

UTAH TRANSIT AUTHORITY			
RIDESHARE/VAN-POOL (2017 AND NEWER ONLY) FORD TRANSIT PREVENTATIVE MAINTENANCE INSPECTION CHECKLIST			
VEHICLE UNIT NUMBER:		MILEAGE:	
DATE OF SERVICE:		LAST 6 OF VIN NUMBER:	
VENDOR NAME:		LICENSE PLATE NUMBER:	
MECHANIC NAME:		INVOICE NUMBER:	
		UTA APPROVAL (NAME):	

INDICATE IN SLOT to indicate whether an item was okay, adjust, and/or repairs are needed... Using As Labeled:

"V" = Okay - Item checked is ready for service.

"X" = Adjust - Item checked has been replaced and is ready for service:

"0" = Repairs needed - Any items requiring repair.

UPDATE MAINTENANCE REMINDER STICKER TO 7,500 MILES OR EVERY EIGHT-MONTHS

"E" Service Inspection (No Oil Change)
(7,500 Miles or Eight-Months whichever comes first)

- ___ 01. Change Engine Oil, Replace Oil Filter & Reset Oil-Life Monitor (*Use Only OEM Recommended Oil & Filter*)
- ___ 02. Lubricate All Chassis & Steering Linkages as Required
- ___ 03. **Rotate & Inspect Tires for Wear**
- ___ 04. Check All Lug Nuts (Torque to OEM specification)
- ___ 05. **Check & Record Tire Pressure (Including Spare)**
- ___ 06. Brake Fluid: (*If Low Contact UTA*)
- ___ 07. Check & "Top Off" All Fluids Using OEM Recommended Fluids
- ___ 08. Coolant Level
- ___ 09. Transmission Fluid Level (*If equipped w/dipstick*)
- ___ 10. Power Steering Fluid Level
- ___ 11. Windshield Washer Fluid Level
- ___ 12. Safety Equipment Checks: Horn & Seat Belts
- ___ 13. Check Instruments & Dash Lights for Operation
- ___ 14. Check Heating & A/C Operations, Switches & Temperature Controls
- ___ 15. Check Exterior Lights, Turn Signal & 4 Way Hazard Warning Lights
- ___ 16. Check Wiper Operation & Blade Condition
- ___ 17. Check Washer Operation & Spray Patterns
- ___ 18. Check Battery terminals & Charging Voltage, Voltage Reading: _____
- ___ 19. Inspect Engine Air Filter Element (replace as necessary)
- ___ 20. Inspect Serpentine / Accessory Belts
- ___ 21. Inspect Engine/Transmission & Differential leaks
- ___ 22. Parking Brake Operation
- ___ 23. **Inspect and record brake pads/linings wear**
- ___ 24. Caliper Condition
- ___ 25. Rotor Condition
- ___ 26. Check Brake Hoses & Lines for Damage & Leaks
- ___ 27. Inspect Driveline & U-Joints for Wear
- ___ 28. Check Exhaust System for Leaks or Broken Hangers
- ___ 29. Inspect Suspension, Steering, Shocks, CV axles and boots
- ___ 30. Inspect Fuel System for Leaks
- ___ 31. Inspect All Coolant Hoses for Leaks and Wear

30,000 Mile "D" Service Inspection
(Also includes "E" service)

- ___ 32. Replace Cabin Air Filter
- ___ 33. Inspect & Tighten Driveshaft Bolts
- ___ 34. Check Differential Fluid Level (Motorcraft Premium SAE 75W-85 Synthetic Hypoid Gear Oil)

60,000 Mile "C" Service Inspection
(Also includes "D" and "E" services)

- ___ 35. Replace Serpentine/Accessory Belt as Required

90,000 Mile "B" Service Inspection
(Also includes "D" and "E" services)

- ___ 36. Change & Flush Cooling System "Use OEM or Equivalent"

120,000 Mile "A" Service Inspection
(Also includes "C", "D" and "E" services)

- ___ 37. Change Automatic Transmission Fluid & Filter
- ___ 38. Change Rear Axle Fluid
- ___ 39. Replace Sparkplugs

Please record Tire Pressure, Tread depth and brake measurements at every maintenance service.

Tire Pressure

Tread depth

LF _____ RF _____ LF _____ RF _____

LR _____ RR _____ LR _____ RR _____

Brake pad measurement

LF _____ RF _____ LR _____ RR _____

Important!!!

Is there a current **registration and insurance card**?

YES

NO

If "NO" please notify UTA Vanpool Maintenance