

**Virginia Tech Transportation Institute**  
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[DATE]

Subject line: Carrier Maintenance Management Survey, VTTI Research

To Whom It May Concern:

The Virginia Tech Transportation Institute (VTTI) has recognized your carrier, [CARRIER NAME], as fitting criteria to participate in our research project titled *Truck and Bus Maintenance Requirements and Their Impact on Safety IRB# 23-1050*. 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 two weeks based on qualifying responses from the recruitment phase and will require approximately 45 minutes to complete.

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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 do not hesitate to contact me with questions.

Sincerely,

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

OMB Control Number: 2126-0069

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