

**2010 NCPTA
Annual Conference
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Handout Material Supplied by: Halsey King SAE

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Check List for Maintenance

- ✓ Check to ensure that all of your 6 cost center dollars are included in your end of year cost-per-mile calculations.

These will include;

- * Mechanic wages
- * Tires
- * Buses
- * All Parts
- * Fuel
- * Facilities and Equipment

- ✓ Check to ensure that all environmental issues are being given the proper oversight including;

- * Old Oil Filters
- * Empty Barrels
- * Old Batteries
- * Air Conditioning Gases
- * Old Oil and Antifreezes
- * Old Tires

- ✓ Look to review and update your maintenance department's policy and procedures manual every 3 to 4 years, at a minimum.

- ✓ Make sure that your maintenance staff have access to the Federal and State Bus Maintenance Requirements including;

CFR 49 - 393 & 396 and those covering
ADA Equipment in CFR 49 - Parts 37 & 38.

- ✓ Make sure that staff have read and understand all of the information provided by the bus manufacturer. This information forms a critical part of the inspection and service process of your bus.

- ✓ Check to determine if you are experiencing a large increase in the return of parts, especially life cycle parts.

- ✓ Check to determine if there are too many electrical component parts (such as alternators – starters and batteries) being returned. This could be a serious staff training needs area.

- ✓ Is your inspection process separate from your Bus Preventive Maintenance Process? Check to see if they are both on schedule.

- ✓ Have you included our maintenance staff in on the budget process?

- ✓ You can find out if your bus has any recall campaigns by going onto the NTHSA website. Be sure to have the 17 digit VIN ready – as well as other information such as the year and model.

- ✓ Make sure that any future mechanic training includes electrical and electronics as that is the wave of the future!
