



**Sumter County Transportation Disadvantaged Coordinating Board
Minutes – December 12, 2017**

The Villages Sumter County Service Center
7375 Powell Road, Room 102
Wildwood, FL

Members Present

Don Burgess, Chairman
Jo Santiago
Sheri Peterson
Christine Norris
Kim Rummell
Sandra Woodard
Karen Nolte
Bonnie Cowie
Carlina Lindo
Milagros Chervoni
Thomas Chase, Vice Chair
Danielle Delgado
Gustavo Henriquez
Bebe Chudeusz

Representing

Lake~Sumter MPO
FDOT
Dept. of Children & Families
Public Education/Sumter County Schools
Veterans Service Office Representing Veterans
FL Association CAA/Economically Disadvantaged
Person with a Disability/Representing Disabled
Citizen Advocate/User of the System
Children at Risk
Florida Agency for Healthcare Administration
Medical Community
Vocational Rehabilitation/Dept. of Education
Regional Workforce Development Board
Technical Advisor (non-voting)

Members Absent

Mildred Haygood
Steve Homan

Representing

Person over 60, Representing the Elderly
FL Department of Elder Affairs

Staff Present

TJ Fish
Michael Woods
Jackey Jackson
Brandy Cook
Mark Nelson

Representing

Lake~Sumter MPO
Lake~Sumter MPO
Sumter County
Sumter County
Ride Right

CALL TO ORDER

The meeting of the Sumter County Transportation Disadvantaged Coordinating Board (TDCB) was called to order at 2:00 p.m. by Chairman Burgess. Staff announced that the meeting was properly noticed, the roll was called, at which time it was noted that a quorum was present.

AGENDA UPDATE – None

OPPORTUNITY FOR PUBLIC COMMENT (on agenda items or general comments)

No comments received.

PRESENTATIONS

- A. Langley Health Services, Thomas Chase, Chief Executive Officer
Thomas Chase provided information on the history of Langley Health Services. The presentation hi-lighted the areas served and the individual facilities and staff associated with Langley. Mr. Chase shared information on the intense process involved every 3 years to determine the need for medical services in the service area. Langley provides three essential services including medical, dental and behavioral health services and has a very advanced independent diagnostic testing program. Information was provided regarding their sliding fee scale, financial counselors, insurance plans accepted, homeless population and migrant farm workers.

- B. Transportation Projects in Sumter County, T.J. Fish, Executive Director
T.J. Fish discussed roadway projects in Sumter County including US 301 and the bypass around Coleman, 470 Corridor and the Central Florida Coast to Coast Trail. Maps were provided on the screen. Discussion referencing technology ensued.

CONSENT AGENDA

- A. Approval of October 3, 2017 Annual Public Hearing Minutes
- B. Approval of October 3, 2017 Meeting Minutes
- C. Approval of 2018 Meeting Schedule
Commissioner Burgess reviewed the consent agenda. Staff recommended four (4) meeting dates in 2018 during the months of March, June, September and December.

On a motion by Christine Norris, seconded by Milagros Chervoni and carried unanimously by a 13-0 vote, the Board approved the Consent Agenda as presented.

ACTION ITEM

- A. Appointment of Vice-Chair 2018
T.J. Fish discussed the process for the appointment of Chair and Vice-Chair.

On a motion by Sandra Woodard, seconded by Christine Norris and carried unanimously by a 13-0 vote, the Board approved the nomination of Thomas Chase to serve as Vice-Chair for 2018.

B. Annual Review of Grievance Procedures

Michael Woods provided review of the Grievance Procedures and the proposed minor revisions. He added the procedures were reviewed by the MPO Attorney and the Grievance Subcommittee.

On a motion by Christine Norris, seconded by Bonnie Cowie and carried unanimously by a 13-0 vote, the Board approved the revisions to the Grievance Procedures as presented.

C. Review of Sumter County CTC FY 2016/17 Annual Operating Report

Jackey Jackson provided a review of the Annual Operating Report that was included in the agenda packet.

On a motion by Thomas Chase, seconded by Danielle Delgado and carried unanimously by a 13-0 vote, the board approved the FY 2016/17 Annual Operating Report as presented.

D. Memorandum of Agreement (MOA) FYs 2018-2023

Mr. Fish provided an update on the status of the MOA process. He shared the MPO Board is scheduled to approve by Resolution that Sumter County BOCC remain the CTC for Sumter County FYs 2018-2023. The item is on the December 13, 2017 agenda. It is expected the Florida CTD will approve the recommendation at their February Business meeting. Staff will attend the meeting. Commissioner Burgess added the Sumter County BOCC accepted this and are willing to serve.

On a motion by Sandra Woodard, seconded by Danielle Delgado and carried unanimously by a 13-0 vote, the board approved the MOA and recommended Sumter County BOCC remain the CTC for Sumter County beginning July 1, 2018 thru June 30, 2023.

DISCUSSION ITEMS

A. Annual Review of Coordination Contract

Jackey Jackson provided an update on the SCARC coordination contract and the changes to be made. Commissioner Burgess commented SCARC is a very special organization and the Sumter County BOCC is always willing to support them.

B. FY 2018/19 Section 5310 and 5311 Grant Updates

Brandy Cook provided an update on the application process.

C. Florida Commission for the Transportation Quality Assurance Review Update

Jackey Jackson reported it was the first review that staff went through and provided an update on the recommendations received. He added overall the consultants were pleased.

REPORTS

A. Florida CTD

Michael Woods reported TD Legislative Day is scheduled February 14 and staff plans to attend. He added the MOA is scheduled to be an agenda item for approval by the CTD the February 13 Business Meeting.

B. FDOT

Jo Santiago provided information on the Grant Workshop for 5310, 5311, 5339 that was held October 17. Ms. Santiago reported applications are due to FDOT by December 22. She added Carlos Colon will be filling in for her while she is on leave. Chairman Burgess wished her well.

B. Ride-Right

Mark Nelson reported on the recent driver trainings including: *Best Practice Driving* and *Hazardous Driving*. He added in October he attended the Ride Right General Managers meeting and reported on the awards received. Applause.

C. Sumter County CTC

Jackey Jackson reported on the performance measures and the outstanding job Ride Right has done.

D. Lake~Sumter MPO

Michael Woods reported the planning grant report was in the packet. Sandra Woodard encouraged everyone to contact Nancy Valenzano and schedule a ride. She added it is an eye opening experience and shows the importance of what board member roles are. She added she was impressed with the driver and also able to see the riders needs. Discussion ensued referencing the tablets used by drivers.

BOARD MEMBER COMMENTS – ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 2:49 p.m.

March 12, 2018

Chairman Don Burgess

**BYLAWS OF THE SUMTER COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

ARTICLE I: PREAMBLE

The following sets forth the Bylaws which shall serve to guide the functioning of the Sumter County Transportation Disadvantaged Coordinating Board. The intent is to provide procedures and policies for fulfilling the requirements of Chapter 427, Florida Statutes (F.S.), and Chapter 41-2, Florida Administrative Code (F.A.C.), governing the coordination of transportation services provided to the transportation disadvantaged.

ARTICLE II: NAME AND PURPOSE

Section 1: Name: The name of the Coordinating Board shall be the Sumter County Transportation Disadvantaged Coordinating Board, hereinafter referred to as the TDCB.

Section 2: Purpose: Pursuant to F.S. 427.0157, the primary purpose of the TDCB is to develop local service needs and to provide information, advice, and direction to the Community Transportation Coordinator (CTC) on the coordination of services to be provided to the transportation disadvantaged.

ARTICLE III: MEMBERSHIP

Section 1: Appointment of Members: In accordance with F.S. 427.0157 and Rule 41-2.012, F.A.C., members of the TDCB shall be appointed by the Lake-Sumter Metropolitan Planning Organization, hereinafter referred to as the MPO.

Section 2: Voting Members: In accordance with Rule 41-2.012(3), F.A.C., in addition to the Chairperson, the following agencies or groups shall be represented on the TDCB as voting members:

1. A local representative of the Florida Department of Transportation;
2. A local representative of the Florida Department of Children and Families;
3. A local representative of the Public Education Community, which may include, but is not limited to, a representative of the District School Board, School Board Transportation Office, or Headstart Program in areas where the School District is responsible;
4. A local representative of the Florida Division of Vocational Rehabilitation or the Division of Blind Services, representing the Department of Education;
5. A person recommended by the local Veterans Service Office representing the veterans of the county;
6. A person who is recognized by the Florida Association for Community Action (President) as representing the economically disadvantaged in the county;
7. A person over sixty years of age representing the elderly in the county;
8. A person with a disability representing the disabled in the county;
9. A citizen advocate representative in Sumter County;
10. A citizen advocate representative in Sumter County who uses the transportation services of the system as that person's primary means of transportation;
11. A local representative for children at risk;
12. A local representative of the Florida Department of Elderly Affairs;

13. An experienced representative of the local private for profit transportation industry, or in an area where such a representative is not available, a local private non-profit representative, except where said representative is also the CTC;
14. A local representative of the Florida Agency for Health Care Administration;
15. A representative of the Regional Workforce Development Board established in Chapter 445, F.S.; and
16. A representative of the local medical community, which may include, but is not limited to, kidney dialysis centers, long term care facilities, assisted living facilities, hospitals, local health department or other home and community-based services.

Section 3: Alternate Members: All members of the TDCB may have their agency or organization designate, in writing, an alternate who may vote only in the absence of that member. All members not representing an agency or organization may have an alternate, who may vote only in the absence of that member, appointed for them by the MPO.

Section 4: Technical Advisors - Non-Voting Members: Non-voting technical advisors may be approved upon a majority vote of a quorum of the TDCB members for the purpose of providing the TDCB with technical advice.

Section 5: Terms of Appointment: Except for the Chairperson and state agency representatives, the members of the TDCB shall be appointed for three (3) year terms. The Chairperson shall serve until elected term of office has expired or until the Chairperson is otherwise replaced by the MPO. Individuals may be reappointed to serve an additional three (3) year term. No employee of a CTC shall serve as a voting member of the TDCB in an area where the CTC serves.

Section 6: Termination of Membership: A member of the TDCB may resign at any time by providing notice in writing to the Chairperson. Unless otherwise specified in the notice, the resignation shall take effect when it is received by the Chairperson. Each member of the TDCB is expected to demonstrate his/her interest in the TDCB's activities by attending the scheduled meetings. If a voting member is unable to attend a meeting, he/she should ensure that his/her alternate will attend. The MPO shall review, and consider rescinding, the appointment of any voting member who fails to attend three (3) consecutive meetings. The TDCB shall notify the Florida Transportation Disadvantaged Commission (Commission) of any state agency voting member or his/her alternate failing to attend three (3) consecutive meetings.

ARTICLE IV: OFFICERS AND DUTIES

Section 1: Officers: The officers of the TDCB shall include a Chairperson and a Vice-Chairperson.

Section 2: Chairperson: The MPO shall appoint an elected official from Sumter County to serve as the official Chairperson for all TDCB meetings. The Chairperson shall preside at all meetings, review and sign the official meeting minutes, and be responsible for all notices and agendas for meetings. The Chairperson shall serve until elected term of office has expired or otherwise replaced by the MPO, in accordance with Rule 41-2.012(4), F.A.C.

Section 3: Vice-Chairperson: The TDCB shall hold an organizational meeting each year for the purpose of electing a Vice-Chairperson. The Vice-Chairperson shall be elected by a majority vote of the voting TDCB members present. The Vice-Chairperson's term of office shall be for one (1) year starting with the first meeting after his/her election, but the Vice-Chairperson may be re-elected to an additional term or terms of office. In the event of the Chairperson's absence, the Vice-Chairperson shall assume the duties of the Chairperson and conduct the meeting.

Section 4: Absence of Chairperson and Vice Chairperson: In the event of the TDCB Chairperson's, and the Vice-Chairperson's absence, the TDCB will, if a quorum is present, elect a voting member of the TDCB to assume the duties of the Chairperson for that meeting and conduct the meeting.

ARTICLE V: COORDINATING BOARD MEETINGS

Section 1: Regular Meetings and Procedures: The TDCB shall meet as often as necessary in order to meet its responsibilities. However, as required by Section 427.0157, F.S. and Rule 41-2.012(5), F.A.C., it shall meet at least quarterly. All meetings, including committee meetings, shall function under Florida's "Government in the Sunshine Law."

Section 2: Notice of Meetings and Meeting Agendas: A notice stating the date, time and place of each meeting shall be publicly advertised and sent to all TDCB members and, other interested parties at least fourteen (14) days in advance of the meeting. A meeting agenda shall be sent to all TDCB members, and other interested parties at least seven (7) days in advance of each meeting, and shall be made available to the public at least four (4) days in advance of the meeting in accordance with the MPO Public Participation Policy (Section 6.0, Lake~Sumter MPO Bylaws). Agenda changes may be made at any meeting by a two-thirds (2/3) vote of the TDCB members present, provided that all agenda changes are made in accordance with the MPO Public Participation Policy (Section 6.0, Lake~Sumter MPO Bylaws).

Section 3: Emergency Meetings: If determined by the Chairperson to be necessary, the Chairperson may call an emergency meeting. A notice stating the date, time and place of the emergency meeting shall be publically advertised and sent to all TDCB members and other interested parties at least seven (7) days, if possible, in advance of the meeting. A meeting agenda shall be sent to all TDCB members as soon as early as possible.

Section 4: Quorum: At all meetings of the TDCB, the presence in person of a majority of the members currently seated shall be necessary and sufficient to constitute a quorum for the transaction of business.

Section 5: Voting: Unless otherwise expressly required by law or these Bylaws, all matters to be voted on shall be decided by a majority vote of those TDCB members present. TDCB members can participate in meetings via conference call, however, a physical quorum must be present to vote for the transaction of business.

Section 6: Public Participation: All TDCB meetings shall be held in accordance with the MPO Public Participation Policy (Section 6.0, Lake~Sumter MPO Bylaws).

ARTICLE VI: STAFF

The MPO shall provide the TDCB with sufficient staff support and resources to enable the TDCB to fulfill its responsibilities as set forth in Chapter 427, F.S., and Chapter 41-2, F.A.C. This includes providing sufficient staff to manage and oversee the responsibilities of the TDCB. This also includes but is not limited to, assistance in the scheduling of meetings, preparing meeting agenda packets, training board members, evaluating cost effectiveness, reviewing the local Transportation Disadvantaged Service Plan (TDSP) and other necessary administrative duties as appropriate.

ARTICLE VII: COORDINATING BOARD DUTIES

Section 1: Coordinating Board Duties: Pursuant to F.S. 427.0157 and Rule 41-2.012 the TDCB shall perform the following duties:

1. Maintain official meeting minutes, including an attendance roster, reflecting official actions and provide a copy of same to the Commission and the Chairperson of the MPO;
2. Review and approve the CTC's Memorandum of Agreement and the CTC's Transportation Disadvantaged Service Plan (TDSP) prior to submittal to the Commission;
3. On a continuing basis, evaluate services provided under the approved Service Plan. Annually, provide the MPO with an evaluation of the CTC's performance in general and relative to Commission standards and the completion of current Service Plan elements. Recommendations relative to performance and the renewal of the CTC's Memorandum of Agreement shall be included in the report;
4. In cooperation with the CTC, review and provide recommendations to the Commission and the MPO on all applications for local government, state or federal funds relating to transportation of the transportation disadvantaged in Sumter County to ensure that any expenditures within the County are provided in the most cost effective and efficient manner;
5. Review the coordination strategies of service provision to the transportation disadvantaged in the county to seek innovative ways to improve cost effectiveness, efficiency, safety, working hours, and types of service in an effort to increase ridership to a broader population. Such strategies should also encourage multi-county and regional transportation service agreements between area CTCs and consolidation of adjacent designated service areas when it is appropriate and cost effective to do so;
6. Appoint a Grievance Subcommittee to serve as a mediator to process, investigate and decide grievances or complaints from agencies, users, potential users of the system and the CTC in the county, and make recommendations to the Coordinating Board for improvement of service. The Coordinating Board shall establish procedures to provide regular opportunities for grievances and issues to be brought before the committee and to address them in a timely manner, and the Coordinating Board shall hear grievances and appeals itself as provided for in the grievance procedures. Members appointed to the Subcommittee shall be voting members of the Coordinating Board;
7. Annually review coordination contracts to advise the CTC whether the continuation of said contract provides the most cost effective and efficient transportation available;
8. Review and approve the CTCs Annual Operating Report by September 15th each year;
9. Review and approve the (TDSP) for consistency with approved minimum guidelines and the goals and objectives of the Coordinating Board. The TDSP shall include a vehicle inventory of those vehicles purchased with transportation disadvantaged funds;
10. Assist the CTC in establishing eligibility guidelines and priorities with regard to the recipients of non-sponsored transportation disadvantaged services that are purchased with Transportation Disadvantaged Trust Fund monies;
11. Hold at least one public hearing per year for the purpose of receiving input on unmet needs or any other areas that relate to the local transportation services;

12. Work cooperatively with regional workforce boards established in Chapter 445, F.S. to provide assistance in the development of innovative transportation services for participants in the welfare transition program; and
13. Evaluate multi-county or regional transportation opportunities.

ARTICLE VIII: COMMITTEES

Section 1: Grievance Subcommittee: The Grievance Subcommittee shall be appointed and function pursuant to Grievance Procedures adopted by the TDCB.

Section 2: Other Committees: Other committees may be designated by the Chairperson as necessary to investigate and report on specific subject areas of interest to the TDCB and to deal with administrative and legislative matters.

ARTICLE IX: COMMUNICATION WITH OTHER AGENCIES AND ENTITIES

The MPO authorizes the TDCB to communicate directly with other agencies and entities as necessary to carry out its responsibilities in accordance with Chapter 427, F.S., and Chapter 41-2, F.A.C.

ARTICLE X: AMENDMENTS

The Bylaws shall be reviewed, updated (if necessary), and adopted annually.

ARTICLE XI: CERTIFICATION

The undersigned hereby certifies that he/she is the Chairperson of the Sumter County Transportation Disadvantaged Coordinating Board and that the foregoing is a full, true and corrected copy of the Bylaws of this Coordinating Board as adopted by the Sumter County Transportation Disadvantaged Coordinating Board on the 14th day of March, 2017.

SUMTER COUNTY TRANSPORTATION DISADVANTAGED COORDINATING BOARD

Don Burgess, Chairman

SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS
EXECUTIVE SUMMARY

SUBJECT: Approve Updated Sumter County Transit System Safety Program Plan.

REQUESTED ACTION: Staff Recommends Approval.

Meeting Type: Regular Meeting **DATE OF MEETING:** 12/12/2017

CONTRACT: N/A Vendor/Entity: N/A
Effective Date: 12/12/2017 Termination Date: 12/11/2022
Managing Division / Dept: **Road & Bridge / Public Works**

BUDGET IMPACT: N/A

Type: N/A **FUNDING SOURCE:** N/A
EXPENDITURE ACCOUNT: N/A

HISTORY/FACTS/ISSUES:

From time to time, as required by the Florida Department of Transportation (FDOT), the Sumter County Transit System Safety Program Plan (SSPP) needs revisions and updates.

In 2016, revisions/updates were made to the maintenance manual with the assistance of the Preventative Maintenance Planning and Training Program (PrMPT). The strategy provided by PrMPT has guided Sumter County Transit (SCT) to a more comprehensive approach to meeting the needs of the fleet.

The SCT Maintenance Plan describes policies and procedures for annual inspections; road calls; accidents; warranties; vehicle history files; in-house fleet maintenance; pre-trip and post-trip inspections; lift maintenance; material handling including material safety data sheets. The Sumter County Transit Maintenance Plan has been approved by the Florida Department of Transportation.

On October 1, 2017, First Vehicle Services, Inc., commenced contracted service for fleet maintenance responsibilities for Sumter County Transit. As a result of this transition, First Vehicle Services, Inc. has developed an effective maintenance program that yields maximum vehicle uptime and cost efficiencies to meet today's industry standards. The First Vehicle Services, Inc. Maintenance Plan has been reviewed by FDOT and meets the Public Works Department guidelines.

Prepared by: Millie Rivera

Grammarly Check

APPROVED

December 12, 2017

FINAL

SYSTEM SAFETY PROGRAM PLAN (SSPP)



Submitted by: Jackey Jackson, Assistant Public Works Director

Reviewed by: Bradley Arnold, County Administrator

Approved by: *Al Butler*
Al Butler, Chairman
Sumter County Board of County Commissioners

Adopted on: December 12, 2017

SUMTER COUNTY, FL

FIRST VEHICLE SERVICES
600 Vine Street
Cincinnati, OH 45202

LAST EDITED:
NOVEMBER 17, 2017

First  **Vehicle Services**



SSPP REVISION LOG

DATE	ACTIVITY	RESPONSIBLE PARTY	NOTES
11/17/2017	MAJOR REVISION		REVISED TO MEET 14-90 SPECIFICATION



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MANAGEMENT SAFETY COMMITMENT & POLICY STATEMENT

Sumter County Transit 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, Sumter County Transit 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.

Sumter County Transit 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.

Signing Authority:

Jackie Jackson
Director of Public Works, Sumter County, FL
Sumter County Transit

Date: 11/17/2017



1.0 SSPP GOALS & PURPOSE

Sumter County Transit 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.

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
- 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
- Safety standards for private contract bus transit system(s) that provide(s) continuous or recurring transportation services for compensation as a result of a contractual agreement with Sumter County Transit.

1.1 SSPP Control and Update Procedures

Sumter County Transit 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). The annual review of the SSPP will be conducted as part of an internal audit beginning November 1 of each calendar year and ending prior to the end of the same calendar year. 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 and contract service operators. All parties must comment within two weeks of the issuance of the proposed changes unless otherwise specified. Following the approval of any modifications to the SSPP by the Public Works Director, 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 following the internal audit and a copy of the adopted SSPP will be distributed to all employees and contract service providers. 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, addendums, adoption, and distribution activities will be documented in the SSPP Document Activity Log included in this document.



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2.0 HAZARD & SECURITY PLAN (HSP)

In accordance with Rule 14-90, Sumter County Transit has adopted, and implemented a Hazard and Security Plan (HSP), often referred to as the Security Program Plan (SPP), which covers the hazard and security portion of the system safety program. The HSP contains information about prevention, mitigation, preparedness, response, recovery, and associated organizational responsibilities. The purpose of the HSP/SPP is to specify:

- Actions required of employees on a daily, weekly, monthly, and annual basis to prevent or reduce the likelihood of security and emergency events from occurring, and to mitigate the effects of those events that do occur
- Measures needed to prepare for incidents occurring within the transportation system and in the surrounding community
- Agency procedures that should be established to respond to security hazards and emergencies that affect the system and its customers
- Formal processes to recover from routine security events or major emergencies
- Roles, responsibilities, and interagency coordination required to respond to a disaster or security event.

The HSP/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
- Employee security and threat awareness training programs
- Security data acquisition and analysis
- Emergency preparedness drills and exercises
- 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 HSP/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 HSP/SPP is granted to regulatory authorities (FDOT, FTA, etc.) on as-needed basis. Select portions of the HSP/SPP may be shared with employees depending on their job responsibilities.



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3.0 SYSTEM DESCRIPTION

History:

The Sumter County Board of County Commissioners serves as the designated CTC for Sumter County, providing both door-to-door paratransit and deviated shuttle service Monday through Friday, in Sumter County and The Villages area of Lake County. Transit service is provided by a contractor, Ride Right, LLC. During FY2010, Sumter County Transit provided 95,980 passenger trips with its fleet of 25 vehicles. These vehicles are maintained currently by First Vehicle Services Inc.

Services Provided by Jurisdiction:

Sumter County Transit operates five deviated shuttles: the Orange Shuttle, Villages Shuttles (Green, Purple, and Blue), and the Wildwood Circulator. The three Villages shuttles and the Wildwood Circulator all operate within the UZA. All five shuttles operate on a fixed route schedule, but will deviate up to . mile off the alignment with an advanced reservation.

- The Villages Shuttles are comprised of three, color-coded shuttle routes within The Villages community, operating at various times throughout the day Monday, Wednesday, Friday, and Saturday. The Green route serves the northern portion of The Villages, the Blue route serves the southern portion of The Villages, and the Purple route provides a connection between north and south. Riders can transfer from the Green Route to LakeXpress Route 1 at Spanish Springs Station.
- The Wildwood Circulator operates Monday, Wednesday, and Friday between the Villages Service Center and Publix at Southern Trace with a single northbound trip in the morning, departing at 9 a.m., and a southbound trip in the afternoon, departing at 12:25 p.m.
- The Orange Shuttle operates Monday, Wednesday, and Friday, in the communities of Center Hill, Webster, Sumterville, and Bushnell. There is a morning run departing Center Hill at 7:45a.m. and returning at 11:20 a.m. and an afternoon run, departing at noon and returning at 3:30p.m. Shuttle fares are \$0.50 for the general public and \$1 to deviate off the route. Senior citizens ride at half-fare prices: \$0.25 for the regular route and \$0.50 to deviate.

Door-to-door paratransit is also provided by Sumter County Transit and is available Monday through Friday, from 8 a.m. until 3 p.m. The service operates on a priority trip basis; medical, employment, nutritional and educational needs trips are given the highest priority. Trip appointment scheduling is encouraged three days in advance to ensure driver and vehicle availability. Paratransit trips that begin and end within Sumter County are \$1.50 each way. Out-of-county paratransit trips are available for medical purposes only, and return trips must be scheduled to depart no later than 2 p.m., Monday through Friday. Trips to Leesburg



System Profile:

Operator Count	
Full-Time	18
Part-Time	0
Volunteers	0
Vehicle Count	
Type I	8
Type II	17
W/C Accessible	23
CTC Information	
CTC Name	Sumter County Board of County Commission
CTC Coordinator	YES
CTC Operator	RideRight, Inc.

Maintenance Location(s)
125 North Church Street
Bushnell FL 33513

Dispatch Location(s)
1525 Industrial Drive
Wildwood, FL 34785



4.0 ORGANIZATION STRUCTURE AND SYSTEM SAFETY RESPONSIBILITIES

Management has the overall responsibility of safe and secure operations of Sumter County Transit 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.

4.1 Sumter County Transit Organization Chart



4.2 Sumter County Transit System Safety Responsibilities by Position

SUMTER COUNTY SAFETY PROGRAM — RESPONSIBILITIES MATRIX					
Safety Tasks	Operations & Planning	Maintenance	Facilities	Training	Admin
Coordinate safety-related activities within Division and with the Safety Manager	X			X	X
Represent Division at agency safety meetings	X	X			X
Conduct or participate in accident and incident investigations.	X	X	X	X	X
Exchange safety data with other Divisions	X	X	X	X	X
Review maintenance records		X		X	
Participate in safety audits, inspections and assessments; develop and implement corrective actions	X	X	X	X	X
Participate in training activities; ensure all employees receive appropriate safety training	X	X	X	X	X
Identify and assist in investigating and resolving hazards.	X	X	X	X	X
Inform the Safety Manager of any changes; review and approve updates to the SSPP.	X	X	X	X	X
Conduct and document internal safety inspections; develop corrective actions; submit all internal assessments to Safety Manager	X	X	X	X	X
Provide liaison with outside emergency response organizations as appropriate	X	X	X	X	
Develop, implement and update internal written processes, safety rules/ procedures and emergency preparedness plans.	X	X	X	X	X
Assure awareness of and compliance with pertinent federal, state and local legislation, regulations, inspections and standards.	X	X	X	X	X
Evaluate newly proposed system changes and/or modifications.	X	X	X	X	X
Assess new system safety requirements.	X	X	X	X	X



SUMTER COUNTY SAFETY PROGRAM — RESPONSIBILITIES MATRIX					
Safety Tasks	Operations & Planning	Maintenance	Facilities	Training	Admin
Monitor and enforce the use of personal protective equipment.		X	X	X	
Work with and oversee of sub-contracted vendors.	X	X	X	X	X
Develop and manage incentive and safety award programs.	X		X	X	X



4.3 System Safety Responsibilities of Contract Service Operator(s)

Sumter County Transit requires all contract service operators to fully comply with the established safety standards set forth in Rule 14-90. Contract operators have the option to either adopt and implement the SSPP and HSP/SPP of Sumter County Transit, or develop, adopt, and implement their own program plans, but must ensure compliance with Rule 14-90. If the contract service operator opts to develop their own SSPP and HSP/SPP, the program plans must be reviewed and approved by Sumter County Transit management prior to initiation of service. In addition, each contractor/subcontractor shall submit a safety and security certification to Sumter County Transit no later than November 1, annually for the prior calendar year period.

The certification shall attest to the following:

- The adoption of an SSPP and an HSP/SPP in accordance with established standards set forth in Rule 14-90.
- Compliance with its adopted SSPP and HSP/SPP.
- Performance of safety inspections on all buses operated by the system in accordance with Rule 14-90.
- Reviews of the SSPP and HSP/SPP have been conducted to ensure they are up to date.

The certification shall include:

- The name and address of the contractor/subcontractor, and the name and address of the entity(ies) who performed bus safety inspections and security assessments during the prior calendar year, if different from that of the contractor/subcontractor.
- A statement signed by an officer or person directly responsible for management of the contractor/subcontractor attesting to compliance with Rule 14-90.

Contractors/subcontractors are subject to audits and inspections on an announced or unannounced basis at the discretion of Sumter County Transit management. Sumter County Transit, or its contractor, will conduct safety and security reviews of contract operators, at least once every three years, to ascertain compliance with the provisions of Rule 14-90. Sumter County Transit will prepare and submit a report of the audit to the affected contract operator within 30 business days of completion of the review containing the following:

- Identification of the findings, including a detailed description of any deficiency.
- Required corrective action and a schedule for implementation of the corrective action to be taken for each deficiency.
- Any required suspension of bus transit system service should Sumter County Transit determine the continued operation of the service, or a portion thereof, poses an immediate danger to public safety.

If the contract operator fails to correct specific deficiency(ies) in accordance with Rule 14-90 and the established implementation schedule, Sumter County Transit will notify the FDOT District Office and initiate actions to dismiss the contract.



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5.0 DRIVER QUALIFICATIONS & REQUIREMENTS

Sumter County Transit 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
 - Education verification
 - 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.
- 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 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 suspension or termination of employment. It is the policy of Sumter County Transit 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.



6.0 DRIVER TRAINING & TESTING

All employees and drivers of Sumter County Transit and all contract service providers 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. The Project Manager 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 the Project Manager.

6.1 Initial Driver Training and Testing

Upon hire and prior to being placed into road service, all drivers are required to complete classroom and computer-based 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. Basic operations and maneuvering.
5. Boarding and alighting passengers.
6. Operation of wheelchair lift and other special equipment.
7. Defensive driving.
8. Passenger assistance and securement.
9. Handling of emergencies and security threats.
10. Security and threat awareness.
11. Driving conditions.

As part of the driver training program, specific procedures have been incorporated our training modules to instruct the driver on how to safely approach and depart from a transit bus stop to avoid contact with pedestrians and other hazards.

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 14-90 training and information before being authorized for over-the-road service.

After successful completion of each training and testing module, the agency is required to document and record the satisfactory completion of the employee's training and submit to the Project Manager. Certificates of completion will be maintained in the driver files for a minimum of 4 years.

All newly hired employees are also provided instructional training per agency's HSP/SPP. Drivers are given instruction in Sumter County Transit rules and standard operating procedures in the following areas :



- General rules: General rules of the agency including employee conduct codes
- Personal appearance and conduct: Covers uniforms, grooming, and employee conduct.
- 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.
- Traffic laws: Covers applicable traffic-related laws and regulations, drug and alcohol testing, and drug and alcohol use restrictions.
- Fare handling: Covers fare collection procedures and provides instruction in dealing with fare disputes, conflict resolution, and notification of security personnel.
- Americans with Disabilities Act requirements: Provides instruction in complying with ADA requirements and providing service to disabled patrons.
- 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.
- Report writing: Provides instruction on report writing, and reporting requirements.
- Substance abuse policy: Implements a drug and alcohol testing program.
- Occupational Safety and Health Administration (OSHA) standards: Covers blood borne pathogens and other occupational exposure to health hazards.

The Project Manager will develop and maintain a Training Manual for new hire training and testing of employees as part of the Safety Training Program. The manual will contain training course content, curriculum, lesson plans, testing requirements, etc. All training and testing activities will also be adequately documented by the Project Manager.

6.2 On-Going/Refresher Training and Testing

The Project Manager will develop and maintain a Training Manual for on-going and refresher training and testing of employees. The manual will contain training course content, curriculum, lesson plans, testing requirements, etc. On-going/refresher training and testing sessions will be conducted as necessary to remain compliant with Rule 14-90. The drivers are required to attend training and testing in all areas specified by Rule 14-90 at least once every three years. All training and testing activities are to be recorded and retained in files for a minimum of four years.

6.3 Remedial Training and Testing

Sumter County Transit will employ remedial training for drivers who have been involved in a serious collision 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, the Project Manager will determine the appropriate remedial training and testing, the results of which will also be documented and retained in files.



7.0 RECORDS MANAGEMENT

The Project Manager 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.

All safety and security documents of the agency (SSPP, HSP/SPP, etc.) will be periodically revised, as needed, to ensure that they are up to date. 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 HSP/SPP is considered a confidential document and will be retained in a secure location by management.

Sumter County Transit will maintain and retain 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
- Event investigation reports, corrective action plans, and related supporting documentation
- 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 reports for each bus driver

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

An organized paper and electronic filing system will be maintained by the agency, adequately backed up to prevent potential loss of information. All sensitive personnel records will be protected from public access. When ready for disposal, both paper and electronic data will be disposed of in a secure manner ensuring that critical information is protected.



8.0 DRUG & ALCOHOL PROGRAM

Sumter County Transit 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 1, 2009, a copy of which is included in Appendix B. The Substance Abuse Program Manager is responsible for ensuring the implementation of a drug and alcohol testing program for all safety-sensitive employees as identified and described within the subject policy.

The intent of the policy is 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; and
- Encourage employees to seek professional assistance when substance abuse adversely affects their ability to perform their assigned duties.

Violation of this substance abuse policy is subject to disciplinary actions.



9.0 VEHICLE MAINTENANCE PROGRAM

The function of the maintenance plan is to provide a consistent systematic program to properly maintain and service vehicles to meet or exceed the manufacturer’s recommended maintenance schedule. Sumter County Transit vehicle maintenance program will ensure that all buses operated, and all parts and accessories on such buses, including those specified in Rule 14-90.007, F.A.C., 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. The County Fleet Manager is responsible for ensuring that a Maintenance Plan consistent with 14-90 has been developed and implemented by the agency 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 C and Appendix D, respectively).

9.1 Daily Vehicle Inspections (DVI)

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

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 form/s to be utilized for daily vehicle inspections is included in agency’s preventative maintenance guidelines. The daily vehicle inspection forms must be completed 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 County Fleet Manager 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 County Fleet Manager 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. The County Fleet Manager will periodically conduct vehicle inspections behind



the drivers who have completed the vehicle inspections to ensure that the daily vehicle inspections are adequately performed. 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.

9.2 Preventive Maintenance

A preventative maintenance schedule is implemented to inspect for safety hazards and to maintain vehicles in a manner conforming to safety regulations. Sumter County Transit 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.

The County Fleet Manager will regularly perform Quality Control (QC)/Quality Assurance (QA) checks to ensure that the inspections and repairs, both in-house and contracted, are completed and documented properly. 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 Sumter County Transit, 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.

9.3 Bus Safety Inspections

Safety inspections are part of the maintenance inspections and are performed at least once every year on all buses operated by Sumter County Transit and contracted service providers. The County Fleet



Manager is responsible for ensuring that each individual performing a bus safety inspection is qualified as follows:

- Understands the requirements set forth in Rule 14-90 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 a vehicle maintenance program 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 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

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

SUMTER COUNTY TRANSIT



- 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.



10.0 SAFETY DATA COLLECTION & 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 Sumter County Transit on an ongoing basis:

- Accident and incident data
- Maintenance data including daily vehicle inspection forms
- Passenger claims and complaints
- Records of crimes and rule violations occurring in and around the transit agency

The data will be analyzed by Sumter County Transit management both qualitatively and quantitatively for safety hazard identification, resolution and risk management purposes. The analysis will be conducted in Microsoft Excel software and will account for frequency, severity, causal factors, and acceptability of occurrences. 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. In addition, trend analyses of safety data can help determine the effectiveness of safety initiatives that have been implemented. The results of such analysis will be shared with agency staff and law enforcement agencies on, at minimum, an annual basis for awareness and support.



11.0 HAZARD IDENTIFICATION / RESOLUTION

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

11.1 Hazard Identification

By means of safety data acquisition and analysis and coordination with Operations Manager and County Fleet Manager, the Project Manager will identify system hazards on an ongoing basis.

11.2 Hazard Categorization

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

Hazard severity is a subjective measure of hazard, supported by factual data, and will be categorized as follows –

- Catastrophic – Death or system loss
- Critical – Severe injury, severe occupational illness, or major system damage
- Marginal – Minor injury, minor occupational illness, or minor system damage
- Negligible – less than minor injury, occupational illness, or system damage

Hazard probability is a subjective measure of likelihood that a specific hazard will occur and will be categorized as follows –

- Frequent – Likely to occur frequently
- Probable – Likely to occur several times
- Occasional – Likely to occur sometime
- Remote – Unlikely but possible to occur
- Improbable – So unlikely that it can be rejected from consideration

11.3 Hazard Resolution

Once the hazards are identified and categorized, subsequent analysis will be undertaken to resolve the issue and minimize risk associated with the identified hazard. A hazard resolution matrix will be developed combining hazard severity and hazard frequency, as shown in the matrix on the following page, to identify the level of acceptance for a specific hazard/risk.



Hazard Resolution Matrix	Catastrophic	Critical	Marginal	Negligible
Frequent	Unacceptable	Unacceptable	Unacceptable	Acceptable with reservation
Probable	Unacceptable	Unacceptable	Undesirable	Acceptable with reservation
Occasional	Unacceptable	Undesirable	Undesirable	Acceptable
Remote	Undesirable	Undesirable	Acceptable with reservation	Acceptable
Improbable	Acceptable with reservation	Acceptable with reservation	Acceptable with reservation	Acceptable

The results of the analysis will be shared by the Project Manager with the Director of Public Works on an ongoing basis to identify appropriate actions. All “unacceptable” hazards must be eliminated and measures will be taken for the remaining risk acceptance categories to minimize risk. The results of such analysis will be shared with agency staff and law enforcement agencies on a quarterly basis for awareness and support.



12.0 Event Investigation

For the purpose of this SSPP, events are considered accidents or incidents that involve a transit vehicle or take place on Sumter County Transit controlled property. An “accident” is an event that causes damage to a vehicle, individual, or property while the vehicle is in motion. It may involve a single vehicle or multiple vehicles. An “incident” is defined as an event that causes damage to a vehicle, individual, or property, which is not an accident.

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 Sumter County Transit. 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. Sumter County Transit 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 the local law enforcement, dispatcher, and emergency medical services (as required) immediately. Supervisors will be sent to the scene depending on the severity of the event at the discretion of the Project Manager. 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. The Operations Manager will monitor and track the implementation of each corrective action plan. Investigation reports, corrective action plans, and related supporting documentation will be maintained by the Operations Manager for a minimum of four years from the date of completion of the investigation.



13.0 Medical Exams for Bus Transit System Drivers

This section of the SSPP establishes Sumter County Transit’s medical examination requirements for all applicants for driver positions and for existing drivers.

- 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 30 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. 05/09, 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 to Sumter County Transit.
- 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.
- Sumter County Transit 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.



14.0 Operating and Driving Requirements

The Project Manager is responsible for overall compliance with all operating and driving requirements of the SSPP.

It is the responsibility of every Sumter County Transit employee who performs driving and/or operational duties to strictly adhere to the following requirements:

- Under no circumstances is a driver allowed to operate a vehicle without having the appropriate and valid driver's license in his or her possession.
- Drivers are not permitted to drive a bus when his or her driver license has been suspended, cancelled, or revoked. A driver 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 suspension or termination of employment.
- Sumter County Transit management will annually check Motor Vehicle Records (MVR) for all drivers for investigating information on license suspensions, revocations, accidents, traffic violations, unpaid summons, etc. Sumter County Transit management will also check driver license status of each driver utilizing the Florida Department of Highway Safety and Motor Vehicles website.
- 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 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 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 County Fleet Manager.
- The County Fleet Manager 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. The fueling of buses when passengers are being carried will be reduced to the minimum number of times necessary during such transportation.
- 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.
- 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 suspension or termination of employment.

14.1 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.

Sumter County Transit requires all drivers to fully comply with the following wireless communication policies –

Policies on the use of a personal wireless communication device:

- The use of a personal wireless communication device is prohibited while the transit vehicle is in motion.
- All personal wireless communication devices must be turned off with any earpieces removed from the operator’s ear while occupying the driver’s seat.
- In an emergency, if a driver is unable to use the radio (e.g., driver is separated from the vehicle due to a need to evacuate, or the radio is inoperable because it is beyond the radio coverage area, or other malfunction), a personal cellular phone may be used to contact the agency. In such situation, the driver must park the vehicle in a safe place off the road and call the direct line to the dispatcher.
- Drivers are not permitted to use any wireless communication device issued by the bus transit system while the transit vehicle is in motion except brief radio communications with the dispatcher. If the driver must use the radio for a long duration, he/she must stop the vehicle in a safe place off the road.
- The use of a wireless communication device is prohibited while loading or unloading a wheelchair patron or while conducting any other safety related duty that require the driver’s



undivided attention. If wireless communication is necessary, the driver will use a company issued wireless communication device before or upon completion of the safety related task.

- Employees are permitted to use wireless communication devices issued by the bus transit system in the following situations -
 - A driver needing to communicate with the dispatcher and vise-versa.
 - A driver requesting medical or emergency assistance.
 - A driver reporting an illegal activity, a traffic accident, a road hazard, or a safety or security threat.

Sumter County Transit requires all employees to follow the radio operating procedures included in Appendix F. In addition, Sumter County Transit 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 Module 1 (Bus Transit System Safety and Operational Policies and Procedures) of the Computer Based Training and Testing program which all drivers are required to complete upon hire, before driving on a street or highway unsupervised.



15.0 Vehicle Equipment Standards & Procurement Criteria

Sumter County Transit will 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 must 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 will be submitted by manufacturers or bus transit systems to the Department.
- In addition, every bus operated by the agency will be 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 retainment 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 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 stepwell.
 - 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 $4/32$ ($1/8$) 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.
 - 2. Less than $2/32$ ($1/16$) 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, regrooved, 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 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.
- 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.



16.0 AUDIT PROCEDURES

The Project Manager is responsible for conducting announced and unannounced internal safety audits of Sumter County Transit units and contract operators. Annual internal safety audits will be conducted starting November 1 of each calendar year and ending prior to the end of the same calendar year utilizing the internal audit checklist included in Appendix G. The annual audit results will be documented by the Project Manager in a report containing the following:

- Identification of the findings, including a detailed description of any deficiency.
- Required corrective action and a schedule for implementation of the corrective action to be taken for each deficiency.
- Any required suspension of bus transit system service should Sumter County Transit determine the continued operation of the service, or a portion thereof, poses an immediate danger to public safety.

In addition, announced and unannounced periodic internal audits will be conducted by the Project Manager to ensure compliance with all of the objectives and requirements of SSPP and Rule 14-90. Safety audits of vehicles and records will be conducted on random basis, at least once every quarter. Facility inspection will be conducted once every month to identify and resolve potential safety and security hazards. The Director of Public Works will regularly perform Quality Control (QC)/Quality Assurance (QA) checks to ensure that safety compliance, both in-house and contracted, is achieved at all times. Contractors/subcontractors are subject to audits and inspections on an announced or unannounced basis at the discretion of Sumter County Transit management. Sumter County Transit, or its contractor, will conduct safety and security reviews of contract service operators, at least once every three years, to ascertain compliance with the provisions of Rule 14-90.

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



17.0 CERTIFICATION

The Public Works Director will submit an annual safety and security certification to the FDOT utilizing the self-certification form included in Appendix H. The certification will be submitted no later than February 15, for the prior calendar year period unless otherwise required by FDOT. The certification will attest to the following:

- The adoption of an SSPP and an SPP in accordance with established standards set forth in Rule 14-90.
- Compliance with the adopted SSPP and SPP.
- Performance of safety inspections on all buses operated by the system in accordance with Rule 14-90.
- Reviews of the SSPP and SPP have been conducted to ensure they are up to date.

The certification will also include:

- The name and address of Sumter County Transit, and the name and address of the entity(ies) who performed bus safety inspections and security assessments during the prior calendar year, if different from Sumter County Transit.
- A statement signed by the Chief Executive Officer/signatory authority responsible for the management of Sumter County Transit attesting to compliance with Rule 14-90.



18.0 APPENDICES

- Appendix A: Rule Chapter 14-90, F.A.C.
- Appendix B: Substance Abuse Policy
- Appendix C: Maintenance Plan
- Appendix D: Preventative Maintenance Guidelines
- Appendix E: Medical Examination Form 725-030-011
- Appendix F: Radio Operating Procedures
- Appendix G: Internal Safety Audit Checklist
- Appendix H: Bus Transit System Annual Safety and Security Certification Form
- Appendix I: SSPP Addendums (placeholder for future updates)

APPENDIX A

RULE CHAPTER 14-90, F.A.C.

CHAPTER 14-90
EQUIPMENT AND OPERATIONAL SAFETY STANDARDS FOR BUS TRANSIT SYSTEMS

14-90.002	Definitions
14-90.004	Bus Transit System Operational Standards
14-90.0041	Medical Examinations for Bus Transit System Drivers
14-90.006	Operational and Driving Requirements
14-90.007	Vehicle Equipment Standards and Procurement Criteria
14-90.009	Bus Safety Inspections
14-90.010	Certification
14-90.012	Safety and Security Inspections and Reviews

14-90.002 Definitions.

Terms used in this rule chapter shall mean as defined in Section 341.031, F.S., in addition:

(1) "Bus" means any motor vehicle, other than a taxicab, which is designed or constructed for the public transport of persons for compensation and is owned, operated, leased, or controlled by a bus transit system. Buses are designated in two categories:

(a) Type I means over 22 feet in length, including bumpers.

(b) Type II means 22 feet or less in length, including bumpers and paratransit type vehicles, such as minibuses, standard vans, modified vans, station wagons, and sedans.

(2) "Bus Transit System" means a community transportation coordinator; a public transit provider; or a private contract transit provider which owns, operates, leases, or controls buses or taxicabs where such transportation consists of continuous or recurring transportation under the same contract; or a privately owned or operated transit provider that receives operational or capital funding from the Department and owns, operates, leases, or controls buses, other than nonpublic sector buses that provides transportation services available for use by the general riding public.

(3) "Community Transportation Coordinator" means a provider of transportation services or an entity that ensures such services are provided by another bus transit system.

(4) "Department" means the Florida Department of Transportation.

(5) "Drive" or "Operate" means all time spent at the controls of a bus in operation.

(6) "Driver" means any person trained and designated to drive a bus on a street or highway being used for the public transport of persons for compensation.

(7) "FMVSS" means the Federal Motor Vehicle Safety Standards in effect at the time the bus or component is manufactured.

(8) "For Compensation" means for money, property, or anything else of value whether paid, received, or realized, directly or indirectly.

(9) "Manufacturer" means the original producer of the chassis, the producer of any type of bus, or the producer of equipment installed on any bus for the purpose of transporting individuals with disabilities.

(10) "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.

(11) "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.

(12) "Passenger" means a person who is on board, boarding, or alighting from a bus for the purposes of public transport.

(13) "Paratransit" means those elements of public transit which provide service between specific origins and destinations selected by the individual user with such service being provided at a time that is agreed upon by the user and the provider of the

service. Paratransit service is provided by taxis, limousines, “dial-a-ride” buses, and other demand-responsive operations that are characterized by their nonscheduled, non-fixed route nature.

(14) “Safe Condition” means a condition where hazards are reduced to the lowest level feasible and substantial compliance exists with all safety rules, regulations, and requirements.

(15) “Safety Review” means an on-site assessment to determine if a bus transit system has adequate safety management controls in place and functioning in accordance with the safety standards provided and incorporated by reference in this rule chapter.

(16) “Security” means freedom from harm resulting from intentional acts against passengers, employees, equipment, and facilities.

(17) “Security Program Plan” or “SPP” means a document developed and adopted by the bus transit system detailing its policies, objectives, responsibilities, and procedures for the protection and defense of the system and persons from intentional acts of harm.

(18) “Security Review” means an on-site assessment to determine if a bus transit system has security management controls in place and functioning in accordance with the security requirements provided in this rule chapter.

(19) “System Safety Program Plan” or “SSPP” means a document developed and adopted by the bus transit system detailing its policies, objectives, responsibilities, and procedures against injuries or damage.

(20) “Taxicab” means any motor vehicle of nine passenger capacity or less, including the driver, engaged in the general transportation of persons for compensation, not on a regular schedule, between fixed termini, or over regular routes, where such vehicle does not provide transportation services as a result of a contractual agreement with a bus transit system.

(21) “Trailer Bus” means a trailing or towed vehicle designed or used for the transportation of more than 10 persons, e.g., tram buses.

(22) “Twenty-four Hour Period” or “24-Hour Period” means the consecutive time beginning at 12:00.01 a.m. to 12:00.00 a.m.

(23) “Unsafe Condition” means anything which endangers human life or property.

(24) “Personal wireless communications device” means an electronic or electrical device that was not provided by the bus transit system for business purposes.

(25) “Use of a wireless communications 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; or to execute a computational function. 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.

(26) “Wireless communications 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).

Rulemaking Authority 334.044(2), 341.061(2), 341.041(3), 341.031 FS. Law Implemented 341.041(3), 341.061(2) FS. History—New 9-7-87, Amended 11-10-92, 8-7-05, 9-16-10.

14-90.004 Bus Transit System Operational Standards.

(1) Each bus transit system shall develop and adopt an SSPP that complies with or exceeds the established safety standards set forth in this rule chapter.

(a) The SSPP shall address the following safety elements and requirements:

1. Safety policies and responsibilities.
2. Vehicle and equipment standards and procurement criteria.
3. Operational standards and procedures.
4. Bus driver and employee selection.
5. Driving requirements.
6. Bus driver and employee training. As part of the driver training program, specific procedures, and training shall be implemented to instruct the driver on how to safely approach and depart from a transit bus stop to avoid contact with pedestrians and other hazards.
7. Vehicle maintenance.
8. Investigations of events described under subsection 14-90.004(5), F.A.C.
9. Hazard identification and resolution.

10. Equipment for transporting wheelchairs.
11. Safety data acquisition and analysis.
12. A wireless communication plan and procedure that provides for the safe operation of the bus transit vehicle. The wireless communication plan and procedure shall assure that:
 - a. The use of a personal wireless communication device is prohibited while the transit vehicle is in motion, and
 - b. All personal wireless communications devices are turned off with any earpieces removed from the operator's ear while occupying the driver's seat.
13. A policy on the use of a wireless communications device issued to the operator by the bus transit system for business related purposes. Policies developed shall assure that:
 - a. Guidelines are developed that allow for the use of a wireless communications device in emergency situations, and
 - b. The use of a wireless communications device does not interfere with the operator's safety related duties.
14. The Bus Transit System shall develop a driver educational training program addressing:
 - a. The proper use of a wireless communications device issued to the operator by the Bus Transit System while in the performance of their safety related duties, and
 - b. The hazards associated with driving and utilizing a wireless communications device.
15. Safety standards for private contract bus transit system(s) that provide(s) continuous or recurring transportation services for compensation as a result of a contractual agreement with the bus transit system.
 - (b) Each bus transit system shall implement and comply with the SSPP during the operation of the system.
 - (c) Each bus transit system shall require that all operable transit buses be inspected at least once per year in accordance with established standards.
 - (d) Each bus transit system shall submit an annual safety certification to the Department verifying the following:
 1. Adoption of an SSPP, which meets or exceeds the established standards set forth in this rule chapter.
 2. Compliance with its adopted SSPP and that safety inspections have been performed at least once a year on all buses operated by the bus transit system, by persons meeting the requirements set forth in Rule 14-90.009, F.A.C.
 - (e) Bus transit systems shall immediately suspend affected system service operations if, at any time, continued operation of the system, or a portion thereof, poses an immediate danger to public safety.
- (2) Each bus transit system shall develop and adopt an SPP that meets or exceeds the security requirements set forth in this rule chapter. The SPP shall be adopted separately from the SSPP.
 - (a) The SPP shall address the following security requirements:
 1. Security policies, goals, and objectives.
 2. Organization, roles, and responsibilities.
 3. Emergency management processes and procedures for mitigation, preparedness, response, and recovery.
 4. Procedures for investigation of events described under subsection 14-90.004(5), F.A.C.
 5. Procedures for the establishment of interfaces with emergency response organizations.
 6. Procedures for interagency coordination with local law enforcement jurisdictions.
 7. Employee security and threat awareness training programs.
 8. Security data acquisition and analysis.
 9. Emergency preparedness drills and exercises.
 10. 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.
 11. Procedures for SPP maintenance and distribution.
 - (b) Each bus transit system shall implement and comply with the SPP during the operation of the system.
 - (c) Bus transit systems that engage in a contract with a private contract transit provider shall:
 1. Establish minimum security requirements which apply to private contract transit providers.
 2. Monitor and assure that each private contract transit provider complies with established security requirements during the term of the contract.
 - (d) Bus transit systems are prohibited by Section 119.071(3)(a), F.S., from publicly disclosing the SPP or the security portion of the SSPP, as applicable, under any circumstance.
- (3) Bus transit systems shall establish criteria and procedures for the selection, qualification, and training of all drivers. The

criteria shall include the following:

- (a) Driver qualifications and background checks meeting minimum hiring standards.
- (b) Driving and criminal background checks for all new drivers.
- (c) Verification and documentation of valid driver licenses for all employees who drive buses.
- (d) 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. As a minimum requirement, drivers shall be given explicit instructional and procedural 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. Basic operations and maneuvering.
- 5. Boarding and alighting passengers.
- 6. Operation of wheelchair lifts and other special equipment.
- 7. Defensive driving.
- 8. Passenger assistance and securement.
- 9. Handling of emergencies and security threats.
- 10. Security and threat awareness.
- 11. Driving conditions.

(e) Bus transit systems shall provide written operational and safety procedures to all bus drivers before driving on streets or highways unsupervised. At a minimum, these procedures and instructions shall address the following:

- 1. Communication and handling of unsafe conditions, security threats, and emergencies.
- 2. Familiarization and operation of safety and emergency equipment, wheelchair lift equipment, and restraining devices.
- 3. Application and compliance with all applicable federal and state laws, rules, and regulations.

(f) The provisions in paragraphs (d) and (e), above, shall not apply to 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 temporary operation does not create unsafe operating conditions or create a hazard to public safety.

(g) Bus transit systems shall maintain the following records for at least four years:

- 1. Records of bus driver background checks and qualifications.
- 2. Detailed descriptions of training administered and completed by each bus driver.
- 3. A record of each bus driver's duty status which shall include total days worked, on-duty hours, driving hours, and time of reporting on and off duty each day.

(h) Each bus transit system shall establish a drug-free workplace 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 1, 2009, hereby incorporated by reference.

(i) Bus transit systems shall require that drivers write and submit a daily bus inspection report pursuant to Rule 14-90.006, F.A.C.

(4) Bus transit systems shall establish a maintenance plan and procedures for preventative and routine maintenance for all buses operated. The maintenance plan and procedures shall assure that:

(a) All buses operated, and all parts and accessories on such buses, including those specified in Rule 14-90.007, F.A.C., 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.

(b) A recording and tracking system is established for the types of inspections, maintenance, and lubrication intervals documenting the date or mileage when these services are due. Required maintenance inspections shall be more comprehensive than daily inspections performed by the driver.

(c) Proper preventive maintenance is performed when a bus is assigned away from the system's regular maintenance facility or when maintenance services are performed under contract.

(d) Records are maintained and provide written documentation of preventive maintenance, regular maintenance, inspections, lubrication, and repairs performed for each bus under their control. Such records shall be maintained by the bus transit system for at

least four years and, at a minimum, provide the following information:

1. Identification of the bus, the make, model, and license number, or other means of positive identification and ownership.
 2. Date, mileage, description, and each type of inspection, maintenance, lubrication, or repair performed.
 3. If not owned by the bus transit system, the name of any person furnishing a bus.
 4. The name and address of any entity or contractor performing an inspection, maintenance, lubrication, or repair.
- (5) Each bus transit system shall investigate, or cause to be investigated, any event involving a bus or taking place on bus transit system controlled property resulting in a fatality, injury, or property damage as follows:
- (a) A fatality, where an individual is confirmed dead within 30 days of a bus transit system related event, excluding suicides and deaths from illnesses.
 - (b) Injuries requiring immediate medical attention away from the scene for two or more individuals.
 - (c) Property damage to bus transit system buses, non-bus transit system vehicles, other bus system property or facilities, or any other property. The bus transit system shall have the discretion to investigate events resulting in property damage less than \$1,000.
 - (d) 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.
- (6) Each investigation shall be documented in a final report that includes a description of investigation activities, identified causal factors, and any identified corrective action plan.
- (a) Each corrective action plan shall identify the action to be taken by the bus transit system and the schedule for its implementation.
 - (b) The bus transit system shall monitor and track the implementation of each corrective action plan.
- (7) Investigation reports, corrective action plans, and related supporting documentation shall be maintained by the bus transit system for a minimum of four years from the date of completion of the investigation.

Rulemaking Authority 334.044(2), 341.061(2) FS. Law Implemented 119.071, 341.041(3), 341.061(1)(b), 341.061(2)(a) FS. History—New 9-7-87, Amended 11-10-92, 8-7-05, 6-24-08, 9-16-10.

14-90.0041 Medical Examinations for Bus Transit System Drivers.

(1) Bus transit systems shall establish medical examination requirements for all applicants to driver positions and for existing drivers. The medical examination requirements shall 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 30 or more days due to an illness, medical condition, or injury.

(2) Medical examinations shall be performed and recorded according to qualification standards adopted by the bus transit system, provided the medical examination qualification standards adopted by the bus transit system meet or exceed those provided in Department Form Number 725-030-11, Medical Examination Report for Bus Transit System Driver, Rev. 05/09, hereby incorporated by reference. Copies of Form Number 725-030-11 are available from the Florida Department of Transportation, Public Transit Office, 605 Suwannee Street, Mail Station 26, Tallahassee, Florida 32399-0450 or on-line at www.dot.state.fl.us/transit.

(3) Medical examinations shall 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.

(a) An ophthalmologist or optometrist licensed by the State of Florida may perform as much of the medical examination as pertains to visual acuity, field of vision, and color recognition.

(b) Upon completion of the medical examination, the medical examiner shall complete, sign, and date the medical examination form and maintain the original at his or her office.

(c) Upon completion of the medical examination, the examiner shall complete, sign, and date the medical examination certificate and provide a copy to the driver's employer. If the transit agency decides to adopt qualification standards other than those listed in Department form 725-030-11, the adopted standard's medical examination certificate or a signed letter from the medical examiner attesting to the completion of a medical examination shall be given to the transit agency in lieu of the Department's medical examination certificate. The adopted standards medical certification or letter must provide all of the information required on the Department's medical examination certificate.

(d) Upon completion of the medical examination the driver shall provide their driver license number, signature, and date on the medical examination certificate.

(4) Bus transit systems shall have on file a completed and signed medical examination certificate or a signed letter from the medical examiner attesting to the completion of a medical examination for each bus driver, dated within the past 24 months.

(a) Medical examination certificates or a signed letter from the medical examiner attesting to the completion of a medical examination of the employee bus drivers shall be maintained by the bus transit system for a minimum of four years from the date of the examination.

(b) Bus Transit Systems shall not allow a driver to operate a transit bus without having on file a completed medical examination certificate or a signed letter from the medical examiner attesting to the completion of a medical examination dated within the past 24 months.

Rulemaking Authority 334.044(2), 341.061(2) FS. Law Implemented 334.044(12), 341.041(3), 341.061(1)(a), (b), (2) FS. History—New 11-10-92, Amended 8-7-05, 6-24-08, 9-16-10.

14-90.006 Operational and Driving Requirements.

(1) Bus transit systems shall not permit a driver to drive a bus when such driver's license has been suspended, cancelled, or revoked. Bus transit systems shall require a driver who receives a notice that his or her license to operate a motor vehicle has been suspended, cancelled, or revoked to notify his or her employer of the contents of the notice immediately, no later than the end of the business day following the day he or she received the notice.

(2) Buses shall be operated at all times in compliance with applicable traffic regulations, ordinances, and laws of the jurisdiction in which they are being operated.

(3) A driver shall not be permitted or required 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 shall not be permitted to drive until the requirement of a minimum eight consecutive hours of off-duty time has been fulfilled. A driver's work period shall begin from the time he or she first reports for duty to his or her employer. A driver 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.

(4) To ensure uniform interpretation of subsections 14-90.002(10), (11), (22) and 14-90.006(3), F.A.C., the following practical applications are provided:

(a) A driver is required to drive from 4 a.m. – 8 a.m., off-duty from 8 a.m. – 3 p.m., then required to drive from 3 p.m. – 11 p.m. Driving hours and on-duty hours are the same. 4 hours + 8 hours = 12 hours driving. This driver has met the maximum allowed driving hours within a 24-hour period and cannot be permitted or required to drive until a minimum eight consecutive hours off-duty has been fulfilled. This driver cannot be permitted or allowed to drive before 7 a.m.

(b) A driver is required to drive from 4 a.m. – 8 a.m., off-duty from 8 a.m. – 11 a.m., then required to be on-duty, not driving, from 11 a.m. – 11 p.m. Driving hours = 4 hours and on-duty not driving hours = 12 hours for a total of 16 hours on-duty. This driver has met the maximum allowed on-duty hours within a 24-hour period and cannot be permitted or required to drive until a minimum eight consecutive hours off-duty has been fulfilled. This driver cannot be permitted or allowed to drive before 7 a.m.

(c) A driver is required to be on-duty, not driving, from 4 a.m. – 8 a.m., off-duty from 8 a.m. – 11 a.m., then on-duty, not driving from 11 a.m. – 11 p.m. On-duty not driving hours = 4 hours + 12 hours for a total of 16 hours on-duty. This driver has met the maximum allowed on-duty hours within a 24-hour period and cannot be permitted or required to drive until a minimum eight consecutive hours off-duty has been fulfilled. The driver cannot be permitted or allowed to drive before 7 a.m.

(d) A driver is required to be on-duty, not driving, from 4 a.m. – 8 a.m., then off-duty from 8 a.m. – 11 a.m., then on-duty, driving from 11 a.m. – 11 p.m. On-duty, not driving hours = 4 hours and on-duty driving hours = 12 hours for a total of 16 hours on-duty. This driver has met the maximum allowed driving and on-duty hours within a 24-hour period and cannot be permitted or required to drive until a minimum eight consecutive hours off-duty has been fulfilled. This driver cannot be permitted or allowed to drive before 7 a.m.

(5) A driver shall not be permitted or required 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 shall be required to have a minimum of 24 consecutive hours off duty prior to returning to on duty status.

(6) 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.

(7) Bus transit systems shall not permit or require any driver 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.

(8) Bus transit systems shall require pre-operational or daily inspection and reporting of all defects and deficiencies likely to affect safe operation or cause mechanical malfunctions.

(a) An inspection or test shall be made of the following parts and devices to ascertain that they are in safe condition and in good working order:

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 system.
11. Equipment for transporting wheelchairs.
12. Safety, security, and emergency equipment.

(b) Bus transit systems shall review daily inspection reports and document corrective actions taken as a result of any deficiencies identified by daily inspections.

(c) Bus transit systems shall retain records of daily bus inspections and any corrective action documentation a minimum of two weeks.

(9) A bus with any passenger door in the open position shall not be operated with passengers aboard. The doors shall not be opened until the bus is stopped. A bus with any inoperable passenger door shall not be operated with passengers aboard, except to move a bus to a safe location.

(10) During darkness, interior lighting and lighting in stepwells on buses shall be sufficient for passengers to enter and exit safely.

(11) Passengers shall 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.

(12) Passengers shall not be permitted to stand on buses not designed and constructed for that purpose.

(13) Buses shall not be refueled in a closed building. The fueling of buses when passengers are being carried shall be reduced to the minimum number of times necessary during such transportation.

(14) Bus transit systems shall require the driver to be properly secured to the driver's seat with a restraining belt at all times while the bus is in motion.

(15) Buses shall not be left unattended with passengers aboard for longer than 15 minutes. The parking or holding brake device shall be properly set at any time the bus is left unattended.

(16) Buses shall not be left unattended in an unsafe condition with passengers aboard at any time.

Rulemaking Authority 334.044(2), 341.041(3), 341.061(2)(a) FS. Law Implemented 341.061(2) FS. History—New 9-7-87, Amended 5-31-89, 11-10-92, 8-7-05, 6-24-08, 9-16-10.

14-90.007 Vehicle Equipment Standards and Procurement Criteria.

(1) Every bus transit system shall ensure that buses procured and operated meet the following minimum standards:

(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, Rev. 10/09, hereby incorporated by reference.

(2) Proof of strength and structural integrity tests on new buses procured shall be submitted by manufacturers or bus transit

systems to the Department.

(3) In addition to the above, every bus operated in this state shall be equipped as follows:

(a) 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 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.

(b) 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 retainment devices in a compartment which provides adequate ventilation and drainage.

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

(4) 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.

(5) 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 stepwell.

(6) 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.

(7) Doors. Power activated doors on all buses shall be equipped with a manual device designed to release door closing pressure.

(8) 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 of 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.

(9) Tires and Wheels. Tires shall be properly inflated in accordance with manufacturer's recommendations.

(a) 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.

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.

(b) No bus shall be operated with recapped, regrooved, or retreaded tires on the steering axle.

(c) Wheels shall be visibly free from cracks and distortions and shall not have missing, cracked, or broken mounting lugs.

(10) 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.

(11) 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.

(12) 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, Rev. 10/09, and FMVSS 210, "Seat Belt Assembly Anchorages" 49 C.F.R. 571.210, Rev. 10/09, hereby incorporated by reference.

(13) 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:

(a) Each fire extinguisher shall be securely mounted on the bus in a conspicuous place or in a clearly marked compartment and be readily accessible.

(b) Each fire extinguisher shall be maintained in efficient operating condition and be equipped with some means of determining if it is fully charged.

(c) Every Type I bus shall be equipped with portable red reflector warning devices in compliance with Section 316.300, F.S.

(14) 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, Rev. 10/09 hereby incorporated by reference, as well as the following:

(a) Installation of a wheelchair lift or ramp shall not cause the manufacturer's GVWR, gross axle weight rating, or tire rating to be exceeded.

(b) 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.

(c) 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).

(d) 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 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, nor vertically beyond the lowest part of the rim of the wheel closest to the lift.

(e) 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.

(15) 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.

Rulemaking Authority 334.044(2), 341.041(3), 341.061(2)(a) FS. Law Implemented 341.061(2)(a) FS. History—New 9-7-87, Amended 11-10-92, 8-2-94, 8-7-05, 6-24-08, 9-16-10.

14-90.009 Bus Safety Inspections.

(1) Each bus transit system shall require that all buses operated by such bus transit system, and all buses operated by a private contract transit provider, be inspected at least annually in accordance with bus inspection procedures set forth in this rule.

(2) It shall be the bus transit system's responsibility to ensure that each individual performing a bus safety inspection is qualified as follows:

(a) Understands the requirements set forth in this rule chapter and can identify defective components.

(b) Is knowledgeable of and has mastered the methods, procedures, tools, and equipment used when performing an inspection.

(c) Has at least one year of training and/or experience as a mechanic or inspector in a vehicle maintenance program, and has sufficient general knowledge of buses owned and operated by the bus transit system to recognize deficiencies or mechanical defects.

(3) Each bus receiving a safety inspection shall be checked for compliance with the requirements for safety devices and equipment, as referenced or specified herein. Specific operable equipment and devices as required by this rule chapter, include the following as applicable to Type I and II buses:

(a) Horn.

(b) Windshield wipers.

(c) Mirrors.

(d) Wiring and batteries.

(e) Service and parking brakes.

(f) Warning devices.

(g) Directional signals.

(h) Hazard warning signals.

(i) Lighting systems and signaling devices.

(j) Handrails and stanchions.

(k) Standee line and warning.

(l) Doors and brake interlock devices.

(m) Stepwells and flooring.

(n) Emergency exits

(o) Tires and wheels.

(p) Suspension system.

(q) Steering system.

(r) Exhaust system.

(s) Seat belts.

(t) Safety equipment.

(u) Equipment for transporting wheelchairs.

(v) Working speedometer.

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

(a) Identification of the individual(s) performing the inspection.

(b) Identification of the bus transit system operating the bus.

(c) The date of the inspection.

(d) Identification of the bus inspected.

(e) Identification of the equipment and devices inspected including the identification of equipment and devices found deficient or defective.

(f) Identification of corrective action(s) for any deficient or defective items found and date(s) of completion of corrective action(s).

(5) Records of annual safety inspections and documentation of any required corrective actions shall be retained a minimum of

four years by the bus transit system for compliance review.

Rulemaking Authority 334.044(2), 341.041(3), 341.061(2)(a) FS. Law Implemented 341.061(2) FS. History—New 9-7-87, Amended 11-10-92, 8-7-05, 9-16-10.

14-90.010 Certification.

(1) Each bus transit system shall annually submit a safety and security certification to the Department. The certification shall be submitted no later than February 15, for the prior calendar year period. The certification shall attest to the following:

- (a) The adoption of an SSPP and an SPP in accordance with established standards set forth in this rule chapter.
- (b) Compliance with its adopted SSPP and SPP.
- (c) Performance of safety inspections on all buses operated by the system in accordance with this rule chapter.
- (d) Reviews of the SSPP and SPP have been conducted to ensure they are up to date.

(2) The certification shall include:

(a) The name and address of the bus transit system, and the name and address of the entity(ies) who performed bus safety inspections and security assessments during the prior calendar year, if different from that of the bus transit system.

(b) A statement signed by an officer or person directly responsible for management of the bus transit system attesting to compliance with this rule chapter.

Rulemaking Authority 334.044(2), 341.041(3), 341.061(2) FS. Law Implemented 334.044(28), 341.061(1), 341.061(2) FS. History—New 9-7-87, Amended 8-7-05, 9-16-10.

14-90.012 Safety and Security Inspections and Reviews.

(1) The Department, or its contractor, shall conduct inspections of bus transit systems to ascertain compliance with the provisions of this rule chapter.

(2) The Department, or its contractor, shall conduct safety and security reviews of any bus transit system the Department believes to be in noncompliance with its SSPP or SPP, or providing passenger service operations in an unsafe manner, or if there is evidence of an immediate danger to public safety. The Department shall prepare and submit a report of the review to the affected bus transit system. The report shall be submitted to the bus transit system within three business days of completion of the review and shall contain the following:

(a) Identification of the findings, including a detailed description of any deficiency.

(b) Required corrective action and a schedule for implementation of the corrective action to be taken for each deficiency.

(c) Any required suspension of bus transit system service, should the Department determine the continued operation of the service, or a portion thereof, poses an immediate danger to public safety.

(3) The Department shall initiate the following actions to suspend the affected bus transit system service if any deficiency or unsafe condition exists, to the extent that the continued operation of the system, or a portion thereof, poses an immediate danger or threat to public safety.

(a) Immediately notify the affected bus transit system of the unsafe condition, followed by a certified letter describing the deficiency or unsafe condition. The notification shall include the following:

1. The required corrective action for the deficiency or unsafe condition.

2. The requirement for the bus transit system to certify, in writing to the Department, the completion of the required corrective action in accordance with an established implementation schedule.

(b) Conduct an on-site review of the bus transit system to verify the correction of the deficiency in accordance with this rule and the established implementation schedule.

(c) Suspend affected passenger service operations if the bus transit system fails to correct the deficiency in accordance with this rule and the established implementation schedule.

Rulemaking Authority 334.044(2), 341.041(3), 341.061(2)(a) FS. Law Implemented 334.044(28), 341.041(3), 341.061(1)(d), 341.061(2)(c) FS. History—New 11-10-92, Amended 8-7-05, 9-16-10.

APPENDIX B

SUBSTANCE ABUSE POLICY

APPENDIX C

MAINTENANCE PLAN

FINAL

TRANSIT MAINTENANCE PLAN



SUMTER COUNTY, FL

FIRST VEHICLE SERVICES
600 Vine Street
Cincinnati, OH 45202

JULY 2017

First  Vehicle Services



A — TRANSIT MAINTENANCE PROGRAM INTRODUCTION

The development of an effective maintenance program that yields maximum vehicle uptime and cost efficiencies requires an experienced fleet maintenance contractor who understands the repair requirements of diverse vehicle and equipment types. PMs scheduled too frequently can result in excessive and unwarranted vehicle downtime, elevated costs, and user inconvenience. Conversely, PMs scheduled too infrequently can lead to problems such as excessive brake and tire wear and other safety deficiencies, often resulting in breakdowns or major component failures. However, PMs that are performed on schedule and include proper inspection and service items are cost-effective, efficient, and convenient.

Driving cost savings to your bottom line and improving vehicle safety and availability are the primary goals of our customized PM program for the County.

First Vehicle Services, with 35 years of experience maintaining vehicles and equipment of all types and sizes, has a full understanding of the elements that are essential to a sound PM program (as shown in the PM process chart below). Our comprehensive, tailored PM program for the County will keep your fleet on the road and in safe operating condition, while delivering cost savings to your bottom line through service efficiencies and our established vendor networks.

B — PROGRAM GOALS

First Vehicle Service is committed to ensuring that Sumter County's transit assets are protected and maintained so that they reach their maximum useful life. Specifically, our maintenance goals are as follows:

1. Safety "first" in all actions concerning maintenance and facility upkeep
2. Maximize lifecycle of each vehicle through consistent, timely, and quality preventative maintenance procedures
3. Manage Preventive Maintenance and repair activities to promote the reliability of the service by minimizing service interruptions due to vehicle or equipment failure
4. Reduce service disruptions caused by maintenance defects from previous year's standard.
5. Maintain vehicle exterior and interior appearance in a clean condition
6. Maintain a readily accessible system of permanent vehicle maintenance records

C — PRE/POST TRIP INSPECTIONS

An important aspect of preventive maintenance is the establishment of strong communication between our operators and management. An easy way to ensure and document this communication link is by using the driver's daily vehicle inspection checklist.

Each vehicle must have blank copies of the checklist on-board for the drivers to conduct the inspection. The driver must identify any defects and report them to the Maintenance Manager



before driving the vehicle. If a problem arises during the shift, the driver should add comments to the checklist.

NOTE: When malfunctions and/or defects are detected which threaten safe operating performance, the vehicle will not be used to transport persons until defects are corrected.

The pre- and post-trip inspection forms shall be legibly completed and signed by the vehicle driver. Pre-trip inspections should include as a minimum:

- Cleanliness – Properly maintained and free of loose articles. Lights and reflectors – High/low beams, tail lights, turn signals, way hazard flashers, marker lights, license plate light and reflectors should be cleaned as needed
- Brakes – Both foot and emergency brakes should be capable of effectively stopping or restraining the vehicle. Brake pedal should be firm after 1-2 inch free-play on a single down stroke. No noises, vibration or steering changes should result from applying the brakes while moving.
- Horn – Gives an adequate and reliable warning signal.
- Windshield, washer, wipers and defroster – Surfaces must be clean and unobstructed, inside and outside. Washer reservoirs are to be filled as needed.
- Mirrors – All rear vision mirrors must be clean, properly adjusted and unobstructed. Outside mirrors must be mounted on both sides.
- Tires – Must be of adequate load capacity when vehicle is fully loaded. Tires shall be inflated to recommended pressures and compatible with each set (i.e., all radials or all bias ply; no mixed sets.) Tire wear surfaces and sidewalls shall be inspected daily for debris, damage, and wear. Tires shall be replaced when the tread depth is 4/32 of an inch on front tires and 2/32 of an inch on rear tires.
- Speedometer – Shall be operational and accurately record speed.
- *Seat Belts* – If the vehicle has seat belts, they must be in good operating condition and used by all passengers and drivers. Wheelchair passenger restraints and securement systems shall be fully operational.
- Doors – Capable of being opened, shut, and locked as required.
- Fluids – All fluid levels must be checked each time the vehicle is fueled and maintained at the manufacturer's recommended operating levels. This includes engine coolant, oil, brake fluid, power steering fluid, transmission fluid and washer solvent.
- Wheelchair lifts – Check operating and structural condition by operating through two (2) complete cycles.
- Emergency Equipment – Should be present and operational:
 - Fire Extinguishers
 - Blood Borne Pathogens Clean-Up Kit
 - First Aid Kits
 - Reflective Triangle





D — PREVENTIVE MAINTENANCE INSPECTIONS

We perform PM inspections in accordance with OEM recommended service intervals and the County’s requirements as stated in the RFP. We will road test all vehicles following inspections/repairs and prior to returning vehicles to service.

Key PM Program Benefits

- The key benefits of our customized PM program for the County are significant and include:
- Comprehensive PM Inspections – Performed in concert with Best Fleet Practices
- Reduces overall vehicle maintenance and repair costs
- Improves fleet safety and availability while reducing incidents of equipment breakdowns
- Reduces the need for spare, reserve, or backup equipment
- Allows for proactive identification of vehicle repairs covered by manufacturer or supplier warranties
- Detailed PM Scheduling and Notification Process – Generates a PM schedule via the fleet management information system
- Maintains a high rate of vehicle user compliance with PM schedules
- Maintains compliance with all Federal and State mandated safety and emission requirements
- Parts Supply and Management – Provides adequate levels of OEM or equivalent parts
- Reduces vehicle downtime with proper types and on-hand quantities of parts and supplies
- Maintains parts inventory at the most economical level

Sample PM Inspection sheets are provided in the Additional Information Addendum.

PM Intervals

Inspection	Miles
A	5,500 miles
B	11,000 miles
A	16,500 miles
B	21,000 miles
C	26,500 miles
A	31,000 miles
B	36,500 miles
A	46,000 miles

All (A) Inspections are done according to the A, B, & C schedule and at the regular “A” Inspection intervals. First Vehicle will maintain these indicated intervals +/- 500 miles



Major components that will be inspected during these intervals include the following:

Interior Inspection

- All Seats / Seat Belts Condition & Operation
- Doors / Hinges / Latches / Windows & Glass
- Flooring / Headliner / Side Panels
- Mirrors
- Interior Lights
- Warning System / Horn
- Comfort System
- Starter System / Automatic Choke / Back-Up Alarm
- Windshield / Windshield Wipers / Washer Unit / Wiper Blades.
- Windows/ Latches/ Glass

Exterior Inspection

- Exterior Lights
- Exterior Body/ Components
- Tires/ Wheels/ Lug Nuts/ Rims
- Access Doors/ Hinges/ Spring Latches

Service and Operations Inspection

- Engine Oil and Filter
- Ball Joints / Steering / Drive Line (Lubricate)
- Battery / Cables / Water Levels
- Cooling System
- Air Cleaner / Filters / Vacuum Hoses / Fuel Lines Belts / Hoses / Wiring
- Under the Hood / Exhaust System Brakes / Front & Rear / Braking System Operational Check / Engine Transmission Operational Check Wheel Bearing/ Drive Shaft
- Shocks/ Springs/ Bushings Rear Differential
- Engine Tune-Up
- Change Transmission Fluid / Torque Converter / Filter Screen Fire Extinguisher / First Aid Kit / Safety Triangles
- Wheelchair Lift / Tie Downs
- License Plates / Registration / Operators Manual
- Air Conditioning System Check / Heater / Defrost System Check.

Preventive Maintenance Scheduling

PM activities will be scheduled with the County's Fleet Coordinator to ensure minimal interference with the operator's normally required work schedule. We will utilize an automated PM scheduling process with sufficient lead time so that the County can give a two-week notice to the vehicle user. PM schedule notification, referencing both the department and unit number,



will be provided to the designated department representative. We will be responsible for all contact with departments regarding vehicle PM scheduling. The County, the designated department representatives, and the vehicle and equipment operators will be responsible for keeping the appointments for scheduled maintenance.

Adhering to the PM schedule is very important because the units are scheduled in order by type of PM service and by class of vehicle to maintain a steady workflow. This, ultimately, will improve the cycle time for the return of vehicle to the end user. Vehicles not serviced on their scheduled dates will be rescheduled for service within two weeks.

We understand that the vehicle user’s immediate priority is to complete their assigned duties, especially in an emergency situation such as a water main break, storm response, or other urgent need. In such instances, rescheduling of the PM service may be required.

E — ANNUAL BUS SAFETY INSPECTIONS

An Annual Safety Inspection is similar to an FDOT “C” level inspection. An agency may use a “C” level inspection for a vehicle to serve as the Annual Safety Inspection as long as the vehicle receives a “C” level inspection at least once annually. An agency may make a copy of the “C” level inspection and write “Annual Safety Inspection” across the top of the page to identify it and place the inspection in the vehicle’s history file, or a separate filing area for all Annual Safety Inspections.

All vehicle components for an Annual Safety Inspection must be checked at the same time, or within 48 hours if the inspection is being performed by utilizing partial inspections, for the inspection to be determined complete.

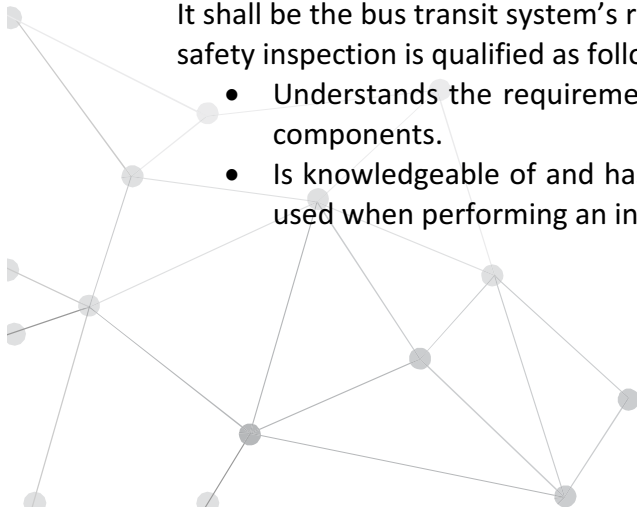
Chapter 14-90 requires that all agencies perform an Annual Safety Inspection on each public transit vehicle. These inspections must be performed once a year using a certified mechanic and proper lift equipment. Chapter 14-90 of the Florida Statutes states:

14-90 Bus Safety Inspections.

Each bus transit system shall require that all buses operated by such bus transit system, and all buses operated by a private contract transit provider, be inspected at least annually in accordance with bus inspection procedures set forth in this rule.

It shall be the bus transit system’s responsibility to ensure that each individual performing a bus safety inspection is qualified as follows:

- Understands the requirements set forth in this rule chapter 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 a vehicle maintenance program, 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 herein. Specific operable equipment and devices, as required by this rule chapter, 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.
- Stepwells and flooring.
- Emergency exits
- Tires and wheels.
- Suspension system.
- Steering system.
- Exhaust system.
- Seat belts.
- Safety equipment.
- Equipment for transporting wheelchairs.
- Working speedometer.
- A safety inspection report shall be prepared by the individual(s) performing the inspection and shall 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 shall be retained a minimum of four years by the bus transit system for compliance review.



Oil & Lubricant Analysis Program

We propose to use an Oil and Lubricant Sampling Analysis program for purposes of determining repairs, service levels and intervals, as well as adjusting vehicle replacement schedules. As part of our PM program, this fluid analysis is highly effective in safeguarding against vehicle breakdowns and mechanical damage by providing vital information concerning the presence different metal levels and other harmful contaminants. Oil samples will be tested by a certified and independent lab.

As part of our comprehensive PM process, we utilize an oil and lubricant sampling analysis program to proactively identify any developing issues prior to a component failure.

The benefits of this program are as follows:

- Allows hidden or emerging problems to be identified before they lead to a vehicle breakdown and expensive repairs
- Permits oil change intervals to be safely extended, thereby favorably impacting your budget
- Allows us to potentially extend PM intervals; therefore, reducing the amount of oil and filters for disposal
- Reduces expensive road breakdowns
- Extends the useful life of equipment while increasing residual vehicle and equipment value
- Provides the quickest and most cost-effective way of reducing the County’s environment footprint
- The oil and lubricant sampling analysis is included in our Target Cost and will be performed on all diesel-powered vehicles.

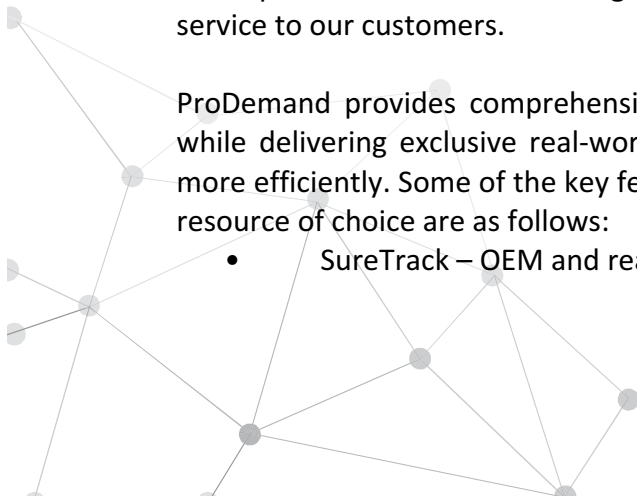
MITCHELL 1 SOFTWARE

Through an exclusive partnership with Mitchell 1, First Vehicle Services proposes Mitchell 1’s ProDemand® and TruckSeries software programs for the County’s fleet maintenance and repair operation. Both programs

provide information to properly diagnose, repair and maintain, as well as write estimates for most makes and models of cars, light trucks, Class 4-8 trucks and buses. The Mitchell 1 software applications are a powerful tool for our technicians, allowing them to spend less time in front of a computer and more time doing what they do best—providing quality repairs and excellent service to our customers.

ProDemand provides comprehensive OEM repair, estimating, and maintenance information, while delivering exclusive real-world industry insights to help our technicians repair vehicles more efficiently. Some of the key features that make ProDemand the vehicle repair information resource of choice are as follows:

- SureTrack – OEM and real-world repair information together in a single lookup





- Real Fixes – Industry insights based on actual repair orders and experiences from expert technicians
- Common Replaced Parts – Real-world data trends that guide you quickly to an accurate diagnosis
- 1Search – Brings together complete repair information in a single lookup
- Top 10 Repairs – Dashboard provides the most common repair issues for the vehicle in the shop
- Wiring Diagrams – Industry-leading scalable diagrams with consistent formatting across all OEMs
-

The Mitchell 1's TruckSeries application—the only complete repair information software suite of its kind for Class 4-8 trucks—provides important vehicle repair information including scalable wiring diagrams, digital pictures, and DTC-to-diagnostics.

Noregon Diagnosis Systems

First Vehicle Services proposes to implement and use the Vehicle Diagnostic System (VDS) of Noregon Systems, Inc. throughout our national service centers. Each system consists of a DLI tablet computer, Noregon JPRO Vehicle Interface Device, JPRO Fleet Diagnostic Software, and various OEM software applications.

JPRO® Commercial Vehicle Diagnostics (CVD) scans any Class 7-8 truck in less than a minute and displays over 44,000 detailed OEM fault codes. With JPRO, a technician sees and solves all issues related to the multiple systems found on the truck that may be causing problems with other vehicle components. The JPRO system helps the technician save time, increasing efficiency during diagnosis and repair.

In addition, JPRO provides comprehensive diagnostic solutions with just the click of a button, allowing a technician to determine:

- The total vehicle health status by clearing faults and diagnosing all vehicle components in a single application
- Record data for playback or print reports containing faults and key vehicle data
- Launch OEM applications and troubleshooting guides
- View graphically regen status, EGR, DPF, SCR, and DEF tank sensors
- Provide status of the vehicles fluid levels in a singular, simplistic display
- Provide information on status indicators, switches, and gears

Vehicle Safety, Emissions, and Other Inspections

First Vehicle Services will be responsible for completing all federal and state required inspections and certifications, including Texas State Safety and Emissions Inspections, as well as fire apparatus aerial device inspections. We will coordinate all inspections and test work outlined in the most recent version of NFPA to be completed on aerial ladder trucks, fire pumps, front line engines, quints, and reserve engines, to be performed by a third-party tester. First Vehicle



Services will work with the Fire Departments Apparatus Specialist to schedule testing in order to incorporate these tests into the workflow and Fire Department activity schedule.

General Repairs

We will perform specific repairs to vehicles and equipment that are identified through PM services, by users, and by breakdown or malfunction. Repairs will be made as required, limiting the nature and extent of repairs to those which are consistent with the age, mileage, and cost to repair criteria of industry best fleet practices.

First Vehicle Services will provide customers a completion time estimate for repair services at the time the work order is opened or with the twice daily vehicle status report. We will notify the Contract Administrator of any repair completion estimates that exceed 24 hours (1 business day). Work will begin on services within fifteen minutes when a customer has made a time certain appointment and elects to wait at the shop for services to be completed. Work should normally begin within four (4) hours when a customer elects to drop off their vehicle at a shop. First Vehicle Services will report to the Contract Administrator all repair services that are not begun within 24 hours (1 business day) of vehicle delivery to a shop.

We will notify customers by phone and/or email if initial completion time estimates must be extended due to additional repair work being discovered during the service.

“Quick Fix” Repairs

We will provide a quick fix function for minor repairs of less than a one-hour duration when the vehicle operator chooses to wait for the service. Vehicles repaired under quick fix will be moved to top priority. Example quick fix repairs include fluid replenishing, windshield wiper service, and headlight replacement. PM services, except for PM-A, will not be conducted as a quick fix function.

Tire Services

- Tire Management
- Inflation
- Maintenance
- Repairs
- Rotation
- Mounting
- Demounting
- Disposal and Disposal Fees
- Replacement
- Wear Management
- Balancing
- Field Tire Services
- Installation of Tire Chains
- Warranty Management
- Inventory Security and Maintenance of an Inventory of Mounted Spares





First Vehicle Services will replace tires upon reaching minimum tread depths, failure, or other unacceptable conditions affecting safety and performance. The makes and types of tires purchased and provided will be determined the Contract Administrator.

First Vehicle Services proposes to continue outsourcing tire services for heavy duty tires, and provide the tire service directly for light and medium duty tires, for safety reasons, cost effectiveness, and because the County is currently satisfied with this division of tire services.

Warranty and Recall Work

We will administer a warranty program, both for vehicles and parts, associated with management and repair of the County's fleet, and credit proceeds to the County against target or non-target monthly invoices.

The Annual Services Schedule will be used to note any required warranty service and check that our technicians perform the service. Warranty requirements will be entered into the County's fleet management system, FirstSource. This system will automatically notify our General Manager as to the expiration date of each warranty.

Manufacturer recalls or modifications to equipment will be used for updating and scheduling. FirstSource will be used to monitor the vehicle during its warranty period and ensure that the vehicle performs at maximum efficiency and meets all manufacturers' safety requirements, as well as preventing subsequent costly "out-of-warranty" repairs.

Subcontracting

First Vehicle Services proposes to utilize subcontractors for off-site work for the purposes of heavy duty tires, as mentioned above, as well as work such as engine and transmission overhauls, and other work that will provide cost savings and improved vehicle availability. We assume full responsibility for arranging, managing, paying for, and all quality of these services.

Additionally, we will be responsible for arranging and managing the conduct of subcontracted repairs that cannot be performed economically in house. Such repairs may include glass replacement, transmission repair, radiator work, alignments, and such other work that can be utilized at minimum cost to the County.

We will continually evaluate the need to subcontract certain repairs to third party vendors during the contract as opposed to performing the repair in house. This evaluation will take into consideration increased service demands. In addition, we will constantly monitor the performance of our repair vendors to maintain a quality level that is consistent with best fleet practices. We will evaluate vendor performance based on quality, reliability, delivery, customer service, and cost and provide appropriate feedback to the vendor. Should deficiencies arise in these areas, we will meet with the vendor to assist them in rectifying their deficiencies in a timely



fashion so we can continue to purchase their services. We will discontinue the use of vendors who fail to meet our fleet quality standards.

All outside repair work will be performed to enhance the overall fleet performance in concert with best fleet practices. Whenever possible, repairs will be performed in-house to better control quality and cost, maximize turnaround time, and minimize repeat repairs. We will periodically review and revise outside repair services with the County to keep outside repair versus in-house repair remains justifiable.

We will be responsible for all vendor paperwork, invoicing, quality control, vehicle movement, vehicle security, etc. Vendor invoices will be accepted solely by us.

Field Service and Road Call

We will perform repairs primarily at the fleet maintenance facilities. We will respond to requests for emergency road service or towing services on a 24/7 basis. After normal business hours, a call-forwarding or cellular phone system will refer emergency requests to the on-call technician who is assigned to provide road service at the site of the vehicle breakdown via a service truck. When repairs cannot be performed on site, we will be responsible for transporting or arranging towing services to transport the vehicle to the fleet maintenance facility for repair. Response times will not exceed 45 minutes during normal business hours, or 60 minutes after hours.

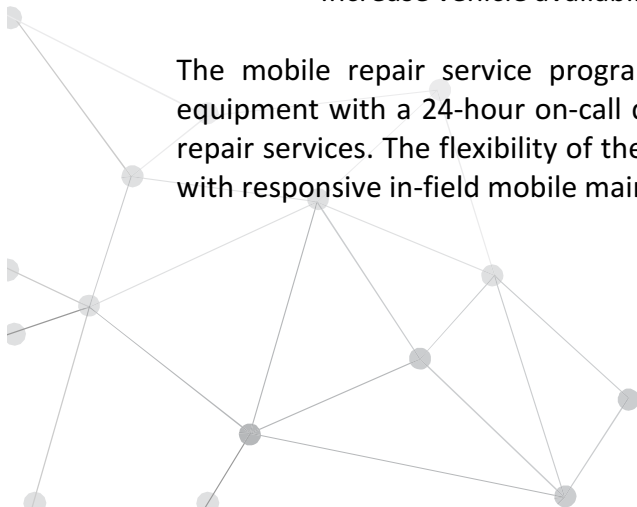
We will have staff on call 24/7 to expeditiously handle vehicle breakdowns— ensuring minimal downtime of your fleet.

We will provide and utilize our service trucks to respond to either routine maintenance services for the County's vehicles/equipment that cannot be easily transported to the County vehicle maintenance facility (i.e., heavy construction equipment, trailers, and non- motorized equipment) or roadside emergency repairs for vehicles that are disabled. We will maintain these vehicles as part of the Target Cost.

Advantages of the field service and mobile repair program are as follows:

- Eliminate capital expenditures to build and outfit shop facilities
- Reduce payroll expense associated with operators driving vehicles to shop facilities
- Reduce fuel expense for transferring vehicles to maintenance facilities
- Help reduce expensive third-party repairs in remote/rural locations
- Increase vehicle availability by performing the work on-site when the vehicles are idle

The mobile repair service program will minimize downtime of the County's vehicles and equipment with a 24-hour on-call qualified technician, while providing responsive and reliable repair services. The flexibility of the mobile repair service program improves vehicle availability with responsive in-field mobile maintenance for both routine and emergency repairs.





Typical equipment provided on our mobile repair service truck include an air compressor, a gas-powered electric generator, a battery charging/ starting unit, lift tools (jacks, jack stands), tire tools, hand-held air-tools and lubrication equipment, air hose reels, waste oil/ coolant/ fluids containers, funnels/ drain pans, gas cans as well as miscellaneous hand tools, drop lights, extension cords, jumper cables, roadside safety equipment (first aid kit, fire extinguisher, warning strobe light, road cones/ markers, etc.), and a spill response kit.

Additional support equipment may include:

- Welding equipment
 - Air-powered lubrication equipment
 - Winch
 - Tire mounting equipment
 - Portable diagnostic analyzer and power washing equipment
- Parts stocked on the mobile repair service truck generally are as follows:
- Batteries
 - Filters
 - Electrical cables, fuses, breakers and connectors
 - 11R22.5 tires mounted on Bud rims
 - 11R24.5 tires mounted on Bud rims
 - Brake pads and rotors
 - Frequently used belts
 - Frequently used hoses
 - Oil, lubricants, and coolant
 - Lighting elements
 - Replacement lenses
 - Hose repair and replacement parts
 - Clamps, nuts, bolts and other fasteners





F — FACILITIES MAINTENANCE PLAN

Routine Building Maintenance and Services

First Vehicle Services will provide a comprehensive facility maintenance plan, which will be tailored to meet the specific equipment and maintenance needs of First Vehicle Services' Operating Facility. The plan will meet First Vehicle Services' standards relative to routine, preventive care, warranty management and recovery, regular inspections, and good housekeeping standards that ensure that the entire property maintains a professional and orderly appearance.

Buildings

- Windows must be cleaned at a minimum of weekly or as needed.
- Building repairs must be completed when required (i.e. garage doors, exterior doors, broken or cracked windows).
- Landscaping will be maintained in a manner that enhances the company's image with its customers, employees, and neighbors.
- Interiors will be painted as required. Heavy traffic areas (drivers' room hallways and washrooms) shall be painted more frequently.
- Floors and rugs must be clean and in good repair. Carpets should be steam-cleaned at least monthly and vacuumed daily or as needed.
- Floor tiles must be kept in good repair. These must be cleaned on a weekly basis or as required. Tile should be stripped and wax applied as required, including the shop manager's office and all washrooms.
- Garbage containers must be emptied on a daily basis.
- Ceiling tiles should be replaced or painted so that stains are removed. Interior lights must be kept in good working order.
- Defective bulbs must be replaced immediately. Light valances should be cleaned at least once a month.
- Bulletin boards should be updated weekly (anything older than 30 days must be removed) and kept neat.
- Drivers' rooms and washroom facilities are to be cleaned on a daily basis and high traffic areas every four hours or as required.
- Tables and chairs in drivers' rooms must be clean and kept in a good state of repair.
- Company policy posters are to be strategically located and kept in good repair and replaced as necessary.

Shop Area

- The maintenance shop shall be cleaned at the end of each shift.
- All shop equipment used will have a designated space and the shop will be organized by the maintenance manager to ensure an efficient operating facility and a safe work environment.
- All maintenance shop equipment will be cleaned, as needed, by the mechanics using the equipment.



- Equipment will be kept free from grease, oil, and dust accumulation and greasy fingerprints. Any shop equipment that is in need of repair will immediately be brought to the attention of the maintenance manager, who will issue a work order.

The maintenance shop floor will be kept clean by sweeping and mopping. A detailed cleaning shall be scheduled once a week in order to clean under equipment and remove grease and oil accumulation that regular mopping may have missed. All cleaning will be performed in an environmentally safe manner, as outlined by local and state codes

Parts Room

- The parts room will be kept clean at all times.
- The parts room will be organized for quick identification and location of parts on shelves.
- The parts room floor will be kept clean and free of dust, dirt, and grease or oil accumulation by sweeping and mopping at least once per week.

Offices and Common Areas

- Offices and common areas must be professional in appearance. There will be no greasy fingerprints on the file cabinets, desk, door, and door frame.
- All files will be placed in their appropriate folder. Paperwork that has yet to be filed will be placed in a staging area, file folder, or holding rack.
- Desks will be organized at all times.
- Desk, cabinets, door and door frames, computer monitor and peripherals are to be wiped down and clean.
- Cleaning will be scheduled to meet specific needs of the facility. A cleaning checklist will be used to direct staff and track cleaning.

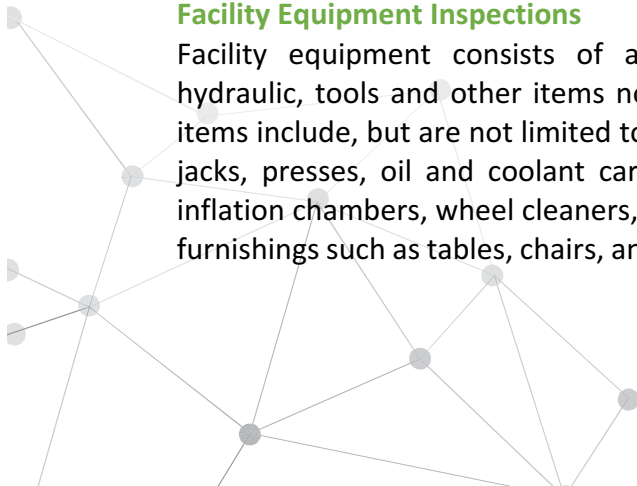
Building Inspection Plan

The building systems inspection plan consists of inspection of all mechanical, electrical, electro mechanical, hydraulic and pneumatic systems permanently attached to the building or property.

These items include, but are not limited to, heating, ventilation and air conditioning, interior and exterior lighting, fire suppression equipment, overhead doors, plumbing fixtures, pumps, tanks and dispensers, air compressors, back-up generators (EPS), access control, locks, surveillance equipment, and automatic gates.

Facility Equipment Inspections

Facility equipment consists of all electrical, mechanical, electro-mechanical, pneumatic, hydraulic, tools and other items not permanently attached to the building or grounds. These items include, but are not limited to, portable vehicle hoists, brake lathes, media blast cabinets, jacks, presses, oil and coolant carts, utility carts, tire mounting machines, wheel balancers, inflation chambers, wheel cleaners, jib cranes, engine and transmission carts and stands, and all furnishings such as tables, chairs, and desks which are located in the buildings or on the grounds.





Maintenance of Grounds

Buildings and grounds consist of the physical property and all non-mechanical attachments. Items covered under this section include, but are not limited to, roofing, masonry, parking lot and sidewalk maintenance, landscaping, building interior and exterior paint and finishes, trash and recycle removal, and interior and exterior daily custodial cleaning and upkeep.

Grounds maintenance includes the custodial cleaning schedule for all buildings and grounds and the facilities maintenance work orders for the physical structures, parking lots and associated grounds. First Vehicle Services' facility maintenance plan template provides guidance for facility equipment inspections for the following grounds maintenance items:

Waste Management

We believe that effective waste and environmental management is an important component of operations management. As your fleet management partner, we consider ourselves as part of your community and we feel that we have a corporate social responsibility to protect your community. That is why we are fully committed to meeting, and often exceeding, all federal, state, and local requirements in North American environmental regulations and procedures.

We believe that serving as a good steward of the environment and the community is the basis for business success.

ENVIRONMENTAL COMPLIANCE

We work with Strata Environmental, an industry leader in environmental compliance assistance, to provide guidance to our facilities regarding air emissions, water quality, wastewater, storm water, environmental management, hazardous and toxic materials, and contaminated lands. Strata has proprietary software – Environmental Information Organization System (EiOS) – to help us track, organize, and report pertinent environmental information. Strata staff includes certified ISO 9000 and 14001 lead auditors.

Compliance Management Expertise

We rely on Strata Environmental to identify regulatory compliance issues throughout the implementation stages of projects and contracts. Their expertise assists with inspections, enforcement actions, and other issues that may require regulatory responses. Strata also helps us conduct regulatory and compliance training for First Vehicle Services' staff.

Litigation Support

In situations when we need support during litigation, Strata Environmental's professional scientists and engineers provide expert opinions and testimony in support of First Vehicle Services' legal counsel.

Environmental Information Organization System (EiOS)

It is our policy to maintain full compliance with all federal, state, and local environmental regulations and reporting requirements. Accurate recordkeeping is critical to documenting our





compliance. EiOS provides a single repository for the majority of environmental compliance documents required to be maintained on-site. EiOS systems have been customized to meet our needs, and staff has full online access to compliance documentation and training modules. Some of the information available through EiOS includes:

- Material inventory, including chemicals stored at the location
- Material safety data sheets obtained by Strata Environmental
- Emergency contact information
- Spill prevention, control, and countermeasure plans
- Environmental and safety training modules
- Permit information
- Stormwater pollution prevention plans
- Waste storage information
- Information on spills and releases that have occurred at the location
- Records of past inspections and audits
- Facility maps and photographs

Waste Minimization and Management

Strata Environmental maintains data on the current rate of waste generation for each of our locations. They actively work with us to find ways of minimizing the volume of hazardous waste we generate. In fact, Strata has been effective in eliminating nearly 95 percent of the hazardous waste generated at our facilities by introducing new parts washer technologies for our vehicle maintenance shops. The new technology filters oil that is entrained in our petroleum-based solvent, virtually eliminating the liquid waste stream from our parts washers. In addition, Strata has helped us develop procedures to eliminate the use of all chlorinated solvents in our shops, minimizing the exposure of our employees to these chemicals and eliminating the potential for cross contamination of other non-hazardous waste streams.

Clean Water Act Compliance

Strata Environmental also evaluates each First Vehicle Services shop for compliance with the federal Clean Water Act. They evaluate our operations for two areas of compliance: spill and release response and reporting and stormwater permitting.

During evaluation of each facility, Strata determines if a Spill Prevention, Control and Countermeasures (SPCC) Plan is in place, meeting the requirements in 40 CFR 112. If an SPCC plan is required, Strata prepares that plan and integrates it into regular training and use. An electronic copy of the plan is available to First Vehicle Services' management at all times via the EiOS system.

Similarly, Strata is responsible for determining our compliance with federal or state stormwater permits under 40 CFR 122 for those shops that conduct vehicle maintenance and/or fueling in a manner that has the potential to impact stormwater on our properties. Again, if no plan is in place, Strata prepares a Storm Water Pollution Prevention Plan (SWP3), or equivalent



stormwater management plan, and provides it to the site for training and use. An electronic copy of the SPW3 is also available to First Vehicle Services' management at all times through the EIOS System.

Spill and Release Response and Reporting

We have several Standard Operating Procedures (SOPs) for maintaining environmental compliance at our vehicle maintenance shops, including an SOP regarding spill and release response and reporting. In the event of a release or spill of petroleum or a hazardous substance, this SOP defines the roles and responsibilities of our staff, and the notification procedures and response actions to be completed by our location personnel. The location personnel are provided with a toll-free number to report all spills with in North America. The calls are routed through ERTS (Emergency Response and Training Solutions) who then dispatch a pre-qualified emergency response contractor to the scene to mitigate the spill. All details of the incident are reported to appropriate managers via real time email notifications which include updates on the progress being made to mitigate the spill.

Chemical Inventory Management and Reporting

We maintain a detailed database of the chemical inventory at each of our operating locations. This data is gathered by Strata Environmental and is updated annually as part of the Emergency Response Community Right-to-Know Act (EPCRA; also known as SARA Reporting) compliance and reporting process. Wherever required, Strata prepares and files appropriate SARA Reports for the required chemicals at each First Vehicles Services' client service center. With the help of Strata, we have developed a standard list of approved chemicals that can be safely used in our maintenance shops. Each of the approved chemicals has been evaluated by our staff and designated as approved in the EIOS database. EIOS also includes a SDS for each company-approved chemical as a backup for OSHA SDS compliance.

Compliance Auditing

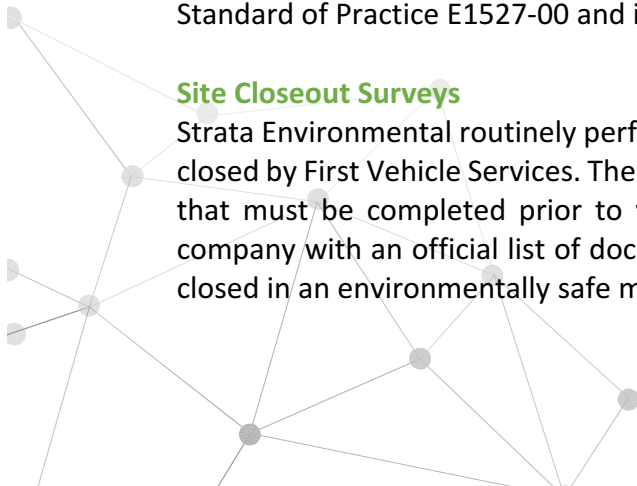
Periodically, we will have a client or employee request an audit of our chemical inventory. Strata performs all compliance audits in the areas of waste management, Clean Water Act compliance, chemical inventory management, and on occasion, safety.

Environmental Due Diligence

With the opening of every new maintenance shop, Strata performs Phase I environmental site assessments in support of our due diligence efforts. To the extent possible, each Phase I environmental site assessment is in conformance with the scope and limitations of ASTM Standard of Practice E1527-00 and includes a written report of findings.

Site Closeout Surveys

Strata Environmental routinely performs a closeout survey for each maintenance location that is closed by First Vehicle Services. The survey includes a completed checklist, including action items that must be completed prior to vacating a site. This provides the client, landlord, and the company with an official list of documented issues to be completed to allow the location to be closed in an environmentally safe manner.





The environmental safety program complies with applicable OSHA regulations and federal, state, and local safety and environmental laws, regulations, rules, codes, and orders.

We will maintain the County vehicle maintenance facility in a clean and orderly condition at all times during the contract. Facility maintenance will be performed at levels sufficient to provide the proper delivery of fleet maintenance services and care for the County's facilities.

Environmental Training

We have teamed with Strata Environmental to develop specific training programs that condition our employees to handle everyday issues related to environmental compliance and safety.

Currently, training programs have been developed to cover the following areas of focus:

- General Environmental Awareness
- Hazard Communication
- Lockout/Tagout Procedures
- Spill Response
- Stormwater Training
- Fuel Tank Management

Training sessions are facilitated by Strata personnel and are available via webinar. General topics include:

- Hazard Communication – This training module familiarizes participants with the OSHA-compliant Hazard Communication Program, health hazards and labeling requirements, material safety data sheets, and workplace hazards.
- Lockout/Tagout Procedures – Participants learn the basics of why and when Lockout/Tagout is necessary, the minimum requirements for lockout/tagout, and the importance of why a blockout of energy isolating services is necessary.
- Spill Response – Participants become familiar with FirstGroup America's spill and release response standard operating procedure, learn what actions to take in response to spills or releases, and become familiar with waste management requirements for used absorbents and other spill response waste streams
- Stormwater Training – This program teaches about stormwater, its importance, and how stormwater and people can positively and negatively impact each other. The program also provides a detailed overview of our stormwater pollution prevention plan, what can be done to prevent or minimize contamination to stormwater, and how to conduct stormwater monitoring and sampling.
- Fuel Tank Management – Participants are trained to ensure each facility operates their fuel tank system in a manner that is compliant with local, state, provincial, and federal requirements. This training helps prevent fuel releases that could endanger human health and/or the environment.
- Environmental Responsibility
- First Vehicle Services' core business strategy is to provide quality and cost-effective fleet maintenance services to all of our customers. We understand the potential



impact we have on our climate and communities and are committed to reducing adverse effects through long-term environmental responsibility.

We are committed to:

- Minimizing pollution and reducing the overall impact of our operations on the environment
- Responding to environmental issues through a clearly defined internal management structure
- Complying with, and where possible, exceeding applicable legal and other requirements relating to our company and the environment
- Monitoring our environmental performance and setting objectives and targets for improvement
- Providing training and awareness programs for our employees

Safety Data Sheets

Safety Data Sheets (SDS) document the properties of a particular substance. They provide workers and emergency personnel with procedures for handling or working with substances in a safe manner, and include information such as physical data (melting point, boiling point, flash point, etc.), toxicology, health effects, first aid, reactivity, storage, disposal, protective equipment, and spill handling procedures.

The EiOS website has SDS for products in containers exceeding 50 gallons. For products stored in containers that are less than 50 gallons, the SDS remain at the facility in a conspicuous place. FirstGroup America has a contract with the 3E Company to supply SDS on demand to all First Vehicle Services-operated facilities, which can include the product name and manufacturer, manufacturer phone number, product number, and the UPC code. 3E faxes a copy of the product's SDS to the facility. An SDS request form is used when requesting multiple documents. All facilities are required to have a posted sign that lists the 3E Company name and phone number for SDS requests.





G —PARTS & INVENTORY MANAGEMENT

During the contract term, we will be responsible for the procurement and management of all parts, inventories, and supplies required to maintain and repair the County’s vehicle and equipment fleet.

- Parts installed on the County’s vehicles and equipment will be identified by part number and cost on the repair order for the appropriate assignment.
- Our goal is to control costs while providing an inventory of high quality parts for our technicians to use as necessary to maintain the County’s fleet.
- Use OEM Quality Parts or Equivalent purchased at Competitive Prices. Just as we strive to cultivate partnerships with our customers, we do the same with our vendors.

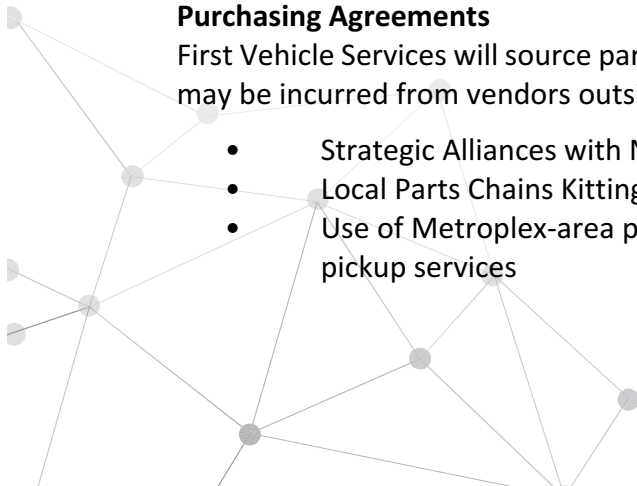
First Vehicle Services relies on the following three major components to ensuring adequate stocking and managing inventories:

- Proactively manage Stocking Levels. We will use both regular physical inventories and the County’s fleet management information system, FirstSource, to manage the parts inventory. We will establish a preferred vendor, a backup vendor, alternate part numbers, reorder points, and restocking levels for every part in the FirstSource system. Minimum order points are based on your usage and the time it takes to receive an order. When the part reaches a defined level, a purchase order will be generated, reviewed, and adjusted as necessary.
- Scheduled Inventories. We perform a physical inventory semi-annually at each of our locations. In addition to our regular cycle counts, outside auditing firms randomly certify the physical counts.
- Data-driven Decisions. Our corporate maintenance team performs monthly inventory audits to monitor stocking levels, parts usage, out-of-stock items, and unused inventory. We use this process to improve buying and stocking procedures for our individual locations.
- Organized Parts Rooms. We help keep costs low by maintaining a properly stocked and organized parts area. This helps ensure proper placement and grouping of parts.
- Parts Warranty Administration. We will administer warranties for parts identified to be either defective, inferior, or non-fit items following repair of a County vehicle or piece of equipment. We will perform necessary work to replace a defective part and such work will be reimbursed directly to First Vehicle Services by the OEM supplier.

Purchasing Agreements

First Vehicle Services will source parts according to the County’s priorities, avoiding downtime as may be incurred from vendors outside the Metroplex. We will utilize sourcing such as:

- Strategic Alliances with National Parts Chains with Metroplex Locations
- Local Parts Chains Kitting PM Parts Kits offsite and delivering to shops Just- In-Time
- Use of Metroplex-area parts and component suppliers who also provide delivery and pickup services





- Use of out of Town Parts and Component Suppliers as second and third options
- Use of Non-Target Cost-Expedited Parts Order, Ship and Freight Options when directed by the County's Contract Administrator.

Quality of Parts to be Furnished

We will use parts that meet or exceed OEM requirements and any rebuilt or remanufactured parts will conform to the manufacturer's reconditioning tolerances.

Warranty Parts

First Vehicle Services will warranty parts for 60 days or the time provided by the manufacturer/rebuilder/remanufacturer, whichever is longer.





H — QUALITY ASSURANCE PROGRAMS

User feedback is the most important indicator of the quality of our services and it enables us to better understand our customer's needs. As such, we will actively solicit feedback from Sumter County Transit and its Department personnel in four (4) primary ways listed below:

- Customer Feedback Process
- Regular Meetings with the Client’s Representative(s)
- Semi-Annual Meetings with the Client's Rep representative(s)
- Critique Cards

Bi-Annual On-line Customer Survey

Our local management reports regularly to the client's relevant personal. These meetings include a review and discussion of the fleet status, reports we submitted to identify issues of interest to the client, areas where we can be more responsive to the client's needs, and any other topics deemed relevant to the client's interest.

Our Region Vice President schedules a semi- annual meeting with the client's representative(s) to review the expectations and adjust procedures as necessary to ensure customer satisfaction. We furnish a Critique Card to each vehicle user upon completion of a vehicle maintenance activity. The Critique Card affords each vehicle user the opportunity to provide feedback to us on the quality of our service delivery. We respond to each unsatisfactory critique card.

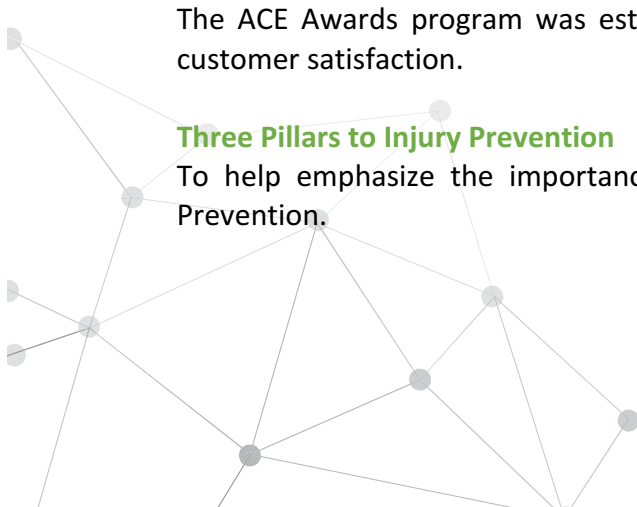
We conduct a semi-annual on-line survey with each of our clients, which allows an opportunity for positive/negative feedback and/or suggestions about our service performance. Questions are both qualified and open-ended to ensure you have maximum flexibility in providing your feedback. Our Region Vice President examines each response closely and takes appropriate corrective action to resolve any open customer issues.

(Achievement in Customer Excellence) Award. First Vehicle Services achieved this distinct honor by demonstrating both the rigorous application of Voice of the Customer (customer feedback) processes and an outstanding performance as measured by those processes. The Conformat ACE Award recognizes First Vehicle Services' commitment to listening to the Voice of the Customer, delivering outstanding customer experiences from customer feedback, and driving change across the business.

The ACE Awards program was established in 2005 to recognize outstanding achievement in customer satisfaction.

Three Pillars to Injury Prevention

To help emphasize the importance of safety, we have created our Three Pillars of Injury Prevention.





- **ACTIVE CARING** If you cannot do it safely, don't do it at all. Active Caring makes sure that injury prevention drives our day-to-day management activities. It is based on remembering at all times that "If you cannot do it safely, don't do it." Active Caring is gaining the courage to have safety conversations, performing safety tours, risk assessing for your sake and others, and taking a "brother's keeper" approach to safety by encouraging others to adhere to safety principles at work, just as they do at home.
- **PERFORMANCE MANAGEMENT** Performance Management requires our General Manager to take an active role in helping achieve our goal of zero lost-time injuries. Safety must drive the decision-making and guidance provided by the General Manager. The General Manager is the force that puts our safety policies, procedures, laws and regulations into practice, and they are responsible for measuring the performance of our staff against our goals.

When performance goals are not met, management must make modifications through constant communication, ongoing training, counseling, and incentives to encourage a stronger focus on safety performance.

- **CONTINUOUS IMPROVEMENT** Continuous Improvement is critical for reaching our zero goal. Safety is not a one-time occurrence. It is part of our culture and everything we do today, tomorrow, and every day we come to work. Our safety standards and best practices are continually updated with input from industry safety experts, fellow industry leaders, and our front-line employees. We analyze safety trends to identify corrective patterns, and then incorporate changes to improve our overall performance.

Bi-Annual License Review

We will administer the bi-annual, State of Florida department highway safety and motor vehicles division of driver's license check (HSMV 73260) for each of our staff that we I operate Sumter County Transit buses and support vehicle equipment, both on and off the property.

Lean Six Sigma Program

We employ Lean Six Sigma (LSS) concepts and principles as part of the ISO process. The ISO process—first introduced in the United States by the Motorola Company and made famous through Jack Welch's implementation at General Electric—targets organizational efficiency and effectiveness. At the same time, LSS program focuses on quality service delivery by uncovering key problem areas through the DMAIC (Define, Measure, Analyze, Improve, and Control) model, an advanced statistical analysis of operations.





FQM Program Components	
Environmental	We focus on clean, safe and environmental-friendly facility in order to increase employee productivity, pride and morale, as well as being good citizens.
Continuous Improvement	We focus on continuous improvement, taking advantage of benchmarking and best practices of other service centers across the country, and the full range of available corporate resources.
Quality Assurance	We maintain a strict quality assurance process in order to reduce or eliminate repeat work, and to improve overall fleet availability, reliability and cost effectiveness.
Predictable Fleet Operations	We provide quality and predictability to the client's fleet maintenance operation through consistent application of the company's proven fleet management and maintenance policies, practices, and methodologies.
Experienced Lead Personnel/ Management Team	We select only experienced, highly trained maintenance personnel/managers to lead our local operations. We provide them with ongoing management training to ensure that their knowledge of business processes, tools, and maintenance remains leading-edge.
Local/ Regional/ National Operations Support	Supporting our experienced local management team are the managerial resources of the largest, most experienced public fleet maintenance provider in North America. Regional management ensures ongoing customer satisfaction and meets regularly with customers to better understand their needs. Senior corporate management supports regional management with company-wide expertise and initiatives, such as our FQM program, to continually improve our operational processes, and thus deliver better customer service.

ISO 9001 Certification Benefits

Our ISO 9001 certification means First Vehicle Services has a team of professionals committed to the delivery of quality services that you would expect from a qualified fleet maintenance contractor. Each and every day, our management and staff embrace the FQM process principles



to deliver world-class customer service—and nothing less. As a result, our ISO 9001 certified quality approach provides the following key client benefits:

- Maximum fleet uptime through effective asset management
- Improved quality of repair work and reduced rework as a result of highly trained and empowered employees
- Reduced cost to operate your fleet with efficient use of resources
- Increased fleet efficiency
- Reduced parts and supply costs from corporate buying discounts and increased brand selection from national vendor relationships
- Courteous service and positive attitude interaction
- Highly repeatable and measurable maintenance services that deliver consistent quality results
- Open communication path (to the County) on maintenance status and (from the County) on feedback and satisfaction levels



Our FQM program embodies the stringent quality principles of ISO 9001 certification. The operational processes and procedures found in our FQM program allow First Vehicle Services to analyze your unique service requirements and consistently meet your demands through quality fleet services. Our FQM program, predicated on rigid ISO 9001 system standards, reflects the quality management principles listed below:

- Customer focus
- Leadership
- Involvement of people
- Process approach
- System approach to management
- Continual improvement
- Factual approach to decision-making
- Mutually beneficial supplier relationships

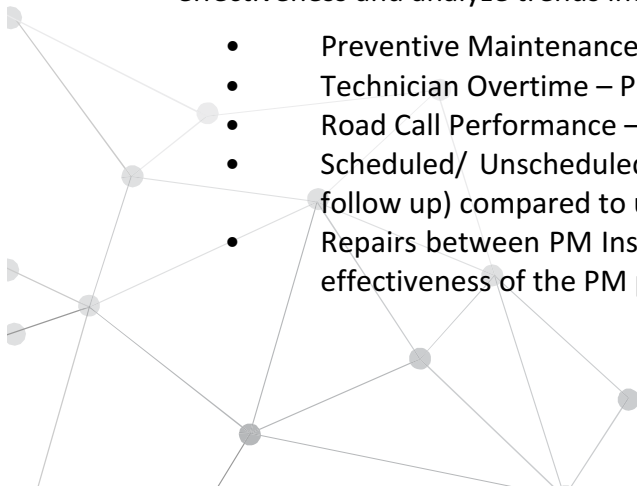
ISO Process Auditing Strategy

First Vehicle Services analyzes the quality of services delivered to our customers through an intricate ISO auditing process. This process provides specific quantifiable measurements and, at any given time, alerts us to certain process deficiencies. We understand the value of providing superior quality service and take immediate corrective action toward a deficiency found in any of our processes.

Measurement of Program Effectiveness

First Vehicle Service’s Dashboard tracks key performance indicators to monitor program effectiveness and analyze trends including:

- Preventive Maintenance Compliance – Percent of PM inspections performed on time
- Technician Overtime – Percent of payroll paid for overtime
- Road Call Performance – Miles between road calls
- Scheduled/ Unscheduled work – Percent of work that is scheduled work (PM, PM follow up) compared to unscheduled work (DVIR’s, road calls)
- Repairs between PM Inspections – Number of repairs between PM’s (measuring the effectiveness of the PM program)





- Technician Productivity – Comparing hours paid to hours charged to work orders
- Hours over Standard Job Time – Technician hours that went over the standard job time
- Auto-Reorder Percentage – Percent of parts ordered by the auto-reorder process
- Outside Services Percentage – The percentage of maintenance cost spent at outside vendors
- Overall cost per mile and comparison of cost per mile with similar fleets
- Liquidated damages due to maintenance related issues

These processes are overseen by local management and region teams, bringing great value to our clients not only through cost savings but also improved fleet reliability, and ultimately improved customer satisfaction.





I — STAFFING PLAN & POLICIES

We have followed a tried-and-true path for becoming, and remaining, an industry leader. First, we have defined our core values—safety, quality, and customer service. Second, we hire enthusiastic and experienced professionals who identify with our core values.

Third, we train these individuals to integrate our values into their day-to-day responsibilities. Finally, we encourage them to combine their individual promise with the strength of our team to accomplish outstanding results.

By recruiting, hiring, training, and managing the finest professionals available, we can deliver the best service in the industry. We have established a solid set of employment principles that drive our human resources initiatives. We will:

- Empower our employees as professionals by providing a climate of trust, respect, integrity, and honesty
- Demonstrate an unwavering commitment to safety through corporate investment
- Consistently train employees at all levels through policies and procedures that drive a Safety-First culture
- Encourage an open-door management philosophy to drive communication between staff and management
- Recognize the need for employees to maintain a comfortable balance between work, family, and community
- Provide employees with the essential training and feedback to perform each job to First Vehicle Services and the County’s standards
- Provide all employees with a fair and competitive compensation and benefits plan
- Provide employees with career growth opportunities

With the support and encouragement, we offer our employees, we strive to build long- lasting enthusiasm and commitment throughout our company. We have created a work place that is challenging, one that demands and rewards exceptional professionalism and service, and one that builds trusting relationships between management, staff, and our customers.

Staffing Levels

First Vehicle Services has determined that Sumter County’s maintenance service, age, and number of vehicles assigned that the following number of mechanics is sufficient to ensure that all vehicles are maintained at a level that exceeds industry standards.

POSITION	FTE
General Manager	1
Technician I	1
Technician II	1
Technician III	2



I — HIRING & RECRUITING PROCESS

At First Vehicle Services, we look at our company as more than just a provider of fleet management and maintenance services. We are a community resource. Our clients rely on First Vehicle Services to maintain the safety and reliability of their fleet, thereby allowing our clients to deliver daily and critical services to their community.

To be a part of the community, we must involve the community. That's why we actively recruit employees from the same communities and neighborhoods we serve. We do this by sending our teams and recruiters out in the community to attend local career fairs and events, along with partnering with local CDL and Tech schools to provide opportunities for new graduates.

In addition to hiring employees from the incumbent service provider, we also work with many national transit organizations to identify best practices and effective ways to recruit drivers and technicians. We'll work with local and state employment agencies, workforce development agencies, multi-cultural organizations, Veteran Affairs and military outplacement programs to find dedicated, hard-working people who want to be valued members of the First Vehicle Services team.

Working for First Vehicle Services requires a sense of commitment, attention, and diligence that is not found in other companies. We insist that our employees be committed to safety, reliability and customer service. To ensure this happens, we require a safe driving record, past employment verification, a criminal background check, motor vehicle record review, employment eligibility verification, and a drug screen.

Our recruitment efforts to find high quality employees includes:

- The use of eArcu, a new online recruiting tool to generate interest in applying for work at First Vehicle Services and successfully track candidates throughout the hiring process
- Ongoing assistance and support from Regional Field Recruiters and our centralized Talent Acquisition team to ensure the candidate experience is positive, effective, and efficient
- Strategic search methods are used to “source” qualified candidates from multiple resume databases
- Create and enhance partnerships with technical/ vocational schools and other local community schools to improve our branding through networking, campus visits, and career events
- Continuous efforts in analyzing wage surveys and local market trends to ensure we are offering competitive opportunities to qualified candidates
- Niche-specific online job boards
- Our own intranet (First Bulletin)
- Local publications including, but not limited to, the classifieds in the local paper, free-to-the-public papers, and community newspapers and bulletins
- Onsite, local, and regional job fairs



Drug Testing

We use only authorized independent facilities to conduct our drug and alcohol testing. First Vehicle Services follows all federal, state, and Department of Transportation (DOT) regulations as part of this testing process. This includes all requirements mandated by FTA regulation 49 CFR Part 655 and F.A.C 14-90. Safety-sensitive employees will be tested for the presence of illegal drugs under the following circumstances:

Pre-Employment, Post-Offer	Offers of employment with First Vehicle Services are contingent upon testing negative for use of illegal drugs. A negative drug result must be received before any candidate can be allowed to perform any job functions for the first time. Any employee returning from a leave of absence of ninety days or more must submit to a drug test prior to returning to their duties.
Random Testing	All employees are subject to random testing for illegal drugs. We test 25 percent of our safety-sensitive employees in accordance with the government mandates. Random tests are determined by non-biased computer selections. This may result in some employees being tested more frequently than once per year.
Reasonable Suspicion	We may decide to conduct a test for illegal drugs when a safety-sensitive employee's work performance, conduct, appearance, speech, or other behavior on the job creates a reasonable question of whether the employee is under the influence of illegal drugs.
Post- Accident	We require any safety-sensitive employee involved in a work-related vehicular accident to test for illegal drugs.

Breath Alcohol Testing

First Vehicle Services reserves the right to test all employees for the presence of alcohol under the following circumstances:

- Random Testing – All safety-sensitive employees are subject to random testing for alcohol. Random tests are determined by non-biased computer selections. This may result in some employees being tested more frequently than once per year
- Reasonable Suspicion – We may decide to conduct a test for alcohol when an employee's performance, attendance, conduct, appearance, speech, or behavior on the job creates a reasonable question of whether the employee is under the influence of alcohol.
- Post-Accident – We require any safety-sensitive employee involved in a work-related vehicular accident to undergo testing for the use of alcohol.





Consequences for Positive Results

First Vehicle Services takes very seriously any infractions involving positive test results.

Drug Tests

If an employee tests positive for drug use, the individual will be notified by a Medical Review Officer (MRO), a licensed physician with the knowledge and training to interpret and evaluate confirmed positive test results. The MRO will review the test results with the employee. Only after this review will the MRO contact us regarding the positive test result.

An employee who tests positive for drugs or alcohol is referred to a substance abuse professional for help. This individual is subject to termination under our zero-tolerance program, unless otherwise dictated by state law.

Breath Alcohol Tests

An employee who tests positive at a level of 0.02 or greater is subject to termination under our zero-tolerance program, unless otherwise dictated by state law. In the case of a positive test result, arrangements will be made to transport the employee home. If the employee insists on driving, this individual will be advised that law enforcement officials will be contacted.

Refusal to Test

Any employee who refuses to submit to a drug or alcohol test is considered to have tested positive and will be subject to immediate termination, unless otherwise dictated by state law.

RETURN-TO-DUTY TESTING & REHABILITATION

We recognize alcohol and drug abuse as a treatable disease and encourage our employees to seek professional treatment, if applicable. We advise any employee seeking help of the resources available for evaluating and resolving problems associated with prohibited drug use and alcohol misuse.

J — TRAINING STANDARDS

Technician Hiring Practices

Any technician who successfully completes the interview process will receive a conditional job offer requiring them to pass a pre-employment drug testing and background check which is part of our standard Human Resources practices. We will conduct background and education checks, drug and alcohol screening, and reference checks. All job candidates must successfully complete the pre-employment screening process. All personnel participate in the Drug-Free Work Place program which will be implemented for this project.

Our systematic approach to technical training and development is critical to superior maintenance performance. In addition to ASE training, our technicians also receive classroom instruction and on-the-job training provided by our suppliers such as AC/Delco, Ford Motor Company, Fluid Power Hydraulics, Force America, and International.



We maintain a comprehensive library of in-house and web-based technical training materials consisting of videos, printed study guides, and libraries of technical literature for reference by our technicians. Our technicians will have all the necessary training, support, and oversight for proper and effective maintenance of Sumter County Transit's vehicles and equipment.

ASE Certification

We value our employees and are committed to service excellence. This is why we require our technicians to become Automotive Service Excellence (ASE) certified. ASE testing is grouped by specialty including front-end alignment, brakes, air conditioning, electrical, engine repair, etc. for automotive, heavy equipment, school buses, and alternate fuel vehicles, for example.



We have technicians with over 3,500 ASE certifications at our contract locations across the United States. This includes 31 ASE certifications at our Sumter County Transit maintenance operation.

Our technicians attend training and certification testing provided by the National Institute for Automotive Service Excellence. The ASE training program has a series of more than 18 tests ASE Certified Technician Reliability to Your Fleet

ASE certification means that our clients always receive the best service quality each time a vehicle is maintained by First Vehicle Services- reducing unnecessary repairs to the fleet and vehicle downtime.

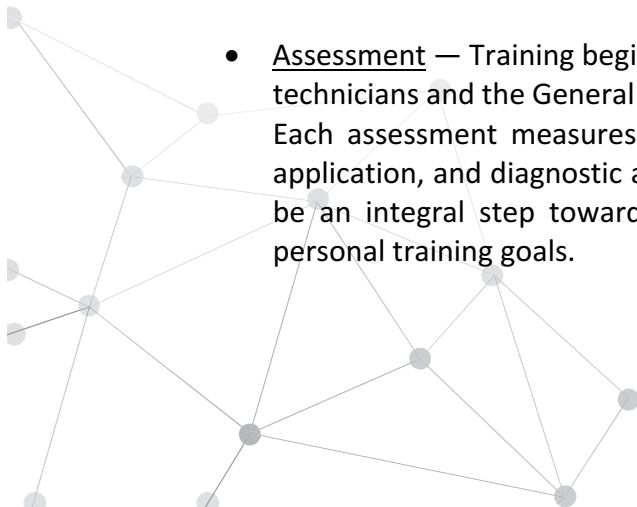
Master ASE Certification & Career Plan

We understand the value of employing highly skilled technicians to maintain a safe and fully available fleet for Sumter County Transit. We are committed to the training of our technicians in the latest technology by providing financial incentives for achieving Master ASE certifications. Periodic review of technician ASE certifications is provided by our on-site General Manager, with support from our Region Vice President.

Technician Virtual Training

We have partnered with Cengage Learning/Delmar - a leading provider of innovative teaching and learning solutions worldwide - to create an interactive learning experience for our technicians. This program offers completely customized training for all technicians through a three-step process: Assessment, Training, and Certification.

- Assessment — Training begins with a comprehensive online skills assessment that allows technicians and the General Manager to objectively baseline knowledge in specific areas. Each assessment measures an individual's competency to a detailed level of theory, application, and diagnostic ability in a number of technical areas. We have found this to be an integral step towards improving a technician's specific skill set and achieving personal training goals.





We provide training through the FirstGroup America Cengage Learning/ Delmar Partnership program, which allows a technician to receive interactive, customized training.

- **Training** — After the initial assessment, technicians are assigned to training modules based on their identified needs. Each self-paced module contains critical content that is reinforced through First Vehicle Services' interactive graphics and animations. The training is available at any time, so technicians can work through the materials at their convenience.

Each course contains an average of 8.5 hours of training materials and can be completed in either English or Spanish.

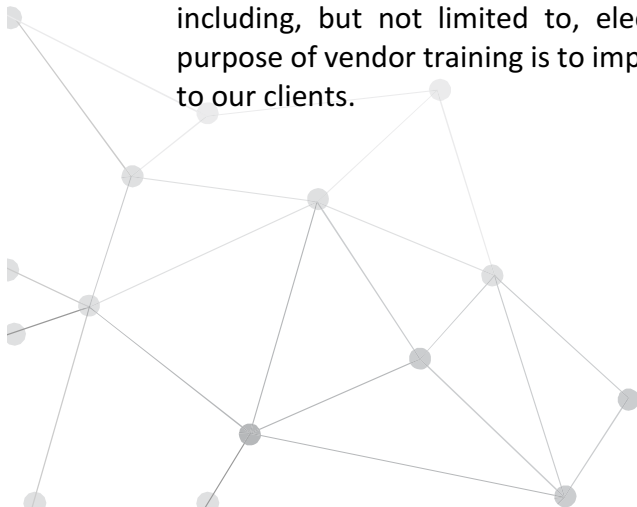
- **Certification** — Each section within the module is completed with final review questions; and each module is concluded with an end of course review and exam. Each exam is designed to confirm comprehension of the required materials. These tests are in a very easy-to-use format that combines helpful remediation while addressing the unique needs of the technician by clearly demonstrating text-based theory for enhanced learning and retention. Also available are a variety of study options that include practice questions, sample ASE-style tests, and a timed test duplicating the actual ASE Exam.

Management Virtual Trainings

The General Manager may log into the system at any time to access numerous reports that identify technician activity within the training program. The General Manager can produce a Course Usage Report to track of hours dedicated to the training curriculum. The General Manager utilizes this information to encourage technicians to continue progressing through their customized training program. The General Manager can also run a Class Detail Report, which shows the number of times each technician has taken a practice test, his/her score, and the overall score of the training class.

Other Maintenance Trainings

We assist our clients in gaining full benefit from our relationships with original equipment manufacturers (OEM) and national parts suppliers. Trainers including AC/Delco, Cengage Learning/Delmar, Norgon Diagnostics, General Motors, Ford, Case, Force America, Intercom, Leach, Heli, and Elgin visit our maintenance sites to instruct technicians in a variety of areas including, but not limited to, electrical, hydraulic, and manufacturer specific training. The purpose of vendor training is to improve the skill set of technicians for improved service delivery to our clients.



APPENDIX

Executed by: E.LAFFERTY

Vendors by Location Based on

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Distribution

Listing of Vendors used from 7/22/2016 to 7/22/2017

Business	Address	Search	Alpha Name	Address Line 1	Address Line 2	City	ST	Postal Code
<u>Unit</u>	<u>Number</u>	<u>Type</u>						
49790	299501	V	BRIDGESTONE FIRESTONE (CPA-USD)	PO BOX 73418		CHICAGO	IL	60673-7418
49790	1304518	V	BUDDYS WELDING SERVICE INC	PO BOX 280		BUSHNELL	FL	33513
49790	979741	V	CUMMINS PROCESSING (CPA-USD)	dba CUMMINS PROCESSING CENTER	PO BOX 731062	DALLAS	TX	75373-1062
49790	578104	V	DANA SAFETY SUPPLY	dba DANA SAFETY SUPPLY	5521 W MARKET ST	GREENSBORO	NC	27409
49790	68915	V	FLEET PRODUCTS, INC	6510 GOLDEN GROVES LANE		TAMPA	FL	33610
49790	781224	V	HENDERSON PRODUCTS INC	28382 NETWORK PLACE		CHICAGO	IL	60673-1283
49790	961616	V	INTERSTATE BATTERY (CPA-USD)	12770 MERIT DR STE 1000		DALLAS	TX	75251
49790	176404	EX	JEFF POLLARD	8230 Joyce Lane		Bushnell	FL	33513
49790	70138	V	KENWORTH OF CENTRAL FLORIDA	1800 NORTH ORANGE BLOSSOM TRAIL		ORLANDO	FL	32854-0627
49790	341236	V	NAPA (CPA-USD)	dba NAPA	5959 COLLECTIONS CENTER DR	CHICAGO	IL	60693
49790	18913	V	NAVISTAR / INTERNATIONAL(CPA-USD-PARTS)	4201 WINFIELD RD 1ST FLOOR		WARRENVILLE	IL	60555-4025
49790	219843	VC	NAVISTAR FLEETCHARGE-CANADA(CPA-CAD)	MULTI SERVICE CORP - NAVISTAR	PO BOX 1911 STATION A	TORONTO	ON	M5W 1W9
49790	208597	V	PETRO CANADA USA-OIL/LUBE (CPA-USD)	115 NORTH OAK PARK AVE	STE 1C	OAK PARK	IL	60301-1366
49790	573558	V	PHOENIX RESEARCH INDUSTRIES INC	PO BOX 2319		DULUTH	GA	30096
49790	774628	V	PINNACLE FLEET SOLUTIONS (CPA-USD)	FOR PINNACLE FLEET SOLUTIONS	PO BOX 742294	ATLANTA	GA	30384-2294
49790	1152710	EX	ROBERT DALE FREY III	319 E ANDERSON AVE		BUSHNELL	FL	33513
49790	126912	V	ROSENBAUER SOUTH DAKOTA LLC	100 3RD STREET		LYONS	SD	57041
49790	1251208	EX	SCOTT EDWARD MCKEOWN	2351 DELEWARE DR		MELBOURNE	FL	32935
49790	381055	V	Staples Advantage (CPA-USD)	DEPT SNA	PO BOX 415256	BOSTON	MA	02241-5256
49790	1217439	V	TAYLOR / STAPLES PRINT (CPA-USD)	4205 S 96TH ST		OMAHA	NE	68127
49790	72781	V	TEN-8 FIRE EQUIPMENT INC	2904 59TH AVE DRIVE EAST		BRADENTON	FL	34203
49790	600530	V	TREKKER TRACTOR LLC	12601 W OKEECHOBEE RD		MIAMI	FL	33018
49790	667293	V	WW GRAINGER INC (CPA-USD)	DEPT 855849790		PALATINE	IL	60038-0001

**SUMTER COUNTY, FL
TRANSIT ASSET SUMMARY**



ORGANIZATION	DEPARTMENT	UNIT NUMBER	MODEL YEAR	MANUFACTURER	MODEL	VIN NUMBER	IN-SERVICE	METER
Sumter County, FL	TRANSIT	6093	2016	FORD	ECONOLINE E350 CUTAWAY	1FDEE3FS6GDC13178	YES	40,265
Sumter County, FL	TRANSIT	6094	2016	FORD	ECONOLINE E350 CUTAWAY	1FDEE3FS6GDC13177	YES	33,180
Sumter County, FL	TRANSIT	6479	2002	BLUEBIRD	INT 3800 SCHOOL	1HVBBAAN32H536815	YES	-
Sumter County, FL	TRANSIT	6478	2002	BLUEBIRD	INT 3800 SCHOOL	1HVBBA82H536809	YES	-
Sumter County, FL	TRANSIT	244/5166	2012	CHEVROLET	EXPRESS 3500 CUTAWAY	1GB3G2BG4B1150127	YES	167,579
Sumter County, FL	TRANSIT	245/5429	2013	CHEVROLET	EXPRESS 3500 CUTAWAY	1GB3G2CGXD1186292	YES	130,608
Sumter County, FL	TRANSIT	247/5488	2013	CHEVROLET	EXPRESS 4500 CUTAWAY	1GB6G5BG8D1193306	YES	110,290
Sumter County, FL	TRANSIT	5595	2014	CHEVROLET	EXPRESS 4500 CUTAWAY	1GB6G5BG5E1171233	YES	75,251
Sumter County, FL	TRANSIT	5596	2014	CHEVROLET	EXPRESS 4500 CUTAWAY	1GB6G5BG4E1170588	YES	80,601
Sumter County, FL	TRANSIT	5771	2015	FORD	ECONOLINE E450 CUTAWAY	1FDFF4F50FDA15705	YES	65,374
Sumter County, FL	TRANSIT	5772	2015	FORD	ECONOLINE E450 CUTAWAY	1FDFF4F59FDA17369	YES	75,382
Sumter County, FL	TRANSIT	6091	2016	FORD	ECONOLINE E350 CUTAWAY	1FDEE3FS6GDC13180	YES	35,496
Sumter County, FL	TRANSIT	6092	2016	FORD	ECONOLINE E350 CUTAWAY	1FDEE3FS6GDC13179	YES	34,596
Sumter County, FL	TRANSIT	196/4532	2008	CHEVROLET	UPLANDER CARGO	1GBDV13WX8D161084	YES	132,269
Sumter County, FL	TRANSIT	198/4578	2008	CHEVROLET	EXPRESS 3500 CARGO	1GBJG31K381215156	YES	256,847
Sumter County, FL	TRANSIT	201/4667	2009	CHEVROLET	EXPRESS 3500 CARGO	1GBJG31K981232575	YES	216,008
Sumter County, FL	TRANSIT	202/4668	2009	CHEVROLET	EXPRESS 3500 CARGO	1GBJG31K781232641	YES	249,138
Sumter County, FL	TRANSIT	203/4669	2009	CHEVROLET	EXPRESS 3500 CARGO	1GBJG31K281234393	YES	246,484
Sumter County, FL	TRANSIT	236/4906	2010	CHEVROLET	EXPRESS 3500 STIMULUS	1GBJG31K391172214	YES	217,017
Sumter County, FL	TRANSIT	237/4907	2010	CHEVROLET	EXPRESS 3500 STIMULUS	1GBJG31K3291172480	YES	206,568
Sumter County, FL	TRANSIT	238/4910	2010	DODGE	GRAND CARAVAN AMERIVAN	2D4RN4DE7AR205881	YES	87,541
Sumter County, FL	TRANSIT	242/5164	2012	CHEVROLET	EXPRESS 3500 CUTAWAY	1GB3G2BG7B1164510	YES	186,458
Sumter County, FL	TRANSIT	243/5165	2012	CHEVROLET	EXPRESS 3500 CUTAWAY	1GB3G2BGXB1165036	YES	172,844

SAMPLE FORMS

Location: _____
 Unit No. _____

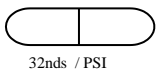

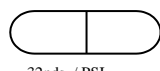

Date _____
 Mileage _____

B C Init.

Drive on inspection		
<input type="checkbox"/>	<input type="checkbox"/>	Steam clean mechanical systems
<input type="checkbox"/>	<input type="checkbox"/>	Condition of operator's area (seat, floor, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	Check auto. transmission neutral start operation
<input type="checkbox"/>	<input type="checkbox"/>	Start engine listen for unusual noises
<input type="checkbox"/>	<input type="checkbox"/>	Check fast idle
<input type="checkbox"/>	<input type="checkbox"/>	Check starter protection circuit
<input type="checkbox"/>	<input type="checkbox"/>	Check reverse warning system
<input type="checkbox"/>	<input type="checkbox"/>	Check air compressor governor setting
<input type="checkbox"/>	<input type="checkbox"/>	Check air pressure build up time
<input type="checkbox"/>	<input type="checkbox"/>	Check air drier drain valve
<input type="checkbox"/>	<input type="checkbox"/>	Check air pressure leakage
<input type="checkbox"/>	<input type="checkbox"/>	Check windshield & mirror condition
<input type="checkbox"/>	<input type="checkbox"/>	Check wiper and washer operation
<input type="checkbox"/>	<input type="checkbox"/>	Check instruments and horns
<input type="checkbox"/>	<input type="checkbox"/>	Check oil pressure and water temperature
<input type="checkbox"/>	<input type="checkbox"/>	Check operation of all accessories
<input type="checkbox"/>	<input type="checkbox"/>	Check door operation
<input type="checkbox"/>	<input type="checkbox"/>	Check interlock system
<input type="checkbox"/>	<input type="checkbox"/>	Check kneel system
<input type="checkbox"/>	<input type="checkbox"/>	Check farebox operation & mounting (if app.)
<input type="checkbox"/>	<input type="checkbox"/>	Check run box & destination sign op. & mounting

Interior Circle Inspection		
<input type="checkbox"/>	<input type="checkbox"/>	Check HVAC system
<input type="checkbox"/>	<input type="checkbox"/>	Check seats and floor covering
<input type="checkbox"/>	<input type="checkbox"/>	Check safety equipment
<input type="checkbox"/>	<input type="checkbox"/>	Check stop request system
<input type="checkbox"/>	<input type="checkbox"/>	Check interior lights
<input type="checkbox"/>	<input type="checkbox"/>	Check glass condition
<input type="checkbox"/>	<input type="checkbox"/>	Check emergency hatches
<input type="checkbox"/>	<input type="checkbox"/>	Check physical damage, water leaks, & graffiti
<input type="checkbox"/>	<input type="checkbox"/>	Replace or clean A/C filters

Exterior Circle Inspection		
<input type="checkbox"/>	<input type="checkbox"/>	Check wiper blade and arm condition
<input type="checkbox"/>	<input type="checkbox"/>	Check destination sign and run box display
<input type="checkbox"/>	<input type="checkbox"/>	Check mirrors & mounting
<input type="checkbox"/>	<input type="checkbox"/>	Check lights & reflectors
<input type="checkbox"/>	<input type="checkbox"/>	Check passenger doors
<input type="checkbox"/>	<input type="checkbox"/>	Check & lubricate door linkages
<input type="checkbox"/>	<input type="checkbox"/>	Check door speed
<input type="checkbox"/>	<input type="checkbox"/>	Check exterior compartment doors
<input type="checkbox"/>	<input type="checkbox"/>	Check for physical damage
<input type="checkbox"/>	<input type="checkbox"/>	Check license plate, permits & state inspection

Tire and Wheel Inspection		
<input type="checkbox"/>	<input type="checkbox"/>	Check & record tread depth and air pressure
		
		

B C Init.

Tire and Wheel Inspection - Continued		
<input type="checkbox"/>	<input type="checkbox"/>	Check tires for irregular or alignment wear
<input type="checkbox"/>	<input type="checkbox"/>	Check sidewall wear
<input type="checkbox"/>	<input type="checkbox"/>	Check for cuts & tears
<input type="checkbox"/>	<input type="checkbox"/>	Check for mismatched tread and casings
<input type="checkbox"/>	<input type="checkbox"/>	Check valve stems and caps
<input type="checkbox"/>	<input type="checkbox"/>	Check wheels for cracks and loose lugs
<input type="checkbox"/>	<input type="checkbox"/>	Torque wheel nuts
<input type="checkbox"/>	<input type="checkbox"/>	Check outer hubs for leaks
<input type="checkbox"/>	<input type="checkbox"/>	Check front hub oil level
<input type="checkbox"/>	<input type="checkbox"/>	Check for loose or noisy wheel bearings
<input type="checkbox"/>	<input type="checkbox"/>	Pull front wheels & perform wheel bearing inspection

Battery Inspection & Service		
<input type="checkbox"/>	<input type="checkbox"/>	Check state of charge
<input type="checkbox"/>	<input type="checkbox"/>	1 _____ 2 _____ 3 _____ 4 _____
<input type="checkbox"/>	<input type="checkbox"/>	Check hold downs, tray, corrosion, cables, etc. Add load test
<input type="checkbox"/>	<input type="checkbox"/>	Load test batteries

Engine Compartment Inspection		
<input type="checkbox"/>	<input type="checkbox"/>	Check engine compartment door
<input type="checkbox"/>	<input type="checkbox"/>	Check engine compartment lights & gauges
<input type="checkbox"/>	<input type="checkbox"/>	Check fan, shroud, & radiator
<input type="checkbox"/>	<input type="checkbox"/>	Change water filter
<input type="checkbox"/>	<input type="checkbox"/>	Check coolant recovery system
<input type="checkbox"/>	<input type="checkbox"/>	Record antifreeze protection level: _____
<input type="checkbox"/>	<input type="checkbox"/>	Pressure test cooling system, check for leaks
<input type="checkbox"/>	<input type="checkbox"/>	Check coolant hose condition
<input type="checkbox"/>	<input type="checkbox"/>	Check alternator mount and connections
<input type="checkbox"/>	<input type="checkbox"/>	Check transmission breather & fluid level
<input type="checkbox"/>	<input type="checkbox"/>	Service crankcase breather
<input type="checkbox"/>	<input type="checkbox"/>	Check all belts for condition, alignment, & tension
<input type="checkbox"/>	<input type="checkbox"/>	Check exhaust system fire blanket
<input type="checkbox"/>	<input type="checkbox"/>	Check electrical cables
<input type="checkbox"/>	<input type="checkbox"/>	Check filter minder & record reading: _____
<input type="checkbox"/>	<input type="checkbox"/>	Check intake system
<input type="checkbox"/>	<input type="checkbox"/>	Check power steering and hyd. fluid
<input type="checkbox"/>	<input type="checkbox"/>	Check all engine or belt driven components
<input type="checkbox"/>	<input type="checkbox"/>	Inspect turbocharger and blower
<input type="checkbox"/>	<input type="checkbox"/>	Drain water from fuel water separator (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Check for oil leaks
<input type="checkbox"/>	<input type="checkbox"/>	Change primary fuel filters
<input type="checkbox"/>	<input type="checkbox"/>	Change secondary fuel filters
<input type="checkbox"/>	<input type="checkbox"/>	Lube all pivoting mechanisms
<input type="checkbox"/>	<input type="checkbox"/>	Check refrigerant level, evidence of leaks
<input type="checkbox"/>	<input type="checkbox"/>	Check A/C compressor
<input type="checkbox"/>	<input type="checkbox"/>	Check A/C hose condition

PMI Follow-up Needed		

Inspector _____

Manager _____

Wheelchair Lift Inspection



Preventive Maintenance Inspection

Location: _____

Unit No. _____ Mileage _____ Date _____

Code Init.

Notes	
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PMI Follow-up Needed

These and all other items identified as in need of attention are to be noted on this form, an attached ledger sheet or directly onto repair work orders.

Print Inspector's Name: _____

Inspector's signature: _____



Preventive Maintenance Inspection

Location: _____

Unit No. _____ Mileage _____ Date _____

Code Init.

Inspection	
	Check lift access door (if app.) for ease of opening, latch security & door hold back.
	Check platform emergency release mechanism for ease of operation.
	Operate lift through complete cycle and check for:
	Unusual noises
	Jerky operation
	Operates too slowly or too fast
	Drift down
	Check bridgeplate operation
	Check all pivot points for wear and looseness
	Check rollers for wear and smooth rotation
	Check operation of platform barrier mechanism
	Check cam slots for wear and proper alignment
	Check cable condition (if applicable)
	Check hydraulic hoses for leaks, chafing, or cracks
	Check electrical connections and routing of wires and cables
	Check operation and adjustment of all safety switches
	Check all lift mounting brackets for loose bolts, broken welds, etc.
	Operate the manual back-up raise/lower system (if applicable)
	Check hydraulic pump reservoir oil level. Consult service manual for proper fluid to use.
	Are operator decals in place? Consult service manual for information.
	Check wheel chair hold-downs inside vehicle for secure mounting and proper operation
Lubrication	
	Clean all linkages and mechanisms if needed before lubrication
	Lubricate (don't over lubricate):
	Emergency platform release mechanism
	Platform barrier latch mechanism
	Bridgeplate hinge
	All pivot points
	Cams and slots
	Rollers
	All linkages
PMI Follow-up Needed	

These and all other items identified as in need of attention are to be noted on this form, an attached leger sheet or directly onto repair work orders.

Print Inspector's Name: _____

Inspector's signature: _____

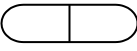
Location: _____
 Unit No. _____

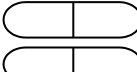
Date _____ | WO # _____
 Mileage _____

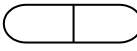
PMI Due
 A B C Init.

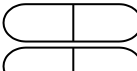
PMI Due
 A B C Init.

Drive on inspection			
			Condition of operator's area (seat, floor, etc.)
			Check auto. transmission neutral start operation
			Start engine listen for unusual noises
			Check fast idle
			Check starter protection circuit
			Check reverse warning system
			Check parking brake
			Check service brakes
			Check windshield & mirror condition
			Check wiper and washer operation
			Check instruments and horns
			Check oil pressure and water temperature
			Check operation of all accessories
			Check door operation
			Check farebox operation & mounting (if app.)
			Check run box & destination sign op. & mounting
Interior Circle Inspection			
			Check HVAC system
			Check seats and floor covering
			Check safety equipment & fire suppression system
			Check engine cover seal
			Check stop request system
			Check interior lights
			Check glass condition
			Check emergency windows, hatches & doors
			Check physical damage, water leaks, & graffiti
			Replace or clean A/C filters
Attach & Perform wheelchair supplemental insp. (if app.)			
Exterior Circle Inspection			
			Check wiper blade and arm condition
			Check destination sign and run box display
			Check mirrors & mounting
			Check lights & reflectors
			Check passenger doors
			Check & lubricate door linkages
			Check fuel tank cap
			Check exterior compartment doors
			Check for physical damage
			Check license plate, permits & state inspection
Tire and Wheel Inspection			
			Check tires for Irregular or alignment wear
			Check toe-in and record reading
			Check & record tread depth and air pressure
			Check sidewall wear
			Check for cuts & tears
			Check for mismatched tread and casings
			Check valve stems and caps
			Check dual mating with square
			Check wheels for cracks and loose lugs


 32nds / PSI


 32nds / PSI


 32nds / PSI


 32nds / PSI

Engine Compartment Inspection			
			Check engine compartment door
			Check fan, shroud, & radiator
			Test Nalcool charge and adjust
			Record antifreeze protection level: _____
			Pressure test cooling system, check for leaks
			Test & adjust Pencoal
			Check coolant hose condition
			Check Alternator mount and connections
			Check fuel control & transmission connections
			Check transmission breather & fluid level
			Service crankcase breather
			Check all belts for condition, alignment, & tension
			Check exhaust system
			Check filter minder & record reading: _____
			Check intake system
			Check fire alarm wiring
			Check power steering and hyd. fluid
			Check all engine or belt driven components
			Inspect turbocharger
			Drain water from fuel water separator (if applicable)
			Check for oil leaks
			Change fuel filters
			Lube all pivoting mechanisms
			Check refrigerant level, evidence of leaks
			Check A/C compressor
			Check A/C hose condition
Battery Inspection & Service			
			Check state of charge
			1 _____ 2 _____ 3 _____ 4 _____
			Check hold downs, tray, corrosion, cables, etc.
			Load test batteries
Attach & perform pre-season A/C supplemental ins. (if app.)			
Under Vehicle Inspection			
			Check vibration damper
			Check engine and transmission mounts
			Check starter
			Check bottom of engine for oil leaks
			Check transmission for leaks
			Check differential breather and fluid
			Check exhaust system
			Check ride height
			Check driveline, U-joints, & slip yokes
			Check fuel tank
			Drain water (if any) from fuel tank
			Check suspension components
			Check brake lining - record
			RF ____/32 RR ____/32
			LF ____/32 LR ____/32
			Check inner wheel seals for leaks
			Check service brake condition and adjustment
			Check parking brake condition and adjustment
			Check brake hoses
			Check tires for cuts and damage
			Check entire steering system
			Check king pins
Lubrication			
			Change oil filters
			Drain engine oil
			Change automatic transmission fluid
			Change power steering fluid & filter (Non-synthetic fluid ONLY)
			Change differential fluid (Non-synthetic fluid ONLY)
			Lubricate chassis
			INSTALL NEW PM STICKER

Print Inspector's Name: _____
 Inspector's signature: _____

Manager Name _____



Preventive Maintenance Inspection

Location: _____

Unit No. _____ Mileage _____ Date _____

Coc Init.

Inspection	
<input type="checkbox"/>	Check lift access door (if app.) for ease of opening, latch security & door hold back.
<input type="checkbox"/>	Check platform emergency release mechanism for ease of operation.
<input type="checkbox"/>	Operate lift through complete cycle and check for:
<input type="checkbox"/>	Unusual noises
<input type="checkbox"/>	Jerky operation
<input type="checkbox"/>	Operates too slowly or too fast
<input type="checkbox"/>	Drift down
<input type="checkbox"/>	Check bridgeplate operation
<input type="checkbox"/>	Check all pivot points for wear and looseness
<input type="checkbox"/>	Check rollers for wear and smooth rotation
<input type="checkbox"/>	Check operation of platform barrier mechanism
<input type="checkbox"/>	Check cam slots for wear and proper alignment
<input type="checkbox"/>	Check cable condition (if applicable)
<input type="checkbox"/>	Check hydraulic hoses for leaks, chafing, or cracks
<input type="checkbox"/>	Check electrical connections and routing of wires and cables
<input type="checkbox"/>	Check operation and adjustment of all safety switches
<input type="checkbox"/>	Check all lift mounting brackets for loose bolts, broken welds, etc.
<input type="checkbox"/>	Operate the manual back-up raise/lower system (if applicable)
<input type="checkbox"/>	Check hydraulic pump reservoir oil level. Consult service manual for proper fluid to use.
<input type="checkbox"/>	Are operator decals in place? Consult service manual for information.
<input type="checkbox"/>	Check wheel chair hold-downs inside vehicle for secure mounting and proper operation
Lubrication	
<input type="checkbox"/>	Clean all linkages and mechanisms if needed before lubrication
<input type="checkbox"/>	Lubricate (don't over lubricate):
<input type="checkbox"/>	Emergency platform release mechanism
<input type="checkbox"/>	Platform barrier latch mechanism
<input type="checkbox"/>	Bridgeplate hinge
<input type="checkbox"/>	All pivot points
<input type="checkbox"/>	Cams and slots
<input type="checkbox"/>	Rollers
<input type="checkbox"/>	All linkages

PMI Follow-up Needed	

These and all other items identified as in need of attention are to be noted on this form, an attached ledger sheet or directly onto repair work orders.

Print Inspector's Name: _____

Inspector's signature: _____

WorkOrder

49790 Sumter County, FL
v 2.2
Page 1 of 1



WorkOrder: 4779657
Invoice Number: 49790-4779657 - 07

Client Department: TRANSIT- 49790
MRC:
WO Desc: TIRES FOR TRANSIT BUSES
Requested By: RFREY
Created By: RFREY
Class: C
Arrangement: 49790000
Potential Warranty: No

Equipment: TRANSIT 6093
VIN:
Status: C
Priority: HIGH
Driver:
Phone:
ETA:

Chronology		
Reported	Jun 19, 2017	7:42 AM
Started	Jun 22, 2017	
Completed	Jun 22, 2017	7:36 AM
Down Time		71.90

Meter	Reading	UOM
WO		
Life		

WorkOrder Notes

Line Comment

Activity: 10 **017 Tires, Tubes, Liners & Valves**
Reason for Repair: 04 - Driver's Report
Work Accomplished: 03 - Replace New
Part Failure: 44 - Worn

Activity Comments

JACKEY APPROVED THE TIRES FOR THE NEW SCHOOL/TRANSIT BUSES

Outside Services

Date	Type	PO Number	Supplier	Extended
19-Jun-17	ST - Sublet Labor	1549809	BRIDGESTONE FIRESTONE (CPA-USD),IL,CHICAGO,PO BOX 73418	1,939.28

Activity 10 Sub Total

Parts: 0.00
Labor: 0.00
Labor Hours: 0.00
Sublet Parts: 0.00
Sublet Labor: 1,939.28
Activity Sub Total 1,939.28

WorkOrder 4779657 Grand Total

Parts: 0.00
Labor: 0.00
Labor Hours: 0.00
Sublet Parts: 0.00
Sublet Labor: 1,939.28
WorkOrder Grand Total 1,939.28

Scheduled Preventative Maintenance

Nest	PM	WorkOrder	Due Date	Due Life Meter	Due Meter Reading	Due Life Meter 2	Due Meter Reading 2
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APPENDIX E

MEDICAL EXAMINATION FORM 725-030-011

FLORIDA DEPARTMENT OF TRANSPORTATION MEDICAL EXAMINATION REPORT FOR BUS TRANSIT SYSTEM DRIVER

1. DRIVER'S INFORMATION Driver completes this section.						
Driver's Name (Last, First, Middle)		Birthdate / / MM/DD/YY	Age	Sex <input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Preemployment <input type="checkbox"/> Biennial <input type="checkbox"/> Follow Up <input type="checkbox"/> Return to Duty	Date of Exam / /
Address	City, State, Zip Code	Work Tel: () - Home Tel: () -	Driver License No.	License Class <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> Other		Date Issued / /

2. HEALTH HISTORY Driver completes this section indicating any below described illness, medical condition, or injury that currently exists or has occurred. The medical examiner is encouraged to discuss with driver.																																																																																						
<table border="0"> <tr><td>YES</td><td>NO</td><td></td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Head/Brain injuries, disorders or illness</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Seizures, epilepsy <input type="checkbox"/> medication _____</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Eye disorders or impaired vision (except corrective lenses)</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Ear disorders, loss of hearing or balance</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Heart disease or heart attack; other cardiovascular condition <input type="checkbox"/> medication _____</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Heart surgery (valve replacement/by pass, angioplasty, pacemaker)</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>High blood pressure <input type="checkbox"/> medication _____</td></tr> </table>	YES	NO		<input type="checkbox"/>	<input type="checkbox"/>	Head/Brain injuries, disorders or illness	<input type="checkbox"/>	<input type="checkbox"/>	Seizures, epilepsy <input type="checkbox"/> medication _____	<input type="checkbox"/>	<input type="checkbox"/>	Eye disorders or impaired vision (except corrective lenses)	<input type="checkbox"/>	<input type="checkbox"/>	Ear disorders, loss of hearing or balance	<input type="checkbox"/>	<input type="checkbox"/>	Heart disease or heart attack; 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For any YES answer, indicate onset date, diagnosis, treating physician's name and address, and any current limitation. List all medications (including over-the-counter medications) used regularly or recently. _____ _____ _____																																																																																						

I certify that the above information is complete and true. I understand that inaccurate, false or missing information may invalidate the examination and qualification by the Medical Examiner.

_____ Driver's Signature
 _____ Date

Medical Examiners Comments on Health History (The medical examiner must review and discuss with the driver any "yes" answers and potential hazards of medications, including over-the-counter medications, while driving.)

TESTING (Medical Examiner completes Section 3 through 7)

3. VISION Standard. A person is qualified if that person meets the vision standard established by the State of Florida for a Class A, B, C, or D driver license, as applicable. The use of corrective lenses should be noted by the Medical Examiner.

INSTRUCTIONS: When other than the Snellen chart is used, give test results in Snellen-comparable values. In recording distance vision, use 20 feet as normal. Report visual acuity as a ratio with 20 as numerator and the smallest type read at 20 feet as denominator. If the applicant wears corrective lenses, these should be worn while visual acuity is being tested. If the driver habitually wears contact lenses, or intends to do so while driving, sufficient evidence of good tolerance and adaptation to their use must be obvious.

Numerical readings must be provided.

ACUITY	UNCORRECTED	CORRECTED
Right Eye	20/	20/
Left Eye	20/	20/
Both Eyes	20/	20/

Applicant can recognize and distinguish among traffic control signals and devices showing standard red, green, and amber colors? Yes No
 Applicant meets visual acuity requirement only when wearing: Corrective Lenses
 Monocular Vision: Yes No

Complete next line only if vision testing is done by an Ophthalmologist or Optometrist

_____/_____/_____
 Date of Examination Name of Ophthalmologist or Optometrist (print) Tel No. License No./State of Issue Signature

4. HEARING Standard: a) Must first perceive forced whispered voice \geq 5ft., with or without hearing aid, or b) average hearing loss in better ear \leq 40dB

Check if hearing aid used for tests. Check if hearing aid required to meet standard.

INSTRUCTIONS: To convert audiometric test results from ISO to ANSI, -14 dB from ISO from 500 Hz, -8.5 dB for 2,000 Hz. To average, add the readings for 3 frequencies tested and divide by 3.

Numerical readings must be recorded.

a) Record distance from individual at which forced whispered voice can first be heard.	Right Ear	Left Ear	b) If audiometer is used, record hearing loss in decibels. (acc. To ANSI Z24.5-1951)	Right Ear			Left Ear		
	Feet	Feet		500 Hz	1000 Hz	2000 Hz	500 Hz	1000 Hz	2000 Hz
				Average:			Average:		

5. BLOOD PRESSURE EVALUATION / PULSE RATE				Numerical readings must be recorded.	
Blood Pressure	Systolic	Diastolic	Driver qualified if \leq 160/90 on initial exam.	Pulse Rate	<input type="checkbox"/> Regular <input type="checkbox"/> Irregular
On initial exam			Within 3 months		
If 161 – 180 and/or 91 – 104. qualify 3 mos. only.			If \leq 160 and/or 90, qualify for 1 yr. Document Rx & control the 3 rd month		
If > 180 and/or 104, not qualified until reduced to < 181/105. Then qualify for 3 mos. only.			If \leq 160 and/or 90, qualify for 6 mos. Document Rx & control the 3 rd month		
			Medical examiner should take at least 2 readings to confirm blood pressure.		
Certify					
			Annually if acceptable BP is maintained		
			Biannually		

6. LABORATORY AND OTHER TEST FINDINGS					Numerical readings must be recorded.				
Urinalysis is required. Protein, blood or sugar in the urine may be an indication for further testing to rule out any underlying medical problem. Diabetes. Pre-employment Medical Examination: If, during a pre-employment examination, it is noted that a driver applicant has a medical history or clinical diagnosis of diabetes mellitus requiring insulin for control, the person shall not be qualified to drive a bus. Biennial Medical Examination: If diabetes is noted for an existing driver at the time of his or her examination, excluding pre-employment, and the diabetic condition is stabilized or controlled by insulin, oral medication and/or diet that can be obtained while the driver is on duty, then the driver may be qualified. Notwithstanding, the driver must remain under medical supervision as determined by the medical examiner. Other Testing (Describe and record)					URINE SPECIMEN	SP.GR.	PROTEIN	BLOOD	SUGAR
					_____ _____ _____				

7. PHYSICAL EXAMINATION		Height: ____ (in.)	Weight: ____ (lbs.)
The presence of a certain condition may not necessarily disqualify a driver, particularly if the condition is controlled adequately, is not likely to worsen or is readily amenable to treatment. Even if a condition does not disqualify a driver, the medical examiner may consider deferring the driver temporarily. Also, the driver should be advised to take the necessary steps to correct the condition as soon as possible particularly if the condition, if neglected, could result in more serious illness that might affect driving.			
Check YES if there are any abnormalities. Check NO if the body system is normal. Discuss any YES answers in detail in the space below, and indicate whether it would affect the driver's ability to operate a bus safely. Enter applicable item number before each comment. If organic disease is present, note that it has been compensated for. See Instructions To The Medical Examiner for guidance.			

BODY SYSTEM	CHECK FOR:	YES	NO	BODY SYSTEM	CHECK FOR:	YES	NO
1. General Appearance	Marked overweight, tremor, signs of alcoholism, problem drinking, or drug abuse.	<input type="checkbox"/>	<input type="checkbox"/>	7. Abdomen and Viscera	Enlarged liver, enlarged spleen, masses, bruits, hernia, significant abdominal wall muscle weakness.	<input type="checkbox"/>	<input type="checkbox"/>
2. Eyes	Pupillary equality, reaction to light, accommodation, ocular motility, ocular muscle imbalance, extraocular movement, nystagmus, exophthalmos, strabismus uncorrected by corrective lenses, retinopathy, cataracts, aphakia, glaucoma, macular degeneration.	<input type="checkbox"/>	<input type="checkbox"/>	8. Vascular system	Abnormal pulse and amplitude, carotid or arterial bruits, varicose veins.	<input type="checkbox"/>	<input type="checkbox"/>
3. Ears	Middle ear disease, occlusion of external canal, perforated eardrums	<input type="checkbox"/>	<input type="checkbox"/>	9. Genito-urinary system	Hernias.	<input type="checkbox"/>	<input type="checkbox"/>
4. Mouth and Throat	Irremediable deformities likely to interfere with breathing or swallowing	<input type="checkbox"/>	<input type="checkbox"/>	10. Extremities-Limb impaired	Loss of impairment of leg, foot, toe, arm, hand, finger. Perceptible limp, deformities, atrophy, weakness, paralysis, clubbing, edema, hypotonia. Insufficient grasp and prehension in upper limb to maintain steering wheel grip. Insufficient mobility and strength in lower limb to operate pedals properly.	<input type="checkbox"/>	<input type="checkbox"/>
5. Heart	Murmurs, extra sounds, enlarged heart, pacemaker.	<input type="checkbox"/>	<input type="checkbox"/>	11. Spine, other musculoskeletal	Previous surgery, deformities, limitation of motion, tenderness.	<input type="checkbox"/>	<input type="checkbox"/>
6. Lungs and chest, not including breast examination.	Abnormal chest wall expansion, abnormal respiratory rates, abnormal breath sounds including wheezes or alveolar rates, impaired respiratory function, dyspnea, cyanosis. Abnormal findings on physical exam may require further testing such as pulmonary tests and/or xray of chest.	<input type="checkbox"/>	<input type="checkbox"/>	12. Neurological	Impaired equilibrium, coordination or speech pattern; paresthesia, asymmetric deep tendon reflexes, sensory or positional abnormalities, abnormal patellar and Babinski's reflexes, ataxia.	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS:

Note certification status here and on the Medical Examination Certificate. See Instructions to the Medical Examiner and qualification criteria for guidance.

<input type="checkbox"/> Meets standards (Re-examine in 2 years)	<input type="checkbox"/> Wearing corrective lenses
<input type="checkbox"/> Does not meet standards	<input type="checkbox"/> Wearing hearing aid
<input type="checkbox"/> Meets standards, but periodic evaluation required.	
Due to _____ driver qualified only for: <input type="checkbox"/> 3 months <input type="checkbox"/> 6 months <input type="checkbox"/> 1 year <input type="checkbox"/> Other	<input type="checkbox"/> Temporarily disqualified due to (condition or medication):
Return to medical examiner's office for follow up on:	

Please provide a completed Medical Examination Certificate to the driver's employer in accordance with 14-90.0041. Driver may request a copy of his/her completed Medical Examination Report from the medical examiner.	Medical Examiner's Signature: _____ Medical Examiner's Name (print): _____ <input type="checkbox"/> MD <input type="checkbox"/> DO <input type="checkbox"/> Physician Assistant <input type="checkbox"/> Advanced Registered Nurse Practitioner Address: _____ Telephone Number: _____
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MEDICAL EXAMINATION CERTIFICATE
for Bus Transit System Driver

I certify that I have examined _____ in accordance with the requirements in Rule 14-90.0041, Florida Administrative Code, and referenced FDOT Form 725-030-11, and with knowledge of driving duties, I find that this person:

Note certification status here and on the medical examination form.

If applicable, only when:

<input type="checkbox"/> MEETS STANDARDS (RE-EXAMINE IN 2 YEARS)	<input type="checkbox"/> Corrective Lenses
<input type="checkbox"/> DOES NOT MEET STANDARDS	<input type="checkbox"/> Wearing hearing aid
<input type="checkbox"/> MEETS STANDARDS, BUT PERIODIC EVALUATION REQUIRED	<input type="checkbox"/> Temporarily disqualified due to:
DRIVER IS QUALIFIED ONLY FOR:	
<input type="checkbox"/> 3-MONTHS <input type="checkbox"/> 6-MONTHS <input type="checkbox"/> 1 YEAR <input type="checkbox"/> OTHER	
Return to medical examiner's office for follow-up on _____	

The information I have provided regarding this physical examination is true and complete. A complete examination form with any attachments embodies my findings completely and correctly, and is on file in my office.

Medical Examiner's Signature:	Telephone:	Date:
Medical Examiner's Name: (Print)	Medical Examiner's License or certificate number	
	Issuing State:	
	<input type="checkbox"/> MD <input type="checkbox"/> DO	<input type="checkbox"/> Physician Assistant

Office Address: (Print)

CITY COUNTY STATE ZIP

Name of Driver: (Print)	Driver License No.	Issuing State:
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Signature of Driver:	Date:
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INSTRUCTIONS TO THE MEDICAL EXAMINER

General Information

The purpose of this examination is to determine a driver's physical qualification to operate a bus according to the requirements in Rule 14-90.0041, Florida Administrative Code, and referenced Department Form 775-030-01, including the qualification criteria set forth below. The medical examiner must be knowledgeable of these requirements and instructions to assist the medical examiner in making the qualification determination. The medical examiner should be familiar with the driver's responsibilities and work environment. In addition to reviewing the Health History section with the driver and conducting the medical examination, the medical examiner should discuss common prescriptions and over-the-counter medications relative to the side effects and hazards of these medications while driving and educate the driver to read the warning labels on all medications. History of certain conditions may be cause for rejection, as determined by the medical examiner. The medical examiner may indicate the need for additional laboratory tests or more stringent examination perhaps by a medical specialist. These decisions should be made in light of the driver's job responsibilities, work schedule, and potential for the conditions to render the driver unsafe. Medical conditions should be recorded even if they are not cause for denial, and they should be discussed with the driver to encourage appropriate remedial care. This advice is especially needed when a condition, if neglected, could develop into a serious illness that could affect driving. If the medical examiner determines that the driver is fit to drive, the medical examiner signs and dates the Medical Examiner's Certificate. The certificate is valid for two years, unless the driver has a medical condition that does not prohibit driving but does require more frequent monitoring. In such situations, the medical examiner shall determine if the medical certificate should be issued for a shorter length of time. The medical examination should be done carefully and at least as complete as indicated by the indicated advisory and qualification criteria.

Advisory and Qualification Standards

Extremities. Carefully examine upper and lower extremities. Note any and all deformities, the presence of atrophy, semi-paralysis or paralysis, or varicose veins. Record the loss or impairment of a hand or finger which interferes with prehension or power grasping; or an arm, foot, or leg which interferes with ability to perform normal tasks associated with operating a bus; or any other significant limb defect or limitation which interferes with ability to perform normal tasks associated with operating a bus. If a hand or finger deformity exists, determine whether sufficient grasp is present to enable the driver to secure and maintain a grip on the steering wheel. If a leg deformity exists, determine whether sufficient mobility and strength exist to enable the driver to operate pedals properly. Particular attention should be given to and a record should be made of, any impairment or structural defect that may interfere with the driver's ability to operate a bus safely.

Diabetes. Pre-employment Medical Examination: If, during a pre-employment examination, it is noted that a driver applicant has a medical history or clinical diagnosis of diabetes mellitus requiring insulin for control, the person shall not be qualified to drive a bus. **Biennial Medical Examination:** If diabetes is noted for an existing driver at the time of his or her examination, excluding pre-employment, and the diabetic condition is stabilized or controlled by insulin, oral medication and/or diet that can be obtained while the driver is on duty, then the driver may be qualified. Notwithstanding, the driver must remain under medical supervision as determined by the medical examiner.

Cardiovascular Condition. A person is qualified if that person has no current clinical diagnosis of myocardial infarction, angina pectoris, coronary insufficiency, thrombosis or any other cardiovascular disease of a variety known to be accompanied by syncope, dyspnea, collapse or congestive heart failure. The term "has no current clinical diagnosis of" is specially designed to encompass: "a clinical diagnosis of" (1) a current cardiovascular condition, or (2) a cardiovascular which has not fully stabilized, regardless of the time limit. The term "known to be accompanied by" is defined to include a *clinical diagnosis* or cardiovascular disease (1) which is accompanied by symptoms of syncope, dyspnea, collapse or congestive cardiac failure: and/or (2) which is likely to cause syncope, dyspnea, collapse or congestive cardiac failure. The subjective decision of whether the nature and severity of an individual's condition will likely cause symptoms of cardiovascular insufficiency is on an individual basis and qualification rests with the medical examiner and the bus transit system. In those cases where there is an occurrence of cardiovascular insufficiency (myocardial infarction, thrombosis, etc.), it is suggested before a driver is certified that he or she have a normal resting and stress electrocardiogram (ECG), no residual complications and no physical limitations, and is taking no medication likely to interfere with safe driving. Coronary artery bypass surgery and pacemaker implantation are remedial procedures and thus, not disqualifying. Coumadin is a medical treatment that can improve the health and safety of a driver and should not, by its use, medically disqualify the driver. The emphasis should be on the underlying medical conditions that require treatment and the general health of the driver.

Respiratory Dysfunction. A person is qualified if that person has no established medical history or clinical diagnosis of a respiratory dysfunction likely to interfere with the ability to control and drive a bus safely. Since a driver must be alert at all times, any change in his/her mental state is in direct conflict with highway safety. Even the slightest impairment in respiratory function under emergency conditions (when greater oxygen supply is necessary for performance) may be detrimental to safe driving. There are many conditions that interfere with oxygen exchange and may result in incapacitation, including emphysema, chronic asthma, carcinoma, tuberculosis, chronic bronchitis and sleep apnea. If the medical examiner detects a respiratory dysfunction, which is in any way likely to interfere with the driver's ability to safely control and drive a bus, the driver must be referred to a specialist for further evaluation and therapy. Anticoagulation therapy for deep vein thrombosis and/or pulmonary thromboembolism is not disqualifying once optimum dosage is achieved, provided lower extremity venous examinations remain normal and the treating physician gives a favorable recommendation.

Hypertension. A person is qualified if that person has no current clinical diagnosis of high blood pressure likely to interfere with the ability to operate a bus safely. A blood pressure of greater than 161/180 and/or 91-104 diastolic is considered mild hypertension, and the driver is not necessarily unqualified during evaluation and institution of treatment. The driver is given a 3-month period to reduce his/her blood pressure to less than or equal to 160/90; the certifying physician should state on the medical certificate that it is only valid for that 3-month period. If the driver is subsequently found qualified with a blood pressure less than or equal to 160/90, the certifying may issue a medical certificate for a 1-year period, but should confirm blood pressure control in the third month of this 1-year period. The individual should be certified annually thereafter. The expiration date must be stated on the medical certificate. A blood pressure greater than 180 systolic and/or greater than 104 diastolic is considered moderate to severe. The driver may not be qualified, even temporarily, until his/her blood pressure has been reduced to less than 181/105. The examining physician may temporarily certify the individual once the individual's blood pressure is below 181 and/or 105. For blood pressure greater than 180 and/or 104, documentation of continued control should be made every 6 months. The individual should be certified biannually thereafter. The expiration date must be stated on the medical certificate. Drivers with normal blood pressure who are taking medications for hypertension should be certified on the same basis as individuals with blood pressure in the mild or moderate to severe range. Annual re-certification is recommended if the medical examiner is unable to establish the blood pressure at the time of diagnosis. An elevated blood pressure finding should be confirmed by at least two subsequent measurements on different days. Inquiry should be made regarding smoking, cardiovascular disease in relatives, and immoderate use of alcohol. An electrocardiogram (ECG) and blood profile, including glucose, cholesterol, HDL cholesterol, creatinine and potassium, should be made. An echocardiogram and chest x-ray is desirable in subjects with moderate and severe hypertension.

Since the presence of target damage increases the risk of sudden collapse, group 3 or 4 hypertensive retinopathy, left ventricular hypertrophy not otherwise explained (echocardiography or ECG by Estes criteria) evidence of severely reduced left ventricular function, or serum creatinine of greater than 2.5 warrants the driver being unqualified to operate a bus. Treatment nonpharmacologic and pharmacologic modalities as well as counseling to reduce other risk factors. Most anti-hypertensive medications also have side effects, the importance of which must be judged on

an individual basis. Individuals must be alerted to the hazards of these medications while driving. Side effects of somnolence or syncope are particularly undesirable in bus drivers. A driver who has normal blood pressure 3 or more months after a successful operation for pheochromocytoma, primarily aldosteronism (unless bilateral adrenalectomy has been performed), renovascular disease or unilateral renal parenchymal disease, and who shows no evidence of target organ may be qualified. Hypertension that persists, despite surgical intervention, should be evaluated and treated following the guidelines set forth in this section.

Rheumatic, Arthritic, Orthopedic, Muscular, Neuromuscular or Vascular Disease. A person is qualified if that person has no established medical history or clinical diagnosis of Rheumatic, Arthritic, Orthopedic, Muscular, Neuromuscular or Vascular Disease, which interferes with the ability to control and operate a bus safely. Certain diseases are known to have acute episodes of transient muscle weakness, poor muscle coordination (ataxia), abnormal sensations (paresthesia) decreased muscular tone (hypotonia) visual disturbances and pain which may be suddenly incapacitating. With each recurring episode, these symptoms may become more pronounced and remain for longer periods of time. Other diseases have more insidious onsets and display symptoms of muscle wasting (atrophy) swelling and paresthesia which may not suddenly incapacitate a person but may restrict his/her movement and eventually interfere with the ability to drive safely. In many instances these diseases are degenerative in nature or may result in the deterioration of the involved area. Once the individual has been diagnosed with having Rheumatic, Arthritic, Orthopedic, Muscular, Neuromuscular or Vascular Disease, then he/she has an established history of that disease. The physician when examining the individual should consider the following: (1) the nature and severity of the individual's condition (such as sensory loss or loss of strength); (2) the degree of the limitation present (such as range of motion); the likelihood of progressive limitation (not always present initially, but may manifest itself over time); and (4) the likelihood of sudden incapacitation. If severe functional impairment exists, the driver does not qualify. In cases when more frequent monitoring is required, a certificate for a shorter time period may be issued.

Epilepsy. A person is qualified if that person has no established medical history or clinical diagnosis of epilepsy or any other condition which is likely to cause loss of consciousness or any loss of ability to control a bus. Epilepsy is a chronic functional disease characterized by seizures or episodes that occur without warning, resulting in loss of voluntary control that may lead to loss of consciousness and/or seizures. Therefore, the following drivers cannot be qualified: (1) a driver who has a medical history of epilepsy; or (2) a driver who has a current clinical diagnosis of epilepsy; or (3) a driver who is taking anti-seizure medication. If an individual has had a sudden episode of non-epileptic seizure or loss of consciousness of an unknown cause which did not require anti-seizure medication, that decision as to whether the person's condition will likely cause loss of consciousness or loss of ability to control a bus is made on an individual basis by the medical examiner in consultation with the treating physician. Before certification is considered, it is suggested that a 6-month waiting period elapse from the time of the episode. Following the waiting period, it is suggested that the individual complete a neurological examination. If the results of the examination are negative and anti-seizure medication is not required, then the driver may be qualified. In those individual cases where a driver has a seizure or an episode of loss of consciousness that resulted from a known medical condition (e.g. drug reaction, high temperature, acute infectious disease, dehydration or acute metabolic disturbance), certification should be deferred until the driver has fully recovered from that condition and has no existing residual complications, and not taking anti-seizure medication.

Mental Disorders. A person is qualified if that person has no mental, nervous, organic or functional disease or psychiatric disorder likely to interfere with ability to drive a bus safely. Emotional or adjustment problems contribute directly to an individual's level of memory, reasoning, attention and judgment. These problems often underlie physical disorders. A variety of functional disorders can cause drowsiness, dizziness, confusion, weakness or paralysis that may lead to uncoordination, inattention, loss of functional control and susceptibility to accidents while driving. Physical fatigue, headache, impaired coordination, recurring physical ailments and chronic "nagging" pain may be present to such a degree that certification for driving is inadvisable. Somatic and psychosomatic complaints should be thoroughly examined when determining an individual's overall fitness to drive. Disorders of a periodical incapacitating nature, even in the early stages of development, may warrant disqualification. Many bus drivers have documented that "nervous trouble" related to neurotic, personality, emotional or adjustment problems is responsible for a significant fraction of their preventable accidents. The degree to which an individual is able to appreciate, evaluate and adequately respond to environmental strain and emotional stress is critical when assessing an individual's mental alertness and flexibility to cope with the stresses of driving a bus. When examining the driver, it should be kept in mind that individuals who live under chronic emotional upsets might have deeply ingrained maladaptive or erratic behavior patterns. Excessively antagonistic, instinctive, impulsive, openly aggressive, paranoid or severely depressed behavior may greatly interfere with the drivers ability to drive safely. Those individuals who are highly susceptible to frequent states of emotional instability (schizophrenia, affective psychoses, paranoia, anxiety or depressive neuroses) may warrant disqualification. Careful consideration should be given to the side effects and interactions of medications in the overall qualification determination.

Vision. A person is qualified if that person meets the vision standard established by the State of Florida for Operator and Commercial Driver License, as applicable. The current standards are as follows: Must have visual acuity of 20/40 (Snellen) (or better) in one eye, must have 20/40 (or better) vision in the other eye, with or without corrective lenses. If 20/70 (or better) vision in either eye separately, or in both eyes together, the worst eye must have vision screening better than 20/200, with or without corrective lenses. Referral to an eye doctor is recommended. If an individual meets the criteria by use of glasses or contact lenses, the following statement shall appear on the Medical Examiner's Certificate: "Qualified only if wearing corrective lenses."

Hearing. A person is qualified if that person first perceives a forced whispered voice in the better ear not less than 5 feet with or without the use of a hearing aid, or, if tested by use of an audiometric device, does not have an average of hearing loss in the better greater than 40 decibels at 500 Hz, 1,000 Hz and 2,000 Hz, with or without a hearing aid or audiometric device calibrated to American National Standard (formerly ASA standard) Z24.5-1951. The prescribed standard is under the American Standards Association (ANSI), therefore it may be necessary to convert the audiometric results from the ISO standard to the ANSI standard. Instructions are included on the Medical Examination report form. If an individual meets the criteria by using a hearing aid, the driver must wear the hearing aid and have it in operation at all times while driving. For the whispered voice test, the driver should be stationed at least 5 feet away from the examiner with the ear being tested towards the examiner. The other ear is covered. Using the breath which remains after a normal expiration, the examiner whispers words or random numbers such as 66, 18, 23, etc. The examiner should not use only sibilants (s-sounding test materials). The opposite ear should be tested in the same manner. If the individual fails the whisper test, the audiometric test should be administered. If the individual meets the criteria by use of a hearing aid, the following statement shall appear on the Medical Examiner's Certificate: "Qualified only when wearing a hearing aid".

INSTRUCTIONS FOR PERFORMING AND RECORDING MEDICAL EXAMINATIONS

The medical examiner should review these instructions before performing the medical examination. Answer each question yes or no, where appropriate. The examiner should be aware of the rigorous physical demands and mental and emotional responsibilities placed on the bus transit system driver. In the interest of public safety, the examination shall ensure that the driver does not have any physical, mental, or organic defect of such a nature as to affect the driver's ability to operate safely a bus according to the criteria on the Medical Examination Report and any additional requirements established by the bus transit system.

General Information. The purpose of this history and medical examination is to detect the presence of physical, mental, or organic defects of such a character and extent as to affect the applicant/driver's ability to operate a bus safely according to these criteria and any additional physical requirements established by the bus transit system. The examination should be made carefully and at least as complete as indicated by these criteria and instructions. History of certain defects may be cause for rejection or indicate the need for making certain laboratory tests or a further, and more stringent, examination. Defects may be recorded which do not, because of their character or degree, indicate that medical qualification should be denied. However, these defects should be discussed with the driver/applicant and he/she should be advised to take the necessary steps to insure correction, particularly those of which, if neglected, might lead to a condition likely to affect his/her ability to drive safely.

General Appearance and Development. Note marked overweight. Note any posture defect, perceptible limp, tremor, or other defects that might be caused by alcoholism, thyroid intoxication, or other illnesses. Federal Transit Administration regulations prohibit use of controlled substances by a driver.

Head - Eyes. When other than the Snellen chart is used, the results of test must be expressed in values comparable to the standard Snellen test. If the applicant/driver wears corrective lenses, these should be worn while applicant/driver's visual acuity is being tested. In recording distance vision use 20 feet as normal. Report all vision as a fraction with 20 as numerator and the smallest type read at 20 feet as denominator. Note ptosis, discharge, visual fields, ocular muscle imbalance, color blindness, corneal scar, exophthalmos, or strabismus, uncorrected by corrective lenses. If the applicant/driver habitually wears contact lenses, or intends to do so while driving, there should be sufficient evidence to indicate that he/she has good tolerance and is well adapted to their use. The use of contact lenses should be noted on the record.

Ears. Note evidence of mastoid or middle ear disease, discharge, symptoms of aural vertigo, or Meniere's Syndrome. When recording hearing, record distance from patient from which a forced whispered voice can first be heard. If audiometer is used to test hearing, record decibel loss at 500 Hz, 1,000 Hz, and 2,000 Hz.

Throat. Note evidence of disease, irremediable deformities of the throat likely to interfere with eating or breathing, or any laryngeal condition which could interfere with the safe operation of a bus.

Thorax - Heart. Stethoscopic examination is required. Note murmurs and arrhythmias, and any past or present history of cardiovascular disease, of a variety known to be accompanied by syncope, dyspnea, collapse, enlarged heart or congestive heart failures. Electrocardiogram is required when findings so indicate.

Blood Pressure. Record with either spring or mercury column type sphygmomanometer. If the blood pressure is consistently above 160/90 mm. Hg., further tests may be necessary to determine whether the driver is qualified to operate a bus.

Lungs. If any lung disease is detected, state whether active or arrested; if arrested, your opinion as to how long it has been quiescent.

Gastrointestinal System. Note any diseases of the gastrointestinal system.

Abdomen. Note wounds, injuries, scars, or weakness of muscles of abdominal walls sufficient to interfere with normal function. Any hernia should be noted if present. State how long and if adequately contained by truss.

Abnormal Masses. If present, note location, if tender, and whether or not the applicant/driver knows how long they have been present. If the diagnosis suggests that the condition might interfere with the control and safe operation of a bus, more stringent tests are recommended.

Tenderness. When noted, state where most pronounced, and suspected cause. If the diagnosis suggests that the condition might interfere with the control and safe operation of a bus, more stringent tests are recommended.

Genito - Urinary. Urinalysis is required. Acute infections of the genito-urinary tract, as defined by local and State public health laws, indications from urinalysis of uncontrolled diabetes, symptomatic albumin-urea in the urine, or other findings that may indicate health conditions likely to interfere with the control and safe operation of a bus.

Neurological. If positive Romberg is reported, indicate degrees of impairment. Pupillary reflexes should be reported for both light and accommodation. Knee jerks are to be reported absent only when not obtainable upon reinforcement and as increased when the foot is actually lifted from the floor following a light blow on the patella, sensory vibratory and positional abnormalities should be noted.

Extremities. Carefully examine upper and lower extremities. Record the loss of impairment of a leg, foot, toe, arm, hand, or fingers. Note any and all deformities, the presence of atrophy, semiparalysis or paralysis, or varicose veins. If a hand or finger deformity exists, determine whether sufficient grasp is present to enable the driver to secure and maintain a grip on the steering wheel. If a leg deformity exists, determine whether sufficient mobility and strength exist to enable the driver to operate pedals properly. Particular attention should be given to and a record should be made of, any impairment or structural defect which may interfere with the driver's ability to operate a bus safely.

Spine. Note deformities, limitation of motion, or any history of pain, injuries or disease, past or presently experienced in the cervical or lumbar spine region. If findings so dictate, radiologic and other examinations should be used to diagnose congenital or acquired defects; or spondylolisthesis and scoliosis.

Recto - Genital Studies. Disease or conditions causing discomfort should be evaluated carefully to determine the extent to which the condition might be handicapping while lifting, pulling or during periods of prolonged driving that might be necessary as part of the driver's duties.

Laboratory and Other Special Findings. Urinalysis is required; as well as such other tests as the medical history or findings upon medical examination may dictate are necessary. A serological test is required if the applicant/driver has a history of luetic infection or present physical findings indicate the possibility of latent syphilis. Other studies deemed advisable may be ordered by the examining physician.

Diabetes. Pre-employment medical examination: If, during a pre-employment examination, it is noted that a driver applicant has a medical history or clinical diagnosis of diabetes mellitus requiring insulin for control, the person shall not be qualified to drive a bus. Biennial medical examination: If diabetes is noted for an existing driver at the time of his or her examination, excluding pre-employment, and the diabetic condition is stabilized or controlled by insulin, oral medication and/or diet that can be obtained while the driver is on duty, then the driver may be qualified. Notwithstanding, the driver must remain under medical supervision as determined by the medical examiner.

Upon completion of the examination, the examiner must date and sign the form and certificate and also provide his/her full name, and address of the examination office.

APPENDIX F

RADIO OPERATING PROCEDURES

APPENDIX G

INTERNAL SAFETY AUDIT CHECKLIST

APPENDIX H

BUS TRANSIT SYSTEM

ANNUAL SAFETY AND SECURITY CERTIFICATION FORM

APPENDIX I

SSPP ADDENDUMS (AS REQUIRED FOR FUTURE UPDATES)



**Lake County Transportation Disadvantaged Coordinating Board
Minutes December 11, 2017
Lake~Sumter MPO
225 W. Guava Street, Suite 217, Lady Lake, Florida**

Members Present

Bebe Chudeusz, Vice Chair
Jo Santiago
Sheri Peterson
Leshia Buchbinder
Steve Homan
Tamyika Young
Darren Armstrong
Candace Stoutamire
Gustavo Henriquez
Mark Godinez
Timothy Bridges
Linda Diaz
Scott Pfender
Colleen Kollmann

Representing

Citizen Advocate
FDOT
Dept. of Children & Families
Children at Risk
FL Department of Elder Affairs
Florida Agency for Healthcare Administration
Medical Community
Vocational Rehabilitation/Dept. of Education
Regional Workforce Development Board
Veterans Service Office Representing Veterans
FL Association CAA/Economically Disadvantaged
Person over 60, Representing Elderly
Public Education/Lake County Schools
Person with a Disability/Representing Disabled

Members Absent

Leslie Campione, Chairman

Representing

Lake~Sumter MPO

Staff Present

TJ Fish
Francis Franco
Michael Woods
David Hope
Amy Bradford
Ola Adelekan
Jill Brown
Rickey Mack

Representing

Lake~Sumter MPO
Lake~Sumter MPO
Lake~Sumter MPO
Lake County Transit Division
Lake County Transit Division
Lake County Transit Division
Lake County Transit Division
McDonald Transit

CALL TO ORDER

The meeting of the Lake County Transportation Disadvantaged Coordinating Board (TDCB) was called to order at 2:00 p.m. by Vice-Chair Bebe Chudeusz. Staff announced that the meeting was properly noticed, the roll was called, at which time it was noted that a quorum was present.

AGENDA UPDATE – None

OPPORTUNITY FOR PUBLIC COMMENT (on agenda items or general comments) –

No comments were received at this time.

PRESENTATIONS

- A. Lake Community Action Agency, Timothy Bridges, Director of Program Operations
Mr. Bridges provided a handout and shared the agency has served Lake County for 51 years and are identified by Federal Government as the anti-poverty agency. He added many of their initiatives center around self-sufficiency and provided information on various projects currently in place.
- B. Transportation Projects in Lake County, T.J. Fish, Executive Director
Mr. Fish provided an update on transportation projects in Lake County. He discussed the opportunity to replace signalized intersections with roundabouts in several areas of Lake County.

INTRODUCTIONS *At the request of Vice-Chair Bebe Chudeusz members introduced themselves and provided information regarding their representation on the board.*

CONSENT AGENDA

- A. Approval of October 2, 2017 Annual Public Hearing Minutes
B. Approval of October 2, 2017 Meeting Minutes
C. Approval of 2018 Meeting Schedule
Vice-Chair Chudeusz reviewed the 2018 Meeting Schedule that was included in the agenda packet.

On a motion by Lesha Buchbinder, seconded by Jo Santiago and carried unanimously by a 14-0 vote, the Board approved the Consent Agenda as presented.

ACTION ITEM

- A. Appoint Vice-Chair 2018
Mr. Fish commented on the structure of the Coordinating Board and added that Commissioner Campione has served as the Chair for six (6) years and Bebe Chudeusz has served for five (5) years. Discussion.

On a motion by Bebe Chudeusz, seconded by Timothy Bridges and carried unanimously by a 14-0 vote, the Board approved the nomination of Lesha Buchbinder to serve as Vice-Chair for 2018.

- B. Annual Review and Approval of Grievance Procedures
Michael Woods provided a review of the recommended updates to the Grievance Procedures. The proposed edits were provided by the MPO Attorney and reviewed by the Grievance Subcommittee. Staff recommended updates as presented.

On a motion by Colleen Kollmann, seconded by Bebe Chudeusz and carried unanimously by a 14-0 vote, the board approved the Grievance Procedures with the recommend revisions.

C. Memorandum of Agreement FYs 2018-2023

T.J. Fish provided an update on the process for recommending a Community Transportation Coordinator (CTC) for Lake County. He added the Lake~Sumter MPO is expected to approve by resolution to recommend the Lake County BCC remain the CTC for Lake County beginning July 1, 2018 thru June 30, 2023. The item is on the December 13 agenda.

On a motion by Lesha Buchbinder, seconded by Colleen Kollmann and carried unanimously by a 14-0 vote, the board approved the recommendation of Lake County BCC to continue as the CTC for Lake County beginning July 1, 2018 thru June 30, 2023.

DISCUSSION ITEMS

A. Annual Review of Coordination Contracts

Amy Bradford provided a review of Coordination Contracts. A list of Contractors was provided in the agenda packet. Ms. Bradford added after the first of year they will contact each coordinator to verify if they want to continue with the contracts. There were no questions or comments.

B. FY 2018/2019 Section 5310 and 5311 Grant Updates

Amy Bradford provided update on the Section 5310 and 5311 grant applications Lake County is in the process of applying for. Bebe Chudeusz reminded board members they can still view the ADA Dodge Conversion Caravan purchased with FTA grant funds parked in the back parking lot after the meeting. Mr. Fish commented he was impressed with the amount of space that is inside the vehicle.

C. Florida Department of Transportation On-site Review Update

Amy Bradford provided an update on the November 16 Vehicle Inventory Inspection and added it went very well. She commented McDonald Transit is taking care of the maintenance of vehicles and they are doing a wonderful job. Discussion regarding customer service commendations ensued.

D. ADA Advisory Committee

Jill Brown provided an update on the 2017 Bus Stop Improvement Program. Goals include: 1) To improve safety access and amenities to Lake County transit stops; 2) To enhance communication between FDOT, Lake County and municipalities during transit stop improvements; 3) Create a partnership between Lake County, FDOT and the municipalities in the coordination of transit stop enhancements; and 4) Understand the respective municipal requirements for construction and maintenance of the transit stops throughout Lake County. Ms. Brown discussed the ADA requirements, development of a bus stop data base (ATSIM), Route Shout App, and tracking of all bus stops. Discussion.

REPORTS

- A. Florida Commission for the Transportation Disadvantaged
Michael Woods reported TD Legislative Day is February 14 and staff plans to attend. The MOA for Lake County is tentatively scheduled for approval at the February 13 CTD Business meeting.

- A. FDOT
Jo Santiago provided update on the annual grant workshop and the 5310 and 5311 grant application process. She added the deadline for grant applications to be received by FDOT is December 22, 2017. Ms. Santiago shared Carlos Colon will be covering for her while she is on maternity leave next year.

- B. Lake County CTC
Amy Bradford reviewed the reports that were included in the agenda packet. She referenced page 51 that included a comparison of FY 2016 and FY 2017. Discussion ensued regarding the surveys provided to riders and the idea of providing a shorter version that targets riders within 24 hours of a ride.

- C. Lake~Sumter MPO
Mr. Fish discussed board member participation with regards to on site bus observations and thanked Linda Diaz. He reminded board members the MPO has scheduled a Public Transportation Task Force meeting December 13, 2017 at 12:30 at the MPO office and all are welcome to attend.

BOARD MEMBER COMMENTS – Bebe Chudeusz thanked T. J. Fish for his many years of service.

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 3:15 p.m.

Chairman Campione

March 12, 2018

Date

BYLAWS OF THE LAKE COUNTY TRANSPORTATION DISADVANTAGED COORDINATING BOARD

ARTICLE I: PREAMBLE

The following sets forth the Bylaws which shall serve to guide the functioning of the Lake County Transportation Disadvantaged Coordinating Board. The intent is to provide procedures and policies for fulfilling the requirements of Chapter 427, Florida Statutes (F.S.), and Chapter 41-2, Florida Administrative Code (F.A.C.), governing the coordination of transportation services provided to the transportation disadvantaged.

ARTICLE II: NAME AND PURPOSE

Section 1: Name: The name of the Coordinating Board shall be the Lake County Transportation Disadvantaged Coordinating Board, hereinafter referred to as the TDCB.

Section 2: Purpose: Pursuant to F.S. 427.0157, the primary purpose of the TDCB is to develop local service needs and to ~~provide~~provide information, advice, and direction to the Community Transportation Coordinator (CTC) on the coordination of services to be provided to the transportation disadvantaged.

ARTICLE III: MEMBERSHIP

Section 1: Appointment of Members: In accordance with F.S. 427.0157 and Rule 41-2.012, F.A.C., members of the TDCB shall be appointed by the Lake-Sumter Metropolitan Planning Organization, hereinafter referred to as the MPO.

Section 2: Voting Members: In accordance with Rule 41-2.012(3), F.A.C., in addition to the Chairperson, the following agencies or groups shall be represented on the TDCB as voting members:

1. A local representative of the Florida Department of Transportation.
2. A local representative of the Florida Department of Children & Families;
3. A local representative of the Public Education Community, which may include, but is not limited to, a representative of the District School Board, School Board Transportation Office, or Headstart Program in areas where the School District is responsible.
4. A local representative of the Florida Division of Vocational Rehabilitation or the Division of Blind Services, representing the Department of Education;
5. A person recommended by the local Veterans Service Office representing the veterans of the county;
6. A person who is recognized by the Florida Association for Community Action (President) as representing the economically disadvantaged in the County;
7. A person over sixty years of age representing the elderly in the County.
8. A person with a disability representing the disabled in the County;
9. A citizen's advocate representative in Lake County;
10. A citizen's advocate representative in Lake County, who uses the transportation services of the system as that person's primary means of transportation;
11. A local representative for children at risk;
12. A local representative of the Florida Department of Elder Affairs;

13. An experienced representative of the local private for profit transportation industry or, in an area where such a representative is not available, a local private non-profit representative except where said representative is also the CTC;
14. A local representative of the Florida Agency for Health Care Administration;
15. A representative of the Regional Workforce Development Board established in Chapter 445, F.S.; and
16. A representative of the local medical community, which may include, but is not limited to, kidney dialysis centers, long term care facilities, assisted living facilities, hospitals, local health department or other home and community-based services.

Section 3: Alternate Members: All members of the TDCB may have their agency or organization designate, in writing, an alternate who may vote only in the absence of that member. All members not representing an agency or organization may have an alternate, who may vote only in the absence of that member, appointed for them by the MPO.

Section 4: Technical Advisors – Non-voting Members: Non-voting, technical advisors may be approved upon a majority vote of a quorum of the TDCB members for the purpose of providing the TDCB with technical advice.

Section 5: Terms of Appointment: Except for the Chairperson and state agency representatives, the members of the TDCB shall be appointed for three (3) year terms. The Chairperson shall serve until elected term of office has expired or until the Chairperson is otherwise replaced by the MPO. Individuals may be reappointed to serve an additional three (3) year term. No employee of a CTC shall serve as a voting member of the TDCB in an area where the CTC serves.

Section 6: Termination of Membership: A member of the TDCB may resign at any time by giving notice in writing to the Chairperson. Unless otherwise specified in such notice, the resignation shall take effect when it is received by the Chairperson. Each member of the TDCB is expected to demonstrate his/her interest in the TDCB's activities by attending the scheduled meetings. If a voting member is unable to attend a meeting, he/she should ensure that his/her alternate will attend. The MPO shall review, and consider rescinding, the appointment of any voting member of the TDCB who fails to attend three (3) consecutive meetings. The TDCB shall notify the Florida Transportation Disadvantaged Commission (Commission) of any agency voting member or his/her alternate failing to attend three (3) consecutive meetings.

ARTICLE IV: OFFICERS AND DUTIES

Section 1: Officers: The officers of the TDCB shall include a Chairperson and a Vice-Chairperson.

Section 2: Chairperson: The MPO shall appoint an elected official from Lake County to serve as the official Chairperson for all TDCB meetings. The Chairperson shall preside at all meetings, review and sign the official meeting minutes, and be responsible for all notices and agendas for future meetings. The Chairperson shall serve until elected term of office has expired or otherwise replaced by the MPO, in accordance with Rule 41-2.012(4), F.A.C.

Section 3: Vice-Chairperson: The TDCB shall hold an organizational meeting each year for the purpose of electing a Vice-Chairperson. The Vice-Chairperson shall be elected by a majority vote of the voting TDCB members present. The Vice-Chairperson's term of office shall be for one (1) year starting with the first meeting after his/her election, but the Vice-Chairperson may be re-elected to an additional term or terms of office. In the event of the Chairperson's absence, the Vice-Chairperson shall assume the duties of the Chairperson and conduct the meeting.

Section 4: Absence of Chairperson and Vice Chairperson: In the event of the TDCB Chairperson's, and the Vice-Chairperson's absence, the TDCB will, if a quorum is present, elect a voting member of the TDCB to assume the duties of the Chairperson for that meeting and conduct the meeting.

ARTICLE V: COORDINATING BOARD MEETINGS

Section 1: Regular Meetings: The TDCB shall meet as often as necessary in order to meet its responsibilities. However, as required by Section 427.0157, F.S. and Rule 41-2.012(5), F.A.C., it shall meet at least quarterly. All meetings, including committee meetings, shall function under Florida's "Government in the Sunshine Law."

Section 2: Notice of Meetings and Meeting Agendas: A notice stating the date, time and place of each meeting shall be publicly advertised and sent to all TDCB members and other interested parties at least fourteen (14) days in advance of the meeting. A meeting agenda shall be sent to all TDCB members and other interested parties at least seven (7) days in advance of each meeting, and shall be made available to the public at least four (4) days in advance of the meeting in accordance with the MPO Public Participation Policy (Section 6.0, Lake~Sumter MPO Bylaws). Agenda changes may be made at any meeting by a two-thirds (2/3) vote of the TDCB members present, provided that all agenda changes are made in accordance with the MPO Public Participation Policy (Section 6.0, Lake~Sumter MPO Bylaws).

Section 3: Emergency Meetings: If determined by the Chairperson to be necessary, the Chairperson may call an emergency meeting. A notice stating the date, time and place of the emergency meeting shall be publically advertised and sent to all TDCB members and other interested parties at least seven (7) days, if possible, in advance of the meeting. A meeting agenda shall be sent to all TDCB members as soon as early as possible.

Section 4: Quorum: At all meetings of the TDCB the presence of a majority of the members currently seated shall be necessary and sufficient to constitute a quorum for the transaction of business.

Section 5: Voting: Unless otherwise expressly required by law or these Bylaws, all matters to be voted on shall be decided by a majority vote of those TDCB members present. TDCB members can participate in meetings via conference call, however, a physical quorum must be present to vote for the transaction of business.

Section 6: Public Participation: All TDCB meetings shall be held in accordance with the MPO Public Participation Policy (Section 6.0, Lake~Sumter MPO Bylaws).

ARTICLE VI: STAFF

The MPO shall provide the TDCB with sufficient staff support and resources to enable the TDCB to fulfill its responsibilities as set forth in Chapter 427, F.S., and Chapter 41-2, F.A.C. This includes providing sufficient staff to manage and oversee the responsibilities of the TDCB. This also includes but is not limited to, assistance in the scheduling of meetings, preparing meeting agenda packets, training board members, evaluating cost effectiveness, reviewing the local Transportation Disadvantaged Service Plan (TDSP) and other necessary administrative duties as appropriate.

ARTICLE VII: COORDINATING BOARD DUTIES

Section 1: Coordinating Board Duties: Pursuant to F.S. 427.0157 and Rule 41-2.012 the TDCB shall perform the following duties:

1. Maintain official meeting minutes, including an attendance roster, reflecting official actions and provide a copy of same to the Commission and the Chairperson of the MPO;
2. Review and approve the CTC's Memorandum of Agreement and the CTC's Transportation Disadvantaged Service Plan (TDSP) prior to submittal to the Commission;
3. On a continuing basis, evaluate services provided under the approved Service Plan. Annually, provide the MPO with an evaluation of the CTC's performance in general and relative to Commission standards and the completion of current Service Plan elements. Recommendations relative to performance and the renewal of the CTC's Memorandum of Agreement shall be included in the report;
4. In cooperation with the CTC, review and provide recommendations to the Commission and the MPO on all applications for local government, state or federal funds relating to transportation of the transportation disadvantaged in Lake County to ensure that any expenditures within the County are provided in the most cost effective and efficient manner;
5. Review the coordination strategies of service provision to the transportation disadvantaged in the county to seek innovative ways to improve cost effectiveness, efficiency, safety, working hours, and types of service in an effort to increase ridership to a broader population. Such strategies should also encourage multi-county and regional transportation service agreements between area CTCs and consolidation of adjacent designated service areas when it is appropriate and cost effective to do so;
6. Appoint a Grievance Subcommittee to serve as a mediator to process, investigate and decide grievances or complaints from agencies, users, potential users of the system and the CTC in the county, and make recommendations to the Coordinating Board for improvement of service. The Coordinating Board shall establish procedures to provide regular opportunities for grievances and issues to be brought before the committee and to address them in a timely manner, and the Coordinating Board shall hear grievances and appeals itself as provided for in the grievance procedures. Members appointed to the Subcommittee shall be voting members of the Coordinating Board;
7. Annually review coordination contracts to advise the CTC whether the continuation of said contract provides the most cost effective and efficient transportation available;
8. Review and approve the CTCs Annual Operating Report by September 15th each year;
9. Review and approve the TDSP for consistency with approved minimum guidelines and the goals and objectives of the Coordinating Board. The TDSP shall include a vehicle inventory of those vehicles purchased with transportation disadvantaged funds;
10. Assist the CTC in establishing eligibility guidelines and priorities with regard to the recipients of nonsponsored transportation disadvantaged services that are purchased with Transportation Disadvantaged Trust Fund monies;
11. Hold at least one public hearing per year for the purpose of receiving input on unmet needs or any other areas that relate to the local transportation services;
12. Work cooperatively with regional workforce boards established in Chapter 445, F.S. to provide assistance in the development of innovative transportation services for participants in the welfare transition program; and
13. Evaluate multi-county or regional transportation opportunities.

ARTICLE VIII: COMMITTEES

Section 1: Grievance Subcommittee: The Grievance Subcommittee shall be appointed and function pursuant to Grievance Procedures adopted by the TDCB.

Section 2: Other Committees: Other committees may be designated by the Chairperson as necessary to investigate and report on specific subject areas of interest to the TDCB and to deal with administrative and legislative matters.

ARTICLE IX: COMMUNICATION WITH OTHER AGENCIES AND ENTITIES

The MPO authorizes the TDCB to communicate directly with other agencies and entities as necessary to carry out its duties and responsibilities in accordance with Chapter 427, F.S., and Chapter 41-2, F.A.C.

ARTICLE X: AMENDMENTS

The Bylaws shall be reviewed, updated (if necessary), and adopted annually.

ARTICLE XI: CERTIFICATION

The undersigned hereby certifies that he/she is the Chairperson of the Lake County Transportation Disadvantaged Coordinating Board and that the foregoing is a full, true and corrected copy of the Bylaws of this Coordinating Board as adopted by Lake County Transportation Disadvantaged Coordinating Board on the ~~14~~12th day of March, ~~2017~~2018.

LAKE COUNTY TRANSPORTATION DISADVANTAGED COORDINATING BOARD

Leslie Campione, Chairman

**ELIGIBILITY APPLICATION FOR SHARED RIDE
PARATRANSIT (DOOR-TO-DOOR) SERVICE**

Applicant Name (please print legibly)

**All applications are accepted Monday through Friday from 8 AM to 5 PM
 by either Mail, Fax, or Email to:
 Lake County Transit Management
 560 E. Burleigh Blvd., Tavares, FL 32778
 Phone: 352-742-2612 extension 1
 Fax: 352-508-5488
 Email: lctm@raptdev.com**

**1. If you are seeking Medicaid Transportation, please call (866) 762-2237
 Florida Relay Voice: (800) 955-5700; TTY: (800) 955-8771**

2. What type of paratransit services are you applying for **ADA*** and/or **TD***
**Note: See page 3 for details and criteria for each service*

3. Are you requesting transportation services for Dialysis or Chemo? **Yes** **No**

OFFICE USE ONLY

Date Received: _____ **New Application:** **Recertification:**

Applicant's Customer ID#: _____ **Log #:** _____

Approved: **Date:** _____

Denied: **Date:** _____

Reason for Denial: _____

Reviewed By: _____ **Approved Funding Source:** **ADA**
 TD
 FDOT

Method Applic. Notified By: _____
Date: _____

INSTRUCTIONS FOR COMPLETING THIS APPLICATION

1. When completing the application, please type or print legibly and sign where indicated.
2. Unreadable, incomplete, and/or unsigned applications will not be accepted and will be returned.
3. Processing of this application can take up to **21** calendar days. The 21 day period begins after a completed application is received.
4. All applicants will be notified of the application outcome by email or letter.
5. Applications will remain active for 730 calendar days (two years).
6. Completing this application does not automatically certify the applicant for ADA or TD services.

Lake County Connection will use the information in this application for the provision of transportation services only. The information will not be provided to any other person or agency outside of the Lake County Transit system.

INFORMATION ABOUT LAKE COUNTY CONNECTION SERVICES

Lake County Connection is a shared ride Paratransit (door-to-door) service that offers Americans with Disabilities Act (ADA) of 1990 and transportation mandated by the Florida Commission for the Transportation Disadvantaged (TD). Applicants may qualify for more than one program.

Lake County Connection can be used for medical appointments, nutritional (includes grocery shopping), employment, educational and life sustaining trips. The information requested on this application is intended to help us determine the funding program you qualify for.

Completing this application does not automatically certify you for ADA or TD services. In order assist in determining your level of eligibility, applicants may be required to attend an in person interview. All information provided may be verified and confirmed. Please feel free to attach any required supporting documentation.

All applicants, new, recertifying, nursing home or dialysis must complete the application.

ELIGIBILITY CRITERIA

ADA QUALIFICATIONS AND GUIDELINES

- ❖ Origin and destination locations must be within the ADA Corridor. The ADA Corridor is defined as a service corridor that extends three-quarters (3/4) of a mile on either side of the LakeXpress (LX) fixed route bus service.
- ❖ Applicant must have a recognized disability verified by an acceptable medical professional that prevents the applicant from independently using the LX bus service all the time, temporarily, or only under certain circumstances.
- ❖ Disability alone does not guarantee eligibility. The eligibility is based on the individual's functional ability to use the LX bus service and is not a medical or psychiatric decision.
- ❖ The ADA certification process may involve a telephone interview and/or a personal functional assessment to determine if and how the applicant's transit needs can be met.
- ❖ ADA trips are available during the same hours, days and locations of the LX bus service.
- ❖ Medical Verification form must be completed by a Medical Professional for ADA service.
- ❖ Fare is \$2.00 each way.

TRANSPORATION DISADVANTAGED (TD) QUALIFICATIONS AND GUIDELINES

- ❖ Origin and destination locations can be anywhere in Lake County.
- ❖ Disability alone does not guarantee eligibility. The eligibility is based on the individual's functional ability to use LX bus service and not a medical decision.
- ❖ In order to determine that applicants meet the programs eligibility criteria for TD, the applicant must first have no other means of transportation available to them and meet at least one of the following criteria:
 - Applicant does not live within $\frac{3}{4}$ of a mile from the LX fixed route bus service; **or**
 - Applicant is age 60 or older; **or**
 - Applicants gross annual household income does not exceed **200%** of the Department of Health and Human Services poverty guidelines (<https://aspe.hhs.gov/poverty-guidelines>)
- ❖ Completing this application does not automatically certify the applicant for TD service.
- ❖ Due to the availability of program funds, trips may be denied based on trip purpose. Trip priorities are ranked in descending order as follows: critical medical trips, other medical trips, nutritional, employment, educational and life sustaining.
- ❖ Proof of Household Income is required (SSI, SSDI, Pension or Bank Statement(s), etc.).
- ❖ TD trips are available Monday through Friday. Saturday services are provided for dialysis only. Transportation services are not provided on Sunday.
- ❖ Out of County TD trips are provided to Gainesville on Monday, Wednesday and Friday only. Orlando trips are provided Tuesday and Thursday only.
- ❖ Fare for trips within Lake County is \$2.00 each way. Fare for trips to Gainesville is \$10.00 each way. Fare for trips to Orlando is \$5.00 each way.

For ADA and TD transportation, please complete Part I

Last Name: _____ First Name: _____ M.I.: _____

Street Address: _____ Apt#: _____ Bldg#: _____

City: _____ State: _____ Zip Code: _____

Name of subdivision, complex, facility name, nearest intersection or bus route:

If this is a gated community, please provide the gate code: _____

Mailing Address (if different from above): _____

Male Female Date of Birth: _____ SSN: _____

Are you a Medicaid Recipient? Yes No Medicaid #: _____

Home Phone: _____ Cell Phone: _____

E-mail (optional): _____

Primary Emergency Contact: _____ Relationship: _____

Home Phone: _____ Cell Phone: _____

Secondary Emergency Contact: _____ Relationship: _____

Home Phone: _____ Cell Phone: _____

Do you require materials or correspondence in an alternative format? If so, please specify;

Large Print Audio Other: _____

If the applicant received assistance completing this application, please provide:

Name: _____ Relationship: _____ Phone: _____

Do you authorize this person or anyone else to assist you with future travel arrangements?
 (please provide names and phone numbers): _____

Does the facility you live in have a vehicle to transport residents? Yes No

Have you ever been transported by this facility? Yes No

List any impairments, disabilities, or other conditions you may have that prevent you from using LX fixed route bus services: _____

How long have you had this condition? _____ Is your condition permanent? _____

Please indicate below if you use any of the following mobility aides or equipment:

- Wheelchair
- Walker
- Cane
- Assisted Walking
- Other: _____
- Powered Scooter
- Long White Cane
- Leg Braces
- Needs Personal Care Attendant / Escort
- Service Animal (describe): _____
- Powered Wheelchair
- Portable Oxygen
- Crutches

For ADA Paratransit services, please complete Part II

ADA Functional Ability

Without the assistance of someone else, can you:

Board a bus?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Read/understand directions?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Handle coins and bus transfers?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Travel on a sidewalk?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Travel to the nearest bus stop?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Stand at a bus stop?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Identify the correct bus?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Walk ¼ mile?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Climb a 12 inch step?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Cross a street?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Balance yourself while seated?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Grip handles and railings?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Give your address and phone number?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Recognize landmarks?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Wait outside for more than 15 minutes?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Travel through crowds?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Are you able to travel alone? Yes No

If you use a mobility aid, is the doorway / entrance of your residence accessible*? Yes No

* Note: LCC driver cannot assist mobility devices into or out of a residence, up and down stairs, grass or through sand.

Have you used or are you currently using the LakeXpress bus service*? Yes No

**Note all buses are fully accessible with wheelchair lifts and many can kneel for easy access.*

How far can you walk? _____ How far can you walk with a mobility aid? _____

Do you need the wheelchair lift in order to board the bus? Yes No

Do you have any limbs that are in a cast, brace, fused or otherwise unbendable? Yes No

What other means of transportation are available for you to use? _____

If you do not use the LakeXpress service, please read the following statements and check those which apply to you. You may select more than one.

- I have a temporary disability which prevents me from getting to the bus stop or using the service. I will need ADA service only until I recover.
- I cannot get to the bus stop.
- I have a cognitive disability which prevents me from remembering and understanding all I have to do to find my way to and from the bus stop and to ride the bus.
- I have a visual disability which prevents me from finding my way to and from the bus stop.
- I have a severe medical condition. My condition results in an impairment which makes it impossible for me to use regular bus service.
- I have an episodic disability. I can use the bus on those days when I am feeling well, but on bad days, I can't make it to the bus stop, or even get on the bus.

NOTE: Lake County Transit Division offers Travel Training for LakeXpress (LX) fixed route bus to teach individuals how to use the LX bus service. Participation in the Travel Training Program will not affect your eligibility for ADA paratransit service.

Check here if you are interested in receiving additional information on Travel Training.

ADA Paratransit Services requires that a Medical Verification Form be completed by a licensed medical professional. The Medical Verification Form is the last two (2) pages of this application.

Certification and Acknowledgement

I understand and affirm that the information provided in this application for ADA transportation services is true and correct to the best of my knowledge and will be kept confidential and shared only with medical and transportation professionals involved in evaluating and determining my needs and eligibility for transportation services to and from eligible appointments.

I understand that providing false or misleading information or making fraudulent claims or making false statements on behalf of others could constitute a felony under the laws of the State of Florida and could result in my eligibility status being revoked.

I agree to notify Lake County Connection if there is any change in circumstance or I no longer need to use ADA services. I understand if I am approved for the ADA Program I must be recertified two years from the date of approval for services.

Lake County Board of County Commissioners and our Operator, Lake County Transit Management, Inc. collects your social security number, if applicable, for the following purposes:

- *Identification and verification*
- *Billing and Payments*
- *Benefit Processing*

Social security numbers may be used as a unique numeric identifier and may be used for search purposes.

Applicant Signature: _____ Date: _____

Signing for Applicant: _____ Date: _____

Relationship to Applicant: _____

For TD transportation, please complete Part III

Please check all that apply to you.

Is the LX fixed route bus service accessible from your home? Yes No

Are there any circumstances preventing you from using the LX bus service? Yes No

If yes, please describe: _____

Do you have weekly scheduled medical appointments? Yes No

How many medical appointments do you usually have in a month? _____

How do you currently travel to your destination?

Bus Taxi Drive yourself Other (please explain) _____

What prevents you from driving your car? _____

Do you have relatives or friends who can transport you? Yes No

What are the names and ages, including yourself, of the people living in your household?

Does anyone living in your household own a car? Yes No

If yes, how many and please explain why they are not available for use: _____

Please indicate the reason you are seeking Transportation Disadvantaged services eligibility (check all that apply):

I do not live on a bus route services by LakeXpress.

I am age 60 or older.

My income level falls below current federal poverty guidelines (proof of income is required).

I have a disability preventing the use of a bus route serviced by LakeXpress.

Other (please specify): _____

COMMON DESTINATIONS

a. Doctors Name / Medical Facility: _____

Phone Number: _____

Address: _____

b. Doctors Name / Medical Facility: _____

Phone Number: _____

Address: _____

c. Doctors Name / Medical Facility: _____

Phone Number: _____

Address: _____

d. Other non-medical destination: _____

Phone Number: _____

Address: _____

e. Other non-medical destination: _____

Phone Number: _____

Address: _____

Verification of Income

What is the **combined monthly household income of everyone** living in the home?: \$ _____

Are you currently receiving public assistance such as food stamps?: Yes No

If so, how much do you receive monthly?: \$ _____

Monthly Income: Include all wages, disability payments, Social Security payments, pensions, dividends, investments, etc. what is your total gross annual household income? In order to process your application, **proof of income** must be submitted with your application.

Salary: \$ _____ SSI: \$ _____ SSDI: \$ _____ Pension: \$ _____

Interest/Dividends: \$ _____ Workman's Comp: \$ _____ Relatives: \$ _____

Other: \$ _____

Acceptable forms of proof of income include one of the following:

- **First (1st) page of your Tax Return**
- **Department of Children and Families Benefit Letter**
- **Current Pay Check Stubs (minimum of two (2))**
- **Social Security Income Verification**
- **Retirement / Pension Statement**
- **Bank Statement (two months)**
- **Unemployment Compensation Income Verification**

Monthly Expenses: If you are a roomer or boarder you must provide a notarized statement from your landlord listing the amount you pay for board, utilities and meals.

Housing: \$ _____ Utilities: \$ _____ Vehicle: \$ _____ Food: \$ _____

Cable: \$ _____ Phone: \$ _____ Cell Phone: \$ _____ Medical: \$ _____

Pharmacy: \$ _____ Fuel: \$ _____ Home Insurance: \$ _____

Car Insurance: \$ _____ Other: _____ Cost: \$ _____

Total Monthly Household Expenses: \$ _____

Would you ride LakeXpress if you were provided with a free bus pass? Yes _____ No _____

TD Functional Ability

Without the assistance of someone else, can you:

Board a bus?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Read/understand directions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Handle coins and bus transfers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Travel on a sidewalk?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Travel to the nearest bus stop?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Stand at a bus stop?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Identify the correct bus?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Walk $\frac{3}{4}$ mile?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Climb a 12 inch step?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Cross a street?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Balance yourself while seated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Grip handles and railings?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Give your address and phone number?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Recognize landmarks?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Wait outside for more than 15 minutes?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Travel through crowds?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Please check the condition(s) which prevents you from accessing a regular LakeXpress fixed route bus.

- None
- The bus stop is too far or the bus does not run where I need to go.
- My disability prevents me from using the regular fixed route bus system.
- I need transportation to and from medical appointments outside of Lake County.

Certification and Acknowledgement

I understand and affirm that the information provided in this application for Transportation Disadvantaged services is true and correct to the best of my knowledge and will be kept confidential and shared only with medical and transportation professionals involved in evaluating and determining my needs and eligibility for transportation to and from eligible services as well as appointments.

I understand that providing false or misleading information or making fraudulent claims or making false statements on behalf of others could constitute a felony under the laws of the State of Florida and could result in my eligibility status being revoked.

I agree to notify Lake County Connection if there is any change in circumstance or I no longer need to use ADA services. I understand if I am approved for the ADA Program I must be recertified two years from the date of approval for services.

Lake County Board of County Commissioners and our Operator, Lake County Transit Management, Inc. collects your social security number, if applicable, for the following purposes:

- *Identification and verification*
- *Billing and Payments*
- *Benefit Processing*

Social security numbers may be used as a unique numeric identifier and may be used for search purposes.

Applicant Signature: _____ Date: _____

Signing for Applicant: _____ Date: _____

Relationship to Applicant: _____

(Left Intentionally Blank)

Medical Verification Form

If you are applying for ADA Paratransit door-to-door services due to a medical verified physical disability, cognitive condition, or impairment, this Medical Verification Form must be completed and signed by a licensed medical professional. Accepted medical professionals include:

• Medical Doctor	• Audiologist	• Registered Nurse
• Doctor of Osteopathic Medicine	• Ophthalmologist	• Physical Therapist
• Doctor of Chiropractic	• Psychologist	• Licensed Practical Nurse
• Occupational Therapist (Licensed/Registered)	• ARNP	

Be sure to print your name, date of birth, and the last 4 digits of your Social Security Number on the form to assist your medical professional.

Last Name: _____ First Name: _____ M.I.: _____

Date of Birth: _____ Last 4 digits of Social Security Number: _____

Applicant’s Release

I understand that the purpose of this evaluation form is to determine my eligibility for ADA paratransit service. I understand that the information about my disability contained in this application will be kept confidential and shared only with professionals involved in evaluating my eligibility. I hereby authorize my medical representative to release any and all information regarding my medical condition to Lake County Connection d.b.a. Lake County Transit Management. I understand that providing false or misleading information could result in my eligibility status being revoked. I agree to notify Lake County Connection within 10 days if there is any change in circumstances or I no longer need to use ADA services.

Applicants Signature: _____ Date: _____

If applicant is unable to sign this form, he/she may have someone sign on his/her behalf.

Signing for Applicant: _____

Relationship to Applicant: _____ Date: _____

This portion must be completed by a Medical Professional

Dear Medical Professional:

In order to process this applicant's request for Lake County Connection Paratransit Door-to-Door transportation services eligibility, we require this form to be completed. Only a licensed Medical

Professional having knowledge of the applicant's functional ability to use the LakeXpress fixed route bus service should complete this form.

All LakeXpress fixed route vehicles are equipped with wheelchair lifts and the buses have automated enunciators which announces all major streets and intersections.

Please complete the section below. The information that you provide must be based solely upon the applicant having an actual physical or cognitive limitation which prevents the use of our LakeXpress fixed route bus service. The diagnosis of a potentially limiting illness or condition is not sufficient determination for paratransit services.

What is the applicant's disability? _____

How does the condition functionally prevent the applicant from using regular bus service?

Is this condition permanent or temporary? Permanent Temporary

If temporary, what is the duration? _____

Medical Professional Information:

Signature of Medical Professional: _____ Date: _____

Medical License Number: _____ State Issued: _____

Print Name: _____ Title: _____

Address: _____ Suite #: _____ Bldg #: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Extension: _____

Fax Number: _____ Email: _____

Contact Person: _____

State of Florida
Commission for the Transportation Disadvantaged
Commission Business Meeting

MEETING DATE: February 13, 2018

AGENDA ITEM:

VI Community Transportation Coordinator Designation – Sumter County

BACKGROUND INFORMATION:

Chapter 427, Florida Statutes, tasks the Designated Official Planning Agency (DOPA) with recommending to the Commission a single Community Transportation Coordinator (CTC). Lake-Sumter Metropolitan Planning Organization is the DOPA for Sumter County. Sumter County Board of County Commissioners (Sumter County Transit) is currently the CTC providing TD services to the citizens of Sumter County.

Pursuant to Chapter 287, Florida Statutes, Sumter County Board of County Commissioners, as a governmental entity, is able and willing to continue to provide transportation services. At their December 13, 2017, Board Meeting, the Planning Agency signed a resolution requesting the CTD approve the Sumter County Board of County Commissioners as the designated CTC for Sumter County.

ATTACHMENTS:

- December 21, 2017 Sumter County BOCC Recommendation Letter
- August 22, 2017 Sumter County BOCC Resolution 2017-41
- Lake-Sumter Metropolitan Planning Organization Resolution 2017-30

EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:

Approve Lake-Sumter Metropolitan Planning Organization's recommendation and designate Sumter County Board of County Commissioners as the CTC for Sumter County, for the period beginning July 1, 2018 to June 30, 2023.



Steve Holmes

Executive Director

Date: February 13, 2018

ACTION TAKEN AT MEETING:

State of Florida
Commission for the Transportation Disadvantaged
Commission Business Meeting

MEETING DATE: February 13, 2018

AGENDA ITEM:

VI Community Transportation Coordinator Designation – Lake County

BACKGROUND INFORMATION:

Chapter 427, Florida Statutes, tasks the Designated Official Planning Agency (DOPA) with recommending to the Commission a single Community Transportation Coordinator (CTC). Lake-Sumter Metropolitan Planning Organization is the DOPA for Lake County. Lake County Board of County Commissioners is currently the CTC providing TD services to the citizens of Lake County.

Pursuant to Chapter 287, Florida Statutes, Lake County Board of County Commissioners, as a governmental entity, is able and willing to continue to provide transportation services. At their December 13, 2017, Board Meeting, the Planning Agency signed a resolution requesting the CTC approve the Lake County Board of County Commissioners as the designated CTC for Lake County.

ATTACHMENTS:

- December 21, 2017 Lake County BOCC Recommendation Letter
- September 12, 2017 Lake County BOCC Resolution 2017-114
- Lake-Sumter Metropolitan Planning Organization Resolution 2017-29

EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:

Approve Lake-Sumter Metropolitan Planning Organization's recommendation and designate Lake County Board of County Commissioners as the CTC for Lake County, for the period beginning July 1, 2018 to June 30, 2023.



Steve Holmes

Executive Director

Date: February 13, 2018

ACTION TAKEN AT MEETING:



**Transportation
Disadvantaged**



2018 Legislative Priorities

- Thank your Legislators for their continuing support of the Transportation Disadvantaged Program.
- Share a brief personal story of what having access to transportation means to you.

2017 Performance Information

Total People Served - 400,481

Total Trips Provided Statewide- 22.6 million

Medical Trips Provided – 5.6 million

Employment Trips Provided – 3.5 million

Cost per trip - \$12.37

Cost per Paratransit trip - \$23.61

Unmet trip requests – 1.9 million

Ensuring Coordination.....Enhancing Access
Phone 850-410-5700 or toll free 1-800-983-2435
www.fdot.gov/ctd



Rick Scott
Governor

Marion Hart Jr.
Chairperson

Dr. Phillip Stevens
Vice Chairperson

Steven Holmes
Executive Director

January 1, 2018

Honorable Rick Scott
Governor, State of Florida
The Capitol
Tallahassee, FL 32399-0001

Honorable Joe Negron
President, Florida Senate
Suite 409, Capitol
Tallahassee, FL 32399-1100

Honorable Richard Corcoran
Speaker, Florida House of Representatives
Suite 420, Capitol
Tallahassee, FL 32399-1300

Dear Governor, Mr. President and Mr. Speaker:

The Florida Commission for the Transportation Disadvantaged is pleased to submit the *2017 Annual Performance Report*, pursuant to Section 427.013(13), Florida Statutes.

As you know, transportation plays a critical role in providing access to employment, health care, education, and other life-sustaining activities for many Floridians who are older adults, persons with disabilities, or individuals with low incomes.

During Fiscal Year 2016-2017, over 400,000 Floridians used the Coordinated Transportation System to be productive citizens and actively participate in their local communities by taking over 22 million trips.

Highlights of the *2017 Annual Performance Report* include:

- Florida's Coordinated Transportation System generated 22.6 million trips for 400,481 people at an average cost of \$12.37 per trip and \$23.61 per paratransit trip.
- The Coordinated Transportation System increased medical trips by 8 percent.
- The largest contributors of revenue to the Coordinated System were local governments. Local governments contributed \$123 million, which is 43 percent of all revenues in the Coordinated System.

The Coordinated Transportation System is a manifestation of the hard work and support of elected and appointed officials, transportation professionals, and local partners who dedicate themselves to serve those who are unable to serve themselves.

The Commission will continue to partner with community transportation coordinators, other local entities, state human service agencies and advocacy groups to enhance access to employment, health care, education, and other life-sustaining activities for older adults, persons with disabilities, or individuals with low incomes while increasing the efficiency and cost-effectiveness of the Coordinated Transportation System.

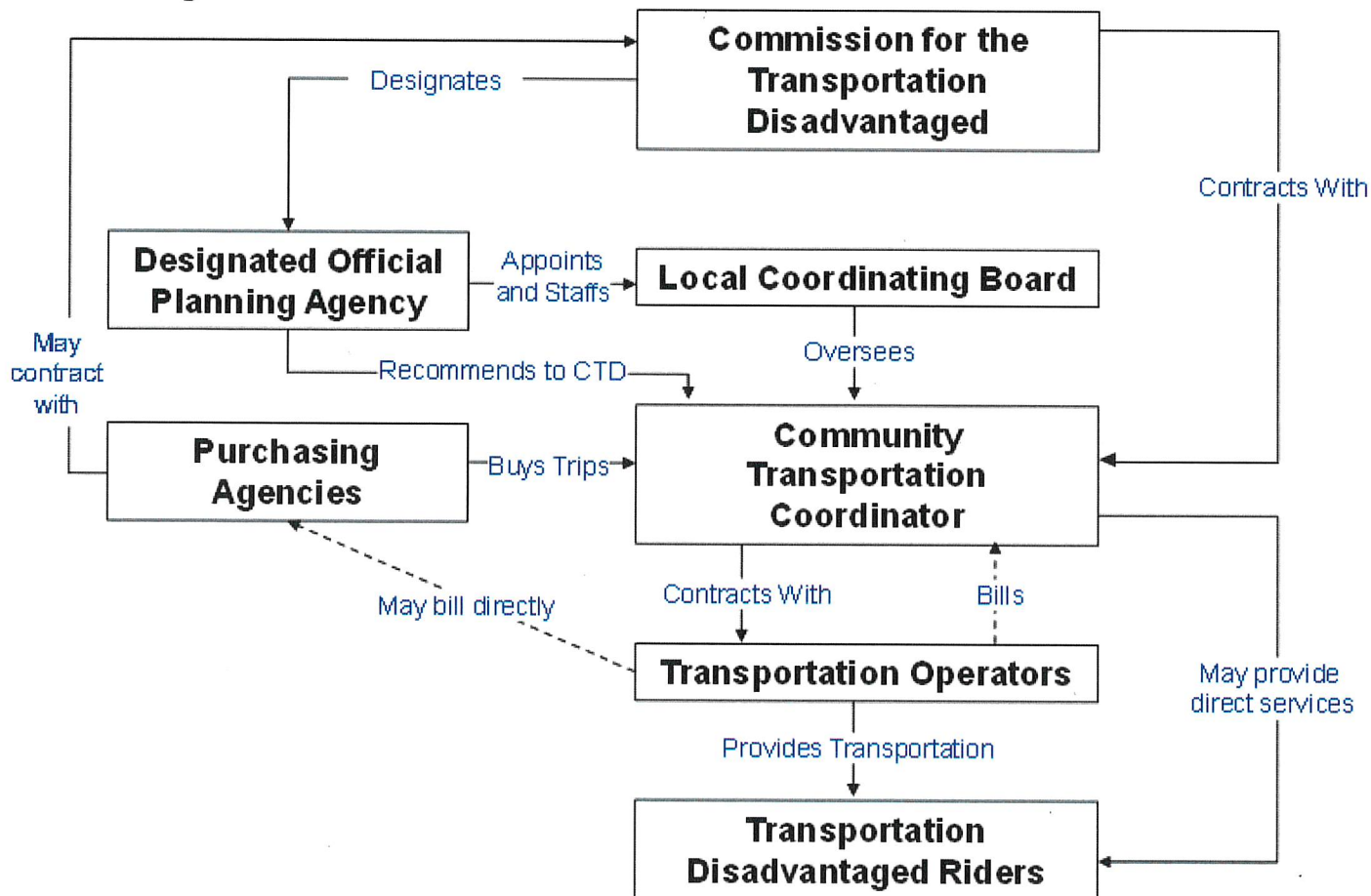
We look forward to working with each of you to improve the Coordinated Transportation System that is a lifeline for so many of Florida's most vulnerable persons.

Sincerely,

Marion Hart Jr.
Chairperson



Coordinated Transportation System Organization



EXECUTIVE SUMMARY

Transportation plays a critical role in providing access to employment, health care, education, and other life-sustaining activities for many Floridians who are older adults, persons with disabilities, people with low incomes, or at-risk children.

The Commission for the Transportation Disadvantaged ensures the availability of efficient, cost-effective, and quality transportation services for transportation disadvantaged persons.

RIDERSHIP

In Fiscal Year 2016-17 the Coordinated Transportation System provided 22.6 million trips, which is an increase of one million trips from Fiscal Year 2015-16. In Fiscal Year 2015-16, the System reported 21.6 million trips.

REVENUES

In Fiscal Year 2016-17, the Coordinated Transportation System had revenues of \$285.3 million, which is an increase of \$18 million, or approximately 6%. Local Government is the largest contributor of revenues to the Coordinated Transportation System with revenues reaching \$123 million.



TRIPS BY TYPE OF SERVICE

Over 12 million trips - 53% of all trips taken by older adults, persons with disabilities, people with low incomes and at-risk children within the Coordinated System - were on fixed route or deviated-fixed route systems. Many fixed route and deviated-fixed route systems use funds from the Coordinated System to subsidize the purchase of bus passes through various programs offered by transit authorities. Bus passes are the most cost-effective means of providing transportation for people who are in proximity to a fixed route and are able to ride a bus.

The remaining 47 percent of trips were provided by paratransit services at an average cost of \$23.61 per trip. Paratransit services are the most expensive means of transportation for people served by the Coordinated Transportation System. Paratransit services are the predominant service in Florida's rural areas.

PURCHASERS OF TRIPS

The largest purchasers of trips from the Coordinating Transportation System were the Commission and Local Government. These organizations purchased 66% of all trips within the System. The Commission purchased over 10.1 million trips with funds from the Transportation

Disadvantaged Trust Fund, which is an increase of 1.6 million trips over the previous year.

The Coordinated Transportation System is a manifestation of the hard work and support of elected and appointed officials, transportation professionals, and local partners who dedicate themselves to serve those who are unable to serve themselves.

INTRODUCTION

The 2017 Annual Performance Report for the Florida Commission for the Transportation Disadvantaged is published to meet the statutory requirements outlined in Section 427.013(12), Florida Statutes, and covers the time period of July 1, 2016, to June 30, 2017.

This report provides an overview of the program and a summary of performance trends statewide. This information is compiled from each system's Annual Operating Report, thereby providing the Governor, Legislature, Commission, Community Transportation Coordinators, planning agencies, Local Coordinating Boards, State Human Service agencies, advocacy groups and others information about coordinated transportation services.

MISSION

To ensure the coordination of transportation services that enhance access to employment, health care, education, and other life-sustaining activities for older adults, persons with disabilities, people with low incomes and at-risk children who are dependent upon others for transportation.

PURPOSE OF THE COMMISSION

The Florida Legislature created the Commission for the Transportation Disadvantaged (Commission) in 1989 to coordinate the transportation services provided to the transportation disadvantaged.

The goal of this coordination is to ensure the cost-effective provision of transportation by qualified community transportation coordinators or transportation operators for the transportation disadvantaged.

The authority of the Commission derives from Chapter 427, Florida Statutes, and Chapter 41-2, Florida Administrative Code. The Commission also administers the Transportation Disadvantaged Trust Fund (TDTF), which provides for carrying out the statutory responsibilities of the Commission.

The Commission is an independent agency located within the Department of Transportation for administrative and fiscal purposes. Otherwise, the Commission operates independently, with rule making and budget authority. The Commission employs staff in Tallahassee to administer and monitor the statutory requirements for the program.

FLORIDIANS BEING SERVED

Florida’s transportation disadvantaged are defined in Section 427.011(1), F.S., as those persons who because of physical or mental disability, income status, or age, are unable to transport themselves or to purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities, or children who are handicapped or high-risk as defined in s. 411.202, F.S.

COMMISSION MEMBERSHIP

According to Section 427.012(1), F.S., the Commission shall consist of seven (7) voting members all appointed by the Governor, including five (5) Business Community Members; two (2) members who have a disability and use the Transportation Disadvantaged System. One of these members must be over 65 years of age. In addition, the Secretary of Transportation, the Secretary of Children and Families, the Secretary of Elderly Affairs, the Executive Director of the Department of Economic Opportunity, the Executive Director of the Department of Veterans’ Affairs, the Secretary of the Agency for Health Care Administration, the Director of the Agency for Persons with Disabilities, and a county manager or administrator who is appointed by the Governor, or a senior management level of each, shall serve as ex officio non-voting advisors to the Commission. The

current members of the Commission are shown in the following table:

Commission Membership	
Commissioners Voting Members	Representing
Chairman Marion Hart Jr.	The Business Community
Vice-Chairman Dr. Phillip Stevens	The Business Community
Rebecca “Becki” Forsell	Users with a Disability
Dane Grey	The Business Community
Dr. Robin D. Tellez	The Business Community
Mike Willingham	The Business Community
Ex Officio Members	Representing
Mike Dew, Secretary Ed Coven, Designee	Dept. of Transportation
Cissy Proctor, Executive Director James Finch, Designee	Department of Economic Opportunity
Mike Carroll, Secretary Diane Harris, Designee	Department of Children and Families
Justin Senior, Interim Secretary Erica Floyd-Thomas, Designee	Agency for Health Care Administration
Barbara Palmer, Director Kent Carroll, Designee	Agency for Persons with Disabilities
Jeffrey S. Bragg, Secretary Catherine Anne Avery, Designee	Department of Elder Affairs
Glenn Sutphin, Executive Director Dennis Latta, Designee	Department of Veterans' Affairs
** VACANT **	County Manager or Administrator

PROGRAM ORGANIZATION

The Commission is the state-level policy board responsible for the oversight of the implementation of coordinated transportation disadvantaged services.

To assist with program implementation, the Commission contracts with a Community Transportation Coordinator (CTC) and planning agency in each county.

The local CTC is responsible for the actual arrangement and/or delivery of transportation services for transportation disadvantaged persons. The CTC, through a competitive procurement process, may contract with local transportation operators to provide transportation for transportation disadvantaged persons. During Fiscal Year 2016-2017, 330 qualified transportation operators carried out the provision of services.

The Local Coordinating Board (LCB), appointed and staffed by the planning agency, oversees and annually evaluates the CTC, which the Commission approves. Local Coordinating Boards also provide assistance to the CTCs by identifying local service needs and providing information, advice and direction to CTCs on the coordination of services. Each Local Coordinating Board is an advisory body to the CTC in its service area.



Membership of each Local Coordinating Board includes the Chairperson of the Board, who is an elected official; representatives from the Departments of Transportation, Children and Families, Education, Elder Affairs, and Agency for Health Care Administration; a person over sixty representing the elderly; a person with a disability representing persons with disabilities; two (2) citizen advocate representatives (one who must be a user of the system); a representative of the local public education system; a person who is recognized by the Florida Department of Veterans' Affairs, (representing the veterans of the county); a person who is recognized by the Florida Association for Community Action representing the economically disadvantaged; a representative of the local private for profit transportation industry; a representative for children at risk; a person representing the Regional Workforce Board; a representative of the local medical community; and where available, a representative of a local public transit system.

STATEWIDE SUMMARY

County:	Florida Commission for the	<u>Demographics</u>	<u>Number</u>
CTC:	Transportation Disadvantaged		
Contact:	605 Suwannee Street, M-S 49 Tallahassee, FL 32399-0450 850.410.5700 800.983.2435	Statewide Population	20,612,439
Website:	www.fdot.gov/ctd	Potential TD Population	8,653,338
		UDPHC	400,481

Florida Commission for the



**Transportation
Disadvantaged**

<u>Trips By Type of Service</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Fixed Route (FR)	6,747,821	10,481,518	11,278,146
Deviated FR	864,141	796,354	722,047
Ambulatory	8,295,589	8,431,669	8,735,836
Non-Ambulatory	1,735,076	1,742,608	1,799,586
Stretcher	7,419	2,591	1,639
School Board	130,908	167,398	99,396
TOTAL TRIPS	17,780,954	21,622,138	22,636,650

Passenger Trips By Trip Purpose

Medical	5,440,070	5,164,765	5,622,291
Employment	2,703,968	3,471,560	3,597,565
Ed/Train/DayCare	3,210,375	3,433,064	5,331,015
Nutritional	1,322,867	2,022,764	3,496,933
Life-Sustaining/Other	5,103,674	7,529,985	4,588,846
TOTAL TRIPS	17,780,954	21,622,138	22,636,650

Passenger Trips By Funding Source

CTD	4,706,186	8,487,760	10,129,858
AHCA	592,394	839,705	779,017
APD	1,828,939	1,647,992	1,680,022
DOEA	1,176,605	797,485	855,943
DOE	274,893	202,449	287,305
Other	9,201,937	9,646,747	8,904,505
TOTAL TRIPS	17,780,954	21,622,138	22,636,650

Vehicle Data

	<u>2015</u>	<u>2016</u>	<u>2017</u>
Vehicle Miles	88,717,630	93,048,270	95,945,735
Revenue Miles	74,892,108	75,642,955	79,702,553
Roadcalls	2,651	2,404	2,154
Accidents	1,243	1,601	1,371
Vehicles	4,691	4,142	4,233
Driver Hours	6,457,470	6,859,501	7,557,309

Financial and General Data

Expenses	\$250,425,496	\$273,667,057	\$280,061,013
Revenues	\$252,248,677	\$267,320,111	\$285,399,016
Commendations	4,514	5,428	4,144
Complaints	9,603	5,910	8,345
Passenger No-Shows	231,708	242,049	283,836
Unmet Trip Requests	155,607	726,932	1,947,023

Performance Measures

Accidents per 100,000 Miles	1.40	1.72	1.43
Miles between Roadcalls	33,466	38,706	44,543
Avg. Trips per Driver Hour	1.71	1.62	1.50
Avg. Trips per Para Pass.	30.26	25.67	48.58
Cost per Trip	14.08	12.66	12.37
Cost per Paratransit Trip	21.91	23.19	23.61
Cost per Driver Hour	37.44	37.66	35.48
Cost per Total Mile	2.73	2.78	2.79

County:	Sumter	<u>Demographics</u>	<u>Number</u>
CTC:	Board of Sumter County Commissioners		
Contact:	Jackey Jackson	Total County Population	123,996
	319 E Anderson Ave	Potential TD Population	28,656
	Bushnell, FL 33513		
	352-689-4400	UDPHC	1,678
Email:	jackey.jackson@sumtercountyfl.gov		



<u>Trips By Type of Service</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Fixed Route (FR)	0	0	0
Deviated FR	4,287	3,537	3,481
Ambulatory	68,964	69,934	69,516
Non-Ambulatory	5,023	4,817	4,460
Stretcher	1	1	0
School Board	0	0	0
TOTAL TRIPS	78,275	78,289	77,457

<u>Passenger Trips By Trip Purpose</u>			
Medical	11,338	8,472	7,158
Employment	16,130	17,606	17,807
Ed/Train/DayCare	15,560	16,791	16,596
Nutritional	9,107	8,513	8,156
Life-Sustaining/Other	26,140	26,907	27,740
TOTAL TRIPS	78,275	78,289	77,457

<u>Passenger Trips By Funding Source</u>			
CTD	18,862	17,594	17,040
AHCA	401	0	0
APD	12,742	13,059	11,299
DOEA	4,725	4,749	4,478
DOE	0	0	0
Other	41,545	42,887	44,640
TOTAL TRIPS	78,275	78,289	77,457

<u>Vehicle Data</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Vehicle Miles	609,530	571,187	532,769
Revenue Miles	504,775	450,583	437,345
Roadcalls	13	6	6
Accidents	5	1	1
Vehicles	32	32	32
Driver Hours	29,120	36,248	31,520

<u>Financial and General Data</u>			
Expenses	\$1,556,001	\$1,511,227	\$1,356,283
Revenues	\$1,579,029	\$1,473,578	\$1,446,632
Commendations	148	142	117
Complaints	0	2	2
Passenger No-Shows	369	409	618
Unmet Trip Requests	0	0	0

<u>Performance Measures</u>			
Accidents per 100,000 Miles	0.82	0.18	0.19
Miles between Roadcalls	46,887	95,198	88,795
Avg. Trips per Driver Hour	2.69	2.16	2.46
Avg. Trips per Para Pass.	51.23	50.74	46.16
Cost per Trip	19.88	19.30	17.51
Cost per Paratransit Trip	19.88	19.30	17.51
Cost per Driver Hour	53.43	41.69	43.03
Cost per Total Mile	2.55	2.65	2.55

County:	Lake	<u>Demographics</u>	<u>Number</u>
CTC:	Lake County Board of County Commissioners		
Contact:	David Hope	Total County Population	335,396
	P.O. Box 7800		
	Tavares, FL 32778-7800	Potential TD Population	142,145
	352-323-5733		
Email:	dhope@lakecountyfl.gov	UDPHC	1,713



<u>Trips By Type of Service</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Fixed Route (FR)	0	0	0
Deviated FR	581	636	531
Ambulatory	124,700	127,135	117,225
Non-Ambulatory	31,444	26,725	22,515
Stretcher	141	26	2
School Board	38,938	37,972	23,243
TOTAL TRIPS	195,804	192,494	163,516

Passenger Trips By Trip Purpose

Medical	59,870	66,679	45,074
Employment	37,521	30,383	18,431
Ed/Train/DayCare	60,108	57,931	64,484
Nutritional	17,670	17,958	16,880
Life-Sustaining/Other	20,635	19,543	18,647
TOTAL TRIPS	195,804	192,494	163,516

Passenger Trips By Funding Source

CTD	32,688	30,144	29,590
AHCA	35,113	11,931	1,129
APD	50,151	56,375	51,492
DOEA	13,495	12,722	11,231
DOE	0	0	0
Other	64,357	81,322	70,074
TOTAL TRIPS	195,804	192,494	163,516

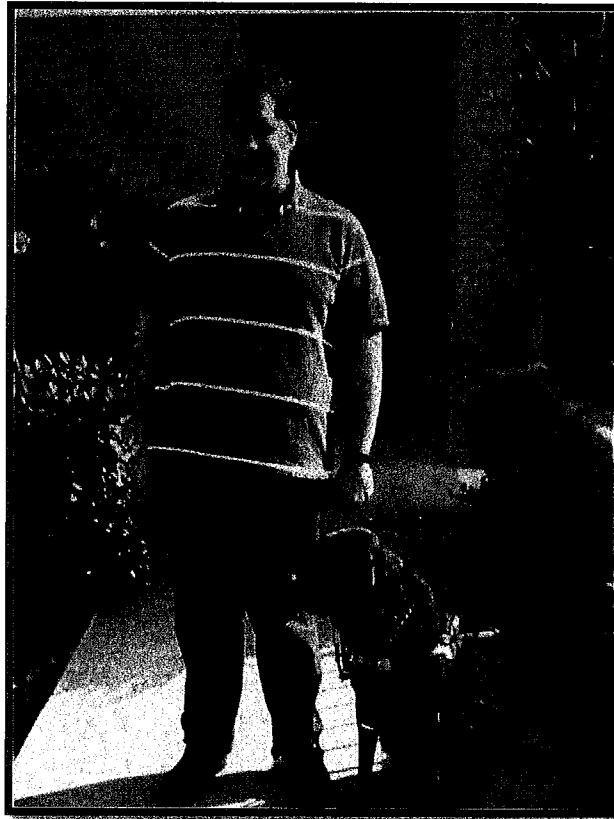
<u>Vehicle Data</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Vehicle Miles	1,812,650	1,670,726	1,525,992
Revenue Miles	1,451,195	1,429,234	1,213,065
Roadcalls	36	40	9
Accidents	19	28	31
Vehicles	82	90	70
Driver Hours	112,564	119,277	96,765

Financial and General Data

Expenses	\$4,533,582	\$4,516,532	\$3,594,889
Revenues	\$4,872,269	\$5,609,497	\$4,799,675
Commendations	23	2	9
Complaints	116	29	28
Passenger No-Shows	6,234	4,753	2,842
Unmet Trip Requests	488	549	572

Performance Measures

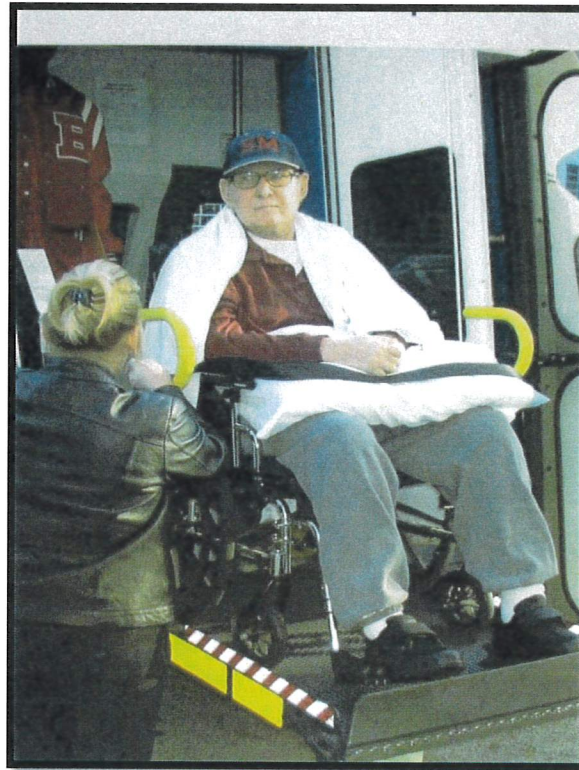
Accidents per 100,000 Miles	1.05	1.68	2.03
Miles between Roadcalls	50,351	41,768	169,555
Avg. Trips per Driver Hour	1.74	1.61	1.69
Avg. Trips per Para Pass.	40.76	24.52	95.46
Cost per Trip	23.15	23.46	21.98
Cost per Paratransit Trip	23.15	23.46	21.98
Cost per Driver Hour	40.28	37.87	37.15
Cost per Total Mile	2.50	2.70	2.36



Jason Goldfield

Palm Beach County

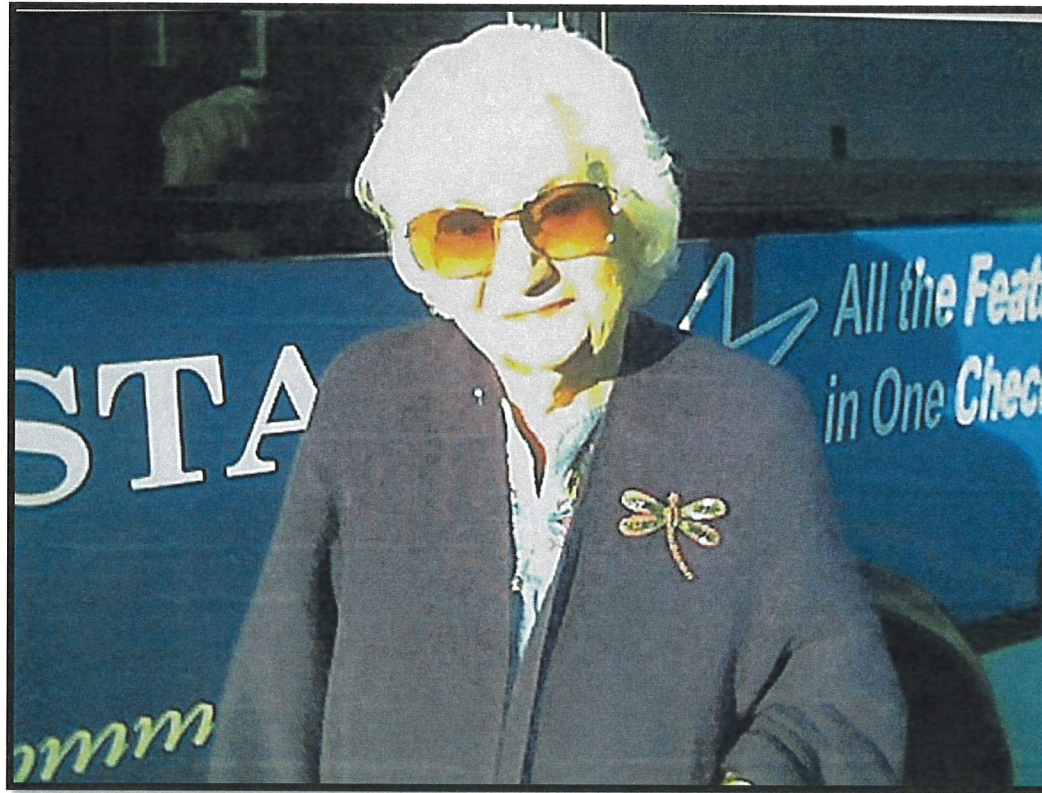
“I rely on this service to transport me to and from work on a daily basis – I wouldn’t be employed without it. I find the service to be beneficial and reliable means of transportation that I have come to depend on in my personal and professional life.”



August Esche

Baker County

Mr. Esche is confined to a wheelchair and depends on transportation assistance to get to doctors' appointments. "I have been in a nursing home for three years, and this is my only means of transportation."



Florie Petty

St. Johns County

“I never thought the day would come when I couldn’t drive – but it did. I am 91 years young and legally blind. I am so grateful to the Commission for the Transportation Disadvantaged and to the St. Johns County COA for taking me to the doctor and grocery shopping, and I am grateful to stay independent. I could not get along without you.”

**Commission for the Transportation Disadvantaged
Planning Grant Allocations
FY2018-19**

County	Planning Funds
Alachua	\$25,000
Baker	\$19,993
Bay	\$23,261
Bradford	\$19,995
Brevard	\$31,601
Broward	\$60,033
Calhoun	\$19,717
Charlotte	\$23,050
Citrus	\$22,474
Clay	\$23,748
Collier	\$26,915
Columbia	\$20,890
DeSoto	\$20,166
Dixie	\$19,750
Duval	\$39,033
Escambia	\$26,149
Flagler	\$21,617
Franklin	\$19,651
Gadsden	\$20,419
Gilchrist	\$19,770
Glades	\$19,688
Gulf	\$19,743
Hamilton	\$19,712
Hardee	\$20,001
Hendry	\$20,241
Hernando	\$23,249
Highlands	\$21,563
Hillsborough	\$48,121
Holmes	\$19,828
Indian River	\$22,545
Jackson	\$20,473
Jefferson	\$19,708
Lafayette	\$19,589
Lake	\$26,242
Lee	\$34,028

County	Planning Funds
Leon	\$25,633
Levy	\$20,273
Liberty	\$19,578
Madison	\$19,808
Manatee	\$26,974
Marion	\$26,821
Martin	\$22,737
Miami-Dade	\$77,581
Monroe	\$21,068
Nassau	\$21,068
Okaloosa	\$23,633
Okeechobee	\$20,261
Orange	\$46,493
Osceola	\$26,029
Palm Beach	\$49,795
Pasco	\$29,962
Pinellas	\$39,932
Polk	\$33,212
Putnam	\$20,998
Saint Johns	\$24,036
Saint Lucie	\$25,745
Santa Rosa	\$22,945
Sarasota	\$28,039
Seminole	\$29,038
Sumter	\$21,787
Suwannee	\$20,356
Taylor	\$19,895
Union	\$19,730
Volusia	\$30,501
Wakulla	\$20,081
Walton	\$20,707
Washington	\$19,938
TOTALS	\$1,732,620

* Allocations were rounded to whole dollars

Rev. 1/25/2018

FY2018-19 Transportation Disadvantaged Trip and Equipment Grant Allocations
DRAFT

County	Trip & Equipment Grant			Voluntary Dollar			Proviso - Statute Formula			FY2018-19 Total Funds
	FY18-19 Option 1	Local Match (10%)	Total Funds	Funding	Local Match (10%)	Total Funds	Funding	Local Match (10%)	Total Funds	
Alachua	\$563,739	\$62,638	\$626,377	\$52	\$6	\$58	\$86,695	\$9,633	\$96,328	\$722,763
Baker	\$249,368	\$27,708	\$277,076	\$1	\$0	\$1	\$29,028	\$3,225	\$32,253	\$309,329
Bay	\$422,474	\$46,942	\$469,416	\$20	\$2	\$22	\$67,983	\$7,554	\$75,537	\$544,975
Bradford	\$218,334	\$24,259	\$242,593	\$1	\$0	\$1	\$18,569	\$2,063	\$20,632	\$263,226
Brevard	\$1,312,237	\$145,804	\$1,458,041	\$229	\$25	\$254	\$0	\$0	\$0	\$1,458,295
Broward	\$3,912,361	\$434,707	\$4,347,068	\$944	\$105	\$1,049	\$0	\$0	\$0	\$4,348,117
Calhoun	\$199,789	\$22,199	\$221,988	\$1	\$0	\$1	\$19,187	\$2,132	\$21,319	\$243,309
Charlotte	\$451,106	\$50,123	\$501,229	\$28	\$3	\$31	\$0	\$0	\$0	\$501,259
Citrus	\$501,829	\$55,759	\$557,588	\$24	\$3	\$27	\$0	\$0	\$0	\$557,615
Clay	\$514,206	\$57,134	\$571,340	\$88	\$10	\$98	\$84,831	\$9,426	\$94,257	\$665,695
Collier	\$689,511	\$76,612	\$766,123	\$63	\$7	\$70	\$0	\$0	\$0	\$766,193
Columbia	\$265,994	\$29,555	\$295,549	\$17	\$2	\$19	\$34,829	\$3,870	\$38,699	\$334,266
DeSoto	\$206,217	\$22,913	\$229,130	\$1	\$0	\$1	\$19,800	\$2,200	\$22,000	\$251,131
Dixie	\$185,169	\$20,574	\$205,743	\$0	\$0	\$0	\$18,152	\$2,017	\$20,169	\$225,913
Duval	\$1,667,434	\$185,270	\$1,852,704	\$437	\$49	\$486	\$0	\$0	\$0	\$1,853,190
Escambia	\$557,667	\$61,963	\$619,630	\$178	\$20	\$198	\$0	\$0	\$0	\$619,828
Flagler	\$392,055	\$43,562	\$435,617	\$63	\$7	\$70	\$55,723	\$6,191	\$61,914	\$497,602
Franklin	\$181,935	\$20,215	\$202,150	\$0	\$0	\$0	\$15,070	\$1,674	\$16,744	\$218,894
Gadsden	\$385,445	\$42,826	\$428,271	\$22	\$2	\$24	\$55,144	\$6,126	\$61,270	\$489,565
Gilchrist	\$177,956	\$19,773	\$197,729	\$1	\$0	\$1	\$10,898	\$1,211	\$12,109	\$209,840
Glades	\$219,203	\$24,356	\$243,559	\$0	\$0	\$0	\$24,655	\$2,739	\$27,394	\$270,953
Gulf	\$212,848	\$23,650	\$236,498	\$0	\$0	\$0	\$22,195	\$2,466	\$24,661	\$261,159
Hamilton	\$167,900	\$18,656	\$186,556	\$0	\$0	\$0	\$12,752	\$1,417	\$14,169	\$200,725
Hardee	\$238,696	\$26,522	\$265,218	\$3	\$0	\$3	\$28,513	\$3,168	\$31,681	\$296,902
Hendry	\$246,727	\$27,414	\$274,141	\$2	\$0	\$2	\$37,237	\$4,137	\$41,374	\$315,517
Hernando	\$458,638	\$50,960	\$509,598	\$36	\$4	\$40	\$62,285	\$6,921	\$69,206	\$578,844
Highlands	\$415,144	\$46,127	\$461,271	\$33	\$4	\$37	\$61,781	\$6,865	\$68,646	\$529,953
Hillsborough	\$1,996,894	\$221,877	\$2,218,771	\$186	\$21	\$207	\$391,362	\$43,485	\$434,847	\$2,653,825
Holmes	\$249,590	\$27,732	\$277,322	\$0	\$0	\$0	\$26,512	\$2,946	\$29,458	\$306,781
Indian River	\$393,114	\$43,679	\$436,793	\$20	\$2	\$22	\$49,590	\$5,510	\$55,100	\$491,915
Jackson	\$318,671	\$35,408	\$354,079	\$36	\$4	\$40	\$46,504	\$5,167	\$51,671	\$405,790
Jefferson	\$210,323	\$23,369	\$233,692	\$2	\$0	\$2	\$22,231	\$2,470	\$24,701	\$258,396
Lafayette	\$163,483	\$18,165	\$181,648	\$0	\$0	\$0	\$12,834	\$1,426	\$14,260	\$195,907
Lake	\$725,410	\$80,601	\$806,011	\$147	\$16	\$163	\$0	\$0	\$0	\$806,174
Lee	\$1,169,373	\$129,930	\$1,299,303	\$775	\$86	\$861	\$181,181	\$20,131	\$201,312	\$1,501,476
Leon	\$470,362	\$52,261	\$522,613	\$119	\$13	\$132	\$0	\$0	\$0	\$522,745
Levy	\$285,422	\$31,714	\$317,136	\$12	\$1	\$13	\$41,273	\$4,586	\$45,859	\$363,008
Liberty	\$221,759	\$24,640	\$246,399	\$0	\$0	\$0	\$29,770	\$3,308	\$33,078	\$279,477
Madison	\$227,323	\$25,258	\$252,581	\$0	\$0	\$0	\$25,843	\$2,871	\$28,714	\$281,295
Manatee	\$692,617	\$76,957	\$769,574	\$82	\$9	\$91	\$0	\$0	\$0	\$769,665
Marion	\$706,554	\$78,506	\$785,060	\$101	\$11	\$112	\$111,437	\$12,382	\$123,819	\$908,992
Martin	\$368,328	\$40,925	\$409,253	\$79	\$9	\$88	\$45,463	\$5,051	\$50,514	\$459,855
Miami-Dade	\$4,758,002	\$528,667	\$5,286,669	\$821	\$91	\$912	\$0	\$0	\$0	\$5,287,581
Monroe	\$299,239	\$33,249	\$332,488	\$77	\$9	\$86	\$47,999	\$5,333	\$53,332	\$385,906
Nassau	\$275,590	\$30,621	\$306,211	\$44	\$5	\$49	\$36,490	\$4,054	\$40,544	\$346,804
Okaloosa	\$499,112	\$55,457	\$554,569	\$27	\$3	\$30	\$0	\$0	\$0	\$554,599
Okeechobee	\$215,422	\$23,936	\$239,358	\$2	\$0	\$2	\$24,099	\$2,678	\$26,777	\$266,138
Orange	\$2,729,068	\$303,230	\$3,032,298	\$592	\$66	\$658	\$0	\$0	\$0	\$3,032,956
Osceola	\$747,841	\$83,093	\$830,934	\$16	\$2	\$18	\$0	\$0	\$0	\$830,952
Palm Beach	\$3,392,893	\$376,988	\$3,769,881	\$978	\$109	\$1,087	\$0	\$0	\$0	\$3,770,968
Pasco	\$811,324	\$90,147	\$901,471	\$155	\$17	\$172	\$0	\$0	\$0	\$901,643
Pinellas	\$3,384,229	\$376,025	\$3,760,254	\$291	\$32	\$323	\$0	\$0	\$0	\$3,760,577
Polk	\$1,200,292	\$133,366	\$1,333,658	\$178	\$20	\$198	\$0	\$0	\$0	\$1,333,856
Putnam	\$396,836	\$44,093	\$440,929	\$1	\$0	\$1	\$62,333	\$6,926	\$69,259	\$510,189
Saint Johns	\$569,591	\$63,288	\$632,879	\$127	\$14	\$141	\$118,503	\$13,167	\$131,670	\$764,690
Saint Lucie	\$723,765	\$80,418	\$804,183	\$62	\$7	\$69	\$0	\$0	\$0	\$804,252
Santa Rosa	\$349,732	\$38,859	\$388,591	\$14	\$2	\$16	\$53,369	\$5,930	\$59,299	\$447,907
Sarasota	\$1,175,884	\$130,654	\$1,306,538	\$313	\$35	\$348	\$0	\$0	\$0	\$1,306,886
Seminole	\$889,551	\$98,839	\$988,390	\$143	\$16	\$159	\$0	\$0	\$0	\$988,549
Sumter	\$391,763	\$43,529	\$435,292	\$12	\$1	\$13	\$48,349	\$5,372	\$53,721	\$489,026
Suwannee	\$232,205	\$25,801	\$258,006	\$3	\$0	\$3	\$26,452	\$2,939	\$29,391	\$287,400
Taylor	\$212,822	\$23,625	\$236,447	\$4	\$0	\$4	\$30,376	\$3,375	\$33,751	\$270,001
Union	\$182,444	\$20,272	\$202,716	\$0	\$0	\$0	\$10,452	\$1,161	\$11,613	\$214,328
Volusia	\$1,277,276	\$141,920	\$1,419,196	\$133	\$15	\$148	\$0	\$0	\$0	\$1,419,344
Wakulla	\$199,545	\$22,172	\$221,717	\$0	\$0	\$0	\$20,360	\$2,262	\$22,622	\$244,339
Walton	\$304,654	\$33,850	\$338,504	\$7	\$1	\$8	\$46,972	\$5,219	\$52,191	\$390,702
Washington	\$233,337	\$25,926	\$259,263	\$1	\$0	\$1	\$24,917	\$2,769	\$27,686	\$286,949
TOTALS	\$48,665,413	\$5,407,268	\$54,072,681	\$7,803	\$866	\$8,669	\$2,300,000	\$255,553	\$2,555,553	\$56,636,903

State of Florida
Commission for the Transportation Disadvantaged
Commission Business Meeting

MEETING DATE: February 13, 2018

AGENDA ITEM:

IX Mobility Enhancement Grants Presentations

BACKGROUND INFORMATION:

The Legislature authorized the Commission to competitively award \$1,750,000 of non-recurring funds to Community Transportation Coordinators (CTCs) to support projects that:

- 1) enhance the access of older adults, persons with disabilities, and low income individuals to healthcare, shopping, education, employment, etc.;
- 2) assist in the development, improvement, and use of transportation systems in non-urbanized areas;
- 3) promote the efficient coordination of services;
- 4) support inter-city bus transportation; or
- 5) encourage private transportation provider participation.

July 1, 2016		January 1, 2017		July 1, 2017	
Alachua County	\$49,815	Columbia County	\$30,208	Alachua County	\$55,350
Bradford County	\$53,450	Orange, Osceola, Seminole Counties	\$106,920	Bradford County	\$53,866
Hernando County	\$200,000			Columbia County	\$54,416
Manatee County	\$90,000			Dixie/Gilchrist Counties	\$38,313
Pinellas County	\$300,000			Hernando County	\$200,000
				Orange, Osceola, Seminole Counties	\$315,000
				Pinellas County	\$507,000
				St. Lucie County	\$107,550
TOTAL	\$693,265		\$137,128		\$1,331,495


The CTCs for Bradford & Dixie/Gilchrist Counties, Orange, Osceola, Seminole Counties and St. Lucie County will be presenting their project updates.

ATTACHMENTS:

- MEG Project Summaries

EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:

For information purposes only.



 Steve Holmes
 Executive Director
 Date: February 13, 2018

MOBILITY ENHANCEMENT GRANT PROJECT SUMMARIES

Bradford County – Suwannee River Economic Council

2016-17: Provide on-demand service (within 30 minutes) for qualified TD citizens within the City of Starke for medical, pharmacy and shopping. Service available Monday through Friday.

2017-18: Project expanded a little in year two to include services outside of the City of Starke. Services will be provided within the City of Starke 3 days/week (M-W-F). On-demand services (within 60 minutes) will be provided to the same designated stops for medical, pharmacy, and shopping to those qualified individuals outside of the City of Starke. Residents on the north and west sides of Bradford County will be serviced on Tuesday's. Those who reside in the South side will be serviced on Thursday's.

Dixie/Gilchrist Counties – Suwannee River Economic Council

2017-18: Provide on-demand service (within 60 minutes) for eligible TD individuals residing in Dixie or Gilchrist County for pharmacy/shopping. Trips will be provided to and/or from Walmart in Chiefland. (Dixie County residents – Mondays; Gilchrist County residents – Tuesdays.)

Orange/Osceola/Seminole counties - LYNX

2016-17: Provides on-demand service to and/or from designated dialysis centers (3 in each county) to qualified TD riders utilizing a voucher system.

- NOTE: Project was awarded for 2016-17 but in the 2nd round. Did not have a chance to implement to its full potential in 2016-17.

2017-18: Expand eligible trips to include other preventative and critical life sustaining healthcare facilities including, but not limited to chemotherapy.

St Lucie County – St Lucie County Board of County Commissioners

2017-18: Provide on-demand service to qualified TD individuals utilizing taxi/car service. This service will only be provided when the county's transit system is not operating and may be used to access health care, education, employment and other life sustaining activities.

Florida Commission for the



**Transportation
Disadvantaged**

FISCAL YEAR 2018-19
PROGRAM MANUAL AND APPLICATION
FOR THE
MOBILITY ENHANCEMENT GRANT

Issued By:

FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED

605 Suwannee Street, Mail Station 49

Tallahassee, Florida 32399-0450

850-410-5700

www.fdot.gov/ctd

INTRODUCTION

The Transportation Disadvantaged Trust Fund is administered by the Florida Commission for the Transportation Disadvantaged (Commission), pursuant to Section 427.0159, Florida Statutes. The purpose of the Transportation Disadvantaged Trust Fund is to provide a dedicated funding source for the operational and planning expenses of the Commission in carrying out its legislative responsibilities.

The Commission is proposing that \$1,750,000 of non-recurring funds be available in Fiscal Year 2018-19 to be competitively awarded to Community Transportation Coordinators (CTCs) to support projects that:

- 1) enhance the access of older adults, persons with disabilities, and low income individuals to healthcare, shopping, education, employment, public services, and recreation;
- 2) assist in the development, improvement, and use of transportation systems in non-urbanized areas;
- 3) promote the efficient coordination of services;
- 4) support inter-city bus transportation; or
- 5) encourage private transportation provider participation.

Unlike the Trip & Equipment Grant Program, this grant requires an application that identifies a specific project(s) with a proposed budget(s). The application shall identify a need, include a description on how the project will meet that need with new or enhanced services, and provide an explanation on why this project could not be implemented under the Trip & Equipment Grant. The application shall include details as to how the project will be implemented and defines benchmarks to measure project effectiveness. The deadline to submit applications to the Commission is March 30, 2018.

FY 2017-18 funded projects will expire June 30, 2018. These projects are eligible to be considered again, however, a new application must be submitted. If such projects are approved for another year, an amendment to the existing grant will be issued. The amendment must be fully executed by June 30, 2018, to avoid a break in service.

Proposed projects must begin providing services on or soon after July 1, 2018. Projects should focus on improving access to or creating new opportunities for mobility services.

Following the deadline, a Commission subcommittee will review the applications and recommend projects to be awarded. The Commission will review and approve or disapprove the projects recommended by the subcommittee. Grant agreements will be executed soon after their approval.

This manual is divided into two parts: Program Requirements and the Application Instructions and Forms.

PART I PROGRAM REQUIREMENTS

This part of the manual contains requirements of the grant program.

1. ELIGIBILITY INFORMATION

A. Eligible Recipients

An eligible recipient is a Community Transportation Coordinator (CTC) who has an executed Memorandum of Agreement (MOA) and Transportation Disadvantaged Service Plan (TDSP). Recipient of these funds will be referred to as the Grantee.

B. Allowable Expenditures

The grant funds allocated from the Transportation Disadvantaged Trust Fund are for the specific purpose of reimbursing the CTC for a portion of each passenger trip provided to eligible non-sponsored transportation disadvantaged individuals, or for equipment to be utilized in the coordinated system.

The Grantee shall not use grant funds to supplant or replace funding of transportation disadvantaged services or capital that are currently funded by any federal, state, or local governmental agency. The grant funds shall not be used as a system subsidy to cover other operating costs or deficits.

(1) **Non-Sponsored Trips:** A non-sponsored trip is a one-way trip for an eligible individual who meets the definition of transportation disadvantaged and is not sponsored by any other federal, state, or local government program.

(2) **Capital Equipment:** Capital equipment is any equipment used to improve or expand transportation services for the transportation disadvantaged and is utilized within the Grantee's coordinated system. Projects may be considered if needs are beyond the Commission's Shirley Conroy Rural Area Capital Assistance Program Grant or the 25% limitation set forth within the Trip & Equipment Grant.

2. GRANT FUNDING

This grant program provides ninety-percent (90%) funding and requires a ten-percent (10%) cash match generated from local sources. No state or federal government revenues are acceptable as local match. All matching funds must be documented, reasonable, necessary, and related to this project.

Examples of cash generated from local sources include local appropriations, dedicated tax revenues, private donations, net income generated from advertising and concessions, contract revenues, and farebox revenues.

3. GRANT APPROVAL

All grants are subject to approval by the Commission. Costs incurred prior to grant agreement execution cannot be charged to the project, nor will the Commission give retroactive grant agreement execution. Submitting an application does not ensure grant award nor does it ensure that if funding is granted that it will be in the amounts requested. If the amount awarded is less than requested, the CTC will be notified to determine if, based on the new amount, the CTC would like to continue with the proposed project. Once the Commission has approved the award and the amount, a grant agreement will be forwarded to the applicant for execution. No significant changes can be made to the project once it has been approved by the Commission.

4. INVOICING

The Grantee must invoice the Commission on a monthly basis. The Grantee will make every effort to submit invoices within 30 days after the month of service provision. Service rates may be different than rates generated by the Commission's Rate Calculation Model. However, if rates are different than those generated by the rate model, an explanation of how the proposed rates were determined must be provided. Rates for services will be finalized prior to grant execution.

Invoices related to this grant agreement shall be completed on the invoice form(s) provided by the Commission and submitted in accordance with the Commission's most recent Invoicing Procedures for the Provision of Transportation and Capital Equipment unless otherwise notified by the Commission.

PART II

APPLICATION INSTRUCTIONS AND FORMS

GENERAL INSTRUCTIONS

Presented in this part are specific instructions on the preparation of the grant application forms.

Applications are due March 30, 2018. Final award decisions are scheduled to be approved at the Commission's business meeting (via conference call) in May, 2018.

Although specific instructions on the preparation of the grant application are provided, additional assistance may be obtained by contacting the Commission for the Transportation Disadvantaged at (850) 410-5700.

An application package shall be submitted to the Commission and consist of the following forms: Mobility Enhancement Grant Application, Project Scope, Authorizing Resolution, and Standard Assurances.

Applicants must submit **one (1) original** proposal. All pages of the proposal/application package must be legible.

The application prepared by each CTC must be securely stapled and submitted to:

**Commission for the Transportation Disadvantaged
605 Suwannee Street, Mail Station 49
Tallahassee, Florida 32399-0450**

Note: Binders are unnecessary.

TIMETABLE

March 1, 2018	Mobility Enhancement Grant Program Manual and Application emailed to CTCs and Planners
March 30, 2018	Applications due to the Commission for the Transportation Disadvantaged
April 23, 2018	Review Subcommittee Meeting
May, 2018	Commission Meeting (via conference call)
July 1, 2018	Earliest date grant agreements can be effective
June 30, 2019	All grant agreements will terminate

Mobility Enhancement Grant Application

Except for the following notes, the application is self-explanatory. If questions arise, please contact the Commission.

LEGAL NAME OF APPLICANT: The full legal name of the applicant's organization, not an individual. Name must match the Federal Employer Identification Number (FEIN) and the information that is registered with MyFloridaMarketPlace.

FEDERAL EMPLOYER IDENTIFICATION NUMBER: The number used by all employers within the United States to identify their payroll and federal income tax. Name must match the FEIN and the information that is registered with MyFloridaMarketPlace.

REGISTERED ADDRESS: This should be the grant applicant's mailing address as registered in MyFloridaMarketPlace and will be the address on the grant agreement. This address shall also be consistent with the address associated with the applicant's FEIN.

CONTACT PERSON, PHONE NUMBER AND E-MAIL ADDRESS: Provide the name of the person who will be the point of contact for this grant, their phone number, and email address.

PROJECT LOCATION: This is the service area [county(ies)] that the applicant operates in, as identified in the Memorandum of Agreement and the Transportation Disadvantaged Service Plan. CTCs who serve several different service areas should complete a separate application for each service area. Regional projects must include documented support from all participating CTCs.

PROPOSED PROJECT START DATE: The start date shall be July 1st or the date of grant agreement execution, if later than July 1st.

Project Scope

This is a competitive grant application. It is the responsibility of the applicant to ensure that each section provides sufficient information for the review committee to consider and award project funds accordingly. The completed Project Scope should be no more than ten pages long.

PROJECT DESCRIPTION

Describe current transportation services that are available. Identify the need this proposed project will address and provide details on how services will be expanded or enhanced to meet the need and improve transportation access. Include an explanation as to why this proposed project could not be completed utilizing Trip & Equipment grant funds. As you are describing the project and outlining the existing needs, keep in mind how the success of the project will be measured. Provide any assumptions that need to be proven true for the project to be considered successful. At a minimum, each project must have performance measures that include the customer's experience in both arranging for and completing their transportation. This information is an integral part of the application and should be addressed in the "Project Performance Measures" section of the application. Project sustainability is an extremely important consideration to the Commission when approving funding for projects. Although

these projects are considered “pilot projects,” describe a plan of action that addresses the continuation of the project when funding is no longer available.

Include any capital equipment that may need to be purchased to accomplish this project. Such capital equipment should be above and beyond what is normally acquired utilizing the Commission’s Shirley Conroy Rural Area Capital Assistance Program Grant or the Trip & Equipment Grant.

A few project examples could include: first mile/last mile projects; expanded days or hours of operation using TNCs or internal assets; enhancement or development of new services; utilization of transportation partners for innovative transportation services and/or vouchers.

PROJECT TIMEFRAME

Provide an implementation schedule for the project, identifying any preparation actions and pertinent milestones, including when transportation services will begin.

PROJECT PERFORMANCE MEASURES

Provide specific performance measures that will be used to monitor the impact of the project in meeting the need, as identified. A performance measure is a measurement of results, which generates reliable data on the effectiveness and efficiency of a project. This section should clearly establish measurable data that can be reported. Customer satisfaction shall be included as a performance measure for each project. At a minimum, the measure shall identify the number of customers surveyed quarterly. Also include what method will be used to conduct the survey; telephone, on-board questionnaires, or mailed to customers.

These performance measures will be used to determine the success of the project and will be submitted monthly. Project progress reviews will occur periodically.

Examples:

- Enhancement of operating hours: Measurements could include how many trips were provided during normal hours and how many trips were provided during enhanced hours.
- Enhancement or expansion of service availability: Measurements could include how many trips or miles were provided.
- New service mode (on-demand): Measurements could include the number of trips provided by the new mode, average response time per month.

PROJECT FUNDING

Provide the amount of funding requested to complete this project. In addition, identify the source of matching funds to be used for the project. Include the methodology used to determine the amount requested and the units by which services will be invoiced (trips, miles, bus passes, vouchers). Service rates may be different than rates generated by the Commission’s Rate Calculation Model. However, if rates are different than those generated by the rate model, an explanation of how the proposed rates were determined must be provided. Rates for services will be finalized prior to grant execution.

STANDARD ASSURANCES

The Standard Assurances statement shall be signed and dated by the person or position identified in the authorizing resolution.

AUTHORIZING RESOLUTION

A resolution by the applicant's Board of Directors/County Commission authorizing an individual and/or position to sign this application and subsequent agreements, invoices, assurances, etc., must be completed. A sample resolution is provided. It is not required that you use the sample resolution, as long as the same basic information is provided. Remember that the resolution can be good for an extended period of time or for multiple agreements if worded in such a fashion.

GRANT APPLICATION FORMS

- Mobility Enhancement Grant Application
- Project Scope
- Standard Assurances
- Sample Authorizing Resolution



Transportation Disadvantaged Mobility Enhancement Grant Application

Legal Name of Applicant			
Federal Employer Identification Number			
Registered Address			
City and State		Zip Code	
Contact Person for this Grant		Phone Number	
E-Mail Address [Required]			
Project Location [County(ies)]		Proposed Project Start Date	7/1/2018

Fiscal Year Budget Allocation	
Grant Amount – State Allocation [90%]	\$
Grant Amount – Local Match [10%]	\$
Total Project Amount	*\$ 0.00

As the authorized Grant Recipient Representative, I hereby certify that the information contained in this form is true and accurate and is submitted in accordance with the grant application instructions.

Signature of Grant Recipient Representative

Date



MOBILITY ENHANCEMENT GRANT PROJECT SCOPE

(Please refer to the Program Manual for specific guidance)

Project Description:

Project Timeframe:

Project Performance Measures:

Project Funding:



MOBILITY ENHANCEMENT GRANT STANDARD ASSURANCES

The recipient hereby assures and certifies that:

- (1) The recipient has the requisite fiscal, managerial, and legal capacity to carry out the Transportation Disadvantaged Program and to receive and disburse State funds.
- (2) The recipient is aware that the Mobility Enhancement Grant is a reimbursement grant. Reimbursement of funds will be approved for payment upon receipt of a properly completed invoice with supporting documentation.
- (3) The recipient is aware that the approved project must be complete by June 30, 2019, which means services must be provided by that date or reimbursement will not be approved.
- (4) Mobility Enhancement Grant funds will not be used to supplant or replace existing federal, state, or local government funds.
- (5) The recipient understands that an approved written eligibility application and eligibility support documentation is required and is to be maintained for each rider who receives a trip or bus pass funded through this grant. Such documentation shall be made available upon request by CTD staff or its designee.
- (6) Capital equipment purchased through this grant shall comply with the recipient's competitive procurement requirements or Chapter 287 or Chapter 427, Florida Statutes. Such equipment must be received by the recipient no later than June 30, 2019.

This certification is valid for no longer than the agreement period for which the grant application is filed.

Signature: _____ Date: _____
Name: _____
Title: _____

**SAMPLE
AUTHORIZING RESOLUTION
(ON APPLICANT LETTERHEAD)**

A RESOLUTION of the _____ (Applicant), hereinafter BOARD, hereby authorizes the filing of a Mobility Enhancement Grant Application with the Florida Commission for the Transportation Disadvantaged.

WHEREAS, this BOARD has the authority to file this Grant Application and to undertake a transportation disadvantaged service project as authorized by Section 427.0159, Florida Statutes, and Rule 41-2, Florida Administrative Code.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD THAT:

1. The BOARD has the authority to file this grant application.
2. The BOARD authorizes _____ to file and execute the application on behalf of the _____ with the Florida Commission for the Transportation Disadvantaged.
3. The BOARD's Registered Agent in Florida is _____. The Registered Agent's address is: _____
4. The BOARD authorizes _____ to sign any and all agreements or contracts which are required in connection with the application.
5. The BOARD authorizes _____ to sign any and all assurances, warranties, certifications and any other documents which may be required in connection with the application or subsequent agreements.

DULY PASSED AND ADOPTED THIS _____ DAY OF _____, 2018

BOARD OF _____

Typed name of Chairperson

Signature of Chairperson

ATTEST:

Signature _____

SUMTER COUNTY TRANSIT

	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY
INVOICE AMOUNT	\$64,947.23	\$104,116.46	\$95,761.99	\$87,794.04	93,361.72
COMPLETED TRIPS	3,968	6,252	5,694	4,961	5,177
VEHICLE MILES	31,538	38,237	34,975	36,407	36,366
ACCIDENTS - CONTRACT STANDARD 1.4 PER 100,000 MILES	0	0	0	0	0
ON TIME PERFORMANCE - CONTRACT STANDARD 92%	96.33%	95.83%	99.00%	98.67%	98.67%
CALL HOLD TIMES	1 SECOND	1 SECOND	2 SECONDS	1 SECOND	1 SECOND
PASSENGER TRIPS PER HOUR - STANDARD 1.71	1.75	2.52	2.1	1.98	1.91
COST PER MILE - STANDARD \$2.70	\$2.15	\$2.73	\$2.73	\$2.41	\$2.58
COST PER TRIP - STANDARD \$23.22	\$17.06	\$17.23	\$17.41	\$18.33	\$18.64
COMPLIMENTS	7	15	19	12	14
COMPLAINTS	0	0	0	1	0

BOCC/SUMTER COUNTY TRANSIT DID NOT RECEIVE ANY OMBUDSMAN COMPLAINTS THIS REPORTING PERIOD.

**SUMTER COUNTY COORDINATED TRANSPORTATION SYSTEM
MONTHLY REPORT**

PERIOD COVERED: 2017-2018

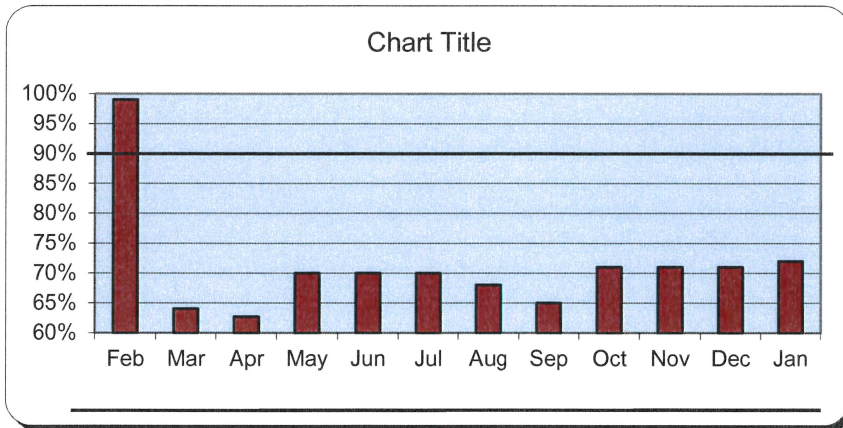
	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTAL	%
ONE-WAY PASSENGER TRIPS														
SCT / RIDE RIGHT	1,352	1,825	1,406	3,009	2,695	2,439	2,647						15,373	36.7%
SUMTER COUNTY YOUTH CENTER	-	1,975	1,753	2,643	2,364	1,829	1,895						12,459	29.7%
SERVICE ROUTE-ORANGE	187	185	133	167	164	209	174						1,219	2.9%
SERVICE ROUTE-WILDWOOD CIRCULATOR	90	80	99	93	120	119	119						720	1.7%
WRAP PROGRAM TRIPS	679	732	417	6	1	1	-						1,836	4.4%
MFCs-SENIOR TRIPS	285	358	160	334	350	364	342						2,193	5.2%
TOTAL	2,593	5,155	3,968	6,252	5,694	4,961	5,177	-	-	-	-	-	33,800	80.6%
CONTRACT PROVIDERS														
SCARC-TRIPS	1,484	1,756	945	1,294	1,132	751	776						8,138	19.4%
TOTAL COORDINATED SYSTEM TRIP COUNT	4,077	6,911	4,913	7,546	6,826	5,712	5,953	-	-	-	-	-	41,938	100.0%
PARATRANSIT BILLING CODES W/ESCORTS														
AMBULATORY IN COUNTY	3,330	6,063	4,249	6,724	5,898	4,823	5,094						36,181	81.7%
AMBULATORY OUT OF COUNTY	200	222	150	191	235	206	231						1,435	4.9%
WHEELCHAIR IN COUNTY	255	326	235	312	334	327	321						2,110	6.3%
WHEELCHAIR OUT OF COUNTY	15	35	47	59	75	28	14						273	0.4%
DEVIATED FIXED ROUTES COMBINED	277	265	232	260	284	328	293	-	-	-	-	-	1,939	6.8%
TOTAL	4,077	6,911	4,913	7,546	6,826	5,712	5,953	-	-	-	-	-	41,938	100.0%
FUNDING SOURCES														
CTD SPONSORED	1,021	1,389	1,203	2,019	1,822	1,683	1,732						10,869	25.9%
PUBLIC	1,287	3,408	2,605	3,899	3,522	2,914	3,103						20,738	49.4%
MFCs CONTRACT TRIPS	285	358	160	334	350	364	342	-	-	-	-	-	2,193	5.2%
SCARC CONTRACT SERVICE	1,484	1,756	945	1,294	1,132	751	776	-	-	-	-	-	8,138	19.4%
TOTAL	4,077	6,911	4,913	7,546	6,826	5,712	5,953	-	-	-	-	-	41,938	100.0%
PASSENGER TYPES														
ELDERLY (60+)	1,705	2,070	1,310	2,016	1,891	1,929	1,758	-	-	-	-	-	12,679	30.2%
LOW-INCOME	953	1,175	707	1,197	1,136	1,083	1,143						7,394	
DISABLED	132	188	186	242	250	246	223						1,467	
LOW-INCOME & DISABLED	527	623	325	485	425	493	270						3,148	
OTHER (SHUTTLE)	93	84	92	92	80	107	122						670	
CHILDREN (<15)	69	2,080	1,859	2,801	2,485	1,948	2,021	-	-	-	-	-	13,263	31.6%
LOW-INCOME	33	2,060	1,849	2,785	2,470	1,917	2,007						13,121	
DISABLED	0	0	0	0	0	0	0	0	0	0	0	0	-	
LOW-INCOME & DISABLED	0	0	0	0	0	0	0	0	0	0	0	0	-	
OTHER (SHUTTLE)	36	20	10	16	15	31	14						142	
DISABLED (ALL AGES)	1,759	2,102	1,234	1,676	1,526	1,121	1,103	-	-	-	-	-	10,521	25.1%
OTHER (16-59)	2,303	2,761	1,744	2,729	2,450	1,835	2,174	-	-	-	-	-	15,996	38.1%
LOW-INCOME	1,105	1,353	936	1,683	1,460	1,320	1,445						9,302	
DISABLED	143	158	103	140	143	124	104						915	
LOW-INCOME & DISABLED	957	1,133	620	809	708	258	506						4,991	
OTHER (SHUTTLE)	98	117	85	97	139	133	119						788	
TOTAL	4,077	6,911	4,913	7,546	6,826	5,712	5,953	-	-	-	-	-	41,938	100.0%
TRIP PURPOSE														
MEDICAL	548	639	486	602	630	575	529						4,009	9.6%
EMPLOYMENT	1,411	1,556	824	1,235	3,381	822	886						10,115	24.1%
EDUCATION/TRAINING	1,062	1,518	973	1,815	1,508	1,220	1,475						9,571	22.8%
NUTRITIONAL	548	616	400	604	629	716	647						4,160	9.9%
LIFE-SUSTAINING/OTHER (SCYC)	508	2,582	2,230	3,290	678	2,379	2,416						14,083	33.6%
TOTAL	4,077	6,911	4,913	7,546	6,826	5,712	5,953	-	-	-	-	-	41,938	100.0%
UNDUPLICATED CUSTOMERS	410	486	440	376	433	342	253						2,740	
UNMET TRIP REQUEST	-	-	-	-	-	-	-	-	-	-	-	-	-	-
MEDICAL	-	-	-	-	-	-	-	-	-	-	-	-	-	-
EMPLOYMENT	-	-	-	-	-	-	-	-	-	-	-	-	-	-
EDUCATION/TRAINING	-	-	-	-	-	-	-	-	-	-	-	-	-	-
NUTRITIONAL	-	-	-	-	-	-	-	-	-	-	-	-	-	-
LIFE-SUSTAINING/OTHER PURPOSE	-	-	-	-	-	-	-	-	-	-	-	-	-	-
DENIAL REASON FOR UNMET TRIPS	-	-	-	-	-	-	-	-	-	-	-	-	-	-
LACK OF FUNDING	-	-	-	-	-	-	-	-	-	-	-	-	-	-
VEHICLE AVAILABILITY	-	-	-	-	-	-	-	-	-	-	-	-	-	-
DRIVER AVAILABILITY	-	-	-	-	-	-	-	-	-	-	-	-	-	-
OUTSIDE OF SERVICE AREA	-	-	-	-	-	-	-	-	-	-	-	-	-	-
OTHER	-	-	-	-	-	-	-	-	-	-	-	-	-	-
PASSENGER NO SHOWS	28	32	38	45	60	53	48						304	
VEHICLE MILES-COORDINATED SYSTEM	40,221	45,364	34,475	40,601	37,378	38,331	38,269						274,639	
REVENUE MILES-COORDINATED SYSTEM	31,661	35,499	24,355	31,556	30,400	27,178	29,040						209,690	
RIDE RIGHT VEHICLE MILES	35,773	40,231	31,538	38,237	34,975	36,407	36,366						253,527	
RIDE RIGHT REVENUE MILES	28,592	31,957	22,328	29,925	28,742	25,850	27,727						195,122	

**Lake County Connection Performance Measures
as of March 12, 2018**

<i>Valid Complaints</i>	Fiscal Year												Fiscal Year 2016-2017	
	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan		2017-2018
<i>Service</i>	0	0	0	1	1	0	2	0	1	1	1	0	7	20
<i>Policy</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Vehicle</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	1
<i>Other</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	1	1	0	2	0	1	1	1	0	7	21
Total Trips Provided	6,711	7,400	6,447	7,149	6,883	6,383	7,326	5,067	7,235	6,786	6,530	7,005	80,922	82,579
% of Complaints	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Non Valid Complaints	0	0	0	2	3	2	0	0	0	0	0	0	7	7
<i>Commendations</i>														
CTC	0	0	0	0	0	0	0	0	0	0	0	0	0	2
Operator	0	0	1	0	1	0	0	0	0	0	1	1	2	0
Contractors	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Lake County Connection On Time Performance as of March 12, 2018

On-Time Pickups



The solid black line represents the contract requirement for On-Time Performance of 95%.

Feb-17	99%
Mar-17	64%
Apr-17	63%
May-17	70%
Jun-17	70%
Jul-17	70%
Aug-17	68%
Sep-17	65%
Oct-17	71%
Nov-17	71%
Dec-17	71%
Jan-18	72%

The previous Operator set the On Time Performance measure parameters incorrectly in the RouteMatch software. McDonald Transit / Ratpdev set the parameters correctly, and they are working to improve On Time Performance.

Lake County Connection - Performance Measures
as of March 12, 2018

	Monthly Contract Amount - Lake County Connections												Total
	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	
LCC Budget	\$ 187,800.00	\$ 187,800.00	\$ 184,714.29	\$ 184,714.29	\$ 184,714.29	\$ 184,714.29	\$ 184,714.29	\$ 184,714.29	\$ 166,666.67	\$ 166,666.67	\$ 166,666.67	\$ 166,666.67	\$ 2,150,552.42
LCC Requested	\$ 149,234.21	\$ 198,693.35	\$ 177,849.75	\$ 197,358.00	\$ 189,754.50	\$ 176,018.25	\$ 202,131.00	\$ 138,999.75	\$ 231,460.32	\$ 186,868.50	\$ 179,709.00	\$ 179,709.00	\$ 2,028,076.63
LCC Fuel Cost	\$ 29,926.01	\$ 33,482.76	\$ 31,544.40	\$ 38,096.48	\$ 38,795.17	\$ 31,544.40	\$ 38,096.48	\$ 38,795.17	\$ 34,526.43	\$ 31,523.46	\$ 27,573.63	\$ 27,573.63	\$ 373,904.39
LCC Maintenance	\$ 32,082.03	\$ 30,089.71	\$ 10,437.71	\$ 18,091.23	\$ 75,726.28	\$ 10,437.71	\$ 18,091.23	\$ 75,726.28	\$ 61,491.87	\$ 59,011.66	\$ 49,212.07	\$ 49,212.07	\$ 440,397.78
Co. Grant Match	\$ 37,274.08	\$ 44,110.73	\$ 37,236.98	\$ 42,757.89	\$ 40,053.91	\$ 37,236.98	\$ 42,757.89	\$ 40,053.91					\$ 321,482.37
Co. Contribution	\$ 28,026.04	\$ 72,485.59	\$ 64,608.74	\$ 75,141.55	\$ 72,015.06	\$ 58,606.56	\$ 73,481.53	\$ 45,403.10					\$ 489,778.17

	Monthly Contract Amount - LakeXpress												Total
	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	
LX Budget	\$ 107,640.09	\$ 127,075.53	\$ 119,285.71	\$ 119,285.71	\$ 119,285.71	\$ 119,285.71	\$ 119,285.71	\$ 119,285.71	\$ 123,705.83	\$ 123,705.83	\$ 123,705.83	\$ 123,705.83	\$ 1,445,253.20
LX Requested	\$ 107,101.89	\$ 126,994.80	\$ 122,781.61	\$ 121,978.20	\$ 122,019.57	\$ 110,885.25	\$ 127,391.88	\$ 105,480.68	\$ 122,554.49	\$ 117,023.32	\$ 111,368.04	\$ 111,368.04	\$ 1,295,579.73
LX Fuel Cost	\$ 15,919.14	\$ 19,603.84	\$ 17,559.59	\$ 19,092.93	\$ 14,984.13	\$ 17,559.59	\$ 19,092.93	\$ 14,984.13	\$ 26,837.95	\$ 22,943.96	\$ 22,936.85	\$ 22,936.85	\$ 211,515.04
LX Maintenance	\$ 33,003.12	\$ 24,166.30	\$ 32,355.90	\$ 25,066.80	\$ 44,620.92	\$ 32,355.90	\$ 25,066.80	\$ 44,620.92	\$ 70,704.90	\$ 60,323.83	\$ 54,137.80	\$ 54,137.80	\$ 446,423.19

Comments:

	Trips to Veterans Clinics and Hospitals												Total
	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	
Clermont	6	7	8	9	8	11	11	5	3	5	4	4	81
Gainesville	2	4	4	4	4	8	8	2	6	2	2	2	48
Orlando	2	2	2	0	2	4	7	2	9	4	4	10	48
Summerfield	2	2	2	0	2	4	7	2	18	30	22	20	111
Tavares	10	14	6	10	12	20	33	12	12	22	8	12	171
TOTAL	22	29	22	23	28	47	66	23	48	63	40	48	459

	Co-Pays												Total
	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	
CTD	\$ 4,432.00	\$ 4,070.00	\$ 3,836.00	\$ 3,685.00	\$ 3,444.00	\$ 3,836.00	\$ 3,685.00	\$ 3,444.00	\$ 3,444.00				
FDOT	\$ 4,908.00	\$ 5,053.00	\$ 3,936.00	\$ 4,475.60	\$ 4,247.00	\$ 3,936.00	\$ 4,475.60	\$ 4,247.00	\$ 4,247.00				
Medicaid	\$ 1.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
ADA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
TOTAL	\$ 9,341.00	\$ 9,123.00	\$ 7,772.00	\$ 8,160.60	\$ 7,691.00	\$ 7,772.00	\$ 8,160.60	\$ 7,691.00	\$ 7,691.00				

	Paratransit Co-pays Not Collected												Total
	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	
CTD	\$ -	\$ 686.00	\$ 880.00	\$ 991.00	\$ 1,082.00	\$ 880.00	\$ 991.00	\$ 1,082.00	\$ 1,082.00				
FDOT	\$ -	\$ 693.00	\$ 764.00	\$ 882.40	\$ 797.00	\$ 764.00	\$ 882.40	\$ 797.00	\$ 797.00				
Medicaid	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
ADA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
TOTAL	\$ -	\$ 1,379.00	\$ 1,644.00	\$ 1,873.40	\$ 1,879.00	\$ 1,644.00	\$ 1,873.40	\$ 1,879.00	\$ 1,879.00				

	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	
TOTAL CO-PAYS	\$ 9,341.00	\$ 10,502.00	\$ 9,416.00	\$ 10,034.00	\$ 9,570.00	\$ 9,416.00	\$ 10,034.00	\$ 9,570.00					

Comments:

	No Shows												Total
	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	
# No Shows	200	258	221	231	240	145	248	246	240	245	223	183	2,680
Warnings	0	0	0	0	0	0	0	0	0	0	0	0	0
Suspensions	0	0	0	0	0	0	0	0	0	0	0	0	0

Comments: We are currently working on the warning letters for April. The number of No Shows and Late Cancellations have decreased.

	Hardship Applications												Total
	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	
Approved	0	5	3	5	24	13	8	0	7	4	7	4	80
Declined	3	0	0	3	0	0	0	0	0	0	0	0	6

Lake County Connection Accident Report FY 17-18

Preventable Accidents	Person Only	Vehicle Only	Person and Vehicle
February-17			
March-17	1	1	
April-17	1	2	
May-17	2	2	
June-17		1	
July-17		1	
August-17		2	
September-17		2	
October-17			
November-17	1		
December-17			
January-18			
Total	5	11	0

Non Preventable Accidents	Person Only	Vehicle Only	Person and Vehicle
February-17		1	
March-17		3	
April-17			
May-17		3	
June-17		3	
July-17			
August-17			
September-17		1	
October-17		1	
November-17		1	
December-17		1	
January-18	1		
Total	1	14	0

LAKE COUNTY COMMUNITY TRANSPORTATION COORDINATOR

For Period February 1, 2016 through January 31, 2018

TRIPS	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	TOTAL
Total Reservations	11,126	8,517	7,602	8,342	8,153	7,434	8,618	6,281	8,297	7,863	7,641	8,237	98,111
Passenger Cancellations	(836)	(887)	(934)	(961)	(1,029)	(906)	(1,044)	(968)	(822)	(832)	(888)	(1,049)	(11,156)
Passenger No Shows	(200)	(230)	(221)	(231)	(240)	(145)	(248)	(246)	(240)	(245)	(223)	(183)	(2,652)
TOTAL COMPLETED TRIPS	10,090	7,400	6,447	7,150	6,884	6,383	7,326	5,067	7,235	6,786	6,530	7,005	84,303

FUNDING SOURCE	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	TOTAL
ADA	-	-	-	-	-	1,278	1,452	1,052	1,416	1,017	897	848	7,960
Medicaid	221	17	-	-	-	-	-	-	-	-	-	-	238
CTD	2,465	2,634	2,561	2,634	2,597	2,452	2,336	2,135	2,319	2,329	2,278	2,348	29,088
MedWaiver	688	742	606	705	645	584	685	354	688	617	545	670	7,529
MedWaiver - CDC Plus	-	-	6	22	20	16	20	8	20	16	16	14	158
MFCS Contract Services	804	1,089	886	1,072	1,060	887	1,010	443	1,010	903	805	1,014	10,983
FDOT 5311	2,485	2,882	2,350	2,679	2,516	1,126	1,781	859	1,742	1,852	1,935	2,075	24,282
Paisley (Hourly and Deviated)	48	36	38	38	46	40	42	58	40	52	54	36	528
Other (County)	-	-	-	-	-	-	-	-	-	-	-	-	-
Schoolboard (RR)	3,379	-	-	-	-	-	-	-	-	-	-	-	3,379
Other	-	-	-	-	-	-	-	158	-	-	-	-	158
TOTAL	10,090	7,400	6,447	7,150	6,884	6,383	7,326	5,067	7,235	6,786	6,530	7,005	84,303
ACTUAL COUNTY TRIPS	6,711	7,400	6,447	7,150	6,884	6,383	7,326	5,067	7,235	6,786	6,530	7,005	80,924

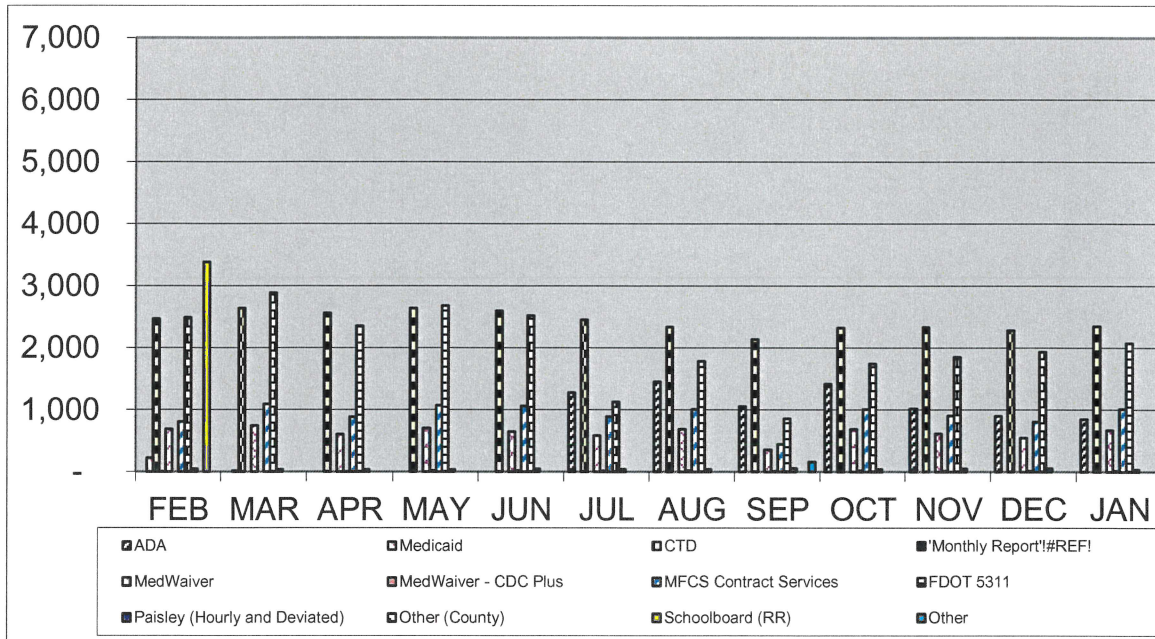
NO SHOWS BY FUNDING	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	TOTAL
ADA	-	-	-	-	-	39	71	62	61	30	23	35	88
Medicaid	-	-	-	-	-	-	-	-	-	-	-	-	-
CTD	-	-	-	-	-	54	67	117	80	102	88	31	221
Med Waiver	-	-	-	-	-	5	3	9	10	4	6	7	17
Med Waiver - CDC Plus	-	-	-	-	-	1	-	-	-	-	-	-	-
MFCS (Meal Sites)	-	-	-	-	-	9	18	15	30	25	32	35	92
FDOT 5311	-	-	-	-	-	37	89	43	60	84	74	75	233
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	-	-	-	-	-	145	248	246	241	245	223	183	651

PASSENGER TYPES	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	TOTAL
Elderly - Low Income	1,581	228	1,335	1,585	1,625	1,560	1,998	1,558	2,374	2,393	2,344	2,363	20,944
Elderly - Disabled	891	93	404	429	361	300	262	128	207	144	145	204	3,568
Elderly - Low Income & Disabled	632	118	716	743	663	679	635	413	630	554	556	580	6,919
Elderly - Other	460	85	1,398	1,655	1,590	1,423	1,489	883	1,249	1,137	961	995	13,325
Children - Low Income	39	4	-	-	2	-	-	-	-	-	-	-	45
Children - Disabled	19	2	-	-	-	-	-	-	-	-	-	-	21
Children - Low Income & Disabled	259	60	5	-	-	-	-	-	-	-	-	-	324
Children - Other	1,696	178	-	-	-	-	7	8	17	14	3	14	1,937
Other - Low Income	1,667	1,632	704	783	843	861	1,221	902	1,315	1,165	1,172	1,272	13,537
Other Disabled	1,035	843	431	446	388	325	362	204	353	320	283	362	5,352
Other Low Income & Disabled	1,179	900	326	365	370	321	353	172	229	215	233	199	4,862
Other Other	632	3,257	1,128	1,144	1,042	914	999	799	861	844	833	1,016	13,469
TOTAL	10,090	7,400	6,447	7,150	6,884	6,383	7,326	5,067	7,235	6,786	6,530	7,005	84,303

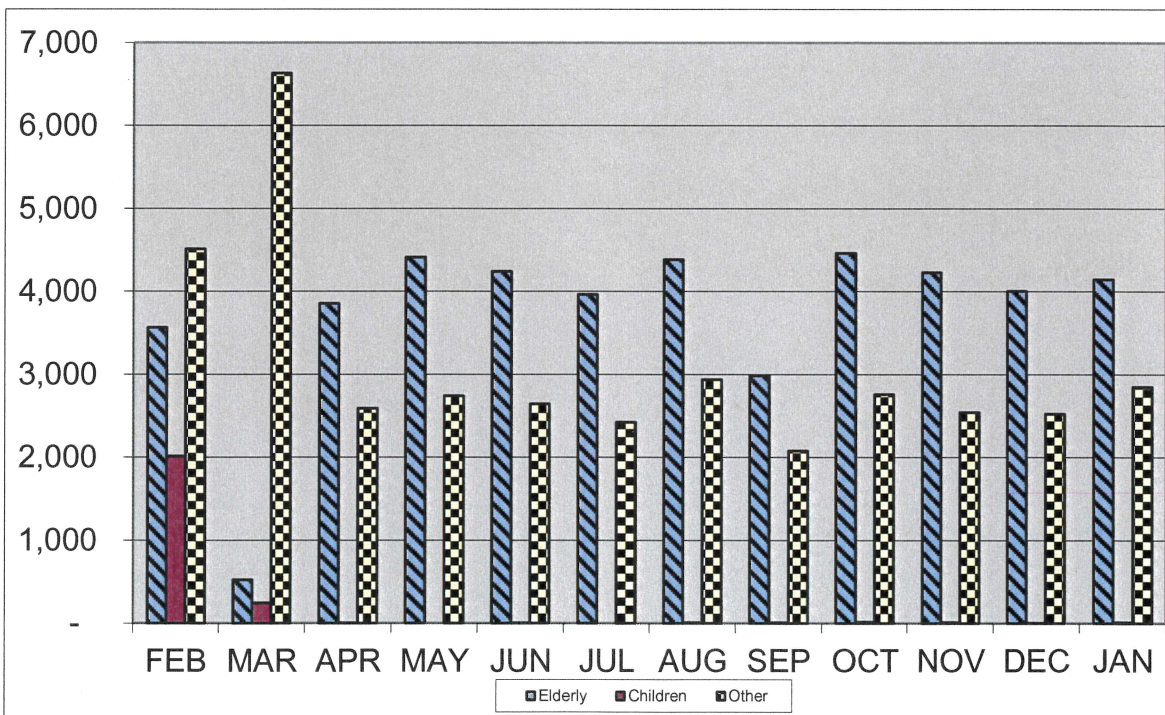
TRIP PURPOSE	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	TOTAL
MEDICAL	3,729	3,872	3,485	3,875	3,790	3,712	4,070	3,201	3,827	3,771	3,677	3,731	44,740
EMPLOYMENT	2,362	745	631	588	542	410	633	384	723	630	601	792	9,041
EDUCATION/TRAINING	1,967	1,185	981	1,093	968	900	1,068	549	1,064	926	831	926	12,458
NUTRITIONAL	1,065	1,412	1,178	1,376	1,379	1,177	1,329	614	1,287	1,175	1,095	1,244	14,331
OTHER	967	186	172	218	205	184	226	319	334	284	326	312	3,733
TOTAL	10,090	7,400	6,447	7,150	6,884	6,383	7,326	5,067	7,235	6,786	6,530	7,005	84,303

OTHER DATA	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	TOTAL
Unduplicated Trips	546	7,390	7,284	8,158	7,997	634	545	578	537	551	537	557	2,943
Unmet Trip Requests	48	-	-	-	-	-	-	-	-	-	-	-	48
Number of Roadcalls	-	-	-	1	4	7	3	2	3	1	3	2	26
Total Vehicle Revenue Miles	76,190	84,594	79,902	83,760	79,455	70,277	83,434	60,529	80,587	75,818	73,176	77,617	925,339
Total Vehicle Miles	95,658	112,173	101,468	106,211	100,189	87,228	102,278	77,277	97,896	91,921	90,004	95,244	1,157,547
Number of Accidents	1	5	3	5	4	1	2	3	1	2	1	1	29
Number of Vehicles	38	39	37	39	38	27	29	30	30	32	32	32	45
Number of Ambulatory Trips	5,224	5,794	5,012	5,461	5,272	4,724	5,488	3,649	5,427	4,963	4,695	5,250	60,959
Number of Wheelchair Trips	1,487	1,606	1,435	1,689	1,612	1,619	1,796	1,360	1,769	1,771	1,781	1,719	19,644
Number of Stretcher Trips	-	-	-	-	-	-	-	-	-	-	-	-	-
Number of Full-time Drivers	32	29	26	28	27	28	25	26	25	28	27	27	27
Number of Driver Hours	5,468	6,150	5,379	5,969	5,880	5,439	6,354	5,279	6,196	5,896	5,921	6,131	70,062
Number of Reservationists	4	2	2	2	2	3	3	3	3	3	3	3	33
Number of Dispatchers	2	3	3	3	3	3	2	2	2	2	2	2	2
Number of Schedulers	1	1	1	1	1	1	1	1	1	1	1	1	1
Number of Maintenance Personnel	-	-	1	2	7	6	6	7	6	6	5	6	5
Number of Operations	6	5	5	5	5	5	5	5	5	5	5	5	5
Number of Administration Support	1	1	1	1	1	1	1	1	1	1	1	1	1
Number of Management	2	3	5	5	4	5	5	5	5	5	5	5	5
Number of Escorts	-	-	-	1,046	1,159	1,215	1,281	1,000	1,312	1,259	1,301	1,268	6,140

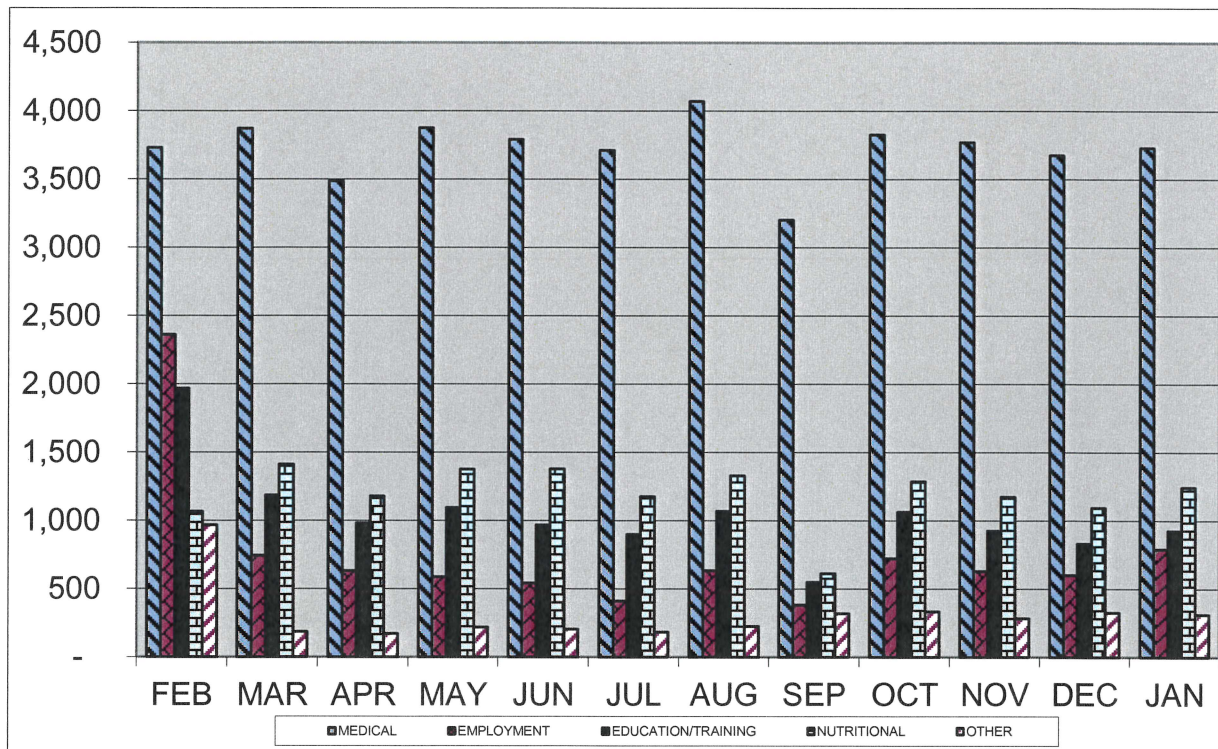
Community Transportation Coordinator Monthly Report FY 15-16 Funding Source



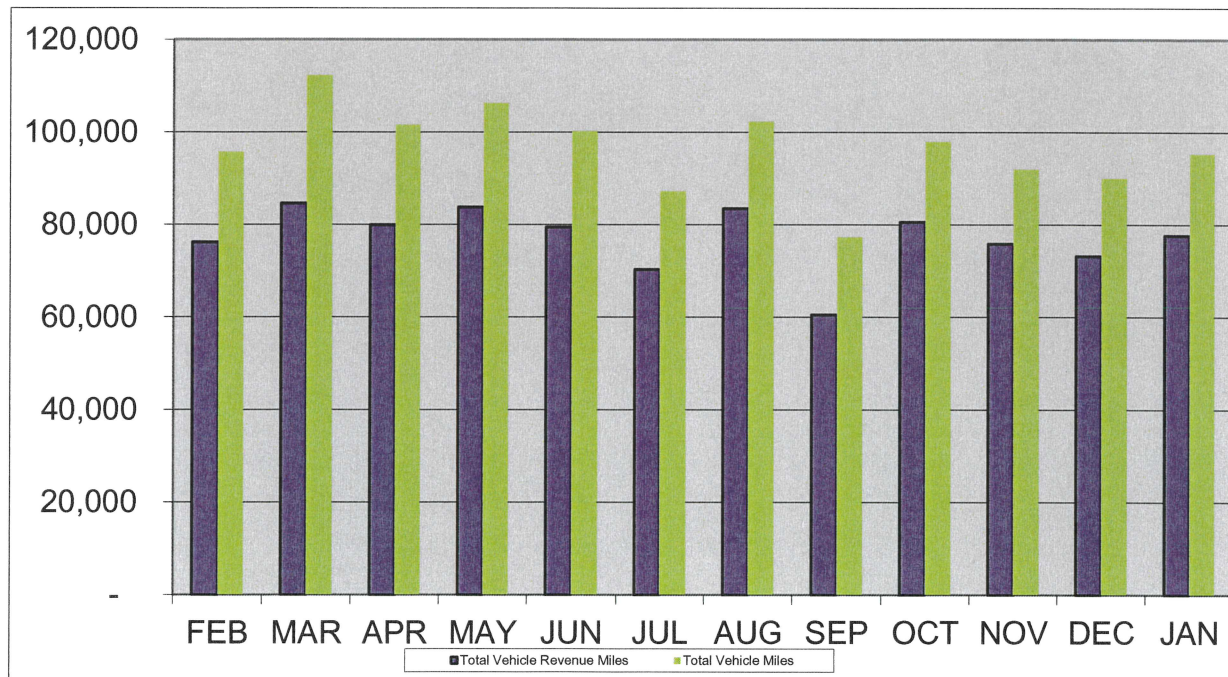
Passenger Types



**Community Transportation Coordinator Monthly Report
FY 15-16
Trip Purposes**



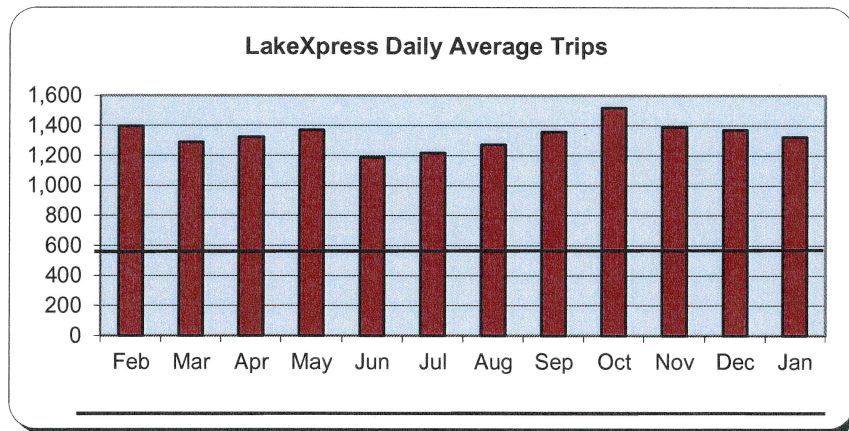
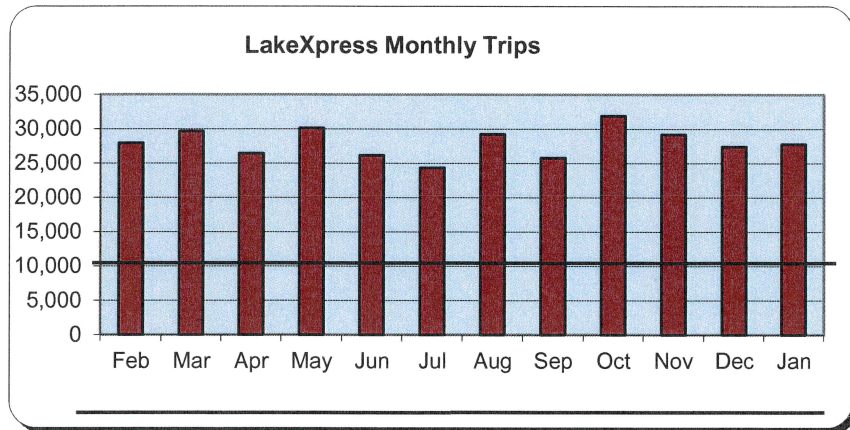
Vehicle Miles



LakeXpress Daily Averages for FY 17-18

MONTH	TOTAL TRIPS	DAILY TRIP AVERAGE	FARE BOX
Feb-17	27,945	1,397.25	\$ 12,433.50
Mar-17	29,643	1,288.82	\$ 13,440.67
Apr-17	26,462	1,323.10	\$ 14,293.22
May-17	30,146	1,370.27	\$ 12,431.33
Jun-17	26,142	1,188.27	\$ 11,422.52
Jul-17	24,362	1,218.10	\$ 10,527.74
Aug-17	29,247	1,271.61	\$ 12,253.51
Sep-17	25,793	1,357.53	\$ 8,410.08
Oct-17	31,898	1,518.95	\$ 13,251.63
Nov-17	29,178	1,389.43	\$ 12,116.44
Dec-17	27,438	1,371.90	\$ 11,495.66
Jan-18	27,786	1,323.14	\$ 11,514.45
Total	336,040	1,334.86	\$ 143,590.75

LakeXpress Monthly Reports for FY 17-18



Lake County Transit Report Comparison Summary for January 2017 and January 2018

Description	Jan-17	Jan-18
Completed Trips	6,879	7,005
Number of Medicaid Trips	247	0
Total Vehicle Miles	99,029	95,244
Total Revenue Vehicle Miles	78,946	77,617
Total Revenue Hours	4,877	5,085
Vehicles Operated in Maximum Service	25	28
Accidents/Incidents (Preventative and Non-Preventative)	1 Preventable Accident	1 Non Preventable Accident
On Time Performance - Standard 95%	96%	72%
Call Hold Times	Average hold time is 3 minutes	Average hold time is 1 minute
Invoice Amount	\$136,255.30	\$166,666.67
Cost per mile	\$1.38	\$1.75
Cost per trip	\$19.81	\$23.79
Compliments	0	0
Complaints	1 Valid Complaints	0 Valid Complaints

Travel Training Update

Travel Training sessions will be provided to Gray Middle School Groveland and Tavares Middle School in March and April 2018

Staff will continue their further education in 2018 of the Travel Training Program.

PLANNING RELATED GRANT AGREEMENT TASKS QUARTERLY PROGRESS REPORT

Designate Official Planning Agency: Lake~Sumter MPO

Invoice #:2

County: Sumter

Contract #: G0N98

Reporting Period October 1, 2017 – December 31, 2017

I. Program Management

- A. When necessary and in cooperation with the local coordinating board, solicit and recommend a community transportation coordinator, in conformity with Chapters 287 and 427, Florida Statutes. Such recommendation shall be presented to the Commission by Planning Agency staff or their designee. (Task 2)

The contract began on July 1, 2013 and will be in effect until June 30, 2018. The Sumter County BOCC has informed the MPO of their intent to remain the CTC by resolution and a letter of intent. The MPO approved by resolution on December 13 to recommend Sumter County BOCC remain the CTC through June 30, 2023. The TDCB approved the recommendation on December 12 and signed the MOA. The Sumter County BOCC approved the MOA at their December 12, 2017 meeting. Two signed copies of the MOA and the Lake~Sumter MPO Resolution of recommendation were forwarded to the CTD for approval. Final recommendation by the CTD is expected at a Business Meeting in 2018.

- B. Develop and maintain a process for the appointment and reappointment of voting and non-voting members to the local coordinating board (LCB). (Task 3)

The Lake~Sumter MPO maintains a coordinating board membership roster, including appointment dates and membership terms, which it uses to track vacancies and expiring membership terms. Currently the MPO is advertising for a Citizen Advocate representing Sumter County and an experienced representative of the local for profit transportation industry in Sumter County.

- C. Prepare agendas for local coordinating board meetings consistent with the *Local Coordinating Board and Planning Agency Operating Guidelines*. Ensure that operator payments are addressed as a standard agenda item. (Task 3)

The MPO coordinates with CTC staff on all agenda items and deadlines. All coordinating board meeting agendas are prepared according to the CTD guidelines. The board receives advance notice of all meeting dates and times. The agenda packet is mailed and posted on the MPO website prior to each meeting and the agenda is emailed to all members one week prior to the meeting date. The TDCB met on October 3, 2017 and December 12, 2017.

- D. Prepare official minutes of local coordinating board meetings regardless of a quorum) and submit an approved copy along with the quarterly report to the Commission. For committee meetings, prepare minutes in the form of a brief summary of basic points, discussions, decisions, and recommendations to the full board. Keep records of all meetings for at least five years. (Task 3)

We are in compliance with maintaining records of past meetings in accordance with the retention schedules prescribed by the Secretary of the State of Florida. Current and archived Sumter County TDCB agendas and minutes are posted on the MPO website @ www.LakeSumterMPO.com. All records of meetings are kept for at least five years. The minutes

PLANNING RELATED GRANT AGREEMENT TASKS QUARTERLY PROGRESS REPORT

for the October 3 Annual Public Hearing and October 3 TDCB meeting are included with 2nd quarter deliverables.

- E. Provide at least one public hearing annually by each local coordinating board, and assist the Commission, as requested, in co-sponsoring public hearings. This public hearing must be in addition to the local coordinating board meetings. It may, however, be held in conjunction with the scheduled local coordinating board meeting (immediately following or prior to the local coordinating board meeting). (Task 4)

A public hearing was held on October 3, 2017 prior to the regular coordinating board meeting. No comments were received.

- F. Provide staff support for committees of the local coordinating board. (Task 3)

The Lake~Sumter MPO staff provides support to the committees of the Coordinating Board. The committees include Grievance, CTC Evaluation and Bylaws. MPO staff provided the Grievance Subcommittee members a copy of the Grievance Procedures with recommended revisions by the MPO Attorney for review and comment prior to review by full board on December 12, 2017.

- G. Develop and update annually by-laws for local coordinating board approval. Approved by-laws shall be submitted to the Commission. (Task 5) *No activity this reporting period*

- H. Develop, annually update, and implement local coordinating board grievance procedures in accordance with the Commission guidelines. Procedures shall include a step within the local complaint and/or grievance procedure that advises a dissatisfied person about the Commission's Ombudsman Program. A copy of the approved procedures shall be submitted to the Commission. (Task 6)

MPO staff provided the Grievance Subcommittee members a copy of the Grievance Procedures with recommended revisions by the MPO Attorney for review and comment prior to review by full board on December 12, 2017. The approved and signed Grievance Procedures were submitted to the CTD with the 2nd quarter deliverables.

- I. Provide the Commission with a current membership roster and mailing list of local coordinating board members. The membership roster shall be submitted with the first quarterly report and when there is a change in membership. (Task 3)

The membership roster is maintained and updated by staff as necessary. A roster is submitted with each invoice.

- J. Provide public notice of local coordinating board meetings and local public hearings in accordance with the *Coordinating Board and Planning Agency Operating Guidelines*. (Task 3)

All coordinating board meetings, public hearings, and subcommittee meetings are published in Daily Commercial and the MPO website. Copies of the public notice are included with sign in sheet at each meeting and are submitted with the deliverables for each invoice.

- K. Review and comment on the Annual Operating Report for submittal to the local coordinating board, and forward comments/concerns to the Commission for the Transportation Disadvantaged. (Task 7)

PLANNING RELATED GRANT AGREEMENT TASKS QUARTERLY PROGRESS REPORT

The AOR was submitted by the CTC online for review by the CTD. The AOR was reviewed and accepted by the Sumter County TDCB at the December 12 meeting. The signed copy was mailed to the CTD this reporting period.

- L. Review the transportation disadvantaged service plan, and recommend action to the local coordinating board. (Task 1) *No activity this reporting period.*
- M. Report the actual expenditures of direct federal and local government transportation funds to the Commission for the Transportation Disadvantaged no later than September 15th. (Task 8)

The AER was transmitted to the CTD on October 6, 2017.

II. Service Development

The planning agency shall develop the following service development items.

- A. Jointly, with the community transportation coordinator and the local coordinating board, develop the Transportation Disadvantaged Service Plan (TDSP) by preparing the planning section following Commission guidelines. (Task 1) *No activity this reporting period.*
- B. Encourage integration of "transportation disadvantaged" issues into local and regional comprehensive plans. Ensure activities of the local coordinating board and community transportation coordinator are consistent with local and state comprehensive planning activities including the Florida Transportation Plan.

MPO staff is working to include representation of the traditionally underserved on their Citizens Advisory Committee and Bicycle & Pedestrian Committee.

- C. Encourage the local Community Transportation Coordinator to work cooperatively with regional workforce boards established in Chapter 445, Florida Statutes, and provide assistance in the development of innovative transportation services for welfare transition program.

A CareerSource Central Florida representative serves on the TDCB as a voting member, in conformity with Chapters 287 and 427, Florida Statutes.

III. Technical Assistance, Training, and Evaluation

The planning agency shall provide technical assistance and training for the local coordinating board, and shall assist the local coordinating board in monitoring and evaluating the community transportation coordinator.

- A. Provide the local coordinating board with quarterly reports of transportation disadvantaged planning accomplishments and expenditures as outlined in the planning grant agreement and any other activities related to the transportation disadvantaged program including but not limited to consultant contracts, special studies, and marketing efforts. (Task 9)

The MPO continues to integrate the transportation disadvantaged program into transportation

PLANNING RELATED GRANT AGREEMENT TASKS QUARTERLY PROGRESS REPORT

planning and funding discussions, meetings and events. The MPO includes this quarterly report in the Coordinating Board agenda packet along with regular meeting updates to the MPO Governing Board. In addition the Sumter County CTC staff provides quarterly reports to the TDCB and monthly reports to the MPO Governing Board.

- B. Attend at least one Commission-sponsored training, including but not limited to, the Commission's quarterly regional meetings, the Commission's annual training workshop, or other sponsored training. (Task 10)

No activity this reporting period.

- C. Attend at least one Commission meeting each year within budget/staff/schedule availability.
Teleconferenced CTD Business meeting November 17, 2017.

- D. Notify Commission staff of local transportation disadvantaged concerns that may require special investigations. *No activity this reporting period.*

- E. Provide training for newly-appointed local coordinating board members. (Task 3)

Lake~Sumter MPO staff provides presentations at each TDCB meeting to aid in board member training and to keep the members informed of the latest information regarding the transportation dependent community. Annual Training Concerning Sunshine & Ethics Law is provided by the MPO Attorney. At the December meeting Thomas Chase, Chief Executive Officer provided a presentation on Langley Health Services.

- F. Provide assistance to the community transportation coordinator, purchasing agencies, and others, as needed, which may include participation in, and initiating when necessary, local or regional meetings to discuss transportation disadvantaged needs, service evaluation and opportunities for service improvement.

The Lake~Sumter MPO staff is available to meet with the CTC and the operator when necessary and to discuss current and ongoing issues and concerns.

- G. To the extent feasible, collect and review proposed funding applications involving "transportation disadvantaged" funds consistent with Chapter 427, Florida Statutes, and Rule 41-2, Florida Administrative Code, and provide recommendation to the local coordinating board.
No activity this reporting period.

- H. Ensure the local coordinating board conducts, at a minimum, an annual evaluation of the community transportation coordinator. The local coordinating board shall evaluate the coordinator using the Commission's *Evaluation Workbook for Community Transportation Coordinators and Providers in Florida* (at a minimum, using the modules concerning Competition in Use of Operators, Cost-Effectiveness and Efficiency, and Availability of Service) and local standards as defined in the Transportation Disadvantaged Service Plan. (Task 2)

No activity this reporting period.

**PLANNING RELATED GRANT AGREEMENT TASKS
QUARTERLY PROGRESS REPORT**

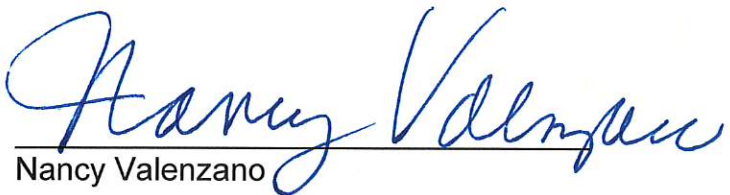
I. Assist the Commission for the Transportation Disadvantaged in joint reviews of the community transportation coordinator.
Attended the entrance and exit interviews of the CTD review of Sumter County Transit on November 7, 2017 at Ride Right, Wildwood, FL.

J. Ensure the local coordinating board annually reviews coordination contracts to advise the Coordinator whether the continuation of said contract provides the most cost effective and efficient transportation available, consistent with Rule 41-2, Florida Administrative Code.
The contract between SCARC and Sumter County BOCC was discussed at the December 12 meeting.

K. Implement recommendations identified in the Commission's Quality Assurance Performance Evaluation reviews.
No activity this reporting period.

IV Special Considerations by Planning Agency:
The MPO continues to advise the Governing Board on transportation disadvantaged issues and provides updates to MPO Governing Board on a regular basis.

V. Special Considerations by Commission:
No activity this reporting period.


Nancy Valenzano

Date January 4, 2018

**PLANNING RELATED GRANT AGREEMENT TASKS
QUARTERLY PROGRESS REPORT**

Designate Official Planning Agency: Lake Sumter MPO

Invoice #:2

County: Lake

Contract#: G0N59

Reporting Period: October 1, 2017 thru December 31, 2017

I. Program Management

- A. When necessary and in cooperation with the local coordinating board, solicit and recommend a community transportation coordinator, in conformity with Chapters 287 and 427, Florida Statutes. Such recommendation shall be presented to the Commission by Planning Agency staff or their designee. (Task 2)

The contract began on July 1, 2013 and will be in effect until June 30, 2018. The Lake County BCC has informed the MPO of their intent to remain the CTC by resolution. The MPO approved by resolution on December 13 to recommend Lake County BCC remain the CTC through June 30, 2023. The TDCB approved the recommendation on December 11 and signed the MOA. The Lake County BCC approved the MOA at their December 19, 2017 meeting. Two signed copies of the MOA were forwarded to the CTD for final approval. Final recommendation by the CTD is expected at a CTD Business Meeting in 2018.

- B. Develop and maintain a process for the appointment and reappointment of voting and non-voting members to the local coordinating board (LCB). (Task 3)

The Lake~Sumter MPO maintains a coordinating board membership roster, including appointment dates and membership terms, which it uses to track vacancies and expiring membership terms. The MPO continues to advertise for a citizen's advocate who is user of the system in Lake County.

- C. Prepare agendas for local coordinating board meetings consistent with the *Local Coordinating Board and Planning Agency Operating Guidelines*. Ensure that operator payments are addressed as a standard agenda item. (Task 3)

The MPO coordinates with CTC staff on all agenda items and deadlines. All coordinating board meeting agendas are prepared according to the CTD guidelines. The board receives advance notice of all meeting dates and times. The agenda packets are posted on the MPO website prior to each meeting and agendas are emailed to all members one week prior to the meeting date. The TDCB met on October 2, 2017 and December 11, 2017.

- D. Prepare official minutes of local coordinating board meetings regardless of a quorum) and submit an approved copy along with the quarterly report to the Commission. For committee meetings, prepare minutes in the form of a brief summary of basic points, discussions, decisions, and recommendations to the full board. Keep records of all meetings for at least five years. (Task 3)

We are in compliance with maintaining records of past meetings in accordance with the retention schedules prescribed by the Secretary of the State of Florida. Current and archived Lake County TDCB agendas and minutes are posted on the MPO website @ www.LakeSumterMPO.com. All records of all meetings are kept for at least five years. The minutes for the October 2 Annual Public Hearing and October 2 TDCB meeting are included

**PLANNING RELATED GRANT AGREEMENT TASKS
QUARTERLY PROGRESS REPORT**

with 2nd quarter invoice deliverables.

- E. Provide at least one public hearing annually by each local coordinating board, and assist the Commission, as requested, in co-sponsoring public hearings. This public hearing must be in addition to the local coordinating board meetings. It may, however, be held in conjunction with the scheduled local coordinating board meeting (immediately following or prior to the local coordinating board meeting). (Task 4)

The Annual Public Hearing was held on October 2, 2017 prior to the coordinating board meeting. No comments were received at that time.

- F. Provide staff support for committees of the local coordinating board. (Task 3)

The Lake~Sumter MPO staff provides support to the committees of the Coordinating Board. The committees include Grievance, CTC Evaluation, Ridership and Bylaws. The Lake County TDCB also serves as the ADA Advisory Committee for the LakeXpress Fixed Route system. MPO staff provided the Grievance Subcommittee members a copy of the Grievance Procedures with recommended revisions by the MPO Attorney for review and comment prior to review by full board on December 11, 2017. The ADA Advisory Committee has an agenda item every meeting.

- G. Develop and update annually by-laws for local coordinating board approval. Approved by-laws shall be submitted to the Commission. (Task 5)

No activity this reporting period.

- H. Develop, annually update, and implement local coordinating board grievance procedures in accordance with the Commission guidelines. Procedures shall include a step within the local complaint and/or grievance procedure that advises a dissatisfied person about the Commission's Ombudsman Program. A copy of the approved procedures shall be submitted to the Commission. (Task 6)

MPO staff provided the Grievance Subcommittee members a copy of the Grievance Procedures with recommended revisions by the MPO Attorney for review and comment prior to review by full board on December 11, 2017. The approved and signed Grievance Procedures were submitted to the CTD with the 2nd quarter deliverables.

- I. Provide the Commission with a current membership roster and mailing list of local coordinating board members. The membership roster shall be submitted with the first quarterly report and when there is a change in membership. (Task 3)

The membership roster is maintained and updated by staff as necessary. The roster is submitted with each quarterly invoice.

- J. Provide public notice of local coordinating board meetings and local public hearings in accordance with the *Coordinating Board and Planning Agency Operating Guidelines*. (Task 3)

All coordinating board meetings, public hearings, and subcommittee meetings are published in the Daily Commercial and the MPO website. Copies of the public notice are included with the sign in sheet at each meeting and with the Planning Grant deliverables. The TDCB meetings October 2, 2017 and December 11, 2017, and the Annual Public Hearing October 2, 2017 were published.

**PLANNING RELATED GRANT AGREEMENT TASKS
QUARTERLY PROGRESS REPORT**

- K. Review and comment on the Annual Operating Report for submittal to the local coordinating board, and forward comments/concerns to the Commission for the Transportation Disadvantaged. (Task 7)

The MPO and TDCB reviewed the Annual Operating Report at the October 2, 2017 meeting. CTC Staff discussed each item and questions were answered. There are no comments or concerns for the Commission for the Transportation regarding the Lake County AOR. The report was accepted as presented. A hard copy was forwarded to the Commission for the Transportation Disadvantaged.

- L. Review the transportation disadvantaged service plan, and recommend action to the local coordinating board. (Task 1)

No activity this reporting period.

- M. Report the actual expenditures of direct federal and local government transportation funds to the Commission for the Transportation Disadvantaged no later than September 15th. (Task 8)

An extension was provided to submit the AER. The AER was submitted to CTD on October 6, 2017.

II. Service Development

The planning agency shall develop the following service development items.

- A. Jointly, with the community transportation coordinator and the local coordinating board, develop the Transportation Disadvantaged Service Plan (TDSP) by preparing the planning section following Commission guidelines. (Task 1)

No activity this reporting period.

- B. Encourage integration of "transportation disadvantaged" issues into local and regional comprehensive plans. Ensure activities of the local coordinating board and community transportation coordinator are consistent with local and state comprehensive planning activities including the Florida Transportation Plan.

Staff continues to work with the Planning Department, MPO and municipalities in their development review process to identify barriers and opportunities to providing safe and accessible transit. MPO staff is reaching out to include representation of the traditionally underserved on their Citizens Advisory Committee and Bicycle & Pedestrian Committee.

- C. Encourage the local Community Transportation Coordinator to work cooperatively with regional workforce boards established in Chapter 445, Florida Statutes, and provide assistance in the development of innovative transportation services for welfare transition program.

The CareerSource Central Florida Office works with the Lake County CTC and provides assistance to their participants. A CareerSource Central Florida representative serves on the TDCB as a voting member. Transportation is available along the LakeXpress Leesburg Circulator route to the CareerSource Central location in Leesburg, FL. Bus passes for the LakeXpress are purchased by CareerSource for their clients.

**PLANNING RELATED GRANT AGREEMENT TASKS
QUARTERLY PROGRESS REPORT**

III. Technical Assistance, Training, and Evaluation

The planning agency shall provide technical assistance and training for the local coordinating board, and shall assist the local coordinating board in monitoring and evaluating the community transportation coordinator.

- A. Provide the local coordinating board with quarterly reports of transportation disadvantaged planning accomplishments and expenditures as outlined in the planning grant agreement and any other activities related to the transportation disadvantaged program including but not limited to consultant contracts, special studies, and marketing efforts. (Task 9)

The MPO continues to integrate the transportation disadvantaged program into transportation planning and funding discussions, meetings and events. The MPO includes this quarterly report in the Coordinating Board agenda packet along with regular updates to the MPO Governing Board. In addition the Lake County CTC staff provides quarterly reports to the TDCB and monthly reports to the MPO Governing Board.

- B. Attend at least one Commission-sponsored training, including but not limited to, the Commission's quarterly regional meetings, the Commission's annual training workshop, or other sponsored training. (Task 10)

No activity this reporting period.

- C. Attend at least one Commission meeting each year within budget/staff/schedule availability.
Teleconferenced CTD Business Meeting November 17, 2017.

- D. Notify Commission staff of local transportation disadvantaged concerns that may require special investigations.

No activity this reporting period.

- E. Provide training for newly-appointed local coordinating board members. (Task 3)

Lake~Sumter MPO staff provides presentations at each TDCB meeting to aid in board member training and to keep the members informed of the latest information regarding the transportation dependent community. Annual Training Concerning Sunshine & Ethics Law is provided by the MPO Attorney. Timothy Bridges serves on the board representing the economically disadvantaged. A presentation was provided at the December 11, 2017 meeting.

- F. Provide assistance to the community transportation coordinator, purchasing agencies, and others, as needed, which may include participation in, and initiating when necessary, local or regional meetings to discuss transportation disadvantaged needs, service evaluation and opportunities for service improvement.

The Lake~Sumter MPO staff is available to meet with the CTC and the operator when necessary and to discuss current and ongoing issues and concerns.

- G. To the extent feasible, collect and review proposed funding applications involving "transportation disadvantaged" funds consistent with Chapter 427, Florida Statutes, and Rule 41-2, Florida Administrative Code, and provide recommendation to the local coordinating board. *No activity this reporting period.*

**PLANNING RELATED GRANT AGREEMENT TASKS
QUARTERLY PROGRESS REPORT**

- H. Ensure the local coordinating board conducts, at a minimum, an annual evaluation of the community transportation coordinator. The local coordinating board shall evaluate the coordinator using the Commission's *Evaluation Workbook for Community Transportation Coordinators and Providers in Florida* (at a minimum, using the modules concerning Competition in Use of Operators, Cost-Effectiveness and Efficiency, and Availability of Service) and local standards as defined in the Transportation Disadvantaged Service Plan. (Task 2)

No other activity this reporting period.

- I. Assist the Commission for the Transportation Disadvantaged in joint reviews of the community transportation coordinator.

No activity this reporting period.

- J. Ensure the local coordinating board annually reviews coordination contracts to advise the Coordinator whether the continuation of said contract provides the most cost effective and efficient transportation available, consistent with Rule 41-2, Florida Administrative Code.

All coordination contracts are reviewed annually. The coordination contracts were reviewed at the December 11, 2017 meeting.

- K. Implement recommendations identified in the Commission's Quality Assurance Performance Evaluation reviews.

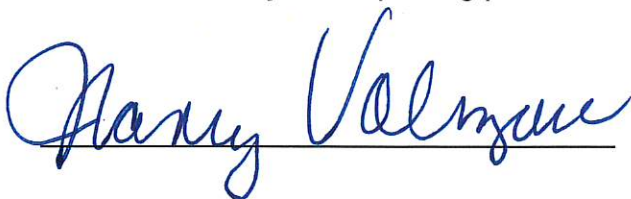
The QAPE is reviewed as part of the annual CTC evaluation. No activity this reporting period.

IV Special Considerations by Planning Agency:

The MPO continues to advise the Governing Board on transportation disadvantaged issues and provides updates to MPO Governing Board on a regular basis.

V. Special Considerations by Commission:

No activity this reporting period.



January 4, 2018

Date

Nancy Valenzano

http://www.thevillagesdailysun.com/news/villages/driverless-taxi-service-coming-to-the-villages/article_9c59d096-f5c3-11e7-ad8c-d3c196b2ee33.html

Driverless Taxi Service Coming to The Villages

David R. Corder, Daily Sun Senior Writer Jan 10, 2018



MacCallister Higgins, a co-founder and director of growth for the self-driving taxi by Voyage, drives the vehicle Dec. 6, 2017 around Lake Sumter Landing Market Square.

George Horsford, Daily Sun

A momentous technological event will take place soon in The Villages.

The unveiling of a pilot program, perhaps a first for Florida — a driverless taxi — is headed to The Villages.

And one lucky Villager will get the opportunity to be the

first passenger.

Voyage Auto, a San Jose, California, startup company, officially will announce today its second rollout of a technology-laden hybrid Ford Fusion taxi — dubbed “Marge” after the character on “The Simpsons” television show. The first test program launched in October 2017 in a small retirement community in San Jose.

“When we heard about

The Villages, we couldn’t imagine a better place for a second deployment of this technology because of the scale and its location,” Oliver Cameron, Voyage Auto CEO, told the Daily Sun.

The introduction of this new service could provide a tremendous enhancement to the lives of many residents of The Villages, said Fred Briggs, president of the VHA, The Villages homeowner advocacy and community service group and the community’s largest residential lifestyle club.

“I think it’s terrific,” said the Haciendas of Mission Hills resident. “Villagers are known to be interested in the cutting edge of technology. And there are a lot of people in The Villages who could take advantage of this service as we age. This would be a tremendous service.”

Safety emerged as the priority last year when Cameron, MacCallister Higgins and three other engineers co-founded the Silicon Valley high-tech venture.

Fitted with interlinked radar, Lidar, GPS and camera technology, the vehicle is designed to arrive and stop within 3.9 inches of the programmed destination, Higgins said.

“Obviously, one of the things that we care about the most is safety, and a subset of that is the security of the vehicle itself,” Higgins, the company’s director of growth, said recently during a brief demonstration of the car’s capabilities. “The sensor on the top (of the car) gets 1.2 million points per second of measurement, so we can fully map and actually see all the obstacles in front of us. It can see a lot farther and react a lot faster than a human driver.”

Once they complete their tests, the Voyage team is looking forward to moving ahead with

its unique partnership with The Villages, Cameron said.

It's a venture that Kelsea Manly, The Villages director of operations, believes will be a huge benefit for residents.

"The Villages always strives to be creative and forward-thinking to offer our residents the best in active living," she said. "This is an exciting step into the future, giving Villagers another option for safe, affordable transportation."

Voyage Auto's confidence in The Villages builds upon its recent first deployment at a private retirement community of about 4,000 residents in San Jose.

"We got such a great reception there," Cameron said.

But Florida's Friendliest Hometown poses a more realistic challenge than the San Jose retirement community because of the public roadways and accompanying multimodal paths along the roadways, Higgins said.

"We're not dependent on finding lane lines or watching for that stuff," he said. "We actually have human animators who go through and map all areas at a very high level of precision. We have humans who go through (the community) and say, 'This is where the car can travel, this is where golf carts are going to be.' It's actually very interesting, especially in retirement communities, because of the amount of golf carts. That's not something you really see anywhere else."

During the first deployment, Higgins said, the San Jose retirement community didn't have separate lanes for golf carts.

"They drive halfway on the road and halfway in the bike lane," he said. "So, that's been one of the earliest problems to overcome — learning how to do motion planning around these vehicles safely. So, it's actually great that there are separate, distinct lanes for other types of vehicles in The Villages."

In the beginning of the pilot program, Voyage will use safety drivers until engineers program the vehicle to react to all obstacles and challenges, Higgins said. And the company carries specialized insurance that goes beyond standard automotive coverage.

“The first rollout, and the way we’re operating right now, there is a human driver sitting, watching the car in case anything happens,” he said. “So then, as we start solving those types of problems, as we start moving forward, recognizing police officers, recognizing sirens, learning to pull over when these types of things happen, we can begin to take that driver out.”

Once that happens, Higgins said, a monitor at a control station would intercede anytime the vehicle encounters a foreign situation.

“The cool part of that is one of the ways that we’re approaching that problem is that the car has an internet connection and has the ability to be taken over remotely,” he said. “So one of the first steps toward solving that problem when the car recognizes something that it doesn’t know how to handle on its own, it can call in a human operator to take over for a little bit while the vehicle is still driving.”

Existing state law permits such “autonomous vehicle” pilot programs, said Steven Polzin, Ph.D., director of mobility policy research at the Center for Urban Transportation Research at the University of South Florida. The USF research center also co-sponsors the annual Florida Automated Vehicles Summit during the fall in Tampa.

“Florida, like many states, encourages testing and deployment because of economic development,” he said. “Because we have a lot of seniors, this also is going to be a real benefit to the state.”

That lawmaking work continues into the current legislative session that started Tuesday in Tallahassee at the behest of Sen. Jeff Brandes, R-St. Petersburg, a champion of autonomous vehicles.

One bill he filed would permit the following:

“That a licensed human operator is not required to operate a fully autonomous vehicle; authorizing a fully autonomous vehicle to operate in this state regardless of whether a licensed human operator is physically present in the vehicle,” according to Senate Bill 712.

Meanwhile, Voyage wants to make The Villages rollout, which will begin early this year, as fun as possible for residents, Cameron said. And it will include the random selection of the first Villager to ride as a passenger.

Residents who live within the initial targeted pilot area — in and around Lake Sumter Landing — will be permitted to register for the ride on the company’s website, voyage.auto, or directly at goo.gl/ayu8My.

David R. Corder is a senior writer with The Villages Daily Sun. He can be reached at 352-753-1119, ext. 5241, or david.corder@thevillagesmedia.com.

Uber Launches Service To Get People To The Doctor's Office

The Doctor's Office

March 1, 2018 9:00 AM ET



Emily Sullivan



Uber wants to get you from your home to your doctor's office — and you won't even need to open the Uber app. The company announced Thursday that it's teaming up with health care organizations to provide transportation for patients going to and from medical appointments.

The rides can be scheduled for patients through doctor's offices, by receptionists or other staffers. And they can be booked for immediate pickup or up to 30 days in advance. That means patients without a smartphone — who wouldn't be able to use Uber otherwise — can become Uber customers.

Instead of operating through an app, Uber Health will send its passengers' ride information through an SMS text message. The company also plans to introduce the option for passengers to receive a call with trip details to their landline instead. Drivers will still use the Uber smartphone app to pick up these passengers.

"Transportation barriers are the greatest for vulnerable populations," says Chris Weber, the general manager of Uber Health. "This service will provide reliable, comfortable transportation for patients

Transportation is, indeed, a barrier to good health care. Affordable access to a vehicle is consistently associated with increased access to medical care, according to [a study](#). Around 3.6 million Americans miss doctor's appointments or delay medical care due to a lack of transportation every year, according to the [National Conference of State Legislatures](#).

To meet the medical privacy standards outlined in the federal HIPAA law, drivers won't know which of their passengers are using Uber Health. Like a typical Uber ride, only a passenger's name, pickup and drop-off addresses will be given to the driver. So Uber drivers won't be able to opt into the health service the same way that they opt into Uber Eats, a food delivery service.

Peter Whorley, who drives a Honda Odyssey minivan for Uber in Fort Lauderdale, Fla., often picks up passengers who need the extra space, including patients traveling to and from doctor's offices.

I just picked up someone with back surgery the other day," he says. "I like to help people, if they need extra assistance, I personally don't have that problem. But some people might be squeamish, and not want to."

Whorley, who has been driving for Uber for more than two years, is more skeptical about picking up people without smartphones. He thinks location tracking on smartphones is vital to the efficiency of the ride-hailing service. "When you're a good passenger, you should be able to have your phone out to communicate with your driver," he says.

Uber's Weber says that because health care providers will use their best discretion in scheduling the rides, they won't call Ubers for people in need of urgent medical attention. "It's not a replacement to ambulances," he says, but a reliable means of transportation to non-urgent medical services that he hopes will curb missed appointments.

One hundred health care organizations in the U.S., including hospitals, clinics, rehab centers, senior care facilities, home care centers, and physical therapy centers have already used Uber Health's test program. The service will be rolled out to health care organizations gradually.