

CamTran

2022



TRANSIT PLAN

ASSET MANAGEMENT

Signature Page

Release Date:	September 23, 2022
Filename:	CamTran Transit Asset Management Plan
Reviewed/Approved:	CamTran Board of Directors
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Executive Summary

Cambria County Transportation Authority (CamTran) is implementing a Transit Asset Management Plan (TAM Plan) that will aid in the management and optimization of the performance of its assets to support public transit in Cambria County. This plan will provide CamTran with the direction needed to meet system performance goals in alignment with CamTran's agencywide needs, goals and objectives, while also meeting the federal requirement to update the TAM Plan once every four years.

CamTran and the Pennsylvania Department of Transportation's Bureau of Public Transit (PennDOT BPT) began the Transit Asset Management (TAM) process in 2018 with the development of its first TAM Plan. The five-step planning process entailed inventorying assets; defining measures, targets, and policies; analyzing assets; determining priorities, defining roles; and developing the TAM Plan. This process is reviewed annually and is repeated with every four-year federal update to the TAM Plan to ensure an ever evolving and maturing TAM program.



Cambria County Asset Overview



REVENUE VEHICLES



NON-REVENUE VEHICLES







FACILITIES



FEET OF TRACK

Inventory & Condition Assessment

An inventory of all vehicles, equipment, and facilities has been completed to ensure that the Capital Planning Tool (CPT) is up to date and contains all the information necessary for reporting Federal Transit Administration (FTA) requirements to the National Transit Database (NTD). Each asset is given a condition rating to determine if the asset is in a State of Good Repair (SOGR). Assets not in a SOGR require replacement prioritization to ensure that CamTran provides safe, clean, and reliable transportation. The condition ratings are used to further develop performance measures and targets for each asset.

Asset	Condition Rating	Performance Measure
 Rolling Stock	Estimated service life (ESL)	% that have met or exceeded ESL
 Non-Revenue Service Vehicles	Estimated service life (ESL)	% that have met or exceeded ESL
 Facilities	TERM scale	% with rating below 3.0 on TERM scale
 Infrastructure	Performance restriction	% of track with performance restriction

State of Good Repair

An asset is in a state of good repair (SOGR) if the asset is safe, sufficient to operate at a full performance level, and meets its manufactured design function.

The SOGR will be achieved and maintained by:

- ✓ Developing and maintaining a comprehensive list of capital assets and rolling stock
- ✓ Developing and maintaining an asset management plan integrated into CamTran's management processes and practices
- ✓ Developing and maintaining performance measures to ensure capital assets are functioning at an acceptable capacity and assets are rehabilitated, upgraded, and replaced consistent with life expectancy

Decision Support Tools & Investment Prioritization

A variety of decision support tools are used by CamTran to achieve and maintain a SOGR for all assets. Several of these tools are used by CamTran as part of its day-to-day operations and assist in achieving the TAM objectives. CamTran primarily uses asset condition, mileage, or age to determine capital investments and replacement prioritization; and has developed additional categories to determine prioritization of projects. These tools and prioritization categories are used to determine how funds are allocated based on the asset inventory assessment to achieve and maintain a SOGR.

Implementation Strategies

Implementation strategies and activities tie into CamTran's current framework of procedures. These strategies and activities ensure compliance with TAM requirements, maintain a SOGR, and enhance CamTran's operations by providing affordable, clean, safe, reliable, and convenient mobility services. These strategies and activities focus on the management of an asset's lifecycle including acquisition, monitoring and maintenance, rehabilitation, and replacement.

Four Year-Horizon

CamTran established a broader, long-term cycle that covers the four-year horizon period of the TAM Plan. These activities include components of the annual planning process in consideration with other requirements of the TAM Plan, such as the data and narrative reporting and performance measure targets. These yearly actions identified in the plan will ensure compliance with FTA's regulations.

1. Introduction & Background

Transit Asset Management (TAM) is a strategic approach to managing assets to optimize their performance, useful life, and minimize their lifecycle cost. CamTran is committed to developing a TAM Plan that will help meet federal requirements established under MAP-21 (49 U.S. Code § 5326) and the subsequent Federal Transit Administration (FTA) TAM Final Rule (49 CFR 625 and 630), and ensure the ability to meet system performance goals, aligned with CamTran's needs, goals, and objectives. This update addresses the federal requirement to update the TAM Plan every four years. Per FTA, the TAM plan cycle should align as much as possible with the State and metropolitan planning cycle for the development of the State Transportation Improvement Program (STIP) and Transportation Improvement Program (TIP). The FTA, annually, requires that all transit agencies report current condition of assets, SOGR targets for the upcoming year, and a narrative report describing changes in condition and progress made on meeting the previous year's targets to the National Transit Database.

As of 2022, Cambria County Transit Authority (CamTran) operates and maintains its assets to provide transportation services to 715,000 riders within its defined service area. CamTran maintains multiple modes that include Bus, The Johnstown Inclined Plane, and Shared Ride/Reserve-A-Ride service. CamTran operates across 19 bus routes within its urban division and extends its service to the rural parts of Cambria County through CamTran+, operating two bus lines, and serves the disabled and aging populations through a subsidized door-to-door service, Shared Ride/Reserve-A-Ride.



1.1 TAM Process

Cambria County Transportation Authority (CamTran) is a multi-modal transit agency operating fixed-route and Shared Ride/Reserve-A-Ride bus service, as well as The Inclined Plane in Cambria County.

CamTran makes updates to its inventory and condition assessment of assets using the PennDOT BPT Capital Planning Tool (CPT) as a baseline. For assets requiring a condition assessment, all condition scores were assessed using the Transit Economic Requirements Model (TERM) 1-5 condition scale. Additionally, meetings with asset owners to review maintenance records and the condition assessment for each asset is found in the CPT.

As part of CamTran's TAM process, CamTran and BPT officials review the initial asset inventory and condition assessment report. This data further leads to the development of updated performance measures and targets as well as capital asset inventory project prioritization.

CamTran uses a decision-making tool to assist in capital asset investment prioritization and estimation of capital needs. This results in the prioritization of projects to improve SOGR for capital assets and to communicate CamTran's updated TAM performance measures and targets to the Johnstown Metropolitan Planning Organization (MPO).

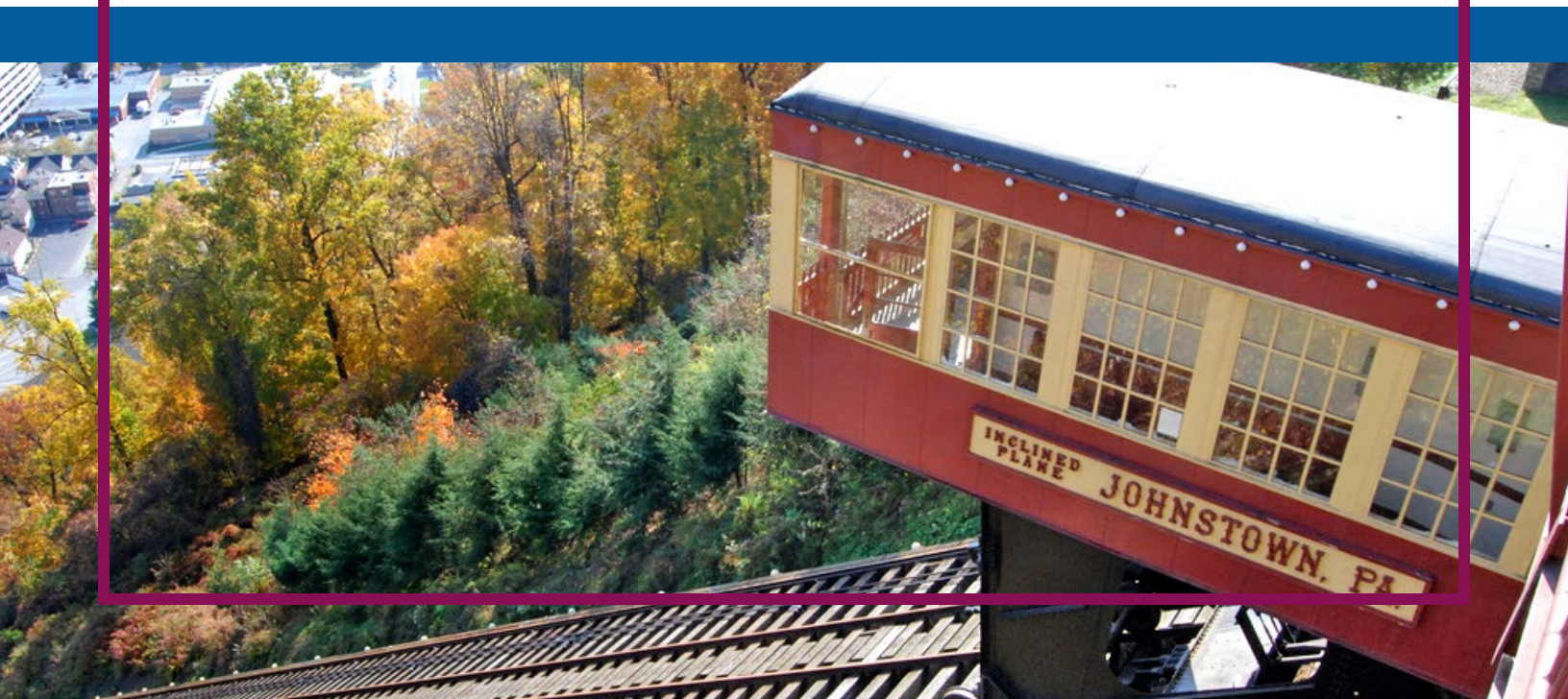
CamTran's Implementation Strategy is developed to execute the TAM Plan, outlining the annual activities required to maintain a SOGR, along with the resources required for each activity. Aligning with CamTran's annual operations schedule, an evaluation plan is utilized to monitor progress and achievement, and regularly update policies.

The final TAM Plan is developed and reviewed by PennDOT BPT and CamTran officials every four-years, per FTA requirement. The TAM Plan update is then submitted to the CamTran Board for final approval.



2. Asset Inventory & Condition Assessment

CamTran uses PennDOT's CPT and Fleet-Net to maintain the inventory of assets. The CPT holds data attributes for every asset type including age, condition, year purchased, etc. while maintaining a complete history of the asset as it ages. PennDOT requires all public transportation agencies to annually maintain and update the information in the CPT. Fleet-Net is the primary tool used by CamTran to maintain and track their assets. Fleet-Net provides CamTran with day-to-day work activity, including mileage, oil change, maintenance, and replacement schedules. Fleet-Net allows CamTran to know which vehicles are costing the most in maintenance and allows for CamTran to update the CPT to reflect current Fleet-Net records.



2.1 Rolling Stock (Revenue Vehicles)

Rolling Stock are the revenue vehicles owned and/or operated by CamTran to provide public transportation. CamTran's rolling stock consists of 73 vehicles. CamTran operates 35-foot and 30-foot Gillig Low Floors and Hybrid Low Floors, Gillig Standards, CMC and cutaways, Ford hi-top vans, and inclined plane railcars. Of these vehicles, all 73 are owned by CamTran.

In general, condition ratings for rolling stock are expressed in terms of the percentage of vehicles that have met or exceeded its Useful Life Benchmark (ULB) as determined by the FTA. However, CamTran will express the condition rating for their rolling stock as the percentage of vehicles that have met or exceeded its Estimated Useful Life Benchmark (ESL) as determined by PennDOT standards. The ESL recognizes and considers the local operating environment of assets within the service areas, historical maintenance records, manufacturers guidelines, and the default asset ULB derived from the FTA. Assets that have met or exceeded their ESL indicate that these assets are not in SOGR and may require prioritization by CamTran in order to provide clean, safe, and reliable transportation.

Asset Description	Total Number	Average Age	ESL	% MET ESL	Average Condition
Bus	47	7.7	12	29.79%	3.62
Cutaway	38	3.71	5	21.05%	4.05
Railcar	2	7	25	0%	2

A detailed assessment of CamTran's rolling stock can be found in Appendix A.

2.2 Facilities

CamTran owns two combined administrative and maintenance facilities. In addition, CamTran owns and operates three passenger facilities. These include the Johnstown Transit Center, The Inclined Plane Upper Station and Visitor Center, and The Inclined Plane Lower Station.

CamTran uses the FTA TERM Scale to express a facility's condition rating. The condition ratings range from a 5.0 meaning the facility or facility components are in excellent condition to a 1.0 meaning that the facility or its components are in poor condition. Assets with a condition rating of 3.0 or greater would be considered in a SOGR. Those with a rating below 3.0 would not be considered in a SOGR and may require prioritization by CamTran.

State	TERM Rating	Definition
Excellent	5.0	Brand new asset; no visible defects
Good	4.0	Asset showing minimal signs of wear; some (slightly) defective or deteriorated component(s)
Adequate	3.0	Asset has reached its mid-life; some moderately defective or deteriorated component(s)
Marginal	2.0	Asset reaching or just past the end of its useful life; increasing number of defective or deteriorated component(s) and increasing maintenance needs
Poor	1.0	Asset is past its useful life and needs immediate repair or replacement; may have critically damaged component(s)

Each facility component and subcomponent were given a condition rating based on the above definitions. The overall facility condition was calculated using the Median Value Method.

The Ebensburg Facility contains multiple buildings. For this plan, each building was considered a separate facility and given its own TERM rating.

The Johnstown Transit Center is part of the Main Street Garage, which is owned by the City of Johnstown. However, CamTran owns its portion of the Transit Center and does not lease it from Johnstown. For this TAM Plan, an assessment was completed for the Main Street Garage parking structure but was not included in CamTran’s performance measures or targets since it is not owned or operated by CamTran.

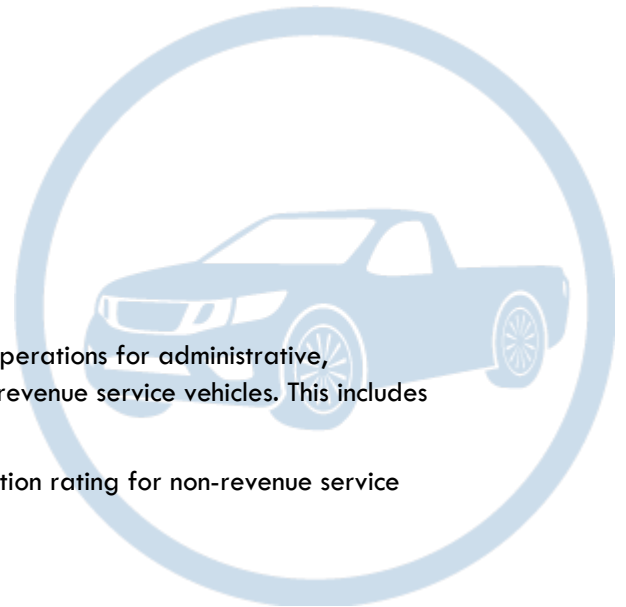
Asset Description	TERM Rating	Current %	Target %	Performance Measure
Administration & Maintenance	3	0%	40%	Percentage of assets with conditions rating 3.0 on FTA TERM Scale
Passenger & Parking	3	0%	33%	

2.3 Equipment

2.3.1 Non-Revenue Service Vehicles

Non-revenue service vehicles are vehicles that are used in daily operations for administrative, maintenance, or operations purposes. CamTran operates 13 non-revenue service vehicles. This includes pickup trucks, SUVs, vans, and sedans/station wagons.

Similar to rolling stock, CamTran uses the ESL to express the condition rating for non-revenue service vehicles.

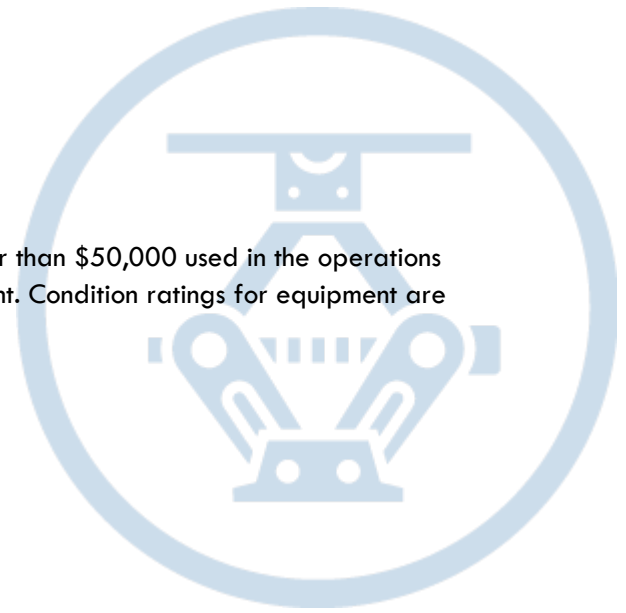


Asset Description	Total Number	Average Age	ESL	% MET ESL	Average TERM Rating
Automobiles	10	10.9	10	70%	2.7
Trucks and other Rubber Tire Vehicles	3	6.3	4	66.67%	3.67

A detailed assessment of CamTran's non-revenue service vehicles can be found in Appendix B.

2.3.2 Equipment Greater Than \$50,000

Per FTA requirements, equipment with an acquisition value greater than \$50,000 used in the operations for providing transportation must have its own condition assessment. Condition ratings for equipment are expressed in the TERM scale condition rating.



Asset Description	ESL	TERM Condition	ESL Met	Performance Measure
IP HVAC Units - Johnstown	7	5	No	Percentage of vehicles that have met or exceeded ESL
Cable Replacement - Urban	10	3	No	
Red & White 4 Steril Koni Mobile Lifts - Urban	12	5	No	
Steril Koni Ski Lift (Includes Lift Concrete Pad & Wiring)-Rural	10	4	No	
The Inclined Plane Transformer Upgrades - Urban	15	5	No	
Odyssey Fare Boxes - Urban	12	3	Yes	
Solar Panels (Apps 1-9) - Urban	30	5	No	

2.4 Infrastructure

The FTA TAM rule's infrastructure performance measure requirement for fixed guideway is expressed as the percentage of track segments that have a performance restriction preventing operation at full-service speed. Track segments that have performance restrictions indicate that these segments are not in a SOGR and would require prioritization.

CamTran's inclined plane operates from April to December. During the winter months, The Inclined Plane is closed due to potential hazards from snow and ice. It is during this time that all major maintenance and repairs are performed. When in operation, The Inclined Plane does not have any performance restrictions.

Segment ID	Description	From	To	Track Miles (feet)	Full Service Speed (FPM)	Speed Restriction (FPM)	Performance Restrictions
A	Track 1	0.00	896.5	896.5	384	n/a	n
B	Track 2	0.00	896.5	896.5	384	n/a	n

While The Inclined Plane does not have any performance restrictions, a study completed in December 2017 assessed the condition of the several inclined plane components including the drive equipment, the rope, reeving layout, and the cars. Based on the findings, the study recommended both short-term and long-term repairs to improve the safety and performance of The Inclined Plane. A copy of this report can be found in Appendix C.

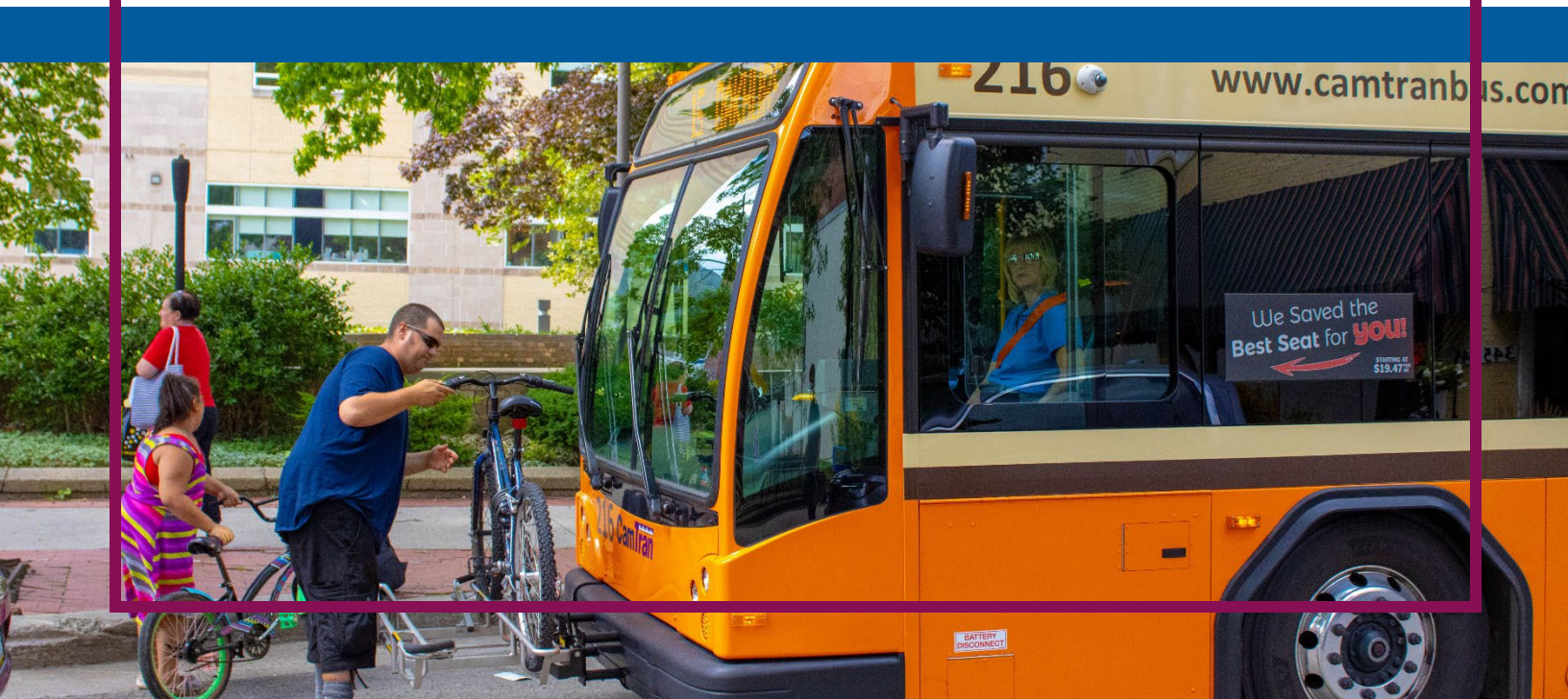
3. Policy

Federal Transit Administration TAM Plan Policy

Every agency must develop a transit asset management (TAM) plan if it owns, operates, or manages capital assets used to provide public transportation and receives federal financial assistance under 49 U.S.C. Chapter 53 as a recipient or subrecipient. Each transit provider must designate an Accountable Executive (49 CFR 625.5) to ensure appropriate resources for implementing the agency's TAM plan and the Transit Agency Safety Plan.

Each TAM plan should:

- ✓ Outline how people, processes, and tools come together to address asset management policy and goals
- ✓ Provide accountability and visibility for furthering understanding of leveraging asset management practices
- ✓ Support planning, budgeting, and communications to internal and external stakeholders



3.1 Transit Asset Management Policy

CamTran shall implement this transit asset management plan to maintain the agency's core values with the regulatory requirements of MAP-21.

Safety, reliability, affordability, convenience, and cleanliness will be enhanced through the analysis of:

- Lifecycle factors to determine capital prioritization
- Promotion of a management culture that prioritizes effective management business practices and tools
- Standardization of practices that improve expertise across the agency through collaboration and coordination
- Employment of quality assurance to ensure assets are maintained, operated and utilized consistent with applicable performance standards

The transit asset management plan will support the agencies mission of providing affordable, clean, safe, reliable, and convenient mobility services to the public by insuring CamTran capital assets function at the proper performance level and the lifecycle investment needs of the asset have been met or recovered through proper, adequate and timely maintenance, rehabilitation, and replacement.

3.2 Definition of State of Good Repair

CamTran's Executive Director, in the role of the Accountable Executive, is responsible for coordination with CamTran departments to ensure that CamTran's assets are functioning at a level of a state of good repair (SOGR). An asset is in a SOGR if the asset is safe, sufficient to operate at a full performance level, and meets its manufactured design function.

The SOGR will be achieved and maintained by:

- ✓ Developing and maintaining a comprehensive list of capital assets and rolling stock
- ✓ Developing and maintaining an asset management plan integrated into CamTran's management processes and practices
- ✓ Developing and maintaining performance measures to ensure capital assets are functioning at an acceptable capacity and assets are rehabilitated, upgraded, and replaced consistent with life expectancy

3.3 Performance Measures and Targets

To comply with FTA regulations, performance measures and targets are established for each of the assets. Performance measures for facilities and infrastructure are based on current FTA standards and guidelines while the performance measures for rolling stock and equipment are determined by the PennDOT ESL, which recognizes and considers the local operating environment of assets within the service areas, historical maintenance records, manufacturers guidelines, and the default asset ULB derived from the FTA.

Targets are based on the current number of assets and equipment not in a SOGR and CamTran's desired priority for replacing assets in the upcoming fiscal year. Targets will be reviewed and updated annually.

Transit Asset Management Performance Measure Targets (A-90)

1) Rolling Stock – Percent of revenue vehicles that have met or exceeded their ESL										
	2018		2019		2020		2021		2022	
	Actual (%)	Target (%)	Actual (%)	Target (%)	Actual (%)	Target (%)	Actual (%)	Target (%)	Actual (%)	Target (%)
Bus	22.22	39.50	21.62	39.50	16.22	21.62	32.50	16.22	29.79	32.50
Cutaway	6.45	67.50	6.67	67.50	4.44	6.67	1.89	9.09	21.05	1.89
Railcar	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00
Van	100.00	100.00	100.00	100.00	0.00	100.00	0.00	100.00	0.00	33.33
2) Equipment – Percent of service vehicles that have met or exceeded their ESL										
Automobiles	62.50	100.00	33.33	100.00	50.00	33.33	50.00	50.00	70.00	50.00
Trucks and other rubber tire vehicles	28.57	84.60	28.57	84.60	42.86	28.57	42.86	42.86	66.67	42.86
3) Facility – Percent of facilities rated below 3 on the TERM condition scale										
Passenger/ Parking Facilities	0.00	0.00	0.00	0.00	0.00	0.00	33.33	0.00	0.00	33.00
Administrative/ Maintenance Facilities	40.00	40.00	40.00	40.00	0.00	40.00	0.00	0.00	0.00	0.00
4) Infrastructure – Percent of track segments with performance restrictions										
The Inclined Plane Track	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

FY Current Fiscal Year Transit Asset Management Performance Measure Targets (A-90)

Rolling Stock – Revenue vehicles by mode				
Asset	ESL	Current %	Target %	Performance Measure
Bus	12	29.79%	32%	Percentage of vehicles that have met or exceeded ESL
Cutaway	5	21.05%	2%	
Railcar	25	0%	0%	

Equipment – Non-Revenue Service Vehicles				
Asset	ESL	Current %	Target %	Performance Measure
Automobiles	10	70%	50%	Percentage of vehicles that have met or exceeded ESL
Trucks and other Rubber Tire Vehicles	4	66.67%	43%	

Equipment – Greater than \$50,000

Asset	ESL	TERM Condition	ESL Met	Performance Measure
IP HVAC Units – Johnstown	7	5	No	Percentage of vehicles that have met or exceeded ESL
Cable Replacement – Urban	10	3	No	
Red & White 4 Steril Koni Mobile Lifts – Urban	12	5	No	
Steril Koni Ski Lift (Includes Lift Concrete Pad & Wiring)-Rural	10	4	No	
The Inclined Plane Transformer Upgrades - Urban	15	5	No	
Odyssey Fare Boxes - Urban	12	3	Yes	
Solar Panels (Apps 1-9) - Urban	30	5	No	

Facilities – Maintenance & administration facilities, passenger stations (buildings), & parking facilities

Asset	TERM Rating	Current %	Target %	Performance Measure
Administration & Maintenance	3	0%	0.00	Percentage of assets with conditions rating below 3.0 on FTA TERM scale
Passenger & Parking	3	0%	33%	

Infrastructure – Only rail fixed-guideway, track, signals, and systems

Asset	Performance Restrictions	Current %	Target %	Performance Measure
Track 1	0	0%	0%	Percentage of track segments with performance restrictions by class
Track 2	0	0%	0%	

Assets that have met or exceeded their ESL or have a TERM condition rating lower than 3.0 indicate that these assets may not be in a SOGR. These assets would require replacement prioritization to ensure that CamTran provides safe, clean, and reliable transportation.

3.4 Decision Support Tools

CamTran uses a variety of decision support tools to achieve and maintain a SOGR for all assets. Several of these tools are used by CamTran as part of its day-to-day operations and will assist with achievement of the TAM objectives.

Tool	Description
TAM Plan	Establishes the SOGR objectives and planning which assists in the strategic planning of funding and future development
CamTran Maintenance Plan	Details all policies and procedures related to CamTran-owned vehicles
Capital Planning Tool	Database of all capital assets required by PennDOT that allows for long-term capital planning
Transportation Improvement Program (TIP)	A list of upcoming transportation projects for the next four-years that includes capital and non-capital surface transportation projects, bicycle and pedestrian facilities and other transportation enhancements, Federal Lands Highway projects, and safety projects included in the State’s Strategic Highway Safety Plan
Fleet-Net	Software that tracks, schedules, and records the day-to-day vehicle maintenance activities and costs

CamTran currently adopts yearly operating and capital budgets. As part of the budget development, CamTran senior management, and the directors and managers of primary agency functions discuss capital objectives and needs to determine priorities. This process includes updating and analyzing the asset inventory and conditions assessment and analyzing the TIP and other state and federal funding opportunities. This analysis results in long-term plans containing projects.

Once a draft of potential projects is developed, CamTran officials use Fleet-Net and the CPT to evaluate priorities and specifications to be used in the procurement process. Based on this information, CamTran then finalizes and updates projects in the annual capital plan. CamTran will procure assets based on defined timelines and funding availability. Once procured, assets will be continually monitored through the CPT and Fleet-Net. This ensures that the information is accurate and up to date, which will aid in future decision making.

3.5 Project-Based Prioritization

CamTran primarily uses asset condition, mileage, or age to determine capital investments and replacement prioritization. In addition to the asset's age and condition, CamTran uses additional categories to determine prioritization of projects. These categories are further broken down into a high, medium, or low priority. Below are the top ten projects for the next four years separated by fiscal year. For the complete list of projects, please reference Appendix G.

FY 23-24 Project-based Prioritization Capital Investments based on SOGR

FY	Project Name	Title	SOGR	Asset Count	Project Type	Cost	Scenario	Scenario Status	Create Date	Last Modified
23-24	6013	Bus: Revenue Rolling Stock: Purchase - Replacement project	Yes	7	Replacement	\$2,194,031	CCTA SOGR 22-23 to 33-34	Closed	07/25/2022	07/25/2022
23-24	6015	Bus: Revenue Rolling Stock: Purchase - Replacement project	Yes	1	Replacement	\$552,445	CCTA SOGR 22-23 to 33-34	Closed	07/25/2022	07/25/2022
23-24	6018	Rail: Revenue Rolling Stock: Purchase - Replacement project	Yes	2	Replacement	\$0	CCTA SOGR 22-23 to 33-34	Closed	07/25/2022	07/25/2022
23-24	6027	Bus: Support Facilities and Equipment: Acquisition project	Yes	7	Replacement	\$236,002	CCTA SOGR 22-23 to 33-34	Closed	07/25/2022	07/25/2022
23-24	6028	Bus: Support Facilities and Equipment: Acquisition project	Yes	2	Replacement	\$128,128	CCTA SOGR 22-23 to 33-34	Closed	07/25/2022	07/25/2022
23-24	6032	Bus: Support Facilities and Equipment: Acquisition project	Yes	14	Replacement	\$91,426	CCTA SOGR 22-23 to 33-34	Closed	07/25/2022	07/25/2022
23-24	6037	Bus: Support Facilities and Equipment: Acquisition project	Yes	9	Replacement	\$31,034	CCTA SOGR 22-23 to 33-34	Closed	07/25/2022	07/25/2022
23-24	6040	Bus: Support Facilities and Equipment: Acquisition project	Yes	9	Replacement	\$24,831	CCTA SOGR 22-23 to 33-34	Closed	07/25/2022	07/25/2022
23-24	6041	Bus: Support Facilities and Equipment: Acquisition project	Yes	4	Replacement	\$267,840	CCTA SOGR 22-23 to 33-34	Closed	07/25/2022	07/25/2022
23-24	6043	Bus: Station Stops/Terminals: Acquisition project	Yes	72	Replacement	\$654,651	CCTA SOGR 22-23 to 33-34	Closed	07/25/2022	07/25/2022

FY 24-25 Project-based Prioritization Capital Investments based on SOGR

FY	Project Name	Title	SOGR	Asset Count	Project Type	Cost	Scenario	Scenario Status	Create Date	Last Modified
24-25	258	Bus: Support Facilities and Equipment: Acquisition project	Yes	17		\$27,315	CCTA SOGR	Unconstrained Plan	11/19/2021	11/19/2021
24-25	269	Bus: Station Stops/Terminals: Acquisition project	Yes	3		\$6,477	CCTA SOGR	Unconstrained Plan	11/19/2021	11/19/2021
24-25	271	Bus: Support Facilities and Equipment: Acquisition project	Yes	2		\$20,354	CCTA SOGR	Unconstrained Plan	11/19/2021	11/19/2021
24-25	342	Bus: Revenue Rolling Stock: Purchase - Replacement project	Yes	9		\$737,991	CCTA SOGR	Unconstrained Plan	02/09/2022	02/09/2022
24-25	343	Bus: Revenue Rolling Stock: Purchase - Replacement project	Yes	2		\$1,262,666	CCTA SOGR	Unconstrained Plan	02/09/2022	02/09/2022
24-25	354	Bus: Support Facilities and Equipment: Acquisition project	Yes	17		\$27,315	CCTA SOGR	Unconstrained Plan	02/09/2022	02/09/2022
24-25	373	Bus: Station Stops/Terminals: Acquisition project	Yes	3		\$6,477	CCTA SOGR	Unconstrained Plan	02/09/2022	02/09/2022
24-25	394	Bus: Support Facilities and Equipment: Acquisition project	Yes	2		\$20,354	CCTA SOGR	Unconstrained Plan	02/09/2022	02/09/2022
24-25	6012	Bus: Revenue Rolling Stock: Purchase - Replacement project	Yes	7	Replacement	\$2,980,729	CCTA SOGR 22-23 to 33-34	Closed	07/25/2022	07/25/2022
24-25	6014	Bus: Revenue Rolling Stock: Purchase - Replacement project	Yes	1	Replacement	\$684,753	CCTA SOGR 22-23 to 33-34	Closed	07/25/2022	07/25/2022

FY 25-26 Project-based Prioritization Capital Investments based on SOGR

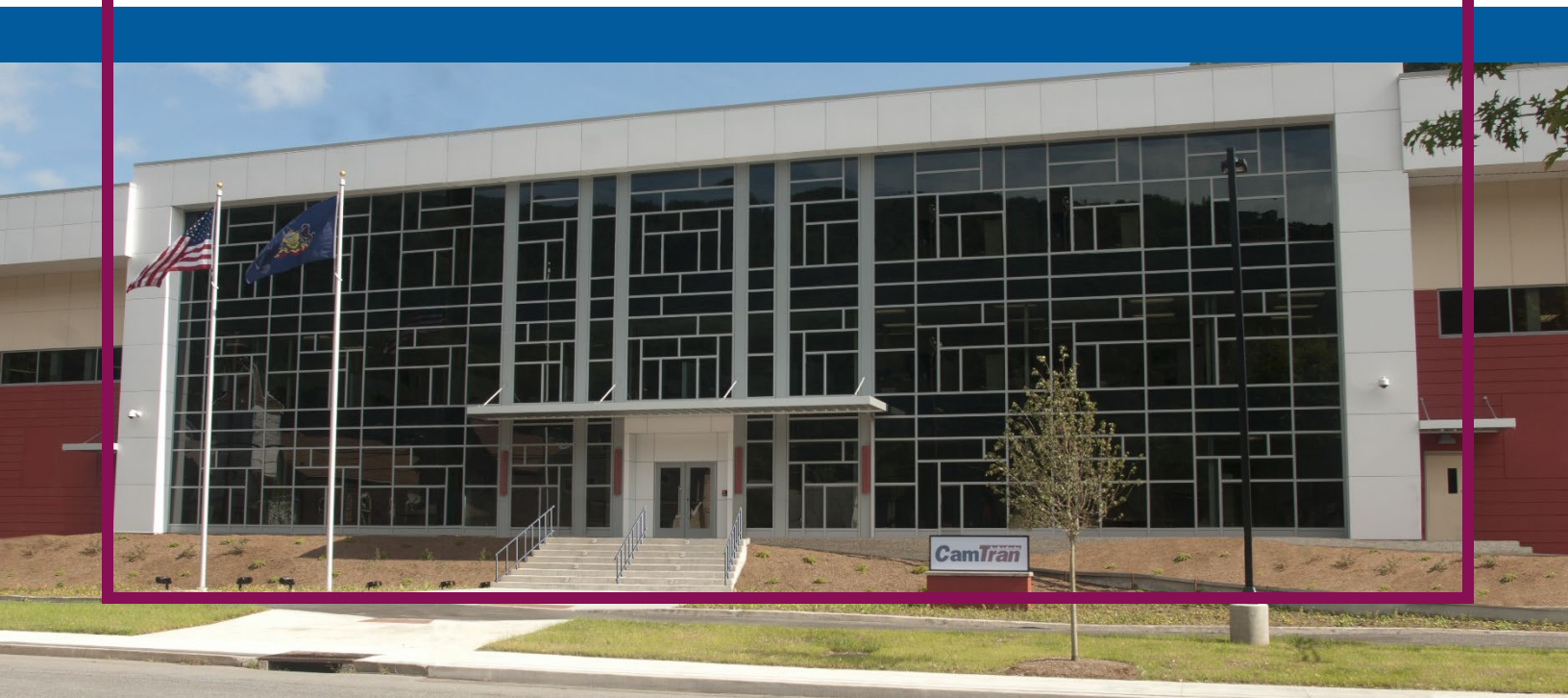
FY	Project Name	Title	SOGR	Asset Count	Project Type	Cost	Scenario	Scenario Status	Create Date	Last Modified
25-26	259	Bus: Support Facilities and Equipment: Acquisition project	Yes	1		\$144	CCTA SOGR	Unconstrained Plan	11/19/2021	11/19/2021
25-26	266	Bus: Station Stops/Terminals: Acquisition project	Yes	2		\$16,954	CCTA SOGR	Unconstrained Plan	11/19/2021	11/19/2021
25-26	270	Bus: Station Stops/Terminals: Acquisition project	Yes	8		\$42,084	CCTA SOGR	Unconstrained Plan	11/19/2021	11/19/2021
25-26	344	Bus: Revenue Rolling Stock: Purchase - Replacement project	Yes	3		\$,2004,766	CCTA SOGR	Unconstrained Plan	02/09/2022	02/09/2022
25-26	355	Bus: Support Facilities and Equipment: Acquisition project	Yes	1		\$144	CCTA SOGR	Unconstrained Plan	02/09/2022	02/09/2022
25-26	367	Bus: Station Stops/Terminals: Acquisition project	Yes	2		\$16,954	CCTA SOGR	Unconstrained Plan	02/09/2022	02/09/2022
25-26	378	Bus: Station Stops/Terminals: Acquisition project	Yes	8		\$42,084	CCTA SOGR	Unconstrained Plan	02/09/2022	02/09/2022
25-26	6023	Bus: Revenue Rolling Stock: Purchase - Replacement project	Yes	3	Replacement	\$2,004,766	CCTA SOGR 22-23 to 33-34	Closed	07/25/2022	07/25/2022
25-26	6034	Bus: Support Facilities and Equipment: Acquisition project	Yes	1	Replacement	\$144	CCTA SOGR 22-23 to 33-34	Closed	07/25/2022	07/25/2022
25-26	6046	Bus: Station Stops/Terminals: Acquisition project	Yes	2	Replacement	\$16,954	CCTA SOGR 22-23 to 33-34	Closed	07/25/2022	07/25/2022

FY 26-27 Project-based Prioritization Capital Investments based on SOGR

FY	Project Name	Title	SOGR	Asset Count	Project Type	Cost	Scenario	Scenario Status	Create Date	Last Modified
26-27	350	Bus: Support Facilities and Equipment: Acquisition project	Yes	1		\$24,417	CCTA SOGR	Unconstrained Plan	02/09/2022	02/09/2022
26-27	359	Bus: Support Facilities and Equipment: Acquisition project	Yes	2		\$0	CCTA SOGR	Unconstrained Plan	02/09/2022	02/09/2022
26-27	363	Bus: Support Facilities and Equipment: Acquisition project	Yes	2		\$8,771	CCTA SOGR	Unconstrained Plan	02/09/2022	02/09/2022
26-27	388	Bus: Station Stops/Terminals: Acquisition project	Yes	7		\$32,827	CCTA SOGR	Unconstrained Plan	02/09/2022	02/09/2022
26-27	6029	Bus: Support Facilities and Equipment: Acquisition project	Yes	1	Replacement	\$24,417	CCTA SOGR 22-23 to 33-34	Closed	07/25/2022	07/25/2022
26-27	6038	Bus: Support Facilities and Equipment: Acquisition project	Yes	2	Replacement	\$0	CCTA SOGR 22-23 to 33-34	Closed	07/25/2022	07/25/2022
26-27	6042	Bus: Support Facilities and Equipment: Acquisition project	Yes	30	Replacement	\$25,524	CCTA SOGR 22-23 to 33-34	Closed	07/25/2022	07/25/2022
26-27	6067	Bus: Station Stops/Terminals: Acquisition project	Yes	7	Replacement	\$32,827	CCTA SOGR 22-23 to 33-34	Closed	07/25/2022	07/25/2022

4. Implementation

CamTran developed implementation strategies and activities that tie into their current framework of procedures. The goal of these strategies and activities is to ensure compliance with TAM requirements, as well as maintain a SOGR and enhance CamTran's operations by providing affordable, clean, safe, reliable, and convenient mobility services. These strategies and activities focus on the management of an asset's lifecycle including acquisition, monitoring and maintenance, rehabilitation, and replacement.



Strategy	Activities	Time
Acquisition		
Procure new assets based on a defined criteria and process	Adopt operating and capital budgets	Yearly
	Discuss capital objectives and needs to determine priorities	Yearly
	Update asset inventory in CPT	Quarterly
	Draft list of potential projects based on inventory, condition assessment, and funding available through TIP, federal, and other state opportunities	Yearly
	Evaluate priorities utilizing Fleet-Net, CPT, and CamTran's established prioritization process	Yearly
	Finalize and update projects in the annual capital plan	Yearly
	Begin procuring assets based on defined timelines & funding availability	Yearly
Monitoring and Maintenance		
Procure new assets based on a defined criteria and process	Utilize Fleet-Net to maintain, schedule, and track day-to-day vehicle activity and maintenance	Daily
	Follow regular and preventative maintenance standards outlined in CamTran's Maintenance Plan and Procedures (see Appendix E)	As needed, per guidelines
Rehabilitation		
Maintain an adequate condition of the assets	Repair damaged or non-functional assets and components	As needed
	Seek additional funding from state or federal sources, especially if the asset is not eligible for replacement according to FTA or PennDOT guidelines	As needed
Replacement/Disposal		
Replace and dispose of assets that are no longer in a SOGR	Determine if the ESL has been met based on Replacement Schedule (See Appendix F)	Yearly
	Seek approval from PennDOT for early disposal for when an asset is considered a total loss by the insurance company	As needed

4.1 Four-Year Horizon

TAM guidelines require that CamTran establish a broader, long-term cycle that covers the four-year horizon period of the TAM Plan. These activities include components of the annual planning process in consideration with other requirements of the TAM Plan, such as the data and narrative reporting and performance measure targets.

Activities	Year	Deadline
<ul style="list-style-type: none"> • Asset service, condition, and mileage annual update for CPT • Determine capital needs • Review and evaluation by Executive Director and Controller • Finalize unconstrained plan and requests input into CPT • Board approvals of annual management work plan 	1	January – May 2023
<ul style="list-style-type: none"> • Complete and submit Report FY23 Asset Modules on NTD • Complete and submit TAM Narrative Report and Data Report (FY23) • Review, revise, and submit Transit Asset Management Performance Measure Targets (FY24) 	1	October 2023
<ul style="list-style-type: none"> • Asset service, condition, and mileage annual update for CPT • Determine capital needs • Review and evaluation by Executive Director and Controller • Finalize unconstrained plan and requests input into CPT • Board approvals of annual management work plan 	2	January – May 2024
<ul style="list-style-type: none"> • Complete and submit Report FY24 Asset Modules on NTD • Complete and submit TAM Narrative Report and Data Report (FY24) • Review, revise, and submit Transit Asset Management Performance Measure Targets (FY25) 	2	October 2024
<ul style="list-style-type: none"> • Asset service, condition, and mileage annual update for CPT • Determine capital needs • Review and evaluation by Executive Director and Controller • Finalize unconstrained plan and requests input into CPT • Board approvals of annual management work plan 	3	January – May 2025
<ul style="list-style-type: none"> • Complete and submit Report FY25 Asset Modules on NTD • Complete and submit TAM Narrative Report and Data Report (FY25) • Review, revise, and submit Transit Asset Management Performance Measure Targets (FY26) 	3	October 2025
<ul style="list-style-type: none"> • Asset service, condition, and mileage annual update for CPT • Determine capital needs • Review and evaluation by Executive Director and Controller • Finalize unconstrained plan and requests input into CPT • Board approvals of annual management work plan 	4	January – May 2026
<ul style="list-style-type: none"> • Review, and revise Transit Asset Management Plan • Complete and submit Report FY26 Asset Modules on NTD • Complete and submit TAM Narrative Report and Data Report (FY26) • Review, revise, and submit Transit Asset Management Performance Measure Targets (FY27) 	4	October 2026

4.2 Identification of Resources

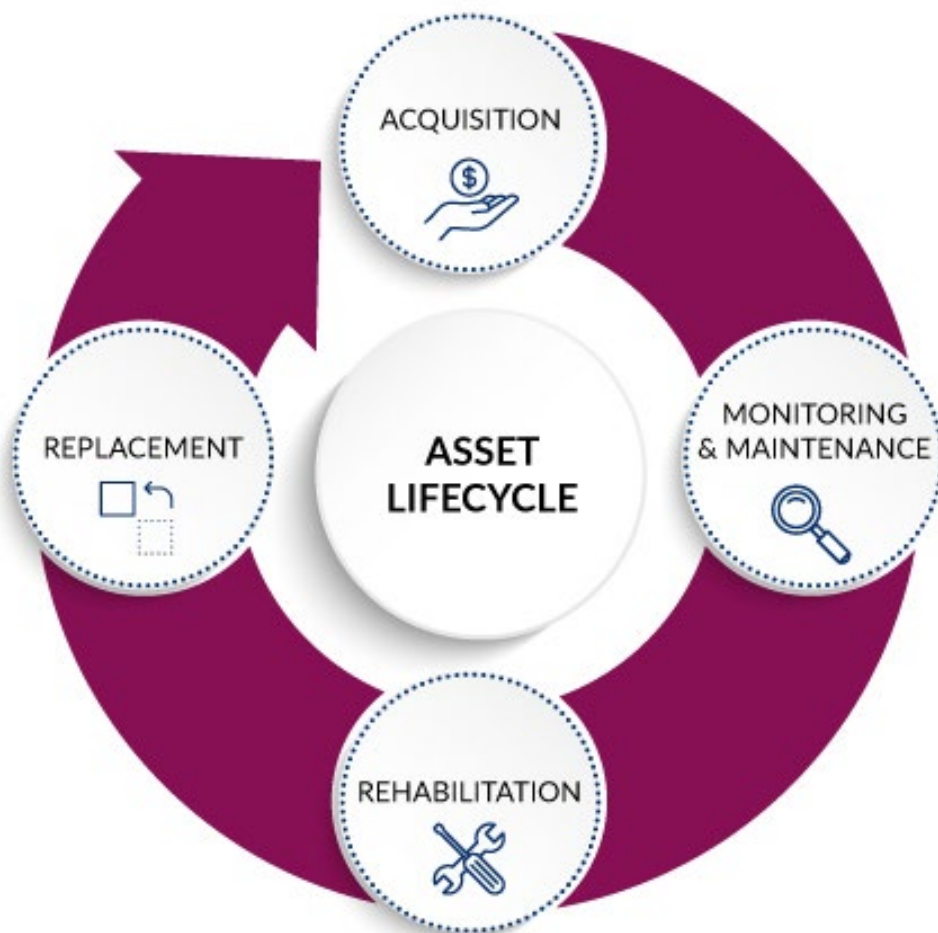
CamTran identified staff and other resources essential to developing and implementing the TAM Plan.

Staff & Other Resources	Role/Responsibility
Executive Director (Accountable Executive)	<ul style="list-style-type: none"> • Implements the TAM Plan • Ensures supporting records & documentation are maintained • Monitors the progress of achieving the TAM targets • Provides direction on long-term capital strategy • Coordinates with MPO and PennDOT • Submits NTD reporting package • Finalizes annual TAM Performance Targets
Board of Directors	<ul style="list-style-type: none"> • Adopts the TAM Plan • Approves capital plans and annual management work plans • Provides guidance on long-term capital planning
Director of Bus Maintenance	<ul style="list-style-type: none"> • Ensures that maintenance schedules and procedures are followed • Utilizes Fleet-Net to maintain maintenance records • Provides guidance on disposal priority and replacement of assets
Controller	<ul style="list-style-type: none"> • Seeks funding from various sources • Submits capital funding requests • Executes capital funds • Prepares Annual TAM Performance Targets
Senior Revenue & Fixed Asset Specialist	<ul style="list-style-type: none"> • Updates the Capital Planning Tool • Solicits, collects, and prepares capital requests • Compiles NTD reporting package
Procurement/Compliance Specialist DBE Officer	<ul style="list-style-type: none"> • Analyzes fleet size and scheduling for upcoming capital investments • Procures new assets
Mechanics	<ul style="list-style-type: none"> • Reports vehicle issues or failures • Follows regular and preventative maintenance standards • Repairs damaged or non-functional assets and components • Completes a TAM condition assessment for each vehicle
Director of Safety, Security and Risk Management	<ul style="list-style-type: none"> • Ensures the safety of all facilities
Facilities Maintenance Manager	<ul style="list-style-type: none"> • Ensures that maintenance schedules and procedures are followed to maintain an SOGR • Provides guidance on disposal priority and replacement of assets
Facilities Maintenance Staff	<ul style="list-style-type: none"> • Maintains assets so they are in a SOGR • Reports issues or failures of assets • Repairs damaged or non-functional assets and components
Bus Maintenance Manager & Inventory Control Admin	<ul style="list-style-type: none"> • Ensures that part inventory is maintained • Ensure that assets are in a SOGR
Fleet-Net or Other Maintenance Software	<ul style="list-style-type: none"> • Maintains the day-to-day maintenance activities, records, and costs for each vehicle
Capital Planning Tool	<ul style="list-style-type: none"> • Serves as the database for all capital assets

4.3 Evaluation of Plan

The Accountable Executive, who is CamTran’s Executive Director, is responsible for the maintenance and implementation of the plan, as well as maintaining all supporting records and documentation.

Each year, CamTran will review and evaluate the TAM Plan. As part of this review process, CamTran will submit two asset management reports every year to the NTD. The Data Report will provide FTA with a description of the CamTran’s current condition, as well as provide the SOGR targets for the upcoming year. In addition, CamTran will submit an annual Narrative Report which describes the changes in the system condition and updates the FTA with CamTran’s progress on meeting the previous year’s targets and measures. If there are significant changes to assets, staff, or operations, CamTran will amend the TAM Plan to incorporate these changes and if necessary, update asset targets.



Appendix A: Rolling Stock Inventory

Information pending

Appendix B: Non-Revenue Service Vehicle Inventory

Type	Subtype	Asset ID	Manufacturer	Model	Odometer Reading	TERM Condition	Service Status	Year	Fuel Type	Cost (Purchase)	Ownership Type	Age	ESL	ESL Met?
Automobiles	Other Support Vehicle	C-01	FRD - Ford Motor Corporation	FORD C01	29184	2	In Service	2006	Diesel Fuel	\$39,135	Owned outright by public agency	16	10	Yes
Automobiles	Van	C-13	DTD - Dodge Division - Chrysler Corporation	DODGE	64837	2	In Service	2010	Gasoline	\$20,573	Owned outright by public agency	12	10	Yes
Automobiles	Sports Utility Vehicle	T-100	FRD - Ford Motor Corporation	Escape	24495	4	In Service	2018	Gasoline	\$21,938	Owned outright by public agency	4	10	No
Automobiles	Sedan/Station Wagon	T-101	DTD - Dodge Division - Chrysler Corporation		12548	5	In Service	2019	Gasoline	\$27,013	Owned outright by public agency	3	10	No
Automobiles	Sedan/Station Wagon	T-11	CMD - Chevrolet Motor Division - GMC	CHEVROLET	103480	1	In Service	2006	Gasoline	\$22,395	Owned outright by public agency	16	10	Yes
Automobiles	Sports Utility Vehicle	T-14	FRD - Ford Motor Corporation	FORD	46655	2	In Service	2012	Gasoline	\$23,498	Owned outright by public agency	10	10	Yes
Automobiles	Other Support Vehicle	T-88	CMD - Chevrolet Motor Division - GMC	CHEVROLET	33996	2	In Service	2002	Diesel Fuel	\$63,957	Owned outright by public agency	20	10	Yes
Automobiles	Other Support Vehicle	T-96	GMC - General Motors Corporation	GMC	44548	2	In Service	2011	Gasoline	\$29,952	Owned outright by public agency	11	10	Yes
Automobiles	Other Support Vehicle	T-98	FRD - Ford Motor Corporation	F-350 Pickup Truck	38668	4	In Service	2011	Gasoline	\$33,286	Owned outright by public agency	11	10	Yes
Automobiles	Van	T-99	DTD - Dodge Division - Chrysler Corporation	DODGE Caravan	36854	3	In Service	2016	Gasoline	\$21,887	Owned outright by public agency	6	10	No
Trucks and other Rubber Tire Vehicles	Pickup Truck	T-200	FRD - Ford Motor Corporation		568	5	In Service	2022	Gasoline	\$42,596	Owned outright by public agency	0	4	No
Trucks and other Rubber Tire Vehicles	Other Support Vehicle	T-95	FRD - Ford Motor Corporation	FORD	26837	2	In Service	2011	Gasoline	\$57,833	Owned outright by public agency	11	4	Yes
Trucks and other Rubber Tire Vehicles	Other Support Vehicle	T-97	FRD - Ford Motor Corporation	FORD T97	4353	4	In Service	2014	Gasoline	\$21,991	Owned outright by public agency	8	4	Yes

Appendix C: The Inclined Plane Repair Procedures Summary

Document pending

Appendix D: A-90 Forms

NTD ID	30012
Reporter Name	Cambria County Transit Authority
Report	2018 (Revision: 6)

Transit Asset Management Performance Measure Targets (A-90)

1) Rolling Stock - Percent of revenue vehicles that have met or exceeded their useful life benchmark

Performance Measure	2018 Target (%)	2018 Performance (%)	2018 Difference	2019 Target (%)
AB - Articulated Bus				N/A
AO - Automobile				N/A
BR - Over-the-road Bus				N/A
BU - Bus		22.22		39.50
CU - Cutaway		6.45		67.50
DB - Double Decker Bus				N/A
IP - Inclined Plane Vehicle		0.00		0.00
MV - Minivan				N/A
OR - Other				N/A
SB - School Bus				N/A
SV - Sports Utility Vehicle				N/A
VN - Van		100.00		100.00

2) Equipment - Percent of service vehicles that have met or exceeded their useful life benchmark

Performance Measure	2018 Target (%)	2018 Performance (%)	2018 Difference	2019 Target (%)
Automobiles			62.50	100.00
Trucks and other Rubber Tire Vehicles			28.57	84.60
Steel Wheel Vehicles				N/A

3) Facility - Percent of facilities rated below 3 on the condition scale

Performance Measure	2018 Target (%)	2018 Performance (%)	2018 Difference	2019 Target (%)
Passenger / Parking Facilities			0.00	0.00
Administrative / Maintenance Facilities			40.00	40.00

4) Infrastructure - Percent of track segments with performance restrictions

Performance Measure	2018 Target (%)	2018 Performance (%)	2018 Difference	2019 Target (%)
IP - Inclined Plane			0.00	0.00

NTD ID	30012
Reporter Name	Cambria County Transit Authority
Report	2019 (Revision: 6)

Transit Asset Management Performance Measure Targets (A-90)

1) Rolling Stock - Percent of revenue vehicles that have met or exceeded their useful life benchmark

Performance Measure	2019 Target (%)	2019 Performance (%)	2019 Difference	2020 Target (%)
AB - Articulated Bus		N/A		N/A
AO - Automobile		N/A		N/A
BR - Over-the-road Bus		N/A		N/A
BU - Bus		39.50	21.62	17.88
CU - Cutaway		67.50	6.67	60.83
DB - Double Decker Bus		N/A		N/A
IP - Inclined Plane Vehicle		0.00	0.00	0.00
MV - Minivan		N/A		N/A
OR - Other		N/A		N/A
SB - School Bus		N/A		N/A
SV - Sports Utility Vehicle		N/A		N/A
VN - Van		100.00	100.00	0.00

2) Equipment - Percent of service vehicles that have met or exceeded their useful life benchmark

Performance Measure	2019 Target (%)	2019 Performance (%)	2019 Difference	2020 Target (%)
Automobiles		100.00	33.33	66.67
Trucks and other Rubber Tire Vehicles		84.60	28.57	56.03
Steel Wheel Vehicles		N/A		N/A

3) Facility - Percent of facilities rated below 3 on the condition scale

Performance Measure	2019 Target (%)	2019 Performance (%)	2019 Difference	2020 Target (%)
Passenger / Parking Facilities		0.00	0.00	0.00
Administrative / Maintenance Facilities		40.00	40.00	0.00

4) Infrastructure - Percent of track segments with performance restrictions

Performance Measure	2019 Target (%)	2019 Performance (%)	2019 Difference	2020 Target (%)
IP - Inclined Plane		0.00	0.00	0.00

NTD ID	30012
Reporter Name	Cambria County Transit Authority
Report	2021 (Revision: 4)

Transit Asset Management Performance Measure Targets (A-90)

1) Rolling Stock - Percent of revenue vehicles that have met or exceeded their useful life benchmark

Performance Measure	2021 Target (%)	2021 Performance (%)	2021 Difference	2022 Target (%)
AB - Articulated Bus		N/A		N/A
AO - Automobile		N/A		N/A
BR - Over-the-road Bus		N/A		N/A
BU - Bus			32.50	32.50
CU - Cutaway			1.89	1.89
DB - Double Decker Bus		N/A		N/A
IP - Inclined Plane Vehicle			0.00	0.00
MV - Minivan		N/A		N/A
OR - Other		N/A		N/A
SB - School Bus		N/A		N/A
SV - Sports Utility Vehicle		N/A		N/A
VN - Van			0.00	33.33

2) Equipment - Percent of service vehicles that have met or exceeded their useful life benchmark

Performance Measure	2021 Target (%)	2021 Performance (%)	2021 Difference	2022 Target (%)
Automobiles			50.00	50.00
Trucks and other Rubber Tire Vehicles			42.86	42.86
Steel Wheel Vehicles		N/A		N/A

3) Facility - Percent of facilities rated below 3 on the condition scale

Performance Measure	2021 Target (%)	2021 Performance (%)	2021 Difference	2022 Target (%)
Passenger / Parking Facilities		0.00	33.33	33.33
Administrative / Maintenance Facilities		0.00	0.00	0.00

4) Infrastructure - Percent of track segments with performance restrictions

Performance Measure	2021 Target (%)	2021 Performance (%)	2021 Difference	2022 Target (%)
IP - Inclined Plane			0.00	0.00

NTD ID	30012
Reporter Name	Cambria County Transit Authority
Report	2020 (Revision: 5)

Transit Asset Management Performance Measure Targets (A-90)

1) Rolling Stock - Percent of revenue vehicles that have met or exceeded their useful life benchmark

Performance Measure	2020 Target (%)	2020 Performance (%)	2020 Difference	2021 Target (%)
AB - Articulated Bus		N/A		N/A
AO - Automobile		N/A		N/A
BR - Over-the-road Bus		N/A		N/A
BU - Bus			16.22	16.22
CU - Cutaway			4.44	9.09
DB - Double Decker Bus		N/A		N/A
IP - Inclined Plane Vehicle			0.00	0.00
MV - Minivan		N/A		N/A
OR - Other		N/A		N/A
SB - School Bus		N/A		N/A
SV - Sports Utility Vehicle		N/A		N/A
VN - Van			0.00	0.00

2) Equipment - Percent of service vehicles that have met or exceeded their useful life benchmark

Performance Measure	2020 Target (%)	2020 Performance (%)	2020 Difference	2021 Target (%)
Automobiles			50.00	50.00
Trucks and other Rubber Tire Vehicles			42.86	42.86
Steel Wheel Vehicles		N/A		N/A

3) Facility - Percent of facilities rated below 3 on the condition scale

Performance Measure	2020 Target (%)	2020 Performance (%)	2020 Difference	2021 Target (%)
Passenger / Parking Facilities		0.00	0.00	0.00
Administrative / Maintenance Facilities		40.00	0.00	40.00

4) Infrastructure - Percent of track segments with performance restrictions

Performance Measure	2020 Target (%)	2020 Performance (%)	2020 Difference	2021 Target (%)
IP - Inclined Plane			0.00	0.00

Section Number	Section Name	Performance Measure	2022 Target (%)	2022 Performance (%)	2022 Difference	2023 Target (%)	N/A
1	Rolling Stock - Percent of revenue vehicles that have met or exceeded their useful life benchmark	TR - Aerial Tramway	0	100	100		No
1	Rolling Stock - Percent of revenue vehicles that have met or exceeded their useful life benchmark	AB - Articulated Bus	N/A				Yes
1	Rolling Stock - Percent of revenue vehicles that have met or exceeded their useful life benchmark	AG - Automated Guideway Vehicle	N/A				Yes
1	Rolling Stock - Percent of revenue vehicles that have met or exceeded their useful life benchmark	AO - Automobile	N/A				Yes
1	Rolling Stock - Percent of revenue vehicles that have met or exceeded their useful life benchmark	BU - Bus	32	29.78723404	-2.212765957		No
1	Rolling Stock - Percent of revenue vehicles that have met or exceeded their useful life benchmark	CC - Cable Car	N/A				Yes
1	Rolling Stock - Percent of revenue vehicles that have met or exceeded their useful life benchmark	RL - Commuter Rail Locomotive	N/A				Yes
1	Rolling Stock - Percent of revenue vehicles that have met or exceeded their useful life benchmark	RP - Commuter Rail Passenger Coach	N/A				Yes
1	Rolling Stock - Percent of revenue vehicles that have met or exceeded their useful life benchmark	RS - Commuter Rail Self-Propelled Passenger Car	N/A				Yes
1	Rolling Stock - Percent of revenue vehicles that have met or exceeded their useful life benchmark	CU - Cutaway	N/A				Yes
1	Rolling Stock - Percent of revenue vehicles that have met or exceeded their useful life benchmark	DB - Double Decker Bus	N/A				Yes
1	Rolling Stock - Percent of revenue vehicles that have met or exceeded their useful life benchmark	FB - Ferryboat	N/A				Yes
1	Rolling Stock - Percent of revenue vehicles that have met or exceeded their useful life benchmark	HR - Heavy Rail Passenger Car	N/A				Yes
1	Rolling Stock - Percent of revenue vehicles that have met or exceeded their useful life benchmark	IP - Inclined Plane Vehicle	N/A				Yes
1	Rolling Stock - Percent of revenue vehicles that have met or exceeded their useful life benchmark	LR - Light Rail Vehicle	N/A				Yes
1	Rolling Stock - Percent of revenue vehicles that have met or exceeded their useful life benchmark	MB - Minibus	2	21.05263158	19.05263158		No
1	Rolling Stock - Percent of revenue vehicles that have met or exceeded their useful life benchmark	MV - Minivan	N/A				Yes
1	Rolling Stock - Percent of revenue vehicles that have met or exceeded their useful life benchmark	MO - Monorail Vehicle	N/A				Yes
1	Rolling Stock - Percent of revenue vehicles that have met or exceeded their useful life benchmark	OR - Other	N/A				Yes
1	Rolling Stock - Percent of revenue vehicles that have met or exceeded their useful life benchmark	BR - Over-the-road Bus	N/A				Yes
1	Rolling Stock - Percent of revenue vehicles that have met or exceeded their useful life benchmark	RT - Rubber-tired Vintage Trolley	N/A				Yes
1	Rolling Stock - Percent of revenue vehicles that have met or exceeded their useful life benchmark	SB - School Bus	N/A				Yes
1	Rolling Stock - Percent of revenue vehicles that have met or exceeded their useful life benchmark	SV - Sports Utility Vehicle	N/A				Yes
1	Rolling Stock - Percent of revenue vehicles that have met or exceeded their useful life benchmark	SR - Streetcar	N/A				Yes

1	Rolling Stock - Percent of revenue vehicles that have met or exceeded their useful life benchmark	TB - Trolleybus	N/A				Yes
1	Rolling Stock - Percent of revenue vehicles that have met or exceeded their useful life benchmark	VN - Van	N/A				Yes
1	Rolling Stock - Percent of revenue vehicles that have met or exceeded their useful life benchmark	VT - Vintage Trolley	N/A				Yes
2	Equipment - Percent of service vehicles that have met or exceeded their useful life benchmark	Automobiles	50	70	20		No
2	Equipment - Percent of service vehicles that have met or exceeded their useful life benchmark	Steel Wheel Vehicles	N/A				Yes
2	Equipment - Percent of service vehicles that have met or exceeded their useful life benchmark	Trucks and other Rubber Tire Vehicles	43	66.66666667	23.66666667		No
3	Facility - Percent of facilities rated below 3 on the condition scale	Passenger / Parking Facilities	33	0	-33	0	No
3	Facility - Percent of facilities rated below 3 on the condition scale	Administrative / Maintenance Facilities	N/A				Yes
4	Infrastructure - Percent of track segments with performance restrictions	TR - Aerial Tramway	N/A				Yes
4	Infrastructure - Percent of track segments with performance restrictions	AR - Alaska Railroad	N/A				Yes
4	Infrastructure - Percent of track segments with performance restrictions	MB - Bus	N/A				Yes
4	Infrastructure - Percent of track segments with performance restrictions	RB - Bus Rapid Transit	N/A				Yes
4	Infrastructure - Percent of track segments with performance restrictions	CC - Cable Car	N/A				Yes
4	Infrastructure - Percent of track segments with performance restrictions	CB - Commuter Bus	N/A				Yes
4	Infrastructure - Percent of track segments with performance restrictions	CR - Commuter Rail	N/A				Yes
4	Infrastructure - Percent of track segments with performance restrictions	DR - Demand Response	N/A				Yes
4	Infrastructure - Percent of track segments with performance restrictions	DT - Demand Response Taxi	N/A				Yes
4	Infrastructure - Percent of track segments with performance restrictions	FB - Ferryboat	N/A				Yes
4	Infrastructure - Percent of track segments with performance restrictions	HR - Heavy Rail	N/A				Yes
4	Infrastructure - Percent of track segments with performance restrictions	YR - Hybrid Rail	N/A				Yes
4	Infrastructure - Percent of track segments with performance restrictions	IP - Inclined Plane	N/A				Yes
4	Infrastructure - Percent of track segments with performance restrictions	JT - Jitney	N/A				Yes
4	Infrastructure - Percent of track segments with performance restrictions	LR - Light Rail	N/A				Yes
4	Infrastructure - Percent of track segments with performance restrictions	MG - Monorail/Automated Guideway	N/A				Yes
4	Infrastructure - Percent of track segments with performance restrictions	OR - Other Vehicles Operated	N/A				Yes

4	Infrastructure - Percent of track segments with performance restrictions	PB - Publico	N/A				Yes
4	Infrastructure - Percent of track segments with performance restrictions	SR - Streetcar Rail	N/A				Yes
4	Infrastructure - Percent of track segments with performance restrictions	TB - Trolleybus	N/A				Yes
4	Infrastructure - Percent of track segments with performance restrictions	VP - Vanpool	N/A				Yes

Appendix E: Maintenance Plans and Procedures

Please see following pages for the Maintenance Plans and Procedures



Cambria County Transit Authority
502 Maple Ave.
Johnstown, PA 15901



**PURCHASING,
MAINTENANCE STANDARD OPERATING
PROCEDURES, and
PREVENTIVE MAINTENANCE PROGRAM
MANUAL**

THIS MANUAL IS APPLICABLE TO ALL CamTran VEHICLES
(RURAL AND URBAN DIVISIONS)
AND
VEHICLES OWNED BY CAMBRIA COUNTY
COMMISSIONERS

Cambria County Transit Authority

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Contingency Fleet Plan	Page 15

<u>Date</u>	<u>Revision</u>	<u>Description of Change (s)</u>
1/9/2015	Bernard Walkowsky	Review and update of entire document
9/9/2016	Bernard Walkowsky	Review and update of entire document
10/19/2018	Bernard Walkowsky	Review and update of entire document
5/6/2019	Bernard Walkowsky	Review and update of entire document
4/13/2020	Bernard Walkowsky	Review and update of entire document
8/7/2020	Bernard Walkowsky	Review and update of entire document
1/29/2021	Bernard Walkowsky	Review and update of entire document
12/9/2021	Bernard Walkowsky	Review and update of entire document

This Manual was prepared in an effort to standardize the procedures to be followed in performing purchasing, maintenance and servicing, and in recording work performed and materials consumed by the CamTran Maintenance Department, both Urban and Rural Divisions, and also applies to any vehicles owned by Cambria County, and other county department vehicles that are serviced by CamTran.

The goal of this plan is to ensure the safety and comfort of our customers and employees. By adhering to this plan, CamTran will make sure the bus is maintained properly and all bus systems are operating as designed.

The objectives of this plan are to prioritize safety and reduce the number of road calls and reduce maintenance costs. This plan will ensure CamTran will have enough buses on the road to maintain maximum service.

Maintenance employees are expected to become familiar with these procedures and to keep up to date as procedures are changed by directive and recorded in this Manual.

With respect to the Rural Division, the references herein to the Purchasing Manager and General Manager shall apply to the Director of Maintenance, Director, Rural Division, and Maintenance Supervisor, Rural Division.

This manual is divided into four (4) sections. These are:

- **SUPPLIES**
- **PREVENTATIVE MAINTENANCE PROGRAM**
- **VEHICLE SERVICING**
- **UNSCEDULED MAINTENANCE**

Additional sections may be added in the future and existing procedures may be changed at any time.

SUPPLIES

Spare parts, supplies and services for the maintenance and servicing of the revenue fleet, support vehicles, and building repairs and janitorial services are the responsibility of the Procurement Specialist under the direct supervision of the Maintenance Director and Controller. Director of Maintenance reviews the storage limits and control measures in order to maintain standards of efficiency and quality.

The Service and Parts Manager (Rural) and Parts Clerk (Urban) have the daily responsibility for the Parts Inventory Room. CamTran maintains all inventory and maintenance records on its computer system and thus the Service and Parts Manager (Rural) and Parts Clerk (Urban) have the responsibility for constantly entering data into the computer as the inventory is acquired and depleted. Items purchased as shop supplies are not inventoried.

The primary records kept by the Service and Parts Manager (Rural) and Parts Clerk (Urban) are the Inventory System software program. Each part is scanned by a Maintenance Department employee who has the responsibility, along with his supervisor, to ensure that proper parts accountability is recorded on the "Maintenance Work Order" form (**Exhibit 1**). The Service and Parts Manager (Rural), Maintenance Director and Parts Clerk (Urban), in turn verifies that the data is entered correctly into the computer, which automatically tabulates a balance on-hand inventory.

ORDERING

All parts, supplies and services ordered by the Procurement Specialists must have a Purchase Order (**Exhibit 2**). The Director of Maintenance must approve all Purchase Orders. The Procurement Specialists enters the quantity, stock number, description, price and category code for each item ordered. This form is then reviewed by the Director of Maintenance. Once a Purchase Order is approved, there will be NO additions.

Purchasing for Cambria County owned vehicles will only take place AFTER getting approval from the Department Director of the Cambria County Department in writing who uses the vehicle, other than normal usage items. No purchases will be made from driver requests. Because many vehicles are from the same original equipment manufacturer as CamTran Rural Division vehicles, many parts are already 'in-stock' for those vehicles, and will be charged out in the normal way, but marked for the appropriate Cambria County Department whose vehicle used those parts.

Parts that are stocked in the Rural Division will be inventoried as they are received by the Service and Parts Manager, CamTran Rural Division, utilizing the computerized "Parts Controller" program.

Purchases that exceed \$10,000: There are two options for small purchases: you must have at least two written quotes or telephone quotes. Using the Reasonable Price Determination slip is not acceptable.

The approved Purchase Orders are returned to the Procurement Specialists. The Procurement Specialists then sends a copy of that Purchase Order to the applicable vendor. Upon receipt of the parts order, the Procurement Specialists verifies the packing slip against the actual quantity of items received and the original Purchase Order. If all quantities agree, the packing slip is filed with the Purchase Order pending receipt of the vendor's invoice. If quantities do not agree, the vendor is notified and only those parts which were ordered and received are paid for.

The parts are now received into inventory and posted to the computerized inventory system. (All computer data is constantly recorded onto a networked system and back-up to protect against data loss via malfunctions). With the receipt of the vendor's invoice, the price is posted to the Inventory system. The invoice, packing slip, and the original Purchase Order is then sent to the Accounting Department for payment on the day the invoice is received, pending approval by CamTran's Board of Directors. A permanent record of the purchase is recorded on the Inventory and Purchase Order system.

Upon the proper solicitation and approval of a contract for parts, supplies or services, an open Purchase Order may be established. These Purchase Orders must be accompanied by the signed and executed contract for the parts, supplies or services being rendered. The use of open Purchase Orders will be limited to those items or services that are to be supplied over a given time period in accordance with an executed and approved contract.

EXCEPTIONS OR EMERGENCY PURCHASES

Exceptions to the generally accepted Purchase Order approval process are as follows. These exceptions will normally occur under emergency situations.

1. In the absence of the Maintenance Director or Controller, his/her designee is authorized to approve all Purchase Orders.
2. In the absence of that designee, the Director of Maintenance or the Procurement Specialist will be authorized to approve purchases up to \$2,999.00 to alleviate an emergency. Purchases greater than \$2,999.00 must be approved by the Controller.
3. If a part is needed to activate a bus or alleviate an emergency, the Director of Maintenance, Procurement Specialist, or any other designated employee will hand-carry the Purchase Order through the normal process, so noting the emergency condition. Upon proper approval, the order may be completed over the phone or by fax, with the Purchase Order to follow by E- mail. If the part or item is available locally, the Director of Maintenance or the, Procurement Specialist will determine if it is necessary to hand carry the Purchase Order to the vendor and return with the required emergency item. This shall also apply to Cambria County-owned vehicles.
4. The Director of Maintenance will review any emergency purchases after the fact, for approval and consideration of other actions to avoid future emergencies.

PARTS ISSUE (Urban Division):

Parts are issued in one of two ways (Urban Division):

1. When the parts clerk is on duty, that person shall oversee the distribution and scanning of parts to the workorder; or
2. When the parts clerk is off duty, the Director of Maintenance or a designated employee may draw the required part, completing the scanning to the "Maintenance Work Order" form.

In either event, the "Maintenance Work Order" form is prepared, which records the date, quantity, part number and description. The Parts Clerk can verify the unit cost and total. The Maintenance Director or Parts Clerk then closes the requisitions in the computer when the maintenance work order is completed. .

PARTS ISSUE (Rural Division):

Parts issued in CamTran's Rural Division shall be through the Service and Parts Manager. Parts used shall be recorded on each work order for a particular vehicle. The Service and Parts Manger shall compare parts issued to the parts used on each work order. When entering work orders into the computerized "Fleet Controller" software program, parts used for repairs shall also be entered, and automatically deducted from stock by the computer program.

CamTran's Service and Parts Manager shall follow this same procedure for any Cambria County-owned vehicles.

VENDORS

Parts and other suppliers are selected based on the following:

- ✓ Price
- ✓ Quality
- ✓ Availability
- ✓ Delivery Time
- ✓ Service

Vendors and potential vendors are reviewed annually to assure that CamTran is receiving the best part, supply or service for the least cost. This review consists of the Procurement Specialist calling enough potential vendors each month to assure that all vendors are contacted at least once per year. An approved list of suppliers will be

maintained by the Procurement Specialist and the Accounting Department, including those vendors certified Pennsylvania Department of Transportation (PADOT) Unified Certification Program Disadvantaged Business Enterprise Directory or by request from CamTran as Disadvantaged Business Enterprises (DBE's) or SERB's.

WARRANTIES

Warranty applicability is determined by contract, vehicle year (in service date), make and model and type of part.

If a warranty is applicable to a given vehicle or component of that vehicle, the failed component is tagged with a CamTran warranty tag with the appropriate information (date of failure, unit number, mileage, or other necessary information) recorded by the technician performing the repair and/or the Parts Clerk. Repair time is logged on the CamTran work order, with the repair being designated as warranty work.

The information from the warranty tag is used then to apply for warranty recovery costs (and/or part replacement) from the applicable vendor. All warranty work on Cambria County-owned vehicles performed by CamTran shall be receivable by CamTran.

The Parts Clerk or his designee completes the vendor's warranty form and then reviewed with the manufacturer's representative or warranty department, who determine warranty approval. That form and the failed part(s), if required, are returned to the vendor for review. A copy of the warranty repair is filed with the appropriate vehicle history.

A warranty check, parts replacement, or parts credit, if requested, are sent from the vendor to CamTran.

PREVENTIVE MAINTENANCE PROGRAM

The Preventive Maintenance (PM) Program at CamTran, under the supervision of the Director of Maintenance, and in his absence, the Service and Parts Manager, consists of daily servicing, which is addressed in a separate section of this Manual, and regularly scheduled inspections. An additional element of scheduled maintenance is any Special Campaign such as spring air conditioning repairs and servicing. CamTran's PM program is an on-going program consistent with the manufacturer's recommendations, as well as CamTran's own experiences.

Whenever possible, the Maintenance Department should utilize the original equipment manufacturer's (OEM) Maintenance Manuals, as well as updates, Technical Servicing Bulletins and any other method, including the Internet, for the applicable product to conduct PM repairs, in order to maintain consistency with the OEM instructions.

Inspections

CamTran strives to maintain 100% on time PM schedules.

Bus Inspections are performed based on a 6,000-mile interval in the Urban Division. Thus, after a bus runs 6,000 miles, it is scheduled into the Maintenance Shop by the Shift Leader for a PM Inspection. Each Urban bus shall go no further than 6,600 miles between PM Inspections. The Rural Division vehicles also follow a 6,000-mile interval, procedures remain the same; vehicles are scheduled in when they reach a 5,500-mile interval and shall not exceed 6,600 miles between PM Inspections. Rural Division vehicles are scheduled for PM inspections by the Rural Parts and Service Manager. The bus or vehicle is assigned to a mechanic who performs the Inspection and records the findings on the APM, BPM, CPM or DPM checklist for that type of vehicle (**Exhibit 3**).

The mechanic also records the amount of time involved in conducting the inspection/repairs. All parts used by the mechanic are recorded on the same checklist. When the Inspection is complete, the form is returned to the shift leader or Rural Parts and Service Manager. After review and pricing, this work is entered into the appropriate computer records.

CamTran has elected to utilize clean air technology thru the purchasing of CNG vehicles. CNG vehicles will follow the same rigorous schedule for PMs as our current fleet. We have also obtained CNG tank certifications for 8 of our mechanics with more to follow. All 3 year or 36,000-mile inspections will be completed in-house.

Any defects found during the Inspection are required to be repaired. Repairs should be noted on the Inspection form and described to the Foreman or Shift Leader, who will then prepare a "Maintenance Work Order" for that repair.

Inspection Scheduling

The Director of Maintenance schedules all Inspections using computer software. This computer program, operated by the Director of Maintenance and the Parts and Service Manager, or his designee, automatically notifies the Director when a bus or vehicle reaches a designated mileage level requiring inspection. This notification begins at 5,000 miles in the Urban Division (5,000 miles Rural Division and Cambria County-owned vehicles*) to allow for the proper scheduling of the vehicle into the garage prior to exceeding the mileage limit. The Shift Leader or designated person issues a "Maintenance Work Order" to conduct the Inspection, as well as the proper level PM checklist. The supervisor also removes the vehicle scheduled for that Inspection from the daily Vehicle Assignment Record, as it is considered "out of service" until completion of the applicable PM Inspection.

Most Cambria County Commissioner-owned vehicles are brought to CamTran when a PM inspection is required. CamTran relies on each Cambria County Department to maintain records of these inspections for their own vehicles. If a Cambria County-owned vehicle has a PM inspection performed by CamTran, it will be recorded in the same manner as CamTran vehicles and billed to the appropriate Cambria County Department.

When buses or other vehicles are in the garage for defect repairs, the Shift Leader checks with the Director of Maintenance or Parts and Service Manager to determine if that vehicle is due for Inspection within the 1,000 miles. If so, the Inspection should be performed before that vehicle is released for public service. Additionally, all vehicles brought into the repair shop for any reason, have the PA State Inspection sticker expiration date checked. CamTran strives to perform both PM, CNG tanks and PA State Inspections together, as one operation.

After completion of all Inspections, the Foreman or Shift Leader should return the completed PM checklists and "Maintenance Work Order" to the Director of Maintenance or Parts and Service Manager, or his designee. They will, in turn, verify all parts used in the Inspections into the computer system for immediate allocation of costs to the applicable vehicles. The maintenance technician's computerized identification number and wage rate if pre-programmed into the software that will allow the computer to automatically assign a labor cost to the applicable vehicle.

VEHICLE SERVICING

It is CamTran policy that each vehicle used in service during any portion of the day be subjected to the complete daily vehicle functions performed by the first, second and third shifts in the Urban Division, and the daily shift at the Rural Division. This procedure is followed to ensure that each vehicle is clean and in proper mechanical condition to operate the following day. If it is not in proper condition, it is promptly identified as requiring repairs prior to returning to public service.

The sequence of servicing functions performed from the time the vehicle arrives at each Division after leaving service is indicated below in the order in which they are carried out.

A designated maintenance employee takes control of the vehicle, in the Urban Division, and drives it from its parked location into the bus service entry. The vehicle is then fueled, with required low sulfur diesel. Gasoline and CNG vehicles are fueled outside. The amount of fuel consumed is electronically recorded and transferred to the parts clerk. This fuel sheet is recorded daily to the parts clerk thru Fleet Net.

At this point, the fare box's electronic memory probing and vault removal is performed, the fare box electronic memory is downloaded into the Accounting Department's computer, the vault is removed and dumped into the locked safe receiver, and an empty vault is installed into the vehicle's farebox by the Dispatcher or his

designee. Vehicle and fare box numbers are automatically recorded in the computer system. The service person then pulls the vehicle up to the automatic bus wash, and then proceeds to take bus thru automatic bus wash.

After all the vehicles have been washed, the maintenance staff is required to conduct an inspection of oil, transmission, battery, coolant, and power steering fluid levels, as well as tire pressures. Additionally, the maintenance staff is instructed to look for other potential problems that may not have been readily apparent to the vehicle operator. Any fluid use data is recorded on the Fuel Report sheet. Each vehicle will also have the interior cleaned by the CamTran Cleaning staffs, who certifies that each vehicle is clean and ready for public service the next day.

At the Rural Division garage in Ebensburg, the vehicle enters the storage building garage, where the operator leaves their vehicle, and the Rural Maintenance Department takes over. That vehicle is then driven to the far end of the repair building where the fueling/washing/and servicing takes place. Any vehicle that was used for any portion of the day is subject to the same complete fueling, washing, servicing cycle. Once the vehicle is fueled, it enters the wash house where the cash box is pulled. The locked cash box is then delivered to the cash room for counting the following morning. The vehicle then undergoes vacuuming, and a wash by the automatic bus washer. If the vehicle has a written-up defect, it is parked at the rear of the repair building where technicians will prioritize each repair. A decision will be made, based on the driver write-up, whether to repair the vehicle at this time, or hold the vehicle in the next day for repair. If the vehicle has no write-up, it is driven back to the vehicle storage building and parked in the appropriate spot for the next morning's pullout.

NOTE: Cambria County-owned vehicles have the option of performing their own servicing activities OR having CamTran perform them. If a Cambria County-owned vehicle is brought to a CamTran facility, the same procedures that govern CamTran-owned vehicles shall be applied.

All fluids used during the servicing of vehicles is recorded and entered the "Fleet Controller" software package the next day by the Rural Division Maintenance Supervisor. Replenishment of fuels is ordered for the Rural Division through the Urban Division Purchasing Manager through the fuel bid process.

UNSCHEDULED MAINTENANCE (DEFECTS)

Defects such as brakes pulling, burned out lights, etc., identified by the vehicle operator are written up by that operator on a Defect Slip (**Exhibit 4**). The Defect Slip is then given to the Maintenance Shift supervisor who determines if a Maintenance Work Order should be prepared to correct the problem. Since most of CamTran's vehicles arrive at the garage within one hour of each other, all the Defect Slips will be collected by that Supervisor who will then determine which defects have priority status for

correction. In general, the defect repair work, which will require the least amount of time, will be done first. This avoids having a vehicle out of service for a light bulb while a mechanic begins a time-consuming suspension overhaul.

Upon completion of a repair, the mechanic returns the completed Maintenance Work Order to the supervisor. In any event, the Supervisor signs the Defect Slip as evidence that the work was completed. The Supervisor retains all Defect Slips.

ROADCALLS

The Maintenance Department, in either Division defines a roadcall as any interruption in service while the vehicle is in service to the public. Roadcalls originate when the vehicle operator detects something wrong with the vehicle and notifies the Maintenance Supervisor (usually by two-way radio) to report the problem. That Supervisor may instruct the vehicle operator on how to correct the problem or determine that a roadcall is required. The Supervisor also determines if it is necessary to transport another vehicle to the scene of the roadcall or if the repair can be made immediately without additional inconvenience to the passengers.

All road calls for Cambria County-owned vehicles will be advised by the appropriate Department supervisor to CamTran maintenance personnel. They will be the sole source to CamTran of this information. If a road call is needed by a Cambria County-owned vehicle in the Johnstown area, they have been advised to call (814) 535-5526 and ask for the Maintenance Supervisor. Should a road call be needed in CamTran's Rural Division service area, they have been advised to call (814) 471-6601, which is the Rural Division Maintenance Supervisor's phone number at the Ebensburg facility.

If it is determined the vehicle cannot be quickly repaired on the road; a replacement vehicle is exchanged for the defective vehicle to ensure continued service on that route.

The mechanic completes the applicable section of a "Maintenance Work Order" sheet and returns it to the Supervisor. If the vehicle was returned to the garage, the Supervisor completes the "Corrective Measures" section of the work order taken on the roadcall and initiates the repairs needed.

A "switch out" may be performed by Maintenance personnel at the Johnstown downtown Transit Center. This is initiated by the vehicle operator notifying the Maintenance supervisor of a problem that he feels will only get worse if the vehicle continues in service, but at this time the operator feels they can easily and safely drive to the downtown Transit Center where a vehicle switch can be made, resulting in no interruption of service to the public. Normally, Maintenance personnel will simply change vehicles without regard to repairing the vehicle at the Transit Center. This

action is called a switch out and is not considered a road call since there is no interruption of service to the public.

TIRES

CamTran purchases all its tires new and recapped. CamTran will keep accurate records of tire usage to obtain maximum mileage from these tires. All tire replacements and service are to be recorded on the "Maintenance Work Order" sheet. Service personnel will inspect all tires every time we add fuel. Any defect or concern will generate a work order to repair shop to inspect.

Tires are purchased for Cambria County owned vehicles under the state's tire purchasing program. Each County Department initiates this request. Each invoice is marked with the appropriate County Department, vehicle number or license plate and mileage of the vehicle using those tires.

WHEELCHAIR LIFT AND RAMPS

It is CamTran policy that all vehicles going out each day have a fully functional wheelchair lift or ramp. In the event that a wheelchair lift or ramp is not operating properly, the bus is considered "out of service" until proper repairs can be made to this equipment. Other than minor service where wheelchair or mobility aid passengers are not encountered, the vehicle is not utilized.

When it is determined that a bus has a non-functioning or incorrect functioning wheelchair lift or ramp, the shift leader will immediately notify the Parts and Service Manager, the Parts Clerk or the Director of Maintenance to check on the availability of parts for the necessary repairs. If the parts are not available at this time, they are immediately ordered (usually on a "coach-down" basis), to insure timely return to service of the lift or ramp equipped vehicle.

In addition, each vehicle-specific PM worksheet has specific items or sections (based on the manufacturer's recommendations) to properly perform preventative maintenance checks, lubrication (if necessary) and proper functioning of all wheelchair lift or ramp components.

All the data recorded on the "Maintenance Work Order" is transferred to the CamTran Fleet computer program. This program allows the Director of Maintenance or the Service and Parts Manager to instantly determine year-to-date data on every

segment of the maintenance history of every vehicle. It also allows for the comparison of vehicle operating costs between the different types of vehicles.

At the Rural Division, all the data recorded on the “Maintenance Work Order” is transferred to the “Fleet Controller” computer program. This program allows the Rural Parts/Service Supervisor, Director of Maintenance, or other authorized personnel, to also determine year-to-date data on every segment of the maintenance history of every Rural Division vehicle. It also allows for the comparison of vehicle operating costs between different types of vehicles.

All work performed by private vendors on Cambria County Commissioner-owned vehicles, shall have invoicing and records kept by that particular Department. CamTran shall not be required to keep these records or make any payments if they have not performed the work.

Goals and Objectives

The goals and objectives of this plan are to insure the safety of our customers and to be cost efficient. The PM schedule will extend the life of all buses and keep road calls at a minimum. Buses with defects are handled daily and reduce the downtime on all buses. With this plan in place, maintenance costs are kept to a minimum.

Contingency Fleet Plan

Revenue vehicles placed in an inactive contingency fleet for energy or other local emergencies after the revenue vehicles have reached the end of their normal minimum useful life. The vehicles must be properly stored and maintained, and FTA must approve the Emergency Contingency Plan. Substantial changes to the plan (10% changes in fleet) require re-approval by FTA.

In the event that CamTran would desire to keep any buses that are beyond their useful life for contingency purposes, the following is the established procedure to ensure that these vehicles would be available for use if deemed necessary by the Authority.

- All contingency fleet vehicles will be stored at CamTran’s Urban and Rural Facilities.
- The following inspection checklist (**Exhibit 5**) will be performed on a bi-monthly (60 day) basis unless the vehicles are being utilized and are in a standard PM rotation.
- While stored, the main electrical connections will be disconnected to preserve the batteries and for safety purposes.
- Contingency buses will also maintain a current state and PM inspection.

Buses may be placed in an inactive contingency fleet—stockpiled—in preparation for emergencies. No bus may be stockpiled before the vehicle has reached the end of its minimum normal service life. Buses held in a contingency fleet must be properly stored,

maintained, and documented in a contingency plan, updated as necessary, to support the continuation of a contingency fleet. A contingency plan is not an application requirement, although FTA may request information about the contingency fleet during application review.

Contingency plans are subject to review during triennial reviews required for the Urbanized Area Formula Program. Any rolling stock not supported by a contingency plan will be considered part of the active fleet. Since vehicles in the contingency fleet are not part of the active fleet, they do not count in the calculation of spare ratio. For grantees with 50 or more fixed route buses, a reasonable spare ratio should not exceed 20 percent of the vehicles operated in maximum service, according to FTA C 9030.1C. Maximum service means the revenue vehicle count during the peak season of the year; on the week and day that maximum service is provided. It excludes atypical days and one-time special events. Weather vehicles are locally funded, FTA-funded, or the vehicles have exceeded their service life are not relevant factors. For fleets with fewer than 50 fixed route vehicles, judgement must be applied to determine what is a reasonable number of spare vehicles.

The FTA recognizes two types of vehicles-active and contingency. During a period of vehicle replacement, some buses could be inactive, awaiting disposition. This is a temporary condition and can be considered a third category. However, to be not deficient, the grantee should have specific plans and dates for disposition.

Vehicles that are historic and used for parades or public relations or that have been converted to mobile offices or in other ways removed from revenue service should not be considered part of the active revenue fleet or counted in the calculation of the spare ratio.


To calculate the spare ratio, divide the number of spare vehicles by the peak requirement. The peak requirement is the number of vehicles operated in maximum service.

Buses may be stockpiled in an inactive contingency fleet in preparation for emergencies. No bus may be stockpiled before it has reached the end of its service life. Buses held in a contingency fleet must be properly stored, maintained, and documented in a contingency plan. The plan should be updated as necessary, to support the continuation of a contingency fleet. These vehicles do not count in the calculation of spare ratio.

Exhibit 1

Cambria County Transit Authority - Urban

Work Order #: 1V00036377

Opened On:	4/3/2019	Completed:	4/4/2019	 1V00036377	
Repair Type:	G				
Class Code:	100				
Opened By:	051 PARKS LAWRENCE E				
Vandalism:	No				

Vehicle 171	Odometer:	53,277.0
GILLIG CNG 2017	Ltd Mileage:	52,672.0
Serial #: 15GGGB3113H1188321		
Assignment: Valve adjustment and Spark Plug replacement.		

Labor/Outside Labor

Date	Emp/Ven	Op Code	Hours	Comments
4/3/2019	051	30	6:00	LAWRENCE E PARKS ENGINE REPAIR

Materials / Components

Date	Item / Component	Description	Quantity	Unit Cost
4/3/2019	4932615	GASKET CUMMINS CNG 051 Time: 08:26:58 VS18C07405	1.00	2.893571
4/3/2019	5473009	SPARK PLUG w \BOOT ALL CNG 051 Time: 08:27:14 VS18C07405	6.00	35.196667
4/3/2019	3905449	GASKET VALVE COVER CUMMINS CNG 051 Time: 08:27:26 VS18C07405	1.00	18.387500
4/3/2019	3910824	SEAL O-RING BOLT ROCKER LEVER COVER CNG 051 Time: 08:32:45 VS18C07405	6.00	1.510000

Exhibit 1

Cambria County Transit Authority - Urban Work Order Update Audit Report

Work Order #:	1V00036377	Open Date:	4/3/2019 8:24:00 AM	Close Date:	4/4/2019 10:51:00 AM	Status:	Closed	Repair Class:	G	Vandalism:	0
Asset Type:	V	Asset #:	171	Mileage Reading:	53277	Mileage Ltd:	52672	Hours Reading:	0	Hours Ltd:	0
Opened By:	051	PARKS LAWRENCE E	Class Code:	100	Problem Code:		Customer #:		Billing Frequency:		
Quantity Complete:		Task Code:		Out Of Service:		Return To Service:					
Created:	jmechanic	4/3/2019 8:24:03 AM	FNWO WorkOrderEntryForm								
Updated:	jwalkowsky	4/4/2019 10:51:59 AM	FNWO WorkOrderEntryForm								
Description:	Valve adjustment and Spark Plug replacement.										
Comments:											

Exhibit 2

Cambria County Transit Authority - Urban Requisition

1193 PO # 10049830-000

Date Ordered 4/13/2020	Date Wanted 4/13/2020
From GILLIG CORPORATION PO BOX 45569 SAN FRANCISCO, CA 94145-0569	Ship To CAMTRAN 502 MAPLE AVENUE JOHNSTOWN, PA. 15901
Phone 510-785-1500 Fax	Phone (814) 535-5526 Fax

Terms **Ship Via** **Fob**
Department C410
Special Instructions CAMTRAN 502 MAPLE AVE JOHNSTOWN PA 15901 *** STOCK ***

Line	Quantity	Description	UM	Unit Cost	Total
1	1.00	53-41740-005 GAUGE, WATER TEMP	EA	184.020000	\$184.02
		Posting Div 01 Account 10300.0001			

Non Taxable	\$184.02
Total	\$184.02
Net Due	\$184.02

Signature _____ Date _____
 Bill To CAMTRAN 502 MAPLE AVENUE JOHNSTOWN, PA 15901

Disclaimer

Vendor accepts this PO to provide goods/services for price shown & agrees to comply with contract clauses. Payment is subject to the fulfillment of funding agreements with FTA & PA Dept of Transp. Failure to comply with clauses may result in non-payment. See www.camtranbus.com for complete clauses.

Exhibit 2

**Cambria County Transit Authority - Urban
Purchase Order**

1193

PO # 10049830-000

Date Ordered 4/13/2020

Date Wanted 4/13/2020

From GILLIG CORPORATION
PO BOX 45569
SAN FRANCISCO, CA 94145-0569

Ship To CAMTRAN
502 MAPLE AVENUE
JOHNSTOWN, PA 15901

Phone 510-785-1500

Phone (814) 535-5526

Fax

Fax

Terms

Ship Via

Fob

Department 0410

Special Instructions CAMTRAN 502 MAPLE AVE JOHNSTOWN PA 15901 *** STOCK ***

Line	Quantity	Description	UM	Unit Cost	Total
1	1.00	53-41740-005 GAUGE, WATER TEMP	EA	184.020000	\$184.02
		Posting Div 01 Account 10300.0001			

Non Taxable \$184.02
Total \$184.02
Net Due \$184.02

Authorized By Craig Miller, Purchasing Clerk Date: 4/15/2020 12:53:11 PM
 Bill To CAMTRAN 502 MAPLE AVENUE JOHNSTOWN, PA 15901

10049830-000
CAMTRAN
 DATE RC'D 4-15 VENDOR # 1975
 MATERIALS RC'D BY [Signature] CAP # _____
 ACCT # 10300.0001 AMT 184.02 CO _____
 ACCT # _____ AMT _____ CO _____
 ACCT # _____ AMT _____ CO _____
 ACCT # _____ AMT _____ CO _____
 DATE POSTED _____ BY _____

Disclaimer

Vendor accepts this PO to provide goods/services for price shown & agrees to comply with contract clauses. Payment is subject to the fulfillment of funding agreements with FTA & PA Dept of Transp. Failure to comply with clauses may result in non-payment. See www.camtranbus.com for complete clauses

Exhibit 2

**Cambria County Transit Authority - Urban
Receiving Document**

1193 PO # 10049830-000

Date Ordered 4/13/2020 **Date Wanted** 4/13/2020
From GILLIG CORPORATION
PO BOX 45569
SAN FRANCISCO CA 94145-0569 **Ship To** CAMTRAN
502 MAPLE AVENUE
JOHNSTOWN PA 15901
Phone 510-785-1500 **Phone** (014) 535-5526
Fax **Fax**

Terms **Ship Via** **Fob**
Special Instructions CAMTRAN 502 MAPLE AVE JOHNSTOWN PA 15901 *** STOCK ***

Line	Ordered	Received	Vendor's Item #	In-House #	Whs Bin Location
1	1	1	53-41740-005 GAUGE, WATER TEMP	EA 53-41740-005 GAUGE, WATER TEMP (7305)	1 B-09-E

Posting Div 01 Account 10300.0001

Rcvd By: *[Signature]* Date: 4/15/20 Posted: _____ Partial / Complete

Exhibit 2

CamTran Micro-Purchase

Fair and Reasonable Price Determination

I hereby determine the price to be fair and reasonable base on at least one of the following:

- Found reasonable on recent purchase
- Obtained from current price list
- Obtained from current catalog
- Commercial market sales price from advertisements
- Similar to it in related industry
- Personal knowledge of item procured
- Regulated rate (utility)
- Other _____

Signed

[Handwritten Signature]

Date

4-15-20

Exhibit 2

GILLIG

Packing Slip
30574732

Page 1

GILLIG LLC
 25874 EDEN LANDING ROAD
 HAYWARD CA 94545

Purchase Order
10049830

Delivery address
 CAMBRIA COUNTY TRANSIT AUTH.
 502 MAPLE STREET
 JOHNSTOWN PA 15901

Print date
 04/13/20

Master of transport	Terms of delivery	Our reference	Order number	Order date
UPS BLUE	PREPAID	VAL ALPARAQUE	2338373	04/13/20

Part Number	Qty Ordered	Qty Shipped	Qty R/O	Description / Weight	Unit	Price Each	Ext Price
33-41740-008	1	1		GAUGE, TEMP, MECH, 130-250 D EA .10000 lbs. Total .10000 lbs			

Thank you for your order.
 Any discrepancies must be reported to your Parts Rep within 30 days.
 Damages must be noted on the Bill of Lading.

Exhibit 4



OPERATOR'S DAILY REPORT

Date: _____ Bus #: _____
 Time: _____ Mileage: _____

Enter the appropriate inspection codes for each trip taken.
 X = Good
 F = Defective \ Questionable
 N/A = Not Applicable
 *If (F) is entered for any item, NOTIFY PORTABLE 124 and please explain in comments section below.

Pre Trip Inspection	
Exterior	Interior
Check all exterior lights	Wheelchair Lift/Ramp Cycled
Wheels, Tires & Lugs	Wheelchair Securements
Mirrors	Emergency Exits
Bike Rack	Doors Function Properly
Engine area: leaks/unusual sounds	Handrails/Seats/ Cushions Secure
Panels securely latched	Seat Belts (operator)
Security Sweep for Suspicious Items	Stop Announcement Intercom
Reminders	
Pouch	Step Well/Lights
Ecolane Pad & Charger	Security Sweep for Suspicious Items
	Two-way Radio/Time Check
Gauges	Safety
Gauges	Bodily Fluid Clean Up Kit
Brake System Check	First Aid Kit
Head Sign Operational	Fire Extinguisher
No Trouble Lights On	Seat Belt Cutter
Horn	Safety Triangles
Wipers/Washer Fluid	

Comments/Issues (use back if more space is needed):

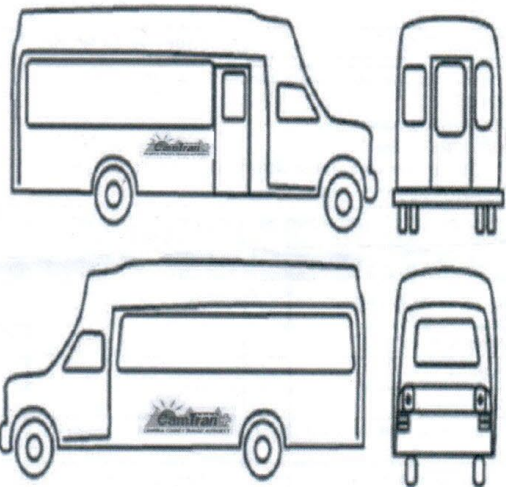
Print Name: _____
 Signature: _____

Post Trip Observations	
Defects/Damage entered in comments/Issues	
Security Sweep	No Lost & Found Items

Comments/Issues: _____
 Signature: _____

Mechanics Comments:

I, the mechanic, certify that this vehicle is safe to operate:
 Sign: _____ Date: _____



Note Scratch and Dents on Diagram (be sure to check windows, windshield, damage to body, paint, or decals, etc.)

Additional Comments:

Exhibit 5

Veh. # _____

Mileage _____ Date Started _____ Date Completed _____

Performed By _____

Visual Inspection

Tire Pressure

Glass (window cracks, chips, etc.)

Body Integrity (rust, damage, etc.)

Interior Walk-thru

Fluid Level Check

Oil

Transmission

Fuel

Coolant

Hydraulic (where applicable)

Grease (where applicable)

Start Vehicle

Check Voltage

Check Air Pressure Cut-Out

Check Kneeler

Test Wheel Chair Ramp or Lift

Check Mirrors

Check Front and Rear Doors

Test All Exterior Lamps

Test All Interior Lamps

Road Test

Road Test Vehicle (10 mi. Minimum to charge system and

check all cut-out pressures, indicators, lamps, fluid exchange
and transfer, etc.

Notes



Johnstown Inclined Plane

Cambria County Transit Authority FACILITIES MAINTENANCE PLAN

The goals and objectives of this plan are to ensure the safety and comfort of CamTran employees and maintain building equipment with regular inspections and repairs. It is also CamTran's objective to perform 100% of the PM'S on time.

The Buildings and Grounds staff works with the Safety Committee to inspect identify and respond to any and all Safety Recommendations.

Date	Revision	Description of Change(s)
8/1/2016	Don Gibson	Review and update of entire document
2/19/2018	Don Gibson	Review and update of entire document
1/19/2019	Don Gibson	Review and update of entire document
1/23/2020	Don Gibson	Review and update of entire document
5/12/2021	Don Gibson	Review and update of entire document
12/13/2021	Daymond Powell	Review and update of entire document

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Transit Center Preventative Maintenance Schedule	Appendix C
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Individual Sign-Off Sheet	Appendix E

CAMTRAN FACILITY PLAN

CAMTRAN FACILITIES

The Cambria County Transit Authority (CamTran) oversees the following Facilities:

- CamTran Urban Operations/Maintenance/Administration
502 Maple Ave, Johnstown.
- CamTran + Rural Operations/Maintenance /Administration located at 1226
North Center St, Ebensburg PA
- CamTran Transit Center at 551 Main St, Johnstown PA.
- The Johnstown Inclined Plane, 711 Edge Hill Drive, Johnstown.

MISSION CRITICAL EQUIPMENT

Mission Critical Equipment is designated in all the facilities that CamTran maintains, operates and inspects. A Mission Critical system is a system that is essential to the operation of the facility. When a mission critical system fails or is interrupted, our facilities and patrons are significantly impacted. **All mission critical systems are highlighted in bold on all inspection check - off sheets.**

COMPRESSED NATURAL GAS (CNG)

In 2017, through PennDOT's P3 Public Private CNG Fueling Station Project became the first CNG fueling station in this P3 Program to go online. CamTran in 2017 has become a recipient of a PennDOT CNG filling station. These stations are located on CamTran property but are being maintained and serviced by Trillium CNG.

PREVENTATIVE MAINTENANCE PLAN AND ASSET MANAGEMENT

Facilities staff and or outside contractors maintain the inspections at all four of the CamTran owned facilities. Inspections are broken down into Annual, Semi-Annual, Quarterly and Monthly frequencies. ADA Requirements and Mission Critical Equipment are also addressed. Any damage or maintenance concerns are reported to the Manager of Facilities or Director of Maintenance for scheduling of repairs. Repairs are performed by either a Facilities Maintenance Staff Member or outside contractor as applicable.

The Asset Management Program in **Fleetnet** is being used for parts and Maintenance scheduling. CamTran Facilities Maintenance Department is currently using handwritten PM Sheets for facilities inspections.

The comprehensive preventative maintenance plan for CamTran is the responsibility of CamTran's Facilities Staff and outside contractors with specific certification and expertise. Each building has its own individual Preventative Maintenance and Asset Management Plan that is specific for each location. Individual sign off sheets are provided for each category. All sign off sheets and outside contractor work orders kept on file.

Bus shelters are cleaned twice a year. When a shelter is reported to have been damaged, Facilities is sent out immediately to clean up any glass that may be broken and pose a danger to the general public. Bus shelter repairs are performed by Facilities. The Appendices on the following pages outline the individual Preventative Maintenance and Asset Management Plan that is specific for each location, as well as the Individual sign off sheets used to document the inspection and preventive maintenance efforts.

FACILITY MAINTENANCE PLAN URBAN PREVENTITIVE MAINTENANCE

**502 Maple Ave.
Johnstown, Pa. 15901**

Description	Responsibility	PM Frequency	Allowance	Accountable Person (Scheduling and Documentation)
Steam Cleaning and Front Parking Lot Sumps	Certified Insp.	Annually	2 weeks	Facilities Supervisor
Fire Extinguisher	Certified Insp.	Annually	2 weeks	Director of Maintenance
Fire Suppression Systems	Certified Insp.	Annually	2 weeks	Facilities Supervisor
Bus Wash Sump	Certified Insp.	Annually	2 weeks	Director of Maintenance
* Garage Lifts *	Certified Insp.	Annually	2 weeks	Director of Maintenance
Air Compressors	In House	Annually	2 weeks	Director of Maintenance
Fuel Pump	In House	Annually	2 weeks	Director of Maintenance
Above Ground Fuel Tanks Gas/Diesel	In-House	Monthly	2 weeks	Director of Maintenance
Emergency Generator	Certified Insp.	Semi Annual	2 weeks	Director of Maintenance
Emergency Generator Fuel Tank	In-House	Semi Annual	2 weeks	Director of Maintenance
HVAC Ceiling Vents	In-House	Monthly	1 week	Facilities Supervisor
Roof, Roof Drains, Gutters	In-House	Monthly	1 week	Facilities Supervisor
Outside Faucets/Plumbing Fixtures/Janitor Closets	In-House	Monthly	1 week	Facilities Supervisor
HVAC System	Contractor	Quarterly	1 week	Director of Maintenance
Fire Extinguishers	In-House	Monthly	1 week	Facilities Supervisor
Exit Signs	In-House	Quarterly	1 week	Facilities Supervisor
Fuel Pump (Filters)	In-House	As Needed	1 week	Director of Maintenance
Eye Wash Stations	In-House	Monthly	1 week	Facilities Supervisor
Fare Box Room Cleaning	In-House	Monthly	1 week	Facilities Supervisor
Fare Box Room Corridor Cleaning	In-House	Monthly	1 week	Facilities Supervisor
Bus Maintenance Steam Cleaning Area Walls	In-House	Monthly	1 week	Facilities Supervisor
Bus Wash Walls	In-House	Monthly	1 week	Facilities Supervisor
Floor/Parking Lot Drains	In-House	Monthly	1 week	Facilities Supervisor
Overhead Doors	In-House	Monthly	1 week	Facilities Supervisor
Parking Lot Vehicle Gates	In-House	Quarterly	1 week	Facilities Supervisor
Bus Wash System	In-House	Quarterly	1 week	Facilities Supervisor
Bus Shelter Cleaning	In-House	Semi-Annually	1 week	Facilities Supervisor

Fuel Pump (Operator and Sumps)	Electronic Monitor	24/7	N/A	N/A
Description	Responsibility	PM Frequency	Allowance	Accountable Person (Scheduling and Documentation)
Inspect Tank Alarm System	Electronic Monitor	24/7	N/A	N/A
Security Systems	Electronic Monitor	24/7	N/A	N/A
ADA Ramp	In-House	Monthly	1 week	Facilities Supervisor
Light Lens Cleaning	In-House	Quarterly	1 week	Facilities Supervisor
Elevator Inspection	Contractor	Monthly	1 week	Facilities Supervisor
ITEMS IN BOLD INDICATE MISSION CRITICAL EQUIPMENT				

FACILITY MAINTENANCE PLAN RURAL PREVENTITIVE MAINTENANCE

1226 North Central St.

Ebensburg, Pa. 15931

Description	Responsibility	PM Frequency	Allowance	Accountable person (scheduling and Documentation)
Bus Wash Sump	Certified Insp.	Annually	2 weeks	Rural Facility Parts Manager
Fire Extinguisher	Certified Insp.	Annually	2 weeks	Rural Facility Parts Manager
Garage Lifts	Certified Insp.	Annually	2 weeks	Rural Facility Parts Manager
Air Compressors	In-House	Annually	2 weeks	Rural Facility Parts Manager
Emergency Generators	Certified Insp.	Annually	2 weeks	Rural Facility Parts Manager
Above Ground Fuel Tanks Gas/Diesel	Certified Insp.	Current Certificate	2 weeks	Rural Facility Parts Manager
HVAC Ceiling Vents	In-House	Monthly	2 weeks	Facilities Supervisor
Exterior (Roof, Siding, Gutters, Windows)	In-House	Monthly	2 weeks	Facilities Supervisor
HVAC System	Outside Contractor	Semi- Annually	2 weeks	Rural Facility Parts Manager
Fire Extinguishers	In-House	Monthly	1 week	Facilities Supervisor
Outside Faucets/Janitorial Closets	In-House	Monthly	1 week	Facilities Supervisor
Overhead Doors	In-House	Monthly	1 week	Facilities Supervisor
Bus Wash System	In-House	Quarterly	1 week	Facilities Supervisor
Bus Shelter and Bench Cleaning	In-House	Semi- Annually	1 week	Facilities Supervisor
Exit Signs	In-House	Quarterly	1 week	Facilities Supervisor
Security Systems	Electronic Monitor	24/7	N/A	N/A
Eye Wash Stations	In-House	Monthly	1 week	Facilities Supervisor
Floor/Parking Lot Drains	In-House	Monthly	1 week	Facilities Supervisor
Emergency Floodlights	In-House	Monthly	1 week	Facilities Supervisor
ADA Requirements				
ADA Door Openers/Signage	In-House	Monthly	1 week	Facilities Supervisor

ITEMS IN BOLD INDICATE MISSION CRITICAL EQUIPMENT

FACILITY MAINTENANCE PLAN TRANSIT CENTER PREVENTITIVE MAINTENANCE
551 Main Street (Transit Center)
Johnstown, Pa. 15901

Description	Responsibility	PM Frequency	Allowance	Accountable Person (Scheduling and Documentation)
Fire Extinguishers	Certified Insp.	Annually	2 weeks	Facilities Supervisor
HVAC	Contractor	Semi-annual	2 weeks	Facilities Supervisor
HVAC Ceiling Vents	In House	Monthly	1 week	Facilities Supervisor
Emergency Floodlights	In-House	Monthly	1 week	Facilities Supervisor
Benches	In-House	Monthly	1 week	Facilities Supervisor
Fire Extinguishers	In-House	Monthly	1 week	Facilities Supervisor
Outside Faucets	In-House	Monthly	1 week	Facilities Supervisor
Exit Signs	In-House	Quarterly	1 week	Facilities Supervisor
Security Systems	Electronic monitoring	HVAC Ceiling Vents	In-House	N/A
ADA Requirements				
ADA Signage	In-House	Monthly	1 week	Facilities Supervisor
ADA Electronic Doorways	In-House	Monthly	1 week	Facilities Supervisor
ADA Door Openers	In-House	Monthly	1 week	Facilities Supervisor
ITEMS IN BOLD INDICATE MISSION CRITICAL EQUIPMENT				

FACILITY MAINTENANCE PLAN INCLINED PLANE PREVENTITIVE MAINTENANCE
711 Edge Hill Rd. (Incline Plane)
Johnstown, Pa. 15905

Description	Responsibility	PM Frequency	Allowance	Accountable Person (Scheduling and Documentation)
Fire Extinguisher	Certified Insp.	Annually	2 weeks	Facilities Supervisor
HVAC	Contractor	Semi-Annual	2 weeks	Facilities Supervisor
Exterior (Roof, siding, gutters)	In-House	Monthly	2 weeks	Facilities Supervisor
HVAC Ceiling Vents	In-House	Quarterly	2 weeks	Facilities Supervisor
Inclined Plane Flag	In-House	Quarterly	2 weeks	Facilities Supervisor
Fire Extinguishers	In-House	Monthly	2 weeks	Facilities Supervisor
Picnic Table and Benches	In-House	Monthly	1 week	Facilities Supervisor
Outside faucets	In-House	Monthly	1 week	Facilities Supervisor
Emergency Floodlights	In-House	Quarterly	1 week	Facilities Supervisor
Exit Signs	In-House	Quarterly	1 week	Facilities Supervisor
Grounds Inspection	In-House	Quarterly	1 week	Facilities Supervisor
Clocks	In-House	Monthly	1 week	Facilities Supervisor
Security system	In-House	Monthly	1 week	Facilities Supervisor
Bench Grinder Steady Rest Gap	In-House	Monthly	1 week	Facilities Supervisor
Lubrication of facility gates	In-House	Monthly	1 week	Facilities Supervisor
Gas Cylinders	In-House	Monthly	1 week	Facilities Supervisor
Security system	Electronic Monitoring	24/7	N/A	N/A
ADA Requirements				
ADA Signage	In-House	Monthly	1 week	Facilities Supervisor
ADA Ramp	In-House	Monthly	1 week	Facilities Supervisor
ITEMS IN BOLD INDICATE MISSION CRITICAL EQUIPMENT				

Appendix F: Replacement Schedule

Replacement Schedule		
Category	Class	Description
Rolling Sock	Buses	Buses have an ESL of 12 years/ 500,000 miles. As per the state initiative and expansion of Compressed Natural Gas (CNG) CPTA is striving to replace diesel and hybrid diesel assets with CNG-equipped fleet
	Cutaways	Light-duty buses less than 30 feet in length have an ESL of 5 years/150,000 miles
	Vans	Vans have an ESL of 4 years/100,000 miles
	Incline Plane	Incline Planes have and ESL of 25 years
Equipment	Service Vehicles (Automobiles)	Automobiles have an ESL of 8 years/100,000 miles
	Service Vehicles (Trucks & Other Rubber Tire Vehicles)	Trucks & Other Rubber Tire Vehicles have an ESL of 4 years/100,000 miles
	Equipment (non- vehicles)	Replaced as per manufacturer recommendations
Facilities	Admin/Maintenance Facilities	Replacement, expansion, or disposition of facilities is consistent with the guidance of FTA C 5010.1E and is planned out several years in advance
	Passenger Facilities	Replacement, expansion, or disposition of facilities is consistent FTA guidelines and is planned out several years in advance

Appendix G: Project-Based Prioritization

Agency	FY	Project Name	Title	SOGR	Asset Count	Project Type	Cost	Scenario	Scenario Status	Create Date	Last Modified Date
CCTA	23-24	6013	Bus: Revenue Rolling Stock: Purchase - Replacement project	Yes	7	Replacement	2194031	CCTA SOGR 22-23 to 33-34	Closed	07/25/2022	07/25/2022
CCTA	23-24	6015	Bus: Revenue Rolling Stock: Purchase - Replacement project	Yes	1	Replacement	552445	CCTA SOGR 22-23 to 33-34	Closed	07/25/2022	07/25/2022
CCTA	23-24	6018	Rail: Revenue Rolling Stock: Purchase - Replacement project	Yes	2	Replacement	0	CCTA SOGR 22-23 to 33-34	Closed	07/25/2022	07/25/2022
CCTA	23-24	6027	Bus: Support Facilities and Equipment: Acquisition project	Yes	7	Replacement	236002	CCTA SOGR 22-23 to 33-34	Closed	07/25/2022	07/25/2022
CCTA	23-24	6028	Bus: Support Facilities and Equipment: Acquisition project	Yes	2	Replacement	128128	CCTA SOGR 22-23 to 33-34	Closed	07/25/2022	07/25/2022
CCTA	23-24	6032	Bus: Support Facilities and Equipment: Acquisition project	Yes	14	Replacement	91426	CCTA SOGR 22-23 to 33-34	Closed	07/25/2022	07/25/2022
CCTA	23-24	6037	Bus: Support Facilities and Equipment: Acquisition project	Yes	9	Replacement	31034	CCTA SOGR 22-23 to 33-34	Closed	07/25/2022	07/25/2022
CCTA	23-24	6040	Bus: Support Facilities and Equipment: Acquisition project	Yes	9	Replacement	24831	CCTA SOGR 22-23 to 33-34	Closed	07/25/2022	07/25/2022
CCTA	23-24	6041	Bus: Support Facilities and Equipment: Acquisition project	Yes	4	Replacement	267840	CCTA SOGR 22-23 to 33-34	Closed	07/25/2022	07/25/2022
CCTA	23-24	6043	Bus: Station Stops/Terminals: Acquisition project	Yes	72	Replacement	654651	CCTA SOGR 22-23 to 33-34	Closed	07/25/2022	07/25/2022
CCTA	23-24	6044	Bus: Signal & Communication: Acquisition project	Yes	4	Replacement	11769	CCTA SOGR 22-23 to 33-34	Closed	07/25/2022	07/25/2022
CCTA	23-24	6047	Bus: Station Stops/Terminals: Acquisition project	Yes	1	Replacement	488720	CCTA SOGR 22-23 to 33-34	Closed	07/25/2022	07/25/2022
CCTA	23-24	6048	Bus: Station Stops/Terminals: Acquisition project	Yes	3	Replacement	20741	CCTA SOGR 22-23 to 33-34	Closed	07/25/2022	07/25/2022
CCTA	23-24	6077	Bus: Revenue Rolling Stock: Purchase - Replacement project	Yes	2	Replacement	883448	CCTA SOGR 22-23 to 33-34	Closed	07/25/2022	07/25/2022
CCTA	23-24	265	Bus: Station Stops/Terminals: Acquisition project	Yes	14		26606	CCTA SOGR	Unconstrained Plan	11/19/2021	11/19/2021
CCTA	23-24	332	Bus: Revenue Rolling Stock: Purchase - Replacement project	Yes	10		4201585	CCTA SOGR	Unconstrained Plan	02/09/2022	02/09/2022
CCTA	23-24	333	Bus: Revenue Rolling Stock: Purchase - Replacement project	Yes	7		2194031	CCTA SOGR	Unconstrained Plan	02/09/2022	02/09/2022
CCTA	23-24	334	Bus: Revenue Rolling Stock: Purchase - Replacement project	Yes	1		677303	CCTA SOGR	Unconstrained Plan	02/09/2022	02/09/2022
CCTA	23-24	335	Bus: Revenue Rolling Stock: Purchase - Replacement project	Yes	19		3195082	CCTA SOGR	Unconstrained Plan	02/09/2022	02/09/2022
CCTA	23-24	336	Bus: Revenue Rolling Stock: Purchase - Replacement project	Yes	5		533341	CCTA SOGR	Unconstrained Plan	02/09/2022	02/09/2022
CCTA	23-24	338	Rail: Revenue Rolling Stock: Purchase - Replacement project	Yes	2		0	CCTA SOGR	Unconstrained Plan	02/09/2022	02/09/2022
CCTA	23-24	348	Bus: Support Facilities and Equipment: Acquisition project	Yes	8		276959	CCTA SOGR	Unconstrained Plan	02/09/2022	02/09/2022
CCTA	23-24	349	Bus: Support Facilities and Equipment: Acquisition project	Yes	2		128128	CCTA SOGR	Unconstrained Plan	02/09/2022	02/09/2022
CCTA	23-24	353	Bus: Support Facilities and Equipment: Acquisition project	Yes	14		91426	CCTA SOGR	Unconstrained Plan	02/09/2022	02/09/2022
CCTA	23-24	358	Bus: Support Facilities and Equipment: Acquisition project	Yes	9		31034	CCTA SOGR	Unconstrained Plan	02/09/2022	02/09/2022
CCTA	23-24	361	Bus: Support Facilities and Equipment: Acquisition project	Yes	9		24831	CCTA SOGR	Unconstrained Plan	02/09/2022	02/09/2022

CCTA	23-24	362	Bus: Support Facilities and Equipment: Acquisition project	Yes	4		267840	CCTA SOGR	Unconstrained Plan	02/09/2022	02/09/2022
CCTA	23-24	364	Bus: Station Stops/Terminals: Acquisition project	Yes	72		654651	CCTA SOGR	Unconstrained Plan	02/09/2022	02/09/2022
CCTA	23-24	365	Bus: Signal & Communication: Acquisition project	Yes	4		11769	CCTA SOGR	Unconstrained Plan	02/09/2022	02/09/2022
CCTA	23-24	366	Bus: Station Stops/Terminals: Acquisition project	Yes	14		26606	CCTA SOGR	Unconstrained Plan	02/09/2022	02/09/2022
CCTA	23-24	368	Bus: Station Stops/Terminals: Acquisition project	Yes	1		488720	CCTA SOGR	Unconstrained Plan	02/09/2022	02/09/2022
CCTA	23-24	369	Bus: Station Stops/Terminals: Acquisition project	Yes	3		20741	CCTA SOGR	Unconstrained Plan	02/09/2022	02/09/2022
CCTA	23-24	6045	Bus: Station Stops/Terminals: Acquisition project	Yes	14	Replacement	26606	CCTA SOGR 22-23 to 33-34	Closed	07/25/2022	07/25/2022
CCTA	24-25	258	Bus: Support Facilities and Equipment: Acquisition project	Yes	17		27315	CCTA SOGR	Unconstrained Plan	11/19/2021	11/19/2021
CCTA	24-25	269	Bus: Station Stops/Terminals: Acquisition project	Yes	3		6477	CCTA SOGR	Unconstrained Plan	11/19/2021	11/19/2021
CCTA	24-25	271	Bus: Support Facilities and Equipment: Acquisition project	Yes	2		20354	CCTA SOGR	Unconstrained Plan	11/19/2021	11/19/2021
CCTA	24-25	342	Bus: Revenue Rolling Stock: Purchase - Replacement project	Yes	9		737991	CCTA SOGR	Unconstrained Plan	02/09/2022	02/09/2022
CCTA	24-25	343	Bus: Revenue Rolling Stock: Purchase - Replacement project	Yes	2		1262666	CCTA SOGR	Unconstrained Plan	02/09/2022	02/09/2022
CCTA	24-25	354	Bus: Support Facilities and Equipment: Acquisition project	Yes	17		27315	CCTA SOGR	Unconstrained Plan	02/09/2022	02/09/2022
CCTA	24-25	373	Bus: Station Stops/Terminals: Acquisition project	Yes	3		6477	CCTA SOGR	Unconstrained Plan	02/09/2022	02/09/2022
CCTA	24-25	394	Bus: Support Facilities and Equipment: Acquisition project	Yes	2		20354	CCTA SOGR	Unconstrained Plan	02/09/2022	02/09/2022
CCTA	24-25	6012	Bus: Revenue Rolling Stock: Purchase - Replacement project	Yes	7	Replacement	2980729	CCTA SOGR 22-23 to 33-34	Closed	07/25/2022	07/25/2022
CCTA	24-25	6014	Bus: Revenue Rolling Stock: Purchase - Replacement project	Yes	1	Replacement	684753	CCTA SOGR 22-23 to 33-34	Closed	07/25/2022	07/25/2022
CCTA	24-25	6016	Bus: Revenue Rolling Stock: Purchase - Replacement project	Yes	13	Replacement	1192982	CCTA SOGR 22-23 to 33-34	Closed	07/25/2022	07/25/2022
CCTA	24-25	6020	Bus: Revenue Rolling Stock: Purchase - Replacement project	Yes	20	Replacement	3934368	CCTA SOGR 22-23 to 33-34	Closed	07/25/2022	07/25/2022
CCTA	24-25	6033	Bus: Support Facilities and Equipment: Acquisition project	Yes	17	Replacement	27315	CCTA SOGR 22-23 to 33-34	Closed	07/25/2022	07/25/2022
CCTA	24-25	6052	Bus: Station Stops/Terminals: Acquisition project	Yes	3	Replacement	6477	CCTA SOGR 22-23 to 33-34	Closed	07/25/2022	07/25/2022
CCTA	24-25	6073	Bus: Support Facilities and Equipment: Acquisition project	Yes	2	Replacement	20354	CCTA SOGR 22-23 to 33-34	Closed	07/25/2022	07/25/2022
CCTA	25-26	259	Bus: Support Facilities and Equipment: Acquisition project	Yes	1		144	CCTA SOGR	Unconstrained Plan	11/19/2021	11/19/2021
CCTA	25-26	266	Bus: Station Stops/Terminals: Acquisition project	Yes	2		16954	CCTA SOGR	Unconstrained Plan	11/19/2021	11/19/2021
CCTA	25-26	270	Bus: Station Stops/Terminals: Acquisition project	Yes	8		42084	CCTA SOGR	Unconstrained Plan	11/19/2021	11/19/2021
CCTA	25-26	344	Bus: Revenue Rolling Stock: Purchase - Replacement project	Yes	3		2004766	CCTA SOGR	Unconstrained Plan	02/09/2022	02/09/2022
CCTA	25-26	355	Bus: Support Facilities and Equipment: Acquisition project	Yes	1		144	CCTA SOGR	Unconstrained Plan	02/09/2022	02/09/2022
CCTA	25-26	367	Bus: Station Stops/Terminals: Acquisition project	Yes	2		16954	CCTA SOGR	Unconstrained Plan	02/09/2022	02/09/2022

CCTA	25-26	378	Bus: Station Stops/Terminals: Acquisition project	Yes	8		42084	CCTA SOGR	Unconstrained Plan	02/09/2022	02/09/2022
CCTA	25-26	6023	Bus: Revenue Rolling Stock: Purchase - Replacement project	Yes	3	Replacement	2004766	CCTA SOGR 22-23 to 33-34	Closed	07/25/2022	07/25/2022
CCTA	25-26	6034	Bus: Support Facilities and Equipment: Acquisition project	Yes	1	Replacement	144	CCTA SOGR 22-23 to 33-34	Closed	07/25/2022	07/25/2022
CCTA	25-26	6046	Bus: Station Stops/Terminals: Acquisition project	Yes	2	Replacement	16954	CCTA SOGR 22-23 to 33-34	Closed	07/25/2022	07/25/2022
CCTA	25-26	6057	Bus: Station Stops/Terminals: Acquisition project	Yes	8	Replacement	42084	CCTA SOGR 22-23 to 33-34	Closed	07/25/2022	07/25/2022
CCTA	26-27	350	Bus: Support Facilities and Equipment: Acquisition project	Yes	1		24417	CCTA SOGR	Unconstrained Plan	02/09/2022	02/09/2022
CCTA	26-27	359	Bus: Support Facilities and Equipment: Acquisition project	Yes	2		0	CCTA SOGR	Unconstrained Plan	02/09/2022	02/09/2022
CCTA	26-27	363	Bus: Support Facilities and Equipment: Acquisition project	Yes	2		8771	CCTA SOGR	Unconstrained Plan	02/09/2022	02/09/2022
CCTA	26-27	388	Bus: Station Stops/Terminals: Acquisition project	Yes	7		32827	CCTA SOGR	Unconstrained Plan	02/09/2022	02/09/2022
CCTA	26-27	6029	Bus: Support Facilities and Equipment: Acquisition project	Yes	1	Replacement	24417	CCTA SOGR 22-23 to 33-34	Closed	07/25/2022	07/25/2022
CCTA	26-27	6038	Bus: Support Facilities and Equipment: Acquisition project	Yes	2	Replacement	0	CCTA SOGR 22-23 to 33-34	Closed	07/25/2022	07/25/2022
CCTA	26-27	6042	Bus: Support Facilities and Equipment: Acquisition project	Yes	30	Replacement	25524	CCTA SOGR 22-23 to 33-34	Closed	07/25/2022	07/25/2022
CCTA	26-27	6067	Bus: Station Stops/Terminals: Acquisition project	Yes	7	Replacement	32827	CCTA SOGR 22-23 to 33-34	Closed	07/25/2022	07/25/2022