



**Butler County Regional  
Transit Authority**

[www.butlercountyrta.com](http://www.butlercountyrta.com)

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@BCRTA

**Board of Trustees**

*President:*

Christopher Lawson  
City of Hamilton

*Vice President:*

Perry Gordon  
City of Oxford Police Department

*Trustees:*

Jessica Chandler  
Butler County ESC

David Fehr  
Butler County Department  
of Development

James A. Foster  
City of Trenton

David Helms  
Butler Tech  
Anita Scott Jones  
Atrium Medical Center

**Executive Director**

Matthew M. Dutkevicz

**Legal Counsel**

Gary Becker  
Dinsmore & Shohl, LLP

**General Public**

**Transportation Services**

Americans with Disabilities Paratransit  
General Public Dial-A-Ride  
Group Shuttles

**Regional Services**

R1 - Middletown-Hamilton  
R2 - Middletown-Oxford  
R3 - Hamilton-Oxford  
R4 - Hamilton & Springdale  
R6 - Job Connector

**Oxford & Miami University Services**

U1 - Campus Core  
U1W - Walmart Flyer  
U2 - Park & Ride  
U3 - Tollgate Loop  
U4 - Health Loop  
U4D - Ditmer Flyer

**Butler County Regional  
Transit Authority Mission:**

"To support Butler County's  
quality of life and economic  
development through public  
transportation solutions."

\* \* \* PUBLIC MEETING NOTICE \* \* \*

**Butler County Regional Transit Authority  
Board of Trustees**

The BCRTA Board of Trustees is scheduled to meet on Wednesday,  
April 26, 2017 in the Board Room of the Butler County Regional  
Transit Authority Main Offices at 3045 Moser Court, Hamilton,  
Ohio 45011 at 8:00 a.m.

In accordance with the American Disabilities Act, if anyone has a disability and  
requires assistance or, in accordance with the Limited English Proficiency  
Executive Order, requires translation services, please call Mr. Matthew  
Dutkevicz at 513.785.5237 or 800.750.0750 (Ohio Relay Service).

For questions or more information regarding this meeting please call  
513.785.5237 or email [request@butlercountyrta.com](mailto:request@butlercountyrta.com).



**BUTLER COUNTY REGIONAL TRANSIT AUTHORITY BOARD OF TRUSTEES**

**April 26, 2016, 8:00 AM**

**BCRTA Board Room**

**3045 Moser Court, Hamilton, Ohio 45011**

PRELIMINARY AGENDA

- I. Call to Order & Roll
- II. Consideration of Absences
- III. Approval of the Agenda (Motion Requested)
- IV. Approval of the March 15, 2017 Meeting Minutes (Motion Requested)
- V. Comments from Citizens
- VI. Secretary/Treasurer's Report – February 2017 (Motion Requested)
- VII. Director's Report
  - a. Discussion Item – Free U route fares
  - b. Employee Handbook and Firearms
- VIII. Committee & Staff Reports
  - a. OKI
  - b. Metrics
- IX. Governance
  - a. Introduction of New Trustees
  - b. Oaths of Office
- X. Action Items
  - a. Adopting Policy 6-18: Tuition Reimbursement.
  - b. Authorizing the Executive Director to Execute a Contract to Engage Public Opinion Survey Services
- XI. Adjourn (Motion Requested)

**Next Meeting Date:  
May 17, 2017 @ 8:00 AM**

## 2017 Butler County RTA Board of Trustees Attendance

	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	Dec
Chandler, Jessica	X	X	X				N/A					N/A
Fehr, David	X	E	X				N/A					N/A
Foster, Jim	X	X	X				N/A					N/A
Gordon, Perry	X	X	X				N/A					N/A
Helms, David	X	X	E				N/A					N/A
Lawson, Chris	X	E	X				N/A					N/A
Scott Jones, Anita	X	E	X				N/A					N/A
Summers, Mimi							N/A					N/A
Watt, Corey							N/A					N/A

X = Present

E = Excused

A = Absent



## VII. Director's Report

Mr. Dutkevicz provided updates on the following topics:

- **Metrics & Service**
  - **New Opportunities**

BCRTA is engaging in discussions with the local healthcare providers regarding supplemental transportation for programs aimed at reducing infant mortality in addition to providing services in conjunction with the Ohio Healthier Buckeye Grant.
  - **Middletown & Monroe Connection**

BCRTA presented to Monroe City Council on February 14 and Middletown City Council on February 21. No funding has committed yet. Staff still expect a start date in late spring if funding is provided by Middletown and Monroe. The proposal was featured in the January 22 Journal news also.
  - **Demand Response Service Rebuild**

In concert with the launch of new demand response scheduling software, BCRTA will be reinventing its DR Service. Staff plan to spend the next few weeks analyzing current trends and metrics to evaluate needed changes and roll out a "new" service and more affordable rates in early 2017.
  - **SOAR Award**

BCRTA received the SOAR award from the Ohio Transit Risk Pool for lowest claims cost per mile in 2015 for midsize pool members. The award was presented at the Employee Recognition event on February 11.
- **Discretionary Grant Availability**
  - **5310**

BCRTA received an award for one year of the three year ask that was submitted in our February application for 5310 funds to subsidize trips for elderly and disabled individuals. Total grants funds awarded were \$275,400 for the subsidy program and another \$100,000 to support the software upgrades in progress as they relate to ADA improvements like stop announcements and mobile apps that assist visually impaired riders.
  - **TIGER**

BCRTA has had preliminary discussions regarding the future of the TIGER/Butler County Connect project. Community attention has moved to the multimodal area at Chestnut fields that may incorporate a future Amtrak Station, in lieu if funding a project at the Shriver site. BCRTA will continue to meet with Miami and City officials as the process moves forward. BCRTA may consider applying for 5339 – Bus and Bus Facility money for the purposes of this project rather than the competitive TIGER program.
  - **LoNo**

BCRTA has had preliminary discussions with the City of Hamilton regarding rubber-tire trolley service in the City of Hamilton beginning in 2018. The City has a strong desire to showcase trolleys in an alternative fuel format. BCRTA has recommended applying for Low and No Emission grant funds from USDOT in the spring to purchase new or repower existing trolleys for the proposed service. BCRTA is preparing budgets for the City who has made an informal commitment to local match.
- **Staffing & Facility**
  - **Building Refurbishment**

Building refurbishment continues with the next phase moving into the operational area of the building, break room and kitchen.
  - **Staffing**

BCRTA currently is soliciting for vehicle operators (CDL and non), an operations supervisor, vehicle technician, administrative assistant and an operations manager (paratransit).
  - **Employee Recognition Event**

BCRTA presented a successful Employee Recognition Breakfast on Saturday, February 11. A large portion of staff attended the event and BCRTA recognized individual employees for exemplary safety,

attendance and length of service with small paid time off awards. The event was very well received by employees and will be scheduled for 2018 as well.

- Planning

- BCVSC

- BCRTA was awarded a portion of the Butler County Veterans Service Commission transportation contract. Upon approval, BCRTA will engage with BCVSC to transport veterans to medical appointments within Butler County and the Dayton VA Medical Center. BCVSC estimated giving notice to proceed in time for an April 1 contract start.

- Weapons and Firearms Policy

- An advocacy group has been canvassing Ohio agencies requesting public records and policies regarding passengers' rights to carry firearms onboard public transit buses. Staff have responded to the request with assistance from BCRTA corporate counsel and OTRP legal counsel, who has been working on this issue for some time. In coordination with legal counsel, staff have been advised of Ohio law and warning stickers have been removed from BCRTA vehicles.

- Opinion Survey

- Staff is investigating vendors to perform an opinion survey to gauge the interest and appetite for expanded public transit services in the Butler County area. BCRTA staff have completed the scope of work and identified potential vendors. Bids should go out before the end of March and responses received before the April Board meeting for more information.

- On the Horizon ...

- Trolley Replacement

- Given the 18 month expected build timeline for new trolleys, BCRTA staff will be bringing the authorization to purchase new trolleys to the Board in the next few months. The contract selection and award processes were already completed in conjunction with Akron Metro. BCRTA Board authorization will be required to write a PO and have the order placed on the manufacturer's calendar. Expected price is about \$500K per vehicle. Grant funds have already been awarded to BCRTA for these trolley replacements but do not become available until FFY 2018 and 2019. Authorization will be requested when grant funds are available to be drawn.

- Federal Transit Administration Triennial Review

- BCRTA is scheduled to receive a triennial review from the FTA this year. BCRTA has already received initial requests for documents to be submitted to the reviewer by December 16, 2016. Reviewers will be at BCRTA for the onsite portion of the review June 27 – 30, 2017. Middletown will also undergo their review at the same time. Some limited board interaction may be required to substantiate proper oversight procedures.

- Ohio Public Transit Conference

- Mark your calendars for the Ohio Public Transit Conference, April 17 – 19, 2017. Board members are welcome to attend the full conference or a portion. The conference will be in Columbus for 2017 and Cincinnati in 2018.

Mr. Dutkevich also introduced a draft tuition reimbursement policy for the purposes of discussion and solicited feedback for a proposed adoption in April.

## **VIII. Committee & Staff Reports**

### **a. OKI**

Mr. Dutkevich gave a report on the OKI Executive Committee meeting and the presentation that was given regarding autonomous vehicles. Mr. Dutkevich shared a brief video from the presentation: [www.meetolli.auto](http://www.meetolli.auto)

### **b. Metrics**

Mr. Griffin provided a brief overview of metrics including sharing a video of a recent vehicle accident.

**IX. Governance**

Considering the short time frame of approval of new Trustees by the Butler County Commissioners, oaths of office were tabled for the next meeting.

**X. Action Items**

**17-03-01: Authorizing the Butler County Regional Transit Authority Executive Director to Execute a Contract to Provide Transportation Services to the Butler County Veterans Service Commission.**

Mr. Dutkevicz explained that BCRTA and the BCVSC were in negotiations to complete a contract for services to begin April 1, 2017 and requested the Board authority to execute the contract pursuant to the resolution.

Mr. Foster made a motion to approve resolution 17-03-01 and Ms. Scott Jones made a second. Upon a call of the roll the vote resulted as follows:

Ms. Chandler	YES
Mr. Fehr	YES
Mr. Foster	YES
Mr. Gordon	YES
Mr. Helms	ABSENT
Mr. Lawson	YES
Ms. Scott Jones	YES

The resolution was approved.

**XI. Executive Session**

For the Purpose of Discussing and Considering the Appointment, Employment, Dismissal, Discipline, Promotion, Demotion, or Compensation of a Public Employee.

Ms. Scott Jones made a motion to enter executive session. Mr. Gordon seconded.

Upon a call of the roll the vote resulted as follows:

Ms. Chandler	YES
Mr. Fehr	YES
Mr. Foster	YES
Mr. Gordon	YES
Mr. Helms	ABSENT
Mr. Lawson	YES
Ms. Scott Jones	YES

Executive session commenced at 9:00 AM

Mr. Foster made a motion to exit executive session. Ms. Chandler seconded the motion.

Upon a call of the roll the vote resulted as follows:

Ms. Chandler	YES
Mr. Fehr	YES
Mr. Foster	YES
Mr. Gordon	YES
Mr. Helms	ABSENT
Mr. Lawson	YES
Ms. Scott Jones	YES

Executive session concluded at 9:03 AM.

**XII. Personnel**

Ms. Scott Jones made a motion authorizing the President of the Board of Trustees to negotiate a contract amendment to the Executive Director's employment contract adjusting the annual salary to 90,000 dollars per year effective January 7<sup>th</sup>, 2017. Mr. Gordon seconded the motion.

The motion passed unanimously.

**XIII. Adjourn**

Ms. Scott Jones moved to adjourn and Mr. Fehr seconded. The motion carried. The meeting was adjourned at 9:06 AM.

Respectfully submitted,

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Matthew M. Dutkevicz, Executive Director

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Approved - President, Board of Trustees



**BCRTA  
Income Statement  
February 2017**

	<b>Current Month Budget</b>	<b>Current Month Actual</b>	<b>Change</b>	<b>Last Year Current Month</b>
<b>Revenues</b>				
Passenger Fares	10,000.00	8,036.60	(1,963.40)	10,014.22
Contract Service	23,000.00	17,470.00	(5,530.00)	42,795.00
Other Transit Rev.	66,666.67	61,370.50	(5,296.17)	64,571.00
Mgt./Cons. Services	7,875.00	7,500.00	(375.00)	7,500.00
Maintenance Services	-	-	-	-
Rentals	-	-	-	-
Interest & Other	1,000.00	681.17	(318.83)	707.97
Local Funding	185,416.67	184,856.21	(560.46)	177,695.21
State Funding	10,083.33	10,083.00	(0.33)	9,061.00
Federal Funding	125,833.33	115,756.00	(10,077.33)	98,193.00
In-Kind Items	-	-	-	-
<b>Total Revenues</b>	<b>429,875.00</b>	<b>405,753.48</b>	<b>(24,121.52)</b>	<b>410,537.40</b>
<b>Expenses</b>				
Wages	214,375.00	208,310.15	(6,064.85)	217,353.82
Fringes	70,743.75	48,989.58	(21,754.17)	52,065.22
Services	27,083.33	30,085.10	3,001.77	31,734.27
Materials & Supplies	37,916.67	39,710.70	1,794.03	26,648.64
Utilities	7,916.67	7,278.74	(637.93)	8,675.43
Insurance	14,166.67	12,556.34	(1,610.33)	15,702.08
Taxes	-	-	-	-
Purchased Transportation	41,666.67	39,920.42	(1,746.25)	39,920.42
Misc. Items	7,672.92	5,602.77	(2,070.15)	11,144.98
Leases & Rentals	-	-	-	-
<b>Total Expenses</b>	<b>421,541.68</b>	<b>392,453.80</b>	<b>(29,087.88)</b>	<b>403,244.86</b>
<b>Gain / (Loss)</b>	<b>8,333.32</b>	<b>13,299.68</b>	<b>4,966.36</b>	<b>7,292.54</b>

**BCRTA  
Income Statement  
February 2017**

	<b>Year to Date Budget</b>	<b>Year to Date Actual</b>	<b>Change</b>	<b>Year to Date Last Year</b>
<b>Revenues</b>				
Passenger Fares	20,000.00	17,167.88	(2,832.12)	20,822.85
Contract Service	46,000.00	35,020.00	(10,980.00)	85,050.00
Other Transit Rev.	133,333.34	119,827.75	(13,505.59)	120,414.50
Mgt./Cons. Services	15,750.00	15,000.00	(750.00)	15,000.00
Maintenance Services	-	-	-	-
Rentals	-	-	-	-
Interest & Other	2,000.00	3,161.51	1,161.51	1,193.60
Local Funding	370,833.34	372,095.44	1,262.10	355,096.57
State Funding	20,166.66	20,166.00	(0.66)	18,122.00
Federal Funding	251,666.66	230,000.00	(21,666.66)	160,552.00
In-Kind Items	-	-	-	-
<b>Total Revenues</b>	<b>859,750.00</b>	<b>812,438.58</b>	<b>(47,311.42)</b>	<b>776,251.52</b>
<b>Expenses</b>				
Wages	428,750.00	386,806.82	(41,943.18)	395,145.47
Fringes	141,487.50	109,390.68	(32,096.82)	103,658.27
Services	54,166.66	52,955.59	(1,211.07)	50,435.61
Materials & Supplies	75,833.34	73,730.32	(2,103.02)	53,604.46
Utilities	15,833.34	18,668.50	2,835.16	19,841.52
Insurance	28,333.34	25,112.68	(3,220.66)	31,266.20
Taxes	-	-	-	-
Purchased Transportation	83,333.34	79,840.84	(3,492.50)	79,840.84
Misc. Items	15,345.84	8,714.12	(6,631.72)	22,529.78
Leases & Rentals	-	-	-	-
<b>Total Expenses</b>	<b>843,083.36</b>	<b>755,219.55</b>	<b>(87,863.81)</b>	<b>756,322.15</b>
<b>Gain / (Loss)</b>	<b>16,666.64</b>	<b>57,219.03</b>	<b>40,552.39</b>	<b>19,929.37</b>

Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
<b>Checking - PNC (National City)</b>						
2/1/17			Beginning Balance			245,636.88
2/1/17	01/25-01/31/17	CRJ	Farebox Receipts	1,887.22		
2/6/17	A0724199	CRJ	Miami University	137,644.13		
2/6/17	243094	CRJ	City of Middletown	68,340.77		
2/6/17	0033830480	CRJ	Ohio Dept of Medicaid	13,720.00		
2/7/17	6653	CDJ	Affordable Pest Control Inc.		47.00	
2/7/17	6654	CDJ	Butler County Clerk of Courts		267.45	
2/7/17	6655	CDJ	Petty Cash		643.66	
2/7/17	6656	CDJ	Cummins Bridgeway LLC		409.79	
2/7/17	6657	CDJ	Cornett's Pressure Cleaning		831.00	
2/7/17	6658	CDJ	Daves Lawn Care & Snow Removal		420.00	
2/7/17	6659	CDJ	Fuller Ford		283.26	
2/7/17	6660	CDJ	Fleet Pride		70.03	
2/7/17	6661	CDJ	Heritage-Crystal Clean LLC		622.21	
2/7/17	6662	CDJ	Hamilton County Municipal Cour		290.96	
2/7/17	6663	CDJ	Jani-King of Cincinnati		380.00	
2/7/17	6664	CDJ	Jeffrey M Kellner, Chapter 13		369.23	
2/7/17	6665	CDJ	Jake Sweeney Chrysler Jeep		80.00	
2/7/17	6666	CDJ	Jim's Tire & Auto		323.00	
2/7/17	6667	CDJ	KOI Enterprises, Inc.		2,501.57	
2/7/17	6668	CDJ	My Parts Express		975.70	
2/7/17	6669	CDJ	Overhead Door of Greater Cinci		2,015.50	
2/7/17	6670	CDJ	Office Depot Inc.		226.99	
2/7/17	6671	CDJ	PERS		39,815.26	
2/7/17	6672	CDJ	Pennsylvania Higher Education		146.71	
2/7/17	6673	CDJ	Security Lock Company		284.25	
2/7/17	Cash 2/1-2/7/17	CRJ	BCRTA Items	638.60		
2/8/17	A0724280	CRJ	Farebox Receipts	1,558.00		
2/8/17	02/01-02/07/17	CRJ	Farebox Receipts	1,398.95		
2/9/17	PRWE 02/03/17	GENJ			94,319.95	
2/9/17	AT 02/09/17	CDJ	Paycor Payroll Services		547.07	
2/13/17	0033881264	CRJ	Ohio Department of Taxation	11,480.67		
2/13/17	6674	CDJ	Charlene Byrum		329.61	
2/13/17	6675	CDJ	Cincinnati Bell Any Distance		1,523.88	
2/13/17	6676	CDJ	Cintas Corporation		740.71	
2/13/17	6677	CDJ	Mobilitat		2,087.50	
2/13/17	6678	CDJ	Mobilcomm		180.00	
2/13/17	6679	CDJ	Matco Tools		2,950.00	
2/13/17	6680	CDJ	Office Depot Inc.		18.57	
2/13/17	6681	CDJ	Port Technology LLC		5,490.89	
2/13/17	6682	CDJ	Richard Welsh		1,634.09	
2/13/17	6683	CDJ	Speedway SuperAmerica LLC		16,439.03	
2/13/17	01002322	CRJ	BCDD Master Billing	3,375.00		
2/21/17	Cash 2/8-2/19/17	CRJ	BCRTA Items	269.75		
2/22/17	A0724710	CRJ	Miami University	1,353.32		
2/22/17	6684	CDJ	Butler County Clerk of Courts		334.50	
2/22/17	6685	CDJ	Butler County Sheriff Dept.		4,495.00	
2/22/17	6686	CDJ	City of Hamilton - Utilities		3,594.63	
2/22/17	6687	CDJ	Cornett's Pressure Cleaning		1,329.00	
2/22/17	6688	CDJ	Hamilton County Municipal Cour		378.35	
2/22/17	6689	CDJ	Jeffrey M Kellner, Chapter 13		369.23	
2/22/17	6690	CDJ	Kleem Inc.		61.32	
2/22/17	6691	CDJ	Millennium Business Systems		292.81	
2/22/17	6692	CDJ	Office Depot Inc.		322.68	
2/22/17	6693	CDJ	Pennsylvania Higher Education		142.22	
2/22/17	6694	CDJ	Rumpke Of Ohio Inc.		141.02	
2/22/17	6695	CDJ	Talawanda School District		1,660.78	
2/22/17	6696	CDJ	Verizon Wireless		120.80	

2/22/17	02/15-02/21/17	CRJ	Farebox Receipts	1,543.81		
2/23/17	PRWE 02/17/17	GENJ			101,227.24	
2/23/17	AT 2/23/17	CDJ	Paycor Payroll Services		295.10	
2/27/17	6697	CDJ	Bethesda Healthcare Inc.		683.00	
2/27/17	6698	CDJ	Cincinnati Bell		139.39	
2/27/17	6699	CDJ	Cox Media Group		148.94	
2/27/17	6700	CDJ	Cornett's Pressure Cleaning		649.00	
2/27/17	6701	CDJ	Frank's Heavy Truck Collision		802.50	
2/27/17	6702	CDJ	Globe Ticket		592.00	
2/27/17	6703	CDJ	Luxurious Wraps, LLC		635.00	
2/27/17	6704	CDJ	Office Depot Inc.		244.23	
2/27/17	6705	CDJ	Verizon Wireless		652.12	
2/27/17	ACH 2/27/17	CRJ	Federal Transit Administration	114,244.00		
2/28/17	Cash 2/20-2/28/17	CRJ	BCRTA Items	210.00		
2/28/17	AT 2/28/17	CDJ	PNC Card Purchases		9,781.08	
2/28/17	02/28/17	GENJ	Service Charge		9.25	
			Current Period Change	<u>357,664.22</u>	<u>306,366.06</u>	<u>51,298.16</u>
2/28/17			Ending Balance			296,935.04
<b>Savings - PNC (National City)</b>						
2/1/17			Beginning Balance			9,548.54
2/28/17	CC 2/1-2/28/17	CRJ	BCRTA Items	819.87		
2/28/17	02/28/17	GENJ	Interest Income	0.07		
2/28/17	02/28/17	GENJ	Service Charge		0.28	
			Current Period Change	<u>819.94</u>	<u>0.28</u>	<u>819.66</u>
2/28/17			Ending Balance			10,368.20
<b>Savings - PNC Bank</b>						
2/1/17			Beginning Balance			586,781.78
2/28/17	02/28/17	GENJ	Interest Income	31.51		
			Current Period Change	<u>31.51</u>		<u>31.51</u>
2/28/17			Ending Balance			<u>586,813.29</u>

**BCRTA  
Balance Sheet (Net Pension Liability)  
February 2017**

**Assets**

<b>Current Assets</b>		<b>*Other Assets</b>		
Checking - PNC	296,935.04	Net Pension Asset	6,514.10	
Savings - PNC	10,368.20	Deferred Outflows-Pensions	1,234,301.84	
Savings - PNC	586,813.29			
Bid Deposit	75,000.00	<b>Property &amp; Equipment</b>		
Petty Cash	1,000.00	Vehicles	8,600,420.41	
Accounts Receivable	571,822.60	Buildings & Land	2,521,829.31	
Prepays	76,750.81	Furniture & Equipment	495,987.33	
		Amenities & Misc.	62,042.74	
		WIP-Facility Renovation	43,825.88	
		Accum. Depr.	(3,559,912.55)	
				<b>Total Assets</b>
	<u>1,618,689.94</u>		<u>9,405,009.06</u>	<u>11,023,699.00</u>

**Liabilities & Equity**

<b>Current Liabilities</b>		<b>*Long-term Liabilities</b>		
Accounts Payable	126,168.65	Net Pension Liability	2,922,737.20	
Payroll Payables	86,903.28	Deferred Inflows-Pensions	58,001.48	
Other Payables	-			
Accrued PTO	88,675.84	<b>Equity</b>		
Reserve ACA Fines	-	Balance Equity	2,861,645.23	
FTA Vehicle Funds	52,870.00	Federal Capital	8,830,728.00	
Future Match Funds	7,291.74	Local Capital	89,410.00	
Unearned Tickets	18,201.00	Retained Earnings	(4,176,152.45)	
		Net Income	57,219.03	
				<b>Total Liabilities and Capital</b>
	<u>380,110.51</u>		<u>10,643,588.49</u>	<u>11,023,699.00</u>

\*During 2015, BCRTA adopted GASB Statement 68, "Accounting and Financial Reporting for Pensions—an Amendment of GASB Statement 27," which significantly revises accounting for pension costs and liabilities. Many end users of this financial statement will gain a clearer understanding BCRTA's actual financial condition by adding deferred inflows related to pension and the net pension liability to the reported liabilities and equity section of the balance sheet and subtracting deferred outflows related to pension.

**BCRTA  
Cash Reserves  
February 2017**

Current Assets	1,618,689.94
Current Liabilities	<u>(380,110.51)</u>
<b>Available Funds</b>	<b>1,238,579.43</b>

**Board Reserves**

Local Share Grant Obligations		
OH-34-0025 (Facility/Bus Grant)	26,973.75	
OH-2016-056-00	208,801.53	
OH-2017-0xx-00	922,500.00	
5310 Pending Grant	575,800.00	
Less 2017 Projected Local Match	<u>(1,705,270.00)</u>	2017 - MU, ODOT, BCDD, R6 (Mar-Dec) VA (Apr-Dec)
	-	
Match Required or (Overmatch)	28,805.28	
FTA Grants	28,805.28	Match Required
Working Capital Funds (2 Mths.)	759,750.00	
Capital Replacement Funds	697,739.40	2017-2019 Local Share of Projects (includes \$450k in 2018/19 for large buses)
Contingency Funds	<u>-</u>	
<b>Total Board Reserves</b>	<b>1,486,294.68</b>	
Non-Restricted Funds (for new opportunities)	(247,715.25)	
	<u>-</u>	
	<u>(247,715.25)</u>	202,284.75 Adjusted for \$450k 2019 Match

## Director's Notes – April 2016

### Metrics & Service

- **New Opportunities**  
No updates
- **Middletown & Monroe Connection**  
No updates
- **Free U Route Fares**  
Due to changes in FTA regulation and funding rules related to university transit, BCRTA may be required to provide free rides to all U route riders beginning in the coming year. Staff is still evaluating proposed rulemaking and FTA guidelines while evaluating possible impacts to data capture and other services.
- **BuzTrakr**  
Real time bus location is now available! BCRTA has been implementing the new DoubleMap system over the past few weeks. Although the project is not complete, real time tracking is now live and available for beta testers. BCRTA has branded the service “BuzTrakr” with its own domain and look. Apps are available at [www.buztrakr.com](http://www.buztrakr.com), in the Apple App Store and on Google Play. Search for “BuzTrakr” or “DoubleMap.”
- **Demand Response Scheduling Software Implementation**  
Staff are completing the middle and final stages of the new D/R software scheduling application with Ecolane. Staff expect the new platform to go live in late May.
- **Demand Response Service Rebuild**  
In concert with the launch of new demand response scheduling software, BCRTA will be reinventing its DR Service. Staff plan to spend the next few weeks analyzing current trends and metrics to evaluate needed changes and roll out a “new” service and more affordable rates.

### Discretionary Grant Availability

- **TIGER/5339**  
BCRTA has had preliminary discussions regarding the future of the TIGER/Butler County Connect project. Community attention has moved to the multimodal area at Chestnut fields that may incorporate a future Amtrak Station, in lieu of funding a project at the Shriver site. BCRTA will continue to meet with Miami and City officials as the process moves forward. BCRTA may consider applying for 5339 – Bus and Bus Facility money for the purposes of this project rather than the competitive TIGER program.
- **LoNo**  
No Updates

### Staffing & Facility

- **Building Refurbishment**  
Building refurbishment continues with the next phase moving into the operational area of the building, break room and kitchen.
- **Staffing**  
BCRTA currently is soliciting for vehicle operators (CDL and non), an operations supervisor, and an administrative assistant.  
Bryant French joined BCRTA as a vehicle technician in early April and Luke Morgan was promoted to the role of Operations Manager – Hamilton. Luke has worked as an Operations Supervisor at BCRTA since 2016.

### Planning

- **BCVSC**  
BCRTA began operating BCVSC service on April 1<sup>st</sup>. The transition was uneventful and services have been provided without incident. BCVSC has expressed their satisfaction with service provided to date.
- **Weapons and Firearms Policy**

## Director's Notes – April 2016

An advocacy group has been canvassing Ohio agencies requesting public records and policies regarding passengers' rights to carry firearms onboard public transit buses. Staff have responded to the request with assistance from BCRTA corporate counsel and OTRP legal counsel, who has been working on this issue for some time. In coordination with legal counsel, staff have been advised of Ohio law and warning stickers have been removed from BCRTA vehicles.

- **Handbook Review**

Included with this month's packet is a copy of the BCRTA Employee Handbook for the Board's review. Policies in section six are always approved by the Board of Trustees, but other sections are managed by staff in consultation with corporate counsel. Given that there is limited institutional knowledge at BCRTA before 2010, staff is recommending that the Board of Trustees officially adopt the complete handbook at the May meeting for the purposes of rendering any unknown or obsolete policy documents null and void. In addition, staff will be recommending an updated internal weapons and firearms policy to remain compliant with new Ohio law. Legal counsel will review the entire handbook in advance of adoption in May.

- **Opinion Survey**

Opinion survey bids were collected this month. Details are included in the action items section of the agenda.

- **Ohio Public Transit Conference**

The OPTA conference was a great event again in 2017. Trustee Jessica Chandler attended a portion of the conference along with several BCRTA staff. Bob Ruzinsky also presented a session on transit finance and grants that was very well attended. Look forward to attending the 2018 conference slated for April 2018 in Cincinnati.

### On the Horizon ...

- **Trolley Replacement**

Given the 18 month expected build timeline for new trolleys, BCRTA staff will be bringing the authorization to purchase new trolleys to the Board in the next few months. The contract selection and award processes were already completed in conjunction with Akron Metro. BCRTA Board authorization will be required to write a PO and have the order placed on the manufacturer's calendar. Expected price is about \$500K per vehicle. Grant funds have already been awarded to BCRTA for these trolley replacements but do not become available until FFY 2018 and 2019. Authorization will be requested when grant funds are available to be drawn.

- **Federal Transit Administration Triennial Review**

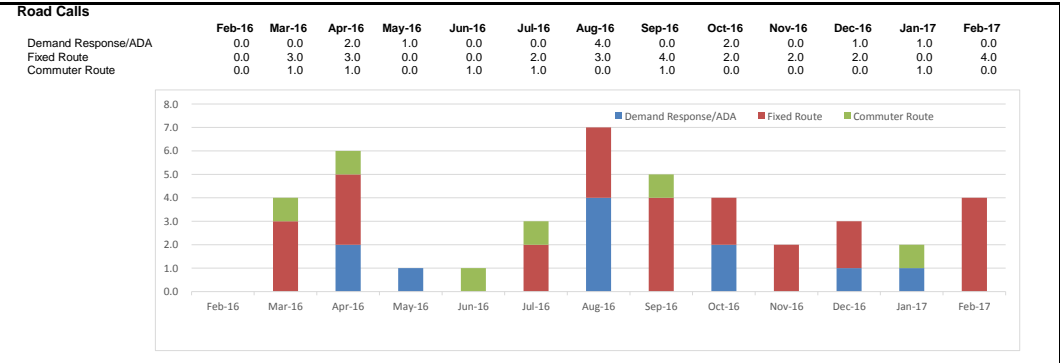
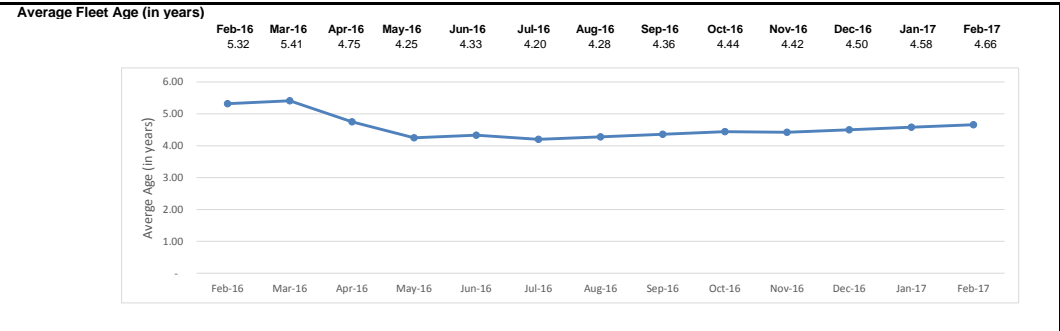
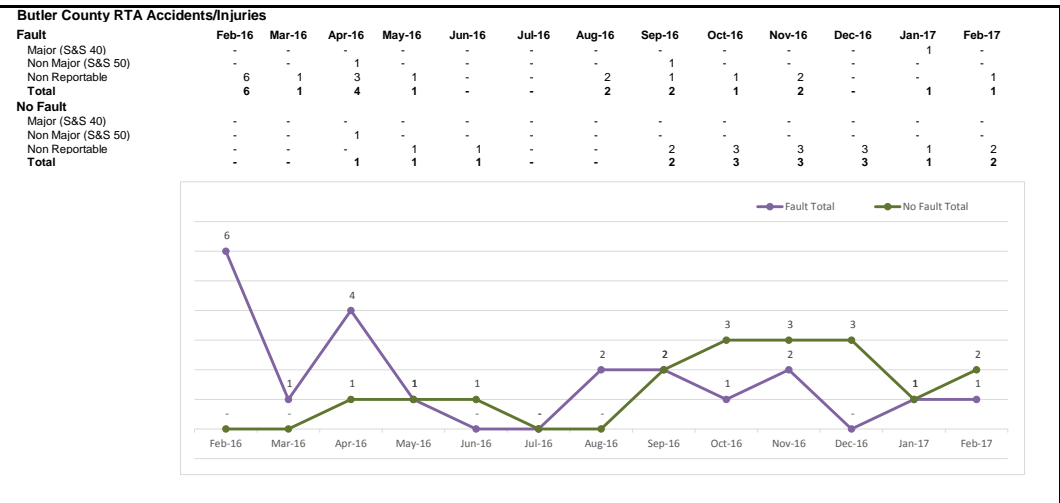
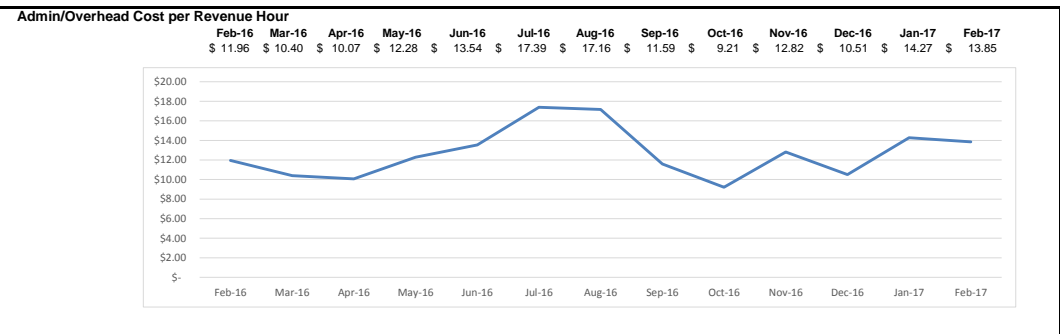
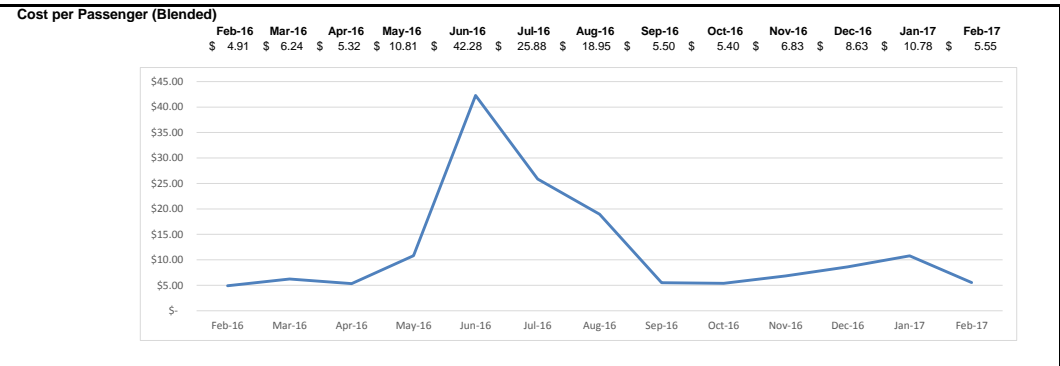
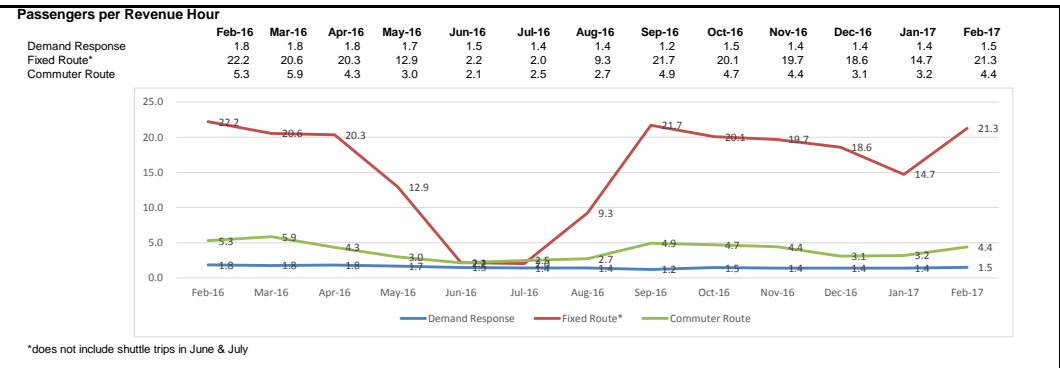
BCRTA is scheduled to receive a triennial review from the FTA this year. BCRTA has already received initial requests for documents to be submitted to the reviewer by December 16, 2016. Reviewers will be at BCRTA for the onsite portion of the review June 27 – 30, 2017. Middletown will also undergo their review at the same time. Some limited board interaction may be required to substantiate proper oversight procedures.

- **Employee Recognition Event**

Please mark your calendar for BCRTA Employee Recognition Breakfast and Annual Meeting tentatively schedule for Saturday, February 10, 2018



**BCRTA Metric Scorecard**



## OATH OF OFFICE

Mimi Summers

I, Mimi Summers, swear that I will honestly, faithfully, and impartially perform the duties of a member of the Butler County Regional Transit Authority (BCRTA) Board of Trustees. Furthermore, I swear that I will not be personally interested directly or indirectly in any contract let by the BCRTA.

Sworn this 26<sup>th</sup> day of April, 2017.

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Mimi Summers

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Dinsmore & Shohl, LLP  
BCRTA Legal Counsel

## OATH OF OFFICE

Corey Watt

I, Corey Watt, swear that I will honestly, faithfully, and impartially perform the duties of a member of the Butler County Regional Transit Authority (BCRTA) Board of Trustees. Furthermore, I swear that I will not be personally interested directly or indirectly in any contract let by the BCRTA.

Sworn this 26<sup>th</sup> day of April, 2017.

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Corey Watt

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Dinsmore & Shohl, LLP  
BCRTA Legal Counsel

## BCRTA Resolution No. 17-04-01

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### Adopting Policy 6-18: Tuition Reimbursement.

**Whereas** in March of 2016 BCRTA staff and the Board of Trustees identified developing organizational structure & policies that support innovation as a strategic priority; and

**Whereas** BCRTA encourages team members in all disciplines to enhance their education and development through in-house training and courses offered by outside educational institutions; and

**Whereas** BCRTA seeks to find new and creative means to attract and retain qualified and valuable employees; and

**Whereas** BCRTA does not currently have an official policy or procedure to encourage education and training or arrange for the reimbursement or repayment of tuition and training related expenses.

**Now, therefore, be it resolved** that the BCRTA Board of Trustees hereby adopts the Tuition Reimbursement policy detailed herein as a new and unique policy to be codified as 6-18. Be it further resolved that the BCRTA Board of Trustees shall authorize the Executive Director to take all actions necessary to enact this resolution, and carryout and enforce this policy.

Approved: April 26, 2017

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Board President, BCRTA

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Executive Director, BCRTA

# BCRTA POLICY AND PROCEDURE MANUAL

## 6-18 Tuition Reimbursement

*Effective Date: xx-xx-xx*

### Overview

The BCRTA encourages team members in all disciplines to enhance their education and development through in-house training and courses offered by outside educational institutions. The cost of attending BCRTA approved training courses must follow an approved curriculum and accreditation process.

Team members must satisfactorily complete a course with a grade of at least a “C” to be reimbursed for allowable expenses. Individuals failing to complete the course or failing to achieve a “C” or better will not be reimbursed. The following expenses will be eligible for reimbursement:

- Tuition & Books
- Registration fees
- Lab fees for courses in the approved curriculum

### Approval

The Executive Director will review and approve curriculum plans from accredited educational institutions. Tuition costs must be approved in advance to be eligible for reimbursement. Budgetary constraints are also a factor in approving tuition assistance. Educational courses must be job-related, and either maintain or improve job skills, or be expressly required by BCRTA or by law. Courses must also be delivered by an accredited educational institution.

The team member must be actively employed with the BCRTA for at least one year before being eligible for this benefit and must also be employed at the end of the term to be eligible for reimbursement. It is the BCRTA’s discretion to determine whether a course relates to current or potential future job duties. Team members are expected to attend classes outside of their normal work hours. The Human Resources department will provide the tuition reimbursement application, which must be completed and approved by the team member’s supervisor/manager and the Executive Director prior to the first class.

### REIMBURSEMENT

Maximum reimbursement for any calendar year is \$5,000.00 for Director level employees (grade 19) and \$2,000.00 for Professional and Manager level employees (grades 15-18). A copy of the tuition bill, fees paid and book receipts along with the formal grade report must accompany the request for reimbursement. Reimbursement will not be available where the team member is eligible for other financial assistance. A reduced benefit will be provided where other financial assistance is available but does not cover the entire amount of expenses. A combined annual maximum benefit from all financial assistance will not exceed \$5,000.00 for Director level

employees and \$2,000.00 for Professional or Manager level employees.

## COMMITMENT

In the interest of preserving the value of employees' enhanced education to the BCRTA, employees that receive any reimbursement shall be required to remain employed with BCRTA for a period of 24 months following reimbursement. The value of any reimbursement shall be "depreciated" to zero in a straight-line manner monthly during this term. Employees in receipt of reimbursement that tender a resignation during this term shall be responsible to repay the "undepreciated" portion of all reimbursements upon resignation. Acceptance of any reimbursement under this policy shall serve as the employee's agreement to repay these funds via deduction from payroll, paid time off (PTO), or other earnings held by BCRTA on the employee's behalf.

## BCRTA Resolution No. 17-04-02

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### **Authorizing the Executive Director to Execute a Contract to Engage Public Opinion Survey Services.**

**Whereas** BCRTA's mission is to support Butler County's quality of life and economic development through public transportation solutions; and

**Whereas** in March of 2016 BCRTA staff and the Board of Trustees identified staying responsive to community needs as a strategic priority; and

**Whereas** BCRTA has not completed a comprehensive public opinion survey of registered voters since 2006; and

**Whereas** BCRTA solicited bids from qualified firms for the provision of public opinion survey gathering services; and

**Whereas** four firms provided complete quotes; and

**Whereas** the Center for Marketing and Opinion Research, LLC of Akron, Ohio (CMOR) was identified as the lowest qualified bidder.

**Now, therefore, be it resolved** that the BCRTA Board of Trustees hereby authorizes the Executive Director to execute a contract, subject to legal review, with CMOR for the provision of public opinion survey services in the amount of \$29,500 plus a 10% contingency for a total cost not to exceed \$32,450. Be it further resolved that the BCRTA Board of Trustees shall authorize the Executive Director to take all actions necessary to enact this resolution.

Approved: April 26, 2017

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Board President, BCRTA

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Executive Director, BCRTA

# **BCRTA POLICY AND PROCEDURE MANUAL**

## **1-01 Open Door Policy**

*Revised Date: 06-01-14*

### **Open Door Policy**

BCRTA encourages any question you may have relating to the areas covered in this booklet. Our open door policy encourages you to talk to management about any matter of special concern to you, including questions about your job, wages, hours, or anything connected with work. If the problem cannot be discussed with your manager, or if you have not been satisfied after discussing it with your manager, we encourage you address the issue to the next level of supervision within the BCRTA executive staff.

We are continuously looking for better and more efficient ways to run BCRTA. If you have any ideas for improving service, reducing costs, or developing better policies and practices, we encourage you to share them with us. Be assured your suggestions will be considered.



# **BCRTA POLICY AND PROCEDURE MANUAL**

## **1-02 Auditor of State Fraud Reporting**

*Effective Date: 4-16-2012*

The Ohio Auditor of State's office maintains a system for the reporting of fraud, including misuse of public money by any official or office. The system allows all Ohio citizens, including public employees, the opportunity to make anonymous complaints through a toll free number, the Auditor of State's website, or through the United States mail.

### **Auditor of State's fraud contact information:**

Telephone: 1-866-FRAUD OH (1-866-372-8364)

US Mail: Ohio Auditor of State's office  
Special Investigations Unit  
88 East Broad Street  
P.O. Box 1140  
Columbus, OH 43215

Web: [www.ohioauditor.gov](http://www.ohioauditor.gov)

**Acknowledgement of receipt of Auditor of State fraud reporting system information**

Pursuant to Ohio Revised Code 117.103(B)(1), a public office shall provide information about the Ohio fraud-reporting system and the means of reporting fraud to each new employee upon employment with the public office. Each new employee has thirty days after beginning employment to confirm receipt of this information.

By signing below you are acknowledging (insert public employer) provided you information about the fraud-reporting system as described by Section 117.103(A) of the Revised Code, and that you read and understand the information provided. You are also acknowledging you have received and read the information regarding Section 124.341 of the Revised Code and the protections you are provided as a classified or unclassified employee if you use the before-mentioned fraud reporting system.

I, \_\_\_\_\_, have read the information provided by my employer regarding the fraud-reporting system operated by the Ohio Auditor of State's office. I further state that the undersigned signature acknowledges receipt of this information.

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGN NAME

# **BCRTA POLICY AND PROCEDURE MANUAL**

## **1-03 Fitness for Duty Policy**

*Revised Date: 06-01-14*

### **Physical Examination**

All operators must pass a physical examination to become employed. At any time after the initial physical examination, BCRTA may require other examinations that are job-related and consistent with business necessity at BCRTA's expense.

### **Returning From Leave**

Generally, upon return from Family/Medical Leave, you will be reinstated to the same position or to an equivalent position with equivalent pay, benefits, and other employment terms, subject to any applicable exceptions. In addition, you have no greater rights to reinstatement or to other benefits and conditions of employment than if you had not taken the Family/Medical Leave.

As a condition of returning to work following Employee Medical Leave, you will be required to provide a health care provider certification verifying your ability to return to work. Employees failing to provide a release to return to work when required to do so will not be permitted to resume work until it is provided.

# **BCRTA POLICY AND PROCEDURE MANUAL**

## **1-04 Drivers License Policy**

*Revised Date: 06-01-2014*

### **Driver's Licenses**

As a condition of employment, operators must maintain a valid driver's license. It is preferred but not required that operators acquire and maintain a valid commercial driver's license (CDL) with appropriate endorsements (i.e., passenger, airbrake and class B) prior to the start of any driver training on public roadways. As a condition of employment, any driving license must be kept current with an above average driving record. Operators must notify their supervisor immediately in writing of any suspensions and/or driving license citations issued against them, whether or not related to their job and provide a copy of each such notice of suspension and/or citation to their supervisor within 2 business days of receiving such notice or citation. Failure to abide by this policy may result in suspension and/or discharge from employment. The receipt of any driving citation may also result in suspension or discharge from employment. If an operator's license is suspended for any reason or not renewed timely, the operator will be suspended and may be discharged from employment.

# **BCRTA POLICY AND PROCEDURE MANUAL**

## **1-05 Employment Categories**

*Revised Date: 06-01-14*

### **Employment Categories**

It is the intent of BCRTA to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and BCRTA.

Each employee is designated as either NONEXEMPT (Hourly) or EXEMPT (Salaried) from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by BCRTA management.

In addition to the above categories, each employee will belong to one other employment category:

FULL-TIME employees are those who are not in a temporary or probationary status and who are regularly scheduled to work BCRTA's full-time schedule (40 or more hours a week). Generally, they are eligible for applicable BCRTA's employer sponsored benefits, subject to the terms, conditions, and limitations of each benefit program.

PART-TIME employees are those who are not assigned to a temporary status and who are regularly scheduled to work fewer than 40 hours a week. Part-time employees receive all legally mandated benefits, such as workers' compensation insurance, PERS, Medicare. In addition they will participate in BCRTA's PTO program.

TEMPORARY employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. Temporary employees receive all legally mandated benefits and do not participate in BCRTA's PTO program.

# **BCRTA POLICY AND PROCEDURE MANUAL**

## **1-06 Payroll, Deductions, and Timekeeping Policy**

*Revised Date: 06-01-2014*

### **Payroll**

All employees are paid biweekly on every other Friday and are paid via direct deposit. Each "paycheck" will include earnings for all work performed through the end of the previous payroll period. In the event that a regularly scheduled payday falls on a day off such as a holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

Employees must have pay directly deposited into their bank accounts and must provide advance written authorization to BCRTA. Employees will receive an itemized statement of wages when BCRTA makes direct deposits. If a regular payday falls during an employee's period of paid time off, the employee's paycheck will be available upon his or her return to work.

BCRTA takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Finance Manager so that corrections can be made as quickly as possible.

If the error is the fault of BCRTA and the employee is paid less than their normal average work week for the pay period, BCRTA will provide the employee with funds within 2 business days, otherwise a correction will be made on the next payroll.

BCRTA does not provide pay advances on unearned wages to employees.

### **Deductions**

The law requires that BCRTA make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. BCRTA also must deduct Medicare taxes on each employee's earnings as well as PERS deductions.

BCRTA may offer programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their pay checks to cover the costs of participation in these programs. In addition BCRTA may be required to make a withholding from your check without your approval for items such as child support, garnishments, and tax levies.

If you have questions concerning why deductions were made from your pay check or how they were calculated, the Manager of Administration can assist in having your questions answered.

## **Timekeeping**

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require BCRTA to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Each employee must clock in with his/her own personal identification punch and department code before starting work at the beginning of the shift and after stopping work at the end of the shift. Nonexempt employees should report to work no more than 5 minutes prior to their scheduled starting time nor stay more than 10 minutes after their scheduled stop time without expressed, prior authorization from their supervisor. If an employee must leave on non-BCRTA business and will return sometime during the day, he/she must punch in and out. See the Work Schedule and Breaks Policy for more information.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

An employee will be paid only for the time shown on his/her time record. Management must approve additional time.

# BCRTA POLICY AND PROCEDURE MANUAL

## 1-07 Work Schedule and Breaks Policy

*Revised Date: 06-01-2014*

### **Work Schedule**

Hours vary per position, and employee's hours will be determined by his/her Supervisor and the work performed. Since hours may vary in different departments, employees must be sure to check with his/her Supervisor to determine their schedule and the amount of time they will receive for lunch.

### **Breaks**

Breaks at lunch and at various points in the work day may be provided. However, the availability and timing of all breaks, including lunch, is at the sole discretion of the BCRTA. Due to scheduling demands, any employee may be required to work through normal break times.

Hourly employees shall also be required to clock out for any break lasting more than 30 minutes. Hourly employees shall be required to clock out for breaks during which they leave the premises (premises include revenue vehicles for operator positions) or be unavailable to return to work immediately.

Breaks for associates from the Call Center are only approved between the hours of 11am-1pm.

I acknowledge, understand, and agree to comply with my obligations regarding the BCRTA work schedule and breaks policy.

Employee Name (PRINT) \_\_\_\_\_

Employee Name (SIGN) \_\_\_\_\_

Date \_\_\_\_\_



# BCRTA POLICY AND PROCEDURE MANUAL

## 1-07 Work Schedule and Breaks Policy

*Revised Date: 06-01-2014*

### **Work Schedule**

Hours vary per position, and employee's hours will be determined by his/her Supervisor and the work performed. Since hours may vary in different departments, employees must be sure to check with his/her Supervisor to determine their schedule and the amount of time they will receive for lunch.

### **Breaks**

Breaks at lunch and at various points in the work day may be provided. However, the availability and timing of all breaks, including lunch, is at the sole discretion of the BCRTA. Due to scheduling demands, any employee may be required to work through normal break times.

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Breaks for associates from the Call Center are only approved between the hours of 11am-1pm.

I acknowledge, understand, and agree to comply with my obligations regarding the BCRTA work schedule and breaks policy.

Employee Name (PRINT) \_\_\_\_\_

Employee Name (SIGN) \_\_\_\_\_

Date \_\_\_\_\_

# BCRTA POLICY AND PROCEDURE MANUAL

## 1-08 Attendance and Tardiness Policy

*Revised Date: 01-01-2015*

### Attendance & Tardiness

Regular, consistent, and prompt attendance is a requirement of all jobs. Failure to maintain regular and consistent attendance could result in discipline up to and including termination. Similar measures could result from the failure to show up for work on time or for leaving work early. The following policies cover some of the most common attendance issues.

If you become ill, or for any other reason are going to be late for work or miss work altogether, you must call the absence hotline no later than one hour prior to the start of your shift. Call off procedures can be found in the operations section of the handbook; Section 4-08 Absence Request Procedures. Calls must be placed personally unless hospitalized or prevented from doing so by an emergency.

### Excused Absences

Excused absence will be granted for: (1) documented jury duty/witness duty; (2) documented military leave; (3) documented funeral leave; (4) documented medical leave approved by a physician; (5) documented FMLA leave; and (6) scheduled time off with no less than two (2) business days notice.

The number of absences for documented medical leave taken by each employee will be tracked by management. Employees shall be limited to five (5) days of medically excused absences per Year, measured as the twelve months preceding an employee's anniversary of hire, for documented medical leave approved by a physician, except as required by law or based on an approved leave under the Personal Leave of Absence policy. Absences in excess of the five allowed will be documented as unexcused.

### Unexcused Absences

Absences that do not qualify as excused will be tracked by management. Employees exceeding five (5) unexcused absences per Year, **measured as the twelve months preceding an employee's anniversary of hire**, will be ineligible to receive any pay increase upon evaluation of that employment period. Employees exceeding five (5) unexcused absences in a Year or three (3) consecutive days of unexcused absences at any time may also be subject to discipline up to and including termination. Disciplinary suspension will be counted as an unexcused absence.

### **Inclement Weather**

BCRTA realizes that severe weather conditions may occur and make it difficult for you to report to work. You are expected, however, to report to work at your regularly scheduled time. If you are unable to report to work or if you will anticipate that you will be late, you should notify your supervisor or manager in advance.

### **Bereavement Leave**

Employees shall be allowed three days unpaid leave to attend the funeral of his/her spouse, parent, parent-in-law, brother, sister, child, grandparent, or grandchild if that day falls on a normal working day. If additional time off is needed, it may be granted at the sole discretion of BCRTA. The employee may elect to use available paid time off. BCRTA, in its discretion, may require that the employee provide a copy of the funeral notice or other proof of attendance at the funeral.

Absence from work due to death of a relative not listed above may be authorized at the discretion of management.

### **Military Leave**

BCRTA supports employees who are members of the U.S. Armed Forces. Leaves of absence without pay for military or reserve duty are granted to regular full-time and part-time employees. If called to duty, or if you volunteer for the same, you should submit copies of your military orders to your supervisor or manager as soon, as is practicable. You will be granted a military leave of absence without pay in accordance with applicable federal and state laws.

Your reinstatement after your military duty or training is completed is determined in accordance with applicable federal and state laws. Please contact the Human Resources department for more details.

### **Jury Duty/Witness Duty**

BCRTA realizes that jury duty is a civic responsibility. If you are called to jury duty you should immediately present the jury service notice to your manager so that appropriate scheduling changes can be made. BCRTA will pay the difference between your average hourly rate and the amount received as a result of jury service for any hours of work that you normally would be scheduled to work that are lost due to jury service. If you are excused or released from actual service on the jury, you should report back to work for the completion of any normally assigned shift. The failure to report back to work would be considered an unexcused absence and may be grounds for discipline, up to and including discharge.

If you receive a subpoena to appear as a witness for an incident or accident you observed while on duty, BCRTA will pay you your normal pay for any hours you would normally be scheduled to work that are lost due to witness duty.

## **Personal Leaves of Absence**

Employees may request an unpaid personal leave of absence on the appropriate BCRTA form. Personal leaves will be granted at the discretion of BCRTA. Your ability to take a personal leave of absence may depend on business circumstances, the reason the leave is being requested, your length of service with BCRTA, your employment record with BCRTA, and the length of the leave requested, among other factors.

The following are some guidelines that will apply to personal leaves of absence:

1. Employees on leave without pay are not eligible for paid benefits. It is possible to continue insurance coverage at the employee's own expense.
2. Certificate of the employee's continued good cause for leave may be requested from time to time.
3. Working while on a personal leave is not permissible, unless approved in advance by BCRTA.
4. An employee who does not return from a personal leave of absence on the date scheduled to return shall be deemed a voluntary quit.

Personal leave for medical reasons may be granted to each full-time or part-time employee who is absent from work and unable to work because of his/her medically diagnosable sickness, injury, or disability, provided, however, that the employee submits to the BCRTA such medical evidence of the cause and duration of the absence, the employee's inability to work, and the employee's ability to resume employment as the BCRTA may request. The BCRTA reserves the right to refer an employee to a doctor of its choice to obtain information concerning a period of absence.

The duration of each leave of absence and any renewals thereof shall be specifically stated in the request and in the granting of the leave. No leaves will be granted for a continuous period which exceeds twelve (12) consecutive workweeks, or any total of leaves which exceed twenty-one (21) workweeks in any continuous fifty-two week period. Failure of an employee to report for work at the time at which he/she is regularly scheduled to report at the conclusion of the leave of absence will result in termination of employment.

The employee must apply any unused paid time off toward a leave of absence for medical purposes. Moreover, a leave of absence without pay for medical purposes means that time previously worked for the BCRTA is not lost in computation of length of service and the benefits dependent thereon. However, time spent during such a leave will not be credited toward the calculation of any applicable paid time off.

An employee who properly returns from a medical leave of absence will be assigned to the job classification or position held immediately prior to the commencement of his/her leave, if that job classification or position is vacant and the BCRTA decides to fill it. If it is not vacant or the BCRTA decides not to fill it, he/she will be placed in another position or job classification for which there is a vacancy and, in the judgment of the BCRTA, he/she has appropriate skills and ability. If no such vacancy exists, an employee returning from a leave of absence will be considered, without having filed an application, for other vacancies, which become available for a period of six (6) months. If the employee fails to accept placement into another position, he/she will be considered to have resigned voluntarily.

Additionally, in order to continue group medical coverage during an approved medical leave, an employee must make a COBRA Continuation of Coverage Election. In other words, the employee will be able to continue his/her medical insurance only if he/she pays, at his/her own expense, the full insurance premium at the designated group rate during the length of the leave. If the employee does not pay full cost, the insurance coverage will cease.

### **Absence Without Approved Leave**

If an employee is absent from work for more than two consecutive days without notice to your immediate supervisor or manager, or fail to return to work after an approved leave of absence or vacation, you will be considered to have resigned your employment.

### **Family Medical Leave Act (FMLA)**

For information regarding a family medical leave, please see the FMLA policy in the employment section of the handbook; Section 1-09 FMLA Policy.

# BCRTA POLICY AND PROCEDURE MANUAL

## 1-09 Family Medical Leave Act Policy

*Revised Date: 06-01-2014*

### **Family and Medical Leave**

Pursuant to the federal Family and Medical Leave Act ("FMLA"), eligible employees may take an unpaid family or medical leave of absence ("Family/Medical Leave") of up to 12 weeks in a 12-month period. The 12-month period is measured backward from the date you take any Family/Medical Leave. Eligible employees may take up to twenty-six (26) weeks of FMLA leave in a single 12-month period to care for an Injured Servicemember, as described below. Any leave taken pursuant to this policy, other BCRTA policies, or law which qualifies as leave under the FMLA will be counted against the employee's available leave under the applicable BCRTA policy(s) and law, as well as the available leave under the FMLA, to the extent permitted by applicable law.

### **Eligibility.**

To be eligible for a Family/Medical Leave, you must: (1) have worked for BCRTA for at least 12 months, (2) have worked at least 1,250 hours during the 12 months before the leave is to begin, and (3) work at a location with at least 50 employees within 75 miles of your worksite. "Hours worked" means actual hours worked and generally does not include paid or unpaid time off.

### **Reasons For Leave.**

If eligible, you may take Family/Medical Leave for any of the following reasons:

**Birth/Placement.** The birth of your child, or the placement of a child with you for adoption or foster care.

**Family Care.** To care for your spouse, child, parent, with a serious health condition.

**Employee Medical.** Because of your own serious health condition, which makes you unable to perform one or more essential functions of your job.

**Qualifying Exigency.** Because of any qualifying exigency as defined in the FMLA final regulations, arising out of the fact that your spouse, parent, or child is on active duty or has been notified of an impending call or order to active duty in the Armed Forces in support of a contingency operation as a member of the National Guard or Reserves. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, attending post-deployment reintegration briefings, and other activities associated with the family member's call or order to service.

**Injured Servicemember.** To care for a parent, child, spouse or individual for whom you are next of kin, who is a current member of the Armed Forces, including the National Guard and Reserves, and who is undergoing medical treatment, recuperation, or therapy, is in outpatient status, or is otherwise on the temporary disability retired list, for a serious illness or injury incurred in the line of active duty that may render the military member medically unfit to perform the duties of the member's office, grade, rank or rating. Such leave may be taken for up to 26 weeks in a single 12-month period, which period begins on the first day you take leave for this purpose and ends 12 months after that date.

An eligible employee who takes Injured Servicemember Leave may not take more than a combined total of 26 weeks of FMLA Leave in a 12-month period, including any leave taken for other FMLA-covered reasons. Under such circumstances, only a total of 12 weeks of FMLA Leave in a 12-month period may be taken for reasons other than to care for an Injured Servicemember.

While on FMLA leave, employees may not engage in other employment or work of any kind. Employees who misrepresent facts in order to be granted a Family/Medical Leave will be subject to discipline, up to and including immediate termination.

**Notice Of Leave.**

If the need for leave (other than Qualifying Exigency Leave) is foreseeable, you must give BCRTA at least thirty (30) days' prior notice, if possible, or as much notice as practicable under the circumstances. Failure to provide such notice may be grounds for delaying or denying the leave and may result in adverse consequences. For unforeseeable leaves and Qualifying Exigency Leaves, you are expected to notify BCRTA as soon as practicable. In addition, you must comply with BCRTA's usual call in procedures, absent unusual circumstances.

**Medical Certification for Employee Medical and Family Care Leaves.**

If you are requesting Employee Medical or Family Care Leave, then you and the relevant health care provider must supply appropriate medical certification supporting the need for leave. If the need for leave is foreseeable, the medical certification should be provided to BCRTA before the leave begins. If the need for leave is not foreseeable, then the medical certification must be provided within fifteen (15) days after it is requested, or as soon as reasonably possible under the circumstances. Failure to provide requested certification in a timely manner might result in denial or delay of leave or other adverse consequences. BCRTA also may require medical recertification periodically during the leave and may ask for clarification and authentication of any medical certification submitted.

**Certification for Injured Servicemember and Qualifying Exigency Leaves.**

If you are requesting Qualifying Exigency or Injured Servicemember Leave, you must provide certification of your need for leave. These certification forms must be provided to Human Resources within 15 calendar days after they are requested.

**Supporting Information for Birth/Placement Leave.**

Such information and documentation verifying entitlement for a birth/placement leave, as BCRTA may request, must be provided by the employee.

**Reporting Your Status While On Leave.**

During a Family/Medical Leave, you may be required to contact your manager periodically to report on your status and intention to return to work.

**Leave Is Unpaid/Substitution of Accrued Paid Leave.**

Family/Medical Leave generally is unpaid leave. However, during Family/Medical Leave, you may-must use any earned and available vacation, earned sick leave, and earned personal days (if applicable) during otherwise unpaid leave. In addition, you may be eligible for disability or workers' compensation during all or part of the leave period. If you are receiving disability or workers' compensation benefits during your Family/Medical Leave, then you may elect to use any earned and available vacation, earned sick leave, and earned personal days (if applicable), although you generally may not receive more than an amount equal to 100% of your salary from a combination of paid time and disability or workers' compensation benefits. The receipt of disability or workers' compensation benefits or the substitution of paid leave for unpaid leave time does not extend the maximum Family/Medical Leave period.

**Medical Benefits.**

During an approved Family/Medical Leave, BCRTA will maintain any group health benefits for which you are eligible (if any) as if you had continued to be actively employed, up to a total of 12 weeks in a 12-month period (up to 26 weeks for Injured Servicemember Leave). If you take more than 12 weeks (26 weeks for Injured Servicemember Leave) of approved Family/Medical Leave in a 12-month period, then you may elect to continue any such coverage at your sole expense for the remainder of the Family/Medical Leave. If paid leave is substituted for unpaid Family/Medical Leave, BCRTA will deduct your portion of the health plan premium (if any) as a regular payroll deduction. If the leave is unpaid, you must pay your portion of the premium (if any) during the leave. Group health care coverage (if any) may cease for the remainder of the leave if the premium payment is more than 30 days late. If BCRTA pays the missed employee premium contributions, you will be required to reimburse BCRTA for the delinquent payments. If you do not return to work at the end of the leave period, you may be required to reimburse BCRTA for the cost of the premiums paid by BCRTA for maintaining coverage (if any) during unpaid leave, unless you cannot return to work because of a serious health condition (or serious illness or injury of an injured service member) or other circumstances beyond your control.

Nothing in the preceding paragraph should be construed as an indication that BCRTA is required to either provide or offer group health benefits. However, to the extent any such benefits are offered, they will be continued during an employee's FMLA leave to the extent described above. Intermittent And Reduced Schedule Leave. Employee Medical, Family Care, and Injured Servicemember Leaves may be taken intermittently (in separate blocks of time due to a single covered health condition) or on a reduced leave schedule (reducing the usual number of hours an employee works per workweek or workday) if medically necessary. You are required to make a reasonable effort to schedule medical treatment so as not to unduly disrupt BCRTA operations, subject to the appropriate health care provider's approval. In addition, if you are taking intermittent or reduced schedule leave that is foreseeable due to planned medical treatment, BCRTA may temporarily transfer you to an available alternative position with equivalent pay and benefits, which better accommodates the recurring leave. If you are certified to take Family/Medical Leave on an intermittent or reduced leave schedule basis, you must advise BCRTA at the time of the absence if the absence is for your certified Family/Medical Leave reason. Qualifying Exigency Leave also may be taken intermittently or on a reduced schedule. Birth/Placement Leave must be taken in a single, continuous period of time, unless BCRTA consents to the employee taking such leave for an intermittent or reduced schedule. An intermittent or reduced schedule must be approved in advance of birth/placement leave by BCRTA, in its sole discretion.



**Returning From Leave.**

Generally, upon return from Family/Medical Leave, you will be reinstated to the same position or to an equivalent position with equivalent pay, benefits, and other employment terms, subject to any applicable exceptions. In addition, you have no greater rights to reinstatement or to other benefits and conditions of employment than if you had not taken the Family/Medical Leave.

As a condition of returning to work following Employee Medical Leave, you will be required to provide a health care provider certification verifying your ability to return to work. Employees failing to provide a release to return to work when required to do so will not be permitted to resume work until it is provided.

**Modifications.** The application of this policy, and the procedures and definitions set forth herein, may be modified in accordance with applicable law and regulations.

**Legal Compliance.** This policy will be interpreted and applied in accordance with applicable federal, state and local laws, and to the extent that this policy may conflict with those laws, they are controlling over this policy. Further, BCRTA retains all available rights and defenses under applicable law, whether or not specifically set forth in this policy.

# BCRTA POLICY AND PROCEDURE MANUAL

## 1-10 Personal Appearance and Uniforms Policy

*Revised Date: 06-01-2014*

### Personal Appearance & Uniforms

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image BCRTA presents to customers and visitors. During business hours or when representing BCRTA, you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards. Jewelry and accessory items should be kept to a minimum.

Your supervisor or manager is responsible for establishing a reasonable dress code appropriate to the job you perform. If your supervisor feels your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstance, you will not be compensated for the time away from work. Consult your supervisor if you have questions as to what constitutes appropriate appearance.

When necessary, reasonable accommodations will be made for employees with a qualified disability.

New uniforms are ordered after 30 days of employment by the Manager of Administration. Uniforms should be ordered after such time using the allotted uniform points per employee. Business casual attire is expected during training and a safety vest or retired polo shirts will be provided until training is completed and uniforms are ordered.

All BCRTA associates receive 1 point for each month worked in the previous year at the beginning of each calendar year to use for work attire. At the date of hire employees will receive 20 "start-up" points. The uniform pieces vary by style and points and could change at management's discretion.

2 Point	3 points	4 Points	8 Points
Driver Polo	Office Polo	Fleece Zip-up	Winter Coat
Maintenance Shirt	Navy Pants (Maint)		
Misc. Accessories	Messenger Bag		

The approved required BCRTA uniform items are as follows:

### Vehicle Operators

- Uniform shirt with BCRTA logo (furnished by BCRTA)
- Casual slacks or jeans in navy, khaki, stonewashed blue, or black (all must be clean with no holes, rips, or stains)
- Brown or black shoes, boots, or appropriate casual shoes with no excessive wear (absolutely no sandals, open toe shoes, clogs, or other backless footwear)
- Dark colored socks (white or off white socks are ok with khaki pants)
- Reliable timepiece (Cell Phone is not acceptable)
- Winter Coat with BCRTA logo (furnished by BCRTA) or safety vest to cover personal coat

### **Maintenance Personnel**

- Uniform shirt with BCRTA logo (furnished by BCRTA)
- Navy slacks (furnished by BCRTA) or jeans (all must be clean with no holes, rips, or stains)
- Brown or black shoes, boots, or appropriate casual shoes (absolutely no sandals, open toe shoes, tennis shoes, clogs, or other backless footwear)
- Dark colored socks
- Reliable timepiece (Cell Phone is not acceptable)
- Winter Coat with BCRTA logo (furnished by BCRTA) or safety vest to cover personal coat

### **Office Staff**

- Uniform shirt with BCRTA logo (furnished by BCRTA) or business casual attire
- Casual slacks or jeans in navy, khaki, stonewashed blue, or black (all must be clean with no holes, rips, or stains)
- Brown or black shoes, boots, or appropriate casual shoes with no excessive wear (absolutely no sandals, open toe shoes, clogs, or other backless footwear)
- Dark colored socks (white or off white socks are ok with khaki pants)
- Reliable timepiece (Cell Phone is not acceptable)

### **Optional Items:**

- BCRTA logo items (furnished by BCRTA if available) including: baseball caps, jackets, sweatshirts, vests, or knit hats.
- Employees may also wear gloves, scarves, or earmuffs (brown, navy, black or gray) or sunglasses which they provide on their own.
- During the summer months khaki shorts may be allowed at the discretion of management.

**Uniforms are to be clean and pressed at all times.** The care and cleaning of all uniform components, including BCRTA issued items, is the responsibility of the employee.

### **Employee Identification**

Identification (ID) badges are used for security reasons and to enable the public to identify BCRTA employees. All employees are required to wear ID badges at all times. If you lose your ID badge, notify your supervisor as soon as possible so that a new one can be made. Your first ID badge is free. Additional and/or replacement badges are \$10.00 each. Upon separation of employment, employees must return all ID badges to BCRTA.

# BCRTA POLICY AND PROCEDURE MANUAL

## 1-11 Work Rules and Discipline

*Revised Date: 06-01-2014*

### Work Rules and Discipline

It is the philosophy of the BCRTA that the personnel are given rules to follow regarding conduct as guidelines, and that the mature individual will behave in a manner expected in a working environment. However, if people do not work within the guidelines, action must be taken to correct the situation and to protect all people involved.

Certain situations and events occurring in the employment relationship require the administration of discipline. The following forms of discipline may be used when appropriate: verbal reprimand; written reprimand; suspension with pay; suspension without pay; and discharge from employment.

The above listed disciplinary measures are set forth as illustrations of the measures that may be used by BCRTA. The listing, however, is not exhaustive and does not obligate BCRTA to administer discipline on a progressive basis. BCRTA has the right to use any disciplinary measure that in its view is appropriate in light of the conduct and totality of circumstances involved.

Violation of any of the following rules may result in discipline, up to and including discharge. This listing is merely illustrative and is by no means an exhaustive list of the acts for which discipline may be imposed. Other inappropriate actions may also result in disciplinary action.

- a. Negligence or willful inattention to work.
- b. Discourteous or insubordinate conduct to passengers, managers, co-workers or others.
- c. Divulging confidential information.
- d. Theft or dishonesty.
- e. Possession, use or being under the influence of alcohol or controlled substances.
- f. Absence or tardiness and/or misuse of sick time.
- g. Failure to establish and maintain a harmonious working relationship.
- h. Failure to perform duties adequately and properly or interference with other employees' work.
- i. Falsification of records.
- j. Negligence of safety, emergency and health rules.
- k. Unprofessional conduct or conduct detrimental to the best interests of BCRTA.
- l. Careless or unreported accident or incident.
- m. Smoking in restricted areas (which shall include bus stops, terminals, inside BCRTA facilities and onboard a BCRTA vehicle).
- n. Failing to stop at railroad crossings.
- o. Mishandling fares.
- p. Conviction of traffic violations, whether or not such conviction(s) results in suspension or revocation of CDL.
- q. Failing to report citations issued, whether issued on or off duty.
- r. Failure to wear proper uniform or attire.
- s. Taking the BCRTA vehicle off route.
- t. Allowing another person to do any part of your job without proper authorization.
- u. Speeding, reckless driving or other inappropriate operation of a BCRTA vehicle, even if the conduct does not result in a citation or accident.

- v. Sabotage, tampering with, or the malicious destruction of BCRTA property or equipment or unnecessary wasting of material.
- w. Conduct which violates common decency or morality.
- x. Any form of violent or aggressive behavior.
- y. Any violation of the drug free workplace policy.
- z. Any violation of the Employee Policy Handbook.
- aa. Violation of any BCRTA policy or procedure.

### **Telephones**

Employees are requested to discourage personal non-emergency incoming calls. Outgoing calls, except in emergency, are to be made outside of working hours. While on the clock use of a personal mobile device should be reserved for emergency use only. It is absolutely prohibited to use a personal cell phone and other personal communication devices (which includes cell phones, PDA's, personal web devices, text messaging devices, etc.) while operating a company vehicle. Please see section 6-06 Employee Use of Personal Electronic Devices and Communication Policy in the Company-Wide Policies and Procedures Adopted by the Board of Trustee's section of this handbook.

# **BCRTA POLICY AND PROCEDURE MANUAL**

## **1-12 Outside Employment**

*Revised Date: 06-01-2014*

### **Outside Employment**

When you accept employment with BCRTA, your first professional responsibility is to BCRTA. BCRTA does not object to your accepting outside work as long as it does not a) interfere with your regular or required overtime work hours; b) affect the efficient performance of your regular duties; c) present a conflict of interest; or d) cause you to be ill or accident prone through fatigue, worry or other conditions.

If you desire to acquire outside employment while you are employed with BCRTA, you must notify your supervisor or manager, in writing, prior to accepting any position so that the matter can be discussed and any potential problems resolved prior to your accepting such employment.

# **BCRTA POLICY AND PROCEDURE MANUAL**

## **1-13 Smoking**

*Revised Date: 06-01-2014*

### **Smoking**

BCRTA has established a non-smoking policy. Smoking is prohibited in BCRTA offices, in all BCRTA vehicles and at any BCRTA bus stop (either designated or by rider choice). BCRTA may designate areas where smoking is permitted during non-work time or on breaks. Employees who violate this policy will be subject to disciplinary action, up to and including discharge.

# BCRTA POLICY AND PROCEDURE MANUAL

## 1-14 Benefits

*Revised Date: 06-01-2014*

### **Medical Insurance – Currently Not Offered/Provided to Any Employee**

Full time employees may be provided with health insurance coverage subject to the terms and conditions set forth in the policy document. BCRTA reserves the right to alter, amend or eliminate this insurance or the premium contributions at any time.

### **Life Insurance – Currently Not Offered/Provided to Any Employee**

BCRTA may provide full time employees with a \$15,000.00 policy of life insurance subject to the terms and conditions set forth in the policy document. BCRTA reserves the right to alter, amend or eliminate this insurance at any time.

### **Retirement Benefits**

All BCRTA employees (full, part-time, temporary and introductory) will be required to participate in the Public Employees Retirement System (PERS).

### **Paid Time Off**

Paid Time Off (PTO) is an all purpose time-off policy for eligible employees to use for vacation, illness or injury, holidays and other personal business. It combines traditional vacation, holiday, sick leave, bereavement, and other paid day off plans into one flexible, paid time-off policy. All employees are eligible to earn and use PTO as described in this policy:

Once employees enter an eligible employment classification, they begin to earn PTO according to the schedule below. They can request the use of PTO after it is earned.

The amount of PTO employees receive each year increases with the length of their employment as shown in the following schedule which is based on an employee working 80 hours per pay period:

- Upon initial eligibility the employee is entitled to 26 PTO days each year, accrued biweekly at the rate of 1 day.
- After 1 year of eligible service the employee is entitled to 27 PTO days each year, accrued biweekly at the rate of 1.038 days.
- After 2 years of eligible service the employee is entitled to 28 PTO days each year,



accrued biweekly at the rate of 1.077 days.

The accrual rate increases by one day each year based on an employee working 80 hours in each pay period. Employees who work less than 80 hours in a pay period will earn PTO on a prorated basis which will be based on hours actually worked. PTO hours paid qualifies as worked hours for the purposes of PTO accrual.

The length of eligible service is calculated on the basis of a "benefit year." This is the 12-month period that begins when the employee starts to earn PTO. An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. PERS service credit may also impact PTO accruals.

PTO can be used in minimum increments of one quarter hour. PTO should be scheduled in advance to ensure proper service coverage. To schedule planned PTO, employees should request advance approval from their supervisors at least one week in advance. Requests for PTO will be reviewed based on a number of factors, including business needs and staffing requirements. Employees who have an unexpected need to be absent from work should notify their direct supervisor before the scheduled start of their workday, if possible. The direct supervisor must also be contacted on each additional day of unexpected absence. The use of unscheduled days off will be monitored for patterns of abuse and misuse.

PTO is paid at the employee's base pay rate at the time of absence. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials. In the event that available PTO is not used by the end of the benefit year, employees may carry unused time forward to the next benefit year. Once a year, Management may allow the partial payout of unused PTO (employees will be required to keep a minimum of 80 hours in their account at the time of sale). Upon termination of employment, employees will be paid for unused PTO that has been earned through the last day of work unless they are terminated for cause in which case unused PTO may be forfeited.

All employees will receive a statement showing PTO earned and used each pay period.

# **BCRTA POLICY AND PROCEDURE MANUAL**

## **1-15 Separation of Employment**

*Revised Date: 06-01-2014*

### **Resignations**

Resignations may be voluntary or mutually agreed upon by you and your supervisor or manager. In either case, BCRTA requests that notice of your intent to resign be submitted in writing to your supervisor or manager, stating the specific reason for your resignation, at least two weeks in advance of your anticipated departure. Advance notice helps the Company plan future work schedules and personnel needs. This courtesy to BCRTA becomes part of your work record and adds to your qualifications if you seek re-employment with BCRTA. In the discretion of BCRTA, you may be granted pay in lieu of the notice in certain circumstances when it is beneficial to BCRTA.

If you are absent from work for more than two consecutive days without notice to your supervisor or manager, or fail to return to work after an approved leave of absence or vacation, you will be considered to have resigned your employment.

### **Involuntary Termination**

Termination by BCRTA may result from violation of any work rule, guideline, or law, or for failure to comply with standards of conduct as determined by BCRTA in its sole discretion.

### **Exit Interview**

Prior to the last day of employment, you may have an exit interview. BCRTA uses this opportunity to obtain information and suggestions from you that may help improve the quality of the work environment and service we provide, identify problem areas, and advise you of benefits and benefit conversion privileges to which you may be entitled. At this time, we may discuss and arrange for the return of all Company property in your possession, including all equipment, keys, identification badges, name tags, records, notebooks, handbooks, and other similar documents that contain confidential information whether prepared by you or by others. We encourage you to be candid in this interview and to ask any questions you may have about your separation from BCRTA.

# **BCRTA POLICY AND PROCEDURE MANUAL**

## **1-16 Employee Incident Records**

*Effective Date: November 1, 2015*

Employee Incident Records (EIR), also known informally as “green sheets,” shall be used as an effective method of communication between supervision and subordinate employees for the purposes of identifying and addressing areas for performance improvement and also promoting and recognizing areas of exceptional performance. EIR’s may be administered to all employees within the reasonable jurisdiction or responsibility of any supervisor or manager. Employees may appeal the issuance of any EIR to their own division manager.

EIR’s shall be kept in a separate file maintained by the division manager, rather than the employee’s personnel file. Upon an employee’s regular annual evaluation, all originals and copies of the previous twelve (12) months of EIR’s shall be removed from the manager’s file and provided directly to the employee for disposal or personal retention. Employees may request that EIR’s outlining positive performance be added to the employee’s personnel file at the time of annual evaluation.

Because Employee Incident Records shall primarily be used as a method of communication, all serious performance issues shall be addressed via official written warnings rather than the EIR. Multiple EIR’s that demonstrate a chronic performance issue and that result in the issuance of a related formal written warning or disciplinary action shall be retained by BCRTA and added to an employee’s regular personnel file.

# BCRTA POLICY AND PROCEDURE MANUAL

## 2-01 General Public No-Show Procedures

*Effective Date: 6-01-2010*

*Revised: 1-20-2012*

*Revised: 5-1-2014*

*Revised: 7-23-2015*

The BCRTA No-Show Procedure is meant to assure that BCRTA service is operating in the most efficient manner by discouraging misuse of service scheduling.

### **DEFINITIONS**

*No-show* – Any passenger who is unavailable for pick-up of a scheduled trip or that has not provided at least one (1) hour notice to BUTLER COUNTY RTA to cancel that trip. Trips in which passengers will not be picked up due to circumstances related to weather, medical procedures, or circumstances beyond the passengers control will not be considered a no-show.

*Wait time* - any time spent awaiting passenger boarding after scheduled arrival time at a scheduled pick-up address.

BCRTA drivers will make reasonable attempts to locate passengers. If the passenger cannot be located within 5 minutes from the scheduled pick-up time, the driver must contact the dispatcher with the no-show information. The dispatcher has the responsibility to determine if the driver is to continue without the passenger. BCRTA will observe a 5 minute wait time for all trips.

Upon permission to continue without the passenger, the driver is to record the arrival time, departure time and vehicle mileage on the Daily Manifest.

Scheduled trips are to be cancelled within one (1) hour prior to the time of the trip request. Any scheduled trip not cancelled within that window will be considered a no-show.

Exceptions may be made for passengers who are unduly delayed due to medical appointments or procedures. The passenger will be required to contact BCRTA as soon as practicable following the missed trip and a new driver will be dispatched as soon as possible.

Passengers whose trips result in a no-show will still be required to tender a fare. The expected fare will be collected during the next available trip taken by that passenger.

**Excessive No-shows**

Passengers who have three no-shows or late cancellations in 30 days will be sent a written warning. The written warning will state that two additional no-shows or late cancellations in the next 30 days may result in transportation privileges being suspended for up to 30 days.

Before any suspension, the potentially affected individual will receive written notice that transportation service will be suspended beginning 14 days from the date of notice. The individual will receive a copy of the appeals process that details passenger rights in this situation.

BUTLER COUNTY RTA will continue to serve passengers appealing pending suspensions until all appeals have been settled. For passengers who do not choose to appeal, suspensions will commence on the date specified in the written notice.

**APPEALS**

Appeals must be submitted in writing to the BCRTA within 30 days of notification of suspension.

All passengers will be permitted to continue using service during the appeals process. The Operations Manager will inform all dispatchers that the suspension is pending an appeal and to allow service to continue for the affected passenger.

An appeals committee will review all applicable information from BCRTA and the involved passenger. All passengers will be offered the opportunity to speak directly with committee members regarding the submitted appeal.

After a thorough review of all available information and testimony, the appeals committee will have 30 days in which to issue a recommendation to sustain or reverse the suspension.

The committee recommendation will be forwarded to the Operations Manager for final review.

The Operations Manager will have three (3) days to issue a final suspension decision in writing to the passenger involved. All final decisions will be implemented within seven (7) days of passenger notification.

All communications will be in alternate format upon request.

# SUSPENSION WARNING NOTICE



**DATE**

Dear **XXXXX**:

This letter is official notice from the Butler County Regional Transit Authority that you have “no-showed” on three separate occasions in the past 30 days. The BCRTA defines a “no-show” as a trip that BCRTA arrives for at a scheduled pick-up time and the passenger is not available, or a trip that is cancelled with less than one (1) hour notice from the scheduled pick-up time.

Two additional “no-shows” within the next thirty days may result in your transportation privileges with the BCRTA being suspended for up to thirty days. However, no action will be taken at this time.

Please understand that “no-shows” have a negative effect on the quality of service for all BCRTA riders by creating delays and limiting schedule availability.

Upon determination of any impending suspension, you will receive another notice. If you have questions regarding this notice, please call BCRTA at 513-785-5237.

Thank you for your cooperation in making BCRTA a better service to the community.

Respectfully,

Butler County Regional Transit Authority

# NOTICE OF SUSPENSION



DATE

Dear XXXXXX:

This letter is official notice from the Butler County Regional Transit Authority that your riding privileges will be suspended effective [REDACTED] for 30 days. This suspension is a result of five “no-shows” within the past 60 days. The BCRTA defines a “no-show” as a trip that BCRTA arrives for at a scheduled pick-up time and the passenger is not available, or a trip that is cancelled with less than one (1) hour notice from the scheduled pick-up time.

You may submit a written appeal of this suspension to the BCRTA. Appeals should be addressed to:

Butler County Regional Transit Authority  
ATTN: Suspension Appeals  
3045 Moser Court  
Hamilton, OH 45011

Please understand that “no-shows” have a negative effect on the quality of service for all BCRTA riders by creating delays and limiting schedule availability. This suspension and policy is an effort by the BCRTA to provide the best service possible to the community. Thank you for your understanding in this matter.

Respectfully,

Kristin L. Fryer  
Butler County Regional Transit Authority  
Contract Services Coordinator

# BCRTA POLICY AND PROCEDURE MANUAL

## 2-02 Inter-agency Transfer Tickets

*Effective Date: 08/01/2012  
Revised 8/12/2013*

### **Administrative Staff Procedures:**

Assigned administrative staff will prepare BCRTA transfer ticket book by marking the transfer ticket book with a paper punch that contains the dollar (\$) symbol. The ticket transfer book will be prepared daily for the next day of business. The markings will be as follows:

1. Mark the book with corresponding punches at the top of the transfer ticket book.
2. Mark the current month box.
3. Mark the next day box.
4. The marked transfer ticket books will be placed in the dispatch office for next day distribution.
5. Dispatch will distribute the marked transfer ticket books to the vehicle operators that are assigned to the R1 and R2 routes.
6. R1 will receive a marked transfer ticket book for both AM and PM shifts.
7. R2 will receive only one transfer ticket book for both AM and PM shifts.
8. Night dispatch will take the unused returned transfer ticket books and place them into the drop safe.

**Transfer tickets are to be treated as cash money. Selling and/or distributing out of policy is THEFT and is a TERMINABLE BCRTA offense.**

### **Vehicle Operator Procedures:**

The vehicle operators that are assigned to the R1 and R2 routes will be responsible for obtaining their marked transfer ticket book(s) from dispatch daily. Vehicle operators are responsible for the following:

1. Ensuring that the transfer ticket books are marked correctly:
  - a. Route number is correctly punched.
  - b. The transfer ticket book has a punch in the current month box.
  - c. The transfer ticket book has a punch in the current day box.
2. Transfer tickets are given to each paying passenger upon request, and are free of charge. Transfers tickets expire at the end of the current day of business.
3. Transfer tickets cannot be used to transfer back to the original bus route; i.e.: R1 is **not** to accept R1 transfer tickets, but R1 **can** accept R2 and Middletown Transit System transfer tickets.
4. Accepted transfer tickets are to be placed into the fare box/vault as if it were a cash fare.
5. At the end of your shift you will return the unused transfer tickets to dispatch for them to place into the drop safe.

**Transfer tickets are to be treated as cash money. Selling and/or distributing out of policy is THEFT and is a TERMINABLE BCRTA offense.**

PRINT: \_\_\_\_\_

ACKNOWLEDGEMENT: \_\_\_\_\_

DATE: \_\_\_\_\_



# BCRTA POLICY AND PROCEDURE MANUAL

## 2-03 ADA No-Show Procedures

*Effective Date: 08/19/2013*

*Revised Date: 08 /28/2014*

*Revised Date: 11/18/2016*

The BCRTA/MTS ADA No-Show Procedure is meant to assure that BCRTA/MTS service is operating in the most efficient manner by discouraging misuse of service scheduling.

### **DEFINITIONS**

#### ***No-show***

- When the passenger is unavailable for pick-up within 5 minutes after the scheduled pick up time.
- When the passenger has not cancelled their trip 60 minutes (or more) before their pick up time by calling BCRTA. (Trips in which passengers will not be picked up due to circumstances related to weather, medical procedures, or circumstances beyond the passengers control will not be considered a no-show).

#### ***Wait Time –***

- Any time spent waiting for a passenger after the scheduled arrival time at the scheduled pick-up address.

#### ***Pick up window-***

- The “pick-up window” is 15 minutes prior to the scheduled pick up time and 15 minutes after the scheduled pick up time.

### **NO SHOW POLICY**

BCRTA/MTS drivers will make reasonable attempts to locate passengers. If the passenger cannot be located within 5 minutes from the scheduled pick-up time, the driver must contact the dispatcher with the no-show information. The dispatcher will determine if the driver is to continue without the passenger. BCRTA/MTS will observe a 5 minute wait time for all trips. The “pick-up window” is the 30 minute span of time where the driver is considered “on-time.” If BCRTA is running late for the passenger, and the pick-up is outside of the pick-up window, the passenger will not be held responsible. This is considered a “service failure” by BCRTA.

Scheduled trips are to be cancelled 60 minutes (or more) prior to their pick up time. Any scheduled trip not cancelled within that window will be considered a no-show.

***If a passenger has a no-show on any given day, the remainder of their trips on that day will be cancelled upon the assumption they are not needed.***

## **EXCESSIVE NO-SHOWS**

Passengers who no-show or have late cancellations more than 10% of their scheduled trips will be sent a written warning. The written warning will state that if their no-show total increases to 15% of total trips scheduled, in a 30 day period, it will result in transportation privileges being suspended for up to 30 days.

Passengers may elect to pay a no-show fee in lieu of serving a suspension. Under no circumstances will a fee or fare for no-showed trips be due if the suspension is served.

## **SUSPENSIONS**

Passengers who receive a suspension are subject to the following guidelines:

- First suspension will be for one week
- Second suspension will be for two weeks
- Third suspension will be for three weeks, and
- Fourth or more suspensions will be for 30 days.

Before any suspension, the potentially affected individual will receive written notice that transportation service will be suspended beginning 14 days from the date of notice. The individual will receive a copy of the appeals process that details passenger rights in this situation.

BUTLER COUNTY RTA will continue to serve passengers appealing pending suspensions until all appeals have been settled. For passengers who do not choose to appeal, suspensions will commence on the date specified in the written notice.

## **APPEALS**

Appeals must be submitted in writing to the BCRTA/MTS within 30 days of notification of suspension.

All passengers will be permitted to continue using service during the appeals process. The Operations Manager will inform all dispatchers that the suspension is pending an appeal and to allow service to continue for the affected passenger.

An appeals committee will review all applicable information from BCRTA/MTS and the involved passenger. All passengers will be offered the opportunity to speak directly with committee members regarding the submitted appeal.

After a thorough review of all available information and testimony, the appeals committee will have 30 days in which to issue a recommendation to sustain or reverse the suspension.

The committee recommendation will be forwarded to the Operations Manager for final review.

The Operations Manager will have three (3) days to issue a final suspension decision in writing to the passenger involved. All final decisions will be implemented within seven (7) days of passenger notification.

All communications will be in alternate format upon request.

# SUSPENSION WARNING NOTICE



**DATE**

**Mr. or Mrs. XXXX,**

This letter is official notice from the Butler County Regional Transit Authority that you have a combination of either three (3) “no-shows” and/or “late cancellations” that have occurred in the last 30 days. You “no-showed” on the following dates: [REDACTED].

The BCRTA defines a “no-show” as a trip that BCRTA arrives for at a scheduled pick-up time and the passenger is not available, or a trip that is cancelled with less than one (1) hour notice from the scheduled pick-up time.

Two (2) additional “no-shows” within the next thirty (30) days may result in your transportation privileges with the BCRTA being suspended for up to thirty (30) days.  
**No action will be taken at this time.**

Please understand that “no-shows” have a negative effect on the quality of service for all BCRTA riders by creating delays and limiting schedule availability.

Upon determination of any impending suspension, you will receive another notice. If you have questions regarding this notice, please call BCRTA at 513-785-5237.

Thank you for your cooperation in making BCRTA a better service to the community.

Respectfully,  
Butler County Regional Transit Authority

# NOTICE OF SUSPENSION



**DATE**

**Mr. or Mrs. XXXXXXXXXXXXXXX:**

This letter is official notice from the Butler County Regional Transit Authority that your riding privileges will be suspended effective \_\_\_\_\_ for 30 days. This suspension is a result of either two “no-shows” and/or two “late cancellations” within the past 30 days. You “no-showed” on the following dates: \_\_\_\_\_.

The BCRTA defines a “no-show” as a trip that BCRTA arrives for at a scheduled pick-up time and the passenger is not available, or a trip that is cancelled with less than one (1) hour notice from the scheduled pick-up time

**You may pay \$5.00 (CASH ONLY) for the “no-showed” trips in lieu of the 30 day suspension or submit a written appeal of this suspension to the BCRTA. Payments and appeals should be addressed to:**

Butler County Regional Transit Authority  
ATTN: Operations Manager, Paratransit Services  
3045 Moser Court  
Hamilton, OH 45011

Please understand that “no-shows” have a negative effect on the quality of service for all BCRTA riders by creating delays and limiting schedule availability. This suspension and policy is an effort by the BCRTA to provide the best service possible to the community. If you have any questions regarding this notice, please call BCRTA at (513)785-5237. Thank you for your understanding in this matter.

Respectfully,  
Butler County Regional Transit Authority

# **BCRTA POLICY AND PROCEDURE MANUAL**

## **3-01 Credit Card**

*Effective Date: 01-1-10*

The BCRTA Secretary/Treasurer (Fiscal Officer) shall be responsible for the financial management of the BCRTA and any corporate credit/debit cards issued. All disbursements and reconciliations will be administered under the following general guidelines:

- All disbursement must be supported by proper documentation.
- The Finance Manager shall maintain a corporate credit/debit card to be used for purchases where a check or normal payment procedures will not work (ie; online purchases, advance travel bookings, etc.).
- Not less than once a month the transactions will be balanced against the monthly bank statements.
- All disbursements must still be approved and properly documented and maintained under the appropriate vendor file(s).
- The corporate credit/debit card will be maintained in a locked safe in an area with limited and controlled access.
- Cards will be issued on an as needed business basis with the users name on the card and that individual will accept responsibility for that card and its use.
- Corporate credit/debit cards are limited to strictly business use only. Any other use will constitute fraud.

# **BCRTA POLICY AND PROCEDURE MANUAL**

## **3-02 Petty Cash**

*Effective Date: 01-1-10*

The BCRTA Secretary/Treasurer (Fiscal Officer) shall be responsible for the financial management of the BCRTA Petty Cash Fund. All disbursements and reconciliations will be administered under the following general guidelines:

- All disbursement must be supported by proper documentation.
- The BCRTA Petty Cash Fund is established at \$400 but may be changed by the Finance Manager to meet business needs but will not at anytime exceed \$1,000.
- Reimbursements should be for items small in nature that would not be easily obtained via normal purchasing procedures and reimbursements will be limited to funds on hand.
- Not less than once a month the fund will be balanced and a reimbursement request form completed and approved by the Executive Director or another member of the management team.
- The reimbursement request form shall include petty cash balancing section which will indicate any overages or shortages in the fund.
- The petty cash fund will be maintained in a locked safe in an area with limited and controlled access.
- Only members of the management team or the Finance Managers designee are authorized to access and disburse petty cash.

# BCRTA POLICY AND PROCEDURE MANUAL

## 4-01 BCRTA GENERAL SAFETY POLICY

*Effective Date: 1/2011*

*Revised Date: 12/05/2012*

*Revised Date: 01/25/2013*

*Administrative Change Date: 01/26/2017*

As a team, BCRTA must make it a priority to create a culture of safety. To create this culture we must support an attitude that everyone is responsible for their own safety and the safety of others. We have an opportunity to provide a safe work environment for all BCRTA employees, and a safe ride for our clients every day.

What is safeness?

**Safeness is defined as: Free from harm or risk; secure from threat of danger, harm, or loss.**

This definition applies to us in our everyday life and everyday in our business. At anytime an accident can be prevented. We must prepare ourselves to avoid any risky behaviors. These behaviors can come from our routines, others we work with and third parties. We all should help break bad behaviors that can lead to accidents or incidents. We all need to be aware of our surroundings to avoid harm, risk, danger or loss.

Any unsafe behaviors may result in disciplinary action, up to and including termination. In addition anyone who performs unsafe behaviors can be removed from the "safety sensitive" function until these behaviors have been corrected.

All BCRTA employees are required to make the safety committee or management aware of any unsafe behaviors. Anyone who reports unsafe behaviors can do so in confidence and will be free from retaliation.

The BCRTA Safety Committee will review and discuss the safety policy and adopt annually. The BCRTA Safety Committee will review and discuss the safety goals and adopt annually.

---

Matthew Dutkevicz, Executive Director

Date

# BCRTA POLICY AND PROCEDURE MANUAL

## 4-02 Vehicle Backing Procedures

*Effective Date: 2/1/2012*

*Revised Date:*

### **Purpose:**

The BCRTA has taken a stance on backing vehicles. To eliminate incidents/accidents due to backing, vehicle operators must observe the following directives:

1. Avoid backing whenever possible. The BCRTA understands that backing cannot always be avoided, but limiting backing will reduce the risk of incidents/accidents while backing.
2. While backing out of the Vehicle Storage Facility, or anywhere on the grounds of the BCRTA, vehicle operators must ensure that they have walked around the vehicle looking for any item or scenario that could cause an incident/accident.
3. Some BCRTA vehicles are equipped with back-up cameras. These are a tool used to ensure no thing or person is directly behind the vehicle. These are not made or intended to replace the use of a vehicle's mirrors during the backing of a vehicle.
4. Vehicle operators are to use the vehicle's mirrors while backing and only use the camera before the vehicle begins to move.
5. While backing, no other auxiliary item is to be used while the driver is focused on the mirrors. For example, talking on the two way radio while backing is not permissible.
6. All vehicle operators are to place the four way hazard lights on and sound the horn before and while the vehicle is backing to alert others.
7. If any vehicle operator feels uncomfortable backing due to visual obstructions or any other reason, he/she must ask for a "spotter." A "spotter" may be another driver, dispatcher, mechanic, or member of management.
8. All vehicle operators are to park in the correct assigned location.
9. Only one vehicle may back out of the Vehicle Storage Facility at a time to avoid collisions.
10. No vehicles are permitted to park in front of, or block any bay doors of the Vehicle Storage Facility after backing out from an assigned location. Temporary parking spaces should be used to complete pre-trip inspections or for any reason where a vehicle may not be parked in its assigned location.

### **Corrective Action:**

The first backing incident/accident that takes place on BCRTA grounds will result in an automatic one day suspension. The time will be chosen at management's discretion and the employee assigned to one year of probation. **A backing incident/accident that takes place on BCRTA grounds during a probationary period for ANY AT-FAULT ACCIDENT will result in immediate termination.**

Backing incidents that do not take place on BCRTA grounds will be subject to regular disciplinary procedures applied to vehicle incidents/accidents.

---

Employee SIGN Acknowledge

DATE

---

Employee PRINT Name



# BCRTA POLICY AND PROCEDURE MANUAL

## 4-03 Procedures for Clients with Limited English Proficiency (LEP)

*Effective Date: 2-1-2012*

As a regional transit provider, Butler County RTA strives to improve service for all its passengers including those with limited English proficiency. In an effort to meet the needs of a diverse and multilingual population, BCRTA will provide the following services to all passengers who may need or request it:

- BCRTA will produce and distribute rider guides and other materials in commonly requested second languages.
- BCRTA will provide, and office staff will be trained in the use of interpreter services that may be made available over the phone in a wide variety of other languages for the purposes of providing service information and scheduling services.
- BCRTA will provide, and driving staff will be trained in the use of interpreter services that may be made available over the phone in a wide variety of languages for the purpose of providing service information and clarifying operational passenger needs.
- BCRTA vehicle operator will carry, on their person, an emergency procedures pocket handbook that will include directions for assisting LEP individuals. The pocket guide will also include a "language map" to assist LEP individuals and BCRTA staff in determining the language of choice for any LEP individual.
- All BCRTA personnel who engage in regular client contact will be required to review this procedure and acknowledge their understanding and compliance in writing to ensure even application of the procedures mentioned herein.

BCRTA will also monitor trends to ensure that passenger communications needs are being met for LEP populations. Any BCRTA personnel that notice trends or receive specific requests should report findings to Operations Management for documentation and review.

I have been trained, understand, and agree to comply with my obligations regarding Procedures for Clients with Limited English Proficiency.

Employee Name (PRINT) \_\_\_\_\_

Employee Name (SIGN) \_\_\_\_\_

# BCRTA POLICY AND PROCEDURE MANUAL

## 4-05 Refresher Training Requirements

*Original Effective Date: 2-13-2012*

*Revised 6-18-2014*

*Revised Effective Date 10-1-2015*

The Butler County Regional Transit Authority acknowledges that transportation is constantly changing and improving. BCRTA also has a strong commitment to the safety of its passengers and employees as outlined in the BCRTA General Safety Policy. Recognizing the importance of these commitments and the value of continuing education and training, BCRTA will require all Vehicle Operators and Dispatch personnel to participate in at least fourteen (14) credits of refresher training every twelve (12) months.

At the beginning of each calendar year, management will publish and distribute a calendar of training for the entire year. This will include mandatory training and elective training opportunities.

In order to be in good standing and be eligible for any pay increase at the time of an annual evaluation, a Vehicle Operator or Dispatcher must have completed at least fourteen (14) credits of refresher training in the twelve (12) months before the evaluation date. This must include all mandatory training and any elective training required to meet the fourteen (14) credit minimum.

Remedial training, required to fulfill post-accident retraining requirements, will not be counted toward the fourteen (14) credit minimum but must be completed at the time of evaluation in order to be eligible for any pay increase.

The following is the list of the seven (7) mandatory courses:

1. Creating a Drug & Alcohol free workplace
2. Preventing Harassment
3. Safety Best Practices
4. LLLC Defensive Driving
5. Introduction to ADA Sensitivity
6. Lifts, Ramps & Securements
7. Major Unusual Incident (BCDD requirement).

First Aid and CPR are required every two years per contractual obligations and do not count toward the fourteen (14) credits.

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Employee Name (acknowledge)

DATE

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Employee Name (PRINT)

# **BCRTA POLICY AND PROCEDURE MANUAL**

## **4-06 Onboard Video and Sound Surveillance**

*Effective Date: 7/1/2013*

Butler County Regional Transit Authority operates an onboard video and sound surveillance system on selected vehicles throughout the BCRTA fleet. All vehicles equipped with the onboard surveillance system shall be marked with an interior sign visible to all passengers that video and sound surveillance may be collected at any time.

The primary purpose of video and sound collection is safety. This means safety for both BCRTA drivers and BCRTA passengers.

Video and sound collection may be reviewed and used for investigative purposes in the event of an accident or an incident involving a BCRTA vehicle.

BCRTA may also use video and sound collected from vehicles for training and performance improvement purposes.

BCRTA management reserves the right to review any video for any reason at any time. Collection of both sound and video is intended to protect employees and BCRTA from wrongful accusations and false claims.

BCRTA management may periodically review video and sound records to ensure both driver and passenger compliance with BCRTA policies and applicable local, state, and federal laws.

BCRTA video and sound records will be retained in accordance with the company's record retention policy. Video and sound collection is subject to public request per BCRTA's public information policy.

# BCRTA POLICY AND PROCEDURE MANUAL

## 4-07 Middletown Transit System Fare Collection & Reconciliation

*Effective Date: 8/15/2013*  
*Revised: 8/19/2013*

Objective: Accurate and timely reconciliation of fares collected and trips provided.

- 1) The first A.M. MTS employee and/or other designated person will remove the fare collection vault from each vehicle, at a minimum of 3 times per week, and will replace it with an empty fare collection vault.
- 2) Fare collection vaults are to be labeled with date, time, and route. Vaults are then to be placed in the large safe located in the MTS office at the City of Middletown Garage.
- 3) Fare collection vaults will be retrieved from and returned to the MTS office located in the City of Middletown Garage at a minimum of 3 times per week. The empty fare collection vaults will be returned to the MTS office, by a BCRTA supervisor and/or other designated person, when the next set of vaults is retrieved.
- 4) Daily, the first A.M. MTS employee and/or other designated person will record the numbers from the passenger counters in each vehicle for each of the following: Full, elderly, and disabled cash or ticket and full, elderly, and disabled passes. The ride counter from each vehicle will be reset to "0".
- 5) Daily, the numbers from the passenger counters are to be sent to the BCRTA Contract Services/Data Coordinator and/or other designated person.
- 6) All MTS fares will be counted in the BCRTA office.
  - MTS will retain possession of the key to remove the fare collection vaults from the vehicles.
  - BCRTA will retain possession of the key to open the fare collection vaults.
- 7) All MTS fares will be deposited in an account designated by the City of Middletown within 24 hours of collection.
- 8) Upon completion of the MTS fare collection and passenger reconciliation a weekly report will be completed and forwarded to the Community Revitalization Director.
- 9) A copy of the completed C&R report and deposit slip will be sent to the City of Middletown Treasury Division ([pamb@cityofmiddletown.org](mailto:pamb@cityofmiddletown.org)) for each deposit.

# BCRTA POLICY AND PROCEDURE MANUAL

## 4-08 Absence Reporting Procedures

*Effective Date: 03-01-14*  
*Administration Change Date: 01/26/2017*

Regular, consistent, and prompt attendance is a requirement of all jobs. Failure to maintain regular and consistent attendance could result in discipline up to and including discharge. Similar measures could result from the failure to show up for work on time or for leaving work early. The following policies cover some of the most common attendance issues.

If you become ill, or for any reason are going to be late for work or miss work altogether, you should notify your supervisor no later than one hour prior to the start of your shift. If your manager is not available, report to the next highest authority that is available to take your call. Calls must be placed personally unless hospitalized or prevented from doing so by an emergency.

BCRTA has provided a hotline for employees to call when reporting an absence. The hotline number is 513-785-5030 and is answered by a dispatcher to be forwarded to a manager, supervisor, or transportation coordinator from 4a-11p on weekdays.

Absence requests will be documented by the call taker for all absence requests on the absence report form and entered into the absence tracker with comments concerning the status, date and time of the request and the expected return date by noon of the day affected by the absence. The call taker will also notify all managers of the employee requesting the absence and make adjustments in the schedule to make sure that the absence has been covered. All absences requested the same day as the absence are designated as unexcused absences unless a medical note is provided to medically excuse the absence.

For medically excused absences, a doctor's note is required. Medically excused absences are only approved for the employee or an immediate family member. The excuse note should be submitted to the Human Resource Coordinator before returning to work. If a procedure is being performed, medication is prescribed or an overnight stay is necessary during a medical absence, the employee must contact the Human Resource Coordinator to receive return to work paperwork and procedures prior to returning to work.

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Employee Name (acknowledge)

DATE

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Employee Name (PRINT)

# BCRTA POLICY AND PROCEDURE MANUAL

## 4-09 Extraboard Procedures

*Effective Date: 03-01-14*

BCRTA will provide extraboard work for drivers who are not scheduled to work a normal driving shift due to lack of service demand. Extraboard work may consist of driving, washing vehicles, assisting the maintenance department, or other duties assigned by a supervisor or manager.

Any driver not scheduled for a regular shift by 3:00 PM on the preceding work day, Monday through Thursday, must report for extraboard duty the following day. Employees not scheduled by 3:00 PM on Friday must report for extraboard on Monday. Extraboard operators must be available and ready for work at the Hamilton Depot beginning at 12:00 PM on weekdays.

Extraboard duties will last no less than 2 hours, but may require employees to stay for up to 10 hours. Employees shall first report to the window dispatcher for assignments. If no assignment is available the employee shall contact the following staff, in order, to obtain an assignment: Operations Supervisor, Operations Manager (or Assistant Mgr), Maintenance Manager, Manager of Administration.

Upon an employee's request, the Operations Manager may excuse employees from the extraboard without penalty on a first-come-first-served basis. No employee will be excused from extraboard duties without an approved written request on the proper Excused Absence form. Extraboard report times or locations may be adjusted by a supervisor or manager in writing on the proper Swap Shift Slip at the Operations Manager's discretion.

Employees with questions regarding this policy should seek clarification from their immediate supervisor or operations manager in advance of reporting for extraboard work.

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Employee Name (acknowledge)

DATE

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Employee Name (PRINT)

# BCRTA POLICY AND PROCEDURE MANUAL

## 4-10 ADA Accommodations

*Effective Date: 8-1-2014*  
**Administrative change: 1-24-2017**

It is the intent of the Butler County Regional Transit Authority to be a helpful and meaningful resource to passengers and community members with special needs. In an effort to meet this objective, BCRTA will abide by the best practices and regulations outlined in this document.

### General Guidelines

- BCRTA operators will provide stop announcements for fixed route service at transfer points, major intersections, destination points, intervals along the route to orient passengers, and any stop upon request.
- In the event of a failure or malfunction of an automated ADA annunciator, it is the responsibility of the vehicle operator to verbally call out transfer points, major intersections, destination points, intervals along the route to orient passengers, and any stop upon request.
- 
- When more than one route serves a stop, BCRTA will provide a means by which an individual with a visual or other disability can identify the route on which he or she wants to travel.
- BCRTA will allow service animals to accompany individuals with disabilities in vehicles and facilities. The DOT ADA regulations define a service animal as any animal individually trained to work or perform tasks for an individual with a disability, including but not limited to guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items. It is discriminatory to require a person with a disability to certify or register a service animal. Service animals may not block aisles or emergency exits.
- Policies or practices that have the effect of limiting service animal use are prohibited. BCRTA will not require passengers to make prior arrangements when boarding a fixed route vehicle with a service animal.
- BCRTA will make every reasonable effort to accommodate all mobility devices.
- Where necessary and upon request, BCRTA's personnel will assist individuals with disabilities in the use of securement systems, ramps, and lifts. BCRTA personnel will leave their seats if it is necessary to provide the assistance.
- The DOT ADA regulations do not require that wheelchairs be secured; however, it is the policy of BCRTA that all mobility devices must be secured in order to be transported.
- BCRTA will not establish requirements concerning wheelchair equipment or specifications, such as brakes or wheel locks.

- BCRTA personnel will recommend, but not require, passengers using a wheelchair to transfer to a seat.
- BCRTA will deploy lifts or ramps for persons who do not use wheelchairs, including standees. Passengers using a wheelchair should be backed onto vehicle lifts for best operation, but may board facing the vehicle if the passenger prefers. Operators will never manually load a passenger on the wheelchair lift if the lift is inoperative. In the event of an inoperative lift or ramp, vehicle operators will contact dispatch for an alternative to be provided to the passenger in no more than thirty (30) minutes. Operators will cycle lifts and ramps during all pre-trip inspections.
- Vehicles used in fixed route service shall have signs designating priority seating for elderly persons and persons with disabilities. When an individual with a disability needs to sit in a seat or occupy a wheelchair securement location, BCRTA shall ask the following persons to move in order to allow the individual with a disability to occupy the seat or securement location: (i) individuals, except other individuals with a disability or elderly persons, sitting in a location designated as priority seating for elderly and handicapped persons (or other seat as necessary); and ii) individuals sitting in a fold-down or other movable seat in a wheelchair securement location. BCRTA is not required to enforce the request.
- BCRTA will ensure that vehicle operators and other personnel make use of accessibility related equipment and features.
- Public information and communications must be made available in accessible formats.
- BCRTA will not refuse to permit a passenger who uses a lift or ramp to board or disembark from a vehicle at any designated stop, unless the lift or ramp cannot be deployed, the lift or ramp will be damaged if it is deployed, or temporary conditions preclude the safe use of the stop by all passengers (i.e., the stop is “closed” for the duration of such conditions).
- BCRTA will not deny service to individuals using respirators or portable oxygen.
- BCRTA will ensure adequate time for individuals with disabilities to board or disembark a vehicle.
- In the event that a ramp or vehicle lift fails in service, the vehicle will be removed from service before the beginning of the next service day if the lift or ramp is not repaired. Every reasonable effort will be made to repair the lift or ramp before returning to service. In the event that there is no spare vehicle available and BCRTA would be required to reduce service to repair the lift or ramp, it may keep the vehicle with the inoperable lift or ramp in service for no more than three days.

**ADA Paratransit Guidelines:**

- Personal Care Attendants (PCA) of eligible individuals will be served at no additional cost or fee. One companion, in addition to the PCA will also be accommodated at the regular ADA fare rate. Other companions may be accommodated on a space available basis at the regular ADA fare rate. PCA's and companions must be requested at the time of booking.
- BCRTA/MTS will establish no limitation on the number of trips per day or trips per person that can be made. There will be no untimely pickups, defined as arrival later than 15 minutes after the scheduled time or 1 hour on a will-call. Travel times will be less than or comparable to fixed route trips and there will be no peak hour service capacity issues. It is the practice of



BCRTA/MTS that Paratransit trip length will not exceed one (1) hour. This will correspond with the maximum trip length of BCRTA/MTS fixed route trips.

- BCRTA/MTS will document any trip denials outside the one (1) hour negotiation period and document any late pick-ups for review and correction.

# BCRTA POLICY AND PROCEDURE MANUAL

## 4-11 Half Fare

*Effective Date: 8/1/2013*

It is the intent of BCRTA and MTS to comply with all Half Fare regulations issued by the Federal Transit Administration. In the event of any updates to regulation, this policy shall conform to FTA C 9030.1D, Ch. 1V, Section 8d, or its most recent update.

Fares charged elderly persons, persons with disabilities, and Medicare cardholders will not be more than half the regular adult fare. Half fare shall be consistent with all different fare types offered by BCRTA and MTS. Half fare shall be available during all hours of operation.

This requirement is applicable to:

- All fixed route services, including service to sporting events, that operate in both peak and off peak hours and use or involve facilities and equipment financed with Section 5307 funds, whether the services are provided by BCRTA/MTS directly, by a contractor, by a subrecipient, or by another entity that leases facilities and/or equipment from the grantee
- Any express and commuter service that operates beyond peak hours
- Fixed route services for which BCRTA/MTS has not defined peak hours

This requirement is not applicable to:

- Demand responsive services, including route deviation services
- Services funded with other FTA assistance that do not use Section 5307 funded equipment or are not operated out of Section 5307 funded facilities.

“Elderly” by FTA regulations is to “at a minimum, include all persons 65 years of age or over.” Grantees are permitted to use a definition that extends this fare to younger (e.g., 62 and over) persons. Persons with disabilities are defined by FTA as persons “who by reason of illness, injury, age, congenital malfunction, or other incapacity or temporary or permanent disability (including any individual who is a wheelchair user or has semi-ambulatory capabilities), cannot use effectively, without special facilities, planning, or design, mass transportation service or a mass transportation facility.”

Medicare is available for people age 65 or older, younger people with disabilities, and people with end stage renal disease (permanent kidney failure required dialysis or transplant).

BCRTA/MTS will require passengers to show proof of eligibility when they pay their fare in order to receive the half fare. Examples of proof of eligibility include a driver’s license, Medicare card, special identification card, and ADA eligibility card.

Effective January 1, 2015, BCRTA/MTS will require passengers complete an application and obtain a special identification card as the sole basis for paying the half fare. A valid Medicare card will be considered sufficient proof of eligibility for obtaining the identification card. Obtaining a special identification card will be relatively easy. Applications and ID cards will be distributed through the BCRTA/MTS websites, via telephone & fax, and also in person at the MTS Transit Station, BCRTA Administration Office and Oxford Operations Office.

In order to ensure that the person presenting a Medicare card is the authorized individual, BCRTA/MTS may request proof of identity (another card with a photograph).

Training documents and communication with operators and others responsible for implementing the half fare program will demonstrate that the BCRTA/MTS has notified staff of the program and included the correct information. Public information will include half fare information, including Medicare eligibility, if it contains fare information. For example, if a brochure says the fare to ride the bus is \$2.00, it also will say that the fare for elderly persons, persons with disabilities, and Medicare cardholders is \$1.00.

Though BCRTA/MTS does not have a separate fare category for Medicare cardholders, BCRTA/MTS's readily available public information will be clear that Medicare cards are accepted as proof of eligibility for the half fare program, including for persons who are not elderly.

**Table of Effective Fare Rates and Half Fare**

FARE RATE	FULL FARE	HALF FARE
BCRTA Regional Commuter Bus Fare (R routes)	\$2.00	\$1.00
BCRTA Fixed (U routes)	\$2.00	\$1.00
MTS Fixed (Color routes)	\$1.25	\$0.60

# BCRTA/MTS HALF-FARE PROGRAM APPLICATION



Please  
Print

_____	_____	_____	_____
Last	First	Middle	
_____	_____	_____	_____
Address	City	State	Zip Code
_____	_____		
Telephone	Email		

I am eligible for the BCRTA/MTS Half-Fare Program for one or more of the following reasons. Check appropriate blank(s).

- \_\_\_\_\_ I am over age 65. *(Please attach proof of age such as birth certificate or drivers license).*
- \_\_\_\_\_ I have difficulty getting on or off a standard transit bus. (Use of braces, crutches, wheelchair or most prosthetic devices automatically makes a person eligible.)
- \_\_\_\_\_ I have difficulty standing in a moving transit bus.
- \_\_\_\_\_ I am unable to read informational signs (Legal Blindness of 20/200 with best possible correction is the minimum requirement).
- \_\_\_\_\_ I am unable to hear directions when requested of the bus driver. (Average loss of 30 decibels within speech frequencies in both ears with best possible correction is the minimum requirement).
- \_\_\_\_\_ I have difficulty understanding informational signs and/or directions of the bus driver.
- \_\_\_\_\_ I am a Medicare cardholder. (Please attach a copy of your Medicare card and photo ID)

The above disability is \_\_\_\_\_ permanent \_\_\_\_\_ temporary (minimum 6 months)

**- PLEASE COMPLETE OPPOSITE SIDE -**

# BCRTA/MTS HALF-FARE PROGRAM APPLICATION



The disability I have in performing the above transit related function(s) is due to the following reason -- *(please describe and attach doctor's certification)*:

I understand that this application must be certified by BCRTA/MTS. I agree to release additional information pertaining to my transit related disability, if so requested. This information will only be used for determining my eligibility for the Half-Fare Program.

I swear that the above statements are correct to the best of my knowledge. I understand that misrepresentation on this application or fraudulent use of my identification card when issued represents a violation of the conditions and terms of this program, and will result in the revocation of this privilege by the BCRTA/MTS.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Please return application to: BCRTA, 3045 Moser Court, Hamilton, Ohio 45011**

## FOR OFFICE USE ONLY

Approved \_\_\_\_\_ DENIED \_\_\_\_\_

Reason(s):

Signature: \_\_\_\_\_

# BCRTA POLICY AND PROCEDURE MANUAL

## 4-12 Fare Collection Policy

*Effective Date: 1/1/15*

### PURPOSE

To ensure the proper fare is collected from each passenger by BCRTA vehicle operators based on established fare rates.

### PROCEDURES

Drivers should always check that a properly installed vault has been secured in the vehicle's farebox and that No Show envelopes are stocked and available for passenger use.

Drivers are responsible for collecting fares (via cash or BCRTA ticket) from each passenger when applicable. **Under no circumstances are passengers permitted to ride for free** unless a \$0 fare has been established for that passenger. (All fares apply to one-way transportation.)

- Demand Response - \$5.00 to \$35.00
- Amount to be collected will be shown on MDT.
- Drivers should contact Dispatch immediately if shown fare is believed to be incorrect.
- Be sure to review Trip Notes on MDT for any fare related information.
- Personal care attendants ride for free.
- Shopping Shuttle - Free
- Regional Routes Regular Fare - \$2.00
- University Routes Regular Fare - \$2.00
- Passengers that display a valid MU ID card - Free
- MU SafeRide without MU ID - \$4.00
- Approved ADA passengers - \$4.00 (MTS Approved ADA - \$2.50)
- BCRTA Routes Half Fare cardholders - \$1.00 (Applies to Fixed Routes ONLY)
- MTS Routes Half Fare cardholders - \$0.60 (Applies to Fixed Routes ONLY)

Promises to pay fares at a later time or date are not acceptable. **Passengers cannot ride for free.**

Passengers must place their money into the farebox. The Driver is responsible for visually verifying the proper fare has been deposited into the farebox and activating the handle to release the cash into the vault.

Drivers are not permitted to touch passengers' money unless a passenger is disabled and cannot place the money into the farebox without assistance.

At no time are Drivers permitted to make change. For safety reasons, Drivers cannot open vaults and should carry a minimal amount of personal cash. Dispatch should be contacted for any known overages or shortages in the vault. Dispatch should be utilized to remind passengers that exact fare is required and of the "no change" policy.

Passengers paying No Show payments must place their payments in a No Show envelope and place the envelope into the farebox.

Drivers are not to handle ticket orders. All orders should be mailed to BCRTA's Hamilton office.

Personal checks are not to be accepted for payment of fare, unless specifically authorized in the trip note.

Drivers' vaults can be audited at random or at the finance department's discretion. New vaults will have been installed into the vehicle prior to the Driver's shift and removed at the end of that shift. Money collected will be verified to the amounts established by the MDT or rider count sheets.

# **BCRTA POLICY AND PROCEDURE MANUAL**

## **4-13 Free Fare Policy**

*Effective Date: 01/26/2017*

All current employees of the BCRTA shall be eligible for free fare privileges on all BCRTA U & R routes. Eligible employees will need to display their own valid BCRTA identification card upon entering any BCRTA fixed or commuter route bus to receive the free fare privileges. The Vehicle Operator shall count these employees using the "Free Fare" tab on the vehicle's Genfare farebox unit.

# BCRTA POLICY AND PROCEDURE MANUAL

## 5-01 Red Tag Procedures

*Effective Date: 05-20-2011*

*Revised: 12/16/2011*

The following are minimum standards that should be followed by all BCRTA employees when determining when a bus should be *removed from service*, although all employees share in the responsibility of recognizing an unsafe condition, the decision to remove a bus from service remains the responsibility of the Maintenance Department.

These minimum criteria may be updated upon the Safety Sub-Committee's recommendations and should be re-examined regularly and upon each new vehicle purchase.

*This list does not nullify or make void any manufacture's specifications or laws that may apply to any company owned vehicle now or in the future.*

### **The list includes but is not limited to:**

- Missing or empty Fire Extinguisher
- Missing reflective triangles (must have 2 working minimum)
- Less than 4/32 tread depth on front tires
- Less than 2/32 tread depth on rear tires
- Any flat tire
- Missing/loose lug nut
- Deep cut or excessive bulging in side wall
- Cracked rim
- Missing or unusable side mirrors
- Damaged windshield (See Windshield Damage Criteria)
- Missing or unusable windshield wipers (weather dependent)
- Over 50% of headlights inoperable (vehicles with 2 headlamps)
- Over 75% of headlights inoperable (vehicles with 4 headlamps)
- Over 50% of taillights inoperable
- Any turn signals not working at pull out
- Over 50% of the brake lights not working
- Any fuel leak (Gasoline or Diesel)
- Doors that will not close securely
- Exterior compartment doors that are not secure or missing (excluding small fuel / battery shut-off doors)
- Over 50% of emergency window exits inoperable (per side)
- Over 50% emergency roof hatch inoperable
- Missing or unusable operator's seatbelt
- Parking brake fails to hold bus against minimal acceleration
- Defroster inoperable (weather dependent)
- More than 45 degree of play in a 20" steering wheel
- Horn inoperable
- Any part of the braking system not meeting manufacturers specifications
- Brake failure
- Any significantly reduced braking
- Over 50% of emergency door release inoperative



Purpose: To notify employees of RED TAG procedures

**Part A: Upon the issuance of this rule, the RED TAG procedure to be followed by all BCRTA employees shall be;**

Any employee recognizing a company vehicle that is unsafe or that is not in compliance with BCRTA guidelines set forth in the RED TAG (out of service) document, shall notify a Maintenance Employee immediately. The employee will investigate the report and if an unsafe condition is found, he/she will place a RED TAG on the vehicle. Upon placement of a Red TAG, the employee will complete the required documentation as set forth in Part B. Once a RED TAG is placed on a vehicle, it cannot be removed by anyone until the repairs have been made as identified by the RED TAG and related work order. Upon repairs being made and the necessary documentation having been completed as outlined in Part B of this rule, an employee may remove the RED TAG.

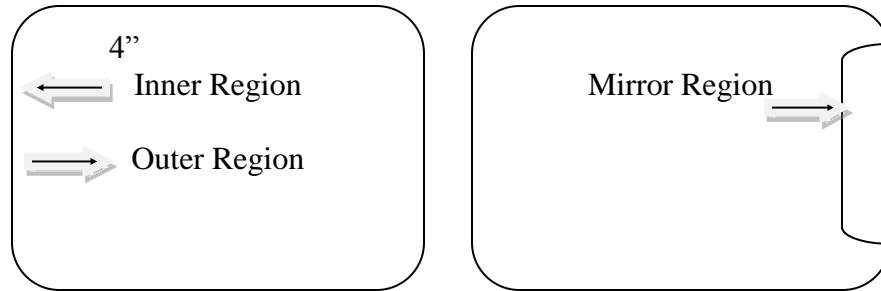
**Part B: RED TAG documentation**

Any employee applying a RED TAG to a company vehicle shall: Sign, date and disclose the vehicle number and a brief description of the unsafe condition on the applied RED TAG. Any employee removing a RED TAG shall sign, date and give a brief description of the repairs that were completed as pertaining to the applied RED TAG. Separate documentation of a red tag placement and removal shall be retained by the Safety/Training Department for review for at least two years.

**Part C: Discipline**

Any person, violating any part of this rule, will be subject to discipline as outlined below. Discipline shall be executed by the appropriate department head or his/her designee and the discipline shall be determined according to the history of similar offenses and the severity of the offense. Discipline may include suspension from duties without pay and up to and including discharge from employment.

## WINDSHIELD DAMAGE CRITERIA



### *View of windshield from inside bus*

**The following guidelines are to be followed when determining when to RED TAG a vehicle due to windshield damage:**

1. Any chip larger than 3/4 inch inside the driver's side inner viewable region or mirror region
2. Any crack 3 inches or larger inside the driver's side inner viewable region or mirror region
3. Any two chips of any size within 6 inches of each other inside the driver's side inner viewable region or mirror region
4. Any crack or chip that compromises the structural integrity of the windshield
5. Any chip larger than 1 inch inside the passenger side inner viewable region

# Butler County Regional Transit Authority RED TAG

VEHICLE # \_\_\_\_\_

**THIS VEHICLE IS REMOVED  
FROM SERVICE!**

(place this tag on the steering wheel)

Reason for Removal from Service (check one):

- |  |  |
|--|--|
| <input type="checkbox"/> Missing or empty Fire Extinguisher                            | <input type="checkbox"/> Doors that will not close securely  |
| <input type="checkbox"/> Missing reflective triangles (must have 2 working minimum)    | <input type="checkbox"/> Exterior compartment doors that are not secure or missing (excluding small fuel / battery shut-off doors) |
| <input type="checkbox"/> Less than 4/32 tread depth on front tires                     | <input type="checkbox"/> Over 50% of emergency window exits inoperable (per side)  |
| <input type="checkbox"/> Less than 2/32 tread depth on rear tires                      | <input type="checkbox"/> Over 50% emergency roof hatch inoperable  |
| <input type="checkbox"/> Any flat tire   | <input type="checkbox"/> Missing or unusable operator's seatbelt   |
| <input type="checkbox"/> Missing/loose lug nut   | <input type="checkbox"/> Parking brake fails to hold bus against minimal acceleration  |
| <input type="checkbox"/> Deep cut or excessive bulging in side wall                    | <input type="checkbox"/> Defroster inoperable (weather dependent)  |
| <input type="checkbox"/> Cracked rim   | <input type="checkbox"/> More than 45 degree of play in a 20" steering wheel   |
| <input type="checkbox"/> Missing or unusable side mirrors                              | <input type="checkbox"/> Horn inoperable   |
| <input type="checkbox"/> Damaged windshield (See Windshield Damage Criteria)           | <input type="checkbox"/> Any part of the braking system not meeting manufacturers specifications                                   |
| <input type="checkbox"/> Missing or unusable windshield wipers (weather dependent)     | <input type="checkbox"/> Brake failure   |
| <input type="checkbox"/> Over 50% of headlights inoperable (vehicles with 2 headlamps) | <input type="checkbox"/> Any significantly reduced braking   |
| <input type="checkbox"/> Over 75% of headlights inoperable (vehicles with 4 headlamps) | <input type="checkbox"/> Over 50% of emergency door release inoperative  |
| <input type="checkbox"/> Over 50% of taillights inoperable                             |  |
| <input type="checkbox"/> Any turn signals not working at pull out                      |  |
| <input type="checkbox"/> Over 50% of the brake lights not working                      |  |
| <input type="checkbox"/> Any fuel leak (Gasoline or Diesel)                            |  |
| <input type="checkbox"/> OTHER: _____  |  |

Employee Placing Tag: \_\_\_\_\_ Date: \_\_\_\_\_

**Directions for Removal:** Vehicle complications must be resolved and restored to safe operating condition before this vehicle may be operated or this tag may be removed. When complications are resolved, complete the following section and return one copy to the Operations Manager. The original shall be filed in the vehicle file with the completed work order.

Work Completed and Problem Resolved by: \_\_\_\_\_

Date/Time Work Completed: \_\_\_\_\_ Date/Time Vehicle Returned to Service: \_\_\_\_\_

Has a work order been filed for this tag? (tag may only be removed after work order is complete.)  YES  NO

Has this tag been copied and provided to the Operations Manager?  YES  NO

Has an ADA inspection been completed?  YES  NO

Employee Removing Tag: \_\_\_\_\_ Date: \_\_\_\_\_

# BCRTA POLICY AND PROCEDURE MANUAL

## 5-02 Fleet Maintenance Plan

*Revised: March 2014*  
*Revised: March 2011*  
*Revised: January 2017*

### PREVENTIVE MAINTENANCE OVERVIEW

The Fleet Preventive Maintenance (P.M.) Program has been refined to improve both vehicle reliability and availability. The purpose and goal of this Plan is to maximize the useful life of all revenue and non-revenue vehicles in the most cost efficient manner.

The Manager Plus Maintenance software has been set up to insure that a P.M. Inspection will be performed on each vehicle in accordance with the following schedule:

#### Gasoline:

1. **3,000 miles:** P.M. with oil and filter change, Rotate Tires, Multi-point inspection, ADA equipment inspection
2. **30,000 miles:** P.M. with air filter change, Multi-point inspection, ADA equipment inspection
3. **90,000 miles:** P.M. engine tune-up, Multi-point inspection, ADA equipment inspection
4. Daily: Wheelchair lifts will be cycled.
5. 180 Days: HVAC Servicing, ADA equipment inspection

#### Diesel Small Bus

1. **3,000 miles:** PM. with oil and filter change, Multi-point inspection ADA equipment inspection (14 passengers)
2. **15,000 miles:** P.M. with oil and filter change, fuel filter, Multi-point inspection, ADA equipment inspection
3. **60,000 miles:** P.M. with oil and filter change, Transmission filter and fluid change, grease front wheel bearings and replace seals, Multi-point inspection, ADA equipment inspection
4. **90,000 miles:** P.M. with oil and filter change, replace drive belt, Multi-point inspection ADA equipment inspection
5. Daily: Wheelchair lifts will be cycle
6. 180 Days: HVAC Service, ADA equipment inspection

#### Diesel Large Bus

1. **6,000 miles:** P.M. with oil and filter change, Multi-point inspection, ADA equipment inspection (Coach)
2. **12,000 miles:** P.M. with oil and filter change, fuel filters, coolant filter, hydraulic filter Multi-point inspection, ADA equipment inspection
3. Daily: Wheelchair lifts will be cycled
4. 180 Days: HVAC servicing, ADA equipment inspection

Under normal circumstances, all P.M. scheduling will be done by the Maintenance Manager. A schedule of inspections will be posted in the shop by the Manager. Vehicle P.M. schedule adherence and inspection quality will be the responsibility of the Manager. Tune-ups will be the responsibility of the service technician. All P.M. and repair will be the responsibility of the service

technician. To avoid any delays and loss of productivity, the Maintenance Manager, on a daily basis, will insure that all vehicles scheduled for P.M. activities are held out of service or assigned to swing runs.

The Maintenance Manager will monitor daily operations to ensure that all P.M. inspection intervals are adhered to. At no time will overdue mileage be allowed to exceed 300 miles.

P.M. inspection personnel will only be required to complete those repairs which can be accomplished within the time period available for each P.M. service. All work which cannot be accomplished within the allotted time period will be reported by the technician to the Maintenance Manager who will record the defect information on the work order. If any defect is a safety item, the defect is assigned a new work order and the vehicle immediately removed from service immediately. Only a Manager may remove a vehicle from service. **No vehicle will be returned to revenue service with a safety related defect.** If the defects do not compromise vehicle safety, the vehicle may be returned to service in a swing run capacity until there is an opening in the shop to have it repaired. As each inspection is completed, the technician and Manager shall review the service for quality and sign the inspection form to certify that all items have been inspected, adjusted and repaired to OEM standards, or noted for future repair.

The information on the daily log is carried from day to day on the "out of service sheet" completed by the Maintenance Manager, or his designee, until all repairs are completed on each vehicle. During this time, the vehicle remains on the "out of service sheet." After the repairs have been made the vehicle will be returned to service.

Managers and technicians will be familiar with the maintenance manual, to ensure that the extent of work associated with each item on the form is fully understood and carried out. All employees assigned to P.M. positions will review P.M. training programs routinely as a refresher to update new procedures to establish and maintain a single standard of quality.

The accomplishment of all P.M. inspections at the prescribed intervals provides a method of constantly assessing and documenting in detail the condition of each vehicle in the fleet. Increased training and timely P.M. inspections insure that the basic requirements of vehicle maintenance are being met.

#### **Best Practices:**

##### **I. Body**

1. Maintain painted wheels on all vehicles.
2. Replace damaged seats during inspections and as a result of operator or service write ups.
3. Repair accident damage, dents, scratches and missing parts as soon as practicable.
4. Respond to operator write-ups in a timely manner.

##### **II. Cleaning (Weekly)**

1. Hostler will clean the interior of the bus and close windows and doors on all coaches.

All buses operated in revenue service will be cleaned, washed, and fare boxes pulled.

2. Special bus cleaning tasks will be performed on the fleet as needed.
3. Each bus is to receive a major detail cleaning approximately every 30 days.
4. Defects found during cleaning are reported to the shop supervisor for correction.

### **III. Fare Boxes**

1. Daily revenue and data will be extracted manually by removing the fare boxes. Fare box maintenance will be performed as needed.

### **IV. Climate Control**

1. At each 180day cycle, vehicle heating and air conditioning systems are to be inspected, cleaned, and necessary repairs performed to insure a fully operational HVAC system on each vehicle.

### **V. Service Calls**

1. The preventative maintenance program will be measured against a goal of 100,000 miles between service calls for all fleets. The definition of service call is any vehicle removed from revenue service. For reporting purposes this does not include service calls (pull offs) because of accidents, road construction or blockage, wire down, or vandalism. These are neither major or minor vehicle mechanical system failures as defined by the FTA.

### **VI. Wheel Chair Lifts/Ramps**

1. The Federal Transit Administration requires BCRTA to institute regular and frequent maintenance checks of lifts/ramps and other ADA equipment. Operators are required to report lift/ramp failures as soon as possible. Every effort must be made to repair the lift before the next day of service. If the lift cannot be repaired before the next day of service, the vehicle may not be placed in service.
2. Maintenance personnel will complete a full inspection of all ADA equipment at each scheduled service, unscheduled service, or before releasing any vehicle into revenue service.

### **Managers**

Maintenance Managers must develop priorities and schedules for technicians designed to keep the maximum number of vehicles available for operation at all times. Managers must insure all references to wheelchair lift/ramp maintenance and inspections outlined in this plan are strictly adhered to.

## **BEST PRACTICES**

The following practices will be stressed to improve the fleet's reliability:

1. The engine and chassis will be cleaned two days prior to facilitate the inspection.
2. Engine air intake restriction will be checked at each scheduled P.M. inspection.
3. Wheelchair lifts will continue to be cycled daily and operation, lubrication, adjustment, and tolerances checked on each P.M. inspection.
4. Campaigns, (i.e. winterization, HVAC pre-season inspections, radiator cleaning and air dryer changes), will be conducted in a timely and efficient manner.

## **Body**

Maintenance will continue efforts to improve the appearance of the fleet by repairing accidents, performing campaigns and other vehicle repairs as soon as practicable. Maintenance will closely monitor interiors of vehicles to insure a clean, safe environment for passengers.

1. Maintain painted wheels on all coaches
2. Replace damaged seats during inspections and as a result of operator or hostler write-ups.
3. Repair accident damage, dents, scratches and missing parts as soon as practicable.
4. Respond to operator write-ups in a timely manner.

## **Cleaning**

1. Every day, personnel will close windows & doors on all vehicles after parking them.
2. Each week, a hostler will clean the interior of the vehicle.
3. Each month, all buses operated in revenue service will be cleaned.
4. Special bus cleaning campaigns will continue to be performed on the fleet as needed (i.e. destination sign cleaning, mopping floors, graffiti removal).
5. Each bus is to receive a major detail cleaning approximately every 30 days.
6. Defects found during cleaning are reported to the Maintenance Manager for corrective action.

## **Fareboxes**

Daily revenue and data will be extracted manually by removing the fareboxes. Farebox maintenance will be performed as needed.

## **Wheel Chair Lifts/Ramps**

The Federal Transit Administration requires the BCRTA to institute regular and frequent maintenance checks of lifts and ramps. Operators are required to report lift/ramp failures as soon as possible. Every effort must be made to repair the lift before the next day of service. If the lift cannot be repaired before the next day of service, the vehicle cannot be placed back in service.

## **Managers**

Maintenance Manager must develop priorities and schedules for technicians designed to keep the maximum number of buses available for operation at all times. Managers must insure all references to wheelchair lift/ramp maintenance and inspections outlined in this plan are strictly adhered to.

## Road calls

The preventative maintenance program will be measured against a goal of 5,000 miles between road calls for all fleets. The definition of a road call (Pull Off) is any vehicle removed from revenue service. This does not include road calls (pull offs) because of accidents, road construction or blockage, substation failure, wire down, or vandalism. These are neither major or minor vehicle mechanical system failures as defined by the FTA.

Road calls will be reported as follows:

<u>Service calls</u>	<u>Pull Offs</u>
<ul style="list-style-type: none"><li>• Code 1155 Mechanical - Bus repaired on the street because of a mechanical failure.</li><li>• Code 1145 Non Mechanical - Bus repaired on the street for reported failure of non-mechanical items.</li><li>• Code 1155 Misc - Service calls for non-bus related items.</li><li>• Code 1105 Accident - Service calls as a result of accidents.</li></ul>	<ul style="list-style-type: none"><li>• Code 1206 Mechanical - Bus could not continue on its run because of a mechanical failure. (Major mechanical system failures)</li><li>• Code 1306 Non-Mechanical - Bus removed from service because of a reported failure of convenience items. (HVAC, W/C/L, or other minor mechanical systems failures)</li><li>• Code 1346 Misc. - Non-bus related pull offs.</li><li>• Code 1256 Accidents - Bus removed from service because of an accident or vandalism.</li><li>• Code 1356 Accessibility Failure – Bus removed from service due to the failure of the wheelchair lift/ramp or other accessibility features.</li></ul>

## Operators/Defective Vehicle Reports

Each bus scheduled for revenue service, is to receive a pre-trip inspection each day by the operator before going into service. If a defect is discovered, the maintenance staff should be notified at once. If the defect can be corrected quickly, the technician will correct it. If not, a dispatcher will assign the operator another vehicle so that a defective vehicle does not go on the street.

If a minor problem is discovered after leaving the facility, it will be recorded on the defective vehicle report. If a serious problem exists, the dispatcher will be notified so they can either send a technician or arrange for a vehicle exchange. (Whenever possible, the operator should note the defect on the defective vehicle report and continue in service)

When returning to the garage at the end of a run, all defective should be reported on their MDT. The service technician will instruct operator where to park defective bus. The maintenance department will pick up defective vehicle reports regularly.

- First shift – Reports will be picked up by 4:00 a.m. daily
- Third shift – Reports will be picked up by 2:00 a.m. daily



**OVERSIGHT & DOCUMENTATION**

The Manager Plus Software will be monitored daily by the Maintenance Manager to ensure that all P.M. inspection intervals are adhered to. At no time will overdue mileage be allowed to exceed 10% percent of the scheduled mileage interval. Additionally, check sheets outlining all tasks required by this plan and the vehicle manufacturer’s minimum specifications for each PM service shall be completed and certified by the technician completing this work. The Maintenance Manager shall review these check sheets for compliance and enter them into the database for reporting. It is acceptable practice for technicians to enter work completed directly into the database provided that certification of all completed tasks on the check sheets and manager oversight is maintained.

The Maintenance Manager will provide documentation monthly to the AGM or Executive Director that all prescribed preventive maintenance is taking place within the scheduled limits.

**Road call Activity Codes**

1055 Service call Mechanical	1105 Service call Accident
1206 Pull off Mechanical	1256 Pull off Accident

- |                      |                  |                        |
|----------------------|------------------|------------------------|
| Accidents/collisions | Broken Window    | Oil/fuel/coolant leaks |
| Air Pressure         | Broken/bent Pole | Steering               |
| Battery/Charging     | Dead Vehicles    | Suspension             |
| Brakes               | Doors            | Tires                  |
| Broken Door Glass    | Engine           | Transmission           |
| Broken Mirror/arm    | Hot Engine       | Wipers inoperative     |
| Broken Retriever     | Oil Light        |                        |

1145 Service call Non Mechanical	1155 Service call Misc.
1306 Pull off Non Mechanical	1346 Pull off Misc.

- |                     |                         |                 |
|---------------------|-------------------------|-----------------|
| A/C or Heat/defrost | Lights                  | Shop Exchanges  |
| Construction        | Loose panels            | Street closings |
| Cut seats           | Loose stanchions        | Substations     |
| Destination Sign    | Out of fuel             | Vandalism       |
| Driver seat         | Passenger signal/chimes | Window leaks    |
| Fare box            | R.R. Crossing closings  | Wiper blades    |
| Fires               | Radio                   | Wire down       |
| Horn                | Seasonal Bus Exchanges  |                 |

1356 Pull off Accessibility Failure
-------------------------------------

- Non-Operable Lift or Ramp
- Non-Functional Annunciator
- Non-Functional Wheelchair Securements

# BCRTA POLICY AND PROCEDURE MANUAL

## 5-03 Building & Equipment Maintenance Plan

*Revised: September 2014*  
*Revised: January 2017*

This Building Maintenance Plan has been established to define the schedules for keeping all facilities and equipment in the best condition for normal use and to provide a safe and functional workplace. This plan and schedule applies to 3045 Moser Court- Hamilton, Ohio 45011. Buildings and grounds maintenance shall encompass ongoing, preventive and emergency maintenance.

### **Preventive Maintenance (P.M.)**

Preventive maintenance is defined as any work performed on regularly scheduled maintenance routines and/or time dedicated to prevent systems or equipment malfunctions or failures. The purpose of the preventive maintenance program is to maintain the operational availability of the buildings, equipment and general grounds.

### **Preventive Maintenance Inspection Schedule**

- Weekly P.M.
  - Containers and meters
  - All overhead doors **\*\*MISSION CRITICAL\*\***
  - All office and personnel doors, closers, locks
  - Office and Garage lighting
  - Shop Air Compressors **\*\*MISSION CRITICAL\*\***
  - Parts washers, Steam cleaner **\*\*MISSION CRITICAL\*\***
  - Emergency generators **\*\*MISSION CRITICAL\*\***
  - Sumps and sludge pits
  - Grinders, saws and lathes
  - Bathrooms, plumbing and fixtures **\*\*MISSION CRITICAL\*\***
  - Drinking fountains
  
- Monthly P.M.
  - All weekly P.M. items plus:
  - Fire Extinguishers/ Fire Hoses
  - All Hoists
  - Swinging/Sliding security gates **\*\*MISSION CRITICAL\*\***
  - Irrigation Systems
  - Front and Rear roofs
  - CO Detection System **\*\*MISSION CRITICAL\*\***
  - Parking lot **\*\*MISSION CRITICAL\*\***
  
- Quarterly P.M.
  - Service Shop Air Compressors
  
- Annual P.M.
  - Emergency Lighting Batteries
  - Water Storage Tank Screens
  - Monitor all inspections by outside sources:
  - Backflow Preventers
  - Sprinkler System
  - Fire Protection System
  - City of Fairfield Fire Department Safety

## **Maintenance Free Equipment**

- Vehicle lifts **\*\*MISSION CRITICAL\*\***
- Camera system **\*\*MISSION CRITICAL\*\***
- Badge security system **\*\*MISSION CRITICAL\*\***
- Boiler system **\*\*MISSION CRITICAL\*\***
- HVAC unit **\*\*MISSION CRITICAL\*\***
- Vehicle storage building **\*\*MISSION CRITICAL\*\***

# BCRTA POLICY AND PROCEDURE MANUAL

## 6-01 Fiscal Oversight

*Effective Date: 03-18-09*

The BCRTA Board of Trustees shall maintain fiscal oversight of the organization. They shall appoint a Secretary/Treasurer (Fiscal Officer) who shall maintain the fiscal records, handle receipts and disbursements which are properly authorized, prepare budgets, provide financial reports, and handle any related/required financial duties.

### Annual Responsibilities:

- Adopt a tax/planning budget no later than July 15th as required by ORC 5705.28.
- Adopt a final operating/capital budget prior to the start of the fiscal year and authorize anticipated revenues and expenditures associated with this budget.
- Review the annual agency audit performed by the State Auditors Office.

### Ongoing Responsibilities:

- Review and approval of current financial statements (Balance Sheet, Income Statement, Disbursements/Receipts Reports) at scheduled Board Meetings.
- Approval of procurements, which require Board Action based on ORC dollar limits or type of procurement.
- Approve changes to the budget and authorize changes to the anticipated revenues and expenditures when required.

# BCRTA POLICY AND PROCEDURE MANUAL

## 6-02 Investments

*Effective Date: 03-18-09*

*Review Dates: 10-20-10; 11-16-11; 11-14-12; 11-20-13; 11-19-14; 11-18-15; 11-16-2016.*

The BCRTA Board of Trustees shall ensure that all agency funds are invested in a manner consistent with applicable local, state, and federal laws. In doing such they will also ensure that adequate funds are available to meet short-term and long-term obligations as follows:

- All agency funds will be kept on deposit with financial institutions that are experienced in handling “public funds”.
- Funds shall be maintained in checking or short-term savings accounts equal to at least an amount to cover ninety days of approved operating/capital expenditures.
- Excess funds will be invested in instruments considered “low risk” such as money market savings accounts (or similar) and certificates of deposit. Any other types of investments will require prior approval of the Board of Trustees.
- The Board shall from time to time as required by local, state, and federal grantors, set aside and obligate any funds required to match grants from these agencies.

This policy will be reviewed annually by the Board of Trustees as part of the budget process.

# BCRTA POLICY AND PROCEDURE MANUAL

## 6-03 Procurements

*Effective Date: 03-18-09*

*Revised: 6-15-2011*

### **Policy Statement**

The BCRTA shall strive to obtain the highest quality and lowest cost on all of its purchases of goods and services, while providing a fair return to contractors and suppliers who are efficient, progressive and competitive. As a Federal grantee, BCRTA will adhere to Federal requirements to conduct procurement transactions in a manner providing full and open competition. The following are required:

1. BCRTA must maintain written procedures that fully reflect BCRTA compliance with Federal procurement requirements, including in other procurement-related areas such as Disadvantaged Business Enterprise (DBE), Buy American, and lobbying. All BCRTA personnel involved in procurement transactions must be trained on the procedures and document their understanding and commitment to adhere to the established requirements. The procedures will be updated as needed to assure continuing compliance with Federal requirements, etc.
2. BCRTA will include Board Policies No. 6-09 Ethics and No. 6-10 Conflict of Interest within the written procedures as standards of conduct governing the performance of Board and staff engaged in the award and administration of contracts supported by Federal funds.
3. BCRTA procedures will adhere to Federal requirements for methods of procurement including Micro-Purchases (\$3,000 or less); Small Purchases (more than \$3,000 but not more than \$100,000); Sealed Bid/Invitation for Bid (IFB); Competitive Proposals/Request for Proposals (RFP); Architectural and Engineering Services (A&E); Revenue Contracts.
4. BCRTA will require the following approval levels for procurement requisitions as long as the expenses are included the Board-approved operating and capital budgets:

Micro Purchases Up to \$3,000: Operations Manager or Finance Manager

Small Purchases Up to \$24,999: Executive Director

Large Purchases \$25,000 and over: Board of Trustees.

# BCRTA POLICY AND PROCEDURE MANUAL

## 6-04 Drug and Alcohol Use

**Effective Date: March 18, 2009**

**Amended Date: June 16, 2010**

**Administrative Change Date: December 12, 2016**

BCRTA Statement of Drug-Free/Alcohol-Free Workplace - The Drug-Free Workplace Act of 1988 requires that all grantees receiving grants from any Federal agency certify to that agency that they will maintain a drug-free workplace. BCRTA, in full support of the Drug Free Workplace Act and a recipient of grants from the FTA, hereby notifies all employees that BCRTA is a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited on BCRTA property (including vehicles). BCRTA has a zero tolerance policy should any employee violate this prohibition. The employee shall be terminated immediately upon determination of the violation.

It is BCRTA's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on BCRTA premises and while conducting business-related activities off BCRTA premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

To inform employees about important provisions of this policy, BCRTA has established a drug-free awareness program. The program provides information on the dangers and effects of substance abuse in the workplace, resources available to employees, and consequences for violations of this policy.

Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with their supervisor or the Executive Director to receive assistance or referrals to appropriate resources in the community.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all BCRTA policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause BCRTA any undue hardship.

In accordance with the Drug Free Work Place Act of 1988, an employee who is convicted of any criminal drug statute for a violation occurring in the work place shall notify BCRTA in writing no later than five days after such conviction.

All employees will further be required to comply with the provisions of BCRTA's separately issued Drug & Alcohol Testing Policy.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the Executive Director without fear of reprisal.

I acknowledge, understand and agree to comply with my obligations regarding the BCRTA Drug and Alcohol policy.

Employee Name (PRINT) \_\_\_\_\_

Employee Name (SIGN) \_\_\_\_\_

Date \_\_\_\_\_

# BCRTA POLICY AND PROCEDURE MANUAL

## 6-05 Workplace Harassment / Discrimination Policy

*Effective Date: 03-18-09*

BCRTA is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated.

This policy applies to all phases of employment including; recruiting, testing, hiring, upgrading, promotion or demotion, transfer, layoff, termination, rates of pay, benefits and selection for training, travel, or company social events. In addition, BCRTA will take all reasonable steps to prevent or eliminate harassment in any form by non-employees who have contact with our employees in the workplace.

The Equal Employment Opportunity Commission (EEOC) defines sexual harassment as follows:

Unwelcome sexual advances (verbal and/or physical), requests for favors and other verbal and/or physical conduct of a sexual nature constitute sexual harassment when:

- a) Submission to such conduct is either an explicit or implicit term or condition of employment (such as a promotion, job assignment, overtime opportunity, wage increase, etc.); or
- b) Submission to or rejection of the conduct is used as a basis for making employment decisions; or
- c) The conduct has the purpose or the effect of substantially interfering with an individual's work performance or creating a hostile or offensive work environment.

This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.
- Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and



other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment in the workplace report it immediately to your supervisor. If the supervisor is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the Executive Director or any other member of management. You can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discreetly investigated. The Executive Director, or designee in case of conflict, will investigate the complaint within 10 business days of the report or observation and report back his/her findings within 30 calendar days. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Executive Director or any member of management so it can be investigated in a timely and confidential manner.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment and the harasser may also be held legally liable for his or her actions under state or federal anti-discrimination laws or in separate legal actions.

# BCRTA POLICY AND PROCEDURE MANUAL

## 6-06 Employee Use of Personal Electronic Devices and Communication

*Effective Date: 09-16-09  
Amended Date: 05-19-10, 10-19-16*

Cell phones, two-way radios, computers, computer files, the e-mail system, and software furnished to employees are BCRTA property intended for business use.

Employees should not use a password, access a file, or retrieve any stored communication or documents without proper authorization. To ensure compliance with this policy, cell phone, computer and e-mail usage may be monitored.

Cell phones shall be issued to management and supervisory personnel for business use as needed. Most BCRTA vehicles are equipped with a two-way radio.

It is absolutely prohibited to use a cell phone and other personal communication devices (which includes cell phones, PDA's, personal web devices, text messaging devices, etc.) while operating a company vehicle. If an employee has a personal emergency, he or she must pull over at a safe place to make or receive a call. **Any employee observed holding, viewing or using a mobile phone while occupying the driver's seat of any company vehicle will be subject to immediate termination. This includes but is not limited to viewing, sending, receiving or checking text messages, emails or any other any applications including clocks or timers, as well as having a verbal conversation.** Employees shall keep their personal cell phones and other personal communication devices in the "off" mode while operating a BCRTA vehicle. Employees should feel free to give family members the dispatch number so that any emergency calls can be routed through dispatch and communicated to vehicle operators via the BCRTA two-way radio system.

BCRTA strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, BCRTA prohibits the use of cell phone, two-way radios, computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others. E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

BCRTA purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, BCRTA does not have the right to reproduce such software for use on more than one computer. Employees may only use software on local area networks or on multiple machines according to the software license agreement. BCRTA prohibits the illegal duplication of software and its related documentation.

Employees should notify their immediate supervisor, the Executive Director or any member of management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

# **BCRTA POLICY AND PROCEDURE MANUAL**

## **6-07: BCRTA Drug and Alcohol Testing Policy**

Effective June 16, 2010

Revised April 20, 2011

Revised Sept. 21, 2011

Revised Sept. 17, 2014

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## Introduction

This policy complies with the U.S. Department of Transportation's (DOT) 49 CFR Part 655, as amended, and 49 CFR Part 40, as amended, and all drug and alcohol testing is conducted in accordance with these regulations.

All covered employees are required to submit to drug and alcohol tests as a condition of employment.

Copies of Parts 655 and 40 are available upon request and can be found on the internet at the Office of Drug & Alcohol Policy & Compliance's website <http://www.dot.gov/ost/dapc/index.html>.

## Covered Employees

This policy applies to every employee performing a "safety-sensitive function" as defined herein, and any person applying for such positions.

You are a safety-sensitive employee if you perform any of the following:

- Operation of a transit service vehicle, in or out of transit service.
- Operation of a non-transit vehicle requiring a CDL.
- Controlling movement or dispatch of a transit service vehicle (this is optional and determined by employer).
- Security personnel who carry firearms.
- Maintenance (including repairs, overhaul and rebuilding) of a transit service vehicle or equipment used on transit service.
- Contractor employees that stand in the shoes of BCRTA covered employees also have to comply.

Covered employee means a person, including an applicant or transferee, who performs or will perform a safety-sensitive function and has a preceding negative test result from a DOT drug screen obtained by BCRTA. A volunteer is a covered employee if: (1) The volunteer is required to hold a commercial driver's license to operate the vehicle; or (2) The volunteer performs a safety-sensitive function for an entity subject to this part and receives remuneration in excess of his or her actual expenses incurred while engaged in the volunteer activity.

See Attachment A for a list of covered positions by job title.

## Contact Person

Manager of Administration  
3045 Moser Court  
Hamilton, OH 45011  
513-785-5237

## Prohibited Substances

- Marijuana
- Cocaine
- Amphetamines
  - (1) Amphetamine
  - (2) Methamphetamine
  - (3) MDMA
  - (4) MDA
  - (5) MDEA
- Opiates
  - (1) Codeine
  - (2) Morphine
  - (3) 6-AM (heroin)
- Phencyclidine
- Alcohol

## Testing Procedure

All testing will be conducted as required in 49 C.F.R. Part 40, as amended.

## Pre-employment Testing

A negative pre-employment drug test result is required before an employee can first perform safety-sensitive duties.

A pre-employment test is required for covered employees who are away from work for more than 90 consecutive calendar days and plan to return to a safety-sensitive function.

When a covered employee or applicant has previously failed or refused a DOT pre-employment drug and/or alcohol test, the employee must provide proof of having successfully completed a referral, evaluation and treatment plan meeting DOT requirements.

## Reasonable Suspicion Testing

BCRTA shall conduct a drug and/or alcohol test when BCRTA has reasonable suspicion to believe that a covered employee has used a prohibited drug and/or engaged in alcohol misuse.

The determination that reasonable suspicion exists shall be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the covered employee. A supervisor or other company official who is trained in detecting the signs and symptoms of drug use and alcohol misuse must make the required observations.

BCRTA may direct a covered employee to undergo reasonable suspicion testing for alcohol only while the employee is performing safety-sensitive functions; just before the employee is to perform safety-sensitive functions; or just after the employee has ceased performing such functions.

If an alcohol test is not administered within two hours following the determination to conduct a reasonable suspicion test, the supervisor shall prepare and maintain on file a record stating the reasons the alcohol test was not promptly administered. If an alcohol test is not administered within eight hours following the determination to test, the supervisor should cease attempts to administer an alcohol test and update the record with the reasons for not administering the test.

## Post-accident Testing

Safety-sensitive employees shall be subject to post-accident alcohol and controlled substances testing under the following circumstances:

Fatal Accidents. As soon as possible following an accident involving the loss of human life, DOT drug and alcohol tests are conducted on all surviving covered employees. In addition, any other covered employee whose performance could have contributed to the accident, as determined by the employer using the best information available at the time of the decision, is tested.

Non-Fatal Accidents. Post-accident testing is required if one of the following conditions is met:

- An accident results in injuries requiring immediate medical treatment away from the scene, and the covered employee contributed to the accident,

or

- One or more vehicles receive disabling damage and have to be towed from the scene, and the covered employee contributed to the accident.

In addition, any other covered employee whose performance could have contributed to the accident, as determined by the employer using the best information available at the time of the decision, is tested.

Disabling damage means damage which prevented the departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, tail lights, turn signals, horn, or windshield wipers that makes them inoperative.

If an alcohol test is not administered within two hours following the time of the accident, the supervisor will prepare and maintain on file a record stating the reasons the alcohol test was not promptly administered. If an alcohol test is not administered within eight hours following the determination to test, the supervisor should cease attempts to administer an alcohol test and update the record with the reasons for not administering the test. The drug test should be taken as soon as possible. Supervisors should cease attempts to collect a drug test after 32 hours.

The decision not to administer a drug and/or alcohol test under this section shall be based on the employer's determination, using the best available information at the time of the determination that the employee's performance could not have contributed to the accident. Such a decision must be documented in detail, including the decision-making process used to reach the decision not to test.

Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

## Random Testing

Random drug and alcohol tests are unannounced and unpredictable, and the dates for administering random tests are spread reasonably throughout the calendar year. Random testing will be conducted at all times of day when safety-sensitive functions are performed.

Random testing rates will meet or exceed the minimal annual percentage rates set each year by the DOT Administrator, which are currently set at 25% of employees for drug testing and 10% of employees for alcohol testing.

The selection of employees for random drug and alcohol testing shall be made by a scientifically valid method, and each covered employee shall have an equal chance of being tested each time selections are made.



Each employee selected for testing shall be tested during the selection period. A covered employee shall only be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions; just before the employee is to perform safety-sensitive functions; or just after the employee has ceased performing such functions. A covered employee may be randomly tested for prohibited drug use anytime while on duty.

Each covered employee who is notified of selection for random drug or random alcohol testing shall proceed to the test site immediately.

## Test Refusal

You have refused to take a test if you:

- Fail to provide a breath or urine sample
- Provide an insufficient volume without valid medical explanation
- Adulterate or substitute a specimen
- Fail to appear within a reasonable time
- Leave the scene of an accident without just cause prior to submitting to a test
- Leave the collection facility prior to test completion
- Fail to permit an observed or monitored collection when required
- Fail to follow the observer's instructions to raise clothing above waist, lower clothing and underpants, and to turn around (observed)
- Possess or wear a prosthetic or other device that could be used to interfere with the collection process
- Fail to take a second test when required
- Fail to undergo a medical examination when required
- Fail to cooperate with any part of the testing process
- Fail to sign Step 2 of alcohol test form, certifying submission and identity
- Once test is underway, fail to remain at site and provide a specimen

## Prohibited Conduct

- (1) All covered employees are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited drug in the body above the minimum thresholds defined in 49 DFR Part 40, as amended.

- (2) Each covered employee is prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. The covered employee must take an alcohol test, if the covered employee claims ability to perform his or her safety-sensitive function.
- (3) BCRTA will not permit any covered employee to perform or continue to perform safety-sensitive functions if it has actual knowledge that the employee is using alcohol.
- (4) Each covered employee is prohibited from reporting to work or remaining on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.02 or greater regardless of when the alcohol was consumed.
- (5) No covered employee shall consume alcohol for eight (8) hours following involvement in an accident or until he/she submits to the post-accident drug/alcohol test, whichever occurs first.
- (6) No covered employee shall consume alcohol within four (4) hours prior to the performance of safety-sensitive job functions.

### Dilute Specimen

A dilute negative test result requires an immediate recollection under direct observation (see §40.155(c)).

### Split Sample

In the event of a test where an employee requests the opportunity to have a specimen retested at a different certified laboratory, BCRTA will guarantee that the cost for the split specimen test is covered in order for a timely analysis of the sample, however; the employee is required to pay for the split sample test.

### Treatment / Discipline

Following a positive drug or alcohol (BAC at or above 0.04) test result or test refusal, the employee is immediately removed from safety-sensitive duties, referred to a substance abuse professional (SAP), and subject to discipline, up to and including termination.

Following a BAC of 0.02 or greater, but less than 0.04 – the employee is immediately removed from safety sensitive duties for at least eight hours unless a

retest results in the employee's alcohol concentration of less than 0.02, and the employee will be subject to discipline, up to and including termination.

### Return to Duty Testing

Any employee who is allowed to return to duty after a refusal to submit to a test or failing an alcohol and/or drug test, must first be evaluated by a substance abuse professional (SAP), and provide a negative drug, alcohol (or both) test result.

### Follow-up Testing

Employees returning to duty following leave for substance abuse rehabilitation will be required to undergo unannounced follow-up alcohol and/or drug testing as directed by the SAP. The number and frequency of such follow-up testing shall be directed by the SAP. The employee will be subject to follow-up testing for a period of 1 to 5 years as determined by the SAP. All testing will be conducted in accordance with Part 40, subpart O.

### Prescription Drug Use

The appropriate use of legally prescribed drugs and non-prescription medication is not prohibited. It is, however, the employee's responsibility to inform the physician of the employee's job duties and determine from the physician, or other health care professional, whether or not the prescribed drug may impair their job performance or mental or motor function. It is the responsibility of the employees to remove themselves from service if they are unfit for duty.

Pursuant to company policy, employees are required to report the use of medically authorized drugs or other substances that may create a direct threat by impairing job performance of safety-sensitive functions to his/her supervisor and provide proper written medical authorization to work from a physician. Pursuant to company policy, failure to report the use of such drugs or failure to provide proper evidence of medical authorization may result in disciplinary action up to and including termination.

### Drug Free Work Place Act of 1988

In accordance with the Drug Free Work Place Act of 1988, an employee who is convicted of any criminal drug statute for a violation occurring in the work place shall notify BCRTA no later than five days after such conviction.

Attachment A -- Covered positions by job title

- Assistant Manager, Operations
- Assistant Manager, Vehicle & Facilities Maintenance
- Billing Coordinator
- Dispatch Supervisor
- Dispatcher
- Operations Manager
- Operations Supervisor
- Maintenance Manager
- Service Supervisor
- Shop Foreman
- Trainer
- Transportation Coordinator
- Utility Worker/Hostler
- Vehicle Mechanic
- Vehicle Operator
- Vehicle Technician

## Employee Receipt of Policy

Print Name : \_\_\_\_\_  
Signature : \_\_\_\_\_  
Date : \_\_\_\_\_

Attached is a copy of BCRTA's Drug and Alcohol Policy revised by the Board of Trustees on September 17, 2014. Your signature below certifies that you have received a copy of this policy and understand its contents. Please sign and return this form to your supervisor. Please contact the Manager of Administration at 513-785-5022 if you have any questions.

# BCRTA POLICY AND PROCEDURE MANUAL

## 6-08 Reserves

*Effective Date: 10-20-10*

*Review Dates: 11-16-11; 11-20-13; 11-19-14; 11-18-15; 11-16-2016.*

*Revision Dates: 11-14-12; 6-18-14.*

The BCRTA Board of Trustees shall ensure that a portion of agency “cash and cash equal” funds are “reserved” or set aside to properly reflect future obligations. In doing such they will ensure that adequate funds are available to meet short-term and long-term obligations as follows:

- Funds will be “reserved” to meet the current outstanding local share match requirements of all open grant contracts net of anticipated matching funds. This will ensure the agency can meet all current grant obligations. These funds will be known as “Local Share Grant Obligations”
- Funds will be “reserved” to meet 2 months (or 60 days) of average current budgeted operating expenses (less any “non-cash” items such as the SORTA park-n-ride costs). This will ensure the agency can meet routine cash flow needs. These funds will be known as “Working Capital Funds”
- Funds will be “reserved” to meet the local share cash requirements of projected fleet and other capital replacements over a five year planning window. This will ensure vehicles and other assets are replaced on a regular basis. These funds will be known as “Capital Replacement Funds”
- Funds will be “reserved” to cover any long term debt. This will ensure that the agency has the required funds on hand to cover long term debt should any be issued based on market conditions and Board authorization. These funds will be known as “Debt Retirement Funds”.
- Funds will be “reserved” to cover unknown or unforeseen items in an amount established by the Board of Trustees at their discretion. These funds will be known as “Contingency Funds”.

The “reserves” will be calculated monthly (standard fiscal calendar) and reflected on the agency financial statements. Policy will be reviewed annually by the Board of Trustees as part of the budget process.

Funds available (or “cash and cash equal”) is defined as: cash on deposit, accounts receivable, and any other receivables which can be converted to cash less any payables or other short term obligations.

# BCRTA POLICY AND PROCEDURE MANUAL

## 6-09 Ethics

Adopted: November 19, 2003

Reviewed: November 17, 2010

### Policy Statement

It is policy of the BCRTA to carry out its mission in accordance with the strictest ethical guidelines and to ensure that BCRTA board members and employees conduct themselves in a manner that fosters public confidence in the integrity of the BCRTA, its processes, and its accomplishments.

### General Standards of Ethical Conduct

BCRTA Trustees and employees must, at all times, abide by protections to the public embodied in Ohio's ethics laws, as found in Chapters 102. and 2921. of the Ohio Revised Code, and as interpreted by the Ohio Ethics Commission and Ohio courts. (A copy of these laws is provided by the BCRTA, and receipt acknowledged, as required in R.C. 102.09(D).) Officials and employees must conduct themselves, at all times, in a manner that avoids favoritism, bias, and the appearance of impropriety.

A general summary of the restraints upon the conduct of all officials and employees includes, but is not limited to, those listed below. No official or employee shall:

- Solicit or accept anything of value from anyone doing business with BCRTA;
- Solicit or accept employment from anyone doing business with the BCRTA, unless the official or employee completely withdraws from BCRTA activity regarding the party offering employment, and the BCRTA approves the withdrawal;
- Use his or her public position to obtain benefits for the official or employee, a family member, or anyone with whom the official or employee has a business or employment relationship;
- Be paid or accept any form of compensation for personal services rendered on a matter before any board, commission, or other body of the BCRTA, unless the official or employee qualifies for the exception, and files the statement, described in R.C. 102.04(D);
- Hold or benefit from a contract with, authorized by, or approved by, the BCRTA, (the Ethics Law does except some limited stockholdings, and some contracts objectively shown as the lowest cost services, where all criteria under R.C. 2921.42 are met);
- Vote, authorize, recommend, or in any other way use his or her position to secure approval of a BCRTA contract (including employment or personal services) in which the official or employee, a family member, or anyone with whom the official or employee has a business or employment relationship, has an interest;

- Solicit or accept honoraria (see R.C. 102.01(H) and 102.03(H)) ;
- During public service, and for one year after leaving public service, represent any person, in any fashion, before any public agency, with respect to a matter in which the official or employee personally participated while serving with the BCRTA;
- Use or disclose confidential information protected by law, unless appropriately authorized; or
- Use, or authorize the use of, his or her title, the name “Butler County Regional Transit Authority,” or “BCRTA,” or BCRTA’s logo in a manner that suggests impropriety, favoritism, or bias by the BCRTA or the official or employee;

For purposes of this policy:

- “Anything of value” includes anything of monetary value, including, but not limited to, money, gifts, food or beverages, social event tickets and expenses, travel expenses, golf outings, consulting fees, compensation, or employment. “Value” means worth greater than de minimis or nominal.
- “Anyone doing business with the [Agency]” includes, but is not limited to, any person, corporation, or other party that is doing or seeking to do business with, regulated by, or has interests before [Agency].

### **Ethics Education**

Providing ethics education and information is an inherent part of good ethics governance. The Ethics Commission is available to provide educational seminars and informational materials. The Commission can be contacted at (614) 466-7090.

### **Assistance**

The Ethics Commission is available to provide advice and assistance regarding the application of the Ethics Law and related statutes. The Commission can be contacted at (614) 466-7090. The Commission’s web site address is: [www.ethics.ohio.gov](http://www.ethics.ohio.gov). BCRTA counsel is available to answer questions involving this policy.

### **Penalties**

Failure of any BCRTA official or employee to abide by this Ethics policy, or to comply with the Ethics Law and related statutes, will result in discipline, which may include dismissal, as well as any potential civil or criminal sanctions under the law.

### **Changes**

This policy may be changed only by the majority vote of the BCRTA Board of Trustees.



# **BCRTA POLICY AND PROCEDURE MANUAL**

## **6-10 Conflict of Interest**

**Adopted: November 19, 2003**

**Reviewed: November 17, 2010**

### **Policy Statement**

The Trustees and employees of BCRTA owe a duty of loyalty to the BCRTA that requires that in serving BCRTA they act, not in their personal interests or in the interests of others, but rather solely in the interests of BCRTA. Trustees and employees must have undivided allegiance to BCRTA's mission and may not use their positions as Trustees and employees, information they have about BCRTA, or BCRTA's property, in a manner that allows them to secure a pecuniary benefit for themselves or their relatives. For the purpose of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

### **General Standards**

The conduct of personal business between any Trustee/employee and BCRTA is prohibited. Business transactions of BCRTA in which a Trustee/employee has an interest shall not be prohibited, but they shall be subject to close scrutiny. Such proposed transactions shall be reviewed carefully to determine that they are in the best interests of BCRTA and that they will not lead to conflict of interest. For the purposes of this policy, a Trustee/employee has an interest in a proposed transaction if he/she has a substantial financial interest in it, or has a substantial financial interest in any organization involved in the proposed transaction, or holds a position as trustee, director, general manager, or principal officer in any such organization. Prior to the start of any negotiations, or consideration of a financial transaction by the BCRTA, Trustees and employees are expected to make full disclosure to the best of their knowledge of any dual interest in a proposed transaction by submitting a report to the President or other officer designated by the Board to handle such matters, supplying any reasons why the transaction might not be in the best interest of BCRTA. In matters requiring prior approval of the Board of Trustees, the President or other officer shall forward copies of this disclosure report to the Board before its approval.

A Trustee with a dual interest in a proposed transaction shall not vote on the matter. Depending upon the circumstances, the Trustee/employee with a dual interest in a proposed transaction may be excluded from any discussion of the matter.

A Trustee/employee shall not use inside information of BCRTA for his/her personal benefit, or use such inside information or his/her position as Trustee/employee to the detriment of BCRTA. Inside information is information obtained through the Trustee/employee's position that has not become public information.

Each Trustee/employee has a duty to place the interests of BCRTA foremost in any dealings involving the BCRTA and has a continuing responsibility to comply with the requirements of this Policy. On an annual basis, each Trustee/employee is required to complete a Trustee/employee Disclosure Statement (example attached).

## **Annual Disclosure Statement**

This Trustee/employee Disclosure Statement is designed to help Trustees/employees meet their continuing responsibility to disclose potential conflicts of interest.

Part A of the Trustee/employee Disclosure Statement provides instructions that should be retained by each Trustee/employee and used as necessary during the coming fiscal year to report potential conflicts of interest as they may arise. In Part B, you are requested to list all organizations in which you are involved that do business with BCRTA. Part C is a year-end report in which you are requested to describe any business transactions of BCRTA during the past year in which you have had an interest. Parts B and C of this form should be filled in, signed at the bottom, and returned to the Board President of BCRTA.

### **Part A. Instructions for Disclosure of Potential Conflicts of Interest**

If you have reason to believe that you may have an interest in a proposed business transaction of BCRTA, you are requested to prepare a brief letter to the Board President or other designated officer describing the proposed transaction, your interest in it, and your views, if any, as to why the transaction is, or is not, in the best interests of BCRTA. This information should be provided to the Board President prior to the opening of any negotiations or discussions concerning the transaction.

A Trustee/employee is considered to have an “interest” in a business transaction if he or she: (1) has a substantial financial interest in it; or (2) has a substantial financial interest in any organization involved in the proposed transaction; or (3) holds a position as trustee, director, general manager, or principal officer in any such organization.

A proposed transaction in which a Trustee/employee has an interest will be reviewed carefully to ensure that it is in the best interests of BCRTA. The Board President or other designated officer may recommend measures to ensure that the transaction will not present a conflict of interest or the appearance of a conflict of interest.

If there is any question in your mind, whether your interest in a transaction warrants disclosure, you should disclose the interest. If you have any questions about the application of the Board’s policy on transactions between BCRTA and Trustee/employees, please contact BCRTA’s Board President or other designated officer.

**Part B. Organizations Doing Business with BCRTA in Which You Have an Interest**

In the space below, please list all organizations: (1) in which you have a substantial financial interest, or (2) in which you hold a position as trustee, director, general manager, or principal officer, if those organizations engage in business transactions with BCRTA (including contracts, grants, loans, or other transactions), or if you anticipate that they will do business with BCRTA in the coming fiscal year. Enter "N/A" if you have no organizations to report.

Name of Organization	Nature of Your Interest in the Organization
_____	_____
_____	_____
_____	_____

(Attach additional sheets if necessary)

I certify that the above information is correct to the best of my knowledge.

Name of Trustee/employee: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(Please return Part B to the Board President or other designated officer no later than February 15, 2017.)

**Part C. Transactions During the Fiscal Year Ending 12/31/2016**

In the space below, please provide a description of any and all business transactions of BCRTA during the past fiscal year (1) in which you have had a substantial financial interest, or (2) that involve an organization in which you have a substantial financial interest, or (3) that involve an organization in which you hold a position as trustee, director, general manager, or principal officer. Include a brief description of each transaction, and a description of your interest in the transaction. Enter "N/A" if you have no transactions to report.

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(Attach additional sheets if necessary.)

I certify that the above information is correct to the best of my knowledge.

Name of Trustee/employee: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(Please return Part C to the Board President or other designated officer no later than February 15, 2017.)

# **BCRTA POLICY AND PROCEDURES MANUAL**

## **BCRTA Board Policy 6-11 Title VI Plan Policy Statement**

Approved: 2-22-2008  
Reviewed: 11-17-2010  
1-15-2014

The BCRTA assures that no person shall on the grounds of race, color, sex, age, disability or national origin, as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The BCRTA further assures every effort will be made to ensure nondiscrimination in all of its programs activities, whether those programs and activities are federally funded or not.

In the event that the BCRTA distributes federal aid funds to another entity, the BCRTA will include Title VI language in all written agreements and will monitor for compliance.

The Manager of Administration will serve as the Title VI Coordinator of the BCRTA and is responsible for initiating and monitoring Title VI activities, preparing required reports and other BCRTA responsibilities as required by 23 Code of Federal Regulation (CFR) 200 and 49 Code of Federal Regulation 21.

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President, BCRTA Board of Trustees

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Date

## Title VI Notice to Public

The BCRTA hereby gives public notice of its policy to uphold and assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and all related statutes. Title VI and related statutes prohibiting discrimination in Federally assisted programs require that no person in the United States of America shall, on the grounds of race, color, national origin, sex, age, or disability be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal assistance.

Any person who believes they have been aggrieved by an unlawful discriminatory practice regarding the BCRTA programs has a right to file a formal complaint with the BCRTA. Any such complaint must be in writing and submitted to the BCRTA Manager of Administration within one hundred eighty (180) days following the date of the alleged occurrence.

For more information regarding civil rights complaints, please contact:

Title VI Coordinator  
Butler County Regional Transit Authority  
3045 Moser Court  
Hamilton, OH 45011

(513) 785-5022

## Title VI Notice of Public Rights **The Butler County Regional Transit Authority**

The Butler County Regional Transit Authority (BCRTA) operates all services, routes and accommodations without regard to race, color, or national origin in accordance with Title VI of the Civil Rights Act of 1964. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the BCRTA of Hamilton, OH and/or the Federal Transit Administration.

For more information on the BCRTA civil rights program, and the procedures to file a complaint, contact (513) 785-5022; or visit our administrative office at 3045 Moser Ct. Hamilton, OH 45011. For more information, visit [www.butlercountyrta.com](http://www.butlercountyrta.com)

A complainant may file a complaint directly with the Federal Transit Administration by completing a Title VI Complaint form and mailing it to the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5<sup>th</sup> Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590

For information in another language, contact the BCRTA at 513-785-5022.  
Para obtener más información llame a BCRTA al (513) 785-5022.



## **Title VI Complaint and Investigation Procedures**

These procedures apply to all complaints filed under Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and all related statutes, relating to any program or activity administered by BCRTA or its subrecipients, consultants, and/or contractors. Intimidation or retaliation of any kind is prohibited by law.

These procedures do not deny the right of the complainant to file formal complaints with other state or federal agencies, or to seek private counsel for complaints alleging discrimination. These procedures are part of an administrative process that does not provide for remedies that include punitive damages or compensatory remuneration for the complainant.

Every effort will be made to obtain early resolution of complaints at the lowest level possible. The option of informal mediation meeting(s) between the affected parties and the BCRTA may be utilized for resolution, at any stage of the process. The Title VI Coordinator will make every effort to pursue a resolution to the complaint. Any individual, group of individuals or entity that believes they have been subjected to discrimination prohibited under Title VI and related statutes may file a written complaint to the following address:

**Title VI Coordinator  
Butler County Regional Transit Authority  
3045 Moser Court  
Hamilton, OH 45011**

The following measures will be taken to resolve Title VI complaints:

- 1.) A formal complaint must be filed within 180 days of the alleged occurrence. Complaints shall be in writing and signed by the individual or his/her representative, and will include the complainant's name, address and telephone number; name of alleged discriminating official, basis of complaint (race, color, national origin, sex, disability, age), and the date of alleged act(s). A statement detailing the facts and circumstances of the alleged discrimination must accompany all complaints.
- 2.) In the case where a complainant is unable or incapable of providing a written statement, a verbal complaint of discrimination may be made to the BCRTA Title VI Coordinator. Under these circumstances, the complainant will be interviewed, and the BCRTA Title VI Coordinator will assist the complainant in converting the verbal allegations to writing.
- 3.) When a complaint is received, the Title VI Coordinator will provide written acknowledgment to the complainant, within ten (10) days by registered mail.

- 4.) If a complaint is deemed incomplete, additional information will be requested, and the complainant will be provided 60 business days to submit the required information. Failure to do so may be considered good cause for a determination of no investigative merit.

Within 15 business days from receipt of a complete complaint, the BCRTA will determine its jurisdiction in pursuing the matter and whether the complaint has sufficient merit to warrant investigation. Within five (5) days of this decision, the Executive Director or his/her authorized designee will notify the complainant and respondent, by registered mail, informing them of the disposition.

- a. If the decision is not to investigate the complaint, the notification shall specifically state the reason for the decision.
  - b. If the complaint is to be investigated, the notification shall state the grounds of the BCRTA's jurisdiction, while informing the parties that their full cooperation will be required in gathering additional information and assisting the investigator.
- 6.) When the BCRTA does not have sufficient jurisdiction, the Executive Director or his/her authorized designee will refer the complaint to the appropriate State or Federal agency holding such jurisdiction.
  - 7.) If the complaint has investigative merit, the Executive Director or his/her authorized designee will assign an investigator. A complete investigation will be conducted, and an investigative report will be submitted to the Executive Director within 60 days from receipt of the complaint. The report will include a narrative description of the incident, summaries of all persons interviewed, and a finding with recommendations and conciliatory measures where appropriate. If the investigation is delayed for any reason, the investigator will notify the appropriate authorities, and an extension will be requested.
  - 8.) The Executive Director or his/her authorized designee will issue letters of finding to the Complainant and Respondent within 90 days from receipt of the complaint.
  - 9.) If the Complainant is dissatisfied with the BCRTA resolution of the complaint, he/she has the right to file a complaint with the:

**Regional Civil Rights Officer  
Federal Transit Administration  
200 West Adams Street, Suite 320  
Chicago, Illinois 60606  
Phone: (312) 353-3770  
Fax: (312) 886-0351**

# **BCRTA POLICY AND PROCEDURE MANUAL**

## **6-12 Public Records**

**Adopted: November 17, 2010**

### **POLICY INTENT**

Openness leads to a better informed citizenry, which leads to better government and better public policy. Consistent with the premise that government at all levels exists first and foremost to serve the interests of the people, it is the mission and intent of BCRTA to at all time fully comply with and abide by both the spirit and the letter of Ohio's Public Records Act.

### **DEFINING PUBLIC RECORDS**

All records kept by BCRTA are public unless they are exempt from disclosure under Ohio law. All public records must be organized and maintained in such a way that they can be made available for inspection and copying.

A record is defined to include the following: A document in any format – paper, electronic (including, but not limited to, business e-mail) – that is created, received by, or comes under the jurisdiction of BCRTA that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the entity.

### **RESPONSE TIMEFRAME**

Public records will be available for inspection during regular business hours, with the exception of published holidays. Public records will be made available for inspection promptly. Copies of public records will be made available within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested; the proximity of the location where the records are stored; and the necessity for any legal review and redaction of the records requested.

It is the goal of BCRTA that all requests for public records should be acknowledged in writing or, if possible, satisfied within five (5) business days following the office's receipt of the request.

### **HANDLING REQUESTS**

No specific language is required to make a request for public records. However, the requester must at least identify the records requested with sufficient clarity to

allow BCRTA to identify, retrieve, and review the records. If it is not clear what records are being sought, BCRTA will contact the requester for clarification, and will assist the requester in revising the request by informing the requester of the manner in which the office keeps its public records.

The requester does not have to put a records request in writing, and does not have to provide his or her identity or the intended use of the requested public record. It is BCRTA's general policy that this information is not to be requested. However, the law does permit BCRTA to ask for a written request, the requestor's identity, and/or the intended use of the information requested, but only (1) if a written request or disclosure of identity or intended use would benefit the requestor by enhancing BCRTA's ability to identify, locate, or deliver the public records that have been requested; and (2) after telling the requestor that a written request is not required and that the requestor may decline to reveal the requestor's identity or intended use.

In processing the request, BCRTA does not have an obligation to create new records or perform new analysis of existing information. An electronic record is deemed to exist so long as a computer is already programmed to produce the record through simple sorting, filtering, or querying. Although not required by law, BCRTA may accommodate the requestor by generating new records when it makes sense and is practical under the circumstances.

In processing a request for inspection of a public record, a BCRTA employee must accompany the requester during inspection to make certain original records are not taken or altered.

A copy of the most recent edition of the Ohio Sunshine Laws manual is available via the Attorney General's internet website ([www.ohioattorneygeneral.gov](http://www.ohioattorneygeneral.gov)) for the purpose of keeping employees of BCRTA and the public educated as to BCRTA's obligations under the Ohio Public Records Act, Open Meetings Act, records retention laws and Personal Information Systems Act.

## **ELECTRONIC RECORDS**

Records in the form of e-mail, text messaging, and instant messaging, including those sent and received via a hand-held communications device (such as a Blackberry) will be treated in the same fashion as records in other formats, such as paper or audiotape.

Public record content transmitted to or from private accounts or personal devices is subject to disclosure. All employees or representatives of BCRTA are required to retain their e-mail records and other electronic records in accordance with applicable records retention schedules.

## **DENIAL OR REDACTION OF RECORDS**

If the requester makes an ambiguous or overly broad request or has difficulty in making a request for public records, the request may be denied, but the denial will provide the requester an opportunity to revise the request by informing the requester of the manner in which records are maintained and accessed by BCRTA.

Any denial of public records requested will include an explanation, including legal authority. If the initial request was made in writing, the explanation will also be in writing. If portions of a record are public and portions are exempt, the exempt portions may be redacted and the rest released. When making public records available for public inspection or copying, BCRTA shall notify the requestor of any redaction or make the redaction plainly visible. If there are redactions, each redaction must be accompanied by a supporting explanation, including legal authority.

## **COPYING AND MAILING COSTS**

Those seeking public records will be charged only the actual cost of making copies, not labor. The charge for paper copies is \$.05 cents per page. The charge for electronic files downloaded to a compact disc is \$1.00 per disc.

A requester may be required to pay in advance for costs involved in providing the copy. The requester may choose whether to have the record duplicated upon paper, upon the same medium in which the public record is kept, or upon any other medium on which BCRTA determines that the record can reasonably be duplicated as an integral part of BCRTA's normal operations.

If a requester asks that documents be mailed, he or she will be charged the actual cost of the postage and mailing supplies. There is no charge for documents e-mailed.

## **MANAGING RECORDS**

The BCRTA Board of Trustees Secretary/Treasurer is the custodian of BCRTA records. BCRTA records are subject to records retention schedules. The office's current schedules are available at BCRTA Headquarters at 3045 Moser Court, Hamilton, Ohio 45011, a location readily available to the public as required by §149.43(B)(2), Ohio Revised Code.

# **BCRTA POLICY AND PROCEDURE MANUAL**

## **6-13 General Employee Policies & Practices**

Adopted: November 17, 2010

### **EQUAL EMPLOYMENT OPPORTUNITY POLICY**

BCRTA states as its policy a commitment to provide equal opportunity to all persons in matters affecting, but not limited to, recruitment, employment, compensation, benefits, promotions, training, discipline, transfer and layoff practices without regard to a person's race, color, religion, national origin, disability, gender, veterans status, or age.

BCRTA believes fulfilling this policy is a top priority in its daily operations. We hold every manager and supervisor accountable for implementing this policy. Their performance in contributing to the success of the equal employment opportunity program will be evaluated in the same manner as their performance of other department goals. All employees are expected to cooperate in carrying out the principle and practice of equal employment opportunity.

### **DISABILITY DISCRIMINATION PROHIBITED**

BCRTA will not discriminate against qualified applicants or employees with a sensory, physical or mental disability, unless the disability cannot be reasonably accommodated and prevents proper performance of an essential element of the job. BCRTA will reasonably accommodate qualified individuals with disabilities.

### **VIOLENCE IN THE WORKPLACE PREVENTION**

#### **Zero tolerance**

BCRTA has a policy of zero tolerance for violence. If you engage in any violence in the workplace, or threaten violence in the workplace, your employment will be terminated immediately for cause. No talk of violence or joking about violence will be tolerated.

"Violence" includes physically harming another, shoving, pushing, harassing, intimidating, coercing, brandishing weapons, and threatening or talking of engaging in those activities. It is the intent of this policy to ensure that everyone associated with this business, including employees and customers, never feels threatened by any employee's actions or conduct.

#### **Workplace security measures**

In an effort to fulfill this commitment to a safe work environment for employees, customers, and visitors, a few simple rules have been created. These are:

- Access to the company's property is limited to those with a legitimate business interest.
- Access to the company's property is controlled through limited access employee swipe cards and key distribution for gates, doors, and through controlled access to computer files.

### **All weapons banned**

BCRTA specifically prohibits the possession of weapons by any employee while on company property. This ban includes keeping or transporting a weapon in a vehicle in a parking area, whether public or private. Employees are also prohibited from carrying a weapon while performing services off the company's business premises.

Weapons include guns, knives, explosives, and other items with the potential to inflict harm. Appropriate disciplinary action, up to and including termination, will be taken against any employee who violates this policy.

### **Inspections**

Desks, telephones, and computers are the property of the business. We reserve the right to enter or inspect your work area including, but not limited to, desks and computer storage disks, with or without notice.

The fax, copier, and mail systems, including e-mail, are intended for business use. Personal business should not be conducted through these systems. Under conditions approved by management, telephone conversations may be monitored and voice mail messages may be retrieved in the process of monitoring customer service.

Any private conversations overheard during such monitoring, or private messages retrieved, that constitute threats against other individuals can and will be used as the basis for termination for cause.

### **Reporting violence**

It is everyone's business to prevent violence in the workplace. You can help by reporting what you see in the workplace that could indicate that a co-worker is in trouble. You are in a better position than management to know what is happening with those you work with.

You are encouraged to report any incident that may involve a violation of any of BCRTA's policies that are designed to provide a comfortable workplace environment. Concerns may be presented to your supervisor.

All reports will be investigated and information will be kept confidential.

### **Employee assistance program**

The company provides an employee assistance program (EAP) for all full-time and part-time employees. This EAP offers services to these employees and their eligible dependents. While we receive periodic reports on the number and types of visits or calls made to the EAP, we do not receive information about individual contacts with the EAP.

You are encouraged to use the EAP whenever you feel the need for guidance in coping with life's difficulties. If you have difficulty handling drugs or alcohol, the EAP can provide information on treatment. The EAP is a confidential service to be used when you need help.

## **EMPLOYEE PERSONNEL RECORDS**

A personnel file for each employee is kept in the Administration Office. Your personnel file contains your name, title and/or position held, job description, department to which you are assigned, salary, changes in employment status, training received, performance evaluations, personnel actions affecting you, including discipline, and other pertinent information. Medical information is contained in a separate confidential file.

You have the right to review your file. You may request removal of irrelevant or erroneous information in your personnel file. If your request to remove the information is denied, you may file a written rebuttal statement to be placed in your file.

Personnel files are kept confidential to the maximum extent permitted by law. Except for routine verifications of employment, confidential personnel files shall not be released to any other individuals, including the press without your written consent, except in response to a valid court order or government request directing the provision of information from personnel files, or a valid Public Disclosure Act request.

You should keep BCRTA informed of their current address and telephone number and any changes in dependent status.

## **EMPLOYMENT REFERENCES**

Unless otherwise required by a valid court order, BCRTA will furnish only provide the following information to persons outside BCRTA: dates of employment; current job title or job title at date of termination; and verification of salary information.

BCRTA shall verify references given by candidates for employment. The Finance and Personnel Manager or designee shall perform inquiries and reference checks. These questions shall directly apply to the requirement of the position for which the candidate has applied.



# **BCRTA POLICY AND PROCEDURE MANUAL**

## **6-14 Trustee and Employee Reimbursement**

**Adopted: November 19, 2003**

**Revised: November 17, 2010**

### **Policy Statement**

The BCRTA recognizes that from time to time employees or Board of Trustees may need to purchase items or cover expenses with personal funds on behalf of the BCRTA. This policy is intended to serve as a guide for the proper documentation requirements along with the reimbursement process Trustees/employees are to follow. All BCRTA employees and Trustees are expected to use good judgment and to make all expenditures in a prudent manner, consistent with both the highest ethical standards and the need to expend public funds in an appropriate and fiscally responsible manner. For purposes of this policy, the term "employee" includes members of the BCRTA Board of Trustees.

### **General Standards**

#### **Supplies and Misc. Items**

When it is in the best interest of the BCRTA (an item or part is needed quickly, something is not readily available from an established vendor, an emergency need, cost savings, etc.) an employee is permitted to purchase the needed items and ask for reimbursement. In general, these expenditures should be small in nature (under \$100). The Executive Director, the Finance Manager, or an officer of the Board of Trustees must approve expenditures. Generally these items can be reimbursed through BCRTA Petty Cash by turning the receipt(s) to a member of the management staff. For large purchases that would exceed the resources of petty cash, the employee should turn in the original receipt as part of a BCRTA Employee Expense Report which will be reviewed and approved by management staff.

#### **Local Meetings and Business Related Entertainment**

The BCRTA will reimburse employees for all necessary expenses associated with local meeting and other business related entertainment expenses. The employee should obtain permission from the management staff of the BCRTA before incurring any of these costs. Along with the original receipt, the employee must state the business purpose of the meeting or business related entertainment along with the names of all individuals included in the expenditure. All expenditures must be approved by the Executive Director, Finance Manager, or an officer of the Board of Trustees. BCRTA will not reimburse for alcoholic beverages.

## **Training & Travel**

Before making any plans to travel on behalf of the BCRTA, an employee should submit a written request to travel letter, which states the business purpose of the trip along with the estimated expenses. They must obtain written approval from the Executive Director, Finance Manager, or an officer of the Board of Trustees before making any travel arrangements. The BCRTA will reimbursement for travel related expenses using the following guidelines:

Registrations – BCRTA will cover the cost of the basic registration plus the cost of any necessary business related options (i.e. additional educational sessions, take home materials, etc.).

Travel – BCRTA will cover the cost of coach airfare along with necessary ground transportation costs (airport shuttles, public transit, parking, etc.). Rental cars will only be allowed if absolutely necessary and must be part of the pre-approval process. If an employee uses their personal auto for the travel, BCRTA will reimburse at the current IRS mileage rate up to the cost of coach airfare. Employees should work with the Finance Manager or Executive Director to obtain the lowest available airfare.

Meals & Incidentals – BCRTA will reimburse at the current IRS per diem rates for all travel. The per diem rate will be prorated on the actual days of travel in quarter day increments.

Lodging – BCRTA will reimburse for actual lodging costs and related taxes. BCRTA will not reimburse for in room movies, use of provided “mini bars” or other non-lodging related charges, which may be part of a hotel/motel bill. Employees are expected to obtain lodging at competitively priced establishments. Prior approval must be obtained for any lodging expected to exceed the rate for the conference hotel or a rate that exceeds the IRS established lodging per diem by 125%.

Mileage – BCRTA will reimburse an employee for actual mileage traveled in an employee’s personal vehicle while on official business for the BCRTA. The reimbursement rate will equal the current IRS mileage rate.

## **Employment Required Items**

When an employee is required to expend personal funds on a required/approved employment related item (uniforms, license fees, document fee, CEU costs, etc.) they will be reimbursed upon submission of the purchase receipt and management approval, along with an explanation of the related employment requirement/purpose.

### **Requesting Reimbursement**

Any employee requesting any type of reimbursement must follow the above guidelines and submit all original documentation (or a copy if the original is not available with a notation explaining why the original is not available). The reimbursement request must include all required notations and be signed by the employee. The Executive Director, Finance Manager or a member of the management staff, can approve reimbursement requests for employees. The Finance Manager or an officer of the Board of Trustees can approve expenditures of the Executive Director.

# BCRTA POLICY AND PROCEDURE MANUAL

## 6-15 Company Vehicle & Equipment Usage

*Effective Date: 01-01-2011*

*Revised: 01-19-2011*

### **Use of BCRTA Vehicles and Equipment:**

BCRTA property is to be used only for official BCRTA business and must be used in accordance with all applicable rules, operating procedures, or directives. Only approved company drivers may operate company vehicles. All employees must obtain written permission from the Executive Director to operate a company vehicle beyond the normal daily business use (for example, to and from home and work). The Executive Director must obtain written permission from the BCRTA Board of Trustees to operate a company vehicle beyond the normal daily business use. The Executive Director or RTA Board of Trustees may expressly authorize a non-official use of property that does not interfere with BCRTA operations, does not result in appreciable cost to the BCRTA, and is not inconsistent with the interests of the BCRTA or the public. No employee or contractor may remove BCRTA equipment or property of any other employee or contractor from BCRTA premises or vehicles without proper authorization. An employee or contractor who steals BCRTA property or the property of any other employee or contractor, or who abuses, misuses, damages, or destroys BCRTA property or who otherwise violates this policy will be subject to disciplinary action which may include termination of employment or contract.

**Damaged or Inoperative Property or Equipment:** Employees shall immediately report to their supervisor on designated forms the loss of or damage to BCRTA property assigned to or used by them. The immediate supervisor will be notified of any defects or hazardous conditions existing in any BCRTA equipment or property.

**Presumption of Responsibility.** In the event that BCRTA property is found bearing evidence of damage which has not been reported, it shall be prima facie evidence that the last person using the property or vehicle was responsible.

**Private Business Activities.** An employee of BCRTA shall not engage in private business activities during his/her working hours and shall not use BCRTA property or facility for such activities. Any violation of this policy will subject the employee to disciplinary action which may include termination.

# **BCRTA POLICY AND PROCEDURE MANUAL**

## **6-16 Public Comment on Fare and Service Changes**

*Effective Date: 06-15-2011*

BCRTA will specifically seek public comment on fare and service changes under any of the following circumstances:

1. Any increase to the full adult fare,
2. Any decrease in service in which 25% or more of the total non-contracted system services (based on revenue service hours) are considered for elimination.

When circumstances dictate the solicitation of public comment, then open public meetings and public hearings will be held. The open public meetings may take the form of monthly regular or monthly special BCRTA Board of Trustee meetings. Citizens attending these public meetings where fare or service is considered will be afforded an opportunity to speak to the Board of Trustees. Letters written or referred to the BCRTA with respect to fare or service changes will also be considered at the public meetings.

Additionally, when the BCRTA proposes to increase the fares or decrease service per any of the above circumstances, at least one (1) public hearing will be held prior to the BCRTA Board of Trustee meeting that adopts the budget incorporating the subject fare or service changes.

The Public Hearing will meet the following criteria:

1. Published public notice will be given as to the date, time, location and purpose of the public hearing;
2. The notice will allow for mailed written public comment in lieu of attendance at the hearing;
3. The public notice will be printed at least 10 calendar days prior to the hearing;
4. The public hearing will be held in a location accessible to persons with mobility disabilities;
5. A record of the proceedings will be made. Transcripts of the proceedings may be obtained at the expense of those requesting such a transcript;

6. Comments from the public will be taken up to the closing time of the public hearing. The hearing shall have a duration of no less than one (1) hour for the collection of public comment, and no individual will take more than five (5) minutes to present a view point, and, or the moderator of the public hearing reserves the right to limit comments to five (5) minutes or less;
7. For the sake of the record, persons submitting comments at the hearing will be asked to provide their name and address.
8. BCRTA officials may make a presentation concerning a fare increase or service reduction;
9. The BCRTA Executive Director, the BCRTA Operations Manager, or the President of the BCRTA Board of Trustees will hold, chair, and moderate the public hearing proceedings.

After the Public Hearing, the BCRTA Executive Director will present a summary of the proceedings to the Board of Trustees. The summary will be communicated prior to the BCRTA Board of Trustee meeting that adopts the budget incorporating the subject fare or service changes.

# **BCRTA POLICY AND PROCEDURE MANUAL**

## **6-17 Equal Employment Opportunity Policy**

*Adopted: 11-19-14*

### **Compliance with Employment Laws**

It is BCRTA's policy to abide by all federal, state, and local laws, rules and regulations applicable to BCRTA, and for all our employees to do the same.

Any violation or perceived violation of law should be reported to a management representative, who will make every effort to investigate and address the problem promptly.

### **Equal Employment Opportunity**

BCRTA states as its policy a commitment to provide equal opportunity to all persons in matters affecting all employment processes, but not limited to, recruitment, employment, compensation, benefits, promotions, training, discipline, transfer selection, terminations, and other terms and conditions of employment and layoff practices without regard to a person's race, color, religion, national origin, disability, gender, genetic information, veterans status, or age.

Further, BCRTA is committed to complying with Title I of the Americans with Disabilities Act and prohibits discrimination on the basis of disability. BCRTA will make accommodations that are reasonable and not unduly burdensome to enable qualified disabled applicants and employees to participate in the employment process and perform essential job functions.

Consistent with applicable federal and state laws, BCRTA has established a written program, including goals and timetables, to overcome the effects of discrimination on minorities and women. To ensure effective ongoing review of the program, BCRTA has assigned responsibility for oversight of the Equal Employment Opportunity (EEO) program to a member of management designated as EEO Officer. BCRTA's EEO Officer is responsible for directing all human resource practices and functions in accordance with the principles of equal employment opportunity, and for maintaining the written EEO plan and employment processes data.

BCRTA believes fulfilling this policy is a top priority in its daily operations. BCRTA holds every manager and supervisor accountable for implementing this policy. Performance in contributing to the success of the equal employment opportunity program will be evaluated in the same manner as performance of other department goals. All employees are expected to cooperate in carrying out principles and practices of equal employment

opportunity.

Job applicants and employees who believe they have been a victim of discrimination have the right to file a complaint with BCRTA's designated EEO Officer, or with another member of management with whom the individual is comfortable speaking. BCRTA will promptly investigate complaints, and will take appropriate remedial and disciplinary action whenever it determines that this policy has been violated. BCRTA believes that successful achievement of EEO goals will provide benefits to BCRTA through fuller utilization and development of previously underutilized human resources.

Copies of this *Statement of Policy* are conspicuously posted throughout the BCRTA facility. In addition, the policy statement can be found on BCRTA's website at [www.butlercountyrta.com](http://www.butlercountyrta.com). A copy of the complete EEO Program is available for review by any individual upon request.