LEASE AGREEMENT

THIS LEASE AGREEMENT is made and entered into this _____ day of _____, 2025, (Execution Date) by and between GOLDEN GATE BRIDGE, HIGHWAY AND TRANSPORTATION DISTRICT, P.O. Box 29000, Presidio Station, San Francisco, California 94129, owner and lessor, hereinafter referred to as LESSOR, and THE CITY OF SANTA ROSA, 45 Stony Point Road, Santa Rosa, CA 95401, a chartered municipal corporation lessee, hereinafter referred to as LESSEE.

RECITALS

A. LESSOR is the owner of hybrid buses, purchased with assistance from the Federal Transit Administration (FTA), and desires to lease six (6) buses to LESSEE, subject to the terms and conditions of this Lease Agreement.

B. LESSEE is in need of six (6) buses for a period of one year with the option of a month to month lease, not to exceed six (6) months, at the completion of the first full year for the provision of public transportation service, and

C. LESSEE agrees to comply with all applicable FTA regulations, requirements, and guidelines governing the use, maintenance, and reporting of federally funded assets during the term of this Lease Agreement.

THE PARTIES AGREE AS FOLLOWS:

1. Hiring of Buses. LESSOR agrees to lease to LESSEE six (6) buses (singular, "Bus" and collectively "Buses") identified as follows:

Year/Model	Bus No.	Vehicle Identification No.	License No.
2019 Gillig Hybrid	**1963**	**15GGD2711K3189099**	**1568812**
2019 Gillig Hybrid	**1962**	**15GGD271XK3189098**	**1568811**
2019 Gillig Hybrid	**1961**	**15GGD2718K3189097**	**1568810**
2019 Gillig Hybrid	**1960**	**15GGD2716K3189096**	**1568809**
2019 Gillig Hybrid	**1959**	**15GGD2714K3189095**	**1568808**
2019 Gillig Hybrid	**1958**	**15GGD2712K3189094**	**1568807**

2. Intended Use. LESSEE agrees to use the Buses exclusively for public transportation purposes and to comply with all applicable FTA regulations, requirements, and guidelines governing the use, maintenance, and reporting of federally funded assets during the term of this Lease Agreement.

3. Term. The term of this Lease Agreement is for a period of one year commencing upon the Execution Date. Upon LESSEE/LESSOR's option, the term may be extended on a month to month basis for up to 6 additional months. The LESSEE may return any individual bus before the end of the lease term by giving the LESSOR at least sixty (60) days' written notice. Returning a bus early will not affect the lease for any other buses.

4. Rental. The rental to be paid under the terms of this Lease Agreement is the total sum of $1,562.48 per month, per Bus. LESSOR must pay monthly payments in advance, no later than the 10th day of each month. LESSOR must make payment to the Golden Gate Bridge, Highway and Transportation District via ACH.

5. Delivery and Redelivery of Buses. Prior to delivery, the LESSOR will remove the farebox. The LESSOR will also wrap the exterior of the Bus with a white vinyl tape to cover all logos and advertisements, at LESSOR'S own expense. Delivery of the Buses will be at LESSOR'S location at 1011 Andersen Drive, San Rafael, CA 94901. LESSEE will take delivery of the Buses at a time arranged by the Parties, but in no event later than 10 business days from the Effective Date of this Agreement. LESSEE acknowledges possession and control of said Buses in good condition LESSEE agrees, upon expiration of this Lease Agreement or any earlier termination, to return the Buses to 1011 Andersen Drive, San Rafael, California 94901 in the same condition as received, normal wear and tear excepted.

6. Operation. LESSEE, during the term of this Lease Agreement and while the Buses are in its possession, will have exclusive control of Buses in the same manner as though LESSEE were the owner. LESSEE will operate the Buses in its public transit service using its own forces or with a contract operator. LESSEE will bear all costs of operation of the Buses. In addition, LESSEE is responsible for all federal, state and county or any municipality fee or tax imposed upon or related to operation or ownership of the Buses.

7. Maintenance and Repairs. LESSEE must maintain and keep the Buses in good condition at all times during the term, satisfactory to LESSOR. This includes all labor, parts, materials, and supplies necessary for routine upkeep, as well as any repairs resulting from accidents, vandalism, collision, the elements or acts of God, ordinary wear and tear excepted. LESSEE's responsibilities cover all components of each Bus, including body, glass, frame, furnishings, wheelchair lift, and mechanical, electrical, pneumatic, hydraulic, or other operating systems.

However, if the cost of a repair or component replacement exceeds $10,000, LESSEE will deliver the Bus to LESSOR who will complete the work. While the repair will be performed by LESSOR, the cost remains the responsibility of the LESSEE.

LESSEE must develop and implement a comprehensive vehicle maintenance plan that outlines adequate maintenance procedures to ensure to LESSOR's satisfaction that the Buses remain in good operating order and in compliance with applicable FTA regulations and guidance. This plan must include periodic inspections and preventative maintenance intervals. As an option the LESSEE may opt to adhere to the LESSOR's Maintenance Plan attached hereto as Exhibit B.

In addition, the LESSEE must perform such procedures on the Buses as required by Title 13, California Administrative Code and California Vehicle Code, as such provisions presently exist or as amended. The LESSEE may not subcontract any repair work without the prior written approval of the LESSOR.

The LESSEE may not cannibalize parts from one Bus for use on another Bus without the prior specific written authorization from the LESSOR's Maintenance Manager.

8. Maintenance Inspections, Rejection of Vehicle. The LESSOR reserves the right, at its sole discretion, to review the maintenance records, and to periodically inspect the Buses. LESSEE agrees to allow LESSOR, upon request, to inspect the Buses on 48 hours' notice. Buses for inspection will be delivered, at LESSEE's sole expense, to the LESSOR's San Rafael maintenance shop as directed by the LESSOR's Maintenance Manager. No more than one bus will be made available for inspection at a time.

9. Clean Truck Check (CTC). LESSEE to perform semi-annual CTC testing as required by CARB. LESSOR to notify LESSEE 70 days in advance of CTC testing due date. If LESSEE is unable to perform the required CTC test on time, LESSEE must return bus to LESSOR San Rafael Maintenance Facility for testing five days prior to due date. If CARB makes changes to CTC testing frequency LEESEE must adopt to these requirements.

10. Maintenance and Accident Records. The LESSEE must maintain an individual file for each Bus, by date of action, detailing all preventive or other maintenance functions, including but not limited to, warranty work, pertinent maintenance data and fuel, lubricant and other fluid use. LESSEE records will include a detailed description of complaints and repairs, time and materials required to perform the repairs and/or preventative maintenance. LESSEE must send preventive maintenance and repair records in Excel file format by the fifteenth day of each month to LESSOR's Manager of Fleet and Facilities. The LESSOR's Manager of Fleet and Facilities must approve all repair orders/records indicating that the repair has been properly performed.

    LESSEE will keep records of any accident involving a Bus, including the repair work required to return the Bus to service. LESSEE will provide records to LESSOR monthly or upon LESSOR'S request.

11. Mileage Reporting. LESSEE to send LESSOR monthly mileage reports in Excel file format by the fifteenth day of each month for entry into LESSOR'S Asset Management System.

12. Preventive Maintenance Schedule. The LESSEE is solely responsible for all preventive maintenance.

    Preventive Maintenance is the routine maintenance program as described in **Exhibit A**, attached hereto. There are eight (8) preventive maintenance forms: B, C, D, Semi-Annual HVAC, Annual HVAC, Annual Fire Suppression System, and Annual Lift-U Wheelchair lift inspection. Preventive Maintenance inspections must occur every 45 days or 3,000 miles whichever comes first as indicated below:

    3,000 - B

* 6,000 - B+
9,000 - B
*12,000 - C
15,000 - B
*18,000 - B+
21,000 - B
*24,000 - D

Semi-Annual HVAC
Annual HVAC
Annual Fire Suppression System
Annual Lift-U (Wheelchair lift)

*Engine oil to be sampled and changed every 6,000 miles and transmission oil sample required at 12,000 and 24,000 mile inspections.

All inspections shall include, but are not limited to, all items on the Preventive Maintenance inspection forms as fully described in **Exhibit A**.

At the conclusion of the first full year of the lease agreement, a mandatory comprehensive inspection must be performed by LESSOR at the LESSOR'S facility. LESSOR to perform major preventative maintenance work at this time. LESSOR to complete this work within five business days, not inclusive of holidays. No more than one bus will be made available for inspection at a time.

13. Supplies and Fluids. The LESSEE, at its sole cost and expense, must provide ultra-low sulfur diesel (<15 ppm sulfur) fuel, renewable diesel (RD99) is acceptable, lubricants, repair parts, and supplies required for the orderly maintenance and operation of Buses. Such supplies must be equal to or better than the fuel, lubricants, repair parts, and supplies specified by the OEM or used by the LESSOR. The LESSOR, at its sole discretion, may approve or disapprove any fuel, lubricant, repair part, and supplies used by the LESSEE. The LESSEE must discontinue use of any fuel, lubricant, repair part and/or supplies which are disapproved. The LESSEE must, properly store and dispose of all materials, including hazardous waste, required in the operation of service in accordance with all federal, state and local regulations.

Leased Buses shall be made available to LESSEE with antifreeze. LESSEE shall be responsible for adding necessary amounts of antifreeze in which to operate the leased Buses in LESSEE's operating environment to ensure adequate freeze and cylinder wall protection.

Following are approved fluids:

Differential:	Delo Syn-Gear XDM SAE Synthetic 75w-90
Engine	Chevron Delo 400 XLE CK-4 15w/40
Transmission	Allison Transynd (synthetic)

Fuel: RD-99 - Ultra Low Sulfer Diesel (less than 15 ppm)
Cooling/Heating: Peak Fleet Charge

14. Fluid Samples. LESSEE must take an Engine oil sample prior to changing engine oil at 6,000 miles and a transmission oil sample at the 12,000 mile and 24,000-mile inspection. LESSEE must deliver fluid samples to the LESSOR within five (5) working days of extraction. LESSEE will label fluid bottles with 1) Equipment number; 2) Total unit miles; 3) Oil accumulation miles; and 4) Date sample was taken. Samples shall be delivered to Mike Dusek, Maintenance Manager, Golden Gate Transit, 1011 Andersen Drive, San Rafael, California 94901.

15. Tires. Upon delivery of the Buses equipped with LESSOR's tires, LESSEE must replace each tire with tires that meet all applicable requirements for use on highways. Within 10 days of delivery, LESSEE must return LESSOR's tires to 1011 Andersen Drive, San Rafael, California 94901 in the same condition as received. At the conclusion of the lease, LESSEE must redeliver each Bus with six tires that comply with applicable state requirements as to tread depth and type for use on the highways. LESSOR will remove LESSEE's tires and return to LESSEE within 10 days of receiving Bus.

16. Hazardous Chemicals and Wastes. The LESSEE bears full and sole responsibility for any release of hazardous or non-hazardous chemicals or substances arising out of or related to this Lease. The LESSEE is solely responsible for all claims and expenses of any kind associated with the response to, removal, and remediation of the release, including payment of any fines or penalties against LESSOR or LESSEE by any agency as a result of such release. If the performance of any obligations under the Lease creates any hazardous wastes, those wastes must be properly disposed of according to federal, state and local laws at the sole expense of LESSEE and under the LESSEE's own EPA Generator Number.

17. Warranties. LESSEE leases the Buses "as-is, where-is," without any warranties, express or implied. LESSOR makes no representation or warranty regarding the condition, value, performance, merchantability, fitness for use, or compliance with any law, or regulation, including the Americans with Disabilities Act (ADA).

18. Liquidated Damages. The Parties agree that in the event that LESSEE fails to meet certain obligations under the Lease, damage will be sustained by the LESSOR and that it is or will be impracticable to determine the actual amount of the damage by reason of such failure, and it is, therefore, agreed that the LESSOR may assess liquidated damages in the amounts set forth below. LESSOR will not assess liquidated damages upon a proper showing by the LESSEE and a finding by the LESSOR that the failure was beyond LESSEE's reasonable control.

Inspection Failure (Section 8): LESSOR may assess liquidated damages of $250 per day per Bus for every day that a Bus fails the inspection.

Failure to Conduct Routine Maintenance (Section 10): If any inspection of a preventive maintenance record reveals the omission or lack of documentation of periodic

maintenance service as required, it will result in liquidated damages of $250 per occurrence.

Failure to Collect Fluid Sample (Section 13): Failure to take and provide fluid samples may result in liquidated damages of $100 per sample missed.

19. Indemnity. LESSEE must indemnify, keep, and save harmless LESSOR, its directors, officers, agents and employees ("Indemnitees") against any and all suits, claims or actions of any sort or nature, including but not limited to injuries to or death of any persons, or for loss of or damage to any property, suffered by third parties or by LESSEE, arising from or in connection with the operation, maintenance or control of the Buses. LESSEE further agrees to defend any and all such actions, suits or claims (with counsel reasonably acceptable to LESSOR) and pay all charges of attorneys and all other costs and expenses arising therefrom or incurred in connection therewith; and if any judgment be rendered against LESSOR or any of the other individuals enumerated above in any such action, LESSEE, at its expense shall satisfy and discharge the same.

LESSEE must hold harmless, indemnify, and defend the LESSOR from any claims arising from the disposal of the hazardous wastes, regardless of the absence of negligence or other malfeasance by the LESSEE.

The parties understand and agree that the LESSOR has no control over any employment matters related to LESSEE's workforce, including personnel decisions, direction of the workforce or terms and conditions of employment. LESSEE assumes all responsibilities with respect to employment liabilities for its workforce. Employees of the LESSEE are not employees of the LESSOR. LESSEE has sole control over its employees' wages, hours, or working conditions. Given this, in paying its workforce, LESSEE must take steps to ensure it meets all wage (under federal, state, and local laws) and workers compensation requirements. Further, LESSEE is solely responsible for all pre-employment screening and testing of its workforce, as may be required or allowed by law, including Form I-9 verification, background checks, and related recordkeeping. LESSEE is solely responsible for training its own workforce under federal, state, and local laws, including those regarding anti-harassment, anti- retaliation, anti-discrimination, workplace safety training, and any other applicable laws.
LESSEE must defend, indemnify, and hold harmless the LESSOR from and against all claims and damages arising out of or resulting from employment-related liabilities, including without limitation to an assertion that the LESSOR is a joint employer with LESSEE or that a LESSEE employee is a borrowed servant of the LESSOR or any of the following:

A. any and all Claims and Damages under Title VII of the Civil Rights Act of 1964 (Title VII), the Americans with Disabilities Act (ADA), the Family and Medical Leave Act (FMLA), the Fair Labor Standards Act (FLSA), the Equal Pay Act, the Employee Retirement Income Security Act (ERISA), the Civil Rights Act of 1991, Section 1981 of U.S.C. Title 42, the Fair Credit Reporting Act (FCRA), the Worker Adjustment and Retraining Notification (WARN) Act, the National Labor Relations Act

(NLRA), the Federal Employers Liability Act (FELA), the Age Discrimination in Employment Act (ADEA), the Uniform Services Employment and Reemployment Rights Act (USERRA), the Genetic Information Nondiscrimination Act (GINA), the Immigration Reform and Control Act (IRCA), Affordable Care Act (AC), Occupational Safety and Health Administration (OSHA) and California Division of Occupational Safety and Health Administration (CalOSHA) claims, wrongful termination in violation of public policy, breach of contract, breach of the implied covenant of good faith and fair dealing, privacy violations, defamation, intentional infliction of emotional distress, discrimination and harassment claims under California's Fair Employment and Housing Act (FEHA), California Family Rights Act (CFRA), Pregnancy Disability Leave, rehire or reemployment rights and any and all claims based on state, municipal, or local employment discrimination statutes, laws, regulations, or ordinances, including, but not limited to age, sex, race, religion, national origin, marital status, sexual orientation, ancestry, parental status, disability, veteran status, harassment, retaliation, attainment of benefit plan rights, claims for severance pay, claims based on breach of contract, quasi-contract (including but not limited to claims of breach of an express or implied contract, tortious interference with contract or prospective business advantage, breach of the covenant of good faith and fair dealing, promissory estoppel, detrimental reliance), wrongful termination, fraud, defamation, libel, slander, false imprisonment, negligent or intentional infliction of emotional distress, tort, personal injury or sickness or any other harm, invasion of privacy, violation of public policy, negligence or any common law, statutory, or other claim whatsoever arising out of or relating to employment with or separation from employment with the employer, California Labor Code claims, wage claims, all including any amendments and their respective implementing regulations, and any other federal, state, local, or foreign law (statutory, regulatory, or otherwise);

B. any and all Claims and Damages for compensation of any type whatsoever, including but not limited to claims for salary, back pay, front pay, wages of any type, prevailing wages, meal or rest periods, bonuses, commissions, incentive compensation, vacation, and severance;

C. any and all Claims and Damages for monetary or equitable relief, including but not limited to attorneys' fees, reinstatement experts' fees, medical fees or expenses, costs and disbursements, punitive damages, liquidated damages, and penalties; any and all Claims and Damages under a collective bargaining agreement;

D. any and all Claims and Damages for workers' compensation benefits (whether under State law or FELA); and

E. any and all Claims and Damages for unemployment insurance

This indemnity shall survive the termination of this Agreement.

20. Abused or Misused Property. In the event any property is lost or damaged, LESSEE agrees to restore the property to its original condition or refund the value of the LESSOR's interest in the property.

21. Insurance. The LESSEE shall maintain in place the insurance requirements set forth in this section

A. Workers' Compensation and Employer's Liability Insurance. LESSEE shall procure and maintain at all times during the performance of this Lease Agreement workers' compensation insurance in conformance with the laws of the State of California and with the laws of the United States where applicable. Employer's liability insurance shall not be less than One Million Dollars ($1,000,000) per accident or disease.

Prior to commencement of the Lease Agreement, LESSEE shall deliver to LESSOR a certificate of insurance which shall stipulate that thirty (30) days' advance written notice of cancellation, non-renewal or reduction in limits shall be given to LESSOR.

B. General Commercial and Automobile Liability Insurance. LESSEE shall procure and maintain at all times during the term of this Lease Agreement general liability insurance covering LESSEE and LESSOR for liability arising out of the operations of LESSEE, its officers, employees, agents and subcontractors. LESSEE shall also procure and maintain at all times during the term of this Lease Agreement automobile liability insurance. The policies shall each be subject to a limit for each occurrence of Five Million Dollars ($5,000,000), naming as an additional insured, in connection with LESSEE's activities, the Golden Gate Bridge, Highway and Transportation District, its directors, officers, employees and agents. The insurer(s) shall agree that its policies are primary insurance and that it shall be liable under its policies for the full amount of any loss up to and including the total limit of liability without right of contribution from any other insurance covering LESSOR.

Inclusion of LESSOR as an additional insured shall not in any way affect its rights as respects to any claim, demand, suit or judgment made, brought or recovered against LESSEE. Said policy shall protect LESSEE and LESSOR in the same manner as though a separate policy had been issued to each, but nothing in said policy shall operate to increase the insurer's liability as set forth in the policy beyond the amount or amounts shown or to which the insurer would have been liable if only one interest had been named as an insured.

Prior to commencement of work hereunder, LESSEE shall deliver to LESSOR a certificate of insurance which shall stipulate that thirty (30) days' advance written notice of cancellation, non-renewal or reduction in limits shall be given to LESSOR.

22. Termination

a. Termination for Convenience: Either party, upon 30 days written notice, may

terminate this agreement for convenience, in whole or in part upon 30 days' notice. Upon termination for convenience, LESSEE must return all Buses within 30 days of the effective date of termination.

b. Termination for Default: If LESSEE fails to perform in the manner called for in the Agreement, LESSOR may terminate this Agreement for default upon 7 days' notice. If appropriate, LESSOR in its sole discretion may allow LESSEE 7 days in which to cure the default. Upon termination for default, LESSEE must return all Buses within 7 days of the effective date of termination.

The rights and remedies of the LESSOR provided in this section are not exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

23. Notices. All notices to be given by this Lease Agreement shall be deemed properly delivered by delivery personally or by depositing the same in the United States mail, postage prepaid, and addressed as follows:

LESSOR:
Golden Gate Bridge, Highway and Transportation District
PO Box 29000
San Francisco, California 94129
Attn: Denis J. Mulligan

LESSEE:
City of Santa Rosa/Santa Rosa CityBus
45 Stony Point Road
Santa Rosa, CA 95401
Attn: Rachel Ede

24. Succession. This Lease Agreement is binding upon and inure to the benefit of the successors and assigns of the parties. LESSEE may not assign any of its rights without the prior written consent of LESSOR.

25. Audit and Inspection. LESSEE must permit the authorized representatives of the LESSOR to inspect and audit all records of LESSEE relating to its performance and its subcontractors under the contract from date of the contract through and until expiration of three years after completion of contract.

26. Governing Laws. This Agreement will be interpreted, construed and enforced in accordance with the laws of the State of California as applied to contracts that are made and performed entirely in California.

27. Entire Agreement. This Agreement constitutes the entire agreement of the parties with respect to its subject matter and supersedes all prior or contemporaneous oral and written

understandings or representations on the same subject. This Agreement may be amended only in writing that is executed by the parties.

28. Attorneys' Fees. If any legal proceeding should be instituted by either of the parties to enforce the terms of this Agreement or to determine the rights of the parties under this Agreement, the prevailing party in the proceeding will receive, in addition to all court costs, reasonable attorneys' fees.

29. Laws And Regulations. LESSEE shall comply with any and all laws, statutes, ordinances, rules, regulations and procedural requirements of any national, state or local government and of any agency of such government, which relate to or in any manner affect the performance of this Agreement.

30. Federal Provisions.

A. Energy Conservation Requirements. LESSEE agrees to comply with mandatory standards and policies relating to energy efficiency contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

B. Charter Service Regulations:

LESSEE may not use the leased property or any related equipment in a manner that would constitute a violation of the FTA Charter Services Regulations. LESSEE shall refrain from providing or offering any charter services unless authorized under one of the specific exceptions set forth in the FTA regulations (49 CFR) § 604.6-604.9) such as services for government officials, emergency services, or situations where private charter operators are not available. If LESSEE intends to engage in any activity that could be construed as charter service, LESSEE will provide written notification to LESSOR and explain how such service complies with FTA regulations.

C. School Bus Operations Regulations:

LESSEE may not use the Buses for the transportation of students and school personnel, in competition with private school bus operators.

D. Access To Records And Reports.

LESSEE agrees to provide LESSOR, the FTA Administrator, the Comptroller General of the United States or any of their authorized representatives access to any books, documents, papers and records of LESSEE which are directly pertinent to this agreement for the purposes of making audits, examinations, excerpts and transcriptions. LESSEE also agrees, pursuant to 49 CFR. 633.17 to provide the FTA Administrator or his authorized representatives including any PMO CITY access to LESSEE's records and construction sites pertaining to a major capital project, defined at 49 U.S.C. 5302(a)1, which is receiving federal

financial assistance through the programs described at 49 U.S.C. 5307, 5309, or 5311.

LESSEE agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

LESSEE agrees to maintain all books, records, accounts and reports required under this agreement for a period of not less than three years after the date of termination or expiration of this agreement, except in the event of litigation or settlement of claims arising from the performance of this agreement, in which case LESSEE agrees to maintain same until LESSOR, the FTA Administrator, the Comptroller General, or any of their duly authorized representatives, have disposed of all such litigation, appeals, claims or exceptions related thereto. Reference 49 CFR 18.39(i)(11).

Nothing in this section will be interpreted to require LESSEE to release any privileged or otherwise confidential materials without LESSOR's express written approval.

E. Federal Changes. LESSEE shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the Grant Agreement (Form FTA MA (31) dated May 2, 2024) between LESSOR and FTA, as they may be amended or promulgated from time to time during the term of this agreement. LESSEE's failure to so comply shall constitute a material breach of this agreement.

F. No Government Obligation To Third Parties. LESSOR, and LESSEE acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying agreement, absent the express written consent by the Federal Government, the Federal Government is not a party to this agreement and shall not be subject to any obligations or liabilities to LESSOR, LESSEE, or any other party (whether or not a party to that agreement) pertaining to any matter resulting from the underlying agreement.

LESSEE agrees to include the above clause in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

G. Program Fraud And False Or Fraudulent Statements And Related Acts. LESSEE acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. §§ 3801 et seq. and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR Part 31, apply to its actions pertaining to this Project. Upon execution of the underlying agreement, LESSEE certifies or

affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying agreement or the FTA assisted project for which this work is being performed. In addition to other penalties that may be applicable, LESSEE further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on LESSEE to the extent the Federal Government deems appropriate.

LESSEE also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a agreement connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under the authority of 49 U.S.C. § 5307, LESSOR reserves the right to impose the penalties of 18 U.S.C. § 1001 and 49 U.S.C. § 5307(n)(1) on LESSEE, to the extent the Federal Government deems appropriate.

H. Civil Rights Requirements. The following requirements apply to the underlying agreement:

(1) Nondiscrimination. In accordance with Title VI of the Civil Rights Act, as amended, 42 U.S.C. § 2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, section 202 of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12132, and Federal transit law at 49 U.S.C. § 5332, LESSEE agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability. In addition, LESSEE agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.

(2) Equal Employment Opportunity. The following equal opportunity employment requirements apply to the underlying agreement:

Race, Color, Creed, National Origin, Sex. In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e, and Federal transit laws at 49 U.S.C. § 5332, LESSEE agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect activities undertaken in the performance of the Contract. In addition, LESSEE agrees to comply with any implementing requirements FTA may issue.

(3) Age. In accordance with section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. §§ 623 and Federal transit law at 49 U.S.C. § 5332, LESSEE agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, LESSEE agrees to comply with any implementing requirements FTA may issue.

(4) Disabilities. In accordance with section 102 of the Americans with Disabilities Act, as amended 42 U.S.C. § 12112, LESSEE agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 CFR Part 1630, pertaining to employment of persons with disabilities. In addition, LESSEE agrees to comply with any implementing requirements FTA may issue.

I. Incorporation Of Federal Transit Administration (FTA) Terms. The preceding provisions include, in part, certain Standard Terms and Conditions required by DOT, whether or not expressly set forth in the preceding agreement provisions. All contractual provisions required by DOT, as set forth in FTA Circular 4220.1G, dated January 17, 2025, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this agreement. LESSEE shall not perform any act, fail to perform any act, or refuse to comply with any LESSOR requests that would cause LESSOR to be in violation of the FTA terms and conditions.

J. Clean Water. LESSEE agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq. LESSEE agrees to report each violation to LESSOR and understands and agrees that LESSOR will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office.

LESSEE also agrees to include these requirements in each subcontract exceeding $100,000 financed in whole or in part with Federal assistance provided by FTA.

K. Clean Air. LESSEE agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. §§ 7401 *et seq*. LESSEE agrees to report each violation to LESSOR and understands and agrees that LESSOR will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office.

LESSEE also agrees to include these requirements in each subcontract exceeding $100,000 financed in whole or in part with Federal assistance provided by FTA.

L. Disputes. In the event of any dispute, the parties will promptly meet and confer, first at a staff level and then elevated to a meeting of executives, in a good faith attempt to resolve the dispute. If a dispute cannot be resolved by the parties independently, they may agree to submit such dispute to non-binding mediation by a mutually agreed-upon neutral third party with offices in the San Francisco Bay Area. The cost of mediation will be shared equally. Unless otherwise directed by LESSOR, LESSEE will continue performance under this Agreement while matters in dispute are being resolved.

In the event the parties agree to mediation, the party proposing mediation will provide the other party with the names of three mediators (provided by the American Arbitration Association, JAMS, or other such organization), each of which is acceptable to that party. The other (second) party will select one of the three mediators and notify the first party of its selection within fifteen (15) days after receiving the names of the three mediators. If the second party fails to make a selection within this fifteen (15) day period, the first party may either select the mediator from among the three it proposed or may pursue its legal and equitable remedies through litigation.

The parties will meet with the mediator within thirty (30) days of their selection and will discuss the dispute with the mediator in a good faith effort to reach an agreement. However, nothing in this section requires either party to make a concession or accept an offer. If the mediation does not resolve the matter to the satisfaction of both parties within sixty (60) days after the mediator is selected, either party may pursue its legal and equitable remedies through litigation. Any lawsuit between the parties will be filed and prosecuted in the Superior Court of the State of California. The agreed venue is the County of San Francisco. This section does not limit LESSOR's right to terminate the Agreement.

M. Rights and Remedies. The duties and obligations imposed by the Lease Agreement and the rights and remedies available thereunder are in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law. No action or failure to act by LESSOR or LESSEE constitutes a waiver of any right or duty afforded any of them under the Agreement, nor shall any such action or failure to act constitute an approval of or acquiescence in any breach thereunder, except as may be specifically agreed in writing.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the Execution Date.

GOLDEN GATE BRIDGE, HIGHWAY AND TRANSPORTATION DISTRICT	CITY OF SANTA ROSA
_____	_____
Denis J. Mulligan General Manager	Dan Hennessey Director of Transportation and Public Works

ATTEST:

_____
Amorette Ko-Wong
District Secretary

APPROVED AS TO FORM:

_____
Steve Miller
General Counsel for the District

APPROVED AS TO FORM:

_____
Office of the City Attorney

Exhibit A

W/O#_____

Coach#_____

Date: _____

GILLIG HYBRID

"B" INSPECTION
3,000 MILES

On each item show: "√" if OK "X" Adjusted "O" Repairs needed.
Each mechanic working on this inspection must indicate his/her I.D. number adjacent to work performed.
CIRCLE any item needing further repair.

ID #	√ X O	UNDERSIDE
_____	_____	Check all brakes for lining wear and condition and proper application.
_____	_____	Visually inspect rotors for signs of cracks, deep grooves, blue marks, and heat checking.
_____	_____	Check all brake chambers for secure mounting. Check brake hoses for chafing.
_____	_____	Make a full brake application. Repair air leaks.
_____	_____	Check driveshaft slip-yoke and U-joints for wear/excessive play and lube.
_____	_____	Inspect for oil, fuel, and/or coolant leaks. Repair as necessary.
_____	_____	Purge all air tanks.
_____	_____	Check all air springs (bellows) for condition and air suspension components for leaks.
_____	_____	Inspect all radius rods and suspension components for condition and secure mounting.
_____	_____	Check all shock absorbers for worn bushings, leaks and/or loose mounting.
_____	_____	Inspect all steering components for damage/excessive wear. Lube all steering components.
_____	_____	Inspect entire steer axle beam for cracks, primarily longitudinally along forging line of axle.

ID #	√ X O	TOP SIDE
_____	_____	Check park brake warning light and buzzer operation.
_____	_____	Correct outstanding defect(s) on defect card.
_____	_____	Check engine air filter restriction indicator. (Replace filter as needed)
_____	_____	Check engine oil, coolant, hydraulic, and transmission oil levels. Adjust as necessary.
_____	_____	Inspect engine compartment for fuel, oil, coolant, and exhaust leaks. Repair as necessary.
_____	_____	Visually inspect all hoses and electrical harnesses for chafing and secure clamping.
_____	_____	Check 12/24-volt battery connections, and voltage: 12v_____ 24v_____
_____	_____	Check all exterior and interior lighting. Repair or replace as necessary.
_____	_____	Check all wheels for coin/handhole cracks. Check for loose lug nuts (rust streaks).
_____	_____	Inspect all tires and note tread depth by 1/32". cold pressure: All 105-PSI (120PSI 2400's) LF_____RF_____RRO_____RRI_____LRO_____LRI____
_____	_____	Check front hubs for oil level and condition. Replace vent caps as necessary.
_____	_____	Check all axle flanges for oil leaks and/or loose fasteners.
_____	_____	Cycle w/c ramp; check all door interlocks and warning devices. Ensure w/c ramp functions properly.
_____	_____	Check wheelchair safety belts and "Q-strains." Repair or replace as necessary.
_____	_____	Check entrance and exit door operation.
_____	_____	Check the operation of kneeler and kneeler interlock.
_____	_____	Check door sensitive edges 12" from top, bottom, and middle of door with 1" dowel.
_____	_____	Check all stanchions and grab rails for secure mounting.
_____	_____	Check for presence and condition of roadside warning triangles (3 per set).
_____	_____	Check all interior and exterior mirrors. Tighten, repair, or replace as necessary.
_____	_____	Test operation of public address system. Repair as necessary.
_____	_____	Check horn and backup alarm operation. Repair as necessary.
_____	_____	Test one roadside and one curbside USB or 120 Volts outlets for power.
_____	_____	Remove and clean HVAC return air filter. Replace as necessary.
_____	_____	Pump down brake system. Check low air warning, compressor speed, and cutout.
_____	_____	Check windshield wiper operation. Refill wiper blades and washer reservoir as necessary.
_____	_____	Inspect bike rack for damage or loose hardware. Check spring tension on wheel holders.
_____	_____	**Check appearance of bus side advertisements (graffiti, torn, ripped, etc.). Report to Chief Mechanic if damaged or vandalized.**

ID #	√ X O	AMEREX FIRE SUPPRESSION & PORTABLE FIRE EXTINGUISHER
_____	_____	Check pressure in both Amerex cylinder and portable fire extinguisher. (Must be in green)
_____	_____	Check that the Amerex "System OK" LED is on.
_____	_____	Verify that pull pins are secured in place at manual actuator and fire extinguisher.
_____	_____	Verify Amerex cylinder and portable fire extinguisher are mounted securely in place.

Please Describe All Items That Require Additional Corrective Action:

1. _____

2. _____

3. _____

Signed: Mechanic(s)_____ Supervisor _____

May 2024
Blue

WO#_____

Coach#_____

Date: _____

GILLIG HYBRID

"B+" INSPECTION
6,000 MILES

On each item show: "√" if OK "X" Adjusted "O" Repairs needed.
Each mechanic working on this inspection must indicate his/her I.D. number adjacent to work performed.
CIRCLE any item needing further repair.

ID #	√ X O	UNDERSIDE
_____	_____	Check all brakes for lining wear and condition and proper application.
_____	_____	Visually inspect rotors for signs of cracks, deep grooves, blue marks, and heat checking.
_____	_____	Check all brake chambers for secure mounting. Check brake hoses for chafing.
_____	_____	Make a full brake application. Repair air leaks.
_____	_____	Check driveshaft slip-yoke and U-joints for wear/excessive play and lube.
_____	_____	Inspect for oil, fuel and/or coolant leaks. Repair as necessary.
_____	_____	Purge all air tanks.
_____	_____	Check all air springs (bellows) for condition and air suspension components for leaks.
_____	_____	Inspect all radius rods and suspension components for condition and secure mounting.
_____	_____	Check all shock absorbers for worn bushings, leaks and/or loose mounting.
_____	_____	Inspect all steering components for damage/excessive wear. Lube all steering components.
_____	_____	Inspect entire steer axle beam for cracks, primarily longitudinally along forging line of axle.

ID #	√ X O	TOP SIDE
_____	_____	**Change engine oil and filters. Take engine oil sample (15w-40).**
_____	_____	Check hydraulic fluid reservoir, top off as needed. (Transynd)
_____	_____	Check Park brake warning light and buzzer operation.
_____	_____	Correct outstanding defect(s) on defect card.
_____	_____	Check engine air filter restriction indicator. (Replace filter as needed)
_____	_____	Check engine oil, coolant, hydraulic and transmission oil levels. Adjust as necessary.
_____	_____	Inspect engine compartment for fuel, oil, coolant, and exhaust leaks. Repair as necessary.
_____	_____	Visually inspect all hoses and electrical harnesses for chafing and secure clamping.
_____	_____	Check 12/24-volt battery connections, and voltage: 12v_____ 24v_____
_____	_____	Check all exterior and interior lighting. Repair or replace as necessary.
_____	_____	Check all wheels for coin / hand hole cracks. Check for loose lug nuts (rust streaks).
_____	_____	Inspect all tires and note tread depth by 1/32". cold pressure: All 105-PSI (120PSI 2400's)
		LF_____RF_____RRO_____RRI_____LRO_____LRI____
_____	_____	Check front hubs for oil level and condition. Replace vent caps as necessary.
_____	_____	Check all axle flanges for oil leaks and/or loose fasteners.
_____	_____	Cycle w/c ramp; check all door interlocks and warning devices. Ensure w/c ramp functions. Properly.
_____	_____	Clean and lube w/c ramp as necessary.
_____	_____	Check wheelchair safety belts and "Q-straints." Repair or replace as necessary.
_____	_____	Check entrance and exit door operation.
_____	_____	Check the operation of kneeler and kneeler interlock.
_____	_____	Check door sensitive edges 12" from top, bottom, and middle of door with 1" dowel.
_____	_____	Check all stanchions and grab rails for secure mounting.
_____	_____	Check for presence and condition of roadside warning triangles (3 per set).
_____	_____	Check all interior and exterior mirrors. Tighten, repair or replace as necessary.
_____	_____	Test operation of public address system. Repair as necessary.
_____	_____	Check horn and back-up alarm operation. Repair as necessary.
_____	_____	Test one roadside and one curbside USB or 120 Volts outlets for power.
_____	_____	Remove and clean HVAC return air filter. Replace as necessary.
_____	_____	Pump down brake system. Check low air warning, compressor speed and cutout.
_____	_____	Check windshield wiper operation. Refill wiper blades and washer reservoir as necessary.
_____	_____	Inspect bike rack for damage or loose hardware. Check spring tension on wheel holders.
_____	_____	**Check appearance of bus side advertisements (graffiti, torn, ripped, etc.). Report to Chief Mechanic if damaged or vandalized.**

ID #	√ X O	AMEREX FIRE SUPPRESSION & PORTABLE FIRE EXTINGUISHER
_____	_____	Check pressure in both Amerex cylinder and portable fire extinguisher. (Must be in green)
_____	_____	Check that the Amerex "System OK" LED is on.
_____	_____	Verify that pull pins are secured in place at manual actuator and fire extinguisher.
_____	_____	Verify Amerex cylinder and portable fire extinguisher are mounted securely in place.

ID #_ √ X O ROOF MARIN BUSES ONLY 2401-2407

_____ _____ Check coolant level of the ECP (Electronics Cooling Package) and BTMS (Battery Thermal Management System), Inspect for coolant leaks. Top off as needed.
Note: Only use Oat coolant. Ethylene Glycol 50% with 50% Deionized Water

_____ _____ Clean and inspect air compressor filter.

.

Please Describe All Items That Require Additional Corrective Action:

1. _____

2. _____

3. _____

Signed: Mechanic(s) _____ Supervisor _____

May 2024
Goldenrod

W/O#_____

Coach #_____

Date:_____

GILLIG HYBRID
"C" INSPECTION
12,000 MILES

On each item show: "√" if OK, "X" if adjusted, "O" if further repair is needed.
Each mechanic working on this inspection must indicate his/her ID number adjacent to work performed.
Circle any item needing further repair.

ID #	√ X O	ENGINE COMPARTMENT
____	____	**Change engine oil and filters. (15w-40) Take oil sample from engine and transmission.**
____	____	Inspect engine compartment for fuel, oil, coolant and/or exhaust leaks.
____	____	visually inspect all plumbing, hoses, and electrical harnesses for chafing.
____	____	Replace Spin on secondary fuel filter.
_____	_____	Check hydraulic fluid reservoir, top off as needed. (Transynd)
____	____	Check Davco 384 fuel filter. Replace only if fuel is approaching top of element.
____	____	Replace air cleaner element.
____	____	Check cooling system nitrite level with test strip. Note level _____ppm
____	____	Add supplemental coolant additive (SCA) as required. Added _____pints. (Marin Only)
_____	____	Check coolant filter install date. Replace filter only if 10 months or older
____	____	Check all drive belts for condition and proper adjustment.
____	____	Steam clean power plant area and radiator.

ID #	√ X O	POWER TRAIN AND CHASSIS
____	____	Purge water/oil from all air tanks.
____	____	Check all brakes for lining wear and condition and proper application.
____	____	Visually inspect rotors for signs of cracks, deep grooves, blue marks, and heat checking.
____	____	Check all brake chambers for secure mounting. Check all brake hoses for chafing.
____	____	Make a full brake application. Repair air leaks.
____	____	Check for leaky wheel seals.
____	____	Check drive shaft slip yoke and U-joints for wear/excessive play and lube.
____	____	Check front hubs for oil level and condition. Replace vent caps as necessary.
____	____	Check drive axle oil level and condition. Add if necessary _____pints (Syn 75W-90).
____	____	Inspect all steering components for excessive wear, damage, and/or loose hardware.
____	____	Inspect power steering gear for leaks and secure mounting.
____	____	Inspect power steering hoses and plumbing for leaks or chafing.
____	____	Lube all steering components.
____	____	Inspect entire steer axle beam for cracks, primarily longitudinally along forging line.
____	____	Inspect all radius rods for bushing wear, loose hardware and/or cracks.
____	____	Check all air springs(bellows), leveling valves, and air suspension components for leaks.
____	____	Check/adjust ride height Front 8.25" +/- 0.12 and Rear 12.11" ± 0.12"
____	____	Replace faulty leveling valves.
____	____	Inspect all wheels for coin / hand hole cracks and loose lug nuts (rust streaks).
____	____	Inspect all tires and note tread depth by 1/32". cold pressure: All 105-PSI (120PSI 2400's)

LF_____RF_____RRO_____RRI_____LRO_____LRI____

ID #	√ X O	ELECTRICAL SYSTEM
____	____	Check Coach batteries for condition, and secure connections.
____	____	Check and lube battery tray slides and rollers, Inspect battery tray locks.
____	____	Check charging system voltage. 12v____ 24v____
____	____	Check all interior and exterior lighting. Repair or replace as required.
____	____	Check front, side, and rear destination signs for proper operation.
____	____	Test operation of public address system. Repair as necessary.
____	____	Test horn and back-up alarm operation. Repair as necessary.
____	____	Test Park brake warning light and alarm.
____	____	Check all video cameras for damage.
____	____	Test all USB or 120 Volt outlets for power, Repair as needed.

ID #	√ X O	BODY
____	____	Check windshield wiper and washer operation. Refill/repair as necessary.
____	____	Check bike rack for damage or loose hardware. Check spring tension on wheel holders.
____	____	Check driver's seat for air leaks and proper operation.
____	____	Check driver's sun visors for condition and secure mounting.
____	____	Check all driver area controls for serviceability and secure mounting.
____	____	Check all seating, glass, stanchions, and interior trim for damage and/or loose hardware.
____	____	Check interior and exterior mirrors for serviceability and secure mounting.
____	____	Check for presence and condition of roadside warning triangles (3 per set).
____	____	Check passenger chime, cords, and light for proper operation.
____	____	Check exit door operation, green light, touch bar, and interlock operation. (Marin Only)
____	____	Check door sensitive edges 12" from top, bottom, and middle of door with 1" dowel.

ID #	√ X O	WHEELCHAIR RAMP & KNEEL SYSTEM
____	____	Cycle kneel system and check accelerator/brake interlock and warning alarm.
____	____	Cycle Ramp., Clean ramp and drive platform assembly.
____	____	Check accelerator/brake interlock for proper operation.
____	____	Visually inspect Ramp components for binding, chafing, damage and/or excessive wear.
____	____	Clean and lubricate drive chain and chain/counterbalance assembly.
____	____	Lubricate stow latch bushings with thin coating of anti-seize.
____	____	Check wheelchair safety belts and Q'straints for condition and proper latching.

ID #	√ X O	HVAC
____	____	Check return air filters (Drivers and Passengers). Clean or replace as necessary.
____	____	Operate unit. Check blower and condenser fans for operation.
____	____	Check heater booster pump for operation.
____	____	Check refrigerant level and compressor oil level. (Unit must be at operating temp).
____	____	Check driver's heater fan and water valve for proper operation.

ID #	√ X O	ROOF MARIN BUSES ONLY 2401-2407
_____	_____	Check coolant level of the ECP (Electronics Cooling Package) and BTMS (Battery Thermal Management System), Inspect for coolant leaks. Top off as needed. Note: Only use Oat coolant. Ethylene Glycol 50% with 50% Deionized Water
_____	_____	Clean and inspect air compressor filter.

ID #	√ X O	ROAD TEST
____	____	Scan and print old engine codes.
____	____	Correct outstanding defect(s) on defect card.
____	____	Check operation of electric cooling fans with the fan reverse switch.
____	____	Pump down brake system. Check low air warning, compressor speed and cutout.
____	____	Check brakes, throttle and steering for smooth operation.
____	____	Check engine power and transmission shifting.
____	____	Ensure that climate control system maintains proper interior temperature (68°- 72°f).
____	____	After road test recheck power plant fluid levels and check for leaks.

ID #	√ X O	AMEREX FIRE SUPPRESSION & PORTABLE FIRE EXTINGUISHER
_____	_____	Check pressure in both Amerex cylinder and portable fire extinguisher. (Must be in green)
_____	_____	Check that the Amerex "System OK" LED is on.
_____	_____	Verify that pull pins are secured in place at manual actuator and fire extinguisher.
_____	_____	Verify Amerex cylinder and portable fire extinguisher are mounted securely in place.

Please Describe All Items That Require Additional Corrective Action:

1. _____

2. _____

3. _____

4. _____

Signed: Mechanic(s)_____ Supervisor _____

WO#_____

Coach#_____

Date: _____

GILLIG HYBRID
"D" INSPECTION
24,000 MILES

On each item show: "√" if OK, "X" if adjusted, "O" if further repair is needed.
Each mechanic working on this inspection must indicate his/her ID number adjacent to work performed.
Circle any item needing further repair.

ID #	√ X O	ENGINE COMPARTMENT
_____	____	**Change engine oil and filters. (15w-40) Take oil sample from engine and transmission.**
____	____	Visually inspect all plumbing, hoses, and electrical harnesses for chafing.
____	____	Replace air cleaner element and Safety filter.
____	____	Inspect engine compartment for fuel, oil, coolant and/or exhaust leaks.
____	____	Check engine coolant level and condition.
____	____	Replace Spin on secondary fuel filter.
____	_____	Change hydraulic reservoir filter and oil. (Transynd)
____	____	Replace primary fuel filter. (Davco Fuel Pro Filter)
____	____	Check cooling system nitrite level with test strip. Note level _____ppm
____	____	Add supplemental coolant additive (SCA) as required. Added _____pints (1700's)
____	____	Check coolant filter install date. Replace filter only if 10 months or older.
____	____	Remove and replace Spinner centrifuge rotor filter. Test Air control Valve.
____	____	Check all drive belts for condition and proper adjustment.
____	____	Replace engine crankcase filter.
____	____	Steam clean power plant area and radiator.

ID #	√ X O	POWER TRAIN AND CHASSIS
____	____	Purge water/oil from all air tanks.
____	____	Check all brakes for lining wear and condition and proper application.
____	_____	Check drive axle oil level and condition. Add if necessary_____pints (Syn 75W-90).
____	____	Visually inspect rotors for signs of cracks, deep grooves, blue marks, and heat checking.
____	____	Check all brake chambers for secure mounting. Check all brake hoses for chafing.
____	____	Make a full brake application. Repair air leaks.
____	____	Check for leaky wheel seals.
____	____	Check drive shaft slip yoke and U-joints for wear/excessive play and lube.
____	____	Inspect all steering components for excessive wear, damage, and/or loose hardware.
____	____	Inspect power steering gear for leaks and secure mounting.
____	____	Inspect power steering hoses and plumbing for leaks or chafing.
____	____	Lube <u>all</u> steering components.
____	____	Inspect entire steer axle beam for cracks, primarily longitudinally along forging line.
____	____	Inspect all radius rods for bushing wear, loose hardware and/or cracks.
____	____	Check all bellows, leveling valves, and air suspension plumbing for leaks.
____	____	Check/adjust ride height Front 8.25" +/- 0.12 and Rear 12.11" ± 0.12"
____	____	Inspect all wheels for coinhole/handhole cracks and loose lug nuts (rust streaks).
____	____	Check front hubs for oil level and oil condition. Replace vent caps as necessary.
____	____	Inspect all tires and note tread depth by 1/32". cold pressure: All 105-PSI (120PSI 2400's)

LF_____RF_____RRO_____RRI_____LRO____LRI____

ID #	√ X O	ELECTRICAL SYSTEM
____	____	Check Coach batteries for condition, and secure connections.
____	____	Check and lube battery tray slides and rollers, Inspect and lube battery tray locks.
____	____	Check charging system voltage. 12v____ 24v____
____	____	Check all interior and exterior lighting. Repair or replace as required.
____	____	Check front, side, and rear destination signs for proper operation.
____	____	Test operation of public address system. Repair as necessary.
____	____	Test horn operation and backup alarm. Repair as necessary.
____	_____	Test Park brake warning light and alarm.
____	____	Check all video cameras for damage.
____	____	Test all USB or 120 Volt outlets for power, Repair as needed.

ID # √ X O BODY

____ ____ Check windshield wiper and washer operation. Refill/repair as necessary.
____ ____ Check bike rack for damage or loose hardware. Check spring tension on wheel holders.
____ ____ Check driver's seat for air leaks and proper operation.
____ ____ Check driver's sun visors for condition and secure mounting.
____ ____ Check all driver area controls for serviceability and secure mounting.
____ ____ Check all seating, glass, stanchions, and interior trim for damage and/or loose hardware.
____ ____ Check interior and exterior mirrors for serviceability and secure mounting.
____ ____ Check for presence and condition of roadside warning triangles (3 per set).
____ ____ Check passenger chime, cords, and light for proper operation.
____ ____ Check exit door operation, green light, touch bar, and interlock operation. (1700's)
____ ____ Check door sensitive edges 12" from top, bottom, and middle of door with 1" dowel.
____ ____ Inspect Throttle pedal per Gillig TSB 20-01-404 (Marin Buses Only)

ID # √ X O WHEELCHAIR Ramp & KNEEL SYSTEM

____ ____ Cycle kneel system and check accelerator/brake interlock and warning alarm.
____ ____ Cycle Ramp, Clean ramp, and drive platform assembly.
____ ____ Check accelerator/brake interlock for proper operation.
____ ____ Visually inspect Ramp components for binding, chafing, damage and/or excessive wear.
____ ____ Clean and lubricate drive chain and chain/counterbalance assembly.
____ ____ Lubricate stow latch bushings with thin coating of anti-seize.
____ ____ Check wheelchair safety belts and Q'straints for condition and proper latching.

ID # √ X O HVAC

____ ____ Check return air filters (1 rear, and 1 driver's). Clean or replace as necessary.
____ ____ Operate unit. Check blower and condenser fans for operation.
____ ____ Check heater booster pump for operation (1 rear).
____ ____ Check refrigerant level and compressor oil level. (Unit must be at operating temp).
____ ____ Check driver's heater fan and water valve for proper operation.

ID # √ X O ROAD TEST

____ ____ Scan and print old engine codes.
____ ____ Correct outstanding defect(s) on defect card.
____ ____ Check operation of electric cooling fans with the fan reverse switch.
____ ____ Pump down brake system. Check low air warning, compressor speed and cut in/out.
____ ____ Check brakes, throttle and steering for smooth operation.
____ ____ Check engine power and transmission shifting.
____ ____ Ensure that climate control system maintains proper interior temperature (68°-72°f).
____ ____ After road test recheck power plant fluid levels and check for leaks.

ID # √ X O AMEREX FIRE SUPPRESSION & PORTABLE FIRE EXTINGUISHER

____ ____ Check pressure in both Amerex cylinder and portable fire extinguisher. (Must be in green)
____ ____ Check that the Amerex "System OK" LED is on.
____ ____ Verify that pull pins are secured in place at manual actuator and fire extinguisher.
____ ____ Verify Amerex cylinder and portable fire extinguisher are mounted securely in place.

ID # √ X O ROOF MARIN BUSES ONLY 2401-2407

____ ____ Check coolant level of the ECP (Electronics Cooling Package) and BTMS (Battery Thermal Management System), Inspect for coolant leaks. Top off as needed.
Note: Only use Oat coolant. Ethylene Glycol 50% with 50% Deionized Water
_____ ____ Replace air compressor filter, Clean blower fan, duct and compressor fins.

Please Describe All Items That Require Additional Corrective Action:

1. _____

2. _____

3. _____

4. _____

Signed: Mechanic(s) _____ Supervisor _____

May 2024
Pink

Time Started _____

Time Completed _____

Work Order#_____
Coach#_____
Date: _____

GILLIG HYBRID
W/C RAMP INSPECTION

On each item show: "√" if OK "X" Adjusted "O" Repairs needed.
Each mechanic working on this inspection must indicate his/her I.D. number adjacent to work performed.
CIRCLE any item needing further repair.

ID #	√ X O	CYCLE W/C RAMP, CLEAN, LUBE:
_____	_____	Check wheelchair interlock function.
_____	_____	Clean ramp, hinge, and operating shaft area.
_____	_____	Clean and lubricate drive chain and chain/counterbalance assembly.
_____	_____	Lubricate stow latch bushings with thin coating of anti-seize.

ID #	√ X O	INSPECT HANDRAILS FOR:
_____	_____	Structural integrity.
_____	_____	Bolts secured.
_____	_____	Cracks in the tubing.

ID #	√ X O	W/C RAMP INSPECTION:
_____	_____	Inspect the following ramp components for wear, damage, overload characteristics, and/or adjustment:
_____	_____	Ramp Plate Assembly surfaces (both ramp and floor sides).
_____	_____	Interior floor surface, sidebar, and pivot point.
_____	_____	Step Edge Closeout nosing and hinge.
_____	_____	All non-skid surfaces.
_____	_____	Counter Balance Assembly, which includes chain strands, chain coupling, connecting link, spring rod assembly, turnbuckle, and springs (Under Rising Floor Assembly behind Chain Guards).
_____	_____	Fasteners securing the Control Arm Assemblies to the C/S Sprocket Assemblies. Verify flat-head screws are not loose. If a fastener is loose, apply blue Loctite to threads and torque to the specifications on the ramp assembly drawing in the manual.
_____	_____	Fasteners securing the pucks to the Ramp Plate Assembly. Verify flat-head screws are not loose. If a fastener is loose, apply blue Loctite to threads and torque to the specifications in the manual (three on each puck).
_____	_____	Drive chain, sprockets, and couplings (Under Rising Floor Assembly).
_____	_____	Stow latch mechanism and solenoid linkage and associated cables (Under Rising Floor Assembly).
_____	_____	Stow, Lowering Floor, and Deceleration proximity switches and associated cables (Under Rising Floor Assembly).
_____	_____	Lowering Floor Solenoid and linkage to Catch Assembly (Under Lowering Floor Assembly).
_____	_____	Overall structural integrity of the frame and ramp assembly.
_____	_____	Check wheelchair safety belts and Q'sraints for condition and proper latching.

ID #	√ X O	MANUAL OPERATION:
_____	_____	Binding.
_____	_____	Difficult to deploy or stow (Operating cycle exceeds 16 seconds).

Please Describe All Items That Require Additional Corrective Action:

1. _____

2. _____

3. _____

4. _____

Signed: Mechanic(s) _____ Supervisor _____

October 2019
Purple

Exhibit B

Golden Gate Bridge, Highway & Transportation District

Bus Division

Maintenance Plan

Fleet, Facilities and Equipment

Fiscal Year 2023/2024
Updated: 3/12/2024

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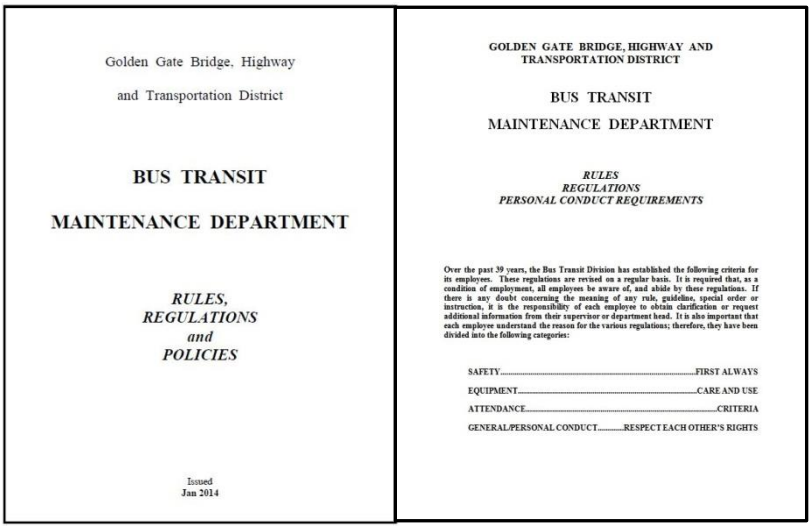
SECTION I – GENERAL

SAFETY

The Bus Maintenance Department has a comprehensive and very effective environmental health and safety plan. The departmental *Rules, Regulations and Policies* have been developed in cooperation with the District's Risk Manager and Environmental Health and Safety Specialist and detail the department's programs for hazard communication, industrial injury and illness prevention, spill prevention and control and countermeasures and emergency response procedures.



Golden Gate Bridge, Highway

and Transportation District

BUS TRANSIT

MAINTENANCE DEPARTMENT

RULES,
REGULATIONS
and
POLICIES

Issued
Jan 2014

GOLDEN GATE BRIDGE, HIGHWAY AND TRANSPORTATION DISTRICT

BUS TRANSIT

MAINTENANCE DEPARTMENT

RULES
REGULATIONS
PERSONAL CONDUCT REQUIREMENTS

Over the past 39 years, the Bus Transit Division has established the following criteria for its employees. These regulations are revised on a regular basis. It is required that, as a condition of employment, all employees be aware of, and abide by these regulations. If there is any doubt concerning the meaning of any rule, guideline, special order or instruction, it is the responsibility of each employee to obtain clarification or request additional information from their supervisor or department head. It is also important that each employee understand the reason for the various regulations; therefore, they have been divided into the following categories:

SAFETY.....FIRST ALWAYS

EQUIPMENT.....CARE AND USE

ATTENDANCE.....CRITERIA

GENERAL/PERSONAL CONDUCT.....RESPECT EACH OTHER'S RIGHTS

As safety is an ongoing responsibility of all in the department and the workplace environment is constantly changing, the *Rules, Regulations and Policies* manual is updated and reissued to all employees annually. The annual reissuance includes discussion of new requirements and procedures and refresher training regarding items of ongoing importance.

Additionally, the GGT maintenance department has a long-established safety bulletin program that allows for issuance of a safety bulletin by hand delivery to every member of the department at all locations, typically in less than 24 hours. This allows the department to respond very quickly to fleet and other safety issues with full and accurate information and directives.

The Bus Maintenance Department has a standing safety committee that meets quarterly. The committee is comprised of shop employees, supervisory staff, management representatives, and the District's Environmental Health and Safety Specialist. Random shop employees are tasked to perform monthly facilities and equipment safety inspections and all employees of the department are encouraged to submit items of immediate or ongoing concern to the committee. The committee is tasked with addressing any deficiencies noted during the safety inspections, employee concerns brought forward and any safety incidents that have occurred during the preceding period. The committee has full authority to halt work, condemn equipment,

requisition safety materials and supplies and reengineer processes.

In addition to the quarterly safety committee meetings, each work group in the department holds a biweekly payday safety meeting where hip pocket safety training is delivered by the group's supervisor and roundtable-style safety discussions are facilitated. The training includes topics such as new product training, communications from the safety committee and workplace safety items presented by the District's Environmental Health and Safety Specialist.

Safety BULLETIN

GOLDEN GATE TRANSIT

GOLDEN GATE BRIDGE, HIGHWAY AND TRANSPORTATION DISTRICT

Safety 08-x
March 21, 2008
For Immediate Release – All at Bus
Importance - High

Zero Emission Buses – Operating Limitations

Dear All,

At the direction of the bus manufacturer, due to the high center of gravity, the Van Hool fuel cell buses (FCBs) must *not* be operated at road speeds greater than forty-eight (48) miles per hour (MPH) under any circumstances.

Additionally, the bus manufacturer advises that "…care should be exercised in the operation of the fuel cell bus to avoid sudden maneuvering (e.g. to avoid obstacles, a collision, lane changes, road bumps, etc.) and while operating in adverse weather conditions (e.g. heavy winds and rains)."

Due to these equipment limitations and our service requirements, GGT has temporarily suspended FCB operations pending further evaluation. More information will follow.

Steven Miller
Bus Maintenance Superintendent

CONTROL

Satisfactory control is maintained through internal audit of maintenance program fiscal and operational performance and confirmed in external audit by independent auditors and various regulatory agencies.

GGT is a consistent strong performer in external audits and has never received a less than satisfactory rating during annual California Highway Patrol terminal inspections.

On the first Thursday of each month, a meeting is held with the Director of Fleet & Facilities and all Chief Mechanics, Maintenance Trainer, and Lead persons. The purpose of this meeting is to review problems/accomplishments of the past month, to establish methods and goals of correcting problems, to review past work goals and establish future work methods and goals (i.e., number of engines, and transmissions of various bus models that need to be repaired within the next six months to a year). Anticipated component life cycles are reviewed and methods to increase cycles are discussed. Shift workforce requirements are reviewed and reorganized two times a year or as needed.

INFORMATION MANAGEMENT

GGT utilizes a state-of-the-art Automated Vehicle and Fluid Management System (AVFMS) for fleet, inventory, and procurement management. The system is comprised of the IBM Maximo enterprise asset management system (EAM) with a fully integrated EJ Ward automated fuel and fluid management system. The system allows GGT to use industry best practices in all areas of fleet maintenance, inventory, and procurement.

Some highlights of the capabilities of this system:

- Centralized asset records that contain specifications, preventive maintenance schedules, repair order history, spare parts lists, warranty provisions, meter readings and safety plans can be accessed from any location within the District and remotely with proper access.

- Fully automated EJ Ward fuel and fluid management system which wirelessly transmits vehicle fueling transactions along with vehicle mileage and diagnostic information to the Maximo database, eliminating operator error and ensuring that preventive maintenance schedules are automatically updated with each fuel transaction. System allows instant access to vehicle usage history along with fuel mileage from any location.

- Real- time work management with electronic work orders, allowing greater efficiencies through bundling of multiple work requests, minimizing downtime and trips to the repair bays.

- Fully customizable preventive maintenance (PM) schedules with real-time access to vehicle PM status and PM history from any location. PM due alerts are sent as alarm lamps and electronic messages directly to fuel terminals ensuring that vehicles with PM activities due are not released for service.

- Fully integrated inventory management system with user-defined economic order quantities (EOQ) and automated materials requisition at reorder points for all 14,000+ inventory line items.

- Fully integrated procurement system with automated workflow from requisition through general ledger transaction.

- Real-time monitoring of key performance indicators (KPI) through instant reports and dashboard style user screens.

SECTION II - VEHICLES

PROGRAM GOALS

The goals of the vehicle maintenance program are to maximize the availability of safe, reliable and clean buses for operation in revenue service, to maximize vehicle and component useful life, minimize unscheduled maintenance activities and to lower overall vehicle lifecycle maintenance costs.

PROGRAM DESCRIPTION

To effectively achieve the goals of the maintenance program, Golden Gate Transit (GGT) utilizes an aggressive scheduled preventive maintenance (PM) program under which all integral items/components are inspected and/or serviced on a periodic basis. All preventive maintenance activities are highly targeted and established based on original equipment manufacturer (OEM) recommendation, failure analysis, component testing, and laboratory used oil analysis. Preventive maintenance job plans are fleet specific, including accessibility (ADA) equipment, on-board security surveillance systems, and are updated on a continual basis to address fleet specific characteristics such as vehicle age, unique components and vehicle duty cycles.

Unscheduled (corrective) maintenance activities are managed using industry best practices and work order driven business processes that are designed to maximize vehicle reliability and availability while minimizing vehicle overall lifecycle costs.

FLEET

The Golden Gate Transit fleet consists of:

<u>Owned by Golden Gate Transit</u>

- Twenty-Three 2010 MCI D-4500
- Thirty-Two 2012 MCI D-4500
- Twenty-Five 2015 MCI D-4500
- Sixty-Seven 2019 Gillig Hybrids

<u>Owned by Marin Transit</u>

- Seven 2010 New Flyer Hybrids
- Three 2017 Gillig BRT Hybrids
- Two 2018 BYD BEB
- Eleven 2020 Gillig BRT Hybrids

SCHEDULED MAINTENANCE

As it is impossible to perform vehicle services at the exact accumulation of mileage or time, Golden Gate Transit maintenance practices allow the flexibility of performing PM activities up to 500 miles prior to scheduled service interval and not later than 500 miles past scheduled interval or within ten percent of the time-based PM interval as required.

To facilitate timely performance of required PM activities, a real time PM Inspections Due report can be generated from the IBM Maximo Enterprise Asset Management System (Maximo) at any time of day at any computer workstation within the District.

The Maximo system tracks PM status through a user configurable PM software application that receives vehicle mileage readings through an interface with the District's EJ Ward automated vehicle fueling system. Maximo automatically generates work orders at a user determined lead time as the vehicle approaches its PM due interval and monitors the work order status (PM Due Delta) until it is completed.

Gillig coaches require a 6,000-mile oil change to accomplish this the B+ inspection was added to the PM activities. MCI coaches require a 12,000-mile oil change therefore the B+ inspection is not necessary. BYD coaches require a unique PM sequence, please see PM Activities below.

Sample inspection sheets are attached below:

Gillig Inspection List.pdf

MCI Inspection List.pdf

BYD Inspection List.pdf

PM Activities include:

"A" Inspection: (1,500 miles or 45 days) This inspection includes brake lining wear and adjustment, inspecting all safety components, and visual inspection of all running gear, steering components, drive shaft inspection and lubrication and checks of all exterior lighting.

"B" Inspection: (3,000 miles) This inspection includes all of the items covered in the "A" inspection along with checking of the charging system and batteries, full chassis lube, air line inspection, and servicing of HVAC return air filters.

"B+" Inspection: (Performed every 6,000 miles) The "+" indicates that, in addition to the normal "B" interval checks and services, this inspection includes lube oil and filter (LOF) service and is used only for coaches requiring the more aggressive oil change interval.

“B+” BYD Inspection: (Performed every 9,000 miles The “+” indicates that, in addition to the normal “B” interval checks and services, this inspection includes replacement of air compressor air filter, checking drive motor grounds and charge port mounting.

"C" Inspection: (Performed every 12,000 miles) In addition to all items covered in the "A" and "B" inspections, this inspection includes changing all power train filters and fluids, detailed checks and adjustments of coach subsystems and steam cleaning of engine compartment, wheelchair lift and battery compartment areas.

"C" BYD Inspection: (Performed every 18,000 miles) In addition to all items covered in the "A" and "B" inspections, this inspection includes replacing reducer gear and planetary oil, drive motor filter, check drive motors and oil coolers for leaks, check high voltage wiring to traction motors.

"D" Inspection: (Performed every 24,000 miles) Inspection includes approximately 80 to 90 service and inspection items, covering all major and minor coach systems, emergency exits, along with 5 to 12 heating and air conditioning inspection items, a detailed inspection of the wheelchair lift and securement equipment and performing emissions opacity readings and engine/transmission ECM scans.

"D" BYD Inspection: (Performed every 36,000 miles) Inspection includes all items covered in the “C” inspection with addition of replacing power steering filter, drive motor oil change, and inspect cooling system hoses for aging/cracking.

Engine Tune-Up: (Performed every 60,000 or 100,000 miles) Service includes thorough inspection and adjustment of engine overhead valve train and camshaft, fuel injectors and turbocharger.

Fire Suppression System: This inspection is performed on all buses with a fire suppression system on a once every 365-day (yearly) schedule. The inspection includes approximately 25 service and inspection items on the fire suppression system such as inspecting the actuators, pressure vessels and valves, N-2 cylinders, control heads, nozzles, detectors, and hoses and connections.

Wheelchair Lift Inspection: (Performed every 24,000 miles or 365 days, whichever comes first). While lift inspection is part of the routine "B" through "D" preventive maintenance cycle, this comprehensive inspection and service includes inspecting the interlocks, sensitive edge(s), occupancy sensors, lamps, wiring, seals, bolts, bushings, clamps, and hydraulic components. The lift system is also cleaned and lubricated and any necessary adjustments and/or repairs are completed.

Quality Assurance Inspection: (Performed randomly) On the first day of every month Maximo selects one bus that is due for a scheduled B, B+, C, or D inspection within the previous 20 days.

Farebox Inspection: (Performed every 50,000 operating cycles – see *Table 1 for typical time intervals*) This inspection and service includes cleaning and lubing of card and bill transport mechanisms, cleaning of print heads and optical sensors, check/adjustment of drive belts and cleaning and lubrication of cash box mechanism.

Fleet	Fleet Size	Farebox PM Every
BYD	2	6 Months
Gillig BRT	14	6 Months
NF Hybrid	7	6 Months
MCI	80	12 Months
Gillig	67	12 Months

Table 1 – Typical Farebox PM Intervals in Months

HVAC Inspectio on fleet and duty cycle – see *Table 2)* Rotating sequence of 12 to 31-point inspection and service covering all components of the HVAC system is performed.

Fleet	Fleet Size	Semi-Annual	Annual	Biennial
Gillig BRT	14	No	300	No
NF Hybrid	7	180	360	No
MCI 2010	23	No	250	No
MCI 2012-14	57	No	300	No
Gillig	67	No	300	No
BYD	2	No	300	No

Table 2 – HVAC PM Intervals

On-Board Security Systems: (performed on B, C and D inspections and a specific annual inspection) In addition to physical inspection and service of on-board surveillance camera equipment on a periodic and annual basis, the health and status of the on-board video surveillance systems is verified daily by Maintenance Department staff. This daily verification is accomplished through the surveillance system's health monitoring and exception reporting capability.

It is the policy of the Maintenance Department to inspect and repair all items/components, both structural and cosmetic, during PM maintenance, thereby minimizing unscheduled maintenance while maintaining the highest mileage possible between mechanical system road failures. Components are rebuilt to OEM new dimension specifications to ensure equal or better life. All major components are tracked by the OEM serial number or are stamped with an assigned GGT serial number. This allows components to be tracked for original miles run, reason for rebuild, parts/vendor used during rebuild, person performing rebuild, and miles run to next rebuild. This cycle is tracked for the life of each component.

At each inspection interval that includes an engine, transmission or differential fluid change, a component fluid sample is taken and sent in for laboratory lube oil analysis. Depending on the component type, this analysis checks for problem indicators such as excessive wear metals that would indicate failing internal components and dilution by fuel, water or coolant which would indicate leaky subsystems. Use of laboratory oil analysis allows GGT maintenance staff to often see problems long before they manifest themselves as symptoms and perform component maintenance in a pro-active fashion, preventing equipment breakdowns due to catastrophic failures.

In addition, the lube oil analysis yields some very useful information regarding lube oil additive package and general condition. GGT has used this information to significantly and safely extend lube oil change intervals in many fleets over the years and has garnered regional recognition as a pioneer in the use of this technology to promote environmental stewardship.

UNSCHEDULED MAINTENANCE

Unscheduled maintenance is defined as any work necessary due to premature failure and/or physical damage and items that are impractical or impossible to include on a preventive maintenance schedule. These items may include electrical components (i.e., turn signal flashers, relays, and starters) or other components/items (i.e., windshield wiper motors, valves, windshield washer components, door motors, glass, differentials, and U-joints). Although these items are checked during preventive maintenance inspections and are repaired/replaced when it is determined the useful life is nearing completion, many items have at best minimal failure indicators; some have none at all.

Minimizing downtime due to unscheduled maintenance and maximizing vehicle availability is a core strength of the GGT Maintenance Department. To accomplish this critical mission, Golden Gate leverages several key strategies and competencies:

The GGT Maintenance Department…

- Operates three shifts, 24 hours per day, 365 days per year, ensuring that maintenance resources are constantly available and prepared to deal efficiently and effectively with any and all contingencies.
- Employs 42 "A" level journeyman mechanics and 4 Apprentice Mechanics. Current journeyman mechanics and crafts persons have a combined total of over 482 years of experience with an average tenure of 12 years.
- Employs an outstanding depth of crafts and skill sets. In addition to journeyman line mechanics, staff includes journeyman body and fender mechanics, electronics technicians, one automotive painter, one machinist, one upholstery trimmer and one farebox mechanic/welder. This depth of crafts and skills ensures that any repair to any system of the coach can be accomplished in a cost effective, timely fashion meeting or exceeding OEM requirements and recommendations.
- Utilizes a centrally located, state-of-the-art maintenance facility equipped with the latest in tooling and technology and operated with very clean and environmentally responsible business practices.
- Is equipped with the latest in computerized asset management systems (IBM Maximo). The GGT asset management system includes fully integrated and automated fuel and fluid management system (EJ Ward) and fully integrated inventory and procurement systems.
- Leverages a long-established network of industry leading suppliers and equipment vendors, ensuring that parts and materials lead times are minimized and that OEM support is always readily available.

All unscheduled maintenance activities, regardless of how minor, are initiated and tracked through the Maximo work order system. This allows for monitoring of failure trends, identification of repeat failures on individual vehicles or components, and bundling of work orders to minimize trips to the repair bays. All work order information and history is available to any system user at any workstation within the District.

ROAD FAILURES

While the preventive maintenance program at GGT is considered aggressive by industry standards, there still exist failures of equipment that are unpredictable and that no reasonable amount of inspection or service will prevent. In these cases, GGT Operations and Maintenance teams are well equipped to respond quickly with replacement vehicles and fully equipped and stocked shop service vehicles.

The management philosophy is that *one road failure is too many* and deals with each instance from the perspective that it represents a preventable occurrence. To that end, all road failure incidents are tracked by equipment number, system and component, failure mode, route number, direction, and date/time. Road failure incidents are investigated on a case-by-case basis and are tracked on a monthly and annual basis for trend analysis. It is determined if a road call is preventable or non-preventable based on the repair order and tracked accordingly. Corrective action for incidents or trends determined "preventable" can take many forms ranging from mechanic and/or operator training and awareness, revision of preventive maintenance schedules, to reengineering or replacement of mechanical components determined to be of inferior reliability.

Through consistent and determined efforts, GGT has maintained an NTD defined road failure rate consistently above 25,000 revenue service miles.

COACH CLEANING AND DETAILING

It is critical that vehicles are regularly cleaned inside and out. Regular vehicle cleaning helps prevent premature vehicle aging, protects exterior paint, extends the life of protective coatings, prevents corrosion and extends the useful life of upholstery and floor coverings. It also increases operator and passenger comfort and maintains a positive agency image. GGT's bus cleaning program is as follows:

Daily

- Run vehicle through bus wash rack (as required)
- Clean spots off windows, interior
- Sweep and mop floors
- Replace trash bag
- Remove graffiti

Weekly

Same as daily, plus:

- Clean driver area (dash, consoles, seat, farebox, windshield)
- Clean all interior windows
- Wipe down stanchions & railings

Mini-Clean (as needed)

Same as weekly, plus:

- Clean all interior bulkhead and ceiling surfaces
- Scrub floors
- Apply dressing to dash, console, and driver area
- Clean water spots off mirrors

ThoroClean (biannual/annual based on fleet type)

Same as Mini-Clean plus:

- Fumigate coach for pests
- Remove and launder lower seat cushion covers (as required)
- Clean seat frames and actuators
- Shampoo all remaining upholstery

QUALITY ASSURANCE AND QUALITY CONTROL

GGT Internal

Internal maintenance process quality assurance and quality control is established through the following methods:

1. Road Failure Analysis	Daily, Monthly, Annually
2. Unit Failure Analysis	Daily, Monthly, Annually
3. Work Order Review	Daily
4. PM Timeliness	Daily, Quarterly
5. Inventory Accuracy	Daily
6. Quality Assurance Inspection	Monthly

Paratransit (contracted)

Quality assurance and quality control for our paratransit service provider's maintenance performance is established through the following methods:

1. Maintenance Plan Review	Annually
2. Work Order Review	Monthly
3. PM Timeliness Review	Monthly
4. Vehicle Inspection	Annually
5. CHP Terminal Inspection Reports	Annually
6. Terminal Site Visit/Record Review	Random

EMERGENCY CONTINGENCY VEHICLE PLAN

The mission of the Bus Maintenance Department is to provide safe, clean, reliable equipment for the needs of the Transportation Department. In support of this mission, the Maintenance Department's Emergency Contingency Vehicle Plan allows for provision of a limited amount of spare equipment in the case of unanticipated fleet availability issues, short notice service expansions and/or emergency service in the case of national or natural disasters. On occasion, emergency contingency vehicles are also provided to the Bus Safety and Training Department for coach operator training events.

To populate this fleet we evaluate coaches that have reached the end of their FTA life cycle and select the best of the best. These coaches must, at a minimum, be in an acceptable mechanical and cosmetic condition to be placed into revenue service in any emergency with the only expended resources being the continued compliance to CHP inspection and ARB emission criteria.

The current Contingency Fleet consists of Zero (0) vehicles, all of which are stored in the coach parking area at the San Rafael (Division 1) facility. On occasion, vehicles in the contingency fleet will be shifted among operating divisions to accommodate training needs.

The Golden Gate Transit contingency fleet is detailed in the following table and on the current Coach List.

Coach No.	Year	Make	Model

Table 2 –Emergency Contingency Fleet

Dispatch of contingency fleet vehicles is coordinated through the Maintenance Department and is approved by the Fleet and Facilities Superintendent and the Superintendent of Safety and Training. Prior to authorizing dispatch, the Fleet and Facilities Superintendent, or his/her authorized delegate, will check vehicle maintenance records and ensure compliance with minimum 1,500 mile/45 day safety inspection.

In order to preserve valuable maintenance resources, we have identified and perform scheduled contingency vehicle maintenance at 45 day intervals. The scheduled activities include basic safety inspection, operation of HVAC system and road tests to ensure the vehicles will be ready for emergency service on very short notice.

Additional preventive maintenance activities beyond the contingency vehicle maintenance plan are allowed to lapse until such time that the vehicles are called into emergency service. During such time, all additional preventive maintenance activities are brought current.

The District is not holding any buses in contingency this fiscal year.

NON-REVENUE VEHICLES AND EQUIPMENT

The Bus Maintenance Department is responsible for maintenance and repairs on District non-revenue vehicles based at the San Rafael (Division 1) operating facility and District's Larkspur Ferry terminal. Additionally, the non-revenue section maintains motorized, non-vehicle equipment assigned to the Bus Division. Non-revenue vehicle and equipment maintenance, both scheduled and unscheduled, is managed using the same best practices and Maximo work order driven processes as our revenue vehicle fleet.

The preventive maintenance and service schedules for non-revenue vehicles and equipment is detailed in the following table:

Equipment Type	**PM Schedule**
Automobiles, Light Trucks	5,000 Mile or 6 Months* Inspection and Service
	30,000 Mile Inspection and Service
Forklifts	Daily Operator Safety Inspection
	Semi-annual Inspection and Service
	Annual Inspection and Service
Lot Sweepers	100 Hour Inspection and Service
	Annual Inspection and Service
Standby Generators	Monthly Operating Check
	Annual Inspection and Service
	**Whichever comes first*

Table 3 – Non Revenue PM Intervals

SECTION III – FACILITIES

FACILITIES MAINTENANCE PLAN

The philosophy of the Bus Maintenance Department is to perform preventive maintenance (PM), not reactive maintenance. The Bus Division Facilities Maintenance Plan (FMP) is, by design, preventative maintenance. The purpose of this plan is to minimize equipment down time, continue or improve the safety and overall condition of the Bus Division facilities and assets and to lower overall lifecycle costs of facilities and facilities related assets. The best way to accomplish this objective is through a preventative maintenance system that will detect problems or potential problems, assure equipment/facilities do not degrade prematurely and take corrective actions to assure cost effective operation.

The FMP was developed based on the Original Equipment Manufacturer (OEM) minimum maintenance requirements and from Golden Gate Transit's historical data and maintenance experience. The plan is supplemented by the Operation and Maintenance Manuals provided by the OEM's of the various assets, equipment and systems. The FMP is organized in two parts. Part one is the Preventive Maintenance System, which establishes a schedule that evenly distributes the workload of maintenance tasks over a twelve-month period by doing monthly, quarterly, semi-annual, and annual PM inspections at each facility. PM tasks are listed in facility specific PM checklists. The PM tasks are focused on mission critical assets which include, but are not limited to, fueling infrastructure, lube and oil systems, fire suppression systems, accessibility (ADA) features, plumbing systems, lighting and electrical distribution, and safety and security systems.

The second part of the FMP consists of the Facilities Work Management System that indicates the specific tasks to be performed during unscheduled maintenance and repairs. Unscheduled maintenance is defined as any work necessary due to premature failure, damage, and/or items that are impractical or impossible to include on a preventative maintenance program schedule. These items may include water leaks, light fixture failures, motor wiring, pump failures, door locks and anything caused by damage or vandalism. Although these items are checked on the monthly PM inspections, some unforeseen level failure is also expected in the course of doing business.

By following the preventive and corrective maintenance procedures as outlined in this plan, Golden Gate Transit can ensure cost-effective use of its facilities and equipment throughout their useful life, minimize major repairs, maximize efficiency, and provide for a safe working environment.

SCHEDULED MAINTENANCE

The following four steps are used to perform the scheduled preventive maintenance of the Golden Gate Transit facilities and facilities related assets:

1. The Maximo system automatically generates electronic work orders based on the configured PM schedule for each facility location (see *Table 4*). The Chief Mechanic reviews the work orders and assigns Building Maintenance Mechanics to perform the PM activity. Facilities PM work orders are generated five (5) days prior of the due date. PM inspections are due every thirty (30) days.

2. The PM is performed by the Building Maintenance Mechanic, using a hardcopy inspection form as a checklist. Any repairs, adjustments or corrections completed during the inspection are noted on the checklist for that PM. The mechanic will create follow-on corrective maintenance (CM) work order(s) for any deficiencies discovered during the PM activity that cannot be immediately addressed.

3. Once step 2 above is completed, the mechanic changes the status of the PM work order to "Review" indicating that the PM activity is completed, and the work order is ready to be reviewed by the Chief Mechanic. The Chief Mechanic then reviews the work order and, if satisfactory, changes the status to "Complete". The inspection form is signed off by the Mechanic who performed the work and the Body Shop Chief Mechanic and then filed.

4. Once the PM work order status is changed to "Review", the Maximo system automatically calculates the next PM due date and generates the next PM work order in twenty-five (25) days.

A sample inspection sheet is attached below:

Building Maintenance Inspection List.pdf

Division 1 (San Rafael)		
PM Number	**Description**	**Interval**
5178	District Admin Building	Monthly
5180	D1 Body Shop	Monthly, Quarterly, Annually
5182	D1 Fuel Island	Monthly, Semi-Annually, Annually

5184	D1 Heavy Duty Shop	Monthly, Semi-Annually, Annually
5186	D1 Main Shop	Monthly, Semi-Annually, Annually
5190	Bus Admin Building	Monthly
5192	D1 Training Trailer	Monthly, Semi-Annually
7389	D1 Wash Rack	Monthly
7393	D1 Gate	Monthly, Semi-Annually, Annually

Division 2 (Novato)		
PM Number	**Description**	**Interval**
5188	D2 Novato	Monthly, Quarterly, Semi-Annually, Annually
7391	D2 Gate	Monthly

Division 3 (Santa Rosa)		
PM Number	**Description**	**Interval**
7023	D3 Santa Rosa	Monthly, Quarterly, Annually

Division 4 (San Francisco)		
PM Number	**Description**	**Interval**
5189	D4 San Francisco	Monthly
7395	D4 Gate	Monthly, Semi-Annually, Annually

R7 (San Rafael Transit Center)		
PM Number	**Description**	**Interval**
5187	R7 Transit Center	Monthly, Semi-Annually

Table 4 – Facilities PM Intervals

UNSCHEDULED MAINTENANCE

Unscheduled (corrective) maintenance activities for facilities become necessary due to a wide variety of causes, including things such as normal wear and tear, accident damage, vandalism, and extremes of weather. It is the goal of the Bus Maintenance Department to manage corrective maintenance for facilities in such a way that resources are used efficiently, and facilities are maintained functionally and cosmetically in way that maximizes their useful life while minimizing overall lifecycle costs. To help achieve our stated goals, the Bus Maintenance Department will continue to refine our new work management and preventive maintenance scheduling within our Maximo system during FY23/24.

Facilities corrective maintenance work management is similar to our rolling stock corrective maintenance work management system. It is a work order driven system whereby electronic work orders will be generated against facilities locations and assets and the resulting work order queue will be used to efficiently and effectively to schedule repair activities and manage resources. Similar to our rolling stock work management, labor and materials are assigned directly at the work order level, allowing costs to roll up against locations and assets for the purpose of effective asset management and management cost accounting.

CONTRACTED MAINTENANCE

Outside contractors are used for services that can be cost effectively outsourced or for which specialized skills or certifications are required. The following table details the facilities maintenance activities which are routinely performed by outside contractors:

Activity	**Frequency**
Pest Control	Monthly
Testing: Gasoline tank, Fuel Monitor Devices, Vapor Test	Annually
Testing: Wastewater, Back Flow Devices	Annually
Testing: Underground Storage Tank Containment	Every Two Years
Testing: Fire Sprinkler Systems	Every Five Years
Hoists and Cranes - Inspection and Load Test	Every Four Years
Testing: Elevator Lift Test	Every Four Years
Water Treatment Service	Monthly
Fire Extinguisher Service - Inspection and Recharge	Annually
Designated Underground Storage Tank Operator Certification	Monthly
Elevator Service: Lube and Maintenance, District Admin. Bldg.	Monthly
Landscape Services: San Rafael	Weekly
Parking lot patch work D-1, D-2 & D-3	As Required
Janitorial Services - Administrative Buildings	Daily

Table 5 – Contracted Maintenance Intervals

APPENDICES

APPENDIX A: COACH LIST

GGT-MT March 10, 2024.xlsx

APPENDIX C: MAINTENANCE DEPARTMENT ORGANIZATION CHART

Maintenance Dept. OrganizationChart-I