

# Vehicle Management FTA 5310

UTAH TRANSIT AUTHORITY

# Table of Contents

## **1. VEHICLE MANAGEMENT**

- 1.1. Vehicle Procurement Process
- 1.2. RidePilot
- 1.3. Pre and Post Trip Inspections
- 1.4. Vehicle Maintenance
- 1.5. Accident and Incident Report
- 1.6. Driver Training
- 1.7. Insurance Coverage
- 1.8. Useful Life and Disposal
- 1.9. Asset Inventory

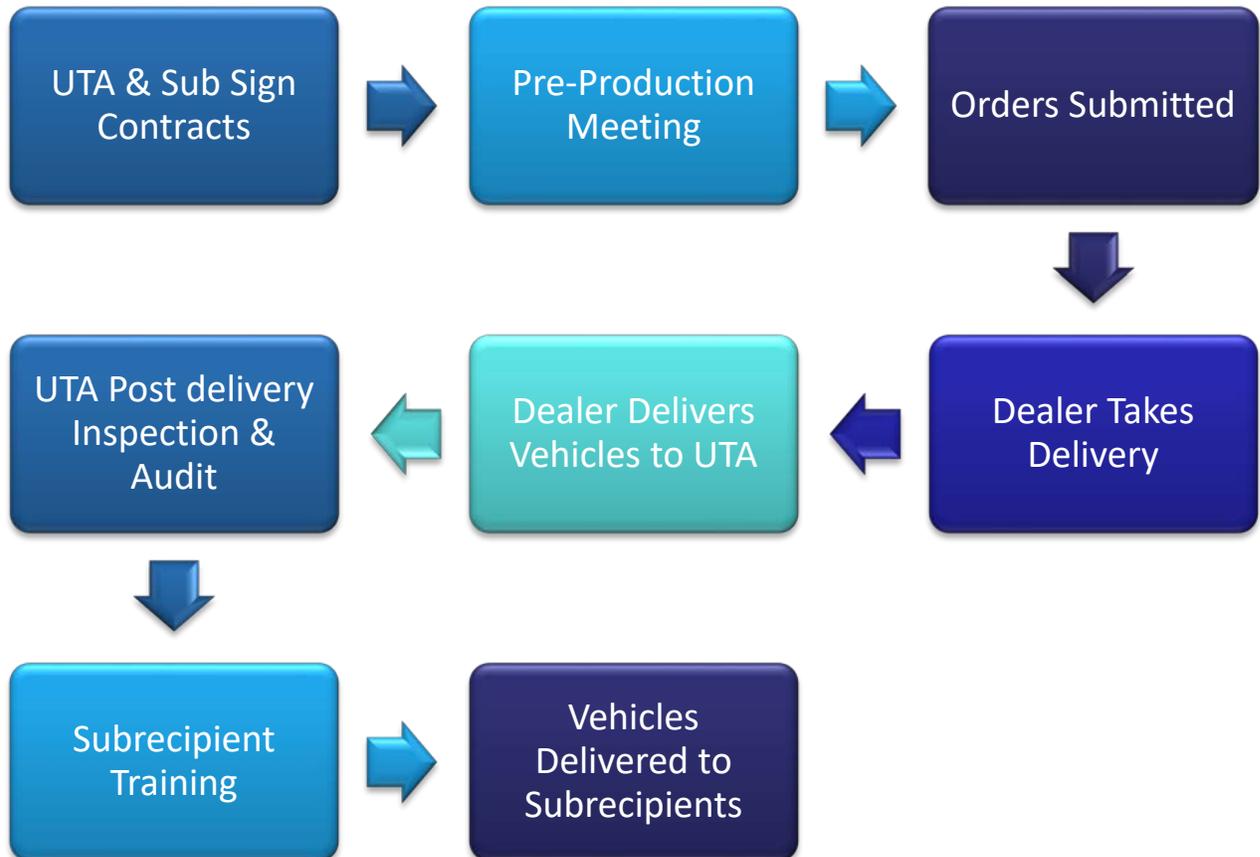
## **2. SITE VISIT and VEHICLE INSPECTION**

- 2.1. Two Year Process
- 2.2. Risk Assessment
- 2.3. Vehicle Inspection Requirements
- 2.4. Civil Rights Compliance
- 2.5. Vehicle Security Requirements

# 1. Vehicle Management

## 1.1 Vehicle Procurement Process

UTA procures vehicles for the FTA 5310 grant subrecipients.



## 1.2 RidePilot

RidePilot is the online management system UTA has helped create for subrecipients to track their vehicle assets. This helps subrecipients report to UTA, and UTA report to the FTA how your vehicle is being utilized and its condition. Before receiving your vehicle, your agency will need to have 1:1 or group training with our RidePilot specialist. They will train you how to track trips, how to track individuals served, how to report maintenance events and preventative maintenance, and upload receipts and documents. If your agency uses dispatching for vehicles, RidePilot can also be used as a dispatching software to save your agency money.

## 1.3 Pre/Post Trip Inspections

Before and after a trip your driver must perform a pre/post trip inspection. We have templates on our website that have more detail, and you can make your own pre inspection as long as it contains these minimum requirements:

- Date
- Driver identification
- Vehicle walkaround
- Fluid leaks
- Low tires
- Mirrors
- Windows
- Lights/flashers/blinkers
- Cycle and inspect lift or ramp (if accessible vehicle)
- Vehicle fuel (gal)
- Begin odometer
- End odometer
- Total daily miles
- Notes or comments section

## 1.4 Vehicle Maintenance

Vehicle preventative maintenance will be based on a schedule. You can find your vehicle schedule in RidePilot under the 'Preventative Maintenance' heading. Each vehicle schedule will have different requirements based on manufacturers recommendation. If you have a vehicle with a wheelchair lift, your lift will also have preventative maintenance requirements you will need to follow.

Maintenance events will also need to be recorded and reported in RidePilot. This is anything that is not on the preventative maintenance schedule such as fixing a dent, replacing a mirror or a lightbulb, repairing a flat tire or replacing a tire. You must upload receipts and invoices of maintenance events and preventative maintenance into RidePilot.

Preventative maintenance plans (or schedule) should be within 20% of the manufacturer's recommended timelines and should include any required warranty service or inspections. Record-keeping should include a file with copies of all procurement documents, such as the purchase order, manufacturer's specifications and warranty, and a schedule of inspections, service, and repairs which were done for the equipment and/or vehicle. These records must be maintained as long as the equipment/vehicle is used in the service or program it was purchased for, plus three additional years.



## 1.5 Accident and Incident Reporting

If an accident or incident (any significant damage to the vehicle) occurs your agency must report it to UTA **within 24 hours**. You must also fill out an accident report and send us a copy. You will also need to send us any police reports. You can use your own accident report if it contains similar information as our template.

In the unlikely event that the vehicle is a complete loss, UTA will need to work with your

agency's insurance company with regards to proceeds. Please contact UTA as usual and let us know so we may follow correct protocol.

### **ACCIDENT CONTACTS:**

Grant Manager; Holly Mahoney (801) 237-1994 (801) 541-8053 hmahoney@rideuta.com

Coordinated Mobility Manager; Ryan Taylor (801) 287-2399 (801) 635-9482 rtaylor@rideuta.com

## 1.6 Driver and Management Training

**Training videos can be found:**

**[nationalrtap.org](http://nationalrtap.org) on the eLearning page**

**And UTA Grant Management FTA 5310 youtube channel**

All drivers must complete the following trainings:

- ADA and Sensitivity
- Bloodborne Pathogens
- Customer service
- Defensive Driving
- Distracted Driving
- Drugs and Alcohol
- Emergency Management
- Passenger Safety
- Transporting Non-Ambulatory Passengers
- Transit and Human Trafficking
- Problem Passengers: Managing Difficult Passengers and Situations

For Maintenance:

- Top Shops: Emergency Management
- Top Shops: Instructor Led Training (ILT) course

For Grant Managers and Fleet Managers:

- UTA Application Workshop
- UTA Vehicle Workshop
- UTA Grant Management Workshop
- UTA RidePilot Training
- Transit and Human Trafficking
- ADA and the FTA: Improving Access for People with Disabilities
- FTA Drug Abuse Awareness Video
- Reasonable Suspicion Training for Supervisors
- FTA 101: An Introduction to the Federal Transit Administration
- Title VI Program Requirements for FTA Grantees

Vehicle Safety Standards:

- Agency management commitment to safety. Examples may include: safety policies, an agency safety committee, a safety communication program for the workplace (such as posters, safety bulletins, safety meetings, etc.), and workplace procedures that include safety elements
- Operational on-board safety equipment, including fire extinguishers, first aid kit, web cutter, bio-hazard kit, road warning triangles, based on agency policies | Ensure communications equipment is working properly and that back-up procedures are in place for emergency communications in areas of poor coverage or “dead spots”
- Driver training for the safe transport of all passengers, including service animals, should include special needs passenger assistance, proper restraints for children, responding to passenger and vehicle emergencies, and requirements for seat-belt use
- Driver training for transporting special needs individuals, including lift operation, storing portable oxygen tanks, securing wheelchairs and non-traditional personal mobility devices, and any other specialized driver training required by the agency
- Driver first aid and CPR training, should include procedures for dealing with potential blood-borne pathogen spills inside a vehicle
- Vehicle pre-trip and post-trip inspections as outlined section 4.3 of this handbook
- Driver training for driving under challenging conditions such as winter storm driving, techniques for driving in heavy rain, snow and ice, night driving, left turns at intersections, driving in heavy winds, etc. (Optional but strongly recommended.)
- Procedures for vehicle breakdown and unavoidable stops, including safe vehicle evacuation and grouping of passenger outside of the vehicle
- Safety procedures for bus storage and vehicle maintenance facilities, if the agency operates such facilities, covering both the operation of vehicles inside the facilities, and the safe use of equipment

- Procedures and policies for responding to all hazards, including evacuations, as established by the agency’s policies and procedures, and in coordination with emergency first responders in the area. Agencies are encouraged to establish inter-agency agreements and to define how vehicles might be deployed in the event of an emergency - what agency will be providing drivers, insurance coverage would in place, and procedures are in place in advance
- Your agency must have written policies and procedures in place to prevent loss damage and theft of vehicles.
- You must always secure keys when they are not being used in the vehicle.
- Your agency must have a policy outlining that a driver cannot deny service if a wheelchair can not be secured. You must have a policy on what to do if wheelchair cannot be secured (such as using extra straps, calling for a different vehicle, etc.)
- Vehicles will be inspected by UTA every two years.

## 1.7 Insurance Coverage

All vehicles must have proof of insurance cards up to date. UTA must have a copy of your insurance coverage plan with amounts and showing UTA as the lien holder. Unless, the agency in question is self-insured, wherein they must provide a signed letter that states UTA is the lien holder on the vehicle.

Minimum coverage required:

Automobile Liability

Bodily Injury and Property Damage for any owned, hired, and non-owned vehicles used in the performance of this Contract.

Combined Single Limit (CSL) \$2,000,000

The policy shall be endorsed to include the following additional insured language: "The Utah Transit Authority shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Contractor, including automobiles owned, leased, hired or borrowed by the Contractor"

## 1.8 Useful Life and Disposal

On the following page is a chart showing different vehicle types and their useful life benchmark. Once the useful life is met the agency may request UTA to release the lien on the title. When the vehicle is ready for disposal the agency must notify UTA.

Agencies are required to notify UTA if the vehicle has been out of service for 90 consecutive days. Agencies are required to notify UTA when the subrecipient can no longer use a vehicle, if the original purpose for the vehicle changes, the service is terminated, the transit project ends, or the agency is closing or no longer providing transportation. If the project is at an end or an agency closes and useful vehicle life remains, UTA will transfer the vehicle to another eligible agency.

Regardless of the method of disposal, any vehicle being disposed of must have a free and clear title. (Agencies must request the title to be released by UTA even when a vehicle will be “junked.”) The wrecking company will need to provide the title to DMV showing that the vehicle is no longer operational.

Titles are released to the owner (subrecipient) when requested for disposal, once useful life standards have been met. When a vehicle is requested to be transferred to another agency for similar service, UTA releases the title for changes but must remain on the title as first lien holder as long as it is used for transporting seniors and people with disabilities. When disposing of a vehicle, the agency may follow its own rules and procedures for disposing of federally-funded surplus property, as long as the disposal or sale is conducted in an open public process and meets all state or federal laws, rules, and requirements.

Agencies may sell the vehicle and keep the sales proceeds but must return any amount over \$5,000 to UTA to reinvest in other vehicles providing transportation. Once a vehicle has been formally replaced through a 5310 grant, any subsequent replacement (such as when the vehicle is no longer fit for back-up service) is considered a vehicle expansion purchase. Agencies may submit expansion vehicle grant applications through the 5310 program as capital projects.

#### Equipment/Facilities Type and Useful Benchmark:

- Computer equipment, software, and other office equipment = 5 years
- Communications equipment (mobile radios, base stations) = 5 years
- Surveillance equipment (cameras, etc. for vehicles or facilities) = 5 years
- Shop equipment (e.g., vehicle lift, bus washing, tire changers, etc.) = 15 years
- Fare boxes = 10 years
- Wheelchair lift = same as useful life of the vehicle on which it is installed
- Passenger shelters (pre-fabricated metal and glass/Plexiglas and stick-frame) = 10 years
- Signs and sign poles = 10 years
- Amenities: (e.g., benches and on-ground bicycle lockers or racks) = 15 years
- Equipment sheds > 300 square feet (pre-fabricated and erected on site) = 20 years
- Any “stick frame” constructed building/structure = 40 years Examples include bus barns, maintenance shops, administrative offices
- Concrete/pavement infrastructure (bus parking areas, passenger transfer stations, park-and-ride lots, transit malls) = 20 years
- Security fencing (permanently installed metal cyclone-type) = 15 years
- Office furnishings within buildings (e.g., office partition systems, desks, filing cabinets, etc.) = 10 years
- Land = perpetual - useful life does not expire on land purchases
- Renovations to existing grant-funded facilities = allowable maximum of once every 10 years; each proposed project will be reviewed separately, on its own merit

Vehicle Types and Useful Life Benchmark:

Vehicle Class	Photo	Approx. GVWR	Seat #	Length	Useful Life Benchmark (age) / Useful Life (mileage)
Medium-Size, Light-Duty Bus & Van Chassis Cutaway Bus		10,000-16,000 lbs.	12 - 16	20 – 25 ft.	10 years/ 150,000 miles
Small, Light Duty - Bus		6000-14,000 lbs.	3 - 14	20 - 22 ft	8 years/ 100,000 miles
Modified Vans, Vans, Minivans, Sedans		6000-14,000 lbs.	3-14	<20 ft	8 years/ 100,000 miles

## 1.9 Asset Inventory

Your agency must keep record of specific items related to the grant, in an asset inventory. This can be the excel spreadsheet we offer on our website, or your own version as long as it contains the following items. For vehicles:

- Vehicle type
- Agency vehicle ID
- Model and year
- Date placed into service
- Mileage
- Seating capacity
- Accessible (yes/no)
- 5310 funded (yes/no)
- Expected year to retire (useful life)
- Adequate insurance (yes/no)
- Vested Title (yes/no)
- Total Cost
- Federal % (or federal amount and local amount)
- Grant Number
- Location
- Use and Condition
- Disposition Method (if applicable)
- Replace (yes/no)

For equipment such as lifts, radios, cameras, bus stops, shelters, etc. your inventory must include:

- Agency's internal equipment ID number
- Year of manufacture
- Equipment condition
- Serial Number
- Date placed into service
- Total purchase cost including federal share and local share
- Minimum useful life or remaining useful life (annual update required)
- Date removed from service (if applicable)
- Disposal method (if applicable; e.g., "auction sale")

### Bus Shelters, Signs, or Amenities

- Facility/item location – the street address, or nearest cross-streets and side of street (North, South, East, West) where the shelter or amenities are located.
- One-sentence description of the asset.
- Identifying inventory property tag number or item code assigned by the local agency.
- Month and year of installation.
- Original cost of facility/item, including applicable federal share, and local share
- Current condition and remaining grant replacement useful life

### Structure and Facilities:

- Facility name (if applicable) and address.
- The full name of the facility as it appears on the legal deed (e.g., "City of Centerville, Davis County Transit Facility") and the legal street address.
- Brief general facility description including purpose/function of the facility, transit programs served, number of floors and square footage.
- Facility number or code assigned by the local agency.
- Facility occupancy rating by local or state fire marshal.
- Date the occupancy permit allows facility to be used.

- Original total cost of facility, including applicable federal share, and local share. If real estate acquisition was part of the grant project, that cost should be included in the total project cost.
- For facility renovations: Date completed, square footage, and project cost of all major facility renovations or additions, including federal grant shares, if funded in a 5310 grant.
- A list of the major building infrastructure equipment systems, including (but not necessarily limited to) elevators, central fans/blowers, HVAC chillers and heaters, cooling towers, emergency power generators, and waste disposal equipment – including manufacturer’s serial numbers.
- Current building condition

**For determining “Condition” please use this rating system:**

**Excellent (E)** = Asset new or nearly new 75% - 100%, the asset is still new or like new with no visible defects.

**Good (G)** = Asset nearing or at its midlife point 50%-75%, the asset is showing minimal signs of wear and may have some slight defects or deterioration. May include rehabilitated vehicles restored to good condition.

**Adequate (A)** = Asset has passed its midlife point 25%-50%, some minor to moderate defective or deteriorated components, there are expected maintenance needs.

**Marginal (M)** = Asset nearing or at end of its useful life 0%-25%, increasing numbers of defects, including deteriorating components, growing maintenance needs and cosmetic flaws. Repairs are beginning to exceed normal maintenance schedules.

**Poor (P)** = Asset passed its useful life with high mileage, asset in need of replacement or restoration such as engine or transmission overhaul needed to keep the vehicle in service, may have critically damaged components and major mechanical or cosmetic flaws. Non-maintenance repair happening frequently and becoming more costly.

# 2. Site Visit and Vehicle Inspection

## 2.1 Two Year Process

Every two years UTA will perform a site visit and vehicle inspection. This is **not an audit**, but it is our duty to help you comply with FTA regulations. If your risk assessment has shown you are a high risk subrecipient, your agency may have site visits more often.

During a site visit we check your pre and post trip inspection sheets, your accounting systems, your trainings, your policies, and may request to interview drivers or employees.

For a full list of the questions we ask during a site visit, you can see our site visit checklist on our website under Resources. You can also find our vehicle inspection checklist to get an idea of the things our maintenance manager will be looking for. [www.utahridelink.org](http://www.utahridelink.org)

After we have completed our inspections and assessments you will receive a letter detailing the areas of concern. Your agency will have 30 days to send us an action plan to fix issues, and/or items we have asked for. If we do not receive what we need within 30 days, this will be noted in your risk assessment score.

## 2.2 Risk Assessment

A risk assessment is a tool the FTA requires we use to determine a subrecipient's level of risk. We use a scoring system to evaluate your risk. There will be a Pre-Award risk assessment done before you receive funding you have applied for. A risk assessment will be done again before a site visit, or as often as deemed necessary based on your level of risk.

Monitoring levels and monitoring needs are established by the Pre-Award Risk Assessment, which is completed by the Program Manager and a member of the fiscal staff prior to the grant being executed. Grantees will fall into one of the following risk areas: Low, Medium and High Risk.

Based on the rating scale in the Risk Assessment Form, grantees are placed in one of the following risk areas. Grants will be monitored this program year according to that placement.

### Low Risk

1. Standard monitoring will include on-going desktop monitoring, Grant Status Reports, Onsite visits, Final Report, and evaluation.

### Medium Risk

1. Standard monitoring as listed under Low Risk.
2. Financial Review during the first quarter.
3. Pending single audit results, the PTE (pass through entity, UTA) could withhold full or partial payments.
4. The PTE will provide training and technical assistance on program related matters.

### High Risk

1. Same monitoring as Low and Medium Risk.
2. A meeting will be scheduled between the PTE and grantee within the first month of the grant.
3. Grant training attendance will be required by two of the following: Authorizing Official, Agency Administrator, Program Manager, or Agency Financial Officer.

## 2.3 Vehicle Inspection



Every quarter UTA will do a desk review of your RidePilot reporting on vehicles. We check miles traveled, how often you are reporting, if any vehicles are due for preventative maintenance, and that you are uploading proper documentation with maintenance events.

Every two years your agency will receive an onsite vehicle inspection, performed by a UTA maintenance employee. You are welcome to use our vehicle inspection form to perform your own inspection of your vehicle yearly. This will ensure you are prepared for our onsite vehicle inspection.

Things we will check during our onsite inspection include: Exterior condition, safety equipment, interior condition, proper signage, lift condition, proper Q'straints and seat belts, understructure condition, front suspension, and battery compartment.

## 2.4 Civil Rights Compliance

We will also ensure you have proper Civil Rights posting in your vehicle including our contact information for Title VI complaints, and how to request documents in multiple formats or languages.

Your agency's Title VI plan should include an LEP portion with a four-factor analysis determining your agency's Safe Harbor Language. All of your Civil Rights documents and signage will need to include this Safe Harbor Language.

You can find instructions and examples of Title VI plans on our website [www.utahridelink.org](http://www.utahridelink.org)

## 2.5 Vehicle Security Requirements

It is your agency's responsibility to have policies and procedures in place that prevent loss, damage, or theft to your vehicles and/or equipment purchased with 5310 funds.

Your agency must:

- Have a system in place for checking out and returning keys
- Keep keys in a secured location when not in use
- Keep cars in a secure location when not in use