



**Transportation Disadvantaged Local Coordinating Board (TDLCB) Meeting**

Marion Senior Services  
1101 SW 20<sup>th</sup> Ct., Ocala, FL 34471

**February 20, 2020**

**2:00 PM**

**AGENDA**

- 1. CALL TO ORDER AND ROLL CALL**
- 2. PROOF OF PUBLICATION**
- 3. PRESENTATIONS**
  - A. Mr. Scott Quintel –Director of United Way -211 System
  - B. Ms. Channa Lloyd-Census Bureau-2020 Census
- 4. DISCUSSION ITEMS**
  - A. Appointment of our CTC (June 30, 2020)
- 5. ACTION ITEMS**
  - A. APPROVAL OF GRIEVANCE PROCEDURES
  - B. APPROVAL OF CTC REVIEW
- 6. CONSENT AGENDA**
  - A. Minutes- December 12, 2019
- 7. COMMENTS BY TDLCB MEMBERS**
- 8. COMMENTS BY TPO STAFF**
  - A. Derrick Harris – Update on LRTP
- 9. COMMENTS BY TRANSPORTATION COORDINATOR (CTC)**
- 10. PUBLIC COMMENT (Limited to 2 minutes)**
- 11. ADJOURNMENT**

If reasonable accommodations are needed for you to participate in this meeting, please call the TPO Office at (352) 438-2630 forty-eight (48) hours in advance so arrangements can be made.

All meetings are open to the public, the TPO does not discriminate on the basis of race, color, national origin, sex, age, religion, disability and family status. Anyone requiring special assistance under the Americans with Disabilities Act (ADA), or requiring language assistance (free of charge) should contact Liz Mitchell, Title VI/Nondiscrimination Coordinator at (352) 438-2634 or [liz.mitchell@marioncountyfl.org](mailto:liz.mitchell@marioncountyfl.org) forty-eight (48) hours in advance, so proper accommodations can be made.

Please be advised that if any person wishes to appeal any decision made by the Board with respect to any matter considered at the above meeting, they will need a record of the proceedings, and that, for such purpose, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

*The next regular meeting of the TDLCB will be held on May 21, 2020.*



**TO: TDLCB Members**

**FROM: Liz Mitchell, Grants Coordinator/Fiscal Planner**

**RE: Appoint of New Community Transportation Coordinator (CTC)**

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Every five years, it is the responsibility of the Transportation Planning Agency to arrange for a selection of the Community Transportation Coordinator (CTC). The appointment for the current CTC expires June 30, 2020. It is incumbent upon us to begin the procurement process as early as possible in order to meet this deadline. Attached is a copy of the rules and regulations per Florida Statute 427, Rule 41-2.010, Florida Administrative Code, Commission policies.

Anyone with questions, comments, and/or suggestions please contact Liz Mitchell, [liz.mitchell@marioncountyfl.org](mailto:liz.mitchell@marioncountyfl.org).

#### **41-2.010 Selection of Community Transportation Coordinator.**

(1) Designation, selection, or revocation of designation of any Community Transportation Coordinator shall be subject to the approval of the Commission.

(2) Selection of agencies as Community Transportation Coordinators or Transportation Operators may be negotiated without competitive acquisition, upon the recommendation of the Metropolitan Planning Organization or Designated Official Planning Agency that it is in the best interest of the transportation disadvantaged. This includes circumstances such as emergencies, or insufficient competition availability.

(3) Selection of the Community Transportation Coordinator will be accomplished through public competitive bidding or proposals in accordance with applicable laws and rules.

(4) In cases where selection is accomplished by a request for proposal (RFP), the RFP shall, at a minimum, identify the following information:

(a) The scope and nature of the services and coordination required, and a request for the proposer's plan to provide same.

(b) A request that the proposer identify the resources, and accounting system techniques to be used in their audit trail for all services.

(c) A request that the proposer identify their organizational structure and key personnel, their financial capacity, equipment resources, and experience and qualifications, including the most recent financial audit by a certified public accountant in accordance with Section 216.349, Florida Statutes.

(d) A request that the proposer demonstrate the ability to coordinate a multitude of funding and service provisions, in addition to serving the needs of the general public or other transportation disadvantaged.

(e) A request that the proposer identify specific means by which it plans to comply with the provisions of the Americans with Disabilities Act, P.L. 101-336, Chapter 760, Florida Statutes, and any applicable local regulations governing disabled accessibility requirements, access to transportation, and discrimination.

(f) A demonstration by the proposer of plans for the provision of the most economically cost effective, quality services to the transportation disadvantaged, and plans which demonstrate coordination with the public school system, local public transit systems, private sector operators and other governmental agencies that provide services to the transportation disadvantaged within the designated service area.

(g) A demonstration by the proposer of plans to comply with safety requirements as specified in Section 341.061, Florida Statutes.

(h) An indication by the proposer of plans to comply with any state, federal, or local laws relating to drug testing.

(i) A sample Memorandum of Agreement for review by the respondent.

(j) A statement advising proposers of any local resources that exist or are planned that should be recognized in the bidders proposal.

(5) The announcement of the request for proposal shall be published in at least the largest general circulation newspaper in the designated service area and in the Florida Administrative Weekly. The advertised announcement shall include the time, date and place of a public meeting to provide information and answer questions about the request for proposal.

(6) Upon evaluation of the proposals, each Metropolitan Planning Organization or Designated Official Planning Agency, upon consultation with the Coordinating Board, shall recommend to the Commission a Community Transportation Coordinator.

(7) Upon resignation or termination of any Community Transportation Coordinator, the Metropolitan Planning Organization or Designated Official Planning Agency shall complete the recommendation process for a new Community Transportation Coordinator within 90 days after termination date for non-bid Community Transportation Coordinators and within 150 days after termination date for bid/RFP Community Transportation Coordinators. In the absence of these circumstances, the requirements of subsection 41-2.010(8), F.A.C., below shall apply.

(8) In cases of termination of the Community Transportation Coordinator, or in unforeseen emergencies, the Commission shall work with the Metropolitan Planning Organization or Designated Official Planning Agency and the Coordinating Board in an expeditious manner to provide for the continuation of services to the transportation disadvantaged in the designated service area, by providing or arranging the necessary technical assistance.

(9) The utilization of firms defined as minority business enterprises shall be encouraged to the extent possible utilizing the most recent certified minority business listing published by the Florida Department of Management Services.



**TO: TDLCB Members**

**FROM: Liz Mitchell, Grants Coordinator/Fiscal Planner**

**RE: Update of the Transportation Disadvantaged Local Coordinating Board (TDLCB) Grievance Procedures**

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It is incumbent upon TPO staff to regularly review and/or amend the TDLCB Grievance Procedures to remain concurrent with State of Florida regulations and code as they relate to the operations of the local Community Transportation Coordinator (CTC) and the Florida CTD. TPO staff have rewritten the TDLCB Grievance Procedures and respectfully request the TDLCB Board review and recommend changes or approval to said procedures.

All elements included in the TDLCB Grievance Procedures are pursuant to Chapter 427 Florida Statutes (FS); Rule 41-2, CTD Local Grievance Guidelines, and subsequent laws setting forth requirements for the handling of grievances of transportation services to the TD.

Any additional comments and/or suggestions should be submitted to Liz Mitchell, [liz.mitchell@marioncountyfl.org](mailto:liz.mitchell@marioncountyfl.org).

**OCALA MARION  
TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD  
GRIEVANCE PROCEDURES**

**Article 1: Preamble**

The following will set forth the grievance procedures which shall serve to guide the Ocala Marion TPO Transportation Disadvantaged Local Coordinating Board (TDLCB). The Community Transportation Coordinator (CTC) will receive and attempt to satisfy any concerns by any person(s). If for any reason the complainant is not satisfied with the resolution determined by the CTC then the procedures herein will assist in acquiring a satisfactory resolution. This will provide procedures and policies for fulfilling the requirements of chapter 427, Florida Statutes, Rule 41-2 of the Florida Administrative Code (FAC), and subsequent laws setting forth requirements for the establishment of grievance procedures.

**Article II: Name and Purpose**

Name: The Grievance Committee is a Subcommittee of the Transportation Disadvantaged Local Coordinating Board, but will hereinafter be referred to as the Grievance Subcommittee.

Purpose: The primary purpose of the Grievance Subcommittee is to process, investigate and make recommendations to any and all unresolved grievances and/or complaints. To provide a formal grievance process by the Local Coordinating Board (LCB) to address concerns by any person or agency including but not limited to, users, potential users, agencies, and other interested parties. The Grievance Subcommittee will provide a mechanism for issues to be brought before the committee which shall meet as often as necessary to address unresolved complaints in a timely manner.

**Article III: Definitions**

1. Community Transportation Coordinator (CTC): An entity and or person appointed to ensure that coordinated transportation services are provided to the transportation disadvantaged population in a designated service area.
2. A Grievance is defined as any ongoing service problem that interferes with accessing a major life activity, such as work, healthcare, employment, education, shopping, social activities, or other life sustaining activities.
3. Service Complaint- any routine incidents and/or dissatisfaction that occur, are reported to the driver, dispatcher, or other individuals involved with the daily operations, and are resolved within the course of a reasonable time period suitable to the complainant. Service complaints may include but are not limited to:

- a. Late trips (late pickup, late drop off, and/or late returns)
  - b. No-show by Transportation Operator
  - c. No-show by client
  - d. Client Behavior
  - e. Driver Behavior
  - f. Passenger discomfort
  - g. Refusal of service to client for any reason
4. Formal Grievances- a written complaint to document any concerns or an unresolved service complaint regarding the operation or administration of TD services by the Transportation Operator, Community Transportation Coordinator, agencies, or Local Coordinating Board. Formal Grievances may include, but are not limited to:
- a. Chronic or unresolved service complaints
  - b. Violation of specific laws governing the provision of Transportation Disadvantaged Services (i.e., Chapter 427 of Florida Statutes, Chapter 41-2 of Florida Administrative Code and accompanying documents, Sunshine Law and/or ADA violations)
  - c. Contract disputes (Agencies/Operators)
  - d. Bidding disputes
  - e. Agency compliance
  - f. Conflicts of interest
  - g. Supplanting of funds
  - h. Billing and/or accounting procedure violation
  - i. Denials of applications for paratransit services

#### **Article IV: Membership**

1. Members of the Grievance Subcommittee shall serve on a voluntary basis and shall consist of at least five (5) voting members.
2. Each member of the Grievance Subcommittee shall serve at the discretion of the TDLCB.
3. The CTC shall not serve on the Grievance Subcommittee.
4. Grievance Subcommittee members will meet if a grievance is brought before the committee.
5. When a meeting of the Grievance Subcommittee is necessary, staff to the TPO shall schedule the meeting. Meetings shall be held at the time and place as the Grievance Subcommittee may determine.

6. The Members shall serve a term of one year, with allowances for multiple terms.
7. The Grievance Subcommittee shall elect a Chairperson and Vice-Chairperson.
8. A simple majority shall be present in any official action.
9. No voting member will have a vote on an issue that is deemed a conflict of interest.

#### **Article V: Filing Complaints and Grievances – STEP 1**

10. All formal grievances must contain the following:
  - a. Must submit in writing
  - b. Name and address of complainant
  - c. A clear and concise statement of the grounds for the grievance and supplemented by supporting documentation
    - Exact date and time of incident
    - Exact location of incident
    - Any witnesses to incident (including name and address)
    - Vehicle unit number, license number, color and type
    - Any other information affiliated with the complaint
  - d. An explanation by the complainant of the improvements needed to address the complaint

All written complaints can be sent to:

Marion Senior Services  
1101 SW 20<sup>th</sup> Court  
Ocala, Florida 34471

A complaint form has been created (see page 7) indicating all of the above mentioned items.

11. The CTC must post the contact person and telephone number for access to information regarding reporting service complaints or filing a formal grievance in each of their vehicles in plain view of riders.
12. The CTC will have ten (10) working days from the date of notification of the complaint to address or investigate the problem.



13. The CTC will investigate the problem and respond in writing, within ten (10) working days of notification to the complainant as to what action was taken. Such action will contain an explanation of the facts that lead to the CTC's decision and provide a method or ways to bring about a resolution.
14. The Grievance Subcommittee and TDLCB Board will receive a copy of all grievances and responses.

#### **Article VI: Appeal Process – STEP 2**

1. If the complainant is dissatisfied with the CTC's response and/or recommendation they may file an appeal with the Grievance Subcommittee.
2. The complainant may only file after they have sought satisfaction directly from the CTC and received a response. Complainant must demonstrate that they have unsuccessfully attempted to resolve the issue with the CTC. Every effort will be made by the CTC to resolve service problems. However, if unable to resolve the problem and/or the complainant wishes to take further action, then the CTC will provide the complainant with assistance in following the Grievance Procedures.
3. The appeal must be filed within ten (10) days from the date of notification of final decision from the CTC.

The appeal must be in writing and addressed to:

Ocala Marion Transportation Planning Organization  
ATTN: TDLCB Grievance Subcommittee  
2710 E. Silver Springs Blvd.  
Ocala, Florida 34470

4. Once an appeal has been received, the Grievance Subcommittee shall meet and render its recommendation within thirty (30) working days of the date the appeal was filed.
5. The complainant shall be notified in writing of the mutually agreed upon date, time and place where the appeal shall be heard. This written notice shall be mailed at least ten (10) working days in advance of the meeting.
6. A written recommendation will be rendered to all parties involved within ten (10) working days from the date of the recommendation and will include the following, in writing:

- a. Statement that a meeting was held and the involved parties were given an opportunity to present their position(s).
  - b. The issues discussed and clearly defined
  - c. Reason(s) for the recommendation based on the information provided
7. Grievance Subcommittee must report all grievances and recommendations to the full Transportation Disadvantaged Local Coordinating Board.

**Article VII: Appeal to the Transportation Disadvantaged Local Coordinating Board – STEP 3**

1. If the complainant is dissatisfied with the recommendation of the Grievance Subcommittee he/she may continue the appeal process with the TDLCB as follows.
2. The appeal must be in writing and filed within ten (10) working days from the date of final recommendation from the Grievance Subcommittee.
3. Appeal to the TDLCB can only be filed after the complainant has sought satisfaction directly from the Grievance Subcommittee.
4. The appeal should demonstrate a clear violation of a specific law, regulation, contractual agreement, or circumstance.

Address all appeals to:

Ocala Marion Transportation Planning Organization  
 ATTN: TDLCB  
 2710 E. Silver Springs Blvd.  
 Ocala, Florida 34470

5. Once an appeal has been received, the TDLCB shall meet and render its recommendation within sixty (60) working days of the date the appeal was filed.
6. The complainant shall be notified in writing of the mutually agreed upon date, time and place where the appeal shall be heard. This written notice shall be mailed at least ten (10) working days in advance of the meeting.
7. A written recommendation will be rendered to all parties involved within ten (10) working days from the date of the recommendation and will include the following, in writing:
  - a. Statement that a meeting was held and the involved parties were given an opportunity to present their position(s).

- b. The issues discussed and clearly defined
- c. Reason(s) for the recommendation based on the information provided

#### **Article VIII: Appeal to the Commission for the Transportation Disadvantaged – STEP 4**

If the complainant is dissatisfied with the recommendation of the TDLCB, he/she may continue the process with the TD Ombudsman Program by calling the following number(s): 1-800-983-2435. For hearing and speech impaired customers call, 711 (Florida Only) Florida Relay System or (850) 410-5708 for TTY via written correspondence to:

Florida Commission for the Transportation Disadvantaged  
Attn: Ombudsman Program  
605 Suwannee Street, MS-49  
Tallahassee, FL 32399-0450

#### **Article IX: General**

The Transportation Disadvantaged Local Coordinating Board Grievance Procedures may be amended by a two-thirds (2/3) vote of members present, if a quorum exists, and all Members have been notified of proposed changes at least seven (7) working days in advance of the meeting.

The implementation of these rules and procedures will ensure quality control and the ability to provide an impartial body to hear complaints and submit recommendations regarding the grievance as indicated.

Apart from this grievance/appeal process, aggrieved parties with proper standing may also have recourse through Chapter 120, Florida Statutes Administrative Hearing Process, or the judicial court system.

#### **CERTIFICATION**

The undersigned hereby certifies that he/she is the Chairperson of the Ocala Marion TPO Transportation Disadvantaged Local Coordinating Board and that the foregoing is a full, true and correct copy of the Grievance Procedures of this Local Coordinating Board as adopted by the Ocala Marion TPO Transportation Disadvantaged Local Coordinating Board on the 20<sup>th</sup> day of February 2020.

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Commissioner Michelle Stone, TDLCB Chairperson

**OCALA MARION  
TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD  
COMPLAINT FORM**

<b>Complainant(s) Name:</b>	<b>Complainant(s) Address:</b>
<b>Complainant(s) Phone Number:</b>	<b>Complainant(s) Email:</b>
<b>Complainant(s) Representative's Name, Address, Phone Number and Relationship (e.g. friend, attorney, parent, etc.):</b>	
<b>Names of the Individual(s) Whom You Allege a Complaint Against (If Known):</b>	
<b>Name and Address of Agency, Institution, or Department Whom You Allege a Complaint Against:</b>	

<b>Date of incident:</b>	<b>Vehicle Unit/License No.-Color-Type</b>	<b>Time of Incident:</b>
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<b>Please list the name(s) and phone number(s) of any person, if known, that can be contacted for additional information to support or clarify your allegation(s):</b>
<b>Please explain as clearly as possible HOW, WHY, WHEN and WHERE is your alleged complaint. Include as much information as possible. Additional pages may be attached if needed.</b>
<b>Please indicate what would be an acceptable resolution:</b>

<b>Complainant(s) or Complainant(s) Representatives Signature:</b>	<b>Date of Signature:</b>
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Please submit to: **Address in the step process**

**Additional Pages are attached.**

# TDLCB COMPLAINT TRACKING FORM

Name of Complainant: \_\_\_\_\_

**COMPLAINT TO THE CTC –STEP 1**

File Number \_\_\_\_\_

Date of 1<sup>st</sup>. Complaint: \_\_\_\_\_

Date of 1<sup>st</sup>. Resolution: \_\_\_\_\_

Action Taken (including date of letter): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPEAL = COMPLAINT TO THE TDLCB GRIEVANCE SUBCOMMITTEE – STEP 2**

Date of 2<sup>nd</sup> Complaint: \_\_\_\_\_

Date of 2<sup>nd</sup> Resolution: \_\_\_\_\_

Date of Subcommittee Hearing: \_\_\_\_\_

Action Taken (including date of letter): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPEAL = COMPLAINT TO THE TDLCB – STEP 3**

Date of 3<sup>rd</sup> Complaint: \_\_\_\_\_

Date of 3<sup>rd</sup> Resolution: \_\_\_\_\_

Date of TDLCB Hearing: \_\_\_\_\_

Action Taken (including date of letter): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPEAL = TO THE COMMISSION FOR THE TRANSPORTATION DISADVANTAGED – STEP 4**

Date sent: \_\_\_\_\_



**TO: TDLCB Members**

**FROM: Liz Mitchell, Grants Coordinator/Fiscal Planner**

**RE: Evaluation of the Community Transportation Coordinator (CTC)  
FY 2020**

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Pursuant to Chapter 427 Florida Statutes 427.015(2), the performance of the Community Transportation Coordinator (CTC) shall be evaluated annually based on the Commission for the Transportation Disadvantaged's (CTD) approved evaluation criteria. TPO staff conducted the evaluation during the month of January and early February.

The evaluation includes an analysis of all relevant elements within the operations of Marion Transit Services. Examples include:

- Policies & Procedures
- Vehicle Operations & Maintenance
- Grievance Procedures
- Budget
- Contracts and Contract Management
- Driver Certification & Training
- Performance Standards
- Quality Assurance
- Safety Standards

The CTC Evaluation is being submitted to the Board for review and approval.

Any questions, additional comments and/or suggestions please submit to Liz Mitchell, [liz.mitchell@marioncountyfl.org](mailto:liz.mitchell@marioncountyfl.org).

***CTC***  
***EVALUATION WORKBOOK***

Florida Commission for the



**Transportation  
Disadvantaged**

**CTC BEING REVIEWED:** \_\_\_\_\_

**COUNTY (IES):** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CONTACT:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**REVIEW PERIOD:** \_\_\_\_\_ **REVIEW DATES:** \_\_\_\_\_

**PERSON CONDUCTING THE REVIEW:** \_\_\_\_\_

**CONTACT INFORMATION:** \_\_\_\_\_

# ***LCB EVALUATION WORKBOOK***

<b>ITEM</b>	<b>PAGE</b>
<b>REVIEW CHECKLIST _____</b>	<b>3</b>
<b>EVALUATION INFORMATION _____</b>	<b>5</b>
<b>ENTRANCE INTERVIEW QUESTIONS _____</b>	<b>6</b>
<b>GENERAL QUESTIONS _____</b>	<b>9</b>
<b>CHAPTER 427, F.S. _____</b>	<b>13</b>
<b>RULE 41-2, F.A.C. _____</b>	<b>22</b>
<b>COMMISSION STANDARDS _____</b>	<b>32</b>
<b>LOCAL STANDARDS _____</b>	<b>33</b>
<b>AMERICANS WITH DISABILITIES ACT _____</b>	<b>36</b>
<b>FY GRANT QUESTIONS _____</b>	<b>42</b>
<b>STATUS REPORT _____</b>	<b>43</b>
<b>ON-SITE OBSERVATION _____</b>	<b>45</b>
<b>SURVEYS _____</b>	<b>47</b>
<b>LEVEL OF COST WORKSHEET # 1 _____</b>	<b>52</b>
<b>LEVEL OF COMPETITION WORKSHEET #2 _____</b>	<b>53</b>
<b>LEVEL OF AVAILABILITY WORKSHEET #3 _____</b>	<b>55</b>



# REVIEW CHECKLIST & SCHEDULE

## **COLLECT FOR REVIEW:**

- APR Data Pages
- QA Section of TDSP
- Last Review (Date: \_\_\_\_\_)
- List of Omb. Calls
- QA Evaluation
- Status Report (from last review)
- AOR Submittal Date
- TD Clients to Verify
- TDTF Invoices
- Audit Report Submittal Date

## **ITEMS TO REVIEW ON-SITE:**

- SSPP
- Policy/Procedure Manual
- Complaint Procedure
- Drug & Alcohol Policy (see certification)
- Grievance Procedure
- Driver Training Records (see certification)
- Contracts
- Other Agency Review Reports
- Budget
- Performance Standards
- Medicaid Documents

## **ITEMS TO REQUEST:**

- REQUEST INFORMATION FOR RIDER/BENEFICIARY SURVEY** (Rider/Beneficiary Name, Agency who paid for the trip [sorted by agency and totaled], and Phone Number)
- REQUEST INFORMATION FOR CONTRACTOR SURVEY** (Contractor Name, Phone Number, Address and Contact Name)
- REQUEST INFORMATION FOR PURCHASING AGENCY SURVEY** (Purchasing Agency Name, Phone Number, Address and Contact Name)
- REQUEST ANNUAL QA SELF CERTIFICATION** (Due to CTD annually by January 15th).
- MAKE ARRANGEMENTS FOR VEHICLES TO BE INSPECTED** (Only if purchased after 1992 and privately funded).

## **INFORMATION OR MATERIAL TO TAKE WITH YOU:**

- Measuring Tape
- Stop Watch

## EVALUATION INFORMATION

**An LCB review will consist of, but is not limited to the following pages:**

1	Cover Page
5 - 6	Entrance Interview Questions
12	Chapter 427.0155 (3) Review the CTC monitoring of contracted operators
13	Chapter 427.0155 (4) Review TDSP to determine utilization of school buses and public transportation services
19	Insurance
23	Rule 41-2.011 (2) Evaluation of cost-effectiveness of Coordination Contractors and Transportation Alternatives
25 - 29	Commission Standards and Local Standards
39	On-Site Observation
40 – 43	Surveys
44	Level of Cost - Worksheet 1
45- 46	Level of Competition – Worksheet 2
47 - 48	Level of Coordination – Worksheet 3

**Notes to remember:**

- **The CTC should not conduct the evaluation or surveys. If the CTC is also the PA, the PA should contract with an outside source to assist the LCB during the review process.**
- **Attach a copy of the Annual QA Self Certification.**

# CTD EVALUATION

## **INTRODUCTION:**

In accordance with Florida Statutes, Chapter 427, and the Florida Commission for the Transportation Disadvantaged, the Marion County Community Transportation Coordinator (CTC) evaluation is conducted annually by members of the Transportation Disadvantaged Local Coordinating Board (TDLCB) with assistance from the Ocala Marion Transportation Planning Organization (TPO) staff. The TDLCB evaluates the CTC in order to ensure quality of service is being provided in the most cost effective and efficient manner. The evaluation encompasses management, operations, service, safety, vehicle maintenance, drivers and training, utilizing the Commission for the Transportation Disadvantaged CTC Evaluation Workbook.

The evaluation report and recommendations to the CTC were presented to the TDLCB at the February 20, 2020 meeting. The final workbook with the recommendations will be transmitted to the Florida Commission for the Transportation Disadvantaged and the Marion County CTC by the TPO staff. The CTC will forward a status report to the TDLCB within 30 working days.

## ENTRANCE INTERVIEW QUESTIONS

### INTRODUCTION AND BRIEFING:

- Describe the evaluation process (LCB evaluates the CTC and forwards a copy of the evaluation to the CTD).
- The LCB reviews the CTC once every year to evaluate the operations and the performance of the local coordinator.

The LCB will be reviewing the following areas:

- Chapter 427, Rules 41-2 and 14-90, CTD Standards, and Local Standards
- Following up on the Status Report from last year and calls received from the Ombudsman program.
- Monitoring of contractors.
- Surveying riders/beneficiaries, purchasers of service, and contractors
  
- The LCB will issue a Review Report with the findings and recommendations to the CTC no later than 30 working days after the review has concluded.
  
- Once the CTC has received the Review Report, the CTC will submit a Status Report to the LCB within 30 working days.
  
- Give an update of Commission level activities (last meeting update and next meeting date), if needed.

### USING THE APR, COMPILER THIS INFORMATION:

#### 1. OPERATING ENVIRONMENT:

- RURAL       URBAN

#### 2. ORGANIZATION TYPE:

- PRIVATE-FOR-PROFIT
- PRIVATE NON-PROFIT
- GOVERNMENT
- TRANSPORTATION AGENCY

3. NETWORK TYPE:

- SOLE PROVIDER
- PARTIAL BROKERAGE
- COMPLETE BROKERAGE

4. NAME THE OPERATORS THAT YOUR COMPANY HAS CONTRACTS WITH:

N/A

5. NAME THE GROUPS THAT YOUR COMPANY HAS COORDINATION CONTRACTS WITH:

<b>Coordination Contract Agencies</b>				
<b>Name of Agency</b>	<b>Address</b>	<b>City, State, Zip</b>	<b>Telephone Number</b>	<b>Contact</b>
Advocacy Resou	2800 SE Maricam	Ocala, FL	352.387.2210	Frank Sofia

6. NAME THE ORGANIZATIONS AND AGENCIES THAT PURCHASE SERVICE FROM THE CTC AND THE PERCENTAGE OF TRIPS EACH REPRESENTS?  
(Recent APR information may be used) N/A

Name of Agency	% of Trips	Name of Contact	Telephone Number
None			

7. REVIEW AND DISCUSS TD HELPLINE CALLS: N/A

	Number of calls	Closed Cases	Unsolved Cases
Cost	0	0	0
Medicaid	0	0	0
Quality of Service	0	0	0
Service Availability	0	0	0
Toll Permit	0	0	0
Other	0	0	0

## GENERAL QUESTIONS

**Use the TDSP to answer the following questions. If these are not addressed in the TDSP, follow-up with the CTC.**

1. DESIGNATION DATE OF CTC: July 1, 2015 - June 30, 2020

2. WHAT IS THE COMPLAINT PROCESS?

Marion Senior Services administrative staff fields calls and directs accordingly.

IS THIS PROCESS IN WRITTEN FORM?  Yes  No  
(Make a copy and include in folder)

Is the process being used?  Yes  No

3. DOES THE CTC HAVE A COMPLAINT FORM?  Yes  No  
(Make a copy and include in folder)

4. DOES THE COMPLAINT FORM INCORPORATE ALL ELEMENTS OF THE CTD'S UNIFORM SERVICE REPORTING GUIDEBOOK?

Yes  No

5. DOES THE FORM HAVE A SECTION FOR RESOLUTION OF THE COMPLAINT?

Yes  No

**Review completed complaint forms to ensure the resolution section is being filled out and follow-up is provided to the consumer.**

6. IS A SUMMARY OF COMPLAINTS GIVEN TO THE LCB ON A REGULAR BASIS?

Yes  No

7. WHEN IS THE DISSATISFIED PARTY REFERRED TO THE TD HELPLINE?

If complaint cannot be resolved they are referred to the helpline, however to date complaints have been resolved in-house.

8. WHEN A COMPLAINT IS FORWARDED TO YOUR OFFICE FROM THE OMBUDSMAN PROGRAM, IS THE COMPLAINT ENTERED INTO THE LOCAL COMPLAINT FILE/PROCESS?

Yes  No

If no, what is done with the complaint?



9. DOES THE CTC PROVIDE WRITTEN RIDER/BENEFICIARY INFORMATION OR BROCHURES TO INFORM RIDERS/ BENEFICIARIES ABOUT TD SERVICES?

Yes  No If yes, what type?

This is provided at the time of application. It is also available online, in the lobby on-site, or by the drivers. Brochures are distributed to local merchants, neighborhoods and through the mail.

10. DOES THE RIDER/ BENEFICIARY INFORMATION OR BROCHURE LIST THE OMBUDSMAN NUMBER?

Yes  No

11. DOES THE RIDER/ BENEFICIARY INFORMATION OR BROCHURE LIST THE COMPLAINT PROCEDURE?

Yes  No

12. WHAT IS YOUR ELIGIBILITY PROCESS FOR TD RIDERS/ BENEFICIARIES?

They are given an application and questionnaire to fill out. There are various documents that they are required to provide in order to meet eligibility. There is a vetting process that considers physical abilities, age, medical conditions, income level and location of residence.

*Please Verify These Passengers Have an Eligibility Application on File:*

TD Eligibility Verification			
Name of Client	Address of client	Date of Ride	Application on File?
Paul Gavoung	999 SE 69th Ave., Ocala, FL	1/22/20	Yes
Sharon Vaneffen	10035 SW 92 Ave., Ocala, FL	1/23/20	Yes
Charles Bryant	2251 NE 19 Ave., Ocala, FL	1/22/20	Yes
Anna Francis	4184 SW 100th St., Ocala, FL	1/23/20	Yes
Lynette Cerne	5625 SE 12th St. Ocala, FL	1/23/20	Yes
Carol Guinn	7318 Cherry Pass, Ocala, FL	1/23/20	Yes

13. WHAT INNOVATIVE IDEAS HAVE YOU IMPLEMENTED IN YOUR COORDINATED SYSTEM?

1. A deviated route in the City of Dunnellon a rural section of Marion County (The Blue Line). The bus stays in Dunnellon all day, this allows riders to step on/off the bus in a more timely fashion. This helps with efficiency, more riders, and more timely pick-up and return. Looking to implement this concept in other rural areas.

14. ARE THERE ANY AREAS WHERE COORDINATION CAN BE IMPROVED?

There is a need for multi-county services. Riders in The Villages want trips to health facilities and doctors in neighboring counties that Marion Transit Services is unable to provide. Coordination and processes are continually being reviewed and updated as needed.

15. WHAT BARRIERS ARE THERE TO THE COORDINATED SYSTEM?

Due to the County's large area and mix of suburban, urban and rural uses it poses a barrier to providing timely and economical countywide service. Additional funding for TD and serving the heavily populated fringes of Marion County.

16. ARE THERE ANY AREAS THAT YOU FEEL THE COMMISSION SHOULD BE AWARE OF OR CAN ASSIST WITH?

Still requiring more funding.

17. WHAT FUNDING AGENCIES DOES THE CTD NEED TO WORK CLOSELY WITH IN ORDER TO FACILITATE A BETTER-COORDINATED SYSTEM?

The 5311 rural transport.

18. HOW ARE YOU MARKETING THE VOLUNTARY DOLLAR?

N/A No marketing budget.

## GENERAL QUESTIONS

Findings:

Recommendations:

**COMPLIANCE WITH CHAPTER 427, F.S.**

**Review the CTC contracts for compliance with 427.0155(1), F.S.**  
*“Execute uniform contracts for service using a standard contract, which includes performance standards for operators.”*

ARE YOUR CONTRACTS UNIFORM?  Yes  No

IS THE CTD’S STANDARD CONTRACT UTILIZED?  Yes  No

DO THE CONTRACTS INCLUDE PERFORMANCE STANDARDS FOR THE TRANSPORTATION OPERATORS AND COORDINATION CONTRACTORS?  
 Yes  No

DO THE CONTRACTS INCLUDE THE PROPER LANGUAGE CONCERNING PAYMENT TO SUBCONTRACTORS? (Section 21.20: Payment to Subcontractors, T&E Grant, and FY)  
 Yes  No

IS THE CTC IN COMPLIANCE WITH THIS SECTION?  Yes  No

Operator Name	Exp. Date	SSPP	AOR Reporting	Insurance
N/A				

**COMPLIANCE WITH CHAPTER 427, F.S.**

**Review the CTC last AOR submittal for compliance with 427. 0155(2)  
"Collect Annual Operating Data for submittal to the Commission."**

**REPORTING TIMELINESS**

Were the following items submitted on time?

- a. Annual Operating Report  Yes  No
- Any issues that need clarification?  Yes  No

Any problem areas on AOR that have been re-occurring?

List: N/A

- b. Memorandum of Agreement  Yes  No
- c. Transportation Disadvantaged Service Plan  Yes  No
- d. Grant Applications to TD Trust Fund  Yes  No
- e. All other grant application (100%)  Yes  No

IS THE CTC IN COMPLIANCE WITH THIS SECTION?  Yes  No

Comments:

**COMPLIANCE WITH CHAPTER 427, F.S.**

**Review the CTC monitoring of its transportation operator contracts to ensure compliance with 427.0155(3), F.S.**

***“Review all transportation operator contracts annually.”***

WHAT TYPE OF MONITORING DOES THE CTC PERFORM ON ITS OPERATOR(S) AND HOW OFTEN IS IT CONDUCTED?

Performs annual evaluations, random monitoring through on-board cameras, video review form daily/weekly and randomly.

Is a written report issued to the operator?  Yes  No

If **NO**, how are the contractors notified of the results of the monitoring?

There is no report unless there is disciplinary or counseling issue associated with the review.

WHAT TYPE OF MONITORING DOES THE CTC PERFORM ON ITS COORDINATION CONTRACTORS AND HOW OFTEN IS IT CONDUCTED?

This is performed annually-no set schedule.

Is a written report issued?  Yes  No

If **NO**, how are the contractors notified of the results of the monitoring?

WHAT ACTION IS TAKEN IF A CONTRACTOR RECEIVES AN UNFAVORABLE REPORT?

To date there have been no issues. If needed, a corrective action plan is initiated based on the circumstances.

IS THE CTC IN COMPLIANCE WITH THIS SECTION?  Yes  No

**ASK TO SEE DOCUMENTATION OF MONITORING REPORTS.**

**COMPLIANCE WITH CHAPTER 427, F.S.**

**Review the TDSP to determine the utilization of school buses and public transportation services [Chapter 427.0155(4)]**

***“Approve and coordinate the utilization of school bus and public transportation services in accordance with the TDSP.”***

HOW IS THE CTC USING SCHOOL BUSES IN THE COORDINATED SYSTEM?

School buses are not currently being utilized in the system.

**Rule 41-2.012(5)(b):** *“As part of the Coordinator’s performance, the local Coordinating Board shall also set an annual percentage goal increase for the number of trips provided within the system for ridership on public transit, where applicable. In areas where the public transit is not being utilized, the local Coordinating Board shall set an annual percentage of the number of trips to be provided on public transit.”*

HOW IS THE CTC USING PUBLIC TRANSPORTATION SERVICES IN THE COORDINATED SYSTEM?

N/A

IS THERE A GOAL FOR TRANSFERRING PASSENGERS FROM PARATRANSIT TO TRANSIT?

Yes       No

If YES, what is the goal?

Continually monitor the availability of transit services in Marion County with a mapping system to determine if potential riders reside within the transit service areas of SunTran. Clients are re-evaluated continuously and transitioned to SunTran if they

Is the CTC accomplishing the goal?     Yes     No

IS THE CTC IN COMPLIANCE WITH THIS REQUIREMENT?     Yes     No

Comments:

**COMPLIANCE WITH CHAPTER 427, F.S.**

**Review of local government, federal and state transportation applications for TD funds (all local, state or federal funding for TD services) for compliance with 427.0155(5).**

***“Review all applications for local government, federal, and state transportation disadvantaged funds, and develop cost-effective coordination strategies.”***

IS THE CTC INVOLVED WITH THE REVIEW OF APPLICATIONS FOR TD FUNDS, IN CONJUNCTION WITH THE LCB? (TD Funds include all funding for transportation disadvantaged services, i.e. Section 5310 [formerly Sec.16] applications for FDOT funding to buy vehicles granted to agencies who are/are not coordinated)

Yes    No

If Yes, describe the application review process.

LCB is presented with all TD fund applications for review and approval prior to submittal. Once approved all applications are forwarded to the TD Commission or FDOT.

If no, is the LCB currently reviewing applications for TD funds (any federal, state, and local funding)?       Yes    No

If no, is the planning agency currently reviewing applications for TD funds?  
 Yes    No

IS THE CTC IN COMPLIANCE WITH THIS SECTION?    Yes    No

Comments:



**COMPLIANCE WITH CHAPTER 427, F.S.**

**Review priorities listed in the TDSP, according to Chapter 427.0155(7).  
“Establish priorities with regard to the recipients of non-sponsored transportation disadvantaged services that are purchased with Transportation Disadvantaged Trust monies.”**

REVIEW THE QA SECTION OF THE TDSP (ask CTC to explain):

Quality Assurance has been reviewed and is in compliance with all policies and objectives.

WHAT ARE THE PRIORITIES FOR THE TDTF TRIPS?

1. Medical Needs - kidney dialysis, cancer treatments, therapy/doctor appointments
2. Life Sustaining Activities - food, prescriptions, shopping, medicaid recertification
3. Education - life skills training, day treatment programs for abused/neglected children
4. Work - Daily to work and return home
5. Business - banking, Social Security, visits to hospital/nursing homes
6. Recreational Trips - Social interaction

HOW ARE THESE PRIORITIES CARRIED OUT?

The LCB sets the prioritization guidelines. Service is provided in accordance with availability following the above priorities.

IS THE CTC IN COMPLIANCE WITH THIS SECTION?  Yes  No

Comments:

**COMPLIANCE WITH CHAPTER 427, F.S.**

**Ensure CTC compliance with the delivery of transportation services, 427.0155(8).**

***“Have full responsibility for the delivery of transportation services for the transportation disadvantaged as outlined in s. 427.015(2).”***

Review the Operational section of the TDSP

1. Hours of Service:

Monday - Friday from 5:00am - 6:00pm or until all passenger return trips are completed.

2. Hours of Intake:

Passengers are requested to make appointments between 9am and 2pm so they can be picked up an hour prior and returned home within service hours. Residents living in

3. Provisions for After Hours Reservations/Cancellations?

Special arrangements may be made for dialysis and other special situations with early, late or Saturday appointments. Service may be available 24 hours per day, 7 days a week, if prior arrangements are made.

4. What is the minimum required notice for reservations?

Notice to the coordinator is required seventy-two (72) hours in advance. Recurring trips, such as for dialysis or therapy can be scheduled on a permanent basis.

5. How far in advance can reservations be place (number of days)?

Trips may be scheduled as early as 2 weeks, but not later than seventy-two (72) hours in advance.

IS THE CTC IN COMPLIANCE WITH THIS SECTION?  Yes  No

Comments:

**COMPLIANCE WITH CHAPTER 427, F.S.**

**Review the cooperative agreement with the local WAGES coalitions according to Chapter 427.0155(9).**

***“Work cooperatively with local WAGES coalitions established in Chapter 414 to provide assistance in the development of innovative transportation services for WAGES participants.”***

WHAT TYPE OF ARRANGEMENT DO YOU HAVE WITH THE LOCAL WAGES COALITION?

N/A

HAVE ANY INNOVATIVE WAGES TRANSPORTATION SERVICES BEEN DEVELOPED?

N/A

IS THE CTC IN COMPLIANCE WITH THIS SECTION?  Yes  No

Comments:

**CHAPTER 427**

Findings:

Recommendations:

**COMPLIANCE WITH 41-2, F.A.C.**

**Compliance with 41-2.006(1), Minimum Insurance Compliance**  
*“...ensure compliance with the minimum liability insurance requirement of \$100,000 per person and \$200,000 per incident...”*

WHAT ARE THE MINIMUM LIABILITY INSURANCE REQUIREMENTS?

Coverage rates are \$100,000 per person and \$300,000 per incident.

WHAT ARE THE MINIMUM LIABILITY INSURANCE REQUIREMENTS IN THE OPERATOR AND COORDINATION CONTRACTS?

\$100,000 per person and \$300,000 per incident.

HOW MUCH DOES THE INSURANCE COST (per operator)?

<b>Operator</b>	<b>Insurance Cost</b>
Marion Transit Services	\$120,369.00

DOES THE MINIMUM LIABILITY INSURANCE REQUIREMENTS EXCEED \$1 MILLION PER INCIDENT?

Yes  No

If yes, was this approved by the Commission?  Yes  No

IS THE CTC IN COMPLIANCE WITH THIS SECTION?  Yes  No

Comments:

**COMPLIANCE WITH 41-2, F.A.C.**

**Compliance with 41-2.006(2), Safety Standards.**

*“...shall ensure the purchaser that their operations and services are in compliance with the safety requirements as specified in Section 341.061(2)(a), F.S. and 14-90, F.A.C.”*

Date of last SSPP Compliance Review 3/29/2017, Obtain a copy of this review.

Review the last FDOT SSPP Compliance Review, if completed in over a year, check drivers' records. If the CTC has not monitored the operators, check drivers' files at the operator's site.

IS THE CTC IN COMPLIANCE WITH THIS SECTION?  Yes  No

ARE THE CTC CONTRACTED OPERATORS IN COMPLIANCE WITH THIS SECTION?  
 Yes  No

**DRIVER REQUIREMENT CHART**

Driver Last Name	Driver License	Last Physical	CPR/1st Aid	Def. Driving	ADA Training	Other-
J. Aquino	A256-420-51-214-0	2/14/19	Not Required	3/12/19	3/28/19	
J. Carroll	C640-428-61-962-0	7/16/15	Not Required	12/6/18	3/28/19	
S. DeBoard	D163-785-61-520-0	1/23/20	Not Required	12/6/18	12/19/19	
W. Ashberger	A216-921-53-257-0	5/8/19	Not Required	12/6/18	12/19/19	
T. Altman	A435-811-52-139-0	1/17/20	Not Required	1/27/20	1/17/20	
G. Bagley	B240-290-56-592-0	10/23/19	Not Required	12/6/18	5/28/19	
J. Baker	B260-435-58-807-0	5/29/19	Not Required	12/6/18	12/19/19	
J. Dolvilus	D614-470-57-252-0	12/17/19	Not Required	1/28/19	5/28/19	
R. Formella	F654-738-58-649-0	1/16/19	Not Required	12/6/18	12/19/19	
C. Gonzalez	G524-100-59-458-0	10/22/19	Not Required	12/6/18	12/19/19	
S. Grijalva	G624-780-67-531-0	1/30/19	Not Required	2/8/19	12/19/19	
W. Hagwell	H240-917-50-516-2	11/28/18	Not Required	12/6/18	12/19/19	
A. Hamilton	H543-004-63-180-0	1/30/20	Not Required	12/6/18	12/19/19	
R. Innis	I520-733-74-829-0	10/15/19	Not Required	8/15/18	8/15/18	
C. Jarczyk	J622-112-55-553-0	8/19/19	Not Required	2/6/18	12/19/19	

**Sample Size:** 1-20 Drivers – 50-100% 21-100 Drivers – 20-50% 100+ Drivers – 5-10%

Driver Last Name	Driver License	Last Physical	CPR/1st Aid	Def. Driving	ADA Training	Other-
A. Joseph	J210-020-61-289-1	12/4/19	Not Required	12/6/18	12/19/19	
F. LaSalle	L240-240-59-311-0	12/16/18	Not Required	12/6/18	12/19/19	
K. McKelvy	M241-507-63-083-0	7/31/19	Not Required	8/6/19	12/19/19	
S. Merritt	M630-793-79-144-0	9/13/19	Not Required	9/23/19	12/19/19	
P. Metivier	M316-692-69-676-0	1/6/20	Not Required	5/2/18	1/30/2017	
K. Newton	N350-512-75-522-0	8/2/19	Not Required	8/8/19	12/19/19	
L. Olsen	O425-521-71-662-0	9/18/19	Not Required	10/2/19	12/19/19	
D. Osbourne	O216-162-60-018-0	10/11/18	Not Required	12/6/19	5/28/19	
L. Pizzaro	P260-521-72-099-0	12/24/18	Not Required	1/23/19	12/19/19	
E. Ploski-Pflieger	P421-203-64-610-0	12/9/20	Not Required	12/6/18	12/19/19	
J. Porter	P636-430-70-123-0	5/10/19	Not Required	12/6/18	12/19/19	
L. Ramos	R520-520-61-252-0	2/13/19	Not Required	12/6/18	12/19/19	
T. Rekito	R230-812-67-922-0	8/21/19	Not Required	12/6/18	5/28/19	
E. Rivers	R162-213-63-138-0	4/12/18	Not Required	12/6/18	12/19/19	
W. Sancho	S520-907-58-830-0	10/31/19	Not Required	12/6/18	12/19/19	
V. Scott	S300-876-69-513-0	3/12/19	Not Required	12/6/18	12/19/19	
T. Spencer	S152-807-55-185-0	2/7/19	Not Required	12/6/18	5/28/19	
L. Tello	T400-532-69-967-0	7/12/19	Not Required	12/6/18	12/19/19	
L. Thomas	T520-526-51-468-0	3/18/19	Not Required	12/6/18	12/19/19	
W. Thompson	T512-894-53-419-0	10/24/19	Not Required	11/4/19	12/19/19	
L. Waldren	W436-526-44-333-0	12/9/19	Not Required	12/6/18	12/19/19	
P. Wooten	W350-665-62-718-0	2/4/20	Not Required	12/6/18	12/19/19	
D. Wyrick	W620-193-52-420-0	1/11/19	Not Required	12/6/18	12/19/19	

Sample Size: 1-20 Drivers – 50-100% 21-100 Drivers – 20-50% 100+ Drivers – 5-10%

**COMPLIANCE WITH 41-2, F.A.C.**

**Compliance with 41-2.006(3), Drug and Alcohol Testing**  
*“...shall assure the purchaser of their continuing compliance with the applicable state or federal laws relating to drug testing...”*

With which of the following does the CTC (and its contracted operators) Drug and Alcohol Policy comply?

- FTA (Receive Sect. 5307, 5309, or 5311 funding)
- FHWA (Drivers required to hold a CDL)
- Neither

**REQUEST A COPY OF THE DRUG & ALCOHOL POLICY AND LATEST COMPLIANCE REVIEW.**

DATE OF LAST DRUG & ALCOHOL POLICY REVIEW: 12/27/2019

IS THE CTC IN COMPLIANCE WITH THIS SECTION?  Yes  No

Comments:



**COMPLIANCE WITH 41-2, F.A.C.**

**Compliance with 41-2.011(2), Evaluating Cost-Effectiveness of Coordination Contractors and Transportation Alternatives.**

*“...contracts shall be reviewed annually by the Community Transportation Coordinator and the Coordinating Board as to the effectiveness and efficiency of the Transportation Operator or the renewal of any Coordination Contracts.”*

1. IF THE CTC HAS COORDINATION CONTRACTORS, DETERMINE THE COST-EFFECTIVENESS OF THESE CONTRACTORS.

Cost [CTC and Coordination Contractor (CC)]

	CTC	CC #1	CC #2	CC #3	CC #4
Flat contract rate (s) (\$ amount / unit)	\$3.27 mile				
Detail other rates as needed: (e.g. ambulatory, wheelchair, stretcher, out-of-county, group)	\$5.61 mile				
Ambulatory	\$30.24 per trip				
Wheelchair	\$51.84 per trip				
Special or unique considerations that influence costs?					
Explanation:					

2. DO YOU HAVE TRANSPORTATION ALTERNATIVES?  Yes  No  
 (Those specific transportation services approved by rule or the Commission as a service not normally arranged by the Community Transportation Coordinator, but provided by the purchasing agency. Example: a neighbor providing the trip)

Cost [CTC and Transportation Alternative (Alt.)]

	CTC	Alt. #1	Alt. #2	Alt. #3	Alt. #4
Flat contract rate (s) (\$ amount / unit)					
Detail other rates as needed: (e.g. ambulatory, wheelchair, stretcher, out-of-county, group)					
Special or unique considerations that influence costs?					
Explanation:					

IS THE CTC IN COMPLIANCE WITH THIS SECTION?  Yes  No

**RULE 41-2**

Findings:

Recommendations:

**COMPLIANCE WITH 41-2, F.A.C.**

**Compliance with Commission Standards**

*"...shall adhere to Commission approved standards..."*

Review the TDSP for the Commission standards.

<b>Commission Standards</b>	<b>Comments</b>
Local toll free phone number must be posted in all vehicles.	All vehicles have the local toll free contact information posted and readily available from the driver.
Vehicle Cleanliness	Vehicles are cleaned daily at the end of the day and are inspected before being dispatched for next scheduled use.
Passenger/Trip Database	All information on trips and scheduling is maintained in a map-based computer software program called Route Match.

Adequate seating	All seating is according to manufacturer's recommended capacity and usage. The driver and passengers are properly seated using the provided seat restraint devices. There is also space to accommodate 4 wheelchairs with seat and wheel restraints.
Driver Identification	When transporting passengers, all drivers will have a picture identification displayed at all times. Drivers also have name tag and company logo on their uniform/person for identification.
Passenger Assistance	Door-to-door service is available to all clients. Drivers are required to assist all passengers from the door of their pick-up point onto the vehicle as well as off the vehicle and to the door at their destination.
Smoking, Eating and Drinking	Smoking, eating and drinking is prohibited onboard all vehicles.

Two-way Communications	All vehicles are equipped with a two-way radio communication device to provide audible accessibility between the driver and base at all times.
Air Conditioning/Heating	All vehicles are equipped with air conditioners and heaters.
Billing Requirements	All riders are expected to pay fare at time that they receive services. Passengers must have exact change; drivers do not carry cash.

**COMMISSION STANDARDS**

Findings:

Recommendations:

**COMPLIANCE WITH 41-2, F.A.C.**

**Compliance with Local Standards**

*"...shall adhere to Commission approved standards..."*

Review the TDSP for the Local standards.

<b>Local Standards</b>	<b>Comments</b>
Transport of Escorts and dependent children policy	Escorts are limited to one per rider, as deemed medically necessary. Escorts must be at least 16 years old and pay the standard fare. Dependent children may be transported if the child is over 5 years
Use, Responsibility, and cost of child restraint devices	Children under 5 must be in an appropriate safety seat. Child seat may be provided by the transport company if requested or can be furnished by the rider. Driver is responsible for properly securing the child and the child seat.
Out-of-Service Area trips	Out-of-service area trips provided only as approved by LCB and CTC.
CPR/1st Aid	Not required
Driver Criminal Background Screening	Criminal background and drug check (with local law enforcement and Florida Dept. of Law Enforcement) are done prior to date of hire.
Rider Personal Property	Riders may carry personal property on vehicles if it can be placed on lap or under seat. Drivers may not handle customer's property. Exception is shopping trips, customer may have 2-3 bags, and driver may
Advance reservation requirements	Trips must be scheduled a minimum of 72 hours prior to date of travel or 2 weeks in advance of date of travel.
Pick-up Window	There is a two hour pick-up window prior to appointment time. Three hours are required for outlying areas.



<i>Measurable Standards/Goals</i>	<i>Standard/Goal</i>	<i>Latest Figures</i>	<i>Is the CTC/Operator meeting the Standard?</i>
Public Transit Ridership	CTC	CTC 112,448	
	Operator A	Operator A	N/A
	Operator B	Operator B	N/A
	Operator C	Operator C	N/A
On-time performance	CTC	CTC - 96.3%	
	Operator A	Operator A	N/A
	Operator B	Operator B	N/A
	Operator C	Operator C	N/A
Passenger No-shows	CTC	CTC - 3018	
	Operator A	Operator A	N/A
	Operator B	Operator B	N/A
	Operator C	Operator C	N/A
Accidents	CTC	CTC 0.31	
	Operator A	Operator A	N/A
	Operator B	Operator B	N/A
	Operator C	Operator C	N/A
Roadcalls <i>Average age of fleet:</i>	CTC	CTC 14	
	Operator A	Operator A	N/A
	Operator B	Operator B	N/A
	Operator C	Operator C	N/A
Complaints <i>Number filed:</i>	CTC	CTC 20	
	Operator A	Operator A	N/A
	Operator B	Operator B	N/A
	Operator C	Operator C	N/A
Call-Hold Time	CTC	CTC N/A	
	Operator A	Operator A	N/A
	Operator B	Operator B	N/A
	Operator C	Operator C	N/A

## LOCAL STANDARDS

Findings:

Recommendations:

**COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT**

**REVIEW COPIES OF THE PUBLIC INFORMATION PROVIDED.**

DOES PUBLIC INFORMATION STATE THAT ACCESSIBLE FORMATS ARE  
AVAILABLE UPON REQUEST?  Yes  No

ARE ACCESSIBLE FORMATS ON THE SHELF?  Yes  No

IF NOT, WHAT ARRANGEMENTS ARE IN PLACE TO HAVE MATERIAL  
PRODUCED IN A TIMELY FASHION UPON REQUEST?

DO YOU HAVE TTY EQUIPMENT OR UTILIZE THE FLORIDA RELAY SYSTEM?  
 Yes  No

IS THE TTY NUMBER OR THE FLORIDA RELAY SYSTEM NUMBERS LISTED WITH  
THE OFFICE PHONE NUMBER?  Yes  No

Florida Relay System:  
Voice- 1-800-955-8770  
TTY- 1-800-955-8771

**EXAMINE OPERATOR MANUALS AND RIDER INFORMATION. DO CURRENT POLICIES COMPLY WITH ADA PROVISION OF SERVICE REQUIREMENTS REGARDING THE FOLLOWING:**

<b>Provision of Service</b>	<b>Training Provided</b>	<b>Written Policy</b>	<b>Neither</b>
Accommodating Mobility Aids	Yes	Yes	
Accommodating Life Support Systems (O <sub>2</sub> Tanks, IV's...)	Yes	Yes	
Passenger Restraint Policies	Yes	Yes	
Standee Policies (persons standing on the lift)	Yes	Yes	
Driver Assistance Requirements	Yes	Yes	
Personal Care Attendant Policies	Yes	Yes	
Service Animal Policies	Yes	Yes	
Transfer Policies (From mobility device to a seat)	Yes	Yes	
Equipment Operation (Lift and securement procedures)	Yes	Yes	
Passenger Sensitivity/Disability Awareness Training for Drivers	Yes	Yes	

RANDOMLY SELECT ONE OR TWO VEHICLES PER CONTRACTOR (DEPENDING ON SYSTEM SIZE) THAT ARE IDENTIFIED BY THE CTC AS BEING ADA ACCESSIBLE AND PURCHASED WITH PRIVATE FUNDING, AFTER 1992. CONDUCT AN INSPECTION USING THE ADA VEHICLE SPECIFICATION CHECKLIST.

N/A None of the vehicles were purchased with private funding.

INSPECT FACILITIES WHERE SERVICES ARE PROVIDED TO THE PUBLIC (ELIGIBILITY DETERMINATION, TICKET/COUPON SALES, ETC...).

IS A RAMP PROVIDED?                       Yes     No

ARE THE BATHROOMS ACCESSIBLE?     Yes     No

# Bus and Van Specification Checklist

Name of Provider: MARION TRANSIT SERVICES

Vehicle Number (either VIN or provider fleet number):

Type of Vehicle:  Minivan  Van  Bus (>22')  
 Minibus (<= 22')  Minibus (>22')

1902  
2FDFF4FS2KDC29  
671

Person Conducting Review: ANTON SCHAEFER

Date: 1-21-20

Review the owner's manual, check the stickers, or ask the driver the following:

- The lift must have a weight limit of at least 600 pounds.
- The lift must be equipped with an emergency back-up system (in case of loss of power to vehicle). Is the pole present?
- The lift must be "interlocked" with the brakes, transmission, or the door, so the lift will not move unless the interlock is engaged. Ensure the interlock is working correctly.

Have the driver lower the lift to the ground:

- Controls to operate the lift must require constant pressure.
- Controls must allow the up/down cycle to be reversed without causing the platform to "stow" while occupied.
- Sufficient lighting shall be provided in the step well or doorway next to the driver, and illuminate the street surface around the lift, the lighting should activate when the door/lift is in motion. Turn light switch on, to ensure lighting is working properly.

Once the lift is on the ground, review the following:

- Must have an inner barrier to prevent the mobility aid from rolling off the side closest to the vehicle until the platform is fully raised.
- Side barriers must be at least 1 1/2 inches high.
- The outer barrier must be sufficient to prevent a wheelchair from riding over it.
- The platform must be slip-resistant.
- Gaps between the platform and any barrier must be no more than 5/8 of an inch.
- The lift must have two handrails.
- The handrails must be 30-38 inches above the platform surface.
- The handrails must have a useable grasping area of 8 inches, and must be at least 1 1/2 inches wide and have sufficient knuckle clearance.
- The platform must be at least 28 1/2 inches wide measured at the platform surface, and 30 inches wide and 48 inches long measured 2 inches above the platform surface.

- If the ramp is not flush with the ground, for each inch off the ground the ramp must be 8 inches long.
- Lifts may be marked to identify the preferred standing position (suggested, not required)

**Have the driver bring the lift up to the fully raised position (but not stowed):**

- When in the fully raised position, the platform surface must be horizontally within 5/8 inch of the floor of the vehicle.
- The platform must not deflect more than 3 degrees in any direction. To test this, stand on the edge of the platform and carefully jump up and down to see how far the lift sways.
- The lift must be designed to allow boarding in either direction.

**While inside the vehicle:**

- Each securement system must have a clear floor area of 30 inches wide by 48 inches long.
- The securement system must accommodate all common wheelchairs and mobility aids.
- The securement system must keep mobility aids from moving no more than 2 inches in any direction.
- A seat belt and shoulder harness must be provided for each securement position, and must be separate from the security system of the mobility aid.

**Vehicles under 22 feet must have:**

- One securement system that can be either forward or rear-facing.
- Overhead clearance must be at least 56 inches. This includes the height of doors, the interior height along the path of travel, and the platform of the lift to the top of the door.

**Vehicles over 22 feet must have:**

- Must have 2 securement systems, and one must be forward-facing, the other can be either forward or rear-facing.
- Overhead clearance must be at least 68 inches. This includes the height of doors, the interior height along the path of travel, and the platform of the lift to the top of the door.
- Aisles, steps, and floor areas must be slip resistant.
- Steps or boarding edges of lift platforms must have a band of color which contrasts with the step/floor surface.

**ON-SITE OBSERVATION OF THE SYSTEM**

RIDE A VEHICLE WITHIN THE COORDINATED SYSTEM. REQUEST A COPY OF THE MANIFEST PAGE THAT CONTAINS THIS TRIP.

Date of Observation:

Please list any special guests that were present:

Location:

Number of Passengers picked up/dropped off:

Ambulatory

Non-Ambulatory

Was the driver on time?  Yes  No - How many minutes late/early?

Did the driver provide any passenger assistance?  Yes  No

Was the driver wearing any identification?  Yes:  Uniform  Name Tag  
 ID Badge  No

Did the driver render an appropriate greeting?  
 Yes  No  Driver regularly transports the rider, not necessary

If CTC has a policy on seat belts, did the driver ensure the passengers were properly belted?  
 Yes  No

Was the vehicle neat and clean, and free from dirt, torn upholstery, damaged or broken seats, protruding metal or other objects?  
 Yes  No

Is there a sign posted on the interior of the vehicle with both a local phone number and the TD Helpline for comments/complaints/commendations?  
 Yes  No

Does the vehicle have working heat and air conditioning?  
 Yes  No

Does the vehicle have two-way communications in good working order?  
 Yes  No

If used, was the lift in good working order?  
 Yes  No

Was there safe and appropriate seating for all passengers?

Yes  No

Did the driver properly use the lift and secure the passenger?

Yes  No

If No, please explain:

CTC: Tom Wilder County: Marion

Date of Ride: 1-21-20

Funding Source	No. of Trips	No. of Riders/Beneficiaries	No. of Calls to Make	No. of Calls Made
CTD	5	5		
Medicaid				
Other				
Other				
Other)				
Other				
Totals				

Number of Round Trips	Number of Riders/Beneficiaries to Survey
0 – 200	30%
201 – 1200	10%
1201 +	5%

**Note: Attach the manifest**





Actual Trips Summary - FL\_Marion

For Time Period: 1/21/2020

Printed: 1/21/2020 1:47:44PM

Run Name: Unassigned Vehicle: Bus 1902

Driver Name: Tammy . Rekito

Driver

Signature

Miles Out

Miles In

Cash

Tickets

Customer Name	Pick Up Time	Pick Up Address	Drop Off Time	Drop Off Address	Mobility Type	Customer Pay	Telephone Ext.
Phillips, Barbara	8:12:52AM	Victoria Station 4022 Ne 23rd PI Ocala, FL 34470	8:31:47AM	Ocala ENT North/Thomason & Schmidt 2102 Sw 20th PI Ocala, FL 34471	Ambulatory	\$ 2.00	(352) 622-6968
Hamilton, James	8:50:46AM	525 Ne Sanchez Ave Ocala, FL 34470	9:23:16AM	Center for Independent Living 3445 NE 24th St DONT DROP OFF BEFORE 8:30AM Ocala, FL 34470	Wheelchair	\$ 0.00	(352) 682-9042
Torres Colon, Sonia	9:02:47AM	Trinity Villas 3718 Ne 8th PI Apt 105B Ocala, FL 34470	9:23:12AM	Center for Independent Living 3445 NE 24th St DONT DROP OFF BEFORE 8:30AM Ocala, FL 34470	Lift to Load	\$ 0.00	(787) 429-3358
Jacobson, Judy	9:15:48AM	Trinity Villas 3748 NE 8th PI #247-D Ocala, FL 34470	10:02:02AM	Dr Olstine 2609 Sw 33rd St Unit 103 Ocala, FL 34471	Lift to Load	\$ 2.00	(352) 547-9398



Customer Name	Pick Up Time	Pick Up Address	Drop Off Time	Drop Off Address	Mobility Type	Customer Pay	Telephone Ext.
Kovacs, Victoria ✓	9:30:35AM	Spanish Oaks - Granada 3150 NE 36th Ave #405 Ocala, FL 34479	9:49:39AM	Family Internal Medicine 1623 SW 1st Ave Ocala, FL 34471	Lift to Load	\$ 2.00	(954) 817-2074
Stewart, Druanne	10:29:12AM	Trinity Villas 3738 NE 8th Pl #123-A Ocala, FL 34470	10:44:54AM	Florida Pain & Rehab 1910 SW 18th Ct #200 Ocala, FL 34471	Ambulatory	\$ 2.00	(352) 629-5321
Kovacs, Victoria ✓	11:05:54AM	Family Internal Medicine 1623 SW 1st Ave Ocala, FL 34471	11:30:52AM	Spanish Oaks - Granada 3150 NE 36th Ave #405 Ocala, FL 34479	Lift to Load	\$ 2.00	(954) 817-2074
Torres Colon, Sonia ✓	11:22:52AM	Center for Independent Living 3445 NE 24th St DONT DROP OFF BEFORE 8:30AM Ocala, FL 34470	11:41:11AM	Trinity Villas 3718 Ne 8th Pl Apt 105B Ocala, FL 34470	Lift to Load	\$ 0.00	(787) 429-3358
Hamilton, James ✓	11:47:00AM	Center for Independent Living 3445 NE 24th St DONT DROP OFF BEFORE 8:30AM Ocala, FL 34470	11:55:20AM	525 Ne Sanchez Ave Ocala, FL 34470	Wheelchair	\$ 0.00	(352) 682-9042
Carroll, Christopher ✓	12:07:06PM	VA Center 1515 E Silver Springs Blvd Ocala, FL 34471	12:34:08PM	11591 SE 59th Ave Bellevue, FL 34420	Ambulatory	\$ 2.00	(813) 598-4299
Self, Frances ✓	1:00:57PM	U-Haul 1011 Nw Pine Ave Ocala, FL 34475	1:12:37PM	Spanish Oaks-Palo Alto 3150 Ne 36th Ave Lot 364 Ocala, FL 34479	Ambulatory	\$ 2.00	(352) 342-1755

Customer Name	Pick Up Time	Pick Up Address	Drop Off Time	Drop Off Address	Mobility Type	Customer Pay	Telephone Ext.
Preston, Jewel	2:30:00PM	Trinity Villas 3748 Ne 8th Pl #143-D Ocala, FL 34470	3:00:00PM	Walmart 4980 E Silver Springs Blvd Ocala, FL 34470	Lift to Load	\$ 2.00	(352) 355-5487
Miller, Mary	3:59:30PM	Spanish Oaks Villas MHP 3150 Ne 36th Ave Lot 314 Ocala, FL 34479	4:00:00PM	Ocala Orthopedic Institute 1710 Se 16th Ave Ocala, FL 34471	Ambulatory	\$ 2.00	(352) 789-6483

## RIDER/BENEFICIARY SURVEY

Staff making call: Liz Mitchell

County: MARION

Date of Call: 1/21/20

Funding Source: \_\_\_\_\_

1) Did you receive transportation service on 1-21-20?  Yes or  No

2) Where you charged an amount in addition to the co-payment?  Yes or  No

If so, how much? \$ 2.00

3) How often do you normally obtain transportation?

Daily 7 Days/Week  Other  1-2 Times/Week  3-5 Times/Week

4) Have you ever been denied transportation services?

Yes

No. If no, skip to question # 4

A. How many times in the last 6 months have you been refused transportation services?

None  3-5 Times

1-2 Times  6-10 Times

If none, skip to question # 4.

B. What was the reason given for refusing you transportation services?

Ineligible  Space not available

Lack of funds  Destination outside service area

Other \_\_\_\_\_

5) What do you normally use the service for?

Medical  Education/Training/Day Care

Employment  Life-Sustaining/Other

Nutritional

6) Did you have a problem with your trip on \_\_\_\_\_?

Yes. If yes, please state or choose problem from below

No. If no, skip to question # 6

What type of problem did you have with your trip?

Advance notice  Cost

Pick up times not convenient  Late pick up-specify time of wait

Assistance  Accessibility

Service Area Limits  Late return pick up - length of wait

- Drivers - specify
- Vehicle condition

- Reservations - specify length of wait
- Other

7) On a scale of 1 to 10 (10 being most satisfied) rate the transportation you have been receiving.  
10

8) What does transportation mean to you? (Permission granted by \_\_\_\_\_ for use in publications.)

**Additional Comments:**

WAITING USED TO BE OVER AN HOUR BUT NOW WAITING  
TIME IS GETTING BETTER.

# RIDER/BENEFICIARY SURVEY

Staff making call: Anton Schaverke County: Marion  
Date of Call: / / Funding Source: \_\_\_\_\_

1) Did you receive transportation service on Jan. 21?  Yes or  No

2) Where you charged an amount in addition to the co-payment?  Yes or  No

If so, how much?

3) How often do you normally obtain transportation?

Daily 7 Days/Week  Other  1-2 Times/Week  3-5 Times/Week

4) Have you ever been denied transportation services?

Yes

No. If no, skip to question # 4

A. How many times in the last 6 months have you been refused transportation services?

None  3-5 Times

1-2 Times  6-10 Times

If none, skip to question # 4.

B. What was the reason given for refusing you transportation services?

Ineligible  Space not available

Lack of funds  Destination outside service area

Other \_\_\_\_\_

5) What do you normally use the service for?

Medical  Education/Training/Day Care

Employment  Life-Sustaining/Other

Nutritional Gym, shopping

6) Did you have a problem with your trip on \_\_\_\_\_?

Yes. If yes, please state or choose problem from below

No. If no, skip to question # 6

What type of problem did you have with your trip?

Advance notice  Cost

Pick up times not convenient  Late pick up-specify time of wait

Assistance  Accessibility

Service Area Limits  Late return pick up - length of wait

- Drivers - specify
- Vehicle condition

- Reservations - specify length of wait
- Other

7) On a scale of 1 to 10 (10 being most satisfied) rate the transportation you have been receiving.  
10

8) What does transportation mean to you? (Permission granted by \_\_\_\_\_ for use in publications.)

**Additional Comments:**

Tammy is the best driver.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Bus and Van Specification Checklist

Name of Provider: *MARION TRANSIT SERVICES*

Vehicle Number (either VIN or provider fleet number): *1603*  
*1FDFE4FS16DC03215*

Type of Vehicle:     Minivan                       Van                       Bus (>22')  
                                  Minibus (<= 22')     Minibus (>22')

Person Conducting Review: *Liz MITCHELL*

Date: *1-21-20*

## Review the owner's manual, check the stickers, or ask the driver the following:

- The lift must have a weight limit of at least 600 pounds.
- The lift must be equipped with an emergency back-up system (in case of loss of power to vehicle). Is the pole present?
- The lift must be "interlocked" with the brakes, transmission, or the door, so the lift will not move unless the interlock is engaged. Ensure the interlock is working correctly.

## Have the driver lower the lift to the ground:

- Controls to operate the lift must require constant pressure. *Hydraulics*
- Controls must allow the up/down cycle to be reversed without causing the platform to "stow" while occupied.
- Sufficient lighting shall be provided in the step well or doorway next to the driver, and illuminate the street surface around the lift, the lighting should activate when the door/lift is in motion. Turn light switch on, to ensure lighting is working properly.

## Once the lift is on the ground, review the following:

- Must have an inner barrier to prevent the mobility aid from rolling off the side closest to the vehicle until the platform is fully raised.
- Side barriers must be at least 1 ½ inches high.
- The outer barrier must be sufficient to prevent a wheelchair from riding over it.
- The platform must be slip-resistant.
- Gaps between the platform and any barrier must be no more than 5/8 of an inch.
- The lift must have two handrails.
- The handrails must be 30-38 inches above the platform surface.
- The handrails must have a useable grasping area of 8 inches, and must be at least 1 ½ inches wide and have sufficient knuckle clearance.
- The platform must be at least 28 1/2 inches wide measured at the platform surface, and 30 inches wide and 48 inches long measured 2 inches above the platform surface.



- If the ramp is not flush with the ground, for each inch off the ground the ramp must be 8 inches long.
- Lifts may be marked to identify the preferred standing position (suggested, not required)

**Have the driver bring the lift up to the fully raised position (but not stowed):**

- When in the fully raised position, the platform surface must be horizontally within 5/8 inch of the floor of the vehicle.
- The platform must not deflect more than 3 degrees in any direction. To test this, stand on the edge of the platform and carefully jump up and down to see how far the lift sways.
- The lift must be designed to allow boarding in either direction.

**While inside the vehicle:**

- Each securement system must have a clear floor area of 30 inches wide by 48 inches long.
- The securement system must accommodate all common wheelchairs and mobility aids.
- The securement system must keep mobility aids from moving no more than 2 inches in any direction.
- A seat belt and shoulder harness must be provided for each securement position, and must be separate from the security system of the mobility aid.

**Vehicles under 22 feet must have:**

- One securement system that can be either forward or rear-facing.
- Overhead clearance must be at least 56 inches. This includes the height of doors, the interior height along the path of travel, and the platform of the lift to the top of the door.

**Vehicles over 22 feet must have:**

- Must have 2 securement systems, and one must be forward-facing, the other can be either forward or rear-facing.
- Overhead clearance must be at least 68 inches. This includes the height of doors, the interior height along the path of travel, and the platform of the lift to the top of the door.
- Aisles, steps, and floor areas must be slip resistant.
- Steps or boarding edges of lift platforms must have a band of color which contrasts with the step/floor surface.

## ON-SITE OBSERVATION OF THE SYSTEM

RIDE A VEHICLE WITHIN THE COORDINATED SYSTEM. REQUEST A COPY OF THE MANIFEST PAGE THAT CONTAINS THIS TRIP.

Date of Observation:

Please list any special guests that were present:

Location:

Number of Passengers picked up/dropped off:

Ambulatory

Non-Ambulatory

Was the driver on time?  Yes  No - How many minutes late/early?

Did the driver provide any passenger assistance?  Yes  No

Was the driver wearing any identification?  Yes:  Uniform  Name Tag  
 ID Badge  No

Did the driver render an appropriate greeting?  
 Yes  No  Driver regularly transports the rider, not necessary

If CTC has a policy on seat belts, did the driver ensure the passengers were properly belted?  
 Yes  No

Was the vehicle neat and clean, and free from dirt, torn upholstery, damaged or broken seats, protruding metal or other objects?  
 Yes  No

Is there a sign posted on the interior of the vehicle with both a local phone number and the TD Helpline for comments/complaints/commendations?  
 Yes  No

Does the vehicle have working heat and air conditioning?  
 Yes  No

Does the vehicle have two-way communications in good working order?  
 Yes  No

If used, was the lift in good working order?  
 Yes  No

Was there safe and appropriate seating for all passengers?

Yes  No

Did the driver properly use the lift and secure the passenger?

Yes  No

If No, please explain:

CTC: Tom Wilder County: Marion

Date of Ride: 1-21-20

Funding Source	No. of Trips	No. of Riders/Beneficiaries	No. of Calls to Make	No. of Calls Made
CTD				
Medicaid				
Other <u>NUTRITIONAL</u>	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>
Other				
Other)				
Other				
Totals	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>

Number of Round Trips	Number of Riders/Beneficiaries to Survey
0 – 200	30%
201 – 1200	10%
1201 +	5%

**Note: Attach the manifest**



Scheduled Trips Summary - FL\_Marion

For Time Period: 1/21/2020

Printed: 1/20/2020 1:16:33PM

Run Name: Unassigned Vehicle: Bus 1603  
Driver Name:

Driver: *[Signature]* Miles Out: *1160* Cash:   
Signature: *[Signature]* Miles In:  Tickets:

Customer Name	Pick Up Time	Pick Up Address	Drop Off Time	Drop Off Address	Mobility Type	Customer Pay	Telephone Ext.
Castillo, Julia	9:00:00AM	3415 Sw 34th Avenue Cir #101 Ocala, FL 34474	9:30:00AM	Marion Cafe-MSS 1101 SW 20th Ct Ocala, FL 34471	Wheelchair	\$ 0.00	(787) 409-1800

Funding Source: ADA  
Assistance Needs:

Gallant, Annie	9:00:00AM	Heritage Oaks 2820 Sw 34th St #315 Ocala, FL 34474	9:30:00AM	Marion Cafe-MSS 1101 SW 20th Ct Ocala, FL 34471	Wheelchair	\$ 0.00	(352) 419-2346
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Funding Source: ADA  
Assistance Needs:

Hightower, Hattie	9:00:00AM	2304 Ne 35th St Ocala, FL 34479	9:30:00AM	Marion Cafe-MSS 1101 SW 20th Ct Ocala, FL 34471	Ambulatory	\$ 0.00	(352) 732-0299
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Funding Source: ADA  
Assistance Needs:



Customer Name	Pick Up Time	Pick Up Address	Drop Off Time	Drop Off Address	Mobility Type	Customer Pay	Telephone Ext.
Jones, Elvaray	9:00:00AM	Magnolia Walk 2501 Sw 10th St #126 Ocala, FL 34471	9:30:00AM	Marion Cafe-MSS 1101 SW 20th Ct Ocala, FL 34471	Ambulatory	\$ 0.00	(352) 873-3216

Funding Source: TD

Assistance Needs: General Comments [Magnolia Walk]

Marfir, Miguel	9:00:00AM	Silver Springs Shores 8811 Se 88th Pl Ocala, FL 34472	9:30:00AM	Marion Cafe-MSS 1101 SW 20th Ct Ocala, FL 34471	Lift to Load	\$ 0.00	(352) 854-6262
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Funding Source: ADA

Assistance Needs:

Mendoza, Delta	9:00:00AM	1007 Ne 4th St Ocala, FL 34470	9:30:00AM	Marion Cafe-MSS 1101 SW 20th Ct Ocala, FL 34471	Ambulatory	\$ 0.00 N/S	(302) 992-9923
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Funding Source: ADA

Assistance Needs: Requires Door-to-Door assistance

Ramsey, Bernice	9:00:00AM	Woodland Bend Apts 720 NE 30th Ave Apt K Ocala, FL 34470	9:30:00AM	Marion Cafe-MSS 1101 SW 20th Ct Ocala, FL 34471	Lift to Load	\$ 0.00	(352) 566-7790
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Funding Source: ADA

Assistance Needs: General Comments [Uses walker/knock on door]

Wiese, Nina	9:00:00AM	3380 NE 45th St Ocala, FL 34479	9:30:00AM	Marion Cafe-MSS 1101 SW 20th Ct Ocala, FL 34471	Ambulatory	\$ 0.00	(352) 690-7312
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Funding Source: ADA

Assistance Needs:





Customer Name	Pick Up Time	Pick Up Address	Drop Off Time	Drop Off Address	Mobility Type	Customer Pay	Telephone Ext.
Mendoza, Delia CT	12:30:00PM	Marion Cafe-MSS 1101 SW 20th Ct Ocala, FL 34471	1:00:00PM	1007 Ne 4th St Ocala, FL 34470	Ambulatory	\$ 0.00 GJ	(302) 992-9923

Funding Source: ADA

Assistance Needs: Requires Door-to-Door assistance

Ramsey, Bernice	12:30:00PM	Marion Cafe-MSS 1101 SW 20th Ct Ocala, FL 34471	1:00:00PM	Woodland Bend Apts 720 NE 30th Ave Apt K Ocala, FL 34470	Lift to Load	\$ 0.00	(352) 566-7790
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Funding Source: ADA

Assistance Needs: General Comments [Uses walker/knock on door]

Wiese, Nina	12:30:00PM	Marion Cafe-MSS 1101 SW 20th Ct Ocala, FL 34471	1:00:00PM	3380 NE 45th St Ocala, FL 34479	Ambulatory	\$ 0.00	(352) 690-7312
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Funding Source: ADA

Assistance Needs:



## RIDER/BENEFICIARY SURVEY

Staff making call: Liz Mitchell

County: MARION

Date of Call: 1/21/20

Funding Source: \_\_\_\_\_

1) Did you receive transportation service on 1-21-20?  Yes or  No

2) Where you charged an amount in addition to the co-payment?  Yes or  No

If so, how much?

3) How often do you normally obtain transportation?

Daily 7 Days/Week  Other  1-2 Times/Week  3-5 Times/Week

4) Have you ever been denied transportation services?

Yes

No. If no, skip to question # 4

A. How many times in the last 6 months have you been refused transportation services?

None  3-5 Times

1-2 Times  6-10 Times

If none, skip to question # 4.

B. What was the reason given for refusing you transportation services?

Ineligible  Space not available

Lack of funds  Destination outside service area

Other \_\_\_\_\_

5) What do you normally use the service for?

Medical  Education/Training/Day Care

Employment  Life-Sustaining/Other

Nutritional

6) Did you have a problem with your trip on \_\_\_\_\_?

Yes. If yes, please state or choose problem from below

No. If no, skip to question # 6

What type of problem did you have with your trip?

Advance notice  Cost

Pick up times not convenient  Late pick up-specify time of wait

Assistance  Accessibility

Service Area Limits  Late return pick up - length of wait



- Drivers - specify
- Vehicle condition

- Reservations - specify length of wait
- Other

7) On a scale of 1 to 10 (10 being most satisfied) rate the transportation you have been receiving.

10

8) What does transportation mean to you? (Permission granted by \_\_\_\_\_ for use in publications.)

**Additional Comments:**

EVERYONE IS NICE, THE DRIVERS ARE POLITE AND CAUTIOUS.

Enjoy Riding, don't know what I would do without them.

## RIDER/BENEFICIARY SURVEY

Staff making call: Liz Mitchell

County: Marion

Date of Call: 1/21/20

Funding Source: \_\_\_\_\_

1) Did you receive transportation service on 1-21-20?  Yes or  No

2) Where you charged an amount in addition to the co-payment?  Yes or  No

If so, how much?

3) How often do you normally obtain transportation?

Daily 7 Days/Week  Other  1-2 Times/Week  3-5 Times/Week

4) Have you ever been denied transportation services?

Yes

No. If no, skip to question # 4

A. How many times in the last 6 months have you been refused transportation services?

None  3-5 Times

1-2 Times  6-10 Times

If none, skip to question # 4.

B. What was the reason given for refusing you transportation services?

Ineligible  Space not available

Lack of funds  Destination outside service area

Other \_\_\_\_\_

5) What do you normally use the service for?

Medical  Education/Training/Day Care

Employment  Life-Sustaining/Other - shopping

Nutritional

6) Did you have a problem with your trip on \_\_\_\_\_?

Yes. If yes, please state or choose problem from below

No. If no, skip to question # 6

What type of problem did you have with your trip?

Advance notice  Cost

Pick up times not convenient  Late pick up-specify time of wait

Assistance  Accessibility

Service Area Limits  Late return pick up - length of wait

Drivers - specify

Reservations - specify length of wait

Vehicle condition

Other

7) On a scale of 1 to 10 (10 being most satisfied) rate the transportation you have been receiving.

10

8) What does transportation mean to you? (Permission granted by \_\_\_\_\_ for use in publications.)

**Additional Comments:**

NEVER HAD A PROBLEM. LOVE RIDING ESPECIALLY FOR  
THE SOCIALIZING ASPECT. JUNE IS A GREAT DRIVER  
AND VERY SWEET.

## RIDER/BENEFICIARY SURVEY

Staff making call: Liz Mitchell

County: Marion

Date of Call: 1/21/20

Funding Source: \_\_\_\_\_

1) Did you receive transportation service on 1-21-20?  Yes or  No

2) Where you charged an amount in addition to the co-payment?  Yes or  No

If so, how much?

3) How often do you normally obtain transportation?

Daily 7 Days/Week  Other  1-2 Times/Week  3-5 Times/Week

4) Have you ever been denied transportation services?

Yes

No. If no, skip to question # 4

A. How many times in the last 6 months have you been refused transportation services?

None  3-5 Times

1-2 Times  6-10 Times

If none, skip to question # 4.

B. What was the reason given for refusing you transportation services?

Ineligible  Space not available

Lack of funds  Destination outside service area

Other \_\_\_\_\_

5) What do you normally use the service for?

Medical  Education/Training/Day Care

Employment  Life-Sustaining/Other

Nutritional

6) Did you have a problem with your trip on \_\_\_\_\_?

Yes. If yes, please state or choose problem from below

No. If no, skip to question # 6

What type of problem did you have with your trip?

Advance notice  Cost

Pick up times not convenient  Late pick up-specify time of wait

Assistance  Accessibility

Service Area Limits  Late return pick up - length of wait

- Drivers - specify
- Vehicle condition

- Reservations - specify length of wait
- Other

7) On a scale of 1 to 10 (10 being most satisfied) rate the transportation you have been receiving.

10

8) What does transportation mean to you? (Permission granted by \_\_\_\_\_ for use in publications.)

**Additional Comments:**

Everything is WONDERFUL. Don't know  
what I would do without this service.

# RIDER/BENEFICIARY SURVEY

Staff making call: ANTON SCHAEFER County: MARION  
Date of Call: / / Funding Source: \_\_\_\_\_

1) Did you receive transportation service on Jan. 21?  Yes or  No

2) Where you charged an amount in addition to the co-payment?  Yes or  No  
If so, how much?

3) How often do you normally obtain transportation?  
 Daily 7 Days/Week  Other  1-2 Times/Week  3-5 Times/Week

4) Have you ever been denied transportation services?  
 Yes  
 No. If no, skip to question # 4  
A. How many times in the last 6 months have you been refused transportation services?  
 None  3-5 Times  
 1-2 Times  6-10 Times  
If none, skip to question # 4.  
B. What was the reason given for refusing you transportation services?  
 Ineligible  Space not available  
 Lack of funds  Destination outside service area  
 Other \_\_\_\_\_

5) What do you normally use the service for?  
 Medical  Education/Training/Day Care  
 Employment  Life-Sustaining/Other  
 Nutritional

6) Did you have a problem with your trip on \_\_\_\_\_?  
 Yes. If yes, please state or choose problem from below  
 No. If no, skip to question # 6  
What type of problem did you have with your trip?  
 Advance notice  Cost  
 Pick up times not convenient  Late pick up-specify time of wait  
 Assistance  Accessibility  
 Service Area Limits  Late return pick up - length of wait

- Drivers - specify
- Vehicle condition

- Reservations - specify length of wait
- Other

7) On a scale of 1 to 10 (10 being most satisfied) rate the transportation you have been receiving.

10

8) What does transportation mean to you? (Permission granted by \_\_\_\_\_ for use in publications.)

**Additional Comments:**

I appreciate them. Once upon a time  
we didn't have this service

## RIDER/BENEFICIARY SURVEY

Staff making call: AUSTIN SCHAUERTE County: Marion  
Date of Call: / / Funding Source: \_\_\_\_\_

1) Did you receive transportation service on Jan 21st?  Yes or  No

2) Where you charged an amount in addition to the co-payment?  Yes or  No

If so, how much?

3) How often do you normally obtain transportation?

Daily 7 Days/Week  Other  1-2 Times/Week  3-5 Times/Week

4) Have you ever been denied transportation services?

Yes

No. If no, skip to question # 4

A. How many times in the last 6 months have you been refused transportation services?

None  3-5 Times

1-2 Times  6-10 Times

If none, skip to question # 4.

B. What was the reason given for refusing you transportation services?

Ineligible  Space not available

Lack of funds  Destination outside service area

Other \_\_\_\_\_

5) What do you normally use the service for?

Medical  Education/Training/Day Care

Employment  Life-Sustaining/Other

Nutritional

6) Did you have a problem with your trip on \_\_\_\_\_?

Yes. If yes, please state or choose problem from below

No. If no, skip to question # 6

What type of problem did you have with your trip?

Advance notice  Cost

Pick up times not convenient  Late pick up-specify time of wait

Assistance  Accessibility

Service Area Limits  Late return pick up - length of wait



- Drivers - specify
- Vehicle condition

- Reservations - specify length of wait
- Other

7) On a scale of 1 to 10 (10 being most satisfied) rate the transportation you have been receiving.

10

8) What does transportation mean to you? (Permission granted by \_\_\_\_\_ for use in publications.)

**Additional Comments:**

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# RIDER/BENEFICIARY SURVEY

Staff making call: Anton Schauerke County: Marion  
Date of Call: / / Funding Source: \_\_\_\_\_

1) Did you receive transportation service on Jan. 21<sup>st</sup>?  Yes or  No

2) Where you charged an amount in addition to the co-payment?  Yes or  No

If so, how much?

3) How often do you normally obtain transportation?

Daily 7 Days/Week  Other  1-2 Times/Week  3-5 Times/Week

4) Have you ever been denied transportation services?

Yes

No. If no, skip to question # 4

A. How many times in the last 6 months have you been refused transportation services?

None  3-5 Times

1-2 Times  6-10 Times

If none, skip to question # 4.

B. What was the reason given for refusing you transportation services?

Ineligible  Space not available

Lack of funds  Destination outside service area

Other \_\_\_\_\_

5) What do you normally use the service for?

Medical  Education/Training/Day Care

Employment  Life-Sustaining/Other

Nutritional

6) Did you have a problem with your trip on \_\_\_\_\_?

Yes. If yes, please state or choose problem from below

No. If no, skip to question # 6

What type of problem did you have with your trip?

Advance notice  Cost

Pick up times not convenient  Late pick up-specify time of wait

Assistance  Accessibility

Service Area Limits  Late return pick up - length of wait

- Drivers - specify
- Vehicle condition

- Reservations - specify length of wait
- Other

7) On a scale of 1 to 10 (10 being most satisfied) rate the transportation you have been receiving.

10

8) What does transportation mean to you? (Permission granted by \_\_\_\_\_ for use in publications.)

**Additional Comments:**

- It's one of the best things for seniors  
- It's so important to have this service  
because I don't have ask my family for  
a ride

## COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT

Table 1. ADA Compliance Review - Provider/Contractor Level of Service Chart

Name of Service Provider/ Contractor	Total # of Vehicles Available for CTC Service	# of ADA Accessible Vehicles	Areas/Sub areas Served by Provider/Contractor
Marion Transit Services	55	45	Marion County

BASED ON THE INFORMATION IN TABLE 1, DOES IT APPEAR THAT INDIVIDUALS REQUIRING THE USE OF ACCESSIBLE VEHICLES HAVE EQUAL SERVICE?

Yes     No

## ADA COMPLIANCE

Findings:

Recommendations:

FY 2018 / 2019 GRANT QUESTIONS

The following questions relate to items specifically addressed in the FY 2018 / 2019 Trip and Equipment Grant.

DO YOU KEEP ALL RECORDS PERTAINING TO THE SPENDING OF TDTF DOLLARS FOR FIVE YEARS? (Section 7.10: Establishment and Maintenance of Accounting Records, T&E Grant, and FY 2018/2019 )

Yes  No

ARE ALL ACCIDENTS THAT HAVE RESULTED IN A FATALITY REPORTED TO THE COMMISSION WITHIN 24 HOURS AFTER YOU HAVE RECEIVED NOTICE? (Section 14.80: Accidents, T/E Grant, and FY N/A )

Yes  No

ARE ALL ACCIDENTS THAT HAVE RESULTED IN \$1,000 WORTH OF DAMAGE REPORTED TO THE COMMISSION WITHIN 72 HOURS AFTER YOU HAVE RECEIVED NOTICE OF THE ACCIDENT? (Section 14.80: Accidents, T/E Grant, and FY 2018/2019 )

Yes  No

**STATUS REPORT FOLLOW-UP FROM LAST REVIEW(S)**

DATE OF LAST REVIEW: 5/13/2019

STATUS REPORT DATED: 5/20/2019

**CTD RECOMMENDATION:**

The CTC was to develop policies and procedures to ensure that an eligibility intake form is maintained with accompanying documentation for all TD riders. Also, internal inspections of all files to be performed quarterly in order to monitor and maintain compliance

CTC Response:

Has been resolved. Intake policy and procedures have been implemented, complete with quarterly sampling of client files for monitoring of compliance.

Current Status:

Procedure remains in place.

**CTD RECOMMENDATION:**

Update policies and procedures for the TD Rate Model and Annual Operating Report to remain current as necessary.

CTC Response:

Corrective action has been taken.

Current Status:

Updated

**CTD RECOMMENDATION:**

CTC Response:

Current Status:

**CTD RECOMMENDATION:**

CTC Response:

Current Status:

**CTD RECOMMENDATION:**

CTC Response:

Current Status:

**CTD RECOMMENDATION:**

CTC Response:

Current Status:



# Contractor Survey

Marion County

N/A No additional contractors.

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**Contractor name** (optional)

1. Do the riders/beneficiaries call your facility directly to cancel a trip?

Yes  No

2. Do the riders/beneficiaries call your facility directly to issue a complaint?

Yes  No

3. Do you have a toll-free phone number for a rider/beneficiary to issue commendations and/or complaints posted on the interior of all vehicles that are used to transport TD riders?

Yes  No

If yes, is the phone number posted the CTC's?

Yes  No

4. Are the invoices you send to the CTC paid in a timely manner?

Yes  No

5. Does the CTC give your facility adequate time to report statistics?

Yes  No

6. Have you experienced any problems with the CTC?

Yes  No

If yes, what type of problems?

**Comments:**



5) Have you had any unresolved problems with the coordinated transportation system?

Yes

No If no, skip to question 7

6) What type of problems have you had with the coordinated system?

Advance notice requirement [specify operator (s)]

Cost [specify operator (s)]

Service area limits [specify operator (s)]

Pick up times not convenient [specify operator (s)]

Vehicle condition [specify operator (s)]

Lack of passenger assistance [specify operator (s)]

Accessibility concerns [specify operator (s)]

Complaints about drivers [specify operator (s)]

Complaints about timeliness [specify operator (s)]

Length of wait for reservations [specify operator (s)]

Other [specify operator (s)] \_\_\_\_\_

7) Overall, are you satisfied with the transportation you have purchased for your clients?

Yes

No If no, why? \_\_\_\_\_

## Level of Competition Worksheet 2

1. Inventory of Transportation Operators in the Service Area *N/A - There are no additional operators in the area*

	Column A Operators Available	Column B Operators Contracted in the System.	Column C Include Trips	Column D % of all Trips
Private Non-Profit	N/A			
Private For-Profit	N/A			
Government	N/A			
Public Transit Agency	N/A			
<b>Total</b>				

2. How many of the operators are coordination contractors? \_\_\_\_\_
3. Of the operators included in the local coordinated system, how many have the capability of expanding capacity? \_\_\_\_\_  
Does the CTC have the ability to expand? \_\_\_\_\_
4. Indicate the date the latest transportation operator was brought into the system. \_\_\_\_\_  
\_\_\_\_\_
5. Does the CTC have a competitive procurement process? \_\_\_\_\_
6. In the past five (5) years, how many times have the following methods been used in selection of the transportation operators?

	Low bid
	Requests for qualifications
	Negotiation only

	Requests for proposals
	Requests for interested parties

Which of the methods listed on the previous page was used to select the current operators?

7. Which of the following items are incorporated in the review and selection of transportation operators for inclusion in the coordinated system?

Capabilities of operator	Scope of Work
Age of company	Safety Program
Previous experience	Capacity
Management	Training Program
Qualifications of staff	Insurance
Resources	Accident History
Economies of Scale	Quality
Contract Monitoring	Community Knowledge
Reporting Capabilities	Cost of the Contracting Process
Financial Strength	Price
Performance Bond	Distribution of Costs
Responsiveness to Solicitation	Other: (list)

8. If a competitive bid or request for proposals has been used to select the transportation operators, to how many potential operators was the request distributed in the most recently completed process? \_\_\_\_\_

How many responded? \_\_\_\_\_

The request for bids/proposals was distributed:

\_\_\_\_\_ Locally      \_\_\_\_\_ Statewide      \_\_\_\_\_ Nationally

9. Has the CTC reviewed the possibilities of competitively contracting any services other than transportation provision (such as fuel, maintenance, etc...)? \_\_\_\_\_

**Level of Availability (Coordination)**  
**Worksheet 3**

**Planning** – What are the coordinated plans for transporting the TD population?

Plans are coordinated between Marion Transit Services and the LCB.

**Public Information** – How is public information distributed about transportation services in the community?

Multiple print sources such as: Ocala Star Banner, South Marion Citizen, as well as brochure distribution.

**Certification** – How are individual certifications and registrations coordinated for local TD transportation services?

Certified older adults, persons with disabilities, disadvantaged residents with priority given to those who do not own or drive a vehicle and who do not have family or friends to assist them.

**Eligibility Records** – What system is used to coordinate which individuals are eligible for special transportation services in the community?

The potential rider must request transportation through the CTC and he determines their eligibility through a vetting process.

Call Intake – To what extent is transportation coordinated to ensure that a user can reach a Reservationist on the first call?

There are 3 reservationists answering calls from 8am and 5pm Monday thru Friday. Afterhours they can leave a message and they will be called back.

Reservations – What is the reservation process? How is the duplication of a reservation prevented?

Call reservationists document the trip and enter into a database (RouteMatch). The scheduling module prevents duplication.

Trip Allocation – How is the allocation of trip requests to providers coordinated?

N/A No trip providers are utilized at this time.

Scheduling – How is the trip assignment to vehicles coordinated?

A scheduler allocates the trips utilizing the computer software system RouteMatch.

Transport – How are the actual transportation services and modes of transportation coordinated?

The RouteMatch computer software system allocates trips according to trip type and time of day.

Dispatching – How is the real time communication and direction of drivers coordinated?

Two-way communicators and the RouteMatch software tablets located on each transport vehicle.

General Service Monitoring – How is the overseeing of transportation operators coordinated?

The Director oversees managers and the managers oversee the operators.

Daily Service Monitoring – How are real-time resolutions to trip problems coordinated?

Dispatchers utilize the RouteMatch software system to identify nearby drivers available to lend assistance for additional pick-ups.



**Trip Reconciliation – How is the confirmation of official trips coordinated?**

There is a Trip Manager that confirms all trips and verifies that the information on the manifest for each trip is accurate.

**Billing – How is the process for requesting and processing fares, payments, and reimbursements coordinated?**

All payment methods are coordinated by the Trips Manager. The Trips Manager coordinates with the rider to ensure they are aware of their financial obligation pertaining to their upcoming trip.

**Reporting – How is operating information reported, compiled, and examined?**

Reports are compiled according to CTD guidelines and submitted based on deadlines.

**Cost Resources – How are costs shared between the coordinator and the operators (s) in order to reduce the overall costs of the coordinated program?**

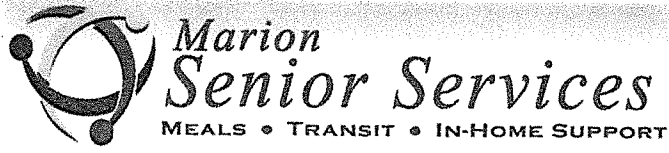
N/A No additional operators are utilized in the system.

Information Resources – How is information shared with other organizations to ensure smooth service provision and increased service provision?

Marion Transit Services and SunTran maintain continuous communication and coordination for client vetting and route optimization.

Overall – What type of formal agreement does the CTC have with organizations, which provide transportation in the community?

ARC and Marion Transit Services maintain a contractual agreement in the event that additional trip purchases are necessary.



## COMPLAINT & COMPLIMENTS PROCEDURE

### **1.0 Purpose**

1.1 This document spells out the proper procedure for handling Complaints or Compliments for Marion Transit. Because we provide a community service, the agency is subject to receiving complaints and/or compliments regarding our service, employees or both.

Marion Transit strives to provide excellent service to our clients/customers.

#### **Customers have the right to:**

- File complaints without fear of retaliation;
- Prompt investigations and effective resolutions; and
- Current and complete program information.

#### **Customers are responsible for:**

- Filing complaints in a timely manner (state local time frame), and
- Providing CTC with pertinent information.

### **2.0 Roles Responsibilities**

**2.1 Supervisors/Managers** – responsible for ensuring that complaints are fully investigated in a timely manner. Proposed actions for improvement are documented and if warranted disciplinary action is taken. Compliments are also documented and discussed with the employee.

**2.2 Drivers/Employees** – responsible for providing a service to our customers that meet or exceed expectations. Notify their respective supervisor as soon as practical of any potential situation(s) that may cause someone to initiate a complaint against the agency and/or employee.

### **3.0 Procedures**

Any Marion Transit employee can receive a compliment or complaint from a citizen. When a compliment or complaint is being made the employee receiving the information is required to document with as much information including; who, what, when, where, how, and why. Forms are available to document both types of incidents and may be accessed by contacting the Transit Office Assistant.

Once the incident is documented, it should be forwarded to the respective supervisor/manager for further investigation. The supervisor/manager will make the Transportation Director aware of the complaint or compliment and forward the report(s) once the investigation is completed.

COMPLAINT & COMPLIMENTS PROCEDURE CONTINUED

In the case of a complaint, the supervisor/manager will propose actions to remedy the situation. Both the supervisor/manager and Transportation Director will determine outcomes.

Once a complaint or compliment is completed, copies of the report will be placed in the respective Marion Transit employee folder and/or Master Index Folder. The person making the complaint should be notified of the outcome if warranted.

Complaints that may warrant severe disciplinary action will be brought to the attention of the Executive Director and Human Resources.

All complaints and/or compliments should be kept in a common index file for easy access by Month/Year.

Note: Copies of both reports are attached.

+++ END +++



# Complaint Report

MARION TRANSIT

**Date:**

**Bus # & Driver:**

**Written By:**

**Complaint made by:**

**Address / Phone:**

**Complaint Details:** (Who, What, When, Where, How, Why)

**Proposed Action Purposes**

**Supervisor Name & Signature:** \_\_\_\_\_

**Director Comments:**

**Signature & Date:** \_\_\_\_\_

STATE OF FLORIDA  
COMMISSION FOR THE TRANSPORTATION DISADVANTAGED

**AGENCY CONTRACT**

Effective: January 1, 2019 to December 31, 2019

THIS CONTRACT is entered into between the COMMUNITY TRANSPORTATION COORDINATOR, MARION SENIOR SERVICES, INC. designated pursuant to Chapter 427, F.S., to serve the transportation disadvantaged for the community that includes the entire area of Marion County, and hereinafter referred to as the “Coordinator” and ADVOCACY RESOURCE CENTER MARION, INC. hereinafter referred to as the “Agency”.

WHEREAS, the Coordinator is required, under Rule 41-2.011, F.A.C., when cost effective and efficient, to enter into contract with a transportation Agency to provide transportation services; and

WHEREAS, transportation disadvantaged funds includes any local government, state or federal funds that are for the transportation of transportation disadvantaged; and

WHEREAS, the Coordinator desires to contract with the Agency for the provision of transportation services for the transportation disadvantaged; and

WHEREAS, the Coordinator believes it to be in the public interest to provide such transportation services through the Agency for the residents of the service area who are clients of the Agency; and

WHEREAS, the Agency will provide the Coordinator the opportunity to develop a proposal for any new transportation services needed; and

WHEREAS, the Agency, in an effort to coordinate available resources, will make available transportation services to the Coordinator,

WHEREAS, this Contract allows for the provisions of transportation services be provided by the Agency, in accordance with Chapter 427, F.S., Rule 41-2, F.A.C., and the most current Community Transportation Coordinator policies.

NOW, THEREFORE, in consideration of the mutual covenants, promises and

representations herein, the parties agree as follows:

THE AGENCY SHALL:

- A. Provide services and vehicles according to the conditions specified in Attachment I.
- B. Coordinate available resources and make available transportation services to the Coordinator. Such services shall be provided in accordance with Attachment I.
- C. Annually, submit to the Coordinator a Year to Date Operating Report (from the Annual Operating Report) detailing demographic, operational and financial data regarding coordination activities in the designated service area period covering July 1, through June 30 and due by August 1 every year. The report shall be prepared on forms provided by the Commission for the Transportation Disadvantaged, hereinafter Commission, and according to the instructions for the forms.
- D. Comply with audit and record keeping requirements by:
  1. Utilizing the Commission recognized Chart of Accounts defined in the Transportation Accounting Consortium Model Uniform Accounting System for Rural and Specialized Transportation Providers (uniform accounting system) for all transportation disadvantaged accounting and reporting purposes. Agencies with existing and equivalent accounting systems are not required to adopt the Chart of Accounts in lieu of their existing Chart of Accounts but shall prepare all reports, invoices, and fiscal documents relating to the transportation disadvantaged functions and activities using the chart of accounts and accounting definitions as outlined in the above referenced manual.
  2. Maintaining and filing with the Coordinator such progress, fiscal, inventory and other reports as the Coordinator may require during the period of this contract.
  3. By reserving to the Coordinator, the right to conduct finance and compliance audits at any time. Such audits conducted by the Coordinator will be at the expense of the Coordinator.
- E. Retain all financial records, supporting documents, statistical records, and any other

documents pertinent to this Agreement for a period of five (5) years after termination of this Agreement. If an audit has been initiated and audit findings have not been resolved at the end of the five (5) years, the records shall be retained until resolution of the audit findings. The Agency shall assure that these records shall be subject to inspection, review, or audit at all reasonable times by persons duly authorized by the Coordinator or Commission or this Agreement. The Commission and the Coordinator shall have full access to and the right to examine any of the records and documents during the retention period.

- F. Comply with Safety Requirements by:
1. Complying with Section 341 .061, F.S., and Rule 14-90, F.A.C., concerning System Safety or complying with Chapter 234.051, F.S., regarding school bus safety requirements for those services provided through a school board;
  2. Assuring compliance with local, state, and federal laws, and Commission policies relating to drug testing, and;
  3. Complying with Coordinator's System Safety Program Plan (SSPP) for designated service area.
- G. Comply with Commission insurance requirements by maintaining at least minimum liability insurance coverage in the amount of \$100,000 for any one person and \$200,000 per occurrence at all times during the existence of this Contract along with Workers Comp. Upon the execution of this Contract, the Agency shall add the Coordinator as an additional named insured to all insurance policies covering vehicles transporting the transportation disadvantaged. In the event of any cancellation or changes in the limits of liability in the insurance policy, the insurance agent or broker shall notify the Coordinator. The Agency shall furnish the Coordinator written verification of the existence of such insurance coverage prior to the execution of this Contract. School board vehicle insurance coverage shall be in accordance with Section 234.03, F.S. and 234.211, F.S. Insurance coverage in excess of \$1 million per occurrence must be approved by the Coordinator and/or the local Coordinating Board before inclusion in this contract or in the justification of rates and fare structures, s. 41- 2.006(1), FAC.
- H. Safeguard information by not using or disclosing any information concerning a user of services under this Agreement for any purpose not in conformity with the local,



state and federal regulations, including but not limited to 45 CFR, Part 205.50, except upon order of a court of competent jurisdiction, written consent of the recipient, or his/her responsible parent or guardian when authorized by law.

I. Protect Civil Rights by:

1. Complying with Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, as amended. The Agency gives this assurance in consideration of and for the purpose of obtaining federal grants, loans, contracts (except contracts of insurance or guaranty), property, discounts, or other federal financial assistance to programs or activities receiving or benefiting from federal financial assistance and agreeing to complete a Civil Rights Compliance Questionnaire if so required by the Coordinator. Agency shall also assure compliance with:
  - a. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving or benefiting from federal financial assistance.
  - b. Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of disability in programs and activities receiving or benefiting from federal financial assistance.
  - c. Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in education programs and activities receiving or benefiting from federal financial assistance.
  - d. The Age Discrimination Act of 1975, as amended, 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age in programs or activities receiving or benefiting from federal financial assistance.
  - e. The Omnibus Budget Reconciliation Act of 1981, P.L. 97-35, which prohibits discrimination on the basis of sex and religion in programs and activities receiving or benefiting from federal financial assistance.
  - f. All regulations, guidelines, and standards lawfully adopted under the above statutes.

g The Americans with Disabilities Act of 1990, as it may be amended from time to time.

**HIPAA:** Agency agrees to enter into an agreement with Coordinator to comply with requirements of the federal Health Insurance Portability and Accountability Act of 1996 (HIPPA) and the associated regulations, 45 C.F.R. parts 160-164, as may be amended (the Privacy Rule) and 45 C.F.R. 142.308 (a) as may be finalized and amended (Chain of Trust requirement) establishing required safeguards to ensure the security and confidentiality of protected client information. See Attachment IV

2. Agreeing that compliance with this assurance constitutes a condition of continued receipt of or benefit from federal financial assistance, and that it is binding upon the Agency, its successors, subcontractors, transferees, and assignees for the period during which such assistance is provided. Assuring that agency's, subcontractors, subgrantees, or others with whom the Coordinator arranges to provide services or benefits to participants or employees in connection with any of its programs and activities are not discriminating against those participants or employees in violation of the above statutes, regulations, guidelines, and standards. In the event of failure to comply, the Agency agrees that the Coordinator may, at its discretion, seek a court order requiring compliance with the terms of this assurance or seek other appropriate judicial or administrative relief, to include assistance being terminated and further assistance being denied.

J. Agency's obligation to indemnify, defend, and pay for the defense or at the Coordinator's option, to participate and associate with the Coordinator in the defense and trial of any claim and any related settlement negotiations, shall be triggered by the Coordinator's notice of claim for indemnification to the Agency. Agency's inability to evaluate liability or its evaluation of liability shall not excuse the Agency's duty to defend and indemnify within seven days after such notice by the Coordinator is given by registered mail. Only an adjudication or judgement after the highest appeal is exhausted specifically finding the Coordinator solely negligent shall excuse performance of this provision by the Agency. Agency shall pay all costs and fees related to this obligation and its enforcement by the Coordinator. The Coordinator's failure to notify Agency of a claim shall not release Agency of the above duty to defend.

- K. Comply with all standards and performance requirements of the:
1. The Commission for the Transportation Disadvantaged (Attachment II);
  2. The local Coordinating Board approved Transportation Disadvantaged Service Plan and;
  - 3 Any entities that purchase service.

Failure to meet the requirements or obligations set forth in this Contract, and performance requirements established and monitored by the Coordinating Board in the approved Transportation Disadvantaged Service Plan shall be due cause for non-payment of reimbursement invoices until such deficiencies have been addressed or corrected to the satisfaction of the Coordinator.

- L. Provide Corrective Action. A corrective action notice is a written notice to the Agency that the Agency is in breach of certain provisions of this Contract and that correction is required. Any corrective action notice will specify a reasonable time for corrective action to be completed. Agency agrees to implement the Corrective Action specified in the notice and provide written documentation to substantiate the implementation of the Corrective Action.
- M. All contracts, subcontracts, coordination contracts will be reviewed annually by the Coordinator and local Coordinating Board for conformance with the requirements of this Contract.
- N Return to the Coordinator any overpayments due to unearned funds or funds disallowed pursuant to the terms of this Contract that were disbursed to the Agency by the Coordinator. The Agency shall return any overpayment within thirty (30) calendar days after either discovery by the Agency, or notification of the Agency by the Coordinator or entity purchasing transportation, whichever is earlier. In the event that the Coordinator first discovers an overpayment has been made, the Coordinator will notify the Agency by letter of such a finding. Should repayment not be made in a timely manner, the Coordinator or purchasing entity will charge interest after thirty (30) calendar days after the date of notification or discovery, or the Coordinator will deduct said amount from future invoices.
0. In performing this Contract, the Agency shall not discriminate against any employee

or applicant for employment because of race, age, disability, creed, color, sex or national origin. Such action shall include, but not be limited to, the following: employment upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Agency shall insert the foregoing provision modified only to show the particular contractual relationship in all its contracts in connection with the development of operation of the Contract, except contracts for the standard commercial supplies or raw materials, and shall require all such contractors to insert a similar provision in subcontracts relating to the performance of this Contract, except subcontracts for standard commercial supplies or raw materials. The Agency shall post, in conspicuous places available to employees and applicants for employment for Project work, notices setting forth the provisions of the nondiscrimination clause.

- P. By execution of this Contract, the Agency represents that it has not paid and, also, agrees not to pay, any bonus or commission for the purpose of obtaining an approval of its application for the financing hereunder. Funds disbursed to the Agency under this Contract shall not be expended for the purpose of lobbying the Legislature, the judicial branch, or a state agency.

#### THE COORDINATOR SHALL:

- A. Recognize the Agency as described in Chapter 427, F.S., and Rule 41-2, F.A.C.
- B. Insure that entities with transportation disadvantaged funds will purchase transportation disadvantaged services through the coordinated system.
- C. At a minimum, annually monitor the Agency for insurance, safety and reporting requirements, pursuant to Chapter 427, F.S., and Rule 41-2, F.A.C. The information contained in the Annual Operating Report must be collected, at a minimum, quarterly from the Agency.

#### THE AGENCY AND COORDINATOR FURTHER AGREE:

- A. Nothing in the Contract shall require the Coordinator to observe or enforce compliance with any provision thereof, perform any other act or do any other thing in contravention of any applicable state law. If any provision of the Contract is found by a court of law to violate any applicable state law, the purchasing entity will at once notify the Coordinator in writing in order that appropriate changes and modification

may be made by the Coordinator and the Agency to the end that the Agency may proceed as soon as possible with the provision of transportation services.

- B. If any part or provision of this Contract is held invalid, the remainder of this Contract shall be binding on the parties hereto.
- C. Termination Conditions:
1. Termination at Will - This Contract may be terminated by either party upon no less than thirty (30) days' notice, without cause. Said notice shall be delivered by certified mail, return receipt required, or in person with proof of delivery.
  2. Termination due to Lack of Designation - In the event that the Coordinator so designated by the local Coordinating Board and approved by the Commission, loses its designation, this contract is terminated immediately upon notification to the Agency. Notice shall be delivered by certified mail, return receipt requested, or in person, with proof of delivery. Notice shall be effective upon receipt.
  3. Termination due to Disapproval of Memorandum of Agreement - In the event that the Commission does not accept and approve any contracted transportation rates listed within the Memorandum of Agreement, this Contract is terminated immediately upon notification to the Agency. Notice shall be delivered by certified mail, return receipt requested, or in person, with proof of delivery. Notice shall be effective upon receipt.
  4. Termination due to Lack of Funds - In the event funds to finance this contract become unavailable, the Coordinator may terminate the contract with no less than twenty-four (24) hours written notice to the Agency. Notice shall be delivered by certified mail, return receipt requested, or in person, with proof of delivery. Notice shall be effective upon receipt. The Coordinator shall be the final authority as to the availability of funds.
  5. Termination for Breach - Unless the Agency's breach is waived by the Coordinator in writing, the Coordinator may, by written notice to the Agency, terminate this Contract upon no less than twenty-four (24) hours' notice. Notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. Waiver by the Coordinator of breach of any provision of this

Contract shall not be deemed to be a waiver of any other breach and shall not be construed to be a modification of the terms of this Contract, and shall not act as a waiver or estoppel to enforcement of any provision of this Contract. The provisions herein do not limit the Coordinator's right to remedies at law or to damages.

6. Upon receipt of a notice of termination of this Contract for any reason, the Agency shall cease service and prepare all final reports and documents required by the terms of this Contract. A final invoice shall be sent to the Coordinator within thirty (30) days after the termination of this Contract.
- D. Renegotiations or Modifications of this Contract shall only be valid when they have been reduced to writing, duly approved by the Coordinator, and signed by both parties hereto.
- E. Agency shall assign no portion of this Contract without the prior written consent of the Coordinator.
- F. This Contract is the entire agreement between the parties.
- G. Attachments I and II are an integral part of the Contract and are hereby incorporated by reference into this Contract. All subsequent attachments are of an optional nature.
- H. Notice and Contact:

The name and address of the contract manager for the Coordinator for this Contract is:

Name: Frank Sofia  
Title: CEO / ARC

Address: 2800 SE Maricamp Rd  
Ocala, FL  
Telephone: 352-387-2210

The representative/position of the Agency responsible for administration of the program under this contract is: Frank Sofia,  
telephone: 352-387-2210.

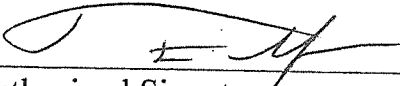
In the event that different representatives are designated by either party after execution of this Contract, notice of the name and address of the new representative will be rendered in writing to the other party and said notification attached to originals of this Contract.


This contract and its attachments contain all the terms and conditions agreed upon by the parties hereto.

WITNESS WHEREOF, the parties hereto have caused these presents to be executed

Agency:  
Advocacy Resource Center Marion, Inc.

Community Transportation Coordinator  
Marion Senior Services

  
\_\_\_\_\_  
Authorized Signature

  
\_\_\_\_\_  
Authorized Signature

Frank Sofia, CEO  
\_\_\_\_\_  
Name & Title of authorized individual

Jennifer Martinez, Executive Director  
\_\_\_\_\_  
Name & Title of authorized individual

1/8/2019  
\_\_\_\_\_  
Date:

1/8/2019  
\_\_\_\_\_  
Date:

- Attachments that are part of this contract:
- I - Service Description
  - II - Standards & Performance Requirements
  - IV - HIPPA Assurance

**ATTACHMENT I  
SERVICE DESCRIPTION**

**ADVOCACY RESOURCE CENTER MARION, INC.**

1. The agency will be able to provide: (Type of service - ambulatory, non-ambulatory, stretcher, population, purpose)  
Transportation for our 14 developmentally disabled adults to doctor & dental appointments, banks, grocery shopping, employment and volunteer jobs, weekly activities, church bowling, all Special Olympics events, outings (picnics, field trips, movies, etc.). All our residents are ambulatory.
2. The agency will be available to provide transportation: (Days & hours of availability). 24 hours a day, 7 days a week for our 14 residents.  
Days agency will not be able to provide services: (Holidays & other days not available).  
We provide services 365 days a year.
3. Vehicles agency will use to transport all passengers: (Vehicle inventory attached)
4. Vehicle/equipment standards, if any: (Identify standards such as functioning air conditions/heating, grab rails, stanchions, first aid kits, fire extinguishers, adequate communication equipment).

<ul style="list-style-type: none"> <li>• All vehicles must display the agency's name, phone number and vehicle number unless confidentiality of client is required.</li> </ul>
<ul style="list-style-type: none"> <li>• Vehicles used to fulfill non-emergency medical transportation services needs must comply with provisions of Rule 10C-7-45, FL Administrative Code and be issued a wheelchair permit if vehicle is equipped and used for transportation of wheelchairs.</li> </ul>
<ul style="list-style-type: none"> <li>• Vehicles must be equipped with properly functioning heating and air conditioning units.</li> </ul>
<ul style="list-style-type: none"> <li>• Stanchions and grab rails shall be functionally located throughout appropriate vehicles.</li> </ul>
<ul style="list-style-type: none"> <li>• Vehicles shall be properly maintained within reasonable limits which prevent hazardous conditions from occurring. Vehicles purchased with federal, state or local government funds must be maintained according to grant conditions. Vehicles may be subject to inspection by the FL Dept. of Transportation and/or the Coordinator.</li> </ul>
<ul style="list-style-type: none"> <li>• Vehicles must have a first aid kit and fire extinguisher.</li> </ul>
<ul style="list-style-type: none"> <li>• Vehicles must be equipped with two-way radio or equivalent</li> </ul>



communication device.

- Toll free number for complaints shall be posted in each vehicle. In Marion County: 352-620-3071. (MSS Transportation)

5. Driver requirements, if any: (Identify requirements of drivers such as current license, vision, dress, specialized training, relationship with riders - provide assistance, physical contact, communication)

Drivers employed by the Agency shall:

- a) Perform their duties in due regard for the safety, comfort, and convenience of users and their property.
- b) Have a current valid Florida Chauffeurs/Class D License or commercial driver license.
- c) All drivers must pass a pre-employment and annual DOT physical examination and drug screen for public section bus driver and have vision which is correctable to 20/50.
- d) Dress appropriately and wear a photo identification.
- e) Announce him/herself at the address in an attempt to locate the user. If the user does not appear for pick up at the scheduled time, the driver must obtain clearance from the dispatcher before leaving the location without picking up the user.
- f) Open and close vehicle door when user enters and exits vehicle, and provide additional assistance to user if required or requested.

6. Training: (Identify required training of all personnel, including drivers, reservations, etc. Also provide how often this training is required and how it will be provided to agency's employees)

Driver and Agency personnel shall be trained by the Proposer to accommodate the special transportation needs of the elderly, disabled and/or socially disadvantaged users. The program developed should include a minimum of the following:

a.	Defensive driving technique.
b.	Instruction on minor, daily maintenance procedures, such as checking oil, and battery, fan belts, tire pressure, coolant level, etc.
c.	Training on the proper manipulation of wheelchair passengers.
d.	CPR
e.	First Aid
f.	Training in required forms and procedures.
g.	Sensitivity and awareness toward others.

7. Agency fare structure: (Identify fare structure and what services are eligible and ineligible) n/a

8. Billing/invoicing and reimbursement procedure for agency: (When, how often, what reports if any should be submitted) n/a

Reporting requirements: (Include all Requirements of Commission, Coordinator, Local Coordinating Board and any entities purchasing transportation)

Quarterly - Annual Operating Report cumulative data using approved TD Commission forms (previously distributed).

Other reports as may be required from time to time by CTC or funding entities.

**ATTACHMENT II**  
The Commission for the Transportation Disadvantaged  
Standards and Performance Requirements

Pursuant to Rule 41-2.006, Florida Administrative Code, the Community Transportation Coordinator and any Transportation Agency from whom service is purchased or arranged by the Community Transportation Coordinator shall adhere to Commission approved standards. These standards shall include:

- (a) Drug and alcohol testing for safety sensitive job positions within the coordinated system regarding pre-employment, randomization, post-accident, and reasonable suspicion as required by the Federal Highway Administration and the Federal Transit Administration;
- (b) An escort of a passenger and dependent children are to be transported as locally negotiated and identified in the local Transportation Disadvantaged Service Plan;
- (c) Child restraint devices shall be determined locally as to their use, responsibility, and cost of such device in the local Transportation Disadvantaged Service Plan;
- (d) Passenger property that can be carried by the passenger and/or driver in one trip and can be safely stowed on the vehicle, shall be allowed to be transported with the passenger at no additional charge. Additional requirements may be negotiated for carrying and loading rider property beyond this amount. Passenger property does not include wheelchairs, child seats, stretchers, secured oxygen, personal assistive devices, or intravenous devices;
- (e) Vehicle transfer points shall provide shelter, security, and safety of passengers;
- (f) A local toll free phone number for complaints or grievances shall be posted inside the vehicle. The local complaint process shall be outlined as a section in the local Transportation Disadvantaged Service Plan including, advising the dissatisfied person about the Commission's Ombudsman Program as a step within the process as approved by the local Coordinating Board;
- (g) Out of service area trips shall be provided when determined locally and approved by the local Coordinating Board, except in instances where local ordinances prohibit such trips;
- (h) Interior of all vehicles shall be free from dirt, grime, oil, trash, torn upholstery, damaged or broken seats, protruding metal or other objects or materials which

could soil items placed in the vehicle or provide discomfort for the passenger;

- (i) Billing requirements of the Community Transportation Coordinator to subcontractors shall be determined locally by the local Coordinating Board and provided in the local Transportation Disadvantaged Service Plan. All bills shall be paid within 15 calendar days to subcontractors, after receipt of said payment by the Community Transportation Coordinator, except in instances where the Community Transportation Coordinator is a non-governmental entity;
- (j) Passenger/trip data base must be maintained or accessible by the Community Transportation Coordinator on each rider being transported within the system;
- (k) Adequate seating for paratransit services shall be provided to each rider and escort, child, or personal care attendant, and no more passengers than the registered passenger seating capacity shall be scheduled or transported in a vehicle at any time. For transit services provided by transit vehicles, adequate seating or standing space will be provided to each rider and escort, child, or personal care attendant, and no more passengers than the registered passenger seating or standing capacity shall be scheduled or transported in a vehicle at any time;
- (l) Drivers for paratransit services, including coordination contractors, shall be required to announce and identify themselves by name and company in a manner that is conducive to communications with the specific passenger, upon pickup of each rider, group of riders, or representative, guardian, or associate of the rider, except in situations where the driver regularly transports the rider on a recurring basis. Each driver must have photo identification that is in view of the passenger. Name patches, inscriptions or badges that affix to driver clothing are acceptable. For transit services, the driver photo identification shall be in a conspicuous location in the vehicle;
- (m) The paratransit driver shall provide the passenger with boarding assistance, if necessary or requested, to the seating portion of the vehicle. The boarding assistance shall include opening the vehicle door, fastening the seat belt or utilization of wheel chair securement devices, storage of mobility assistive devices, and closing the vehicle door. In certain paratransit service categories, the driver may also be required to open and close doors to buildings, except in situations in which assistance in opening/closing building doors would not be safe for passengers remaining on the vehicle. Assisted access must be in a dignified manner. Drivers may not assist wheelchair up or down more than one step, unless it can be performed safely as determined by the passenger, guardian, and driver;

- (n) All vehicles ordered or put into service after adoption of this section of the Rule, and providing service within the coordinated system, shall be equipped with two- way communications in good working order and be audible to the driver at all times to the base. All vehicles that are not equipped with two-way communications shall have two years to be in compliance after the adoption date of this section of the Rule;
- (o) All vehicles ordered or put into service after the adoption of this section of the Rule, and providing service within the coordinated system, shall have working air conditioners and heaters in each vehicle. Vehicles that do not have a working air conditioner or heater will be scheduled for repair or replacement as soon as possible. All vehicles that are not equipped with an air conditioner and/or heater shall have two years to be in compliance after the adoption date of this section of the Rule;
- (p) First Aid shall be determined locally and provided in the local Transportation Disadvantaged Service Plan; and
- (q) Cardiopulmonary Resuscitation shall be determined locally and provided in the local Transportation Disadvantaged Service Plan.

**HIPAA CONFIDENTIALITY AGREEMENT between**  
**Advocacy Resource Center Marion, Inc.. (Vendor)**  
and  
Marion Senior Services, Inc.

**PURPOSE:**

This agreement is made and entered into in order to ensure that clients' Protected Health Information (PHI) is appropriately safeguarded and that exchange of information as a Vendor of MSS be made with integrity and confidentiality.

The Vendor agrees to maintain the confidentiality of any information provided to them by MSS in accordance with the Health Portability and Accountability Act of 1996 (HIPAA) and associated regulations as set forth in Title 45 Code of Federal Regulations, Part 160 and 164, as may be amended (the Privacy Rule) and 45 Code of Federal Regulations 142.308 (a) (2) as may be finalized and amended (Chain of Trust requirement)


Vendor may use and/or disclose PHI only as permitted or required by this agreement or as otherwise required by law. Vendor may disclose PHI to, and permit the use of PHI by its employees only to the extent directly related to and necessary for the performance of the services and will be no more than the minimum PHI necessary to perform the services. Vendor will not use or disclose PHI in a manner inconsistent with obligations under the Privacy Rule, or that would violate the Privacy Rule if disclosed or used in such a manner.

Security measures maintained by Vendor shall include administrative safeguards, physical safeguards, technical security services and technical security mechanisms as necessary to protect such PHI. Upon request by MSS, Vendor shall provide a written description of such safeguards.

The Vendor agrees to amend this agreement from time to time, as necessary, for MSS to comply with requirements of the Privacy Rule.

Vendor agrees that it will immediately report to MSS any use or disclosure of PHI received from MSS that is not authorized by or otherwise constitutes a violation of this agreement.

Vendor agrees that upon termination of this agreement, it shall contact MSS with regard to any information currently in its possession that was received from or created on behalf of MSS, to determine whether MSS wishes to have said information returned to them or for Vendor to provide certification that information was destroyed.

Authorized signature:  Title: CEO Date: 1/8/2019

NOW, THEREFORE, in consideration of the mutual covenants, promises and representations herein, the parties agree as follows:

THE AGENCY SHALL:

- A. Provide services and vehicles according to the conditions specified in Attachment I.
- B. Coordinate available resources and make available transportation services to the Coordinator. Such services shall be provided in accordance with Attachment I.
- C. Annually, submit to the Coordinator a Year to Date Operating Report (from the Annual Operating Report) detailing demographic, operational and financial data regarding coordination activities in the designated service area period covering July 1, through June 30 and due by August 1 every year. The report shall be prepared on forms provided by the Commission for the Transportation Disadvantaged, hereinafter Commission, and according to the instructions for the forms.
- D. Comply with audit and record keeping requirements by:
  1. Utilizing the Commission recognized Chart of Accounts defined in the Transportation Accounting Consortium Model Uniform Accounting System for Rural and Specialized Transportation Providers (uniform accounting system) for all transportation disadvantaged accounting and reporting purposes. Agencies with existing and equivalent accounting systems are not required to adopt the Chart of Accounts in lieu of their existing Chart of Accounts but shall prepare all reports, invoices, and fiscal documents relating to the transportation disadvantaged functions and activities using the chart of accounts and accounting definitions as outlined in the above referenced manual.
  2. Maintaining and filing with the Coordinator such progress, fiscal, inventory and other reports as the Coordinator may require during the period of this contract.
  3. By reserving to the Coordinator, the right to conduct finance and compliance audits at any time. Such audits conducted by the Coordinator will be at the expense of the Coordinator.

- E. Retain all financial records, supporting documents, statistical records, and any other documents pertinent to this Agreement for a period of five (5) years after termination of this Agreement. If an audit has been initiated and audit findings have not been resolved at the end of the five (5) years, the records shall be retained until resolution of the audit findings. The Agency shall assure that these records shall be subject to inspection, review, or audit at all reasonable times by persons duly authorized by the Coordinator or Commission or this Agreement. The Commission and the Coordinator shall have full access to and the right to examine any of the records and documents during the retention period.
- F. Comply with Safety Requirements by:
1. Complying with Section 341 .061, F.S., and Rule 14-90, F.A.C., concerning System Safety or complying with Chapter 234.051, F.S., regarding school bus safety requirements for those services provided through a school board;
  2. Assuring compliance with local, state, and federal laws, and Commission policies relating to drug testing, and;
  3. Complying with Coordinator's System Safety Program Plan (SSPP) for designated service area.
- G. Comply with Commission insurance requirements by maintaining at least minimum liability insurance coverage in the amount of \$100,000 for any one person and \$200,000 per occurrence at all times during the existence of this Contract along with Workers Comp. Upon the execution of this Contract, the Agency shall add the Coordinator as an additional named insured to all insurance policies covering vehicles transporting the transportation disadvantaged. In the event of any cancellation or changes in the limits of liability in the insurance policy, the insurance agent or broker shall notify the Coordinator. The Agency shall furnish the Coordinator written verification of the existence of such insurance coverage prior to the execution of this Contract. School board vehicle insurance coverage shall be in accordance with Section 234.03, F.S. and 234.211, F.S. Insurance coverage in excess of \$1 million per occurrence must be approved by the Coordinator and/or the local Coordinating Board before inclusion in this contract or in the justification of rates and fare structures, s. 41- 2.006(1), FAC.
- H. Safeguard information by not using or disclosing any information concerning a user





**Transportation  
Disadvantaged**

	Demographics	Number
County:	Marion	
CTC:	Marion Senior Services, Inc.	
Contact:	Tom Wilder	354,353
	1101 SW 20th Court	
	Ocala, FL 34471	186,913
	352-620-3519	
Email:	<a href="mailto:twilder@marionseniorservices.org">twilder@marionseniorservices.org</a>	3,281
	UDPHC	
	Total County Population	
	Potential TD Population	

	2016	2017	2018
<b>Trips By Type of Service</b>			
Fixed Route (FR)	0	0	0
Deviated FR	0	0	0
Ambulatory	87,108	78,323	76,741
Non-Ambulatory	32,259	32,171	29,283
Stretcher	0	0	0
School Board	0	0	0
<b>TOTAL TRIPS</b>	119,367	110,494	106,024

	2016	2017	2018
<b>Vehicle Data</b>			
Vehicle Miles	1,149,596	1,126,786	1,117,564
Revenue Miles	1,067,670	981,948	954,320
Roadcalls	51	36	33
Accidents	4	4	13
Vehicles	66	57	41
Driver Hours	95,461	75,614	100,121

	2016	2017	2018
<b>Passenger Trips By Trip Purpose</b>			
Medical	63,177	59,999	56,417
Employment	431	713	854
Ed/Train/DayCare	34,032	29,885	27,619
Nutritional	14,031	14,157	15,188
Life-Sustaining/Other	7,696	5,740	5,946
<b>TOTAL TRIPS</b>	119,367	110,494	106,024

	2016	2017	2018
<b>Financial and General Data</b>			
Expenses	\$3,359,264	\$3,400,073	\$3,628,916
Revenues	\$4,296,109	\$3,294,525	\$3,674,940
Commendations	2	33	66
Complaints	13	51	16
Passenger No-Shows	2,774	2,957	3,364
Unmet Trip Requests	553	669	50

	2016	2017	2018
<b>Passenger Trips By Funding Source</b>			
CTD	27,424	35,059	30,772
AHCA	11,262	7,551	5,164
APD	30,157	26,607	22,414
DOEA	0	0	0
DOE	0	0	0
Other	50,524	41,277	47,674
<b>TOTAL TRIPS</b>	119,367	110,494	106,024

	2016	2017	2018
<b>Performance Measures</b>			
Accidents per 100,000 Miles	0.35	0.35	1.16
Miles between Roadcalls	22,541	31,300	33,866
Avg. Trips per Driver Hour	1.25	1.46	1.06
Avg. Trips per Para Pass.	37.02	33.25	32.31
Cost per Trip	28.14	30.77	34.23
Cost per Paratransit Trip	28.14	30.77	34.23
Cost per Driver Hour	35.19	44.97	36.25
Cost per Total Mile	2.92	3.02	3.25



1101 S.W. 20<sup>th</sup> Court Ocala, FL 34471  
Office (352) 620-3501 Fax (352) 629-6122  
[www.marionseniorservices.org](http://www.marionseniorservices.org)

*"assisting the elderly, disabled and disadvantaged residents of Marion County to maintain independent living status"*

March 29, 2017

District 5  
Florida Department of Transportation  
Attn: Diane Poitras, Transit Programs Administrator  
133 South Semoran Boulevard  
Orlando, Florida 32807

Re: System Safety Program Plan (SSPP)

Dear Ms. Poitras,

The Marion Transit system Safety Program Plan was last updated in July 2016 with minor changes and a copy was submitted to FDOT following our Triannual Review. There have been no major changes to the SSPP since then. Attached is our compliance notice dated September 13, 2016 following the Triennial On-Site Review.

Sincerely,

Tom Wilder, Transportation Director

**Bus Transit System  
Annual Safety and Security Certification Form**



**Bus Transit System Annual Safety and Security Certification  
Certifying Compliance with Rule 14-90, FAC to the  
Florida Department of Transportation (FDOT)**

Certification Date (Current):  
03/29/2017

Certification Year: (Previous):  
2016

Name and Address of Bus Transit System: *Marion Senior Services, Inc. / Marion Transit - 1101 S.W. 20<sup>th</sup> Court, Ocala Florida 34471*

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***The Bus Transit System (Agency) named above hereby certifies the following:***

- 1. The Agency has adopted a System Safety Program Plan (SSPP) and a Security Program Plan (SPP) pursuant to the standards set forth in Rule Chapter 14-90, Florida Administrative Code.***
- 2. The Agency is in compliance with its adopted SSPP and SPP.***
- 3. The Agency has performed annual safety inspections on all operational vehicles in accordance with Rule Chapter 14-90, Florida Administrative Code.***
- 4. The Agency has conducted reviews of SSPP and SPP and the plans are up to date.***

**Blue Ink Signature:** *Tom Wilder*      **Date:** 3/13/2017  
**(Individual Responsible for Assurance of Compliance)**

**Name:** Tom Wilder      **Title:** Transportation Director - CTC

**Name and address of entity(ies) which has (have) performed bus safety inspections and security assessments:**

**Name:** Construction Tire

**Address:** \_\_\_\_\_

**Name of Qualified Mechanic who performed Annual Inspection(s):** Ali West



*Florida Department of Transportation*

RICK SCOTT  
GOVERNOR

133 South Semoran Blvd.  
Orlando, Florida 32807

MIKE DEW  
SECRETARY

October 8, 2018

Tom Wilder, Transportation Director  
Marion Senior Services  
1101 SW 20<sup>th</sup> Court  
Ocala, FL 34471

**RE: Compliance Notice for the Marion Senior Services 2018 Triennial Review**

Dear Mr. Wilder:

This letter is to confirm that our site visit for the 2018 Marion Senior Services Triennial Review on July 9, 2018 was satisfactory and we have found your agency to comply with the Florida Department of Transportation's (FDOT) regulations for providing public transportation services and for receiving federal funding under 49 U.S.C. § 5310, § 5311, and § 5339. A summary of review findings is provided as an appendix to this Compliance Notice. Your agency's response was received by the FDOT reviewer via the Corrective Action Plan (CAP) on September 14, 2018.

Your cooperation during the entire process was greatly appreciated and we look forward to working with you in the future to provide safe and efficient transportation for the residents of Marion County.

Should you have any questions or require additional information, please do not hesitate to contact me directly at (407) 482-7860, [diane.poitras@dot.state.fl.us](mailto:diane.poitras@dot.state.fl.us) or Kayla Costello (407) 482-7887, [kayla.costello@dot.state.fl.us](mailto:kayla.costello@dot.state.fl.us).

Sincerely,

Diane Poitras  
Transit Programs Administrator  
FDOT District Five

Attachment 1 – Triennial Review CAP Matrix

DP/kc



*Florida Department of Transportation*

RICK SCOTT  
GOVERNOR

133 S. Semoran Blvd  
Orlando, FL 32807

MIKE DEW  
SECRETARY

August 7, 2018

Tom Wilder  
Marion Senior Services  
1101 SW 20<sup>th</sup> Court  
Ocala, FL 34471

**Re: Marion Senior Services Title VI Plan Review - Letter of Concurrence**

Dear Mr. Wilder,

The Department has completed a review of the Marion Senior Services Title VI Plan adopted May 2016, amended June 2018. We find the Title VI Plan to be in compliance with Section 49 Code of Federal Regulations, part 21 and Federal Transit Administration (FTA) Circular 4702.1B as well as the Department's Title VI Plan Guidance. Therefore, the Department is in concurrence with the Marion Senior Services Title VI Plan.

We appreciate the opportunity to review the document and ensure compliance with the federal and state requirements. Please include a copy of this letter in the appendices of your agency's Title VI Plan as outlined in the Title VI requirements. The Department also recommends proper documentation of the receipt of concurrence letter in the plan's activity log.

If you have any questions, please contact me at (407) 482-7860 or e-mail [diane.poitras@dot.state.fl.us](mailto:diane.poitras@dot.state.fl.us).

Sincerely,

A handwritten signature in cursive script that reads "Diane Poitras".

Diane Poitras  
Transit Programs Administrator  
District 5

DP/kc



COPY

January 3, 2020

Florida Department of Transportation, District Five  
Attn: Ms. Diane Poitras, Transit Programs Administrator  
420 W. Landstreet RD  
Orlando, FL 32824

Re: ANNUAL CERTIFICATION – 2019  
49 U.S.C. 5310 – VEHICLES

To: District Five:

This letter provides certification that Marion Senior Services, Inc. d/b/a Marion Transit is in compliance with the following criteria:

1. The Section 5310 vehicles(s) continue to be used for the purpose for which the grant was approved.
2. The vehicle(s) and equipment do not exceed that which is needed for operations.
3. The vehicle(s) have not been sold, damaged or otherwise taken out of service.
4. There has not been a reduction in local contributions made to the project.

  
Tom Wilder, Transportation Director

Attachments



*Florida Department of Transportation*

RICK SCOTT  
GOVERNOR

133 South Semoran Blvd.  
Orlando, Florida 32807

MIKE DEW  
SECRETARY

October 8, 2018

Tom Wilder, Transportation Director  
Marion Senior Services  
1101 SW 20<sup>th</sup> Court  
Ocala, FL 34471

**RE: Compliance Notice for the Marion Senior Services 2018 Triennial Review**

Dear Mr. Wilder:

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Your cooperation during the entire process was greatly appreciated and we look forward to working with you in the future to provide safe and efficient transportation for the residents of Marion County.

Should you have any questions or require additional information, please do not hesitate to contact me directly at (407) 482-7860, [diane.poitras@dot.state.fl.us](mailto:diane.poitras@dot.state.fl.us) or Kayla Costello (407) 482-7887, [kayla.costello@dot.state.fl.us](mailto:kayla.costello@dot.state.fl.us).

Sincerely,

Diane Poitras  
Transit Programs Administrator  
FDOT District Five

Attachment 1 – Triennial Review CAP Matrix

DP/kc

CERTIFIED TO BE A TRUE &  
EXACT COPY OF ORIGINAL

[www.fdot.gov](http://www.fdot.gov)

# MARION TRANSIT SERVICES

A Division of Marion Senior Services

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1101 S.W. 20<sup>th</sup> Court, Ocala, FL 34474  
Telephone (352) 620-3071 Fax (352) 620-3400

*Mission – “Is to provide Public Transportation that offers riders a high-quality safe, reliable, and efficient paratransit experience.”*





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/30/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Brown & Brown of Florida, Inc. 1720 SE 16th Avenue, Suite 301  Ocala FL 34471		<b>CONTACT NAME:</b> Sandra Perryman <b>PHONE (A/C, No, Ext):</b> (352) 732-5010 <b>FAX (A/C, No):</b> (352) 732-5344 <b>E-MAIL ADDRESS:</b> Sandra.perryman@bbocala.com	
<b>INSURED</b> Marion Senior Services Inc 1101 SW 20th Court  Ocala FL 34471		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A:</b> Philadelphia Indemnity Insurance Company	<b>NAIC #</b> 18058
		<b>INSURER B:</b> Bridgefield Employers Insurance Company	<b>NAIC #</b> 10701
		<b>INSURER C:</b> The Hanover Insurance Company	<b>NAIC #</b> 22292
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

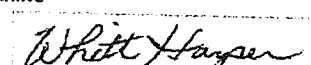
**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			PHPK2078734	01/01/2020	01/01/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY			PHPK2078734	01/01/2020	01/01/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PHUB706046	01/01/2020	01/01/2021	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A	83050566	03/31/2019	03/31/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Directors & Officers Liability			LHJ941015207	01/01/2020	01/01/2021	Limit \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Attn: Diane Poitras, Transit Programs Administrator Diane.Poitras@dot.state.fl.us  
 See attached schedule - certificate holder is listed as loss payee as respects the units on the schedules shown

**CERTIFICATE HOLDER** **CANCELLATION**

Florida Department of Transportation 420 W Landstreet Rd  Orlando FL 32824	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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AGENCY CUSTOMER ID: 00245424

LOC #: \_\_\_\_\_



### ADDITIONAL REMARKS SCHEDULE

Page \_\_\_\_\_ of \_\_\_\_\_

AGENCY Brown & Brown of Florida, Inc.		NAMED INSURED Marion Senior Services Inc FKA Marion County Senior Services	
POLICY NUMBER			
CARRIER	NAIC CODE	EFFECTIVE DATE:	

#### ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25      FORM TITLE: Certificate of Liability Insurance: Notes

Vehicle schedule:

- 2011 Chev 12pass Bus 1GB6G5BG9B1174731
- 2012 Chev 12pass Bus 1GB6G5BG6C1112253
- 2012 Chev 12pass Bus 1GB6G5BG2C1113660
- 2012 Chev 12pass Bus 1GB6G5BG2C1113125
- 2013 CHEVY Glaval Titan 1GB6G5BG7D1120637
- 2013 CHEVY Glaval Titan 1GB6G5BG4D1121678
- 2013 Chevy TitanII Bus 1GB6G5BG1D1122030
- 2013 Chevy TitanII Bus 1GB6G5BG2D1121971
- 2014 Chev GLAVAL 10 passbus1GB6G5BG3E1171067
- 2014 Chev GLAVAL 10 passbus1GB6G5BG9E1170795
- 2014 Chev GLAVAL 10 passbus1GB6G5BG7E1171119
- 2014 Chev GLAVAL 10 passbus1GB6G5BG6E1187506
- 2014 Chev GLAVAL 10 pass bus 1GB6G5BG6E1188493
- 2016 Ford Bus 1FD4E4FSXGDC03214
- 2016 Ford Bus 1FD4E4FS6GDC03212
- 2016 Ford Bus 1FD4E4FS8GDC03213
- 2016 Ford Bus 10 Pass
- 1FD4E4FS4GDC03211
- 2016 Ford Bus 10 Pass
- 1FD4E4FS1GDC03215
- 2017 Ford Bus 10 PASS 1FDVU4XG2HKA67568
- 2017 Ford Bus 10 Pass 1FDVU4XG7HKA67565
- 2017 Ford Bus 10 Pass 1FDVU4XG4HKA67569
- 2017 Ford Bus 10 pass 1FDVU4XG9HKA67566
- 2017 Ford Bus 10PASS 1FDVU4XG0HKA67567
- 2018 Chevrolet 11 pass Bus 1HA6GUBG2JN002324
- 2018 Chevrolet 11 pass Bus 1HA6GUBG1JN002394
- 2018 Chevrolet 11 pass Bus 1HA6GUBG9JN002336
- 2018 Chevrolet 11 pass Bus 1HA6GUBG9JN002403
- 2018 Chevrolet 11pass Bus 1HA6GUBG5JN002298
- 2019 Ford Bus 14 PASS 1FD4E4FS1KDC14093
- 2019 Ford Bus 14 Pass 1FD4E4FS0KDC18264 2019 Ford 14 pass Bus 1FD4E4FS2KDC29671 2019 Ford 14 Pass Bus 1FD4E4FS5KDC27574 2019 Ford 14 Pass Bus 1FD4E4FS4KDC29672
- 2012 Chevrolet 12 Pass Bus 1GB6G5BG2C1113125

# MARION TRANSIT SERVICES

A Division of Marion Senior Services

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1101 S.W. 20<sup>th</sup> Court, Ocala, FL 34474  
Telephone (352) 620-3071 Fax (352) 620-3400

ANNUAL SAFETY CERTIFICATION

*Mission – “Is to provide Public Transportation that offers riders a high-quality safe, reliable, and efficient paratransit experience.”*

**BUS TRANSIT SYSTEM  
ANNUAL SAFETY CERTIFICATION**

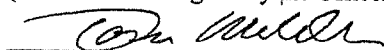
**DATE:** January 3, 2020  
**BUS TRANSIT SYSTEM:** Marion Senior Services, Inc. d/b/a Marion Transit  
**ADDRESS:** 1101 S.W. 20<sup>th</sup> Court  
Ocala, Florida 34471

**IN ACCORDANCE WITH FLORIDA STATUTE 341.061**

**THE BUS TRANSIT SYSTEM NAMED ABOVE HEREBY CERTIFIES TO THE FOLLOWING:**

1. The adoption of a System Safety Program Plan (SSPP) and the Security Program Plan (SPP) pursuant to Florida Department of Transportation safety standards set for in Rule Chapter 14-90, Florida Administrative Code (F.A.C.).  
Current date of Adopted SSPP: July 29, 2016  
Current date of Adopted SPP: August 1, 2016

2. Compliance with adopted safety standards in the SSPP and the SPP.
3. Performance of annual safety inspections on all operational buses in accordance with Rule 14-90.009, F.A.C. (This should be signed by the Officer responsible for management of the bus transit system to certify compliance.)

  
\_\_\_\_\_  
*Signature*

Tom Wilder  
\_\_\_\_\_  
*Name (Printed or Typed):*  
Transportation Director  
\_\_\_\_\_  
*Title*

4. Name and address of entity(ies) which has (have) performed safety inspections:

Advanced Tire & Service  
\_\_\_\_\_  
*Name*

2199 N.W. 10<sup>th</sup> Street  
\_\_\_\_\_  
*Address (Street Number)*

Ocala, Florida 34475  
\_\_\_\_\_  
*Address (City, State, Zip Code)*

January 1, 2019 – December 2019. (Present)  
\_\_\_\_\_  
*Date(s) of Inspection*

Advanced Vehicle Modifications (Wheelchair Lifts)  
\_\_\_\_\_  
*Name*

7265 S.W. 62<sup>nd</sup> Avenue, Unit 1  
\_\_\_\_\_  
*Address (Street Number)*

Ocala, Florida 34476  
\_\_\_\_\_  
*Address (City, State, Zip Code)*

January 1, 2019 – December 2019. (Present)  
\_\_\_\_\_  
*Date(s) of Inspection*

Don's Garage

*Name*

218 S.W. 10<sup>th</sup> Street

*Address (Street Number)*

Ocala, Florida 34471

*Address (City, State, Zip Code)*

January 1, 2019 – December 2019. (Present)

5. Names and contact information for all **contract** bus transit systems subject to the provisions of Rule 14-90, F.A.C.

N/A

COUNTY	AGENCY'S CONTROL NUMBER	VIN #	YEAR/MAKE	Model	VEHICLE LENGTH (FEET)	WHEELCHAIR (Seats)	ADA Accessory (Lift, ramp, etc.)	Current Use	Current Condition	Location of Property	Year of Grant Award and Program Number	Acquisition Date	Cost of Property	% of Federal participation on the cost of the property	Expected Retire Date	
																Title Holder
Marion	N/A	1402 (42)	2011/Chevy	Glaval	24	10	5	Lift	Daily Use	Good	In-house	2011; Sec. 5310	9/1/2011	\$74,362	90	2019
Marion	91575	1103 (14)	2011/Chevy	Glaval	24	12	4	Lift	Daily Use	Good	In-house	2011; Sec. 5310	9/1/2011	\$74,362	90	2019
Marion	N/A	1104 (16)	2011/Chevy	Glaval	24	12	4	Lift	Daily Use	Good	In-house	2011; Sec. 5310	9/1/2011	\$74,362	90	2019
Marion	N/A	1107 (36)	2011/Chevy	Glaval	24	8	5	Lift	Daily Use	Good	In-house	N/A	9/1/2011	\$73,462	0	2019
Marion	91590	1201 (03)	2012/Chevy	Glaval	23	12	4	Lift	Daily Use	Good	In-house	2012; Sec. 5310	3/16/2012	\$74,758	90	2020
Marion	91591	1202 (32)	2012/Chevy	Glaval	23	13	4	Lift	Daily Use	Good	In-house	2012; Sec. 5310	3/16/2012	\$74,758	90	2020
Marion	91599	1204 (41)	2012/Chevy	Glaval	23	12	4	Lift	Daily Use	Good	In-house	2012; Sec. 5310	3/16/2012	\$74,758	90	2020
Marion	TD	1205 (60)	2012/Dodge	Caravan	12	6	1	Ramp	Spare	Good	In-house	N/A	6/28/2012	\$45,752	0	2020
Marion	TD	1301 (04)	2013/Chevy	Glaval	23	10	6	Lift	Daily Use	Good	In-house	N/A	6/26/2013	\$75,635	0	2020
Marion	94517	1302 (07)	2013/Chevy	Glaval	23	10	6	Lift	Daily Use	Good	In-house	2013; Sec. 5310	5/17/2013	\$76,491	90	2020
Marion	94518	1303 (24)	2013/Chevy	Glaval	23	10	2	Lift	Daily Use	Good	In-house	2013; Sec. 5310	5/17/2013	\$76,491	90	2020
Marion	94513	1304 (28)	2013/Chevy	Glaval	23	10	4	Lift	Daily Use	Good	In-house	2013; Sec. 5310	5/17/2013	\$76,491	90	2020
Marion	94514	1305 (31)	2013/Chevy	Glaval	23	10	6	Lift	Daily Use	Good	In-house	2013; Sec. 5310	5/17/2013	\$76,491	90	2021
Marion	N/A	1306 (42)	2013/Chevy	Glaval	23	10	6	Lift	Daily Use	Good	In-house	2013; Sec. 5310	5/17/2013	\$76,491	90	2021
Marion	94566	1401 (08)	2014/Chevy	Glaval	23	10	6	Lift	Daily Use	Excellent	In-house	2014; Sec. 5310	6/30/2014	\$76,760	86	2021
Marion	TD	1402 (10)	2014/Chevy	Glaval	23	10	6	Lift	Daily Use	Excellent	In-house	N/A	6/30/2014	\$76,760	0	2021
Marion	94567	1403 (17)	2014/Chevy	Glaval	23	10	4	Lift	Daily Use	Excellent	In-house	2014; Sec. 5310	8/20/2014	\$76,760	86	2021
Marion	TD	1404 (18)	2014/Chevy	Glaval	23	10	6	Lift	Daily Use	Excellent	In-house	N/A	6/30/2014	\$76,760	0	2021
Marion	94568	1405 (28)	2014/Chevy	Glaval	23	10	6	Lift	Daily Use	Excellent	In-house	2014; Sec. 5310	8/20/2014	\$76,760	86	2021
Marion	94565	1406 (34)	2014/Chevy	Glaval	23	10	6	Lift	Daily Use	Excellent	In-house	2014; Sec. 5310	6/30/2014	\$76,760	86	2021
Marion	94548	1407 (37)	2014/Chevy	Glaval	23	10	6	Lift	Daily Use	Excellent	In-house	2014; Sec. 5310	6/30/2014	\$76,760	86	2021
Marion	TD	1501 (16)	2015/Ford E-450	Glaval	23	10	6	Lift	Daily Use	Excellent	In-house	N/A	6/29/2015	\$77,150	0	2021
Marion	TD	1502 (40)	2015/Ford E-450	Glaval	23	10	6	Lift	Daily Use	Excellent	In-house	N/A	6/29/2015	\$77,150	0	2021
Marion	94583	1601 (06)	2016/Ford E-450	Glaval	23	10	6	Lift	Daily Use	Excellent	In-house	2015; Sec. 5310	9/30/2015	\$77,150	90	2022
Marion	94685	1602 (09)	2016/Ford E-450	Glaval	23	10	6	Lift	Daily Use	Excellent	In-house	2015; Sec. 5310	9/30/2015	\$77,150	90	2022
Marion	94691	1603 (11)	2016/Ford E-450	Glaval	23	10	6	Lift	Daily Use	Excellent	In-house	2015; Sec. 5310	9/30/2015	\$77,150	90	2022
Marion	94686	1604 (20)	2016/Ford E-450	Glaval	23	10	6	Lift	Daily Use	Excellent	In-house	2015; Sec. 5310	9/30/2015	\$77,150	90	2022
Marion	94684	1606 (21)	2016/Ford E-450	Glaval	23	10	6	Lift	Daily Use	Excellent	In-house	2016; Sec. 5310	9/30/2017	\$70,424	90	2024
Marion	95528	1701	2017/Ford/Tran	Nations	22	9	2	Lift	Daily Use	Excellent	In-house	2016; Sec. 5310	9/30/2017	\$70,424	90	2024
Marion	95527	1702	2017/Ford/Tran	Nations	22	9	2	Lift	Daily Use	Excellent	In-house	2016; Sec. 5310	9/30/2017	\$70,424	90	2024
Marion	95528	1703	2017/Ford/Tran	Nations	22	9	2	Lift	Daily Use	Excellent	In-house	2016; Sec. 5310	9/30/2017	\$70,424	90	2024
Marion	95529	1704	2018/Chev	Nations	22	9	2	Lift	Daily Use	Excellent	In-house	2016; Sec. 5310	9/30/2017	\$70,424	90	2024
Marion	95529	1705	2018/Chev	Nations	22	9	2	Lift	Daily Use	Excellent	In-house	2016; Sec. 5310	9/30/2017	\$70,424	90	2024
Marion	50016	1801	2018/Chev	Nations	24	11	4	Lift	Daily Use	Excellent	In-house	2017 Sec. 5310	9/30/2018	\$85,343	90	2025
Marion	50014	1803	2018/Chev	Nations	24	11	4	Lift	Daily Use	Excellent	In-house	2017 Sec. 5310	9/30/2018	\$85,343	90	2025
Marion	50013	1804	2018/Chev	Nations	24	11	4	Lift	Daily Use	Excellent	In-house	2017 Sec. 5310	9/30/2018	\$85,343	90	2025
Marion	50015	1805	2018/Chev	Nations	24	11	4	Lift	Daily Use	Excellent	In-house	2017 Sec. 5310	9/30/2018	\$85,343	90	2025
Marion	50038	1900	2019/Ford E-450	Goshen	23	12	4	Lift	Daily Use	Excellent	In-house	2017; Sec. 5310	9/30/2018	\$85,343	90	2025
Marion	50041	1901	2019/Ford E-450	Goshen	23	12	4	Lift	Daily Use	Excellent	In-house	2017; Sec. 5310	9/30/2018	\$85,343	90	2025
Marion	50039	1902	2019/Ford E-450	Goshen	23	12	4	Lift	Daily Use	Excellent	In-house	2018; Sec. 5310	4/17/2019	\$80,883	90	2026
Marion	50040	1903	2019/Ford E-450	Goshen	23	12	4	Lift	Daily Use	Excellent	In-house	2018; Sec. 5310	4/17/2019	\$80,883	90	2026
Marion	50042	1904	2019/Ford E-450	Goshen	23	12	4	Lift	Daily Use	Excellent	In-house	2018; Sec. 5310	4/17/2019	\$80,883	90	2026

# REVENTIVE MAINTENANCE INSPECTION REPORT

MARION SENIOR SERVICES - MARION TRANSIT  
1101 SW 20th Court Ocala, FL 34471

Bus ID #: 1014 Date: 11/14/14 Miles 217014

Inspector's Signature: [Signature] Printed Name Steve Johnson Employee # \_\_\_\_\_

Inspection Type: Circle if - ANNUAL  A Inspection  B Inspection  C Inspection

Condition Indicators:  = Okay  = Item was repaired or adjusted  = Follow up required *N/A* = Not Applicable

#	Interior	A	B	C	#	Exterior (cont.)	A	B	C	#	Chassis / Drive Line (cont.)	A	B	C	
1	Passenger Door & Door Interlock Operation			✓	36	Check Operation of All Lights			✓	71	Air Tank Mounting / Lines & Valves				
2	Stande Line & Warning			✓	37	Condensor Fan Operation			✓	72	Check Exhaust System for Mounting / Leaks / Restrictions				
3	Flooring / Steps / All Interior Panels			✓	38	All Access Doors / Fuel Cap / Engine Cover & Latch Operation			✓	73	All Access Doors / Fuel Cap / Engine Cover & Latch Operation				
4	Wheelchair Belts / Floor Acnhors			✓	39	Tire Damage & Wear			✓	74	Tire Damage & Wear				
5	Passenger Seat Condition / Foldaway Seats Operation & Condition			✓	40	Check Wheels / Lug Nuts / Valve Stems			✓	<b>*Wheel Chair Lift</b>					
6	Passenger Seat Belts			✓	41	Fuel Cap and Door			✓						75
7	Stanchions & Hand Rails			✓	42	Leveling			✓	76	Check Wiring for Routing / Chafing & Loose Connections				
8	Roof Hatches / Operation			✓	<b>Engine Compartment</b>					✓	77	Check Lift for Damage / Inspect Lift Anchor Bolts			
9	Emergency Window Operation			✓	43	Clean Batteries / Check Electrolyte Level			✓	78	Cycle Lift - Check all Safety Systems Including Barriers				
10	Fire Extinguisher / First Aid Kit Emergency Triangles			✓	44	Check Battery / Hold Downs / Cables / Ground Straps			✓	79	Record Lift Cycle Count				
11	Fire Suppression System			✓	45	Record Voltage Output: <u>12.5</u> V			✓	80	Check for Hydraulic Leaks / Level				
12	Interior Lights			✓	46	Check Belts / Tensioners & Hoses Air Compressor Mounting			✓	81	Clean and Lubricate Lift As Needed				
13	Registration / Plates / Manual			✓	47	Check All Fluids			✓	<b>Brake Inspection</b>					
<b>Driver's Compartment</b>					48	Inspect For Leaks			✓	82	Brake Foundation / Lines / Rotors / Drums				
14	Brake & Accelerator Pedals			✓	49	Test Anti-Freeze Protection			✓	83	L / Front % Worn: <u>11</u>				
15	Driver's Seat & Belt			✓	50	Check Radiator Core Mounts			✓	84	R / Front % Worn: <u>14</u>				
16	Horn Operation			✓	51	Check Wiring for Routing / Chafing & Loose Connections			✓	85	L / Rear % Worn: <u>12</u>				
17	Service Brake Operation			✓	52	Check Engine Mounts			✓	86	R / Rear % Worn: <u>18</u>				
18	Ignition System (Start Engine)			✓	53	Replace Engine Oil & Filter			✓	<b>Tire Tread Depth / Inflation</b>					
19	Check All Guages / Switches			✓	54	Check / Replace Air Filter			✓	87	L / Front <u>11</u> / 32				
20	Check Fast Idle			✓	55	Check / Replace Fuel Filter			✓	88	R / Front <u>11.5</u> / 32				
21	Check Air Compressor Cut In / Out Pressures / Perform Leak Down Test			✓	56	Check / Clean A/C Filters & Cores / Lines for Routing / Chafing			✓	89	R / R Inside <u>9</u> / 32				
22	Shift Lever Operation			✓	57	A/C Compressor Mounting / Clutch			✓	90	R / R Outside <u>28.5</u> / 32				
23	Parking Brake Operation			✓	58	A/C Pressure Check			✓	91	L / R Inside <u>19</u> / 32				
24	Back-Up Alarm			✓	<b>Chassis / DriveLine</b>							92	L / R Outside <u>19</u> / 32		
25	Driver's Panel Lamps			✓	59	Shocks / Springs / MOR / ryde			✓	93	L / Front <u>65</u> / 65 PSI				
26	Interior Mirrors			✓	60	Torque Rods			✓	94	R / Front <u>60</u> / 65 PSI				
27	Windshield Wipers & Washers			✓	61	Check Ball Joints / King Pins			✓	95	R / R Inside <u>60</u> / 65 PSI				
28	Climate Control System / Fans			✓	62	Steering Gear / Linkage & Arms			✓	96	R / R Outside <u>60</u> / 65 PSI				
29	Fare Collection System			✓	63	Steering Shaft & Freeplay			✓	97	L / R Inside <u>60</u> / 65 PSI				
30	Cleanliness			✓	64	Lube Chassis			✓	98	L / R Outside <u>61</u> / 65 PSI				
<b>Exterior</b>					65	Check drive Shaft & U-Joints			✓	<b>Test Drive</b>					
31	Check for Exterior Damage / Corrosion / Bumpers & Mounts / Decals			✓	66	Check Differential Oil Level / Clean Breather / Check Axle Seals			✓	99	Check Engine Performance				
32	Condition of All Glass			✓	67	Drain & Refill Differential			✓	100	Check Shift Points				
33	Wiper Blades & Arms			✓	68	Replace Transmission Fluid / Filter			✓	101	Steering				
34	Exterior Mirrors			✓	69	Check Front Wheel Bearings			✓	102	Suspension				
35	Light Lenses & Reflectors			✓	70	Check Brakes (Pull Wheels)			✓	103	Brakes				
<b>Notes:</b>											104	Speedometer			
											105	*Video System - if installed			

Lift Inspector: \_\_\_\_\_ A/C Inspector: \_\_\_\_\_ Video Inspector: \_\_\_\_\_  
 \* Air conditioning systems and wheel chair lift component inspections will be performed by certified licensed technicians.

**ADVANCED VEHICLE MODIFICATIONS, INC.**  
**Annual Lift Inspection**

Date: 12/30/2019

Van# 1103

Mileage: 207010

Lift Type: Ricon

Series/Serial Number: S5510/00272302

Vehicle Year: 2011 Make: Chevy Model: Glaval VIN#: 1GB6G5BG9B1174731

**SERVICE**

**INITIALS**

**COMMENTS/REMARKS**

	<b><u>SERVICE</u></b>	<b><u>INITIALS</u></b>	<b><u>COMMENTS/REMARKS</u></b>
1)	Service lift	RM	Serviced Lift
2)	Test and tighten all fittings	RM	All Fittings Tight
3)	Clean and lube lift and door	RM	Lift And Doors Cleaned And Lubed
4)	Check passenger door and door opener	RM	Passenger Door And Opener Working Properly
5)	Check all wheelchair tie-down systems - clean and lube as needed	RM	# 4 Sets of Tie Downs
6)	Check all seat belts and seats	RM	All Seats And Belts Are good
7)	Check All Lift Interlocks	RM	All Interlocks Working
8)	Inspect lift main power circuits: check circuit breakers, all connections & grounds.	RM	All Connections Are Good
9)	Bus Door Hardware	RM	Door Hardware Good
10)	Radio & Interior Lights Off	RM	Off
11)	Comments:	RM	Wrong Size Fire Extinguisher Rear Of Bus



# PREVENTIVE MAINTENANCE INSPECTION REPORT

MARION SENIOR SERVICES - MARION TRANSIT  
1101 SW 20th Court Ocala, FL 34471

Bus ID #: 1201 Date: 2-20-19 Miles 215839

Inspector's Signature: [Signature] Printed Name: DONALD SPEARS Employee # 121

Inspection Type:  ANNUAL  A Inspection  B Inspection  C Inspection

Condition Indicators:  Okay  = Item was repaired or adjusted  = Follow up required  N/A = Not Applicable

#	Interior	A	B	C	#	Exterior (cont.)	A	B	C	#	Chassis / Drive Line (cont.)	A	B	C
1	Passenger Door & Door Interlock Operation			✓	36	Check Operation of All Lights			✓	71	Air Tank Mounting / Lines & Valves			✓
2	Standee Line & Warning			✓	37	Condensor Fan Operation			✓	72	Check Exhaust System for Mounting / Leaks / Restrictions			✓
3	Flooring / Steps / All Interior Panels			✓	38	All Access Doors / Fuel Cap / Engine Cover & Latch Operation			✓	73	All Access Doors / Fuel Cap / Engine Cover & Latch Operation			✓
4	Wheelchair Belts / Floor Anchors			✓	39	Tire Damage & Wear			✓	74	Tire Damage & Wear			✓
5	Passenger Seat Condition / Foldaway Seats Operation & Condition			✓	40	Check Wheels / Lug Nuts / Valve Stems			✓	<b>*Wheel Chair Lift</b>				
6	Passenger Seat Belts			✓	41	Fuel Cap and Door			✓					
7	Stanchions & Hand Rails			✓	42	Leveling			✓	76	Check Wiring for Routing / Chafing & Loose Connections			
8	Roof Hatches / Operation			✓	<b>Engine Compartment</b>					77	Check Lift for Damage / Inspect Lift Anchor Bolts			
9	Emergency Window Operation			✓	43	Clean Batteries / Check Electrolyte Level			✓	78	Cycle Lift - Check all Safety Systems Including Barriers			
10	Fire Extinguisher / First Aid Kit Emergency Triangles			✓	44	Check Battery / Hold Downs / Cables / Ground Straps			✓	79	Record Lift Cycle Count			
11	Fire Suppression System			✓	45	Record Voltage Output: <u>12.5</u> V			✓	80	Check for Hydraulic Leaks / Level			
12	Interior Lights			✓	46	Check Belts / Tensioners & Hoses Air Compressor Mounting			✓	81	Clean and Lubricate Lift AS Needed			
13	Registration / Plates / Manual			✓	47	Check All Fluids			✓	<b>Brake Inspection</b>				
<b>Driver's Compartment</b>					48	Inspect For Leaks			✓	82	Brake Foundation / Lines / Rotors / Drums			✓
14	Brake & Accelerator Pedals			✓	49	Test Anti-Freeze Protection			✓	83	L / Front % Worn: <u>0%</u>			✓
15	Driver's Seat & Belt			✓	50	Check Radiator Core Mounts			✓	84	R / Front % Worn: <u>0%</u>			✓
16	Horn Operation			✓	51	Check Wiring for Routing / Chafing & Loose Connections			✓	85	L / Rear % Worn: <u>0%</u>			✓
17	Service Brake Operation			✓	52	Check Engine Mounts			✓	86	R / Rear % Worn: <u>0%</u>			✓
18	Ignition System (Start Engine)			✓	53	Replace Engine Oil & Filter			✓	<b>Tire Tread Depth / Inflation</b>				
19	Check All Gauges / Switches			✓	54	Check / Replace Air Filter			✓	87	L / Front			✓
20	Check Fast Idle			✓	55	Check / Replace Fuel Filter			N/A	88	R / Front			✓
21	Check Air Compressor Cut In / Out Pressures / <u>2-3</u> Perform Leak Down Test <u>3-</u>			✓	56	Check / Clean A/C Filters & Cores / Lines for Routing / Chafing			✓	89	R / R Inside			✓
22	Shift Lever Operation			✓	57	A/C Compressor Mounting / Clutch			✓	90	R / R Outside			✓
23	Parking Brake Operation			✓	58	A/C Pressure Check			✓	91	L / R Inside			✓
24	Back-Up Alarm			✓	<b>Chassis / Drive Line</b>					92	L / R Outside			✓
25	Driver's Panel Lamps			✓	59	Shocks / Springs / MDR / ryde			✓	93	L / Front			✓
26	Interior Mirrors			✓	60	Torque Rods			✓	94	R / Front			✓
27	Windshield Wipers & Washers			✓	61	Check Ball Joints / King Pins			✓	95	R / R Inside			✓
28	Climate Control System / Fans			✓	62	Steering Gear / Linkage & Arms			✓	96	R / R Outside			✓
29	Fare Collection System			✓	63	Steering Shaft & Freeplay			✓	97	L / R Inside			✓
30	Cleanliness			✓	64	Lube Chassis			✓	98	L / R Outside			✓
<b>Exterior</b>					65	Check drive Shaft & U-Joints			✓	<b>Test Drive</b>				
31	Check for Exterior Damage / Corrosion / Bumpers & Mounts / Decals			✓	66	Check Differential Oil Level / Clean Breather / Check Axle Seals			✓	99	Check Engine Performance			✓
32	Condition of All Glass			✓	67	Drain & Refill Differential			✓	100	Check Shift Points			✓
33	Wiper Blades & Arms			✓	68	Replace Transmission Fluid / Filter			✓	101	Steering			✓
34	Exterior Mirrors			✓	69	Check Front Wheel Bearings			✓	102	Suspension			✓
35	Light Lenses & Reflectors			✓	70	Check Brakes (Pull Wheels)			✓	103	Brakes			✓
<b>Notes:</b>										104	Speedometer			✓
										105	*Video System - if installed			✓

Lift Inspector: \_\_\_\_\_ A/C Inspector: \_\_\_\_\_ Video Inspector: \_\_\_\_\_  
\* Air conditioning systems and wheel chair lift component inspections will be performed by certified licensed technicians.

**ADVANCED VEHICLE MODIFICATIONS, INC.**  
**Annual Lift Inspection**

Date: 02/20/2019

Van# 1201 (3) Mileage: 215,846

Lift Type: Braun

Series/Serial Number: NL919FIB-2/DA-07570

Vehicle Year: 2012 Make: Chevy Model: Glaval VIN#: 1GB6G5BG2C1113125

	<u>SERVICE</u>	<u>INITIALS</u>	<u>COMMENTS/REMARKS</u>
1)	Service lift	MR	Serviced Lift - Works Properly Replaced Bad Lift Motor
2)	Test and tighten all fittings	MR	All Fittings Tight
3)	Clean and lube lift and door	MR	Lift And Doors Cleaned And Lubed
4)	Check passenger door and door opener	MR	Passenger Door And Opener Working Properly
5)	Check all wheelchair tie-down systems - clean and lube as needed	MR	# 4 Sets of Tie Downs 1 Tie Down Needs To Be Replaced
6)	Check all seat belts and seats	MR	All Seats And Belts Are good
7)	Check All Lift Interlocks	MR	All Interlocks Working Properly
8)	Inspect lift main power circuits: check circuit breakers, all connections & grounds.	MR	All Connections Are Good
9)	Bus Door Hardware	MR	Door Hardware Good
10)	Radio & Interior Lights Off	MR	Off Upon Arrival
11)	Comments:		

# PREVENTIVE MAINTENANCE INSPECTION REPORT

MARION SENIOR SERVICES - MARION TRANSIT  
1101 SW 20th Court Ocala, FL 34471

Bus ID #: 1202 Date: 6/29/19 Miles: 19100

Inspector's Signature: [Signature] Printed Name: [Name] Employee # 107

Inspection Type:  ANNUAL  A Inspection  B Inspection  C Inspection

Condition Indicators:  = Okay  = Item was repaired or adjusted  = Follow up required  = Not Applicable

#	Interior	Condition			#	Exterior (cont.)	Condition			#	Chassis / Drive Line (cont.)	Condition			
		A	B	C			A	B	C			A	B	C	
1	Passenger Door & Door Interlock Operation			<input checked="" type="checkbox"/>	36	Check Operation of All Lights			<input checked="" type="checkbox"/>	71	Air Tank Mounting / Lines & Valves				
2	Standee Line & Warning			<input checked="" type="checkbox"/>	37	Condenser Fan Operation			<input checked="" type="checkbox"/>	72	Check Exhaust System for Mounting / Leaks / Restrictions				
3	Flooring / Steps / All Interior Panels			<input checked="" type="checkbox"/>	38	All Access Doors / Fuel Cap / Engine Cover & Latch Operation			<input checked="" type="checkbox"/>	73	All Access Doors / Fuel Cap / Engine Cover & Latch Operation				
4	Wheelchair Belts / Floor Anchors			<input checked="" type="checkbox"/>	39	Tire Damage & Wear			<input checked="" type="checkbox"/>	74	Tire Damage & Wear				
5	Passenger Seat Condition / Foldaway Seats Operation & Condition			<input checked="" type="checkbox"/>	40	Check Wheels / Lug Nuts / Valve Stems			<input checked="" type="checkbox"/>	<b>*Wheel Chair Lift</b>					
6	Passenger Seat Belts			<input checked="" type="checkbox"/>	41	Fuel Cap and Door			<input checked="" type="checkbox"/>					75	Check Lift Manufacturer Tag Month Year
7	Stanchions & Hand Rails			<input checked="" type="checkbox"/>	42	Leveling			<input checked="" type="checkbox"/>	76	Check Wiring for Routing / Chafing & Loose Connections				
8	Roof Hatches / Operation			<input checked="" type="checkbox"/>	<b>Engine Compartment</b>						77	Check Lift for Damage / Inspect Lift Anchor Bolts			
9	Emergency Window Operation			<input checked="" type="checkbox"/>	43	Clean Batteries / Check Electrolyte Level			<input checked="" type="checkbox"/>	78	Cycle Lift - Check all Safety Systems including Barriers				
10	Fire Extinguisher / First Aid Kit Emergency Triangles			<input checked="" type="checkbox"/>	44	Check Battery / Hold Downs / Cables / Ground Straps			<input checked="" type="checkbox"/>	79	Record Lift Cycle Count				
11	Fire Suppression System			<input checked="" type="checkbox"/>	45	Record Voltage Output			<input checked="" type="checkbox"/>	80	Check for Hydraulic Leaks / Level				
12	Interior Lights			<input checked="" type="checkbox"/>	46	Check Belts / Tensioners & Hoses Air Compressor Mounting			<input checked="" type="checkbox"/>	81	Clean and Lubricate Lift As Needed				
13	Registration / Plates / Manual			<input checked="" type="checkbox"/>	47	Check All Fluids			<input checked="" type="checkbox"/>	<b>Brake Inspection</b>					
<b>Driver's Compartment</b>					48	Inspect For Leaks			<input checked="" type="checkbox"/>	82	Brake Foundation / Lines / Rotors / Drums				
14	Brake & Accelerator Pedals			<input checked="" type="checkbox"/>	49	Test Anti-Freeze Protection			<input checked="" type="checkbox"/>	83	L / Front % Worn:				
15	Driver's Seat & Belt			<input checked="" type="checkbox"/>	50	Check Radiator Core Mounts			<input checked="" type="checkbox"/>	84	R / Front % Worn:				
16	Horn Operation			<input checked="" type="checkbox"/>	51	Check Wiring for Routing / Chafing & Loose Connections			<input checked="" type="checkbox"/>	85	L / Rear % Worn:				
17	Service Brake Operation			<input checked="" type="checkbox"/>	52	Check Engine Mounts			<input checked="" type="checkbox"/>	86	R / Rear % Worn:				
18	Ignition System (Start Engine)			<input checked="" type="checkbox"/>	53	Replace Engine Oil & Filter			<input checked="" type="checkbox"/>	<b>Tire Tread Depth / Inflation</b>					
19	Check All Gauges / Switches			<input checked="" type="checkbox"/>	54	Check / Replace Air Filter			<input checked="" type="checkbox"/>	87	L / Front	119	32		
20	Check Fast Idle			<input checked="" type="checkbox"/>	55	Check / Replace Fuel Filter			<input checked="" type="checkbox"/>	88	R / Front	110	32		
21	Check Air Compressor Cut In / Out Pressures / Perform Leak Down Test			<input checked="" type="checkbox"/>	56	Check / Clean A/C Filters & Cores / Lines for Routing / Chafing			<input checked="" type="checkbox"/>	89	R / R Inside	65	32		
22	Shift Lever Operation			<input checked="" type="checkbox"/>	57	A/C Compressor Mounting / Clutch			<input checked="" type="checkbox"/>	90	R / R Outside	26	32		
23	Parking Brake Operation			<input checked="" type="checkbox"/>	58	A/C Pressure Check			<input checked="" type="checkbox"/>	91	L / R Inside	25	32		
24	Back-Up Alarm			<input checked="" type="checkbox"/>	<b>Chassis / DriveLine</b>						92	L / R Outside	27	32	
25	Driver's Panel Lamps			<input checked="" type="checkbox"/>	59	Shocks / Springs / MOR / ryde			<input checked="" type="checkbox"/>	93	L / Front	55	PSI		
26	Interior Mirrors			<input checked="" type="checkbox"/>	60	Torque Rods			<input checked="" type="checkbox"/>	94	R / Front	55	PSI		
27	Windshield Wipers & Washers			<input checked="" type="checkbox"/>	61	Check Ball Joints / King Pins			<input checked="" type="checkbox"/>	95	R / R Inside	55	PSI		
28	Climate Control System / Fans			<input checked="" type="checkbox"/>	62	Steering Gear / Linkage & Arms			<input checked="" type="checkbox"/>	96	R / R Outside	55	PSI		
29	Fare Collection System			<input checked="" type="checkbox"/>	63	Steering Shaft & Freeplay			<input checked="" type="checkbox"/>	97	L / R Inside	55	PSI		
30	Cleanliness			<input checked="" type="checkbox"/>	64	Lube Chassis			<input checked="" type="checkbox"/>	98	L / R Outside	55	PSI		
<b>Exterior</b>					65	Check drive Shaft & U-Joints			<input checked="" type="checkbox"/>	<b>Test Drive</b>					
31	Check for Exterior Damage / Corrosion / Bumpers & Mounts / Decals			<input checked="" type="checkbox"/>	66	Check Differential Oil Level / Clean Breather / Check Axle Seals			<input checked="" type="checkbox"/>	99	Check Engine Performance				
32	Condition of All Glass			<input checked="" type="checkbox"/>	67	Drain & Refill Differential			<input checked="" type="checkbox"/>	100	Check Shift Points				
33	Wiper Blades & Arms			<input checked="" type="checkbox"/>	68	Replace Transmission Fluid / Filter			<input checked="" type="checkbox"/>	101	Steering				
34	Exterior Mirrors			<input checked="" type="checkbox"/>	69	Check Front Wheel Bearings			<input checked="" type="checkbox"/>	102	Suspension				
35	Light Lenses & Reflectors			<input checked="" type="checkbox"/>	70	Check Brakes (Pull Wheels)			<input checked="" type="checkbox"/>	103	Brakes				
<b>Notes:</b>										104	Speedometer				
<b>Notes:</b>										105	*Video System - if installed				

Lift Inspector: \_\_\_\_\_ A/C Inspector: \_\_\_\_\_ Video Inspector: \_\_\_\_\_  
\* Air conditioning systems and wheel chair lift component inspections will be performed by certified licensed technicians.



MARION TRANSIT

ANNUAL LIFT INSPECTION

DATE: 6/25/19  
 BUS #: 1202 MILEAGE: 191210 MAKE: Chevy  
 LIFT TYPE: DP YR MANUFACTURED: 2011 MAX CAPACITY: 800  
 LIFT SERIES/SERIAL NUMBER: NL919FIB-2

	SERVICE	TECH INITIALS	COMMENTS
1.	(75) LIFT TAGS VISIBLE LIFT CONFORMS TO STATE OF FLORIDA REQUIREMENTS	CS	
2.	(76) CHECK LIFT WIRING FOR ROUTING/CHAFING AND LOOSE CONNECTIONS	CS	
3.	(77) CHECK FOR DAMAGE/INSPECT ANCHOR BOLTS	CS	
4.	(78) CYCLE LIFT - CHECK SAFETY SYSTEMS INCLUDING BARRIERS	CS	14
5.	(79) RECORD LIFT CYCLE COUNT	CS	14029
6.	(80) CHECK FOR HYDRAULIC LEAKS/LEVEL	CS	
7.	(81) CLEAN, LUBRICATE & ADJUST LIFT AS NEEDED	CS	
8.	CHECK ALL SEAT BELTS	CS	
9.	CHECK ALL WHEELCHAIR TIE-DOWN SYSTEMS - CLEAN LUBE AS NEEDED	CS	
10.	ALL INTERIOR, STAIRWELL AND LIFT LIGHTS WORK		CS
11.	CHECK DOOR HARDWARE	CS	1 Broken Cable (Train)
12.	TEST TIGHTEN ALL FITTINGS	CS	

COMPLETED BY: [Signature] SHOP: Mobility Works

# PREVENTIVE MAINTENANCE INSPECTION REPORT

MARION SENIOR SERVICES - MARION TRANSIT  
1101 SW 20th Court Ocala, FL 34471

Bus ID #: 1204 Date: 7/1/19 Miles 107921

Inspector's Signature: [Signature] Printed Name: [Name] Employee # [ID]

Inspection Type:  ANNUAL  A Inspection  B Inspection  C Inspection

Condition Indicators:  = Okay  = Item was repaired or adjusted  = Follow up required *N/A* = Not Applicable

#	Interior	Condition			#	Exterior (cont.)	Condition			#	Chassis / Drive Line (cont.)	Condition			
		A	B	C			A	B	C			A	B	C	
1	Passenger Door & Door Interlock Operation			✓	36	Check Operation of All Lights			✓	71	Air Tank Mounting / Lines & Valves				
2	Standee Line & Warning			✓	37	Condenser Fan Operation			✓	72	Check Exhaust System for Mounting / Leaks / Restrictions				
3	Flooring / Steps / All Interior Panels			✓	38	All Access Doors / Fuel Cap / Engine Cover & Latch Operation			✓	73	All Access Doors / Fuel Cap / Engine Cover & Latch Operation				
4	Wheelchair Belts / Floor Anchors			✓	39	Tire Damage & Wear			✓	74	Tire Damage & Wear				
5	Passenger Seat Condition / Foldaway Seats Operation & Condition			✓	40	Check Wheels / Lug Nuts / Valve Stems			✓	<b>*Wheel Chair Lift</b>					
6	Passenger Seat Belts			✓	41	Fuel Cap and Door			✓						75
7	Stanchions & Hand Rails			✓	42	Leveling			✓	76	Check Wiring for Routing / Chafing & Loose Connections				
8	Roof Hatches / Operation			✓	<b>Engine Compartment</b>					77	Check Lift for Damage / Inspect Lift Anchor Bolts				
9	Emergency Window Operation			✓	43	Clean Batteries / Check Electrolyte Level			✓	78	Cycle Lift - Check all Safety Systems Including Barriers				
10	Fire Extinguisher / First Aid Kit Emergency Triangles			✓	44	Check Battery / Hold Downs / Cables / Ground Straps			✓	79	Record Lift Cycle Count				
11	Fire Suppression System			✓	45	Record Voltage Output <u>13.7</u>			✓	80	Check for Hydraulic Leaks / Level				
12	Interior Lights			✓	46	Check Belts / Tensioners & Hoses Air Compressor Mounting			✓	81	Clean and Lubricate Lift As Needed				
13	Registration / Plates / Manual			✓	47	Check All Fluids			✓	<b>Brake Inspection</b>					
<b>Driver's Compartment</b>					48	Inspect For Leaks			✓	82	Brake Foundation / Lines / Rotors / Drums				
14	Brake & Accelerator Pedals			✓	49	Test Anti-Freeze Protection			✓	83	L / Front % Worn:				
15	Driver's Seat & Belt			✓	50	Check Radiator Core Mounts			✓	84	R / Front % Worn:				
16	Horn Operation			✓	51	Check Wiring for Routing / Chafing & Loose Connections			✓	85	L / Rear % Worn:				
17	Service Brake Operation			✓	52	Check Engine Mounts			✓	86	R / Rear % Worn:				
18	Ignition System (Start Engine)			✓	53	Replace Engine Oil & Filter			✓	<b>Tire Tread Depth / Inflation</b>					
19	Check All Gauges / Switches			✓	54	Check / Replace Air Filter			✓	87	L / Front <u>11/32</u> /32				
20	Check Fast Idle			✓	55	Check / Replace Fuel Filter			✓	88	R / Front <u>11/32</u> /32				
21	Check Air Compressor Cut In / Out Pressures / Perform Leak Down Test			✓	56	Check / Clean A/C Filters & Cores / Lines for Routing / Chafing			✓	89	R / R Inside <u>5/32</u> /32				
22	Shift Lever Operation			✓	57	A/C Compressor Mounting / Clutch			✓	90	R / R Outside <u>3/32</u> /32				
23	Parking Brake Operation			✓	58	A/C Pressure Check			✓	91	L / R inside <u>3/32</u> /32				
24	Back-Up Alarm			✓	<b>Chassis / Drive Line</b>					92	L / R Outside <u>3/32</u> /32				
25	Driver's Panel Lamps			✓	59	Shocks / Springs / MOR / ryde			✓	93	L / Front <u>70 PSI</u>				
26	Interior Mirrors			✓	60	Torque Rods			✓	94	R / Front <u>60 PSI</u>				
27	Windshield Wipers & Washers			✓	61	Check Ball Joints / King Pins			✓	95	R / R Inside <u>14/32</u> PSI				
28	Climate Control System / Fans			✓	62	Steering Gear / Linkage & Arms			✓	96	R / R Outside <u>14/32</u> PSI				
29	Fare Collection System			✓	63	Steering Shaft & Freeply			✓	97	L / R Inside <u>15/32</u> PSI				
30	Cleanliness			✓	64	Lube Chassis			✓	98	L / R Outside <u>15/32</u> PSI				
<b>Exterior</b>					65	Check drive Shaft & U-Joints			✓	<b>Test Drive</b>					
31	Check for Exterior Damage / Corrosion / Bumpers & Mounts / Decals			✓	66	Check Differential Oil Level / Clean Breather / Check Axle Seals			✓	99	Check Engine Performance				
32	Condition of All Glass			✓	67	Drain & Refill Differential			✓	100	Check Shift Points				
33	Wiper Blades & Arms			✓	68	Replace Transmission Fluid / Filter			✓	101	Steering				
34	Exterior Mirrors			✓	69	Check Front Wheel Bearings			✓	102	Suspension				
35	Light Lenses & Reflectors			✓	70	Check Brakes (Pull Wheels)			✓	103	Brakes				
<b>Notes:</b>											104	Speedometer			
											105	*Video System - if installed			

Lift Inspector: \_\_\_\_\_ A/C Inspector: \_\_\_\_\_ Video Inspector: \_\_\_\_\_  
\* Air conditioning systems and wheel chair lift component inspections will be performed by certified licensed technicians.



Marion  
Senior Services  
MEALS • TRANSIT • IN-HOME SUPPORT

MARION TRANSIT

ANNUAL LIFT INSPECTION

DATE: 7-11-2019

BUS #: 1204 MILEAGE: 167929 MAKE: Chry

LIFT TYPE: Over/Leaf YR MANUFACTURED: 2011 MAX CAPACITY: 800

LIFT SERIES/SERIAL NUMBER: 1GB6G5BG6C1112253

NL919FIB-2

DA-07571

	SERVICE	TECH INITIALS	COMMENTS
1.	(75) LIFT TAGS VISIBLE LIFT CONFORMS TO STATE OF FLORIDA REQUIREMENTS	C.S.	
2.	(76) CHECK LIFT WIRING FOR ROUTING/CHAFING AND LOOSE CONNECTIONS	C.S.	
3.	(77) CHECK FOR DAMAGE/INSPECT ANCHOR BOLTS	C.S.	Rt Lower activator Bent (not making lift on sale)
4.	(78) CYCLE LIFT - CHECK SAFETY SYSTEMS INCLUDING BARRIERS	C.S.	
5.	(79) RECORD LIFT CYCLE COUNT	C.S.	16,470
6.	(80) CHECK FOR HYDRAULIC LEAKS/LEVEL	C.S.	
7.	(81) CLEAN, LUBRICATE & ADJUST LIFT AS NEEDED	C.S.	
8.	CHECK ALL SEAT BELTS	C.S.	
9.	CHECK ALL WHEELCHAIR TIE-DOWN SYSTEMS - CLEAN LUBE AS NEEDED	C.S.	
10.	ALL INTERIOR, STAIRWELL AND LIFT LIGHTS WORK	C.S.	
11.	CHECK DOOR HARDWARE	C.S.	
12.	TEST TIGHTEN ALL FITTINGS	C.S.	

COMPLETED BY: [Signature] SHOP: Mobility work

# PREVENTIVE MAINTENANCE INSPECTION REPORT

MARION SENIOR SERVICES - MARION TRANSIT  
1101 SW 20th Court Ocala, FL 34471

Bus ID #: 1002 Date: 12/12/17 Miles 10000

Inspector's Signature: \_\_\_\_\_ Printed Name \_\_\_\_\_ Employee # \_\_\_\_\_

Inspection Type:  ANNUAL  A Inspection  B Inspection  C Inspection

Condition Indicators:  = Okay  = Item was repaired or adjusted  = Follow up required  = Not Applicable

#	Interior	A	B	C	#	Exterior (cont.)	A	B	C	#	Chassis / Drive Line (cont.)	A	B	C		
1	Passenger Door & Door Interlock Operation				36	Check Operation of All Lights				71	Air Tank Mounting / Lines & Valves					
2	Standee Line & Warning				37	Condensor Fan Operation				72	Check Exhaust System for Mounting / Leaks / Restrictions					
3	Flooring / Steps / All Interior Panels				38	All Access Doors / Fuel Cap / Engine Cover & Latch Operation				73	All Access Doors / Fuel Cap / Engine Cover & Latch Operation					
4	Wheelchair Belts / Floor Anchors				39	Tire Damage & Wear				74	Tire Damage & Wear					
5	Passenger Seat Condition / Foldaway Seats Operation & Condition				40	Check Wheels / Lug Nuts / Valve Stems				<b>*Wheel Chair Lift</b>						
6	Passenger Seat Belts				41	Fuel Cap and Door				75	Check Lift Manufacturer Tag Month ____ Year ____					
7	Stanchions & Hand Rails				42	Leveling				76	Check Wiring for Routing / Chafing & Loose Connections					
8	Roof Hatches / Operation				<b>Engine Compartment</b>					77	Check Lift for Damage / Inspect Lift Anchor Bolts					
9	Emergency Window Operation				43	Clean Batteries / Check Electrolyte Level				78	Cycle Lift - Check all Safety Systems Including Barriers					
10	Fire Extinguisher / First Aid Kit Emergency Triangles				44	Check Battery / Hold Downs / Cables / Ground Straps				79	Record Lift Cycle Count					
11	Fire Suppression System				45	Record Voltage Output: ____ V				80	Check for Hydraulic Leaks / Level					
12	Interior Lights				46	Check Belts / Tensioners & Hoses Air Compressor Mounting				81	Clean and Lubricate Lift As Needed					
13	Registration / Plates / Manual				47	Check All Fluids				<b>Brake Inspection</b>						
<b>Driver's Compartment</b>					48	Inspect For Leaks				82	Brake Foundation / Lines / Rotors / Drums					
14	Brake & Accelerator Pedals				49	Test Anti-Freeze Protection				83	L / Front % Worn:					
15	Driver's Seat & Belt				50	Check Radiator Core Mounts				84	R / Front % Worn:					
16	Horn Operation				51	Check Wiring for Routing / Chafing & Loose Connections				85	L / Rear % Worn:					
17	Service Brake Operation				52	Check Engine Mounts				86	R / Rear % Worn:					
18	Ignition System (Start Engine)				53	Replace Engine Oil & Filter				<b>Tire Tread Depth / Inflation</b>						
19	Check All Gauges / Switches				54	Check / Replace Air Filter				87	L / Front			/32		
20	Check Fast Idle				55	Check / Replace Fuel Filter				88	R / Front			/32		
21	Check Air Compressor Cut In / Out Pressures / Perform Leak Down Test				56	Check / Clean A/C Filters & Cores / Lines for Routing / Chafing				89	R / R Inside			/32		
22	Shift Lever Operation				57	A/C Compressor Mounting / Clutch				90	R / R Outside			/32		
23	Parking Brake Operation				58	A/C Pressure Check				91	L / R Inside			/32		
24	Back-Up Alarm				<b>Chassis / DriveLine</b>					92	L / R Outside			/32		
25	Driver's Panel Lamps				59	Shocks / Springs / MOR / ryde				93	L / Front			PSI		
26	Interior Mirrors				60	Torque Rods				94	R / Front			PSI		
27	Windshield Wipers & Washers				61	Check Ball Joints / King Pins				95	R / R Inside			PSI		
28	Climate Control System / Fans				62	Steering Gear / Linkage & Arms				96	R / R Outside			PSI		
29	Fare Collection System				63	Steering Shaft & Freeplay				97	L / R Inside			PSI		
30	Cleanliness				64	Lube Chassis				98	L / R Outside			PSI		
<b>Exterior</b>					65	Check drive Shaft & U-Joints				<b>Test Drive</b>						
31	Check for Exterior Damage / Corrosion / Bumpers & Mounts / Decals				66	Check Differential Oil Level / Clean Breather / Check Axle Seals				99	Check Engine Performance					
32	Condition of All Glass				67	Drain & Refill Differential				100	Check Shift Points					
33	Wiper Blades & Arms				68	Replace Transmission Fluid / Filter				101	Steering					
34	Exterior Mirrors				69	Check Front Wheel Bearings				102	Suspension					
35	Light Lenses & Reflectors				70	Check Brakes (Pull Wheels)				103	Brakes					
<b>Notes:</b>												104	Speedometer			
<b>Notes:</b>												105	*Video System - if installed			

Lift Inspector: \_\_\_\_\_ A/C Inspector: \_\_\_\_\_ Video Inspector: \_\_\_\_\_  
\* Air conditioning systems and wheel chair lift component inspections will be performed by certified licensed technicians.

**ADVANCED VEHICLE MODIFICATIONS, INC.**  
**Annual Lift Inspection**

Date: 10/24/2019

Van# 1302

Mileage: 191887

Lift Type: Braun

Series/Serial Number: NL917FIBHB-2/DA-00845

Vehicle Year: 2013

Make: Chevy Model: Glaval Bus VIN#: 1GB6G5BG1D1122030

**SERVICE**

**INITIALS**

**COMMENTS/REMARKS**

1)	Service lift	MR	Lubed And Cleaned Lift
2)	Test and tighten all fittings	MR	All Fittings Tightened
3)	Clean and lube lift and door	MR	Lift And Doors Cleaned And Lubed
4)	Check passenger door and door opener	MR	Passenger Door And Opener Working Properly
5)	Check all wheelchair tie-down systems - clean and lube as needed	MR	# 5 Sets of Tie Downs Working Properly, No Issues
6)	Check all seat belts and seats	MR	All Seats And Belts Are Good Working Properly
7)	Check All Lift Interlocks	MR	Interlocks Working Properly
8)	Inspect lift main power circuits: check circuit breakers, all connections & grounds.	MR	All Cables And Circuit Breakers Are Ok And Working Properly
9)	Bus Door Hardware	MR	No Issues, Working Properly
10)	Radio & Interior Lights Off	MR	N/A
11)	Comments:		



# PREVENTIVE MAINTENANCE INSPECTION REPORT

MARION SENIOR SERVICES - MARION TRANSIT  
1101 SW 20th Court Ocala, FL 34471

Bus ID #: 203 Date: 10/26/14 Miles: 21451

Inspector's Signature: [Signature] Printed Name: [Name] Employee #: [Number]

Inspection Type: Circle if - ANNUAL  A Inspection  B Inspection  C Inspection

Condition Indicators:  = Okay  = Item was repaired or adjusted  = Follow up required  = Not Applicable

#	Interior	A	B	C	#	Exterior (cont.)	A	B	C	#	Chassis / Drive Line (cont.)	A	B	C
1	Passenger Door & Door Interlock Operation			✓	36	Check Operation of All Lights	✓		✓	71	Air Tank Mounting / Lines & Valves			
2	Standee Line & Warning			✓	37	Condensor Fan Operation			✓	72	Check Exhaust System for Mounting / Leaks / Restrictions			✓
3	Flooring / Steps / All Interior Panels			✓	38	All Access Doors / Fuel Cap / Engine Cover & Latch Operation			✓	73	All Access Doors / Fuel Cap / Engine Cover & Latch Operation			✓
4	Wheelchair Belts / Floor Anchors			✓	39	Tire Damage & Wear			✓	74	Tire Damage & Wear			✓
5	Passenger Seat Condition / Foldaway Seats Operation & Condition			✓	40	Check Wheels / Lug Nuts / Valve Stems			✓	*Wheel Chair Lift				
6	Passenger Seat Belts			✓	41	Fuel Cap and Door			✓	75	Check Lift Manufacturer Tag Month ____ Year ____			
7	Stanchions & Hand Rails			✓	42	Leveling			✓	76	Check Wiring for Routing / Chafing & Loose Connections			
8	Roof Hatches / Operation			✓	<b>Engine Compartment</b>					77	Check Lift for Damage / Inspect Lift Anchor Bolts			
9	Emergency Window Operation			✓	43	Clean Batteries / Check Electrolyte Level			✓	78	Cycle Lift - Check all Safety Systems including Barriers			
10	Fire Extinguisher / First Aid Kit Emergency Triangles			✓	44	Check Battery / Hold Downs / Cables / Ground Straps			✓	79	Record Lift Cycle Count			
11	Fire Suppression System			✓	45	Record Voltage Output: <u>24.0</u>			✓	80	Check for Hydraulic Leaks / Level			
12	Interior Lights			✓	46	Check Belts / Tensioners & Hoses Air Compressor Mounting			✓	81	Clean and Lubricate Lift As Needed			
13	Registration / Plates / Manual			✓	47	Check All Fluids			✓	<b>Brake Inspection</b>				
<b>Driver's Compartment</b>					48	Inspect For Leaks			✓	82	Brake Foundation / Lines / Rotors / Drums			
14	Brake & Accelerator Pedals			✓	49	Test Anti-Freeze Protection			✓	83	L / Front % Worn: <u>87</u>			✓
15	Driver's Seat & Belt			✓	50	Check Radiator Core Mounts			✓	84	R / Front % Worn: <u>87</u>			✓
16	Horn Operation			✓	51	Check Wiring for Routing / Chafing & Loose Connections			✓	85	L / Rear % Worn: <u>67</u>			✓
17	Service Brake Operation			✓	52	Check Engine Mounts			✓	86	R / Rear % Worn: <u>61</u>			✓
18	Ignition System (Start Engine)			✓	53	Replace Engine Oil & Filter			✓	<b>Tire Tread Depth / Inflation</b>				
19	Check All Gauges / Switches			✓	54	Check / Replace Air Filter			✓	87	L / Front <u>11/32</u>			✓
20	Check Fast Idle			✓	55	Check / Replace Fuel Filter			✓	88	R / Front <u>11/32</u>			✓
21	Check Air Compressor Cut In / Out Pressures / Perform Leak Down Test			✓	56	Check / Clean A/C Filters & Cores / Lines for Routing / Chafing			✓	89	R / R Inside <u>10/32</u>			✓
22	Shift Lever Operation			✓	57	A/C Compressor Mounting / Clutch			✓	90	R / R Outside <u>10/32 11/32</u>			✓
23	Parking Brake Operation			✓	58	A/C Pressure Check			✓	91	L / R Inside <u>6/32 7/32</u>			✓
24	Back-Up Alarm			✓	<b>Chassis / DriveLine</b>					92	L / R Outside <u>6/32 7/32</u>			✓
25	Driver's Panel Lamps			✓	59	Shocks / Springs / MOR / ryde			✓	93	L / Front <u>60 PSI</u>			✓
26	Interior Mirrors			✓	60	Torque Rods			✓	94	R / Front <u>60 PSI</u>			✓
27	Windshield Wipers & Washers			✓	61	Check Ball Joints / King Pins			✓	95	R / R Inside <u>60 PSI</u>			✓
28	Climate Control System / Fans			✓	62	Steering Gear / Linkage & Arms			✓	96	R / R Outside <u>60 PSI</u>			✓
29	Fare Collection System			✓	63	Steering Shaft & Freeplay			✓	97	L / R Inside <u>60 PSI</u>			✓
30	Cleanliness			✓	64	Lube Chassis			✓	98	L / R Outside <u>75 PSI</u>			✓
<b>Exterior</b>					65	Check drive Shaft & U-Joints			✓	<b>Test Drive</b>				
31	Check for Exterior Damage / Corrosion / Bumpers & Mounts / Decals			✓	66	Check Differential Oil Level / Clean Breather / Check Axle Seals			✓	99	Check Engine Performance			
32	Condition of All Glass			✓	67	Drain & Refill Differential			✓	100	Check Shift Points			
33	Wiper Blades & Arms			✓	68	Replace Transmission Fluid / Filter			✓	101	Steering			✓
34	Exterior Mirrors			✓	69	Check Front Wheel Bearings			✓	102	Suspension			✓
35	Light Lenses & Reflectors			✓	70	Check Brakes (Pull Wheels)			✓	103	Brakes			✓
<b>Notes:</b>										104	Speedometer			
										105	*Video System - if installed			

Lift Inspector: \_\_\_\_\_ A/C Inspector: \_\_\_\_\_ Video Inspector: \_\_\_\_\_  
\* Air conditioning systems and wheel chair lift component inspections will be performed by certified licensed technicians.

**ADVANCED VEHICLE MODIFICATIONS, INC.**

**Annual Lift Inspection**

Date: 01/03/2019  
Lift Type: Braun  
Vehicle Year: 2013

Van# 1303 (24) Mileage: 191626  
Series/Serial Number: NL917FIBHB-2/DA-00844  
Make: Chevy Model: Glaval Bus VIN# 1GB6G5BG2D1121971

	<b><u>SERVICE</u></b>	<b><u>INITIALS</u></b>	<b><u>COMMENTS/REMARKS</u></b>
1)	Service lift	LR	Cleaned And Lubed
2)	Test and tighten all fittings	LR	All Tight, 0 Leaks
3)	Clean and lube lift and door	LR	Cleaned And Lubed Working Properly
4)	Check passenger door and door opener	LR	Working Properly
5)	Check all wheelchair tie-down systems - clean and lube as needed	LR	Working Properly #6 Sets Of Tie Downs
6)	Check all seat belts and seats	LR	All Seat Belts And Seats Working Properly
7)	Check All Lift Interlocks	LR	Working Properly
8)	Inspect lift main power circuits: check circuit breakers, all connections & grounds.	LR	All Breakers And Connections Are Good - 0 Issues
9)	Bus Door Hardware	LR	Works Properly - No Issues
10)	Radio & Interior Lights Off	LR	Off Upon Arrival
11)	Comments:		Needs New Lift Belt

# PREVENTIVE MAINTENANCE INSPECTION REPORT

MARION SENIOR SERVICES - MARION TRANSIT  
1101 SW 20th Court Ocala, FL 34471

Bus ID #: 1204 Date: 2-4-19 Miles 191915  
 Inspector's Signature: [Signature] Printed Name Sean Page Employee # 221  
 Inspection Type:  ANNUAL  A Inspection  B Inspection  C Inspection

Condition Indicators:  = Okay  = Item was repaired or adjusted  = Follow up required  = Not Applicable

#	Interior	A	B	C	#	Exterior (cont.)	A	B	C	#	Chassis / Drive Line (cont.)	A	B	C	
1	Passenger Door & Door Interlock Operation			✓	36	Check Operation of All Lights			✓	71	Air Tank Mounting / Lines & Valves			✓	
2	Standee Line & Warning			✓	37	Condensor Fan Operation			✓	72	Check Exhaust System for Mounting / Leaks / Restrictions			✓	
3	Flooring / Steps / All Interior Panels			✓	38	All Access Doors / Fuel Cap / Engine Cover & Latch Operation			✓	73	All Access Doors / Fuel Cap / Engine Cover & Latch Operation			✓	
4	Wheelchair Belts / Floor Anchors			✓	39	Tire Damage & Wear			✓	74	Tire Damage & Wear			✓	
5	Passenger Seat Condition / Foldaway Seats Operation & Condition			✓	40	Check Wheels / Lug Nuts / Valve Stems			✓	*Wheel Chair Lift					
6	Passenger Seat Belts			✓	41	Fuel Cap and Door			✓						75
7	Stanchions & Hand Rails			✓	42	Leveling			✓	76	Check Wiring for Routing / Chafing & Loose Connections				
8	Roof Hatches / Operation			✓	<b>Engine Compartment</b>					77	Check Lift for Damage / Inspect Lift Anchor Bolts				
9	Emergency Window Operation			✓	43	Clean Batteries / Check Electrolyte Level			✓	78	Cycle Lift - Check all Safety Systems Including Barriers				
10	Fire Extinguisher / First Aid Kit Emergency Triangles			✓	44	Check Battery / Hold Downs / Cables / Ground Straps			✓	79	Record Lift Cycle Count				
11	Fire Suppression System			✓	45	Record Voltage Output: <u>13.5</u> V			✓	80	Check for Hydraulic Leaks / Level				
12	Interior Lights			✓	46	Check Belts / Tensioners & Hoses Air Compressor Mounting			✓	81	Clean and Lubricate Lift As Needed				
13	Registration / Plates / Manual			✓	47	Check All Fluids			✓	<b>Brake Inspection</b>					
<b>Driver's Compartment</b>					48	Inspect For Leaks			✓	82	Brake Foundation / Lines / Rotors / Drums			✓	
14	Brake & Accelerator Pedals			✓	49	Test Anti-Freeze Protection			✓	83	L / Front % Worn: <u>10%</u>			✓	
15	Driver's Seat & Belt			✓	50	Check Radiator Core Mounts			✓	84	R / Front % Worn: <u>10%</u>			✓	
16	Horn Operation			✓	51	Check Wiring for Routing / Chafing & Loose Connections			✓	85	L / Rear % Worn: <u>10%</u>			✓	
17	Service Brake Operation			✓	52	Check Engine Mounts			✓	86	R / Rear % Worn: <u>10%</u>			✓	
18	Ignition System (Start Engine)			✓	53	Replace Engine Oil & Filter			✓	<b>Tire Tread Depth / Inflation</b>					
19	Check All Gauges / Switches			✓	54	Check / Replace Air Filter			✓	87	L / Front <u>11</u> / 32				
20	Check Fast Idle			✓	55	Check / Replace Fuel Filter			✓	88	R / Front <u>11</u> / 32				
21	Check Air Compressor Cut In / Out Pressures / Perform Leak Down Test			✓	56	Check / Clean A/C Filters & Cores / Lines for Routing / Chafing			✓	89	R / R Inside <u>60</u> / 32				
22	Shift Lever Operation			✓	57	A/C Compressor Mounting / Clutch			✓	90	R / R Outside <u>60</u> / 32			✓	
23	Parking Brake Operation			✓	58	A/C Pressure Check			✓	91	L / R Inside <u>18</u> / 32			✓	
24	Back-Up Alarm			✓	<b>Chassis / DriveLine</b>					92	L / R Outside <u>6</u> / 32			✓	
25	Driver's Panel Lamps			✓	59	Shocks / Springs / MOR / ryde			✓	93	L / Front <u>65</u> PSI			✓	
26	Interior Mirrors			✓	60	Torque Rods			✓	94	R / Front <u>65</u> PSI			✓	
27	Windshield Wipers & Washers			✓	61	Check Ball Joints / King Pins			✓	95	R / R Inside <u>65</u> PSI			✓	
28	Climate Control System / Fans			✓	62	Steering Gear / Linkage & Arms			✓	96	R / R Outside <u>65</u> PSI			✓	
29	Fare Collection System			✓	63	Steering Shaft & Freeplay			✓	97	L / R Inside <u>65</u> PSI			✓	
30	Cleanliness			✓	64	Lube Chassis			✓	98	L / R Outside <u>65</u> PSI			✓	
<b>Exterior</b>					65	Check drive Shaft & U-Joints			✓	<b>Test Drive</b>					
31	Check for Exterior Damage / Corrosion / Bumpers & Mounts / Decals			✓	66	Check Differential Oil Level / Clean Breather / Check Axle Seals			✓	99	Check Engine Performance			✓	
32	Condition of All Glass			✓	67	Drain & Refill Differential			✓	100	Check Shift Points			✓	
33	Wiper Blades & Arms			✓	68	Replace Transmission Fluid / Filter			✓	101	Steering			✓	
34	Exterior Mirrors			✓	69	Check Front Wheel Bearings			✓	102	Suspension			✓	
35	Light Lenses & Reflectors			✓	70	Check Brakes (Pull Wheels)			✓	103	Brakes			✓	
<b>Notes:</b>											104	Speedometer			✓
											105	*Video System - if installed			✓

Lift Inspector: \_\_\_\_\_ A/C Inspector: \_\_\_\_\_ Video Inspector: \_\_\_\_\_  
 \* Air conditioning systems and wheel chair lift component inspections will be performed by certified licensed technicians.

**ADVANCED VEHICLE MODIFICATIONS, INC.**  
**Annual Lift Inspection**

Date: 02/05/2019  
 Lift Type: Braun

Van# 1304 (26) Mileage: 191922  
 Series/Serial Number: NCL917FIBHB-2, SN#: DA-00842

Vehicle Year: 2013 Make: Chevy Model: Glaval VIN#: 1GB6G5BG7D1120637

	<u>SERVICE</u>	<u>INITIALS</u>	<u>COMMENTS/REMARKS</u>
1)	Service lift	LR	Serviced Lift - Works Properly
2)	Test and tighten all fittings	LR	All Fittings Tight
3)	Clean and lube lift and door	LR	Lift And Doors Cleaned And Lubed
4)	Check passenger door and door opener	LR	Passenger Door And Opener Working Properly
5)	Check all wheelchair tie-down systems - clean and lube as needed	LR	# 5 3/4 Sets of Tie Downs Missing One Tie Down
6)	Check all seat belts and seats	LR	All Seats And Belts Are good
7)	Check All Lift Interlocks	LR	All Interlocks Working Properly
8)	Inspect lift main power circuits: check circuit breakers, all connections & grounds.	MR	All Connections Are Good
9)	Bus Door Hardware	LR	Door Hardware Good
10)	Radio & Interior Lights Off	LR	Off Upon Arrival
11)	Comments:		

# PREVENTIVE MAINTENANCE INSPECTION REPORT

MARION SENIOR SERVICES - MARION TRANSIT  
1101 SW 20th Court Ocala, FL 34471

Bus ID #: 125 Date: 11/17/2011 Miles: 11,054  
 Inspector's Signature: [Signature] Printed Name: George Johnson Employee # 107

Inspection Type:  ANNUAL  A Inspection  B Inspection  C Inspection

Condition Indicators:  = Okay  = Item was repaired or adjusted  = Follow up required  = Not Applicable

#	Interior	A	B	C	#	Exterior (cont.)	A	B	C	#	Chassis / Drive Line (cont.)	A	B	C
1	Passenger Door & Door Interlock Operation			<input checked="" type="checkbox"/>	36	Check Operation of All Lights			<input checked="" type="checkbox"/>	71	Air Tank Mounting / Lines & Valves			<input checked="" type="checkbox"/>
2	Standee Line & Warning			<input checked="" type="checkbox"/>	37	Condenser Fan Operation			<input checked="" type="checkbox"/>	72	Check Exhaust System for Mounting / Leaks / Restrictions			<input checked="" type="checkbox"/>
3	Flooring / Steps / All Interior Panels			<input checked="" type="checkbox"/>	38	All Access Doors / Fuel Cap / Engine Cover & Latch Operation			<input checked="" type="checkbox"/>	73	All Access Doors / Fuel Cap / Engine Cover & Latch Operation			<input checked="" type="checkbox"/>
4	Wheelchair Belts / Floor Acnhors			<input checked="" type="checkbox"/>	39	Tire Damage & Wear			<input checked="" type="checkbox"/>	74	Tire Damage & Wear			<input checked="" type="checkbox"/>
5	Passenger Seat Condition / Foldaway Seats Operation & Condition			<input checked="" type="checkbox"/>	40	Check Wheels / Lug Nuts / Valve Stems			<input checked="" type="checkbox"/>	<b>*Wheel Chair Lift</b>				
6	Passenger Seat Belts			<input checked="" type="checkbox"/>	41	Fuel Cap and Door			<input checked="" type="checkbox"/>					
7	Stanchions & Hand Rails			<input checked="" type="checkbox"/>	42	Leveling			<input checked="" type="checkbox"/>	76	Check Wiring for Routing / Chafing & Loose Connections			<input checked="" type="checkbox"/>
8	Roof Hatches / Operation			<input checked="" type="checkbox"/>	<b>Engine Compartment</b>					77	Check Lift for Damage / inspect Lift Anchor Bolts			<input checked="" type="checkbox"/>
9	Emergency Window Operation			<input checked="" type="checkbox"/>	43	Clean Batteries / Check Electrolyte Level			<input checked="" type="checkbox"/>	78	Cycle Lift - Check all Safety Systems Including Barriers			<input checked="" type="checkbox"/>
10	Fire Extinguisher / First Aid Kit Emergency Triangles			<input checked="" type="checkbox"/>	44	Check Battery / Hold Downs / Cables / Ground Straps			<input checked="" type="checkbox"/>	79	Record Lift Cycle Count			<input checked="" type="checkbox"/>
11	Fire Suppression System			<input checked="" type="checkbox"/>	45	Record Voltage Output: <u>15.0</u> V			<input checked="" type="checkbox"/>	80	Check for Hydraulic Leaks / Level			<input checked="" type="checkbox"/>
12	Interior Lights			<input checked="" type="checkbox"/>	46	Check Belts / Tensioners & Hoses Air Compressor Mounting			<input checked="" type="checkbox"/>	81	Clean and Lubricate Lift As Needed			<input checked="" type="checkbox"/>
13	Registration / Plates / Manual			<input checked="" type="checkbox"/>	47	Check All Fluids			<input checked="" type="checkbox"/>	<b>Brake Inspection</b>				
<b>Driver's Compartment</b>					48	Inspect For Leaks			<input checked="" type="checkbox"/>	82	Brake Foundation / Lines / Rotors / Drums			<input checked="" type="checkbox"/>
14	Brake & Accelerator Pedals			<input checked="" type="checkbox"/>	49	Test Anti-Freeze Protection			<input checked="" type="checkbox"/>	83	L / Front % Worn: <u>20</u>			<input checked="" type="checkbox"/>
15	Driver's Seat & Belt			<input checked="" type="checkbox"/>	50	Check Radiator Core Mounts			<input checked="" type="checkbox"/>	84	R / Front % Worn: <u>20</u>			<input checked="" type="checkbox"/>
16	Horn Operation			<input checked="" type="checkbox"/>	51	Check Wiring for Routing / Chafing & Loose Connections			<input checked="" type="checkbox"/>	85	L / Rear % Worn: <u>60</u>			<input checked="" type="checkbox"/>
17	Service Brake Operation			<input checked="" type="checkbox"/>	52	Check Engine Mounts			<input checked="" type="checkbox"/>	86	R / Rear % Worn: <u>40</u>			<input checked="" type="checkbox"/>
18	Ignition System (Start Engine)			<input checked="" type="checkbox"/>	53	Replace Engine Oil & Filter			<input checked="" type="checkbox"/>	<b>Tire Tread Depth / Inflation</b>				
19	Check All Guages / Switches			<input checked="" type="checkbox"/>	54	Check / Replace Air Filter			<input checked="" type="checkbox"/>	87	L / Front <u>4/32</u> /32			<input checked="" type="checkbox"/>
20	Check Fast Idle			<input checked="" type="checkbox"/>	55	Check / Replace Fuel Filter			<input checked="" type="checkbox"/>	88	R / Front <u>3/32</u> /32			<input checked="" type="checkbox"/>
21	Check Air Compressor Cut In / Out Pressures / Perform Leak Down Test			<input checked="" type="checkbox"/>	56	Check / Clean A/C Filters & Cores / Lines for Routing / Chafing			<input checked="" type="checkbox"/>	89	R / R Inside <u>6/65</u> /32			<input checked="" type="checkbox"/>
22	Shift Lever Operation			<input checked="" type="checkbox"/>	57	A/C Compressor Mounting / Clutch			<input checked="" type="checkbox"/>	90	P / R Outside <u>2/32</u> /32			<input checked="" type="checkbox"/>
23	Parking Brake Operation			<input checked="" type="checkbox"/>	58	A/C Pressure Check			<input checked="" type="checkbox"/>	91	L / R Inside <u>5/34</u> /32			<input checked="" type="checkbox"/>
24	Back-Up Alarm			<input checked="" type="checkbox"/>	<b>Chassis / DriveLine</b>					92	L / R Outside <u>3/32</u> /32			<input checked="" type="checkbox"/>
25	Driver's Panel Lamps			<input checked="" type="checkbox"/>	59	Shocks / Springs / MOR / ryde			<input checked="" type="checkbox"/>	93	L / Front <u>60</u> PSI			<input checked="" type="checkbox"/>
26	Interior Mirrors			<input checked="" type="checkbox"/>	60	Torque Rods			<input checked="" type="checkbox"/>	94	R / Front <u>30</u> PSI			<input checked="" type="checkbox"/>
27	Windshield Wipers & Washers			<input checked="" type="checkbox"/>	61	Check Ball Joints / King Pins			<input checked="" type="checkbox"/>	95	R / R Inside <u>30</u> PSI			<input checked="" type="checkbox"/>
28	Climate Control System / Fans			<input checked="" type="checkbox"/>	62	Steering Gear / Linkage & Arms			<input checked="" type="checkbox"/>	96	R / R Outside <u>30</u> PSI			<input checked="" type="checkbox"/>
29	Fare Collection System			<input checked="" type="checkbox"/>	63	Steering Shaft & Freeplay			<input checked="" type="checkbox"/>	97	L / R Inside <u>30</u> PSI			<input checked="" type="checkbox"/>
30	Cleanliness			<input checked="" type="checkbox"/>	64	Lube Chassis			<input checked="" type="checkbox"/>	98	L / R Outside <u>30</u> PSI			<input checked="" type="checkbox"/>
<b>Exterior</b>					65	Check drive Shaft & U-Joints			<input checked="" type="checkbox"/>	<b>Test Drive</b>				
31	Check for Exterior Damage / Corrosion / Bumpers & Mounts / Decals			<input checked="" type="checkbox"/>	66	Check Differential Oil Level / Clean Breather / Check Axle Seals			<input checked="" type="checkbox"/>	99	Check Engine Performance			<input checked="" type="checkbox"/>
32	Condition of All Glass			<input checked="" type="checkbox"/>	67	Drain & Refill Differential			<input checked="" type="checkbox"/>	100	Check Shift Points			<input checked="" type="checkbox"/>
33	Wiper Blades & Arms			<input checked="" type="checkbox"/>	68	Replace Transmission Fluid / Filter			<input checked="" type="checkbox"/>	101	Steering			<input checked="" type="checkbox"/>
34	Exterior Mirrors			<input checked="" type="checkbox"/>	69	Check Front Wheel Bearings			<input checked="" type="checkbox"/>	102	Suspension			<input checked="" type="checkbox"/>
35	Light Lenses & Reflectors			<input checked="" type="checkbox"/>	70	Check Brakes (Pull Wheels)			<input checked="" type="checkbox"/>	103	Brakes			<input checked="" type="checkbox"/>
<b>Notes:</b>										104	Speedometer			<input checked="" type="checkbox"/>
										105	*Video System - if installed			<input checked="" type="checkbox"/>

Lift Inspector: \_\_\_\_\_ A/C Inspector: \_\_\_\_\_ Video Inspector: \_\_\_\_\_  
 \* Air conditioning systems and wheel chair lift component inspections will be performed by certified licensed technicians.

**ADVANCED VEHICLE MODIFICATIONS, INC.**  
**Annual Lift Inspection**

Date: 11/06/2019

Van# 1305

Mileage: 143,953

Lift Type: Braun

Series/Serial Number: NL917FIBHB-2/DA-00843

Vehicle Year: 2013 Make: Chevy Model: Glaval VIN#: 1GB6G5BG4D1121678

**SERVICE**

**INITIALS**

**COMMENTS/REMARKS**

	<b><u>SERVICE</u></b>	<b><u>INITIALS</u></b>	<b><u>COMMENTS/REMARKS</u></b>
1)	Service lift	RM	Serviced Lift
2)	Test and tighten all fittings	RM	All Fittings Tightened
3)	Clean and lube lift and door	RM	Lift And Doors Cleaned And Lubed Replaced Rear Lift Door Cable
4)	Check passenger door and door opener	RM	Passenger Door And Door Opener Working Properly
5)	Check all wheelchair tie-down systems - clean and lube as needed	RM	# 6 Sets of Tie Downs
6)	Check all seat belts and seats	RM	Checked All Seats And Belts Working Properly
7)	Check All Lift Interlocks	RM	All Interlocks Working Properly
8)	Inspect lift main power circuits: check circuit breakers, all connections & grounds.	RM	All Connections Are Good
9)	Bus Door Hardware	RM	Cleaned And lubed
10)	Radio & Interior Lights Off	RM	Off
11)	Comments:		

# PREVENTIVE MAINTENANCE INSPECTION REPORT

MARION SENIOR SERVICES - MARION TRANSIT  
1101 SW 20th Court Ocala, FL 34471

Bus ID #: 1401 Date: 1/2/19 Miles 143907  
Inspector's Signature: [Signature] Printed Name Steve Thresher Employee # 107

Inspection Type:  ANNUAL  A Inspection  B Inspection  C Inspection  
Condition Indicators:  = Okay  = Item was repaired or adjusted  = Follow up required  = Not Applicable

#	Interior	A	B	C	#	Exterior (cont.)	A	B	C	#	Chassis / Drive Line (cont.)	A	B	C	
1	Passenger Door & Door Interlock Operation			<input checked="" type="checkbox"/>	36	Check Operation of All Lights			<input checked="" type="checkbox"/>	71	Air Tank Mounting / Lines & Valves			<input checked="" type="checkbox"/>	
2	Standee Line & Warning			<input checked="" type="checkbox"/>	37	Condenser Fan Operation			<input checked="" type="checkbox"/>	72	Check Exhaust System for Mounting / Leaks / Restrictions			<input checked="" type="checkbox"/>	
3	Flooring / Steps / All Interior Panels			<input checked="" type="checkbox"/>	38	All Access Doors / Fuel Cap / Engine Cover & Latch Operation			<input checked="" type="checkbox"/>	73	All Access Doors / Fuel Cap / Engine Cover & Latch Operation			<input checked="" type="checkbox"/>	
4	Wheelchair Belts / Floor Anchors			<input checked="" type="checkbox"/>	39	Tire Damage & Wear			<input checked="" type="checkbox"/>	74	Tire Damage & Wear			<input checked="" type="checkbox"/>	
5	Passenger Seat Condition / Foldaway Seats Operation & Condition			<input checked="" type="checkbox"/>	40	Check Wheels / Lug Nuts / Valve Stems			<input checked="" type="checkbox"/>	<b>*Wheel Chair Lift</b>					
6	Passenger Seat Belts			<input checked="" type="checkbox"/>	41	Fuel Cap and Door			<input checked="" type="checkbox"/>						75
7	Stanchions & Hand Rails			<input checked="" type="checkbox"/>	42	Leveling			<input checked="" type="checkbox"/>	76	Check Wiring for Routing / Chafing & Loose Connections			<input checked="" type="checkbox"/>	
8	Roof Hatches / Operation			<input checked="" type="checkbox"/>	<b>Engine Compartment</b>						77	Check Lift for Damage / Inspect Lift Anchor Bolts			<input checked="" type="checkbox"/>
9	Emergency Window Operation			<input checked="" type="checkbox"/>	43	Clean Batteries / Check Electrolyte Level			<input checked="" type="checkbox"/>	78	Cycle Lift - Check all Safety Systems Including Barriers			<input checked="" type="checkbox"/>	
10	Fire Extinguisher / First Aid Kit Emergency Triangles			<input checked="" type="checkbox"/>	44	Check Battery / Hold Downs / Cables / Ground Straps			<input checked="" type="checkbox"/>	79	Record Lift Cycle Count			<input checked="" type="checkbox"/>	
11	Fire Suppression System			<input checked="" type="checkbox"/>	45	Record Voltage Outputs ____ V			<input checked="" type="checkbox"/>	80	Check for Hydraulic Leaks / Level			<input checked="" type="checkbox"/>	
12	Interior Lights			<input checked="" type="checkbox"/>	46	Check Belts / Tensioners & Hoses Air Compressor Mounting			<input checked="" type="checkbox"/>	81	Clean and Lubricate Lift As Needed			<input checked="" type="checkbox"/>	
13	Registration / Plates / Manual			<input checked="" type="checkbox"/>	47	Check All Fluids			<input checked="" type="checkbox"/>	<b>Brake Inspection</b>					
<b>Driver's Compartment</b>					48	Inspect For Leaks			<input checked="" type="checkbox"/>	82	Brake Foundation / Lines / Rotors / Drums			<input checked="" type="checkbox"/>	
14	Brake & Accelerator Pedals			<input checked="" type="checkbox"/>	49	Test Anti-Freeze Protection			<input checked="" type="checkbox"/>	83	L / Front % Worn:			<input checked="" type="checkbox"/>	
15	Driver's Seat & Belt			<input checked="" type="checkbox"/>	50	Check Radiator Core Mounts			<input checked="" type="checkbox"/>	84	R / Front % Worn:			<input checked="" type="checkbox"/>	
16	Horn Operation			<input checked="" type="checkbox"/>	51	Check Wiring for Routing / Chafing & Loose Connections			<input checked="" type="checkbox"/>	85	L / Rear % Worn:			<input checked="" type="checkbox"/>	
17	Service Brake Operation			<input checked="" type="checkbox"/>	52	Check Engine Mounts			<input checked="" type="checkbox"/>	86	R / Rear % Worn:			<input checked="" type="checkbox"/>	
18	Ignition System (Start Engine)			<input checked="" type="checkbox"/>	53	Replace Engine Oil & Filter			<input checked="" type="checkbox"/>	<b>Tire Tread Depth / Inflation</b>					
19	Check All Gauges / Switches			<input checked="" type="checkbox"/>	54	Check / Replace Air Filter			<input checked="" type="checkbox"/>	87	L / Front			<input checked="" type="checkbox"/>	
20	Check Fast Idle			<input checked="" type="checkbox"/>	55	Check / Replace Fuel Filter			<input checked="" type="checkbox"/>	88	R / Front			<input checked="" type="checkbox"/>	
21	Check Air Compressor Cut In / Out Pressures / Perform Leak Down Test			<input checked="" type="checkbox"/>	56	Check / Clean A/C Filters & Cores / Lines for Routing / Chafing			<input checked="" type="checkbox"/>	89	R / R Inside			<input checked="" type="checkbox"/>	
22	Shift Lever Operation			<input checked="" type="checkbox"/>	57	A/C Compressor Mounting / Clutch			<input checked="" type="checkbox"/>	90	R / R Outside			<input checked="" type="checkbox"/>	
23	Parking Brake Operation			<input checked="" type="checkbox"/>	58	A/C Pressure Check			<input checked="" type="checkbox"/>	91	L / R Inside			<input checked="" type="checkbox"/>	
24	Back-Up Alarm			<input checked="" type="checkbox"/>	<b>Chassis / DriveLine</b>						92	L / R Outside			<input checked="" type="checkbox"/>
25	Driver's Panel Lamps			<input checked="" type="checkbox"/>	59	Shocks / Springs / MQR / Tyde			<input checked="" type="checkbox"/>	93	L / Front			<input checked="" type="checkbox"/>	
26	Interior Mirrors			<input checked="" type="checkbox"/>	60	Torque Rods			<input checked="" type="checkbox"/>	94	R / Front			<input checked="" type="checkbox"/>	
27	Windshield Wipers & Washers			<input checked="" type="checkbox"/>	61	Check Ball Joints / King Pins			<input checked="" type="checkbox"/>	95	R / R Inside			<input checked="" type="checkbox"/>	
28	Climate Control System / Fans			<input checked="" type="checkbox"/>	62	Steering Gear / Linkage & Arms			<input checked="" type="checkbox"/>	96	R / R Outside			<input checked="" type="checkbox"/>	
29	Fare Collection System			<input checked="" type="checkbox"/>	63	Steering Shaft & Freeplay			<input checked="" type="checkbox"/>	97	L / R Inside			<input checked="" type="checkbox"/>	
30	Cleanliness			<input checked="" type="checkbox"/>	64	Lube Chassis			<input checked="" type="checkbox"/>	98	L / R Outside			<input checked="" type="checkbox"/>	
<b>Exterior</b>					65	Check drive Shaft & U-Joints			<input checked="" type="checkbox"/>	<b>Test Drive</b>					
31	Check for Exterior Damage / Corrosion / Bumpers & Mounts / Decals			<input checked="" type="checkbox"/>	66	Check Differential Oil Level / Clean Breather / Check Axle Seals			<input checked="" type="checkbox"/>	99	Check Engine Performance			<input checked="" type="checkbox"/>	
32	Condition of All Glass			<input checked="" type="checkbox"/>	67	Drain & Refill Differential			<input checked="" type="checkbox"/>	100	Check Shift Points			<input checked="" type="checkbox"/>	
33	Wiper Blades & Arms			<input checked="" type="checkbox"/>	68	Replace Transmission Fluid / Filter			<input checked="" type="checkbox"/>	101	Steering			<input checked="" type="checkbox"/>	
34	Exterior Mirrors			<input checked="" type="checkbox"/>	69	Check Front Wheel Bearings			<input checked="" type="checkbox"/>	102	Suspension			<input checked="" type="checkbox"/>	
35	Light Lenses & Reflectors			<input checked="" type="checkbox"/>	70	Check Brakes (Pull Wheels)			<input checked="" type="checkbox"/>	103	Brakes			<input checked="" type="checkbox"/>	
<b>Notes:</b>										104	Speedometer			<input checked="" type="checkbox"/>	
<b>Notes:</b>										105	*Video System - if installed			<input checked="" type="checkbox"/>	

Lift Inspector: \_\_\_\_\_ A/C Inspector: \_\_\_\_\_ Video Inspector: \_\_\_\_\_  
\* Air conditioning systems and wheel chair lift component inspections will be performed by certified licensed technicians.

**ADVANCED VEHICLE MODIFICATIONS, INC.**  
**Annual Lift Inspection**

Date:09/13/2019

Van# 1401 (08)

Mileage: 143,914

Lift Type: Ricon

Series/Serial Number: RIS5510FF112070IE/526351

Vehicle Year: 2014 Make: Chevy Model: Glaval VIN#: 1GB6G5BG7E1171119

**SERVICE**

**INITIALS**

**COMMENTS/REMARKS**

	<b><u>SERVICE</u></b>	<b><u>INITIALS</u></b>	<b><u>COMMENTS/REMARKS</u></b>
1)	Service lift	LR	Serviced Lift Pendant Cable Freyed, Still Works Recommend New Seat Belts Recepticle
2)	Test and tighten all fittings	LR	Replaced Dual Parralell Arm Bushing (Rear) (X2) Bushing Badly Worn. All Fittings Tight
3)	Clean and lube lift and door	LR	Needs Lift Alarm Light Cover.
4)	Check passenger door and door opener	LR	Checked Passenger Door And Door Opener
5)	Check all wheelchair tie-down systems - clean and lube as needed	LR	6 Sets Tie Downs - Working Properly
6)	Check all seat belts and seats	LR	Fold Lock Mechanism Broken Driver Side Seat 1 & 2
7)	Check All Lift Interlocks	LR	Working Properly
8)	Inspect lift main power circuits: check circuit breakers, all connections & grounds.	LR	All Connections Are Good
9)	Bus Door Hardware	LR	Replaced Rear Door Gas Spring Cable (X1)
10)	Radio & Interior Lights Off	LR	Off Upon Arrival
11)	Comments:		



# PREVENTIVE MAINTENANCE INSPECTION REPORT

MARION SENIOR SERVICES - MARION TRANSIT  
1101 SW 20th Court Ocala, FL 34471

Bus ID #: 1403 Date: 5/7/19 Miles 143911  
 Inspector's Signature: [Signature] Printed Name Sharon [unclear] Employee # 107  
 Inspection Type:  ANNUAL  A Inspection  B Inspection  C Inspection

Condition Indicators:  = Okay  = Item was repaired or adjusted  = Follow up required  N/A = Not Applicable

#	Interior	A	B	C	#	Exterior (cont.)	A	B	C	#	Chassis / Drive Line (cont.)	A	B	C	
1	Passenger Door & Door Interlock Operation			✓	36	Check Operation of All Lights			✓	71	Air Tank Mounting / Lines & Valves			✓	
2	Standee Line & Warning			✓	37	Condensor Fan Operation			✓	72	Check Exhaust System for Mounting / Leaks / Restrictions			✓	
3	Flooring / Steps / All Interior Panels			✓	38	All Access Doors / Fuel Cap / Engine Cover & Latch Operation			✓	73	All Access Doors / Fuel Cap / Engine Cover & Latch Operation			✓	
4	Wheelchair Belts / Floor Acnhors			✓	39	Tire Damage & Wear			✓	74	Tire Damage & Wear			✓	
5	Passenger Seat Condition / Foldaway Seats Operation & Condition			✓	40	Check Wheels / Lug Nuts / Valve Stems			✓	<b>*Wheel Chair Lift</b>					
6	Passenger Seat Belts			✓	41	Fuel Cap and Door			✓						75
7	Stanchions & Hand Rails			✓	42	Leveling			✓	76	Check Wiring for Routing / Chafing & Loose Connections				
8	Roof Hatches / Operation			✓	<b>Engine Compartment</b>					77	Check Lift for Damage / Inspect Lift Anchor Bolts				
9	Emergency Window Operation			✓	43	Clean Batteries / Check Electrolyte Level			✓	78	Cycle Lift - Check all Safety Systems Including Barriers				
10	Fire Extinguisher / First Aid Kit Emergency Triangles			✓	44	Check Battery / Hold Downs / Cables / Ground Straps			✓	79	Record Lift Cycle Count				
11	Fire Suppression System			✓	45	Record Voltage Output <u>15.0</u> V			✓	80	Check for Hydraulic Leaks / Level				
12	Interior Lights			✓	46	Check Belts / Tensioners & Hoses Air Compressor Mounting			✓	81	Clean and Lubricate Lift As Needed				
13	Registration / Plates / Manual			✓	47	Check All Fluids			✓	<b>Brake Inspection</b>					
<b>Driver's Compartment</b>					48	Inspect For Leaks			✓	82	Brake Foundation / Lines / Rotors / Drums				
14	Brake & Accelerator Pedals			✓	49	Test Anti-Freeze Protection			✓	83	L / Front % Worn: <u>10-1</u>				
15	Driver's Seat & Belt			✓	50	Check Radiator Core Mounts			✓	84	R / Front % Worn: <u>10-1</u>				
16	Horn Operation			✓	51	Check Wiring for Routing / Chafing & Loose Connections			✓	85	L / Rear % Worn: <u>12-12</u>				
17	Service Brake Operation			✓	52	Check Engine Mounts			✓	86	R / Rear % Worn: <u>12-12</u>				
18	Ignition System (Start Engine)			✓	53	Replace Engine Oil & Filter			✓	<b>Tire Tread Depth / Inflation</b>					
19	Check All Guages / Switches			✓	54	Check / Replace Air Filter			✓	87	L / Front <u>11</u> /32				
20	Check Fast Idle			✓	55	Check / Replace Fuel Filter			✓	88	R / Front <u>10 11 11</u> /32				
21	Check Air Compressor Cut In / Out Pressures / Perform Leak Down Test			✓	56	Check / Clean A/C Filters & Cores / Lines for Routing / Chafing			✓	89	R / R Inside <u>584</u> /32				
22	Shift Lever Operation			✓	57	A/C Compressor Mounting / Clutch			✓	90	R / R Outside <u>242</u> /32				
23	Parking Brake Operation			✓	58	A/C Pressure Check			✓	91	L / R Inside <u>811</u> /32				
24	Back-Up Alarm			✓	<b>Chassis / DriveLine</b>					92	L / R Outside <u>244</u> /32				
25	Driver's Panel Lamps			✓	59	Shocks / Springs / MOR / ryde			✓	93	L / Front <u>75 65</u> PSI				
26	Interior Mirrors			✓	60	Torque Rods			✓	94	R / Front <u>75 65</u> PSI				
27	Windshield Wipers & Washers			✓	61	Check Ball Joints / King Pins <u>LPM 14.500</u>			✓	95	R / R Inside <u>75 65</u> PSI				
28	Climate Control System / Fans			✓	62	Steering Gear / Linkage & Arms			✓	96	R / R Outside <u>75 65</u> PSI				
29	Fare Collection System			✓	63	Steering Shaft & Freeplay			✓	97	L / R Inside <u>75 65</u> PSI				
30	Cleanliness			✓	64	Lube Chassis			✓	98	L / R Outside <u>60 60</u> PSI				
<b>Exterior</b>					65	Check drive Shaft & U-Joints			✓	<b>Test Drive</b>					
31	Check for Exterior Damage / Corrosion / Bumpers & Mounts / Decals			✓	66	Check Differential Oil Level / Clean Breather / Check Axle Seals			✓	99	Check Engine Performance				
32	Condition of All Glass			✓	67	Drain & Refill Differential			✓	100	Check Shift Points				
33	Wiper Blades & Arms			✓	68	Replace Transmission Fluid / Filter			✓	101	Steering				
34	Exterior Mirrors			✓	69	Check Front Wheel Bearings			✓	102	Suspension				
35	Light Lenses & Reflectors			✓	70	Check Brakes (Pull Wheels)			✓	103	Brakes				
<b>Notes:</b>											104	Speedometer			
<b>Notes:</b>											105	*Video System - if installed			

Lift Inspector: \_\_\_\_\_ A/C Inspector: \_\_\_\_\_ Video Inspector: \_\_\_\_\_  
 \* Air conditioning systems and wheel chair lift component inspections will be performed by certified licensed technicians.

**ADVANCED VEHICLE MODIFICATIONS, INC.**  
**Annual Lift Inspection**

Date: 05/08/2019  
 Lift Type: Ricon

Van# 1403 (17) Mileage: 143,923  
 Series/Serial Number: RLS5510FF1120701E, SN#: 528861

Vehicle Year: 2014 Make: Chevy Model: Glaval VIN#: 1GB6G5BG3E1187506

	<u>SERVICE</u>	<u>INITIALS</u>	<u>COMMENTS/REMARKS</u>
1)	Service lift	MR	Serviced Lift Lap Belt Frayed Cylinders Show Slight Leak
2)	Test and tighten all fittings	MR	All Fittings Tight
3)	Clean and lube lift and door	MR	Lift And Doors Cleaned And Lubed Needs Gas Springs
4)	Check passenger door and door opener	MR	Passenger Door And Opener Working Properly
5)	Check all wheelchair tie-down systems - clean and lube as needed	MR	# 6 Sets of Tie Downs Working Properly
6)	Check all seat belts and seats	MR	All Seats And Belts Are good
7)	Check All Lift Interlocks	MR	Working Properly
8)	Inspect lift main power circuits: check circuit breakers, all connections & grounds.	MR	All Connections Are Good
9)	Bus Door Hardware	MR	Door Hardware Good
10)	Radio & Interior Lights Off	MR	Needs Stepwell Light
11)	Comments:		

# PREVENTIVE MAINTENANCE INSPECTION REPORT

MARION SENIOR SERVICES - MARION TRANSIT  
1101 SW 20th Court Ocala, FL 34471

Bus ID #: 1405 Date: 3-26-19 Miles: 1441008  
Inspector's Signature: [Signature] Printed Name: [Name] Employee # 117

Inspection Type:  ANNUAL  A Inspection  B Inspection  C Inspection

Condition Indicators:  = Okay  = Item was repaired or adjusted  = Follow up required  N/A = Not Applicable

#	Interior	Condition			#	Exterior (cont.)	Condition			#	Chassis / Drive Line (cont.)	Condition		
		A	B	C			A	B	C			A	B	C
1	Passenger Door & Door Interlock Operation			✓	36	Check Operation of All Lights			✓	71	Air Tank Mounting / Lines & Valves			✓
2	Standee Line & Warning			✓	37	Condenser Fan Operation			✓	72	Check Exhaust System for Mounting / Leaks / Restrictions			✓
3	Flooring / Steps / All Interior Panels			✓	38	All Access Doors / Fuel Cap / Engine Cover & Latch Operation			✓	73	All Access Doors / Fuel Cap / Engine Cover & Latch Operation			✓
4	Wheelchair Belts / Floor Anchors			✓	39	Tire Damage & Wear			✓	74	Tire Damage & Wear			✓
5	Passenger Seat Condition / Foldaway Seats Operation & Condition			✓	40	Check Wheels / Lug Nuts / Valve Stems			✓		<b>*Wheel Chair Lift</b>			
6	Passenger Seat Belts			✓	41	Fuel Cap and Door			✓	75	Check Lift Manufacturer Tag Month Year			
7	Stanchions & Hand Rails			✓	42	Leveling			✓	76	Check Wiring for Routing / Chafing & Loose Connections			✓
8	Roof Hatches / Operation			✓		<b>Engine Compartment</b>			✓	77	Check Lift for Damage / Inspect Lift Anchor Bolts			✓
9	Emergency Window Operation			✓	43	Clean Batteries / Check Electrolyte Level			✓	78	Cycle Lift - Check all Safety Systems Including Barriers			✓
10	Fire Extinguisher / First Aid Kit Emergency Triangles			✓	44	Check Battery / Hold Downs / Cables / Ground Straps			✓	79	Record Lift Cycle Count			✓
11	Fire Suppression System			✓	45	Record Voltage Output: <u>12.5</u> V			✓	80	Check for Hydraulic Leaks / Level			✓
12	Interior Lights			✓	46	Check Belts / Tensioners & Hoses Air Compressor Mounting			✓	81	Clean and Lubricate Lift As Needed			✓
13	Registration / Plates / Manual			✓	47	Check All Fluids			✓		<b>Brake Inspection</b>			
	<b>Driver's Compartment</b>				48	Inspect For Leaks			✓	82	Brake Foundation / Lines / Rotors / Drums			✓
14	Brake & Accelerator Pedals			✓	49	Test Anti-Freeze Protection			✓	83	L / Front % Worn: <u>0.28</u>			✓
15	Driver's Seat & Belt			✓	50	Check Radiator Core Mounts			✓	84	R / Front % Worn: <u>0.28</u>			✓
16	Horn Operation			✓	51	Check Wiring for Routing / Chafing & Loose Connections			✓	85	L / Rear % Worn: <u>1.01/1.0</u>			✓
17	Service Brake Operation			✓	52	Check Engine Mounts			✓	86	R / Rear % Worn: <u>1.01/1.0</u>			✓
18	Ignition System (Start Engine)			✓	53	Replace Engine Oil & Filter			✓		<b>Tire Tread Depth / Inflation</b>			
19	Check All Gauges / Switches			✓	54	Check / Replace Air Filter			✓	87	L / Front: <u>11</u> / 32			✓
20	Check Fast Idle			✓	55	Check / Replace Fuel Filter			✓	88	R / Front: <u>11</u> / 32			✓
21	Check Air Compressor Cut In / Out Pressures / Perform Leak Down Test			✓	56	Check / Clean A/C Filters & Cores / Lines for Routing / Chafing			✓	89	R / R Inside: <u>10.7</u> / 32			✓
22	Shift Lever Operation			✓	57	A/C Compressor Mounting / Clutch			✓	90	R / R Outside: <u>10.75</u> / 32			✓
23	Parking Brake Operation			✓	58	A/C Pressure Check			✓	91	L / R Inside: <u>10.5</u> / 32			✓
24	Back-Up Alarm			✓		<b>Chassis / Drive Line</b>			✓	92	L / R Outside: <u>10.7</u> / 32			✓
25	Driver's Panel Lamps			✓	59	Shocks / Springs / MOR / ryde			✓	93	L / Front: <u>11</u> PSI			✓
26	Interior Mirrors			✓	60	Torque Rods			✓	94	R / Front: <u>10.5</u> PSI			✓
27	Windshield Wipers & Washers			✓	61	Check Ball Joints / King Pins			✓	95	R / R Inside: <u>11</u> PSI			✓
28	Climate Control System / Fans			✓	62	Steering Gear / Linkage & Arms			✓	96	R / R Outside: <u>11</u> PSI			✓
29	Fare Collection System			✓	63	Steering Shaft & Freeplay			✓	97	L / R Inside: <u>11</u> PSI			✓
30	Cleanliness			✓	64	Lube Chassis			✓	98	L / R Outside: <u>11</u> PSI			✓
	<b>Exterior</b>				65	Check drive Shaft & U-Joints			✓		<b>Test Drive</b>			
31	Check for Exterior Damage / Corrosion / Bumpers & Mounts / Decals			✓	66	Check Differential Oil Level / Clean Breather / Check Axle Seals			✓	99	Check Engine Performance			✓
32	Condition of All Glass			✓	67	Drain & Refill Differential			✓	100	Check Shift Points			✓
33	Wiper Blades & Arms			✓	68	Replace Transmission Fluid / Filter			✓	101	Steering			✓
34	Exterior Mirrors			✓	69	Check Front Wheel Bearings			✓	102	Suspension			✓
35	Light Lenses & Reflectors			✓	70	Check Brakes (Pull Wheels)			✓	103	Brakes			✓
	<b>Notes:</b>									104	Speedometer			✓
										105	*Video System - if installed			✓

Lift Inspector: [Signature] A/C Inspector: [Signature] Video Inspector: [Signature]  
\* Air conditioning systems and wheel chair lift component inspections will be performed by certified licensed technicians.

**ADVANCED VEHICLE MODIFICATIONS, INC.**  
**Annual Lift Inspection**

Date: 03/27/2019

Van# 1405 (29) Mileage: 144015

Lift Type: Ricon

Series/Serial Number: RIS5510/28927

Vehicle Year: 2014 Make: Chevy Model: Glaval VIN#: 1GB6G5BG6E1188493

**SERVICE**

**INITIALS**

**COMMENTS/REMARKS**

1)	Service lift	LR	Serviced Lift
2)	Test and tighten all fittings	LR	All Fittings Tight
3)	Clean and lube lift and door	LR	Lift And Doors Cleaned And Lubed
4)	Check passenger door and door opener	LR	Passenger Door And Opener Working Properly
5)	Check all wheelchair tie-down systems - clean and lube as needed	LR	# 6 Sets of Tie Downs Working Properly
6)	Check all seat belts and seats	LR	All Seats And Belts Are good
7)	Check All Lift Interlocks	LR	Working Properly
8)	Inspect lift main power circuits: check circuit breakers, all connections & grounds.	LR	All Connections Are Good
9)	Bus Door Hardware	LR	
10)	Radio & Interior Lights Off	LR	Off Upon Arrival
11)	Comments:		

# PREVENTIVE MAINTENANCE INSPECTION REPORT

MARION SENIOR SERVICES - MARION TRANSIT  
1101 SW 20th Court Ocala, FL 34471

Bus ID #: 1406 Date: 4-12-19 Miles: 1881  
Inspector's Signature: [Signature] Printed Name: Stuart Theasler Employee # 107

Inspection Type:  ANNUAL  A Inspection  B Inspection  C Inspection

Condition Indicators:  = Okay  = Item was repaired or adjusted  = Follow up required  = Not Applicable

#	Interior	A B C			#	Exterior (cont.)	A B C			#	Chassis / Drive Line (cont.)	A B C		
		A	B	C			A	B	C			A	B	C
1	Passenger Door & Door Interlock Operation			✓	36	Check Operation of All Lights			✓	71	Air Tank Mounting / Lines & Valves			✓
2	Standee Line & Warning			✓	37	Condensor Fan Operation			✓	72	Check Exhaust System for Mounting / Leaks / Restrictions			✓
3	Flooring / Steps / All Interior Panels			✓	38	All Access Doors / Fuel Cap / Engine Cover & Latch Operation			✓	73	All Access Doors / Fuel Cap / Engine Cover & Latch Operation			✓
4	Wheelchair Belts / Floor Anchors			✓	39	Tire Damage & Wear			✓	74	Tire Damage & Wear			✓
5	Passenger Seat Condition / Foldaway Seats Operation & Condition			✓	40	Check Wheels / Lug Nuts / Valve Stems			✓		<b>*Wheel Chair Lift</b>			✓
6	Passenger Seat Belts			✓	41	Fuel Cap and Door			✓	75	Check Lift Manufacturer Tag Month Year			✓
7	Stanchions & Hand Rails			✓	42	Leveling			✓	76	Check Wiring for Routing / Chafing & Loose Connections			✓
8	Roof Hatches / Operation			✓		<b>Engine Compartment</b>			✓	77	Check Lift for Damage / Inspect Lift Anchor Bolts			✓
9	Emergency Window Operation			✓	43	Clean Batteries / Check Electrolyte Level			✓	78	Cycle Lift - Check all Safety Systems including Barriers			✓
10	Fire Extinguisher / First Aid Kit Emergency Triangles			✓	44	Check Battery / Hold Downs / Cables / Ground Straps			✓	79	Record Lift Cycle Count			✓
11	Fire Suppression System			✓	45	Record Voltage Output <u>14.47</u>			✓	80	Check for Hydraulic Leaks / Level			✓
12	Interior Lights			✓	46	Check Belts / Tensioners & Hoses Air Compressor Mounting			✓	81	Clean and Lubricate Lift As Needed			✓
13	Registration / Plates / Manual			✓	47	Check All Fluids			✓		<b>Brake Inspection</b>			✓
	<b>Driver's Compartment</b>			✓	48	Inspect For Leaks <u>SPARK OIL LIQUID OIL</u>			✓	82	Brake Foundation / Lines / Rotors / Drums			✓
14	Brake & Accelerator Pedals			✓	49	Test Anti-Freeze Protection			✓	83	L / Front % Worn <u>5 &amp; 6</u>			✓
15	Driver's Seat & Belt			✓	50	Check Radiator Core Mounts			✓	84	R / Front % Worn <u>5 &amp; 11</u>			✓
16	Horn Operation			✓	51	Check Wiring for Routing / Chafing & Loose Connections			✓	85	L / Rear % Worn <u>7 &amp; 8</u>			✓
17	Service Brake Operation			✓	52	Check Engine Mounts			✓	86	R / Rear % Worn <u>3 &amp; 6</u>			✓
18	Ignition System (Start Engine)			✓	53	Replace Engine Oil & Filter			✓		<b>Tire Tread Depth / Inflation</b>			✓
19	Check All Gauges / Switches			✓	54	Check / Replace Air Filter			✓	87	L / Front <u>11</u> /32			✓
20	Check Fast Idle			✓	55	Check / Replace Fuel Filter			✓	88	R / Front <u>12</u> /32			✓
21	Check Air Compressor Cut In / Out Pressures / Perform Leak Down Test <u>100 PSI 35-170 25-195 PSI</u>			✓	56	Check / Clean A/C Filters & Cores / Lines for Routing / Chafing			✓	89	R / R Inside <u>8</u> /32			✓
22	Shift Lever Operation			✓	57	A/C Compressor Mounting / Clutch			✓	90	R / R Outside <u>11</u> /32			✓
23	Parking Brake Operation			✓	58	A/C Pressure Check			✓	91	L / R Inside <u>11</u> /32			✓
24	Back-Up Alarm			✓		<b>Chassis / DriveLine</b>			✓	92	L / R Outside <u>11</u> /32			✓
25	Driver's Panel Lamps			✓	59	Shocks / Springs / MOR / ryde			✓	93	L / Front <u>65 106</u> PSI			✓
26	Interior Mirrors			✓	60	Torque Rods			✓	94	R / Front <u>65 106</u> PSI			✓
27	Windshield Wipers & Washers			✓	61	Check Ball Joints / King Pins			✓	95	R / R Inside <u>65 106</u> PSI			✓
28	Climate Control System / Fans			✓	62	Steering Gear / Linkage & Arms			✓	96	R / R Outside <u>60 80</u> PSI			✓
29	Fare Collection System			✓	63	Steering Shaft & Freeplay			✓	97	L / R Inside <u>70 80</u> PSI			✓
30	Cleanliness			✓	64	Lube Chassis			✓	98	L / R Outside <u>80 80</u> PSI			✓
	<b>Exterior</b>			✓	65	Check drive Shaft & U-Joints			✓		<b>Test Drive</b>			✓
31	Check for Exterior Damage / Corrosion / Bumpers & Mounts / Decals			✓	66	Check Differential Oil Level / Clean Breather / Check Axle Seals			✓	99	Check Engine Performance			✓
32	Condition of All Glass			✓	67	Drain & Refill Differential			✓	100	Check Shift Points			✓
33	Wiper Blades & Arms			✓	68	Replace Transmission Fluid / Filter			✓	101	Steering			✓
34	Exterior Mirrors			✓	69	Check Front Wheel Bearings			✓	102	Suspension			✓
35	Light Lenses & Reflectors			✓	70	Check Brakes (Pull Wheels)			✓	103	Brakes			✓
									✓	104	Speedometer			✓
									✓	105	*Video System - if installed			✓

**Notes:**

Lift Inspector: [Signature] A/C Inspector: [Signature] Video Inspector: \_\_\_\_\_  
\* Air conditioning systems and wheel chair lift component inspections will be performed by certified licensed technicians.

**ADVANCED VEHICLE MODIFICATIONS, INC.**  
**Annual Lift Inspection**

Date: 04/15/2019

Van# 1406 Mileage: 143,889

Lift Type: Ricon

Series/Serial Number: RIS5510/527684

Vehicle Year: 2014 Make: Chevy Model: Glaval VIN#: 1GB6G5BG9E1170795

	<u>SERVICE</u>	<u>INITIALS</u>	<u>COMMENTS/REMARKS</u>
1)	Service lift	LR	Serviced Lift
2)	Test and tighten all fittings	LR	All Fittings Tight
3)	Clean and lube lift and door	LR	Lift And Doors Cleaned And Lubed
4)	Check passenger door and door opener	LR	Passenger Door And Opener Working Properly
5)	Check all wheelchair tie-down systems - clean and lube as needed	LR	# 6 Sets of Tie Downs Working Properly
6)	Check all seat belts and seats	LR	All Seats And Belts Are good
7)	Check All Lift Interlocks	LR	Working Properly
8)	Inspect lift main power circuits: check circuit breakers, all connections & grounds.	LR	All Connections Are Good
9)	Bus Door Hardware	LR	Works Properly
10)	Radio & Interior Lights Off	LR	Off Upon Arrival
11)	Comments:		

# PREVENTIVE MAINTENANCE INSPECTION REPORT

MARION SENIOR SERVICES - MARION TRANSIT  
1101 SW 20th Court Ocala, FL 34471

Bus ID #: 1407 Date: 12/10/16 Miles: 104144  
 Inspector's Signature: [Signature] Printed Name: Steve [Name] Employee # 107  
 Inspection Type:  ANNUAL  A Inspection  B Inspection  C Inspection

Condition Indicators:  = Okay  = Item was repaired or adjusted  = Follow up required *N/A* = Not Applicable

#	Interior	A	B	C	#	Exterior (cont.)	A	B	C	#	Chassis / Drive Line (cont.)	A	B	C
1	Passenger Door & Door Interlock Operation			<input checked="" type="checkbox"/>	36	Check Operation of All Lights			<input checked="" type="checkbox"/>	71	Air Tank Mounting / Lines & Valves			<input checked="" type="checkbox"/>
2	Standee Line & Warning			<input checked="" type="checkbox"/>	37	Condensor Fan Operation			<input checked="" type="checkbox"/>	72	Check Exhaust System for Mounting / Leaks / Restrictions			<input checked="" type="checkbox"/>
3	Flooring / Steps / All Interior Panels			<input checked="" type="checkbox"/>	38	All Access Doors / Fuel Cap / Engine Cover & Latch Operation			<input checked="" type="checkbox"/>	73	All Access Doors / Fuel Cap / Engine Cover & Latch Operation			<input checked="" type="checkbox"/>
4	Wheelchair Belts / Floor Anchors			<input checked="" type="checkbox"/>	39	Tire Damage & Wear			<input checked="" type="checkbox"/>	74	Tire Damage & Wear			<input checked="" type="checkbox"/>
5	Passenger Seat Condition / Foldaway Seats Operation & Condition			<input checked="" type="checkbox"/>	40	Check Wheels / Lug Nuts / Valve Stems			<input checked="" type="checkbox"/>	<b>*Wheel Chair Lift</b>				
6	Passenger Seat Belts			<input checked="" type="checkbox"/>	41	Fuel Cap and Door			<input checked="" type="checkbox"/>					
7	Stanchions & Hand Rails			<input checked="" type="checkbox"/>	42	Leveling			<input checked="" type="checkbox"/>	76	Check Wiring for Routing / Chafing & Loose Connections			
8	Roof Hatches / Operation			<input checked="" type="checkbox"/>	<b>Engine Compartment</b>					77	Check Lift for Damage / Inspect Lift Anchor Bolts			
9	Emergency Window Operation			<input checked="" type="checkbox"/>	43	Clean Batteries / Check Electrolyte Level			<input checked="" type="checkbox"/>	78	Cycle Lift - Check all Safety Systems Including Barriers			
10	Fire Extinguisher / First Aid Kit Emergency Triangles			<input checked="" type="checkbox"/>	44	Check Battery / Hold Downs / Cables / Ground Straps			<input checked="" type="checkbox"/>	79	Record Lift Cycle Count			
11	Fire Suppression System			<input checked="" type="checkbox"/>	45	Record Voltage Output: <u>15.9 V</u>			<input checked="" type="checkbox"/>	80	Check for Hydraulic Leaks / Level			
12	Interior Lights			<input checked="" type="checkbox"/>	46	Check Belts / Tensioners & Hoses Air Compressor Mounting			<input checked="" type="checkbox"/>	81	Clean and Lubricate Lift As Needed			
13	Registration / Plates / Manual			<input checked="" type="checkbox"/>	47	Check All Fluids			<input checked="" type="checkbox"/>	<b>Brake Inspection</b>				
<b>Driver's Compartment</b>					48	Inspect For Leaks			<input checked="" type="checkbox"/>	82	Brake Foundation / Lines / Rotors / Drums			
14	Brake & Accelerator Pedals			<input checked="" type="checkbox"/>	49	Test Anti-Freeze Protection			<input checked="" type="checkbox"/>	83	L / Front % Worn:			
15	Driver's Seat & Belt			<input checked="" type="checkbox"/>	50	Check Radiator Core Mounts			<input checked="" type="checkbox"/>	84	R / Front % Worn:			
16	Horn Operation			<input checked="" type="checkbox"/>	51	Check Wiring for Routing / Chafing & Loose Connections			<input checked="" type="checkbox"/>	85	L / Rear % Worn:			
17	Service Brake Operation			<input checked="" type="checkbox"/>	52	Check Engine Mounts			<input checked="" type="checkbox"/>	86	R / Rear % Worn:			
18	Ignition System (Start Engine)			<input checked="" type="checkbox"/>	53	Replace Engine Oil & Filter			<input checked="" type="checkbox"/>	<b>Tire Tread Depth / Inflation</b>				
19	Check All Guages / Switches			<input checked="" type="checkbox"/>	54	Check / Replace Air Filter			<input checked="" type="checkbox"/>	87	L / Front			
20	Check Fast Idle			<input checked="" type="checkbox"/>	55	Check / Replace Fuel Filter			<input checked="" type="checkbox"/>	88	R / Front			
21	Check Air Compressor Cut In / Out Pressures / Perform Leak Down Test			<input checked="" type="checkbox"/>	56	Check / Clean A/C Filters & Cores / Lines for Routing / Chafing			<input checked="" type="checkbox"/>	89	R / R Inside			
22	Shift Lever Operation			<input checked="" type="checkbox"/>	57	A/C Compressor Mounting / Clutch			<input checked="" type="checkbox"/>	90	R / R Outside			
23	Parking Brake Operation			<input checked="" type="checkbox"/>	58	A/C Pressure Check			<input checked="" type="checkbox"/>	91	L / R Inside			
24	Back-Up Alarm			<input checked="" type="checkbox"/>	<b>Chassis / DriveLine</b>					92	L / R Outside			
25	Driver's Panel Lamps			<input checked="" type="checkbox"/>	59	Shocks / Springs / MOR / Tyde			<input checked="" type="checkbox"/>	93	L / Front			
26	Interior Mirrors			<input checked="" type="checkbox"/>	60	Torque Rods			<input checked="" type="checkbox"/>	94	R / Front			
27	Windshield Wipers & Washers			<input checked="" type="checkbox"/>	61	Check Ball Joints / King Pins			<input checked="" type="checkbox"/>	95	R / R Inside			
28	Climate Control System / Fans			<input checked="" type="checkbox"/>	62	Steering Gear / Linkage & Arms			<input checked="" type="checkbox"/>	96	R / R Outside			
29	Fare Collection System			<input checked="" type="checkbox"/>	63	Steering Shaft & Freeplay			<input checked="" type="checkbox"/>	97	L / R Inside			
30	Cleanliness			<input checked="" type="checkbox"/>	64	Lube Chassis			<input checked="" type="checkbox"/>	98	L / R Outside			
<b>Exterior</b>					65	Check drive Shaft & U-joints			<input checked="" type="checkbox"/>	<b>Test Drive</b>				
31	Check for Exterior Damage / Corrosion / Bumpers & Mounts / Decals			<input checked="" type="checkbox"/>	66	Check Differential Oil Level / Clean Breather / Check Axle Seals			<input checked="" type="checkbox"/>	99	Check Engine Performance			
32	Condition of All Glass			<input checked="" type="checkbox"/>	67	Drain & Refill Differential			<input checked="" type="checkbox"/>	100	Check Shift Points			
33	Wiper Blades & Arms			<input checked="" type="checkbox"/>	68	Replace Transmission Fluid / Filter			<input checked="" type="checkbox"/>	101	Steering			
34	Exterior Mirrors			<input checked="" type="checkbox"/>	69	Check Front Wheel Bearings			<input checked="" type="checkbox"/>	102	Suspension			
35	Light Lenses & Reflectors			<input checked="" type="checkbox"/>	70	Check Brakes (Pull Wheels)			<input checked="" type="checkbox"/>	103	Brakes			
<b>Notes:</b>										104	Speedometer			
										105	*Video System - if installed			

Lift Inspector: \_\_\_\_\_ A/C Inspector: \_\_\_\_\_ Video Inspector: \_\_\_\_\_  
 \* Air conditioning systems and wheel chair lift component inspections will be performed by certified licensed technicians.

**ADVANCED VEHICLE MODIFICATIONS, INC.**  
**Annual Lift Inspection**

Date: 12/11/2019

Lift Type: Ricon

Vehicle Year: 2014 Make: Chevy Model: Glaval Bus VIN#: 1GB6G5BG3E1171067

VAN 1407 Mileage: 144,011

Series/Serial Number: RIS5510/527687

	<u>SERVICE</u>	<u>INITIALS</u>	<u>COMMENTS/REMARKS</u>
1)	Service lift	MR	Lift Has Slow Drift From Cylinders *Recommend Replacement*
2)	Test and tighten all fittings	MR	All Fittings Tight
3)	Clean and lube lift and door	MR	Cleaned And Lubed Lift *Gas Springs A Little Weak
4)	Check passenger door and door opener	MR	Passenger Door And Opener Work Properly
5)	Check all wheelchair tie-down systems - clean and lube as needed	MR	# 6 Sets of Tie Downs 24 Total
6)	Check all seat belts and seats	MR	All Seats And Belts Are good
7)	Check All Lift Interlocks	MR	All Interlocks Working
8)	Inspect lift main power circuits: check circuit breakers, all connections & grounds.	MR	All Connections Are Good
9)	Bus Door Hardware	MR	Emergency Exits Working Properly
10)	Radio & Interior Lights Off	MR	Off Upon Arrival
11)	Comments:		



# PREVENTIVE MAINTENANCE INSPECTION REPORT

MARION SENIOR SERVICES - MARION TRANSIT  
1101 SW 20th Court Ocala, FL 34471

Bus ID #: 1601 Date: 7/25/19 Miles: 95931

Inspector's Signature: [Signature] Printed Name: Sam Thacker Employee # 107

Inspection Type:  ANNUAL  A Inspection  B Inspection  C Inspection

Condition Indicators:  = Okay  = Item was repaired or adjusted  = Follow up required *N/A* = Not Applicable

#	Interior	A	B	C	#	Exterior (cont.)	A	B	C	#	Chassis / Drive Line (cont.)	A	B	C
1	Passenger Door & Door Interlock Operation			<input checked="" type="checkbox"/>	36	Check Operation of All Lights			<input checked="" type="checkbox"/>	71	Air Tank Mounting / Lines & Valves			
2	Standee Line & Warning			<input checked="" type="checkbox"/>	37	Condenser Fan Operation			<input checked="" type="checkbox"/>	72	Check Exhaust System for Mounting / Leaks / Restrictions			
3	Flooring / Steps / All Interior Panels			<input checked="" type="checkbox"/>	38	All Access Doors / Fuel Cap / Engine Cover & Latch Operation			<input checked="" type="checkbox"/>	73	All Access Doors / Fuel Cap / Engine Cover & Latch Operation			
4	Wheelchair Belts / Floor Anchors			<input checked="" type="checkbox"/>	39	Tire Damage & Wear			<input checked="" type="checkbox"/>	74	Tire Damage & Wear			
5	Passenger Seat Condition / Foldaway Seats Operation & Condition			<input checked="" type="checkbox"/>	40	Check Wheels / Lug Nuts / Valve Stems			<input checked="" type="checkbox"/>		<b>*Wheel Chair Lift</b>			
6	Passenger Seat Belts			<input checked="" type="checkbox"/>	41	Fuel Cap and Door			<input checked="" type="checkbox"/>	75	Check Lift Manufacturer Tag Month ____ Year ____			
7	Stanchions & Hand Rails			<input checked="" type="checkbox"/>	42	Leveling			<input checked="" type="checkbox"/>	76	Check Wiring for Routing / Chafing & Loose Connections			
8	Roof Hatches / Operation			<input checked="" type="checkbox"/>	<b>Engine Compartment</b>					77	Check Lift for Damage / Inspect Lift Anchor Bolts			
9	Emergency Window Operation			<input checked="" type="checkbox"/>	43	Clean Batteries / Check Electrolyte Level <i>Right</i>			<input checked="" type="checkbox"/>	78	Cycle Lift - Check all Safety Systems <i>Including Barriers</i>			
10	Fire Extinguisher / First Aid Kit Emergency Triangles			<input checked="" type="checkbox"/>	44	Check Battery / Hold Downs / Cables / Ground Straps			<input checked="" type="checkbox"/>	79	Record Lift Cycle Count			
11	Fire Suppression System			<input checked="" type="checkbox"/>	45	Record Voltage Output <i>4.15</i>			<input checked="" type="checkbox"/>	80	Check for Hydraulic Leaks / Level			
12	Interior Lights			<input checked="" type="checkbox"/>	46	Check Belts / Tensioners and Hoses Air Compressor Mounting			<input checked="" type="checkbox"/>	81	Clean and Lubricate Lift As Needed			
13	Registration / Plates / Manual			<input checked="" type="checkbox"/>	47	Check All Fluids			<input checked="" type="checkbox"/>	<b>Brake Inspection</b>				
<b>Driver's Compartment</b>					48	Inspect For Leaks			<input checked="" type="checkbox"/>	82	Brake Foundation / Lines / Rotors / Drums			
14	Brake & Accelerator Pedals			<input checked="" type="checkbox"/>	49	Test Anti-Freeze Protection			<input checked="" type="checkbox"/>	83	L / Front % Worn: <i>10 10</i>			
15	Driver's Seat & Belt			<input checked="" type="checkbox"/>	50	Check Radiator Core Mounts			<input checked="" type="checkbox"/>	84	R / Front % Worn: <i>12 7</i>			
16	Horn Operation			<input checked="" type="checkbox"/>	51	Check Wiring for Routing / Chafing & Loose Connections			<input checked="" type="checkbox"/>	85	L / Rear % Worn: <i>4 3</i>			
17	Service Brake Operation			<input checked="" type="checkbox"/>	52	Check Engine Mounts			<input checked="" type="checkbox"/>	86	R / Rear % Worn: <i>5 3</i>			
18	Ignition System (Start Engine)			<input checked="" type="checkbox"/>	53	Replace Engine Oil & Filter			<input checked="" type="checkbox"/>	<b>Tire Tread Depth / Inflation</b>				
19	Check All Guages / Switches			<input checked="" type="checkbox"/>	54	Check / Replace Air Filter			<input checked="" type="checkbox"/>	87	L / Front <i>5 8</i> /32			
20	Check Fast Idle			<input checked="" type="checkbox"/>	55	Check / Replace Fuel Filter			<input checked="" type="checkbox"/>	88	R / Front <i>5 7</i> /32			
21	Check Air Compressor Cut In / Out Pressures / Perform Leak Down Test			<input checked="" type="checkbox"/>	56	Check / Clean A/C Filters & Cores / Lines for Routing / Chafing			<input checked="" type="checkbox"/>	89	R / R Inside <i>99 5</i> /32			
22	Shift Lever Operation			<input checked="" type="checkbox"/>	57	A/C Compressor Mounting / Clutch			<input checked="" type="checkbox"/>	90	R / R Outside <i>4</i> /32			
23	Parking Brake Operation			<input checked="" type="checkbox"/>	58	A/C Pressure Check			<input checked="" type="checkbox"/>	91	L / R Inside <i>8</i> /32			
24	Back-Up Alarm			<input checked="" type="checkbox"/>	<b>Chassis / DriveLine</b>					92	L / R Outside <i>8</i> /32			
25	Driver's Panel Lamps			<input checked="" type="checkbox"/>	59	Shocks / Springs / MOR / ryde			<input checked="" type="checkbox"/>	93	L / Front <i>8</i> PSI			
26	Interior Mirrors			<input checked="" type="checkbox"/>	60	Torque Rods			<input checked="" type="checkbox"/>	94	R / Front PSI			
27	Windshield Wipers & Washers			<input checked="" type="checkbox"/>	61	Check Ball Joints / King Pins			<input checked="" type="checkbox"/>	95	R / R Inside PSI			
28	Climate Control System / Fans			<input checked="" type="checkbox"/>	62	Steering Gear / Linkage & Arms			<input checked="" type="checkbox"/>	96	R / R Outside PSI			
29	Fare Collection System			<input checked="" type="checkbox"/>	63	Steering Shaft & Freeplay			<input checked="" type="checkbox"/>	97	L / R Inside PSI			
30	Cleanliness			<input checked="" type="checkbox"/>	64	Lube Chassis			<input checked="" type="checkbox"/>	98	L / R Outside PSI			
<b>Exterior</b>					65	Check drive Shaft & U-joints			<input checked="" type="checkbox"/>	<b>Test Drive</b>				
31	Check for Exterior Damage / Corrosion / Bumpers & Mounts / Decals			<input checked="" type="checkbox"/>	66	Check Differential Oil Level / Clean Breather / Check Axle Seals			<input checked="" type="checkbox"/>	99	Check Engine Performance			
32	Condition of All Glass			<input checked="" type="checkbox"/>	67	Drain & Refill Differential			<input checked="" type="checkbox"/>	100	Check Shift Points			
33	Wiper Blades & Arms			<input checked="" type="checkbox"/>	68	Replace Transmission Fluid / Filter			<input checked="" type="checkbox"/>	101	Steering			
34	Exterior Mirrors			<input checked="" type="checkbox"/>	69	Check Front Wheel Bearings			<input checked="" type="checkbox"/>	102	Suspension			
35	Light Lenses & Reflectors			<input checked="" type="checkbox"/>	70	Check Brakes (Pull Wheels)			<input checked="" type="checkbox"/>	103	Brakes			
<b>Notes:</b>										104	Speedometer			
										105	*Video System - if installed			

Lift Inspector: \_\_\_\_\_ A/C Inspector: \_\_\_\_\_ Video Inspector: \_\_\_\_\_  
\* Air conditioning systems and wheel chair lift component inspections will be performed by certified licensed technicians.

**ADVANCED VEHICLE MODIFICATIONS, INC.**  
**Annual Lift Inspection**

Date: 09/26/2019

Van# 1601

Mileage: 95938.0

Lift Type: Ricon

Series/Serial#: RIS5510FF1120701N/534956

Vehicle Year: 2016 Make: Ford Model: Glavel VIN#: 1FDFE4FS4GDC03211

**SERVICE**

**INITIALS**

**COMMENTS/REMARKS**

1)	Service lift	LR	Serviced Lift Working Properly
2)	Test and tighten all fittings	LR	Tightened All Fittings
3)	Clean and lube lift and door	LR	Lubed And Cleaned Door Latch And Handle
4)	Check passenger door and door opener	LR	Passenger Door And Door Opener Working Properly
5)	Check all wheelchair tie-down systems - clean and lube as needed	LR	6 Sets Tie Downs - Replaced Q'Straint Bag  Working Properly
6)	Check all seat belts and seats	LR	All Seat Belts Working Properly
7)	Check All Lift Interlocks	LR	Working Properly
8)	Inspect lift main power circuits: check circuit breakers, all connections & grounds.	LR	All Connections Are Good
9)	Bus Door Hardware	LR	Working Properly
10)	Radio & Interior Lights Off	LR	Off Upon Arrival
11)	Comments:		

# PREVENTIVE MAINTENANCE INSPECTION REPORT

MARION SENIOR SERVICES - MARION TRANSIT  
1101 SW 20th Court Ocala, FL 34471

Bus ID #: 1602 Date: 5-17-19 Miles 119971  
Inspector's Signature: [Signature] Printed Name Sara Warner Employee # 107

Inspection Type:  ANNUAL  A Inspection  B Inspection  C Inspection

Condition Indicators:  = Okay  = Item was repaired or adjusted  = Follow up required  N/A = Not Applicable

#	Interior	Condition			#	Exterior (cont.)	Condition			#	Chassis / Drive Line (cont.)	Condition		
		A	B	C			A	B	C			A	B	C
1	Passenger Door & Door Interlock Operation			✓	36	Check Operation of All Lights			✓	71	Air Tank Mounting / Lines & Valves			✓
2	Standee Line & Warning			✓	37	Condenser Fan Operation			✓	72	Check Exhaust System for Mounting / Leaks / Restrictions			✓
3	Flooring / Steps / All Interior Panels			✓	38	All Access Doors / Fuel Cap / Engine Cover & Latch Operation			✓	73	All Access Doors / Fuel Cap / Engine Cover & Latch Operation			✓
4	Wheelchair Belts / Floor Acnhors			✓	39	Tire Damage & Wear			✓	74	Tire Damage & Wear			✓
5	Passenger Seat Condition / Foldaway Seats Operation & Condition			✓	40	Check Wheels / Lug Nuts / Valve Stems			✓		<b>*Wheel Chair Lift</b>			
6	Passenger Seat Belts			✓	41	Fuel Cap and Door			✓	75	Check Lift Manufacturer Tag Month Year			
7	Stanchions & Hand Rails			✓	42	Leveling			✓	76	Check Wiring for Routing / Chafing & Loose Connections			
8	Roof Hatches / Operation			✓		<b>Engine Compartment</b>				77	Check Lift for Damage / Inspect Lift Anchor Bolts			
9	Emergency Window Operation			✓	43	Clean Batteries / Check Electrolyte Level			✓	78	Cycle Lift - Check all Safety Systems Including Barriers			
10	Fire Extinguisher / First Aid Kit Emergency Triangles			✓	44	Check Battery / Hold Downs / Cables / Ground Straps			✓	79	Record Lift Cycle Count			
11	Fire Suppression System			✓	45	Record Voltage Output			✓	80	Check for Hydraulic Leaks / Level			
12	Interior Lights			✓	46	Check Belts / Tensioners & Hoses Air Compressor Mounting			✓	81	Clean and Lubricate Lift As Needed			
13	Registration / Plates / Manual			✓	47	Check All Fluids			✓		<b>Brake Inspection</b>			
	<b>Driver's Compartment</b>				48	Inspect For Leaks			✓	82	Brake Foundation / Lines / Rotors / Drums			
14	Brake & Accelerator Pedals			✓	49	Test Anti-Freeze Protection			✓	83	L / Front % Worn: <u>17</u>			
15	Driver's Seat & Belt			✓	50	Check Radiator Core Mounts			✓	84	R / Front % Worn: <u>17</u>			
16	Horn Operation			✓	51	Check Wiring for Routing / Chafing & Loose Connections			✓	85	L / Rear % Worn: <u>10 W</u>			
17	Service Brake Operation			✓	52	Check Engine Mounts			✓	86	R / Rear % Worn: <u>10 W</u>			
18	Ignition System (Start Engine)			✓	53	Replace Engine Oil & Filter			✓		<b>Tire Tread Depth / Inflation</b>			
19	Check All Guages / Switches			✓	54	Check / Replace Air Filter:			✓	87	L / Front <u>8.5</u> /32			
20	Check Fast Idle			✓	55	Check / Replace Fuel Filter			✓	88	R / Front <u>8.5</u> /32			
21	Check Air Compressor Cut In / Out Pressures / Perform Leak Down Test			✓	56	Check / Clean A/C Filters & Cores / Lines for Routing / Chafing			✓	89	R / R Inside <u>5.5</u> /32			
22	Shift Lever Operation			✓	57	A/C Compressor Mounting / Clutch			✓	90	R / R Outside <u>6.5</u> /32			
23	Parking Brake Operation			✓	58	A/C Pressure Check			✓	91	L / R Inside <u>8.5</u> /32			
24	Back-Up Alarm			✓		<b>Chassis / DriveLine</b>				92	L / R Outside <u>8.5</u> /32			
25	Driver's Panel Lamps			✓	59	Shocks / Springs / MOR / ryde			✓	93	L / Front <u>6.5</u> PSI			
26	Interior Mirrors			✓	60	Torque Rods			✓	94	R / Front <u>6.5</u> PSI			
27	Windshield Wipers & Washers			✓	61	Check Ball Joints / King Pins			✓	95	R / R Inside <u>7.5</u> PSI			
28	Climate Control System / Fans			✓	62	Steering Gear / Linkage & Arms			✓	96	R / R Outside <u>7.5</u> PSI			
29	Fare Collection System			✓	63	Steering Shaft & Freeplay			✓	97	L / R Inside <u>7.5</u> PSI			
30	Cleanliness			✓	64	Lube Chassis			✓	98	L / R Outside <u>7.5</u> PSI			
	<b>Exterior</b>				65	Check drive Shaft & U-Joints			✓		<b>Test Drive</b>			
31	Check for Exterior Damage / Corrosion / Bumpers & Mounts / Decals			✓	66	Check Differential Oil Level / Clean Breather / Check Axle Seals				99	Check Engine Performance			
32	Condition of All Glass			✓	67	Drain & Refill Differential			✓	100	Check Shift Points			
33	Wiper Blades & Arms			✓	68	Replace Transmission Fluid / Filter			✓	101	Steering			
34	Exterior Mirrors			✓	69	Check Front Wheel Bearings			✓	102	Suspension			
35	Light Lenses & Reflectors			✓	70	Check Brakes (Pull Wheels)			✓	103	Brakes			
	<b>Notes:</b>									104	Speedometer			
										105	*Video System - if installed			

Lift Inspector: \_\_\_\_\_ A/C Inspector: \_\_\_\_\_ Video Inspector: \_\_\_\_\_  
\* Air conditioning systems and wheel chair lift component inspections will be performed by certified licensed technicians.

**ADVANCED VEHICLE MODIFICATIONS, INC.**  
**Annual Lift Inspection**

Date: 05/15/2019

Van# 1602 Mileage: 119,997

Lift Type: Ricon

Series/Serial Number: RIS5510FF12070N, SN#: 534953

Vehicle Year: 2016 Make: Ford Model: Glaval VIN#: 1FDFE4FS8GDC03213

**SERVICE**

**INITIALS**

**COMMENTS/REMARKS**

	<b><u>SERVICE</u></b>	<b><u>INITIALS</u></b>	<b><u>COMMENTS/REMARKS</u></b>
1)	Service lift	LR	Serviced Lift
2)	Test and tighten all fittings	LR	All Fittings Tight
3)	Clean and lube lift and door	LR	Needs Lift Door Needs Gas Springs Lift And Doors Cleaned And Lubed
4)	Check passenger door and door opener	LR	Passenger Door And Opener Working Properly
5)	Check all wheelchair tie-down systems - clean and lube as needed	LR	# 6 Sets of Tie Downs Working Properly
6)	Check all seat belts and seats	LR	All Seats And Belts Are good
7)	Check All Lift Interlocks	LR	All Interlocks Working
8)	Inspect lift main power circuits: check circuit breakers, all connections & grounds.	LR	All Circuit/Breakers And Connections Are Making Good Contact
9)	Bus Door Hardware	LR	Needs Right Lift Door Cable
10)	Radio & Interior Lights Off	LR	Off Upon Arrival
11)	Comments:	LR	NEEDS NEW Q'STRAIT BAGS 7 Lift

# PREVENTIVE MAINTENANCE INSPECTION REPORT

MARION SENIOR SERVICES - MARION TRANSIT  
1101 SW 20th Court Ocala, FL 34471

Bus ID #: 1603 Date: 1-27-11 Miles: 1000  
Inspector's Signature: [Signature] Printed Name: [Name] Employee #: 360

Inspection Type:  ANNUAL  A Inspection  B Inspection  C Inspection

Condition Indicators:  = Okay  = Item was repaired or adjusted  = Follow up required *NA* = Not Applicable

#	Interior	A	B	C	#	Exterior (cont.)	A	B	C	#	Chassis / Drive Line (cont.)	A	B	C	
1	Passenger Door & Door Interlock Operation			/	36	Check Operation of All Lights			/	71	Air Tank Mounting / Lines & Valves			NA	
2	Standee Line & Warning			/	37	Condenser Fan Operation			/	72	Check Exhaust System for Mounting / Leaks / Restrictions			/	
3	Flooring / Steps / All Interior Panels			/	38	All Access Doors / Fuel Cap / Engine Cover & Latch Operation			/	73	All Access Doors / Fuel Cap / Engine Cover & Latch Operation			/	
4	Wheelchair Belts / Floor Anchors			/	39	Tire Damage & Wear			/	74	Tire Damage & Wear			/	
5	Passenger Seat Condition / Foldaway Seats Operation & Condition			/	40	Check Wheels / Lug Nuts / Valve Stems			/	<b>*Wheel Chair Lift</b>					
6	Passenger Seat Belts			/	41	Fuel Cap and Door			/						75
7	Stanchions & Hand Rails			/	42	Leveling			/	76	Check Wiring for Routing / Chafing & Loose Connections			/	
8	Roof Hatches / Operation			/	<b>Engine Compartment</b>					77	Check Lift for Damage / Inspect Lift Anchor Bolts			/	
9	Emergency Window Operation			/	43	Clean Batteries / Check Electrolyte Level			/	78	Cycle Lift - Check all Safety Systems including Barriers			/	
10	Fire Extinguisher / First Aid Kit Emergency Triangles			/	44	Check Battery / Hold Downs / Cables / Ground Straps			/	79	Record Lift Cycle Count			/	
11	Fire Suppression System			/	45	Record Voltage Output: <u>13.7</u>			/	80	Check for Hydraulic Leaks / Level			/	
12	Interior Lights			/	46	Check Belts / Tensioners & Hoses Air Compressor Mounting			/	81	Clean and Lubricate Lift As Needed			/	
13	Registration / Plates / Manual			/	47	Check All Fluids			/	<b>Brake Inspection</b>					
<b>Driver's Compartment</b>					48	Inspect For Leaks			/	82	Brake Foundation / Lines / Rotors / Drums			/	
14	Brake & Accelerator Pedals			/	49	Test Anti-Freeze Protection			/	83	L / Front % Worn:			/	
15	Driver's Seat & Belt			/	50	Check Radiator Core Mounts			/	84	R / Front % Worn:			/	
16	Horn Operation			/	51	Check Wiring for Routing / Chafing & Loose Connections			/	85	L / Rear % Worn:			/	
17	Service Brake Operation			/	52	Check Engine Mounts			/	86	R / Rear % Worn:			/	
18	Ignition System (Start Engine)			/	53	Replace Engine Oil & Filter			/	<b>Tire Tread Depth / Inflation</b>					
19	Check All Gauges / Switches			/	54	Check / Replace Air Filter			/	87	L / Front			/	
20	Check Fast Idle			/	55	Check / Replace Fuel Filter			/	88	R / Front			/	
21	Check Air Compressor Cut In / Out Pressures / Perform Leak Down Test			/	56	Check / Clean A/C Filters & Cores / Lines for Routing / Chafing			/	89	R / R Inside			/	
22	Shift Lever Operation			/	57	A/C Compressor Mounting / Clutch			/	90	R / R Outside			/	
23	Parking Brake Operation			/	58	A/C Pressure Check			/	91	L / R Inside			/	
24	Back-Up Alarm			/	<b>Chassis / DriveLine</b>					92	L / R Outside			/	
25	Driver's Panel Lamps			/	59	Shocks / Springs / MOR / ryde			/	93	L / Front			/	
26	Interior Mirrors			/	60	Torque Rods			/	94	R / Front			/	
27	Windshield Wipers & Washers			/	61	Check Ball Joints / King Pins			/	95	R / R Inside			/	
28	Climate Control System / Fans			/	62	Steering Gear / Linkage & Arms			/	96	R / R Outside			/	
29	Fare Collection System			/	63	Steering Shaft & Freeplay			/	97	L / R Inside			/	
30	Cleanliness			/	64	Lube Chassis			/	98	L / R Outside			/	
<b>Exterior</b>					65	Check drive Shaft & U-Joints			/	<b>Test Drive</b>					
31	Check for Exterior Damage / Corrosion / Bumpers & Mounts / Decals			/	66	Check Differential Oil Level / Clean Breather / Check Axle Seals			/	99	Check Engine Performance			/	
32	Condition of All Glass			/	67	Drain & Refill Differential			/	100	Check Shift Points			/	
33	Wiper Blades & Arms			/	68	Replace Transmission Fluid / Filter			/	101	Steering			/	
34	Exterior Mirrors			/	69	Check Front Wheel Bearings			/	102	Suspension			/	
35	Light Lenses & Reflectors			/	70	Check Brakes (Pull Wheels)			/	103	Brakes			/	
<b>Notes:</b>											104	Speedometer			/
											105	*Video System - if installed			/

Lift Inspector: \_\_\_\_\_ A/C Inspector: \_\_\_\_\_ Video Inspector: \_\_\_\_\_  
\* Air conditioning systems and wheel chair lift component inspections will be performed by certified licensed technicians.

**ADVANCED VEHICLE MODIFICATIONS, INC.**  
**Annual Lift Inspection**

Date:01/30/2019

Van# 1603

Mileage: 95904.0

Lift Type: Ricon

Series/Serial Number: RIS5510FF112070IN/534954

Vehicle Year: 2016 Make: Ford Model: Glaval VIN#: 1FDFF4FS1GDC03215

**SERVICE**

**INITIALS**

**COMMENTS/REMARKS**

1)	Service lift	MR	Serviced Lift
2)	Test and tighten all fittings	MR	All Fittings Tight
3)	Clean and lube lift and door	MR	Needs Lift Door Gas Springs Lift And Doors Cleaned And Lubed
4)	Check passenger door and door opener	MR	Passenger Door And Opener Working Properly
5)	Check all wheelchair tie-down systems - clean and lube as needed	MR	# 6 Sets of Tie Downs Working Properly
6)	Check all seat belts and seats	MR	All Seats And Belts Are good
7)	Check All Lift Interlocks	MR	All Interlocks Working
8)	Inspect lift main power circuits: check circuit breakers, all connections & grounds.	MR	All Circuit/Breakers And Connections Are Making Good Contact
9)	Bus Door Hardware	MR	Needs Right Lift Door Cable
10)	Radio & Interior Lights Off	MR	Off Upon Arrival
11)	Comments:		

# PREVENTIVE MAINTENANCE INSPECTION REPORT

MARION SENIOR SERVICES - MARION TRANSIT  
1101 SW 20th Court Ocala, FL 34471

Bus ID #: 1604 Date: 10-27-19 Miles 45929  
Inspector's Signature: [Signature] Printed Name Steven [Signature] Employee # 107

Inspection Type:  ANNUAL  A Inspection  B Inspection  C Inspection

Condition Indicators:  = Okay  = Item was repaired or adjusted  = Follow up required  N/A = Not Applicable

#	Interior	A	B	C	#	Exterior (cont.)	A	B	C	#	Chassis / Drive Line (cont.)	A	B	C
1	Passenger Door & Door Interlock Operation			✓	36	Check Operation of All Lights			✓	71	Air Tank Mounting / Lines & Valves			
2	Standee Line & Warning			✓	37	Condenser Fan Operation			✓	72	Check Exhaust System for Mounting / Leaks / Restrictions			
3	Flooring / Steps / All Interior Panels			✓	38	All Access Doors / Fuel Cap / Engine Cover & Latch Operation			✓	73	All Access Doors / Fuel Cap / Engine Cover & Latch Operation			
4	Wheelchair Belts / Floor Anchors			✓	39	Tire Damage & Wear			✓	74	Tire Damage & Wear			
5	Passenger Seat Condition / Foldaway Seats Operation & Condition			✓	40	Check Wheels / Lug Nuts / Valve Stems			✓	*Wheel Chair Lift				
6	Passenger Seat Belts			✓	41	Fuel Cap and Door			✓					
7	Stanchions & Hand Rails			✓	42	Leveling			✓	76	Check Wiring for Routing / Chafing & Loose Connections			
8	Roof Hatches / Operation			✓	Engine Compartment					77	Check Lift for Damage / Inspect Lift Anchor Bolts			
9	Emergency Window Operation			✓						43	Clean Batteries / Check Electrolyte Level			✓
10	Fire Extinguisher / First Aid Kit Emergency Triangles			✓	44	Check Battery / Hold Downs / Cables / Ground Straps			✓	79	Record Lift Cycle Count			
11	Fire Suppression System			✓	45	Record Voltage Output <u>N/A</u>			✓	80	Check for Hydraulic Leaks / Level			
12	Interior Lights			✓	46	Check Belts / Tensioners & Hoses Air Compressor Mounting			✓	81	Clean and Lubricate Lift As Needed			
13	Registration / Plates / Manual			✓	47	Check All Fluids			✓	Brake Inspection				
Driver's Compartment					48	Inspect For Leaks			✓					
14	Brake & Accelerator Pedals			✓	49	Test Anti-Freeze Protection			✓	83	L / Front % Worn: <u>100</u>			
15	Driver's Seat & Belt			✓	50	Check Radiator Core Mounts			✓	84	R / Front % Worn: <u>100</u>			
16	Horn Operation			✓	51	Check Wiring for Routing / Chafing & Loose Connections			✓	85	L / Rear % Worn: <u>100</u>			
17	Service Brake Operation			✓	52	Check Engine Mounts			✓	86	R / Rear % Worn: <u>100</u>			
18	Ignition System (Start Engine)			✓	53	Replace Engine Oil & Filter			✓	Tire Tread Depth / Inflation				
19	Check All Gauges / Switches			✓	54	Check / Replace Air Filter			✓					
20	Check Fast Idle			✓	55	Check / Replace Fuel Filter			✓	88	R / Front <u>11/11/11</u> /32			
21	Check Air Compressor Cut In / Out Pressures / Perform Leak Down Test			✓	56	Check / Clean A/C Filters & Cores / Lines for Routing / Chafing			✓	89	R / R Inside <u>8/77</u> /32			
22	Shift Lever Operation			✓	57	A/C Compressor Mounting / Clutch			✓	90	R / R Outside <u>6/6/6</u> /32			
23	Parking Brake Operation			✓	58	A/C Pressure Check			✓	91	L / R Inside <u>6/6/6</u> /32			
24	Back-Up Alarm			✓	Chassis / DriveLine					92	L / R Outside <u>6/6/6</u> /32			
25	Driver's Panel Lamps			✓						59	Shocks / Springs / MOR / ryde			✓
26	Interior Mirrors			✓	60	Torque Rods			✓	94	R / Front <u>70</u> PSI			
27	Windshield Wipers & Washers			✓	61	Check Ball Joints / King Pins			✓	95	R / R Inside <u>75</u> PSI			
28	Climate Control System / Fans			✓	62	Steering Gear / Linkage & Arms			✓	96	R / R Outside <u>70</u> PSI			
29	Fare Collection System			✓	63	Steering Shaft & Freeplay			✓	97	L / R Inside <u>74</u> PSI			
30	Cleanliness			✓	64	Lube Chassis			✓	98	L / R Outside <u>75</u> PSI			
Exterior					65	Check drive Shaft & U-Joints			✓	Test Drive				
31	Check for Exterior Damage / Corrosion / Bumpers & Mounts / Decals			✓	66	Check Differential Oil Level / Clean Breather / Check Axle Seals			✓					
32	Condition of All Glass			✓	67	Drain & Refill Differential			✓	100	Check Shift Points			
33	Wiper Blades & Arms			✓	68	Replace Transmission Fluid / Filter			✓	101	Steering			
34	Exterior Mirrors			✓	69	Check Front Wheel Bearings			✓	102	Suspension			
35	Light Lenses & Reflectors			✓	70	Check Brakes (Pull Wheels)			✓	103	Brakes			
Notes:										104	Speedometer			
										105	*Video System - if installed			

Lift Inspector: \_\_\_\_\_ A/C Inspector: \_\_\_\_\_ Video Inspector: \_\_\_\_\_  
\* Air conditioning systems and wheel chair lift component inspections will be performed by certified licensed technicians.

**ADVANCED VEHICLE MODIFICATIONS, INC.**  
**Annual Lift Inspection**

Date: 10/23/2019

Van# 1604 Mileage: 95946

Lift Type: Ricon

Series/Serial Number: RIS5510FF112070IN/534955

Vehicle Year: 2016 Make: Ford Model: Getaway Bus VIN#: 1FDFE4FSXGDC03214

**SERVICE**

**INITIALS**

**COMMENTS/REMARKS**

	<b><u>SERVICE</u></b>	<b><u>INITIALS</u></b>	<b><u>COMMENTS/REMARKS</u></b>
1)	Service lift	RM	Serviced Lift Replaced 1 Drift Catch
2)	Test and tighten all fittings	RM	All Fittings Tight
3)	Clean and lube lift and door	RM	Lift And Doors Cleaned And Lubed
4)	Check passenger door and door opener	RM	Passenger Door And Opener Working Properly
5)	Check all wheelchair tie-down systems - clean and lube as needed	RM	# 5 Sets of Tie Downs
6)	Check all seat belts and seats	RM	All Seats And Belts Are good
7)	Check All Lift Interlocks	RM	All Interlocks Working
8)	Inspect lift main power circuits: check circuit breakers, all connections & grounds.	RM	Battery Box Damaged And Missing One Latch  All Connections Are Good
9)	Bus Door Hardware	RM	Door Hardware Good
10)	Radio & Interior Lights Off	RM	Off
11)	Comments:		



# PREVENTIVE MAINTENANCE INSPECTION REPORT

MARION SENIOR SERVICES - MARION TRANSIT  
1101 SW 20th Court Ocala, FL 34471

Bus ID #: 1605 Date: 5/13/19 Miles 95963  
Inspector's Signature: [Signature] Printed Name: \_\_\_\_\_ Employee # 107

Inspection Type:  ANNUAL  A Inspection  B Inspection  C Inspection

Condition Indicators:  = Okay  = Item was repaired or adjusted  = Follow up required  N/A = Not Applicable

#	Interior	A	B	C	#	Exterior (cont.)	A	B	C	#	Chassis / Drive Line (cont.)	A	B	C	
1	Passenger Door & Door Interlock Operation			<input checked="" type="checkbox"/>	36	Check Operation of All Lights			<input checked="" type="checkbox"/>	71	Air Tank Mounting / Lines & Valves			<input checked="" type="checkbox"/>	
2	Standeel Line & Warning			<input checked="" type="checkbox"/>	37	Condensor Fan Operation			<input checked="" type="checkbox"/>	72	Check Exhaust System for Mounting / Leaks / Restrictions			<input checked="" type="checkbox"/>	
3	Flooring / Steps / All Interior Panels			<input checked="" type="checkbox"/>	38	All Access Doors / Fuel Cap / Engine Cover & Latch Operation			<input checked="" type="checkbox"/>	73	All Access Doors / Fuel Cap / Engine Cover & Latch Operation			<input checked="" type="checkbox"/>	
4	Wheelchair Belts / Floor Anchors			<input checked="" type="checkbox"/>	39	Tire Damage & Wear			<input checked="" type="checkbox"/>	74	Tire Damage & Wear			<input checked="" type="checkbox"/>	
5	Passenger Seat Condition / Foldaway Seats Operation & Condition			<input checked="" type="checkbox"/>	40	Check Wheels / Lug Nuts / Valve Steins			<input checked="" type="checkbox"/>	*Wheel Chair Lift					
6	Passenger Seat Belts			<input checked="" type="checkbox"/>	41	Fuel Cap and Door			<input checked="" type="checkbox"/>						75
7	Stanchions & Hand Rails			<input checked="" type="checkbox"/>	42	Leveling			<input checked="" type="checkbox"/>	76	Check Wiring for Routing / Chafing & Loose Connections			<input checked="" type="checkbox"/>	
8	Roof Hatches / Operation			<input checked="" type="checkbox"/>	<b>Engine Compartment</b>						77	Check Lift for Damage / Inspect Lift Anchor Bolts			<input checked="" type="checkbox"/>
9	Emergency Window Operation			<input checked="" type="checkbox"/>	43	Clean Batteries / Check Electrolyte Level <i>LEIF</i>			<input type="checkbox"/>	78	Cycle Lift - Check all Safety Systems Including Barriers			<input checked="" type="checkbox"/>	
10	Fire Extinguisher / First Aid Kit Emergency Triangles			<input checked="" type="checkbox"/>	44	Check Battery / Hold Downs / Cables / Ground Straps			<input checked="" type="checkbox"/>	79	Record Lift Cycle Count			<input checked="" type="checkbox"/>	
11	Fire Suppression System			<input checked="" type="checkbox"/>	45	Record Voltage Output <i>4.1V</i>			<input checked="" type="checkbox"/>	80	Check for Hydraulic Leaks / Level			<input checked="" type="checkbox"/>	
12	Interior Lights			<input checked="" type="checkbox"/>	46	Check Belts / Tensioners & Hoses Air Compressor Mounting <i>WINDOW</i>			<input checked="" type="checkbox"/>	81	Clean and Lubricate Lift As Needed			<input checked="" type="checkbox"/>	
13	Registration / Plates / Manual			<input checked="" type="checkbox"/>	47	Check All Fluids			<input checked="" type="checkbox"/>	<b>Brake Inspection</b>					
	<b>Driver's Compartment</b>				48	Inspect For Leaks			<input checked="" type="checkbox"/>	82	Brake Foundation / Lines / Rotors / Drums			<input checked="" type="checkbox"/>	
14	Brake & Accelerator Pedals			<input checked="" type="checkbox"/>	49	Test Anti-Freeze Protection			<input checked="" type="checkbox"/>	83	L / Front % Worn: <i>77</i>			<input checked="" type="checkbox"/>	
15	Driver's Seat & Belt			<input checked="" type="checkbox"/>	50	Check Radiator Core Mounts			<input checked="" type="checkbox"/>	84	R / Front % Worn: <i>77</i>			<input checked="" type="checkbox"/>	
16	Horn Operation			<input checked="" type="checkbox"/>	51	Check Wiring for Routing / Chafing & Loose Connections			<input checked="" type="checkbox"/>	85	L / Rear % Worn: <i>88</i>			<input checked="" type="checkbox"/>	
17	Service Brake Operation			<input checked="" type="checkbox"/>	52	Check Engine Mounts			<input checked="" type="checkbox"/>	86	R / Rear % Worn: <i>88</i>			<input checked="" type="checkbox"/>	
18	Ignition System (Start Engine)			<input checked="" type="checkbox"/>	53	Replace Engine Oil & Filter			<input checked="" type="checkbox"/>	<b>Tire Tread Depth / Inflation</b>					
19	Check All Gauges / Switches			<input checked="" type="checkbox"/>	54	Check / Replace Air Filter <i>D.O.T.Y</i>			<input type="checkbox"/>	87	L / Front <i>109 11</i> /32			<input checked="" type="checkbox"/>	
20	Check Fast Idle			<input checked="" type="checkbox"/>	55	Check / Replace Fuel Filter			<input type="checkbox"/>	88	R / Front <i>588</i> /32			<input checked="" type="checkbox"/>	
21	Check Air Compressor Cut In / Out Pressures / Perform Leak Down Test			<input checked="" type="checkbox"/>	56	Check / Clean A/C Filters & Cores / Lines for Routing / Chafing			<input checked="" type="checkbox"/>	89	R / R Inside <i>999</i> /32			<input checked="" type="checkbox"/>	
22	Shift Lever Operation			<input checked="" type="checkbox"/>	57	A/C Compressor Mounting / Clutch			<input checked="" type="checkbox"/>	90	R / R Outside <i>99 10</i> /32			<input checked="" type="checkbox"/>	
23	Parking Brake Operation			<input checked="" type="checkbox"/>	58	A/C Pressure Check			<input checked="" type="checkbox"/>	91	L / R Inside <i>888</i> /32			<input checked="" type="checkbox"/>	
24	Back-Up Alarm			<input checked="" type="checkbox"/>	<b>Chassis / DriveLine</b>						92	L / R Outside <i>999</i> /32			<input checked="" type="checkbox"/>
25	Driver's Panel Lamps			<input checked="" type="checkbox"/>	59	Shocks / Springs / MDR / ryde			<input checked="" type="checkbox"/>	93	L / Front <i>67 60</i> PSI			<input checked="" type="checkbox"/>	
26	Interior Mirrors			<input checked="" type="checkbox"/>	60	Torque Rods			<input checked="" type="checkbox"/>	94	R / Front <i>67 65</i> PSI			<input checked="" type="checkbox"/>	
27	Windshield Wipers & Washers			<input checked="" type="checkbox"/>	61	Check Ball Joints / King Pins			<input checked="" type="checkbox"/>	95	R / R Inside <i>66 80</i> PSI			<input checked="" type="checkbox"/>	
28	Climate Control System / Fans			<input checked="" type="checkbox"/>	62	Steering Gear / Linkage & Arms			<input checked="" type="checkbox"/>	96	R / R Outside <i>66 80</i> PSI			<input checked="" type="checkbox"/>	
29	Fare Collection System			<input checked="" type="checkbox"/>	63	Steering Shaft & Freeplay			<input checked="" type="checkbox"/>	97	L / R Inside <i>65 80</i> PSI			<input checked="" type="checkbox"/>	
30	Cleanliness			<input checked="" type="checkbox"/>	64	Lube Chassis			<input checked="" type="checkbox"/>	98	L / R Outside <i>65 80</i> PSI			<input checked="" type="checkbox"/>	
	<b>Exterior</b>				65	Check drive Shaft & U-Joints			<input checked="" type="checkbox"/>	<b>Test Drive</b>					
31	Check for Exterior Damage / Corrosion / Bumpers & Mounts / Decals			<input checked="" type="checkbox"/>	66	Check Differential Oil Level / Clean Breather / Check Axle Seals			<input checked="" type="checkbox"/>	99	Check Engine Performance			<input checked="" type="checkbox"/>	
32	Condition of All Glass			<input checked="" type="checkbox"/>	67	Drain & Refill Differential			<input checked="" type="checkbox"/>	100	Check Shift Points			<input checked="" type="checkbox"/>	
33	Wiper Blades & Arms			<input checked="" type="checkbox"/>	68	Replace Transmission Fluid / Filter			<input checked="" type="checkbox"/>	101	Steering			<input checked="" type="checkbox"/>	
34	Exterior Mirrors			<input checked="" type="checkbox"/>	69	Check Front Wheel Bearings			<input checked="" type="checkbox"/>	102	Suspension			<input checked="" type="checkbox"/>	
35	Light Lenses & Reflectors			<input checked="" type="checkbox"/>	70	Check Brakes (Pull Wheels)			<input checked="" type="checkbox"/>	103	Brakes			<input checked="" type="checkbox"/>	
<b>Notes:</b>										104	Speedometer			<input checked="" type="checkbox"/>	
										105	*Video System - if installed			<input checked="" type="checkbox"/>	

Lift Inspector: \_\_\_\_\_ A/C Inspector: \_\_\_\_\_ Video Inspector: \_\_\_\_\_  
\* Air conditioning systems and wheel chair lift component inspections will be performed by certified licensed technicians.

**ADVANCED VEHICLE MODIFICATIONS, INC.**  
**Annual Lift Inspection**

Date: 05/14/2019

Van# 1605 Mileage: 95969.9

Lift Type: Ricon

Series/Serial Number: RIS5510/534952

Vehicle Year: 2016 Make: Ford Model: E450 Glaval VIN#: 1FDFE4FS6GDC03212

	<u>SERVICE</u>	<u>INITIALS</u>	<u>COMMENTS/REMARKS</u>
1)	Service lift	LR	Serviced Lift Lift Shows Signs Of Minor Wear
2)	Test and tighten all fittings	LR	All Fittings Tight
3)	Clean and lube lift and door	LR	Lift And Doors Cleaned And Lubed
4)	Check passenger door and door opener	LR	Passenger Door And Opener Working Properly Replaced Stepwell Light
5)	Check all wheelchair tie-down systems - clean and lube as needed	LR	# 6 Sets of Tie Downs Working Properly
6)	Check all seat belts and seats	LR	All Seats And Belts Are good
7)	Check All Lift Interlocks	LR	All Interlocks Working
8)	Inspect lift main power circuits: check circuit breakers, all connections & grounds.	LR	All Circuit/Breakers And Connections Are Making Good Contact
9)	Bus Door Hardware	LR	Needs Right Lift Door Cable
10)	Radio & Interior Lights Off	LR	Off
11)	Comments:		

# PREVENTIVE MAINTENANCE INSPECTION REPORT

MARION SENIOR SERVICES - MARION TRANSIT  
1101 SW 20th Court Ocala, FL 34471

Bus ID #: 1701 Date: 10/21/19 Miles 112071

Inspector's Signature: [Signature] Printed Name: [Name] Employee # [ID]

Inspection Type: Circle if - ANNUAL  A Inspection  B Inspection  C Inspection

Condition Indicators:  = Okay  = Item was repaired or adjusted  = Follow up required  = Not Applicable

#	Interior	A	B	C	#	Exterior (cont.)	A	B	C	#	Chassis / Drive Line (cont.)	A	B	C	
1	Passenger Door & Door Interlock Operation			<input checked="" type="checkbox"/>	36	Check Operation of All Lights			<input checked="" type="checkbox"/>	71	Air Tank Mounting / Lines & Valves				
2	Standeel Line & Warning			<input checked="" type="checkbox"/>	37	Condensor Fan Operation			<input checked="" type="checkbox"/>	72	Check Exhaust System for Mounting / Leaks / Restrictions				
3	Flooring / Steps / All Interior Panels			<input checked="" type="checkbox"/>	38	All Access Doors / Fuel Cap / Engine Cover & Latch Operation			<input checked="" type="checkbox"/>	73	All Access Doors / Fuel Cap / Engine Cover & Latch Operation				
4	Wheelchair Belts / Floor Anchors			<input checked="" type="checkbox"/>	39	Tire Damage & Wear			<input checked="" type="checkbox"/>	74	Tire Damage & Wear				
5	Passenger Seat Condition / Foldaway Seats Operation & Condition			<input checked="" type="checkbox"/>	40	Check Wheels / Lug Nuts / Valve Stems			<input checked="" type="checkbox"/>		<b>*Wheel Chair Lift</b>				
6	Passenger Seat Belts			<input checked="" type="checkbox"/>	41	Fuel Cap and Door			<input checked="" type="checkbox"/>	75	Check Lift Manufacturer Tag Month ____ Year ____				
7	Stanchions & Hand Rails			<input checked="" type="checkbox"/>	42	Leveling			<input checked="" type="checkbox"/>	76	Check Wiring for Routing / Chafing & Loose Connections				
8	Roof Hatches / Operation			<input checked="" type="checkbox"/>	<b>Engine Compartment</b>					77	Check Lift for Damage / Inspect Lift Anchor Bolts				
9	Emergency Window Operation			<input checked="" type="checkbox"/>	43	Clean Batteries / Check Electrolyte Level			<input checked="" type="checkbox"/>	78	Cycle Lift - Check all Safety Systems Including Barriers				
10	Fire Extinguisher / First Aid Kit Emergency Triangles			<input checked="" type="checkbox"/>	44	Check Battery / Hold Downs / Cables / Ground Straps			<input checked="" type="checkbox"/>	79	Record Lift Cycle Count				
11	Fire Suppression System			<input checked="" type="checkbox"/>	45	Record Voltage Output: <u>12.2</u> V			<input checked="" type="checkbox"/>	80	Check for Hydraulic Leaks / Level				
12	Interior Lights			<input checked="" type="checkbox"/>	46	Check Belts / Tensioners & Hoses Air Compressor Mounting			<input checked="" type="checkbox"/>	81	Clean and Lubricate Lift As Needed				
13	Registration / Plates / Manual			<input checked="" type="checkbox"/>	47	Check All Fluids			<input checked="" type="checkbox"/>	<b>Brake Inspection</b>					
<b>Driver's Compartment</b>					48	Inspect For Leaks			<input checked="" type="checkbox"/>	82	Brake Foundation / Lines / Rotors / Drums				
14	Brake & Accelerator Pedals			<input checked="" type="checkbox"/>	49	Test Anti-Freeze Protection			<input checked="" type="checkbox"/>	83	L / Front % Worn:				
15	Driver's Seat & Belt			<input checked="" type="checkbox"/>	50	Check Radiator Core Mounts			<input checked="" type="checkbox"/>	84	R / Front % Worn:				
16	Horn Operation			<input checked="" type="checkbox"/>	51	Check Wiring for Routing / Chafing & Loose Connections			<input checked="" type="checkbox"/>	85	L / Rear % Worn:				
17	Service Brake Operation			<input checked="" type="checkbox"/>	52	Check Engine Mounts			<input checked="" type="checkbox"/>	86	R / Rear % Worn:				
18	Ignition System (Start Engine)			<input checked="" type="checkbox"/>	53	Replace Engine Oil & Filter			<input checked="" type="checkbox"/>	<b>Tire Tread Depth / Inflation</b>					
19	Check All Gauges / Switches			<input checked="" type="checkbox"/>	54	Check / Replace Air Filter			<input checked="" type="checkbox"/>	87	L / Front			/32	
20	Check Fast Idle			<input checked="" type="checkbox"/>	55	Check / Replace Fuel Filter			<input checked="" type="checkbox"/>	88	R / Front			/32	
21	Check Air Compressor Cut In / Out Pressures / Perform Leak Down Test			<input checked="" type="checkbox"/>	56	Check / Clean A/C Filters & Cores / Lines for Routing / Chafing			<input checked="" type="checkbox"/>	89	R / R Inside			/32	
22	Shift Lever Operation			<input checked="" type="checkbox"/>	57	A/C Compressor Mounting / Clutch			<input checked="" type="checkbox"/>	90	R / R Outside			/32	
23	Parking Brake Operation			<input checked="" type="checkbox"/>	58	A/C Pressure Check			<input checked="" type="checkbox"/>	91	L / R Inside			/32	
24	Back-Up Alarm			<input checked="" type="checkbox"/>	<b>Chassis / DriveLine</b>					92	L / R Outside			/32	
25	Driver's Panel Lamps			<input checked="" type="checkbox"/>	59	Shocks / Springs / MOR / ryde			<input checked="" type="checkbox"/>	93	L / Front			PSI	
26	Interior Mirrors			<input checked="" type="checkbox"/>	60	Torque Rods			<input checked="" type="checkbox"/>	94	R / Front			PSI	
27	Windshield Wipers & Washers			<input checked="" type="checkbox"/>	61	Check Ball Joints / King Pins			<input checked="" type="checkbox"/>	95	R / R Inside			PSI	
28	Climate Control System / Fans			<input checked="" type="checkbox"/>	62	Steering Gear / Linkage & Arms			<input checked="" type="checkbox"/>	96	R / R Outside			PSI	
29	Fare Collection System			<input checked="" type="checkbox"/>	63	Steering Shaft & Freeplay			<input checked="" type="checkbox"/>	97	L / R Inside			PSI	
30	Cleanliness			<input checked="" type="checkbox"/>	64	Lube Chassis			<input checked="" type="checkbox"/>	98	L / R Outside			PSI	
<b>Exterior</b>					65	Check drive Shaft & U-Joints			<input checked="" type="checkbox"/>	<b>Test Drive</b>					
31	Check for Exterior Damage / Corrosion / Bumpers & Mounts / Decals			<input checked="" type="checkbox"/>	66	Check Differential Oil Level / Clean Breather / Check Axle Seals			<input checked="" type="checkbox"/>	99	Check Engine Performance				
32	Condition of All Glass			<input checked="" type="checkbox"/>	67	Drain & Refill Differential			<input checked="" type="checkbox"/>	100	Check Shift Points				
33	Wiper Blades & Arms			<input checked="" type="checkbox"/>	68	Replace Transmission Fluid / Filter			<input checked="" type="checkbox"/>	101	Steering				
34	Exterior Mirrors			<input checked="" type="checkbox"/>	69	Check Front Wheel Bearings			<input checked="" type="checkbox"/>	102	Suspension				
35	Light Lenses & Reflectors			<input checked="" type="checkbox"/>	70	Check Brakes (Pull Wheels)			<input checked="" type="checkbox"/>	103	Brakes				
<b>Notes:</b>											104	Speedometer			
											105	*Video System - if installed			

Lift Inspector: \_\_\_\_\_ A/C Inspector: \_\_\_\_\_ Video Inspector: \_\_\_\_\_  
\* Air conditioning systems and wheel chair lift component inspections will be performed by certified licensed technicians.

**ADVANCED VEHICLE MODIFICATIONS, INC.**  
**Annual Lift Inspection**

Date: 12/30/2019  
Lift Type: Braun

Van# 1701 Mileage: 043281  
Series/Serial Number: NVL919FIBHB-2/16110700125

Vehicle Year: 2017 Make: Ford Model: Gateway Bus VIN#: 1FDVU4XG7HKA67565

	<u>SERVICE</u>	<u>INITIALS</u>	<u>COMMENTS/REMARKS</u>
1)	Service lift	LR	Serviced Lift
2)	Test and tighten all fittings	LR	All Fittings Tight
3)	Clean and lube lift and door	LR	Lift And Doors Cleaned And Lubed
4)	Check passenger door and door opener	LR	Passenger Door And Opener Working Properly
5)	Check all wheelchair tie-down systems - clean and lube as needed	LR	# 2 Sets of Tie Downs
6)	Check all seat belts and seats	LR	All Seats And Belts Are good
7)	Check All Lift Interlocks	LR	All Interlocks Working
8)	Inspect lift main power circuits: check circuit breakers, all connections & grounds.	LR	All Connections Are Good
9)	Bus Door Hardware	LR	Door Hardware Good
10)	Radio & Interior Lights Off	LR	Off Upon Arrival
11)	Comments:		

# PREVENTIVE MAINTENANCE INSPECTION REPORT

MARION SENIOR SERVICES - MARION TRANSIT  
1101 SW 20th Court Ocala, FL 34471

Bus ID #: 1702A Date: 10/21/19 Miles: 47712

Inspector's Signature: [Signature] Printed Name: [Name] Employee # 107

Inspection Type:  ANNUAL  A Inspection  B Inspection  C Inspection

Condition Indicators:  = Okay  = Item was repaired or adjusted  = Follow up required  N/A = Not Applicable

#	Interior	A	B	C	#	Exterior (cont.)	A	B	C	#	Chassis / Drive Line (cont.)	A	B	C	
1	Passenger Door & Door Interlock Operation			✓	36	Check Operation of All Lights			✓	71	Air Tank Mounting / Lines & Valves				
2	Standee Line & Warning			✓	37	Condensor Fan Operation			✓	72	Check Exhaust System for Mounting / Leaks / Restrictions				
3	Flooring / Steps / All Interior Panels			✓	38	All Access Doors / Fuel Cap / Engine Cover & Latch Operation			✓	73	All Access Doors / Fuel Cap / Engine Cover & Latch Operation				
4	Wheelchair Belts / Floor Acnhors			✓	39	Tire Damage & Wear			✓	74	Tire Damage & Wear				
5	Passenger Seat Condition / Foldaway Seats Operation & Condition			✓	40	Check Wheels / Lug Nuts / Valve Stems			✓	<b>*Wheel Chair Lift</b>					
6	Passenger Seat Belts			✓	41	Fuel Cap and Door			✓						75
7	Stanchions & Hand Rails			✓	42	Leveling			✓	76	Check Wiring for Routing / Chafing & Loose Connections				
8	Roof Hatches / Operation			✓	<b>Engine Compartment</b>						77	Check Lift for Damage / Inspect Lift Anchor Bolts			
9	Emergency Window Operation			✓	43	Clean Batteries / Check Electrolyte Level			✓	78	Cycle Lift - Check all Safety Systems Including Barriers				
10	Fire Extinguisher / First Aid Kit Emergency Triangles			✓	44	Check Battery / Hold Downs / Cables / Ground Straps			✓	79	Record Lift Cycle Count				
11	Fire Suppression System			✓	45	Record Voltage Output			✓	80	Check for Hydraulic Leaks / Level				
12	Interior Lights			✓	46	Check Belts / Tensioners & Hoses Air Compressor Mounting			✓	81	Clean and Lubricate Lift As Needed				
13	Registration / Plates / Manual			✓	47	Check All Fluids			✓	<b>Brake Inspection</b>					
<b>Driver's Compartment</b>					48	Inspect For Leaks			✓	82	Brake Foundation / Lines / Rotors / Drums				
14	Brake & Accelerator Pedals			✓	49	Test Anti-Freeze Protection			✓	83	L / Front % Worn: <u>45</u>				
15	Driver's Seat & Belt			✓	50	Check Radiator Core Mounts			✓	84	R / Front % Worn: <u>45</u>				
16	Horn Operation			✓	51	Check Wiring for Routing / Chafing & Loose Connections			✓	85	L / Rear % Worn: <u>78</u>				
17	Service Brake Operation			✓	52	Check Engine Mounts			✓	86	R / Rear % Worn: <u>47</u>				
18	Ignition System (Start Engine)			✓	53	Replace Engine Oil & Filter			✓	<b>Tire Tread Depth / Inflation</b>					
19	Check All Gauges / Switches			✓	54	Check / Replace Air Filter			✓	87	L / Front: <u>287</u> /32				
20	Check Fast Idle			✓	55	Check / Replace Fuel Filter			✓	88	R / Front: <u>296</u> /32				
21	Check Air Compressor Cut In / Out Pressures / Perform Leak Down Test			✓	56	Check / Clean A/C Filters & Cores / Lines for Routing / Chafing			✓	89	R / R Inside: <u>11</u> /32				
22	Shift Lever Operation			✓	57	A/C Compressor Mounting / Clutch			✓	90	R / R Outside: <u>11</u> /32				
23	Parking Brake Operation			✓	58	A/C Pressure Check			✓	91	L / R Inside: <u>11</u> /32				
24	Back-Up Alarm			✓	<b>Chassis / DriveLine</b>						92	L / R Outside: <u>11</u> /32			
25	Driver's Panel Lamps			✓	59	Shocks / Springs / MOR / ryde			✓	93	L / Front: <u>60</u> / PSI				
26	Interior Mirrors			✓	60	Torque Rods			✓	94	R / Front: <u>60</u> / PSI				
27	Windshield Wipers & Washers			✓	61	Check Ball Joints / King Pins			✓	95	R / R Inside: <u>60</u> / PSI				
28	Climate Control System / Fans			✓	62	Steering Gear / Linkage & Arms			✓	96	R / R Outside: <u>60</u> / PSI				
29	Fare Collection System			✓	63	Steering Shaft & Freeplay			✓	97	L / R Inside: <u>57</u> / PSI				
30	Cleanliness			✓	64	Lube Chassis			✓	98	L / R Outside: <u>57</u> / PSI				
<b>Exterior</b>					65	Check drive Shaft & U-Joints			✓	<b>Test Drive</b>					
31	Check for Exterior Damage / Corrosion / Bumpers & Mounts / Decals			✓	66	Check Differential Oil Level / Clean Breather / Check Axle Seals			✓	99	Check Engine Performance				
32	Condition of All Glass			✓	67	Drain & Refill Differential			✓	100	Check Shift Points				
33	Wiper Blades & Arms			✓	68	Replace Transmission Fluid / Filter			✓	101	Steering				
34	Exterior Mirrors			✓	69	Check Front Wheel Bearings			✓	102	Suspension				
35	Light Lenses & Reflectors			✓	70	Check Brakes (Pull Wheels)			✓	103	Brakes				
<b>Notes:</b>										104	Speedometer				
<b>Notes:</b>										105	*Video System - if installed				

Lift Inspector: \_\_\_\_\_ A/C Inspector: \_\_\_\_\_ Video Inspector: \_\_\_\_\_  
 \* Air conditioning systems and wheel chair lift component inspections will be performed by certified licensed technicians.

**ADVANCED VEHICLE MODIFICATIONS, INC.**  
**Annual Lift Inspection**

Date: 10/22/2019  
 Lift Type: Braun

Van# 1702 Mileage: 47999  
 Series/Serial Number: NVL919FIBHB-2/17030800156

Vehicle Year: 2017 Make: Ford Model: Transit VIN#: 1FDVU4XG9HKA67566

	<u>SERVICE</u>	<u>INITIALS</u>	<u>COMMENTS/REMARKS</u>
1)	Service lift	MR	Lubed And Cleaned Lift No Issues
2)	Test and tighten all fittings	MR	Tested And Tightened To Specification
3)	Clean and lube lift and door	MR	Lift And Doors Cleaned And Lubed
4)	Check passenger door and door opener	MR	Passenger Door And Opener Working Properly
5)	Check all wheelchair tie-down systems - clean and lube as needed	MR	# 2 Sets of Tie Downs Working Properly
6)	Check all seat belts and seats	MR	All Seats And Belts Are Good Working Properly
7)	Check All Lift Interlocks	MR	Working To Specification No Issues
8)	Inspect lift main power circuits: check circuit breakers, all connections & grounds.	MR	All Connections Are Good
9)	Bus Door Hardware	MR	Door Hardware Good
10)	Radio & Interior Lights Off	MR	Off Upon Arrival
11)	Comments:		

# PREVENTIVE MAINTENANCE INSPECTION REPORT

MARION SENIOR SERVICES - MARION TRANSIT  
1101 SW 20th Court Ocala, FL 34471

Bus ID #: 1703 Date: 10-4-19 Miles 71,918

Inspector's Signature: Wagner Estrella Printed Name Wagner Estrella Employee # \_\_\_\_\_

Inspection Type:  ANNUAL  A Inspection  B Inspection  C Inspection

Condition Indicators:  = Okay  = Item was repaired or adjusted  = Follow up required  = Not Applicable

#	Interior	A	B	C	#	Exterior (cont.)	A	B	C	#	Chassis / Drive Line (cont.)	A	B	C
1	Passenger Door & Door Interlock Operation			✓	36	Check Operation of All Lights			✓	71	Air Tank Mounting / Lines & Valves			✓
2	Standee Line & Warning			✓	37	Condensor Fan Operation			✓	72	Check Exhaust System for Mounting / Leaks / Restrictions			✓
3	Flooring / Steps / All Interior Panels			✓	38	All Access Doors / Fuel Cap / Engine Cover & Latch Operation			✓	73	All Access Doors / Fuel Cap / Engine Cover & Latch Operation			✓
4	Wheelchair Belts / Floor Anchors			✓	39	Tire Damage & Wear			✓	74	Tire Damage & Wear			✓
5	Passenger Seat Condition / Foldaway Seats Operation & Condition			✓	40	Check Wheels / Lug Nuts / Valve Stems			✓	<b>*Wheel Chair Lift</b>				
6	Passenger Seat Belts			✓	41	Fuel Cap and Door			✓					
7	Stanchions & Hand Rails			✓	42	Leveling			✓	76	Check Wiring for Routing / Chafing & Loose Connections			
8	Roof Hatches / Operation			✓	<b>Engine Compartment</b>					77	Check Lift for Damage / Inspect Lift Anchor Bolts			
9	Emergency Window Operation			✓	43	Clean Batteries / Check Electrolyte Level			✓	78	Cycle Lift - Check all Safety Systems Including Batteries			
10	Fire Extinguisher / First Aid Kit Emergency Triangles			✓	44	Check Battery / Hold Downs / Cables / Ground Straps			✓	79	Record Lift Cycle Count			
11	Fire Suppression System			✓	45	Record Voltage Output: <u>12.5</u> V			✓	80	Check for Hydraulic Leaks / Level			
12	Interior Lights			✓	46	Check Belts / Tensioners & Hoses Air Compressor Mounting			✓	81	Clean and Lubricate Lift As Needed			
13	Registration / Plates / Manual			✓	47	Check All Fluids			✓	<b>Brake Inspection</b>				
<b>Driver's Compartment</b>					48	Inspect For Leaks			✓	82	Brake Foundation / Lines / Rotors / Drums			✓
14	Brake & Accelerator Pedals			✓	49	Test Anti-Freeze Protection			✓	83	L / Front % Worn: <u>50</u>			✓
15	Driver's Seat & Belt			✓	50	Check Radiator Core Mounts			✓	84	R / Front % Worn:			✓
16	Horn Operation			✓	51	Check Wiring for Routing / Chafing & Loose Connections			✓	85	L / Rear % Worn: <u>30</u>			✓
17	Service Brake Operation			✓	52	Check Engine Mounts			✓	86	R / Rear % Worn: <u>30</u>			✓
18	Ignition System (Start Engine)			✓	53	Replace Engine Oil & Filter			✓	<b>Tire Tread Depth / Inflation</b>				
19	Check All Gauges / Switches			✓	54	Check / Replace Air Filter			✓	87	L / Front <u>11</u> /32			✓
20	Check Fast Idle			✓	55	Check / Replace Fuel Filter			✓	88	R / Front <u>11</u> /32			✓
21	Check Air Compressor Cut In / Out Pressures / Perform Leak Down Test			✓	56	Check / Clean A/C Filters & Cores / Lines for Routing / Chafing			✓	89	R / R Inside <u>7</u> /32			✓
22	Shift Lever Operation			✓	57	A/C Compressor Mounting / Clutch			✓	90	R / R Outside <u>7</u> /32			✓
23	Parking Brake Operation			✓	58	A/C Pressure Check			✓	91	L / R Inside <u>3</u> /32			✓
24	Back-Up Alarm			✓	<b>Chassis / DriveLine</b>					92	L / R Outside <u>3</u> /32			✓
25	Driver's Panel Lamps			✓	59	Shocks / Springs / MOR / ryde			✓	93	L / Front <u>65</u> PSI			✓
26	Interior Mirrors			✓	60	Torque Rods			✓	94	R / Front <u>65</u> PSI			✓
27	Windshield Wipers & Washers			✓	61	Check Ball Joints / King Pins			✓	95	R / R Inside <u>65</u> PSI			✓
28	Climate Control System / Fans			✓	62	Steering Gear / Linkage & Arms			✓	96	R / R Outside <u>65</u> PSI			✓
29	Fare Collection System			✓	63	Steering Shaft & Freeply			✓	97	L / R Inside <u>65</u> PSI			✓
30	Cleanliness			✓	64	Lube Chassis			✓	98	L / R Outside <u>65</u> PSI			✓
<b>Exterior</b>					65	Check drive Shaft & U-Joints			✓	<b>Test Drive</b>				
31	Check for Exterior Damage / Corrosion / Bumpers & Mounts / Decals			✓	66	Check Differential Oil Level / Clean Breather / Check Axle Seals			✓	99	Check Engine Performance			
32	Condition of All Glass			✓	67	Drain & Refill Differential			✓	100	Check Shift Points			
33	Wiper Blades & Arms			✓	68	Replace Transmission Fluid / Filter			✓	101	Steering			
34	Exterior Mirrors			✓	69	Check Front Wheel Bearings			✓	102	Suspension			
35	Light Lenses & Reflectors			✓	70	Check Brakes (Pull Wheels)			✓	103	Brakes			
<b>Notes:</b>										104	Speedometer			
										105	*Video System - if installed			

Lift Inspector: \_\_\_\_\_ A/C Inspector: \_\_\_\_\_ Video Inspector: \_\_\_\_\_  
 \* Air conditioning systems and wheel chair lift component inspections will be performed by certified licensed technicians.

**ADVANCED VEHICLE MODIFICATIONS, INC.**  
**Annual Lift Inspection**

Date: 10/09/2019

Van# 1703 Mileage: 71922

Lift Type: Braun

Series/Serial Number: NVL919FIBHB-2/17030800151

Vehicle Year: 2017 Make: Ford Model: Transit VIN#: 1FDVU4XGHKA67567

**SERVICE**

**INITIALS**

**COMMENTS/REMARKS**

1)	Service lift	MR	Serviced Lift
2)	Test and tighten all fittings	MR	All Fittings Tight
3)	Clean and lube lift and door	MR	Lift And Doors Cleaned And Lubed
4)	Check passenger door and door opener	MR	Passenger Door And Opener Working Properly
5)	Check all wheelchair tie-down systems - clean and lube as needed	MR	1 Broken Tie Down Missing a Tie down Strap  # 2 Sets of Tie Downs
6)	Check all seat belts and seats	MR	All Seats And Belts Are good
7)	Check All Lift Interlocks	MR	All Interlocks Working
8)	Inspect lift main power circuits: check circuit breakers, all connections & grounds.	MR	All Connections Are Good
9)	Bus Door Hardware	MR	Door Hardware Good
10)	Radio & Interior Lights Off	MR	Off
11)	Comments:		



# PREVENTIVE MAINTENANCE INSPECTION REPORT

MARION SENIOR SERVICES - MARION TRANSIT  
1101 SW 20th Court Ocala, FL 34471

Bus ID #: 1700 Date: 1/1/18 Miles 20091

Inspector's Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Employee # \_\_\_\_\_

Inspection Type: Circle if - ANNUAL  A Inspection  B Inspection  C Inspection

Condition Indicators:  = Okay  = Item was repaired or adjusted  = Follow up required  = Not Applicable

#	Interior	A	B	C	#	Exterior (cont.)	A	B	C	#	Chassis / Drive Line (cont.)	A	B	C	
1	Passenger Door & Door Interlock Operation			<input checked="" type="checkbox"/>	36	Check Operation of All Lights			<input checked="" type="checkbox"/>	71	Air Tank Mounting / Lines & Valves				
2	Standeel Line & Warning			<input checked="" type="checkbox"/>	37	Condensor Fan Operation			<input checked="" type="checkbox"/>	72	Check Exhaust System for Mounting / Leaks / Restrictions				
3	Flooring / Steps / All Interior Panels			<input checked="" type="checkbox"/>	38	All Access Doors / Fuel Cap / Engine Cover & Latch Operation			<input checked="" type="checkbox"/>	73	All Access Doors / Fuel Cap / Engine Cover & Latch Operation				
4	Wheelchair Belts / Floor Anchors			<input checked="" type="checkbox"/>	39	Tire Damage & Wear			<input checked="" type="checkbox"/>	74	Tire Damage & Wear				
5	Passenger Seat Condition / Foldaway Seats Operation & Condition			<input checked="" type="checkbox"/>	40	Check Wheels / Lug Nuts / Valve Stems			<input checked="" type="checkbox"/>		<b>*Wheel Chair Lift</b>				
6	Passenger Seat Belts			<input checked="" type="checkbox"/>	41	Fuel Cap and Door			<input checked="" type="checkbox"/>	75	Check Lift Manufacturer Tag Month ____ Year ____				
7	Stanchions & Hand Rails			<input checked="" type="checkbox"/>	42	Leveling			<input checked="" type="checkbox"/>	76	Check Wiring for Routing / Chafing & Loose Connections				
8	Roof Hatches / Operation			<input checked="" type="checkbox"/>	<b>Engine Compartment</b>					<input checked="" type="checkbox"/>	77	Check Lift for Damage / Inspect Lift Anchor Bolts			
9	Emergency Window Operation			<input checked="" type="checkbox"/>	43	Clean Batteries / Check Electrolyte Level			<input checked="" type="checkbox"/>	78	Cycle Lift - Check all Safety Systems Including Barriers				
10	Fire Extinguisher / First Aid Kit Emergency Triangles			<input checked="" type="checkbox"/>	44	Check Battery / Hold Downs / Cables / Ground Straps			<input checked="" type="checkbox"/>	79	Record Lift Cycle Count				
11	Fire Suppression System			<input checked="" type="checkbox"/>	45	Record Voltage Output: _____ V			<input checked="" type="checkbox"/>	80	Check for Hydraulic Leaks / Level				
12	Interior Lights			<input checked="" type="checkbox"/>	46	Check Belts / Tensioners & Hoses Air Compressor Mounting			<input checked="" type="checkbox"/>	81	Clean and Lubricate Lift As Needed				
13	Registration / Plates / Manual			<input checked="" type="checkbox"/>	47	Check All Fluids			<input checked="" type="checkbox"/>	<b>Brake Inspection</b>					
<b>Driver's Compartment</b>					48	Inspect For Leaks			<input checked="" type="checkbox"/>	82	Brake Foundation / Lines / Rotors / Drums				
14	Brake & Accelerator Pedals			<input checked="" type="checkbox"/>	49	Test Anti-Freeze Protection			<input checked="" type="checkbox"/>	83	L / Front % Worn:				
15	Driver's Seat & Belt			<input checked="" type="checkbox"/>	50	Check Radiator Core Mounts			<input checked="" type="checkbox"/>	84	R / Front % Worn:				
16	Horn Operation			<input checked="" type="checkbox"/>	51	Check Wiring for Routing / Chafing & Loose Connections			<input checked="" type="checkbox"/>	85	L / Rear % Worn:				
17	Service Brake Operation			<input checked="" type="checkbox"/>	52	Check Engine Mounts			<input checked="" type="checkbox"/>	86	R / Rear % Worn:				
18	Ignition System (Start Engine)			<input checked="" type="checkbox"/>	53	Replace Engine Oil & Filter			<input checked="" type="checkbox"/>	<b>Tire Tread Depth / Inflation</b>					
19	Check All Gauges / Switches			<input checked="" type="checkbox"/>	54	Check / Replace Air Filter			<input checked="" type="checkbox"/>	87	L / Front		/32		
20	Check Fast Idle			<input checked="" type="checkbox"/>	55	Check / Replace Fuel Filter			<input checked="" type="checkbox"/>	88	R / Front		/32		
21	Check Air Compressor Cut In / Out Pressures / Perform Leak Down Test			<input checked="" type="checkbox"/>	56	Check / Clean A/C Filters & Cores / Lines for Routing / Chafing			<input checked="" type="checkbox"/>	89	R / R Inside		/32		
22	Shift Lever Operation			<input checked="" type="checkbox"/>	57	A/C Compressor Mounting / Clutch			<input checked="" type="checkbox"/>	90	R / R Outside		/32		
23	Parking Brake Operation			<input checked="" type="checkbox"/>	58	A/C Pressure Check			<input checked="" type="checkbox"/>	91	L / R Inside		/32		
24	Back-Up Alarm			<input checked="" type="checkbox"/>	<b>Chassis / DriveLine</b>							92	L / R Outside		/32
25	Driver's Panel Lamps			<input checked="" type="checkbox"/>	59	Shocks / Springs / MOR / ryde			<input checked="" type="checkbox"/>	93	L / Front		PSI		
26	Interior Mirrors			<input checked="" type="checkbox"/>	60	Torque Rods			<input checked="" type="checkbox"/>	94	R / Front		PSI		
27	Windshield Wipers & Washers			<input checked="" type="checkbox"/>	61	Check Ball Joints / King Pins			<input checked="" type="checkbox"/>	95	R / R Inside		PSI		
28	Climate Control System / Fans			<input checked="" type="checkbox"/>	62	Steering Gear / Linkage & Arms			<input checked="" type="checkbox"/>	96	R / R Outside		PSI		
29	Fare Collection System			<input checked="" type="checkbox"/>	63	Steering Shaft & Freeplay			<input checked="" type="checkbox"/>	97	L / R Inside		PSI		
30	Cleanliness			<input checked="" type="checkbox"/>	64	Lube Chassis			<input checked="" type="checkbox"/>	98	L / R Outside		PSI		
<b>Exterior</b>					65	Check drive Shaft & U-Joints			<input checked="" type="checkbox"/>	<b>Test Drive</b>					
31	Check for Exterior Damage / Corrosion / Bumpers & Mounts / Decals			<input checked="" type="checkbox"/>	66	Check Differential Oil Level / Clean Breather / Check Axle Seals			<input checked="" type="checkbox"/>	99	Check Engine Performance				
32	Condition of All Glass			<input checked="" type="checkbox"/>	67	Drain & Refill Differential			<input checked="" type="checkbox"/>	100	Check Shift Points				
33	Wiper Blades & Arms			<input checked="" type="checkbox"/>	68	Replace Transmission Fluid / Filter			<input checked="" type="checkbox"/>	101	Steering				
34	Exterior Mirrors			<input checked="" type="checkbox"/>	69	Check Front Wheel Bearings			<input checked="" type="checkbox"/>	102	Suspension				
35	Light Lenses & Reflectors			<input checked="" type="checkbox"/>	70	Check Brakes (Pull Wheels)			<input checked="" type="checkbox"/>	103	Brakes				
<b>Notes:</b>											104	Speedometer			
											105	*Video System - if installed			

Lift Inspector: \_\_\_\_\_ A/C Inspector: \_\_\_\_\_ Video Inspector: \_\_\_\_\_

\* Air conditioning systems and wheel chair lift component inspections will be performed by certified licensed technicians.

**ADVANCED VEHICLE MODIFICATIONS, INC.**  
**Annual Lift Inspection**

Date: 12/31/2019

Van# 1704 Mileage: 70525

Lift Type: Braun

Series/Serial Number: NVL919FIBHB-2/16110700124

Vehicle Year: 2017 Make: Ford Model: Transit 350HD VIN#: 1FDVU4XG2HKA67568

	<u>SERVICE</u>	<u>INITIALS</u>	<u>COMMENTS/REMARKS</u>
1)	Service lift	LR	Serviced Lift
2)	Test and tighten all fittings	LR	All Fittings Tight
3)	Clean and lube lift and door	LR	Lift And Doors Cleaned And Lubed
4)	Check passenger door and door opener	LR	Passenger Door And Opener Working Properly
5)	Check all wheelchair tie-down systems - clean and lube as needed	LR	# 2 Sets of Tie Downs
6)	Check all seat belts and seats	LR	All Seats And Belts Are good
7)	Check All Lift Interlocks	LR	All Interlocks Working
8)	Inspect lift main power circuits: check circuit breakers, all connections & grounds.	LR	All Connections Are Good
9)	Bus Door Hardware	LR	Door Hardware Good
10)	Radio & Interior Lights Off	LR	Off
11)	Comments:		

# PREVENTIVE MAINTENANCE INSPECTION REPORT

MARION SENIOR SERVICES - MARION TRANSIT  
1101 SW 20th Court Ocala, FL 34471

Bus ID #: 1705 Date: 3-21-19 Miles 47824  
 Inspector's Signature: [Signature] Printed Name: Sean Page Employee # 8467

Inspection Type:  ANNUAL  A Inspection  B Inspection  C Inspection

Condition Indicators:  = Okay  = Item was repaired or adjusted  = Follow up required  = Not Applicable

#	Interior	A	B	C	#	Exterior (cont.)	A	B	C	#	Chassis / Drive Line (cont.)	A	B	C	
															Engine Compartment
1	Passenger Door & Door Interlock Operation			✓	36	Check Operation of All Lights			✓	71	Air Tank Mounting / Lines & Valves			✓	
2	Standee Line & Warning			✓	37	Condensor Fan Operation			✓	72	Check Exhaust System for Mounting / Leaks / Restrictions			✗	
3	Flooring / Steps / All Interior Panels			✓	38	All Access Doors / Fuel Cap / Engine Cover & Latch Operation			✓	73	All Access Doors / Fuel Cap / Engine Cover & Latch Operation			✓	
4	Wheelchair Belts / Floor Anchors			✓	39	Tire Damage & Wear			✓	74	Tire Damage & Wear			✓	
5	Passenger Seat Condition / Foldaway Seats Operation & Condition			✓	40	Check Wheels / Lug Nuts / Valve Stems			✓	*Wheel Chair Lift					
6	Passenger Seat Belts			✓	41	Fuel Cap and Door			✓	75	Check Lift Manufacturer Tag Month ____ Year ____				
7	Stanchions & Hand Rails			✓	42	Leveling			✓	76	Check Wiring for Routing / Chafing & Loose Connections				
8	Roof Hatches / Operation			✓	Engine Compartment					77	Check Lift for Damage / Inspect Lift Anchor Bolts				
9	Emergency Window Operation			✓	43	Clean Batteries / Check Electrolyte Level			✓	78	Cycle Lift - Check all Safety Systems Including Barriers				
10	Fire Extinguisher / First Aid Kit Emergency Triangles			✓	44	Check Battery / Hold Downs / Cables / Ground Straps			✓	79	Record Lift Cycle Count				
11	Fire Suppression System			✓	45	Record Voltage Output <u>12.4</u> V			✓	80	Check for Hydraulic Leaks / Level				
12	Interior Lights			✓	46	Check Belts / Tensioners & Hoses Air Compressor Mounting			✓	81	Clean and Lubricate Lift As Needed				
13	Registration / Plates / Manual			✓	47	Check All Fluids			✓	Brake Inspection					
Driver's Compartment					48	Inspect For Leaks			✓	82	Brake Foundation / Lines / Rotors / Drums			✓	
14	Brake & Accelerator Pedals			✓	49	Test Anti-Freeze Protection			✓	83	L / Front % Worn: <u>10</u>			✓	
15	Driver's Seat & Belt			✓	50	Check Radiator Core Mounts			✓	84	R / Front % Worn: <u>10</u>			✓	
16	Horn Operation			✓	51	Check Wiring for Routing / Chafing & Loose Connections			✓	85	L / Rear % Worn: <u>10</u>			✓	
17	Service Brake Operation			✓	52	Check Engine Mounts			✓	86	R / Rear % Worn: <u>10</u>			✓	
18	Ignition System (Start Engine)			✓	53	Replace Engine Oil & Filter			✓	Tire Tread Depth / Inflation					
19	Check All Gauges / Switches			✓	54	Check / Replace Air Filter			✓	87	L / Front <u>1.3</u> / 32			✓	
20	Check Fast Idle			✓	55	Check / Replace Fuel Filter			✓	88	R / Front <u>1.3</u> / 32			✓	
21	Check Air Compressor Cut In / Out Pressures / Perform Leak Down Test			✓	56	Check / Clean A/C Filters & Cores / Lines for Routing / Chafing			✓	89	R / R Inside <u>7</u> / 32			✓	
22	Shift Lever Operation			✓	57	A/C Compressor Mounting / Clutch			✓	90	R / R Outside <u>7</u> / 32			✓	
23	Parking Brake Operation			✓	58	A/C Pressure Check			✓	91	L / R Inside <u>7</u> / 32			✓	
24	Back-Up Alarm			✓	Chassis / DriveLine					92	L / R Outside <u>7</u> / 32			✓	
25	Driver's Panel Lamps			✓	59	Shocks / Springs / MOR / ryde			✓	93	L / Front <u>6</u> PSI			✓	
26	Interior Mirrors			✓	60	Torque Rods			✓	94	R / Front <u>6</u> PSI			✓	
27	Windshield Wipers & Washers			✓	61	Check Ball Joints / King Pins			✓	95	R / R Inside <u>6</u> PSI			✓	
28	Climate Control System / Fans			✓	62	Steering Gear / Linkage & Arms			✓	96	R / R Outside <u>6</u> PSI			✓	
29	Fare Collection System			✓	63	Steering Shaft & Freeplay			✓	97	L / R Inside <u>6</u> PSI			✓	
30	Cleanliness			✓	64	Lube Chassis			✓	98	L / R Outside <u>6</u> PSI			✓	
Exterior					65	Check drive Shaft & U-Joints			✓	Test Drive					
31	Check for Exterior Damage / Corrosion / Bumpers & Mounts / Decals			✓	66	Check Differential Oil Level / Clean Breather / Check Axle Seals				99	Check Engine Performance			✓	
32	Condition of All Glass			✓	67	Drain & Refill Differential			✓	100	Check Shift Points			✓	
33	Wiper Blades & Arms			✓	68	Replace Transmission Fluid / Filter			✓	101	Steering			✓	
34	Exterior Mirrors			✓	69	Check Front Wheel Bearings			✓	102	Suspension			✓	
35	Light Lenses & Reflectors			✓	70	Check Brakes (Pull Wheels)			✓	103	Brakes			✓	
Notes:											104	Speedometer			✓
											105	*Video System - if installed			✓

Lift Inspector: \_\_\_\_\_ A/C Inspector: \_\_\_\_\_ Video Inspector: \_\_\_\_\_  
 \* Air conditioning systems and wheel chair lift component inspections will be performed by certified licensed technicians.

**ADVANCED VEHICLE MODIFICATIONS, INC.**  
**Annual Lift Inspection**

Date: 03/22/2019

Lift Type: Braun

Van# 1705 Mileage: 119819

Series/Serial Number: NVL919FIBHB-2/SN#: M030800150

Vehicle Year: 2017 Make: Ford Model: Transit VIN#: 1FDVU4XG4HKA67569

	<u>SERVICE</u>	<u>INITIALS</u>	<u>COMMENTS/REMARKS</u>
1)	Service lift	LR	Serviced Lift
2)	Test and tighten all fittings	LR	Tightened All Fittings
3)	Clean and lube lift and door	LR	Lift And Doors Cleaned And Lubed
4)	Check passenger door and door opener	LR	Passenger Door And Opener Working Properly
5)	Check all wheelchair tie-down systems - clean and lube as needed	LR	# 2 Sets of Tie Downs Working Properly
6)	Check all seat belts and seats	LR	All Seats And Belts Are good
7)	Check All Lift Interlocks	LR	Working Properly
8)	Inspect lift main power circuits: check circuit breakers, all connections & grounds.	LR	All Connections Are Good
9)	Bus Door Hardware	LR	Door Hardware Good
10)	Radio & Interior Lights Off	LR	Off Upon Arrival
11)	Comments:		

# PREVENTIVE MAINTENANCE INSPECTION REPORT

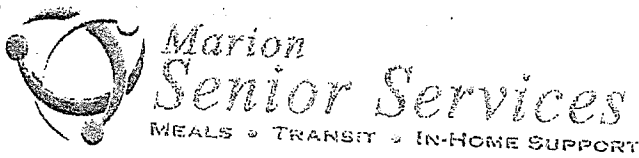
MARION SENIOR SERVICES - MARION TRANSIT  
1101 SW 20th Court Ocala, FL 34471

Bus ID #: 1301 Date: 7-23-19 Miles 23976  
Inspector's Signature: [Signature] Printed Name Steve Thrasher Employee # 107

Inspection Type:  ANNUAL  A Inspection  B Inspection  C Inspection  
Condition Indicators:  = Okay  = Item was repaired or adjusted  = Follow up required  = Not Applicable

#	Interior	Condition			#	Exterior (cont.)	Condition			#	Chassis / Drive Line (cont.)	Condition			
		A	B	C			A	B	C			A	B	C	
1	Passenger Door & Door Interlock Operation			✓	36	Check Operation of All Lights			✓	71	Air Tank Mounting / Lines & Valves				
2	Stander Line & Warning			✓	37	Condenser Fan Operation			✓	72	Check Exhaust System for Mounting / Leaks / Restrictions				
3	Flooring / Steps / All Interior Panels			✓	38	All Access Doors / Fuel Cap / Engine Cover & Latch Operation			✓	73	All Access Doors / Fuel Cap / Engine Cover & Latch Operation			✓	
4	Wheelchair Belts / Floor Anchors			✓	39	Tire Damage & Wear			✓	74	Tire Damage & Wear			✓	
5	Passenger Seat Condition / Foldaway Seats Operation & Condition			✓	40	Check Wheels / Lug Nuts / Valve Stems			✓	<b>*Wheel Chair Lift</b>					
6	Passenger Seat Belts			✓	41	Fuel Cap and Door			✓						75
7	Stanchions & Hand Rails			✓	42	Leveling			✓	76	Check Wiring for Routing / Chafing & Loose Connections				
8	Roof Hatches / Operation			✓	<b>Engine Compartment</b>					77	Check Lift for Damage / Inspect Lift Anchor Bolts				
9	Emergency Window Operation			✓	43	Clean Batteries / Check Electrolyte Level			✓	78	Cycle Lift - Check all Safety Systems including Barriers				
10	Fire Extinguisher / First Aid Kit Emergency Triangles			✓	44	Check Battery / Hold Downs / Cables / Ground Straps			✓	79	Record Lift Cycle Count				
11	Fire Suppression System			✓	45	Record Voltage Output			✓	80	Check for Hydraulic Leaks / Level				
12	Interior Lights			✓	46	Check Belts / Tensioners & Hoses Air Compressor Mounting			✓	81	Clean and Lubricate Lift As Needed				
13	Registration / Plates / Manual			✓	47	Check All Fluids			✓	<b>Brake Inspection</b>					
<b>Driver's Compartment</b>					48	Inspect For Leaks			✓	82	Brake Foundation / Lines / Rotors / Drums				
14	Brake & Accelerator Pedals			✓	49	Test Anti-Freeze Protection			✓	83	L / Front % Worn:			✓	
15	Driver's Seat & Belt			✓	50	Check Radiator Core Mounts			✓	84	R / Front % Worn:			✓	
16	Horn Operation			✓	51	Check Wiring for Routing / Chafing & Loose Connections			✓	85	L / Rear % Worn:			✓	
17	Service Brake Operation			✓	52	Check Engine Mounts			✓	86	R / Rear % Worn:			✓	
18	Ignition System (Start Engine)			✓	53	Replace Engine Oil & Filter			✓	<b>Tire Tread Depth / Inflation</b>					
19	Check All Gauges / Switches			✓	54	Check / Replace Air Filter			✓	87	L / Front	65	132	✓	
20	Check Fast Idle			✓	55	Check / Replace Fuel Filter			✓	88	R / Front	75	132	✓	
21	Check Air Compressor Cut In / Out Pressures / Perform Leak Down Test			✓	56	Check / Clean A/C Filters & Cores / Lines for Routing / Chafing			✓	89	R / R Inside	57	132	✓	
22	Shift Lever Operation			✓	57	A/C Compressor Mounting / Clutch			✓	90	R / R Outside	56	132	✓	
23	Parking Brake Operation			✓	58	A/C Pressure Check			✓	91	L / R Inside	56	132	✓	
24	Back-Up Alarm			✓	<b>Chassis / DriveLine</b>					92	L / R Outside	51	132	✓	
25	Driver's Panel Lamps			✓	59	Shocks / Springs / MOR / ryde			✓	93	L / Front	50	PSI	✓	
26	Interior Mirrors			✓	60	Torque Rods			✓	94	R / Front	50	PSI	✓	
27	Windshield Wipers & Washers			✓	61	Check Ball Joints / King Pins			✓	95	R / R Inside	50	PSI	✓	
28	Climate Control System / Fans			✓	62	Steering Gear / Linkage & Arms			✓	96	R / R Outside	50	PSI	✓	
29	Fare Collection System			✓	63	Steering Shaft & Freeplay			✓	97	L / R Inside	50	PSI	✓	
30	Cleanliness			✓	64	Lube Chassis			✓	98	L / R Outside	50	PSI	✓	
<b>Exterior</b>					65	Check drive Shaft & U-Joints			✓	<b>Test Drive</b>					
31	Check for Exterior Damage / Corrosion / Bumpers & Mounts / Decals			✓	66	Check Differential Oil Level / Clean Breather / Check Axle Seals			✓	99	Check Engine Performance				
32	Condition of All Glass			✓	67	Drain & Refill Differential			✓	100	Check Shift Points				
33	Wiper Blades & Arms			✓	68	Replace Transmission Fluid / Filter			✓	101	Steering				
34	Exterior Mirrors			✓	69	Check Front Wheel Bearings			✓	102	Suspension				
35	Light Lenses & Reflectors			✓	70	Check Brakes (Pull Wheels)			✓	103	Brakes				
<b>Notes:</b>											104	Speedometer			
<b>Notes:</b>											105	*Video System - if installed			

Lift Inspector: \_\_\_\_\_ A/C Inspector: \_\_\_\_\_ Video Inspector: \_\_\_\_\_  
\* Air conditioning systems and wheel chair lift component inspections will be performed by certified licensed technicians.



MARION TRANSIT

ANNUAL LIFT INSPECTION

DATE: 7/23/19

BUS #: 1801 MILEAGE: 23965

MAKE: Chry

LIFT TYPE: Dual Post YR MANUFACTURED: 5/18 MAX CAPACITY: 1200

LIFT SERIES/SERIAL NUMBER: NL1000FIB 3454HR-2  
 Serial # 18058301335

	SERVICE	TECH INITIALS	COMMENTS
1.	(75) LIFT TAGS VISIBLE LIFT CONFORMS TO STATE OF FLORIDA REQUIREMENTS	CS	
2.	(76) CHECK LIFT WIRING FOR ROUTING/CHAFING AND LOOSE CONNECTIONS	CS	
3.	(77) CHECK FOR DAMAGE/INSPECT ANCHOR BOLTS	CS	
4.	(78) CYCLE LIFT - CHECK SAFETY SYSTEMS INCLUDING BARRIERS	CS	adjusted fold pressure
5.	(79) RECORD LIFT CYCLE COUNT	CS	637
6.	(80) CHECK FOR HYDRAULIC LEAKS/LEVEL	CS	
7.	(81) CLEAN, LUBRICATE & ADJUST LIFT AS NEEDED	CS	
8.	CHECK ALL SEAT BELTS	CS	
9.	CHECK ALL WHEELCHAIR TIE-DOWN SYSTEMS - CLEAN LUBE AS NEEDED	CS	
10.	ALL INTERIOR, STAIRWELL AND LIFT LIGHTS WORK		Repair emergency door lights (inop)
11.	CHECK DOOR HARDWARE	CS	
12.	TEST TIGHTEN ALL FITTINGS	CS	

7.26.19  
 REPAIRD  
 INVOICE  
 #315027

COMPLETED BY: [Signature] SHOP: mobility works

# PREVENTIVE MAINTENANCE INSPECTION REPORT

MARION SENIOR SERVICES - MARION TRANSIT  
1101 SW 20th Court Ocala, FL 34471

Bus ID #: 1562 Date: 11/28/17 Miles: 201416  
 Inspector's Signature: [Signature] Printed Name: Steve Thomas Employee # 1107  
 Inspection Type:  ANNUAL  A Inspection  B Inspection  C Inspection

Condition Indicators:  = Okay  = Item was repaired or adjusted  = Follow up required  = Not Applicable

#	Interior	Condition			#	Exterior (cont.)	Condition			#	Chassis / Drive Line (cont.)	Condition		
		A	B	C			A	B	C			A	B	C
1	Passenger Door & Door Interlock Operation			✓	36	Check Operation of All Lights			✓	71	Air Tank Mounting / Lines & Valves			
2	Standee Line & Warning			✓	37	Condensor Fan Operation			✓	72	Check Exhaust System for Mounting / Leaks / Restrictions			
3	Flooring / Steps / All Interior Panels			✓	38	All Access Doors / Fuel Cap / Engine Cover & Latch Operation			✓	73	All Access Doors / Fuel Cap / Engine Cover & Latch Operation			
4	Wheelchair Belts / Floor Anchors			✓	39	Tire Damage & Wear			✓	74	Tire Damage & Wear			
5	Passenger Seat Condition / Foldaway Seats Operation & Condition			✓	40	Check Wheels / Lug Nuts / Valve Stems			✓	<b>*Wheel Chair Lift</b>				
6	Passenger Seat Belts			✓	41	Fuel Cap and Door			✓					
7	Stanchions & Hand Rails			✓	42	Leveling			✓	76	Check Wiring for Routing / Chafing & Loose Connections			
8	Roof Hatches / Operation			✓	<b>Engine Compartment</b>					77	Check Lift for Damage / Inspect Lift Anchor Bolts			
9	Emergency Window Operation			✓	43	Clean Batteries / Check Electrolyte Level			✓	78	Cycle Lift - Check all Safety Systems Including Barriers			
10	Fire Extinguisher / First Aid Kit Emergency Triangles			✓	44	Check Battery / Hold Downs / Cables / Ground Straps			✓	79	Record Lift Cycle Count			
11	Fire Suppression System			✓	45	Record Voltage Output <u>12.6</u>			✓	80	Check for Hydraulic Leaks / Level			
12	Interior Lights			✓	46	Check Belts / Tensioners & Hoses Air Compressor Mounting			✓	81	Clean and Lubricate Lift As Needed			
13	Registration / Plates / Manual			✓	47	Check All Fluids			✓	<b>Brake Inspection</b>				
<b>Driver's Compartment</b>					48	Inspect For Leaks			✓	82	Brake Foundation / Lines / Rotors / Drums			
14	Brake & Accelerator Pedals			✓	49	Test Anti-Freeze Protection			✓	83	L / Front % Worn: <u>3</u>			
15	Driver's Seat & Belt			✓	50	Check Radiator Core Mounts			✓	84	R / Front % Worn: <u>3</u>			
16	Horn Operation			✓	51	Check Wiring for Routing / Chafing & Loose Connections			✓	85	L / Rear % Worn: <u>3</u>			
17	Service Brake Operation			✓	52	Check Engine Mounts			✓	86	R / Rear % Worn: <u>3</u>			
18	Ignition System (Start Engine)			✓	53	Replace Engine Oil & Filter			✓	<b>Tire Tread Depth / Inflation</b>				
19	Check All Gauges / Switches			✓	54	Check / Replace Air Filter			✓	87	L / Front <u>3.7</u> / 32			
20	Check Fast Idle			✓	55	Check / Replace Fuel Filter			✓	88	R / Front <u>3.7</u> / 32			
21	Check Air Compressor Cut In / Out Pressures / Perform Leak Down Test			✓	56	Check / Clean A/C Filters & Cores / Lines for Routing / Chafing			✓	89	R / R Inside <u>6.7</u> / 32			
22	Shift Lever Operation			✓	57	A/C Compressor Mounting / Clutch			✓	90	R / R Outside <u>7.5</u> / 32			
23	Parking Brake Operation			✓	58	A/C Pressure Check			✓	91	L / R Inside <u>7.5</u> / 32			
24	Back-Up Alarm			✓	<b>Chassis / DriveLine</b>					92	L / R Outside <u>12</u> / 32			
25	Driver's Panel Lamps			✓	59	Shocks / Springs / MOR / ryde			✓	93	L / Front <u>67</u> PSI			
26	Interior Mirrors			✓	60	Torque Rods			✓	94	R / Front <u>67</u> PSI			
27	Windshield Wipers & Washers			✓	61	Check Ball Joints / King Pins			✓	95	R / R Inside <u>76</u> PSI			
28	Climate Control System / Fans			✓	62	Steering Gear / Linkage & Arms			✓	96	R / R Outside <u>76</u> PSI			
29	Fare Collection System			✓	63	Steering Shaft & Freeplay			✓	97	L / R Inside <u>71</u> PSI			
30	Cleanliness			✓	64	Lube Chassis			✓	98	L / R Outside <u>71</u> PSI			
<b>Exterior</b>					65	Check drive Shaft & U-Joints			✓	<b>Test Drive</b>				
31	Check for Exterior Damage / Corrosion / Bumpers & Mounts / Decals			✓	66	Check Differential Oil Level / Clean Breather / Check Axle Seals			✓	99	Check Engine Performance			
32	Condition of All Glass			✓	67	Drain & Refill Differential			✓	100	Check Shift Points			
33	Wiper Blades & Arms			✓	68	Replace Transmission Fluid / Filter			✓	101	Steering			
34	Exterior Mirrors			✓	69	Check Front Wheel Bearings			✓	102	Suspension			
35	Light Lenses & Reflectors			✓	70	Check Brakes (Pull Wheels)			✓	103	Brakes			
<b>Notes:</b>										104	Speedometer			
										105	*Video System - if installed			

Lift Inspector: \_\_\_\_\_ A/C Inspector: \_\_\_\_\_ Video Inspector: \_\_\_\_\_  
 \* Air conditioning systems and wheel chair lift component inspections will be performed by certified licensed technicians.

**ADVANCED VEHICLE MODIFICATIONS, INC.**  
**Annual Lift Inspection**

Date: 10/28/2019

Lift Type: Braun

Van# 1802

Series/Serial

Mileage: 23931

Number: NCL1000FIB3454HB-2/18051-101376

Vehicle Year: 2018 Make: Chevy Model: World Trans VIN#: 1HA6GUBG5JN002298

**SERVICE**

**INITIALS**

**COMMENTS/REMARKS**

	<b><u>SERVICE</u></b>	<b><u>INITIALS</u></b>	<b><u>COMMENTS/REMARKS</u></b>
1)	Service lift	RM	Serviced Lift
2)	Test and tighten all fittings	RM	All Fittings Tightened Lifting Cylinders And Pump Working Properly
3)	Clean and lube lift and door	RM	Lift And Doors Cleaned And Lubed
4)	Check passenger door and door opener	RM	Passenger Door And Door Opener Working Properly
5)	Check all wheelchair tie-down systems - clean and lube as needed	RM	# 6 Sets of Tie Downs Missing 1 Seat Belt Receptical
6)	Check all seat belts and seats	RM	Checked All Seats And Belts Working Properly
7)	Check All Lift Interlocks	RM	All Wires And Connections Are Good
8)	Inspect lift main power circuits: check circuit breakers, all connections & grounds.	RM	All Connections Are Good
9)	Bus Door Hardware	RM	No Issues All E-Exits Working Properly
10)	Radio & Interior Lights Off	RM	No Issue
11)	Comments:		



# PREVENTIVE MAINTENANCE INSPECTION REPORT

MARION SENIOR SERVICES - MARION TRANSIT  
1101 SW 20th Court Ocala, FL 34471

Bus ID #: 1803 Date: 7/23/19 Miles 23988  
 Inspector's Signature: [Signature] Printed Name Steve Thacker Employee # 107

Inspection Type:  ANNUAL  A Inspection  B Inspection  C Inspection

Condition Indicators:  = Okay  = Item was repaired or adjusted  = Follow up required  N/A = Not Applicable

#	Interior			#	Exterior (cont.)			#	Chassis / Drive Line (cont.)		
	A	B	C		A	B	C		A	B	C
1			<input checked="" type="checkbox"/>	36			<input checked="" type="checkbox"/>	71			<input checked="" type="checkbox"/>
2			<input checked="" type="checkbox"/>	37			<input checked="" type="checkbox"/>	72			<input checked="" type="checkbox"/>
3			<input checked="" type="checkbox"/>	38			<input checked="" type="checkbox"/>	73			<input checked="" type="checkbox"/>
4			<input checked="" type="checkbox"/>	39			<input checked="" type="checkbox"/>	74			<input checked="" type="checkbox"/>
5			<input checked="" type="checkbox"/>	40			<input checked="" type="checkbox"/>	<b>*Wheel Chair Lift</b>			
6			<input checked="" type="checkbox"/>	41			<input checked="" type="checkbox"/>				
7			<input checked="" type="checkbox"/>	42			<input checked="" type="checkbox"/>	75			<input checked="" type="checkbox"/>
8			<input checked="" type="checkbox"/>	<b>Engine Compartment</b>				76			<input checked="" type="checkbox"/>
9			<input checked="" type="checkbox"/>				43			<input checked="" type="checkbox"/>	77
10			<input checked="" type="checkbox"/>	44			<input checked="" type="checkbox"/>	78			<input checked="" type="checkbox"/>
11			<input checked="" type="checkbox"/>	45			<input checked="" type="checkbox"/>	79			<input checked="" type="checkbox"/>
12			<input checked="" type="checkbox"/>	46			<input checked="" type="checkbox"/>	80			<input checked="" type="checkbox"/>
13			<input checked="" type="checkbox"/>	47			<input checked="" type="checkbox"/>	81			<input checked="" type="checkbox"/>
<b>Driver's Compartment</b>				48			<input checked="" type="checkbox"/>	<b>Brake Inspection</b>			
14			<input checked="" type="checkbox"/>	49			<input checked="" type="checkbox"/>				
15			<input checked="" type="checkbox"/>	50			<input checked="" type="checkbox"/>	82			<input checked="" type="checkbox"/>
16			<input checked="" type="checkbox"/>	51			<input checked="" type="checkbox"/>	83			<input checked="" type="checkbox"/>
17			<input checked="" type="checkbox"/>	52			<input checked="" type="checkbox"/>	84			<input checked="" type="checkbox"/>
18			<input checked="" type="checkbox"/>	53			<input checked="" type="checkbox"/>	85			<input checked="" type="checkbox"/>
19			<input checked="" type="checkbox"/>	54			<input checked="" type="checkbox"/>	86			<input checked="" type="checkbox"/>
20			<input checked="" type="checkbox"/>	55			<input checked="" type="checkbox"/>	<b>Tire Tread Depth / Inflation</b>			
21			<input checked="" type="checkbox"/>	56			<input checked="" type="checkbox"/>				
22			<input checked="" type="checkbox"/>	57			<input checked="" type="checkbox"/>	87			<input checked="" type="checkbox"/>
23			<input checked="" type="checkbox"/>	58			<input checked="" type="checkbox"/>	88			<input checked="" type="checkbox"/>
24			<input checked="" type="checkbox"/>	<b>Chassis / DriveLine</b>				89			<input checked="" type="checkbox"/>
25			<input checked="" type="checkbox"/>				59			<input checked="" type="checkbox"/>	90
26			<input checked="" type="checkbox"/>	60			<input checked="" type="checkbox"/>	91			<input checked="" type="checkbox"/>
27			<input checked="" type="checkbox"/>	61			<input checked="" type="checkbox"/>	92			<input checked="" type="checkbox"/>
28			<input checked="" type="checkbox"/>	62			<input checked="" type="checkbox"/>	93			<input checked="" type="checkbox"/>
29			<input checked="" type="checkbox"/>	63			<input checked="" type="checkbox"/>	94			<input checked="" type="checkbox"/>
30			<input checked="" type="checkbox"/>	64			<input checked="" type="checkbox"/>	95			<input checked="" type="checkbox"/>
			<input checked="" type="checkbox"/>	65			<input checked="" type="checkbox"/>	96			<input checked="" type="checkbox"/>
			<input checked="" type="checkbox"/>	66			<input checked="" type="checkbox"/>	97			<input checked="" type="checkbox"/>
			<input checked="" type="checkbox"/>	67			<input checked="" type="checkbox"/>	98			<input checked="" type="checkbox"/>
			<input checked="" type="checkbox"/>	68			<input checked="" type="checkbox"/>	<b>Test Drive</b>			
			<input checked="" type="checkbox"/>	69			<input checked="" type="checkbox"/>				
31			<input checked="" type="checkbox"/>	70			<input checked="" type="checkbox"/>	99			<input checked="" type="checkbox"/>
32			<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	100			<input checked="" type="checkbox"/>
33			<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	101			<input checked="" type="checkbox"/>
34			<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	102			<input checked="" type="checkbox"/>
35			<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	103			<input checked="" type="checkbox"/>
			<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	104			<input checked="" type="checkbox"/>
			<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	105			<input checked="" type="checkbox"/>

**Notes:**

Lift Inspector: \_\_\_\_\_ A/C Inspector: \_\_\_\_\_ Video Inspector: \_\_\_\_\_  
 \* Air conditioning systems and wheel chair lift component inspections will be performed by certified licensed technicians.

**ADVANCED VEHICLE MODIFICATIONS, INC.**  
**Annual Lift Inspection**

Date: 09/24/2019

Van# 1803

Mileage: 23995

Lift Type: Braun

Series/Serial Number: NCL1000GIB30454HB-2/8051101383

Vehicle Year: 2018 Make: Chevy Model: Glaval VIN#: 1HA6GUBG1JN002394

	<u>SERVICE</u>	<u>INITIALS</u>	<u>COMMENTS/REMARKS</u>
1)	Service lift	MR	Serviced Lift All Bolts Tightened All Safety Measures Working Properly
2)	Test and tighten all fittings	MR	All Fittings Tightened And Lubed
3)	Clean and lube lift and door	MR	Lubed And Cleaned Door Latch And Handle
4)	Check passenger door and door opener	MR	Working Properly
5)	Check all wheelchair tie-down systems - clean and lube as needed	MR	6 Sets Tie Downs - Working Properly
6)	Check all seat belts and seats	MR	All Seat Belts Working Properly
7)	Check All Lift Interlocks	MR	Working Properly
8)	Inspect lift main power circuits: check circuit breakers, all connections & grounds.	MR	All Connections Are Good
9)	Bus Door Hardware	MR	Working Properly
10)	Radio & Interior Lights Off	MR	Working Properly
11)	Comments:		

# PREVENTIVE MAINTENANCE INSPECTION REPORT

MARION SENIOR SERVICES - MARION TRANSIT  
1101 SW 20th Court Ocala, FL 34471

Bus ID #: 107 Date: 1-9-19 Miles: 2835  
 Inspector's Signature: [Signature] Printed Name: [Name] Employee # 107

Inspection Type:  ANNUAL  A Inspection  B Inspection  C Inspection

Condition Indicators:  = Okay  = Item was repaired or adjusted  = Follow up required  N/A = Not Applicable

#	Interior	A	B	C	#	Exterior (cont.)	A	B	C	#	Chassis / Drive Line (cont.)	A	B	C
1	Passenger Door & Door Interlock Operation			<input checked="" type="checkbox"/>	36	Check Operation of All Lights			<input checked="" type="checkbox"/>	71	Air Tank Mounting / Lines & Valves			
2	Standee Line & Warning			<input checked="" type="checkbox"/>	37	Condensor Fan Operation			<input checked="" type="checkbox"/>	72	Check Exhaust System for Mounting / Leaks / Restrictions			
3	Flooring / Steps / All Interior Panels			<input checked="" type="checkbox"/>	38	All Access Doors / Fuel Cap / Engine Cover & Latch Operation			<input checked="" type="checkbox"/>	73	All Access Doors / Fuel Cap / Engine Cover & Latch Operation			
4	Wheelchair Belts / Floor Anchors			<input checked="" type="checkbox"/>	39	Tire Damage & Wear			<input checked="" type="checkbox"/>	74	Tire Damage & Wear			
5	Passenger Seat Condition / Foldaway Seats Operation & Condition			<input checked="" type="checkbox"/>	40	Check Wheels / Lug Nuts / Valve Stems			<input checked="" type="checkbox"/>		<b>*Wheel Chair Lift</b>			
6	Passenger Seat Belts			<input checked="" type="checkbox"/>	41	Fuel Cap and Door			<input checked="" type="checkbox"/>	75	Check Lift Manufacturer Tag Month ____ Year ____			
7	Stanchions & Hand Rails			<input checked="" type="checkbox"/>	42	Leveling			<input checked="" type="checkbox"/>	76	Check Wiring for Routing / Chafing & Loose Connections			
8	Roof Hatches / Operation			<input checked="" type="checkbox"/>		<b>Engine Compartment</b>				77	Check Lift for Damage / Inspect Lift Anchor Bolts			
9	Emergency Window Operation			<input checked="" type="checkbox"/>	43	Clean Batteries / Check Electrolyte Level			<input checked="" type="checkbox"/>	78	Cycle Lift - Check all Safety Systems Including Barriers			
10	Fire Extinguisher / First Aid Kit Emergency Triangles			<input checked="" type="checkbox"/>	44	Check Battery / Hold Downs / Cables / Ground Straps			<input checked="" type="checkbox"/>	79	Record Lift Cycle Count			
11	Fire Suppression System			<input checked="" type="checkbox"/>	45	Record Voltage Output: <u>24.2V</u>			<input checked="" type="checkbox"/>	80	Check for Hydraulic Leaks / Level			
12	Interior Lights			<input checked="" type="checkbox"/>	46	Check Belts / Tensioners & Hoses Air Compressor Mounting			<input checked="" type="checkbox"/>	81	Clean and Lubricate Lift As Needed			
13	Registration / Plates / Manual			<input checked="" type="checkbox"/>	47	Check All Fluids			<input checked="" type="checkbox"/>		<b>Brake Inspection</b>			
	<b>Driver's Compartment</b>				48	Inspect For Leaks			<input checked="" type="checkbox"/>	82	Brake Foundation / Lines / Rotors / Drums			
14	Brake & Accelerator Pedals			<input checked="" type="checkbox"/>	49	Test Anti-Freeze Protection			<input checked="" type="checkbox"/>	83	L / Front % Worn: <u>27</u>			
15	Driver's Seat & Belt			<input checked="" type="checkbox"/>	50	Check Radiator Core Mounts			<input checked="" type="checkbox"/>	84	R / Front % Worn: <u>27</u>			
16	Horn Operation			<input checked="" type="checkbox"/>	51	Check Wiring for Routing / Chafing & Loose Connections			<input checked="" type="checkbox"/>	85	L / Rear % Worn: <u>99</u>			
17	Service Brake Operation			<input checked="" type="checkbox"/>	52	Check Engine Mounts			<input checked="" type="checkbox"/>	86	R / Rear % Worn: <u>30</u>			
18	Ignition System (Start Engine)			<input checked="" type="checkbox"/>	53	Replace Engine Oil & Filter			<input checked="" type="checkbox"/>		<b>Tire Tread Depth / Inflation</b>			
19	Check All Gauges / Switches			<input checked="" type="checkbox"/>	54	Check / Replace Air Filter			<input checked="" type="checkbox"/>	87	L / Front <u>634</u> /32			
20	Check Fast Idle			<input checked="" type="checkbox"/>	55	Check / Replace Fuel Filter			<input checked="" type="checkbox"/>	88	R / Front <u>636</u> /32			
21	Check Air Compressor Cut In / Out Pressures / Perform Leak Down Test			<input checked="" type="checkbox"/>	56	Check / Clean A/C Filters & Cores / Lines for Routing / Chafing			<input checked="" type="checkbox"/>	89	R / R Inside <u>658</u> /32			
22	Shift Lever Operation			<input checked="" type="checkbox"/>	57	A/C Compressor Mounting / Clutch			<input checked="" type="checkbox"/>	90	R / R Outside <u>476</u> /32			
23	Parking Brake Operation			<input checked="" type="checkbox"/>	58	A/C Pressure Check			<input checked="" type="checkbox"/>	91	L / R Inside <u>675</u> /32			
24	Back-Up Alarm			<input checked="" type="checkbox"/>		<b>Chassis / DriveLine</b>				92	L / R Outside <u>276</u> /32			
25	Driver's Panel Lamps			<input checked="" type="checkbox"/>	59	Shocks / Springs / MOR / ryde			<input checked="" type="checkbox"/>	93	L / Front <u>1005</u> PSI			
26	Interior Mirrors			<input checked="" type="checkbox"/>	60	Torque Rods			<input checked="" type="checkbox"/>	94	R / Front <u>2085</u> PSI			
27	Windshield Wipers & Washers			<input checked="" type="checkbox"/>	61	Check Ball Joints / King Pins			<input checked="" type="checkbox"/>	95	R / R Inside <u>35</u> /32 PSI			
28	Climate Control System / Fans			<input checked="" type="checkbox"/>	62	Steering Gear / Linkage & Arms			<input checked="" type="checkbox"/>	96	R / R Outside <u>37</u> /32 PSI			
29	Fare Collection System			<input checked="" type="checkbox"/>	63	Steering Shaft & Freeplay			<input checked="" type="checkbox"/>	97	L / R Inside <u>35</u> /32 PSI			
30	Cleanliness			<input checked="" type="checkbox"/>	64	Lube Chassis			<input checked="" type="checkbox"/>	98	L / R Outside <u>35</u> /32 PSI			
	<b>Exterior</b>				65	Check drive Shaft & U-Joints			<input checked="" type="checkbox"/>		<b>Test Drive</b>			
31	Check for Exterior Damage / Corrosion / Bumpers & Mounts / Decals			<input checked="" type="checkbox"/>	66	Check Differential Oil Level / Clean Breather / Check Axle Seals			<input checked="" type="checkbox"/>	99	Check Engine Performance			
32	Condition of All Glass			<input checked="" type="checkbox"/>	67	Drain & Refill Differential			<input checked="" type="checkbox"/>	100	Check Shift Points			
33	Wiper Blades & Arms			<input checked="" type="checkbox"/>	68	Replace Transmission Fluid / Filter			<input checked="" type="checkbox"/>	101	Steering			
34	Exterior Mirrors			<input checked="" type="checkbox"/>	69	Check Front Wheel Bearings			<input checked="" type="checkbox"/>	102	Suspension			
35	Light Lenses & Reflectors			<input checked="" type="checkbox"/>	70	Check Brakes (Pull Wheels)			<input checked="" type="checkbox"/>	103	Brakes			
										104	Speedometer			
										105	*Video System - if installed			

Notes: \_\_\_\_\_  
 Lift Inspector: \_\_\_\_\_ A/C Inspector: \_\_\_\_\_ Video Inspector: \_\_\_\_\_  
 \* Air conditioning systems and wheel chair lift component inspections will be performed by certified licensed technicians.

**ADVANCED VEHICLE MODIFICATIONS, INC.**  
**Annual Lift Inspection**

Date: 10/09/2019

Van# 1804

Mileage: 23843

Lift Type: Braun

Series/Serial #: NCL1060FIB3454HB-2

Vehicle Year: 2018 Make: Chevy Model: StaBiltrack 4500 VIN#: 1HA6GUBG9JN002336

	<u>SERVICE</u>	<u>INITIALS</u>	<u>COMMENTS/REMARKS</u>
1)	Service lift	MR	Serviced Lift
2)	Test and tighten all fittings	MR	All Fittings Tightened And Lubed
3)	Clean and lube lift and door	MR	Lubed And Cleaned Door Latch And Handle
4)	Check passenger door and door opener	MR	Working Properly
5)	Check all wheelchair tie-down systems - clean and lube as needed	MR	6 Sets Tie Downs - Working Properly 5 Full Sets Missing 1 Tiedown
6)	Check all seat belts and seats	MR	All Seat Belts Working Properly
7)	Check All Lift Interlocks	MR	Interlocks Working Properly
8)	Inspect lift main power circuits: check circuit breakers, all connections & grounds.	MR	All Connections Are Good
9)	Bus Door Hardware	MR	Working Properly
10)	Radio & Interior Lights Off	MR	Working Properly
11)	Comments:		

# PREVENTIVE MAINTENANCE INSPECTION REPORT

MARION SENIOR SERVICES - MARION TRANSIT  
1101 SW 20th Court Ocala, FL 34471

Bus ID #: 1805 Date: 6/21/19 Miles 21932

Inspector's Signature: [Signature] Printed Name: Steve [unclear] Employee # 107

Inspection Type: Circle if  ANNUAL  A Inspection  B Inspection  C Inspection

Condition Indicators:  = Okay  = Item was repaired or adjusted  = Follow up required  = Not Applicable

#	Interior	Condition			#	Exterior (cont.)	Condition			#	Chassis / Drive Line (cont.)	Condition		
		A	B	C			A	B	C			A	B	C
1	Passenger Door & Door Interlock Operation				36	Check Operation of All Lights				71	Air Tank Mounting / Lines & Valves			
2	Standee Line & Warning				37	Condensator Fan Operation				72	Check Exhaust System for Mounting / Leaks / Restrictions			
3	Flooring / Steps / All Interior Panels				38	All Access Doors / Fuel Cap / Engine Cover & Latch Operation				73	All Access Doors / Fuel Cap / Engine Cover & Latch Operation			
4	Wheelchair Belts / Floor Anchors				39	Tire Damage & Wear				74	Tire Damage & Wear			
5	Passenger Seat Condition / Foldaway Seats Operation & Condition				40	Check Wheels / Lug Nuts / Valve Stems				<b>*Wheel Chair Lift</b>				
6	Passenger Seat Belts				41	Fuel Cap and Door				75	Check Lift Manufacturer Tag Month ____ Year ____			
7	Stanchions & Hand Rails				42	Leveling				76	Check Wiring for Routing / Chafing & Loose Connections			
8	Roof Hatches / Operation				<b>Engine Compartment</b>					77	Check Lift for Damage / Inspect Lift Anchor Bolts			
9	Emergency Window Operation				43	Clean Batteries / Check Electrolyte Level				78	Cycle Lift - Check all Safety Systems Including Barriers			
10	Fire Extinguisher / First Aid Kit Emergency Triangles				44	Check Battery / Hold Downs / Cables / Ground Straps				79	Record Lift Cycle Count			
11	Fire Suppression System				45	Record Voltage Output <u>11.2 Volts</u>				80	Check for Hydraulic Leaks / Level			
12	Interior Lights				46	Check Belts / Tensioners & Hoses Air Compressor Mounting				81	Clean and Lubricate Lift As Needed			
13	Registration / Plates / Manual				47	Check All Fluids				<b>Brake Inspection</b>				
<b>Driver's Compartment</b>					48	Inspect For Leaks				82	Brake Foundation / Lines / Rotors / Drums			
14	Brake & Accelerator Pedals				49	Test Anti-Freeze Protection				83	L / Front % Worn: <u>6</u>			
15	Driver's Seat & Belt				50	Check Radiator Core Mounts				84	R / Front % Worn: <u>7</u>			
16	Horn Operation				51	Check Wiring for Routing / Chafing & Loose Connections				85	L / Rear % Worn: <u>6</u>			
17	Service Brake Operation				52	Check Engine Mounts				86	R / Rear % Worn: <u>6</u>			
18	Ignition System (Start Engine)				53	Replace Engine Oil & Filter				<b>Tire Tread Depth / Inflation</b>				
19	Check All Gauges / Switches				54	Check / Replace Air Filter				87	L / Front <u>1</u> /32			
20	Check Fast Idle				55	Check / Replace Fuel Filter				88	R / Front <u>2</u> /32			
21	Check Air Compressor Cut In / Out Pressures / Perform Leak Down Test				56	Check / Clean A/C Filters & Cores / Lines for Routing / Chafing				89	R / R Inside <u>3</u> /32			
22	Shift Lever Operation				57	A/C Compressor Mounting / Clutch				90	R / R Outside <u>3</u> /32			
23	Parking Brake Operation				58	A/C Pressure Check				91	L / R Inside <u>4</u> /32			
24	Back-Up Alarm				<b>Chassis / DriveLine</b>					92	L / R Outside <u>4</u> /32			
25	Driver's Panel Lamps				59	Shocks / Springs / MOR / ryde				93	L / Front <u>  </u> PSI			
26	Interior Mirrors				60	Torque Rods				94	R / Front <u>  </u> PSI			
27	Windshield Wipers & Washers				61	Check Ball Joints / King Pins				95	R / R Inside <u>  </u> PSI			
28	Climate Control System / Fans				62	Steering Gear / Linkage & Arms				96	R / R Outside <u>  </u> PSI			
29	Fare Collection System				63	Steering Shaft & Freeplay				97	L / R Inside <u>  </u> PSI			
30	Cleanliness				64	Lube Chassis				98	L / R Outside <u>  </u> PSI			
<b>Exterior</b>					65	Check drive Shaft & U-Joints				<b>Test Drive</b>				
31	Check for Exterior Damage / Corrosion / Bumpers & Mounts / Decals				66	Check Differential Oil Level / Clean Breather / Check Axle Seals				99	Check Engine Performance			
32	Condition of All Glass				67	Drain & Refill Differential				100	Check Shift Points			
33	Wiper Blades & Arms				68	Replace Transmission Fluid / Filter				101	Steering			
34	Exterior Mirrors				69	Check Front Wheel Bearings				102	Suspension			
35	Light Lenses & Reflectors				70	Check Brakes (Pull Wheels)				103	Brakes			

Notes: \_\_\_\_\_

Lift Inspector: \_\_\_\_\_ A/C Inspector: \_\_\_\_\_ Video Inspector: \_\_\_\_\_  
\* Air conditioning systems and wheel chair lift component inspections will be performed by certified licensed technicians.

**ADVANCED VEHICLE MODIFICATIONS, INC.**  
**Annual Lift Inspection**

Date: 12/31/2019  
 Lift Type: Braun

Van# 1805 Mileage: 21926  
 Series/Serial Number: NCL1000FIB3454HB-2/18051101381

Vehicle Year: 2018 Make: Chevy Model: Rev Group VIN#: 1HA6GUBG9JN002403

	<u>SERVICE</u>	<u>INITIALS</u>	<u>COMMENTS/REMARKS</u>
1)	Service lift	RM	Serviced Lift
2)	Test and tighten all fittings	RM	All Fittings Tight
3)	Clean and lube lift and door	RM	Lift And Doors Cleaned And Lubed
4)	Check passenger door and door opener	RM	Passenger Door And Opener Working Properly
5)	Check all wheelchair tie-down systems - clean and lube as needed	RM	6 Tiedown Locations # 5 Sets of Tie Downs Complete Missing 1 Set Of Slide And Clicks
6)	Check all seat belts and seats	RM	All Seats And Belts Are good
7)	Check All Lift Interlocks	RM	All Interlocks Working
8)	Inspect lift main power circuits: check circuit breakers, all connections & grounds.	RM	All Connections Are Good
9)	Bus Door Hardware	RM	Door Hardware Good
10)	Radio & Interior Lights Off	RM	Off
11)	Comments:		

# PREVENTIVE MAINTENANCE INSPECTION REPORT

MARION SENIOR SERVICES - MARION TRANSIT  
1101 SW 20th Court Ocala, FL 34471

Bus ID #: 1700 Date: 12/30/19 Miles 15167  
Inspector's Signature: [Signature] Printed Name: Steve Thomas Employee # 107

Inspection Type: Circle if - ANNUAL  A Inspection  B Inspection  C Inspection

Condition Indicators:  = Okay  = Item was repaired or adjusted  = Follow up required  = Not Applicable

#	Interior	Condition			#	Exterior (cont.)	Condition			#	Chassis / Drive Line (cont.)	Condition			
		A	B	C			A	B	C			A	B	C	
1	Passenger Door & Door Interlock Operation			<input checked="" type="checkbox"/>	36	Check Operation of All Lights			<input checked="" type="checkbox"/>	71	Air Tank Mounting / Lines & Valves				
2	Standee Line & Warning			<input checked="" type="checkbox"/>	37	Condensor Fan Operation			<input checked="" type="checkbox"/>	72	Check Exhaust System for Mounting / Leaks / Restrictions				
3	Flooring / Steps / All Interior Panels			<input checked="" type="checkbox"/>	38	All Access Doors / Fuel Cap / Engine Cover & Latch Operation			<input checked="" type="checkbox"/>	73	All Access Doors / Fuel Cap / Engine Cover & Latch Operation				
4	Wheelchair Belts / Floor Anchors			<input checked="" type="checkbox"/>	39	Tire Damage & Wear			<input checked="" type="checkbox"/>	74	Tire Damage & Wear				
5	Passenger Seat Condition / Foldaway Seats Operation & Condition			<input checked="" type="checkbox"/>	40	Check Wheels / Lug Nuts / Valve Stems			<input checked="" type="checkbox"/>	<b>*Wheel Chair Lift</b>					
6	Passenger Seat Belts			<input checked="" type="checkbox"/>	41	Fuel Cap and Door			<input checked="" type="checkbox"/>						75
7	Stanchions & Hand Rails			<input checked="" type="checkbox"/>	42	Leveling			<input checked="" type="checkbox"/>	76	Check Wiring for Routing / Chafing & Loose Connections				
8	Roof Hatches / Operation			<input checked="" type="checkbox"/>	<b>Engine Compartment</b>					77	Check Lift for Damage / Inspect Lift Anchor Bolts				
9	Emergency Window Operation			<input checked="" type="checkbox"/>	43	Clean Batteries / Check Electrolyte Level			<input checked="" type="checkbox"/>	78	Cycle Lift - Check all Safety Systems Including Barriers				
10	Fire Extinguisher / First Aid Kit Emergency Triangles			<input checked="" type="checkbox"/>	44	Check Battery / Hold Downs / Cables / Ground Straps			<input checked="" type="checkbox"/>	79	Record Lift Cycle Count				
11	Fire Suppression System			<input checked="" type="checkbox"/>	45	Record Voltage Output			<input checked="" type="checkbox"/>	80	Check for Hydraulic Leaks / Level				
12	Interior Lights			<input checked="" type="checkbox"/>	46	Check Belts / Tensioners & Hoses Air Compressor Mounting			<input checked="" type="checkbox"/>	81	Clean and Lubricate Lift As Needed				
13	Registration / Plates / Manual			<input checked="" type="checkbox"/>	47	Check All Fluids			<input checked="" type="checkbox"/>	<b>Brake Inspection</b>					
<b>Driver's Compartment</b>					48	Inspect For Leaks			<input checked="" type="checkbox"/>	82	Brake Foundation / Lines / Rotors / Drums				
14	Brake & Accelerator Pedals			<input checked="" type="checkbox"/>	49	Test Anti-Freeze Protection			<input checked="" type="checkbox"/>	83	L / Front % Worn:				
15	Driver's Seat & Belt			<input checked="" type="checkbox"/>	50	Check Radiator Core Mounts			<input checked="" type="checkbox"/>	84	R / Front % Worn:				
16	Horn Operation			<input checked="" type="checkbox"/>	51	Check Wiring for Routing / Chafing & Loose Connections			<input checked="" type="checkbox"/>	85	L / Rear % Worn:				
17	Service Brake Operation			<input checked="" type="checkbox"/>	52	Check Engine Mounts			<input checked="" type="checkbox"/>	86	R / Rear % Worn:				
18	Ignition System (Start Engine)			<input checked="" type="checkbox"/>	53	Replace Engine Oil & Filter			<input checked="" type="checkbox"/>	<b>Tire Tread Depth / Inflation</b>					
19	Check All Gauges / Switches			<input checked="" type="checkbox"/>	54	Check / Replace Air Filter			<input checked="" type="checkbox"/>	87	L / Front				
20	Check Fast Idle			<input checked="" type="checkbox"/>	55	Check / Replace Fuel Filter			<input checked="" type="checkbox"/>	88	R / Front				
21	Check Air Compressor Cut In / Out Pressures / Perform Leak Down Test			<input checked="" type="checkbox"/>	56	Check / Clean A/C Filters & Cores / Lines for Routing / Chafing			<input checked="" type="checkbox"/>	89	R / R Inside				
22	Shift Lever Operation			<input checked="" type="checkbox"/>	57	A/C Compressor Mounting / Clutch			<input checked="" type="checkbox"/>	90	R / R Outside				
23	Parking Brake Operation			<input checked="" type="checkbox"/>	58	A/C Pressure Check			<input checked="" type="checkbox"/>	91	L / R Inside				
24	Back-Up Alarm			<input checked="" type="checkbox"/>	<b>Chassis / DriveLine</b>					92	L / R Outside				
25	Driver's Panel Lamps			<input checked="" type="checkbox"/>	59	Shocks / Springs / MOR / ryde			<input checked="" type="checkbox"/>	93	L / Front				
26	Interior Mirrors			<input checked="" type="checkbox"/>	60	Torque Rods			<input checked="" type="checkbox"/>	94	R / Front				
27	Windshield Wipers & Washers			<input checked="" type="checkbox"/>	61	Check Ball Joints / King Pins			<input checked="" type="checkbox"/>	95	R / R Inside				
28	Climate Control System / Fans			<input checked="" type="checkbox"/>	62	Steering Gear / Linkage & Arms			<input checked="" type="checkbox"/>	96	R / R Outside				
29	Fare Collection System			<input checked="" type="checkbox"/>	63	Steering Shaft & Freeplay			<input checked="" type="checkbox"/>	97	L / R inside				
30	Cleanliness			<input checked="" type="checkbox"/>	64	Lube Chassis			<input checked="" type="checkbox"/>	98	L / R Outside				
<b>Exterior</b>					65	Check drive Shaft & U-Joints			<input checked="" type="checkbox"/>	<b>Test Drive</b>					
31	Check for Exterior Damage / Corrosion / Bumpers & Mounts / Decals			<input checked="" type="checkbox"/>	66	Check Differential Oil Level / Clean Breather / Check Axle Seals			<input checked="" type="checkbox"/>	99	Check Engine Performance				
32	Condition of All Glass			<input checked="" type="checkbox"/>	67	Drain & Refill Differential			<input checked="" type="checkbox"/>	100	Check Shift Points				
33	Wiper Blades & Arms			<input checked="" type="checkbox"/>	68	Replace Transmission Fluid / Filter			<input checked="" type="checkbox"/>	101	Steering				
34	Exterior Mirrors			<input checked="" type="checkbox"/>	69	Check Front Wheel Bearings			<input checked="" type="checkbox"/>	102	Suspension				
35	Light Lenses & Reflectors			<input checked="" type="checkbox"/>	70	Check Brakes (Pull Wheels)			<input checked="" type="checkbox"/>	103	Brakes				
<b>Notes:</b>											104	Speedometer			
											105	*Video System - if installed			

Lift Inspector: \_\_\_\_\_ A/C Inspector: \_\_\_\_\_ Video Inspector: \_\_\_\_\_  
\* Air conditioning systems and wheel chair lift component inspections will be performed by certified licensed technicians.

**ADVANCED VEHICLE MODIFICATIONS, INC.**  
**Annual Lift Inspection**

Date: 12/30/2019  
 Lift Type: Braun

Van# 1900 Mileage: 15174  
 Series/Serial Number: NCL1000FIB3451HB-2/19020701529

Vehicle Year: 2019 Make: Ford Model: Bus Rev Group VIN#: 1FDFE4FS1KDC14093

	<u>SERVICE</u>	<u>INITIALS</u>	<u>COMMENTS/REMARKS</u>
1)	Service lift	RM	Serviced Lift
2)	Test and tighten all fittings	RM	All Fittings Tight
3)	Clean and lube lift and door	RM	Lift And Doors Cleaned And Lubed
4)	Check passenger door and door opener	RM	Passenger Door And Opener Working Properly
5)	Check all wheelchair tie-down systems - clean and lube as needed	RM	# 4 Sets of Tie Downs
6)	Check all seat belts and seats	RM	All Seats And Belts Are good
7)	Check All Lift Interlocks	RM	All Interlocks Working
8)	Inspect lift main power circuits: check circuit breakers, all connections & grounds.	RM	All Connections Are Good
9)	Bus Door Hardware	RM	Door Hardware Good
10)	Radio & Interior Lights Off	RM	Off
11)	Comments:		



# PREVENTIVE MAINTENANCE INSPECTION REPORT

MARION SENIOR SERVICES - MARION TRANSIT  
1101 SW 20th Court Ocala, FL 34471

Bus ID #: 1401 Date: 12/25/2019 Miles: 23491  
 Inspector's Signature: [Signature] Printed Name: [Name] Employee # 107

Inspection Type: Circle if - ANNUAL  A Inspection  B Inspection  C Inspection

Condition Indicators:  = Okay  = Item was repaired or adjusted  = Follow up required  = Not Applicable

#	Interior	Condition			#	Exterior (cont.)	Condition			#	Chassis / Drive Line (cont.)	Condition		
		A	B	C			A	B	C			A	B	C
1	Passenger Door & Door Interlock Operation			<input checked="" type="checkbox"/>	36	Check Operation of All Lights			<input checked="" type="checkbox"/>	71	Air Tank Mounting / Lines & Valves			
2	Standee Line & Warning			<input checked="" type="checkbox"/>	37	Condensor Fan Operation			<input checked="" type="checkbox"/>	72	Check Exhaust System for Mounting / Leaks / Restrictions			
3	Flooring / Steps / All Interior Panels			<input checked="" type="checkbox"/>	38	All Access Doors / Fuel Cap / Engine Cover & Latch Operation			<input checked="" type="checkbox"/>	73	All Access Doors / Fuel Cap / Engine Cover & Latch Operation			
4	Wheelchair Belts / Floor Anchors			<input checked="" type="checkbox"/>	39	Tire Damage & Wear			<input checked="" type="checkbox"/>	74	Tire Damage & Wear			
5	Passenger Seat Condition / Foldaway Seats Operation & Condition			<input checked="" type="checkbox"/>	40	Check Wheels / Lug Nuts / Valve Stems			<input checked="" type="checkbox"/>		<b>*Wheel Chair Lift</b>			
6	Passenger Seat Belts			<input checked="" type="checkbox"/>	41	Fuel Cap and Door			<input checked="" type="checkbox"/>	75	Check Lift Manufacturer Tag Month ____ Year ____			
7	Stanchions & Hand Rails			<input checked="" type="checkbox"/>	42	Leveling			<input checked="" type="checkbox"/>	76	Check Wiring for Routing / Chafing & Loose Connections			
8	Roof Hatches / Operation			<input checked="" type="checkbox"/>	<b>Engine Compartment</b>					77	Check Lift for Damage / Inspect Lift Anchor Bolts			
9	Emergency Window Operation			<input checked="" type="checkbox"/>	43	Clean Batteries / Check Electrolyte Level			<input checked="" type="checkbox"/>	78	Cycle Lift - Check all Safety Systems Including Barriers			
10	Fire Extinguisher / First Aid Kit Emergency Triangles			<input checked="" type="checkbox"/>	44	Check Battery / Hold Downs / Cables / Ground Straps			<input checked="" type="checkbox"/>	79	Record Lift Cycle Count			
11	Fire Suppression System			<input checked="" type="checkbox"/>	45	Record Voltage Output: <u>12.7</u> V			<input checked="" type="checkbox"/>	80	Check for Hydraulic Leaks / Level			
12	Interior Lights			<input checked="" type="checkbox"/>	46	Check Belts / Tensioners & Hoses Air Compressor Mounting			<input checked="" type="checkbox"/>	81	Clean and Lubricate Lift As Needed			
13	Registration / Plates / Manual			<input checked="" type="checkbox"/>	47	Check All Fluids			<input checked="" type="checkbox"/>	<b>Brake Inspection</b>				
<b>Driver's Compartment</b>					48	Inspect For Leaks			<input checked="" type="checkbox"/>	82	Brake Foundation / Lines / Rotors / Drums			
14	Brake & Accelerator Pedals			<input checked="" type="checkbox"/>	49	Test Anti-Freeze Protection			<input checked="" type="checkbox"/>	83	L / Front % Worn: <u>78</u>			
15	Driver's Seat & Belt			<input checked="" type="checkbox"/>	50	Check Radiator Core Mounts			<input checked="" type="checkbox"/>	84	R / Front % Worn: <u>78</u>			
16	Horn Operation			<input checked="" type="checkbox"/>	51	Check Wiring for Routing / Chafing & Loose Connections			<input checked="" type="checkbox"/>	85	L / Rear % Worn: <u>78</u>			
17	Service Brake Operation			<input checked="" type="checkbox"/>	52	Check Engine Mounts			<input checked="" type="checkbox"/>	86	R / Rear % Worn: <u>78</u>			
18	Ignition System (Start Engine)			<input checked="" type="checkbox"/>	53	Replace Engine Oil & Filter			<input checked="" type="checkbox"/>	<b>Tire Tread Depth / Inflation</b>				
19	Check All Guages / Switches			<input checked="" type="checkbox"/>	54	Check / Replace Air Filter			<input checked="" type="checkbox"/>	87	L / Front <u>3.25</u> / 32			
20	Check Fast Idle			<input checked="" type="checkbox"/>	55	Check / Replace Fuel Filter			<input checked="" type="checkbox"/>	88	R / Front <u>3.25</u> / 32			
21	Check Air Compressor Cut In / Out Pressures / Perform Leak Down Test			<input checked="" type="checkbox"/>	56	Check / Clean A/C Filters & Cores / Lines for Routing / Chafing			<input checked="" type="checkbox"/>	89	R / R Inside <u>770</u> / 32			
22	Shift Lever Operation			<input checked="" type="checkbox"/>	57	A/C Compressor Mounting / Clutch			<input checked="" type="checkbox"/>	90	R / R Outside <u>770</u> / 32			
23	Parking Brake Operation			<input checked="" type="checkbox"/>	58	A/C Pressure Check			<input checked="" type="checkbox"/>	91	L / R Inside <u>770</u> / 32			
24	Back-Up Alarm			<input checked="" type="checkbox"/>	<b>Chassis / DriveLine</b>					92	L / R Outside <u>788</u> / 32			
25	Driver's Panel Lamps			<input checked="" type="checkbox"/>	59	Shocks / Springs / MOR / ryde			<input checked="" type="checkbox"/>	93	L / Front <u>65</u> PSI			
26	Interior Mirrors			<input checked="" type="checkbox"/>	60	Torque Rods			<input checked="" type="checkbox"/>	94	R / Front <u>65</u> PSI			
27	Windshield Wipers & Washers			<input checked="" type="checkbox"/>	61	Check Ball Joints / King Pins			<input checked="" type="checkbox"/>	95	R / R Inside <u>71</u> PSI			
28	Climate Control System / Fans			<input checked="" type="checkbox"/>	62	Steering Gear / Linkage & Arms			<input checked="" type="checkbox"/>	96	R / R Outside <u>73</u> PSI			
29	Fare Collection System			<input checked="" type="checkbox"/>	63	Steering Shaft & Freeplay			<input checked="" type="checkbox"/>	97	L / R Inside <u>73</u> PSI			
30	Cleanliness			<input checked="" type="checkbox"/>	64	Lube Chassis			<input checked="" type="checkbox"/>	98	L / R Outside <u>73</u> PSI			
<b>Exterior</b>					65	Check drive Shaft & U-Joints			<input checked="" type="checkbox"/>	<b>Test Drive</b>				
31	Check for Exterior Damage / Corrosion / Bumpers & Mounts / Decals			<input checked="" type="checkbox"/>	66	Check Differential Oil Level / Clean Breather / Check Axle Seals			<input checked="" type="checkbox"/>	99	Check Engine Performance			
32	Condition of All Glass			<input checked="" type="checkbox"/>	67	Drain & Refill Differential			<input checked="" type="checkbox"/>	100	Check Shift Points			
33	Wiper Blades & Arms			<input checked="" type="checkbox"/>	68	Replace Transmission Fluid / Filter			<input checked="" type="checkbox"/>	101	Steering			
34	Exterior Mirrors			<input checked="" type="checkbox"/>	69	Check Front Wheel Bearings			<input checked="" type="checkbox"/>	102	Suspension			
35	Light Lenses & Reflectors			<input checked="" type="checkbox"/>	70	Check Brakes (Pull Wheels)			<input checked="" type="checkbox"/>	103	Brakes			
<b>Notes:</b>										104	Speedometer			
										105	*Video System - if installed			

Lift Inspector: \_\_\_\_\_ A/C Inspector: \_\_\_\_\_ Video Inspector: \_\_\_\_\_  
 \* Air conditioning systems and wheel chair lift component inspections will be performed by certified licensed technicians.

**ADVANCED VEHICLE MODIFICATIONS, INC.**  
**Annual Lift Inspection**

Date: 12/26/2019

Van#: 1901

Mileage: 23,980

Lift Type: Braun

Series/Serial Number: NCL1000FIB3451HB-2/19022201628

Vehicle Year: 2019 Make: Ford Model: E-450 VIN#: 1FDFE4FS5KDC27574

	<u>SERVICE</u>	<u>INITIALS</u>	<u>COMMENTS/REMARKS</u>
1)	Service lift	MR	Serviced Lift
2)	Test and tighten all fittings	MR	All Fittings Tight
3)	Clean and lube lift and door	MR	Cleaned And Lubed Lift And Door
4)	Check passenger door and door opener	MR	Passenger Door And Opener Work Properly
5)	Check all wheelchair tie-down systems - clean and lube as needed	MR	# 4 Sets of Tie Downs
6)	Check all seat belts and seats	MR	All Seats And Belts Are good
7)	Check All Lift Interlocks	MR	All Interlocks Working
8)	Inspect lift main power circuits: check circuit breakers, all connections & grounds.	MR	All Connections Are Good
9)	Bus Door Hardware	MR	Emergency Exits Working Properly
10)	Radio & Interior Lights Off	MR	Off Upon Arrival
11)	Comments:		

# PREVENTIVE MAINTENANCE INSPECTION REPORT

MARION SENIOR SERVICES - MARION TRANSIT  
1101 SW 20th Court Ocala, FL 34471

Bus ID #: 1902 Date: 12-30-2019 Miles 15,225  
 Inspector's Signature: [Signature] Printed Name DONALD SPEARS Employee # \_\_\_\_\_

Inspection Type: Circle  ANNUAL  A Inspection  B Inspection  C Inspection

Condition Indicators:  = Okay  = Item was repaired or adjusted  = Follow up required  N/A = Not Applicable

#	Interior	A	B	C	#	Exterior (cont.)	A	B	C	#	Chassis / Drive Line (cont.)	A	B	C
1	Passenger Door & Door Interlock Operation			✓	36	Check Operation of All Lights			✓	71	Air Tank Mounting / Lines & Valves			✓
2	Standee Line & Warning			✓	37	Condensor Fan Operation			✓	72	Check Exhaust System for Mounting / Leaks / Restrictions			✓
3	Flooring / Steps / All Interior Panels			✓	38	All Access Doors / Fuel Cap / Engine Cover & Latch Operation			✓	73	All Access Doors / Fuel Cap / Engine Cover & Latch Operation			✓
4	Wheelchair Belts / Floor Acnhors			✓	39	Tire Damage & Wear			✓	74	Tire Damage & Wear			✓
5	Passenger Seat Condition / Foldaway Seats Operation & Condition			✓	40	Check Wheels / Lug Nuts / Valve Stems			✓		<b>*Wheel Chair Lift</b>			
6	Passenger Seat Belts			✓	41	Fuel Cap and Door			✓	75	Check Lift Manufacturer Tag Month ____ Year ____			
7	Stanchions & Hand Rails			✓	42	Leveling		NA		76	Check Wiring for Routing / Chafing & Loose Connections			
8	Roof Hatches / Operation			✓		<b>Engine Compartment</b>				77	Check Lift for Damage / Inspect Lift Anchor Bolts			
9	Emergency Window Operation			✓	43	Clean Batteries / Check Electrolyte Level			✓	78	Cycle Lift - Check all Safety Systems including Barriers		NA	
10	Fire Extinguisher / First Aid Kit Emergency Triangles			✓	44	Check Battery / Hold Downs / Cables / Ground Straps			✓	79	Record Lift Cycle Count			
11	Fire Suppression System			✓	45	Record Voltage Output <u>14v</u>			✓	80	Check for Hydraulic Leaks / Level			
12	Interior Lights			✓	46	Check Belts / Tensioners & Hoses Air Compressor Mounting			✓	81	Clean and Lubricate Lift As Needed			
13	Registration / Plates / Manual			✓	47	Check All Fluids			✓		<b>Brake Inspection</b>			
	<b>Driver's Compartment</b>				48	Inspect For Leaks			✓	82	Brake Foundation / Lines / Rotors / Drums			✓
14	Brake & Accelerator Pedals			✓	49	Test Anti-Freeze Protection			✓	83	L / Front % Worn: <u>20</u>			✓
15	Driver's Seat & Belt			✓	50	Check Radiator Core Mounts			✓	84	R / Front % Worn: <u>20</u>			✓
16	Horn Operation			✓	51	Check Wiring for Routing / Chafing & Loose Connections			✓	85	L / Rear % Worn: <u>40</u>			✓
17	Service Brake Operation			✓	52	Check Engine Mounts			✓	86	R / Rear % Worn: <u>48</u>			✓
18	Ignition System (Start Engine)			✓	53	Replace Engine Oil & Filter			✓		<b>Tire Tread Depth / Inflation</b>			
19	Check All Guages / Switches			✓	54	Check / Replace Air Filter			✓	87	L / Front <u>8</u> /32			✓
20	Check Fast Idle			✓	55	Check / Replace Fuel Filter			✓	88	R / Front <u>8</u> /32			✓
21	Check Air Compressor Cut In / Out Pressures / Perform Leak Down Test	NA			56	Check / Clean A/C Filters & Cores / Lines for Routing / Chafing			✓	89	R / R Inside <u>7</u> /32			✓
22	Shift Lever Operation			✓	57	A/C Compressor Mounting / Clutch			✓	90	R / R Outside <u>7</u> /32			✓
23	Parking Brake Operation			✓	58	A/C Pressure Check			✓	91	L / R Inside <u>8</u> /32			✓
24	Back-Up Alarm			✓		<b>Chassis / DriveLine</b>				92	L / R Outside <u>8</u> /32			✓
25	Driver's Panel Lamps			✓	59	Shocks / Springs / MOR / ryce			✓	93	L / Front <u>45</u> PSI			✓
26	Interior Mirrors			✓	60	Torque Rods			✓	94	R / Front <u>45</u> PSI			✓
27	Windshield Wipers & Washers			✓	61	Check Ball Joints / King Pins			✓	95	R / R Inside <u>30</u> PSI			✓
28	Climate Control System / Fans			✓	62	Steering Gear / Linkage & Arms			✓	96	R / R Outside <u>30</u> PSI			✓
29	Fare Collection System			✓	63	Steering Shaft & Freeplay			✓	97	L / R Inside <u>30</u> PSI			✓
30	Cleanliness			✓	64	Lube Chassis			✓	98	L / R Outside <u>30</u> PSI			✓
	<b>Exterior</b>				65	Check drive Shaft & U-Joints			✓		<b>Test Drive</b>			
31	Check for Exterior Damage / Corrosion / Bumpers & Mounts / Decals			✓	66	Check Differential Oil Level / Clean Breather / Check Axle Seals			✓	99	Check Engine Performance			✓
32	Condition of All Glass			✓	67	Drain & Refill Differential			✓	100	Check Shift Points			✓
33	Wiper Blades & Arms			✓	68	Replace Transmission Fluid / Filter			✓	101	Sreering			✓
34	Exterior Mirrors			✓	69	Check Front Wheel Bearings			✓	102	Suspension			✓
35	Light Lenses & Reflectors			✓	70	Check Brakes (Pull Wheels)			✓	103	Brakes			✓
	<b>Notes:</b>									104	Speedometer			✓
										105	*Video System - if installed			✓

Lift Inspector: [Signature] A/C Inspector: \_\_\_\_\_ Video Inspector: \_\_\_\_\_  
 \* Air conditioning systems and wheel chair lift component inspections will be performed by certified licensed technicians.

**ADVANCED VEHICLE MODIFICATIONS, INC.**  
**Annual Lift Inspection**

Date: 12/30/2019

Van# 1902 Mileage: 15232.4

Lift Type: Braun

Series/Serial Number: NCL1000FIB-2/19022201625

Vehicle Year: 2019 Make: Ford Model: Bus Rev Group VIN#: 1FDFE4FS2KDC29671

**SERVICE**

**INITIALS**

**COMMENTS/REMARKS**

1)	Service lift	LR	Serviced Lift
2)	Test and tighten all fittings	LR	All Fittings Tight
3)	Clean and lube lift and door	LR	Lift And Doors Cleaned And Lubed
4)	Check passenger door and door opener	LR	Passenger Door And Opener Working Properly
5)	Check all wheelchair tie-down systems - clean and lube as needed	LR	# 4 Sets of Tie Downs
6)	Check all seat belts and seats	LR	All Seats And Belts Are good
7)	Check All Lift Interlocks	LR	All Interlocks Working
8)	Inspect lift main power circuits: check circuit breakers, all connections & grounds.	LR	All Connections Are Good
9)	Bus Door Hardware	LR	Door Hardware Good
10)	Radio & Interior Lights Off	LR	Off
11)	Comments:		

# PREVENTIVE MAINTENANCE INSPECTION REPORT

MARION SENIOR SERVICES - MARION TRANSIT  
1101 SW 20th Court Ocala, FL 34471

Bus ID #: 1052 Date: 10/20/14 Miles: 2169  
Inspector's Signature: [Signature] Printed Name: Steve Smith Employee #: 107

Inspection Type: Circle if  ANNUAL  A Inspection  B Inspection  C Inspection

Condition Indicators:  = Okay  = Item was repaired or adjusted  = Follow up required *N/A* = Not Applicable

#	Interior	A	B	C	#	Exterior (cont.)	A	B	C	#	Chassis / Drive Line (cont.)	A	B	C
1	Passenger Door & Door Interlock Operation			<input checked="" type="checkbox"/>	36	Check Operation of All Lights			<input checked="" type="checkbox"/>	71	Air Tank Mounting / Lines & Valves			<input checked="" type="checkbox"/>
2	Standee Line & Warning			<input checked="" type="checkbox"/>	37	Condensator Fan Operation			<input checked="" type="checkbox"/>	72	Check Exhaust System for Mounting / Leaks / Restrictions			<input checked="" type="checkbox"/>
3	Flooring / Steps / All Interior Panels			<input checked="" type="checkbox"/>	38	All Access Doors / Fuel Cap / Engine Cover & Latch Operation			<input checked="" type="checkbox"/>	73	All Access Doors / Fuel Cap / Engine Cover & Latch Operation			<input checked="" type="checkbox"/>
4	Wheelchair Belts / Floor Anchors			<input checked="" type="checkbox"/>	39	Tire Damage & Wear			<input checked="" type="checkbox"/>	74	Tire Damage & Wear			<input checked="" type="checkbox"/>
5	Passenger Seat Condition / Foldaway Seats Operation & Condition			<input checked="" type="checkbox"/>	40	Check Wheels / Lug Nuts / Valve Stems			<input checked="" type="checkbox"/>	<b>*Wheel Chair Lift</b>				
6	Passenger Seat Belts			<input checked="" type="checkbox"/>	41	Fuel Cap and Door			<input checked="" type="checkbox"/>					
7	Stanchions & Hand Rails			<input checked="" type="checkbox"/>	42	Leveling			<input checked="" type="checkbox"/>	76	Check Wiring for Routing / Chafing & Loose Connections			
8	Roof Hatches / Operation			<input checked="" type="checkbox"/>	<b>Engine Compartment</b>					77	Check Lift for Damage / Inspect Lift Anchor Bolts			
9	Emergency Window Operation			<input checked="" type="checkbox"/>	43	Clean Batteries / Check Electrolyte Level			<input checked="" type="checkbox"/>	78	Cycle Lift - Check all Safety Systems Including Barriets			
10	Fire Extinguisher / First Aid Kit Emergency Triangles			<input checked="" type="checkbox"/>	44	Check Battery / Hold Downs / Cables / Ground Straps			<input checked="" type="checkbox"/>	79	Record Lift Cycle Count			
11	Fire Suppression System			<input checked="" type="checkbox"/>	45	Record Voltage Output <u>12.3V</u>			<input checked="" type="checkbox"/>	80	Check for Hydraulic Leaks / Level			
12	Interior Lights			<input checked="" type="checkbox"/>	46	Check Belts / Tensioners & Hoses Air Compressor Mounting			<input checked="" type="checkbox"/>	81	Clean and Lubricate Lift As Needed			
13	Registration / Plates / Manual			<input checked="" type="checkbox"/>	47	Check All Fluids			<input checked="" type="checkbox"/>	<b>Brake Inspection</b>				
<b>Driver's Compartment</b>					48	Inspect For Leaks			<input checked="" type="checkbox"/>	82	Brake Foundation / Lines / Rotors / Drums			
14	Brake & Accelerator Pedals			<input checked="" type="checkbox"/>	49	Test Anti-Freeze Protection			<input checked="" type="checkbox"/>	83	L / Front % Worn: <u>37</u>			
15	Driver's Seat & Belt			<input checked="" type="checkbox"/>	50	Check Radiator Core Mounts			<input checked="" type="checkbox"/>	84	R / Front % Worn: <u>37</u>			
16	Horn Operation			<input checked="" type="checkbox"/>	51	Check Wiring for Routing / Chafing & Loose Connections			<input checked="" type="checkbox"/>	85	L / Rear % Worn: <u>38</u>			
17	Service Brake Operation			<input checked="" type="checkbox"/>	52	Check Engine Mounts			<input checked="" type="checkbox"/>	86	R / Rear % Worn: <u>38</u>			
18	Ignition System (Start Engine)			<input checked="" type="checkbox"/>	53	Replace Engine Oil & Filter			<input checked="" type="checkbox"/>	<b>Tire Tread Depth / Inflation</b>				
19	Check All Guages / Switches			<input checked="" type="checkbox"/>	54	Check / Replace Air Filter			<input checked="" type="checkbox"/>	87	L / Front <u>8</u> /32			
20	Check Fast Idle			<input checked="" type="checkbox"/>	55	Check / Replace Fuel Filter			<input checked="" type="checkbox"/>	88	R / Front <u>12</u> /32			
21	Check Air Compressor Cut In / Out Pressures / Perform Leak Down Test			<input checked="" type="checkbox"/>	56	Check / Clean A/C Filters & Cores / Lines for Routing / Chafing			<input checked="" type="checkbox"/>	89	R / R Inside <u>8</u> /32			
22	Shift Lever Operation			<input checked="" type="checkbox"/>	57	A/C Compressor Mounting / Clutch			<input checked="" type="checkbox"/>	90	R / R Outside <u>8</u> /32			
23	Parking Brake Operation			<input checked="" type="checkbox"/>	58	A/C Pressure Check			<input checked="" type="checkbox"/>	91	L / R Inside <u>8</u> /32			
24	Back-Up Alarm			<input checked="" type="checkbox"/>	<b>Chassis / DriveLine</b>					92	L / R Outside <u>8</u> /32			
25	Driver's Panel Lamps			<input checked="" type="checkbox"/>	59	Shocks / Springs / MOR / ryde			<input checked="" type="checkbox"/>	93	L / Front <u>67</u> /10 PSI			
26	Interior Mirrors			<input checked="" type="checkbox"/>	60	Torque Rods			<input checked="" type="checkbox"/>	94	R / Front <u>72</u> /10 PSI			
27	Windshield Wipers & Washers			<input checked="" type="checkbox"/>	61	Check Ball Joints / King Pins			<input checked="" type="checkbox"/>	95	R / R Inside <u>69</u> /10 PSI			
28	Climate Control System / Fans			<input checked="" type="checkbox"/>	62	Steering Gear / Linkage & Arms			<input checked="" type="checkbox"/>	96	R / R Outside <u>69</u> /10 PSI			
29	Fare Collection System			<input checked="" type="checkbox"/>	63	Steering Shaft & Freeplay			<input checked="" type="checkbox"/>	97	L / R Inside <u>75</u> /10 PSI			
30	Cleanliness			<input checked="" type="checkbox"/>	64	Lube Chassis			<input checked="" type="checkbox"/>	98	L / R Outside <u>75</u> /10 PSI			
<b>Exterior</b>					65	Check drive Shaft & U-Joints			<input checked="" type="checkbox"/>	<b>Test Drive</b>				
31	Check for Exterior Damage / Corrosion / Bumpers & Mounts / Decals			<input checked="" type="checkbox"/>	66	Check Differential Oil Level / Clean Breather / Check Axle Seals			<input checked="" type="checkbox"/>	99	Check Engine Performance			
32	Condition of All Glass			<input checked="" type="checkbox"/>	67	Drain & Refill Differential			<input checked="" type="checkbox"/>	100	Check Shift Points			
33	Wiper Blades & Arms			<input checked="" type="checkbox"/>	68	Replace Transmission Fluid / Filter			<input checked="" type="checkbox"/>	101	Steering			
34	Exterior Mirrors			<input checked="" type="checkbox"/>	69	Check Front Wheel Bearings			<input checked="" type="checkbox"/>	102	Suspension			
35	Light Lenses & Reflectors			<input checked="" type="checkbox"/>	70	Check Brakes (Pull Wheels)			<input checked="" type="checkbox"/>	103	Brakes			
<b>Notes:</b>										104	Speedometer			
<b>Notes:</b>										105	*Video System - if installed			

Lift Inspector: \_\_\_\_\_ A/C Inspector: \_\_\_\_\_ Video Inspector: \_\_\_\_\_  
 \* Air conditioning systems and wheel chair lift component inspections will be performed by certified licensed technicians.

**ADVANCED VEHICLE MODIFICATIONS, INC.**  
**Annual Lift Inspection**

Date: 12/26/2019

Van# 1903 Mileage: 24079.3

Lift Type: Braun

Series/Serial Number: NCL1000FIB3451HB-2/19022201623

Vehicle Year: 2019 Make: Ford Model: RAV Group VIN#: 1FEFE4S4KDC29672

**SERVICE**

**INITIALS**

**COMMENTS/REMARKS**

1)	Service lift	MR	Serviced Lift
2)	Test and tighten all fittings	MR	All Fittings Tight
3)	Clean and lube lift and door	MR	Lift And Doors Cleaned And Lubed
4)	Check passenger door and door opener	MR	Passenger Door And Opener Working Properly
5)	Check all wheelchair tie-down systems - clean and lube as needed	MR	# 4 Sets of Tie Downs
6)	Check all seat belts and seats	MR	All Seats And Belts Are good
7)	Check All Lift Interlocks	MR	All Interlocks Working
8)	Inspect lift main power circuits: check circuit breakers, all connections & grounds.	MR	All Connections Are Good
9)	Bus Door Hardware	MR	Emergency Exits Working Properly
10)	Radio & Interior Lights Off	MR	Off Upon Arrival
11)	Comments:		

# PREVENTIVE MAINTENANCE INSPECTION REPORT

MARION SENIOR SERVICES - MARION TRANSIT  
1101 SW 20th Court Ocala, FL 34471

Bus ID #: 1904 Date: 12-27-19 Miles: 10000

Inspector's Signature: [Signature] Printed Name: [Name] Employee #: [ID]

Inspection Type: Circle if - ANNUAL  A Inspection  B Inspection  C Inspection

Condition Indicators:  = Okay  = Item was repaired or adjusted  = Follow up required  = Not Applicable

#	Interior	A	B	C	#	Exterior (cont.)	A	B	C	#	Chassis / Drive Line (cont.)	A	B	C	
1	Passenger Door & Door Interlock Operation				36	Check Operation of All Lights				71	Air Tank Mounting / Lines & Valves				
2	Standee Line & Warning				37	Condensor Fan Operation				72	Check Exhaust System for Mounting / Leaks / Restrictions				
3	Flooring / Steps / All Interior Panels				38	All Access Doors / Fuel Cap / Engine Cover & Latch Operation				73	All Access Doors / Fuel Cap / Engine Cover & Latch Operation				
4	Wheelchair Belts / Floor Anchors				39	Tire Damage & Wear				74	Tire Damage & Wear				
5	Passenger Seat Condition / Foldaway Seats Operation & Condition				40	Check Wheels / Lug Nuts / Valve Stems				<b>*Wheel Chair Lift</b>					
6	Passenger Seat Belts				41	Fuel Cap and Door									75
7	Stanchions & Hand Rails				42	Leveling				76	Check Wiring for Routing / Chafing & Loose Connections				
8	Roof Hatches / Operation				<b>Engine Compartment</b>					77	Check Lift for Damage / Inspect Lift Anchor Bolts				
9	Emergency Window Operation				43	Clean Batteries / Check Electrolyte Level				78	Cycle Lift - Check all Safety Systems Including Barriers				
10	Fire Extinguisher / First Aid Kit Emergency Triangles				44	Check Battery / Hold Downs / Cables / Ground Straps				79	Record Lift Cycle Count				
11	Fire Suppression System				45	Record Voltage Output				80	Check for Hydraulic Leaks / Level				
12	Interior Lights				46	Check Belts / Tensioners & Hoses Air Compressor Mounting				81	Clean and Lubricate Lift As Needed				
13	Registration / Plates / Manual				47	Check All Fluids				<b>Brake Inspection</b>					
<b>Driver's Compartment</b>					48	Inspect For Leaks				82	Brake Foundation / Lines / Rotors / Drums				
14	Brake & Accelerator Pedals				49	Test Anti-Freeze Protection				83	L / Front % Worn:				
15	Driver's Seat & Belt				50	Check Radiator Core Mounts				84	R / Front % Worn:				
16	Horn Operation				51	Check Wiring for Routing / Chafing & Loose Connections				85	L / Rear % Worn:				
17	Service Brake Operation				52	Check Engine Mounts				86	R / Rear % Worn:				
18	Ignition System (Start Engine)				53	Replace Engine Oil & Filter				<b>Tire Tread Depth / Inflation</b>					
19	Check All Gauges / Switches				54	Check / Replace Air Filter				87	L / Front			/32	
20	Check Fast Idle				55	Check / Replace Fuel Filter				88	R / Front			/32	
21	Check Air Compressor Cut In / Out Pressures / Perform Leak Down Test				56	Check / Clean A/C Filters & Cores / Lines for Routing / Chafing				89	R / R Inside			/32	
22	Shift Lever Operation				57	A/C Compressor Mounting / Clutch				90	R / R Outside			/32	
23	Parking Brake Operation				58	A/C Pressure Check				91	L / R Inside			/32	
24	Back-Up Alarm				<b>Chassis / DriveLine</b>					92	L / R Outside			/32	
25	Driver's Panel Lamps				59	Shocks / Springs / MOR / ryde				93	L / Front			PSI	
26	Interior Mirrors				60	Torque Rods				94	R / Front			PSI	
27	Windshield Wipers & Washers				61	Check Ball Joints / King Pins				95	R / R Inside			PSI	
28	Climate Control System / Fans				62	Steering Gear / Linkage & Arms				96	R / R Outside			PSI	
29	Fare Collection System				63	Steering Shaft & Freeplay				97	L / R Inside			PSI	
30	Cleanliness				64	Lube Chassis				98	L / R Outside			PSI	
<b>Exterior</b>					65	Check drive Shaft & U-Joints				<b>Test Drive</b>					
31	Check for Exterior Damage / Corrosion / Bumpers & Mounts / Decals				66	Check Differential Oil Level / Clean Breather / Check Axle Seals				99	Check Engine Performance				
32	Condition of All Glass				67	Drain & Refill Differential				100	Check Shift Points				
33	Wiper Blades & Arms				68	Replace Transmission Fluid / Filter				101	Steering				
34	Exterior Mirrors				69	Check Front Wheel Bearings				102	Suspension				
35	Light Lenses & Reflectors				70	Check Brakes (Pull Wheels)				103	Brakes				
<b>Notes:</b>											104	Speedometer			
<b>Notes:</b>											105	*Video System - if installed			

Lift Inspector: \_\_\_\_\_ A/C Inspector: \_\_\_\_\_ Video Inspector: \_\_\_\_\_  
\* Air conditioning systems and wheel chair lift component inspections will be performed by certified licensed technicians.

**ADVANCED VEHICLE MODIFICATIONS, INC.**  
**Annual Lift Inspection**

Date: 12/31/2019

Van# 1904 Mileage: 17163.4

Lift Type: Braun

Series/Serial Number: NCL1000FIB3451HB-2/19010701465

Vehicle Year: 2019 Make: Ford Model: E-450 VIN#: 1FDFE4FS0KDC18264

**SERVICE**

**INITIALS**

**COMMENTS/REMARKS**

	<b><u>SERVICE</u></b>	<b><u>INITIALS</u></b>	<b><u>COMMENTS/REMARKS</u></b>
1)	Service lift	MR	Serviced Lift
2)	Test and tighten all fittings	MR	All Fittings Tight
3)	Clean and lube lift and door	MR	Lift And Doors Cleaned And Lubed
4)	Check passenger door and door opener	MR	Passenger Door And Opener Working Properly
5)	Check all wheelchair tie-down systems - clean and lube as needed	MR	# 4 Sets of Tie Downs
6)	Check all seat belts and seats	MR	All Seats And Belts Are good
7)	Check All Lift Interlocks	MR	All Interlocks Working
8)	Inspect lift main power circuits: check circuit breakers, all connections & grounds.	MR	All Connections Are Good
9)	Bus Door Hardware	MR	Door Hardware Good
10)	Radio & Interior Lights Off	MR	Off
11)	Comments:	MR	350 Cycles On Lift



# MARION TRANSIT SERVICES

A Division of Marion Senior Services

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1101 S.W. 20<sup>th</sup> Court, Ocala, FL 34474  
Telephone (352) 620-3071 Fax (352) 620-3400

VEHICLE PREVENTATIVE MAINTENANCE PLAN

*Mission – “Is to provide Public Transportation that offers riders a high-quality safe, reliable, and efficient paratransit experience.”*



January 3, 2020

Florida Department of Transportation, District Five  
Attn: Ms. Diane Poitras, Transit Programs Administrator  
420 W. Landstreet RD  
Orlando, FL 32824

**RE: VEHICLE MAINTENANCE PLAN**

To: District Five

This letter provides certification that Marion Senior Services, Inc. d/b/a Marion Transit has not made any changes to the Vehicle Maintenance Plan implemented November 2017 to comply and incorporate FDOT Preventative Maintenance Standards Manual Edition 4.1.

Sincerely,

  
\_\_\_\_\_  
Tom Wilder, Transportation Director

# MARION TRANSIT SERVICES

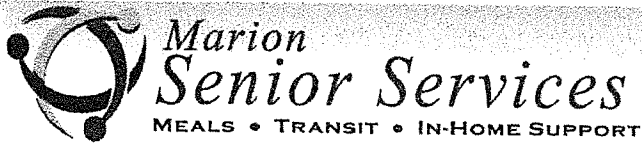
A Division of Marion Senior Services

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1101 S.W. 20<sup>th</sup> Court, Ocala, FL 34474  
Telephone (352) 620-3071 Fax (352) 620-3400

SYSTEM SAFETY PROGRAM PLAN (SSPP)

*Mission – “Is to provide Public Transportation that offers riders a high-quality safe, reliable, and efficient paratransit experience.”*



January 3, 2020

Florida Department of Transportation, District Five  
Attn: Ms. Diane Poitras, Transit Programs Administrator  
420 W. Landstreet RD  
Orlando, FL 32824

**RE: SYSTEM SAFETY PROGRAM PLAN**

To: District Five

This letter provides certification that ***Marion Senior Services, Inc. d/b/a Marion Transit*** has not made any major changes to the System Safety Program Plan (SSPP) implemented and adopted in **July 2016** and it is currently in effect.

Sincerely,

  
Tom Wilder, Transportation Director

# MARION TRANSIT SERVICES

A Division of Marion Senior Services

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1101 S.W. 20<sup>th</sup> Court, Ocala, FL 34474  
Telephone (352) 620-3071 Fax (352) 620-3400

SOBI SUBSTANCE ABUSE CERTIFICATION AND DAMIS REPORT

*Mission – “Is to provide Public Transportation that offers riders a high-quality safe, reliable, and efficient paratransit experience.”*

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**CERTIFICATE OF COMPLIANCE**

725-030-10  
TRANSIT  
12/01

for a  
**SECTION 5311 SUBRECIPIENT**  
(Certifying compliance with 49 CFR Parts 40, 655)  
To  
Florida Department of Transportation

DATE 12/27/2019

Section 5311 Subrecipient Information:

AGENCY NAME: Marion Senior Services, Inc.  
ADDRESS: 1101 SW 20<sup>th</sup> Court, Ocala, FL 34471  
PHONE: 352-620-3071

FDOT District Office Information:

NAME: FDOT District 5, Modal Development Office  
ADDRESS: 420 W. Landstreet, Orlando, FL 32824  
PHONE: (321) 319-8174

I, Tom Wilder, Transportation Director  
(Name) (Title)

hereby certify that Marion Senior Services, Inc. d/b/a Marion Transit and its applicable  
(Name of Subrecipient)  
contractor(s) (listing attached hereto) for N/A  
(Name of Subrecipient)

has (have) established and implemented an anti-drug and alcohol misuse prevention program in accordance with the provisions of 49 CFR Parts 40 and 655 as amended. I further certify that the employee training conducted under this part meets the requirements of 49 CFR Parts 40 and 655 as amended.

  
\_\_\_\_\_  
Signature

Attachment: (Applicable Contractor(s) - Name, Address, Phone #, Contact Person)



# MARION TRANSIT SERVICES

A Division of Marion Senior Services

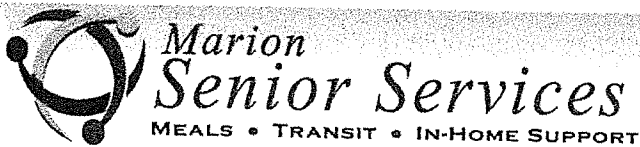
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1101 S.W. 20<sup>th</sup> Court, Ocala, FL 34474  
Telephone (352) 620-3071 Fax (352) 620-3400

FILED IN UPDATE LETTER

*Mission – “Is to provide Public Transportation that offers riders a high-quality safe, reliable, and efficient paratransit experience.”*





January 3, 2020

Florida Department of Transportation, District Five  
Attn: Ms. Diane Poitras, Transit Programs Administrator  
420 W. Landstreet RD  
Orlando, FL 32824

RE: Section 49 Code of Federal Regulations, part 21 and Federal Transit Administration (FTA)  
Circular 4702.

To: District Five

This letter provides certification that **Marion Senior Services, Inc. d/b/a Marion Transit** has not made any changes to the Title VI Plan implemented on **July 1, 2016**. As of **December 31, 2019**, **Marion Senior Services, Inc. d/b/a Marion Transit** does not have any Title VI related investigations, complaints or lawsuits to report to the Department. Below is a list of all public notices located throughout our facility and the active URL where our public notice is located.

1. Front Lobby
2. Transportation Bay
3. All Buses
4. <http://www.marionseniorservices.org/me/marion-senior-services/transit-services-12864.html?navId=1382>

Sincerely,

  
Tom Wilder, Transportation Director

# MARION TRANSIT SERVICES

A Division of Marion Senior Services

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1101 S.W. 20<sup>th</sup> Court, Ocala, FL 34474  
Telephone (352) 620-3071 Fax (352) 620-3400

*Mission – “Is to provide Public Transportation that offers riders a high-quality safe, reliable, and efficient paratransit experience.”*



January 3, 2020

Florida Department of Transportation, District Five  
Attn: Ms. Diane Poitras, Transit Programs Administrator  
420 W. Landstreet RD  
Orlando, FL 32824

**RE: AGENCY CONTACT INFORMATION**

To: District Five

This letter provides certification of the current agency contacts:

- Ms. Jennifer Martinez, Executive Director – [jmartinez@marionseniorservices.org](mailto:jmartinez@marionseniorservices.org)
- Mr. Tom Wilder, Transportation Director – [twilder@marionseniorservices.org](mailto:twilder@marionseniorservices.org)
- Ms. Rhonda Blaney, Finance Director – [rblaney@marionseniorservices.org](mailto:rblaney@marionseniorservices.org)
- Mr. Herman Schulz, Transit Manager – [hschulz@marionseniorservices.org](mailto:hschulz@marionseniorservices.org)
- Ms. Karen Williams, Trips Manager – [kwilliams@marionseniorservices.org](mailto:kwilliams@marionseniorservices.org)

Sincerely,

  
Tom Wilder, Transportation Director

# MARION TRANSIT SERVICES

A Division of Marion Senior Services

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1101 S.W. 20<sup>th</sup> Court, Ocala, FL 34474  
Telephone (352) 620-3071 Fax (352) 620-3400

3310 PROGRAM PERFORMANCE MEASURES ANNUAL REPORT

*Mission – “Is to provide Public Transportation that offers riders a high-quality safe, reliable, and efficient paratransit experience.”*

Reporting year: January 1, 2019 – December 31, 2019 (All awarded projects currently in operation)

## SECTION 5310 PROGRAM PERFORMANCE MEASURES ANNUAL REPORT (JAN 1 – DEC 31, 2019)

Agencies that have received funding through the FTA Section 5310 program must collect the following data as part of the annual program performance measure report. For this report, recipients must submit **both quantitative and qualitative** information on each of the following measures as applicable to your agency. Please submit this report with your agency's Annual Certifications package.

There are two (2) versions of the performance report to be completed as applicable to your agency:

(1) **SECTION 5310 CAPITAL AWARD PERFORMANCE REPORT** - Complete this report if your agency has a Section 5310 Capital Award in operation during this reporting period. This means that your agency has acquired a vehicle, equipment, or other item via capital Section 5310 award(s), and is using the vehicle or item to provide Section 5310-eligible transportation service.

(2) **SECTION 5310 OPERATING AWARD PERFORMANCE REPORT** - Complete this report if your agency has a Section 5310 Operating Award in operation during this reporting period. This means that your agency has provided Section 5310-eligible trips **and** either anticipates receiving or has already received reimbursement for these trips through the Section 5310 program.

Complete **both reports** if your agency has both types of Section 5310 awards in operation during the 2019 calendar year, Jan 1 - Dec 31.

**Tip: Refer to the Fact Sheet provided with your agency's most recent grant application to obtain baseline performance data. If your agency is a Community Transportation Coordinator (CTC), you may use data from your Annual Operating Report (AOR).**

Section 5310 Annual Reporting Period Summary							
Reporting Agency:	Marion Senior Services, Inc. d/b/a Marion Transit						
Address:	1101 S.W. 20 <sup>th</sup> Court						
City:	Ocala	County:	Marion	State:	Florida	Zip:	34471
Service Area i.e., Palm Bay-Melbourne UZA (Consult FDOT District office if unknown)							
Contact Person:	Tom Wilder, Transportation Director						
Phone Number:	352-620-3071	Email:	<a href="mailto:twilder@marionseniorservices.org">twilder@marionseniorservices.org</a>				
Total Section 5310 capital awarded projects in operation during this reporting period:						1	
Total Section 5310 operating awarded projects in operation during this reporting period:						0	

Reporting year: January 1, 2019 – December 31, 2019 (All awarded projects currently in operation)

SECTION 5310 CAPITAL AWARD PERFORMANCE REPORT

**Gaps in Service Filled:** Provision of transportation options that would not otherwise be available to seniors and individuals with disabilities, measured by the numbers of seniors and individuals with disabilities afforded mobility resulting from Section 5310 capital projects in operation for the current reporting year.

Number of senior and individuals with disabilities (unduplicated) <b>PER YEAR.</b>	Calculation	TOTAL
		RouteMatch Reports 1/1/2019 – 12/27/19

Discuss any impacts to the quality of transportation options provided to seniors and individuals with disabilities not captured above.

N/A

**Ridership:** Actual or estimated number of rides (as measured by one-way trips) provided annually for seniors or individuals with disabilities on Section 5310-supported vehicles and services resulting from Section 5310 capital projects in operation during the current reporting year.

*Note: See Fact Sheet in 5310 Instruction Manual for instructions*

Number of one-way trips provided to seniors and individuals with disabilities <b>PER YEAR:</b>	Calculation	TOTAL
		RouteMatch Reports 1/1/2019 – 12/27/19

*One-way passenger trip is the unit of service provided each time a passenger enters the vehicle, is transported, and then exits the vehicle. Each different destination would constitute a passenger trip.*

Discuss any impacts to the quality of transportation options provided to seniors and individuals with disabilities not captured above.

5310 Capital funding keeps our fleet newer helping lower the costs of maintenance and improved safety.

Reporting year: January 1, 2019 – December 31, 2019 (All awarded projects currently in operation)

SECTION 5310 OPERATING AWARD PERFORMANCE REPORT N/A

**Service Improvements:** related to geographic coverage, service quality, and/or service times that impact availability of transit services for seniors and individuals with disabilities resulting from Section 5310 operating projects in operation during the current reporting year.

*Note: See Fact Sheet in 5310 Instruction Manual for instructions*

	Calculations	Results
Total fleet vehicle miles traveled to provide service to seniors and individuals with disabilities.		
Total square miles of transportation service coverage.		
Number of days the vehicles are in operation to provide service to seniors and individuals with disabilities <b>PER YEAR.</b>		
Number of hours of service <b>AVERAGE PER DAY.</b>		
Posted hours of the normal operating hours the agency provides service to seniors and individuals with disabilities <b>PER WEEK</b> (this does not include non-scheduled emergency availability).		M – F: Saturday: Sunday: Total (WEEK):

Discuss any impacts to the quality of your agency's transportation service not captured above.

N/A
-----

**Ridership:** Actual or estimated number of rides (as measured by one-way trips) provided annually for seniors or individuals with disabilities on Section 5310-supported vehicles and services because of Section 5310 operating projects in operation during the current reporting year.

*Note: See Fact Sheet in 5310 Instruction Manual for instructions*

	Calculations	TOTAL
Number of one-way trips provided to seniors and individuals with disabilities <b>PER YEAR</b>	N/A	

Reporting year: January 1, 2019 – December 31, 2019 (All awarded projects currently in operation)

*One-way passenger trip is the unit of service provided each time a passenger enters the vehicle, is transported, and then exits the vehicle. Each different destination would constitute a passenger trip.*

Discuss any impacts to the quality of trips provided to seniors and individuals with disabilities not captured above.

N/A

**Physical Improvements:** Please list any additions or changes to environmental infrastructure (e.g., transportation facilities, sidewalks, etc.), technology, and/or vehicles that impact the availability of transportation services to seniors and individuals with disabilities as a result of Section 5310 operating projects in operation during the current reporting year.

N/A

**Other Improvements:** Please identify any additional transportation program performance enhancements that resulted from Section 5310 operating projects in operation during the current reporting year.

N/A



# MARION TRANSIT SERVICES

A Division of Marion Senior Services

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1101 S.W. 20<sup>th</sup> Court, Ocala, FL 34474  
Telephone (352) 620-3071 Fax (352) 620-3400

5311 COST ALLOCATION METHODOLOGY

*Mission – “Is to provide Public Transportation that offers riders a high-quality safe, reliable, and efficient paratransit experience.”*



December 27, 2019

Florida Department of Transportation, District Five  
Attn: Ms. Diane Poitras, Transit Programs Administrator  
420 W. Landstreet RD  
Orlando, FL 32824

**RE: 5311 COST ALLOCATION METHODOLOGY**

To: District Five

This letter provides certification that Marion Senior Services, Inc. d/b/a Marion Transit will utilize reports provided by our transit software program (RouteMatch) to provide a methodology based on productivity of the various funding sources for providing public transportation.


Attached is an example of our productivity report broken down by funding source. This was run for the time period of November 1 thru November 30, 2019 where 5311 trips accounted for:

- 5311 Service miles reported was 32,929 of the total system 75,235 service miles or 43.76%.
- 5311 Service hours reported was 1,792.70 of the total system 4,872.37 service hours or 36.79%.

This methodology allows us to bill 43.76% of our total direct costs and 36.79% of our salaries and benefits to 5311 or non-urbanized transportation service for the time period.

This methodology specifically accounts for the cost(s) of providing non-urbanized transportation service in Marion County.

Sincerely,

  
Tom Wilder, Transportation Director

Attachment – RouteMatch Report



Productivity by Funding Source - FL\_Marion

For Time Period: 11/1/2019 - 11/30/2019

Printed: 12/27/2019 9:31:55AM

	Service Miles	Non-Rev Miles	No Show Miles	Revenue Hours	Passenger Hours	Passenger Hours	Passenger Hours	Attnd Count	AMB	Vehicle Miles	Passengers
	Revenue Miles	Passenger Miles	Service Hours	Non-Rev Hours	No Show Hours	No Shows	Guest Count	Wheelchair	Vehicle Hours	One Way Trips	
5311	32,929	7,068	0	1,404.08	1,840.68	88	77	1,407	55,566	2,073	
	25,861	42,079	1,792.70	388.62	8.00	87	0	589	3,352.80	1,996	
ADA	15,439	2,165	0	960.63	948.97	51	113	1,004	45,652	1,746	
	13,275	18,251	1,147.52	186.90	4.00	68	1	628	3,133.78	1,632	
TD	26,867	4,187	0	1,597.29	1,499.42	140	154	1,444	61,933	2,757	
	22,680	27,213	1,932.14	334.85	8.00	184	5	1,154	4,155.42	2,598	
Grand Totals	75,235	13,420	0	3,962.00	4,289.07	279	344	3,855	163,151	6,576	
	61,815	87,543	4,872.37	910.37	20.00	339	6	2,371	10,642.00	6,226	

# MARION TRANSIT SERVICES

A Division of Marion Senior Services

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1101 S.W. 20<sup>th</sup> Court, Ocala, FL 34474  
Telephone (352) 620-3071 Fax (352) 620-3400

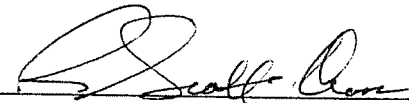
5311 ATTORNEY CERTIFICATION

*Mission – “Is to provide Public Transportation that offers riders a high-quality safe, reliable, and efficient paratransit experience.”*

**Certification**  
**To**  
**Florida Department of Transportation**

The undersigned serves as the General Counsel to the Marion Senior Services, Inc. d/b/a Marion Transit (the "agency"). As a general certification for current and future Joint Participation Agreements between the Florida Department of Transportation (the "Department") and the Agency, this is to certify that, based upon my personal knowledge and information provided by the Agency and without independent examination, investigation or audit, that the selection by the Agency of N/A was done in compliance with the applicable provisions of Sections 287.057, Florida Statutes, known as the Procurement of commodities or contractual services. This Information has been provided solely for the Department and for no other person and no other that the Department may rely on such certification.

*Marion Senior Services, Inc. d/b/a Marion Transit*  
*1101 S.W. 20<sup>th</sup> Court*  
*Ocala, Florida 34471*

By:   
Attorney

Date: 1/2/2020



# *Certificate of Training*

is hereby presented to

**THOMAS WILDER**

for successful completion of the

**FLORIDA DEPARTMENT of TRANSPORTATION**

**DRUG and ALCOHOL PROGRAM MANAGER CERTIFICATE PROGRAM**

granted on the sixth day of June, two thousand and seventeen

A handwritten signature in black ink, appearing to read "Diana Byrnes".

Diana Byrnes, C-SAPA

Substance Abuse Management Specialist

Center for Urban Transportation Research

A handwritten signature in black ink, appearing to read "Victor Wiley".

Victor Wiley, CPM

Transit Safety Programs Manager

Florida Department of Transportation

# MARIONTRANSIT

## Substance Abuse Policy

Zero Tolerance

In accordance with USDOT and FTA Regulations

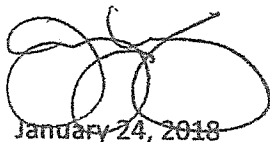
*MARIONTRANSIT* is dedicated to providing safe, dependable, and economical transportation service to its patrons. *MARIONTRANSIT* employees are a valuable resource and it is our agency's goal to provide a safe, healthy and satisfying working environment, free of the potential dangers posed by a safety-sensitive employee's use of prohibited drugs or misuse of alcohol.

This policy is established to comply with the Federal Transit Administration regulations codified as 49 CFR Part 655, as amended and USDOT regulations codified as 49 CFR Part 40, as amended. ***Policy provisions authorized by MARIONTRANSIT are italicized and bolded throughout this policy.*** All other policy provisions are implemented under the authority of the United States Department of Transportation (USDOT) and the Federal Transit Administration (FTA).

This policy is approved by: Jennifer Martinez

Title of approving official: Executive Director – Marion Senior Services, Inc.

Signature of approving official:



Date signed:

January 24, 2018

Policy effective date:

January 24, 2018

# **MARIONTRANSIT**

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2. Employee Applicability
3. USDOT/FTA Prohibited Drugs
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6. Random Testing
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8. Post Accident Testing
9. Urine Specimen Collections
10. Refusal to Submit to USDOT/FTA Required Drug Testing
11. Urine Specimen Analysis
12. Role of the Medical Review Officer (MRO)
13. Consequence for MRO Verified Positive Drug Test
14. Split Specimen Testing
15. Alcohol Prohibition
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17. Consequence for USDOT/FTA Alcohol Violation
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19. **MARIONTRANSIT** Testing Program Contacts



# MARIONTRANSIT

## 1. Testing Program Background

The Omnibus Transportation Employee Testing Act of 1991 (OTETA) directed the United States Department of Transportation (USDOT) to promulgate regulations outlining the procedures for transportation workplace drug and alcohol testing. The USDOT regulations titled, "Procedures for Transportation Workplace Drug and Alcohol Testing" are codified as 49 CFR Part 40. The regulations ensure uniform practices for specimen collections, laboratory analysis, medical review, result reporting and the Return-to-Duty process for violating employees. The regulations are applicable to safety-sensitive employees in transportation workplaces throughout the nation (transit, railroad, aviation, commercial drivers, etc.).

The OTETA also directed each transportation administration to craft industry-specific regulations that define which employees are subject to testing, the testing circumstances, policy statement requirements and training requirements, relevant to that industry. *MARIONTRANSIT* is required to comply with both the USDOT regulations described above, as well as the Federal Transit Administration regulations "Prevention of Prohibited Drug Use and Alcohol Misuse in Transit Operations" which are codified as 49 CFR Part 655.

## 2. Employee Applicability

This policy and the USDOT/FTA testing program apply to all safety-sensitive *MARIONTRANSIT* employees. The policy also applies to volunteers who are required to hold a Commercial Drivers License (CDL) and volunteers that receive remuneration in excess of actual expenses accrued while carrying out assigned duties. Adherence to this policy and the USDOT/FTA testing program is a condition of employment in a safety-sensitive position with *MARIONTRANSIT*. All employees of *MARIONTRANSIT* who perform, or could be called upon to perform, any of the following duties are defined as safety-sensitive employees:

1. Operate a public transportation vehicle, while in or out of service
2. Control the movement of a public transportation vehicle

The *MARIONTRANSIT* positions classified as safety-sensitive include:

- Transportation Director
- Transit Manager
- Transportation Trip Manager
- Transit Assistant
- Transportation Office Assistant
- Transportation Accounting Clerk
- Transportation Dispatchers
- Transportation Reservation Clerks
- Transportation Scheduler
- Transit Drivers

# MARIONTRANSIT

## 3. USDOT/FTA Prohibited Drug Classes

- Amphetamines
- Cocaine
- Marijuana
- Opioids
- Phencyclidine (PCP)

## 4. Pre-employment Drug and Alcohol Background Checks

In accordance with 49 CFR Part 40.25, *MARIONTRANSIT* must make and document good faith efforts to perform drug and alcohol background checks for all applicants applying for a safety-sensitive position and all current employees applying for transfer into a safety-sensitive position. Testing information will be requested from each of the applicant's previous DOT covered employers during the two years prior to the date of application. *MARIONTRANSIT* must obtain the applicant's written consent for the release of their drug and alcohol testing information from their previous DOT covered employers to *MARIONTRANSIT*. Applicants refusing to provide written consent are prohibited from performing safety-sensitive functions for *MARIONTRANSIT*.

Safety-sensitive applicants who have previously violated the USDOT testing program must provide documentation that they have successfully completed the USDOT's Return-to-Duty process with a DOT-qualified Substance Abuse Professional (SAP). Failure to provide satisfactory documentation will exclude the applicant from being hired or transferred into a safety-sensitive position with *MARIONTRANSIT*.

## 5. Pre-Employment Testing

All applicants for safety-sensitive positions shall undergo a pre-employment urine drug test. *MARIONTRANSIT* must receive an MRO-verified negative drug test result prior to the applicant's first performance of any safety sensitive function, including behind-the-wheel training.

*If an applicant's pre-employment urine drug test result is verified as positive, the applicant will be excluded from consideration for employment in a safety-sensitive position with MARIONTRANSIT. The applicant will be provided a list of USDOT-qualified Substance Abuse Professionals.*

An employee returning from an extended leave period of 90 consecutive days or more, and whose name was also removed from the random testing pool for 90 days or more, must submit to a pre-employment urine drug test. *MARIONTRANSIT* must be in receipt of a negative drug test result prior to the employee resuming any safety-sensitive function.

## 6. Random Testing

Safety-sensitive employees will be subject to random, unannounced testing. *MARIONTRANSIT* will perform random testing in a manner that meets or exceeds the FTA minimum annual testing requirements, as amended. The selection of employees for random testing will be made using a scientifically valid method. All safety-sensitive employees will have an equal chance of being selected each time a random draw is performed. Random alcohol tests will be conducted just

# MARIONTRANSIT

before, during or just after the employee's performance of a safety-sensitive function. Random drug tests may be conducted anytime an employee is on duty, on call for duty or on standby for duty.

Once an employee is notified that they have been selected for a random test, they must proceed immediately to the testing location. Failure to proceed immediately may be deemed a refusal to test.

## 7. Reasonable Suspicion Testing

All safety-sensitive employees must submit to reasonable suspicion drug and/or alcohol testing when a supervisor or company official trained in detecting signs and symptoms of drug use and alcohol misuse has made specific, contemporaneous, articulable observations concerning an employee's appearance, speech, behavior and/or body odor. Reasonable suspicion testing for alcohol misuse will occur when observations are made just before, during, or just after the employee's performance of a safety-sensitive function. Reasonable suspicion testing for prohibited drugs may be conducted anytime an employee is on duty or on standby for duty and a trained supervisor has made the observations.

## 8. Post-Accident Testing

Fatal Accidents: Safety-sensitive employees must submit to post-accident drug and alcohol testing following an accident involving a public transportation vehicle that results in the loss of human life. In addition to a surviving operator of the vehicle, any other surviving, safety-sensitive employee whose performance could have contributed to the accident must also be tested.

Non-Fatal Accidents: All safety-sensitive employees whose actions cannot be completely discounted as a contributing factor must submit to post-accident drug and alcohol testing when a non-fatal accident meets one or more of the following thresholds:

1. An individual suffers bodily injury and immediately receives medical treatment away from the scene
2. One or more vehicles incurs disabling damage that requires the vehicle(s) to be towed away from the accident scene
3. If the public transportation vehicle is a rail car, trolley car, trolley bus or vessel and has been removed from service.

*MARIONTRANSIT* officials will use the best information available at the scene, to determine if a safety-sensitive employee's performance can be completely discounted as a contributing factor to the accident.

Post-accident drug and alcohol tests will be conducted as soon as practicable following the accident. Any safety-sensitive employee involved in an accident must refrain from alcohol use for eight (8) hours following the accident or until the employee undergoes a post-accident alcohol test. Any safety-sensitive employee who leaves the scene of the accident without a justifiable reason or explanation prior to submitting to drug and alcohol testing will be deemed

## ***MARIONTRANSIT***

to have refused the test. However, employees are not prohibited from leaving the scene of an accident to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

### **9. Urine Specimen Collections**

Urine specimen collections will be conducted in accordance with USDOT rule, 49 CFR Part 40, as amended. Collectors will be appropriately trained and qualified to perform urine specimen collections for USDOT covered employers. Urine specimen collectors will use the split-specimen

collection method and will afford the donor (employee) the greatest degree of privacy permitted per 49 CFR Part 40, as amended. When an observed collection is required, the observer will be of the same gender as the donor (employee).

10. **Refusal to Submit to Urine Drug Testing**

The following actions constitute a "refusal to test" in accordance with 49 CFR Part 40, as amended:

- (1) Failure to appear for any test within a reasonable time, as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer (pre-employment testing not applicable).
- (2) Failure to remain at the testing site until the testing process is completed (after the process has been started)
- (3) Failure to provide a urine specimen for any drug test required by this part or DOT agency regulations
- (4) In the case of a directly observed or monitored collection in a drug test, fail to permit the observation or monitoring of your provision of a specimen
- (5) Failure to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure
- (6) Failure or decline to take an additional drug test the employer or collector has directed you to take
- (7) Failure to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by *MARIONTRANSIT*
- (8) Failure to cooperate with any part of the testing process (e.g., refuse to empty pockets when directed by the collector, behave in a confrontational way that disrupts the collection process, fail to wash hands after being directed to do so by the collector).
- (9) For an observed collection, failure to follow the observer's instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process.
- (10) Possessing or wearing a prosthetic or other device that could be used to interfere with the collection process.
- (11) Admitting to the collector or MRO that you adulterated or substituted the specimen.
- (12) When the MRO verifies your drug test result as adulterated or substituted.

Refusing to submit to a USDOT/FTA required test is a violation of the USDOT/FTA testing

# MARIONTRANSIT

program. Employees are required to be immediately removed from safety-sensitive duty and provided a list of USDOT-qualified Substance Abuse Professionals. *Per MARIONTRANSIT authority, violation of the USDOT/FTA testing program will result in termination of employment.*

## 11. Urine Specimen Analysis

All specimens will be transported or shipped to a laboratory certified by the Department of Health and Human Services (DHHS). All specimens will be analyzed at the laboratory in accordance with 49 CFR Part 40, as amended. The procedures that will be used to test for the presence of prohibited drugs will protect the employee and the integrity of the drug testing process, safeguard the validity of the test results and ensure that the test results are attributed to the correct employee. Laboratory confirmed drug test results will be released only to a certified Medical Review Officer (MRO) for review and verification.

### Negative-Dilute Specimens

Upon receipt of an MRO verified negative-dilute drug test result with creatinine levels greater than 5 mg/dl and less than 20 mg/dl, *MARIONTRANSIT* will require applicants and employees to submit to a second urine collection per 49 CFR Part 40.197. The collection of the second specimen will not be conducted using direct observation procedures. The MRO verified result of the second urine drug test will be accepted by *MARIONTRANSIT* as the final result and the test of record. *MARIONTRANSIT will apply this policy provision uniformly for all pre-employment and random urine drug tests reported by the Medical Review Officer to have creatinine levels greater than 5mg/dl but less than 20mg/dl (negative-dilute results).* Once notified that a second collection is required, employees must proceed immediately for testing. An employee's failure to report immediately may be deemed as a refusal to submit to testing, which is a violation of the USDOT/FTA testing program. *Per MARIONTRANSIT authority, violation of the USDOT/FTA testing program will result in termination of employment.*

## 12. Role of the Medical Review Officer (MRO)

The role of the Medical Review Officer is to review and verify laboratory confirmed test results obtained through a DOT-covered employer's testing program. When a non-negative drug test result is received, the MRO will communicate with the donor (employee) to determine if a legitimate medical explanation exists. When a legally prescribed medication has produced a non-negative result, the MRO will verify the prescription and report the result as "negative" to *MARIONTRANSIT*. Medical conditions and other information obtained by the MRO during the interview with the donor will be maintained in a confidential manner. However, if the MRO believes that a medication prescribed to the donor may pose a significant safety risk, the MRO will require the donor to contact his/her prescribing physician and request that the physician contact the MRO within 5 business days. The MRO and prescribing physician will consult to determine if the employee's medication use presents a significant safety risk. *MARIONTRANSIT* will be notified by the MRO when the outcome of the consultation results in a determination that the donor's medication use presents a significant safety risk. If the employee's prescribing physician fails to respond, the safety concern will be reported to *MARIONTRANSIT* without consultation. Based on the MRO recommendation, *MARIONTRANSIT* may deem the employee medically disqualified from performing safety-sensitive functions. The MRO assigned to review

# MARIONTRANSIT

and verify laboratory drug test results for *MARIONTRANSIT* is:

Dr. Randy Barnett D.D.  
First Source Solutions  
100 HIGHPOINT DR., STE. 102  
CHALFONT, PA 18914  
215-396-5500 FAX 215-396-5610

13. **Consequence for MRO Verified Positive Drug Test**

When *MARIONTRANSIT* is notified of an MRO verified positive drug test, or a test refusal due to adulteration or substitution; the violating employee will be immediately removed from safety-sensitive duty and provided a list of DOT-qualified Substance Abuse Professionals. Applicants will be excluded from hire and provided a list of DOT-qualified Substance Abuse Professionals. *Per MARIONTRANSIT authority, violation of the USDOT/FTA testing program will result in termination of employment.*

14. **Split Specimen Testing**

As an important employee protection, split specimen collection procedures will be used for all USDOT/FTA urine collections. When an employee challenges an MRO verified result, he/she may request that the split specimen (bottle B) be tested at a different DHHS certified laboratory that conducted the test of the primary specimen (bottle A). Instructions for requesting the split specimen test will be provided by the Medical Review Officer during his/her interview with the donor (employee). In accordance with USDOT rule, *MARIONTRANSIT* will ensure that the fee to process the split specimen test is covered, in order for a timely analysis of the split specimen. *MARIONTRANSIT may seek reimbursement for the cost of the split specimen test.*

15. **Alcohol Prohibition**

Safety-sensitive employees are prohibited from consuming alcohol while performing safety-sensitive functions, within (4) four hours prior to performing a safety sensitive function, or during the hours that they are on call or standby for duty. No safety-sensitive employee shall report for duty or remain on duty while having an alcohol concentration of 0.02 or greater. Safety-sensitive employees must not consume alcohol within eight (8) hours following an accident or until the employee submits to post-accident testing, whichever occurs first.

16. **Alcohol Testing**

All alcohol screening tests and confirmation tests will be performed in accordance with USDOT rule, 49 CFR Part 40. The procedures that will be used to test for alcohol misuse will protect the employee and the integrity of the testing process, safeguard the validity of the test results, and ensure the test results are attributed to the correct employee.

When an alcohol-screening test indicates a blood alcohol concentration (BAC) of 0.02 or greater, a confirmation test will be performed using an evidential breath-testing device listed on the USDOT/ODAPC webpage as an "Approved Evidential Breath Measurement Device". The confirmed blood alcohol concentration (BAC) result will be transmitted by the technician to *MARIONTRANSIT* in a confidential manner. A safety-sensitive employee who has a confirmed

## **MARIONTRANSIT**

blood alcohol concentration (BAC) of 0.02 or greater but less than 0.04 will be removed from safety-sensitive duties for a period of at least (8) eight hours or until test results fall below 0.02.

17. **Consequence for a USDOT/FTA Confirmed Alcohol Violation**

A safety-sensitive employee who has a confirmed blood alcohol concentration (BAC) of 0.04 or greater has violated the USDOT/FTA testing program and will be removed from safety-sensitive duty and provided a list of DOT-qualified Substance Abuse Professionals. *Per MARIONTRANSIT authority, violation of the USDOT/FTA testing program will result in termination of employment.*

18. **Refusal to Submit to Alcohol Testing**

The following actions constitute a refusal to submit to an alcohol test:

- (1) Fail to appear for any test within a reasonable time, as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer.
- (2) Fail to remain at the testing site until the testing process is complete
- (3) Fail to provide an adequate amount of saliva or breath for any USDOT required alcohol test
- (4) Fail to provide a sufficient breath specimen, and the physician has determined, through a required medical evaluation, that there was no adequate medical explanation for the failure
- (5) Fail to undergo a medical examination or evaluation, as directed by the [Agency]
- (6) Fail to sign the certification at Step 2 of the ATF
- (7) Fail to cooperate with any part of the testing process.

Refusing to submit to a USDOT/FTA required test is a violation of USDOT/FTA testing program. Employees must be immediately removed from safety-sensitive duty and provided a list of USDOT-qualified Substance Abuse Professionals. *Per MARIONTRANSIT authority, violation of the USDOT/FTA testing program will result in termination of employment.*

19. **MARIONTRANSIT Testing Program Contacts**

Designated Employer Representative (Drug & Alcohol Program Manager)

Tom Wilder, Transportation Director  
1101 SW 20<sup>th</sup> Court, Ocala, FL 34471  
352-620-3519  
twilder@marionseniorservices.org

Alternate (back-up) Program Manager

Donna Tackett, Human Resources Director  
1101 SW 20<sup>th</sup> Court, Ocala, FL 34471  
352-620-3501  
dtackett@marionseniorservices.org



# MARIONTRANSIT

The referenced USDOT and FTA regulations, as well informational material related to this testing program are available for review and/or download from the Florida Department of Transportation's Substance Abuse Management Website: <http://sam.cutr.usf.edu>. Further information may be obtained from the USDOT's Office of Drug and Alcohol Policy and Compliance website: <https://www.transportation.gov/odapc> and the Federal Transit Administration's (FTA) website: <https://transit-safety.fta.dot.gov/DrugAndAlcohol/Default.aspx>

## RECOMMENDATIONS-COMMENDATIONS

### **Recommendations:**

Provide readily available comment cards on each bus for input from the riders with a sealed drop box.

Place the "Riding Rules" and "Marion Senior Services" brochures on each bus readily available for the riders to pick up and review.

Standardize the location of the pertinent phone numbers on each bus with an emphasis on the size of the numbers (larger for distance viewing from the back of the bus).

### **Commendations:**

Riders are pleased and speak highly of the overall system and the staff.

The innovation and development of the deviated route called the "Blue Line" in the City of Dunnellon to achieve a more cost effective result with a more timely response.

Marion Transit Services monitors and continues to make the changes required to provide the coverage necessary, to maintain happy riders given the vast size of the county.

Continued improvement and success to Marion County Transit Services and the CTC.



**Transportation Disadvantaged Local Coordinating Board (TDLCB) Meeting**

Marion Senior Services  
1101 SW 20<sup>th</sup> Court, Ocala, FL 34471  
December 12, 2019  
2:00 PM

**MINUTES**

**Members Present:**

Michelle Stone  
Jeffrey Askew  
Tamyika Young (*arrived at 2:06pm*)  
Tracey Sapp  
Susan Hanley  
Kathleen Woodring (*Iris Pozo attended on Kathleen's behalf*)  
Tracey Alesiani  
Andrea Melvin  
Dennis Yonce (*arrived at 2:21pm*)

**Members Not Present:**

Charmaine Anderson  
Carlos Colon  
Anissa Pieriboni  
Carissa Hutchinson  
Jeff Aboumrad  
James Haines

**Others Present:**

Rob Balmes, TPO  
Shakayla Irby, TPO  
Elizabeth Mitchell, TPO  
Tom Wilder, Marion Transit  
Karen Williams, Marion Transit

Megan Rodriguez, Florida Health  
Don Deakin, The Villages

### **Item 1. Call to Order and Roll Call**

Chairwoman Stone called the meeting to order at 2:00pm. Secretary Shakayla Irby called the roll and a quorum was present.

### **Pledge of Allegiance**

Chairwoman Stone led the board in the Pledge of Allegiance.

### **Item 2. Proof of Publication**

Secretary Shakayla Irby stated that the meeting had been published online on the TPO website, the City of Ocala, Belleview, and Dunnellon websites on December 4<sup>th</sup>, 2019. The meeting was also published to the December 5<sup>th</sup>, 2019 edition of the Star Banner.

### **Item 3a. Grievance Procedures- Requesting Volunteers**

Liz Mitchell, with the Ocala Marion TPO said that it was incumbent upon TPO staff to regularly review and/or amend the TDLCB Grievance Procedures to remain concurrent with State of Florida regulations and code as they related to the operations of the local Community Transportation Coordinator (CTC) and the Florida CTD. TPO staff had rewritten the TDLCB Grievance Procedures and respectfully requested the TDLCB Board review and recommend changes.

All elements included in the TDLCB Grievance Procedures were pursuant to Chapter 427 Florida Statutes (FS); Rule 41-2, CTD Local Grievance Guidelines, and subsequent laws setting forth requirements for the handling of grievances of transportation services to the TD.

Part of the requirements were that there be a Grievance Subcommittee. The primary purpose of the Grievance Subcommittee would be to process, investigate and make recommendations to any and all unresolved grievances and/or complaints. To provide a formal grievance process by the Local Coordinating Board (LCB) to address concerns by any person or agency including but not limited to, users, potential users, agencies, and other interested parties. The Grievance Subcommittee would provide a mechanism for issues to be brought before the committee which would meet as often as necessary to address unresolved complaints in a timely manner.

The volunteers were as follows:

- Jeffrey Askew
- Tracey Sapp

- Andrea Melvin
- Dennis Yonce

The discussion item would be brought back to the board at the February 2020 meeting for approval.

### **Item 3b. Meeting Schedule for 2020**

A proposed TDLCB meeting schedule for 2020 was presented to the board to see if there were any conflicts with meeting dates for board members.

The proposed meeting dates were as follows:

- February 20, 2020
- May 21, 2020
- August 20, 2020
- November 19, 2020

### **Item 3c. Presentation Schedule for 2020**

A sign-up sheet for the Presentation Schedule for 2020 was passed around the room for board members to sign up and present what services their organization provides. The following board members signed up to present:

Tracey Alesiani- May 21, 2020  
Andrea Melvin- August 20, 2020  
Jeffrey Askew- November 19, 2020  
Tracey Sapp- Open for when needed

### **Item 4a. Approval of Minutes- September 12, 2019**

*Mr. Askew made a motion to approve the minutes. Ms. Melvin seconded and the motion passed unanimously.*

### **Item 5. Comments by TDLCB Members**

Andrea Melvin with the Center for Independent Living announced that they would be having an English and Spanish Emergency Preparedness Expo on March 11, 2020 from 8:30am – 1pm at the Ed Croskey Recreation Center. The flyers and website for registration would be live and sent to the board members to distribute as necessary.

Tracey Sapp with the Health Department said the first death due to the flu had been reported and encouraged everyone to get their flu shot and also to encourage others.

Chairwoman Stone talked about having a Census representative come to the February 2020 meeting to speak to the TDLCB board concerning the upcoming Census.

**Item 6. Comments by TPO Staff**

Rob Balmes, TPO Director introduced himself to the board and said that Assistant TPO Director, Derrick Harris would be coming to the TDLCB to give an update on the 2045 Long Range Transportation Plan and solicit feedback moving forward on the needs plan and any needs that pertained to the disadvantaged community. He also mentioned the TPO was working on a new and updated website and would inform the board once completed hopefully the end of January 2020.

**Item 7. Comments by Transportation Coordinator (CTC)**

Mr. Tom Wilder with Marion Transit provided the board with an up to date chart that provided the Current Funding Sources, Marion Transit's 2019 YTD Performance, and Marion Transit's Productivity 2019 vs 2018.

**Item 8. Public Comment**

Mr. Don Deakin, District 4 Supervisor for the Villages Community Development Districts addressed the board concerning seniors transportation for senior confined to wheelchairs in the area.

Mr. Wilder said that he would speak with Mr. Deakin after the meeting to look at different possible transit options.

**Item 9. Adjournment**

Chairwoman Stone adjourned the meeting at 2:50pm.

Respectfully Submitted By:

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Shakayla Irby, TPO Administrative Assistant