

POLK TRANSIT BOARD OF DIRECTORS MEETING

County Administrative Building - County Commission Chambers
330 West Church Street, Bartow, FL

January 27, 2015
9:00 a.m.

	<u>Action Required</u>
Call to Order	
<ul style="list-style-type: none">Roll Call	
1. Approval of Minutes	
<ul style="list-style-type: none">December 2, 2014, Board of Director Meeting Minutes	Approval
2. Public Comments (20 Minute limit at 3 minutes per individual)	None
3. Action Item	TBD
4. Safety & Security / Dean Kirkland-McMillan, Director of Safety & Security	Approval
<ul style="list-style-type: none">SSPP	
5. Community Score Card / Bill Knieriem, Director of Operations	None
6. CTC Designation Update / Diane Slaybaugh, TPO	None
7. FAST Act 2015 update / Erin Killebrew, Director of Government Relations	None
8. Executive Director Report / Tom Phillips, Executive Director	
<ul style="list-style-type: none">Merger Update	None
<ul style="list-style-type: none">Winter Haven Urbanized Area Administrative Agent Designation	None
<ul style="list-style-type: none">PTA 2016 Board Schedule	Approval
9. Public Comments (3 minute per individual limit)	None
10. Other Business	TBD
11. Board Members Comments	TBD
Adjournment	

POLK TRANSIT
BOARD OF DIRECTORS MEETING
JANUARY 27, 2016
AGENDA ITEM #1

Agenda Item: **Approval of September 3, 2015, Board of Directors Meeting Minutes.**

Presenter: Marcy Harrison

Recommended
Action: Board approve the September 3, 2015, Board of Directors Meeting Minutes.

Summary: **The Polk Transit Authority Board of Directors Meeting minutes for September 3, 2015, summarizes agenda items covered during that meeting.**

Attachments: September 3, 2015, Board of Directors Meeting Minutes



POLK TRANSIT AUTHORITY
BOARD OF DIRECTORS
MEETING MINUTES
SEPTEMBER 3, 2015

Directors:

City of Auburndale Mayor Keith A. Cowie
Town of Dundee Commissioner Willie Quarles
Polk County Commissioner John E. Hall
City of Winter Haven Commissioner Steven M. Hunnicutt – **Chairman**
Polk County Commissioner George M. Lindsey, III
City of Lakeland Commissioner Keith Merritt
City of Lakeland Commissioner Don Selvage
City of Lake Wales Mayor Eugene Fultz – **Vice Chairman**
Polk County Commissioner Edwin V. Smith

Executive Director: Tom Phillips
Attorneys: Tim Darby
Administrative Assistant: Marcy Harrison

Call to Order

8:30 a.m. Chairman Steven Hunnicutt

Roll Call

Present

Commissioner Lindsey
Commissioner Hall
Commissioner Selvage
Commissioner Quarles
Commissioner Smith

Excused Absence

Commissioner Merritt

Agenda Item #2 – Public Comments

None at this time

Agenda Item #3 – Financial / David Persaud

a. PTA FY 2015-2016 Operating Budget and Resolution #15-16. The proposed FY 2015-16 Budget for the Polk Transit Authority includes the forecasted revenues/reserves to be received and expenditures to be occurred as part of the normal operation of the Authority. As such, the proposed budget reflects only a minimal amount of administrative activity, and does not include a significant amount of expenditures related to transit services.

- **Revenue and Expense Summary**

The proposed budget for Revenues consists of Reserves, \$10,100. The reserve balance is estimated at \$44,310 at 9/30/2016.

The proposed budget for expenses for FY 2016 consists of \$10,100 basically for the auditing fees \$8,900, planning expenses totaling \$1,000 and special service district dues \$200.

Since there are no fares or grant revenues, the budgetary activities for FY 2016 has been reduced significantly with no operational activity.

In November 2014 the My Ride referendum failed resulting in no transportation activities in FY 2014-15.

PTA FINANCIAL TREND

- 2009- Initial funding of \$425,000
- 2010- Advertising for the November 2010 referendum
- 2011- JARC grant received , route operations started
- 2013- Last year for JARC grant funding

PTA EXPENSE TRENDS

- 2009- Initial funding received
- 2010- Preparation for November 2010 referendum
- 2010- Creation of master strategic plan and public communications plan later replaced with the ‘My Ride’ transit development plan.
- 2011- JARC grant received, route operations started in August 2011
- 2012- First full year of route operations under JARC grant

On a motion made by Commissioner Hall, and seconded by Commissioner Selvage:

“Board approval of the proposed PTA Budget FY 2015-2016”

MOTION CARRIED UNANIMOUSLY

b. Resolution No. 15-16 / PTA FY 2015-2016 Budget:

POLK TRANSIT AUTHORITY

RESOLUTION NO. 15-16

A RESOLUTION OF THE POLK TRANSIT AUTHORITY ADOPTING THE FINAL BUDGET FOR FISCAL YEAR 2015-2016 AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Polk Transit Authority received as information the FY 2015-16 preliminary budget on August 25, 2015.

WHEREAS, the Polk Transit Authority set forth the appropriations and revenue estimate for the Budget for Fiscal Year 2015-2016 in the amount of \$ 10,100.

NOW, THEREFORE, BE IT RESOLVED by the Polk Transit Authority that:

1. The FY 2015-2016 Final Budget be adopted.
2. This resolution will take effect immediately upon its adoption.

DULY ADOPTED at a public hearing this 3RD day of September 2015

On a motion made by Commissioner Hall, and seconded by Commissioner Lindsey:

“Board approval for the adoption of the final budget for FY 2015-2016”

MOTION CARRIED UNANIMOUSLY

Agenda Item #5 – Public Comments

None at this time

Agenda Item #6 – Other Business

None at this time

Agenda Item #7 – Board Member Comments

None at this time

Adjournment

9:02 a.m.

Approved this 3rd day of September, 2015.

Chairman – Commissioner Hunnicutt

Minutes Taker – Marcy Harrison

POLK TRANSIT
BOARD OF DIRECTORS MEETING
JANUARY 27, 2016
AGENDA ITEM #2

Agenda Item: **Public Comments**

Presenter: TBD

Recommended
Action: The Board Chair apply Board Policy of a 3 minute limit for each speaker with the Chair having the latitude to permit a time extension on a case by case bases

Summary: Open forum for the public to address any comments, questions, or concerns to the Board of Directors.

Attachments: None

POLK TRANSIT
BOARD OF DIRECTORS MEETING
JANUARY 28, 2015
AGENDA ITEM #3

Agenda Item: **Board Action Items**

Presenter:

Recommended
Action: None

Summary:

Attachments:

POLK TRANSIT
BOARD OF DIRECTORS MEETING
JANUARY 27, 2016
AGENDA ITEM #4

Agenda Item: SSPP

Presenter: Dean Kirkland-McMillan, Director of Safety & Security

Recommended
Action: Approval of SSPP

Summary:
Attachments: SSPP



Lakeland Area Mass Transit District

BUS TRANSIT SYSTEM SAFETY PROGRAM PLAN (SSPP)



www.ridecitrus.com

SSPP Document Activity Log

Date	Activity (Review/Update/Addendum/ Adoption/Distribution)	Concerned Person (Signature)	Remarks
3/14/2012	Board approval	Dean Kirkland-McMillan	
2/13/2013	Board approval	Dean Kirkland-McMillan	
2/13/2014	Board approval	Dean Kirkland-McMillan	
2/11/2015	Board approval	Dean Kirkland-McMillan	
2/09/2015	Board approval	Dean Kirkland-McMillan	

SSPP Document Activity Log (Continued)

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1.0 Certification



BUS TRANSIT SYSTEM

ANNUAL SAFETY CERTIFICATION AND ADOPTION

Date: 2/9/2016

Name: Lakeland Area mass Transit District
d.b.a Citrus Connection

Address: 1212 George Jenkins Blvd.
Lakeland, Florida 33815

In accordance with Florida Statue 341.061, the bus system named above hereby adopts and certifies to the following:

1. The adoption of a System Safety Program Plan in accordance, at a minimum, with the established Florida Department Of Transportation safety standards set forth in Rule 14-90, Florida Administrative Code, for calendar year 2016
2. Compliance with adopted standards of the System Safety Program Plan (SSPP), for calendar year 2015.
3. Performance of safety inspections on all buses operated in accordance with Rule 14-90.009, for calendar year 2015

Signature: _____

Name: Commissioner John Hall

Title: Chairman of the Board of Directors, Lakeland Area Mass Transit District

Signature: _____

Name: Tom Phillips

Title: Executive Director, Lakeland Area Mass Transit District

1.0 Certification



BUS TRANSIT SYSTEM

ANNUAL SECURITY CERTIFICATION

Date: 2/9/2016

Name: Lakeland Area mass Transit District
d.b.a Citrus Connection

Address: 1212 George Jenkins Blvd.
Lakeland, Florida 33815

In accordance with Florida Statue 341.061, the bus system named above hereby adopts and certifies to the following:

1. The adoption of a System Security Plan in accordance, at a minimum, with the established Florida Department of Transportation safety security standards set forth in Rule 14-90, Florida Administrative Code, for calendar year 2016

Signature: _____

Name: Commissioner John Hall
Title: Chairman of the Board of Directors, Lakeland Area Mass Transit District

Signature: _____

Name: Tom Phillips
Title: Executive Director, Lakeland Area

LAMTD System Safety Program Plan (SSPP)

2.0 Management Safety Commitment and Policy Statement

Lakeland Area Mass Transit District is committed to providing safe, secure, clean, reliable, and efficient transportation services to the patrons. This policy statement serves to express management's commitment to and involvement in providing and maintaining a safe and secure transit system.

Section 341.041, Florida Statutes (F.S.); Section 334.044(2), F.S.; and Section 341.061(2)(a), F.S., requires the establishment of minimum equipment and operational safety standards for all governmentally owned bus transit systems; privately owned or operated bus transit systems operating in this state which are financed wholly or partly by state funds; all bus transit systems created pursuant to Chapter 427, F.S.; and all privately owned or operated bus transit systems under contract with any of the aforementioned systems. Safety standards for bus transit systems are provided by Rule Chapter 14-90, Florida Administrative Code (F.A.C.), hereinafter referred to as Rule 14-90. Bus transit systems are required to develop, adopt, and comply with a System Safety Program Plan (SSPP), which meets or exceeds, the established safety standards set forth in Rule 14-90.

In the interest of safety and security, and in order to comply with the statutory requirements, Lakeland Area Mass Transit District has developed and adopted this System Safety Program Plan (SSPP) that complies with established safety standards set forth in Rule 14-90. The SSPP is intended to document all policies, functions, responsibilities, etc. of the agency necessary to achieve a high degree of system safety and applies to all areas of the transportation system, including procurement, administration, operations, maintenance, etc.

Lakeland Area Mass Transit District management is responsible for maintaining a coordinated safety system in order to identify and prevent unsafe acts and conditions that present a potential danger or threat to public safety. Management has responsibility for maintaining and implementing the SSPP and complying with the policies, procedures, and standards included in this document. All departments, personnel, and contract service operators are charged with the responsibility of adhering to this SSPP. Any violation of safety and security practices is subject to appropriate administrative action. Management is ultimately responsible for enforcing the SSPP and maintaining a safe and secure system.

3.0 System Safety Goals and SSPP

Lakeland Area Mass Transit District has established the following goals for the system safety program:

- Achieve a high standard of system safety in all areas of the transportation system
- Develop and implement a comprehensive, systematic, and coordinated program to identify, assess, and control all safety hazards
- Develop and maintain a high level of safety awareness among all employees through pre-employment screening and systematic training and testing programs
- Establish safety standards for contract service operators and ensure compliance
- Ensure that system safety is integrated with daily operations through operational standards and procedures, vehicle maintenance, inspections, record keeping, audits, quality assurance and quality control
- Ensure that all vehicles and equipment operated by the agency meet established safety standards
- Maintain a formal process for event investigation, emergency preparedness and response, and handling security threats
- Ensure a drug free workplace
- Comply with all regulatory requirements.
- Develop a marketing program to promote safety and security internally and externally to all our customers.
- Maintain a safety and security committee to ensure cohesive procedures within the organization

The purpose of this SSPP document is to:

- Establish and document system safety policies and procedures in compliance with Rule 14-90
- Establish a coordinated and documented process to implement the SSPP during the operations of the system in order to achieve system safety goals
- Identify and delegate safety functions and responsibilities to units and personnel within the organization and contract service operators
- Facilitate internal and external safety audits to identify, track, and resolve safety program deficiencies.

In accordance with Rule 14-90 (included in Appendix A), the SSPP addresses the following safety elements and requirements:

- Safety policies and responsibilities
- Vehicle and equipment standards and procurement criteria

LAMTD System Safety Program Plan (SSPP)

- Operational standards and procedures
- Bus driver and employee selection
- Driving requirements
- Bus driver and employee training
- Vehicle maintenance
- Investigations of events
- Hazard identification and resolution
- Equipment for transporting wheelchairs
- Safety data acquisition and analysis
- Wireless communication plan and procedure

3.1 SSPP Control and Update Procedures

Lakeland Area Mass Transit District management will review the SSPP annually, update the document as necessary, and implement the changes within a timeframe that will allow the agency to timely submit the annual self-certification of compliance to the Florida Department of Transportation (FDOT). Necessary updates outside the annual update window will be handled as SSPP addendums which will be incorporated in the body of the SSPP during subsequent annual update.

All proposed changes will be documented by the management as proposed SSPP addendums and distributed to all affected parties including employees. All parties must comment within one week of the issuance of the proposed changes unless otherwise specified. Following the approval of any modifications to the SSPP by the Executive Director the management staff will distribute the SSPP addendum to all affected parties, with a cover memo highlighting the changes. All parties receiving the updates are required to sign for its receipt and acknowledge their responsibility in implementing the changes. Management will document and retain the proof of SSPP receipt by all employees during initial hire and subsequent updates. Agency's governing board will adopt the SSPP annually a copy of the adopted SSPP will be distributed to all employees. A copy of the adopted SSPP will also be forwarded to the FDOT District Office. Document reviews of the SSPP by the local agency, any subsequent updates, and addendums, adoption, and distribution activities will be documented in the SSPP Document Activity Log included in this document.

4.0 Security Program Plan (SSP)

In accordance with Rule 14-90, Lakeland Area Mass Transit District has adopted, and implemented a Security program Plan (SSP), which covers the security portion of the system safety program. The SSP contains information about prevention, mitigation, preparedness, response, recovery, and associated organizational responsibilities.

The SPP addresses the following hazard and security elements and requirements:

- Security policies, goals, and objectives
- Organization, roles, and responsibilities
- Emergency management processes and procedures for mitigation, preparedness, response, and recovery
- Procedures for investigation of events described under subsection 14-90.004(5), F.A.C.
- Procedures for the establishment of interfaces with emergency response organizations
- Procedures for interagency coordination with local law enforcement jurisdictions
- Requirements for private contract transit providers that engage in continuous or recurring transportation services for compensation as a result of a contractual agreement with the bus transit system.
- Procedures for SPP maintenance and distribution.

The SPP has been adopted separately from the SSPP. Bus transit systems are prohibited by Section 119.071(3) (2), Florida Statutes, from publicly disclosing the SPP, as applicable under any circumstance. The document is maintained in a secure location by the management and access to the document is restricted to select agency personnel and appropriate FDOT personnel exercising oversight in this area. On-site access to the SPP is granted to regulatory authorities (FDOT, FTA, etc.) on as-needed basis.

Select portions of the SPP may be shared with employees depending on their job responsibilities.

5.0 System Description

History:

On December 2, 1982 the first district operated bus pulled out of the downtown Lakeland Area Mass Transit District (Citrus Connection) depot. Today's fleet of 38 buses and 15 Handy buses cover more than 7,500 miles daily. Lakeland Area Mass Transit District(LAMTD) picks up and delivers approximately 5,000 people to work, play, school and other destinations every day. It provides specialized transportation for citizens who are unable to use regular service.

The service boundaries have expanded numerous times and grown to 20 routes serving from Duff Road in North Lakeland to Bradley and from Clark Road to John Carroll Road. In 2011 we had a major route reduction with service cuts, presently we operate 15, fixed routes in the district and we contract with the Board of County Commissioners to Operate and additional 9 routes through Polk County. Para transit service was started with one Handy Bus in 1985 to provide door-to-door service to persons with disabilities that may prevent them from using the fixed route buses; there are now 10 Para transit (PT Connect) routes within the Lakeland Area Mass Transit District. September 2015 the Board of County Commissioners contracted with the Lakeland Area Mass Transit District to operate fixed route and para transit service in the Winter Haven Area, the BoCC also contracted with LAMTD to provide Transportation Disadvantage services (TD)in Polk County as the Community Transportation Coordinator.

LAMTD provides approximately 1, 355,697 fixed route trips annually and 69, 268 for paratransit trips and the demand is for even more bus service. The history of public transportation in the Lakeland and surrounding area over the past 30 years has been a constant stretch to meet the needs of the community.

Lakeland Area Mass Transit is governed by a Board of Directors. This Board of Directors is currently made up of two active Polk County Commissioners and three City of Lakeland Commissioners. The Board governs all financial and legal oversight of the transit District.

LAMTD has helped to make the Lakeland area a more livable community while cutting back our reliance on foreign oil and minimizing the stress associated with commuting.

Our Mission

We strive to be a superior provider of transportation services that contribute to the economic growth and quality of life for the communities we serve.

Our Vision

Effectively connecting people with their world through expanded, environmentally friendly service with full support of the communities we serve.

LAMTD System Safety Program Plan (SSPP)

Services Provided and Jurisdiction:

We provide non-emergency transportation (NET) services for state and federal programs, consistent with the requirements of various FDOT and FTA grant requirements.

System Profile (1/6/2016):

Total Number of drivers: 80

Full-time: 77

Part-time: 3

Volunteers: 0

Number of operational buses: 51

Buses W/C accessible 62

Number of Type I buses (>22' length): 30 Type II buses (<22' length): 21

Dispatch Location(s):

1290 Golfview Blvd, Bartow FL

1212 George Jenkins Blvd.

Maintenance Locations: 1212 George Jenkins Blvd, Lakeland, FL 33815

Community Transportation Coordinator (CTC): Yes ___ No ___ X___

CTC Operator: Yes X No

CTC Name: Board of County Commissioners

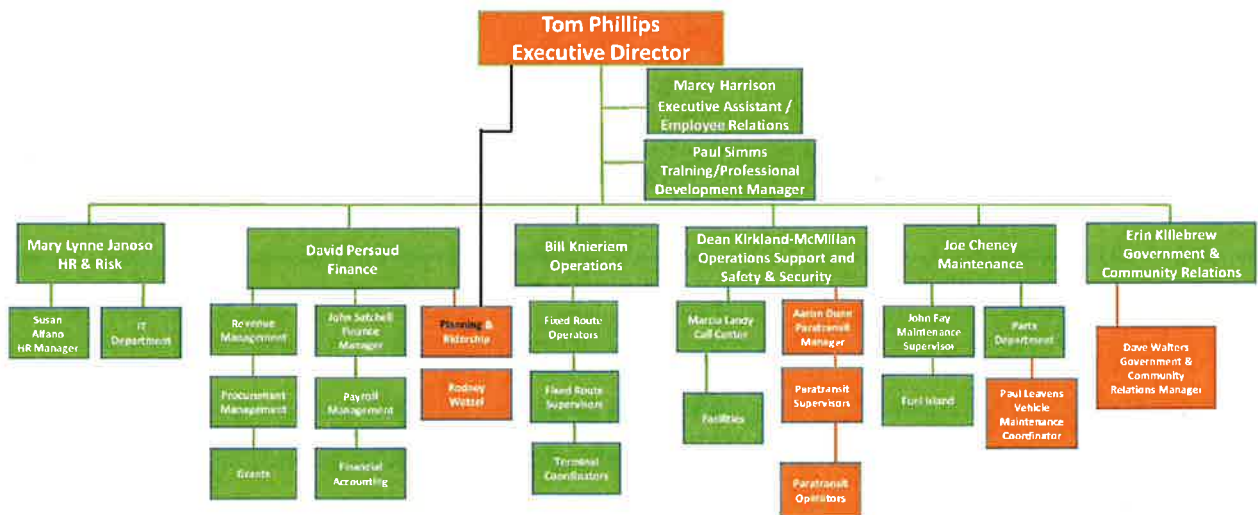
Providers and Contacts

5.1 N/A

6.0 Organization Structure and System Safety Responsibilities

Management has the overall responsibility of safe and secure operations of Lakeland Area Mass Transit District and contract service operators. Each employee is required to carry out specific system safety responsibilities, depending on his/her position, in compliance with the SSPP. The organization information provided below describes each position and the reporting structure; the table in the following page shows system safety responsibilities of each position.

6.1 Lakeland Area Mass Transit District- Organization Chart



LAMTD System Safety Program Plan (SSPP)

6.2 Lakeland Area Mass Transit District System Safety Responsibilities by Position

System Safety Task	Frequency	Management Responsibility by Position						Staff Responsibility by Position			
		Exec. Dir	HR DIR	CFO	DIR. MARKETING	DIR. Safety/Security	DIR. Maint	SUP. FACILITIES	Manager, /PARA	DIR. Fixed Route services	TEAM
Oversee and assure SSPP and HSP/SPP compliance	Daily	X	X	X	X	X	X	X	X	X	X
Random inspections of Departments for safety compliance (pre-trip inspections, driver files, maintenance records, etc.)	Annually/ As needed		X			X	X		X		
SSPP and HSP/SPP review, maintenance, and distribution	Annual/ As needed					X					
Intra-agency coordination and safety meetings	Annually		X			X	X	X	X	X	X
Inter-agency coordination (FDOT, law enforcement, emergency response organizations, etc.)	As needed	X	X	X	X	X	X	X	X	X	X
Facility inspection	Semi annually					X	X	X			
Employee safety training and testing and record keeping	Initial hire/ Quarterly		X			X	X		X		
Drug free workplace policy	Initial hire/ Quarterly		X								
Driver license validity check and record maintenance	Initial hire/ Quarterly		X								
Administrative/Human Resource	As needed		X								
Safety and security data acquisition and analysis	On an ongoing basis		X			X	X	X	X	X	X
Medical examination of drivers and record keeping	Initial hire/ biennium		X								
Vehicle and equipment procurement	As needed	X		X		X	X		X		X
Pre-trip inspections and record keeping	Daily					X	X		X	X	X
Vehicle maintenance and record keeping	Daily						X				
Annual safety inspections and record keeping	Annual						X				

LAMTD System Safety Program Plan (SSPP)

Event investigation and record keeping			X			X			X		X		X
Investigate safety complaints		X	X	X		X		X	X		X		X
Pre-employment screening			X										
Employee time recording and maintenance		X	X	X		X		X	X		X		
Internal safety audits													
Facilitate external safety audits								X	X				
Records maintenance, retention, and distribution		X	X		X		X						
Hazard identification and resolution		X	X		X	X		X	X		X		X
Compliance with SSPP		X	X		X	X		X	X		X		X
Self-certification of safety compliance									X				

6.3 System Safety Responsibilities of Contract Service Operator(s)

Lakeland Area Mass Transit District has no contract service providers(after LAMTD assumes the role of the CTC, there may be contracted services)

7.0 Qualification and Selection of Driver

Lakeland Area Mass Transit District management is responsible for ensuring that the following minimum standards are met when hiring new drivers.

- Must possess a valid Florida driving license of appropriate class.
- Criminal background check (with local law enforcement and the Florida Department of Law Enforcement) and driving records check including, but not limited to, the following items:
 - Driving records
 - Instant Social Security Number validations
 - Instant identification of applicant's county of residence for the past seven years
 - County felony criminal history checks for up to three counties per applicant and other criminal records checks
 - Employment reference checks
 - Personal reference check
 - Workers' Compensation claims
- Complete employment application.
- Successful completion of pre-employment physical including an eye examination and drug screening test.
- Signed acknowledgement of receipt and agreement to comply with drug-free workplace policy.
- Signed acknowledgment of receipt and agreement to comply with SSPP.
- Successful completion of required orientation, training and testing to demonstrate and ensure adequate skills and capabilities to safely operate each type of bus or bus combination before driving on a street or highway unsupervised.
- Signed acknowledgment of receipt and compliance with the following written operational and safety procedures before driving on a street or highway unsupervised:
 - Communication and handling of unsafe conditions, security threats, and emergencies.
 - Familiarization and operation of safety and emergency equipment, wheelchair lift equipment, and restraining devices.
 - Application and compliance with all applicable federal and state laws, rules and regulations.
 - Communications- Cellular and electronic devices policy
 - Drug free work place Policy
- Drivers are required to write and submit a daily bus inspection report pursuant to Rule 14-90.006, F.A.C.
- Personnel licensed and authorized by the bus transit system to drive, move, or road test a bus in order to perform repairs or maintenance services when it has been determined that such

LAMTD System Safety Program Plan (SSPP)

temporary operation does not create unsafe operating conditions or create a hazard to public safety are not bound to the following two provisions:

- Training and testing to demonstrate and ensure adequate skills and capabilities to safely operate each type of bus or bus combination before driving on a street or highway unsupervised.
- Bus transit systems shall provide written operational and safety procedures to all bus drivers before driving on streets or highways unsupervised.

Noncompliance with any regulatory or agency specific requirement may result in an employee administrative action up to and including termination of employment. It is the policy of Lakeland Area Mass Transit District. to screen applicants to eliminate those that pose a safety or security threat to the agency or who would not be capable of carrying out agency safety and security policies.

8.0 Driver Safety Training and Testing

All employees and drivers of Lakeland Area Mass Transit District are required to complete all training and testing requirements to demonstrate and ensure adequate skills and capabilities to safely operate each type of bus or bus combination before driving on a street or highway unsupervised. A Certified Trainer is responsible for conducting and documenting all training and testing activities utilizing a certification process. Noncompliance with any regulatory or agency specific guideline or requirement may result in suspension or termination of employment. This section of the SSPP discusses the training and testing programs to be administered by Human resources or the Training Department

8.1 Initial Driver Training and Testing

Upon hire and prior to being placed into road service, all drivers are required to complete training and testing in the following areas:

1. Bus transit system safety and operational policies and procedures.
2. Operational bus and equipment inspections.
3. Bus equipment familiarization.
4. Radio procedures
5. Basic operations and maneuvering.
6. Boarding and alighting passengers.
7. Operation of wheelchair lift and other special equipment.
8. Defensive driving.
9. Passenger assistance and securement.
10. Handling of emergencies and security threats.
11. Security and threat awareness.
12. Driving conditions.
13. Use of electronic devices, consistent with LAMTD Electronic Device Policy.
14. Blood borne pathogens and other occupational exposure to health hazards.
15. Substance abuse policy.

In addition, new drivers are required to successfully undergo a road test with an experienced driver. A new-hire check-off list must be completed to ensure the employee has received all required Rule 14-90, FAC (and those identified in this SSPP) training and information before

After successful completion of each training and testing module, LAMTD is required to document the satisfactory completion of each of their employee's training and maintain the training records. Certificates of completion issued are to be maintained in the driver files for a minimum of 4 years.

All newly hired employees are also provided instructional training in the following areas :

LAMTD System Safety Program Plan (SSPP)

- General rules: General rules of the agency including employee conduct codes.
- Customer service: Covers expectations of employees when dealing with the public; includes instruction on how and to whom to report security incidents, and types of individuals or situations to be aware of and report.
- Fare handling: Covers fare collection procedures and provides instruction in dealing with fare disputes, conflict resolution, and notification of security personnel.
- Radio procedures: Provides instruction on radio procedure for both routine and emergency radio traffic. Includes instruction on reporting crimes, suspicious acts, and potentially hazardous situations.

LAMTD has developed and maintains an Operator Development Training Program that may be used for new hire training and testing of employees. This manual provides extensive coverage of all areas noted above.

8.2 On-Going/Refresher Training and Testing

On-going/refresher training and testing sessions will be conducted a minimum of every two years. The drivers are required to attend training and testing in all areas specified by Rule 14-90, at least once every two years. All training and testing activities are to be recorded and retained in files for a minimum of four years.

8.3 Remedial Training and Testing

Lakeland Area Mass Transit District requires remedial training for drivers who have been involved in a Preventable accident or have developed unsafe driving behaviour or other driving problems. Other causes for remedial training may include persistent customer complaints, supervisor recommendations, or a result of ongoing evaluations. Depending on the circumstances, trained personnel will determine the appropriate remedial training and testing, the results of which will also be documented and retained in files.

8.4 NIMS Training

The National Incident Management System (NIMS) provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents (<http://www.fema.gov/emergency/nims/>). The NIMS system requires that transit agencies comply with a number of specific activities to ensure personnel who will be conducting activities in response to emergencies use the standard Incident Command System (ICS).

Lakeland Area Mass Transit District SPP requires that some management staff take available NIMS training to understand this requirement and to coordinate regularly with outside organizations to prepare for coordinated responses to incidents.

9.0 Records Management

LAMTD is responsible for implementing a record management program that includes maintenance, retention, distribution, and safe disposal of all safety and security records of the agency in compliance with state and federal regulations.

LAMTD annually reviews and updates the SSPP and SPP as needed, to ensure compliance with Rule 14-90, FAC. Revisions and updates will be communicated with employees, contractors, and regulatory agencies as they occur or as deemed necessary by the management, depending on the nature of the revision or update. The SPP is considered a confidential document and will be retained in a secure location by management.

Lakeland Area Mass Transit District will ensure the maintenance and retention of the following records for at least four years:

- Records of bus driver background checks and qualifications.
- Detailed descriptions of training administered and completed by each bus driver.
- A record of each bus driver's duty status which will include total days worked, on-duty hours, driving hours, and time of reporting on and off duty each day.
- Records of preventive maintenance, regular maintenance, inspections, lubrication, and repairs performed for each bus.
- Records of annual safety inspections and documentation of any required corrective actions.
- Completed and signed Medical Examination Certificate (FDOT Form 725-030-11) confirming that biennial medical examinations have been conducted for each driver.

In addition, LAMTD will retain records of daily bus inspections and any corrective action documentation for a minimum of two weeks.

10.0 Drug and Alcohol Program

Lakeland Area Mass Transit District has established a Zero Tolerance Substance Abuse Policy Statement in accordance with 49 C.F.R. Part 32 and a substance abuse management and testing program in accordance with 49 C.F.R. Parts 40 and 655, October 2009, a copy of which is included in Appendix A. - Anyone in violation of this substance abuse policy is subject to termination.

11.0 Vehicle Maintenance Program

LAMTD provides a maintenance plan, LAMTD ensure that the maintenance programs is consistent with Section 14-90.004(3)(h). LAMTD vehicle maintenance program ensures that all buses operated, and all parts and accessories on such buses, including those specified in Section 14-90.007, FAC, and any additional parts and accessories which may affect safety of operation, including frame and frame assemblies, suspension systems, axles and attaching parts, wheels and rims, and steering systems, are regularly and systematically inspected, maintained, and lubricated to standards that meet or exceed the bus manufacturer's recommendations and requirements. LAMTD is responsible for ensuring that the Maintenance Plan implemented and that all vehicles operated are regularly and systematically inspected, maintained, and lubricated according to the agency's Maintenance Plan and Preventative Maintenance Guidelines (included in Appendix B and Appendix C, respectively).

11.1 Pre trip/ Post trip

System drivers are required to perform daily vehicle inspections prior to operating the assigned vehicle, during routes, and after all route schedules are completed. The pre-trip inspection includes an inspection of the following parts and devices to ascertain that they are in safe condition and in good working order:

- Service brakes
- Parking brakes
- Tires and wheels
- Steering
- Horn
- Lighting devices
- Windshield wipers
- Rear vision mirrors
- Passenger doors
- Exhaust system
- Equipment for transporting wheelchairs
- Safety, security, and emergency equipment
- Working speedometer

During the scheduled trips and at the end of the day, the operator will note any additional findings and submit the daily vehicle inspection forms. The process and forms to be utilized for daily vehicle

inspections is included in agency's preventative maintenance guidelines. The daily vehicle inspection forms must be complete with the operator's signature and a check in each box to document that the items are "OK" or a defect is noted in the comments section. If the driver finds any mechanical or other problems that could compromise the safety of the vehicle at any point, the drivers will immediately inform the Maintenance Department and the vehicle will not be scheduled for service until repaired. Failure to report deficiencies by drivers may result in an administrative action taken against the employee.

The Maintenance Department will review the daily inspections and document the corrective actions taken as a result of any deficiencies identified by the operator. Daily inspection records will be retained for a minimum of two weeks at the facility. Once defects are noted they will be prioritized and sorted into categories for repairs. Once a defect is noted on the inspection form and repaired, the documentation will be attached to the work/repair order and filed in the maintenance files.

11.2 Preventive Maintenance

A preventative maintenance schedule is implemented to inspect for safety hazards and to maintain vehicles in a manner conforming to safety regulations. Lakeland Area Mass Transit District will perform scheduled preventive maintenance on all vehicles at every 6,000-mile interval following the sequence "A"- "B"- "A"- "C", according to the agency's maintenance plan. As preventative maintenance inspections are scheduled by projected mileage, the agency will allow ± 500 mile deviations in mileage interval, so long as the actual mileage interval meets the manufacturer's recommended maintenance schedule. Inspection "A" will be performed every 6,000 miles, inspection "B" will be performed every 12,000 miles, and inspection "C" will be performed every 24,000 miles on each vehicle. Safety inspections are part of the maintenance inspections and will be performed at least once every year with inspection type "C" on each vehicle. When a vehicle is due for an inspection, it will be taken out of service until the inspection is completed. This allows a series of repairs to be carried out while minimizing costs and optimizing the number of operational vehicles. If a vehicle is "down" for an extended period of time due to unavoidable circumstances, preventative maintenance will be temporarily suspended until the vehicle can be returned to service. However, the annual inspection will be conducted on all vehicles regardless of "up/down" status and/or mileage accrued.

Each vehicle will have a written record documenting preventive maintenance, regular maintenance, inspections, lubrication and repairs performed. Such records will be maintained for at least four years and include, at a minimum, the following information:

- Identification of the bus, the make, model, and license number or other means of positive identification and ownership
- Date, mileage, description, and each type of inspection, maintenance, lubrication, or repair performed
- If not owned by Lakeland Area Mass Transit District., the name of any person furnishing a bus
- The name and address of any entity or contractor performing an inspection, maintenance, lubrication, or repair

For tracking purposes, a maintenance log will be kept containing vehicle ID, make and type of vehicle, year, model, special equipment, inspections, maintenance and lubrication intervals, and date or mileage when services are due.

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11.3 Bus Safety Inspections

Safety inspections are part of the maintenance inspections and are performed at least once every year on all buses. LAMTD Maintenance Supervisory personnel are responsible for ensuring that each individual performing a bus safety inspection is qualified as follows:

- Understands the requirements set forth in Rule 14-90, FAC and can identify defective components.
- Is knowledgeable of and has mastered the methods, procedures, tools, and equipment used when performing an inspection.
- Has at least one year of training and/or experience as a mechanic or inspector in vehicle maintenance and has sufficient general knowledge of buses owned and operated by the bus transit system to recognize deficiencies or mechanical defects.

Each bus receiving a safety inspection shall be checked for compliance with the requirements for safety devices and equipment as referenced or specified by Rule 14-90. Specific operable equipment and devices as required by Rule 14-90, FAC include the following as applicable to Type I and II buses:

- Horn
- Windshield wipers
- Mirrors
- Wiring and batteries
- Service and parking brakes
- Warning devices
- Directional signals
- Hazard warning signals
- Lighting systems and signaling devices
- Handrails and stanchions
- Standee line and warning
- Doors and brake interlock devices
- Step-wells and flooring
- Emergency exits
- Tires and wheels
- Suspension system
- Steering system
- Exhaust system
- Seat belts
- Safety equipment
- Equipment for transporting wheelchairs
- Working speedometer

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A safety inspection report will be prepared by the individual(s) performing the inspection and will include the following:

- Identification of the individual(s) performing the inspection
- Identification of the bus transit system operating the bus
- The date of the inspection
- Identification of the bus inspected
- Identification of the equipment and devices inspected including the identification of equipment and devices found deficient or defective
- Identification of corrective action(s) for any deficient or defective items found and date(s) of completion of corrective action(s)

Records of annual safety inspections and documentation of any required corrective actions will be retained for a minimum of four years for compliance review.

12.0 Safety Data Acquisition & Analysis

Understanding safety data is an important step towards allocating important and scarce resources to implement safety program elements. Safety data relative to transit provider operations can be used to determine safety trends in system operation. The following data will be collected and retained by Lakeland Area Mass Transit District on an ongoing basis:

- Accident and incident data
- Maintenance data including daily vehicle inspection forms
- Passenger claims and complaints

The data will be analyzed by Lakeland Area Mass Transit District management both qualitatively and quantitatively for safety hazard identification, resolution and risk management purposes. The analysis results will be useful for identifying necessary actions to minimize safety risks. Analysis of safety data will also help improve system performance, not only in respect to safety, but also in overall delivery of service to the public.

13.0 Hazard Identification and Resolution

Hazard management is a mechanism by which hazards are identified, evaluated for potential impact on the operating system, and resolved in a manner acceptable to the management and regulatory agencies. The Lakeland Area Mass Transit District's hazard management consists of three primary components – hazard identification, hazard categorization, and hazard resolution.

13.1 Hazard Identification

By means of safety data acquisition and monitoring LAMTD is responsible for identifying any potential system hazards on an ongoing basis.

13.2 Hazard Categorization

Once the key system hazards have been identified, LAMTD will categorize the hazards based on severity and probability of occurrence.

13.3 Hazard Resolution

Once the hazards are identified and categorized, subsequent actions will be undertaken to resolve the issue and minimize risk associated with the identified hazard. LAMTD must eliminate all “unacceptable” hazards and take measures to minimize risk. The results of a hazard resolution process can be shared with agency staff and law enforcement agencies on an as needed basis for awareness and support.

14.0 Event Investigation

For the purpose of this SSPP, events are considered accidents or incidents that involve a transit vehicle or take place on Lakeland Area Mass Transit District controlled property. An “accident” is defined as an occurrence associated with the operation of a vehicle or its components that the Operator had enough control of the vehicle to prevent occurrence.

Any event involving a bus or taking place on property controlled by a transit system and resulting in a fatality, injury, or property damage will be investigated by Lakeland Area Mass Transit District. All events included but not limited to the following, will be investigated:

- A fatality, where an individual is confirmed dead within 30 days of a bus transit system related event, excluding suicides and deaths from illnesses.
- Injuries requiring immediate medical attention away from the scene for two or more individuals.
- Property damage to bus transit system buses, non-bus transit system vehicles, other bus system property or facilities, or any other property. Lakeland Area Mass Transit District will have the discretion to investigate events resulting in property damage less than \$1,000.
- Evacuation of a bus due to a life safety event where there is imminent danger to passengers on the bus, excluding evacuations due to operational issues.

In case of all events, drivers are required to contact dispatch, who will in turn contact all other necessary people (as required) immediately. Trained accident investigator will be sent to the scene depending on the severity of the event. Each investigation will be documented in a final report that includes a description of the investigation activities, identified causal factors, and any identified corrective action plan. Each corrective action plan will identify the action to be taken by the bus transit system and the schedule for its implementation. LAMTD will monitor and track the implementation of each corrective action plan. Investigation reports, corrective action plans, and related supporting documentation will be maintained by contractor for a minimum of four years from the date of completion of the investigation.

15.0 Medical Exams for Bus Transit System Drivers

This section of the SSPP establishes the medical examination qualification standards for use by LAMTD. LAMTD is adopting the FDOT medical examination qualification standards, consistent with Section 14-90.0041, FAC.

Medical examination requirements include a pre-employment examination for applicants, an examination at least once every two years for existing drivers, and a return to duty examination for any driver prior to returning to duty after having been off duty for 90 or more days due to an illness, medical condition, or injury.

- Medical examinations will be performed and recorded according to FDOT Form Number 725-030-11, Medical Examination Report for Bus Transit System Driver, Rev. 9/10, included in Appendix E.
- Medical examinations will be performed by a Doctor of Medicine or Osteopathy, Physician Assistant, or Advanced Registered Nurse Practitioner licensed or certified by the State of Florida. If medical examinations are performed by a Physician Assistant or Advanced Registered Nurse Practitioner, they must be performed under the supervision or review of a Doctor of Medicine or Osteopathy.
- An ophthalmologist or optometrist licensed by the State of Florida may perform as much of the medical examination as it pertains to visual acuity, field of vision, and color recognition.
- Upon completion of the medical examination, the examiner shall complete, sign, and date the medical examination form and maintain the original at his or her office.
- Upon completion of the medical examination, the examiner shall complete, sign, and date the medical examination certificate and provide a copy..
- Upon completion of the medical examination the driver shall provide their driver license number, signature, and date on the medical examination certificate.
- Completed and signed medical examination certificate for each bus driver, dated within the past 24 months, will be maintained on file for a minimum of four years from the date of the examination.
- LAMTD will not allow a driver to operate a transit bus without having on file a completed medical examination certificate dated within the past 24 months.

16.0 Operating and Driving Requirements

LAMTD is responsible for overall compliance with all operating and driving requirements of the SSPP.

It is the responsibility of LAMTD to ensure that employees who perform driving and/or operational duties strictly adhere to the following requirements:

- Under no circumstances is a employee allowed to operate a vehicle without having the appropriate and valid driver's license in his or her possession.
- Employees are not permitted to drive a bus when his or her driver license has been suspended, cancelled, or revoked. An Employee who receives a notice that his or her license to operate a motor vehicle has been suspended, cancelled, or revoked is required to notify his or her supervisor of the contents of the notice immediately, if possible, otherwise no later than the end of the business day following the day he or she received the notice. Violation of this policy may result in disciplinary actions including termination of employment.
- Lakeland Area Mass Transit District will annually check Motor Vehicle Records (MVR) for drivers for investigating information on license suspensions, revocations, accidents, traffic violations, unpaid summons, etc. Lakeland Area Mass Transit District. May also check driver license status of each driver utilizing the Florida Department of Highway Safety and Motor Vehicles website - <https://www6.hsmv.state.fl.us/DLCheck/main.jsp>.
- Buses must be operated at all times in compliance with applicable traffic regulations, ordinances, and laws of the jurisdiction in which they are being operated.
- Rule 14-90, FAC defines "On Duty" and "Off Duty" status of drivers as follows -
 - "On Duty" means the status of the driver from the time he or she begins work, or is required to be in readiness to work, until the time the driver is relieved from work and all responsibility for performing work. "On Duty" includes all time spent by the driver as follows:
 - (a) Waiting to be dispatched at bus transit system terminals, facilities, or other private or public property, unless the driver has been completely relieved from duty by the bus transit system.
 - (b) Inspecting, servicing, or conditioning any vehicle.
 - (c) Driving.
 - (d) Remaining in readiness to operate a vehicle (stand-by).
 - (e) Repairing, obtaining assistance, or remaining in attendance in or about a disabled vehicle.
 - "Off-Duty" means any time the driver is not on duty, required to be in readiness to work, or under any responsibility to perform work. Such time shall not be counted towards the maximum allowed on-duty hours within a 24-hour period.
- Drivers are not permitted to drive more than 12 hours in a 24-hour period, or drive after having been on duty for 16 hours in a 24-hour period. A driver is not permitted to drive until the requirement of a minimum eight consecutive hours of off-duty time has been fulfilled. A driver's work period begins from the time he or she first reports for duty to his or her employer. A driver

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is permitted to exceed his or her regulated hours in order to reach a regularly established relief or dispatch point, provided the additional driving time does not exceed one hour.

- Drivers are not permitted to be on duty more than 72 hours in any period of seven consecutive days; however, any 24 consecutive hours of off duty time shall constitute the end of any such period of seven consecutive days. A driver who has reached the maximum 72 hours of on duty time during the seven consecutive days is required to have a minimum of 24 consecutive hours of off duty time prior to returning to on duty status.
- A driver is permitted to drive for more than the regulated hours for the safety and protection of the public when conditions such as adverse weather, disaster, security threat, a road or traffic condition, medical emergency, or an accident occur.
- Drivers are not permitted to drive a bus when his or her ability is impaired, or likely to be impaired, by fatigue, illness, or other causes, likely to create an unsafe condition.
- Drivers will not report for duty or operate any vehicle while under the influence of alcohol or any other substance, legal or illegal, that may impair driving ability. All employees are required to comply with agency's Substance Abuse Policy.
- Drivers are required to conduct daily vehicle inspections and reporting of all defects and deficiencies likely to affect safe operation or cause mechanical malfunctions.
- Drivers are required to immediately report any defect or deficiency that may affect safe operations or cause mechanical malfunctions. Any defect or deficiency found shall be properly documented on a Daily Vehicle Inspection (DVI) form and should be submitted to the Maintenance Department.
- Each maintenance department will review daily inspection reports and document corrective actions taken as a result of any deficiencies identified by daily inspections.
- A bus with any passenger doors in the open position will not be operated with passengers aboard. The doors will not be opened until the bus is stopped. A bus with any inoperable passenger door will not be operated with passengers aboard, except to move a bus to a safe location.
- Drivers will ensure that during darkness, interior lighting and lighting in stepwells on buses shall be sufficient for passengers to enter and exit safely. Adherence to pre-trip inspection requirements help insure the ability of this requirement to be met.
- Passengers will not be permitted in the stepwells of any bus while the bus is in motion, or to occupy an area forward of the standee line.
- Passengers will not be permitted to stand on buses not designed and constructed for that purpose.
- Buses will not be refueled in a closed building. No bus shall be fueled when passengers are being carried..
- Drivers are required to be properly secured to the driver's seat with a restraining belt at all times while the bus is in motion.
- Buses will not be left unattended with passengers aboard for longer than 15 minutes. The parking or holding brake device will be properly set at any time the bus is left unattended.
- Buses will not be left unattended in an unsafe condition with passengers aboard at any time.
- Drivers are prohibited from leaving keys in the vehicle for any reason at any time the bus is left unattended. Except during summer weather when clients are left on board while the driver exits to locate or deliver another client.

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- Transit vehicles will not be used at any time for uses other than those that are authorized and permitted according to state and federal program requirements.

Noncompliance with these requirements may result in disciplinary actions, including termination of employment.

16.1 Wireless Communication

“Wireless communication device” means an electronic or electrical device capable of remote communication. Examples include cell phones, personal digital assistants (PDAs) and portable computers (commonly called laptop computers). “Personal wireless communications device” means an electronic or electrical device that was not provided by the bus transit system for business purposes. “Use of a wireless communication device” means use of a mobile telephone or other electronic or electrical device, hands-on or hands-free, to conduct an oral communication; to place or receive a telephone call; to send or read electronic mail or a text message; to play a game; to navigate the Internet; to play, view, or listen to a video; to play, view, or listen to a television broadcast; to play or listen to music; to execute a computational function, or to perform any other function that is not necessary for the health or safety of the person and that entails the risk of distracting the employee from a safety-critical task. Use of an electronic or electrical device that enhances the individual’s physical ability to perform, such as a hearing aid, is not included in this definition.

LAMTD has developed and adopted an Electronic Device Policy on September 9, 2011. Lakeland Area Mass Transit District requires all employees adhere to the Communication policy, the policy provides for the safe operation of the bus transit vehicle, ensuring that:

- Cellular phones, electronic devices and accessories to include a blue-tooth ear piece may be carried on the bus; however, these devices **may not be powered on or visible** during operation of the bus or in the act of performing a safety sensitive function. In addition, devices and accessories may not be carried onto the maintenance shop floor (levels 1 & 2).
- The use of all cellular phones and electronic devices (**non-district issued**), to include talking, texting, instant messaging or e-mailing while performing **any safety sensitive duty is strictly prohibited**. To use a cellular phone or electronic device you must be on an authorized break (for Bus Operators, this means the end of the line), and in a non-safety sensitive area.
- The use of bus radios (hand-held), MDTs, GPS and mobile computers to include staff and maintenance vehicle radios, to conduct District business is considered essential communication and is authorized communication equipment. All communications must be kept to an essential minimum; **the use of this communication must be at an authorized bus stop, in a parking lot and out of the flow of traffic.**

EMERGENCY EXCEPTIONS:

1. When involved in an accident/incident and moving the vehicle is not feasible.
2. When the vehicle has a mechanical breakdown and the vehicle cannot be moved.
3. When advised by Law enforcement that a vehicle cannot be moved.

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4. When advised by supervisory personnel or the Call center dispatch that a vehicle cannot be moved.
5. When under duress.

Lakeland Area Mass Transit District requires all employees to follow its radio operating procedures. In addition, Lakeland Area Mass Transit District has developed a driver educational training and testing program on the proper use of a wireless communications device while in the performance of safety related duties and hazards associated with driving and utilizing these devices. The wireless communications device training and testing is included in the Distracting Driving Module contained within the LAMTD Operator Development program (which all drivers are required to complete upon hire, before driving on a street or highway unsupervised).

17.0 Vehicle Equipment Standards & Procurement Criteria

Lakeland Area Mass Transit District will attempt to procure vehicles utilizing the Transit Research-Inspection-Procurement Services (TRIPS) program, formerly known as the Florida Vehicle Procurement Program (FVPP), and other State Programs strictly adhering to the vehicle equipment standards and procurement criteria specified in 14-90.007.

- All buses procured and operated meet the following minimum standards, as applicable:
 - a. The capability and strength to carry the maximum allowed load and not exceed the manufacturer's gross vehicle weight rating (GVWR), gross axle weighting, or tire rating.
 - b. Structural integrity that mitigates or minimizes the adverse effects of collisions.
 - c. Federal Motor Vehicle Safety Standards (FMVSS), 49 C.F.R. Part 571, Sections 102, 103, 104, 105, 108, 207, 209, 210, 217, 302, 403, and 404, October 1, 2008, hereby incorporated by reference.
- Proof of strength and structural integrity tests on new buses procured are submitted under the terms of the TRIPS vendor agreement with the Department.
- In addition, every bus operated by the agency are equipped as follows:
 - Mirrors. There shall be two exterior rear vision mirrors, one at each side. The mirrors shall be firmly attached to the outside of the bus and so located as to reflect to the driver a view of the highway to the rear along both sides of the vehicle. Each exterior rear vision mirror, on Type I buses shall have a minimum reflective surface of 50 square inches. Neither the mirror nor the mounting shall protrude farther than the widest part of the vehicle body except to the extent necessary to produce a field of view meeting or exceeding the requirements of this section. All Type I buses shall, in addition to the above requirements, be equipped with an inside rear vision mirror capable of giving the driver a clear view of seated and standing passengers. Buses having a passenger exit door that is located inconveniently for the driver's visual control shall be equipped with additional interior mirrors to enable the driver to view the passenger exit door. In lieu of interior mirrors, trailer buses and articulated buses may be equipped with closed circuit video systems or adult monitors in voice control with the driver.
 - Wiring and Batteries. Electrical wiring shall be maintained so as not to come in contact with moving parts, heated surfaces, or be subject to chafing or abrasion which may cause insulation to become worn. Every Type I bus manufactured on or after February 7, 1988, shall be equipped with a storage battery electrical power main disconnect switch. The disconnect switch shall be practicably located in an accessible location adjacent to or near to the battery and be legibly and permanently marked for identification. Every storage battery on a public-sector bus shall be mounted with proper restraint devices in a compartment which provides adequate ventilation and drainage.
 - Brake Interlock Systems. All Type I buses having a rear exit door shall be equipped with a rear exit door/brake interlock that automatically applies the brake upon driver activation of the rear exit door to the open position. Brake interlock application shall remain activated until deactivated by the driver and the rear exit door returns to the closed position. The rear exit door brake interlock on such buses shall be equipped with an identified override switch enabling emergency release of the brake interlock function. The override switch shall not be located within reach of the seated driver. Air pressure application to the brake during brake interlock operation, on buses equipped with rear

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exit door/brake interlock, shall be regulated at the equipment's original manufacturer's specifications.

- Standee Line and Warning. Every bus designed and constructed to allow standees shall be plainly marked with a line of contrasting color at least two inches wide, or be equipped with some other means to indicate that all passengers are prohibited from occupying a space forward of a perpendicular plane drawn through the rear of the driver's seat and perpendicular to the longitudinal axis of the bus. A sign shall be posted at or near the front of the bus stating that it is a violation for a bus to be operated with passengers occupying an area forward of the line.
- Handrails and Stanchions. Every bus designed and constructed to allow standees shall be equipped with overhead handrails for standee passengers. Overhead handrails shall be continuous, except for a gap at the rear exit door, and terminate into vertical stanchions or turn up into a ceiling fastener. Every Type I and Type II bus designed for carrying more than 16 passengers shall be equipped with handrails, stanchions, or bars at least 10 inches long and installed to permit safe on-board circulation, seating and standing assistance, and boarding and alighting by elderly and handicapped persons. Type I buses shall be equipped with a safety bar and panel directly behind each entry and exit step well.
- Flooring, Steps, and Thresholds. Flooring, steps, and thresholds on all buses shall have slip resistant surfaces without protruding or sharp edges, lips, or overhangs, in order to prevent tripping hazards. All step edges and thresholds shall have a band of color(s) running the full width of the step or edge which contrasts with the step tread and riser, either light-on-dark or dark-on-light.
- Doors. Power activated doors on all buses shall be equipped with a manual device designed to release door closing pressure.
- Emergency Exits. All buses shall have an emergency exit door, or in lieu thereof, shall be provided with emergency escape push-out windows. Each emergency escape window shall be in the form of a parallelogram with dimensions not less than 18" by 24", and each shall contain an area of not less than 432 square inches. There shall be a sufficient number of push-out or kick-out windows in each vehicle to provide a total escape area equivalent to 67 square inches per seat, including the driver's seat. No less than 40% of the total escape area shall be on one side of the vehicle. Emergency escape kick-out or push-out windows and emergency exit doors shall be conspicuously marked with a sign or light and shall always be kept in good working order so that they may be readily opened in an emergency. All such windows and doors shall not be obstructed either inside or outside so as to hinder escape. Buses equipped with an auxiliary door for emergency exit shall be equipped with an audible alarm and light indicating to the driver when a door is ajar or opened while the engine is running. Supplemental security locks operable by a key are prohibited on emergency exit doors unless these security locks are equipped and connected with an ignition interlock system or an audio visual alarm located in the driver's compartment. Any supplemental security lock system used on emergency exits shall be kept unlocked whenever a bus is in operation.
- Tires and Wheels. Tires shall be properly inflated in accordance with manufacturer's recommendations.
 - i. No bus shall be operated with a tread groove pattern depth:
 - 1. Less than $\frac{4}{32}$ ($\frac{1}{8}$) of an inch, measured at any point on a major tread groove for tires on the steering axle of all buses. The measurements shall not be made where tie bars, humps, or fillets are located.

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2. Less than $\frac{2}{32}$ ($\frac{1}{16}$) of an inch, measured at any point on a major tread groove for all other tires of all buses. The measurements shall not be made where tie bars, humps, or fillets are located.
- ii. No bus shall be operated with recapped, re-grooved, or retreaded tires on the steering axle.
- iii. Wheels shall be visibly free from cracks and distortions and shall not have missing, cracked, or broken mounting lugs.
- Suspension. The suspension system of all buses, including springs, air bags, and all other suspension parts, shall be free from cracks, leaks, or any other defect which may cause its impairment or failure to function properly.
- Steering and Front Axle. The steering system of all buses shall have no indication of leaks which would or may cause its impairment to function properly, and shall be free from cracks and excessive wear of components that may cause excessive free play or loose motion in the steering system or above normal effort in steering control.
- Seat Belts. Every bus shall be equipped with an adjustable driver's restraining belt in compliance with the requirements of FMVSS 209, "Seat Belt Assemblies" 49 C.F.R. 571.209-October 1, 2008, and FMVSS 210, "Seat Belt Assembly Anchorages" 49 C. F. R. 571.210 October 1,2008, hereby incorporated by reference.
- Safety Equipment. Every bus shall be equipped with one fully charged dry chemical or carbon dioxide fire extinguisher, having at least a 1A:BC rating and bearing the label of Underwriter's Laboratory, Inc. The fire extinguishers shall be maintained as follows:
 - i. Each fire extinguisher shall be securely mounted on the bus in a conspicuous place or a clearly marked compartment and be readily accessible.
 - ii. Each fire extinguisher shall be maintained in efficient operating condition and equipped with some means of determining if it is fully charged.
 - iii. Every Type I bus shall be equipped with portable red reflector warning devices in compliance with Section 316.300, Florida Statutes.
- Persons with Disabilities. Buses used for the purpose of transporting individuals with disabilities shall meet the requirements set forth in 49 C.F.R. Part 38, October 1, 2008, hereby incorporated by reference, as well as the following:
 - i. Installation of a wheelchair lift or ramp shall not cause the manufacturer's GVWR, gross axle weight rating, or tire rating to be exceeded.
 - ii. Except in locations within 3 1/2 inches of the bus floor, all readily accessible exposed edges or other hazardous protrusions of parts of wheelchair lift assemblies or ramps that are located in the passenger compartment shall be padded with energy absorbing material to mitigate injury in normal use and in case of a collision. This requirement shall also apply to parts of the bus associated with the operation of the lift or ramp.
 - iii. The controls for operating the lift shall be at a location where the bus driver or lift attendant has a full view, unobstructed by passengers, of the lift platform, its entrance and exit, and the wheelchair passenger, either directly or with partial assistance of mirrors. Lifts located entirely to the rear of the driver's seat shall not be operable from the driver's seat, but shall have an override control at the driver's position that can be activated to prevent the lift from being operated by the other controls (except for emergency manual operation upon power failure).
 - iv. The installation of the wheelchair lift or ramp and its controls and the method of attachment in the bus body or chassis shall not diminish the structural integrity of the

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bus nor cause a hazardous imbalance of the bus. No part of the assembly, when installed and stowed, shall extend laterally beyond the normal side contour of the bus or vertically beyond the lowest part of the rim of the wheel closest to the lift.

- v. Each wheelchair lift or ramp assembly shall be legibly and permanently marked by the manufacturer or installer with the following information:
 - 1. The manufacturer's name and address.
 - 2. The month and year of manufacture.
 - 3. A certificate that the wheelchair lift or ramp securement devices, and their installation, conform to State of Florida requirements applicable to accessible buses.
- o Wheelchairs. Wheelchair lifts, ramps, securement devices, and restraints shall be inspected and maintained as required by this rule chapter. Instructions for normal and emergency operation of the lift or ramp shall be carried or displayed in every bus.

Any additional text for Chapter 16.0 must be inserted above this point for formatting page numbering purposes.

18.0 Bus Safety Inspections and Safety/Security Inspections and Reviews

LAMTD is responsible for the annual inspection of vehicles in accordance with Section 14.90.009. Inspections are completed by maintenance personnel or an ASE Master Certified Mechanic who is knowledgeable of and has mastered the methods, procedures, tools, and equipment used when performing an inspection. In addition, the inspectors used by subcontractors have had a least one year of training and/or experience as a mechanic or inspector in a vehicle maintenance program. Each year, LAMTD conducts their annual review to ensure complete inspections and properly documenting and maintain vehicle inspection reports.

LAMTD maintains records of these inspections, including reports and any corresponding corrective actions assigned to their contractors.

Lakeland Area Mass Transit District. will work closely with regulatory agencies (FDOT, FTA, etc.) when external audit notifications are received and allocate resources, as necessary, to facilitate the audits.

Appendices

- Appendix A: Substance Abuse Policy
- Appendix B: Maintenance Plan and Safety Manual
- Appendix C: System Security plan- To be viewed on Property to necessary viewers
- Appendix D:

Appendix A

Substance Abuse Policy

Substance Abuse Policy

Executive Director Statement

The Lakeland Area Mass Transit District ("District") is dedicated to providing safe, dependable, and economical transportation services to its patrons. District employees are a valuable resource and it is also our goal to provide a safe, healthy and satisfying working environment for our employees.

In meeting these goals, it is our policy to:

- Assure that employees are not impaired in their ability to perform assigned duties in a safe, productive, and healthy manner;
- Create a workplace environment free from the adverse effects of drug and alcohol abuse or misuse;
- Prohibit the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances;
- Encourage employees to seek professional assistance when substance abuse adversely affects their ability to perform their assigned duties.

This Substance Abuse Policy implements a drug and alcohol testing program for all safety-sensitive employees. Each employee shall be provided a signed copy of the adopted policy. *Policy items implemented under the authority of The Lakeland Area Mass Transit District are italicized throughout this policy.* All other policy items are implemented under the authority of the US DOT and/or the Federal Transit Administration.

Per District authority, violation of this substance abuse policy will result in termination of employment and/or exclusion from hire.

This policy was originally approved by The Lakeland Area Mass Transit District Board of Directors at their regular meeting on 4/18/06 and became effective on that date.



Thomas Phillips
Executive Director

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Approved by Board of Directors: 2/12/2014

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1. Background

Pursuant to the Omnibus Transportation Employee Testing Act of 1991, the Federal Transit Administration (FTA) published regulations prohibiting drug use and alcohol misuse by transit employees and required transit agencies to test for prohibited drug use and alcohol misuse.

49 Code of Federal Regulations Part 655, "Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations" mandates urine drug testing and breath alcohol testing for all employees in safety-sensitive positions. These regulations prohibit the performance of safety-sensitive functions when there is a positive drug or positive alcohol test result or an employee refuses to submit to DOT required drug or alcohol testing.

In addition, the U.S. Department of Transportation (DOT) has issued 49 CFR Part 40, "Procedures for Transportation Workplace Drug and Alcohol Testing Programs" to provide uniform procedures and standards for conducting drug and alcohol testing programs. The drug and alcohol testing program of the District will be conducted in accordance with 49 CFR Parts 40 and 655, as amended. Employees may request copies of the applicable regulations by contacting the District's designated employer representative ("DER") listed in Section 26 of this policy.

2. Purpose

This policy is established to comply with FTA drug and alcohol testing requirements to ensure employee fitness for duty, and to protect our employees, passengers, and the general public from the risks posed by the use of alcohol and prohibited drugs. This policy is also intended to comply with and incorporate 49 CFR Part 29, The Drug-Free Workplace Act of 1988, which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FTA, including the reporting of employees convicted of criminal drug offenses that occur in the workplace. This policy incorporates those requirements for safety-sensitive employees and others, as indicated.

3. Policy Applicability

This policy applies to all safety-sensitive transit system employees as identified and described herein. Paid part-time employees and contractors, when performing safety-sensitive duties, are also covered by this policy when performing any District-related business. This policy applies to off-site lunch periods or breaks when an employee is scheduled to return to work. *In addition, all contractors' employees are covered by this policy while performing general repairs or who are directly responsible for any service(s) that aid in the movement of District transit vehicles.* This written policy shall be distributed to all employees and contractors.

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Adherence to this policy and is a condition of employment in a safety sensitive position; per 49 CFR Part 655.

Safety-Sensitive Employees and Applicants for Safety-Sensitive positions covered by this policy include those who:

1. Operate a revenue service vehicle, including when not in revenue service
2. Operate a non-revenue service vehicle when such vehicle is required to be operated by a holder of a commercial driver's license
3. Control the dispatch or movement of a revenue service vehicle
4. Perform maintenance on a revenue service vehicle or equipment used in revenue service
5. Carry a firearm for security purposes
6. May perform any of the above safety sensitive functions in a supervisory or training role.

This policy is applicable to the following positions within the District:

- *Executive Director*
- *Operations Manager*
- *Safety, Security & Training Manager*
- *Operations Supervisors*
- *Trainers*
- *Bus Operators*
- *Dispatchers/Schedulers*
- *Control Center Supervisor*
- *Maintenance Manager*
- *Maintenance Technicians*
- *Maintenance Shop Foremen*
- *Maintenance Fuel Island Personnel*

4. Prohibited Substances

In accordance with US DOT 49 CFR Parts 655 and 40; the following are prohibited substances. Consumption of these products is prohibited at all times:

- Cocaine
- Opiates (e.g., heroin, codeine)
- Phencyclidine (PCP)

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- Cannabinoids (e.g., Marijuana)
- Amphetamines
- Alcohol Misuse

5. Prescription and Over the Counter Medications

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. A legally prescribed drug means a prescription or other written approval from a physician for the use of a drug by an individual in the course of medical treatment. However, the use of any substance which carries a warning label that indicates mental functioning, motor skills, or judgment may be adversely affected must be reported to supervisory personnel and medical advice must be sought, before performing safety sensitive duties.

The misuse or abuse of legally prescribed drugs is prohibited; this includes the use of medication that is prescribed to another individual as well as illegally obtained prescription drugs.

The District strongly encourages employees to inform their prescribing physician of the safety-sensitive job functions that they perform, in order to ensure that appropriate medications are prescribed.

6. Employee Protections

The procedures that will be used to test for the presence of prohibited substances or misuse of alcohol shall be such that they protect the employee's privacy, the validity of the testing process and the confidentiality of the test results.

All urine drug testing and breath alcohol testing will be conducted in accordance with applicable with 49 CFR Part 40, as amended. All urine specimen collections, analysis and reporting of results shall be in accordance with 49 CFR Part 40, as amended.

Drug and alcohol testing shall be conducted in a manner that will ensure the highest degree of accuracy and reliability using techniques, equipment, and laboratory facilities which have been approved by the U.S. Department of Health and Human Services (DHHS). The District currently contracts with Laboratory Corporation of America for coordination of the Drug & Alcohol Program.

Alcohol initial screening tests will be conducted using a National Highway Traffic Safety Administration (NHTSA)-approved Evidential Breath Testing Device (EBT) or non-evidential alcohol screening device that has been approved by NHTSA. Confirmatory tests for alcohol concentration will be conducted utilizing a NHTSA approved EBT.

1. Except as required by law or expressly authorized in this section, The District shall not release employee information that is contained in records maintained per 49 CFR, Section 655.73.

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2. An employee may, upon written request, obtain copies of any records pertaining to the employee's use of alcohol or controlled substances, including any records pertaining to his or her alcohol or controlled substances tests.
3. The District shall release information regarding an employee's records as directed, by the specific written consent of the employee authorizing release of the information to an identified person. Release of such information is permitted only in accordance with the terms of the employee's consent.
4. Records pertaining to a Substance Abuse Professional's evaluation, treatment and follow up testing results shall be made available to a subsequent DOT employer upon receipt of written consent from an employee.

The District will strictly adhere to appropriate standards of confidentiality with regard to employee testing records. All testing record results will be released only to those authorized by the FTA/FDOT rules to receive such information. The testing record results are received by the designated employer representatives (Manager, HR & Risk and Manager, Safety, Security & Training) and are received confidentially via email and/or mail in a stamped confidential envelope. Testing results are secured in a locked file cabinet accessible only the designated employer representatives.

7. Employee Responsibility to Notify the District of Criminal Drug Conviction

It is a violation of this policy for any employee to fail to immediately notify the District of any criminal drug statute conviction, or a finding of guilt whether or not adjudication is withheld, or the entry into a diversionary program in lieu of prosecution. Violating employees shall be immediately removed from safety sensitive duties.

Under District authority, violation of this substance abuse policy will result in termination of employment and/or exclusion from hire.

8. Employee Training

Safety-sensitive employees will receive at least 60 minutes of training on the effects and consequences of prohibited drug use on personal health, safety, and the work environment, and on the signs and symptoms that may indicate prohibited drug use.

Supervisors who make reasonable suspicion determinations shall receive at least 60 minutes of training on the physical, behavioral and performance indicators of probable drug use and 60 minutes on the physical, behavioral and performance indicators of probable alcohol use.

9. Pre-employment Drug and Alcohol Background Checks

In compliance with 49 CFR Part 40.25, the District must make a good faith effort to obtain drug and alcohol testing records from prior DOT covered employer(s) for the previous two years for all applicants seeking safety-sensitive positions and all current employees transferring into a safety-sensitive position. The District will require each applicant/transferee to a safety-sensitive position to complete a written consent that allows the release of drug and alcohol testing information from previous DOT covered employers to the District. An applicant/transferee who refuses to provide such written consent will not be permitted to perform safety-sensitive functions for the District.

All safety-sensitive applicants who have previously failed a DOT pre-employment test must provide proof that they have completed a Substance Abuse Professional's evaluation, treatment and return to duty process in addition to a pre-employment drug test with negative results, prior to their placement into a safety-sensitive job function. The credentials, training and education of the Substance Abuse Professional must meet the requirements of 49 CFR Part 40 Subpart O.

10. Pre-Employment Testing

All safety-sensitive position applicants shall undergo a urine drug test prior to placement in a safety sensitive position. The District must be in receipt of a negative urine drug test result prior to the applicant's performance of any safety sensitive function. The District will not transfer an employee from a non-safety sensitive function to a safety-sensitive function until the employee takes a pre-employment drug test administered under this part with a verified negative result. A cancelled test result will require an applicant to undergo a subsequent pre-employment urine drug test, until a negative test result can be obtained.

If an applicant's pre-employment urine drug test result is verified as **positive**, the applicant will be referred to a DOT qualified Substance Abuse Professional *and excluded from further consideration of employment.*

An employee returning from an extended leave period of ninety (90) consecutive days or more, and whose name was removed from the random testing selection pool during that time, will be subject to a pre-employment urine drug test. The District must be in receipt of a negative drug test result prior to the employee being reinstated to safety sensitive duty.

11. Random Testing

Employees in safety-sensitive positions shall be subject to random, unannounced testing. The minimum annual percentage rate for random alcohol testing shall be 10% of the average number of safety-sensitive employees. The minimum annual percentage rate for random controlled substances testing shall be 25% of the average number of safety-

sensitive employees.

The administering of random testing may only be spread reasonably throughout the calendar year and throughout all times of day when safety-sensitive functions are performed. Each covered employee who is notified of selection for random alcohol or drug testing shall immediately proceed to the testing site.

Random alcohol testing shall be conducted while an employee is performing a safety-sensitive function or just before the employee is to perform a safety-sensitive function or just after the employee has performed a safety-sensitive function.

A covered employee may be randomly tested for prohibited drug use anytime while on duty or on call to perform safety sensitive functions.

The selection of employees for random alcohol and drug testing shall be made by a scientifically valid method. The selection process shall provide each covered employee an equal chance of being tested each time selections are made. A computer based random number generator that is fair and equitable for the covered employees shall derive the list *which is administered through the District's Third Party Administrator, First Lab located at 1364 Welsh Road, Suite C-2, North Wales, PA 19452 (800)-732-3784.*

12. Reasonable Suspicion Testing

All safety-sensitive employees are subject to reasonable suspicion urine drug testing and/or breath alcohol testing. Determination that reasonable suspicion exists shall be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the covered employee. A Supervisor(s) or other company official(s) who is trained in detecting the signs and symptoms of drug use and alcohol misuse must make the required observations.

Reasonable suspicion alcohol testing may only be conducted while an employee is performing a safety-sensitive function, just before the employee is to perform a safety-sensitive function, or just after the employee has performed a safety-sensitive function.

13. Post-Accident Testing

Fatal Accident: A safety-sensitive employee shall be required to undergo urine drug and breath alcohol testing if involved in an accident that results in a fatality (regardless of whether the vehicle is in revenue service). Any other employee(s), i.e., maintenance personnel, dispatchers, controllers, whose performance could have contributed to the accident, shall also be tested. As soon as practical following an accident involving the loss of human life, surviving covered employees shall undergo drug and breath alcohol testing.

Non-Fatal Accident: A post-accident test shall be conducted if an accident results in injuries requiring immediate medical treatment away from the scene, *OR* if one or more vehicle incurs disabling damage; unless the District determines, using the best information available at the time of the decision, that the employee's performance can be completely discounted as a contributing factor to the accident. Any other safety sensitive employee whose performance could have contributed to the accident shall be tested. The decision regarding whether the employee's performance could have contributed to the accident will be made in the sole discretion of the District using the best information available at the time of the decision.

Following an accident, the employee must be "readily available" for testing. Post accident tests will be done as soon as possible, all reasonable efforts shall be made to test the safety sensitive employee(s) within (2) two hours of the accident, but not after eight (8) hours for alcohol testing and thirty two (32) hours for drug testing. If a drug or alcohol test required by this section is not administered within the required time period following the accident, the District shall prepare and maintain on file, a record stating the reasons the testing was not promptly administered and efforts to conduct testing shall cease.

Any safety-sensitive employee involved in an accident must refrain from alcohol use for eight (8) hours following the accident or until the employee undergoes a post-accident alcohol test. Any safety-sensitive employee, who leaves the scene of the accident without a justifiable reason or explanation prior to submitting to drug and alcohol testing, shall be considered to have refused the test.

The post-accident testing requirements shall not delay necessary medical attention for injured persons, nor will they prohibit an employee who was performing a safety-sensitive function from leaving the scene of an accident to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

In the rare event that an employee is unable to submit to a post-accident test within the required time period (i.e., 8 hours for alcohol and 32 hours for drugs) due to circumstances beyond the District's control, the results of a blood, urine or breath alcohol test conducted by a federal, state or local official having independent authority for the test, will be considered to meet the requirements for a post-accident test. The test must conform to the applicable federal, state, or local testing requirements and the results must be obtained by the District. (Per 49 CFR, Part 655.44)

14. Refusal to Submit to Urine Drug Testing

All safety-sensitive employees will be subject to urine drug testing and breath alcohol testing as described in sections 9-13. An employee who fails to cooperate with the testing process or attempts to thwart the testing process will be considered to have "refused testing". Refusal to submit to DOT required testing is a violation of this substance abuse policy.

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Under District authority, violation of this substance abuse policy will result in termination of employment and/or exclusion from hire.

The following actions constitute a "refusal to test" in accordance with 49 CFR Part 40, as amended:

- (a) Failure to appear for any test within a reasonable time, as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer (pre-employment testing not applicable).
- (b) Failure to remain at the testing site until the testing process is completed (after the process has been started).
- (c) Failure to attempt to provide a urine specimen for any drug test required by this part or DOT agency regulations.
- (d) In the case of a directly observed or monitored collection in a drug test, fail to permit the observation or monitoring of your provision of a specimen.
- (e) Failure to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure.
- (f) Failure or decline to take an additional drug test the employer or collector has directed you to take.
- (g) Failure to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the District.
- (h) Failure to cooperate with any part of the testing process (e.g., refuse to empty pockets when directed by the collector, behave in a confrontational way that disrupts the collection process, fail to wash hands after being directed to do so by the collector).
- (i) For an observed collection, failure to follow the observer's instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process.
- (j) Possess or wear a prosthetic or other device that could be used to interfere with the collection process.
- (k) Admit to the collector or MRO that you adulterated or substituted the specimen.
- (l) MRO reports that an employee has a verified adulterated or substituted test result

Refusals to test will result in employee's immediate removal from safety sensitive duties and a referral to a Substance Abuse Professional that has knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders, and who meets the qualifications outlined in 49 CFR Part 40.281 Subpart O.

15. Observed Urine Drug Collections

Observed collections are required in the following circumstances:

- Anytime the employee is directed to provide another specimen because the temperature on the original specimen was out of the accepted temperature range of 90°F - 100°F;
- Anytime the employee is directed to provide another specimen because the original specimen appeared to have been tampered with;
- Anytime a collector observes materials brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen;
- Anytime the employee is directed to provide another specimen because the laboratory reported to the MRO that the original specimen was invalid and the MRO determined that there was not an adequate medical explanation for the result;
- Anytime the employee is directed to provide another specimen because the MRO determined that the original specimen was positive, adulterated or substituted, but had to be cancelled because the test of the split specimen could not be performed.

During an observed collection, the employee who is being observed will be required to raise his or her shirt, blouse, or dress/skirt, as appropriate, above the waist; and lower clothing and underpants to show the collector, by turning around, that they do not have a prosthetic device. The collector/observer must witness the employee's urine leave the body and enter the collection cup.

16. Specimen Validity Testing

Specimen validity testing will be conducted on all urine specimens provided for testing under DOT authority. Specimen validity testing is the evaluation of the specimen to determine if it is consistent with normal human urine. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted.

17. Dilute Test Results

Upon receipt of **negative-dilute** pre-employment and random drug test results, the District will exercise the right to require that applicants/employees submit to a secondary urine collection as provided in 49 CFR Part 40.197. The result of the second urine drug test will be accepted as the final result. The District will exercise this right uniformly for all drug tests that produce a negative-dilute test result.

- Negative-Dilute, Creatinine =>5mg/dl (retest, not observed)
- Negative-Dilute, Creatinine is between 2-5 mg/dl (must retest under direct observation)

Upon receipt of a **positive-dilute** urine drug test result, the District will immediately remove the employee from safety sensitive duty and provide the employee with a referral to a DOT qualified Substance Abuse Professional. **A positive dilute result is always deemed as a final positive result.**

Under District authority, violation of this substance abuse policy will result in termination of employment and/or exclusion from hire.

18. Medical Review Officer's Role and Responsibilities

The designated Medical Review Officer (MRO) shall be a licensed physician (doctor of medicine or osteopathy) with knowledge of drug disorders. The District shall use the following MRO:

Name of MRO: Natalie P. Hartenbaum, M.D., M.P.H.

Address: 1364 Welsh Road, Suite C-2 ~ North Wales, PA 19454

Phone Number: 800-732-3784

Fax Number: N/A

The role of the MRO is to review and interpret confirmed positive test results obtained through the employer's testing program. In carrying out this responsibility, the MRO shall examine alternate medical explanations for any positive test result. This action may include conducting a medical interview and review of the individual's medical history, or review of any other relevant biomedical factors. The MRO shall review all medical records made available by the tested individual when a confirmed positive test could have resulted from legally prescribed medication. The MRO shall not, however, consider the results of urine samples that are not obtained or processed in accordance with DOT regulations.

Additionally, the MRO cannot accept an assertion of consumption of a hemp food product as a basis for verifying a confirmed marijuana (THC) test result as a negative. Consumption of a hemp food product is not considered a legitimate medical explanation

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for a prohibited substance or metabolite in an individual's specimen.

An employee shall be notified by the MRO of a laboratory confirmed positive test and a verification interview will be conducted with the employee, by the MRO in accordance with 49 CFR Parts 40.131, through 40.141

19. Verified Positive Results

MRO verified positive urine drug tests will result in immediate removal from safety sensitive duties and a referral to a Substance Abuse Professional that has knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders, and who meets the qualifications outlined in 49 CFR Part 40.281 Subpart O, will be provided to employee.

Under District authority, violation of this substance abuse policy will result in termination of employment and/or exclusion from hire.

20. Cancelled/Invalid Test Results

A drug test that has been declared cancelled by the Medical Review Officer, because the specimen was invalid or for other reasons, shall be considered neither positive nor negative. Additionally, a specimen that has been rejected for testing by the laboratory is reported by the MRO as a cancelled test.

When a negative urine drug test result is required (as is the case with pre-employment, return to duty and follow up test types) the employer must conduct another drug test on the individual. For some categories of cancelled drug tests, the MRO will indicate that a re-collection of a specimen using direct observation specimen collection procedures is required, regardless of test type. Direct observation collection procedures will be in accordance with 49 CFR Part 40.67 as amended. The MRO may also direct an employee to undergo a medical evaluation to determine whether or not clinical evidence of drug use exists when there are documented medical explanations for an individual producing invalid specimens and a negative result is needed for a pre-employment, return to duty or follow-up test.

For alcohol testing, a test that is deemed to be invalid per 49 CFR Part 40.267, shall be cancelled and therefore considered neither positive nor negative.

21. Split Specimen Testing

Split specimen collection procedures will be followed in obtaining specimens. An employee is entitled to request, within 72 hours of learning of a verified positive test result, that the split specimen be tested at a different DHHS certified laboratory than that which conducted the test of the primary specimen. If the test result of the split specimen fails to reconfirm the presence of the drug or drug metabolite, the test result shall be ruled

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"Cancelled". The procedures for cancelled tests, as outlined in 49 CFR Part 40.187, will be followed. If the test result of the split specimen is positive, the test results shall be deemed positive. If the laboratory's test of the primary specimen is positive, adulterated or substituted and the split specimen is unavailable for testing, a recollection under direct observation is required. Direct observation collection procedures will be in accordance with 49 CFR Part 40 as amended.

Split Specimen Testing is not authorized for test results reported by the MRO as "Invalid".

Payment of Split Specimen Testing:

When an employee has made a request to the MRO for a test of the split specimen, the District is required to ensure that the cost for the split specimen testing is covered, in order for a timely analysis of the sample. *The District will seek reimbursement from the employee for the cost of the completed test, if the results reconfirm the original positive finding.*

22. Alcohol

Alcohol is a socially acceptable substance that is consumed throughout the world. It is considered a recreational beverage when consumed in moderation for enjoyment and relaxation during social gatherings. However, when consumed primarily for its physical and mood-altering effects, it is a substance of abuse. As a depressant it slows down physical functions and progressively impairs mental functions.

For the purposes of this policy, alcohol is defined as the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl or isopropyl alcohol. Alcohol use means the consumption of any beverage, mixture, or preparation, including any medication containing alcohol. 49 CFR Part 655 authorizes alcohol testing and requires the District to take action on the findings, regardless of whether it was ingested as a beverage alcohol or in a medicinal or other preparation.

23. Alcohol Use and Breath Alcohol Testing

No safety-sensitive employee shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.02 or greater. If there is actual knowledge that an employee may be impaired by alcohol while performing safety sensitive functions, the employee shall not be permitted to perform or continue to perform safety-sensitive functions, pending a reasonable suspicion interview, conducted per Section 12. No safety-sensitive employee shall use alcohol while performing safety-sensitive functions, within (4) four hours prior to performing a safety sensitive function, or during the hours that they are on call or standby for duty. No safety-sensitive employee shall use alcohol within eight (8) hours following an accident or until the employee undergoes a post-accident test, whichever

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occurs first.

A Breath Alcohol Technician (BAT) qualified to conduct DOT breath alcohol testing shall conduct all DOT required alcohol screening tests.

In accordance with the provisions of 49 CFR Part 40, as amended, the results of both the screening and confirmation of breath alcohol tests, as applicable, shall be displayed to the individual being tested immediately following the test(s).

The results of breath alcohol testing will be transmitted by the breath alcohol technician to the District in a confidential manner, in writing, in person, by telephone or electronic means in accordance with 49 CFR Part 40, as amended. All testing will be conducted consistent with the procedures put forth in 49 CFR Part 40, as amended.

The District affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process. Handling of tests and confidentiality shall be in conformance with 49 CFR Part 40, and as described below:

If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. A safety-sensitive employee who has a confirmed alcohol concentration of greater than 0.02 but less than 0.04 will result in removal from his/her position for a minimum of (8) eight hours unless a retest results in a concentration measure of less than 0.02.

An alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of this policy. An employee testing positive for alcohol will be immediately removed from safety sensitive duty and will be provided with a referral to a DOT qualified Substance Abuse Professional, in accordance with 49 CFR Part 40, as amended.

Under District authority, violation of this substance abuse policy will result in termination of employment and/or exclusion from hire.

24. Refusal to Submit to Alcohol Testing

The following actions constitute a refusal to submit to Alcohol Testing:

(a) Failure to appear for any test within a reasonable time, as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer.

(b) Failure to remain at the testing site until the testing process is complete.

(c) Failure to attempt to provide an adequate amount of saliva or breath for any alcohol test required by this part or DOT agency regulations.

(d) Failure to provide a sufficient breath specimen, and the physician has determined, through a required medical evaluation, that there was no adequate medical explanation for the failure.

(e) Failure to undergo a medical examination or evaluation, as directed by the District.

(f) Failure to sign the certification at Step 2 of the ATF.

(g) Failure to cooperate with any part of the testing process.

Whenever an employee refuses to submit to an alcohol test as indicated above, a referral to a Substance Abuse Professional that has knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders, and who meets the qualifications outlined in 49 CFR Part 40.281 Subpart O will be provided.

Under District authority, violation of this substance abuse policy will result in termination of employment and/or exclusion from hire.

25. Voluntary Disclosure

The District recognizes that alcohol and drug abuse are treatable illnesses. We also encourage and support early intervention and rehabilitation. In support of this, our Substance Abuse Policy:

- *Encourages employees to voluntarily come forward and disclose any substance abuse issues with their immediate Supervisor and/or the HR Director. Disclosure must occur prior to the employee's notification of any test.*
- *Encourages employees to seek help if they are concerned that they may have a drug and/or alcohol problem*
- *Encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help*

If an employee in a safety-sensitive position self-identifies as having issues associated with substance abuse, the employee will be immediately removed from duty. The employee will be referred, for his/her consideration and at his/her expense, to a substance abuse counselor for evaluation . in accordance with 49CFR Part 40.

Re-employment

To be eligible for any consideration of re-employment, the employee must provide proof that he/she has successfully completed a supervised program directed by the substance abuse counselor along with a negative non-DOT pre-employment drug test. Failure to

pass the non-DOT pre-employment drug test will exclude the employee from being rehired.

26. System Contacts

Drug and Alcohol Program Manager or Designated Employer Representative

Name: Nancy Smith

Title: Director, Human Resources & Administration

Address: 1212 George Jenkins Blvd., Lakeland, FL 33815

Phone: 863-688-7433 x129

E-mail: nsmith@ridecitrus.com

Alternate Designated Employer Representative

Name: Dean Kirkland

Title: Director, Operations Support, Safety & Security

Address: 1212 George Jenkins Blvd., Lakeland, FL 33815

Phone: 863-688-7433 x112

E-mail: dkirkland@ridecitrus.com

Substance Abuse Professional

Name: Steve Enzor, CEAP

Address: 418 8th Street, NE

Phone: 863-287-7887

Fax: 863-294-5533

National Hot-Line Numbers and Help Lines:

1-800-COCAINE

The American Council on Alcoholism Help Line

1-800-527-5344

The National Institute on Drug Abuse Hot Line

1-800-662 HELP

Employee Acknowledgement of Receipt

Substance Abuse Policy

I have received a legible copy of the District's Substance Abuse Policy. I understand that my employment with the District is conditioned upon full adherence to this policy.

Employee Name (please print): _____

Employee Signature: _____

Date: _____

Appendix B
Maintenance Plan
And
Safety Manual

Appendix C

Communication policy

Appendix D

System Security Plan

Furnished on request to necessary viewers

Appendix B

Maintenance Plan



Citrus Connection

Maintenance Plan

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Introduction

The mission of Citrus Connection is to provide safe, reliable, clean and well-maintained vehicles for the community they serve. The purpose of the maintenance plan is to provide a consistent, systematic program that will enable the maintenance department to properly maintain and service vehicles to meet or exceed the manufacturer's recommended maintenance schedule. These procedures are designed to keep vehicle repair and maintenance costs to a minimum.

Maintenance Plan Goals

It is the goal of the Citrus Connection to operate at a higher industry standard by managing an effective preventative maintenance program and ensuring the proper management of parts, equipment and fleet. The maintenance department strives to maximize the number of vehicles in service each day and ensure that defects are reported and addressed.

The maintenance department manages an effective preventative maintenance program by consistently analyzing vehicle data, such as: noted defects, component failures, preventive maintenance inspections, repair orders, and in-service failures. Maintenance trends that are identified through this process are addressed by initiating scheduled replacements and additional component inspections.

Measurable Goals

Road Calls

It is the goal of the maintenance department to reduce road calls by ensuring that vehicles are in proper mechanical order. The road calls are separated between fixed route vehicles, demand response vehicles and fareboxes. The total revenue mileage is divided into each of these categories separately to calculate the distance between failures. A monthly report is generated by the Maintenance Superintendant and compared to all previous road call reports. The goal is to increase distance between road calls of fixed route vehicles to 5,000 miles, demand response by 10,000 miles, and farebox road calls to 3,000 miles. Once these goals are attained the mileages will be increased for continual improvement in vehicle reliability.

The Maintenance Manager analyzes all road calls as they occur and determines if the road call was preventable. This is accomplished by dividing the road calls into subsystems to determine the root cause of the failures. The preventive maintenance program is consistently monitored for effectiveness and adjustments are made as necessary to prevent repeat failures.

Preventive Maintenance Intervals

It is the goal of the maintenance department to complete all preventive maintenance inspections within 10% of the scheduled mileage, or 600 miles, whichever is greater. The inspections will not be fewer than 80% within this range for any one month period. This maintenance activity is intended to prevent failures and is consistently monitored for its effectiveness by the percentage of on-time inspections and the number of road calls resulting in unscheduled maintenance.

The Maintenance Manager generates an "Inspections Due" report weekly using computer software and schedules the buses to remain out of service until the inspection is completed. The mileages of the inspections are placed on a chart for analysis. All inspections must be within desired mileage parameters. If at any time the goal falls below 80% of on-time for the inspections during the month, the root cause of the deficiency will be determined and adjustments will be made to the maintenance program to prevent future shortfalls.

Scheduled vs. Unscheduled Maintenance

The maintenance department defines scheduled maintenance as repairs made due to defects identified during all types of preventive maintenance inspections and unscheduled maintenance as repairs made to equipment due to unexpected failures. It is the goal of the maintenance department to decrease unscheduled maintenance to 20% of all repairs.

The Maintenance Manager enters all maintenance activities into iMaint program as either scheduled or unscheduled. Reports are generated monthly and an analysis is made to determine the percentages of each category. If not within the predetermined maintenance goal, the root cause is determined for the unbalanced maintenance activities. The Maintenance Manager analyzes how many repeat failures occur, mechanic skill level, age of fleet, miles per vehicle, adherence to the preventive maintenance schedule, and overall effectiveness of the preventive maintenance program.

Peak Pull Out/Spare Ratio

It is the goal of the maintenance department to maintain the required number of vehicles for peak operating hours. A spare ratio of 20% will be maintained to accomplish this goal. This will allow a sufficient number of spare buses to substitute for vehicles undergoing regular maintenance or for vehicles that have broken down during the day.

The Maintenance Manager monitors the ability of the maintenance department to produce quality repairs in a timely manner to have the buses available for peak pull out. The goal of 20% spare ratio includes a spreadsheet listing for each bus type, the number of buses, and for each year the number of buses to be disposed of. The sheet also includes the number of buses to be added, the projected peak requirement, and the projected spare ratio. The plan also includes detailed justifications for time in which spare ratios exceed 20%.

Fleet Summary

A physical inventory of equipment is kept on file and updated annually. The property number, year of manufacture, type of vehicle, vehicle identification, ADA information, total mileage, and mileage operated annually can be found on the list. The Vehicle Fleet Inventory is included as Exhibit "A."

The Citrus Connection fleet inventory includes 38 fixed route buses and 19 paratransit vehicles. In addition, there are 19 non-revenue vehicles. Of the 38 fixed route vehicles, 27 are utilized each day for revenue service. Of the 19 paratransit vehicles, 15 are utilized each day for revenue service. The spare ratio is at 29%, with 20% of those vehicles being utilized as spare vehicles and the remainder of those vehicles being used in a contingency fleet. The contingency fleet plan is included as Exhibit "B."

Fixed route buses are scheduled for retirement after twelve (12) years, or when the vehicle has reached the mileage life expectancy. Paratransit vehicles are scheduled for retirement after five years, or when the vehicle has reached the mileage life expectancy. When vehicles reach maximum life expectancy, they are presented to the Board of Directors with a recommendation for disposal, if replacement vehicles are available. Upon receiving approval from the Board, Citrus Connection will contact the Federal Transit Administration and provide notice of impending vehicle disposal. Vehicles are sold after obtaining quotes and determining the best price that can be received for the equipment.

Vehicle History File

Each vehicle has a written record documenting preventive maintenance, regular maintenance, inspections, lubrication and repairs performed. Such records will be maintained for the life of the vehicle and include at a minimum the following information:

- Identification of the vehicle, including make, model, license number or other means of positive identification and ownership;
- Date, mileage, and description of each inspection, maintenance, repair or lubrication performed;
- If not owned by the transit agency, the name of the person or company furnishing service with this vehicle
- The name and address of any business firm performing a maintenance repair
- Listing of repair order number for all repairs made
- Oil sample results
- Warranty information

Maintenance Shop

The maintenance shop operates from 4 AM – 10:00 PM Monday thru Friday and 5:00 AM thru 7:30 PM Saturday with three shifts. While operating nineteen (19) hours daily with three shifts the technicians have overlapping hours to ensure smooth shift transitions. The maintenance shop staff consists of eight (8) technicians and two (2) apprentices. One (1) technician is classified as a Shop Supervisor who supervises the later shifts until closing. There is one (1) Maintenance Manager who primarily monitors all maintenance activities and assists in the shop when needed. The maintenance department's organizational chart is included as Exhibit "C". Job descriptions are described in Exhibit "D."

The Maintenance Manager schedules the daily workloads based on immediate needs and floor coverage. Straightforward repairs are finished first to ensure an adequate amount of buses are available for all routes. Each shift has two (2) to three (3) technicians to accommodate road calls and any other non scheduled repairs.

The primarily responsibilities of each shift are:

- First shift assists in route pull out, preventive maintenance inspections, and general repairs.
- Second shift performs preventive maintenance inspections, road calls, and electronic repairs.
- Third shift performs preventive maintenance repairs and pre/post trip repairs.

The maintenance shop has five (5) shop bays and utilizes four (4) portable lift systems that can be used inside the shop or in front of the shop bays to perform major maintenance repairs on the fixed route buses. There is also a two post lift in bay #1 used for vans and smaller vehicles. In bay #4 is a parallelogram lift used for general repairs. Shop safety procedures regarding equipment use and personnel policies are included in the safety manual, attached as Exhibit "E".

Fleet Maintenance

The maintenance department strives to complete 80% of vehicle repairs as scheduled maintenance repairs. The maintenance department identifies scheduled maintenance repairs as repairs made due to defects identified during all types of preventive maintenance inspections. Scheduled maintenance allows for time, materials, tools, equipment, and labor to be managed easier than having unpredictable maintenance costs, workloads, and vehicle downtime. Unscheduled maintenance is defined as repairs made to equipment due to unexpected failures.

The following steps are taken to encourage that scheduled maintenance repairs are identified and increasingly conducted:

Preventative Maintenance

Preventative maintenance is described as periodic, prescribed inspections and/or servicing of equipment accomplished on a calendar, mileage, or hours of operation basis. A Microsoft Access program labeled "Inspection Schedule" is used to schedule upcoming preventative maintenance inspections. The mileages are taken from the fuel sheets that the fuel island generates nightly. Once the mileages are entered, a list is provided to the Maintenance Superintendent and the Shop Supervisor of the vehicles due for service at approximately 1,300 miles prior to the targeted mileage of the upcoming inspection. The Maintenance Manager projects the inspection dates by estimating vehicles traveling approximately 250 miles per day.

Written guidelines are used to assist with conducting preventative maintenance inspections. These guidelines are kept in a binder located in the maintenance shop and accessible to all maintenance technicians. The guidelines used to inspect fixed route buses are included as Exhibit "F". The maintenance department uses the written guidelines that appear in the FDOT Preventative Maintenance Standards Manual to assist with inspecting paratransit vehicles. These guidelines are included as Exhibit "G".

When a vehicle is due for an inspection it is taken out of service until the inspection is completed and the necessary repairs have been made. Maintenance technicians use an inspection checklist when conducting preventative maintenance inspections. These checklists are included as Exhibit "H". Attached to each preventive maintenance checklist is a defect sheet. Defects noted during the inspection are marked on the defect sheet. As each defect is repaired it is marked completed on the sheet. If repairs overlap work shifts, the next technician working on the repairs uses the defect sheet to determine which repairs have been made and which repairs are still outstanding. The defect sheet is discarded after the completion of all necessary repairs that were made during the inspection. All inspection checklists are signed by the technician performing the inspection and repairs are entered into the iMaint program.

Daily Maintenance

The maintenance department schedules daily maintenance based on immediate needs and peak pullout. Daily maintenance practices include straightforward repairs and preventative maintenance inspections. There are two levels of preventative maintenance inspections: "A" inspections and "B" inspections. The fixed route buses are serviced every 6,000 miles with an "A" inspection. "B" inspections occur every 36,000 miles. Therefore, the inspection sequence is as follows: "A", "A", "A", "A", "A", "B" (5 "A's" and 1 "B").

The paratransit buses are serviced every 6,000 miles with an "A" inspection. "B" inspections occur every 36,000 miles. The inspection sequence for these vehicles is as follows: "A", "A", "A", "A", "A", "B" (5 "A's" and 1 "B").

Scheduled Preventive Maintenance Inspections

UNIT TYPE	INSPECTION	DESIGNATED MILEAGE	NOT TO EXCEED
FIXED ROUTE BUSES			
30, 35, and 40 ft	A	EVERY 6,000 MILES	6,600 MILES
	B	EVERY 36,000 MILES	36,600 MILES

UNIT TYPE	INSPECTION	DESIGNATED MILEAGE	NOT TO EXCEED
PARATRANSIT			
CUTAWAY	A	EVERY 6,000 MILES	6,600 MILES
	B	EVERY 36,000 MILES	36,600 MILES

UNIT TYPE	INSPECTION	DESIGNATED MILEAGE	NOT TO EXCEED
NON REVENUE			
VEHICLES	A	EVERY 6,000 MILES	6,600 MILES
	B	EVERY 36,000 MILES	36,600 MILES

Intermediate Maintenance and Oil Analysis Monitoring

Engine oil analysis is performed on a routing basis on all of our fixed route vehicles. The oil analysis provides valuable information and allows us to schedule a maintenance intervention to correct problems as they occur. The Detroit Diesel Series 50 Engine will typically show a high lead content just prior to failure. Engines with Air Induction leaks will show high silicate and 2010 engines with Exhaust Gas After-Treatment need to be monitored for fuel dilution due to excessive DEF REGEN's.

Component Inspection

During each preventative maintenance inspection, technicians perform additional A/C checks by utilizing a separate HVAC inspection checklist form, shown as Exhibit "I." This form is attached to the preventative maintenance checklist form and filed in the vehicle history files when completed.

A complete cycle of the lift is performed during the operator's pre-trip inspection each day. The operators report, by the most immediate means available, any lift failures. The lifts are also serviced on preventative maintenance inspections every 36,000 miles. Instructions for normal and emergency operations of the lift or ramp are carried or displayed in every accessible vehicle.

Wear Tolerance

A wear tolerance policy is in place for tire and brake replacements. Front tires must be replaced when the tread depth reaches 4/32 and rear tires must be replaced when the tread depth reaches 2/32 inches. Brakes must be replaced when the shoes reach the wear line on the brake block. Wear tolerance determinations are required to have two staff signatures to ensure accuracy.

Long-term Maintenance

Outsourcing is utilized for services that require tools and diagnostic equipment not available to the maintenance department. The repairs that are regularly outsourced include transmission repairs, re-lining brake shoes, body repair and painting. The following local garages are utilized for these types of repairs:

- **Cummins Engines**
Cummins Power of South Tampa
5910 East Hillsborough Avenue
Tampa, FL 33610-5419
- **Detroit Diesel Engines (Warranty Repairs)**
Florida Detroit Diesel
8411 Adamo Drive
Tampa, Florida 33619
- **Brake Kits (Including hardware and drums)**
Raney's Truck Parts Inc.
1650 N.W 38th Ave
Ocala, Fl

Fareboxes

Prior to entering the fuel island the fareboxes are probed by the maintenance department to download all of the fare collection data for the finance and operations departments. After probing the cashbox is removed from the farebox and placed into a revenue collection vault located inside a safe within a concrete building specifically designed for fare collection. After the cashbox empties it is placed back into the farebox on the bus. The revenue inside the vault is then processed by the finance department.

Annual Inspections

The "B" Level Inspection (Major Inspection) forms are used routinely and are considered to be the same as an Annual Inspection. Each bus has a minimum of one annual inspection per year.

Pre-trip/Post-trip Inspections

Pre-trip inspections are conducted each morning before the vehicle begins revenue service. The inspection checklist remains on the vehicle during the day. If a relief driver uses the vehicle during service, the new driver performs a walk around inspection of the bus and records any damage on the inspection checklist. At the end of the day, a post-trip inspection is conducted and the checklist is placed in a drop box attached to the operations office module adjacent to the maintenance shop. Two mechanics are assigned to retrieve and review the forms. The corresponding repairs are noted on the same form and scanned into an electronic file. At the end of the last maintenance shift all vehicles are marked as "locked" in the company database. The next morning the mechanics review the inspection checklists and repairs from the previous day and unlock the vehicles in the database that have completed repairs. Any vehicle repairs that were not completed are repaired by the first shift and unlocked in the database when they are ready for service. Operations can only assign buses that have been unlocked. All pre/post-trip inspection checklists are kept on file for two weeks.

Pre-Trip Inspection

The pre-trip inspection ensures the following parts and devices are in safe condition and in good working order at the beginning of the trip:

1. Service brakes.
2. Parking brakes.
3. Tires and wheels.
4. Steering.
5. Horn.
6. Lighting devices.
7. Windshield wipers.
8. Rear vision mirrors.
9. Passenger doors.
10. Exhaust systems.
11. Equipment for transporting wheelchairs.
12. Safety, security, and emergency equipment.

A Pre-trip/post-trip inspection form is included as Exhibit "J". If defects are noted during the pre-trip inspection they are prioritized for repair based on whether they are deemed to be a safety risk. If the defect is safety related, the vehicle is pulled from service until the necessary repairs have been made. Non-safety related repairs are set up for timely repair, either on the same day the defect is noted or to be completed at a later date. These determinations are made by the maintenance managing team on a case by case basis. When a vehicle is removed from service for a repair a spare vehicle is utilized so that service levels are maintained.

Road Calls

A road call is defined as unscheduled maintenance requiring an emergency repair or service of a piece of equipment either in the field or after being towed to the maintenance facility. When failures occur they are radioed into the maintenance department and a shop truck is dispatched to the site of the failure. The truck is equipped with a complete set of basic tools, coolant and oils, an air compressor, lift gate, jumper cables, and an inventory of hoses and clamps. In the case the bus cannot be repaired at the site of the failure, Webb's Towing Service is called.

Failures are recorded in the maintenance log book as an unscheduled repair. A road call form is completed, documenting the date, unit ID, mileage and time of the road call, as well as a brief description of the failure. The road call form is included as Exhibit "K". A mechanic enters the information into the iMaint program then submits the form to the parts department where it is then recorded on a separate Excel spreadsheet. Each month, the parts department sends the Maintenance Manager the spreadsheet listing all the road calls that occurred the previous month. The Maintenance Manager further analyzes the spreadsheet by failure, bus and by specific subsystems and uses this information to determine the mean distance between failures. The road call's mean mileage is then separated into four systems: Lakeland fixed route buses, Winter Haven fixed route buses, Lakeland paratransit vehicles, and farebox failures.

When a failure occurs, the Maintenance Manager investigates the incident to determine the root cause of the failure and whether the failure could have been prevented. This process involves reviewing recent repairs, preventive maintenance inspections, and recent drivers defect reports as well as prior road calls. Once the cause is determined corrective actions are taken as necessary to prevent future failures. It is the goal of the maintenance department to continually increase the distance between failures through analyzing all failures and revising the preventative maintenance program as needed.

Cleaning

During pre-trip inspections it is the responsibility of the driver to perform a walkthrough on the vehicle and ensure that any debris on the flooring or step wells that could result any falls or slips. Any unsafe conditions are corrected before any scheduled trips. The driver reports all graffiti/etchings, gum, spills, or any other issues in the interior that would warrant extra material and labor from normal clean-up, on their post-trip report.

The interior of the buses are wiped down, swept and mopped nightly by a contracted cleaning company. The exterior of the buses is cleaned by walk behind automatic brushes that reach from the bottom skirt panels to the roof of the bus. This is performed by the fuel island workers. The cleaning of the interior and exterior of the buses is supervised by the Facilities Department.

Accidents

All accidents are tracked by the frequency, type, and which party was at fault within 24 hours of the accident's occurrence. In the event of an accident, drivers are to assist passengers to safety and determine if medical help is required. Additional accident procedures are included as Exhibit "L". A trained accident investigator determines the cause of the accident and the accident information is documented on a form, included as Exhibit "M". If the vehicle has experienced a mechanical fault, a master technician will inspect the vehicle further to determine the root cause of the failure. If the driver was at fault, retraining is provided before the employee returns to work. Repairs are scheduled for repair as soon as possible and vehicles return to service after they are deemed safe for operation.

Information Management

The maintenance department uses the iMaint software program to monitor asset management, maintenance scheduling, labor and craft management, work order management, cost tracking and containment, parts inventory management, and purchasing.

Technicians create work orders in iMaint at the beginning of each job assignment. When parts are needed, they are entered into the iMaint system on the corresponding work order by a parts specialist. After the job is completed the Maintenance Superintendent reviews the work order and approves the information noted. The parts department then verifies that all of the parts are entered and accurate before closing out the work order. The work order is stored in the iMaint program and is printed upon request.

The Maintenance Manager is responsible for regularly monitoring and analyzing maintenance data to identify trends, repeat repairs and make adjustments to the preventative maintenance program based on this information. The Maintenance Manager begins each work day by reviewing the previous day's work orders to determine whether any of the repairs could have been prevented. The preventative maintenance program is adjusted as needed based on these determinations.

Material Handling

The maintenance department provides their employees with instructions on safe handling, first aid treatment, emergency procedures, and proper clean up procedures of chemicals in the workplace. Knowing the potential flammability, explosion, and reactivity of chemicals in the workplace are the rights of the employees under the Right-To-Know-Law.

An emergency spill containment program is in place. The spill kit includes absorbing pads and disposal bags that are collected by an outsourced oil disposal contracted company. Waste oils, filters, and other toxic waste are also disposed of by an outsourced contractor.

Material Safety Data Sheets

All chemicals, lubricants, cleaners etc., purchased accompany a Material Safety Data Sheet. A MSDS binder is maintained and made available to the employee upon request.

When a chemical is taken out of inventory the MSDS sheet is taken out of the binders and placed in a dead file. All MSDS sheets are kept on file for at least thirty years.

When purchasing products for different functions careful consideration is taken as to the toxicity and flammability of chemicals used. Environmentally friendly products are taken into consideration when purchasing products.

Parts Inventory

Parts are stored in the parts room adjacent the maintenance shop. Parts are grouped by type and size and stored from smallest to largest, from top to bottom. For example, smaller parts are stored on the top shelves and medium/heavy parts of the same type are stored in drawers below the shelves. Parts inventory information is entered into the iMaint system. Parts are inventoried using hand held scanners as each part location in inventory is bar coded. Parts inventory are cycle counted, one section each month, and balanced once a year by scanning and counting each inventory part and comparing with the information on file in the iMaint system. Inventory is required to balance within 3 percent. No major components are stored on site. The most valuable component stored in the parts inventory is hydraulic pumps for the fans.

Parts are issued by the parts specialists to maintenance technicians upon request. When no parts specialists are available to issue parts, only designated personnel are authorized to pull parts for the technicians. The parts used are then recorded on a separate form and entered into the iMaint system at a later time by a parts specialist.

The parts re-order list is generated by the iMaint software predetermined by a minimum desired list on a weekly basis. The parts department emails each vendor with the quantity and parts desired and a purchase order number.

Warranty

A warranty recovery system, warranty records, and annual summaries of warranty claims submitted and received are maintained by the Citrus Connection. Warranty repairs are identified by maintaining warranty information in vehicle history files. When a component fails it is checked against the file for expiration time and/or mileage to determine if it is still under

warranty. Documentation of warranty repairs and claims are kept in the vehicle history files and recorded on iMaint to guarantee the cost of the defects under warranty is paid by the equipment manufacturer and not the agency. All warranty claims are pursued until the claim is settled.

On Site Fueling

The current FDEP Registration Placard is displayed on the front of the fuel pump. The maintenance department also keeps the following information on file:

- The storage tank fuel inventory including tank water level.
- Monthly leak detection results.
- Monthly maintenance visual examinations.
- A copy of all test data results. Tightness, pressure and integrity.
- Repair, operation and maintenance records.
- Certificate of Financial Responsibility

Only diesel vehicles are fueled on-site. The fuel is monitored electronically by a Veeder Root System. Daily reports and reconciliation of fuel can be reported through the electronic monitoring system. The Facilities department is responsible for checking the tank for leaks and defects and maintaining the fueling system. Gasoline is purchased from gas stations using fueling cards.

The fuel and oil are procured using a bid system and purchased under a contract. The motor and transmission oils are synthetic and ordered by using wireless monitors on top of bulk tanks that notify the maintenance department when more oils are needed. All bulk tanks are placed inside spill containment devices located outside under a canopy between the maintenance shop and facilities building.

The buses are fueled nightly by utility workers who record all mileages and fuel pumped onto fuel sheets. The fuel sheets are used by the parts department to enter the fuel amounts into the iMaint and the vehicle mileages into the Inspection Schedule program.

Fluid Consumption

All of the oil put into the buses on the fuel island is recorded on a fluid consumption form and turned in to the Maintenance Superintendant on a daily basis. Another fluid consumption form of the exact type is used by the shop to record fluid added by the mechanics. Both of these forms including any fluids that are added to vehicles during routine maintenance in the shop are combined by the Maintenance Superintendant and entered on an excel spreadsheet for a daily analysis of the fluids used. This spreadsheet is included as Exhibit "N".

Exhibit A

Fleet Roster

FIXED ROUTE

ID#	MODEL	YEAR	VIN.#	CAPACITY	LENGTH	ENG.	Tag Number	LTD TOTAL 4/30/2014	Date in Service	AGE YEARS	AVERAGE MONTHLY	FTA Project Life
1050	GILLIG	2001	15GCD201811110904	43	40 ft.	50 Series DETROIT	168169	395,025	9/26/2001	13.1	3,306	12yr/500K
1051	GILLIG	2001	15GCD201X11110905	43	40 ft.	50 Series DETROIT	168192	414,937	9/26/2001	13.1	1,807	12yr/500K
1052	GILLIG	2001	15GCD201111110906	43	40 ft.	50 Series DETROIT	168193	383,218	9/26/2001	13.1	2,149	12yr/500K
1053	GILLIG	2001	15GCD201311110907	43	40 ft.	50 Series DETROIT	168194	430,011	9/26/2001	13.1	2,353	12yr/500K
1054	GILLIG	2001	15GCD201511110908	43	40 ft.	50 Series DETROIT	168195	416,929	10/1/2001	13.1	2,812	12yr/500K
1055	GILLIG	2001	15GCD201711110909	43	40 ft.	50 Series DETROIT	168196	444,529	10/1/2001	13.1	2,714	12yr/500K
1056 WH	GILLIG	2002	15GCA201821110881	29	30 ft.	50 Series DETROIT		251,504	8/22/2002	12.2		12yr/500K
1057 WH	GILLIG	2002	15GCA201421111364	29	30 ft.	50 Series DETROIT		182,726	8/22/2002	12.2		12yr/500K
1058 WH	GILLIG	2002	15GCA201621111365	29	30 ft.	50 Series DETROIT	207252	630,531	8/22/2002	12.2		12yr/500K
1059 WH	GILLIG	2002	15GCA2018211112095	29	30 ft.	50 Series DETROIT	257253	593,732	8/22/2002	12.2		12yr/500K
106	GILLIG	2010	15GGE271XA1092202	29	30 ft.	ISM 280 Cummins	240047	124,296	10/26/2010	4.0	3,863	12yr/500K
106	GILLIG	2010	15GGE271A1092203	29	30 ft.	ISM 280 Cummins	209828	134,185	10/26/2010	4.0	2,744	12yr/500K
106	GILLIG	2010	15GGE2713A1092204	29	30 ft.	ISM 280 Cummins	210257	185,451	10/26/2010	4.0		12yr/500K
106	GILLIG	2010	15GGE2713A1092205	29	30 ft.	ISM 280 Cummins	199552	160,523	10/26/2010	4.0	3,097	12yr/500K
1100	GILLIG	2010	15GGE2713A1092206	29	30 ft.	ISM 280 Cummins	210249	160,753	10/26/2010	4.0	3,804	12yr/500K
1060	GILLIG	2002	15GCB201721111596	35	35 ft.	50 Series DETROIT	201195	527,448	7/25/2002	12.3	3,333	12yr/500K
1061	GILLIG	2002	15GCB201921111597	35	35 ft.	50 Series DETROIT	201197	538,923	7/25/2002	12.3	3,344	12yr/500K
1062	GILLIG	2002	15GCB201021111598	35	35 ft.	50 Series DETROIT	201198	558,211	7/25/2002	12.3	3,267	12yr/500K
1063	GILLIG	2002	15GCB201221111599	35	35 ft.	50 Series DETROIT	201198	546,675	7/25/2002	12.3	3,200	12yr/500K
1064	GILLIG	2002	15GCB201521111600	35	35 ft.	50 Series DETROIT	205199	518,668	8/1/2002	12.3	1,559	12yr/500K
1065	GILLIG	2002	15GCB201721111601	35	35 ft.	50 Series DETROIT	201200	552,182	8/1/2002	12.3	3,152	12yr/500K
1066	GILLIG	2002	15GCB201921111602	35	35 ft.	50 Series DETROIT	199723	524,790	8/1/2002	12.3	1,701	12yr/500K
1067	GILLIG	2002	15GCB201021111603	35	35 ft.	50 Series DETROIT	199722	576,555	8/1/2002	12.3	2,677	12yr/500K
1068	GILLIG	2004	15GCB211141112146	35	35 ft.	ISM280 CUMMINS	199729	451,230	3/3/2004	10.7	3,002	12yr/500K
1069	GILLIG	2005	15GCB211451112756	35	35 ft.	ISM280 CUMMINS	206978	452,114	10/26/2005	9.0	4,002	12yr/500K
1070	GILLIG	2005	15GCB211651112757	35	35 ft.	ISM280 CUMMINS	199725	450,393	10/26/2005	9.0	3,604	12yr/500K
1071	GILLIG	2005	15GCB211851112758	35	35 ft.	ISM280 CUMMINS	206979	404,227	10/26/2005	9.0	3,825	12yr/500K
1072	GILLIG	2005	15GCB211X51112759	35	35 ft.	ISM280 CUMMINS	209980	338,341	10/26/2005	9.0	3,203	12yr/500K
1073	GILLIG	2005	15GCB211361112801	35	35 ft.	ISM280 CUMMINS	209983	381,160	4/21/2006	8.5	3,895	12yr/500K
1074	GILLIG	2006	15GCB211561112802	35	35 ft.	ISM280 CUMMINS	209981	396,548	4/11/2006	8.6	4,279	12yr/500K
1075	GILLIG	2006	15GCB211761112803	35	35 ft.	ISM280 CUMMINS	209982	372,500	4/11/2006	8.6	3,711	12yr/500K
1076	GILLIG	2006	15GCB211961112804	35	35 ft.	ISM280 CUMMINS	237545	415,639	4/11/2006	8.6	3,655	12yr/500K
1077	GILLIG	2006	15GCB211061112805	35	35 ft.	ISM280 CUMMINS	237546	406,470	4/11/2006	8.6	4,481	12yr/500K
1078	GILLIG	2011	15GCB2718B1178142	35	35 ft.	ISM280 CUMMINS	TC7437	103,566	2/3/2012	2.8	3,439	12yr/500K
1079	EL DORADO	2012	1N9MNAC65CC0S4229	30	32 FT.	ISM280 CUMMINS		62,655	8/6/2012	2.2	3,032	10yr/350K
1080	EL DORADO	2012	1N9MNAC65CC0S4230	30	32 FT.	ISM280 CUMMINS	TC5280	67,963	8/6/2012	2.2	3,131	10yr/350K
1081	EL DORADO	2012	1N9MNAC63CC084231	30	32 FT.	ISM280 CUMMINS		57,213	8/6/2012	2.2	2,662	10yr/350K
1082	EL DORADO	2012	1N9MNAC63CC084228	30	32 FT.	ISM280 CUMMINS		60,873	8/6/2012	2.2	3,063	10yr/350K
Average Age-all											9.1	38 Buses
LAMTD AVG											9.6	29 Buses

PARATRANSIT

ID#	MODEL	YEAR	VIN.#	CAPACITY	LENGTH	ENG.	Tag Number	LTD TOTAL 4/30/2014	Date in Service	AGE YEARS	AVERAGE MONTHLY	
201	Dodge/Braun	2010	2D4RN4DE8AR498514	5		3.9L-V6	TC7638	60,296	5/27/2011	3.4	1,744	5yr/200K
202	Dodge/Braun	2010	2D4RN4DE4AR498509	5		3.9L-V6	TC7632	53,183	5/27/2011	3.4	966	5yr/200K
203	Dodge/Braun	2010	2D4RN4DE0AR498510	5		3.9L-V6	TC7631	41,918	5/27/2011	3.4	1,172	5yr/200K
204	Dodge/Braun	2010	2D4RN4DE2AR498511	5		3.9L-V6	TC7630	48,444	5/27/2011	3.4	1,040	5yr/200K
205	Dodge/Braun	2010	2D4RN4DE4AR498512	5		3.9L-V6	TC7633	69,583	5/27/2011	3.4	1,971	5yr/200K
206	Dodge/Braun	2010	2D4RN4DE8AR498513	5		3.9L-V6	TC7637	69,137	5/27/2011	3.4	2,426	5yr/200K
539	CHALLENGER	2006	1GBE4V1236F417274	18	27ft.	6.6L DIESEL	237956	249,204	6/10/2006	8.4	2,500	7yr/250K
540	CHALLENGER	2006	1GBE4V1236F416810	18	27ft.	6.6L DIESEL	237954	256,526	6/10/2006	8.4	1,927	7yr/250K
541	CHALLENGER	2006	1GBE4V1236F416934	18	27ft.	6.6L DIESEL	237955	275,736	6/10/2006	8.4	2,939	7yr/250K-Grant Application=?
542	CHALLENGER	2006	1GBE4V1236F417063	18	27ft.	6.6L DIESEL	237957	252,228	6/16/2006	8.4	2,057	7yr/250K
543	CHALLENGER	2006	1GBE4V1256F416711	18	27ft.	6.6L DIESEL	239966	313,518	6/16/2006	8.4	2,792	7yr/250K
544	CHALLENGER	2008	1GBE4V1948F401407	18	27ft.	6.6L DIESEL	TB5346	169,980	12/2/2008	5.9	2,867	7yr/250K
545	CHALLENGER	2008	1GBE4V1938F401432	18	27ft.	6.6L DIESEL	TB5347	155,253	12/2/2008	5.9	1,147	7yr/250K
546	CHALLENGER	2009	1GBE4V198 8F415102	18	27ft.	6.6L DIESEL	TB7602	151,042	6/10/2009	5.4	2,894	7yr/250K
547	CHALLENGER	2009	1GBE4V1978F417410	18	27ft.	6.6L DIESEL	TB7603	153,859	6/10/2009	5.4	2,442	7yr/250K
548	CHALLENGER	2009	1GBE4V1918F417645	18	27ft.	6.6L DIESEL	TB7604	165,503	6/10/2009	5.4	2,780	7yr/250K
549	ARBOC	2011	1GB6G5BG4B1143595	12	25 ft.	4500 GASOLINE	TA4743	44,599	4/18/2012	2.5	1,961	5yr/200K
550	GOSHEN	2012	1GB3G2BG4C1175714	10&2	18 FT.	4500 GASOLINE	TC7672	57,462	11/1/2012	2.0	2,384	5yr/200K
551	Goshen	2012	1GB3G2BG4C1176163	10&2	18ft	4500 Gasoline	TC7673	42,331	12/11/2012	1.9	1,858	5yr/200K
552	CHAMPION	2013						25,182	8/13/2013	1.2	1,710	5yr/200K
553	CHAMPION	2013						19,214	8/13/2013	1.2	1,305	5yr/200K
554	CHAMPION	2013						13,668	8/13/2013	1.2	926	5yr/200K

Appendix C

System Security Plan

Furnished on request to necessary viewers



BUS TRANSIT SYSTEM

ANNUAL SAFETY CERTIFICATION

Date: January 27, 2016

Name: Lakeland Area Mass Transit District
d.b.a Citrus Connection

Address: 1212 George Jenkins Blvd.
Lakeland, Florida 33815

In accordance with Florida Statute 341.061, the bus system named above hereby adopts and certifies to the following:

1. The adoption of a System Safety Program Plan in accordance, at a minimum, with the established Florida Department Of Transportation safety standards set forth in Rule 14-90, Florida Administrative Code, for calendar year 2016
2. Compliance with adopted standards of the System Safety Program Plan (SSPP), for calendar year 2016.
3. Performance of safety inspections on all buses operated in accordance with Rule 14-90.009, for calendar year 2016

Signature: _____

Name: Commissioner: Steven Hunnicut

Title: Chairman of the Board of Directors, Polk Transit Authority

Signature: _____

Name: Tom Phillips

Title: Executive Director, Lakeland Area Mass Transit District

POLK TRANSIT
BOARD OF DIRECTORS MEETING
JANUARY 27, 2016
AGENDA ITEM #5

Agenda Item: Community Score Card

Presenter: Bill Knieriem, Director of Operations

Recommended
Action: None

Summary: Oral Presentation

Attachments: Community Scorecard

FOURTH QTR OCT-DEC 2015	6:15 am - 11:15 am				11:15 am - 3:15 pm				3:15 pm - 7:15 pm			
	1st Qtr Avg	2nd Qtr Avg	3rd Qtr Avg	4th Qtr Avg	1st Qtr Avg	2nd Qtr Avg	3rd Qtr Avg	4th Qtr Avg	1st Qtr Avg	2nd Qtr Avg	3rd Qtr Avg	4th Qtr Avg
Route 1	19.3	19.3	19.6	19.9	26.4	26.5	27.2	29.5	16.6	16.3	18.8	21.6
Route 3	27.6	17.4	17.9	19.7	39.0	21.7	20.5	22.1	18.5	13.6	18.0	18.5
Route 3X	9.7	8.2	5.3	5.4	9.4	4.8	6.9	6.2	8.1	0.8	4.1	4.85
Route 10	12.9	9.8	9.8	11.6	17.7	12.5	12.5	12.5	21.6	21.6	12.1	21.6
Route 14	15.0	11.9	18.2	18.3	18.2	16.4	17.7	16.8	15.1	11.5	17.2	16.5
Route 15	13.8	13.5	13.3	13.4	19.4	16.8	16.1	17.4	12.4	11.8	14.4	15.8
Route 22 XL	28.1	23.6	34.0	37.6	42.5	32.5	30.1	30.4	18.0	15.4	31.9	33.2
Route 32/33	7.4	8.3	11.4	10.0	7.3	8.5	11.9	13.4	5.8	6.4	6.5	6.8
Route 39	7.1	5.9	6.3	6.8	5.4	6.7	8.1	7.8	6.0	5.7	5.2	5.0
Route 45	20.5	16.8	17.0	19.2	23.6	19.8	17.5	17.7	19.4	15.1	13.4	14.9
Route 46	11.7	10.2	9.8	10.8	10.0	8.6	10.8	11.9	14.5	10.8	12.3	14.0
Route 47	9.6	9.5	11.8	13.2	15.5	13.1	12.8	14.1	10.3	9.1	11.1	13.4
Route 57	10.3	9.6	#DIV/0!	#DIV/0!	9.8	9.1	#DIV/0!	#DIV/0!	12.9	11.1	#DIV/0!	#DIV/0!
Route 58	13.6	11.1	11.1	10.4	15.5	12.5	13.0	10.1	9.2	7.4	10.9	9.8
Route 12	24.4	21.7	20.4	24.9	24.7	22.7	22.6	24.2	19.7	17.7	17.6	17.6
Route 15WH	40.4	33.0	35.0	37.3	38.3	31.1	33.3	36.0	31.8	25.5	27.8	29.8
route 22 XW	25.2	25.9	21.8	19.8	29.2	24.0	23.2	22.1	25.6	21.8	19.0	16.6
route 30	15.9	14.3	13.8	14.1	23.7	21.8	21.1	22.2	23.5	21.8	18.5	17.2

Regular Fixed Route

10 +	route doing well	7 - 9.9	possible minor changes	0 - 6.9	possible major changes
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Flex Routes

7+	route doing well	4 - 6.9	possible minor changes	0 - 3.9	possible major changes
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POLK TRANSIT
BOARD OF DIRECTORS MEETING
JANUARY 27, 2016
AGENDA ITEM #6

Agenda Item: CTC Designation Update

Presenter: Diane Slaybaugh, TPO

Recommended
Action: None

Summary: Oral Presentation

Attachments: None

POLK TRANSIT
BOARD OF DIRECTORS MEETING
JANUARY 27, 2016
AGENDA ITEM #7

Agenda Item: FAST Act 2015 update

Presenter: Erin Killebrew, Director of Government & Community
Relations

Recommended
Action: None

Summary: Oral Presentation

Attachments: None

POLK TRANSIT
BOARD OF DIRECTORS MEETING
JANUARY 27, 2016
AGENDA ITEM #8

Agenda Item: Executive Director Comments

- Merger Update
- Winter Haven Urbanized Area Administrative Agent Designation
- PTA 2016 Board Schedule Changes

Presenter: Tom Phillips, Executive Director

Recommended Action: None

Summary: PTA 2016 Board Schedule Changes - Resolution approval for changes to the 2016 PTA Board schedule.

Attachments: Resolution 16-05

**POLK TRANSIT AUTHORITY
RESOLUTION NO. 16-05**

A RESOLUTION RELATING TO THE SCHEDULE OF REGULAR MEETINGS; ADOPTING THE SCHEDULE OF REGULAR MEETINGS FOR THE 2016 YEAR; AUTHORIZING AND DIRECTING THE CHAIRMAN TO FILE THE SCHEDULE WITH THE LOCAL GOVERNING AUTHORITY AND TO PUBLISH THE SCHEDULE AS REQUIRED BY LAW; PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE GOVERNING BODY OF POLK TRANSIT AUTHORITY

SECTION 1. Pursuant to Section 189.417, Florida Statutes, there is hereby

adopted a schedule of regular meetings of the Polk Transit Authority

for the fiscal year commencing January 27, 2016 as follows:

SCHEDULE OF MEETINGS 2016

January 27, 2016	11:00a.m.	330 W. Church St., Bartow, BoCC Boardroom
March 10, 2016	11:00a.m.	330 W. Church St., Bartow, BoCC Boardroom
July 14, 2016	11:00a.m.	330 W. Church St., Bartow, BoCC Boardroom
November 10, 2016	11:00a.m.	330 W. Church St., Bartow, BoCC Boardroom

MEETING CANCELLATIONS 2016

DATE	TIME	PLACE
April 27, 2016	9:00a.m.	330 W. Church St., Bartow, BoCC Boardroom
July 27, 2016	9:00a.m.	330 W. Church St., Bartow, BoCC Boardroom

SECTION 2. The Chairman of Polk County Authority, or such other person or persons

designated by the governing body, is hereby authorized and directed to file the above

Schedule of Regular Meetings with Stacy Butterfield, Clerk of the Board of County

Commissioners, Bartow, Florida, and to publish the schedule as required by law.

Section 3. This Resolution shall take effect January 27, 2016.

PASS AND CERTIFIED AS TO PASSAGE this 27 day of January, 2016.

Polk Transit Authority

BY: _____
Commissioner Steven Hunnicutt, Chairman

ATTEST BY: _____
Marcy Harrison, Administrative Assistant

APPROVED AS TO FORM AND CORRECTNESS: _____
Attorney of District

POLK TRANSIT
BOARD OF DIRECTORS MEETING
JANUARY 27, 2016
AGENDA ITEM #9

Agenda Item: **Public Comments**

Presenter: TBD

Recommended
Action: None

Summary: Open forum for the public to address any comments, questions,
 or concerns to the Board of Directors.

Attachments: None

POLK TRANSIT
BOARD OF DIRECTORS MEETING
JANUARY 28, 2015
AGENDA ITEM #10

Agenda Item: **Other Business**

Presenter: TBD

Recommended
Action: TBD

Summary: TBD

Attachments: None

POLK TRANSIT
BOARD OF DIRECTORS MEETING
JANUARY 28, 2015
AGENDA ITEM #11

Agenda Item: **Board Members Comments**

Presenter: TBD

Recommended
Action: None

Summary: Oral Presentation

Attachments: None