



Bis-Man Transit Board Meeting

October 27, 2022, 11:30 AM

<https://us02web.zoom.us/j/84407263541>

Call in: +1 312 626 6799; Meeting ID: 844 0726 3541

Welcome & Introductions

Approval of Agenda

Consent Agenda

1. Previous Month's Minutes
 - a. Attachment A – 2022/9/22 Regular Meeting
 - b. Attachment B – 2022/10/21 Finance Committee Meeting
 - c. Attachment C – 2022/10/24 CTIC Committee Meeting
2. Financial Report
 - a. Attachment D
3. Ride Stats
 - a. Attachment E
4. 2022-2024 Audit Recommendation
 - a. Attachment F
5. Bus DVR Upgrade Recommendation
 - a. Attachment G

Public Comment

New Business

1. Transit Asset Plan Recommendation
 - a. Attachment H
2. Maintenance Plan Recommendation
 - a. Attachment I
3. 2022 Stuff the Bus Discussion
4. Free Ride Day Recommendation – November 8th
5. West River Transit Lease Recommendation
 - a. Attachment J



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Bismarck, ND 58501



701.258.6817



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6. Jefferson Lines Lease Recommendation
 - a. Attachment K

7. National Express Quarter Four Liquidated Damage Request

Executive Director Report

1. Remaining 2022 Project Update

Operations Report

Other Business

Adjourn

- **A Doodle Poll will be distributed to determine the date and time for the November Board Meeting.**



A

Bis-Man Transit delivers valued public transportation, linking people, jobs and communities.

Bis-Man Transit Board Meeting

September 22, 2022, 11:30 AM
Via Zoom and In-person at
3750 E Rosser Ave. Bismarck, ND 58501

Attending:

Lynn Wolf, President

Lacey Long, Vice President

DeNae Kautzmann, Secretary

Glenn Lauinger

Andrew Stromme

Steve Heydt

Helen Baumgartner

Royce Schultze

Not Attending:

Karel Sovak

Staff:

Deidre Hughes

Mike Mundahl

Taylor Kitzan

Craig Thomas

Danae Thiery

Guests:

Trevor Vannett

Susan Dingle

Dani Gulya

Jacey Enget

Renee Wetzsteon

Colin Wetzsteon

Jen Weil

Meeting called to order at 11:30 A.M.

Approval of Agenda: DeNae **moved** to approve the agenda. Helen seconded the motion. Motion carried unanimously.

Consent Agenda: Glenn **moved** to approve the consent agenda. Steve seconded the motion. Motion carried unanimously.

Public Comment: Susan Dingle commented that the Service Hours Amendment is on the Commission Meeting Agenda. Lynn responded that comment was not related to any agenda items, so nothing further on that comment could be discussed.

New Business:

1. 2022 Safety Plan Update – *Addition of Infection Disease Section*- Deidre discussed that the attached Safety Plan Update is required for the Bipartisan Infrastructure Law and that the only changes made were in the Infectious Disease portion of the Plan and the standard operating procedures for National Express. Glenn **moved** to approve the 2022 Safety Plan update. Royce seconded the motion. Motion carried unanimously.

Executive Director Report:

1. Advertising Update- Deidre discussed that Transit exceeded our \$80,000 annual advertising goal. Deidre thanked Mike for his hard work to meet this goal. The eight new benches should be out at the beginning of October and three will have advertisements. The two CAT bus wraps for the new buses fell through, so Transit is looking to sell advertisement wraps on those buses.
2. Ridership/Outreach- Deidre discussed the following:
 - Transit staff has been involved in different College Community Fairs the last few weeks giving students information on how to ride the CAT bus. Deidre and Mike also had a meeting with University of Mary Student Development about how to distribute CAT passes to students.
 - CAT Training videos will start filming next week. Transit staff will be out of office filming next Tuesday and Thursday.
 - Solar lighting has been installed on the CAT bus shelters.
 - TDP firm, SRF, had a booth at the Downtowner’s Street Fair last weekend to let the public know that TDP is starting and to get public input.
 - Deidre explained that there is now a calendar widget on the Bis-Man Transit website to be able to view meeting dates and Zoom information to join.



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- Deidre discussed that Missouri Family Homeless Coalition will be purchasing CAT passes for agencies as a pilot program for individuals in the amount of \$5,000.
- Ridership for the month of August on CAT had 7,645 rides and Paratransit had 8,300 rides.

Operations Report: Danae discussed that National Express is still trying to recruit drivers and that there is now a \$2,000 Sign-On Bonus for new drivers. Danae updated the Board that Christa Culver is healing from her injury and wanted to thank everyone for donations made and the thoughts and prayers given to her during her time of healing.

Other Business: N/A

DeNae moved to adjourn the meeting. Steve seconded the motion. Motion carried unanimously.

Meeting adjourned at 11:47 A.M.



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B

Bis-Man Transit delivers valued public transportation, linking people, jobs and communities.

Bis-Man Transit Finance Committee Meeting Minutes

October 21, 2022, 11:00 A.M.

Via Zoom

Attending:

Glenn Lauinger

Lynn Wolf

Staff:

Deidre Hughes

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Meeting was called to order at 11:03 A.M.

Deidre discussed the 2022-2024 audit recommendation. Only one bid was received from Brady Martz. Brady Martz has provided the audit and tax services for Bis-Man Transit for years ending December 31, 2019, 2020, and 2021. Although the price has increased for BradyMartz from their last bid, it is still less than the competitor's bid price in 2019. The finance committee recommends approval of the Brady Martz bid for the 2022-2024 audit and tax services for \$69,625. It was recommended that this item be moved to the consent agenda.

Deidre discussed the bus DVR upgrade recommendation. One quote was received from Electronic Communications for \$19,375. The finance committee recommends approval of the Electronic Communications quote and that this item be moved to the consent agenda.

Deidre discussed the 2022 Stuff the Bus event. In the past, Transit has collected for Carrie's Kids, Miles of Love, and Toys for Tots. Deidre is proposing that donations be collected from December 5th – 16th on-board the CAT buses and at the Transit Facility for Aid Inc. Deidre has reached out to the Director at Aid Inc. requesting a list of most needed items. A blood drive will also be held on December 16th at the Transit Facility in conjunction with Vitalant. The finance committee recommends approval of the Stuff the Bus event.

Deidre discussed the free ride day recommendation for the upcoming elections. Transit has offered free rides of previous elections and it was well received in the community. The finance committee recommended approval.

Deidre discussed the upcoming lease agreements with West River Transit and Jefferson Lines. A standard 3% increase was recommended for both leases. Lynn asked Deidre if West River Transit is okay with this price. Deidre will speak with the Director before the board meeting but doesn't expect it to be an issue. Deidre discussed shortening the Jefferson Lines's lease to align with the National Express contract, so there are no staffing issues. The finance committee recommends that both leases be approved.

National Express has requested a temporary suspension of the paratransit trip duration liquidated damage for quarter four. Deidre discussed the extensive staffing efforts that Craig and Danae have done in the past few months, but it continues to be a concern. Glenn discussed a question that he received regarding missed service on the CAT bus. Deidre explained that National Express was short on CAT drivers on Thursday and Friday, causing a one-hour service suspension for the Red Route for lunch breaks. Deidre discussed efforts to inform riders of service changes as far in advance as possible. The finance committee recommends a temporary suspension of the paratransit trip duration liquidated damages for quarter four. Staffing will be evaluated for the quarter.

Upcoming projects were discussed briefly. This includes the 2023 Audit, 5310 and 5339 grant applications, the operations contract RFP, and the Transit Development Plan.

Meeting adjourned at 12:05pm.





C

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Community Transportation Input Committee Meeting Minutes

October 24, 2022, 2:00 P.M.

Via Zoom Conference Call & In person at
3750 E Rosser Avenue, Bismarck

Attending:	Glenn Lauinger	Trevor Vannett
	Susan Dingle	Jeannie Pedersen
	Randee Sailer	
Staff:	Deidre Hughes	Taylor Kitzan
	Mike Mundahl	

Meeting was called to order at 2:05 P.M.

AARP Community Challenge Grant Update: Deidre provided an update on the video project as part of the AARP Community Challenge Grant. The Creative Treatment is currently editing the video, and they have provided some still shots from the video shoot.

Free Ride Day: Deidre said one of the upcoming Board agenda items was a free ride day on election day, November 8th, 2022. If approved, free rides would be provided for all CAT and Paratransit riders on election day.

Stuff The Bus: Deidre told the Committee that Bis-Man Transit is hoping to do a 4th annual “Stuff The Bus” event this year. It will be on the agenda for approval at the October Board meeting. The hope is to do a 2-week collection on-board the CAT buses and at the Bis-Man Transit facility. Items would be collected on behalf of Aid Inc. The collection period would end with a Vitalant blood drive at the transit facility on Friday, December 16th, 2022.



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TDP Community Survey: Deidre said the TDP Community Survey is live as of today, and will be accessible until November 14th, 2022. Public comment meetings will hopefully be held with SRF in December. Deidre said the survey link will be shared to CTIC members via email, and will share the link with the public through social media and the Bis-Man Transit website. Deidre said she would reach out to SRF to request a paper copy, which could also be shared to CTIC members via email.

Other Business: Trevor asked if there was an update on the contract with the City of Bismarck. Deidre said there is no update, and that the city attorney has been out of the office, so it was uncertain if there would be an update prior to the October Board meeting.

Meeting adjourned at 2:19 P.M.



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September 2022

MONTHLY REPORT

	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD	
RIDERSHIP							
FIXED ROUTE	6,954	54,490	5,298	39,935	31.26%	36.45%	
PARATRANSIT	7,695	69,846	7,526	63,604	2.25%	9.81%	
Total	14,649	124,336	12,824	103,539	14.23%	20.09%	
FR AVG. DAILY BOARDINGS	278.16						
DR AVG. DAILY BOARDINGS	256.5						
Pass./Hour Pass./Hour Pass./Hour							
REVENUE HOURS	Month	YTD	Month	YTD	PY YTD	PY YTD	% INC/DEC OVR PYTD
FIXED ROUTE	1,776.00	16,077.28	3.92	3.39	2.44	16,370.5	-1.79%
PARATRANSIT	2,399.13	22,994.23	3.21	3.04	3.00	21,167.0	8.63%
Total	4,175.13	39,071.51	3.51	3.18	2.8	37,537.5	
Pass./Mile Pass./Mile							
REVENUE MILES	Month	YTD	Month	YTD	PY YTD	PY YTD	% INC/DEC OVR PYTD
FIXED ROUTE	28,063	255,493	0.25	0.21	265,540		-3.78%
PARATRANSIT	35,873.00	326,959.80	0.21	0.21	289,069		13.11%
Total	63,935.65	582,452.55	0.46	0.43	554,610		5.02%
ON TIME PERFORMANCE							
	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD	
FIXED ROUTE	81.00%	85.00%	83.00%		-2.41%		
PARATRANSIT	87.00%	92.78%	95.00%	94.00%	-8.42%	-1.30%	
RIDERSHIP PER ROUTE							
ROUTE	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD	
BLACK	1373	11365		1144		20.0%	
BLUE	807	6584		688		17.3%	
GREEN	1515	10548		963		57.3%	
RED	704	6040		597		17.9%	
ORANGE	1500	10641		851		76.3%	
PURPLE	1055	9312		1055		0.0%	
RIDERSHIP BY DESTINATION <i>(Included in 'Ridership Per Route' Numbers)</i>							
U-Mary	230	1394		111		107.2%	
UTTC	59	476					
Bismarck Library	327						
Mandan Walmart	100						
Mandan Dans	320						
ACCIDENTS							
	Month	Month at Fault	YTD	YTD at Fault			
FIXED ROUTE	2	0	7	3			
PARATRANSIT	1	1	12	7			
SERVICE VEHICLE	0	0	0	0			
COMPLAINTS							
	Month	YTD					
FIXED ROUTE	1	15					
PARATRANSIT	0	18					
Office Staff	1	3					
COMPLIMENTS							
	Month	YTD					
FIXED ROUTE	1	3					
PARATRANSIT	1	4					
Office Staff	0	0					



F

October 27, 2022

TO: Bis-Man Transit Board of Directors

FROM: Deidre Hughes, Executive Director

SUBJECT: 22-006 IFB for Audit and Tax Services

DISCUSSION: 22-006 IFB for audit and tax services was created on September 15, 2022, for fiscal years ending December 31, 2022, 2023, & 2024. The IFB was sent to contacts from previous years IFB's for audit and tax services, as well as posted on our website. The deadline to receive sealed bids was October 17, 2022, at 2:00 P.M. We received four responses and one bid total, that coming from BradyMartz.

FINANCIAL IMPACT:

BIDDER NAME:		BradyMartz		
ITEM	BRIEF DESCRIPTION	FIRM ANSWERS		
		2022	2023	2024
1	Fee to perform audit	\$ 15,775	\$ 16,550	\$ 17,375
2	Fee to perform single audit	\$ 4,000	\$ 4,200	\$ 4,400
3	Fee to perform Form 990	\$ 2,000	\$ 2,100	\$ 2,200
4	Fee to perform Data Collection Form	\$ 325	\$ 340	\$ 360
	Total	\$ 22,100	\$ 23,190	\$ 24,335

Total for 3 years	\$ 69,625
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RECOMMENDATION: Staff and the Finance Committee recommend approval for BradyMartz to perform audit and tax services for fiscal years ending December 31, 2022, 2023, & 2024.



G

October 27, 2022

TO: Bis-Man Transit Board of Directors

FROM: Deidre Hughes, Executive Director

SUBJECT: 22-005 Request for Quotes – Replacement Bus Camera DVRs and Recommendation

DISCUSSION: 22-005 Request for Quotes – Replacement Camera DVRs was created on October 4, 2022, for 12 – REI HD5-600 DVRs with 500GB hard drives, along with installation and programming. Bids were sent to Electronic Communications and REI, as well as posted on our website. The deadline to receive sealed bids was October 18, 2022, at 2:30 P.M. We received one response and one bid total, which came from Electronic Communications.

FINANCIAL IMPACT:

BIDDER NAME:	Electronic Communications	
ITEM	BRIEF DESCRIPTION	AMOUNT
1	12 – REI HD5-600 DVRs with 500 GB Hard Drives	\$18,375
2	1 – On-Site Installation & Programming	\$1,000
	Total	\$19,375

This purchase will be made with the FY20 5339 Reallocated Grant with an 80/20 split. The federal portion is \$15,500, and the Local Match is \$3,875.

RECOMMENDATION: Staff and the Finance Committee recommend approval for Electronic Communications to install and program 12 – REI HD5-600 DVRs with 500GB hard drives, to replace the existing DVRs in the buses.



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TAM Plan

H

TAM Plan Name: Transit Asset Management
TAM Plan Type: Group Plan Sponsor
Agency Name: North Dakota Department of Transportation
Account Executive Name: Becky Hanson
Last Modified Date: 06/16/2022

Introduction

Brief Overview

Transit Asset Management (TAM) is a strategic and systematic process through which an organization procures, operates, maintains, rehabilitates, and replaces transit assets to manage their performance, risks, and costs over their lifecycle to provide safe, cost-effective, and reliable service to current and future passengers. The primary intended audience for this document is North Dakota Department of Transportation (NDDOT) Tier II subrecipients. Tier II subrecipients are defined as 5311 subrecipients, members of American Indian tribes, agencies with 100 revenue vehicles or less, and subrecipients of 5310 funds who do not receive direct Federal funding. They can choose whether to participate in this group plan or a separate NDDOT-approved TAM plan they have created. The National Transit Asset Management System Final Rule (49 U.S.C. 625) requires that all agencies who receive federal financial assistance under 49 U.S.C. Chapter 53 and own, operate, or manage capital assets used in the provision of public transportation create a TAM plan. Agencies are required to fulfill this requirement through an individual or group plan. NDDOT is the sponsor for a group TAM Plan and has developed this plan on behalf of their subrecipients Tier II transit agencies. Currently there are 28 transit agencies in the state of North Dakota; 23 are Rural agencies, 3 are Tribal, and 3 are Urban. Four agencies offer Fixed Route mode with Complementary Paratransit, 25 offer Demand Response service, and 3 agencies offer Intercity routes.

Methods for Target-Setting

The target is a percent of revenue and nonrevenue vehicles within a particular asset class that has met or exceeded the Useful Life Benchmark (ULB). North Dakota transit agencies provide input on ULB while considering their local environment such as weather resiliency, local geography, frequency of service, passenger load, etc. The ULB thresholds set by NDDOT included the following, Buses - 14 years, Cutaways - 10 years, and Minivans, Modified vans, and Automobiles - 8 years. These targets were set considering, FTA recommendations, 5-year history of meeting past targets, comparisons of surrounding states ULB, and comparisons of states of similar inventory size, climate and geography ULBs. The target for facilities is that 0% of the transit facilities are rated with a condition rating below 3.0 on the FTA Transit Economic Requirement Model Scale.

Performance Targets & Measures

Agency Name	Asset Category	Asset Class	2022 Target	2023 Target	2024 Target	2025 Target	2026 Target	2027 Target
North Dakota Department of Transportation	Equipment	Non Revenue/Service Automobile	29%	40%	40%	37%	35%	29%
North Dakota Department of Transportation	Equipment	Other Rubber Tire Vehicles	60%	40%	40%	37%	35%	29%
North Dakota Department of Transportation	Facilities	Administrative / Maintenance Facilities	0%	0%	0%	0%	0%	0%
North Dakota Department of Transportation	Facilities	Passenger Facilities	0%	0%	0%	0%	0%	0%
North Dakota Department of Transportation	Revenue Vehicles	BU - Bus	29%	28%	15%	14%	15%	15%
North Dakota Department of Transportation	Revenue Vehicles	CU - Cutaway	15%	25%	25%	24%	28%	20%
North Dakota Department of Transportation	Revenue Vehicles	MV - Minivan	11%	20%	25%	28%	25%	24%
North Dakota Department of Transportation	Revenue Vehicles	SV - Sports Utility Vehicle	50%	50%	40%	37%	35%	40%
North Dakota Department of Transportation	Revenue Vehicles	VN - Van	36%	35%	42%	40%	35%	24%

TAM Vision

The core of Transit Asset Management (TAM) is to minimize the cost of ownership of the transit passenger vehicles, service vehicles and transit facilities while maximizing their performance. TAM will assist in prioritizing funding based on condition and performance which will maintain a state of good repair for North Dakota's public transportation assets and provide safe, comfortable and reliable transportation for the citizens of North Dakota.

TAM Goals

Goal	Objectives
Improved	Improves on-time performance, service operations, and vehicle and facility

customer service	cleanliness. Reduces vehicle down-time. Focuses investments around customer-centered wants and needs.
Improved productivity, reduced safety risks, and reduced costs	Maintains assets more effectively, using condition-based approaches and predictive and preventive maintenance strategies to reduces costs while improving service delivery. Reduces chances of maintenance-related safety hazards due to improved asset condition.
Data for decision-making	Better aligns spending with a transit agency's goal and objectives to obtain the greatest return from limited funds. Incorporates lifecycle cost, risk and performance trade-offs into operations and capital programming. Improves visibility for budgeting maintenance work and for understanding other costs or financial risks due to major component and other replacement needs. Provides better understanding of the relationships between investments and outcomes (condition, safety, operations) and can lead to more accurate estimates of system needs to meet a target condition.
Better data for improved stakeholder communications	Improves transparency and accountability leading to improved relationships with stakeholders. Provides more accurate and timely data to communicate with agency board and customers.

TAM Roles and Responsibilities

Department / Individual	Role (Title and/or Description)	Sub-Recipient
Accountable Executive	Each transit agency completes a form designating an Accountable Executive. The definition of "Accountable Executive" from 49 C.F.R. §673.5 of the PTASP final rule is: a single, identifiable person who has ultimate responsibility for carrying out the agency's Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain the agency's Transit Asset Management Plan in accordance with 49 U.S.C. § 5326.	

Sub Recipients

Agency Name	Accountable Executive
Spirit Lake Tribe	Jolene Crosswhite
Williston Council for the Aging	Ashlee Torgerson
Wildrose Public Transportation	Amber Haugenoe
West River Transit	Nancy Felix
Walsh County Transportation Program	Pam Landsem
Turtle Mountain Band of Chippewa Indian	Ronald Trottier
Stark County Council on Aging / Elder Care	Erin Humphrey
Standing Rock Public Transportation	Pam Ternes
Southwest Transportation Services	Tamara Hofland
South Central Adult Services	Patricia Hansen
Souris Basin Transit	Darrell Francis
Pembina County Meals and Transportation	Sally Kliniske
Nutrition United	Larry Leonard
Kidder-Emmons County Senior Services	Renee Price
Kenmare Wheels & Meals	Lia Bartlett
James River Senior Citizens Center, Inc.	Maureen Wegenke
Hazen Busing Project	Peg Rahn
Golden Valley/Billings County Council On Aging	Vera Kruger
Fargo Park District	Paul Grindeland
Dickey County Senior Citizens	Jennifer Person
Devils Lake Transit (Senior Meals & Services)	Kirby Stittsworth
City of Minot	Brian Horinka
Cities Area Transit	Dale Bergman
Cavalier County Senior Meals & Services	Karrie Mikkelsen
Can-Do Transportation	Larry Leonard
Bis-Man Transit Board	Deidre Hughes
Benson County Transportation	Susan Fossen

Capital Asset Inventory

Asset Inventory Summary

Asset Category/Class	Total	Avg	Avg	Avg Replacement	Total Replacement
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	Number	Age	Mileage	Cost/Value	Cost/Value
Revenue Vehicles	302	7.4	5,159	\$0.00	\$0.00
AO - Automobile	3		-	\$0.00	\$0.00
BU - Bus	34	10.2	13,434	\$0.00	\$0.00
CU - Cutaway Bus	120	7.6	5,895	\$0.00	\$0.00
MV - Mini-van	124	6.3	2,803	\$0.00	\$0.00
SV - Sport Utility Vehicle	2	15.0	-	\$0.00	\$0.00
VN - Van	19	8.5	2,427	\$0.00	\$0.00
Equipment	16	9.3	N/A	\$14,560.81	\$232,973.00
Non Revenue/Service Automobile	6	8.7	N/A	\$7,523.67	\$45,142.00
Other Rubber Tire Vehicles	10	9.6	N/A	\$18,783.10	\$187,831.00
Facilities	21	12.6	N/A	\$0.00	\$0.00
Maintenance	19	11.5	N/A	\$0.00	\$0.00
Passenger Facilities	2	23.0	N/A	\$0.00	\$0.00

Condition Assessment

Asset Condition Summary

Asset Category/Class	Total Number	Avg Age	Avg Mileage	Avg Replacement Cost/Value	Total Replacement Cost/Value	% At or Exceeds ULB	% of Track Miles in Slow Zone	Number of Facilities less than 3 on TERM scale
Revenue Vehicles	302	7.4	5,159	\$0.00	\$0.00	40%	N/A	N/A
AO - Automobile	3		-	\$0.00	\$0.00	0%	N/A	N/A
BU - Bus	34	10.2	13,434	\$0.00	\$0.00	41%	N/A	N/A
CU - Cutaway Bus	120	7.6	5,895	\$0.00	\$0.00	40%	N/A	N/A
MV - Mini-van	124	6.3	2,803	\$0.00	\$0.00	39%	N/A	N/A
SV - Sport Utility Vehicle	2	15.0	-	\$0.00	\$0.00	100%	N/A	N/A
VN - Van	19	8.5	2,427	\$0.00	\$0.00	53%	N/A	N/A
Equipment	16	9.3	N/A	\$14,560.81	\$232,973.00	44%	N/A	N/A
Non Revenue/Service Automobile	6	8.7	N/A	\$7,523.67	\$45,142.00	67%	N/A	N/A
Other Rubber Tire Vehicles	10	9.6	N/A	\$18,783.10	\$187,831.00	30%	N/A	N/A
Facilities	21	12.6	N/A	\$0.00	\$0.00	N/A	N/A	1
Maintenance	19	11.5	N/A	\$0.00	\$0.00	N/A	N/A	1
Passenger Facilities	2	23.0	N/A	\$0.00	\$0.00	N/A	N/A	0

Decision Support

Decision Support Tools

The following tools are used in making investment decisions:

Process/Tool	Brief Description
Funding Sources and amounts	Availability of revenue applied for by each public transportation agency whether federal, state, or local sources, for capital assets may limit ability to purchase new or replacement assets, as well as ability to maintain capital assets through the useful life of the asset.
Inspections	Biennial inspections of capital assets conducted as part of maintaining a State of Good Repair and Quality Assurance/Condition Assignment program.
Agency 3 - 5 Year Plans	Plans, budgets and forecasts by transit agency to assess current economic situations and forecast future position based on expected expense and revenue while taking into account predicted trends in local communities to assist in planning future capital asset purchases and replacement costs.
BlackCat	A software system used to manage and record maintenance activities performed

Maintenance Module	on capital assets tracking timely preventive maintenance tasks and alert to upcoming maintenance so making maintenance tracking more connected, efficient and visible.
BlackCat Transit Data Management System	A software system that uses asset inventory and condition information to generate list reports of capital assets. In addition to available lists of Inventory assets, the software system provides reports which can be prioritized by condition, age, mileage, etc.

Investment Prioritization

While we can link information gained from the data sets of asset inventory, condition assessment, and other decision support tools, there are financial constraints that may limit the actions taken toward achieving the following goals. There are many tradeoffs including asset condition and costs of projects and the ability to impact condition for varying assets with the funds available. As the state group plan sponsor we can't always dictate how the transit agencies spend funding available from state and local sources but we will work with the agencies to develop investment prioritizations that support the TAM policies.

Proposed Investments

Project Name	Project Year	Asset Category	Asset Class	Cost	Priority	Updated Date
Replacement and Expansion Vehicles	2027	Revenue Vehicles	MV - Mini-van	\$192,000.00	Medium	9/14/2022 11:08:21 AM
Replacement and Expansion Vehicles	2027	Revenue Vehicles	CU - Cutaway Bus	\$1,260,000.00	High	9/14/2022 11:08:09 AM
Replacement and Expansion Vehicles	2026	Revenue Vehicles	MV - Mini-van	\$200,000.00	Low	9/14/2022 10:55:22 AM
Replacement and Expansion Vehicles	2026	Revenue Vehicles	CU - Cutaway Bus	\$450,000.00	Low	9/14/2022 11:08:33 AM
Replacement and Expansion Vehicles	2025	Revenue Vehicles	CU - Cutaway Bus	\$450,000.00	Low	9/14/2022 11:08:46 AM
Replacement and Expansion Vehicles	2025	Revenue Vehicles	MV - Mini-van	\$720,000.00	Medium	9/14/2022 10:55:02 AM
Replacement and Expansion Vehicles	2024	Revenue Vehicles	MV - Mini-van	\$288,000.00	Medium	9/14/2022 10:54:37 AM
Replacement and Expansion Vehicles	2024	Revenue Vehicles	CU - Cutaway Bus	\$1,260,000.00	Medium	9/14/2022 10:59:19 AM
Replacement and Expansion Vehicles	2024	Revenue Vehicles	BU - Bus	\$4,800,000.00	Low	9/14/2022 11:09:11 AM
Williston Facility Rehab	2024	Facilities	Administration	\$500,000.00	Medium	9/14/2022 11:08:58 AM
Dispatch Software - West River, Souris Basin, Dickinson	2024	Equipment	Software	\$435,000.00	Medium	9/15/2022 12:05:50 PM
City of Minot Facility Renovation	2024	Facilities	Administration	\$500,000.00	Medium	9/15/2022 12:03:14 PM
Replacement and Expansion Vehicles	2023	Revenue Vehicles	BU - Bus	\$2,625,000.00	Medium	9/14/2022 11:09:47 AM
Replacement and Expansion Vehicles	2023	Revenue Vehicles	CU - Cutaway Bus	\$1,890,000.00	High	9/14/2022 11:09:33 AM
Replacement and Expansion Vehicles	2023	Revenue Vehicles	MV - Mini-van	\$1,050,000.00	High	9/14/2022 10:59:48 AM

Signature

I, **Becky Hanson**, hereby certify on **09/27/2022** that the information provided in this TAM Plan is accurate, correct and complete.

Sub-recipient Certification

Sub-recipient Agency Name	Sub-recipient Email Address	Certified By	Certified Date
---------------------------	-----------------------------	--------------	----------------

Spirit Lake Tribe	dkarel@nd.gov	Darcy Karel	10/06/2022
Williston Council for the Aging	director@willistonseniors.org	Ashlee Torgerson	09/29/2022
Wildrose Public Transportation			
West River Transit	westriver.bisman@midconetwork.com	Carol Anderson	09/29/2022
Walsh County Transportation Program	pl1@polarcomm.com	Pam Landsem	09/28/2022
Turtle Mountain Band of Chippewa Indian	dkarel@nd.gov	Darcy Karel	10/06/2022
Stark County Council on Aging / Elder Care			
Standing Rock Public Transportation	pam.ternes@sittingbull.edu	Pamela Ternes	10/05/2022
Southwest Transportation Services	swtransit@ndtransit.org	Tamara Hofland	10/01/2022
South Central Adult Services	pat@southcentralseniors.org	Patricia Hansen	09/28/2022
Souris Basin Transit	sbtransit@srt.com	Darrell Francis	10/05/2022
Pembina County Meals and Transportation	pcmt@polarcomm.com	Sally Kliniske	10/06/2022
Nutrition United	nutusms@utma.com	Larry Leonard Jr	10/05/2022
Kidder-Emmons County Senior Services	kess@bektel.com	Renee Price	09/29/2022
Kenmare Wheels & Meals			
James River Senior Citizens Center, Inc.	jrsc@csicable.net	Maureen A Wegenke	10/04/2022
Hazen Busing Project			
Golden Valley/Billings County Council On Aging			
Fargo Park District	pgrindeland@fargoparks.com	Paul W. Grindeland	10/05/2022
Dickey County Senior Citizens	dcsc213@yahoo.com	Jennifer Person-Klein	09/29/2022
Devils Lake Transit (Senior Meals & Services)	dltran@gondtc.com	Kirby Stittsworth	09/29/2022
City of Minot	brian.horinka@minotnd.org	Brian Horinka	10/05/2022
Cities Area Transit			
Cavalier County Senior Meals & Services	ccsms@utma.com	Karrie L. Mikkelsen	09/29/2022
Can-Do Transportation			
Bis-Man Transit Board			
Benson County Transportation	susanpatfossen@gondtc.com	Susan Fossen	09/29/2022

Deidre Hughes, confirm that I am the
(Name of the Accountable Executive)

Accountable Executive for Bis-Man Transit Board.
(Name of Transit Agency)

I certify that my transit agency is in compliance with the TAM Rule.

My agency has met the TAM Plan requirements by

Participating in a Group Plan sponsored by North Dakota Department of Transportation

Completing our own TAM Plan and keeping it up-to-date. I have provided an updated copy of our TAM Plan to North Dakota Department of Transportation Transit section.

We confirm that we are implementing the TAM plan at our property.

Signed,

Deidre Hughes
Accountable Executive

9/30/2022
Date (Annually)

Facility & Equipment Condition Assessment

Rating	Condition	Description
5	Excellent	No visible defects, new or near new condition, may still be under warranty if applicable
4	Good	Good condition, but no longer new, may have some slightly defective or deteriorated component(s), but is overall functional
3	Adequate	Moderately deteriorated or defective components; but has not exceeded useful life
2	Marginal	Defective or deteriorated component(s) in need of replacement; exceeded useful life
1	Poor	Critically damaged component(s) or in need of immediate repair; well past useful life

State of Good Repair (Facilities) = 3+

Vehicle Condition Assessment

Rating	Condition	Description
5	Excellent	Brand new, no major problems exist, only routine preventive maintenance required
4	Good	Elements are in good working order, minimal signs of wear, requires nominal or infrequent minor repairs (more than 6 months between minor repairs)
3	Adequate	Has reached mid-life condition (3.5), requires frequent minor repairs (6 or less months between) or infrequent major repairs (6 or more months between)
2	Marginal	Reaching or just past the end of useful life, increasing number of defective or deteriorated components and increasing maintenance needs
1	Poor	Past useful life, needs immediate repair or replacement, requires frequent major repairs (6 or less months between), may have critically damaged component(s)

Bis-Man Transit

ASSET MANAGEMENT PLAN

Mission Statement

Bis-Man Transit's mission is to effectively and efficiently provide safe, clean, and reliable vehicles for use by its customers and operators and to maintain transit vehicles, facilities and equipment in such condition as to operate at a full level of performance.

Graduated Preventative Maintenance Program

The emphasis of Bis-Man Transit system's maintenance program is preventative rather than reactive maintenance. A strong preventative maintenance program effectively reduces overall maintenance costs, increases reliability and performance, and reduces the high cost of unpredictable repairs caused by reactive maintenance. Bis-Man Transit uses a graduated preventative maintenance program (PM) that is based on the manufacturer's recommendations and is modified based on experience and the local conditions within Burleigh and Morton Counties. Solid PM practices maximize useful life, are cost-efficient over the life of the vehicle, facility, and equipment, and ensure that assets remain in safe operating condition.

Bis-Man Transit has an aggressive preventative maintenance program that schedules vehicle inspections based on a variety of categories. The PM schedule established is progressive based on usage and vehicle type. Vehicles are inspected based on mileage and time. In addition, each vehicle receives an annual comprehensive inspection.

Bis-Man Transit conducts annual facility maintenance condition assessments. These inspections include components such as roof, shell, interior, plumbing, HVAC, fire protection, electrical, equipment, and site inspections.

Bis-Man Transit's staff continually reviews maintenance practices to identify potential improvements to the program. This assures optimum benefits from the scheduled inspections.

On-time vehicle inspection variance

The allowable variance with all preventative maintenance vehicle inspections is a minus 500 miles to a plus 500 miles. Any inspection completed within this parameter is considered on time. Sample inspection sheets are attached.

Local Conditions

Local conditions have a direct impact on the level of PM need. Bis-Man Transit provides service throughout Burleigh and Morton Counties. The following conditions are considered when developing a PM program for a vehicle or group of vehicles:

- Service Design
 - Urban Service - Fixed route and complimentary paratransit/demand service. Due to the frequency of the stops and traffic congestion in the urban area, vehicles used for this service require a higher level of PM
 - Rural Area - Infrequent stops in a long-distance corridor
- Topography and Weather - Salt and gravel from the winter roads may cause premature wear on certain parts of the vehicles. Those parts are inspected more frequently than the manufacturer recommends. Build up of snow and ice may cause additional cleaning of vehicles.
- Local Policies:
 - Cleanliness -All vehicles must be cleaned daily
 - Pre and Post-Trip Inspections -All vehicles are inspected prior to entering services and upon exiting service.

Authorize, Direct, and Control Maintenance Activities and Costs

The Operations Team is responsible for developing the PM schedule for each vehicle fleet and facility. This schedule ensures that all PM activities are completed in a timely manner and is consistent with the manufacturer's recommendations.

The tasks performed throughout the PM and repair process are reviewed by the Operations Maintenance Manager and staff.

This consistent review is designed to ensure that decisions are made at the proper level of management.

The PM tracking report is regularly printed and reviewed to identify which vehicles or facility components are due or coming due for Preventative/Preservation Maintenance. The identified vehicles are removed from service and scheduled for maintenance.

Work orders are created, and appointments are made to complete the identified maintenance.

Bis-Man Transit maintains PM inspection process data for specific vehicle component systems such as wheelchair lifts, video security systems, HVAC systems, wheelchair securements, and fare collection systems. These items are inspected during the regularly scheduled preventative maintenance process and can be found on both fixed route and paratransit preventative maintenance forms.

These component systems each have their own PM schedules, forms, and tracking reports. An Operations Maintenance Manager is tasked to review the tracking reports and generates the work orders to perform the maintenance.

Other needed repairs may be identified during the PM inspection. These are referred to as "PM write-ups." In addition, drivers may report vehicle problems.

The Operations Maintenance Manager reviews the PM write-ups and driver reports. The repairs are then scheduled into the repair shop and completed before the vehicle returns to service. A separate work order may be issued for this type of repair

Identify, Track, and Record Maintenance Activities and Costs

Bis-Man Transit uses a system of manual and computerized forms and reports to schedule and perform preventative/preservation maintenance (PM) and repairs to its fleet of vehicles or facilities. These documents include:

- Work orders
- Service orders
- Purchase orders
- Parts requests
- PM Tracking report
- PM Inspection forms

After a vehicle or facility is identified as needing PM, a work order is prepared that describes the work to be completed, the account codes to be charged, and instructions as to which level of PM is to be performed. All the PM labor and costs are captured under the PM code on the work order. When there is a PM write-up, a new work order or multiple work orders are then generated listing those repairs. All repair labor and parts are charged to the work orders under the specific coding applicable to the individual repairs.

The required parts and supplies are charged to the work order updated to the PM Tracking Report to show when the PM was completed.

If a repair is determined to be covered under the warranty, the appropriate coding will be identified on the work order. A warranty claim is submitted to the applicable manufacturer/vendor. (See warranty Recovery Program section of this plan for more details).

Process to oversee work done by contractors

Bis-Man Transit contracts with a private operator maintenance of vehicles owned by the City of Bismarck. The contractor is required to maintain the vehicles in accordance with the plan. To ensure compliance, Bis-Man Transit requires the contractor to submit all work orders for preventative maintenance and repairs. In addition, Maintenance Department staff conducts an annual physical inspection of all Transit agency vehicles maintained by the contractor.

Warranty Recovery System

Bis-Man Transit operates a warranty recovery program to ensure that cost of parts and repairs on warranty-covered items are recovered.

- Failed Components
- Authorization for warranty return and labor claims, if applicable, are obtained from the manufacturer or vendor. Information is supplied to the vendor on the circumstances of the failure if known. The item is then returned to the vendor warranty department for repair or replacement. Bis-Man Transit retains a copy of the warranty claim form for tracking purposes.
- Receipt from manufacturer/vendor
- When a unit is received at Bis-Man Transit, it is entered into the inventory system via an Inventory Adjustment form that is coded as a warranty replacement. A Journal Voucher form is completed and forwarded to the Accounting Department to make the necessary accounting adjustments. Labor credit if received, is applied to the appropriate cost center via a credit entry applied to the work order used when the defective part was removed.

Cost Analysis Tool

Bis-Man Transit uses a life cycle cost analysis tool as part of its decision-making process when establishing and making changes to preventative maintenance intervals. Factors included in the decision-making include useful life benchmark, age (for vehicles both mileage and age of vehicle), maintenance cost, and available funding. This enables our agency to analyze the cost effects of alternative practices over the life of the asset.

Additional References

This asset management policy is additional to the most recently approved data and policy requirements of the State approved Bis-Man Transit Fleet and Facility Maintenance Policies.

PMI Worksheet Van & Cut Away	Type of PMI performed	A = 5,000	B = 25,000
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National Express -

updated 01/01/2022	A	C = 50,000	A	D = 100,000	A	E = 360 or Annual
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Tech. Name _____

Date	Unit #	CSC #	Current Odometer	W/O #
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All items must be checked and marked ✓ for serviceable, O = Defective, X = Repair made - N/A = Not Applicable. The technician releasing the unit must sign their name and the Supervisor must sign the inspection form.
Please complete in Blue or Black ink. Fire Risk assessments have been added to the PMI and Service sheet and are indicated by the symbol. ⚠️ items must be given special focus to eliminate the potential for a thermal event.

Each section of the PMI is to be completed at the end of each section.

Preparation ✓ Initials

Check Driver's EVIR/Zonar write ups for the past 30 days	⚠️	
Review Zonar diagnostic view for past 60 days	⚠️	
Review the last 3 PMI forms		
Check fluid levels to insure drivability on road test	⚠️	

Section 1 - Road Test and Driver's Area Inspection ✓ Initials

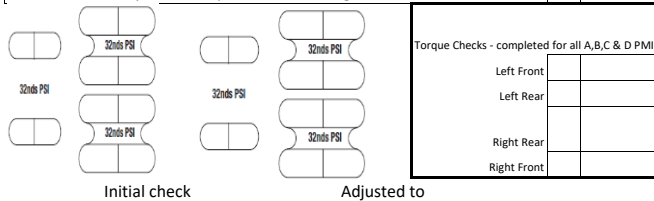
1.1 Check Driver's door and glass		
1.2 Inspect step tread		
1.3 Check Driver's seat for security and mounting and condition		
1.4 Check vehicle required documents		
1.5 Check service brake operation - Hydraulic stationary test- Vacuum - Accumulator - Electro-Hydraulic	⚠️	
1.6 Check all warning lights and alarms	⚠️	
1.7 Check steering wheel free play		
1.8 Check neutral safety switch		
1.9 Check starter operation	⚠️	
1.10 Check operation of the engine and observe exhaust for excessive smoke	⚠️	
1.11 Check/Record voltmeter @1500 rpm _____		
1.12 Check/Record oil pressure @ 1500 rpm _____		
1.13 Check steering wheel for binding from stop to stop		
1.14 Check horn operation		
1.15 Inspect windshield, side glass & sun visor & inside mirror		
1.16 Check wiper/washer (front&rear) operation and condition		
1.17 Check lighting of all gauges		
1.18 Check heater and defroster operation	⚠️	
1.19 Run HVAC system and check operation (if applicable)	⚠️	
1.20 Check all switches and accessories, door locks, mirrors & windows	⚠️	
1.21 Check transmission operation and controller		
1.22 Check parking brake operation		
1.23 Test interlock system for proper operation (if applicable)		
1.24 Road test (use designated route)		
Mileage out - _____ Mileage in- _____		
1.25 Check all lights		

Section 2 - Interior Inspection ✓ Initials

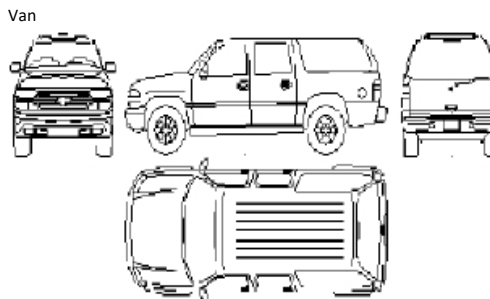
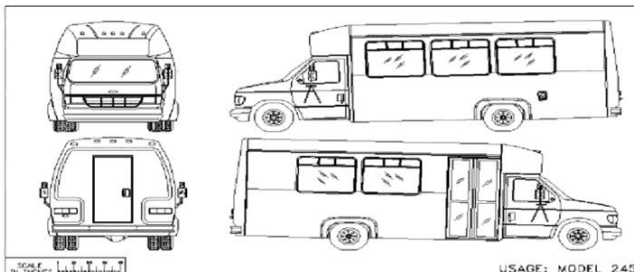
2.1 Check wiring under dash	⚠️	
2.2 Inspect pedal pads (alignment and wear)		
2.3 Connect diagnostic laptop and external camera viewer		
2.4 Check electrical panels (if applicable)	⚠️	
2.5 Check interior lights	⚠️	
2.6 Check safety equipment		
2.7 Inspect evaporator mounting and condition (if applicable)		
2.8 Inspect fare box, security, mounting and condition		
2.9 Check Interior for cleanliness / projectiles	⚠️	
2.10 Inspect floors/wheel chair hold downs & floor tracks		
2.11 Check seat coverings and frame security		
2.12 Inspect passenger windows, hatches & emergency alarms		
2.13 Check camera system for operation		
2.14 Check for fault codes using diagnostic laptop		

Section 3 - Exterior Circle Inspection ✓ Initials

3.1 Insure that all proper local, State/Provincial and company decals are in place		
3.2 Inspect passenger door, hinges, glass and step well		
3.3 Inspect mirror mountings, brackets and glass	⚠️	
3.4 Inspect wiper blades and arms		
3.5 Inspect all light lenses for security condition and mounting	⚠️	
3.6 Inspect tire - dual assemblies both sides		
3.7 Check for mismatched tire tread or casing design and proper depth		
3.8 Check wheels for cracks, loose lugs and outer hub oil and leaks	⚠️	
3.9 Check tire valve stems and double check caps		
3.10 Check, record & adjust tire air pressures (before and after) On the A, B, C, D PMI's complete a torque check of all lugs.	⚠️	



3.11 Inspect bumpers front and rear		
3.12 Check body for damage/corrosion - indicate locations below		



3.13 Inspect rear door assembly		
3.14 Check license plate light		
3.15 Check fuel door and cap		

Section 4 - Engine Compartment Inspection	✓	Initials
4.1 Inspect hood alignment, mounts, hinges and props	⚠	
4.2 Engine compartment/condition for fire risk avoidance	⚠	
4.3 Inspect radiator/charge air cooler all mountings		
4.4 Inspect fan assembly and shroud		
4.5 Check all belts for tension and condition	⚠	
4.6 Check all belt driven components	⚠	
4.7 Check alternator mounting and all cables	⚠	
4.8 Inspect a/c compressor mounting and lines	⚠	
4.9 Check engine exhaust system	⚠	
4.10 Check all fluid levels (power steering, brake, oil, trans)	⚠	
4.11 Pressure test cooling system radiator cap		
4.12 Test coolant freeze protection level		
4.13 Inspect coolant recovery system, hoses and clamps	⚠	
4.14 Inspect for fluid leaks	⚠	
4.15 Check intake system	⚠	
4.16 Check hydraulic/vacuum master cylinder/booster unit	⚠	
4.17 Check all power steering hoses	⚠	
4.18 Inspect fuel pump and all fuel lines and mountings	⚠	
4.19 Inspect engine compartment wiring harnesses	⚠	
4.20 Inspect electrical system main grounds	⚠	
4.21 Gas engine inspect - coil, spark plugs wires, cap	⚠	
4.22 Load test the batteries; _____ volts _____ volts _____ volts	⚠	
4.23 Alternator output _____ volts _____ amps	⚠	
Section 5 - Under Vehicle Inspection	✓	Initials
Raise the vehicle		
5.1 Inspect steering gear box and mounting		
5.2 Check ball joint play (Both sides)		
5.3 Check front wheel bearing play (Both sides)	⚠	
5.4 Inspect front springs, shocks and suspension (Both sides)		
5.5 Inspect inner wheel seal for leaks (Both sides)	⚠	
5.6 Inspect ABS tone rings, sensors and routings of cables	⚠	
5.7 Inspect engine mounts		
5.8 Check engine and transmission for leaks	⚠	
5.9 Inspect radiator and charge air cooler	⚠	
5.10 Inspect fan assembly and shroud		
5.11 Inspect vibration damper		
5.12 Inspect starter and cables	⚠	
5.13 Check engine exhaust system	⚠	
5.14 Check transmission for leaks and breather	⚠	
5.15 Inspect shift cable, adjustment - all transmissions		
5.16 Check parking brake shoes for wear and contamination (trans mounted)	⚠	
5.17 Check battery cables running from the battery.	⚠	
5.18 Inspect A/C condenser security and mounting	⚠	
5.19 Inspect driveline, hanger bearings, U-Joints & Slip Joint		
5.20 Inspect under body exhaust system	⚠	
5.21 Check chassis and frame for corrosion / cracks		
5.22 Inspect Parking brake cable for routing and condition		
5.23 Inspect rear axle housing(s) breather(s)		
5.24 Check rear axle oil level - condition, metal flakes		
5.25 Inspect rear springs, shock and suspension		
5.26 Inspect rear hub and wheel seal for oil leaks	⚠	
5.27 Inspect ABS Tone ring, sensors and routing of cables	⚠	

5.28 Check fuel tank, mounting and all lines	⚠	
5.29 Inspect mud flaps and brackets		
5.30 Lubricate all grease fitting (Chassis and Accessories)		
Section 6 - Brake Inspection	✓	Initials
Remove wheels as needed to obtain accurate measurements		
6.1 Measure/record front brake lining/pad thickness in 32nds of an inch		
LF - _____ RF - _____		
6.2 Inspect front brake rotors for condition, record rotor thicknesses		
LF - _____ RF - _____		
6.3 Inspect front brake assemblies for operation	⚠	
6.4 Measure/record rear brake lining/pad thickness in 32nds of an inch		
LR - _____ RR - _____		
6.5 Inspect rear brake drums/rotors for condition, record rotor thicknesses		
LR - _____ RR - _____		
6.6 Inspect rear brake assemblies operation	⚠	
6.7 Check wheels for proper compliance with Wheel Torque SOP	⚠	
Section 7 - Wheel Chair Inspection	✓	Initials
7.1 Lift Batteries & terminals are clean and tight	⚠	
7.2 Battery cables in good condition and routed with no chaffing point	⚠	
7.3 Lift door is in good condition & catches work		
7.4 Lift is operation instructions are posted & in good condition		
7.5 Lift padding and cover is in good condition (if applicable)		
7.6 Lift is securely mounted & all mounting hardware is in place and secure		
7.7 All pivots and pins are in place and in good condition		
7.8 Hydraulic cylinders are in good condition, seals free of leaks		
7.9 Control switch is properly mounted and in good condition		
7.10 Check wheel chair lift safety switches/lights (IE New ADA FMVSS403/404)		
7.11 Control switch wiring is in good condition and properly routed	⚠	
7.12 Lift platform unfolds smoothly and comes to a level position		
7.13 Lift travels up and down at the proper speed and correct alignment		
7.14 Inboard and outboard roll stops work properly		
7.15 Occupant restraint belt, security mounting, condition. Belt cutter in place		
7.16 Lift works in manual mode		
7.17 Hydraulic fluid level if full and there are no leaks		
7.18 Lift folds up smoothly without binding		
7.19 Clean and lubricate entire lift according to OEM specifications		
7.20 Check all wheel chair tie down straps are in good condition		
7.21 Check all tie down straps are properly stored in a secure container		
7.22 Check wheel chair track is properly secured to the floor		
Section 8 - PMI Reminder Decal	✓	Initials
8.1 Remove existing decal and attach new PMI Reminder decal		
Section 9 - All E- PMI's & Annual Inspection	✓	Initials
9.1 Replace fuel filter	⚠	
9.2 Change external transmission filter	⚠	
9.3 Check toes in and correct as needed		
9.4 Replace air filter		
9.5 Service all HVAC filter screens	⚠	
9.6 Perform Clean Bright & Tight. (CBT = remove & clean all batt. Terminals and lugs and record date on top of battery)	⚠	
9.7 Remove Left Front Wheel - insp. wheels/surfaces- complete full retorque		
9.8 Remove Left Rear Wheel - insp. wheels/surfaces- complete full retorque		
9.9 Remove Right Rear Wheel - insp. wheels/surfaces- complete full retorque		
9.10 Remove Right Front Wheel-insp. wheels/surfaces- complete full retorque		

Preventive Maintenance Inspection - The items in the above inspection have been found to be satisfactory other than the items that are marked with an "O". This signature below certifies the inspection documented on this form "Meets or Exceeds" the requirements of "US FMCSR Part 396.17-25" and/or Canadian Government Provincial standards as a Government Inspection. Defects found were recorded for repair on the Follow Up Worksheet

Technician Signature _____

Date _____

Punch In _____

Supervisor Signature _____

Date _____

Punch out _____

Fare box No. _____
Cash box ID No. _____

National Express / FAX
Fare box Preventive Maintenance Inspection

6 Month Inspection

Bus # _____ Mileage _____ Date _____ Work Order # _____

Item	Component	Task	Material Required	Procedure	Tech Initial
Overall	Sheet metal	Clean	Mild Detergent	Use stainless cleaner on metal surfaces and mild soap on plastic surface.	
Pedestal Floor (Underside) & Base casting (Top edges)	S S Plate & Aluminum casting	Clean	Scotchbrite & wire brush	Remove the pedestal from the base and use plastic pads to clean the bottom underside of the pedestal. Use a wire brush to clean the top edge of the base casting.	
DCM	Keypad	Clean	Mild detergent	Use a rag and soap to wipe clean any dirt and residue from the keys	
Passenger Display & buttons		Clean	Soft damp cloth	Clean the passenger display and buttons with a soft damp cloth as needed. DO NOT use solvents.	
Passenger Information Speaker		None		Check	
PC Boards		None		Avoid contact with all PC Boards unless in an electrostatic free environment. Clean dust off board.	
Bill Validator		Clean	Externally - mild detergent on damp cloth; internally, compressed air or isopropyl alcohol	Periodic cleaning needed. Open the bill validator and clean with a warm damp cloth. DO NOT use soap, water, chemicals, grease or isopropyl alcohol	
Bill Transport	O-rings	Clean	Clean	Periodic cleaning needed. Open the bill validator and clean. DO NOT use grease or chemicals	
	Belts & Pulleys	Inspect for wear; replace, if needed			
	20-tooth Spur drive	Lubricate			
Coin / Token Insertion Cup	Validator	Clean	Compressed air	Periodic cleaning required. Clean with a damp cloth. Remove lint by blowing compressed air through a duct	
Coin Validator	Validator	Clean remove lint, debris	Externally - mild detergent on damp cloth; internally, compressed air or isopropyl alcohol	Periodic cleaning required. Open the door and shake out any lint or debris. Use a clean cloth and isopropyl alcohol or compressed air for cleaning.	
Coin / Token Return Cup	Validator	Clean	Mild detergent & soapy water or all purpose cleaner	Clean with mild detergent or all purpose cleaner. Use a low lint paper towel to clean coin cup	
Tap Card target	Check if it's working			Clean with mild detergent or all purpose cleaner.	
Cashbox	Lock Mechanism	Inspect lubricate	Lubricant # 33 Molykote # A01417	Clean cashbox with mild detergent periodically. Inspect and lubricate the lock/key	

Fare box No. _____
Cash box ID No. _____

National Express / FAX
Fare box Preventive Maintenance Inspection

6 Month Inspection

Locking bar		Lubricate			
Electronic Lock	Drive gears & drive stud	Lubricate	Lubricant # 33 Molykote # A01417	Lubricant periodically	

Item	Component	Task	Material Required	Procedure	Tech initials	Defect List
Bypass mechanism		Lubricate	Lubricant # 33 Molykote # A01417	Visual / mechanical inspection and cleaning is needed every 3-4 years or as needed. Apply the lubricant on the metal contact and pivot surfaces and wipe with a clean cloth. Clean the plastic molded bypass with a damp rag		
Cashbox ID Transmitter	Battery	Replace	Q Tip	Clean periodically with a damp Q Tip		
Electrical wiring, antenna	Harness	Inspect	Voltmeter to check continuity	Check all wire harness for damage pins, damage insulation, broken wires, and broken connectors. Check antenna		
Fare box electrical boards	Mother board	Replace	Farebox Battery CR 1632	Remove battery and replace.		
Farebox Decals	Outer covers	Clean / replace if needed	Decals	Replace city decals and all that are not readable.		
Reinstall fare box and test all components. Check all data to be accurate for correct bus #						
Farebox component SN #						
Wireless card						
Bill validator						
DCM screen						
Bill transport						
Coin validator						
Smart card reader						
Passenger display board						

Technician Signature _____ Supervisor Signature _____ Date _____

A-PMI's or 3000 mile inspection ADD-ON's	✓	Initials
Oil & Filter Service		
Replace all fuel filters		

B,C, D - PMI 6,000 mile Inspection ADD-ON's	✓	Initials
Oil & Filter Service		
Replace all fuel filters		
Replace coolant filter		

E-PMI or ANNUAL - 24,000 mile Inspection ADD-ON's	✓	Initials
Oil & Filter Service		
Replace all fuel filters		
Replace spark plugs - (if equip)		
Replace Diff Fluid		
Inspect Evaporator motor brushes		
Perform HVAC system inspection & clean filters		
Record the drum/rotor thickness readings		

42,000 Mile Interval - ADD-ON's	✓	Initials
Replace hydraulic fluid and filters		
Clean air compressor intake filter		

60,000 Mile Interval ADD ON's	✓	Initials
Replace Trans fluid and filters		
Replace CCV filter and air filter as equipped		
Drain and flush coolant system & change coolant filter		
Replace Serpentine belt and tensioner		

Follow Up Worksheet

Unit #		R = Safety or DOT out of service item	
PMI W/O #	All Defects must be categorized	Y = Deferrable within the next 15 working days	
		G = Advisory defect (ie paint, decals, cosmetics, etc.)	

Item No.	PMI	Defect Details:	Follow up	Circle Defect
				R Y G
Description of work performed			Signature	Date

Item No.	PMI	Defect Details:	Follow up	Circle Defect
				R Y G
Description of work performed			Signature	Date

Item No.	PMI	Defect Details:	Follow up	Circle Defect
				R Y G
Description of work performed			Signature	Date

Item No.	PMI	Defect Details:	Follow up	Circle Defect
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Item No.	PMI	Defect Details:	Follow up	Circle Defect
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Item No.	PMI	Defect Details:	Follow up	Circle Defect
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Description of work performed			Signature	Date

Item No.	PMI	Defect Details:	Follow up	Circle Defect
				R Y G
Description of work performed			Signature	Date

Item No.	PMI	Defect Details:	Follow up	Circle Defect
				R Y G
Description of work performed			Signature	Date

20 Condition Assessment: (Building) Level B, 1, 2, 3, 4

Roof Systems		Rating	Repairs and Issues
Membrane Roof Systems (BUR, EPDM adhered, EPDM ballasted)			
1	Roof drainage to drain system		
2	Membrane Field		
3	Base Flashing		
4	Termination bar / attachment		
5	Cap Flashing/ roof edge		
6	Stone Cap / Parapet		
7	Sealants		
8	Reglets		
9	Roof Drains, overflow		
10	Scuppers		
11	Downspouts		
12	Ballast systems		
13	Walkway pads, pavers		
14	Splash blocks		
15	Other		
Other Roof Systems (Shingles, Metal panels, wood shakes)			
16	Shingles		
17	Architectural Metal Systems		
18	Structural Standing Seam		
19	Metal panel / exposed fasteners		
20	Sealants		
21	Downspouts		
22	Gutters		
23	Splash blocks		
24	Other		
Roof top Equipment			
25	Roof top equipment		
26	Roof curbs		
27	Exhaust fans		
28	Roof vents / penetrations		
29	Roof jacks at penetrations		
30	Ladders		
31	See Electrical for lights and conduit		
32	Other		

Additional Information

Good Condition

No visible sign of distress or failure in building. Routine maintenance will be adequate.

Maintenance Needed

No disruption of service in facility. Continuous observation recommended. Repair by in-house staff adequate.

Repair

Corrective action should take place at once to stop further damage or to return to functional performance status. Contracted repair may be required.

Replacement

Repairs should begin at once to stabilize the system. Replacement should be accomplished as soon as possible. Emergency Replacement noted where needed.

20 Condition Assessment:

(Building) Level B, 1, 2, 3, 4

Interiors		Rating	Repairs and Issues
Wall Finishes			
1	Paint and/or texture		
2	Drywall		
3	Sealants		
4	Vinyl Wallcovering		
5	Tile		
6	Prefinished concrete or masonry		
7	Trim		
8	Penetration seals		
Floor Finishes			
9	Carpet		
10	VCT, Vinyl, rubber tile		
11	Sheet vinyl		
12	Porcelain/Ceramic Tile		
13	Polished, sealed concrete		
14	Floor coatings		
15	Base		
16	Stair treads/risers		
17	Other		
Ceiling Finishes			
18	Drywall		
19	Paint		
20	Acoustical tile/grid		
21	Trim		
22	Other		
Interior Doors and Frames			
23	Door Finish		
24	Door		
25	Operation and fit to frame		
26	Locksets		
27	Closers		
28	Frame		
29	Sealants		
30	Glass		
31	Weatherstripping /Fire Seal		
32	Other		
Window Interior of Exterior Windows			
33	Frame		
34	Hardware		
35	Glazing		
36	Insulating seal		
37	Trim		
38	Other		
Window Interiors			
39	Frame/Sash Finish		
40	Glass		

41	Sealants		
42	Seals/Insulating Glass		

Additional Information	

Good Condition	No visible sign of distress or failure in building. Routine maintenance will be adequate.
Maintenance Needed	No disruption of service in facility. Continuous observation recommended. Repair by in-house staff adequate.
Repair	Corrective action should take place at once to stop further damage or to return to functional performance status. Contracted repair may be required.
Replacement	Repairs should begin at once to stabilize the system. Replacement should be accomplished as soon as possible. Emergency Replacement noted where needed.

Good Condition	No visible sign of distress or failure in building. Routine maintenance will be adequate.
Maintenance Needed	No disruption of service in facility. Continuous observation recommended. Repair by in-house staff adequate.
Repair	Corrective action should take place at once to stop further damage or to return to functional performance status. Contracted repair may be required.
Replacement	Repairs should begin at once to stabilize the system. Replacement should be accomplished as soon as possible. Emergency Replacement noted where needed.

20 Condition Assessment: (Building) Level B, 1, 2, 3, 4

Electrical		Rating	Repairs and Issues
Power			
1	Electrical conductors		
2	Adequate number		
3	Outlets		
4	Other		
Data			
5	Adequate number		
6	Condition		
7	Wall plate condition		
8	Other		
Interior Lighting			
9	Lamp type current		
10	Lamp condition		
11	Light level adequate		
12	Fluorescent Fixtures		
13	Incandescent		
14	LED		
15	Exit Lights		
16	Emergency Fixtures		
17	Other		
Interior Industrial Lighting			
18	Lamp type current		
19	Lamp condition		
20	Light level adequate		
21	HID Fixtures		
22	Metal Halide		
23	HPS		
24	LED		
25	Incandescent		
26	Other		
Exterior Lighting (not including light poles or street lighting)			
27	Lamp type current		
28	Lamp condition		
29	Light level adequate		
30	Wall lights		
31	Bollards		
32	Landscape Fixtures		
33	Controls (switches, etc)		
34	Other		

Data		
35	Panel	
36	Wiring and devices	
37	Surge Protection	
38	Security	
39	Other	
Exterior Security Cameras / Video Cameras		
40	Type	
41	Condition	
42	Other	
Main Power Box		
43	Condition	
44	Access	
45	Main Panel	
46	Disconnects	
47	Generator	
48	Other	

Additional Information		

Good Condition	No visible sign of distress or failure in building. Routine maintenance will be adequate.
Maintenance Needed	No disruption of service in facility. Continuous observation recommended. Repair by in-house staff adequate.
Repair	Corrective action should take place at once to stop further damage or to return to functional performance status. Contracted repair may be required.
Replacement	Repairs should begin at once to stabilize the system. Replacement should be accomplished as soon as possible. Emergency Replacement noted where needed.

20 Condition Assessment:

(Building) **Level B, 1, 2, 3, 4**

HVAC

Rating

Digital or
Pneumatic

Repairs and Issues

Boiler

- 1 Operation
- 2 Condition
- 3 Controls
- 4 Pumps
- 5 CAF Fan
- 6 Heat Exchangers
- 7 Boiler Inspector Insp.
- 8 Other

Chiller / Cooling System

- 9 Operation
- 10 Condition of equip.
- 11 Controls
- 12 Other

Conditioning Systems

- 13 Humidifiers
- 14 Dehumidifier
- 15 Water softener
- 16 Other

Forced Air Heating

- 17 Operation
- 18 Condition of equip.
- 19 Controls
- 20 Other

Air Handling

- 21 Operation
- 22 Condition of equip.
- 23 Controls
- 24 VAV's
- 25 Reheats
- 26 Chilled water coils
- 27 Hot water coils
- 28 Return air fans
- 29 Pressure relief dampers
- 30 Powered Ventilation
- Ductwork
- 31 Other

BAS Control Systems

- 32 Pneumatic AT Controls
- 33 Direct Digital AT Controls

Make-up Air Units			
34	Operation		
35	Condition of equip.		
36	Controls		
37	Other		

Heat Pumps			
38	Operation		
39	Condition of equip.		
40	Controls		
41	Other		

Other Equipment			
42	Cooling Tower		
43	Mini split units		
44	Unit Heaters		
45	Air Dryers		
46	Other		

Additional Information			
System Brand/Software Type (List each brand used in this system):			
Components on the DDC system (List each item):			

Good Condition	No visible sign of distress or failure in building. Routine maintenance will be adequate.
Maintenance Needed	No disruption of service in facility. Continuous observation recommended. Repair by in-house staff adequate.
Repair	Corrective action should take place at once to stop further damage or to return to functional performance status. Contracted repair may be required.
Replacement	Repairs should begin at once to stabilize the system. Replacement should be accomplished as soon as possible. Emergency Replacement noted where needed.

20 Condition Assessment:

(Building) Level B, 1, 2, 3, 4

Plumbing

Rating

Repairs and Issues

Bathroom Fixtures

- 1 Water Closets
- 2 Sinks
- 3 Urinals
- 4 Faucets
- 5 Flush Valves
- 6 Other

Water Piping

- 7 Finish
- 8 Fittings
- 9 Valves
- 10 Meter
- 11 Water Hydrants
- 12 Other

Waste Piping

- 13 Finish
- 14 Fittings
- 15 Valves
- 16 Venting
- 17 Drains, traps
- 18 Other

Other Fixtures

- 19 Water Fountains
- 20 Kitchen sinks
- 21 Showers
- 22 Other

Other Systems

- 23 Sewage holding pit
- 24 Sewage injector pumps
- 25 Sand, oil interceptor
- 26 Roof Drains
- 27 Other

Mechanical Room piping

- 28 Water Heaters
- 29 Piping
- 30 Connections
- 31 Natural Gas piping
- 32 Natural Gas fittings
- 33 Natural Gas valves
- 34 Gas pressure regulator

35	Gas meter		
36	Other		

Additional Information

Good Condition	No visible sign of distress or failure in building. Routine maintenance will be adequate.
Maintenance Needed	No disruption of service in facility. Continuous observation recommended. Repair by in-house staff adequate.
Repair	Corrective action should take place at once to stop further damage or to return to functional performance status. Contracted repair may be required.
Replacement	Repairs should begin at once to stabilize the system. Replacement should be accomplished as soon as possible. Emergency Replacement noted where needed.

20 Condition Assessment: _____ (Building) Level B, 1, 2, 3, 4

Safety and Access		Rating	Repairs and Issues
Fire Safety			
1	Means of Exit		
2	Fire Control Capability		
3	Fire Alarms, devices		
4	Fire Dampers		
5	Pull Stations		
6	Emergency Lighting		
7	Fire Resistance		
8	Fire Extinguishers		
9	Fire Ext. Cabinet		
10	Other		
Elevators			
11	Type		
12	Operation		
13	Call out systems		
14	Access to elevator room		
15	Monthly inspection		
16	PM Service by Contractor		
17	Monthly Inspections		
18	Other		
Other Life Safety			
19	Signage		
20	Defibrillators (AED)		
21	Defibrillator (AED) Batteries		
22	Other		
Accessibility (See separate checklist for full ADA review)			
23	Parking		
24	Entry		
25	Drinking fountains		
26	Bathroom space		
27	Bathroom fixtures		
28	Auditorium seating		
29	Doorways		
30	Other		

Additional Information

Good Condition	No visible sign of distress or failure in building. Routine maintenance will be adequate.
Maintenance Needed	No disruption of service in facility. Continuous observation recommended. Repair by in-house staff adequate.
Repair	Corrective action should take place at once to stop further damage or to return to functional performance status. Contracted repair may be required.
Replacement	Repairs should begin at once to stabilize the system. Replacement should be accomplished as soon as possible. Emergency Replacement noted where needed.

20 Condition Assessment: _____ (Building) Level B, 1, 2, 3, 4

Site	Rating	Repairs and Issues
Paving		
1 Driveway Pavement		
2 Parking Area Pavement		
3 Curb & Gutter		
4 Sidewalks		
5 Ramps		
6 Steps & Stairs		
7 Stoops		
8 Sealants		
9 Striping		
10 Handrails		
11 Trench Drains		
12 ADA Signage		
13 Other		
Lighting		
14 Light poles		
15 Bollards		
16 Posts with power		
17 Wall Mounted Lights		
18 Other		
Landscaping		
19 Trees		
20 Turf		
21 Shrubs		
22 Perennials		
23 Mulch		
24 Other		
Site Accessories		
25 Benches		
26 Flag Poles		
27 Bike Racks		
28 Refuse Containers		
29 Other		
Sprinkler and Irrigation systems		
30 Sprinkler heads		
31 System performance		
32 Other		

Additional Information

Good Condition	No visible sign of distress or failure in building. Routine maintenance will be adequate.
Maintenance Needed	No disruption of service in facility. Continuous observation recommended. Repair by in-house staff adequate.
Repair	Corrective action should take place at once to stop further damage or to return to functional performance status. Contracted repair may be required.
Replacement	Repairs should begin at once to stabilize the system. Replacement should be accomplished as soon as possible. Emergency Replacement noted where needed.

Transit Coach PMI Worksheet	Type of PMI performed "X" the box	B PMI 6000 miles	D PMI 18000 miles
	A - State or legally required	C PMI 12000 miles	E PMI 24000 miles
Updated 01/01/2022			
Tech. Name			

Date	Unit #	CSC #	CSC Name	Current Odometer	W/O #
------	--------	-------	----------	------------------	-------

All items must be checked and marked ✓ for serviceable, O = Defective, X = Repair made - N/A = Not Applicable. The technician releasing the unit must sign their name and the Supervisor must sign the inspection form.
Please complete in Blue or Black ink. Fire Risk assessments have been added to the PMI and Service sheet and are indicated by the symbol . These items must be given special focus to eliminate the potential for a thermal event.

Each section of the PMI is to be completed at the end of the inspection of each section.

Preparation	✓	Initials
Inspect Driver's EVIR/Zonar write ups for the past 30 days		
Review Zonar diagnostic view for past 60 days		
Review the last 3 PMI forms		
Check for leaks and check all fluid levels to insure a safe road test		
Section 1 - Road Test and Driver's Area Inspection	✓	Initials
1.1 Inspect passenger door and glass		
1.2 Inspect step well and step tread		
1.3 Inspect hand rail, and stanchions		
1.4 Inspect windshield, side glass, sun visor and inside mirror		
1.5 Inspect Drive Cam for operational status		
1.6 Inspect required decal condition		
1.7 Inspect fare box security, mounting, condition		
1.8 Inspect vehicle authorization forms (registration, insurance)		
1.9 Inspect safety equipment		
1.10 Inspect driver's side seat belt for security, mounting, condition		
1.11 Inspect steering column and check adjustment		
1.12 Inspect steering wheel free play		
1.13 Inspect all warning lights and alarms		
1.14 Inspect all gauges for operation and illumination		
1.15 Inspect starter lockout system/neutral safety switch		
1.16 Inspect service brake back up system (Stationary brake test)		
1.17 Inspect starter operation		
1.18 Inspect engine operation, check for excessive smoke		
1.19 Inspect air and or electric horn operation		
1.20 Operate "kneel" to insure vehicle lowers & raises to proper ride height		
1.21 Deploy wheel chair ramp, cycle twice to confirm operation		
1.22 Inspect high idle control		
1.23 Inspect and record volt meter @ 1500 rpm _____		
1.24 Inspect and record oil pressure @ 1500 rpm _____		
1.25 Inspect auto transmission operation and controller		
1.26 Inspect parking brake operation		
1.27 Inspect radio and make a test call to dispatch or base		
1.28 Inspect HVAC operation and check temperature output		
1.29 Road test on designated route		
1.30 Inspect service brake vehicle in motion		
1.31 Inspect all exterior lights, step well light and back up alarm		
1.32 Inspect destination sign illumination & 911 function		
1.33 Inspect wiper and washer operation and condition		
1.34 Inspect heater and defroster operation and controls		
1.35 Inspect operation of accessories and PA system throughout		
1.36 Use infrared thermometer and record all brake temps		
RF _____ LF _____ RR _____ LR _____		
Section 2 - Interior Inspection	✓	Initials
2.1 clean automatic people counter with alcohol wipe		
2.2 Inspect wiring under the dash		

2.3 Inspect pedal pads (alignment and condition)		
2.4 Connect diagnostic lap top (connect only at this time)		
2.5 Inspect all interior electrical panels, condition & covered.		
2.6 Inspect interior lights		
2.7 Inspect interior for cleanliness / possible projectiles		
2.8 Inspect floors / aisles / trim		
2.9 Inspect seat coverings and frame condition and mounting		
2.10 Inspect operation of ADA folding seat/ ADA wheel chair straps condition		
2.11 Operate "Pull to Stop" cable to test operation		
2.12 Inspect passenger windows, hatches and emergency alarms		
2.13 Inspect passenger assist straps for security, mounting & condition		
2.14 Inspect evaporator security, mounting & condition		
2.15 Inspect HVAC and defroster /heater filters		
2.16 Operate doors to insure doors will open when obstructed (sensitivity)		
2.17 Inspect camera system for operation		
2.18 Inspect for fault codes in diagnostic lap top		
2.19 Inspect steering shaft and linkage		
Section 3 Exterior Circle Inspection	✓	Initials
3.1 Inspect proper local, state, provincial and company decals are present		
3.2 Inspect mirror mounts, brackets, and glass		
3.3 Inspect wiper pivots, arms and blades		
3.4 Inspect all lights, lenses for proper security, operation & orientation		
3.5 Inspect bike rack, condition, security & mounting		
3.6 Open front panel and inspect wiper linkage and motor condition & pivot		
3.7 Inspect tire condition fronts and duals for irregular wear (both side)		
3.8 Inspect for mismatched tires tread or casing design and tread depth		
3.9 Inspect wheels for cracks, corrosion, loose lugs and outer hub leaks		
3.10 Inspect tire valve stem and caps		
3.11 Inspect and record tire pressures and tread depth. Correct as needed and record corrected pressure.		

Tires & Wheel Torques

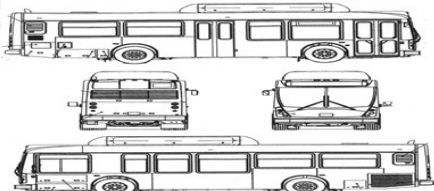
Initial Pres.	Corrected Pres.	Tread Depth
LF	LF	LF 32nds
RF	RF	RF 32nds
LRO	LRO	LRO 32nds
LRI	LRI	LRI 32nds
RRO	RRO	RRO 32nds
RRI	RRI	RRI 32nds
L Tag	L Tag	L Tag 32nds
R Tag	R Tag	R Tag 32nds

A, B, C, D PMI Torque Checks

	✓
LF	
LR	
RR	
RF	
L Tag	
R. Tag	

Full Wheel Pull & Retorque to be completed on all E- & Annual PMI's

	✓	Drum /Rotor Read.
LF		
LR		
RR		
RF		
L Tag		
R. Tag		

Section 3 - Exterior Circle Inspection - continued	✓	Initials
3.12 Inspect King Pins / ball joints wear (both sides) (BS)		
3.13 Inspect front wheel bearings for play (BS)		
3.14 Inspect bumpers front and rear		
3.15 Inspect all exterior electrical panels	⚠	
3.16 Inspect all storage and accessory doors as they present		
3.17 Inspect the entire body for corrosion and damages and record		
		
3.18 Inspect vehicle for all proper markings and condition		
3.19 Inspect license plate, bracket and light		
3.20 Inspect fuel / DEF door and caps		
3.21 Inspect battery box door and tray	⚠	
3.22 Inspect all battery cables and connections, routing	⚠	
3.23 Inspect battery disconnect switch, operation and condition	⚠	
3.24 Load test - _____ volts _____ volts _____ volts		
3.25 Alternator output - _____ volts _____ amps	⚠	
3.26 Inspect rear door assembly/seals and latches		
3.27 Lubricate all doors and accessories with spray lubricant		
Section 4 - Engine compartment Inspection	✓	Initials
4.1 Inspect engine door - cables, hinges, shocks, latches		
4.2 Inspect engine compartment for any potential fire risk	⚠	
4.3 Inspect radiator/charge air cooler security, mounting, condition	⚠	
4.4 Inspect fan and shroud		
4.5 Inspect all belts, condition and routing		
4.6 Inspect all belt driven components		
4.7 Inspect alternator mounting and condition	⚠	
4.8 Inspect A/C compressor, mounts and lines		
4.9 Inspect turbo charger, mounts and hoses	⚠	
4.10 Inspect engine exhaust system	⚠	
4.11 Inspect for fluid leaks of any kind, top off all levels (Incl DEF)		
4.12 Pressure test cooling system and radiator cap		
4.13 Inspect and record anti-freeze protection level - _____		
4.14 Inspect coolant recover system, tanks hoses, clamps		
4.15 Inspect all coolant hoses, routing, condition, clamps	⚠	
4.16 Inspect intake system and vacuator valve	⚠	
4.17 Inspect and record air filter restriction reading - _____		
4.18 Inspect CCV filter - replace on all 2007 models		
4.19 Inspect all electrical system "main" grounds	⚠	
4.20 Inspect all engine compartment wiring harnesses	⚠	
4.21 Inspect all power steering hoses, routing, condition, clamps		
4.22 Inspect hydraulic brake master cylinder, level, contaminant		
4.23 Inspect fuel pump and all fuel lines, clamps	⚠	
4.24 Inspect all CNG lines, condition, routing, pressure threshold	⚠	
4.25 Inspect cold weather starting aids	⚠	
4.26 Gas engine - check ignition system - cap, coil, wires, rotor, etc.		
Section 5 - Under Vehicle Inspection	✓	Initials
5.1 Inspect Steering box security, mounting and condition		
5.2 Inspect front springs, shocks, steering linkage & suspension (BS)		
5.3 Inspect inner wheel seals for leaks (BS)		
5.4 Inspect ABS tone rings, sensors and cables (BS)		
5.5 Inspect/record front brake lining/pads thickness in 32nds LF - _____ 32nds RF - _____ 32nds		
5.6 Inspect front drum/rotors condition Good - _____ Bad - _____		
5.7 Inspect/record push rod stroke (100psi min) LF - _____ RF - _____	⚠	
5.8 Inspect front brake assemblies, condition, mounting, security		
5.9 Inspect all body mounts/frame rails, hold downs		
5.10 Inspect air tanks security, mounting, condition (mark tanks)		
5.11 Check rear axle oil level		
5.12 Inspect rear axle housing, pinion, seal, breather		
5.13 Inspect driveline, hanger brg, u-joints-slip yoke, safety loop		
5.14 Inspect rear springs, shocks, saddles, hangers		

5.15 Inspect rear wheel seals for leaks		
5.16 Inspect ABS tone rings, sensors, cable routing		
5.17 Inspect/measure rear brake lining/pad thickness in 32nds (BS) LR - _____ 32nds RR - _____ 32nds		
5.18 Inspect rear drum/rotor condition record Good _____ Bad _____		
5.19 Inspect/record rear brake push rod stroke (100 psi min) LR - _____ RR - _____	⚠	
5.20 Inspect rear brake assemblies for operation		
5.21 Inspect on-spot automatic chains (if app)		
5.22 Inspect fuel tank/s security, mounting, condition		
5.23 Inspect mud flaps, brackets		
5.24 Inspect transmission for leaks		
5.25 Inspect transmission breather, shift cable, routing, adjustment	⚠	
5.26 Inspect parking brake shoes, wear and contamination		
5.27 Inspect battery cables, routing and condition from battery box	⚠	
5.28 Inspect A/C Condenser for security, mounting, condition		
5.29 Inspect under body exhaust, hangers,	⚠	
5.30 Inspect lower radiator/charge air cooler mounting, condition		
5.31 Inspect fan shroud		
5.32 Inspect vibration damper		
5.33 Inspect starter, cables, security, mounting, condition	⚠	
5.34 Lubricate all zerks fittings on (chassis, accessories)		
Section 6 - Air System Inspection	✓	Initials
6.1 Inspect air system for leaks	⚠	
6.2 Inspect air tanks, security, mounting, condition (Mark tanks)		
6.3 Test one-way check valves		
6.4 Inspect low pressure warning device/double check valve (Primary side)		
6.5 Inspect spring brake inversion system		
6.6 Test air pressure build up time	⚠	
6.7 Inspect air dryer and air dryer drain valve operation		
6.8 Record governor setting PSI cut out _____ PSI cut in _____	⚠	
6.9 Test double check valve & low air warning (Secondary side)		
Section 7 - Wheel Chair Lift Inspection	✓	Initials
1. Inspect the lift battery make sure its clean and secure		
2. Inspect the battery cables, security, mounting and condition		
3. Inspect the lift door and catches		
4. Lift operation instructions posted & in good condition		
5. Lift padding and cover is in good condition (if App)		
6. Lift is securely mounted & all mounting hardware is in place & secure		
7. All pivots and pins are in good condition		
8. Hydraulic cylinders are in good condition and seals are not leaking		
9. Control switch is properly mounted and in good condition	⚠	
10. Inspect wheel chair lift safety switch/lights (i.e. New,ADA,FMVSS,403,4)		
11. Lift platform unfolds smoothly and comes to a level position		
12. Lift travels up and down at proper speed and with correct alignment		
13. Inboard and outboard roll stops work properly		
14. Occupant restraint belt is in good condition and seat belt cutter is in place		
15. Lift works in the manual mode		
16. Hydraulic fluid level is full and there are no leaks		
17. Lift folds up smoothly without binding		
18. Clean and lubricate entire lift according to manufacturer specifications		
19. Inspect all wheel chair tie down straps & brackets for security, mounting		
20. Unused ties downs are all stored in secure container		
21. Inspect wheel chair track for proper securing to the floor		
Section 8 - Fare Box Inspection	✓	Initials
8.1 Inspect base, security, mounting, condition		
8.2 Inspect wiring, security, mounting, condition		
8.3 Inspect OCU operation		
8.4 Inspect cash box security, mounting, condition		
8.5 Remove and clean coin and bill validator		
8.6 Remove and clean/lube bill transport		
8.7 Insure correct unit number and function check		
8.8 Wipe down all exterior surfaces including the OCU		
Section 9 - Lavatory Inspection	✓	Initials
9.1 Inspect lavatory door operation, mirror, panel condition and latches		
9.2 Inspect lavatory occupant light operation		

Preventive Maintenance Inspection - The items in the above inspection have been found to be satisfactory other than items marked with an "O".
 This signature below certifies that the inspection documented on this form "Meets or Exceeds" the requirements of "USFMCSR Part 396.17-25" and/or Canadian Government Provincial standards as a Government Inspection.

Defects found were recorded for repair on the Follow UP Worksheet.

Signature of Certified Inspecting Technician

Date

Punch time at start of PMI

Signature of Supervisor

Date

Punch time at end of PMI

B-PMI 6,000 mile Inspection ADD-ON's	✓	Initials
Oil & Filter Service		
Replace all fuel filters - low and high pressure side		

42,000 Mile Interval - ADD-ON's (7th PMI)	✓	Initials
Replace hydraulic fluid and filters		
Clean air compressor intake filter		

C- PMI 12,000 mile Inspection ADD-ON's	✓	Initials
Oil & Filter Service		
Replace all fuel filters - low and high pressure side		
Replace coolant filter		

60,000 Mile Interval ADD ON's (10th PMI)	✓	Initials
Replace Trans fluid and filters		
Replace CCV filter and air filter		
Drain and flush coolant system & change coolant filter		
Replace air dryer		

D-PMI - 18,000 mile Inspection ADD-ON's	✓	Initials
Oil & Filter Service		
Replace all fuel filters - low and high pressure side		
Replace spark plugs - (if equip)		
Replace Diff Fluid		

102,000 Mile Interval - ADD ON's (17th PMI)	✓	Initials
Flush EGR Cooler		
Replace Serpentine belt and tensioner		
Clean/flush charge air cooler		

E-PMI 24,000 mile Inspection ADD-ON's	✓	Initials
Oil & Filter Service		
Replace all fuel filters - low and high pressure side		
Inspect Evaporator motor brushes		
Perform HVAC system inspection & clean filters		
Record the drum/rotor thickness readings		

Follow Up Worksheet

Unit # _____

PMI W/O # _____

All Defects must be categorized

R = Safety or DOT out of service item

Y = Deferrable within the next 15 working days

G = Advisory defect (ie paint, decals, cosmetics, etc.)

Item No.	PMI sequence No.	Defect Details:	Follow up W/O #	Circle Defect Category
				R Y G
Description of work performed		Signature	Date	

Item No.	PMI sequence No.	Defect Details:	Follow up W/O #	Circle Defect Category
				R Y G
Description of work performed		Signature	Date	

Item No.	PMI sequence No.	Defect Details:	Follow up W/O #	Circle Defect Category
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Item No.	PMI sequence No.	Defect Details:	Follow up W/O #	Circle Defect Category
				R Y G
Description of work performed		Signature	Date	

Item No.	PMI sequence No.	Defect Details:	Follow up W/O #	Circle Defect Category
				R Y G
Description of work performed		Signature	Date	

Monthly Facility Inspection & Observations



CSC Number & Name: 7049- Bismarck

Audit Date(s): _____

Audit Conducted By: _____

Audit Item	Yes/No	Examples, Comments, Correction Date, Responsible Party
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Fire Protection		
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1	Are the proper class fire extinguishers available with documentation of monthly inspections posted at the station?	Yes	
2	Are all fire extinguishers wall mounted, marked, unobstructed (18" clearance) and readily available?	Yes	
3	Are fire extinguishers located within ten feet of any indoor flammable liquid storage areas.	Yes	
4	Has a current annual service been performed on all extinguishers and are date tags attached?	Yes	
5	Is there clear access to all fire protection valves and systems?	Yes	
6	Are all outside sprinkler valves chained open and secured?	Yes	
7	Are designated smoking areas marked with appropriate signage?	Yes	
8	No evidence of smoking in non designated areas?	Yes	
9	Are smoke alarms in good working order?	Yes	

Exits		
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10	Are exit doors free to open from the direction of exit travel, without the use of a key or any special knowledge or effort, when the building is occupied?	Yes	
11	Are all exits marked with an exit sign and exit routes are adequately lighted so that an employee can see along the exit route?	Yes	
12	Are all exits free of obstructions?	Yes	

Electrical		
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13	Are electrical cords in good condition and are not damaged, frayed, cut, or taped?	Yes	
14	Do all electrical outlets contain a cover plate that is in good condition with no exposed wiring?	Yes	
15	Are electrical circuits not overloaded and properly grounded?	Yes	
16	Are electrical panels closed with unobstructed access (36" clearance required)?	Yes	
17	Are there no openings on electrical panels with no missing toggles in the panel?	Yes	
18	Is main electrical disconnect switch identified?	Yes	

Office / Break Areas		
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19	Are floors and rugs in good condition and free of potential slip and trip hazards?	Yes	
20	Are railings in place on stairwells (descending side) and overhead storage areas to prevent a fall hazard?	Yes	

21	Are paper products and other combustibles stored away from potential ignition sources?	Yes	
22	Is all office furniture free of damage, sharp edges and in useable condition?	Yes	
23	Are restrooms and washrooms kept clean and sanitary?	Yes	
24	Does housekeeping represent regular cleaning throughout the office area?	Yes	
25	Emergency contact information and phone #s are displayed by phones.	Yes	
26	Emergency Action Plan updated and Evacuation Plan displayed.	Yes	
27	Quiz each employee separately to verify understanding of evacuation procedures. (where to meet)	Yes	
Yard Inspection & Observations			
28	Is there adequate illumination of the perimeter of the building and parking lot?	Yes	
29	Is the security of the fleet and facility appropriate for conditions?	Yes	
30	Does the area in and surrounding the CSC indicate regular cleanup of trash and other debris?	Yes	
31	Is there evidence of needed repairs on the lot that has taken place? Example: broken concrete or parking blocks, potholes or other hazards which could lead to a slip, trip or fall.	Yes	
32	No employee was seen walking on the lot without a vest worn properly.	Yes	
33	No employee was seen wearing improper footwear.	Yes	
34	No employee was seen running on the property.	Yes	
35	No employee was seen getting on or off the bus in an at-risk manner. Example: Carrying too many items or not using the handrail.	Yes	
36	No employee was seen operating a vehicle without wearing the seatbelt properly. This includes mechanics.	Yes	
37	No employee was seen exceeding the 5 mph speed limit on the lot. This includes mechanics.	Yes	
38	Does the fuel island have proper signage? (no smoking, turn off vehicle, fire extinguisher and identification of the emergency shut off valve)	N/A	vehicles fuel off-site
39	Is a portable fire extinguisher having a rating of not less than 20-B/C units located within 75 feet of any fuel pump?	N/A	vehicles fuel off-site
40	Are fuel spill clean up kits readily available at the tanks?	N/A	vehicles fuel off-site
41	Are above ground fuel tanks adequately protected?	N/A	vehicles fuel off-site
Maintenance Procedures			
42	Is the vehicle brake set and one wheel chocked while vehicle is being repaired in the shop or yard?	Yes	
43	While vehicles are in the shop, are keys removed from the ignition and placed in a secure location?	Yes	
44	Are Lockout/Tagout procedures followed?	Yes	
45	Is entry to the shop limited to authorized personnel?	Yes	
Material Handling Devices, Jacks & Safety Stands			
46	Do hoists contain visible load rating and are they free of any stress fractures, broken welds, damaged chains or cables?	Yes	
47	Do floor jacks and safety stands contain a visible load rating and are they in good condition?	Yes	

48	Are safety stands used in conjunction with floor jacks under suspended loads?	Yes	
49	Do the 2-post and 4-post lifts have a valid annual certification, attached to the lift and visible?	Yes	

Abrasive Wheel Equipment Grinders

50	Is the work rest kept adjusted to within 1/8 inch (0.3175 centimeter) of the wheel?	Yes	
51	Is the adjustable tongue on the top side of the grinder used and kept adjusted to within 1/4 inch of the wheel?	Yes	
52	Do side guards cover the spindle, nut and flange and 75 percent of the wheel diameter?	Yes	
53	Are goggles or face shields always worn when grinding?	Yes	

Machinery

55	Are machines in fixed locations or free standing securely anchored from movement or tipping (anchored to floor or workbench)?	Yes	
56	Are compressors equipped with pressure relief valves and pressure gauges?	Yes	
57	Is air compressor guarding in place covering belts and pulleys?	Yes	
58	Is warning signage in place for machines with auto start-up? (i.e. air compressor)	Yes	

Propane & Gas Cylinders

59	Are propane cylinders stored with the relief valve in the upright position and secured by a chain or in a rack that is locked?	Yes	
60	Are compressed gas cylinders labeled, secured by chain or cable, stored upright, and away from heat sources?	Yes	
61	Are compressed gas cylinders free of any signs of defects, deep rusting, or leakage?	Yes	
62	Are empty cylinders appropriately marked and their valves closed?	Yes	
63	Is red used to identify the acetylene (and other fuel-gas) hose, green for the oxygen hose and black for inert gas and air hoses?	Yes	
64	Spare oxygen and acetylene tanks are to be stored in an upright position, chained to the wall and a minimum of 25 ft apart.	Yes	

Eyewash Station

65	Is an Emergency Eyewash Station (gravity fed or plumbed) located within 10 feet of the battery charging and storage area with unobstructed access?	Yes	
66	Is the Emergency Eyewash Station (gravity fed or plumbed) functional, sanitary, clearly marked, properly maintained, with documentation of weekly inspections posted at the station?	Yes	

SDS

71	Is access to Safety Data Sheets readily available for all chemical products or hazardous materials used?	Yes	
72	Is there an up-to-date Chemical Inventory Listing of all chemicals in use or stored on the premises that is readily available?	Yes	

Flammables

73	Are chemical products maintained in a labeled container that identifies the type of product, its hazard and health information?	Yes	
74	Are flammable products stored in a flammable storage cabinet when not in use?	Yes	
75	Are drums of bulk hazardous chemicals kept on containment pallets?	Yes	
76	Are only type I or type II (UL approved) flammable safety gas cans used (with relief vent & flame arrestor)?	Yes	
77	Are oily rags (flammable/combustible) kept in a metal container with a closed lid?	Yes	
Personal Protective Equipment			
78	Are gloves, face shields, aprons, hearing protection and goggles available and used within the shop for the type of work being conducted? - Vests worn by employees in yard?	Yes	
79	Are shop employees wearing work boots with non-skid, oil resistant soles that are of sturdy construction?	Yes	
80	Are the appropriate safety glasses (with side guards) used according to company policy?	Yes	
81	Are there safety glasses available for shop visitors?	Yes	
Maintenance Shop Housekeeping			
82	Are floors are in good condition and free of slip hazards such as spills, grease, oil spots?	Yes	
83	Are floors free of trip hazards such as cords, cables, hoses and are hoses coiled and put away when not in use?	Yes	
84	Are warning signs posted at shop entrances ("safety glasses required", "no smoking", and "authorized personnel only")?	Yes	
85	Do floor drains have proper covers / grating?	Yes	
86	Is the general appearance of the shop indicating that unused parts, supplies, etc., are disposed of?	Yes	
87	Do power tools have all guards in place (no missing prongs or exposed wires present)?	Yes	
88	Are hand tools in good condition?	Yes	
89	Is ventilation adequate for vehicle exhaust / fumes? (shop doors open or ventilation system connected to vehicle)	Yes	
90	Are all tires stored and secured properly to avoid falling?	Yes	
91	Are first aid kits fully stocked per company policy and accessible?	Yes	
92	Is the location of the main water and gas shut off identified?	Yes	

**All deficiencies require corrective actions to be documented in the Safety Action Plan

Use this form for monthly inspections.

EVIR® Electronic Vehicle Inspection Report			Type: TRANSIT W/C PRE TRIP		
Organization/Operator		DOT/NSC No.	Report No.	License Plate Number	Jurisdiction
Natl Express Transit - Bismarck			49535	G90432	
Asset No.	VIN Number	MFG	In Service	Miles	
1704-72374	1FDFE4FS5HDC05261		19 Nov 2017	153827	
Inspection Date:		Inspection Duration:	Driver ID	Driver Name	
Tuesday 17 Nov 2020 05:05		00:07:55			
Assigned Asset Location			Location of EVIR		
Home			Bismarck, ND		

Asset: 1704-72374 (Standard) Timestamp: 05:05:20 (Primary asset)

THE FOLLOWING ITEMS HAVE BEEN INSPECTED IN ACCORDANCE WITH THE STANDARD/REGULATION (IF EQUIPPED):

Zone	Time	Components	Defects	Verified
Behind The Wheel 2	05:05:37	Other, Air-abs System, Air-build Up Time, Air-low Air Warn, Air-prk Brk Popon, Am/fm Radio, Dash Lights, Directional Lights, Drive Cam, Ezpass, Jump Box, Mobile View, Operation Pass Dr, Park/service Brake, Route/charter Signs	N	Y
Emergency Equip	05:07:45	Other, Fire Extinguisher, Accident Kit, Body Fluid Kit, E-Exits Windows, E-exit Roof Hatch, First Aid Kit, Triangles	N	Y
Behind The Wheel	05:07:50	Other, Company Required Info, Def Gauge, Drivers Seat/belt, Fans/defroster, Fuel Gauge Level, Gauges, Heat/ac Front And Rear, In/outside Mirrors, Steering/horn, Switches, Wipers/washers	N	Y
Driver Front And Side	05:08:48	Other, Audible Air Leak, Battery Box, Condenser, Fluid Leak, Frontlighting, Fuel Cap, Luggage Bay, Tires/wheels/lugs	N	Y
Driver Rear And Side	05:09:05	Other, Audible Air Leak, Fluid Leak, Luggage Bay, Tires/wheels/lugs, Exhaust System, Rear Lighting	N	Y
Passenger Rear And Side	05:09:21	Other, Audible Air Leak, Fluid Leak, Luggage Bay, Tires/wheels/lugs, Rear Lighting	N	Y
Passenger Front And Side	05:09:32	Other, Windshield, Audible Air Leak, Fluid Leak, Frontlighting, Luggage Bay, Tires/wheels/lugs, Air Tank, Engine Compartment, Inspection Sticker, License-plate	N	Y
Pass Compartment	05:09:54	Other, Baby Seat, Bathroom Check, Cleanliness Inter, Dvd Check, Entrance Steps, Flooring, Interior Lights, Pass Seats, Pass Stop Request, Schedule Holders, Seat Belts/check, Stanchions-rails	N	Y
Wheelchair Lift	05:10:02	Other, Manual Pump Handle, W/c Lift Operation, W/c Seat Belts, W/c Straps	N	Y

DEFECTS NOTED DURING THIS INSPECTION: (click to repair)

Zone	Component	Condition	Status	Technician:	Repair Date:	Ref No.	Defect ID
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REVIEWER

Accepting Inspector:

Next Inspection Date: N/A

Normal View	Shop Copy (Printer Friendly)	Print Shop Copies This	Print Shop Copies	Print Shop Copies This
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Bis-Man Transit delivers valued public transportation, linking people, jobs and communities.



Bis-Man Transit

Vehicle Maintenance Policies & Procedures

October 2022



3750 E Rosser Avenue,
Bismarck, ND 58501



info@bismantransit.com



701.258.6817



www.bismantransit.com

Program Goals & Objectives

It is the objective of the vehicle maintenance program to ensure safe, reliable, and clean vehicles for operation in the CAT Transit fixed route and Bis-Man Transit demand response service. The goal of Transit is to have maintenance performed in the most efficient and cost-effective manner possible, utilizing preventive maintenance in lieu of unscheduled maintenance, thereby minimizing the number of preventable mechanical failures which would result in a disruption of CAT fixed routed and Bis-Man Transit demand response service. This is a living document that will be updated on an "as needed" basis and reviewed annually for compliance to new rules, regulations, and laws.

Management

Management will make sure that all staff is properly trained and certified as deemed appropriate in preventive maintenance. The Program Manager must know all parts of the preventive maintenance program, supervise its implementation, and evaluate its effectiveness.

Drivers

The drivers must be certified according to State laws.

Drivers will know the proper starting, shifting, and braking procedures to extend the life of the equipment and must be vigilant in reporting observations.

Drivers will serve as vehicle fuelers and will make sure that all fluid levels are checked each time the vehicle is fueled. No vehicle will be sent into service low on oil, antifreeze, automatic transmission, windshield washer fluid, or power steering fluid.

Drivers will also be trained to spot cracked or broken belts, loose or broken brackets, or other worn parts. They will be alert for unusual noises, bad tires, noisy or poor brakes, and clutch adjustments.

Only qualified drivers should maneuver vehicles. Backing should be prohibited unless necessary. When backing is necessary, it should be done with a guide.

All drivers will be completely familiarized with the vehicles, including the engine compartment, driver controls, and passenger safety devices. Drivers will be trained to recognize unusual noises and describe basic mechanical problems to the supervisor.

Bis-Man Transit seeks to obtain an overall goal of keeping the vehicles well maintained and servicing the community.

Our objectives include:

- Maintaining flexibility for changes in route(s), schedule(s), environment, new technology, and other impacts
- Maintaining chassis, body, and component manufacturers' recommended maintenance practices
- Systematic inspections, services, and repairs

- Defect reporting
- Maintaining the proper level of fiscal control; and,
- The proper management of parts, equipment, facilities, fleet, and personnel.

Maintenance will cover all vehicles operated by Bis-Man Transit.

Manuals will be maintained for each type of vehicle being used by Bis-Man Transit.

Program Description

Vehicle and component (e.g., handicapped access equipment) manufacturer's manuals that recommend maintenance practices as well as specific guidance and instructions for troubleshooting, removal, overhaul, repair, and replacement of components, will be available. These manuals are an important part of the vehicle maintenance plan as they define specific maintenance intervals and provide critical information on when the maintenance work is to be performed.

Oil changes will be performed on time with the required oils that meet specific industry and automaker specifications to ensure long service life. Depending on vehicle type, vehicle age, type of oil, driving conditions, and other factors such as city driving, gravel roads, start-stop traffic, etc. will be considered when selecting the proper oil change interval. These intervals may vary but will follow at least the recommended factory maintenance schedule. The individual vehicle intervals used will be selected in the BlackCat Maintenance program.

At a minimum, Preventive Maintenance (PM) inspections and services will follow the manufacturer's recommended intervals by the manufacturer.

PM Inspections

Preventive maintenance (PM) inspections and services will be performed according to a schedule and documented in BlackCat Maintenance or tracked through a state-approved Maintenance Program. All documentation will be kept through the life of the vehicle plus 3 years.

Whenever a mechanic or tow truck is dispatched to a vehicle in service, documentation will be placed in the vehicle file.

Preventive maintenance (PM) inspections are scheduled to provide an opportunity to detect and repair damage or wear conditions before major repairs are necessary.

Each inspection will be:

- Conducted at the start of each shift by a driver trained in the procedure
- Specify each item to be checked
- Record repairs and the routine application of fluids
- Indicate inspection interval (i.e., daily, or weekly)
- Contain a pass/fail standard for each item; and
- Report any deficiencies to supervisor

Identified Defects

Identified defects will be reported to the project manager. Defects will be reviewed, and repair considered. Categories of repair include:

- *Safety Defect*

The vehicle cannot be released until the repairs are completed, except in case of an emergency. Safety cannot be compromised.

- *Mechanical Defect*

A defect that will worsen and increase cost. The vehicle cannot be released until the repairs are completed, except in case of an emergency.

- *Elective Defect*

A defect that does not compromise safety, will not cause further damage if operated but needs to be corrected prior to the next PM cycle. Repair should be scheduled. Due to transportation costs and disruption to operations, this decision should not be made lightly.

- *Elective or Cosmetic Defect*

The defect will not compromise safety and will not cause further damage or cost as it is an aesthetic defect. This vehicle should be scheduled for an off-peak time in the future, as determined by management, or at the next scheduled PM service.

If the fleet experiences recurring defects, the Program Director will check vehicle maintenance files, check manufacturers' recall notices, and service bulletins.

SCHEDULED MAINTENANCE:

The preventive maintenance program has a series of PM inspections that are performed at strategic mileages. These inspections are based off of the manufacturer's recommended PM intervals. Each PM inspection contains all of the items on an "A" inspection. Any PM that are "B" and later, include all items on an "A" inspection plus additional items many times including additional fluid and filter changes. All scheduled PMs are to be performed within 500 miles of the mileage that they are due. The PM inspections are performed in cycles as follows:

- **A INSPECTIONS** – are performed every 6,000 miles on CAT (fixed route) buses and 5,000 miles on the Bis-Man Transit paratransit vehicles. This includes oil changes, steering linkage integrity and hose inspections. Brake inspections, chassis lubrication, and air cleaner inspections are also performed. All fluids are checked and filled as needed, filter replacements, hoses and belts are checked for wear, bus air tanks drained where applicable. Visual inspections of major components including electrical systems are made. Wheelchair ramps and lifts are also inspected, adjusted and lubed. Seating areas including the restraint areas for wheelchairs are inspected. The security systems including audio and video on the camera systems are inspected on all PMs to ensure proper operation.
- **B INSPECTIONS** – are performed at 12,000 miles on CAT (fixed route) buses and 25,000 miles on Bis-Man Transit cut-away vans. All filters are changed including oil, air, water and fuel. In addition, on all para-transit vehicles, the transmissions are serviced.

- **C INSPECTIONS** – are performed at 12,000 miles on CAT (fixed route) buses. C-inspections on the paratransit vehicles are performed at 50,00 miles. This inspection includes the changing of differential fluids and hydraulic steering fluids and filters. On the Bis-Man Transit vehicles, this 100,000-mile PM also requires spark plugs to be changed and the front wheel bearings to be repacked.
- **D INSPECTIONS** – are performed at 18,000 miles on CAT (fixed route) buses. D-inspections on paratransit vehicles are performed at 100,000 miles. A thorough check of the cooling system is performed. The differential fluid is also changed on this PM.
- **SEASONAL INSPECTIONS** – every spring and fall, the climate control system is checked and serviced to make sure it is ready to handle the upcoming temperature extremes. The A/C system inspection includes pressure checks, electrical checks, lube A/C clutch along with filter inspections and replacement. The coolant heaters and air dryers are serviced in the fall of the year to ensure they are also ready to handle the upcoming colder temperatures.
- **MOBILITY AIDS** – Mobility aids to ease access to vehicles, such as lifts or ramps are inspected thoroughly at every PM. Special emphasis is placed on the electrical system, including safety switches and lights. The hydraulic systems are inspected to make sure that they are operating properly and the system is filled to the appropriate level. A check and lubrication of all pivot points to make sure of no binding. Check for secure mounting. Inspection of inboard and outboard roll stops for proper operation.

➤ **UNSCHEDULED MAINTENANCE:**

Unscheduled maintenance is any work necessary due to mechanical failure, and items that are impractical or impossible to include on a preventative maintenance scheduled. These items may include electrical components, turn signals flashers, wiper motors, relays, valves, door motors, glass, and light bulbs. Although many of these items are checked during the PM inspections and are repaired/replaced when it is determined the useful life is nearing completion, many items have minimal indicators or none at all that failure is imminent.

A daily review of inspections submitted by vehicle operators, and all occurrences of mechanical failures are analyzed. The analysis serves as the basis for unscheduled vehicle maintenance beyond that which is required for the actual repair of failed vehicles. The daily monitoring of individual vehicle mechanical performance can be effectively accomplished manually. The monitoring identifies deviations from expected component failure rates so adjustments can be made to inspection intervals. In most cases, timely inspections will detect the failure before they occur on the road, thus reducing breakdowns.

ZONAR: Zonar is utilized for drivers to record vehicle deficiencies as an EVIR (electronic vehicle inspection report). A pre-trip inspection is performed before a bus leaves the facility and a post-trip inspection is done at the end of a shift. Pre and Post trip inspections are done by scanning strategically placed orange zone tags with the Zonar tablet installed in each vehicle. The driver is to note any deficiencies found in each zone of the vehicle. Once completed, the inspection is sent electronically and is available for any authorized management and staff to view on Zonar's Ground Traffic Control website.

FLEET MAKEUP:

Capital Area Transit currently operates 9 buses. The CAT Transit fleet consists of five Gillig low-floor 29' buses with Cummins power plants, two 35' Gillig low-floor buses also with Cummins power plants and two 30' Alexander-Dennis Enviro 200 model buses. Bis-Man Transit demand response service uses for revenue service 19 cut-away vans consisting of a mixture of 16 Ford E450 Super Duty chassis and 3 Chevrolet Express 4500 model chassis along with 2 Ford Transit vans. The vehicles are maintained utilizing a service facility with four repair bays.

QUALITY CONTROL:

Quality control is accomplished through OEM suggestion, report data, and Transit Supervisor's input. No time frames are established for work performance while a vehicle component is worked on. It is Bis-Man Transit's policy that all jobs are completed in a reasonable amount of time. The time frame is based upon problems found, and the amount of work required to complete the task that will enable the vehicle to be placed into revenue service in a safe, and reliable condition without the necessity for further repairs prior to the next scheduled maintenance. It is also Bis-Man Transit policy that a vehicle will be inspected each and every time it is brought into the shop for any reason. All items in need of attention /repair are evaluated and either repaired or noted and scheduled for repair at a future date.

MAINTENANCE MANPOWER DISTRIBUTION:

The vehicle maintenance facility operates a shift of two mechanics that are supervised by the Maintenance Manager who, in turn, reports to the General Manager and Transit Director. The vehicle cleaning crew meets with the Maintenance Manager daily to discuss any issues that arise and to go over the day's scheduled workload. Tire work is handled by outside tire vendors.

MAINTENANCE PROTECTION AND REVIEWS:

Daily, the Maintenance Manager and two mechanics meet to discuss equipment problems, workloads, and the scheduling of major repairs for the fleet. The Maintenance Manager meets with the Operations Manager on a daily basis on maintenance issues. A formal operations report is filed with the Transit Manager on a monthly basis summarizing the past months' maintenance activities, including the vehicle involved, parts costs, hours of labor, and work performed.

WARRANTY PROGRAM:

Bis-Man Transit actively pursues the use of vehicle warranties to see that they are utilized to the fullest extent possible. When new vehicles are received, a new vehicle maintenance file is set up to record and store any warranty work performed on the vehicle during the warranty period. It is the vehicle maintenance facility's goal to maximize the use of the warranty on each vehicle as stated by the OEM. If a local warranty outlet in Bismarck is available, an appointment is made with the vendor to have the work done and a copy of work order is obtained and filed in the maintenance folder of the vehicle. If the Bis-Man Transit shop performs warranty work, the shop contacts the OEM for approval and reimbursement of parts and labor.

Preventive maintenance services will be performed at a minimum, according to the guidelines of the manufacturer so as not to jeopardize any claim to a warranty.

Some vehicles fall under the severe-duty service due to city driving, gravel roads, and stop-start traffic. This may result in cutting the recommended maintenance intervals, and thus service will be performed

sooner than the manufacturer's recommendation. Warranties could be rejected by a warranty arbitrator for not following the proper service requirements.

Services eligible for warranty payment will be made by the appropriate personnel and filed with the manufacturer. Documentation of such services will remain in the vehicle file.

Work performed under Warranty or Recalled by the manufacturer will be indicated by checking the Warranty/Recall Work box in BlackCat Maintenance.

PM Management by Exception

There are many good reasons to vary a scheduled PM service. It will not necessarily hurt the vehicle to have the PM service performed off schedule and still allow Bis-Man Transit to manage its PM program to achieve its overall goal.

Management by exception allows flexibility in the PM program by authorizing the mechanic to make decisions on deleting or adjusting certain items listed on the PM schedule.

For example, if vehicle A comes in for level D service and, according to the vehicle's records, the front wheel bearings were inspected and repacked at the time of the last front brake job (only 1300 miles ago), s/he could then delete the requirement to repeat this service.

Pre-Trip/Post Inspections

An important aspect of preventive maintenance is the establishment of strong communication between drivers and management. An easy way to ensure and document this communication link is using the driver's daily vehicle inspection checklist. Pre and post-trip inspections will be performed on each vehicle providing trips that day.

The driver conducts the inspection and identifies any defects and reports them to the program manager. If a problem arises during the shift, the driver will document and report this to the program manager. All checklists/inspections are to be maintained in the vehicle's permanent file.

NOTE: When malfunctions and/or defects are detected which threaten safe operating performance, the vehicle will not be used to transport persons until defects are corrected. If any malfunctions and/or defects result in removing a vehicle from service for a period longer than 2 weeks, notify the NDDOT transit office.

Prior to requiring or permitting a driver to operate a vehicle, the pre/post-trip inspection forms shall be completed and signed off by the vehicle driver. Inspections should include, as a minimum:

- Cleanliness - Properly maintained and free of loose articles
- Lights and reflectors - High/low beams, taillights, turn signals
- 4-way hazard flashers, marker lights, license plate light and reflectors will be cleaned as needed
- Brakes - Both foot and emergency brakes should be capable of effectively stopping or restraining the vehicle. Brake pedal should be firm after 1–2-inch free- play on a single down stroke. No noises, vibration or steering changes should result from applying the brakes while moving
- Parking brake
- Horn - Gives an adequate and reliable warning signal

- Windshield, washer, wipers, and defroster - Surfaces must be clean and unobstructed, inside and outside. Washer reservoirs are to be filled as needed
- Mirrors - All rear vision mirrors will be clean, properly adjusted, and unobstructed. Outside mirrors must be mounted on both sides
- Tires - Must be of adequate load capacity when vehicle is fully loaded. Tires shall be inflated to recommended pressures and compatible with each set (i.e., all radials or all bias ply; no mixed sets.) Tire wear surfaces and sidewalls shall be inspected daily for debris, damage, and wear. Tires shall be replaced prior to revealing the "wear bars" between the treads at the contact surface
- Speedometer - Shall be operational and accurately record speed
- Seat Belts - If the vehicle has seat belts, they must be in good operating condition and used by all passengers and drivers. Wheelchair passenger restraints and securement systems shall be fully operational. Seat belt extensions are recommended
- Doors - Capable of being opened, shut, and locked as required.
- Fluids - All fluid levels must be checked each time the vehicle is fueled and maintained at the manufacturer's recommended operating levels. This includes engine coolant, oil, brake fluid, power steering fluid, transmission fluid and washer solvent
- Wheelchair lifts - Check operating and structural condition by operating through two (2) complete cycles
- Required Emergency Equipment – At a minimum, the following safety equipment must be present and operational:
 - Fire Extinguishers – fully charged
 - Seat Belt Cutter
 - First Aid Kits
 - Blood Borne Pathogens Clean-Up Kit
 - Reflective Warning Triangles
 - Reflective Vest
 - Flashlight

Bis-Man Transit shall repair any defect or deficiency listed on the driver vehicle inspection report which would be likely to affect the safety of operation of the vehicle.

Vehicle Cleaning

Interior cleaning and sweeping of each in-service vehicle will be performed at the end of each shift by maintenance staff. Vehicle exteriors will be washed on a weekly basis or more frequently, as needed.

ADA Accessibility Equipment

The American Disability Act (ADA), Title 49, CFR, Section 37.161, Subpart G requires that transportation services maintain the ADA features of their vehicles in operative condition. These ADA features include, but are not limited to:

- Lifts and other means of access to vehicles
- Securement devices
- Signage or systems to aid communications with persons who have impaired vision or hearing.

Accessibility features must be repaired promptly if they are damaged or out-of-order. When an accessibility feature is out-of-order, Bis-Man Transit shall take reasonable steps to accommodate persons with disabilities who would otherwise use the feature.

ADA, Title 49, CFR, Section 37, 163 requires the establishment of regular and frequent maintenance checks of the lifts. The vehicle drivers must report, by the most immediate means available, any failure of a lift. If there is no available spare vehicle to take the place of a vehicle with an inoperable lift, Bis-Man Transit will contact a repair facility within five days from the date of discovery and schedule repairs as soon as possible.

ADA, Title 49, CFR, Section 37, 173 requires all personnel to be trained to proficiency in the use of ADA equipment, as appropriate to their duties.

ADA Preventive Maintenance Plan

A preventive maintenance plan for ADA accessibility features should be in place; including a system of maintenance checks based on the manufacturer's recommended guidelines within 50 cycles or yearly, whichever comes first. The ADA elements have been incorporated in the transportation program's regular maintenance plan.

(For example, NL-2 series lifts should be serviced at 750 cycles, 1500 cycles, 4500 cycles, and consecutive 750 cycles after 4500 cycles. All intervals should be within 50 cycles of the stated cycle interval)

Management of Fleet

Bis-Man Transit will conduct a physical inventory of vehicles used in the transportation of passengers annually or more often, but at a minimum, during grant application timing and preceding compliance reviews and vehicle inspection reviews.

Vehicle History File

Each vehicle will have an electronic record documenting preventive maintenance, regular maintenance, inspections, lubrications, and repairs performed. This record will be tracked in BlackCat Maintenance and BlackCat Oversight, or in other electronic systems approved by the NDDOT transit staff.

A minimum of the following information will be maintained in the records:

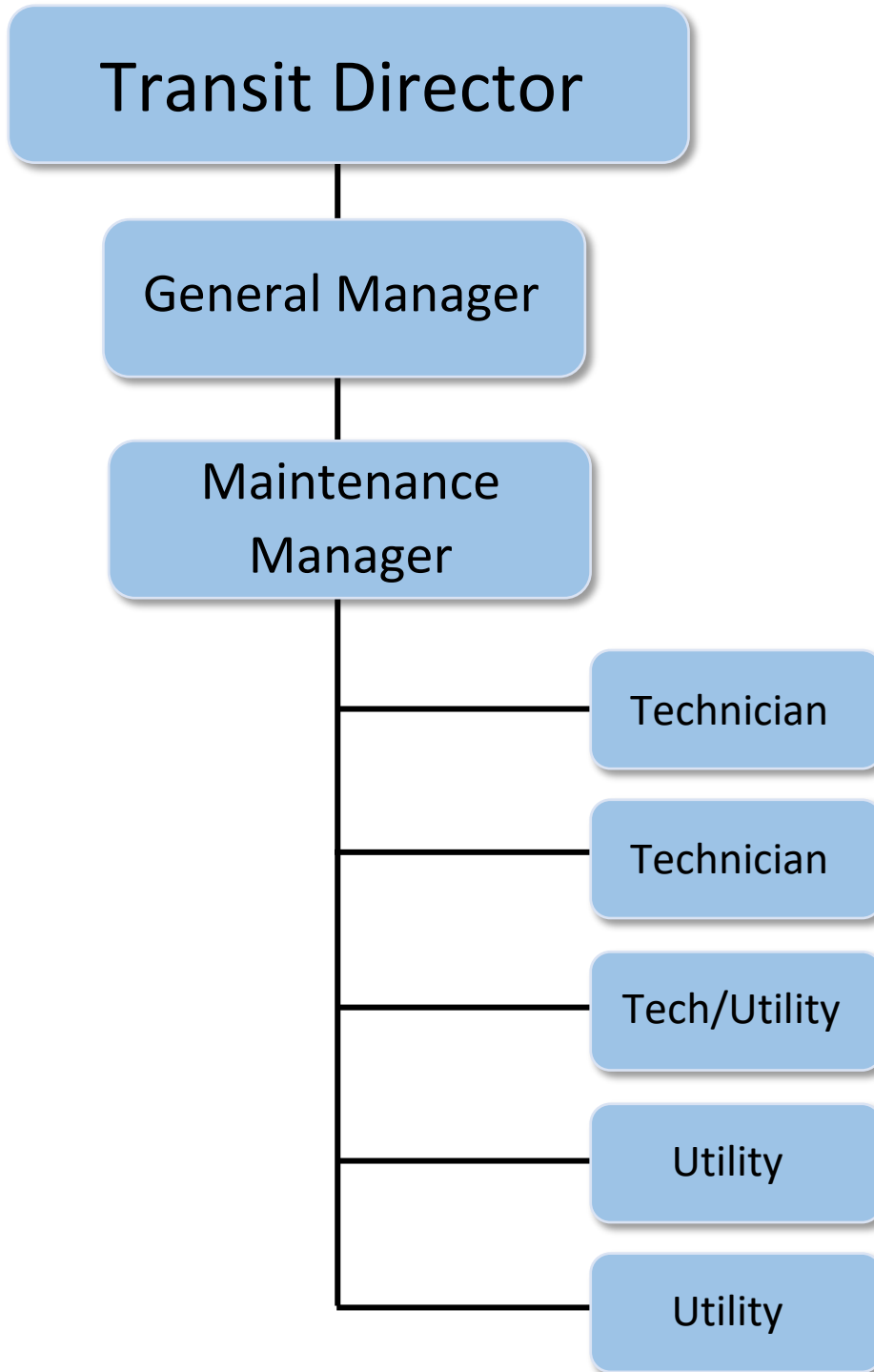
- VIN
- Performed Date
- Performed Mileage
- Cost
- Description of each inspection, maintenance, repair, and lubrication performed

A fleet plan is an internal, working document that is updated as needed. The fleet plan is based on service needs and economic replacement life. It is used to project new equipment deliveries and disposal and helps to plan grant activities. It will serve to assist Management to consider vehicle rehabilitation or replacement in lieu of extensive repair and constant unscheduled maintenance.

Other Policies

- **No Smoking** - smoking is prohibited in all vehicles. Signs will be posted accordingly.
- **Emergency Numbers** - emergency phone numbers must be available in vehicles.
- **Vehicle Movement** - when vehicles are being moved for any reason, including fueling, speed restrictions should be followed. Personnel should ask for assistance when backing a vehicle, wear seat belts, and drive with the service door closed. If anyone is on-board, they should be properly seated and not standing in the step well area.
- **Title VI Plaque Signs** - Title VI statements must be displayed in all vehicles.
- **Vehicle Cleanliness** – it is important that vehicles are regularly cleansed inside and out. Regular vehicle cleaning helps prevent premature vehicle aging, protects exterior paint, extends the life of protective coating, and helps prevent rust.
- **Visible Identification** - Vehicles must be clearly identified as general public transit service with the accompanying phone number to call for rides displayed on the vehicles.


Bis-Man Transit Maintenance Organization Chart














Transit Coach PMI Worksheet	Type of PMI performed "X" the box	B PMI 6000 miles	D PMI 18000 miles
	A - State or legally required	C PMI 12000 miles	E PMI 24000 miles
Tech. Name			



Updated
01/01/2022


Date	Unit #	CSC #	CSC Name	Current Odometer	W/O #
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All items must be checked and marked ✓ for serviceable, O = Defective, X = Repair made - N/A = Not Applicable. The technician releasing the unit must sign their name and the Supervisor must sign the inspection form.
Please complete in Blue or Black ink. Fire Risk assessments have been added to the PMI and Service sheet and are indicated by the symbol . These items must be given special focus to eliminate the potential for a thermal event.

Each section of the PMI is to be completed at the end of the inspection of each section.

Preparation	✓	Initials
Inspect Driver's EVIR/Zonar write ups for the past 30 days		
Review Zonar diagnostic view for past 60 days		
Review the last 3 PMI forms		
Check for leaks and check all fluid levels to insure a safe road test		
Section 1 - Road Test and Driver's Area Inspection	✓	Initials
1.1 Inspect passenger door and glass		
1.2 Inspect step well and step tread		
1.3 Inspect hand rail, and stanchions		
1.4 Inspect windshield, side glass, sun visor and inside mirror		
1.5 Inspect Drive Cam for operational status		
1.6 Inspect required decal condition		
1.7 Inspect fare box security, mounting, condition		
1.8 Inspect vehicle authorization forms (registration, insurance)		
1.9 Inspect safety equipment		
1.10 Inspect driver's side seat belt for security, mounting, condition		
1.11 Inspect steering column and check adjustment		
1.12 Inspect steering wheel free play		
1.13 Inspect all warning lights and alarms 		
1.14 Inspect all gauges for operation and illumination		
1.15 Inspect starter lockout system/neutral safety switch		
1.16 Inspect service brake back up system (Stationary brake test)		
1.17 Inspect starter operation 		
1.18 Inspect engine operation, check for excessive smoke 		
1.19 Inspect air and or electric horn operation		
1.20 Operate "kneel" to insure vehicle lowers & raises to proper ride height		
1.21 Deploy wheel chair ramp, cycle twice to confirm operation 		
1.22 Inspect high idle control		
1.23 Inspect and record volt meter @ 1500 rpm _____		
1.24 Inspect and record oil pressure @ 1500 rpm _____		
1.25 Inspect auto transmission operation and controller		
1.26 Inspect parking brake operation 		
1.27 Inspect radio and make a test call to dispatch or base		
1.28 Inspect HVAC operation and check temperature output 		
1.29 Road test on designated route 		
1.30 Inspect service brake vehicle in motion 		
1.31 Inspect all exterior lights, step well light and back up alarm		
1.32 Inspect destination sign illumination & 911 function		
1.33 Inspect wiper and washer operation and condition		
1.34 Inspect heater and defroster operation and controls 		
1.35 Inspect operation of accessories and PA system throughout		
1.36 Use infrared thermometer and record all brake temps 		
RF _____ LF _____ RR _____ LR _____		
Section 2 - Interior Inspection	✓	Initials
2.1 clean automatic people counter with alcohol wipe 		
2.2 Inspect wiring under the dash		

2.3 Inspect pedal pads (alignment and condition)		
2.4 Connect diagnostic lap top (connect only at this time)		
2.5 Inspect all interior electrical panels, condition & covered. 		
2.6 Inspect interior lights		
2.7 Inspect interior for cleanliness / possible projectiles		
2.8 Inspect floors / aisles / trim		
2.9 Inspect seat coverings and frame condition and mounting		
2.10 Inspect operation of ADA folding seat/ ADA wheel chair straps condition		
2.11 Operate "Pull to Stop" cable to test operation		
2.12 Inspect passenger windows, hatches and emergency alarms		
2.13 Inspect passenger assist straps for security, mounting & condition		
2.14 Inspect evaporator security, mounting & condition		
2.15 Inspect HVAC and defroster /heater filters 		
2.16 Operate doors to insure doors will open when obstructed (sensitivity)		
2.17 Inspect camera system for operation		
2.18 Inspect for fault codes in diagnostic lap top		
2.19 Inspect steering shaft and linkage		

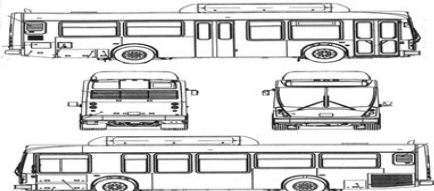
Section 3 Exterior Circle Inspection	✓	Initials
3.1 Inspect proper local, state, provincial and company decals are present		
3.2 Inspect mirror mounts, brackets, and glass		
3.3 Inspect wiper pivots, arms and blades		
3.4 Inspect all lights, lenses for proper security, operation & orientation		
3.5 Inspect bike rack, condition, security & mounting		
3.6 Open front panel and inspect wiper linkage and motor condition & pivot		
3.7 Inspect tire condition fronts and duals for irregular wear (both sides) 		
3.8 Inspect for mismatched tires tread or casing design and tread depth		
3.9 Inspect wheels for cracks, corrosion, loose lugs and outer hub leaks		
3.10 Inspect tire valve stem and caps		
3.11 Inspect and record tire pressures and tread depth. Correct as needed and record corrected pressure.		

Tires & Wheel Torques

Initial Pres.	Corrected Pres.	Tread Depth
LF	LF	LF 32nds
RF	RF	RF 32nds
LRO	LRO	LRO 32nds
LRI	LRI	LRI 32nds
RRO	RRO	RRO 32nds
RRI	RRI	RRI 32nds
L Tag	L Tag	L Tag 32nds
R Tag	R Tag	R Tag 32nds

A, B, C, D PMI Torque Checks	v	
	LF	
	LR	
	RR	
	RF	
	L Tag	
R Tag		

Full Wheel Pull & Retorque to be completed on all E- & Annual PMI's	v Drum /Rotor Read.	
	LF	
	LR	
	RR	
	RF	
	L Tag	
R Tag		

Section 3 - Exterior Circle Inspection - continued	✓	Initials
3.12 Inspect King Pins / ball joints wear (both sides) (BS)		
3.13 Inspect front wheel bearings for play (BS)		
3.14 Inspect bumpers front and rear		
3.15 Inspect all exterior electrical panels	⚠	
3.16 Inspect all storage and accessory doors as they present		
3.17 Inspect the entire body for corrosion and damages and record		
		
3.18 Inspect vehicle for all proper markings and condition		
3.19 Inspect license plate, bracket and light		
3.20 Inspect fuel / DEF door and caps		
3.21 Inspect battery box door and tray	⚠	
3.22 Inspect all battery cables and connections, routing	⚠	
3.23 Inspect battery disconnect switch, operation and condition	⚠	
3.24 Load test - _____ volts _____ volts _____ volts		
3.25 Alternator output - _____ volts _____ amps	⚠	
3.26 Inspect rear door assembly/seals and latches		
3.27 Lubricate all doors and accessories with spray lubricant		
Section 4 - Engine compartment Inspection	✓	Initials
4.1 Inspect engine door - cables, hinges, shocks, latches		
4.2 Inspect engine compartment for any potential fire risk	⚠	
4.3 Inspect radiator/charge air cooler security, mounting, condition	⚠	
4.4 Inspect fan and shroud		
4.5 Inspect all belts, condition and routing		
4.6 Inspect all belt driven components		
4.7 Inspect alternator mounting and condition	⚠	
4.8 Inspect A/C compressor, mounts and lines		
4.9 Inspect turbo charger, mounts and hoses	⚠	
4.10 Inspect engine exhaust system	⚠	
4.11 Inspect for fluid leaks of any kind, top off all levels (Incl DEF)		
4.12 Pressure test cooling system and radiator cap		
4.13 Inspect and record anti-freeze protection level - _____		
4.14 Inspect coolant recover system, tanks hoses, clamps		
4.15 Inspect all coolant hoses, routing, condition, clamps	⚠	
4.16 Inspect intake system and vacuator valve	⚠	
4.17 Inspect and record air filter restriction reading - _____		
4.18 Inspect CCV filter - replace on all 2007 models		
4.19 Inspect all electrical system "main" grounds	⚠	
4.20 Inspect all engine compartment wiring harnesses	⚠	
4.21 Inspect all power steering hoses, routing, condition, clamps		
4.22 Inspect hydraulic brake master cylinder, level, contaminant		
4.23 Inspect fuel pump and all fuel lines, clamps	⚠	
4.24 Inspect all CNG lines, condition, routing, pressure threshold	⚠	
4.25 Inspect cold weather starting aids	⚠	
4.26 Gas engine - check ignition system - cap, coil, wires, rotor, etc.		
Section 5 - Under Vehicle Inspection	✓	Initials
5.1 Inspect Steering box security, mounting and condition		
5.2 Inspect front springs, shocks, steering linkage & suspension (BS)		
5.3 Inspect inner wheel seals for leaks (BS)		
5.4 Inspect ABS tone rings, sensors and cables (BS)		
5.5 Inspect/record front brake lining/pads thickness in 32nds LF - _____ 32nds RF - _____ 32nds		
5.6 Inspect front drum/rotors condition Good - _____ Bad - _____		
5.7 Inspect/record push rod stroke (100psi min) LF - _____ RF - _____	⚠	
5.8 Inspect front brake assemblies, condition, mounting, security		
5.9 Inspect all body mounts/frame rails, hold downs		
5.10 Inspect air tanks security, mounting, condition (mark tanks)		
5.11 Check rear axle oil level		
5.12 Inspect rear axle housing, pinion, seal, breather		
5.13 Inspect driveline, hanger brg, u-joints-slip yoke, safety loop		
5.14 Inspect rear springs, shocks, saddles, hangers		

5.15 Inspect rear wheel seals for leaks		
5.16 Inspect ABS tone rings, sensors, cable routing		
5.17 Inspect/measure rear brake lining/pad thickness in 32nds (BS) LR - _____ 32nds RR - _____ 32nds		
5.18 Inspect rear drum/rotor condition record Good _____ Bad _____		
5.19 Inspect/record rear brake push rod stroke (100 psi min) LR - _____ RR - _____	⚠	
5.20 Inspect rear brake assemblies for operation		
5.21 Inspect on-spot automatic chains (if app)		
5.22 Inspect fuel tank/s security, mounting, condition		
5.23 Inspect mud flaps, brackets		
5.24 Inspect transmission for leaks		
5.25 Inspect transmission breather, shift cable, routing, adjustment	⚠	
5.26 Inspect parking brake shoes, wear and contamination		
5.27 Inspect battery cables, routing and condition from battery box	⚠	
5.28 Inspect A/C Condenser for security, mounting, condition		
5.29 Inspect under body exhaust, hangers,	⚠	
5.30 Inspect lower radiator/charge air cooler mounting, condition		
5.31 Inspect fan shroud		
5.32 Inspect vibration damper		
5.33 Inspect starter, cables, security, mounting, condition	⚠	
5.34 Lubricate all zerks fittings on (chassis, accessories)		
Section 6 - Air System Inspection	✓	Initials
6.1 Inspect air system for leaks	⚠	
6.2 Inspect air tanks, security, mounting, condition (Mark tanks)		
6.3 Test one-way check valves		
6.4 Inspect low pressure warning device/double check valve (Primary side)		
6.5 Inspect spring brake inversion system		
6.6 Test air pressure build up time	⚠	
6.7 Inspect air dryer and air dryer drain valve operation		
6.8 Record governor setting PSI cut out _____ PSI cut in _____	⚠	
6.9 Test double check valve & low air warning (Secondary side)		
Section 7 - Wheel Chair Lift Inspection	✓	Initials
1. Inspect the lift battery make sure its clean and secure		
2. Inspect the battery cables, security, mounting and condition		
3. Inspect the lift door and catches		
4. Lift operation instructions posted & in good condition		
5. Lift padding and cover is in good condition (if App)		
6. Lift is securely mounted & all mounting hardware is in place & secure		
7. All pivots and pins are in good condition		
8. Hydraulic cylinders are in good condition and seals are not leaking		
9. Control switch is properly mounted and in good condition	⚠	
10. Inspect wheel chair lift safety switch/lights (i.e. New,ADA,FMVSS,403,4)		
11. Lift platform unfolds smoothly and comes to a level position		
12. Lift travels up and down at proper speed and with correct alignment		
13. Inboard and outboard roll stops work properly		
14. Occupant restraint belt is in good condition and seat belt cutter is in place		
15. Lift works in the manual mode		
16. Hydraulic fluid level is full and there are no leaks		
17. Lift folds up smoothly without binding		
18. Clean and lubricate entire lift according to manufacturer specifications		
19. Inspect all wheel chair tie down straps & brackets for security, mounting		
20. Unused ties downs are all stored in secure container		
21. Inspect wheel chair track for proper securing to the floor		
Section 8 - Fare Box Inspection	✓	Initials
8.1 Inspect base, security, mounting, condition		
8.2 Inspect wiring , security, mounting, condition		
8.3 Inspect OCU operation		
8.4 Inspect cash box security, mounting, condition		
8.5 Remove and clean coin and bill validator		
8.6 Remove and clean/lube bill transport		
8.7 Insure correct unit number and function check		
8.8 Wipe down all exterior surfaces including the OCU		
Section 9 - Lavatory Inspection	✓	Initials
9.1 Inspect lavatory door operation, mirror, panel condition and latches		
9.2 Inspect lavatory occupant light operation		

Preventive Maintenance Inspection - The items in the above inspection have been found to be satisfactory other than items marked with an "O".
 This signature below certifies that the inspection documented on this form "Meets or Exceeds" the requirements of "USFMCSR Part 396.17-25" and/or Canadian Government Provincial standards as a Government Inspection.

Defects found were recorded for repair on the Follow UP Worksheet.

Signature of Certified Inspecting Technician

Date

Punch time at start of PMI

Signature of Supervisor

Date

Punch time at end of PMI

B-PMI 6,000 mile Inspection ADD-ON's	✓	Initials
Oil & Filter Service		
Replace all fuel filters - low and high pressure side		

42,000 Mile Interval - ADD-ON's (7th PMI)	✓	Initials
Replace hydraulic fluid and filters		
Clean air compressor intake filter		

C- PMI 12,000 mile Inspection ADD-ON's	✓	Initials
Oil & Filter Service		
Replace all fuel filters - low and high pressure side		
Replace coolant filter		

60,000 Mile Interval ADD ON's (10th PMI)	✓	Initials
Replace Trans fluid and filters		
Replace CCV filter and air filter		
Drain and flush coolant system & change coolant filter		
Replace air dryer		

D-PMI - 18,000 mile Inspection ADD-ON's	✓	Initials
Oil & Filter Service		
Replace all fuel filters - low and high pressure side		
Replace spark plugs - (if equip)		
Replace Diff Fluid		

102,000 Mile Interval - ADD ON's (17th PMI)	✓	Initials
Flush EGR Cooler		
Replace Serpentine belt and tensioner		
Clean/flush charge air cooler		

E-PMI 24,000 mile Inspection ADD-ON's	✓	Initials
Oil & Filter Service		
Replace all fuel filters - low and high pressure side		
Inspect Evaporator motor brushes		
Perform HVAC system inspection & clean filters		
Record the drum/rotor thickness readings		

Follow Up Worksheet

Unit # _____

PMI W/O # _____

All Defects must be categorized

R = Safety or DOT out of service item

Y = Deferrable within the next 15 working days

G = Advisory defect (ie paint, decals, cosmetics, etc.)

Item No.	PMI sequence No.	Defect Details:	Follow up W/O #	Circle Defect Category
				R Y G
Description of work performed		Signature	Date	

Item No.	PMI sequence No.	Defect Details:	Follow up W/O #	Circle Defect Category
				R Y G
Description of work performed		Signature	Date	

Item No.	PMI sequence No.	Defect Details:	Follow up W/O #	Circle Defect Category
				R Y G
Description of work performed		Signature	Date	

Item No.	PMI sequence No.	Defect Details:	Follow up W/O #	Circle Defect Category
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Description of work performed		Signature	Date	

Item No.	PMI sequence No.	Defect Details:	Follow up W/O #	Circle Defect Category
				R Y G
Description of work performed		Signature	Date	

Item No.	PMI sequence No.	Defect Details:	Follow up W/O #	Circle Defect Category
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Description of work performed		Signature	Date	

Item No.	PMI sequence No.	Defect Details:	Follow up W/O #	Circle Defect Category
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Description of work performed		Signature	Date	

Item No.	PMI sequence No.	Defect Details:	Follow up W/O #	Circle Defect Category
				R Y G
Description of work performed		Signature	Date	

Item No.	PMI sequence No.	Defect Details:	Follow up W/O #	Circle Defect Category
				R Y G
Description of work performed		Signature	Date	

Item No.	PMI sequence No.	Defect Details:	Follow up W/O #	Circle Defect Category
				R Y G
Description of work performed		Signature	Date	

PMI Worksheet Van & Cut Away	Type of PMI performed	A = 5,000	B = 25,000
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National Express -

updated 01/01/2022	A	C = 50,000	A	D = 100,000	A	E = 360 or Annual
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Tech. Name _____

Date	Unit #	CSC #	Current Odometer	W/O #
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All items must be checked and marked ✓ for serviceable, O = Defective, X = Repair made - N/A = Not Applicable. The technician releasing the unit must sign their name and the Supervisor must sign the inspection form.
Please complete in Blue or Black ink. Fire Risk assessments have been added to the PMI and Service sheet and are indicated by the symbol. ⚠️ items must be given special focus to eliminate the potential for a thermal event.

Each section of the PMI is to be completed at the end of each section.

Preparation ✓ Initials

Check Driver's EVIR/Zonar write ups for the past 30 days	⚠️	
Review Zonar diagnostic view for past 60 days	⚠️	
Review the last 3 PMI forms		
Check fluid levels to insure drivability on road test	⚠️	

Section 1 - Road Test and Driver's Area Inspection ✓ Initials

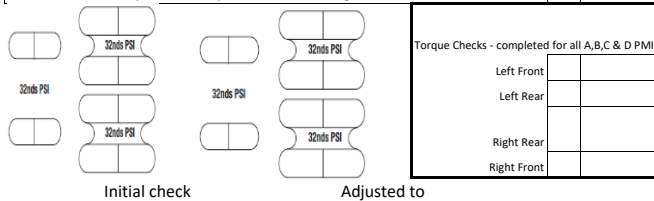
1.1 Check Driver's door and glass		
1.2 Inspect step tread		
1.3 Check Driver's seat for security and mounting and condition		
1.4 Check vehicle required documents		
1.5 Check service brake operation - Hydraulic stationary test-Vacuum - Accumulator - Electro-Hydraulic	⚠️	
1.6 Check all warning lights and alarms	⚠️	
1.7 Check steering wheel free play		
1.8 Check neutral safety switch		
1.9 Check starter operation	⚠️	
1.10 Check operation of the engine and observe exhaust for excessive smoke	⚠️	
1.11 Check/Record voltmeter @1500 rpm _____		
1.12 Check/Record oil pressure @ 1500 rpm _____		
1.13 Check steering wheel for binding from stop to stop		
1.14 Check horn operation		
1.15 Inspect windshield, side glass & sun visor & inside mirror		
1.16 Check wiper/washer (front&rear) operation and condition		
1.17 Check lighting of all gauges		
1.18 Check heater and defroster operation	⚠️	
1.19 Run HVAC system and check operation (if applicable)	⚠️	
1.20 Check all switches and accessories, door locks, mirrors & windows	⚠️	
1.21 Check transmission operation and controller		
1.22 Check parking brake operation		
1.23 Test interlock system for proper operation (if applicable)		
1.24 Road test (use designated route)		
Mileage out - _____ Mileage in- _____		
1.25 Check all lights		

Section 2 - Interior Inspection ✓ Initials

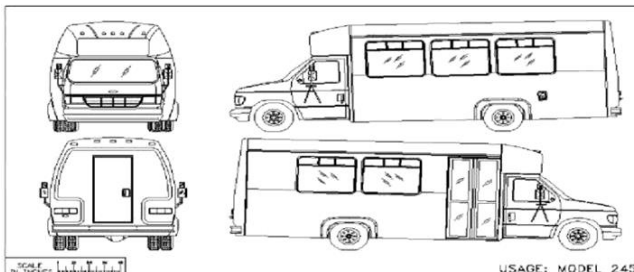
2.1 Check wiring under dash	⚠️	
2.2 Inspect pedal pads (alignment and wear)		
2.3 Connect diagnostic laptop and external camera viewer		
2.4 Check electrical panels (if applicable)	⚠️	
2.5 Check interior lights	⚠️	
2.6 Check safety equipment		
2.7 Inspect evaporator mounting and condition (if applicable)		
2.8 Inspect fare box, security, mounting and condition		
2.9 Check Interior for cleanliness / projectiles	⚠️	
2.10 Inspect floors/wheel chair hold downs & floor tracks		
2.11 Check seat coverings and frame security		
2.12 Inspect passenger windows, hatches & emergency alarms		
2.13 Check camera system for operation		
2.14 Check for fault codes using diagnostic laptop		

Section 3 - Exterior Circle Inspection ✓ Initials

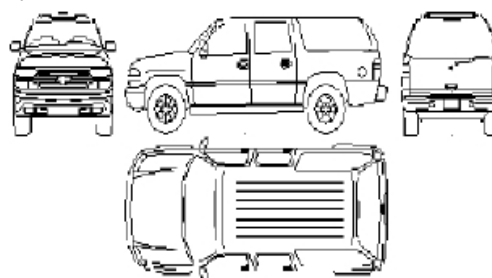
3.1 Insure that all proper local, State/Provincial and company decals are in place		
3.2 Inspect passenger door, hinges, glass and step well		
3.3 Inspect mirror mountings, brackets and glass	⚠️	
3.4 Inspect wiper blades and arms		
3.5 Inspect all light lenses for security condition and mounting	⚠️	
3.6 Inspect tire - dual assemblies both sides		
3.7 Check for mismatched tire tread or casing design and proper depth		
3.8 Check wheels for cracks, loose lugs and outer hub oil and leaks	⚠️	
3.9 Check tire valve stems and double check caps		
3.10 Check, record & adjust tire air pressures (before and after) On the A, B, C, D PMI's complete a torque check of all lugs.	⚠️	



3.11 Inspect bumpers front and rear		
3.12 Check body for damage/corrosion - indicate locations below		



Van



3.13 Inspect rear door assembly		
3.14 Check license plate light		
3.15 Check fuel door and cap		

Section 4 - Engine Compartment Inspection	✓	Initials
4.1 Inspect hood alignment, mounts, hinges and props	⚠	
4.2 Engine compartment/condition for fire risk avoidance	⚠	
4.3 Inspect radiator/charge air cooler all mountings		
4.4 Inspect fan assembly and shroud		
4.5 Check all belts for tension and condition	⚠	
4.6 Check all belt driven components	⚠	
4.7 Check alternator mounting and all cables	⚠	
4.8 Inspect a/c compressor mounting and lines	⚠	
4.9 Check engine exhaust system	⚠	
4.10 Check all fluid levels (power steering, brake, oil, trans)	⚠	
4.11 Pressure test cooling system radiator cap		
4.12 Test coolant freeze protection level		
4.13 Inspect coolant recovery system, hoses and clamps	⚠	
4.14 Inspect for fluid leaks	⚠	
4.15 Check intake system	⚠	
4.16 Check hydraulic/vacuum master cylinder/booster unit	⚠	
4.17 Check all power steering hoses	⚠	
4.18 Inspect fuel pump and all fuel lines and mountings	⚠	
4.19 Inspect engine compartment wiring harnesses	⚠	
4.20 Inspect electrical system main grounds	⚠	
4.21 Gas engine inspect - coil, spark plugs wires, cap	⚠	
4.22 Load test the batteries; _____ volts _____ volts _____ volts	⚠	
4.23 Alternator output _____ volts _____ amps	⚠	
Section 5 - Under Vehicle Inspection	✓	Initials
Raise the vehicle		
5.1 Inspect steering gear box and mounting		
5.2 Check ball joint play (Both sides)		
5.3 Check front wheel bearing play (Both sides)	⚠	
5.4 Inspect front springs, shocks and suspension (Both sides)		
5.5 Inspect inner wheel seal for leaks (Both sides)	⚠	
5.6 Inspect ABS tone rings, sensors and routings of cables	⚠	
5.7 Inspect engine mounts		
5.8 Check engine and transmission for leaks	⚠	
5.9 Inspect radiator and charge air cooler	⚠	
5.10 Inspect fan assembly and shroud		
5.11 Inspect vibration damper		
5.12 Inspect starter and cables	⚠	
5.13 Check engine exhaust system	⚠	
5.14 Check transmission for leaks and breather	⚠	
5.15 Inspect shift cable, adjustment - all transmissions		
5.16 Check parking brake shoes for wear and contamination (trans mounted)	⚠	
5.17 Check battery cables running from the battery.	⚠	
5.18 Inspect A/C condenser security and mounting	⚠	
5.19 Inspect driveline, hanger bearings, U-Joints & Slip Joint		
5.20 Inspect under body exhaust system	⚠	
5.21 Check chassis and frame for corrosion / cracks		
5.22 Inspect Parking brake cable for routing and condition		
5.23 Inspect rear axle housing(s) breather(s)		
5.24 Check rear axle oil level - condition, metal flakes		
5.25 Inspect rear springs, shock and suspension		
5.26 Inspect rear hub and wheel seal for oil leaks	⚠	
5.27 Inspect ABS Tone ring, sensors and routing of cables	⚠	

5.28 Check fuel tank, mounting and all lines	⚠	
5.29 Inspect mud flaps and brackets		
5.30 Lubricate all grease fitting (Chassis and Accessories)		
Section 6 - Brake Inspection	✓	Initials
Remove wheels as needed to obtain accurate measurements		
6.1 Measure/record front brake lining/pad thickness in 32nds of an inch		
LF - _____ RF - _____		
6.2 Inspect front brake rotors for condition, record rotor thicknesses		
LF - _____ RF - _____		
6.3 Inspect front brake assemblies for operation	⚠	
6.4 Measure/record rear brake lining/pad thickness in 32nds of an inch		
LR - _____ RR - _____		
6.5 Inspect rear brake drums/rotors for condition, record rotor thicknesses		
LR - _____ RR - _____		
6.6 Inspect rear brake assemblies operation	⚠	
6.7 Check wheels for proper compliance with Wheel Torque SOP	⚠	
Section 7 - Wheel Chair Inspection	✓	Initials
7.1 Lift Batteries & terminals are clean and tight	⚠	
7.2 Battery cables in good condition and routed with no chaffing point	⚠	
7.3 Lift door is in good condition & catches work		
7.4 Lift is operation instructions are posted & in good condition		
7.5 Lift padding and cover is in good condition (if applicable)		
7.6 Lift is securely mounted & all mounting hardware is in place and secure		
7.7 All pivots and pins are in place and in good condition		
7.8 Hydraulic cylinders are in good condition, seals free of leaks		
7.9 Control switch is properly mounted and in good condition		
7.10 Check wheel chair lift safety switches/lights (IE New ADA FMVSS403/404)		
7.11 Control switch wiring is in good condition and properly routed	⚠	
7.12 Lift platform unfolds smoothly and comes to a level position		
7.13 Lift travels up and down at the proper speed and correct alignment		
7.14 Inboard and outboard roll stops work properly		
7.15 Occupant restraint belt, security mounting, condition. Belt cutter in place		
7.16 Lift works in manual mode		
7.17 Hydraulic fluid level if full and there are no leaks		
7.18 Lift folds up smoothly without binding		
7.19 Clean and lubricate entire lift according to OEM specifications		
7.20 Check all wheel chair tie down straps are in good condition		
7.21 Check all tie down straps are properly stored in a secure container		
7.22 Check wheel chair track is properly secured to the floor		
Section 8 - PMI Reminder Decal	✓	Initials
8.1 Remove existing decal and attach new PMI Reminder decal		
Section 9 - All E- PMI's & Annual Inspection	✓	Initials
9.1 Replace fuel filter	⚠	
9.2 Change external transmission filter	⚠	
9.3 Check toes in and correct as needed		
9.4 Replace air filter		
9.5 Service all HVAC filter screens	⚠	
9.6 Perform Clean Bright & Tight. (CBT = remove & clean all batt. Terminals and lugs and record date on top of battery)	⚠	
9.7 Remove Left Front Wheel - insp. wheels/surfaces- complete full retorque		
9.8 Remove Left Rear Wheel - insp. wheels/surfaces- complete full retorque		
9.9 Remove Right Rear Wheel - insp. wheels/surfaces- complete full retorque		
9.10 Remove Right Front Wheel-insp. wheels/surfaces- complete full retorque		

Preventive Maintenance Inspection - The items in the above inspection have been found to be satisfactory other than the items that are marked with an "O". This signature below certifies the inspection documented on this form "Meets or Exceeds" the requirements of "US FMCSR Part 396.17-25" and/or Canadian Government Provincial standards as a Government Inspection. Defects found were recorded for repair on the Follow Up Worksheet

Technician Signature _____

Date _____

Punch In _____

Supervisor Signature _____

Date _____

Punch out _____

Fare box No. _____
Cash box ID No. _____

National Express / FAX
Fare box Preventive Maintenance
Inspection

6 Month Inspection

Bus # _____ Mileage _____ Date _____ Work Order # _____

Item	Component	Task	Material Required	Procedure	Tech Initial
Overall	Sheet metal	Clean	Mild Detergent	Use stainless cleaner on metal surfaces and mild soap on plastic surface.	
Pedestal Floor (Underside) & Base casting (Top edges)	S S Plate & Aluminum casting	Clean	Scotchbrite & wire brush	Remove the pedestal from the base and use plastic pads to clean the bottom underside of the pedestal. Use a wire brush to clean the top edge of the base casting.	
	Keypad	Clean	Mild detergent	Use a rag and soap to wipe clean any dirt and residue from the keys	
DCM		Clean	Soft damp cloth	Clean the passenger display and buttons with a soft damp cloth as needed. DO NOT use solvents.	
Passenger Display & buttons		None		Check	
Passenger Information Speaker		None		Avoid contact with all PC Boards unless in an electrostatic free environment. Clean dust off board.	
PC Boards		None	None		
Bill Validator		Clean	Externally - mild detergent on damp cloth; internally, compressed air or isopropyl alcohol	Periodic cleaning needed. Open the bill validator and clean with a warm damp cloth. DO NOT use soap, water, chemicals, grease or isopropyl alcohol	
	O-rings	Clean	Clean	Periodic cleaning needed. Open the bill validator and clean. DO NOT use grease or chemicals	
Belts & Pulleys	Inspect for wear; replace, if needed				
Bill Transport	20-tooth Spur drive	Lubricate			
Coin / Token Insertion Cup	Validator	Clean	Compressed air	Periodic cleaning required. Clean with a damp cloth. Remove lint by blowing compressed air through a duct	
Coin Validator	Validator	Clean remove lint, debris	Externally - mild detergent on damp cloth; internally, compressed air or isopropyl alcohol	Periodic cleaning required. Open the door and shake out any lint or debris. Use a clean cloth and isopropyl alcohol or compressed air for cleaning.	
Coin / Token Return Cup	Validator	Clean	Mild detergent & soapy water or all purpose cleaner	Clean with mild detergent or all purpose cleaner. Use a low lint paper towel to clean coin cup	
Tap Card target	Check if it's working			Clean with mild detergent or all purpose cleaner.	
Cashbox	Lock Mechanism	Inspect lubricate	Lubricant # 33 Molykote # A01417	Clean cashbox with mild detergent periodically. Inspect and lubricate the lock/key	

Fare box No. _____
Cash box ID No. _____

National Express / FAX
Fare box Preventive Maintenance
Inspection

6 Month Inspection

Locking bar		Lubricate			
Electronic Lock	Drive gears & drive stud	Lubricate	Lubricant # 33 Molykote # A01417	Lubricant periodically	

Item	Component	Task	Material Required	Procedure	Tech initials	Defect List
Bypass mechanism		Lubricate	Lubricant # 33 Molykote # A01417	Visual / mechanical inspection and cleaning is needed every 3-4 years or as needed. Apply the lubricant on the metal contact and pivot surfaces and wipe with a clean cloth. Clean the plastic molded bypass with a damp rag		
Cashbox ID Transmitter	Battery	Replace	Q Tip	Clean periodically with a damp Q Tip		
Electrical wiring, antenna	Harness	Inspect	Voltmeter to check continuity	Check all wire harness for damage pins, damage insulation, broken wires, and broken connectors. Check antenna		
Fare box electrical boards	Mother board	Replace	Farebox Battery CR 1632	Remove battery and replace.		
Farebox Decals	Outer covers	Clean / replace if needed	Decals	Replace city decals and all that are not readable.		
Reinstall fare box and test all components. Check all data to be accurate for correct bus #						
Farebox component SN #						
Wireless card						
Bill validator						
DCM screen						
Bill transport						
Coin validator						
Smart card reader						
Passenger display board						

Technician Signature _____ Supervisor Signature _____ Date _____

A-PMI's or 3000 mile inspection ADD-ON's	✓	Initials
Oil & Filter Service		
Replace all fuel filters		

B,C, D - PMI 6,000 mile Inspection ADD-ON's	✓	Initials
Oil & Filter Service		
Replace all fuel filters		
Replace coolant filter		

E-PMI or ANNUAL - 24,000 mile Inspection ADD-ON's	✓	Initials
Oil & Filter Service		
Replace all fuel filters		
Replace spark plugs - (if equip)		
Replace Diff Fluid		
Inspect Evaporator motor brushes		
Perform HVAC system inspection & clean filters		
Record the drum/rotor thickness readings		

42,000 Mile Interval - ADD-ON's	✓	Initials
Replace hydraulic fluid and filters		
Clean air compressor intake filter		

60,000 Mile Interval ADD ON's	✓	Initials
Replace Trans fluid and filters		
Replace CCV filter and air filter as equipped		
Drain and flush coolant system & change coolant filter		
Replace Serpentine belt and tensioner		

Follow Up Worksheet

Unit #		R = Safety or DOT out of service item	
PMI W/O #	All Defects must be categorized	Y = Deferrable within the next 15 working days	
		G = Advisory defect (ie paint, decals, cosmetics, etc.)	

Item No.	PMI	Defect Details:	Follow up	Circle Defect
				R Y G
Description of work performed			Signature	Date

Item No.	PMI	Defect Details:	Follow up	Circle Defect
				R Y G
Description of work performed			Signature	Date

Item No.	PMI	Defect Details:	Follow up	Circle Defect
				R Y G
Description of work performed			Signature	Date

Item No.	PMI	Defect Details:	Follow up	Circle Defect
				R Y G
Description of work performed			Signature	Date

Item No.	PMI	Defect Details:	Follow up	Circle Defect
				R Y G
Description of work performed			Signature	Date

Item No.	PMI	Defect Details:	Follow up	Circle Defect
				R Y G
Description of work performed			Signature	Date

Item No.	PMI	Defect Details:	Follow up	Circle Defect
				R Y G
Description of work performed			Signature	Date

Item No.	PMI	Defect Details:	Follow up	Circle Defect
				R Y G
Description of work performed			Signature	Date

Item No.	PMI	Defect Details:	Follow up	Circle Defect
				R Y G
Description of work performed			Signature	Date

Item No.	PMI	Defect Details:	Follow up	Circle Defect
				R Y G
Description of work performed			Signature	Date

LEASE AGREEMENT

This lease agreement is made and entered into effect the 1st day of January 2023.

By and between Bis-Man Transit Board, referred to in this document as “LANDLORD.” And WEST RIVER TRANSIT, referred to in this document as “TENANT.”

WITNESSETH

In consideration of the payment of rental as provided in this document and the covenants and agreement set forth in this document, the LANDLORD does demise and lease to the TENANT, and the TENANT does take and lease from the LANDLORD, a part of the premise situated within the City of Bismarck, County of Burleigh, State of North Dakota, more particularly described as follows:

A portion of the Bismarck-Mandan Intermodal Ground Transportation Facility consisting of 930sq. ft. of office space and 858 sq. ft of indoor parking space, located at:

3750 E. Rosser Ave.
Bismarck, ND. 58501
In Miriam Industrial Park 3RD, Block 001

Referred to in this document as demised premises, premises, or the leased premises, together with all rights, privileges, easements, appurtenances and immunities belonging to or in any way pertaining to the said building upon the demised premises, subject to the following terms and conditions:

ARTICLE 1

TERM

1.01 To have and to hold the same for a term commencing on January 1, 2023 and ending on December 31, 2023.

ARTICLE II

USE OF LEASED PREMISES

2.01 The TENANT shall use the leased premises solely for the purpose of office, maintenance, and storage space together with transit facilities and other transit operations generally associated therewith.

2.02 No change in the business use of the leased premises by the TENANT shall be made or permitted without the express written consent of the LANDLORD.

2.03 TENANT will not permit the demised to be used for any purpose which would render the insurance thereon void or the insurance risk more hazardous; it being understood and agreed that the use of the premises in the proper and ordinary conduct of the TENANTS business for the purposes set forth in this article shall not in any event be considered in violation of the paragraph.

ARTICLE III

RENT

3.01 TENANT agrees to pay LANDLORD a minimum rent for said leased premises, an annual sum of \$11,658.12 payable at the rate of \$971.51 per month.

3.02 The monthly minimum rent shall be paid in advance of the first day of each month for in the lease term in lawful money of the United States to such other party or parties as LANDLORD may hereafter designate.

ARTICLE IV

UTILITIES

4.01 LANDLORD shall pay for utilities including electricity, water, and natural gas in the facility. Telephone services shall be paid by the individual TENANT.

ARTICLE V

REPAIRS AND COVENANT AGAINST WASTE

5.01 TENANT will, at its own expense, during the term of this lease or any extension thereof, keep the parts or portions of the demised premises furnished by the TENANT, in good order and repair, and keep them free from waste or nuisance of any kind. LANDLORD will, during the term of this lease or any extension thereof, keep the parking areas, hallways, parts, and portions furnished by the LANDLORD, and other common areas of the demised premises in good order and repair, and keep them free from waste or nuisance of any kind.

5.02 TENANT shall conserve heat, air conditioning, water, and electricity and shall use due care in the use of the leased premises, and of the public areas in the building, and without qualifying the foregoing, shall not neglect or misuse water fixtures, electric lights and heating and air conditioning.

ARTICLE VI

RIGHT TO ENTER

6.01 LANDLORD, its agents and representatives may at any time and all reasonable times during the day and night enter to view and inspect the leased premises, or to clean and maintain the same, or to make repairs, or to make such improvements or changes in the leased premises or the building as LANDLORD may deem proper, upon giving reasonable notice to TENANT. The right of entry reserved in the immediately preceding sentence shall not be deemed to impose any greater obligation on LANDLORD to clean, maintain, repair or change the leased premises than is specifically provided in this lease. The LANDLORD, its agents or representatives may at any time in case of emergency enter the leased premises and do such acts as LANDLORD may deem proper in order to protect the leased premises, the building or any occupants of the building.

ARTICLE VII

ALTERATIONS

7.01 TENANT will not make any improvements, alterations of or additions to the leased premises without the written approval of LANDLORD, and all improvements, alterations, additions or changes which may be made by either of the parties hereto upon the leased premises, except movable furnishings and equipment, shall be property of LANDLORD, and shall remain upon and be surrendered with the leased premises, as part thereof, at the termination of the lease or any extension thereof. In connection with any alterations, TENANT shall furnish LANDLORD with assurances, including such bonds as LANDLORD deems necessary, that the contemplated alterations, additions, improvements or changes will be completed according to plan and will be paid for. TENANT will not permit any mechanics, laborers, or materialmen's liens to attach to the leased premises or the building for any labor material furnished to, or for the account of TENANT, or claimed to have been so furnished in connection with any work performed or claimed to have performed in, on or about the leased premises.

LANDLORD, at its discretion, may assist financially in the cost of unnecessary improvements to the leased space requested by TENANT. Requests for financial assistance and to make said changes must have approval prior to the start of work.

ARTICLE VIII

SIGNS

8.01 TENANT shall permit no signs to be placed outside the leased premises without LANDLORD approval, but shall have the right to letter the entrance to the leased premises, providing the size, style, text and color are first approved in writing by LANDLORD.

ARTICLE IX

RULES AND REGULATIONS

9.01 TENANT shall use the leased premises and the public areas in the building in accordance with such rules and regulations as may from time to time be made by LANDLORD for the general safety, comfort and convenience of the owners, occupants and tenant of the building, and shall cause TENANT'S customers, employees and invitees to abide by such rules and regulations. If the need arises to reserve public spaces, arrangements must be made with the LANDLORD.

ARTICLE X

ASSIGNMENT OF LEASE

10.01 TENANT shall not assign or sublet the whole or any part of this lease or the leased premises without the consent of the LANDLORD, but if such consent to assignment is given in writing by the LANDLORD, the TENANT shall be released from all performances of this lease for all TENANT obligations arising from and after the date of such agreement. Neither this lease nor any interest therein, nor any estate thereby created, shall pass to any trustee in bankruptcy, or any assignee for the benefit of creditors, or operation of law.

ARTICLE XI

FIRE OR OTHER CASUALTY

11.01 LANDLORD in the event of a partial or total destruction of the premises during the term hereof from any cause, LANDLORD shall with reasonable diligence repair the same, provided, however that in the event LANDLORD in its sole and absolute discretion determines it to be impractical to repair the premises, it may terminate this lease. In the event LANDLORD shall elect to repair the premises, this lease shall not terminate, but TENANT shall be entitled to

a reduction to be calculated in the proportion that the tenantable portion of the leased premises bears to the entire leased premises. LANDLORD shall not be responsible to TENANT for damage to, or destruction of any furniture, equipment or improvements of TENANTS, or other changes made by TENANT in, on or about the leased premises.

ARTICLE XII

INDEMNITY

12.01 LANDLORD shall not be liable to TENANT or TENANT'S employees, agents, or visitors, or to any other person whomsoever, for any injury to person or damage to property on or about the demised premises, caused by the negligence or misconduct of TENANT, its agents, servants, or employees, or of any other person entering upon the premises under express or implied invitation of TENANT, or caused by the failure of TENANT is obligated to repair and maintain and the TENANT agrees to indemnify and defend LANDLORD and hold it harmless from any and all loss, expense, attorney's fees or claims accruing out of such damage or injury.

12.02 Any injury to person or damage to property caused by the negligence of LANDLORD or by the failure of LANDLORD to repair and maintain, shall be the liability of LANDLORD and not of TENANT, and the LANDLORD agrees to indemnify and defend TENANT and hold it harmless from any and all loss, expense, attorney's fees or claims arising out of such damage.

ARTICLE XIII

INSURANCE

13.01 Without limiting TENANT'S liability hereunder, TENANT agrees, at its own cost and expense, to carry public liability insurance protecting LANDLORD and TENANT in the amount of One Million Dollars (\$1,000,000.00) for personal injuries sustained in any one accident, and Five Hundred Thousand Dollars (\$500,000.00) for property damage. All policies of insurance shall name both LANDLORD and TENANT as insures thereunder and shall protect the interest of LANDLORD for incidents that are caused by or contributed by the TENANT. Certificates of said insurance providing for not less the fifteen (15) days' notice to LANDLORD prior to cancellation thereof shall be furnished to LANDLORD prior to TENANT taking possession of the demised premises.

ARTICLE XIV

WAIVER OF SUBROGATION

14.01 Notwithstanding anything in the Lease to the contrary, if the building is damaged or destroyed by fire, or an extended coverage risk, TENANT, its agents, employees, representatives and invitees are hereby released from any liability by reason thereof to the extent of insurance proceeds realized by LANDLORD as a result of such damage or destruction. In no event shall any such release be applicable if so to do would work in contravention of any requirement in an applicable policy of insurance to the effect that if the insured waives subrogation, coverage is or may be void.

ARTICLE XV

EMINENT DOMAIN

15.01 If the entire building is taken by eminent domain, this lease shall be automatically terminates as of the date of taking. If a portion of the building is taken by eminent domain, LANDLORD shall have the right to terminate this lease by giving written notice thereof to TENANT within ninety (90) days after the date of taking. If a portion of the leased premises is taken by eminent domain and this lease is not thereby terminated, LANDLORD shall, at its expense restore the leased premises by TENANT, to as near the condition which existed immediately prior to the date of taking as reasonably possible, and rent shall abate during such period of time as the portion of the leased premises bears to the entire lease premises. All damages awarded for a taking under the power of eminent domain, whether for the whole or a part of the leased premises, shall belong to, and be the property of, LANDLORD, whether such damages shall be awarded as compensation for diminution in value to the leaseholder estate hereby created or to the fee of the leased premises provided, however that LANDLORD shall not be entitled to any award made to TENANT for loss of business, fair value of, and cost of removal of stock fixtures. The term "eminent domain" shall include the exercises of any similar governmental power and any purchase or other acquisition in lieu of condemnation.

ARTICLE XVI

HOLD OVER

16.01 Should TENANT, or any of its successors in interest hold over the leased premises, or any part thereof, after the expiration of the term of this lease, unless otherwise agreed in writing, such holding over shall constitute and be construed as a tenancy from month to month

only. All obligations and duties imposed by this lease upon the LANDLORD and TENANT shall remain the same during any such period of occupancy.

ARTICLE XVII

DEFAULT OF TENANT

17.01 The following events shall be deemed to be events of default by TENANT under lease:

- (1) TENANT shall fail to pay any installment of the rent hereby reserved and such failure shall continue for a period of ten (10) days after written demand therefore shall have been made by LANDLORD.
- (2) TENANT shall fail to comply with any terms, provisions, or covenant of the lease, other than the payment of rent, and shall not cure such failure within three (3) days after written notice thereof to TENANT.
- (3) TENANT shall desert or vacate any substantial portion of the premises.
Assignment or subletting by TENANT shall not be considered as an act of default.

Pursuit of any of the foregoing remedies shall not preclude pursuit of any of the other remedies herein provided, or any other remedies provided by law, nor shall pursuit of any remedy herein constitute a forfeiture or waiver of any rent due to LANDLORD hereunder, or any damage occurring to LANDLORD by reason of the violation of breach of any of the terms, provisions and covenants herein contained. The waiver by LANDLORD of any violation or breach of any of the terms, provisions, or covenants a waiver of any other violation or breach of any of the terms, provisions and covenants herein contained which may occur subsequent thereto. Forbearance by LANDLORD to enforce one or more of the remedies herein provided upon an event of default shall not be deemed to constitute a waiver of such default.

ARTICLE XVIII

SUBORDINATION

18.01 TENANT accepts this lease subject and subordinate to my mortgage or mortgages now a lien upon the demised premises. This lease shall also be subject and subordinate to the lien of any other mortgage which may at any time hereafter be or become a lien on demised premises. TENANT shall at all times hereafter, on demand, execute any instruments, releases

or other documents that may be required by any mortgages for the purpose of subletting and subordinating this lease to the lien of any such mortgages.

ARTICLE XIX

WAIVER OF COVENANTS

19.01 Failure of LANDLORD to insist, in any one or more instances, upon strict performance of any term, covenant, or condition of this lease, or to exercise any option herein contained shall be construed as a waiver, or a relinquishment for the future, of such term, covenant, condition or option, but same shall continue and remain in full force and effect. The receipt by LANDLORD of rents with knowledge of breach in any of the terms, covenants or conditions of this lease to be kept of performed TENANT shall not be deemed a waiver of such breach, and LANDLORD shall not be deemed to have waived any provision of this lease unless expressed in writing and signed by LANDLORD.

ARTICLE XX

RENTAL PAYMENT AND NOTICE

20.01 Each provision of this instrument or any of the applicable governmental laws, ordinances, regulations and other requirements with reference to the sending, mailing or delivery or any notice or the making of any payment by LANDLORD to TENANT or with reference to the sending, mailing or delivery of any notice to the making of payment by TENANT to LANDLORD shall be deemed to be complied with when and if the following steps are taken:

A. All rent and other payments required to be made by TENANT to LANDLORD hereunder shall be payable to LANDLORD in Bismarck, North Dakota, at the address set forth in Article 3, or at such other address as LANDLORD may specify from time to time by written notice delivered in accordance herewith.

B. All payments required to be made by LANDLORD to TENANT hereunder shall be payable to TENANT at the address set forth below, or at such other address within the continental United States as TENANT may specify from time to time by written notice delivered in accordance herewith.

C. Any notice or document required or permitted to be delivered hereunder shall be deemed to be delivered when deposited in the United States Mail, postage prepaid, Registered or Certified Mail, Return Receipt Requested, addressed to the parties hereto at the respective

address set out opposite their names below, or such other address as they have theretofore specified by written notice delivered in accordance herewith.

LANDLORD: Bis-Man Transit Board
3750 E. Rosser Ave.
Bismarck, ND 58501

TENANT: West River Transit.
3750 E. Rosser Ave.
Bismarck, ND 58501

ARTICLE XXI

TENANT TO SURRENDER PREMISES

21.01 Upon the expiration or the termination of the term of this lease, TENANT shall, at all expense:

- 1) Remove TENANT'S goods and effects and those of all persons claiming under TENANT;
- 2) Quit and deliver up the leased premises to LANDLORD, peaceably and quietly, in as good order and condition as the same were in on the date the term of this lease commenced or were thereafter placed in by LANDLORD and/or TENANT, reasonable wear and tear excepted.

ARTICLE XXII

HEATING AND AIR CONDITIONING

22.01 LANDLORD will furnish reasonable heat and air conditioning in main office areas during usual business hours and during usual and appropriate seasons.

ARTICLE XXIII

SHOWING PREMISES

23.01 LANDLORD shall have the right to show the leased premises for leasing at all reasonable times during the last six (6) months of this lease, or any extension thereof.

ARTICLE XXIV

MISCELLANEOUS

24.01 There are no understandings or agreements not incorporated in this lease except as may be provided in a written addendum signed and accepted by both parties. This is a North Dakota contract and shall be construed according to the laws of North Dakota. The captions in this lease are for convenience only and are not part of this lease. The covenants and agreement hereof shall as fully and completely bind the heirs, executors, administrators, legal representatives, successors and assigns of the parties hereto as if they had been specifically mentioned in each of said covenants and agreements. If any provision in this lease should for any reason be adjudged invalid or illegal, that provision shall be deemed omitted therefrom and shall not invalidate any other provision of this lease and remainder hereof shall remain in full force and effect.

Date: _____

LANDLORD:

BIS-MAN TRANSIT BOARD

BY: _____

ITS _____

ATTEST: _____

TENANT:

WEST RIVER TRANSIT

BY: _____

ITS _____

K

LEASE AGREEMENT

This lease agreement is made and entered into effect the 1st day of January, 2023

By and between Bis-Man Transit Board, referred to in this document as “LANDLORD.” And Jefferson Lines, referred to in this document as “TENANT.”

WITNESSETH

In consideration of the payment of rental as provided in this document and the covenants and agreement set forth in this document, the LANDLORD does demise and lease to the TENANT, and the TENANT does take and lease from the LANDLORD, a part of the premise situated within the City of Bismarck, County of Burleigh, State of North Dakota, more particularly described as follows:

A portion of the Bismarck-Mandan Intermodal Ground Transportation Facility consisting of 1960sq. ft. of office space and 10 parking spaces on the furthest southwest portion of the south parking area located at:

3750 E. Rosser Ave.
Bismarck, ND. 58501
In Miriam Industrial Park 3RD, Block 001

Referred to in this document as demised premises, premises, or the leased premises, together with all rights, privileges, easements, appurtenances and immunities belonging to or in any way pertaining to the said building upon the demised premises, subject to the following terms and conditions:

ARTICLE 1

TERM

1.01 To have and to hold the same for a term commencing on January 1, 2023, and ending on October 31, 2023.

ARTICLE II

USE OF LEASED PREMISES

2.01 The TENANT shall use the leased premises solely for the purpose of office, and storage space together with transit facilities and other transit operations generally associated therewith.

2.02 No change in the business use of the leased premises by the TENANT shall be made or permitted without the express written consent of the LANDLORD.

2.03 TENANT will not permit the demised to be used for any purpose which would render the insurance thereon void or the insurance risk more hazardous; it being understood and agreed that the use of the premises in the proper and ordinary conduct of the TENANTS business for the purposes set forth in this article shall not in any event be considered in violation of the paragraph.

ARTICLE III

RENT

3.01 TENANT agrees to pay LANDLORD a minimum rent for said leased premises, a total sum of \$20,574.40, payable at the rate of \$2,057.44 per month.

3.02 The monthly minimum rent shall be paid in advance of the first day of each month for in the lease term in lawful money of the United States to such other party or parties as LANDLORD may hereafter designate.

ARTICLE IV

UTILITIES

4.01 LANDLORD shall pay for utilities including electricity, water, and natural gas in the facility. Telephone services shall be paid by the individual TENANT.

ARTICLE V

REPAIRS AND COVENANT AGAINST WASTE

5.01 TENANT will, at its own expense, during the term of this lease or any extension thereof, keep the parts or portions of the demised premises furnished by the TENANT, in good order and repair, and keep them free from waste or nuisance of any kind. LANDLORD will, during the term of this lease or any extension thereof, keep the parking areas, hallways, parts, and portions furnished by the LANDLORD, and other common areas of the demised premises in good order and repair, and keep them free from waste or nuisance of any kind.

5.02 TENANT shall conserve heat, air conditioning, water, and electricity and shall use due care in the use of the leased premises, and of the public areas in the building, and without

qualifying the foregoing, shall not neglect or misuse water fixtures, electric lights and heating and air conditioning.

ARTICLE VI

RIGHT TO ENTER

6.01 LANDLORD, its agents and representatives may at any time and all reasonable times during the day and night enter to view and inspect the leased premises, or to clean and maintain the same, or to make repairs, or to make such improvements or changes in the leased premises or the building as LANDLORD may deem proper, upon giving reasonable notice to TENANT. The right of entry reserved in the immediately preceding sentence shall not be deemed to impose any greater obligation on LANDLORD to clean, maintain, repair or change the leased premises than is specifically provided in this lease. The LANDLORD, its agents or representatives may at any time in case of emergency enter the leased premises and do such acts as LANDLORD may deem proper in order to protect the leased premises, the building or any occupants of the building.

ARTICLE VII

ALTERATIONS

7.01 TENANT will not make any improvements, alterations of or additions to the leased premises without the written approval of LANDLORD, and all improvements, alterations, additions or changes which may be made by either of the parties hereto upon the leased premises, except movable furnishings and equipment, shall be property of LANDLORD, and shall remain upon and be surrendered with the leased premises, as part thereof, at the termination of the lease or any extension thereof. In connection with any alterations, TENANT shall furnish LANDLORD with assurances, including such bonds as LANDLORD deems necessary, that the contemplated alterations, additions, improvements or changes will be completed according to plan and will be paid for. TENANT will not permit any mechanics, laborers, or materialmen's liens to attach to the leased premises or the building for any labor material furnished to, or for the account of TENANT, or claimed to have been so furnished in connection with any work performed or claimed to have performed in, on or about the leased premises.

ARTICLE VIII

SIGNS

8.01 TENANT shall permit no signs to be placed outside the leased premises without LANDLORD approval, but shall have the right to letter the entrance to the leased premises, providing the size, style, text and color are first approved in writing by LANDLORD.

ARTICLE IX

RULES AND REGULATIONS

9.01 TENANT shall use the leased premises and the public areas in the building in accordance with such rules and regulations as may from time to time be made by LANDLORD for the general safety, comfort and convenience of the owners, occupants and tenant of the building, and shall cause TENANT'S customers, employees and invitees to abide by such rules and regulations.

ARTICLE X

ASSIGNMENT OF LEASE

10.01 TENANT shall not assign or sublet the whole or any part of this lease or the leased premises without the consent of the LANDLORD, but if such consent to assignment is given in writing by the LANDLORD, the TENANT shall be released from all performances of this lease for all TENANT obligations arising from and after the date of such agreement. Neither this lease nor any interest therein, nor any estate thereby created, shall pass to any trustee in bankruptcy, or any assignee for the benefit of creditors, or operation of law.

ARTICLE XI

FIRE OR OTHER CASUALTY

11.01 LANDLORD in the event of a partial or total destruction of the premises during the term hereof from any cause, LANDLORD shall with reasonable diligence repair the same, provided, however that in the event LANDLORD in its sole and absolute discretion determines it to be impractical to repair the premises, it may terminate this lease. In the event LANDLORD shall elect to repair the premises, this lease shall not terminate, but TENANT shall be entitled to a reduction to be calculated in the proportion that the tenantable portion of the leased premises bears to the entire leased premises. LANDLORD shall not be responsible to TENANT for damage to, or destruction of any furniture, equipment or improvements of TENANTS, or other changes made by TENANT in, on or about the leased premises.

ARTICLE XII

INDEMNITY

12.01 LANDLORD shall not be liable to TENANT or TENANT'S employees, agents, or visitors, or to any other person whomsoever, for any injury to person or damage to property on or about the demised premises, caused by the negligence or misconduct of TENANT, its agents, servants, or employees, or of any other person entering upon the premises under express or implied invitation of TENANT, or caused by the failure of TENANT'S obligation to keep clean, repair, and maintain the space and the TENANT agrees to indemnify and defend LANDLORD and hold it harmless from any and all loss, expense, attorney's fees or claims accruing out of such damage or injury.

12.02 Any injury to person or damage to property caused by the negligence of LANDLORD or by the failure of LANDLORD to repair and maintain, shall be the liability of LANDLORD and not of TENANT, and the LANDLORD agrees to indemnify and defend TENANT and hold it harmless from any and all loss, expense, attorney's fees or claims arising out of such damage.

ARTICLE XIII

INSURANCE

13.01 Without limiting TENANT'S liability hereunder, TENANT agrees, at its own cost and expense, to carry public liability insurance protecting LANDLORD and TENANT in the amount of One Million Dollars (\$1,000,000.00) for personal injuries sustained in any one accident, and Five Hundred Thousand Dollars (\$500,000.00) for property damage. All policies of insurance shall name both LANDLORD and TENANT as insures thereunder and shall protect the interest of LANDLORD for incidents that are caused by or contributed by the TENANT. Certificates of said insurance providing for not less the fifteen (15) days' notice to LANDLORD prior to cancellation thereof shall be furnished to LANDLORD prior to TENANT taking possession of the demised premises.

ARTICLE XIV

WAIVER OF SUBROGATION

14.01 Notwithstanding anything in the Lease to the contrary, if the building is damaged or destroyed by fire, or an extended coverage risk, TENANT, its agents, employees, representatives and invitees are hereby released from any liability by reason thereof to the extent of insurance proceeds realized by LANDLORD as a result of such damage or destruction. In no event shall any such release be applicable if so to do would work in contravention of any requirement in an applicable policy of insurance to the effect that if the insured waives subrogation, coverage is or may be void.

ARTICLE XV

EMINENT DOMAIN

15.01 If the entire building is taken by eminent domain, this lease shall be automatically terminates as of the date of taking. If a portion of the building is taken by eminent domain, LANDLORD shall have the right to terminate this lease by giving written notice thereof to TENANT within ninety (90) days after the date of taking. If a portion of the leased premises is taken by eminent domain and this lease is not thereby terminated, LANDLORD shall, at its expense restore the leased premises by TENANT, to as near the condition which existed immediately prior to the date of taking as reasonably possible, and rent shall abate during such period of time as the portion of the leased premises bears to the entire lease premises. All damages awarded for a taking under the power of eminent domain, whether for the whole or a part of the leased premises, shall belong to, and be the property of, LANDLORD, whether such damages shall be awarded as compensation for diminution in value to the leaseholder estate hereby created or to the fee of the leased premises provided, however that LANDLORD shall not be entitled to any award made to TENANT for loss of business, fair value of, and cost of removal of stock fixtures. The term "eminent domain" shall include the exercises of any similar governmental power and any purchase or other acquisition in lieu of condemnation.

ARTICLE XVI

HOLD OVER

16.01 Should TENANT, or any of its successors in interest hold over the leased premises, or any part thereof, after the expiration of the term of this lease, unless otherwise agreed in writing, such holding over shall constitute and be construed as a tenancy from month to month only. All obligations and duties imposed by this lease upon the LANDLORD and TENANT shall remain the same during any such period of occupancy.

ARTICLE XVII

DEFAULT OF TENANT

17.01 The following events shall be deemed to be events of default by TENANT under lease:

- (1) TENANT shall fail to pay any installment of the rent hereby reserved and such failure shall continue for a period of ten (10) days after written demand therefore shall have been made by LANDLORD.
- (2) TENANT shall fail to comply with any terms, provisions, or covenant of the lease, other than the payment of rent, and shall not cure such failure within three (3) days after written notice thereof to TENANT.
- (3) TENANT shall desert or vacate any substantial portion of the premises. Assignment or subletting by TENANT shall not be considered as an act of default.

Pursuit of any of the foregoing remedies shall not preclude pursuit of any of the other remedies herein provided, or any other remedies provided by law, nor shall pursuit of any remedy herein constitute a forfeiture or waiver of any rent due to LANDLORD hereunder, or any damage occurring to LANDLORD by reason of the violation of breach of any of the terms, provisions and covenants herein contained. The waiver by LANDLORD of any violation or breach of any of the terms, provisions, or covenants a waiver of any other violation or breach of any of the terms, provisions and covenants herein contained which may occur subsequent thereto. Forbearance by LANDLORD to enforce one or more of the remedies herein provided upon an event of default shall not be deemed to constitute a waiver of such default.

ARTICLE XVIII

SUBORDINATION

18.01 TENANT accepts this lease subject and subordinate to my mortgage or mortgages now a lien upon the demised premises. This lease shall also be subject and subordinate to the lien of any other mortgage which may at any time hereafter be or become a lien on demised premises. TENANT shall at all times hereafter, on demand, execute any instruments, releases or other documents that may be required by any mortgages for the purpose of subletting and subordinating this lease to the lien of any such mortgages.

ARTICLE XIX

WAIVER OF COVENANTS

19.01 Failure of LANDLORD to insist, in any one or more instances, upon strict performance of any term, covenant, or condition of this lease, or to exercise any option herein contained shall be construed as a waiver, or a relinquishment for the future, of such term, covenant, condition or option, but same shall continue and remain in full force and effect. The receipt by LANDLORD of rents with knowledge of breach in any of the terms, covenants or conditions of this lease to be kept of performed TENANT shall not be deemed a waiver of such breach, and LANDLORD shall not be deemed to have waived any provision of this lease unless expressed in writing and signed by LANDLORD.

ARTICLE XX

RENTAL PAYMENT AND NOTICE

20.01 Each provision of this instrument or any of the applicable governmental laws, ordinances, regulations and other requirements with reference to the sending, mailing or delivery or any notice or the making of any payment by LANDLORD to TENANT or with reference to the sending, mailing or delivery of any notice to the making of payment by TENANT to LANDLORD shall be deemed to be complied with when and if the following steps are taken:

A. All rent and other payments required to be made by TENANT to LANDLORD hereunder shall be payable to LANDLORD in Bismarck, North Dakota, at the address set forth in Article 3, or at such other address as LANDLORD may specify from time to time by written notice delivered in accordance herewith.

B. All payments required to be made by LANDLORD to TENANT hereunder shall be payable to TENANT at the address set forth below, or at such other address within the continental United States as TENANT may specify from time to time by written notice delivered in accordance herewith.

C. Any notice or document required or permitted to be delivered hereunder shall be deemed to be delivered when deposited in the United States Mail, postage prepaid, Registered or Certified Mail, Return Receipt Requested, addressed to the parties hereto at the respective address set out opposite their names below, or such other address as they have theretofore specified by written notice delivered in accordance herewith.

LANDLORD: Bis-Man Transit Board

3750 E. Rosser Ave.

Bismarck, ND 58501

TENANT: Jefferson Partners L.P.

DBA Jefferson Lines

2100 East 26th St

Minneapolis, MN 58404

ARTICLE XXI

TENANT TO SURRENDER PREMISES

21.01 Upon the expiration or the termination of the term of this lease, TENANT shall, at all expense:

- 1) Remove TENANT'S goods and effects and those of all persons claiming under TENANT;
- 2) Quit and deliver up the leased premises to LANDLORD, peaceably and quietly, in as good order and condition as the same were in on the date the term of this lease commenced or were thereafter placed in by LANDLORD and/or TENANT, reasonable wear and tear excepted.

ARTICLE XXII

HEATING AND AIR CONDITIONING

22.01 LANDLORD will furnish reasonable heat and air conditioning in main office areas during usual business hours and during usual and appropriate seasons.

ARTICLE XXIII

SHOWING PREMISES

23.01 LANDLORD shall have the right to show the leased premises for leasing at all reasonable times during the last six (6) months of this lease, or any extension thereof.

ARTICLE XXIV

MISCELLANEOUS

24.01 There are no understandings or agreements not incorporated in this lease except as may be provided in a written addendum signed and accepted by both parties. This is a North Dakota contract and shall be construed according to the laws of North Dakota. The captions in this lease are for convenience only and are not part of this lease. The covenants and agreement hereof shall as fully and completely bind the heirs, executors, administrators, legal representatives, successors and assigns of the parties hereto as if they had been specifically mentioned in each of said covenants and agreements. If any provision in this lease should for

any reason by adjudged invalid or illegal, that provision shall be deemed omitted therefrom and shall not invalidate any other provision of this lease and remainder hereof shall remain in full force and effect.

24.02 The agency contract extension is dependent on the acceptance of the lease agreement. If the TENANT chooses not to extend the agency contract, the TENANT can continue to execute a lease agreement with the LANDLORD; however, if the TENANT chooses to terminate the lease agreement, the TENANT will not be able to execute the agency contract extension.

Date: _____

LANDLORD:

BIS-MAN TRANSIT BOARD

BY: _____

ITS _____

ATTEST: _____

TENANT:

JEFFERSON LINES

BY: _____

ITS _____

