



TPO Board Meeting

Marion County Commission Auditorium
601 SE 25th Avenue, Ocala, FL 34471

February 25, 2020

4:00 PM

AGENDA

- 1. CALL TO ORDER AND ROLL CALL**
- 2. PLEDGE OF ALLIGENCE**
- 3. PROOF OF PUBLICATION**
- 4. ACTION ITEMS**
 - A. Fiscal Years 2019/20 to 2023/24 Transportation Improvement Program (TIP) Amendments**

Staff will present two amendments to the fiscal year (FY) 2019/20 to 2023/24 Transportation Improvement Program (TIP). Action is requested.
 - B. 2020 Safety Performance Targets**

Staff will present and is requesting consideration by the TPO Board for setting performance measure targets for safety, in addition to providing updates on performance measure reporting for pavement/bridge and travel time reliability. Action is requested.
 - C. 2045 Long Range Transportation Plan (LRTP) Goals and Objectives**

Staff will present refined options for the LRTP goals per Board direction in November, including a weighting process to support future project prioritization. Action is requested.
 - D. FY 2020 Evaluation of the Community Transportation Coordinator (CTC)**

Staff will present the TPO's evaluation of the Community Transportation Coordinator (CTC). Action is requested.

E. 5305(d) Grant Local Match Proposal

Staff will present options for the TPO Board's consideration to determine the local match contributions for two fiscal years of the planning grant. Action is requested.

F. TPO Staff Services Agreement with Marion County

Staff will discuss updates to a revised Staff Services Agreement between the TPO and Marion County. Action is requested.

5. PRESENTATIONS

A. New TPO Website, Social Media Platform and Fact Sheets

TPO's new website, social media platform and fact sheets will be presented.

B. TPO Budget Status Update

TPO staff will provide a quarterly update.

C. TPO 2020 Major Programs and Planning Activities Schedule A

schedule of major activities requiring TPO Board action in 2020.

6. DISCUSSION ITEMS

A. TPO Chair Report

The TPO Chair will provide an update on the current audit being performed by the Florida Department of Transportation (FDOT) Office of Inspector General (OIG). An overview summary will be included in the meeting packet.

B. M-CORES Update

The TPO Chair will call upon Councilwoman Valerie Hanchar and County Commissioner Kathy Bryant for a status report on the Northern Turnpike Extension Task Force meetings.

7. CONSENT AGENDA

A. TPO Staff Reclassification and Salary Adjustment

B. Extension of GPC Contract with Kittelson and Associates

C. Citizens Advisory Committee (CAC) and Technical Advisory Committee (TAC) 2020 Officers

D. Citizens Advisory Committee (CAC) New Member

E. TPO Director Travel Reimbursement Approval

F. Minutes

- November 26, 2019

8. COMMENTS BY FDOT

9. COMMENTS BY TPO STAFF

10. COMMENTS BY TPO MEMBERS

11. PUBLIC COMMENT (Limited to 2 minutes)

12. ADJOURNMENT

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 forty-eight (48) hours in advance, so proper accommodations can be made.

Pursuant to Chapter 286.0105, Florida Statutes, 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 Ocala Marion Transportation Planning Organization will be held on March 31, 2020.



TO: TPO Board

FROM: Anton Schauerte

RE: FY 2019/20 – 2023/24 Transportation Improvement Program (TIP) Amendment

Per the request of the Florida Department of Transportation (FDOT), the following project is being amended to the fiscal year (FY) 2019 to 2023/2024 Transportation Improvement Program (TIP). This project may be found on pages 42, 51, and 1-3 of the TIP – Amended November 26, 2019.

FM#433651-1 – County Road 484, Southwest 20th Avenue to County Road 475A – Interchange Improvement

Sponsor: FDOT

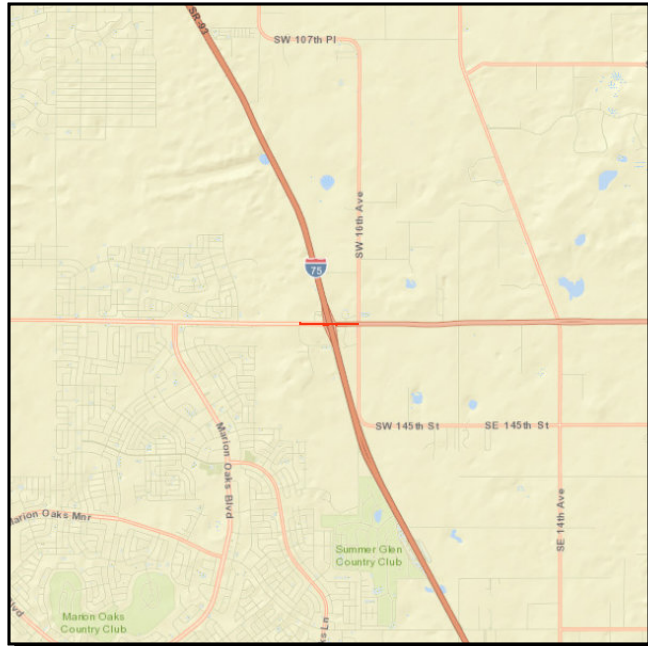
- \$1,092,411.00 is being added in FY 19/20, including 300,000.00 for Preliminary Engineering – Utility and \$792,411.00 for Construction – Utility.
- To be used to reimburse utility companies for the relocation of utilities.

TPO staff is requesting your review and approval. The Citizens Advisory Committee approved this amendment on January 14, 2020 and the Technical Advisory Committee approved this amendment on February 11, 2020. If you have any questions regarding the TIP or amended project, please contact me at 438-2635.

CR 484

4336511

Non-SIS



Work Summary: INTERCHANGE IMPROVEMENT
From: SW 20TH AVENUE
To: CR 475A
Lead Agency: Managed by FDOT
Length: .414
LRTP #: Goal 6: Objective 1 - Page 2-11

| Phase | Fund Source | 2019/20 | 2020/21 | 2021/22 | 2022/23 | 2023/24 | Total |
|--------------|-------------|------------------|-------------------|----------------|---------------|----------|-------------------|
| ROW | ACSN | 1,150,000 | 0 | 0 | 0 | 0 | 1,150,000 |
| CST | ACSN | 792,411 | 0 | 0 | 0 | 0 | 792,411 |
| ROW | GFSN | 650,000 | 0 | 0 | 0 | 0 | 650,000 |
| PE | ACSN | 300,000 | 0 | 0 | 0 | 0 | 300,000 |
| ROW | SL | 144,599 | 50,000 | 0 | 0 | 0 | 194,599 |
| CEI | ACFP | 0 | 746,146 | 0 | 49,995 | 0 | 796,141 |
| ROW | SN | 0 | 1,000,000 | 106,000 | 0 | 0 | 1,106,000 |
| CST | SL | 0 | 595,436 | 0 | 0 | 0 | 595,436 |
| CST | ACFP | 0 | 8,172,735 | 0 | 0 | 0 | 8,172,735 |
| Total | | 3,037,010 | 10,564,317 | 106,000 | 49,995 | 0 | 13,757,322 |

Prior Cost < 2019/20: \$3,195,898

Future Cost > 2023/24: \$0

Total Project Cost: \$16,953,220

Project Description: Interchange improvements to lengthen turn bays, widen interchange on CR 484 and improve ramp access.

5-Year Summary of Projects by Funding Category

| Project # | Project Name | 2019/20 | 2020/21 | 2021/22 | 2022/23 | 2023/24 | Total |
|---|---|-------------------|------------------|-------------------|---------------|----------|-------------------|
| ACFP - AC FREIGHT PROG (NFP) | | | | | | | |
| 4336511 | CR 484 | 0 | 8,918,881 | 0 | 49,995 | 0 | 8,968,876 |
| 4409002 | I-75 FRAME OFF SYSTEM | 1,352,911 | 0 | 0 | 0 | 0 | 1,352,911 |
| Total | | 1,352,911 | 8,918,881 | 0 | 49,995 | 0 | 10,321,787 |
| ACNP - ADVANCE CONSTRUCTION NHPP | | | | | | | |
| 4356602 | SR 326 | 1,484,963 | 121,550 | 0 | 0 | 0 | 1,606,513 |
| 4431701 | SR 93 (I-75) FROM SUMTER COUNTY TO SR 200 | 1,310,000 | 0 | 34,990,930 | 0 | 0 | 36,300,930 |
| 4436231 | I-75 (State Road 93) | 6,300,000 | 0 | 0 | 0 | 0 | 6,300,000 |
| 4436241 | I-75 (State Road 93) | 7,590,000 | 0 | 0 | 0 | 0 | 7,590,000 |
| Total | | 16,684,963 | 121,550 | 34,990,930 | 0 | 0 | 51,797,443 |
| ACSA - ADVANCE CONSTRUCTION (SA) | | | | | | | |
| 4106742 | SR 40 | 2,717,094 | 0 | 0 | 0 | 0 | 2,717,094 |
| Total | | 2,717,094 | 0 | 0 | 0 | 0 | 2,717,094 |
| ACSN - ADVANCE CONSTRUCTION (SN) | | | | | | | |
| 2386481 | US 41 | 500,000 | 0 | 0 | 0 | 0 | 500,000 |
| 4106742 | SR 40 | 254,019 | 0 | 0 | 0 | 0 | 254,019 |
| 4336511 | CR 484 | 2,242,411 | 0 | 0 | 0 | 0 | 2,242,411 |
| Total | | 2,996,430 | 0 | 0 | 0 | 0 | 2,996,430 |
| ACSS - ADVANCE CONSTRUCTION (SS) | | | | | | | |
| 4348441 | CR 42 | 404,200 | 0 | 0 | 0 | 0 | 404,200 |
| 4398872 | MARION COUNTY PEDESTRIAN LIGHTING BUNDLE | 165,000 | 0 | 0 | 0 | 0 | 165,000 |
| 4413661 | SR 40 | 0 | 504,287 | 0 | 0 | 0 | 504,287 |
| Total | | 569,200 | 504,287 | 0 | 0 | 0 | 1,073,487 |
| ACTN - ADVANCE CONSTRUCTION TALN | | | | | | | |
| 4261791 | SILVER SPRINGS STATE PARK | 650,000 | 0 | 0 | 0 | 0 | 650,000 |

RESOLUTION NO.

RESOLUTION OF THE OCALA/MARION COUNTY
TRANSPORTATION PLANNING ORGANIZATION (TPO)
AMENDING THE TRANSPORTATION IMPROVEMENT
PROGRAM (TIP) FOR FISCAL YEAR 2019/20 – 2023/24.

WHEREAS, the Ocala/Marion County Transportation Planning Organization, designated by the Governor of the State of Florida as the body responsible for the urban transportation planning process for the Ocala/Marion County area; and

WHEREAS, Title 23 U.S.C 134(h), 23 CFR Section 450 and Florida Statute 339.175(7) require each Metropolitan/Transportation Planning Organization to annually submit a Transportation Improvement Program; and

WHEREAS, a Transportation Improvement Program is defined as “a staged, multi-year, inter-modal program of transportation projects which is consistent with the metropolitan (long-range) transportation plan [23 CFR 450.104].

WHEREAS the TPO Board has authorized the TPO Director to perform revisions and amendments to plans, programs, and documents approved by the TPO, when such action is needed to obtain state or federal approval within a constrained timeframe. The authorization includes the following tenets:

- (i) The TPO Director shall include any such revision or amendment on the agenda of the next regularly scheduled meeting for ratification by TPO Board;
- (ii) No revision or amendment performed by the TPO Director shall substantially modify any plans, programs, or document approved by the TPO Board or result in the need to conduct a public hearing regarding such revision or amendment.

NOW THEREFORE BE IT RESOLVED that the Ocala/Marion County Transportation Planning Organization endorses amending FM#433651-1 to include an additional \$1,092,411.00 in FY 19/20 into the Transportation Improvement Program for FY 2019/20 – 2023/24.

CERTIFICATE

The undersigned duly qualified and acting Chairman of the Ocala/Marion County Transportation Planning Organization hereby certifies that the foregoing is a true and correct copy of a Resolution adopted at a legally convened meeting of the Ocala/Marion County Transportation Planning Organization held on this 25th day of February 2020.

By: _____
Jeff Gold, Chair

Attest: _____
Robert Balmes, TPO Director



TO: TPO Board Members

FROM: Anton Schauerte, Transportation Planner

RE: Pavement and Bridge Condition, Travel Time Reliability Performance Measures

Performance Management is a strategic approach to connect investment and policy decisions to help achieve performance goals. Performance measures are quantitative criteria used to evaluate progress. Performance measure targets are the benchmarks against which collected data is gauged. The Moving Ahead for Progress in the 21st Century Act (MAP-21) requires State DOTs and TPOs/MPOs to conduct performance-based planning by tracking performance measures and setting data-driven targets to improve those measures.

TPO Staff would like to provide an update to the TPO Board regarding the latest performance measure reporting for Pavement and Bridge Conditions and Travel Time Reliability. Additionally, TPO staff is requesting the inclusion of these performance measures into the current Transportation Improvement Program (TIP).

Table 1, below, outlines nine performance measures the TPO reports to FHWA and FDOT. The following terms are explained in further detail on Page 3; “Good/Poor Condition”, “Percent of person miles that are reliable”, and “Truck Travel Time Reliability Index”.

Table 1: Performance Measures

| Performance Area | Performance Measure |
|----------------------------|--|
| 1. Pavement Condition | <ul style="list-style-type: none"> - Percent of pavements on Interstate System in Good condition - Percent of pavements on Interstate System in Poor condition - Percent of pavements on non-Interstate NHS in Good condition - Percent of pavements on non-Interstate NHS in Poor condition |
| 2. Bridge Condition | <ul style="list-style-type: none"> - Percent of NHS bridges classified as in Good condition - Percent of NHS bridges classified as in Poor condition |
| 3. Travel Time Reliability | <ul style="list-style-type: none"> - Percent of person miles traveled on Interstate System that are reliable - Percent of person miles traveled on non-Interstate System that are reliable - Truck Travel Time Reliability Index |

The Ocala Marion TPO has voted to adopt FDOT’s targets for Pavement and Bridge Condition and System/Travel Time Reliability.

Table 2: Pavement Condition

| Performance Area | Condition | FDOT 2-Year Target | FDOT 4-Year Target | Marion County Results (2018) | |
|--|-----------|--------------------|--------------------|------------------------------|---|
| % of Interstate pavements in ... | Good | Not Required | ≥ 60% | 56% | X |
| | Poor | Not Required | ≤ 5% | 0.0% | ✓ |
| % of non-Interstate NHS pavements in ... | Good | ≥ 40% | ≥ 40% | 40.2% | ✓ |
| | Poor | ≤ 5% | ≤ 5% | 0.0% | ✓ |

Table 3: Bridge Condition

| Performance Area | Condition | FDOT 2-Year Target | FDOT 4-Year Target | Marion County Results (2018) | |
|--------------------------------------|-----------|--------------------|--------------------|------------------------------|---|
| % of NHS Bridges classified as in... | Good | ≥ 50% | ≥ 50% | 78.5% | ✓ |
| | Poor | ≤ 10% | ≤ 10% | 0% | ✓ |

Table 4: Travel Time Reliability

| Performance Area | FDOT 2-Year Target | FDOT 4-Year Target | Marion County Results (2018) | |
|-------------------------------------|--------------------|--------------------|------------------------------|---|
| Interstate Reliability | 75% | 70% | 100% | ✓ |
| Non-Interstate Reliability | Not Required | 50% | 96% | ✓ |
| Truck Travel Time Reliability Index | 1.75 | 2.00 | 1.31 | ✓ |

If you have any further questions or concerns feel free to reach out to me directly at (352) 438-2635 or at anton.schauerte@marioncountyfl.org.

Definitions:

Good/Poor condition is calculated based on:

- International Roughness Index (IRI)
- Rutting (asphalt pavements only)
- Cracking Percent
- Faulting (concrete pavement only)

Percent of Person Miles that are reliable:

- Ratio of longer travel time (80th Percentile) to a “normal” travel time (50th percentile), using data from FHWA

Truck Travel Time Reliability (TTTR) Index =

- Freight travel time is divided into five periods: morning peak (6-10 a.m.), midday (10 a.m.-4 p.m.) and afternoon peak (4-8 p.m.) Mondays through Fridays; weekends (6 a.m.-8 p.m.); and overnights for all days (8 p.m.-6 a.m.). The TTTR ratio will be generated by dividing the 95th percentile time by the normal time (50th percentile) for each segment. The TTTR Index will be generated by multiplying each segment’s largest ratio of the five periods by its length, then dividing the sum of all length-weighted segments by the total length of Interstate.

PERFORMANCE MANAGEMENT PROCESS

On May 18, 2018, FDOT established statewide performance targets for the system performance, pavement, and bridge performance measures. On October 23, 2018, the Ocala/Marion County TPO agreed to support FDOT's statewide system performance targets, thus agreeing to plan and program projects in the TIP that, once implemented, are anticipated to make progress toward achieving the statewide targets. Table 5.1, 5.2, and 5.3 present the statewide and TPO targets.

| Performance Measure | 2-year Statewide Target (2022) | 4-year Statewide Target (2024) |
|---|--------------------------------|--------------------------------|
| Percent of Interstate pavements in Good condition | Not Required ⁵ | ≥ 60% |
| Percent of Interstate pavements in Poor condition | Not Required ⁵ | ≤ 5% |
| Percent of non-Interstate pavements in Good condition | ≥ 40% | ≥ 40% |
| Percent of non-Interstate pavements in Poor condition | ≤ 5% | ≤ 5% |

For comparative purposes, current statewide conditions are as follows:

- 56 percent of Interstate pavements are in Good condition;
- 0.0 percent of Interstate pavements are in Poor condition;
- 40.2 percent of non-Interstate NHS pavements are in Good condition; and
- 0.0 percent of non-Interstate NHS pavements are in Poor condition; and

| Performance Measure | 2-year Statewide Target (2022) | 4-year Statewide Target (2024) |
|--|--------------------------------|--------------------------------|
| Percent of NHS Bridges classified as in Good condition | ≥ 50% | ≥ 50% |
| Percent of NHS Bridges classified as in Poor condition | ≤ 10% | ≤ 10% |

For comparative purposes, current statewide conditions are as follows:

- 78.5 percent of NHS Bridges classified as in Good condition;
- 0.0 percent of NHS Bridges classified as in Poor condition;

| Performance Measure | 2-year Statewide Target (2022) | 4-year Statewide Target (2024) |
|--|--------------------------------|--------------------------------|
| Percent of person-miles on the Interstate system that are reliable (Interstate LOTTR) | 75% | 70% |
| Percent of person-miles on the non-Interstate NHS that are reliable (Non-Interstate NHS LOTTR) | Not Required ⁵ | 50% |
| Truck travel time reliability (TTTR) | 1.75 | 2.00 |

For comparative purposes, current statewide conditions are as follows:

- 100 percent of person-miles traveled on the Interstate are reliable;

- 96 percent of person-miles traveled on the non-Interstate are reliable; and
- 1.31 truck travel time reliability index.

In establishing these targets, FDOT reviewed external and internal factors that may affect reliability; analyzed travel time data from the National Performance Management Research Dataset (NPMRDS) for the years 2014 to 2017, and developed a sensitivity analysis indicating the level of risk for road segments to become unreliable.

The federal travel time reliability measures follow a new methodology that differ from prior Florida efforts. In addition, beginning in 2017, the NPMRDS expanded its coverage of travel segments, and a new vendor began to supply the dataset, creating a difference in reliability performance results on non-Interstate NHS segments between pre-2017 trends and later trends. These factors create challenges for establishing a confident trend line to inform target setting for the next two to four years.

In consideration of these differences, as well as other unknowns and unfamiliarity associated with the new required processes, FDOT took a conservative approach when establishing its initial statewide system performance and freight targets. It is the intent of FDOT to meet or exceed the established performance targets. System performance and freight are addressed through several statewide initiatives:

- Florida’s Strategic Intermodal System (SIS) is composed of transportation facilities of statewide and

interregional significance. The SIS is a primary focus of FDOT's capacity investments and is Florida's primary network for ensuring a strong link between transportation and economic competitiveness. These facilities, which span all modes and includes highways, are the workhorses of Florida's transportation system and account for a dominant share of the people and freight movement to, from and within Florida. The SIS includes 92 percent of NHS lane miles in the state. Thus, FDOT's focus on improving performance of the SIS goes hand-in-hand with improving the NHS, which is the focus of the FHWA's TPM program. The development of the SIS Five-Year Plan by FDOT considers scores on a range of measures including mobility, safety, preservation, and economic competitiveness as part of FDOT's Strategic Investment Tool (SIT).

- In addition, FDOT's Freight Mobility and Trade Plan (FMTP) defines policies and investments that will enhance Florida's economic development efforts into the future. The FMTP's Investment Element is specifically intended to identify freight needs, identify criteria for state investments in freight, and prioritize freight investments across modes. In February 2018, FHWA approved the FMTP as FDOT's State Freight Plan.
- FDOT also developed and refined a methodology to identify freight bottlenecks on Florida's SIS on an annual basis using vehicle probe data and travel time reliability measures. Identification of bottlenecks and estimation of their delay impact aids FDOT in focusing

on relief efforts and ranking them by priority. In turn, this information is incorporated into FDOT's SIT to help identify the most important SIS capacity projects to relieve congestion.

The Ocala/Marion County TPO TIP reflects investment priorities established in the 2040 LRTP. The focus of the TPO's investments that address system performance and freight include traffic operations improvements along US 441, ITS operational support, and bike and pedestrian projects that promote mode shift such as the Silver Springs State Park Pedestrian Bridges, the Pruitt Trail and the Downtown Ocala Trail.

The projects included in the TIP are consistent with FDOT's Five Year Work Program, and therefore to FDOT's approach to prioritize funding to address performance goals and targets. Per federal planning requirements, the state selects projects on the NHS in cooperation with the TPO/MPO from the approved TIP. Given the significant resources devoted in the TIP to programs that address system performance and freight, the TPO/MPO anticipates that once implemented, the TIP will contribute to progress towards achieving the statewide reliability performance targets.

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WHEREAS, the Ocala/Marion County Transportation Planning Organization, designated by the Governor of the State of Florida as the body responsible for the urban transportation planning process for the Ocala/Marion County area; and

WHEREAS, Title 23 U.S.C 134(h), 23 CFR Section 450 and Florida Statute 339.175(7) require each Metropolitan/Transportation Planning Organization to annually submit a Transportation Improvement Program; and

WHEREAS, a Transportation Improvement Program is defined as “a staged, multi-year, inter-modal program of transportation projects which is consistent with the metropolitan (long-range) transportation plan [23 CFR 450.104].

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- (i) The TPO Director shall include any such revision or amendment on the agenda of the next regularly scheduled meeting for ratification by TPO Board;
- (ii) No revision or amendment performed by the TPO Director shall substantially modify any plans, programs, or document approved by the TPO Board or result in the need to conduct a public hearing regarding such revision or amendment.

NOW THEREFORE BE IT RESOLVED that the Ocala/Marion County Transportation Planning Organization endorses the adoption of the Florida Department of Transportation’s 2020 performance targets for Pavement, Bridge, and Travel Time Reliability into the Transportation Improvement Program for FY 2019/20 – 2023/24.

CERTIFICATE

The undersigned duly qualified and acting Chairman of the Ocala/Marion County Transportation Planning Organization hereby certifies that the foregoing is a true and correct copy of a Resolution adopted at a legally convened meeting of the Ocala/Marion County Transportation Planning Organization held on this 25th day of February 2020.

By: _____
Jeff Gold, Chair

Attest: _____
Robert Balmes, TPO Director



TO: TPO Board Members

FROM: Anton Schauerte, Transportation Planner

RE: 2020 Safety Targets

Performance Management is a strategic approach to connect investment and policy decisions to help achieve performance goals. Performance measures are quantitative criteria used to evaluate progress. Performance measure targets are the benchmarks against which collected data is gauged. The Moving Ahead for Progress in the 21st Century Act (MAP-21) requires State DOTs and TPOs/MPOs to conduct performance-based planning by tracking performance measures and setting data-driven targets to improve those measures.

Every year, the Ocala Marion TPO is required to update its targets for the five Safety performance measures established under MAP-21. The TPO must submit its Safety targets at the end of February 2020. Refer to Table 1, below, for a list of the safety performance measures.

When updating its Safety targets, the Ocala Marion TPO is provided the option to either adopt the targets established by FDOT or develop its own quantifiable safety performance targets. In 2019, FDOT adopted a target of “Zero” for all five (5) safety performance measures adopted by the Federal Highway Administration (FHWA) for all public roads. Last year, the TPO voted to adopt its own Safety targets based on previous 5-year historical averages.

Table 1: Description of Safety Performance Measures

| Safety Performance Measures | Description |
|---|--|
| Fatalities | Total number of fatalities in a motor vehicle crash |
| Fatalities (Rate) | Total number of fatalities per 100 Million VMT (Vehicle Miles Traveled)* |
| Serious Injuries | Total number of serious injuries in a motor vehicle crash |
| Serious Injuries (Rate) | Total number of serious injuries per 100 Million VMT (Vehicle Miles Traveled)* |
| Non-Motorized Fatalities & Serious Injuries | Combined number of non-motorized fatalities and non-motorized serious injuries involving a motor vehicle |

Recommended Measures:

TPO staff, TAC, and CAC recommend that the TPO Board adopt the following 2020 Safety Targets, as shown in Table 2 below. An explanation of the methodology the TPO used to develop the 2020 Safety Targets can be found below Table 2. Additionally, a presentation will be provided to the TPO Board to explain the methodology in further detail, as well as provide the targets and results in 2018 and 2019.

Table 2: 2020 TPO Safety Targets

| Safety Performance Measure | TPO Target (2020) (Not to exceed) |
|--|--------------------------------------|
| 1. Number of Fatalities | 88 |
| 2. Rate of Fatalities per 100 Million VMT | 1.86 |
| 3. Number of Serious Injuries | 433 |
| 4. Rate of Serious Injuries per 100 Million VMT | 9.19 |
| 5. Number of Non-motorized Fatalities and Non-motorized Serious Injuries | 55 |

Methodology:

The TPO used fatality and serious injury data provided by FDOT in its calculation to determine 2020 Safety targets. Specifically, the number of fatalities, serious injuries and non-motorized fatalities and serious injuries for every year from 2011 to 2019 were recorded and shown in Table 3.

Table 3: Safety Data, 2011-2019

| Safety Data | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 |
|---|------|------|------|------|------|------|------|-------|------|
| #1 - Fatalities | 62 | 66 | 47 | 55 | 70 | 70 | 90 | 85 | 88 |
| #2 - Fatalities per 100 Million VMT | 1.55 | 1.66 | 1.18 | 1.33 | 1.65 | 1.57 | 1.99 | 1.85 | 1.89 |
| #3 - Serious Injuries | 367 | 394 | 320 | 243 | 310 | 372 | 362 | 563 | 430 |
| #4 - Serious Injuries per 100 Million VMT | 9.20 | 9.93 | 8.03 | 5.88 | 7.29 | 8.33 | 8.02 | 12.27 | 9.25 |
| #5 - Number of non-motorized (bicycle & pedestrian) fatalities and serious injuries | 36 | 47 | 39 | 30 | 38 | 52 | 54 | 57 | 54 |

Five 5-year rolling averages were calculated based on the individual years. The five sets of 5-year rolling averages are:

- 2011-2015
- 2012-2016
- 2013-2017
- 2014-2018
- 2015-2019

The average percent change of the five 5-year rolling averages was then calculated using the following equation:

$$((2015-2019 \text{ Rolling Average} - 2011-2015 \text{ Rolling Average}) / 2011-2015 \text{ Rolling Average}) / 4$$

Table 4: Safety Performance Measures, Rolling Averages, Percent Change, and 2020 Targets

| Safety Performance Measure | 2011-2015 Rolling Average | 2012-2016 Rolling Average | 2013-2017 Rolling Average | 2014-2018 Rolling Average | 2015-2019 Rolling Average | Annual % Change of 5-Year Rolling Averages | 2020 Targets |
|---|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|--|--------------|
| #1 - Fatalities | 60 | 62 | 66 | 74 | 81 | 8.6% | 88 |
| #2 - Fatalities per 100 Million VMT | | | | | | | 1.86 |
| #3 - Serious Injuries | 327 | 328 | 321 | 370 | 407 | 6.2% | 433 |
| #4 - Serious Injuries per 100 Million VMT | | | | | | | 9.19 |
| #5 - Number of non-motorized (bicycle & pedestrian) fatalities and serious injuries | 38 | 41 | 43 | 46 | 51 | 8.6% | 55 |

The 2020 targets for the Number of Fatalities, Serious Injuries and Non-motorized fatalities and serious injuries were determined by applying the annual percent change of the five 5-year rolling averages to the most recent rolling average (2015-2019). The Fatality Rate was calculated by dividing the 2020 target for Number of Fatalities by the projected Vehicle Miles Traveled* (VMT) for 2020. The same calculation was performed to determine the Serious Injury Rate.

*The VMT was projected for 2019 and 2020 based on VMT data from 2009 to 2018, shown in Table 5 on the following page. The annual percent change in VMT was calculated in the same manner in the aforementioned 5-year rolling averages. The annual percent change in VMT was applied to the most recent year of data (2018) to forecast 2019 VMT. This calculation was repeated using the forecasted 2019 VMT statistic to determine the 2020 VMT. The 2020 Targets for Fatalities and Serious Injuries were divided by the 2020 VMT figure to determine the Fatalities and Serious Injuries per 100 Million VMT.

Table 5: Vehicle Miles Traveled (VMT)

| 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2009-2018 % Annual Change | 2019 | 2020 |
|------|------|------|------|------|------|------|------|------|------|---------------------------|------|------|
| 41.2 | 40.4 | 39.9 | 39.7 | 39.8 | 41.3 | 42.5 | 44.7 | 45.1 | 45.9 | 1.3% | 46.5 | 47.1 |

If you have any further questions or concerns feel free to reach out to me directly at (352) 438-2635 or at anton.schauerte@marioncountyfl.org

MAP-21 Performance Management

June 2018

OVERVIEW

Between 2016 and 2017, the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) published several rules establishing performance measures and reporting requirements for State Departments of Transportation (DOTs), Metropolitan Planning Organizations (MPOs), and transit agencies. This document highlights key provisions of these rules and their implications for Florida's MPOs. It also provides a timeline, reporting requirements and options for target setting.

PLANNING RULE FRAMEWORK

FHWA and FTA jointly issued a Planning Rule to document changes in the statewide and metropolitan planning processes consistent with the Moving Ahead for Progress in the 21st Century (MAP-21) Act and the Fixing America's Surface Transportation (FAST) Act. Among other changes, this rule specifies the requirements for State DOTs and MPOs to implement a performance-based approach to planning and programming. Under this framework, the three FHWA Performance Measures (PM) rules and FTA transit rule established various performance measures required to monitor the performance of safety (PM1), bridge and pavement (PM2), system performance (PM3), and transit asset management (TAM). The rules also indicate how MPOs should set targets, report progress, and integrate performance management into their Long-Range Transportation Plans (L RTPs) and Transportation Improvement Programs (TIPs).



Long-Rang Transportation Plans

The Planning Rule specifies how performance management is incorporated into the MPO's LRTP. The LRTP must:

- » Describe the performance measures and performance targets used in assessing the performance of the transportation system.
- » Include a System Performance Report that:
 - Evaluates the condition and performance of the transportation system with respect to performance targets.
 - Documents the progress achieved by the MPO in meeting the targets in comparison to performance recorded in past reports.
- » Integrate the goals, objectives, performance measures, and targets described in all the plans and processes required as part of a performance-based program.

Transportation Improvement Programs

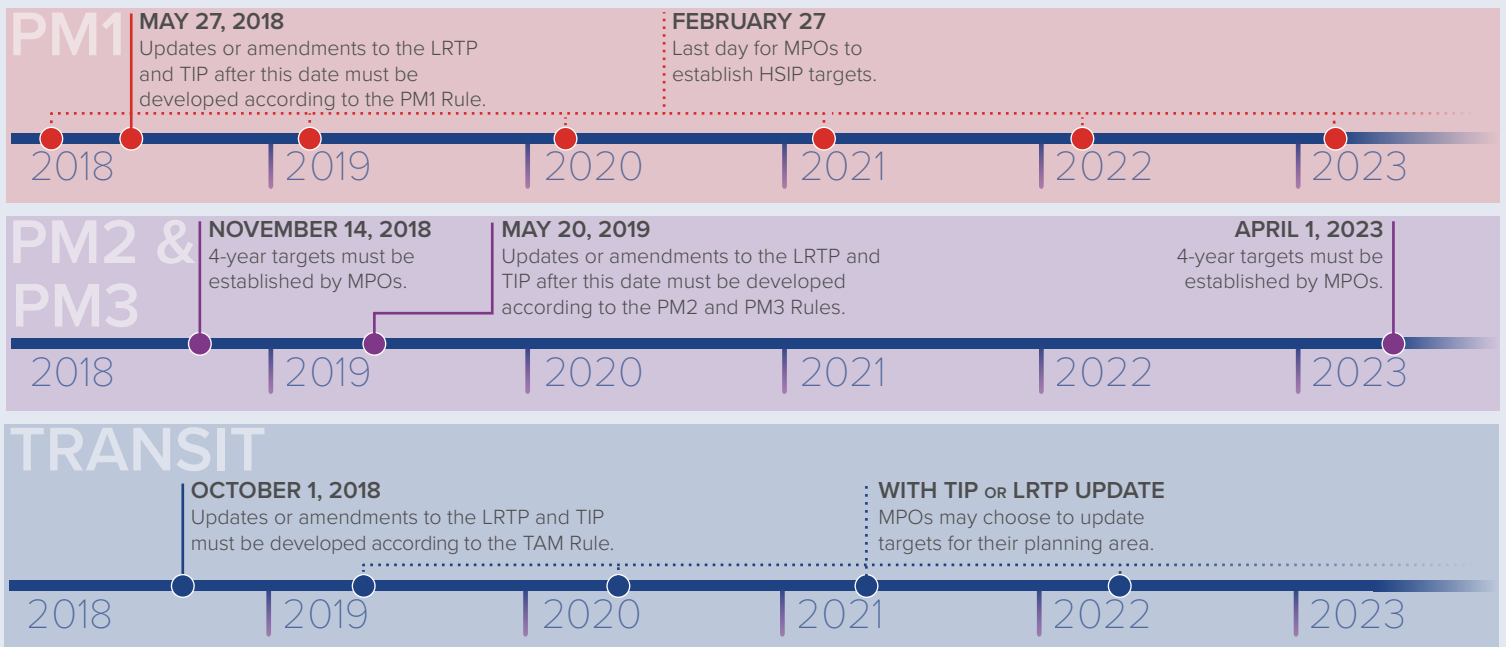
MPO TIPs shall:

- » Reflect the investment priorities established in the current metropolitan transportation plan.
- » Be designed such that once implemented, it makes progress toward achieving the performance targets established.
- » Include, to the maximum extent practicable, a description of the anticipated effect of the TIP toward achieving the performance targets identified in the metropolitan transportation plan, linking investment priorities to those performance targets.

FDOT and the Metropolitan Planning Organization Advisory Council (MPOAC) have developed model language for inclusion of performance measures and targets in the LRTPs and TIPs

*Please refer to the four accompanying fact sheets to obtain key information for the three FHWA performance measures rules and FTA transit rule.

TIMELINE



TARGET SETTING OPTIONS

The Florida Department of Transportation (FDOT), the MPOs, and providers of public transportation will set their respective performance targets in coordination with one another. Each MPO will establish a target for each applicable federally required performance measure. MPOs should establish their targets through existing processes such as the TIP and LRTP update. For the TAM measures, MPOs will set their own target in coordination with transit agencies and FDOT. For the PM1, PM2, and PM3 measures, each MPO will have the option of establishing a target by one of two options:

Support the statewide target established by FDOT.

If the MPO chooses to support the statewide target, the MPO should provide documentation to FDOT stating that the MPO agrees to plan and program projects so that they contribute toward the accomplishments of FDOT's statewide target for that performance measure.

OR

Set own target, using a quantifiable methodology for MPO planning area.

If the MPO chooses to set its own target, the MPO will develop the target in coordination with FDOT. The MPO will provide documentation to FDOT that includes the target adopted by the MPO board and when it was set.

MPOs must provide the selected option to FDOT no later than 180 days after FDOT sets its target.

ASSESSMENT OF SIGNIFICANT PROGRESS

While FHWA will determine whether FDOT has met or made significant progress toward meeting the adopted targets, it will not directly assess MPO progress toward meeting their targets. However, FHWA will review MPO performance relative to targets as part of periodic transportation planning process reviews, including the MPO certification reviews and reviews of adopted and amended LRTPs and adopted and amended MPO TIPs.

FOR MORE INFORMATION PLEASE CONTACT

Mark Reichert, Administrator for Metropolitan Planning

Mark.Reichert@dot.state.fl.us | (850) 414-4901

Action by the District Secretary is required for all joint TIP amendments that involves the FDOT Adopted Work Program that is to be advanced, deleted, or rescheduled pursuant to the following provisions of paragraph 339.135(7) (c), F.S.:

- (a) The change adds new individual projects;
- (b) The change adversely impacts financial constraint;
- (c) The change results in major scope changes;
- (d) The change deletes and individually listed project from the TIP/STIP; or
- (e) The change results in a cost increase greater than 20% AND \$2 million.

SAFETY/PERFORMANCE MANAGEMENT MEASURES

Performance Management is a strategic approach to connect investment and policy decisions to help achieve performance goals. Performance measures are quantitative criteria used to evaluate progress. Performance measure targets are the benchmarks against which collected data is gauged. The Moving Ahead for Progress in the 21st Century Act (MAP-21) requires State DOTs and TPOs/MPOs to conduct performance-based planning by tracking performance measures and setting data-driven targets to improve those measures. Performance-based planning ensures the most efficient investment of federal

transportation funds by increasing accountability, transparency, and providing for better investment decisions that focus on key outcomes related to seven national goals:

- Improving Safety;
- Maintaining Infrastructure Condition;
- Reducing Traffic Congestion;
- Improving the Efficiency of the System
- Improving Freight Movement;
- Protecting the Environment; and,
- Reducing Delays in Project Delivery.

The Fixing America's Surface Transportation (FAST) Act supplements the MAP-21 legislation by establishing timelines for State Department of Transportation (DOT) and TPOs/MPOs to comply with the requirements of MAP-21. State DOTs are required to establish statewide targets and TPOs/MPOs have the option to support the statewide targets or adopt their own.

Safety is the first national goal identified in the FAST Act. In March of 2016, the Highway Safety Improvement Program (HSIP) and Safety Performance Management Measures Rule was finalized and published in the *Federal Register*. The rule requires TPOs/MPOs to set targets for the following safety-related performance measures and report progress to the State (DOT):

- Fatalities;
- Serious Injuries;
- Nonmotorized Fatalities and Serious Injuries;
- Rate of Fatalities per 100M Vehicle Miles Traveled (VMT); and
- Rate of Serious Injuries per 100M VMT.

The 2016 Florida Strategic Highway Safety Plan (SHSP) is the statewide plan focusing on how to accomplish the vision of eliminating fatalities and reducing serious injuries on all public roads. The SHSP was developed in coordination with Florida's 27 metropolitan planning organizations (TPO/MPOs) through Florida's Metropolitan Planning Organization Advisory Council (MPOAC). The SHSP development process included review of safety-related goals, objectives, and strategies in TPO plans. The SHSP guides FDOT, TPOs/MPOs, and other safety partners in addressing safety and defines a framework for implementation activities to be carried out throughout the State.

The Florida SHSP and the Florida Transportation Plan (FTP) both highlight the commitment to a vision of zero deaths. The FDOT Florida Highway Safety Improvement Program (HSIP) annual report documents the statewide performance measures toward that zero deaths vision. The TPO adopted their own safety targets on February 26, 2019. The safety targets are as follows:

- Number of Fatalities – 88*
- Rate of Fatalities per 100 Million VMT – 1.86*
- Number of Serious Injuries – 433*
- Rate of Serious Injuries per 100 Million VMT – 9.19
- Number of Non-Motorized Fatalities/Serious Injuries – 55*

*the fatality and serious injury target numbers were determined by using historical trend to predict the 2020 Vehicle Miles Traveled (VMT) and multiplying that number by the annual average rate over the previous five 5-year rolling averages.

The TIP considers potential projects that fall into specific investment priorities established by the TPO in the Long-Range Transportation Plan (LRTP). For the Ocala/Marion County TPO

this includes safety programs such as collaborative community efforts with the Marion County CTST, Safety Through Engineering, Education and Responsibility (S.T.E.E.R.), the Bike 'Rodeo' program with the Marion County Health Department, CarFit, Walk Your Kids to School Day and the Safe Routes to School (SRTS) program. Other efforts by the TPO include monitoring of crash data and trends through the annual Traffic Counts & Trends Manual, crash mitigation and data collection efforts through Intelligent Transportation Systems deployment, Roadway Safety Audits (RSAs), and operational and safety analysis for any projects that are added to any of the three Priority Project lists that are maintained by the TPO. These analyses allow for TPO staff to predict the potential safety and operational benefits that each project would afford to each corridor and the overall system as a whole.

The TIP includes specific investment priorities that support all of the TPO's goals including safety, using a prioritization and project selection process established in the LRTP. This process evaluates projects that have an anticipated effect of reducing both fatal and injury crashes. The TPO's goal of reducing fatal and serious injury crashes is linked to this investment plan and the process used in prioritizing the projects is consistent with federal requirements. The TPO will continue to coordinate with FDOT and transit providers to take action on the additional targets and other requirements of the federal performance management process.

THE OCALA/MARION COUNTY TRANSPORTATION PLANNING

ORGANIZATION RESOLUTION _____

**RESOLUTION OF THE OCALA/MARION COUNTY TRANSPORTATION PLANNING
ORGANIZATION ADOPTING TRANSPORTATION SAFETY TARGETS**

WHEREAS, the Ocala/Marion County TPO is the duly designated and constituted body responsible for carrying out the urban transportation planning and programming process for the Ocala/ Marion County; and

WHEREAS, Florida Statutes 339.175; 23 U.S.C. 134; and 49 U.S.C. 5303 require that the urbanized area, as a condition to the receipt of federal capital or operating assistance, have a continuing, cooperative, and comprehensive transportation planning process that results in plans and programs consistent with the comprehensively planned development of the urbanized area; and

WHEREAS, the FHWA issued a final rule based on section 1203 of the Moving Ahead for Progress in the 21st Century Act (MAP-21) and with consideration to provisions in the Fixing America's Surface Transportation Act (FAST Act), which identified national transportation goals, outlined standards for measuring and reporting safety data and established five safety performance measures; and

WHEREAS, in accordance with 23 C.F.R. 490.209(a), the Florida Department for Transportation (FDOT), as part of the annual development of the State Highway Safety Improvement Plan (HSIP), has developed safety targets for each of the five safety performance measures; and

WHEREAS, 23 C.F.R. 490.209(c), requires that each Metropolitan Planning Organization establish safety targets and report progress over time in reaching the adopted targets; and

NOW, THEREFORE, BE IT RESOLVED, by the Ocala/Marion County TPO that the:

1. Ocala/Marion County TPO supports the intentions of FDOT outlined in the State HSIP for Calendar Year 2020 including a target of zero for each of the safety performance measures and establishing an interim measure for each of the five measures; and
2. Ocala/Marion County TPO supports the safety performance measures and targets shown in Appendix A; and
3. The Chairperson of the Ocala/Marion County TPO (or his/her designee) is hereby authorized and directed to submit these targets to the:
 - a. Florida Department of Transportation; and
 - b. Federal Transit Administration (FTA) (through the Florida Department of Transportation); and the
 - c. Federal Highway Administration (FHWA) (through the Florida Department of Transportation).

DONE AND RESOLVED at the regularly convened meeting of the Ocala/Marion County TPO held on the **25th** day of **February 2020**.

**OCALA/MARION COUNTY TRANSPORTATION
PLANNING ORGANIZATION**

Jeff Gold
CHAIR, OCALA/MARION COUNTY TPO

CERTIFICATE:

The undersigned duly qualified and acting Chairman of the Ocala/Marion County Transportation Planning Organization certified that the foregoing is a true and correct copy of a Resolution, adopted at a legally convened meeting of the Ocala/Marion County Transportation Planning Organization held on February 25, 2020.

ATTEST:

ROBERT BALMES, TPO DIRECTOR
OCALA/MARION COUNTY TRANSPORTATION PLANNING ORGANIZATION

Appendix A: Ocala/Marion County Calendar Year 2019 Targets

Fatalities

Basis for Establishing Target:

This target reflects the historical 5-year average based on the fatality rate multiplied by the projected 100 million vehicle miles traveled.

Number: 88

Serious Injuries

Basis for Establishing Target:

This target reflects the historical 5 year average based on the serious injury rate multiplied by the projected 100 million vehicle miles traveled.

Number: 433

Fatalities Rate:*

Basis for Establishing Target:

This target reflects the historical 5 year average.

Number: 1.86

Serious Injuries Rate*

Basis for Establishing Target:

This target reflects the historical 5 year average.

Number: 9.19

Non-Motorized Serious Injuries and Fatalities

Basis for Establishing Target:

This target reflects the historical 5-year average.

Number: 55



TO: TPO Board Members

FROM: Derrick Harris, TPO Assistant Director

RE: Goal Weights for the 2045 LRTP

As many of you know, we have been diligently garnering feedback, expertise, and advice regarding the Goals and Objectives (G&O's) for the update to the 2045 Long-Range Transportation Plan (LRTP) which began this summer. We have conducted a nearly three month long survey, held several public workshops, and presented to our various committees along the way. Therefore, after several months of analysis we are ready to present the Goal weights for the 2045 LRTP. In the following page and presentation, you will find details of how the Technical Advisory Committee (TAC), the Citizen Advisory Committee (CAC), the 2045 LRTP Steering Committee, the public, and TPO staff weighted the goals.

We have two options for discussion and approval. The first option includes a 50/50 split with all committees and TPO staff comprising 50 percent, and the public comprising the remaining 50 percent. This was completed by a simple average of the committees/TPO staff, and averaging it with the data from the public. The second option includes an equal four way split between the TAC/CAC, LRTP Steering Committee, TPO Staff, and the public. This was performed using the same methodology as option one, simple average.

This item was brought before you all at the November TPO Board meeting. It was discussed at this time to send the weighting exercise out to the TPO Board members in order to gain additional feedback. Therefore, emails were sent out to the TPO Board on Wednesday December 4th, Tuesday December 17th, and Tuesday January 14th. As of today, staff hasn't received any additional responses regarding the Goals and Objectives. Therefore, the same options which were presented previously are being presented again. However, we would like to engage the Board in a robust conversation to gain consensus and approval of the goals and corresponding weights to move forward to the next steps of the LRTP process. If you have any further questions or concerns feel free to reach out to me directly at (352) 438-2632 or at derrick.harris@marioncountyfl.org.

| 6 CAC/TAC | |
|-----------|------------|
| GOALS | PERCENTAGE |
| 3 | 29% |
| 5 | 24% |
| 4 | 17% |
| 6 | 17% |
| 2 | 10% |
| 1 | 3% |

| 13 STEERING | |
|-------------|------------|
| GOALS | PERCENTAGE |
| 3 | 24% |
| 5 | 23% |
| 6 | 17% |
| 4 | 16% |
| 1 | 10% |
| 2 | 10% |

| 3 STAFF | |
|---------|------------|
| GOALS | PERCENTAGE |
| 3 | 29% |
| 6 | 20% |
| 1 | 18% |
| 4 | 18% |
| 2 | 8% |
| 5 | 8% |

| 22 COMBINED CAC/TAC/STEERING/STAFF | |
|------------------------------------|------------|
| GOALS | PERCENTAGE |
| 3 | 26% |
| 5 | 21% |
| 6 | 17% |
| 4 | 17% |
| 2 | 9% |
| 1 | 9% |

| 252 PUBLIC | |
|------------|------------|
| GOALS | PERCENTAGE |
| 5 | 26% |
| 6 | 21% |
| 2 | 17% |
| 1 | 17% |
| 3 | 9% |
| 4 | 9% |

Recommended Option #1

| PUBLIC & COMMITTEES/STAFF 50/50 | |
|---------------------------------|------------|
| GOALS | PERCENTAGE |
| 5 | 24% |
| 6 | 19% |
| 3 | 18% |
| 2 | 13% |
| 1 | 13% |
| 4 | 13% |

Recommended Option #2

| PUBLIC/ TAC & CAC/ STEERING/ STAFF 25/25/25/25 | |
|--|------------|
| GOALS | PERCENTAGE |
| 3 | 23% |
| 5 | 20% |
| 6 | 19% |
| 4 | 15% |
| 1 | 12% |
| 2 | 11% |

GOALS for 2045 LRTP

| | |
|----------|--|
| 1 | Promote travel choices that are multimodal and accessible |
| 2 | Provide efficient transportation that promotes economic development |
| 3 | Focus on improving safety and security of the transportation system |
| 4 | Ensure the transportation system meets the needs of the community |
| 5 | Protect natural resources and create quality places |
| 6 | Optimize and preserve existing infrastructure |



TO: TPO Board Members

FROM: Liz Mitchell, Grants Coordinator/Fiscal Planner

RE: Community Transportation Coordinator Annual Evaluation

The evaluation of the Marion County Community Transportation Coordinator (CTC) is conducted annually by the Transportation Disadvantaged Local Coordinating Board (TDLCB) with the assistance of the Ocala Marion Transportation Organization (TPO) staff. The performance evaluation is based on the Commission for the Transportation Disadvantaged's (CTD) approved evaluation criteria.

The Florida Commission for the Transportation Disadvantaged designates a Community Transportation Coordinator (CTC) for each county/service area. The CTC is responsible for coordinating and/or providing transportation services to individuals who are transportation disadvantaged. You are considered "transportation disadvantaged" due to age, income, or a disability, you cannot drive, and do not have access to other transportation options. Access is provided to medical appointments, employment, educational and other life sustaining services, including, groceries, shopping, meals, and social events, to those who are eligible and have no other means of transportation.

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

This is accomplished through an audit, a series of interviews, quality checks, rider surveys, and ride-along for observation.

The CTC Evaluation is being submitted to the Board for review and approval. If you have any questions or concerns, please contact me at: 438-2634.

In summary, the TPO found that all of the required policies and procedures, contracts and contract management, grievance procedures, performance and safety standards were in place and being adhered to. All vehicles were on a maintenance schedule and in good working order. The drivers are trained with continual training updates. They enforce a zero tolerance substance abuse policy complete with pre-employment drug and alcohol background check, and random testing. The riders speak highly of the overall system and staff and feel that they are providing a service that is invaluable to them.

Our evaluation found that the system is well ran with little or no issues. The TPO has provided a few recommendations as well as commendations as a result of our evaluation.

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.

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

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

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:

| Coordination Contract Agencies | | | | |
|---------------------------------------|-----------------|-------------------------|-------------------------|----------------|
| Name of Agency | Address | City, State, Zip | Telephone Number | Contact |
| Advocacy Resou | 2800 SE Maricam | Ocala, FL | 352.387.2210 | Frank Sofia |
| | | | | |
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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 |
| | | | |
| | | | |
| | | | |
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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 | | | | |
| | | | | |
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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)?

| Operator | Insurance Cost |
|-------------------------|-----------------------|
| 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) | | | | | |
| Detail other rates as needed: (e.g. ambulatory, wheelchair, stretcher, out-of-county, group) | | | | | |
| 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.

| Commission Standards | Comments |
|--|--|
| 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.

| Local Standards | Comments |
|--|--|
| 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:

| Provision of Service | Training Provided | Written Policy | Neither |
|--|-------------------|----------------|---------|
| Accommodating Mobility Aids | Yes | Yes | |
| Accommodating Life Support Systems (O ₂ 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
2FDDE4FS2KDC29
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 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 | 5 | 5 | | |
| Medicaid | | | | |
| Other | | | | |
| Other | | | | |
| Other) | | | | |
| Other | | | | |
| | | | | |
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| | | | | |
| | | | | |
| | | | | |
| 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

Driver Name: Tammy . Rekito

Vehicle: Bus 1902

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 | | | | |
| | | | | |
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| | | | | |
| | | | | |
| | | | | |
| 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 |
|----------------|-----------|--|-----------|---|------------|---------|----------------|

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 |
|-------------------|-----------|------------------------------------|-----------|---|------------|---------|----------------|

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 |
|----------------|-----------|---|-----------|---|--------------|---------|----------------|

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 |
|----------------|-----------|-----------------------------------|-----------|---|------------|----------------|----------------|

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 |
|-----------------|-----------|--|-----------|---|--------------|---------|----------------|

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 |
|-------------|-----------|------------------------------------|-----------|---|------------|---------|----------------|

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 |
|-----------------|------------|---|-----------|--|--------------|---------|----------------|

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 |
|-------------|------------|---|-----------|------------------------------------|------------|---------|----------------|

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
- 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:

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:

RIDER/BENEFICIARY SURVEY

Staff making call: Anton Schauerke 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?

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

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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?

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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.

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 | | | |
| Total | | | | |

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?

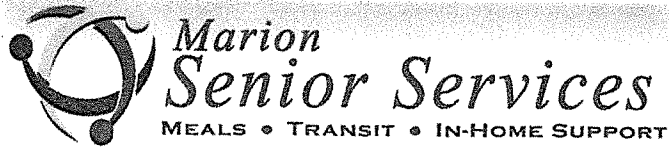
N/A No additional operators are utilized in the system.

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.
- O. 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.

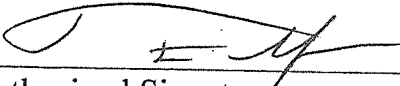
In the event that different representatives are designated by either party after execution of this Contract, notice of the name and address of the new representative will be rendered in writing to the other party and said notification attached to originals of this Contract.

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"> • All vehicles must display the agency's name, phone number and vehicle number unless confidentiality of client is required. |
| <ul style="list-style-type: none"> • 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. |
| <ul style="list-style-type: none"> • Vehicles must be equipped with properly functioning heating and air conditioning units. |
| <ul style="list-style-type: none"> • Stanchions and grab rails shall be functionally located throughout appropriate vehicles. |
| <ul style="list-style-type: none"> • 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. |
| <ul style="list-style-type: none"> • Vehicles must have a first aid kit and fire extinguisher. |
| <ul style="list-style-type: none"> • Vehicles must be equipped with two-way radio or equivalent |

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: | twilder@marionseniorservices.org | 3,281 |
| | UDPHC | |
| | Total County Population | |
| | Potential TD Population | |

| Trips By Type of Service | 2016 | 2017 | 2018 | Vehicle Data | 2016 | 2017 | 2018 |
|--------------------------|---------|---------|---------|---------------|-----------|-----------|-----------|
| Fixed Route (FR) | 0 | 0 | 0 | Vehicle Miles | 1,149,596 | 1,126,786 | 1,117,564 |
| Deviated FR | 0 | 0 | 0 | Revenue Miles | 1,067,670 | 981,948 | 954,320 |
| Ambulatory | 87,108 | 78,323 | 76,741 | Roadcalls | 51 | 36 | 33 |
| Non-Ambulatory | 32,259 | 32,171 | 29,283 | Accidents | 4 | 4 | 13 |
| Stretcher | 0 | 0 | 0 | Vehicles | 66 | 57 | 41 |
| School Board | 0 | 0 | 0 | Driver Hours | 95,461 | 75,614 | 100,121 |
| TOTAL TRIPS | 119,367 | 110,494 | 106,024 | | | | |

| Passenger Trips By Trip Purpose | 2016 | 2017 | 2018 | Financial and General Data |
|---------------------------------|---------|---------|---------|----------------------------|
| Medical | 63,177 | 59,999 | 56,417 | Expenses |
| Employment | 431 | 713 | 854 | Revenues |
| Ed/Train/DayCare | 34,032 | 29,885 | 27,619 | Comments |
| Nutritional | 14,031 | 14,157 | 15,188 | Complaints |
| Life-Sustaining/Other | 7,696 | 5,740 | 5,946 | Passenger No-Shows |
| TOTAL TRIPS | 119,367 | 110,494 | 106,024 | Unmet Trip Requests |

| Passenger Trips By Funding Source | 2016 | 2017 | 2018 | Performance Measures |
|-----------------------------------|---------|---------|---------|-----------------------------|
| CTD | 27,424 | 35,059 | 30,772 | Accidents per 100,000 Miles |
| AHCA | 11,262 | 7,551 | 5,164 | Miles between Roadcalls |
| APD | 30,157 | 26,607 | 22,414 | Avg. Trips per Driver Hour |
| DOEA | 0 | 0 | 0 | Avg. Trips per Para Pass. |
| DOE | 0 | 0 | 0 | Cost per Trip |
| Other | 50,524 | 41,277 | 47,674 | Cost per Paratransit Trip |
| TOTAL TRIPS | 119,367 | 110,494 | 106,024 | Cost per Driver Hour |
| | | | | Cost per Total Mile |



1101 S.W. 20th Court Ocala, FL 34471
Office (352) 620-3501 Fax (352) 629-6122
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. 20th Court, Ocala Florida 34471*

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 20th 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 or Kayla Costello (407) 482-7887, 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 20th 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.

Sincerely,

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 20th 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 or Kayla Costello (407) 482-7887, 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

MARION TRANSIT SERVICES

A Division of Marion Senior Services

1101 S.W. 20th 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.”

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 1FDFE4FSXGDC03214
- 2016 Ford Bus 1FDFE4FS6GDC03212
- 2016 Ford Bus 1FDFE4FS8GDC03213
- 2016 Ford Bus 10 Pass
- 1FDFE4FS4GDC03211
- 2016 Ford Bus 10 Pass
- 1FDFE4FS1GDC03215
- 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 1FDFE4FS1KDC14093
- 2019 Ford Bus 14 Pass 1FDFE4FS0KDC18264 2019 Ford 14 pass Bus 1FDFE4FS2KDC29671 2019 Ford 14 Pass Bus 1FDFE4FS5KDC27574 2019 Ford 14 Pass Bus 1FDFE4FS4KDC29672
- 2012 Chevrolet 12 Pass Bus 1GB6G5BG2C1113125

MARION TRANSIT SERVICES

A Division of Marion Senior Services

1101 S.W. 20th 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. 20th Court
Ocala, Florida 34471

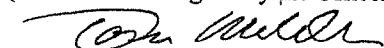
IN ACCORDANCE WITH FLORIDA STATUTE 341.061

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. 10th 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. 62nd 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. 10th 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 |
|--------|-------------------------|-----------|-----------------|---------|-----------------------|--------------------|----------------------------------|-------------|-------------------|----------------------|--|------------------|------------------|--|----------------------|
| | | | | | | | | | | | | | | | |
| Marion | N/A | 1402 (42) | 2011/Chevy | Glaval | 24 | 10 | 5 | Lift | Good | In-house | 2011; Sec. 5310 | 9/1/2011 | \$74,362 | 90 | 2019 |
| Marion | 91575 | 1103 (14) | 2011/Chevy | Glaval | 24 | 12 | 4 | Lift | 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 | 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 | Good | In-house | N/A | 9/1/2011 | \$73,462 | 0 | 2019 |
| Marion | 91590 | 1201 (03) | 2012/Chevy | Glaval | 23 | 12 | 4 | Lift | Good | In-house | 2012; Sec. 5310 | 3/16/2012 | \$74,758 | 90 | 2020 |
| Marion | 91591 | 1202 (32) | 2012/Chevy | Glaval | 23 | 13 | 4 | Lift | Good | In-house | 2012; Sec. 5310 | 3/16/2012 | \$74,758 | 90 | 2020 |
| Marion | 91599 | 1204 (41) | 2012/Chevy | Glaval | 23 | 12 | 4 | Lift | Good | In-house | 2012; Sec. 5310 | 3/16/2012 | \$74,758 | 90 | 2020 |
| Marion | TD | 1205 (60) | 2012/Dodge | Caravan | 12 | 6 | 1 | Ramp | Good | In-house | N/A | 6/28/2012 | \$45,752 | 0 | 2020 |
| Marion | TD | 1301 (04) | 2013/Chevy | Glaval | 23 | 10 | 6 | Lift | Good | In-house | N/A | 6/26/2013 | \$75,635 | 0 | 2020 |
| Marion | 94517 | 1302 (07) | 2013/Chevy | Glaval | 23 | 10 | 6 | Lift | Good | In-house | 2013; Sec. 5310 | 5/17/2013 | \$76,491 | 90 | 2020 |
| Marion | 94518 | 1303 (24) | 2013/Chevy | Glaval | 23 | 10 | 2 | Lift | Good | In-house | 2013; Sec. 5310 | 5/17/2013 | \$76,491 | 90 | 2020 |
| Marion | 94513 | 1304 (28) | 2013/Chevy | Glaval | 23 | 10 | 4 | Lift | Good | In-house | 2013; Sec. 5310 | 5/17/2013 | \$76,491 | 90 | 2020 |
| Marion | 94514 | 1305 (31) | 2013/Chevy | Glaval | 23 | 10 | 6 | Lift | 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 | Good | In-house | 2013; Sec. 5310 | 5/17/2013 | \$76,491 | 90 | 2021 |
| Marion | 94566 | 1401 (08) | 2014/Chevy | Glaval | 23 | 10 | 6 | Lift | Excellent | In-house | 2014; Sec. 5310 | 6/30/2014 | \$76,760 | 86 | 2021 |
| Marion | TD | 1402 (10) | 2014/Chevy | Glaval | 23 | 10 | 6 | Lift | Excellent | In-house | N/A | 6/30/2014 | \$76,760 | 0 | 2021 |
| Marion | 94567 | 1403 (17) | 2014/Chevy | Glaval | 23 | 10 | 4 | Lift | Excellent | In-house | 2014; Sec. 5310 | 8/20/2014 | \$76,760 | 86 | 2021 |
| Marion | TD | 1404 (18) | 2014/Chevy | Glaval | 23 | 10 | 6 | Lift | Excellent | In-house | N/A | 6/30/2014 | \$76,760 | 0 | 2021 |
| Marion | 94568 | 1405 (28) | 2014/Chevy | Glaval | 23 | 10 | 6 | Lift | Excellent | In-house | 2014; Sec. 5310 | 8/20/2014 | \$76,760 | 86 | 2021 |
| Marion | 94565 | 1406 (34) | 2014/Chevy | Glaval | 23 | 10 | 6 | Lift | Excellent | In-house | 2014; Sec. 5310 | 6/30/2014 | \$76,760 | 86 | 2021 |
| Marion | 94548 | 1407 (37) | 2014/Chevy | Glaval | 23 | 10 | 6 | Lift | 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 | 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 | 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 | 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 | 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 | 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 | 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 | Excellent | In-house | 2016; Sec. 5310 | 9/30/2017 | \$70,424 | 90 | 2024 |
| Marion | 95528 | 1701 | 2017/Ford/Tran | Nations | 22 | 9 | 2 | Lift | Excellent | In-house | 2016; Sec. 5310 | 9/30/2017 | \$70,424 | 90 | 2024 |
| Marion | 95527 | 1702 | 2017/Ford/Tran | Nations | 22 | 9 | 2 | Lift | Excellent | In-house | 2016; Sec. 5310 | 9/30/2017 | \$70,424 | 90 | 2024 |
| Marion | 95528 | 1703 | 2017/Ford/Tran | Nations | 22 | 9 | 2 | Lift | Excellent | In-house | 2016; Sec. 5310 | 9/30/2017 | \$70,424 | 90 | 2024 |
| Marion | 95529 | 1704 | 2018/Chev | Nations | 22 | 9 | 2 | Lift | Excellent | In-house | 2016; Sec. 5310 | 9/30/2017 | \$70,424 | 90 | 2024 |
| Marion | 95529 | 1705 | 2018/Chev | Nations | 22 | 9 | 2 | Lift | Excellent | In-house | 2016; Sec. 5310 | 9/30/2017 | \$70,424 | 90 | 2024 |
| Marion | 50016 | 1801 | 2018/Chev | Nations | 24 | 11 | 4 | Lift | Excellent | In-house | 2017 Sec. 5310 | 9/30/2018 | \$85,343 | 90 | 2025 |
| Marion | 50016 | 1802 | 2018/Chev | Nations | 24 | 11 | 4 | Lift | Excellent | In-house | 2017 Sec. 5310 | 9/30/2018 | \$85,343 | 90 | 2025 |
| Marion | 50014 | 1803 | 2018/Chev | Nations | 24 | 11 | 4 | Lift | Excellent | In-house | 2017 Sec. 5310 | 9/30/2018 | \$85,343 | 90 | 2025 |
| Marion | 50013 | 1804 | 2018/Chev | Nations | 24 | 11 | 4 | Lift | Excellent | In-house | 2017 Sec. 5310 | 9/30/2018 | \$85,343 | 90 | 2025 |
| Marion | 50015 | 1805 | 2018/Chev | Nations | 24 | 11 | 4 | Lift | 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 | Excellent | In-house | 2017; Sec. 5310 | 4/17/2019 | \$80,883 | 90 | 2026 |
| Marion | 50041 | 1901 | 2019/Ford E-450 | Goshen | 23 | 12 | 4 | Lift | Excellent | In-house | 2017; Sec. 5310 | 4/17/2019 | \$80,883 | 90 | 2026 |
| Marion | 50039 | 1902 | 2019/Ford E-450 | Goshen | 23 | 12 | 4 | Lift | 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 | 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 | 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: 11/16/14 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 | | | <input checked="" type="checkbox"/> | 36 | Check Operation of All Lights | | | <input checked="" type="checkbox"/> | 71 | Air Tank Mounting / Lines & Valves | | | | |
| 2 | Stande 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 Acnhors | | | <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"/> | *Wheel Chair Lift | | | | | |
| 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"/> | Engine Compartment | | | | | 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>12.5</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"/> | Brake Inspection | | | | | |
| Driver's Compartment | | | | | 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>11</u> | | | | |
| 15 | Driver's Seat & Belt | | | <input checked="" type="checkbox"/> | 50 | Check Radiator Core Mounts | | | <input checked="" type="checkbox"/> | 84 | R / Front % Worn: <u>11</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>12</u> | | | | |
| 17 | Service Brake Operation | | | <input checked="" type="checkbox"/> | 52 | Check Engine Mounts | | | <input checked="" type="checkbox"/> | 86 | R / Rear % Worn: <u>12</u> | | | | |
| 18 | Ignition System (Start Engine) | | | <input checked="" type="checkbox"/> | 53 | Replace Engine Oil & Filter | | | <input checked="" type="checkbox"/> | Tire Tread Depth / Inflation | | | | | |
| 19 | Check All Guages / Switches | | | <input checked="" type="checkbox"/> | 54 | Check / Replace Air Filter | | | <input checked="" type="checkbox"/> | 87 | L / Front <u>11</u> / 32 | | | | |
| 20 | Check Fast Idle | | | <input checked="" type="checkbox"/> | 55 | Check / Replace Fuel Filter | | | <input checked="" type="checkbox"/> | 88 | R / Front <u>11</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>9</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>28</u> / 32 | | | | |
| 23 | Parking Brake Operation | | | <input checked="" type="checkbox"/> | 58 | A/C Pressure Check | | | <input checked="" type="checkbox"/> | 91 | L / R Inside <u>19</u> / 32 | | | | |
| 24 | Back-Up Alarm | | | <input checked="" type="checkbox"/> | Chassis / DriveLine | | | | | 92 | L / R Outside <u>19</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> / 65 PSI | | | | |
| 26 | Interior Mirrors | | | <input checked="" type="checkbox"/> | 60 | Torque Rods | | | <input checked="" type="checkbox"/> | 94 | R / Front <u>60</u> / 65 PSI | | | | |
| 27 | Windshield Wipers & Washers | | | <input checked="" type="checkbox"/> | 61 | Check Ball Joints / King Pins | | | <input checked="" type="checkbox"/> | 95 | R / R Inside <u>60</u> / 65 PSI | | | | |
| 28 | Climate Control System / Fans | | | <input checked="" type="checkbox"/> | 62 | Steering Gear / Linkage & Arms | | | <input checked="" type="checkbox"/> | 96 | R / R Outside <u>60</u> / 65 PSI | | | | |
| 29 | Fare Collection System | | | <input checked="" type="checkbox"/> | 63 | Steering Shaft & Freeplay | | | <input checked="" type="checkbox"/> | 97 | L / R Inside <u>60</u> / 65 PSI | | | | |
| 30 | Cleanliness | | | <input checked="" type="checkbox"/> | 64 | Lube Chassis | | | <input checked="" type="checkbox"/> | 98 | L / R Outside <u>61</u> / 65 PSI | | | | |
| Exterior | | | | | 65 | Check drive Shaft & U-Joints | | | <input checked="" type="checkbox"/> | Test Drive | | | | | |
| 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 | | | | |
| Notes: | | | | | | | | | | | 104 | Speedometer | | | |
| Notes: | | | | | | | | | | | 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

| | <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: | 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 | | | ✓ | *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 | | | ✓ | 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 | | | ✓ | 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>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 | | | ✓ | Tire Tread Depth / Inflation | | | | |
| 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 / <u>2-3</u> Perform Leak Down Test <u>3-4</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 | | | ✓ | Chassis / Drive Line | | | | | 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 | | | ✓ |
| 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: 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 | 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 | | | <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"/> | *Wheel Chair Lift | | | | | |
| 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"/> | Engine Compartment | | | | | | 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"/> | Brake Inspection | | | | | |
| Driver's Compartment | | | | | 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"/> | Tire Tread Depth / Inflation | | | | | |
| 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 | 27 | 32 | | |
| 24 | Back-Up Alarm | | | <input checked="" type="checkbox"/> | Chassis / DriveLine | | | | | | 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 | | |
| Exterior | | | | | 65 | Check drive Shaft & U-Joints | | | <input checked="" type="checkbox"/> | Test Drive | | | | | |
| 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 | | | | |
| 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.



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 | | | <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"/> | *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 | | | | |
| 8 | Roof Hatches / Operation | | | <input checked="" type="checkbox"/> | Engine Compartment | | | | | | 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>13.7</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"/> | Brake Inspection | | | | | |
| Driver's Compartment | | | | | 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"/> | Tire Tread Depth/ Inflation | | | | | |
| 19 | Check All Gauges / Switches | | | <input checked="" type="checkbox"/> | 54 | Check / Replace Air Filter | | | <input checked="" type="checkbox"/> | 87 | L / Front <u>11/10</u> /32 | | | | |
| 20 | Check Fast Idle | | | <input checked="" type="checkbox"/> | 55 | Check / Replace Fuel Filter | | | <input checked="" type="checkbox"/> | 88 | R / Front <u>11/10</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>5/42</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>2/26</u> /32 | | | | |
| 23 | Parking Brake Operation | | | <input checked="" type="checkbox"/> | 58 | A/C Pressure Check | | | <input checked="" type="checkbox"/> | 91 | L / R inside <u>2/26</u> /32 | | | | |
| 24 | Back-Up Alarm | | | <input checked="" type="checkbox"/> | Chassis / DriveLine | | | | | | | | | | |
| 25 | Driver's Panel Lamps | | | <input checked="" type="checkbox"/> | 59 | Shocks / Springs / MOR / ryde | | | <input checked="" type="checkbox"/> | 92 | L / R Outside <u>7/25</u> /32 | | | | |
| 26 | Interior Mirrors | | | <input checked="" type="checkbox"/> | 60 | Torque Rods | | | <input checked="" type="checkbox"/> | 93 | L / Front <u>7/25</u> PSI | | | | |
| 27 | Windshield Wipers & Washers | | | <input checked="" type="checkbox"/> | 61 | Check Ball Joints / King Pins | | | <input checked="" type="checkbox"/> | 94 | R / Front <u>6/26</u> PSI | | | | |
| 28 | Climate Control System / Fans | | | <input checked="" type="checkbox"/> | 62 | Steering Gear / Linkage & Arms | | | <input checked="" type="checkbox"/> | 95 | R / R Inside <u>14/20</u> PSI | | | | |
| 29 | Fare Collection System | | | <input checked="" type="checkbox"/> | 63 | Steering Shaft & Freeplay | | | <input checked="" type="checkbox"/> | 96 | R / R Outside <u>14/20</u> PSI | | | | |
| 30 | Cleanliness | | | <input checked="" type="checkbox"/> | 64 | Lube Chassis | | | <input checked="" type="checkbox"/> | 97 | L / R Inside <u>14/20</u> PSI | | | | |
| | Exterior | | | | 65 | Check drive Shaft & U-Joints | | | <input checked="" type="checkbox"/> | 98 | L / R Outside <u>14/20</u> PSI | | | | |
| 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 | | | | |
| 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.



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: Dual/Post YR MANUFACTURED: 2011 MAX CAPACITY: 800

LIFT SERIES/SERIAL NUMBER: 1GB6G5BG6C1112253

NL919FIR-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 #: 2022 Date: 12/12/20 Miles 12000

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 | | | | *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: ____ 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: | | | | |
| 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 | | | | Tire Tread Depth / Inflation | | | | | |
| 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 | | | | Chassis / DriveLine | | | | | 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 | |
| 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 | | | |
| Notes: | | | | | | | | | | | 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 | | | ✓ | 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>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 | | | ✓ | 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>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 | | | ✓ | Tire Tread Depth / Inflation | | | | | |
| 19 | Check All Guages / 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 | | | ✓ | Chassis / DriveLine | | | | | 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> | | | ✓ | |
| 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 | | | |
| Notes: | | | | | | | | | | | 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

| | <u>SERVICE</u> | <u>INITIALS</u> | <u>COMMENTS/REMARKS</u> |
|-----|--|------------------------|--|
| 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 | | | ✓ | 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>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 | | | ✓ | 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>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 | | | ✓ | Chassis / DriveLine | | | | | 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 | | | ✓ | |
| 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: 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"/> | *Wheel Chair Lift | | | | |
| 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"/> | Engine Compartment | | | | | 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>15.0</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"/> | Brake Inspection | | | | |
| Driver's Compartment | | | | | 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>20</u> | | | |
| 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> | | | |
| 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> | | | |
| 17 | Service Brake Operation | | | <input checked="" type="checkbox"/> | 52 | Check Engine Mounts | | | <input checked="" type="checkbox"/> | 86 | R / Rear % Worn: <u>40</u> | | | |
| 18 | Ignition System (Start Engine) | | | <input checked="" type="checkbox"/> | 53 | Replace Engine Oil & Filter | | | <input checked="" type="checkbox"/> | Tire Tread Depth / Inflation | | | | |
| 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 | | | |
| 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 | | | |
| 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 | | | |
| 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 | | | |
| 23 | Parking Brake Operation | | | <input checked="" type="checkbox"/> | 58 | A/C Pressure Check | | | <input checked="" type="checkbox"/> | 91 | L / R Inside <u>5/32</u> /32 | | | |
| 24 | Back-Up Alarm | | | <input checked="" type="checkbox"/> | Chassis / DriveLine | | | | | 92 | L / R Outside <u>3/32</u> /32 | | | |
| 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 | | | |
| 26 | Interior Mirrors | | | <input checked="" type="checkbox"/> | 60 | Torque Rods | | | <input checked="" type="checkbox"/> | 94 | R / Front <u>30</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>30</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>30</u> PSI | | | |
| 29 | Fare Collection System | | | <input checked="" type="checkbox"/> | 63 | Steering Shaft & Freeplay | | | <input checked="" type="checkbox"/> | 97 | L / R Inside <u>30</u> PSI | | | |
| 30 | Cleanliness | | | <input checked="" type="checkbox"/> | 64 | Lube Chassis | | | <input checked="" type="checkbox"/> | 98 | L / R Outside <u>30</u> PSI | | | |
| Exterior | | | | | 65 | Check drive Shaft & U-Joints | | | <input checked="" type="checkbox"/> | Test Drive | | | | |
| 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 | | | |
| 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: 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

| | | | |
|-----|--|----|---|
| 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"/> | *Wheel Chair Lift | | | | |
| 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"/> | Engine Compartment | | | | | 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"/> | Brake Inspection | | | | |
| Driver's Compartment | | | | | 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"/> | Tire Tread Depth / Inflation | | | | |
| 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"/> | Chassis / DriveLine | | | | | 92 | L / R Outside | | | <input checked="" type="checkbox"/> |
| 25 | Driver's Panel Lamps | | | <input checked="" type="checkbox"/> | 59 | Shocks / Springs / MQR / yde | | | <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"/> |
| Exterior | | | | | 65 | Check drive Shaft & U-Joints | | | <input checked="" type="checkbox"/> | Test Drive | | | | |
| 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"/> |
| Notes: | | | | | | | | | | 104 | Speedometer | | | <input checked="" type="checkbox"/> |
| Notes: | | | | | | | | | | 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

| | <u>SERVICE</u> | <u>INITIALS</u> | <u>COMMENTS/REMARKS</u> |
|-----|--|------------------------|---|
| 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 | 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 Acnhors | | | ✓ | 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 | | | ✓ | 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>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 | | | ✓ | 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>10-1</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 | | | ✓ | Tire Tread Depth / Inflation | | | | | |
| 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 | | | ✓ | Chassis / DriveLine | | | | | 92 | L / R Outside <u>254</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 | | | | |
| 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 | | | |
| Notes: | | | | | | | | | | | 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 | | | ✓ | | *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>12.5</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 | | | ✓ | | 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>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 | | | ✓ | | Tire Tread Depth / Inflation | | | |
| 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 | | | ✓ | | Chassis / Drive Line | | | ✓ | 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 | | | ✓ |
| | 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: [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 | | | ✓ | | *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>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 | | | ✓ | | Brake Inspection | | | ✓ |
| | Driver's Compartment | | | ✓ | 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 & 6</u> | | | ✓ |
| 15 | Driver's Seat & Belt | | | ✓ | 50 | Check Radiator Core Mounts | | | ✓ | 84 | R / Front % Worn <u>5 & 11</u> | | | ✓ |
| 16 | Horn Operation | | | ✓ | 51 | Check Wiring for Routing / Chafing & Loose Connections | | | ✓ | 85 | L / Rear % Worn <u>7 & 8</u> | | | ✓ |
| 17 | Service Brake Operation | | | ✓ | 52 | Check Engine Mounts | | | ✓ | 86 | R / Rear % Worn <u>3 & 6</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>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 | | | ✓ | | Chassis / DriveLine | | | ✓ | 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 | | | ✓ |
| | 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 | | | ✓ |
| | | | | | | | | | ✓ | 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"/> | *Wheel Chair Lift | | | | |
| 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"/> | Engine Compartment | | | | | 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"/> | Brake Inspection | | | | |
| Driver's Compartment | | | | | 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"/> | Tire Tread Depth / Inflation | | | | |
| 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"/> | Chassis / DriveLine | | | | | 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 | | | |
| Exterior | | | | | 65 | Check drive Shaft & U-joints | | | <input checked="" type="checkbox"/> | Test Drive | | | | |
| 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 | | | |
| 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: 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

SERVICE

INITIALS

COMMENTS/REMARKS

| | <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"/> | | *Wheel Chair Lift | | | |
| 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"/> | Engine Compartment | | | | | 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"/> | Brake Inspection | | | | |
| Driver's Compartment | | | | | 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"/> | Tire Tread Depth / Inflation | | | | |
| 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"/> | Chassis / DriveLine | | | | | 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 | | | |
| Exterior | | | | | 65 | Check drive Shaft & U-joints | | | <input checked="" type="checkbox"/> | Test Drive | | | | |
| 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 | | | |
| 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: 09/26/2019

Van# 1601

Mileage: 95938.0

Lift Type: Ricon

Series/Serial#: RIS5510FF1120701N/534956

Vehicle Year: 2016 Make: Ford Model: Glavel VIN#: 1FDFF4FS4GDC03211

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 | 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 Acnhors | | | ✓ | 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 | | | ✓ | 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>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 | | | ✓ | | Tire Tread Depth / Inflation | | | |
| 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 | | | ✓ | | Chassis / DriveLine | | | | 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 | | | |
| | 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: 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

| | <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 | 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: 10000
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 | | | / | *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 | | | / | 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>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 | | | / | 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: | | | / | |
| 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 | | | / | Tire Tread Depth / Inflation | | | | | |
| 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 | | | / | Chassis / DriveLine | | | | | 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 | | | / | |
| 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 | | | / |
| Notes: | | | | | | | | | | | 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>6/52</u> /32 | | | |
| 23 | Parking Brake Operation | | | ✓ | 58 | A/C Pressure Check | | | ✓ | 91 | L / R Inside <u>5/52</u> /32 | | | |
| 24 | Back-Up Alarm | | | ✓ | Chassis / DriveLine | | | | | 92 | L / R Outside <u>5/52</u> /32 | | | |
| 25 | Driver's Panel Lamps | | | ✓ | | | | | | 59 | Shocks / Springs / MOR / ryde | | | ✓ |
| 26 | Interior Mirrors | | | ✓ | 60 | Torque Rods | | | ✓ | 94 | R / Front <u>41</u> /70 PSI | | | |
| 27 | Windshield Wipers & Washers | | | ✓ | 61 | Check Ball Joints / King Pins | | | ✓ | 95 | R / R Inside <u>75</u> /80 PSI | | | |
| 28 | Climate Control System / Fans | | | ✓ | 62 | Steering Gear / Linkage & Arms | | | ✓ | 96 | R / R Outside <u>70</u> /80 PSI | | | |
| 29 | Fare Collection System | | | ✓ | 63 | Steering Shaft & Freeplay | | | ✓ | 97 | L / R Inside <u>74</u> /80 PSI | | | |
| 30 | Cleanliness | | | ✓ | 64 | Lube Chassis | | | ✓ | 98 | L / R Outside <u>75</u> /80 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

| | <u>SERVICE</u> | <u>INITIALS</u> | <u>COMMENTS/REMARKS</u> |
|-----|--|-----------------|---|
| 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 | | | ✓ | 36 | Check Operation of All Lights | | | ✓ | 71 | Air Tank Mounting / Lines & Valves | | | ✓ | | | | | | | | | | |
| 2 | Standeer 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 Steins | | | ✓ | *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 | | | 0 | 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 | | | 0 | 81 | Clean and Lubricate Lift As Needed | | | ✓ | | | | | | | | | | |
| 13 | Registration / Plates / Manual | | | ✓ | 47 | Check All Fluids | | | ✓ | Brake Inspection | | | | | | | | | | | | | | |
| 14 | Brake & Accelerator Pedals | | | ✓ | 48 | Inspect For Leaks | | | ✓ | | | | | | | 82 | Brake Foundation / Lines / Rotors / Drums | | | ✓ | | | | |
| 15 | Driver's Seat & Belt | | | ✓ | 49 | Test Anti-Freeze Protection | | | ✓ | 83 | L / Front % Worn: 77 | | | ✓ | | | | | | | | | | |
| 16 | Horn Operation | | | ✓ | 50 | Check Radiator Core Mounts | | | ✓ | 84 | R / Front % Worn: 77 | | | ✓ | | | | | | | | | | |
| 17 | Service Brake Operation | | | ✓ | 51 | Check Wiring for Routing / Chafing & Loose Connections | | | ✓ | 85 | L / Rear % Worn: 88 | | | ✓ | | | | | | | | | | |
| 18 | Ignition System (Start Engine) | | | ✓ | 52 | Check Engine Mounts | | | ✓ | 86 | R / Rear % Worn: 88 | | | ✓ | | | | | | | | | | |
| 19 | Check All Gauges / Switches | | | ✓ | 53 | Replace Engine Oil & Filter | | | ✓ | Tire Tread Depth / Inflation | | | | | | | | | | | | | | |
| 20 | Check Fast Idle | | | ✓ | 54 | Check / Replace Air Filter | | | 0 | | | | | | | 87 | L / Front 109 11 / 32 | | | ✓ | | | | |
| 21 | Check Air Compressor Cut In / Out Pressures / Perform Leak Down Test | | | ✓ | 55 | Check / Replace Fuel Filter | | | ✓ | 88 | R / Front 588 / 32 | | | ✓ | | | | | | | | | | |
| 22 | Shift Lever Operation | | | ✓ | 56 | Check / Clean A/C Filters & Cores / Lines for Routing / Chafing | | | ✓ | 89 | R / R Inside 999 / 32 | | | ✓ | | | | | | | | | | |
| 23 | Parking Brake Operation | | | ✓ | 57 | A/C Compressor Mounting / Clutch | | | ✓ | 90 | R / R Outside 99 10 / 32 | | | ✓ | | | | | | | | | | |
| 24 | Back-Up Alarm | | | ✓ | 58 | A/C Pressure Check | | | ✓ | 91 | L / R Inside 888 / 32 | | | ✓ | | | | | | | | | | |
| 25 | Driver's Panel Lamps | | | ✓ | Chassis / DriveLine | | | | | | 92 | L / R Outside 999 / 32 | | | ✓ | | | | | | | | | |
| 26 | Interior Mirrors | | | ✓ | | | | | | | 59 | Shocks / Springs / MOR / ryde | | | ✓ | 93 | L / Front 67 60 PSI | | | ✓ | | | | |
| 27 | Windshield Wipers & Washers | | | ✓ | 60 | Torque Rods | | | ✓ | 94 | R / Front 67 65 PSI | | | ✓ | | | | | | | | | | |
| 28 | Climate Control System / Fans | | | ✓ | 61 | Check Ball Joints / King Pins | | | ✓ | 95 | R / R Inside 66 80 PSI | | | ✓ | | | | | | | | | | |
| 29 | Fare Collection System | | | ✓ | 62 | Steering Gear / Linkage & Arms | | | ✓ | 96 | R / R Outside 66 80 PSI | | | ✓ | | | | | | | | | | |
| 30 | Cleanliness | | | ✓ | 63 | Steering Shaft & Freeplay | | | ✓ | 97 | L / R Inside 65 80 PSI | | | ✓ | | | | | | | | | | |
| | Exterior | | | ✓ | 64 | Lube Chassis | | | ✓ | 98 | L / R Outside 65 80 PSI | | | ✓ | | | | | | | | | | |
| | | 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: 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 11291

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 | Stande 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 Acnhors | | | <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"/> | *Wheel Chair Lift | | | | | |
| 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"/> | Engine Compartment | | | | | 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"/> | Brake Inspection | | | | | |
| Driver's Compartment | | | | | 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"/> | Tire Tread Depth / Inflation | | | | | |
| 19 | Check All Guages / 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"/> | Chassis / DriveLine | | | | | 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 | |
| Exterior | | | | | 65 | Check drive Shaft & U-Joints | | | <input checked="" type="checkbox"/> | Test Drive | | | | | |
| 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 | | | | |
| 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: 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 | 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 Acnhors | | | ✓ | 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 | | | ✓ | 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 | | | ✓ | 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>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 | | | ✓ | Tire Tread Depth / Inflation | | | | |
| 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 | | | ✓ | Chassis / DriveLine | | | | | 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 | | | |
| 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 | | | |
| Notes: | | | | | | | | | | 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 | | | ✓ | *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 | | | ✓ | 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 | | | ✓ | 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>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 | | | ✓ | Tire Tread Depth / Inflation | | | | |
| 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 | | | ✓ | Chassis / DriveLine | | | | | 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 | | | ✓ |
| 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: 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

| | <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 | 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 | 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"/> | | *Wheel Chair Lift | | | | |
| 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"/> | Engine Compartment | | | | | <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"/> | Brake Inspection | | | | | |
| Driver's Compartment | | | | | 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"/> | Tire Tread Depth / Inflation | | | | | |
| 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"/> | Chassis / DriveLine | | | | | | | 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 | | |
| Exterior | | | | | 65 | Check drive Shaft & U-Joints | | | <input checked="" type="checkbox"/> | Test Drive | | | | | |
| 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 | | | | |
| 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: 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

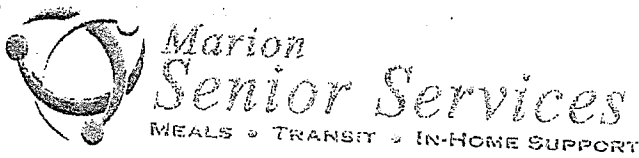
MARION SENIOR SERVICES - MARION TRANSIT
1101 SW 20th Court Ocala, FL 34471

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 | | | ✓ | *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 | | | ✓ | 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 | | | ✓ | 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: | | | ✓ | |
| 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 | | | ✓ | Tire Tread Depth / Inflation | | | | | |
| 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 | | | ✓ | Chassis / DriveLine | | | | | 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 | ✓ | |
| 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.



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 | | | ✓ | *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 | | | ✓ | 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 | | | ✓ | 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>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 | | | ✓ | Tire Tread Depth / Inflation | | | | |
| 19 | Check All Gauges / Switches | | | ✓ | 54 | Check / Replace Air Filter | | | ✓ | 87 | L / Front <u>3.75</u> /32 | | | |
| 20 | Check Fast Idle | | | ✓ | 55 | Check / Replace Fuel Filter | | | ✓ | 88 | R / Front <u>3.75</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>6.75</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>7.75</u> /32 | | | |
| 24 | Back-Up Alarm | | | ✓ | Chassis / DriveLine | | | | | 92 | L / R Outside <u>1.2</u> /32 | | | |
| 25 | Driver's Panel Lamps | | | ✓ | 59 | Shocks / Springs / MOR / ryde | | | ✓ | 93 | L / Front <u>6.25</u> PSI | | | |
| 26 | Interior Mirrors | | | ✓ | 60 | Torque Rods | | | ✓ | 94 | R / Front <u>6.25</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>7.0</u> PSI | | | |
| 30 | Cleanliness | | | ✓ | 64 | Lube Chassis | | | ✓ | 98 | L / R Outside <u>7.0</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: 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

| | <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 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 | | | | 36 | | | | 71 | | | |
| 2 | | | | 37 | | | | 72 | | | |
| 3 | | | | 38 | | | | 73 | | | |
| 4 | | | | 39 | | | | 74 | | | |
| 5 | | | | 40 | | | | *Wheel Chair Lift | | | |
| 6 | | | | 41 | | | | | | | |
| 7 | | | | 42 | | | | 75 | | | |
| 8 | | | | Engine Compartment | | | | 76 | | | |
| 9 | | | | | | | 43 | | | | 77 |
| 10 | | | | 44 | | | | 78 | | | |
| 11 | | | | 45 | | | | 79 | | | |
| 12 | | | | 46 | | | | 80 | | | |
| 13 | | | | 47 | | | | 81 | | | |
| Driver's Compartment | | | | 48 | | | | Brake Inspection | | | |
| 14 | | | | 49 | | | | 82 | | | |
| 15 | | | | 50 | | | | 83 | | | |
| 16 | | | | 51 | | | | 84 | | | |
| 17 | | | | 52 | | | | 85 | | | |
| 18 | | | | 53 | | | | 86 | | | |
| 19 | | | | 54 | | | | Tire Tread Depth / Inflation | | | |
| 20 | | | | 55 | | | | 87 | | | |
| 21 | | | | 56 | | | | 88 | | | |
| 22 | | | | 57 | | | | 89 | | | |
| 23 | | | | 58 | | | | 90 | | | |
| 24 | | | | Chassis / DriveLine | | | | 91 | | | |
| 25 | | | | 59 | | | | 92 | | | |
| 26 | | | | 60 | | | | 93 | | | |
| 27 | | | | 61 | | | | 94 | | | |
| 28 | | | | 62 | | | | 95 | | | |
| 29 | | | | 63 | | | | 96 | | | |
| 30 | | | | 64 | | | | 97 | | | |
| Exterior | | | | 65 | | | | 98 | | | |
| 31 | | | | 66 | | | | 99 | | | |
| 32 | | | | 67 | | | | 100 | | | |
| 33 | | | | 68 | | | | 101 | | | |
| 34 | | | | 69 | | | | 102 | | | |
| 35 | | | | 70 | | | | 103 | | | |
| Notes: | | | | | | | | 104 | | | |
| | | | | | | | | 105 | | | |

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 | | | ✓ | 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>24.2V</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 | | | ✓ | 82 | Brake Foundation / Lines / Rotors / Drums | | | |
| 14 | Brake & Accelerator Pedals | | | ✓ | 49 | Test Anti-Freeze Protection | | | ✓ | 83 | L / Front % Worn: <u>27</u> | | | |
| 15 | Driver's Seat & Belt | | | ✓ | 50 | Check Radiator Core Mounts | | | ✓ | 84 | R / Front % Worn: <u>27</u> | | | |
| 16 | Horn Operation | | | ✓ | 51 | Check Wiring for Routing / Chafing & Loose Connections | | | ✓ | 85 | L / Rear % Worn: <u>99</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 | | | ✓ | | Tire Tread Depth / Inflation | | | |
| 19 | Check All Gauges / Switches | | | ✓ | 54 | Check / Replace Air Filter | | | ✓ | 87 | L / Front <u>634</u> /32 | | | |
| 20 | Check Fast Idle | | | ✓ | 55 | Check / Replace Fuel Filter | | | ✓ | 88 | R / Front <u>636</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>658</u> /32 | | | |
| 22 | Shift Lever Operation | | | ✓ | 57 | A/C Compressor Mounting / Clutch | | | ✓ | 90 | R / R Outside <u>476</u> /32 | | | |
| 23 | Parking Brake Operation | | | ✓ | 58 | A/C Pressure Check | | | ✓ | 91 | L / R Inside <u>675</u> /32 | | | |
| 24 | Back-Up Alarm | | | ✓ | | Chassis / DriveLine | | | ✓ | 92 | L / R Outside <u>276</u> /32 | | | |
| 25 | Driver's Panel Lamps | | | ✓ | 59 | Shocks / Springs / MOR / ryde | | | ✓ | 93 | L / Front <u>1005</u> PSI | | | |
| 26 | Interior Mirrors | | | ✓ | 60 | Torque Rods | | | ✓ | 94 | R / Front <u>2085</u> PSI | | | |
| 27 | Windshield Wipers & Washers | | | ✓ | 61 | Check Ball Joints / King Pins | | | ✓ | 95 | R / R Inside <u>39</u> /32 PSI | | | |
| 28 | Climate Control System / Fans | | | ✓ | 62 | Steering Gear / Linkage & Arms | | | ✓ | 96 | R / R Outside <u>37</u> /32 PSI | | | |
| 29 | Fare Collection System | | | ✓ | 63 | Steering Shaft & Freeplay | | | ✓ | 97 | L / R Inside <u>35</u> /32 PSI | | | |
| 30 | Cleanliness | | | ✓ | 64 | Lube Chassis | | | ✓ | 98 | L / R Outside <u>35</u> /32 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 | | | |
| | | | | | | | | | | 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: 6/2/19 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 | | | | *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>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 | | | | 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>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 | | | | Tire Tread Depth / Inflation | | | | |
| 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 | | | | Chassis / DriveLine | | | | | 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 | | | |
| 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: _____

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 | | | # | 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 | | | |
| 2 | | | <input checked="" type="checkbox"/> | 37 | | | <input checked="" type="checkbox"/> | 72 | | | |
| 3 | | | <input checked="" type="checkbox"/> | 38 | | | <input checked="" type="checkbox"/> | 73 | | | |
| 4 | | | <input checked="" type="checkbox"/> | 39 | | | <input checked="" type="checkbox"/> | 74 | | | |
| 5 | | | <input checked="" type="checkbox"/> | 40 | | | <input checked="" type="checkbox"/> | *Wheel Chair Lift | | | |
| 6 | | | <input checked="" type="checkbox"/> | 41 | | | <input checked="" type="checkbox"/> | | | | |
| 7 | | | <input checked="" type="checkbox"/> | 42 | | | <input checked="" type="checkbox"/> | 75 | | | |
| 8 | | | <input checked="" type="checkbox"/> | Engine Compartment | | | | 76 | | | |
| 9 | | | <input checked="" type="checkbox"/> | | | | 43 | | | <input checked="" type="checkbox"/> | 77 |
| 10 | | | <input checked="" type="checkbox"/> | 44 | | | <input checked="" type="checkbox"/> | 78 | | | |
| 11 | | | <input checked="" type="checkbox"/> | 45 | | | <input checked="" type="checkbox"/> | 79 | | | |
| 12 | | | <input checked="" type="checkbox"/> | 46 | | | <input checked="" type="checkbox"/> | 80 | | | |
| 13 | | | <input checked="" type="checkbox"/> | 47 | | | <input checked="" type="checkbox"/> | 81 | | | |
| Driver's Compartment | | | | 48 | | | <input checked="" type="checkbox"/> | Brake Inspection | | | |
| 14 | | | <input checked="" type="checkbox"/> | 49 | | | <input checked="" type="checkbox"/> | 82 | | | |
| 15 | | | <input checked="" type="checkbox"/> | 50 | | | <input checked="" type="checkbox"/> | 83 | | | |
| 16 | | | <input checked="" type="checkbox"/> | 51 | | | <input checked="" type="checkbox"/> | 84 | | | |
| 17 | | | <input checked="" type="checkbox"/> | 52 | | | <input checked="" type="checkbox"/> | 85 | | | |
| 18 | | | <input checked="" type="checkbox"/> | 53 | | | <input checked="" type="checkbox"/> | 86 | | | |
| 19 | | | <input checked="" type="checkbox"/> | 54 | | | <input checked="" type="checkbox"/> | Tire Tread Depth / Inflation | | | |
| 20 | | | <input checked="" type="checkbox"/> | 55 | | | <input checked="" type="checkbox"/> | 87 | | | |
| 21 | | | <input checked="" type="checkbox"/> | 56 | | | <input checked="" type="checkbox"/> | 88 | | | |
| 22 | | | <input checked="" type="checkbox"/> | 57 | | | <input checked="" type="checkbox"/> | 89 | | | |
| 23 | | | <input checked="" type="checkbox"/> | 58 | | | <input checked="" type="checkbox"/> | 90 | | | |
| 24 | | | <input checked="" type="checkbox"/> | Chassis / DriveLine | | | | 91 | | | |
| 25 | | | <input checked="" type="checkbox"/> | 59 | | | <input checked="" type="checkbox"/> | 92 | | | |
| 26 | | | <input checked="" type="checkbox"/> | 60 | | | <input checked="" type="checkbox"/> | 93 | | | |
| 27 | | | <input checked="" type="checkbox"/> | 61 | | | <input checked="" type="checkbox"/> | 94 | | | |
| 28 | | | <input checked="" type="checkbox"/> | 62 | | | <input checked="" type="checkbox"/> | 95 | | | |
| 29 | | | <input checked="" type="checkbox"/> | 63 | | | <input checked="" type="checkbox"/> | 96 | | | |
| 30 | | | <input checked="" type="checkbox"/> | 64 | | | <input checked="" type="checkbox"/> | 97 | | | |
| Exterior | | | | 65 | | | <input checked="" type="checkbox"/> | 98 | | | |
| 31 | | | <input checked="" type="checkbox"/> | 66 | | | <input checked="" type="checkbox"/> | Test Drive | | | |
| 32 | | | <input checked="" type="checkbox"/> | 67 | | | <input checked="" type="checkbox"/> | 99 | | | |
| 33 | | | <input checked="" type="checkbox"/> | 68 | | | <input checked="" type="checkbox"/> | 100 | | | |
| 34 | | | <input checked="" type="checkbox"/> | 69 | | | <input checked="" type="checkbox"/> | 101 | | | |
| 35 | | | <input checked="" type="checkbox"/> | 70 | | | <input checked="" type="checkbox"/> | 102 | | | |
| | | | | | | | | 103 | | | |
| | | | | | | | | 104 | | | |
| | | | | | | | | 105 | | | |

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: 12/30/2019
 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"/> | | *Wheel Chair Lift | | | |
| 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"/> | Engine Compartment | | | | | 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>14.2 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"/> | Brake Inspection | | | | |
| Driver's Compartment | | | | | 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"/> | Tire Tread Depth / Inflation | | | | |
| 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"/> | Chassis / DriveLine | | | | | 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 | | | |
| Exterior | | | | | 65 | Check drive Shaft & U-Joints | | | <input checked="" type="checkbox"/> | Test Drive | | | | |
| 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 | | | |
| 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: 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 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 | | NA | | 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 | | 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>14.0V</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 | | | ✓ | 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 | | | ✓ | | Tire Tread Depth / Inflation | | | |
| 19 | Check All Gauges / 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 | | | ✓ | | Chassis / DriveLine | | | | 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 | | | ✓ |
| | 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: [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"/> | *Wheel Chair Lift | | | | |
| 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"/> | Engine Compartment | | | | | 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>12.3V</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"/> | Brake Inspection | | | | |
| Driver's Compartment | | | | | 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"/> | Tire Tread Depth / Inflation | | | | |
| 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"/> | Chassis / DriveLine | | | | | 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 | | | |
| Exterior | | | | | 65 | Check drive Shaft & U-Joints | | | <input checked="" type="checkbox"/> | Test Drive | | | | |
| 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 | | | |
| 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: 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 Acnhors | | | | 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 | | | | 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 | | | | 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: | | | | |
| 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 | | | | Tire Tread Depth / Inflation | | | | | |
| 19 | Check All Guages / 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 | | | | Chassis / DriveLine | | | | | 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 | |
| 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 | | | |
| Notes: | | | | | | | | | | | 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

| | <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 | 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

1101 S.W. 20th 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

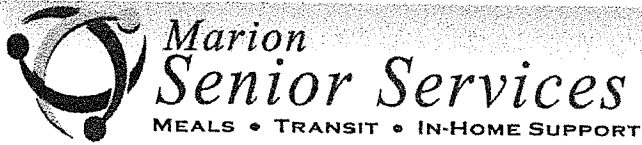
MARION TRANSIT SERVICES

A Division of Marion Senior Services

1101 S.W. 20th 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

1101 S.W. 20th 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 20th 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)

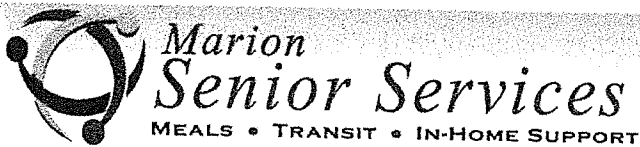
MARION TRANSIT SERVICES

A Division of Marion Senior Services

1101 S.W. 20th 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,

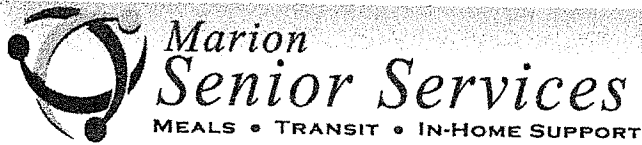

Tom Wilder, Transportation Director

MARION TRANSIT SERVICES

A Division of Marion Senior Services

1101 S.W. 20th 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
- Mr. Tom Wilder, Transportation Director – twilder@marionseniorservices.org
- Ms. Rhonda Blaney, Finance Director – rblaney@marionseniorservices.org
- Mr. Herman Schulz, Transit Manager – hschulz@marionseniorservices.org
- Ms. Karen Williams, Trips Manager – kwilliams@marionseniorservices.org

Sincerely,


Tom Wilder, Transportation Director

MARION TRANSIT SERVICES

A Division of Marion Senior Services

1101 S.W. 20th 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 th 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: | twilder@marionseniorservices.org | | | | |
| 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) PER YEAR. | 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 PER YEAR: | 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 PER YEAR. | | |
| Number of hours of service AVERAGE PER DAY. | | |
| Posted hours of the normal operating hours the agency provides service to seniors and individuals with disabilities PER WEEK (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 PER YEAR | 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

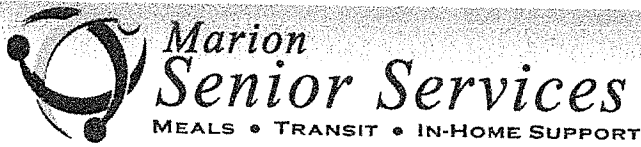
MARION TRANSIT SERVICES

A Division of Marion Senior Services

1101 S.W. 20th 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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Telephone (352) 620-3071 Fax (352) 620-3400

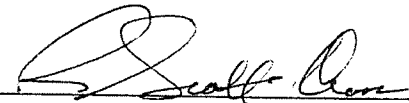
5311 ATTORNEY CERTIFICATION

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. 20th 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", written over a horizontal line.

Diana Byrnes, C-SAPA

Substance Abuse Management Specialist

Center for Urban Transportation Research

A handwritten signature in black ink, appearing to read "Victor Wiley", written over a horizontal line.

Victor Wiley, CPM

Transit Safety Programs Manager

Florida Department of Transportation

MARIONTRANSIT

Substance Abuse Policy

Zero Tolerance

In accordance with USDOT and FTA Regulations

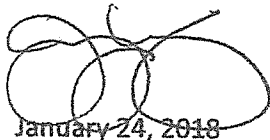
MARIONTRANSIT is dedicated to providing safe, dependable, and economical transportation service to its patrons. *MARIONTRANSIT* employees are a valuable resource and it is our agency's goal to provide a safe, healthy and satisfying working environment, free of the potential dangers posed by a safety-sensitive 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
4. Pre-employment Drug and Alcohol Background Checks
5. Pre-employment Testing
6. Random Testing
7. Reasonable Suspicion Testing
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
16. Alcohol Testing
17. Consequence for USDOT/FTA Alcohol Violation
18. Refusal to Submit to USDOT/FTA Required Alcohol Testing
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 20th Court, Ocala, FL 34471
352-620-3519
twilder@marionseniorservices.org

Alternate (back-up) Program Manager

Donna Tackett, Human Resources Director
1101 SW 20th 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.



TO: TPO Board Members

FROM: Rob Balmes, Director

RE: 5305(d) Grant Match Options

TPO is requesting the TPO Board to select and approve one option for meeting local matching requirements for the Federal Transit Administration (FTA) 5305(d) planning program grant allocated to the TPO for two fiscal years (fiscal years – 17/18, 18/19). Per the current Staff Services Agreement between the TPO and Marion County, the Local match for Fiscal Year 19/20 (\$10,243) has been provided by Marion County.

Given the transition of the TPO moving from the City of Ocala to Marion County in 2019, a commitment is needed by the TPO Board for a Local match for the prior two fiscal years (17/18, 18/19). The total Local match required for these two fiscal years is \$20,149. All three grants have been fully approved and executed by the Florida Department of Transportation and are identified in the Unified Planning Work Program (UPWP), which was amended and approved by the TPO Board on November 26, 2019.

Attached is a document that provides full background of the 5305(d) grant and matching requirements, in addition to a set of five (5) options for TPO Board consideration regarding the Local match.

If you have any questions or concerns, please contact me at 438-2631.

Ocala Marion TPO Board Meeting
5305(d) Local Match Funding Options
February 25, 2020

Per the current Staff Services Agreement between the TPO and Marion County, the Local match for Fiscal Year 19/20 (\$10,243) has been provided by Marion County. The prior two fiscal years (17/18, 18/19) will require TPO Board action to determine the Local match provider(s) (\$20,149). The following provides background about the grant and set of five (5) options for TPO Board consideration.

5305(d) Grant Overview

The FTA 5305(d) planning program grant provides funding for multimodal transportation planning activities of the TPO each year. The federal share provided by FTA is 80%. The Florida Department of Transportation (FDOT) provides a 10% state match and the remaining 10% match is provided by local municipalities and/or county governments. On an annual basis, the TPO applies for 5305(d) grant funding through the FDOT District 5 process. The grant allocation available to the TPO is approximately **\$100,000** per year. In the past, the City of Ocala provided the full amount of local match per the Staff Services Agreement (Section 3.01, June 21, 2016). The funding in prior UPWPs using this grant funding has supported activities including the long range transportation plan, transit development plan, staff salaries and support for local studies.

In 2019, TPO staff discovered that 5305(d) funds were not applied for in both fiscal years 2017/18 and 2018/19 totaling \$201,490. As a result when combined with fiscal year 2019/20, a total of **\$303,918** of grant funding is available. The TPO Board approved the application for all three fiscal years with a UPWP Amendment on November 26, which will require a **total local match of \$30,392**. The UPWP provides a breakdown of the current tasks and operations to be funded with the three grants.

- Marion County Cost Allocation (\$17,372)
- Office Cubicle Construction (\$14,619)
- Office Expenses (software, computers, public notices, copier, desks - \$20,279)
- Staff Travel (\$3,400)
- TPO Plans, Studies (\$248,248 total)
 - Long Range Transportation Plan (\$101,318)
 - Congestion Management Plan (\$79,296)
 - TPO Website (\$20,876)
 - Economic Trails/Cycling Study (\$46,758)

The previous and revised Staff Services Agreements between the TPO and Marion County stipulates the County provides the local match for all grants. However, since the 5305(d) grant funding available includes two prior fiscal years when the TPO was hosted by the City of Ocala, a formal commitment is necessary by the TPO Board to determine the match provider(s) and ensure a local match for all three fiscal years. In summary:

\$303,918 total grant funding (3 fiscal years – 17/18, 18/19, 19/20)
\$30,392 total local match required (10% for 3 fiscal years)

TPO staff are proposing the following **five (5) options** for the TPO Board's consideration regarding the local government match for all three fiscal years of 5305(d) grant funding in no particular order.

Option 1: Local Match Contribution for Fiscal Years 17/18, 18/19 based on TPO Board Membership and Fiscal Year 19/20 by Current Host Government (Marion County)

Fiscal years: 2017/18, 2018/19 (\$20,149 match)

12 TPO Board members

5 seats City of Ocala (41.67%); 5 seats Marion County (41.67%)

1 seat City of Belleview (8.33%); 1 seat City of Dunnellon (8.33%)

= \$1,678.41 per TPO Board seat

\$8,396.08 – City of Ocala contribution; \$8,396.08 – Marion County contribution

\$1,678.41 – City of Belleview contribution; \$1,678.41 – City of Dunnellon contribution

Fiscal year: 2019/20 (\$10,243 match)

Host Government per current Staff Services Agreement (May 7, 2019)

\$10,243 – Marion County contribution

\$30,392 total local match contribution

Option 2: Local Match Contribution by Fiscal Year based on TPO Board Membership and Host Government History

Fiscal year: 2017/18 (\$10,017 match)

Host Government per Staff Services Agreement (June 21, 2016)

\$10,017 – City of Ocala local match contribution

Fiscal year: 2018/19 (\$10,132 match)

12 TPO Board members

5 seats City of Ocala (41.67%); 5 seats Marion County (41.67%)

1 seat City of Belleview (8.33%); 1 seat City of Dunnellon (8.33%)

= \$844.33 per TPO Board seat

\$4,221.67 – City of Ocala contribution; \$4,221.67 – Marion County contribution

\$844.33 – City of Belleview contribution; \$844.33 – City of Dunnellon contribution

Fiscal year: 2019/20 (\$10,243 match)

Host Government per Staff Services Agreement (May 7, 2019)

\$10,243 – Marion County local match contribution

\$30,392 total local match contribution

Option 3: Local Match Contribution based on TPO Host Government History

Fiscal year: 2017/18, 2018/19 (\$20,149 match)

Host Government per Staff Services Agreement (June 21, 2016)

City of Ocala local match contribution

Fiscal year: 2019/20 (\$10,243 match)

Host Government per Staff Services Agreement (May 7, 2019)

Marion County local match contribution

\$30,392 total local match contribution

Option 4: Local Match Contribution for all Three Fiscal Years based on TPO Board Membership

12 TPO Board members

5 seats City of Ocala (41.67%); 5 seats Marion County (41.67%)

1 seat City of Belleview (8.33%); 1 seat City of Dunnellon (8.33%)

= \$2,532.67 per TPO Board seat

\$12,663.35 – City of Ocala contribution; \$12,663.35 – Marion County contribution

\$2,532.67 – City of Belleview contribution; \$2,532.67 – City of Dunnellon contribution

\$30,392 total local match contribution

Option 5: Local Match Contribution for all Three Fiscal Years by Marion County

Fiscal years: 2017/18, 2018/19, 2019/20

Host Government per Staff Services Agreement (May 7, 2019)

Marion County local match contribution

\$30,392 total local match contribution



TO: TPO Board Members

FROM: Rob Balmes, Director

RE: TPO – Marion County Staff Services Agreement Revision

The Staff Services Agreement (Agreement) between the Ocala/Marion County Transportation Planning Organization (TPO) and the Marion County Board of County Commissioners (BOCC) was entered into on May 7, 2019. As the TPO's new host government, the BOCC agreed to support the TPO with professional staff, technical, administrative and clerical services, office facilities, and other resources as needed to carry out its mission.

A proposed revised Agreement was developed to better clarify the formal relationship of the two organizations and to also outline the TPO's responsibilities for financial compensation to Marion County. Based on a collaborative process involving both Marion County Administration, Marion County Attorney's Office and the TPO, a revised Agreement was completed.

The revised Agreement was presented by Mr. Mounir Bouyounes, Marion County Administrator, to the BOCC on their Consent Agenda on January 21, 2020. The revised Agreement was approved by the BOCC.

TPO Staff are requesting the TPO Board to take action upon a review of the revised Agreement. Highlighted in tracked changes are the modifications that have been made for your review. The major changes include streamlining unnecessary text, the addition of Cost Allocation language, clarifying language regarding TPO personnel and Financial Administration and the addition of Asset Management regarding TPO property. If you have any questions or concerns, please contact me at 438-2631.

STAFF SERVICES AGREEMENT

THIS STAFF SERVICES AGREEMENT is made and entered into this ____ day of _____, 2020~~19~~ between the Ocala/Marion County Transportation Planning Organization, created and operating pursuant to Section 339.175, Florida Statutes (hereinafter called the "TPO"), and the Marion County Board of County Commissioners, a political subdivision of the State of Florida (hereinafter called the "COUNTY").

WITNESSETH:

WHEREAS, 23 U.S.C. 134 and Section 339.175, Florida Statutes provides for the designation of a metropolitan planning organization for each urbanized area of the state; and

WHEREAS, pursuant to Section 339.175(4), F.S., the Governor, by letter dated the 13th day of February 2014, approved the apportionment and boundary plan submitted by the TPO; and

WHEREAS, the TPO, pursuant to the power conferred upon it by Section 339.175(6)(g), Florida Statutes, and Section 5.00 of the Interlocal Agreement between Marion county, the City of Ocala, the City of Belleview, and the City of Dunnellon, and the Florida Department of Transportation, (FDOT), dated May 18, 2004, as amended, may enter into agreements with local agencies to utilize the staff resources of such agencies or for the performance of certain services by such agencies; and

WHEREAS, pursuant to Section 339.175(2)(b), Florida Statutes, the TPO is an independent governmental entity separate and distinct form the COUNTY; and

WHEREAS, the TPO is desirous of obtaining certain services from the COUNTY to assist with the TPO ~~staff functions of~~ managing the continuing, cooperative and comprehensive transportation planning process as mandated by State and Federal law; and

WHEREAS, it is deemed by the parties to be appropriate and necessary that the duties and obligation of the TPO and the COUNTY in relation to the staffing of the TPO be defined and fixed by formal agreement.

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

1. **Purpose.** For the reasons recited in the preamble, which are hereby adopted as part thereof, this Staff Services agreement (Agreement) is to provide for professional services to carry out the term of the Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement, dated September 19, 2017 between the TPO and the FDOT and to provide personnel for the administration of the TPO.
2. **Scope of Services.** It is agreed by the COUNTY that it shall ~~furnish support~~ the TPO with the staff necessary for professional, technical, administrative, and clerical services, office and other space, and other incidental items as may be required and necessary to manage the business and affairs of the TPO and to carry on the transportation planning and programming process specified by the Transportation Planning Joint Participation Agreement; provided, it is understood and agreed that, unless otherwise provided for, the performance of such service and functions shall be limited to those specified and allocated in the TPO's federally approved annual two-year Unified Planning Work Program (UPWP) budget and all approved budgets and management reports under Federal or State grant contracts with the TPO. ~~The TPO shall be responsible for the utilities and other costs~~

~~related to the operation of the office space. Such costs shall be determined on an annual basis through cost allocation methodology or direct billing subject to FDOT approval.~~ The UPWP shall be prepared by the TPO support Staff in cooperation with all related State and Federal agencies and TPO committees in accordance with the rules and regulations governing the TPO and shall be subject to the approval of the TPO Governing Board before submittal to State or Federal Agencies.

- 3. Cost Allocation.** The TPO shall be responsible for all direct and indirect costs of services provided by the COUNTY. A Cost Allocation Plan will be maintained and updated to identify the costs to the TPO for the use of COUNTY facilities, resources and staff services during each fiscal year. A cost allocation rate will be monitored by the Budget Office of the Clerk of the Circuit Court to specifically reflect the TPO organizational needs and staff size, including occupation of office space at the Marion County Growth Services Building. ~~The TPO shall reimburse the incurred costs by the COUNTY, at minimum, on a quarterly basis.~~
- 4. TPO Director.** The TPO Director shall be selected by the TPO Governing Board. Pursuant to Section 339.715(6)(g) Florida Statutes, the TPO Director shall report directly to the TPO Governing Board for all matters relating to the administration and operation of the TPO. **The County Administrator shall serve as a resource to assist the TPO Director in the execution of the TPO's operations and priorities.** The TPO Director shall be responsible for the development of an appropriate organizational structure to carry out the responsibilities set forth in ~~this~~ Agreement, development of procedures to monitor and coordinate the planning process, as well as the overall administration of TPO programs. Addition of new personnel shall be subject to approval of the TPO Governing Board. The TPO chairman and his/her designee shall be responsible for the annual performance evaluation of the TPO Director using the standard COUNTY performance evaluation process.
- 5. TPO Personnel.** The TPO Director shall be responsible for full oversight and supervision of TPO support staff. Subject to TPO Governing Board approval and within the existing COUNTY's Job Classifications Plan, the TPO Director responsibilities ~~This includes adding or deleting staff or staff positions, adjusting responsibilities and salaries, and to recommend through the COUNTY HR department~~ determine when to hire, terminate, discipline or suspend personnel in accordance with the rules and procedures established in the COUNTY's Employee Handbook. TPO ~~personnel~~ support staff, as COUNTY employees, shall ~~receive all related benefits and protections as established in the~~ abide by ~~COUNTY's~~ the COUNTY's Employee Handbook. When the TPO Governing Board approves TPO personnel changes, all records shall be submitted to the COUNTY for documentation purposes only and no further action shall be necessary by the COUNTY.

 - 5.1 The TPO ~~support staff~~ Director shall be responsible for submitting all the necessary information to establishing job descriptions and pay grades within the COUNTY's Job Classification Plan for TPO positions. Each pay grade will define a minimum, mid-point and a maximum for the position. The TPO Director shall be responsible for coordinating with Marion County Human Resources to determine the salary for new hires up to 75% of the paygrade range in accordance with the rules and procedures established in the COUNTY's Employee Handbook.
- ~~**2. Commitment of Personnel.** The TPO Director shall, biannually, have prepared a detailed listing of all tasks necessary and incident to carrying out the planning process. The TPO staff shall, at a minimum, have the following duties and functions:~~

- ~~4.1 Carry out the tasks as defined in the annual UPWP and ensure the continued certification of the TPO;~~
- ~~4.2 Coordinating the activities of the various structures established by the Interlocal Agreement heretofore mentioned;~~
- ~~4.3 Preparing resolutions and other appropriate documents;~~
- ~~4.4 Scheduling meetings, giving notice, keeping minutes;~~
- ~~4.5 Coordinating and monitoring the activities of various supporting offices;~~
- ~~4.6 Preparing an annual report;~~
- ~~4.7 Preparing such interim reports as may be required;~~
- ~~4.8 Developing and implementing operating procedures of a secretarial and administrative nature as are necessary and proper in order to affect the most efficient implementation of said program;~~
- ~~4.9 Directing the implementation of policies established by the TPO;~~
- ~~4.10 Performing other duties as may be assigned by the TPO.~~

57. Legal Representation. The TPO shall utilize the services of the COUNTY's attorney as needed. The TPO may employ special legal counsel for specific needs when it is deemed necessary.

~~**6. Annual Budget.** The UPWP shall serve as the biannual budget for the TPO. The UPWP shall identify funding sources, participating agencies and the level of participation by the various agencies.~~

79. Financial Administration

~~79.1 The records and accounts of the TPO including receipts, expenditures and deposits shall be administered by the COUNTY TPO support staff with final processing of such by support from the COUNTY. The COUNTY shall include TPO revenues and expenditures in the COUNTY budget, and will authorize the Marion County Clerk of the Circuit Court without further action by the COUNTY to pay expenses from the appropriated funds subject to reimbursement, subject to meeting all appropriate State and Federal Regulations. ~~in accordance with accounts and accounting procedures which shall be developed by the COUNTY for the TPO.~~~~

~~79.2 Contracts and bids for the purchase of materials and services shall be in accordance with COUNTY procedures for the same purposes. The TPO shall follow the County Procurement process for all contracts and bids. The TPO Director and TPO Governing Board shall review and approve all Requests for Proposals (RFP) and subsequent contracts. Subject to meeting all appropriate State and Federal Regulations, wWhen the TPO Governing Board approves a contract or bid, all records shall be submitted to the COUNTY for documentation purposes only and no further action shall be necessary by the COUNTY.~~

~~7.3 Each year the TPO Governing Board shall establish per diem rates as part as part of the annual UPWP process.~~

~~7.4 The TPO shall be responsible for establishing job descriptions and pay grades for TPO positions. Each pay grade will define a minimum, mid point and a maximum for the position. The TPO director shall be responsible for determining the salary for new hires.~~

10. Asset Management. All equipment and supplies purchased by the TPO with federal funding are the property of the TPO. The TPO will maintain a property inventory per federal regulations [C.F.R.200.313(d)], and update at least once every two years. Any disposition of TPO property with assistance or support by the COUNTY must be approved by the TPO and in accordance with federal regulation outlined in 2 C.F.R.200.313(3).

811. Training. Pursuant to Section 339.715(6)(h) Florida Statutes, the TPO shall provide training opportunities and training funds specifically for local elected officials and others who serve on the TPO Governing Board. These training opportunities may be conducted by the TPO or through statewide and federal training programs and initiative that are specifically designed to meet the needs of TPO Governing Board members.

912. Travel. All travel by TPO personnel and Governing Board members shall be approved by the TPO Director. All travel by the TPO Director shall be approved by the TPO Board. All travel expenses shall be paid consistent with the provisions of Section 112.061, Florida Statutes. The TPO shall pay all Class "C" travel expenses, as defined in Section 112.061, in accordance with the policies established in the UPWP. The COUNTY shall have no function or responsibility with respect to the approval of travel of any TPO staff or Governing Board members.

12.1 Each year the TPO Governing Board shall follow the per diem rates outlined in the TPO Travel Policy as part of the annual UPWP process.

130. Reimbursement to Marion County. The TPO hereby agrees that it shall reimburse the COUNTY for all services rendered under this Agreement as specified in the UPWP budget and all approved budgets under Federal or State grant contracts ~~with the TPO and in accordance with the procedures established pursuant to 2.05 of this Agreement.~~ The determination of eligible costs shall be in accordance with 23 CFR Section 420, Federal Management Circular (FMC) 74-4, as appropriate.

144. Local Share. The COUNTY will provide cash for the required match for Federal funds from the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA).

152. Invoices and Progress Reports. The TPO shall provide to the FDOT or appropriate Federal agencies ~~quarterly~~ progress reports and an invoice for reimbursement for all Federal grants with FHWA and FTA. The progress reports and invoices shall be in sufficient detail for audit purposes.

163. Payment. Payment to the COUNTY of any and all monies by the TPO is contingent upon the TPO first receiving the funds for the work tasks from the FDOT, FHWA, or FTA.

174. Information and Reports. The TPO will provide all required information and reports and will permit access to its books, records, accounts, and other sources of information, and its facilities as may be determined by FDOT, FHWA, or FTA to be pertinent to ascertain compliance with such

regulations, orders and instructions. The TPO shall adhere to Chapter 119 Florida Statutes regarding public records. Where any information required of the TPO is in the exclusive possession of another who fails or refuses to furnish this information, the TPO shall certify to FDOT, FHWA, or FTA as appropriate, and shall set forth what efforts it has made to obtain the information.

185. Amendment of Agreement. The COUNTY and the TPO may, upon initiation of either party, amend this Agreement to cure any ambiguity, defect, omission or to grant any additional powers, or to confer additional duties which are consistent with the intent and purpose of this Agreement subject to formal approval by resolution of each party.

196. Effective Date and Term. This Agreement shall become effective on ~~January 28~~, 202019 upon approval by the TPO and the Marion County Board of County Commission and remain in effect for a period of five years. At that time, the TPO shall review this Agreement to determine if any changes are warranted.

2047. Termination. Either party may terminate this Agreement by providing written notice of intent to terminate to the other party at least ninety (90) days prior to the then current fiscal year; provided, that financial commitments made prior to termination are effective and binding for their full term and amount regardless of termination. The effective date of any termination shall be the end of the then current fiscal year, unless both parties agree to an alternative date of termination.

~~18. Transfer or Disposition of Property. In the event of transfer of staff services as provided herein to another entity or agency, all property acquired pursuant to this Interlocal Agreement will transfer to the newly designated administrative agency.~~

IN WITNESS WHEREOF, the undersigned parties have caused this Staff Services Agreement to be duly executed in their behalf this ____ day of _____, 202019.

MARION COUNTY BOARD OF
COUNTY COMMISSIONERS

OCALA / MARION COUNTY
TRANSPORTATION PLANNING
ORGANIZATION

By: _____
~~Michelle Stone~~ Kathy Bryant, Chairman

By: _____
~~Valerie Porter Hancher~~ Jeff Gold, TPO Chair

ATTEST: _____
David R. Ellspermann,
Marion County Clerk of the
Circuit Court

ATTEST: _____
TPO Director

Approved as to form and legality

Mathew G. Minter, County Attorney



TO: TPO Board Members

FROM: Rob Balmes, Director

RE: TPO Website, Social Media Platforms and Fact Sheets

The new TPO website went live with an official notice to the public on February 4, 2020. The address is www.ocalamariontpo.org. We anticipate the new website to be a resource and information hub, while improving the connections between the TPO and our citizens and partner agencies throughout Marion County.

The TPO also rolled-out a new social media platform to improve our public outreach and engagement. Please connect with the TPO via:

Facebook - www.facebook.com/ocalamariontpo

Twitter - www.twitter.com/ocalamariontpo

LinkedIn - www.linkedin.com/company/ocala-marion-transportation-planning-organization

Additionally, the TPO is strengthening its public engagement through a series of fact sheets and infographics. These resources will be housed on the TPO website and made available in printed format on demand. The primary goal is to help the public gain a greater understanding of the TPO and the transportation planning process in Marion County. This includes the TPO and TDLCB Boards, TAC and CAC, the Long Range Transportation Plan, transportation funding, safety and other pertinent topics. Attached to this memo are examples of the formatting and designs. Over the next three months, the TPO will continue to publish these resource documents and notify the TPO Board when they are available.

If you have any questions or concerns, please contact me at 438-2631.

What is the Ocala Marion Transportation Planning Organization (TPO)?

Established in 1981, the **Ocala Marion Transportation Planning Organization (TPO)** is a federally-mandated agency responsible for allocating state and federal funds to roadway, freight, transit, bicycle and pedestrian projects within Marion County. The TPO serves the cities of Belleview, Dunnellon, Ocala and Marion County, and works to ensure improvements to the transportation system reflect the needs of both stakeholders and the public. Improvements to the transportation system are determined through a long-term visioning process. This process combined with short-term action steps necessary to implement the vision are developed in the TPO's core plans and programs.

The TPO is comprised of five staff and is governed by a 12-member Board of locally elected officials. The expertise of the staff and leadership of the **TPO Board** are supplemented by the **Technical Advisory Committee (TAC)**, **Citizens Advisory Committee (CAC)** and **Transportation Disadvantaged Local Coordinating Board (TDLCB)**. Collectively, these boards and committees provide guidance and policy-



making decisions for the organization. The work of the TPO is guided by state and federal legislation, including Florida Statute 339 and U.S. Code Title 23 and 49.

Throughout the United States, there are over 400 MPO/TPOs and are represented in all 50 states. Florida is home to 27, the most of any state. MPO/TPOs are required by federal and state laws in areas with a population greater than 50,000.

The core plans and programs of the TPO include:

- **Long Range Transportation Plan (LRTP)**
- **Transportation Improvement Program (TIP)**
- **Public Involvement Plan (PIP)**
- **Unified Planning Work Program (UPWP)**



Fast Facts 2020



301,545
Number of licensed drivers
in Marion County



434,448
Number of registered vehicles
in Marion County



**OCALA MARION
TRANSPORTATION
PLANNING
ORGANIZATION**

The Ocala Marion Transportation Planning Organization (TPO) is responsible for coordinating transportation projects, including highway, transit, rail, bicycle, pedestrian, and paratransit, throughout the county. The TPO allocates federal and state transportation funds and works to improve the region's transportation system by developing a variety of plans and programs.

5,273
Bellevue

1,810
Dunnellon

360,421
Population of
Marion County*

61,549
Ocala

290,747
Unincorporated



77 Number of miles of bike lanes/shoulders in Marion County



229 Number of miles of sidewalk in Marion County



9,448
Total Crashes**

88
Fatalities**

430
Serious Injuries**

416,000
SunTran
Passengers
Annually



7
Fixed SunTran
Bus Routes

87,250
Marion Transit
Passengers
Annually

51
Number of miles
of Class A rail lines

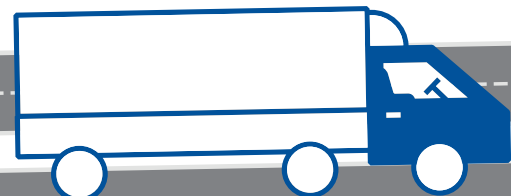
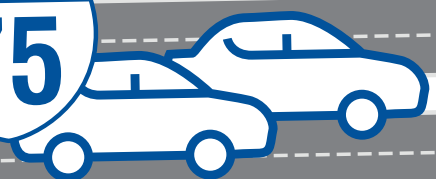


102
Number of miles
of rail lines

**Highest Average Daily Auto
and Truck Traffic on I-75**

80,000
Total Vehicles
per Day

20,000
Trucks per Day



72,217
Ocala International
Yearly Operations***

38,690
Marion County
Yearly Operations***

4.59 Billion
Total Annual Vehicle
Miles Traveled

38.2
Miles of Interstate (I-75)

4,037
Miles of Roadway



Data Sources: Marion Transit, SunTran, City of Ocala, FDOT, Ocala International Airport, FLHSMV, Marion County, Bureau of Economic and Business Research (University of Florida)

* 2019 Data; ** 2018 Data; ***Landings, take-offs, touch-and-go landings and fly-overs



www.ocalamariontpo.org



2710 E. Silver Springs Blvd
Ocala, FL 34470
(352) 438-2630



Ocala Marion TPO Board



The **Ocala Marion TPO Board** is a transportation policy-making body responsible for the overall guidance of the transportation planning process in Marion County. This includes providing leadership and oversight for the development of transportation policies, plans, programs and strategies. The TPO Board is comprised of 12 voting members, including the

City of Ocala Mayor and four members of the City Council; all five Marion County Commissioners; and one representative each from the Belleview City Commission and the Dunnellon City Council. The Florida Department of Transportation District V Secretary is also on the TPO Board as a non-voting member.

Commissioner **Jeff Gold (Chair)**
Councilman **Brent Malever (Vice-Chair)**
Commissioner **Kathy Bryant**
Mayor **Kent Guinn**
Councilman **Justin Grabelle**
Councilwoman **Valerie Hanchar**
Commissioner **Ronald Livsey**
Commissioner **David Moore**
Councilman **Jay Musleh**
Commissioner **Michelle Stone**
Councilman **Matthew Wardell**
Commissioner **Carl Zalak**

Marion County, District 3
City of Ocala, District 1
Marion County, District 2
City of Ocala
City of Ocala, District 5
City of Dunnellon, Seat 4
City of Belleview, Seat 3
Marion County, District 1
City of Ocala, District 3
Marion County, District 5
City of Ocala, District 4
Marion County, District 4

TPO Board Members



TPO Board Meetings



4th Tuesday of Every Month
@ 4:00 PM
(except July and December)



McPherson Complex
Marion County Commission Auditorium
601 SE 25th Avenue, Ocala, FL 34471



www.ocalamariontpo.org



2710 E. Silver Springs Blvd
Ocala, FL 34470
(352) 438-2630



The **Transportation Disadvantaged Local Coordinating Board (TDLCB)** coordinates transportation needs of the disadvantaged in our community, including individuals with physical and economic challenges and senior citizens facing mobility issues. The TDLCB assists the TPO in identifying local service needs and provides

information, advice, and direction to the Community Transportation Coordinator (CTC) on services to be provided to the transportation disadvantaged community.

The TDLCB meets quarterly at a designated time acceptable to a majority of the voting members.

TDLCB Members



Michelle Stone (Chair)
Jeffrey Askew (Vice-Chair)
Jeff Aboumrad
Tracey Alesiani
Charmaine Anderson
Carlos Colon (Non-Voting)
James Haines
Susan Hanley

Carissa Hutchinson
Andrea Melvin
Anissa Pieriboni
Tracey Sapp
Kathleen Woodring
Dennis Yonce
Tamyika Young

TDLCB Meetings



Quarterly
(Public notice given 7 days in advance of all meetings)



Marion Senior Services Building
1101 SW 20th Court, Ocala, FL 34471



Technical Advisory Committee (TAC)

The **Technical Advisory Committee (TAC)** is comprised of professional planners, engineers, and school officials who review transportation plans, programs, and projects primarily from a technical standpoint based on their professional experience.

Recommendations by the TAC are presented to the TPO's Board. Members of the TAC represent Marion County, the Cities of Belleview, Dunnellon, and Ocala, SunTran, the Marion County School Board, and the Florida Office of Greenways and Trails.

TAC Members



Member

Elton Holland (Chair)
Nancy Smith (Vice-Chair)
David Herlihy
Steven Neal
Kenneth Odom
Bruce Phillips
Loretta Shaffer
Eric Smith
Lonnie Smith
Mickey Thomason
Vickie Wyche (Non-Voting)

Organization

Marion County, Engineering
City of Ocala, Planning
Marion County School Board
City of Ocala, SunTran
Marion County, Planning
City of Belleview
Marion County, Tourism
City of Ocala, Engineering
City of Dunnellon
Florida Greenways & Trails
FDOT-District 5 Liaison

TAC Meetings



2nd Tuesday of Every Month
@ 10:30 AM
(except July and December)



Marion County Public Library
Meeting Room C
2720 E. Silver Springs Blvd, Ocala, FL 34470



The **Citizens Advisory Committee (CAC)** is comprised of citizens from all areas of Marion County and its municipalities. Its primary function is to advise the TPO on local transportation issues based on the input of citizens in the area they represent.

Recommendations by the CAC are presented to the TPO's Board. The TPO strives to keep the composition of the CAC diverse in terms of geographical location and professions represented.

CAC Members



Steve Rudnianyn (Chair)
Richard McGinley (Vice-Chair)
Davis Dinkins
Joe London
Travis Magamoll

Paul Marraffino
Suzanne Mangram
Michelle Shearer
Clark Yandle

CAC Meetings



2nd Tuesday of Every Month
@ 1:00 PM
(except July and December)



Marion County Public Library
Meeting Room C
2720 E. Silver Springs Blvd, Ocala, FL 34470





TO: TPO Board Members

FROM: Liz Mitchell, Grants Coordinator/Fiscal Planner

RE: Funding Update

On a quarterly basis the TPO updates the TPO Board to ensure they remain informed of funding status and the financial outlook throughout the year. A summary of the TPO funding through the end of the second quarter for the fiscal year 2020 and an estimate of third quarter expenses will be presented.

Any additional comments and/or suggestions please contact Liz Mitchell, liz.mitchell@marioncountyfl.org.

TPO FINANCIAL SNAPSHOT

FIRST & SECOND QUARTER FY 19/20 (July 1 to Dec. 31)

| Grant | Funds Available | Quarter 1 & 2 Expended | Funds Remaining | Percent Remaining |
|---------------|---------------------|------------------------|---------------------|-------------------|
| PL 112 | \$570,305.00 | \$247,079.27 | \$323,225.73 | 57% |
| 5305d | \$303,917.00 | \$6,030.11 | \$297,886.89 | 98% |
| TD | \$26,738.00 | \$9,090.92 | \$17,647.08 | 66% |
| TOTALS | \$900,960.00 | \$262,200.30 | \$638,759.70 | 71% |

FIRST & SECOND QUARTER BREAKDOWN

| | |
|--|---------------------|
| Salaries | \$171,754.27 |
| Office Expenses & Travel* | \$33,160.26 |
| Cost Allocation | \$12,344.49 |
| Logo | \$2,500.00 |
| Computers & Software | \$3,285.00 |
| Consultants** | \$39,156.28 |
| Total | \$262,200.30 |
| <i>*Office Expenses include advertising, copier contract, phones, postage, supplies, and utilities</i> | |
| <i>**Consultants were paid for work on the Long-Range Transportation Plan, and Trail Study.</i> | |

THIRD QUARTER ESTIMATES

| | |
|--|---------------------|
| Salaries | \$99,858.00 |
| Office Expenses & Travel* | \$5,000.00 |
| Cost Allocation | \$12,344.49 |
| Cubicles & Furniture | \$51,497.00 |
| Computers & Software | \$3,500.00 |
| Consultants** | \$52,876.00 |
| Total | \$225,075.49 |
| <i>*Office Expenses include advertising, copier contract, phones, postage, supplies, and utilities</i> | |
| <i>**Consultants will be paid for work on the website, and Long-Range Transportation Plan in this qtr.</i> | |

BUDGET TRACKER

| | |
|-------------------------------------|---------------------|
| Total Revenue | \$900,960.00 |
| First & Second Quarter Expenditures | \$262,200.30 |
| Third Quarter Expenditures Estimate | \$225,075.49 |
| Total Revenue Remaining | \$413,684.21 |



TO: TPO Board Members

FROM: Rob Balmes, Director

RE: TPO 2020 Program and Project Activities

In calendar year 2020, the TPO will be involved in several federally required and important planning activities. A summary document of these activities has been developed to ensure the TPO Board is made fully aware as to when reviews and decision-making actions are necessary. The summary also includes deadlines for submission to the Florida Department of Transportation.

If you have any questions, please contact me at 438-2631.

Ocala Marion TPO 2020 Program and Project Activities

The following provides a summary of the major program and project activities undertaken by the TPO for 2020 to meet our goals, along with state and federal requirements. Each activity is accompanied by a timeframe with specific milestones or deadlines. They are listed in chronological order of TPO Board action in 2020. **Dates listed in RED require a quorum and TPO Board action to meet state and federal requirements.**

2045 Long Range Transportation Plan (LRTP)

Major update of the LRTP to 2045 horizon year

Timeframe: January to November 2020

Milestones: Goals and Weighting Approval (January)
Public Workshops for Needs planning (March to April)
Draft LRTP and 30-day public comment period (September)
Adoption of LRTP (November)

TPO Board: Presentation and approval of goals and weights on January 28
Presentation of Draft LRTP on September 22
Presentation of LRTP and public comment on November 24 for adoption

Submission: Due to FDOT by November 30

TPO Safety Targets and Performance Reporting

Annual process to set safety targets to meet federal requirements for performance reporting

Timeframe: January to February 2020

TPO Board: Presentation on February 25 for review and approval

Submission: Due to FDOT by February 28

Transportation Disadvantaged (TD) Audit and Certification

Annual process by TPO staff to perform TD Audit and certification of Community Transportation Coordinator (CTC)

Timeframe: January to February 2020

Milestones: TPO presentation to TDLCB on February 20

TPO Board: Presentation on February 25 for review and approval

Submission: Due to FDOT by February 28

Florida Department of Transportation (FDOT) Joint Certification with TPO

Annual joint certification completed for the last calendar year (January to December 2019)

Timeframe: January to March 2020

Milestones: FDOT/TPO Certification Meeting on February 19
FDOT Certification Package to TPO by end February or early March

TPO Board: Presentation on March 31 for review and approval

Submission: FDOT submits final Certification Package to FDOT Central Office

Ocala Marion TPO 2020 Program and Project Activities

TPO Public Participation Plan Update

Update to the TPO Public Participation Plan

Timeframe: February to April 2020

Milestones: Draft Plan and begin 45-day public comment period (March 31)

TPO Board: Presentation of Draft Plan on March 31

Presentation of Plan and public comment on May 26 for adoption

Submission: Submission to FDOT by June 1

TPO Title VI Plan Update

Update to the TPO Title VI Plan

Timeframe: February to March 2020

TPO Board: Presentation of Updated Plan on March 31 for adoption

Submission: Submission to FDOT by April 3

Fiscal Years (FY) 2020/21 to 2021/22 Unified Planning Work Program (UPWP)

Development of the two-year UPWP covering FY 2020/21 to FY 2021/22

Timeframe: January to April 2020

Milestones: UPWP Budget and Task Development (January to March)

Draft UPWP and begin 30-day public comment period (March 31)

UPWP document completion (April)

Adoption of UPWP (April)

TPO Board: Presentation of Draft UPWP on March 31

Presentation of Final UPWP April 28 for adoption

Submission: Due to FDOT June 1

TPO Trends and Conditions Annual Report

Update the Trends and Conditions Report for traffic volumes and crashes in Marion County

Timeframe: January to March 2020

Milestones: Revised report to reflect most current data and information

TPO Board: Presentation of document and Interactive Map on March 31

Submission: Posted to TPO website. Shared with all partner agencies in April.

Ocala Marion TPO 2020 Program and Project Activities

Fiscal Years (FY) 2020/21 to 2024/25 Transportation Improvement Program (TIP)

Annual development of the TIP covering FY 2020/21 to FY 2024/25

Timeframe: February to May 2020

Milestones: Priority Projects Process (March to May)
Draft TIP and 30-day public comment period (April)
Adoption of TIP (May)

TPO Board: Presentation of Draft TIP, Interactive Map and Priority Projects List on April 28

Presentation of Final TIP, Priority Projects List and public comment on May 26 for adoption

Submission: Due to FDOT June 1

TPO General Planning Contract (GPC)

New three-year contract for on-call consultant support services to TPO for 2020 to 2023

Timeframe: February to May 2020

Milestones: Request for Qualifications (March)
Staff and review panel process (April)
Review panel selections (May)

TPO Board: Presentation of recommended GPC selections on May 26 for approval

Roll Forward TIP Amendment for Fiscal Years (FY) 2020/21 to 2024/25

Present the Roll Forward TIP Amendment based on FDOT project changes for FY 2020/21 to FY 2024/25

Timeframe: September to October 2020

Milestones: Presentation of Roll Forward TIP projects (October)

TPO Board: Presentation of Roll Forward TIP on October 22 for review and approval

Submission: Due to FDOT by October 30

Congestion Management Process (CMP)

Major updates to the Congestion Management Process of the TPO, including the policy and procedures and state of system reports. The CMP is a federal requirement for MPO's designated as Transportation Management Areas (TMA) and state requirement for all MPO's. The last CMP document updates by the TPO were in 2011. The TPO is anticipated to become a TMA, post 2020 Census (urbanized area population of 200,000 or greater).

Timeframe: TBD in mid-2020 to early-2021



TO: TPO Board Members

FROM: Rob Balmes, Director

RE: Proposed TPO Staff Modification and Salary Adjustment

As outlined in the meeting packet (A. New TPO Website, Social Media Platform and Fact Sheets), the TPO is implementing a new social media platform to improve our public outreach and partner engagement throughout Marion County. Additionally, the TPO's new website will be fully independent requiring additional staff time and resources to ensure timely and regular updates. To address these responsibilities, a Social Media and TPO Website Plan is under development.

Based on additional responsibilities, it was determined that about 8 to 10 hours per week will be devoted specifically to social media and the website. The TPO's current **Administrative Specialist III, Shakayla Irby**, has stepped forward and is fully committed to taking on this responsibility and all necessary work integrated into her current position description and weekly duties, while maintaining her current job duties.

These additional responsibilities merit both a change in her job description and re-classification within Marion County Human Resources. In coordination with Marion County Human Resources, the recommended changes are proposed for Shakayla Irby:

- Re-Classification: Pay Grade 15 to Pay Grade 18
- Hourly salary rate: \$18.51 to \$20.19
- Position title: Administrative Specialist III/Social Media Coordinator
- Budget Impact (Loaded): \$4,086.70
- Effective Date: February 3, 2020

Liz Mitchell, Grants Coordinator/Fiscal Planer, became a full-time employee on July 1, 2019. She took on the responsibilities of managing the TPO's federal grants and invoicing, along with roles as Title VI Coordinator and the primary contact for the Transportation Disadvantaged Local Coordinating Board (TDLCB). Based on her six-month performance of these duties, she is recommended to receive a 3% salary adjustment. Her current hourly rate is \$24.39. The proposed hourly rate is \$25.12, effective February 3, 2020. Budget impact (Loaded) is \$1,775.77

If you have any questions or concerns, please contact me at 438-2631.



TO: TPO Board Members

FROM: Derrick Harris, Assistant Director

RE: Extension of Kittelson & Associates GPC Contract

The Ocala Marion TPO's 2045 Long Range Transportation Plan (LRTP) must be updated, by federal law, no later than November 24, 2020. The LRTP is a vital part of the community as the TPO serves the municipalities of Belleview, Dunnellon, and Ocala, as well as all of Marion County. The LRTP sets all the upcoming projects, needs, and associated finances for transportation priorities for the next 25 years.

Kittelson and Associates is developing the 2045 LRTP under the TPO's existing General Planning Consultant (GPC) contract (Marion County Contract #19C-286) since late spring of 2019. They are roughly 60% complete with the duties they were scoped for in Phase 1, with the remaining Phase 2 to begin in mid-2020. Currently, they have expended about \$120,000 of a roughly \$200,000 contract for Phase 1, with a remaining \$112,000 allocated for Phase 2.

The TPO's existing GPC contract with Kittelson and Associates is set to conclude May 1st, 2020. Kittelson and Associates will most likely will be finishing up the last part of Phase 1 by May 1, and then starting on Phase 2 thereafter. Therefore, TPO staff is requesting the TPO Board to extent their GPC contract through December 31, 2020, so that they can complete the tasks they were original assigned. The finished product, the 2045 LRTP, is due to be approved by the TPO Board no later than November 2020.

If you have any additional questions or concerns don't hesitate to contact me directly at (352) 438-2632 or at derrick.harris@marioncountyfl.org.



TO: TPO Board Members

FROM: Derrick Harris, Assistant Director

RE: CAC and TAC 2020 Officers

The Ocala Marion Transportation Planning Organization (TPO) has set their chairs and vice-chairs for the Citizen Advisory Committee (CAC) and Technical Advisory Committee (TAC) for the current calendar year.

The TAC is comprised of professional planners, engineers, and school officials who review transportation plans, programs, and projects primarily from a technical standpoint based on their professional experience. Recommendations by the TAC are presented to the TPO Board for final review and consideration. The TAC chair and vice-chair for this year is:

- Elton Holland – Marion County – Chair
- Nancy Smith – City of Ocala – Vice-Chair

The CAC is comprised of citizens from all areas of Marion County and its municipalities. Its primary function is to advise the TPO on local transportation issues based on the input of citizens in the area they represent. Recommendations by the CAC are presented to the TPO Board for final review and consideration. The CAC chair and vice-chair for this year is:

- Steve Rudianyn – Chair
- Richard McGinley – Vice-Chair

If you have any additional questions or concerns don't hesitate to contact me directly at (352) 438-2632 or at derrick.harris@marioncountyfl.org.



TO: TPO Board Members

FROM: Derrick Harris, Assistant Director

RE: New CAC Member

The Ocala Marion Transportation Planning Organization (TPO) is excited to announce the addition of a new member to our Citizen Advisory Committee (CAC), Andrea Lemieux. Andrea has a long history of being an advocate for cycling, trails, and mountain biking. Her addition to the CAC is a welcomed, and she adds experience from the cycling and trails community, something the CAC has been missing since the departure of one of our members last year. The CAC's Bylaws were updated last fall and this additional committee member will help fill currently vacant positions on the committee. Therefore, TPO staff is recommending her approval.

If you have any additional questions or concerns don't hesitate to contact me directly at (352) 438-2632 or at derrick.harris@marioncountyfl.org.



CITIZEN'S ADVISORY COMMITTEE (CAC) APPLICATION

The Federal Highway Act of 1962 established legislation that mandated any Urbanized Area (UA) with a population of 50,000 or more that expends United States Department of Transportation (USDOT) funding must implement a continuing, cooperative, and comprehensive planning process. Therefore, the TPO was established in 1981 after the United States Census Bureau determined that the urbanized population exceeded 50,000 people.

The Ocala Marion County Transportation Planning Organization (TPO) is the designated planning agency for the Ocala UA. The TPO includes the cities of Belleview, Dunnellon, and Ocala. In addition, the TPO planning boundaries includes all of Marion County. As a part of the required continuing, cooperative, and comprehensive planning process, the TPO must produce and implement plans such as the Long-Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), and the Unified Planning Work Program (UPWP).

From an organizational standpoint the TPO is governed by the TPO Board which is comprised of local elected officials from Marion County and the cities of Belleview, Dunnellon, and Ocala. Additionally, the TPO is comprised of two advisory committees, the Technical Advisory Committee (TAC) and the Citizen Advisory Committee (CAC). The TAC is made up of technical transportation experts from the local municipalities. The CAC is made up of local citizens that are residents of Marion County, as well as citizens that are actively involved within neighborhood associations, local conservation, cycling, trails, equine groups, among others. The Board, along with our essential committees and staff, make up the TPO.

The purpose of the CAC is to offer a citizen's perspective on transportation related documents, issues, and plans of the TPO. The citizen's perspective is crucial to the TPO's successful implementation of the local communities' goals and objectives. Members of the CAC commit to serving a two-year term and may serve additional terms. If you're interested in becoming a member of the CAC, please fill out the form on the following page and we will be sure to contact you. Also, if you have any additional questions or would like to know more about the TPO and the CAC, then don't hesitate to contact us at (352) 438-2630.



1. Name: AndreLemieux
2. Home Address: [REDACTED]
3. Business Address: NA
4. Home Phone Number: [REDACTED] Business Phone Number: _____
5. Occupation: Librarian (Walden University)
6. Brief Resume of Education and Experience: Bachelor's English Literature; Master's Information Resources and Library Science; lived in Ocala since February 2017; avid road rider, particularly long distance cycling (Randonneurs USA); support and participate in Ocala Mountain Bike Association trail maintenance and events; participate in Florida State Championship (FSC) mountain bike races as well as other state races, events, and races in the southeast
7. Are you a resident of Ocala/Marion County? Yes No _____
If so, how long? Number of years: _____
8. Are you a registered voter? Yes No _____
9. Do you hold a public office? Yes _____ No
10. At the present time, do you serve on a City/County Board, Commission, Authority, and/or Committee? Yes _____ No
11. Are you familiar with the Transportation Planning Organization and its function? Yes No _____
12. Are you familiar with current transportation needs of the Marion County transportation disadvantaged? Yes No _____
13. Why are you interested in serving on the CAC? I've always had an interest in urban planning and have wanted for some time to be involved in the community. As an avid cyclist who rides on the road, on trails, and for health, recreation, and traveling within the city, I've come to realize the importance of city planning and infrastructure needed to be able to do this. I'm also sensitive to the needs of pedestrians and the importance of sidewalks and safe spaces for moving around the city as well as for cyclists who commute and travel (or would like to) primarily by bike. I'm interested in being a voice for all vulnerable road users.
14. I hereby confirm that I have read and understand this application and that all information furnished by me is true and accurate. I understand that to be considered for this committee, I must be a resident of Marion County and cannot be an elected official and/or a technical person involved in transportation planning in Ocala/Marion County.

Andrea Lemieux
(Signature)

12/18/19
(Date)

Please complete this form and return it to:
Ocala/Marion County TPO ▪ 2710 E. Silver Springs Blvd. ▪ Ocala ▪ Florida ▪ 34471



TO: TPO Board Members

RE: Director Travel Approval

TPO Director Rob Balmes travel reimbursement for a three-month period from December 2019 to February 2020. Travel forms are included with this memo.

December 5, 2019
Florida Metropolitan Planning Partnership (FMPP) Statewide Collaboration
Orlando, FL
\$123.98

January 10, 2020
Central Florida MPO Alliance Meeting
Orlando, FL
\$102.60

January 17, 2020
Meeting with FDOT District 5 Secretary
DeLand, FL
\$68.44

January 30, 2020
MPOAC Meetings
Orlando, FL
\$105.56

February 4, 2020
MPO/FDOT Partnering Meeting
DeLand, FL
\$68.44

Total: \$469.02

Form T1 PAYEE: Robert Balmes

MARION COUNTY
VOUCHER FOR REIMBURSEMENT
OF TRAVELING EXPENSES

EMPLOYEE ID #: 11612 ACCOUNT CODE: BR407549-540101

Department: _____

| Date | Travel Performed From Point of Origin To Destination | Purpose or Reason (Name of Conference) | Hour of Departure and Hour of Return | Meals | Map Mileage Claimed | Vicinity Mileage Claimed | Incidental Expenses | |
|---------|--|--|--------------------------------------|---------|---------------------|--------------------------|---------------------|------|
| | | | | | | | Amount | Type |
| 12/5/19 | (TPO) Ocala, FL to Orlando FL | Statewide FDOT/MPO Workshop | 6:30 AM | | 86 | | \$4.28 | Toll |
| 12/5/19 | Orlando, FL to Ocala, FL (TPO) | Statewide FDOT/MPO Workshop | 8:30 PM | \$17.00 | 86 | | \$2.94 | Toll |
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I certify or affirm that the above expenses were actually incurred by me as necessary traveling expenses in the performance of my official duties; attendance at a conference or convention was directly related to official duties of Marion County; any meals or lodging included in a conference or convention registration fee have been deducted from this travel claim; and that this claim is true and correct in every material matter and same conforms in every respect with the requirement of Section 112.061, Florida Statutes, and Marion County Travel Policy.

| | | | | |
|---------|---------|------------|--------|----------|
| | 172 | # Miles | | |
| | 0.58 | @ Per Mile | | TOTAL |
| \$17.00 | \$99.76 | | \$7.22 | \$123.98 |

Payee Signature: _____
Date Prepared: _____

Pursuant to Section 112.061(3)(a), Florida Statutes, I hereby certify or affirm that to the best of my knowledge, the above travel was on official business of Marion County and was performed for the purposed(s) stated above.

Department Head Signature: _____
Date Signed: _____ Title: _____
Administration Approved By: _____
Date Signed: _____ Title: _____
Procurement Signature: _____
Date Signed: _____ Title: _____

Less Advance Received. _____

Less Class "C" Travel Meals. _____

Net Amount Due \$123.98

Travel Advance

Check # _____

Check Date _____

Form T1 PAYEE: Robert Balmes

MARION COUNTY
VOUCHER FOR REIMBURSEMENT
OF TRAVELING EXPENSES

EMPLOYEE ID #: 11612 ACCOUNT CODE: BR407549-540101

Department: _____

| Date | Travel Performed From Point of Origin To Destination | Purpose or Reason (Name of Conference) | Hour of Departure and Hour of Return | Meals | Map Mileage Claimed | Vicinity Mileage Claimed | Incidental Expenses | |
|---------|--|--|--------------------------------------|-------|---------------------|--------------------------|---------------------|------|
| | | | | | | | Amount | Type |
| 1/10/20 | (TPO) Ocala, FL to Orlando, FL | Central Florida MPO Alliance Meeting | 8:00 AM | | 82 | | \$3.74 | Toll |
| 1/10/20 | Orlando, FL to Ocala, FL (TPO) | Central Florida MPO Alliance Meeting | 1:00 PM | | 82 | | \$3.74 | Toll |
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I certify or affirm that the above expenses were actually incurred by me as necessary traveling expenses in the performance of my official duties; attendance at a conference or convention was directly related to official duties of Marion County; any meals or lodging included in a conference or convention registration fee have been deducted from this travel claim; and that this claim is true and correct in every material matter and same conforms in every respect with the requirement of Section 112.061, Florida Statutes, and Marion County Travel Policy.

| | | | |
|--|---------|------------|----------|
| | 164 | # Miles | |
| | 0.58 | @ Per Mile | TOTAL |
| | \$95.12 | | \$7.48 |
| | | | \$102.60 |

Payee Signature: _____
Date Prepared: _____

Less Advance Received. _____
Less Class "C" Travel Meals. _____

Net Amount Due \$102.60

Pursuant to Section 112.061(3)(a), Florida Statutes, I hereby certify or affirm that to the best of my knowledge, the above travel was on official business of Marion County and was performed for the purposed(s) stated above.

Department Head Signature: _____
Date Signed: _____ Title: _____
Administration Approved By: _____
Date Signed: _____ Title: _____
Procurement Signature: _____
Date Signed: _____ Title: _____

Travel Advance

Check # _____
Check Date _____

Form T1 PAYEE: Robert Balmes

MARION COUNTY
VOUCHER FOR REIMBURSEMENT
OF TRAVELING EXPENSES

EMPLOYEE ID #: 11612 ACCOUNT CODE: BR407549-540101

Department: _____

| Date | Travel Performed From Point of Origin To Destination | Purpose or Reason (Name of Conference) | Hour of Departure and Hour of Return | Meals | Map Mileage Claimed | Vicinity Mileage Claimed | Incidental Expenses | |
|---------|--|--|--------------------------------------|-------|---------------------|--------------------------|---------------------|------|
| | | | | | | | Amount | Type |
| 1/17/20 | (TPO) Ocala, FL to DeLand, FL | Meeting with FDOT District 5 Secretary | 8:30 AM | | 59 | | | |
| 1/17/20 | DeLand, FL to Ocala, FL (TPO) | Meeting with FDOT District 5 Secretary | 11:30 AM | | 59 | | | |
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I certify or affirm that the above expenses were actually incurred by me as necessary traveling expenses in the performance of my official duties; attendance at a conference or convention was directly related to official duties of Marion County; any meals or lodging included in a conference or convention registration fee have been deducted from this travel claim; and that this claim is true and correct in every material matter and same conforms in every respect with the requirement of Section 112.061, Florida Statutes, and Marion County Travel Policy.

| | | | |
|--|---------|------------|---------|
| | 118 | # Miles | |
| | 0.58 | @ Per Mile | TOTAL |
| | \$68.44 | | \$68.44 |

Payee Signature: _____
Date Prepared: _____

Less Advance Received. _____
Less Class "C" Travel Meals. _____

Net Amount Due \$68.44

Pursuant to Section 112.061(3)(a), Florida Statutes, I hereby certify or affirm that to the best of my knowledge, the above travel was on official business of Marion County and was performed for the purposed(s) stated above.

Department Head Signature: _____
Date Signed: _____ Title: _____
Administration Approved By: _____
Date Signed: _____ Title: _____
Procurement Signature: _____
Date Signed: _____ Title: _____

Travel Advance

Check # _____
Check Date _____

Form T1 PAYEE: Robert Balmes

MARION COUNTY
VOUCHER FOR REIMBURSEMENT
OF TRAVELING EXPENSES

EMPLOYEE ID #: 11612 ACCOUNT CODE: BR407549-540101

Department: _____

| Date | Travel Performed From Point of Origin To Destination | Purpose or Reason (Name of Conference) | Hour of Departure and Hour of Return | Meals | Map Mileage Claimed | Vicinity Mileage Claimed | Incidental Expenses | |
|---------|--|--|--------------------------------------|-------|---------------------|--------------------------|---------------------|------|
| | | | | | | | Amount | Type |
| 1/30/20 | Ocala, FL to Orlando FL | MPOAC Meetings | 9:30 AM | | 91 | | | |
| 1/30/20 | Orlando, FL to Ocala, FL | MPOAC Meetings | 3:30 PM | | 91 | | | |
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I certify or affirm that the above expenses were actually incurred by me as necessary traveling expenses in the performance of my official duties; attendance at a conference or convention was directly related to official duties of Marion County; any meals or lodging included in a conference or convention registration fee have been deducted from this travel claim; and that this claim is true and correct in every material matter and same conforms in every respect with the requirement of Section 112.061, Florida Statutes, and Marion County Travel Policy.

| | | | |
|--|----------|------------|--------------|
| | 182 | # Miles | |
| | 0.58 | @ Per Mile | |
| | \$105.56 | | |
| | | | TOTAL |
| | | | \$105.56 |

Payee Signature: _____
Date Prepared: _____

| | |
|------------------------------|-----------------|
| Less Advance Received. | _____ |
| Less Class "C" Travel Meals. | _____ |
| Net Amount Due | \$105.56 |

Pursuant to Section 112.061(3)(a), Florida Statutes, I hereby certify or affirm that to the best of my knowledge, the above travel was on official business of Marion County and was performed for the purposed(s) stated above.

Department Head Signature: _____
Date Signed: _____ Title: _____
Administration Approved By: _____
Date Signed: _____ Title: _____
Procurement Signature: _____
Date Signed: _____ Title: _____

Travel Advance

Check # _____
Check Date _____

Form T1 PAYEE: Robert Balmes

MARION COUNTY
VOUCHER FOR REIMBURSEMENT
OF TRAVELING EXPENSES

EMPLOYEE ID #: 11612 ACCOUNT CODE: BR407549-540101

Department: _____

| Date | Travel Performed From Point of Origin To Destination | Purpose or Reason (Name of Conference) | Hour of Departure and Hour of Return | Meals | Map Mileage Claimed | Vicinity Mileage Claimed | Incidental Expenses | |
|--------|--|--|--------------------------------------|-------|---------------------|--------------------------|---------------------|------|
| | | | | | | | Amount | Type |
| 2/4/20 | (TPO) Ocala, FL to DeLand, FL | FDOT/MPO Partnering Meeting | 12:15 PM | | 59 | | | |
| 2/4/20 | DeLand, FL to Ocala, FL (TPO) | FDOT/MPO Partnering Meeting | 3:30 PM | | 59 | | | |
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I certify or affirm that the above expenses were actually incurred by me as necessary traveling expenses in the performance of my official duties; attendance at a conference or convention was directly related to official duties of Marion County; any meals or lodging included in a conference or convention registration fee have been deducted from this travel claim; and that this claim is true and correct in every material matter and same conforms in every respect with the requirement of Section 112.061, Florida Statutes, and Marion County Travel Policy.

| | | | |
|--|---------|------------|---------|
| | 118 | # Miles | |
| | 0.58 | @ Per Mile | TOTAL |
| | \$68.44 | | \$68.44 |

Payee Signature: _____
Date Prepared: _____

Pursuant to Section 112.061(3)(a), Florida Statutes, I hereby certify or affirm that to the best of my knowledge, the above travel was on official business of Marion County and was performed for the purposed(s) stated above.

Less Advance Received. _____
Less Class "C" Travel Meals. _____
Net Amount Due \$68.44

Department Head Signature: _____
Date Signed: _____ Title: _____
Administration Approved By: _____
Date Signed: _____ Title: _____
Procurement Signature: _____
Date Signed: _____ Title: _____

Travel Advance
Check # _____
Check Date _____



TPO Board Meeting

Marion County Commission Auditorium
601 SE 25th Avenue, Ocala, FL 34471
November 26, 2019
4:00 PM

MINUTES

Members Present:

Commissioner Kathy Bryant
Commissioner Jeff Gold
Mayor Kent Guinn
Councilwoman Valerie Hanchar
Councilman Brent Malever
Commissioner David Moore (*arrived at 4:10pm*)
Commissioner Michelle Stone
Commissioner Carl Zalak (*arrived at 4:20pm*)

Members Not Present:

Councilman Justin Grabelle
Commissioner Ronald Livsey
Councilman Jay Musleh
Councilwoman Mary Rich

Others Present:

Ken Odom, Marion County
Don Atwell, Marion County
Darren Park, City of Ocala
Franco Saraceno, Kittelson
Jon Sewell, Kimley Horn & Associates
Rob Balmes, TPO
Derrick Harris, TPO
Shakayla Irby, TPO
Liz Mitchell, TPO

Others Present Continued:

Anton Schauerte, TPO

Item 1. Call to Order and Roll Call

Chairwoman Hanchar called the meeting to order at 4:06pm. Secretary Shakayla Irby called the roll and a quorum was not present. At 4:10pm Commissioner David Moore arrived and a quorum was present.

Item 2. Pledge of Allegiance

Chairwoman Valerie Hanchar led the board in the Pledge of Allegiance.

Item 3. 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 November 19th, 2019. The meeting was also published to the November 21st, 2019 edition of the Star Banner.

Item 5a. Regional Trails Facilities Plan – A Guide for Connections and Facility Improvements in Marion County

Mr. Jon Sewell, AICP, Senior Vice President of Kimley-Horn presented to the TPO board. The TPO entered into a contractual agreement with Kimley-Horn and Associates in July of 2018 for services related to a Trail Safety, Connectivity and Facilities Planning. The intent of the plan was to analyze existing trail systems throughout the TPO Planning Area, and to assess how they can be improved upon. Therefore, Kimley-Horn spent the better part of a year analyzing the existing trail systems in the area, and had formulated those into the plan provide to the TPO board presentation.

Some of the major takeaways from the plan included, adding refuges such as shelters along the existing trails, providing better connectivity, and adding signage along the trails to indicate how far users are from towns, refuges, restrooms, parking, etc.

The presentation had also been given to the Technical Advisory Committee (TAC) and Citizens Advisory Committee (CAC).

Item 4a. Fiscal Years 2019/20 to 2023/24 Transportation Improvement Program (TIP) Amendment

Director, Rob Balmes presented the TIP amendment and said that per the request of the Florida Department of Transportation (FDOT), the following projects were being amended to the fiscal year (FY) 2019/20 to 2023/24 Transportation Improvement Program (TIP).

FM#446913-1 – 5310 Operating Assistance – ARC Marion (Small Urban) Transit Project Grant for Elderly and Individuals with Disabilities Sponsor: SunTran

- \$75,380.00 is being added in FY 19/20, including \$37,690.00 Federal; \$37,690.00 Local. Previously there was no money allocated for this phase or fiscal year.
- New federal transit capital grant funding awarded to SunTran from the Federal Transit Administration (FTA) for FY 19/20.
- To be used for programs to support the elderly and individuals with disabilities per Section 5310 grant program.

FM#446914-1 – 5310 Operating Assistance – Florida Center for the Blind (Small Urban) Transit Project Grant for Elderly and Individuals with Disabilities Sponsor: SunTran

- \$37,248.00 is being added in FY 19/20, including \$18,624.00 Federal; \$18,624.00 Local. Previously there was no money allocated for this phase or fiscal year.
- New federal transit capital grant funding awarded to SunTran from FTA for FY 19/20.
- To be used for programs to support the elderly and individuals with disabilities per Section 5310 grant program.

Mr. Moore made a motion to approve the Fiscal Years 2019/20 to 2023/24 TIP Amendment. Ms. Stone seconded, a roll-call vote was called and the motion passed unanimously.

Item 4b. Unified Planning Work Program (UPWP) Amendment

TPO Assistant Director, Derrick Harris presented and said that the Unified Planning Work Program (UPWP) was a financial budgetary document that outlined all of the expenditures that the TPO was anticipated to incur over a two year period. The TPO’s current UPWP covered the time period of July 1, 2018 to June 30, 2020.

In September of 2019 TPO staff brought before the board a UPWP Amendment due to unapplied for funds, and an increase in the Federal Transit Administration’s (FTA) 5305(d) allocation for that fiscal year (2019/20). However, due to comments from the Florida Department of Transportation (FDOT) they had asked that staff separate out the three (3) Fiscal Years (FY) 2017/18, 2018/19, and 2019/20 and list the projects or expenditures that would come out of each Individual FY. The projects or expenditures can be seen below.

| Projects/ Expenditures | 2017/18 | 2018/19 | 2019/20 |
|---------------------------|-----------|---------|---------|
| TPO Website | \$ 20,876 | \$ - | \$ - |

| | | | |
|---|------------|------------|------------|
| Congestion Management Plan | \$ 79,296 | \$ - | \$ - |
| Long Range Transportation Plan | \$ - | \$ 101,318 | \$ - |
| Economic Benefits of Cycling and Trails Study | \$ - | \$ - | \$ 46,758 |
| Office, Facility, and Travel Expenses | \$ - | \$ - | \$ 55,670 |
| Total: | \$ 100,172 | \$ 101,318 | \$ 102,428 |

Mr. Harris said that in the previous UPWP amendment the totals were combined together and that provided and issue with FDOT as they would award separate Public Transportation Grant Agreements (PTGA) for each allocation. Therefore, staff believed that restructuring the funds in the presented manner would satisfy the comments received from FDOT, so that staff could move forward with the projects.

Mr. Moore made a motion to approve the UPWP Amendment. Mr. Zalak seconded, a roll-call vote was called and the motion passed unanimously.

Item 4c. 2045 Long Range Transportation Plan (LRTP) Goals

Mr. Harris along with Franco Saraceno of Kittelson presented the 2045 LRTP Goals.

Mr. Harris and Mr. Saraceno had been diligently garnering feedback, expertise, and advice regarding the Goals and Objectives (G&O's) for the update to the 2045 Long-Range Transportation Plan (LRTP) which began the summer of 2019. Nearly a three month long survey had been conducted, several public workshops held, and presented to various committees along the way.

Therefore, after several months of analysis Goal weights for the 2045 LRTP were ready to be presented. In the presentation, there were details of how the Technical Advisory Committee (TAC), the Citizen Advisory Committee (CAC), the 2045 LRTP Steering Committee, the public, and TPO staff weighted the goals.

Two options were presented for discussion and approval. The first option included a 50/50 split with all committees and TPO staff comprising 50 percent, and the public comprising the remaining 50 percent. That was completed by a simple average of the committees/TPO staff, and averaging with the data from the public. The second option included an equal four way split between the TAC/CAC, LRTP Steering Committee, TPO Staff, and the public. That was performed using the same methodology as option one, simple average.

Mr. Harris said that the TPO staff recommended option one that was the 50/50 split.

Ms. Bryant asked how many public responses were received.

Mr. Harris responded that there were 252 response received from the public compared to the 22 responses from the technical staff.

Mr. Zalak said he believed providing efficient transportation would improve economic development was the most important.

Ms. Stone asked if any business owners had been taken into consideration when receiving feedback.

Mr. Harris said that there was not a lot of input as far as rankings from business owners.

Ms. Stone said that roads were created to move merchandise and items for the public to purchase and could see how providing efficient transportation that would improve economic development would be a higher priority.

Ms. Stone asked if the survey could be opened backup for more feedback.

Mr. Harris said that the survey could be opened again and that the goals could be brought back to the board for their ranking and that he would send the information out to the board for them to review over the holiday break.

Mr. Zalak said to send the survey to the TPO board and the board would take the survey and make the decision as the decisioning board. Also allowing the Chamber and Economic Partnership (CEP) an opportunity to reach out and solicit business feedback.

Mr. Harris said that he would send the survey and supporting information to the board and had a meeting scheduled with the CEP in the following week.

Mr. Harris told the board that he would bring back all of the responses and information received at the next board meeting and would also inform the board of any responses he did not receive.

No action was taken on 2045 LRTP goals.

Item 4d. TPO Election of Chair and Vice-Chair

Mr. Malever made a motion to elect Commissioner Jeff Gold as Chair. Mr. Moore seconded, and the motion passed unanimously.

Mr. Zalak made a motion to elect Councilman Brent Malever as Vice-Chair. Mr. Moore seconded, and the motion passed unanimously.

Item 4e. TPO Appointments to the Florida Metropolitan Planning Organization Advisory Council (MPOAC) and Central Florida MPO Alliance (CFMPOA)

Mr. Malever made a motion to appoint Commissioner David Moore to the MPOAC and Councilwoman Valerie Hanchar as the alternate member and Commissioner Stone, Commissioner Moore, and Commissioner Gold to the CFMPOA. Mr. Zalak seconded, and the motion passed unanimously.

Item 4f. 2020 TPO Board Meeting Schedule

Mr. Malever made a motion to approve the 2020 TPO Board Meeting Schedule. Mr. Moore seconded, and the motion passed unanimously.

Item 6a. TPO Chair Report

Chairwoman Hanchar said that she and the TPO Director had met with Mounir and his team on October 30th to discuss updates on the Staff Services Agreement and that it was still in progress and that County Attorney Minter was reviewing.

Mr. Balmes mentioned that December 18th in Ocala at the Hilton at 9am open to the public there would be an open house for the FDOT Multi-use Corridors of Regional Economic Significance (M-Cores) Task Force Meeting for the Northern Turnpike Extension.

Ms. Stone said that connector roads were needed to make sure traffic was moved safely and efficiently and asked that Chairwoman Hanchar and Commissioner Bryant made sure the voice of the County was heard at the MCORES meetings.

Chairwoman Hanchar said that Mr. Mark Reichert informed TPO Director Rob Balmes by phone on November 25, 2019 that the TPO would be audited in 2020 by the FDOT Office of Inspector General (OIG). A formal letter would be sent to the TPO within 7 days with further information about the process and timeframe and Mr. Balmes would share that letter and information with the board once received.

Item 7. Consent Agenda

Ms. Stone made a motion to approve the Consent Agenda. Ms. Bryant seconded, and the motion passed unanimously.

Item 8. Comments by FDOT

There were no comments by FDOT.

Item 9. Comments by TPO Staff

Mr. Balmes said that the new TPO website was progressing well and that he would send a link out to the draft internal page for the board to review and give feedback on the new site.

Item 10. Comments by TPO Members

Chairwoman Hanchar commended the TPO staff for their hard work during the moving process and relocation of the TPO and thanked everyone for the opportunity to chair the TPO board.

Item 11. Public Comment

There was no public comment.

Item 12. Adjournment

Chairwoman Hanchar adjourned the meeting at 5:14pm.

Respectfully Submitted By:

Shakayla Irby, TPO Administrative Assistant