

RTAP

BULLETIN

FLORIDA RURAL TRANSIT ASSISTANCE PROGRAM

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3 REVISED FTA SECTION 5311 CIRCULAR
(9040.1F) RELEASED

RTAP NEEDS ASSESSMENT

4 2007
UPCOMING EVENTS

CLEAN, SOBER & SAFE
VIDEO DEBUT

Maintenance Plan Development 101: Part I in a Series

Chapter 14-90, Florida Administrative Code (FAC) states, “Bus transit systems shall establish a maintenance plan and procedures for preventative and routine maintenance for all buses operated.” These maintenance plans and procedures must meet statutory requirements and pass a review. The product of a well-written plan should be the long-term effectiveness of your overall maintenance program, a tool used to monitor and control your fleet operation and maintenance protocols, which in turn fulfill regulatory requirements.

A well-developed plan should consist of at least five sections that include the necessary information to effectively run a maintenance department, as follows:

Goals and objectives: Goals and objectives are mandated if you receive federal funding for vehicles, facilities, or equipment, but they are not required by Chapter 14-90, FAC. Creating goals and objectives, however, is an excellent way to propel your department in the right direction. Goals are where you want your maintenance program to be; objectives help you get there. For example,

setting a goal of more miles between road calls or extending vehicle life allows for a way to measure the success of your program. Creating objectives that support those goals enable performance measurements that improve the quality of service provided.



Operator actions and record keeping: The cornerstone of a solid plan is the proper development and execution of driver system checks and subsequent reporting procedures. Chapter 14-90, FAC dictates the requirements for items that must be looked at by an operator prior

to the vehicle being dispatched. How that is conducted and the mechanism for reporting and correcting these daily inspection results is critical to your agency’s overall maintenance effectiveness.

Technician actions and record keeping: While operator inspections support the program, Preventive Maintenance (PM) is the key component to vehicle and facility longevity and

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performance. A solid PM program is vital to the long-term achievement of the program's goals. Proper inspection and repair of equipment systems (a minimum list is provided in the code) prior to catastrophic failure ensures operating consistency and allows for safe, dependable, and cost-effective customer service.

Accessibility requirements and record keeping: Today, vehicles and facilities are required to be fully accessible by persons with disabilities. Your plan should address how lifts, ramps, and other systems are to be maintained. Routine maintenance checks and full integration into the PM program should be formalized to ensure serviceability. Similarly, there are additional specific requirements, such as placards and instructions that must be affixed or available.

General maintenance requirements of the code: There are several additional standards, specifications, or requirements that must be met and maintained, which are listed throughout the code. These should be incorporated where they best fit, either at the operator, technician, or program level. Items such as tread depth, door interlock, safety equipment, etc., should be inspected at various times and described in various areas of the plan.

An effective Maintenance Plan can be created by including information based on the five sections indicated above. The concepts of effectiveness and efficiency, however, are not synonymous or mutually exclusive—an effective plan may not be an efficient plan. Subsequent articles in this series will explore the five sections in more detail and provide ideas to improve your organization's maintenance posture.

Additionally, a Maintenance Plan Development Tool is being developed and will become available soon, which will enable agencies to create and maintain a plan that requires updating based on an agency's changing priorities and fleet schedule.

Listed below are publications that can assist you as you create a plan that is both comprehensive in nature and unique to your agency:

Federal Publications

Code of Federal Regulations (C.F.R.) 49

- Part 37, Transportation Services for Individuals with Disabilities (ADA)
- Part 38, Americans with Disabilities Act (ADA) Accessibility Specifications for Transportation Vehicles
- Part 393, Parts and Accessories Necessary for Safe Operation
- Part 396, Inspection, Repair, and Maintenance
- Part 571, Federal Motor Vehicle Safety Standards (FMVSS)

Federal Transit Administration (FTA) Circulars

- 5010.1C—Chapter II, Management of Real Property, Equipment, and Supplies
- 9300.1A—Chapter III, Buses and Related Acquisitions

Other FTA Publications

- Grants Management Workbook—Equipment and Facilities Maintenance
- Grants Management Workbook—Americans with Disabilities Act

State Publications

Florida Statute (F.S.)

- Title XXIII—Chapters 316-325, Motor Vehicles
- Title XXVI—Chapters 334-349, Public Transportation

Florida Administrative Code (FAC)

- Chapter 14-90, Equipment and Operational Safety Standards Governing Public-Sector Bus Transit Systems

For more information on plan development, contact CUTR Senior Research Associate Ed Bart, ebart@cutr.usf.edu.



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OUR MISSION

The Florida RTAP provides training, continuing education, and technical assistance to those who provide or assist in the provision of public transportation services in rural and small urban communities in order to promote the coordinated delivery of safe, efficient, and effective transit services.

Editor: Yolanda Moore Designer: Wendy Teague

Revised FTA Section 5311 Circular (9040.1F) Released

In April 2007, the Federal Transit Administration released a revised FTA Section 5311 Circular (9040.1F). The circular addresses program changes that came as a result of SAFETEA-LU, as well as minor program administrative and grant management changes that have occurred since the previous edition was released in 1998.

Some of the more noteworthy changes to the circular include:

- Establishes the requirements for FTA Section 5311 recipients to annually submit a National Transit Database report to the Federal Transit Administration, consistent with 49 U.S.C. 5335(a) and (b);
- Defines the Job Access and Reverse Commute (JARC) Program and establishes program requirements;
- Defines the New Freedom Program and establishes program requirements;
- Defines the Tribal Transit Program and establishes program requirements;
- Discusses the Coordinating Council on Access and Mobility and Executive Order 1330, “Human Service

Transportation Coordination,” signed by President George W. Bush on February 24, 2004; also describes the United We Ride initiative developed through this executive order;

- Defines “Mobility Management” as a capital expense;
- Adds a new Section V, which provides the requirements for a “Locally Developed, Coordinated Public Transit—Human Services Transportation Plan”; and
- Revises the definition of capital projects to include the “construction, renovation, and improvement of intercity bus and intercity rail stations and terminals”; in addition, provides an exemption for intercity bus stations and terminals from the prohibition against “commercial revenue producing facilities.”

The revised circular can be downloaded from www.fta.dot.gov, or a copy can be obtained from the Florida RTAP website at www.rtap.cutr.usf.edu. The 2006 NTD reporting manual and the latest draft of the 2007 reporting manual and 2007 Rural General Public Transit Service Form (RU-20) both are available at www.ntdprogram.gov/ntdprogram/rural.htm (also linked on the Florida RTAP website).

RTAP Needs Assessment

A key component of the Florida RTAP mission is to “provide training and continuing education . . . to promote the coordinated delivery of safe, efficient, and effective transit services.” While we at Florida RTAP continuously work to do an excellent job of fulfilling this mission, we know we can always do better, and one way to improve is to ask the customer what he or she wants and needs.

To that end, an electronic “needs assessment” was recently distributed to Florida’s rural transit stakeholders. The purpose of this survey is to identify the specific training needed and desired that will help Florida’s rural transit agencies improve the delivery of safe, efficient, and effective transit service. The initial survey responses identified excellent customer service, system safety, ADA rules and regulations, and coordination as potential topics for training sessions.

If you have specific training needs that will help you and your system, please contact RTAP Program Assistant Yolanda Moore at moorey@cutr.usf.edu.



2007 UPCOMING EVENTS

The classes and conferences listed below are sponsored by the Florida Department of Transportation and the Center for Urban Transportation at the University of South Florida in Tampa. If you would like to attend any of the courses, you may find a brochure and registration form for each course at www.cutr.usf.edu in the Upcoming Events and Training section. If you have any questions, please contact Molly Buffington at (813) 974-3120.

June 4-6, 2007

6th Annual FDOT/FPTA/CUTR Professional Development Workshop—Embassy Suites, USF Tampa

June 11-15, 2007

Land Transportation Anti-terrorism Training Program—Instructed by the Federal Law Enforcement Training Center

July 9-13, 2007

TSI Transit Supervisor Certification Course

July 11-12, 2007

Non-Emergency Stretcher Training Course—Tavares, Florida
(Room still available)

August 7-9, 2007

15th Annual Transportation Disadvantaged (TD) Conference—Renaissance at SeaWorld, Orlando, Florida

September 2007 (TBD)

Increasing Human Effectiveness Course

September 10-13, 2007

TSI Effectively Managing Transit Emergencies

October 21-23, 2007

FPTA Annual Conference—Wyndham Orlando Resort. For reservations, (407) 351-2420. For information, (850) 878-0855 or FPTA@earthlink.net.

November 6-8, 2007

3rd Bi-Annual NCTR GIS in Transit Conference—Embassy Suites, USF Tampa



Clean, Sober and Safe video debuts

This employee drug awareness video is the first in a series of training videos CUTR will produce in 2007. It begins by describing the incidents that led to the requirement for drug and alcohol testing in mass transit. The viewer is educated on the detrimental effects that the five prohibited drugs and alcohol can have on the mind and body and given an overview of the drug and alcohol testing program. Along with the accompanying handbook, this video will aid transit systems in meeting the 60 minutes of required training for all safety-sensitive employees. The video and handbook is available for download at <http://www.cutr.usf.edu/byrnessamsite>. For further information, contact Diana Byrnes at (813) 426-6980, byrnes@cutr.usf.edu.

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