

Activity 1: Maintenance Checklist

Question	Yes	No
Does your agency have key performance measures for determining past and present performance?	<input type="checkbox"/>	<input type="checkbox"/>
Does your agency currently employ internal preventive maintenance practices?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a staff member primarily responsible for managing maintenance?	<input type="checkbox"/>	<input type="checkbox"/>
Do drivers routinely conduct pre- and post-trip vehicle inspections?	<input type="checkbox"/>	<input type="checkbox"/>
Are pre- and post-trip inspection reports reviewed, tracked, and regularly followed up on?	<input type="checkbox"/>	<input type="checkbox"/>
Do you benchmark maintenance performance against other peer operators?	<input type="checkbox"/>	<input type="checkbox"/>
Do you track the number of road calls made for your vehicles by vehicle and type of issue?	<input type="checkbox"/>	<input type="checkbox"/>
Do you periodically adjust your maintenance program due to performance or other issues?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have an annual vehicle replacement plan?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a spare vehicles ratio of at least 10%?	<input type="checkbox"/>	<input type="checkbox"/>
Do you maintain vehicle equipment according to recommended preventive maintenance schedules?	<input type="checkbox"/>	<input type="checkbox"/>
Do you maintain a clear record (e.g., spreadsheet) of all vehicle-related data and maintenance activity?	<input type="checkbox"/>	<input type="checkbox"/>
Do you routinely conduct spot inspections of vehicle cleanliness and operation?	<input type="checkbox"/>	<input type="checkbox"/>
Do you monitor the performance of systems (e.g., exhaust system) for compliance with noise specifications?	<input type="checkbox"/>	<input type="checkbox"/>
If contracted, is your maintenance provider contractually bound to adhere to preventive maintenance standards?	<input type="checkbox"/>	<input type="checkbox"/>
If contracted, does your maintenance provider keep accurate records (paper or electronic) for all vehicle maintenance?	<input type="checkbox"/>	<input type="checkbox"/>