


<b>Category:</b>	JAMM Transit Policy	<p align="center"><b>INCA Community Services JAMM Policy</b></p> 
<b>Effective Date:</b>	09/2025	
<b>Revised Date:</b>		
<b>Responsible:</b>	Fleet Manager, Route Supervisors, Vehicle Operators	
<b>Forms:</b>	Pre-Trip Inspection, Maintenance Record	

## Vehicle and Equipment Maintenance

### Policy

It is the policy of JAMM Transit to establish uniform standards and procedures for the inspection, maintenance, and repair of all transit vehicles and associated equipment, including wheelchair securement devices, onboard camera systems, and child checkmate systems. This ensures safe, reliable, and efficient service delivery while maintaining compliance with federal, state, and local regulations.

### Responsibility

All transit staff are responsible for actively ensuring that every vehicle is fully operational, clean, and maintained in a safe working condition. This commitment not only protects the safety of passengers, personnel, and other road users but also helps extend the service life of the vehicles. Staff are expected to promptly report any issues, participate in routine inspections, and adhere to all maintenance and safety procedures outlined in this policy to maintain a reliable and safe transit fleet.

### Pre-Trip Inspections

Drivers are required to complete a pre-trip inspection each time they begin operating a vehicle for the day, even if another driver previously drove the vehicle. Any issues or defects must be documented on the inspection sheet. Route Supervisors or designated personnel must review and sign off on each inspection to confirm that no repairs are needed. If repairs are required, a copy of the inspection sheet must be forwarded to the Fleet Manager.

### Preventative Maintenance

All preventative maintenance shall be scheduled in accordance with the manufacturer's recommendations, Oklahoma Department of Transportation requirements, and FTA guidelines. A copy of the preventative maintenance schedule will be kept in the vehicle files to ensure timely completion, and copies of the operator's manual will be kept in the vehicle it references. The Fleet Manager will be responsible for providing timely preventative maintenance for each vehicle within the fleet.

Preventative maintenance includes, but is not limited to, the following:

- At every oil change interval:
  - Oil and fluid changes
  - Rotation of tires

- Battery, brakes, and hoses inspections
- Engine cooling system, exhaust system, and air clearing inspections
- By mileage or time intervals, as specified by manufacturer or regulation:
  - CV joints, front suspension, tire rod ends, and brake linings inspections
  - Replace engine air filter, cabin/air filters, and spark plugs
  - Flush, replace, or change fluids

**Maintenance and Repairs**

Vehicles requiring critical repairs will be immediately removed from service and scheduled for review, maintenance, and repairs. Essential repairs and preventative maintenance will be performed by qualified repair facilities designated by the Fleet Manager. The Fleet Manager will coordinate with the facilities to ensure that repairs meet operational and safety standards and that all costs remain within the approved budget.

**Warranty Procedures**

Warranty-covered repairs or replacements shall be performed by qualified personnel or authorized service providers in accordance with the manufacturer's guidelines. The Fleet Manager will contact the manufacturer or authorized dealer to initiate the warranty claim. Upon completion, the warranty work will be logged in the maintenance records, including the date, description of work, and any parts replaced under warranty. Copies of all warranty claims, approvals, and completed work must be retained in the vehicle or equipment file for audit and compliance purposes.

**Child Checkmate Systems**

In vehicles equipped with Child Checkmate systems, which ensure that no passenger is inadvertently left in the vehicle, the driver is required to inspect the Child Checkmate system during the daily post-trip inspection. At the end of the shift, drivers must press the system's closing shift button and confirm that the audible beeping alert is functioning. If the driver does not hear the beeping noise, the system is considered malfunctioning and must be reported immediately to the Fleet Manager.

**Wheelchair Lifts or Ramps**

All transit vehicles equipped with accessibility devices must have fully operational lifts or ramps to ensure safe and accessible transportation for passengers with mobility needs. Buses are equipped with wheelchair lifts, and minivans are equipped with ramps. Drivers are responsible for verifying the proper operation of the lift or ramp during pre-trip inspections, ensuring that it deploys, stows, and secures properly. Any malfunction, damage, or irregularity observed during operation or inspection must be reported immediately to the Route Supervisor and Fleet Manager. Repairs and maintenance for lifts or ramps must be performed by qualified personnel or authorized service providers in accordance with the manufacturer's guidelines and specifications. Vehicles with non-operational or unsafe lifts or ramps shall not transport passengers who require accessibility until the repairs are completed and documented.

**Onboard Camera Systems**

All transit vehicles shall be equipped with fully operational camera systems to ensure safety, security, and compliance monitoring. Drivers are responsible for verifying camera functionality during daily pre-trip inspections. Any malfunctioning or non-operational cameras must be reported immediately to the Route Supervisor and Fleet Manager. Periodically, designated staff will inspect the cameras to ensure they are functioning properly and recording correctly. Staff will report any

issues to the Fleet Manager.

### **Safety Equipment**

Safety equipment is crucial for ensuring the safe operation of transit vehicles and protecting passengers. All vehicles used to transport passengers shall be equipped with a minimum of the following: fire extinguishers, a first aid kit, a spill kit, and a seatbelt cutter. Drivers are responsible for verifying that all required safety equipment is present and in proper working condition during the pre-trip inspection. The pre-trip inspection form includes a checklist of all safety equipment, and drivers must review this checklist before beginning each trip to ensure that vehicles are fully equipped and ready for safe operation.

### **Maintenance Records**

All maintenance records shall be kept in the Atoka office and retained in accordance with the agency's Record and Retention Policy. These records shall be accessible for review during audits, monitoring, or inspections. The Fleet Manager is responsible for ensuring that all maintenance records are maintained in compliance with the requirements outlined in this policy. Additionally, all maintenance and repairs performed on each vehicle must be documented and kept in individual vehicle files to ensure accountability, accuracy, and traceability of all service activities.

### **Dissemination of Policy**

The policy will be made available to all employees through the agency's website. The agency will educate and train employees and supervisors on the policy and any conduct that could constitute a violation of it.