

Section 5307 & 5339 Vendor Expectations – Asset Management

The following is an *abbreviated* list of expectations for Section 5307 & 5339 vendors. All compliance requirements, including asset management, are outlined in IndyGo's Section 5307 Vendor Oversight Checklist.

Best practices represent the highest standard in compliance. IndyGo encourages subrecipients to employ these practices to ensure a strong and effective program that maximizes the benefit to the public. Best practices do not modify or add to the regulatory requirements. Implementing best practices helps demonstrate compliance. [All best practice items are labeled as such.](#)

Procedures & Documentation

- **Maintain adequate insurance coverage** as required by federal, state, and local law.
- **Create and maintain federally assisted asset inventory records (control records)** that include the following data elements:
 - Description
 - Identification number or serial number
 - Title holder
 - Acquisition date & cost
 - Federal participation percentage
 - Location
 - Useful life
 - Use & condition
 - Disposition data, including date of disposal and sale price, or method used to determine fair market value
- **Perform and document a physical inventory** of FTA-funded vehicles and equipment at least every two years. **Physical inventory records must be reconciled** with control records (see above).
 - Physical inventory records must include a complete listing of vehicle inventory, peak vehicle requirements, and active vehicles.
- **Retain all inventory records** for FTA-funded assets for a minimum of three years after disposal.

Maintenance

- **Create a pre-trip inspection form** for all FTA-funded vehicles.
 - **Must include inspection of lift/ramp equipment.**
- **Perform a pre-trip inspection before *each* trip** and maintain records of such inspections.
- **Create a Preventive Maintenance Plan (PMP)** for all FTA-funded vehicles.
 - See the PMP training presentation for detailed explanation, made available on the subrecipient toolbox webpage.
 - **Take note of the additional required elements for vendors in the 5307/5339 program(s).** These elements are detailed in the aforementioned training presentation.

- **Update the Preventive Maintenance Plan (PMP)** with the purchase of rolling stock.
 - See the PMP training presentation for detailed explanation.
- **Create and maintain maintenance activity records** for all FTA-funded vehicles.
 - Records must track all performed maintenance activities including inspections, preventive maintenance, and reactive maintenance.
- **Retain all maintenance activity records** for FTA-funded vehicles for a minimum of three years after disposal.
- **Create and maintain a procedure for tracking warranty claims** for all FTA-funded assets, if not already included in PMP. This procedure must include methods to:
 - Identify warranty repairs
 - Record warranty claims
 - Submit warranty claims to manufacturer
 - Follow up on unpaid claims
- **Best Practice - Include procedure for tracking warranty claims in the Preventive Maintenance Plan.**
- **Create and maintain warranty activity records** for all FTA-funded assets.
- **Retain all warranty activity records** for FTA-funded assets for a minimum of three years after disposal.

Disposition

- **Obtain approval from IndyGo *before* the disposition** of FTA-funded assets.
 - See: **Equipment Disposition Form – Pre-Disposition Approval Request** made available in the subrecipient toolbox.
- **Notify IndyGo immediately *after* the disposition** of FTA-funded assets.
 - See: **Equipment Disposition Form – Post-Disposition Notification** made available in the subrecipient toolbox.
- **Retain all records of disposition** of FTA-funded assets for a minimum of three years after disposal. This includes:
 - Pre-Disposition Approval Request Form
 - Post-Disposition Notification Form
 - Proof of payment, receipt, or other proof of disposition
 - All insurance documentation, if applicable