**APPENDIX E.1**

**SUBRECIPIENT / TRANSIT AGENCY**

**Vehicle Preventive Maintenance Schedule for Year: Insert Year**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **VIN** | **License No** | **Agency Vehicle #**  | **Year** | **Make/Model** | **Category Type:** | **Beginning Mileage** | **Date Placed in Service** | **# of Seats** | **# ADA Stations** | **Disposal Date** |
| Insert Text | Insert Text | Insert Text | Insert Text | Insert Text | Insert Text | Insert Text | Insert Text | Insert Text | Insert Text | Insert Text |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Schedule PM Service Task** | **Established Service Interval** | **Actual Miles/Cycles at Service** | **Date Service Completed** | **By (Initials)** | **Next Service Due (Miles, Cycle or Date)** | **Actual Miles/Cycles at Service** | **Date Service Completed** | **By (Initials)** | **Next Service Due (Miles, Cycle or Date)** | **Actual Miles/Cycles at Service** | **Date Service Completed** | **By (Initials)** | **Next Service Due (Miles, Cycle or Date)** |
| **Oil Change/Filter/Lube** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Standard PM Inspection** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Tire Rotation** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Diagnostic & Tune-Up** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Service Breaks** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Replace Belts** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Tire Replacement** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Battery Replacement** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Annual Certified Safety Inspection** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **ADA Wheelchair Lift Service** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Other:** |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Standard PM Inspection Includes:** List Tasks |

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| **Standard Diagnostic and Tune-Up Includes:** List Tasks |