate \_\_\_\_ Mixture \_\_\_\_ PH
- 4 Inspect power steering fluid level, top off if required
- 5 Check all hoses, clamps, belts, cables & wiring for damage
- 6 Check brake fluid level, top off if required
- 7 Check engine & transmission mounts
- 8 Check for radiator fin blockage
- 9 Perform alternator output test  
Record 28.0 Volts W/O load 27.8 Volts W/load
- 10 Perform load test on all batteries & check terminals  
Record 12.1 Static Voltage 11.8 Load Voltage
- 11 Perform starter load test
- 12 Check engine compartment insulation, Access cover seals

UNDER/VEHICLE

- 1 Check for fluid leaks
- 2 Inspect all steering linkage controls and lube
- 3 Inspect springs for cracks/worn bushings & lube
- 4 Inspect frame and mounts
- 5 Inspect driveshaft (s), U-Joints for wear/damage
- 6 Inspect shocks and stabilizers
- 7 Inspect fuel tank (s), Cap (s), and vent (s)
- 8 Inspect transmission bell housing for cracks
- 9 Inspect air bags for cracks & damage
- 10 Check all air brake lines, valves, chambers for  
damage / wear, leaks
- 11 Check wheel / axle seals for leaks
- 12 Inspect wheels for damage
- 13 Check tire tread depth, condition and air pressure  
Record 16/32 Fr Lt 16/32 Fr Rt 16/32 Lt 16/32 R Rt  
Record 17/32 Inner Lt 17/32 Inner RT
- 14 Check differential oil level and top off as needed
- 15 Inspect all cables and wiring for damage or chaffing
- 16 Inspect undercarriage for damage
- 17 Drain liquid from primary and secondary air tanks
- 18 Inspect exhaust system for leaks, damage &  
proper mounting
- 19 Inspect transmission fluid for condition and level
- 20 Remove wheels, inspect brakes and record  
brake thickness.  
Record 556 Fr Lt 556 Fr Rt 606 R Lt 606 R Rt

BODY

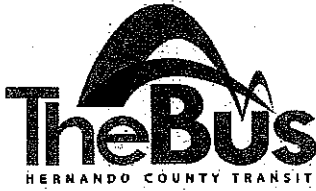
- 1 Inspect overall body condition
- 2 Check all doors and seals
- 3 Check step & running boards for loose / damage
- 4 Inspect paint, dents, decals, bumpers & lettering
- 5 Check all attached equipment mounting / operation
- 6 Inspect attached racks for operation, securely mounted
- 7 Check windshield wipers

LIGHTING/ INTERIOR-EXTERIOR

- 1 Check all interior lighting
- 2 Check all exterior lighting
- 3 Check all emergency lights
- 4 Check lights at ramps and steps
- 5 Check high and low beam headlights
- 6 Check turn signal & flasher operation
- 7 Inspect all destination signs for proper operation
- 8 Inspect mirrors and power mirror operation

INTERIOR

- 1 Verify proper operation of all interlock devices
- 2 Check all seats and seat belt operation
- 3 Verify proper operation of the backing brake
- 4 Check A/C filters, cabin filter, & heater performance
- 5 Check all glass and mirrors for cracks or damage.
- 6 Check all mounted equipment for proper operation
- 7 Check horn (s) for proper operation
- 8 Check parking brake for proper operation
- 9 Check all grab handles for loose / damage
- 10 Test washer/wiper operation, Top off fluid as needed
- 11 Start engine check all gauges and warning lights
- 12 Verify safety triangle, reflectors are present



FLEET MANAGEMENT  
Transit Bus  
Preventative Maintenance  
Annual Safety Inspection  
"C" Inspection Cont'd

UNIT# \_\_\_\_\_  
DATE \_\_\_\_\_  
WO# \_\_\_\_\_  
MILEAGE \_\_\_\_\_  
HOURS \_\_\_\_\_  
TECH \_\_\_\_\_

INTERIOR (Continued)

- 13 Inspect all handrails and stanchions
- 14 Verify flooring material intact & not damaged
- 15 Verify all Standee lines and warning signs posted & clear
- 16 Inspect all step wells
- 17 Verify all emergency exits, clearly marked & operational
- 18 Verify proper operation of all mounted switches
- 19 Verify operation of A/C, blower speeds, mode operation
- 20 Verify fire extinguishers present & proper level
- 21 Verify first aid kit present
- 22 Inspect fire suppression system
- 23 Inspect fairbox mounting & operation
- 24 Working speedometer

MISCELLANEOUS

- 1 Check & lube door hinges & latch assemblies
- 2 Verify presence of license plate, registration
- 3 Inspect condition of all access doors & fuel cap.
- 4 Verify operation of kneeling system (If Applicable)
- 5 Verify operation of back-up alarm
- 6 Check operation of wheel chair lifts
- 7 Check operation & condition of lift pendant control
- 8 Check operation of all warning system alarms / lights
- 9 Inspect all hydraulic systems for leaks, loose pump
- 10 Inspect and aim headlights (If Applicable)
- 11 Verify DOT, certification & window decals are present

BRAKES & RELATED

- 1 Road Test and verify brake operation and pedal travel
  - 2 Check parking brake for proper operation
  - 3 Inspect rotors & drums for cracks
- Record AK Fr Lt RS Fr RT AK R Lt AK R Rt
- 5 Inspect for fluid leaks, Inspect master cylinder
  - 6 Inspect wheel bearings and repack ( If Applicable)
  - 7 Perform 3 minute air leak test (If Applicable)
  - 8 Adjust slack adjusters & lube, Lube S-Cams (If Applicable)
  - 9 Disassemble, clean, and inspect brake valve.
  - 10 Replace hub seals and inspect bearings

ELECTRICAL

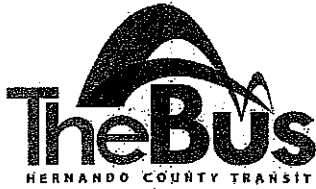
- 1 Inspect operation & condition of battery cutoff
- 2 Inspect exterior fuse / breaker panels for water
- 3 Inspect interior I/O panels
- 4 Inspect for loose & dirty power & ground cables

AIR SYSTEM

- 1 Check last dryer replacement date
- 2 Test air dryer operation
- 3 Check air dryer mounting fasteners
- 4 Inspect all lines and connections
- 5 Check air governor & pressure relief valve for operation
- 6 Perform air pressure buildup & leak down test. (Brakes)
- 7 Run system diagnostic scan

	DEFICIENCIES FOUND DURING INSPECTION	REPAIR LEVEL	TECH#	DATE COMPLETED
1				
2				
3	NO DEFECTS FOUND		38	
4				
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36				

1=SAFETY 2=BREAKDOWN 3=SERVICE ITEM 4=CLASS 1 SEEPAGE 5=CLASS 2 DROPLET 6=CLASS 3 SEVERE Update 11/15/2019 (RW)



**FLEET MANAGEMENT**  
**Preventative Maintenance**  
**Annual Safety Inspection**  
**"C" Inspection**

UNIT# 22250  
 DATE 01/24/23  
 WO# \_\_\_\_\_  
 MILEAGE 22924  
 HOURS \_\_\_\_\_  
 TECH 102

**ENGINE**

- 1 Pull oil sample
- 2 Inspect air filter/s including cabin air filter if applicable
- 3 Check coolant level & condition (Top off as required)  
 Nitrate 50/50 Mixture \_\_\_\_\_ PH \_\_\_\_\_
- 4 Inspect power steering fluid level, top off if required
- 5 Check all hoses, clamps, belts, cables & wiring for damage
- 6 Check brake fluid level, top off if required
- 7 Check engine & transmission mounts
- 8 Check for radiator fin blockage
- 9 Perform alternator output test  
 Record 14.0 Volts W/O load 13.8 Volts W/load
- 10 Perform load test on all batteries & check terminals  
 Record \_\_\_\_\_ Static Voltage \_\_\_\_\_ Load Voltage
- 11 Perform starter load test
- 12 Check engine compartment insulation, Access cover seals

**UNDER VEHICLE**

- 1 Check for fluid leaks
- 2 Inspect all steering linkage controls and lube
- 3 Inspect springs for cracks/worn bushings & lube
- 4 Inspect frame and mounts
- 5 Inspect driveshaft (s), U-Joints for wear/damage
- 6 Inspect shocks and stabilizers
- 7 Inspect fuel tank (s), Cap (s), and vent (s)
- 8 Inspect transmission bell housing for cracks
- 9 Inspect air bags for cracks & damage
- 10 Check all air brake lines, valves, chambers for damage / wear, leaks
- 11 Check wheel / axle seals for leaks
- 12 Inspect wheels for damage
- 13 Check tire tread depth, condition and air pressure  
 Record 5/32 Fr Lt 5/32 Fr Rt 5/32 R Lt 5/32 R Rt  
 Record \_\_\_\_\_ Inner Lt \_\_\_\_\_ Inner RT
- 14 Check differential oil level and top off as needed
- 15 Inspect all cables and wiring for damage or chaffing
- 16 Inspect undercarriage for damage
- 17 Drain liquid from primary and secondary air tanks
- 18 Inspect exhaust system for leaks, damage & proper mounting
- 19 Inspect transmission fluid for condition and level
- 20 Remove wheels, inspect brakes and record brake thickness.  
 Record 10mm Fr Lt 10mm Fr Rt 8mm R Lt 8mm R Rt

**BODY**

- 1 Inspect overall body condition
- 2 Check all doors and seals
- 3 Check step & running boards for loose / damage
- 4 Inspect paint, dents, decals, bumpers & lettering
- 5 Check all attached equipment mounting / operation
- 6 Inspect attached racks for operation, securely mounted
- 7 Check windshield wipers

**LIGHTING / INTERIOR-EXTERIOR**

- 1 Check all interior lighting
- 2 Check all exterior lighting
- 3 Check all emergency lights
- 4 Check lights at ramps and steps
- 5 Check high and low beam headlights
- 6 Check turn signal & flasher operation
- 7 Inspect all destination signs for proper operation
- 8 Inspect mirrors and power mirror operation

**INTERIOR**

- 1 Verify proper operation of all interlock devices
- 2 Check all seats and seat belt operation
- 3 Verify proper operation of the backing brake
- 4 Check A/C filters, cabin filter, & heater performance
- 5 Check all glass and mirrors for cracks or damage.
- 6 Check all mounted equipment for proper operation
- 7 Check horn (s) for proper operation
- 8 Check parking brake for proper operation
- 9 Check all grab handles for loose / damage
- 10 Test washer/wiper operation, Top off fluid as needed
- 11 Start engine check all gauges and warning lights
- 12 Verify safety triangle, reflectors are present



**FLEET MANAGEMENT**  
**Transit Bus**  
 Preventative Maintenance  
**Annual Safety Inspection**  
**"C" Inspection Cont'd**

UNIT# \_\_\_\_\_  
 DATE \_\_\_\_\_  
 WO# \_\_\_\_\_  
 MILEAGE \_\_\_\_\_  
 HOURS \_\_\_\_\_  
 TECH \_\_\_\_\_

**INTERIOR (Continued)**

- 13 Inspect all handrails and stanchions
- 14 Verify flooring material intact & not damaged
- 15 Verify all Standee lines and warning signs posted & clear
- 16 Inspect all step wells
- 17 Verify all emergency exits, clearly marked & operational
- 18 Verify proper operation of all mounted switches
- 19 Verify operation of A/C, blower speeds, mode operation
- 20 Verify fire extinguishers present & proper level
- 21 Verify first aid kit present
- 22 Inspect fire suppression system
- 23 Inspect fairbox mounting & operation
- 24 Working speedometer

**BRAKES & RELATED**

- 1 Road Test and verify brake operation and pedal travel
  - 2 Check parking brake for proper operation
  - 3 Inspect rotors & drums for cracks
- Record \_\_\_\_\_ Fr Lt \_\_\_\_\_ Fr RT \_\_\_\_\_ R Lt \_\_\_\_\_ R Rt
- 5 Inspect for fluid leaks, Inspect master cylinder
  - 6 Inspect wheel bearings and repack ( If Applicable)
  - 7 Perform 3 minute air leak test (If Applicable)
  - 8 Adjust slack adjusters & lube, Lube S-Cams (If Applicable)
  - 9 Disassemble, clean, and inspect brake valve.
  - 10 Replace hub seals and inspect bearings

**MISCELLANEOUS**

- 1 Check & lube door hinges & latch assemblies
- 2 Verify presence of license plate, registration
- 3 Inspect condition of all access doors & fuel cap.
- 4 Verify operation of kneeling system (If Applicable)
- 5 Verify operation of back-up alarm
- 6 Check operation of wheel chair lifts
- 7 Check operation & condition of lift pendant control
- 8 Check operation of all warning system alarms / lights
- 9 Inspect all hydraulic systems for leaks, loose pump
- 10 Inspect and aim headlights (If Applicable)
- 11 Verify DOT, certification & window decals are present

**ELECTRICAL**

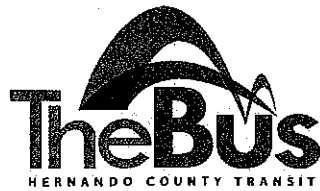
- 1 Inspect operation & condition of battery cutoff
- 2 Inspect exterior fuse / breaker panels for water
- 3 Inspect interior I/O panels
- 4 Inspect for loose & dirty power & ground cables

**AIR SYSTEM**

- 1 Check last dryer replacement date
- 2 Test air dryer operation
- 3 Check air dryer mounting fasteners
- 4 Inspect all lines and connections
- 5 Check air governor & pressure relief valve for operation
- 6 Perform air pressure buildup & leak down test. (Brakes)
- 7 Run system diagnostic scan

DEFICIENCIES FOUND DURING INSPECTION		REPAIR LEVEL		TECH#	DATE COMPLETED
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1=SAFETY 2=BREAKDOWN 3=SERVICE ITEM 4=CLASS 1 SEEPAGE 5=CLASS 2 DROPLET 6=CLASS 3 SEVERE Update 11/15/2019 (RW)



**FLEET MANAGEMENT**  
**Preventative Maintenance**  
**Annual Safety Inspection**  
**"C" Inspection**

UNIT# 22363  
 DATE 1/25/23  
 WO# 11022  
 MILEAGE 194,155  
 HOURS N/A  
 TECH SB

**ENGINE**

- 1 Pull oil sample
- 2 Inspect air filter/s including cabin air filter if applicable
- 3 Check coolant level & condition (Top off as required)  
 \_\_\_\_\_ Nitrate \_\_\_\_\_ Mixture \_\_\_\_\_ PH
- 4 Inspect power steering fluid level, top off if required
- 5 Check all hoses, clamps, belts, cables & wiring for damage
- 6 Check brake fluid level, top off if required
- 7 Check engine & transmission mounts
- 8 Check for radiator fin blockage
- 9 Perform alternator output test  
 Record 28.0 Volts W/O load 28.9 Volts W/load
- 10 Perform load test on all batteries & check terminals  
 Record 12.1 Static Voltage 14.7 Load Voltage
- 11 Perform starter load test
- 12 Check engine compartment insulation, Access cover seals

**UNDER VEHICLE**

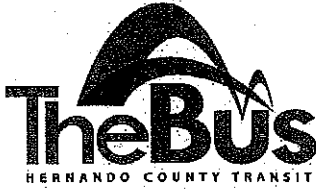
- 1 Check for fluid leaks
- 2 Inspect all steering linkage controls and lube
- 3 Inspect springs for cracks/worn bushings & lube
- 4 Inspect frame and mounts
- 5 Inspect driveshaft (s), U-Joints for wear/damage
- 6 Inspect shocks and stabilizers
- 7 Inspect fuel tank (s), Cap (s), and vent (s)
- 8 Inspect transmission bell housing for cracks
- 9 Inspect air bags for cracks & damage
- 10 Check all air brake lines, valves, chambers for damage / wear, leaks
- 11 Check wheel / axle seals for leaks
- 12 Inspect wheels for damage
- 13 Check tire tread depth, condition and air pressure  
 Record 18/32 Fr Lt 18/32 Fr Rt 17/32 R Lt 17/32 Rt  
 Record 17/32 Inner Lt 17/32 Inner RT
- 14 Check differential oil level and top off as needed
- 15 Inspect all cables and wiring for damage or chaffing
- 16 Inspect undercarriage for damage
- 17 Drain liquid from primary and secondary air tanks
- 18 Inspect exhaust system for leaks, damage & proper mounting
- 19 Inspect transmission fluid for condition and level
- 20 Remove wheels, inspect brakes and record brake thickness.  
 Record 60% Fr Lt 60% Fr Rt 65% R Lt 65% Rt

**BODY**

- 1 Inspect overall body condition
- 2 Check all doors and seals
- 3 Check step & running boards for loose / damage
- 4 Inspect paint, dents, decals, bumpers & lettering
- 5 Check all attached equipment mounting / operation
- 6 Inspect attached racks for operation, securely mounted
- 7 Check windshield wipers

**LIGHTING / INTERIOR-EXTERIOR**

- 1 Check all interior lighting
  - 2 Check all exterior lighting
  - 3 Check all emergency lights
  - 4 Check lights at ramps and steps
  - 5 Check high and low beam headlights
  - 6 Check turn signal & flasher operation
  - 7 Inspect all destination signs for proper operation
  - 8 Inspect mirrors and power mirror operation
- INTERIOR**
- 1 Verify proper operation of all interlock devices
  - 2 Check all seats and seat belt operation
  - 3 Verify proper operation of the backing brake
  - 4 Check A/C filters, cabin filter, & heater performance
  - 5 Check all glass and mirrors for cracks or damage.
  - 6 Check all mounted equipment for proper operation *WASHED*
  - 7 Check horn (s) for proper operation
  - 8 Check parking brake for proper operation
  - 9 Check all grab handles for loose / damage
  - 10 Test washer/wiper operation, Top off fluid as needed
  - 11 Start engine check all gauges and warning lights
  - 12 Verify safety triangle, reflectors are present



**FLEET MANAGEMENT**  
**Transit Bus**  
**Preventative Maintenance**  
**Annual Safety Inspection**

UNIT# \_\_\_\_\_  
 DATE \_\_\_\_\_  
 WO# \_\_\_\_\_  
 MILEAGE \_\_\_\_\_  
 HOURS \_\_\_\_\_  
 TECH. \_\_\_\_\_

"C" Inspection Cont'd

**INTERIOR (Continued)**

- 13 Inspect all handrails and stanchions
- 14 Verify flooring material intact & not damaged
- 15 Verify all Standee lines and warning signs posted & clear
- 16 Inspect all step wells
- 17 Verify all emergency exits, clearly marked & operational
- 18 Verify proper operation of all mounted switches
- 19 Verify operation of A/C, blower speeds, mode operation
- 20 Verify fire extinguishers present & proper level
- 21 Verify first aid kit present
- 22 Inspect fire suppression system
- 23 Inspect fairbox mounting & operation
- 24 Working speedometer

**MISCELLANEOUS**

- 1 Check & lube door hinges & latch assemblies
- 2 Verify presence of license plate, registration
- 3 Inspect condition of all access doors & fuel cap.
- 4 Verify operation of kneeling system (If Applicable)
- 5 Verify operation of back-up alarm
- 6 Check operation of wheel chair lifts
- 7 Check operation & condition of lift pendant control
- 8 Check operation of all warning system alarms / lights
- 9 Inspect all hydraulic systems for leaks, loose pump
- 10 Inspect and aim headlights (If Applicable)
- 11 Verify DOT, certification & window decals are present

**BRAKES & RELATED**

- 1 Road Test and verify brake operation and pedal travel
  - 2 Check parking brake for proper operation
  - 3 Inspect rotors & drums for cracks
- Record OK Fr Lt OK Fr RT OK R Lt OK R Rt
- 5 Inspect for fluid leaks, Inspect master cylinder
  - 6 Inspect wheel bearings and repack ( If Applicable)
  - 7 Perform 3 minute air leak test (If Applicable)
  - 8 Adjust slack adjusters & lube, Lube S-Cams (If Applicable)
  - 9 Disassemble, clean, and inspect brake valve.
  - 10 Replace hub seals and inspect bearings

**ELECTRICAL**

- 1 Inspect operation & condition of battery cutoff
- 2 Inspect exterior fuse / breaker panels for water
- 3 Inspect interior I/O panels
- 4 Inspect for loose & dirty power & ground cables

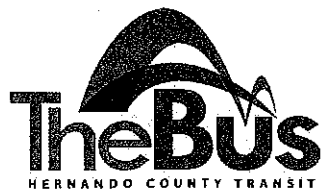
**AIR SYSTEM**

- 1 Check last dryer replacement date
- 2 Test air dryer operation
- 3 Check air dryer mounting fasteners
- 4 Inspect all lines and connections
- 5 Check air governor & pressure relief valve for operation
- 6 Perform air pressure buildup & leak down test. (Brakes)
- 7 Run system diagnostic scan



	DEFICIENCIES FOUND DURING INSPECTION	REPAIR LEVEL	TECH#	DATE COMPLETED
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2	Both windshields were replaced.		88	
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36				

1=SAFETY 2=BREAKDOWN 3=SERVICE ITEM 4=CLASS 1 SEEPAGE 5=CLASS 2 DROPLET 6=CLASS 3 SEVERE Update 11/15/2019 (RW)



FLEET MANAGEMENT  
Preventative Maintenance  
Annual Safety Inspection  
"C" Inspection

UNIT# 22363  
DATE 1/25/23  
WO# 11022  
MILEAGE 194,155  
HOURS N/A  
TECH SB

ENGINE

- 1 Pull oil sample
- 2 Inspect air filter/s including cabin air filter if applicable
- 3 Check coolant level & condition (Top off as required)  
\_\_\_\_ Nitrate \_\_\_\_ Mixture \_\_\_\_ PH
- 4 Inspect power steering fluid level, top off if required
- 5 Check all hoses, clamps, belts, cables & wiring for damage
- 6 Check brake fluid level, top off if required
- 7 Check engine & transmission mounts
- 8 Check for radiator fin blockage
- 9 Perform alternator output test  
Record 28.0 Volts W/O load 28.9 Volts W/load
- 10 Perform load test on all batteries & check terminals  
Record 12.1 Static Voltage 14.7 Load Voltage
- 11 Perform starter load test
- 12 Check engine compartment insulation, Access cover seals

UNDER VEHICLE

- 1 Check for fluid leaks
- 2 Inspect all steering linkage controls and lube
- 3 Inspect springs for cracks/worn bushings & lube
- 4 Inspect frame and mounts
- 5 Inspect driveshaft (s), U-Joints for wear/damage
- 6 Inspect shocks and stabilizers
- 7 Inspect fuel tank (s), Cap (s), and vent (s)
- 8 Inspect transmission bell housing for cracks
- 9 Inspect air bags for cracks & damage
- 10 Check all air brake lines, valves, chambers for damage / wear, leaks
- 11 Check wheel / axle seals for leaks
- 12 Inspect wheels for damage
- 13 Check tire tread depth, condition and air pressure  
Record 18/32 Fr Lt 18/32 Fr Rt 17/32 R Lt 17/32 Rt  
Record 17/32 Inner Lt 17/32 Inner RT
- 14 Check differential oil level and top off as needed
- 15 Inspect all cables and wiring for damage or chaffing
- 16 Inspect undercarriage for damage
- 17 Drain liquid from primary and secondary air tanks
- 18 Inspect exhaust system for leaks, damage & proper mounting
- 19 Inspect transmission fluid for condition and level
- 20 Remove wheels, inspect brakes and record brake thickness.  
Record 60% Fr Lt 60% Fr Rt 65% R Lt 65% Rt

BODY

- 1 Inspect overall body condition
- 2 Check all doors and seals
- 3 Check step & running boards for loose / damage
- 4 Inspect paint, dents, decals, bumpers & lettering
- 5 Check all attached equipment mounting / operation
- 6 Inspect attached racks for operation, securely mounted
- 7 Check windshield wipers

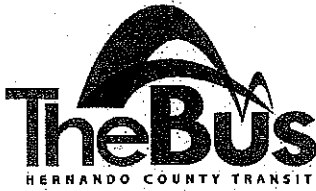
LIGHTING / INTERIOR-EXTERIOR

- 1 Check all interior lighting
- 2 Check all exterior lighting
- 3 Check all emergency lights
- 4 Check lights at ramps and steps
- 5 Check high and low beam headlights
- 6 Check turn signal & flasher operation
- 7 Inspect all destination signs for proper operation
- 8 Inspect mirrors and power mirror operation

INTERIOR

- 1 Verify proper operation of all interlock devices
- 2 Check all seats and seat belt operation
- 3 Verify proper operation of the backing brake
- 4 Check A/C filters, cabin filter, & heater performance
- 5 Check all glass and mirrors for cracks or damage.
- 6 Check all mounted equipment for proper operation
- 7 Check horn (s) for proper operation
- 8 Check parking brake for proper operation
- 9 Check all grab handles for loose / damage
- 10 Test washer/wiper operation, Top off fluid as needed
- 11 Start engine check all gauges and warning lights
- 12 Verify safety triangle, reflectors are present

*Washed*



**FLEET MANAGEMENT**  
**Transit Bus**  
**Preventative Maintenance**  
**Annual Safety Inspection**

UNIT# \_\_\_\_\_  
 DATE \_\_\_\_\_  
 WO# \_\_\_\_\_  
 MILEAGE \_\_\_\_\_  
 HOURS \_\_\_\_\_  
 TECH. \_\_\_\_\_

"C" Inspection Cont'd

**INTERIOR (Continued)**

- 13 Inspect all handrails and stanchions
- 14 Verify flooring material intact & not damaged
- 15 Verify all Standee lines and warning signs posted & clear
- 16 Inspect all step wells
- 17 Verify all emergency exits, clearly marked & operational
- 18 Verify proper operation of all mounted switches
- 19 Verify operation of A/C, blower speeds, mode operation
- 20 Verify fire extinguishers present & proper level
- 21 Verify first aid kit present
- 22 Inspect fire suppression system
- 23 Inspect fairbox mounting & operation
- 24 Working speedometer

**MISCELLANEOUS**

- 1 Check & lube door hinges & latch assemblies
- 2 Verify presence of license plate, registration
- 3 Inspect condition of all access doors & fuel cap.
- 4 Verify operation of kneeling system (If Applicable)
- 5 Verify operation of back-up alarm
- 6 Check operation of wheel chair lifts
- 7 Check operation & condition of lift pendant control
- 8 Check operation of all warning system alarms / lights
- 9 Inspect all hydraulic systems for leaks, loose pump
- 10 Inspect and aim headlights (If Applicable)
- 11 Verify DOT, certification & window decals are present

**BRAKES & RELATED**

- 1 Road Test and verify brake operation and pedal travel
- 2 Check parking brake for proper operation
- 3 Inspect rotors & drums for cracks
- Record OK Fr Lt OK Fr RT OK R Lt OK R Rt
- 5 Inspect for fluid leaks, Inspect master cylinder
- 6 Inspect wheel bearings and repack ( If Applicable)
- 7 Perform 3 minute air leak test (If Applicable)
- 8 Adjust slack adjusters & lube, Lube S-Cams (If Applicable)
- 9 Disassemble, clean, and inspect brake valve.
- 10 Replace hub seals and inspect bearings

**ELECTRICAL**

- 1 Inspect operation & condition of battery cutoff
- 2 Inspect exterior fuse / breaker panels for water
- 3 Inspect interior I/O panels
- 4 Inspect for loose & dirty power & ground cables

**AIR SYSTEM**

- 1 Check last dryer replacement date
- 2 Test air dryer operation
- 3 Check air dryer mounting fasteners
- 4 Inspect all lines and connections
- 5 Check air governor & pressure relief valve for operation
- 6 Perform air pressure buildup & leak down test. (Brakes)
- 7 Run system diagnostic scan

	DEFICIENCIES FOUND DURING INSPECTION	REPAIR LEVEL	TECH#	DATE COMPLETED
1				
2	Both windshields were Replaced,		88	
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1=SAFETY 2=BREAKDOWN 3=SERVICE ITEM 4=CLASS 1 SEEPAGE 5=CLASS 2 DROPLET 6=CLASS 3 SEVERE Update 11/15/2019 (RW)



**FLEET MANAGEMENT**  
**Preventative Maintenance**  
**Annual Safety Inspection**  
**"C" Inspection**

UNIT# 22650  
 DATE 1-23-23  
 WO# 2023-1023  
 MILEAGE 114604  
 HOURS \_\_\_\_\_  
 TECH W01

**ENGINE**

- 1 Pull oil sample
- 2 Inspect air filter/s including cabin air filter if applicable
- 3 Check coolant level & condition (Top off as required)  
0/0 Nitrate 50/50 Mixture 6 PH
- 4 Inspect power steering fluid level, top off if required
- 5 Check all hoses, clamps, belts, cables & wiring for damage
- 6 Check brake fluid level, top off if required
- 7 Check engine & transmission mounts
- 8 Check for radiator fin blockage
- 9 Perform alternator output test  
 Record 14.2 Volts W/O load 14.0 Volts W/load
- 10 Perform load test on all batteries & check terminals  
 Record \_\_\_\_\_ Static Voltage \_\_\_\_\_ Load Voltage
- 11 Perform starter load test
- 12 Check engine compartment insulation, Access cover seals

**UNDER VEHICLE**

- 1 Check for fluid leaks
- 2 Inspect all steering linkage controls and lube
- 3 Inspect springs for cracks/worn bushings & lube
- 4 Inspect frame and mounts
- 5 Inspect driveshaft (s), U-Joints for wear/damage
- 6 Inspect shocks and stabilizers
- 7 Inspect fuel tank (s), Cap (s), and vent (s)
- 8 Inspect transmission bell housing for cracks
- 9 Inspect air bags for cracks & damage
- 10 Check all air brake lines, valves, chambers for damage / wear, leaks
- 11 Check wheel / axle seals for leaks
- 12 Inspect wheels for damage
- 13 Check tire tread depth, condition and air pressure  
 Record 18 Fr Lt 19 Fr Rt 15 R Lt 16 R Rt  
 Record 16 Inner Lt 15 Inner RT
- 14 Check differential oil level and top off as needed
- 15 Inspect all cables and wiring for damage or chaffing
- 16 Inspect undercarriage for damage
- 17 Drain liquid from primary and secondary air tanks
- 18 Inspect exhaust system for leaks, damage & proper mounting
- 19 Inspect transmission fluid for condition and level
- 20 Remove wheels, inspect brakes and record brake thickness.  
 Record 14 Fr Lt 14 Fr Rt 14 R Lt 14 R Rt

**BODY**

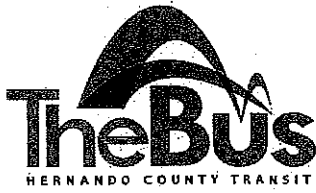
- 1 Inspect overall body condition
- 2 Check all doors and seals
- 3 Check step & running boards for loose / damage
- 4 Inspect paint, dents, decals, bumpers & lettering
- 5 Check all attached equipment mounting / operation
- 6 Inspect attached racks for operation, securely mounted
- 7 Check windshield wipers

**LIGHTING / INTERIOR-EXTERIOR**

- 1 Check all interior lighting
- 2 Check all exterior lighting
- 3 Check all emergency lights
- 4 Check lights at ramps and steps
- 5 Check high and low beam headlights
- 6 Check turn signal & flasher operation
- 7 Inspect all destination signs for proper operation
- 8 Inspect mirrors and power mirror operation

**INTERIOR**

- 1 Verify proper operation of all interlock devices
- 2 Check all seats and seat belt operation
- 3 Verify proper operation of the backing brake
- 4 Check A/C filters, cabin filter, & heater performance
- 5 Check all glass and mirrors for cracks or damage.
- 6 Check all mounted equipment for proper operation
- 7 Check horn (s) for proper operation
- 8 Check parking brake for proper operation
- 9 Check all grab handles for loose / damage
- 10 Test washer/wiper operation, Top off fluid as needed
- 11 Start engine check all gauges and warning lights
- 12 Verify safety triangle, reflectors are present



**FLEET MANAGEMENT**  
**Transit Bus**  
**Preventative Maintenance**  
**Annual Safety Inspection**

UNIT# \_\_\_\_\_  
 DATE \_\_\_\_\_  
 WO# \_\_\_\_\_  
 MILEAGE \_\_\_\_\_  
 HOURS \_\_\_\_\_  
 TECH \_\_\_\_\_

"C" Inspection Cont'd

**INTERIOR (Continued)**

- 13 Inspect all handrails and stanchions
- 14 Verify flooring material intact & not damaged
- 15 Verify all Standee lines and warning signs posted & clear
- 16 Inspect all step wells
- 17 Verify all emergency exits, clearly marked & operational
- 18 Verify proper operation of all mounted switches
- 19 Verify operation of A/C, blower speeds, mode operation
- 20 Verify fire extinguishers present & proper level
- 21 Verify first aid kit present
- 22 Inspect fire suppression system
- 23 Inspect fairbox mounting & operation
- 24 Working speedometer

**BRAKES & RELATED**

- 1 Road Test and verify brake operation and pedal travel
  - 2 Check parking brake for proper operation
  - 3 Inspect rotors & drums for cracks
- Record \_\_\_\_\_ Fr Lt \_\_\_\_\_ Fr RT \_\_\_\_\_ R Lt \_\_\_\_\_ R Rt
- 5 Inspect for fluid leaks, Inspect master cylinder
  - 6 Inspect wheel bearings and repack ( If Applicable)
  - 7 Perform 3 minute air leak test (If Applicable)
  - 8 Adjust slack adjusters & lube, Lube S-Cams (If Applicable)
  - 9 Disassemble, clean, and inspect brake valve.
  - 10 Replace hub seals and inspect bearings

**MISCELLANEOUS**

- 1 Check & lube door hinges & latch assemblies
- 2 Verify presence of license plate, registration
- 3 Inspect condition of all access doors & fuel cap.
- 4 Verify operation of kneeling system (If Applicable)
- 5 Verify operation of back-up alarm
- 6 Check operation of wheel chair lifts
- 7 Check operation & condition of lift pendant control
- 8 Check operation of all warning system alarms / lights
- 9 Inspect all hydraulic systems for leaks, loose pump
- 10 Inspect and aim headlights (If Applicable)
- 11 Verify DOT, certification & window decals are present

**ELECTRICAL**

- 1 Inspect operation & condition of battery cutoff
- 2 Inspect exterior fuse / breaker panels for water
- 3 Inspect interior I/O panels
- 4 Inspect for loose & dirty power & ground cables

**AIR SYSTEM**

- 1 Check last dryer replacement date
- 2 Test air dryer operation
- 3 Check air dryer mounting fasteners
- 4 Inspect all lines and connections
- 5 Check air governor & pressure relief valve for operation
- 6 Perform air pressure buildup & leak down test. (Brakes)
- 7 Run system diagnostic scan

DEFICIENCIES FOUND DURING INSPECTION		REPAIR LEVEL		TECH#	DATE COMPLETED
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1=SAFETY 2=BREAKDOWN 3=SERVICE ITEM 4=CLASS 1 SEEPAGE 5=CLASS 2 DROPLET 6=CLASS 3 SEVERE Update 11/15/2019 (RW)



FLEET MANAGEMENT  
Preventative Maintenance  
Annual Safety Inspection  
"C" Inspection

UNIT# 022651  
DATE 1-05/2023  
WO# Fleet-2023-816  
MILEAGE 116017  
HOURS \_\_\_\_\_  
TECH 13146

ENGINE

- 1 Pull oil sample
- 2 Inspect air filter/s including cabin air filter if applicable
- 3 Check coolant level & condition (Top off as required)  
\_\_\_\_\_ Nitrate \_\_\_\_\_ Mixture \_\_\_\_\_ PH
- 4 Inspect power steering fluid level, top off if required
- 5 Check all hoses,clamps,belts,cables & wiring for damage
- 6 Check brake fluid level, top off if required
- 7 Check engine & transmission mounts
- 8 Check for radiator fin blockage
- 9 Perform alternator output test  
Record \_\_\_\_\_ Volts W/O load \_\_\_\_\_ Volts W/load
- 10 Perform load test on all batteries & check terminals  
Record \_\_\_\_\_ Static Voltage \_\_\_\_\_ Load Voltage
- 11 Perform starter load test
- 12 Check engine compartment insulation, Access cover seals

UNDER VEHICLE

- 1 Check for fluid leaks
- 2 Inspect all steering linkage controls and lube
- 3 Inspect springs for cracks/worn bushings & lube
- 4 Inspect frame and mounts
- 5 Inspect driveshaft (s), U-Joints for wear/damage
- 6 Inspect shocks and stabilizers
- 7 Inspect fuel tank (s), Cap (s), and vent (s)
- 8 Inspect transmission bell housing for cracks
- Inspect air bags for cracks & damage
- 9 Check all air brake lines, valves, chambers for damage / wear, leaks
- 10 Check wheel / axle seals for leaks
- 11 Inspect wheels for damage
- 12 Check tire tread depth, condition and air pressure  
Record 13/32 Fr Lt 14/32 Fr Rt 15/32 R Lt 14/32 R Rt  
Record 16/32 inner Lt 16/32 inner RT
- 13 Check differential oil level and top off as needed
- 14 Inspect all cables and wiring for damage or chaffing
- 15 Inspect undercarriage for damage
- 16 Drain liquid from primary and secondary air tanks
- 17 Inspect exhaust system for leaks, damage & proper mounting
- 18 Inspect transmission fluid for condition and level
- 19 Remove wheels, inspect brakes and record brake thickness.  
Record 6mm Fr Lt 6mm Fr Rt 8mm R Lt 8mm R Rt

BODY

- 1 Inspect overall body condition
- 2 Check all doors and seals
- 3 Check step & running boards for loose / damage
- 4 Inspect paint, dents, decals, bumpers & lettering
- 5 Check all attached equipment mounting / operation
- 6 Inspect attached racks for operation, securely mounted

LIGHTING / INTERIOR-EXTERIOR

- 1 Check all interior lighting
- 2 Check all exterior lighting
- 3 Check all emergency lights
- 4 Check lights at ramps and steps
- 5 Check high and low beam headlights
- 6 Check turn signal & flasher operation
- 7 Inspect all destination signs for proper operation
- 8 Inspect mirrors and power mirror operation

INTERIOR

- 1 Verify proper operation of all interlock devices
- 2 Check all seats and seat belt operation
- 3 Verify proper operation of the parking brake
- 4 Check A/C filters, cabin filter, & heater performance
- 5 Check all glass and mirrors for cracks or damage.
- 6 Check all mounted equipment for proper operation
- 7 Check horn (s) for proper operation
- 8 Check parking brake for proper operation
- 9 Check all grab handles for loose / damage
- 10 Test washer/wiper operation, Top off fluid as needed
- 11 Start engine check all gauges and warning lights
- 12 Verify safety triangle, reflectors are present





**FLEET MANAGEMENT  
Transit Bus  
Preventative Maintenance  
Annual Safety Inspection  
"C" Inspection**

UNIT# \_\_\_\_\_  
DATE \_\_\_\_\_  
WO# \_\_\_\_\_  
MILEAGE \_\_\_\_\_  
HOURS \_\_\_\_\_  
TECH \_\_\_\_\_

**INTERIOR (Continued)**

- 15 Inspect all handrails and stanchions
- 16 Verify flooring material intact & not damaged
- 17 Verify all Standee lines and warning signs posted & clear
- 18 Inspect all step wells
- 19 Verify all emergency exits, clearly marked & operational
- 20 Verify proper operation of all mounted switches
- 21 Verify operation of A/C, blower speeds, mode operation
- 22 Verify fire extinguishers present & proper level
- 23 Verify first aid kit present
- 24 Inspect fire suppression system
- 25 Inspect fairbox mounting & operation

**MISCELLANEOUS**

- 1 Check & lube door hinges & latch assemblies
- 2 Verify presence of license plate, registration
- 3 Inspect condition of all access doors & fuel cap.
- 4 Verify operation of kneeling system (If Applicable)
- 5 Verify operation of back-up alarm
- 6 Check operation of wheel chair lifts
- 7 Check operation & condition of lift pendant control
- 8 Check operation of all warning system alarms / lights
- 9 Inspect all hydraulic systems for leaks, loose pump
- 10 Inspect and aim headlights (If Applicable)
- 11 Verify DOT, certification & window decals are present

**BRAKES & RELATED**

- 1 Road Test and verify brake operation and pedal travel
  - 2 Check parking brake for proper operation
  - 3 Inspect rotors & drums for cracks
- Record \_\_\_\_\_ Fr Lt \_\_\_\_\_ Fr RT \_\_\_\_\_ R Lt \_\_\_\_\_ R Rt
- 5 Inspect for fluid leaks, Inspect master cylinder
  - 6 Inspect wheel bearings and repack ( If Applicable)
  - 7 Perform 3 minute air leak test (If Applicable)
  - 8 Adjust slack adjusters & lube, Lube S-Cams (If Applicable)
  - 9 Disassemble, clean, and inspect brake valve.
  - 10 Replace hub seals and inspect bearings

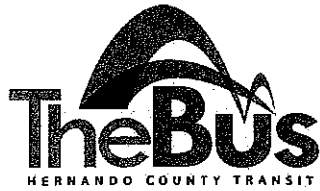
**ELECTRICAL**

- 1 Inspect operation & condition of battery cutoff
- 2 Inspect exterior fuse / breaker panels for water
- 3 Inspect interior I/O panels
- 4 Inspect for loose & dirty power & ground cables

**AIR SYSTEM**

- 1 Check last dryer replacement date
- 2 Test air dryer operation
- 3 Check air dryer mounting fasteners
- 4 Inspect all lines and connections
- 5 Check air governor & pressure relief valve for operation
- 6 Perform air pressure buildup & leak down test. (Brakes)
- 7 Run system diagnostic scan

	DEFICIENCIES FOUND DURING INSPECTION	REPAIR LEVEL		TECH#	DATE COMPLETED
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
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36					



**FLEET MANAGEMENT**  
**Preventative Maintenance**  
**Annual Safety Inspection**  
**"C" Inspection**

UNIT# 22676  
 DATE 1/3/23  
 WO# \_\_\_\_\_  
 MILEAGE 75914  
 HOURS 0  
 TECH 101

**ENGINE**

- 1 Pull oil sample
- 2 Inspect air filter/s including cabin air filter if applicable
- 3 Check coolant level & condition (Top off as required)  
0/0 Nitrate 50/50 Mixture 6 PH
- 4 Inspect power steering fluid level, top off if required
- 5 Check all hoses, clamps, belts, cables & wiring for damage
- 6 Check brake fluid level, top off if required
- 7 Check engine & transmission mounts
- 8 Check for radiator fin blockage
- 9 Perform alternator output test  
 Record 14/28 Volts W/O load 14/28 Volts W/load
- 10 Perform load test on all batteries & check terminals  
 Record \_\_\_\_\_ Static Voltage \_\_\_\_\_ Load Voltage
- 11 Perform starter load test
- 12 Check engine compartment insulation, Access cover seals

**UNDER VEHICLE**

- 1 Check for fluid leaks
- 2 Inspect all steering linkage controls and lube
- 3 Inspect springs for cracks/worn bushings & lube
- 4 Inspect frame and mounts
- 5 Inspect driveshaft (s), U-Joints for wear/damage
- 6 Inspect shocks and stabilizers
- 7 Inspect fuel tank (s), Cap (s), and vent (s)
- 8 Inspect transmission bell housing for cracks
- 9 Inspect air bags for cracks & damage
- 10 Check all air brake lines, valves, chambers for damage / wear, leaks
- 11 Check wheel / axle seals for leaks
- 12 Inspect wheels for damage
- 13 Check tire tread depth, condition and air pressure  
 Record 12 Fr Lt 17 Fr Rt 17 R Lt 9 R Rt  
 Record 19 Inner Lt 12 Inner RT
- 14 Check differential oil level and top off as needed
- 15 Inspect all cables and wiring for damage or chaffing
- 16 Inspect undercarriage for damage
- 17 Drain liquid from primary and secondary air tanks
- 18 Inspect exhaust system for leaks, damage & proper mounting
- 19 Inspect transmission fluid for condition and level
- 20 Remove wheels, inspect brakes and record brake thickness.  
 Record 14 Fr Lt 14 Fr Rt 14 R Lt 14 R Rt

**BODY**

- 1 Inspect overall body condition
- 2 Check all doors and seals
- 3 Check step & running boards for loose / damage
- 4 Inspect paint, dents, decals, bumpers & lettering
- 5 Check all attached equipment mounting / operation
- 6 Inspect attached racks for operation, securely mounted
- 7 Check windshield wipers

**LIGHTING / INTERIOR-EXTERIOR**

- 1 Check all interior lighting
- 2 Check all exterior lighting
- 3 Check all emergency lights
- 4 Check lights at ramps and steps
- 5 Check high and low beam headlights
- 6 Check turn signal & flasher operation
- 7 Inspect all destination signs for proper operation
- 8 Inspect mirrors and power mirror operation

**INTERIOR**

- 1 Verify proper operation of all interlock devices
- 2 Check all seats and seat belt operation
- 3 Verify proper operation of the backing brake
- 4 Check A/C filters, cabin filter, & heater performance
- 5 Check all glass and mirrors for cracks or damage.
- 6 Check all mounted equipment for proper operation
- 7 Check horn (s) for proper operation
- 8 Check parking brake for proper operation
- 9 Check all grab handles for loose / damage
- 10 Test washer/wiper operation, Top off fluid as needed
- 11 Start engine check all gauges and warning lights
- 12 Verify safety triangle, reflectors are present



FLEET MANAGEMENT  
Transit Bus  
Preventative Maintenance  
Annual Safety Inspection

"C" Inspection Cont'd

UNIT# 22676  
DATE 1-3-2023  
WO# 1574111  
MILEAGE 75914  
HOURS 0  
TECH 101

INTERIOR (Continued)

- 13 Inspect all handrails and stanchions
- 14 Verify flooring material intact & not damaged
- 15 Verify all Standee lines and warning signs posted & clear
- 16 Inspect all step wells
- 17 Verify all emergency exits, clearly marked & operational
- 18 Verify proper operation of all mounted switches
- 19 Verify operation of A/C, blower speeds, mode operation
- 20 Verify fire extinguishers present & proper level
- 21 Verify first aid kit present
- 22 Inspect fire suppression system
- 23 Inspect fairbox mounting & operation
- 24 Working speedometer

BRAKES & RELATED

- 1 Road Test and verify brake operation and pedal travel
- 2 Check parking brake for proper operation
- 3 Inspect rotors & drums for cracks
- Record  Fr Lt  Fr RT  R Lt  R Rt
- 5 Inspect for fluid leaks, Inspect master cylinder
- 6 Inspect wheel bearings and repack ( If Applicable)
- 7 Perform 3 minute air leak test (If Applicable)
- 8 Adjust slack adjusters & lube, Lube S-Cams (If Applicable)
- 9 Disassemble, clean, and inspect brake valve.
- 10 Replace hub seals and inspect bearings

MISCELLANEOUS

- 1 Check & lube door hinges & latch assemblies
- 2 Verify presence of license plate, registration
- 3 Inspect condition of all access doors & fuel cap.
- 4 Verify operation of kneeling system (If Applicable)
- 5 Verify operation of back-up alarm
- 6 Check operation of wheel chair lifts
- 7 Check operation & condition of lift pendant control
- 8 Check operation of all warning system alarms / lights
- 9 Inspect all hydraulic systems for leaks, loose pump
- 10 Inspect and aim headlights (If Applicable)
- 11 Verify DOT, certification & window decals are present

ELECTRICAL

- 1 Inspect operation & condition of battery cutoff
- 2 Inspect exterior fuse / breaker panels for water
- 3 Inspect interior I/O panels
- 4 Inspect for loose & dirty power & ground cables

AIR SYSTEM

- 1 Check last dryer replacement date
- 2 Test air dryer operation
- 3 Check air dryer mounting fasteners
- 4 Inspect all lines and connections
- 5 Check air governor & pressure relief valve for operation
- 6 Perform air pressure buildup & leak down test. (Brakes)
- 7 Run system diagnostic scan

***Appendix 5:  
FDOT Medical Examination Form***

**Public Burden Statement**

A Federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2126-0006. Public reporting for this collection of information is estimated to be approximately 25 minutes per response, including the time for reviewing instructions, gathering the data needed, and completing and reviewing the collection of information. All responses to this collection of information are mandatory. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Motor Carrier Safety Administration, MC-RRA, 1200 New Jersey Avenue, SE, Washington, D.C. 20590.



U.S. Department of Transportation  
Federal Motor Carrier  
Safety Administration

**Medical Examination Report Form**  
(for Commercial Driver Medical Certification)

**MEDICAL RECORD #**

\_\_\_\_\_  
(or sticker)

**SECTION 1. Driver Information** (to be filled out by the driver)

**PERSONAL INFORMATION**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ Issuing State/Province: \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail (optional): \_\_\_\_\_ CLP/CDL Applicant/Holder\*: Yes No

Driver ID Verified By\*\*: \_\_\_\_\_

Has your USDOT/FMCSA medical certificate ever been denied or issued for less than 2 years? Yes No Not Sure

\*CLP/CDL Applicant/Holder: See instructions for definitions.

\*\*Driver ID Verified By: Record what type of photo ID was used to verify the identity of the driver, e.g., CDL, driver's license, passport.

**DRIVER HEALTH HISTORY**

Have you ever had surgery? If "yes," please list and explain below. Yes No Not Sure

Are you currently taking medications (prescription, over-the-counter, herbal remedies, diet supplements)? If "yes," please describe below. Yes No Not Sure

\*\*This document contains sensitive information and is for official use only. Improper handling of this information could negatively affect individuals. Handle and secure this information appropriately to prevent inadvertent disclosure by keeping the documents under the control of authorized persons. Properly dispose of this document when no longer required to be maintained by regulatory requirements.\*\*

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Exam Date: \_\_\_\_\_

**DRIVER HEALTH HISTORY** *(continued)*

Do you have or have you ever had:	Not		Not	
	Yes	No	Yes	Sure
1. Head/brain injuries or illnesses (e.g., concussion)			16. Dizziness, headaches, numbness, tingling, or memory loss	
2. Seizures/epilepsy			17. Unexplained weight loss	
3. Eye problems (except glasses or contacts)			18. Stroke, mini-stroke (TIA), paralysis, or weakness	
4. Ear and/or hearing problems			19. Missing or limited use of arm, hand, finger, leg, foot, toe	
5. Heart disease, heart attack, bypass, or other heart problems			20. Neck or back problems	
6. Pacemaker, stents, implantable devices, or other heart procedures			21. Bone, muscle, joint, or nerve problems	
7. High blood pressure			22. Blood clots or bleeding problems	
8. High cholesterol			23. Cancer	
9. Chronic (long-term) cough, shortness of breath, or other breathing problems			24. Chronic (long-term) infection or other chronic diseases	
10. Lung disease (e.g., asthma)			25. Sleep disorders, pauses in breathing while asleep, daytime sleepiness, loud snoring	
11. Kidney problems, kidney stones, or pain/problems with urination			26. Have you ever had a sleep test (e.g., sleep apnea)?	
12. Stomach, liver, or digestive problems			27. Have you ever spent a night in the hospital?	
13. Diabetes or blood sugar problems Insulin used			28. Have you ever had a broken bone?	
14. Anxiety, depression, nervousness, other mental health problems			29. Have you ever used or do you now use tobacco?	
15. Fainting or passing out			30. Do you currently drink alcohol?	
			31. Have you used an illegal substance within the past two years?	
			32. Have you ever failed a drug test or been dependent on an illegal substance?	

Other health condition(s) not described above: Yes No Not Sure

Did you answer "yes" to any of questions 1-32? If so, please comment further on those health conditions below: Yes No Not Sure

**CMV DRIVER'S SIGNATURE**

I certify that the above information is accurate and complete. I understand that inaccurate, false or missing information may invalidate the examination and my Medical Examiner's Certificate, that submission of fraudulent or intentionally false information is a violation of [49 CFR 390.35](#), and that submission of fraudulent or intentionally false information may subject me to civil or criminal penalties under [49 CFR 390.37](#) and [49 CFR 386](#) Appendices A and B.

Driver's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION 2. Examination Report** *(to be filled out by the medical examiner)*

**DRIVER HEALTH HISTORY REVIEW**

Review and discuss pertinent driver answers and any available medical records. Comment on the driver's responses to the "health history" questions that may affect the driver's safe operation of a commercial motor vehicle (CMV).

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Exam Date: \_\_\_\_\_

**TESTING**

Pulse Rate: \_\_\_\_\_ Pulse rhythm regular: Yes No Height: \_\_\_ feet \_\_\_ inches Weight: \_\_\_ pounds

Blood Pressure	Systolic	Diastolic
Sitting		
Second reading <i>(optional)</i>		

Urinalysis	Sp. Gr.	Protein	Blood	Sugar
Urinalysis is required. Numerical readings must be recorded.				

Other testing if indicated

*Protein, blood, or sugar in the urine may be an indication for further testing to rule out any underlying medical problem.*

**Vision**

*Standard is at least 20/40 acuity (Snellen) in each eye with or without correction. At least 70° field of vision in horizontal meridian measured in each eye. The use of corrective lenses should be noted on the Medical Examiner's Certificate.*

Acuity	Uncorrected	Corrected	Horizontal Field of Vision
Right Eye:	20/ _____	20/ _____	Right Eye: _____ degrees
Left Eye:	20/ _____	20/ _____	Left Eye: _____ degrees
Both Eyes:	20/ _____	20/ _____	<b>Yes No</b>

Applicant can recognize and distinguish among traffic control signals and devices showing red, green, and amber colors

Monocular vision

Referred to ophthalmologist or optometrist?

Received documentation from ophthalmologist or optometrist?

**Hearing**

*Standard: Must first perceive whispered voice at not less than 5 feet OR average hearing loss of less than or equal to 40 dB, in better ear (with or without hearing aid).*

Check if hearing aid used for test:	Right Ear	Left Ear	Neither
	Right Ear	Left Ear	Left Ear
<b>Whisper Test Results</b>			
Record distance (in feet) from driver at which a forced whispered voice can first be heard	_____	_____	_____

**OR**

**Audiometric Test Results**

Right Ear:			Left Ear:		
500 Hz	1000 Hz	2000 Hz	500 Hz	1000 Hz	2000 Hz
_____	_____	_____	_____	_____	_____
Average (right): _____			Average (left): _____		

**PHYSICAL EXAMINATION**

The presence of a certain condition may not necessarily disqualify a driver, particularly if the condition is controlled adequately, is not likely to worsen, or is readily amenable to treatment. Even if a condition does not disqualify a driver, the Medical Examiner may consider deferring the driver temporarily. Also, the driver should be advised to take the necessary steps to correct the condition as soon as possible, particularly if neglecting the condition could result in a more serious illness that might affect driving.

Check the body systems for abnormalities.

Body System	Normal	Abnormal	Body System	Normal	Abnormal
1. General			8. Abdomen		
2. Skin			9. Genito-urinary system including hernias		
3. Eyes			10. Back/spine		
4. Ears			11. Extremities/joints		
5. Mouth/throat			12. Neurological system including reflexes		
6. Cardiovascular			13. Gait		
7. Lungs/chest			14. Vascular system		

*Discuss any abnormal answers in detail in the space below and indicate whether it would affect the driver's ability to operate a CMV. Enter applicable item number before each comment.*



Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Exam Date: \_\_\_\_\_

**Please complete only one of the following (Federal or State) Medical Examiner Determination sections:**

**MEDICAL EXAMINER DETERMINATION (Federal)**

Use this section for examinations performed in accordance with the Federal Motor Carrier Safety Regulations (49 CFR 391.41-391.49):

Does not meet standards (specify reason): \_\_\_\_\_

Meets standards in 49 CFR 391.41; qualifies for 2-year certificate

Meets standards, but periodic monitoring required (specify reason): \_\_\_\_\_

Driver qualified for: 3 months 6 months 1 year other (specify): \_\_\_\_\_

Wearing corrective lenses Wearing hearing aid Accompanied by a waiver/exemption (specify type): \_\_\_\_\_

Accompanied by a Skill Performance Evaluation (SPE) Certificate Qualified by operation of 49 CFR 391.64 (Federal)

Driving within an exempt intracity zone (see 49 CFR 391.62) (Federal)

Determination pending (specify reason): \_\_\_\_\_

Return to medical exam office for follow-up on (must be 45 days or less): \_\_\_\_\_

Medical Examination Report amended (specify reason): \_\_\_\_\_

(if amended) Medical Examiner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Incomplete examination (specify reason): \_\_\_\_\_

**If the driver meets the standards outlined in 49 CFR 391.41, then complete a Medical Examiner's Certificate as stated in 49 CFR 391.43(h), as appropriate.**

I have performed this evaluation for certification. I have personally reviewed all available records and recorded information pertaining to this evaluation, and attest that, to the best of my knowledge, I believe it to be true and correct.

Medical Examiner's Signature: \_\_\_\_\_

Medical Examiner's Name (please print or type): \_\_\_\_\_

Medical Examiner's Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Medical Examiner's Telephone Number: \_\_\_\_\_ Date Certificate Signed: \_\_\_\_\_

Medical Examiner's State License, Certificate, or Registration Number: \_\_\_\_\_ Issuing State: \_\_\_\_\_

MD DO Physician Assistant Chiropractor Advanced Practice Nurse

Other Practitioner (specify): \_\_\_\_\_

National Registry Number: \_\_\_\_\_

Medical Examiner's Certificate Expiration Date:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Exam Date: \_\_\_\_\_

**MEDICAL EXAMINER DETERMINATION (State)**

*Use this section for examinations performed in accordance with the Federal Motor Carrier Safety Regulations (49 CFR 391.41-391.49) with any applicable State variances (which will only be valid for intrastate operations):*

Does not meet standards in [49 CFR 391.41](#) with any applicable State variances (*specify reason*): \_\_\_\_\_

Meets standards in [49 CFR 391.41](#) with any applicable State variances

Meets standards, but periodic monitoring required (*specify reason*): \_\_\_\_\_

Driver qualified for:    3 months    6 months    1 year    other (*specify*): \_\_\_\_\_

Wearing corrective lenses    Wearing hearing aid    Accompanied by a waiver/exemption (*specify type*): \_\_\_\_\_

Accompanied by a Skill Performance Evaluation (SPE) Certificate    Grandfathered from State requirements (*State*)

**If the driver meets the standards outlined in [49 CFR 391.41](#), with applicable State variances, then complete a Medical Examiner's Certificate, as appropriate.**

I have performed this evaluation for certification. I have personally reviewed all available records and recorded information pertaining to this evaluation, and attest that, to the best of my knowledge, I believe it to be true and correct.

Medical Examiner's Signature: \_\_\_\_\_

Medical Examiner's Name (*please print or type*): \_\_\_\_\_

Medical Examiner's Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Medical Examiner's Telephone Number: \_\_\_\_\_ Date Certificate Signed: \_\_\_\_\_

Medical Examiner's State License, Certificate, or Registration Number: \_\_\_\_\_ Issuing State: \_\_\_\_\_

MD    DO    Physician Assistant    Chiropractor    Advanced Practice Nurse

Other Practitioner (*specify*): \_\_\_\_\_

National Registry Number: \_\_\_\_\_

Medical Examiner's Certificate Expiration Date:

## Instructions for Completing the Medical Examination Report Form (MCSA-5875)

### I. Step-By-Step Instructions

#### Driver:

##### Section 1: Driver Information

- **Personal Information:** Please complete this section using your name as written on your driver's license, your current address and phone number, your date of birth, age, driver's license number and issuing state.
  - **CLP/CDL Applicant/Holder:** Check "yes" if you are a commercial learner's permit (**CLP**) or commercial driver's license (**CDL**) holder, or are applying for a CLP or CDL. CDL means a license issued by a State or the District of Columbia which authorizes the individual to operate a class of a commercial motor vehicle (**CMV**). A CMV that requires a CDL is one that: (1) has a gross combination weight rating or gross combination weight of 26,001 pounds or more inclusive of a towed unit with a gross vehicle weight rating (**GVWR**) or gross vehicle weight (**GVW**) of more than 10,000 pounds; or (2) has a GVWR or GVW of 26,001 pounds or more; or (3) is designed to transport 16 or more passengers, including the driver; or (4) is used to transport either hazardous materials requiring hazardous materials placards on the vehicle or any quantity of a select agent or toxin.
  - **Driver ID Verified By:** The Medical Examiner/staff completes this item and notes the type of photo ID used to verify the driver's identity such as, commercial driver's license, driver's license, or passport, etc.
  - **Has your USDOT/FMCSA medical certificate ever been denied or issued for less than two years?** Please check the correct box "yes" or "no" and if you aren't sure check the "not sure" box.
- **Driver Health History:**
  - **Have you ever had surgery:** Please check "yes" if you have ever had surgery and provide a written explanation of the details (type of surgery, date of surgery, etc.)
  - **Are you currently taking medications (prescription, over-the-counter, herbal remedies, diet supplements):** Please check "yes" if you are taking any diet supplements, herbal remedies, or prescription or over the counter medications. In the box below the question, indicate the name of the medication and the dosage.
  - **#1-32:** Please complete this section by checking the "yes" box to indicate that you have, or have ever had, the health condition listed or the "No" box if you have not. Check the "not sure" box if you are unsure.
  - **Other Health Conditions not described above:** If you have, or have had, any other health conditions not listed in the section above, check "Yes" and in the box provided and list those condition(s).
  - **Any yes answers to questions #1-32 above:** If you have answered "yes" to any of the questions in the Driver Health History section above, please explain your answers further in the box below the question. For example, if you answered "yes" to question #5 regarding heart disease, heart attack, bypass, or other heart problem, indicate which type of heart condition. If you checked "yes" to question #23 regarding cancer, indicate the type of cancer. Please add any information that will be helpful to the Medical Examiner.
- **CMV Driver Signature and Date:** Please read the certification statement, sign and date it, indicating that the information you provided in Section 1 is accurate and complete.

## Medical Examiner:

### Section 2: Examination Report

- **Driver Health History Review:** Review answers provided by the driver in the driver health history section and discuss any “yes” and “not sure” responses. In addition, be sure to compare the medication list to the health history responses ensuring that the medication list matches the medical conditions noted. Explore with the driver any answers that seem unclear. Record any information that the driver omitted. As the Medical Examiner conducting the driver’s physical examination you are required to complete the entire medical examination even if you detect a medical condition that you consider disqualifying, such as deafness. Medical Examiners are expected to determine the driver’s physical qualification for operating a commercial vehicle safely. Thus, if you find a disqualifying condition for which a driver may receive a Federal Motor Carrier Safety Administration medical exemption, please record that on the driver’s Medical Examiner’s Certificate, Form MCSA-5876, as well as on the Medical Examination Report Form, MCSA-5875.
- **Testing:**
  - **Pulse rate and rhythm, height, and weight:** record these as indicated on the form.
  - **Blood Pressure:** record the blood pressure (systolic and diastolic) of the driver being examined. A second reading is optional and should be recorded if found to be necessary.
  - **Urinalysis:** record the numerical readings for the specific gravity, protein, blood and sugar.
  - **Vision:** The current vision standard is provided on the form. When other than the Snellen chart is used, give test results in Snellen-comparable values. When recording distance vision, use 20 feet as normal. Record the vision acuity results and indicate if the driver can recognize and distinguish among traffic control signals and devices showing red, green, and amber colors; has monocular vision; has been referred to an ophthalmologist or optometrist; and if documentation has been received from an ophthalmologist or optometrist.
  - **Hearing:** The current hearing standard is provided on the form. Hearing can be tested using either a whisper test or audiometric test. Record the test results in the corresponding section for the test used.
- **Physical Examination:** Check the body systems for abnormalities and indicate normal or abnormal for each body system listed. Discuss any abnormal answers in detail in the space provided and indicate whether it would affect the driver’s ability to safely operate a commercial motor vehicle.

***In this next section, you will be completing either the Federal or State determination, not both.***

- **Medical Examiner Determination (Federal):** Use this section for examinations performed in accordance with the FMCSRs ([49 CFR 391.41-391.49](#)). Complete the medical examiner determination section completely. When determining a driver’s physical qualification, please note that English language proficiency ([49 CFR part 391.11](#): General qualifications of drivers) is not factored into that determination.
  - **Does not meet standards:** Select this option when a driver is determined to be not qualified and provide an explanation of why the driver does not meet the standards in [49 CFR 391.41](#).
  - **Meets standards in [49 CFR 391.41](#); qualifies for 2-year certification:** Select this option when a driver is determined to be qualified and will be issued a 2-year Medical Examiner’s Certificate.

- **Meets standards, but periodic monitoring is required:** Select this option when a driver is determined to be qualified but needs periodic monitoring and provide an explanation of why periodic monitoring is required. Select the corresponding time frame that the driver is qualified for, and if selecting “other” specify the time frame.
  - **Determination that driver meets standards:** Select all categories that apply to the driver’s certification (e.g., wearing corrective lenses, accompanied by a waiver/exemption, driving within an exempt intracity zone, etc.).
- **Determination pending:** Select this option when more information is needed to make a qualification decision and specify a date, on or before the 45 day expiration date, for the driver to return to the medical exam office for follow-up. This will allow for a delay of the qualification decision for as many as 45 days. If the disposition of the pending examination is not updated via the National Registry on or before the 45 day expiration date, FMCSA will notify the examining medical examiner and the driver in writing that the examination is no longer valid and that the driver is required to be re-examined.
  - **MER amended:** A Medical Examination Report Form (MER), MCSA-5875, may only be amended while in determination pending status for situations where new information (e.g., test results, etc.) has been received or there has been a change in the driver’s medical status since the initial examination, but prior to a final qualification determination. Select this option when a Medical Examination Report Form, MCSA-5875, is being amended; provide the reason for the amendment, sign and date. In addition, initial and date any changes made on the Medical Examination Report Form, MCSA-5875. A Medical Examination Report Form, MCSA-5875, cannot be amended after an examination has been in determination pending status for more than 45 days or after a final qualification determination has been made. The driver is required to obtain a new physical examination and a new Medical Examination Report Form, MCSA-5875, should be completed.
- **Incomplete examination:** Select this when the physical examination is not completed for any reason (e.g., driver decides they do not want to continue with the examination and leaves) other than situations outlined under determination pending.
- **Medical Examiner information, signature and date:** Provide your name, address, phone number, occupation, license, certificate, or registration number and issuing state, national registry number, signature and date.
- **Medical Examiner’s Certificate Expiration Date:** Enter the date the **driver’s** Medical Examiner’s Certificate (MEC) expires.
- **Medical Examiner Determination (State):** Use this section for examinations performed in accordance with the FMCSRs ([49 CFR 391.41-391.49](#)) with any applicable State variances (which will only be valid for intrastate operations). Complete the medical examiner determination section completely.
  - **Does not meet standards in [49 CFR 391.41](#) with any applicable State variances:** Select this option when a driver is determined to be not qualified and provide an explanation of why the driver does not meet the standards in [49 CFR 391.41](#) with any applicable State variances.
  - **Meets standards in [49 CFR 391.41](#) with any applicable State variances:** Select this option when a driver is determined to be qualified and will be issued a 2-year Medical Examiner’s Certificate.

- **Meets standards, but periodic monitoring is required:** Select this option when a driver is determined to be qualified but needs periodic monitoring and provide an explanation of why periodic monitoring is required. Select the corresponding time frame that the driver is qualified for, and if selecting “other” specify the time frame.
  - **Determination that driver meets standards:** Select all categories that apply to the driver’s certification (e.g., wearing corrective lenses, accompanied by a waiver/exemption, etc.).
- **Medical Examiner information, signature and date:** Provide your name, address, phone number, occupation, license, certificate, or registration number and issuing state, national registry number, signature and date.
- **Medical Examiner’s Certificate Expiration Date:** Enter the date the **driver’s** Medical Examiner’s Certificate (MEC) expires.

**II. If updating an existing exam, you must resubmit the new exam results, via the Medical Examination Results Form, MCSA-5850, to the National Registry, and the most recent dated exam will take precedence.**

**III. To obtain additional information regarding this form go to the Medical Program’s page on the Federal Motor Carrier Safety Administration’s website at <http://www.fmcsa.dot.gov/regulations/medical>.**

# Appendix 6: Operator's Training Manual



**Operator's Training Checklist**

**INSTRUCTIONS:** Each item must be reviewed and annotated to ensure that the employee receives the necessary preliminary information prior to starting new assignment.

**Employee Name** \_\_\_\_\_

**Date** \_\_\_\_\_

**PHASE I – ORIENTATION**

	Trainee Initials	Instructor Initials	Date Complete
<b>1. Employee Packet</b>			
<b>1.1 Employee Manual (Attachment -Operator's Rules)</b>			
<b>1.2 Operator's Rule Book</b>			
<b>1.3 Employee ID &amp; Security Access Card</b>			
<b>1.4 Employee Parking Instructions</b>			
<b>1.5 Operational Documents Provided by Trainer</b> Daily Logs for Transit and ADA Services Operational Shift Structure for Regular and Holiday Service (Runcut) Packet of Individual Route Schedules and System Map Bus Stop Sign and Bench Discrepancy Notice Incident/Accident Reporting			
<b>2. Review/Explain Rules and Regulations, to Include:</b>			
<b>2.1 Shift Selection and Work Schedule</b> <i>(Reference: Operators Rule Book - Section VI, Part 11, pgs.19)</i>			
<b>2.2 Duties/Standards</b> <i>(Reference: Employee Manual)</i>			
<b>2.3 Professionalism, Proper Behavior, Appropriate Image with the Public and Appropriate and Acceptable Relationships with Passengers</b> <i>(Reference: Operator's Rule Book - Section V, Part 9, pgs. 15-16)</i>			
<b>2.4 Americans with Disabilities Act (ADA) Service Requirements</b> <i>(Reference: Operator Rule Book - Section VI, Part 25, pg. 32)</i>			
<b>2.5 Uniform Policy</b> (After 90 days of employment 11 sets will be provided)			
<b>2.6 Drug Free Workplace</b>			
<b>2.7 Wireless Communication Device Policy</b>			
<b>2.8 Mandatory Safety Meetings</b>			
<b>2.9 Florida Administrative Code (FAC) Chapter 14-90 FAC</b>			



<b><u>PHASE I – ORIENTATION</u></b>			
	Trainee Initials	Instructor Initials	Date Complete
<b>3. Classroom/Knowledge Requirements:</b>			
<b>3.1 Professionalism/Customer Service Guidelines/Policy</b> <i>(Reference: Operators Rule Book - Section V, Part 9-10, pgs. 15-18)</i>			
<b>3.2 Fixed-Route Schedules and Directions</b>			
<b>3.3 Layover Procedures</b>			
<b>3.4 Electronic Log Procedures (RouteMatch Tablet)</b>			
<b>3.5 Safety Belt/Wheelchair Restraint Policy</b> <i>(Reference: Operators Rule Book - Section III, Part 4, pgs. 7-8 and Section VI, Part 25, pg. 33)</i>			
<b>3.6 Fare Collection/Passes/Password/Log On-Off/Passenger Counter</b> <i>(Reference: Operator Rule Book - Section VI, Part 17, pgs. 24-25)</i>			
<b>3.7 Fixed-Route Deadhead Procedures</b>			
<b>3.8 Bus Parking Instructions</b>			
<b>3.9 Lost and Found (Reference: Operators Rule Book, Section VI, Part 23, pg. 31)</b>			
<b>3.10 Pre-Trip Inspections Procedures</b>			
<b>3.11 Training Videos (Located on the RATDev SharePoint Site)</b>			
<b>Program 1 - Intro to Professional Driving</b>			
<b>Program 2 - Federal Regulations</b>			
<b>Program 3 - Safety Best Practices</b>			
<b>Program 4 - Defensive Driving</b>			
<b>Program 6 - Introduction to TheBus</b>			
<b>Program 7 - Pre-Trip &amp; Post Trip Inspections</b>			
<b>Program 8 - Mirror Adjustment and Reference - Mirror Grid Station</b>			
<b>Program 9 - Preventing Rear End Collisions</b>			
<b>Program 10 - Intersections</b>			
<b>Program 11 - Railroad Crossings</b>			
<b>Program 12 - Pedestrian &amp; Bicycle Awareness</b>			
<b>Program 13 - Preventing Backing Accidents</b>			
<b>Program 14 - Merging, Lane Changing &amp; Passing</b>			
<b>Program 15 - Adverse Driving Conditions</b>			
<b>Program 17 - Fatigue Management</b>			
<b>Program 18 - Preventing Driver Distraction</b>			
<b>Program 19 - Hazardous Material Communication</b>			
<b>Program 22 - Employee Safety Reporting Program</b>			
<b>Program 24 - Professionalism &amp; Customer Service</b>			
<b>Program 25 - Conflict &amp; Aggression Mgmt</b>			
<b>Program 26 - ADA Compliance &amp; Sensitivity</b>			
<b>Program 27 - Mobility Device</b>			
<b>Program 29 - Preventing Harassment</b>			
<b>Program 30 - Creating A Drug &amp; Alcohol Free Workplace</b>			
<b>Program 32 - Emergency Evacuations</b>			
<b>Program 33 - What To Do In An Accident</b>			
<b>Program 34 - Final Exam</b>			
<b>FTA Drug &amp; Alcohol - Effects &amp; Consequences</b>			

**PHASE II – PROFICIENCY TRAINING**

	Trainee Initials	Instructor Initials	Date Complete
<b>4. Equipment/Hands-on Training Requirements:</b>			
<b>4.1 Vehicle Operations and Driver Control</b> <i>(Requires explanation, demonstration, guidance and proficiency testing)</i>			
Two-ways radios			
Front/Side Destination Signs			
Intercom (internal/external) and Automatic Voice Annunciators (AVAs)			
Kneeler System			
Wheelchair Securement			
Front/Rear Door Operation			
Bikes - Loading/Unloading			

<b>5. Routes Familiarization</b>			
<b>Demand Response</b>			
<b>Brooksville Area</b>			
<i>Trainer:</i>			
<b>Spring Hill Area</b>			
<i>Trainer:</i>			
<b>Fixed-Route</b>			
<b>Purple Route</b>			
<i>Trainer:</i>			
<b>Blue Route</b>			
<i>Trainer:</i>			
<b>Red Route</b>			
<i>Trainer:</i>			
<b>Green Route</b>			
<i>Trainer:</i>			

**Certification by Employee :** This checklist has been used to help you understand and perform your new assignment. Your signature below signifies that you have received sufficient information and training to undertake your new position.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

**Certification by Supervisor/Trainer :** This employee has received sufficient information and training to begin his/her new assignment.

\_\_\_\_\_  
Supervisor/Trainer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
General Manager's Signature

\_\_\_\_\_  
Date

# *Appendix 7: Operator's Manual*



Operator Manual  
Rev 0921.docx

**Hernando County Transit Management Inc.**



# **Operators Manual**

Hernando County Transit Management Inc.  
Operators Manual

**Table of Contents**

I.	INTRODUCTION	3
II.	GENERAL RULES AND REGULATIONS	
	1. General Operator Requirements	4-5
	2. Personal Appearance and Uniform Requirements	5
III	Safety	
	3. Operator Safety	6
	4. Safe Driving Habits	7-8
	5. Reporting Procedures for Accidents and Incidents	9-11
	6. Determination of Accident Preventability	12
	7. Substance Abuse Policy	13
IV	General Code of Conduct	
	8. Standards of Conduct	14
V	Customer Relations	
	9. Conduct Toward the Public	15-16
	10. Enforcing Passengers Rules	17-18
VI	General Operational Duties	
	11. Work Schedules	19
	12. Reporting for Work	20-21
	13. Assignment of Vehicles	21
	14. Returning to Garage	21
	15. Scheduling and Routing	22
	16. Picking up and Discharging passengers	23
	17. Proper Fare Collection	24
	18. Transfers	24-25
	19. Proper Use of Vehicle	25-27
	20. Proper Use of Two-Way Radios – Wireless Communication Policy	27-28
	21. Emergencies, Accident, Incidents	29
	22. Breakdowns	30
	23. Lost Articles	31
	24. ADA	32
	25. Disciplinary Code	33-34
VII	Notes	35

# I INTRODUCTION

It is the policy of Hernando County Transit Management Inc. (HCTM) to foster a mutual concern for the efficient, orderly, and safe conduct of its operations. Toward that end it is desirable to have clear, well-defined rules of personal conduct, which are understood and communicated between employees and management.

These rules of conduct are not designed to restrict employee rights, but rather to define them and thus protect the rights of all.

The Operator is the single most important person in the organization. The public's opinion of the transit system is based on their opinion of the operator. These rules and regulations are designed to guide and assist the operator in fulfilling this responsibility.

Operators shall hold their positions subject to the rules and regulations established by management. Management reserves the right to amend revise or add to these rules and regulations as the need arises, without prior notice.

It is the responsibility of each operator to become familiar with and adhere to all rules, regulations, and special instructions of the company. Ignorance or misinterpretation of rules is no excuse for failure to comply. If in doubt an employee should get clarification from his or her supervisor.

Where requirements in this rulebook are described with the "shall" stipulation, it is mandatory for employees to abide by the condition as stated. **Failure to abide by the requirement as stated will result in disciplinary actions up to and including discharge.**

Where requirements are described by the wording "should" employees are expected to abide by this condition, but extenuating circumstances will be considered if employees fail to abide by that condition.

In addition to the rules, instructions to employees are issued from time to time whether verbally by members of the supervisory staff or written in the form of special orders posted on company bulletin boards. All such verbal instructions or written instructions or written special orders, whether in conflict with these rules or not, must be observed by employees while they are in force.

Whenever a situation arises which is not covered by these rules, Special orders or instructions, the employee, if a supervisor cannot be contacted, must exercise his or her best judgment in deciding the safest and wisest course to follow. Operators should discuss their decisions with a supervisor at the earliest possible convenience.

It should be understood this book provides rules and regulations for all HCTM operators regardless of if that operator drives a bus, a van or any other type of vehicle for transportation of passengers.

**II**  
**Part 1**  
**GENERAL RULES AND REGULATIONS**

**GENERAL OPERATOR REQUIREMENTS**

- 1.01** All Commercial operators are required to carry, a valid State of Florida, Commercial Driver's License (CDL), Class B, with a Passenger endorsement and a valid DOT Medical Examiners Card and display their company ID.
- 1.02** Operators who are found to have more than one driver's license shall be discharged.
- 1.03** Operators must notify a supervisor within 24 hours of all traffic violations, except off-duty parking tickets, in a non-company vehicle. This applies in all cases regardless of whether the traffic violation was received by the operator while on or off duty. This notification must be in writing and must contain the following information:
- a. The Operators full name,
  - b. Date of offense and copy of the violation
  - c. A notation of whether the violation was committed in a commercial motor vehicle or not
  - d. The location where the offense occurred.

Operators who fail to provide such notification in a timely manner shall be subject to disciplinary action up to and including discharge.

- 1.04** Operators that have their licenses suspended, revoked, or canceled by any state, or who loses or is denied the privilege of driving a commercial motor vehicle in any state for any period, including being disqualified from driving a commercial motor vehicle, or who is subject to an "**Out of Service**" order, shall notify a supervisor immediately after they receive notice of that fact or no later than the end of the business day following the day the notice was received. Operators who fail to provide such notification in a timely manner shall be subject to **discharge**.
- 1.05** Licenses shall be renewed prior to expiration date. Operators who work with an expired license shall be subject to disciplinary action, including **discharge**.
- 1.06** Operators are required to strictly adhere to all regulations set forth for drivers of commercial motor vehicles as stated in the Florida Commercial Motor Vehicle Drivers Handbook and Chapter 14.90 F.A.C.
- 1.07** Operators shall know and obey all state and local traffic regulations including special regulations concerning buses.
- 1.08** Operators **shall** have a **working telephone** wherever they are living and provide the number to the office. Operators who change their telephone number(s) must give new number to the supervisor within 24 hours of the change.

**Part 1 continued**  
**GENERAL RULES AND REGULATIONS**

- 1.09** All C.D.L. classified employees **shall** maintain a valid DOT Medical Card on their person while on duty.

**AUTHORIZATION, ACCESS AND USE OF VIDEO CAMERAS AND RELATED EQUIPMENT**

Only trained, authorized personnel shall have access to operating, monitoring, and retrieving data from security cameras. Unauthorized use, monitoring, surveillance, or misuse of any surveillance equipment or disabling or tampering with video cameras or related equipment by unauthorized persons/employees will result in the appropriate corrective/disciplinary action as covered by state law and/or HCTM procedures up to and including discharge.

**Part 2**  
**PERSONAL APPEARANCE AND UNIFORM REQUIREMENTS**

- 2.01** Operators will maintain the highest standards of personal cleanliness while on duty. Hair will be clean and neatly cut, and well groomed. **Moustaches, beards, and sideburns will be neatly trimmed.** Maintaining good personal hygiene is essential.
- 2.02** Uniforms, including safety vests, are provided to operators so they may present a sharp, professional appearance to the public. Company supplied uniforms and safety vests shall not be used for non-work-related activities. Uniforms rendered unfit for company service through non-work-related activities shall be replaced at the expense of the operator at a cost to be determined by HCTM's uniform vendor.
- 2.03** Operators, while on duty, shall wear only full regulation uniforms, including Safety Vests provided by the company. Sleeves of long-sleeved shirts may not be rolled. Boots may be worn on the inside of the trouser leg only. Sandals, Flip Flops or unusual footwear are not permitted. No opened-toe or open-heeled shoes are allowed. Heel height of footwear shall be no more than 1-1/2 inches. No visible body piercing except pierced ears. Gloves without fingers may not be worn unless they are black leather and designed specifically for driving.



**III**  
**Part 3**  
**OPERATOR SAFETY**

- 3.01** It is the policy of HCTM to provide an effective safety program for all employees. The accomplishment of this objective is through a formal program of preventative safety measures, on-going safety coaching and education and the use of safety equipment to help insure the health and wellbeing of the operator while on the job and protection of passengers.
- 3.02** Each operator is expected to adhere to all safety rules and regulations. Unsafe acts and conditions should be reported to a supervisor.
- 3.03** Safety Vests must always be worn while on company property and while on-duty.
- 3.04** The safety of passengers is the first consideration always. Operators must exercise care to prevent injury to persons and/or damage to property.
- 3.05** Safety is of greater importance than the schedule. Operation of buses should be, under normal conditions, according to schedules and in a safe manner. Operation of equipment at an unsafe or unlawful speed to make up lost time or to maintain a schedule is prohibited.
- 3.06** Unnecessary conversation between operator and passengers is discouraged. Other company employees must not converse with the operator while bus is in motion and shall not remain in operator's area unless engaged in assigned duties.
- 3.07** Situations involving unusual hazards or complications shall be reported to the dispatcher by radio and reported by the operator through Coruson, our SMS site.
- 3.08** Operator Safety Barriers are installed in Fixed Route buses to assist in protecting the operator from a passenger assault or attack, and shall, in no way, be altered or be tampered with.
- 3.09** All Operators are required to attend the Monthly Safety Meetings or be subject to disciplinary action.

**III**  
**SAFETY**  
**Part 4**  
**SAFE DRIVING HABITS**

- 4.01** Operators should know and regularly practice defensive driving techniques. Defensive driving is “driving to prevent accidents despite adverse conditions and the incorrect actions of others.”
- 4.02** Safety is an attitude. All operators should take pride in the knowledge of good safety practices and procedures.
- 4.03** Operators should concentrate on driving always. Professional operators dismiss their worries or anger when they enter the vehicle.
- 4.04** Operators are responsible for checking the safety of a vehicle (Pre-trip Inspections) before pulling off the lot. Special attention should be paid to tires, turn signals, brake lights, hazard lights, headlights, brakes and the presence of safety equipment like fire extinguishers, first aid kits and reflectors. Mirrors should be adjusted properly and checked for cleanliness. A formal Pre/post trip inspection must be performed and documented daily.
- 4.05** Operators should be aware of hazard locations along the route(s) such as blind locations or intersections; low overhanging tree branches or building entrances; rough streets or potholes; trees, poles, signs, and fire hydrants too close to the curb; road construction areas; etc.
- 4.06** Operators should start, stop and turn slowly to give the passenger the safest, most comfortable ride possible.
- 4.07** Operators should **never** move a vehicle with the doors open. The doors should not be opened until the step wells are clear of passengers and the vehicle is completely stopped.
- 4.08** Operators should constantly keep their eyes moving right, left, and straight ahead to spot potentially hazardous situations.
- 4.09** Operators should avoid driving with one hand. In the event the dispatcher should relay instructions that need to be written down, operators should wait until they can safely stop the vehicle before writing.
- 4.10** Operators should **never press for the right-of-way.** Yes, motorists are required to yield to buses however, do not push for the right of way.
- 4.11** Operators should slow down at intersections or curves and use appropriate signals well in advance of any situation.

- 4.12** When stopped at an intersection or line of traffic, Operators should keep a distance such that they can see where the bottom of the rear tires of the vehicle directly in front touch the roadway and count to 3 before entering the intersection from a stop.

### **III SAFETY Part 4 continued**

- 4.13** Operators should always limit the vehicle speed so there is clear space and time for an emergency stop especially during periods when poor visibility and weather conditions exist.
- 4.14** All operators should be familiar with the perception/reaction distance involved in vehicle operation. It takes  $\frac{3}{4}$  second from the time operators' see the danger until they apply the brake. The reaction distance is calculated by adding the miles per hour the vehicle is traveling and the first digit of the speed (i.e. 30 mph + 3 = 33 feet traveled before braking).
- 4.15** Operators also should be aware of the time and distance involved in stopping the vehicle after the brake has been applied. Stopping distance for vehicles increases as the weight increases. The larger the vehicle and the larger the number of passengers being transported, the greater the actual stopping distance will be. Operators should use the four second rule to prevent rear-end collisions and the need to stop suddenly. (Operators should spot a stationary object ahead and begin counting one-one thousand, and two-one thousand, three-one thousand, four-one thousands the vehicles front directly passes the object. Operators are following at a safe distance if their vehicle does not pass the object before the count of four).
- 4.16** Operators should be aware that even slight illness, extreme fatigue and certain prescription and over-the-counter drugs might slow their reaction time and affect their ability to judge distances, speed, and driving conditions. Operators should make allowances in his or her driving habits under these circumstances. Operators need to notify their supervisor if they are taking medication while driving and be prepared to submit a physician's statement.
- 4.17** Operators are always required to wear seat belts.
- 4.18** All passengers transported on Demand Response (ADA) vehicles are required to wear seatbelts by law.
- 4.19** Operators will only transport the maximum of two wheelchair/scooters. In the event of an emergency, fire or collision for ease of quickly alighting the passenger/s to safety. They must be properly tied down with a minimum of 4 securements.
- 4.20** All staff operating any company vehicles are required to log into Smart Drive, RouteMatch and Flamingo, if so equipped.
- 4.21** All staff are subject to temperature checks at the start of their shift. If the reading is 100.4 or higher, the employee will be sent home.



**III**  
**SAFETY**  
**Part 5**

**REPORTING PROCEDURES FOR ACCIDENTS AND INCIDENTS**

- 5.01** Operators are required to check that an Accident/Incident Reporting Kit is inside the bus, when operating a Hernando County Transit bus. Operators who use the kit must report to his or her supervisor that the accident kit was used. This is to ensure that the kit is replaced and or replenished.
- 5.02** In the event of an accident/incident, it is the operators' responsibility to ensure the safety and comfort of their passengers and continue to perform required duties in a professional manner. Operator should remain calm, as the passengers will be counting on their experience and guidance. Operators should reassure the passengers that everything is under control and that the service will be returned as soon as possible.
- 5.03** Failure to report an accident/incident immediately or any attempt to conceal or misrepresent the facts of an accident/incident **or leaving the scene of an accident**, shall be cause for immediate dismissal.
- 5.04** In the event of an accident operators should:
- a. **STOP AND REMAIN AT THE SCENE.** Operators shall remain at the scene until told they may leave by a company official or in some cases by law enforcement. Operators should not move their vehicle from the point of collision until instructed to do so by law enforcement or company official, unless there exists a clear safety hazard for the passengers on board or for other motorists. The vehicles emergency 4-way flashers shall be illuminated immediately.
  - b. **RENDER ASSISTANCE TO THE INJURED.** In the event of personal injury to either a passenger or a person outside of the bus, Operators shall render assistance to the best of their ability. Operators should not render first aid unless they have been trained to do so and should not move an injured person except to avoid danger, or further injury. Operators should not ignore anyone's claim of injury even though they do not agree with the claim. They should note and report any statement of any person who claims to be injured. They should also make a note of their own observations and the comments or observations of others concerning these injuries. Operators should never tell a person claiming injury or damage that the company will contact them.
  - c. **REPORT TO THE DISPATCHER BY RADIO.** Operators shall immediately report the accident/incident to the dispatcher by radio, once the welfare of the passenger/s have been checked. The dispatcher will contact the supervisor and call 911. Operators should report any injuries so that the dispatcher can notify the 911 Operator. If the radio is inoperative, operator shall use their cell phone if they have one or ask a non-injured passenger or another motorist to call 911 and the HCTM office.

**III**  
**SAFETY**  
**Part 5** continued

d. **PROTECT VEHICLE AND PASSENGERS FROM FURTHER INJURY.**

If the accident occurred where it's likely that another vehicle could become involved due to a blind curve, etc., four reflective triangles or flares should be set out or operators should seek assistance from someone on the scene to flag down approaching vehicles. The bus should be evacuated only if remaining on the bus endangers the passengers. Operators should count the passengers on the bus at the time of the accident. Occasionally, a passer-by will attempt to get on the bus at the scene of an accident and claim to be injured.

e. **GIVE INFORMATION ONLY TO THE APPROPRIATE AUTHORITIES.**

Operators shall refrain from any discussion or arguments with the other parties involved in the accident. All information relating to the accident should be given only to the police or a company official. A police report serves as documentation of what happened and can protect the operator from false accusation by others who were involved in the accident.

f. **OBSERVE THE SCENE.** Operators should observe everything around the scene of the accident, survey all injuries and damages, and make notes of their observations and any evidence they notice. Some information for the accident report can only be obtained at the scene.

g. **SECURE WITNESSES.** Operators will be responsible for distributing courtesy (witness) Cards to passengers and persons on the street. When approaching witnesses, operators should request their name and address quietly and courteously. In securing witnesses either on the street or in the vehicle, operators should never ask, "Did you see the accident?" Instead they should pass out the Courtesy Cards and say, "Hernando County Transit Management" requires me to get the names of all my passengers (or other persons in the near vicinity of the vehicle). May I have your name and address please?" Many times, a person(s) who did not see the accident happen can nevertheless give valuable information pertinent to the cause or result of the accident. It must be indicated on each Courtesy Card whether the witness was a passenger in the company vehicle, the other vehicle involved, or a passenger or driver of some other vehicle standing on the street or near the accident.

h. **WAIT FOR HELP.** Wait for the arrival of Law Enforcement and or Fire/Rescue, (if required) and a supervisor.

i. **REPORT TO SUPERVISOR AT THE SCENE.** When a supervisor arrives on the scene, operators shall follow their instructions exactly and address any questions or comments only to him or her. Operators shall only answer questions from the police, ...

### III SAFETY cont.

...company officials, or a properly identified investigator from our insurance company. Operators **shall not** discuss an accident/incident with anyone other than the appropriate authorities. In no instance shall operators involved in an accident/incident contact any of the parties involved to discuss the occurrence. If an operator is injured, such injury must be reported immediately.

- j. Operators should not argue with anyone about the accident. **THEY SHOULD MAKE NO STATEMENTS ABOUT THE ACCIDENT EITHER AT THE SCENE OR AT ANY TIME TO ANYONE OTHER THAN THE POLICE AND AUTHORIZED COMPANY PERSONNEL. Under no circumstances should they discuss the incident with members of the media.** Operators shall not sign any written statement except the company incident forms, or a citation issued by a law enforcement agency.
- k. Operators shall not volunteer any information that is not asked for.
- l. Operators should NEVER make any comments reflecting on the equipment or vehicle they were operating at the time of the accident. Such observations should be made only to an authorized representative of the company.
- m. An operator shall never attempt to appraise damages for anyone except a company official.

**5.05** Operators shall never attempt to contact injured persons either directly or through their family, hospital, or in any other manner. They should direct all questions to the supervisor.

**5.06** Operators should stop at the scene of an accident involving another bus to see if their assistance is required. This does not mean that they must wait at the scene of the accident until the supervisor arrives, unless their help is needed.

**III**  
**DETERMINATION OF ACCIDENT PREVENTABILITY**  
**PART 6**

- 6.01** A preventable accident is one in which an operator did not do everything in his or her control to prevent the accident.
- 6.02** Determination by the Event Review Team (ERT) of accident preventability will be made independent of the police officer's determination regarding the issuance of any citation(s) in accordance with the Safety Management System (SMS) plan.
- 6.03** Responsibility of an accident will be determined by management, staff, and operator(s) based on the SMS investigative techniques.
- 6.04** The Site Safety Council (SSC) will consist of the "General Manager", a "Supervisor", the "Admin Assistant" and a "Dispatcher" and a senior Operator when available. The committee will meet monthly, or, on an as-needed basis, to review all accidents and/or incidents from the previous month, to determine the preventability of the accident/incident and what steps will be taken to ensure no additional occurrence takes place.
- 6.05** The Site Safety Council can recommend disciplinary action to be taken in accordance with Sect VI, Part 26 of this manual. The "General Manager" will make the final decision on all disciplinary actions to be taken.
- 6.06** A Corrective Action Plan, (CAP) will be issued for each incident if appropriate after a complete investigation has been performed.
- 6.07** The CAP will be followed up on to ensure the recommended actions have been corrected and are being followed.



**III**  
**SUBSTANCE ABUSE POLICY**  
**Part 7**

- 7.01** HCTM has a ZERO Tolerance Policy on Substance Abuse.  
(See Attachment B. - Substance Abuse policy)
- 7.02** All employees are prohibited from the unlawful manufacture, distribution, dispensing, possession or use of controlled substances in the workplace.
- 7.03** An employee shall not perform a safety sensitive function while that employee has alcohol or a controlled substance in his or her system.
- 7.04** An employee performing a safety sensitive function shall submit to alcohol/drug testing consistent with this policy, to include, pre-employment, post-accident, random and reasonable suspicion testing.
- 7.05** It is not appropriate for an employee performing a safety sensitive function to work in their jobs when they have legally prescribed drugs in their systems unless:
- a. The drug has been prescribed by a physician and will not affect the performance of the employee.
  - b. The physician has been informed by the employee of the employee's occupation, and they work in a "Safety Sensitive Position" and are provided the employees job description.
  - c. The physician has advised the employee that he or she can safely work while taking the prescribed drug. **(PHYSICIAN'S STATEMENT IS REQUIRED)**
- 7.06** This policy applies to all transit system employees, paid part-time employees, volunteers and contractors when they are on transit property (including company social functions) or when performing transit-related business offsite or when in uniform. This policy applies to offsite lunch periods and to breaks when an employee is scheduled to return to work.
- 7.07** If any employee reports to work impaired by alcohol, illegal drugs, or prescription medication, including medical marijuana, that employee shall be discharged immediately,

**IV**  
**GENERAL CODE OF CONDUCT**  
**Part 8**

**STANDARDS OF CONDUCT**

- 08.01** To remain employed with HCTM, Operators must,
- a. Abide by the directions from the supervisors and management staff.
  - b. Maintain the required standards of performance in their duties.
  - c. Make complete and truthful statements, in all reports pertaining to their duties.
  - d. Display an attitude of loyalty that contributes to discipline and harmony within Hernando County Transit Management Inc.
  - e. Refrain from the use of abusive, vulgar, antagonistic or disrespectful language in referring to Hernando County, TheBus, its officials or members of the Hernando County Transit Management Inc and RATPDev USA staff.
  - f. Refrain from horseplay of any type.
- 08.02** Operators **shall not** conduct themselves in a manner, which is unbecoming to an employee of RATP Dev USA, and HCTM.
- 08.03** Operators **shall not** treat the public or fellow employees discourteously or be offensive in their conduct **or language** in public, or towards the public, company officials, or fellow employees either on or off duty.
- 08.04** Operators **shall not** knowingly or willfully violate laws of the United States, the State of Florida, the ordinances of Hernando County, or company rules and regulations.
- 08.05** Operators **shall** report any instance of destruction or theft of company property, which they have personally witnessed.
- 08.06** Operators **shall not** make derogatory remarks concerning passengers, company policies, transit service or fellow employees. If employees are troubled about something concerning the company, they should discuss it with their supervisor.
- 08.07** Operators **shall not** visit bars, adult bookstores or theaters or other similar places of business while wearing company uniforms.
- 08.08** All cases of arrest, either on or off duty, the operator must promptly report the incident to the General Manager and or Supervisor immediately before the next working day.

**V**  
**Customer Relations**  
**Part 9**

**CONDUCT TOWARD THE PUBLIC**

**09.01** The company is in business to provide public transportation services to Hernando County, Florida.

The operator's responsibility is to:

- a. Provide passengers with safe, dependable service.
- b. Always be courteous to passengers, even when the passenger appears to be in the wrong.
- c. Show empathy for passengers and their needs.
- d. Convey a helpful and professional attitude toward passengers; and
- e. Provide service that makes passengers want to ride again.
- f. Only allow passengers to board or alight at an approved **MARKED** bus stop only.

**09.02** In order to maintain customer relations, the operator shall:

- a. Drive safely & smoothly, no sudden starts or stops.
- b. Provide a comfortable climate. Turn on the air conditioner or heater as needed. Interior lights must always be illuminated during revenue service.
- c. Keep the interior of the bus clean.
- d. Stay on schedule. Avoid being either late or early.
- e. Maintain a neat, professional appearance.
- f. Deal with passengers in a respectful manner.
- g. Go out of their way to be helpful.
- h. Support and explain county and company policies when dealing with a passenger. If an operator does not agree with a company or county policy, the concern should be discussed with a supervisor **NOT WITH PASSENGERS.**
- i. Maintain a constant, conscious effort to be courteous and professional to all passengers.
- j. Maintain a cheerful and helpful attitude and always keep their temper in check. Operators shall not allow personal troubles to interfere with their responsibility as an operator.
- k. Explain why they can or cannot do something in a courteous and professional manner.
- l. Be concerned for the convenience and safety of passengers.
- m. Know the route. Keep up to date on landmarks, hotels, and places of interest, major businesses, streets, connecting or intersecting bus lines, locations of street numbers on route and intersecting streets.
- n. Help passengers to understand how to use the bus service. This means giving out correct information for which printed materials are available. Operators should ...

**V**  
**Customer Relations**  
**Part 9**  
continued

... never participate in alarming passengers by spreading untrue rumors about changes in service.

- o. NEVER, EMBARRASS ANY PASSENGER OR PERSON.
- p. **NEVER PASS ANYONE UP.** If in doubt whether the person is waiting for the bus, STOP & ASK.
- q. Take time to understand passenger's questions and make sure passengers understand their answers.
- r. Politely discourage passengers from talking to you excessively while bus is in motion.
- s. Be a courteous and professional operator. Other motorists and pedestrians are potential riders.
- t. Avoid arguments with passengers. Operators shall be firm and polite in enforcing passenger rules.
- u. Do not bring up personal business with any passenger.
- v. Do not air your complaints about other employees and or supervisors and management with any passenger.

**9.03** Passengers have the right to file complaints and/or compliments with management regarding the behavior or perceived behavior of an operator. It shall be management's responsibility to investigate in the event of a complaint and to determine appropriate corrective, and or disciplinary actions, if necessary. At no time shall an operator confront the complainant about the report or the allegations therein.

V  
**Customer Relations**  
**Part 10**

**ENFORCING PASSENGER RULES**

- 10.01** Operators are responsible for enforcing passenger rules which are designed for the passenger's safety, comfort and convenience:
- a. Smoking or using tobacco products is prohibited, including Vaping, on County buses by County ordinance.
  - b. Passengers must pay proper fares.
  - c. **ALL Demand Response (ADA) passengers are required by law to wear seat belts!**
  - d. Federal regulations prohibit the operation of any bus with passenger standing in front of the standee line.
  - e. No passengers should disturb other passengers.
  - f. Passengers must refrain from excessive noise, playing musical chairs by changing seats constantly, throwing objects, fighting, sticking head or arms out the windows, lewd behavior and speech, etc.
  - g. **Service animals**, when properly harnessed, are permitted on buses and shall ride in the aisle. **No other animals are allowed** unless they are in a hard-bottomed commercial animal carrier. No animals can be transported on any seat. When in doubt, please contact a supervisor.
  - h. Articles, which because of their size or the nature of their contents, may cause discomfort or can be dangerous or offensive to passengers and the operator will not be carried on the buses at any time. Ordinary hand baggage, small packages, or articles, which can be carried without inconvenience to other passengers, may be taken inside the bus by their owners. Such articles shall not be permitted to remain where they will interfere with the entrance, exit or the free use of the aisle or mechanism of the bus. Passengers boarding the bus with a baby, in a baby stroller, must 1<sup>st</sup> remove the child from the stroller, then the stroller must be folded and placed under or between a seat. This must be completed prior to the bus going into motion. The same rules apply to double size strollers and any type of shopping cart. NOTHING is allowed in the aisle.
  - i. Operators are not permitted to accept any package, baggage, letters, container, etc. for transportation.
  - j. Passengers may not place any advertisements on the buses, and or shelters inside or outside, nor may they remove or deface those advertisements placed on the buses by authorized representatives of the company.
  - k. Passengers may not solicit the sale of goods, newspapers, etc., inside the bus or on company property.

**V**  
**Customer Relations**  
**Part 10** (continued)

- 10.02** Most situations in enforcing passenger rules can be handled with a firm polite request. If this fails and the situation warrants actions, operators should:
- a. Politely inform passengers their behavior is an infraction of the TheBus rules and ask them to stop immediately.
  - b. If the passenger persists, open your doors and quietly ask the passenger to leave the vehicle.
  - c. If the passenger refuses to leave, call the dispatcher and ask for help, wait at the specified location for the police or supervisor to come and remove the passenger.
  - d. Never use physical force in attempting to remove or detain a passenger.
  - e. In all cases, report the ejection to the dispatcher immediately after the person leaves the bus.
- 10.03** Failure to pay the appropriate fare may be grounds for ejection of the passenger. However, please notify your supervisor before taking such action. Allow your supervisor to assist you, do not take matters into your own hands.
- 10.04** Passengers should not be ejected or left at a point where they are likely to be exposed to danger. Extraordinary precautions must be observed during inclement weather, late at night, or if the passenger is intoxicated. We will not place any passenger in harm's way because of their own actions. Contact your supervisor for assistance.
- 10.05** Children, Minors (less than 18 years of age) persons of unsound mind, or persons in such a feeble or helpless condition as to be unable to take care of themselves should never be ejected. Contact a Supervisor for assistance.
- 10.06** At time of removal, passengers who were in the best position to hear and see what occurred should be asked to complete courtesy cards.
- 10.07** Operators should complete an Incident Report any time a passenger is ejected from their vehicle, no exceptions. All reports will be turned in no later than the end of the Operators shift.
- 10.08** During extreme times, such as a Pandemic, **Face Masks** are required to be worn to board or alight public transportation vehicles if ordered by the President of the United States, Center for Disease Control CDC, RATP Dev, or local officials.

**VI**  
**GENERAL OPERATIONAL DUTIES**  
**Part 11**

**WORK SCHEDULES**

- 11.01** Sign-ups, if applicable, shall be available at least three times each year. The highest senior operator shall prevail in the bidding process. We operate Monday-Saturday.
- 11.02** When sign-ups are made available, operators shall sign for runs at their assigned time for bidding. Operators who are not present to sign for their run at the designated time or has not left a choice of runs with the supervisor, will have a run assigned to him by the supervisor.
- 11.03** Operators who are on inactive status due to an extended illness or injury, maternity leave, etc., shall not bid on a run unless their estimated date of return to active employment is known and will occur within 15 days of the effective date of sign-up.
- 11.04** The trading or swapping of runs is strictly prohibited without prior supervisor approval. Cases involving exceptional or unusual circumstances may be submitted to the General Manager for resolution.
- 11.05** Operators are required to CALL INTO the office, **not text**, and SPEAK to an on-duty supervisor no later than 3:00 pm, on the day they are out sick to update their status for the following day. If the operator fails to call in, their shift will be assigned to another operator by the supervisor, and they will not be allowed to work if they show up unannounced. The employee will use accrued vacation time for that day if they have accrued enough time and be considered a miss out.

**VI**  
**GENERAL OPERATIONAL DUTIES**  
**Part 12**

**REPORTING FOR WORK**

- 12.01** Operators are required to report for work at their assigned report time. Failure to report at the assigned report time may result in the run being assigned to another operator and will be considered a miss out.
- 12.02** Operators who are unable to report to work on time should **call** their supervisor 2 hours before their assigned report time. Failure to call 2 hours in advance will result in the operator being charged with a miss out. In the event the supervisor does not grant the requested leave the operator's absence will be unexcused and the operator will be charged with a miss out if he or she does not report to work at the appropriate time.
- 12.03** Operators who are to be relieved must remain on duty until the relief operator has taken charge of the bus. Operators shall call the supervisor immediately for instructions when the relieved operator is not on time.
- 12.04** **Supervisors shall not allow an employee to work** for any of the following situations:
- a. Unclean and or no uniform, including Safety Vests,
  - b. Offensive body odor,
  - c. Failure to be in proper uniform, including safety vest. This includes driver's license, valid D.O.T. Medical card, and Company I.D. badge
- An employee sent home for one or more reasons will receive a miss out.
- 12.05** Operators are responsible for making certain their bus has a working RouteMatch Tablet, AVA, Smart Drive, Next Stop Signage, transfers, Accident Reporting Kit Bloodborne Pathogens Kits, Fare Box Report, (Trip Sheet) a Daily Vehicle Pre-trip & Post-trip Inspection Report, and the Route Schedules and Route Maps for that bus while on route.
- 12.06** Operators are required to keep a working timepiece with them always while driving. The time will be checked with the radio by contacting Base each day before leaving the lot or the relief point. **Every Dispatcher will end all radio transmissions with the correct time.**
- 12.07** Before leaving the yard or when relieving on the line, operators should visually inspect their vehicle. Defects must be recorded on the Daily Bus Pre/Post-Trip Inspection form. If the defect is serious enough to affect the safety of the bus, it should be reported immediately, and another vehicle will be assigned. Operators should be especially careful to notice and record all body damage to the vehicle. Body Damage should be reported immediately to the Supervisor. All unreported damage will be charged to the last known operator.



### **Part 13**

## **ASSIGNMENT OF VEHICLES**

- 13.01** The assignment of buses shall be a matter of management decisions. No bus is specifically assigned to any operator. Operators shall drive the assigned bus, unless there is a mechanical failure that renders the bus unsafe for operation. A County Fleet Technician will make the final determination on the safety of a vehicle.
- 13.02** The need for mechanical work on a bus must be reported on the day of occurrence. That bus will be sent to Fleet by a supervisor for inspection or repair.

### **Part 14**

## **RETURNING TO GARAGE**

- 14.01** The bus shall display an “Out of Service” head sign when returning to the garage. Daily Pre- and Post-trip inspection forms, farebox reports, transfers and token envelopes shall be turned in daily.
- 14.02** Buses should be fueled, then parked on the lot, engine shut down, transmissions in neutral, doors and windows closed, brakes properly set, and switches turned off. Operators **shall** check for articles left on the bus as well as exterior and interior damage (cut seats, etc.).
- 14.03** All items found on the vehicle during post-trip inspection, **shall** be turned in to Lost and Found to the supervisor on duty.
- 14.04** All operators **shall** always follow the designated Deadhead routes unless otherwise directed by a supervisor.

**VI**  
**Part 15**  
**SCHEDULING AND ROUTING**

**15.01** Operator's shall:

- a. Operate according to schedules in a safe manner by pacing themselves along the route, adjusting their pace for traffic, weather, time-of-day, road and passenger load conditions.
- b. Know the route and where the time points are located. If operators have questions about a route, or any special conditions on the route, they should have them answered before driving it.
- c. **NEVER** leave a time point early!
- d. Avoid getting behind schedule. If operators should become more than 5 minutes behind scheduled times, they shall notify the dispatcher immediately. If an operator has persistent problems with schedules or routes, they should discuss them with the supervisory staff and/or management.
- e. Wait at the beginning of the loop instead of the time-point when ahead of schedule so that passengers at the beginning of the loop will not be missed.
- f. **DO NOT** make unauthorized detours from the scheduled route or deadhead. Route detours may be made for reasons of road blockage only and then only after notifying the dispatcher by radio of the reason and the detour route. In the event the detour will be necessary on any given trip, the supervisor may pick the route which missed the fewest number of passengers stops. Any unauthorized route detour shall be cause for immediate dismissal.
- g. **Depart the yard on time.** Buses are to depart the yard at the time posted for them to leave, unless the dispatcher or a supervisor specifically asks the operator to stand by. Failure to pull a bus out at the appointed time may result in disciplinary action up to and including termination.

**VI**  
**Part 16**  
**PICKING UP AND DISCHARGING PASSENGERS**

- 16.01** It is the responsibility of all operators to know where passenger stops are located. Generally, the near side of every intersection on a bus route or route deviation is a passenger stop. **ALL authorized bus stops are clearly marked with bus stop signage.**
- 16.02** There is always an accident hazard when making a stop at other than regularly established stop. For this reason, such stops are not allowed; Unauthorized stops to unload passengers are prohibited unless you must pull forward to unload a wheelchair/scooter onto a paved surface. Operators should bring it to the attention of a supervisor when passengers continually try to catch the bus at a wrong location (non-bus stop).
- 16.03** Operators shall constantly watch for potential riders. If operators are not sure whether someone near a bus stop wants to ride the bus, they should stop at the bus stop and ask.
- 16.04** Operators shall listen for the passenger bell/chime. If for any reason, a passenger is carried past his or her stop, operators should apologize and stop the bus at the next bus stop. If necessary, an emergency transfer shall be issued. Operators shall never argue the point of, if the bell was sounded in time for the stop.
- 16.05** Passenger stops shall be made within 6-12 inches from the curb if possible. If that is not possible, the bus should be stopped 3 feet from the curb to allow for stepping area between the curb and the bus. Operators shall be sure the landing area is safe and, if necessary, advise passengers boarding and alighting to “watch your step”. Operators should activate the four-way flashers when making a service stop. Operators are prohibited from stopping and or blocking the “bike lane”. Be on the lookout for bicyclist and pedestrians and warn your passengers of such hazard if alighting a passenger(s) near a bike lane.
- 16.06** Operators shall assist passengers boarding or alighting when necessary due to their age, health, handicap, etc. Operators shall set the parking brake, turn on the four-way flashers and put the transmission in neutral before leaving the operator’s seat to assist a passenger.
- 16.07** Operators shall make sure that all passengers are clear of the vehicle before pulling away from a bus stop, especially passengers that alight through the rear door.

**VI**  
**Part 17**  
**PROPER FARE COLLECTION**

- 17.01** Operators will collect fares according to the most recently adopted Hernando County Transit Fare structure.
- 17.02** Mishandling of funds shall be cause for immediate dismissal.
- 17.03** All bus pass users are required to show their pass upon each boarding. **Operators will check the date printed on every pass.**
- 17.04** Operators may ask elderly cash riders to show proof of age upon boarding. **Medicare** cards shall be accepted as proof of age to receive a reduced fare on Hernando County Transit buses. **All reduced fare ID's MUST be checked for expiration dates by the operator.**
- 17.05** If a passenger refuses to pay, operators should politely, professionally, and in a calm manner ask the passenger to leave the bus. If the passenger(s) refuses, call your dispatcher and or supervisor for instructions.
- 17.06** Operators should inform passengers that exact fare is required, and that change cannot be given. Operators may not allow the passenger to attempt to get change for bills from fellow passengers.
- 17.07** Reduced Fare Identification Cards will be accepted from other transit agencies and will entitle the passenger to the reduced fare rate in Hernando County.
- 17.08** Flamingo Fares, once implemented, will be accepted as a form of payment using a Smart Card or the Cell Phone Application.

**Part 18**  
**TRANSFERS**

- 18.01** Operators should issue the appropriate transfer that applies to a paying passenger who must take more than one bus to reach their destination. **Transfers may not be used by passengers to get back to the original starting point (Same Route).**
- 18.02** Emergency transfers shall be issued when the regular transfer procedure would deny a passenger a legitimate ride and/or so that they can take the next bus without paying an additional fare. Please validate the transfer with your name and date. This will indicate the Transfer is an emergency issued transfer. Indicate via radio to your dispatcher and or supervisor of the issuance of the transfer along with the location of the person being issued the emergency transfer. Dispatch will notify the bus operator that the passenger originally intended to board.

## VI Part 18 continued

### EXAMPLES:

- a. Passengers board a bus and after paying, find that the bus does not go where they wish to go.
- b. A bus has broken down on route and passengers must catch the next scheduled bus to complete their trips.
- c. Passengers are carried beyond their destination and a transfer is required to get them back to their point of destination.

- 18.03** Operators shall check all transfers and passes for appropriate date, time and route.
- 18.04** Operators should never accept an expired transfer or bus pass (one that was issued more than one hour prior to the time of boarding) unless instructed to do so by the dispatcher or supervisor.
- 18.05** If a transfer is presented that is beyond the time limit, out-of-date or being used in an inappropriate manner, the operator shall quietly and courteously inform the passenger the transfer is invalid. Remain with the expired transfer and report it to your immediate supervisor. If the passenger gives a reasonable and credible explanation, the operator should accept the word of the passenger. Operators shall, always, use good judgment and common sense.
- 18.06** Operators should be alert for patterns of transfer, and pass-ticket abuse. Where any systematic abuse is seen, it should be reported to supervisor for such special action, as the company deems appropriate.

## Part 19 PROPER USE OF VEHICLE

- 19.01** Operators are responsible for the safe and proper use of buses.
- 19.02** Operators **SHALL NOT**:
- a. Warm up engine too quickly or in an unsafe manner.
  - b. Ride or pump the brakes.
  - c. Use the door interlock as a substitute for the parking brake.
  - d. Have collisions with fixed objects resulting in damage to the vehicle.
  - e. Attempt to put the bus in gear before the bus has 100 pounds of air pressure.
  - f. Idle engines for longer than two (5) minutes without using the fast idle.

## VI

### Part 19 continued

- g. **It is strictly against the rules** for an operator to back up a bus, except when the operator is being assisted by a supervisor or other authorized staff member, or Law Enforcement. Operators **should sound their horn and turn on the 4-way flashers**, before backing a vehicle.
- h. Place a bus in motion with doors open. Also, the doors should not be opened until the bus has come to a complete stop.
- i. Exceed the posted speed limits. Operators who exceed limits in school zones will be subject to dismissal.

#### 19.03 Operators Shall:

- a. Have a general knowledge of the mechanical operation of their vehicles so they may be able to identify basic mechanical troubles when their vehicle becomes disabled. Perform Pre & Post trip vehicle inspections.
- b. Test their brakes in the yard and within the first block when leaving the yard.
- c. Use extreme caution when driving on wet and slippery roadways.
- d. Use extreme caution when driving over rough streets, streets under construction and through low water areas to prevent damage to the vehicle or injury to the passengers.
- e. Always stay in right lanes except to make left turns or to avoid a potential hazard. Passing is strictly prohibited in the downtown area or between the downtown area and the station. Operators shall use extreme caution when passing and only after notifying dispatch/supervisor of such maneuver.
- f. Use turn signals well in advance when changing lanes or making turns or pulling into bus stops.
- g. Use emergency 4-way flashers when making passenger stops.
- h. Avoid striking curbs with tires or running over objects in the street that might damage the tires.
- i. Come to a complete stop not less than 15 feet and not more than 50 feet from a railroad crossing. Emergency 4-way flashers should be used to warn vehicles behind the bus of the impending stop.
- j. Pull to the curb and stop, if possible, to clear the street for emergency vehicles or funeral processions.
- k. Use extreme caution when operating in the vicinity of schools or playgrounds.
- l. Come to a complete stop when a school bus is displaying alternately flashing red lights. Florida law states a vehicle must stop and not pass until:
  - 1.) The school bus has resumed motion,
  - 2.) The driver of the school bus motions other drivers to proceed,
  - 3.) The red lights are no longer flashing,
  - 4.) Yield the right-of-way to pedestrians crossing the street regardless of whether it is a marked crosswalk or in the center of the block where there is not a crosswalk.
  - 5.) Visually inspect the bus before going out on a run.

- 6.) Shut the bus down when warning lights come on.

### **Part 19 continued**

- 7.) Write up all vehicle issues on Pre- and Post-trip inspection sheets.
- 8.) Place the vehicle's transmission in neutral and engage emergency brake whenever leaving the operator's seat.

### **Part 20**

#### **PROPER USE OF TWO-WAY RADIOS**

- 20.01** Operators **SHALL** use the radio to:
- a. Report an accident, incident, emergency etc., occurring on the bus.
  - b. Report an unusual situation such as a route blockage, passenger problem or lost articles.
  - c. Get the correct time from the dispatcher.
  - d. Report any equipment malfunctions.
  - e. Ask that a bus be held up for a transfer but **ONLY if that bus is in sight** or if the caller's bus is coming into town late and is not more than 3 minutes away from the transfer point. This time may be extended if the bus is the last one leaving the transfer point for the day.
  - f. Ask for route clarification. It is the operator's responsibility to know the route, and if they are not sure about a route or any special conditions on the route, they are to ask for clarification before leaving the yard. In the event of a question, radio for instructions.
  - g. Provide information to the dispatcher for route surveys.
  - h. Main channel is for Fixed Route operations, private is for Demand Response operations use.
- 20.02** Operators **SHALL NOT** use the radio:
- a. While fueling the vehicle.
  - b. Within 500 feet of where dynamite or any explosive materials are being used. Dynamite caps may explode by a two-way radio transmitter.
  - c. If another conversation is in progress, except in grave emergency.
  - d. To send personal messages. The radio must be used strictly for business.
  - e. For prolonged conversations. Operators shall NEVER argue with anyone over the air.
- 20.03** Operators will always be identified by Route number/name and or Bus number, and limit radio traffic. Regular language may be used to satisfy the required transmissions, i.e., surveys, accidents, detours, etc. Personal names will not be used unless the Operator is not responding to his or her assigned bus and or route number. Bus numbers or call signs will be used instead. Radio courtesy and proper radio etiquette will always be in effect. NO EXCEPTIONS.

**Part 20** continued

- 20.04** Profane, obscene, and sarcastic language, of any kind in radio communications, is strictly prohibited by Federal Statutory law (Title 18, Section 1464, United /States Code), FCC Rules and Regulations of the company.

ANY EMPLOYEE GUILTY OF USING SARCASTIC, PROFANE OR OBSCENE LANGUAGE IN RADIO COMMUNICATIONS IS SUBJECT TO IMMEDIATE DISMISSAL.

- 20.05** **HCTM has adopted the “No carrying of a personal cell phone or any other electronic communications device while on duty.” It is always to remain stowed & off.**

- 20.06** The use of **Personal Electronic Communication Devices**, (including but not limited to, iPod, iPad, cellular telephones, beepers/pagers, and Blackberrys, Kindles), are strictly prohibited while operating, or controlling the movement of Hernando County Transit Management (HCTM) vehicles. **Texting** while operating or while controlling the movement of HCTM vehicles is strictly prohibited. Wearing of iPod, Bluetooth Technology, earbuds, or similar electronic devices is prohibited while on duty. Personal telephone calls during working hours are prohibited except in the case of an emergency. Safety Sensitive employees should only take a personal emergency call out of a HCTM vehicle, or when not controlling the movement of vehicle/s. There will be **no exceptions** granted on the issue on the use of personal communication devices while operating or controlling the movement of HCTM vehicles. HCTM reserves the right to grant exception for personal telephone calls in cases of extraordinary or unusual circumstances during working hours, but only when the employee is NOT performing safety sensitive functions.

- 20.07** All staff and or Team Members having a cell phone or wireless communication device can use it in the following manner:
- a. Cell phones can be used when the staff member is on layover,
  - b. The vehicle is parked,
  - c. The parking brake is set,
  - d. The operator/staff member shall leave the Operator seat area and step out of the vehicle.

Anyone violating the procedures set forth in 20.05-20.07 will be subject to immediate dismissal.

- 20.08** In the event of a **Declared State of Emergency**, Operators and CDL qualified Staff Members will be allowed to carry a cell phone on their person; however, ALL STAFF SHALL ABIDE BY 20.07.

Operators **shall not** allow anyone, other than authorized HCTM employees, to operate the radio or assigned communications equipment or any other equipment.



**VI**  
**Part 21**

**EMERGENCIES/ACCIDENTS/INCIDENTS**

- 21.01** In the event of a serious threat or assault, the operators' first responsibility is to get help for themselves while safeguarding the passengers. Operators should use the radio or emergency signal to call for help and continue their route if able to do so. If operators cannot continue the route due to threat or injury, they should safely park the bus and use the radio to call for help.
- 21.02** Operators should try to get a description of the person(s) involved in any profane or illegal behavior. An accurate description will aid the police in apprehending the violator.
- 21.03** If operators are harassed or if passengers create a nuisance for others, the incident should be reported immediately to a supervisor. Operators should follow the instructions given by the supervisor.
- 21.04** If a passenger becomes ill, or is injured on board, it should be reported to the dispatcher immediately by radio. If the passenger is seriously ill or injured, the operator should wait where they are located for the ambulance and supervisor to arrive. In some situations where the passenger is not seriously ill, but requests assistance, it may be possible to report to the dispatcher by radio and continue route until met by a supervisor. However, if there is any doubt as to the seriousness of the passenger's condition, the operator should stop, wait on an ambulance and the supervisor, and do what they can to keep the person safe, warm, and talking, if he or she is conscious.
- 21.05** Operators will be required to fuel their vehicle as needed. A county fuel card will be used by the operator in the event that we are forced to fuel off-site, and receipts **MUST** be obtained at the designated fueling locations and turned in to the on-duty supervisor.

**VI**  
**Part 22**  
**BREAKDOWNS**

- 22.01** Breakdowns must be reported to the dispatcher by radio immediately, and all must be written up on the Pre/Post-trip sheet.
- 22.02** Minor problems, which are not safety related, should not delay the schedule. The defect should be written up on the Pre/Post-trip sheet. Operators taking over a vehicle while on route should be advised of the defects and documented on the Pre/Post-trip sheet.
- 22.03** Problems, which are safety related or which pose extreme inconvenience to the passengers should be reported to the dispatcher immediately. A supervisor will be dispatched to meet the bus on the route either to fix the problem or to change-out the bus. Farebox issues must be reported immediately.
- 22.04** If the bus is driven through water deep enough to wet the brakes, the brakes should be applied gently to test their strength. To dry them quickly, the brakes should be applied lightly while maintaining safe speed until brake performance returns to normal.
- 22.05** THE BUS MUST BE CURBED AND SHUT DOWN WHEN MAJOR PROBLEMS OCCUR SUCH AS:
- a. Low air pressure light and buzzer come on.
  - b. Warning lights and buzzer come on which indicate Low Oil or Hot Engine or a DEF, and a low coolant light for those buses equipped with such.
  - c. Florida Law allows Operators to safely park the bus away from an accident scene. This, in the hopes of reducing any further damage to the vehicle(s), avoids or reduces the risks of additional accidents, safeguard, preserve, protect life, and property.

**VI**  
**Part 23**  
**LOST AND FOUND ARTICLES**

- 23.01** All lost articles found on buses shall be turned in to the office by the operator at the end of the operators shift. These items will be retained for no more than 90 days.
- 23.02** HCTM, Hernando County BOCC or RATP Dev is not responsible for any damages or contents to lost and found items.
- 23.03** Any article not claimed by the owner within 90-days shall be disposed of.
- 23.04** All food and drink items will be disposed of immediately, not saved.
- 23.05** Valuables, i.e., wallets, cell phones etc. shall be stored in the safe.
- 23.06** The operator will tag the lost item and turn it into a supervisor with the following information: **Route, Date, Bus number and the Operators name.**
- 23.07** The On-duty Supervisor will fill out the Lost & Found log and place the item, with the tag attached **noting the route and date found, into the lost & found area.**
- 23.08** Upon disposal of any item in Lost & Found, no item is to be retained by any staff member for their personal use.
- 23.09** Lost and found items can be retrieved by their owners, with proper identification of the item and photo ID and must be signed for at the office upon returned.

**VI**  
**Part 24**  
**ADA COMPLIANCE**

24.01 Operators **Shall**

- a. Strictly comply with the requirement of the Americans with Disabilities Act.
- b. **Cycle wheelchair lifts/ramps** before taking a bus from the garage.
- c. Properly secure persons in wheelchairs using the company's five-point tie down system.
- d. Announce stops at transfer points with other fixed routes, other major intersections and destination points, and intervals along a route enough to permit individuals with visual impairments or other disabilities to be oriented to their location. AVA's are installed to perform this task; however, it must be performed by the operator if the system is inoperable.
- e. Announce any stop on request of an individual with a disability.
- f. Allow adequate time for individuals with disabilities to complete boarding and alighting from the vehicle.
- g. Any wheelchair ramp and or lift that is deemed inoperable must be placed out of service for repair and an ADA compliant replacement vehicle will be issued.

24.02 Operators **Shall Not:**

- a. Require a passenger in a wheelchair to transfer to a seat, you can ask them if they will but cannot require it.
- b. Refuse to permit a passenger who uses a lift to board and or alight from a vehicle at any designated stop, unless the lift cannot be deployed, the lift will be damaged if it is deployed, or temporary conditions at the stop preclude the safe use of the stop by all passengers.
- c. Prohibit an individual with a disability from traveling with a respirator or portable oxygen supply.
- d. Announce, either by using the 10-code or simple language, to another operator that they have a person in a wheelchair or other mobility device.
- e. Transport more than 2 wheelchair/scooters that require securement at any time.

**VI**  
**Part 25**  
**DISCIPLINARY CODE**

- 25.01 Reasons for disciplining operators shall include, but not be limited to the following:
- a. Operating the bus in a careless and/or unsafe manner.
  - b. Preventable accidents. Any two preventable accidents or incidents in a 12-month period will be grounds for dismissal. Additionally, three preventable accidents or incidents in a 5-year period will be grounds for dismissal.
    - 1) Minor Preventable Accident. A minor accident is one in which there is very little damage, no injuries and no fatalities.
    - 2) Major Preventable Accident. A major accident is one in which there is substantial damage, property damage, and/or injury and/or death.
  - c. Willful failure to carry out a reasonable and lawful order or refuse to carry out assigned duties (otherwise known as insubordination).
  - d. Incompetence or inefficiency in the performance of duties.
  - e. Unauthorized deviation from route, **this includes deadhead travel.**
  - f. Reading, listening to personal radio, talking on a cell phone while driving, watching television or any other activity which diverts the operator's attention and/or which interferes with the performance of normal duties while operating transit equipment. IMMEDIATE TERMINATION.
  - g. Smoking or Vaping or using any tobacco product on the bus or in a company vehicle at any time whether on duty or as a passenger. **(This includes smoking near any door of a bus while parked)**
  - h. Failure to report on time for work assigned. Discipline will be as follows for miss outs:
    - 1. 1<sup>st</sup> Miss out: Written Warning, sent home without pay
    - 2. 2<sup>nd</sup> Miss out: 3 Day Suspension Without Pay and Written Reprimand
    - 3. 3<sup>rd</sup> Miss out: Dismissal
  - i. Passing time point ahead of schedule. An operator found running ahead of schedule three times in a year period shall be subject to dismissal.
  - j. Eating or drinking in the bus.
  - k. Treating the public or fellow employees discourteously or being offensive in conduct toward the public, company officials, or fellow employees.
  - l. Improper use of two-way radio or approved/assigned communications device.
  - m. Transporting unauthorized, unpaid persons.
  - n. Failure to report an accident/incident immediately by radio or nearest telephone from the scene when physically able or failure to complete a report upon return to the garage.
  - o. Carrying weapons of any kind while on duty or on company property.
  - p. Sexual harassment of passengers or fellow employees.
  - q. Mishandling of Hernando Transit Management Inc. funds (includes tampering with any equipment installed on the vehicle).

**VI**  
**Part 25** continued

- r. Threatening, either verbally or physically, a passenger, fellow employee, supervisor or other company official.
- s. Stealing, misappropriation of or taking of any transit property.
- t. Carrying, indulging in or being under the influence of alcohol or drugs while on duty, while on transit property or while in uniform.
- u. Fighting while on duty or on company property except in self-defense.
- v. Falsifying time or revenue records.
- w. Fraudulent reporting of sickness or dishonesty in reporting the death of an immediate family member.
- x. Falsifying any company records or reports including the Application of Employment.
- y. Conviction of a felony; conviction of a crime of moral turpitude; conviction of a misdemeanor, and conviction of driving while intoxicated.
- z. Continuing to operate a bus when physically unable to do so and/or when disqualified to drive by a licensed physician or driving with a suspended or revoked license.
- aa. Failure to provide timely information for use in passenger surveys to the dispatcher.
- bb. Failure to follow the established policies and procedures in the company's Substance Abuse Program.
- cc. Failure to pull the bus off the lot at the appointed time without informing the dispatcher and/or the supervisor of the reason for such lateness.
- dd. Failure to strictly adhere to the regulations set forth for drivers of commercial motor vehicles in the Florida Commercial Motor Vehicle Drivers Handbook and FAC Chapter 14.90.
- ee. Excessive absenteeism or pattern of absenteeism. IE: calling out sick to extend vacation time.
- ff. Failure to comply with ADA requirements.
- gg. Being on light duty status and/or absence from work for any reason other than military leave for a period of more than one (1) year.
- hh. Being absent without notifying the company for a period of three (3) consecutive workdays without a reasonable excuse.
- ii. Sleeping while on duty.
- jj. Improperly filling out required paperwork. This includes non-legible entries, missing data, failure to turn all paperwork at the end of your shift and all company related paperwork issues.
- kk. Damage to any video equipment installed on vehicles in any way is cause for immediate dismissal.

25.02 Disciplinary actions may include Coaching, Written Warnings, Suspensions without pay, Performance probations, and or Termination.

25.03 Disciplinary Actions.

- a. First offense - Documented Coaching or Verbal Warning.
- b. Second offense - Written Warning and/or 1-3-Day Suspension without pay.
- c. Third offense - 3-Day Suspension without pay or Dismissal (at managements discretion).
- d. Fourth offense - Dismissal

Management reserves the right to issue any disciplinary action in accordance with the severity of the offense.

## VII

NOTES: \_\_\_\_\_

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# ***Appendix 8: Operator Evaluation***



## OPERATOR MONITOR REPORT

Operator \_\_\_\_\_ Operator Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Bus Type: Cutaway \_\_\_\_\_ Transit Bus \_\_\_\_\_ Bus No. \_\_\_\_\_  
 Reason for Evaluation: Initial training \_\_\_\_\_ Retraining \_\_\_\_\_ Post-accident \_\_\_\_\_ At-risk Operator \_\_\_\_\_  
 Weather \_\_\_\_\_ Traffic Conditions \_\_\_\_\_

The Operator's Evaluation Report is designed to provide the Operator with an accurate and detailed performance inventory. Each skill receives a rating of Excellent, Good, Marginal, Substandard, or Not Observed.

**Excellent** means that the Operator has consistently performed in a manner that is above reproach.

**Good** means the Operator is skillful, better than average and has desirable and positive qualities

**Marginal** means that the Operator handled the vehicle safely, but the performance was marred by shortcomings which were serious or numerous enough to challenge his/her credibility

**Substandard** means that the Operator performed in a careless or reckless manner and or flagrantly violated company policy and or procedures

**Not Observed** is self-explanatory.

**PRE-DRIVING CHECKS: (Should be evaluated with a YES or NO response)**

	Exc	Good	Marg	Subst	N/O
1 Checks traffic to rear, alongside and ahead before moving					
2 Starts slowly and smoothly					
3 Maintains safe following distance					
4 Operates at safe and legal speed					
5 Demonstrates patience in heavy traffic					
6 Observes traffic ahead closely					
7 Alert to traffic signals and signs					
8 Stays to right. (Except to pass)					
9 Uses mirrors properly. (Glances frequently)					
10 Signals all movements					
11 Observes safety zone around vehicle					
12 Brakes gradually, steadily, and smoothly					
13 Comes to a complete stop					
14 Does not allow vehicle to roll when stopped					
15 Keeps doors closed until completely stopped					
16 Avoids stopping where boarding/alighting may be hazardous					
17 Avoids scuffing tires and jumping curbs					
18 Stops proper distance from curb. (6 to 12 inches)					
19 Assists passengers boarding and alighting					
20 Wheelchair ramp/Lift deployed and stowed properly					
21 Wheelchair tie-down(s) secured properly					
22 Uses lap belt and shoulder strap on wheelchair properly					
23 Driver ensures seatbelt on passenger is properly secured					
24 Clear the fare box area and close the front door before moving					
25 Checks mirrors before moving					
26 Signals before moving					
27 Alert to traffic and pedestrian movement					
28 Both hands on the wheel. (Proper placement 9 & 3)					

- 29 Avoids passing at intersections
- 30 Reduces speed or stops if necessary
- 31 Uses proper lane. (Keeps coach in center of lane)
- 32 Approaches turns at proper speed
- 33 Checks clearance before turning
- 34 Keeps wheels pointed forward until beginning turn
- 35 Observes proper pivot point to avoid hitting curb
- 36 Observes front overhang. (Bicycle rack)
- 37 Turns on flashers and sounds horn. (When backing)
- 38 Backs slowly and carefully
- 39 Uses horn properly
- 40 Uses four-way flashers at all railroad crossings
- 41 Stops completely and clear of railroad crossings. (Stop bar)
- 42 Avoids overhanging limbs and signs too close to roadway
- 43 Reduces speed when passing over speed bumps and potholes
- 44 Uses 2-way radio properly
- 45 Is aware that safety takes precedence over the schedule
- 46 Secures vehicle properly when unattended.
- 47 Trans. in neutral, parking brake set, when out of the seat
- 48 Knows fare structure and fare box operation
- 49 Checks all fares and challenges those that are questionable
- 50 Familiar with Flamingo Fares
- 51 Courteous to all passengers
- 52 Courteous to other motorists
- 53 Demonstrates patience with disorderly or unruly passengers


**Comments: (Explanation for the assigned ratings, Excellent, Marginal, and Substandard required)**


**Evaulator Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

***Appendix 9:  
Hernando County Substance Abuse Policy***



**HERNANDO COUNTY**  
**Board of County Commissioners**

<b>Policy Title:</b>  <b>Drug Free Workplace</b>	<b>Effective Date:</b>	October 1, 2000
	<b>Revision Date(s):</b>	August 1, 2003 January 1, 2007 April 23, 2013 January 29, 2019 February 12, 2019
	<b>Latest Review:</b>	February 1, 2007 March 21, 2013 January 18, 2019 January 29, 2019

**Policy Statement:**

Hernando County is committed to a Drug/Alcohol-Free work environment. The safety of the employee, fellow employees, the public, public property and equipment is placed in jeopardy when an employee is under the influence of drugs and alcohol.

It is the policy of the County that the unlawful manufacture, sale, distribution, dispensation, possession or use of drugs or alcohol, as determined by federal law, whether on-duty or off-duty or being under the influence of drugs or alcohol in the workplace, on County property or as part of any County activities is expressly prohibited and constitutes grounds for termination of employment with Hernando County.

Drug testing of Hernando County employees is compliant with the Drug-Free Workplace program outlined in both Federal and Florida state laws.

Hernando County has designated three (3) categories of employees for drug and/or alcohol testing: Federal Motor Carrier Safety Administration – stated as Commercial Drivers' License (CDL) Safety-Sensitive employees, employees covered under the Federal Transit Administration (FTA) – which may also be a CDL holder and all other County employees.

***Policy provisions authorized by HCBOCC are italicized and bolded throughout this policy.***

## Procedure

### A. Purpose of Policy

This policy complies with 49 CFR Part 655, as amended, 49 CFR Part 382, as amended, and 49 CFR Part 40, as amended. Copies of Parts 655, 382 and 40 are available in the drug and alcohol program manager's office and can be found on the internet at the Department of Transportation (DOT) Office of Drug and Alcohol Policy and Compliance website <http://www.transportation.gov/odapc>.

All covered employees are required to submit to drug and alcohol tests as a condition of employment in accordance with these regulations.

Portions of this policy are not DOT-mandated but reflect Hernando County Board of County Commissioner's policy. These additional provisions are identified by *italicized and bold text*.

***All County employees who are not covered under FMCSA or FTA will be tested under Non-Federal.***

In addition, DOT has published 49 CFR Part 32, implementing the Drug-Free Workplace Act of 1988, which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FTA.

***All Hernando County Board of County Commissioner's employees are subject to the provisions of the Drug-Free Workplace Act of 1988.***

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the covered workplace. An employee who is convicted of any criminal drug statute for a violation occurring in the workplace shall notify Human Resources no later than five days after such conviction.

### B. Covered Employees

**This policy applies to every employee, including an applicant or transferee.**

This policy also applies to every person whose position requires the possession of a commercial driver's license (CDL); every employee performing a "safety-sensitive function" as defined below, and any person applying for such positions.

Under FMCSA (Part 382), you are a covered employee if you perform any of the following safety-sensitive functions:

- Driving a commercial motor vehicle which requires the driver to have a CDL
- Waiting to be dispatched to operate a commercial motor vehicle
- Inspecting, servicing, or conditioning any commercial motor vehicle

- Performing all other functions in or upon a commercial motor vehicle (except resting in a sleeper berth)
- Loading or unloading a commercial motor vehicle, supervising or assisting in the loading or unloading, attending a vehicle being loaded or unloading, remaining in readiness to operate the vehicle, or giving or receiving receipts for shipments being loaded or unloaded.
- Repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle

Under FTA (Part 655), you are a covered employee if you perform any of the following safety-sensitive functions:

- Operating a revenue service vehicle, in or out of revenue service
- Operating a non-revenue vehicle requiring a commercial driver's license
- Controlling movement or dispatch of a revenue service vehicle
- Maintaining (including repairs, overhaul and rebuilding) of a revenue service vehicle or equipment used in revenue service
- Carrying a firearm for security purposes

See Attachment A for a list of covered positions by job title under the Federal Transit Administration (FTA).

### C. Prohibited Behavior

Use of illegal drugs is prohibited at all times. **All employees**, including covered employees are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited drug in the body at or above the minimum thresholds. Prohibited drugs include:

- Marijuana
- Cocaine
- Phencyclidine (PCP)
- Opioids
- Amphetamines

All covered employees are prohibited from performing or continuing to perform safety-sensitive functions while having an alcohol concentration of 0.04 or greater.

**All employees** are prohibited from consuming alcohol while performing **all functions**, including safety-sensitive job functions or while on-call to perform all functions, including safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. If the on-call employee claims the ability to perform **his or her function**, including safety-sensitive function, he or she must take an alcohol test with a result of less than 0.02 prior to performance.

**All employees**, including covered employees are prohibited from consuming alcohol within four (4) hours prior to the performance of **job functions**, including safety-sensitive job functions.

**All employees**, including covered employees are prohibited from consuming alcohol for eight (8) hours following involvement in an accident or until he or she submits to the post-accident drug and alcohol test, whichever occurs first.

#### **D. Consequences for Violations**

##### **FTA Consequences**

Following a positive drug or alcohol (BAC at or above 0.04) test result or test refusal, the employee will be immediately removed from safety-sensitive duty and referred to a Substance Abuse Professional.

Following a BAC of 0.02 or greater, but less than 0.04, the employee will be immediately removed from safety-sensitive duties for at least eight hours unless a retest results in the employee's alcohol concentration being less than 0.02.

##### **FMCSA Consequences**

Following a positive drug or alcohol (BAC at or above 0.04) test result or test refusal, the employee will be immediately removed from safety-sensitive duty and referred to a Substance Abuse Professional.

Following a BAC of 0.02 or greater, but less than 0.04, the employee will be immediately removed from safety-sensitive duties until the start of the employee's next regularly scheduled duty period, but not less than 24 hours following administration of the test.

##### **Zero Tolerance**

Any employee who tests positive for drugs or alcohol (BAC at or above 0.04) or refuses to test will be **terminated from employment**. Employees who are covered under DOT or FTA will receive a SAP referral.

#### **E. Circumstances for Testing**

##### Pre-Employment Testing

Pre-employment alcohol tests are conducted after making a contingent offer of employment or transfer.

For covered employees, all pre-employment alcohol tests will be conducted using the procedures set forth in 49 CFR Part 40. A negative pre-employment drug test result is required before an employee can first perform safety-sensitive functions. If a pre-employment test is cancelled, the individual will be required to undergo another test and successfully pass with a verified negative result before performing safety-sensitive functions.

***If an applicant's pre-employment drug and alcohol test result is verified as positive, the applicant will be excluded from consideration for employment.*** If the applicant has applied for a safety-sensitive position, he/she will be provided a list of qualified Substance Abuse Professionals (SAP).

If a covered employee has not performed a safety-sensitive function for 90 or more consecutive calendar days and has not been in the random testing pool during that time, the employee must take and pass a pre-employment test before he or she can return to a safety-sensitive function.

A covered employee or applicant who has previously failed or refused a DOT pre-employment drug and/or alcohol test must provide proof of having successfully completed a referral, evaluation, and treatment plan meeting DOT requirements.

#### FMCSA Drug Testing Exceptions

A driver is not required to undergo a pre-employment test if:

- (1) The driver has participated in a DOT testing program within the previous 30 days; and
- (2) While participating in that program, either:
  - a. Was drug tested within the past six months (from the date of application with Hernando County Board of County Commissions), or
  - b. Participated in the random drug testing program for the previous 12 months (from the date of application with Hernando County Board of County Commissioners); and
- (3) Hernando County Board of County Commissioners can ensure that no prior employer of the driver of whom Hernando County Board of County Commissioners has knowledge of records of a violation of this part or the controlled substances use of another DOT agency within the previous six months.



### Reasonable Suspicion Testing

**All employees**, including covered employees shall be subject to a drug and/or alcohol test when Hernando County Board of County Commissioners has reasonable suspicion to believe that the employee has used a prohibited drug and/or engaged in alcohol misuse. A reasonable suspicion referral for testing will be made by a trained supervisor or other trained County official on the basis of specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the employee.

Covered employees may be subject to reasonable suspicion drug testing any time while on duty. Covered employees may be subject to reasonable suspicion alcohol testing while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions.

### Post-Accident Testing

#### **FTA Procedures**

Covered employees shall be subject to FTA post-accident drug and alcohol testing under the following circumstances:

#### Fatal Accidents

As soon as practicable following an accident involving the loss of human life, drug and alcohol tests will be conducted on each surviving covered employee operating the public transportation vehicle at the time of the accident. In addition, any other covered employee whose performance could have contributed to the accident, as determined by Hernando County Board of County Commissioners using the best information available at the time of the decision, will be tested.

#### Non-Fatal Accidents

As soon as practicable following an accident not involving the loss of a human life, drug and alcohol tests will be conducted on each covered employee operating the public transportation vehicle at the time of the accident if at least one of the following conditions is met:

- (1) The accident results in injuries requiring immediate medical treatment away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident

- (2) One or more vehicles incurs disabling damage and must be towed away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident
- (3) The vehicle is a rail care, trolley car or bus, or vessel, and is removed from operation, unless the covered employee can be completely discounted as a contributing factor of the accident

In addition, any other covered employee whose performance could have contributed to the accident, as determined by Hernando County Board of County Commissioners using the best information available at the time of the decision, will be tested.

A covered employee subject to post-accident testing must remain readily available, or it is considered a refusal to test. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

### **FMCSA Procedures**

Covered employees shall be subject to FMCSA post-accident drug and alcohol testing under the following circumstances:

#### Fatal Accidents

As soon as practicable following an occurrence involving a commercial motor vehicle operating on a public road in commerce, and involving the loss of a human life, drug and alcohol tests will be conducted on each surviving covered employee who was performing safety-sensitive functions with respect to the vehicle.

#### Non-Fatal Accidents

As soon as practicable following an occurrence involving a commercial motor vehicle operating on a public road in commerce, and not involving the loss of a human life, an alcohol test will be conducted on each driver who receives a citation within eight (8) hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if:

- (1) The accident results in injuries requiring immediate medical treatment away from the scene; or

- (2) One or more motor vehicles incur disabling damage and must be transported away from the scene by a tow truck or other motor vehicle.

As soon as practicable following an occurrence involving a commercial motor vehicle operating on a public commerce, and not involving the loss of a human life, a drug test will be conducted on each driver who receives a citation within thirty-two (32) hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if:

- (1) The accident results in injuries requiring immediate medical treatment away from the scene; or
- (2) One or more motor vehicles incur disabling damage and must be transported away from the scene by a tow truck or other motor vehicle.

A covered employee subject to post-accident testing must remain readily available, or it is considered a refusal to test. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

Hernando County BOCC officials will use the best information available at the scene, to determine if a covered employee's performance can be completely discounted as a contributing factor to the accident.

***If testing is not required federally, the employee may be post-accident tested based on Hernando County's authority using non-federal forms.***

***Hernando County utilizes Suncoast Urgent Care for before, during and after-hours. Communication with Human Resources must occur prior to taking an employee for Post-Accident Testing. Employees requiring drug/alcohol testing must be transported by their supervisor, unless otherwise transported by an ambulance. The supervisor must remain with the employee until testing is completed.***

#### Random Testing

Random drug and alcohol tests are unannounced and unpredictable, and the dates for administering random tests are spread reasonably throughout the calendar year. Random testing will be conducted at all times of the day when safety-sensitive functions are performed.

Testing rates will meet or exceed the minimum annual percentage rate set each year within each DOT agency. The current year testing rates can be viewed online at [www.transportation.gov/odapc/random-testing-rates](http://www.transportation.gov/odapc/random-testing-rates). If a given driver is subject to random testing under the rules of more than one DOT agency, the driver will be subject to random drug and alcohol testing at the annual percentage rate established by the DOT agency regulating more than 50% of the driver's function.

The selection of employees for random drug and alcohol testing will be made by a scientifically valid method, such as a random number table or a computer-based random number generator. Under the selection process used, each covered employee, will have an equal chance of being tested each time selections are made.

A covered employee may only be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions. A covered employee may be randomly tested for prohibited drug use anytime while on duty.

Each covered employee who is notified of selection for random drug or random alcohol testing must immediately proceed to the designated testing site. ***Failure to proceed immediately may be deemed a refusal to test.***

#### Random Testing – End of Shift (FTA)

Random testing may occur anytime an employee is on duty so long as the employee is notified prior to the end of the shift. Employees who provide advance, verifiable notice of scheduled medical or child care commitments will be random drug tested no later than three hours before the end of their shift and random alcohol tested no later than 30 minutes before the end of their shift. Verifiable documentation of a previously scheduled medical or child care commitment, for the period immediately following an employee's shift, must be provided at least **one hour** before the end of the shift.

#### Return to Duty Testing

Any employee who is allowed to return to safety-sensitive duty after failing or refusing to submit to a DOT drug and/or alcohol test must first be evaluated by a substance abuse professional (SAP), complete a SAP-required program of education and/or treatment, and provide a negative return-to-duty drug and/or alcohol test result. All tests will be conducted in accordance with 49 CFR Part 40, Subpart O.

#### Follow-up Testing

Employees returning to safety-sensitive duty following leave for substance abuse rehabilitation will be required to undergo unannounced follow-up alcohol and/or drug testing for a period of one (1) to five (5) years, as directed by the SAP. The duration of testing will be extended to account for any subsequent leaves of absence, as

necessary. The type (drug and/or alcohol), number and frequency of such follow-up testing shall be directed by the SAP. All testing will be conducted in accordance with 49 CFR Part 40, Subpart O.

**Worker's Compensation – Seeking Medical Treatment**

***Employees seeking medical treatment as a result of a work-related injury shall submit to a drug and alcohol test on non-federal forms.***

**F. Testing Procedures**

All FTA drug and alcohol testing will be conducted in accordance with 49 CFR Part 40, as amended.

**Dilute Urine Specimen**

***If a Pre-Employment, Reasonable Suspicion, Post-Accident, Random, or Return to Duty test results in a negative dilute test result, Hernando County Board of County Commissioners will conduct one additional retest. The result of the second test will be the test of record. If there is a negative dilute test result and the test type was not a Pre-Employment, Reasonable Suspicion, Post-Accident, Random, or Return to Duty test, Hernando County Board of County Commissioners will accept the test result and there will be no retest, unless the creatinine concentration of a negative dilute specimen was greater than or equal to 2 mg/dL, but less than or equal to 5 mg/dL.***

Dilute negative results with a creatinine level greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL require an immediate recollection under direct observation (see 49 CFR Part 40, section 40.67).

**Split Specimen Test**

In the event of a verified positive test result, or a verified adulterated or substituted result, the employee can request that the split specimen be tested at a second laboratory. Hernando County Board of County Commissioners guarantees that the split specimen test will be conducted in a timely fashion. ***The employee will be required to pay for the test.***

**G. Test Refusals**

You have refused to test if you:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by Hernando County Board of County Commissioners.

- (2) Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
- (3) Fail to attempt to provide a breath or urine specimen. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- (4) In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
- (5) Fail to provide a sufficient quantity of urine or breath without a valid medical explanation.
- (6) Fail or decline to take a second test as directed by the collector or Hernando County Board of County Commissioners for drug testing.
- (7) Fail to undergo a medical evaluation as required by the MRO or Hernando County Board of County Commissioner's Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed test.
- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- (13) Fail to remain readily available following an accident.

As an employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

***If an employee***, including a covered employee refuses to take a drug and/or alcohol test, he/she would incur the same consequences as testing positive and will be immediately removed from performing ***their functions or*** safety-sensitive functions, referred to a SAP, ***if applicable and will be terminated.***

#### ***H. Voluntary Self-Referral***

#### **FTA Procedures**

Any employee who has a drug and/or alcohol abuse problem and has not been selected for reasonable suspicion, random or post-accident testing or has not refused a drug or

alcohol test may voluntarily refer her or himself to Human Resources, who will refer the individual to a substance abuse counselor for evaluation and treatment.

The substance abuse counselor will evaluate the employee and make a specific recommendation regarding the appropriate treatment. Employees are encouraged to voluntarily seek professional substance abuse assistance before any substance use or dependence affects job performance.

Any safety-sensitive employee who admits to a drug and/or alcohol problem will immediately be removed from his/her safety-sensitive function and will not be allowed to perform such function until successful completion of a prescribed rehabilitation program.

### **FMSCA Procedures**

Any employee who has a drug and/or alcohol abuse problem and has not been selected for reasonable suspicion, random or post-accident testing or has not refused a drug or alcohol test may voluntarily refer her or himself to Human Resources, who will refer the individual to a substance abuse counselor for evaluation and treatment.

The substance abuse counselor will evaluate the employee and make a specific recommendation regarding the appropriate treatment. Employees are encouraged to voluntarily seek professional substance abuse assistance before any substance use or dependence affects job performance.

Any safety-sensitive employee who admits to a drug and/or alcohol problem will immediately be removed from his/her safety-sensitive function until successful completion of a prescribed rehabilitation program. Prior to participating in a safety-sensitive function, the employee must also undergo a DOT return-to-duty drug test with a verified negative result and/or a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02.

***All Hernando County employees are encouraged to self-refer.***

#### ***I. Prescription and Over the Counter Medications***

***The appropriate use of legally prescribed drugs and non-prescription medications are not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgement may be adversely affected must be reported to Human Resources. Medical advice***

*should be sought, as appropriate, while taking such medication and before performing any job duties, including safety-sensitive duties.*

**J. Contact Person**

For questions about Hernando County Board of County Commissioner's anti-drug and alcohol misuse program, contact Human Resources.



# ***Appendix 10: Transit Operator Substance Abuse Policy***

# Hernando County Transit Management (HCTM) A division of RATPDEV USA

## Substance Abuse Management Policy

In accordance with USDOT and FTA Regulations

HCTM is dedicated to providing safe, dependable, and economical transportation service to its patrons. HCTM employees are a valuable resource and it is our agency's goal to provide a safe, healthy and satisfying working environment, free of the potential dangers posed by a safety sensitive employee's use of prohibited drugs or misuse of alcohol.

This policy is established to comply with the Federal Transit Administration regulations codified as 49 CFR Part 655, as amended and USDOT regulations codified as 49 CFR Part 40, as amended. ***Policy provisions authorized by HCTM are italicized and bolded throughout this policy.*** All other policy provisions are implemented under the authority of the United States Department of Transportation (USDOT) and the Federal Transit Administration (FTA).

*Per HCTM authority, violation of this substance abuse policy will result in termination of employment and/or exclusion from hire.*

This policy is approved by HCTM and is effective on December 13, 2022

Name: Oliver Cromwell

Title: General Manager/Hernando County Transit Mgmt Inc.

Signature of approving official: \_\_\_\_\_ Date: December 13, 2022

Policy effective date: December 13, 2022

# Hernando County Transit Management (HCTM) A division of RATPDEV USA

## Table of Contents

1. Testing Program Background
2. Employee Applicability
3. USDOT/FTA Prohibited Drugs
4. Employee Responsibility to notify HCTM of criminal drug conviction
5. Employee Training
6. Prescription and over the counter medications
7. Employee protections
8. Pre-employment Drug and Alcohol Background Checks
9. Pre-employment Testing
10. Random Testing
11. Reasonable Suspicion Testing
12. Post-Accident Testing
13. Urine Specimen Collections
14. Refusal to Submit to USDOT/FTA Required Drug Testing
15. Urine Specimen Analysis
16. Role of the Medical Review Officer (MRO)
17. Consequence for MRO Verified Positive Drug Test
18. Split Specimen Testing
19. Alcohol Prohibition
20. Alcohol Testing
21. Consequence for USDOT/FTA Alcohol Violation
22. Refusal to Submit to USDOT/FTA Required Alcohol Testing
23. Hernando County Transit Management Testing Program Contacts

# Hernando County Transit Management (HCTM) A division of RATPDEV USA

## 1. **Testing Program Background**

The Omnibus Transportation Employee Testing Act of 1991 (OTETA) directed the United States Department of Transportation (USDOT) to promulgate regulations outlining the procedures for transportation workplace drug and alcohol testing. The USDOT regulations titled, "Procedures for Transportation Workplace Drug and Alcohol Testing" are codified as 49 CFR Part 40. The regulations ensure uniform practices for specimen collections, laboratory analysis, medical review, result reporting and the Return-to-Duty process for violating employees. The regulations are applicable to safety-sensitive employees in transportation workplaces throughout the nation (transit, railroad, aviation, commercial drivers, etc.).

The OTETA also directed each transportation administration to craft industry-specific regulations that define which employees are subject to testing, the testing circumstances, policy statement requirements and training requirements, relevant to that industry.

Hernando County Transit Management is required to comply with both the USDOT regulations described above, as well as the Federal Transit Administration regulations "Prevention of Prohibited Drug Use and Alcohol Misuse in Transit Operations" which are codified as 49 CFR Part 655.

This policy is established to comply with FTA drug and alcohol testing requirements to ensure employee fitness for duty, and to protect our employees, passengers, and the general public from the risks posed by the use of alcohol and prohibited drugs. This policy is also intended to comply with and incorporate 49 CFR Part 32, The Drug-Free Workplace Act of 1988, which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FTA, including the reporting of employees convicted of criminal drug offenses that occur in the workplace.

## 2. **Employee Applicability**

This policy and the USDOT/FTA testing program apply to all safety-sensitive HCTM employees. The policy also applies to volunteers who are required to hold a Commercial Driver's License (CDL) and volunteers that receive remuneration in excess of actual expenses accrued while carrying out assigned duties. Adherence to this policy and the USDOT/FTA testing program is a condition of employment in a safety-sensitive position with Transit Agency. All employees of HCTM who perform, or could be called upon to perform, any of the following duties are defined as safety-sensitive employees:

1. Operate a public transportation vehicle, while in or out of service
2. Operate an ancillary vehicle when the vehicle requires a commercial driver's license
3. Control the movement of a public transportation vehicle
4. Perform maintenance on a vehicle or equipment used in public transportation
5. Carry a firearm as part of transit security detail

# Hernando County Transit Management (HCTM) A division of RATPDEV USA

TheBus positions classified as safety-sensitive include:

- Operators
- Dispatchers/Schedulers
- Operations Supervisors
- Maintenance personnel, Fuelers/cleaners

### 3. **USDOT/FTA Prohibited Drug Classes**

Consumption of these drugs is prohibited at all times.

- Amphetamines
- Cocaine
- Marijuana
- Opioids
- Phencyclidine (PCP)

### 4. **Employee Responsibility to Notify HCTM of Criminal Drug Conviction**

It is a violation of this policy for any employee to fail to immediately notify HCTM of any criminal drug statute conviction, or a finding of guilt whether or not adjudication is withheld, or the entry into a diversionary program in lieu of prosecution. Violating employee shall be immediately removed from safety sensitive duties.

*In compliance with HCTM Personnel Rules and Regulations, FTA rules, and consistent with the "Drug Free Workplace Act of 1988", any employee is prohibited from engaging in the manufacture, distribution, dispensing, possession, or use of prohibited substances on transit property premises, in transit vehicles, in uniform, or while on transit business. Any of these actions or activities by an employee shall be considered prohibited conduct and the employee will be terminated.*

*Law enforcement shall be notified, as appropriate, where criminal activity is expected.*

*Per HCTM authority, violation of this substance abuse policy will result in termination of employment and/or exclusion from hire.*

### 5. **Employee Training**

Safety-sensitive employees will receive at least 60 minutes of training on the effects and consequences of prohibited drug use on personal health, safety, and the work environment, and on the signs and symptoms that may indicate prohibited drug use.

Supervisors who make reasonable suspicion determinations shall receive at least 60 minutes of training on the physical, behavioral and performance indicators of probable drug use and 60 minutes on the physical, behavioral and performance indicators of probable alcohol use.

# Hernando County Transit Management (HCTM) A division of RATPDEV USA

## 6. Prescription and Over the Counter Medications

The appropriate use of legally prescribed drugs and non-prescription medications are not prohibited. A legally prescribed drug means a prescription or other written approval from a physician for the use of a drug by an individual in the course of medical treatment. However, the use of any substance which carries a warning label that indicates mental functioning, motor skills, or judgment may be adversely affected must be reported to supervisory personnel and medical advice must be sought, before performing safety sensitive duties.

The misuse or abuse of legally prescribed drugs is prohibited; this includes the use of medication that is prescribed to another individual as well as illegally obtained prescription drugs.

*HCTM requires employees to inform their prescribing physician of the safety-sensitive job functions that they perform, in order to ensure that appropriate medications are prescribed. **Employees taking prescription drugs and / or over the counter medications must have a Release to Work Form for Prescription Medications on file with HCTM in order to work.***

## 7. Employee Protections

The procedures that will be used to test for the presence of prohibited substances or misuse of alcohol shall be such that they protect the employee's privacy, the validity of the testing process and the confidentiality of the test results.

All urine drug testing and breath alcohol testing will be conducted in accordance with applicable 49 CFR Part 40, as amended. All urine specimen collections, analysis and reporting of results shall to be in accordance with 49 CFR Part 40, as amended.

Drug and alcohol testing shall be conducted in a manner that will ensure the highest degree of accuracy and reliability using techniques, equipment, and laboratory facilities which have been approved by the U.S. Department of Health and Human Services (HHS).

Alcohol initial screening tests will be conducted using a National Highway Traffic Safety Administration (NHTSA)-approved Evidential Breath Testing Device (EBT) or non-evidential alcohol screening device that has been approved by NHTSA. Confirmatory tests for alcohol concentration will be conducted utilizing a NHTSA approved EBT.

1. Except as required by law or expressly authorized in this section, HCTM shall not release employee information that is contained in records maintained per 49 CFR Part 655.

## Hernando County Transit Management (HCTM) A division of RATPDEV USA

2. An employee may, upon written request, obtain copies of any records pertaining to the employee's use of alcohol or controlled substances, including any records pertaining to his or her alcohol or controlled substances tests.
3. HCTM shall release information regarding an employee's records as directed, by the specific written consent of the employee authorizing release of the information to an identified person. Release of such information is permitted only in accordance with the terms of the employee's consent.
4. Records pertaining to a Substance Abuse Professional's evaluation, treatment and follow up testing results shall be made available to a subsequent DOT employer upon receipt of written consent from an employee.

### 8. **Pre-employment Drug and Alcohol Background Checks**

In accordance with 49 CFR Part 40.25, HCTM must make and document good faith efforts to perform drug and alcohol background checks for all applicants applying for a safety-sensitive position and all current employees applying for transfer into a safety-sensitive position. Testing information will be requested from each of the applicant's previous DOT covered employers during the two years prior to the date of application. HCTM must obtain the applicant's written consent for the release of their drug and alcohol testing information from their previous DOT covered employers to HCTM. Applicants refusing to provide written consent are prohibited from performing safety-sensitive functions for Transit Agency.

Safety-sensitive applicants who have previously violated the USDOT testing program must provide documentation that they have successfully completed the USDOT's Return-to-Duty process with a DOT-qualified Substance Abuse Professional (SAP). A failed/refused preemployment test (so there was no past employer to request information from) also requires proof of completion of the return-to-duty process. Failure to provide satisfactory documentation will exclude the applicant from being hired or transferred into a safety-sensitive position with HCTM.

### 9. **Pre-Employment Testing**

All applicants for safety-sensitive positions shall undergo a pre-employment urine drug test. HCTM **must** receive an MRO-verified negative drug test result prior to the applicant's first performance of any safety sensitive function, including behind-the-wheel training.

# Hernando County Transit Management (HCTM) A division of RATPDEV USA

***If an applicant's pre-employment urine drug test result is verified as positive, the applicant will be excluded from consideration for employment in a safety-sensitive position with Hernando County Transit Management (HCTM).*** The applicant will be provided a list of USDOT-qualified Substance Abuse Professionals.

An employee returning from an extended leave period of 90 consecutive days or more, and whose name was also removed from the random testing pool for 90 days or more, must submit to a pre-employment urine drug test. HCTM must be in receipt of a negative drug test result prior to the employee resuming any safety-sensitive function.

## 10. **Random Testing**

Safety-sensitive employees will be subject to random, unannounced testing. HCTM shall ensure that random drug and alcohol tests conducted under this part are unannounced and unpredictable, and that the dates for administering random tests are spread reasonably throughout the calendar year. Random testing must be conducted at all times of day when safety-sensitive functions are performed. HCTM will perform random testing in a manner that meets or exceeds the FTA minimum annual testing requirements, as amended. The selection of employees for random testing will be made using a scientifically valid method. All safety-sensitive employees will have an equal chance of being selected each time a random draw is performed. Random alcohol tests will be conducted just before, during or just after the employee's performance of a safety-sensitive function. Random drug tests may be conducted anytime an employee is on duty, on call for duty or on standby for duty. The following provision is provided for on-call staff;

***§655.33 (b) On-call employees. An employer shall prohibit the consumption of alcohol for the specified on-call hours of each covered employee who is on-call. The procedure shall include: (1) The opportunity for the covered employee to acknowledge the use of alcohol at the time he or she is called to report to duty and the inability to perform his or her safety-sensitive function. (2) The requirement that the covered employee take an alcohol test if the covered employee has acknowledged the use of alcohol but claims ability to perform his or her safety-sensitive function.***

Once an employee is notified that they have been selected for a random test, they must proceed immediately to the testing location. Failure to proceed immediately may be deemed a refusal to test.

## 11. **Reasonable Suspicion Testing**

All safety-sensitive employees must submit to reasonable suspicion drug and/or alcohol testing when a supervisor or company official trained in detecting signs and symptoms of drug use and alcohol misuse has made specific, contemporaneous, articulable observations concerning an employee's appearance, speech, behavior and/or body odor. Reasonable suspicion testing for alcohol misuse will occur when observations are made just before, during, or just after the employee's performance of a safety-sensitive function. Reasonable suspicion testing for prohibited drugs may be conducted anytime an employee is on duty or on standby for duty and a trained supervisor has made the observations.



# Hernando County Transit Management (HCTM) A division of RATPDEV USA

## 12. Post-Accident Testing

Fatal Accidents: Safety-sensitive employees must submit to post-accident drug and alcohol testing following an accident involving a public transportation vehicle that results in the loss of human life. In addition to a surviving operator of the vehicle, any other surviving, safety-sensitive employee whose performance could have contributed to the accident must also be tested.

Non-Fatal Accidents: All safety-sensitive employees in an accident involving a public transportation vehicle, whose actions cannot be completely discounted as a contributing factor must submit to post-accident drug and alcohol testing when a non-fatal accident meets one or more of the following thresholds:

1. An individual suffers bodily injury and immediately receives medical treatment away from the scene
2. One or more vehicles incurs disabling damage that requires the vehicle(s) to be towed away from the accident scene
3. If the public transportation vehicle is a rail car, trolley car, trolley bus or vessel and has been removed from service.

HCTM officials will use the best information available at the scene, to determine if a safety sensitive employee's performance can be completely discounted as a contributing factor to the accident.

Following an accident, the employee must be "readily available" for testing. Post-accident tests will be conducted as soon as possible, all reasonable efforts shall be made to test the safety sensitive employee(s) within (2) two hours of the accident, but not after eight (8) hours for alcohol testing and thirty two (32) hours for drug testing. If a drug or alcohol test required by this section is not administered within the required time period following the accident, HCTM shall prepare and maintain on file, a record stating the reasons the testing was not promptly administered and efforts to conduct testing shall cease.

Post-accident drug and alcohol tests will be conducted as soon as practicable following the accident. Any safety-sensitive employee involved in an accident must refrain from alcohol use for eight (8) hours following the accident or until the employee undergoes a post-accident alcohol test. Any safety-sensitive employee who leaves the scene of the accident without a justifiable reason or explanation prior to submitting to drug and alcohol testing will be deemed to have refused the test. However, employees are not prohibited from leaving the scene of an accident to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

# Hernando County Transit Management (HCTM) A division of RATPDEV USA

The post-accident testing requirements shall not delay necessary medical attention for injured persons, nor will they prohibit an employee who was performing a safety-sensitive function from leaving the scene of an accident to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

In the rare event that an employee is unable to submit to a post-accident test within the required time period (i.e., 8 hours for alcohol and 32 hours for drugs) due to circumstances beyond HCTM's control, the results of a blood, urine or breath alcohol test conducted by a federal, state or local official having independent authority for the test, will be considered to meet the requirements for a post-accident test. The test must conform to the applicable federal, state, or local testing requirements and the results must be obtained by HCTM. (Per 49 CFR Part 655)

## 13. **Urine Specimen Collections**

Urine specimen collections will be conducted in accordance with USDOT rule, 49 CFR Part 40, as amended. Collectors will be appropriately trained and qualified to perform urine specimen collections for USDOT covered employers. Urine specimen collectors will use the split specimen collection method and will afford the donor (employee) the greatest degree of privacy permitted per 49 CFR Part 40, as amended. When an observed collection is required, the observer will be of the same gender as the donor (employee).

## 14. **Refusal to Submit to Urine Drug Testing**

The following actions constitute a "refusal to test" in accordance with 49 CFR Part 40, as amended:

- (1) Failure to appear for any test within a reasonable time, as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer (pre-employment testing not applicable).
- (2) Failure to remain at the testing site until the testing process is complete; provided, that an employee who leaves the testing site before the testing process commences for a pre-employment test is not deemed to have refused a test.
- (3) Failure to provide a urine specimen for any drug test required by this part or DOT agency regulations
- (4) In the case of a directly observed or monitored collection in a drug test, fail to permit the observation or monitoring of your provision of a specimen
- (5) Failure to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure
- (6) Failure or decline to take an additional drug test the employer or collector has directed you to take
- (7) Failure to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by HCTM

## Hernando County Transit Management (HCTM) A division of RATPDEV USA

- (8) Failure to cooperate with any part of the testing process (e.g., refuse to empty pockets when directed by the collector, behave in a confrontational way that disrupts the collection process, fail to wash hands after being directed to do so by the collector).
- (9) For an observed collection, failure to follow the observer's instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process.
- (10) Possessing or wearing a prosthetic or other device that could be used to interfere with the collection process.
- (11) Admitting to the collector or MRO that you adulterated or substituted the specimen.
- (12) When the MRO verifies your drug test result as adulterated or substituted.

Refusing to submit to a USDOT/FTA required test is a violation of the USDOT/FTA testing program. Employees are required to be immediately removed from safety-sensitive duty and provided a list of USDOT-qualified Substance Abuse Professionals. ***Per HCTM authority, violation of the USDOT/FTA testing program will result in immediate termination of employment.***

### 15. **Urine Specimen Analysis**

All specimens will be transported or shipped to a laboratory certified by the Department of Health and Human Services (DHHS). All specimens will be analyzed at the laboratory in accordance with 49 CFR Part 40, as amended. The procedures that will be used to test for the presence of prohibited drugs will protect the employee and the integrity of the drug testing process, safeguard the validity of the test results and ensure that the test results are attributed to the correct employee. Laboratory confirmed drug test results will be released only to a certified Medical Review Officer (MRO) for review and verification.

#### Negative-Dilute Specimens

Upon receipt of an MRO verified negative-dilute drug test result with creatinine levels greater than 5 mg/dl and less than 20 mg/dl, HCTM will require applicants and employees to submit to a second urine collection per 49 CFR Part 40.197. The collection of the second specimen will not be conducted using direct observation procedures. The MRO verified result of the second urine drug test will be accepted by HCTM as the final result and the test of record. Once notified that a second collection is required, employees must proceed immediately for testing. An employee's failure to report immediately may be deemed as a refusal to submit to testing, which is a violation of the USDOT/FTA testing program.

# Hernando County Transit Management (HCTM) A division of RATPDEV USA

*HCTM will exercise this option uniformly for all pre-employment, post-accident, reasonable suspicion, periodic medical, and random urine drug tests reported by the Medical Review Officer to have creatinine levels greater than 5mg/dl but less than 20mg/dl (negative-dilute results).*

Upon receipt of a **positive-dilute** urine drug test result, HCTM will immediately remove the employee from safety sensitive duty and provide the employee with a referral to a DOT qualified Substance Abuse Professional. A positive dilute result is always deemed as a final positive result.

***Per HCTM authority, violation of the USDOT/FTA testing program will result in termination of employment and/or exclusion from hire.***

## 16. **Role of the Medical Review Officer (MRO)**

The role of the Medical Review Officer is to review and verify laboratory confirmed test results obtained through a DOT-covered employer's testing program. When a non-negative drug test result is received, the MRO will communicate with the donor (employee) to determine if a legitimate medical explanation exists. When a legally prescribed medication has produced a non-negative result, the MRO will verify the prescription and report the result as "negative" to HCTM. Medical conditions and other information obtained by the MRO during the interview with the donor will be maintained in a confidential manner. However, if the MRO believes that a medication prescribed to the donor may pose a significant safety risk, the MRO will require the donor to contact his/her prescribing physician and request that the physician contact the MRO within 5 business days. The MRO and prescribing physician will consult to determine if the employee's medication use presents a significant safety risk. HCTM will be notified by the MRO when the outcome of the consultation results in a determination that the donor's medication use presents a significant safety risk. If the employee's prescribing physician fails to respond, the safety concern will be reported to HCTM without consultation. Based on the MRO recommendation, HCTM may deem the employee medically disqualified from performing safety-sensitive functions.

A drug test that has been declared cancelled by the Medical Review Officer, because the specimen was invalid or for other reasons, shall be considered neither positive nor negative. Additionally, a specimen that has been rejected for testing by the laboratory is reported by the MRO as a cancelled test.

When a negative urine drug test result is required (as is the case with pre-employment, return to duty and follow up test types) the employer must conduct another drug test on the individual. For some categories of cancelled drug tests, the MRO will indicate that a recollection of a specimen using direct observation specimen collection procedures is required, regardless of test type. Direct observation collection procedures will be in accordance with 49 CFR Part 40 as

## Hernando County Transit Management (HCTM) A division of RATPDEV USA

amended. The MRO may also direct an employee to undergo a medical evaluation to determine whether or not clinical evidence of drug use exists when there are documented medical explanations for an individual producing invalid specimens and a negative result is needed for a pre-employment, return to duty or follow-up test.

For alcohol testing, a test that is deemed to be invalid per 49 CFR Part 40, shall be cancelled and therefore considered neither positive nor negative.

During an observed collection, the employee who is being observed will be required to raise his or her shirt, blouse, or dress/skirt, as appropriate, above the waist; and lower clothing and underpants to show the collector, by turning around, that they do not have a prosthetic device. The collector/observer must witness the employee's urine leave the body and enter the collection cup. The collector/observer must be the same gender as the employee being observed.

Observed collections are required in the following circumstances:

- Anytime the employee is directed to provide another specimen because the temperature on the original specimen was out of the accepted temperature range of 90°F - 100°F;
- Anytime the employee is directed to provide another specimen because the original specimen appeared to have been tampered with;
- Anytime a collector observes materials brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen;
- Anytime the employee is directed to provide another specimen because the laboratory reported to the MRO that the original specimen was invalid and the MRO determined that there was not an adequate medical explanation for the result;
- Anytime the employee is directed to provide another specimen because the MRO determined that the original specimen was positive, adulterated or substituted, but had to be cancelled because the test of the split specimen could not be performed.

The MRO assigned to review and verify laboratory drug test results for HCTM is:

Suzanne Steele, MD  
Vault Health Workforce  
1100 Easton Rd., Ste F  
Willow Grove, PA 19090  
215-396-5500 - Phone  
215-396-5610 - Fax

# Hernando County Transit Management (HCTM) A division of RATPDEV USA

## 17. **Consequence for MRO Verified Positive Drug Test**

When HCTM is notified of an MRO verified positive drug test, or a test refusal due to adulteration or substitution; the violating employee will be immediately removed from safety sensitive duty and provided a list of DOT-qualified Substance Abuse Professionals. Applicants will be excluded from hire and provided a list of DOT-qualified Substance Abuse Professionals. ***Per HCTM authority, violation of the USDOT/FTA testing program will result in termination of employment and/or exclusion from hire.***

## 18. **Split Specimen Testing**

As an important employee protection, split specimen collection procedures will be used for all USDOT/FTA urine collections. When an employee challenges an MRO verified result, he/she may request that the split specimen (bottle B) be tested at a different DHHS certified laboratory that conducted the test of the primary specimen (bottle A). Instructions for requesting the split specimen test will be provided by the Medical Review Officer during his/her interview with the donor (employee). In accordance with USDOT rule, HCTM will ensure that the fee to process the split specimen test is covered in order for a timely analysis of the split specimen. ***HCTM may seek reimbursement for the cost of the split specimen test.***

## 19. **Alcohol Prohibition**

*Alcohol is a socially accepted substance that is consumed throughout the world. It is considered a recreational beverage when consumed in moderation for enjoyment and relaxation during social gathering. However, when consumed primarily for its physical and mood-altering effects, it is a substance of abuse. As a depressant it slows down physical functions and progressively impairs mental functions.*

For the purposes of this policy, alcohol is defined as the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl or isopropyl alcohol. Alcohol use means the consumption of any beverage, mixture, or preparation, including any medication containing alcohol. 49 CFR Part 655 authorizes alcohol testing and requires HCTM to take action on the findings, regardless of whether it was ingested as a beverage alcohol or in a medicinal or other preparation.

***Some of the Health Hazards that may result from the chronic consumption of alcohol include:***

- *Decreased Sexual functioning.*
- *Dependency.*
- *Fatal liver disease, cancer, kidney disease, pancreatitis and ulcers.*
- *Spontaneous abortion, neonatal morality, and birth defects.*

***Social Issues associated with the chronic consumption of alcohol include:***

# Hernando County Transit Management (HCTM) A division of RATPDEV USA

- *Two-Thirds of all homicides are committed by people who drink prior to the crime.*
- *Two to three percent of the driving population is legally drunk at any one time. This rate is doubled at night and on the weekends.*
- *Two-Thirds of all Americans are involved in an alcohol related vehicle accident during their lifetimes.*
- *The rate of separation and divorce in families with alcohol dependency problems is seven times the average.*
- *Forty percent of family court cases are alcohol problem related.*
- *Alcoholics are 15 times more likely to commit suicide than the other segments of the population.*
- *More than 60 percent of burns, 40 percent of falls, 69 percent of boating accidents and 76 percent of private aircraft accidents are alcohol related.*

## ***Some of the Workplace Issues associated with chronic consumption of alcohol include:***

- *It takes one hour for the average person (150 pounds) to process one serving of an alcoholic beverage from the body.*
- *Impairment in coordination and judgment can be objectively measured with as little as two drinks in the body.*
- *A person who is legally intoxicated is six times more likely to have an accident than a sober person.*

Safety-sensitive employees are prohibited from consuming alcohol while performing safety-sensitive functions, within (4) four hours prior to performing a safety sensitive function, or during the hours that they are on call or standby for duty. No safety-sensitive employee shall report for duty or remain on duty while having an alcohol concentration of 0.04 or greater.

Safety-sensitive employees must not consume alcohol within eight (8) hours following an accident or until the employee submits to post-accident testing, whichever occurs first.

***HCTM's policy is stricter than required by Federal Transit Administration / U.S. DOT regulations. HCTM's policy is zero tolerance, which means a positive urine drug test, and / or a breath alcohol test result greater than zero will result in immediate termination.***

## 20. **Alcohol Testing**

All alcohol screening tests and confirmation tests will be performed in accordance with USDOT rule, 49 CFR Part 40. The procedures that will be used to test for alcohol misuse will protect the employee and the integrity of the testing process, safeguard the validity of the test results, and ensure the test results are attributed to the correct employee.

When an alcohol-screening test indicates a blood alcohol concentration (BAC) of 0.02 or greater, a confirmation test will be performed using an evidential breath-testing device listed on the

# Hernando County Transit Management (HCTM) A division of RATPDEV USA

USDOT/ODAPC webpage as an “Approved Evidential Breath Measurement Device”. The confirmed blood alcohol concentration (BAC) result will be transmitted by the technician to HCTM in a confidential manner. A safety-sensitive employee who has a confirmed blood alcohol concentration (BAC) of 0.02 or greater but less than 0.04 will be removed from safety-sensitive duties for a period of at least (8) eight hours or until test results fall below 0.02.

*No safety-sensitive employee shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration greater than zero. If there is actual knowledge that an employee may be under the influence of alcohol while performing safety sensitive functions, the employee shall not be permitted to perform or continue to perform safety-sensitive functions, pending a reasonable suspicion interview, conducted per Section 12. No safety-sensitive employee shall use alcohol while performing safety-sensitive functions, within (4) four hours prior to performing a safety sensitive function, or during the hours that they are on call or standby for duty. No safety-sensitive employee shall use alcohol within eight (8) hours following an accident or until the employee undergoes a post-accident test, whichever occurs first.*

***HCTM’s policy is stricter than required by Federal Transit Administration / U.S. DOT regulations. HCTM’s policy is zero tolerance, which means a positive urine drug test, and / or a breath alcohol test result greater than zero will result in immediate termination.***

## 21. **Consequence for a USDOT/FTA Confirmed Alcohol Violation**

A safety-sensitive employee who has a confirmed blood alcohol concentration (BAC) of 0.04 or greater has violated the USDOT/FTA testing program and will be removed from safety-sensitive duty and provided a list of DOT-qualified Substance Abuse Professionals. ***Per HCTM authority, violation of the USDOT/FTA testing program will result in termination of employment.***

## 22. **Refusal to Submit to Alcohol Testing**

The following actions constitute a refusal to submit to an alcohol test:

- (1) Fail to appear for any test within a reasonable time, as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer.
- (2) Fail to remain at the testing site until the testing process is complete
- (3) Fail to provide an adequate amount of saliva or breath for any USDOT required alcohol test
- (4) Fail to provide a sufficient breath specimen, and the physician has determined, through a required medical evaluation, that there was no adequate medical explanation for the failure
- (5) Fail to undergo a medical examination or evaluation, as directed by the [Agency]
- (6) Fail to sign the certification at Step 2 of the ATF
- (7) Fail to cooperate with any part of the testing process.



## Hernando County Transit Management (HCTM) A division of RATPDEV USA

Refusing to submit to a USDOT/FTA required test is a violation of USDOT/FTA testing program. Employees must be immediately removed from safety-sensitive duty and provided a list of USDOT-qualified Substance Abuse Professionals. ***Per HCTM authority, violation of the USDOT/FTA testing program will result in termination of employment.***

### 23. HCTM Testing Program Contacts

#### Designated Employer Representative (Drug & Alcohol Program Manager)

Beverly Yates

352-754-4444 Ext. 39007

Beverly.Yates@ratpdev.com

#### Alternate (back-up) Program Manager

Oliver Cromwell

352-754-4444 Ext. 39008

Oliver.Cromwell@ratpdev.com

The referenced USDOT and FTA regulations, as well informational material related to this testing program are available for review and/or download from the Florida Department of Transportation's Substance Abuse Management Website: <http://sam.cutr.usf.edu>. Further information may be obtained from the USDOT's Office of Drug and Alcohol Policy and Compliance website: <https://www.transportation.gov/odapc> and the Federal Transit Administration's (FTA) website: <https://transit-safety.fta.dot.gov/DrugAndAlcohol/Default.aspx>

***Appendix 11:  
Risk and Hazard Identification and  
Assessment***

# Hernando County Fleet - Hazard Report

## Hazard Information

Date and time reported	
Employee Position	
Employee Name (Optional)	

Please check the applicable subjects:

Vehicle    Facility    Equipment    Other \_\_\_\_\_

**Please explain your concern/issue/question**


**Please tell us your recommended solution**


**Thank you for your participation!**

# Hazard Mitigation Form

(To be filled out by the Safety Liaison/Manager)

Tracking #	
Completed by and Title	
Date	
Estimated Completion Date	
Estimated Cost (if known)	
<b>Based on the Hazard Analysis Matrix, please fill out the following:</b>	
Probability	
Severity	
Risk Assessment*	
*if green, no further action is required and will be closed. If yellow or red, the reports must be review at the next Site Safety Council meeting.	
Status	
Actual Completion Date	
<b>Correction Action Taken</b>	

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Signature and date

**Likelihood Table**

Likelihood	Meaning	Value
Frequent	Likely to occur/ has occurred frequently	5
Occasional	Likely to occur/ has occurred sometimes	4
Remote	Unlikely to occur/ has occurred rarely, but possible	3
Improbable	Very unlikely to occur or no known occurrences	2
Extremely Improbable	Almost inconceivable that this will ever occur	1

**Severity Table**

Value	Severity	Meaning
A	Catastrophic	Deaths (not including suicide or death by natural causes) Equipment destroyed
B	Hazardous	A large reduction in safety margins: Seriously injury-fracture, severe bleeding, paralysis, Brain injury, Major equipment damage
C	Moderate	A significant reduction in safety margins, Injury bruising, abrasions, bleeding, sprains (ambulance transport)
D	Minor	Nuisance, Operating limitations, Minor incident Minor injury-bruising, abrasion (no ambulance transport)
E	Negligible	Insignificant

**Risk Resolution Table**

		Risk Severity				
		A	B	C	D	E
Risk Likelihood		Catastrophic	Hazardous	Moderate	Minor	Negligible
5	Frequent	5A	5B	5C	5D	5E
4	Occasional	4A	4B	4C	4D	4E
3	Remote	3A	3B	3C	3D	3E
2	Improbable	2A	2B	2C	2D	2E
1	Extremely Improbable	1A	1B	1C	1D	1E

**Resolution Requirements**

High	Unacceptable	Correction required
Serious	Undesirable	Correction may be required, decision by management
Medium	Acceptable W/ review	With review and documentation by management
Low	Acceptable	Without review
Eliminated	Acceptable	No Action needed

# ***Appendix 12: Certification Form***

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**Bus Transit System Annual Safety and Security Certification**

**Hernando County, Florida**

**Agency Name:** Hernando County Board of County Commissioners

**Agency Address:** 1653 Blaise Drive, Brooksville, Florida, 34601

**Certification Date (Current):** February 2022

**Certification Year: (Previous):** 2021

In accordance with Rule 14-90, the Transit System (Agency) named above hereby certifies the following:

1. The Agency has adopted a System Safety Program Plan (SSPP) and a Security Program Plan (SPP) pursuant to the standards set forth in Rule Chapter 14-90, Florida Administrative Code.
2. The Agency is in compliance with its adopted SSPP and SPP.
3. The Agency has performed annual safety inspections on all operational transit vehicles in accordance with Rule Chapter 14-90, Florida Administrative Code.
4. The Agency has conducted reviews of the SSPP and SPP to ensure they are up to date.

Signature and Date: \_\_\_\_\_

Name: John Allocco  
Title: Board of County Commissioners

Signature and Date: \_\_\_\_\_

Name: Aaron Michael Pool  
Title: Development Services Director

Signature and Date: \_\_\_\_\_

Name: Oliver Cromwell  
Title: RATP Dev, USA General Manager

Name and address of entity (ies) which has (have) performed bus safety inspections:

Name: Hernando County Fleet Operations Department  
Address: 1525 E Jefferson St. Brooksville, Florida, 34601

Signature and Date: \_\_\_\_\_

Name: Brenda Peshel  
Title: Fleet Operations Manager

# ***Appendix 13: Distracted Driver Training Program***





CURBING TRANSIT OPERATOR DISTRACTED DRIVING TRAINING

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PARTICIPANT GUIDE





## Curbing Transit Operator Distracted Driving

Training Program

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Developed in cooperation with the  
Florida Department of Transportation  
and the U.S.D.O.T's Transportation  
Safety Institute.



Produced by the University of South  
Florida's Center for Urban  
Transportation Research

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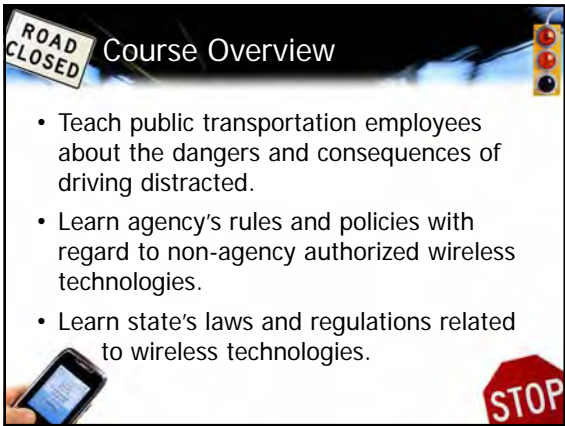
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## Course Overview

- Teach public transportation employees about the dangers and consequences of driving distracted.
- Learn agency's rules and policies with regard to non-agency authorized wireless technologies.
- Learn state's laws and regulations related to wireless technologies.

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 **Course Objectives** 

- Define the term “distracted”
- Describe the risk of driving while distracted
- Identify tips for preventing distracted driving
- Interpret the regulations, laws and agency policies with regard to wireless devices

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 **Introduction and Discussion** 

- Each year approximately 40,000 people are killed in motor vehicle crashes and more than 3 million people are injured.
- Motor vehicle crashes are the number one cause of deaths for people age 1 to 35
- Almost 80% of crashes and 65% of near-crashed happen within 3 seconds of some form of driver distraction

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 **Introduction and Discussion** 

- In 2009, 5,774 were killed and 448,000 people were injured due to distracted driving on our roads.
- Nearly 20% of all distracted driving fatalities involved cell phones.
- 24,000 distracted driving crashes that resulted in injuries involved cell phones.

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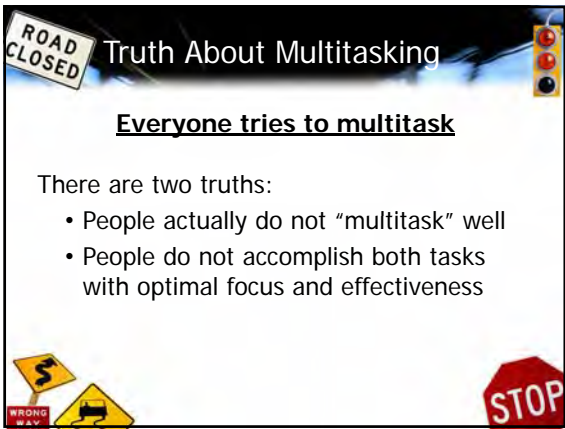
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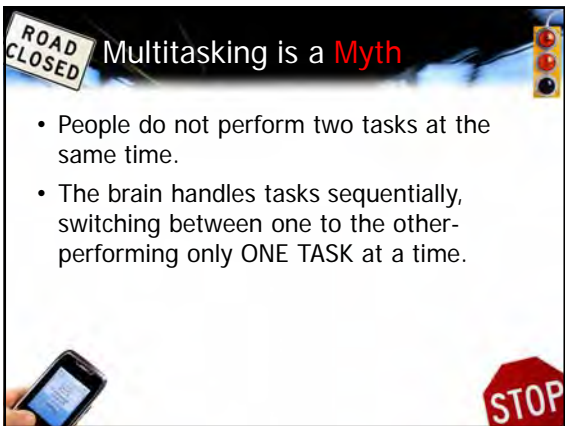
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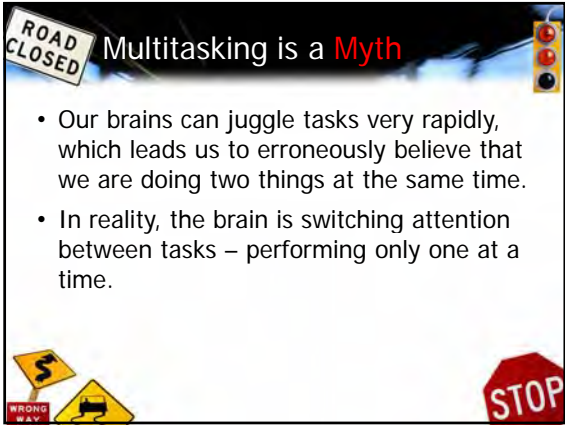
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**ROAD CLOSED** Multitasking is a **Myth**

- Our brains can juggle tasks very rapidly, which leads us to erroneously believe that we are doing two things at the same time.
- In reality, the brain is switching attention between tasks – performing only one at a time.



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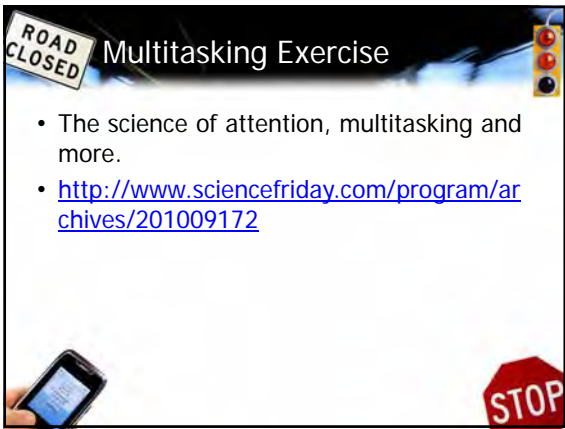
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**ROAD CLOSED** Multitasking Exercise

- The science of attention, multitasking and more.
- <http://www.sciencefriday.com/program/archives/201009172>



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What is a Distraction?



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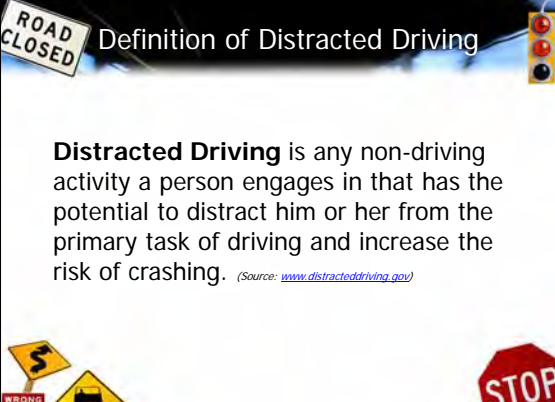
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**ROAD CLOSED** Definition of Distracted Driving

**Distracted Driving** is any non-driving activity a person engages in that has the potential to distract him or her from the primary task of driving and increase the risk of crashing. (Source: [www.distracteddriving.gov](http://www.distracteddriving.gov))



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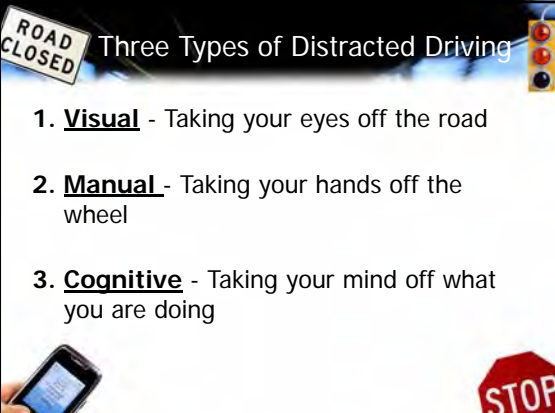
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**ROAD CLOSED** Three Types of Distracted Driving

1. **Visual** - Taking your eyes off the road
2. **Manual** - Taking your hands off the wheel
3. **Cognitive** - Taking your mind off what you are doing



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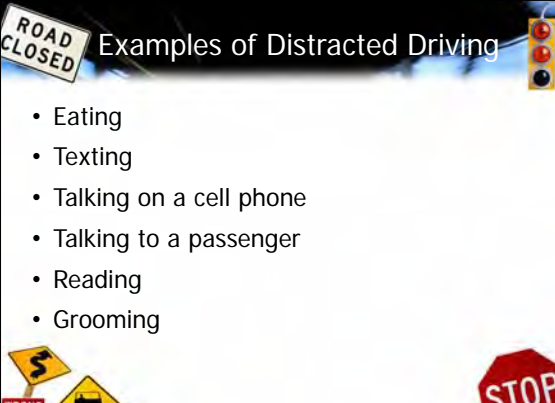
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**ROAD CLOSED** Examples of Distracted Driving

- Eating
- Texting
- Talking on a cell phone
- Talking to a passenger
- Reading
- Grooming



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**ROAD CLOSED** Just the Facts

- Distracted driving is the number one killer of American teenagers.
- More than 80% of drivers admit to blatantly hazardous behavior  
(Source: Nationwide Mutual Insurance Survey)
- Drivers on mobile phones are more "impaired" than drivers at .08 BAC  
(Source: University of Utah Study)



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**ROAD CLOSED** Just the Facts

- An estimated 1million people chat on their mobile or send text messages while driving
- Drivers that use cell phones are four times more likely to get into crashes serious enough to injure themselves  
(Source: NHTSA, Insurance Institute for Highway Safety)



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**ROAD CLOSED** Just the Facts

- 16% of fatal crashes in 2009 involved reports of distracted driving
- 20% of injury crashes involved distracted driving
- 16% of all drivers younger than 20 involved in fatal crashes were reported to have been distracted while driving



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## Just the Facts



- In 2009, those drivers involved in fatal crashes were reportedly distracted.
- The 30 to 39-year-olds had the highest proportion of cell phone involvement.



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## Just the Facts



These statistics are staggering.

It is our job as professional transit operators to "Ensure Safety"

DON'T BE A STATISTIC!



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## Risks Associated with Distractions



For light vehicles or cars:

- Dialing a cell phone makes the risk of crash or near-crash event **2.8 times** higher as non-distracted driving;
- Talking or listening on a cell phone makes the risk of crash or near-crash event **1.3 times** higher as non-distracted driving; and
- Reaching for an object such as an electronic device makes the risk of crash or near-crash event **1.4 times** higher than non-distracted driving



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### Risks Associated with Distractions



- For heavy vehicles or trucks:
  - Dialing a cell phone makes the risk of crash or near-crash event **5.9 times** higher than non-distracted driving;
  - Talking or listening on a cell phone makes the risk of crash or near-crash event **1.0 times** higher than non-distracted driving;



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### Risks Associated with Distractions



- For heavy vehicles or trucks (cont):
  - Use of or reaching for, an electronic device makes the risk of crash or near-crash event 6.7 times higher than non-distracted driving; and
  - Text messaging makes the risk of crash or near-crash event 23.2 times higher than non-distracted driving.



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### Bus Operator Distractions



- Radio
- MDT
- Passenger assistance
- Route maps
- Fareboxes
- GPS



Managing our level of distraction is critically important!

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**ROAD CLOSED** Public Transportation Operators Who Have Driven Distracted

- Missed stops
- Ran red lights
- Weaved
- Missed fares
- Hit street fixtures and other fixed objects
- Nearly missed hitting pedestrians and cars



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**ROAD CLOSED** The Transportation Industry

The Public transportation industry have had a number of very serious accidents as a result of distracted driving.



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**ROAD CLOSED** Alexandria, VA



Driver was using a cell phone



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**ROAD CLOSED** Los Angeles, CA

Operator was text messaging  
25 people killed and 102 injured

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**ROAD CLOSED** Boston, MA

Operator was texting  
49 People Injured

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**ROAD CLOSED** September 2009

U.S. Transportation Secretary, Ray LaHood  
Distracted Driving Summit

DEPARTMENT OF TRANSPORTATION  
UNITED STATES OF AMERICA

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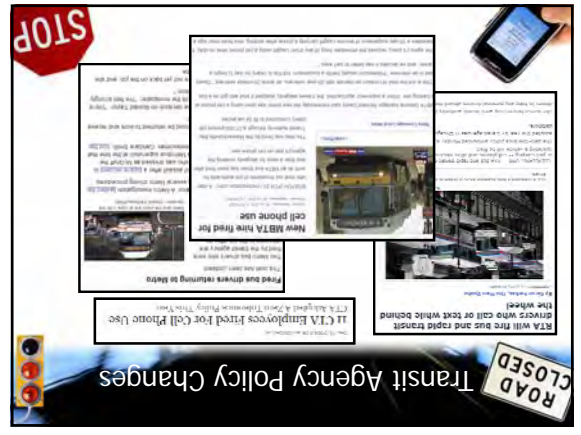
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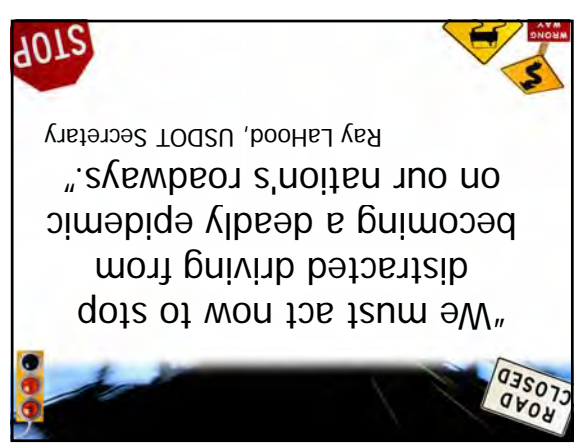
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Managing Distractions

ROAD CLOSED

WRONG WAY

STOP

Insert Agency Policy Here

- Agency-Authorized or Required Equipment or Material Distractions

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Managing Distractions

ROAD CLOSED

STOP

Insert Agency Policy Here

- Personal Electronic Devices

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Managing Distractions

ROAD CLOSED

WRONG WAY

STOP

Our ability as professional transit operators to manage the level of distraction while driving is critically important.

**We must ensure safety first!**

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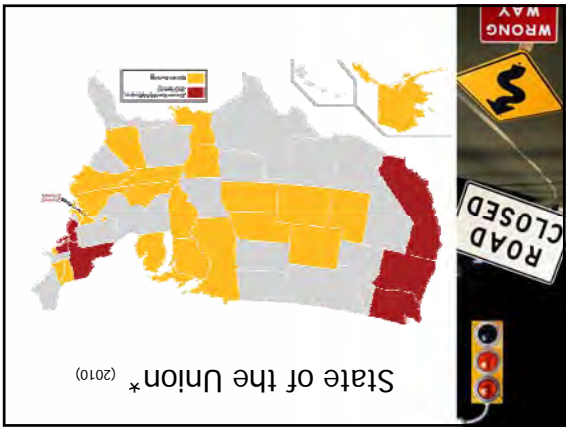
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**Education and Enforcement**

- In 2010, the FDOT, USDOT, and FTA developed this training program to educate public transportation employees about the dangers of distracted driving.

**Show "Curbing Transit Operator Distracted Driving" video**

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**Managing Distractions**

**Passenger Distractions**

- Avoid unnecessary communications. If conversation cannot be avoided do so while maintaining focus on the safe operation of the vehicle.
- Anytime the conversation impacts safe driving, pull the vehicle off the road to finish the conversation.

Florida Chapter 14-90 F.A.C.

Personal Wireless Communications Device

- An electronic or electrical device that was not provided by the bus transit system for business purposes

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Florida Chapter 14-90 F.A.C.

Wireless Communications Device

- An electronic or electrical device capable of remote communication.
- Examples include cell phones, personal digital assistants (PDAs) and portable computers (commonly called laptop computers.)

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Florida Chapter 14-90 F.A.C.

Rule Chapter 14-90 Florida Administrative Code

- Language addressing wireless communication devices
- Requirements for driver education program that addresses wireless communication devices and distracted driving

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Florida Chapter 14-90 F.A.C.

ROAD CLOSED

STOP

- A policy on the use of a wireless communications device issued to the operator by the bus transit system for business related purposes.
- Policies developed shall assure that:
  - Guidelines are developed that allow for the use of a wireless communications device in emergency situations.

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Florida Chapter 14-90 F.A.C.

ROAD CLOSED

STOP

Wireless Communication (continued)

- All personal wireless communication devices are turned off with any earpieces removed from the operator's ear while occupying the driver's seat.

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Florida Chapter 14-90 F.A.C.

ROAD CLOSED

STOP

Wireless Communication

- A wireless communication plan and procedure that provides for the safe operation of the bus transit vehicle and assures that:
  - The use of a personal wireless communication device is prohibited while the transit vehicle is in motion.

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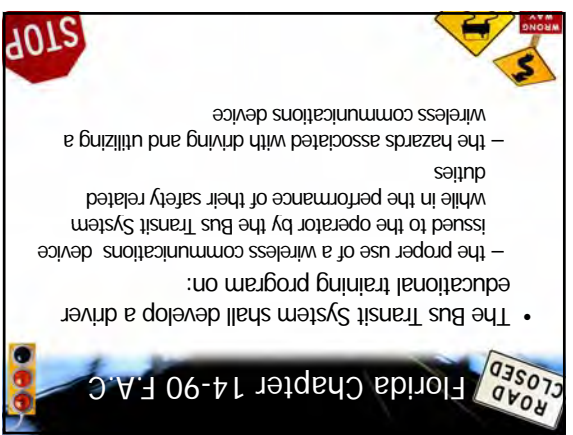
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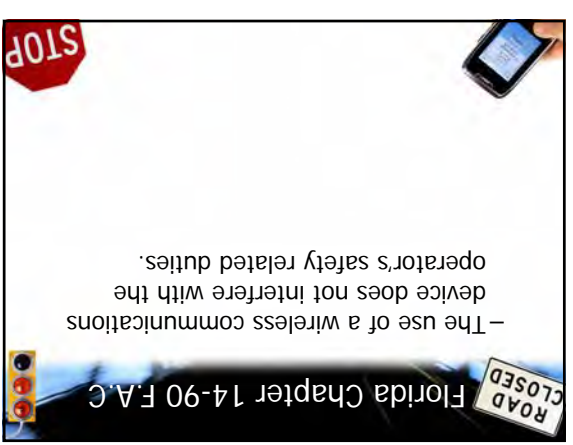
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Be sure to receive a copy of your agency's policy on Wireless Devices.

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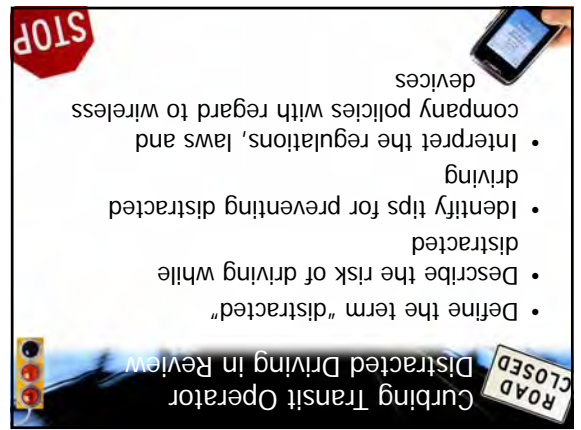
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# ***Appendix 14: Transit Operator Agreement***

**TRANSIT OPERATOR SERVICES AGREEMENT**  
**CONTRACT NO. 21-RG0010/PH**  
**for the Management and Operations of a Public Transportation**  
**System in Hernando County, Florida**

This **AGREEMENT**, made and entered into this 23<sup>d</sup> day of March, 2021, by and between **Hernando County Board of County Commissioners**, a political subdivision of the State of Florida, hereinafter referred to as the "COUNTY," and **RATP Dev USA, Inc.**, a "STATE" corporation licensed to conduct business in the State of Florida, hereinafter referred to as the "OPERATOR."

**WITNESSETH**

*WHEREAS*, the COUNTY wants to provide for the continued operation of a mass transit system, and

*WHEREAS*, the COUNTY solicited for Requests for Proposals under RFP No. 21-RG0010/PH for "The Management and Operations of a Public Transportation System in Hernando County, Florida," and

*WHEREAS*, RATP Dev USA, Inc., was selected as the firm by the COUNTY to operate the mass transit system, and is willing to provide transit management services for the operation of Hernando County's mass transit system, and

*WHEREAS*, the COUNTY and OPERATOR desire to enter into this AGREEMENT for the continued operation and management of the mass transit system in Hernando County;

*NOW, THEREFORE*, in consideration of the mutual covenants, responsibilities, and representations specified herein, the parties agree as follows:

**SECTION 1 - AGREEMENT**

The recitals set forth above are incorporated into this AGREEMENT as if repeated herein. The OPERATOR agrees to provide transit services consistent with all of the conditions contained in this AGREEMENT.

This AGREEMENT shall be governed by the laws of the State of Florida. Venue shall only be in Hernando County, Florida or in the event of federal jurisdiction, in the United States District Court for the Middle District of Florida, Tampa Division. This instrument contains the entire agreement of the parties and may not be changed except by written amendment executed by the parties hereto. This AGREEMENT shall not be assignable.

This AGREEMENT supersedes any prior understanding, written agreements, or oral agreements between the parties unless noted herein.

**SECTION 2 - SCOPE OF SERVICES**

It is the intention of the parties in the execution of this AGREEMENT that the OPERATOR shall provide comprehensive management services necessary for the effective and efficient day-to-day operation of the mass transit system in accordance with all COUNTY adopted plans. All applicable rules and regulations contained herein, but not limited to, should be followed regarding all activities.

The OPERATOR's responsibilities include but are not limited to the following activities, those activities outlined in the Request for Proposals (RFP) 21-RG0010/PH, and the OPERATOR's proposal to RFP 21-RG0010/PH:



- A. Operational/Administrative Activities:
- 1) Day-to-day operation of the fixed-route and ADA services including the certification of eligible ADA riders in Hernando County.
  - 2) Operation of the transit system vehicles pursuant to routes, dates, and times established and approved by the COUNTY.
  - 3) Operation of required transit vehicles during special events as requested by the COUNTY.
  - 4) Compliance with the State of Florida's commercial motor vehicle driver regulations.
  - 5) Administer all mandated drug and alcohol (substance abuse) programs required of the OPERATOR consistent with all federal, state, and local regulations.
  - 6) General maintenance of the transit facility, shelters, and equipment in accordance with the *General Procedures for Service, Maintenance, and Repair of Transit Vehicles* or as otherwise prescribed by the COUNTY.
  - 7) Conduct public outreach and marketing efforts to promote the mass transit system
  - 8) Provide exceptional customer service by making every effort to resolve complaints or considering the public's suggestions for service enhancements.
  - 9) Maintain labor relations with transit employees including but not limited to the hiring, training, and managing of all operational and required system personnel. This consists of establishing policies that meet all applicable local, state, and federal laws and regulations for driving personnel and other positions.
  - 10) Perform financial accounting and recordkeeping in accordance with the local, state and federal regulations and standards including Generally Accepted Accounting Principles. Note: All records are required to be kept for a period of five (5) years from close-out and are subject to review anytime by the COUNTY or its designee with reasonable notice.
  - 11) Attend and participate in COUNTY, MPO, and other meetings or committees as required.
  - 12) Provide a qualified full-time General Manager who is responsible for the system and available during operating hours.
  - 13) Follow all local, state, and federal codes, regulations, and laws as they pertain to the operation and management of a public transportation system including compliance by any Sub-Contractors.
  - 14) Coordinate with the COUNTY's entity responsible for transit vehicle repair and maintenance services to ensure efficient scheduling and effective repairs and maintenance activities. Such coordination shall include reviewing all repairs and maintenance works orders to verify accuracy and scope in accordance with industry standards.

B. Reporting Activities

- 1) Provide a monthly operations report to the COUNTY with minimum operational data as prescribed by the COUNTY. This report is to be submitted with the monthly invoice to the COUNTY.
- 2) Compile and submit both the Monthly Ridership and the Safety & Security reports to meet the reporting requirements of the National Transit Database (NTD).
- 3) Provide required data necessary for the annual NTD report when requested.
- 4) If the COUNTY provides pass-thru grant funding to the OPERATOR, then the OPERATOR shall submit to the County an annual audit of the transit system and financial records as prepared by an independent certified public accountant. Such audit shall identify whether the OPERATOR was compliant with applicable laws and regulations for the activities. No acceptance or remittance of any payments shall be construed as a release or an accord and satisfaction of any claim the COUNTY may have in connection with this Agreement or the performance of any other obligations hereunder. Such audit shall comply with the requirements of the Single Audit Act, Circular A-87.
- 5) All accidents, incidents and occurrences related to the operation of the service are to be immediately reported to the COUNTY.
- 6) Coordinate with the COUNTY to provide the necessary documentation and information to fulfill requirements pursuant to a State or Federal Triennial Review or other such review or audit.
- 7) Report drug and alcohol (substance abuse) testing reports to the required agencies.

C. Planning Activities

- 1) Coordination with the COUNTY in the administration and compliance of all applicable grants and planning processes.
- 2) Analyze and review routes and schedules and provide recommendations to the COUNTY as needed. Supportive documentation should be provided to supplement any suggestions.
- 3) Evaluation and implementation of COUNTY approved fare strategies.
- 4) Assist the COUNTY and MPO with updates and implementation of the Transit Development Plan (TDP), Transportation Disadvantaged Service Plan (TDSP), or other planning documents when requested by the COUNTY or MPO.
- 5) Maintain a Safety Management System and coordinate with the COUNTY on safety procedures and activities.
- 6) Identify and propose any capital acquisitions necessary for system operations to enhance efficiency as needed. All procurement will be made pursuant to the COUNTY's purchasing policies and guidelines.

### SECTION 3 - LEASE OF TRANSIT VEHICLES AND THE USE OF TRANSIT RELATED EQUIPMENT

Transit vehicles and ancillary transit support equipment are acquired and provided by the COUNTY for the duration of this AGREEMENT.

1. Lease Fee – The annual fee for the lease of transit vehicles with ancillary equipment specified in this agreement will be \$10.00 per year for the term of this Agreement.
2. Ownership - The vehicles and equipment are and shall at all times be and remain, the sole and exclusive property of the COUNTY; and the OPERATOR shall have no right, title, or interest therein or thereto except as expressly set forth in the AGREEMENT. The OPERATOR shall not lease any of the vehicles or equipment without prior written approval by the COUNTY. The OPERATOR shall also maintain a record of the inventory.
3. Operations, Use, and Storage - The OPERATOR shall use the vehicles and equipment for the sole purpose of operating the mass transit system in accordance with the Scope of Services contained herein. Any other use without the express written approval of the COUNTY shall be grounds for default and immediate return of the equipment.

The OPERATOR shall use the vehicles and equipment in a careful and proper manner and shall comply with and conform to all federal, state, and local laws, ordinances, and regulations relating to the possession, use, and/or maintenance of the equipment. The OPERATOR shall maintain satisfactory continuing control of the equipment and have procedures for its use and care.

The OPERATOR will store the vehicles and equipment in a secure location when not in use.

4. The COUNTY and/or FTA shall have the right to conduct periodic inspections for the purpose of confirming the existence, condition, and compliance with this Agreement.
5. Insurance - The OPERATOR shall procure and continuously maintain and pay for insurance against the loss of and damage to the Transit Vehicles for nothing less than the actual cash value of the Transit Vehicles, naming the OPERATOR as the loss payee, and; combined public liability and property damage insurance with limits as approved by the COUNTY, naming the COUNTY as additionally named insured and a loss payee. In case of failure of the OPERATOR to procure or maintain said insurance or to pay fees, assessments, and charges all as specified in this AGREEMENT, the COUNTY shall have the right, but shall not be obligated to affect such insurance, or pay said fees, assignments, and charges as the case may be.
6. Liens, Fees, and Encumbrances - The OPERATOR shall keep the equipment free and clear of all levies, liens, and encumbrances. The OPERATOR shall report, pay, and discharge when due all licenses, registration fees, and assessments that are imposed by any federal, state, or local government or any agency/department thereof, upon the equipment or purchase, use, operation or of the equipment or otherwise in any many with respect thereto and whether or not the same shall be assessed against.

#### SECTION 4 - APPLICABLE LAWS AND REGULATIONS

The OPERATOR and any approved Sub-Contractors must comply with all applicable federal, state and local laws, ordinances rules and regulations relevant to operating a mass transit system and operating a business in the State of Florida. The OPERATOR also acknowledges and agrees that it will comply with the terms and conditions for all grant awards applicable to the transit system.

The OPERATOR and all Sub-Contractors will be required to comply with all terms and conditions prescribed for third party Contracts. The OPERATOR shall not perform any act, fail to perform any act, or refuse to comply with any COUNTY requests which would cause the COUNTY to be in violation of the FTA, state, or local terms and conditions. The requirements of this AGREEMENT are predicated on the OPERATOR and any approved Sub-Contractors as described in Federal Transit Administration (FTA) regulations, Florida Department of Transportation (FDOT) regulations, and Hernando County policies. This includes but is not limited to the following or newer rules, requirements, and clauses; Common Grant Rules, SAFETEA-LU, Title VI, ADA Access, Equal Employment Opportunity, Americans with Disabilities Act, Disadvantaged Business Enterprise, Clean Air Act, Clean Water, Lobbying, Drug Free Workplace, Environmental Justice, Nondiscrimination, Limited English Proficiency, Transit Employee Protective Arrangements, Drug Use and Testing, Alcohol Misuse and Testing, Energy Conservation, Charter Bus Restrictions, School Bus Restrictions, as well as other applicable federal, state and local laws, rules, regulations, guidelines and requirements (Refer to FTA Circular C 4220.1F or newer for some of the citations).

This AGREEMENT must comply with all FTA and FDOT requirements including but not limited to: 49 USC Chapter 53, and 49 CFR Section 18.36; FTA C 4220.1F; FTA C 5010.1D; FTA C 9030.1D; the FTA Master Agreement; any applicable Florida State Statutes; and all requirements contained herein.

The COUNTY, in accordance with the provisions of Title VI of the Civil Rights Act of 1964, (23 U.S.C. 140 and 112), (49 CFR, Part 21), (42 U.S.C. Sub. Sec. 2000d), FTA C 4702.1A and other applicable federal regulations (23 CFR, Part 633), (23 CFR, Part 635) and orders, Executive Order 11625, (DOT Order 4000.7A), (DOT Order 4600.9A), hereby notifies the OPERATOR that it will require that affirmative efforts be made to ensure participation by minorities in any subcontract entered into pursuant to this AGREEMENT.

The mass transit service shall be operated in compliance with and not limited to: 49 CFR Part 27; 49 CFR Part 37; 49 CFR Part 38; the DOT Disability Law Coordinating Council Guidance on Origin to Destination Service; and FTA C 9040.1F or newer.

The OPERATOR shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. all persons employed by the OPERATOR during the term of the AGREEMENT to perform employment duties within Florida; and
2. all persons, including Sub-Contractors, assigned by the OPERATOR to perform work pursuant to the AGREEMENT with the COUNTY.

#### SECTION 5 - TERM

Subject to the provisions contained herein, this AGREEMENT shall be effective for an initial period of sixty (60) months beginning on April 1, 2021 and ending on March 31, 2026. The AGREEMENT may be renewed for five (5) additional twelve (12) month periods upon mutual agreement of both parties. Any adjustments in price after the initial term shall only be based





upon the Consumer Price Index for all urban customers (CPI-U) in the Tampa Bay-St. Petersburg-Clearwater Area as published by the US Department of Labor Statistics in February. If any such renewal results in changes in the terms and conditions, such changes shall be reduced to writing as an amendment to this Contract and such amendment shall be executed by both parties. Renewal of the Contract shall be subject to appropriation of funds by the Board of County Commissioners and satisfactory performance.

## **SECTION 6 - TERMINATION**

This AGREEMENT may be terminated upon written notice to the OPERATOR or COUNTY no less than thirty (30) days before the effective date for the following reasons:

1. Any changes in the COUNTY's federal, state, local, or other funding sources for the mass transit system. The OPERATOR agrees that if any amendments must be made to this AGREEMENT so that the COUNTY continues to qualify for any grant assistance, compliance shall be promptly executed by the OPERATOR.
2. Inability to successfully amend this AGREEMENT to adjust for any applicable changes in local, state, and/or federal rules and regulations.

This AGREEMENT and any subsequent renewals may be terminated without cause upon written notice to the OPERATOR or COUNTY no less than six (6) months before the effective date.

## **SECTION 7 - DEFAULT**

In the event of a default in the performance of this AGREEMENT by either party, other than failure to timely pay the OPERATOR, the other party shall give written notice of the breach. The breaching party shall then have ninety (90) days from the date of the breach to cure said breach. If said breach has not been cured to the satisfaction of the aggrieved party, the other party may terminate this AGREEMENT.

No consent or waiver, express or implied, by either party to this AGREEMENT to or of any breach or default by the other in the performance of any obligations hereunder shall be deemed or construed to be a consent or waiver to or of any other breach or default by such party hereunder.

In the event suit is initiated to enforce the terms of this AGREEMENT, each party shall be responsible for their respective fees and costs associated with said suit.

## **SECTION 8 - DISSOLUTION OF SUBSIDIARY**

The OPERATOR has maintained, at its sole cost and expense, a Florida for-profit corporation that has served as employer of all transit employees, excluding the general manager, who is a direct employee of RATP Dev USA Inc. The name of the subsidiary is Hernando County Transit Management, Inc. The OPERATOR intends to terminate Hernando County Transit Management and transfer all of the responsibilities and obligations of that subsidiary to the parent corporation RATP Dev USA, Inc. This includes transitioning all of the employees and assigning any and all subcontracts from the subsidiary to the parent corporation. This change is intended to streamline the corporate form of RATP Dev USA, Inc. and not to change the service levels the OPERATOR provides to the COUNTY.

Any contractual obligations or liability entered into or assumed by the subsidiary in connection with the operation of the COUNTY's mass transit system, shall be binding upon the OPERATOR for the term of the AGREEMENT. Any contractual obligation or liability entered into or assumed by the subsidiary and specifically approved by the COUNTY, in connection with the operation of the mass transit system, shall be binding upon the OPERATOR for the term of this AGREEMENT as same may be extended, and thereafter the OPERATOR shall have no further obligations



**SECTION 9 – COMPENSATION**

The COUNTY agrees to pay the OPERATOR a set fee as follows :

**FIXED ROUTE**

<b>Rate</b>	<b>Calculation</b>	<b>Annual Term Begins</b>
45.68	Per Revenue Hour	April 1, 2021
46.59	Per Revenue Hour	April 1, 2022
47.53	Per Revenue Hour	April 1, 2023
48.48	Per Revenue Hour	April 1, 2024
50.18	Per Revenue Hour	April 1, 2025

**ADA SERVICE**

<b>Rate</b>	<b>Calculation</b>	<b>Annual Term Begins</b>
36,903.00	Per Month	April 1, 2021
38,748.00	Per Month	April 1, 2022
38,748.00	Per Month	April 1, 2023
38,748.00	Per Month	April 1, 2024
38,748.00	Per Month	April 1, 2025

A revenue service hour is the time when a transit vehicle is available to the general public and there is an expectation of carrying passengers. The passengers either directly pays fares, are subsidized by public policy, or provide payment through some contractual arrangement. Revenue service excludes deadhead, vehicle maintenance testing, school bus service, charter service, etc.

The OPERATOR must submit a monthly invoice to the COUNTY by the 15<sup>th</sup> of the following month showing the total actual revenue service hours operated during the month for each mode of service. Each invoice shall contain the data necessary for the reporting month and also be cumulative for the year-to-date. A cost breakdown shall be provided monthly and also cumulative for year-to-date for activities required by the COUNTY. . The COUNTY will review the invoice for compliance with contract terms and notify the OPERATOR within seven days of the receipt of the invoice of any deficiencies or discrepancies. The COUNTY shall have the authority to require clarification and documentation or reject any part of the OPERATOR’s monthly invoice prior to authorizing release of payment.

Payment shall be made pursuant to the Florida Prompt Payment Act, Chapter 218.70, State of Florida Statutes (Current Edition); that is, within 45 days of the payment due date which is the date they are stamped as having been received by the chief disbursement officer who, for the purposes of this policy, is the supervisor of the Accounts Payable Section of the Finance Department.

**SECTION 10 - REVENUE**

All revenue derived from any component of the operation of the mass transit system shall be and remain, from the time of the receipt thereof, the absolute property of the COUNTY.

The OPERATOR agrees that they will deposit daily all revenue received from any aspect of the mass transit system in the designated COUNTY account using procedures prescribed by the COUNTY.

The OPERATOR must summarize all revenue accounting in the Monthly Operations Report submitted to the COUNTY.

**SECTION 11 - INDEMNIFICATION AND INSURANCE**

- A. Indemnification: To the extent permitted by law, the OPERATOR shall defend, indemnify and hold harmless the COUNTY from any and all damages, claims and causes of action for damages or injury to any person or property arising out of or in connection with, the negligent performance of negligent acts of the OPERATOR, its Contractors, Sub-Contractors, agents, or employees under the terms of this AGREEMENT.
- B. Workers' Compensation Insurance: The OPERATOR, its Contractors, Sub-Contractors, or any agents shall secure and maintain, during the term of the AGREEMENT and subsequent renewals, Workers' Compensation Insurance as required by Florida Law for all employees.
- C. Employers' Liability Insurance: Not less than \$100,000.00 for each accident, \$500,000.00 disease policy limit, and \$100,000.00 disease each employee.
- D. Commercial General Liability Insurance: including, but not limited to, Independent Contractor, Contractual, Premises/Operations, Products/Completed Operation and Personal Injury covering the liability assumed under indemnification provisions of this contract, with limits of liability for personal injury and/or bodily injury, including death, of not less than \$1,000,000, each occurrence, and property damage of not less than \$1,000,000, each occurrence. Combined single limit of not less than \$2,000,000, each occurrence will be acceptable unless otherwise stated.
- E. Commercial Automobile and Truck Insurance: Covering any owned, hired, and non-owned vehicles with a combined single limit of not less than \$1,000,000.00, each occurrence. Coverage shall be on an "occurrence" basis, such insurance to include coverage for loading and unloading hazards.

COVERAGE AS FOLLOWS:

BODILY INJURY (PER PERSON)	\$1,000,000.00
BODILY INJURY (PER ACCIDENT)	\$1,000,000.00
PROPERTY DAMAGE	\$1,000,000.00

Physical Damage:

Comprehensive Coverage provided the Operator will be responsible for the difference in the amount of the deductible above \$1,000.

Collision Coverage provided the Operator will be responsible for the difference in the amount of the deductible above \$1,000.

- F. Miscellaneous Insurance: The OPERATOR will be responsible to insure the transit vehicles and equipment provided by the COUNTY for the operations of the mass transit system during the entire term of this AGREEMENT and any amendments hereafter. The OPERATOR shall procure and maintain the insurance coverage on all COUNTY-owned equipment to cover the risk of loss and/or damage to the vehicles and equipment from any and every cause whatsoever for nothing less than the actual cash value of said equipment.

Each insurance policy shall include the following conditions by endorsement to the policy:

- 1) Each policy shall require that thirty (30) days prior to expiration, cancellation, non-renewal, or any material change in coverage or limits, a notice thereof shall be given to COUNTY by certified mail.
- 2) OPERATOR shall also notify COUNTY, in a like manner, within twenty-four (24) hours after receipt, of any notices of expiration, cancellation, non-renewal, or material change in coverage received by said OPERATOR from its insurer; and nothing contained herein shall absolve OPERATOR of this requirement to provide notice.
- 3) Companies issuing the insurance policy, or policies, shall have no recourse against COUNTY for payment of premiums or assessments for any deductibles which all are at the sole responsibility and risk of the OPERATOR.
- 4) The term "COUNTY" or "Hernando County" shall include all Authorities, Boards, Bureaus, Commissions, Divisions, Departments, and Offices of the County and individual members, employees thereof in their official capacities, and/or while acting on behalf of the COUNTY.
- 5) Hernando County Board of County Commissioners shall be endorsed to the required policy or policies as an additional insured.
- 6) The policy clause "Other Insurance" shall not apply to any insurance coverage currently held by COUNTY, to any such future coverage, or to COUNTY's self-insured retention of whatever nature.

OPERATOR hereby waives subrogation rights for loss or damage against the COUNTY.

#### SECTION 12 - FORCE MAJEURE

The OPERATOR shall not be held liable to the COUNTY for any failure, delay, or interruption of service or for any failure or delay in the performance of any obligation under this AGREEMENT due to strikes, lockouts, acts of God, governmental restrictions, enemy actions, civil commotion, unavoidable casualty, unavailability of fuel or parts, or other similar acts beyond the control of the OPERATOR.

#### SECTION 13 - NOTICES

All notices to be delivered under this AGREEMENT shall be delivered by certified mail return receipt requested, or in person with proof of delivery. Notice shall commence upon receipt.

For the COUNTY:

Hernando County Board of County Commissioners  
ATTN: Ronald F. Pianta, AICP, Planning and Zoning Director  
20 N. Main Street, Room 262  
Brooksville, Florida 34601

For the OPERATOR:

FIRM NAME RATP Dev USA  
Attn: Arnaud Legrand, CEO  
Address: 3800 Sandshell Drive, Suite 180  
Fort Worth, Texas 76137

The signatures below of the Chairman of Hernando County Board of County Commissioners and an authorized representative of RATP Dev USA, Inc., indicate concurrence with this AGREEMENT.

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT in Hernando County, Florida on this 23<sup>rd</sup> day of March 2021.



Board of County Commissioners  
Hernando County, Florida

By: [Signature]  
John Allocco, Chairman

ATTEST: [Signature] Deputy Clerk  
Douglas A. Chorvat, Clerk of Circuit Court  
and Comptroller

Approved as to Form and Legal Sufficiency

BY: [Signature] 3/21/21  
County Attorney's Office Date

RATP Dev USA  
Firm Name

By: Arnaud LEGRAND

Title: Chief Executive Officer

[Signature]

ATTEST: \_\_\_\_\_ 03/05/2021

**ATTACHMENT 12**  
**Lobbying Restriction Certification**

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

John Roslansky Signature of Contractor's Authorized Official

Associate General Counsel Name and Title of Contractor's Authorized Official

March 4, 2021 Date

ATTACHMENT 13

**DISCLOSURE OF LOBBYING ACTIVITIES** OMB Control Number: 4040-0013  
Expiration Date: 2/28/2022

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

<b>1. * Type of Federal Action:</b> <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. * Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. * Report Type:</b> <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
<b>4. Name and Address of Reporting Entity:</b> <input checked="" type="checkbox"/> Prime <input type="checkbox"/> SubAwardee * Name <input style="background-color: yellow;" type="text"/> * Street 1 <input style="background-color: yellow;" type="text"/> Street 2 <input type="text"/> * City <input style="background-color: yellow;" type="text"/> State <input type="text"/> Zip <input type="text"/> Congressional District, if known: <input type="text"/>		
<b>5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:</b>   		
<b>6. * Federal Department/Agency:</b> <input style="background-color: yellow;" type="text"/>	<b>7. * Federal Program Name/Description:</b> <input type="text"/> CFDA Number, if applicable: <input type="text"/>	
<b>8. Federal Action Number, if known:</b> <input type="text"/>	<b>9. Award Amount, if known:</b> \$ <input type="text"/>	
<b>10. a. Name and Address of Lobbying Registrant:</b> Prefix <input type="text"/> * First Name <input style="background-color: yellow;" type="text"/> Middle Name <input type="text"/> * Last Name <input style="background-color: yellow;" type="text"/> Suffix <input type="text"/> * Street 1 <input type="text"/> Street 2 <input type="text"/> * City <input type="text"/> State <input type="text"/> Zip <input type="text"/>		
<b>b. Individual Performing Services (including address if different from No. 10a)</b> Prefix <input type="text"/> * First Name <input style="background-color: yellow;" type="text"/> Middle Name <input type="text"/> * Last Name <input style="background-color: yellow;" type="text"/> Suffix <input type="text"/> * Street 1 <input type="text"/> Street 2 <input type="text"/> * City <input type="text"/> State <input type="text"/> Zip <input type="text"/>		
<b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. * Signature: <input style="background-color: yellow;" type="text"/> * Name: Prefix <input type="text"/> * First Name <input style="background-color: yellow;" type="text"/> Middle Name <input type="text"/> * Last Name <input style="background-color: yellow;" type="text"/> Suffix <input type="text"/> Title: <input type="text"/> Telephone No.: <input type="text"/> Date: <input style="background-color: yellow;" type="text"/>		
<b>Federal Use Only:</b>		<b>STANDARD FORM LLL (REV. 7/1997)</b> Authorized for Local Reproduction

ATTACHMENT 14

**Disadvantaged Business Enterprise (DBE) Affirmation Statement**

Prime Contractor/Prime Consultant: Hernando County Transit Management

Telephone Number: 270-791-6464

Address: 700 Aeriform Drive, Brookville, FL 34601

I hereby certify that the above stated contractor/consultant is a (select one):

- DBE                       Non-DBE

**Subcontractor Services List**

Please list all subcontractors for services:

• Company Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

The above company named is a (select one):

- DBE                       Non-DBE

• CompanyName: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

The above company named is a (select one):

- DBE                       Non-DBE

• Company Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

The above company named is a (select one):

- DBE                       Non-DBE

• Company Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

The above company named is a (select one):

- DBE                       Non-DBE

• Company Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

The above company named is a (select one):

- DBE                       Non-DBE



ATTACHMENT 15  
GOVERNMENT-WIDE DEBARMENT AND SUSPENSION  
(NONPROCUREMENT)

**Instructions for Certification:** By signing and submitting this bid or proposal, the prospective lower tier participant is providing the signed certification set out below.

(1) It will comply and facilitate compliance with U.S. DOT regulations, "Nonprocurement Suspension and Debarment," 2 CFR part 1200, which adopts and supplements the U.S. Office of Management and Budget (U.S. OMB) "Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," 2 CFR part 180,

(2) To the best of its knowledge and belief, that its Principals and Subrecipients at the first tier:

- a. Are eligible to participate in covered transactions of any Federal department or agency and are not presently:
  - 1. Debarred,
  - 2. Suspended,
  - 3. Proposed for debarment,
  - 4. Declared ineligible,
  - 5. Voluntarily excluded, or
  - 6. Disqualified,
- b. Its management has not within a three-year period preceding its latest application or proposal been convicted of or had a civil judgment rendered against any of them for:
  - 1. Commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction, or contract under a public transaction,
  - 2. Violation of any Federal or State antitrust statute, or,
  - 3. Commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making any false statement, or receiving stolen property,
- c. It is not presently indicted for, or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses listed in the preceding subsection 2.b of this Certification,
- d. It has not had one or more public transactions (Federal, State, or local) terminated for cause or default within a three-year period preceding this Certification,
- e. If, at a later time, it receives any information that contradicts the statements of subsections 2.a – 2.d above, it will promptly provide that information to FTA,
- f. It will treat each lower tier contract or lower tier subcontract under its Project as a covered lower tier contract for purposes of 2 CFR part 1200 and 2 CFR part 180 if it:
  - 1. Equals or exceeds \$25,000,,
  - 2. Is for audit services, or,
  - 3. Requires the consent of a Federal official, and
- g. It will require that each covered lower tier contractor and subcontractor:
  - 1. Comply and facilitate compliance with the Federal requirements of 2 CFR parts 180 and 1200, and
  - 2. Assure that each lower tier participant in its Project is not presently declared by any Federal department or agency to be:
    - a. Debarred from participation in its federally funded Project,
    - b. Suspended from participation in its federally funded Project,
    - c. Proposed for debarment from participation in its federally funded Project,
    - d. Declared ineligible to participate in its federally funded Project,
    - e. Voluntarily excluded from participation in its federally funded Project, or
    - f. Disqualified from participation in its federally funded Project, and
  - 3. It will provide a written explanation as indicated on a page attached in FTA's TrAMS platform or the Signature Page if it or any of its principals, including any of its first tier Subrecipients or its Third-Party Participants at a lower tier, is unable to certify compliance with the preceding statements in this Certification Group.

(3) It will provide a written explanation as indicated on a page attached in FTA's TrAMS platform or the Signature Page if it or any of its principals, including any of its first tier Subrecipients or its Third-Party Participants at a lower tier, is unable to certify compliance with the preceding statements in this Certification Group.

**Certification**

Contractor: RATP Dev USA, Inc

Signature of Authorized Official: John Roslansky Date      /      /     

Name and Title of Contractor's Authorized Official: John Roslansky, Associate General Counsel

**SECTION IV: SUPPLEMENTARY CONDITONS FOR FEDERAL CONTRACT CLAUSES**

Hernando County is a recipient of Federal Transit Administration (FTA) funding. The Vendor/Contractor(s) shall comply with the following FTA Contract clauses.

**1. ACCESS TO RECORDS AND REPORTS** 49 U.S.C. § 5325(g), 2 C.F.R. § 200.333, 49 C.F.R. part 633

- 1.1. **Record Retention.** The Contractor will retain, and will require its Sub-Contractors of all tiers to retain, complete and readily accessible records related in whole or in part to the Contract, including, but not limited to, data, documents, reports, statistics, sub-agreements, leases, subcontracts, arrangements, other third-party agreements of any type, and supporting materials related to those records.
- 1.2. **Retention Period.** The Contractor agrees to comply with the record retention requirements in accordance with 2 C.F.R. § 200.333. The Contractor shall maintain all books, records, accounts and reports required under this Contract for a period of at not less than five (5) years after the date of termination or expiration of this Contract, except in the event of litigation or settlement of claims arising from the performance of this Contract, in which case records shall be maintained until the disposition of all such litigation, appeals, claims or exceptions related thereto.
- 1.3. **Access to Records.** The Contractor agrees to provide sufficient access to FTA and its Contractors to inspect and audit records and information related to performance of this Contract as reasonably may be required.
- 1.4. **Access to the Sites of Performance.** The Contractor agrees to permit FTA and its Contractors access to the sites of performance under this Contract as reasonably may be required.

**2. CLEAN AIR ACT AND CLEAN WATER ACT** 42 U.S.C. §§ 7401 – 7671q, 33 U.S.C. §§ 1251-1387, 2 C.F.R. part 200, Appendix II (G)

The Contractor agrees:

- 2.1. It will not use any violating facilities;
- 2.2. It will report the use of facilities placed on or likely to be placed on the U.S. EPA "List of Violating Facilities;"
- 2.3. It will report violations of use of prohibited facilities to FTA; and
- 2.4. It will comply with the inspection and other requirements of the Clean Air Act, as amended, (42 U.S.C. §§ 7401 – 7671q); and the Federal Water Pollution Control Act as amended, (33 U.S.C. §§ 1251-1387).

**3. CIVIL RIGHTS AND EQUAL OPPORTUNITY**

- 3.1. Hernando County is an Equal Opportunity Employer. As such, Hernando County agrees to comply with all applicable Federal civil rights laws and implementing regulations. Apart from inconsistent requirements imposed by Federal laws or regulations, Hernando County agrees to comply with the requirements of 49 U.S.C. § 5323(h) (3) by not using any Federal assistance awarded by FTA to support procurements using exclusionary or discriminatory specifications.
- 3.2. Under this Agreement, the Contractor shall at all times comply with the following requirements and shall include these requirements in each subcontract entered into as part thereof.
  - 3.2.1. **Nondiscrimination.** In accordance with Federal transit law at 49 U.S.C. § 5332, the Contractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, sex, disability, or age. In addition, the Contractor agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.
  - 3.2.2. **Race, Color, Religion, National Origin, Sex.** In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e et seq., and Federal transit laws at 49 U.S.C. § 5332, the Contractor

RFP No 21-RG0010/PH – TRANSIT OPERATOR SERVICES

agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 C.F.R. chapter 60, and Executive Order No. 11246, "Equal Employment Opportunity in Federal Employment," September 24, 1965, 42 U.S.C. § 2000e note, as amended by any later Executive Order that amends or supersedes it, referenced in 42 U.S.C. § 2000e note. The Contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, national origin, or sex (including sexual orientation and gender identity). Such action shall include, but not be limited to, the following: employment, promotion, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

- 3.2.3. **Age.** In accordance with the Age Discrimination in Employment Act, 29 U.S.C. §§ 621- 634, U.S. Equal Employment Opportunity Commission (U.S. EEOC) regulations, "Age Discrimination in Employment Act," 29 C.F.R. part 1625, the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6101 et seq., U.S. Health and Human Services regulations, "Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance," 45 C.F.R. part 90, and Federal transit law at 49 U.S.C. § 5332, the Contractor agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.
- 3.2.4. **Disabilities.** In accordance with section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794, the Americans with Disabilities Act of 1990, as amended, 42 U.S.C. § 12101 et seq., the Architectural Barriers Act of 1968, as amended, 42 U.S.C. § 4151 et seq., and Federal transit law at 49 U.S.C. § 5332, the Contractor agrees that it will not discriminate against individuals on the basis of disability. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.
- 3.2.5. **Title VI of the Civil Rights Act.** In determining the types of property or services to acquire, no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity receiving Federal financial assistance in violation of Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. Sections 2000d et seq. and DOT regulations, "Nondiscrimination in Federally Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964," 49 CFR Part 21. In addition, FTA Circular 4702.1, "Title VI and Title VI-Dependent Guidelines for FTA Recipients," 05-13-07, provides FTA guidance and instructions for implementing DOT's Title VI0020 regulations.

**4. DISADVANTAGED BUSINESS ENTERPRISE (DBE)** 49 C.F.R. part 26

- 4.1. The Contractor, subrecipient or Sub-Contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Contract. The Contractor shall carry out applicable requirements of 49 C.F.R. part 26 in the award and administration of DOT-assisted Contracts. Failure by the Contractor to carry out these requirements is a material breach of this Contract, which may result in the termination of this Contract or such other remedy as the recipient deems appropriate, which may include, but is not limited to:
- 4.1.1. Withholding monthly progress payments;
- 4.1.2. Assessing sanctions;
- 4.1.3. Liquidated damages; and/or
- 4.1.4. Disqualifying the Contractor from future bidding as non-responsible. 49 C.F.R. § 26.13(b)."
- 4.2. Further, Hernando County requires prime Contractors to pay Sub-Contractors for satisfactory performance of their Contracts no later than thirty (30) days from receipt of each payment Hernando County makes to the prime Contractor.

RFP No 21-RG0010/PH – TRANSIT OPERATOR SERVICES

- 4.3. **Overview** It is the policy of Hernando County and the United States Department of Transportation ("DOT") that Disadvantaged Business Enterprises ("DBE's"), as defined herein and in the Federal regulations published at 49 C.F.R. part 26, shall have an equal opportunity to participate in DOT-assisted Contracts. It is also the policy of Hernando County to:
- 4.3.1. Ensure nondiscrimination in the award and administration of DOT-assisted Contracts;
  - 4.3.2. Create a level playing field on which DBE's can compete fairly for DOT-assisted Contracts;
  - 4.3.3. Ensure that the DBE program is narrowly tailored in accordance with applicable law;
  - 4.3.4. Ensure that only firms that fully meet 49 C.F.R. part 26 eligibility standards are permitted to participate as DBE's;
  - 4.3.5. Help remove barriers to the participation of DBEs in DOT-assisted Contracts;
  - 4.3.6. To promote the use of DBEs in all types of federally assisted Contracts and procurement activities; and
  - 4.3.7. Assist in the development of firms that can compete successfully in the marketplace outside the DBE program.
- 4.4. This Contract is subject to 49 C.F.R. part 26. Therefore, the Contractor must satisfy the requirements for DBE participation as set forth herein. These requirements are in addition to all other equal opportunity employment requirements of this Contract. Hernando County shall make all determinations with regard to whether or not a Bidder/Offeror is in compliance with the requirements stated herein. In assessing compliance, Hernando County may consider during its review of the Bidder/Offeror's submission package, the Bidder/Offeror's documented history of non-compliance with DBE requirements on previous Contracts with Hernando County.
- 4.5. **Contract Assurance** The Contractor, subrecipient or Sub-Contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Contract. The Contractor shall carry out applicable requirements of 49 C.F.R. part 26 in the award and administration of DOT-assisted Contracts. Failure by the Contractor to carry out these requirements is a material breach of this Contract, which may result in the termination of this Contract or such other remedy as Hernando County deems appropriate.
- 4.6. **DBE Participation** For the purpose of this Contract, Hernando County will accept only DBE's who are:
- 4.6.1. Certified, at the time of bid opening or proposal evaluation, by the Florida Unified Certification Program (UCP) Disadvantaged Business Enterprise (DBE) Directory or
  - 4.6.2. An out-of-state firm who has been certified by either a local government, state government or Federal government entity authorized to certify DBE status or an agency whose DBE certification process has received FTA approval; or
  - 4.6.3. Certified by another agency approved by Hernando County. .
- 4.7. **Good Faith Efforts**
- 4.7.1. If the Bidder/Offeror is unable to meet the goal set forth above (DBE Participation Goal), Hernando County will consider the Bidder/Offeror's documented good faith efforts to meet the goal in determining responsiveness. The types of actions that Hernando County will consider as part of the Bidder/Offeror's good faith efforts include, but are not limited to, the following:
  - 4.7.2. Documented communication with Hernando County's DBE Coordinator (questions of IFB or RFP requirements, subcontracting opportunities, appropriate certification, will be addressed in a timely fashion);
  - 4.7.3. Pre-bid meeting attendance. At the pre-bid meeting, Hernando County generally informs potential Bidder/Offeror's of DBE subcontracting opportunities;

- 4.7.4. The Bidder/Offeror's own solicitations to obtain DBE involvement in general circulation media, trade association publication, minority-focus media and other reasonable and available means within sufficient time to allow DBEs to respond to the solicitation;
  - 4.7.5. Written notification to DBE's encouraging participation in the proposed Contract; and
  - 4.7.6. Efforts made to identify specific portions of the work that might be performed by DBE's.
- 4.8. The Bidder/Offeror shall provide the following details, at a minimum, of the specific efforts it made to negotiate in good faith with DBE's for elements of the Contract:
- 4.8.1. The names, addresses, and telephone numbers of DBE's that were contacted;
  - 4.8.2. A description of the information provided to targeted DBE's regarding the specifications and bid proposals for portions of the work;
  - 4.8.3. Efforts made to assist DBE's contacted in obtaining bonding or insurance required by the Bidder or the Authority.
- 4.9. Further, the documentation of good faith efforts must include copies of each DBE and non-DBE Sub-Contractor quote submitted when a non-DBE Sub-Contractor was selected over a DBE for work on the Contract. 49 C.F.R. § 26.53(b) (2) (VI). In determining whether a Bidder has made good faith efforts, the Authority may take into account the performance of other Bidders in meeting the Contract goals. For example, if the apparent successful Bidder failed to meet the goal but meets or exceeds the average DBE participation obtained by other Bidders, the Authority may view this as evidence of the Bidder having made good faith efforts.

**4.10. Administrative Reconsideration**

- 4.10.1. Within five (5) business days of being informed by Hernando County that it is not responsive or responsible because it has not documented sufficient good faith efforts, the Bidder/Offeror may request administrative reconsideration. The Bidder should make this request in writing to Hernando County's Chief Procurement Officer. The Chief Procurement Officer will forward the Bidder/Offeror's request to a reconsideration official who will not have played any role in the original determination that the Bidder/Offeror did not document sufficient good faith efforts.
- 4.10.2. As part of this reconsideration, the Bidder/Offeror will have the opportunity to provide written documentation or argument concerning the issue of whether it met the goal or made adequate good faith efforts to do so. The Bidder/Offeror will have the opportunity to meet in person with the assigned reconsideration official to discuss the issue of whether it met the goal or made adequate good faith efforts to do so. Hernando County will send the Bidder/Offeror a written decision on its reconsideration, explaining the basis for finding that the Bidder/Offeror did or did not meet the goal or make adequate good faith efforts to do so. The result of the reconsideration process is not administratively appealable to the Department of Transportation.

**4.11. Termination of DBE Sub-Contractor**

- 4.11.1. The Contractor shall not terminate the DBE Sub-Contractor(s) listed in the DBE Participation Schedule (Attachment 14) without Hernando County's prior written consent. Hernando County may provide such written consent only if the Contractor has good cause to terminate the DBE firm. Before transmitting a request to terminate, the Contractor shall give notice in writing to the DBE Sub-Contractor of its intent to terminate and the reason for the request. The Contractor shall give the DBE five days to respond to the notice and advise of the reasons why it objects to the proposed termination. When a DBE Sub-Contractor is terminated or fails to complete its work on the Contract for any reason, the Contractor shall make good faith efforts to find another DBE Sub-Contractor to substitute for the original DBE and immediately notify Hernando County in writing of its efforts to replace the original DBE. These good faith efforts shall be directed at finding another DBE to perform at least the same amount of work under the Contract as the DBE that was terminated, to

RFP No 21-RG0010/PH – TRANSIT OPERATOR SERVICES

the extent needed to meet the Contract goal established for this procurement. Failure to comply with these requirements will be in accordance with Section 4.13 below (Sanctions for Violations).

**4.12. Continued Compliance**

4.12.1. Hernando County shall monitor the Contractor's DBE compliance during the life of the Contract. In the event this procurement exceeds ninety (90) days, it will be the responsibility of the Contractor to submit quarterly written reports to Hernando County that summarize the total DBE value for this Contract. These reports shall provide the following details:

- 4.12.1.1. DBE utilization established for the Contract;
- 4.12.1.2. Total value of expenditures with DBE firms for the quarter;
- 4.12.1.3. The value of expenditures with each DBE firm for the quarter by race and gender;
- 4.12.1.4. Total value of expenditures with DBE firms from inception of the Contract; and
- 4.12.1.5. The value of expenditures with each DBE firm from the inception of the Contract by race and gender.

4.12.2. Reports and other correspondence must be submitted to the DBE Coordinator with copies provided to the Planning and Zoning Department. Reports shall continue to be submitted quarterly until final payment is issued or until DBE participation is completed.

4.12.3. The successful Bidder/Offeror shall permit:

- 4.12.3.1. Hernando County to have access to necessary records to examine information as Hernando County deems appropriate for the purpose of investigating and determining compliance with this provision, including, but not limited to, records of expenditures, invoices, and Contract between the successful Bidder/Offeror and other DBE parties entered into during the life of the Contract.
- 4.12.3.2. The authorized representative(s) of Hernando County, the U.S. Department of Transportation, the Comptroller General of the United States, to inspect and audit all data and record of the Contractor relating to its performance under the Disadvantaged Business Enterprise Participation provision of this Contract.
- 4.12.3.3. All data/record(s) pertaining to DBE shall be maintained as stated in Section 1.2.

**4.13. Sanctions for Violations**

4.13.1. If at any time Hernando County has reason to believe that the Contractor is in violation of its obligations under this Agreement or has otherwise failed to comply with terms of this Section, Hernando County may, in addition to pursuing any other available legal remedy, commence proceedings, which may include but are not limited to, the following:

- 4.13.1.1. Suspension of any payment or part due the Contractor until such time as the issues concerning the Contractor's compliance are resolved; and
- 4.13.1.2. Termination or cancellation of the Contract, in whole or in part, unless the successful Contractor is able to demonstrate within a reasonable time that it is in compliance with the DBE terms stated herein.

**5. ENERGY CONSERVATION** Energy Conservation 42 U.S.C. 6321 et seq., 49 C.F.R. part 622, subpart C.

The Contractor agrees to comply with mandatory standards and policies relating to energy efficiency, which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

**6. GOVERNMENT-WIDE DEBARMENT AND SUSPENSION** 2 C.F.R. part 180, 2 C.F.R. part 1200, 2 C.F.R. § 200.213, 2 C.F.R. part 200 Appendix II (I), Executive Order 12549, Executive Order 12689

**6.1. Debarment, Suspension, Ineligibility and Voluntary Exclusion**

RFP No 21-RG0010/PH – TRANSIT OPERATOR SERVICES

The Contractor shall comply and facilitate compliance with U.S. DOT regulations, "Non-procurement Suspension and Debarment," 2 C.F.R. part 1200, which adopts and supplements the U.S. Office of Management and Budget (U.S. OMB) "Guidelines to Agencies on Governmentwide Debarment and Suspension (Non-procurement)," 2 C.F.R. part 180. These provisions apply to each Contract at any tier of \$25,000 or more, and to each Contract at any tier for a federally required audit (irrespective of the Contract amount), and to each Contract at any tier that must be approved by an FTA official irrespective of the Contract amount. As such, the Contractor shall verify that its principals, affiliates, and Sub-Contractors are eligible to participate in this federally funded Contract and are not presently declared by any Federal department or agency to be:

- 6.1.1. Debarred from participation in any federally assisted Award;
  - 6.1.2. Suspended from participation in any federally assisted Award;
  - 6.1.3. Proposed for debarment from participation in any federally assisted Award;
  - 6.1.4. Declared ineligible to participate in any federally assisted Award;
  - 6.1.5. Voluntarily excluded from participation in any federally assisted Award; or
  - 6.1.6. Disqualified from participation in any federally assisted Award.
- 6.2. By signing and submitting its bid or proposal, the bidder or proposer certifies as follows:
- 6.2.1. The certification in this clause is a material representation of fact relied upon by Hernando County. If it is later determined by Hernando County that the bidder or proposer knowingly rendered an erroneous certification, in addition to remedies available to Hernando County, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The bidder or proposer agrees to comply with the requirements of 2 C.F.R. part 180, subpart C, as supplemented by 2 C.F.R. part 1200, while this offer is valid and throughout the period of any Contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

7. **LOBBYING RESTRICTIONS** 31 U.S.C. § 1352, 2 C.F.R. § 200.450, 2 C.F.R. part 200 appendix II (J), 49 C.F.R. part 20 (See Attachment 12).

8. **NO FEDERAL GOVERNMENT OBLIGATION TO THIRD PARTIES**

The Recipient and Contractor acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying Contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this Contract and shall not be subject to any obligations or liabilities to the Recipient, Contractor or any other party (whether or not a party to that Contract) pertaining to any matter resulting from the underlying Contract. The Contractor agrees to include the above clause in each Sub-Contract financed in whole or in part with Federal assistance provided by the FTA. It is further agreed that the clause shall not be modified, except to identify the Sub-Contractor who will be subject to its provisions.

9. **PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS AND RELATED ACTS** 49 U.S.C. § 5323(l)(1), 31 U.S.C. §§ 3801-3812, 18 U.S.C. § 1001, 49 C.F.R. part 31

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

- 9.2. The Contractor also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a Contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under the authority of 49 U.S.C. chapter 53, the Government reserves the right to impose the penalties of 18 U.S.C. § 1001 and 49 U.S.C. § 5323(l) on the Contractor, to the extent the Federal Government deems appropriate.
- 9.3. The Contractor agrees to include the above two clauses in each Sub-Contract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clauses shall not be modified, except to identify the Sub-Contractor who will be subject to the provisions.

**10. RECYCLED PRODUCTS/RECOVERED MATERIALS** 42 U.S.C. § 6962, 40 C.F.R. part 247, 2 C.F.R. part § 200.322

The Contractor agrees to provide a preference for those products and services that conserve natural resources, protect the environment, and are energy efficient by complying with and facilitating compliance with Section 6002 of the Resource Conservation and Recovery Act, as amended, 42 U.S.C. § 6962, and U.S. Environmental Protection Agency (U.S. EPA), "Comprehensive Procurement Guideline for Products Containing Recovered Materials," 40 C.F.R. part 247.

**11. SAFE OPERATION OF MOTOR VEHICLES** 23 U.S.C. part 402, Executive Order No. 13043, Executive Order No. 13513, U.S. DOT Order No. 3902.10

**11.1. Seat Belt Use**

The Contractor is encouraged to adopt and promote on-the-job seat belt use policies and programs for its employees and other personnel that operate company-owned vehicles, company-rented vehicles, or personally operated vehicles. The terms "company-owned" and "company-leased" refer to vehicles owned or leased either by the Contractor or Hernando County.

**11.2. Distracted Driving**

The Contractor agrees to adopt and enforce workplace safety policies to decrease crashes caused by distracted drivers, including policies to ban text messaging while using an electronic device supplied by an employer, and driving a vehicle the driver owns or rents, a vehicle Contractor owns, leases, or rents, or a privately-owned vehicle when on official business in connection with the work performed under this agreement.

**12. TERMINATION** 2 C.F.R. § 200.339, 2 C.F.R. part 200, Appendix II (B)

For all contracts in excess of \$10,000, the Termination clause extends to all third-party Contractors and their Contracts at every tier and subrecipients and their Sub-Contracts at every tier.

**12.1. Termination for Convenience (General Provision)**

Hernando County may terminate this Contract, in whole or in part, at any time by written notice to the Contractor when it is in Hernando County's best interest. The Contractor shall be paid its costs, including Contract close-out costs, and profit on work performed up to the time of termination. The Contractor shall promptly submit its termination claim to Hernando County to be paid the Contractor. If the Contractor has any property in its possession belonging to Hernando County, the Contractor will account for the same, and dispose of it in the manner Hernando County directs.

**12.2. Opportunity to Cure (General Provision)**

- 12.2.1. Hernando County, in its sole discretion may, in the case of a termination for breach or default, allow the Contractor ten (10) days in which to cure the defect. In such case, the Notice of Termination will state the time period in which cure is permitted and other appropriate conditions.
- 12.2.2. If Contractor fails to remedy to Hernando County's satisfaction the breach or default of any of the terms, covenants, or conditions of this Contract within ten (10) days after receipt by Contractor of written notice from Hernando County setting forth the nature of said breach or default, Hernando County shall have the right to terminate the Contract without any further obligation to Contractor. Any such termination for default shall not in any way operate to preclude Hernando County from also pursuing all available remedies against Contractor and its sureties for said breach or default.



**12.3. Termination for Default (Supplies and Service)**

- 12.3.1. If the Contractor fails to deliver supplies or to perform the services within the time specified in this Contract or any extension, or if the Contractor fails to comply with any other provisions of this Contract, Hernando County may terminate this Contract for default. Hernando County shall terminate by delivering to the Contractor a Notice of Termination specifying the nature of the default. The Contractor will only be paid the Contract price for supplies delivered and accepted, or services performed in accordance with the manner or performance set forth in this Contract.
- 12.3.2. If, after termination for failure to fulfill Contract obligations, it is determined that the Contractor was not in default, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of Hernando County.

**12.4. Waiver of Remedies for any Breach**

In the event that Hernando County elects to waive its remedies for any breach by Contractor of any covenant, term or condition of this Contract, such waiver by Hernando County shall not limit Hernando County's remedies for any succeeding breach of that or of any other covenant, term, or condition of this Contract.

**13. VIOLATION AND BREACH OF CONTRACT 2 C.F.R. § 200.326, 2 C.F.R. part 200, Appendix II (A)**

**13.1. Rights and Remedies of Hernando County**

Hernando County shall have the following rights in the event that Hernando County deems the Contractor guilty of a breach of any term under the Contract.

- 13.1.1. The right to take over and complete the work or any part thereof as Hernando County for and at the expense of the Contractor, either directly or through other Contractors;
- 13.1.2. The right to cancel this Contract as to any or all of the work yet to be performed;
- 13.1.3. The right to specific performance, an injunction or any other appropriate equitable remedy; and
- 13.1.4. The right to money damages.

**13.2. Rights and Remedies of Contractor**

In as much as the Contractor can be adequately compensated by money damages for any breach of this Contract, which may be committed by Hernando County, the Contractor expressly agrees that no default, act or omission of Hernando County shall constitute a material breach of this Contract, entitling Contractor to cancel or rescind the Contract (unless Hernando County directs Contractor to do so) or to suspend or abandon performance.

**13.3. Remedies**

Substantial failure of the Contractor to complete the Project in accordance with the terms of this Agreement will be a default of this Agreement. In the event of a default, Hernando County will have all remedies in law and equity, including the right to specific performance, without further assistance, and the rights to termination or suspension as provided herein. The Contractor recognizes that in the event of a breach of this Agreement by the Contractor before Hernando County takes action contemplated herein, Hernando County will provide the Contractor with sixty (60) days written notice that Hernando County considers that such a breach has occurred and will provide the Contractor a reasonable period of time to respond and to take necessary corrective action.

**13.4. Performance during Dispute**

Unless otherwise directed by Hernando County, Contractor shall continue performance under this Contract while matters in dispute are being resolved.

**13.5. Claims for Damages**

Should either party to the Contract suffer injury or damage to person or property because of any act or omission of the party or of any of its employees, agents or others for whose acts it is legally liable, a claim

RFP No 21-RG0010/PH – TRANSIT OPERATOR SERVICES

for damages therefor shall be made in writing to such other party within a reasonable time after the first observance of such injury or damage.

13.6. **Remedies**

Unless this Contract provides otherwise, all claims, counterclaims, disputes and other matters in question between Hernando County and the Contractor arising out of or relating to this agreement or its breach will be decided by arbitration if the parties mutually agree, or in a court of competent jurisdiction within the State in which Hernando County is located.

- 13.7. **Rights and Remedies.** The duties and obligations imposed by the Contract documents and the rights and remedies available thereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law. No action or failure to act by Hernando County or Contractor shall constitute a waiver of any right or duty afforded any of them under the Contract, nor shall any such action or failure to act constitute an approval of or acquiescence in any breach thereunder, except as may be specifically agreed in writing.

14. **CHANGES AND MODIFICATIONS.** FTA's Role and Responsibilities. FTA does not participate in the recipient's decisions involving change orders, constructive changes, or modifications, but reserves the right to review the recipient's supporting documentation as necessary to determine the extent of FTA assistance that may be used to support those costs.

15. **INCORPORATION OF FEDERAL TRANSIT ADMINISTRATION (FTA) TERMS.** The preceding provisions include, in part, certain Standard Terms and Conditions required by U.S. DOT, whether or not expressly set forth in the preceding Contract provisions. All contractual provisions required by U.S. DOT, as set forth in the Federal Transit Administration (FTA ) Circular 4220.1F, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. The Vendor/Contractor, hereafter referenced as "CONTRACTOR" shall not perform any act, fail to perform any act, or refuse to comply with any Hernando County, hereafter referenced as "AGENCY," requests which would cause AGENCY to be in violation of the FTA terms and conditions.

16. **EMPLOYEE PROTECTIONS.**

- 16.1. **Contract Work Hours and Safety Standards for Awards Not Involving Construction** The Contractor shall comply with all federal laws, regulations, and requirements providing wage and hour protections for non-construction employees, in accordance with 40 U.S.C. § 3702, Contract Work Hours and Safety Standards Act, and other relevant parts of that Act, 40 U.S.C. § 3701 *et seq.*, and U.S. DOL regulations, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction (also Labor Standards Provisions Applicable to Non-construction Contracts Subject to the Contract Work Hours and Safety Standards Act)," 29 C.F.R. part 5.
- 16.2. The Contractor shall maintain payrolls and basic payroll records during the course of the work and shall preserve them for a period of three (3) years from the completion of the Contract for all laborers and mechanics, including guards and watchmen, working on the Contract. Such records shall contain the name and address of each such employee, social security number, correct classifications, hourly rates of wages paid, daily and weekly number of hours worked, deductions made, and actual wages paid.
- 16.3. Such records maintained under this paragraph shall be made available by the Contractor for inspection, copying, or transcription by authorized representatives of the FTA and the Department of Labor, and the Contractor will permit such representatives to interview employees during working hours on the job.
- 16.4. The Contractor shall require the inclusion of the language of this clause within Sub-Contracts of all tiers.

17. **CHARTER SERVICE OPERATIONS**

- 17.1. The Contractor agrees to comply with 49 U.S.C. 5323(d), 5323(r), and 49 C.F.R. part 604, which provides that recipients and subrecipients of FTA assistance are prohibited from providing charter service using federally funded equipment or facilities if there is at least one private charter operator willing and able to provide the service, except as permitted under:

- 17.1.1. Federal transit laws, specifically 49 U.S.C. § 5323(d);

RFP No 21-RG0010/PH – TRANSIT OPERATOR SERVICES

- 17.1.2. FTA regulations, "Charter Service," 49 C.F.R. part 604;
  - 17.1.3. Any other federal Charter Service regulations; or
  - 17.1.4. Federal guidance, except as FTA determines otherwise in writing.
- 17.2. The Contractor agrees that if it engages in a pattern of violations of FTA's Charter Service regulations, FTA may require corrective measures or impose remedies on it. These corrective measures and remedies may include:
- 17.2.1. Barring it or any Sub-Contractor operating public transportation under its Award that has provided prohibited charter service from receiving federal assistance from FTA;
  - 17.2.2. Withholding an amount of federal assistance as provided by Appendix D to part 604 of FTA's Charter Service regulations; or
  - 17.2.3. Any other appropriate remedy that may apply.
- 17.3. The Contractor should also include the substance of this clause in each Sub-Contract that may involve operating public transit services.

**18. SCHOOL BUS OPERATIONS**

- 18.1. The Contractor agrees to comply with 49 U.S.C. 5323(f), and 49 C.F.R. part 604, and not engage in school bus operations using federally funded equipment or facilities in competition with private operators of school buses, except as permitted under:
- 18.1.1. Federal transit laws, specifically 49 U.S.C. § 5323(f);
  - 18.1.2. FTA regulations, "School Bus Operations," 49 C.F.R. part 605;
  - 18.1.3. Any other Federal School Bus regulations; or
  - 18.1.4. Federal guidance, except as FTA determines otherwise in writing.
- 18.2. If Contractor violates this School Bus Agreement, FTA may:
- 18.2.1. Bar the Contractor from receiving Federal assistance for public transportation; or
  - 18.2.2. Require the Contractor to take such remedial measures as FTA considers appropriate.
- 18.3. When operating exclusive school bus service under an allowable exemption, the Contractor may not use federally funded equipment, vehicles, or facilities. The Contractor should include the substance of this clause in each Sub-Contract or purchase under this contract that may operate public transportation services.

**19. SUBSTANCE ABUSE REQUIREMENTS (Drug and Alcohol)** 49 U.S.C. § 5331, 49 C.F.R. part 655, 49 C.F.R. part 40

Substance Abuse Testing. The Contractor agrees to participate in the County's drug and alcohol program requirements established in compliance with 49 C.F.R. part 655.

By signing my name below, I certify that I have read the above information. My signature also certifies my understanding and agreement with the above terms and conditions.

John Roslansky  
Authorized Signature

March 4, 2021

Date

John Roslansky

Name (Printed)

# Exhibit A: Transit Fleet Inventory

Hernando County Vehicle Inventory

Asset #	Year	Make	Model	Actual In Service Date	Mileage	Original Cost	VIN	Seating Capacity	Useful Life	Current Status
19411	2002	GILLIG	31' LOW FLOOR	7/11/2014	711,566	\$0.00	15GGE271121090646	23 Plus 2 WC	10 years or 350,000 miles	Active
19429	2015	GILLIG	G27E102N2	3/16/2015	441,528	\$388,157.00	15GGE271XF1092952	23 Plus 2 WC	10 years or 350,000 miles	Active
19441	2015	DODGE	CARAVAN	8/6/2015	82,741	\$44,301.00	2C4RDGGC2FR705653	6	5 years or 150,000 miles	Active
20038	2016	FORD	E450 4X2	11/15/2016	148,828	\$72,870.00	1FDFE4FS6HDC01266	14 Seats or 6 Standard Seats plus 3 Wheel Chairs	7 year / 200,000 miles	Active
20041	2016	GILLIG	29' LOW FLOOR	10/11/2016	351,858	\$398,644.00	15GGE2719G1093155	23 Plus 2 WC	10 years or 350,000 miles	Active
20042	2016	GILLIG	29' LOW FLOOR	10/11/2016	352,631	\$398,644.00	15GGE2710G1093156	23 Plus 2 WC	10 years or 350,000 miles	Active
20054	2016	FORD	E450 4X2	11/17/2016	162,835	\$71,170.00	1FDFE4FS5HDC01288	14 Seats or 6 Standard Seats plus 3 Wheel Chairs	7 year / 200,000 miles	Active
20055	2016	FORD	E450 4X2	11/1/2016	122,857	\$71,020.00	1FDFE4FS3HDC01287	14 Seats or 6 Standard Seats plus 3 Wheel Chairs	7 year / 200,000 miles	Active
20056	2016	FORD	E450 4X2	11/17/2016	105,066	\$71,170.00	1FDFE4FS5HDC01260	14 Seats or 6 Standard Seats plus 3 Wheel Chairs	7 year / 200,000 miles	Active
20079	2017	GILLIG	29' LOW FLOOR	7/28/2017	285,605	\$402,317.00	15GGE2711H3093205	23 Plus 2 WC	10 years or 350,000 miles	Active
20828	2017	GLAVALL	UNIVERSAL 23	8/31/2018	132,895	\$77,198.00	1FDFE4FS3HDC75941	14 Seats or 6 Standard Seats plus 3 Wheel Chairs	7 year / 200,000 miles	Active
21367	2018	GILLIG	29' LOW FLOOR	4/25/2018	286,048	\$411,318.00	15GGE2712J3093350	23 Plus 2 WC	10 years or 350,000 miles	Active
22093	2019	FORD	E450 BUS	6/27/2019	84,050	\$75,460.00	1FDFE4FSXKDC14092	12 Seats or 10 standard seats plus 2 Wheel Chairs	7 year / 200,000 miles	Active
22136	2019	GILLIG	29' LOW FLOOR	7/27/2019	238,988	\$418,542.00	15GGE2711K3093289	23 Plus 2 WC	10 years or 350,000 miles	Active
22137	2019	GILLIG	29' LOW FLOOR	7/30/2019	204,800	\$418,542.00	15GGE2718K3093290	23 Plus 2 WC	10 years or 350,000 miles	Active
22256	2019	CHEVROLET	EQUINOX	7/3/2019	22,976	\$20,208.00	3GNAXHEV8KS640835	5	5 years or 150,000 miles	Active
22363	2019	GILLIG	29' LOW FLOOR	12/5/2019	196,450	\$428,416.00	15GGE2718K3093595	23 Plus 2 WC	10 years or 350,000 miles	Active
22650	2020	GILLIG	29' LOW FLOOR	12/9/2020	96,560	\$433,312.00	15GGE2710L3093639	23 Plus 2 WC	10 years or 350,000 miles	Active
22651	2020	GILLIG	29' LOW FLOOR	12/9/2020	121,638	\$433,312.00	15GGE2719L3093638	23 Plus 2 WC	10 years or 350,000 miles	Active
22676	2021	GILLIG	29' LOW FLOOR	9/1/2021	84,193	\$437,285.00	15GGE2710M3093867	23 Plus 2 WC	10 years or 350,000 miles	Active

# Exhibit B: Maintenance Staff Job

**HERNANDO COUNTY BOARD OF COUNTY COMMISSIONERS  
JOB DESCRIPTION**

<b>Job Title</b>	Fleet Manager	<b>Pay Grade</b>	223	<b>Class Code</b>	O125
<b>Department</b>	Fleet Maintenance	<b>Salary Range</b>	\$55,577.60 - \$90,064.00		Annually
<b>Division</b>	Fleet Maintenance	<b>FLSA Status</b>	Exempt		
<b>Reports to</b>	Deputy County Administrator	<b>Revised</b>	September 2017		
<b>Bargaining Unit</b>	None				

**GENERAL DESCRIPTION:**

Responsible for supervision of Fleet Maintenance staff, management and administration in directing the operations of the fleet maintenance services, fleet replacement program and central fueling operation. Responsibilities include, but not limited to, personnel management, budget administration in an internal service fund environment, fleet replacement program and vehicle specifications, requisition of parts and materials, provision of labor and building maintenance.

**ESSENTIAL JOB FUNCTIONS:**

- Manage, control and account for Fleet Maintenance, Fleet Replacement, and Central Fuel budgets.
- Develops department goals, objectives, strategic plans and policies and procedures; prepares
- Commission agenda items; prepares five (5) capital plan.
- Responsible for the implementation and administration of the yearly budget ensuring those sufficient funds are available in accordance with the equipment replacement schedule published annually.
- Prepares replacement schedules; prepares, in coordination with user specifications, for the procurement of vehicles and equipment.
- Administers operations of fleet maintenance, to include personnel contract management, requisition of parts, provision of labor, building maintenance and budget administration.
- Generates and maintains all records, reports, and documentation relating fleet administration, i.e., fleet management, personnel evaluations, budgets, requisitions, bid specifications.
- Analyzes various records and reports for the purpose of monitoring functions under charge, and maintaining/improving efficiency of operations.
- Conducts staff and safety meetings for the purpose of ensuring OSHA, DOT and other regulatory compliance requirements.

- Performs the duties as the administrator for the Fleet Management Information System. The duties include Internet based database management, upgrade availability and facilitation, data integrity, managing users and their activity, training personnel, diagnosis of issues and troubleshooting issues with software/ hardware related to Vehicle Maintenance / Central Fuel / Vehicle Replacement. Network familiarity on LAN & WAN systems
- Maintains all fueling sites and records pertaining to the procurement and distribution of fuel as established by regulatory guidelines.
- Performs personnel management functions, i.e., interviewing, hiring, disciplining and evaluations.
- Prepares rental rate schedules for vehicles and/or equipment.
- Prepares special event schedules. Employee work schedules and overtime schedules.
- Adheres to safety, security and fire prevention policies.
- Adheres to compliance of OSHA, DOH, DEP, NFPA, FDOT, FTA and EPA standards.
- Performs other duties as assigned by immediate supervisor and other management personnel.
- Regular attendance.

<b>JOB STANDARDS:</b>	
<b>Education</b>	Bachelor's Degree from an accredited institution in Public or Business Administration or related fields.
<b>Experience</b>	Seven (7) years of progressively responsible managerial experience in public government automotive fleet operations, to include parts acquisition and control and compliance with regulatory standards concerning personnel safety and environmental protection provisions. Must have a minimum of five (5) years of supervisory experience.  A combination of education, training and experience may be substituted at the County's discretion.
<b>Licenses, Certifications or Registrations</b>	Valid Florida driver's license and be insurable by current insurance carrier. Certified Automotive Fleet Manager (NAFA) Certified Automotive Fleet Specialist (NAFA) or Certified Fleet Manager (APWA) certifications preferred.

**EQUIPMENT USED**

Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials utilized in performing essential job functions.

**CRITICAL EXPERTISE TO PERFORM ESSENTIAL FUNCTIONS**

- Requires ability to coordinate, manage, and strategize and/or correlate data and/or information. Includes referencing data analyses to determine necessity for revision of organizational components.



- Requires ability to function as a department manager for a major organizational unit requiring significant internal and external interaction.
- Requires the ability to utilize a wide variety of descriptive and advisory data and information, such as diagrams, regulatory standards, operating manuals, specifications and policy and procedure manuals.
- Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; utilizes principles of geometry, compute discount, profit and loss, ratio and proportion.
- Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.
- Requires the ability to exercise judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental or subjective criteria, as opposed to that which is clearly measurable or verifiable.
- Requires the proficiency to work in Microsoft Office software e.g. Word, Excel, and Power Point.

**ESSENTIAL PHYSICAL SKILLS**

Tasks involving the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing, and/or pulling of objects and materials of moderate weight (up to 20 pounds).

**ENVIRONMENTAL CONDITIONS**

Tasks risk exposure to adverse environmental conditions, such as dust, odors, toxic agents/chemicals, noise extremes, wetness, humidity and machinery.

**MARGINAL / SECONDARY JOB FUNCTIONS**

- Performs other reasonable related duties as assigned by immediate supervisor or other management personnel.
- In the event of emergency or crisis situation (hurricane, flood, etc.) position may be required to perform additional duties, possibly after hours and weekend work as assigned by the immediate supervisor.

Reasonable accommodations will be made for otherwise qualified individuals with a disability.

EMPLOYEE SIGNATURE	DATE

**HERNANDO COUNTY BOARD OF COUNTY COMMISSIONERS  
JOB DESCRIPTION**

<b>Job Title</b>	<b>Fleet Service Writer</b>	<b>Pay Grade</b>	<b>212</b>	<b>Class Code</b>	<b>T307</b>
<b>Department</b>	<b>Fleet Maintenance</b>	<b>Salary Range</b>	<b>\$16.32 - \$25.53</b>		<b>Hourly</b>
<b>Division</b>	<b>Fleet Maintenance</b>	<b>FLSA</b>	<b>Non-Exempt</b>		
<b>Reports to</b>	<b>Fleet Maintenance Supervisor</b>	<b>Revision</b>	<b>February 2023</b>		
<b>Bargaining Unit:</b>	<b>Teamsters Local 79</b>				

**GENERAL DESCRIPTION:**

This position is specialized work involving the scheduling and coordination of vehicles between user Departments and Fleet for maintenance and repairs. This position is also responsible for information updates in the Fleet Management software.

**ESSENTIAL JOB FUNCTIONS:**

- Schedules maintenance and repair work for shop
- Schedule, drop off, and pick up vehicles and equipment from vendors
- Tracks all Warranties and ensures reimbursement for all warranty work or parts
- Prioritizes and assigns work.
- Reviews work completed and closes work orders.
- Updates equipment information in Asset Works
- Develops and ensures compliance with Preventative Maintenance Schedules.
- Effectively communicates with customers and vendors by phone, email or in person.
- Resolve problems based on department policy and industry standards.
- Adheres to Florida DOT and DEP regulations.
- Assists in managing the Fleet Replacement Program.
- Coordinates special projects.
- Regular attendance.

**JOB STANDARDS:**

<b>Education</b>	High School Diploma or equivalent (GED).
<b>Experience</b>	Must have one (1) year of fleet experience. Two (2) to five (5) years of experience with spreadsheets, work order processing, and fleet management software as well as effectively solving customer and vendor complaints.
<b>Licenses, Certifications or Registrations</b>	Must be able to obtain a valid Class B Florida CDL Driver's License with Air Brake endorsement, and Passenger endorsement within one (1) year of employment or promotion and be insurable by the current insurance carrier. ASE C-1 certification (Automotive Service Consultant) within one (1) year of employment or promotion. This position is subject to the Hepatitis B Vaccine when necessary. This position is subject to random drug and/or alcohol testing.

**EQUIPMENT USED**

Phone, computer, and fleet diagnostic hardware.

**CRITICAL EXPERTISE TO PERFORM ESSENTIAL FUNCTIONS**

- Problem solving skills.
- Knowledge of standards of repair practices and operation of equipment and/or vehicles.
- Ensure details and completeness of work orders for maintenance and repairs.
- Knowledge of Florida DOT regulations.
- Ability to prioritize work and assign it to the appropriate personnel.
- Ability to keep work on schedule.
- Ability to run reports and update database information utilizing Fleet Focus or similar software.
- Ability to understand and follow written and verbal orders to their completion with minimum supervision

**ESSENTIAL PHYSICAL SKILLS**

Work requires continuous bending, lifting, and walking. Must be able to work various shifts that include, occasional evenings and weekends.

**ENVIRONMENTAL CONDITIONS**

Must be able to work outdoors tolerating extreme temperatures and adverse weather conditions for long periods of time.

**MARGINAL / SECONDARY JOB FUNCTIONS**

- Performs other reasonable related duties as assigned by immediate supervisor or other management personnel.
- In the event of an emergency or crisis situation (hurricane, flood, etc.), position may be required to perform additional duties, possibly after hours and weekend work as assigned by the immediate supervisor.
- Reasonable accommodation will be made for otherwise qualified individuals with a disability.

**EMPLOYEE SIGNATURE****DATE**



**HERNANDO COUNTY, FLORIDA BOCC  
invites applications for the position of:**

## **Finance Coordinator**

**SALARY:** \$50,132.16 - \$81,348.80 Annually

**DEPARTMENT:** Utilities Department

**DIVISION:** Fleet Maintenance

**OPENING  
DATE:** 12/12/22

**CLOSING  
DATE:** 12/16/22 11:59 PM

**DESCRIPTION:**

The Finance Coordinator provides budgeting, accounting and administrative functions for Hernando County Fleet Maintenance and its various funds. Duties are performed under direction of the Fleet Manager.

**EXAMPLES OF DUTIES:**

- Administers, coordinates, and oversees financial responsibilities and assisting staff (e.g., employee concerns/problems, directing and prioritizing work, training, etc.), ensuring assignments are complete and within department objectives. Assists with budget preparation, monitoring, support, budget amendments, etc. Determines the appropriate budget and line item accounts to which purchases are to be charged. Uses independent judgment to project annual expenditures in preparation for the department's annual budgets. Enters budget information into the FinancePlus system and completes required budget forms. Compiles department budget forms and packets for submittal to Budget Office and department staff.
- Administers staff payroll, and processes confidential human resources documents.
- Reviews monthly expenditure reports and coordinates with other County departments to resolve discrepancies.
- Requests/recommends journal entries, budget resolutions and amendments, as required.
- Assists with research and preparing Requests for Quotes and Requests for Proposals. Monitors contractual and in-house construction, maintenance and repair projects. Verifies scope of work on projects to ensure adequate budget appropriations and fund accounting. Prepares agenda items and change orders, as necessary.
- Monitors accounts receivables and payables and works closely with the Finance Department to ensure compliance, timely reporting and billing.
- Uses independent judgement in evaluating, preparing and implementing adjusted fee schedules.
- Researches and analyzes special projects on a monthly, quarterly and annual basis.
- Processes department purchase orders, release orders, check requisitions, change orders, and receipts for accuracy and quality control.
- Prepares and assists with FEMA reimbursements when necessary; including payroll and expenses utilized either within the County or if personnel are deployed to assist other organizations.
- Provides Customer Service to all County Departments, internal and external customers.
- Assists in establishing and maintaining a centralized filing system and database of all Fleet Management for administration, monitoring and reporting.
- Processes all purchasing card transactions and monthly statements for Fleet Management.
- Accept, receive, and/or collect payments; prepare and/or process purchase orders; accountable for inventory/property management; manage or administer grant funds; make recommendations that impact the budget; manage the budget within assigned unit/division; determine allocation of budget among departments; determine allocation of budget among divisions; and manage the budget within assigned department.
- Other duties as assigned.

**TYPICAL QUALIFICATIONS:**

Minimum Requirements

Any combination of education and experience that provides equivalent knowledge, skills, and abilities may be considered.

- Associates degree in Accounting, Finance, Mathematics, or other closely related field.
- Seven (7) years of experience in office procedures, accounting, budgeting, record keeping, contract management and purchasing. Government experience preferred.

#### Licenses, Certifications or Registrations

- Must possess and maintain a valid Florida Driver's License and be insurable by current insurance carrier.
- NIMS Training (required for emergency operations) or obtain within six months

#### Special Requirements

County employees are required to report for work during a state of emergency and are subject to recall around the clock for emergency response operations which may include duties other than those specified in this job description.

#### Required Competencies

- Knowledge of
  - accepted accounting principles, practices, and procedures.
  - state and local rules and regulations pertaining to government purchasing and contracting and related recordkeeping.
  - standard procedures for purchasing and related recordkeeping.
  - general office practices and procedures.
- Ability to
  - perform duties with minimum supervision.
  - exercise good personal, fiduciary and independent judgment.
  - read, understand and comprehend laws, regulations and rules.
  - effectively and professionally communicate with customers, vendors and co-workers.
- Skilled in using ten-key calculator and performing computations for balancing accounts rapidly and with accuracy.
- Strong understanding and proficiency with Microsoft Office applications with an emphasis on Excel.
- Skilled at typing with speed and accuracy.

## **SUPPLEMENTAL INFORMATION:**

#### Equipment Used

Uses business phones, ten-key calculator, computer, monitor and assorted office equipment. Occasional use of County vehicle for travel to attend meetings and/or training.

#### Physical Abilities

- Good dexterity and finger mobility required for typing and using a calculator. Additional Skills: hearing, mental acuity, reaching, repetitive motion, speaking, and visual acuity.
- Light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.

#### Environmental Conditions

Most of the time is spent indoors working closely with others, occasionally noisy office conditions, including computer and printer noises. Must be able to concentrate under these conditions. Works in a safe and secure work environment that may periodically have unpredicted requirements or demands.

Pay Grade: 219

FLSA: Exempt

Bargaining Unit: Teamsters Local 79

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.hernandocounty.us/home>

Position #13909  
FINANCE COORDINATOR  
KD

15470 Flight Path Drive  
Brooksville, FL 34604  
(352) 754-4817

[kdale@co.hernando.fl.us](mailto:kdale@co.hernando.fl.us)

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## Finance Coordinator Supplemental Questionnaire

- \* 1. Do you possess an Associates degree in Accounting, Finance, Mathematics, or other closely related field?  
 Yes    No
  
- \* 2. Do you have at least seven (7) years of experience in office procedures, accounting, budgeting, record keeping, contract management and purchasing?  
 Yes    No
  
- \* 3. Do you have considerable knowledge of the principles, practices, and procedures of government and cost accounting?  
 Yes    No
  
- \* 4. Do you have knowledge of purchasing procedures and modern business procedures and techniques specifically relating to office procedures and practices?  
 Yes    No
  
- \* 5. Do you have the ability to prepare complex budget and cost account reports?  
 Yes    No
  
- \* 6. Do you have the ability to perform duties with minimum supervision and exercise good judgment?  
 Yes    No
  
- \* 7. Do you possess a valid Florida Driver's License in good standing?  
 Yes  
 No
  
- \* Required Question



**HERNANDO COUNTY, FLORIDA BOCC  
invites applications for the position of:**

## **Fleet Technician**

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<b>SALARY:</b>	See Position Description
<b>DEPARTMENT:</b>	Utilities Department
<b>DIVISION:</b>	Fleet Maintenance
<b>OPENING DATE:</b>	07/11/22
<b>CLOSING DATE:</b>	10/31/22 11:59 PM
<b>DESCRIPTION:</b>	

The Fleet Maintenance Technician must be skilled in mechanical maintenance and repair of automotive, light and heavy duty vehicles, construction equipment, transit bus, and or emergency vehicles. To also include the rebuilding and repairing of gasoline and diesel engines, transmissions, accessory components and related serviceable equipment.

Fleet provides a career path for multi-discipline mechanical maintenance and repair positions. Placement in pay grades will be dependent upon credentials held by the employee and/or the selected applicant.

Pay Grade 213 (\$17.98 - \$29.13)

Minimum of 4 ASE Certifications

Pay Grade 214 (\$18.89 - \$30.59)

8 Approved ASE Certifications

Pay Grade 215 (\$19.84 - \$32.12)

12 Approved ASE Certifications

Pay Grade 216 (\$20.83 - \$33.72)

16 Approved ASE Certifications

Master in 1 trade Automotive, Medium/Heavy Truck, Transit

Pay Grade 217 (\$21.84 - \$35.42)

20 Approved ASE Certifications

Master in 2 trade Automotive, Medium/Heavy Truck, Transit or EVT

Pay Grade 218 (\$22.96 - \$37.18)

24 Approved ASE Certifications

Master in 3 trades Automotive, Medium/Heavy Truck, Transit or EVT

### **EXAMPLES OF DUTIES:**

- Analyzes malfunctions, repairs and maintains all systems on county vehicles and support equipment.
- Replaces defective engines and subassemblies, such as transmissions, clutches, starters, etc.
- Performs periodic vehicle and equipment inspections as required.
- Performs minor repairs, off site mobile maintenance repairs and recovers breakdowns.
- Adheres to safety, security and fire prevention policies.
- Adheres to compliance of OSHA and EPA standards.
- Ability to prioritize assignments, as it relates to customer needs and deadlines.
- Ability to utilize computers, databases and related software.
- Places orders for required parts, materials and supplies, as required. Inputs information into computer, database or related software to maintain records such as repair, maintenance, equipment, and customer service history.

Environmental Conditions

Must be able to work outdoors tolerating extreme temperatures and adverse weather conditions for long periods of time.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

FLSA: Non-Exempt  
Bargaining Unit: Teamsters Local 79

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.hernandocounty.us/home>

Position #13819  
FLEET TECHNICIAN  
KD

15470 Flight Path Drive  
Brooksville, FL 34604  
(352) 754-4817

[kdale@co.hernando.fl.us](mailto:kdale@co.hernando.fl.us)

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**Fleet Technician Supplemental Questionnaire**

- \* 1. What is your highest level of education?
  - High School Diploma or GED
  - Associates
  - Bachelors Degree
  - Masters Degree
  - Doctorate
  - Technical School
- \* 2. Do you possess a valid Florida Class B Commercial Drivers License with Air Brake, Tanker and Passenger endorsements? required within six (6) months of employment.
  - Yes
  - No
- \* 3. Do you have a minimum of three (3) years documented journeyman level shop experience? (required)
  - Yes     No
- \* 4. Do you have a minimum of four (4) A.S.E. certifications?
  - Yes     No
- \* 5. Do you have your own tools for maintenance and repair requirements?
  - Yes
  - No
- \* 6. Do you have hands on experience in the specific trades and/or disciplines required for this position?
  - Yes     No
  
- \* Required Question





**HERNANDO COUNTY, FLORIDA BOCC  
invites applications for the position of:**

## **Fleet Technician**

---

<b>SALARY:</b>	See Position Description
<b>DEPARTMENT:</b>	Utilities Department
<b>DIVISION:</b>	Fleet Maintenance
<b>OPENING DATE:</b>	07/11/22
<b>CLOSING DATE:</b>	10/31/22 11:59 PM
<b>DESCRIPTION:</b>	

The Fleet Maintenance Technician must be skilled in mechanical maintenance and repair of automotive, light and heavy duty vehicles, construction equipment, transit bus, and or emergency vehicles. To also include the rebuilding and repairing of gasoline and diesel engines, transmissions, accessory components and related serviceable equipment.

Fleet provides a career path for multi-discipline mechanical maintenance and repair positions. Placement in pay grades will be dependent upon credentials held by the employee and/or the selected applicant.

Pay Grade 213 (\$17.98 - \$29.13)

Minimum of 4 ASE Certifications

Pay Grade 214 (\$18.89 - \$30.59)

8 Approved ASE Certifications

Pay Grade 215 (\$19.84 - \$32.12)

12 Approved ASE Certifications

Pay Grade 216 (\$20.83 - \$33.72)

16 Approved ASE Certifications

Master in 1 trade Automotive, Medium/Heavy Truck, Transit

Pay Grade 217 (\$21.84 - \$35.42)

20 Approved ASE Certifications

Master in 2 trade Automotive, Medium/Heavy Truck, Transit or EVT

Pay Grade 218 (\$22.96 - \$37.18)

24 Approved ASE Certifications

Master in 3 trades Automotive, Medium/Heavy Truck, Transit or EVT

### **EXAMPLES OF DUTIES:**

- Analyzes malfunctions, repairs and maintains all systems on county vehicles and support equipment.
- Replaces defective engines and subassemblies, such as transmissions, clutches, starters, etc.
- Performs periodic vehicle and equipment inspections as required.
- Performs minor repairs, off site mobile maintenance repairs and recovers breakdowns.
- Adheres to safety, security and fire prevention policies.
- Adheres to compliance of OSHA and EPA standards.
- Ability to prioritize assignments, as it relates to customer needs and deadlines.
- Ability to utilize computers, databases and related software.
- Places orders for required parts, materials and supplies, as required. Inputs information into computer, database or related software to maintain records such as repair, maintenance, equipment, and customer service history.

Environmental Conditions

Must be able to work outdoors tolerating extreme temperatures and adverse weather conditions for long periods of time.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

FLSA: Non-Exempt  
Bargaining Unit: Teamsters Local 79

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.hernandocounty.us/home>

Position #13819  
FLEET TECHNICIAN  
KD

15470 Flight Path Drive  
Brooksville, FL 34604  
(352) 754-4817

[kdale@co.hernando.fl.us](mailto:kdale@co.hernando.fl.us)

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**Fleet Technician Supplemental Questionnaire**

- \* 1. What is your highest level of education?
  - High School Diploma or GED
  - Associates
  - Bachelors Degree
  - Masters Degree
  - Doctorate
  - Technical School
  
- \* 2. Do you possess a valid Florida Class B Commercial Drivers License with Air Brake, Tanker and Passenger endorsements? required within six (6) months of employment.
  - Yes
  - No
  
- \* 3. Do you have a minimum of three (3) years documented journeyman level shop experience? (required)
  - Yes     No
  
- \* 4. Do you have a minimum of four (4) A.S.E. certifications?
  - Yes     No
  
- \* 5. Do you have your own tools for maintenance and repair requirements?
  - Yes
  - No
  
- \* 6. Do you have hands on experience in the specific trades and/or disciplines required for this position?
  - Yes     No
  
- \* Required Question

**HERNANDO COUNTY BOARD OF COUNTY COMMISSIONERS  
JOB DESCRIPTION**

<b>Job Title</b>	Asset Information Specialist	<b>Pay Grade</b>	212	<b>Class Code</b>	A607
<b>Department</b>	Fleet Management	<b>Salary Range</b>	\$15.63 - \$25.32		Hourly
<b>Reports to</b>	Fleet Manager	<b>FLSA</b>	Non - Exempt		
<b>Bargaining Unit</b>	Teamsters Local 79	<b>Revision</b>	March 2021		

**GENERAL DESCRIPTION:**

This position is within Fleet Operations and is responsible for a broad range of operational duties and tasks including those related to Fleet Management, Central Fueling and Vehicle Replacement/Surplus. Duties would include assisting in Fleet Database projects, maintaining department vehicle files in compliance with regulatory requirements. Assisting with running and compiling reports for financial analysis. Maintaining fuel site records for regulatory compliance, assisting with fuel transaction administration and provide support for reliable fuel disbursement for all Hernando County Departments. Assisting with the work involving the scheduling and coordination of vehicles between user departments and Fleet for maintenance and repairs. Communicate with customers, employees and other individuals to answer questions.

**ESSENTIAL JOB FUNCTIONS:**

- Track and request warranties
- Trouble shoot issues with Fuel Focus software.
- Maintains vehicle/equipment files for regulatory compliance requirements.
- Maintains fuel site compliance with regulatory agencies.
- Assists in the maintenance of software systems, software system upgrades, testing database environments, system reporting applications and ensures data integration.
- Provides support for reliable fuel disbursement for Hernando County Departments.
- Performs data entry tasks for Central Fuel, Vehicle maintenance and Vehicle Replacement.
- Effectively communicates with customers and vendors by phone, email or in person.
- Review's work completed and close work orders.
- Provide as back up to the Fleet Service Writer.
- Assists in day-to-day Fleet Operations when required to ensure the needs of our customers are met.
- Annual, Quarterly, monthly, and bi-weekly Inventory

**JOB STANDARDS:**

<b>Education</b>	High School Diploma or equivalent.
<b>Experience</b>	Must have one (1) year of fleet experience. Two (2) to five (5) years of experience with spreadsheets, work order processing, and fleet management software as well as effectively solving customer and vendor complaints.

<b>Skills</b>	Ability to type 55 words per minute, computer skills, database skills, basic filing knowledge and the ability to work independently and with others.
<b>Licenses, Certifications or Registrations</b>	Must be able to obtain a valid Class B Florida CDL Driver's License with Air Brake endorsement, and Passenger endorsement within one (1) year of employment or promotion, and be insurable by the current insurance carrier. ASE C-1 certification (Automotive Service Consultant) within one (1) year of employment or promotion. This position is subject to the Hepatitis B Vaccine when necessary. This position is subject to random drug and/or alcohol testing. Must possess or be able to obtain within 90 days of employment, certification in NIMS/Incident Command Courses IS100PWb, IS200, and IS700.

#### **EQUIPMENT USED**

Mechanics tools and equipment, welding equipment, diagnostic equipment, and computer based diagnostic software, laptop or desktop computers.

#### **CRITICAL EXPERTISE TO PERFORM ESSENTIAL FUNCTIONS**

- Knowledge of business, English, spelling, and punctuation to prepare documents and compose letters, etc.
- Knowledge of office practices and procedures.
- Knowledge of general mathematics.
- Knowledge of the department's policies, procedures and practices.
- Ability to establish and maintain effective working relationships with employees and the public.
- Ability to access, input and retrieve information from a computer.
- Ability to communicate using speaking, hearing and visual skills.
- Skill in the operation of computers and emails.
- Knowledge of automotive repair industry practices and procedures.

#### **ESSENTIAL PHYSICAL SKILLS**

Constant: Acceptable eyesight (with or without correction), acceptable hearing (with or without hearing aid).

Frequent: Type at rate of 55 words per minute, ability to access, input and retrieve information from a computer, ability to access file cabinets for filing and retrieval of data, ability to sit at a desk and view a display screen for extended periods of time, ability to communicate both orally and in writing.

#### **ENVIRONMENTAL CONDITIONS**

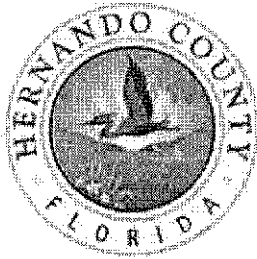
Constant: Office and shop environment. Works closely with others.

#### **MARGINAL / SECONDARY JOB FUNCTIONS**

- Performs other reasonable related duties as assigned by immediate supervisor and other management personnel.
- In case of an emergency or crisis (hurricane, flood, etc.), position is required to perform reasonable duties as assigned by immediate supervisor.

Reasonable accommodations will be made for otherwise qualified individuals with a disability.

EMPLOYEE SIGNATURE	DATE



**HERNANDO COUNTY, FLORIDA BOCC**  
invites applications for the position of:

## **Asset Information Specialist (Fleet)**

---

<b>SALARY:</b>	\$17.13 Hourly
<b>DEPARTMENT:</b>	Utilities Department
<b>DIVISION:</b>	Fleet Maintenance
<b>OPENING DATE:</b>	10/10/22
<b>CLOSING DATE:</b>	10/14/22 11:59 PM
<b>DESCRIPTION:</b>	

This position is within Fleet Operations and is responsible for a broad range of operational duties and tasks including those related to Fleet Management, Central Fueling, and Vehicle Replacement/Surplus.

### **EXAMPLES OF DUTIES:**

- Run comprehensive ad hoc reports for financial analysis.
- Troubleshoot issues with Fuel Focus software.
- Maintains vehicle/equipment files for regulatory compliance requirements.
- Maintains fuel site compliance with regulatory agencies.
- Assists in the maintenance of software systems, software system upgrades, testing database environments, system reporting applications and ensures data integration.
- Provides support for reliable fuel disbursement for Hernando County Departments.
- Performs data entry tasks for Central Fuel, Vehicle maintenance and Vehicle Replacement.
- Effectively communicates with customers and vendors by phone, email or in person.
- Reviews work completed and closes work orders.
- Provide as back up to the Fleet Service Writer.
- Assists in day-to-day Fleet Operations when required to ensure the needs of our customers are met.

### **TYPICAL QUALIFICATIONS:**

#### Minimum Qualifications

- High School Diploma or Equivalent
- One (1) year of experience in Fleet operations or related.
- Two (2) to five (5) years of experience with spreadsheets, work order processing, and fleet management software.

#### Special Requirements

- Class B Florida CDL Driver's License with Air Brake endorsement and Passenger endorsement within one (1) year of employment

# Exhibit C: PM Checklist Forms

# PREVENTIVE MAINTENANCE INSPECTION REPORT

Agency \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_  
 State \_\_\_\_\_ Zip \_\_\_\_\_

Bus ID #: \_\_\_\_\_ Date: \_\_\_\_\_ Miles \_\_\_\_\_

Inspector's Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Employee # \_\_\_\_\_

Inspection Type:  A Inspection  B Inspection  C Inspection

Condition Indicators:  = Okay  X = Item was repaired or adjusted  O = Follow up required N/A = Not Applicable

Interior				Exterior (Front)				Chassis/Drive Line (Front)					
	A	E	C		A	E	C		A	E	C		
1				36	Check Operation of All Lights				71			Air Tank Mounting/Lines & Valves	
2				37	Condensor Fan Operation				72			Check Exhaust System for Mounting/Leaks/Restriction	
3				38	All Access Doors/Engine Cover & Latch Operation				73			Underbody/Mounts & Frame	
4				39	Tire Damage & Wear				74			Fuel Tank Mounting & Fuel Leaks	
5				40	Check Wheels/Lug Nuts/Valve Stems				Wheel/Chassis Lift				
6				41	Fuel Cap and Door				75			Lift Manufacturer Tag/Month and year of Manufacture/ State of FL Certificate	
7				42	Leveling				76			Check Lift Wiring for Routing/ Chafing & Loose Connections	
8				Engine Compartment				77				Check Lift for Damage/ Inspect Lift Anchor Bolts	
9				43	Clean Batteries and Terminal Ends/Check Electrolyte Level				78			Cycle Lift - Check all Safety Systems including Barriers	
10				44	Check Battery/Hold Downs/Cables/Ground Straps				79			Record Lift Cycle Count	
11				45	Record Voltage Output _____ V				80			Check for Hydraulic Leaks/ Level	
12				46	Check Belts/Tensioners & Hoses/ Air Compressor Mounting				81			Clean, Lubricate and Adjust Lift As Needed	
13				47	Check All Fluids				Brake Inspection				
Drivers Compartment				48	Inspect for Leaks				82			Brake Foundation/ Lines/Rotors/Drums	
14				49	Test Anti-Freeze Protection				83			L/Front % Worn:	
15				50	Check Radiator Core/Mounts				84			R/Front % Worn:	
16				51	Check Wiring for Routing/Chafing & Loose Connections				85			L/Rear % Worn:	
17				52	Check Engine Mounts				86			R/Rear % Worn:	
18				53	Replace Engine Oil & Filter				Lift Arm Depth/Inflation				
19				54	Check Air Filter				87			L/Front /32	
20				55	Check Fuel Filter				88			R/Front /32	
21				56	Check/Clean A/C Filters & Cores/Lines for Routing/Chafing				89			R/R Inside /32	
22				57	A/C Compressor Mounting/Clutch				90			R/R Outside /32	
23				58	A/C Pressure Check				91			L/R Inside /32	
24				Chassis/Drive Line				92				L/R Outside /32	
25				59	Shocks/Springs/MOR/ryde				93			L/Front PSI	
26				60	Torque Rods				94			R/Front PSI	
27				61	Check Ball Joints				95			R/R Inside PSI	
28				62	Steering Gear/Linkage & Arms				96			R/R Outside PSI	
29				63	Steering Shaft & Freeplay				97			L/R Inside PSI	
30				64	Lube Chassis				98			L/R Outside PSI	
Exterior				65	Check Drive Shaft & U-Joints				Fast Drive				
31				66	Check Differential Oil Level/Clean Breather/Check Axle Seals				99			Check Engine Performance	
32				67	Drain & Refill Differential				O	E	M	100	Check Shift Points
33				68	Replace Transmission Fluid/Filter				O	E	M	101	Steering
34				69	Check Front Wheel Bearings							102	Suspension
35				70	Check Brakes (Pull Wheels)							103	Brakes
												104	Speedometer

Notes



# Exhibit D: Delivery and Post Delivery Vehicle Checklist



# FLEET MANAGEMENT

## Transit New Equipment

### Delivery Checklist

DATE \_\_\_\_\_  
UNIT# \_\_\_\_\_  
MILEAGE \_\_\_\_\_  
HOURS \_\_\_\_\_  
TECH # \_\_\_\_\_

- 1 Transit will inform Fleet office of Order for Transit Vehicle (PO number)
- 2 Transit will inform Fleet Office of delivery date and provide price Summary
- 2 Transit will get COO, Transfer Form, get registration, plates and give to Fleet Office
- 3 Fleet Office will check with Finance to get Asset # and Asset Sticker
- 4 Fleet Office will go through Vehicle ensure no scratches, dings, or other damage
- 5 Fleet Office will go through Vehicle and check against price summary
- 6 Fleet Office will set-up Vehicle File in Asset Works
- 7 Fleet Office will inform Transit that new vehicle was delivered and accepted by Fleet
- 8 Tech Starts PDI & Annual Transit Vehicle Safety Inspection
- 9 Fleet Maintenance Office will inform Transit when PDI is completed
- 10 Transit will sign Vehicle Acceptance of Responsibility Form
- 11 Transit will Inform Fleet Office when replacement Vehicle is Ready to Drop Off
- 12 Fleet Technician will preform Transit Prep for Surplus Checklist
- 13 Transit will provide Fleet office the I2 and Turn in sheet
- 14 Fleet Office will change status to ready for surplus in AW
- 15 Fleet Technician will take vehicle to Surplus Yard
- 16 Fleet Office will Email Surplus the I2, Turn in Form, & Prep for Surplus checklist
- 17 After Equipment is Sold Fleet Office will change status to Surplus in AW
- 18 Fleet Office will provide Transit with Auction Proceeds Spreadsheet
- 19 Fleet Office will enter spreadsheet and check to Finance to distribute funds.

Exhibit E: Annual Vehicle Safety  
Inspection Forms



**FLEET MANAGEMENT**  
**Preventative Maintenance**  
**Annual Safety Inspection**  
**"C" Inspection**

UNIT# \_\_\_\_\_  
 DATE \_\_\_\_\_  
 WO# \_\_\_\_\_  
 MILEAGE \_\_\_\_\_  
 HOURS \_\_\_\_\_  
 TECH \_\_\_\_\_

**ENGINE**

- 1 Pull oil sample
- 2 Inspect air filter/s including cabin air filter if applicable
- 3 Check coolant level & condition (Top off as required)  
 \_\_\_\_\_ Nitrate \_\_\_\_\_ Mixture \_\_\_\_\_ PH
- 4 Inspect power steering fluid level, top off if required
- 5 Check all hoses, clamps, belts, cables & wiring for damage
- 6 Check brake fluid level, top off if required
- 7 Check engine & transmission mounts
- 8 Check for radiator fin blockage
- 9 Perform alternator output test  
 Record \_\_\_\_\_ Volts W/O load \_\_\_\_\_ Volts W/load
- 10 Perform load test on all batteries & check terminals  
 Record \_\_\_\_\_ Static Voltage \_\_\_\_\_ Load Voltage
- 11 Perform starter load test
- 12 Check engine compartment insulation, Access cover seals

**UNDER VEHICLE**

- 1 Check for fluid leaks
- 2 Inspect all steering linkage controls and lube
- 3 Inspect springs for cracks/worn bushings & lube
- 4 Inspect frame and mounts
- 5 Inspect driveshaft (s), U-Joints for wear/damage
- 6 Inspect shocks and stabilizers
- 7 Inspect fuel tank (s), Cap (s), and vent (s)
- 8 Inspect transmission bell housing for cracks
- 9 Inspect air bags for cracks & damage
- 10 Check all air brake lines, valves, chambers for  
 damage / wear, leaks
- 11 Check wheel / axle seals for leaks
- 12 Inspect wheels for damage
- 13 Check tire tread depth, condition and air pressure  
 Record \_\_\_\_\_ Fr Lt \_\_\_\_\_ Fr Rt \_\_\_\_\_ R Lt \_\_\_\_\_ R Rt  
 Record \_\_\_\_\_ Inner Lt \_\_\_\_\_ Inner RT
- 14 Check differentail oil level and top off as needed
- 15 Inspect all cables and wiring for damage or chaffing
- 16 Inspect undercarriage for damage
- 17 Drain liquid from primary and secondary air tanks
- 18 Inspect exhaust system for leaks, damage &  
 proper mounting
- 19 Inspect transmission fluid for condition and level
- 20 Remove wheels, inspect brakes and record  
 brake thickness.  
 Record \_\_\_\_\_ Fr Lt \_\_\_\_\_ Fr Rt \_\_\_\_\_ R Lt \_\_\_\_\_ R Rt

**BODY**

- 1 Inspect overall body condition
- 2 Check all doors and seals
- 3 Check step & running boards for loose / damage
- 4 Inspect paint, dents, decals, bumpers & lettering
- 5 Check all attached equipment mounting / operation
- 6 Inspect attached racks for operation, securely mounted
- 7 Check windshield wipers

**LIGHTING / INTERIOR-EXTERIOR**

- 1 Check all interior lighting
- 2 Check all exterior lighting
- 3 Check all emergency lights
- 4 Check lights at ramps and steps
- 5 Check high and low beam headlights
- 6 Check turn signal & flasher operation
- 7 Inspect all destination signs for proper operation
- 8 Inspect mirrors and power mirror operation

**INTERIOR**

- 1 Verify proper operation of all interlock devices
- 2 Check all seats and seat belt operation
- 3 Verify proper operation of the backing brake
- 4 Check A/C filters, cabin filter, & heater performance
- 5 Check all glass and mirrors for cracks or damage.
- 6 Check all mounted equipment for proper operation
- 7 Check horn (s) for proper operation
- 8 Check parking brake for proper operation
- 9 Check all grab handles for loose / damage
- 10 Test washer/wiper operation, Top off fluid as needed
- 11 Start engine check all gauges and warning lights
- 12 Verify safety triangle, reflectors are present



**FLEET MANAGEMENT  
Transit Bus  
Preventative Maintenance  
Annual Safety Inspection  
"C" Inspection Cont'd**

UNIT# \_\_\_\_\_  
 DATE \_\_\_\_\_  
 WO# \_\_\_\_\_  
 MILEAGE \_\_\_\_\_  
 HOURS \_\_\_\_\_  
 TECH \_\_\_\_\_

**INTERIOR (Continued)**

- 13 Inspect all handrails and stanchions
- 14 Verify flooring material intact & not damaged
- 15 Verify all Standee lines and warning signs posted & clear
- 16 Inspect all step wells
- 17 Verify all emergency exits, clearly marked & operational
- 18 Verify proper operation of all mounted switches
- 19 Verify operation of A/C, blower speeds, mode operation
- 20 Verify fire extinguishers present & proper level
- 21 Verify first aid kit present
- 22 Inspect fire suppression system
- 23 Inspect fairbox mounting & operation
- 24 Working speedometer

**BRAKES & RELATED**

- 1 Road Test and verify brake operation and pedal travel
  - 2 Check parking brake for proper operation
  - 3 Inspect rotors & drums for cracks
- Record \_\_\_\_\_ Fr Lt \_\_\_\_\_ Fr RT \_\_\_\_\_ R Lt \_\_\_\_\_ R Rt
- 5 Inspect for fluid leaks, Inspect master cylinder
  - 6 Inspect wheel bearings and repack ( If Applicable)
  - 7 Perform 3 minute air leak test (If Applicable)
  - 8 Adjust slack adjusters & lube, Lube S-Cams (If Applicable)
  - 9 Disassemble, clean, and inspect brake valve.
  - 10 Replace hub seals and inspect bearings

**MISCELLANEOUS**

- 1 Check & lube door hinges & latch assemblies
- 2 Verify presence of license plate, registration
- 3 Inspect condition of all access doors & fuel cap.
- 4 Verify operation of kneeling system (If Applicable)
- 5 Verify operation of back-up alarm
- 6 Check operation of wheel chair lifts
- 7 Check operation & condition of lift pendant control
- 8 Check operation of all warning system alarms / lights
- 9 Inspect all hydraulic systems for leaks, loose pump
- 10 Inspect and aim headlights (If Applicable)
- 11 Verify DOT, certification & window decals are present

**ELECTRICAL**

- 1 Inspect operation & condition of battery cutoff
- 2 Inspect exterior fuse / breaker panels for water
- 3 Inspect interior I/O panels
- 4 Inspect for loose & dirty power & ground cables

**AIR SYSTEM**

- 1 Check last dryer replacement date
- 2 Test air dryer operation
- 3 Check air dryer mounting fasteners
- 4 Inspect all lines and connections
- 5 Check air governor & pressure relief valve for operation
- 6 Perform air pressure buildup & leak down test. (Brakes)
- 7 Run system diagnostic scan

1=SAFETY 2=BREAKDOWN 3=SERVICE ITEM 4=CLASS 1 SEEPAGE 5=CLASS 2 DROPLET 6=CLASS 3 SEVERE Update 11/15/2019 (RW)

DEFICIENCIES FOUND DURING INSPECTION				REPAIR LEVEL	TECH#	DATE COMPLETED
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
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36						

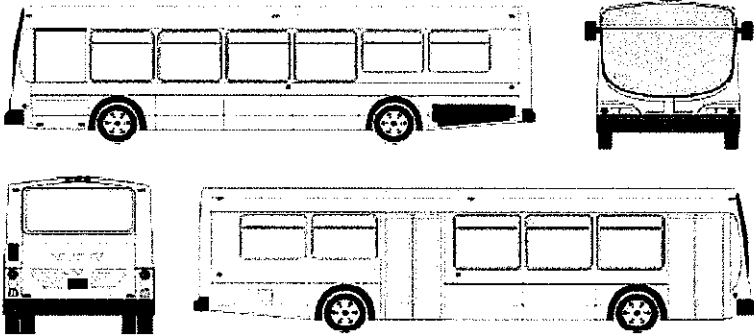
# Exhibit F: Daily Value Inspection Form

Hernando County Transit Management Inc.

Vehicle Pre/Post-Trip Inspection Form - Bus

Vehicle# \_\_\_\_\_

Circle damages on Pictures and document at the bottom in Additional Notes section



Begin Odometer \_\_\_\_\_  
 In-Service Odometer \_\_\_\_\_  
 End-Service Odometer \_\_\_\_\_  
 ENDING Odometer \_\_\_\_\_

Print Operators Name \_\_\_\_\_ Route \_\_\_\_\_  
 \_\_\_\_\_

**Pre-Trip Inspection**

- Note any and all damage, body, glass & mirrors. Report immediately to a supervisor
- Check wheel lugs and tires & rims for cuts, tears, flats etc.
- Check for fluid leaks, start engine, engage fast idle, check exhaust system
- Check Passenger Doors & Emergency Exits
- Check all lighting devices: turn signal, tail, hazard, stop, interior and clearance lights
- Check Safety Devices: Fire extinguisher, triangles, first-aid kit,
- Check Fire Suppression System
- Sound horn (audible from 50ft) Check back-up alarm
- Kneel bus: Cycle Wheelchair ramp or lift
- Check mobility device tie-downs: ensure safe operation and storage
- Check for cleanliness and damage. (Loose panels, light lenses, screws, trash)
- Ensure Headsign is operational; Front & Side, set to proper route
- Check electronic equipment - 2-way radio etc.
- Check Parking Brake, Service Brakes, Brake Interlock functioning properly
- Check all interior gauges including speedometer
- Check Accident/Incident kit, Insurance card & registration
- Check Steering for excessive play
- Check Wipers & Washers
- Bike Rack
- Mirror Grid Station Adjustments

YARD		
YES	NO	NA

**Drivers Notes**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
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 \_\_\_\_\_  
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 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

**Office Use Only**

Total Hours \_\_\_\_\_  
 Deadhead Hrs \_\_\_\_\_  
 Revenue Hours \_\_\_\_\_  
 Supervisor **ADA** **FIXED** **RELIEF**  
 Revenue Miles \_\_\_\_\_  
 Deadhead Mile \_\_\_\_\_  
 Relief Miles \_\_\_\_\_  
 Super. Miles \_\_\_\_\_

**Post-trip Notes:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Repair Order Created: YES \_\_\_\_\_ No \_\_\_\_\_, if yes, attach copy  
 Supervisor Initials: \_\_\_\_\_

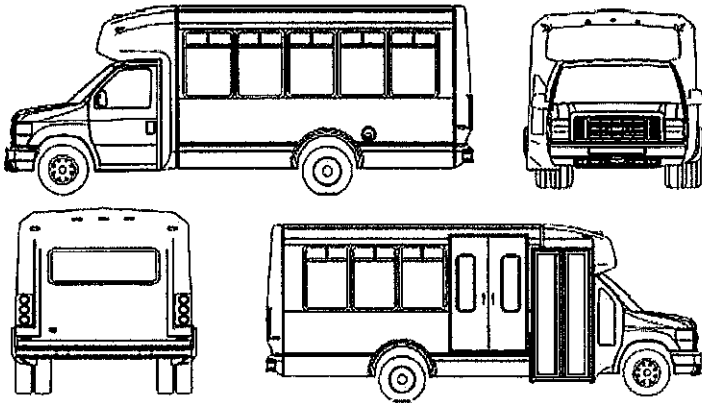


### Hernando County Transit Management Inc.

### Vehicle **Pre/Post-Trip Inspection Form - Cutaway**

Vehicle# \_\_\_\_\_

Circle damages on Pictures and document at the bottom in Additional Notes section



Begin Odometer	_____
In-Service Odometer	_____
End-Service Odometer	_____
ENDING Odometer	_____

Print Operators Name	_____	Run #	_____
1	_____		_____
2	_____		_____

Pre-Trip Inspection	YARD			Drivers Notes
	YES	NO	NA	
Note any and all damage. Report immediately to a supervisor				<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Check wheel lugs; check tires for cuts, tears, flats etc.				
Check for fluid leaks				
Start engine, engage fast idle; Turn on all interior and exterior lights				
Check all lights: turn signal, tail, hazard, stop interior and clearance lights				
Check Safety Devices: Fire extinguisher, triangles, first-aid kit, Insurance card				
Sound horn (audible from 50ft) Check back-up alarm				
If so equipped, Check kneeler, Cycle Wheelchair ramp/lift				
Check Speedometer				
Check for cleanliness and damage. (Loose panels, light lenses, screws, trash)				
Check wheelchair tie-downs: ensure safe operation and storage				
Check brake interlock, with rear doors, front passenger door				
Perform Static brake check				
Check Parking Brake				
Check all gauges				
Check for Accident/Incident kit				
Check Blood Borne Path. Kit				
Rear Door emergency Exit				
Check electronic equipment; 2-way radio, RouteMatch tablet				
Mirror Grid Station Adjustments				

<b>Driver 1</b> _____	<b>Date:</b> _____
<b>Driver 2</b> _____	<b>Date:</b> _____

Office Use Only	
Total Hours	_____
Deadhead Hrs	_____
Revenue Hours	_____
<b>Supervisor</b>	<b>ADA    FIXED    RELIEF</b>
Revenue Miles	_____
Deadhead Mile	_____
Relief Miles	_____
Per. Miles	_____

**Post-trip Notes:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

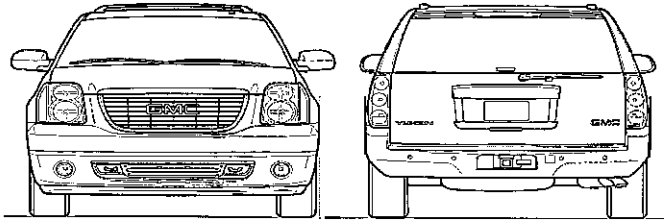
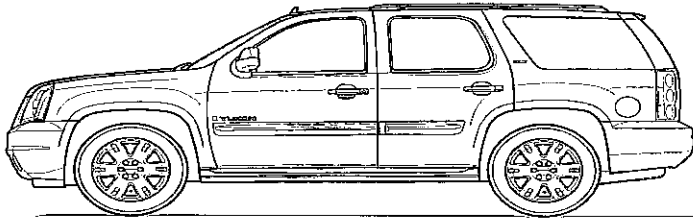
Repair Order Created: YES \_\_\_\_\_ No \_\_\_\_\_, if yes, attach copy

Supervisor Initials: \_\_\_\_\_

Hernando County Transit Management Inc.

Vehicle Pre/Post-Trip Inspection Form - SUV

Vehicle# \_\_\_\_\_



Begin Odometer \_\_\_\_\_

ENDING Odometer \_\_\_\_\_

Circle Fuel Level



Pre-trip Inspection	YARD			NOTES
	YES	NO	NA	
Note any and all damage. Report all damage immediately to a supervisor.				_____ _____ _____ _____ _____ _____ _____ _____ _____ _____
Check all wheels, lugs. Check tires for cuts, tears, flats etc.				
Check all fluids.				
Check for fluid leaks.				
Check all exterior and interior lights. Turn signals, hazard, stop, high/low beam				
Check safety device, Fire Extinguisher, reflectors, 1st Aid Kit.				
Check Horn & back up alarm (if so equipped)				
Check registration, Insurance card and Accident Report package				
Mileage Sheet				
Check all guages including speedometer				
Other: Describe				

Driver Signature \_\_\_\_\_ Date \_\_\_\_\_

Office Use Only	
Total Hours	_____
Deadhead Hrs	_____
Revenue Hours	_____
Supervisor	ADA FIXED RELIEF
Revenue Miles	_____
Deadhead Mile	_____
Relief Miles	_____
Super. Miles	_____

Post-trip Notes:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Repair Order Created: YES \_\_\_\_\_ No \_\_\_\_\_, if yes, attach copy  
 Supervisor Initials: \_\_\_\_\_



# Exhibit G: Operator Repair Request Form



EQUIPMENT # \_\_\_\_\_

EMPLOYEE \_\_\_\_\_

DATE SHOPPED: \_\_\_\_\_

ODOMETER: \_\_\_\_\_

**REPAIRS NEEDED.**

COOLING OR HEATING SYSTEM	
INTERIOR	
BRAKING SYSTEM	
LIGHTS / LENSES / BULBS	
ELECTRICAL SYSTEM	
ENGINE	
FUEL SYSTEM	
GUAGES OR METERS	
GLASS REPLACEMENT	
EXHAUST SYSTEM / MUFFLER	
STEERING SYSTEM OR ALIGNMENT	
SUSPENSION SYSTEM	
TIRE REPAIR OR REPLACEMENT	
UNDERCARRIAGE	
TRANSMISSION OR DRIVE TRAIN	
PREVENTIVE MAINTENANCE	
WHEEL CHAIR LIFT	
OTHER (BE SPECIFIC IN DESCRIPTION)	

SHOPPED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

# Exhibit H: Emergency & Road Call Form

**ROAD CALL**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Route:** Red, Blue, Green1, Green 2, Purple 1, Purple 2 Purple 3, ADA

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

**Replacement Vehicle #** \_\_\_\_\_

Start Mileage (Yard) \_\_\_\_\_ End Mileage at Breakdown \_\_\_\_\_

Time Departed yard \_\_\_\_\_ Time Arrived at breakdown \_\_\_\_\_

-----  
Route resumed at (location) \_\_\_\_\_ Route Delayed: \_\_\_\_\_ Mins.

**Disabled Vehicle #** \_\_\_\_\_ Breakdown Location \_\_\_\_\_ Towed? Yes \_\_\_ No \_\_\_

Number of Passengers on-board \_\_\_\_\_

Start Mileage \_\_\_\_\_ End Mileage \_\_\_\_\_

**ROAD CALL**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Route:** Red, Blue, Green1, Green 2, Purple 1, Purple 2 Purple 3, ADA

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

**Replacement Vehicle #** \_\_\_\_\_

Start Mileage (Yard) \_\_\_\_\_ End Mileage at Breakdown \_\_\_\_\_

Time Departed yard \_\_\_\_\_ Time Arrived at breakdown \_\_\_\_\_

-----  
Route resumed at (location) \_\_\_\_\_ Route Delayed: \_\_\_\_\_ Mins.

**Disabled Vehicle #** \_\_\_\_\_ Breakdown Location \_\_\_\_\_ Towed? Yes \_\_\_ No \_\_\_

Number of Passengers on-board \_\_\_\_\_

Start Mileage \_\_\_\_\_ End Mileage \_\_\_\_\_

# Exhibit I: Operator Event Report Form





# Operator Event Report Form

1. Event Number:
2. Reported By:
3. Date/Time of Event:
4. Type of Service: DR  FR  Route:
5. Location:
6. Event Type: Vehicle/Facility  Passenger  Employee
7. Event Characteristics (check all that apply):  
Collision  Property Damage  Injury   
Fatality  Fire  Other  (explain)
8. Did the event involve vehicle: Yes  No   
Number of vehicles involved in a collision:  Bus number:
9. Did the event involve a facility?  
Yes  No  if yes, Which one?
10. Did the event involve a passenger?  
Yes  No  if yes, enter passenger name
11. Was anyone transported for medical attention?  
Yes  If so, how many  No
12. Were any injuries life threatening?  
Yes  If so, how many  No
13. Did any injury involve a securement issue? Yes  No
14. Did the injury involve a trip or fall issue? Yes  No



# Operator Event Report Form

15. Estimated Property Damage:

- No damage  Less than \$7,500   
\$7,500 to \$25,000  Exceeds \$25,000

16. Were any vehicles towed from the scene?

Yes  No  If yes, how many  and which vehicles:

17. Was there a police report (if yes, attach)? Yes  No

18. Weather Conditions:

Clear  Rain  Fog  Other

19. Roadway Conditions:

Dry  Wet  Flooding  Other

20. Did the vehicle or equipment operate properly?

Yes  No  If no, please explain

21. Was service interrupted?

Yes  If yes, time returned to normal   
No

22. Were Drug and Alcohol tests performed?

Yes  Attach FTA Post Accident D&A Testing Decision Form  
No  If not, please explain

23. Event Description (Provide detailed information regarding this event)



# Operator Event Report Form

24. Has the root cause been determined? Yes  No

Explain:

25. Corrective Action Plan (CAP)

Enclosed Documents:

Pictures  Law Enforcement Report  HCTM Incident Report

FTA Post Accident D&A Testing Decision Form  Other  specify

\_\_\_\_\_  
Signature (GM) & Date

\_\_\_\_\_  
FOR COUNTY USE

Type of Event: Accident  Incident  Safety Event

Reason for Event \_\_\_\_\_

Is follow up required? \_\_\_\_\_ if so, due date for Operator to provide

CAP \_\_\_\_\_

Comments \_\_\_\_\_

# Exhibit J: Procedure for Warranty Repairs

<b>Hernando County Fleet Management Standard Operating Guidelines</b>			
<b>Division:</b>	Maintenance	<b>Issue Number:</b>	310
<b>Initiated:</b>	Administration	<b>Effective Date:</b>	02/14/2021
<b>Approved:</b>	<i>Brenda Peshel</i>	<b>Revision Date:</b>	
<b>Subject:</b>	Warranty	<b>Page 1 of 1</b>	

**1. PURPOSE:**

- 1.1 This procedure is designed as a guide to ensure that all vehicle and equipment warranties are tracked, utilized, and documented for the life of the assets.

**2. SCOPE:**

- 2.1 This procedure shall act as a guide for Hernando County Fleet Management Department when all new vehicles, equipment and refurbishments will be entered into the Asset Works database with their respective warranty information to include type, coverage, deductible, starting in-service date and an established vendor if applicable. The Fleet Manager, Maintenance Supervisor, Finance Coordinator, Lead Technician, and Service Writer will ensure that all warranties are tracked and documented.

**3. Procedure:**

- 3.1 A vehicle or equipment is received, the Fleet Finance Coordinator will enter all warranties that are provided upon purchase of the asset on the Warranty tab in Asset Works.
- 3.2 When a vehicle or equipment is repaired or overhauled by an outside vendor or a part is replaced by Fleet technicians, the warranty provided for work must be updated on the warranty tab in Asset Works.
- 3.3 When an asset comes in for service or preventative maintenance, the maintenance supervisor, lead technician, or service writer will open a work order.
- a. A "vehicle under warranty" flag should be triggered for any asset that is still covered by a warranty.
  - b. Whomever opens the work order must qualify if partial or all warranty coverage is in effect whether the flag is triggered or not for all repairs needing to be done to the vehicle.
  - c. A comment shall be made on all work orders that warranty was checked. If vehicle belongs to transit, the comment must also be made on the bus PM compliance spreadsheet.
  - d. Once a warranty repair is found to exist, the Maintenance Supervisor will determine if the repairs need to be made by the manufacturer or a specific vendor or if Fleet Management will perform the warranty repairs.

- If vendor repairs are to be made, the Maintenance Supervisor will ensure what is and is not covered by the vendor, including but not limited to: transport costs/towing, labor for the repair, labor for diagnosis, deductibles, environmental fees, shop supplies, cleaning, or power washing, what parts are covered and any shipping costs.
  - If Fleet Management is making the warranty repairs, the Maintenance Supervisor shall ensure a comprehensive estimate is provided to the warranty claim center or manufacturer. The Maintenance Supervisor establishes what labor rate will be reimbursed and will verify the total labor costs to be reimbursed will be, verify that all parts and fluids they supply will be shipped in a reasonable time and what fluids are reimbursable. (If towing charges are reimbursable, the Maintenance Supervisor must have that information documented.)
- e. The Maintenance Supervisor will document to the Fleet Manager any warranty claim that the vendor/manufacturer entirely or partially rejects .
- f. Once repairs have been completed, the Maintenance Supervisor must document on the repair work order with the appropriate notes, ensure all invoices have been uploaded, and that all parts and labor have been captured.
- g. Warranty reimbursement claims
- The department the asset is assigned to will be charged the current Fleet rate for all repairs made. Fleet Management will ensure all requirements have been met for reimbursement, process those reimbursement's, and reimbursed assigned department when check is received from the Manufacturer or vendor.
  - For the Transit Department, unless otherwise specified by the warranty, the vendor will pay for time spent at a specified hourly rate, warranty diagnosis, and all work covered under warranty. Fleet will bill directly for any warranty work that was completed at Fleet or an outside entity. In the event that the specified hourly rate does not cover the hourly rate used by Fleet Management, the Transit Department will be responsible for difference.
  - Any delay in payment for reimbursement should be brought to the attention of the Fleet Manager.

# Exhibit K: Bus Stop & Shelter Inventory

## Unduplicated Bus Stop Locations

Bus Stop ID	Route	Primary Rd.	Direction of Travel	Cross Street/Landmark	Corner	Comments	Bench	Shelter
100	GN	Aerial Way	North	Spring Hill Dr @Suncoast Crossings			Y	
101	GN	Aviation Loop	West	Airpark Blvd	N/E			
102	GS	Aviation Loop	East	Airpark Blvd	S/E			
103	PN+GS	Bayfront Health Brooksville						
104	BN+BS	Bayfront Health Spring Hill						
105	PN+PS	Brooksville City Hall						Y
106	GN	California St	North	Across from HC School Bus Depot N				
107	GN	California St	North	Across from NCHS & Chocachatti ES N		Between both entrances		
108	GN	California St	North	Across from Pensacola St				
109	GN	California St	North	Across from Putman St				
110	GN	California St	North	Trails End Road	N/E			
111	GN	California St	North	Sandusky St	S/E			
112	GN	California St	North	Forzando Ave	S/E			
113	GN	California St	North	At the Lighthouse for the Blind				
114	GS	California St	South	Forzando Ave	N/W			
115	GS	California St	South	Sandusky St	N/W			
116	GS	California St	South	Redington St	N/W			
117	GS	California St	South	Putman St	S/W			
118	GS	California St	South	Pensacola St	S/W			
119	GS	California St	South	at NCHS & Chocachatti ES S				
120	GS	California St	South	at HC School Bus Depot S		south of driveway		
121	PN	SR50/Cortez Blvd	East	Mobley Rd	S/W	In front of Southern Pines		
122	PS	SR50/Cortez Blvd	West	Buck Hope Rd	N/W	Across from Brooksville Square	Y	
123	PS	SR50/Cortez Blvd	West	Candlelight Blvd	N/W	In front of Killingsworth shopping center	Y	
124	PS	SR50/Cortez Blvd	West	Emerald Spring Way	N/W	In front of Post Office		
125	PS	SR50/Cortez Blvd	West	Donto Way	S/E	In front of Badcock Furniture Store	Y	
126	PS	SR50/Cortez Blvd	West	Fl Dade Ave	N/W	In front of RaceTrack		
127	PS	SR50/Cortez Blvd	West	BW Stevenson Rd	N/E	In front of Enterprise		
128	PS	SR50/Cortez Blvd	West	Winter St	N/E	In front of Tampa Bay Times		
129	PS	SR50/Cortez Blvd	West	Grove Rd	N/E	In front of West Coast Musculoskeletal Institute	Y	
130	PS	SR50/Cortez Blvd	West	Weeping Willow St	N/E	In front of Wendy's		Y
131	PS	SR50/Cortez Blvd	West	Eagle Dr/Rollingrock Dr	N/W		Y	
132	PS	SR50/Cortez Blvd	West	Oregon Chickadee Rd	N/W		Y	
133	PS	SR50/Cortez Blvd	West	Blackbird Ave	N/E	By the West Branch Library	Y	
134	PN	SR50A	East	Cobb Rd	S/E	In front of Grace Baptist Church		
135	PS	SR50/Cortez Blvd	West	Brookridge Central Blvd	N/E		Y	
136	PS	SR50/Cortez Blvd	West	High Point Blvd	N/E		Y	
137	PS	SR50/Cortez Blvd	West	US 19 at Weeki Wachee Village Shopping	N/E		Y	
138	PS	SR50/Cortez Blvd	West	at Oak Hill Hospital	N/E			
139	PS+BS	SR50/Cortez Blvd	East	Coastal Blvd	N/W	SR50/Cortez Blvd Coastal Blvd N/W		
140	PN	SR50/Cortez Blvd	East	Deltona Blvd	S/W	In front of Circle K	Y	
141	PN	SR50/Cortez Blvd	East	Seahorse Ave	S/W		Y	
142	PN	SR50/Cortez Blvd	East	Across from Oak Hill Hospital				
143	PN	SR50/Cortez Blvd	East	Medical Center Dr	S/W	Hernando Medical Park	Y	
144	PN	SR50/Cortez Blvd	East	Evergreen Woods Trail	S/E		Y	
145	PN	SR50/Cortez Blvd	East	Mariner Blvd	S/W	In front of Willis - Cortez Commons Plaza		Y
146	PN	SR50/Cortez Blvd	East	Barclay Ave	S/E	In front of Brannen Bank	Y	
147	PN	SR50/Cortez Blvd	East	Grove Rd	S/E	PineBrook	Y	
148	PN	SR50/Cortez Blvd	East	Winter St	S/E	In front of 7-11		
149	PN	SR50/Cortez Blvd	East	California St	S/W			



## Unduplicated Bus Stop Locations

Bus Stop ID	Route	Primary Rd.	Direction of Travel	Cross Street/Landmark	Corner	Comments	Bench	Shelter
150	PN	SR50/Cortez Blvd	East	Nunn Blvd	S/E			
151	BN	County Line Rd	West	Medical Blvd	N/W	Between Dunkin Donuts & Applebees		
152	RN	Deltona Blvd	North	Forest Oaks Blvd	N/E	In front of Rainbow Plaza		
153	RN	Deltona Blvd	North	Carthage Rd	S/E			
154	RN	Deltona Blvd	North	Century Dr	S/E			
155	RN	Deltona Blvd	North	Melrose St	N/E		Y	
156	RS	Deltona Blvd	South	Chase St	S/W	4585 Deltona Blvd		
157	RS	Deltona Blvd	South	Century Dr	S/W			
158	RS	Deltona Blvd	South	Surfside Cir	S/W			
159	RS	Deltona Blvd	South	Forest Oaks Blvd at Family Dollar	N/W	In front of Family Dollar		
160	PS+PN	Emerald Blvd	East	US 19	S/W	Pasco County		
161	GS	Flight Path Dr	West	Aviation Loop Dr	S/W	In front of SCP (16211 Flight Path Dr)	Y	
162	GS	Flight Path Dr	West	Sam Pearson Way	N/W	Across from Airport Adm Office		Y
163	GS	16081 Flight Path Dr	West			In front of Premio		
164	GN	16090 Flight Path Dr	East			In front of ICTC		
165	GN	16206 Flight Path Dr	East			In front of TG United	Y	
166	RS	Forest Oaks Blvd	West	Across from Harrow Rd				
167	RN	Forest Oaks Blvd	East	Thunderbird Ave	S/W		Y	
168	RN	Forest Oaks Blvd	East	Forest Villas Cir	S/W	bus stop located outside the community		
169	RN	Forest Oaks Blvd	East	Forest Villas Cir	S/E	bus stop located outside the community		
170	RN	Forest Oaks Blvd	East	Andy Pella Dr	S/W			
171	RS	Forest Oaks Blvd	West	Glade Rd	N/W		Y	
172	RS	Forest Oaks Blvd	West	W Hernando Co Govt Center			Y	
173	RS	Forest Oaks Blvd	West	Rhanbuoy Rd	N/E	In front of Bank of America	Y	
174	RS	Forest Oaks Villas Cir	n/a	West Side Mail Box		Bus stop located inside the community		
175	RS	Forest Oaks Villas Cir	n/a	East Side Mail Box		Bus stop located inside the community		
175	PN	Howell Ave	South	Yontz Rd	S/W		Y	
177	PN	Howell Ave	South	Croom St	S/E		Y	
178	PN	Howell Ave	South	Highland St	N/W			
179	PN	Howell Ave	East	Across from Charfield Dr		In front of Hickey Grove Park		
180	PN	Howell Ave	South	Kelly St	N/W	Across from Hernando High		
181	RN+RS+PS	Lakewood Plaza	South	at Publix				
182	GS	Lykes Dublin Rd	South	Wiscon Rd	N/W			
183	PS	Main St	South	Lamar Av	N/W	Between Hendrick and Lamar		
184	PS	Main St	South	Cook Av	N/W	In front of Mainbrook Apts.	Y	
185	BN	Mariner Blvd	North	County Line Rd	N/E	In front of Jiffy Lube	Y	
186	BN	Mariner Blvd	North	Quality Dr	N/E	In front of Dollar General		
187	BN	Mariner Blvd	North	Wexford Blvd	N/E			
188	BN	Mariner Blvd	North	Across fr Audie Brook Dr		In front of Suntrust Bank		
189	BN	Mariner Blvd	North	Across fr Henderson St YMCA	N/E	Entrance to YMCA	Y	
190	BN	Mariner Blvd	North	Linden Dr	N/E		Y	
191	BN	Mariner Blvd	North	Spring Hill Drive	S/E	In front of Seven Hills Plaza	Y	
192	BN	Mariner Blvd	North	Madeira St	N/E			
193	BN	Mariner Blvd	North	Claymore St	N/E		Y	
194	BN	Mariner Blvd	North	Monarch St	S/E	In front of SH Baptist Church	Y	
195	BN	Mariner Blvd	North	at Springstead HS		In front of Springstead High School	Y	
196	BN	Mariner Blvd	North	Chalmer St	N/E	In front of Spring Hill Medical Complex		
197	BN	Mariner Blvd	North	Augustine Rd	N/E		Y	
198	BN	Mariner Blvd	North	Elwood Rd	N/E			
199	BN	Mariner Blvd	North	Norvell Rd	N/E	In front of St. Frances Cabrini Catholic Church	Y	

## Unduplicated Bus Stop Locations

Bus Stop ID	Route	Primary Rd.	Direction of Travel	Cross Street/Landmark	Corner	Comments	Bench	Shelter
200	BN	Mariner Blvd	North	Bali Ln	N/E	In front of State Farm Building	Y	
201	BN	Mariner Blvd	North	Elgin Blvd	N/E			
202	BN	Mariner Blvd	North	Seagate St at Spring Hill ES		Across from SH Elementary		
203	BN	Mariner Blvd	North	Harper St	N/E		Y	
204	BN	Mariner Blvd	North	Hanley Dr	N/E			
205	BN	Mariner Blvd	North	Delbarton St	N/E		Y	
206	BN	Mariner Blvd	North	Tara St	N/E	in front of Trinity Plaza	Y	
207	BN	Mariner Blvd	North	Frontage Rd	S/E		Y	
208	BN	Mariner Blvd	North	Northcliffe Blvd. at Mariner Commons		In front of Mariner Commons		Y
209	BS	Mariner Blvd	South	Frontage Rd	S/W	In front of Bio Spine Center	Y	
210	BS	Mariner Blvd	South	Lola Dr	N/W		Y	
211	BS	Mariner Blvd	South	Lombardy St	S/W	between Landover Dr and Lombardy St.	Y	
212	BS	Mariner Blvd	South	Harper Ave	N/W		Y	
213	BS	Mariner Blvd	South	at Spring Hill ES				
214	BS	Mariner Blvd	South	Elgin Blvd	S/W			
215	BS	Mariner Blvd	South	Bali Ln	N/W	Across from State Farm Building	Y	
216	BS	Mariner Blvd	South	Norwell Rd	S/W		Y	
217	BS	Mariner Blvd	South	Ellwood Rd	S/W		Y	
218	BS	Mariner Blvd	South	Augustine Rd	N/W			
219	BS	Mariner Blvd	South	Chalmer St	N/W	In front of Murghy's Market	Y	
220	BS	Mariner Blvd	South	Portillo Rd	S/W	In front of Venice Professional Center	Y	
221	BS	Mariner Blvd	South	Landover Blvd at Springstead HS	S/W	Across from Springstead High School		
222	BS	Mariner Blvd	South	Ripley St	N/W	In front of Church of Christ	Y	
223	BS	Mariner Blvd	South	Claymore St	N/W			
224	BS	Mariner Blvd	South	Marysville St	S/W			
225	BS	Mariner Blvd	South	Medeira St	S/W	In front of MidTowne Center		
226	BS	Mariner Blvd	South	Spring Hill Dr at Winn Dixie	S/W	In front of Winn Dixie	Y	
227	BS	Mariner Blvd	South	Linden Dr	S/W		Y	
228	BS	Mariner Blvd	South	Henderson St	S/W	Across from YMCA	Y	
229	BS	Mariner Blvd	South	Rio Vista Ct	N/W	In front of The Greens at Seven Hills	Y	
230	BS	Mariner Blvd	South	Palmgreen Ln	S/W	In front of Brookdale Senior Living		
231	BS	Mariner Blvd.	South	Hearth Rd	N/W	In front of Mariner Crossing		Y
232	PS	Martin Luther King Blvd	West	Stubbs St	N/W		Y	
233	PS	Martin Luther King Blvd	West	Hale Ave	N/W			
234	PS	Martin Luther King Blvd	West	Buena Vista Ave	N/W			
235	BN	Medical Blvd	South	County Line Rd	N/W		Y	
236	RN	Northcliffe Blvd	East	Century Dr	S/W			
237	RN	Northcliffe Blvd	East	Azora Rd	S/W		Y	
238	RN	Northcliffe Blvd	East	Portillo Rd	S/W		Y	
239	RS	Northcliffe Blvd	West	Central Park Dr	N/W	In front of Mariners Cay Apartment	Y	
240	RS	Northcliffe Blvd	West	Across from Portillo Rd		In front of the Northcliffe Baptist Church	Y	
241	RS	Northcliffe Blvd	West	Landover Blvd	N/W		Y	
242	RS	Northcliffe Blvd	West	Across from Century Dr		west side of entrance into Oak Hills Golf Club		
243	PN+PS	PHSC Brooksville		In front of library				
244	PN+GS+GN	PHSC Spring Hill						Y
245	PN	Ponce De Leon Blvd	North	Ward Ave	S/E			
246	PN	Ponce De Leon Blvd	North	North Ave	S/E			
247	PN	Ponce De Leon Blvd	North	At Transfernando				
248	PN	Ponce De Leon Blvd	South	Youth Dr	N/W	In front of DPS		
249	BS	Quality Dr	East	Medical Blvd	S/W	In front of Vista Grand Retirement Center	Y	

## Unduplicated Bus Stop Locations

Bus Stop ID	Route	Primary Rd.	Direction of Travel	Cross Street/Landmark	Corner	Comments	Bench	Shelter
250	GN	Sam Pearson Way	South	Spring Hill Dr	S/W	entrance to airport by mailboxes	Y	
251	GS	Spring Hill Dr	West	Airmont Dr	N/E	In front of the Holy Cross Church		
252	GN	Spring Hill Dr	East	At Spring Hill Shoppes	S/E	in front of subway	Y	
253	GN	Spring Hill Dr	East	Kenlake Ave	S/E			
254	GN	Spring Hill Dr	East	Skyline Ct	S/W			
255	GN	Spring Hill Dr	East	Pinehurst Dr	S/W			
256	GN	Spring Hill Dr	East	Cobblestone Dr	S/E			
257	GN	Spring Hill Dr	East	Acorn Cir	S/W			
258	GN	Spring Hill Dr	East	Port Ct	S/E		Y	
259	GN	Spring Hill Dr	East	Across from Malone Ave				
260	GN	Spring Hill Dr	East	Deltona Blvd	S/E	In front of Glen Apts	Y	
261	GN	Spring Hill Dr	East	Waterfall Dr	S/E		Y	
262	GN	Spring Hill Dr	East	Laredo Ave	S/E		Y	
263	GN	Spring Hill Dr	East	Meredith Dr	S/E	In front of Spring Hill Library	Y	
264	GN	Spring Hill Dr	East	Eldridge Rd	S/E	In front of the First Methodist Church	Y	
265	GN	Spring Hill Dr	East	Hayward Rd	S/E			
266	GN	Spring Hill Dr	East	Bentley Ave	S/E			
267	GN	Spring Hill Dr	East	Linden Dr E of Mariner	S/E		Y	
268	GN	Spring Hill Dr	East	Hastings Rd	S/E	In front of the Knights Of Columbus	Y	
269	GN	Spring Hill Dr	East	West of Mariner Blvd	S/W		Y	
270	GN	Spring Hill Dr	East	East of Mariner Blvd	S/E	In front of Seven Hills Plaza	Y	
271	GN	Spring Hill Dr	East	Daering Ave	S/E	In front of Whitting Insurance		
272	GN	Spring Hill Dr	East	Coronado Dr	S/W		Y	
273	GN	Spring Hill Dr	East	Glenridge Dr	S/W	In front of Veterans Memorial Park	Y	
274	GN	Spring Hill Dr	East	Marble Ave	S/E	In front of Family Dollar Store	Y	
275	GN	Spring Hill Dr	East	Linden Dr W of Mariner	S/E	In front of Carrie Station Office		
276	GN	Spring Hill Dr	East	Whitewood Ave	S/E	In front of the Fire Station		
277	GN	Spring Hill Dr	East	Godfrey Ave	S/W			
278	GN	Spring Hill Dr	East	West of Anderson Snow Rd	S/W	In front of Capital City Bank		Y
279	GN	Spring Hill Dr	East	East of Anderson Snow Rd	S/E	Entrance to Walmart	Y	
280	GN	Spring Hill Dr	East	Aerial Way at Suncoast Crossings	S/W	at the bus bay - Suncoast Crossing	Y	
281	GS	Spring Hill Dr	West	W of Mariner Blvd @ Briarwood Plaza	N/W	In front of Briarwood Plaza	Y	
282	GS	Spring Hill Dr	West	Linden Dr W of Mariner	N/E	West of Maguire Ave & Mariner Blvd.		
283	GS	Spring Hill Dr	West	Bentley Ave	N/W			
284	GS	Spring Hill Dr	West	Bishop Rd	N/W			
285	GS	Spring Hill Dr	West	Haulover Ave	N/W			
286	GS	Spring Hill Dr	West	Meredith Dr	N/W		Y	
287	GS	Spring Hill Dr	West	Laredo Ave	N/W			
288	GS	Spring Hill Dr	West	Waterfall Dr	N/E		Y	
289	GS	Spring Hill Dr	West	Markham Ave	N/E			
290	GS	Spring Hill Dr	West	Kass Cir	N/E	In front of doctors office	Y	
291	GS	Spring Hill Dr	West	Pinehurst Dr at Kass Circle	N/E	In front of Suntrust Bank		
292	GS	Spring Hill Dr	West	Garret Ave	N/E			
293	GS	Spring Hill Dr	West	Pinehurst Dr	N/W			
294	GS	Spring Hill Dr	West	Treehaven Dr	N/W			
295	GS	Spring Hill Dr	West	Parker Ave	N/E			
296	GS	Spring Hill Dr	West	Pinehurst Dr E of US 19	N/E		Y	
297	GS	Spring Hill Dr	West	Barclay Ave	N/W			Y
298	GS	Spring Hill Dr	West	Coronado Dr at St. Joan of Arc	N/W	In front of St. John of Ark	Y	
299	GS	Spring Hill Dr	West	Whitewood Ave	N/E	In front of Hope Community Bible Church	Y	

## Unduplicated Bus Stop Locations

Bus Stop ID	Route	Primary Rd.	Direction of Travel	Cross Street/Landmark	Corner	Comments	Bench	Shelter
300	GS	Spring Hill Dr	West	Linden Dr E of Mariner	N/W	In front of Mobil Gas Station		
301	GS	Spring Hill Dr	West	E of Mariner Blvd @Abbey Plaza	N/W	In front of Abbey Plaza	Y	
302	GS	Spring Hill Dr	West	Glenridge Dr	N/W	Across from Veterans Memorial Park		
303	GS	Spring Hill Dr	West	Coronado Dr	N/W			
304	GS	Spring Hill Dr	West	Marble Ave	N/W	In front of Abby Plaza		
305	PN	SR50A	East	Across from Estates Ave		In front of Rainbow Roller Land	Y	
306	PN	SR50A	East	Darby Lane	S/E	In front of Tom Varn Park	Y	
307	PN+GN	US19	North	Applegate Dr	S/E	In front of Hampton Inn	Y	
308	PS+GS	US19	South	S Shore Dr at Nantucket Cove Apts	N/E	At Nantucket Cove Apts		
309	PN	US19	North	Krysher Ln	N/E			
310	PS	US19	South	SR50 at Weeki Wachee Springs	S/W	In front of Weeki Wachee Springs	Y	
311	PS	US19	South	Frontage Rd	S/W		Y	
312	PS	US19	South	River Country Dr	N/W	In front of Riverside Professional Center	Y	
313	PS	US19	South	Pacific Ave	N/W		Y	
314	PS	US19	South	At Home Depot	N/W	Turning lane into shopping center	Y	
315	PS+RS	US19	South	Brandy Dr	N/W	In front of Candlewick Plaza	Y	
316	PS+RS	US19	South	Toucan Trail	N/W	In front of Spring Hill Lanes	Y	
317	PS+RS	US19	South	Windward Blvd	N/W	In front of Times Square		
318	PS+RS	US19	South	Pine Forest Dr	N/W	In front Towne Square Mall		
319	PS	US19	South	County Line Rd	N/W			
320	PN	US19	North	County Line Rd	N/E			
321	PN	US19	North	Shoppes at Spring Hill		In front of Big Lots		Y
322	PN	US19	North	Pine Forest Dr	N/E	In front of Timber Pines Centre	Y	
323	PN	US19	North	Toucan Trail	N/E	Across from Spring Hill Lanes	Y	
324	PN	US19	North	Hiawatha Pkwy	S/E	In front of Suntrust Bank in SH	Y	
325	PN	US19	North	Forest Oak Blvd	N/E	In front of Pet Super Market	Y	
326	PN	US19	North	Burnside Pkwy at Lowes	S/E	By entrance to Lowes	Y	
327	PN	US19	North	Plyna St	S/E	In front of Jericho Road Ministeries		Y
328	PN	US19	North	Northcliffe Blvd	N/E	In front of Bayfront Health Medical	Y	
329	PN	US19	North	SR50 at Motel G		In front of Motel G	Y	
330	PS	US41/Broad St	South	Candlelight Blvd	S/W	In front of Wendy's	Y	
331	PS	US41/Broad St	South	SR50 @South Plaza	N/W	In front of Winn-Dixie at South Plaza	Y	
332	PS	US41/Broad St	South	Barnett Rd	S/W			Y
333	PS	US41/Broad St	North	Barnett Rd	S/E	In front of Paradise Plaza	Y	
334	PS+PN+BN+BS	Walmart at Cortez Blvd/SR50					Y	
335	PS+GN+GS	Walmart US41/Broad St				south entrance into store		
336	PS+GS+RN+RS	Walmart US19 Spring Hill						
337	PS+GS	Nature Coast Commons	South			On Wendy Dr	Y	
338	PN	Yontz Rd	East	Across from Aries Rd				
339	BS	Mariner Blvd	South	Fairchild Rd	S/W	In front of Mariner Office Park		
340	BS	Mariner Blvd	South	Madeira St	S/W	In front of Mid Towne Center	Y	
341	GS	California St	South	Redington St	N/W			
240		Total Bus Stop Locations					111	12

# Exhibit L: Equipment Inventory

Hernando County Vehicle Inventory

Asset #	Year	Make	Model	Actual In Service Date	Mileage	Original Cost	VIN	Seating Capacity	Useful Life	Current Status
19411	2002	GILLIG	31' LOW FLOOR	7/11/2014	711,566	\$0.00	15GGE271121090646	23 Plus 2 WC	10 years or 350,000 miles	Active
19429	2015	GILLIG	G27E102N2	3/16/2015	441,528	\$388,157.00	15GGE271XF1092952	23 Plus 2 WC	10 years or 350,000 miles	Active
19441	2015	DODGE	CARAVAN	8/6/2015	82,741	\$44,301.00	2C4RDGGC2FR705653	6	5 years or 150,000 miles	Active
20038	2016	FORD	E450 4X2	11/15/2016	148,828	\$72,870.00	1FDFE4FS6HDC01266	14 Seats or 6 Standard Seats plus 3 Wheel Chairs	7 year / 200,000 miles	Active
20041	2016	GILLIG	29' LOW FLOOR	10/11/2016	351,858	\$398,644.00	15GGE2719G1093155	23 Plus 2 WC	10 years or 350,000 miles	Active
20042	2016	GILLIG	29' LOW FLOOR	10/11/2016	352,631	\$398,644.00	15GGE2710G1093156	23 Plus 2 WC	10 years or 350,000 miles	Active
20054	2016	FORD	E450 4X2	11/17/2016	162,835	\$71,170.00	1FDFE4FS5HDC01288	14 Seats or 6 Standard Seats plus 3 Wheel Chairs	7 year / 200,000 miles	Active
20055	2016	FORD	E450 4X2	11/1/2016	122,857	\$71,020.00	1FDFE4FS3HDC01287	14 Seats or 6 Standard Seats plus 3 Wheel Chairs	7 year / 200,000 miles	Active
20056	2016	FORD	E450 4X2	11/17/2016	105,066	\$71,170.00	1FDFE4FS5HDC01260	14 Seats or 6 Standard Seats plus 3 Wheel Chairs	7 year / 200,000 miles	Active
20079	2017	GILLIG	29' LOW FLOOR	7/28/2017	285,605	\$402,317.00	15GGE2711H3093205	23 Plus 2 WC	10 years or 350,000 miles	Active
20828	2017	GLAVALL	UNIVERSAL 23	8/31/2018	132,895	\$77,198.00	1FDFE4FS3HDC75941	14 Seats or 6 Standard Seats plus 3 Wheel Chairs	7 year / 200,000 miles	Active
21367	2018	GILLIG	29' LOW FLOOR	4/25/2018	286,048	\$411,318.00	15GGE2712J3093350	23 Plus 2 WC	10 years or 350,000 miles	Active
22093	2019	FORD	E450 BUS	6/27/2019	84,050	\$75,460.00	1FDFE4FSXKDC14092	12 Seats or 10 standard seats plus 2 Wheel Chairs	7 year / 200,000 miles	Active
22136	2019	GILLIG	29' LOW FLOOR	7/27/2019	238,988	\$418,542.00	15GGE2711K3093289	23 Plus 2 WC	10 years or 350,000 miles	Active
22137	2019	GILLIG	29' LOW FLOOR	7/30/2019	204,800	\$418,542.00	15GGE2718K3093290	23 Plus 2 WC	10 years or 350,000 miles	Active
22256	2019	CHEVROLET	EQUINOX	7/3/2019	22,976	\$20,208.00	3GNAXHEV8KS640835	5	5 years or 150,000 miles	Active
22363	2019	GILLIG	29' LOW FLOOR	12/5/2019	196,450	\$428,416.00	15GGE2718K3093595	23 Plus 2 WC	10 years or 350,000 miles	Active
22650	2020	GILLIG	29' LOW FLOOR	12/9/2020	96,560	\$433,312.00	15GGE2710L3093639	23 Plus 2 WC	10 years or 350,000 miles	Active
22651	2020	GILLIG	29' LOW FLOOR	12/9/2020	121,638	\$433,312.00	15GGE2719L3093638	23 Plus 2 WC	10 years or 350,000 miles	Active
22676	2021	GILLIG	29' LOW FLOOR	9/1/2021	84,193	\$437,285.00	15GGE2710M3093867	23 Plus 2 WC	10 years or 350,000 miles	Active

# **Exhibit M: Transit Operations Facility & Storage Building**

**LEASE AGREEMENT**

THIS LEASE is entered this 2nd day of August, 2017 by and between HERNANDO COUNTY, a political subdivision of the State of Florida, whose address is, 20 North Main Street, Room 263, Brooksville, FL 34601 (hereinafter referred to as "LESSOR"), and MCDONALD TRANSIT ASSOCIATES, INC., d/b/a HERNANDO COUNTY TRANSIT MANAGEMENT, INC., whose address is 3800 Sandshell Drive, Suite 185, Fort Worth, TX 76137 (hereinafter referred to as "LESSEE").

**SECTION 1. LEASED PROPERTY/ RENT**

LESSOR hereby leases to LESSEE the real property and building located at 700 Aeriform Drive, Brooksville, Florida 34601 as well as 18 (eighteen) parking lot spaces located at the Department of Public Works located at 1525 E. Jefferson Street, Brooksville, Florida 34601. The building consists of 1,440 sq. ft. of office space to be leased at \$13.00 per sq. ft. for a total of \$18,720.00 per annum or \$1,560.00 per month (hereinafter referred to as "the Property"). A security deposit of two months' rent is required to be paid by LESSEE upon execution of this Lease Agreement, less any previous deposit paid to LESSOR.

**SECTION 2. INITIAL TERM**

The initial term of this Lease Agreement shall expire at midnight on the day before the fifth (5<sup>th</sup>) anniversary of the Lease Agreement. During the fifth (5<sup>th</sup>) year of the Lease the parties may elect to renew this Lease Agreement for 5 (five) additional 1 (one) year time periods. Each 1 (one) year renewal term is subject to the agreement of the parties. The Lessor or Lessee may terminate this Agreement at any time upon delivery of a written notice of termination to the other Party at least 180 days prior to the date of termination.



**SECTION 3. RESPONSIBILITIES**

(A) LESSOR further grants to LESSEE for the term of the Lease Agreement, access for the purposes of pedestrian and vehicular ingress and egress to and from an open and improved public road and LESSEE will have the following responsibilities and maintenance duties regarding the Property as indicated below:

- (1) The routine replacement of HVAC air filters.
- (2) The routine replacement of light bulbs.
- (3) Provide any equipment necessary in order to obtain and maintain any electric, telephone, internet/internet wiring, television cable service or outside dishes deemed necessary for their operation.
- (4) LESSEE is responsible for costs associated with their acquiring electric, gas, internet/satellite, water/sewer/garbage services from City of Brooksville, and/or cable service(s).
- (5) Be responsible for any and all security measures deemed necessary to protect the Property and LESSEE'S possessions.
- (6) Ensure that all vehicles, whether personal or County owned, are licensed, operable and parked in designated areas.
- (7) LESSEE will assume all responsibility for any and all janitorial duties of Property and keep the vicinity in good repair, sanitary, with a neat appearance.
- (8) LESSEE will assume responsibility for the landscaping and general yard maintenance at 700 Aeriform Drive.
- (9) LESSEE will be responsible for personal property such as furniture, window treatments, general office equipment and any other related equipment.
- (10) LESSEE agrees to pay all sales tax (currently 6.5% of monthly rent), non-ad valorem taxes,

fees, assessments and/or costs required by any statute, ordinance or government regulation.

(11) **LESSEE** will maintain proof of liability insurance in the minimum amount of \$1,000,000 and shall name Hernando County as an additional insured.

(12) Permission must be obtained from **LESSOR** for any on-site construction, additions and/or changes to the interior floor space of building. Any work done must be compliant with state, federal and local laws. Out-buildings must also receive the permission of the **LESSOR** and when **LESSEE** vacates the Property, all out-buildings must be removed at **LESSEE'S** expense unless otherwise agreed by the parties. Outdoor storage shall be limited to vehicles only, unless otherwise agreed by the parties.

(13) **LESSEE** will supply a key to **LESSOR'S** designee to be used by **LESSOR** only in emergencies, in **LESSEE'S** absence. **LESSEE** will allow inspection of the Property at a reasonable time by **LESSOR'S** designee with adequate notification.

(B) **LESSOR** shall be responsible for the following:

- (1) Responsible for the roof, exterior walls and the working order of the HVAC systems including repair or replacement if necessary.
- (2) Responsible for the water and sewer piping under the foundation slab and within the walls.
- (3) Provide routine building maintenance in the manner and to the extent deemed by **LESSOR** to be "standard" by Hernando County. Maintenance also includes electrical wiring repair but excludes janitorial services and landscape/yard mowing.
- (4) The **LESSEE** will be provided access to the Property always and the building is being provided unfurnished.
- (5) **LESSOR** will allow the **LESSEE** to place appropriate signage that is mutually agreed to above the Property, on exterior walls, glass windows or doors as authorized by the City of

Brooksville's codes/ordinances.

**SECTION 4. CASUALTY AND CONDEMNATION**

(A) In the event of a partial destruction of the Property, or so much of it as to prevent the continuation of LESSEE'S permitted use, by fire or any other event, LESSOR shall repair and restore the Property to its prior condition within ninety (90) days, or as otherwise agreed to by the parties. If the damages or repairs cause normal operations to cease, LESSEE'S lease payments shall be suspended back to the date of the destruction. Should the Property be more than forty percent (40%) destroyed by an event, the LESSOR may elect to terminate this Lease Agreement by providing written notice to LESSEE, which termination shall be effective as of the date of the destruction; otherwise, the LESSOR shall make the required repairs as set out above.

(B) If all or any part of the Property is taken by eminent domain, or under threat of eminent domain, so as to prevent the continuation of LESSEE'S permitted use in a reasonable manner, then LESSOR may terminate this Lease Agreement by providing written notice to LESSEE. Termination shall be effective upon receipt by LESSEE of notice and proof of a copy of the "Notice to Owner" or "Notice to Business Owner" sent by the condemning authority. Upon such termination, LESSOR, LESSEE and any Vendor shall be entitled to claim damages and/or relocation expenses as against the condemning authority pursuant to Florida law.

**SECTION 5. INDEMNIFICATION**

LESSEE agrees to protect, defend, reimburse, indemnify and hold the LESSOR, its agents, employees and officers and each of them, free and harmless at all times from and against any and all claims, liability, expenses, losses, costs, fines and damages (including reasonable attorney's fees) and causes of action of every kind and character, except to the extent

caused by LESSOR'S own negligence or intentional misconduct. This clause shall survive the termination of this Lease Agreement. Notwithstanding anything contrary within this Lease Agreement, the LESSOR is not waiving any of its rights as a sovereign local government. LESSOR agrees to reciprocate and indemnify LESSEE to the same extent as set out above.

**SECTION 6. NOTICES**

All notices, requests, demands and other communications hereunder shall be in writing and shall be deemed given if personally delivered or mailed, certified mail return receipt requested, to the following addresses:

To LESSOR: Hernando County Public Works Department  
1525 East Jefferson Street  
Brooksville, FL 34601

To LESSEE: McDonald Transit Associates, Inc.  
Hernando County Transit Management, Inc.  
3800 Sandshell Drive, Suite 185  
Ft. Worth TX 76137

**SECTION 7. AUTHORITY**

LESSOR and LESSEE covenant and warrant that they have full right, power and authority to execute this Lease Agreement. The parties covenant and warrant that their execution and performance of this Lease Agreement will not violate any laws, ordinances, covenants, or the provisions of any note, lease or other agreement.

**SECTION 8. ENVIRONMENTAL LAWS**

(A) As used herein, the term "environmental laws" shall mean any and all local, state or federal statutes, regulations or ordinances pertaining to the environment or natural resources. As used herein, the term "hazardous substance" shall mean any toxic or hazardous waste or substance (including, without limitation, medical waste) that is regulated by

environmental laws.

(B) LESSEE agrees to comply with all applicable federal, state and local environmental laws, ordinances, rules, regulations and orders that apply to the LESSEE'S operations.

**SECTION 9. SUCCESSORS AND ASSIGNS**

This Lease Agreement shall run with the Property unless otherwise indicated and shall be binding upon and inure to the benefit of the parties, their respective successors, personal representatives and assigns for the term of the Lease Agreement or any renewal terms.

**SECTION 10. MISCELLANEOUS**

(A) This Lease Agreement shall be construed in accordance with the laws of the State of Florida. In the event any litigation arises out of this Lease between the parties, each party shall be responsible for paying its own attorney's fees and costs. Venue for any legal action arising pursuant to this Lease shall be in the Fifth Judicial Circuit, Hernando County, Florida. As permitted by law, the parties waive their rights to trial by jury.

(B) This Lease Agreement constitutes the entire agreement and understanding of the parties and supersedes all previous offers, negotiations and other agreements. There are no representations or understandings of any kind not set forth herein. Any amendment to this Lease must be in writing and executed by both parties.

(C) In accordance with Florida law, the following notice is hereby given to LESSEE: **RADON GAS: RADON IS A NATURALLY OCCURRING RADIOACTIVE GAS THAT, WHEN IT HAS ACCUMULATED IN A BUILDING IN SUFFICIENT QUANTITY, MAY PRESENT HEALTH RISKS TO PERSONS WHO ARE EXPOSED TO IT OVER TIME. LEVELS OF RADON THAT EXCEED FEDERAL AND STATE**

**GUIDELINES HAVE BEEN FOUND IN BUILDINGS IN FLORIDA. ADDITIONAL  
INFORMATION REGARDING RADON AND RADON TESTING MAY BE OBTAINED  
FROM YOUR COUNTY PUBLIC HEALTH UNIT.**

**(D) All PAYMENTS from LESSEE to LESSOR shall be made payable to the  
Hernando County Department of Public Works or Hernando County and mailed to the following  
address:**

Hernando County Department of Public Works  
1525 East Jefferson Street  
Brooksville, Florida 34601

**[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]**

IN WITNESS WHEREOF

Lessor  
BOARD OF COUNTY COMMISSIONERS  
HERNANDO COUNTY, FLORIDA

Attest: Marguerite Luke, OSD By: Wayne Dukes  
Donald C. Barbee, Jr. Wayne Dukes  
Clerk of Circuit Court Chairman



Lessee  
McDONALD TRANSIT ASSOCIATES, INC.  
d/b/a HERNANDO COUNTY TRANSIT  
MANAGEMENT, INC.

Witness: Jonna Duke By: [Signature]  
Signature

Jonna Duke  
Print Name

Witness: Amanda Love  
Signature

Amanda Love  
Print Name

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY  
BY [Signature]  
County Attorney's Office



**AGENDA ITEM**

**TITLE**

Transit Lease Between Hernando County and McDonald Transit on Aeriform Drive

**BRIEF OVERVIEW**

Hernando County has been under contract with McDonald Transit since March of 2011 to provide office space within the Department of Public Works (DPW) facility located on East Jefferson Street to operate the County's mass transit system. The transit operation began leasing 689 SF, but shortly thereafter increased to 1,120 SF. Due to additional space needs, DPW recently acquired property on Aeriform Drive located adjacent to existing facility, remodeled existing building on property and added a warehouse to accommodate the transit operations.

Due to the upcoming transit operations move into Aeriform property, the lease between parties has been updated and submitted for Board review and approval. The new location provides 1,440 SF of office space, 625 SF of warehouse space, and a more convenient location to serve its customers. The annual contract lease is \$18,720.00 based on a rate of \$13.00 SF.

**FINANCIAL IMPACT**

Annual revenue in amount of \$18,720.00 from the contract lease between Hernando County and McDonald Transit will recognized in the Transportation Trust Fund (1011-3620001).

**LEGAL NOTE**

The Board has the authority

**RECOMMENDATION**

Staff recommends the Board approve the attached Lease Agreement between Hernando County and McDonald Transit Associates.

**REVIEW PROCESS**

Elaine Singer	Completed	08/08/2017 12:15 PM
Brian Malmberg	Pending	
Ronald Pianta	Pending	
Michelle Bishop	Pending	



# **Exhibit N: Fleet Management Standard Operating Guidelines**

Hernando County Fleet Management Standard Operating Guidelines			
<b>Division:</b>	Administrative	<b>Issue Number:</b>	001
<b>Initiated:</b>	Administration	<b>Effective Date:</b>	01/7/2022
<b>Approved:</b>	<i>Brenda Peshel</i>	<b>Revision Date:</b>	1/14/22
<b>Subject:</b>	Index of SOG's		<b>Page 1 of 1</b>

**1. PURPOSE:**

1.1 Index Hernando County Fleet Managements SOG's.

**2. Index:**

- 100. Written Communications
- 110. Fleet Billing
- 200. Replacement
- 300. Commercial Repairs
- 310. Warranty
- 330. OnCall
- 350. Billable Hours
- 370. ASE/EVT Certification Incentive
- 400. Surplus
- 500. Parts
- 600. Fuel
- 610 Fuel Spill Response
- 620. Emergency Fuel Plan
- 700 Preventative Maintenance
- 720 Safety
- 740 Accidents, Incidents, and Hazards
- 760 GPS
- 780 Pool Vehicles/Equipment

<b>Hernando County Fleet Management Standard Operating Guidelines</b>			
<b>Division:</b>	Administrative	<b>Issue Number:</b>	100
<b>Initiated:</b>	Administration	<b>Effective Date:</b>	02/14/2020
<b>Approved:</b>	<i>Brenda Peshel</i>	<b>Revision Date:</b>	01/12/2022
<b>Subject:</b>	Written Communications		<b>Page 1 of 3</b>

**1. PURPOSE:**

1.1. To describe Hernando County Fleet Managements various written communications.

**2. SCOPE:**

2.1. These guidelines apply to all members assigned to Hernando County Fleet Management.

**3. GUIDELINES:**

**3.1. STANDARD OPERATING GUIDELINES**

3.1.1. A standard operating guideline (SOG) establishes a process that shall be followed by all Hernando County Fleet Management Department members.

3.1.2. Members shall familiarize themselves with the Department SOGs and shall comply with them. Deviations from an SOG will not be permitted except under extenuating circumstances. Violation(s) of an SOG without cause may be handled as a disciplinary matter.

**3.1.3. Initiating, Authorizing, and Retaining SOGs**

3.1.3.1. Any Fleet Department member who sees a need to establish or to modify a current procedure may submit the suggested policy or procedure to his or her Supervisor. The Supervisor will review the suggested policy or guideline for content and need.

3.1.3.2. After an SOG has been created or revised, the Supervisor shall present the SOG to the Fleet Manager for discussion and approval. After Fleet Manager has approved an SOG, it will be sent to the Director for review and comment. When finalized, it will be printed and distributed.

3.1.3.3. New SOGs or Updated SOG shall be posted on EICE in order to provide complete communication between Fleet Manager and all personnel.

3.1.3.4. SOGs shall be retained until a written change is approved and released. Distribution of a new or revised SOG or document page automatically cancels the existing issue of the same SOG. The existing SOG or document page shall be removed and replaced with the new or revised version. SOGs and document pages removed from the SOG Manual shall be destroyed.

<b>Hernando County Fire Rescue Standard Operating Guidelines</b>			
<b>Division:</b>	Administrative	<b>Issue Number:</b>	100
<b>Initiated:</b>	Administration	<b>Effective Date:</b>	02/14/2020
<b>Approved:</b>	<i>Brenda Peshul</i>	<b>Revision Date:</b>	01/12/2022
<b>Subject:</b>	Written Communications	<b>Page 2 of 3</b>	

#### **4. Issuing and Maintaining SOG Manuals**

- 4.1. A complete and current copy of the SOG Manual shall be maintained on the Department Network.

#### **5. Official SOG Manual**

- 5.1. Fleet Management shall be responsible for maintaining the Official SOG Manual.
- 5.2. The SOG Manual maintained on the Fleet Management Network shall be considered the official version of the SOG's.
- 5.3. A backup electronic copy of the official SOG Manual will be maintained in Fleet Management Office.
- 5.4. In the event there is a conflict between versions of an SOG, the Official SOG Manual maintained on the Fleet Management Network shall overrule any other version.
- 5.5. In the event of network failure, the electronic backup copy shall serve as the Official SOG Manual which shall be maintained in the Fleet Management Office.

#### **6. EMERGENCY OPERATING GUIDELINES**

- 6.1. An emergency operating guideline (EOG) establishes a process that shall be followed by all Fleet Management members. Emergency Operating Guidelines (EOG) are designed to specifically address operations at an emergency incident.
- 6.2. Members shall familiarize themselves with the Department's EOGs and shall comply with them. EOG's are expected to be followed on emergency scenes even when the written document is not readily available. Deviations from an EOG will not be permitted except under extenuating circumstances. Violation(s) of an EOG without cause may be handled as a disciplinary matter.
- 6.3. EOG's will be initiated, authorized and retained in the same manner as stated in 3.1.3 "Initiating, Authorizing and Retaining SOGs"

<b>Hernando County Fire Rescue Standard Operating Guidelines</b>			
<b>Division:</b>	Administrative	<b>Issue Number:</b>	100
<b>Initiated:</b>	Administration	<b>Effective Date:</b>	02/14/2020
<b>Approved:</b>	<i>Brenda Peshul</i>	<b>Revision Date:</b>	01/12/2022
<b>Subject:</b>	Written Communications	<b>Page 3 of 3</b>	

## 7. GENERAL ORDERS

- 7.1. A General Order is a directive that orders one or more persons, either by name(s) or by class/group to take some specific action(s). The order shall be in effect for a specific time span and shall have a beginning and ending date not to exceed 180 days from the posting date. Deviations from General Orders shall not be permitted except under extenuating circumstances. Failure to adhere to a General Order may be handled as a disciplinary matter.
- 7.2. All General Orders shall be initiated by Supervisor or higher management and submitted to the Fleet Manager or designee for approval.
- 7.3. If a General order is to become permanent policy, an SOG, procedure or rule shall be initiated within 180 days.
- 7.4. General orders shall be issued on an Operational Memo form numbered and maintained until their expiration date, after which they may be discarded.
- 7.5. General Orders shall be placed on EICE for accountability of knowledge and understanding.
- 7.6. A folder on the network shall be established to maintain the documents. The file name shall include the date in order to assist with tracking. A secondary folder shall be maintained for expired General Orders in order to provide a history.

## 8. INFORMATIONAL BULLETINS

- 8.1. Informational bulletins are published for the general knowledge of the recipients
- 8.2. Any Department member may initiate an informational bulletin and submit it to the appropriate Supervisor for approval.
- 8.3. Informational bulletins shall be sent via email or EICE for distribution.

## 9. SAFETY BULLETINS/TRAINING BULLETINS

- 9.1. Safety Bulletins shall be published via email, EICE and serve as references with regard to general and specific safety/health issues that are pertinent to the Department.
- 9.2. Members are encouraged to submit recommendations for proposed Safety Bulletins. The recommendations shall be submitted to the Safety Coordinator who will review it with the appropriate staff. If it is determined that the proposed safety bulletin is suitable, the Safety Coordinator shall publish via email and/or EICE and/or the weekly safety meeting.

## 10. REFERENCES:

- 4.2 Hernando County Fleet Management Standard Operating Procedures Manual

Hernando County Fleet Management Standard Operating Guidelines			
<b>Division:</b>	Management	<b>Issue Number:</b>	110
<b>Initiated:</b>	Administration	<b>Effective Date:</b>	12/28/2020
<b>Approved:</b>	<i>Burcla Peshu</i>	<b>Revision Date:</b>	01/12/2022
<b>Subject:</b>	Fleet Billing	Page   1	

### 1. PURPOSE:

1.1. This procedure is designed as a guide to ensure Fleet Management tracks all Fleet costs and all are passed on to the departments. Fleet has three (3) internal service funds that are maintained. Fleet provides services with the government organization and charges departments for those costs. All Fees and upcharges are reviewed annually to ensure all costs are passed on to the departments. All charges to departments must be sent to departments and OMB for review prior to sending to Clerk Finance for processing.

### 2. SCOPE:

2.1. This procedure shall act as a guide for Hernando County Fleet Department to run billing and show an accurate accounting of all costs.

### 3. Procedure:

3.1. **Fleet Replacement Billing:** Fleet purchases vehicles/equipment as outlined in the Fleet Replacement Policy.

3.1.1. Fleet pays the full amount of the vehicle/equipment.

3.1.2. Fleet bills the departments a monthly lease for the amount of the vehicle/equipment for the number of years depending on the approved life expectancy. At the end of the lease, the monthly payment will be removed.

3.1.3. If a department utilizes the one (1) time payment option, Fleet will prepare an interfund transfer form and include: the vendor invoice, the purchase order, the quote, and the expenditure report showing the invoice was paid. Fleet will email the interfund and back up to the department, OMB & Clerk Finance. Any vehicles/equipment purchased utilizing the one-time payment option will not be included with the Line of Credit Interest.

3.1.4. Fleet will email departments when new vehicle/equipment is received and the monthly charge amounts.

3.1.5. Fleet will submit a spreadsheet annually to all departments with payoff dates for lease, insurance amounts, and vehicles/equipment that meet the replacement criteria.

<b>Hernando County Fleet Management Standard Operating Guidelines</b>			
<b>Division:</b>	Management	<b>Issue Number:</b>	110
<b>Initiated:</b>	Administration	<b>Effective Date:</b>	12/28/2020
<b>Approved:</b>	<i>Brenda Peshel</i>	<b>Revision Date:</b>	01/12/2022
<b>Subject:</b>	Fleet Billing	Page   2	

- 3.1.6.** If a department requests to pay off a vehicle/equipment early, Fleet will prepare an interfund transfer to pay the remaining lease amount. Fleet will submit to the department and OMB for review prior to sending to Clerk Finance to process. Once the interfund is processed, the lease amount will be removed from the recurring charges. Fleet will continue to charge the department for Line of Credit interest fees for the life of the draw.
- 3.1.7.** Fleet gets charged the insurance on all Fleet purchased vehicles/equipment in the first quarter of the fiscal year.
- 3.1.7.1.** In October, Risk Management will send the updated insurance rates to Fleet. Fleet will update the amounts for all vehicle/equipment in Asset Works.
- 3.1.7.2.** Fleet bills departments monthly for insurance.
- 3.1.7.3.** Risk Management sends Fleet a report annually for fleet to review, match type and amount against billing. Fleet will make changes as needed and inform Risk Management of any adjustments that need to be made.
- 3.1.7.4.** Fleet will inform Risk Management whenever a new vehicle/equipment is received or sold.
- 3.2.** Fleet will ensure GPS/telematics units are installed on vehicles/equipment per policy.
- 3.2.1.** Fleet will regularly check on GPS units to ensure they continue to track as they should.
- 3.2.2.** Fleet will bill departments the monthly amount that Fleet is charged per contract.
- 3.2.3.** Fleet Checks the GPS units that are installed against the units that are getting charged to the departments.
- 3.3.** Fleet will charge an admin fee for all Fleet purchased vehicles/equipment monthly until the vehicle/equipment is sold.
- 3.3.1.** The admin fee should cover Fleet replacement funds operating costs.
- 3.3.2.** Fleet will evaluate the amount of the admin fee annually and provide evaluation to OMB and all the departments during the budget process.

<b>Hernando County Fleet Management Standard Operating Guidelines</b>			
<b>Division:</b>	Management	<b>Issue Number:</b>	110
<b>Initiated:</b>	Administration	<b>Effective Date:</b>	12/28/2020
<b>Approved:</b>	<i>Brenda Pishul</i>	<b>Revision Date:</b>	01/12/2022
<b>Subject:</b>	Fleet Billing	Page   3	

3.4. The Fleet Replacement Billing Detail reports will be run monthly and converted to PDF. These reports that show the monthly lease, insurance, GPS, and Admin Fee will be emailed to each department for review. After departments have time to review Fleet Replacement charges; Fleet will make sure the detail totals match the total billing report totals to ensure they match then email the complete detail report and the signed total billing report to OMB, Grants, Transit, and Clerk Finance.

**4. Procedure:**

**4.1. Fleet Direct Issues Billing**

- 4.1.1. Direct Parts (Parts that are directly issued to departments) are issued through the Fleet parts store will be tracked by department and employee.
- 4.1.2. Fleet will check with the vendor operated parts manager to ensure all direct issues have been completed for the month. The Parts Manager will provide all technician signed parts sheets for the month.
- 4.1.3. Fleet will run a detailed report monthly and send to each department for their review.
- 4.1.4. There is a parts charge for all parts issued. This charge should cover the IBS fee that the vendor charges Fleet according to the current contract.
- 4.1.5. Fleet will make sure the totals from the direct issues detail report match the total billing report and email to the complete detail report and the signed total billing report to OMB, Grants, Transit, and Clerk Finance.

**5. Procedure:**

**5.1. Work Order Billing**

- 5.1.1. Fleet Shop Supervisor will review all work orders for accuracy and close work orders as soon as parts are and invoices from outside vendors are attached, and the work is complete.
- 5.1.2. Fleet Shop Supervisor will check with the vendor operated parts manager to make sure that all parts have been attached to all work orders.
- 5.1.3. The Fleet Finance Coordinator will check with the Shop Supervisor and Shop Service writer to make sure all work orders have been closed and verify that all parts have been attached.



<b>Hernando County Fleet Management Standard Operating Guidelines</b>			
<b>Division:</b>	Management	<b>Issue Number:</b>	110
<b>Initiated:</b>	Administration	<b>Effective Date:</b>	12/28/2020
<b>Approved:</b>	<i>Brenda Peshut</i>	<b>Revision Date:</b>	01/12/2022
<b>Subject:</b>	Fleet Billing	Page   4	

**5.1.4.** The Fleet Finance Coordinator will run Work Order Detail which compiles information from Asset Works. Run Work Orders by account and Work Order Recap. The grand Totals from the work orders by department must match the work order recap report.

**5.1.5.** Fleet will email the work order by account and detail to each department for review.

**5.1.6.** Fleet will ensure all outside invoices are attached to work orders and billed to departments.

**5.1.7.** Fleet will review all work orders and any work orders that are over \$2,500 and will verify the departments pre-approved the work.

**5.1.8.** Fleet will email the full Work Order Detail report, the Work Order by Account and the signed Work Order Recap Billing report to OMB, Grants, Transit, and Clerk Finance.

**5.1.9.** Following the departments' review of the billing, any changes/corrections to work orders will be reflected in the following month's billing.

**5.1.10.** The technician hourly rate will be evaluated annually to ensure the fee charged covers all Fleet Maintenance Salaries and Operating Costs.

## **6. Procedure:**

### **6.1. Fuel Billing:**

**6.1.1.** All fuel transactions will be processed through fuel focus which is part of the Asset Works Program. The fuel transactions will be processed and posted daily.

**6.1.2.** On the 1<sup>st</sup> of every month, Fleet will make sure that the Landfill fuel truck has uploaded all fuel transactions for the prior month and all transactions have been processed and posted. Tanks 6, 7 & 13 are Landfill fuel tanks and will need reports run from SSR reports, which pulls information from fuel focus. The reports will be converted to PDF documents and emailed to Landfill.

<b>Hernando County Fleet Management Standard Operating Guidelines</b>			
<b>Division:</b>	Management	<b>Issue Number:</b>	110
<b>Initiated:</b>	Administration	<b>Effective Date:</b>	12/28/2020
<b>Approved:</b>	<i>Brenda Peshel</i>	<b>Revision Date:</b>	01/12/2022
<b>Subject:</b>	Fleet Billing	Page   5	

- 6.1.3.** Fleet will run all other fuel tank reports by department, review for accuracy, all transactions are showing, and email to every department for review. Fleet will review all transactions in which the fuel focus system is put into bypass. Fleet will also look for any unusual transaction or vehicle numbers/employee numbers fueling multiple times a day.
- 6.1.4.** There is an upcharge per gallon of gas charged to all departments. The fuel upcharge will be evaluated annually to ensure the amount being charged is adequate to pay all Central Fueling operating costs.
- 6.1.5.** Fleet will run a complete fuel detail and summary report. The final totals from the fuel detail report must match the totals found on the summary report. Fleet will email both reports to OMB, Grants, Transit and Clerk Finance.
- 6.1.6.** Following the departments' review of the fuel billing, any changes/corrections to work orders will be reflected in the following month's billing

## **7. Procedure:**

### **7.1. Line of Credit Interest Billing**

- 7.1.1.** Fleet tracks daily cash on hand and estimated delivery date to determine when a draw on the line of credit will be required. Fleet will work with OMB to determine when borrowing for new equipment is warranted. Upon determination that borrowing is needed, Fleet will make a request to the County Financial Services Director, to borrow funds at least three weeks prior to the estimated arrival of the vehicles/equipment. The request for borrowing is to include the following: description of equipment; cost of each piece of equipment (including any discounts); copy of Purchase Order for all equipment; date equipment is expected for delivery; term of borrowing (How many years borrowing will be.)
- 7.1.2.** As soon as the draw on the Line of Credit has been processed, Clerk Finance will provide Fleet with the amortization schedule. Fleet will run a list of all active vehicles with the department and original cost of the vehicle. Fleet will use the list of vehicles and amortization schedule to build the interest billing for departments.

<b>Hernando County Fleet Management Standard Operating Guidelines</b>			
<b>Division:</b>	Management	<b>Issue Number:</b>	110
<b>Initiated:</b>	Administration	<b>Effective Date:</b>	12/28/2020
<b>Approved:</b>	<i>Brenda Testa</i>	<b>Revision Date:</b>	01/12/2022
<b>Subject:</b>	Fleet Billing	Page   6	

7.1.3. In November and May of every year, Fleet will assess interest fees to all departments that had vehicles/equipment active at the time of the draw on the line of credit. Fleet will email all departments the summary and detail reports for the line of credit interest charges for them to review.

7.1.4. Fleet will email the detail report, the replacement policy, the amortization schedule, and the signed summary account billing report to OMB, Grants, Transit, and Clerk Finance.

7.1.5. If a department utilized the one-time payment option, the vehicle/equipment will not be included in the list of active vehicles.

7.1.6. If a department pays a vehicle/equipment lease early, the vehicle/equipment will still be included in the active list and charged the interest.

## 8. Procedure:

### 8.1. Fleet Facility Allocation

8.1.1. Fleet Bonded for the building of the Maintenance Facility and received the Bond Debt Service Schedule. In January, Fleet will run a billing calculation for pieces of equipment per department and detail by department.

8.1.2. From the Bond schedule, Fleet will add the 2 figures together in for February and August for that given year and times it by the 4% that is Fleet Portion of the Bond. Each Department will be charged a percentage of Fleets Allocation depending on the number of pieces of equipment in each department.

8.1.3. Fleet will email all departments the allocation detail report, the bond schedule, and the summary allocation billing report to review.

8.1.4. Fleet will email the allocation detail report, the bond schedule and the signed summary allocation billing report to OMB, Grants, Transit, and Clerk Finance.

<b>Hernando County Fleet Management Standard Operating Guidelines</b>			
<b>Division:</b>	Management	<b>Issue Number:</b>	110
<b>Initiated:</b>	Administration	<b>Effective Date:</b>	12/28/2020
<b>Approved:</b>	<i>Branda Pastor</i>	<b>Revision Date:</b>	01/12/2022
<b>Subject:</b>	Fleet Billing	Page   7	

**9. Procedure:**

**9.1. Sales Tax Filing**

- 9.1.1. When Fleet receives EFT for assets or equipment sold on GovDeals, an email will be sent to Clerk finance detailing which accounts should be credited. The email will be saved as a PDF and saved in the sales tax Folder.
- 9.1.2. On the 1<sup>st</sup> of the month, a General Ledger audit for 2020064 will be run for the previous month and saved in the sales tax folder.
- 9.1.3. The Sales Tax Calculations excel spreadsheet shall be opened and saved for the previous month. For example: on February 1, the Sales Tax Calculations-Fleet Dec will be opened and save as Sales Tax Calculations-Fleet Jan.
- 9.1.4. On the Revenue Accounts tab the From To dates will be changed to the correct month allowing one column for each week. On row 7 each item sold will be listed and the amount put in the correct week that the monies were deposited making sure to use the gross amount before taxes or fees.
- 9.1.5. On the Calc tab carry the amounts from the revenue account tab into the E column. In K32, enter the total amount of sales tax collected during the month.
- 9.1.6. On the Coupon tab C8, change the month.
- 9.1.7. On the Check Req tab, change the invoice # and Invoice Date. Make sure the person prepared signs, the reviewer signs, and the Fleet Manager signs as approved by.
- 9.1.8. Save the general ledger, all four tabs and all the emails as PDF and send to Clerk Finance for processing.

**10. Timeline for Billing Reports**

- 10.1. Landfill Fuel reports are run on the 1<sup>st</sup> of every month.

Hernando County Fleet Management Standard Operating Guidelines			
<b>Division:</b>	Management	<b>Issue Number:</b>	110
<b>Initiated:</b>	Administration	<b>Effective Date:</b>	12/28/2020
<b>Approved:</b>	<i>Brenda Pishel</i>	<b>Revision Date:</b>	01/12/2022
<b>Subject:</b>	Fleet Billing	Page   8	

- 10.2. Direct Issues, Fleet Replacement, Fuel, and Work Order Billing are run on or before the 12<sup>th</sup> of every month (or immediately after if the 12<sup>th</sup> falls on a weekend or holiday) and provided to OMB, Grants, Transit, and Clerk Finance.
- 10.3. Line of Credit interest billing is run the 1<sup>st</sup> of November and 1<sup>st</sup> of May for each fiscal year.
- 10.4. Allocation Billing is run the 1<sup>st</sup> of January every year.
- 10.5. All Fleet billing reports are sent to departments. Departments will have five (5) days to review and contact Fleet with any questions. Fleet will respond back to any questions within three (3) business days of receiving the email. If a credit/revision is warranted, Fleet will open a new work order, reference the original work order, and explain in comments the reason for the credit. Credits/revisions will be processed in the next month's billing cycle.
- 10.6. In February, Fleet will email OMB and departments all projected Fleet costs for next fiscal year.

<b>Hernando County Fleet Management Standard Operating Guidelines</b>			
<b>Division:</b>	Administration	<b>Issue Number:</b>	200
<b>Initiated:</b>	Fleet Administration	<b>Effective Date:</b>	6/11/2021
<b>Approved:</b>	<i>Brenda Peshel</i>	<b>Revision Date:</b>	01/14/2022
<b>Subject:</b>	Replacement Plan	Page   1	

**Policy:**

The Hernando County Board of County Commissioners possesses a large inventory of vehicles, motorized equipment, and ancillary items. These units constitute a substantial investment on the part of the community we serve. Therefore, it is the responsibility of all County employees to ensure that this equipment is properly maintained to effectively provide services to the community. To meet this responsibility, this Fleet Management Policy has been established, setting forth those standards and procedures necessary for the proper care and operation of the County's fleet. This administrative regulation supersedes all previous written and verbal instructions concerning the Hernando County Fleet.

**Purpose:**

It is the policy of the County to implement and administer a centralized system of vehicle and equipment procurement and replacement through life cycling for all categories of equipment and vehicles with a base purchase price greater than \$10,000. Departments may request an exception to this threshold due to the equipment type or life expectancy however the request must be authorized by the Fleet Manager.

The Utilities Director working with the Fleet Manager, is responsible for managing the overall program by establishing reasonable fees to cover routine maintenance costs (parts and labor), preventive maintenance, routine services and vehicle and equipment replacement costs.

**General:**

Hernando County BOCC is the sole owner of all County rolling stock (wheeled vehicles used by businesses) as well as powered and unpowered equipment/vehicles. Fleet Management is the only department responsible for overseeing the County's fleet and equipment with purchase price more than \$10,000. Fleet Management will procure, maintain, repair, dispose/surplus, and replace all qualifying items. This administrative regulation provides the necessary authority for Fleet Management to carry out its duties and responsibilities as outlined. A department may request Fleet to assist in purchasing and maintaining equipment costing less than \$10,000 if approved by the Fleet Manager.

**1. Responsibilities:**

1.1. Department/Office/Division Directors, Fire Chief/Assistant Fire Chiefs/District Fire Chiefs, Supervisors:

- 1.1.1. Ensure that all County employees perform the daily/weekly equipment checks.
- 1.1.2. Ensure that vehicles and equipment are made available to Fleet Management at the scheduled times for routine maintenance and repairs.
- 1.1.3. Ensure that drivers/operators adhere to all County and Fleet Management policies.

1.2. Drivers/Operators:

<b>Hernando County Fleet Management Standard Operating Guidelines</b>			
<b>Division:</b>	Administration	<b>Issue Number:</b>	200
<b>Initiated:</b>	Fleet Administration	<b>Effective Date:</b>	6/11/2021
<b>Approved:</b>	<i>Brenda Pestoni</i>	<b>Revision Date:</b>	01/14/2022
<b>Subject:</b>	Replacement Plan	Page   2	

1.2.1. Daily/Weekly checks to ensure:

- 1.2.1.1. Fluid levels are satisfactory
- 1.2.1.2. Tires are properly inflated
- 1.2.1.3. Lights, wipers, gauges, and safety items are all functioning properly
- 1.2.1.4. Inspect and report any visual damage, i.e., dents, scratches, cracks in glass, broken mirrors, etc.
- 1.2.1.5. Report any unusual noises, drivability concerns, mechanical failures, etc.

1.2.2. Obey all traffic laws (obey speed limit and warning signs, use of seat belt at all times, adhere to cell phone policies, etc.)

1.2.3. Ensure safety of the vehicle or equipment. Do not leave the keys in vehicle or equipment when unattended.

1.2.4. Ensure vehicle or equipment is parked in a safe well-lit area.

1.2.5. Keep the exterior and interior of vehicles clean and equipment reasonably free of dirt, grime, and debris.

1.2.6. Tobacco products shall not to be used in any county vehicle.

**2. Vehicle and Equipment Replacement Policy:**

**2.1.** Fleet Management is responsible for the development of the replacement schedules for all vehicles and equipment funded by and/or maintained with funds under the County.

**2.2.** In December and January of the current fiscal year, Fleet Management in cooperation with each department will identify vehicles and equipment eligible and/or in need of replacement, as well as additions requested. In February, the Fleet Manager will provide a vehicle/equipment procurement report to the Office of Management and Budget which will be utilized for each department's upcoming budget. This information will provide the replacement criteria data, forecast purchase costs, and anticipated monthly lease payments. This list will be approved by the BOCC in September as part of the County's overall budget approval process Beginning in October of the new fiscal year, Fleet Management will requalify the proposed vehicle/equipment list with department Managers/Directors to ensure the departments' needs are met and all specifications have been identified. Fleet Management will make any requested alterations or substitutions and requote all vehicles and equipment for current contract pricing (new fiscal year contract pricing goes into effect October 1). Changes to the Vehicle and Equipment list can be authorized by the Fleet Manager providing it does not exceed Management's overall budget or the budgeted amounts by the department utilizing the vehicles and equipment. The timeline is as follows:

<b>Hernando County Fleet Management Standard Operating Guidelines</b>			
<b>Division:</b>	Administration	<b>Issue Number:</b>	200
<b>Initiated:</b>	Fleet Administration	<b>Effective Date:</b>	6/11/2021
<b>Approved:</b>	<i>Brenda Peshel</i>	<b>Revision Date:</b>	01/14/2022
<b>Subject:</b>	Replacement Plan	Page   3	

- 2.2.1. December and January: Qualify vehicles with departments for next fiscal year's procurement
- 2.2.2. February - May: Submit procurement report to OMB for next fiscal year's budgeting
- 2.2.3. September: BOCC approval of procurements
- 2.2.4. October and November of new fiscal year: Requalify procurement plan and submit any increases to County Administrator for approval.

**2.3.** Fleet Management will work with OMB (Office of Management and Budget) to determine when borrowing for new equipment is warranted. Upon determination that financing is needed, Fleet will make a request to borrow funds to the County Financial Services Director at least three weeks before the equipment is to arrive. Per IRS regulations, borrowed funds must be received BEFORE the equipment is paid for. The request for borrowing is to include the following:

- 2.3.1. Description of equipment
- 2.3.2. Cost of each piece of equipment (including any discounts)
- 2.3.3. Copy of Purchase Order for all equipment
- 2.3.4. Date equipment is expected for delivery
- 2.3.5. Term of borrowing (how many years borrowing will be)

**3. Vehicle Replacement Criteria:** Any vehicle or piece of equipment purchased as part of a lease or grant program may be retired based on the terms and conditions of the agreement. Funding for future vehicle and equipment procurement is administered by Fleet Management through monthly charges billed to individual departments which are deposited into the Vehicle Replacement Fund. In special or extenuating circumstances, such as major component failure, theft, or collision damage, the Fleet Manager can approve the early retirement and replacement of a particular vehicle or piece of equipment without meeting the established criteria. Equipment with a purchase price of less than \$10,000 can be obtained and maintained by the user Department/Office/Division without Fleet Management consultation.

**3.1.** Vehicles and equipment will be replaced with like-for-like unless additional features are requested and justified. When a Department/Office/Division is required to add an additional vehicle or piece of equipment due to an increase in staff or a change in operations, the Department/Office/Division will be responsible for the initial justification, specifications, and must budget for the monthly lease payments and any associated charges. After the initial purchase, Fleet Management will determine the useful life and will add the vehicle or equipment to the replacement program. Each Department/Office/Division has certain specialty equipment that is unique to their specific job requirements. If this specialty equipment (crane, utility body, bed liner, etc.) is considered by Fleet Management to be a permanent installation it will be treated as part of the asset and calculated in the replacement fee. If the equipment is not considered a permanent installation (laptop, UHF/VHF/800/radio, GPS, etc.), the user department will be charged separately for its purchase, repair, or replacement. All newly acquired vehicles and equipment will be delivered to Fleet Management. It is Fleet Management's responsibility to receive and inspect all new vehicles and equipment for



<b>Hernando County Fleet Management Standard Operating Guidelines</b>			
<b>Division:</b>	Administration	<b>Issue Number:</b>	200
<b>Initiated:</b>	Fleet Administration	<b>Effective Date:</b>	6/11/2021
<b>Approved:</b>	<i>Brenda Pestul</i>	<b>Revision Date:</b>	01/14/2022
<b>Subject:</b>	Replacement Plan	Page   4	

compliance with the specifications. At the discretion of Fleet Management, the user department may be contacted for assistance with specification compliance. Representatives from Hernando County Fire & Emergency Services are requested to assist with their new apparatus inspections. All new vehicles and equipment will be assessed a preparation charge from Fleet Management. This fee will cover the installation of the County's asset numbers and required decals, installation of add-on equipment, and the pre-delivery inspection (PDI).

**3.2. New vehicles will not be placed into service until the following have been fulfilled:**

- 3.2.1. Fleet Management has performed an inspection of the vehicle
- 3.2.2. Equipment has been installed and decals have been applied
- 3.2.3. Fleet Management has issued an asset number
- 3.2.4. An I-1 has been processed
- 3.2.5. Risk Management has established proper insurance coverage
- 3.2.6. Telematics and Fuel Focus systems have been installed
- 3.2.7. Outgoing vehicle has been turned-in to Fleet for surplus

**3.3. The criteria below are used to establish a benchmark for replacement. The three criteria are age, mileage/hours, and repair costs. All criteria need not be met for replacement. Generally, meeting two of the three criteria would initiate review of the asset for replacement. However, the vehicle/equipment's condition, repair history, utilization, and other factors are also considered before making a final determination.**

**3.3.1. Replacement Criteria Defined:**

- 3.3.1.1. **Age:** Each item has a pre-determined useful life. Items qualify for replacement when they reach the end of their life cycle. The vehicles life cycle is expressed in months (for example, seven years = 84 months). Each class of vehicle and equipment has a set number of months of useful life as determined by the industry. Beyond the useful life point, vendors do not generally stock adequate parts. This can cause lengthy repair delays and excessive down time.
- 3.3.1.2. **Mileage/Hours:** Each item has a pre-determined number of miles and/or hours of use. When those miles/hours are exceeded, repairs become excessive and continued use is not cost effective. Items will vary with mileage/hours by type and use.
- 3.3.1.3. **Repair Costs:** When parts and labor costs meet or exceed 50% of the original vehicle and/or equipment cost, the vehicle or piece of equipment has reached the desired disposal point for effective asset management.

**3.3.2. All vehicles and equipment will be replaced using the following criteria:**

- 3.3.2.1. All cars and light trucks up to 1-ton:

<b>Hernando County Fleet Management Standard Operating Guidelines</b>			
<b>Division:</b>	Administration	<b>Issue Number:</b>	200
<b>Initiated:</b>	Fleet Administration	<b>Effective Date:</b>	6/11/2021
<b>Approved:</b>	<i>Brenda Peshel</i>	<b>Revision Date:</b>	01/14/2022
<b>Subject:</b>	Replacement Plan	Page   5	

- 3.3.2.1.1. Age (minimum 7 years)
- 3.3.2.1.2. Mileage (minimum 125,000)
- 3.3.2.1.3. Repair History (excessive repair costs or other major mechanical failures).
  
- 3.3.2.2. All 1-ton to 1 ½-ton pickup and utility style trucks:
  - 3.3.2.2.1. Age (minimum 7 years)
  - 3.3.2.2.2. Mileage (minimum 125,000)
  - 3.3.2.2.3. Repair History (excessive repair costs, or other major mechanical failures)
  
- 3.3.2.3. All medium and heavy trucks
  - 3.3.2.3.1. Age (minimum 10 years)
  - 3.3.2.3.2. Mileage (minimum 150,000 miles).
  - 3.3.2.3.3. Repair History (excessive repair costs, or other major mechanical failures)
  
- 3.3.2.4. Hernando County Fire Rescue Engines (Pumpers)
  - 3.3.2.4.1. Age (minimum 15 years financing 10 years)
  - 3.3.2.4.2. Mileage (minimum 150,000)
  - 3.3.2.4.3. Repair History (excessive repair costs, or other major mechanical failures)
  
- 3.3.2.5. Hernando County Fire Rescue Ambulances
  - 3.3.2.5.1. Age (minimum 7 years financing 5 years)
  - 3.3.2.5.2. Mileage (minimum 150,000)
  - 3.3.2.5.3. Repair History (excessive repair costs, or other major mechanical failures)
  
- 3.3.2.6. Hernando County Fire Rescue Aerials (Ladder Trucks)
  - 3.3.2.6.1. Age (minimum 20 years financing 15 years)
  - 3.3.2.6.2. Mileage (minimum 150,000)
  - 3.3.2.6.3. Repair History (excessive repair costs, or other major mechanical failures)
  
- 3.3.2.7. Hernando County Fire Rescue Tankers
  - 3.3.2.7.1. Age (minimum 20 years financing 10 years)
  - 3.3.2.7.2. Mileage (minimum 100,000)
  - 3.3.2.7.3. Repair History (excessive repair costs, or other major mechanical failures)

<b>Hernando County Fleet Management Standard Operating Guidelines</b>			
<b>Division:</b>	Administration	<b>Issue Number:</b>	200
<b>Initiated:</b>	Fleet Administration	<b>Effective Date:</b>	6/11/2021
<b>Approved:</b>	<i>Brenda Astud</i>	<b>Revision Date:</b>	01/14/2022
<b>Subject:</b>	Replacement Plan	Page   6	

4.4.2.8 All finish mowing equipment (Parks & Recreation):

4.4.2.8.1 Age (minimum 5 years)

4.4.2.8.2 Hours (minimum 6,000)

4.4.2.8.3 Repair History (excessive repair costs, or other major mechanical failures)

4.4.2.9 All tractors, rough cut mowers, trailers, and other light and medium equipment:

4.4.2.9.1 Age (minimum 5 years)

4.4.2.9.2 Hours (minimum 6,000)

4.4.2.9.3 Repair History (excessive repair costs, or other major mechanical failures)

4.4.2.10. All heavy and industrial road and construction equipment:

4.4.2.10.1 Age (minimum 7 years)

4.4.2.10.2 Hours (minimum 7500)

4.4.2.10.3. Repair History (excessive repair costs, or other major mechanical failures)

4.4.2.11. All tractor attachments and other equipment with a purchase value of \$10,000.00 or more

4.4.2.11.1. Age (minimum 5 years)

4.4.2.11.2. Repair History (excessive repair costs, or other major mechanical failures)

**5. Vehicle and Equipment Procurement Processes:**

5.1. Fleet Management will work closely with each department to ensure that vehicle and equipment specifications are met.

5.2. Vehicles and equipment that can be purchased utilizing a State, Sheriff's, or cooperative contract will be placed through the Purchasing and Contracts Department Office of Management and Budget as requested by Fleet Management.

5.3. Vehicles and equipment that are not offered on a State, Sheriff's, or cooperative contracts shall be purchased with specifications developed by Fleet Management and the user department without restrictions to competition. The specifications will be sent to the Office of Management and Budget for formal bid process. Prior to the bid award, OMB, Fleet, and the user department will review the bids to determine the lowest responsible bidder and make a recommendation of award.

**6. Vehicle and Equipment Purchase:** Vehicles and equipment over \$10,000 will be purchased through the Vehicle Replacement Program. The Program will spend up to its annual budget limit, and any

Hernando County Fleet Management Standard Operating Guidelines			
<b>Division:</b>	Administration	<b>Issue Number:</b>	200
<b>Initiated:</b>	Fleet Administration	<b>Effective Date:</b>	6/11/2021
<b>Approved:</b>	<i>Brenda Peshel</i>	<b>Revision Date:</b>	01/14/2022
<b>Subject:</b>	Replacement Plan	Page   7	

items required beyond that may be funded by loans secured by Fleet Management. The principal and interest for repayment of the loan will be incorporated into the replacement program. Principal will be repaid using standard Fleet Management lease payments. Interest will be assessed as a separate charge. User departments' responsibility for interest will be based on the percentage of original vehicle cost, for each vehicle assigned to department, to overall Fleet inventory cost. This percentage will be applied to the total annual interest of the loan. See example below:

Vehicle	Original Cost	% Debt Service Obligation *	Annual Dept. \$ Interest Obligation
18945	\$20,000	(20,000/24,500,000) .0816%	(\$95,500~ x .0816%) \$77.93
29000	\$32,500	(32,500/24,500,000) .1327%	(\$95,500~ x .1327) \$126.73
38005	\$220,000	(220,000/24,500,000) .8980%	(\$95,500~ x .8980%) \$857.55
Total for dept. 01151			\$1,062.21

\* Total value of Fleet inventory \$24,500,000  
~ First year interest: \$95,500

**6. One-Time Payment Option:** Departments may elect to utilize a one-time payment option by paying for the vehicle/equipment with one lump sum payment. Utilizing this option eliminates the need for any vehicle/equipment financing, and therefore, no interest charges are assessed. Additionally, when the vehicle/equipment is declared surplus and sold, the proceeds will go back to the user department.

**6.1. Procedures:**

- 6.1.1. The department may select the one-time payment option on the vehicle replacement form,
- 6.1.2. Fleet Management will indicate on the replacement spreadsheet the vehicles requested to utilize the one-time payment option. The replacement spreadsheet will be reviewed and approved to get approved by the Office of Management and Budget during the budget review process.
- 6.1.3. The vehicle purchase will go through the same procedure as all other purchases.
- 6.1.4. Upon delivery Fleet Management will pay the invoice.

<b>Hernando County Fleet Management Standard Operating Guidelines</b>			
<b>Division:</b>	Administration	<b>Issue Number:</b>	200
<b>Initiated:</b>	Fleet Administration	<b>Effective Date:</b>	6/11/2021
<b>Approved:</b>	<i>Brenda Peshel</i>	<b>Revision Date:</b>	01/14/2022
<b>Subject:</b>	Replacement Plan	Page   8	

- 6.1.5. Departments will be invoiced with all documentation pertaining to purchase of the vehicle/equipment.
- 6.1.6. The Departments will not be charged interest online of Credit Draws
- 6.1.7. When vehicle/equipment meets replacement criteria and is sold as surplus, the department will receive the proceeds

**7. Rental/Lease of Vehicles and Equipment:** Departments must obtain approval from the Fleet Manager for lease or rental of vehicles and equipment that would otherwise qualify under the Fleet Replacement Program.

**8. Early pay-off of vehicles & equipment:** If a department chooses to pay off the monthly lease to Fleet Management early, the department will still be responsible for paying the interest charges for lines of credit that have already been set. These vehicles will be exempt from accruing interest from any future draws on lines of credit. The department will have the ability to replace these vehicles prior to the set timeframe if maintenance cost, major failure, or cease to serve a purpose to the department with the approval of the Fleet Manager. Proceeds from the sale of these vehicles/equipment go to the fleet replacement fund.

**9. Maintenance and Repair Guidelines:** Fleet Management is primarily responsible for the repair and maintenance of the vehicles and equipment for the County.

**9.1. Levels of Maintenance:**

- 9.1.1. Items under \$10,000 can be maintained by the Department.
- 9.1.2. All Motorized Vehicles and Equipment and all Non-Motorized equipment over \$10,000 will be maintained by Fleet Management unless a special exception has been approved by the Fleet Manager.
- 9.1.3. Specialized vehicles/equipment will fall under the Fleet Replacement Program (FRP). However, if Fleet Management cannot perform maintenance and repairs because of the specialized nature of the item, the user department may request a special exception to be approved by the Fleet Manager for the maintenance and repairs to be handled by the user department. If maintained by the Department, that department must maintain a database of information as to the repair/maintenance costs for that equipment/vehicle. This data base must include all parts costs, labor time, outside repair costs, and a detailed account of the complaint, diagnosis, and repairs. A quarterly report will be required to be submitted to Fleet Management for all the above-mentioned repair/maintenance costs. Each department will identify a person responsible for these reports. Departments may request that Fleet Management maintain any vehicle/equipment or attachment if needed, regardless of value. Once the decision has been made for Fleet to maintain the item, it will remain Fleet's responsibility for the life of the item.

<b>Hernando County Fleet Management Standard Operating Guidelines</b>			
<b>Division:</b>	Administration	<b>Issue Number:</b>	200
<b>Initiated:</b>	Fleet Administration	<b>Effective Date:</b>	6/11/2021
<b>Approved:</b>	<i>Brenda Pestun</i>	<b>Revision Date:</b>	01/14/2022
<b>Subject:</b>	Replacement Plan	Page   9	

**9.2. Small engine equipment under \$10,000:**

9.2.1. Minor in-field repairs to small engine equipment such as oil and filter changes, regular greasing, replacement of air filters, blades, belts, and wheels are permissible with the approval of the Fleet Manager.

**10. Surplus and Disposal of Vehicles and Equipment:** The disposal of replaced vehicles and equipment is the responsibility of Fleet Management. Surplus policies established by the BOCC will be strictly adhered to. Departments will be issued their new units upon turn-in of the item(s) being replaced. The old units shall be placed into surplus status and have all County markings removed. The unit will be stored at fleet after the I-2 form have been completed. Fleet Management will facilitate the auction of these units to the highest bidder during a public auction in accordance with County Surplus and procedures. The proceeds of the auction process will be returned to the Fleet Replacement Program unless the vehicles/equipment were purchased utilizing the one-time payment option. If a department utilizes the one-time payment option, when the vehicle/equipment is sold at surplus, the proceeds go back to the user department. These funds will help offset the increase of the cost of future new units. At the discretion of Fleet Management, a vehicle submitted for surplus may be retained for reassignment to the Fleet Management motor pool for further County use. Non-lease or non-grant funded items may be retained by Fleet Management and reassigned to other departments with proper justification. All vehicles and equipment purchased under a lease program or funded by a grant will be disposed of in accordance with the terms and conditions of that related agreement.

**11. Vehicle and Equipment Pool:** Fleet Management will be responsible for establishing and maintaining a vehicle and equipment pool. Vehicles will be available on a first come, first-serve basis unless an emergency arises. Each pool vehicle will be signed out with a full tank of fuel and the vehicle is required to be returned with a full tank of fuel. Departments who do not refill Fleet pool vehicles will be assessed a fuel charge. At no cost, a department can be temporarily assigned a pool vehicle while theirs is being serviced by Fleet Management. When Fleet Management determines a pool vehicle has fulfilled its useful life it will be placed into surplus, and the proceeds will be deposited into the Vehicle Replacement Fund.

Any item not defined by this document shall be addressed by the Fleet Manager in writing with the approval of the County Administrator's Office.

<b>Hernando County Fleet Management Standard Operating Guidelines</b>			
<b>Division:</b>	Maintenance	<b>Issue Number:</b>	300
<b>Initiated:</b>	Administration	<b>Effective Date:</b>	02/14/2020
<b>Approved:</b>	<i>Brenda Pasch</i>	<b>Revision Date:</b>	01/14/2022
<b>Subject:</b>	Commercial Repairs	<b>Page 1 of 1</b>	

1. **PURPOSE:** This procedure is designed as a guide to ensure timely repairs and payment for vehicles and equipment not done in the Fleet Maintenance Shop.
2. **SCOPE:** This procedure shall act as a guide for Hernando County Fleet Department when the Maintenance Supervisor or Lead Technician determines maintenance or repairs will need to be performed by an outside vendor.
3. **Procedure:** Service Request is received by a department, or a call is taken concerning a vehicle or piece of equipment.
  - 3.1 The Maintenance Supervisor or Lead Technician prepares a scope of needed repairs and determines the vendor designated by Fleet Management to do the repairs.
  - 3.2 The Maintenance Supervisor or Service Writer will contact the vendor and provide the scope of work and obtain an estimate for repairs from the vendor prior to any work being performed.
  - 3.3 The Maintenance Supervisor will ensure that the estimate is in accordance with the contract and is limited to the scope of work provided.
    - 3.3.1 Maintenance Supervisor review estimate under \$2,500:
      - 3.3.1.1 Ensure the estimate is fair and reasonable
      - 3.3.1.2 Receive final invoice
      - 3.3.1.3 Send invoice to Finance Coordinator for payment
    - 3.3.2 Maintenance Supervisor review estimate over \$2,500:
      - 3.3.2.1 Ensure the estimate is fair and reasonable
      - 3.3.2.2 If cost is over \$2,500, they need to get approval from the department prior to work being performed
      - 3.3.2.3 Send estimate to Finance Coordinator to request a purchase order
      - 3.3.2.4 Provide sole/single source document\
      - 3.3.2.5 Finance Coordinator will send Purchase Order when received to vendor and Maintenance supervisor.
  - 3.4 The Service Writer shall update the outside service spreadsheet.

Hernando County Fleet Management Standard Operating Guidelines			
<b>Division:</b>	Maintenance	<b>Issue Number:</b>	310
<b>Initiated:</b>	Administration	<b>Effective Date:</b>	02/14/2021
<b>Approved:</b>	<i>Brenda Peshel</i>	<b>Revision Date:</b>	
<b>Subject:</b>	Warranty	Page 1 of 1	

**1. PURPOSE:**

- 1.1 This procedure is designed as a guide to ensure that all vehicle and equipment warranties are tracked, utilized, and documented for the life of the assets.

**2. SCOPE:**

- 2.1 This procedure shall act as a guide for Hernando County Fleet Management Department when all new vehicles, equipment and refurbishments will be entered into the Asset Works database with their respective warranty information to include type, coverage, deductible, starting in-service date and an established vendor if applicable. The Fleet Manager, Maintenance Supervisor, Finance Coordinator, Lead Technician, and Service Writer will ensure that all warranties are tracked and documented.

**3. Procedure:**

- 3.1 A vehicle or equipment is received, the Fleet Finance Coordinator will enter all warranties that are provided upon purchase of the asset on the Warranty tab in Asset Works.
- 3.2 When a vehicle or equipment is repaired or overhauled by an outside vendor or a part is replaced by Fleet technicians, the warranty provided for work must be updated on the warranty tab in Asset Works.
- 3.3 When an asset comes in for service or preventative maintenance, the maintenance supervisor, lead technician, or service writer will open a work order.
- a. A "vehicle under warranty" flag should be triggered for any asset that is still covered by a warranty.
  - b. Whomever opens the work order must qualify if partial or all warranty coverage is in effect whether the flag is triggered or not for all repairs needing to be done to the vehicle.
  - c. A comment shall be made on all work orders that warranty was checked. If vehicle belongs to transit, the comment must also be made on the bus PM compliance spreadsheet.
  - d. Once a warranty repair is found to exist, the Maintenance Supervisor will determine if the repairs need to be made by the manufacturer or a specific vendor or if Fleet Management will perform the warranty repairs.



- If vendor repairs are to be made, the Maintenance Supervisor will ensure what is and is not covered by the vendor, including but not limited to: transport costs/towing, labor for the repair, labor for diagnosis, deductibles, environmental fees, shop supplies, cleaning, or power washing, what parts are covered and any shipping costs.
  - If Fleet Management is making the warranty repairs, the Maintenance Supervisor shall ensure a comprehensive estimate is provided to the warranty claim center or manufacturer. The Maintenance Supervisor establishes what labor rate will be reimbursed and will verify the total labor costs to be reimbursed will be, verify that all parts and fluids they supply will be shipped in a reasonable time and what fluids are reimbursable. (If towing charges are reimbursable, the Maintenance Supervisor must have that information documented.)
- e. The Maintenance Supervisor will document to the Fleet Manager any warranty claim that the vendor/manufacturer entirely or partially rejects .
- f. Once repairs have been completed, the Maintenance Supervisor must document on the repair work order with the appropriate notes, ensure all invoices have been uploaded, and that all parts and labor have been captured.
- g. Warranty reimbursement claims
- The department the asset is assigned to will be charged the current Fleet rate for all repairs made. Fleet Management will ensure all requirements have been met for reimbursement, process those reimbursement's, and reimbursed assigned department when check is received from the Manufacturer or vendor.
  - For the Transit Department, unless otherwise specified by the warranty, the vendor will pay for time spent at a specified hourly rate, warranty diagnosis, and all work covered under warranty. Fleet will bill directly for any warranty work that was completed at Fleet or an outside entity. In the event that the specified hourly rate does not cover the hourly rate used by Fleet Management, the Transit Department will be responsible for difference.
  - Any delay in payment for reimbursement should be brought to the attention of the Fleet Manager.

<b>Hernando County Fleet Management Standard Operating Guidelines</b>			
<b>Division:</b>	Maintenance	<b>Issue Number:</b>	330
<b>Initiated:</b>	Administration	<b>Effective Date:</b>	12/14/2021
<b>Approved:</b>	<i>Brenda Pestul</i>	<b>Revision Date:</b>	01/14/2022
<b>Subject:</b>	On-Call	<b>Page 1 of 4</b>	

### 1. PURPOSE:

- 1.1. Purpose of the Fleet on-call service truck: The purpose of the on-call service truck is to respond to any situation that leaves Fire-Rescue apparatus out of service. When possible, the Fire-Rescue crew will switch into a spare unit. The on-call Technician will coordinate with the Battalion Chief regarding repairs. If the apparatus cannot be fixed on scene or at the station, it will be towed to the Fleet shop. Transit buses will be handled the same way as Fire-Rescue apparatus.

### 2. SCOPE:

- 2.1. Fleet on-Call Service Truck Opportunities: The On-Call Service Truck Team will consist of no less than four (4) employees, not including the supervisor. If the number drops below four (4), the supervisor will attempt to fill the position starting with the most senior employee and working down the list. If four (4) employees are not found through the seniority process, the vacancy will be force filled from the bottom up.

### 3. PROCEDURES:

- 3.1. The Service Truck Operators will cover two (2) weeks, 4:00PM to 7:00AM Monday-Friday and 24 hours Saturday and Sunday. (2 weeks on, 6 weeks off)
- 3.2. Article 17, section 6 "On Call Work" provides the compensation and process for employees assigned as "On Call" for first responders to any afterhours emergency work which needs to be accomplished.
- 3.3. The Service Truck Operator must make every reasonable effort to repair vehicle/equipment in field whenever possible.
- 3.4. The Service Truck Operator must reply to road calls in uniform.
- 3.5. When a road call comes in the technician needs respond by phone or in person within ten (10) minutes of the original call.
- 3.6. If the Tire Vendor or Towing Vendor are called; the Service Truck Operator will stay in contact with the original caller until the vendor is on site.
- 3.7. An employee who is contacted while away from work and who responds to the problem remotely (e.g., via phone or internet) and the time resolving the issue exceeds ten (10) minutes, will record thirty (30) minutes as time worked. Subsequent calls within each thirty (30) minutes will not result in additional compensation. Calls exceeding thirty (30) minutes will be paid out for the actual time worked.

<b>Hernando County Fleet Management Standard Operating Guidelines</b>			
<b>Division:</b>	Maintenance	<b>Issue Number:</b>	330
<b>Initiated:</b>	Administration	<b>Effective Date:</b>	12/14/2021
<b>Approved:</b>	<i>Brenda Peschel</i>	<b>Revision Date:</b>	01/14/2022
<b>Subject:</b>	On-Call	<b>Page 2 of 4</b>	

- 3.8. All on-call employees will be offered a take home service vehicle. All on-call vehicles will be used in accordance with the Vehicle Usage Policy.
- 3.9. The Service Truck Operator will open a ticket when the call is received and log out when they complete the road call.
- 3.10. The Service Truck Operator will log into Executime when the call is received and log out when they complete the road call.

**4. QUALIFICATIONS:**

- 4.1. To qualify for an "On Call" assignment, an employee must be competent and demonstrate his or her ability to operate the service truck safely and independently. In addition to this requirement the employee must be familiar with the repair of emergency equipment, transit vehicles, and other fleet vehicles/equipment.
- 4.2. Participation in this program may be suspended or terminated at any time for the following reasons:
  - 4.2.1. The on-call trainee exhibits behavior that comprises safety of him/herself or others.
  - 4.2.2. The trainee refuses to accept performance recommendations by the Trainer or the Supervisor.
  - 4.2.3. The trainee does not display the knowledge base needed to work unsupervised.
  - 4.2.4. The trainee is involved in an at-fault accident, for which he/she shall be suspended from the program for one (1) year.
- 4.3. Equipment Training: Training on the service truck and peripheral equipment will be arranged through the Maintenance Supervisor. The Maintenance Supervisor will schedule the necessary training sessions on the equipment and sign off on the employee's competence to operate the necessary equipment. Once this is successfully accomplished, the employee may be assigned "On Call" on the job training. This on-the-job training requirement will be for a total of three (3) months and equal to ninety (90) days with three (3) rotations allowing for three evaluations (once per month).
- 4.4. Evaluation: The trainee will be evaluated after each on-call event on the Training Daily Log. At the conclusion of the each thirty (30) day period, the on-call trainer and supervisor will complete an evaluation on the trainee. This evaluation will include feedback that was provided to the trainee during on-call assignments and will confirm that the trainee has concluded the requirements under the necessary branch.
  - 4.4.1. At the end of the ninety (90) days, the Maintenance Supervisor and Fleet Manager will review the monthly training logs and evaluations and will confirm that the trainee performed adequately for each assignment and the trainee will be added to the "On Call" rotation.

<b>Hernando County Fleet Management Standard Operating Guidelines</b>			
<b>Division:</b>	Maintenance	<b>Issue Number:</b>	330
<b>Initiated:</b>	Administration	<b>Effective Date:</b>	12/14/2021
<b>Approved:</b>	<i>Brenda Peshel</i>	<b>Revision Date:</b>	01/14/2022
<b>Subject:</b>	On-Call	<b>Page 3 of 4</b>	

- 4.4.2. At any time, if the trainee is found to receive and unsuccessful evaluation, the trainee may be removed from the training program and be required to restart.
- 4.5. On the Job Training: On the job training consists of assignment as "On Call" in training for a period of three (3) months. The employee will work with the qualified "On Call" employee for the month. The Trainee will be called in to work by the "On Call" employee for every event the on-call employee is called into work. The Trainee will be issued an after-hour's vehicle similar to the "On Call" employee and will meet the "On Call" employee at the job site.
- 4.6. Compensation: While the employee is participating in the "On the Job Training", the employee will receive the same pay and benefits as stipulated in Article 17 of the CBA of an "On Call" employee.

Hernando County Fleet Management Standard Operating Guidelines			
Division:	Administration	Issue Number:	350
Initiated:	Fleet Administration	Effective Date:	03/06/2021
Approved:	<i>Brenda Peskul</i>	Revision Date:	01/14/22
Subject:	Maintenance – Billable Hours Accountability	Page 3 of 4	

**1. PURPOSE:** This procedure is designed to have a matrix for holding technicians and maintenance supervisor accountable for billable hours. The labor hours that technicians log in the asset management software are required to cover the salaries/wages and benefits for all technicians and fleet administrative staff along with operating expenses for the maintenance fund. Technicians are expected to maintain a minimum of 75% billable hours per month.

1.1. Billable hours are time logged by technicians to charge departments for repairing and/or providing preventative maintenance on Vehicles/Equipment needed to maintain and keep Vehicles/Equipment running to a safe and optimal level.

**2. Scope:** The Fleet technicians will be expected to acquire a minimum 75% billable hours goal every month.

2.1. If any technician does not meet the minimum billable hour's goal for three (3) consecutive months the county disciplinary plan will be adhered.

**3. Standards to this Matrix:**

3.1. The maintenance supervisor will ensure there is adequate work for technicians to maintain their goals of 75%.

3.2. The time logged by technicians must be reasonable for the task performed.

3.3. The maintenance supervisor will assign work equally to all available technicians without showing prejudiced towards or against any one technician.

3.4. Consideration will be given to employee's utilization of PTO.

3.5. The standard maximum billable hours will be provided to all Fleet employees and status will be provided on a weekly basis.

3.6. Indirect time should be entered, and notes attached whenever in training, cleaning the shop, special projects not related to a vehicle/department or waiting for a work order.

3.7. All technicians' times should be accounted for in the work management software for the time the technician is at work or on call except for breaks and lunch. The technician shall not stay logged into a work order while taking a break or going to lunch.

Hernando County Fleet Management Standard Operating Guidelines			
Division:	Administration	Issue Number:	370
Initiated:	Fleet Administration	Effective Date:	1/7/22
Approved:	<i>Brenda P. Paul</i>	Revision Date:	01/14/2022
Subject:	ASE/EVT Certification Incentive Program		Page   1

Fleet Management recently conducted a survey of local government fleet agencies and other Hernando County Departments to determine what incentive programs are currently in use for encouraging employees to obtain and retain certification. As you know Automotive Service Excellence (ASE), Emergency Vehicle Technician (EVT), and Center for Urban transportation Research (CUTR) are the industry standards for credentialing automotive, medium/heavy truck and equipment, transit, and emergency vehicle technicians.

The results of the survey indicate other public fleet agencies in the area have an incentive program for obtaining ASE and EVT certifications. As a result of the review process Fleet Management is recommending that the County adopt an incentive program to compensate the highly trained technicians in the department as follows:

- A \$.10 per hour increase for each approved ASE certification (24 possible)
- A \$.10 per hour increase for each approved EVT certification (14 possible)
- A \$.25 per hour increase for each ASE Master Certification (2 possible)
- A \$.25 per hour increase for each EVT Master Certification (2 possible)
- A \$.25 per hour increase for an Admin Assistant that obtains the Automobile Service Consultant Certification
- A \$.10 per hour increase for each endorsement attached to an employee's CDL, that is not required by their job description
- No increase will be granted for obtaining the minimum required certifications for the position held.

The Fleet Management team recommends that the ASE/EVT Certification Incentive Program be approved and implemented. The automotive and truck technician labor industry has become very competitive, it is a costly process to train technicians and retain them without any type of compensation or incentive program reimbursement. The mission of the Fleet Operations Department is to provide the best level of service to our customers at the most reasonable cost. This program will help provide that service by eliminating technician turn over, and repeated excessive training costs in the areas of ASE and EVT Certified Technicians.

Hernando County Fleet Management Standard Operating Guidelines			
Division:	Administration	Issue Number:	370
Initiated:	Fleet Administration	Effective Date:	1/7/22
Approved:	<i>Brenda Peschel</i>	Revision Date:	01/14/2022
Subject:	ASE/EVT Certification Incentive Program		Page   2

**Authority:** The Fleet Management Department is responsible for ensuring only competent and qualified technicians inspect and perform repairs and maintenance to the County vehicle and equipment fleet.

**Purpose:** Established to ensure Fleet Management can recruit and retain highly qualified vehicle and equipment technicians, provide incentive to prepare them for promotional opportunity, and compensate them based on their level of skill and competency.

**Definition: Automotive Service Excellence (ASE)**

The non-profit National Institute for Automotive Service Excellence (ASE) works to improve the quality of vehicle repair and service by testing and certifying automotive professionals. Today, more than 350,000 professionals hold ASE certifications, and work in every part of the automotive service industry.

**Definition: Emergency Vehicle Technician (EVT)**

The EVT Certification Commission, Inc. is a nonprofit corporation dedicated to improving the quality of emergency vehicle service and repair throughout the United States and Canada by means of a certification program that will provide technicians recognition for the education, training, and experience they have in the service and repair of emergency vehicles.

**Procedure:**

- All Fleet Technicians level I & II will be required to obtain and maintain four (4) approved ASE certifications to meet the requirements of the position.
- All Fleet Lead Technicians will be required to obtain and maintain eight (8) approved ASE certifications to meet the requirements of the position.
- All EVT Master Technicians will be required to obtain and maintain sixteen (16) approved ASE certifications and eight (8) EVT certifications to meet the requirements of their position.
- All Fleet Technicians I & II will be eligible for a \$.10 per hour incentive increase for each approved ASE certification obtained in addition to the minimum required for the position (4).
- All Fleet Lead Technicians will be eligible for a \$.10 per hour incentive increase for each approved ASE certification obtained in addition to the minimum required for the position (8).
- All Fleet EVT Master Technicians will be eligible for a \$.10 per hour incentive increase for each approved ASE certification obtained in addition to the minimum required for the position (16).

Hernando County Fleet Management Standard Operating Guidelines			
Division:	Administration	Issue Number:	370
Initiated:	Fleet Administration	Effective Date:	1/7/22
Approved:	<i>Brenda Peshel</i>	Revision Date:	01/14/2022
Subject:	ASE/EVT Certification Incentive Program		Page   3

- All Fleet Technicians I & II, Fleet Lead Technicians & EVT Master Technicians will be eligible for a \$.10 per hour incentive increase for each approved EVT certification obtained in addition to the minimum required for the position.
- All Fleet Technicians, Fleet Lead technicians and EVT Master Technicians will be eligible for a \$.25 per hour incentive increase for each approved Master ASE and or Master EVT certification obtained in addition to the minimum required for the position.
- Admin Assistant personnel are eligible for a \$.25 per hour incentive increase for obtaining the ASE C1: Automobile Service Consultant Certification.
- The employee is solely responsible for ensuring that certifications remain current at all times.
- All certifications must remain current, or the associated increase will be reduced from the employee's salary.
- This policy will remain in effect and may be modified as needed at the discretion of the Fleet Manager.
- **The list of approved ASE certifications is noted below:**
  - A1 – Engine Repair
  - A2 – Automatic Transmission/Transaxle
  - A3 – Manual Drive Train & Axles
  - A4 – Suspension & Steering
  - A5 – Brakes
  - A6 – Electrical/Electronic Systems
  - A7 – Heating & Air Conditioning
  - A8 – Engine Performance
  - A9 – Light Vehicle Diesel Engines
  - C1 – Automobile Service Consultant (Service Writers Only)
  - E1 – Truck Equipment Installation & Repair
  - E2 – Electrical/Electronic Systems Installation & Repair
  - E3 – Auxiliary Power Systems Installation & Repair
  - F1 – Alternative Fuels
  - L1 – Advanced Engine Performance Specialist
  - L2 – Electronic Diesel Engine Diagnosis Specialist
  - T1 – Gasoline Engines
  - T2 – Diesel Engines
  - T3 – Drive Train
  - T4 – Brakes
  - T5 – Suspension & Steering
  - T6 – Electrical/ Electronic Systems
  - T7 – Heating, Ventilation & Air Conditioning (HVAC)



Hernando County Fleet Management Standard Operating Guidelines			
Division:	Administration	Issue Number:	370
Initiated:	Fleet Administration	Effective Date:	1/7/22
Approved:	<i>Brenda P. P. P.</i>	Revision Date:	01/14/2022
Subject:	ASE/EVT Certification Incentive Program		Page   4

- T8 – Preventive Maintenance Inspection
- Master Automobile Technician
- Master Medium/Heavy Truck Technician
  
- **The list of Approved EVT certifications is noted below:**
- F1 Maintenance, Inspection, and Testing of Fire Apparatus
- F2 Design & Performance Standards of Fire Apparatus
- F3 Fire Pumps & Accessories
- F4 Fire Apparatus Electrical Systems
- FA4 Advanced Electrical Systems
- F5 Aerial Fire Apparatus
- F6 Allison Automatic Transmissions
- F7 Fire Apparatus Foam Systems
- F8 Fire Apparatus Hydraulic Systems
- E-0 Maintenance, Inspection, and Testing of Ambulances
- E-1 Design & Performance of Ambulances
- E-2 Ambulance Electrical Systems
- E-3 Ambulance Heating, Air-conditioning, & Ventilation
- E-4 Ambulance Cab, Chassis, and Body
- M-1 Management Level I Supervisor
- M-2 Management Level II Supervisor

<b>Hernando County Fleet Management Standard Operating Guidelines</b>			
<b>Division:</b>	Administration	<b>Issue Number:</b>	400
<b>Initiated:</b>	Fleet Administration	<b>Effective Date:</b>	6/11/2021
<b>Approved:</b>	<i>Brenda Peshel</i>	<b>Revision Date:</b>	01/14/2022
<b>Subject:</b>	Surplus	<b>Page   1 of 3</b>	

1. **PURPOSE:** This procedure is designed as a guide to establish procedures for the orderly transfer and/or disposal of Tangible Personal Property. Fleet Management may use other providers to facilitate the sale of surplus property in the future, subject to any required Administration or BOCC approvals.
  
2. **SCOPE:** Fleet Management provides all Hernando County departments a means to transfer and/or dispose of tangible property. Each department will monitor the equipment and supplies under its control for need and usefulness. Upon determination that the need for and/or usefulness of the vehicle/equipment or supplies no longer exists, the department shall report and surrender the vehicle/equipment or supplies to the Fleet Management Department for disposal as tangible surplus property.
  - 2.1. This procedure applies to all tagged Capital Assets, Sensitive Property and Non-Sensitive Property purchased by programs, departments and enterprises owned, operated, or otherwise managed by Hernando County.
  
3. **DEFINITIONS:**
  - 3.1. Surplus/Excess item describes a lack of use or benefit a piece of equipment can give to a department or an inability to satisfy its initial purpose or an item that a program, department or enterprise no longer has use for. Fleet Admin will refer to the person in each department that is responsible for all items on that departments inventory.
  - 3.2. As used in this Policy, references to "the Fleet Management Department", "Fleet Management" or "Fleet" shall all mean the department within Hernando County responsible for the acquisition, maintenance, and repair, and surplus and disposal of vehicles, equipment, tangible personal property, and ancillary items, and/or other duties as directed by the Administration and/or the BOCC.
  - 3.3. As used in this Policy, references to "Fleet Admin" shall mean one or more administrative staff members within the Fleet Management Department assigned the specific duties outlined in this Policy. Current "Fleet Admin" contacts may be obtained by emailing surplus@co.hernando.fl.us.
  
4. **RESPONSIBILITIES:** Fleet Admin is responsible for surplus property verifying its condition/operability and posting it to GovDeals. Once an item has been sold, scheduling for a pick-up time will be administered through Fleet Admin. All Fleet Admin must be kept in the loop of scheduled pick-ups for back-up.
  
5. **PROCEDURES:**
  - 5.1. Once an item is deemed surplus or excess by a department, the department must complete a Form I-2, if it has an assigned asset number. If a piece equipment does not

<b>Hernando County Fleet Management Standard Operating Guidelines</b>			
<b>Division:</b>	Administration	<b>Issue Number:</b>	400
<b>Initiated:</b>	Fleet Administration	<b>Effective Date:</b>	6/11/2021
<b>Approved:</b>	<i>Brenda Pishul</i>	<b>Revision Date:</b>	01/14/2022
<b>Subject:</b>	Surplus	<b>Page   2 of 3</b>	

have an asset number, the department shall send an email to Fleet in place of the I-2. The department will report its disposable stock, equipment or supplies to Fleet Management Department in writing with a full description, estimated value, condition, and asset number if applicable. Such written information shall be forwarded on a "County Inventory Form I-2" or the Equipment Turn-in form bearing the Department Director's (or authorized representative's) signature. The Fleet Management Department is authorized to format and amend and/or revise County Inventory Form I-1 and Form I-2 on an as needed basis. For equipment that is in the Fleet Replacement Program, Fleet Management will complete the County Inventory Form I2

- 5.2. Property that is without commercial value or the value of which is estimated by Fleet Management to be less than \$100, may be donated, destroyed, or abandoned.
- 5.3. Fleet Admin will be responsible for completion of the Form I-1 transfer when an item has been posted for surplus and can be utilized by another department.
- 5.4. All items **except** electronic equipment (computers, laptops, monitors) and rolling stock must be posted internal to other County departments to see if there is need for the surplus item.
- 5.5. All electronic equipment must be sent to IT before posting. IT will determine if other departments will be able to use the items.
- 5.6. All property that has an asset number must go to the BOCC for approval of sale or disposal. In accordance with Florida Statutes, Section 274.07, authority for the disposal of property shall be recorded in the minutes of the Board of County Commissioners.
- 5.7. Fleet Admin will create the MT item for BOCC approval.
- 5.8. Once approved, Fleet must email the approved BOCC MT item to the Risk Management Specialist, Property Control Clerk, Financial Services Proprietary Fund Accountant, and Fleet Admin.
- 5.9. After BOCC approval, the department will be responsible for posting the assets to GovDeals. If a department does not have access, Fleet Admin will post the item for the department.
- 5.10. Fleet Admin is responsible for the posting of vehicles and equipment that are part of the Fleet Replacement Program.
- 5.11. All assets must be reviewed before posting for sale.

<b>Hernando County Fleet Management Standard Operating Guidelines</b>			
<b>Division:</b>	Administration	<b>Issue Number:</b>	400
<b>Initiated:</b>	Fleet Administration	<b>Effective Date:</b>	6/11/2021
<b>Approved:</b>	<i>Brenda Peshel</i>	<b>Revision Date:</b>	01/14/2022
<b>Subject:</b>	Surplus	<b>Page   3 of 3</b>	

- 5.12. Assets will be kept with the department unless there is a special occasion.
- 5.13. After sale of an asset, the asset must be marked as picked up in GovDeals. A signed bill of sale must be attached to internal documents.
- 5.14. The I-2 must be completed either by the department or by Fleet admin.
- 5.15. Fleet Admin will accept the transfer after an asset has been sold/disposed.
- 5.16. When an item has been sold/disposed, an email shall be sent to the Risk Management Specialist, Property Control Clerk, Financial Services Proprietary Fund Accountant and Fleet Admin.
- 5.17. Fleet shall maintain a log of everything assessed as surplus or disposal.

Hernando County Fleet Management Standard Operating Guidelines			
<b>Division:</b>	Administration	<b>Issue Number:</b>	500
<b>Initiated:</b>	Fleet Administration	<b>Effective Date:</b>	1/10/22
<b>Approved:</b>	<i>Brenda Ashel</i>	<b>Revision Date:</b>	1/10/22
<b>Subject:</b>	Parts	<b>Page 1 of 2</b>	

## Hernando County Parts SOG

### I. Purpose

- A. Fleet Management has a Contractor Operated Parts Store vendor to make every possible effort to maintain Parts room and reconcile the amount and cost of parts ordered, delivered, and distributed.

### II. Scope

- A. Fleet Management provides all Hernando County departments Vehicle/equipment repairs and maintenance; Fleet Management will do everything possible to make sure that all vehicles and equipment are maintained in good working order and safe to operate. The Contractor Operated Parts Store vendor will ensure the best price for parts and supplies while minimizing down time for critical vehicles and equipment.

### III. Definitions

- A. As used in this Policy, references to "the Fleet Management Department", "Fleet Management" or "Fleet" shall all mean the department within Hernando County responsible for the acquisition, maintenance and repair of vehicles and equipment and/or other duties as directed by the Administration and/or the BOCC.
- B. As used in this Policy, references to "Parts Manager" shall mean a person employed by the Contractor Operated Parts Store vendor. The Contractor Operated Parts Store Vendor will designate a Parts Manager to work in the Hernando County Parts room and act as the main contact for ordering, purchasing, and issuing parts for Hernando County Fleet Management.

### III. Procedures

#### A. Direct Issues

1. The Parts Manager will sign out parts/supplies to departments directly with the minimum of the following:
  - i. Date
  - ii. Part Number
  - iii. Description
  - iv. Quantity
  - v. Equipment number

<b>Hernando County Fleet Management Standard Operating Guidelines</b>			
<b>Division:</b>	Administration	<b>Issue Number:</b>	500
<b>Initiated:</b>	Fleet Administration	<b>Effective Date:</b>	1/10/22
<b>Approved:</b>	<i>Brenda Pishul</i>	<b>Revision Date:</b>	1/10/22
<b>Subject:</b>	Parts	<b>Page 1 of 2</b>	

8. If the part is a normally stocked part or a part that has been received within the county, freight will not be charged to the part.
9. If a part needs to be overnighed and an extra charge will be assessed to the part, the Parts Manager will need to get the ok from the Maintenance Supervisor or Fleet Manager prior to ordering.
10. When a part is requested for any federally funded vehicle, it will be marked as such in the Fleet Vehicle file, on the request and in the notes on the work order. Federally funded parts are not charged an additional markup fee by the Contracted Operated Parts Store Vendor.

#### C. Monthly Reports

1. The Parts Manager will provide monthly direct issue parts and supplies to Fleet Management at the close of every month.
2. Fleet Management will provide a monthly report to the Parts Manager of all surplus vehicles and equipment and a complete up to date list of all active equipment.
3. Fleet Management will provide a monthly report of all new vehicles/equipment that the county is expecting to be delivered.

#### D. D Annual Inspections/Inventory

1. The Contractor Operated Parts Store vendor will perform an inventory quarterly with the assistance of Fleet Management and report any deficiencies.
2. There will be a clear designation of county owned inventory and vendor owned inventory.
3. The Contracted Operated Parts Vendor will work with the Fleet Manager or designee to identify any obsolete, damaged, or insufficient parts.

1/	<b>Hernando County Fleet Management Standard Operating Guidelines</b>		
<b>Division:</b>	Administration	<b>Issue Number:</b>	600
<b>Initiated:</b>	Fleet Administration	<b>Effective Date:</b>	03/02/2020
<b>Approved:</b>	<i>Brenda Poshel</i>	<b>Revision Date:</b>	1/14/22
<b>Subject:</b>	Fuel	Page   1	

## Hernando County Fuel Plan

### I. Purpose

A) Fleet services will make every possible effort to maintain Fuel supplies and reconcile the amount of fuel ordered, delivered, and distributed.

### II. Scope

A) Fleet Services will strive to fulfill Hernando County departments fuel consumption needs, Fleet services will do everything possible to make sure that all locations are fueled including all 4 fuel sites, tanks located at Parks & Trans Hernando, and vehicles/equipment in the field that needs to be fueled remotely.

### III. Procedures

#### A) Off Road Truck

- The Fuel Truck fuels diesel-powered off-road equipment (graders, tractors, dozers, etc.), the fuel tanks at the transit garage for "The Bus", county owned diesel generators & fuel tanks at the parks.
- Every Tuesday & Thursday the Fleet Fuel Technician will check with the DPW roads Supervisor to get a list of all equipment/vehicles that they need fueled remotely.
- The fuel for the Fuel Truck is pumped manually, not through Gasboy system, at Fleet's #9 Diesel Tank the fuel is then transferred via the Fleet Focus program by the admin office when the technician turns in the transfer ticket. The amount of fuel transferred is logged into the manual logbook and the balances are checked in the computer for Tank #9 and Tank #FT1.
- The truck's fuel tank has its own pump and metering system. The fuel truck driver uses a fuel invoice to record the equipment number, hours/miles, the number of gallons of fuel pumped & the amount of time it took. A daily sheet with totalizer numbers is also filled out, at the start and end of the shift. The

1/	<b>Hernando County Fleet Management Standard Operating Guidelines</b>		
<b>Division:</b>	Administration	<b>Issue Number:</b>	600
<b>Initiated:</b>	Fleet Administration	<b>Effective Date:</b>	03/02/2020
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<b>Subject:</b>	Fuel	Page   3	

the tank monitor prints a new set of totals or sticks the tank. The printout contains gallons, temperature, time, date, and total inches. Also included is the amount of fuel delivered with a gross gallon figure and a net gallon figure. The gallons posted into the computer and paid for are the net gallons from the Bill of Lading. The delivered fuel is posted into the Fleet Focus program under Fuel Receipts. The tank number, time, date of delivery, net gallons from the bill of lading, the current price of the fuel for that day with a \$50.00 pump off charge averaged in and the RO Number are posted. This information needs to be given to the Fleet admin the Fuel Delivery Record form along with the bill of lading for payment.

- Fleet Admin will reconcile the weekly readings with the deliveries and the final invoices when the invoices are received.

#### D) Monthly Fuel Inspections

- Fuel Pump Island Inspection
  1. The Department of Environmental Protection requires a monthly inspection of the fuel system. The Veeder-Root system prints a Liquid Status. This tells whether the interstitial sensors are normal. If they are not, they are serviced by an outside company.
  2. All facets of the system must be inspected. Tank exterior, piping exterior, dispenser liner integrity and whether there is any liquid accumulation, fuel filters on pumps, pipe fittings, hoses, fill containment boxes, removal of any liquid accumulation and check for staining. See: Hernando County Monthly Fuel Site Inspection Report.
  3. The monthly inspection also includes doing the stationary generator. This includes tank exterior, fill containment, liquid accumulation, staining or odor and checking the pneumericator in alarm.  
See: Generation AST



<b>Hernando County Fleet Emergency Fuel Spill Guidelines</b>		
<b>Division:</b>	Central Fueling	<b>Issue Number:</b> 610
<b>Initiated:</b>	Administration	<b>Effective Date:</b> 2/20/2020
<b>Approved:</b>	<i>Brenda Pascul</i>	<b>Revision Date:</b> 1/14/22
<b>Subject:</b>	Fuel Spill Response- Flammable/Combustible Liquid Response	<b>1   Page</b>

## I. PURPOSE

This procedure is designed as a guide to insure timely recognition and intervention of non-liquid/liquid fuel spill response.

## II. SCOPE

This procedure shall act as a guide for Hernando County Fleet Department when responding to all gas or flammable/combustible liquid leak incidents.

## III. DEFINITION

Gas refers to any commercially available gas that is stored, transferred or delivered; including, but not limited to: diesel, unleaded fuel, propane, butane, natural gas, flammable anesthetic gas, manufactured gas, liquefied petroleum (LP) gas in the vapor phase, or mixtures of these gases, and flammable gas-air mixtures of any commercially distributed product. Although some of these materials are in a gaseous state at normal temperature and pressure, they may be in a liquid state when pressurized for use and handling.

*Flammable and Combustible Liquids* are easily ignited and burn readily at normal temperature and pressure. Flammable Liquids have a flash point below 100° Fahrenheit.

## IV. PROCEDURE

### I. ARRIVAL AT SCENE (Non-liquid Gas)

- A. Units arriving on scene will provide size-up following Size-Up EOP and establish Command per Incident Command System EOP.
- B. The first arriving engine company shall position itself at a minimum of 200' upwind from leak. **Note:** 200' may not be sufficient for propane tanks.
- C. Remaining units shall stage at a safe distance and wait for assignment.
- D. Company officer and one firefighter, carrying a dry chemical extinguisher, will advance to the area of the gas leak to determine:
  - 1) Size of leak
  - 2) Source of leak

<b>Hernando County Fleet Emergency Fuel Spill Guidelines</b>			
<b>Division:</b>	Central Fueling	<b>Issue Number:</b>	610
<b>Initiated:</b>	Administration	<b>Effective Date:</b>	2/20/2020
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<b>Subject:</b>	Fuel Spill Response- Flammable/Combustible Liquid Response	<b>Page   3</b>	

## II. ARRIVAL AT SCENE (Flammable or Combustible Liquid Leak or Spill)

- A. Units arriving on scene will provide size-up following Size-Up EOP and establish Command per Incident Command System EOP.
- B. The first arriving engine company shall position itself upstream and upwind from the liquid leak when possible.
- C. Remaining units shall stage at a safe distance and wait for assignment.
- D. Company officer and one firefighter will advance to the area of the gas leak to determine:
  - 1) Size of leak
    - a.) First Responder should be able to handle spills up to 20 gallons
    - b.) >20 gallons; notify HazMat Team if assistance is required
  - 2) Source of leak
  - 3) Type of material leaking
  - 4) Type of container
- E. Driver/operator and remaining firefighters shall prepare for suppression assignment (e.g., 1½ - 1¾ hand line).
- F. All personnel working in the hazard zones must wear full protective clothing, including SCBA with face piece.
- G. Evacuation, if necessary, shall be based upon:
  - 1) Size of leak or spill
  - 2) Type of material
  - 3) Type of container
  - 4) Reading from gas detectors
- H. When it becomes necessary to perform rescue or leak control, the spilled material shall be covered with foam or other vaporreducing product.
- I. Hazard zones shall be established. These hazard zones will be monitored utilizing gas detectors that are carried on fire department and hazardous materials units.

<b>Hernando County Fleet Management Standard Operating Guidelines</b>			
<b>Division:</b>	Administration	<b>Issue Number:</b>	620
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<b>Approved:</b>	<i>Brenda Fishel</i>	<b>Revision Date:</b>	1/14/22
<b>Subject:</b>	Emergency Fuel Plan		Page   1

## Hernando County Emergency Fuel Plan

### I. Purpose

- A. Given that this plan is for natural disasters, and the scope of its affect is impossible to predict, Fleet Services must make certain assumptions and caveats to any relief plan put into action. Fleet services will make every possible effort to maintain service levels at locations after a hurricane has passed, while working with regulatory authorities and under any executive order that has been issued. For planning purposes, the following assumptions must be made.
- Fuel is readily available from terminal suppliers that we would normally use to pull fuel. Petroleum Traders is authorized to pull at nearly every major terminal off every major supplier. If providers must travel non-standard distances to procure fuel, capabilities to fueling locations will be reduced.
  - FEMA and state disaster agencies have not taken control of providers capacity.
  - Providers can reposition drivers and equipment in a timely manner in the aftermath of the natural disaster.

### II. Scope

- A. Given the increased demand for supply before and after hurricanes, capacity is extremely finite. If any of the above assumptions are not met, capacity to fulfill Hernando County departments fuel consumption needs, Fleet services will do everything possible to make sure that locations are fueled.

### III. Procedures

- A. Currently, Fleet Services uses several resources to monitor the progress of tropical storms throughout the season. As Fleet Services monitors storm activity with assistance from Hernando County Emergency Management, the following statuses will be used by Fleet Services staff to prepare for hurricane related issues:
- Level 1: Full Activation
  - Level 2: Partial Activation
  - Level 3: Monitoring Activation

<b>Hernando County Fleet Management Standard Operating Guidelines</b>			
<b>Division:</b>	Administration	<b>Issue Number:</b>	620
<b>Initiated:</b>	Fleet Administration	<b>Effective Date:</b>	01/4/2022
<b>Approved:</b>	<i>Brenda P. Smith</i>	<b>Revision Date:</b>	1/14/22
<b>Subject:</b>	Emergency Fuel Plan		Page   3

#### IV. Recommendations

- A. Given the expected severity of the storm, Fleet Services will poll all contracted providers in the area to ascertain feasibility of the plan to deal with the storm. Fleet Services has evaluated similar events in recent years and based on experiences, would make the following recommendations.
- Keep fuel sites and fuel trucks topped off during normal operations and when the first report of severe weather, top off tanks consisting of short loads and full loads. It is better to pay for a short load of fuel and top off because fuel and resource availability after an event are unknown.
  - Top off all vehicles at site locations before parking them for the storm. This will benefit sites by having all vehicles fueled and tanks at maximum capacity to facilitate additional time before needing to be refueled.
  - Fleet Services shall maintain agreements with fuel distributors and contractors to ensure availability.

Hernando County Fleet Management Standard Operating Guidelines			
Division:	Administration	Issue Number:	710
Initiated:	Fleet Administration	Effective Date:	03/06/2021
Approved:	<i>Brenda Bush</i>	Revision Date:	<u>1/14/22</u>
Subject:	Maintenance	Page   1	

## PREVENTATIVE MAINTENANCE: SOG

### 1. PURPOSE:

A. This procedure is designed as a guide to provide safe, clean and functional facilities and equipment for their employees and guests. The purpose of the Facilities, Vehicle and Equipment Maintenance Plan is to ensure timely, periodic maintenance that identifies potential problems, conserves energy and resources and maintains effective buildings, grounds and equipment to support the day-to-day services required to keep Fleet Management in a functional condition. This is accomplished through the combined efforts of the Fleet Management Department staff and contracted services in our approach to foster a successful preventative maintenance program. Scheduling work allows time, materials, tools, equipment, and labor to be managed easier than having unpredictable maintenance costs, workloads and vehicle downtime. A maintenance plan has been adopted to make these goals attainable.

### Description of Facilities:

- A. The Fleet Maintenance Facility consists of 1 building that includes administrative work areas as well as a parts inventory area, tool room, and maintenance garage with work bays equipment used to maintain the vehicle fleet with a separate fuel Island.
- B. The maintenance garage consists of 10 bays/mechanic work areas. There is a parts department located in the maintenance garage with 1 dedicated parts staff member.
- C. There is a fueling stations with 2 tanks and 4 hoses located east of the maintenance garage.

### 3. Scope

- A. Fleet Management follows a maintenance plan that incorporates all buildings, equipment and customer amenities into scheduled maintenance program. All programs meet the manufacturers recommended maintenance requirements. Fleet Management can always exceed the recommended manufacturer's schedule based on overall usage of the equipment. Maintenance inspections on buildings are accomplished daily, weekly, monthly, quarterly, and annual basis. The Maintenance Department will update the Facilities and Equipment Maintenance Plan as needed to meet Federal Transit Administration (FTA) requirements incorporating all Mission Critical Equipment. The plan reflects the needs of the organization and will be reviewed annually.
- B. The vehicle/equipment maintenance program is managed by the Fleet Maintenance Supervisor. The inspections and routine preventive maintenance activities described in the plan are performed through the coordinated efforts of the Fleet Manager, Fleet Finance Coordinator, Fleet Maintenance Supervisor, Fleet Service Writer, Fleet Lead Technician, 9 Fleet Technicians, and outside contractors or vendors.

Hernando County Fleet Management Standard Operating Guidelines			
Division:	Administration	Issue Number:	710
Initiated:	Fleet Administration	Effective Date:	03/06/2021
Approved:	<i>Brenda Pugh</i>	Revision Date:	
Subject:	Maintenance	Page   3	

- Date, mileage, and description of each inspection, maintenance, repair or lubrication performed.
- The name and address of any business/entity performing an inspection, maintenance, lubrication, or repair.
- Daily Vehicle Inspection sheets that indicate a defect or needed attention.
- Transit Operator Repair Request Form.
- Completed work orders.
- Estimates for repairs.
- Annual vehicle safety inspections.
- Other relevant miscellaneous vehicle documentation or information.

B. Contractor service agreements and third-party vendor procurement are monitored by the Fleet Manager and Finance Coordinator. Contracted maintenance service agreements are implemented, and extensions granted on an annual basis. Records of quotes gathered during the procurement process are stored in the Fleet Management office.

## **6. Fleet Inspections, Maintenance & Repairs**

- A. The Hernando County Fleet Operations Department uses a combination of in-house maintenance and outsourced maintenance. The in-house maintenance shop conducts the preventative maintenance inspections and most maintenance repairs. Hernando County uses outsourced maintenance shops for repairs that require special training and/or specialized equipment. Some of these repairs include, but are not limited to: major transmission repairs, various air conditioning (A/C) work, electronic repairs, some diesel engine diagnostics and repairs, and vehicle warranty work.
- B. Hernando County performs preventative maintenance inspections using the FDOT's "ABC" inspection method unless otherwise prescribed by the vehicle's manufacturer or other methods from actual experiences. For Transit Vehicles that are currently active in Hernando County, a PMB is performed every 6,000 miles. Hernando County uses the manufacturer's specifications as guidelines for how inspections are performed. An inspection is considered "on time" if it is performed no later than ten (10) percent of its scheduled interval or six hundred (600) miles, whichever is greater. Transit Vehicles that are currently active in Hernando County, PMC or Annual Inspection is performed annually in January of every year. The checklists used for preventative maintenance inspections are consistent with the current operating fleet and with the minimum maintenance requirements for vehicles under warranty to ensure maximum vehicle longevity.
- C. Vehicle inspections are tracked using a computerized system called Fleet Focus. Upcoming preventative maintenance reports are generated daily by the Fleet Operations and sent to the Transit Operator to allow for timely inspection scheduling. When an inspection occurs, the vehicle is taken out of service until it is completed, and all necessary repairs and maintenance activities have been performed. When a defect is found during an inspection it is prioritized for

Hernando County Fleet Management Standard Operating Guidelines			
Division:	Administration	Issue Number:	710
Initiated:	Fleet Administration	Effective Date:	03/06/2021
Approved:	<i>Brenda Resnik</i>	Revision Date:	
Subject:	Maintenance	Page   5	

- e. Service and parking brakes.
- f. Warning devices.
- g. Directional signals.
- h. Hazard warning signals.
- i. Lighting systems and signaling devices.
- j. Handrails and stanchions.
- k. Standee line and warning.
- l. Doors and interlock devices.
- m. Step wells and flooring.
- n. Emergency exits
- o. Tires and wheels.
- p. Suspension system.
- q. Steering system.
- r. Exhaust system.
- s. Seat belts.
- t. Safety equipment.
- u. Equipment for transporting wheelchairs.

The annual vehicle safety inspection report shall be prepared by the individual(s) performing the inspection and include the following:

- a. Identification of the individual(s) performing the inspection.
  - b. The date of the inspection.
  - c. Identification of the vehicle inspected.
  - d. Identification of the equipment and devices inspected including the identification of equipment and notations of deficiencies or defective equipment noted and repaired.
  - e. Identification of corrective action(s) for deficient or defective items and date(s) of completion of corrective action(s). This should include the corresponding work order number and date.
- I. Procedure for Annual Vehicle Safety Inspection on Vehicles/Equipment
- a) Vehicle/Equipment is dropped off at Fleet for annual vehicle/equipment check.
  - b) A work order is opened in Asset Works.
  - c) A technician is assigned in Asset Works.
  - d) The technician logs in to the work order, checks any messages that may be on work order.
  - e) The technician checks and updates the meter in asset works.
  - f) The maintenance supervisor pings the GPS.
  - g) The technician checks the fuel focus and calibrates if necessary.
  - h) The technician follows the appropriate checklist for the preventative maintenance check see attached C inspection checklist
  - i) The technician will attach the completed Annual C Inspection checklist to the work order.
  - j) The technician will mark Yes to update the PM on the work order.
  - k) The technician will update notes on work order what was done and findings

<b>Hernando County Fleet Management Standard Operating Guidelines</b>			
Division:	Administration	Issue Number:	720
Initiated:	Fleet Administration	Effective Date:	03/06/2020
Approved:	<i>Brenda Peshel</i>	Revision Date:	1/14/2022
Subject:	Safety	Page   1	

**HERNANDO COUNTY FLEET MANAGEMENT SAFETY: SOG**

**I. PURPOSE:**

- A. This procedure is designed as a guide to provide safe facilities and equipment for their employees and guests.

**II. Scope**

- A. Fleet Management follows a safety plan that incorporates all buildings, equipment, employees, and customers. Safety of all life shall outweigh all other considerations. It is the responsibility of Hernando County to provide a safe and healthy work environment for all employees and assure that all employees have the knowledge, skills, and equipment to perform their jobs safely. These rules shall be strictly adhered to. Negligence, carelessness, or unsafe work practices shall not be tolerated. It is not practical to describe in detail all safe work practices necessary for the safe operation of Hernando County. No work is ever to be considered so important or urgent that the necessary steps cannot be taken to do it safely. Each employee shall assume responsibility for his or her own safety. This responsibility increases with experience. Each employee shall be required to *know* and *use* the protection required for his or her job and shall be familiar with the tools and equipment required. All employees are responsible for seeing that all applicable safe work practices are followed in the performance of the job. Each employee has the additional responsibility of assisting in the safeguarding of others. Each employee shall challenge any carelessness or unsafe work practices and, if the employee believes it necessary in the interest of safety, shall advise the person in charge. The use of the word "shall" indicate a mandatory practice. The word "should" indicate an advisory practice. Where advisory or discretionary judgments are undertaken, adequate measures shall be taken to ensure an equivalent level of accident prevention.

**1. BARRICADES, BARRIERS & WARNING SIGNS**

- A. Employees shall heed all warning signs. Where hazardous conditions exist, barricades, barriers and/or warning signs, such as tape, cones or flashing lights, shall be used to warn employees and the public of the dangers.



Hernando County Fleet Management Standard Operating Guidelines			
Division:	Administration	Issue Number:	720
Initiated:	Fleet Administration	Effective Date:	03/06/2020
Approved:	<i>Brenda Peshel</i>	Revision Date:	1/14/22
Subject:	Safety	Page   3	

- H. If electrolyte is spilled on clothing, the contaminated clothing shall be removed, and the skin washed with water as soon as possible.
- I. Open flames, tools that can cause sparks and other sources of ignition shall be kept clear of the immediate area during charging operations.
- J. When it is necessary to work in battery rooms where sources of ignition exist, the room shall be adequately ventilated. The battery charger shall be turned OFF when practical.
- K. Battery-powered vehicles shall be properly positioned, and brakes set before charging operations commence.
- L. When charging batteries, vents caps shall be kept in place. Care shall be exercised to ensure that vent caps are functioning properly. Battery compartment covers shall be opened to dissipate heat and vapors.
- M. Care shall be exercised to prevent grounding the case of a NiCad cell, since the case is part of an electrical circuit.
- N. When removing a battery, the ground connection shall be the first connection removed. When installing a battery, a ground connection should be the last connection made.
- O. When using a hydrometer to check batteries, care shall be taken to prevent splashing battery acid.
- P. If jumpers are used to start vehicles with dead batteries, the jumper shall be connected first to the positive terminal of the dead battery, then to the positive terminal of the live battery. The other jumper shall be connected first to the negative terminal of the live battery and then to a suitable ground and not the negative terminal of the dead battery.
- Q. Batteries shall be properly disposed of in an environmentally safe manner outside of shop area. Spent dry cell batteries shall be placed in an area of good general ventilation away from ignition sources and outside shops and employee workstations.

### 3. CLOTHING, JEWELRY & ACCESSORIES

Hernando County Fleet Management Standard Operating Guidelines			
Division:	Administration	Issue Number:	720
Initiated:	Fleet Administration	Effective Date:	03/06/2020
Approved:	<i>Brenda Peshel</i>	Revision Date:	1/14/22
Subject:	Safety	Page   5	

- E Valves shall be kept fully closed when not in use. If a special wrench is required, it shall be left in place on the valve stem for immediate use in case of emergency.
- F Oil and grease shall not be permitted to come in contact with torches, valves, regulators, gauges or fittings of oxygen cylinders.
- G Compressed gases shall not be released from any cylinder without using a suitable regulator except to initially clean the valve orifice. The control valve shall be opened only enough to blow out any foreign particles before connecting the regulator or line to the cylinder.
- H Acetylene and hydrogen cylinders shall not be vented.
- I Sparks or flames shall be kept away from cylinders or hoses. A sign Danger-No Smoking, Open Flames or Ignition Sources shall be posted in rooms or at entrances to areas where fuel gas is stored or used.
- J Oxygen shall be used for purposes intended and not for such purposes as to blow out pipelines, dust clothing, start engines, operate pneumatic tools, operate paint spraying devices or to pressurize tanks.
- K Cylinders in use shall be secured to a special cart or secured to a stationary object such as a handrail or column.
- L Cylinders shall be properly secured in the upright position while being transported. Cylinders being transported shall have valve caps in place unless secured to a special cart or truck.
- M Transportation of all compressed gas cylinders shall comply with DOT regulations of hazardous materials shipping papers. Tanks shall not be taken into confined spaces for cutting, welding, etc.
- N Cylinders shall be legibly marked as to contents. Vehicles shall be properly marked (placarded) when transporting cylinders.
- O Acetylene shall not be used at a pressure in excess of 15 psi.
- P Oxygen and fuel gas systems shall be equipped with UL or FM approved flash arrestors (check valves, flashback arrestors, backflow valve), regulators and pressure relief devices. The flash arrestors must, at a minimum, be installed at the regulator. Additionally, the flash arrestor must be installed in the proper direction of flow to ensure proper operation.

Hernando County Fleet Management Standard Operating Guidelines			
Division:	Administration	Issue Number:	720
Initiated:	Fleet Administration	Effective Date:	03/06/2020
Approved:	<i>Brenda Pugh</i>	Revision Date:	1/14/22
Subject:	Safety		Page   7

- G After the slack is taken up, employees shall stand clear of the load before the actual lift is started, except as required by the job. When moving large, heavy equipment or materials by crane, a tag line shall be used.
- H Operators shall not move loads over the heads of employees. Employees shall not work under suspended loads or inside the angle of a winch line.
- I The operator shall not leave controls unattended when the load is suspended.
- J Upon leaving the crane or hoist, the operator shall be certain to open all necessary switches or controls to prevent movement of the crane or hoist while unattended.
- K Approach distances with overhead lines shall be constantly checked. An observer shall be used when cranes or hoists are within ten feet of exposed energized overhead lines.
- L All outriggers shall be used to level a mobile crane. Once the initial strain is taken and before proceeding with the job, the blocking and outriggers shall be re-checked to assure stability.
- M Should an overhead crane or hoist lose power, the controls shall be turned to the OFF position, until power is restored.
- N An approved fire extinguisher shall be easily accessible to crane operator.
- O After the load is removed, the hook and/or slings shall be secured.
- P Hoisting cables and straps shall be visually inspected each day before it is used. Damaged or non-compliant straps, slings and connecting devices shall be discarded immediately. If hooks have a missing or damaged clasp they must be put out of service until replaced.
- Q A load shall be attached to the hook by means of slings or other approved devices.
- R "Shock" loads shall be avoided.

Hernando County Fleet Management Standard Operating Guidelines			
Division:	Administration	Issue Number:	720
Initiated:	Fleet Administration	Effective Date:	03/06/2020
Approved:	<i>Brenda Peschl</i>	Revision Date:	1/14/22
Subject:	Safety	Page   9	

- E Oily wastepaper, oily rags and other combustible materials shall be placed in metal containers with self-closing lids or self-extinguishing lids.
- F Open flames or spark-producing tools shall not be used in any area where combustible gas vapors or dust may exist unless proper precautions are taken in accordance with departmental procedures.
- G Fire extinguishers that have been discharged, even partially, shall not be placed back in service, but shall be promptly tagged and removed from service. The discharged extinguisher shall be replaced with a fully charged unit.
- H Designated fire hoses and other fire protective equipment shall not be removed from fire stations or used for purposes other than firefighting or drills.
- I Accesses to fire extinguisher; designated fire hoses and other fire protective equipment shall not be obstructed.
- J All extinguishers shall be kept at their designated location on a hanger or in a cabinet when not in use. Extinguishers are located at the following locations: Office hallway by main entrance, inside shop entrance door to parts room, on center support post in shop between bay 1 and 2, on center support post between bay 4 and 5 and on the north wall in the welding room

## 9 FLAMMABLE & COMBUSTIBLE LIQUIDS & GASES

- A All "NO SMOKING" signs shall be strictly observed. No open flames shall be allowed, or spark-producing tools used in the area (within 35 feet) where flammable or combustible liquids and gases are stored.
- B Flammable and combustible liquids and gases shall be kept and transported only in approved containers. Containers being transported shall be properly secured.
- C Safety cans containing flammable liquids shall be marked with a yellow stripe around the can, and the can contents clearly identified.
- D Flammable hazard or combustible waste liquid shall be disposed of only into approved waste containers. Waste shall never be emptied into any drain.

Hernando County Fleet Management Standard Operating Guidelines			
Division:	Administration	Issue Number:	720
Initiated:	Fleet Administration	Effective Date:	03/06/2020
Approved:	<i>Brenda Puskul</i>	Revision Date:	1/14/22
Subject:	Safety	Page   11	

- F Forklifts with gasoline or diesel engines shall not be operated in an enclosed area for prolonged periods of time, so as not to exceed the allowed levels of carbon monoxide.
- G When a forklift is moved loaded or empty, forks shall be carried as low as possible but high enough to clear uneven surfaces.
- H Loads shall not be raised or lowered while the truck is traveling.
- I The warning light on the forklift shall be turned "ON" whenever the unit is in operation.
- J Passengers are not allowed to ride on a forklift. No one shall be permitted to ride the load at any time.
- K Only approved platforms shall be used as a man-lift. The platform will be properly secured to the mast or forks, and guards will be in place to prevent hands or materials from passing into the mast area.
- L Personal fall arrest equipment should be properly secured to the fork-tine carriage and not to the platform or work basket.
- M The forklift operator shall never leave the lift while an occupied work platform/basket is elevated.
- N When forklifts are used in loading and unloading operations inside trucks or trailers, special precautions shall be exercised. The vehicle shall be properly docked and parked with the wheels safely chocked. In addition, there shall be no personnel (other than the operator) permitted inside trucks or trailers while the forklift is in operation (traveling).
- O Upon control difficulty, malfunction, or equipment failure, the unit shall be tagged as "out-of-service" until repairs are made, and the unit is re-certified.
- P When the forklift is not in use, the forks shall be lowered, brakes set, and the key turned to the "OFF" position.
- Q Personnel shall not stand or pass beneath the elevated forks, whether loaded or empty.
- R Forklift trucks should not be used in place of jacks or other lifting devices.

Hernando County Fleet Management Standard Operating Guidelines			
Division:	Administration	Issue Number:	720
Initiated:	Fleet Administration	Effective Date:	03/06/2020
Approved:	<i>Burke Peshl</i>	Revision Date:	1/14/22
Subject:	Safety	Page   13	

- D Impact tools such as chisels, punches, drift pins and hammers, that become worn, mushroomed, or cracked, shall be dressed before further use or replaced.
- E Sharp-edged tools shall be kept sharpened.
- F Hand tools shall be used in such a way as to prevent injury in case of a slip.
- G Chisels, drills, punches, and ground rods and pipe shall be held with suitable holders or tongs, not with hands, while being struck by another employee.
- H Wrenches with spring or damaged jaws shall not be used. Adjustable wrenches shall be pulled so force is applied to the side of the fixed jaw.
- I Only approved extensions shall be used for added leverage.
- J Only wrenches designed for the purpose shall be struck.
- K Tools with sharp edges shall be stored and handled so they will not cause injury. They shall not be carried in pockets. All cutting tools shall be kept properly guarded.
- L Tool handles that are loose, cracked or splintered shall be replaced. Handles shall be kept clean of oil and grease.
- M Files and rasps shall be used with handles. They shall not be used as a pry, nor shall they be struck.

**13 HEAT STRESS**

- A Heat stroke, heat exhaustion and heat cramps are conditions caused by prolonged exposure to high heat and high humidity environments.
- B Heat stroke is the most serious of the problems associated with working in hot environments. A person with signs or symptoms of heat stroke requires immediate hospitalization.
- C Heat exhaustion is serious but, in most cases, can be treated by resting in a cool place and drinking plenty of liquids.

Hernando County Fleet Management Standard Operating Guidelines			
Division:	Administration	Issue Number:	720
Initiated:	Fleet Administration	Effective Date:	03/06/2020
Approved:	<i>Brenda Puckett</i>	Revision Date:	1/14/22
Subject:	Safety	Page   15	

## 15 LADDERS

- A Only approved ladders shall be used in a safe manner. Manufacturers' weight limit shall not be exceeded.
- B Ladders shall be visually inspected before they are used.
- C Defective ladders shall be tagged and removed from service. If they are not repairable, they shall be destroyed.
- D Employees shall face the ladder and use both hands when climbing up or down. Tools shall not be carried in the hand. They shall be raised or lowered in a safe manner.
- E Employees shall not slide down a ladder. They should take one step or rung at a time.
- F Only one employee at a time shall work on a ladder, unless otherwise indicated by the manufacturers' recommendations.
- G The ladder shall be moved as work progresses to avoid overreaching. Two ladders shall never be lashed together to make a longer one.
- H When using straight or extension ladders, employees shall not climb past the third rung from the top.
- I Employees shall ensure that both latches of an extension ladder are seated properly. The minimum overlap for extension ladders is three feet.
- J Ladders shall be tied off, top and bottom, to a substantial support whenever practical. Under certain conditions it may be necessary for another employee to hold the ladder to prevent falling or slipping.
- K If an employee is required to transfer from a ladder to a landing, the side rails shall extend at least three feet above the landing.
- L When using a step ladder, the employee shall not stand on the top step or on the top of the ladder.
- M A step ladder should not be used as a substitute for a straight ladder.
- N Before climbing a step ladder, employees shall make sure spreaders are fully extended and locked.

Hernando County Fleet Management Standard Operating Guidelines			
Division:	Administration	Issue Number:	720
Initiated:	Fleet Administration	Effective Date:	03/06/2020
Approved:	<i>Brenda Peshel</i>	Revision Date:	1/14/22
Subject:	Safety	Page   17	

- E Turn off and unplug office machines prior to making adjustments, repairs or performing maintenance.
- F Keep overhead bins fully opened or closed.

## 18 PERSONAL INJURIES

- A If an employee is injured on the job, the person in charge shall be notified immediately.
- B The injured employee's supervisor and the employee shall determine if medical attention is required and shall make arrangements for transporting the employee to an authorized physician, clinic, or a hospital, as soon as possible.
- C On the job injuries and illnesses requiring medical attention shall be referred to an authorized physician, clinic, or hospital emergency room.
- D The supervisor shall be responsible for completing the Notice of Injury Report form as well as the Supervisor's Accident Investigation Report form. Reports shall be completed within 24 hours or the next regular scheduled workday.
- E First aid kits shall be regularly inspected and stocked with approved supplies as necessary. The shop First Aid kit is located in the tool crib and a kit is located in the cab of each service truck.

## 19 PNEUMATIC & HYDRAULIC TOOLS

- A Pneumatic and hydraulic tool shall be operated by properly trained persons.
- B Pneumatic and hydraulic tools shall be used with care. They shall not be pointed at another person.
- C Pneumatic and hydraulic power tools shall be secured to the hose by a positive means to prevent the tool from becoming accidentally disconnected. Tools shall not be operated at pressures exceeding manufacturers' specifications.



Hernando County Fleet Management Standard Operating Guidelines			
Division:	Administration	Issue Number:	720
Initiated:	Fleet Administration	Effective Date:	03/06/2020
Approved:	<i>Brenda Peschel</i>	Revision Date:	1/14/22
Subject:	Safety	Page   19	

a power source unless: (1) the tool is an approved double-insulated type, (2) the tool is connected to a ground fault interrupter, (3) connected by means of an isolating transformer, or (4) protected by an "assured grounding system."

- B All power tools shall be inspected prior to use to ensure safe operation.
- C Power tools shall be used only within their design capability and shall be operated in accordance with the instructions of the manufacturer.
- D All tools shall be kept in good repair and should be disconnected from the power source while repairs or adjustments are made.
- E Electric tools shall not be used where there is a hazard of flammable vapors, gases or dust.
- F All tools or cords shall be disconnected by grasping the plug, not the cord. Extension cords shall be maintained in good repair. Cords for power tool use shall be of the three-wire ground type. Extension lamp cords shall have guards and shall not be used for tool operations. Tools should not be lifted or lowered by the cord.
- G Ground fault interrupters shall be used when an electric tool is used under damp conditions or in an enclosed vessel.

## 21 STATIONARY POWERED TOOLS

- A Appropriate personal protective equipment shall be worn.
- B Machine guards shall be properly installed and shall not be removed except for inspection or repairs. Powered tools shall only be operated with the guards in place.
- C Stationary powered tools shall be secured to prevent movement.
- D A brush or other safe method shall be used to clean chips away from the machine.
- E Clamps shall be used to hold work in a drill press.

Hernando County Fleet Management Standard Operating Guidelines			
Division:	Administration	Issue Number:	720
Initiated:	Fleet Administration	Effective Date:	03/06/2020
Approved:	<i>Brenda Pestul</i>	Revision Date:	1/14/22
Subject:	Safety	Page   21	

- D Where seat belts and shoulder harnesses are provided, they shall be used.
- E Internal combustion engines shall not be operated within closed garages or other buildings where adequate ventilation is not provided.
- F Employees shall not operate unsafe vehicles or equipment. Unsafe vehicles or equipment shall be removed from operation and reported promptly.
- G Trucks shall not be operated with tailboards hanging loose, or with tool compartment doors open.
- H Where visibility is obscured and sufficient personnel are available, a flagman shall be placed at the rear of the vehicle being backed. The flagman shall be positioned in such a manner as to see the area to the rear of the vehicle and be seen by the operator. The operator shall obey signals given by the flagman.
- I Any unusual loads or any necessary overload shall be handled in compliance with state and local laws or ordinances.
- J When loading vehicles, care shall be taken to balance or distribute the load as equally as practical.
- K Where visibility is obscured operators shall walk around the vehicle before moving it to make sure everything is in the clear.
- L Operators shall consider and know all overhead clearances.
- M Employees should not board or get off of a moving vehicle.
- N Doors shall be opened carefully to avoid striking people, objects, or other vehicles. Caution shall be exercised when opening doors on the street side of a vehicle.
- O Loads extending four feet or more beyond the body of the vehicle shall have a red warning flag attached.
- P On attaching trailers, the safety latch shall be closed and locked.
- Q Adequate advanced warning shall be given to all traffic before attempting to turn with a load that projects over five feet beyond the end of the truck trailer.

Hernando County Fleet Management Standard Operating Guidelines			
Division:	Administration	Issue Number:	720
Initiated:	Fleet Administration	Effective Date:	03/06/2020
Approved:	<i>Brenda Piskul</i>	Revision Date:	1/14/22
Subject:	Safety	Page   23	

- H A welder should not weld with cables coiled around or placed on his or her body. Repair splices shall not be permitted within ten feet of the welder.
- I Electrode holders, when not in use, shall be so placed that they cannot make electrical contact with persons, conductive objects, fuel or compressed gas tanks. Electrodes shall be removed from holders when not in use.
- J Welding rod stubs shall be properly disposed of.
- K If the object to be welded or cut cannot readily be moved, all moveable fire hazards in the vicinity shall be taken to a safe place or otherwise protected.
- L Suitable fire extinguishing equipment shall be available at the site in a state of readiness for instant use.
- M No welding or cutting shall be performed on used equipment, pipes, drums, barrels, tanks, or other containers until they have been cleaned so thoroughly as to make certain that there are no flammable materials present or substances that might produce flammable or toxic vapors.
- N Employees exposed to the hazards created by welding, cutting or brazing operations shall be protected by proper personal protective equipment.
- O Mechanical ventilation is required when welding or cutting is done. These materials: fluorine compounds, zinc, lead, chlorinated hydrocarbons, beryllium, cadmium, mercury, cleaning compounds, galvanized materials and stainless steel are particularly hazardous and have specific control requirements. Refer to SDS for specific health requirements for these hazardous materials.
- P Under no conditions shall acetylene be generated, piped or utilized at a pressure in excess of 15 psig (or 30 psia).
- Q Compressed gas cylinders shall be legibly marked, for the purpose of identifying the gas content, with either the chemical or trade name of the gas.
- R Cylinders shall be kept away from all sources of heat and at least 20 feet from highly combustible materials or protected by fire-resistant shields.
- S Valve protection caps shall always be in place, hand-tight, except when cylinders are in use or connected for use.

Hernando County Fleet Management Standard Operating Guidelines			
Division:	Administration	Issue Number:	720
Initiated:	Fleet Administration	Effective Date:	03/06/2020
Approved:	<i>Brinda Peshel</i>	Revision Date:	1/14/22
Subject:	Safety	Page   25	

## 24 EQUIPMENT MAINTENANCE

- A Employees shall know and comply with the Lockout/Tagout Procedures in this manual and as defined in Departmental Procedures.
- B Before working beneath raised hoods, tilted cabs or dump truck bodies, mechanical supports shall be checked to assure proper support.
- C No employee shall work beneath a vehicle or other piece of equipment held by a chain hoist. Such equipment shall be supported by a stand (locked if adjustable) or otherwise blocked or cribbed.
- D Oil dripping shall be cleaned promptly and shall not be allowed to accumulate on the floors or work surfaces.
- E Only approved cleaning fluids shall be used on floors, parts, etc.
- F Exhaust fumes shall be vented to the outside if it is necessary to run engines inside a closed garage.
- G Tools, parts, hoses, etc., shall not be left in walkways where they can cause a tripping hazard.
- H Portable floor fans shall be equipped with a grill or mesh having openings no larger than one-half inch.
- I Hands shall be kept clear of the high-pressure grease gun nozzle when the handle is pulled. Employees shall make sure the top of the grease cylinder gun is securely in place, when filling a cylinder with a pressurized system.
- J Use approved brake wash methods and appropriate personal protective equipment to minimize airborne dust.
- K Observe manufacturer's safety precautions while using brake pressure bleeders.
- L Exercise proper precautions when handling brake fluid.
- M When using a stepladder for access to a vehicle or vehicle mounted equipment, the stepladder should be tied or chained off if possible.

Hernando County Fleet Management Standard Operating Guidelines			
Division:	Administration	Issue Number:	720
Initiated:	Fleet Administration	Effective Date:	03/06/2020
Approved:	<i>Brenda Peshel</i>	Revision Date:	1/14/22
Subject:	Safety	Page   27	

- C Before raising a vehicle, loose equipment on the vehicle shall be secured and doors closed. Overhead clearance shall be checked before raising any large piece of equipment.
- D Mechanical positive locking devices shall be used, in all lifts equipped with such devices, before any work is performed under vehicles that are on lifts.
- E Loads shall be squarely engaged, and neither the lift nor adapter shall be overloaded.
- F Jacks shall be securely positioned on a firm surface.
- G No work shall be done under a vehicle supported only by jacks. A vehicle on jacks shall be supported by adjustable stands in the locked position or otherwise cribbed or blocked before work may begin. Jack stands shall be on hand at the beginning of the jacking procedure.
- H Each jack shall have its load rating permanently and legibly marked. No jack shall be overloaded.
- I Every jack shall be inspected before use. Jacks shall be tested and inspected during monthly shop inspections. Jacks that are damaged or unsatisfactory shall be tagged out-of-service and repaired before returning to use.
- J When jacking a vehicle up or down, wheels shall be locked.
- K Vehicles are not to be left elevated on lifts overnight unless absolutely necessary. Brake replacement is not to be done on the lifts unless absolutely necessary.

## 27 PART WASHERS

- A All parts washers will be used in accordance with manufacturers' operating procedures.
- B Do not reach inside a cabinet type washer with the turntable moving or while it is in operation.
- C Keep the floor clean and dry around parts washers to reduce risk of slipping or falling.

Hernando County Fleet Management Standard Operating Guidelines			
Division:	Administration	Issue Number:	720
Initiated:	Fleet Administration	Effective Date:	03/06/2020
Approved:	<i>Brenda Peshel</i>	Revision Date:	1/14/22
Subject:	Safety	Page   29	

- I Check the *Multi-Piece Rim Matching Chart* to see that the rim parts are properly matched. Never use a rim part unless you can positively identify it from the manufacturers' stamped markings. If it cannot be identified, **destroy it**.
- J Remove rust, dirt, or corrosion from wheel rim parts. Repaint to extend the life of the part. Approved tire lubricant shall be used to seat the beads of a tubeless tire.
- K Do not use starting fluid, ether, gasoline, or other explosive material to lubricate, seal, or seat the beads of a tubeless tire.
- L Never inflate beyond 5 psi before placing the tire/rim in an approved restraining device (cage).
- M Use a clip-on air chuck with gauge while inside the restraining device (cage). Do not rest or lean any part of the body against the restraining device (cage) during inflation.
- N Never inflate beyond inflation pressure specified on the rim or tire.
- O Inspect proper seating of all parts before removing from restraining device (cage).
- P If a tire must be changed in the field, the vehicle shall be a safe distance from passing traffic. Reflectors, flares, or other warning devices shall be used in addition to traffic cones to alert oncoming traffic.
- Q If work is to be done on a vehicle near energized lines, all instructions of a qualified person in charge shall be followed, consistent with safe work practices.
- R Do not use externally installed plugs to permanently repair any over the road vehicles. Internal plug patches shall be used as a permanent repair.
- S "Fix-a-Flat" or other tire chemical inflators shall not be used to repair or re-inflate flat tires.
- T Extreme caution shall be used to avoid sparks or chemical contact when dismounting a tire that has been inflated with a tire chemical inflator.
- U An outside tire vendor will do **ALL** split rims and two-piece rims.

Hernando County Fleet Management Standard Operating Guidelines			
Division:	Administration	Issue Number:	720
Initiated:	Fleet Administration	Effective Date:	03/06/2020
Approved:	<i>Brenda Pestel</i>	Revision Date:	1/14/22
Subject:	Safety	Page   31	

present potential hazards from physical or chemical agents, such as: grinders, drills, sandblasting, using compressed air, welding, etc.

- D Other personal protective equipment, such as necessary and appropriate, to protect the health and safety of employees will be worn or utilized as determined by Fleet or the supervisor in charge. Steel-toed boots or shoes will be worn while working on Fleet vehicles and equipment.

### 30 BACK INJURIES-LIFTING

- A Test every load before you lift by pushing the object with your hands or feet. This will tell how heavy the object is. Small size does not mean a light load. Make sure the load is balanced and packed so it won't move around. Be sure to have a tight grip on the object before you lift it. Keep your body facing the object while you lift. Keep the load close to your body. Do not reach out to lift or carry the object. Lift with your legs. Bend your knees and not your back to pick up the load. Keep your back straight. Try to carry the load in the space between your shoulders and your waist. Don't try to lift something too heavy, if you must strain—it's too heavy. Make sure you have enough room to safely lift the object. If necessary, clear a space. Avoid walking on slippery, uneven surfaces while carrying something. Do not rely on a back belt to protect you. Back belts are not proven to prevent back injuries. Get help before you lift a heavy load. Use a dolly or forklift if possible.

### 31 SAFETY DATA SHEETS

- A Safety Data Sheets (SDS) must be collected and maintained on any and all chemical, petroleum or item that could cause a potential health hazard. You have a right to know what hazards you face on the job. You have the right to be taught about the hazardous materials you might be exposed to and how to protect yourself. The SDS will identify the chemical by its common name, hazardous ingredients, its characteristics, safe handling, and reactivity and how to protect you while using the chemical or substance. All SDS should be updated every two years to stay current on product composition changes.

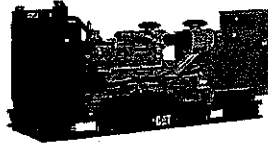
Hernando County Fleet Management Standard Operating Guidelines			
<b>Division:</b>	Administration	<b>Issue Number:</b>	740
<b>Initiated:</b>	Fleet Administration	<b>Effective Date:</b>	1/4/2022
<b>Approved:</b>	<i>Brenda Peschel</i>	<b>Revision Date:</b>	
<b>Subject:</b>	Accident, Incident, or Hazard		Page   1 of 1

1. **Purpose:** To establish procedures for reporting accident/incidents/hazards to Fleet in regard to vehicles/equipment, Fleet employees and Fleet facilities.
2. **Procedure:**
  - 2.1. Follow procedures outlined in the Accident/Incident SOP supplied by Risk Management.
  - 2.2. The Department Supervisor will notify Fleet by phone of the accident/incident including a quick overview of the details. Arrangements will be made by Fleet at that time should the vehicle need to be towed.
  - 2.3. The Department will follow up by e-mail the notification of the accident/incident. Details should include location, time, Hernando County driver, and details of any other vehicle involved.
  - 2.4. The vehicle will be brought to Fleet for pictures. If towed, the vehicle will remain in the Fleet yard until the Insurance Adjuster has seen the vehicle.
  - 2.5. The Department will furnish Fleet with a copy of the Accident/Incident Report, Police report, etc. in connection with the accident/incident.
  - 2.6. Fleet will coordinate with Risk Management on the repair of the vehicle. This will include arranging transportation of the vehicle to the body shop or preparing an estimate for repairs, coordinating with the Insurance Adjuster to view the vehicle, opening a PO for payment for repairs, if needed and submitting the repair bills for payment. If Fleet prepares an estimate for repairs to give to third party insurance, Fleet will provide the estimate to the department and the third-party insurance.
  - 2.7. Fleet will notify the Department when the vehicle is ready to be picked up.
  - 2.8. Fleet will bill the Department the insurance deductible after the vehicle has been repaired and Risk Management has notified Fleet of the receipt of payment from the Insurance Co. Risk Management will furnish Fleet with a copy of the Insurance check which will be included in the Accident/Incident record kept by Fleet. If a third-party insurance company is involved, when the department receives the insurance check the department will provide a copy of the check to Fleet.



# Exhibit O: Emergency Generator Checklist

# MID FLORIDA DIESEL



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

SITE: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone #: \_\_\_\_\_

FAX #: \_\_\_\_\_

## GENERATOR START-UP PREREQUISITES

### CHECK SHEET

Requested Start-Up date: \_\_\_\_\_ (allow for 7 day notification)

Generator Model: \_\_\_\_\_

Transfer Switch Model: \_\_\_\_\_

System Voltage: \_\_\_\_\_ ( ) 1-Phase ( ) 3-Phase

1. Are start-up procedures outlined in written job specifications? ( ) Yes ( ) No
2. Distance from Available service truck parking to generator location? \_\_\_\_\_.
3. Is the engine-generator: ( ) Diesel ( ) LP ( ) Natural Gas
4. Is the generator located: ( ) Indoor ( ) Outdoor
5. Is the transfer switch located: ( ) Indoor ( ) Outdoor
6. Is all equipment mounted, secured and connected in accordance with industry Standards and as required by local, state or federal codes? ( ) Yes ( ) No
7. Is the generator anchored to the generator pad? ( ) Yes ( ) No

8. Is the engine exhaust installed and completely connected?  Yes  No
9. Is the entire fuel system plumbed?  Yes  No
10. Is generator completely fuelled? (Natural Gas & LP Propane must have 11" of water column pressure available at the engine demand regulator, in order to load test the generator.)  Yes  No
11. If answered **NO**, to# 11, how much fuel available? \_\_\_\_\_
12. Is the battery charger installed and wired to commercial power? (Dedicated Circuit).  Yes  No
13. Is the engine block heater installed and connected to commercial power? (Dedicated Circuit)  Yes  No
14. Are engine starting batteries available? (DO NOT CONNECT)  Yes  No
15. Are remote start leads pulled and in separate conduit?  Yes  No
16. Is the remote annunciator installed and wires pulled? (optional equipment)  Yes  No
17. Is commercial power connected & available?  Yes  No
18. Has the AC output from the generator been connected to the ATS?  Yes  No
19. Will consulting engineer and/or owner be present at start-up?  Yes  No

If upon arrival for the Start-Up Inspection, and the required items identified on this checklist are not completed resulting in a second visit, an additional charge of \$80.00/hr. and \$1.00/mile will be invoiced to the customer.

Please sign and fax back to our Service Department at (863) 519-0109.

Print Name: \_\_\_\_\_

DATE: \_\_\_\_\_

Sign: \_\_\_\_\_