

**REGULAR MEETING OF THE CITRUS COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

Citrus County Transit Center Conference Room

1300 S Lecanto Hwy, Lecanto, FL 34461

March 15, 2018 – 10:30 am – 12:00 pm

AGENDA

**Commissioner Jimmie T. Smith
Nancy Blythe
David Douglas
George Froehlich
Tamyika Young**

**Robert Telese
Brenda Chrisman
Ginger West
Dave Newell
Beverly Isabelle**

**Stephen C Brown
Terence Garrity
Jeffrey Aboumrad
Sandra Woodard**

All Meetings are recorded. An audio recording will be available on the Transit website within 48 hours after the meeting. www.citruscountytransit.com.

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. INVOCATION

D. OATH OF OFFICE

The Oath of Office will be administered by Janet Gramann to the following:

- TBD based on BOCC selection at the March 13, 2018 meeting

E. ROLL CALL

F. OPEN TO THE PUBLIC

G. REGULAR BUSINESS

- G1 Approval of the January 18, 2018 Special TD Meeting Minutes**
- G2 Quarterly Statistics / Quarterly Progress Report**
- G3 Key Center Update**
- G4 Updated Citrus County Transit Substance Abuse Policy**
- G5 Quorum Modification**
- G6 RouteMatch Implementation**

H. OTHER BUSINESS BY BOARD MEMBERS

I. OPEN TO THE PUBLIC

J. UPCOMING MEETINGS

1. Regular Meeting: May 17, 2018, at 10:30am, Citrus Transit Center Conference Room, 1300 S Lecanto Hwy, Lecanto, FL 34461
2. Regular Meeting with the Annual Organizational Meeting for the Purpose of Electing a Vice Chairperson: August 16, 2018, at 10:30a.m. – 12:00p.m., Citrus Transit Center Conference Room, 1300 S Lecanto Hwy, Lecanto, FL. 34461
3. Regular Meeting: November 15, 2018, at 10:30am, Citrus Transit Center Conference Room, 1300 S Lecanto Hwy, Lecanto, FL 34461

K. ADJOURNMENT

Any person who decides to appeal any decision of the Transportation Disadvantage Coordinating Board with respect to any matter considered at this meeting will need a record of the proceedings and for such purpose may need to provide that a verbatim record of proceeding is made which record includes testimony and evidence upon which the appeal is to be based. (Section 286.0105 Florida Statutes)

Any person requiring reasonable accommodation at this meeting because of a disability or physical impairment should contact the County Administrator's Office, Lecanto Government Bldg., 3600 W. Sovereign Path, Suite 267, Lecanto, FL 34461 (352) 527-5210, TTY (352) 527-5312 at least two days before the meeting.



Item No.:	G1
Date:	03/15/2018
Approved for Agenda:	

TRANSPORTATION DISADVANTAGED COORDINATING BOARD

AGENDA MEMORANDUM

FROM:	Lon Frye, Transit Director
SUBJECT:	Minutes of the January 18, 2018 Special TD Meeting
AGENDA DATE:	March 15, 2018
<u>BRIEF OVERVIEW:</u>	
<u>RECOMMENDED ACTION:</u>	Approve the minutes of the January 18, 2018 Special TD Meeting
Attachments	

**TRANSPORTATION DISADVANTAGED COORDINATING BOARD
SPECIAL MEETING MINUTES**

January 18, 2018, 10:30am – 11:32am

Citrus County Transit Center Conference Room
1300 S Lecanto Hwy, Lecanto, FL 34461

L. CALL TO ORDER

The meeting was called to order by Chairman Jimmie T. Smith at 10:30am.

M. PLEDGE OF ALLEGIANCE

N. INVOCATION

O. ROLL CALL

Board Members Present:

Commissioner Jimmie T Smith	Chairman
David Douglas	Citizen Advocate, System User, 2 nd Vice Chairman
Terence Garrity	Medical Transportation Services / Terri's Taxi
Stephen Brown	Disabled Citizen
George Froehlich	Military Veteran
Jeffrey Aboumrad	Vocational Rehabilitation Services, Department of Education
Brenda Chrisman	Career Source Citrus, Levy, Marion
Beverly Isabelle	Elderly Citizen
Robert Telese	Citizen Advocate System User, Vice Chairman
Nancy Blythe	Citrus County Schools
Tamyika Young	ACHA
David Newell	FDOT

Board Member(s) Absent:

Ginger West	Citrus County Resource Center
Sandra Woodard	Early Learning Coalition of the Nature Coast

E. OPEN TO THE PUBLIC

Jimmie T. Smith, Chairman asked for public input. No one from the public was present.

F. REGULAR BUSINESS

F1 a. Approval of the Minutes of the August 17, 2017 Annual Public Meeting

Motion by Robert Telese to approve the minutes of the August 17, 2017 Annual Public Meeting, second by Beverly Isabelle. Motion carries unanimously.

b. Approval of the Minutes of the August 17, 2017 Regular Meeting

Motion by Robert Telese to approve the minutes of the August 17, 2017 Regular Meeting, second by Beverly Isabelle. Motion carries unanimously.

F2 Quarterly Statistics / Quarterly Progress Report

Mr. Frye read over the statistics and progress report.

F3 Annual Operating Report 7/1/16-6/30/17

Motion by Brenda Chrisman to accept the Annual Operations Report for July 1, 2016 – June 30, 2017, second by Beverly Isabelle. Motion carries unanimously.

F4 2018 TD Board Meeting Calendar

Motion by Dave Douglas to accept the 2018 TD Board Meeting Calendar, second by Robert Telese. Motion carries unanimously.

F5 Key Center Update

Theresa Flick, Director of Program Operations, Key Training Center, presented the Board with an update; A 5310 preliminary application has been submitted for this year, two vans have been requested. A cut away van was requested for last year. The Pine Ridge Homeowners Association has invited The Key Training Center to their next meeting. The Key has been met with resistance from the Pine Ridge Community on the new home they are building in that community. The home will have six Key clients living there.

F6 Key Training Center Monitoring Letter

Dave Newell from FDOT is working with the Key Training Center to keep them in compliance so they are eligible for future grants.

F7 Citrus County Substance Abuse Policy

Mr. Frye gave a brief summary of the policy. Citrus County has a zero tolerance in regards to drugs and alcohol. Testing is done at pre-employment, random, responsible suspicion, and post-accident. Random testing is about 4 people per quarter.

Motion by Brenda Chrisman to accept the Citrus County Substance Abuse Policy, second by Beverly Isabelle. Motion carries unanimously.

F8 Expand TD Eligibility

- a. Non-traditional students “Children at Risk”**
- b. Single income households**

a. Motion made by Brenda Chrisman to accept and approve applications from Non-traditional students, second by Beverly Isabelle. Motion carries unanimously.

b. Motion made by Robert Telese to accept and approve single income households that meet the income requirements, second by Terance Garrity. Nay by Beverly Isabelle. Motion passes.

F9 TD Membership Expirations

All the applications have been received for new appointments or reappointments. An agenda item will be prepared to go in front of the BOCC for member recommendations. At the next Transportation meeting member will be sworn in at the March 15, 2018 meeting.

F10 Quorum Modifications

The recommendation was to reduce the quorum requirements to 40% which would be 6 members to have a quorum. After board discussion a motion was made by Robert Telese for 50% which would be 7 members to have a quorum. Second by Dave Douglas. Motion carries unanimously.

G. OTHER BUSINESS BY BOARD MEMBERS

There was none.

H. OPEN TO THE PUBLIC

Jimmie T. Smith, Chairman asked for public input. No one from the public was present.

I. UPCOMING MEETINGS

1. Regular Meeting: May 17, 2018, at 10:30am, Citrus Transit Center Conference Room, 1300 S Lecanto Hwy, Lecanto, FL 34461
2.
 - a. Annual Public Meeting: August 16, 2018, at 10a.m. - 10:30a.m.
 - b. Regular Meeting with the Annual Organizational Meeting for the Purpose of Electing a Vice Chairperson: August 16, 2018, at 10:30a.m. – 12:00p.m., Citrus Transit Center Conference Room, 1300 S Lecanto Hwy, Lecanto, FL. 34461
3. Regular Meeting: November 15, 2018, at 10:30am, Citrus Transit Center Conference Room, 1300 S Lecanto Hwy, Lecanto, FL 34461

J. ADJOURNMENT

Robert Telese made a motion to adjourn the meeting, second by David Douglas. The meeting was adjourned at approximately 11:22 am.

Any person who decides to appeal any decision of the Transportation Disadvantage Coordinating Board with respect to any matter considered at this meeting will need a record of the proceedings and for such purpose may need to provide that a verbatim record of proceeding is made which record includes testimony and evidence upon which the appeal is to be based. (Section 286.0105 Florida Statutes)

Any person requiring reasonable accommodation at this meeting because of a disability or physical impairment should contact the County Administrator's Office, Lecanto Government Bldg., 3600 W. Sovereign Path, Suite 267, Lecanto, FL 34461 (352) 527-5210, TTY (352) 527-5312 at least two days before the meeting.



Item No.:	G2
Date:	03/15/2018
Approved for Agenda:	

TRANSPORTATION DISADVANTAGED COORDINATING BOARD

AGENDA MEMORANDUM

FROM:	Lon Frye, Transit Director
SUBJECT:	Quarterly Statistics / Quarterly Progress Report
AGENDA DATE:	March 15, 2018
<u>BRIEF OVERVIEW:</u>	<p>The attached statistics and quarterly report represent the activity of Citrus County Transit from October 1, 2017 through December 31, 2017.</p>
<u>RECOMMENDED ACTION:</u>	<p>Review and comment.</p> <p>Attachments</p>

County:	Citrus					Demographics	Number
CTC:	Citrus County Transit					Total County Population/% of State Total	140,453
Contact:	Lon Frye					Potential TD Population/% of County Total	85,822
Email:	lon.frye@citrusbocc.com						
Trips By Type Of Service		October	November	December	Average		
Deviated Fixed Route		5,073	4,310	4,254	4,546	Vehicle Miles	114,635
Ambulatory		1,747	1,532	1,419	1,566	Revenue Miles	99,613
Non-Ambulatory		188	148	133	156	Roadcalls	1
Stretcher					0	Accidents	0
Total Trips		7,008	5,990	5,806	6,268	Vehicles	25
						Personnel Hours	14,806
						Vehicle Revenue Hours	3,630
Passenger Trips By Purpose						Financial and General Data	
Education		118	88	87	98	Expenses	296,576
Employment		134	111	88	111	Revenues	296,576
Medical		328	275	284	296	Commendations	
Nutritional		958	840	773	857	Complaints	
Life-Sustaining/Other		397	366	320	361	Passenger No Shows	394
Total Trips		1,935	1,680	1,552	1,722	Unmet Trip Requests	500
						Performance Measures	
Passenger Trips By Funding Source						Accidents Per 100,000 Miles	0
CTD-Commission for the Transportation Disadvantaged		1,935	1,680	1,359	1,658	Miles Between Roadcalls	114,635.0
AHCA-Agency for Healthcare Administration		0	0	0	0	Avg. Trips per Para Transit Driver Hour	0.8
APD-Agency for Persons with Disabilities		0	0	0	0	Avg Trips per Paratransit Passenger	18
DOEA-Department of Elderly Affairs-Veterans		0	0	0	0	Cost per Trip-All Trips	15.77
DOEA-Department of Elderly Affairs-Congregate Dining		0	0	0	0	Cost per Paratransit Trip-Less Deviated Fixed Route	56.08
Other-Public		0	0	314	105	Cost per Personnel Hour	20.03
Total Trips		1,935	1,680	1,673	1,763	Cost per Total Mile	2.59
						Deviated Fixed Route Cost per Trip	21.75

PLANNING RELATED GRANT AGREEMENT TASKS
QUARTERLY PROGRESS REPORT

Designate Official Planning Agency: Citrus County Board of
County Commissioners-Citrus County Transit

Invoice # 2

County: Citrus

Contract #: G0N21

Reporting Period: 10/01/2017-12/31/17

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)

No Activity

- 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 Board of County Commissioners of Citrus County has a three-step process by which vacancies on the LCB must be filled. They are as follows:

- The announcement is made at the BOCC meeting that a vacancy exists on the board.
- At the next BOCC meeting a presentation is made nominating a voting or non-voting member.
- After the BOCC nominates a member, at the next Board meeting a motion to appoint or reappoint the member is made.

Announcing, nominating and appointing/re-appointing require three consecutive meetings. They must be done individually, so it is important to allow enough time to accomplish this.

Public notice to fill vacancies and expiration of term was publicized in the Citrus County Chronicle on November 19, 2017 and posted to the Citrus County Transit website on November 15, 2017.

- 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)

All agendas are available on the CCT website <http://www.citruscountytransit.com/tdcb/tdcb.htm>

- 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)

All TD minutes are kept on file for five years or longer. The current year's Minutes are available on the CCT website.

- 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)

No Activity

- F. Develop and update annually by-laws for local coordinating board approval. Approved by-laws shall be submitted to the Commission. (Task 5)

No Activity

- G. 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 dis-satisfied person about the Commission's Ombudsman Program. A copy of the approved procedures shall be submitted to the Commission.(Task 6)

No Activity

- H. 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 most current Membership roster is included in the Transportation Disadvantaged Service Plan and is available on the CCT website.

- I. 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)

A public notice for the Regular meeting was publicized in the Citrus County Chronicle on November 5, 2017 for the meeting held on November 16, 2017.

- J. 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 Annual Operating Report was submitted to the Florida Commission for the Transportation Disadvantage on September 14, 2017 as required. The Annual Operating report will be placed on the November 16, 2017 agenda for the Boards approval. Due to the lack of quorum this item will be placed on a special meeting in January 2018.

- K. Review the transportation disadvantaged service plan, and recommend action to the local coordinating board. (Task 1)

No Activity

- L. 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)

No Activity

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

- B. Encourage integration of "transportation disadvantaged" issues into local and regional comprehensive plans. Ensure Activity of the local coordinating board and community transportation coordinator are consistent with local and state comprehensive planning Activity including the Florida Transportation Plan.

- 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.

No activity

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 Activity related to the transportation disadvantaged program including but not limited to consultant contracts, special studies, and marketing efforts. (Task 9)

This Quarterly Progress Report is provided at EACH meeting and is available on the CCT website. Quarterly Statistics similar to the AOR format are provided at each meeting. The Transit Director presents ideas and plans to the Board and solicits input and advice from the 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

- C. Attend at least one Commission meeting each year within budget/staff/schedule availability.

No activity.

- D. Notify Commission staff of local transportation disadvantaged concerns that may require special investigations.

No activity

- E. Provide training for newly appointed local coordinating board members. (Task 3)

All newly appointed and current TD Board members provided Boards That Perform, from the National Rural Transit Assistance Program.

- 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 Coordinating Contractor Key Training Center has completed the required program monitoring and results will be submitted to the Local Coordinating Board at the November 16, 2017 Regular Meeting.

- 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

- 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)
- I. Assist the Commission for the Transportation Disadvantaged in joint reviews of the community transportation coordinator.

No Activity

- 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 Community Transportation Coordinator has requested from the Florida Commission of the Transportation Disadvantaged a revised Coordinating Contractor template to update the current contract with the Key Training Center.

- K. Implement recommendations identified in the Commission's Quality Assurance Performance Evaluation reviews.

No Activity

IV Special Considerations by Planning Agency:

No Activity

V. Special Considerations by Commission:

No Activity

Signature of Individual Submitting Report
Lon Frye, Transit Director
Typed name of Individual Submitting Report

March 17, 2017
Date



Item No.:	G3
Date:	03/15/2018
Approved for Agenda:	

TRANSPORTATION DISADVANTAGED COORDINATING BOARD

AGENDA MEMORANDUM

FROM:	Lon Frye, Transit Director
SUBJECT:	Key Center Update
AGENDA DATE:	March 15, 2018
<u>BRIEF OVERVIEW:</u>	Key Center update.
<u>RECOMMENDED ACTION:</u>	None



Item No.:	G4
Date:	03/15/2018
Approved for Agenda:	

TRANSPORTATION DISADVANTAGED COORDINATING BOARD

AGENDA MEMORANDUM

FROM:	Lon Frye, Transit Director
SUBJECT:	Citrus County Transit Substance Abuse Policy
AGENDA DATE:	March 15, 2018
<u>BRIEF OVERVIEW:</u>	Citrus County Transit Substance Abuse Policy
<u>RECOMMENDED ACTION:</u>	Review and approve. Attachments



Citrus County Transit Citrus County Board of County Commissioners

Substance Abuse Management Policy

(Zero Tolerance Policy)
In accordance with USDOT and FTA Regulations

Citrus County Transit is dedicated to providing safe, dependable, and economical transportation service to its patrons. Citrus County Transit employees are a valuable resource and it is our agency's goal to provide a safe, healthy and satisfying working environment, free of the potential dangers posed by a safety-sensitive employee's use of prohibited drugs or misuse of alcohol. In Meeting these goals, it is our policy to;

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

This policy is established to comply with the Federal Transit Administration regulations codified as 49 CFR Part 655, as amended and USDOT regulations codified as 49 CFR Part 40, as amended. ***Policy provisions authorized by Citrus County Transit are italicized and bolded throughout this policy.*** All other policy provisions are implemented under the authority of the United States Department of Transportation (USDOT) and the Federal Transit Administration (FTA)

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

This policy is approved by Citrus County Board of County Commissioners and is effective on,

Policy Approved by: _____

Title of Commission Chairman: _____

Commission Chairman Signature: _____

Date Signed: _____

Policy Effective Date: _____

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17. Consequence for USDOT/FTA Alcohol Violation
18. Refusal to Submit to USDOT/FTA Required Alcohol Testing
19. Citrus County Transit Testing Program Contacts

1. **Testing Program Background**

The Omnibus Transportation Employee Testing Act of 1991 (OTETA) directed the United States Department of Transportation (USDOT) to promulgate regulations outlining the procedures for transportation workplace drug and alcohol testing. The USDOT regulations titled, "Procedures for Transportation Workplace Drug and Alcohol Testing" are codified as 49 CFR Part 40. The regulations ensure uniform practices for specimen collections, laboratory analysis, medical review, result reporting and the Return-to-Duty process for violating employees. The regulations are applicable to safety-sensitive employees in transportation workplaces throughout the nation (transit, railroad, aviation, commercial drivers, etc.).

The OTETA also directed each transportation administration to craft industry-specific regulations that define which employees are subject to testing, the testing circumstances, policy statement requirements and training requirements, relevant to that industry. Citrus County Transit is required to comply with both the USDOT regulations described above, as well as the Federal Transit Administration regulations "Prevention of Prohibited Drug Use and Alcohol Misuse in Transit Operations" which are codified as 49 CFR Part 655.

2. **Employee Applicability**

This policy and the USDOT/FTA testing program apply to all safety-sensitive Citrus County Transit employees. The policy also applies to volunteers who are required to hold a Commercial Drivers License (CDL) and volunteers that receive remuneration in excess of actual expenses accrued while carrying out assigned duties. Adherence to this policy and the USDOT/FTA testing program is a condition of employment in a safety-sensitive position with Citrus County Transit. All employees of Citrus County Transit who perform, or could be called upon to perform, any of the following duties are defined as safety-sensitive employees:

1. Operate a public transportation vehicle, while in or out of service
2. Operate an ancillary vehicle when the vehicle requires a commercial driver's license
3. Control the movement of a public transportation vehicle
4. Perform maintenance on a vehicle or equipment used in public transportation
5. Carry a firearm as part of transit security detail

The Citrus County Transit positions classified as safety-sensitive include:

- Transit Director
- Transit Supervisor
- Transportation Office Supervisor
- Driver Trainer – Social Programs Assistant
- Transit Driver
- Social Programs Assistant
- Transportation Program Assistant
- Fleet Manager Director
- Fleet Operations Supervisor
- Fleet Mechanics

Employee Responsibility to Notify Citrus County Transit of Criminal Drug Conviction

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

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

Employee Training

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

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

3. USDOT/FTA Prohibited Drug Classes

- Amphetamines
- Cocaine
- Marijuana
- Opioids
- Phencyclidine (PCP)

Prescription and Over the Counter Medications

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

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

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

4. Pre-employment Drug and Alcohol Background Checks

In accordance with 49 CFR Part 40.25, Citrus County Transit must make and document good faith efforts to perform drug and alcohol background checks for all applicants applying for a safety-sensitive position and all current employees applying for transfer into a safety-sensitive position. Testing information will be requested from each of the applicant's previous DOT covered employers during the two years prior to the date of application. Citrus County Transit must obtain the applicant's written consent for the

release of their drug and alcohol testing information from their previous DOT covered employers to Citrus County Transit. Applicants refusing to provide written consent are prohibited from performing safety-sensitive functions for Citrus County Transit.

Safety-sensitive applicants who have previously violated the USDOT testing program must provide documentation that they have successfully completed the USDOT's Return-to-Duty process with a DOT-qualified Substance Abuse Professional (SAP). Failure to provide satisfactory documentation will exclude the applicant from being hired or transferred into a safety-sensitive position with Citrus County Transit.

5. **Pre-Employment Testing**

All applicants for safety-sensitive positions shall undergo a pre-employment urine drug test. Citrus County Transit must receive an MRO-verified negative drug test result prior to the applicant's first performance of any safety sensitive function, including behind-the-wheel training.

If an applicant's pre-employment urine drug test result is verified as positive, the applicant will be excluded from consideration for employment in a safety-sensitive position with Citrus County Transit. The applicant will be provided a list of USDOT-qualified Substance Abuse Professionals.

An employee returning from an extended leave period of 90 consecutive days or more, and whose name was also removed from the random testing pool for 90 days or more, must submit to a pre-employment urine drug test. Citrus County Transit must be in receipt of a negative drug test result prior to the employee resuming any safety-sensitive function.

6. **Random Testing**

Safety-sensitive employees will be subject to random, unannounced testing. Citrus County Transit will perform random testing in a manner that meets or exceeds the FTA minimum annual testing requirements, as amended. The selection of employees for random testing will be made using a scientifically valid method. All safety-sensitive employees will have an equal chance of being selected each time a random draw is performed. Random alcohol tests will be conducted just before, during or just after the employee's performance of a safety-sensitive function. Random drug tests may be conducted anytime an employee is on duty, on call for duty or on standby for duty.

Once an employee is notified that they have been selected for a random test, they must proceed immediately to the testing location. Failure to proceed immediately may be deemed a refusal to test.

7. **Reasonable Suspicion Testing**

All safety-sensitive employees must submit to reasonable suspicion drug and/or alcohol testing when a supervisor or company official trained in detecting signs and symptoms of drug use and alcohol misuse has made specific, contemporaneous, articulable observations concerning an employee's appearance, speech, behavior and/or body odor. Reasonable suspicion testing for alcohol misuse will occur when observations are made just before, during, or just after the employee's performance of a safety-sensitive function. Reasonable suspicion testing for prohibited drugs may be conducted anytime an employee is on duty or on standby for duty and a trained supervisor has made the observations.

8. **Post-Accident Testing**

Fatal Accidents: Safety-sensitive employees must submit to post-accident drug and alcohol testing following an accident involving a public transportation vehicle that results in the loss of human life. In addition to a surviving operator of the vehicle, any other surviving, safety-sensitive employee whose performance could have contributed to the accident must also be tested.

Non-Fatal Accidents: All safety-sensitive employees whose actions cannot be completely discounted as a contributing factor must submit to post-accident drug and alcohol testing when a non-fatal accident meets one or more of the following thresholds:

1. An individual suffers bodily injury and immediately receives medical treatment away from the scene
2. One or more vehicles incurs disabling damage that requires the vehicle(s) to be towed away from the accident scene
3. If the public transportation vehicle is a rail car, trolley car, trolley bus or vessel and has been removed from service.

Citrus County Transit officials will use the best information available at the scene, to determine if a safety-sensitive employee's performance can be completely discounted as a contributing factor to the accident. Post-accident drug and alcohol tests will be conducted as soon as practicable following the accident. Any safety-sensitive employee involved in an accident must refrain from alcohol use for eight (8) hours following the accident or until the employee undergoes a post-accident alcohol test. Any safety-sensitive employee who leaves the scene of the accident without a justifiable reason or explanation prior to submitting to drug and alcohol testing will be deemed to have refused the test. However, employees are not prohibited from leaving the scene of an accident to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

9. **Urine Specimen Collections**

Urine specimen collections will be conducted in accordance with USDOT rule, 49 CFR Part 40, as amended. Collectors will be appropriately trained and qualified to perform urine specimen collections for USDOT covered employers. Urine specimen collectors will use the split-specimen collection method and will afford the donor (employee) the greatest degree of privacy permitted per 49 CFR Part 40, as amended. When an observed collection is required, the observer will be of the same gender as the donor (employee).

10. **Refusal to Submit to Urine Drug Testing**

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

- (1) Failure to appear for any test within a reasonable time, as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer (pre-employment testing not applicable).
- (2) Failure to remain at the testing site until the testing process is completed (after the process has been started)
- (3) Failure to provide a urine specimen for any drug test required by this part or DOT agency regulations

- (4) In the case of a directly observed or monitored collection in a drug test, fail to permit the observation or monitoring of your provision of a specimen
- (5) Failure to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure
- (6) Failure or decline to take an additional drug test the employer or collector has directed you to take
- (7) Failure to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by Citrus County Transit
- (8) Failure to cooperate with any part of the testing process (e.g., refuse to empty pockets when directed by the collector, behave in a confrontational way that disrupts the collection process, fail to wash hands after being directed to do so by the collector).
- (9) For an observed collection, failure to follow the observer's instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process.
- (10) Possessing or wearing a prosthetic or other device that could be used to interfere with the collection process.
- (11) Admitting to the collector or MRO that you adulterated or substituted the specimen.
- (12) When the MRO verifies your drug test result as adulterated or substituted.

Refusing to submit to a USDOT/FTA required test is a violation of the USDOT/FTA testing program. Employees are required to be immediately removed from safety-sensitive duty and provided a list of USDOT-qualified Substance Abuse Professionals. ***Per Citrus County Transit authority, violation of the USDOT/FTA testing program will result in termination of employment.***

11. **Urine Specimen Analysis**

All specimens will be transported or shipped to a laboratory certified by the Department of Health and Human Services (DHHS). All specimens will be analyzed at the laboratory in accordance with 49 CFR Part 40, as amended. The procedures that will be used to test for the presence of prohibited drugs will protect the employee and the integrity of the drug testing process, safeguard the validity of the test results and ensure that the test results are attributed to the correct employee. Laboratory confirmed drug test results will be released only to a certified Medical Review Officer (MRO) for review and verification.

Negative-Dilute Specimens

Upon receipt of an MRO verified negative-dilute drug test result with creatinine levels greater than 5 mg/dl and less than 20 mg/dl, Citrus County Transit will require applicants and employees to submit to a second urine collection per 49 CFR Part 40.197. The collection of the second specimen will not be conducted using direct observation procedures. The MRO verified result of the second urine drug test will be accepted by Citrus County Transit as the final result and the test of record. ***Citrus County Transit will apply this policy provision uniformly for all pre-employment and random urine drug tests reported by the Medical Review Officer to have creatinine levels greater than 5mg/dl but less than 20mg/dl (negative-dilute results).*** Once notified that a second collection is required, employees must proceed immediately for testing. An employee's failure to report immediately may be deemed as a refusal to

submit to testing, which is a violation of the USDOT/FTA testing program. ***Per Citrus County Transit authority, violation of the USDOT/FTA testing program will result in termination of employment.***

12. **Role of the Medical Review Officer (MRO)**

The role of the Medical Review Officer is to review and verify laboratory confirmed test results obtained through a DOT-covered employer's testing program. When a non-negative drug test result is received, the MRO will communicate with the donor (employee) to determine if a legitimate medical explanation exists. When a legally prescribed medication has produced a non-negative result, the MRO will verify the prescription and report the result as "negative" to Citrus County Transit. Medical conditions and other information obtained by the MRO during the interview with the donor will be maintained in a confidential manner. However, if the MRO believes that a medication prescribed to the donor may pose a significant safety risk, the MRO will require the donor to contact his/her prescribing physician and request that the physician contact the MRO within 5 business days. The MRO and prescribing physician will consult to determine if the employee's medication use presents a significant safety risk. Citrus County Transit will be notified by the MRO when the outcome of the consultation results in a determination that the donor's medication use presents a significant safety risk. If the employee's prescribing physician fails to respond, the safety concern will be reported to Citrus County Transit without consultation. Based on the MRO recommendation, Citrus County Transit may deem the employee medically disqualified from performing safety-sensitive functions. The MRO assigned to review and verify laboratory drug test results for Citrus County Transit is:

Assigned MRO: Natalie Hartenbaum

Address: 100 highpoint Dr.
Suite 102
Chalfont. PA. 18914

Phone Number: (215) 396-5500

Fax Number: (215) 396-5610

13. **Consequence for MRO Verified Positive Drug Test**

When Citrus County Transit is notified of an MRO verified positive drug test, or a test refusal due to adulteration or substitution; the violating employee will be immediately removed from safety-sensitive duty and provided a list of DOT-qualified Substance Abuse Professionals. Applicants will be excluded from hire and provided a list of DOT-qualified Substance Abuse Professionals. ***Per Citrus County Transit authority, violation of the USDOT/FTA testing program will result in termination of employment.***

14. **Split Specimen Testing**

As an important employee protection, split specimen collection procedures will be used for all USDOT/FTA urine collections. When an employee challenges an MRO verified result, he/she may request that the split specimen (bottle B) be tested at a different DHHS certified laboratory that conducted the test of the primary specimen (bottle A). Instructions for requesting the split specimen test will be provided by the Medical Review Officer during his/her interview with the donor (employee). In accordance with USDOT rule, Citrus County Transit will ensure that the fee to process the split specimen

test is covered, in order for a timely analysis of the split specimen. ***Citrus County Transit may seek reimbursement for the cost of the split specimen test.***

15. **Alcohol Prohibition**

Safety-sensitive employees are prohibited from consuming alcohol while performing safety-sensitive functions, within (4) four hours prior to performing a safety sensitive function, or during the hours that they are on call or standby for duty. No safety-sensitive employee shall report for duty or remain on duty while having an alcohol concentration of 0.02 or greater.

Safety-sensitive employees must not consume alcohol within eight (8) hours following an accident or until the employee submits to post-accident testing, whichever occurs first.

16. **Alcohol Testing**

All alcohol screening tests and confirmation tests will be performed in accordance with USDOT rule, 49 CFR Part 40. The procedures that will be used to test for alcohol misuse will protect the employee and the integrity of the testing process, safeguard the validity of the test results, and ensure the test results are attributed to the correct employee.

When an alcohol-screening test indicates a blood alcohol concentration (BAC) of 0.02 or greater, a confirmation test will be performed using an evidential breath-testing device listed on the USDOT/ODAPC webpage as an "Approved Evidential Breath Measurement Device". The confirmed blood alcohol concentration (BAC) result will be transmitted by the technician to Citrus County Transit in a confidential manner. A safety-sensitive employee who has a confirmed blood alcohol concentration (BAC) of 0.02 or greater but less than 0.04 will be removed from safety-sensitive duties for a period of at least (8) eight hours or until test results fall below 0.02.

17. **Consequence for a USDOT/FTA Confirmed Alcohol Violation**

A safety-sensitive employee who has a confirmed blood alcohol concentration (BAC) of 0.04 or greater has violated the USDOT/FTA testing program and will be removed from safety-sensitive duty and provided a list of DOT-qualified Substance Abuse Professionals. ***Per Citrus County Transit authority, violation of the USDOT/FTA testing program will result in termination of employment.***

18. **Refusal to Submit to Alcohol Testing**

The following actions constitute a refusal to submit to an alcohol test:

- (1) Fail to appear for any test within a reasonable time, as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer.
- (2) Fail to remain at the testing site until the testing process is complete
- (3) Fail to provide an adequate amount of saliva or breath for any USDOT required alcohol test
- (4) Fail to provide a sufficient breath specimen, and the physician has determined, through a required medical evaluation, that there was no adequate medical explanation for the failure
- (5) Fail to undergo a medical examination or evaluation, as directed by the [Agency]
- (6) Fail to sign the certification at Step 2 of the ATF
- (7) Fail to cooperate with any part of the testing process.

Refusing to submit to a USDOT/FTA required test is a violation of USDOT/FTA testing program. Employees must be immediately removed from safety-sensitive duty and provided a list of USDOT-qualified Substance Abuse Professionals. ***Per Citrus County Transit authority, violation of the USDOT/FTA testing program will result in termination of employment.***

19. **Citrus County Transit Testing Program Contacts**

Designated Employer Representative (Drug & Alcohol Program Manager)

Human Resources Director

Name:

Address: 3600 West Sovereign Path, Suite 178, Lecanto, FL. 34461

Phone: (352) 527-5370

E-mail hr@citrusbocc.com

Fax: (352) 527-5372

Alternate (back-up) Program Manager

Human Resources Manger

Name: Jessica Flynn

Address: 3600 West Sovereign Path, Suite 178, Lecanto, FL. 34461

Phone: (352) 527-5370

E-mail: Jessica.flynn@citrusbocc.com

Fax: (352) 527-5372

Designated Employer Representative (Drug & Alcohol Program Manager)

Transit Director

Name: Lon Frye

Address: 1300 S Lecanto Hwy Lecanto, FL. 34461

Phone: (352)527-7630

E-mail: Lon.Frye@citrusbocc.com

Fax: (352)527-7635

Designated Employer Representative (DER)

Transit Driver Trainer

Name: Susan Morin

Address: 1300 S Lecanto Hwy Lecanto, FL. 34461

Phone: (352)527-7630

E-mail: Susan.Morin@citrusbocc.com

Fax: (352)527-7635

Substance Abuse Professional

Name: Shaila Marie Shenai

Address: 2804 W Marc Knighton Ct #10 Lecanto, FL. 34461

Phone: (352) 527-7380

Fax: (352) 240-3921

National Hot-Line Numbers and Help Lines

1-800-COCAINE

The American Council on Alcoholism Help Line
1-800-527-5344

The National Institute on Drug Abuse Hot Line
1-800-622-HELP

The referenced USDOT and FTA regulations, as well informational material related to this testing program are available for review and/or download from the Florida Department of Transportation's Substance Abuse Management Website: <http://sam.cutr.usf.edu>. Further information may be obtained from the USDOT's Office of Drug and Alcohol Policy and Compliance website: <https://www.transportation.gov/odapc> and the Federal Transit Administration's (FTA) website: <https://transit-safety.fta.dot.gov/DrugAndAlcohol/Default.aspx>

**Employee Acknowledgement of Receipt
Of Citrus County Transit's Substance Abuse Policy**

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

Employee Name: _____

Employee Signature: _____

Date Received: _____



Item No.:	G5
Date:	03/15/2018
Approved for Agenda:	

TRANSPORTATION DISADVANTAGED COORDINATING BOARD

AGENDA MEMORANDUM

FROM:	Lon Frye, Transit Director
SUBJECT:	Quorum Modifications
AGENDA DATE:	March 15, 2018
<u>BRIEF OVERVIEW:</u>	Status Update
<u>RECOMMENDED ACTION:</u>	None



Item No.:	G6
Date:	03/15/2018
Approved for Agenda:	

TRANSPORTATION DISADVANTAGED COORDINATING BOARD

AGENDA MEMORANDUM

FROM:	Lon Frye, Transit Director
SUBJECT:	RouteMatch Implementation
AGENDA DATE:	March 15, 2018
<u>BRIEF OVERVIEW:</u>	
<u>RECOMMENDED ACTION:</u>	

G6. Route Match Implementation

Citrus County Transit is required to submit passenger demographics to be captured and reported to the Federal Transportation Administration (FTA) as required under Title 49 U.S.C. 5335(b). Transit agencies receiving Urbanized Area Formula funds must submit a complete National Transit Database (NTD) report per 49 CFR Part 630.5-630.6. Failure to report may affect eligibility to receive future formal grants under Section 5307 and Section 5311.

To that end the Citrus County Board of County Commissioners approved to enter into an agreement with Route Match Software on October 11, 2016 to develop and implement the required software. On February 20, 2018 Route Match Developers and Technicians were at the agency for the go-live and staff training. This program was funded through Section 5310 appropriations for a total of \$92,769.00 FTA 74,215.20 FDOT \$9,276.90 and BOCC match of \$9,276.90

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