

Public Transit Services (PTS)
Transit Asset Management
Plan

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Adopted: July 27, 2017
Updated: October 9, 2018

Background:

Moving Ahead for Progress in the 21 Century Act; also known as MAP-21; was signed into law in 2010. In 2012; MAP-21 mandated action from the Federal Transit Administration (FTA) to develop rules that are intended to assist in the strategic and systematic process of planning and operations management.

The Transit Asset Management (TAM) Final Rule 49 USC 625 outlines four (4) performance management requirements which set at a minimum; standards which will require public transportation providers to develop and implement a Transit Asset Management Plan to manage capital assets. Transit operators are required to set transit asset management targets; which shall be in place not later than October 2018. It is hereby the intent of Public Transit Services to establish and incorporate a Transit Asset Management plan to ensure compliance and successful management of capital assets. This plan complies with TAM requirements outlined in 49 CFR 625 and shall cover a period of FY **2019 – 2022**.

Public Transit Services has established Performance Targets which are identified below. These target are based on the Federal Transit Administration's Transit Asset Management final rule and are identified under three 3 groups:

Group 1: Rolling Stock - Vehicles (Rolling Stock Assets) – The TAM plan will allow PTS to monitor and ensure that the vehicles are operating within the Useful Life Benchmark (ULB)

Group 2: Non-Revenue Vehicles (Rolling Stock Assets) – The TAM plan will allow PTS to monitor and ensure that the vehicles are operating within the Useful Life Benchmark (ULB)

Group 3: Facilities – Administration - The TAM plan will allow PTS to monitor and ensure that the Facilities are maintained within the Useful Life Benchmark (ULB)

Equipment: Per Federal Transit Administration (FTA) guidelines, equipment includes non-revenue vehicles, construction or maintenance equipment over \$50,000.00 in value. PTS shall manage Equipment with a value over \$50,000.00 however; PTS shall manage agencies assets with a useful life replacement requirement in a separate Internal Control Program.

These items involve non-revenue vehicles, computers, radios and security cameras and maintenance equipment which are critical to a functional operations. For these items; PTS shall utilize the asset management structure for planning and replacement activities.

Goals & Objectives:

1. Ensure compliance with funding source requirements

Objective: Maintain and monitor the program to ensure federal and state requirements are met

2. Best Practices

Objective: Maintain adequate inventory records to ensure goals and objectives are met

3. State of Good Repair

Objective: Maintain vehicles, equipment and facilities in a state of good repair. State of Good Repair is defined as the condition in which a capital asset is able to operate at a full level of performance. A state of good repair is met when the asset:

- a. Is able to perform its designated function
- b. Does not pose a known unacceptable safety risk

Roles and Responsibilities:

Under this TAM Plan, the Public Transit Services Executive Director is designated as the Accountable Executive. The Accountable Executive has direct control over the resources needed to implement a TAM plan. The Accountable Executive shall ensure that necessary TAM planning and coordination resources are available and that the targets, goals and desired outcomes are appropriately monitored.

Performance Target(s):

The following is a list of performance targets set by Public Transit Services:

ASSETS	PERFORMANCE MEASURES	TARGET
Rolling Stock: Revenue Vehicles	Percentage of vehicles met or exceeded Useful Life Benchmark (ULB)	No more than 25% of rolling stock will met or exceed agency ULB
Non-Revenue	Percentage of vehicles met or exceed Useful Life Benchmark (ULB)	No more than 25% of non-revenue vehicles will be older than 10 years or have more than 200,000 miles
Facilities: Administrative Facilities	Percentage of assets with condition rating below 3 in terms of scale	Facilities will not rate below 3 in terms of scale

Performance Measures:

Group 1 - Rolling Stock: The performance measure for rolling stock is the percentage of revenue vehicles within a particular asset group which either met or exceeded their Useful Life Benchmark (ULB). Due to a high percentage (%) purchase within a same time period ; PTS recommends a performance measure to be no more than 25% of the agencies rolling stock. This means that no more than 25% of the rolling stock will met or exceed agency ULB. Rolling stock exceeding 10 years or 200,000 miles shall be taken out of service and replaced.

Equipment Non-Revenue Producing Vehicles (Group 2): No more than 25% of the non-revenue vehicles will be older than 10 years or; have more than 200,000 miles. Non-revenue vehicles exceeding 10 years or 200,000 miles shall be taken out of service and replaced.

Facilities Administration (Group 3): The performance measure for Facilities is based on the condition measure five-point scale used by FTA as identified below:

1. Poor, Well Past Useful Life – Critically damaged or in need of immediate repair; well past useful life
2. Marginal – Defective or deteriorated, in need of replacement; exceeded useful life
3. Adequate, Meet Requirements and Within Useful Life, Repair as Needed
4. Good – Good condition, but no longer new, may be slightly defective, but is overall functional
5. Excellent, Brand New Condition – No visible defects, new or near new condition, may still be under warranty if applicable

The PTS facilities as of FY 2018 have an approximate rating of 4. Construction of a new Multi-Modal Transit Facility is underway in Weatherford, Texas Parker County during the Fiscal Year 2018/2019. The condition rating of the new facility is a 5; in excellent, brand new condition throughout the fiscal year **2019 – 2022**. PTS shall maintain its facilities per manufacturer recommendations, and has set 3 point rating target goal.

Group 1: Rolling Stock

The following is owned by Public Transit Services:

Year	Type	Qty.	Useful Life Benchmark (ULB) +2 yr
2010	Ford ARBOC (CU) Medium-Duty (25'-35')	1	9
2011	Ford Eldorado (CU) Light-Duty (20'-25')	14	7
2011	Dodge Caravan Mini-Van (MV) Light-Duty Van	2	7
2012	Ford Eldorado (CU) Light-Duty (20'-25')	1	7
2015	Autocar MV-1 (MV) Light-Duty Van (16'-20')	7	7
2015	Ford Senator II (CU) Light-Duty (20'-25')	6	7
2015	Ford Glaval Entourage (CU) Medium-Duty (25'-35')	2	9
2016	Ford Senator II (CU) Light-Duty (20'-25')	3	7
2017	Ford Transit Van (VN) Light-Duty Van (16'-20')	3	7
2017	Glaval Entourage (CU) Light-Duty (20'-25')	1	7
2017	Ford Senator II (CU) Light-Duty (20'-25')	9	7
TOTAL		49	

Group 2: Non-Revenue Rolling Stock

Year	Type	Qty.	Useful Life Benchmark (ULB) +2 yr
2011	Dodge Caravan Mini-Van (MV) (LDVan)	1	7
2005	Dodge Magnum (Admin) (AO) (LDVan)	1	7
TOTAL		2	

Group 3: Facilities – Administration

PTS owns the following facilities:

Year	Type	Qty.	Useful Life Benchmark
2010	Park & Ride Facility 909 South Oak Mineral Wells, Tx	1	Condition rating will not rate below 3
2001	Administrative Facility (Built 1986) Mineral Wells, Texas (Palo Pinto Co)	1	Condition rating will not rate below 3
2015	Operations Facility (Temp Building) Weatherford, Texas (Parker Co.)	1	Condition rating will not rate below 3
2017	Administration/Operation Facility Weatherford, Texas (under construction)	1	Condition rating will not rate below 3
TOTAL		4	

Performance Target Summary:

Group 1: Rolling Stock – No more than 25% of the Rolling Stock will exceed their Useful Life Benchmark (ULB) of 10 years or 200,000 miles.

Group 2: No more than 25% of Non-Revenue Rolling Stock will be older than 10 years or have more than 200,000 miles. Non-revenue rolling stock exceeding 10 years or 200,000 miles will be removed and replaced based on needs.

Group 3: Facilities – Administration / Maintenance Facility will not rate below 3 in terms of scale

Asset Management:

In order to ensure the performance targets are met and that transit vehicles, equipment and facilities remain in a satisfactory condition; PTS has incorporated the following:

1. Preventative Maintenance Program

The strength of Public Transit Services (PTS) Transit Asset Management Plan (TAM) is dependent upon a strong preventive maintenance program. The PTS preventive maintenance program efforts shall be proactive in lieu of reactive. The preventive maintenance program effectively reduces downtime and decreases maintenance costs by decreasing the number unpredictable repairs caused by reactive maintenance. PTS utilizes a preventative maintenance program that is based on the manufacturer's recommendations and is modified based on our experience and the local conditions in our service area. Effective maintenance practices, as well as appropriate warranty schedules maximize the useful life of the agency's rolling stock, equipment and facilities. The following is a detailed summary of activities that will ensure PTS assets are adequately supported:

a. Revenue Vehicles:

Engine Oil Analysis & On-Time Oil Change Variance:

The engine oil analysis is an integral part of the inspection program and is based on mileage. The purpose of the analysis is to detect or make early identification of unusual engine wear thereby, acting to prevent catastrophic

engine failures. Additionally; the agency can extend the life of the vehicle by adhering to the engine oil change schedule. The allowable variance with all preventive maintenance oil change is set at a minus - 200 miles to plus + 200 miles (not to exceed) radius. An engine oil change completed within this parameter is considered on time.

Warranty Compliance and Recovery

PTS shall properly manage its warranty compliance process to ensure that vehicles remaining under warranty are taken for service and repairs as applicable. Documentation to support warranty claims shall be maintained in the agencies database.

b. Local Conditions:

Local conditions may have a direct impact on the life of the vehicle. The following conditions were identified as important:

❖ Service Design:

- Urban Service – Fixed route. Due to the frequency of the stops and/or traffic congestion in the urban area, vehicles used for this service may require a higher level of PM
- Rural Area – Route or Deviated Service. Infrequent stops in a long distance corridor may reduce the level of PM
- Weather – Palo Pinto and Parker Counties rarely experiences inclement weather however; in these conditions; the agency must follow proper protocol to ensure safety and the life of the vehicle.

❖ Vehicle Condition

- Vehicle equipped with cloth seats are more difficult to clean and therefore is more costly to maintain. PTS shall make it mandatory for transit drivers to properly clean the vehicle seats regularly.
- Cleanliness – All vehicles must be cleaned daily
- Damage – Damage must be reported immediately on proper format
- Graffiti – All graffiti must be removed within 24 hours

2. Equipment:

Visual and operational inspections shall be performed on Mobile Data Communicator, Digital Video Recorder (DVR) & Camera's, Networking Routers and Radio Communication Equipment. All equipment failures shall be reported timely so as to ensure proper maintenance.

3. Facilities:

Facilities must be inspected semi-annually to ensure proper preventive maintenance; which will in turn extend the useful life of the facilities.

Inventory

Asset inventory shall be required under this plan. PTS shall maintain a database of the transit fleet, equipment and facilities. The following will enable PTS to fulfil its obligations under this plan:

1. Maintain documentation of vehicle information and inventory
2. Maintain a record of capital replacement needs
3. Maintain current record of vehicle mileage and condition
4. Maintain a current record of transit equipment (>\$5,000)
5. Maintain current record of facility condition
6. Maintain physical inventory list
7. Update records annually, at a minimum
8. Equipment purchased with grant funds with a unit cost of \$5,000 or more shall be listed on the inventory records

Unplanned Events

PTS shall promptly report unplanned events that negatively impact the agency. This includes but is not limited to natural disasters or emergency situations. In the event of an unplanned event, the agency shall promptly notify the funding source and thereafter submit a request for replacement.

Asset Disposal

If a vehicle is no longer used for public transportation, the vehicle shall be disposed of in a timely manner. Vehicles shall not be retained by PTS for spare parts. PTS shall follow its Disposition Policy.

Titles are held by the funding source until useful life is met or the estimated value is less than \$5,000. Proceeds of the sale of a vehicle and/or insurance proceeds shall be retained by PTS and reinvested back into the transit program.

In the event of a problem or unique situation, permission may be granted for disposition prior to the end of the useful life. In this situation, proper documentation is required. PTS shall make a request for vehicle replacement to ensure service remains equivalent to that which was provided prior to the problem or unique situation.

TAM Amendments & Updates

The TAM plan shall be evaluated annually with an update every four years and prior to **October 2022**. Updates could involve general planning, significant unexpected changes in funding, asset conditions or policies that change or restructure investment prioritization.

**Transit Asset Management Plan
Executive Order**

Accountable Executive: Reta J. Brooks, Executive Director

Title: Transit Asset Management

Approval Date: October 9, 2018

The Transit Asset Management Plan was reviewed; and found to be in compliance with Federal and State requirements. The Transit Asset Management Plan is within the Executive Director's authority to approve:

<u>Reta J. Brooks</u>	<u>Executive Director</u>
Name (print)	Title

<u><i>Reta J. Brooks</i></u>	<u>October 9, 2018</u>
Executive Director Signature	Date