



296 Main Street, Suite 1E
Melrose, MA. 02176

Tel: 781.662.2680 Cell: 857.222.2354
Fax: 781.662.2680 Email: Nauticaltours@juno.com

Nautical Tours, Inc.
296 Main Street, Suite 1E
Melrose, MA 02176

Department of Telecommunications
and Energy
One South Station
Boston, MA 02110

Dear Commission:

The following information will correspond with the Department of Telecommunications and Energy's (vehicle maintenance plan) format. Each of Nautical Tour's procedures are designed and detailed under the appropriate heading as to correlate both plans.

The Nautical Tours Inc. Preventative Maintenance Program will be jointly applied to all company amphibious tour vehicles and shuttle buses. Our tour season will begin on April 1st of each year and will end on November 15th of the same year. Our hours of operation are 9:00AM to 8:00PM daily, seven days per week. During this 8 month period ALL company buses will be serviced in compliance with the maintenance codes and schedules mandate within the statute put forth by the U.S. Department of Transportation.

DAILY:

Upon the arrival to our the garage facility, all driver's **must** conduct a complete inspection of their assigned vehicle. This inspection **must** include the following:

- (1). A visual inspection of the bus undercarriage.
- (2). A visual inspection for fuel and fluid leaks of any nature. **Note:** (Each of our company vehicles will be designated an assigned parking space. This process will enable an inspector to readily identify and pinpoint the area and nature of any such fuel and/or fluid leaks.)
- (3). Inspect all tires on their vehicle for defects, loose lug nuts and check the tire air pressure. **Note:** Our tour and shuttle vehicles will travel approximately 2000 miles per month during their work capacity. Proper air pressure in vehicle tires may substantially improve a vehicle's fuel economy along with it's road handling ability.
- (4). Driver **must** conduct a complete inspection of **all** emergency equipment aboard their assigned vehicle. This inspection **must** include a manual operational inspection of **all** bus/emergency exits.
- (5). Upon the completion of their daily work shift, all driver's **must** conduct a complete inspection of their assigned vehicle. This inspection **must** include **all** steps as required in a daily inspection format. **All buses must be inspected daily. Driver's are required to file a vehicle inspection report pertinent to these findings. Any defects noted must be immediately reported to either the director and/or the assistant director of tour operations. This personnel will take the appropriate measures to address the issue to our bus maintenance department. Service will be applicable as needed.**

EACH MONDAY:

All buses will be inspected by N.T.'s bus maintenance department. This inspection must include the following:

- (1). An inspection of the bus undercarriage.
- (2). Any defects noted by the weekend driver will be addressed.

90 DAY INTERVAL:

All buses will be inspected by N.T.'s bus maintenance department at 90 day intervals and must include the following:

- (1). Emergency windows and exits will be inspected for security and alarms.
- (2). Inspection report to be recorded in the individual buses' file.
- (3). Schedule of Emergency Exit Inspections must be posted in the individual bus files and in the maintenance area.

3,000 MILE INTERVAL:

All buses will be inspected and serviced by N.T.'s bus maintenance department at 3,000 mile intervals and must include the following:

- (1). Grease.
- (2). All belts checked for wear and tightness.
- (3). All hoses checked for wear and tightness.
- (4). Brake pads checked for wear.

6,000 MILE INTERVAL:

All buses will be inspected and serviced by N.T.'s bus maintenance department at 6,000 mile intervals and must include the following:

- (1). All steps as required in a 3,000 mile interval inspection.
- (2). Oil and oil filters changed.
- (3). Water filter changed and Transmission filter changed.

36,000 MILE INTERVAL:

All buses will be inspected and serviced by N.T.'s bus maintenance department at 36,00 mile intervals and must include the following:

- (1). All steps as required in a 6,000 mile interval inspection.
- (2). All belts will be replaced.
- (3). Transmission fluid will be changed.

48,000 MILE INTERVAL:

All buses will be inspected and serviced by N.T.'s bus maintenance department at 48,000 mile intervals and must include the following:

- (1). All steps as required in a 6,000 mile interval inspection.
- (2). Brake pads and rotors replaced.

90,000 MILE INTERVAL:

All buses will be inspected and serviced by N.T.'s bus maintenance department at 90,000 mile intervals and must include the following:

- (1). All steps as required in a 6,000 mile interval inspection.
- (2). Differential oil changed.
- (3). Wheel bearings and related parts will be replaced.

YEARLY:

All buses will be inspected and serviced by N.T.'s bus maintenance department yearly and must include the following:

- (1). All steps as required in a 6,000 mile interval inspection.
- (2). All steps as required in a Department of Transportation Periodic Inspection.

Nautical Tours, Inc. Maintenance Plan will be applied in conjunction with the vehicle manufacturer's recommended schedule of inspection and service.