LRGVDC
Transit Services Department

MAINTENANCE PROGRAM
Vehicle Maintenance Policy and Facility Maintenance Plan

Approved by
LRGVDC Board of Directors
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I. Policy
It is the policy of LRGVDC to provide safe, clean and efficient public transportation to the riding public within the service area and to encourage mass transit.

The policy of the Maintenance Department reflects the following:

• Standardized procedures and practices,
• Compliance with all applicable regulatory requirements,
• An effective maintenance and quality assurance program.

Purpose
The purpose of the LRGVDC Transportation and Maintenance Department is to provide clean, reliable, safe and well-maintained vehicles, equipment, and facilities through the efforts of a competent and committed work force using modern facilities, tools and equipment.

II. Goals
1. To maintain all service vehicles in optimum condition
2. To provide superior customer comfort
3. To prolong vehicle life with proper maintenance
4. To maintain vehicles to all Federal, State, and Local inspection laws
5. To provide LRGVDC drivers with safe and proper working equipment
6. To maintain the maintenance files to FTA’s & TXDOT’s requirements.

Objectives
1. Maintain equipment and facilities
2. Maintain a high quality maintenance program.
3. Replacement of parts and components at predetermined times.
4. Adhere to a strict Preventive Maintenance schedule of periodic inspections.

III. LRGVDC Maintenance Program
The following are LRGVDC’s primary maintenance activities:

- A preventive maintenance schedule which is closely followed
- Close monitoring and recording of engine fuel and oil consumption daily
- Continuous training for employees
- Maintenance of a digital information system, in which individual bus histories, work orders, and parts and inventory are enclosed.

A. Training
The LRGVDC has a fleet of vehicles which are located and maintained at 510 S. Pleasantview Drive in Weslaco, Texas. In recent years, management has concentrated its efforts on upgrading the quality of its maintenance program. Hiring qualified and trainable maintenance technicians was undertaken as a step towards better preventive maintenance. In addition, the LRGVDC is buying maintenance components in bulk to reduce the out-of-service time lapse and to remain cost efficient.

The LRGVDC training program involves both on-the-job and cross-training.

On-the-job Training:
Mechanics: Upon entry, new mechanics are assigned to work with senior mechanics for a period of no more than 2 weeks. In addition, management provides training aids, such as: workshops, manuals, and videos. In house training will include steps to ensure a proficiency of all maintenance personnel.

Cross-Training:
  a. In house training will be provided by senior mechanics for particular problem areas:
     - Front end alignments
     - Brakes
     - Electrical
     - A/C tune-up and heating
  b. Published manuals and bulletins are used to provide updated, technical information on defects, tools, equipment, parts and new techniques.

B. Maintenance and Service Inspections

Daily Servicing and Inspection
During daily servicing, inspections are made of certain items to locate and correct potential problems:
  - Buses are refueled
  - Engine coolant level checked
  - Engine oil level checked
  - Transmission fluid level checked
  - Front and rear tires are checked for low pressure condition
  - Interior cleaned and inspected for graffiti, ripped seats, mirrors, lights and fire extinguishers, and body for damage or defects
  - During servicing, observations are made of: air pressure, transmission, brake operation, and lights
  - All defects observed are reported for correction
  - Exterior cleaned as scheduled
  - Buses reported by service personnel for defects are repaired and tested to confirm repair.
  - Buses reported by operators during the day for minor defects are routed for repair and tested to confirm repair.
  - Buses are parked in appropriate locations: buses without defects or repairs are placed ready for service and buses needing repairs are placed for repair operations.
  - All repairs are encoded in a Maintenance Information System
  - Pre-trip and Post-trip wheelchair lift inspection

Bus Operator Inspections
As a part of LRGVDC preventive maintenance program, bus operator inspections play a vital role. Pre-trip & Post-trip inspections are performed daily which include a safety check of at least following items:
  - Horn and turn signals
  - Air pressure
  - Tires
  - Interior/exterior bus conditions
  - Leaks (fuel, lubricants and coolant)
  - Wheelchair lift operations
  - Securement devices

Such inspections are expected to uncover problems that could lead to road calls.

Weekly Inspections
All in service vehicles are inspected weekly. The purpose of these inspections is to adjust brakes, check for correct brake applications, brake lubrication and to note other indications which require repair.

Scheduled Mechanical and Maintenance Inspections
The most important level of LRGVDC's preventive maintenance program involves scheduled mechanical maintenance inspections. These inspections are scheduled and performed routinely, based on mileage, fuel and oil consumptions, and engine oil analysis. The following items are checked during scheduled inspections:

- Differential and Transmission
- Brake adjustment and lubrication
- Oil and filter change and safety inspections
- Complete review of all systems and subsystems of the vehicle
- A/C and heating systems are scheduled for routine checks on a seasonal base.

C. Preventive Maintenance Scheduling
One of the objectives of the LRGVDC Maintenance Program is to perform preventive maintenance on a strict timetable. A well-planned program of periodic and scheduled maintenance which provides for lubrication, cleaning, inspection and adjustments has been implemented. The most important part to LRGVDC’s Maintenance Program is identifying and predicting critical component failure. This is accomplished through careful and continuous trafficking of the consumption of fluids.
At every 5,000 miles, some type of preventive maintenance is performed. Please view the maintenance schedule attached to the end of the policy.

D. Vehicle Information System
The LRGVDC utilizes Fleet Maintenance Pro Software which provides data on individual bus histories, repairs, parts, and labor. The software provides sufficient detail to management to pinpoint problem areas and to monitor longer term trends and patterns in various maintenance areas.

The software also provides dates on individual bus histories, parts, ongoing expense data, day-to-day record keeping, daily workflow and labor. At a minimum, the maintenance software includes information on fleet status, such as: the average miles between road calls, average miles between component failures, average duration of open work orders, current spare levels, direct labor hours devoted to various types of repairs, vehicle type and inventory control information. The maintenance software also produces reports of current maintenance activities and activities of the lifespan of the fleet.

E. Continuous Assessment
Maintenance performance and productivity indicators will be consistently monitored and measured according to the goals and objectives of the maintenance program. Performance indicators will provide management with a measure of how well the maintenance system is performing. These measures should be detailed enough so that performance problems can be found, difficulties diagnosed, and improvements can be documented. Detailed documentation and performance monitoring will be emphasized in the following areas:

Reliability: To ensure LRGVDC's goals of service reliability and quality maintenance, the close monitoring of road calls will continue. The indicators will include:
- the average miles between component failures
- average miles between road calls

Productivity: To meet LRGVDC's goal of cost efficiency it is necessary to monitor performance. Indicators include:
- direct labor hours devoted to preventive maintenance inspection
- corrective repairs per bus
- maintenance cost per vehicle

Availability: To ensure LRGVDC's goal of maximum operational availability and schedule adherence, it is necessary to measure and monitor the following:
- spare ratio levels
- average duration of open work orders
Preventive Maintenance System Effectiveness: The goal of LRGVDC’s Maintenance Program is preventive maintenance performed on a strict timetable. To meet this objective the following indicators will be monitored:
- average lateness of periodic inspections
- repeat repairs

F. Evaluation of Maintenance Program
The success or failure of any program is based on the performance and productivity measures. LRGVDC relies primarily on its road call data to measure the goal of service reliability, and preventive maintenance performance. Climate has a significant impact on the road call data. The Rio Grande Valley has a significant amount of hot summer like months with temperatures frequently in excess of 100 degrees Fahrenheit. It should be noted that the number of road calls are higher during those hot months due to the overheating of engines and A/C system malfunctions.

IV. Road Calls

It is the goal of LRGVDC to reduce road calls to a minimum through effective preventive maintenance methods. Road calls, when they do occur, must be handled quickly and efficiently to prevent any unnecessary delay.

A. Operator
All fleet vehicles are equipped with radios that allow Operators to speak directly with a dispatcher. The radio should be used to transmit the problems and explain the issue as precisely as possible. The Maintenance Technician on duty will screen all road call requests. Valid road calls will be made immediately. All other non-immediate road calls will be handled by a dispatcher. If possible, the Operator will be requested to note the problem on the Operator’s pre-trip inspection form and continue service. If a road call is necessary, every attempt will be made to get the bus as close as possible to the maintenance facility. When setting up a road call, the Dispatcher will communicate with the Maintenance Technician the bus location and the decision to dispatch a replacement bus or service truck to the disabled bus. The Maintenance Technician must completely fill out the necessary Road Call Report and turn it into the Maintenance Specialist.

B. Maintenance Technician
The Maintenance Technician must verify the location of the road call and that the replacement vehicle is in good working condition.

If the Maintenance Technician must travel to the scene, he should park in a safe location, in the event that passengers may need to transfer to the new bus quickly and safely. Once all passengers have exited the disabled bus, the disabled vehicle should be returned to the maintenance facility, if possible. If the vehicle must be repaired prior to moving, make the necessary repairs then return the bus to the maintenance facility for further repairs, using utmost caution. Always allow an extra margin of safety if necessary.

If the vehicle must be towed, the Maintenance Technician must contact a Supervisor and arrange for a tow truck.

C. Safety
Trucks are supplied with several safety devices including fire extinguishers, flares and triangle reflectors. It is the job of the Maintenance Technician and each Operator to become familiar with the safety items, for example: know where to place flares and how to operate the fire extinguisher. If the fire extinguisher is used, the Operator must report it to the Maintenance Technician on duty so it may be recharged or replaced immediately.

The Maintenance Technician must complete the work order showing that the assignment was a Road Call.

V. Quality Assurance
Quality assurance efforts are concentrated on employee performance, productivity and training. This is achieved through the close supervision and monitoring of all work orders. All work orders are reviewed daily by the Maintenance Specialist to insure that the required work is performed in a timely, efficient manner, and to monitor repeat repairs. Reviews are also conducted to monitor the proportion of engine overhauls, transmission replacements in relations to management’s productivity goals.

VI. Tool Purchases
Tool purchases are only authorized if the tool will be needed for frequent use which will outweigh the use of a rental or if the tool has outlived its useful life. It is expected that some tools will be “bad” tools, in which case, the Maintenance Technician should advise the Maintenance Specialist for a replacement.

All tools, including power tools and hand tools are to stay on facility premises unless authorized by the Maintenance Specialist. No other exceptions will be granted. Tools are to remain in the best possible physical condition. To prevent from early deterioration, the manufacturer’s care instructions and cautions must be followed.

An official tool inventory is conducted yearly; however, the Maintenance Technician should conduct a daily visual inspection to ensure that no tools are missing from the facilities.

VII. Management of Maintenance Resources
Equipment

Machines, Tools and Equipment
Preventive maintenance and proper care of machinery, equipment and tools is essential. Equipment and tools in disrepair pose unnecessary hazards. It is important to place them in their proper designated storage place after use.

Jack Stands
Jack stands should be used whenever the wheels are raised two inches or more off the ground. The vehicle must be lowered onto the jack stands and not suspended over them.

Floor Jacks/Lifting Devices
Care should be taken in instructing all shop personnel on the proper use and positioning of floor jacks and other lifting devices. Lift points should be marked on vehicles. Lifting devices should be checked daily.

Equipment Guards
Guards should be installed and used on all equipment with belts or pulleys.

Tire Cages/Inflation Devices
Instructions for mounting/dismounting tires should be posted and strictly followed. Cages or safety inflation devices should be used any time tires are being inflated.

Tools
Tools should be kept clean of grease and oil. The tool should be properly selected for the job with the appropriate hand position and technique used for the employee’s protection. Tools should be inspected regularly for defective conditions.

Cords/Hoses
Air hoses, extension cords, and droplights should be inspected regularly for worn or frayed condition. They should be kept in a stored or hanging position when not in use. They should be wiped clean after each use. All cords and electrical equipment should have a grounded plug.

Eyewash Stations
An eyewash station is provided and located near the water fountain.
Fire Extinguishers/First Aid Kit
A fire extinguisher is available on each shop wall. A first aid kit is displayed in the shop with easy access for shop employees. Both items are inspected on a regular basis (first aid kit supplies, fire extinguisher charge and condition). Both items are labeled indicating their permanent location.

Other Shop Equipment
All shop equipment should be inspected regularly for their condition and cleanliness. Broken or worn equipment (ladders, hoses, stools) should be replaced to eliminate the possibility of injury to an employee. Equipment will be checked weekly as needed by the Maintenance Supervisor.

Facilities
Safety is the most important concern in a maintenance facility. Safety must be practiced at all times, and is required by LRGVDC management. It is the responsibility of management and the maintenance supervisor to ensure that safe practices are in place at all times, and to conduct regular and documented safety meetings. All safety posters and reminders are posted in the shop. OSHA rules and regulations provide excellent guidance on facility maintenance practices. OSHA binders are located in dispatch and as well as in the shop.

Facility locations
- 510 S. Pleasantview Dr Weslaco Tx.
- 4410 Glasscock Ave. Harlingen Tx.
- 1350 E. Hwy 83 Rio Grande City Tx.
- 8000 International Blvd. Donna, Tx. (amended 5-10-2017)

Facility will be checked monthly by the Maintenance Supervisor. (Added)

Housekeeping
A key ingredient to a safe work environment is good housekeeping. Besides providing a pleasant environment that will improve morale and productivity, good housekeeping helps prevent accidents caused by spills of materials and tools that are carelessly left around. Shops and service areas that are kept neat and clean often require fewer repairs and replacement of expensive items. Employees should be responsible for cleaning up their spills. All spills should be mopped or cleaned up quickly. Floors and aisles should be swept on a daily basis. Workbenches and other designated work surfaces should be kept free of clutter and cleaned daily. Adequate trash containers should be provided in the shop area and on the fuel island(s). The containers should be emptied daily. The facility lot and fuel island should be kept clean of trash and debris. Materials and equipment should be stored in designated storage areas that are well maintained and free of clutter. Makeshift sites tend to become cluttered quickly, hampering employee mobility, and adding to the chance of accidents and injury. Inspect storage racks, shelves and storage equipment regularly for safety and strength. Platforms, stairwells, and walkways should be well maintained to eliminate clutter and spills. Stairwells often become temporary storage areas making them hazardous for all personnel. A well-kept shop is an essential part of an effective disaster and fire safety program. Dirty, cluttered aisles and floor space prevent a quick exit in the event of an emergency and increases the chance of fire and death. A monthly inspection will be used to verify housekeeping cleanliness.

Shop Access
Access to the shops should be restricted to shop personnel and management only. Signs should be displayed to indicate that it is a restricted area.

No Smoking
Smoking is prohibited in LRGVDC maintenance shop. Signs are posted.

Emergency Numbers
Emergency phone numbers are posted near the shop phone.
Emergency Exits
Signs should be posted indicating emergency exits.

Fuel Island
The fuel island should be inspected on a regular basis for defective or worn hoses and nozzles. A fire extinguisher is to be kept on the fuel island at all times. A class “ABC” extinguisher is used because it can handle a wider variety of fires that might occur. Class “ABC” fire extinguishers are approved for use with ordinary combustibles (i.e. wood, rubber, plastics, etc.), flammable liquids and gasses, and electrical equipment.

Exhaust Hoses
Hoses should be used when vehicles are running and garage doors are closed. Hoses should be inspected for wear or damage.

Glass
Care should be taken when handling or disposing of glass in the shop. Gloves should be worn when glass is being handled.

Siphoning
Siphoning by mouth is prohibited. Proper pumps should be used to extract gas or other fluids from tanks, barrels, or containers.

Flammables
Proper procedures for handling, storing, and disposing of flammables should be explained to shop employee.

Batteries/Acid
Protective clothing including aprons, gloves, and safety glasses must be worn when filling batteries. The proper storage, handling, and disposal of all batteries is mandatory. Check local and state requirements for disposal.

Jump Start Procedures
Employees should be properly instructed on jump starting procedures, including cable connection and disconnection.

Overhead Clearance
Exhibit caution to avoid striking your head on vehicle mirrors or other projections in and around the shop.

Overhead Doors
Overhead doors should be kept either all the way up or all the way down. Doors should not be left in a partially open or closed position.

Sharp Instruments
Razor blades and other sharp cutting objects should be stored properly in a designated drawer or cabinet. Razor blade holders should be used.

Vehicle Movement
When vehicles are being moved for any reason, including fueling, speed restrictions should be followed. Speed limits should be posted in the shop and throughout the yard. Shop personnel should ask for assistance when backing a vehicle, wear seat belts, and drive with the service door closed. If anyone, including shop or other personnel is on-board, they should be properly seated and not standing in the step well area.

Entry/Exit From Vehicles
Shop personnel should not vault or jump into or out of a vehicle.

Fleet
Physical Inventory
The LRGVDC conducts a yearly physical inventory of equipment and reconciles the results with equipment records. A control system is in place to prevent loss, damage, or theft of property. Any loss, damage, or theft must be investigated and documented by LRGVDC management.

**Vehicle history file**
Each vehicle has a written record documenting preventive maintenance, regular maintenance, inspections, lubrication and repairs performed. This information is useful for PM services as the part can be ordered and in hand before the vehicle comes in for a scheduled maintenance. As well, parts for road calls can be dispatched with the service truck, saving time and money. A vehicle’s history is also valuable in locating persistent problems and may serve to determine if individual driver habits merit particular attention.

The following records shall be maintained for the life of the vehicle and include at a minimum the following information:
- Identification of the vehicle, 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;
- If not owned by the transit agency, the name of the person or company furnishing service with this vehicle; and
- The name and address of any business firm performing an inspection, maintenance, lubrication or repair.

**Personnel**

**Personnel Safety**
The health and well-being of every employee is of vital importance. The active participation of each employee is mandatory in establishing a safe work environment. The LRGVDC keeps employees aware of required safety and health procedures and the employees should be expected to comply with the prescribed guidelines and procedures.

**Personnel Protective Equipment**
Employees are required to wear all protective equipment at the proper times and in the proper environments. Failure to wear the required protective equipment is grounds for disciplinary action and potential health hazards.

**Tool Use/Technique**
If the employee is unsure about the proper use of a tool or proper technique, he/she should ask for assistance before using or continuing.

**Eye Protection**
Eye protection should be worn at all times when under a vehicle, using grinders, buffers, cutting equipment, lathes, and other related tools.

**Hearing Protection**
The LRGVDC provides hearing protectors to all employees exposed to an 8-hour time weighted average of 85 decibels or greater. Hearing protectors shall be replaced as necessary.

**Hand Protection**
Gloves should be worn to protect an employee while handling chemicals, using razor blades, and when welding or cutting.

**Footwear**
Soft-soled shoes are prohibited. A shoe with steel or reinforced toe and a nonskid sole is highly recommended.

**Respirators**
The LRGVDC supplies respirators and requires that all mechanics wear them when exposed to lead, volatile organic compounds, or any EPA listed airborne hazardous material. An approved respirator or NIOSH/OSHA approved dust mask must be worn while sanding or grinding any painted or primed surfaces. Respirators should be worn by anyone exposed, regardless of their distance from the point where the contamination is generated.
Respirators should be inspected prior to use for proper exhaust and inhalation valves, cartridge pre-filter, headband adjustment and the overall condition.

**Horseplay**
Horseplay is prohibited. Serious accidents and injuries can occur as a result of practical jokes and thoughtless pranks played on unsuspecting workers.

**Lifting Technique**
Use proper lifting techniques at all times when lifting objects. Bend the knees to utilize leg power and get into a proper position before lifting. Ask for assistance from fellow workers for heavy loads. Avoid twisting and awkward/jerky movements during a lift or while carrying an object.

**Push/Pull/Torque**
Use caution not to overexert when pushing, pulling or using a torque wrench. Watch the hand clearance closely.

**Chemical and waste management**
The Federal Hazard Communication Standard (29 CFR Section 1910.1200) is also known as the “Right to Know” law. This standard gives employees a right to know about the hazardous chemicals used in their workplace and is designed to reduce the incidence of chemically related injuries and illness. The LRGVDC has a written hazard communication program for the workplace, maintains a list of present hazardous chemicals, labels all containers of chemicals in the workplace, distributes material safety data sheets to employees, stores hazardous chemicals in approved locations, and implements employee training programs regarding hazards of chemicals and protective measures. The LRGVDC does produce different forms of hazardous waste. Hazardous wastes include those chemicals that are specifically “listed” in the EPA regulations (40 CFR 261.31-33) and/or wastes that exhibit any of the four hazardous characteristics:
- **Corrosivity** - a pH less than or equal to 2 or greater than or equal to 12.5. Strongly acidic/alkaline.
- **Reactivity** - chemically unstable, may react violently with air, water, other chemicals, or wastes that release any cyanide or sulfide. Not commonly encountered at vehicle maintenance facilities.
- **Ignitability** - liquid with a flash point of less than 140 degrees F. Spent solvents and paint wastes are sometimes hazardous due to ignitability.
- **Toxicity** - a list of 40 chemicals (heavy metals, pesticides, and organics) specified by EPA.
The lab test used to determine toxicity is called the Toxicity Characteristic Leachate Procedure (TCLP). Trichloroethylene, benzene, and lead often make a waste hazardous based on the TCLP.

The following provides general guidance for maintenance management of some of the more common waste streams:
- **Waste vehicle lubricants** - While generally not a hazardous waste, petroleum-based fluids must still be carefully managed. If kept in clean storage, authorized recyclers (registered with Texas Commission on Environmental Quality) can usually accept used oil and other lubricants, at little or no cost.
- **Spent batteries** - These are commonly recycled, which can be made a condition of the purchase contract. They should be stored in a manner that prevents releases to the environment. Batteries with damaged cases should be containerized to prevent releases. Old batteries should be recycled or disposed within one year of generation.
- **Scrap tires** - Not classified as hazardous waste, but generally are not accepted by landfills unless split, quartered, or shredded. Tire recycling or disposal companies are available to collect used tires for a fee in most areas.
- **Used oil filters** - Should be punctured and thoroughly drained to remove liquids. The recovered oil and filter are recycled separately. Containers used to store filters should be clearly labeled.
- **Spent solvents** - Solvent recycling programs are available in most areas and can reduce the liability associated with disposal. The use of non-ignitable (low flash) solvents for washing parts may result in a non-hazardous waste stream.
- **Used antifreeze** - Draining into the sanitary sewer is generally prohibited by local sewer and pretreatment ordinances. Authorized recyclers can usually pick up used antifreeze. Recycling equipment is available for purchase, but some equipment may not remove all impurities.
- **Refrigerant** - Air conditioning refrigerants must be recycled. Technicians servicing these systems should be certified by an EPA approved training program.
Paint wastes and thinners - Must be sent to an authorized treatment, storage, disposal or recycling facility. Frequently, the companies that service and recycle cleaning solvent can set up a waste stream to pick up paint wastes as well.

Discharge to sanitary sewers - Any discharges, such as vehicle wash water, should comply with municipal discharge ordinances and/or industrial sewage discharge agreements. The discharge of wash bay wastewater to septic systems should be avoided unless the appropriate state or county permits can be obtained.

The Material Safety Data Sheet (MSDS) is the primary source of information on all chemicals used in the workplace. Each time a new product is procured the MSDS should be obtained from the supplier, and placed in a designated location readily accessible to employees. The MSDS contains the physical and chemical characteristics and health hazards associated with the product, as well as handling precautions and emergency procedures.

A product’s MSDS should be evaluated prior to purchasing or accepting trial samples of a product. This information can be useful in determining if acceptance of the product poses additional safety concerns or if unused residuals will require disposal as hazardous waste. The LRGVDC provides employees with effective information and training on hazardous chemicals in their work area at the time of their initial assignment, and whenever a new physical or health hazard the employees have not previously been trained about is introduced into their work area. Information and training may be designed to cover categories of hazards (e.g., flammability, carcinogenicity) or specific chemicals. Chemical-specific information must always be available through labels and material safety data sheets. Employees shall be informed of any operations in their work area where hazardous chemicals are present, the location and availability of the written hazard communication program, including the required list(s) of hazardous chemicals, and the material safety data sheets. Employee training shall include at least:

- The methods and observations used to detect the presence or release of a hazardous chemical in the work area (such as monitoring conducted by the employer, continuous monitoring devices, visual appearance or odor of hazardous chemicals when being released, etc.).
- The physical and health hazards of the chemicals in the work area, including signs and symptoms of exposure to chemicals and any medical condition known to be aggravated by exposure to the chemical.
- The measures employees can take to protect themselves from these hazards, including specific procedures the employer has implemented to protect employees from exposure to hazardous chemicals, such as appropriate work practices, emergency procedures, and personal protective equipment to be used.
- An explanation of the labeling system and the material safety data sheet, and how employees can obtain and use the appropriate hazard information.

**VIII. Warranties**

Warranties must be taken into account until the warranty has expired or the vehicle no longer falls under the warranty guidelines. Current vehicles shall be maintained, at a minimum, according to the manufacturer’s specification for routine and preventive maintenance. All repairs of the vehicles will be the responsibility of the LRGVDC unless subcontracted to a maintenance repair shop authorized by the Maintenance Specialist.

**IX. Sub-contractor Work**

Sub-contractors may be authorized to perform specific maintenance procedures. When a sub-contractor is authorized to perform such work, a sub-contractor work inspection form must be completed by the Maintenance Specialist and the sub-contractor that describes the pre-diagnosis, the diagnosis and any work completed by the sub-contractor. The completed work form and contracts for service will be filed with the fleet’s vehicle information file at our maintenance facility.

For any maintenance work performed, the LRGVDC requires a written maintenance plan that can be monitored. Contract language should include requirements for maintenance, an annual physical inventory, a warranty recovery program, and other control measures.

Maintenance requirements of the subcontractor should include at a minimum:

- A written preventive maintenance program to be developed and implemented with an appropriate preventive maintenance philosophy.
- All vehicles to be maintained according to chassis, body and component manufacturers recommended practices.
- Systematic inspections, services, and repairs under local, state and other regulations that apply.
- Assurance that all vehicles will provide a high threshold of safety and reliability for the passengers.
• Vehicles are clean and inviting to passengers.
• Spare vehicles are part of the process of regular preventive maintenance.
• The preventive maintenance program is flexible enough to respond to changes in route, schedule, environmental, and other impacts.
• Operation at the proper level of fiscal control.
• Lines of communication will be open and fleet issues will be discussed. The LRGVDC conducts periodic inspections and audits on the maintenance subcontractor. When the Maintenance Specialist is unable to perform the audit, a Maintenance Technician will execute the necessary duties in completing the audit. Corrective actions should be required on all deficiencies and defects identified in the inspections and audits.

If the Contractor is unable to produce one, the LRGVDC Maintenance Policy must be followed.

X. Maintenance of Lift Equipment

Another important aspect of operation is the proper maintenance of access-related equipment. The ADA requires that vehicles be accessible to and usable by the individuals with disabilities. Two sections of the regulations address this issue. Transportation Service for Individuals with Disabilities (ADA), Section 37.161, requires that all access related features, including lifts, ramps, securement systems, and communications systems, be maintained in operating condition. This equipment must be repaired promptly if it is damaged or breaks down.

Transportation Service for Individuals with Disabilities (ADA) Section 37.163 requires regular and frequent maintenance checks of lifts. Drivers are required to report lift failures as soon as possible. Every effort must be made to repair lifts before the next day of service.
XI. LRGVDC
VEHICLES MAINTENANCE PLAN

Diesel Vehicles  Gasoline Vehicles

The Normal Schedule applies to those who operate their vehicle under typical, everyday driving conditions. This maintenance frequency represented in this schedule typifies what the vast majority of vehicle operators will require. The listed services should be performed at specified mileage intervals.

The driver or a service technician should perform certain basic maintenance checks and inspections at the intervals indicated. Service information and supporting specifications are provided in the vehicle's owner's guide. Any adverse condition should be brought to the attention of your dealer or a qualified service technician as soon as possible for the proper service advice.

Maximum oil change Interval:
1. Normal Schedule: 5,000 Miles
   (See Preventive Maintenance Form in Appendix A)

Check Daily with Pre and Post Trip Inspections for All Vehicles:
1. Check functions of all interior and exterior lights.
2. Check Tires for wear and proper air pressure
3. Check engine oil fluid level
4. Check windshield washer solvent fluid level.
(See Daily Pre and Post Trip Inspection Form in Appendix A)

Monthly Inspection Schedule For Diesel Vehicles:
A. Monthly Vehicle Inspection by the Contracted Maintenance Repair Shop (See Attached Monthly Inspection form in Appendix A).

Monthly Inspection Schedule For Light Duty Buses:
A. Monthly Vehicle Inspection by the Contracted Maintenance Repair Shop (See Attached Monthly Inspection form in Appendix A).
5,000 Miles

- Change Engine Oil and replace oil Filter
- Inspect tires
- Lubricate all major pivot points on Wheelchair Lift

Diesel / Additional Service:
- Check air filter minder, replace filter as required

10,000 Miles

- Change engine oil and replace oil filter
- Inspect tires for wear. Rotation recommended for optimal tire life.
- Lubricate all major pivot points on Wheelchair Lift

Diesel / Additional Service:
- Check air filter minder, replace filter as required

15,000 Miles

- Change Engine oil and replace oil filter
- Inspect automatic transmission fluid level, if equipped with dipstick
- Inspect brake pads/shoes/rotor/drums, brake lines & hoses, and parking brake system
- Inspect wheel ends for endplay and noise
- Inspect engine cooling system and hoses
- Inspect steering linkage, suspension and, if equipped, drive shaft and ball joints
- Inspect tires for wear and rotate
- Replace cabin air filter, if equipped
- Inspect and lubricate 4X2 ball joints
- Inspect and lubricate steering linkage
- Lubricate all major pivot points on Wheelchair Lift

Diesel / Additional Service:
- Check air filter minder, replace filter as required
- Replace fuel filter
20,000 Miles

- Change engine oil and replace oil filter
- Inspect tire for wear. Rotation recommended for optimal tire life.
- Lubricate all major pivot points on Wheelchair Lift

Diesel / Additional Service:
- Check air filter minder, replace filter as required

25,000 Miles

- Change engine oil and replace oil filter
- Inspect tire for wear. Rotation recommended for optimal tire life.
- Lubricate all major pivot points on Wheelchair Lift

Diesel / Additional Service:
- Check air filter minder, replace filter as required
- Replace fuel filter
30,000 Miles

- Change engine oil and replace oil filter
- Inspect brake pads/shoes/rotors/drums, brake lines & hoses, and parking brake system
- Inspect wheel ends for endplay and noise
- Inspect engine cooling systems and hoses
- Inspect exhaust system and heat shields
- Inspect steering linkage, suspension and, if equipped, drive shaft and ball joints
- Inspect tires for wear and rotate
- Replace engine air filter
- Replace fuel filter
- Replace cabin air filter, if equipped
- Change automatic transmission/transaxle fluid on all vehicles equipped with AX4S, 4F50N, 4R100, and 4F27E. Inspect automatic transmission fluid level on all other vehicles, if equipped with dipstick. Consult your dealer for your particular requirements.
- Replace climate-controlled seat filter if equipped
- Inspect and lubricate 4X2
- Inspect and lubricate steering linkage
- Lubricate all major pivot points on Wheelchair Lift

Diesel / Additional Service:
- Check air filter minder, replace filter as required
- Replace fuel filter

35,000 Miles

- Change Engine Oil and Replace oil filter
- Inspect tires for wear. Rotation recommended for optimal tire life
- Lubricate all major pivot points on Wheelchair Lift

Diesel / Additional Service:
- Check air filter minder, replace filter as required
40,000 Miles

- Change engine oil and replace oil filter
- Inspect tires for wear. Rotation recommended for optimal tire life.
- Lubricate all major pivot points on Wheelchair Lift

Diesel / Additional Service
- Check air filter minder, replace filter as required

45,000 Miles

- Change engine oil and replace oil filter
- Inspect automatic transmission fluid level, if equipped with dipstick
- Inspect brake pad/shoes/rotors/drums/brake lines & hoses, and parking brake system
- Inspect wheel ends for endplay and noise
- Inspect engine cooling system and hoses
- Inspect steering linkage, suspension and, if equipped, drive shaft and ball joints
- Inspect tires for wear and rotate
- Replace cabin air filter, if equipped
- Change green engine coolant, if equipped
- Inspect and lubricate ball joints
- Inspect and lubricate steering linkage
- Lubricate all major pivot points on Wheelchair Lift

Diesel / Additional Service
- Check air filter minder, replace filter as required
- Replace fuel filter

50,000 Miles
- Change Engine Oil and replace Oil Filter
- Inspect tires for wear. Rotation recommended for optimal tire life.
- Lubricate all major pivot points on Wheelchair Lift

**Diesel / Additional Service**
- Check air filter minder, replace filter as required

---

**55,000 Miles**

- Change engine oil and replace oil filter
- Inspect tires for wear. Rotation recommended for optimal tire life.
- Lubricate all major pivot points on Wheelchair Lift

**Diesel / Additional Service**
- Check air filter minder, replace filter as required

---

**60,000 Miles**

- Change engine oil and replace oil filter
- Inspect brake pads/shoes/rotors/drums, brake lines & hoses, and parking brake system
- Inspect wheel ends for endplay and noise
- Inspect engine cooling system and hoses
- Inspect exhaust system and heat shields
- Inspect steering linkage, suspension and if equipped, drive shaft and ball joints
- Inspect tires for wear and rotate
- Replace engine air filter
- Replace fuel filter
- Replace cabin air filter if equipped
- Change automatic transmission/transaxle fluid on all vehicles equipped with AX4S, AF50N, 4R100, and 4F27E. Inspect automatic transmission fluid level on all other vehicles, if equipped with dipstick.
- Inspect and lubricate ball joints
- Lubricate wheel bearings, replace grease seals, and adjust bearings
- Change manual transmission fluid
- Lubricate front hub needle bearing
- Inspect and lubricate steering linkage
- Lubricate all major pivot points on Wheelchair Lift

**Diesel / Additional Service**:
- Check air filter minder, replace filter as required
- Replace fuel filter

---

**65,000 Miles**
- Change engine oil and replace oil filter
- Inspect tires for wear. Rotation recommended for optimal tire life.
- Lubricate all major pivot points on Wheelchair Lift

**Diesel / Additional Service:**
- Check air filter minder, replace filter as required

---

### 70,000 Miles

- Change engine oil and replace oil filter
- Inspect tires for wear. Rotation recommended for optimal tire life.
- Lubricate all major pivot points on Wheelchair Lift

**Diesel / Additional Service:**
- Check air filter minder, replace filter as required

---

### 75,000 Miles

- Change engine oil and replace oil filter
- Inspect automatic transmission fluid level, if equipped with dipstick
- Inspect brake pads/shoes/rotors/drums, brake lines & hoses, and parking brake system
- Inspect wheel ends for endplay and noise
- Inspect engine cooling system and hoses
- Inspect steering linkage, suspension and if equipped, drive shaft and ball joints
- Inspect tires for wear and rotate
- Replace cabin air filter, if equipped
- Change green engine coolant, if equipped
- Inspect and lubricate ball joints
- Inspect and lubricate steering linkage
- Lubricate all major pivot points on Wheelchair Lift

**Diesel / Additional Service:**
- Check air filter minder, replace filter air required
- Replace fuel filter

---

### 80,000 Miles
- Change engine oil and replace oil filter
- Inspect tires for wear. Rotation recommended for optimal tire life.
- Lubricate all major pivot points on Wheelchair Lift

**Diesel / Additional Service**
- Check air filter minder, replace filter as required

**85,000 Miles**

- Change engine oil and replace oil filter
- Inspect tires for wear. Rotation recommended for optimal tire life.
- Lubricate all major pivot points on Wheelchair Lift

**Diesel / Additional Service**
- Check air filter minder, replace filter as required

**90,000 Miles**

- Change engine oil and replace oil filter
- Inspect brake pads/shoes/rotors/drums, brake lines & hoses, and parking brake system
- Inspect wheel ends for endplay and noise
- Inspect engine cooling system and hoses
- Inspect exhaust system and heat shields
- Inspect steering linkage, suspension and if equipped, drive shaft and ball joints
- Inspect tires for wear and rotate
- Replace engine air filter
- Replace fuel filter
- Replace cabin air filter if equipped
- Change automatic transmission/transaxle fluid on all vehicles equipped with AX4S, AF50N, 4R100, and 4F27E. Inspect automatic transmission fluid level on all other vehicles, if equipped with dipstick.
- Insect and lubricate ball joints
- Lubricate wheel bearings, replace grease seals, and adjust bearings
- Change manual transmission fluid
- Lubricate front hub needle bearing
- Inspect and lubricate steering linkage
- Lubricate all major pivot points on Wheelchair Lift

**Diesel / Additional Service:**
- Check air filter minder, replace filter as required
- Replace fuel filter

**95,000 Miles**
- Change engine oil and replace oil filter
- Inspect tires for wear. Rotation recommended for optimal tire life.
- Lubricate all major pivot points on Wheelchair Lift

**Diesel / Additional Service**
- Check air filter minder, replace filter as required

---

**100,000 Miles**

- Change engine oil and replace oil filter
- Inspect accessory drive belt(s)
- Inspect tires for wear. Rotation recommended for optimal tire life.
- Replace spark plugs
- Change yellow coolant
- Replace PCV value on all bus under 6,000 gross vehicle weight
- Lubricate all major pivot points on Wheelchair Lift

**Diesel / Additional Service**
- Check air filter minder, replace filter as required

---

**105,000 Miles**

- Change engine oil and replace oil filter
- Inspect automatic transmission fluid level, if equipped with dipstick
- Inspect brake pads/shoes/rotors/drums, brake lines & hoses, and parking brake system
- Inspect wheel ends for endplay and noise
- Inspect engine cooling system and hoses
- Inspect steering linkage, suspension and if equipped, drive shaft and ball joints
- Inspect tires for wear and rotate
- Replace cabin air filter, if equipped
- Change green engine coolant, if equipped
- Inspect and lubricate ball joints
- Inspect and lubricate steering linkage
- Lubricate all major pivot points on Wheelchair Lift

**Diesel / Additional Service:**
- Check air filter minder, replace filter air required
- Replace fuel filter

---

**110,000 Miles**
- Change engine oil and replace oil filter
- Inspect tires for wear. Rotation recommended for optimal tire life.
- Lubricate all major pivot points on Wheelchair Lift

**Diesel / Additional Service**
- Check air filter minder, replace filter as required

**115,000 Miles**

- Change engine oil and replace oil filter
- Inspect tires for wear. Rotation recommended for optimal tire life.
- Lubricate all major pivot points on Wheelchair Lift

**Diesel / Additional Service**
- Check air filter minder, replace filter as required
120,000 Miles

- Change engine oil and replace oil filter
- Inspect brake pads/shoes/rotors/drums, brake lines & hoses, and parking brake system
- Inspect wheel ends for endplay and noise
- Inspect engine cooling systems and hoses
- Inspect exhaust system and heat shields
- Inspect steering linkage, suspension and if equipped, drive shaft and ball joints
- Inspect tires for wear and rotate
- Replace engine air filter
- Replace fuel filter
- Replace cabin air filter, if equipped
- Replace PCV on buses
- Change automatic transmission/transaxle fluid on all vehicles equipped with AX4S, 4F50N, 4R100, and 4F27E. Inspect automatic transmission fluid level on all other vehicles, if equipped with dipstick.
- Replace camshaft belt
- Replace climate-controlled seat filters
- Lubricate all major pivot points on Wheelchair Lift

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Gasoline / Additional Service

- Change manual transmission fluid
- Lubricate wheel bearings
- Inspect and lubricate ball joints
- Lubricate front hub needle bearings
- Replace camshaft belt
- Inspect and lubricate steering linkage

---

Diesel / Additional Service:

- Check air filter minder, replace filter as required
- Replace fuel filter
125,000 Miles

- Change Engine Oil and replace Oil Filter
- Inspect tires for wear. Rotation recommended for optimal tire life.
- Lubricate all major pivot points on Wheelchair Lift

Diesel / Additional Service
- Check air filter minder, replace filter as required

130,000 Miles

- Change engine oil and replace oil filter
- Inspect tires for wear. Rotation recommended for optimal tire life.
- Lubricate all major pivot points on Wheelchair Lift

Diesel / Additional Service
- Check air filter minder, replace filter as required

135,000 Miles

- Change engine oil and replace oil filter
- Inspect automatic transmission fluid level, if equipped with dipstick
- Inspect brake pads/shoes/rotors/drums, brake lines & hoses, and parking brake system
- Inspect wheel ends for endplay and noise
- Inspect engine cooling system and hoses
- Inspect steering linkage, suspension and if equipped, drive shaft and ball joints
- Inspect tires for wear and rotate
- Replace cabin air filter, if equipped
- Change green engine coolant, if equipped
- Inspect and lubricate ball joints
- Inspect and lubricate steering linkage
- Lubricate all major pivot points on Wheelchair Lift

Diesel / Additional Service:
- Check air filter minder, replace filter air required
- Replace fuel filter

140,000 Miles
- Change engine oil and replace oil filter
- Inspect tires for wear. Rotation recommended for optimal tire life.
- Lubricate all major pivot points on Wheelchair Lift

**Diesel / Additional Service**
- Check air filter minder, replace filter as required

145,000 Miles

- Change engine oil and replace oil filter
- Inspect tires for wear. Rotation recommended for optimal tire life.
- Lubricate all major pivot points on Wheelchair Lift

**Diesel / Additional Service**
- Check air filter minder, replace filter as required
☐ Change engine oil and replace oil filter
☐ Inspect brake pads/shoes/rotors/drums, brake lines & hoses, and parking brake system
☐ Inspect wheel ends for endplay and noise
☐ Inspect engine cooling systems and hoses
☐ Change Yellow Coolant
☐ Inspect exhaust system and heat shields
☐ Inspect steering linkage, suspension and if equipped, drive shaft and ball joints
☐ Inspect tires for wear and rotate
☐ Replace engine air filter
☐ Replace fuel filter
☐ Replace cabin air filter, if equipped
☐ Replace PCV on buses
☐ Change automatic transmission/transaxle fluid on all vehicles equipped with AX4S, 4F50N, 4R100, and 4F27E. Inspect automatic transmission fluid level on all other vehicles, if equipped with dipstick.
☐ Change rear axle lubricant on all rear wheel drive vehicles
☐ Replace accessory drive belt(s) (if not replaced within last 100,000 miles)
☐ Replace climate-controlled seat filters
☐ Lubricate all major pivot points on Wheelchair Lift

Gasoline / Additional Service:
☐ Change manual transmission fluid
☐ Lubricate wheel bearings
☐ Inspect and lubricate ball joints
☐ Lubricate front hub needle bearings
☐ Replace camshaft belt
☐ Inspect and lubricate steering linkage

Diesel / Additional Service:
☐ Check air filter minder, replace filter as required
☐ Replace fuel filter

Exceptions
Yellow Coolant

- 5 Years or 100,000 miles – change yellow coolant (whichever comes first)
- After initial change – change yellow coolant every 3 years or 50,000 miles.

Natural Gas and Propane Vehicles

- Every 3 Years – Inspect NGV fuel tanks from the date of tank manufacture.
- Every 5 Years – Inspect propane fuel tanks from vehicle build date.
- Every 15 Years – Replace NGV fuel tanks from the date of tank manufacture.

Normal vehicle Axle Maintenance

- Rear axles and power take off (PTO) units containing synthetic lubricant and light duty trucks equipped with ford-design axles are lubricated for life. These lubricants are not to be checked or changed unless a leak is suspected, service is required, or the axle assembly has been submerged in water. The axle and PTO lubricant should be changed anytime the axle and PTO have been submerged in water. Non-synthetic rear axle lubricants should be replaced every 3,000 miles or 3 months, whichever occurs first, during extended trailer tow operation about 21-Celsius (70 degrees Fahrenheit) ambient and wide open throttle for extended periods above 45 mph. The 3,000 mile lube change interval may be waived if the axle was filled with 75W140 synthetic gear lubricant meeting Ford Specification WSL-M2C192-A, part number C8AZ-19B545-1 (EST-M2C118-A) or equivalent for complete refill of Traction-Lok rear axles. The axle lubricant should be changed anytime an axle has been submerged in water.
- Replace rear axle lubricant every 160,000 km (100,000 miles). Rear axle lubricant change may be waived if the axle was filled with 75W140 synthetic gear lubricant meeting Ford specification WSL-M2C192-A, part number FITZ-19B546-A (EST-M2C118-A) or equivalent for complete refill of Traction-Lok rear axles. The axle lubricant should be change anytime an axle has been submerged in water.

Wheelchair Lift Maintenance

- Very Year – Inspect and replace defective parts if needed.
  1. Latches and Gas Springs
  2. Roller assemblies
  3. Outboard Roll Stop
  4. Outboard Roll Stop Latch
  5. Handrail Components
  6. Bridge Plate
  7. Adjustment of Platform Sensor
  8. Pump Mounted Hydraulic Pressure Switch
  9. Microswitches
  10. External Snap Rings
  11. Hydraulic Fluid Pump
  12. Hydraulic Hoses, Cables, wires, Terminals, Circuit breaker, and solenoids.
  13. Cylinders
  14. Roll Stop Cylinder
  15. Parallel Arms
  16. Rotating pivot Slide Arms
  17. Vertical Arm Plastic Covers
  18. Power Cable

Monthly Inspection Schedule For Medium Duty Buses:

B. Monthly Vehicle Inspection by the Contracted Maintenance Repair Shop (See Attached Monthly Inspection form in Appendix A).
## INTERVALS (Daily - Quarterly)

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<tr>
<th>DAILY</th>
<th>WEEKLY</th>
<th>MONTHLY</th>
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</thead>
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<tr>
<td>Exterior Check</td>
<td>Driver's Seat Inspection</td>
<td>Air Tanks Drain</td>
</tr>
<tr>
<td>Operational Check</td>
<td>Air Dryer Test</td>
<td>Fire Extinguisher Inspection</td>
</tr>
<tr>
<td>Wheelchair Ramp Inspection</td>
<td>Fire Suppression System (if equipped)</td>
<td>Auxiliary Coolant Heater Operation</td>
</tr>
<tr>
<td>(if equipped)</td>
<td>(if equipped)</td>
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<tr>
<td>Wheelchair Tie-Down &amp; Occupant</td>
<td>Fire Detection System Inspection</td>
<td></td>
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<tr>
<td>Restraints Inspection (if equipped)</td>
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<tr>
<td>Flooring Inspection</td>
<td>Door Pressure Regulator/Filter Drain</td>
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<tr>
<td>Crankcase Breather Tube</td>
<td>Flooring Inspection</td>
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<tr>
<td>Inspection</td>
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<td></td>
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<tr>
<td>Aftertreatment Exhaust Piping</td>
<td>Under Body Cleaning &amp; Corrosion</td>
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</tr>
<tr>
<td>Inspection</td>
<td>(if equipped)</td>
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<tr>
<td>Air Intake Piping Inspection</td>
<td>HVAC Interior Return Air Filter</td>
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<td></td>
<td>Inspection</td>
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<tr>
<td>Fire Suppression System</td>
<td>Driver's Heater/Defroster Inspection</td>
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<td>(if equipped)</td>
<td>(if equipped)</td>
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<tr>
<td>Bike Rack Inspection (if equipped)</td>
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<tr>
<td></td>
<td>Floor Heaters Inspection</td>
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<tr>
<td></td>
<td>Bike Rack General Maintenance</td>
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<tr>
<td></td>
<td>Inspection (if equipped)</td>
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</tbody>
</table>

## INTERVALS (6,000 - 15,000 mi.)

<table>
<thead>
<tr>
<th>6,000 mi. (9,600 km)</th>
<th>12,000 mi. (19,300 km)</th>
<th>15,000 mi. (24,000 km)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disc Brake Pad Inspection</td>
<td>Rear Axle Torque Check</td>
<td>Primary (Suction) Fuel Filter Replacement</td>
</tr>
<tr>
<td>Wheels &amp; Tires Inspection</td>
<td>Front Axle Kingpin Inspection</td>
<td>Secondary (Pressure) Fuel Filter Replacement</td>
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<tr>
<td>Transmission Inspection</td>
<td>Steering Driveshaft Lubrication</td>
<td>Cooling System Pressure Test</td>
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<tr>
<td>Driveshaft Lubrication</td>
<td>Hydraulic System Inspection</td>
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<tr>
<td>Steering System Inspection</td>
<td>Engine Mounts Inspection</td>
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<tr>
<td>Engine Oil &amp; Filter Change</td>
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</tbody>
</table>

## INTERVALS (6,000 - 15,000 mi.)

<table>
<thead>
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<tbody>
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<tr>
<td>Service Item</td>
<td>Description</td>
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<tr>
<td>Air Filter Restriction Indicator</td>
<td>Inspection</td>
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<tr>
<td>Air Filter Replacement</td>
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<td>Exhaust System Inspection</td>
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<td>Shock Absorber Inspection</td>
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<td>Ride Height Adjustment</td>
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<td>Air Springs Inspection</td>
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<tr>
<td>Front &amp; Rear Axles &amp; Suspension</td>
<td>Inspection</td>
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<tr>
<td>Radius Rods Inspection</td>
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<tr>
<td>Front Axle Lubrication</td>
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<tr>
<td>Rear Axle Inspection</td>
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<tr>
<td>Air System Functional Tests</td>
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<tr>
<td>Parking Brake Valve Test</td>
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<tr>
<td>Vehicle Windows Inspection</td>
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<tr>
<td>Interior &amp; Exterior Access Doors</td>
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<tr>
<td>Roof Vent/Hatch Inspection</td>
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<td>Splash Guards Inspection</td>
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<tr>
<td>Windshield Wiper &amp; Washer</td>
<td>Inspection</td>
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<tr>
<td>Passenger Seats Inspection</td>
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<tr>
<td>Stanchions &amp; Grab Rails Inspection</td>
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<tr>
<td>Interior Panels Inspection</td>
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<tr>
<td>Exterior Panels Inspection</td>
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<tr>
<td>Mirrors Lubrication</td>
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<tr>
<td>Alternator Inspection</td>
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<th>12,000 mi. (19,300 km)</th>
<th>15,000 mi. (24,000 km)</th>
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</thead>
<tbody>
<tr>
<td>Battery System Inspection</td>
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<tr>
<td>Wheelchair Ramp Inspection (if equipped)</td>
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<tr>
<td>Wheelchair Tie-Down &amp; Occupant Restraints Cleaning (if equipped)</td>
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<tr>
<td>Cooling System Inspection</td>
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<tr>
<td>Hydraulic System Inspection</td>
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<tr>
<td>HVAC System Inspection</td>
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<tr>
<td>Rear Axle Breather Tube Inspection</td>
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<tr>
<td>Engine Compartment Line Routing Inspection</td>
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</tr>
</tbody>
</table>

### INTERVALS (24,000 - 40,000 mi.)

<table>
<thead>
<tr>
<th></th>
<th>24,000 mi. (38,600 km)</th>
<th>30,000 mi. (48,000 km)</th>
<th>36,000 mi. (58,000 km)</th>
<th>40,000 mi. (64,000 km)</th>
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</thead>
<tbody>
<tr>
<td>Wheel Alignment</td>
<td>Fuel Tank Drain</td>
<td>Disc Brake Caliper Inspection</td>
<td>Rear Axle Oil Change (with mineral oil)</td>
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<tr>
<td>Front Axle Wheel Bearing Inspection</td>
<td>Engine Drive Belts Inspection</td>
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<tr>
<td>Rear Axle Wheel Bearing Inspection</td>
<td>Air Compressor Discharge Lines Inspection</td>
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<tr>
<td>Accelerator Treadle Inspection</td>
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<tr>
<td>Brake Treadle &amp; Brake Valve Assembly Inspection</td>
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<tr>
<td>INTERVALS (48,000 - 100,000 mi.)</td>
<td>48,000 mi. (77,200 km)</td>
<td>60,000 mi. (96,000 km)</td>
<td>75,000 mi. (120,700 km)</td>
<td>100,000 mi. (160,000 km)</td>
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<tr>
<td>Front &amp; Rear Brake Chambers Inspection</td>
<td>Fuel Tank Inspection</td>
<td>Transmission Filters Change</td>
<td>Rear Axle Oil Change (with synthetic oil)</td>
<td>Crankcase Breather Element Replacement</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INTERVALS (150,000 mi. - Yearly)</th>
<th>150,000 mi. (241,400 km)</th>
<th>200,000 mi. (321,000 km)</th>
<th>6 MONTHS</th>
<th>YEARLY</th>
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<tbody>
<tr>
<td>Steering Gearbox Inspection</td>
<td>Muffler Particulate Filter Cleaning</td>
<td>Front Axle Inspection</td>
<td>Door Sensitive Edge Inspection &amp; Test</td>
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<tr>
<td>Transmission Fluid Change</td>
<td>Diesel Exhaust Fluid Filter Replacement</td>
<td>Brake Foot Valve Inspection</td>
<td>Fuel Hoses Inspection</td>
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<td>Windshield Wipers Inspection</td>
<td>Wheelchair Ramp Pump Inspection (if equipped)</td>
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<td>Instrument Panel &amp; Side Console Inspection</td>
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<td>Auxiliary Coolant Heater Inspection</td>
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<td>Alternator Inspection</td>
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### INTERVALS (150,000 mi. - Yearly)

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<td>Hydraulic Reservoir Fluid &amp; Filter Replacement</td>
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### INTERVALS (2 - 5 Years)

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<td>Entrance Door System Inspection</td>
<td>Under Body Corrosion Protection Inspection &amp; Reapplication</td>
<td>Door Motor Rebuild</td>
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<td>Door Operator Proximity Switches Inspection</td>
<td>Entrance Door Component Replacement</td>
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<td>Fire Extinguisher Test</td>
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<td>Cooling System Drain, Flush &amp; Fill</td>
<td>Exit Door Component Replacement (if equipped)</td>
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BASIC TRANSIT VEHICLE MAINTENANCE FOR THE DRIVER (Pre-Trip/Post-Trip)

This publication is intended to help the transit operator and the transit supervisor in keeping all vehicles in dependable operation condition. The information contained herein can help reduce in-service vehicles failures, and keep vehicles in optimum operating condition throughout their service lives. While it is realized that most transit operators and supervisors are not mechanics, this guide is intended, through simple checks, to enable these persons to play a strong role in the overall operating dependability and general condition of the vehicle(s) in their charge.

Safety Without Compromise

When performing the procedures listed within the guide, it is most important to observe and practice all safety measures. Safety is the most important part of the job, and should never be compromised. Under the hood procedures should be performed with care, as this area is subjected to temperatures in excess of 250 degrees Fahrenheit with the engine operating belt-driven rotating hardware. Never remove the radiator cap when the engine is hot. The coolant is under pressure to increase the boiling point, and may start to boil when the pressure is released. Never make hood checks with the engine running, except for the transmission fluid level check. Never use the two-way radio while at fuel service station. Always use hand protection when checking fluid levels or other items on a hot engine. Always stop the engine when fueling a vehicle.

Always ascertain there are no sources of ignition within 50 feet while vehicle is being fueled. Always use hand protection when handling gaseous or cryogenic fuels, such as propane (LPG) or natural gas. These fuels have sub-zero boiling point, and under certain conditions, can cause an injury similar to frostbite. Always leave the vehicle with the transmission selector in the “PARK” position, and the parking brake firmly applied. Always use precautions when servicing a storage battery or jump-starting. Storage batteries can explode under certain conditions.

Vehicle Servicing, General

The following vehicle checks, once learned, can be performed quite easily and quickly. A daily check of the vehicle by the operator is the single most important part of a good maintenance program. The vehicle check listed here in does not require tools or any high level of training. These checks involve only visual observations; tire operating, and fluid level checks that are best done by the person most familiar with operating requirements of the vehicle. A checklist, submitted each day by the vehicle operator, allows every maintenance activity to be recorded onto the vehicle repair records. One of the most productive of all vehicle checks is also one of the simplest and quickest. It takes no additional time, and can give you early warning of a problem.

Vehicle Fluid and Coolant Leaks

Each time you approach your vehicle, observe the area immediately below the vehicle is any evidence of fluid of coolant leaks. Any leak below the vehicle is an indication of a problem and should be checked out. NOTE: It is normal for the air conditioning evaporator to discharge water condensed from the air inside the vehicle when the air conditioning system has been operating. This is pure water and contains no oil or anti-freeze. Learn where this water discharges on your vehicle, so you may disregard this air conditioning evaporation discharge. A/C/Heater/Defroster must also be checked to ensure that there are no leaks coming from any of these service parts.

Fluid Level Checks - It is most important that vehicle be parked on a level surface when any fluid levels are checked, as less than a level condition may cause an error in fluid levels. The best time to perform vehicle fluid level checks is before the vehicle is started each day, (provided it is parked on a level surface.)

Vehicle Fueling – When fueling your vehicle, always make certain there is no source of ignition, including smoking products, traffic flares, etc. within 50 feet of your location.
Engine Overheating Problems – Engine overheating problems are usually beyond the capability of the operator to correct. The important things to remember here is do not remove the radiator cap when the engine has been operating. Most large buses (35'-40') use cooling system surge tank, and smaller vehicles use a coolant recovery system. Surge tanks use a pressure release valve to release pressure, and a safety stop on the surge tank filler port. Vehicles using a coolant recovery system employ a closed cooling system. Neither is intended to be operator serviced. The operator should add any required coolant to the recovery reservoir. This may be done whether the engine is hot or cold, as there is no pressure on this reservoir, unless the radiator cap is released. Coolant will be drawn from the reservoir into the closed system only as the system cools and the coolant contracts.

Transmission Fluid Level Check

The fluid level of the automatic transmission may only be checked when the transmission has been operating, is at normal operating temperature, and with the engine at idle and the transmission in “PARK”. The dipstick marking are similar to the engine dipstick markings, and a level check my be performed in the same manner. It is most important to us the recommended fluid and to not over-fill the transmission. Several different fluids are used in transmissions, and are generally not compatible. Over-Filling or a transmission may result in improper operation and is a fire risk, as fluid can be expelled onto the exhaust manifold. If not certain of the proper lubricant, or of a correct reading of the transmission level have a knowledgeable mechanic help you. Modern transmissions do not require daily service unless there is a fluid leak.

Daily Under Hood Checks

A good habit for every operator to develop is to perform an extensive under hood visual inspection every day or each time the vehicle is refueled. Visually inspect for:

- Evidence of any fluid leaks.
- Level of engine coolant reservoir.
- Do not remove radiator Cap.
- Level of windshield washer fluid
- Condition of all belts and hoses. Any evidence of slipping, chafing, caracks, etc. should be immediately checked by a mechanic.
- A check of the engine oil level by pulling out and wiping oil off the dip stick, fully replacing dip stick into its tube, then removing dip stick and observing oil level. If oil level is at the “ADD” mark on the dip stick, one or more quarts of the appropriate lubricant will be needed. Add one quart, then re-check. This check should be made when the engine is cold, or has been turned off for at least three (3) minutes.

Tire Inspection

The tires on your vehicle are of great importance. We have all experienced the flat or blown-out tire. The least problem with a tire failure is the that tire must be changed. There are many other problems that could result from a tire failure, such as loss of vehicle control. It if a good practice to get into the habit of performing a frequent visual inspection of our vehicle’s tires. Tires that are under inflated will overheat. Tires that are over inflated will provide a harsh ride. Tires that are not properly aligned will cause poor handling. All three conditions will cause rapid, uneven wear, poor handling, and shortened tire life. It is also a good practice to check tire pressure once a week when the tires are cold, to insure that tires are properly inflated. Different size tires and different loads will have different recommended pressures. Your vehicle manufacturer may recommend different pressures for front and rear tires. Some vehicles have the inflation pressures posted on the driver’s side door post, or inside the glove box door. If not, check the owner’s manual for proper inflation pressures. It is also important to check for loose bolts and lug nuts before it turns into a potential problem.
**Interior & Exterior Checks**

The transit vehicle is the operator’s “home away from home”, and should be kept clean, comfortable and functional at all times. Most of these vehicle checks can be made while the vehicle is being fueled. The following checks should be made on a daily basis, and with a little practice, will be come almost automatic:

**Interior**

**Fire Extinguisher** – A very important piece of equipment. Check seal, last date of recharge, pressure gauge, and mounting.

**First Aid Kit** – Another very important piece of equipment. Check contents and ascertain that all supplies are available and in good condition.

**Operator/Passenger Seat Belt** – Inspect belt webbing, buckles, retraction mechanism, and mountings.

**Passenger and Wheelchair Securements** – These securements are very important to the safety of the patron, whether ambulatory or traveling by wheelchair. Be certain they are in good working order, clean, and properly stowed. It is critical to check the hand railings for the safety of elderly patrons and persons with disabilities that may require the assistance of them.

**Vehicle Seats and Interior/Modesty Panels** – Inspect for tears, cracks, loose screws, etc.

**Emergency Egress Windows and Hatches** – It is most important that these emergency egress openings are kept in good operating condition.

**Operator Seat Adjustments** – Ascertain the operator seat adjustments are working properly.

**Interior Controls** – Check lights, instruments, wipers, brakes, steering, warning lights, and horns and back up beepers.

**Exterior**

**Exterior Lights and Reflectors** – Visually inspect all lights and reflectors to be sure they are in working order and reasonably clean.

**Mirrors, Windows, and Doors** – Check mirrors for cleanliness, adjustment, mounting. Check windows for ease of operation, cleanliness. Check passenger and operator door lock mechanisms.

**Body Damage or Deterioration** – Check for any recent body damage, paint or decal deterioration that may detract from the vehicle appearance or function.

**Tires and Wheels** – A visual inspection of the tires and wheels should be made to secure bolts and loose lug nuts.
Warning Lights Checks

The warning lights on your vehicle are there for the purpose of warning the vehicle operator when there is a malfunction or a potential problem. Many of these warning lights have a self-test feature when the ignition switch is turned on or when the engine is started. These may include engine oil pressure, alternator charge, hot engine, and low fuel, break system balance and park brake application. Some vehicles contain other warning lights for various functions. The self-test feature on start-up shows the operator that these lights are functional. You should develop the good habit of observing the indicator lights during the self-test each time the vehicle is started. This is yet another good habit that after a little practice will be something you will do automatically.

Instrument Checks

Different vehicles have various instruments to continually monitor and report vehicle operating status to the operator. The vehicle instruments are there to warn the operator if any vehicle system is in malfunction mode. We all watch the fuel level gauge all the time but sometimes do not pay enough attention to the other instruments. You should carefully observe the gauge readings so you may be aware of their indication of normal readings. It is another good habit to “scan” the instruments periodically while driving. This effort, also, becomes automatic after a little practice, something you will do without thinking, and continually practiced.

Operating Checks

While operating the vehicle, observe how the vehicle operates, handles, and how it sounds at all times. Watch all gauges and warning lights. Any observed problem could be forewarning or serious problems to come. For Example:

- Vibration in the steering wheel at a certain speed that seems to go away if the speed is reduced or increased by about 5 MPH. This indicates tire or steering problems.
- The feel of “over steer” or “under steer” on right or left turns. This indicates tire or alignment problems.
- The Metallic scraping sound when the brakes are applied. This indicates worn brake lining.
- The “mushy” feel of the transmission when it up-shifts. This indicates transmission slippage.
- The one wheel that locks up on a hard brake application. This indicates a brake problem.
- Any indication of the engine missing, hesitating, or operating improperly.
- Any warning light that comes on during operation, even for a brief period.
- Any unusual feel or noise in the operation of the vehicle.

A mechanic should check out any operating problems experienced by the driver, as all indicate an abnormal vehicle condition that will only worsen with time.

Wheelchair Lift and Securement Checks

Wheelchair Lift Mechanism

Inspect for loose bolts, electrical control cord and switches, hydraulic oil leaks, emergency lever or handle, and general operation. Observe any noises or erratic movement that could indicate binding or wear.

Wheelchair Securements

Check all mechanical securement devices to be certain locking mechanism locks securely when wheelchair is in place, and releases with ease. Check each mounting for cracks, loose bolts, and worn components. Check all belts for proper buckle operation, frayed webbing, and proper retraction and stowage. Check inertia locks if used, for
proper locking. The safety of your passengers who travel by wheelchair depends on the proper operation of these securement devices.

**Reporting of Problems**

All noted vehicle defects should be reported promptly by the operator on the proper form, so corrective measures can be taken. If your property does not have a for daily operator reporting of vehicle defects, it is strongly recommended that one be adopted. A verbal report to the dispatcher for routine repair should be discouraged, as the dispatcher is often so busy he/she is unable to make a written report at the time, and may forget. Of course, any emergency must involve a verbal report to the dispatcher. Remember, the person most responsible for the condition and dependability of your vehicle is not the mechanic, but the vehicle operator.

**What to do when a Failure is Experienced**

Despite quality maintenance, mechanical failures still sometimes occur. Should this happen to you, your best friend may be your two-way radio (if your problem isn’t a massive failure of the electrical system). Whatever the problem, the first contact you should make is with the dispatcher, as the first priority is to accommodate any passengers that may be on-board, and any passengers that may be awaiting pick up. The dispatcher can decide the best way to accommodate the passengers that may be on board or awaiting pick-up. Of secondary importance is what to do with you and your vehicle. Before calling the dispatcher, you should perform a visual inspection and try to determine as closely as possible the specific problem. This will allow both you and the dispatcher to make a decision on the following course of action. May vehicle problems allow the vehicle to be safely driven in for service; may other problems dictate a tow truck or a mechanic be dispatched. Should the decision be made to drive the vehicle to a location where service is available, make certain the dispatcher has your exact route to the service location, and establish a call-in time, so the dispatcher will know you made it to your destination. The absence of your timely call-in will indicate to the dispatcher that you had further problems, and need assistance.

**What NOT to do when a Failure is Experienced**

Some vehicle problems can leave you stranded, and not always in the best of geographical locations. If the dispatcher is not aware of your problem, or does not have your exact route, rescue could take a while. Never proceed with a known problem without notifying the dispatcher of your exact route. Dispatcher should be notified as soon as is possible.

**Jump Starting**

Jump-starting should not be attempted except in an emergency situation. Sometimes, despite a good level of underhood checks, and without warning, you will experience a dead vehicle battery. This can be a real “downer”, because your radio may not work, either. One of several things may have happened:

a. You didn’t look at the alternator belt very carefully on your last few underhood checks.
b. You had noticed that warning light on since yesterday, but didn’t have time to report it.
c. You didn’t check your instruments often enough.
d. The battery or charging system has defect that simply can’t be visually detected.

But, whatever the cause, the end result is the same; you have a problem. If you should be in a remote area somewhere past “Coyote Junction and Cactus Pass”, and if a good Samaritan with a battery and jumper cables
should happen by, you have a chance: First ask, the Samaritan to loan you some battery power to call the dispatcher. The most important thing is to notify the dispatcher of your problem. Carefully connect battery cables as follows: This instruction is most important, as storage batteries, when hot or charging, emit sulfuric acid vapors which can be ignited by a spark, and cause the battery to explode! Also, if battery polarity is reversed, one or both vehicles can sustain damage to the electrical system! Your vehicle may have a Top Post or a Side Post battery. In each case the Positive Terminal will be marked “POS”, “P”, or +. The Negative Terminal will marked “NEG”, “N”, or - . Connect jumper cables in the following order:

1. Connect the positive (red) clamp to the other vehicle’s positive battery terminal.
2. Connect the other end of the positive jumper (the same cable) to positive battery terminal on your vehicle. Make sure the Negative jumper cable clamp (your end) is not touching metal.
3. Connect the negative (black) jumper cable clamp to the other vehicle’s negative battery terminal.
4. Connect the negative jumper cable to a heavy metal bracket on the engine of your vehicle at least several inches away from the battery.

After this connection is made, you may make your call to the dispatcher and if your alternator belt looks O.K. and no visible problems are apparent, collectively decide whether or not you want to try for the nearest repair facility. If the decision is made to head for the nearest facility, and your route is carefully explained to the dispatcher, and a telephone call-in time is established, ask the Samaritan to run his engine at a fast idle for a few minutes to recharge your battery before attempting to start your engine. Once your engine is running, reverse the connection procedure to disconnect the jumper cables, thank the Samaritan profusely, and continue on your way, not using air conditioning or any other accessory that consumes electrical power.

**When to Call the Tow Truck (or Mechanic)**

Some vehicle problems will require a mechanic or tow truck, as an attempt at continued operation could cause further vehicle damage, or is simply too risky to attempt. Some of these problems are:

- Defective Brake System
- Loss of Engine Oil Pressure
- Severe Transmission Slippage
- Severe Engine or Drive Train Noise
- Any Accident that may Impair Vehicle Operation

**Charging System Failure (See Jump Starting)**

A minimal charge in the vehicle battery will allow vehicle operation for several miles. But, if the charging system is not operating, this minimal charge may be sufficient operate the vehicle, But, will not handle lights, air conditioning, radio, wheelchair lift, and other accessories that draw heavy electrical current.

**Automatic Engine Shut Down**

Your vehicle is equipped with a device that will either stop or limit the operation of the engine should one or more engine problems be detected. This device constantly monitors the engine temperature, engine oil pressure, and in some cases, other engine factors. This device constantly monitors the engine temperature, engine oil pressure, and in some cases, other engine factors. When this device senses that the engine conditions are outside the preset parameters, it will cause limited engine operation. This device will either give you a warning a few (15-30) seconds (preset time) before shut down to enable you to get the vehicle to a safe location (off road), or will be equipped with an overrule switch that must be kept engaged to enable you to drive the vehicle to a safe location. If equipped with automatic shutdown, system will reset in about tow minutes after key is turned off. Vehicle may be started and moved to a safe place. If equipped with the overrule or reset feature, use the overrule or reset only to move the vehicle to a safe location. Further operation can cause increased engine damage. It is most important
that you become familiar with this device should you ever experience a malfunction that causes this device to activate.

**Towing Instructions**

In the event your vehicle requires towing, the drive train may need to be disconnected if the distance to be towed is over 30 miles, or, the towing speed will be in excess of 40 MPH depending on which end of the vehicle is lifted while being towed and whether the vehicle has front or rear-wheel drive. For instance, it the vehicle has front and is being towed from the front, the drive train does not need to be disconnected. This speed and distance is generally considered to be the maximum without damage to the automatic transmission. The modern automatic transmission does not have a rear pump and cannot circulate the transmission lubricant without the engine operating. A sustained speed and/pr distance in excess of those listed above can cause damage to the transmission. Tow truck operators are generally knowledgeable of this requirement, but they might need to be reminded.

**Alternative Fuels**

**Liquid Propane Gas (LPG)**

LPG is gaseous fuel compressed into a liquid. This liquid has a boiling point of minus 43.7 degrees Fahrenheit at atmospheric pressure, and tends to boil when pressure is suddenly released (this is why you may have a fuel pressure regulator "freeze up" when a cold engine is first started). For this reason, had protection should be used when handling this fuel. LPG is heavier than air, and when released, tends to collect and pool in low areas at ground level. Should the accidental release of this gas be experienced, it is very important to keep all sources of ignition away from the area until all vapors have dissipated.

**Cold Engine Operation on LPG**

As previously mentioned, this fuel tends to boil at a sub-freezing temperature upon pressure release. The fuel pressure regulator on your vehicle reduces the pressure between the fuel cylinder (Tank) and the engine to a much lower pressure that may be used by the engine. This pressure reduction causes the fuel pressure regulator to become very cold on start-up, and can even cause the regulator to freeze if the engine is operated at high speed during warm up. The circulation of engine coolant to prevent freezing warms the regulator. Some regulators even incorporate an electric heater. The best way to prevent cold start up freezing is to start the engine and operate at a fast idle speed for about two minutes before driving the vehicle.

**XII. Procedures for a Pre-Trip/Post – Trip Inspection**

1. Begin the inspection with the vehicle turned off. Walk around the vehicle to inspect the body, windows, and mirrors for damages. Look for dents, scrapes and cracks. Look for rust streaks (indicating a hole or crack) and shiny spots (indicating a missing part or missing decal), it is also imperative to check for proper decals. Check the overall symmetry of the vehicle. Check for overall exterior cleanliness. This can help to identify missing parts. If the vehicle is leaning, there could be a suspension problem. Ensure that the license plates are secured.
2. Adjust outside mirrors (use driver’s seat as reference), locate if any, blown out bulbs or broken lenses on any lamps. Check differential and real wheel leaks (gear oil) on the inside surface of rear wheels. Check the emergency door for the buzzer sound and ease of opening, document any malfunctions on form. For the exhaust, place a foot over pipe and feel pressure and listen for leaks, document if there is anything unusual.
3. Check the ground under the vehicle for water and oil leaks and the under carriage for loose parts.
4. Check the condition of all tires including the spare if provided. Look for cracks bubbles, or nicks. Measure the tread depth, pressure and uniformity. The correct maximum cold pressure is indicated on the tire’s sidewall. When front tires are viewed from the front, and the rear tires from the back they should not appear warped (warping indicates cord separation.) Ensure lug nuts are present and tightened.
5. Open the hood. Inspect the batteries for gasoline engines only. Check the fluid levels unless the batteries are maintenance free. Look for loose cable connectors. Tighten if loose and look for corrosion on the terminals.
6. Examine belts and hoses. When pushed in the middle between pulleys, any belt should not compress more than 1/2 inch. Twist the belt and look for cracks/chips and excess wear. Rubber hoses need a similar test. If any hose is too hard, brittle or has cracks/leaks, report it immediately, same if the hose has swelling, report it immediately.

7. Measure fluid levels (-transmission). Be certain that the radiator fluid, oil, power steering, water coolant and windshield washer fluid reservoirs are filled. Note “full cold” and “full hot” marks on the dipstick. Add oil only if below “odd” mark on dipstick. Record additions of fluid.

8. From the driver’s seat, turn on the Master & Wheelchair switch. Start the engine. Cycle the lift. Pay special attention to the wheelchair securement system and how it operates. Look for low power, loose joints or binding. Double check safety barriers and make sure the lift turns smoothly through the entire cycle (down and up). Check for hydraulic leaks and cracked hoses. Check equipment necessary for manual operation.

9. Check the transmission fluid level. Make sure the vehicle is on level ground. Place check blocks if equipped. Set and check the parking brake. Set the transmission in idle position. Check the brake fluid levels and indicate if any is needed. Close the hood when complete and return to the parked position. Check the fluid color or any burnt smells. Record additions of fluids.

10. Turn on the headlights and 4-way flashers. Check the dash lights for bad bulbs and variable adjustment, gauges (fuel level, coolant temperature, charging rate, and oil pressure), and dome and step well lights, at that point you may check the handrails and modesty panels along the stairwell for any lose bolts. Check the high and low beams on the headlights. Walk around the vehicle to check each lamp and lamp cover of the clearance lights and brake lights, reflectors, and destination (digital-if equipped) signs (front & side). Have someone assist you in checking the turn signal lights (check the indicators on dash), hazard brake lights, brake pedals, the back-up lights, brake warning lights (lights with the key in “cranking” position) and back-up beeper, also check the horn and windshield washers/wipers (check speeds, steaks and aim of washer). Before leaving the driver’s seat check that the a/c, heater and defroster are properly working and functioning according to their specified settings, check all speeds by sound. Indicate on the report if either of them is malfunctioning.

11. Check the inside of the vehicle for loose objects and cleanliness. Check for cracks or any broken glass in the windshield, rearview mirrors, side mirrors and bus windows. Make sure all driver and passenger seats (no cuts on seats), floors (clear), door operation (check switches for proper opening and closing) and seatbelts are in working and clean condition; safety restraints, and securement devices are available and functioning including wheelchair restraints, wheelchair interlock system and the wheelchair lift. Check all ancillary equipment (fire extinguisher (check charge indicators and shake or lightly pound it to make sure it is full), first aid kit (check to see if it is complete and sealed with wrappers on the packets), emergency reflectors (check for cracks or broken pieces), fare box (check to see if properly functioning or dispensing money or for stuck coins or loose bolts), radio & (if equipped) check ITS software systems such as: Mobile data terminal-check for proper signals & communication, PA system for clear sound, digital signage inside bus, and passenger stop signal/chime). Check the emergency exits (check the ease of escape windows and vents and see if the buzzer if still in operating condition) make sure they are clear and properly secured and that all emergency lights are well lit. Check emergency brakes for proper maneuvering by applying and testing to move forward or backwards, listen for any grinding noises. Check brakes for pulling or grabbing. Listen to the tone of the horn, document anything that doesn’t sound like the correct pitch. Check the steering for looseness or pulling and document anything found.

12. Make sure you have all the documentation (license, registration, and proof of insurance) and anything else required (log book, gas card, two way radio, etc.). Make sure your two way radio is working properly and is fully charged.

13. Refuel the vehicle if necessary.
APPENDIX A
**Key**
- X = Bad
- ✔️ = Good
- NA = Not Applicable
- ? = Questionable

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### Lower Rio Grande Valley Development Council-Transit Center

**Daily Vehicle Pre-Trip/Post-Trip Inspection Sheet**

**Driver:**

**Mileage Begin:**

**Mileage End:**

**Date:**

**Unit # & Route Name:**

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#### Under the Hood

**What To Look For**

- Fluid Leaks: Puddles on the ground under the bus.
- Oil Level: Add only if below "odd" mark on dipstick.
- Belts: Alt. & P. Steering: Should be tight & free of cracks & chips on inside surface.
- Power Steering Fluid: Note "full cold" & "full hot" marks on the dipstick.
- Coolant Level: Note "full cold" & "full hot" marks on the dipstick.
- Battery (old units only): Fluid level, corrosion & the cables should be tight.
- Windshield Washer Fluid: Check the level.
- Hoses & Miscellaneous: Cracks, swelling or leaks in hoses. Broken or loose things.
- Automatic Transmission Oil: Check with vehicle level, transmission warm, & engine idling in park. Does the fluid look brown or small burnt.

---

#### From the Driver's Seat

**What To Look For**

- Master & Wheelchair Switch: Check to see if they are on the "on" position.
- Wheelchair: Check for proper unfolding, leaks, malfunctions.
- Brake Warning Lights: Lights with the key in the "cranking" position.
- Brake Lights & Back Up Lights: Have someone check visually, or use a mirror.
- Turn Signal Indicators: Check only the indicators on the dash.
- Wipers & Washers: Check both speeds, look for streaks, check aim of washers.
- Fans: Check all speeds by sounds.
- Mirrors & Front Windows: Are they clean and unbroken? Are mirrors adjusted?
- Radio: Radio Check.
- ITS (if equipped): Check digital signage & PA system.
- Mobile Data Terminal (MDT) (if equipped): Check for proper signals & communication.
- Farebox: Check for stuck coins and loose bolts.

---

#### Turn on the Headlights or Brights, HAZARD FLASHERS and CLEARANCE LAMPS

**Walk Around the Vehicle**

**What To Look For**

- Adjust Outside Mirrors: Use the driver's seat as a reference.
- Wheels: Check tire tread depth & uniformity. Check lug nuts.
- All Lamps: Blown out bulbs or broken lenses.
- Differential & R. Wheel Leaks: Gear oil on differential or inside surface of rear wheels.
- Emergency Exits: Check for sound of buzzer and ease of opening.
- Exhaust: Put foot over pipe & feel pressure & listen for leaks.
- Lift: Operate down & up, look for low power, loose joints or binding.
- Body: Is it clean? Are there new dents or scrapes?
- ITS (if equipped): Check destination signs-front & side.

---

#### Back on the Bus

**What To Look For**

- Rear Windows, Seats & Floor: Are they clean? Are there cracks in windows, or cuts on seats?
- Escape Windows, Vents & Emergency Exits: Check for ease of opening & sound of buzzers.
- Fire Extinguisher: Charge indications. Shake or lightly pound it.
- First Aid Kit: Is it complete? Are there wrappers on the packets?
- Triangular Reflectors: Cracks or broken pieces.
- Gauges on the Dash: Fuel level, coolant temperature, charging rate & oil pressure.
- Dash Lights: Bad bulbs & variable adjustment.
- Horn(s): Listen for both tones.
- Brakes: Grinding noise.
- Emergency Brake: To test, apply & try to move forward or backwards.
- Steering: Looseness or pulling.
- Door Operation: Check switches for proper opening and closing.

---

**Operator Signature:**

**Date:**

**Repairing Tech Signature:**

**Date:**

Please place comments that refer to problems on bus on the back of this page.
Lower Rio Grande Valley Development Council-Transit Center

VEHICLE INFORMATION:

Vehicle No.: __________ Battery Type-Group: ___________
Make: __________ Model: ___________
Year Model: __________ Fuel: ___________
Engine: __________ License No.: ___________
Tire Size: __________ Wheel Type: ___________
Fan Belt: __________
Alternator Belt: __________
Power Steer Belt: __________
Upper Radiator Hose: __________
Lower Radiator Hose: __________
Fuel Filter: __________
Air Filter: __________

Additional Comments:

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

Filled Out by (Printed Name): _______________

Signature: __________________________
Warranty Claim

Fleet Vehicle #: ______________________ License #: ______________________
VIN #: ______________________________
Describe Vehicle Type: ______________________________
Manufacturer: ______________________________
Who Holds Warranty:
Company: ______________________________
Address: ______________________________
City, State, Zip: ______________________________
Contact Person: ______________________________
Telephone #: ______________________ FAX: ______________________

Briefly describe repair for which warranty is applied:
______________________________________________
______________________________________________
______________________________________________
Who performed service or repairs:
Company: ______________________________
Address: ______________________________
City, State, Zip: ______________________________
Contact Person: ______________________________
Telephone #: ______________________ FAX: ______________________

Attach all repair orders or invoices and list below:
R.O. #: ______________________________
Invoice #: ______________________________
Total warranty amount requested: $ ______________________________
Date warranty applied for: ______________________________
Comments: ______________________________
______________________________________________
Date payment received and amount: ______/____/____ $ ________.
## Vehicle Cleanliness Task Sheet

<table>
<thead>
<tr>
<th>Date:</th>
<th>Vehicle #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cleaned By:</td>
<td>15. Route Sign Front/Rear Cleaned</td>
</tr>
<tr>
<td>1. Stanchions Wet Wiped</td>
<td>16. Inspect Seats for Cuts</td>
</tr>
<tr>
<td>2. Side/Rear Windows Washed</td>
<td>17. Inspect Windows for Cracks</td>
</tr>
<tr>
<td>4. Windshield</td>
<td>19. Ceiling Cleaned</td>
</tr>
<tr>
<td>5. Dashboard</td>
<td>20. Inspect Tires for Excessive Wear/Damage</td>
</tr>
<tr>
<td>7. Mirrors (Interior &amp; Exterior)</td>
<td>22. Clean Window Track</td>
</tr>
<tr>
<td>10. Wheel Housing Washed</td>
<td>25. Note Other Visible Damage:</td>
</tr>
<tr>
<td>11. Remove Gum/Other Articles from Floor</td>
<td></td>
</tr>
<tr>
<td>12. Floor Washed</td>
<td></td>
</tr>
<tr>
<td>13. Seats Washed/Wiped</td>
<td></td>
</tr>
<tr>
<td>14. Interior Door &amp; Stepwell Washed</td>
<td></td>
</tr>
</tbody>
</table>

### Special Instructions:

### Comments:

---

Signature: ____________________________
# Preventative Maintenance

**Vehicle Information**

- **UNIT #:**
- **Year/Model:**
- **Odometer:**
- **Next Oil Change:**
- **Inspected by:**
- **License Plate #:**
- **Date:**

## Wiper Blades
- **RF**
- **LF**
- **Rear (if applicable)**
- **Windshield condition**
- **Cracks**
- **Chips**

## Check Battery
- **Battery health**
- **Battery cables and connections**

## Check Tires and Tread Depth
- **Rotation needed**
- **Alignment needed**
- **Balance needed**
- **Rotation performed**
- **Alignment performed**
- **Balance performed**

## Check Fluid Levels

<table>
<thead>
<tr>
<th>OK FILLED</th>
<th>REQUIRES ATTENTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engine oil</td>
<td></td>
</tr>
<tr>
<td>Brake fluid reservoir</td>
<td></td>
</tr>
<tr>
<td>Transmission (if equipped w/dipstick)</td>
<td></td>
</tr>
<tr>
<td>Coolant recovery reservoir</td>
<td></td>
</tr>
<tr>
<td>Power steering</td>
<td></td>
</tr>
<tr>
<td>Windshield washer</td>
<td></td>
</tr>
</tbody>
</table>

## Additional Checks

- **Fuel system (also including gas cap sealing)**
- **Engine, transmission, drive axle, transfer case**
- **Engine cooling system: leak/other**
- **Shocks and struts - also check operation**
- **Belt: engine, power steering and/or V-drive**
- **Hoses: engine, power steering and HVAC**
- **Engine Air filter**
- **Passenger Compartment Air Filter**
- **Steering components and steering linkage**
- **Head Light, Parking, Interior and Brake Lights**
- **Exhaust system components**
- **Chassis components lubrication**

## Check Brakes
- **Brake system (also including lines, hoses and parking brake)**
- **Drive Axle (leak/other)**

## Wheelchair Lift Checklist

- **Latches and Gas Springs**
- **External Snap Rings**
- **Roller Assemblies**
- **Hydraulic Fluid Pump**
- **Outboard Roll Stop**
- **Hydraulic Hoses**
- **Outboard Roll Stop Latch**
- **Cylinders**
- **Handrail Components**
- **Roll Stop Cylinder**
- **Bridge Plate**
- **Parallel Arms**
- **Adj. of Platform Sensor**
- **Rotating Pivot Slide Arms**
- **Hyd. Pressure Switch**
- **Vertical Arm Plastic Covers**
- **Micro Switches**
- **Power Cable**

## On-board Surveillance System

- **Comments/Maintenance/Repairs:**

---

**Supervisor:**

**Date:**

---

**Revised 9/20/16**
### MIDI BUS PREVENTATIVE MAINTENANCE

**WORK ORDER #**

**UNIT#:**

**Odometer:**

**Next Oil Change:**

**Inspected by:**

**License Plate#:**

---

**LRGVDC Transit Center**

**Maintenance Department**

510 S. Pleasantview Dr.

Weslaco, Texas 78596

---

**CHECK TIRES AND TREAD DEPTH**

- **Rotation needed**
- **Alignment needed**
- **Balance needed**
- **Rotation performed**
- **Alignment performed**
- **Balance performed**

---

**CHECK BATTERY**

- **Battery health**
- **Battery cables and connectors**

---

**CHECK FLUID LEVELS**

<table>
<thead>
<tr>
<th>OK</th>
<th>Filled</th>
<th>REQUIRES ATTENTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engine oil</td>
<td></td>
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<td>Transmission (if equipped w/dipstick)</td>
<td></td>
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<tr>
<td>Coolant recovery reservoir</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hydraulic Fluid</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Windshield washer</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**ADDITIONAL CHECKS** (Inspect for visible leaks and visual condition)

- Fuel system (also including gas cap sealing)
- Engine, transmission, drive axle, transfer case
- Engine cooling system: leak/other
- Brakes: check operation
- Belts: engine and/or A/C V-drive
- Hoses: engine, power steering and HVAC
- Engine Air filter
- A/C Filters
- Steering components and steering linkage
- Head Light, Parking, Interior and Brake Lights
- Exhaust system components
- Chassis components lubrication

---

**CHECK BRAKES**

- **Brake system (also including lines, hoses and parking brake)**
- **Drive Axle (leak/other)**

---

**WHEELCHAIR LIFT CHECKLIST**

- **Lifts & Belts**
- **Lift Covers**
- **Lift Door Assembly**
- **Lift Frame**
- **Lift Motor**
- **Lift Crossbar**
- **Lift Chain & Sprocket**

---

**AIR SYSTEM**

- **Air Tank Pressure**
- **Air Line Pressures**
- **Air Line Leaks**
- **Air Suspension Levels**
- **Air Compressor**

---

**ON-BOARD SURVEILLANCE SYSTEM**

- **DVR**
- **Cameras**

---

**Comments/Maintenance/Repairs:**

---

**Supervisor:**

**Date:**

---

**Technician:**

---

**Date:**

---

**2/1/2011**
LRGVDC
TransitServicesDepartment

Facility Maintenance Plan
510 S. Pleasantview Drive
Weslaco, TX 78596
(956) 969-5761
1-800-574-8322
TABLE OF CONTENTS

MISSION 3
1 - CUSTODIAL SERVICE 4
2 - GROUNDS MAINTENANCE 11
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4 - PREVENTIVE MAINTENANCE 14
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MISSION

The Lower Rio Grande Valley Development Council Rio Transit Center Facility Maintenance plan encourages a collective effort in providing a safe, clean, orderly, and cost effective transit environment. Our goal is to maintain a transit facility that services the growing needs of our community.

_________________________________________ Executive Director

Ron Garza

_________________________________________ Director of Regional Transit Services

Thomas Logan

May 24, 2017
Date

May 24, 2017
Date
1 - CUSTODIAL SERVICE

CUSTODIAL CLEANING FREQUENCY

Entrances, Lobbies and Corridors

These areas are generally the first areas seen by staff and visitors. Their condition and cleanliness leaves a lasting impression on all that enter the building. It is of the utmost importance that these areas are maintained to a standard of excellence.

Considerable dirt is carried in and deposited in entryways and corridors. Regular sweeping of the sidewalks outside of entryway doors will prevent some dirt and sand from entering the building. Some entryways have floor mats to serve as a dirt and sand trap. These must be cleaned periodically. Entryway carpet is cleaned most effectively with an extractor running the rinse cycle 1-3 times.

Daily:

➢ Empty waste receptacles, remove debris, monitor entrance for litter.
➢ Vacuum carpet areas and mats; remove gum and soil spots.
➢ Disinfect drinking fountains. *(see following procedures)*
➢ Clean entrance door glass.

Weekly:

➢ Clean extinguishers and window casings. *(Low dusting, below 5’)*
➢ Clean glass partitions, display cases, and interior door glass.
➢ Spot-clean finger marks and smudges on walls, door facings, and doors.
➢ Dust Furniture.
➢ Mop Floors.
➢ Clean & disinfect toilets & urinals.

Monthly:

➢ High dust vents, lights, pipes, window blinds, over doorways, hanging light fixtures and connecting and horizontal wall surfaces. *(High dusting, above 5’)*
➢ Restore floor finish on non-carpeted floors. Quarterly strip and wax floors
➢ Wax & buff floors
Offices & Training Room

Due to the many different types of furniture and equipment used in the office, a careful analysis should be made to determine how to clean each room in the shortest time with the fewest steps and still maintain the required standard of cleanliness. To keep an office clean will entail much more than just sweeping the floor and dusting the furniture. Some offices will have desks that may be shifted from side to side each day as you clean the floor, while others have tables that can only be moved a few inches. Some furniture in the rooms can be rolled away from the wall to make sweeping easier; other furniture is stationary and must be cleaned around and underneath. Tables and desks must be wiped off with disinfectant.

Offices should have adequate lighting. Check for burned out tubes or bulbs and replace them with bulbs of the same wattage. Properly dispose of used fluorescent tubes.

Daily:
- Empty waste receptacles and replace liners.
- Vacuum traffic patterns on carpets floors; remove gum and soil spots.
- Dust mop and wet mop tiled floors.
- Clean glass in doors and partitions

Weekly:
- Dust furniture surfaces and damp clean desk and tabletops (low dusting, below 5 feet)
- Vacuum carpeted areas thoroughly.
- Clean door surfaces.

Monthly:
- High dust vents, lights, pipes, window blinds, and connecting vertical and horizontal wall floors (high dusting, above 5 feet)
- Vacuum upholstered furniture.
- Dust, disinfect & polish desks, table and credenzas

Quarterly:
- Strip, wax & buff floors
**Restrooms**

Daily:

- Empty waste receptacles and change liners.
- Restock dispensers: soap, paper towel, toilet tissue.
- Spot wash walls and partitions.
- Dust mop and wet mop floors with disinfectant solution.

Weekly:

- Damp clean and polish partitions thoroughly.
- Pour at least one gallon of water down floor drains.
- Dust wall and ceiling vents.
- Clean doors and wall tile.
- Thoroughly clean and disinfect toilets and urinals.
- Clean mirrors, clean basins; polish stainless steel and chrome surfaces.
Lunch Areas

Daily:

- Clean table tops with disinfectant.
- Empty waste receptacles and replace liners.
- Dust mop and wet mop tiled areas.
- Disinfect drinking fountains.

Weekly:

- Clean glass partitions, display cases, and interior door glass.
- Spot clean walls.
- Dust furniture, fire closets and extinguishers. (low dusting, below 5 feet)
- Restore floor finish on non-carpet floors.

Monthly:

- Thoroughly clean furniture
- Strip, wax & buff floors

CUSTODIAL METHODS AND PROCEDURES

Drinking Fountains

If drinking fountains are not cleaned regularly and correctly, they can become a health hazard. The public expects clean drinking water; therefore it is the responsibility of the custodian to keep the drinking fountains clean and sanitary. Drinking fountains should be cleaned daily using the following methods:

1. Use spray bottle or bucket with water and detergent disinfectant solution to spray or wipe solution over all surfaces.
2. Agitate with clean cloth, small brush, or paper towel.
3. Rinse.
4. Use clean cloth or paper towel to wipe dry and polish chrome and other surfaces.

Dusting

From the standpoint of health as well as appearance, dusting is one of the most important jobs of the custodian. Dust can be a carrier of disease germs. Visible dust presents a dirty appearance that needs to be taken care of as soon as possible.

A vacuum cleaner is the best tool for removing dust.

Treated "dust cloths" can be used for most dusting. These are usually rolls of factory treated flannel cloth.
Some surfaces lend themselves well to 'damp dusting' using a clean cloth and plastic sprayer with appropriate solution. Where students eat at their desks, the desk tops are to be cleaned daily with a district-approved disinfectant.

Dust all horizontal surfaces such as window ledges, sills, files, counter tops, and desks. Inspect student desk tops and spot clean them to remove heavy soil, heavy marking or graffiti.

As a general rule all horizontal surfaces less than 5' will receive a thorough dusting weekly. Horizontal surfaces greater than 5' will receive a thorough dusting monthly. Some surfaces may require spot dusting on a daily basis.

**Note:** Lock all windows when you clean the sills.

**Trash**

Empty all trash receptacles daily.

**Carpet Vacuuming**

The vacuum cleaner is the most effective tool to remove soil from many surfaces, especially carpeting.

1. Move furniture in room only as necessary to vacuum all areas of the carpeting.
2. Pick up large pieces of paper and other debris before vacuuming.
3. Vacuum all carpeted areas, getting under desks, furniture and equipment that is off the floor.
4. Replace all furniture.
5. Look for and clean up spots or soiled areas on carpeting using plastic sprayer, appropriate cleaner, and clean cloths or paper towels. Remove gum by using gum remover-follow manufacturer's instructions.
Spot Cleaning

1. Spot clean walls, doors, and ledges as previously recommended. Spot clean daily in carpeted areas where students are eating. Use clean cloth or paper towels and detergent solution in plastic spray bottle.

2. Spot clean glass in doors and partitions and on the inside of windows to remove smudges as previously recommended. Use soft, lint free, clean cloth or paper towels and glass cleaner in plastic sprayer.

3. Dust or clean vents in ceilings of offices, etc. as previously recommended. Before leaving the room, visually check to make sure all the following duties are completed:
   - Windows are locked.
   - All items are in appropriate place.
   - Room looks clean and - is clean!
   - Lights are turned off.
   - Door is locked.
   - Set thermostat to 75

Restroom Cleaning

Clean restrooms are important for a number of reasons:

Bacteria control to help eliminate cross infections to safeguard health.
Many times the custodial staff is judged on the appearance and cleanliness of the restrooms.
Clean restrooms encourage the public to help keep them that way.
Clean restroom fixtures greatly reduce the possibility of offensive odors (and complaints).

Mirrors

Mirrors in restrooms are easy to keep clean by spraying lightly with glass cleaner or germicidal detergent solution and wiping dry and/or polishing with a clean, lint free cloth or paper towel. Never use an abrasive cleaner or acid or dirty cloth on Mirror. These may mar or scratch surface. Avoid using excessive water as it may get into the frame backing and damage the silvering.

Urinals and Toilet Bowls

Wear rubber gloves if possible. This is for your personal protection.

To clean inside bowl:

1. Flush toilet and or urinal.
2. Use hospital disinfectant from dispensing system-follow manufacturer's instructions.
3. Use cotton swab (poodle tail) and/or toilet brush and swab inside of bowl using solution.
4. Scrub as necessary—be sure to swab solution up and under the flush rim. Scrub thoroughly.
5. Flush toilet or urinal and rinse swab or brush in clean water before proceeding to next fixture.

**To clean seat and outside of fixtures using sprayer:**

1. Spray germicidal/disinfectant solution on toilet seat (both sides), and all of the outside surfaces of the fixtures (toilets and urinals).
2. Let stand a minute or so.
3. Wipe dry with paper towels starting with the top of the seat, then underside and finally the balance of the fixture down to the floor.

**Bathroom Walls and Partitions:**

1. Spray or damp dust with a germicidal/detergent solution on surfaces such as ledges, partitions, dispensers, wainscoting, shelves, areas around urinals and toilets, and lower walls as necessary.
2. Use either sprayers or bucket with germicidal/detergent solution, paper towels, clean clothes or a brush.
3. Wipe dry, if necessary, with paper towels or clean cloth to prevent streaks and spotting.

**Additional Notes**

To discourage graffiti, always remove it right away. Test chemical or cleaner in an obscure area prior to use. In older buildings it may be necessary to paint the stalls frequently to maintain desired levels of appearance.

**Floor Surfaces**

The flooring surfaces vary considerably in the different buildings, however, the following is recommended:

1. Sweep or dust mop (treated) floor to remove large pieces of paper and other debris.
2. Lightly flood floors with germicide/detergent solution and warm water.
3. Let stand 3 minutes or more for chemical action.
4. Agitate or scrub with wet mop, brush (long handled), or power buffer, if necessary.
5. Pick up soiled solution with mop, squeegee to drain, or wet vacuum up.

**Note:** Rinsing not necessary as the residual benefits of the germicide are desirable. Clean all equipment and store properly.
Body Fluid Cleanup

Clean up body fluids as soon as possible and always use gloves & mask. Follow the Instructions below:

1. If on carpeting only, use absorbent granules, sweep, then extract with disinfectant and dump waste directly into basin.
2. Clean off furniture.
3. Clean all equipment and store properly.

2- GROUNDS MAINTENANCE

Summer

- Grass & trimming shall be cut based on weather according to the schedule established by the Director of Regional Transit Services.
- Grass shall be irrigated as necessary based on weather.
- Trimming

Fall

- Grass cutting shall continue until the growing season has ended.
- Trash shall be picked up and trash containers emptied after every event.

Winter

- Grass cutting shall continue until the growing season has ended.

Spring

- All grass surfaces shall be raked as soon as weather conditions allow.
  All storm drains and culverts shall be cleared of debris.
- Pesticides shall be applied as directed by the Director of Regional Transit Services.
- Trash shall be picked up and trash containers emptied after every event.
Parking Lot Maintenance

The purpose of the parking lot maintenance inspection is to identify and correct problems with the impact material and to ensure safety and operation of play equipment. Two types of inspections will be utilized:

• Routine (Daily)
• Periodic (Weekly during heavy use periods, Bi-weekly during light use periods)

Routine inspections are conducted on a daily basis and typically can be by the technician responsible for taking care of the facility. When conducting a routine inspection, the parking lots should first be inspected for any obvious hazards such as:

• Vandalism to equipment
• Broken glass, trash, and animal feces.
• Sweeping walkways free of debris and loose surfacing that might create a slippery condition.

If any of the above items are found they should be cleaned up, removed or reported immediately before parking lot is put in use.

3-INTEGRATED PEST MANAGEMENT

Four Points of IPM:
1. Prevention of pest population.
2. Application of pesticides only as needed.
3. Selecting the least hazardous pesticides effective for control of targeted pests.
4. Precision targeting of pesticides to areas not contacted or accessible to the staff.

What is IPM?
Integrated pest management (IPM) is a decision-making process following a set of detailed procedures describing how particular pest problems will be avoided or managed. Such pest management tactics may involve the activities of STAFF Personal
1. monitoring pests to detect problems early;
2. acting against pests only when necessary;
3. choosing the most effective control option with the least risk to people and the environment; and routine pesticide applications, made on a regular calendar-based schedule, are not part of IPM. Allowing pests to flourish, increasing health risks to building occupants and others, is also not part of IPM.
**About Key Pests**

A key pest is one that is usually encountered at unacceptable levels at least once each year. Geographic region and climate; surrounding landscape features; and type of construction, age and condition of buildings influence which pests become dominate for the agency building. Typical key pests in and around buildings include ants, birds, cockroaches, bees and rodents. Typical pests on grounds are weeds and crabgrass. Routine or regularly scheduled pesticide applications can mask key pests, which may not become apparent for some time after routine pesticide applications have been stopped.

For key pests, it makes sense to plan ahead and determine which inspection and monitoring procedures will be used to detect problems early and how many pests or how much pest damage can be tolerated before action must be taken. Levels of weed tolerance and standards for turf maintenance are included in the IPM plan.

**Key pests include:**
- Ants
- Flies
- Mice
- Bees, wasps and yellow jackets
- Cockroaches (prevention only)
- Weeds, crabgrass
- Earwigs
7 - PREVENTIVE MAINTENANCE

The focus of the LRGVDC – Valley Metro’s maintenance program shall be on preventive maintenance. Every part of the facility shall be inspected according to the following schedules. Mechanical equipment shall be serviced according to the instructions from the manufacturer. Filters shall be changed and equipment shall be adjusted and lubricated according to the appropriate operations and maintenance instructions.

Servicing and adjustments shall be done during inspections unless parts need to be ordered. In the event parts are to be ordered, the person conducting the preventive maintenance inspection shall complete and submit a work order for parts and any necessary work that was not completed at the time of the inspection.

Deferred maintenance shall be avoided unless time, facility use, or funding prevents immediate completion of necessary maintenance or repairs. All deferred work orders shall be reviewed monthly and completed at the earliest possible time. Every effort will be made to eliminate all remaining deferred maintenance work orders.

Equipment identified as requiring an unexpected level of attention will be considered for replacement at the earliest opportunity. If appropriate, technical assistance shall be requested from the manufacturer.

See attachment - A. for listing of monthly Facility Maintenance Inspection.
### LRGVDC BUILDING MAINTENANCE

<table>
<thead>
<tr>
<th>OFFICES:</th>
<th>OK:</th>
<th>CONDITION:</th>
<th>REPAIR NEEDED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doors</td>
<td>OK:</td>
<td>broken?</td>
<td></td>
</tr>
<tr>
<td>Knob Mechanism</td>
<td>OK:</td>
<td>broken?</td>
<td></td>
</tr>
<tr>
<td>Latches</td>
<td>OK:</td>
<td>broken?</td>
<td></td>
</tr>
<tr>
<td>Carpet/Floor</td>
<td>OK:</td>
<td>tears? stained?</td>
<td></td>
</tr>
<tr>
<td>Ceiling</td>
<td>OK:</td>
<td>leaks? stained?</td>
<td></td>
</tr>
<tr>
<td>Windows</td>
<td>OK:</td>
<td>cracked? stained?</td>
<td></td>
</tr>
<tr>
<td>Lights Interior/External</td>
<td>OK:</td>
<td>working?</td>
<td></td>
</tr>
<tr>
<td>Light Switch</td>
<td>OK:</td>
<td>broken?</td>
<td></td>
</tr>
<tr>
<td>Walls</td>
<td>OK:</td>
<td>holes? Dirty?</td>
<td></td>
</tr>
<tr>
<td>Electrical Outlets</td>
<td>OK:</td>
<td>frayed? Exposed?</td>
<td></td>
</tr>
<tr>
<td>Air Conditioner</td>
<td>OK:</td>
<td>broken?</td>
<td></td>
</tr>
<tr>
<td>A/C Vents</td>
<td>OK:</td>
<td>dirty? Plugged?</td>
<td></td>
</tr>
</tbody>
</table>

#### FACILITY SECURITY EQUIPMENT

| Cameras         | OK:  | working?             |                |
| DVR             | OK:  | not recording?       |                |
| Alarm System    | OK:  | working?             |                |

#### COMMENTS:

__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

INSPECTOR'S SIGNATURE: ______________________ Date: __________

MAINTENANCE SUPERVISOR'S SIGNATURE: ______________________ Date: __________
11. Report from Valley Metro................................................................. Tom Logan
    Director

A. Act Upon Staff Recommendation

2. Consider Approval RE: Drug & Alcohol Free Workplace Policy

The policy revisions are minor in nature and are intended to reflect change in staff contact information, staff titles, dates and other non-critical language such as grammar corrections within the policy.

Please see attachment B

Should you have any questions please advise.

ACTION ITEM
LRGVDC
Transit Services Department
Drug & Alcohol
Free Workplace Policy

Purposed Approval Date: May 24, 2017

Approved by
LRGVDC Board of Directors
July, 27, 2016

Lower Rio Grande Valley Development Council
510 S. Pleasantview Drive
Weslaco, TX 78596
(956) 969-5761
1-800-574-8322
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Revised: July 27, 2016
LRGVDC
TRANSIT SERVICES DEPARTMENT
DRUG/ALCOHOL-FREE WORKPLACE POLICY

1.0 POLICY STATEMENT

The Lower Rio Grande Valley Development Council (LRGVDC) Transit Services Department – Valley Metro is committed to promoting the safety and well-being of its employees, passengers, motorists and pedestrians. To ensure that transit service is delivered safely, efficiently and effectively, each employee has the responsibility to perform his/her duties in a safe, conscientious, and courteous manner.

A drug/alcohol-free workplace is essential to creating a safe environment for employees and the public while providing transit services. LRGVDC’s Transit Services Department – Valley Metro is committed to providing a drug/alcohol-free workplace through the enforcement of the regulations issued by the Federal Transit Administration (FTA). In February 1994, the Federal Transit Administration (FTA) published two regulations prohibiting drug use and alcohol misuse by transit employees and required that transit agencies test for prohibited drug use and alcohol misuse. In August 2001, these regulations were updated and consolidated into one regulation. The new regulation is 49 CFR Part 655, as amended, “Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations”. In addition, the U.S. Department of Transportation (DOT) issued 49 CFR Part 40, as amended, Procedures for Transportation Workplace Drug and Alcohol Testing Programs which describes the testing procedures to be followed. A complete copy of regulation Part 49 CFR Part 40, as amended will be made available to employee upon request.

2.0 PURPOSE:

In order to meet its public safety responsibilities and to comply with the requirements of the above laws and regulations, including the requirements of the FTA and State regulations regarding the prevention of prohibited drug use and misuse of alcohol in transit operations, LRGVDC’s Transit Services Department – Valley Metro has adopted the following Drug/Alcohol-Free Workplace Policy and a copy of this policy will be distributed to each covered employee.
3.0 DRUG AND ALCOHOL DESIGNATED EMPLOYER REPRESENTATIVE (DER)
Any questions regarding this policy or any aspect of LRGVDC’s Transit Services Department – Valley Metro Substance Abuse Program should be addressed to the following transit system representatives:

<table>
<thead>
<tr>
<th>Drug &amp; Alcohol Program Manager (DAPM):</th>
<th>Jose Luis Silva</th>
</tr>
</thead>
<tbody>
<tr>
<td>Risk Management Specialist III</td>
<td>Sarah Dierlam (Amended: 5-24-2017)</td>
</tr>
<tr>
<td>Manager I</td>
<td>510 S. PLEASANTVIEW DR. WESLACO, TEXAS 78596</td>
</tr>
<tr>
<td></td>
<td>1-800-574-8322</td>
</tr>
<tr>
<td></td>
<td>Fax (956) 969-8176</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Designated Employer Representative (DER):</th>
<th>Dora Cruz</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Specialist I (Added 5-24-17)</td>
<td></td>
</tr>
<tr>
<td>510 S. PLEASANTVIEW DR. WESLACO, TEXAS 78596</td>
<td></td>
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<tr>
<td>1-800-574-8322</td>
<td></td>
</tr>
<tr>
<td>Fax (956) 969-8176</td>
<td></td>
</tr>
</tbody>
</table>

4.0 SAFETY- SENSITIVE FUNCTIONS
The Federal Transit Administration (FTA) has determined that safety-sensitive functions are performed by those who:
1. Operate revenue service vehicles, whether or not the vehicle is in revenue service.
2. Operate non-revenue service vehicles that require drivers to hold a Commercial Driver License (CDL).
3. Control dispatch or movement of a revenue service vehicle.
4. Maintain revenue service vehicles or equipment used in revenue service. (The rule applies to all maintenance contractors who stand in the shoes of an urbanized system serving a population of 200,000 or more and who perform engine repair, revenue service repair, equipment repair, and component rebuild/overhaul).
5. Carry a firearm for security purposes.

5.0 SAFETY SENSITIVE POSITIONS
Safety sensitive position—a duty position or job category which requires the performances of a safety-sensitive function(s) such as those job titles listed below:
1. Director II (Added 5-24-17)
2. Manager I – Maintenance & Operations (Added 5-24-17)
3. Manager I – Grants/Compliance/Planning/Mobility (Added 5-24-17)
4. Risk Specialist I (Added 5-24-17)
5. Program Maintenance Supervisor II (Added 5-24-17)
7. Motor Vehicle Tech. III (Added 5-24-17)
8. Motor Vehicle Tech. II (Added 5-24-17)
6.0 PARTICIPATION AS A REQUIREMENT OF EMPLOYMENT
Every employee of the LRGVDC’s Transit Services Department – Valley Metro working in a job classified as a safety-sensitive position must participate in the employer’s prohibited drug and alcohol testing program. All covered employees are required to submit to drug and alcohol tests conducted in compliance with 49 CFR Parts 40 & 655, as amended. Participation in this program is a condition of employment with LRGVDC’s Transit Services Department Valley Metro.

7.0 PERIOD OF COVERAGE AND PROHIBITED BEHAVIOR
An employee must not consume alcohol while performing a safety-sensitive function (655.32). Consumption of Alcohol is prohibited:
1. Four hours prior to performing a safety-sensitive function (655.33).
2. Eight hours following an accident unless the employee has already undergone a post-accident test (655.34).
3. Employees are also prohibited from consuming alcohol during the hours the employee is On-call (655.33(b).
A blood alcohol concentration of 0.04 or greater while on duty, while performing a safety-sensitive function, is considered a positive test result (655.31).
Employees with an alcohol concentration of 0.02 or greater, but less than 0.04 will not be allowed to perform or continue to perform safety-sensitive functions until a subsequent test measures less than 0.02, or the employee has been removed from duty for at least 8 hours.
Use and ingestion of illegal drugs is prohibited at all times and can be tested for drugs anytime while on duty.

8.0 ON-CALL EMPLOYEES
(1) On call employees who are called for duty will be given the opportunity to acknowledge any use of alcohol or the inability to perform his/her safety sensitive function when called to report to duty. If the covered employee has acknowledged the use of alcohol, but claims ability to perform his or her safety-sensitive function, LRGVDC’ Transit Services Department - Valley Metro must administer a reasonable suspicion test.

9.0 VIOLATION OF A CRIMINAL DRUG STATUTE
If an employee pleads guilty or no contest to a violation of a criminal drug statute, the employee must notify his/her supervisor no later than five (5) days after the conviction. LRGVDC’s Transit Services
Department – Valley Metro is then required to notify the federal government and the Texas Department of Transportation (TXDOT) within ten (10) days of said notification by the employee or other actual notice of this conviction. An employee convicted of a violation of a criminal drug statute will be terminated.

In addition, the distribution, dispensation, possession, concealment, use, sale, or unlawful manufacture of alcohol or drugs while on duty or on LRGVDC’s Transit Services Department – Valley Metro premises or conviction of a criminal drug statute for a violation occurring in the workplace is strictly prohibited and will be grounds for termination. All LRGVDC’s Transit Services Department – Valley Metro employees must comply with this policy and report within 5 days any conviction for a violation of a drug of a statute that occurred in the workplace.

10.0 PREVIOUS DOT EMPLOYER RECORD CHECK

Section 40.25, as amended, of the Revised DOT Drug and Alcohol Testing rule states that all DOT covered employers must make a good faith effort to obtain testing records for the previous (2) two years, for all applicants seeking safety-sensitive positions. Every applicant will be required to complete a written consent that allows their previous employer (s) to release drug and alcohol testing information to the LRGVDC’s Transit Services Department – Valley Metro. Should applicant refuse to provide this consent he/she will not be permitted to perform safety-sensitive functions.

LRGVDC’s Transit Services Department – Valley Metro will submit the applicant/transferees written consent along with a request for information to each of the DOT - regulated employers who have employed the applicant/transferee for any period during the 2 years before the date of individual’s application or transfer: The following information will be obtained:

1. Alcohol test results of 0.04 alcohol concentration or greater;
2. Verified positive drug tests;
3. Refusals to test;
4. Other Violations of FTA/DOT rules; and
5. as appropriate, documentation of the successful completion of DOT return-to-duty requirements including follow up tests.

If the previous employer does not have this information, this documentation will be obtained from the employee. LRGVDC’s Transit Services Department – Valley Metro expects that any report turned in is not a false report from any previous DOT employer.

If possible LRGVDC’s Transit Services Department – Valley Metro will obtain and review this information before the applicant employee performs safety sensitive functions. If LRGVDC’s Transit Services Department – Valley Metro does not receive information within (30) days, LRGVDC’s Transit Services Department – Valley Metro will document a good faith effort. If LRGVDC’s Transit Services Department – Valley Metro has not made a good faith effort LRGVDC’s Transit Service Department – Valley Metro will not allow the employee to perform safety sensitive functions after 30 days from the date on which the employee first performed safety sensitive job duties.

LRGVDC’s Transit Services Department – Valley Metro must also ask all applicants/transferees whether he/she has tested positive, or refused to test within the past two years on any DOT pre-employment drug or alcohol test administered by a DOT covered employer for which they did not get the job.
If information obtained from a previous employer indicates a non-negative test result in violation of a DOT/FTA regulation LRGVDCs Transit Services Department – Valley Metro will not allow the employee to perform safety-sensitive duties unless documentation is obtained stating that the employee has complied with the return-to-duty requirements including the Substance Abuse Professional (SAP) assessment, successful treatment, negative return-to-duty test and follow-up tests.

Any employee who previously violated a DOT drug and alcohol regulation or who had a positive test result and who cannot confirm completion of any treatment program will be terminated under LRGVDC and LRGVDC’s Transit Services Department – Valley Metro authority.

LRGVDC’s Transit Services Department – Valley Metro will keep the following confidential documentation received and/or good faith efforts for a minimum of 3 years:

1. Alcohol test results of 0.04 alcohol concentration or greater;
2. Verified positive drug tests;
3. Refusals to test;
4. Other violations of FTA/DOT rules; and as appropriate, documentation of the successful completion of DOT return-to-duty requirements including follow up tests.

If the previous employer does not have this information, documentation must be obtained from the employee.

11.0 CIRCUMSTANCES FOR TESTING

Under LRGVDC’s Transit Services Department – Valley Metro authority if an employee comes forward with a Drug and Alcohol problem, the employee will not be allowed to continue to perform safety-sensitive functions and will be terminated. A covered employee will be tested for prohibited misuse under this part and all different types of tests will follow same policies:

11.1 PRE-EMPLOYMENT TESTING (655.41 & 655.42)

Prior to conducting a pre-employment test, LRGVDC’s Transit Services Department – Valley Metro will inform the applicant or employee in writing of the testing requirement. (655.17) as amended LRGVDC’s Transit Services Department – Valley Metro will require that all applicants for employment in safety-sensitive positions or individuals being transferred into safety-sensitive positions from non-safety sensitive positions be given a pre-employment drug and alcohol test. Applicants will not be assigned safety-sensitive functions unless the individual has a verified negative test result.

When an existing covered employee has not performed a safety-sensitive function for 90 consecutive calendar days and the employee has not been in the employer’s random testing pool during that time for sickness, vacation, jury duty, leaves of absence, workers compensation, Family Medical Leave or any other purpose that extends 90 days or more, the employee will be required to take a pre-employment drug test and obtain a negative test result prior to the reassignment of safety-sensitive duties.

Any applicant who undergoes a pre- employment test, but is not actually assigned safety-sensitive duties within 90 days from the date of the test, will have to be retested with negative test results prior to the applicant’s first performance of safety-sensitive duties.
LRGVDC’s Transit Services Department – Valley Metro has chosen to conduct under FTA authority pre-employment drug and alcohol testing only after making a contingent offer of employment (or transfer).

LRGVDC’s Transit Services Department – Valley Metro will follow the procedures set forth in Part 655.42 and Part 40 (Subparts J through N) as amended. The applicants must have a negative alcohol test (<0.02 BAC) before he or she is assigned any safety-sensitive duties.

When an employee or applicant has previously failed or refused a pre-employment drug and alcohol test administered under this part, the employee must provide the employer proof of having successfully completed a referral, evaluation and treatment program. If a pre-employment test is cancelled, LRGVDC’s Transit Services Department – Valley Metro shall require all applicants/transferee to submit to and pass another test.

11.2 REASONABLE SUSPICION TESTING (655.43)

The FTA regulations (Sec. 655.43) as amended, require that a safety-sensitive employee submit to a test when LRGVDC’ Transit Services Department - Valley Metro has reasonable suspicion that the employee has used a prohibited drug or has misused alcohol. The request to undergo a reasonable suspicion test will be based on a specific, contemporaneous, articularly observation concerning the appearance, behavior, speech, or body odor of the safety-sensitive employee and determinations will only be made by trained supervisors or staff trained in detecting the signs and symptoms of drug use and alcohol misuse.

LRGVDC’s Transit Services Department – Valley Metro supervisor(s) may direct a covered employee to undergo reasonable suspicion testing for alcohol only 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.

Likewise an LRGVDC’s Transit Services Department – Valley Metro supervisor may direct a covered employee to undergo reasonable suspicion testing for drugs anytime the employee is on duty. Under most circumstances, the alcohol test will be administered immediately following the determination or within two (2) to eight (8) hours following the determination.

11.3 POST ACCIDENT TESTING (655.44), as amended

Lift accidents that results in the following consequences may require testing.

Fatal Accident Testing-
LRGVDC’s Transit Services Department - Valley Metro will perform a drug and alcohol test as soon as possible following an accident involving the loss of human life. LRGVDC’s Transit Services Department - Valley Metro will test each surviving covered employee that operated the mass transit vehicle at the time of the accident. LRGVDC’s Transit Services Department - Valley Metro will also test any other covered employee whose performance could have contributed to the accident, as determined by the employer, using the best information available at the time of the accident.

Non-Fatal Accident Testing-
LRGVDC’s Transit Services Department - Valley Metro will perform a Drug & Alcohol test as soon as possible following the accident not involving the loss of human life, in which the mass transit...
LRGVDC’s Transit Services Department - Valley Metro employees shall remain readily available for testing at the scene of the accident. A covered employee who is subject to post-accident testing who fails to remain readily available for such testing, including not notifying the employer or the employer representative of his or her location or if he or she leaves the scene of the accident prior to submission to such test, will be deemed by the employer to have refused to submit to testing.

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.

If determined LRGVDC’s Transit Services Department - Valley Metro shall test for alcohol as soon as possible or within two (2) to eight (8) hours and within thirty-two (32) hours for drugs following an accident.

LRGVDC’s Transit Services Department - Valley Metro, will not test employees whose performance can be completely discounted as a contributing factor.

LRGVDC’s Transit Services Department - Valley Metro, prohibits employee(s) from consuming alcohol for 8 hours following an accident or until a post-accident test has taken place, whichever comes first.

**11.4 LRGVDC’s Transit Services Department – Valley Metro POST-ACCIDENT NON-DOT TESTING**

LRGVDC’s Transit Services Department – Valley Metro holds the right under its own authority to test any operator involved in an accident, if the operator is operating any LRGVDC’s Transit Services Department – Valley Metro vehicle at the time of the accident. Test administered will be a Non-DOT test.

**11.5 RANDOM TESTING (655.45)**

The FTA regulations (655.45), as amended, require random testing of drugs and alcohol for all employees performing safety-sensitive functions.

LRGVDC’s Transit Services Department - Valley Metro will use a valid scientifically computer based method to select safety-sensitive employees for random testing. The random number computer generator is matched with the employees’ identification number (i.e., social security number or other identification number).

At least 25 percent of the total number of safety-sensitive employees subject to drug testing and 10 percent subject to alcohol testing must be tested each year. These rates are the minimum annual percentage rates published in the Federal Register. A covered employee shall 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. Tests will be unannounced as well as unpredictable and testing will be spread reasonably throughout all periods of the calendar year. Random drug testing may also be conducted at all times of the day when safety sensitive functions are being performed to include nights, weekends, and holidays. Once the employee has been notified that he/she has been selected for testing, he/she should then report immediately to the collection site.

All safety-sensitive employees will have an equal chance of being selected for testing and shall remain in the pool, even after being tested. It is possible for some employees to be tested several times in one year, and other employees not to be tested for several years. Every effort shall be made to provide the maximum privacy possible. Employees shall be individually and discretely notified to report to the collection site, and employees selected will be assured that testing is a routine random test. Any employee required submitting to a drug and/or alcohol test must cooperate fully with the collection process and complete all required forms and documents. Random testing must be conducted at all times of day when safety-sensitive functions are performed.

LRGVDC’s Transit Services Department – Valley Metro requires each covered employee who is notified of selection for random drug or random testing proceed to the test site immediately. If the employee is performing a safety-sensitive function at the time of the notification, the employee ceases to perform the safety-sensitive function and proceeds to the testing site immediately. A covered employee shall only be randomly tested for alcohol misuse before the employee is performing safety-sensitive functions, during, or after the employee is performing safety-sensitive duties. A covered employee may be randomly tested for prohibited drug use anytime while on duty.

If an employee is off-duty or unavailable at the time LRGVDC’s Transit Services Department – Valley Metro desires to conduct a test, the test may be postponed until the employee is on duty only if the test can be performed during the same testing period. For random testing purposes, LRGVDC’s Transit Services Department - Valley Metro may remove any employee whose absence from work extends 90 days or more from the random testing pool for any testing period for which he or she will not perform any safety-sensitive duties.

LRGVDC’s Transit Services Department – Valley Metro does not allow any discretion by management personnel as to who is selected or notified for random testing.

LRGVDC’s Transit Services Department – Valley Metro will give no advance warning, testing will be unannounced and immediate. LRGVDC’s Transit Services Department – Valley Metro will exercise care in scheduling substitute employees for those employees who are unavailable at the time LRGVDC’s Transit Services Department – Valley Metro desires to conduct a test.

12.0 PROHIBITED SUBSTANCES, 49 CFR Part 40, as amended

Under the FTA drug testing regulation for safety-sensitive employees, LRGVDC’s Transit Services Department - Valley Metro is required to conduct laboratory testing of urine specimens for the following five (5) types of drugs. (655.21):

1. Marijuana
2. Cocaine
3. Opiates
4. Phencyclidine (PCP)
5. Amphetamines

Alcohol is also a prohibited substance.

13.0 TEST STANDARDS, 49 CFR Part 40, as amended(ammended 7-27-2016)

All specimens indicated positive on the initial test shall be confirmed using GC/MS techniques.

For:
Marijuana
Cocaine
Opiates
Phencyclidine
Amphetamines

LRGVDC’s, Transit Services Department – Valley Metro reserves the right under its own authority to test for other drugs.

14.0 BEHAVIOR THAT CONSTITUTES A REFUSAL TO SUBMIT TO A TEST

As an employee, if you refuse to take a drug test, you incur the consequences specified under DOT agency regulations for a violation of those DOT agency regulations.

■ Failure to appear for any test (except a pre-employment) at the collection site in the time allotted.
■ Failure to remain at the test site until the testing process is completed for drug & alcohol, except in pre-employment situations where leaving before the testing process begins is not deemed to be a test refusal.
■ Failure to provide a urine, breath, or saliva specimen (verbal or physical) as required by DOT Part 40.
■ Failure to permit the observation or monitoring of specimen collection when it is required.
■ Failure to provide a sufficient amount of urine or breath specimen collection when it is required with no medical explanation.
■ Failure or refusal to take a second test when required.
■ Failure to undergo a medical evaluation when required by an MRO (see definition of MRO on page 12 (amended 5-24-2017) or employer.
■ Failure to cooperate with the testing process.
(Examples: refusal to empty pockets or wash hands after being directed to so by the collector, or behaving in a confrontational manner that disrupts the collection process)
■ For an observed collection, failure to follow the observer’s instructions to raise clothing above the waist, lower clothing and under pants, and to turn around to permit the observer to determine if individual is wearing any type of prosthetic device that could be used to interfere with the collection process.
■ Possession or wearing of a prosthetic or other device that could be used to interfere with process.
■ Admitting adulteration or substitution of the specimen to the collector or the MRO.
■ If the MRO reports a verified adulterated or substituted test result.
■ In alcohol testing, refusal to sign Step 2 of the Alcohol Testing Form (ATF).
■ Leaving the scene of the accident without just cause prior to submitting to post – accident tests.

MRO or a Medical Review Officer is defined in the regulation, 49 CFR Part 40 Section 40.121-169, as a licensed physician responsible for receiving and reviewing laboratory results generated by an employer’s drug testing program and evaluating medical explanations for certain drug test results.

As an employee, when you refuse to take a Non-DOT test or to sign a Non-DOT form, you have not refused to take a DOT test. There are no consequences under DOT agency regulations for refusing to take a Non-DOT test. However, under LRGVDC’s Transit Services Department – Valley Metro authority if you refuse to take a Non-DOT test or sign a Non-DOT form you will be terminated.

15.0 FTA DRUG AND ALCOHOL REQUIRED TESTING PROCEDURES

Drug and alcohol testing of safety-sensitive employees and safety-sensitive job candidates will be conducted in a manner designed to protect employees and the integrity of the testing process, safeguard the validity of test results, and ensure that those results are attributable to the correct employee.

Urine samples for drug testing will be collected in private at the collection site designated by the LRGVDC’s Transit Services Department - Valley Metro using the split sample collection method. If the collection site personnel and the LRGVDC’s Transit Services Department - Valley Metro representative have a reason to believe that an adulterated or substituted sample has been provided, or that the employee altered or substituted the sample, the employee will be required to submit a second, sample under direct observation of collection site personnel of the same gender as the employee. The determination to submit a second sample or to provide the original sample under observed collection shall be made in accordance with Section 49 CFR Part 40.

Direct Observation Procedure: Prior to specimen collection, observer must request employee to raise his/her shirt, blouse, or dress/skirt as appropriate above the waist, lower clothing and underpants and to turn around to show that he/she is not wearing any type of device that could be used to interfere with the collection process.

An approved chain of custody procedure will be followed in the administration of all drug tests. Urine samples will be sealed and installed by the employee and a witness. The drug testing custody and control form will be completed in the manner specified in 49 CFR Part 40.

Urine samples will be promptly sent to and tested by a laboratory that is certified to perform drug tests by the Department of Health and Human Services (DHHS), in accordance with the procedures set forth in 49 CFR Part 40. In most cases, the turnaround time will be no longer than forty-eight (48) hours for negative results and seventy-two (72) hours for positive results 49 CFR Part 40 permits up to five (5) days turnaround.

Urine samples including primary specimens, Immunoassay-initial screen, & GC/MS-confirmatory testing will be stored for (1) one year if positive. Split specimen-urine Samples will be discarded if the primary specimen is negative; if test is positive split specimen will be long term frozen storage for at least sixty (60) days.
Breathalyzer tests will be conducted in a manner that provides the employee with privacy to the greatest extent possible. All of the procedures regarding such tests set forth in the 49 CFR Part 40; including procedures relating to completion of the breath alcohol testing form will be followed.

Alcohol tests will be conducted using a National Highway Traffic Safety Administration (NHTSA) approved evidentiary Breath testing device (EBT) operated by a trained breath alcohol technician (BAT). If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. Initial drug screening will be conducted using an accepted Immunoassay method. All positive tests will be conformed using the Gas Chromatography/Mass Spectrometry (GC/MS) drug testing method.

Specimen Validity Testing will be conducted on all urine specimens provided for testing under DOT authority, as amended under “49 CFR Part 40”. Specimen Validity Testing is the evaluation of the specimen to determine if it is consistent with normal human urine. The purpose of Validity Testing is to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted.

OBSERVED COLLECTIONS:
● All return-to-duty tests;
● All follow-up tests;
● 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.

15.1 LRGVDC’s Transit Services Department – Valley Metro Drug & Alcohol Testing Procedures

Under LRGVDC’s Transit Services Department - Valley Metro own authority, any safety-sensitive employee, regardless of employment status, may undergo a directly observed urine drug test, if requested, for any reason. Reasons may include: Random Testing, Reasonable Suspicion Testing, and Post Accident Testing. If an employee refuses the drug test and does not allow the direct observation, as defined on page 9 Page12 (amended 5-24-2017), Under Section 15.0, of a urine drug test, it is cause for termination. Non-DOT forms will be used to test employees under LRGVDC’s Transit Services Department - Valley Metro own authority.

16.0 CONFIDENTIALITY

Confidentiality will be maintained throughout the drug/alcohol screening process. Individual test results may not be released to any other party, or parties, without a specific written authorization by
the tested person to release the results to others, except as follows:
1. The employee authorizes the transmittal of the information.
2. The employee has signed a release form for a back to work agreement with LRGVDC’s Transit Services Department – Valley Metro in which the results of the screen must be known for further action concerning the employee.

3. The employee has been sent for drug and/or alcohol testing and the Medical Review Officer (or designee) must inform the Manager of Administrative Services or designee of the test results.
4. When a claim is made against LRGVDC’s Transit Services Department - Valley Metro which involves the drug and alcohol screen and/or its result.
5. When necessary to comply with State or Federal requirements. Every effort will be made to carry out all actions relative to this policy in a manner which respects the dignity and confidentiality of those involved.

LRGVDC’s Transit Services Department - Valley Metro employee’s (or applicants) are required to submit to a drug or alcohol test and must promptly execute a consent to the collection of samples; analysis of the sample to determine the presence of designated controlled substances and/or their metabolites, or alcohol; and the release of test results to LRGVDC’s Transit Services Department - Valley Metro Designated Employer Transit System Representatives.

With a written request every LRGVDC’s Transit Services Department - Valley Metro employee will have the right to access his/her own drug and alcohol records and legible copies of the results of all drug and alcohol tests will promptly be made available to the employee. (Section 35.0; Page 24)

**17.0 VIOLATIONS AND CONSEQUENCES OF THE MISUSE OF DRUGS AND ALCOHOL:**

Violations occur when an employee:
- Has a verified positive drug test result;
- Has a confirmed alcohol concentration of 0.04 or greater; or
- Refuses to submit to a test.
- Uses drug and or alcohol while performing a safety-sensitive function(s); just before or just after performing a safety-sensitive function(s). Under the LRGVDC’ Transit Services Department – Valley Metro authority any employee who uses alcohol before, while, or just after performing a safety-sensitive function will be terminated.
- Uses alcohol during specified on calls hours when they are on-call. Under the LRGVDC’s Transit Services Department – Valley Metro authority any employee on call having an alcohol level of 0.04 or greater will be terminated.
- Does not submit to all authorized tests.

Since LRGVDC’s Transit Services Department - Valley Metro practices zero-tolerance any LRGVDC’s Transit Services Department - Valley Metro employee having any of the above violations will immediately be removed from Safety Sensitive duties and under LRGVDC’s Transit Services Department - Valley Metro authority employee will be terminated. And will then be referred to a Substance Abuse Professional (SAP).

LRGVDC’s Transit Services Department - Valley Metro will not permit a covered employee tested under the provisions of this part who is found to have an alcohol concentration of 0.02 or greater but less than 0.04 to perform safety-sensitive functions, until:
1. The employee’s alcohol concentration measures less than 0.02; or
2. The start of the employee’s next regularly scheduled duty period, but not less than eight
The foregoing regarding the use of alcohol will apply to periods when employees are on breaks, between shifts, or at lunch, if they are scheduled or may be assigned to work thereafter on the same day. These rules will also apply to non-safety sensitive employees.

18.0 SPLIT SPECIMENS

(a) As an employee, when the MRO has notified you that you have a verified positive drug test and/or refusal to test because of adulteration or substitution, you have 72 hours from the time of notification to request a test of the split specimen. The request may be verbal or in writing. If you make this request to the MRO within 72 hours, you trigger the requirements of this section for a test of the split specimen. There is no split specimen testing for an invalid result.

(b)(1) If, as an employee, you have not requested a test of the split specimen within 72 hours, you may present to the MRO information documenting that serious injury, illness, lack of actual notice of the verified test result, inability to contact the MRO (e.g., there was no one in the MRO’s office and the answering machine was not working), or other circumstances unavoidably prevented you from making a timely request.

19.0 DISCIPLINARY ACTION: GROUNDS FOR IMMEDIATE DISCHARGE.

Since LRGVDC’s Transit Services Department - Valley Metro practices zero-tolerance the following rules will apply to non-safety sensitive employees and Safety-Sensitive employees. And under LRGVDC’s Transit Services Department – Valley Metro authority any employee who violates these rules will be terminated.

1. Failure to report an arrest for drug and alcohol statute within five (5) days of the arrest. An employee who is terminated for failure to comply with this section will be reinstated only if he/she supplies evidence that it was not reasonably possible to comply.

2. Refusal to submit to an authorized drug or alcohol test.

3. Consuming alcoholic beverages or any substances containing alcohol, during working hours, during breaks, between shifts, at lunch, if the employee is scheduled for work or may be assigned to work.

4. Distribution, dispensation, possession, concealment, use, sale or unlawful manufacture of any prohibited substance, while on duty or on LRGVDC’s Transit Services Department - Valley Metro premises.

5. Conviction of any criminal drug statute and failure to notify LRGVDC’s Transit Services Department – Valley Metro of such conviction within five (5) days.

The policy of LRGVDC’s Transit Services Department – Valley Metro is to terminate Safety Sensitive employees after the 1st violation. However, in the event that an employee is returned to Safety Sensitive duties, they will be subject to all Return-To-Duty and Follow–up testing as specified in 49 CFR Part 40 and Part 655.
20.0 RETURN-TO-DUTY TESTING 655.46 & 40.285.
Since LRGVDC’s Transit Services Department - Valley Metro practices zero-tolerance the following rules will apply to non-safety sensitive employees and Safety-Sensitive employees. And under LRGVDC and LRGVDC’s Transit Services Department - Valley Metro authority any employee who violates these rules will be terminated. NOTE: Return to duty testing is collected under direct observation. Please see Direct Observation Procedure, page 9 Page 12 (amended 5-24-2017) under Section 15.0.

1. Employee must first be evaluated by a Substance Abuse Professional.
2. Employee must pass a return to duty drug and alcohol tests. Employee will pay fees for all return to duty drug or alcohol tests.
3. Employee must have a verified negative drug test result and a negative alcohol test result to return back to a safety sensitive function.
4. If a drug test is cancelled LRGVDC’s Transit Services Department - Valley Metro shall require the employee to submit to and pass another drug test. Employee will pay fees for another drug test if the drug test has been cancelled.
5. If an employee is unable to provide a sufficient amount of urine to permit a return-to-duty drug test (i.e., 45 mL), the “insufficient volume” procedures must be followed:
   a. When an employee is unable to provide 45mL’s of urine, the collector will discard the specimen and instruct the employee that he/she has up to 3 hours to provide another specimen with sufficient volume.
   b. The 3 hour time period begins when the insufficient quantity or empty cup is presented to the collector.
   c. The employee may only consume up to 40 ounces of fluid distributed reasonably thorough out the period.
   d. Refusal to drink will not be considered a test refusal, unless the 3 hour time period has expired and the employee refuses the attempt to provide a new urine specimen; this is considered a test refusal.
   e. If re-attempts are made that result in insufficient urine volume the specimen must and will be discarded. There will be no combination of urine collected to create one specimen of sufficient volume.
   f. Specimen will only be maintained if a temperature reading was out of temperature range or showed evidence of tampering or adulteration.
   g. After the 3 hours have passed and the employee is still unable to provide an adequate specimen LRGVDC’s Transit Services Department - Valley Metro will:

   - Discard the insufficient specimen.
   - Testing will be discontinued.
   - DER will be notified.
   - DER will consult with Medical Review Officer.
   - LRGVDC’s Transit Services Department - Valley Metro will direct employee to obtain a medical evaluation from a licensed physician who is acceptable to LRGVDC’s Transit Services Department - Valley Metro.
   - An evaluation will be made within 5 business days of the initial collection effort.
   - The medical evaluation must determine a medical condition. Which includes a physiological condition, urinary dysfunction, a pre-existing physiological condition not to include unsupported assertions of
“situational anxiety” or dehydration. A condition which is serious and permanent, or long-term disability that is highly likely to prevent the employee from providing a sufficient urine specimen in the future.

21.0 FOLLOW-UP TESTING (655.47 & 40.301).
Since LRGVDC and LGRVDC’s Transit Services Department – Valley Metro practices zero-tolerance the following rules will apply to non-safety sensitive employees and Safety-Sensitive employees. And under LRGVDC’s Transit Services Department – Valley Metro authority any employee who violates these rules will be terminated.

NOTE: Follow up testing is collected under direct observation. Please see Direct Observation Procedure, page 9 under Section 15.0.

a. If an employee is allowed to return-to-duty, he/she shall be subject to unannounced follow-up-testing for at least 12 but not more than 60 months. Employee will pay fees for all follow up drug or alcohol tests.

b. Six tests will be performed during the first 12 months the employee has returned back to duty. Employee will pay fees for any follow up tests performed during the first 12 months the employee has returned back to duty.

c. Every case will be decided based on the unique circumstance of the individual.

d. Should the Substance Abuse Professional recommend follow-up testing beyond the 12 month period, it shall not exceed the 60 months from the time the employee returns to duty and any follow up testing beyond the 60 months will be paid by the employee.

e. The Substance Abuse Professional will recommend based upon the evaluation on how testing may be conducted. Testing may be weekly, biweekly, monthly and or may be reduced to monthly or quarterly testing.

f. The Substance Abuse Professional may also recommend that a follow-up alcohol test have a required result of less than 0.04.

g. The Substance Abuse Professional will document his/her recommendation in a written follow-up testing plan that LRGVDC’s Transit Department Services - Valley Metro is required to follow.

h. LRGVDC’s Transit Services Department - Valley Metro will not impose any additional testing requirements beyond the SAP’s follow-up testing plan.

i. Follow-up testing must be unannounced with no predictable pattern.

j. Follow-up testing is separate from and in addition to the random testing program.

k. Any employee of LRGVDC’s Transit Services Department - Valley Metro who is subject to follow-up testing must also remain in the standard random pool. Test fees will not apply to Random testing.

L. If a recommendation for aftercare from the SAP is received then LRGVDC’s Transit Services Department - Valley Metro will be encouraged to create a return-to-duty contract with the employee that will require the employee to comply with the aftercare recommendations. Such a contract would spell out performance goals and obligations, remaining free of prohibited substances and complying with aftercare recommendations.

22.0 DILUTE NEGATIVE (40.197)

(a) If the MRO informs LRGVDC’s Transit Services Department - Valley Metro that a positive drug test was dilute, the LRGVDC’s Transit Services Department - Valley Metro will simply treat the test as a verified positive test. The LRGVDC’s Transit Services Department - Valley Metro will not direct the employee to take another test based on the fact that the specimen was dilute.

(b) If the MRO informs LRGVDC’s Transit Services Department - Valley Metro that a negative test was dilute, the LRGVDC’s Transit Services Department - Valley Metro will take the following action: The employee must be retested. In cases where the level of creatinine is at a low level (2-4)
mg/dL) the retest must be conducted under direct observation. This information will be stated on the results received from the MRO.

(i) LRGVDC must treat all employees the same for this purpose. For example, LRGVDC’
Transit Services Department – Valley Metro must not retest some employees and not others. LRGVDC’
Transit Services Department – Valley Metro may, however, establish different policies for different
types of tests (e.g., conduct retests in pre-employment situations, but not in random test situations).
LRGVDC will inform employees in advance of decisions on these matters.
(c) The following provisions apply to all tests LRGVDC’s Transit Services Department – Valley
Metro directs an employee to take under paragraph (b) of this section:
(1) LRGVDC’s Transit Services Department – Valley Metro must ensure that the employee is
given the minimum possible advance notice that he or she must go to the collection site;
(2) LRGVDC’s Transit Services Department – Valley Metro must treat the result of the test
LRGVDC’s Transit Services Department – Valley Metro directed the employee to take under paragraph
(b) of this section—and not a prior test—as the test result of record, on which LRGVDC’s Transit
Services Department – Valley Metro rely for purposes of this part;
(3) If the result of the test LRGVDC’s Transit Services Department – Valley Metro directed the
employee to take under paragraph (b) of this section is also negative and dilute, LRGVDC’s Transit
Services Department – Valley Metro is not permitted to make the employee take an additional test
because the result was dilute. In this case the test is considered to be negative.
(4) If the result of the test LRGVDC’s Transit Services Department – Valley Metro directed the
employee to take under paragraph (b)(2) of this section is also negative and dilute, LRGVDC is not
permitted to make the employee take an additional test because the result was negative dilute. Provided,
however, that if the MRO directs LRGVDC’s Transit Services Department – Valley Metro to conduct a
recollection under direct observation under paragraph (b)(1) of this section, LRGVDC must immediately
do so.
(5) If the employee declines to take a test LRGVDC’s Transit Services Department – Valley
Metro directed him or her to take under paragraph (b) of this section, the employee has refused the test
for purposes of this part and DOT agency regulations.

23.0 EDUCATION AND TRAINING PROGRAMS AND REQUIREMENTS (655.14)
1. Community Service Hotline Phone Numbers:
   National Technical Assistance
   a. Drug - Free Workplace Help Line- 1-800-843-4971
   b. National Clearinghouse For Alcohol And Drug Information- 1-800-729-6686
   c. National Institute On Drug Abuse Treatment Hotline(NIDA)- 1-800-662-HELP
   d. Department Of Transportation’s Anti-Drug Information Center- 1-800-CAL-DRUG
   e. Employee Assistance Professionals Association (EAPA)- 703-522-6272
   f. National Association Of State Alcohol And Drug Abuse Directors (NASADAD)
      202-783-6868
2. Safety/Sensitive Employee Training:
   a. Minimum 60 minutes for drugs.
   b. No training requirement for alcohol.
3. a. Supervisory Training Requirements:
   a. 60 minutes in addition to employee training (if safety/sensitive)
   b. 60 minutes in Physical, behavioral, and performance indicators of probable drug use.
   c. 60 minutes in Physical, behavioral, and performance indicators of probable alcohol use
4. LRGVDC’s Transit services Department - Valley Metro shall establish an employee education and training program for all covered employees, including:
   a. Education. The education component shall include display and distribution to every covered employee of: informational material and a community service hot line telephone number for employee assistance, if available.
   b. Training. Covered employees. LRGVDC’s Transit Services Department - Valley Metro covered 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.
   c. Supervisors. Supervisors and/or other company officers authorized by the LRGVDC’s Training Services Department – Valley Metro to make reasonable suspicion determinations shall receive at least 60 minutes of training on the physical, behavioral, and performance indicators of probable drug use and at least 60 minutes of training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse.

24.0 REFERRAL, EVALUATION, AND TREATMENT (SECTION 655.62)
If a covered employee has a verified positive drug test result, or has a confirmed alcohol test of 0.04 or greater, or refuses to submit to a drug or alcohol test required by this part, the employer shall advise the employee of the resource available for evaluating and resolving problems associated with prohibited drug use and alcohol misuse, including the names, addresses, and telephone numbers of substance abuse professionals (SAPs) and counseling and treatment programs.

25.0 TEXAS ALCOHOL AND DRUG ABUSE LICENSED SITE FACILITIES FOR THE LRGVDC AREA
A current list of Substance Abuse Professionals is kept by the LRGVDC’s Transit Services Department - Valley Metro and is available to staff.
   a. PALMER DRUG ABUSE PROGRAM
      115 NORTH NINTH STREET
      MCALLEN, TEXAS 78501
      PHONE #: (956) 687-7714
   b. PALMER DRUG ABUSE PROGRAM
      1275 COTTONWOOD DRIVE
      BROWNSVILLE, TEXAS 78520
      PHONE #: (956) 544-3333
   c. COMMUNITY COUNCIL
      3516 E. Expressway 83 Ste 5
      WESLACO, TEXAS 78596
      PHONE #: (956) 447-4636
   d. RIO GRANDE VALLEY COUNCIL ON
      ALCOHOL AND DRUG ABUSE
      5510 N. Cage Blvd. Ste 8-C
      Pharr, Texas
      PHONE #: (956) 787-7111

26.0 EFFECTS OF ALCOHOL
Alcohol is the most commonly abused drug in the United States and its effect on an individual’s health, work and personal life is immense. It is estimated that each alcoholic affects four to five other people, including family, friends and co-workers. The average American pays $1000 annually to cover the hidden costs of alcoholism such as decreased productivity, accidents, increased health
costs, jail, and treatment costs. Approximately 65 percent of murders, 60 percent of child abuse cases, 40 percent assaults, and 55 percent of domestic violence cases are alcohol related. Additionally, alcohol is a major factor in the majority of the traffic fatalities that occur each year.

Alcoholics put themselves at constant risk of death and illness. Those who don’t die in traffic accidents are likely to succumb to one of a number alcohol related illness, such as liver disease, malnutrition, and a weakened immune system.

There is a wide spectrum of signs and symptoms of an alcohol problem which can include the following; urgency of first drinks, feelings of guilt about drinking, onset of memory blackouts, increased dependence on alcohol, decreases ability to stop drinking when others do so, neglect of food and physical deterioration.

If an employee suspects he or she has an alcohol problem, he or she should seek the help of a Substance Abuse Professional (SAP).

27.0 ADDITIONAL PROVISIONS REQUIRED BY STATE LAW

28.0 PRESCRIPTION DRUGS/OVER THE COUNTER DRUGS
The appropriate use of prescription drugs and over the counter medication is not prohibited. However, the following guidelines must be observed.

1. Any employee using a prescription drug should consult with his/her physician regarding the effects of that drug in relation to the operation of motorized vehicles, machinery, or safety-sensitive functions.
2. Employees should read all labels carefully.
3. On-duty employees may not use over the counter medications where the manufacturer advises against their use while operating motorized vehicles, machinery, safety-sensitive functions, or where their use during working hours has not been approved by the employee’s physician.
4. In the event of a question regarding the use of any prescription drug or over the counter medication, the employee must notify their supervisor, and must submit written approval for use of the medication from his/her physician, upon request.
5. Any employee reporting for a drug/alcohol test must provide the Medical Review Officer (MRO) with names of prescriptions and over the counter medication that they are currently taking.
6. An employee who reports for duty while using any over the counter or prescription medication where the manufacturer advises against their use while operating motorized vehicles or machinery, who informs LRGVDC’s Transit Services Department – Valley Metro of such, and does not provide the written approval from her/his physician, will not be allowed to perform the safety-sensitive duties for failure to provide said written approval shall have any time beyond the remainder of the day of the report charged against her/his attendance records, and any instance thereafter.
29.0 CHEMICAL SCREENING CONSENT AND RELEASE FORM

I, ______________________________, hereby acknowledge I have been informed and given a copy of the LRGVDC’s Transit Services Department – Valley Metro Substance Abuse Policy and agree to be bound by this policy for the purposes of applying for, accepting, or continuing employment with the LRGVDC’s Transit Services Department – Valley Metro. I also hereby state that I am not a user of controlled substances except under medical supervision as listed below.

I understand and consent freely and voluntarily to the LRGVDC’s Transit Services Department – Valley Metro request for urine or other specimen for sample required to detect the presence of any addictive or illegal drugs. I hereby release and hold harmless the LRGVDC’s Transit Services Department – Valley Metro, the laboratory, their employees, agents, and contractors from any liability arising from (1) this request to furnish a specimen or sample. (2) The testing of the specimen or sample, and (3) any decisions made, based upon the results of the tests, which concern my application for employment or my continued employment. I consent to allow any designated LRGVDC’s Transit Services Department – Valley Metro employee, physician, laboratory, hospital, or medical professional to perform appropriate chemical tests for the presence of alcohol, drugs, or other controlled substances. I give my permission to any designated LRGVDC’s Transit Services Department – Valley Metro employee, physician laboratory, hospital, or medical professional to release the results of these tests to the LRGVDC’s Transit Services Department – Valley Metro or its designated representative and I release any designated institution or person from any liability whatsoever arising from the release of this information. I have taken within the past 30 days, or am presently taking, the following medications:

<table>
<thead>
<tr>
<th>Name of Drug</th>
<th>Condition for which Taken</th>
<th>Prescribing Physician</th>
</tr>
</thead>
<tbody>
<tr>
<td>-------------</td>
<td>---------------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>-------------</td>
<td>---------------------------</td>
<td>-----------------------</td>
</tr>
</tbody>
</table>

I hereby consent to allow the LRGVDC’s Transit Services Department – Valley Metro or its designated representative to verify and/or confirm the above information with the prescribing physician listed above.

**LRGVDC’s Transit Services Department – Valley Metro Representative**

__________________________                              ________________
Signature                                                                 Date

**Applicant/Employee**

__________________________                             __________________
Signature                                                                 Date

Revised: July 27, 2016

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30.0 EMPLOYEE ACKNOWLEDGMENT FORM:

LRGVDC’s Transit Services Department
VALLEY METRO
Drug & Alcohol Policy
Verification of Employee Notice

I have received a copy of the LRGVDC’s Transit Services Department Drug & Alcohol Free Workplace Policy which outlines the rights, duties, and responsibilities of the LRGVDC’s Transit Services Department – Valley Metro and all safety-sensitive employees of the LRGVDC’s Transit Services Department – Valley Metro in accordance with 49 CFR Part 40 (Procedures for Transportation Workplace Drug and Alcohol Testing Programs) and 49 CFR Part 655 (Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations). I understand that it is my responsibility to read and abide by the rules contained in this policy.

Employee Signature: ___________________________ Date: ___________________________

Employee Name (print): __________________________________________

Social Security No.: __________________________________________

LRGVDC’s Transit Services Department – Valley Metro Witness Signature:

___________________________________________________________

Date: ___________________________
31.0 REFERRAL NOTICE

You have indicated on your Chemical Screening Consent Release Form that you are not a user of any controlled substances. However, our screening test has revealed the presence of a controlled substance.

As a result, you will not be considered for employment at this time. However, you may elect to receive professional evaluation and/or to enter a rehabilitation program (at your own expense) at a facility approved by the Texas Commission on Alcohol and Drug Abuse. After successful completion, you may reapply for a position with the LRGVDC’s Transit Services Department – Valley Metro.

_____________________________________  ______________________________
LRGVDC’s Valley Metro Department Head      Date

_____________________________________
I acknowledge receipt of this notice
(Applicant’s Signature)                  Date
**LRGVDC’s Transit Services Department – Valley Metro**

**REASONABLE SUSPICION DOCUMENTATION FORM**

<table>
<thead>
<tr>
<th>Employee Name:</th>
<th>Date of Observation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Month/Day/Year:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Location:</th>
<th>Time of Observation:</th>
</tr>
</thead>
</table>

### OBSERVED PERSONAL BEHAVIOR (CIRCLE ALL APPROPRIATE ITEMS)

<table>
<thead>
<tr>
<th>Breath: (Odor of Alcoholic beverage)</th>
<th>Eyes:</th>
<th>Speech:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strong</td>
<td>Bloodshot</td>
<td>Confused</td>
</tr>
<tr>
<td>Faint</td>
<td>Glassy</td>
<td>Accent</td>
</tr>
<tr>
<td>Moderate</td>
<td>Clear</td>
<td>Stuttered</td>
</tr>
<tr>
<td>None</td>
<td>Dilated Pupils</td>
<td>Thick Tongued</td>
</tr>
<tr>
<td></td>
<td>Normal</td>
<td>Mumbled</td>
</tr>
<tr>
<td></td>
<td>Heavy Lids</td>
<td>Slurred</td>
</tr>
<tr>
<td></td>
<td>Fixed Pupils</td>
<td>Cotton mouthed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Attitude:</th>
<th>Unusual Action:</th>
<th>Balance:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excited</td>
<td>Hiccoughing</td>
<td>Falling</td>
</tr>
<tr>
<td>Hilarious</td>
<td>Fighting</td>
<td>Needs Support</td>
</tr>
<tr>
<td>Cocky</td>
<td>Belching</td>
<td>Wobbling</td>
</tr>
<tr>
<td>Talkative</td>
<td>vomiting</td>
<td>Swaying</td>
</tr>
<tr>
<td>Cooperative</td>
<td>Profane</td>
<td>Other</td>
</tr>
<tr>
<td>Polite</td>
<td>Other</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Walking:</th>
<th>Turning:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Falling</td>
<td>Falling</td>
</tr>
<tr>
<td>Stammering</td>
<td>Stammering</td>
</tr>
<tr>
<td>Other</td>
<td>Other</td>
</tr>
</tbody>
</table>

| Any other unusual actions or statements: |

| Signs or complaints of illness or injury: |

**Supervisor’s Opinion**

<table>
<thead>
<tr>
<th>Effects of Drug/Alcohol Intoxication</th>
<th>Action Taken</th>
<th>Employee Test Performed</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ None</td>
<td>□ Send for Testing</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>□ Slight</td>
<td></td>
<td></td>
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<tr>
<td>□ Obvious</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Extreme</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Additional Comments: |

<table>
<thead>
<tr>
<th>Supervisor Signature:</th>
<th>Date:</th>
<th>Time:</th>
</tr>
</thead>
<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Witness:</th>
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</tbody>
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**33.0 LRGVDC’s Transit Services Department – Valley Metro**

**“RELEASE OF INFORMATION FORM”**

Revised: July 27, 2016

24
(49 CFR Part 40 Drug and Alcohol Testing)

Section I. To be completed by the new employer, signed by the employee, and transmitted to the previous employer:

Employee Printed or Typed Name:______________________________________________________
Employee SS or ID Number:__________________________________________________________

I hereby authorize release of information from my Department of Transportation regulated drug and alcohol testing records by my previous employer, listed in Section I-B, to the employer listed in Section I-A. The release is in accordance with DOT Regulation 49 CFR Part 40, Section 40.25. I understand that information to be released in Section II-A by my previous employer, is limited to the following DOT-regulated testing items:

1. Alcohol tests with a result of 0.04 or higher;
2. Verified positive drug test;
3. Refusals to be tested;
4. Other violations of DOT agency drug and alcohol testing regulations;
5. Information obtained from previous employers of a drug and alcohol rule violation.
6. Documentation, if any, of completion of the return-to-duty Process following a rule violation.

Failure to provide written consent, including former employer information and signature, will result in you being disqualified for a safety sensitive position with The LRGVDC’s Transit Services Department – Valley Metro, as per 49CFR Part 40.25(a).

Employee Signature:____________________________________    Date:_______________________

I-A

New Employer Name:________________________________________________________________
Address:________________________________________________________________________
Phone Number:__________________________________  Fax Number ________________________
Designated Employer Representative:____________________________________________________

I-B.

Previous Employer Name: _____________________________________________________________
Address: __________________________________________________________________________
Phone Number:__________________________________ Fax  Number  ________________________
Designated Employer Representative: ____________________________________________________

Section II. To be completed by the previous employer and transmitted by mail or fax to the new employer:

II-A. In the two years prior to the date of the employee’s signature (in Section I), for DOT-regulated testing

1. Did the employee have alcohol tests with a result if 0.04 or higher?                 YES________    NO_________
2. Did the employee have verified positive drug tests?    YES________    NO_________
3. Did the employee refuse to be tested?     YES________    NO_________
4. Did the employee have other violations of DOT agency drug and alcohol testing regulations?       YES________   NO_________
5. Did a previous employer report a drug and alcohol rule violation to you?        YES________   NO_________
6. If you answered YES to any of the above items, did the employee complete the return-to-duty process?                     N/A ____YES ____ NO ____

NOTE: If you answered yes to item 5, you must provide the previous employer's report. If you answered yes to item 6, you must also transmit the appropriate return-to-duty documentation (e.g., SAP report(s), follow-up testing record).

II-B.

Name of person providing information in Section II-A:

_____________________________________________________
Title: _________________________________________________
Phone Number: ________________________________________
Fax Number: ___________________________________________
Date:______________________________________________

Revised: July 27, 2016
**LRGVDC’s Transit Services Department - Valley Metro**  
**POST ACCIDENT TESTING DECISION REPORT**

*Note: Accident does not necessarily mean collision. If an individual falls on a vehicle and needs to be taken to the hospital, an accident has occurred, and a post-accident test is required unless the driver can be discounted as a contributing factor. (Spring 1996, FTA D&A Updates, p.5)*

<table>
<thead>
<tr>
<th>System Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Accident :</td>
</tr>
<tr>
<td>Driver of Vehicle:</td>
</tr>
<tr>
<td>Location of Accident:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Traffic Crash Report Attached :</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

1. **Was there loss of life as a result of the accident?** | Yes (Requires testing- No Exceptions) | No |

2. **Did an Individual suffer a bodily injury and immediately receive medical treatment away from the scene of the accident?**  
   - Yes (Requires testing unless covered employee or driver on the vehicle can be completely discounted as a contributing factor to the accident) | No (Requires no testing under FTA authority.)

3. **Was there disabling damage to any of the vehicles involved?**  
   - Disabling damage means damage, which precludes departure of any vehicle from leaving the scene of the occurrence in its usual manner in daylight after simple repairs; or damage to any vehicle that could have been operated but which would have further damaged the vehicle if so operated. Disabling damage does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts; tire disablement even if no spare tire is available; or damage to headlights, taillights, turn signals, horn, mirrors, or wind shield wipers that makes them inoperative.

   - Yes (Requires testing unless question 4 applies.) | No (Requires no testing under FTA Authority.)

4. **Can the driver or any other covered employee on the vehicle be completely discounted as a contributing factor to the accident?**  
   - Yes | No Even if you answer No, under FTA regulations you must also meet the criteria questions 1, 2, and/or 3 to require testing.

   **Documentation:**

   **5.** If drug and alcohol testing is required, can the performance of any other safety sensitive employees (e.g., maintenance personnel, dispatcher, etc.), whose performance may have contributed to the accident (as determined by the transit agency at the time of the accident), be completely discounted as contributing to the accident?  
   - Yes | No Even if you answer No, under FTA regulations you must also meet the criteria questions 1, 2, and/or 3 to require testing.

6. **Did you perform a drug and/or alcohol test?**  
   - Yes | No

   If No, complete # 6 and sign and submit a report.

   **Name of Supervisor making this determination:**

   **Time Employee was informed of this determination:**

    | Decision to Test: | FTA Authority | LRGVDC Authority |
    |-------------------|---------------|------------------|

8. **Was an alcohol test performed within 2 hours?**  
   - Yes | Date & Time: |
   - No | Why, Not? |

9. **If no alcohol test was performed and more than (8) hours elapsed from the time of the accident, please explain:**

10. **Was a drug test performed within 32 hours?**  
    - Yes | Date & Time: |
    - No | Why, Not? |

11. **Did the driver leave the scene of the accident without just cause?**  
    - Yes | No

   If yes, please explain

**Report Submitted by (Signature & Title):**  
**Date:**

**Attachments:**
1. Order for testing form
2. CCF (Custody Control Form) with test results

Revised: July 27, 2016
I ______________________, verify that I have been granted by LRGVDC’s Transit Services Department – Valley Metro to access, review and obtain copies of my own drug and alcohol records as required.

_________________________________  ______________________
Signature             Date