

Transit Asset Management Group Plan





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September 30, 2026

Federal Transit Administration
Carrie Butler, FTA Region VII Administrator
901 Locust Street, Suite 404
Kansas City, MO 64106

RE: Approval of Transit Asset Management Group Plan Update

Dear Ms. Butler,

This letter serves as formal notification that Iowa DOT's Transit Asset Management Group Plan Update, for the period of FFY 2022 through FFY 2026, has been thoroughly reviewed and approved by Public Transit Bureau leadership.

The enclosed findings regarding Iowa's transit asset condition assessment and investment prioritization of vehicles, facilities and equipment meet all FTA standards and compliance requirements.

Sincerely,

A handwritten signature in black ink that reads "Tamara Nicholson". The signature is written in a cursive, flowing style.

Tamara Nicholson, PE
Director, Modal Transportation Bureau
Iowa Department of Transportation

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Executive Summary

The Iowa Department of Transportation (Iowa DOT) administers state and Federal Transit Administration (FTA) programs that support 35 public transit agencies across Iowa and ensure that rural and small urban transit systems maintain their assets in a state of good repair (SGR). The Transit Asset Management (TAM) Group Plan includes 23 participating transit agencies, including 16 regional and 7 small urban systems – by analyzing statewide inventories, condition assessments, and prioritizing the financial investment for vehicles, facilities, and equipment.

In the past 5 years funding amounts have remained about the same, however, when averaged across all public transit vehicle types, prices have increased by 6.68% – putting a financial strain on Iowa’s transit providers. Iowa has approximately 1,500 total vehicles in the current vehicle inventory, and with inflated costs as a factor, Iowa would need more than \$11 million annually to maintain a state of good repair of its active fleet.

The 2026 TAM Group Plan demonstrates Iowa DOT’s systematic and data-driven approach to managing the condition and performance of transit assets statewide. While overall facility conditions are adequate and stable, vehicle replacement needs continue to grow due to rising costs and aging fleets. Iowa DOT will use these findings to guide future programming, prioritize investments, and support transit agencies in maintaining safe, reliable service for Iowa communities.

Iowa’s TAM Approach

Although the Iowa DOT does not own transit assets, it carries regulatory and federal compliance responsibility. Under the TAM Group Plan, Iowa DOT must provide:

- Full inventory and condition assessments of vehicles and facilities,
- Systematic application of analytical tools,
- Prioritization of capital investments for maintaining a state of good repair.

State of Iowa’s Transit Assets

A comprehensive analysis of 23 transit facilities and 509 vehicles was completed during July and August 2026, indicating Iowa’s assets are in adequate to good condition:

- **Revenue Vehicles:** 30% exceed the federal useful life benchmark, on average.
- **Facilities:** 41 facilities were assessed, based on a rating scale of 1-5 on FTA's TERM condition rating, Iowa's facilities received an overall average of 3.8—indicating adequate to good condition.
- **Common issues** related to age, high mileage, weather related deterioration, pavement cracking and buckling, facility drainage issues, aging HVAC systems, and equipment nearing replacement.

Vehicle Investment Prioritization

The Public Transit Management System (PTMS) is Iowa's primary decision support tool for prioritizing vehicle replacements based on age, mileage, and condition. PTMS ranks vehicles using federal useful-life standards, applies penalties for low vehicle utilization, and allows transit agencies the flexibility to substitute a vehicle in good condition that is up for replacement for a vehicle in poor condition. FFY25, Iowa DOT secured more than \$45 million in FTA Bus and Bus Facility grants for the replacement of 110 vehicles statewide, alleviating the strain on Iowa's aging fleet.

Facility Investment & Future Needs

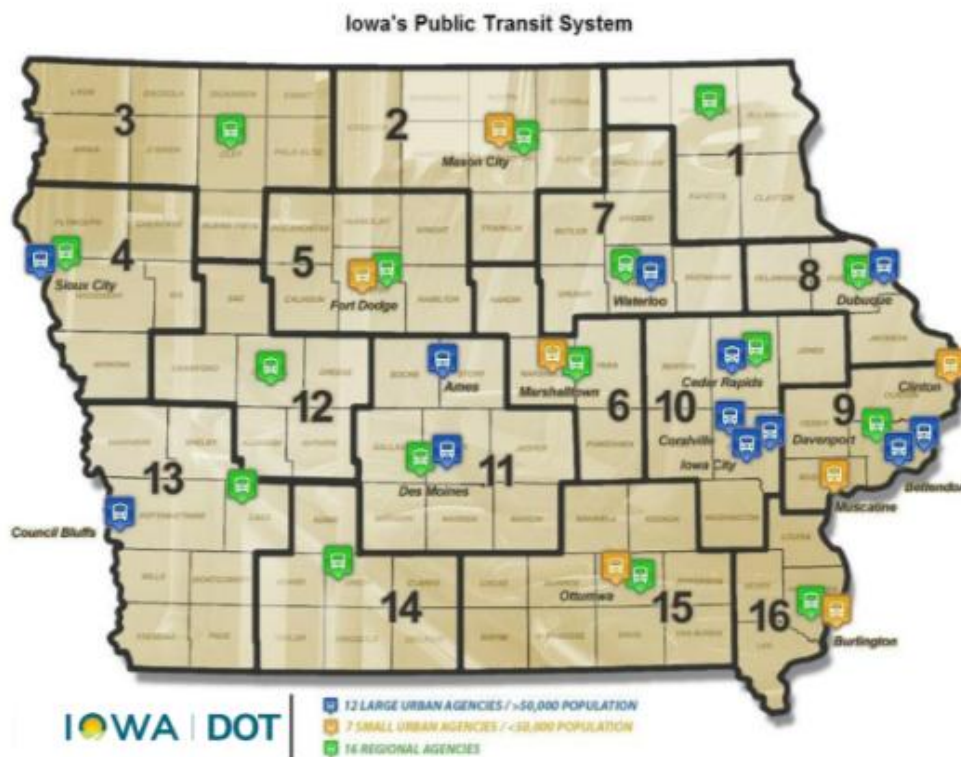
A web-based application was created using ArcGIS Survey123 to assess Iowa's facility needs, providing real-time assessment of Iowa's facilities. Based upon FTA's TERM Condition Rating Scale (1-5), Iowa's facilities received an average of 3.8 rating of good to adequate condition. During FFY22-25, Iowa DOT secured more than \$37 million in FTA Bus and Bus Facility grants for major construction or improvement of maintenance and bus facilities across seven transit agencies.

Role of the Iowa DOT

The Iowa Department of Transportation (DOT) is responsible for the administration of state and federal transit programs, housed within the Modal Transportation Bureau. The Iowa DOT provides funding, technical assistance, compliance oversight and overall support of public transportation throughout the state of Iowa. As a Direct Recipient of the Federal Transportation Administration (FTA), the Iowa DOT represents all rural and small urban transit providers ensuring its assets maintain a state of good repair (SGR).

Iowa's Public Transit System

[Chapter 342A of the Iowa Code](#) designates 35 urban and rural transit providers, covering all 99 counties throughout the state. The map below illustrates the geographic location of public transit throughout the state. The blue icons represent Iowa's twelve urbanized transit systems serving communities over a population of 50,000. This report focuses on the 7 small urban transit systems (orange) with populations less than 50,000, offering a combination of fixed route and demand response services, and 16 regional transit agencies (green) offering demand responsive services.



TAM Group Plan Approach

The Iowa DOT does not own or operate physical assets; therefore, it maintains regulatory oversight of Iowa's 35 designated transportation providers.

As the [TAM Group Plan Sponsor](#), Iowa DOT is responsible for:

1. Inventory and assessment of all vehicles and facilities
2. Condition assessment of the asset inventory
3. Description of any tools or analytic process used to determine ranking
4. A prioritized list of investments used to manage or improve overall SGR

Iowa DOT's TAM Group Plan represents transit systems who receive FTA Section 5311 funding, primarily 16 regional agencies and 7 small urban areas with populations of less than 50,000. Iowa's eligible TAM Group Plan participants are listed here:

Transit Agency	Accountable Executive
Northeast Iowa Community Action Corporation	Amy Hershberger
North Iowa Area Council of Government	Kevin Kramer
Regional Transit Authority, RIDES	Hugh Lively
Siouxland Regional Transit System	Brian Pearson
MIDAS Council of Governments	Shelly Mahan
Region Six Planning Commission, People Rides	Mark Newberg
Iowa Northland Regional Council of Governments	Nick Fratzke
Regional Transit Authority, RTA 8	Chandra Ravada
River Bend Transit	Sherli Childers
Corridor Rides	Brock Grenis
Heart of Iowa Regional Transit Authority	Julia Castillo
Region XII Council of Governments, Western Iowa Transit	Matt Cleveland
Southwest Iowa Planning Council, SWITA	Mark Lander
Southern Iowa Trolley	Leesa Lester
10-15 Regional Transit Agency	Jay Allison
Southeast Iowa Regional Planning Commission, SEIBUS	Pat Inrachavongsa
Burlington Urban Service, BUS	Nick MacGregor
City of Clinton, Municipal Transit Administration	John Griffin
City of Fort Dodge, DART	Shelly Mahan
Marshalltown Municipal Transit	Kevin Pigors
City of Mason City	Dylan Schulte
City of Muscatine, Muscabus	Amy Fortenbacher
Ottumwa Transit	Jay Allison

Overall Rating of Iowa's Assets

The purpose of the TAM Group Plan is to highlight the condition rating of the capital assets operated by Iowa's rural and small urban transit systems, and potential future investments. Iowa DOT utilized FTA's TERM Condition Rating (scale 1-5) to assess 41 transit facilities and vehicles statewide. This plan will outline the process of how Iowa DOT conducted its assessment, and present the data collected.

Below is a summary overview of the asset types included in the TAM Group Plan. The Useful Life Benchmark (ULB) represents a federal standard when an asset becomes available for replacement, however, an average of 30% exceeds the ULB before funding is made available for replacement. A full inventory can be made available on request.

Category	Vehicle Type	Total Number	Average Age	Average Miles	Useful Life Benchmark (ULB)	Exceeds ULB (%)
Revenue Vehicles	Light Duty Van and Sedan	191	8	133,385	8 Years	21.29
	Heavy Duty Bus	15	15	363,340	14 Years	26.92
	Light Duty Bus	282	8	123,387	8 Years	36.26
	Conversion Van	12	8	155,158	8 Years	40.75
Equipment or Non-Revenue Vehicles	Truck and Other Rubber Tire Vehicles	5	17		14 Years	50.58

Data includes active vehicles at rural and small urban transit agencies and does not account for vehicles currently under contract for replacement.

Category	Facility Type	Number	Average Age	Average Rating
Facility	Parking Structure	4	8	3.24
	Administration and Maintenance	13	24	3.99
	General Purpose Maintenance	12	16	3.89
	Vehicle Washing	1	24	3.96
	Maintenance, Service	7	21	4.06
	Other, storage/office	4	14	3.8
	OVERALL AVERAGE RATING: 3.8			

Includes rural and small urban transit facilities participating in TAM Group Plan.

Vehicle Maintenance

Iowa DOT's TAM Group Plan participants follow the guidance outlined by the Federal Transit Administration (FTA) for bus and bus facilities to verify all capital assets are well-maintained and in a state of good repair.

Iowa DOT performs regular compliance reviews of its rural and small urban transit systems to ensure that inspections and preventative maintenance are performed to meet regulatory standards. During this review, vehicles and maintenance facilities are visually inspected to ensure they are well-maintained, clean and safe. Any deficiencies are reported to the transit system for corrective action or remediation. Vehicle Maintenance policies include the following items:

1. Pre- and post-trip inspection of all vehicles and their equipment are conducted by the driver each time a vehicle is put into operation, following a checklist of safety features and equipment in and outside of the vehicle.
2. Preventative maintenance schedules and inspection forms are completed based on manufacturer's recommended schedules for vehicle maintenance. Preventative maintenance can include lube, oil, and filter changes or inspection of components such as tires, lighting, brakes, etc.
3. Regular maintenance includes the repair of items identified by a driver during a pre- and post-trip inspection, also including any defects found during the preventative maintenance inspections.
4. Vehicles operated under contract to provide school transportation are inspected twice annually by the Iowa Department of Education. Vehicles are inspected once a year by maintenance providers and an approved form is completed to meet state requirements.
5. Record retention is required for the life of a vehicle and should include all pre- and post-trip inspection forms, routine preventative maintenance, and all completed work orders and invoices for each vehicle.

Public Transit Management System

Background

The Public Transit Management System (PTMS) is a prioritization process used to select revenue vehicles that have reached their useful life, to be funded for replacement. All 35 of Iowa's public transit agencies participate in this process and is operated centrally by the Iowa DOT. [The most up-to-date PTMS Policy can be found here.](#)

PTMS Funding Allocation

For projects to be considered under PTMS, all capital projects must be programmed in the current year of the approved Statewide Transportation Improvement Program (STIP). Vehicles must have met the useful life standards as outlined by FTA to be considered for replacement in the next funding cycle.

Investment Prioritization of Revenue Vehicles

The Iowa DOT maintains an extensive inventory of all active vehicles in the state, and prioritizes vehicle replacement, rehabilitation or remanufactured projects annually. Prioritization is based on the age and miles of the vehicle compared to federal useful life standards for each asset type. Vehicles are ranked highest to lowest by points, and no vehicle can be replaced with negative point value. The following formula was developed to assist in this decision-making process:

Mileage Score + Age Score = PTMS Vehicle Score
$\frac{(\text{accumulated mileage} - \text{fleet life mileage})}{3,500^*} = \text{Mileage Score}$ $\text{actual months owned} - \text{fleet life months} = \text{Age Score}$ $*3,500 = 1 \text{ point given for every } 3,500 \text{ miles above useful life standard}$

PTMS as a Decision Support Tool

The Iowa DOT will continue to use the established PTMS process described above to prioritize revenue vehicle replacements. This tool allows transit agencies the flexibility of allowing like-kind substitutions, opting for an alternate vehicle that may be in dire need of replacement over another vehicle. To facilitate these decisions, the Iowa DOT requires transit agencies to report annual vehicle miles and to rate the physical condition of each vehicle annually, as outlined in **Appendix A**.

Transit agencies are also required to report vehicle maintenance costs per vehicle to determine spending trends to align with the [Transit Economic Requirements Model \(TERM\) guidelines](#) established by FTA. Data collected by PTMS can assist transit agencies to determine the condition of their vehicles at a more granular level, beyond age and miles, by examining physical condition and dollar amounts spent annually on routine or required maintenance.

Managing Iowa's Revenue Vehicles

Vehicle replacements are based up the federal useful life standard, set by FTA, and are not deemed eligible until the vehicle has met a certain threshold. Iowa DOT embeds these standards into the PTMS process, as outlined below:

Vehicle Type	Useful Life – Mileage	Useful Life – Age
Sedan, Station Wagon, Non-ADA Minivan, Conversion & ADA Minivan	100,000 miles	4 years (48 months)
Light Duty Bus	150,000 miles	5 years (60 months)
Medium Duty Bus	200,000 miles	7 years (84 months)
Heavy Duty Bus < 35ft	350,000 miles	10 years (120 months)
Heavy Duty Bus > 35ft	500,000 miles	12 years (144 months)

TIP Justification for Revenue Vehicles

Transit agencies must program eligible vehicles who have met their federal useful life into the locally developed TIP. The PTMS prioritization process serves as justification for vehicle replacement during the Transportation Improvement Planning (TIP) process.

Rehabilitated or Remanufactured Vehicles

It is a local decision for a transit system to rehabilitate or remanufacture a federally funded vehicle, these vehicles are prioritized alongside replacement vehicles with similar PTMS points. According to FTA Circular 5010.1(e), the useful life of a vehicle that has been rehabilitated or remanufactured with federal funds is extended by four years, or miles equivalent to four years.

Replacement of Transferred or Retained Vehicles

Vehicles previously replaced by PTMS but have been retained by the transit system or transferred a vehicle from another system, receive the highest priority among expansion vehicles. Revenue transit vehicles retained or transferred in after replacement may be treated the same as an expansion vehicle purchased with local funds.

Replacement of Contractor-Owned Vehicles

PTMS prioritizes the replacement of vehicles titled specifically to the transit agency. If transportation services are operated using vehicles owned by a subcontractor, a replacement can *only* be made after the transit system has successfully obtained the vehicle title and may begin to earn PTMS points at the time of acquisition.

Like-Kind Substitution

Upon the approval of Iowa DOT, a transit agency may replace a vehicle that has met its useful life in place of a similar vehicle (same capacity/weight class). In this instance, the similar vehicle will obtain the PTMS points of the substitute vehicle.

Vehicles purchased with non-federal funds may substitute a similar vehicle (miles, age, passenger capacity, ADA features, and mechanical condition) to continue service in place of a vehicle which cannot be maintained. Following Iowa DOT approval, the substitute vehicle will inherit the original vehicle's PTMS points and start to accumulate points from that time of acquisition.

Low Vehicle Usage

Vehicles not meeting the useful life standard and have accumulated less than 10,000 miles per year (two-year average) or if a vehicle has met their useful life but has accumulated less than 3,000 miles per year (two-year average), must provide justified

reasoning. This can include evidence that low mileage is temporary and/or a significant increase in mileage in the second year, particularly over the minimum threshold.

Under consultation of the Public Transit Advisory Council (PTAC), when the Iowa DOT finds the justification unacceptable, the following penalty is applied:

- 12 age points will be removed from the vehicle for every year the minimum mileage requirement was not met.
- For every (4) low-mileage vehicle, without acceptable justification, one eligible vehicle will be dropped out of the current year's PTMS listing, beginning from the top of the priority list.

Contingency fleet vehicles are exempt from this policy if an approved Contingency Fleet Plan is submitted to the Iowa DOT annually, by July 1.

Individual Federal Funding Awards

A transit system may receive federal funding directly through discretionary grants for expansion vehicles and must notify the Iowa DOT of the award immediately.

Iowa DOT will remove the agency's highest point vehicles from the PTMS listing, subtracting 15 PTMS points (12-age score and 3-mileage score). The affected vehicle(s) will remain on the active PTMS listing for replacement during the next funding cycle, unless they are removed from the inventory by the transit agency.

Future Revenue Vehicle Investment

The Iowa DOT sets a high priority on the replacement of its aging fleet, and in the past five years have been fortunate to receive approximately \$10 million annually.

Historically, Iowa has been awarded a combination of FTA Section 5339 Bus and Bus Facility funding, plus flex funding like Congestion Mitigation and Air Quality (CMAQ) Improvement Program and Carbon Reduction Program (CRP) funds.

In the past 5 years, funding levels have remained about the same, however, when averaged across all public transit vehicle types, prices have increased by 6.68% – putting a financial strain on Iowa's transit providers. There are approximately 1,500 total

inflated costs as a factor, Iowa would need more than \$11 million annually to maintain a state of good repair of its active fleet.

Facility and Equipment Assessments

Assessments were performed throughout July and August 2026 and included 18 of Iowa's 23 rural and small urban transit systems. No facility was rated below 3 on the TERM scale and had an average rating of 3.8. Current conditions ranged from minor concrete cracking, drainage issues, upgrades to current HVAC or heating, or replacement of elements, like bus lifts, hoists and bus wash equipment.

Decisions are made by the transit agency and based primarily on meeting the daily operational needs or demands. Tools provided in the Appendix can assist Iowa's transit agencies to monitor facility and equipment needs on a regular basis, and any data collected can be used to provide appropriate recommendations to their board or prepare funding applications for additional grant opportunities.

Equipment needs are Based Upon the Following Criteria:

1. Mileage or Age of Equipment
2. Condition of Equipment
3. Current Cost to Maintain Equipment
4. Availability of Local Matching Funds

Facility Needs or Investments are Based Upon the Following Criteria:

1. Need or Demand for a Facility to Sustain Operation
2. Condition of Existing Facility
3. Cost to Build, Rehabilitate or Acquire Facility
4. Availability of Local Matching Funds

Facility Maintenance

All transit systems are required to have a Facility Maintenance Plan. This plan should outline the agency's goals and objectives to ensure all vehicles, equipment, and facility maintenance is kept in a state of good repair, according to FTA guidance. These plans should develop a system of periodic inspection and outline preventative maintenance

measures to be performed at regular intervals. The facility inspection checklist provided in **Appendix B** can help the transit agencies successfully administer their facility maintenance plan.

Transit agencies perform inspections on their facility's HVAC system, sprinkler system (where applicable) and watermain at least annually. Quarterly walkthroughs are performed to inspect lighting, site, landscaping, interiors, parking lots and ADA accessibility. During regular compliance reviews, Iowa DOT ensures that transit agencies follow state and local ordinances relevant to facility management, also adhering to federal guidelines on useful life benchmarks.

Facility Type	Useful Life Benchmark
Building, Brick and Mortar	40 years
Building, Wood Frame	30 years
Building, Pole, prefabricated	30 years
Building, Renovation/Rehab	15 Years
HVAC, Water Heater, etc.	15 years
Passenger Shelters	15 years

Future Facility Investments

Between FFY22-25, the Iowa DOT secured over \$36 million in FTA Bus and Bus Facility grants for seven new projects and are actively planning for construction to begin in FY2028. The following agencies have received funding for expansion or new facility projects. A full assessment will be included in the next TAM Group Plan update.

Southern Iowa Trolley	\$1,963,000
HIRTA Public Transit, Boone County	\$6,147,762
HIRTA Public Transit, Dallas County	\$10,448,029
Riverbend Transit	\$7,111,700
Siouxland Regional Transit, Sioux City	\$2,000,000
Siouxland Regional Transit, Le Mars	\$500,000
Southwest Iowa Transit Agency	\$8,735,856
TOTAL FEDERAL	\$36,906,347

Facility Condition Assessments

FTA requires transit agencies to maintain an inventory and assess the condition of all capital assets with direct oversight. Annual assessments are completed locally, as described previously, a full assessment is completed by the Iowa DOT every 4 years. Of the 23 TAM group plan participants included in this plan, 18 have some capital responsibility for their facilities. The others are part of a city or county entity, and do not have direct oversight into the maintenance or expansion of their facility.

The Iowa DOT conducted facility assessments on 41 facilities operated by these 18 transit systems, closely following the guidance in [FTA's TAM Facility Performance Measure Reporting Guidebook](#). The Iowa DOT created an app-based dashboard using the ArcGIS Survey 123 platform to collect facility data and automatically calculates the condition assessment using the TERM scale. To maintain consistency in each assessment, an intern was hired and trained to conduct the TAM process.

Iowa DOT does not own or operate physical assets and has completed this TAM Group Plan on behalf of the rural and small urban transit agencies across Iowa. Results from each assessment were made available to the participating transit agencies, and a Letter of Support was submitted once the data was approved. All data collected is available for download with detailed scoring, additional comments and facility images.

Facility Assessment Process

The facility assessment process began by contacting Iowa's 23 rural and small urban transit agencies for their inclusion in Iowa's TAM Group Plan. Large Urban systems must develop their own TAM Plan, however, three large urban systems requested Iowa DOT to assess their facility using our assessment tool, the data collected will be used in their own locally developed plan.

A survey was distributed to request appropriate agency contacts, information on new construction or major repairs from the previous plan, agencies are also asked to indicate dates or times for the assessment and ensure a Transit Manager or designated representative to be present during the visit.

During each site visit, [ArcGIS Survey123](#) is used to collect and document information in a standardized manner to ensure consistency across all agencies. The data collected is analyzed by the Iowa DOT to be included in the TAM Group Plan. Once completed, a report is generated for each agency to review; for a sample report see **Appendix D**.

Resources

Transit Asset Management Group Plan, Federal Transit Administration
[eCFR :: 49 CFR 625.27 -- Group plans for transit asset management.](#)

Iowa Code, Chapter 324A, Transportation Programs
<https://www.legis.iowa.gov/docs/ico/chapter/324A.pdf>

Public Transit Management System (PTMS) Policy, Iowa DOT
[Public Transit Equipment and Facilities Management System \(PTMS\) Policies](#)

Transit Economic Requirement Models (TERM), Federal User Guide
[Transit Economic Requirements Models \(TERM\) Federal User Guide | FTA](#)

TAM Facility Performance Measure Reporting Guidebook, V 1.2
[TAM Facility Performance Measure Reporting Guidebook, V 1.2 | FTA](#)

ArcGIS Survey 123, ESRI
[Smart Forms | Data Collection App & Survey Software | ArcGIS Survey123](#)

Appendix A: Vehicle Condition Ratings Guidance

Iowa DOT Public Transit Bureau

Vehicle Condition Ratings Guidance

Paint and Body

Grade 1 – Poor Condition (Near end of life, may or may not be usable, not dependable)

- The vehicle may have sustained significant collision damage and may not be operable.
- Restoration or reconditioning may not be feasible under industry standards.
- The frame or structural components may be rusted, damaged, or outside published specifications, indicating the vehicle is approaching the end of its service life.
- Certain accessories or features may be non-functional.
- If properly maintained and able to pass inspection, the vehicle may remain operable; however, its age and condition may limit reliability.

Grade 2 – Fair Condition (Older condition but still safe and usable)

- The vehicle may exhibit dents, scratches, or body panels that require replacement.
- Certain parts may be broken or missing.
- Multiple prior repairs may have been completed at substandard levels.
- Collision damage, whether repaired or unrepaired, may be present.

Grade 3 – Good Condition (Average condition but usable and dependable)

- Vehicle may require moderate body and paint work to address body damage.
- Certain parts may need replacement.
- Cosmetic or minor collision damage may have occurred and may have been repaired in accordance with collision-industry standards.
- The windshield may be damaged and require repair or replacement.

Grade 4 – Very Good Condition (Almost new with minor wear)

- Minor chips or scratches on body panels may require body and paint refinishing.
- May require removal of small dents that have not broken the paint.
- May have had high quality conventional repairs of cosmetic or light collision damage
- May require replacement of minor missing or broken part
- No visible glass damage beyond minor pitting of windshield

Grade 5 – Excellent Condition (Like new condition)

- Only minor panel surface defects are present, requiring no body or paint repair.
- Limited high-quality repairs may have been performed.
- No parts are missing, broken, or damaged.

Interior

Grade 1 – Poor Condition (Near end of life, may or may not be usable, not dependable)

- The vehicle may have sustained significant collision damage and may not be operable.
- Restoration or reconditioning may not be feasible under industry standards.
- The frame or structural components may be rusted, damaged, or outside published specifications, indicating the vehicle is approaching the end of its service life.
- Certain accessories or features may be non-functional.
- If properly maintained and able to pass inspection, the vehicle may remain operable; however, its age and condition may limit reliability.

Grade 2 – Fair Condition (Older condition but still safe and usable)

- The vehicle exhibits signs of excessive wear.
- Burns, cuts, tears, and non-removable stains may be present.

Grade 3 – Good Condition (Average condition but usable and dependable)

- The vehicle displays signs of normal wear and use.
- Certain parts may require repair or replacement.

Grade 4 – Very Good Condition (Almost new with minor wear)

- The vehicle is clean and exhibits minimal wear.
- Minor missing or broken parts may require replacement.
- No noticeable or offensive odors are present.

Grade 5 – Excellent Condition (Like new condition)

- No parts are missing, broken, or damaged in a manner that necessitates replacement.
- No cuts, tears, or burns are present that require repair.
- The vehicle shows no observable signs of wear.
- No noticeable or offensive odors are present.

Frame/ Unibody

Grade 1 – Poor Condition (Near end of life, may or may not be usable, not dependable)

- The vehicle may have sustained significant collision damage and may not be operable.
- Restoration or reconditioning may not be feasible under industry standards.
- The frame or structural components may be rusted, damaged, or outside published specifications, indicating the vehicle is approaching the end of its service life.
- Certain accessories or features may be non-functional.
- If properly maintained and able to pass inspection, the vehicle may remain operable; however, its age and condition may limit reliability.

Grade 2 – Fair Condition (Older condition but still safe and usable)

- The vehicle may have been repaired or unrepaired frame or structural damage.
- The frame or structure may not conform to published specifications.

Grade 3 – Good Condition (Average condition but usable and dependable)

- The frame or structure has not been repaired or altered, though some rust is present.
- The vehicle is expected to conform to published specifications.

Grade 4 – Very Good Condition (Almost new with minor wear)

- The frame or structure has not been repaired or altered, and no rust is present.
- The vehicle is expected to conform to published specifications.

Grade 5 – Excellent Condition (Like new condition)

- The frame or structure has not been repaired or altered.
- The vehicle is expected to conform to published specifications.

Mechanical

Grade 1 – Poor Condition (Near end of life, may or may not be usable, not dependable)

- The vehicle may have sustained significant collision damage and may not be operable.
- Restoration or reconditioning may not be feasible under industry standards.
- The frame or structural components may be rusted, damaged, or outside published specifications, indicating the vehicle is approaching the end of its service life.
- Certain accessories or features may be non-functional.
- Even if properly maintained the vehicle's condition may limit reliability.

Grade 2 – Fair Condition (Older condition but still safe and usable)

- Vehicle may have mechanical damage that prevents it from operating properly.
- The engine and/or transmission may be in poor condition.
- The operability of accessories may be uncertain.

Grade 3 – Good Condition (Average condition but usable and dependable)

- The vehicle is mechanically sound.
- Routine maintenance may be required.
- Minor accessory repairs may be necessary.
- Fluid levels may be low or require replacement, and minor fluid leaks may be present.

Grade 4 – Very Good Condition (Almost new with minor wear)

- The vehicle is mechanically sound.
- All accessories are operable.
- Fluid service may be required.

Grade 5 – Excellent Condition (Like new condition)

- The vehicle is mechanically sound.
- All accessories are operable.
- All fluid levels are full and clean.

Tires

Grade 1 – Poor Condition (Near end of life, may or may not be usable, not dependable)

- The vehicle may have sustained significant collision damage and may not be operable.

- Restoration or reconditioning may not be feasible under industry standards.
- The frame or structural components may be rusted, damaged, or outside published specifications, indicating the vehicle is approaching the end of its service life.
- Certain accessories or features may be non-functional.
- If properly maintained and able to pass inspection, the vehicle may remain operable; however, its age and condition may limit reliability.

Grade 2 – Fair Condition (Older condition but still safe and usable)

- Tires may be past useful life or mismatched.

Grade 3 – Good Condition (Average condition but usable and dependable)

- Tires are of average quality or better and match in size and style.

Grade 4 – Very Good Condition (Almost new with minor wear)

- All tires match in brand, size, and style.
- Tires are in good or better condition.

Grade 5 – Excellent Condition (Like new condition)

- Tires are in a new condition.

Appendix B: Building Inspection Checklist

Annual Facility Inspection Checklist			
Facility Exterior	YES	NO	NA
Are facilities periodically inspected and documented			
Is the building address/signage clearly visible?			
Are the exterior lights in working order			
Are the exits clear from obstruction			
Do entrance doors close slowly to avoid hazard or injury?			
Are the exterior walls free from cracks or damage?			
Are windows free from cracks or broken panes?			
Inspect paved surfaces for cracks or repair			
Are stairs, landings or handrails in good condition?			
Are all sewer drainage caps in place?			
Are all irrigation covers in place?			
does the building appear to be in good repair?			
Facility Interior	YES	NO	NA
Electrical			
Are all electrical panels secure?			
Have all electrical circuits been identified?			
Are all electrical switches and receptacles in good repair?			
Ground Fault Interrupter in proximity to water?			
Is there a lock-out procedure in place?			
Heating System			
Is there a 3ft clearance around all heating equipment?			
Are furnace and boiler rooms kept locked?			
Are furnace and boiler rooms free from combustibles?			
Has the heating/boiler unit been serviced regularly?			
Is the filter changed and kept clean?			
Has the unit been cleaned, including vents?			
Are the thermostats in good working order?			
Check pipes or lines for leakage, repair if needed			
Check electrical supply for drainage, repair if needed			
Air Conditioning			
Has the unit been cleaned, including vents?			
Has the unit been serviced regularly?			
Is the filter changed and kept clean?			
Are the thermostats in good working order?			
Check pipes or lines for leakage, repair if needed			
Check electrical supply for drainage, repair if needed			

Facility Protection	YES	NO	NA
Sprinkler			
Is the main sprinkler valve accessible?			
Are all valves supplying water or air into the system open?			
Is the system operation monitored by an alarm company?			
Is the valve operation monitored by an alarm company?			
Is the sprinkler system tested on a quarterly basis, and documented?			
Fire Detection			
Is the building equipped with a fire detection system?			
Is the main alarm panel in good operating condition?			
Does the system protect the entire facility?			
Does the system provide an alarm signal in the building?			
Is the system tested on a monthly basis and documented?			
Are portable fire extinguishers provided?			
Are all extinguishers inspected on a monthly basis, and documented?			
Do all extinguishers have a current inspection tag?			
Emergency Evacuation			
Are all exits and travel paths identified with illuminated EXIT signs?			
Are travel paths leading to exits free from obstruction?			
Are exits unlocked and operational?			
Are emergency lights in the building in good working order?			
Are emergency lights tested periodically, and documented?			
Are evacuation diagrams posted throughout the building?			

Visual Roof Inspection	Comments
Visually inspect the following conditions:	
Debris	
Drainage and no standing water	
Physical damage or structural deformation	
Membrane Roof:	
Condition of coating, noting any punctures, cracks or blisters	
Granular loss	
Ponding	
Sloped Roof:	
Material and surface condition	
Shingle condition - buckled, curled, missing segments, or corrosion	
Visually inspect the following features:	
Facia, soffit, flashing, gutters, drains, skylights, chimney, vents, fall arrest anchors, control zone access	

Repairs may be noticeable by observing the following:	Comments
Ceiling: cracks, water staining, leaks, seasonal changes	
Exterior wall: deformed finish, surface deterioration, staining	
Interior Wall: cracks, water staining, leaks, deformed finish, seasonal changes, window leaks, window or door alignment	

Appendix C: Facility Assessment App

The Iowa DOT built a dashboard to collect facility data on ArcGIS Survey123. This application is completely mobile, allowing the user to easily collect information, add photos to document condition ratings per category, and generate an agency report.

Facility Condition Assessment

Location Information

Facility Name:

Select the name of the facility. If the name does not match or is not found in the list, then select 'Other'.

-Please select-

Region:

Select the region. If the region does not match or is not found in the list, then select 'Other'.

-Please select-

Street Address:

Facility Information

Is this a section of a larger facility?

Make a note in the 'Overall Notes' section if age of different facility pieces varies significantly.

-Please select-

Is this facility federally funded?

-Please select-

What percentage of the facility is federally funded?

123

Type of facility:

-Please select-

A. Substructure

B. Shell

C. Interiors

D. Conveyance

E. Plumbing

F. HVAC

G. Fire Protection

H. Electrical

I. Site

Photo (1)

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Photo



Car garage maintenance pit



Alarm control panel

Photo



Security systems

Photo



Breaker panel

Appendix D: Sample Agency Report



www.iowadot.gov/transit
800 Lincoln Way, Ames IA 50010

Transit Facility Assessment Report

Facility Information

Type of Facility: General Purpose Maintenance Facility/Depot

Primary Mode of Facility: DR - Demand Response

Date of Assessment: 00/00/0000

Is this a section of a larger facility? No

Is this facility federally funded? No

Year Built or Reconstructed as new: 1992

Size in Square Feet, approx.: 70,000

Overall Notes: Some noted irrigation and AC issues, but facility is in good condition

Condition Assessment

Substructure Subtotal	4
Shell Subtotal	4
Interiors Subtotal	4
Conveyance Subtotal	4

Plumbing Subtotal	4
HVAC Subtotal	3.5
Fire Protection Subtotal	4
Electric Subtotal	4
Site Subtotal	3.16
Overall Conditional Rating	3.85

Assessment Scale: *The condition measurement used in this assessment is the five-point scale used by FTA's Transit Economic Requirements Model (TERM). This scale has the following values: (5) Excellent, (4) Good, (3) Adequate, (2) Marginal, (1) Poor. An asset is deemed to be in good repair if it has a rating of 3-5 on this scale, and not in good repair if rating 2 or below.*

Rating	Condition	Description
5	Excellent	No visible defects, new or near new condition, may still be under warranty if applicable
4	Good	Good condition, but no longer new, may have some slightly defective or deteriorated component(s), but is overall functional
3	Adequate	Moderately deteriorated or defective components; but has not exceeded useful life
2	Marginal	Defective or deteriorated component(s) in need of replacement; exceeded useful life
1	Poor	Critically damaged component(s) or in need of immediate repair; well past useful life

Substructure

Foundations	Good
Basement	Not Applicable

Substructure Subtotal	4
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Shell

Superstructure/ structural frame	Good
Roof	Good
Exterior	Good
Shell Appurtenances	Good
Shell Subtotal	4

Interiors

Partitions	Good
Stairs	Good
Finishes	Good
Interiors Subtotal	4

Conveyance

Elevators	Not Applicable
Escalators	Not Applicable
Lifts	Good
Conveyance Subtotal	4

*Conveyance Notes: Lift was last inspected 2024

Plumbing

Fixtures	Good
Water Distribution	Good
Sanitary Waste	Not Applicable
Rainwater Drainage	Good
Plumbing Subtotal	4

*Plumbing Notes: Replaced 80% of roof within past 2 years

HVAC

Heating Generation and Distribution Systems	Good
Cooling Generation and Distribution System	Marginal
Testing, Balancing, Controls and Instrumentation	Good

Chimneys and Vents	Good
HVAC Subtotal	3.5

*HVAC Notes: Water leak in AC system

Fire Protection

Sprinklers	Not Applicable
Standpipes	Not Applicable
Hydrants and Other Fire Protection Specialties	Good
Fire Protection Subtotal	4

Electrical

Electrical Service and Distribution	Good
Lighting and Branch Wiring	Good
Communications and Security	Good
Other Electrical Systems-Related Pieces	Good
Electrical Subtotal	4

Site

Roadways / Driveways	Adequate
Parking Lots	Adequate
Pedestrian Areas	Adequate
Site Development	Adequate
Landscaping and Irrigation	Good
Site Utilities	Adequate
Site Subtotal	3.16

*Site Notes: Landscaping maintenance is contracted out