

# UTAH TRANSIT AUTHORITY

## RIDESHARE/VAN-POOL 2022 AWD TOYOTA HYBRID SIENNA PREVENTATIVE MAINTENANCE INSPECTION CHECKLIST

VEHICLE UNIT NUMBER:		MILEAGE:	
DATE OF SERVICE:		LAST 6 OF VIN NUMBER:	
VENDOR NAME:		LICENSE PLATE NUMBER:	
MECHANIC NAME:		INVOICE NUMBER:	
		UTA APPROVAL (NAME):	

INDICATE IN SLOT to indicate whether an item was okay, adjust, and/or repairs are needed... Using As Labeled: "√" = Okay - Item checked is ready for service; "X" = Adjust – Item checked has been replaced and is ready for service; "0" = Repairs needed – Any items requiring repair.

Is there a current **registration and insurance card** in the van? YES  NO

If "NO", then please notify UTA Vanpool Maintenance Representative

**"E" Service inspection (Items 1-28)**  
**(7,500 Miles or every Eight-Months whichever comes first)**

- \_\_\_ 01. **Replace engine oil & filter – 4.8 Qts w/filter**  
*Use Toyota Genuine Motor Oil SAE 0W-16*
- \_\_\_ 02. **Replace aluminum crush ring on oil drain plug**  
*Toyota PN# 9043012031*
- \_\_\_ 03. **Reset MIL Lamp – Located in IP cluster settings**
- \_\_\_ 04. **Inspect engine air filter element -Toyota PN# 17801F0020**  
*Replace 30K air filter only if necessary.*
- \_\_\_ 05. Check Horn
- \_\_\_ 06. Check parking brake operation. Does it hold the van?
- \_\_\_ 07. Check instruments & dash lights for operation
- \_\_\_ 08. Check heating & A/C operation, switches & temperature controls
- \_\_\_ 09. Check exterior lights, turn signal & 4-way hazard warning lights
- \_\_\_ 10. Check washer operation & spray patterns
- \_\_\_ 11. Check wiper operation & blade condition
- \_\_\_ 12. Check & clean carpet. Vacuum out battery cooling air filter under driver's seat left side. **DO NOT USE SHOP AIR!**
- \_\_\_ 13. Check brake fluid level -- (If low contact UTA)
- \_\_\_ 14. Check engine coolant level – if low check for leaks  
*Use "Toyota Super Long-Life Coolant"*
- \_\_\_ 15. Check hybrid coolant level – if low check for leaks  
*Use "Toyota Super Long-Life Coolant"*
- \_\_\_ 16. Check windshield washer fluid level
- \_\_\_ 17. Check AUX battery terminals & charging voltage,  
 Voltage Reading: \_\_\_\_\_ -- *Read note at the end*
- \_\_\_ 18. Inspect all engine hoses and lines for leaks and damage
- \_\_\_ 19. Inspect air intake & ducts for leaks and secure all clamps
- \_\_\_ 20. Inspect engine, trans & differential for oil leaks
- \_\_\_ 21. **Rotate & Inspect Tires for Wear - P235/65R17 103T**
- \_\_\_ 22. Torque all wheel lug nuts to 76 ft/lbs.

**Record Tire Pressure, Tread depth and brake measurements at every maintenance service**

**Tire Pressure - 35 PSI Front & Rear      Tread depth**

LF \_\_\_\_\_ RF \_\_\_\_\_      LF \_\_\_\_\_ RF \_\_\_\_\_

LR \_\_\_\_\_ RR \_\_\_\_\_      LR \_\_\_\_\_ RR \_\_\_\_\_

- \_\_\_ 23. Check exhaust system for leaks or broken hangers
- \_\_\_ 24. Inspect suspension, steering, shocks, CV axles and boots
- \_\_\_ 25. Check brake caliper condition
- \_\_\_ 26. Check brake rotor condition
- \_\_\_ 27. Check brake hoses & lines for leaks
- \_\_\_ 28. **Inspect and record brake pads/linings wear**

LF \_\_\_\_\_ RF \_\_\_\_\_      LR \_\_\_\_\_ RR \_\_\_\_\_

**Every 30,000 Miles - "D" Service Inspection**  
**(Also Includes "E" services – Items 1-28)**

- \_\_\_ 29. Check cabin air filter – Replace only if necessary  
*Toyota PN# 8713958010*
- \_\_\_ 30. Replace engine air filter element -- *Toyota PN# 17801F0020*  
*Use a paint pen to record the mileage on the air filter cover.*
- \_\_\_ 31. Check & record coolant freeze point:  
 Coolant reading \_\_\_\_\_ °F

**Every 60,000 Miles - "C" Service Inspection**  
**(Also Includes "D" and "E" services – Items 1-31)**

- Use "Toyota ATF WS" oil for hybrid trans & differential ONLY. Do not overfill oil level as per Toyota Service Information*
- \_\_\_ 32. Change hybrid transmission oil –  
*Use "Toyota ATF WS" fluid only*
  - \_\_\_ 33. Replace transmission drain plug gasket –  
*Toyota PN# 90430A0003*
  - \_\_\_ 34. Change differential oil -- *Use "Toyota ATF WS" fluid only*

**Every 90,000 Mile "B" Service Inspection**  
**(Also Includes "D" and "E" services – Items 1-31)**

- \_\_\_ 35. Change and Flush Cooling System  
*Use "Toyota Super Long-Life Coolant" or equivalent*

**Every 120,000 Miles - "A" Service Inspection**  
**(Also Includes "C", "D", and "E" services – Items 1-34)**

- \_\_\_ 36. Replace spark plugs – *Denso FC16HR-Q8 (Gap 0.031 in.)*  
*Use only iridium-tipped spark plugs. Do not adjust spark plug gap.*

For vehicle spec's reference the Toyota Sienna 2022 Owner's Manual

**Note:** As per "Owner's Manual", disconnect the ground cable if you will be recharging the AUX battery.