

# LEWISTON-AUBURN TRANSIT COMMITTEE

Thursday, October 8, 2015

12:30 PM

@ AVCOG

1. Declaration of Quorum/Call to Order
2. Consent Agenda
  - A. September 10, 2015 Minutes – (enclosed)
  - B. WMTS Fixed Route and ADA Invoices August 2015 – (enclosed)
  - C. ATA Revenue August 2015 – (enclosed)
3. Public Comment
4. Bills and Communications
  - A. Budget-to-Actual September 30, 2015 – (to be presented)
  - B. Fixed Route and ADA Ridership August 2015 – (enclosed)
  - C. 9/25/15 – email FTA, LoNo Emissions Vehicle Deployment Program
5. Review and Update
  - A. Commuter Service – LA to Portland
  - B. Kora Shrine Weekend – Saturday Service
6. LATC Title VI Plan – (Discussion)  
Enclosed is a final draft Title VI Plan for first review.
7. Bus Shelter - (Discussion)
  - A. Installation of New Shelters in Auburn
  - B. Disposal/Relocation of Old Shelters
  - C. Discussion of Bus Shelter Locations – (map will be provided at the meeting)
8. Fixed Route Study
  - A. Update on Main Street Connections
  - B. Discussion of citylink's Two Free Fare Shuttles
9. Buses – (Discussion/Action)
  - A. LATC Capital Improvement Plan Updated
  - B. RFP Used/Refurbished Bus Purchase – Letter Enclosed (Discussion/Action)
  - C. Bus Purchases – update
  - D. Maintenance Review – September Review Enclosed
10. Bus Station – (Discussion)
  - A. Auburn – update
  - B. Lewiston
11. ATRC Unified Planning Work Program – (Discussion)  
ATRC is putting together their 2016-2017 Unified Planning Work Program. This is an opportunity for LATC to request a transit planning project.
12. Other

Adjourn

**Next Meeting – November 12, 2015 @ 12:30 AVCOG**

**.LEWISTON-AUBURN TRANSIT COMMITTEE**  
**Minutes of**  
**September 10, 2015**

**@ AVCOG**

**MEMBERS PRESENT**

Phil Nadeau	Lewiston
Howard Kroll	Auburn
Mark Cayer	Lewiston
Karen Veilleux	Auburn
Belinda Gerry	Auburn

**MEMBERS ABSENT**

Lucy Bisson	Lewiston
Lewiston	Vacant

**STAFF AND OTHERS PRESENT**

Sandy Buchanan	WMTS
Russ Soule	WMTS
Harold Allen	WMTS
Marsha Bennett	AVCOG/LATC
Greg Whitney	AVCOG
Jennifer Williams	ATRC

**1. Declaration of Quorum/Call to Order**

A quorum was declared and the meeting was called to order at 12:30 PM.

**2. Consent Agenda**

- A. July 23, 2015 Minutes – (enclosed)
- B. WMTS Fixed Route and ADA Invoices June and July 2015 – (enclosed)
- C. ATA Revenue June and July 2015 – (enclosed)

Lucy Bisson had emailed a minor correction to the minutes. The word “from” needs to be added to the first sentence in item #7, between the words “call” and “someone.”

MOTION by Howard Kroll to approve the consent agenda as amended. SECONDED by Belinda Gerry. MOTION passed 5-0.

**3. Public Comment**

There was no public comment.

**4. Bills and Communications**

- A. Budget-to-Actual August 31, 2015 – (enclosed)  
Greg Whitney stated that there isn't much new to the budget-to-actual. Expenditures are below budget because the budget was established on operating two bus station and we currently only have one. ATA revenue is tracking ahead of budget. Greg pointed out the \$33,300 at the bottom of the reporting stating that this money is residual from the sale of the bus station that was located on Middle Street and the construction of the station at Oak and Bates Streets. This will be discussed later in relation to the Auburn bus station. Fixed route fare box is projecting to be ahead of budget, while ADA fare box is a little behind. ADA fares do not have as great of an impact on the budget because ADA is reimbursed at 80/20. Low fuel costs are keeping fuel on budget even though fuel usage is

considerably higher than projected. LATC is projected to have a surplus of \$28,425 at the end of the year.

- B. Fixed Route and ADA Ridership July 2015 – (enclosed)  
Phil Nadeau noted that ridership on paying routes is up, with Minot Avenue seeing an increase. Ridership for July 2015 is 11.2% higher than last July. Harold Allen noted that ridership for the year through the first nine days of September is 397,588, which is more than last year's total ridership. There are three more operating weeks in the year. Phil asked that discussion of the free shuttle routes be put on the next meeting agenda. He also noted that the consultants working on the fixed route study should be made aware of the committee looking at the fare structure for these routes.
- C. 8/31/15 – B. Hurley, DOT, Full Apportionment Federal Allocation FFY2015 - Information

## 5. Review and Update

- A. Boys and Girls Club Summer Program  
The Lewiston-Auburn Boys and Girls Club had another successful year using citylink for one of their summer programs. BGC used the buses almost daily. Phil Nadeau asked to have a picture or press release sent out to the papers.
- B. Pass Program for Lewiston and Auburn Library's  
Rick Spear, Lewiston Public Library, provided a draft of the pass to be used. The pass was reviewed and a minor change was to be made to it before it was to be used. The start of the program is up to the libraries.
- C. Bus Shelters - Auburn  
The four bus shelters purchased by the City of Auburn are scheduled to be delivered on September 14. Three of the shelters will be replacing existing shelters – Barker, Spring Street, Lake Auburn Towne House – and the fourth will be installed across the street from the Lake Auburn Towne house. Auburn PW will install the shelters but does not have room to store them. LATC agreed to have one shelter relocated to River Valley Village to replace a very dilapidated shelter. If the remaining two shelters have met their FTA useful life, the committee agreed to put the shelters up for bid.  
  
Mark Cayer stated that since LATC agreed to start installing all like shelters, the committee ought to budget to replace two shelters a year. Phil Nadeau requested that a map of the shelter locations be brought to the next meeting, along with information on the useful life of a shelter and any update on municipal ordinances dealing with advertising
- D. Catholic Charities of Maine - Travel Training for Refugees and Immigrants  
Catholic Charities of Maine has held two travel training sessions with 4-5 clients on each session. Two CCM representatives and a translator participate in the outing.
- E. Fixed Route Study  
The consultant team was here August 31 and September 1. They are still collecting data. Bus drivers have been collecting on-off ridership data since the third week in August. They will be wrapping up data collection this Saturday. A passenger survey will be conducted in September on the buses. An additional survey will be put together that will be posted on LATC's website and hopefully, the cities website as well. This survey will be designed for people that are not currently riding citylink.
- F. Auburn Mall Routing  
The Auburn Mall management was contacted about making the change to the stop location at the Mall. The Mall Manager has not returned the call. Marsha Bennett will follow-up with Mall Management and depending on the response, will follow-up with

Howard Kroll to possibly contact the Mall owner. The issue is relocating the stop from the main door on the north side of the Mall to the south side near TD bank. This would allow for the bus to come in via the round-about off Turner Street and provide better service to the new St. Mary's Clinic and Goodwill. Harold Allen noted that there are TD Bank employees that ride citylink.

G. CareerCenter Job Fair – September 14, 2015

The CareerCenter is holding a job fair for refugee and immigrants on September 14. They will be handing out bus passes to perspective attendees to assist them in getting to and from the fair. LATC partnered with the CareerCenter at the job fair held at the Community College by providing free transportation. 150 passes were given to the CareerCenter. The job fair at the College did not generate significant numbers of citylink riders. Passes will be collected in the fare box and ridership from the fair will be reported out.

6. **Kora Shrine Parade (Discussion/Action)**

The Kora Shrine does not need public transit service for their convention activities. They have contracted with Hudson Bus. LATC will not have to put Additional resources may be needed to meet transit service on Saturday, September 19, during the hours of the parade. The parade route is entirely in Lewiston. The parade won't close any roads in Auburn but it will impact the New Auburn bus which starts and ends its trip at the Oak Street bus station. All buses coming into the Oak Street station will have to reroute near the station and will stop on Bates Street near Lewiston Housing Authority. Lisbon Street and New Auburn share a bus on Saturday for two-hour headways. The New Auburn bus will be able to do its two morning runs but will not be able to get by the closed roads for the 1:15 and 3:15 runs. The recommendation to the committee is to run Lisbon Street every hour thereby adding two additional runs and add a bus and driver for four hours to maintain service in New Auburn. Phil Nadeau stated that this is a lot less than what LATC was originally looking at for service for this weekend and he didn't want to have to cut any service.

The committee agreed to have WMTS provide an additional four hours of service on September 19 to ensure that Lisbon Street and New Auburn have uninterrupted service. Notice is to be given to Greyhound about the parade, as well as, posting notice on the buses, sending a press release to the paper, posting information on LATC's and city websites, and sending notice to the housing complexes impacted (Barker, Vincent, Roak Block).

7. **Buses - (Discussion)**

A. LATC Capital Improvement Plan Updated

LATC's capital spreadsheet from the CIP was discussed. Greg Whitney will update the spreadsheet for next month's meeting to reflect the new bus as well as changes to the funding.

B. RFP Used/Refurbished Bus Purchase – Update

Two proposals for consultant services for the refurbished bus project have been received. The City of Bangor is following up the two firms to clarify questions. Proposals for refurbishing the buses are due on September 16.

C. Bus Purchases – Update

Phil Nadeau stated that he is still looking for used buses. In addition to the 2014 Eldorado recently purchased, he feels LATC needs two more to ensure there will be no missed trips due to break downs this winter.

LATC also discussed purchasing a new 12-year bus. Phil Nadeau stated that he wants for the next meeting a piggy-back option or bus specifications to go out to bid.

D. Maintenance Review

A maintenance review was performed at WMTS on September 2. MaineDOT was conducting a review of state owned equipment and asked if LATC staff wanted to shadow. PM's were done in the scheduled time frame. There were some documentation issues that were identified and brought to WMTS' attention. The written summary will be presented in next month's packet.

Other – One bid was received on the 1996 Gillig. Copp Equipment submitted a bid price of \$838.00. Arrangements are being made to finalize the sale and transfer of title.

8. **Bus Station – (Discussion)**

A. Auburn – Update

Jennifer Williams informed the committee that five bids were received for the construction of the bus station. Due to ambiguities with the bid tabulation sheet, all bids were rejected. Also, all five bids were over budget. Some minor changes are going to be made to the bid document and the project will be put back out to bid. No changes are being made to the project. It is anticipated that the project will be out to bid next week with bids due in three weeks. Phil Nadeau pointed out the approximate \$33,000 that LATC has been carrying on its month financial report, noting that these funds are left over from the construction of the Lewiston station and have been set aside for bus station expenses. There has been concern that FTA would take back some of the funding appropriated to this project because the funds are old. Sue Moreau, MaineDOT, contacted FTA and got the approval to continue with the project. Utility work has already begun that specifically relates to this project.

B. Lewiston

- Painting: Rose's Commercial Cleaning has completed painting the men's and women's restrooms. Minor graffiti has occurred in the women's room. The remaining paint is being stored in the utility closet and Rose's will use it to keep on of any new graffiti.

- Cleaning Contract: LATC approved extending the cleaning contract with Rose's Commercial Cleaning as long as the price was reasonable. Rose's quoted a price of \$795.60 per month, a 2% increase. The amount was deemed reasonable and the contract extended for one year.

- Pest Control: The complaint of bed bugs at the Lewiston Bus Station has been addressed. There was a lot of miscommunication between the cleaning staff and office staff that followed up on the issue. This misinformation was relayed to the pest control company. Any future claims of similar issues will require proof/evidence before addressing the situation. Because it was related to public safety the issue was addressed promptly.

9. **Other**

Commuter Service

Phil Nadeau asked to have an update on the Lewiston-Auburn to Portland Commuter Service project.

Guns on the Bus

State law allowing concealed carry of handguns without a permit becomes effective October 15, 2015. A citylink driver asked about allowing guns on the bus. A passenger got on the bus recently with an "open" gun in a holster. FTA does not have any regulations banning the carrying of firearms onto public transit leaving it up to local jurisdiction. Maine State law states that firearms are not allowed at State buildings. Neither Lewiston nor Auburn has an ordinance addressing firearms in city buildings. At this time, the committee did not see the need to create a policy banning firearms from citylink facilities.

New Mixed Development

Anew Development has asked for a letter of support from LATC stating that the citylink bus system provides transit service within 350 feet of 62 Spring Street. The developer is looking for federal funds for the project and the application requires that the facility be accessible to transit. Phil Nadeau signed the letter.

**Adjournment**

MOTION by Howard Kroll to adjourn at 2:10 PM. SECONDED by Karen Veilleux. MOTION passed 5-0.

**The next meeting is scheduled for October 8, 2015  
at 12:30 PM at AVCOG**



Western  
Maine  
Transportation  
Services

Ruth Cushman, Chairperson

Sandra E. Buchanan, General Manager

September 17, 2015

Mr. Phil Nadeau, Chairman, LATC  
AVCOG  
125 Manley Road  
Auburn, Maine 04210

Re: August 2015 Billing

Dear Phil:

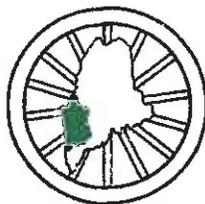
The following represents the invoice for Fixed Route transportation services to the LATC for the month of August 2015:

Total – Per Contract	\$ 98,333.34
Less: Farebox	(\$ 9,684.37)
Less: Passes	(\$ 576.00)
Less: Bus-N-buy	(\$ 4,608.00)
	<hr/>
Total Due to WMTS	\$ 83,464.97

Thank you very much.

Sincerely,

Russell C. Soule  
Deputy Manager/Director of Finance & Administration



Western  
Maine  
Transportation  
Services

Ruth Cushman, Chairperson

Sandra E. Buchanan, General Manager

September 17, 2015

Mr. Phil Nadeau, Chairman, LATC  
AVCOG  
125 Manley Road  
Auburn, Maine 04210

Re: August 2015 Billing

Dear Phil:

The following represents the invoice for ADA transportation services to the LATC for the month of August 2015:

Total - Per Contract	\$ 12,975.00	
Less: ADA	\$ (1,668.00)	556 Trips
Less: PCA's	\$ (0.00)	0 Trips
Less: Escorts	\$ (12.00)	4 Trips
<b>Total Due to WMTS</b>	<b>\$ 11,295.00</b>	<b>560 Trips</b>
August No-Shows	\$ 24.00	8 Trips (Excluded from above)

Thank you very much.

Sincerely,

Russell C. Soule  
Deputy Manager/Director of Finance & Administration

10:04 AM  
09/01/15  
Cash Basis

Alternate Transit Advertising, Inc.  
**L/A Sales**  
August 2 - 31, 2015

Type	Date	Num	Name	Ship Date	Paid Amount
Service					
Net Due System					
NET L/A					
Invoice	8/5/2015	12691	U.S. Cellular	5/1/2015	1,050.00
Invoice	8/5/2015	12993	Catholic Charities of Maine	7/1/2015	455.00
Invoice	8/12/2015	13180	BPL Plasma	7/1/2015	224.00
Invoice	8/21/2015	12502	Let's Go	7/1/2015	245.00
Total NET L/A					1,974.00
Total Net Due System					1,974.00
Total Service					1,974.00
<b>TOTAL</b>					<b>1,974.00</b>

WESTERN MAINE TRANSPORTATION SERVICES, INC.  
LEWISTON-AUBURN TRANSIT COMMITTEE  
OPERATING STATISTICS  
AUG 15' FY 15

OPERATING DAYS - 26

ROUTE	CURRENT RIDERSHIP	PERCENT	Y-T-D RIDERSHIP	PERCENT	CURRENT MILEAGE	PERCENT	Y-T-D MILEAGE	PERCENT	CURRENT HOURS	PERCENT	Y-T-D HOURS	PERCENT	CURRENT REVENUE	PERCENT	Y-T-D REVENUE	PERCENT
1 - MAIN STREET	3,460	9.76%	37,570	9.62%	3,035	15.74%	33,522	15.76%	235	14.87%	2557	14.74%	2431.98	11.55%	27358.59	11.66%
2 - SABATTUS STREET	4,677	13.19%	53,487	13.70%	2,426	12.59%	26,764	12.59%	222	14.10%	2444	14.08%	3928.17	18.66%	44519.94	18.97%
3 - LISBON STREET	4,612	13.01%	56,390	14.44%	3,091	16.04%	34,612	16.28%	230	14.56%	2548	14.68%	3955.18	18.79%	48134.60	20.51%
4 - NEW AUBURN	2,212	6.24%	24,332	6.23%	2,646	13.73%	28,917	13.60%	234	14.85%	2647	15.25%	1541.45	7.32%	17010.34	7.25%
5 - MINOT AVE	612	1.73%	5,519	1.41%	1,464	7.59%	16,452	7.74%	99	6.29%	1134	6.54%	462.04	2.19%	4286.04	1.83%
6 - COLLEGE STREET	7,685	21.68%	79,446	20.35%	1,738	9.02%	18,704	8.80%	113	7.15%	1164	6.71%	6148.16	29.21%	63425.39	27.03%
7 - AUBURN MALLS	3,288	9.28%	37,978	9.73%	1,470	7.63%	16,412	7.72%	120	7.62%	1316	7.58%	2442.65	11.60%	28887.45	12.31%
8 - MALL SHUTTLE	5,124	14.46%	58,772	15.05%	2,589	13.43%	28,564	13.43%	220	13.33%	2389	13.76%	68.62	0.33%	529.76	0.23%
9 - DOWNTOWN SHUTTLE	3,776	10.65%	36,888	9.45%	817	4.24%	8,691	4.09%	105	6.63%	1155	6.66%	71.50	0.34%	486.44	0.21%
TOTALS	35,446	100.00%	390,382	100.00%	19,276	100.00%	212,638	100.00%	1,578	100.00%	17,353	100.00%	\$21,050	100.00%	\$234,639	100.00%

ROUTE	CURRENT TPM	Y-T-D TPM	CURRENT TPH	Y-T-D TPH	CURRENT REV/HR	Y-T-D REV/HR
1 - MAIN STREET	1.1	1.1	14.7	14.7	\$10.4	11
2 - SABATTUS STREET	1.9	2.0	21.0	21.9	\$17.7	18
3 - LISBON STREET	1.5	1.6	20.1	22.1	\$17.2	19
4 - NEW AUBURN	0.8	0.8	9.4	9.2	\$6.6	6
5 - MINOT AVENUE	0.4	0.3	6.2	4.9	\$4.7	4
6 - COLLEGE STREET	4.4	4.2	68.1	68.3	\$54.5	54
7 - AUBURN MALLS	2.2	2.3	27.3	28.9	\$20.3	22
8 - MALL SHUTTLE	2.0	2.1	23.3	24.6	\$0.3	0
9 - DOWNTOWN SHUTTLE	4.6	4.2	36.1	31.9	\$0.7	0
TOTALS	1.8	1.8	22.5	22.5	\$13.3	14

WESTERN MAINE TRANSPORTATION SERVICES, INC.  
LEWISTON-AUBURN TRANSIT COMMITTEE  
RIDERSHIP

AUGUST 2015

OPERATING DAYS = 26

ROUTE	TRNSFR	CASH REGLR	CASH STDNT	CASH SEN/DIS	REGLR SEN/DIS	108	191	288	164	846	101	LIS CNCT	VHLCHR	USNB	BUY	\$0 FARE	RDSHP	RVNUE
1 - MAIN STREET	421	416	178	370	108	191	288	164	846	101	2	20	102			253	3,460	\$ 2,431.98
2 - SABATTUS STREET	559	892	65	472	467	314	656	52	755	0	0	24	91			330	4,677	\$ 3,928.17
3 - LISBON STREET	532	1213	74	606	208	341	353	24	858	0	15	36	156			196	4,612	\$ 3,955.18
4 - NEW AUBURN	293	287	39	301	48	100	156	35	820	0	4	7	4			118	2,212	\$ 1,541.45
5 - MINOT AVENUE	25	91	1	56	14	23	15	4	335	0	9	37	0			2	612	\$ 462.04
6 - COLLEGE ST	713	1414	277	1143	293	757	463	253	1600	0	10	92	275			395	7,685	\$ 6,148.16
7 - AUBURN MALLS	359	414	108	418	97	150	188	27	1366	0	1	72	46			42	3,288	\$ 2,442.65
8 - MALL SHUTTLE	55	3	1	15	0	4	5	2	12	0	0	45	1			4981	5,124	\$ 68.62
9 - DOWNTOWN SHUTT	6	5	0	2	2	0	0	0	15	0	2	67	1			3676	3,776	\$ 71.50
<b>TOTALS</b>	<b>2,963</b>	<b>4,735</b>	<b>743</b>	<b>3,383</b>	<b>1,237</b>	<b>1,880</b>	<b>2,124</b>	<b>561</b>	<b>6,607</b>	<b>101</b>	<b>43</b>	<b>400</b>	<b>676</b>	<b>9,993</b>	<b>9,993</b>	<b>35,446</b>	<b>\$ 21,049.75</b>	

WESTERN MAINE TRANSPORTATION SERVICES, INC.  
LEWISTON-AUBURN TRANSIT COMMITTEE  
RIDERSHIP STATISTICS  
FY 2015 (OCT 14-SEPT 15)

ROUTE	October	November	December	January	February	March	April	May	June	July	August	Sept	TOTAL	2014	2013	2012
1 - MAIN STREET	3,408	2,981	3,411	2,981	3,050	3,540	3,494	3,428	3,794	4,023	3,460		37,570	35,105	34,210	37,316
2 - SABATTUS STREET	5,686	4,470	5,470	4,438	4,268	4,786	3,962	4,901	5,281	5,548	4,677		53,487	53,446	48,683	43,590
3 - LISBON STREET	5,647	4,499	5,202	4,935	4,997	5,286	4,808	5,219	5,447	5,738	4,612		56,390	53,871	53,496	50,738
4 - NEW AUBURN	2,440	1,866	2,331	2,078	2,063	2,358	2,262	2,115	2,283	2,324	2,212		24,332	24,167	24,692	28,191
5 - MINOT AVENUE	492	372	547	441	367	426	465	529	615	653	612		5,519	5,680	5,515	4,366
6 - COLLEGE STREET	8,615	6,910	7,328	5,955	6,203	7,292	7,212	7,284	7,446	7,516	7,685		79,446	76,286	71,977	71,371
7 - AUBURN MALLS	3,549	3,096	3,643	3,403	3,586	3,641	3,718	3,446	3,248	3,360	3,288		37,978	36,465	31,616	32,039
8 - MALL SHUTTLE	6,411	5,413	5,988	4,429	4,939	5,542	5,916	4,968	4,980	5,062	5,124		58,772	56,387	50,366	53,776
9 - DOWNTOWN SHUTTLE	3,219	2,658	2,799	3,224	2,931	3,490	3,586	3,465	3,487	4,253	3,776		36,888	31,457	32,368	29,217
<b>GRANDTOTALS</b>	<b>39,467</b>	<b>32,265</b>	<b>36,719</b>	<b>31,884</b>	<b>32,404</b>	<b>36,361</b>	<b>35,423</b>	<b>35,355</b>	<b>36,581</b>	<b>38,477</b>	<b>35,446</b>	<b>0</b>	<b>390,382</b>	<b>372,864</b>	<b>352,923</b>	<b>350,604</b>

**PERCENT CHANGE** 24.89% 22.68% 34.48% 20.65% 13.24% 19.70% 5.72% 9.38% 16.15% 11.20% 4.49% -100.00%

FY 2015	39,467	32,265	36,719	31,884	32,404	36,361	35,423	35,355	36,581	38,477	35,446		390,382			
FY 2014	31,602	26,305	27,304	26,426	28,616	30,377	33,507	32,321	31,495	34,601	33,922	36,388	372,864			
FY 2013	32,299	30,705	27,885	27,752	28,609	30,721	31,571	30,820	26,812	28,050	29,109	28,590	352,923			
FY 2012	27,629	28,445	29,639	26,165	28,457	29,872	29,405	28,914	30,553	28,896	32,654	29,975	350,604			
FY 2011	21,869	23,049	24,646	19,852	21,455	24,460	24,458	23,176	25,055	23,771	26,302	27,096	285,209			
FY 2010	20,675	18,370	20,848	17,844	18,415	20,500	20,722	19,287	20,226	19,364	20,012	22,869	239,132			
FY 2009	20,762	16,804	20,309	17,305	17,562	18,682	19,955	17,833	18,593	18,998	18,712	19,416	224,931			
FY 2008	19,119	18,412	17,967	17,520	16,527	18,305	20,933	20,458	19,122	21,664	21,553	19,349	230,929			
FY 2007	17,743	17,238	17,175	15,971	14,090	17,349	15,237	17,748	16,978	16,524	19,007	15,865	200,925			
FY 2006	17,451	17,633	17,683	16,197	16,789	19,532	16,984	18,406	19,273	16,836	20,321	17,730	214,835			
FY 2005	15,214	15,948	16,819	14,251	13,918	17,384	17,407	17,160	17,631	16,185	19,086	17,542	198,545			
FY 2004	12,841	11,149	13,187	11,272	11,227	16,470	16,422	14,769	16,544	14,688	15,245	15,157	168,971			
FY 2003	11,889	9,978	10,183	9,958	9,687	10,185	11,319	10,975	11,464	11,651	12,045	11,216	130,550			
FY 2002	11,030	10,039	9,854	10,008	9,315	10,064	10,450	10,501	10,053	10,656	10,258	9,995	122,223			
FY 2001	10,718	10,420	9,920	10,479	9,488	9,520	9,953	10,557	9,577	9,497	11,210	9,119	120,458			
FY 2000	10,176	10,540	10,689	8,609	9,754	12,032	9,557	10,870	10,630	9,457	10,812	10,320	123,446			

	October	November	December	January	February	March	April	May	June	July	August	September
OPERATING DAYS												
FY 2015	27	24	26	25	24	26	26	25	26	26	26	281
FY 2014	27	25	25	26	24	26	26	26	25	26	26	306
FY 2013	27	25	25	26	23	26	26	26	25	26	27	306
FY 2012	26	25	27	26	25	27	25	26	26	25	27	309
FY2011	26	25	26	24	24	27	26	25	26	25	27	307
FY2010	22	21	22	20	20	23	22	20	22	22	26	265
FY2009	22	19	22	21	20	22	22	20	22	21	21	253
FY 2008	23	20	20	22	21	21	22	21	21	22	21	255
FY 2007	22	21	20	22	20	22	21	22	21	21	23	254
FY 2006	21	21	22	21	20	23	20	22	22	20	23	255
FY 2005	21	21	23	21	19	23	21	21	22	20	23	256
FY 2004	23	19	22	22	20	23	21	20	22	21	22	257
FY 2003	22	20	21	22	20	21	22	21	21	22	21	254
FY 2002	22	20	20	21	20	21	21	22	20	22	22	251
FY 2001	21	20	20	21	20	22	20	22	21	21	23	250
FY 2000	20	20	21	20	21	23	19	22	22	20	23	251
FY 1999	21	19	22	19	20	23	21	22	22	21	22	250
FY 1998	22	18	22	19	20	22	21	20	22	22	21	250
FY 1997	22	19	21	21	20	21	21	21	22	22	21	252

	October	November	December	January	February	March	April	May	June	July	August	September
AVE RDSHP/DAY												
FY 2015	1,462	1,344	1,412	1,275	1,350	1,399	1,362	1,414	1,407	1,480	1,363	#DIV/0!
FY 2014	1,170	1,052	1,092	1,016	1,192	1,169	1,340	1,243	1,260	1,331	1,305	1,456
FY 2013	1,196	1,228	1,115	1,067	1,244	1,182	1,214	1,185	1,072	1,079	1,078	1,191
FY 2012	1,063	1,138	1,098	1,006	1,136	1,106	1,176	1,112	1,175	1,156	1,209	1,249
FY 2011	842	922	948	794	894	906	941	927	964	951	974	1,084
FY 2010	840	875	948	892	921	891	942	964	919	880	770	915
FY 2009	944	864	923	824	878	849	907	892	845	905	891	925
FY 2008	831	921	898	796	787	872	952	974	911	985	1,026	921
FY 2007	807	821	859	726	705	789	726	807	808	787	826	835
FY 2006	831	840	804	771	839	849	849	837	876	842	884	887
FY 2005	724	759	731	679	733	755	829	817	801	809	830	835
FY 2004	558	587	599	512	561	715	746	738	752	699	693	722
FY 2003	540	499	485	453	484	485	515	523	546	530	574	534
FY 2002	501	502	493	477	466	479	498	477	503	484	466	500
FY 2001	510	521	496	499	474	433	498	480	456	452	487	480
FY 2000	509	527	509	430	464	523	503	494	483	473	470	516
FY 1999	516	532	522	467	485	529	534	507	505	485	501	508
FY 1998	468	485	461	390	452	485	467	476	474	436	504	544
FY 1997	447	430	429	407	444	428	430	427	415	397	442	444



WESTERN MAINE TRANSPORTATION SERVICES, INC.  
LEWISTON-AUBURN TRANSIT COMMITTEE

Aug-16

ROUTE	CASH		CASH		MULTIPASS		MULTIPASS		MINTPASS		MINTPASS		SINGLE		TOTAL	YTD TOTAL
	TRNSFR	REGLR	STDNT	SENDS	REGLR	SENDS	REGLR	SENDS	STDNT	SENDS	REGLR	SENDS	RIDE	WHLCHR		
<b>1 - MAIN STREET</b>																
PRIOR YEAR	421	416	178	370	108	191	288	164	152	846	101	2	20	102	253	3,460
INC/DEC	323	434	81	311	124	170	329	152	781	0	0	18	68	73	228	3,092
PERCENT CHANGE	98	-18	-4%	97	59	-16	21	-41	12	65	8%	-12%	-89%	-48	29	5,541
	30%			19%	-13%	12%			8%				-71%	40%	11%	0
<b>2 - SABATTUS STREET</b>																
PRIOR YEAR	559	892	65	472	467	314	656	52	755	0	0	0	24	91	330	4,677
INC/DEC	650	994	113	614	600	289	842	108	746	0	0	10	97	82	307	5,484
PERCENT CHANGE	(-1)	(102)	-42%	(40)	(142)	(133)	25	(100)	(3)	9	1%	(10)	(73)	9	23	5,390
	-14%			-23%	-22%	9%	-22%	-52%	-52%	1%	-100%	-75%	11%	7%	0	
<b>3 - LISBON STREET</b>																
PRIOR YEAR	532	1213	74	605	208	341	353	24	858	0	15	36	36	156	196	56,390
INC/DEC	583	1284	77	467	539	442	666	58	472	0	5	42	42	107	197	4,939
PERCENT CHANGE	-51	-71	-6%	-3	139	-331	-101	-34	388	0	10	-6	-6	49	-1	7,629
	-9%			-4%	30%	-81%	-23%	-59%	82%	200%	-14%	46%			-1%	0
<b>4 - NEW AUBURN</b>																
PRIOR YEAR	293	287	39	301	48	100	156	35	820	0	4	7	4	4	118	2,212
INC/DEC	323	270	28	241	77	99	285	48	784	0	0	10	10	0	53	2,218
PERCENT CHANGE	-30	17	6%	11	60	-20	1	-13	36	0	4	-3	4	4	85	-8
	-9%			25%	-35%	1%	-45%	-27%	5%	#DIV/0!	#DIV/0!	-30%	#DIV/0!	123%	0	
<b>5 - MINOT AVENUE</b>																
PRIOR YEAR	25	91	1	56	14	23	15	4	335	0	9	37	0	0	2	612
INC/DEC	25	127	11	45	9	24	32	1	261	0	0	6	6	2	6	549
PERCENT CHANGE	0	-36	-10	-11	5	-1	-17	3	74	0	9	31	517%	-100%	0	5,519
	0%	-28%	-91%	24%	56%	-4%	-53%	300%	26%	#DIV/0!	#DIV/0!	9	6	2	361	0
<b>6 - COLLEGE ST</b>																
PRIOR YEAR	713	1414	277	1143	293	757	463	253	1600	0	10	92	275	395	7,885	
INC/DEC	689	1192	267	925	224	551	583	155	1284	0	1	209	366	318	6,764	
PERCENT CHANGE	24	222	10	218	69	206	-120	98	318	0	9	-117	-81	77	10,532	
	3%	19%	4%	24%	31%	37%	-21%	63%	25%	#DIV/0!	900%	-56%	-25%	24%	0	
<b>7 - AUBURN MALLS</b>																
PRIOR YEAR	359	414	108	418	97	150	188	27	1366	0	1	72	46	42	3,288	
INC/DEC	360	482	71	427	159	212	421	57	1165	0	3	55	68	171	3,651	
PERCENT CHANGE	-1	-88	37	-9	-82	-82	-233	-30	201	0	-2	17	-22	-128	5,227	
	0%	-14%	52%	-2%	-35%	-29%	-55%	-53%	17%	#DIV/0!	-67%	31%	-32%	-75%	0	
<b>8 - MALL SHUTTLE</b>																
PRIOR YEAR	55	3	1	15	0	4	5	2	12	0	0	45	1	4981	5,124	
INC/DEC	0	0	1	3	0	4	1	0	3	0	0	58	3	4250	4,323	
PERCENT CHANGE	55	#DIV/0!	0%	400%	#DIV/0!	0%	400%	#DIV/0!	300%	#DIV/0!	0	-22%	-57%	17%	6,257	
	6	4	400%	100%	100%	100%	100%	15	793	0	2	51	1	2883	0	
<b>9 DOWNTOWN SHUTTLE</b>																
PRIOR YEAR	6	5	0	2	0	0	0	0	15	0	2	67	1	3676	3,776	
INC/DEC	0	1	0	1	0	0	0	0	0	0	0	16	0	2883	2,902	
PERCENT CHANGE	#DIV/0!	400%	#DIV/0!	100%	100%	100%	100%	15	793	0	2	51	1	2883	6,172	
	2,963	4,735	743	3,383	1,237	1,880	2,124	561	6,807	101	43	400	676	9,983	35,446	
TOTALS	2,953	4,784	649	3,054	1,732	1,782	3,159	579	5,496	0	37	561	701	8,418	33,922	
INC/DEC	10	-49	94	348	-485	88	-1,035	-18	1,111	101	6	-161	-25	1,580	1,556	
PERCENT CHANGE	0	0	0	0	0	0	0	0	0	#DIV/0!	0	0	0	0	53,906	
	0	0	0	0	0	0	0	0	0	#DIV/0!	0	0	0	0	0	

**Aug-15**

<b>DATE</b>	<b>BUS #</b>	<b>RUN</b>	<b>RUN TIME</b>	<b>REASON MISSED</b>
8/31/2015	1102	NEW AUBURN	12:45 & 1:45	BUS BROKE DOWN /REGEN ISSUE
8/28/2015	1102	NEW AUBURN	3:45	DRIVER LEFT SHOP LATE
8/19/2015	77	MINOT AVE	3:15	SHUTTLE RAN LATE
8/19/2015	77	FREE SHUTTLE	1:45	MECHANICAL DOOR NOT WORKING
8/20/2015	9766	NEW AUBURN	8:45 1:45	BUS BROKE DOWN/HAD TO FUEL BUS
8/13/2015	77	FREE SHUTTLE	2:45	MECHANICAL DOOR NOT WORKING
8/10/2015	9768	NEW AUBURN	12:15	BUS BROKE DOWN

Lewiston-Auburn Transit Committee  
 ADA Ridership  
 October 2014 - September 2015

	Total Trips	ADA Trips	Companion Trips	PCA Trips	Total No Show	Revenue	Total Miles	Revenue per Mile	Riders per Mile	Operating Cost	Total Cost per Mile	Total Rev per Trip	Total Deficit per Trip
Oct-14	854	852	2	18	7	\$2,562.00	2,321	1.10	0.37	\$12,975.00	\$5.59	\$15.19	\$12.19
Nov-14	680	678	2	23	12	\$2,040.00	1,855	1.10	0.37	\$12,975.00	\$6.99	\$19.08	\$16.08
Dec-14	701	699	2	15	12	\$2,103.00	1,877	1.12	0.37	\$12,975.00	\$6.91	\$18.51	\$15.51
Jan-15	663	657	6	12	17	\$1,989.00	1,737	1.15	0.38	\$12,975.00	\$7.47	\$19.57	\$16.57
Feb-15	591	588	3	2	5	\$1,773.00	1,510	1.17	0.39	\$12,975.00	\$8.59	\$21.95	\$18.95
Mar-15	758	750	8	0	10	\$2,274.00	1,944	1.17	0.39	\$12,975.00	\$6.67	\$17.12	\$14.12
Apr-15	757	753	4	4	10	\$2,271.00	1,833	1.24	0.41	\$12,975.00	\$7.08	\$17.14	\$14.14
May-15	644	642	2	6	9	\$1,932.00	1,653	1.17	0.39	\$12,975.00	\$7.85	\$20.15	\$17.15
Jun-15	699	695	4	2	13	\$2,085.00	1,780	1.17	0.39	\$12,975.00	\$7.29	\$18.56	\$15.58
Jul-15	673	667	6	0	10	\$2,019.00	1,833	1.10	0.36	\$12,975.00	\$7.08	\$19.28	\$16.28
Aug-15	560	556	4	0	8	\$1,680.00	1,419	1.18	0.39	\$12,975.00	\$9.14	\$23.17	\$20.17
Sep-15	0							#DIV/0!	#DIV/0!		#DIV/0!	#DIV/0!	#DIV/0!
Total	7,580	7,537	43	82	101	\$22,728.00	19,762	\$0.20	0.38	\$142,725.00	\$7.22	\$18.83	\$15.83
Mth Avg	689	685	4	7	9	\$2,066.18	1,797						

## Marsha Bennett

---

**From:** Federal Transit Administration <usdotfta@public.govdelivery.com>  
**Sent:** Friday, September 25, 2015 4:22 PM  
**To:** Marsha Bennett  
**Subject:** U.S. Department of Transportation Announces \$22.5 Million to Put More Low and No-Emission Vehicles into Service Across America

9/25/2015

**Contact: Ben Lockshin**  
**202-366-8061**

WASHINGTON – The U.S. Department of Transportation’s Federal Transit Administration (FTA) is announcing the availability of \$22.5 million through the latest round of the Low or No Emission Vehicle Deployment Program (LoNo) that will help deploy the next generation of energy-efficient vehicles nationwide. The funds are intended to encourage adoption of green technologies in transit buses, such as hydrogen fuel cells and electric and hybrid engines.

“These grants will help ensure that the future of mass transit is energy-efficient and friendly to the environment,” said U.S. Transportation Secretary Anthony Foxx. “This funding will reduce our dependence on fossil fuels and support the growing sustainable energy industry in the United States.”

The FTA’s Low or No Emission Vehicle Deployment Program was established under the Moving Ahead for Progress in the 21st Century Act (MAP-21). It focuses on commercializing the cleanest and most energy-efficient U.S.-made transit buses to help reduce emissions like carbon dioxide and carbon monoxide. The LoNo program builds on the success of FTA’s National Fuel Cell Bus Program, which invested in the research, development and testing of alternative fuels and related equipment for the transit industry.

A Notice of Funding Availability for the FTA LoNo Program can be found in [the Federal Register](#). The previous round of LoNo funding, announced in February 2015, awarded \$55 million in grants to [ten organizations nationwide](#).

“The LoNo program has helped deploy environmentally-sound, technologically-advanced vehicles across the country, providing a better riding experience for passengers and improving public health,” said Acting FTA Administrator Therese McMillan. “By reducing fuel and maintenance costs, these modern vehicles are a great public investment – saving taxpayer money in the long run while powering innovative American enterprises.”

FTA will award the LoNo funds on a competitive basis to transit agencies and state transportation departments working either independently or jointly with bus manufacturers already making low- and zero-emission buses. Priority will be given to proposals that, among other criteria:

- Use tested bus models with proven effectiveness, especially zero-emission models;
- Exhibit strong transit agency and community commitment, including technical and project management skills; and
- Demonstrate understanding of and accommodation for public safety.

In addition, all LoNo procurements will have to follow FTA [Buy America](#) regulations and undergo [Bus Testing](#) at FTA’s facility in Altoona, Pa.

Of the \$22.5 million available in LoNo grant funds, a minimum of \$3.0 million is available to support facilities and related equipment. Transit agencies may also use a portion of their annual FTA formula funds to purchase additional vehicles.

In addition to their environmental benefits, LoNo transit buses will, in the long run, help transit agencies save money on fuel and maintenance costs. According to the National Renewable Energy Laboratory, zero-emission buses can achieve up to 87% greater fuel economy compared to buses running on diesel and other fuels.

###



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**LEWISTON-AUBURN TRANSIT COMMITTEE - CAPITAL IMPROVEMENT PLAN PROPOSAL - FY16**

**9.15.15 WORKSHEET**

Bus No.	2014	2015	2016	2017	2018	2019	2020
<b>CAPITAL RESERVE FUNDING</b>	<b>\$ 8,000.00</b>	<b>\$ 24,450.00</b>	<b>\$ 318,415.00</b>	<b>\$ 800,000.00</b>	<b>\$ 800,000.00</b>	<b>\$ 800,000.00</b>	<b>\$ 175,535.00</b>
0201	spare	retired					
0202	spare	retired					
0601	fleet	fleet					
0602	fleet/spare	fleet/spare					
0603	fleet/spare	fleet/spare					
0604	fleet/spare	fleet/spare					
1101	fleet(new)	fleet(new)					
1103	fleet(new)	fleet(new)					
0602	fleet(over)	fleet(over)					
9655	fleet(used)	fleet(used)					
9768	fleet(used)	fleet(used)					
0601	fleet(used)	fleet(used)					
0502	fleet(used)	fleet(used)					
0605	spare	spare					
	NEW 30FT(\$400000) - 12yr	NEW 30FT(\$400000) - 12yr					
	MMA Rehab Bus - 12yr	MMA Rehab Bus - 12yr					
	2014 Eldorado Aero Elite - 10 yr	2014 Eldorado Aero Elite - 10 yr					
	USED CUTAWAY (\$25000) - 7yr	USED CUTAWAY (\$25000) - 7yr					
	USED CUTAWAY (\$25000) - 7yr	USED CUTAWAY (\$25000) - 7yr					
	NEW CUTAWAY(\$250000) - 10yr	NEW CUTAWAY(\$250000) - 10yr					
	USED CUTAWAY (\$60000) - 7yr	USED CUTAWAY (\$60000) - 7yr					
	NEW 30FT(\$400000) - 12yr	NEW 30FT(\$400000) - 12yr					
<b>CAPITAL FUNDING BALANCE</b>	<b>\$ 154,000</b>	<b>\$ 138,415</b>	<b>\$ 27,365</b>	<b>\$ 67,365</b>	<b>\$ 81,365</b>	<b>\$ 75,365</b>	<b>\$ 149,365</b>
Federal Funding Balance begin of year							
New 5307 Capital	36,000	37,000	40,000	40,000	40,000	40,000	40,000
New 5339 Capital	81,420	80,000	80,000	80,000	80,000	80,000	80,000
New Purchase							
MMA Purchase							
Overhaul & Rebuilds							
Federal Funding Balance end of year	356,878	477,298	118,298	25,702	9,702	6,298	
<b>Year and Fleet Size</b>	<b>2014 - 13</b>	<b>2015 - 15</b>	<b>2016 - 15</b>	<b>2017 - 15</b>	<b>2018 - 14</b>	<b>2019 - 12</b>	<b>2020 - 11</b>
<b>SPARE BUSES</b>	<b>5</b>	<b>7</b>	<b>6</b>	<b>6</b>	<b>4</b>	<b>4</b>	<b>4</b>
(1) 2014 Eldorado National							
(2) As of this date, Maine Military Authority is seeking to rehab a fleet of used Gillig buses \$50,000 purchase cost will be covered by federal funds (80%) with the state covering the 20% local share. Some minor flip costs may be required with local dollars. Future MMA purchases are subject to future funding.							
(3) Overhaul estimates are adjusted to reflect the current mileage, present value and future availability of parts. Investment is intended to extend the useful life of vehicle primarily as a fleet/spare or spare bus. System cost reflects anticipated 20% local share.							
(4) Future federal funding is very uncertain. Much of what is proposed in this capital plan is highly dependent on current assumptions of future federal and state funding availability. It is anticipated that future purchase and rehab plans will require amending over time.							
(5) This purchase anticipates local dollars only and could be used to purchase a used bus or another MMA bus if one is available and if federal funding is not available.							
(6) MDOT advised that LATIC should budget for 20% local funding as state may not have bonding money available to cover 20% (something available for the FY15 MMA purchase - see item 2)							
(7) Gillig midlife rebuilds will all come due at some point during FY17-FY18. To avoid significant system impacts, midlives will be spread out over three years. Estimate on midlife is based on current literature which suggest cost range for midlives are typically about a third of the purchase price.							
(8) Federal funding for midlife rebuilds are only available for full size transit buses and only eligible once bus hits 200,000 miles. Our 2011 Gilligs ave. 20-25,000 miles per year and are forecasted to first hit this milestone in FY18.							
(9) FY20 reflects the possible expansion of an additional route and increases fleet coverage increase from 7 to 8 primary routes (2 other routes are blended with primary routes). Year also marks increase of capital reserve contribution from \$80,000 to \$100,000							

LEGEND: "eol" - end of life; "mma" - Maine Military Authority; "midlife" - FTA classified midlife; "new" - not exceeding/equal to midlife; "over" - overdue midlife; "ov" - bus overhauled @ ~20-30% (not a complete rebuild); "Purch/Fleet(or Spare)" - purchase & in service same FY; "newrb" - new rebuild (~50-75%); "fleet/spare" - higher level spare service; "spare" - limited service replacement for PM & repair; "spare-retired" - limited use & retired same FY



STATE OF MAINE  
DEPARTMENT OF TRANSPORTATION  
16 STATE HOUSE STATION  
AUGUSTA, MAINE 04333-0016

Paul R. LePage  
GOVERNOR

David Bernhardt  
COMMISSIONER

September 28, 2015

Ms. Laurie Linscott  
City of Bangor / Community Connector  
481 Maine Ave.  
Bangor, ME 04401

Mr. Al Schutz  
ShuttleBus / Zoom  
13 Pomerleau St.  
Biddeford, ME 04005

Ms. Marsha Bennett  
Lewiston-Auburn Transit Committee  
125 Manley Road  
Auburn, ME 04210

Mr. Arthur Handman  
South Portland Bus Service  
46 O'Neil St.  
South Portland, ME 04106

Mr. Gregory Jordan  
Greater Portland Transit District (METRO)  
114 Valley St.  
Portland, ME 04102

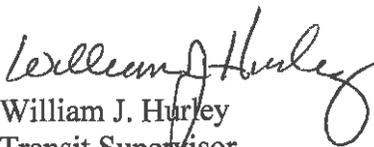
Ladies and Gentlemen:

Based on prior information provided by the Fixed Route Operators (FRO) group, the cost of a used, rebuilt bus would be approximately \$50,000.00 to \$60,000.00. As a result, the MaineDOT Transit Division allocated \$72,000.00 in order to provide 20% state bond funds to match federal funds for the higher estimate quoted to us for the purchase of six (6) buses. The dollar figure allocated by MaineDOT is for the price of the bus only as we made it clear MaineDOT is not subsidizing any financial support for consultants and associated costs.

A copy of the bid proposal provided by the FRO to MaineDOT indicates a price of approximately \$118,000.00 for a rebuilt bus. This price is almost double of what was anticipated and not budgeted for. MaineDOT will honor its original commitment and provide \$12,000.00 for the purchase of each bus in the original proposal of six (6) buses. MaineDOT is unable to commit any further funding for this purchase.

Questions or comments regarding this issue may be directed to the undersigned at (207) 624-3240 or [William.j.hurley@maine.gov](mailto:William.j.hurley@maine.gov).

Sincerely,

  
William J. Hurley  
Transit Supervisor  
Bureau of Planning  
Maine Department of Transportation

City of Bangor Bid Tabulation

Proposal No. P16-007: Transit Consultant

Bid Opening: 9/2/15

Item	Description	Unit	Merwin Vehicle Consulting Jefferson, ME	Vehicle Technical Consultants, Inc Beaumont, CA
1	Salary (to perform all duties outlined in scope of work)	Hourly Rate	\$30.00	\$45.00
2	Expenses (including equipment, supplies, travel, etc.)	Hourly Rate	\$30.00	\$10.00
3	Admin (fees, auto insurance, taxes, etc.)	Hourly Rate	\$30.00	\$10.00
4	Mileage Reimbursement	Per Mile	\$0.57 1/2	\$0.56
	<b>Total Bid Price:</b>		<b>\$90 per hour</b>	<b>\$65 per hour</b>
	Anticipated Hours Needed		Unknown	500 hours
	Expected Mileage		Unknown	2,500 Miles
	Amount of General Commercial Liability Insurance		\$1 - 2,000,000	\$1,000,000

City of Bangor Bid Tabulation  
RFP- Maine FRO Rehab Buses  
Bid Opening: 9/16/15

		<b>Maine Military Authority Augusta, ME</b>	
<b>Item</b>	<b>Description</b>	<b>Unit</b>	<b>Total Price</b>
1	Labor Costs	Lump Sum	\$62,500
2	Parts Costs	Lump Sum	\$29,850
3	Administrative & Logistical Costs	Lump Sum	\$6,000
4	Bus Purchase Cost	Lump Sum	\$20,000
5	Total Cost per Bus	Lump Sum	\$118,350
<b>Total Bid Price (6 buses):</b>			<b>\$710,100</b>

# Maintenance Review

Conducted by: Marsha Bennett, AVCOG

Assisted by: Dan Rolfe and Loren Niemi, MaineDOT; Sandy Buchanan, WMTS

Date: September 2, 2015

Loren Niemi and Dan Rolfe, MaineDOT, were conducting an inspection of WMTS vehicles and invited me to participate. They offered technical assistance during the review.

A maintenance review was conducted on September 2, 2015 at WMTS on LATC's bus fleet. Maintenance records for buses 0603 and 1103 were reviewed to verify that on-time preventive maintenance was performed within the allowed parameters, as well as on-time inspections of safety equipment (roof hatches, emergency windows, signage, etc.). Driver pre-post trip reports for bus 1102 were reviewed to see if the reports were consistent with buses 0603 and 1103.

## Emergency Exits -OK

The individual vehicle files for the Emergency Exit inspections were reviewed. The folders contain the bus number and VIN# on the outside of each folder. Inside the mechanics signed off on each inspection performed. The emergency exits are to be inspected every 90-days. WMTS schedules emergency exit inspections to occur whenever a bus is in for a PM. Due to WMTS' scheduling, emergency exits are done almost monthly. Bus 0604 has not been inspected since October 2014, but this bus has not been in-service during this period. The bus is waiting for parts.

## BlueBird 0603

The state vehicle inspection was performed on this bus at Fleet Truck (Greene) on April 3. A copy of the invoice and a copy of the inspection form were attached to the work order. The A/C has not been working on this bus for several months.

**(Follow-up: LATC needs to discuss on-going, costly maintenance items, such as the A/C units on the BlueBird buses.)**

Pre-post trip reports were not signed by a mechanic for the 3-month period reviewed (August, July, June). The reports were marked with a check mark but not signed. Reports that had issues noted by the driver did not have a signature or notes from the mechanic regarding OK to drive, parts ordered, etc. Drivers were not signing pre-post trip reports acknowledging repairs made to the bus that they reported.

**(Note: I have emailed MaineDOT for clarification regarding the drivers having to sign-off on repairs made to the buses. Harold stated that the training they have been following requires drivers to only sign-off on repairs that were made to "unsatisfactory" issues. These would be issues related to safety.)**

Example: 6-24-25 pre-post trip report had several issues identified by the driver. The mechanic checked the signature box but made no notes as to what may have been done to the bus. The driver did not sign the report.

Example: 7-21-15 the driver reported a latch not working on a window. A mechanic signed off on the pre-post trip, fixed the window but didn't create a work order. The driver did not sign off on the pre-post trip that the window was fixed. *(Note: from Sandy - WMTS does not create WO's for small repairs that are only a few minutes.)*

The PM's done during this review period were done within the allowable mileage.

Date	Mileage	Mileage Between PM's (5,000 +/- 10%)
4/16/15	180,000	
7/14/15	185,221	5,221

### **Gillig 1103**

The state vehicle inspection was done on September 1, 2015. The invoice from Fleet Truck was attached to the work order but a copy of the Commercial Vehicle Inspection Report was not.

The pre-post trip issues for 0603 were found here as well. Pre-post trip forms were not signed by the mechanic, no notes of work being ordered/performed if required, and no signature from drivers for any corrective work that was done as reported by the driver.

The PM's done during this review period were done within the allowable mileage.

Date	Mileage	Mileage Between PM's (6,000 +/- 10%)
3/12/15	126,266	
5/7/15	131,790	5,524
7/8/15	138,098	6,308

### **Gillig 1102**

A look at the pre-post trips for the 3-month period June-July-August showed consistent errors as noted above for 0603 and 1103.

### **Corrective actions:**

- Mechanic needs to sign the pre-post trip reports.
- Work performed or work orders issued need to be noted on the pre-post trip form.
- The yellow carbon copy of the state vehicle inspection needs to be attached to the work order.
- The drivers need to sign-off on the pre-post trip form if repairs have been made in reference to issues they have noted. This may not be the same driver that completed the DVIR, it may be a different driver – whoever drives the vehicle next needs to sign that they are satisfied with the repair. If they do not sign and take the bus anyways it is the driver that could be held responsible if something goes awry.