

VEHICLE MAINTENANCE BOOKLET

UPDATED: 02/03/2020



State or FTA License Number

Agency Name: _____

Address: _____

Contact Person: _____

Vehicle Make: _____

Model: _____ Year: _____

PREVENTATIVE MAINTENANCE REQUIREMENTS:

FOR GASOLINE POWERED VEHICLES

Oil Change, Filter & Lube -----	Every 5,000 miles or 6 months under normal driving conditions. Recommend correct API and Viscosity Rated Oils per manufacture specifications.
Air Filter -----	Every 10,000 miles under normal driving conditions.
Transmission Fluid-----	Follow Manufacturer's recommendations regarding service intervals with filter change.
Cooling System-----	Drain, flush and fill with new coolant every 36 months or as the Manufacturer recommends using the recommended antifreeze.
Hose & Belts -----	Replace every three years to avoid breakdown.
Tires -----	Replacement tires should be equivalent or greater than: Load range E for 10 ply and load range D for 8 ply and not to exceed the maximum wear indicators on any part of the tread (no retreads.)
Tire Pressure -----	Should be within 5 pounds of tire manufacturer's recommendations.
Front Wheel Bearing-----	Inspect/Service every 12 months.
Fuel Filter -----	Replace every 30,000 miles if serviceable.
Tire & Wheel rotation -----	Rotate after first 5,000 miles on new tires, then every 10,000 miles thereafter.
Brakes-Disc Drum & Parking-----	Inspect every 10,000 miles.
ADA Lift/Equipment-----	Service lift every 750 cycles.
ADA Accessories -----	Inspect tie downs, locks, straps, alarms, and doors for wear, tear, damage, and serviceability during pre-trip inspections.

These are minimum standards. Agencies are free to perform Preventive Maintenance on a more frequent basis.

Routine Maintenance: Find the column for the date and mileage of routine maintenance such as oil change, lubrication, air filter, cooling system flush, etc.

Other Maintenance and Service: Note the date, mileage, and a brief description of all other maintenance that is performed on the vehicle.

The Americans with Disabilities Act: Requires that accessibility equipment on transit vehicles be maintained in operable condition. Check accessibility equipment daily as part of the pre-trip inspection: lifts, ramps, tie downs, wheelchair tracks, etc.

NOTICE

ARDOT MAINTENANCE REQUIREMENTS

This Vehicle Maintenance Record SHALL be kept up-to-date and in the vehicle or another file at all times.

The Arkansas Department of Transportation (ARDOT) will periodically inspect all vehicles, to include a review of this record.

If ARDOT determines the vehicle use isn't consistent with FTA/State Program requirements and properly maintained, the vehicle may be reassigned to another Transportation Agency with similar services.

This vehicles maintenance records will be used to determine consideration in reviewing future vehicle request(s).

NOTICE OF NONDISCRIMINATION

The Arkansas Department of Transportation (Department) complies with all civil rights provisions of federal statutes and related authorities that prohibit discrimination in programs and activities receiving federal financial assistance. Therefore, the Department does not discriminate on the basis of race, sex, color, age, national origin, religion (not applicable as a protected group under the Federal Motor Carrier Safety Administration Title VI Program), disability, Limited English Proficiency (LEP), or low-income status in the admission, access to and treatment in the Department's programs and activities, as well as the Department's hiring or employment practices. Complaints of alleged discrimination and inquiries regarding the Department's nondiscrimination policies may be directed to your agency. (Voice/TTY 711)

Contact name, title, address and phone number: _____

Or the following email address: _____

Free language assistance for Limited English Proficient individuals is available upon request.

This notice is available from _____ in large print, on audiotape and in Braille.

Your Contact Person