Bis-Man Transit Board Meeting

November 19, 2026, 11:30 AM
https://us02web.zoom.us/j/86954763686
Call in: +1 312 626 6799; Meeting ID: 869 5476 3686

Welcome & Introductions

Approval of Agenda

Consent Agenda

1. Previous Month's Minutes
    a. Attachment A – 2026/10/22 October Meeting
    b. Attachment B – 2026/11/16 Finance Committee Meeting

2. Financial Report
    a. Attachment C

3. Ride Stats
    a. Attachment D

4. 2026 Budget Amendment Approval
    a. Attachment E

5. 2026 Transit Asset Management Plan Update Approval Recommendation
    a. Attachment F

6. FY2028 5310, 5339 and State Aid Grant Application Approval Recommendation
    a. Attachment G

Public Comment

New Business

1. FY2027 Bis-Man Transit Budget Approval Recommendation
    a. Attachment H

2. Recommendation to Purchase 6 Cutaway Buses
    a. Attachment I

3. Bismarck & Mandan Sales Tax Request Approval
    a. Attachment J

4. Free Ride Day for Mandan Special Election - December 15th
    a. Attachment K

5. Eighth Annual Stuff the Bus Recommendation
    a. Attachment L

Executive Director Report – Attachment M

1. Ridership Update

Operations Report – Attachment N

Other Business

Adjourn

- **The next Board Meeting will be held on December 17, 2026, at 11:30 am.**

A

Bis-Man Transit Board Meeting

October 22, 2026, 11:30 AM
Via Zoom & In person at
3750 E Rosser Ave. Bismarck, ND 58501

Attending:	**Lynn Wolf, President**	**Lacey Long, Vice President**
	Glenn Lauinger	**DeNae Kautzmann, Secretary/Treasurer**
	Royce Schultze	**Karel Sovak**
	Helen Baumgartner	**Steve Heydt**
	Commissioner Connelly	**Commissioner Belohlavek**
Not Attending:	**Julie Horntvedt**	
Staff:	**Deidre Hughes**	**Mike Mundahl**
	Tammey Schutt	**Craig Thomas**
	Tom Reisenauer	
Guests:	**Trevor Vannett**	**Jason Tomanek**
	Paulette Jacobsen	**Susan Dingle**

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

Approval of Agenda: Karel moved to approve the agenda. Royce seconded the motion. Motion carried unanimously.

Consent Agenda: DeNae moved to approve the Consent Agenda without Attachment A - September's minutes. Glenn seconded the motion. Motion carried unanimously.

1. Previous Month's Minutes
    a. Attachment A – 2026/9/24 September Meeting
    b. Attachment B – 2026/10/19 Finance Committee Meeting

Glenn moved to approve the September minutes, with the correction that Glenn moved to accept the 2025 Audit completed by Brady Martz, not approve the audit. Karel seconded the motion. Motion was carried unanimously.

2. Financial Report - Attachment C

3. Ride Stats - Attachment D

4. 990 Tax Form Approval - Attachment E

Public Comment:

Trevor Vannett stated that he was in favor of discontinuing participation in the Medicaid program.

New Business

1. Parking Ramp MOU Discussion - Attachment F

Deidre explained the proposed Memorandum of Understanding (MOU). The City of Bismarck and the Parking Authority are considering a fifth downtown parking ramp with approximately 500 off-street spaces near the existing lot south of the UND Center for Family Medicine at Seventh Street and Thayer Avenue. Bis-Man Transit has been invited to participate in discussions about being a potential tenant for a transit hub. They are in the process of entering a RFP for design, and the City asked the Board to consider signing an MOU so Bis-Man Transit could provide input. Deidre identified Bismarck City Administrator Jason Tomanek as the appropriate contact for questions. Lynn added that the MOU would allow the Board or Executive Director to participate in discussions about the proposed ramp and its location. Karel moved to approve entering into the MOU with the non-binding section amended to add Bis-Man Transit as one of the parties to the language. Steve seconded the motion to move into discussion. Karel stated he had reviewed the Finance Committee minutes and noted their concerns about the location. He emphasized the importance of having a seat at the table and stated that concerns could be addressed through the process. He also noted that all parties could be named in the non-binding provision and that Jason could assist with revisions. DeNae reported that the Finance Committee had discussed the proposal at length. She said the non-binding provision should identify all parties to the agreement and noted that Bis-Man Transit would need guidance from the Transportation

Plan consultants regarding the feasibility of placing a transit hub in a parking ramp. DeNae stated that the Transit Development Plan consultants have knowledge of how a transit hub could fit into a parking garage and are best positioned to be involved in the discussion with the City of Bismarck. DeNae also stated the proposal presented to Bis-Man Transit was not workable, citing insufficient turning space, the need for buses to back out, pedestrian safety concerns, and limited room for expansion. DeNae asked whether they considered other locations, as the proposed site is not large enough to meet our needs. Craig agreed that the site was unsuitable from a safety and operational standpoint because of bus size, pedestrian traffic, and vehicle maneuvering requirements. Lynn asked for further discussion. Glenn noted that page eight of the MOU mentions the possibility of cost sharing but provides no other specifics on Bis-Man Transit's financial obligation. Glenn questioned if Bis-Man Transit will be expected to use all sales tax revenue to meet the financial obligation. Lynn asked Jason Tomanek to be brought to the table to answer these questions.

Bismarck City Administrator Jason Tomanek gave a brief history of the potential ramp project. The idea of a centrally located transit hub was included in the City of Bismarck's 2014 Downtown Subarea Study. At the time, the consultants involved in the study speculated that the parking lot adjacent to the old Public Health Building could work as a transit hub. At the time, the City owned that property; however, the current owners have no interest in this project today. The City also looked at sites owned by Burleigh County, and another site on Rosser currently occupied by Wells Fargo, but neither party was interested in selling. Jason clarified that no specifics on the financial implications to Bis-Man Transit had been determined at this time. Tomanek did say we would be charged rent as a tenant. Jason also said that not including Bis-Man Transit in the non-binding portion of the MOU was an oversight, and they will correct it.

Deidre stated that Bolton & Menk's transportation plan consultants were aware of the proposed location and had identified safety concerns with the preliminary concept design. Some concerns were that the space between bays is critical to allow ramp deployment (and comfortable walking space) when riders board. Five bus bays don't allow any service growth. This is a potential concern given the interest in a circulator route. Buses would have to drive through the pick-up/drop-off area for the Center for Family Medicine, assuming it is a private roadway. This is a safety concern, especially at the top of the hour when 5 buses are departing the station. Would 8th Street remain open to general traffic? This would also be a safety concern when buses back out of the bays. Referring to the cost-sharing provision on page 8, Glenn asked what costs Bis-Man Transit would be responsible for.

Jason clarified that no specifics on the financial implications to Bis-Man Transit had been determined at this time. Jason also said that not including Bis-Man Transit in the non-binding portion of the MOU was an oversight, and they will correct it.

Lynn called for a roll call vote. Motion was carried unanimously.

2. Upcoming Building Lease Renewal Recommendation - Attachment G

Deidre stated Bis-Man Transit has been renting space to West River Transit and Jefferson Lines for several years. West River Transit has been informed of another three-year lease and supports a long-term lease agreement with Bis-Man Transit. The annual rate proposed to West River for the 2027 calendar year is $12,739.20. Moving forward, the rent will increase by 3% annually, effective on January 1st. The 2027 annual rate proposed to Jefferson Lines is $31,704.75. DeNae moved to approve the three-year lease with West River Transit at a 3% annual rate increase and a one-year lease with Jefferson Lines for the bus depot at a 3% annual rate increase. Karel seconded the motion. Motion was carried unanimously.

3. Fuel Contract Acceptance - Attachment H

Deidre stated Bis-Man Transit currently receives a $.13 discount on each gallon of regular unleaded gasoline and diesel purchased through Tri Energy Cooperative. Due to the contract ending, staff issued another Invitation for Bid on August 26, 2026, with bids due September 28, 2026. Bis-Man Transit staff received two bid responses. Tri-Energy Cooperative met all requirements. Ryan & Dave's Fuel was not compliant because this fueling location was more than 2.5 miles from the transit facility, as required by the Invitation for Bid. The new discount amount will drop to $0.11 per gallon for the base year (November 1, 2026-October 31, 2027) as well as each additional option year. On 10/20/2026, Tri-Energy Cooperative agreed to maintain the $.13 discount on each gallon of regular unleaded gasoline and diesel fuel for the duration of our upcoming contract, pending Board approval.

DeNae moved to approve awarding the bid to Tri-Energy Cooperative at the new rate with a $ 0.13 discount. Glenn seconded the motion. Motion was carried unanimously.

Deidre said she has been speaking with Public Works, and we could purchase fuel from the City at a much lower price, but that information was not available in time for the board meeting. The current contract ends October 31st. Deidre stated that she would continue speaking with Public Works about purchasing fuel from the City.

4. Decommission and Disposal of 62 and 1910 Recommendation - Attachment I

Deidre stated that Bis-Man Transit is seeking approval to decommission and sell van 62 and bus 1910. Van 62 has exceeded its useful life in age and miles. It needs a new transmission, which was quoted at $8,133.71. The Kelly Blue Book value for this vehicle is between $2,895 and $3,845 without transmission issues. This vehicle is not in revenue service and is used as a lunch-break vehicle for fixed-route drivers and as a supervisor van. Bus 1910 was involved in a "not at fault" accident on June 17, 2026. Because of extensive damage, the insurance company deemed the bus a total loss. It has not exceeded its useful life in age or miles. If approved, the van will be sold at public auction, and the bus will be turned over to the insurance company. Bis-Man Transit will need to purchase replacements for both vehicles, but it has not been planned for this at this time.

She stated that Bis-Man Transit will retain funds from the private sale of the Dodge Grand Caravan unless the sale exceeds $10,000. Insurance proceeds for bus 1910 and funds from the sale of van 62 will be reserved for future vehicle replacements. Karel moved to approve the request to decommission and sell van 62 and bus 1910. DeNae seconded the motion. Motion was carried unanimously.

5. Free Ride Day Recommendation – November 3rd - Attachment J

Deidre stated that Bis-Man Transit has offered free rides for all elections in the past. Bis-Man Transit last offered a free ride day on June 9, 2026, for the local elections. Steve moved to approve free rides for both fixed-route and paratransit riders on November 3, 2026, with no limit on trip purpose. Karel seconded the motion. Motion was carried unanimously.

6. Medicaid Paratransit Trip Reimbursement Discussion - Attachment K

Deidre stated that Bis-Man Transit currently accepts Medicaid for paratransit medical trips. Due to new Medicaid regulations, Bis-Man Transit staff have been unable to request reimbursement for any riders charged to Medicaid since August 31, 2026. Staff continues to work with the state to recertify Bis-Man Transit. She said she spoke with Fargo, Grand Forks, and Minot; Bis-Man Transit is the only urban agency in the state that still allows medical trips to be charged to Medicaid. Because of the time involved in the billing process, these agencies have opted out. Staff had discussed current Medicaid issues with the Finance Committee, and the Finance Committee recommended suspending Medicaid charging effective November 15, 2026. DeNae moved to cease participation with the Medicaid program for transit effective November 15, 2026. Glenn seconded the motion. Motion was carried unanimously.

Executive Director Report – Attachment L

Deidre summarized her report, which was included in the board packet.

Operations Report – Attachment M

Craig summarized his report, which was included in the board packet.

DeNae moved to adjourn the meeting. Motion carried unanimously.

Meeting adjourned at 12:30 P.M.

The next Board Meeting will be held on November 19, 2026, at 11:30 am.

Bis-Man Transit Finance Committee
Meeting Minutes

November 16, 2026, 3:00 P.M.
Via Zoom

Attending: Lynn Wolf Glenn Lauinger

Staff: Deidre Hughes

Meeting was called to order at 3:09 pm.

Deidre presented the FY2028 5310, 5339, and State Aid Grant applications and summarized the requested projects. The finance committee recommends approval of all applications.

The committee reviewed the proposed budget amendment to move $36,000 from the Building Costs account to the Bus Camera account to ensure compliance with future audits and reviews. The Board approved the large expense in the bus camera account at the May meeting, and the amendment was briefly discussed then. The finance committee recommends approval of the proposed budget amendment.

Deidre presented the proposed fiscal year 2027 budget. She highlighted a correction she would make to the cash reserve line item, which would affect the projected 2027 sales tax request for Bismarck and Mandan. Deidre pointed out key income and expense accounts that changed significantly from the previous year. This includes the state aid paratransit amount, the addition of the cash reserve line item for capital purchases, an increase in insurance, a 5% increase in salaries, and an increase in the Non-FTA Expense account. The finance committee recommends approval of the proposed 2027 budget.

Deidre presented the request to purchase six cutaway buses to replace five existing buses and increase the paratransit fleet by one bus. If approved, the purchase will be through North Central Bus & Equipment. This purchase offers $17,694 in savings per bus compared to the last purchase. The finance committee recommends approval of the request to purchase six cutaway buses.

The committee reviewed the sales tax request for the City of Bismarck and Mandan. Deidre highlighted that the total request is slightly lower than what we budgeted for in 2026. Deidre also noted that a full analysis was conducted to develop the presented numbers, including the costs associated with the April service increases. The finance committee recommends submitting requests to the Cities of Bismarck and Mandan for $1,367,040 and $232,960, respectively.

Transit has provided free rides on the CAT bus and paratransit on election day. The City of Mandan requested that Bis-Man Transit provide free rides for the December 15th Special Election on Data Centers. The committee recommends that the board approve free rides on December 15th.

Deidre shared an update on the Medicaid trip reimbursement issue with the committee. She presented to the Bismarck City Commission on November 10th and addressed concerns then. She also noted that the State may be revisiting the new requirements, as a follow-up email was received on November 16th questioning our organization's driver hiring and monitoring policies.

Meeting adjourned at 4:02 P.M.

D

October 2026

MONTHLY REPORT

	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD
RIDERSHIP						
FIXED ROUTE	19,736	155,431	12,186	116,396	61.96%	33.54%
PARATRANSIT	9,365	82,137	8,267	78,697	13.28%	4.37%
DEMAND RESPONSE	4	122				
Total	29,105	237,690	20,453	195,093	42.30%	21.83%
FR AVG. DAILY BOARDINGS	730.96					
DR AVG. DAILY BOARDINGS	302.10					
DEM RESP AVG. DAILY BOARDINGS	1					

			Pass./Hour	Pass./Hour	Pass/Hour		
REVENUE HOURS	**Month**	**YTD**	**Month**	**YTD**	**PY YTD**	**PY YTD**	**% INC/DEC OVR PYTD**
FIXED ROUTE	2,560.50	22,427.08	7.71	6.93	6.39	18,217.1	23.11%
PARATRANSIT	3,683.06	33,602.07	2.54	2.44	2.61	30,124.5	11.54%
DEMAND RESPONSE	14.46	195.26	0.28	0.62		NA	
Total	6,258.02	56,224.41	4.65	4.23	4.0	48,341.5	

			Pass./Mile	Pass./Mile		
REVENUE MILES	**Month**	**YTD**	**Month**	**YTD**	**PY YTD**	**% INC/DEC OVR PYTD**
FIXED ROUTE	41,164	358,516	0.48	0.43	289,781	23.72%
PARATRANSIT	49,711	440,910	0.19	0.19	415,837	6.03%
DEMAND RESPONSE	79	1,154	0.05	0.11		
Total	90,954.07	800,579.67	0.32	0.30	705,618	13.46%

ON TIME PERFORMANCE	**Month**	**YTD**	**PY Month**	**PY YTD**	**% INC/DEC OVR PYM**	**% INC/DEC OVR PYTD**
FIXED ROUTE	80.23%	80.90%	82.79%	83.00%	-3.09%	-2.53%
PARATRANSIT	97.36%	97.36%	92.98%	94.26%	4.71%	3.29%

RIDERSHIP PER ROUTE				**% INC/DEC**
ROUTE	**Month**	**YTD**	**PY Month**	**#VALUE!**
BLACK	3806	29984	2493	52.7%
BLUE	2385	24081	1716	39.0%
GREEN	3883	28403	2810	38.2%
RED	1794	14890	1397	28.4%
ORANGE	5826	40871	2347	148.2%
PURPLE	2042	17202	1423	43.5%

RIDERSHIP BY DESTINATION	**Month**	**YTD**	**PY Month**	
(Included in 'Ridership U-Mary	433	3106	179	141.9%
Per Route' Numbers) UTTC	91	431	138	-34.1%
Bismarck Library	1064	8369	784	35.7%
Mandan Walmart	137	920	106	29.2%
Mandan Family Fare	426	4308	389	9.5%
CHI St Alexius	227	2661	*N/A*	

ACCIDENTS	**Month**	**Month at Fault**	**YTD**	**YTD at Fault**
FIXED ROUTE	0	0	6	4
PARATRANSIT	1	1	12	11
SERVICE VEHICLE	0	0	0	0
SENT TO INSURANCE	1		5	

COMPLAINTS	**Month**	**YTD**
FIXED ROUTE	1	10
PARATRANSIT	0	3
Office Staff	0	0

COMPLIMENTS	**Month**	**YTD**
FIXED ROUTE	0	1
PARATRANSIT	1	19
Office Staff	0	0

November 19, 2026

TO: Bis-Man Transit Board of Directors

FROM: Deidre Hughes, Executive Director

SUBJECT: FY26 Budget Amendment

BACKGROUND: The Board approved a live-view bus camera footage project on May 28, 2026, with a total cost of $48,629.81. This exceeds the approved 2026 budget.

DISCUSSION: There is a budget surplus in account 51403 Building costs. Staff is proposing moving $36,000 into account 50704E for Bus Cameras to cover the overage.

RECOMMENDATION: Staff recommends approval of the proposed budget amendment.

November 19, 2026

TO: Bis-Man Transit Board of Directors

FROM: Deidre Hughes, Executive Director

SUBJECT: Transit Asset Management Tier II Plan Recommendation

BACKGROUND: In 2022, the Bis-Man Transit Board adopted the current Transit Asset Management Plan (TAM). The plan includes the North Dakota State Department of Transportation template as well as forms and text specific to the Bis-Man Transit operations.

DISCUSSION: The updated NDDOT language and WeDriveU/Bis-Man Transit-specific forms have been included in the revised plan.

FINANCIAL IMPACT: None.

RECOMMENDATION: Staff recommends approval of the 2026 Transit Asset Management Plan.

TAM Plan

TAM Plan Name: North Dakota Department of Transportation-Local Government
TAM Plan Type: Group Plan Sponsor
Agency Name: North Dakota Department of Transportation
Account Executive Name: Becky Hanson
Last Modified Date: 08/26/2026

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 30 transit agencies based in the state of North Dakota; 23 are Rural agencies, 3 are Tribal, and 4 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	2025 Target	2026 Target	2027 Target	2028 Target	2029 Target	2030 Target
North Dakota Department of Transportation	Equipment	Non Revenue/Service Automobile		35%	27%	26%	25%	25%
North Dakota Department of Transportation	Equipment	Other Rubber Tire Vehicles		35%	29%	27%	25%	25%
North Dakota Department of Transportation	Facilities	Administration		0%	0%	0%	0%	0%
North Dakota Department of Transportation	Facilities	Maintenance		0%	0%	0%	0%	0%
North Dakota Department of Transportation	Revenue Vehicles	BU - Bus		15%	20%	18%	16%	16%
North Dakota Department of Transportation	Revenue Vehicles	CU - Cutaway Bus		15%	20%	18%	16%	15%
North Dakota Department of Transportation	Revenue Vehicles	MV - Mini-van		28%	28%	27%	26%	26%
North Dakota Department of Transportation	Revenue Vehicles	SV - Sport Utility Vehicle		35%	40%	35%	30%	30%
North Dakota Department of Transportation	Revenue Vehicles	VN - Van		35%	24%	24%	23%	20%

TAM and State of Good Repair (SGR) Policy

NDDOT is responsible for monitoring the use of FTA-funded vehicles and real property, such as land, facilities, and equipment. Assets that are not maintained in a state of good repair present potential risks, including safety, service unavailability and high maintenance and repair costs. As such, NDDOT oversees all assets purchased and leased under NDDOT grant agreements. Asset oversight is provided through asset inventory, maintenance performance reviews, and on-site inspections in Black Cat. Any programs or activities that receive federal transit Chapter 53 funding must comply with asset management requirements. Any agency receiving federal dollars either directly from FTA, pass-through NDDOT funds or both, must: • Maintain a complete, updated, and accurate inventory list • Track all federal assets from purchase to disposal • Develop and implement a written maintenance plan

Continuous Improvement

Continuous improvement is a core principle of effective asset management, ensuring that policies, practices, and decision-making processes evolve as

conditions, technologies, and organizational needs change. By regularly reviewing performance data, assessing risks, and evaluating outcomes, the organization strengthens its ability to optimize resources, enhance asset reliability, and support long-term service delivery. This ongoing cycle of learning and refinement helps maintain alignment with strategic goals, improves operational efficiency, and fosters a proactive culture focused on delivering consistent value to customers and stakeholders.

TAM Vision

The core of Transit Asset Management (TAM) is to minimize the cost or 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 Customer Service	Survey the public to determine perceptions regarding performance, safety and enhancements for service, Improve on-time performance, service operations, and vehicle and facility cleanliness. Reduces vehicle down-time.
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.
Better Data for Improved Stakeholder Communications	Enhances transparency and accountability, strengthening relationships with stakeholders. Delivers more accurate and timely information for effective communication with the agency board and customers. Leverages information technology to support efficient and effective communication.
Data Driven Decision Making	Better aligns expenditures with the transit agency’s goals and objectives to maximize the return on limited funds. Integrates lifecycle costs, risks, and performance trade-offs into both operations and capital planning. Enhances visibility into maintenance budgeting and clarifies other costs and financial risks associated with major component replacements. Improves understanding of how investments influence outcomes such as condition, safety, and operations, leading to more accurate estimates of system needs required to meet target conditions.

Subrecipients

Agency Name	Accountable Executive
Jefferson Lines	Steve Woelfel
Handi-Wheels	Karina Zimney
Williston Council for the Aging	Ashlee Karlin
Wildrose Public Transportation	Amber Haugenoe
West River Transit	Carol Anderson
Walsh County Transportation Program	Pam Landsem
Turtle Mountain Band of Chippewa Indian	Ron Trottier
Stark County Council on Aging / Elder Care	Jennifer Quigley
Southwest Transportation Services	Stephaine Fuchs
South Central Adult Services	Pat Hansen
Souris Basin Transit	Darrell Francis
Sitting Bull College	Pam Ternes
Pembina County Meals and Transportation	Sally Kliniske
Nutrition United	Larry Leonard
Kidder-Emmons County Senior Services	Lorrie Craven
Kenmare Wheels & Meals	Lisa Bartlett
James River Senior Citizens Center, Inc.	Maureen Wegenke
Hazen Busing Project	Sunny Brennan
Golden Valley/Billings County Council On Aging	Karen Schmelling
Dickey County Senior Citizens	Lori Baumbach
Devils Lake	Cathy Saele-Odendaal
City of Minot	Brian Horinka
Cavalier County Senior Meals & Services	Karrie Mikkelsen
Can-Do Transportation	Mindy Reimers
Bis-Man Transit Board	Deidre Hughes
Benson County Transportation	Laura Winson

Capital Asset Inventory

Asset Inventory Summary

Asset	Mode	Type of	Total	Avg	Avg	Avg Replacement	Total

Category/Class		Service	Number	Age	Mileage	Cost/Value	Replacement Cost/Value
Revenue Vehicles	**N/A**	**N/A**	**278**	**5.0**	**5,571**	**$0.00**	**$0.00**
BU - Bus	N/A	N/A	24	10.6	21,960	$0.00	$0.00
CU - Cutaway Bus	N/A	N/A	105	5.2	6,151	$0.00	$0.00
MV - Mini-van	N/A	N/A	119	4.0	1,550	$0.00	$0.00
SV - Sport Utility Vehicle	N/A	N/A	3	5.3	2,142	$0.00	$0.00
VN - Van	N/A	N/A	27	3.5	6,848	$0.00	$0.00
Equipment	**N/A**	**N/A**	**14**	**8.6**	**N/A**	**$23,350.36**	**$326,905.00**
Non Revenue/Service Automobile	N/A	N/A	6	8.7	N/A	$21,216.67	$127,300.00
Other Rubber Tire Vehicles	N/A	N/A	8	8.6	N/A	$24,950.63	$199,605.00
Facilities	**N/A**	**N/A**	**18**	**13.4**	**N/A**	**$0.00**	**$0.00**
Maintenance	N/A	N/A	16	13.4	N/A	$0.00	$0.00
Passenger Facilities	N/A	N/A	2	13.5	N/A	$0.00	$0.00

Condition Assessment

Asset Condition Summary

Asset Category/Class	Mode	Type of Service	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	**N/A**	**N/A**	**278**	**5.0**	**5,571**	**$0.00**	**$0.00**	**15%**	**N/A**	**N/A**
BU - Bus	N/A	N/A	24	10.6	21,960	$0.00	$0.00	42%	N/A	N/A
CU - Cutaway Bus	N/A	N/A	105	5.2	6,151	$0.00	$0.00	15%	N/A	N/A
MV - Mini-van	N/A	N/A	119	4.0	1,550	$0.00	$0.00	9%	N/A	N/A
SV - Sport Utility Vehicle	N/A	N/A	3	5.3	2,142	$0.00	$0.00	33%	N/A	N/A
VN - Van	N/A	N/A	27	3.5	6,848	$0.00	$0.00	7%	N/A	N/A
Equipment	**N/A**	**N/A**	**14**	**8.6**	**N/A**	**$23,350.36**	**$326,905.00**	**36%**	**N/A**	**N/A**
Non Revenue/Service Automobile	N/A	N/A	6	8.7	N/A	$21,216.67	$127,300.00	50%	N/A	N/A
Other Rubber Tire Vehicles	N/A	N/A	8	8.6	N/A	$24,950.63	$199,605.00	25%	N/A	N/A
Facilities	**N/A**	**N/A**	**18**	**13.4**	**N/A**	**$0.00**	**$0.00**	**N/A**	**N/A**	**0**
Maintenance	N/A	N/A	16	13.4	N/A	$0.00	$0.00	N/A	N/A	0
Passenger Facilities	N/A	N/A	2	13.5	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
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.
BlackCat Maintenance Module	A software system used to manage and record maintenance activities performed on capital assets tracking timely preventive maintenance tasks and alert to upcoming maintenance so making maintenance tracking more connected, efficient and visible.

Agency 3 - 5 Year Business Plans	Plans, budgets, and forecasts developed by the transit agency evaluate current economic conditions and project future financial standing based on anticipated expenses and revenues. These tools incorporate expected trends within local communities to support planning for future capital asset purchases and replacement costs.
Inspections	Biennial inspections of capital assets are conducted to support State of Good Repair efforts and to fulfill Quality Assurance and Condition Assessment requirements.
Funding Sources	The availability of federal, state, and local funding applied for by each public transportation agency can limit the ability to purchase new or replacement capital assets, as well as the capacity to maintain those assets throughout their useful life.

Unplanned Maintenance Approach

Unplanned maintenance needs are managed through a structured response process that prioritizes safety, service reliability, and timely corrective action. The agency monitors asset performance, identifies issues quickly, and allocates resources to address urgent repairs while minimizing disruptions to operations. Lessons learned from unplanned events are incorporated into maintenance planning, risk assessment, and lifecycle strategies to reduce future occurrences and strengthen overall asset reliability and resilience.

Disposal Strategy

Asset Category	Asset Class	Disposal Strategy	Updated Date
Revenue Vehicles	VN - Van	This asset category is removed/disposed per NDDOT disposal procedures.	
Revenue Vehicles	SV - Sport Utility Vehicle	This asset category is removed/disposed per NDDOT disposal procedures.	
Revenue Vehicles	MV - Mini-van	This asset category is removed/disposed per NDDOT disposal procedures.	
Revenue Vehicles	CU - Cutaway Bus	This asset category is removed/disposed per NDDOT disposal procedures.	
Revenue Vehicles	BU - Bus	This asset category is removed/disposed per NDDOT disposal procedures.	
Facilities	Maintenance	This asset category is removed/disposed per NDDOT disposal procedures.	
Facilities	Administration	This asset category is removed/disposed per NDDOT disposal procedures.	
Equipment	Other Rubber Tire Vehicles	This asset category is removed/disposed per NDDOT disposal procedures.	
Equipment	Non Revenue/Service Automobile	This asset category is removed/disposed per NDDOT disposal procedures.	

Investment Prioritization

Achieving and maintaining a State of Good Repair over the horizon period requires sustained investment in the rehabilitation, replacement, and modernization of capital assets. These investments ensure that critical infrastructure remains reliable, safe, and capable of supporting current and future service demands. By prioritizing funding based on asset condition, performance, and risk, the agency can address overdue needs, prevent the escalation of maintenance costs, and extend the useful life of key assets. A long-term, wellplanned investment strategy strengthens system resilience, aligns resources with strategic goals, and provides a clear roadmap for meeting State of Good Repair targets throughout the planning period.

Proposed Investments

Project Name	Project Year	Asset Category	Asset Class	Cost	Priority	Updated Date
Replacement/Expansion Vehicles	2027	Revenue Vehicles	VN - Van	$2,000,000.00	High	
Replacement/Expansion Vehicles	2027	Revenue Vehicles	MV - Mini-van	$1,000,000.00	High	
Replacement/Expansion Vehicles	2027	Revenue Vehicles	BU - Bus	$1,716,149.00	High	8/26/2026 10:23:31 AM
Replacement/Expansion Vehicles	2027	Revenue Vehicles	CU - Cutaway Bus	$1,771,063.00	High	8/26/2026 10:23:20 AM
Replacement/Expansion Vehicles	2027	Revenue Vehicles	CU - Cutaway Bus	$8,745,895.00	High	8/26/2026 10:23:09 AM
Dickinson Facility Renovation and Expansion	2028	Facilities	Administration	$2,000,000.00	Low	
Replacement/Expansion Vehicles	2028	Revenue Vehicles	MV - Mini-van	$1,000,000.00	High	
Replacement/Expansion Vehicles	2028	Revenue Vehicles	VN - Van	$1,500,000.00	Medium	
Replacement/Expansion Vehicles	2028	Revenue Vehicles	BU - Bus	$4,800,000.00	High	8/26/2026 10:27:53 AM
Replacement/Expansion	2028	Revenue	CU - Cutaway	$500,000.00	Medium	

Vehicles		Vehicles	Bus			

Signature

I, **Becky Hanson** , hereby confirm on **08/26/2026** that the information provided in this TAM Plan is complete.

Subrecipient Confirmation

Subrecipient Agency Name	Subrecipient Email Address	Confirmed By	Confirmed Date
Jefferson Lines			
Handi-Wheels			
Williston Council for the Aging			
Wildrose Public Transportation			
West River Transit			
Walsh County Transportation Program			
Turtle Mountain Band of Chippewa Indian			
Stark County Council on Aging / Elder Care			
Southwest Transportation Services			
South Central Adult Services			
Souris Basin Transit			
Sitting Bull College			
Pembina County Meals and Transportation			
Nutrition United			
Kidder-Emmons County Senior Services			
Kenmare Wheels & Meals			
James River Senior Citizens Center, Inc.			
Hazen Busing Project			
Golden Valley/Billings County Council On Aging			
Dickey County Senior Citizens			
Devils Lake			
City of Minot			
Cavalier County Senior Meals & Services			
Can-Do Transportation			
Bis-Man Transit Board			
Benson County Transportation			

NORTH Dakota | Transportation
Be Legendary.

NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
LOCAL GOVERNMENT-TRANSIT SECTION
TRANSIT ASSET MANAGEMENT (TAM)
ACCOUNTABLE EXECUTIVE FORM (2026)

Deidre Hughes, Director confirm that I am the Accountable Executive for The Bis-Man Transit Board

I certify that my transit is in compliance with the TAM Rule. My agency has met the TAM Plan requirements by:

☒ Participating in a Group Plan sponsored by the NDDOT.

☐ Completing our own TAM Plan and keeping it up-to-date. I have provided a copy of our TAM Plan to the State of North Dakota, Department of Transportation.

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

Signed,

Deidre Hughes
Name

3/4/2026
Date

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.

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 Finshes		
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.

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

	Interior Equipment	Rating	Repairs and Issues
	Bathroom Accessories		
1	Partitions		
2	Towel Dispensers		
3	Soap Dispensers		
4	Hand dryers		
5	Trash receptacles		
6	Toilet paper holders		
7	Mirrors		
8	Countertops		
9	Other Equipment		
	Elevators		
10	Cab wall finishes		
11	Cab floor finishes		
12	Cab ceiling finishes		
13	Controls		
14	Door Finish		
15	Other		
	Casework and Kitchen		
16	Cabinets		
17	Countertop		
18	Appliances		
19	Other		
	Specialty Equipment		
20	Finish		
21	Operation		
23	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		
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	Pnematic 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 holdling 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	Defibulators (AED)		
21	Defibulator (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.

WeDriveU®

PRE / POST TRIP INSPECTION REPORT

DATE: _____ **TIME (BEGIN):** _____

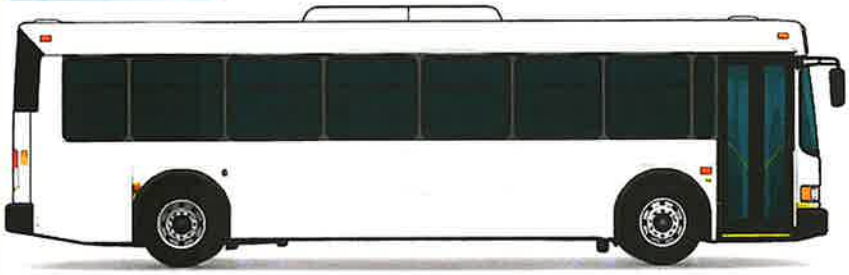
BUS #: _____ **TIME (END):** _____

ODOMETER (BEGIN): _____ **ODOMETER (END):** _____

☐ **PRE-TRIP** ☐ **POST-TRIP** **DRIVER NAME:** _____

INSPECT FOR DAMAGE – MARK ON DIAGRAM BELOW

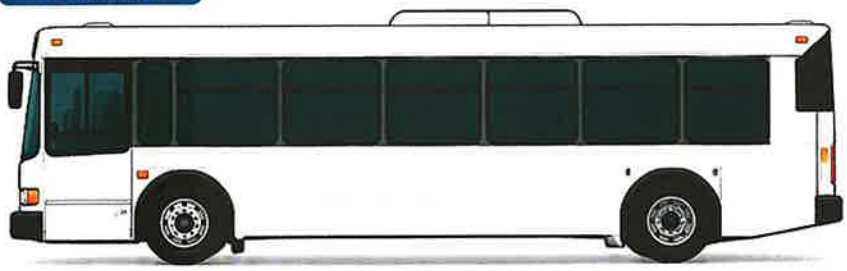
RIGHT SIDE



FRONT



LEFT SIDE



REAR



MARKINGS: X = DENT ○ = SCRATCH ~ = CRACK △ = MISSING / BROKEN ★ = OTHER

INSPECTION CHECKLIST

EXTERIOR

- ☐ Front bumper / fascia
- ☐ Rear bumper / fascia
- ☐ Side panels / body
- ☐ Windows / glass
- ☐ Mirrors
- ☐ Lights (head, tail, turn, brake, marker)
- ☐ Tires (condition / air pressure)
- ☐ Wheels / rims
- ☐ Roof / A/C unit
- ☐ Doors (operation / condition)
- ☐ Wheelchair lift / ramp (if applicable)

INTERIOR

- ☐ Driver area / dash
- ☐ Seats / seat belts
- ☐ Handrails / stanchions
- ☐ Flooring
- ☐ Windows (inside)
- ☐ Emergency exits
- ☐ Lighting
- ☐ HVAC / climate control
- ☐ Fire extinguisher (present / charged)
- ☐ First aid kit (present / stocked)

SAFETY EQUIPMENT

- ☐ Triangle kit
- ☐ Spare tire / tools
- ☐ Bloodborne pathogen kit

ADDITIONAL NOTES

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

DRIVER 1 SIGNATURE

Driver Name (Print): _____

Signature: _____

Date: _____

DRIVER 2 SIGNATURE

Driver Name (Print): _____

Signature: _____

Date: _____

WeDriveU®

PRE / POST TRIP INSPECTION REPORT

DATE: _____ **TIME (BEGIN):** _____

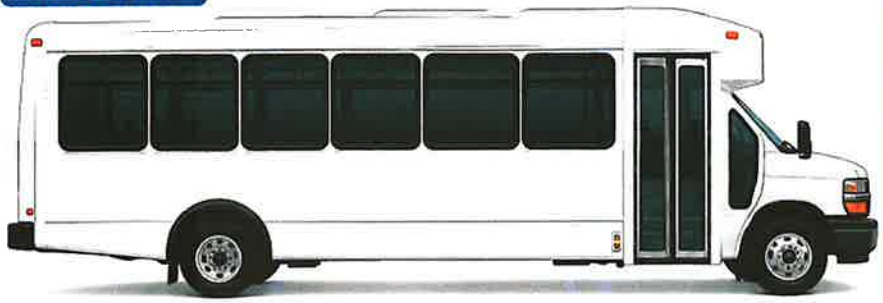
BUS #: _____ **TIME (END):** _____

ODOMETER (BEGIN): _____ **ODOMETER (END):** _____

☐ **PRE-TRIP** ☐ **POST-TRIP** **DRIVER NAME:** _____

INSPECT FOR DAMAGE – MARK ON DIAGRAM BELOW

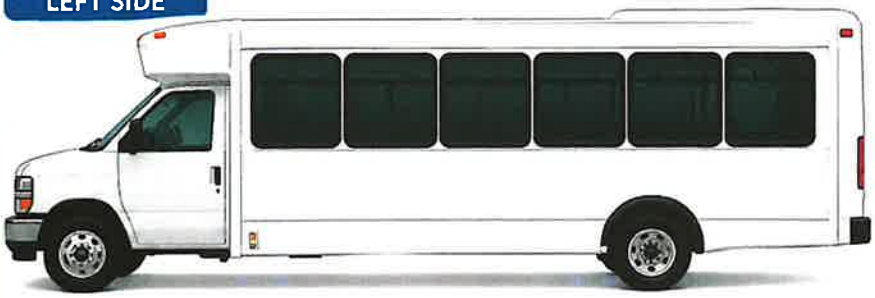
RIGHT SIDE



FRONT



LEFT SIDE



REAR



MARKINGS: X = DENT ○ = SCRATCH ~ = CRACK △ = MISSING / BROKEN ★ = OTHER

INSPECTION CHECKLIST

EXTERIOR

- ☐ Front bumper / fascia
- ☐ Rear bumper / fascia
- ☐ Side panels / body
- ☐ Windows / glass
- ☐ Mirrors
- ☐ Lights (head, tail, turn, brake, marker)
- ☐ Tires (condition / air pressure)
- ☐ Wheels / rims
- ☐ Roof / A/C unit
- ☐ Doors (operation / condition)
- ☐ Wheelchair lift / ramp (if applicable)

INTERIOR

- ☐ Driver area / dash
- ☐ Seats / seat belts
- ☐ Handrails / stanchions
- ☐ Flooring
- ☐ Windows (inside)
- ☐ Emergency exits
- ☐ Lighting
- ☐ HVAC / climate control
- ☐ Fire extinguisher (present / charged)
- ☐ First aid kit (present / stocked)

SAFETY EQUIPMENT

- ☐ Triangle kit
- ☐ Spare tire / tools
- ☐ Bloodborne pathogen kit

ADDITIONAL NOTES

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

DRIVER 1 SIGNATURE

Driver Name (Print): _____

Signature: _____

Date: _____

DRIVER 2 SIGNATURE

Driver Name (Print): _____

Signature: _____

Date: _____

Driver Vehicle Inspection Report (DVIR)

DVIR 1248503860 — Vehicle 2501|99570

Inspection Summary

Field	Value
DVIR ID	1248503860
Inspection Type	Post-trip
Safety Status	Safe to Operate
Created At	Oct 9, 2026 10:04 AM UTC
Author Signed At	Oct 9, 2026 10:08 AM UTC
Author (Driver)	Fred Faul
Location	Not recorded

Asset Details

Field	Value
Vehicle	2501|99570
VIN	1FDFE4FN8RDD10727
License Plate	G97262
Odometer	44,123 miles
Gateway Serial	GTABVR56J8
Gateway ID	GTAB-VR5-6J8
Gateway Model	VG55-NA
Trailer	None

Defects

No defects reported
This inspection recorded zero defects. Nothing needs correction, and there are no unresolved items carried over. Mechanic notes: none.

Signatures

Signature	Name	Status
Author / Driver	Fred Faul	Signed Oct 9, 2026 10:08 AM UTC
Mechanic / Agent	-	Not Signed
Next Driver	-	Not Signed

Mechanic and next-driver signatures are only required when defects need resolution. Because this DVIR reported no defects, those fields remain unsigned.

Walkaround Photos

Photo	Captured At (UTC)
Driver Side	Oct 9, 2026 10:05 AM
Front	Oct 9, 2026 10:06 AM
Passenger Side	Oct 9, 2026 10:06 AM
Back	Oct 9, 2026 10:06 AM

Four walkaround photos were captured and attached to this inspection. The images themselves remain viewable on the DVIR detail page in the Samsara dashboard; their download links are time-limited and are not embedded here.

Generated from Samsara DVIR record 1248503860. Timestamps in UTC. Odometer converted from 71,009,000 meters.

No defects reported
This inspection recorded zero defects. Nothing needs correction, and there are no unresolved items carried over. Mechanic notes: none.

Signatures

Signature	Name	Status
Author / Driver	Fred Faul	Signed Oct 9, 2026 10:08 AM UTC
Mechanic / Agent	-	Not Signed
Next Driver	-	Not Signed

Mechanic and next-driver signatures are only required when defects need resolution. Because this DVIR reported no defects, those fields remain unsigned.

Walkaround Photos

Photo	Captured At (UTC)
Driver Side	Oct 9, 2026 10:05 AM
Front	Oct 9, 2026 10:06 AM
Passenger Side	Oct 9, 2026 10:06 AM
Back	Oct 9, 2026 10:06 AM

Four walkaround photos were captured and attached to this inspection. The images themselves remain viewable on the DVIR detail page in the Samsara dashboard; their download links are time-limited and are not embedded here.

Generated from Samsara DVIR record 1248503860. Timestamps in UTC. Odometer converted from 71,009,000 meters.

Cutaway Van PMI Worksheet	**Type of PMI performed "X" the box**		
Revised 7/17/2025	A - State or Legally required	B PMI 5000 miles	C PMI 24000 miles
	Tech. Name		

Date	Unit #	CSC Name	CSC #	Current Odometer

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 assesments have been added to the PMI and Service sheet and are idicated by the symbol. 🔥 These items must be given special focus to elminate the potential for a thermal event.

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

Preperation	✓	Initials
Inspect and address Driver's DVIR write ups for the past 30 days		
Perform a road test (verify no leaks and adequate fluid levels prior)		
Perform brake performance testing and record the stopping distances. (ft.) Service Brakes: _____ @ 15MPH _____ @ 25 MPH _____ @ 45 MPH		
Section 1 - Operator's Area Inspection	**✓**	**Initials**
1.1 Inspect Driver's door, glass, coat hook, and step tread for wear and security.		
1.2 Check Driver's seat, seat controls, and mounting condition; lubricate railing if needed		
1.3 Check Driver's seat belt for proper operation, security and condition		
1.4 Check cleanliness of cab at Drivers seat; clean if needed		
1.5 Verify required vehicle documents and authorization forms are present.		
1.6 Turn key switch on and verify all dash warning indicators illuminate & pass self-test during start up		
1.7 Check neutral safety switch and starter operation		
1.8 Check service brake operation - Hydraulic stationary test, Vacuum, Accumulator, Electro-Hydraulic		
1.9 Inspect parking brake operation (test and hold at 800 RPM)		
1.10 Test interlock system for proper operation (if applicable)		
1.11 Check steering wheel and horn operation and condition, free play, and for binding from stop to stop		
1.12 Inspect dash, panels, switches and controls for security, condition, and proper operation		
1.13 Check turn signal, highbeam, DRL, and dash indicator lights for proper operation		
1.14 🔥 Check lighting of all gauges, warning lights, and alarms		
1.15 Check two way radio and speaker mounting		
1.16 🔥 Check wiring under dash		
1.17 Check transmission operation and controller		
1.18 Check for fault codes using diagnostic laptop		
1.19 Check & Record voltmeter at 1500 RPM -_____V		
1.20 Check & Record oil pressure reading at 1500 RPM -_____PSI		
1.21 Inspect windshield, side glass, inside mirror and sun visor(s)		
1.22 Check and secure for obstructions blocking drivers view, wires hanging, ceiling panels, etc		
1.23 Check wiper/washer (front/rear) operation and condition, top off fluid level		
1.24 🔥 Check heater and defroster operation		
1.25 🔥 Run Driver and passenger HVAC systems; verify temperature and blower operation		
1.26 🔥 Inspect HVAC air filter(s), clean or change if needed		
1.27 🔥 Check all switches and accessories, door locks, mirrors & windows		
1.28 Inspect brake and throttle pedal pads (alignment and condition)		
Section 2 - Interior Inspection	**✓**	**Initials**
2.1 🔥 Inspect doghouse cover - insulation, cables, springs and props		
2.2 🔥 Check all electrical panels condition and covers		
2.3 🔥 Check ALL interior lights		
2.4 Confirm Customer Bill of Rights and title VI Poster is posted (if applicable)		
2.5 Check interior decals and signage condition and up to date		
2.6 🔥 Inspect interior for cleanliness, graffiti, and loose projectiles; clean if needed		
2.7 Inspect floor condition, wheelchair hold-downs, and floor tracks		
2.8 Inspect evaporator and A/C unit (interior side) for mounting, visible leaks, or damage.		
2.9 🔥 Inspect A/C unit HVAC board		
2.10 Check mounted equipment – MDT, DriveCam, etc.		

Section 2 - Interior Inspection, Cont'd	✓	Initials
2.11 Confirm safety cone with vehicle number is present		
2.12 Inspect bodily fluid clean-up kit content and mounting (if equipped)		
2.13 🔥 Check safety equipment (First aid kit, Fire exting., chocks, triangles, etc.)		
2.14 Check passenger seat coverings, seatbelt and frame mounting and condition		
2.15 Inspect ALL passenger emergency and non-emergency windows, roof hatches and emergency alarms for operation		
2.16 Inspect stanchion rails for cleanliness, mounting and condition		
2.17 Inspect passenger door/exit door for proper operation, hinges, glass and step well		
2.18 Check passenger door emergency release operation and warning alarms		
2.19 Check passenger door step well lighting and exit lights		
2.20 Inspect exterior passenger steps		
2.21 Connect to dashcam and camera system - backup camera, 360 camera (if equipped) check for operation		
2.22 🔥 Inspect dashcam, exterior/interior camera lenses/housing condition and mounting		
Section 3 - Exterior Circle Inspection	**✓**	**Initials**
3.1 🔥 Turn on and check ALL exterior lights and lenses for security and condition (roof strobe, if equipped)		
3.2 🔥 Inspect mirror mountings, brackets and glass		
3.3 Check back-up lights and alarm for operation		
3.4 🔥 Inspect license plate lights and ensure tags are in place (front and rear)		
3.5 Inspect and operate bike rack for condition, mounting and security		
3.6 Inspect bumpers front and rear		
3.7 Inspect wheel well moldings for condition and mounting		
3.8 🔥 Check wheels for cracks, loose lugs, outer hub oil leaks, and tire manufactory date		
3.9 Check valve stems and verify valve caps are present		
3.10 Inspect for mismatched tire tread or casing design. Check and record tire pressures and tread depth; correct as needed		

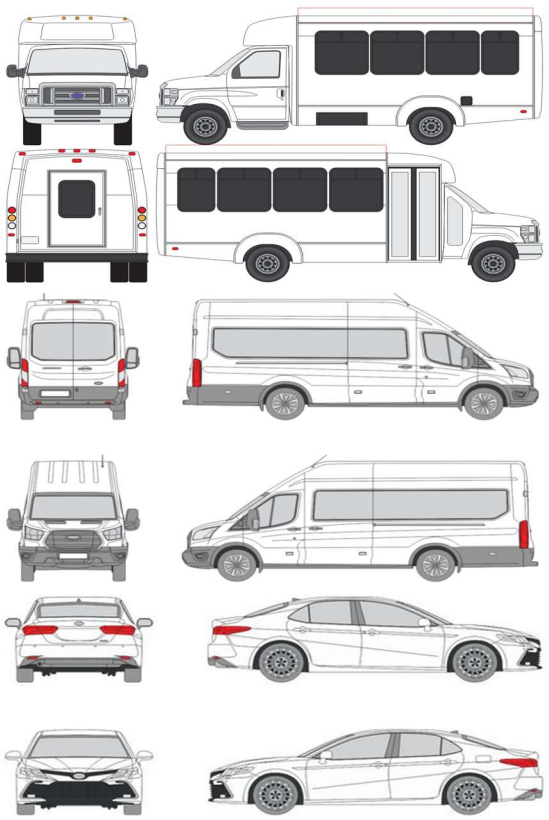
Tires & Wheel Torques

Intial Pres.		Correted Pres.		Tread Depth	
LF		LF		LF 32nds	
RF		RF		RF 32nds	
RRO		RRO		RRO 32nds	
RRI		RRI		RRI 32nds	
LRO		LRO		LRO 32nds	
LRI		LRI		LRI 32nds	
	✓				✓ Drum/Rotor Read.

A, B, C PMI Torque Checks			Full Wheel Pull & Retorque to be complete on all D & Annual PMI's			
	LF			LF		
	RF			RF		
	RR			RR		
	LR			LR		

3.11 Inspect all windows and glass for security and condition		
3.12 Inspect Kazoo/Vactuator valves on all drain lines		
3.13 Inspect wiper blades and arms		
3.14 🔥 Inspect fuel door and cap for proper fit and condition		
3.15 Inspect rear door assembly (if applicable)		
3.16 Ensure that all proper local, State/Provincial and Company decals are in place		
3.17 Inspect required decals (bus numbers, logos, DOT, batt. disconnect, etc.) are present and condition		
3.18 Inspect reflective markings for proper placement and condition		
3.19 Inspect A/C unit for visible leaks or damage (exterior side)		

Section 3 - Exterior Circle Inspection, cont'd	✓	Initials
3.20 Check operation of the engine and observe exhaust for excessive smoke/soot		
3.21 Inspect vehicle body for corrosion, damages, etc – record findings		



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 and charge air cooler (If Applicable) mounting and condition		
4.4 Pressure test cooling system and radiator cap		
4.5 Test and record coolant freeze protection level -_____°F		
4.6 Inspect coolant recovery system, hoses and clamps		
4.7 Inspect fan clutch assembly, shroud condition, and check for excessive play		
4.8 Check all belts and belt-driven components for tension and condition		
4.9 Check alternator mounting and all cables		
4.10 Inspect A/C compressor mounting and lines		
4.11 Check engine exhaust system and for leaks		
4.12 Check all fluid levels and fluid leaks (power steering, brake, oil, transmission, etc.)		
4.13 Inspect intake system and filter (replace if needed)		
4.14 Inspect hydraulic/vacuum master cylinder, booster unit, and reservoir		
4.15 Inspect all power steering hoses and lines		
4.16 Inspect fuel pump and all fuel lines mounting and condition		
4.17 Inspect ignition coils, spark plug wires, etc.		
4.18 Inspect steering gear box for leaks and mounting		
4.19 Inspect water pump for play and visible leakage from weep hole		
4.20 Inspect engine compartment wiring harnesses and main grounds		
4.21 Inspect ALL battery cables from the battery for securement, mounting and condition		
4.22 Inspect batteries for leaks, condition and mounting; check and clean terminal connections		
4.23 Check battery tray condition and security		
4.24 Load test batteries and record readings #1 _____V _____CCA | #2 _____V _____CCA | #3 _____V _____CCA		
4.25 Test and record alternator output - _____ Volts _____ Amps		
4.26 Inspect and operate battery disconnect switch (if equipped)		
Section 5 - Under Vehicle Inspection	**✓**	**Initials**
5.1 Lubricate ALL grease fittings (Chassis and Accessories)		

Section 5 - Under Vehicle Inspection, cont'd	✓	Initials
5.2 Lubricate and Inspect steering shaft and u-joints for play		
5.3 Check ALL ball joint play		
5.4 Check front and rear end alignment		
5.5 Check FRONT wheel bearings for excessive play		
5.6 Inspect FRONT axle springs, shocks, and suspension		
5.7 Inspect FRONT axle inner wheel seal for leaks		
5.8 Inspect FRONT ABS tone rings, sensors and routing of cables		
5.9 Inspect engine and transmission mounts		
5.10 Check engine and transmission for leaks		
5.11 Inspect radiator and charge air cooler		
5.12 Inspect A/C condenser security and mounting		
5.13 Inspect vibration damper		
5.14 Inspect fans for proper operation and condition		
5.15 Inspect all battery cables running from battery for securement, mounting, and condition		
5.16 Inspect starter and cables		
5.17 Check engine exhaust system		
5.18 Inspect shift cable and adjustment (all transmissions)		
5.19 Check parking brake shoes for wear and contamination (transmission-mounted, if equipped)		
5.20 Inspect parking brake cable for routing and condition		
5.21 Inspect driveline: hanger bearings, U-joints, slip joints, and proper phasing		
5.22 Check chassis and frame welds, corrosion, and undercoating condition		
5.23 Inspect REAR axle springs, shocks and suspension		
5.24 Inspect REAR axle hubs and wheel seal for oil leaks		
5.25 Check REAR wheel bearings for excessive play		
5.26 Inspect rear axle housing, pinion, seal, and breather condition, mounting and or cracks		
5.27 Check rear axle oil level - condition, metal flakes		
5.28 FORD: Check I-Beam mounting and condition		
5.29 Inspect REAR axle ABS tone ring, sensors and routing of cables		
5.30 Check fuel tank, mounting and all lines		
5.31 Inspect mud flaps and brackets		
5.32 Check and torque all wheels for proper compliance with Wheel Torque SOP		
Section 6 - Brake Inspection	**✓**	**Initials**
Remove wheels as needed to obtain accurate measurements		
6.1 Inspect and record FRONT axle brake lining/pad thickness LF - _____ RF - _____		
6.2 Inspect and record FRONT axle rotors thickness and condition LF - _____ RF - _____		
6.3 Inspect FRONT axle brake components for mounting and condition		
6.4 6.5 Inspect and reccord REAR axle brake lining/pad thickness LR - _____ RR - _____		
6.5 Inspect and record REAR axle rotors/drums thickness and condition LR - _____ RR - _____		
6.6 Inspect REAR axke brake components for mounting and condition		
6.7 Inspect ALL brake lines and hoses for securement and leaks		
6.8 Check and torque all wheels for proper compliance with Torque SOP		
Section 7 - Wheelchair Lift or Ramp Inspection	**✓**	**Initials**
7.1 Inspect the lift/ramp battery, terminals, cables and wiring harness for condition and security		
7.2 Inspect the lift/ramp door and catches are in good condition		
7.3 Lift/ramp operation instructions are posted and switches properly mounted		
7.4 Inspect lift/ramp padding, tread and cover is in good condition		
7.5 Lift is securely mounted and all mounting hardware (e.g., pivot and pins) are in good condition and secured		
7.6 Inspect hydraulic cylinder, seals and hoses are in good condition and no leaks		
7.7 Inspect wheelchair lift/ramp safety switch/lights		
7.8 Lift/ramp platform unfolds smoothly and comes to a level position		
7.9 Lift/ramp travels up and down at a proper speed, correct alignment and no binding		
7.10 Inboard and outboard roll stops work properly		
7.11 Occupant restraint belt is in good condition and seat belt cutter is in place		
7.12 Does the lift/ramp work in manual mode		
7.13 Clean and lubricate entire lift/ramp according to manufacturer specifications		
7.14 Inspect all wheelchair tie-down straps, brackets and floor track for condition and mounting		
7.15 Check all unused tie-down straps are properly stored in a secure container		

Preventative Maintenance Inspection - The items in the above inspection have been found to be satisfactory other than items marked with an "O".
This siganture 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 5,000 mile Inspection ADD-ON's	✓	Initials
Change the engine oil and filter (OEM Recommended oil type)		
Clean/Change the Cabin air filters		
NEXT GEN/FRONTRUNNER: Grease Ventura's door spiral cable		

60,000 mile Interval ADD-ON's	✓	Initials
Change the spark plugs		
Change the transmission oil and filter (OEM Recommended oil type)		

B-PMI 24,000 mile Inspection ADD-ON's	✓	Initials
Change the engine oil and filter (OEM Recommended oil type)		
Change the engine intake air filter		
Change the fuel filter		
Clean/Change cabin air filters		

102,000 mile Interval ADD-ON's	✓	Initials
Change the engine belts		
Change the differential oil (OEM Recommended oil type)		

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 (i.e. paint, decals, cosmetic, 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
				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
				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
				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:

Transit Bus PMI Worksheet	**Type of PMI performed "X" the box**	B PMI 6000 miles	D PMI 18000 miles
Revised 7/15/2025	A - State or Legally required	C PMI 12000 miles	E PMI 24000 miles
	Tech. Name		

Date	Unit #	CSC Name	CSC #	Current Odometer

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 assesments have been added to the PMI and Service sheet and are idicated by this symbol - 🔥 These items must be given special focus to elminate the potential for a thermal event.

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

Preperation	✓	Initials
Inspect and address Driver's DVIR write ups for the past 30 days		
Review the last 3 PMI forms		
Check for leaks and check all fluid levels to insure safe road test		
Section 1 - Operator's Area Inspection	**✓**	**Initials**
1.1 Inspect vehicle authorization forms (registration and insurance)		
1.2 Inspect ALL required decal condition		
1.3 🔥 Inspect passenger door step well, lighting, step tread and cleanliness		
1.4 Inspect passenger doors assembly, control rods, bushings, pivots, etc.		
1.5 Inspect passenger door emergency release operation		
1.6 Check front door operation and record front door speed (2–3 seconds)		
1.7 Inspect hand rail and stanchions for mounting and condition		
1.8 Inspect windshield, side glass, sun visor and inside mirror		
1.9 Check and secure for obstructions blocking driver's view, wires hanging, ceiling panels, etc.		
1.10 Inspect safety equipment (First aid kit, triangles, fire extinguisher, etc.)		
1.11 Inspect driver's seat covering condition and cleanliness		
1.12 Inspect driver seat seatbelt for security, mounting and condition		
1.13 Inspect driver's seat frame for adjustability, mounting and condition (Lubricate if needed)		
1.14 Check driver's coat hook		
1.15 Inspect steering shaft and linkage		
1.16 Inspect steering column and check adjustment		
1.17 Inspect steering wheel free play and condition		
1.18 Inspect steering dampener and protective sleeve		
1.19 Check and turn on master switch		
1.20 Inspect dash condition		
1.21 Inspect all driver's dashboard switches and controls for operation and condition		
1.22 Inspect all gauges and indicators for operation and illumination		
1.23 Inspect starter lockout system / neutral safety switch		
1.24 🔥 Inspect all dash warning lights and alarms		
1.25 🔥 Inspect starter operation		
1.26 🔥 Check parking brake operation		
1.27 Inspect air and/or electric horn operation		
1.28 Inspect Drive Cam for operational status		
1.29 Connect to dashcam, interior/exterior cameras and inspect for proper operation		
1.30 Inspect dashcam, interior/exterior camera lenses/housing condition and mounting		
1.31 Inspect radio/speaker mounting and test operation		
1.32 Inspect operation of accessories and PA mic system throughout		
1.33 Inspect wiper blades/arms and washer operation and condition		
1.34 🔥 Inspect heater and defroster operation and controls		
1.35 🔥 Inspect HVAC operation and check temperature output		
1.36 Operate "kneel" to ensure vehicle lowers & raises to proper ride height		
1.37 Test interlock system		
1.38 Inspect fast idle operation		
1.39 Inspect and record voltmeter @ 1500 RPM -_____V		
1.40 Inspect and record oil pressure @ 1500 RPM - _____PSI		
1.41 Inspect auto transmission operation and controller		
1.42 Inspect service brake vehicle in motion (5 MPH		
1.43 Inspect service brake back-up system (stationary brake test)		
Section 2 - Interior Inspection	**✓**	**Initials**
2.1 🔥 Inspect wiring under the dash for cleanliness, mounting and condition		

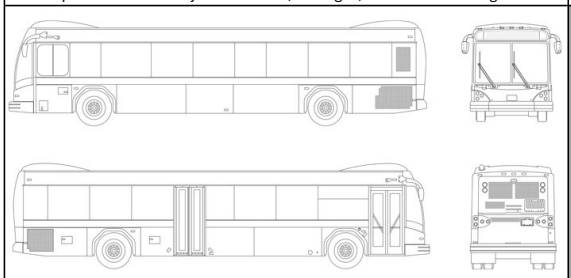
Section 2 - Interior Inspection, Cont'd	✓	Initials
2.2 Inspect brake and accelerator pedal for mounting and condition		
2.3 Check ALL interior decals, up to date and condition		
2.4 🔥 Inspect all interior electrical panels condition and fastened		
2.5 🔥 Inspect ALL interior lights, overhead lighting		
2.6 Inspect interior for cleanliness and for possible projectiles (Clean if needed)		
2.7 Inspect floors, aisle and trim		
2.8 Inspect ALL passenger seat coverings/frame for mounting and condition		
2.9 Inspect operation of ADA folding seats/floor track, ADA wheelchair straps condition and operation		
2.10 Operate "Pull/Push to Stop" cable/button to test operation		
2.11 Inspect ALL passenger emergency and non-emergency windows, roof hatches and emergency alarms for operation		
2.12 Clean and lubricate emergency window latch assemblies		
2.13 Inspect passenger assist straps for security, mounting and condition		
2.14 Inspect evaporator security, mounting and condition		
2.15 🔥 Inspect all HVAC filters, clean or replace as needed		
2.16 Inspect passenger door and glass		
2.17 Operate doors to ensure doors will open when obstructed (sensitivity feature)		
2.18 Inspect camera system for operation		
2.19 Inspect Automatic people counter for operation, mounting and condition		
2.20 Inspect CAD/AVL System for operation		
2.21 Connect diagnostic software and inspect for fault codes		
Section 3 - Exterior Circle Inspection	**✓**	**Initials**
3.1 Inspect proper local, state, provincial and company decals are present		
3.2 Inspect proper decals such as bus numbers, logos, batt. disconnect, dot numbers are present and in good condition		
3.3 Inspect ALL mirror mounts, brackets and glass		
3.4 🔥 Inspect ALL exterior lights, step well light and back-up alarm		
3.5 Inspect ALL lights, lenses for proper security, operation, condition and orientation		
3.6 Inspect front axle hub oil level, top off levels as needed		
3.7 🔥 Inspect tire condition fronts and duals for irregular wear		
3.8 Inspect wheels for cracks, corrosion, loose lugs and outer hub leaks		
3.9 Inspect tire valve stem and caps		
3.10 Inspect for mismatched tire tread or casing design. Check and record tire pressures and tread depth; correct as needed		

Tires & Wheel Torques

Intial Pres.		Correted Pres.		Tread Depth	
LF		LF		LF 32nds	
RF		RF		RF 32nds	
RRO		RRO		RRO 32nds	
RRI		RRI		RRI 32nds	
LRO		LRO		LRO 32nds	
LRI		LRI		LRI 32nds	
L. Tag		L. Tag		L. Tag 32nds	
R. Tag		R. Tag		R. Tag 32nds	

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

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

Section 3 - Exterior Circle Inspection, cont'd	✓	Initials
3.11 Inspect destination sign illumination, mounting and condition		
3.12 Inspect and operate bike rack for condition, mounting and security		
3.13 Open front panel and inspect wiper linkage and motor for mounting/condition and pivot operation		
3.14 Inspect bumpers front and rear mounting and condition		
3.15 Inspect all exterior electrical panels for proper sealing and proper wire routing.		
3.16 Inspect all exterior panels, storage and accessory doors as they present, hinges and latches		
3.17 Inspect the entire body for corrosion, damages, etc - record findings		
		
3.18 Inspect window weather stripping for mounting and condition		
3.19 Check body paint/vinyl condition and clean any graffiti		
3.20 Check panels and rivets		
3.21 Measure air ride height bottom exit step (Max 15 inches)		
3.22 Check wheel well moldings		
3.23 Inspect vehicle for all proper markings and conditions		
3.24 Inspect license plate, bracket and lights		
3.25 Inspect Fuel / Def door, caps and neck condition and for leaks		
3.26 Inspect battery box door and tray frame mounting and condition		
3.27 Inspect all battery cables and connections, routing, mounting and condition		
3.28 Inspect battery disconnect switch operation, mounting and condition		
3.29 Inspect batteries for leaks, security and condition. Clean terminals as needed.		
3.30 Load test batteries and record CCA and voltage readings #1 _____V _____CCA | #2 _____V _____CCA | #3 _____V _____CCA		
3.31 Test and record alternator output - _____ Volts _____ Amps		
3.32 Deploy wheel chair ramp/lift, cycle twice to confirm operation		
3.33 Inspect rear pass. door assembly and operation, seals and latches.		
3.34 Inspect rear passenger door control rods, bushings, anchors, and pivot arms.		
3.35 Inspect paseenger doors and step well cleanliness, structure, and lighting		
3.36 Lubricate all passenger doors and accessories with spray lubricant and or grease zerks		
Section 4 - Engine Compartment Inspection	✓	Initials
4.1 Inspect engine door - cables, hinges, shocks and latches, for mounting and condition		
4.2 Inspect engine compartment for any potential fire risks		
4.3 Inspect radiator/charge air cooler for leaks, security, mounting and condition.		
4.4 Inspect fan and shroud		
4.5 Check belt guard condition and mounting		
4.6 Inspect all belts, condition and routing		
4.7 Inspect all belt driven components		
4.8 Check water pump weep hole for coolant leakage		
4.9 Inspect alternator mounting and condition		
4.10 Inspect A/C compressor, mounts and lines		
4.11 Inspect turbocharger, mounts and hoses		
4.12 Inspect engine exhaust system		
4.13 Inspect for fluid leaks of any kind, top off all levels (Including DEF)		
4.14 Pressure test cooling system and radiator cap		
4.15 Inspect and record anti-freeze protection level - _____°F		
4.16 Inspect coolant recover system, tank hoses, and clamps		
4.17 Inspect all coolant hoses for leaks, routing, condition, and clamps		
4.18 Inspect Intake system and Vactuator valve (Clean as necessary)		
4.19 Inspect and record air filter restriction reading		
4.20 Inspect CCV filter, housing, and hoses		
4.21 Inspect ALL electrical "main" grounds		

Section 4 - Engine Compartment Inspection, cont'd	✓	Initials
4.22 Inspect all engine compartment wiring harnesses		
4.23 Check air compressor intake/outlet hose, oil feed line, coolant lines for condition and sealing		
4.24 Inspect all power steering hoses, routing, condition, and clamps.		
4.25 Inspect fuel pump and ALL fuel lines		
4.26 Inspect cold weather starting aids		
4.27 Inspect engine operation, check for excessive smoke		
Section 5 - Under Vehicle Inspection	✓	Initials
5.1 Drain and Inspect ALL air tanks for security, mounting and condition (mark tanks - primary, secondary, wet, dry, etc.)		
5.2 Inspect steering box security, mounting and condition		
5.3 Inspect FRONT axle springs, shocks, steering linkage, radius/control arms, air bellows and suspension.		
5.4 Inspect FRONT axle inner wheel seals for leaks		
5.5 Inspect FRONT axle ABS tone rings, sensors and cables		
5.6 Inspect FRONT wheel hub, knuckle housing, or stub axle for mounting, condition and or cracks		
5.7 Inspect King Pins / Ball joint wear (both sides)		
5.8 Inspect all body mounts, frame rails, and hold downs		
5.9 Check rear axle oil level (Fill as needed)		
5.10 Inspect rear axle housing, pinion, seal, and breather condition, mounting and or cracks		
5.11 Inspect driveline, carrier bearing, ujoints/slip yokes, and safety loop		
5.12 Inspect REAR axle springs, shocks, air bellows, control arms, radius rods, leveling valves, suspension etc		
5.13 Inspect REAR axle wheel seals for leaks		
5.14 Inspect REAR axle ABS tone rings, sensors, and cable routing		
5.15 Inspect REAR wheel hub and axle spindle ends for wear, damages, or cracks.		
5.16 Inspect TAG axle springs, shocks, air bellows, control arms, radius rods, leveling valves, etc.		
5.17 Inspect TAG axle wheel seals for leaks		
5.18 Inspect TAG axle ABS tone rings, sensors, and cable routing		
5.19 Inspect TAG wheel hub, knuckle housing, or stub axle for mounting, condition and or cracks		
5.20 Inspect fuel tank and hoses for leaks, security, mounting and condition		
5.21 Inspect mud flaps and brackets		
5.22 Inspect transmission for leaks		
5.23 Inspect transmission mounts and wiring harness for security, mounting and condition		
5.24 Inspect battery cables, routing and condition from battery box		
5.25 Inspect A/C Condensor for security, mounting and condition		
5.26 Inspect exhaust piping and hangers for leaks, mounting and condition		
5.27 Inspect lower portion of radiator/charge air cooler mounting and condition		
5.28 Inspect vibration dampener		
5.29 Inspect starter, cables for routing, security, mounting and condition		
5.30 Inspect undercarriage framing, weld conditions, undercoating, and for any damages		
5.31 Lubricate all zerk fittings on (chassis and accesories)		
Section 6 - Brake Inspection	✓	Initials
Remove wheels as needed to obtain accurate measurements		
6.1 Inspect and record FRONT axle brake lining/pads thickness in 32nds/inch LF - _____ RF - _____		
6.2 Inspect and record FRONT axle rotors/drums thickness and condition LF - _____ RF - _____		
6.3 Inspect FRONT axle brake assemblies, operation, mounting and condition		
6.4 Inspect and record REAR axle brake lining/pads thickness in 32nds/inch LR - _____ RR - _____		
6.5 Inspect and record REAR axle rotors/drums thickness and condition LR - _____ RR - _____		
6.6 Inspect REAR axle brake assemblies, operation, mounting and condition		
6.7 Inspect and record TAG axle brake lining/pads thickness in 32nds/inch L Tag - _____ R Tag - _____		
6.8 Inspect and record TAG axle rotors/drums thickness and condition L Tag - _____ R Tag - _____		
6.9 Inspect TAG axle brake assemblies, operation, mounting and condition		
6.10 Inspect all brake hoses for leaks, security and condition		
6.11 Torque and check wheels for proper compliance with Wheel Torque SOP		

Section 7 - Air System Inspection	✓	Initials
7.1 Inspect air brake system for leaks		
7.2 Inspect air pressure at governed PSI with engine off and record any air PSI loss (2 PSI in 60 seconds)		
7.3 Performed brakes applied test, engine off, parking brake off, apply brakes, and record any PSI loss (3psi in 60 seconds)		
7.4 Test and perform air tank one-way check valves test (For EACH Tank)		
7.5 Inspect and record pressure of low air pressure warning light and alarm		
7.6 Inspect and record pressure of spring brake inversion system (Pop-Up test)		
7.7 Test air pressure build up time		
7.8 Inspect air dryer and air dryer drain valve operation		
7.9 Record governor setting PSI cut out and cut in		

Section 8 - Wheelchair Lift or Ramp Inspection	✓	Initials
8.1 Inspect the lift/ramp battery & terminals of cleanliness, mounting and security.		
8.2 Inspect the battery cables, security, mounting and condition		
8.3 Inspect wiring harness routing, rubbing and security.		
8.4 Inspect the lift/ramp door and catches are in good condition		
8.5 Lift/Ramp operation instructions are posted and in good condition		

Section 8 - Wheelchair Lift or Ramp Inspection, cont'd	✓	Initials
8.6 Inpect lift/ramp padding, tread and cover is in good condition		
8.7 Lift is securely mounted and all mounting hardware is in place and secure		
8.8 All pivot and pins are in good condition		
8.9 Hydraulic cylinders are in good condition and seals are not leaking		
8.10 Control switch is properly mounted and in good condition		
8.11 Inspect wheel chair lift/ramp safety switch/lights		
8.12 Lift/Ramp platform unfolds smoothly and comes to a level position		
8.13 Does the Lift/Ramp travels up and down at a proper speed and with correct alignment		
8.14 Inboard and outboard roll stops work properly		
8.15 Occupant restraint belt is in good condition and seat belt cutter is in place		
8.16 Does the Lift/Ramp work in manual mode		
8.17 Ensure hydrualic fluid level is full and there are no leaks		
8.18 Lift/Ramp folds up smoothly without binding		
8.19 Clean and lubricate entire lift/ramp according to manufacturer specifications		
8.20 Inspect all wheel chair tire down straps and brackets for security, mounting and condition		
8.21 Check all unused tie down straps are properly stored in a secure container		
8.22 Inspect wheel chair track proper securing to the floor		

Preventative Maintenance Inspection - The items in the above inspection have been found to be satisfactory other than items marked with an "O".
This siganture 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
Change the engine oil and filter (OEM Recommended oil type)		
Change the fuel filters - low and high pressure side		

C-PMI 12,000 mile Inspection ADD-ON's	✓	Initials
Change the engine oil and filter (OEM Recommended oil type)		
Change the fuel filters - low and high pressure side		
Change the coolant filter		

D-PMI 18,000 mile Inspection ADD-ON's	✓	Initials
Change the engine oil and filter (OEM Recommended oil type)		
Change the fuel filters - low and high pressure side		
Change the differential oil (OEM Recommended oil type)		

E-PMI 24,000 mile Inspection ADD-ON's	✓	Initials
Change the engine oil and filter (OEM Recommended oil type)		
Change the fuel filters - low and high pressure side		
Perform the HVAC System Inspection		
Clean/Change the HVAC Filters		
Inspect Evaporator motor brushes		

42,000 mile Interval ADD-ON's	✓	Initials
Change the hydraulic filters		
Clean air compressor intake filter		
With a dial indicator, inspect and record ALL axle's wheel bearing for play (Check OEM manual specifications)		

60,000 mile Interval ADD-ON's	✓	Initials
Change the transmission oil and filters (OEM Recommended oil type)		
Change the crank case ventilation filter		
Change the air filter		
Drain and flush coolant system and change coolant filter		
Chnage the air dryer filter		

102,000 mile Interval ADD-ON's	✓	Initials
Change the serpentine belt(s) and tensioner		

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 (i.e. paint, decals, cosmetic, 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
				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
				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
				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

WeDriveU®

#REF! _____
#REF! _____
#REF! _____

	Audit Item	Yes/No	Examples, Comments, Correction Date, Responsible Party
	Fire Protection		
1	Are the proper class fire extinguishers available with documentation of monthly inspections posted at the station?		
2	Are all fire extinguishers wall mounted, marked, unobstructed (18" clearance) and readily available?		
3	Are fire extinguishers located within ten feet of any indoor flammable liquid storage areas.		
4	Has a current annual service been performed on all extinguishers and are date tags attached?		
5	Is there clear access to all fire protection valves and systems?		
6	Are all outside sprinkler valves chained open and secured?		
7	Are designated smoking areas marked with appropriate signage?		
8	No evidence of smoking in non designated areas?		
9	Are smoke alarms in good working order?		
	Exits		
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?		
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?		
12	Are all exits free of obstructions?		
13	Inspect interior/exterior doors equipped with accessible door openers for proper operation		
	Electrical		
14	Are electrical cords in good condition and are not damaged, frayed, cut, or taped?		
15	Do all electrical outlets contain a cover plate that is in good condition with no exposed wiring?		
16	Are electrical circuits not overloaded and properly grounded?		
17	Are electrical panels closed with unobstructed access (36" clearance required)?		
18	Are there no openings on electrical panels with no missing toggles in the panel?		
19	Is main electrical disconnect switch identified?		
	Office / Break Areas		
20	Are floors and rugs in good condition and free of potential slip and trip hazards?		
21	Are railings in place on stairwells (descending side) and overhead storage areas to prevent a fall hazard?		
22	Are paper products and other combustibles stored away from potential ignition sources?		
23	Is all office furniture free of damage, sharp edges and in useable condition?		
24	Are restrooms and washrooms kept clean and sanitary?		
25	Does housekeeping represent regular cleaning throughout the office		

25	area?		
26	Emergency contact information and phone #s are displayed by phones.		
27	Emergency Action Plan updated and Evacuation Plan displayed.		
28	Quiz each employee separately to verify understanding of evacuation procedures. (where to meet)		
	Yard Inspection & Observations		
28	Is there adequate illumination of the perimeter of the building and parking lot?		
29	Is the security of the fleet and facility appropriate for conditions?		
30	Does the area in and surrounding the CSC indicate regular cleanup of trash and other debris?		
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.		

32	No employee was seen walking on the lot without a vest worn properly.		
33	No employee was seen wearing improper footwear.		
34	No employee was seen running on the property.		
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.		
36	No employee was seen operating a vehicle without wearing the seatbelt properly. This includes mechanics.		
37	No employee was seen exceeding the 5 mph speed limit on the lot. This includes mechanics.		
38	Does the fuel island have proper signage? (no smoking, turn off vehicle, fire extinguisher and identification of the emergency shut off valve)		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?		vehicles fuel off-site
40	Are fuel spill clean up kits readily available at the tanks?		vehicles fuel off-site
41	Are above ground fuel tanks adequately protected?		vehicles fuel off-site
	Maintenance Procedures		
42	Is the vehicle brake set and one wheel choked while vehicle is being repaired in the shop or yard?		
43	While vehicles are in the shop, are keys removed from the ignition and placed in a secure location?		
44	Are Lockout/Tagout procedures followed?		
45	Is entry to the shop limited to authorized personnel?		
	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?		
47	Do floor jacks and safety stands contain a visible load rating and are they in good condition?		
48	Are safety stands used in conjunction with floor jacks under suspended loads?		
49	Do the 2-post and 4-post lifts have a valid annual certification, attached to the lift and visible?		
	Abrasive Wheel Equipment Grinders		
50	Is the work rest kept adjusted to within 1/8 inch (0.3175 centimeter) of the wheel?		
51	Is the adjustable tongue on the top side of the grinder used and kept adjusted to within 1/4 inch of the wheel?		
52	Do side guards cover the spindle, nut and flange and 75 percent of the wheel diameter?		
53	Are goggles or face shields always worn when grinding?		
54	**Machinery**		
55	Are machines in fixed locations or free standing securely anchored from movement or tipping (anchored to floor or workbench)?		
56	Are compressors equipped with pressure relief valves and pressure gauges?		
57	Is air compressor guarding in place covering belts and pulleys?		
58	Is warning signage in place for machines with auto start-up? (i.e. air compressor)		
	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?		
60	Are compressed gas cylinders labeled, secured by chain or cable, stored upright, and away from heat sources?		
61	Are compressed gas cylinders free of any signs of defects, deep rusting, or leakage?		
62	Are empty cylinders appropriately marked and their valves closed?		
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?		

	the oxygen hose and black for inert gas and all hoses?		
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.		
	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?		
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?		
	SDS		
71	Is access to Safety Data Sheets readily available for all chemical products or hazardous materials used?		

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

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

Use this form for monthly inspections.

November 19, 2026

TO: Bis-Man Transit Board of Directors

FROM: Deidre Hughes, Executive Director

SUBJECT: FY2028 5310, 5339 and State Aid Grant Application Approval Recommendation

RECOMMENDATION: Staff recommends approving the three proposed grant applications for submission to the City of Bismarck and the State of North Dakota.

BACKGROUND: Historically, Bis-Man Transit applies for 5310 and 5339 competitive grants to support the system and maintain the fleet replacement schedule. Annually, Bis-Man Transit is also awarded State Aid funding.

DISCUSSION: If awarded, the grant funds will cover non-ADA operating expenses and a portion of the mobility manager salary from July 1, 2027, to June 30, 2028, which is the state fiscal year. Bis-Man Transit is also seeking funding for two replacement fixed-route buses and a bus washer for our paratransit vehicles.

FINANCIAL IMPACT: If the North Dakota Department of Transportation approves the application, Bis-Man Transit would be required to provide a 20% local match for the mobility manager's salary and a 50% local match for the after-hours, early morning, Sunday, and holiday demand response service. If the fixed-route bus purchases are approved, Bis-Man Transit will be required to provide a 15% local match. Lastly, if the bus washer project is approved, Bis-Man Transit will be required to provide a 20% local match.

Project	Total	Federal	Local	Grant Program
Mobility Manager Salary	$50,000	$40,000	$10,000	FY28 5310
After Hours Demand Response Service	$15,000	$7,500	$7,500	FY28 5310
Sunday Demand Response Service	$174,000	$87,000	$87,000	FY28 5310
Early Morning Demand Response Service	$45,000	$22,500	$22,500	FY28 5310
Holiday Demand Response Services	$18,000	$9,000	$9,000.00	FY28 5310
(2) Fixed- Route Bus Replacements	$1,320,000	$1,122,000	$198,000	FY28 5339
Bus Washer	$40,000	$32,000	$8,000	FY28 5339
TOTALS	$1,662,000	$1,320,000	$342,000	

NORTH Dakota | Transportation

Be Legendary.™

SFY2028 – State Aid for Public Transit

Agency Name	**Bis-Man Transit Board**	
Agency Contact	**Deidre Hughes**	Phone: **701.258.6817**
Unique Entity ID#	**33-441-0987**	Sam.gov expiration date: **June 22, 2027**

This form must be completed if you are requesting **State Aid** funding. You must also request the State Aid Project in BlackCat and estimate a dollar amount based on your FY 2027 awarded funds.

- All applications are due **December 31, 2026, 12:00pm CST**.
- The NDDOT transit staff are available to provide guidance and answer any questions on the application process. E-mail: bhanson@nd.gov, jamsayler@nd.gov, ryasonetti@nd.gov, or sming@nd.gov .

General Information

1.What type of services does your agency provide? (days and hours of service, fare structure, total vehicles your agency has in service, type of service provided, counties and communities in your service area).

Bis-Man Transit currently provides fixed route service for the cities of Bismarck and Mandan and complementary paratransit services, with demand response available for senior and disabled passengers, including those in the City of Lincoln. Bis-Man Transit continues transitioning current demand-response riders to fixed-route service and gaining new fixed-route ridership through continued outreach and community partnership efforts. The most recent significant route redesign went into effect on February 1, 2021. Service hours increased for both fixed-route and paratransit on April 1, 2026

Fixed route service is provided on six routes from 6:00 a.m. to 10:00 p.m. Monday through Friday and 7:00 a.m. to 10:00 p.m. on Saturday. All 9 vehicles in the fixed-route fleet are ADA accessible, with service provided to Bismarck and Mandan. Regular fares are $1.50 for a one-way trip, $6.00 for a 1-day pass, and $36 for a 30-day pass. Fares for those certified to use our demand response services or those over 65 are free. Reduced fares for students K-College, Veterans, and those on Medicare are $.75 for a one-way trip, $3.00 for a 1-day pass, and $24.00 for a 30-day pass.

In 2025, 138,073 unlinked passenger trips were provided on fixed route, an increase of 16,535 trips from the previous calendar year. Fixed route ridership has continued to increase for 2026, with 135,695 trips from January through September.

Paratransit/demand response service is provided to individuals with disabilities and to seniors age 70 and older, with a fleet of 18 cutaway buses and three accessible vans. The service area covers the city limits of Bismarck and Mandan, the City of Lincoln, and within ¾ mile of any fixed route. A one-way fare is $3.00. Services are provided from 5:30 am – 12:00 am, Monday through Saturday, and 7:30 am – 6:00 pm on Sunday. In 2025, 92,760 unlinked passenger trips were provided on paratransit, a slight increase from the previous calendar year.

Effective April 1, 2026, Holiday and Sunday demand response service became available to the general public under the same schedule guidelines used for paratransit riders.

Services are provided in both Burleigh and Morton counties.

2. Detail how public transit has benefited your community in the past year.

Bis-Man Transit continues to partner with many organizations, clubs, employers, and educational institutions to reach more people who need transportation services. Several organizations invited Bis-Man Transit to present on the current service offerings. Bis-Man Transit staff continue to successfully provide travel training for many school programs and other service-oriented organizations.

The agency offered free ride days for elections in June and November.

3. Describe any changes made to your service in the past year.

Effective April 1, 2026, the following service changes were implemented:

- Fixed-Route bus hours increased by 4 hours each day
- Sunday paratransit service increased by 3.5 hours
- Sunday and Holiday demand response service was opened to the general public

4. What percentage of change in ridership has your agency experienced since the last application? Provide a brief explanation of the reason for the change in ridership.

Demand Response ☒ Increase ☐ Decrease

Fixed Route Service (with Para Transit) ☒ Increase ☐ Decrease

Provide an explanation for the change: Fixed-route ridership increased by 12%, and paratransit increased by 3%. Ongoing efforts to increase community awareness contributed to the ridership increase.

5. What are your plans for increasing services, expanding service area(s) and increasing ridership?

We are currently updating our latest Transit Development Plan. We anticipate that a number of service change recommendations will result from this plan.

Ridership and Fleet Information

***Report actual ridership numbers, miles and hours for SFY2026 & SFY2025.**

***Enter current fleet information below.**

***Current fleet and mileage information MUST be also be updated in BlackCat Inventory.**

	SFY2026 - Ridership and Fleet Information	**SFY2025 - Ridership and Fleet Information**
Number of Annual Ridership (Trips) Provided	248,932	231,621
Number of Annual Revenue Hours	60,239.34	57,329.45
Number of Annual Revenue Miles	863,528.86	831,805.27
Number of Vehicles in Fleet	32	31

6. What is the purpose of the three most commonly requested trips that your clients require? (e.g. medical, shopping, employment, education, social, etc.)
1. Employment
2. Medical
3. Social Services

Funding Request Justification

7. Provide a detailed explanation of how and why state funding is important to your agency and how it will improve or provide for future service to citizens in your communities/counties.
Bis-Man Transit uses state funding for local match on federal grant projects and to cover expenses not funded by federal grants. With the increase in service changes in 2026, Bis-Man Transit operating expenses have increased significantly.

STATE AID APPLICATION CHECKLIST

Applicants must submit the following (check box when complete):	
☒	State Aid Application;
☒	Update equipment information, mileage, condition, maintenance, etc. in BlackCat Inventory – ***MUST be within the last 3 months*;**
☒	Update facility information, condition, maintenance, etc. in BlackCat Inventory ***- MUST be within the last 3 months*;**

☒	Update vehicle information, mileage, condition, maintenance, etc. in BlackCat Inventory **- *MUST be within the last 3 months*;**
☒	Update Transit Board Members information in BlackCat;
☒	**NEW:** Transit Board meeting minutes approving this application submittal;
☒	Upload your 3-5 Year Plan OR Transportation Development Plan(TDP) in the application forms;
☒	Upload current proof of insurance in the form of Confirmation of Coverage OR Certificate of Insurance for automobiles and commercial general liability, if required. This is required for all Non-Profit and For-Profit agencies. Commercial general liability and automobile liability insurance minimum limits or liability required are $500,000 per person and $2,000,000 per occurrence.

The following documents MUST be current and uploaded into BlackCat Resources:

	☒ **Title VI Plan** ☒ **Procurement Plan** ☐ **Cost Allocation Plan (if applicable)**	☒ **Maintenance Plan (Facility /Vehicle)** ☒ **Drug & Alcohol Plan**

NORTH Dakota | Transportation

Be Legendary.™

FY2028 - Section 5310 – Enhanced Mobility of Seniors & Individuals with Disabilities

July 1, 2027 – June 30, 2028

Agency Name	**Bis-Man Transit Board**	
Agency Contact	**Deidre Hughes**	
Unique Entity ID #	**83-441-0987**	Sam.gov expiration date: **June 22, 2027**
Deadline to submit	**December 31, 2026, 12:00 pm CT**	

General Information

1. Provide a detailed description of the transportation services your agency currently provides for seniors and individuals with disabilities, and any plans for increasing services, expanding service area and increasing ridership. (include days and hours of service, fare structure, total vehicles in service, type of service being provided, transportation provided to what counties and communities in your service area, etc.).

Bis-Man Transit currently provides fixed route service for the cities of Bismarck and Mandan and complementary paratransit services, with demand response available for senior and disabled passengers, including those in the City of Lincoln. Bis-Man Transit continues transitioning current demand-response riders to fixed-route service and gaining new fixed-route ridership through continued outreach and community partnership efforts. The most recent significant route redesign went into effect on February 1, 2021. Service hours increased for both fixed-route and paratransit on April 1, 2026.

Fixed route service is provided on six routes from 6:00 a.m. to 10:00 p.m. Monday through Friday and 7:00 a.m. to 10:00 p.m. on Saturday. All 9 vehicles in the fixed-route fleet are ADA accessible, with service provided to Bismarck and Mandan. Regular fares are $1.50 for a one-way trip, $6.00 for a 1-day pass, and $36 for a 30-day pass. Fares for those certified to use our demand response services or those over 65 are free. Reduced fares for students K-College, Veterans, and those on Medicare are $.75 for a one-way trip, $3.00 for a 1-day pass, and $24.00 for a 30-day pass.

In 2025, 138,073 unlinked passenger trips were provided on fixed route, an increase of 16,535 trips from the previous calendar year. Fixed route ridership has continued to increase for 2026, with 155,431 trips from January through October.

Paratransit/demand response service is provided to individuals with disabilities and to seniors age 70 and older, with a fleet of 18 cutaway buses and three accessible vans. The service area covers the city limits of Bismarck and Mandan, the City of Lincoln, and within ¾ mile of any fixed route. A one-way fare is $3.00. Services are provided from 5:30 am – 12:00 am, Monday through Saturday, and 7:30 am – 6:00 pm on Sunday. In 2025, 92,760 unlinked passenger trips were provided on paratransit, a slight increase from the previous calendar year. Paratransit/demand response ridership has continued to increase for 2026, with 81,820 trips from January through October.

Effective April 1, 2026, Holiday and Sunday demand response service became available to the general public under the same schedule guidelines used for paratransit riders.

Services are provided in both Burleigh and Morton counties.

2. Explain where in your current 3-5 Year Plan this project(s) is specifically stated (list section and page number(s)). Your current plan must be uploaded into the application documents.

☒ Yes List section and page number(s):

☐ No (Applicant must provide an explanation)

Page 74 of the current Transit Development Plan also describes the possibility of eliminating this evening service if enough funds cannot be obtained to keep the system running under its current design. The plan also details how many riders would be impacted if the service is eliminated. Paratransit/demand response ridership has continued to increase for 2026, with 81,820 trips from January through October.

The mobility manager's duties are required for the processing of paratransit eligibility as well as rider training for both paratransit and fixed-route passengers. This item was not indicated as a project within the Transit Development Plan but can be found within the Coordinated Public Transit – Human Services Transportation Plan 2026 on page 2

3. What percentage of change in ridership has your agency experienced since the last application? Check increase or decrease and provide a brief explanation of the reason for the change in ridership.

☒ Increase Percentage Fixed route=12%; Paratransit = 3%

☐ Decrease Percentage

Description of change: Provide an explanation for the change: Fixed-route ridership increased by 12%, and paratransit increased by 3%. Ongoing efforts to increase community awareness contributed to the ridership increase. We have seen an 11% fixed-route ridership increase through October, with two more months of the year remaining.

4. List all existing public transportation providers operating in your service area.

West River Transit

Souris Basin Transit

Standing Rock Public Transit

5. Please describe the need for transit service in your area for seniors and individuals with disabilities. How will the proposed project address this need for service?
In Bismarck/Mandan, we have a large elderly and disabled population that requires public transportation to take them to medical appointments, employment, recreation, and other destinations. The need for these trips extends into the early morning and evening hours, Sundays, and holidays. Previously, there were more taxi provider options, but over the last several years, those providers have closed. Additionally, there are no licensed taxi-providers in the area that operate ADA-accessible vehicles.

Ridership and Fleet Information

***Report actual ridership numbers, miles and hours for SFY2026 & 2025.**

***Enter current fleet information below.**

***Current fleet and mileage information MUST be also be updated in BlackCat Inventory.**

	SFY2026 - Ridership and Fleet Information	**SFY2025 - Ridership and Fleet Information**
Number of Annual Ridership (Trips) Provided	248,932	231,621
Number of Annual Revenue Hours	60,239.34	57,329.45
Number of Annual Revenue Miles	863,528.86	831,805.27
Number of Vehicles in Fleet	32	31

6. What is the purpose of the three most requested trips for your Seniors and Disabled Individuals? (e.g. medical, shopping, employment, education, social, etc.)
1. Employment
2. Medical
3. Social Services

INSURANCE

7. What is the timeframe of your automobile and commercial general insurance?	Automobile: April 1, 2026 – March 31, 2026 Commercial General: April 1, 2026 – March 31, 2026
a. What is the total anticipated cost of vehicle insurance for this contract (July 1, 2027-June 30, 2028)	$85,000

b. What is the total anticipated cost of commercial general insurance for this contract (July 1, 2027-June 30, 2028)	$115,000
c. Is your agency facility or facilities location in a FEMA floodplain? FEMA Flood Map Service Center | Welcome!	☐ Yes ☒ No
****Upload either proof of flood insurance or documentation confirming the property is outside the floodplain to the "Resources" section in BlackCat.	

Coordinated Public Transit Human Services Transportation Plan

Applicants must be part of a locally derived Coordinated Public Transit Human Services Transportation Plan OR adopt the NDDOT Statewide Coordinated Human Services Plan and uploaded with this application.

The Coordinated Plan must be updated every 5 years and your Coordination Action Plan completed annually.

8. Has your agency adopted the NDDOT Statewide Coordinated Human Services Plan? If No, provide explanation.	☐ Yes ☒ No Bis-Man Transit developed its own plan. This has been uploaded into BlackCat

9. Since completing your plan OR adopting the NDDOT Statewide Coordination Plan, describe any additional efforts made to coordinate service.

With the recent Coordinated Human Service Transportation Plan, Bis-Man Transit has increased the focus on community partnerships. The Plan was adopted in the summer of 2026, and since that time, our mobility manager has participated in the University of Mary Community Fair, Bismarck State College Resource Fair, and the United Tribes Career Fair. We have also increased our focus on travel training by providing classes for Legacy High School, Mandan High School, Ministry on the Margins, Better Together, and the Amvets Retired Men's Group.

10. Describe any potential opportunities for additional coordination. (include social service agencies, county social services, community actions, educational institutions, youth groups, veteran services, religious organizations, other transportation services, etc.) that may address unmet transit needs in your service area.

Ongoing coordination with local high schools, reaching more classes that have not previously been presented to.

On the bus travel training for public school students.

Train-the-trainer events for local human service organizations. (West Central Human Services, Vocational Rehabilitation)

Project Request Justification

11. Provide a detailed explanation of how and why federal funding is important to your agency and how it will improve or provide for future service to citizens in your communities/counties.

What is the intention of the funding for operating and mobility manager position?

Operating Project (if multiple projects – detail out each separately:

In Bismarck/Mandan, we have a large elderly and disabled population that needs public transportation to get to medical appointments, employment, recreation, and other destinations. These trips extend into early morning and evening hours, Sundays, and holidays. Previously, there were more taxi providers, but currently, no city-registered taxi providers have ADA-accessible vehicles.

1. Sunday – From 7:30 AM to 6:00 PM on Sundays, we transport approximately 5,200 passengers annually.

2. Early Morning – From 5:30 AM to 6:00 AM, Monday through Friday, and 5:30 AM to 7:00 AM on Saturdays, we transport approximately 1,350 passengers annually.

3. After Hours – From 10:00 PM to 12:00 AM Monday through Saturday, we transport approximately 1,200 passengers annually, demonstrating that evening-hour rides are needed in the community.

4. Holiday – During the six annual holidays recognized by Bis-Man Transit, approximately 500 trips are provided each year.

Mobility Manager Position Project:

5. Mobility Manager Position – The project will help cover the expense of employing a marketing and mobility specialist to focus communication efforts on the transportation options available to the community, training potential riders and agencies on the various services available, and processing the eligibility paperwork that is required for paratransit services.

Local Match & Total Funding Request

In the table below, list requested projects priority, and specify in detail the sources and dollar amounts of Local Match funding (State Aid, Mill Levy, Other Directly Generated Funds etc.) that are available to be used towards each project (Vehicle, Facility Rehabilitation & Construction, and/or Equipment/Miscellaneous Capital). In-kind funds cannot be used as local match to 5310 contracts.

Local match listed here cannot be already targeted as match for a FY2028 5339 or 5311 applications.

Farebox revenue cannot be used as Local Match.

Documentation of sources of Local Match (including State Aid) MUST be attached or it will not be considered. Documentation must include a financial obligation amount. This amount may be an estimation or record of the previous amount provided to the transit agency and requires a signature of the organization providing the local share. Without a financial amount and required signature, such local amounts won't be considered as supporting match. Federal funds will only be awarded if sufficient match is provided.

This project ranking should match your prioritization in BlackCat.
***Add more rows and change project type as needed.**

Ranking	Project	Federal Dollars Requested	Local Match Needed	Sources of Local Match
1	Mobility Manager	$40,000	$10,000	Local Mill Levy
2	Sunday	$87,000	$87,000	Local Mill Levy
3	Early Morning	$22,500	$22,200	Local Mill Levy
4	After Hours	$7,500	$7,500	Local Mill Levy
5	Holiday	$9,000	$9,000	Local Mill Levy
	TOTAL	$166,000	$136,000	Local Mill Levy

SECTION 5310 APPLICATION CHECKLIST

Applicants must submit the following (check box when complete):	
☒	5310 Application;
☒	Upload document(s) showing sources and amounts of local match funds – Signed letters from source(s) of local match showing sources and amounts, FY2027 State Aid Contract or award letter, mill levy, city funds, etc.;
☒	Update equipment information, mileage, condition, maintenance, etc. in BlackCat Inventory – ***MUST be within the last 3 months*;**
☒	Update facility information, condition, maintenance, etc. in BlackCat Inventory ***- MUST be within the last 3 months*;**
☒	Update vehicle information, mileage, condition, maintenance, etc. in BlackCat Inventory **-** ***MUST be within the last 3 months*;**
☒	**NEW:** Upload your FEMA floodplain documentation FEMA Flood Map Service Center | Welcome! (if applicable);
☒	Update Transit Board Members information in BlackCat;
☒	**NEW:** Transit Board meeting minutes approving this application submittal;

☐	Certify and upload a current Authorizing Resolution form (**NOTE:** only complete if there has been a change to your agencies signing authority since the last application);
☒	Upload your annual registration from the System for Award Management (SAM.gov) to the application forms;
☐	Upload current approved Indirect Cost Rate and Cognizant Agency Approval Letter in the application documents (if applicable);
☒	Upload the Mobility Manager job description AND past years achievements in the application forms;
☐	**NEW**: Upload your Coordinated Human Services Plan adoption form in the application forms; (form due December 31, 2026) – (if applicable)
☒	Upload your Transportation Development Plan to the application forms (urban agencies);
☐	Upload your 3-5 Year Plan in the application forms (rural agencies);
☒	Upload current proof of insurance in the form of Confirmation of Coverage OR Certificate of Insurance for automobiles and commercial general liability, if required. This is required for all Non-Profit and For-Profit agencies. Commercial general liability and automobile liability insurance minimum limits or liability required are $500,000 per person and $2,000,000 per occurrence.

The following documents MUST be current and uploaded into BlackCat Resources:

	☒ **Title VI Plan** ☒ **Procurement Plan** ☐ **Cost Allocation Plan**	☒ **Maintenance Plan (Facility /Vehicle)** ☐ **TAM Plan**

Operating Project Request - Sunday

There is space provided below to request a project. NOTE: This request MUST first be created as a project in Black Cat. If applying for more than project, please attach additional sheets and create a separate project for each request.

1. Please describe in detail your proposed project. Be specific and include a description of what the funds will be used for and how it benefits your transportation program.

The project will help cover the expense of Sunday services for those passengers who are elderly and disabled. The Sunday complementary demand response service takes place from 7:30 AM to 6:00 PM. Annually, we complete 5,200 Sunday demand response trips.
With limited alternative transportation options, Bis-Man Transit is the only option for individuals, especially on Sundays.

2. Total cost of this project.

Total Cost (include federal and local amounts): $174,000
Federal Funds Requested: $87,000
Local Match Amount: $87,000
Source(s) of Local Match: Local Mill Levy

Operating Project Request – Early Morning

There is space provided below to request a project. NOTE: This request MUST first be created as a project in Black Cat. If applying for more than project, please attach additional sheets and create a separate project for each request.

1. Please describe in detail your proposed project. Be specific and include a description of what the funds will be used for and how it benefits your transportation program.

The project will help cover the cost of maintaining early-morning services for elderly and disabled passengers. Early morning complementary demand response service occurs from 5:30 AM to 6:30 AM, Monday through Friday, and from 5:30 AM to 6:00 AM, Saturday. Many of our early-morning trips are for medical appointments and work. Each year, we provide about 1,350 early-morning trips for elderly and disabled riders.

2. Total cost of this project.

Total Cost (include federal and local amounts): $25,000
Federal Funds Requested: $12,500
Local Match Amount: $12,500
Source(s) of Local Match: Local Mill Levy

Operating Project Request – After Hours

There is space provided below to request a project. NOTE: This request MUST first be created as a project in Black Cat. If applying for more than project, please attach additional sheets and create a separate project for each request.

1. Please describe in detail your proposed project. Be specific and include a description of what the funds will be used for and how it benefits your transportation program.

The project will help cover the cost of maintaining nighttime demand response services for elderly and disabled passengers. After-hours complementary demand response service occurs from 10:00 PM to 12:00 AM, Monday through Saturday. During the non-ADA after-hours service, approximately 1,200 passengers are transported annually. Few affordable transportation alternatives exist for the elderly and disabled population within the service area. This leaves Bis-Man Transit as the only option for many at night.

2. Total cost of this project.

Total Cost (include federal and local amounts): $15,000
Federal Funds Requested: $7,500
Local Match Amount: $7,500
Source(s) of Local Match: Local Mill Levy

Operating Project Request - Holiday

There is space provided below to request a project. NOTE: This request MUST first be created as a project in Black Cat. If applying for more than project, please attach additional sheets and create a separate project for each request.

1. Please describe in detail your proposed project. Be specific and include a description of what the funds will be used for and how it benefits your transportation program.

The project will help cover the expense of maintaining Holiday service for those passengers who are elderly and disabled. Holiday complementary demand response service is provided for six holidays each year. Service is provided on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. We provide approximately 500 holiday trips to elderly and disabled riders annually.

2. Total cost of this project.

Total Cost (include federal and local amounts): $18,000
Federal Funds Requested: $9,000
Local Match Amount: $9,000
Source(s) of Local Match: Local Mill Levy

Section 5310

MOBILITY MANAGER POSITION PROJECT REQUEST

Mobility Manager Position Project Request

There is space provided below to request a project. NOTE: This request MUST first be created as a project in Black Cat. If applying for more than project, please attach additional sheets and create a separate project for each request.

1. Please describe in detail your proposed project.

The project will help cover the cost of employing a marketing and mobility specialist to focus communication efforts on the transportation options available to the community, train potential riders and agencies on the various services available, and process the eligibility paperwork required for paratransit service.

2. Have you attached a current job description including goals and past years achievements to the application?

☒ Yes

☐ No

3. Total cost of this project.

Total Cost (include federal and local amounts): $50,000
Federal Funds Requested: $40,000
Local Match Amount: $10,000

NORTH Dakota | Transportation

Be Legendary.™

FY2028 - Section 5339 Bus & Bus Facilities Program July 1, 2027 – June 30, 2028		
Agency Name	**Bis-Man Transit Board**	
Agency Contact	**Deidre Hughes**	
Unique Entity ID #	**83-441-0987**	Sam.gov expiration date: **June 22, 2027**
Deadline to submit	**December 31, 2026, 12:00pm CT**	

GENERAL INFORMATION

1. Provide a detailed description of the transportation services your agency currently provides and any plans for increasing services, expanding service area and increasing ridership. (include days and hours of service, fare structure, total active and spare vehicles in service, type of service being provided, transportation provided to what counties and communities in your service area, etc.).

Bis-Man Transit currently provides fixed route service for the cities of Bismarck and Mandan and complementary paratransit services, with demand response available for senior and disabled passengers, including those in the City of Lincoln. Bis-Man Transit continues transitioning current demand-response riders to fixed-route service and gaining new fixed-route ridership through continued outreach and community partnership efforts. The most recent significant route redesign went into effect on February 1, 2021. Service hours increased for both fixed-route and paratransit on April 1, 2026 Fixed route service is provided on six routes from 6:00 a.m. to 10:00 p.m. Monday through Friday and 7:00 a.m. to 10:00 p.m. on Saturday. All 9 vehicles in the fixed-route fleet are ADA-accessible, with service to Bismarck and Mandan. Regular fares are $1.50 for a one-way trip, $6.00 for a 1-day pass, and $36 for a 30-day pass. Fares for those certified to use our demand response services or those over 65 are free. Reduced fares for students K-College, Veterans, and those on Medicare are $.75 for a one-way trip, $3.00 for a 1-day pass, and $24.00 for a 30-day pass.
In 2025, 138,073 unlinked passenger trips were provided on fixed route, an increase of 16,535 trips from the previous calendar year. Fixed route ridership has continued to increase for 2026, with 155,431 trips from January through October.

Paratransit/demand response service is provided to individuals with disabilities and to seniors age 70 and older, with a fleet of 18 cutaway buses and three accessible vans. The service area covers the city limits of Bismarck and Mandan, the City of Lincoln, and within ¾ mile of any fixed route. A one-way fare is $3.00. Services are provided from 5:30 am – 12:00 am, Monday through Saturday, and 7:30 am – 6:00 pm on Sunday. In 2025, 92,760 unlinked passenger trips were provided on paratransit, a slight

increase from the previous calendar year. Paratransit/demand response ridership has continued to increase for 2026, with 81,820 trips from January through October.
Effective April 1, 2026, Holiday and Sunday demand response service became available to the general public under the same schedule guidelines used for paratransit riders.

Services are provided in both Burleigh and Morton counties.

2. Provide a detailed explanation of each project and how and why this request is important to your agency and how it will improve or provide for future service to citizens in the communities/counties you provide service.

Adhering to our fleet replacement schedule is necessary to limit bus downtime from major breakdowns. Operating buses past their useful life often increases spending and bus downtime. Additionally, we are seeking funding for a fixed route bus that was involved in an accident. This bus had not exceeded useful life in age or miles; however, it was deemed a "total loss" by our insurance company and will need to be replaced earlier than anticipated.

3. What percentage of change in ridership has your agency experienced since the last application? Provide a brief explanation of the reason for the change in ridership.

☒ Increase Percentage: Fixed route=12%; Paratransit = 3%
☐ Decrease Percentage:

Description of change: Fixed-route ridership increased by 12%, and paratransit increased by 3%. Ongoing efforts to increase community awareness contributed to the ridership increase. We have seen an 25.11% fixed-route ridership increase through October, with two more months of the year remaining.

4. Explain where in your current 3-5 Year Plan OR Transportation Development Plan this project(s) is specifically stated (list section and page number(s)). Your current plan **must** be uploaded into the application documents.

Page 26 of the latest transit development plan details Bis-Man Transit's fleet replacement schedule.

INSURANCE	
8. What is the timeframe of your automobile and commercial general insurance?	Automobile: April 2026 – March 2027 Commercial General: April 2026 – March 2027
a. What is the total anticipated cost of vehicle insurance for this contract (July 1, 2027-June 30, 2028)	$85,000

b. What is the total anticipated cost of commercial general insurance for this contract (July 1, 2027-June 30, 2028)	$115,500
c. Is your agency facility or facilities location in a FEMA floodplain? FEMA Flood Map Service Center | Welcome!	☐ Yes ☒ No
****Upload either proof of flood insurance or documentation confirming the property is outside the floodplain to the "Resources" section in BlackCat.	

Ridership and Fleet Information

***Report actual ridership numbers, revenue miles and revenue hours for SFY2026 & 2025.**

***Enter current fleet information below.**

***Current fleet and mileage information MUST also be updated in BlackCat Inventory.**

	SFY2026 - Ridership and Fleet Information	SFY2025 - Ridership and Fleet Information
Number of Annual Ridership (Trips) Provided	248,932	231,621
Number of Annual Revenue Hours	60,239.34	57,329.45
Number of Annual Revenue Miles	863,528.86	831,805.27
Number of Vehicles in Fleet	32	31

Local Match & Total Funding Request

In the table below, list requested projects by priority and specify in detail the sources and dollar amounts of Local Match funding (State Aid, Mill Levy, Other Directly Generated Funds, etc.) that are available to be used towards each vehicle project.

Local match listed here cannot be already targeted as match for a FY2028 5310 or 5311 applications. Farebox revenue cannot be used as Local Match.

Documentation of sources of Local Match (including State Aid) MUST be attached, or it will not be considered. Documentation must include a financial obligation amount. This amount may be an estimation or record of the previous amount provided to the transit agency and requires a signature of the organization providing the local share. Without a financial amount and required signature, such local amounts won't be considered as supporting match. Federal funds will only be awarded if sufficient match is provided.

This project ranking should match your prioritization in BlackCat (add additional lines as needed).

Ranking	Project	Federal Dollars Requested	Local Match Needed	Sources of Local Match
1	29' Gillig Low Floor Refurbished	$467,500	$82,500	Local Mill Levy
2	29' Gillig Low Floor Factory New	$654,500	$115,500	Local Mill Levy
3	Bus Washer	$32,000	$8,000	Local Mill Levy
4				
5				

Section 5339 Application Checklist and Signature Page	
Applicants must submit the following (check when complete):	
☒	5339 Application;
☒	Upload document(s) showing sources and amounts of local match funds – Signed letters from source(s) of local match showing sources and amounts, FY2026 State Aid Contract or award letter, mill levy, city funds, etc.;
☒	Update equipment information, mileage, condition, maintenance, etc. in BlackCat Inventory – ***MUST be within the last 3 months*****;**
☒	Update facility information, condition, maintenance, etc. in BlackCat Inventory ***- MUST be within the last 3 months*****;**
☒	Update vehicle information, mileage, condition, maintenance, etc. in BlackCat Inventory **-** ***MUST be within the last 3 months*****;**
☒	Certify and upload a current Authorizing Resolution form (only complete if there has been a change to your agencies signing authority or board president since the last application);
☒	Upload your annual registration from the System for Award Management (SAM.gov) to the application forms;
☒	**NEW:** Upload your FEMA floodplain documentation FEMA Flood Map Service Center | Welcome! (if applicable);
☐	Complete and include the FTA Categorical Exclusion Worksheet (if applicable);

☐	Upload current approved Indirect Cost Rate and Cognizant Agency Approval Letter in the application documents (if applicable);	
☒	Update Transit Board Members information in BlackCat;	
☒	**NEW:** Transit Board meeting minutes approving this application submittal;	
☐	Complete and include the NDDOT ITS Architecture Checklist Systems Engineering Compliance (SFN 60212), (if applicable);	
☒	Upload your 3-5 Year Plan OR Transportation Development Plan in the application forms;	
☒	Upload current proof of insurance in the form of Confirmation of Coverage OR Certificate of Insurance for automobiles and commercial general liability, if required. This is required for all Non-Profit and For-Profit agencies. Commercial general liability and automobile liability insurance minimum limits or liability required are $500,000 per person and $2,000,000 per occurrence.	
	The following documents MUST be current and uploaded into BlackCat Resources:	
	☒ **Title VI Plan** ☒ **Procurement Plan**	☒ **Maintenance Plan (Facility /Vehicle)** ☒ **Drug & Alcohol Plan** ☒ **TAM Plan**

VEHICLE PROJECT REQUEST

NOTE: This request MUST be created as a project in Black Cat. Each vehicle must be created as a separate project.

There is space provided below to request a replacement or expansion vehicle. If applying for more than one vehicle, please attach additional sheets and create a separate project for each vehicle in Black Cat.

See the State Bid Contracts on the website at
https://apps.nd.gov/csd/spo/services/bidder/listCurrentContracts.htm
- Select State Contracts
- Keywords – enter Vehicles
- Contract Reference Numbers: 300, 301, and 382

1. Description of the vehicle you are requesting. (include: Year, Make, ADA qualified, and seating capacity)

State Bid Number: Washington State Department of Enterprise Services Contract #791
Year: Unknown
Make/Model: Refurbished 30/35 Foot ADA Accessible Low-Floor Heavy Duty Transit Bus
Seating Capacity: 25-33
Lift/Ramp: ☒ Yes ☐ No
Gas/Diesel/Other: Diesel
Location of new vehicle: 3750 E Rosser Ave, Bismarck, ND

2. Describe in detail which programs and services the requested vehicle will be utilized in and how it will enhance or maintain your service.

The proposed bus purchase will replace the 2019 Alexander Dennis Enviro 200 bus, which insurance deemed a total loss after an accident on June 17, 2026.

With the increase in fixed-route service hours offered to the Bismarck-Mandan communities, maintenance requirements have increased significantly to adhere to preventive maintenance schedules. It is vital for our organization to replace this vehicle, even though it is outside of our normal fleet replacement schedule. To reduce production time and costs, Bis-Man Transit will purchase a refurbished bus through Complete Coach Works, if approved.

3. What type of vehicle are you requesting?

Replacement Vehicle ☒ Yes ☐ No
Expansion Vehicle ☐ Yes ☒ No (if **Yes**, move to question 7)

4. Will you be using the State of ND Bid for this vehicle purchase? If "No", the Pre-Award Audit is required and must be uploaded in the Application documents.	☐ Yes ☒ No (if **No**, explain below)

This bus will be purchased from the Washington State Department of Enterprise Services Contract #791.

5. If requesting a replacement vehicle, has the vehicle met FTA useful life standards in years or miles?

Mini-Vans/Modified Vans – 3-14 passenger	4 years or 100,000 miles
Med-Size Light Duty Cutaway – 8-16 passenger	5 years or 150,000 miles
Med-Size Med Duty Cutaway/Bus – 16-30 passenger	7 years or 200,000 miles
Med-Size Heavy Duty Bus – 24-25 passenger	10 years or 350,000 miles

Large Heavy-Duty Bus – 35-40+ passenger	12 years or 500,000 miles
Years: ☐ Yes ☒ No Miles: ☐ Yes ☒ No The 2019 Alexander Dennis Enviro 200 bus was deemed a total loss by insurance and removed from service on June 17, 2026. Prior to the accident, it had not exceeded its useful life in age or miles.	
6. Which vehicle in your fleet are you replacing? *1910*	
a. Vehicle Information Number (VIN): SFEY14127JNN37247	
b. Vehicle Year: 2019	
c. Make/Model: Alexander Dennis Enviro 200	
d. Current Mileage: 222,264	
e. Vehicle Condition Rating (Adequate, Excellent, Good, Marginal, Poor): Poor	
7. If requesting an expansion vehicle, list the need for and additional vehicle, and the agency/community/county to be served (include: hours and days of service and estimated ridership).	
8. Provide an estimated timeline for the purchase of this vehicle(s). ***See sample timeline below, add or remove lines as needed.***	
Procurement Type (State Bid Number, Request For Bid (RFB)/Invitation For Bid (IFB), Quotes): Washington State Department of Enterprise Services Contract #791	
RFB/IFB/Quotes Issue Date (Complete if NOT using the State Bid): N/A	
Contract Award/Order Date (Complete if NOT using the State Bid : N/A	
Order Date: August 2027	
Vehicle Delivery Date: June 2028	
9. Have you attached a quote from the vendor showing the base price and listing options you are adding?	☒ Yes ☐ No (if **No**, explain why below)

VEHICLE PROJECT REQUEST

NOTE: This request MUST be created as a project in Black Cat. Each vehicle must be created as a separate project.

There is space provided below to request a replacement or expansion vehicle. If applying for more than one vehicle, please attach additional sheets and create a separate project for each vehicle in Black Cat.

See the State Bid Contracts on the website at
https://apps.nd.gov/csd/spo/services/bidder/listCurrentContracts.htm

- Select State Contracts
- Keywords – enter Vehicles
- Contract Reference Numbers: 300, 301, and 382

1. Description of the vehicle you are requesting. (include: Year, Make, ADA qualified, and seating capacity)

State Bid Number: Washington State Department of Enterprise Services Contract #04824
Year: 2030
Make/Model: Gillig Low Floor – 29 foot
Seating Capacity: 25-33
Lift/Ramp: ☒ Yes ☐ No
Gas/Diesel/Other: Diesel
Location of new vehicle: 3750 E Rosser Ave, Bismarck, ND

2. Describe in detail which programs and services the requested vehicle will be utilized in and how it will enhance or maintain your service.

Adhering to our fleet replacement schedule is necessary to limit the time buses are out of service due to major breakdowns. Operating buses past their useful life often results in increased costs and bus downtime.

3. What type of vehicle are you requesting?

Replacement Vehicle ☒ Yes ☐ No
Expansion Vehicle ☐ Yes ☒ No (if **Yes**, move to question 7)

This bus will be purchased from the Washington State Department of Enterprise Services Contract #791.

4. Will you be using the State of ND Bid for this vehicle purchase? If "No", the Pre-Award Audit is required and must be uploaded in the Application documents.	☒ Yes ☐ No (if **No**, explain below)

5. If requesting a replacement vehicle, has the vehicle met FTA useful life standards in years or miles?

Mini-Vans/Modified Vans – 3-14 passenger	4 years or 100,000 miles
Med-Size Light Duty Cutaway – 8-16 passenger	5 years or 150,000 miles
Med-Size Med Duty Cutaway/Bus – 16-30 passenger	7 years or 200,000 miles
Med-Size Heavy Duty Bus – 24-25 passenger	10 years or 350,000 miles
Large Heavy-Duty Bus – 35-40+ passenger	12 years or 500,000 miles

Years: ☐ Yes ☒ No

Miles: ☒ Yes ☐ No The 2015 35 foot Gillig Low Floor has not exceed useful life in age but with the anticipated delivery of 24-36 months, it will have exceeded useful life in age and miles.	
6. Which vehicle in your fleet are you replacing? *1502*	
f. Vehicle Information Number (VIN): 15GGB2718F1183081	
g. Vehicle Year: 2015	
h. Make/Model: Gillig Low Floor – 35 foot	
i. Current Mileage: 455,643	
j. Vehicle Condition Rating (Adequate, Excellent, Good, Marginal, Poor): Marginal	
7. If requesting an expansion vehicle, list the need for and additional vehicle, and the agency/community/county to be served (include: hours and days of service and estimated ridership).	
8. Provide an estimated timeline for the purchase of this vehicle(s). ***See sample timeline below, add or remove lines as needed.***	
Procurement Type (State Bid Number, Request For Bid (RFB)/Invitation For Bid (IFB), Quotes): Washington State Department of Enterprise Services Contract #04824	
RFB/IFB/Quotes Issue Date (Complete if NOT using the State Bid): N/A	
Contract Award/Order Date (Complete if NOT using the State Bid : N/A	
Order Date: August 2027	
Vehicle Delivery Date: August 2030	
9. Have you attached a quote from the vendor showing the base price and listing options you are adding?	☒ Yes ☐ No (if **No**, explain why below)
Currently, Gillig sales quotes are taking approximately 6 months to obtain. I have included a price quote from a previous bus order from 2025.	

SECTION 5339

EQUIPMENT & MISCELLANEOUS CAPITAL PROJECTS

Fill in the requested information below regarding your Equipment and Miscellaneous Capital Project(s). These projects must directly relate to your transportation program. Any equipment purchased with these funds must be required for, and used for, public transportation.

NOTE: This request MUST first be created as a project in Black Cat. If applying for more than one project, please attach additional sheets and create a separate project for each individual project.

1. Describe your proposed project(s) in detail.

Description: Awash Eco Wash System Bus Washer
Quantity: 1
Purpose: The current paratransit bus washer system is 25 years old and showing signs of wear. Bis-Man Transit is seeking funding to replace the bus washer to ensure the fleet is properly maintained.

2. Please describe how this project is expected to enhance the effectiveness of capacity of your transportation program.

The use of a bus washer system cuts down on staff time hand-washing the fleet, freeing them up for other maintenance-related tasks. Additionally, cleaner buses can experience fewer issues related to dirt accumulation (sensors, cameras, or HVAC), contributing to higher reliability and fewer unexpected out-of-service events.

3. Have you completed an Independent Cost Estimate document to justify that the price is fair and reasonable? If the cost is above the Simplified Acquisition Threshold of $250,000, an ICE is required. Review your procurement thresholds to determine if required, describe below, and provide documentation.

☐ Yes
☒ No (Applicant must provide an explanation). The anticipated cost of this project falls below the Simplified Acquisition Threshold.

4. Is an ITS Project/Architecture Checklist required for this project? Review (23 CFR 940.13), see SFN 60212 located in BlackCat Resources. All technology projects are required to have this form completed. Questions on completing the ITS form, contact Sharijad Hasan, NDSU, 701-231-8085, or md.s.hasan@ndsu.edu

☐ Yes
☒ No (Applicant must provide an explanation) This is not a technology project.

5. Has the NDDOT ITS Project/Architecture Checklist been completed and submitted with this application for review?

☐ Yes
☒ No (Applicant must provide an explanation) Not applicable

6. Provide an estimated timeline for the purchase of this equipment. ***See sample timeline below, add or remove lines as needed.***

Procurement Type (State Bid Number, Request For Bid (RFB)/Invitation For Bid (IFB), Quotes): Quotes

RFB/IFB/Quotes Issue Date: July 2027

Contract Award Date: August 2027

Order Date: September 2027
Deliver/Installation/Project Completion Date: October 2027

November 19, 2026

TO: Bis-Man Transit Board of Directors

FROM: Deidre Hughes, Executive Director

SUBJECT: Six Paratransit Bus Purchase Recommendation

RECOMMENDATION: Staff recommends that the Bis-Man Transit Board approve the purchase of six paratransit cutaway buses to replace buses 1905-1908 and van 1912. The sixth bus requested is a fleet expansion vehicle. Once all approvals are received (Bis-Man Transit Board, Bismarck City Commission, and North Dakota Department of Transportation), the buses are expected to arrive in summer 2027.

BACKGROUND: Bis-Man Transit applied for FY27 5310 funding to cover the cost of replacing four vehicles in alignment with the fleet replacement schedule. The NDDOT agreed to cover 85% of the cost using reallocated 5339 FY23 Statewide funds and FY24 Small Urban apportionment. The NDDOT offered a FY27 5310 Mid-Year Grant opportunity. Bis-Man Transit was awarded funding to purchase one replacement bus and one expansion bus. The federal split for this project is also 85%/15%.

DISCUSSION: The buses will be purchased from the State of North Dakota bid for fourteen-passenger cutaway buses. The factory lead time for these vehicles is estimated at 6-9 months through North Central Bus & Equipment, Inc. The proposed vehicles do not require a CDL to operate.

FINANCIAL IMPACT: The estimated purchase price is $152,066 per unit, a $17,694 price reduction per vehicle from the last cutaway bus purchase through Davey Coach. The federal portion will be $775,536.60, with a local match of $136,859.40 for all buses, bringing the total purchase price to $912,396.00

	Make & Model	VIN	Mileage	Age	Federal	Local	Total
1905	Ford E-450 Cutaway	1FDFE4FSXKDC12195	216,963	7	$129,256	$22,810	$152,066
1906	Ford E-450 Cutaway	1FDFE4FS1KDC12196	235,337	7	$129,256	$22,810	$152,066
1907	Ford E-450 Cutaway	1FDFE4FS5KDC12198	244,590	7	$129,256	$22,810	$152,066
1908	Ford E-450 Cutaway	1FDFE4FS1KDC12201	252,040	7	$129,256	$22,810	$152,066
1912	Ford Transit Van	1FBVU4XM3KKA53538	151,649	7	$129,256	$22,810	$152,066
Expansion					$129,256	$22,810	$152,066
				TOTAL	**$775,537**	**$136,859.40**	**$912,396**

November 19, 2026

TO: Bis-Man Transit Board of Directors

FROM: Deidre Hughes, Executive Director

SUBJECT: 2026 Sales Tax Request Approval

BACKGROUND: With the approval of the 2026 budget, Bis-Man Transit anticipated needing $1,658,784.94 in sales tax funding from the City of Bismarck and Mandan to offset the cost of additional fixed-route and paratransit service and help address projected budget shortfalls.

DISCUSSION: After a full budget analysis of the current and projected remaining 2026 income and expenses, the deficit is estimated to be $1,600,000.00

FINANCIAL IMPACT: See table below.

Total anticipated shortfall	$ 1,600,000.00
City of Bismarck Sales Tax Request (85.44%)	$ 1,367,040.00
City of Mandan Sales Tax Request (14.56%)	$ 232,960.00

RECOMMENDATION: Staff recommends approval of the proposed sales tax request from the City of Bismarck and Mandan. Staff also recommends approval of the proposed City of Mandan Sales Tax Grant Application.

City of Mandan

Public Transportation Grant Program Policies

Policy Guidelines

1. Program Objectives

- Provide consistent and reliable transportation services, including but not limited to those that cater to elderly, disabled, and disadvantaged individuals.
- Promote equity and accessibility in public transportation.

2. Lead Department and Grant Review Process

- **Lead Department:** City of Mandan Administration Department, with support from Finance.
- **Administrator:** Jim Neubauer.
- **Grant Review Team:** Comprised of City staff from Administration, Planning, Finance, Business Development + Communications, and other designees of the City Commission Portfolio Holder.

3. Eligibility Criteria

- Applicants must be a registered nonprofit, for-profit, or government entity.
- Must provide services primarily to elderly, disabled, or disadvantaged populations.
- Both existing and new service providers are eligible to apply.

4. Application Process

- The City prefers to receive applications during its annual budget process. However, applications are accepted on a rolling basis.
- Completed applications must be submitted at least **30 days prior** to a City Commission meeting for consideration.
- Incomplete applications will be returned for revision and may delay processing.

5. Evaluation Criteria

Applications will be reviewed based on:

- Alignment with program objectives and goals.
- Clear and compelling evidence of need for the proposed service.

- Demonstrated efficiency and cost-effectiveness in the planned use of funds.
- Well-defined and measurable metrics for evaluating program success.
- Financial stability and sustainability of the applicant organization.
- Efforts to leverage additional funding sources to maximize impact.
- Initiatives to enhance the service's appeal, accessibility, or utility.
- Availability of funds, recommendations, and goals the City has adopted in relevant planning documents.
- Professional opinions of the grantee selection team.

6. City Review and Approval Process

- Applications are reviewed by City staff to ensure completeness and eligibility.
- Recommendations are made based on the evaluation criteria outlined above.
- Final approval of funding requests will be determined by the Board of City Commissioners during a public meeting.
- Applicants will be notified of the Commission's decision within **10 business days** of the meeting.

7. Funding Amount and Disbursement

- Applicants may request up to **$500,000.00 annually**.
- Funds may be disbursed as:
    - Monthly installments
    - Quarterly installments
- The City of Mandan will not allocate more funds annually than the amount collected through the sales tax.

8. Application Requirements

Applicants must submit the following:

- Completed Grant Application Form.
- Detailed budget breakdown for the requested funds.
- Organization's approved annual budget for the funding year.
- Supporting documentation, including metrics for success and evidence of need.
- Narrative that provides a background of the grantee organization and how funds will be used.
- Additional materials, if requested, to aid in evaluation.
- Annual financial statements will be required, and the City reserves the right to review business plans for startup providers.

9. Reporting Requirements

Grantees must submit annual progress reports, including:

- Detailed account of funds expended.
- Metrics for success achieved (e.g., ridership, service area).
- Description of challenges encountered and adjustments made.
- Reports must be submitted by **December 31 of each year.**

10. Audit and Compliance

- The City reserves the right to audit grantees to ensure appropriate use of funds.
- Non-compliance with program guidelines may result in:
    - ☐ Termination of funding.
    - ☐ Required repayment of disbursed funds.

11. Renewal and Reapplication

- Grants are valid for **one year**.
- Grantees must reapply annually and provide evidence of:
    - ☐ Continued need.
    - ☐ Success in achieving program objectives.

12. Contact Information

For questions about the application or policy guidelines, contact:

- **Name:** Jim Neubauer
- **Title:** City Administrator
- **Email:** jneubauer@cityofmandan.com
- **Phone:** 701-667-3210

City of Mandan

Public Transportation Grant Application Form

1. Organization Information

- **Organization Name:** Bis-Man Transit Board
- **Mailing Address:** 3750 East Rosser Avenue, Bismarck, ND 58501
- **Contact Name:** Deidre Hughes
- **Title:** Executive Director
- **Phone Number:** 701-258-6817
- **Email Address:** dhughes@bismantransit.com
- **Organization Type:**
  - X Existing Service Provider
  - ☐ New Service Provider
- **Nonprofit Status:**
  - X Nonprofit
  - ☐ For-profit
- **Previous Grantee:**
  - X Previously received funds
  - ☐ Not previously received funds

2. Service Description

- **Organization's Mission:** Bis-Man Transit delivers valued public transportation, linking people, jobs and communities.
- **Alignment with Transportation Needs:** Providing ongoing public transportation options for the general public as well as elderly and disabled populations.
- **Target Population:** Bis-Man Transit provides public transportation service to the elderly, individuals with disabilities, and the general public. The total service area population served by Bis-Man Transit is 102,085 per the 2020 U.S Census Bureau.
- **Service Area & Hours:**
  - Fixed-Route (CAT Bus)
    - Monday to Friday: 6:00 AM to 10:00 PM
    - Saturday: 7:00 AM to 10:00 PM
  - Paratransit/Demand Response
    - Monday to Saturday: 5:30 AM to Midnight
    - Sunday: 7:30 AM to 6:00 PM
  - Service Area
    - Bismarck
    - Mandan
    - Lincoln
    - ¾ of a mile from every fixed-route

3. Use of Funds

- **Requested Funding Amount:** $232,960.00
  - ☐ Vehicle purchase/lease
  - ☐ Operating expenses
  - ☐ Driver wages/training
  - ☐ Accessibility enhancements
  - X Other: Provide financial support to address the 2026 Bis-Man operating shortfall and the additional fixed-route and paratransit service hours, effective April 1, 2026.
- **Detailed Fund Use:**
  - The "Bis-Man Transit 2026 Deficit" spreadsheet details how the requested amount was determined.
- **Annual Budget:** Attachment #1

---

4. Metrics for Success

- **How success will be measured:**
  - X Number of rides
  - ☐ Reduction in wait times
  - ☐ Expanded service area
  - X Increased ridership
  - X Satisfaction surveys
  - X Other: Trip duration and missed trips for paratransit/demand response
- **Anticipated Outcomes:** Bis-Man Transit seeks funding to address the projected 2026 budget shortfall, ensuring the continuity of transit services while positioning the system for continued future growth.

---

5. Disbursement Plan

- **Preferred Disbursement Method:**
  - ☐ Monthly
  - X Quarterly

---

6. Certification

- **Signature:**
- **Title:** Executive Director, Bis-Man Transit Board
- **Date:** November 20, 2026

---

7. Attachments Checklist

- ☐ Budget Breakdown
- ☐ Approved Annual Budget
- ☐ Grant Narrative
- ☐ Additional Supporting Documentation (if applicable)

City of Mandan Public Transportation Grant Application

Organization Overview

The Bis-Man Transit Board operates fixed-route and paratransit/demand-response services, providing an average of 750 daily trips and facilitating 230,833 annual trips (2025 statistics). Our mission is to deliver valued public transportation, linking people, jobs, and communities.

As of October 31, 2026, Bis-Man Transit has provided 155,431 fixed-route trips, a 25.11% increase over the prior year-to-date. The agency provided 82,137 paratransit/demand-response trips, up 4.19% from the prior year-to-date.

Statement of Need

At the beginning of 2026, our agency projected an operating deficit of $1,658,784.94 driven by:

Rising Costs: Fuel, vehicle repairs, increased contractor expenses, and higher staff pay necessary for retention have all impacted the Bis-Man Transit budget.

Revenue Shortfalls: Due to additional service hours for both the fixed-route and paratrans/demand response system, Bis-Man Transit anticipated needing sales tax assistance to cover the additional expenses. Additionally, expenses continue to rise due to industry-wide inflation; Bis-Man Transit is not receiving a proportionate increase in revenues through local, state, and federal funding. The 2026 5307 standard operating grant for Bis-Man Transit increased by just 2.73%. This grant is awarded to urbanized areas with populations of 50,000 or more and is based on legislative formulas.

Service Demands: The community's growing needs require sustained or expanded service levels, particularly for low-income individuals, seniors, and people with disabilities, despite financial constraints. Currently, no local taxi providers operate ADA-accessible vehicles. This has increased the need for public transportation in our community. This need drove the April 1, 2026 service increase for fixed-route and paratransit/demand response services.

Bis-Man Transit has worked hard to reduce this deficit, and as of November 19, 2026, the projected 2026 deficit is $58,784.94 less than anticipated.

Purpose of Funding Request

We seek to:

- Cover operating expenses, including the operating contract with WeDriveU, fuel, insurance, utilities, and marketing.
- Maintain current service levels for both fixed-route and paratransit/demand response services.

Budget Justification

- City of Mandan Request: $232,960 (14.56% of the total anticipated shortfall). This amount was determined based on projected annual sales tax funding for the Bismarck and Mandan community.

- Bis-Man Transit's total 2026 shortfall is $1,600,000.00

Conclusion

Bis-Man Transit is a lifeline for the Mandan and Bismarck communities, connecting people to jobs, healthcare, shopping, and recreational activities. We respectfully request $232,960 to sustain vital public transit services.

Attachments

- Bis-Man Transit 2026 Profit and Loss
- Bis-Man Transit 2025 Audit
- Bis-Man Transit 2026 Budget
- Bis-Man Transit 2026 Profit and Loss *through October 2025
- Ridership data by mode and community

November 19, 2026

TO: Bis-Man Transit Board of Directors

FROM: Deidre Hughes, Executive Director

SUBJECT: Free Ride Day Recommendation – December 15

BACKGROUND: Typically, Bis-Man Transit offers free rides for local elections.

DISCUSSION: Bis-Man Transit last offered a free ride day on November 3, 2026, for the election. The City of Mandan reached out and requested the Board consider offering free rides on December 15th for the special election on data centers.

RECOMMENDATION: Bis-Man Transit staff recommends approving free rides for both fixed-route and paratransit riders on December 15, 2026, with no limitation on trip purpose.

L

November 19, 2026

TO: Bis-Man Transit Board of Directors

FROM: Deidre Hughes, Executive Director

SUBJECT: 8th Annual Stuff the Bus Event

RECOMMENDATION: Staff recommends approval of collecting donations for the 8th annual Stuff the Bus event for Toys 4 Tots from December 14th through the 18th.

BACKGROUND: Bis-Man Transit has hosted the Stuff the Bus event since 2018 (we did not collect in 2020), collecting donations for various local charities in December.

DISCUSSION: The collection will occur at the Transit Facility and onboard each CAT bus. If WeDriveU can staff donation collection at a local store, we will consider placing a Bis-Man Transit bus at a remote location for 3-5 hours to encourage donations.

FINANCIAL IMPACT: No financial impact

November 19, 2026

Executive Director Report

1) Ridership Update

   a. For the month of October, 19,736 CAT bus trips were completed. This is the highest ridership month for CAT as far back as we have monthly ridership records. On October 26th, we provided 880 CAT Trips. Of the monthly total, 1,705 were completed after 7:00 PM and 1,187 before 7:00 AM. We provided 4 Sunday demand response service trips for the general public in September.

N

November 2026 Operations Report

Operations
Fixed Route service has been operating smoothly, with no interruptions to service. We will continue to focus on On-time performance to meet our goal of 90%. Paratransit Service continues to perform well. Last month, the On-Time Performance was 97.34%

Driver of the Month
We are pleased to announce that Fixed Route Driver, Jackson Dorestant, has been named Driver of the Month for October 2026. Jackson achieved an excellent safety score while driving approximately 2,700 miles during the month of October. His commitment to safety and dedication to providing quality service are commendable, and we congratulate him on this well-deserved achievement.

Other News
This month we had a visitor from a member of WeDriveU's corporate team. Regional Vice President, David Goshen was on site to observe the operations. He was impressed with the facility and the overall management from the operations team.