

**SECTION 5310 SUBRECIPIENT
VEHICLE MAINTENANCE PLAN**
(v. 8/2026)

ACCEL

10251 N 35TH AVENUE

602-301-0452

kmoore@accel.org

APPROVAL OF PLAN

This Plan has been prepared and approved by the agency official(s) below responsible for agency policy decisions.

Prepared by: Kay S. Moore Director

Printed Name, Title

Kay S. Moore
Signature

Date: 8/14/2026

CEO: Veronica Sas

Veronica Sas

Date: 08/14/2026

Effective Date: 8/20/2026

OVERVIEW

This document presents the major responsibilities and procedures followed by ACCEL in its day-to-day operations. ACCEL'S primary goal is to maintain its transit rolling stock in a manner that ensures the safety of the riding public and employees. ACCEL is responsible for effectively and efficiently maintaining all rolling stock in clean and good working order. This is a living document that will be updated on an "as needed" basis and reviewed annually for compliance to new rules, regulations, and laws.

This plan is designed to keep all vehicles and related equipment in safe, reliable, and operational condition. It requires management, drivers, and related staff to be well trained and accountable for specific roles.

OBJECTIVES

The following vehicle maintenance plan is intended to meet the following federal requirements:

- An organization and assignment of responsibility for vehicle use and proficient work force to perform vehicle maintenance activities
- A system of periodic inspections, scheduled and non-scheduled repairs, and preventive maintenance to be performed at certain defined intervals
- A well-organized system for incident/accident reporting, tracking inventory, and managing vehicle useful life and vehicle disposition
- A record-keeping system that maintains adequate permanent records of warranty claims, maintenance records and inspection activity

No person shall on the grounds of race, color or national origin be excluded from participating in the transportation program.

MAINTENANCE MANAGEMENT

ACCEL's Transportation Coordinator is responsible for monitoring vehicle records and vehicle scheduled/nonscheduled maintenance. Records for mileage, repairs, routes, drivers and accident/incident video are kept in a GPS tracking system backed by Verizon technology for data on the vehicles. Monday.com is used as an active online board showing all activity scheduled for vans.

FLEET MANAGEMENT

The Transportation Coordinator will make sure that all staff are properly trained on the maintenance checklist for vehicles and will document all maintenance needs automatically alerting the Transportation Coordinator. The Transportation Coordinator will also ensure the program vehicles are safeguarded and used solely for authorized purposes. Notices to granting entities will be sent within 72 hours when a vehicle is in an accident or is involved in an incident rendering the vehicle unsafe to drive for more than 3 days.

DRIVERS

The drivers must have a current and valid driver's license according to State laws. All drivers are checked every 182 days through Checkr to determine clean driving record and take a defensive driving course. Driver must know the proper starting, shifting, and braking procedures and must be vigilant in reporting his/her observations in QR Code Checklist daily.

All drivers are familiar with the vehicles including engine compartment, driver controls, lifts, and passenger safety devices. Drivers should be trained to recognize unusual noises and describe basic mechanical problems to the supervisor and/or mechanic.

SERVICE MECHANICS & SHOPS

ACCEL will use the businesses or shops listed below for vehicle maintenance. ACCEL has confirmed with the businesses and shops listed below that the mechanics are qualified to perform maintenance work.

- 1) Caribbean Auto Repair, 1734 E Main St. Suite 11, Mesa, AZ 85203
 - 2) Sanderson Ford 5300 Grand Ave, Glendale 85301
 - 3) Model One (formerly Creative Bus Sales) 3615 S 26th St. Phx 85040
 - 4) Jiffy Lube 6715 W Peoria, Phx 85051
 - 5) Discount Tire 10058 N Metro Pkwy Phx 85051
 - 6) Unlimited Brakes 2027 W Glendale Ave, Phoenix, 85021
 - 7) Accurate Auto Glass, 623-979-5300
 - 8) L & C Collision Center, 4010 N Grand Ave. Suite 21, Phoenix, AZ 85019
-

ACCEL will use the businesses or shops listed below for lift maintenance. ACCEL has confirmed with the businesses and shops listed below the mechanics are qualified to perform maintenance work on a lift.

- 1) United Access, 23606 N 19th Ave. Phx AZ 85085
- 2) On Site Mechanics 2630 W Durango St. Phx 85009

VEHICLE INSPECTIONS

Periodic and preventive inspections are essential for maintaining passenger safety, service reliability, and increasing the life span of each vehicle. Preventive vehicle maintenance requires the commitment to a predictable and appropriate inspection program. Inspection at the time a vehicle is delivered, pre-trip inspections, and scheduled preventive maintenance inspections are all important. Elements of these inspections and forms can be tailored to specific operations and equipment, but the inspections must be completed consistently and correctly. Accel uses an online QR code for drivers to complete the pre-trip inspection daily and submits this automatically to the Transportation Coordinator.

Schedule Guide

Annually – ADOT inspections during fiscal year of Oct-Sept on all vans (may not reflect the anniversary of receipt of vehicle, return to fleet inspections will be used as the annual inspection. ACCEL Maintenance staff schedules annual fire extinguisher inspection). Manual ramps inspected.

Semi-Annually – Tire rotations every 182 days on all vans; lift inspections on all hydraulic lift vans. Vehicles with the manual lift ramp (minivans) will be inspected during annual inspections.

Quarterly – oil changes on all vans, replace air filters and cabin filters (filters as needed). Title VI Public notices for complaints and rights posted in the van in English & Spanish, clean and legible. Replace as needed.

Monthly – van washes and cleaning all vans. (van wash includes a trip checklist: check fire extinguisher, check first aid kit, check bloodborne pathogens kit, check safety triangles, check wheelchair tie-downs, floor anchorages/ mounts, straps, tension, fire extinguishers, etc., vehicle magnets displaying company information. Checklists are submitted to the Transportation Coordinator who checks as they are received for maintenance needs. All concerns are addressed as received or in order of importance)

Daily – pre-trip inspections include washer fluid, wipers, lights, all ADA equipment, doors and locks working properly. In addition, the pre-trip form includes checking if lift/ramp operations & public notices are posted on vans used on that day (Checklists are submitted to the

Transportation Coordinator who checks as they are received for maintenance needs. All concerns are addressed as received or in order of importance and within 48 hours of the concern being sent). Inoperable lifts/ramps are taken out of service immediately unless no other vehicle is available. As soon as a vehicle becomes available, the in operatable lift van is taken out of service. Repair is set up asap.

VEHICLE DELIVERY INSPECTION

Section 5310 program vehicles are generally procured as a fleet by the City of Phoenix or ADOT on behalf of subrecipients. Once a vehicle has passed the City of Phoenix/ADOT inspection, the subrecipient will be informed that the vehicle is ready for delivery/acceptance and will be provided a *Vehicle Delivery & Acceptance Inspection Form*. Upon delivery or receipt of the vehicle, the subrecipient must perform their own inspection of the condition of the vehicle, verify that the vehicle received has the correct vehicle identification number (VIN) and that the vehicle was delivered as ordered. ACCEL's Transportation Coordinator will sign and return the *Vehicle Delivery & Acceptance Inspection Form*, attesting that the vehicle is accepted, has been added to ACCEL'S Vehicle Maintenance Plan and DDD Focus site and that the vehicle will be maintained, at a minimum, according to the original equipment manufacturer (OEM) requirements.

PRE/POST TRIP INSPECTIONS

Being able to spot a potential problem with a vehicle can prevent roadside breakdown. Pre-trip inspections require little time and help prevent higher repair costs. Pre-trip inspections should be done prior to each day of use, if vehicles are not used daily.

Drivers are required to perform a pre trip inspection of the vehicle he/she is assigned to. Pre trip forms are kept online and staff access the checklist via a QR code. Once online form is complete, the driver hits "submit" and the checklist form goes via email right to the Transportation Coordinator.

The driver should identify any defects and report them to ACCEL's Transportation Coordinator. All checklists are to be maintained in the vehicle's permanent file. The pre- and post-trip inspection forms shall be legibly completed and signed by the vehicle driver.

PERIODIC INSPECTIONS

ACCEL has procedures/program for items that are inspected on a regular basis, but not necessarily daily. Items that are checked on a monthly basis are:

- Tie downs
- Seat belts
- First aid kit & Bloodborne Pathogens Kits

Fire extinguisher

ANNUAL VEHICLE INSPECTIONS

ACCEL will follow manufacturer's suggested maintenance schedules to maintain the program vehicles in good working order. ACCEL will ensure all Section 5310-funded vehicles are inspected annually and provide inspection documentation, as well as provide maintenance records as requested. These formal vehicle inspections should be completed by a qualified mechanic.

All vehicles are inspected each fiscal year by a certified mechanic according to ADOT inspection. A certificate is kept on the staff only board online as part of the maintenance record.

IDENTIFIED DEFECTS & UNSCHEDULED REPAIRS

Identified defects should be reported to Transportation Coordinator. Notices sent to granting entities, if applicable, within 72 hours of event or notice from a mechanic the vehicle will take longer than 3 days to repair. Defects must be reviewed and repaired based on the categories listed:

- **Safety Defect** – The vehicle cannot be released until repairs are completed. Safety cannot be compromised.
- **Mechanical Defect** – A defect that will worsen and increase costs. Vehicle cannot be released until repairs are completed.
- **Elective Mechanical Defect** – A defect that does not compromise safety and will not cause further damage if operated but needs to be corrected prior to next PM cycle.
- **Elective or Cosmetic Defect** – Defect will not compromise safety and will not cause further damage or cost as it is an aesthetic defect. Vehicle should be scheduled for a future off-peak time or when repair parts will be on-hand, as determined by the Mechanic Supervisor, or delayed until the next scheduled PM.

UNSCHEDULED REPAIRS

Once a defect is identified, the Transportation Coordinator will contact a certified mechanic to diagnosis the problem. If it is determined that the vehicle needs repair, the Transportation Coordinator will take the vehicle out of service. The vehicle being out of service is noted on a staff only board online.

The Transportation Coordinator will schedule repairs of defective vehicles and ensure that proper documentation of the repairs are prepared and filed in the vehicle maintenance file. All defect repairs must be documented to include a description of the defect, the work performed, parts used, names of the maintenance employee & entity who did the repair work.

PREVENTIVE MAINTENANCE INSPECTION / SCHEDULED SERVICE

Vehicle and vehicle components (e.g., handicapped access equipment) manufacturers manuals are an important part of the vehicle maintenance plan as they define specific maintenance intervals and provide critical information when the maintenance work is actually performed.

Preventive maintenance (PM) inspections and Scheduled services should follow the recommended intervals by the manufacturer. Preventive maintenance services are being done according to the guidelines of the manufacturer, so the agency does not jeopardize any warranty claim. Warranty work needed is done at the dealerships for each van.

Preventive Maintenance activities are included in each of the inspections and include the replacement of worn parts, with larger repairs reserved for the less frequent inspections and more common parts scheduled for the frequent inspections.

SCHEDULED MAINTENANCE

Schedules for preventative maintenance have been developed in accordance with manufacturer recommended intervals. The transportation coordinator plans the daily maintenance work assignments including scheduled maintenance as well as unscheduled repairs.

Based on the daily work schedule, the Transportation Coordinator schedules repairs or preventative maintenance with one of our listed mechanics.

After repair(s) are completed, the mechanic submits a detailed report to the Transportation Coordinator who records the report in the individual online vehicle file.

VEHICLE CLEANING

VEHICLE APPEARANCE

ACCEL Transportation Coordinator is responsible for ensuring that program vehicles are safe, fully operational and always maintain a clean appearance of both the exterior and interior of the vehicle while in-service. Vehicles should be maintained free of body damage, have no missing panels, and all systems maintained properly as required by the manufacturer's requirements. All bodywork and painting must be performed to industry best standards or OEM specifications. No unit may be run in service with any type of major body damage to the vehicle.

Vehicles should be maintained to ensure fully operational air conditioning and heating, wheelchair ramps and lifts, securement belts, and flip seats. Vehicles should be free of body damage, have no missing or unpainted panels, any defects, flats, wheel curbing, or missing

lugs with wheels and tires at proper inflation. Vehicles should be free of graffiti and should have all safety items fully operational; i.e., lights, brakes, horn, tires, wheelchair tie-downs, seat belts, fire suppression systems, etc.

VEHICLE CLEANING

Each vehicle is cleaned internally of trash on a daily basis. The exterior and interior are cleaned monthly.

Activities performed at least monthly:

- Sweep entire bus (power wash if necessary)
- Clean out trash
- Wipe down seats
- Clean interior walls and windows
- Wash exterior

ADA ACCESSIBILITY EQUIPMENT AND MAINTENANCE

The Americans with Disabilities Act of 1990 (ADA), Title 49 CFR Section 37.161, Subpart G, requires that transportation services maintain the ADA features of their facilities and vehicles in operative condition. Examples of accessible features include:

- Lifts and ramps providing access to vehicles;
- Lighting;
- Mobility aid, securement areas and systems;
- Seat belts and shoulder harnesses; 4 point wheelchair tie downs
- Public signage or systems to aid communications with persons who have impaired vision or hearing.

Accessibility features must be repaired promptly if they are damaged or out of order. When an accessibility feature is out of order, ACCEL Transportation Coordinator shall take reasonable steps to accommodate persons with disabilities who would otherwise use the feature.

ACCEL Transportation Coordinator is aware that a vehicle with an inoperable lift must be removed from service before the next day, unless no spare vehicle is available. In this case, the vehicle must not be in service for more than three weeks.

ADA Title 49 CFR Section 37.163 requires the establishment of regular and frequent maintenance checks of the lifts. The vehicle drivers must report, by the most immediate means available, any failure of a lift.

ADA Title 49 CFR Section 37.163 requires all personnel to be trained to proficiency in the use of ADA equipment, as appropriate to their duties.

WHEELCHAIR LIFT MAINTENANCE

Wheelchair lifts shall be serviced based on time, every 6 months. The vehicle will be sent in for the designated service prior to reaching the 6 months.

Maintenance is required every 6 months according to manufacturer recommendation by a certified technician.

RECORD KEEPING

VEHICLE HISTORY FILE

A good maintenance program should include a comprehensive maintenance record or file for each vehicle in the transit system. ACCEL Transportation Coordinator is responsible for maintaining the vehicle documentation. The file provides:

- A complete history of repairs
- All receipts for repairs/service
- A list of chronic problems
- A record of responsibility for repairs
- A record of the amount of time a vehicle is out of service

All program vehicles should have a complete history that includes documentation of all repairs, inspections, and other related maintenance activities by year. Accel shall keep individual files for each vehicle in the fleet that contain the following information:

- Vehicle year, make, model, license plate number, in-service date
- Vehicle warranty information, where applicable
- Completed inspection forms
- Work orders for repairs resulting from PM inspections
- Work orders for unscheduled repairs
- Forms indicating any other repairs, overhauls, or rehabilitations

VEHICLE MAINTENANCE LOG

ACCEL Transportation Coordinator will ensure that all vehicle maintenance invoices, maintenance records and accident/incident documentation are tracked and documented on the *Vehicle Maintenance Log* in the Transportation Monday.com Board. Supporting documentation will be prepared and submitted annually by October 12, as follows:

- a. Follow the Annual Inspection information for the vehicle (inspection results, invoice for annual inspection).
 - b. Follow the Annual Inspection information with invoices, in date order (oldest to current). See example at Exhibit 1
-

- c. Electronic submission of Vehicle Maintenance Log supporting documentation is preferred. Save each packet of supporting documentation with the naming convention "Last 4 digits of VIN, Agency, year". For example, "6775 Pawnee Sr Ctr 2019.pdf". Using your agency acronym is acceptable.
- d. Submissions must be legible, in date order and right side up.

WARRANTY TRACKING & RECOVERY

The ACCEL Transportation Coordinator is responsible for pursuing warranty recovery when appropriate to ensure that equipment manufacturers bear the costs to repair defects and premature component failures.

ACCEL's Transportation Coordinator follows the manufacturer guidelines for parts and work that may be under warranty.

SAMPLE

FORD E350

- | | |
|--------------------|----------------------------|
| • Bumper to Bumper | 3 years/36,000 miles |
| • Powertrain | 5 years/60,000 miles |
| • Safety Restraint | 5 years/60,000 miles |
| • Corrosion | 5 years/Unlimited |
| • Emissions | Up to 8 years/80,000 miles |

INVENTORY CONTROL

The vehicles are Ford E350 Transit Vans, Chrysler Voyager vans and Starcraft cutaways. All are ADA serviceable located in Phoenix and Tempe

PHYSICAL INVENTORY

ACCEL maintains an active list of physical inventory on all vehicles as to location and condition. List of vans available daily is viewable by all drivers and supervisors [on an online transportation board tracking](#).

FLEET DESCRIPTION

ACCEL has 20 vehicles in active service. Sixteen vans are from City of Phoenix grants and 2 are from ADOT grants. Two vans are owned outright by Accel. All of the vehicles that are handicapped-equipped are capable of being used for para-transit service. Eighteen of ACCEL's vehicles are equipped with wheelchair lifts and four point tie downs.

SECURITY OF VEHICLES/STORED & PARKED

ACCEL Transportation Coordinator is responsible for ensuring the agency meets the federal requirement to provide adequate safeguards to prevent loss, damage, or theft of program vehicles.

To minimize theft and damage to the vehicles, all vehicles are parked together in a well-lit highly visible area of ACCEL's parking lot. These are stored behind wrought iron/block fencing and the gate is locked at night and on weekends. All are equipped with GPS for tracking. A security guard patrols the metro area several times per night.

VEHICLE DISPOSALS

ACCEL Business Office & Grant staff are responsible for ensuring all vehicle disposition/transfer requests are processed through the City of Phoenix Public Transit Department. The City of Phoenix must approve all requests prior to any vehicle disposal/transfer activities occurring.

ACCIDENT/INCIDENT REPORTING

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ACCEL Transportation Coordinator is responsible for documenting an internal procedure for reporting accidents and incidents associated with the operation of the program vehicles. Vehicle accidents or casualty must be reported to the City of Phoenix and/or ADOT within 72 hours of the occurrence. Transportation Coordinator notifies each entity when the van is brought back into service after repair.

CHANGE IN VEHICLE CONDITION

ACCEL Transportation Coordinator is responsible for reporting substantial damage and changes in the status or condition of a vehicle or other capital equipment (including damage, operational failure, or legal involvement), to the City of Phoenix within 72 hours, even if satisfactory repair can be made within this period.

Substantial damage is defined as damage to any involved vehicles, that disrupts the operations of the agency and adversely affects the structural strength, performance, or operating characteristics of the vehicle, requiring towing, rescue, on-site maintenance, or immediate removal prior to safe operation. Substantial damage does not include cracked windows; dents, bends, or small puncture holes in the body; broken lights or mirrors; or removal from service for minor repair or maintenance, testing, or video and event recorder download. Items such as flat tires, minor glass and paint scratches, minor dings, other incidental body dents, and regular, non-accident related repair or normal replacement items are not subject to this requirement unless a vehicle is out of service for more than 72 hours.

Forms included:

Vehicle pre trip check

Maintenance schedule for lifts

Vehicle wash list

Reporting defects

Accident Report

Mileage report held within GPS Verizon system

SAMPLE Vehicle Delivery & Acceptance Form

Formatted: Centered



VEHICLE DELIVERY & ACCEPTANCE INSPECTION FTA Section 5310 Funded Vehicles OK - Satisfactory NR - Needs Repair

- ☐ Initial Inspection
☐ Reinspection

Complete Inspection & Circle Pass or Fail				Inspector must initial mileage	INITIALS:
Inspection Results:	PASS	FAIL		Mileage:	
Agency Name (Vehicle Owner)				License Plate #	
Bus No.:				VIN:	
Inspection Date:				Manufacturer:	
Inspection Company:				Model:	
Inspector Name/Title:				Year:	
Inspector Signature:				Lift or Ramp: YES OR NO	YES NO
ENGINE COMPARTMENT	OK	NR	COMMENTS:	LIGHTING	OK NR COMMENTS:
Fluid levels				HEADLIGHTS	
Battery connections				TAIL / STOP	
Leaks				CLEARANCE / MARKER	
OTHER				IDENTIFICATION	
				REFLECTORS	
Drivers Area	OK	NR	COMMENTS:	Other	
Drivers Seat					
Floor mats				ACCESSIBILITY FEATURES	OK NR COMMENTS:
Gauges				W/C LIFT DOOR OPERATION	
MIRRORS				W/C LIFT OPERATION	
WINDOWS/OPERATION				W/C SECUREMENTS	
Interior lighting				RAMP	
SUN VISOR				Other	
OTHER					
AC / HEATER	OK	NR	COMMENTS:	ON-BOARD	OK MISSING COMMENTS:
HEATER				FIRE EXTINGUISHER	
CAB A/C				WARNING TRIANGLES	
REAR A/C				FIRST AID KIT	
OTHER				BLOOD BORNE PATHOGEN KIT	
				Other	
CAB / BODY	OK	NR	COMMENTS:	EXHAUST	OK NR COMMENTS:
FRONT DOOR OPERATION				LEAKS	
PASSENGER SEATS				PLACEMENT	
GRAB RAILS / STANTIONS				Other	
SIDE/FRONT/REAR/CEILING PANELS					
FLOOR COVERING				TIRES	OK NR COMMENTS:
EMERGENCY EXITS				DAMAGE	
WINDSHIELD				OTHER	
WIPERS					
Damage					
OTHER					
NOTES AND AREAS OF CONCERN/FOLLOW UP:					
SUBRECIPIENT ACCEPTANCE AND SIGNATURE: By signing this form, I certify I have inspected the vehicle, verified the VIN and vehicle condition. I am accepting the vehicle was delivered as ordered according to the specifications. I agree the agency will add the vehicle to the agency's Vehicle Maintenance Plan and will maintain the vehicle according to the Manufacturer's OEM guidelines at a minimum. After signing, please return form to wendy.miller@phoenix.gov .					
Name _____ Title _____ Signature _____ Date _____					
INSPECTOR NSTRUCTIONS: The vehicle delivery inspection & acceptance form is filled out and signed by the City of Phoenix Equipment Analyst or Quality Assurance Inspector MUST: Initial mileage, Select PASS or FAIL, and sign the form. This inspection checklist may be accompanied by a standardized form as long as the top section is filled out and signed with the pass or fail indicated. If the vehicle fails, a follow-up inspection is required after repair. OK - Satisfactory NR - Needs Repair EMAIL completed vehicle inspection sheet to: wendy.miller@phoenix.gov					

SAMPLE Vehicle Maintenance Log

City of Phoenix - FTA Section 5310 Vehicle Maintenance Log								
Subrecipients must document routine maintenance and inspections including but not limited to: oil/fluid changes, engine service at recommended manufacturers' intervals, wheelchair lift inspections (if applicable), accidents, annual inspections and maintain all aspects of the vehicle in accordance with the manufacturers' recommended maintenance standards. Data provided should be full and complete in order to demonstrate compliance with vehicle maintenance regulations. Organize vehicle service records by vehicle and by date of service. Use the drop down menus to select the Vehicle Make, Year and Work Performed.								
Reporting Agency:								
Name and Title of the Agency's Representative completing this report:								
Vehicle Make	Vehicle Year	VIN Please enter full VIN	Date of Invoice	Invoice#	Service Provider	Mileage From Invoice	Work Performed Select from menu or Other (with added Note)	Notes

SAMPLE Preventive Maintenance Schedule

AAS Vehicle Maintenance Due Dates

In Fleet

Submitter	AAS Vehicles Connection	Last Oil Change	Last Oil Change Mileage	Est. Oil Change Due Date	Formula: Last Oil Change + 5k
4 Due Dates	4	7/29/2026	175,655	10/27/2026	180,655
5 Due Dates	5	5/17/2026	195,685	8/15/2026	200,685
9 Due Dates	9	7/29/2026	62,776	10/27/2026	67,776
10 Due Dates	10	4/8/2026	55,745	7/7/2026	60,745
11 Due Dates	11	5/30/2026	81,902	8/28/2026	86,902
12 Due Dates	12	7/23/2026	92,408	10/21/2026	97,408
20 Due Dates	20	7/7/2026	29,757	10/5/2026	34,757
21 Due Dates	21	5/13/2026	45,103	8/11/2026	50,103
22 Due Dates	22	5/7/2026	36,338	8/5/2026	41,338
23 Due Dates	23	6/14/2026	18,884	9/12/2026	23,884
24 Due Dates	24	7/7/2026	25,222	10/5/2026	30,222
25 Due Dates	25	5/6/2026	21,993	8/4/2026	26,993
26 Due Dates	26	7/6/2026	13,070	10/4/2026	18,070
27 Due Dates	27	5/17/2026	14,109	8/15/2026	19,109
28 Due Dates	28	6/14/2026	22,795	9/12/2026	27,795
29 Due Dates	29	5/13/2026	14,003	8/11/2026	19,003
30 Due Dates	30	5/7/2026	8,812	8/5/2026	13,812
32 Due Dates	32	5/28/2026	13,390	8/26/2026	18,390
36 Due Dates	36	7/7/2026	870	10/5/2026	5,870
37 Due Dates	37	7/9/2026	2,100	10/7/2026	7,100

Daily Inspection Checklist

Done by QR code by drivers

Creator Ashley Gill Created Aug 18, 2026, 12:40

Vehicle Checklist

Last updated Aug 18, 2026, 12:42

Vehicle Checklist — All Selectable Options

Page 1: Trip Info

Trip Purpose *(required)*

Outing

Route

Maintenance

GSE

Other

Vehicle Number *(required)*

04, 05, 09, 10, 11, 12, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 36, 37

Page 2: Checklist & Gas

Checklist *(required)*

AM (morning)

PM (afternoon)

Gas Level *(required)*

E

1/4

1/2

3/4

Full

Page 3: Pre-Trip Inspection

Most inspection questions below have Yes / No options. Exceptions are noted.

Question	Options
Lights and Horn	Yes / No
Wheelchair Lift	Yes / No / N/A - vehicle has no lift
Trash	Yes / No
Title VI/ADA Notification Posted in Vehicle	Yes / No
Safety Kit	Yes / No
BBP Kit (<i>optional</i>)	Yes / No
Tire Jack	Yes / No
Fire Extinguisher	Yes / No
Cellphone or Radio	Yes / No
Cool Down / Warm Up	Yes / No
Seat Belts	Yes / No
Tires	Yes / No
Doors	Yes / No
Windshield / Windows	Yes / No
Mirrors	Yes / No
Leaks?	Yes / No

Note: Selecting "No" (or "Yes" for Leaks) triggers a follow-up text field asking for additional details on that item. Drivers hit submit and the checklist is sent to the Transportation Coordinator's email.

Last updated: August 18, 2026

Reporting Defects

Date: _____ VIN: _____ Mileage: _____

Vehicle Make/Model: _____ Driver: _____

Please circle all that apply:

Doors	W/C Lift	A/C or Heat	Exterior Lighting
Stick	No Power	Defroster	Headlights
Too fast	Deploy	No Heat	Tail Lights
Too Slow	Platform	No A/C	Turn Signals
Won't Close	Restraint	A/C Light	Flashers
Won't Open	Stow	Blowers	Clearance
Electrical	Suspension	Brakes	Body Damage
Dome Lights	Air Leak	Pull L/R	Bumpers
Gauges	Leans	Lock Up	Front End
Telltale Lamps	Won't Raise	Soft	Rear End
Horn	Kneeler	Noisy	Left Side
Chime	Noisy	Parking Brake	Right Side
Windows	Mirrors	Steering	Radio
Broken	Broken	Hard	Dead
Etched	Too Loose	Shimmies	Static
Won't Open	Too Tight	Excessive Play	Volume
Won't Close	Won't Adjust	Pulls Left	Won't Transmit
Need Cleaning	Spot Mirror	Pulls Right	Won't Receive
Engine	Transmission	Tires	
Stop Light	Low Power	Transmission Light	Flat
Check Light	Won't Start	Won't Shift	Damaged
Overheats	Oil Leak	No Forward	Low Air
Smokes	Fuel Leak	No Reverse	Low Tread
Vibrates	Water Leak	Slips	Uneven Wear
Stalls	Noisy	Leaks	Loose Lugs
Other			
Wipers	Accelerator	Sensitive Edge	Emergency Exits
Interior Dirty	Exterior Dirty	Graffiti	Interlock
Seats	Other (specify):		

Repair Action:

City of Phoenix – Section 5310 Accident/Incident Report

URGENT: All reportable incidents/accidents must be reported to the granting entity within 72-hours from time of occurrence. This report form should be returned directly to your Program Coordinator/Director for completion and then emailed to City of Phoenix Public Transit Department, Section 5310 Program Coordinator at **[Section5310@phoenix.gov]**.

Accidents: 1) An individual dies; or 2) an individual suffers bodily injury and immediately receives medical treatment away from the scene of the accident; or 3) an occurrence in which any vehicle (including non-FTA funded vehicles) incurs disabling damage as the result of the occurrence and such vehicle or vehicles are transported/towed away from the scene; or 4) if the vehicle is removed from operation.

Incidents: A casualty is the loss of property, including damage and destruction, that occurs because of a sudden event. Vehicles that are damaged and repairable must be repaired to an equal or better condition, compared to the condition prior to the incident.

AGENCY NAME: _____

Type of Accident/Incident: Collision (Fatality) ☐ Collision (Injury) ☐ Collision (No Injury) ☐ Casualty ☐
Other (explain): ☐ _____

SECTION 5310 VEHICLE INVOLVED:

Year: _____ Make: _____ Model: _____

VIN: _____ Mileage: _____

ACCIDENT/INCIDENT INFO:

Police Involvement? Yes/No _____ Police Report Number: _____ (Attach copy)

Date of Accident: _____ Time: _____

Accident Location/Address: _____

Accident/Incident Description:

Vehicle Damage Estimate (if known in 72 hours): _____ Vehicle Totaled? Yes/No

Agency Staff Involved Name/Title: _____

Agency Staff submitting Report Name/Title: _____

Name/Title Responsible Agency Rep: (CEO, Exec Dir, Manager, Program Director):

Responsible Agency Rep Signature: _____

Date: _____

Attachment A

Accel's Vehicle Inventory List

AAS Vehicles

In Fleet

Name	Subitems	Fleet Status	Campus	Year	Make	Model	VIN	License Plate Number
4 Non 5310 Van at Metro AAS, holds many people. Until new cutaways come in, we must keep this van	Metro AAS	In Fleet	Metro	2016	Ford	ransit Wagon	2ZM4GKB	KJE92
5 Non 5310 Van at Tempe, holds many people, until new cutaways come in, we must keep this one	Tempe AAS	In Fleet	Tempe	2008	Ford	Econo E350	531L78DB2	FZP62
9	Tempe AAS	In Fleet	Metro	2019	Ford	raft Cutaway	E3F50KDC3	LZA87
10	Metro AAS	In Fleet	Metro	2019	Ford	raft Cutaway	E3F52KDC4	LZA88
11	Metro AAS	In Fleet	Tempe	2020	Ford	ransit Wagon	X2C87LKA6	4WA5B4A
12	Metro AAS	In Fleet	Metro	2020	Ford	ransit Wagon	U4X89LKA2	NNA0FR
20	Metro AAS	In Fleet	Metro	2021	Ford	rsit Wagon	V3X80MKA	BNA9DG
21	Metro AAS	In Fleet	Metro	2021	Ford	rsit Wagon	V3X82MKA	BLA0DG
22	Metro AAS	In Fleet	Metro	2021	Ford	rsit Wagon	V3X84MKA	BGA8DG
23	Tempe AAS	In Fleet	Tempe	2021	Ford	rsit Wagon	V3X86MKA	BGA9DG
24	Metro AAS	In Fleet	Metro	2024	Ford	rsit Wagon	X2C84RKA0	2NA2LW
25	Metro AAS	In Fleet	Metro	2024	Ford	rsit Wagon	X2C82RKA2	9DA0EW
26	Metro AAS	In Fleet	Metro	2024	Ford	rsit Wagon	X2C87RKA3	2WA3JW
27	Tempe AAS	In Fleet	Tempe	2024	Ford	rsit Wagon	X2C80RKA2	24A9JW
28	Tempe AAS	In Fleet	Tempe	2024	Ford	rsit Wagon	X2C84RKA0	DDA5LX
29	Metro AAS	In Fleet	Metro	2024	Ford	rsit Wagon	X2C85RKA2	97A0EW
30	Metro AAS	In Fleet	Metro	2024	Ford	rsit Wagon	X2C83RKA2	2JA1KW
31 From ADOT	Metro AAS	In Fleet	Metro	2024	Ford	obility Trans	X2C82RKA3	
32 From ADOT	Metro AAS	In Fleet	Metro	2024	Ford	obility Trans	X2C82RKA3	
Unless listed as ADOT, the van is								