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Mr. Corey Watt

Ms. Kathy Wyenandt

Executive Director

Mr. Matthew M. Dutkevics

Legal Counsel

Mr. Brian Zets
Isaac Wiles
Burkholder & Teetor, LLC

*** PUBLIC MEETING NOTICE ***

Butler County Regional Transit Authority Board of Trustees

**The BCRTA Board of Trustees is scheduled to meet on
Wednesday, May 15, 2024 at 8:00 a.m. This meeting will be held
at 3045 Moser Court, Hamilton, OH 45011.**

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

Ms. Sarah Schwartz at 513.785.4345 or 800.750.0750 (Ohio Relay Service).



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3045 Moser Court
Hamilton, Ohio 45011

2024 Butler County RTA Board of Trustees Attendance

	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	Dec
Bauer, Nick	X	X	X	X								
Fehr, David	X	X	X	E								
Foster, Jim	X	X	X	X								
Gordon, Perry	X	X	X	X								
Lawson, Chris	X	X	X _(8:12)	E								
Shepard, Dannel	X	X	X	X								
Watt, Corey	X	X _(8:04)	X	X								
Wyenandt, Kathy	E	X	X	X								

X = Present

E = Excused

E* = Online not Official

A = Absent

BUTLER COUNTY REGIONAL TRANSIT AUTHORITY BOARD OF TRUSTEES

May 15, 2024 8:00 AM

**Butler County RTA Board Room
3045 Moser Court, Hamilton, OH 45011**

PRELIMINARY AGENDA

- I. Call to Order & Roll
- II. Consideration of Absences
- III. Consent Agenda (*Motion Requested*)
 - a. Approval of the Agenda
 - b. Approval of the April 17, 2024 Meeting Minutes
- IV. Comments from Citizens
- V. Secretary/Treasurer's Report – March 2024 (*Motion Requested*)
- VI. Governance
 - a. Trustee Vacancy
- VII. Action Items
 - a. **Resolution 24-05-01:** Appointing Directors to the Transit Alliance of Butler County (TABC) Board of Directors.
 - b. **Resolution 24-05-02:** Amending the Butler County Regional Transit Authority Public Transportation Agency Safety Plan (PTASP).
 - c. **Resolution 24-05-03:** Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Supplement the Terms of the Construction Contract for Chestnut Street Multimodal Station.
- VIII. Committee & Staff Reports
 - a. OKI
 - b. Q2 2024 Status of BCRTA: Compensation, Space Planning, & Financial Forecast
 - c. Service & Metrics
Luke Morgan, Director of Operations
 - d. Marketing & Outreach
Shawn Cowan, Communications & Outreach Manager
 - e. Talent, Benefits, & Recruitment
Mary Jane Leveline, Talent & Benefits Manager

Next Meeting Date:

June 19, 2024 @ 8:00 AM

**Butler County RTA • Board Room
3045 Moser Court • Hamilton • Ohio • 45011**

BUTLER COUNTY REGIONAL TRANSIT AUTHORITY BOARD OF TRUSTEES

May 15, 2024 8:00 AM

Butler County RTA Board Room

3045 Moser Court, Hamilton, OH 45011

- f. Procurement
Meagan Varney, Procurement & Compliance Specialist
 - g. Director's Report
- IX. Adjourn (Motion Requested)

Next Meeting Date:

June 19, 2024 @ 8:00 AM

Butler County RTA • Board Room

3045 Moser Court • Hamilton • Ohio • 45011

V. Secretary/Treasurer's Report

Ms. Weidner presented the financials as of the end of February 2024, compared to the Annual Budget. Total Revenues of \$1.7M were under budget at 15.8%. Ms. Weidner discussed the high percentage showing for Agency Funding – this is CDBG money being received in the first few months of the year. She also mentioned that with expenses being under budget and the City of Middletown being over budget, the Federal Funding being under budget at 12.7% is expected.

Expenses at the end of February of \$1.3M are under budgeted amounts at only 12.8%. Ms. Weidner explained that Wages are under budget so far this year, but some annual increases have not yet been processed due to the implementation of UKG. Fringes are under budgeted amounts due to claims remaining low for the first part of the year. Some software expenses are no longer in the Materials & Supplies account due to the implementation of GASB 96 resulting in this account being under budget.

The Transaction logs for the month of February were included in the packet presenting all cash transactions for the period. No transactions were brought to the board's attention.

The balance sheet for February 2024 was presented with normal balances for assets, as well as liabilities and equity. No accounts receivable balances were of concern. The City of Middletown's have caught up with payments through December 2023 as of March.

At the end of February, Available Funds were approximately \$10.0M. With Total Board Reserves at \$6.6M, Non-Restricted Funds at the end of February are \$3.4M. Ms. Weidner mentioned that the amount needed for Chestnut Street Station needs reviewed to make sure it is being reflected accurately and will be updated if needed in March's financials. Non-Restricted funds will be needed for future operational needs.

Trustee Foster moved to approve the treasurer's report. Trustee Wyenandt seconded. All voted in favor of approval.

VI. Governance

Trustee Vacancy

Mr. Dutkevicz reminded the Board that there is still one vacancy on the BCRTA Board of Trustees. Last month during the Executive Committee, Ms. Brown-Jones was interviewed for the position. There is still another candidate, Mr. Barge, who has been unable to attend an Executive Meeting, but has applied.

Trustee Foster stated that he was very impressed with Ms. Brown-Jones, that she holds a very interesting combination of insights and feels her experience would be an incredible addition to the Board. Additionally, Trustee Foster stated that the process of choosing the last Trustee was drawn out, and if that happens again, BCRTA may lose Ms. Brown-Jones as a candidate.

Trustee Wyenandt moved to recommend Ms. Brown-Jones to the County Commission for appointment as Trustee. Trustee Shepard second. All voted in favor

of approval.

VII. Action Items

a. Resolution 24-04-01: Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Purchase Replacement Computers.

Mr. Dutkevicz explained that this is a regularly scheduled replacement. BCRTA received funds from ODOT. Many of the computers are having significant issues and crash if too many applications are open. The total purchase is around \$67,000.00. There was a wide variety of pricing, however BCRTA will be purchasing from a cooperative contract.

Trustee Watt moved to adopt Resolution 24-04-01. Trustee Foster seconded.

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

Trustee Bauer	Yes
Trustee Fehr	Absent
Trustee Foster	Yes
Trustee Gordon	Yes
Trustee Lawson	Absent
Trustee Shepard	Yes
Trustee Watt	Yes
Trustee Wyenandt	Yes

The resolution was adopted.

b. Resolution 24-04-02: Authorizing the Butler County Transit Authority (BCRTA) Executive Director to Execute a Software-as-a-Service Contract for Fare Collection.

Mr. Dutkevicz explained this resolution is for a contract for fare collection services. This is primarily for BGo services and CincyLink. This has been a cooperative agreement with NEORide and the pricing is excellent. This is a renewal of services due to the vast changes in pricing as well as the scope has changed due to the advancement in technology over the last five years.

Mr. Dutkevicz continued, BCRTA has been working with Masabi for the past five years. NEORide with EZFare partners put an RFP bid out almost a year ago. It was a long process due to so many people being involved. After negotiating, Masabi was selected from the RFP process. There were three competitive bids. It was a tough negotiation. NEORide will execute a Master Service Agreement and BCRTA will continue to participate.

Mr. Dutkevicz added that this service will allow BCRTA in the future to open up payment types to tap and pay with credit cards in addition to the special fare cards and smartphones that BCRTA uses now. There may also be loyalty specials that can be tied in as well. The out-of-pocket cost is close to \$25,000.00. This is a multi-year cost. A portion of the revenue is taken, between 5-12% depending on transaction type.

Trustee Foster inquired if this software is consistent with what other transit agencies are using. Mr. Dutkevicz assured him that SORTA and TANK are using it as well. Mr. Dutkevicz stated that this system also puts BCRTA in a position to go cashless quickly in the event that BCRTA begins collecting fares on fixed routes.

Trustee Wyenandt moved to adopt Resolution 24-04-02. Trustee Foster seconded.

Upon a call of the roll, resulted as follows:

Trustee Bauer	Yes
Trustee Fehr	Absent
Trustee Foster	Yes
Trustee Gordon	Yes
Trustee Lawson	Absent
Trustee Shepard	Yes
Trustee Watt	Yes
Trustee Wyenandt	Yes

The resolution was adopted.

c. Resolution 24-04-03: Amending BCRTA Resolutions 23-11-07 to Authorize Additional Funds for the Inspections and Testing for the Chestnut Street Multimodal Facility Construction Project.

Mr. Dutkevicz explained that due to the unexpected extended excavation of the remains of Talawanda High School, a twenty-eight (28) day delay in progress resulted. Of the many geotechnical core samples that were pulled in advance of construction, only two had debris in them. The large amounts of discarded debris were deeper than the core samples. The debris that was left from the Talawanda High School was largely the basement with three to four feet of wall still intact. These walls were effectively acting as tiny dams all over the property, holding back ground water. At each dig, water was flooding the site. To eliminate this issue, all walls and the slab had to be removed. This required digging eight (8) feet deep. This is much deeper than originally planned and budgeted for. It is here that a ramp, that was part of the high school basement was found, leading from the west side of the Miami parking to the east side,

acting as a waterfall channeling water directly from the parking lot into the construction site. To remedy this, the drainage, sanitary, and storm sewer plans to move water had to be adjusted to correct the issues.

All of this required the site to undergo additional testing. The testing contractors were on site for additional time. This extended testing adds up to \$20,000.00. There are plenty of contingency funds built into the budget, however it is beyond the original authority for this contract given in November.

Trustee Gordon did ask if any of this issue could have been foreseeable. Mr. Dutkevicz stated that the testing contractors did their due diligence.

Trustee Watt stated that Talawanda, or Miami University were very well, or should have been aware. Trustee Watt inquired since BCRTA does not own the property, is there any discussion that can be had with Talawanda or Miami? Mr. Dutkevicz agreed to have a conversation with Miami, as requested by the BCRTA Board. However, the plans that were provided prior to construction were not clear if the previous demolition crew removed or abandoned parts of the old Talawanda High School. It is now clear, parts were abandoned, and BCRTA found them. There were no drawings as to what was abandoned, or where. There was no documentation. Mr. Dutkevicz reiterated that Miami was very clear that they were not going to give any funds towards the project once it began.

Trustee Foster moved to adopt Resolution 24-04-03. Trustee Shepard seconded.

Upon a call of the roll, resulted as follows:

Trustee Bauer	Yes
Trustee Fehr	Absent
Trustee Foster	Yes
Trustee Gordon	Yes
Trustee Lawson	Absent
Trustee Shepard	Yes
Trustee Watt	Yes
Trustee Wyenandt	Yes

The resolution was adopted.

VIII. Committee & Staff Reports

a) OKI

Mr. Dutkevicz stated that 5310 funds were allocated. A reminder about vanpool and the rideshare program was given. Mr. Dutkevicz will share this information with Miami, as some pandemic funds that were underutilized

are now available for vanpooling. Jenny Newcomb is now the coordinator of that program. Updating the 2015 Metropolitan Plan was a topic of discussion. Draft projects were picked out and can be viewed at OKI's website 2050.oki.org, under Project List. These projects will be adopted in May or June.

b) Service & Metrics

Mr. Morgan provided the Service & Metrics report.

Leveraging Competitive Funding & Partnerships

- Average Fleet Age
 - 6.32 years – This is an increase of 15.66 percent from February 2023.
- Subsidy per Passenger
 - The subsidy per passenger decreased in February of 2024 in comparison to last February by \$2.22 or 18.2 percent.
- Admin Cost Per Revenue Hour
 - Administrative Overhead cost per hour has decreased by \$9.10 or 31.2 percent comparing February of 2023 to February of 2024.

Enhancing Connectivity

- BCRTA Transit App Users
 - BCRTA had 6,686 users during the month of February for the Transit App. This is a 23.81 percent increase from the previous year.
- BCRTA Transit App Downloads
 - BCRTA tracked 932 new downloads for the Transit App in February of 2024. This is a 55.15 percent increase from the previous year.
- BGO App Rides/Total BGO Rides
 - 33.22 percent of all trips were booked utilizing the mobile application. This is a 28.09 percent increase from February of 2023.
- BGO App Downloads
 - BCRTA had 97 new users download the mobile application. This is a 53.61 percent increase from February of 2023.
- BGO Mobile Payment & Total Trips
 - BCRTA completed 4,494 non - contracted trips in February of 2024. This is a 38.4 percent increase in completed, non - contracted trips from January of last year.
 - No trips were paid for using the BCRTA mobile application

(BrainTree).

- 39.6 percent of all trips were paid for using EZFARE.

Improving Mobility & Eliminating Barriers

- Passengers Per Revenue Hour
 - Fixed routes had 15.83 passengers per revenue hour in February of 2024, this is a 0.6 percent decrease from February of 2023.
 - Demand Response service had 1.96 passengers per revenue hour in February of 2024, this is a 16 percent increase from February of 2023.
- Accidents and Injuries
 - Fault Total – BCRTA experienced seven (7) fault accidents in February of 2024.
 - No Fault Total – BCRTA also had six (6) no fault accidents.
- Target Operator Staffing
 - 62%
 - This number has decreased by 20.08 percent from the previous year.
 - The yearly average was 72.06 percent.
- Denials and Refusals/ Total BGO Trips
 - 32.47 percent of all requested BGO trips were refused or denied in February of 2024 due to time and capacity limitations. This is a 17.16 percent increase from February of 2023.

Supporting Employers

- 42x Park and Ride Total Trips
 - The 42x had 2,838, riders. This is a 47 percent increase from February of the previous year.
- BGO Employment Trips
 - BCRTA completed BGO 1,776 trips for the purpose of employment in February of 2024, this is a 11.54 percent increase from the same month the previous year.
- Days Until Chestnut Street Completed
 - This field is to show the progress of our upcoming Chestnut Fields Multimodal Station. BCRTA has secured funding for \$25,649,471 of our \$25,471,690 goal.
 - BCRTA expects this project to be completed within the next 543 days or 1.5 years.

c) Talent, Benefits, & Recruitment

Mr. Dutkevich introduced Ms. Danielle Kettman, Human Resource Generalist. She presented Talent, Benefits, & Recruitment as Ms. Leveline was on vacation. Ms. Kettman presented a graph representing vehicle operator applications received each month compared to actual hired operators. The graph depicted the timeline since the marketing campaign began. The number of applications received increases during marketing campaigns, however the number of hired drivers is not as high as applications received. Ms. Kettman explained that for 174 applications, 42 applicants became unresponsive prior to or during the screening process. 10 applicants were mismatched due to salary expectations. Some were past employees who were not eligible for rehire and 54 of the 174 were the same applicant that applied multiple times.

Trustee Watt inquired if the job posting indicated the starting wage. Ms. Kettman assured Trustee Watt that indeed the postings do state the wage, as well as the possibility of earning a higher wage based on proven passenger experience. In addition, questionnaires in the application process have applicants agree to the wage in order to move through the application process. The applicant tracking system syndicates through many mediums such as Indeed. Indeed has the highest volume of applicants however, doesn't produce any higher quality applicants than any other source.

Ms. Kettman added that BCRTA will be attending a job fair tomorrow at Fairfield High School where approximately 1,200 people are expected to attend.

Mr. Morgan added that through the application process, there is no "bait and switch". Applicants know up front the starting wage without experience, which is \$16.50 per hour.

d) Marketing

Ms. Cowan spoke about the new recruitment campaign that launched Friday March 15, 2024. Danielle Kettman was in attendance to give insight on the campaign. The Marketing team, looking at Google Analytics, feels the campaign is going very well. The public is enjoying it, sharing, liking, loving, and smiling reacting to it. Ultimately, Ms. Kettman will share how this translates into how many applications we receive. The campaign will run through the end of May.

The next big event is BCRTA's 30th Anniversary. Ms. Cowan stated that she and Ms. Schwartz are deep into the planning of this and next month will have some assets to share with the Board, what the brand will look like, and a calendar of events.

Ms. Cowan explained that there are new bus wraps in process, including the firefighter memorial wrap that will be presented on May 22 during the APFF Conference that will be held at Spooky Nook. The unveiling of the bus will be at Marcum Park during a concert for the firefighters. There are two anniversary wraps being done as well.

Ms. Cowan continued, CincyLink has finally launched EZFare. That began April 1. This cashless system is going very well. The marketing team did quite a bit of outreach and education and overall, it was very successful.

e) Procurement

Mr. Dutkevich said that the Buy America program has changed over the last few years and the Feds have been slow to get all the official rules out. Due to this slow roll out, the Feds have been going with opinions from the Office of Management Budget, and that depends on the type and when the funding was implemented. BCRTA's project is right in the middle of this evolution. Ms. Varney has been diligent and has a consultant who only does Buy America work to make sure BCRTA is compliant.

f) Director's Report

a. News & Updates

1. Increase Education & Advocacy

a. Demographics for Messaging

Staff are beginning the process of implementing a demographic survey to learn more about who is riding BCRTA services and how they like to communicate. This survey data will also help establish which profiles are not using public transit. Look for the survey to be live early this summer. Data will inform messaging and medium choices going forward.

b. Merchandising

Staff are working with 3rd party vendors and our designers to begin selecting merch and products for sale associated with summer events and BCRTA's 30th anniversary.

2. Enhance Revenues

c. Funding Education

Staff are working to begin the funding education campaign in the next few weeks. Unfortunately, this process has been delayed by new year financial processes and FTA required processes associated with NTD reporting and Triennial Review. Updates to the 10-year financial forecast are necessary to move forward on this piece. These updates are underway now and should be ready for presentation in May.

3. Engage Entrepreneurial Disruptive Tech

d. Attain Grant

BCRTA has agreed to partner with NEORide and other transit agencies to seek a USDOT/FHWA Advanced Transportation Technology and Innovation (ATTAIN) grant. The partners seek to create a multimodal data exchange to address the gaps data collection; Facilitate NTD reporting.; Generate operational reports per key service indicators (to be defined); Develop capability for multimodal information tools (e.g., multi-agency electronic

information signs at transfer centers); and Enhance TDS Middleware to support human service transportation (HST)/ non-emergency medical trips. BCRTA is providing data and in kind match, no cash match is required.

e. SMART Grant

BCRTA, in cooperation with the Stark County Regional Transit Authority (SARTA), Western Reserve Transit Authority (WRTA), and NEORide has been awarded a SMART grant provided by USDOT.

The primary goal of this proposed demonstration project is to evaluate the effectiveness of and enhanced transit fleet safety from integrating advanced vehicle safety technologies on to vehicles in transit fleets; preventing death and injuries by reducing the number of accidents and the serious nature of those that cannot be avoided. This project utilizes two SMART grant technology areas - Connected Vehicles and Systems Integration - and addresses the need for collision avoidance on transit vehicles by retrofitting up to 3 vehicles (Ford e450 and Gillig 35' platforms) within each transit partner's current operating fleet vehicles with the TONY/MAX advanced vehicle safety system package. This system will enable collision avoidance that can also support bus yard management and includes data logging and telematics features that will allow the project team to collect data that will be shared following a Data Management Plan developed in accordance with the Public Access Plan and as provided in the FY23 SMART Grant NOFO.

4. Leverage Regional Partners

f. Middletown

BCRTA staff continue to work closely with City of Middletown staff to streamline the transit relationship and leverage small urban funding.

g. NEORide

BCRTA continues to partner with NEORide to pursue joint grants, projects, and procurements that may be valuable to partners, including EZConnect and mobile ticketing.

h. Paratransit Coordination

BCRTA is working closely with NEORide, SORTA, and TANK to pilot a regional one-seat ride program for eligible ADA riders. SORTA has agreed to fund the pilot to help riders cross borders in the tri-state area without changing buses or booking multiple rides.

5. Lead Workforce Development

i. Barriers to Progress

As staff have started work on addressing driver hiring, several issues or barriers have come to light including 1) wages and compensation and 2) training bandwidth. More information on wage benchmarking will be presented at the May Board meeting with recommendations from staff. However, the availability of qualified trainers and space for training and other functions is also an issue. Staff are investigating cost-effective options

to solve the space issues.

j. Autonomous Shuttle

Staff are investigating the possibility of bringing an autonomous shuttle to the area in Fall 2025. The first pilot would focus on work with persistent staffing shortages, such as late-night SafeRide services within the City of Oxford and on the Miami University Campus. Obtaining an autonomous vehicle may also lead to workforce opportunities for training on autonomous tech and vehicle systems.

k. New Core Values

At the beginning of April, staff established a new set of core values to provide better team cohesion and employee guidance across work functions. BCRTA has adopted E.L.E.V.A.T.E.: Exceptional Customer Service, Leading Inclusion, Effective Communication, Visionary Change, Ambitious Achievement, Transparent Accountability, and Exemplary Safety.

6. Adapt to Market Demand

l. Commuter Service

CincyLink began collecting fares on April 1.

m. Chestnut Street Multimodal Station

Demolition of structure is complete, footers have started, and supplies are arriving. However, excavators have run into significant debris and remnants from the old Talawanda High School. Although this was known to exist, more and larger debris exists than was anticipated and took significantly longer to remove. BCRTA is working with its representative and the contractor to dial in the exact cost of the resulting change order which is estimated to be at least \$341K in addition to a delay claim of 4 weeks. This is within the BCRTA Board's originally authorized contingency but is a significant unforeseen expense. In the interest of avoiding additional delay claims, the contractor has continued to work at their own risk.

On a brighter note, the City of Oxford agreed to waive a portion of utility capacity benefit charges at their March 19 meeting, significantly reducing BCRTA's out of pocket expense. Thankyou letters were sent to council members and staff as BCRTA is exceptionally grateful for the support.

Information, updates and pictures are available at <https://www.butlercountyrta.com/projects/oxford-multimodal-facility/>

n. 2023 Areas of Persistent Poverty (AOPP/HDC)

BCRTA and City of Oxford were successful in obtaining \$150K to study bike/trail/pedestrian infrastructure related to transit within the City of Oxford. Oxford will provide the match and act as a subrecipient to BCRTA. The project should begin in early 2024. BCRTA has also requested to add transit signal priority study to the scope of the project.

7. State of Good Repair

o. Cybersecurity Review

Consistent with the Board's request from the January meeting, staff have made cybersecurity a recent focus. Some sensitive materials will be provided at the meeting for trustee review and staff are also working to complete a vulnerability study over the next few weeks.

p. Ohio Workforce Mobility Grant

ODOT made grant announcements on January 2/13/2024. BCRTA was not successful in obtaining OWM funds, but did receive funds for several other items including access control for the new Chestnut Street Station, replacement pcs, replacement onboard tablets, and GRF operating match.

q. State Capital Budget

BCRTA submitted a request for 3M to State Rep. Carruthers office earlier this year, but it was not included in any capital appropriations. BCRTA also submitted the request to Senator Lang's office in early April and is awaiting any news from additional rounds of State capital funding.

8. Coming Up

r. 30th Anniversary

BCRTA will celebrate its 30th anniversary in 2024. Staff are beginning to create plans for a year-long recognition and celebration with scattered events and promotions.

s. Triennial Review

BCRTA will receive a regular Triennial Review from the Federal Transit Administration in 2024. A desk review was submitted in February. FTA will be onsite in late June.

Upcoming Procurements >\$25,000

Item	Procuring Agency	Estimated Spend	Estimated Term	Reason for Purchase
Procurement, Maintenance, and Finance Software Integrated Solution – Phase II	BCRTA	275K	5	New
MTS TDP Study	MTS	45K	Task	New
Mobile Ticketing	BCRTA	Rev Share	5 years	Renewal
Moser Court Parking Lot Construction	BCRTA	3.5M	Task	New
Tires (large bus)	BCRTA	TBD	1	New
Chestnut Fields FF&E	BCRTA	250K	Task	New
Onboard Tablets (81)	BCRTA	110K	Task	Scheduled Replacement
PC Workstations & Peripherals (37)	BCRTA	75K	Task	Scheduled Replacement
BCRTA & MTS Integrated Access Control & Security (Moser, MTS, Chestnut)	BCRTA & MTS	1M	5	New and Replacement

X. Adjourn

Trustee Watt moved to adjourn; Trustee Shepard seconded. The motion carried. The meeting was adjourned at 9:27 AM.

Respectfully submitted,



Matthew M. Dutkevich, Executive Director



Chris Lawson, Board President

Appendix A
Comments From Citizens

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
 JANUARY • FEBRUARY • MARCH • APRIL • MAY • JUNE • JULY • AUGUST • SEPTEMBER • OCTOBER • NOVEMBER • DECEMBER
 MONDAY • TUESDAY • WEDNESDAY • THURSDAY • FRIDAY • SATURDAY • SUNDAY

Please. This has resulted in me getting a "no show" designation that I shouldn't have. It should be able to see the route when I try to use my screen reader, but all it reads out is no speakable content can be found on this screen. A few weeks ago, I thought maybe using my iPad would get me some better luck. Nope. On there, nothing engages, not even the information that comes up when the bus is on the way. And that was the same settings as my phone. Yes, I can call the call center and check on my trips each day, but I'm a busy college student who works part time when they aren't in class. I also have my medical condition to manage. Yes, there are reminder calls and texts that come the day before your trips. Those unfortunately aren't a lot of a mess. I should be able to rely on the app for all of these things, but because of the fact it doesn't allow accessibility settings for those with vision issues, I can't. Instead, I now rely on the fixed routes to get where I'm going, and

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
 JANUARY • FEBRUARY • MARCH • APRIL • MAY • JUNE • JULY • AUGUST • SEPTEMBER • OCTOBER • NOVEMBER • DECEMBER
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VIA The ADA Accessibility

On the Bcar and Bcar Apps both, it is only partially compliant, if it is compliant at all, when it comes to font size. I have my phone set to the largest and boldest font so that I'm able to see it and use it. All of the other apps, for the most part, are able to adapt to mirror the font settings on my phone. That is not the case with the Bcar and Bcar apps. The only part of the font that is enlarged is where it says how far away your ride is and who your driver is (and that didn't used to be enlarged so something happened there). Everything else - the menu, the options where you go to book and cancel, and see your currently scheduled trips, are stuck in tiny, tiny font and there is not a way to zoom in. The magnifier function on the phone also doesn't work - it automatically deactivates. This means that I can hardly see my currently scheduled trips. I've already made several mistakes when I found out where the bus was on the way that it was on its way to the wrong

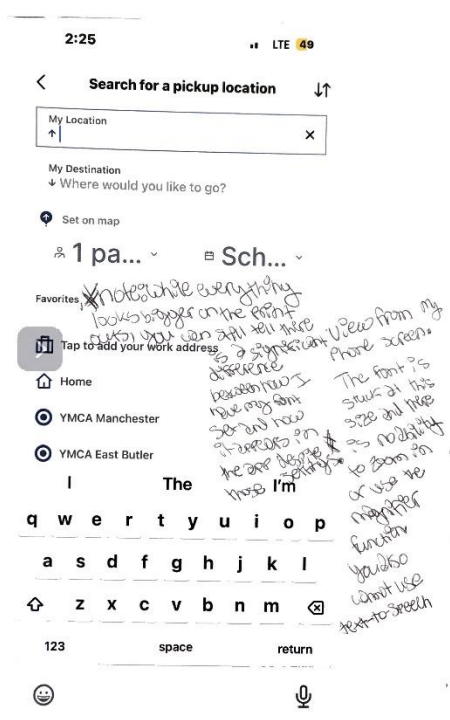
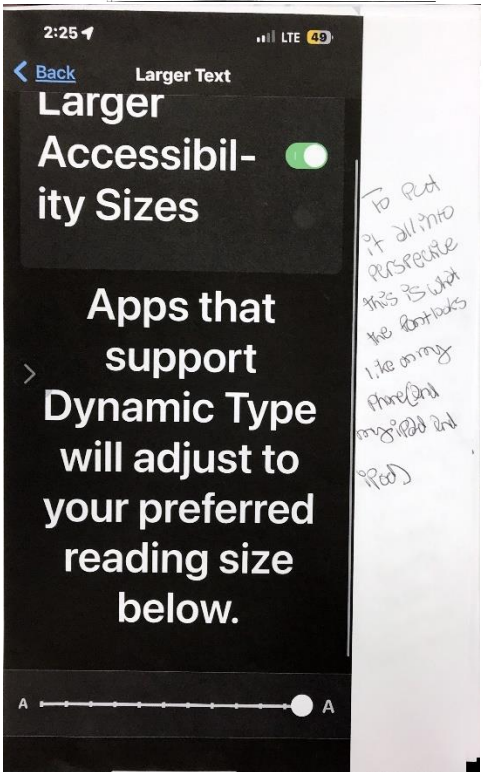
only use Paratransit when there isn't a fixed route nearby or taking it isn't feasible. I'll also be on demand Bus. Being on demand help me book the trip in the app so that I know all the information is correct. I don't have any time or space for added access point now, so this has been the easiest way for me to do things with my class and work schedule. The fixed routes (R3) and on-demand Bus work out better than pre-scheduled para bus. Knowledge the bottom line is, I shouldn't feel this stressed or have this much trouble using an app that I depend on to get around. Nobody should have to everyone's specific needs, as picking up the front door and calling or emailing to send an email, isn't an option for everyone.

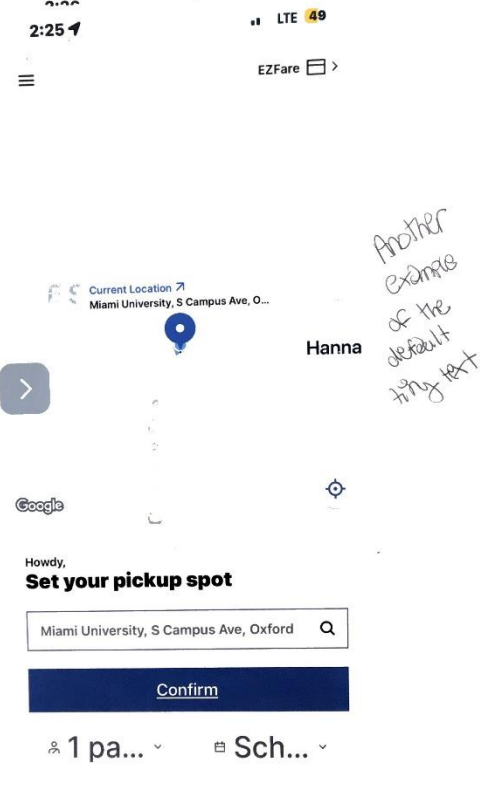
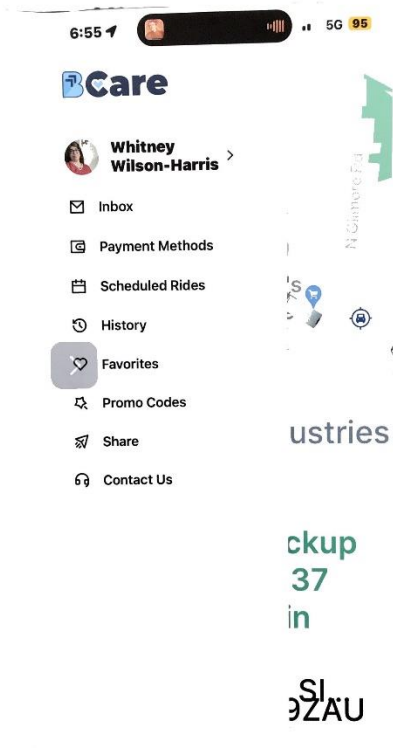
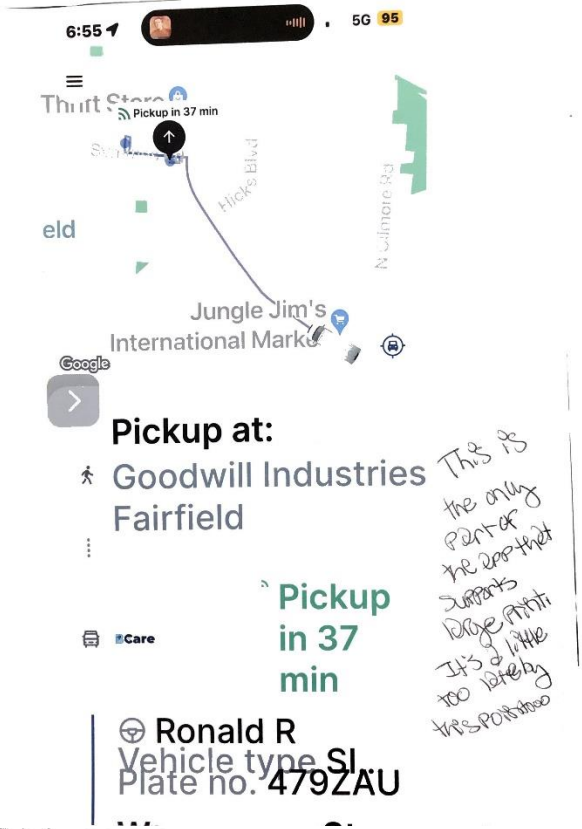
BusRider and Transit App Discrepancies
I believe it was the summer of 2022 that the R3 stop at the Lake Placid station Building was replaced with University and Grand Transit reflects that, but on BusRider it is only

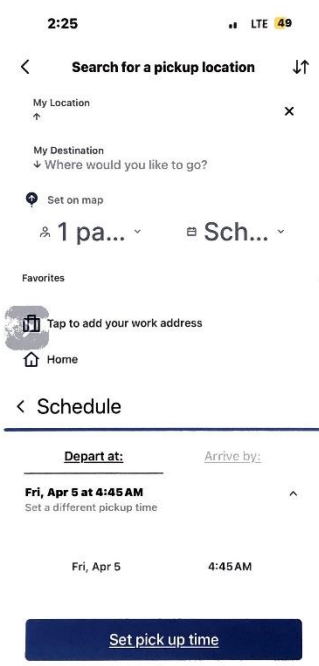
reflected on the Southbound side, and it doesn't give an estimated arrival time. On the Northbound side it still says Lake Administration Building, and it doesn't give you an ETA. This change is reflected in both directions on the physical schedules, but I just bought this by chance over spring break and thought I'd bring it up.

When you see your time!

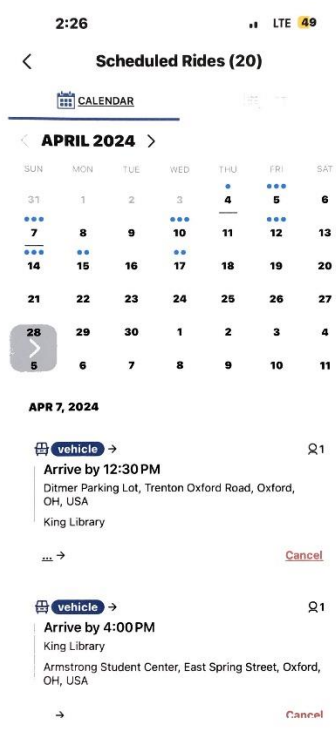
NOTE: If dark mode is enabled, the small font isn't an issue, as the contrast factor is taken care of. The reason why I need the larger font is the fact my eyes don't focus correctly with high-contrast contrast with high contrast, even with small font. I am still able to see and navigate a program or application. Transit is also defaulted to small font, but it's able to use dark mode, so I'm ok. Long story short, if text-to-speech and large print or aren't options, I need to be able to enable or use high contrast settings, such as dark mode.







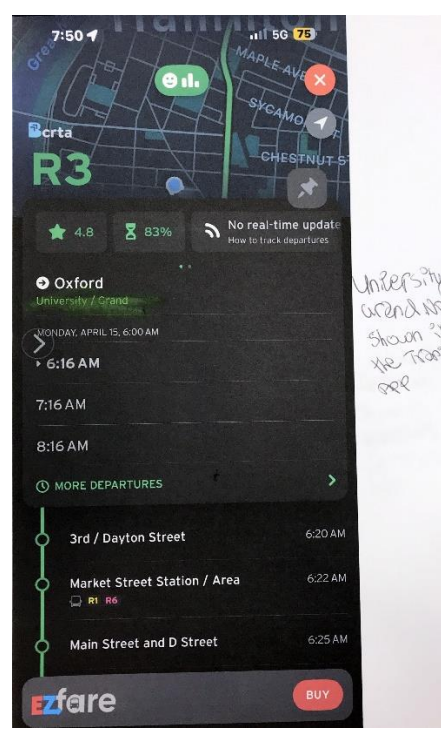
Another example



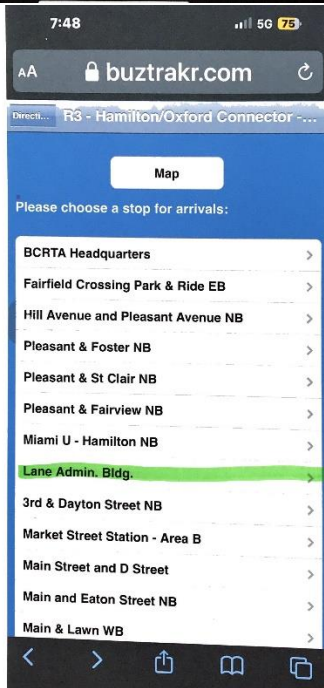
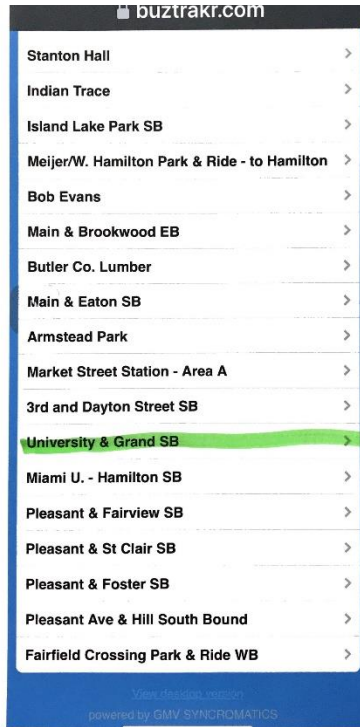
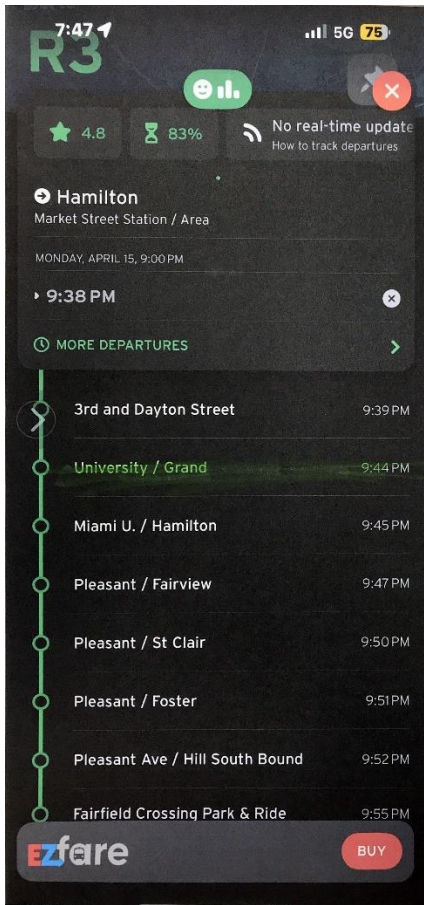
When you need to see your scheduled trips to make sure everything is correct this is correct. Small amount available or unusable or zoomed in that this is the best way to see the details.



Another example



University Grand should show in the Transit app



BCRTA
Income Statement
March 2024

	<i>Year to Date Last Year</i>	<i>Year to Date This Year</i>	<i>Annual Budget</i>	<i>YTD % of Budget</i>
Passenger Fares	8,264	16,308	72,000	22.6%
Contract Fares	26,261	67,321	303,000	22.2%
Partnership Transit Rev (COM)	248,961	717,965	2,654,868	27.0%
Transit Development Rev (MU)	547,196	736,170	2,944,679	25.0%
Mgt./Cons. Services	34,340	74,173	296,688	25.0%
Interest & Other	58,604	80,852	335,420	24.1%
Agency Funding	8,969	25,152	47,598	52.8%
Park-n-Ride Program	112,500	-	-	0.0%
State Funding	-	-	-	0.0%
Federal Funding	1,512,978	995,475	4,462,472	22.3%
Total Revenues	2,558,072	2,713,416	11,116,725	24.4%
Expenses				
Wages	970,515	1,027,168	4,632,394	22.2%
Fringes	474,854	415,075	2,880,435	14.4%
Services	210,116	138,304	774,398	17.9%
Materials & Supplies	230,063	224,800	1,155,956	19.4%
Utilities	22,635	22,470	115,000	19.5%
Insurance	70,103	120,109	350,850	34.2%
Purchased Transportation	112,500	113	-	0.0%
Misc. Items	20,489	42,963	124,200	34.6%
Contingency	-	-	50,000	0.0%
Total Expenses	2,111,275	1,991,002	10,083,233	19.7%
Gain/Loss before Depr, NP & OPEB Exp	446,797	722,413	1,033,492	69.9%
Est. Local Share of Depreciation Exp	85,461	85,461	341,843	25.0%
Est. Net Pension & OPEB Exp (Inc)	81,890	81,890	327,558	25.0%
Total Gain/(Loss)	279,447	555,063	364,090	152.5%

Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
Checking - PNC (National City)						
3/1/24			Beginning Balance			478,352.10
3/1/24	202404196849	CDJ	Graybach, LLC		11,729.49	
3/4/24	FARES02292024	CRJ	Farebox Receipts	2,891.12		
3/4/24	12081	CDJ	Jani-King of Cincinnati LLC		550.00	
3/4/24	12082	CDJ	Receptions, Inc.		4,434.04	
3/4/24	12083	CDJ	United Parcel Service		28.28	
3/4/24	PR ADJ QB PC	GENJ	ACH Return - P Cook (02/10-02/23 P 03/01/24)	471.02		
3/4/24	PR ADJ QB PC	GENJ	ACH Return - Q Burns (02/10-02/23 P 03/01/24)	512.13		
3/5/24	AT-03/05/2024	CDJ	BCRTA PNC Card Purchases		12,895.00	
3/5/24	PR ADJ QB PC1	GENJ	CORRECTED ACH Return - Q Burns (02/10-02/23 P 03/01/24) CK		512.13	
3/5/24	PR ADJ QB PC1	GENJ	CORRECTED ACH Return - P Cook (02/10-02/23 P 03/01/24) CK		471.02	
3/6/24	ACH03062024	CDJ	SuperFleet Mastercard Program		62,704.27	
3/6/24	01124243	CRJ	Butler County Veterans Service	13,960.32		
3/6/24	01124244	CRJ	Butler County Veterans Service	12,638.65		
3/6/24	838118517	CRJ	Farebox Receipts	385.00		
3/6/24	0000297678	CRJ	City of Middletown	354,619.59		
3/7/24	202403437877	CDJ	Graybach, LLC		39,529.61	
3/8/24	12084	CDJ	AFFIRM Agency		22,500.00	
3/8/24	12085	CDJ	Amazon Capital Services		1,545.01	
3/8/24	12086	CDJ	American Red Cross		38.00	
3/8/24	12087	CDJ	Aftermarket Parts Company, LLC		266.46	
3/8/24	12088	CDJ	BCRTA Petty Cash		247.73	
3/8/24	12089	CDJ	Cincinnati Bell Technology Sol		528.85	
3/8/24	12090	CDJ	Certified Languages Internatio		33.35	
3/8/24	12091	CDJ	Cornett's Pressure Cleaning		1,505.00	
3/8/24	12092	CDJ	Fuller Ford		905.80	
3/8/24	12093	CDJ	FleetPride		423.77	
3/8/24	12094	CDJ	Gillig LLC		628.69	
3/8/24	12095	CDJ	Graybach, LLC		454,590.51	
3/8/24	12096	CDJ	City of Hamilton - Hamilton Fi		105.00	
3/8/24	12097	CDJ	Hunter Marketing		6,037.11	
3/8/24	12098	CDJ	Jake Sweeney Chrysler-Jeep Dod		253.70	
3/8/24	12099	CDJ	KOI Auto Parts		2,680.08	
3/8/24	12100	CDJ	Kronos SaaShr, Inc.		3,750.00	
3/8/24	12101	CDJ	Minuteman Press - Fairfield		262.00	
3/8/24	12102	CDJ	Overhead Door of Greater Cinci		28.26	
3/8/24	12103	CDJ	Planeteria Media		6,000.00	
3/8/24	12104	CDJ	Ports Petroleum Co., Inc.		1,621.75	
3/8/24	12105	CDJ	Performance Wraps LLC		15,134.00	
3/8/24	12106	CDJ	Ricoh USA, Inc		51.04	
3/8/24	12107	CDJ	SELF		500.00	
3/8/24	12108	CDJ	Security Lock Company, LLP		10.00	
3/8/24	12109	CDJ	Treasurer State of Ohio		992.25	
3/8/24	12110	CDJ	Verizon Wireless		2,700.92	
3/8/24	12111	CDJ	West Chester - Liberty Chamber		1,540.00	
3/8/24	ACH6222119	CDJ	Ohio Department of Commerce		720.00	

3/8/24	ACH6222117	CDJ	Ohio Department of Commerce		19,452.00
3/8/24	4067140808	CRJ	Federal Transit Administration	4,985.00	
3/8/24	4067140936	CRJ	Federal Transit Administration	257,723.00	
3/8/24	4067140739	CRJ	Federal Transit Administration	611,348.00	
3/11/24	VOID CK 10070	GENJ	VOID Check 10070 E Morgan	483.76	
3/11/24	12112	CDJ	Hamilton Municipal Court		483.76
3/11/24	12113	CDJ	Health Transit Pool of Ohio		75,000.00
3/11/24	12114	CDJ	Ohio Transit Risk Pool		53,075.75
3/11/24	838975476	CRJ	Ohio Transit Risk Pool	192.50	
3/11/24	01124691	CRJ	Butler County Veterans Service	8,089.08	
3/12/24	VOID CK 10073	GENJ	VOID Check 10073 E Morgan	374.03	
3/12/24	12115	CDJ	Hamilton Municipal Court		374.03
3/13/24	12116	CDJ	Cintas Uniforms		362.88
3/13/24	12117	CDJ	Richard L. Bowen & Associates,		40,340.35
3/13/24	12118	CDJ	Cintas Corporation		916.62
3/13/24	12119	CDJ	Cintas Uniforms		4,610.94
3/13/24	12120	CDJ	Fox Towing Inc.		150.00
3/13/24	12121	CDJ	Refitt's Garage & Towing Servi		550.00
3/13/24	12122	CDJ	Rumpke Of Ohio Inc.		320.53
3/14/24	PRWE 03/08/24	GENJ	Garnishment Check #10078		479.55
3/14/24	PRWE 03/08/24	GENJ	Vendor Payments SPA - Cash Requirements		5,294.03
3/14/24	PRWE 03/08/24	GENJ	Tax Payment- Cash Requirements		24,030.33
3/14/24	PRWE 03/08/24	GENJ	ODC Check #10077		1,415.00
3/14/24	PRWE 03/08/24	GENJ	ODC - Roth Check #10076		690.00
3/14/24	PRWE 03/08/24	GENJ	Empl. Dir. Dep. SPA - Cash Requirements		136,835.25
3/19/24	12123	CDJ	ALLDATA LLC		1,500.00
3/19/24	12124	CDJ	Alpine Valley Water Co., Inc.		69.70
3/19/24	12125	CDJ	Bethesda Healthcare, Inc.		2,329.09
3/19/24	12126	CDJ	Brighton Spring Service Co., I		75.00
3/19/24	12127	CDJ	City of Hamilton - Utilities		3,163.95
3/19/24	12128	CDJ	Cornett's Pressure Cleaning		2,635.00
3/19/24	12129	CDJ	Fuller Ford		220.53
3/19/24	12130	CDJ	Franks Glass, Inc.		435.00
3/19/24	12131	CDJ	Gillig LLC		1,941.97
3/19/24	12132	CDJ	Heritage-Crystal Clean, LLC		497.66
3/19/24	12133	CDJ	Ohio Newspapers, Inc.		49.42
3/19/24	12134	CDJ	PERS		83,268.33
3/19/24	12135	CDJ	Port Technology LLC		5,164.90
3/19/24	12136	CDJ	Performance Wraps LLC		15,134.00
3/19/24	12137	CDJ	S&ME, Inc.		2,728.75
3/19/24	12138	CDJ	Tri State Cleaning		500.00
3/19/24	12139	CDJ	Zep Sales and Service		242.64
3/19/24	10442535	CRJ	Miami University	245,389.95	
3/19/24	12140	CDJ	United Parcel Service		28.10
3/25/24	839632137	CRJ	Ohio Transit Risk Pool	284.00	
3/25/24	840097978	CRJ	Ohio Transit Risk Pool	3,276.56	
3/25/24	840097979	CRJ	Ohio Transit Risk Pool	6,522.52	
3/25/24	840097982	CRJ	Ohio Transit Risk Pool	3,008.88	

3/28/24	PRWE 03/22/24	GENJ	Empl. Dir. Dep. SPA - Cash Requirements		132,216.20		
3/28/24	PRWE 03/22/24	GENJ	ODC Check #10080		1,415.00		
3/28/24	PRWE 03/22/24	GENJ	Garnishment Check #10081		482.64		
3/28/24	PRWE 03/22/24	GENJ	Tax Payment- Cash Requirements		24,184.67		
3/28/24	PRWE 03/22/24	GENJ	Garnishment Check #10082		292.45		
3/28/24	PRWE 03/22/24	GENJ	Vendor Payments SPA - Cash Requirements		5,294.03		
3/28/24	PRWE 03/22/24	GENJ	ODC - Roth Check #10079		690.00		
			Current Period Change	1,527,155.11	1,307,393.17		219,761.94
3/31/24			Ending Balance				698,114.04

Savings - PNC (National City)

3/1/24			Beginning Balance				71,108.27
3/1/24	03/01/24	GENJ	Service Charge		0.22		
3/19/24	MAS031924	CRJ	Farebox Receipts	2,023.47			
3/29/24	03/29/24	GENJ	Interest Income	0.57			
			Current Period Change	2,024.04	0.22		2,023.82
3/31/24			Ending Balance				73,132.09

Savings - PNC Bank \$\$

3/1/24			Beginning Balance				1,145,876.54
3/29/24	03/29/24	GENJ	Interest Income	9.08			
			Current Period Change	9.08			9.08
3/31/24			Ending Balance				1,145,885.62

Investment - STAR Ohio

3/1/24			Beginning Balance				6,081,746.66
3/29/24	03/29/24	GENJ	Interest Income	28,200.82			
			Current Period Change	28,200.82			28,200.82
3/31/24			Ending Balance				6,109,947.48

**BCRTA
Balance Sheet
March 2024**

Assets

Current Assets

Checking - PNC	698,114.04
Savings - PNC	73,132.09
Savings - PNC	1,145,885.62
STAR Ohio	6,109,947.48
Bid Deposit	53,023.76
M&S Inventory	83,079.00
Diesel Fuel Inventory	-
Petty Cash	1,050.00
Accounts Receivable	2,504,253.21
Prepays	321,726.84
	<hr/>
	10,990,212.04

Other Assets

Net Pension Asset	23,736.00
Deferred Outflows-Pensions	2,958,556.00
Deferred Outflows-OPEB	434,010.00

Property & Equipment

Vehicles	12,001,251.09
Buildings & Land	2,734,604.53
Furniture & Equipment	1,945,795.50
Amenities & Misc.	149,576.89
Software Subscriptions	550,504.24
WIP-Building	73,444.19
WIP-Chestnut Fields	3,148,697.46
WIP-Equipment	88,995.00
WIP-Technology	7,500.00
Accum. Depr./Amort.	(11,591,493.19)
	<hr/>
	12,525,177.71

Total Assets
23,515,389.75

Liabilities & Equity

Current Liabilities

Accounts Payable	482,135.70
Payroll Payables	98,947.05
Other Payables	-
Accrued PTO	193,720.15
FTA Vehicle Funds	83,895.61
Future Match Funds	-
Unearned Tickets	34,260.37
	<hr/>
	892,958.88

Long-term Liabilities

Subscription Liability	311,828.67
Net Pension Liability	6,546,369.00
Net OPEB Liability	140,871.00
Deferred Inflows-Pensions	5,553.00
Deferred Inflows-OPEB	46,460.00

Equity

Balance Equity	2,861,645.23
Federal Capital	16,435,913.00
State Capital	1,486,301.00
Local Capital	89,410.00
Retained Earnings	(6,024,333.40)
Net Income	722,413.37
	<hr/>
	22,622,430.87

Total Liabilities
and Capital
23,515,389.75

**BCRTA
Cash Reserves**

March 2024

Current Assets	10,990,212.04
Current Liabilities	<u>(892,958.88)</u>
Available Funds	10,097,253.16

Board Reserves

Local Share Grant Obligations		
OH-2018-21-00 Super Grant	290,590.25	
OH-2021-56-00 Super Grant	1,564,205.00	
OH-2023-22-00 Mobility Management	50,298.00	
OH-2021-60-00 Chestnut Fields	3,347,034.00	
Less Miami University Chestnut Fields Match	(1,600,000.00)	
Less Projected Local Match	<u>(3,412,677.00)</u>	MU, R6, VA, UTP, OTPP
Match Required or (Overmatch)	239,450.25	
FTA Grants	239,450.25	Match Required
Working Capital Funds (2 Mths.)	1,672,205.50	
Capital Replacement Funds	2,808,924.00	2024 - 2028 Local Share of Projects Not Yet on Grants
Needed for Chestnut Fields @ Current Bid + 10% cont.	<u>1,692,112.00</u>	
Total Board Reserves	6,412,691.75	
Non-Restricted Funds	3,684,561.41	

BCRTA Resolution No. 24-05-01

Appointing Directors to the Transit Alliance of Butler County (TABC) Board of Directors.

Whereas the Transit Alliance Board of Directors amended its Code of Regulations as of August 18, 2008, to make BCRTA its sole member; and

Whereas the TABC Code of Regulations requires that the corporation have at least nine (9) directors, and collectively, they shall be known as the Board of Directors; and

Whereas the TABC Code of Regulations requires that the Member elect the Directors of the Corporation.

Now therefore be it resolved that:

SECTION 1: The BCRTA Board of Trustees reappoints the following individual to one three (3) year term as a member of the Board of Directors of the TABC.

- Mr. Jeff Diver, Reappointment
 - term to expire June 30, 2027

Furthermore, the BCRTA Board of Trustees authorizes the Executive Director to work with the TABC Board of Directors to take all actions necessary to enact this resolution.

SECTION 2: All prior legislation, or any parts thereof, which is/are inconsistent with this Resolution is/are hereby repealed as to the inconsistent part thereof.

SECTION 3: It is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Board, and that all deliberations of this Board and any of its committees that resulted in such formal actions were in meeting open to the public, in compliance with all legal requirements of the laws of the State of Ohio.

Adopted : May 15, 2024



Chris Lawson, Board President



Matthew Dutkevich, Executive Director

BCRTA Resolution No. 24-05-02

Amending the Butler County Regional Transit Authority Public Transportation Agency Safety Plan (PTASP)

Whereas BCRTA is a Regional Transit Authority created by resolution of the Butler County Board of Commissioners; and

Whereas as a designated recipient of Federal Transit Administration (FTA) funds, BCRTA is required to comply with the regulations issued by the United States Department of Transportation (USDOT) as a condition of receiving federal funds; and

Whereas the PTASP final rule (49 C.F.R. Part 673) intends to improve public transportation safety by guiding transit agencies to manage safety risks more effectively and proactively in their systems; and

Whereas a PTASP requires certain recipients and sub-recipients of FTA grants that operate public transportation to develop and implement safety plans that establish processes and procedures to support the implementation of Safety Management Systems (SMS); and

Whereas the BCRTA collaborated with the Ohio Department of Transportation Office of Transit to draft and implement a compliant PTASP in June of 2020; and

Whereas the Federal Transit Administration has issued new guidance regarding required updates to PTASP since June of 2020; and

Whereas BCRTA staffing and structure has changed requiring appointment of a new Chief Safety Officer.

Now therefore be it resolved:

SECTION 1: The BCRTA Board of Trustees hereby adopts the BCRTA Public Transportation Agency Safety Plan as attached herein and authorizes the BCRTA Executive Director to complete submission of the final program to FTA. Be it further resolved that the BCRTA Board of Trustees authorizes the BCRTA Executive Director to take any actions necessary to assure organizational compliance with the terms of this policy and regulation.

SECTION 2: All prior legislation, or any parts thereof, which is/are inconsistent with this Resolution is/are hereby replaced as to the inconsistent part thereof.

SECTION 3: It is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Board, and that all deliberations of this Board and any of its committees that resulted in such formal actions were in meeting open to the public, in compliance with all legal requirements of the laws of the State of Ohio.

Adopted: May 15, 2024



Chris Lawson, Board President



Matthew Dutkevich, Executive Director

PUBLIC TRANSPORTATION AGENCY SAFETY PLAN

Butler County Regional Transit Authority
Hamilton, Ohio



Drafted and Certified by Ohio Department of Transportation
Office of Transit *(June 2020)*

Revised April 2024

Ohio Department of Transportation (ODOT) Responsibility

According to 49 C.F.R. Part 673, the state is responsible for drafting and certifying the small public transportation providers. Small transportation providers are defined as recipients or subrecipients of Federal financial assistance under 49 U.S.C. 5307 that have one hundred (100) or fewer vehicles in peak revenue service and do not operate a rail fixed guideway public transportation system. Paratransit service provided by the recipient or subrecipient is subject to Part 673.

The Office of Transit administers funds for the Rural Transit Grant Program (FTA Section 5311), the Rural Transportation Assistance Program (FTA Section 5311 (b)(3)), the Rural Intercity Bus Program Section 5311 (f), the Enhanced Mobility of Seniors and Individuals with Disabilities Program (FTA Section 5310) the Rail Fixed Guideway State Safety Oversight Program (FTA Section 5329), the Bus and Bus Facilities Program (FTA Section 5339), the Rural Technical Assistance Program (RTAP), the Ohio Elderly and Disabled Transit Fare Assistance Program, the Ohio Coordination Program, the Ohio Technical Assistance Program (OTAP), the Ohio Transit Partnership Program, and the Metropolitan & Statewide Planning and Non-Metropolitan Transportation Planning Program (FTA Section 5303/5304/5305) . ODOT is not an administering agency for Ohio Urban Transportation Grant Program (FTA Section 5307) funds. Urban transportation providers are direct recipients of 5307 funding.

Version Tracking Log

According to 49 C.F.R. Part 673.11 (5), each transit agency must establish an annual review and update of the Public Transportation Agency Safety Plan. ODOT is drafting and certifying the plan and coordinates with the transit agency to review and update the plan annually.

Version	Date Issued	Section/Pages Affected	Purpose for Change
1.0	06/1/2020	N/A	Original Document
1.1	05/15/2024	7,12,18, 21, 22	Annual updates, compliance with infectious diseases and safety committee. Approved by BCRTA Board.

Signature Page



Matthew Dutkevicz, Accountable Executive, Butler County RTA

15/05/24

Date of Signature



Chris Lawson, Board of Trustees Chair, Butler County RTA

15/05/24

Date of Approval

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Definitions of Special Terms Used in the Safety Plan

Term	Definition
Accident	An event that involves any of the following: a loss of life; a report of a serious injury to a person; a collision of public transportation vehicles; a runaway train; an evacuation for life safety reasons; or any derailment of a rail transit vehicle, at any location, at any time, whatever the cause.
Accountable Executive	Single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a public transportation agency; responsibility for carrying out the agency's Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the agency's Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. 5329(d), and the agency's Transit Asset Management Plan in accordance with 49 U.S.C. 5326.
Chief Safety Officer	An adequately trained individual who has responsibility for safety and reports directly to a transit agency's chief executive officer, general manager, president, or equivalent officer. A Chief Safety Officer may not serve in other operational or maintenance capacities, unless the Chief Safety Officer is employed by a transit agency that is a small public transportation provider as defined in this part, or a public transportation provider that does not operate a rail fixed guideway public transportation system.
Consequence	Potential outcome(s) of the hazard.
Event	Any accident, incident, or occurrence.
Fatality	A death or suicide confirmed within 30 days of a reported event. Does not include deaths in or on transit property.
Hazard	Any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.
Hazard Identification	Formal activities to identify hazards during operations related to provision of services.
Incident	An event that involves any of the following: A personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency.
Investigation	The process of determining the causal and contributing factors of an accident, incident, or hazard, for the purpose of preventing recurrence and mitigating risk.

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Performance measure	An expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.
Performance target	A quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within the time period required by the Federal Transit Administration (FTA).
Occurrence	An event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency.
Safety Assurance	Processes within a transit agency's Safety Management System that functions to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.
Safety Improvement	Any situation that currently meets overall safety, however, could be improved by implementing changes.
Safety Issue	Any circumstance, action, or event that poses an immediate risk to the safety of passengers or employees and requires immediate action.
Safety Management Policy	Transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountability and responsibilities of its employees in regard to safety.
Safety Management System (SMS)	Formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards.
Safety Performance target	Performance Target related to safety management activities.
Safety Promotion	Combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.
Safety Risk Assessment	Formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risks.
Safety Risk Management	Process within a transit agency's Public Transportation Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating safety risk.
Safety Risk Probability	The likelihood that the consequence might occur, considering the worst foreseeable-but credible-condition.

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Safety Risk Severity	The anticipated effects of a consequence, should it materialize, taking as reference the worst foreseeable- but credible-condition.
Small Public Transportation Provider	A recipient or subrecipient of Federal financial assistance under 49 U.S.C. 5307 that has one hundred (100) or fewer vehicles in peak revenue service and does not operate a rail fixed guideway public transportation system.
Statewide Transportation Improvement Program	A short-range multi-modal transportation state planning document required by USDOT for use in approving federal funds for transportation projects, typically four years.
Transportation Improvement Program	A short-range multi-modal transportation regional planning document developed and maintained by each MPO and RTPO region in accordance to federal regulations, typically four years.
Performance target	A quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the Federal Transit Administration (FTA).

List of Acronyms Used in the Safety Plan

Acronym	Word or Phrase
AE	Accountable Executive
BCRTA	Butler County Regional Transit Authority
CEO	Chief Executive Officer
CSO	Chief Safety Officer
DOT	Department of Transportation
ED	Executive Director
FTA	Federal Transit Administration
GM	General Manager
MPO	Metropolitan Planning Organization
NTD	National Transit Database
NTSB	National Transportation Safety Board
ODOT	Ohio Department of Transportation
OKI	Ohio Kentucky Indiana Regional Councils of Governments
OSHA	Occupational Safety and Health Administration
PTASP	Public Transportation Agency Safety Plan
RTA	Regional Transit Authority
SA	Safety Assurance
SME	Subject Matter Expert
SMI	Safety Management Inspection
SMS	Safety Management System
SOP	Standard Operating Procedure
SRM	Safety Risk Management

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SSO	State Safety Oversight
SSOA	State Safety Oversight Agency
STIP	Statewide Transportation Improvement Program
TA	Transit Agency
TSA	Transportation Security Administration
TSI	Transportation Safety Institute
TSO	Office of Safety and Oversight
TTP	Technical Training Plan
U.S.C.	United States Code
USDOT	United States Department of Transportation

What is a Public Transportation Agency Safety Plan?

The PTASP is a plan that will help ensure that a public transportation system is safe. With the development and implementation of the SMS, the public transportation system will have the ability to mitigate unacceptable hazards and ensure the mitigation is properly implemented and effective. SMS is a formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS consists of four (4) components: safety management policy, safety risk management, safety assurance, and safety promotion.

On July 19, 2018, FTA published the PTASP Final Rule, which is a requirement for recipients of federal funds under the FTA's Urbanized area Formula Grants (5307). The rule became effective July 19, 2019 and the compliance date is July 20, 2020.

FTA is responsible for ensure RTAs are in compliance with 49 CFR Part 673. BCRTA will maintain documents that set forth this Public Transportation Agency Safety Plan, including those related to the implementation of Safety Management System (SMS), and results from SMS processes and activities. BCRTA will maintain documents that are included in whole, or by reference, that describe the programs, policies, and procedures used to carry out this Public Transportation Agency Safety Plan. These documents will be made available upon request by Federal Transit Administration, other Federal entity, or a State Oversight Agency having jurisdiction. The BCRTA will maintain these documents for three years after they are created.

Agency Background and Information

Accountable Executive: Matthew Dutkevicz, Executive Director

Responsible for day-to-day operations, planning and oversight of public transit in Butler County, Ohio. Experienced Executive Director with a demonstrated history of working in the passenger transport industry. Skilled in Budgeting, Operations Management, Customer Service, Transportation Planning, Marketing, Staff Development and Strategic Planning. Strong business development professional.

Chief Safety Officer: Mark Franklin, Operations Manager

As a former Vehicle Operator, Operations Supervisor, and current Operations Manager, Mr. Franklin embraces being a part of the BCRTA team. The Chief Safety Officer is responsible for overseeing and implementing vehicle operator safety/training programs while remaining in compliance with all policies and procedures.

Address: 3045 Moser Ct, Hamilton, OH 45011

Mode of Service Covered in Plan: Bus

FTA Funding: 5307, 5339, 5310 .

Mode of Service Provided by Transit Agency: Bus - Fixed Route Commuter Bus and Demand Response.

BCRTA serves as a contractor to provide Fixed Route and Demand Response services for the city of Middletown.

Fleet Size: There are 65 total vehicles in the BCRTA Fleet.

Ridership (2023): 444,663 fixed route rides and 41,454 ADA/Curb-to-Curb rides in 2023

Service Area: BCRTA covers the entire Butler County as well as several miles into Warren and Hamilton Counties via I-75 and commuter service to Cincinnati including stops in Uptown (Clifton/University of Cincinnati), Government Square and Riverfront Transit Center.

Mission

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

Guiding Principals

- Provide access to health and human and services programs.
- Better foster the economic development and vitality of the county by providing increased access to jobs, education, shopping, government services
- Conserve energy and reduce pollution.
- Become the designated grantee (designated by the Ohio Governor) for federal and state transportation funds within the Cincinnati Urbanized Area of Butler County

- Serve as a broker of transportation services for various county boards and agencies that wish to contract with the BCRTA to manage their transportation needs.

The Ohio, Kentucky, Indiana Regional Council of Governments (OKI) is BCRTA's Metropolitan Planning Organization in the Cincinnati Metropolitan Area. Per regulations in the FAST Act, OKI with the other regional transit authorities Southwest Ohio Regional Transit Authority (SORTA), Clermont Transportation Connection (CTC), Transit Authority of Northern Kentucky (TANK), and Warren Transit System (WTS) will approve safety targets and plans. CTC, BCRTA, and WTS have chosen to utilize the State Safety Plan.

Plan Annual Update Procedure

49 C.F.R. Part § 673.11(5), states, “Each transit agency must establish a process and timeline for conducting an annual review and update of the Public Transportation Agency Safety Plan”.

ODOT develops the Statewide Transportation Improvement Program biennially. The STIP references the Transportation Improvement Program drafted by the Metropolitan Planning Organizations and approved by ODOT. MPOs have the ability to update based on their schedule. STIP Amendments are scheduled on a quarterly schedule: July, October, January, and April. The National Public Transportation Safety Plan which is referenced in the 49 C.F.R. Part 673 requires that the safety performance targets are listed in the S/TIP.

49 C.F.R. Part § 673.11 states,

(4) The Public Transportation Agency Safety Plan must address all applicable requirements and standards as set forth in FTA’s Public Transportation Safety Program and the National Public Transportation Safety Plan. Compliance with the minimum safety performance standards authorized under 49 U.S.C. 5329(b)(2)(C) is not required until standards have been established through the public notice and comment process.

ODOT submits the 3- year safety performance rolling averages based on the transit agencies’ NTD reports. The data in the NTD is reported on a calendar year basis. Based on the NTD reporting cycle, the annual data will be reviewed and updated at the end of the calendar year.

The process will include:

1. CSO requests the safety committee and/or executive management to review current agency safety plan.
2. CSO reviews comments and make changes as necessary. Review and edit the PTASP safety performance measures and targets as a transit agency, e.g., safety committee.
3. CSO will present AE with the revised agency safety plan.
4. If approved, AE will present to the Board for approval. If AE does not approve the PTASP, then CSO will review and revise.
5. Once approved by AE, the AE will present changes to Board of Trustees or City Council for signature.
6. Email PTASP revisions targets with ODOT and MPO.
7. MPO will update their TIP to include the new safety performance targets and submit the update TIP to the ODOT to be included in the STIP amendment.

Safety Performance Targets

According to 49 C.F.R. Part 673.11(3) The public Transportation Agency Safety Plan must include performance targets based on the safety performance measures established under the National Public Transportation Safety Plan. The safety performance measures are:

- Fatalities
 - o Total Number of reportable fatalities
 - o Rate per total vehicle revenue miles by mode
- Injuries
 - o Total Number of reportable injuries
 - o Rate per total vehicle revenue miles by mode
- Safety Events
 - o Total Number of reportable safety events
 - o Rate per total vehicle revenue miles by mode
- System Reliability
 - o Mean Distance between major mechanical failures by mode

Methodology: ODOT Office of Program Management compiled the three-year rolling averages to calculate historical trends for each measure. According to the Ohio Strategic Highway Safety Plan, “a rolling average is used to better predict long-term crash trends by smoothing out short-term year-to-year fluctuations.” The Office of Transit decided to use the five-year rolling average method to determine the baseline and the target for each safety performance measure. ODOT collected 2020-2022 from NTD and the transit agency.

ODOT recommended a 2% reduction target for the four safety performance targets except where the safety performance targets are 0. If the safety performance targets are 0, then BCRTA plans to maintain the zero target. Data was presented to the transit agency for review and approval. After approval from the transit agency, an email was distributed to the MPO and the transit agency for their records.

2020

Mode of Transit Service	Fatalities Per 100,000 Vehicle Revenue Miles	Injuries Per 100,000 Vehicle Revenue Miles	Safety Events Per 100,000 Vehicle Revenue Miles	Mechanical System Failures Per 100,000 Vehicle Revenue Miles	System Reliability (VRM Between Failures)
CB-67,360	0	0	0	5.94	16,840
DR-353,573	0	0	0	1.13	88,393
MB-523,727	0	.19	0	0	523,727

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2021

Mode of Transit Service	Fatalities Per 100,000 Vehicle Revenue Miles	Injuries Per 100,000 Vehicle Revenue Miles	Safety Events Per 100,000 Vehicle Revenue Miles	Mechanical System Failures Per 100,000 Vehicle Revenue Miles	System Reliability (VRM Between Failures)
DR-442,688	0	.9	0	.9	110,672
MB-602,414	0	.16	0	.17	602,414

2022

Mode of Transit Service	Fatalities Per 100,000 Vehicle Revenue Miles	Injuries Per 100,000 Vehicle Revenue Miles	Safety Events Per 100,000 Vehicle Revenue Miles	Mechanical System Failures Per 100,000 Vehicle Revenue Miles	System Reliability (VRM Between Failures)
DR-349,975	0	.57	0	0	349,975
MB-504,999	0	.19	0	.59	168,333

2024 Safety Performance Target Goals

Mode of Transit Service	Fatalities Per 100,000 VRM	Injuries Per 100,000 VRM	Safety Events Per 100,000 VRM	Mechanical System Failures Per 100,000 VRM
CB	0	0	0	1.94
DR	0	.9604	0	0.66
MB	0	.1764	0	0.25

Safety Performance Target Coordination

49 C.F.R Part 673.15(b) To the maximum extent practicable, a State or transit agency must coordinate with States and Metropolitan Planning Organization in the selection of State and MPO safety performance targets.

ODOT scheduled and conducted meetings with the transit agency and the MPO. ODOT met with the two entities to gather information about their transit agency safety policies and procedures. At the initial meeting, the SSO Program Manager educated the transit agency and the MPO on the purpose, objectives, and goals of the PTASP. ODOT explained the federal requirements including the safety performance target. Data was presented to the transit agency for review and approval. An email was sent to the MPOs with the safety performance targets of the transit agencies located within their justification.

2020 Update

Targets Transmitted to the State	State Entity Name	Date Targets Transmitted
	Ohio Department of Transportation	January 10, 2020
Targets Transmitted to the Metropolitan Planning Organization(s)	Metropolitan Planning Organization Name	Date Targets Transmitted
	OKI Regional Council of Governments	January 10, 2020

2024 Update

Targets Transmitted to the State	State Entity Name	Date Targets Transmitted
	Ohio Department of Transportation	May 15, 2024
Targets Transmitted to the Metropolitan Planning Organization(s)	Metropolitan Planning Organization Name	Date Targets Transmitted
	OKI Regional Council of Governments	May 15, 2024

I. Safety Management Policy

Safety Management Policy Statement

4-01 BCRTA General Safety Policy

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 every day in our business. At any time 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. Furthermore, the BCRTA Public Transportation Agency Safety Plan shall designate a Chief Safety Officer with direct reporting responsibility to the Executive Director.

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 them annually.

Safety Committee

The BCRTA Safety Committee will meet quarterly to discuss trends or patterns documented from review of the incident reports from the previous quarter and work to identify root causes of the incidents and prevention measures to be implemented to reduce incidents:

- Safety Issue- Any circumstance, action or event that poses an immediate risk to the safety of passengers or employees and requires immediate action. These events should be reported immediately via radio to the dispatcher or supervisor for immediate action.
- Safety Improvement-Any situation that is currently meets overall safety however could be improved by implementation of changes.

The BCRTA Safety Committee will review and discuss the safety policy and goals, and both will be adopted annually.

The safety committee shall consist of an equal number of frontline transit workers and management. As BCRTA operators are unrepresented, they shall self-select members at each quarterly staff meeting.

The safety committee shall be chaired by the CSO who shall organize quarterly meetings, prepare agendas, record minutes, and syndicate records via print and BCRTA file sharing system. The CSO shall make notice of meetings of the safety committee with no less than one week of notice via BCRTA's HRIS announcement system and electronic internal bulletin boards.

Safety committee members shall be paid their regular hourly or salaried rate for participating.

Safety committee decisions shall be reached by consensus among the majority of the attendees of the meeting, ensuring that the consensus is equally shared by frontline and management regardless of total attendees. Disputes shall be resolved by inviting additional members to join the committee at the next meeting and reevaluate any disputes. The Accountable Executive shall NOT resolve any disputes of the safety committee.

The BCRTA Safety Committee will review and discuss the Public Transportation Agency Plan and adopt as needed. The BCRTA Safety Committee will review and discuss the safety performance targets and adopt them annually.

In addition, the safety committee shall also support the agency's Safety Management System by:

- (i) Identifying and recommending safety risk mitigations necessary to reduce the likelihood and severity of potential consequences identified through the transit agency's safety risk assessment, including safety risk mitigations associated with any instance where the transit agency did not meet an annual safety performance target in the safety risk reduction program;
- (ii) Identifying safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended, including safety risk mitigations associated with any instance where the transit agency did not meet an annual safety performance target in the safety risk reduction program; and
- (iii) Identifying safety deficiencies for purposes of continuous improvement as required at § 673.27(d), including any instance where the transit agency did not meet an annual safety performance target in the safety risk reduction program.

Safety Management Policy Communication

BCRTA will introduce the SMS Policy into the Training Plan for new hires. Memorandums will be distributed, and each employee will sign electronically on their portal. The AE and/or CSO will discuss the importance of the PTASP, SMS and its components, and their safety management at the Quarterly Driver Meetings. The Quarterly Driver Meetings are required to be attended by all employees and review any new information related to safety and operations.

The policy will also be posted on the bulletin board in the breakroom and on the transit agency's website. Posting the safety management policy statement on the website displays our commitment to safety for our employees, clients and the public.

Authorities, Accountabilities, and Responsibilities

Individuals for the development and management of the transit agency's Safety Management System (SMS)

Accountable Executive	<p>The AE authorities, accountabilities and responsibilities include but are not limited to:</p> <ul style="list-style-type: none">-Responsibility for carrying out the PTASP- Ensure that human and capital resources are available to develop and maintain the PTASP- Inform the board members and the employees of the safety management priorities- Establish guidance on the level of safety risk acceptable to the agency- Ensure safety concerns are considered in the agency's ongoing budget planning process-Authorizes appropriate updates and approvals for the PTASP and MPO Transit Safety Targets- Manages emergency management response and acts as the PIO in all emergency situations
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<p>Chief Safety Officer or SMS Executive</p>	<p>The CSO authorities, accountabilities and responsibilities include but are not limited to:</p> <ul style="list-style-type: none"> - Manages the SMS on behalf of the AE - Direct hazard identification and safety risk evaluation - Monitor mitigation activities - Maintain safety documentation - Plan and organizes safety management training <p>-Coordinate in conjunction with other agencies, pertinent to BCRTA’s operations;</p> <p>-Maintain and keep current all records, including employee records associated with safety and training;</p> <p>-Assist in the development and necessary modifications of procedures and ensure they are implemented for the safety and security of personnel, facilities, equipment, other property, and records.</p> <p>- Manages BCRTA’s safety committees and assigns tasks to be completed based off of recommendations through the committees</p> <p>- Maintain a solid grasp of safety knowledge of the types of challenges for incidents and accidents that are likely to be encountered.</p>
<p>Agency Leadership and Executive Management</p>	<p>The executive leadership team consist of four directors (Finance/ Administration, Human Resources, Communications & Outreach, and Operations), operations managers, and a Maintenance Manager. Their roles consist of providing support and enforcement of the PTASP and the SMS’ four components.</p>
<p>Key Staff</p>	<p>The safety committee consist of managers, drivers, support staff, and members of the operations and maintenance departments. The committee meets quarterly to discuss preventive measures and safety measures. The committee is committed to sharing information, resource collections.</p>

Employee Safety Reporting Program

BCRTA's employees have several methods of reporting safety conditions to their senior management team including:

- Report to a dispatcher, supervisor and/or manager via phone
- Report to a supervisor and/or manager in person
- Send a message through HRIS System

Employees have the option to report anonymously. If senior management has the submitter contact information, they are able to update them with the status of the safety condition or ask for more details. Employees with a great rapport may set up a meeting to discuss the safety conditions that have been identified.

Employee behaviors that can result in disciplinary action up to and including termination are:

- Negligence or willful inattention to work.
- Discourteous or insubordinate conduct to passengers, managers, co-workers or others.
- Divulging confidential information.
- Theft or dishonesty.
- Possession, use or being under the influence of alcohol or controlled substances.
- Absence or tardiness and/or misuse of sick time.
- Failure to establish and maintain a harmonious working relationship.
- Failure to perform duties adequately and properly or interference with other employees' work.
- Falsification of records.
- Negligence of safety, emergency and health rules.
- Unprofessional conduct or conduct detrimental to the best interests of BCRTA.
- Careless or unreported accident or incident.
- Smoking in restricted areas (which shall include bus stops, terminals, inside BCRTA facilities and onboard a BCRTA vehicle).
- Failing to stop at railroad crossings.
- Mishandling fares.
- Conviction of traffic violations, whether or not such conviction(s) results in suspension or revocation of CDL.
- Failing to report citations issued, whether issued on or off duty.
- Failure to wear proper uniform or attire.
- Taking the BCRTA vehicle off route.
- Allowing another person to do any part of your job without proper authorization.
- Speeding, reckless driving or other inappropriate operation of a BCRTA vehicle, even if the conduct does not result in a citation or accident.
- Sabotage, tampering with, or the malicious destruction of BCRTA property or equipment or unnecessary wasting of material.
- Conduct which violates common decency or morality.
- Any form of violent or aggressive behavior.
- Any violation of the drug free workplace policy.
- Any violation of the Employee Policy Handbook.
- aa. Violation of any BCRTA policy or procedure.

II. Safety Risk Management

Safety Hazard Identification will limit the number of fatalities, injuries, safety events, and major mechanical failures. BCRTA has several methods of hazard identification including:

- Customer complaints
- Safety Audits- randomly by supervisors
- Pre and Post Trip Forms
- Monthly Facility Walk-Through
- Employee Reporting
- Incident and accident investigations
- FTA Triennial Reviews
- Safety Audits
- Safety Reference Guide for dispatchers and vehicle operators
- Safety Metric Report Sheet

Safety Risk Assessment

The Safety Risk process includes analyzing the likelihood of a consequence occurring - probability; and evaluating the seriousness of a consequence if it does occur- severity.

Currently, our agency has several data collection logs for hazard reporting including customer complaints, maintenance, safety audit findings, and CAPs.

Hazards are assessed by the Chief Safety Officer and the Safety Committee. BCRTA utilizes a rating key of 0-5 with 5 being the highest level of hazard. Hazards can be identified by internal and external sources and should be reported to the Chief Safety Officer.

Safety Risk Mitigation

The goal is to reduce safety risk to an acceptable level. FTA recognizes that transit agencies will have risk, but it is crucial that they are acceptable. Once a hazard has been identified, it is immediately mitigated by the specifically assigned department. If there are multiple potential mitigations for a hazard, the employee consults with their supervisor.

The Safety Committee, which meets quarterly at a minimum, discusses any hazards and risks and identifies an approach to be taken to resolve the issue within a defined timeframe. Depending on the risk, mitigation and strategies may include measures that require an additional budget. The Chief Safety Officer will be tasked with getting any additional safety dollars approved by the Account Executive.

Mitigation of Infectious Disease Exposure

BCRTA vehicles are required to be cleaned daily on pre-trip and post-trip by drivers with anti-bacterial wipes or spray.

BCRTA vehicles will be removed from service if a transported individual has tested positive for an infectious disease. The vehicle will be sanitized by a member of our maintenance team in accordance with the CDC guidelines before it is returned to revenue service.

BCRTA vehicles will have a full interior cleaning once per month by a vendor.

BCRTA in cooperation with our local EMA (Butler County Emergency Management Agency) requests and receives PPE as needed for both staff and passengers.

BCRTA, in cooperation with our health insurance provider, offers on-site vaccinations free of charge to employees to help prevent employee illness.

Reduction of Assaults on Transit Workers

BCRTA will seek out available training opportunities to ensure that our trainers are certified to teach de-escalation techniques to both current and future employees.

BCRTA vehicles are equipped with public address systems that can be programmed to play prerecorded messages to address the most common code of conduct violations reducing interactions with the driver and violator.

BCRTA vehicle operators have the option to ask the dispatcher to make another announcement over the vehicle radio, further minimizing the interaction between the operator and the violator.

III. Safety Assurance

Procedure Compliance

Senior management performs random safety audit in each department. If there are any findings in the audit, corrective actions plans will be made and mitigated. On-board cameras are located inside of the bus. Senior management has the ability to view cameras for operator compliance.

Ineffective, Inappropriate Behavior Mitigations Procedures

By retraining, random safety audits, and hosting required refresher training hazards mitigation will be effective and appropriate. Training will be implemented as often as needed, and on a case-by-case basis. Any unsafe behaviors may result in disciplinary action, up to and including termination. In addition, anyone who performs unsafe behaviors may be removed from the “safety sensitive” function until these behaviors have been corrected.

Investigations of Safety Events

BCRTA vehicle operators are to first, stay calm. Secure the vehicle and passengers. Ask if everyone is ok and check for injuries. Determine if the vehicle will need to be moved or evacuated. Call dispatch over the radio. If the vehicle needs to be evacuated, operators will make sure all passengers are accounted for and keep them in a safe location at least 100 feet away from the vehicle. Then, set out reflective triangles to warn other drivers. Vehicle operators will wait until a supervisor arrives before speaking with any other drivers involved. Operators are also required to take pictures, collect statements, and obtain contact information from passengers or anyone who has witnessed the scene of the accident. All accident report forms must be completed and turned into the dispatcher or supervisor on duty at the end of their shift.

Accident reports must include:

- Driver’s Written Report
- Supervisor’s Written Report
- Police Report Number if Applicable
- Witness Cards and or Statements
- Photos of Accident Scene and Damages
- Copy of Citation if Applicable
- Drug & Alcohol Form
- General Detailed Information (*names, vehicle makes and models, when, where etc.*)
- Insurance Information

Internal Safety Reporting Program

Senior Management performs random safety audits in each department. If there are any findings in the audit, corrective actions plans will be made and mitigated.

IV. Safety Promotion

Safety Training Program

BCRTA has a training plan for New Hires. BCRTA Operator Development Course ID 1845. All operators receive training in the following modules before being released to provide independent revenue service:

- Introduction to Professional Driving
- Federal Regulations
- Hazards Communication
- Creating a Drug & Alcohol-Free Workplace
- Preventing Harassment
- Bloodborne Pathogens
- Fatigue Management
- Wellness
- Whistleblower
- Safety Best Practices
- Introduction to The Bus
- Pre-Trip Inspections
- Mirror Adjustments & Reference Points
- LLLC Defensive Driving
- Preventing Driver Distractions
- Following Distance
- Intersections
- Railroad Crossings
- Pedestrian Awareness
- Preventing Backing Accidents
- Merging, Lane Changing & Passing
- Special Driving Conditions
- Map Reading
- Introduction to ADA Sensitivity
- Lifts, Ramps & Securements
- Professionalism/Customer Service
- Conflicts & Aggression Management
- Accidents & Emergency Procedures
- NTI Warning Signs
- Major Unusual Incidents
- QRT Max
- Fire Extinguisher - Ready to Respond

BCRTA hosts annual refresher training on different topics:

- Accidents & Emergency Procedures
- Lifts, Ramps & Securements
- Conflicts & Aggression PT II
- Creating a Drug & Alcohol-Free Workplace
- Fire Extinguisher - Ready to Respond
- Introduction to ADA Sensitivity
- LLLC Defensive Driving
- Major Unusual Incidents
- Mirror Adjustments & Reference Points
- Preventing Backing Accidents
- Preventing Harassment
- Safety Best Practices
- Annual Employee Fitness Review

All employees also have a CPR 2-year refresher.

Safety Communication

BCRTA's number one priority is safety for our employees, customers, and the public. In order to keep our employees safe, memorandums are posted as needed and placed in employees' mailboxes. If drivers are on route, then dispatchers notify them via radio.

BCRTA social media team alerts the employees, customers, and the public of safety events, delays, and safety tips while using the system.

BCRTA hosts an annual banquet that recognizes employees that have displayed a safety culture in the workplace. Employees receive a certificate and a bonus.

BCRTA has installed an internal communication system at all locations with TV monitors that provide information to staff members.

BCRTA has installed an external communication system on most revenue vehicles that displays passenger and safety information to encourage safe travel by the public.

Any mitigation of hazards that will affect employee daily functions will be reported to them via an internal memo or change of standard operating procedure. BCRTA utilizes an online module system for employees to sign any changes to procedure so that an audit trail is made.

Appendix 1 - FTA 49.C.F.R 673 Rule

Subpart A—General

§ 673.1 Applicability

(a) This part applies to any State, local governmental authority, and any other operator of a public transportation system that receives Federal financial assistance under 49 U.S.C. Chapter 53.

(b) This part does not apply to an operator of a public transportation system that only receives Federal financial assistance under 49 U.S.C. 5310, 49 U.S.C. 5311, or both 49 U.S.C. 5310 and 49 U.S.C. 5311.

§ 673.3 Policy

The Federal Transit Administration (FTA) has adopted the principles and methods of Safety Management Systems (SMS) as the basis for enhancing the safety of public transportation in the United States. FTA will follow the principles and methods of SMS in its development of rules, regulations, policies, guidance, best practices, and technical assistance administered under the authority of 49 U.S.C. 5329. This part sets standards for the Public Transportation Agency Safety Plan, which will be responsive to FTA's Public Transportation Safety Program, and reflect the specific safety objectives, standards, and priorities of each transit agency. Each Public Transportation Agency Safety Plan will incorporate SMS principles and methods tailored to the size, complexity, and scope of the public transportation system and the environment in which it operates.

§ 673.5 Definitions

As used in this part:

Accident means an Event that involves any of the following: A loss of life; a report of a serious injury to a person; a collision of public transportation vehicles; a runaway train; an evacuation for life safety reasons; or any derailment of a rail transit vehicle, at any location, at any time, whatever the cause.

Accountable Executive means a single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a public transportation agency; responsibility for carrying out the agency's Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the agency's Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. 5329(d), and the agency's Transit Asset Management Plan in accordance with 49 U.S.C. 5326.

Chief Safety Officer means an adequately trained individual who has responsibility for safety and reports directly to a transit agency's chief executive officer, general manager, president, or equivalent officer. A Chief Safety Officer may not serve in other operational or maintenance capacities, unless the Chief Safety Officer is employed by a transit agency that is a small public transportation provider as defined in this part, or a public transportation provider that does not operate a rail fixed guideway public transportation system.

Equivalent Authority means an entity that carries out duties similar to that of a Board of Directors, for a recipient or subrecipient of FTA funds under 49 U.S.C. Chapter 53, including sufficient authority to review and approve a Start Printed Page 34466recipient or subrecipient's Public Transportation Agency Safety Plan.

Event means any Accident, Incident, or Occurrence.

FTA means the Federal Transit Administration, an operating administration within the United States Department of Transportation.

Hazard means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.

Incident means an event that involves any of the following: A personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency.

Investigation means the process of determining the causal and contributing factors of an accident, incident, or hazard, for the purpose of preventing recurrence and mitigating risk.

National Public Transportation Safety Plan means the plan to improve the safety of all public transportation systems that receive Federal financial assistance under 49 U.S.C. Chapter 53.

Occurrence means an Event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency.

Operator of a public transportation system means a provider of public transportation as defined under 49 U.S.C. 5302(14).

Performance measure means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.

Performance target means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the Federal Transit Administration (FTA).

Public Transportation Agency Safety Plan means the documented comprehensive agency safety plan for a transit agency that is required by 49 U.S.C. 5329 and this part.

Rail fixed guideway public transportation system means any fixed guideway system that uses rail, is operated for public transportation, is within the jurisdiction of a State, and is not subject to the jurisdiction of the Federal Railroad Administration, or any such system in engineering or construction. Rail fixed guideway public transportation systems include but are not limited to rapid rail, heavy rail, light rail, monorail, trolley, inclined plane, funicular, and automated guideway.

Rail transit agency means any entity that provides services on a rail fixed guideway public transportation system.

Risk means the composite of predicted severity and likelihood of the potential effect of a hazard.

Risk mitigation means a method or methods to eliminate or reduce the effects of hazards.

Safety Assurance means processes within a transit agency's Safety Management System that functions to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.

Safety Management Policy means a transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of its employees in regard to safety.

Safety Management System (SMS) means the formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards.

Safety Management System (SMS) Executive means a Chief Safety Officer or an equivalent.

Safety performance target means a Performance Target related to safety management activities.

Safety Promotion means a combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.

Safety risk assessment means the formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risks.

Safety Risk Management means a process within a transit agency's Public Transportation Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating safety risk.

Serious injury means any injury which:

- (1) Requires hospitalization for more than 48 hours, commencing within 7 days from the date of the injury was received;
- (2) Results in a fracture of any bone (except simple fractures of fingers, toes, or noses);
- (3) Causes severe hemorrhages, nerve, muscle, or tendon damage;
- (4) Involves any internal organ; or
- (5) Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.

Small public transportation provider means a recipient or subrecipient of Federal financial assistance under 49 U.S.C. 5307 that has one hundred (100) or fewer vehicles in peak revenue service and does not operate a rail fixed guideway public transportation system.

State means a State of the United States, the District of Columbia, Puerto Rico, the Northern Mariana Islands, Guam, American Samoa, and the Virgin Islands.

State of good repair means the condition in which a capital asset is able to operate at a full level of performance.

State Safety Oversight Agency means an agency established by a State that meets the requirements and performs the functions specified by 49 U.S.C. 5329(e) and the regulations set forth in 49 CFR part 674.

Transit agency means an operator of a public transportation system.

Transit Asset Management Plan means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR part 625.

Subpart B—Safety Plans

§ 673.11 General requirements

(a) A transit agency must, within one calendar year after July 19, 2019, establish a Public Transportation Agency Safety Plan that meets the requirements of this part and, at a minimum, consists of the following elements:

- (1) The Public Transportation Agency Safety Plan, and subsequent updates, must be signed by the Accountable Executive and approved by the agency's Board of Directors, or an Equivalent Authority.
- (2) The Public Transportation Agency Safety Plan must document the processes and activities related to Safety Management System (SMS) implementation, as required under subpart C of this part.
- (3) The Public Transportation Agency Safety Plan must include performance targets based on the safety performance measures established under the National Public Transportation Safety Plan.
- (4) The Public Transportation Agency Safety Plan must address all applicable requirements and standards as set forth in FTA's Public Transportation Safety Program and the National Public Transportation Safety Plan. Compliance Start Printed Page 34467with the minimum safety performance standards authorized under 49 U.S.C. 5329(b)(2)(C) is not required until standards have been established through the public notice and comment process.
- (5) Each transit agency must establish a process and timeline for conducting an annual review and update of the Public Transportation Agency Safety Plan.
- (6) A rail transit agency must include or incorporate by reference in its Public Transportation Agency Safety Plan an emergency preparedness and response plan or procedures that addresses, at a minimum, the assignment of employee responsibilities during an emergency; and coordination with Federal,

State, regional, and local officials with roles and responsibilities for emergency preparedness and response in the transit agency's service area.

(b) A transit agency may develop one Public Transportation Agency Safety Plan for all modes of service, or may develop a Public Transportation Agency Safety Plan for each mode of service not subject to safety regulation by another Federal entity.

(c) A transit agency must maintain its Public Transportation Agency Safety Plan in accordance with the recordkeeping requirements in subpart D of this part.

(d) A State must draft and certify a Public Transportation Agency Safety Plan on behalf of any small public transportation provider that is located in that State. A State is not required to draft a Public Transportation Agency Safety Plan for a small public transportation provider if that agency notifies the State that it will draft its own plan. In each instance, the transit agency must carry out the plan. If a State drafts and certifies a Public Transportation Agency Safety Plan on behalf of a transit agency, and the transit agency later opts to draft and certify its own Public Transportation Agency Safety Plan, then the transit agency must notify the State. The transit agency has one year from the date of the notification to draft and certify a Public Transportation Agency Safety Plan that is compliant with this part. The Public Transportation Agency Safety Plan drafted by the State will remain in effect until the transit agency drafts its own Public Transportation Agency Safety Plan.

(e) Any rail fixed guideway public transportation system that had a System Safety Program Plan compliant with 49 CFR part 659 as of October 1, 2012, may keep that plan in effect until one year after July 19, 2019.

(f) Agencies that operate passenger ferries regulated by the United States Coast Guard (USCG) or rail fixed guideway public transportation service regulated by the Federal Railroad Administration (FRA) are not required to develop agency safety plans for those modes of service.

§ 673.13 Certification of compliance

(a) Each transit agency, or State as authorized in § 673.11(d), must certify that it has established a Public Transportation Agency Safety Plan meeting the requirements of this part one year after July 19, 2019. A State Safety Oversight Agency must review and approve a Public Transportation Agency Safety Plan developed by rail fixed guideway system, as authorized in 49 U.S.C. 5329(e) and its implementing regulations at 49 CFR part 674.

(b) On an annual basis, a transit agency, direct recipient, or State must certify its compliance with this part.

§ 673.15 Coordination with metropolitan, statewide, and non-metropolitan planning processes

(a) A State or transit agency must make its safety performance targets available to States and Metropolitan Planning Organizations to aid in the planning process.

(b) To the maximum extent practicable, a State or transit agency must coordinate with States and Metropolitan Planning Organizations in the selection of State and MPO safety performance targets.

Subpart C—Safety Management Systems

§ 673.21 General requirements

Each transit agency must establish and implement a Safety Management System under this part. A transit agency Safety Management System must be appropriately scaled to the size, scope and complexity of the transit agency and include the following elements:

(a) Safety Management Policy as described in § 673.23;

(b) Safety Risk Management as described in § 673.25;

(c) Safety Assurance as described in § 673.27; and

(d) Safety Promotion as described in § 673.29.

§ 673.23 Safety management policy

(a) A transit agency must establish its organizational accountabilities and responsibilities and have a written statement of safety management policy that includes the agency's safety objectives.

(b) A transit agency must establish and implement a process that allows employees to report safety conditions to senior management, protections for employees who report safety conditions to senior management, and a description of employee behaviors that may result in disciplinary action.

(c) The safety management policy must be communicated throughout the agency's organization.

(d) The transit agency must establish the necessary authorities, accountabilities, and responsibilities for the management of safety amongst the following individuals within its organization, as they relate to the development and management of the transit agency's Safety Management System (SMS):

(1) *Accountable Executive.* The transit agency must identify an Accountable Executive. The Accountable Executive is accountable for ensuring that the agency's SMS is effectively implemented, throughout the agency's public transportation system. The Accountable Executive is accountable for ensuring action is taken, as necessary, to address substandard performance in the agency's SMS. The Accountable Executive may delegate specific responsibilities, but the ultimate accountability for the transit agency's safety performance cannot be delegated and always rests with the Accountable Executive.

(2) *Chief Safety Officer or Safety Management System (SMS) Executive.* The Accountable Executive must designate a Chief Safety Officer or SMS Executive who has the authority and responsibility for day-to-day implementation and operation of an agency's SMS. The Chief Safety Officer or SMS Executive must hold a direct line of reporting to the Accountable Executive. A transit agency may allow the Accountable Executive to also serve as the Chief Safety Officer or SMS Executive.

(3) *Agency leadership and executive management.* A transit agency must identify those members of its leadership or executive management, other than an Accountable Executive, Chief Safety Officer, or SMS Executive, who have authorities or responsibilities for day-to-day implementation and operation of an agency's SMS.

(4) *Key staff.* A transit agency may designate key staff, groups of staff, or committees to support the Accountable Executive, Chief Safety Officer, or SMS Executive in developing, implementing, and operating the agency's SMS.

§ 673.25 Safety risk management

(a) *Safety Risk Management process.* A transit agency must develop and implement a Safety Risk Management process for all elements of its public transportation system. The Safety Risk Management process must be comprised of the following activities: Safety hazard identification, safety risk assessment, and safety risk mitigation.

(b) *Safety hazard identification.* (1) A transit agency must establish methods or processes to identify hazards and consequences of the hazards.

(2) A transit agency must consider, as a source for hazard identification, data and information provided by an oversight authority and the FTA.

(c) *Safety risk assessment.* (1) A transit agency must establish methods or processes to assess the safety risks associated with identified safety hazards.

(2) A safety risk assessment includes an assessment of the likelihood and severity of the consequences of the hazards, including existing mitigations, and prioritization of the hazards based on the safety risk.

(d) *Safety risk mitigation.* A transit agency must establish methods or processes to identify mitigations or strategies necessary as a result of the agency's safety risk assessment to reduce the likelihood and severity of the consequences.

§ 673.27 Safety assurance

(a) *Safety assurance process.* A transit agency must develop and implement a safety assurance process, consistent with this subpart. A rail fixed guideway public transportation system, and a recipient or subrecipient of Federal financial assistance under 49 U.S.C. Chapter 53 that operates more than one hundred vehicles in peak revenue service, must include in its safety assurance process each of the requirements in paragraphs (b), (c), and (d) of this section. A small public transportation provider only must include in its safety assurance process the requirements in paragraph (b) of this section.

(b) *Safety performance monitoring and measurement.* A transit agency must establish activities to:

- (1) Monitor its system for compliance with, and sufficiency of, the agency's procedures for operations and maintenance;
- (2) Monitor its operations to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended;
- (3) Conduct investigations of safety events to identify causal factors; and
- (4) Monitor information reported through any internal safety reporting programs.

(c) *Management of change.* (1) A transit agency must establish a process for identifying and assessing changes that may introduce new hazards or impact the transit agency's safety performance.

(2) If a transit agency determines that a change may impact its safety performance, then the transit agency must evaluate the proposed change through its Safety Risk Management process.

(d) *Continuous improvement.* (1) A transit agency must establish a process to assess its safety performance.

(2) If a transit agency identifies any deficiencies as part of its safety performance assessment, then the transit agency must develop and carry out, under the direction of the Accountable Executive, a plan to address the identified safety deficiencies.

§ 673.29 Safety promotion

(a) *Competencies and training.* A transit agency must establish and implement a comprehensive safety training program for all agency employees and contractors directly responsible for safety in the agency's public transportation system. The training program must include refresher training, as necessary.

(b) *Safety communication.* A transit agency must communicate safety and safety performance information throughout the agency's organization that, at a minimum, conveys information on hazards and safety risks relevant to employees' roles and responsibilities and informs employees of safety actions taken in response to reports submitted through an employee safety reporting program.

Subpart D—Safety Plan Documentation and Recordkeeping

§ 673.31 Safety plan documentation

At all times, a transit agency must maintain documents that set forth its Public Transportation Agency Safety Plan, including those related to the implementation of its Safety Management System (SMS), and results from SMS processes and activities. A transit agency must maintain documents that are included in whole, or by reference, that describe the programs, policies, and procedures that the agency uses to carry out its Public Transportation Agency Safety Plan. These documents must be made available upon request by the Federal Transit Administration or other Federal entity, or a State Safety Oversight Agency having jurisdiction. A transit agency must maintain these documents for a minimum of three years after they are created.

Appendix 2 Safety Risk Matrix

Safety Risk Matrix

MIL-STD-882E	Safety Risk Assessment Matrix			
Severity Probability	Catastrophic 1	Critical 2	Marginal 3	Negligible 4
A - Frequent	1A	2A	3A	4A
B - Probable	1B	2B	3B	4B
C - Occasional	1C	2C	3C	4C
D - Remote	1D	2D	3D	4D
E - Improbable	1E	2E	3E	4E
F - Eliminated				

1A, 1B, 1C, 2A, 2B	High	Unacceptable
1D, 2C, 3A, 3B	Serious	Undesirable with management decision required
1E, 2D, 2E, 3C, 3D, 3E, 4A, 4B	Medium	Acceptable with review by management
4C, 4D, 4E	Low	Acceptable without review

Safety Risk Evaluation



Index

1A	1B	1C
2A	2B	3A
	1D	2C
2D	3B	3C
4A	4B	
		3D
4C	4D	5A
5B	5C	5D

Suggested Criteria

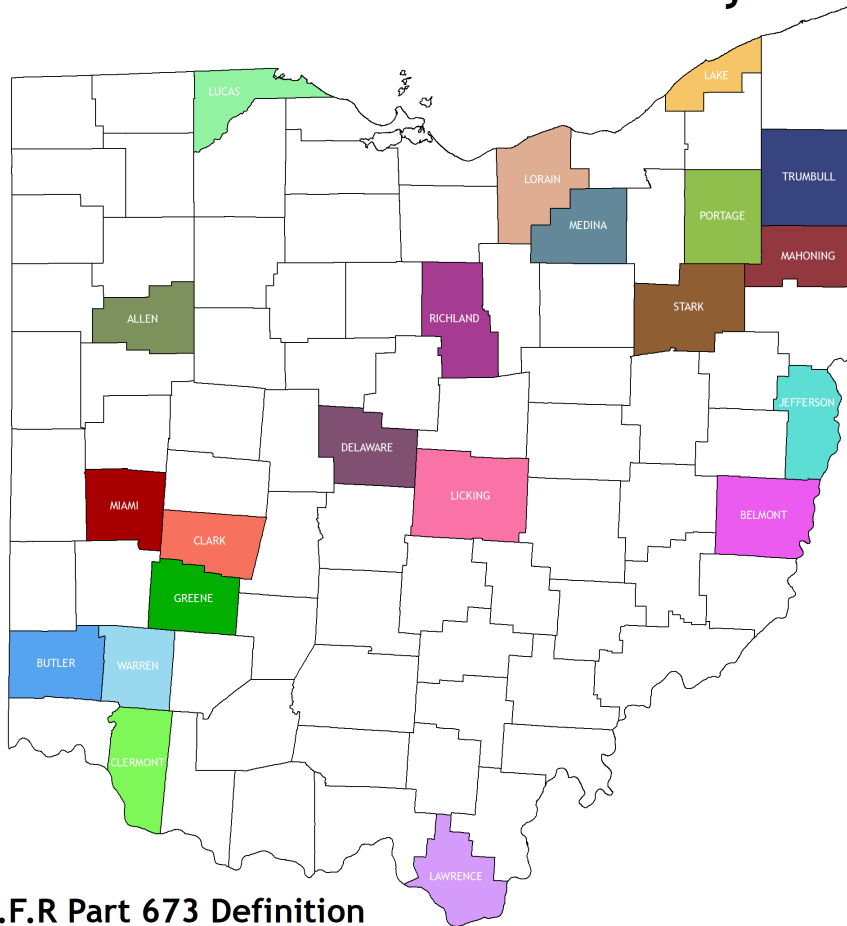
Unacceptable under the existing circumstances

Acceptable based on an existing mitigation (*it might require management involvement*)

Acceptable

Appendix 3 Ohio Small Urban Public Transit

Ohio's Small Urban Public Transit Systems



49 C.F.R Part 673 Definition

Small public transportation provider means a recipient or subrecipient of Federal financial assistance under 49 U.S.C. 5307 that has one hundred (100) or fewer vehicles in peak revenue service and does not operate a rail fixed guideway public transportation system.

Transit Systems

- | | | | | |
|--|---|--|--|---------------------------------------|
| Allen County Regional Transit Authority | Springfield City Area Transit | Laketrans | Western Reserve Transit Authority | Richland County Transit |
| Eastern Ohio Regional Transit Authority | Clermont Transit Connection | Lawrence County Transit | Medina County Transit | Stark Area Regional Transit Authority |
| Butler County Regional Transit Authority / Middletown Transit System | Delaware County Transit | Licking County Transit | Miami County Transit | Trumbull County Transit |
| | Greene CATS | Lorain County Transit | Portage Area Regional Transportation Authority | Warren County Transit Service |
| | Steel Valley Regional Transit Authority | Toledo Area Regional Transit Authority | | |

Appendix 4 Butler County RTA Pre Hire Checklist

Current Year 2019		[02D48] BUTLER COUNTY REGIONAL TRANSIT AUTH	
1. Description and Options 2. Email Notification 3. Task Order 4. Finalize Checklist			
Safety-Sensitive Pre Hire (ID: 1636)			
Task Type	Task Description	Complete By	Associated With
	Upload Completed Employment Application		On Boarding
	Upload DOT Reference form AUTHORIZED by Employee		On Boarding
	Upload Pre Employment Bus Orientation		On Boarding
	Offer Letter Upload		On Boarding
	Sent for Background Check		On Boarding
	Sent for Physical/DOT/Agility Exam		On Boarding
	Sent for Drug Screen		On Boarding
	Physical/DOT/Agility Exam Scheduled		On Boarding
	Physical/DOT/Agility Exam Completed		On Boarding
	Drug Screen Complete		On Boarding
	Background Check Completed		On Boarding
	Upload Abuser Registry Notice		On Boarding
	Upload Driver License		On Boarding
	Check Ohio BMV abstract		On Boarding
	Upload Driver License Abstract		On Boarding
	Physical/DOT/Agility Exam Upload		On Boarding
	Drug Screen Upload		On Boarding
	Upload Background Check		On Boarding
	Enroll Employee in Driver Record Monitoring		On Boarding
	SSA-1945		On Boarding
	Health Insurance Marketplace		On Boarding
	Learn About OPERS		On Boarding
	I-9 (Employee)		On Boarding
	I-9 (Employer)		On Boarding
	Make Social Security Exempt		On Boarding
	Add PERS Deductions		On Boarding
	Add Accruals		On Boarding
	Confirm Direct Deposit		On Boarding
	Enter in PERS		On Boarding
	Add to Mailing List		On Boarding
	Check Ohio DD Abuser Registry		On Boarding
	Upload Abuser Registry Results		On Boarding
	Upload I9 Docs		On Boarding

BCRTA Resolution No. 24-05-03

Authorizing the Butler County Regional Transit Authority (BCRTA) Executive Director to Amend the Terms of the Construction Contract for Chestnut Street Multimodal Station.

Whereas, BCRTA and Graybach LLC (“Contractor”) entered into a Construction Agreement on December 11th, 2023, for the construction of the Chestnut Street Multimodal Station at 97 W. Chestnut Street, Oxford, OH 45056 (the “Project”); and

Whereas, the Construction Agreement and Schedule of Values provided by the Contractor do not include the percentage of overhead, profit, and general conditions fees that Contractor will charge Owner for each Change Order; and

Whereas, the Change Orders approved as of the Effective Date of this Addendum have included a five percent (5%) fee for each of general conditions, profit, and overhead, for a total of fifteen percent (15%) on each Change Order, as well as one percent (1%) for Bond and one half of one percent (.5%) for insurance; and

Whereas, Richard L. Bowen and Associates, BCRTA’s Architect and Construction Manager on the Project, conducted research on common percentages for similar construction projects and recommended a reduced charge for each Change Order going forward for overhead, profit, and general conditions; and

Whereas, construction began on the Project on January 1st, 2024 with an agreed substantial completion date of June 30th, 2025; and

Whereas, during the excavation for the foundation and utility work for the Project, Contractor and its subcontractors discovered a previously unknown foundation that existed underground in the building’s intended footprint; and

Whereas, to move forward with construction on the Project, the foundation had to be removed, which caused water to flow into the job site and cause a delay in contract work to resolve the excess water issue and return the soil to grade, causing a formal delay in contract work from March 5th, 2024 to April 1st, 2024.

Now therefore be it resolved:

SECTION 1: The BCRTA Board of Trustees hereby authorizes the BCRTA Executive Director to execute an Addendum to the terms of the Construction Contract between BCRTA and Graybach, attached hereto as Exhibit A, to adjust fees charged on all future Change Orders for overhead, profit, and general conditions and to update the Substantial Completion Date for the project from June 30, 2025 to July 28, 2025.

SECTION 2: All prior legislation, or any parts thereof, which is/are inconsistent with this Resolution is/are hereby replaced as to the inconsistent part thereof.

SECTION 3: It is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Board, and that all deliberations of this Board and any of its committees that resulted in such formal actions were in meeting open to the public, in compliance with all legal requirements of the laws of the State of Ohio.

Adopted: May 15, 2024:



Chris Lawson, Board President



Matthew Dutkevich, Executive Director



ADDENDUM TO CONSTRUCTION AGREEMENT

This Addendum to the Construction Agreement (the “Addendum”) is entered into by **Butler County Regional Transit Authority** (“Owner”) and **Graybach, LLC** (“Contractor”) on this the ___ day of ____, 2024 (the “Effective Date”).

Whereas, the Owner and Contractor entered into a Construction Agreement on December 11th, 2023, a copy of which is attached hereto as Exhibit A for the construction of the Chestnut Street Multimodal Station at 97 W. Chestnut Street, Oxford, OH 45056 (the “Project”); and

Whereas, the Construction Agreement did not include the percentage of overhead, profit, and general conditions (“Contractor Fees”) that the Contractor will charge Owner for each Change Order; and

Whereas, the Change Orders approved as of the Effective Date of this Addendum have included Contractor Fees of fifteen (15) percent on each Change Order; and

Whereas, construction began on the Project on January 1st, 2024 with an agreed substantial completion date of June 30th, 2025.

NOW THEREFORE, Owner and Contractor wish to supplement the terms of the Agreement with the following modifications.

1. The parties agree to modify the substantial completion date in A201, Clause 3.3.1 from June 30, 2025 to July 28, 2025.
2. The parties agree that Contractor shall modify the percentage Contractor Fees billed on each Change Order from fifteen (15) percent to eight and six tenths (8.6) percent that shall include general conditions, profit, and overhead, beginning with Change Orders approved by the Owner after the Effective Date of this Addendum.
3. Change Orders will also be subject to the following direct costs above the 8.6% listed above:
 - a. Bond at 1%
 - b. Insurance at .5%
4. The parties agree that for Change Orders that decrease the contract value (deductive Change Orders) the percentage of Contractor Fees deducted from each such Change Order shall be zero (0%)

Contractor hereby represents and warrants to Owner that Contractor has the right, power, legal capacity and authority to enter into and perform its obligations under this Addendum to Construction Agreement and that signature and execution of this Addendum to Construction Agreement has been duly authorized.

Contractor

Printed Name

Signature

Title

Date

Owner

Printed Name

Signature

Title

Date

EXHIBIT A

See Attached PDF – “Construction Agreement”

METRIC DASHBOARD

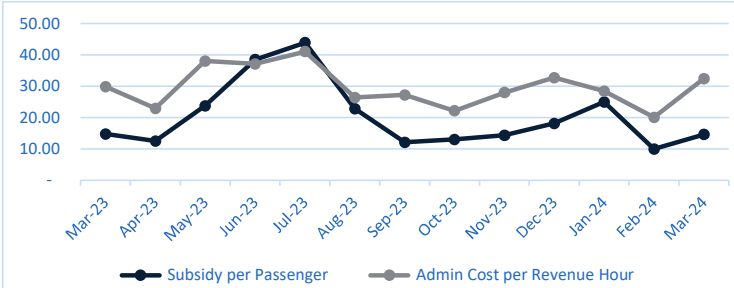
March 2024

Leveraging Competitive Funding & Partnerships

Average Fleet Age

6.39

Since Last Month 0.07 1.10%
Since Last Year 1.02 15.96%



Enhancing Connectivity

BCRTA Transit App Users

5,501

Since Last Month (1,185) -21.54%
Since Last Year 556 10.11%

BGO App Rides/Total BGO Rides

35.45%

Since Last Month 2.22% 6.28%
Since Last Year 21.32% 60.14%

BCRTA Transit App Downloads

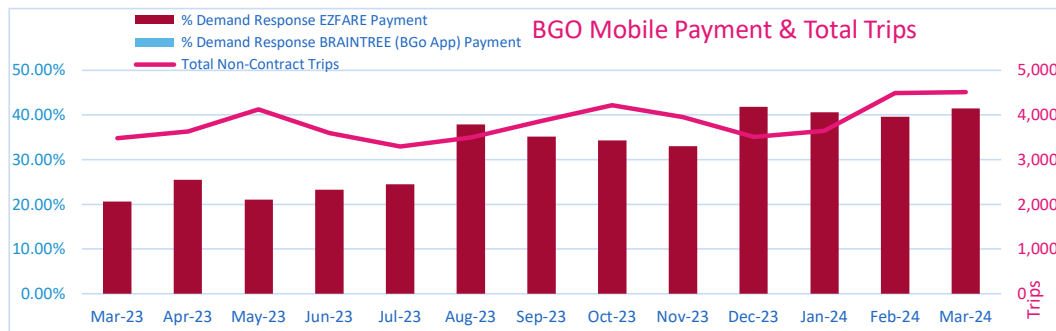
969

Since Last Month 37 3.82%
Since Last Year 565 58.31%

BGO App Downloads

109

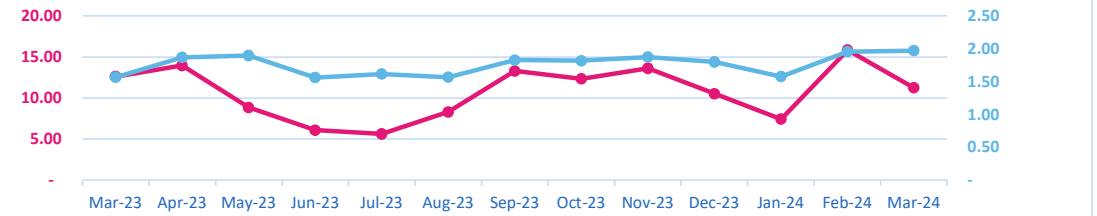
Since Last Month 12 11.01%
Since Last Year (281) -257.80%



Improving Mobility & Eliminating Barriers

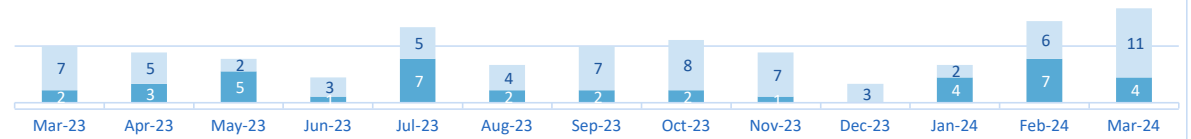
Pax per Revenue Hour

Fixed Pax/Hour | Goal: 10 10.58 = 12 Month AVG
Demand Pax/Hour | Goal: 1.75 1.78 = 12 Month AVG



Accidents & Injuries

Fault Total No Fault Total



Target Operator Staffing

61%

Since Last Month -1.39%
Since Last Year 0.43%
12 Month Average 72.09%
GOAL 100.00%

Denials & Refusals/Total BGO

36.44%

Since Last Month 3.98%
Since Last Year 26.13%
12 Month Average 30.89%
GOAL 0.00%

Supporting Employers

CincyLink Total Trips

2,770

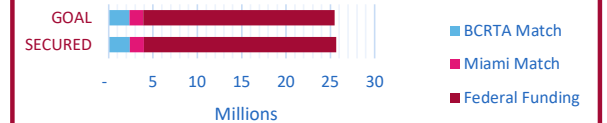
Since Last Month (68) -2%
Since Last Year 697 25%

BGO Employment Trips

1,809

Since Last Month 33 1.82%
Since Last Year (67) -3.70%

Developing Multimodal Infrastructure



Days Until Chestnut Fields Completed

514



Strategic Plan Updates & Director's Notes

1 Increase Education & Advocacy

Demographics for Messaging

Staff are beginning the process of implementing a demographic survey to learn more about who is riding BCRTA services and how they like to communicate. This survey data will also help establish which profiles are not using public transit. Look for the survey to be live early this summer. Data will inform messaging and medium choices going forward.

Merchandising

Staff are working with 3rd party vendors and our designers to begin selecting merch and products for sale associated with summer events and BCRTA's 30th anniversary.

2 Enhance Revenues

Funding Education

Staff are working to begin the funding education campaign in the next few weeks. Unfortunately, this process has been delayed by new year financial processes and FTA required processes associated with NTD reporting and Triennial Review. Updates to the 10-year financial forecast are necessary to move forward on this piece. These updates will be presented at the May Board meeting.

3 Engage Entrepreneurial Disruptive Tech

Attain Grant

BCRTA has agreed to partner with NEORide and other transit agencies to seek a USDOT/FHWA Advanced Transportation Technology and Innovation (ATTAIN) grant. The partners seek to create a multimodal data exchange to address the gaps data collection; Facilitate NTD reporting.; Generate operational reports per key service indicators (to be defined); Develop capability for multimodal information tools (e.g., multi-agency electronic information signs at transfer centers); and Enhance TDS Middleware to support human service transportation (HST)/ non-emergency medical trips. BCRTA is providing data and in kind match, no cash match is required.

SMART Grant

BCRTA ,in cooperation with the Stark County Regional Transit Authority (SARTA), Western Reserve Transit Authority (WRTA), and NEORide has been **awarded** a SMART grant provided by USDOT.

Strategic Plan Updates & Director's Notes

The primary goal of this proposed demonstration project is to evaluate the effectiveness of and enhanced transit fleet safety from integrating advanced vehicle safety technologies on to vehicles in transit fleets; preventing death and injuries by reducing the number of accidents and the serious nature of those that cannot be avoided. This project utilizes two SMART grant technology areas - Connected Vehicles and Systems Integration - and addresses the need for collision avoidance on transit vehicles by retrofitting up to 3 vehicles (Ford e450 and Gillig 35' platforms) within each transit partner's current operating fleet vehicles with the TONY/MAX advanced vehicle safety system package. This system will enable collision avoidance that can also support bus yard management and includes data logging and telematics features that will allow the project team to collect data that will be shared following a Data Management Plan developed in accordance with the Public Access Plan and as provided in the FY23 SMART Grant NOFO.

4 Leverage Regional Partners

Middletown

BCRTA staff continue to work closely with City of Middletown staff to streamline the transit relationship and leverage small urban funding.

NEORide

BCRTA continues to partner with NEORide to pursue joint grants, projects, and procurements that may be valuable to partners, including EZConnect and mobile ticketing. The SW Ohio EZ Connect group is asking participating agencies to commit to implementation fees for software costs associated with the project. This would represent about \$20K for BCRTA. Staff plans to support the project as this coordination is included in the strategic plan.

Paratransit Coordination

BCRTA is working closely with NEORide, SORTA, and TANK to pilot a regional one-seat ride program for eligible ADA riders. SORTA has agreed to fund the pilot to help riders cross borders in the tri-state area without changing buses or booking multiple rides.

Strategic Plan Updates & Director's Notes

5 Lead Workforce Development

Barriers to Progress

As staff have started work on addressing driver hiring, several issues or barriers have come to light including 1) wages and compensation and 2) training bandwidth. More information on wage benchmarking will be presented at the May Board meeting with recommendations from staff. However, availability of qualified trainers and space for training and other functions is also an issue. Staff are investigating cost-effective options to solve the space issues.

Autonomous Shuttle

Staff are investigating the possibility of bringing an autonomous shuttle to the area in Fall 2025. The first pilot would focus on work with persistent staffing shortages, such as late-night SafeRide services within the City of Oxford and on the Miami University Campus. Obtaining an autonomous vehicle may also lead to workforce opportunities for training on autonomous tech and vehicle systems.

New Core Values

At the beginning of April, staff established a new set of core values to provide better team cohesion and employee guidance across work functions. BCRTA has adopted **E.L.E.V.A.T.E.:** **E**xceptional Customer Service, **L**eading Inclusion, **E**ffective Communication, **V**isionary Change, **A**mbitious Achievement, **T**ransparent Accountability, and **E**xemplary Safety.

6 Adapt to Market Demand

Chestnut Street Multimodal Station

Demolition of structure is complete, footers have started, and supplies are arriving. However, excavators have run into significant debris and remnants from the old Talawanda High School. Although this was known to exist, more and larger debris exists than was anticipated and took significantly longer to remove. BCRTA is working with its representative and the contractor to dial in the exact cost of the resulting change order which is estimated to be at least \$341K in addition to a delay claim of 4 weeks. This is within the BCRTA Board's originally authorized contingency but is a significant unforeseen expense. In the interest of avoiding additional delay claims, the contractor has continued to work at their own risk.

To control costs going forward, staff will be recommending Board approval of an addendum to the contractor's agreement that reduces profit and overhead for future

Strategic Plan Updates & Director's Notes

change orders. Staff have also reached out to Miami University regarding the possibility of good faith assistance with the additional cost.

Information, updates and pictures are available at

<https://www.butlercountyrta.com/projects/oxford-multimodal-facility/>

2023 Areas of Persistent Poverty (AOPP/HDC)

BCRTA and City of Oxford were successful in obtaining \$150K to study bike/trail/pedestrian infrastructure related to transit within the City of Oxford. Oxford will provide the match and act as a subrecipient to BCRTA. BCRTA has also requested to add transit signal priority study to the scope of the project. An RFP for a consultant should be on the street in late spring/early summer.

Strategic Plan Updates & Director's Notes

Work Plan

Task Name	Bucket Name	Progress	Priority	Due Date	Labels
Anniversary Logo	1 - 30th Anniversary Program (August)	In progress	Urgent	02/29/2024	Completion Pending
Anniversary Event	1 - 30th Anniversary Program (August)	In progress	Urgent	03/31/2024	Completion Pending
Bus Wrap (Not full) Anniversary Bus	1 - 30th Anniversary Program (August)	In progress	Medium	03/31/2024	
Advertising Promotion of Business	1 - 30th Anniversary Program (August)	In progress	Medium	03/31/2024	
Once a Month Anniversary Event	1 - 30th Anniversary Program (August)	In progress	Urgent	03/31/2024	Completion Pending
Identify and Secure Sponsors (Engage Business Community)	1 - 30th Anniversary Program (August)	In progress	Low	03/31/2024	
Coffee & Conversations Events	1 - Community Engagement	Not started	Medium	07/01/2024	
Canned Speaker Bureau (Rotary Meetings Etc.)	1 - Community Engagement	Not started	Important	07/01/2024	
Community Advocate/Advisory Committee	1 - Community Engagement	Not started	Important	07/01/2024	
Chamber Presentations	1 - Community Engagement	Not started	Medium	08/30/2024	
Oxford Engagement (for General Public)	1 - Community Engagement	Not started	Low	03/31/2025	
State of The Authority	1 - Community Engagement	Not started	Low	03/31/2026	
Define rider demographic vs. non-rider demographic.	1 - Develop Education/Advocacy Serv	In progress	Urgent	03/30/2024	DELAYED
Determine the communications for each area/rider demographic.	1 - Develop Education/Advocacy Serv	In progress	Important	08/31/2024	
Create Advocacy Materials for Public Consumption	1 - Develop Education/Advocacy Serv	Not started	Medium	09/30/2024	
Create Talking Points & Content for Public Sharing	1 - Develop the BARTA Story- Struda	In progress	Important	06/01/2024	Rescheduled
Meeting with Elected Officials	1 - Develop the BARTA Story- Struda	Not started	Important	07/01/2024	
Fiscal Impact	1 - Develop the BARTA Story- Struda	Not started	Medium	07/01/2024	
Environmental Impact	1 - Develop the BARTA Story- Struda	Not started	Low	08/31/2024	
Collaborating Strategically (Voice at the Bigger Table)	1 - Develop the BARTA Story- Struda	Not started	Low	11/30/2024	
Create and Sell BARTA Merchandise	1 - Merchandise	In progress	Low	06/01/2024	Rescheduled
Create Online Store	1 - Merchandise	In progress	Low	08/30/2024	
Establish Loyalty Program/Free Merch Relationship	1 - Merchandise	In progress	Low	03/31/2025	
Leverage Resell Partners for Merch	1 - Merchandise	In progress	Low	06/30/2025	
Engage the Parking & Transportation Advisory Council	1 - Miami University Program	In progress	Urgent	03/31/2024	
Explore Additional MU Contacts (Employee Engagements/Education)	1 - Miami University Program	Not started	Important	03/31/2025	
Annual bus wrap with MU- Competition?	1 - Miami University Program	Not started	Low	03/31/2025	
Social Media Marketing Build Ridership New Developments	1 - Miami University Program	Not started	Medium	03/31/2025	
Mobility Options Awareness & Connections	1 - Miami University Program	Not started	Low	03/31/2025	
Raising Student Orientation Profile	1 - Miami University Program	In progress	Low	07/31/2025	
Investigate Funding Model and other communities Success Stories	2 - Enhance Revenues	In progress	Medium	03/31/2024	
Leverage Unused/Untapped/Lapsing Local Transit Funds	2 - Enhance Revenues	In progress	Medium	03/31/2024	Evergreen Target
Funding Education Campaign Tour	2 - Enhance Revenues	Not started	Important	06/01/2024	Rescheduled
Develop Unfunded Service Scenarios	2 - Enhance Revenues	In progress	Important	06/30/2024	
Stage 1-Elected Official Support	2 - Enhance Revenues	Not started	Important	10/04/2024	
Community Partnerships	2 - Enhance Revenues	Not started	Low	03/31/2025	
Business Partnerships	2 - Enhance Revenues	Not started	Low	03/31/2025	
1st Attempt at Long-Term Dedicated Funding	2 - Enhance Revenues	Not started	Important	03/31/2025	
Stage 2-Community Education	2 - Enhance Revenues	Not started	Important	04/04/2025	
Community Campaign (Support Transit Window Stickers/Pledge)	2 - Enhance Revenues	Not started	Medium	06/30/2025	
2nd Attempt for Long-term Dedicated Funding	2 - Enhance Revenues	Not started	Important	09/30/2025	
IT Partners	3 - Engage Disruptive Technology	Not started	Medium	03/31/2025	
Testing Partners	3 - Engage Disruptive Technology	Not started	Medium	03/31/2025	
Engagement	3 - Engage Disruptive Technology	In progress	Medium	03/31/2025	
Innovation Reputation (recruitment)	3 - Engage Disruptive Technology	Not started	Medium	03/31/2025	
Work with Small Businesses and Entrepreneurs to Advance economic development for the future	3 - Engage Disruptive Technology	Not started	Medium	03/31/2025	
Work with Entrepreneurial Centers, Incubators, Colleges/Universities	3 - Engage Disruptive Technology	Not started	Medium	03/31/2025	
Funding (Ex. CVG Application for NASA Grant)	3 - Engage Disruptive Technology	In progress	Medium	06/30/2025	
Advanced Mobility Hubs	3 - Engage Disruptive Technology	Not started	Medium	03/31/2026	
Get BARTA on the map Develop a Regional/National Reputation	3 - Engage Disruptive Technology	Not started	Medium	03/31/2026	
Partners and Other Revenue Generation Opportunities	3 - Engage Disruptive Technology	Not started	Low	06/30/2026	
NEORide	4 - Public Partner Engagements	In progress	Medium	06/30/2024	
Workforce Investment Board	4 - Public Partner Engagements	Not started	Medium	09/10/2024	
Butler County (DDJES)	4 - Public Partner Engagements	Not started	Low	09/30/2024	
Warren County	4 - Public Partner Engagements	Not started	Low	03/31/2025	
Clemson County	4 - Public Partner Engagements	Not started	Low	03/31/2025	
Expand Oversight Responsibility and capabilities for Middletown Small Urban Area	4 - Leverage Regional Partners	In progress	Important	03/31/2024	
Utilize Other Transit Agencies to Identify "Win-Win" Scenarios	4 - Leverage Regional Partners	Not started	Low	03/31/2025	
Engage in E2Connect Paratransit Technology Coordination	4 - Leverage Regional Partners	In progress	Low	03/31/2025	
Engage in Regional Paratransit Coordination	4 - Leverage Regional Partners	In progress	Low	12/31/2025	
Salary Study	5 - Lead Workforce Development	In progress	Urgent	03/31/2024	Completion Pending
Update Program for Prior Operator (create options: PI, Experienced, etc.)	5 - Lead Workforce Development	In progress	Important	03/31/2024	BLOCKED by PreReq
Expand Training Capacity	5 - Lead Workforce Development	In progress	Urgent	03/31/2024	BLOCKED by PreReq
Create Onboarding Schedules So All Leaders Can Participate	5 - Lead Workforce Development	Not started	Important	03/31/2024	
Structure Organization for Consistent Supervisor Relationship	5 - Lead Workforce Development	In progress	Important	03/31/2024	
Investing in Recruitment/Employment Advertising	5 - Lead Workforce Development	In progress	Important	03/31/2024	Evergreen Target;
Better Understand the 4th Generation in the Workforce and Identify Needs for Employee Attraction	5 - Lead Workforce Development	Not started	Medium	03/31/2024	
BARTA Value	5 - Lead Workforce Development	Completed	Medium	03/31/2024	
Workforce Investment Act Recruiting	5 - Lead Workforce Development	Not started	Medium	06/10/2024	
Implement Lessons Learned from the 4th Generation Research	5 - Lead Workforce Development	Not started	Important	06/30/2024	
Internal Promotion Pathways	5 - Lead Workforce Development	In progress	Medium	06/30/2024	
Differentiate Recruiting	5 - Lead Workforce Development	Completed	Medium	06/30/2024	
Emotional Pull-1 Video/Quarter	5 - Lead Workforce Development	Not started	Medium	09/01/2024	Rescheduled
Engage in DEI Commitment and Activities	5 - Lead Workforce Development	Not started	Medium	09/30/2024	
Onboarding Within the Department and with a Mentor (Post Training)	5 - Lead Workforce Development	Not started	Low	09/30/2024	
Vocational Schools as Targets	5 - Lead Workforce Development	In progress	Low	06/30/2025	
Staff Training for Internal Customer Service (mentor/Ambassador Training)	5 - Lead Workforce Development	Not started	Medium	06/30/2025	
Infrastructure	6 - Adapt To Market Demands	Not started	Medium	06/30/2024	
Differentiate Our Service Delivery Strategy by Mode and Geography	6 - Adapt To Market Demands	Not started	Important	06/30/2024	
Connecting with Other Modes of Transportation	6 - Adapt To Market Demands	Not started	Low	06/30/2024	
Connecting with Other Transit Systems	6 - Adapt To Market Demands	In progress	Medium	06/30/2024	
Create and Complete Community Service on Needs & Desires	6 - Adapt To Market Demands	Not started	Important	06/30/2024	
Develop Good, Better, Best Scenarios	6 - Adapt To Market Demands	In progress	Important	06/30/2024	
Gather Business Input	6 - Adapt To Market Demands	Not started	Important	09/10/2024	
2022 Annual Report	To do	In progress	Urgent	01/29/2024	BLOCKED by PreReq
Rearrange Web Site to Support Strategic Plan Materials	To do	In Progress	Urgent	05/24/2024	
2023 Annual Report	To do	In progress	Important	05/31/2024	BLOCKED by PreReq

Strategic Plan Updates & Director's Notes

State of Good Repair

Cybersecurity Review

Consistent with the Board's request from the January meeting, staff have made cybersecurity a recent focus. Some sensitive materials are available for trustee review.

Ohio Workforce Mobility Grant

ODOT made grant announcements on January 2/13/2024. BCRTA was not successful in obtaining OWM funds but did receive funds for several other items including access control for the new Chestnut Street Station, replacement pcs, replacement onboard tablets, and GRF operating match.

State Capital Budget

BCRTA submitted a request for 3M to State Rep. Carruthers office earlier this year, but it was not included in any capital appropriations. BCRTA also submitted the request to Senator Lang's office in early April and is awaiting any news from additional rounds of State capital funding.

Coming Up

30th Anniversary

BCRTA will celebrate its 30th anniversary in 2024. Staff are beginning to create plans for a year-long recognition and celebration with scattered events and promotions.

Triennial Review

BCRTA will receive a regular Triennial Review from the Federal Transit Administration in 2024. A desk review was submitted in February. FTA will be onsite in late June.

Strategic Plan Updates & Director's Notes

Upcoming Procurements >\$25,000

Item	Procuring Agency	Estimated Spend	Estimated Term	Reason for Purchase
Procurement , Maintenance, Finance Software Integrated Solution – Phase II	BCRTA	380K	5	New
MTS TDP Study	MTS	45K	Task	New
Moser Court Parking Lot Construction	BCRTA	3.5M	Task	New
Chestnut Fields FF&E	BCRTA	250K	Task	New
Onboard Tablets (81)	BCRTA	110K	Task	Scheduled Replacement
BCRTA & MTS Integrated Access Control & Security (Moser, MTS, Chestnut)	BCRTA & MTS	1M	5	New and Replacement









1- BCRTA Board Packet 5-15-2024 V2pdf

Final Audit Report

2024-05-15

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