



Los Angeles Unified School District  
**Vehicle Inventory Application**  
Vehicle Custodian Guide



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**DEFINITION**

The **Vehicle Inventory Application - Vehicle Custodian Guide** is designed for Supervisors, Seniors, Managers, Directors, and others who are given the responsibility of managing one or more District vehicles. The guide will show how to log driver assignments, record mileage, certify monthly vehicle inspections, and manage a schedule of service to vehicles for which the Custodian(s) are responsible. Custodians will be assigned in the application by the Vehicle Inventory Superusers. Custodians may be identified as a primary Custodian or an alternate/secondary custodian. The Responsible Supervisor will typically be the primary Custodian and is responsible for certifying that each vehicle has a safety inspection completed on a monthly basis. Secondary/alternate Custodians have the same system permissions as a primary Custodian but are intended to act as a redundant backup for certifying inspections as well as assisting in assigning drivers to vehicles on a daily basis and recording vehicle service data.

**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: Initially, the transfer of a vehicle from one Area/Office’s inventory to another will require the intervention of the M&O Reporting and Analysis Unit after they are provided a document with appropriate signatures authorizing the vehicle’s transfer scanned into an Adobe Acrobat (pdf) format.

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



### LOGIN

The Vehicle Inventory Application can be accessed by navigating to <https://facapps.lausd.net>, then clicking on the button linking to the Vehicle Inventory. 

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 \*

Area N1 Vehicle Inventory

Remember username

**Sign In**

### HOME SCREEN

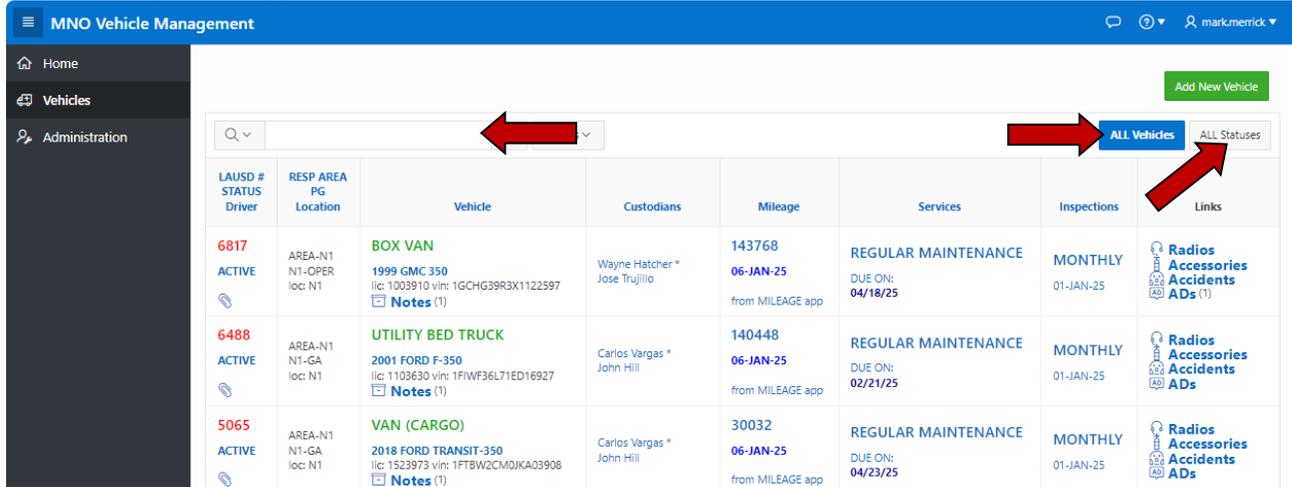
When first logging in, users will be taken to the Home Screen. This screen will display relevant metrics and has a drop-down menu that will allow you to change the Area/Unit Vehicle Inventory you are viewing. On the left-hand side of the screen is a Menu for navigating to other screens in the application.



## 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 button on the top-right of the screen that says "My Vehicles Only" so it toggles to read "All Vehicles".



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

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

The list can be filtered in 3 ways:

- 1) On the top-right of the screen, the blue button will toggle between "All Vehicles" and "My Vehicles". "My Vehicles" shows those which you are assigned as a Custodian.
- 2) On the top-right of the screen, the white button will toggle to filter out vehicles that are "Active" (or Assigned) or viewing vehicles in "All Statuses". This will eliminate the nuisance of having to scroll through vehicles in the list that are BER, Salvaged, Stolen, etc if choosing "Active Only".
- 3) There is a universal text search box that looks for the value you type in any of the fields displayed in the list.

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



## Vehicle Inventory Application / Vehicle Custodian 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 <b>RED</b>
Vehicle Status	A vehicle can have one of several statuses: <b>Active, Assigned, Inoperable, BER (Beyond Economical Repair), Lost, Stolen, or Salvaged</b> . 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 <b>GREEN</b>
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., <b>pickup, van, passenger car</b> , etc.). This field should also include an identifier if the vehicle uses an alternative fuel source, such as <b>Diesel, Electric, LPG, or Hybrid</b> .
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 <b>next scheduled service date</b> or the <b>last completed service</b> . 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 <sup>st</sup> 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 / Vehicle Custodian Guide



LAUSD # STATUS Driver	RESP AREA PG Location	Vehicle	Custodians	Mileage	Services	Inspections	Links
<b>6817</b> ACTIVE	AREA-N1 N1-OPER loc: N1	<b>BOX VAN</b> 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)
<b>6488</b> ACTIVE	AREA-N1 N1-GA loc: N1	<b>UTILITY BED TRUCK</b> 2001 FORD F-350 lic: 1102630 vin: 1F1W36L71ED16927 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
<b>5065</b> ACTIVE	AREA-N1 N1-GA loc: N1	<b>VAN (CARGO)</b> 2018 FORD TRANSIT-350 lic: 1523973 vin: 1FTBW2CM0JKA03906 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

## ASSIGNING DRIVERS

Vehicle Custodians are responsible for assigning and unassigning drivers that operate any of their vehicles. Assigning a driver will log the day/time that driver takes possession of the vehicle and unassigning/re-assigning a vehicle will log the day/time a driver relinquishes possession of the vehicle. In the event that information about the vehicle's driver is required for any specific timeframe, the log that is created will be used to report on and provide that information to the driver, management, or schools as required. For this reason, **assigning a driver is a checkin/checkout process that must always be performed in a timely manner and immediately when a vehicle is about to be driven or changes drivers.** Multiple Custodians can be assigned to each vehicle so not having someone available to assign a Driver should not be an issue. In the event that none of a vehicle's Custodians are available to assign a Driver, the Superuser for the Area/Unit's Vehicle Inventory can also perform this function.

To assign a driver or re-assign a vehicle to a different driver (a Custodian can only assign drivers to vehicles for which they are identified as a Custodian):

- 1) Click on the "Status" of a vehicle that is currently in Active or Assigned status. A list of recent Driver assignments will be displayed.

LAUSD # STATUS Driver	RESP AREA PG Location	Vehicle	Custodians
<b>6817</b> ACTIVE	AREA-N1 N1-OPER loc: N1	<b>BOX VAN</b> 1999 GMC 350 lic: 1003910 vin: 1GCHG39R3X1122597 Notes (1)	Wayne Hatcher * Jose Trujillo

- 2) Click on the pop-up/drop-down arrow next to "Must Select Driver" and filter (by name, employee number, or person group) and choose a driver from the list of active M&O Employees by clicking on the name.

Search Dialog

- Baker Jerry ( 783761 T-PC )
- Merrick Mark ( 610127 T-PC )
- Castro Nelson ( 761199 T-PC )
- Herweg John ( 709044 T-PC )
- Reyes Luz ( 775141 T-PC )
- Rodriguez Theresa ( 763196 T-PC )

- 3) Upon returning to the Vehicle List, the newly assigned Driver's name will appear in green.

<b>6817</b> ASSIGNED Mark Merrick	AREA-N1 N1-OPER loc: N1	<b>BOX VAN</b> 1999 GMC 350 lic: 1003910 vin: 1GCHG39R3X1122597 Notes (1)	Wayne Hatcher * Jose Trujillo
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## Vehicle Inventory Application / Vehicle Custodian Guide



In the case where the chosen driver is assigned to another vehicle, the user will be notified onscreen of which vehicle they are currently assigned and will be given the option to cancel the action.

facapps.lausd.net says

Mark Merrick is already assigned to Vehicle #6817  
Do you want to end the current assignment and assign Mark Merrick to this vehicle?



If the vehicle is already assigned to another driver, the user will be notified onscreen and given the option to cancel the action.

Unassigning or Assigning a Different Driver works similarly to assigning a driver.

- 1) Click on the "Status" of a vehicle that is currently in Active or Assigned status. A list of recent Driver assignments will be displayed.
- 2) Unassign or Re-assign the vehicle.
  - a. To Re-assign the vehicle (to a different Driver), choose the new Driver from the "Assign To" list. This will automatically unassign any previously assigned driver and list the end of their assignment as the same date/time as the beginning of the new Driver's assignment. The new Driver's name will appear in **green**.
  - b. To Unassign the vehicle (without identifying a new Driver), click on the  (pencil/edit) icon next to the open assignment. Click the "Return to Active" button. Click on "Close & Refresh". Upon returning to the Vehicle List, the status of the vehicle will be Active and *no* Driver will be displayed.

### ASSIGNING TOWED / CARRIED / HAULED VEHICLES

Vehicles that are identified as being towable, carry-able, or haulable (carried in a trailer) can also be assigned to a Driver by attaching them to a vehicle already assigned to that Driver. The following are a few sample configurations for assigning a secondary vehicle or vehicles (other than the vehicle physically being driven):

- A forklift is **carried** on a flatbed truck
- A toolshed trailer is **towed** by a pickup truck
- A riding mower is **hauled** in a tilt-bed trailer being **towed** by a truck

Note: These configurations are only possible after the Inventory Superuser selects which vehicles are capable of carrying/being carried and towing/being towed. Vehicles capable of towing or being towed also require that the towing-related accessories -- hitch, pintle hook, or a receiver -- be identified for the vehicle. To carry, tow or haul another vehicle:

- 1) Assign a Driver to a primary vehicle capable of carrying or towing using the steps described in the Section "Assigning Drivers".
- 2) If the vehicle "can tow", "can carry" or both, one or two additional drop-down menus will appear.

STATUS/TYPE/ITEM#	ASSIGNED	<a href="#">Change Status</a>	DUMP TRUCK - 0705300020
LAUSDID / VIN / Lic	5139	1GDJC34K18E129917	1285319
Year/Make/Model	2008	GMC	SIERRA
* Assign To	Merrick Mark ( 610127 T-PC) ^		
Will Tow	Select Optional Trailer ^ 		

- 3) Click on the drop-down, then choose a trailer that will be attached to the primary vehicle.



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Search Dialog

1208 PACE AMERICAN ( 2002 TOOL SHED )

1217 PACE AMERICAN ( 2002 TOOL SHED )

1250 WELLS CARGO ( 2004 CW1211-102 )

1280 ZIEMA ( 2015 1166E TURF S )

- 4) After the trailer is attached, another drop-down may appear if the attached trailer is capable of hauling (carrying) another vehicle.

Will Tow   Carry On Trailer (Haul)

- 5) Optionally, choose a vehicle to haul on the trailer or click the "Close & Refresh" button to return to the main Vehicle List.

Unassigning the Driver of a primary vehicle will detach or disconnect all towed and carried vehicles simultaneously. Replacing the Driver will re-assign the towed and carried vehicles, as well.

To remove the towed or carried vehicles without unassigning the Driver of the primary vehicle, click on the "Detach" or "Unload" button on the Assignment page.

## ATTACHMENTS

There are several ways to attach files in 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 (Front, Rear, Driver side, Passenger 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 Chiny	SP SVCS CS-GH loc: C3	VAN (CARGO) 2023 FORD TRANSIT-350 lic: 16B1476 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

<p>Front Image <input type="button" value="+ / ↓"/></p> <p>New Front Side Image</p> <p><input type="button" value="Choose file"/> <input type="button" value="📁"/></p>	<p>Rear Image <input type="button" value="+ / ↓"/></p> <p>New Back Side Image</p> <p><input type="button" value="Choose file"/> <input type="button" value="📁"/></p>	<p>Driver Side Image <input type="button" value="+ / ↓"/></p> <p>New Driver Side Image</p> <p><input type="button" value="Choose file"/> <input type="button" value="📁"/></p>	<p>Passenger Side Image <input type="button" value="+ / ↓"/></p> <p>New Passenger Side Image</p> <p><input type="button" value="Choose file"/> <input type="button" value="📁"/></p>
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## Vehicle Inventory Application / Vehicle Custodian Guide



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

Other Documents and Photos can also be attached in the same screen. These may be interior photos, accident photos, the owner's manual, or installed accessory documentation. These attachments should also be named in a way that makes it clear what the attachment contains or depicts and a date.

Other document naming convention:

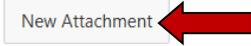
{LAUSD Vehicle ID} {Short Description} {Date}.{filetype}

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.



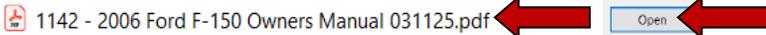
- 2) Type a short description of the file being attached. This will likely be similar to the filename, but does not need to match exactly.

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 (Monthly Inspectiions, Vehicle Status Changes, etc.) In addition to those screens, all attachments can be found in the Vehicle’s Attachment Review screen, as well.

### 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

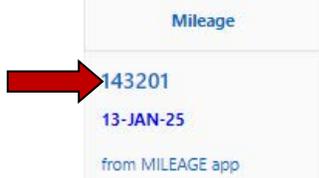


- 2) Click on the “Add Mileage” button and enter the odometer reading and the date of the odometer

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.)



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



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

## SERVICE

Accurately recording a vehicle’s service schedule is an important aspect of maintaining the vehicle. While the details about each vehicle service is 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 vint: 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.





- b. 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.

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

- Type:** A dropdown menu with "INTERVAL-BASED PM" selected. A red arrow points to this field.
- REGULAR MAINTENANCE:** A text input field. A red arrow points to this field.
- Garage:** A dropdown menu with "SEPULVEDA BUS" selected. A red arrow points to this field.
- DUE Miles:** A text input field.
- DUE Date:** A date picker field with "16-Jun-25" selected. A red arrow points to this field.
- Scheduled Date:** A date picker field.
- Add:** A blue button at the bottom. A red arrow points to this button.

- c. 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.

The screenshot shows a form titled "Delivery Date / Miles". It contains two input fields:

- Delivery Date:** A date picker field with "17-JUN-25" selected.
- Miles:** A text input field with "144215" entered.

- 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”.

The screenshot shows a form titled "Return Date". It contains one input field:

- Return Date:** A date picker field with "18-JUN-25" selected.

- 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.



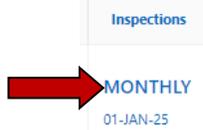
## INSPECTIONS

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.

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 is strongly recommended that it be scanned and available on the Custodian’s PC at the time of certification.

To certify a Vehicle Inspection:

- 1) Click on the link in the Inspection 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. Attaching an electronic copy of the inspection document in .pdf format is **required**.



## Vehicle Inventory Application / Vehicle Custodian Guide



- 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.*

### REPORTING & METRICS

The Central Office Superuser from the Technical Quality Support Team (TQST) is responsible for monitoring the data quality and updates to vehicle records as performed by the Superusers in the Areas and Offices. These will include updates to missing vehicle information, the regular assignment of Drivers, timeliness of Monthly Safety Inspections, and regular entry of Service Information. Metrics will be made available in reports that will be in the application and the Program Reviews for each Area/Office. E-mail reminders for Safety Inspections and Scheduled Service will be sent to Vehicle Custodians, Superusers, and Directors. Superusers also have permissions to run ad hoc reports for the purpose of monitoring the accuracy and timeliness of their Area/Office’s Vehicle Inventory.

### 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)
- Mileage – Mileage entry errors (One week after beginning of month)

Should you have any questions on this guide, please contact the Maximo Team at [MaximoTeam@laschools.org](mailto:MaximoTeam@laschools.org).