



Date of Memo: April 05, 2024  
Current Meeting: April 18, 2024  
Board Meeting: April 25, 2024

**BOARD MEMORANDUM**

**TO:** Indianapolis Public Transportation Corporation (IPTC) Board of Directors  
**THROUGH:** Interim President/CEO Jennifer Pyrz  
**FROM:** Director of Governance & Audit Brian Atkinson  
**SUBJECT:** Consideration and approval of Maintenance Review

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**ACTION ITEM A – 10**

**RECOMMENDATION:**

Review and receive Governance & Audit Maintenance Review Report

- See Reference Item 2024-03

**BACKGROUND:**

The FY 2024 Internal Audit Work Plan approved by the Governance and Audit Committee included a Maintenance Review.

**DISCUSSION:**

This report covers the process of fleet management and maintenance issues by fleet age, type, make and model.

The objective and scope of this review was to examine the policies, procedures, and controls in place supporting the contracted and in-house maintenance of fleet. Considerations included:

- Review fleet and status.
- Determine percentage of buses not in operation by type.
- Identify consistent issues affecting getting buses returned to service.

The overall report rating was considered “Medium” based on observations and recommendations. These observations are designed to improve vehicle down time and demonstrate related issues faced by the Maintenance Department.

1. Duration of Out of Service (Fixed Route & BRT)
2. Maintenance Issues by Fleet Type and Age
3. Paratransit Fleet Maintenance by Vendor
4. IPTC Fleet Maintenance Plan

**ALTERNATIVES:**

N/A

**FISCAL IMPACT:**

No Fiscal Impact.

**DBE/XBE DECLARATION:**

N/A

**STANDING COMMITTEE DISCUSSION/RECOMMENDATION:**

This action will be reviewed by the Governance & Audit Committee on April 18, 2024 and will be recommended for the Consent Agenda.