

Agency Name

Transit Policies and Procedures

Subject	Maintenance Goals & Objectives
Section	Maintenance
Effective Date	
Approved By	
Approval Date	

Purpose

Identify goals and objectives for maintenance operations.

Definitions

Goal: A long-term end toward which programs or activities are ultimately directed.

Objective: A specific and intermediate milestone that is achievable and allows measurement of progress toward a goal.

Procedure

Develop goals for maintenance activities. Goals can include the following:

- Provide safe, reliable, comfortable, and clean vehicles.
- Minimize road calls/breakdowns and vehicle downtime.
- Maintain a well-stocked spare parts inventory.
- Identify and implement maintenance cost reductions.
- Keep accurate maintenance records.

Identify measurable objectives to support the goals. Objectives can include the following:

- Clean all vehicles at least once a week.
- Perform preventive maintenance on each vehicle according to the manufacturer's recommended mileage intervals.
- Reduce corrective maintenance costs by 10% each year.
- Reduce road calls/vehicle breakdowns by 10% each year.
- Perform a spare parts inventory once a month and restock items if needed.

Maintenance goals and objectives should be reviewed and revised annually. Progress should be documented by the Transit Director on a quarterly basis.

Responsibilities

The Transit Director should consult with vehicle manufacturers to develop maintenance goals and objectives.

This policy or procedure is intended to be used as an example. It should be customized to each transit agency. Review by a legal expert is recommended.