



**Virginia Tech Transportation Institute**  
3500 Transportation Research Plaza  
Blacksburg, Virginia 24061  
540/231-0353 Fax: 540/231-1555  
E-mail: [akrum@vtti.vt.edu](mailto:akrum@vtti.vt.edu)  
[www.vtti.vt.edu](http://www.vtti.vt.edu)

[DATE]

Subject line: Carrier Maintenance Manager Survey for Truck and Bus Maintenance -VTTI

To Whom It May Concern:

The Virginia Tech Transportation Institute (VTTI) has recognized your carrier, [CARRIER NAME], as fitting criteria to participate in our project titled *Truck and Bus Maintenance Requirements and Their Impact on Safety*. The project seeks to survey fleet representatives within the commercial truck freight and motorcoach bus transportation industries that have experience with planning and managing maintenance programs. The findings from the survey will inform commercial vehicle maintenance practices among fleets of all sizes.

This survey has two phases. The purpose of the initial recruitment (Phase I) is to verify carrier details to ensure your carrier is qualified to participate in the second (Phase II), maintenance-related practices survey. This first phase will require about 5 minutes to complete, but you will be given as much time as needed to complete. The second phase will be sent out within one week based on qualifying responses from the recruitment phase and will require approximately 45 minutes to complete.

Participation is completely optional. Information regarding your consent to participate is included in the survey. If you do agree to complete the recruitment phase, please click the link below:

Carrier Maintenance Manager Recruitment: [LINK]

Please complete by [DATE]. If this is not possible, please let me know and we will make alternative arrangements. Thank you for your time and please don't hesitate to contact me with questions.

Sincerely,

Andrew Krum  
Research Associate  
P.I.: Truck and Bus Maintenance Requirements and Their Impact on Safety Project  
Center for Truck and Bus Safety  
Virginia Tech Transportation Institute

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