

**CITY OF SILVERTON**  
**RESOLUTION**  
**16-13**

**A RESOLUTION OF THE SILVERTON CITY COUNCIL UPDATING THE SILVER TROLLEY MAINTENANCE PLAN**

**WHEREAS**, the City of Silverton was reviewed for compliance by the Federal Grant Program that funds the Silver Trolley; and

**WHEREAS**, the review identified a number of deficiencies that require correction; and

**WHEREAS**, proposed amendments to the Silver Trolley Maintenance Plan are included as 'Exhibit A'.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY OF SILVERTON, AS FOLLOWS:**

Section 1: The Silver Trolley Maintenance Plan is incorporated by reference, and adopted

Section 2: That this resolution is and shall be effective after its passage by the City Council.

Resolution adopted by the City Council of the City of Silverton, this 4<sup>th</sup> day of April 2016.

  
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Mayor, City of Silverton  
Rick Lewis

ATTEST

  
\_\_\_\_\_  
City Manager/Recorder, City of Silverton  
Bob Willoughby



# SILVER TROLLEY

## Vehicle Maintenance Plan

The goals of the vehicle maintenance plan of the Silver Trolley is to support safe, reliable, and high quality service to our citizens and visitors to our community while making maximum use of financial resources. An effective maintenance plan ensures safe transit vehicles on the road and maximizes transit vehicle life.

The Silver Trolley utilizes ~~the City of Silverton's Public Works Maintenance Division~~ a certified mechanic as the primary provider for vehicle maintenance needs. Responsibilities include scheduled preventative maintenance checklists and oil change inspections. Les Swab Tire Center or another responsible vendor in Silverton will be responsible for scheduled break inspections and tire rotations. Approved vendors will provide additional work and major engine repairs, including warranty service.

### Vehicle List:

1FDFE45S29DA92842: 2009 Ford/Startrans Senator Cutaway Bus

2D4NRN4DE7AR164555: 2010 Dodge/Braun Entervan

1FTNE2EL3DDA15046: 2013 Ford E250 Conversion Van

### Daily Vehicle Inspections

Specific procedures are outlined and monitored to ensure that all vehicles are inspected prior to the transit vehicle going into service each day and a post-trip inspection at the end of the service day. Drivers will perform a comprehensive checklist of essential maintenance elements and record the result on the pre-trip inspection form. The inspection form includes inspection of wheelchair lifts. If a defect identified will cause further damage or presents a safety hazard, the vehicle will not be put into operation. Any defects identified will be reviewed by a certified mechanic ~~the City's Public Works Maintenance Division~~ and discussed with the drivers, dispatch, and Community Development Director.

### Preventative Maintenance Schedule

The following are minimum preventative maintenance inspections:

- Change engine oil, air filter, check coolant level, windshield washer fluid, brake fluid level (3,000-5,000)
- Replace/Repair Tires (As needed)
- Check Tire Pressure/check for nails or damage
- Visually check suspension for damage or wear
- Replace brakes if needed
- Check wheelchair lift and replace worn components, clean and adjust as needed
- Check wheelchair securements and other accessible features

- All vehicles shall be subject to an annual safety inspection (form attached)
- All vehicles shall be maintained per manufacture's guidelines

#### Vehicle Breakdown

In the event of transit vehicle breakdown, a spare unit will be used for the remainder of the trips until the vehicle can be repaired. The transit vehicle involved with the breakdown will be taken out of service, scheduled for repair and a record maintained to prevent future incidents. Only after the repairs have been made to the transit vehicle will it be returned to service. Prior to any repairs, staff will check to see if repairs are covered by the vehicle warranty and pursue warranty claims diligently.

#### Records

The City will maintain vehicle maintenance records for each of the vehicles for at least 3 years.