



Truck Maintenance Plan for the Port of Los Angeles Concessions Applicants

To fully complete the application for a port drayage services concession from the Port of Los Angeles, each Licensed Motor Carrier (LMC) must provide a satisfactory Truck Maintenance Plan. Please use this form to submit your company’s maintenance plan whether you are applying for a concession from POLA. Fill out this form completely and legibly, and then send the original signed version along with signed Concession Agreement document back to:

Clean Trucks Program – Concession Application
c/o Tetra Tech
1265 Harbor Avenue
Long Beach, CA 90813

Applicant Information

LMC Applying for Concession:

Company Name*: _____

*Use the exact name used in your company’s Concession Application(s)

Company Address: _____

USDOT Number: _____

Person Completing Form / Authorized Company Representative:

Last Name: _____ **First Name:** _____ **Job Title:** _____

Telephone Number: _____ **Fax Number:** _____

Email Address: _____

Confirmation of Compliant Maintenance Plan

As an applicant to become a Concessionaire, my company implements a satisfactory maintenance plan for all heavy-duty vehicles used in the Ports. Specifically, my company implements each of the following procedures and mechanisms to properly maintain our port trucks (please acknowledge compliance by putting a √ mark in each box):

- We fully comply with the California Highway Patrol’s Biennial Inspection of Terminals (CalBIT) Program,¹ which includes but is not limited to the following requirements (see Attachment A for a sample maintenance checklist):

¹ For details see the California Highway Patrol’s “TERMINAL MANAGER'S COMPLIANCE CHECKLIST” at <http://www.chp.ca.gov/publications/pdf/chp800d.pdf>.

- Submit documented daily vehicle inspection reports [13 CCR 1234(e)]
 - Regularly and systematically inspect, maintain, and lubricate all vehicles [13 CCR 1232(a)] Document each inspection, maintenance, lubrication, and repair performed for each vehicle [13 CCR 1234(f)]
- We adhere to the guidelines and schedules for maintenance established by the manufacturers of our trucks, including but not limited to:
- Regularly scheduled maintenance items as listed in each vehicle’s owner’s / maintenance manual (e.g., oil changes, brake inspections / changes, filter replacements, lubrications, fluid checks and top offs).
 - Proper use and upkeep of the emissions control system(s) on each vehicle (including retrofit systems, if applicable)
 - Strict adherence to the manufacturer’s instructions for periodic cleaning of the Diesel Particulate Filter (if any) that is equipped on applicable truck
- In addition to the above, we implement the following maintenance-related procedures to ensure that our trucks are properly maintained and roadworthy: (briefly describe, and append examples of forms your company uses to document regular maintenance practices).
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You may use your company’s normal record-keeping system, as long as your maintenance program fully covers all the components listed above and includes thorough documentation. Your company’s maintenance records will be audited by the Port’s Concessions Administrator.

Attachment A provides a sample check list and maintenance record used to document compliance with the CHP’s CalBit program.

Confirmation of Compliance with Concessions Agreement

I, _____ (print name), certify that I am an authorized representative of _____ (name of LMC applying for concession), and that all of the above information I have provided is accurate and current, to the best of my knowledge. My company is submitting this Truck Maintenance Plan in compliance with the Concessions agreement with the Port of Los Angeles. My company will continue to keep records of the maintenance performed on all Permitted trucks, and will make such records available **for inspection by the Concession Administrator during normal business hours**. I understand that my company may be audited to verify and validate compliance with this maintenance plan, per the terms of Port’s Concessions agreement.

Signature: _____ **Date:** _____

ATTACHMENT A: Example Template for Performing and Documenting Maintenance on Permitted Trucks

BIT 90-Day Mechanical Inspection

Carrier: _____ Date: _____
 Mileage: _____ Vehicle ID: _____

Problem: Problem: PARTS

Repair Story: _____ Repair Story: _____

SAMPLE

Problem: Problem:

Repair Story: _____ Repair Story: _____

Problem: Problem:

Repair Story: _____ Repair Story: _____

Full Service/BIT Check List

Oil level at arrival	Steering Wheel Lash & Mounts	Rims, Lugs & Dual Mating
Change Oil	Parking Brake & Clutch Free Play	Wires & Hoses - Rubbing or Chaffing
R&R Oil, Fuel, & H2O Filters	Battery Condition	General Engine & Accessory Leaks
Air Cleaner	Tire Condition	Box/Bed, Latches, Hinges, Rollers
Coolant	Radiator Condition, Hoses, Leaks	Mud Flaps
PW Steering Fluid	Belts, Fans, Pumps & Mounts	Air Gauges & Low Warning 55-75 psi
Brake Fluid	Brake adj., Lining, Drums & Rotors	Emergency Dual Stopping
Transmission Fluid	Air / Hydraulic Brake Lines & Valves	Air Loss Test - Applied
Differential & Hubs	King Pins, Steering Arm/Ties & Shocks	Air Loss Test - Unapplied
Washer Solution	Spring Retainers, U-bolts & Leafs	Tractor Protection
Lube Chassis	Washers, Torques, U-bolts & E	Brake Cam, Rod Ends, Cleaves Pins
Lights & Reflectors	Ball Joints, Control Arms, Wheel Hubs	Air Tank Valves & Drained
Windshield & Mirrors	Frame Bolts, Cross Members	Emergency/Service Brakes
Wipers & Operation	Engine Compartment	Fifth Wheel, Pin
Horn, Deterioration	Engine Oil, Filter & Oil Pan	Hook & Hitches
Oil, Water, Temp & Pressure	Fuel System, Injectors & Springs	Fifth Wheel Pin
Water Pump & Washer	Exhaust System	

SAMPLE

Repairs Still Needed!

Mechanic's Signature _____

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Figure 1. Sample CalBit Maintenance Record (from www. <http://www.calbit.com/Store/CatalogForms.aspx>)