



TRANSIT ASSET MANAGEMENT PLAN

Frequently Asked Questions

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ABOUT TRANSIT ASSET MANAGEMENT PLANS

State and federal laws and policies require public transportation grant recipients to develop and maintain transit asset management (TAM) plans. The Federal Transit Administration (FTA) issued transit asset management rules in [49 CFR Part 625](#) to comply with the federal mandate in [49 U.S.C. 5326](#). Similarly, WSDOT developed procedures for state grant recipients to meet asset maintenance and preservation planning requirements in [RCW 35.84.060](#), [RCW 36.56.121](#), [RCW 36.57A.191](#), and [RCW 81.112.086](#).

The primary purpose of TAM plans is to help ensure that grant recipients manage public transportation assets for safety, reliability, and cost-effectiveness. State and federal grant recipients satisfy asset management planning requirements by developing a TAM plan.

ABOUT THIS DOCUMENT

WSDOT's Public Transportation Division developed this document to answer questions about TAM plans.

This is a living document that will evolve as:

- The division receives more questions from partners and grantees.
- Regulations and policies related to TAM are updated.

This document doesn't supersede any grant agreement. If any sections of this document are inconsistent with the terms and conditions of your agreement, follow your grant agreement.

GENERAL QUESTIONS ABOUT TRANSIT ASSET MANAGEMENT PLANS

Q: Who needs to develop a transit asset management plan?

A: All WSDOT Public Transportation Division grantees (i.e., providers) who own, operate, or manage capital assets they use for providing public transportation must develop a TAM plan.

Q: What are the minimum required elements for a transit asset management plan?

A: At minimum, your TAM plan must include the following five elements:

- Element 1:** An inventory of the number and type of capital assets (i.e., asset inventory).
- Element 2:** A condition assessment of those inventoried assets for which you have direct capital responsibility (i.e., condition assessment).
- Element 3:** A description of analytical processes or decision-support tools you use to estimate capital investment needs over time and develop your investment prioritization (i.e., analytical processes or decision-support tools).
- Element 4:** A project-based prioritization of investments.
- Element 5:** A maintenance plan for the assets that provides a preservation approach based on lowest life-cycle cost methodologies (i.e., maintenance plan).

Q: Do some grantees have additional elements that are required in their transit asset management plan?

A: Yes. FTA Tier 1 providers (i.e., agencies with 101 or more vehicles in revenue service during peak regular service across all fixed-route modes or in any one non-fixed-route mode) have additional TAM plan requirements in [49 CFR 625.25\(b\)](#).

Q: Does my transit asset management plan only need to address grant funded assets?

A: No. You must include all assets you use in the provision of public transit, regardless of whether you bought the assets with federal, state, local, or private funds.

Q: Do I need to update my transit asset management plan on a regular basis?

A: Yes. You must update your TAM plan every four years at a minimum (i.e., the horizon period). You must complete your next update by Oct. 1, 2026.

During the update process, you must fully revisit the TAM planning process to create a new TAM plan for the current horizon period. Throughout the four-year horizon period, you may choose to amend your TAM plan to reflect changes to investment priorities, targets, or other unforeseen occurrences (e.g., a natural disaster) that affect the relevance of your TAM plan.

Q: When and how do I submit my transit asset management plan to WSDOT?

A: TAM plan updates are due to WSDOT by Aug. 17, 2026. If you're a new WSDOT Public Transportation Division capital grantee, a draft TAM plan is due to WSDOT prior to accepting your first grant funded asset. You can submit your TAM plan by uploading it to the WSDOT Grants Management System (GMS).

Q: How does WSDOT review transit asset management plans?

A: WSDOT reviews TAM plans and certifies that plans contain the required elements. Please note that if your organization receives direct funding from the FTA (i.e., federal funds that don't go through WSDOT), FTA has direct oversight responsibility for your TAM plan and may provide additional review. In this case, your organization has full responsibility for complying with federal rules and regulations related to TAM.

Q: Are there templates or other sources of information available for developing the elements of a transit asset management plan?

A: Yes. FTA maintains a [transit asset management webpage](#) with guidance documents, a template for developing TAM plans (TAMPLATE), frequently asked questions, and other resources.

The National Rural Transit Assistance Program (RTAP) provides resources, including example TAM plans, on their [Transit Asset Management section of their Transit Manager's Toolkit](#).

QUESTIONS ABOUT ELEMENT 1: ASSET INVENTORY

Q: Is there a template and instructions for how to complete the inventory for capital assets?

A: Yes. Email Shannon Shula, transit asset management, at shannon.shula@wsdot.wa.gov for a copy of the template and instructions.

Q: What assets do I need to include in the inventory?

A: There are four categories of capital assets you must include in a TAM asset inventory:

- Rolling stock (i.e., vehicles)
- Equipment
- Facilities
- Infrastructure

You must include all vehicles in the inventory.

For non-vehicle equipment, you must include any equipment with an original acquisition value greater than \$50,000. For grant funded non-vehicle equipment, you must include assets in the inventory with an original acquisition value of \$10,000 or more.

You must include all facilities and infrastructure in the inventory.

Q: Is the inventory in the transit asset management plan the same inventory that I submit to WSDOT for the annual asset inventory?

A: Yes, the asset inventory in the TAM plan is the same inventory you must update annually and to WSDOT by Feb. 15 each year.

Q: Is the National Transit Database annual asset inventory reporting the same as the annual asset inventory that I submit to WSDOT on Feb. 15 annually?

A: No. While there is similarity in the National Transit Database annual asset inventory reporting (a mandatory process for all organizations receiving FTA funds) and the annual asset inventory you submit to WSDOT, the WSDOT submittal includes additional information and applies to grantees who receive both state and federal grant funding.

QUESTIONS ABOUT ELEMENT 2: CONDITION ASSESSMENT

Q: What is a condition assessment?

A: A condition assessment is an evaluation of the current condition of each asset, including age, mileage (for vehicles), performance, maintenance history, etc. Condition assessments generally rate asset conditions on a scale from 1-5, with 1 being poor and 5 being excellent.

QUESTIONS ABOUT ELEMENT 3: ANALYTICAL PROCESSES OR DECISION-SUPPORT TOOLS

Q: What does it mean to describe the “...analytical processes or decision-support tools that a provider uses to estimate capital investment needs over time...”?

A: This is the method or “formula” you use to turn raw data (e.g., the age of a bus or the condition of a facility) into a prioritized “to-do list” for allocating funds for asset repair or replacement.

FTA provides the following definition in [49 CFR 625.5](#):

Decision support tool means an analytic process or methodology:

- (1) To help prioritize projects to improve and maintain the state of good repair of capital assets within a public transportation system, based on available condition data and objective criteria; or
- (2) To assess financial needs for asset investments over time.

ELEMENT 4: PROJECT-BASED PRIORITIZATION OF INVESTMENTS

Q: What does it mean to include a “...provider's project-based prioritization of investments”?

A: This means a prioritized list of investments your agency uses to maximize the benefits to assets. The prioritized list of investments is the outcome of the process you use in Element 3 to identify and prioritize asset management needs.

ELEMENT 5: MAINTENANCE PLAN

Q: What should I include in the maintenance plan?

A: Your maintenance plan should include the preventative maintenance activities you'll perform to keep your assets in a "state of good repair." As an example for vehicles, this would include the schedule for inspections and how often you will replace filters, tires, brake pads, etc.

Q: What does "state of good repair" mean?

A: FTA defines state of good repair in [49 CFR 625.5](#):

State of good repair (SGR) means the condition in which a capital asset is able to operate at a full level of performance.

[49 CFR 625.41](#) further describes the three standards for assessing state of good repair:

- (a) The capital asset is able to perform its designed function;
- (b) The use of the asset in its current condition does not pose an identified unacceptable safety risk; and
- (c) The life-cycle investment needs of the asset have been met or recovered, including all scheduled maintenance, rehabilitation, and replacements.

English

Title VI Notice to Public

It is the Washington State Department of Transportation's (WSDOT) policy to assure that no person shall, on the grounds of race, color, national origin, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with WSDOT's Office of Equity and Civil Rights (OECR). For additional information regarding Title VI complaint procedures and/or information regarding our non-discrimination obligations, please contact OECR's Title VI Coordinator at (360) 705-7090.

Americans with Disabilities Act (ADA) Information

This material can be made available in an alternate format by emailing the Office of Equity and Civil Rights at wsdotada@wsdot.wa.gov or by calling toll free, 855-362-4ADA(4232). Persons who are deaf or hard of hearing may make a request by calling the Washington State Relay at 711.

Español

Notificación de Título VI al Público

La política del Departamento de Transporte del Estado de Washington (Washington State Department of Transportation, WSDOT) es garantizar que ninguna persona, por motivos de raza, color u origen nacional, según lo dispuesto en el Título VI de la Ley de Derechos Civiles de 1964, sea excluida de la participación, se le nieguen los beneficios o se le discrimine de otro modo en cualquiera de sus programas y actividades. Cualquier persona que considere que se ha violado su protección del Título VI puede presentar una queja ante la Oficina de Equidad y Derechos Civiles (Office of Equity and Civil Rights, OECR) del WSDOT. Para obtener más información sobre los procedimientos de queja del Título VI o información sobre nuestras obligaciones contra la discriminación, comuníquese con el coordinador del Título VI de la OECR al (360) 705-7090.

Información de la Ley sobre Estadounidenses con Discapacidades (ADA, por sus siglas en inglés)

Este material puede estar disponible en un formato alternativo al enviar un correo electrónico a la Oficina de Equidad y Derechos Civiles a wsdotada@wsdot.wa.gov llamando a la línea sin cargo 855-362-4ADA(4232). Personas sordas o con discapacidad auditiva pueden solicitar la misma información llamando al Washington State Relay al 711.

한국어-Korean

제6조 관련 공지사항

워싱턴 주 교통부(WSDOT)는 1964년 민권법 타이틀 VI 규정에 따라, 누구도 인종, 피부색 또는 출신 국가를 근거로 본 부서의 모든 프로그램 및 활동에 대한 참여가 배제되거나 혜택이 거부되거나, 또는 달리 차별받지 않도록 하는 것을 정책으로 하고 있습니다. 타이틀 VI에 따른 그/그녀에 대한 보호 조항이 위반되었다고 생각된다면 누구든지 WSDOT의 평등 및 민권 사무국(OECR)에 민원을 제기할 수 있습니다. 타이틀 VI에 따른 민원 처리 절차에 관한 보다 자세한 정보 및/또는 본 부서의 차별금지 의무에 관한 정보를 원하신다면, (360) 705-7090으로 OECR의 타이틀 VI 담당자에게 연락해주시고.

미국 장애인법(ADA) 정보

본 자료는 또한 평등 및 민권 사무국에 이메일 wsdotada@wsdot.wa.gov 을 보내시거나 무료 전화 855-362-4ADA(4232)로 연락하셔서 대체 형식으로 받아보실 수 있습니다. 청각장애인은 워싱턴주 중계 711로 전화하여 요청하실 수 있습니다.

русский-Russian

Раздел VI Общественное заявление

Политика Департамента транспорта штата Вашингтон (WSDOT) заключается в том, чтобы исключить любые случаи дискриминации по признаку расы, цвета кожи, или национального происхождения, как это предусмотрено разделом VI Закона о Гражданских Правах 1964 года, а также случаи недопущения участия, лишения льгот, или другие формы дискриминации в рамках любой из своих программ и мероприятий. Любое лицо, которое считает, что его средства защиты в рамках раздела VI были нарушены, может подать жалобу в Ведомство по Вопросам Равенства и Гражданских Прав WSDOT (OECR). Для дополнительной информации о процедуре подачи жалобы на несоблюдение требований раздела VI, а также получения информации о наших обязательствах по борьбе с дискриминацией, пожалуйста свяжитесь с координатором OECR по разделу VI по телефону (360) 705-7090.

Закон США о защите прав граждан с ограниченными возможностями (ADA)

Эту информацию можно получить в альтернативном формате, отправив электронное письмо в Ведомство по вопросам равенства и гражданских прав по адресу wsdotada@wsdot.wa.gov или позвонив по бесплатному телефону 855-362-4ADA(4232). Глухие и слабослышащие лица могут сделать запрос, позвонив в специальную диспетчерскую службу штата Вашингтон по номеру 711.

tiếng Việt-Vietnamese

Thông báo Khoản VI dành cho công chúng

Chính sách của Sở Giao Thông Vận Tải Tiểu Bang Washington (WSDOT) là bảo đảm không để cho ai bị loại khỏi sự tham gia, bị từ chối quyền lợi, hoặc bị kỳ thị trong bất cứ chương trình hay hoạt động nào vì lý do chủng tộc, màu da, hoặc nguồn gốc quốc gia, theo như quy định trong Mục VI của Đạo Luật Dân Quyền năm 1964. Bất cứ ai tin rằng quyền bảo vệ trong Mục VI của họ bị vi phạm, đều có thể nộp đơn khiếu nại cho Văn Phòng Bảo Vệ Dân Quyền và Bình Đẳng (OECR) của WSDOT. Muốn biết thêm chi tiết liên quan đến thủ tục khiếu nại Mục VI và/hoặc chi tiết liên quan đến trách nhiệm không kỳ thị của chúng tôi, xin liên lạc với Phối Trí Viên Mục VI của OECR số (360) 705-7090.

Thông tin về Đạo luật Người Mỹ tàn tật (Americans with Disabilities Act, ADA)

Tài liệu này có thể thực hiện bằng một hình thức khác bằng cách email cho Văn Phòng Bảo Vệ Dân Quyền và Bình Đẳng wsdotada@wsdot.wa.gov hoặc gọi điện thoại miễn phí số, 855-362-4ADA(4232). Người điếc hoặc khiếm thính có thể yêu cầu bằng cách gọi cho Dịch vụ Tiếp âm Tiểu bang Washington theo số 711.

العربية - Arabic

في ضمان عدم استبعاد أي شخص، على أساس العرق أو اللون أو الأصل القومي (WSDOT) إشعار للجمهور تتمثل سياسة وزارة النقل في والية واشنطن 6العنوان من المشاركة في أي من برامجها وأنشطتها أو الحرمان من الفوائد المتاحة بموجبها أو التعرض للتمييز فيها بخالف ذلك، كما هو منصوص عليه في الباب السادس من (OECR) ويمكن ألي شخص يعتقد أنه تم انتهاك حقوقه التي يكفلها الباب السادس تقديم شكوى إلى مكتب المساواة والحقوق المدنية 1964. قانون الحقوق المدنية لعام أو بشأن التزاماتنا بعدم التمييز بموجب الباب السادس، يرجى الاتصال / للحصول على معلومات إضافية بشأن إجراءات الشكاوى و. التابع لوزارة النقل في والية واشنطن بمنسق الباب السادس في مكتب المساواة والحقوق المدنية على الرقم (360) 705-7090.

معلومات قانون الأمريكيين ذوي الإعاقة (ADA)

أو عن wsdotada@wsdot.wa.gov يمكن توفير هذه المواد في تنسيق بديل عن طريق إرسال رسالة بريد إلكتروني إلى مكتب المساواة والحقوق المدنية على يمكن لأشخاص (4232) 855-362-4ADA: طريق الاتصال بالرقم المجاني على الرقم Washington State Relay الصم أو ضعاف السمع تقديم طلب عن طريق الاتصال بخدمة 711.

中文 – Chinese

《权利法案》 Title VI公告

<華盛頓州交通部(WSDOT)政策規定，按照《1964 年民權法案》第六篇規定，確保無人因種族、膚色或國籍而被排除在WSDOT任何計畫和活動之外，被剝奪相關權益或以其他方式遭到歧視。如任何人認為其第六篇保護權益遭到侵犯，則可向WSDOT的公平和民權辦公室(OECR)提交投訴。如需關於第六篇投訴程式的更多資訊和/或關於我們非歧視義務的資訊，請聯絡OECR的第六篇協調員，電話 (360) 705-7090。

《美国残疾人法案》(ADA)信息

可向公平和民權辦公室發送電子郵件wslotada@wsdot.wa.gov或撥打免費電話

855-362-4ADA(4232), 以其他格式獲取此資料。听力丧失或听觉障碍人士可拨打711联系Washington州转接站。

Af-soomaaliga – Somali

Ciwaanka VI Ogeysiiska Dadweynaha

Waa siyaasada Waaxda Gaadiidka Gobolka Washington (WSDOT) in la xaqiijiyo in aan qofna, ayadoo la cuskanaayo sababo la xariira isir, midab, ama wadanku kasoo jeedo, sida ku qoran Title VI (Qodobka VI) ee Sharciga Xaquuqda Madaniga ah ah oo soo baxay 1964, laga saarin ka qaybgalka, loo diidin faa'iidooyinka, ama si kale loogu takoorin barnaamijyadeeda iyo shaqooyinkeeda. Qof kasta oo aaminsan in difaaciisa Title VI la jebiyay, ayaa cabasho u gudbin kara Xafiiska Sinaanta iyo Xaquuqda Madaniga ah (OECR) ee WSDOT. Si aad u hesho xog dheeraad ah oo ku saabsan hanaannada cabashada Title VI iyo/ama xogta la xariirta waajibaadkeena ka caagan takoorka, fadlan la xariir Iskuduwaha Title VI ee OECR oo aad ka wacayso (360) 705-7090.

Macluumaadka Xeerka Naafada Marykanka (ADA)

Agabkaan ayaad ku heli kartaa qaab kale adoo iimeel u diraa Xafiiska Sinaanta iyo Xaquuqda Madaniga ah oo aad ka helayso wslotada@wsdot.wa.gov ama adoo wacaaya laynka bilaashka ah, 855-362-4ADA(4232). Dadka naafada maqalka ama maqalku ku adag yahay waxay ku codsan karaan wicitaanka Adeega Gudbinta Gobolka Washington 711.

TRANSIT ASSET MANAGEMENT FREQUENTLY ASKED QUESTIONS

Translation Services

If you have difficulty understanding English, you may, free of charge, request language assistance services by calling 360-705-7921 or email us at: PubTrans@wsdot.wa.gov

Español - Spanish

Servicios de traducción

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tiếng Việt-Vietnamese

các dịch vụ dịch thuật

Nếu quý vị không hiểu tiếng Anh, quý vị có thể yêu cầu dịch vụ trợ giúp ngôn ngữ, miễn phí, bằng cách gọi số 360-705-7921 hoặc email cho chúng tôi tại: PubTrans@wsdot.wa.gov

한국어-Korean

번역 서비스

영어로 소통하는 것이 불편하시다면, 360-705-7921 으로 전화하시거나 다음 이메일로 연락하셔서 무료 언어 지원 서비스를 요청하실 수 있습니다: PubTrans@wsdot.wa.gov

Русский - Russian

Услуги перевода

Если вам трудно понимать английский язык, вы можете запросить бесплатные языковые услуги, позвонив по телефону 360-705-7921 или написав нам на электронную почту: PubTrans@wsdot.wa.gov

العربية - Arabic

الترجمة دما ت خ

عن اللغوية المساعدة خدمات طلب نأ مجا فيمكنك، الإنجليزية اللغة فهم في صعوبة تجد كنت إذا

الإلكتروني البريد عبر مراسلتنا أو 360-705-7921 بالرقم الاتصال يق طر: PubTrans@wsdot.wa.gov

Af-soomaaliga - Somali

Adeegyada Turjumaada

Haddii ay kugu adag tahay inaad fahamtid Ingiriisida, waxaad, bilaash, ku codsan kartaa adeegyada caawimada luuqada adoo wacaaya 360-705-7921 ama iimayl noogu soo dir: PubTrans@wsdot.wa.gov

中文 – Chinese

翻译服务

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