



Los Angeles Unified School District
Vehicle Inventory Application
Superuser Guide



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DEFINITION

The **Vehicle Inventory Application - Superuser Guide** is designed for those who are identified and given the responsibility of managing their Area/Office’s inventory of District vehicles. The guide provides instruction on how to:

- Modify core vehicle information
- Add/modify/remove Vehicle Custodians
- Change a vehicle’s status
- Enter or update information related to radios, accessories, accidents, and advertisements.

Superusers have elevated permissions that allow them to perform all actions typically carried out by the Vehicle Custodians for any vehicles within their Area or Office. Superusers’ roles are assigned within the application by the M&O Reporting and Analysis Unit (MORA) or system administrator on request by the Area or Office’s AFSD or RFD. In most cases, the Administrative Analyst (if present) will be designated as one of the Superusers. They are responsible for ensuring that vehicle data remains current and for coordinating with assigned Vehicle Custodians to maintain up-to-date photos, service records, and monthly safety inspections. An alternate Superuser may also be designated, holding identical permissions. This individual assists with Superuser duties and serves as a backup to ensure continuity of responsibilities in the primary Superuser’s absence.

SECURITY

The Vehicle Inventory Application has four levels of security and access:

- 1) Any Facilities employee can log into the application with “read only” access and see most of the information stored in the database, but they cannot make edits.
- 2) In addition to read only access to all information, Custodians have limited access to make edits to driver assignments, mileage, inspections, and service data.
- 3) Most Superusers will have read only access to all vehicle information and edit capabilities to almost all aspects of vehicles assigned to their specific Area/Office’s inventory of vehicles.
- 4) A select group of Superusers will have access to edit data for vehicles in any Area/Office.

Note: Transferring a vehicle from one Area/Office’s inventory to another requires assistance from the M&O Reporting and Analysis Unit. This process must be initiated by submitting a scanned PDF document containing the necessary authorization signatures to the Central Office Superuser in the Technical Quality Support Team (TQST).

FEATURE/RESPONSIBILITY	Admin	Superuser (Central Office)	Superuser (1 Area/Unit)	Custodian
Assign Superusers	✓			
Transfer Vehicles	✓	✓	✓ (Initiates Action)	
Create/Edit Vehicle Info		✓ (Create/Edit)	✓ (Edit)	
Assign Custodians			✓	
Assign/Unassign Driver				✓
Record Mileage				✓
Record Service				✓
Certify Monthly Inspect.				✓



LOGIN

To access the Vehicle Inventory Application, go to <https://facapps.lausd.net>, then select the **Vehicle Inventory** Button. 

Select the **Area/Unit** Vehicle Inventory from the drop-down, then enter a **single sign-on** username and password and click on the **Sign In** button.



MNO Vehicle Management Login

Use single sign-on. Do not include @lausd.net

AREA/Unit *

Remember username

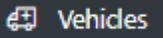
Sign In

HOME SCREEN

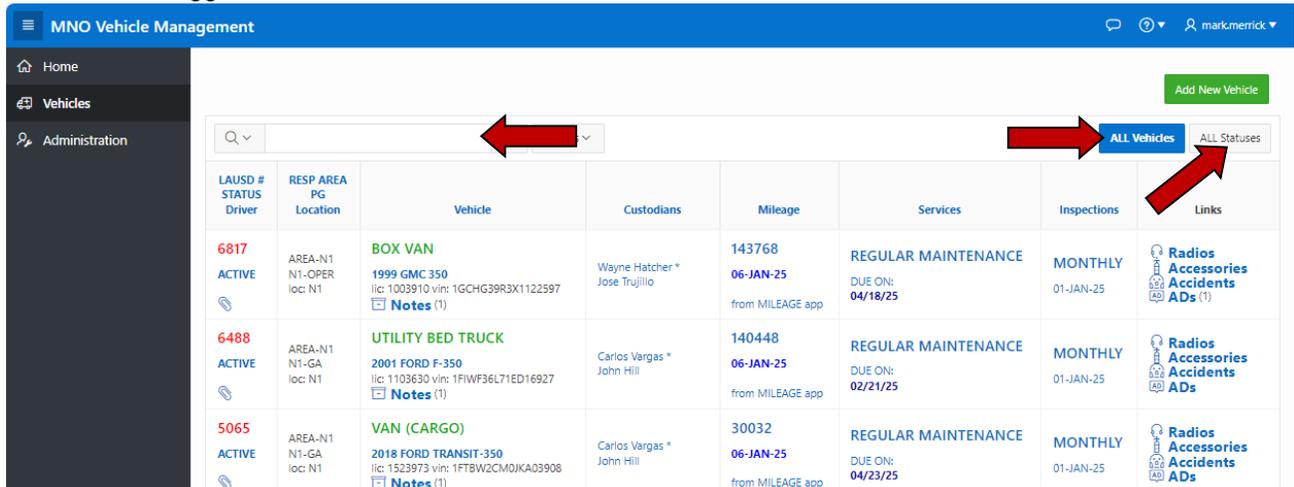
When first logging in, users will be taken to the Home Screen. This screen displays relevant metrics and has a drop-down menu that allows you to change the Area/Unit Vehicle Inventory you are viewing. On the left-hand side of the screen is a Menu for navigating to other screens in the application.



VEHICLES

In the Menu on the Home Screen, click on the **Vehicles** link. A list of Vehicles in the selected Area/Office's Inventory will appear. 

Note: If no Vehicles initially appear in the list, click the "My Vehicles Only" button on the top-right corner of the screen to toggle it to "All Vehicles".



LAUSD #	RESP AREA	Vehicle	Custodians	Mileage	Services	Inspections	Links
6817 ACTIVE	AREA-N1 N1-OPER loc: N1	BOX VAN 1999 GMC 350 lic: 1003910 vin: 1GCHG39R3X1122597 Notes (1)	Wayne Hatcher * Jose Trujillo	143768 06-JAN-25 from MILEAGE app	REGULAR MAINTENANCE DUE ON: 04/18/25	MONTHLY 01-JAN-25	Radios Accessories Accidents ADs (1)
6488 ACTIVE	AREA-N1 N1-GA loc: N1	UTILITY BED TRUCK 2001 FORD F-350 lic: 1103630 vin: 1F1WF36L71ED16927 Notes (1)	Carlos Vargas * John Hill	140448 06-JAN-25 from MILEAGE app	REGULAR MAINTENANCE DUE ON: 02/21/25	MONTHLY 01-JAN-25	Radios Accessories Accidents ADs
5065 ACTIVE	AREA-N1 N1-GA loc: N1	VAN (CARGO) 2018 FORD TRANSIT-350 lic: 1523973 vin: 1FTBW2CM0JKA03908 Notes (1)	Carlos Vargas * John Hill	30032 06-JAN-25 from MILEAGE app	REGULAR MAINTENANCE DUE ON: 04/23/25	MONTHLY 01-JAN-25	Radios Accessories Accidents ADs

Most functions in the Vehicle Inventory Application will be accessed from the Vehicles list.

The list can be filtered in three ways:

- Toggle Between "All Vehicles" and "My Vehicles"**
In the top-right corner of the screen, a blue toggle button allows you to switch between "All Vehicles" and "My Vehicles."
 - "My Vehicles" displays only the vehicles for which you are assigned as a Custodian.
- Filter by Vehicle Status**
Next to the blue button, a white toggle button allows you to filter the list by status:
 - "Active Only" shows only vehicles currently in service or assigned.
 - "All Statuses" includes vehicles with any status, such as BER (Beyond Economical Repair), Salvaged, or Stolen.
This helps reduce clutter by excluding inactive vehicles when they are not needed.
- Universal Text Search**
With the universal search box, you can filter the list by typing in any keyword or value. The search scans all displayed fields, making it easy to locate specific vehicles quickly

You can only see vehicles in other Area/Office inventories by changing the Inventory you're viewing in the Home screen.



Vehicle Inventory Application / Superuser Guide



Basic Vehicle Information – The following are descriptions of the fields displayed in the Vehicle list.

LAUSD Vehicle ID	The 3- or 4-digit number assigned to the vehicle by LAUSD appears in RED
Vehicle Status	A vehicle can have one of several statuses: Active, Assigned, Inoperable, BER (Beyond Economical Repair), Lost, Stolen, or Salvaged . Superusers can click on the vehicle's current status to open a popup window, where they can update the status or assign the vehicle to a driver.
Assigned Driver	The employee currently assigned as Driver of the vehicle appears in GREEN
Attachments**	Link to a screen with photos of the vehicle and relevant attached documents
Area	The Area or Office that is responsible for the vehicle
Person Group	The Craft or Department responsible for the vehicle
Location	The physical location where the vehicle can be expected to be found parked when it is not in use. In certain statuses, the vehicle Location may be Lost, Stolen, or Salvage.
Type	Indicates the body type of the vehicle (e.g., pickup, van, passenger car , etc.). This field should also include an identifier if the vehicle uses an alternative fuel source, such as Diesel, Electric, LPG, or Hybrid .
Description	Year, Make, and Model of the vehicle
License Plate	The vehicle's license plate number (if applicable)
VIN	The Vehicle Identification Number (if applicable, or Serial Number if no VIN is available)
Notes*	A link to a list of Notes that have been recorded providing details about the vehicle
Custodians	A list of those responsible for assigning drivers, certifying safety inspections, and recording service. An asterisk identifies the "primary" custodian. If a Custodian has "INA" or an Area/Office in parentheses next to their name, they are no longer an active employee in M&O or they are assigned to another Area/Office.
Mileage/Hours	The most recently recorded mileage/running hours of the vehicle, including a reference showing where in the application the mileage or hours were recorded (monthly inspection, service, mileage field, original data load)
Service	This column displays either the next scheduled service date or the last completed service . When a vehicle returns from service at a garage, the service is marked as complete, and the date for the next scheduled service should be recorded.
Inspection	The Next Due Date for a vehicle Monthly Safety Inspection to be certified. This date shall always be the 1 st day of the month.
Radio*	A link to information about the radio, if any, such as Manufacturer, Model, and whether it is in good working order
Accessories* **	A link to a list of permanently installed vehicle accessories (e.g., lift gate, ladder rack, shelves, etc.)
Accidents * **	A link to a list of accidents involving the vehicle, if any.
Ads* **	A link to a list of the advertisements placed on the exterior of the vehicle

* Fields with an asterisk may have a number in parentheses next to the link that indicates the number of records that are present if you follow the link. If no number is displayed, there is no data.

** Fields with two asterisks support attachment of photos for that item.



Vehicle Inventory Application / Superuser Guide



LAUSD # STATUS Driver	RESP AREA PG Location	Vehicle	Custodians	Mileage	Services	Inspections	Links
6817 ACTIVE	AREA-N1 N1-OPER loc: N1	BOX VAN 1999 GMC 350 lic: 1003910 vln: 1GCHG39R3X1122297 Notes (1)	Wayne Hatcher * Jose Trujillo	143768 06-JAN-25 from MILEAGE app	REGULAR MAINTENANCE DUE ON: 04/18/25	MONTHLY 01-JAN-25	Radios Accessories Accidents ADs (1)
6488 ACTIVE	AREA-N1 N1-GA loc: N1	UTILITY BED TRUCK 2001 FORD F-350 lic: 1102630 vln: 1F1W736L71ED16927 Notes (1)	Carlos Vargas * John Hill	140448 06-JAN-25 from MILEAGE app	REGULAR MAINTENANCE DUE ON: 02/21/25	MONTHLY 01-JAN-25	Radios Accessories Accidents ADs
5065 ACTIVE	AREA-N1 N1-GA loc: N1	VAN (CARGO) 2018 FORD TRANSIT 350 lic: 1523973 vln: 1FTBW2CM5JHA029008 Notes (1)	Carlos Vargas * John Hill	30032 06-JAN-25 from MILEAGE app	REGULAR MAINTENANCE DUE ON: 04/23/25	MONTHLY 01-JAN-25	Radios Accessories Accidents ADs

STATUS CHANGES

By default, a vehicle is in ACTIVE status. The vehicle's Custodian(s) can change the status between ACTIVE and ASSIGNED by assigning and unassigning a Driver or, in the case of a towed/carried vehicle, attaching it to another vehicle already assigned to a Driver. Some status changes are restricted and can only be reached from other specific statuses. For example, SALVAGED can only be reached if it is currently in BER status.

- ACTIVE – In a safe/operational condition and ready to be assigned to a Driver
- ASSIGNED – ACTIVE, but Assigned to a Driver
- *INOPERABLE – In a temporary, but non-operational or unsafe condition
- **LOST – The exact disposition of the vehicle cannot be determined
- **STOLEN – The vehicle has been reported as stolen (a police report is attached to change status)
- **BER – A vehicle is determined by the Area/Office and Garage to be Salvageable (BER documents are provided to the Central Superuser in TQST to change to this status)
- **SALVAGED – Sent to LAUSD Salvage by Transportation for auction/disposal

*Only a Superuser can change from ACTIVE or ASSIGNED to INOPERABLE status and back to ACTIVE from INOPERABLE.

**Any change to LOST, STOLEN, BER or SALVAGED status should be completed by or coordinated with the Central Superuser in TQST (Technical Quality Support Team).

To change the status:

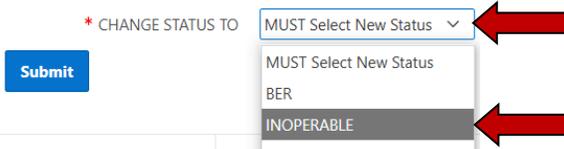
- 1) Click on the current vehicle Status to bring up the Assignment screen.



- 2) Click the "Change Status" button.



- 3) Choose the new status from the drop-down list.



- 4) Provide an explanation or attach the appropriate document, *if required*. **YOU MUST INCLUDE A NOTE INDICATING WHY VEHICLE IS INOPERABLE.**

Notes are mandatory for this status change

YOU MUST ATTACH A COPY OF THE POLICE REPORT AND SEND A COPY TO TRANSPORTATION.

Attachment



- 5) Click the "Submit" button.

ATTACHMENTS

There are several ways to attach files to the application. Attachments can be either photos or documents. Photos should be formatted in common photo file types: jpg, jpeg, gif, png. Documents should be in pdf.

Each vehicle should have photos attached to the record showing the vehicle's current condition from four perspectives (**F**ront, **R**ear, **D**river side, **P**assenger side).

Before attaching any file, prepare them by giving them a friendly, but unique, name. Be sure the files are reasonably sized. This can be done with settings on the device when the photo is taken or can sometimes be accomplished on the PC after-the-fact.

Naming convention for perspective photos:
{LAUSD Vehicle ID}{perspective abbreviation F,R,D,P} {Date}.{file type}
Examples: 6959F 050125.jpg, 243D 050125.png, etc.

To attach the perspective photos:

- 1) Click on the paperclip icon in the first column of the vehicle record

LAUSD # STATUS Driver	RESP AREA PG Location	Vehicle
2182 ASSIGNED Christina Chiu	SP SVCS CS-GH loc: C3	VAN (CARGO) 2023 FORD TRANSIT-350 lic: 1681476 vin: 1FTBW9C83PK843293 Notes (1)

- 2) For each perspective photo, click on Choose File then browse and select the photo on your PC. Click the **Open** button or double-click on the photo.

2182 VAN (CARGO) 2023 FORD TRANSIT-350 New Attachment

Front Image +/ ↓ New Front Side Image Choose file	Rear Image +/ ↓ New Back Side Image Choose file	Driver Side Image +/ ↓ New Driver Side Image Choose file	Passenger Side Image +/ ↓ New Passenger Side Image Choose file
---	---	--	--

7043DS.jpg

7043F.jpg

7043PS.jpg

7043R.jpg

Open

- 3) The photo will appear on the Review Attachments page.

Other Documents and Photos

Additional documents and photos can be attached to the same screen. These may include **interior photos**, **accident images**, the **owner's manual**, or **documentation for installed accessories**. All attachments should be clearly named to reflect their contents and include a relevant **date**.

Other document naming convention:

{LAUSD Vehicle ID} {Short Description} {Date}.{filetype}

Examples: 1142 Owners Manual 032221.pdf, 1142 Light Bar Operating Instructions 061122.pdf



To attach other documents or photos in the Attachment screen:

- 1) Use the paperclip icon to go to the Attachment Review screen, then click on the **“New Attachment”** button on the top right.



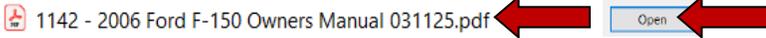
- 2) Type a short description of the file being attached. This will likely be similar to the filename, but it does not need to match exactly.

New Attachment

2182 VAN (CARGO) 2023 FORD TRANSIT-350

* Description

- 3) Click on **“Choose File”** then browse the PC for the file being attached. Highlight the file and click on **“Open”** or double-click on the file.



- 4) Click the **“Save”** button.

2182 VAN (CARGO) 2023 FORD TRANSIT-350

* Description

* Attachment

Some other processes in the Vehicle Inventory may require the user to attach files while on other screens (e.g., Monthly Inspections, Vehicle Status Changes, Accidents, etc.). In addition to those screens, all attachments can also be found in the Vehicle’s Attachment Review screen.



VEHICLE INFORMATION

NEW Vehicles:

Entering new vehicle records is a responsibility of the Central Superuser in the Technical Quality Support Team (TQST) unless an Area/Office Superuser is specifically instructed to do so. Most new vehicles require that a vehicle previously deemed Beyond Economical Repair and placed in BER status be identified to be replaced by the new vehicle.

Vehicle Updates:

The basic vehicle information can only be updated by a **Superuser** or System Administrator. Notes can be entered by the Vehicle Custodian as well.

To Edit the basic vehicle information, click on the description (year make model) of the vehicle in the list.

Update Vehicle
✕

Tool Room **VEHICLES-SPSVC**

LAUSD ID **5139**

Status **ASSIGNED**

* Resp AREA

* Location

* Type & Carry

* VIN

* License Plate

* Itemnum

* Year Make Model

* Resp PG

* Miles/Hours Miles/Hours Date **30-SEP-24**

Replacement PO

Updated **On 04/02/2025 by DANIEL.CRESSEY**



Most of the fields found on this screen are drop-down lists and can be modified by selecting a new value. Most of these values appear in the Vehicle List screen and were described in an earlier section. Some fields that only appear on this screen are described below.

1) **Type** – The Type (Validation Type)

This field establishes three key attributes about the vehicle:

a. **Meter Type**

Indicates how the vehicle's usage is tracked:

- **Odometer** – Standard for most “on-road”, non-towed vehicles
- **Hour Meter** - Common for off-road and trailers with fixed specialty equipment
- **None** – Used for vehicles having no tracking meter, such as trailers

b. **VIN Format**

Specifies whether the vehicle has a:

- **Full (17-digit) VIN**
- **No/Short VIN.**- Used for trailers and off-road vehicles with non-standard VINs

c. **License Plate Format**

Indicates whether the vehicle has a:

- **Standard Plate (6-7 digits)**
- **No/Short License Plate.**- Used for anything other than a Standard Plate including off-road vehicles that have no license plate

2) **Carry / Tow** (defaults to “None”) – This single field carries two attributes about the vehicle that determine how assignments for that vehicle are handled:

a. **Tow Capabilities**

- **Can Tow** – Vehicle is equipped with a hitch and/or a receiver
- **Can Be Towed** – Vehicle (e.g., trailer) can be pulled by another vehicle

b. **Carry Capabilities**

- **Can Carry** – Vehicle can transport another vehicle (e.g., flatbed truck or tilt-bed trailer)
- **Can Be Carried** - Vehicle can be transported by another (e.g., forklift, Bobcat, backhoe)

Note: Selecting the correct value for this field is essential. Failure to do so will prevent the application from allowing trailers or carried vehicles to be assigned when they are carried, towed, or hauled. Additionally, towing equipment—such as a pintle hook, hitch, or a receiver—must be listed in the Accessories section of both the towing and towed vehicles.

3) **Check VIN** (button) – If a full VIN is added/updated, clicking on this button will copy the entered VIN # to the computer's clipboard and will open the National Highway and Transportation Safety Administration (NHTSA) website where it can be “pasted” to check that the VIN is accurate and correctly formatted. Please note that VIN #'s should never contain the letters I, O, or X.

4) **Itemnum** – This is a number defined in the Maximo Tool List which describes the Body Type of the vehicle. Alternative Fuel vehicles will have the fuel type in parentheses (Diesel, Electric, LPG, Hybrid, etc), otherwise the fuel (if any) is assumed to be gasoline.

5) **Replacement PO** (*visible only to Central Superusers and System Admins*): This field is used to store the RFQ or PO number associated with the purchase of a replacement vehicle—typically for one that has been BER'd. It helps track which vehicles have already been designated for replacement and which remain available.



VEHICLE CUSTODIANS

Superusers have the authority and responsibility to add one, but preferably more, Vehicle Custodians who will be responsible for driver assignments, mileage readings, service activity, and certification of safety inspections. Each Vehicle Custodian must be assigned individually to the vehicles that will be their responsibility.

To ADD a Vehicle Custodian:

- 1) In the Vehicle List, click the link in the Custodians column for the appropriate vehicle. This link can either be an existing Vehicle Custodian's name or the word "UNASSIGNED".

LAUSD # STATUS Driver	RESP AREA PG Location	Vehicle	Custodians
1636 ACTIVE 	HQ HQ-ADMIN loc: HQ (B2)	FORKLIFT, TELEHANDLER 2023 GENIE GTH-5519 lic: vin: BR17025 Notes (2)	UNASSIGNED

- 2) In the Vehicle Custodians window pop-up, click on the "New Custodian" button.

Vehicle Custodians x

Close & Refresh

STATUS/TYPE/ITEM#	ACTIVE	FORKLIFT, TELEHANDLER - 0705300670	
LAUSD ID / VIN / License	1636	BR17025	
Year/Make/Model	2023	GENIE	GTH-5519

[New Custodian](#)

- 3) Choose whether the Custodian **Role** will be the "Primary" or the "Secondary". The Primary is usually a Supervisor and is responsible for certifying the vehicle's monthly safety inspections. A Primary Vehicle Custodian is required for every vehicle. A Secondary Vehicle Custodian has the same permissions as the Primary but acts as an alternate or backup in all of the same duties.

Add Custodian x

* Role: Primary v

Custodian ^

[Add](#)

- 4) Click on the "Custodian" drop-down, filter by name, employee number, or person group. Click on the new Vehicle Custodian's name.

Search Dialog x

[Search](#)

SOLANO ANDREW (662597 C2-STOR)

- 5) Click the "Add" button on the Add Custodian screen. Then, click on the "Close & Refresh" button.



Add Custodian

Role: Primary

Custodian: SOLANO ANDREW (662597 C1-STO)

Add

- Repeat the process to add one or more secondary Vehicle Custodians. At least two secondary Vehicle Custodians are recommended per vehicle. The Vehicle Custodians must have a thorough understanding of their responsibilities in the Vehicle Inventory as the accuracy of the Area/Office’s metrics depends on how consistently and correctly they perform the related duties. Instruct every new Vehicle Custodian to go to <https://lausd.csod.com> (MyPLN), search for “Vehicle Inventory” and watch the Training Video then take the related Test.

To REPLACE an existing Vehicle Custodian:

- In the Vehicle List, click the link in the Custodians column for the appropriate vehicle. This link will consist of one or more existing Vehicle Custodian’s names. The Primary Vehicle Custodian will be the first name listed and will have an asterisk by their name.
- In the Vehicle Custodians pop-up window, click on the edit (✎) icon next to the Vehicle Custodian being replaced.

	Name	EID	Primary	Updated By
✎	EW SOLANO	662597	1	MARK.MERRICK

- Choose whether to replace the Vehicle Custodian on ALL of their vehicles or just the selected vehicle. Note: If choosing to replace the Custodian on ALL of their vehicles, the new custodian will inherit the same Vehicle Custodian role (primary or secondary) as the custodian they replace on each vehicle. If choosing “This Vehicle Only”, then you will also need to choose whether they will be in the Primary or Secondary role in the drop-down list.

Update Custodian

Scope: MUST Select Scope

Scope: This Vehicle Only

Custodian: Update for ALL Vehicles

UPDATE

Custodian: MUST Select Role

Custodian: Primary

Custodian: Secondary

- Click on the Custodian drop-down list, filter by name, employee number, or person group. Click on the new Vehicle Custodian’s name. Click on the “UPDATE” button.

Update Custodian

Scope: This Vehicle Only

MUST Select Role

Custodian: Campos Carlos (698360 HQ-AA)

UPDATE

- Confirm that the replacement is correct by clicking “OK”.

facapps.lausd.net says

ANDREW SOLANO Assigned as Primary, Do You Want to Re-Assign Primary?

OK

- Click on the **Close & Refresh** button.



To DELETE a Vehicle Custodian:

- 1) In the Vehicle List, click on the link in the Custodian column of the appropriate vehicle. Click on the "Delete" link next to the Custodian to be deleted.

	Name	EID	Primary	Updated By	Updated On	
	Mark Merrick	610127	0	MARK.MERRICK	23-	Delete

- 2) Confirm by clicking on the "Delete" button.

Delete

MILEAGE

The mileage of a vehicle can be updated in a variety of places within the application, with the most direct being the Mileage column in the Vehicle list.

To update the mileage of a vehicle after confirming the new mileage on the vehicle's odometer:

- 1) Click on the mileage value for the vehicle in the Mileage column.

LAUSD # STATUS Driver	RESP AREA PG Location	Vehicle	Custodians	Mileage
7036 ACTIVE 	HQ HQ-ADMIN loc: HQ (B2)	PICKUP TRUCK 1998 FORD F-150 lic: 998592 vin: 1FTRX17L9WNB22408 Notes (1)	Carlos V. Campos *	142627 19-DEC-24 from INSPECTION data

- 2) Click on the "Add Mileage" button and enter the odometer reading and the date of the odometer

reading. The Date will default to today's date. A Note is optional, but will default to show where in the application the mileage was entered (Mileage app, Service app, Monthly Inspection, etc.)

Add Mileage ✕

* Mileage

* Date

* Notes

Add

- 3) Click "Add", then click on "Close & Refresh" to return to the vehicle list. When refreshed, the new mileage reading will appear.

Mileage
143201 13-JAN-25 from MILEAGE app

Note: A mileage reading can be Deleted by the user that entered it.



SERVICE

The next Due/Scheduled service for a vehicle should always be entered immediately on return from the previous service. All active vehicles are expected to have the “next service” entered and displayed. While the details about each vehicle service are typically recorded by the garage performing the service, tracking the basic service type, dates, and location of service is the responsibility of the vehicle’s Custodian(s).

LAUSD # STATUS Driver	RESP AREA PG Location	Vehicle	Custodians	Mileage	Services	Inspections	Links
6817 ASSIGNED Mark Merrick	AREA-N1 N1-OPER loc: N1	BOX VAN 1999 GMC 350 lic: 1003910 vin: 1GCHG39R3X1122597 Notes (1)	Wayne Hatcher * Jose Trujillo	143768 06-JAN-25 from MILEAGE app	REGULAR MAINTENANCE DUE ON: 04/18/25	MONTHLY 01-JAN-25	Radios Accessories Accidents ADs (1)

Service information is displayed in the Service column and is updated in 3 steps per service.

- 1) A service Due Date and/or Scheduled Date & Service Location are determined (usually at the end of the previous service).
 - a. Click on the link in the Service column.



Click on “New Service” New Service, then enter the Type of Service, a Due Date and/or a Scheduled Date (use the calendar icon to select a date or the format dd-Mon-yyyy), and a Service Location (Req'd). Optionally, a Service Due Mileage may be entered. If the Type is “Interval-based PM” or “Other”, you must type a service description below it.

- b. Click on **Add**, then **Close & Refresh**.
If a Due Date is provided, but no actual Scheduled Date is available yet, the Scheduled Date can be entered by editing the record when the service is actually scheduled. Warnings of approaching service will be displayed in the Service column based on the Due Date, Scheduled Mileage, and Scheduled Date.
- 2) A vehicle is dropped off at the service location and a Delivery Date is recorded.
 - a. When the **assigned** driver has dropped off the vehicle, click on the link in the Service column. Click on the (pencil/edit) icon to the left of the appropriate service(s).
 - b. Enter the Delivery Date *and* the Delivery Mileage.



Delivery Date / Miles

17-JUN-25

144215

- c. Click on **Update**, then **Close & Refresh**. It is *highly recommended* that the Driver be “Unassigned” after the vehicle is delivered so that any incidents occurring during test drives or garage use of the vehicle are not attributable to the Driver that delivered the vehicle. Upon return to the Vehicle List, the Service column will show the date the vehicle was dropped off and the name of the facility/vendor where it’s being serviced.

REGULAR MAINTENANCE

DROPPED OFF:
06/17/25 (@ SEPULVEDA BUS)

- 3) A vehicle is picked up from the service location and a Pickup Date is recorded.
 - a. When a driver is assigned and sent to retrieve a vehicle after service is completed, click on the link in the Service column. Click on the (pencil/edit) icon to the left of the appropriate service(s).
 - b. Enter the “Return Date”.

Return Date

18-JUN-25

- c. Click on **Update**, then **Close & Refresh**. Upon returning to the Vehicle List, the service will be shown as Complete. If there are other pending services scheduled, the Type and Date/Mileage of the first of those services will be displayed. **Do NOT** “delete” a service record just because it is completed. Simply enter the Return Date.

Reliably recording basic service information will allow Custodians to easily see vehicles that have service coming due soon and, over time, will begin to record information that can be used to analyze turnaround times at each Garage or other service locations.

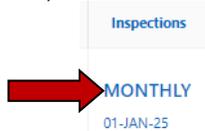
INSPECTIONS

Vehicle Custodians are responsible for certifying that Monthly Vehicle Safety Inspections are performed and that they have reviewed them in a timely manner. The Custodian may or may not be the employee that performs the inspection checklist. The Inspections column will display the date that the next inspection is scheduled to be performed. When a vehicle inspection is certified, the next Monthly Vehicle Safety Inspection is automatically scheduled. If the next due vehicle inspection is deleted for any reason, a new one must be created with a due date that is one month after the previous inspection record. This can be done by a Custodian or Superuser.

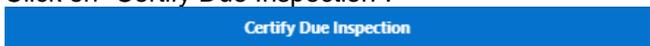
Preparing to certify a Vehicle Inspection – Before certifying the inspection, the Custodian (usually the Primary Custodian) must have a copy (paper or electronic) of the inspection performed which includes the Inspector’s name (usually the assigned Driver) and the Inspection Date. If the inspection form is on paper, it must be scanned and available to attach on the Custodian’s PC at the time of certification.

To certify a Vehicle Inspection:

- 1) Click on the link in the Inspections column.



- 2) Click on “Certify Due Inspection”.





- 3) Select the name of the “Inspector” from the drop-down of active M&O Employees. If there is a Driver currently assigned to the vehicle, their name will appear by default, but another name can be selected. Enter the mileage recorded as part of the inspection. Select a value for the “Actual Date” (Date of Inspection). The “Next Due Date” will auto-populate. If the “Next Due Date” is incorrect, modify as necessary. A Note field is available for any important facts that you’d like to document without having to reference the original inspection form. If available, attach an electronic copy of the inspection document in .pdf format.

The screenshot shows a web form titled "Add / Certify Inspection". It contains several input fields:

- Inspector:** A dropdown menu with "Merrick Mark (610127)" selected. A red arrow points to the dropdown arrow.
- Actual Miles:** A text input field containing "144000". A red arrow points to the input field.
- Last:** A label "143768" with the text "from MILEAGE app" below it.
- Actual Date:** A date picker showing "13-JAN-25". A red arrow points to the date field.
- Next Due Date:** A date picker showing "01-FEB-25". A red arrow points to the date field.
- Notes:** A large text area for entering notes. A red arrow points to the text area.
- Attachment:** A file upload field showing "Vehicle 2216 1-25 Inspection.pdf". A red arrow points to the file name.
- Buttons:** A blue "Certify" button is at the bottom. A red arrow points to it.

- 4) Click on “Certify”, “Close & Refresh”. Upon returning to the Vehicle List after a refresh, a new/next Inspection Date will appear.

Note: In a future application development effort, the Safety Inspections will become an electronic web-based form that will automatically be attached to the vehicle record for the Custodian to review and certify. Until such time as the vehicle safety inspections are implemented in an electronic format, the paper copies must continue to be saved/stored and/or scanned/attached to the vehicle inspection certification record. Regardless, *the certification of monthly vehicle safety inspections must be entered in the Vehicle Inventory Application.*

RADIOS / ACCESSORIES / ACCIDENTS / ADS

The "Links" menu contains four items:

- Radios:** Represented by a radio icon. A red arrow points to the text.
- Accessories:** Represented by a gear icon. A red arrow points to the text.
- Accidents:** Represented by a car crash icon with "(1)" above it. A red arrow points to the text.
- ADS:** Represented by a document icon with "AD" on it. A red arrow points to the text.

The Radios link is used by the Superuser to record information about the hardware if a two-way radio is installed in the vehicle.

- 1) Click the “Radios” link.



- 2) Click on the “New Radio” button to add one or the “Edit” (pencil) icon to modify existing radio data.



- 3) Enter/Edit the Model, Serial #, and whether the Radio is operational (Works). You can optionally add a note or comments.

Update Radio ✕

* Model MUST Select Model ←

Serial # 922TLW0228 ←

* WORKS? YES ←

Pending AFSD confirmation ←

- 4) Click on the “Add” or “Update” button when the record is complete.



The Accessories link is used by the Superuser to record information about accessories that are “permanently installed” on the vehicle. These may include things like hitches, receivers, light bars, tool bins/boxes, shelving, and winches.

- 1) Click the “Accessories” link.
- 2) Click on the “New Accessory” button to add one or the “Edit” (pencil) icon to modify existing radio data.



- 3) Enter/Edit the type of Accessory. You can optionally add a note or comments.

Update Accessory ✕

ATTN **Contact Sysadmin if a permanently installed accessory is not on the list.**

* Accessory BALL HITCH, 2" ←

Optional Notes ←

- 4) (On a NEW record) – Add an optional image of or document related to the accessory. The record must be deleted and added again if you need to add or replace an attachment. Images will be displayed as a thumbnail on the “Accessories List” and “Attachment” pages.

Image

- 5) Click the “Add” or “Update” button when the record is complete.



The “Accidents” link is used by the Superuser to document a basic vehicle accident history. This should include a date, the LAUSD assigned Driver, a description, and photos of the accident or accident scene. **IMPORTANT:** No personal information (address, personal phone, driver’s license, or personal insurance information) about the LAUSD assigned driver or any other person involved in the accident should be recorded or saved in this section as it is widely accessible to broad set of Users.

- 1) Click on the “Accidents” link.
- 2) Click on the “New Accident” button to record a new accident or the “Edit” (pencil) icon to modify an existing accident record.





- 3) Enter the Date of the Accident, Assigned Driver, Description (Summary), and additional Notes detailing the accident. Attach an image. If more than one image will be attached, collect the images in another document type to combine them (such as a .pdf).

The screenshot shows a form titled "Add Accident" with a close button (X) in the top right. The form contains the following fields:

- * Date of Accident: A text input field with a calendar icon to its right. A red arrow points to this icon.
- * Driver: A dropdown menu with "MUST Select Driver" and an upward arrow. A red arrow points to the dropdown arrow.
- * Description: A text input field with "Short Description" as a placeholder. A red arrow points to the text input area.
- Optional Notes: A text input field. A red arrow points to the text input area.
- Image: A "Choose file" button with a folder icon to its right. A red arrow points to the folder icon.

- 4) Click the "Add" or "Update" button when the record is complete.

The image shows two buttons: a blue button labeled "Add" and a white button labeled "UPDATE", with the word "or" centered between them.

The "Ads" link is used by the Superuser to document any paid advertising that is displayed on the vehicle.

- 1) Click on the "Ads" link.
- 2) Click on the "New Ad" button to record a new ad or the "Edit" (pencil) icon to modify an existing ad record.

The image shows a button labeled "New AD" and a pencil icon, with the word "or" centered between them.

- 3) Enter or modify the type of Ad and, optionally, a Note. The Note would likely indicate how many, and on which sides of the vehicle, the Ad appears. If more than one type of Ad appears on the vehicle, then multiple Ad records must be created.

The screenshot shows a form titled "Add AD" with a close button (X) in the top right. The form contains the following fields:

- * AD: A dropdown menu with "MUST Select AD" and a downward arrow.
- Optional Notes: A text input field.

- 4) (On a NEW record) – Add an optional image of the Ad. The record must be deleted and added again if you need to add or replace an attachment. Images will be displayed as a thumbnail on the "ADs List" and "Attachment" pages.

The image shows an "Image" field with a "Choose file" button and a folder icon to its right.

- 5) Click the "Add" or "Update" button when the record is complete.

The image shows two buttons: a blue button labeled "Add" and a white button labeled "UPDATE", with the word "or" centered between them.

AD HOC REPORTING

Superusers have access to a menu item titled "Report Full Data". This section allows a user to manipulate the basic vehicle data beginning with a "Primary Report", then adding/removing columns, filters/conditions, sorting, calculations, text formatting/highlighting, grouping, and even pivots to create and save their own vehicle related reports.

Several pre-built reports have been saved and are available for anyone to view. They can also be a starting point for further filtering and refinement. For instance, it may be desirable to take a report showing the Active/Offroad vehicles Facilities-wide and add a filter to only show them for a single Area/Office's vehicle inventory. Then, it can be saved for later or downloaded to a .csv file which can be opened in Microsoft Excel.

To use Ad Hoc Reporting:

- 1) Click on "Report Full Data" in the left-hand menu.



Report Full Data

- Choose a report to view from the drop-down list (The default, Primary Report, contains all available fields and is unfiltered.)



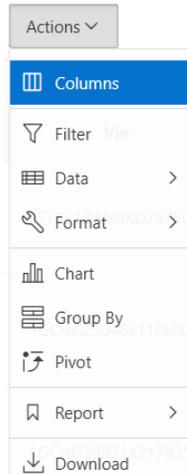
- The text filter on the top-left will search all fields of all records for the value you enter, or you can choose a specific column by selecting from the drop-down below the magnifying glass icon.



- The “Rows” drop-down allows the user to select how many rows are displayed at a time.



- The “Action” drop-down allows all other user functions of the report.



- After customizing a report, determine whether it will just be downloaded as a “one-off” or click on “Report” to name it and save it. This will allow a return to the same report criteria and format in a later session.



ADDITIONAL REPORTING, METRICS, & NOTIFICATIONS

As the reporting requirements are refined, reports and metrics will be developed. Metrics will include the regular assignment of Drivers, timeliness of Monthly Inspections, consistent entry of Service Information, and accuracy of vehicle data. Metrics will be made available in reports that will become available in the application, by e-mail, and very likely, in the Program Reviews for each Area/Office. Regular reminders will be sent to Vehicle Custodians, Superusers, and AFSD's by e-mail distribution as deadlines approach and pass.

E-MAIL NOTIFICATIONS

The Vehicle Inventory Application has been configured to send the following automated e-mail notifications:

- Monthly Safety Inspection – Upcoming Inspection Reminder (One week before Inspections are due)
- Monthly Safety Inspection – Past Due Inspection Reminder (One week before end of month)
- Service – Reminder (One business day or 200 mi before service is due)
- Service – Past Due Reminder (30, 60, 90 days or 1000 mi past due)

Should you have any questions on this guide, please contact the Maximo Team at MaximoTeam@laschools.org.