

# City of Jefferson Transit Development Plan

## Operating and Maintenance Facility Evaluation July 12, 2005

### 1. Introduction

This Section evaluates the series of buildings located at the Charles E. Robinson Transit Maintenance Facility and concludes with an opinion of the condition of the facilities and recommendations for Transit improvements at this facility.

Site and building functions are sub-divided into functional divisions and presented in a sequential order as they might be encountered by the general public or users of the services provided at this facility. Primary functional areas are described as observed on June 6, 2005.

A summary of functional areas is as follows:

- **SITE** – the property where JEFFTRAN operating and maintenance activities take place. This area includes off-site staff and public parking areas used by JEFFTRAN employees and patrons and visitors.
  - Site Area: 54,290 Square Feet, 1.25 Acres
  - Of- Site Area (parking) : 10,000 Square Feet
- **ADMINISTRATION AREA** – Building area for JEFFTRAN administrative staff and visitors.
  - Building Area: 880 Square Feet
- **OPERATIONS AREA** – Building area for operations staff and drivers.
  - Building Area: 1,214 Square Feet
- **MAINTENANCE AREA** – Area occupied by maintenance staff where preventative, and light maintenance services are provided to City fleet vehicles. Transit vehicles are serviced on a charge back basis.
  - Building Area: xxx Square Feet
- **FUELING FACILITY** – A shared facility for the re-fueling of Transit and other city vehicles.
  - Canopy Area: 30' x 45' = 1,350 Square Feet
- **VEHICLE WASH BUILDING** – A shared vehicle wash facility, operated by JEFFTRAN and also used by other city vehicles on a charge back basis.
  - Building Area: 60.67' x 21.33' = 1,295 Square Feet
- **BUS GARAGE** – A bus storage building where buses are stored overnight and where daily maintenance checks are performed by Transit staff.
  - Building Area: 80.5' x 140.33' = 11,296 Square Feet

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## 2. Site

The Charles E. Robinson Transit Maintenance Facility is located on property fronting along Miller Street and bounded by Cherry Street, Chestnut Street and Rex M. Whitton Expressway. The site includes a total area of approximately 54,290 Square Feet or 1.25 Acres. The total footprint of buildings and structures on site is 25,868 Square Feet. The site area dedicated to access drives and vehicle queue positions is Approximately 20,000 Square feet. The remaining area available for site functions such as required setbacks, landscaped areas, vehicle circulation, staging areas and yard storage is approximately 8,422 Square Feet.

This site is fully developed as a transit maintenance facility. Additional development would likely introduce additional staff and equipment that would interfere with existing activities.

Staff and public parking spaces are provided in a city parking lot located on the east side of Chestnut Street. This public lot is shared by Transit employees, city employees working in adjacent facilities and visitors to the adjoining East Miller City Park. A total of 60 parking spaces are available.

Area for Transit staff parking is based on the number of transit staff during largest shift. Each parking space is estimated at an average of 300 Square Feet per vehicle to allow for parking and circulation. Approximately 33 spaces are used by Transit staff and visitors during peak periods. The total area required for Transit Staff parking is estimated to be 10,000 Square Feet.

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### 3. Administration Area

The Administration area provides space for managers, support staff and office equipment associated with the overall management of transit services. JEFFTRAN is staffed by City employees, including the General Manager.

The Administration Area is located on the second floor (upper level) of the Charles E. Robinson Transit Maintenance Facility.

The Administration and Operations management share several common use areas including, entry vestibule and reception area, toilets and break room facilities.

**Table 1: Administration Area Interior Space Use**

Personnel/ Function	Area (SF)	Equipment / Special Requirements
Entry Vestibule	45	<ul style="list-style-type: none"> <li>• Airlock entry</li> <li>• Adjacent to:               <ul style="list-style-type: none"> <li>○ Accessible parking spaces</li> <li>○ Receptionist</li> </ul> </li> </ul>
Receptionist/ Administrative Assistant	225	<ul style="list-style-type: none"> <li>• Secured area</li> <li>• Service window w/ accessible counter</li> <li>• View of entry</li> <li>• Desk with side or rear worktop</li> <li>• drawer/file unit</li> <li>• Computer workstation</li> <li>• Phone &amp; data outlets</li> <li>• Adjacent to:               <ul style="list-style-type: none"> <li>○ Administrative Offices</li> </ul> </li> </ul>
General Manager Office	225	<ul style="list-style-type: none"> <li>• Private office</li> <li>• 4-person conference area</li> <li>• Phone &amp; data outlets</li> <li>• Adjacent to:               <ul style="list-style-type: none"> <li>○ Administration area</li> </ul> </li> </ul>
Assistant Manager Office	162	<ul style="list-style-type: none"> <li>• Semi- Private office</li> <li>• Desk, with side or rear worktop</li> <li>• Computer Workstation</li> <li>• One 36" book shelf</li> <li>• Two lateral file cabinets</li> <li>• Phone &amp; data outlets</li> <li>• Adjacent to:               <ul style="list-style-type: none"> <li>○ General Manager</li> </ul> </li> </ul>

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<b>Personnel/ Function</b>	<b>Area (SF)</b>	<b>Equipment / Special Requirements</b>
Printer & Copier Area	10	<ul style="list-style-type: none"> <li>• copier and worktop counter</li> <li>• Supplies storage base cabinet</li> <li>• Phone and data outlets</li> <li>• Accessible to:               <ul style="list-style-type: none"> <li>○ Operations Staff</li> <li>○ Administration Staff</li> </ul> </li> </ul>
Janitor Closet	20	<ul style="list-style-type: none"> <li>• Mop sink</li> <li>• Secured Room</li> <li>• Adjacent to:               <ul style="list-style-type: none"> <li>○ Administration Area</li> </ul> </li> </ul>
<b><i>Subtotal Administration Area</i></b>	<b>687</b>	<ul style="list-style-type: none"> <li>• <b>Assigned building areas</b></li> </ul>
<b><i>Unassigned Area (Compact Allowance)</i></b>	<b>193</b>	<ul style="list-style-type: none"> <li>• <b>28% factor</b></li> <li>• <b>Circulation Corridors</b></li> <li>• <b>Structure and walls</b></li> <li>• <b>Mechanical</b></li> </ul>
<b><i>Grand Total Administration Area</i></b>	<b>880</b>	<p><b>Gross Square Feet</b></p> <ul style="list-style-type: none"> <li>• Due to space constraints, archived records are stored off site in a nearby storage facility.</li> </ul>

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### 4. Operations Area

This area provides space for the Operations Division of JEFFTRAN. Specifically, this area houses the functions of JEFFTRAN associated with the day-to-day operations of the system including operations general management, call takers / dispatch, and driver support areas.

Operations activities are appropriately adjacent to the Maintenance Area with a preference for most of the operations activities being located between the Administration Area and Maintenance Area on this site.

**Table 2: Operations Area Interior Space Use**

Personnel/ Function	Type (SF)	Equipment / Special Requirements
Driver Entrance	30	<ul style="list-style-type: none"> <li>• Primary staff entrance in a central location</li> <li>• Off-hour entrance shared by:               <ul style="list-style-type: none"> <li>○ Operations Staff</li> <li>○ Maintenance Staff</li> <li>○ Administrative Staff</li> </ul> </li> <li>• Adjacent to:               <ul style="list-style-type: none"> <li>○ Staff Parking</li> <li>○ Administrative Area</li> <li>○ Operations Breakroom</li> <li>○ Pass thru window to Dispatch Area</li> </ul> </li> </ul>
Locker Room	126	<ul style="list-style-type: none"> <li>• 40 – 12x12 half height lockers               <ul style="list-style-type: none"> <li>○ Common use lockers</li> <li>○ Uniform hanging rods</li> </ul> </li> <li>• Adjacent to:               <ul style="list-style-type: none"> <li>○ Driver Entry</li> <li>○ Driver's Toilets</li> <li>○ Driver's Lounge</li> </ul> </li> </ul>
Dispatch	90	<ul style="list-style-type: none"> <li>• Adjacent to:               <ul style="list-style-type: none"> <li>○ Driver's Lunch Room</li> </ul> </li> </ul>
Women's Toilet	42	<ul style="list-style-type: none"> <li>• Women's includes 1 water closet and 1 lavatory</li> <li>• Adjacent to:               <ul style="list-style-type: none"> <li>○ Driver's Lounge</li> </ul> </li> </ul>
Men's Toilet	42	<ul style="list-style-type: none"> <li>• Men's includes 1 water closet, and 1 lavatory</li> <li>• Adjacent to:               <ul style="list-style-type: none"> <li>○ Driver's Lounge</li> </ul> </li> </ul>
Mechanical/ Electrical Room	53	<ul style="list-style-type: none"> <li>• Shared with Administration area</li> </ul>

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<b>Personnel/ Function</b>	<b>Type (SF)</b>	<b>Equipment / Special Requirements</b>
Lunch/Training/ Meeting Room	394	<ul style="list-style-type: none"> <li>• Lounge area for 20@ 20 SF/ person</li> <li>• Sink</li> <li>• Refrigerator</li> <li>• Microwave</li> <li>• Vending machines @ 64 SF</li> <li>• Adjacent to:               <ul style="list-style-type: none"> <li>○ Dispatch</li> <li>○ Mailboxes</li> </ul> </li> </ul>
Storage	67	<ul style="list-style-type: none"> <li>• Office Supply Storage</li> <li>• Shelving</li> </ul>
<b><i>Subtotal Operations Area</i></b>	<b>844</b>	<ul style="list-style-type: none"> <li>• <b>Assigned building areas</b></li> </ul>
<b><i>Unassigned Area (Full Allowance)</i></b>	<b>370</b>	<ul style="list-style-type: none"> <li>• <b>44% factor</b></li> <li>• <b>Circulation Corridors</b></li> <li>• <b>Structure and walls</b></li> <li>• <b>Mechanical</b></li> </ul>
<b><i>Grand Total Operations Area</i></b>	<b>1,214</b>	<ul style="list-style-type: none"> <li>• <b>Gross Square Feet</b></li> </ul>

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### 5. Maintenance Area

Typical fleet maintenance activities include daily, scheduled preventative maintenance and heavy repair maintenance. Daily maintenance checks are performed in the adjacent Garage facility and include fluid top off and general operation checks.

Light vehicle maintenance is provided under agreement by City Public Works and is performed in service bays located in the lower level of the Charles E. Robinson Transit Maintenance Facility. This City department provides maintenance for JEFFTRAN buses and paratransit vans and other city vehicles including public work road maintenance trucks, fire trucks, EMS vehicles, police cars, tractors, mowers and standard passenger vehicles. JEFFTRAN vehicles are estimated to use approximately 70% of the vehicle maintenance capacity at this facility. Heavy maintenance activities, such as engine overhauls, transmission repairs, major body work and seat repair are performed of-site by vendors.

Vehicles requiring maintenance service enter the site via the Cherry Street entrance and proceed past the fuel facility and wash building into a broad paved area sufficient to accommodate several vehicles awaiting service. The vehicle maintenance bays are in a nose-in, back-out arrangement.

**Table 6: Maintenance Area Interior Space Use**

<b>Personnel/ Function</b>	<b>Area (SF)</b>	<b>Equipment / Special Requirements</b>
Maintenance Managers Office	120	<ul style="list-style-type: none"> <li>• Private office</li> <li>• Desk, with side or rear worktop</li> <li>• Computer Work Station</li> <li>• Phone/data outlets</li> <li>• Air Conditioned</li> </ul>
Parts Office	146	<ul style="list-style-type: none"> <li>• Private office</li> <li>• Desk, with side or rear worktop</li> <li>• Computer Workstation</li> <li>• Phone/data outlets</li> </ul>
Machine Room	180	<ul style="list-style-type: none"> <li>• AC unit</li> <li>• Electric Distribution panels</li> <li>• Facility Maintenance Storage</li> </ul>
Tool Storage	120	<ul style="list-style-type: none"> <li>• Storage racks</li> <li>• Technical Manual Book Shelves</li> </ul>
Parts Storage	1,615	<ul style="list-style-type: none"> <li>• Parts shelving units</li> <li>• Pallet storage area</li> <li>• Computer workstation</li> <li>• Phone &amp; data outlets</li> </ul>
Women's Toilet	35	<ul style="list-style-type: none"> <li>• Water Closet</li> <li>• Lavatory</li> </ul>

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<b>Personnel/ Function</b>	<b>Area (SF)</b>	<b>Equipment / Special Requirements</b>
Men's Toilet	120	<ul style="list-style-type: none"> <li>• Water Closet</li> <li>• 2 – Urinals</li> <li>• Hand Wash Fountain</li> </ul>
Janitor's Closet	12	<ul style="list-style-type: none"> <li>• Mop sink</li> <li>• Storage shelves</li> </ul>
Shop Lockers	15	<ul style="list-style-type: none"> <li>• 5 Mechanic's Locker units</li> </ul>
Shop Aisles and Circulation Area	1000	<ul style="list-style-type: none"> <li>• Adjacent to repair bays</li> <li>• Eye wash station</li> <li>• Space for Tool boxes               <ul style="list-style-type: none"> <li>○ Tool Boxes,</li> <li>○ Work benches</li> <li>○ Small machine tools</li> </ul> </li> </ul>
Shop Mezzanine Storage	300	<ul style="list-style-type: none"> <li>• Mezzanine level open to Maintenance Shop</li> <li>• Access via Ship's ladder</li> </ul>
City Repair Bays @ 4 x 40' x 15'	2,400	<ul style="list-style-type: none"> <li>• Compressed air quick connects</li> <li>• Overhead reel-mounted fluid dispensing system</li> <li>• Overhead vehicle exhaust hose reel</li> </ul>
Bus Repair Bays @ 2 x 50' x 20'	2,000	<ul style="list-style-type: none"> <li>• Vehicle lift in north bay</li> <li>• Compressed air quick connects</li> <li>• Overhead fluid dispensing system</li> <li>• Ducted vehicle exhaust system</li> </ul>
Steam Clean Bay	1,000	<ul style="list-style-type: none"> <li>• Compressed air quick connects</li> <li>• Overhead vehicle exhaust hose reel</li> </ul>
Expansion Bay	1,200	<ul style="list-style-type: none"> <li>• Air exhaust system</li> </ul>
Unit Re-Build Shop	380	<ul style="list-style-type: none"> <li>• Various Machine Shop Equipment</li> <li>• Material storage racks</li> </ul>
Tire Storage Room	366	<ul style="list-style-type: none"> <li>• Tire storage racks</li> <li>• Tire re-build equipment</li> </ul>
Storage Room	80	<ul style="list-style-type: none"> <li>• Storage shelving</li> </ul>
Chem/Lubrication Fluid Storage Room	146	<ul style="list-style-type: none"> <li>• Fluid mini-bulk containers and pumps:               <ul style="list-style-type: none"> <li>○ oil(s)</li> <li>○ transmission fluid</li> <li>○ anti-freeze</li> <li>○ grease</li> <li>○ windshield washer</li> </ul> </li> </ul>

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<b>Personnel/ Function</b>	<b>Area (SF)</b>	<b>Equipment / Special Requirements</b>
<b><i>Subtotal Maintenance Area Building</i></b>	<b>11,235</b>	<ul style="list-style-type: none"> <li>• <b>Assigned Building Areas</b></li> <li>• <b>Mezzanine areas not included</b></li> </ul>
<b><i>Unassigned Area (Minimal Allowance)</i></b>	<b>692</b>	<ul style="list-style-type: none"> <li>• <b>6 % factor (due to large open bays)</b></li> <li>• <b>Circulation Corridors</b></li> <li>• <b>Structure and walls</b></li> <li>• <b>Mechanical</b></li> </ul>
<b><i>Grand Total Maintenance Area Building</i></b>	<b>11,927</b>	<ul style="list-style-type: none"> <li>• <b>Assumes single story structure</b></li> <li>• <b>Wash / prep bay may be outside under canopy</b></li> <li>• <b>Gross Square Feet</b></li> </ul>

Note that the vehicle maintenance bays are typically provided with some or all of the following specialty equipment:

- Metal Halide high bay lighting
- Convenience outlets for hand tools
- Moveable Task lighting
- Non-slip floor surface
- Access to air, water, lubricants, service fluid and engine exhaust system.
- In-floor hydraulic lift
- Moveable vehicle lifts.
- Floor drains connect to oil/water separator
- High lift garage doors with motor operators.

An above ground waste oil tank is located on the lower level, south west side of the facility.

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### 6. Fueling Facility

Fleet fueling is provided with a canopy cover, located in the north west quadrant of the property. The fueling facility is used by all Transit and City vehicles. Two fueling positions are provided; with two 80' long approach lanes providing queue space for waiting vehicles. A two way driveway is located between the fueling facility and the Bus Garage and serves as the primary entrance and exit to the maintenance facility.

The fueling system has been updated since its original construction with electronic data collection capability added.

**Table 3: Fueling Facility Space Use**

Personnel/ Function	Type (SF)	Equipment / Special Requirements
Fueling Canopy	1,350	<ul style="list-style-type: none"> <li>• Open canopy with 14' clearance</li> <li>• two fuel dispensing positions</li> <li>• inside security fence</li> </ul>
Fuel storage tanks (Underground)	N/A	<ul style="list-style-type: none"> <li>• Approx. 20,000 gallon Diesel storage capacity               <ul style="list-style-type: none"> <li>○ 2- 10,000 diesel tanks</li> <li>○ 2- 5,000 tanks unknown fuel</li> </ul> </li> <li>• Fuel offload position is located near underground tanks on south side of property</li> </ul>
Fueling Service & Queue	1,920	<ul style="list-style-type: none"> <li>• Gated access (manual operation)</li> <li>• Two lanes of 12' x 80'</li> </ul>
<b>Subtotal Fueling Area</b>	<b>1,350</b>	<ul style="list-style-type: none"> <li>• <b>Assigned Square Feet</b> <ul style="list-style-type: none"> <li>○ <b>Does not include vehicle queue area</b></li> </ul> </li> </ul>
<b>Unassigned Area</b>	<b>0</b>	<ul style="list-style-type: none"> <li>• <b>0% factor</b></li> </ul>
<b>Grand Total Fueling Area</b>	<b>1,350</b>	<ul style="list-style-type: none"> <li>• <b>Gross Square Feet</b> <ul style="list-style-type: none"> <li>○ <b>Does not include site queue area</b></li> </ul> </li> </ul>

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### 7. Vehicle Wash Building

The cleaning of City vehicles is provided within a separate, building located beyond the fueling facility. The vehicle wash facility may be used by all Transit and City vehicles.

The wash equipment has been updated since the original construction and could again be upgraded. The wash building is generally in good repair; however, corrosion was noted on exposed roof purlin steel. Exposed Structural steel should be painted with an industrial epoxy paint to prolong material life.

**Table 4: Vehicle Wash Building Space Use**

Personnel/ Function	Type (SF)	Equipment / Special Requirements
Vehicle Wash Building	1,295	<ul style="list-style-type: none"> <li>• single lane drive through</li> <li>• Automatic wash equipment</li> <li>• Hand wash wand</li> </ul>
Vehicle Wash Service Queue	1,920	<ul style="list-style-type: none"> <li>• one lane of 12' x 60' available</li> </ul>
<b>Subtotal Vehicle Wash Area</b>	<b>1,295</b>	<ul style="list-style-type: none"> <li>• <b>Assigned Square Feet</b> <ul style="list-style-type: none"> <li>○ <b>Does not include site queue area</b></li> </ul> </li> </ul>
<b>Unassigned Area</b>	<b>0</b>	<ul style="list-style-type: none"> <li>• <b>100% factor</b> <ul style="list-style-type: none"> <li>○ <b>Circulation</b></li> <li>○ <b>Landscaping</b></li> <li>○ <b>Yard Setbacks</b></li> <li>○ <b>Easements</b></li> </ul> </li> </ul>
<b>Grand Total Vehicle Wash Area</b>	<b>1,295</b>	<ul style="list-style-type: none"> <li>• <b>Gross Square Feet</b> <ul style="list-style-type: none"> <li>○ <b>Does not include site queue area</b></li> </ul> </li> </ul>

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### 8. Bus Garage

An 11,296 Square Bus Garage is provided for overnight storage of the Transit Fleet. The Garage is located on the west end of the property in a position that requires returning buses to enter the site through a gated opening, and drive past the fueling facility. Some busses re-fuel at the end of service while others do not. The vehicle wash building is located beyond the fueling facility. Buses may circulate through the wash bay as needed. Beyond the wash bay buses enter the maintenance yard. Returning buses turn 180 degrees to enter the garage. Buses are cleaned and serviced in the garage.

The Garage facility includes 5 – 140' long parking lanes providing 700 linear feet of vehicle storage capacity.

The Garage also includes s fare box deposit equipment. Manual fare box deposits are made at this time. An updated electronic fare box collection system will be installed with the arrival of new busses that are provided with updated fare collection equipment.

The daily check-in and servicing of fleet vehicles includes: fueling, washing, interior cleaning and preparation for the next day's transit service. The daily check-in begins when a driver delivers the vehicle to the bus garage. Fare is removed from the vehicle. The driver parks the bus and leaves. A Transit Hostler becomes responsible for servicing and preparing the vehicle for the next day's service. The vehicle may be fueled, washed, vacuumed and inspected for maintenance needs which are provided as needed.

**Table 5: Bus Garage Space Use**

Personnel/ Function	Type (SF)	Equipment / Special Requirements
Bus Garage	11,296	<ul style="list-style-type: none"> <li>• Direct exit access onto Cherry street</li> <li>• Direct access to Fair Box Processing</li> <li>• Storage of daily maintenance materials</li> <li>• Housekeeping trench drain</li> </ul>
<b>Subtotal Bus Garage Building</b>	<b>11,296</b>	<ul style="list-style-type: none"> <li>• <b>Assigned Square Feet</b></li> </ul>
<b>Unassigned Area</b>	<b>N/A</b>	<ul style="list-style-type: none"> <li>• <b>0% factor (interior open area)</b></li> </ul>
<b>Grand Total bus Garage Area</b>	<b>11,296</b>	<ul style="list-style-type: none"> <li>• <b>Gross Square Feet</b></li> </ul>

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## 9. Facility Condition and Improvement Recommendations

The combination of buildings at the Charles E. Robinson Transit Maintenance Facility is generally well organized on the site. The buildings are pre-engineered structures with metal and roof panels. The administration wing is clad in brick veneer. The basic structure is expected to serve well for many years to come if sufficient and ongoing maintenance is provided.

The buildings are approximately 20 years old, a significant milestone in the life of pre-finished roof and wall panels which typically have 20 year finish warranties. The buildings appear to have been well maintained however they are at an age where the exterior envelop should receive a significant program of preventative maintenance and repair to prevent premature building decay including a water tightness check at roof penetrations and transitions, major joints, flashings, louvers, window and door frames. HVAC systems should be inspected and replacement systems planned and budgeted when needed.

As refurbishing plans are made, it should be noted that the addition of modern, energy efficient HVAC, lighting, windows and insulation systems often have quick pay-back periods due to the rise in energy costs. Upgrades in replacement systems should be accelerated where energy efficiencies provide lower operational costs over the life of the system.

The following recommendations for improvement are offered:

- The Transit Facility site is fully developed with limited opportunity for expansion or property acquisition. Long range planning should address how anticipated growth in Transit and City activities can be accommodated.
- The shared use of maintenance, fueling and wash facilities increases traffic through the Transit facility site. Facilities to service and maintain Transit and City Fleets will need to expand as the fleets grow. Options to increase capacity include expanding existing facilities, creating new facilities and separating services of specialized vehicles to specific sites.
- The queue area for vehicles waiting to go through the vehicle wash building is constrained by the adjacent fueling facility.
- The primary vehicle access into the site is from Cherry Street at the north end of the property. This entrance is remote from the more populated south end of the site where security could be provided more effectively. Site security can be improved by the use of a motor operated gate entry into the site and the addition of surveillance cameras if needed.
- The central paved area between the Maintenance shops, Bus Garage, Wash Bay and Fuel Facility is congested at peak traffic periods because there is no secondary path in and out of the area. Scheduling to reduce peak traffic volumes should be established to reduce the chance of accidents.
- The property has limited area available for yard storage of out of season equipment, bus shelters and bulk material storage. Provision for expansion of yard storage on city property on the east side of Miller Street should be investigated.

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- The addition of updated electronic fare box processing may affect how buses are routed through the check-in process at end of shifts. The location of new fare box collection system and check-in process should be studied carefully to maximize driver, hostler and security issues.
- The Maintenance facility has no battery room. The creation of a specialized room for battery maintenance should be considered for improved service and safety.
- Archived records are stored off site offsite due to space constraints. Additional area for record storage can be established on site. The translation of records into electronic form may reduce storage needs.