

- Use the dropdown menu to select the year of the vehicle you are recording information for.

City of Phoenix - FTA Section 5310 Vehicle Maintenance Log									
Subrecipients must document routine maintenance and inspections including but not limited to: oil/fluid changes, engine service at recommended manufacturers' intervals, wheelchair lift inspections (if applicable), accidents, annual inspections and maintain all aspects of the vehicle in accordance with the manufacturers' recommended maintenance standards. Data provided should be full and complete in order to demonstrate compliance with vehicle maintenance regulations. Organize vehicle service records by vehicle and by date of service. Use the drop down menus to select the Vehicle Make, Year and Work Performed.									
Reporting Agency:									
Name and Title of the Agency's Representative completing this report:									
Vehicle Make	Vehicle Year	VIN Please enter full VIN	Date of Invoice	Invoice#	Service Provider	Mileage From Invoice	Work Performed Select from menu or Other (with added Note)	Notes	
Ford Starcraft E-350 Van	2015						Accident Repair (Include report date in notes)		
	<div style="border: 1px solid black; padding: 2px;"> 2014 2015 2016 2017 2018 2019 </div>								

- Enter the VIN of the vehicle you are recording information for.

City of Phoenix - FTA Section 5310 Vehicle Maintenance Log									
Subrecipients must document routine maintenance and inspections including but not limited to: oil/fluid changes, engine service at recommended manufacturers' intervals, wheelchair lift inspections (if applicable), accidents, annual inspections and maintain all aspects of the vehicle in accordance with the manufacturers' recommended maintenance standards. Data provided should be full and complete in order to demonstrate compliance with vehicle maintenance regulations. Organize vehicle service records by vehicle and by date of service. Use the drop down menus to select the Vehicle Make, Year and Work Performed.									
Reporting Agency:									
Name and Title of the Agency's Representative completing this report:									
Vehicle Make	Vehicle Year	VIN Please enter full VIN	Date of Invoice	Invoice#	Service Provider	Mileage From Invoice	Work Performed Select from menu or Other (with added Note)	Notes	
Ford Starcraft E-350 Van	2015	2C4RDGBG9JR216774	8/25/2019	258741	ACME Repairs	12,586			

- From the invoice, enter the date of invoice, invoice number, service provider and mileage.

City of Phoenix - FTA Section 5310 Vehicle Maintenance Log									
Subrecipients must document routine maintenance and inspections including but not limited to: oil/fluid changes, engine service at recommended manufacturers' intervals, wheelchair lift inspections (if applicable), accidents, annual inspections and maintain all aspects of the vehicle in accordance with the manufacturers' recommended maintenance standards. Data provided should be full and complete in order to demonstrate compliance with vehicle maintenance regulations. Organize vehicle service records by vehicle and by date of service. Use the drop down menus to select the Vehicle Make, Year and Work Performed.									
Reporting Agency:									
Name and Title of the Agency's Representative completing this report:									
Vehicle Make	Vehicle Year	VIN Please enter full VIN	Date of Invoice	Invoice#	Service Provider	Mileage From Invoice	Work Performed Select from menu or Other (with added Note)	Notes	
Ford Starcraft E-350 Van	2015	2C4RDGBG9JR216774	8/25/2019	258741	ACME Repairs	12,586			

- Use the dropdown menu to select the service you are recording. The services listed in the dropdown menu are FTA compliance areas.

City of Phoenix - FTA Section 5310 Vehicle Maintenance Log									
Subrecipients must document routine maintenance and inspections including but not limited to: oil/fluid changes, engine service at recommended manufacturers' intervals, wheelchair lift inspections (if applicable), accidents, annual inspections and maintain all aspects of the vehicle in accordance with the manufacturers' recommended maintenance standards. Data provided should be full and complete in order to demonstrate compliance with vehicle maintenance regulations. Organize vehicle service records by vehicle and by date of service. Use the drop down menus to select the Vehicle Make, Year and Work Performed.									
Reporting Agency:									
Name and Title of the Agency's Representative completing this report:									
Vehicle Make	Vehicle Year	VIN Please enter full VIN	Date of Invoice	Invoice#	Service Provider	Mileage From Invoice	Work Performed Select from menu or Other (with added Note)	Notes	
Ford Starcraft E-350 Van	2015						<div style="border: 1px solid black; padding: 2px;"> Lube, Oil, Filter Accident Repair (Include report date in notes) Engine Air Filter Engine Coolant Spark Plugs Transmission Fluid Service Annual Inspection Wheelchair Lift Service </div>		

8. If you are recording an invoice that has multiple services (i.e. LOF & transmission fluid service), an additional entry will need to be made.

City of Phoenix - FTA Section 5310 Vehicle Maintenance Log								
Subrecipients must document routine maintenance and inspections including but not limited to: oil/fluid changes, engine service at recommended manufacturers' intervals, wheelchair lift inspections (if applicable), accidents, annual inspections and maintain all aspects of the vehicle in accordance with the manufacturers' recommended maintenance standards. Data provided should be full and complete in order to demonstrate compliance with vehicle maintenance regulations. Organize vehicle service records by vehicle and by date of service. Use the drop down menus to select the Vehicle Make, Year and Work Performed.								
Reporting Agency:								
Name and Title of the Agency's Representative completing this report:								
Vehicle Make	Vehicle Year	VIN Please enter full VIN	Date of Invoice	Invoice#	Service Provider	Mileage From Invoice	Work Performed Select from menu or Other (with added Note)	Notes
Ford Starcraft E-350 Van	2015	2C4RDGBG9JR216774	8/25/2019	258741	ACME Repairs	12,586	Lube, Oil, Filter	
Ford Starcraft E-350 Van	2015	2C4RDGBG9JR216774	8/25/2019	258741	ACME Repairs	12,586	Transmission Fluid Service	

9. Optional: You may record additional services performed (i.e. wiper changes, tires, etc.). Select "Other (include notes)" from the dropdown menu and use the "Notes" column to record the service.

City of Phoenix - FTA Section 5310 Vehicle Maintenance Log								
Subrecipients must document routine maintenance and inspections including but not limited to: oil/fluid changes, engine service at recommended manufacturers' intervals, wheelchair lift inspections (if applicable), accidents, annual inspections and maintain all aspects of the vehicle in accordance with the manufacturers' recommended maintenance standards. Data provided should be full and complete in order to demonstrate compliance with vehicle maintenance regulations. Organize vehicle service records by vehicle and by date of service. Use the drop down menus to select the Vehicle Make, Year and Work Performed.								
Reporting Agency:								
Name and Title of the Agency's Representative completing this report:								
Vehicle Make	Vehicle Year	VIN Please enter full VIN	Date of Invoice	Invoice#	Service Provider	Mileage From Invoice	Work Performed Select from menu or Other (with added Note)	Notes
Ford Starcraft E-350 Van	2015	2C4RDGBG9JR216774	8/25/2019	258741	ACME Repairs	12,586	Lube, Oil, Filter	
Ford Starcraft E-350 Van	2015	2C4RDGBG9JR216774	8/25/2019	258741	ACME Repairs	12,586	Transmission Fluid Service	
Ford Starcraft E-350 Van	2017	2C4RDGBG9JR206775	9/14/2019	124578	Fonzie's Tire Shop	36,547	Other (Include notes)	2 Tires

10. To record an invoice for an accident repair, chose "Accident Repair (Include report date in notes)". Record the date the accident was reported to the City of Phoenix Public Transit Department (PTD) in the "Notes" column.

City of Phoenix - FTA Section 5310 Vehicle Maintenance Log								
Subrecipients must document routine maintenance and inspections including but not limited to: oil/fluid changes, engine service at recommended manufacturers' intervals, wheelchair lift inspections (if applicable), accidents, annual inspections and maintain all aspects of the vehicle in accordance with the manufacturers' recommended maintenance standards. Data provided should be full and complete in order to demonstrate compliance with vehicle maintenance regulations. Organize vehicle service records by vehicle and by date of service. Use the drop down menus to select the Vehicle Make, Year and Work Performed.								
Reporting Agency:								
Name and Title of the Agency's Representative completing this report:								
Vehicle Make	Vehicle Year	VIN Please enter full VIN	Date of Invoice	Invoice#	Service Provider	Mileage From Invoice	Work Performed Select from menu or Other (with added Note)	Notes
Ford Starcraft E-350 Van	2015	2C4RDGBG9JR216774	8/25/2019	258741	ACME Repairs	12,586	Lube, Oil, Filter	
Ford Starcraft E-350 Van	2015	2C4RDGBG9JR216774	8/25/2019	258741	ACME Repairs	12,586	Transmission Fluid Service	
Ford Starcraft E-350 Van	2017	2C4RDGBG9JR206775	9/14/2019	124578	Fonzie's Tire Shop	36,547	Other (Include notes)	2 Tires
Ford Starcraft E-350 Van	2017	2C4RDGBG9JR206775	9/14/2019	369741	Springfield Collision	47,258	Accident Repair (Include report date in notes)	9/13/2019

11. Save the Log as "Agency Name, Year, Vehicle Maintenance Log". For example, "Pawnee Sr Ctr 2019 Vehicle Maintenance Log.xlsx". Using your agency acronym is acceptable.

12. Supporting documentation must be submitted with your completed Vehicle Maintenance Log. Supporting documentation must be submitted as follows:
 - a. Complete a cover sheet for each vehicle (see example Exhibit 1) that includes agency name, vehicle year and make, and vehicle VIN.
 - b. Follow the cover sheet with the Annual Inspection information for the vehicle (inspection results, invoice for annual inspection).
 - c. Follow the Annual Inspection information with invoices, in date order (oldest to current). See example at Exhibit 1
 - d. Electronic submission of Vehicle Maintenance Log supporting documentation is preferred. Save each packet of supporting documentation with the naming convention "Last 4 digits of VIN, Agency, year". For example, "6775 Pawnee Sr Ctr 2019.pdf". Using your agency acronym is acceptable.
 - e. Submissions must be legible, in date order and right side up.

13. Submit completed 2019 Vehicle Maintenance Logs and supporting documentation to the City of Phoenix Public Transit Department's 5310 Program Manager, Wendy Miller @ wendy.miller@phoenix.gov. If supporting documentation files sizes are too large to send via email, please contact Wendy Miller at 602-262-4077.

14. For subsequent calendar years, Vehicle Maintenance Logs and supporting documentation are due October 15, with other required yearly reports (i.e. Milestone Progress Reports, SAM.gov, etc.)