

# Fleet & Asset Management



# Update on Section 5311 Vehicle Delivery

- Delivery of FY18 Section 5311 vehicles is underway
- Number of vehicles ordered for FY18 was 118.
- FY18 delivery should be completed in August 2018.



# Delivery Pick-up Process & Required Items for 5311

- PTS will notify subrecipient with delivery date and time.
- Power of Attorney
- Certificate of Insurance
- Safety-sensitive drivers
- No DHS/Medicaid co-deliveries/inspections



# FTA Asset Inventory

- FTA requires an inventory of all FTA assets to capture 11 categories:
  - Description of asset, I.D. Number, Acquisition Date, Cost, Federal %, Grant Number (GDOT will complete), location of asset, use and condition, disposition action, vested title, and useful life

# Satisfactory & Continuing Control Basic Requirement

- All FTA funded property will remain available for its originally authorized purpose through out its useful life until disposition
- FTA Assets must be maintained and controlled for use within the 5311/5307/5339 programs
  - Prompt repairs during useful life
  - FTA requires ADA vehicles (lift equipped) be returned to service within 5 business days

# Fleet Maintenance & Facility Plans

- Each subrecipient must follow the interval for oil change as **written** in your plans. Any PM must be scheduled so the stated mileage interval is met at least 80% of the time – 10% over/under allowed
- FTA Maintenance Plans must be followed as written for Preventive Maintenance (PM) schedules
- Pre/Post trip inspections
- Maintenance plans must include facility and critical components in 14 areas:
  - Buildings, elevators, escalators, passenger stations, shelters, parking lots, ROW, Electric distribution and control equipment; plumbing systems, overhead doors, maintenance lifts; vehicle washers/recycling; HVAC; Power substations, security equipment

# Fleet Warranty & Repairs

- Vehicles under warranty: please contact the bus vendor directly for instructions on repairing the component.
- Ford Startrans non-lift repairs
  - Send vendor Transportation South (The Bus Center) an estimate prior to repairs being made and copy your PTS
  - Ford warranty issues can be resolved at Ford Dealer but first contact the bus vendor.
  - Vendor may send parts & assist with repairs
- Lift repairs – under warranty Braun Lift dealers

# FTA Asset Surplus Procedures

- 150,000 miles or 5 years – surplus requirement for replacement
- All vehicle replacements must be of like kind for vehicle surplused
- Department surplus retention procedure allows systems to retain 5311 vehicles at the time of surplus.
- PTS will complete a surplus turn-in checklist that must be signed by the subrecipient
- Remove License Plates/decals/branding.
- Return vehicle whole, as received.

# 5311 Surplus Retention Policy & Procedure

- Department may allow system to retain 5311 vehicle at time of surplus
- Fleet Manager initiates a letter to the subrecipient with retention details
- County returns letter if they wish to retain or surplus
- Surplus property – <http://doas.ga.gov/surplus-property>
- 5311 vehicles not retained are sold on state surplus site and available for anyone at pricing established by DOAS

# 5311 Lease Options

- Lease Vehicles Available under the Transit Program
- Subrecipient must request in writing with justification
- Intended for short-term use
- Monthly invoicing @ 0.10 cents per mile
- Lease agreement required
- Not intended to substitute need for repair
- System must maintain lease during lease term



# Accident Reporting Best Practices

- Report Accidents to Transit Planner or PTS within 24 hours
- Preparation- Driver emergency training, evacuation procedures, safety meetings to reduce risk, chance of injury, damage or loss, including death.
- Respond – during crisis a driver and dispatcher response can be critical
- Recovery – post accident documentation, claims filing, reporting to Department
- Send GDOT a copy of police report as soon as available
- Consider post accident Driver counseling/training if driver at fault
- Post Accident D&A testing if meet FTA thresholds
- FTA requirements – report incidents, injuries or fatalities for NTD reporting

# HERE WE GROW AGAIN



**Carroll County Commission Chairman Marty Smith inspects the 6 new transit vehicles  
Service began on July 2<sup>nd</sup> as Carroll Connection**

# Carroll County – New Service



# BRANDING - MARKETING

