

# AMADOR TRANSIT (AT) AGENDA

Thursday November 7, 2024 – 9:00 A.M.

**Amador County Transportation Commission Offices – Board Room**

117 Valley View Way, Sutter Creek, CA 95685

Please Note: During the meeting, public participants who wish to provide comment will be invited to do so by the Chair. If you wish to comment on a specific item, please let the Chairman know you would like to speak on the item. Comments may also be submitted by U.S. Mail at the above address or e-mail for inclusion in the meeting record. All submittals must be received no later than 8:00 a.m. on the morning of the noticed meeting. To submit comments via e-mail, please forward those through the ACTC website under the Contact tab at [www.actc-amador.org](http://www.actc-amador.org).

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact the Amador County Transportation Commission staff at (209) 267-2282. Requests must be made as early as possible and at least one-full business day before the start of the meeting.

Assisted hearing devices are available for public use during all public meetings. Meeting materials are available for public review on the ACTC website or at the Amador County Transportation Commission, 117 Valley View Way, Sutter Creek, California.

**Zoom Conferencing option:** <https://us02web.zoom.us/j/82833478711?pwd=dW5zVzB3ZF2S0h2VzRadjBSNIerdz09>  
Meeting ID: 828 3347 8711, Passcode: 967715, Call Option-1 669 900 6833

## **PLEDGE OF ALLEGIANCE / ROLL CALL**

**AGENDA:** Approval of agenda for this date. Off agenda items must be approved by the Directors, pursuant to Government Code Section §54954.2.

**PUBLIC MATTERS NOT ON THE AGENDA:** Discussion items only, no action to be taken. Any persons may address the Board at this time upon any subject within the jurisdiction of Amador Transit; however, any matter that requires action may be referred to staff and/or Committee for a report and recommendation for possible action at a subsequent Commission meeting. Please note - there is a five (5) minute limit per topic.

**CONSENT AGENDA (Items 1- 7):** Note: Items listed on the consent agenda are considered routine and may be enacted by one motion. Any item may be removed for discussion and made a part of the regular agenda at the request of a Board Member(s).

1. Board Minutes, October 2024
2. Ridership Analysis, September 2024
3. Ridership Analysis, Amador-Sacramento Express, September 2024
4. Vehicle Maintenance Report, September 2024
5. Performance Report, September 2024
6. Budget/Expenditure Report, September 2024
7. Compliments, Complaints, Service Requests

## **8. AT GENERAL MANAGER REPORT (Informational Only):**

- Review of Sacramento Service billing and fare collections
- Information regarding estimate repairs of Bus #402
- Other dispatch software maintenance costs (from Tuolumne Transit- they use VIA)

## **REGULAR AGENDA ITEMS:**

9. Review and approve final draft of the Disciplinary Policy and Reso #24-05
10. Review and approve Zero Tolerance Drug and Alcohol Policy and Reso #24-06
11. Approve Monthly Claims List
12. Future Agenda Items

**CLOSED SESSION:** Closed Session may be called for labor negotiations (pursuant to Government code §54957.6), personnel matters (pursuant to Government Code §54957) real estate negotiations/acquisitions (pursuant to Government Code §54956.8) and/or pending or potential litigation (pursuant to Government Code §54956.9). Following Closed Session, the Board will announce any reportable final action taken in Open Session.

A. Conference - Pending or Potential Litigation-Pursuant to Government Code Section §54956.9

Presenter: Patricia Maggie Amarant, General Manager

**13. Adjournment**

**AMADOR TRANSIT (AT) MINUTES**  
**October 3, 2024 – 10:20 a.m.**  
**ACTC Board Room-117 Valley View Way Sutter Creek, CA 95685**

The Amador Transit Board of Directors met on the above date, and the following proceedings were had, to wit:

**Present on Roll Call:**

Patrick Crew-Board of Supervisors, Chairman  
Sandy Staples-City of Amador City  
Richard Forster-Board of Supervisors  
John Plasse-Citizen at Large

**Absent:**

Dan Riordan-City of Sutter Creek  
Steve McLean- City of Jackson, Vice Chairman

**Also Present:**

Patricia Maggie Amarant, AT General Manager  
John Gedney, ACTC Executive Director  
Felicia Bridges, ACTC Transportation Planner/Recording Clerk

**AGENDA:**

**Motion:** It was moved by Director Forster, seconded by Director Staples, and carried to approve the Agenda.

Ayes: Crew, Forster, Plasse, Staples  
Noes: None  
Absent: McLean, Riordan

**PUBLIC MATTERS NOT ON THE AGENDA:** None

**CONSENT AGENDA (Items 1-7):**

**#2. Ridership Analysis, August 2024/#5. Performance Report, August 2024:** Director Staples stated it was great to see ridership up this year (as shown in the graph on item #2), and highlighted AT met the 10% farebox ratio (shown in item #5). Mr. Gedney stated he was curious regarding how the formulas are setup in the spreadsheet to provide the calculations used under the Revenue section, because the only 'Total Farebox Ratio' calculation that is accurate is under Jul-24 displaying 8.21%. The other three (3) columns should total approximately 8.8%. Ms. Amarant replied the formulas are set to take the fares from Sacramento and the fares from the rest. Mr. Gedney stated that is the problem, the Sacramento route fares should not be included in that formula. Ms. Amarant clarified; it does not take the funds from the Sacramento contract itself only the fares received. Director Plasse stated those are supposed to split out separately as the Sacramento route stands alone and our regular revenue and costs stand alone. So you do not factor in the Sacramento fares into our regular farebox ratio. Ms. Amarant commented she knew about not adding the Sacramento contract revenue into the calculation, however, she thought when the passengers are paying their fares those fares were considered farebox fares. Director Plasse responded yes, under the Sacramento route. Ms. Amarant replied she will review the formula and calculations. She noted she thought fares were fares regardless of where they are collected. Mr. Gedney stated the contract revenue pays back the operating cost incurred by AT, but it does not account for fares. Director Plasse added it augments fares but the fares are still attributable to the Sacramento route.

#4. Vehicle Maintenance Report, August 2024: Director Forster stated, regarding bus #402 now permanently out of service, that is because of contamination of the fuel system with a repair cost of \$13,000. Ms. Amarant replied yes, in addition to other problems. She noted as that bus is older (2013) and AT has four (4) new buses arriving, she thought it would not be worth it to repair it. Director Forster suggested, in the future, staff should get a second opinion on automotive repair services from other local shops.

#7. Compliments, Complaints, Service Requests: Director Plasse asked, regarding the Complaint/AT Incident Report, for clarification regarding the direction the vehicles were traveling at the time of the incident. Ms. Amarant responded both vehicles were traveling the same direction and the driver who made the complaint was attempting to unsafely pass the AT bus on the left side. She noted all AT buses have cameras and staff reviewed and verified the accuracy of the bus driver's incident report.

**Motion:** It was moved by Director Forster, seconded by Director Plasse, and carried to approve the Consent Agenda.

Ayes: Crew, Forster, Plasse, Staples  
Noes: None  
Absent: McLean, Riordan,

**#8. AT General Manager Report (Informational Only):**

- Bus delivery status: Ms. Amarant reviewed her staff report. She stated after inspection of the buses, there seems to be an issue where there is a rub on the exhaust near the end, so those will be sent back to be fixed by the vendor. One (1) of the Four (4) will be in service by tomorrow. The remaining buses should be in service in the next couple of weeks.
- Disciplinary Policy final draft status: Ms. Amarant reviewed her staff report. She noted legal counsel did provide wording in the document pertaining to Director Forster's question about speeding tickets. She stated she is awaiting suggestions from Director Riordan and should be able to provide the document for final review/approval next month.
- Ms. Amarant stated next month she will be bringing a draft updated AT Drug and Alcohol Policy as it is required to be updated every three years.

**REGULAR AGENDA ITEMS:**

**#10. Approve Monthly Claims List:** Director Forster commented, regarding line item #52400-Software Maintenance Fees (NOVUS DRM \$7,770), the software maintenance cost is high. Ms. Amarant replied yes, but noted that is the dispatch software used to schedule all the Dial-A-Ride trips and it includes full support. She stated the support team is great with changes or issues. She noted AT has been utilizing this program for many years and many other transit agencies use this software as well. Chairman Crew suggested going out to bid every few years to keep options open. Ms. Amarant stated staff has researched other software providers but the startup costs are extremely high and it does not seem economical at this time. She noted she will keep looking.

**Motion:** It was moved by Director Plasse, seconded by Director Staples, and carried to approve the claims list.

Ayes: Crew, Forster, Plasse, Staples  
Noes: None  
Absent: McLean, Riordan

**#11. Future Agenda Items:**

- Drug & Alcohol Policy update review
- Disciplinary Policy- final review



- Report from Lynches Automotive-as applicable

Ms. Amarant stated, regarding the Sacramento route fares as discussed earlier in the meeting, she just received additional information from staff that she would like to provide. She stated AT should be able to include partial fares from the Sacramento route, specifically the Amador County to Rancho Murieta section, because that stretch is within Amador County. She continued the fare structure for the Sacramento run is based on Amador County to Rancho Murieta and then SacRT has placed what they expect as far as fares from Rancho Murieta into Sacramento and back to Rancho Murieta. She stated when AT is paid fares from riders leaving Amador County to Sacramento those fares are AT fares. She noted those are the fares included in the farebox recovery ratio previously discussed. Director Plasse asked if she is including the expenditures from Amador County to Rancho Murieta in that same calculation then. Ms. Amarant replied yes. Director Plasse disagreed and stated you are offsetting them with the Sacramento Contract. Ms. Amarant asked why she can not include the fares from the Amador County section in the farebox recovery ratio. Director Plasse stated because it results in a faulty calculation of farebox recovery ratio, noting you are counting revenue but not the costs. He added wherever the expenditures are being calculated then the fares should be calculated in the same location. Ms. Amarant stated Sacramento is not paying for the expenses from Amador to Rancho Murieta, they are reimbursing AT for the costs by hour from Rancho Murieta to Sacramento and back. Director Plasse commented he knows he has asked in the past if the Sacramento contract covers the entirety of AT costs for that route and it has always been stated 'yes they do', but now it is being said 'no they cover only a portion'. Directors agreed this topic needs to be added as a Future Agenda Item. Director Plasse stated we need a full accounting of the costs associated with that route, who covers what portion of that route, and the revenues.

**Closed Session:** At 10:48 a.m. Vice Chairman McLean called for a Closed Session as noticed: Conference - Pending or Potential Litigation-Pursuant to Government Code Section §54956.9 Presenter: Patricia Maggie Amarant, General Manager. At 11:06 a.m. the Vice Chairman adjourned the closed session of AT and no report was given.

**ADJOURNMENT:**

At 11:06 a.m. the Vice Chairman adjourned the regular meeting to Thursday, October 3, 2024 at 9:00 a.m. at 117 Valley View Way, Sutter Creek, CA 95685.

ATTEST:

\_\_\_\_\_  
Patrick Crew, Chairman  
Amador Transit

\_\_\_\_\_  
Recording Clerk

Note: Copies of referenced documents are available at the AT and ACTC offices.

## SERVICE SUMMARY

September

| FY 23/24 | Service Days |
|----------|--------------|
|----------|--------------|

20

|                        |       |
|------------------------|-------|
| Sacramento             | 209   |
| Upcountry              | 308   |
| Plymouth               | 198   |
| A - Shuttles 5-1 - 5-5 | 448   |
| B - Shuttles 6-1 - 6-6 | 525   |
| Ione                   | 219   |
| Dial-A-Ride            | 1,616 |
| Logisticare            | -     |
| Special Events         | -     |

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**TOTAL PASSENGERS** 3,523
**AV. DAILY** 176**ADULT** 794**SENIOR** 262**PERSONS W/DISABILITIES** 2,080**YOUTH** 305**Non-Revenue-PCA** 80**Non-Revenue - Child** 23**Non-Revenue - Family Pass** 80

Wheelchair 158

Bicycles 23

**FARES PAID BY MONTH/DAY PASS**

Monthly Pass

\$7 Day Passes Sold 10

**Cash Fares** \$2,185.94**FARES PAID BY PRE-PAID TICKETS**

Pre-Paid Tix \$1.00 850

Pre-Paid Tix \$2.00 244

Pre-Paid Tix \$3.00 16

Pre-Paid Tix \$4.00 5

Pre-Paid Tix \$7.00 5

**Mileage**

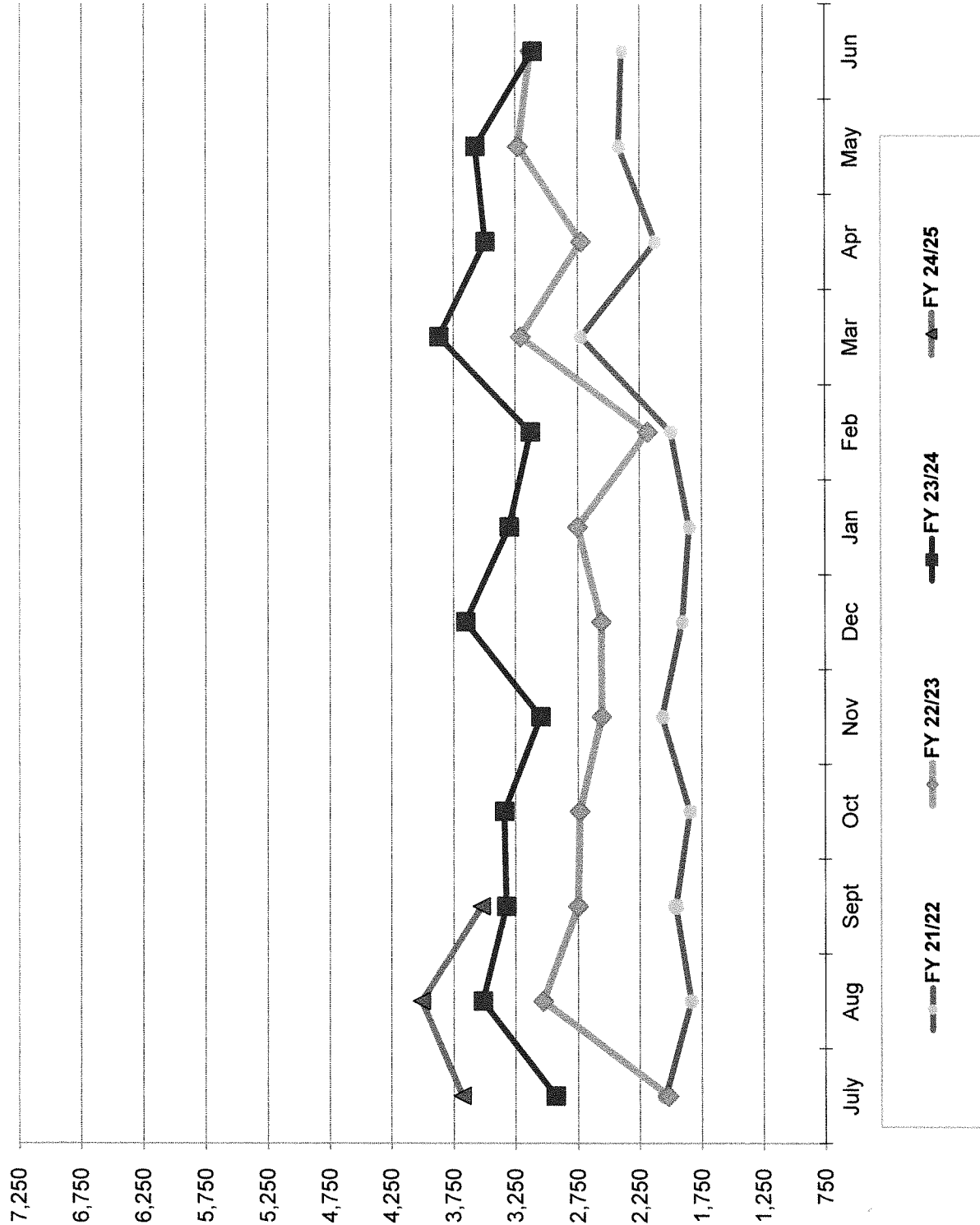
Revenue miles 25,058

Non-Revenue miles 2,169

**RIDERSHIP ANALYSIS**  
**September 2024**

**AMADOR TRANSIT**  
**FISCAL YEAR 2024/2025**

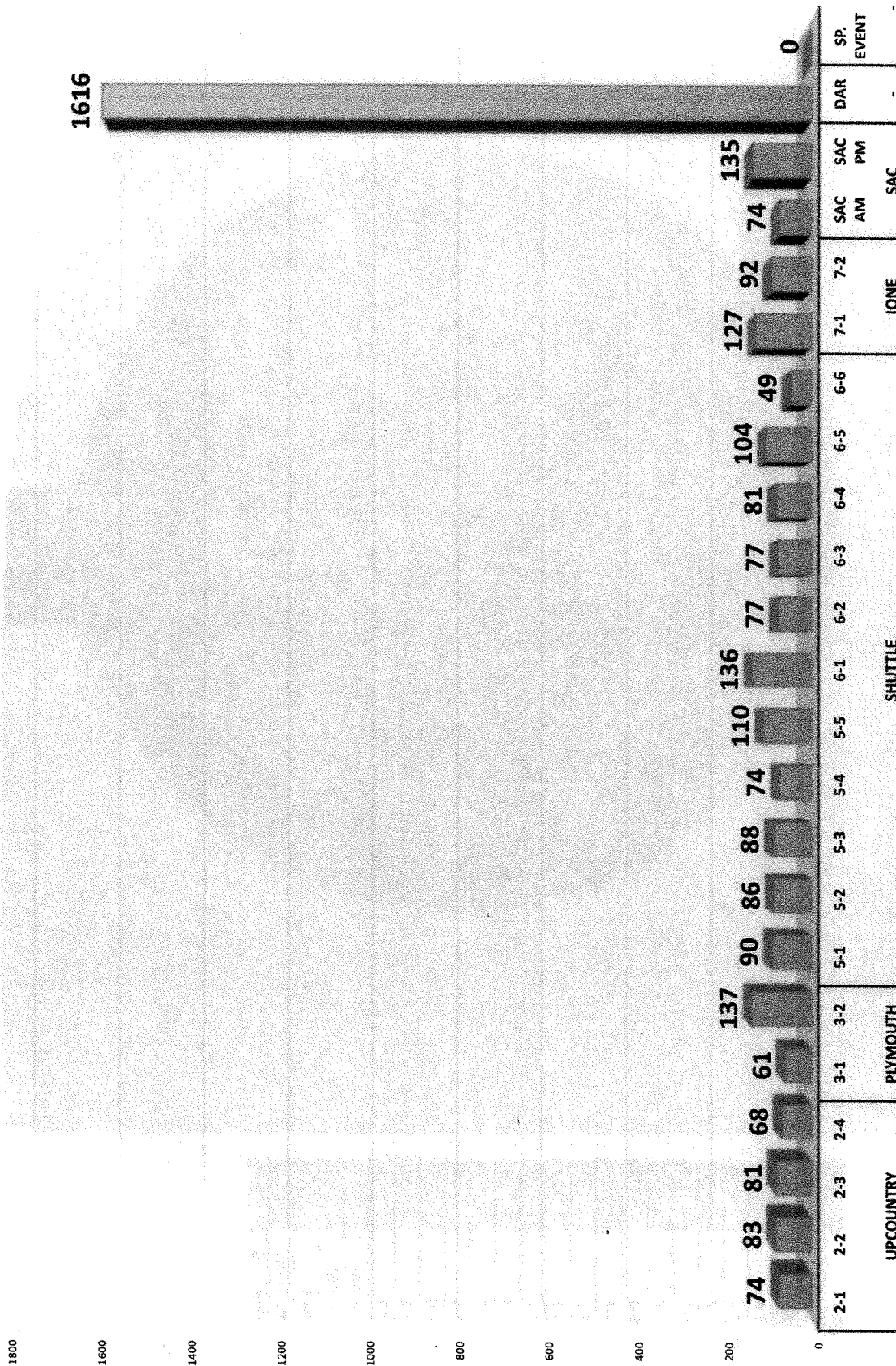
P A S S E N G E R S



**September 2024**  
**% change from FY 2023/24**

**6.1%**

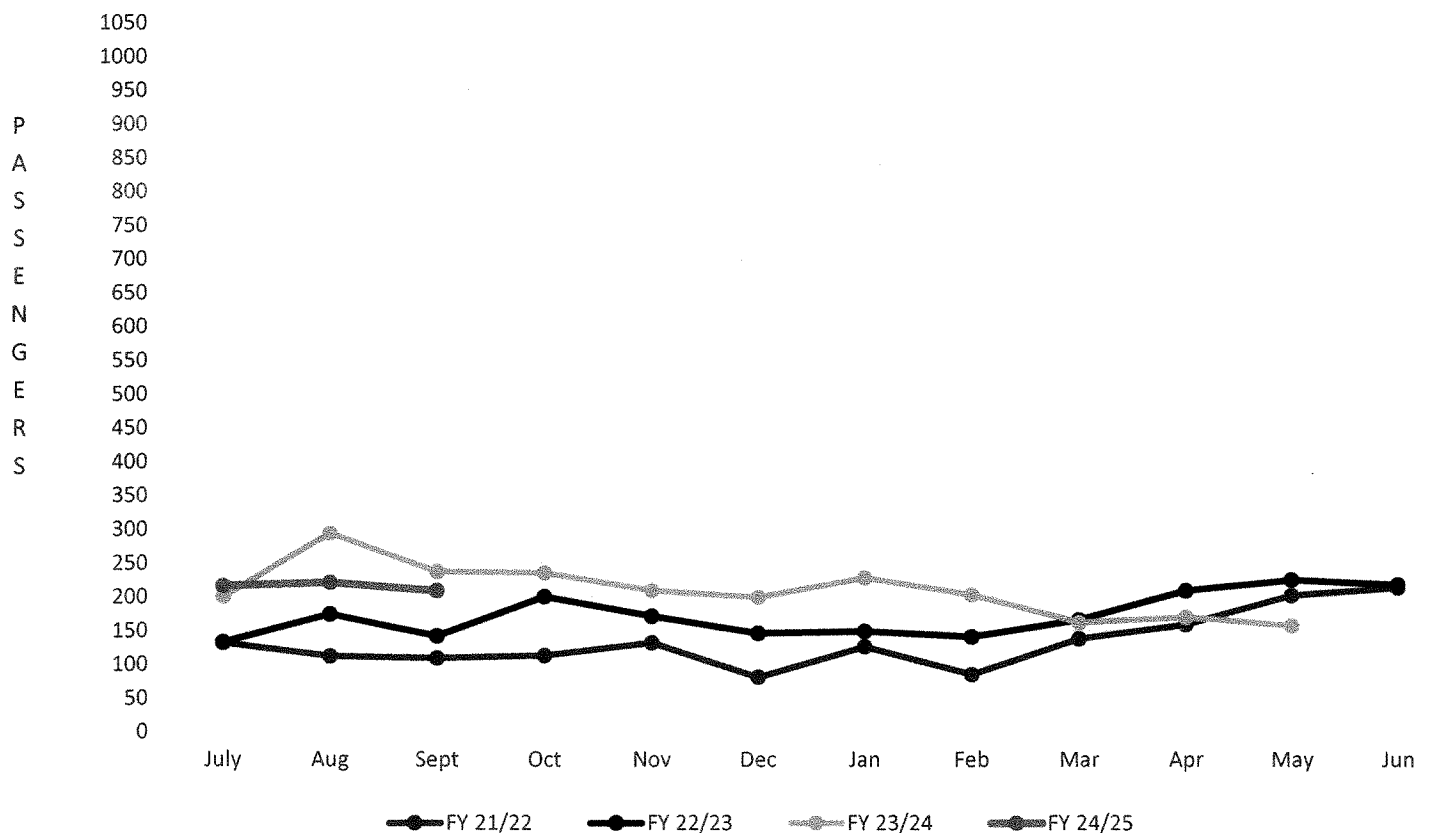
# September



September

## AMADOR-SACRAMENTO EXPRESS

| MONTH                                       | 11     |     | 12     |     | TOTAL |
|---|--------|-----|--------|-----|-------|
|   | Amador | SAC | Amador | SAC |       |
| December 2023                               | 47     | 54  | 42     | 56  | 199   |
| January 2024                                | 50     | 65  | 49     | 64  | 228   |
| February 2024                               | 36     | 53  | 50     | 64  | 203   |
| March 2024                                  | 32     | 38  | 45     | 47  | 162   |
| April 2024                                  | 31     | 40  | 55     | 44  | 170   |
| May 2024                                    | 30     | 32  | 49     | 46  | 157   |
| June 2024                                   | 42     | 51  | 35     | 50  | 178   |
| July 2024                                   | 29     | 54  | 53     | 80  | 216   |
| August 2024                                 | 32     | 65  | 51     | 73  | 221   |
| September 2024                              | 36     | 71  | 38     | 64  | 209   |
| Average Pass/day<br>Month of September 2024 | 0.9    | 0.8 | 1.2    | 1.3 | 4.1   |
| 20 Service Days                             |        |     |        |     |       |



| VEHICLE DESCRIPTION   | Odometer reading<br>as of 9/30/24 | TOTAL<br>REPAIR<br>HOURS | Dates     | Maintenance Performed for Month of SEPTEMBER 2024<br>Jobs Exceeding \$150 performed since July 2015 (in Gray)<br>FY 23/24 | Cost for<br>Month of<br>SEPTEMBER | July 2015 to-<br>date<br>CUMULATIVE<br>COST |
|-----------------------|-----------------------------------|--------------------------|-----------|---|-----------------------------------|---|
| <b>TRK #101 (gas)</b> | 161,353                           |                          |           |   |                                   |   |
| 04 Chev Suburban      | ODO                               |                          |           |   |                                   |   |
| 6-passenger           |                                   |                          |           |   |                                   |   |
| NON-REVENUE VH        |                                   |                          |           |   | \$0.00                            |   |
| Mileage for the Month | 464                               |                          |           |   |                                   |   |
|                       |                                   |                          | 05 - 2024 | R&R windshield glass - Glass Doctor   | \$375.35                          |   |
|                       |                                   |                          | 02 - 2023 | Replace 4 tires 225/75/R16  | \$1,000.67                        |   |
|                       |                                   |                          | 03 - 2022 | A/C Compressor, 1 Orifice tube and accumulator  | \$384.02                          |   |
|                       |                                   |                          | 06 - 2019 | Replaced left corner window glass doctor invoice # 102728   | \$527.23                          |   |
|                       |                                   |                          | 01 - 2019 | Replaced Water pump, thermostat AC belt, and main belt, 1 Gallon of Coolant   | \$162.73                          |   |
|                       |                                   |                          | 10 - 2015 | Replace 4 tires, 225/75/R16, 4 TPS, turned front rotors, alignment  | \$1,143.00                        |   |
|                       |                                   |                          | 09 - 2015 | Replaced alternator   | \$151.00                          | \$3,744.00                                  |
| <b>Shop TRK #102</b>  | 26,448                            |                          |           |   |                                   |   |
| 2015 F450 4x4 (gas)   | ODO                               |                          |           |   |                                   |   |
| 3-passenger           | ***                               |                          |           |   |                                   |   |
| NON-REVENUE VH        |                                   |                          |           |   | \$0.00                            |   |
| Mileage for the Month | 118                               |                          |           |   |                                   |   |
|                       |                                   |                          | 06 - 2024 | Hahn's Folsom Lake Ford - Replaced faulty EGR valve and installed an emissions PM-B and Fuel filter program update        | \$169.73                          |   |
|                       |                                   |                          | 10 - 2023 |   | \$1,289.11                        |   |
|                       |                                   |                          | 09 - 2022 | Installed new 2-way radio and GPS   | \$387.90                          |   |
|                       |                                   |                          | 05 - 2022 | Turbo replaced by DuPratt Ford Inv. # 524982 with oil change  | \$2,646.25                        |   |
|                       |                                   |                          | 10 - 2019 | Repair invoice # 348715 Emissions Vehicle derating R&R EGT sensor   | \$4,355.05                        |   |
|                       |                                   |                          | 02 - 2019 | Replaced 2 batterys and took to car wash  | \$226.52                          |   |
|                       |                                   |                          | 12 - 2018 | 6 Tires 225/70r19.5   | \$2,619.15                        |   |
|                       |                                   |                          | 12 - 2018 | 1 Steer steel wheel White   | \$171.12                          | \$11,864.83                                 |
| <b>TRK #103 (gas)</b> | 111,803                           |                          |           |   |                                   |   |
| 1998 Ford Ranger      | ODO                               |                          |           |   |                                   |   |
| 3-passenger           | ***                               |                          |           |   |                                   |   |
| NON-REVENUE VH        |                                   |                          |           |   | \$0.00                            |   |
| Mileage for the month | 152                               |                          |           |   |                                   |   |
|                       |                                   |                          | 10 - 2019 | Steering rack and pump replaced Hahns inv # J046369   | \$848.20                          |   |
|                       |                                   |                          | 06 - 2018 | 4 tires 205/75/14R and Alignment  | \$370.17                          |   |
|                       |                                   |                          | 07 - 2015 | July 8 - 4 siped 205/75/R14 \$570   | \$570.00                          | \$1,788.37                                  |



| VEHICLE DESCRIPTION | Odometer reading<br>as of 9/30/24 | TOTAL<br>REPAIR<br>HOURS | Dates | Maintenance Performed for Month of SEPTEMBER 2024<br>Jobs Exceeding \$150 performed since July 2015 (in Gray)<br>FY 23/24 | Cost for<br>Month of<br>SEPTEMBER | July 2015<br>to-date<br>CUMULATIVE<br>COST |
|---------------------|-----------------------------------|--------------------------|-------|---|-----------------------------------|--|
|---------------------|-----------------------------------|--------------------------|-------|---|-----------------------------------|--|

**VAN #203 (gas)**

2017 DODGE CARAVAN  
1-WC, 5 passenger

83,019

ODO  
\*\*\*

Mileage for the Month

414

\$0.00

|           |   |                    |
|-----------|---|--------------------|
| 03 - 2024 | R&R 4 tires   | \$559.72           |
| 09 - 2023 | Dash camera installed   | \$460.43           |
| 08 - 2023 | Replaced rear brake rotors and pads                               | \$230.89           |
| 02 - 2023 | New transmission - Elk Grove Dodge                                | \$3,651.03         |
| 02 - 2023 | Transmission removal, installation and parts                      | \$1,430.85         |
| 01 - 2023 | Replaced spark plugs and coils                                    | \$248.77           |
| 09 - 2022 | Installed new 2 way radio and GPS                                 | \$387.90           |
| 04 - 2022 | Glass Doctor windshield replacement #2 Inv. #114779               | \$508.97           |
| 02 - 2022 | Windshield replaced - Glass Doctor                                | \$508.97           |
| 10 - 2021 | Accident repair North state Auto body - Invoice A7682866          | \$2,456.56         |
| 08 - 2021 | Front and rear tires installed jackson tires invoice # 1-GS196151 | \$467.14           |
| 04 - 2021 | R&R Front windshield  | \$480.13           |
|           |   | <b>\$11,391.36</b> |



| VEHICLE DESCRIPTION      | Odometer reading as of 9/30/24 | TOTAL REPAIR HOURS | Dates     | Maintenance Performed for Month of SEPTEMBER 2024<br>Jobs Exceeding \$150 performed since July 2015 (in Gray)<br>FY 23/24 | Cost for Month of SEPTEMBER | July 2020 to-date CUMULATIVE COST |
|--------------------------|--------------------------------|--------------------|-----------|---|-----------------------------|-----------------------------------|
| <b>VAN #204 (gas)</b>    | 123,104                        | 2.65               | 09 - 2024 | PM-A  | \$0.00                      |                                   |
| 2019 V-Ford Transit 350E | ODO                            |                    | 09 - 2024 | Windshield chip repair  | \$100.00                    |                                   |
| Nor-Cal Van              |                                |                    | 09 - 2024 | R&R 2 wat radio, volume control will not turn down  | \$0.00                      |                                   |
| 8 Passenger-2 W/C        | ***                            |                    |           |   |                             |                                   |
| Mileage for the Month    | 2,322                          |                    |           |   |                             |                                   |
|                          |                                |                    |           |   | \$100.00                    |                                   |
|                          |                                |                    |           |   |                             |                                   |
|                          |                                |                    | 05 - 2024 | Replaced steer tires  | \$326.63                    |                                   |
|                          |                                |                    | 10 - 2023 | 4 DRIVE TIRES   | \$681.73                    |                                   |
|                          |                                |                    | 05 - 2023 | Replaced front windshield - Glass Dr. Invoice #118896   | \$864.52                    |                                   |
|                          |                                |                    | 11 - 2022 | Replaced windshield Inv. #116867  | \$861.21                    |                                   |
|                          |                                |                    | 09 - 2022 | Installed new 2 way radio and GPS   | \$387.90                    |                                   |
|                          |                                |                    | 04 - 2022 | R&R battery   | \$185.09                    |                                   |
|                          |                                |                    | 08 - 2021 | New Steer and Drive tires installed Jackson tire invoice # 1-195629   | \$1,063.58                  |                                   |
|                          |                                |                    | 07 - 2021 | R&R front and rear brake pads   | \$155.36                    |                                   |
|                          |                                |                    | 03 - 2021 | Front windshield replacement  | \$824.17                    | \$5,450.19                        |

| VEHICLE DESCRIPTION       | Odometer reading as of 9/30/24 | TOTAL REPAIR HOURS | Dates     | Maintenance Performed for Month of SEPTEMBER 2024<br>Jobs Exceeding \$150 performed since July 2015 (in Gray)<br>FY 23/24 | Cost for Month of SEPTEMBER | July 2020 to date CUMULATIVE COST |
|---------------------------|--------------------------------|--------------------|-----------|---|-----------------------------|-----------------------------------|
| <b>VAN #205(gas)</b>      | 29,197                         | 2.75               | 09 - 2024 | Replaced steer tire with spare tire with a PSI sensor   | \$127.04                    |                                   |
| 2022 V-Ford Transit 350EL | ODO                            |                    | 09 - 2024 | PM-A  | \$0.00                      |                                   |
| Nor-Cal Van               |                                |                    | 09 - 2024 | No power to lift pendent. R&R 15 amp fuse   | \$0.00                      |                                   |
| 8 Passenger-2 W/C         | ***                            |                    | 09 - 2024 | R&R 2 w/c lift outer roll stop shocks   | \$75.02                     |                                   |
| Mileage for the Month     | 2,293                          |                    |           |   |                             |                                   |
|                           |                                |                    |           |   | \$202.06                    |                                   |
|                           |                                |                    | 05 - 2024 | Drive tires   | \$647.24                    |                                   |
|                           |                                |                    | 04 - 2024 | Replaced cracked windshield   | \$1,152.40                  |                                   |
|                           |                                |                    | 02 - 2024 | R&R steer tires   | \$343.08                    | \$2,344.78                        |

[illegible]

[illegible]

| VEHICLE DESCRIPTION<br>*Automatic tire chains | Odometer reading as<br>of 9/30/24 | TOTAL<br>REPAIR<br>HOURS | Dates     | Maintenance Performed for Month of SEPTEMBER 2024<br>Jobs Exceeding \$150 performed since July 2015 (in Gray)<br>FY 23/24 | Cost for Month<br>of<br>SEPTEMBER | July 2015<br>to<br>date<br>CUMULATIVE<br>COST |
|---|-----------------------------------|--------------------------|-----------|---|-----------------------------------|---|
| <b>Bus #301 Diesel</b>                        | 167,702                           | 13.75                    | 09 - 2024 | PM-A  | \$0.00                            |   |
| 2013 Chevrolet                                | ODO                               |                          | 09 - 2024 | No start, ran diagnostics found fuel pressure low -OUT OF SERVICE!  | \$0.00                            |   |
| 16-passenger 3 w/c                            | ***                               |                          | 09 - 2024 | A/C and dash vent not working properly, located A/C hose leak, repaired.  | \$0.00                            |   |
|   |                                   |                          | 09 - 2024 | R&R W/C lift outer roll stop cylinder   | \$340.86                          |   |
| Mileage for the Month                         | 265                               |                          | 09 - 2024 | No start, inspected, tested fuel system, reset ECM. Hard to start, sent to Hahn's   | \$0.00                            |   |
|   |                                   |                          |           |   | \$340.86                          |   |
|   |                                   |                          | 07 - 2024 | HVAC blend doors stuck on defrost, Pump not working R&R pump, working now   | \$226.37                          |   |
|   |                                   |                          | 06 - 2024 | R&R damaged right rear fiberglass corner panel, straightened body, so end cap would fit correctly                         | \$219.22                          |   |
|   |                                   |                          | 06 - 2024 | R&R damaged left rear fiberglass corner panel   | \$219.22                          |   |
|   |                                   |                          | 05 - 2024 | R&R climate control unit  | \$178.85                          |   |
|   |                                   |                          | 02 - 2024 | Replaced cracked wind shield  | \$452.76                          |   |
|   |                                   |                          | 02 - 2024 | R&R steer tires   | \$444.36                          |   |
|   |                                   |                          | 01 - 2024 | Replaced Faulty interlock control module  | \$617.86                          |   |
|   |                                   |                          | 12 - 2023 | Tested and replaced auxiliary battery   | \$164.23                          |   |
|   |                                   |                          | 12 - 2023 | Tested and replaced main battery  | \$164.23                          |   |
|   |                                   |                          | 11 - 2023 | R&R drive tires   | \$888.72                          |   |
|   |                                   |                          | 11 - 2023 | R&R rear brake rotors and pads  | \$352.63                          |   |
|   |                                   |                          | 10 - 2023 | Replaced radiator   | \$482.07                          |   |
|   |                                   |                          | 09 - 2023 | R&R w/c chair lift hand control pendent   | \$259.63                          |   |
|   |                                   |                          | 08 - 2023 | Diesel exhaust module replacement   | \$499.06                          |   |
|   |                                   |                          | 07 - 2023 | Tested vacuum system, placed bad hoses, vacuum pump, system working   | \$218.22                          |   |
|   |                                   |                          | 06 - 2023 | Replaced three idler pulleys and 2 alternators  | \$1,023.43                        |   |
|   |                                   |                          | 03 - 2023 | HVAC control switch panel   | \$176.75                          |   |
|   |                                   |                          | 03 - 2023 | R&R steer tires   | \$708.50                          |   |
|   |                                   |                          | 12 - 2022 | Replaced wheel chair lift, inside roll stop/fold assembly   | \$539.80                          |   |
|   |                                   |                          | 10 - 2022 | Replaced rear brake rotors, wheel seals, brake pads   | \$239.37                          |   |
|   |                                   |                          | 10 - 2022 | Replaced main and aux batteries   | \$222.72                          |   |
|   |                                   |                          | 10 - 2022 | Steer tires 225/75/R  | \$594.00                          |   |
|   |                                   |                          | 09 - 2022 | Replaced A/C compressor and 1 hose clamp  | \$370.80                          |   |
|   |                                   |                          | 09 - 2022 | Installed new 2 way radio and GPS   | \$387.90                          | \$32,585.79                                   |

| VEHICLE DESCRIPTION<br>*Automatic tire chains | Odometer reading as of 9/30/24 | TOTAL REPAIR HOURS | Dates     | Maintenance Performed for Month of SEPTEMBER 2024<br>Jobs Exceeding \$150 performed since July 2015 (in Gray)<br>FY 23/24 | Cost for Month of SEPTEMBER | July 2015 to date CUMULATIVE COST |
|---|--------------------------------|--------------------|-----------|---|-----------------------------|-----------------------------------|
| <b>Bus #302 Diesel</b>                        | 174,499                        | 3.75               | 09 - 2024 | R&R 2 batteries   | \$328.52                    |                                   |
| 2013 Chevrolet                                | ODO                            |                    | 09 - 2024 | R&R control arm bushings and alignment - Hewitt invoice   | \$528.28                    |                                   |
| 16-passenger 3 w/c                            | ***                            |                    | 09 - 2024 | Replaced drivers door window handle   | \$28.44                     |                                   |
| Mileage for the Month                         | 1,436                          |                    | 09 - 2024 | Replaced mirror switch  | \$56.61                     |                                   |
|   |                                |                    |           |   |                             | \$941.85                          |
|   |                                |                    | 08 - 2024 | KT trucking rebuilt rear differential   | \$5,000.00                  |                                   |
|   |                                |                    | 08 - 2024 | R&R steer tires   | \$433.56                    |                                   |
|   |                                |                    | 05 - 2024 | Hahns - engine derating low flow reductant system   | \$552.60                    |                                   |
|   |                                |                    | 01 - 2024 | R&R drive tires   | \$888.72                    |                                   |
|   |                                |                    | 12 - 2023 | Replaced leaking brake hydroboost assembly  | \$531.73                    |                                   |
|   |                                |                    | 11 - 2023 | R&R radiator, belt, 2 idler pulleys and coolant   | \$541.43                    |                                   |
|   |                                |                    | 11 - 2023 | R&R alternator  | \$231.67                    |                                   |
|   |                                |                    | 10 - 2023 | Replaced front rotors   | \$257.40                    |                                   |
|   |                                |                    | 10 - 2023 | Steering shimmy, replaced worn Pitman arm, idler arm, bracket   | \$377.07                    |                                   |
|   |                                |                    | 09 - 2023 | Emissions repair - Hahns  | \$3,004.25                  |                                   |
|   |                                |                    | 05 - 2023 | Steer Tires   | \$442.20                    |                                   |
|   |                                |                    | 04 - 2023 | new body control module - Hahn's for programming, repaired broken wire to dash blower fan                                 | \$409.89                    |                                   |
|   |                                |                    | 03 - 2023 | Emissions repair - Hahn's   | \$1,549.03                  |                                   |
|   |                                |                    | 02 - 2023 | Replaced brake hydroboost   | \$506.93                    |                                   |
|   |                                |                    | 11 - 2022 | Power control module  | \$304.10                    |                                   |
|   |                                |                    | 11 - 2022 | Install BCM/PCM and reprogram at Hahn's   | \$301.35                    |                                   |
|   |                                |                    | 10 - 2022 | Replaced right head light assembly and both low beam bulbs  | \$274.53                    |                                   |
|   |                                |                    | 10 - 2022 | Replaced 4 drive tires 225/75R16  | \$1,188.00                  |                                   |
|   |                                |                    | 09 - 2022 | Installed new 2 way radio and GPS   | \$387.90                    |                                   |
|   |                                |                    | 08 - 2022 | New Trany reprogramming, new shifter cable, DEF electrical malfunction, Hahn's  | \$1,259.84                  |                                   |
|   |                                |                    | 07 - 2022 | Install new reluctant injector and supply hose  | \$184.53                    |                                   |
|   |                                |                    | 07 - 2022 | R&R Transmission, replaced 2 studs, 1 gasket and added ATF  | \$3,723.26                  | \$44,370.82                       |

| VEHICLE DESCRIPTION<br>*Automatic tire chains | Odometer reading as<br>of 9/30/24 | TOTAL<br>REPAIR<br>HOURS | Dates     | Maintenance Performed for Month of SEPTEMBER 2024<br>Jobs Exceeding \$150 performed since July 2015 (in Gray)<br>FY 23/24 | Cost for Month of<br>SEPTEMBER | July 2017<br>to-date<br>CUMULATIVE COST |
|---|-----------------------------------|--------------------------|-----------|---|--------------------------------|---|
| <b>Bus #403 Diesel</b>                        | 214,007                           | 4.50                     | 09 - 2024 | R&R 3 new drive tires+ 1 used   | \$664.26                       |   |
| 2013 Chevrolet                                | ODO                               |                          | 09 - 2024 | PM-A  | \$0.00                         |   |
| 16-passenger 3 w/c                            | ***                               |                          | 09 - 2024 | R&R 70 amp relay to condensor fans  | \$23.18                        |   |
| <b>Mileage for month</b>                      | 2,897                             |                          | 09 - 2024 | Switch out steer wheels from Bus #401 to bus 403  | \$0.00                         |   |
|   |                                   |                          | 09 - 2024 | R&R bike rack magnet  | \$15.00                        |   |
|   |                                   |                          | 09 - 2024 | R&R 2 W/C lift door shocks  | \$96.00                        |   |
|   |                                   |                          | 09 - 2024 | 3.6 gal DEF   | \$19.98                        |   |
|   |                                   |                          |           |   | <b>\$818.42</b>                |   |
|   |                                   |                          | 08 - 2024 | R&R steering, gear and pitman arm. Test drove   | \$746.44                       |   |
|   |                                   |                          | 07 - 2024 | R&R A/C compressor. Added oil and 4 lbs R134A   | \$456.33                       |   |
|   |                                   |                          | 06 - 2024 | Emissions repair @ Hahns  | \$598.65                       |   |
|   |                                   |                          | 05 - 2024 | R&R 3 idler pulleys, belt tensioner and the fan blower motor  | \$334.56                       |   |
|   |                                   |                          | 04 - 2024 | KT Trucking inspected rear differential. Replaced rear axle bearings  | \$2,366.43                     |   |
|   |                                   |                          | 04 - 2024 | Replaced all 4 universal joints   | \$188.00                       |   |
|   |                                   |                          | 03 - 2024 | R&R steer tires   | \$433.52                       |   |
|   |                                   |                          | 02 - 2024 | Vehicle derating. Hahns, performed forced regen and cleared codes   | \$951.00                       |   |
|   |                                   |                          | 01 - 2024 | R&R reductant injector, Code not cleared, took to Hahns for evaluation  | \$324.52                       |   |
|   |                                   |                          | 12 - 2023 | Replaced passenger entry door motor and bike rack deployment light  | \$266.90                       |   |
|   |                                   |                          | 11 - 2023 | Main battery replaced   | \$164.23                       |   |
|   |                                   |                          | 10 - 2023 | Hahn's auto HVAC blend door repair  | \$993.61                       |   |
|   |                                   |                          | 10 - 2023 | Replaced steer tires  | \$442.30                       |   |
|   |                                   |                          | 09 - 2023 | Recovered R134a, replaced accumulator dryer filter and orifice tube. Flushed system, replaced bad hose, recharged system  | \$149.99                       |   |
|   |                                   |                          | 08 - 2023 | Left front shock spring tower repair. Dentonies Truck Repair. Inspected under carriage                                    | \$1,350.00                     |   |
|   |                                   |                          | 08 - 2023 | HVAC controller unit  | \$180.99                       |   |
|   |                                   |                          | 08 - 2023 | R&R radiator  | \$482.07                       |   |
|   |                                   |                          | 07 - 2023 | Auto programmed Ecm for new tranny, HAHNS   | \$222.75                       | \$51,301.06                             |

| VEHICLE DESCRIPTION<br>*Automatic tire chains | Odometer<br>reading as of<br>9/30/24 | TOTAL<br>REPAIR<br>HOURS | Dates | Maintenance Performed for Month of SEPTEMBER 2024<br>Jobs Exceeding \$150 performed since July 2015 (in Gray)<br>FY 23/24 | Cost for Month<br>of SEPTEMBER | July 2015<br>to-<br>date<br>CUMULATIVE<br>COST |
|---|--------------------------------------|--------------------------|-------|---|--------------------------------|--|
|---|--------------------------------------|--------------------------|-------|---|--------------------------------|--|

### Bus #405 (gas)

2009 Ford

16-passenger 2 w/c

|         |      |           |  |            |  |
|---------|------|-----------|--|------------|--|
| 294,978 | 6.75 | 09 - 2024 | R&R rear outer dual tire   | \$221.42   |  |
| ODO     |      | 09 - 2024 | R&R front rotors, brake pads, steering dampener and front wheel seals                                | \$448.32   |  |
| ***     |      | 09 - 2024 | R&R steering column gear shift tube and bushings   | \$55.13    |  |
|         |      | 09 - 2024 | Hewitt alignment R&R upper and low ball joints, sway bar bushings, cam/caster bushings and alignment | \$1,106.24 |  |
|         |      | 09 - 2024 | R&R lower heater core, coolant hose and air filter   | \$100.25   |  |
| 1,347   |      |           |  | \$1,931.36 |  |

Mileage for the Month

|           |  |  |  |            |             |
|-----------|--|--|--|------------|-------------|
| 08 - 2024 |  |  | R&R 2 rear tires   | \$442.84   |             |
| 05 - 2024 |  |  | R&R left and right headlight assemblies                                | \$254.28   |             |
| 04 - 2024 |  |  | R&R right and left rear calipers and brake pads                        | \$351.41   |             |
| 12 - 2023 |  |  | Replaced alternator  | \$404.06   |             |
| 05 - 2023 |  |  | Replaced IB occupied & stow interlock assembly                         | \$226.33   |             |
| 05 - 2023 |  |  | R&R turn signal switch OEM   | \$261.73   |             |
| 03 - 2023 |  |  | Replaced multi function switch. 1 new safety belt cutter               | \$176.70   |             |
| 01 - 2023 |  |  | Replaced outer roll stop foot on wheel chair lift                      | \$156.95   |             |
| 01 - 2023 |  |  | Front rotors, oil seals, rear and front brake pads, and rear calipers. |            |             |
|           |  |  | Repaired engine hose coolant leak                                      | \$622.31   |             |
| 12 - 2022 |  |  | 2 Steer tires  | \$708.51   |             |
| 10 - 2022 |  |  | Repaired exhaust leak at manifold, broken studs in head, Hahns         | \$2,813.43 |             |
| 10 - 2022 |  |  | Installed new 2 way radio and GPS                                      | \$387.90   |             |
| 07 - 2022 |  |  | Replaced transmission shifter linkage and solenoid                     | \$177.93   |             |
| 08 - 2021 |  |  | Replaced both batteries  | \$222.72   |             |
|           |  |  |  |            | \$38,252.41 |



| VEHICLE DESCRIPTION<br>*Automatic tire chains | Odometer<br>reading as of<br>9/30/24 | TOTAL<br>REPAIR<br>HOURS | Dates | Maintenance Performed for Month of SEPTEMBER 2024<br>Jobs Exceeding \$150 performed since July 2015 (in Gray)<br>FY 23/24 | Cost for<br>Month of<br>SEPTEMBER | July 2015<br>to-date<br>CUMULATIVE<br>COST |
|---|--------------------------------------|--------------------------|-------|---|-----------------------------------|--|
|---|--------------------------------------|--------------------------|-------|---|-----------------------------------|--|

|                       |         |      |           |                               |          |  |
|-----------------------|---------|------|-----------|-------------------------------|----------|--|
| <b>Bus #406 (gas)</b> | 106,324 | 1.50 | 09 - 2024 | R&R drive tires               | \$885.68 |  |
| 2019 Ford             | ODO     |      | 09 - 2024 | R&R front and rear brake pads | \$170.78 |  |
| 16-passenger 2 w/c    | ***     |      |           |                               |          |  |
| Mileage for the Month | 2,348   |      |           |                               |          |  |

|           |  |  |  |   |            |            |
|-----------|--|--|--|---|------------|------------|
|           |  |  |  |   |            | \$1,056.46 |
| 04 - 2024 |  |  |  | R&R steer tires   | \$442.20   |            |
| 03 - 2024 |  |  |  | R&R interior camera   | \$371.46   |            |
| 01 - 2024 |  |  |  | Replaced drive tires  | \$892.92   |            |
| 12 - 2023 |  |  |  | R&R Aux and Main battery                                    | \$278.06   |            |
| 09 - 2023 |  |  |  | Replaced w/c lift outer roll stop shocks and micro switch   | \$155.93   |            |
| 02 - 2023 |  |  |  | Replaced 2 steer tires                                      | \$703.51   |            |
| 12 - 2022 |  |  |  | 4 Drive Tires   | \$1,417.02 |            |
| 09 - 2022 |  |  |  | Installed new 2 way radio and GPS                           | \$387.90   |            |
| 05 - 2022 |  |  |  | Water pump, belt and coolant                                | \$211.81   |            |
| 09 - 2021 |  |  |  | New Steer tires   | \$606.14   |            |
| 08 - 2021 |  |  |  | New drive tires installed Jackson tire Invoice # 1-GS195762 | \$1,056.02 |            |
|           |  |  |  |   |            | \$7,579.43 |

| VEHICLE DESCRIPTION<br>*Automatic tire chains | Odometer<br>reading as of<br>9/30/24 | TOTAL<br>REPAIR<br>HOURS | Dates | Maintenance Performed for Month of SEPTEMBER 2024<br>Jobs Exceeding \$150 performed since July 2015 (in Gray)<br>FY 23/24 | Cost for<br>Month of<br>SEPTEMBER | July 2015<br>to-date<br>CUMULATIVE<br>COST |
|---|--------------------------------------|--------------------------|-------|---|-----------------------------------|--|
|---|--------------------------------------|--------------------------|-------|---|-----------------------------------|--|

Bus #407 (gas)

2023 Ford Glaval

16-passenger 2 w/c

Mileage for the Month

15,099      3.00      09 - 2024

ODO

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2,619

PM-A      \$0.00

\$0.00

\$0.00

| VEHICLE DESCRIPTION<br>*Automatic tire chains | Odometer<br>reading as of<br>9/30/24 | TOTAL<br>REPAIR<br>HOURS | Dates | Maintenance Performed for Month of SEPTEMBER 2024<br>Jobs Exceeding \$150 performed since July 2015 (in Gray)<br>FY 23/24 | Cost for<br>Month of<br>SEPTEMBER | July 2015<br>to-date<br>CUMULATIVE<br>COST |
|---|--------------------------------------|--------------------------|-------|---|-----------------------------------|--|
|---|--------------------------------------|--------------------------|-------|---|-----------------------------------|--|

**Bus #408 (gas)**

2024 Ford Glaval

16-passenger 2 w/c

Mileage for the Month

**NEW BUS**

2,308 0.00 09 - 2024

ODO

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0

\$0.00

\$0.00



| VEHICLE DESCRIPTION<br>*Automatic tire chains | Odometer<br>reading as of<br>9/30/24 | TOTAL<br>REPAIR<br>HOURS | Dates | Maintenance Performed for Month of SEPTEMBER 2024<br>Jobs Exceeding \$150 performed since July 2015 (in Gray)<br>FY 23/24 | Cost for<br>Month of<br>SEPTEMBER | July 2015<br>to-date<br>CUMULATIVE<br>COST |
|---|--------------------------------------|--------------------------|-------|---|-----------------------------------|--|
|---|--------------------------------------|--------------------------|-------|---|-----------------------------------|--|

Bus #410 (gas)

2024 Ford Glaval

16-passenger 2 w/c

Mileage for the Month

0

ODO

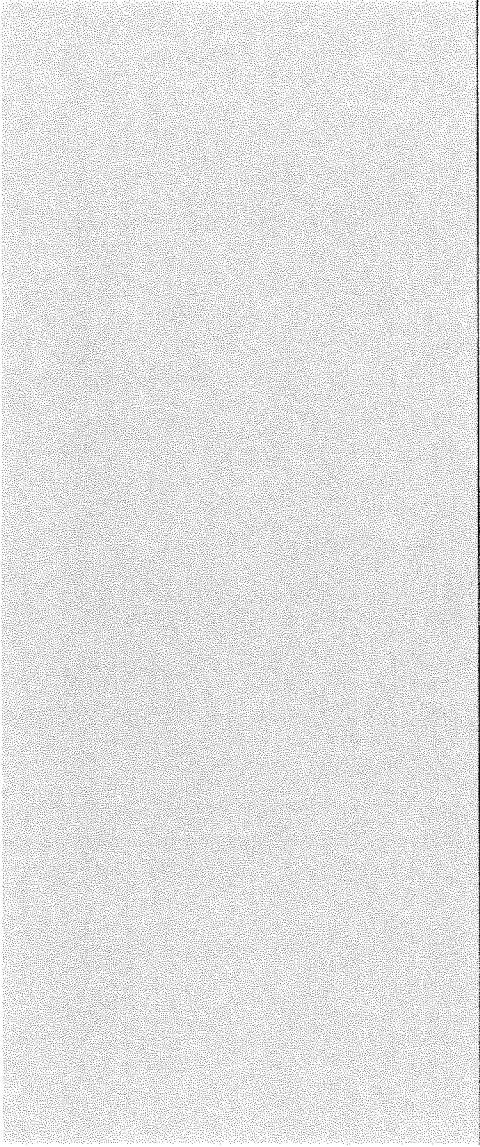
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0

09 - 2024

NEW BUS

\$0.00



\$0.00

| VEHICLE DESCRIPTION<br>*Automatic tire chains | Odometer<br>reading as of<br>9/30/24 | TOTAL<br>REPAIR<br>HOURS | Dates | Maintenance Performed for Month of SEPTEMBER 2024<br>Jobs Exceeding \$150 performed since July 2015 (in Gray)<br>FY 23/24 | Cost for<br>Month of<br>SEPTEMBER | July 2015<br>to-date<br>CUMULATIVE<br>COST |
|---|--------------------------------------|--------------------------|-------|---|-----------------------------------|--|
|---|--------------------------------------|--------------------------|-------|---|-----------------------------------|--|

### Bus #504 (diesel)

2014 Chevy Glaval

|         |      |           |   |          |  |
|---------|------|-----------|---|----------|--|
| 184,243 | 6.50 | 09 - 2024 | R&R front right tire with good used one           | \$0.00   |  |
| ODO     |      | 09 - 2024 | PM-A and air filter                               | \$79.99  |  |
| ***     |      | 09 - 2024 | Front and Rear brake pads                         | \$313.25 |  |
| 2,363   |      | 09 - 2024 | R&R multifunction switch and 15 psi surg tank cap | \$225.01 |  |
|         |      | 09 - 2024 | 3.9 gal DEF                                       | \$21.65  |  |
|         |      | 09 - 2024 | 3.9 gal DEF                                       | \$21.65  |  |
|         |      |           |   | \$661.55 |  |

Mileage for the Month

|           |  |   |            |             |
|-----------|--|---|------------|-------------|
| 08 - 2024 |  | 11.5 qrts ATF, spin on filter and internal filter   | \$157.39   |             |
| 07 - 2024 |  | Delta truck repair- dash cluster intermittently inop. Alternator over-charging, replaced with rebuilt from shop | \$2,342.95 |             |
| 04 - 2024 |  | Sent to CUMMINS WEST, could not duplicate problem. Returned to AT   | \$773.50   |             |
| 02 - 2024 |  | Still has hesitation issues, back at Delta Truck  | \$447.53   |             |
|           |  | Delta found EGR valve plugged. R&R EGR valve pressure sensor, cross pipe, gasket and electrical connectors      | \$3,692.72 |             |
| 02 - 2024 |  | Engine cooling system problem, parts obsolete, upgraded cooling system  | \$1,299.57 |             |
| 11 - 2023 |  | Replaced thermostat and water pump  | \$241.24   |             |
| 09 - 2023 |  | Coolant surge tank plus 10 gallons coolant  | \$345.57   |             |
| 11 - 2022 |  | Installed new 2 way radio and GPS   | \$387.90   |             |
| 09 - 2022 |  | Suspension Repair - Betts Inv.#20531717   | \$2,323.23 |             |
| 08 - 2022 |  | Replaced fan clutch assembly  | \$1,214.07 |             |
| 07 - 2022 |  | R&R Radiator, located leaks in lines and convector to the parking brake system                                  | \$824.24   |             |
| 02 - 2022 |  | Low power, Fault codes, cleaned fuel system new fuel filter and air filters                                     | \$205.99   |             |
| 09 - 2021 |  | AC Repaired at Hals auto care invoice #81373  | \$882.47   |             |
| 08 - 2021 |  | intermittent loss of throttle, Delta truck invoice R008136646 ECM issue   | \$1,905.28 |             |
| 05 - 2021 |  | Delta Truck Center Diagnosed and replaced NOX sensor  | \$1,367.74 |             |
| 04 - 2021 |  | R&R Drive tires jackson tire #1-GS183503  | \$1,840.66 |             |
| 07 - 2020 |  | R&R Fan Clutch  | \$1,245.99 |             |
| 07 - 2020 |  | R&R Front AC Compressor   | \$235.25   |             |
| 07 - 2020 |  | Diagnosed problem R&R Turbo speed sensor.   | \$309.66   |             |
| 04 - 2020 |  | Betts invoice C10020312122  | \$1,327.12 |             |
| 01 - 2020 |  |   |            | \$40,344.23 |

| VEHICLE DESCRIPTION<br>*Automatic tire chains | Odometer<br>reading as of<br>9/30/24 | TOTAL<br>REPAIR<br>HOURS | Dates     | Maintenance Performed for Month of SEPTEMBER 2024<br>Jobs Exceeding \$150 performed since July 2015 (in Gray)<br>FY 23/24                   | Cost for<br>Month of<br>SEPTEMBER | July 2015<br>to-date<br>CUMULATIVE<br>COST |
|---|--------------------------------------|--------------------------|-----------|---|-----------------------------------|--|
| <b>Bus #505 (diesel)</b>                      | 137,882                              | 12.25                    | 09 - 2024 | 4 drive tires   | \$1,809.72                        |  |
| 2017 Freightliner                             | ODO                                  |                          | 09 - 2024 | Replaced 2 rims out of round, new tires dismounted, mounted and rebalanced  | \$790.92                          |  |
|   | ***                                  |                          | 09 - 2024 | PM-B  | \$89.93                           |  |
| Mileage for the Month                         | 1,951                                |                          | 09 - 2024 | R&R rear brake pads   | \$114.36                          |  |
|   |                                      |                          | 09 - 2024 | R&R stow kit, roll stop switch and a stow block   | \$366.95                          |  |
|   |                                      |                          | 09 - 2024 | Replaced 2 grill bolts, washers and rubber bushings   | \$28.16                           |  |
|   |                                      |                          | 09 - 2024 | 3.3 gal DEF   | \$18.32                           |  |
|   |                                      |                          | 09 - 2024 | 4.5 gal DEF   | \$24.98                           |  |
|   |                                      |                          |           |   | \$3,243.34                        |  |
|   |                                      |                          | 08 - 2024 | 11.5 qrts.ATF, 1 internal filter, 1 spin on filter  | \$157.39                          |  |
|   |                                      |                          | 08 - 2024 | Turbo sensor bad, R&R turbo speed sensor and cleared codes  | \$332.76                          |  |
|   |                                      |                          | 08 - 2024 | W/C lift inop. R&R control pendant  | \$306.15                          |  |
|   |                                      |                          | 06 - 2024 | R&R drivers seat shock absorber   | \$183.51                          |  |
|   |                                      |                          | 05 - 2024 | R&R diesel exhaust fluid heater   | \$1,114.00                        |  |
|   |                                      |                          | 04 - 2024 | R&R alternator and 1 battery  | \$1,550.01                        |  |
|   |                                      |                          | 04 - 2024 | Re-cap tires, dismount, mount and balance   | \$1,007.12                        |  |
|   |                                      |                          | 03 - 2024 | R&R front shocks  | \$264.44                          |  |
|   |                                      |                          | 02 - 2024 | Instrument cluster bad, Delta Truck replaced  | \$2,131.67                        |  |
|   |                                      |                          | 02 - 2024 | R&R left automatic chain tray, replaced air filter/windshield wipers  | \$157.09                          |  |
|   |                                      |                          | 11 - 2023 | R&R turn signal switch  | \$164.72                          |  |
|   |                                      |                          | 08 - 2023 | Replaced 3 drive tires severely out of balance  | \$938.24                          |  |
|   |                                      |                          | 08 - 2023 | R&R front brake pads and hardware   | \$274.90                          |  |
|   |                                      |                          | 08 - 2023 | R&R front rotors wheel seal and gear oil  | \$478.42                          |  |
|   |                                      |                          | 08 - 2023 | Replaced both front axle shock absorbers  | \$150.18                          |  |
|   |                                      |                          | 07 - 2023 | 4 recap tires   | \$938.24                          |  |
|   |                                      |                          |           | Replaced left rear wheel seal, inner and outer wheel bearings and races. Inspected right rear wheel bearings and races, replaced wheel seal | \$253.67                          | \$21,717.17                                |

| VEHICLE DESCRIPTION<br>*Automatic tire chains |         | TOTAL<br>REPAIR<br>HOURS | Dates     | Maintenance Performed for Month of SEPTEMBER 2024<br>Jobs Exceeding \$150 performed since July 2015 (in Gray)<br>FY 23/24             | Cost for<br>Month of<br>SEPTEMBER | July 2015<br>to-date<br>CUMULATIVE<br>COST |
|---|---------|--------------------------|-----------|---|-----------------------------------|--|
| <b>Bus #506 (diesel)</b>                      | 141,185 | 4.00                     | 09 - 2024 | PM-B  | \$89.94                           |  |
| 2017 FREIGHTLINER                             | ODO     |                          | 09 - 2024 | Left low beam head light bulb   | \$22.61                           |  |
|   | ***     |                          | 09 - 2024 | 4.6 gal DEF   | \$25.53                           |  |
|   | 2,125   |                          | 09 - 2024 | 4.0 gal DEF   | \$22.20                           |  |
| Mileage for The Month                         |         |                          | 09 - 2024 | 4.8 gal DEF   | \$26.24                           |  |
|   |         |                          |           |   | \$186.52                          |  |
|   |         |                          | 08 - 2024 | Front end shake. Replaced king pins, rotor assemblies, spindle, brake pads, oil seals, hub caps, wheel end kits inner and outer       | \$3,416.54                        |  |
|   |         |                          | 06 - 2024 | R&R steering gear box, wobble stills exists   | \$1,044.17                        |  |
|   |         |                          | 06 - 2024 | R&R rear rotors, front right oil seals 2 wheel studs, 1 lug nut, gear oil R&R front shocks, replaced front wheels w/new tires, shimmy | \$210.49                          |  |
|   |         |                          | 05 - 2024 | problem still   | \$264.44                          |  |
|   |         |                          | 05 - 2024 | Front and rear end alignment with bushing inspection - Hewitt   | \$334.24                          |  |
|   |         |                          | 04 - 2024 | Front brake shake, sent to Betts Truck  | \$170.00                          |  |
|   |         |                          | 04 - 2024 | R&R right front steer tire  | \$424.26                          |  |
|   |         |                          | 03 - 2024 | R&R front rotors, wheel seals and gear oil  | \$527.04                          |  |
|   |         |                          | 03 - 2024 | 4 wheels balanced   | \$159.96                          |  |
|   |         |                          | 03 - 2024 | New drive tires   | \$1,484.04                        |  |
|   |         |                          | 02 - 2024 | Replaced upper and lower rear sway bar bushings   | \$194.28                          |  |
|   |         |                          | 02 - 2024 | Steer Tires   | \$809.42                          |  |
|   |         |                          | 12 - 2023 | PM-B  | \$181.16                          |  |
|   |         |                          | 12 - 2023 | Replaced front brake pads, rotors, seals and R/S bearings   | \$516.73                          |  |
|   |         |                          | 10 - 2023 | Replaced turbo charger, actuator and calibrated   | \$1,790.25                        |  |
|   |         |                          | 08 - 2023 | Replaced both batteries Group 31  | \$381.56                          | \$26,084.28                                |



| VEHICLE DESCRIPTION<br>*Automatic tire chains | Odometer<br>reading as of<br>9/30/24 | TOTAL<br>REPAIR<br>HOURS | Dates     | Maintenance Performed for Month of SEPTEMBER 2024<br>Jobs Exceeding \$150 performed since July 2015 (in Gray)<br>FY 23/24 | Cost for<br>Month of<br>SEPTEMBER | July 2015<br>to-date<br>CUMULATIVE<br>COST |
|---|--------------------------------------|--------------------------|-----------|---|-----------------------------------|--|
| <b>Bus #507 (diesel)</b>                      | 175,672                              | 6.50                     | 09 - 2024 | PM-A  | \$0.00                            |  |
| 2017 FREIGHTLINER                             | ODO                                  |                          | 09 - 2024 | Repaired short to ground in the multifunction switch wiring harness   | \$0.00                            |  |
|   |                                      |                          | 09 - 2024 | R&R electric hydro-booster motor for the brake assist   | \$162.39                          |  |
|   | ***                                  |                          | 09 - 2024 | R&R rear amber right blinker assy   | \$34.99                           |  |
|   |                                      |                          | 09 - 2024 | R&R 2 window exit handles   | \$44.22                           |  |
| Mileage for the Month                         | 3,787                                |                          | 09 - 2024 | R&R multifunction switch  | \$189.37                          |  |
|   |                                      |                          | 09 - 2024 | 2.0 gal DEF   | \$11.10                           |  |
|   |                                      |                          | 09 - 2024 | 4.5 gal DEF   | \$24.98                           |  |
|   |                                      |                          |           |   | \$467.05                          |  |
|   |                                      |                          | 08 - 2024 | 11.5 qts. ATF, internal filter and spin on filter   | \$157.39                          |  |
|   |                                      |                          | 08 - 2024 | Replaced turbo charger actuator and calibrated  | \$1,784.54                        |  |
|   |                                      |                          | 07 - 2024 | R&R drive tires/used recaps in stock R&R one tire chain tray  | \$161.58                          |  |
|   |                                      |                          | 07 - 2024 | R&R recaps with new tires. Bus vibrated and shimmed with recaps   | \$1,610.63                        |  |
|   |                                      |                          | 05 - 2024 | Front end oil seal, inner/outer race, bearings/gear oil, rear brake pads  | \$308.13                          |  |
|   |                                      |                          | 05 - 2024 | R&R broken destination sign glass, replaced drivers seat w/good used one  | \$469.37                          |  |
|   |                                      |                          | 01 - 2024 | Repaired leaking heater hose, replaced leaking air valve to parking brake   | \$159.93                          |  |
|   |                                      |                          | 11 - 2023 | Replaced rear floor heater core, added coolant  | \$150.00                          |  |
|   |                                      |                          | 11 - 2023 | R&R HVAC blower motor, fan and in cab filter  | \$217.23                          |  |
|   |                                      |                          | 10 - 2023 | Replaced front calipers and brake pads  | \$341.19                          |  |
|   |                                      |                          | 10 - 2023 | Charged and tested batteries, replaced 1 group 31 battery   | \$163.75                          |  |
|   |                                      |                          | 10 - 2023 | R&R up stream Nox sensor  | \$667.13                          |  |
|   |                                      |                          | 09 - 2023 | Engine derated enroute to Delta Truck, towed  | \$562.50                          |  |
|   |                                      |                          | 09 - 2023 | ECM fault code - emissions systems Delta Truck  | \$1,216.24                        |  |
|   |                                      |                          | 09 - 2023 | Replaced both batteries   | \$327.56                          |  |
|   |                                      |                          | 09 - 2023 | R&R front shocks  | \$151.82                          |  |
|   |                                      |                          | 08 - 2023 | PM-B fuel filter and air filter   | \$195.50                          |  |
|   |                                      |                          | 08 - 2023 | R&R DEF header and replaced crank case filter. Repaired coolant leak  | \$1,222.22                        | \$23,741.66                                |

| VEHICLE DESCRIPTION<br>*Automatic tire chains | Odometer<br>reading as of<br>9/30/24 | REPAIR<br>HOURS | Dates | Maintenance Performed for Month of SEPTEMBER 2024<br>Jobs Exceeding \$150 performed since July 2015 (in Gray)<br>FY 23/24 | Cost for Month of<br>SEPTEMBER | July 2015 to-<br>date CUMULATIVE<br>COST |
|---|--------------------------------------|-----------------|-------|---|--------------------------------|--|
| TOTALS  | 30,735                               | 78              |       |   | \$ 10,173                      | \$ 331,159                               |

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# OUT OF SERVICE

|                              |                                |
|------------------------------|--------------------------------|
| 2013 Chevy Diesel<br>Bus 401 | Unrepairable - to be auctioned |
| 2013 Chevy Diesel<br>Bus 402 | Unrepairable - to be auctioned |

PERFORMANCE SUMMARY  
September 2024

AMADOR TRANSIT  
FY 2024/25

|                                    | Jul-24    | Aug-24    | Sep-24    | TO-DATE  | YEAR Last FY 23/24<br>to Date |
|------------------------------------|-----------|-----------|-----------|----------|-------------------------------|
| <b>RIDERSHIP-FIXED ROUTE/DAR</b>   |           |           |           |          |                               |
| FIXED ROUTE & DAR PASSENGERS       | 3,463     | 3,787     | 3,314     | 10,564   | 9,036                         |
| SENIORS                            | 207       | 174       | 214       | 595      | 749                           |
| DISABLED                           | 2,146     | 2,604     | 2,061     | 6,811    | 5,077                         |
| WHEELCHAIR                         | 196       | 197       |           | 393      | 431                           |
| %SENIORS / DISABLED                | 74%       | 79%       | 69%       | 74%      | 69%                           |
| YOUTH                              | 66        | 173       | 157       | 396      | 421                           |
| %YOUTH                             | 2%        | 5%        | 5%        | 4%       | 5%                            |
| BIKES                              | 44        | 17        | 21        | 82       | 67                            |
| <b>OPERATIONS</b>                  |           |           |           |          |                               |
| TOTAL SERVICE DAYS                 | 24        | 22        | 20        | 66       | 65                            |
| VEHICLE SERVICE HOURS              | 829       | 1,608     | 1,070     | 3,507    | 3,117                         |
| PASSENGER PER HOUR                 | 4.2       | 2.4       | 3.1       | 3.0      | 2.9                           |
| VEHICLE SERVICE MILES              | 24,286    | 24,105    | 21,402    | 69,793   | 62,357                        |
| VEHICLE NON-REVENUE MILES          | 1,880     | 2,010     | 2,046     | 5,936    | 6,326                         |
| PASSENGER PER MILE                 | 0.14      | 0.16      | 0.15      | 0.15     | 0.14                          |
| <b>COSTS</b>                       |           |           |           |          |                               |
| MONTHLY EXPENSES (Operating Costs) | \$164,183 | \$153,317 | \$180,660 | 498,160  | 461,484                       |
| COST PER PASSENGER                 | \$47.41   | \$40.49   | \$54.51   | \$47.16  | \$51.07                       |
| COST PER MILE                      | \$6.76    | \$6.36    | \$8.44    | \$7.14   | \$7.40                        |
| COST PER HOUR                      | \$198.05  | \$95.35   | \$168.84  | \$142.05 | \$148.05                      |
| <b>REVENUE</b>                     |           |           |           |          |                               |
| FIXED ROUTE/DAR FAREBOX REVENUE    | \$8,203   | \$12,740  | \$7,297   | \$28,240 | \$30,587                      |
| ADVERTISING SALES                  | \$3,625   | \$3,700   | \$3,848   | \$11,173 | \$8,212                       |
| TOTAL FAREBOX RATIO                | 8.21%     | 12.12%    | 6.98%     | 8.96%    | 9.33%                         |
| <b>SACRAMENTO ROUTE</b>            |           |           |           |          |                               |
| PASSENGERS                         | 216       | 221       | 209       | 646      | 731                           |
| SENIORS                            | 73        | 37        | 48        | 158      | 286                           |
| DISABLED                           | 11        | 6         | 19        | 36       | 35                            |
| WHEELCHAIR                         | 1         | 0         | 0         | 1        | 2                             |
| %SENIORS / DISABLED                | 39%       | 19%       | 32%       | 30%      | 44%                           |
| YOUTH                              | 11        | 23        | 48        | 82       | 19                            |
| %YOUTH                             | 5%        | 10%       | 23%       | 13%      | 3%                            |
| BIKES                              | 0         | 0         | 1         | 1        | 0                             |
| VEHICLE SERVICE HOURS              | 146       | 159       | 147       | 452      | 456                           |
| PASSENGER PER HOUR                 | 1.5       | 1.4       | 1.4       | 1.4      | 1.6                           |
| VEHICLE SERVICE MILES              | 4,064     | 4,052     | 3,657     | 11,773   | 11,473                        |
| VEHICLE NON-REVENUE MILES          | 134       | 134       | 122       | 390      | 384                           |
| PASSENGER PER MILE                 | 0.05      | 0.05      | 0.06      | 0.05     | 0.06                          |
| <b>OPERATING COST</b>              |           |           |           |          |                               |
| (Amador City to Sac City Line)     |           |           |           |          |                               |
| COST PER PASSENGER                 | \$3,826   | \$3,826   | \$3,478   | 11,130   | 10,956                        |
| COST PER MILE                      | \$17.71   | \$17.31   | \$16.64   | \$17.23  | \$14.99                       |
| COST PER HOUR                      | \$0.94    | \$0.94    | \$0.95    | \$0.95   | \$0.95                        |
| SAC FAREBOX REVENUE                | \$26.21   | \$24.06   | \$23.66   | \$24.62  | \$24.03                       |
| SAC CONTRACT REVENUE               | \$690     | \$632     | \$569     | \$1,891  | \$1,555                       |
|                                    | \$7,948   | \$8,614   | \$9,394   | \$25,956 | \$17,804                      |

**AMADOR TRANSIT**  
**STATEMENT OF NET POSITION**  
As of September 30, 2024

|  | Sep 30, 24          |
|--|---------------------|
| <b>ASSETS</b>  |                     |
| <b>Current Assets</b>                                |                     |
| <b>Checking/Savings</b>                              |                     |
| 11100 · 3670 NewWF Checking - Operating              | 15,134.07           |
| 11200 · 8794 Wells Fargo Savings Res                 |                     |
| 11210 · Fleet Reserve                                | 551,310.51          |
| 11220 · Building Reserve                             | 74,805.67           |
| 11230 · Equipment Reserve                            | 44,823.48           |
| <b>Total 11200 · 8794 Wells Fargo Savings Res</b>    | 670,939.66          |
| 11300 · 8802 Wells Fargo Savings-Grants              |                     |
| 10700 · SGR Funds                                    | 34,184.11           |
| <b>Total 11300 · 8802 Wells Fargo Savings-Grants</b> | 34,184.11           |
| <b>Total Checking/Savings</b>                        | 720,257.84          |
| <b>Accounts Receivable</b>                           |                     |
| 12000 · ACCOUNTS RECEIVABLE                          | 2,003.75            |
| 12010 · Grant Awards Receivable                      | 180,404.93          |
| 12015 · State of GR Receivable                       | 27,442.00           |
| 12025 · Logisticare Receivable                       | 5,195.08            |
| 12040 · 5311 Cares                                   | 311,252.00          |
| <b>Total Accounts Receivable</b>                     | 526,297.76          |
| <b>Other Current Assets</b>                          |                     |
| 13000 · Pre-Paid expenses                            |                     |
| 13200 · Pre-Paid IT Service Contract                 | 45,348.72           |
| <b>Total 13000 · Pre-Paid expenses</b>               | 45,348.72           |
| <b>Total Other Current Assets</b>                    | 45,348.72           |
| <b>Total Current Assets</b>                          | 1,291,904.32        |
| <b>Fixed Assets</b>                                  |                     |
| 15100 · LAND   | 254,026.00          |
| 15200 · BUILDING                                     | 2,393,775.88        |
| 15300 · EQUIPMENT                                    |                     |
| 15500 · COMPUTERS AND SOFTWARE                       | 50,254.12           |
| 15300 · EQUIPMENT - Other                            | 160,911.83          |
| <b>Total 15300 · EQUIPMENT</b>                       | 211,165.95          |
| 15400 · Buses  |                     |
| 15450 · Bus Equipment                                | 23,986.01           |
| <b>Total 15400 · Buses</b>                           | 23,986.01           |
| 16000 · ACCUMULATED DEPRECIATION                     | (2,986,059.00)      |
| <b>Total Fixed Assets</b>                            | (103,105.16)        |
| <b>TOTAL ASSETS</b>                                  | <b>1,188,799.16</b> |

**AMADOR TRANSIT**  
**STATEMENT OF NET POSITION**  
As of September 30, 2024

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|                                       | <u>Sep 30, 24</u>          |
|---------------------------------------|----------------------------|
| <b>LIABILITIES &amp; EQUITY</b>       |                            |
| <b>Liabilities</b>                    |                            |
| <b>Current Liabilities</b>            |                            |
| <b>Accounts Payable</b>               |                            |
| 20000 · ACCOUNTS PAYABLE              | (29,363.22)                |
| <b>Total Accounts Payable</b>         | (29,363.22)                |
| <b>Other Current Liabilities</b>      | 707,166.86                 |
| <b>Total Current Liabilities</b>      | 677,803.64                 |
| <b>Long Term Liabilities</b>          |                            |
| 22400 · Pension Liability             | 1,108,604.00               |
| 26100 · Deferred Inflow Pension       | 439,732.00                 |
| <b>Total Long Term Liabilities</b>    | 1,548,336.00               |
| <b>Total Liabilities</b>              | 2,226,139.64               |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b><u>2,226,139.64</u></b> |

10:16 AM  
10/31/24  
Accrual Basis

AMADOR TRANSIT  
Annual Budget vs. Actual  
September 2024 24% of FY

|   | Jul - Sep 24      | Budget              | \$ Over Budget       | % of Budget  |
|---|-------------------|---------------------|----------------------|--------------|
| <b>Ordinary Income/Expense</b>          |                   |                     |                      |              |
| <b>Income</b>                           |                   |                     |                      |              |
| 41000 · FARE REVENUE                    |                   |                     |                      |              |
| 41100 · FIXED ROUTE REVENUE             | 15,277.87         | 45,000.00           | -29,722.13           | 34.0%        |
| 41200 · DIAL-A-RIDE REVENUE             | 10,347.26         | 42,000.00           | -31,652.74           | 24.6%        |
| <b>Total 41000 · FARE REVENUE</b>       | <b>25,625.13</b>  | <b>87,000.00</b>    | <b>-61,374.87</b>    | <b>29.5%</b> |
| <b>42000 · NON-FARE REVENUES</b>        |                   |                     |                      |              |
| 41300 · SACRAMENTO SERV.CONTRACT        | 25,956.04         | 85,000.00           | -59,043.96           | 30.5%        |
| 41350 · LCTOP Operating Funds           | 0.00              | 109,214.00          | -109,214.00          | 0.0%         |
| 42100 · LOCAL TRANSP FUND(LTF)          | 189,437.84        | 543,325.00          | -353,887.16          | 34.9%        |
| 42250 · SGR Funds                       | 134.00            | 68,502.00           | -68,368.00           | 0.2%         |
| 42270 · 5339(a) FLEET REIMBURSEMENT     | 152,630.00        | 152,630.00          | 0.00                 | 100.0%       |
| 42300 · 5311 Operating Assistance       | 0.00              | 317,477.00          | -317,477.00          | 0.0%         |
| 42315 · 5311 CRRSAA Act 2021            | 186,970.77        | 186,971.00          | -0.23                | 100.0%       |
| 42400 · 5310 Expanded Mobility          | 0.00              | 111,663.00          | -111,663.00          | 0.0%         |
| 42500 · ADVERTISING CONTRACT            | 11,172.50         | 58,333.00           | -47,160.50           | 19.2%        |
| 42700 · STA -Capital Allocation         | 130,050.00        | 0.00                | 130,050.00           | 100.0%       |
| 42705 · STA FUNDS - OPERATING ASSIST.   | 0.00              | 130,050.00          | -130,050.00          | 0.0%         |
| <b>Total 42000 · NON-FARE REVENUES</b>  | <b>697,397.92</b> | <b>1,763,165.00</b> | <b>-1,065,767.08</b> | <b>39.6%</b> |
| <b>Total Income</b>                     | <b>723,023.05</b> | <b>1,850,165.00</b> | <b>-1,127,141.95</b> | <b>39.1%</b> |
| <b>Gross Profit</b>                     | <b>723,023.05</b> | <b>1,850,165.00</b> | <b>-1,127,141.95</b> | <b>39.1%</b> |
| <b>Expense</b>                          |                   |                     |                      |              |
| <b>50010 · LABOR</b>                    |                   |                     |                      |              |
| 50100 · SALARIES & WAGES - Fixed Route  | 88,644.09         | 318,773.00          | -230,128.91          | 27.8%        |
| 50200 · SALARIES & WAGES - DAR          | 38,184.63         | 137,751.00          | -99,566.37           | 27.7%        |
| 50300 · MAINT.& FACILITIES WAGES        | 46,628.11         | 174,069.00          | -127,440.89          | 26.8%        |
| 50400 · ADMINISTRATIVE WAGES            | 72,802.06         | 316,623.00          | -243,820.94          | 23.0%        |
| 50500 · OTHER SALARIES & WAGES          | 31,346.70         | 125,343.00          | -93,996.30           | 25.0%        |
| <b>Total 50010 · LABOR</b>              | <b>277,605.59</b> | <b>1,072,559.00</b> | <b>-794,953.41</b>   | <b>25.9%</b> |
| <b>51000 · BENEFITS</b>                 |                   |                     |                      |              |
| 51100 · FICA                            | 4,239.61          | 15,000.00           | -10,760.39           | 28.3%        |
| 51150 · PENSION PLAN (CalPERS)          | 46,569.26         | 182,927.00          | -136,357.74          | 25.5%        |
| 51200 · MEDICAL PLAN                    | 15,363.66         | 63,000.00           | -47,636.34           | 24.4%        |
| 51260 · DENTAL PLAN                     | 2,127.87          | 8,550.00            | -6,422.13            | 24.9%        |
| 51300 · VISION PLAN                     | 298.50            | 1,250.00            | -951.50              | 23.9%        |
| 51350 · WORKERS COMP INS                | 19,787.00         | 87,000.00           | -67,213.00           | 22.7%        |
| 51420 · DISABILITY INSURANCE            | 2,731.48          | 9,000.00            | -6,268.52            | 30.3%        |
| 51450 · UNEMPLOYMENT INSURANCE          | 100.98            | 4,000.00            | -3,899.02            | 2.5%         |
| 51600 · UNIFORMS/WORK CLOTHES ALLOW     | 1,839.19          | 2,900.00            | -1,060.81            | 63.4%        |
| 51650 · OTHER BENEFITS                  | 384.84            | 2,000.00            | -1,615.16            | 19.2%        |
| <b>Total 51000 · BENEFITS</b>           | <b>93,442.39</b>  | <b>375,627.00</b>   | <b>-282,184.61</b>   | <b>24.9%</b> |
| <b>52000 · SERVICES &amp; USER FEES</b> |                   |                     |                      |              |
| 52100 · VEHICLE TECH SERV-OUTSOURCE     | 10,299.33         | 35,000.00           | -24,700.67           | 29.4%        |
| 52150 · PROPERTY MAINTENANCE SERVICES   | 1,853.53          | 7,500.00            | -5,646.47            | 24.7%        |
| 52250 · LEGAL COUNSEL                   | 5,003.70          | 5,000.00            | 3.70                 | 100.1%       |
| 52300 · ADVERTISING & MARKETING         | 3,162.42          | 14,262.00           | -11,099.58           | 22.2%        |

10:16 AM  
10/31/24  
Accrual Basis

AMADOR TRANSIT  
Annual Budget vs. Actual  
September 2024 24% of FY

|  | Jul - Sep 24     | Budget            | \$ Over Budget     | % of Budget  |
|--|------------------|-------------------|--------------------|--------------|
| 52350 · LEGAL NOTICES                                  | 0.00             | 100.00            | -100.00            | 0.0%         |
| 52400 · SOFTWARE MAINTENANCE FEES                      | 16,095.99        | 15,850.00         | 245.99             | 101.6%       |
| 52420 · DRUG & ALCOHOL SERVICES                        | 1,088.00         | 3,750.00          | -2,662.00          | 29.0%        |
| 52500 · FACILITY SECURITY SYSTEM                       | 1,775.17         | 4,250.00          | -2,474.83          | 41.8%        |
| 52550 · GSA COST ALLOC-(POSTAGE/PRINT)                 | 65.37            | 500.00            | -434.63            | 13.1%        |
| 52600 · PROFESSIONAL & TECH SERVICES                   | 2,250.00         | 10,000.00         | -7,750.00          | 22.5%        |
| 52610 · Fees Bank, Merchant, Service                   | 229.13           | 800.00            | -570.87            | 28.6%        |
| <b>Total 52000 · SERVICES &amp; USER FEES</b>          | <b>41,822.64</b> | <b>97,012.00</b>  | <b>-55,189.36</b>  | <b>43.1%</b> |
| 53000 · MATERIALS & SUPPLIES CONSUMED                  |                  |                   |                    |              |
| 53100 · FUEL   | 51,678.19        | 190,000.00        | -138,321.81        | 27.2%        |
| 53150 · TIRES  | 6,656.27         | 24,000.00         | -17,343.73         | 27.7%        |
| 53200 · LUBRICATION                                    | 1,370.34         | 3,500.00          | -2,129.66          | 39.2%        |
| 53250 · TOOLS  | 436.94           | 1,200.00          | -763.06            | 36.4%        |
| 53300 · VEHICLE MAINT-REPAIR PARTS                     | 14,868.60        | 45,000.00         | -30,131.40         | 33.0%        |
| 53350 · SHOP SUPPLIES (Consumables)                    | 321.25           | 4,500.00          | -4,178.75          | 7.1%         |
| 53400 · VEHICLE ACCESSORIES                            | 236.73           | 750.00            | -513.27            | 31.6%        |
| 53425 · TOWING   | 1,375.00         | 2,000.00          | -625.00            | 68.8%        |
| 53450 · FACILITIES MAINT/REPAIR PARTS                  | 1,332.95         | 4,000.00          | -2,667.05          | 33.3%        |
| 53500 · TRANSIT CENTER SUPPLIES                        | 126.87           | 500.00            | -373.13            | 25.4%        |
| 53550 · OFFICE SUPPLIES                                | 1,427.65         | 4,500.00          | -3,072.35          | 31.7%        |
| 53650 · PRINTING (Schedules, Brochures)                | 0.00             | 3,000.00          | -3,000.00          | 0.0%         |
| 53670 · COMPUTER PROGRAM & SUPPLIES                    | 19.00            | 400.00            | -381.00            | 4.8%         |
| 53700 · SAFETY & EMERGENCY SUPPLIES                    | 0.00             | 1,600.00          | -1,600.00          | 0.0%         |
| 53750 · OTHER MATERIALS & SUPPLIES                     | 78.44            | 600.00            | -521.56            | 13.1%        |
| <b>Total 53000 · MATERIALS &amp; SUPPLIES CONSUMED</b> | <b>79,928.23</b> | <b>285,550.00</b> | <b>-205,621.77</b> | <b>28.0%</b> |
| 54000 · UTILITIES                                      |                  |                   |                    |              |
| 54100 · AT WATER/SEWER/GARBAGE                         | 1,180.23         | 5,000.00          | -3,819.77          | 23.6%        |
| 54200 · AT -PGE/NATURAL GAS                            | 79.97            | 1,800.00          | -1,720.03          | 4.4%         |
| 54300 · TRANSIT CTR/WATER/SEWER/GARB                   | 816.59           | 3,500.00          | -2,683.41          | 23.3%        |
| 54400 · TRANSIT CENTER-PGE                             | 250.45           | 1,100.00          | -849.55            | 22.8%        |
| 54450 · TRANSIT CENTER-INTERNET                        | 0.00             | 2,500.00          | -2,500.00          | 0.0%         |
| 54500 · OFFICE PHONES/INTERNET/CELL                    | 3,063.77         | 11,200.00         | -8,136.23          | 27.4%        |
| <b>Total 54000 · UTILITIES</b>                         | <b>5,391.01</b>  | <b>25,100.00</b>  | <b>-19,708.99</b>  | <b>21.5%</b> |
| 56000 · CASUALTY & LIABILITY COSTS                     |                  |                   |                    |              |
| 56100 · LIABILITY & PROPERTY DAMAGE INS                | 51,329.56        | 150,000.00        | -98,670.44         | 34.2%        |
| <b>Total 56000 · CASUALTY &amp; LIABILITY COSTS</b>    | <b>51,329.56</b> | <b>150,000.00</b> | <b>-98,670.44</b>  | <b>34.2%</b> |
| 58000 · MISCELLANEOUS (NEW)                            |                  |                   |                    |              |
| 58050 · DUES & SUBSCRIPTIONS                           | 0.00             | 2,300.00          | -2,300.00          | 0.0%         |
| 58200 · TRAVEL & MEETINGS                              | 151.54           | 800.00            | -648.46            | 18.9%        |
| 58300 · SAFETY PROGRAM                                 | 191.29           | 750.00            | -558.71            | 25.5%        |
| 58400 · TRAINING-Seminars & Materials                  | 222.00           | 1,000.00          | -778.00            | 22.2%        |
| 58450 · CDL/ DOT MED/BkGrnd Checks                     | 614.00           | 1,750.00          | -1,136.00          | 35.1%        |
| 58500 · Penalties/Late Fees                            | 9.22             | 50.00             | -40.78             | 18.4%        |
| 58600 · Other Miscellaneous                            | 128.71           | 350.00            | -221.29            | 36.8%        |
| <b>Total 58000 · MISCELLANEOUS (NEW)</b>               | <b>1,316.76</b>  | <b>7,000.00</b>   | <b>-5,683.24</b>   | <b>18.8%</b> |
| 59000 · LEASES / RENTALS                               |                  |                   |                    |              |
| 59100 · Leases & Rentals                               | 7,530.62         | 10,000.00         | -2,469.38          | 75.3%        |
| <b>Total 59000 · LEASES / RENTALS</b>                  | <b>7,530.62</b>  | <b>10,000.00</b>  | <b>-2,469.38</b>   | <b>75.3%</b> |

10:16 AM  
10/31/24  
Accrual Basis

AMADOR TRANSIT  
Annual Budget vs. Actual  
September 2024 24% of FY

|  | Jul - Sep 24      | Budget             | \$ Over Budget    | % of Budget   |
|--|-------------------|--------------------|-------------------|---------------|
| <b>Total Expense</b>                                 | 558,366.80        | 2,022,848.00       | -1,464,481.20     | 27.6%         |
| <b>Net Ordinary Income</b>                           | 164,656.25        | -172,683.00        | 337,339.25        | -95.4%        |
| <b>Other Income/Expense</b>                          |                   |                    |                   |               |
| <b>Other Expense</b>                                 |                   |                    |                   |               |
| <b>60000 · CAPITAL DEPRECIATION ALLOCATION</b>       |                   |                    |                   |               |
| 60125 · Cap.Reserve-Equip.Depreciation               | 0.00              | 25,524.00          | -25,524.00        | 0.0%          |
| 60150 · Cap.Reserve-Buildg.Depreciation              | 1,849.00          | 48,727.00          | -46,878.00        | 3.8%          |
| 60175 · Cap.Reserve-Fleet Depreciation               | 0.00              | 157,784.00         | -157,784.00       | 0.0%          |
| <b>Total 60000 · CAPITAL DEPRECIATION ALLOCATION</b> | 1,849.00          | 232,035.00         | -230,186.00       | 0.8%          |
| <b>60700 · State of Good Repair Expenses</b>         | 0.00              | 68,502.00          | -68,502.00        | 0.0%          |
| <b>Total Other Expense</b>                           | 1,849.00          | 300,537.00         | -298,688.00       | 0.6%          |
| <b>Net Other Income</b>                              | -1,849.00         | -300,537.00        | 298,688.00        | 0.6%          |
| <b>Net Income</b>                                    | <b>162,807.25</b> | <b>-473,220.00</b> | <b>636,027.25</b> | <b>-34.4%</b> |





**TO: AT BOARD OF DIRECTORS**  
**FROM: Patricia M. Amarant, General Manager**  
**DATE: November 7, 2024**  
**RE: General Manager Report - Informational Only**

**1.) Review of Sacramento service contract, reimbursement process and fare collection**

Attached are copies of the latest Sac service contract and a sample of the monthly invoice submitted for reimbursement with notes explaining billing. Amador Transit receives cash, checks or credit card purchases for books of tickets paid directly to us by Sac commuters.

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**2.) Bus #402 repair estimates update**

Attached is a copy of an estimate by Lynch's to repair bus #402 as requested by the board last month. Staff contacted the following businesses for quotes, here are the results:

Sterling Auto - Will not work on buses due to limited shop space and insurance liability restrictions.

Argonaut Automotive Service- same as Sterling.

Steins Auto Care – same as Sterling.

Shop manager recommended pulling it from service, as the expense to repair far exceeds what is reasonable for a bus that has passed its 5 year and 150k useful life. This bus will be included in the auction along with the other 2 buses.

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**3.) Alternate Dispatch Software - Maintenance Cost Comparison**

Staff contacted Tuolumne Transit to enquire what dispatch software their agency uses. They provided the attached cost breakdown; the email shows they partnered with VIA. It is more costly than the Trip Spark dispatch software AT utilizes.



Serving Amador County Since 1977

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**SUBJECT:** Revised Disciplinary Policy

**TO:** Amador Transit Board of Directors

**FROM:** Patricia Maggie Amarant, General Manager

**DATE:** November 7, 2024

**RECOMMENDATION:** *Review and approval of Final revision of Disciplinary Policy and approval of Reso #24-05*

**Final Draft of AT's updated Disciplinary Policy**

Enclosed is the final draft of the policy for approval. The yellow highlighted area includes the additional comments added by legal counsel regarding speeding tickets.(page 4). Staff recommends board approval of policy.

Staff recommends approval of final policy and Resolution #24-05

**BEFORE THE AMADOR TRANSIT BOARD OF DIRECTORS  
COUNTY OF AMADOR, STATE OF CALIFORNIA**

**RESOLUTION NO. 24-05**

**Implementing:** Update of Employee Disciplinary Policy.

**A RESOLUTION** of the Board of Directors for Amador Transit authorizing the General Manager to implement the update to the Disciplinary Policy dated April 2011.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of Amador Transit that the Employee Disciplinary Policy is approved, and the Transit Manager is directed and authorized to implement said updated policy.

**BE IT FURTHER RESOLVED** by the Board of Directors that the General Manager and staff will provide periodic updates to the Board as necessary or required.

**ADOPTED** by the Board of Directors of Amador Transit at a regular meeting thereof held on the **7th day of November 2024.**

AYES:

NOES:

ABSENT:

---

Patrick Crew, Chairman  
Amador Transit  
Board of Directors

ATTEST:

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Felicia Bridges  
Recording Secretary



**EMPLOYEE  
DISCIPLINARY POLICY**

**Revised November 2024**

***Amador Transit reserves the right in its sole discretion to change, delete, suspend, or discontinue any policy or procedure (whether in whole or in part) with or without prior notice.***

## **DISCIPLINARY POLICY AND RELATED PROCEDURES**

**Revised November 2024**

**Intent:** The intent of this policy is to openly communicate Amador Transit's standards of conduct to all employees. Amador Transit believes that such policies and procedures are necessary for the orderly operation of transit business and for the protection and fair treatment of all employees. All employees are urged to always use reasonable judgment and to seek supervisory advice in doubtful situations.

**Scope:** This policy applies to all employees of Amador Transit employees, including full-time, part-time, and temporary employees.

**At-Will Employment:** Except as otherwise provided under the current operative "Agreement, Between the Employee Association and Amador Transit" (hereafter, "**MOU**"), all Amador Transit employees are employed at-will, which means that either an employee or Amador Transit may end their employment relationship at any time, with or without cause or advance notice. Nothing in this disciplinary policy either creates or is intended to create a contract, of employment (whether express or implied) for any specific period of time or to otherwise alter the "at-will" nature of employment.

**Reservation of Rights:** Amador Transit reserves the right, in its sole discretion, to revise, change, modify or revoke this disciplinary policy at any time, with or without notice. To the extent this policy conflicts with the MOU, the MOU shall control.

**Fairness and Responsibility:** To ensure the equitable processing of disciplinary actions, the Supervisor and the Transit Manager will be responsible for the proper oversight of such matters, including the assurance that employee rights are protected, and that appropriate action is taken when circumstances warrant based on the circumstance. All disciplinary action taken against ANY employee must include a witness present.

## **PROGRESSION AND TYPES OF DISCIPLINE**

As a matter of policy, Amador Transit seeks to resolve conduct and performance problems in a positive manner, when possible, through verbal reminders, counseling, additional training, etc. However, under those circumstances when disciplinary action becomes necessary, Amador Transit has established the following procedures as a guideline for disciplinary actions. Discipline will generally be administered progressively through the six stages described unless individual circumstances merit otherwise. Such circumstances include cases where the infraction is of such a serious nature that a verbal/written reminder, ~~counseling~~, suspension with total performance commitment or termination is justifiable, even if on the first offense. In general, the purpose of this

**A. Steps:** The purpose of the progressive discipline process is to inform employees of behavior that needs to be corrected and to give the employee adequate opportunity to correct the situation. However, In general, Amador Transit will administer discipline progressively; however, the progressive discipline policy does not guarantee the right of specific treatment or progressive discipline in all circumstances. Rather, as an at-will employer, Amador Transit reserves the right to decide on a case-by-case basis whether to administer or not administer progressive discipline (whether in whole or in part). Where Amador Transit deems an infraction sufficiently serious, it may result in immediate termination, even if it is the employee's first offense.

**Step 1. - Verbal Counseling:** Employee signs to acknowledge event. In the event of If there are no further incidents, for 2 years (24 months), the document will not be used for further disciplinary action after two (2) years.

**Step 2. - Written Counseling:**

**Step 3. - Suspension w/With Total Performance Commitment:** A suspension is a severe disciplinary action. An employee placed on suspension without pay is in a disciplinary mode and is expected to refrain from coming onto Amador Transit property at any time unless requested to do so by the employees' supervisor and/or the Transit Manager.

**5. Step 4 – Termination:**

**B. Causes for Suspension:**

Amador Transit management may elect to suspend an employee either with or without total performance commitment for a variety of reasons including but are not limited to the following:

- Moving traffic violations;
- Failing to submit a completed accident report;
- Smoking, chewing tobacco, or eating or drinking while driving;
- Harassing or discriminating against passengers or fellow employees;
- Failing to comply with the prescribed dress uniform/dress code;
- Conduct unbecoming an employee of the agency;

- Failing to properly pre-trip any assigned vehicle; and
- Other conduct Amador Transit management deems sufficiently serious to warrant suspension.

**C. Causes for Termination:** Amador Transit may elect to immediately terminate an employee for a variety of reasons, including but not limited to the following:

- Violation of Violating the Amador Transit Drug and Alcohol policy;
- Falsifying any Amador Transit document; or document presented to Amador Transit, including timekeeping records, requests for leave, medical notes, etc.;
- Stealing Amador Transit property or funds;
- Engaging in any type of violent behavior, including threats of violence;
- A conviction of negligent driving (First or Second Degree), reckless driving, or hit and run, either whether on or off duty;
- A felony conviction for conduct Amador Transit deems sufficiently related to the employee's job duties and/or clients to warrant termination;
- Failure to report and/or leaving the scene of an accident while on duty;
- Insubordination. (e.g., an employee's refusal to obey a reasonable instruction from management; or any employee's harassing, intimidating, disrespectful, and/or insolent behavior towards management despite management's effort to defuse the situation, and/or
- Other conduct Amador Transit deems sufficiently egregious to warrant immediate termination.

**D. Speeding Citations:** With respect to speeding citations an employee receives ~~while on duty~~, whether on-duty or off duty, Amador Transit will use a five-year period when determining appropriate discipline, as follows:

- The first speeding citation within any five-year period will result in verbal counseling.
- The second speeding citation within any five-year period will result in a suspension with a Total Performance Commitment.
- The third speeding citation within any five-year period will result in immediate termination.

For off-duty speeding citations, employees should take note that Amador Transit will not count the occurrence against the employee if the employee successfully completes a driver's course which results in the infraction being removed from the employee's DMV record. The employee must provide documentation to Amador Transit showing that the employee successfully completed the driver's course, at which point Amador Transit will no longer count the occurrence during the five-year period. As long as the speeding citation appears on the employee's DMV record when such DMV record is pulled by Amador Transit, however, Amador Transit will count the occurrence against the employee.

**Note:** All commercial drivers' license holders are required by law to report to their employer, upon conviction, all traffic violations (except parking tickets. ). This law applies to citations received in private vehicles as well as while operating a transit vehicle.

## **E. Punctual Attendance and Professional Appearance**

1. **Reporting Late:** All employee **must** report for work at their scheduled start times. Timeliness is imperative. Late reports must be avoided. Amador Transit employees must take pride in always keeping a clean, kept, professional appearance. All employees are required to comply with Amador Transit's "uniform policy". If an employee fails to comply, management or dispatch may elect to send the employee home without pay. A late report is defined as reporting **more than one minute** after the employee's designated report time. If an employee reports to work late, management may elect to send the employee home without pay or allow the employee to cover the shift, or a portion of the shift if a replacement is not readily available. With respect to late reports, Amador Transit will use a 120-day period when determining appropriate discipline, as follows:

- The first late report within any 120-day period will result in a verbal counseling.
- The second late report within any 120-day period will result in written counseling.
- The third late report within any 120-day period will result in a written counseling and a Total Performance Commitment.
- A fourth late report within any 120-day period will result in termination of employment.

2. **Absent Without Leave (No Call/No Show):** Absent special circumstances warranting an exception, an employee who fails to report to work without giving notice of any kind to management or dispatch within at least two hours of the employee's scheduled start time is subject to discipline, as follows:

- The first No Call/No Show absence within any 120-day period will result in a written counseling
- The second No Call/No Show within any 120-day period will result in a written counseling and a Total Performance Commitment
- The third No Call /No Show within any 120-day period will result in termination from employment

3. **Unapproved Absences:** Extra-board drivers may request the day off without pay if they are not scheduled to drive. Employees must use their paid sick leave ("PSL") and/or accrued Paid Time Off ("PTO"). when they are absent from work. All such absences are considered approved absences.

Employees who exhaust their paid leave time may still be eligible to take an unpaid leave of absence (e.g., medical/disability leave, family leave, bereavement leave). For more information about available leaves of absence, please refer to the Employee Handbook or schedule an appointment with the Transit Manager.

All approved leaves of absence are considered approved absences.

An unapproved absence occurs when an employee is absent from work but (i) has already exhausted all of their paid leave time, and/or (ii) is not eligible for or has already exhausted all available unpaid leave time. An employee who takes an unapproved absence will be subject to discipline as follows:

- The first unapproved absence within any 60-day period will result in a verbal counseling
- The second unapproved absence within any 60-day period will result in written counseling.
- The third unapproved absence within any 60-day period will result in Suspension w/with a Total Performance Commitment.



- A fourth unapproved absence within any 60-day period will result in termination.

**F. Discipline For Preventable Accidents**

All accidents, regardless of severity, will **must** be reported to dispatch immediately.

All accidents involving vehicles on streets, highways, or private property will **must** be reported to the necessary officials in accordance with California State Law.

An Amador Transit Accident Report will **must** be completed by the vehicle operator prior to completion of that day's shift.

Failure to report an accident, no matter how minor, will be grounds for disciplinary action, up to and including termination.

Accident reports will become a permanent part of the employee's personnel record.

**G. Preventable Accident Evaluation and Point System:**

Each department head will investigate accidents within their department to provide a determination of the following:

- Cause(s) of the accident;
- Preventability of the accident;
- Procedures that should have been taken to prevent the accident; and
- Procedures necessary to prevent future accidents of the same type.

**Consequences** for preventable vs. non-preventable accidents will be based on the National Safety Councils 'Guide for Determination of Accident Preventability'.

Written notification of these findings will be presented to the employee within seven (7) days following the completion of the investigatory process. In the event of a preventable accident, the immediate supervisor and Transit Manager will determine the level of counseling and retraining or suspension and/or termination.

A point accumulation system will be used to determine disciplinary action for preventable accidents. Point totals will be cumulative for the prior 36 months of employment (inclusive) from the date of the accident. After 36 months from the date of the accident has passed, the points reduce back to zero, except in the case of another accident. This point system does not exclude the potential for termination for any single occurrence based upon the nature and severity of the accident. The days suspended are workdays (M-F) and do not include weekends or holidays.

| <b>Points</b> | <b>Within 0-12 Months<br/>Inclusive<br/>Days of Suspension</b> | <b>Within 0-23 Months<br/>Inclusive<br/>Days of Suspension</b> | <b>Within 0-36 Months<br/>Inclusive<br/>Days of Suspension</b> |
|---------------|--|--|--|
| 3             | 1  | 5  | 7  |
| 4             | 2  | 6  | 8  |
| 5             | 5  | 7  | 9  |
| 6             | 7  | 8  | 10   |
| 7             | 8  | 10   | 12   |
| 8             | Termination  | Termination  | Termination  |

(\*)

| <b><u>Accident Situation</u></b>                       | <b><u>Point Assessment</u></b> |
|--|--------------------------------|
| Accident with Property Damage (*) less than \$2,000    | 2                              |
| Accident with Property Damage \$2,000+ – \$4,000       | 3                              |
| Accident with Property Damage \$4,000+ - \$8,000       | 4                              |
| Accident with Property Damage more than \$8,000        | 5                              |
| Accident with Personal Injury (see Point Matrix below) | 1 to 5 additional points       |
| Accident with Pedestrian Injury (**)                   | 2 to 8 additional points       |
| Traffic Citation                                       | 1 additional point             |
| Unreported Vehicle Damage                              | 2 additional points            |
| Vehicle out of service due to repairs                  | 1 point per 15 days            |

(\*) Damage amounts include actual costs (i.e. towing, time, repairs, freight costs, etc.).

(\*) Pedestrians include bicyclists, skateboarders, or other non-motor vehicle conveyances.

### **PERSONAL INJURY POINT MATRIX**

#### **Personal Injury:**

- **Minor Injury:**
  - Minor cuts, bruises, or strains requiring minimal medical attention.
  - Points: 2
- **Moderate Injury:**
  - Injuries requiring medical treatment beyond basic first aid.
  - Includes sprains, fractures, or minor concussions.
  - Points: 4
- **Severe Injury:**
  - Serious injuries requiring hospitalization or surgery.
  - Includes severe fractures, head trauma, or permanent disability.
  - Points: 6

### **Unreported Vehicle Damage:**

Discipline for unreported damage will be determined using the Accident Situation, Supervisory Action, and Preventable Accident guidelines presented earlier in this policy.

Vehicle damage is monitored by the Maintenance Department. All damage will be documented and physically inspected by the Maintenance Manager, Transit Manager, and the Supervisor.

All Amador Transit employees operating agency vehicles must do a federally approved pre-trip inspection of the vehicle prior to putting it into operation.

If an employee discovers damage that is not already established, or documented, it is that employee's responsibility to report that damage immediately. Damage that is unreported will be subject to investigation by the immediate supervisor and Maintenance personnel to determine if a preventable accident has occurred and to whom such accident will be charged. It is possible that unreported damage may be charged to the last employee who operated the damaged vehicle and failed to report the damage during the pre-trip/post-trip inspection.

### **ADMINISTRATIVE PAY WITH LEAVE**

#### **Administrative Pay with Leave**

Under certain circumstances it may be necessary to restrict an employee immediately from performing duties at the work site. The circumstances usually involve potential danger to the employee, co-workers, or the public; or the employee's inability to perform assigned duties satisfactorily. Because of the need for immediate action, the decision to suspend an employee in such circumstances shall be the responsibility of the Transit Manager. When circumstances of this nature arise, the employee shall be placed on administrative leave with pay pending the investigation of the incident or incidents involved and must surrender keys, fob, Amador Transit provided cell phone, laptop, etc.

An employee placed on administrative leave is not considered to be in a disciplinary mode during the administrative leave period. However; however, the employee is expected to refrain from coming onto Amador Transit property at any time, unless requested to do so by the Transit Manager.

If at the conclusion of the investigation, the employee is found to be in violation, then appropriate disciplinary action will be taken. All administrative leave shall be reported immediately to the Office Manager and Transit Manager.

### **Conclusion:**

The Vehicle Damage and Personal Injury Point Matrix provides a structured framework for assessing incidents and determining appropriate responses to ensure the safety of employees and the integrity of company Amador Transit property. By adhering to this matrix, we aim to promote a culture of accountability, safety, and responsibility within our organization.



Serving Amador County Since 1977

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**SUBJECT:** Revision of AT's Zero Tolerance Drug and Alcohol Policy

**TO:** Amador Transit Board of Directors

**FROM:** Patricia Maggie Amarant, General Manager

**DATE:** November 7, 2024

**RECOMMENDATION:** Review and approval of FTA revision to the Zero Tolerance Drug and Alcohol Policy and approval of Reso #24-06

**Drug and Alcohol Policy update**

The Federal Transit Administration (FTA) mandated Drug and Alcohol Testing Program was audited here in California during the period of 8/12/2024 to 8/16/2024. One finding was daylighted by the audit team that the Caltrans 5311 program needs all 5311 subrecipients to engage the need to update, adopt and distribute compliant Drug and Alcohol Policies.

**Actions:** Please check your agency's Drug and Alcohol Policy. If your agency's Drug and Alcohol Policy was adopted prior to 11/10/2023 it is probably, most likely, a noncompliant drug and alcohol policy. **Please 1) update your policy; 2) have your board adopt it; 3) distribute the new, adopted policy to all of your FTA covered employees per FTA Rule Section 655.16 which states: "Each employer shall provide written notice to every covered employee and to representatives of employee organizations of the employer's anti-drug and alcohol misuse policies and procedures"; and 4) share a copy with Caltrans at: [brian.travis@dot.ca.gov](mailto:brian.travis@dot.ca.gov)**

Staff recommends approval of revised D&A Policy and Resolution #24-06.

**BEFORE THE AMADOR TRANSIT BOARD OF DIRECTORS  
COUNTY OF AMADOR, STATE OF CALIFORNIA**

**RESOLUTION NO. 24-06**

**Implementing:** Revision of FTA Mandated Drug and Alcohol Policy.

**A RESOLUTION** of the Board of Directors for Amador Transit authorizing the General Manager to implement the FTA mandated revision to the Drug and Alcohol Policy.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of Amador Transit that the revision of the Drug and Alcohol Policy is approved, and the Transit Manager is directed and authorized to implement said revised policy.

**BE IT FURTHER RESOLVED** by the Board of Directors that the General Manager and staff will provide periodic updates to the Board as necessary or required.

**ADOPTED** by the Board of Directors of Amador Transit at a regular meeting thereof held on the **7th day of November 2024.**

AYES:

NOES:

ABSENT:

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Patrick Crew, Chairman  
Amador Transit  
Board of Directors

ATTEST:

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Felicia Bridges  
Recording Secretary



**ZERO TOLERANCE  
DRUG AND ALCOHOL TESTING POLICY  
AMADOR TRANSIT**

**Adopted as of July 6, 2017**  
*Revised November 2024*

**A. PURPOSE**

- 1) The Amador Transit provides public transit and paratransit services for the residents of *Amador County*. Part of our mission is to ensure that this service is delivered safely, efficiently, and effectively by establishing a drug and alcohol-free work environment, and to ensure that the workplace remains free from the effects of drugs and alcohol to promote the health and safety of employees and the general public. In keeping with this mission, Amador Transit declares that the unlawful manufacture, distribution, dispense, possession, or use of controlled substances or misuse of alcohol is prohibited for all employees.
- 2) Additionally, the purpose of this policy is to establish guidelines to maintain a drug and alcohol-free workplace in compliance with the Drug-Free Workplace Act of 1988, and the Omnibus Transportation Employee Testing Act of 1991. This policy is intended to comply with all applicable Federal regulations governing workplace anti-drug and alcohol programs in the transit industry. Specifically, the Federal Transit Administration (FTA) of the U.S. Department of Transportation has published 49 CFR Part 655, as amended, that mandates urine drug testing and breath alcohol testing for safety-sensitive positions and prohibits performance of safety-sensitive functions when there is a positive test result. The U. S. Department of Transportation (USDOT) has also published 49 CFR Part 40, as amended, that sets standards for the collection and testing of urine and breath specimens.
- 3) Any provisions set forth in this policy that are included under the sole authority of AMADOR TRANSIT and are not provided under the authority of the above-named Federal regulations are underlined. Tests conducted under the sole authority of AMADOR TRANSIT will be performed on non-USDOT forms and will be separate from USDOT testing in all respects.

**B. APPLICABILITY**

This Drug and Alcohol Testing Policy applies to all safety-sensitive employees (full- or part-time) when performing safety sensitive duties. AMADOR TRANSIT

employees that do not perform safety-sensitive functions are also covered under this policy under the sole authority of AMADOR TRANSIT. - See Attachment A for a list of employees and the authority under which they are included.

A safety-sensitive function is operation of public transit service including the operation of a revenue service vehicle (whether or not the vehicle is in revenue service), maintenance of a revenue service vehicle or equipment used in revenue service, security personnel who carry firearms, dispatchers or persons controlling the movement of revenue service vehicles and any transit employee who operates a vehicle that requires a Commercial Driver's License to operate. Maintenance functions include the repair, overhaul, and rebuild of engines, vehicles and/or equipment used in revenue service. A list of safety-sensitive positions who perform one or more of the above-mentioned duties is provided in Attachment A. Supervisors are only safety sensitive if they perform one of the above functions. Volunteers are considered safety sensitive and subject to testing if they are required to hold a CDL or receive remuneration for service in excess of actual expense.

### C. DEFINITIONS

*Accident:* An occurrence associated with the operation of a vehicle even when not in revenue service, if as a result:

- a. An individual dies;
- b. An individual suffers a bodily injury and immediately receives medical treatment away from the scene of the accident; or,
- c. One or more vehicles incur disabling damage as the result of the occurrence and is transported away from the scene by a tow truck or other vehicle. For purposes of this definition, *disabling damage* means damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, or windshield wipers that makes them inoperative.

*Adulterated specimen:* A specimen that has been altered, as evidence by test results showing either a substance that is not a normal constituent for that type of specimen or showing an abnormal concentration of an endogenous substance.



*Alcohol:* The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols contained in any beverage, mixture, mouthwash, candy, food, preparation or medication.

*Alcohol Concentration:* Expressed in terms of grams of alcohol per 210 liters of breath as indicated by a breath test under 49 CFR Part 40.

*Aliquot:* A fractional part of a specimen used for testing, It is taken as a sample representing the whole specimen.

*Canceled Test:* A drug or alcohol test that has a problem identified that cannot be or has not been corrected, or which is cancelled. A canceled test is neither positive nor negative.

*Confirmatory Drug Test:* A second analytical procedure performed on a different aliquot of the original specimen to identify and quantify the presence of a specific drug or metabolite.

*Confirmatory Validity Test:* A second test performed on a different aliquot of the original urine specimen to further support a validity test result.

*Covered Employee Under FTA Authority:* An employee who performs a safety-sensitive function including an applicant or transferee who is being considered for hire into a safety-sensitive function (See Attachment A for a list of covered employees).

*Covered Employee Under Company Authority:* An employee, applicant, or transferee that will not perform a safety-sensitive function as defined by FTA but is included under the company's own authority. (See Attachment A).

*Designated Employer Representative (DER):* An employee authorized by the employer to take immediate action to remove employees from safety-sensitive duties and to make required decisions in testing. The DER also receives test results and other communications for the employer, consistent with the requirements of 49 CFR Parts 40 and 655.

~~*Department of Transportation (DOT): For the purposes of Drug and Alcohol regulatory oversight, DOT is the department of the federal government which includes the, Federal Transit Administration, Federal Railroad Administration, Federal Highway Aviation Administration, Federal Motor Carriers' Safety Administration, Pipeline & Hazardous Materials Safety Administration, United States Coast Guard, and the Office of the Secretary of Transportation.*~~



DOT, The Department, DOT Agency: These terms encompass all DOT agencies, including, but not limited to, the Federal Aviation Administration (FAA), the Federal Railroad Administration (FRA), the Federal Motor Carrier Safety Administration (FMCSA), the Federal Transit Administration (FTA), the National Highway Traffic Safety Administration (NHTSA), the Pipeline and Hazardous Materials Safety Administration (PHMSA), and the Office of the Secretary (OST). For purposes of 49 CFR Part 40, the United States Coast Guard (USCG), in the Department of Homeland Security, is considered to be a DOT agency for drug testing purposes. These terms include any designee of a DOT agency.

***Dilute specimen:*** A urine specimen with creatinine and specific gravity values that are lower than expected for human urine.

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

***Employee:*** Any person who is designated in a DOT agency regulation as subject to drug testing and/or alcohol testing. The term includes individuals currently performing safety-sensitive functions designated in DOT agency regulations and applicants for employment subject to pre-employment testing. For purposes of drug testing under 49 CFR Part 40, the term employee has the same meaning as the term “donor” as found on CCF and related guidance materials produced by the Department of Health and Human Services.

***Evidentiary Breath Testing Device (EBT):*** A Device approved by the NHTSA for the evidential testing of breath at the 0.02 and the 0.04 alcohol concentrations. Approved devices are listed on the ODAPC’s web site.

***Initial Drug Test: (Screening Drug Test)*** The test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.

***Initial Specimen Validity Test:*** The first test used to determine if a urine specimen is adulterated, diluted, substituted, or invalid

***Invalid Result:*** The result reported by an HHS-certified laboratory in accordance with the criteria established by the HHS Mandatory Guidelines when a positive, negative, adulterated, or substituted result cannot be established for a specific drug or specimen validity test.



**Laboratory:** Any U.S. laboratory certified by HHS under the National Laboratory Certification program as meeting standards of Subpart C of the HHS Mandatory Guidelines for Federal Workplace Drug Testing Programs; or, in the case of foreign laboratories, a laboratory approved for participation by DOT under this part.

**Limit of Detection (LOD):** The lowest concentration at which a measurand can be identified, but (for quantitative assays) the concentration cannot be accurately calculated.

**Limit of Quantitation:** *For quantitative assays, the lowest concentration at which the identity and concentration of the measurand can be accurately established.*

**Medical Review Officer (MRO):** A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by the drug testing program who has knowledge of substance abuse disorders, and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result, together with his/her medical history, and any other relevant bio-medical information.

**Negative Dilute:** A drug test result which is negative for the five drug/drug metabolites but has a specific gravity value lower than expected for human urine.

**Negative result:** The result reported by an HHS-certified laboratory to an MRO when a specimen contains no drug or the concentration of the drug is less than the cutoff concentration for the drug or drug class and the specimen is a valid specimen. An alcohol concentration of less than 0.02 BAC is a negative test result.

**Non-negative test result:** A urine specimen that is reported as adulterated, substituted, invalid, or positive for drug/drug metabolites.

**Oxidizing Adulterant:** A substance that acts alone or in combination with other substances to oxidize drugs or drug metabolites to prevent the detection of the drug or metabolites, or affects the reagents in either the initial or confirmatory drug test.

**Performing (a safety-sensitive function):** A covered employee is considered to be performing a safety-sensitive function and includes any period in which he or she is actually performing, ready to perform, or immediately available to perform such functions.

**Positive result:** The result reported by an HHS- Certified laboratory when a specimen contains a drug or drug metabolite equal or greater to the cutoff concentrations.

**Prohibited drug:** Identified as marijuana, cocaine, opioid, amphetamines (including ecstasy), or phencyclidine at levels above the minimum thresholds specified in 49 CFR Part 40, as amended.

**Reconfirmed:** The result reported for a split specimen when the second laboratory is able to corroborate the original result reported for the primary specimen.

**Rejected for Testing:** The result reported by an HHS- Certified laboratory when no tests are performed for specimen because of a fatal flaw or a correctable flaw that has not been corrected.

**Revenue Service Vehicles:** All transit vehicles that are used for passenger transportation service.

**Safety-sensitive functions:** Employee duties identified as:

- (1) The operation of a transit revenue service vehicle even when the vehicle is not in revenue service.
- (2) The operation of a non-revenue service vehicle by an employee when the operation of such a vehicle requires the driver to hold a Commercial Drivers License (CDL).
- (3) Maintaining a revenue service vehicle or equipment used in revenue service.
- (4) Controlling the movement of a revenue service vehicle and
- (5) Carrying a firearm for security purposes.

**Specimen:** Fluid, breath, or other material collected from an employee at the collection site for the purpose of a drug or alcohol test.

**Specimen Bottle:** The bottle that, after being sealed and labeled according to the procedures in 49 CFR Part 40, is used to hold a primary ("A") or split ("B") specimen during the transportation to the laboratory. In the context of oral fluid testing, it may be referred to as a "vial," "tube," or "bottle."

**Split Specimen:** In drug testing, the specimen that is sent to a first laboratory and stored with its original seal intact, and which is transported to a second laboratory for retesting at the employee's request following MRO verification of the primary specimen as positive, adulterated or substituted.

**Split Specimen Collection:** A collection in which the ~~urine~~ single specimen collected is divided into two separate bottles, the primary specimen (Bottle A) and the split specimen (Bottle B).

*Substance Abuse Professional (SAP):* A licensed physician (medical doctor or doctor of osteopathy) or licensed or certified psychologist, social worker, employee assistance professional, state-licensed or certified marriage and family therapist, or drug and alcohol counselor (certified by an organization listed at <https://www.transportation.gov/odapc/sap>) ~~the National Association of Alcoholism and Drug Abuse Counselors Certification Commission or by the International Certification Reciprocity Consortium/Alcohol and other Drug Abuse(ICRC) or by the National Board for Certified Counselors, Inc. and Affiliates/Master Addictions Counselor (NBCC))~~ with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders. ~~A list of qualified agencies for drug and alcohol counselor licenses/certificates will be listed on ODAPC's website.~~

*Substituted specimen:* ~~A urine specimen with creatinine and specific gravity values that are so diminished or so divergent that they are not consistent with normal human urine. An employee's specimen not consistent with a normal human specimen, as determined by HHS (e.g., a urine specimen, with creatinine and specific gravity values that are so diminished, or so divergent that they are not consistent with normal human urine).~~

*Test Refusal:* The following are considered a refusal to test if the employee:

- (1) Fail to appear for any test (~~excluding~~ except a pre-employment test) within a reasonable time, as determined by the employer, after being directed to do so by the employer
- (2) Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
- (3) Fail to attempt to provide a ~~urine or breath~~ specimen. ~~for any drug or alcohol test required by Part 40 or DOT agency regulations.~~ An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- ~~(3)(4)~~ In the case of a directly observed or monitored urine collection in a drug test, fail to permit ~~the observation or monitoring~~ or observation of your provision of a specimen
- ~~(4)(5)~~ Fail to provide a sufficient ~~amount~~ quantity of specimen ~~urine or breath when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure~~ without a valid medical explanation.
- ~~(5)(6)~~ Fail or decline to take ~~a second test~~ an additional test as directed by the collector or the employer for drug testing. ~~the employer or collector has directed you to take~~
- ~~(6)(7)~~ Fail to undergo a medical ~~examination or~~ evaluation, as directed required by the MRO as part of the verification process, or as

~~directed by the employer's Designated Employer Representative (DER) as part of the "shy bladder" or "shy lung" procedures~~

- (7)(8) ~~Fail to cooperate with any part of the testing process (e.g., refuse to empty pockets when so directed by the collector, behave in a confrontational way that disrupts the collection process)~~

~~If the MRO reports that there is verified adulterated or substituted test result Failure or refusal to sign Step 2 of the alcohol testing form Failure to follow the observer's instructions during an observed collection including instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process.~~

- (9) ~~Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed urine collection~~

- (8)(9) ~~Possess or wear a prosthetic or other device that could be used to interfere with the collection process~~

- (10) ~~Possess or wear a prosthetic or other device used to tamper with the collection process.~~

- (9)(10) ~~Admit to the collector or MRO that you adulterated or substituted the specimen.~~

- (11) ~~Admit to the adulteration or substitution of a specimen to the collector or MRO~~

- (12) ~~Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).~~

- (13) ~~Fail to remain readily available following an accident.~~

- (14) ~~As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test~~

Undiluted (neat) oral fluid: An oral fluid specimen to which no other solid or liquid has been added. For example: A collection device that uses a diluent (or other component, process, or method that modifies the volume of the testable specimen) must collect at least 1 mL of undiluted (neat) oral fluid.

Urine specimen: Urine collected from an employee at the collection site for the purpose of a drug test.

**Vehicle:** A bus, electric bus, van, automobile, rail car, trolley car, trolley bus, or vessel. A public transit vehicle is a vehicle used for public transportation or for ancillary services.

**Verified negative test:** A drug test result reviewed by a medical review officer and determined to have no evidence of prohibited drug use at or above the minimum cutoff levels ~~established by the Department of Health and Human Services (HHS)~~

specified in 49 CFR Part 40 as revised.

**Verified positive test:** A drug test result reviewed by a medical review officer and determined to have evidence of prohibited drug use above the minimum cutoff levels specified in 49 CFR Part 40 as revised.

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

#### **D. EDUCATION AND TRAINING**

- 1) Every covered employee will receive a copy of this policy and will have ready access to the corresponding federal regulations including 49 CFR Parts 655 and 40, as amended. In addition, all covered employees will undergo a minimum of 60 minutes of training on the signs and symptoms of drug use including the effects and consequences of drug use on personal health, safety, and the work environment. The training also includes manifestations and behavioral cues that may indicate prohibited drug use.
- 2) All supervisory personnel or company officials who are in a position to determine employee fitness for duty will receive 60 minutes of reasonable suspicion training on the physical, behavioral, and performance indicators of probable drug use and 60 minutes of additional reasonable suspicion training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse.

#### **E. PROHIBITED SUBSTANCES**

- 1) Prohibited substances addressed by this policy include the following.
  - a. Illegally Used Controlled Substance or Drugs Under the Drug-Free Workplace Act of 1988 any drug or any substance identified in Schedule I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), and as further defined by 21 CFR 1300.11 through 1300.15 is prohibited at all times in the workplace unless a legal prescription has been written for the substance. This includes, but is not limited to: marijuana, amphetamines (~~including methamphetamine and ecstasy~~),

~~opioids (including hydrocodone, Hydromorphone, Oxycodone, Oxymorphone, codeine, morphine, and heroin), phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs. Also, the medical use of marijuana, or the use of hemp-related products, which cause drug or drug metabolites to be present in the body above the minimum thresholds is a violation of this policy~~

It is important to note that the use of marijuana in any circumstances remains completely prohibited for any safety-sensitive employee subject to drug testing under USDOT regulations. The use of marijuana in any circumstance (including under state recreational and/or medical marijuana laws) by a safety-sensitive employee is a violation of this policy and a violation of the USDOT regulation 49 CFR Part 40, as amended.

Federal Transit Administration drug testing regulations (49 CFR Part 655) require that all employees covered under FTA authority be tested for marijuana, cocaine, amphetamines ~~(including methamphetamine and ecstasy)~~, ~~opioids (including hydrocodone, Hydromorphone, Oxycodone, Oxymorphone and heroin)~~, and phencyclidine as described in ~~Section H~~ of this policy. ~~Employees covered under company authority will also be tested for these same substances.~~ Illegal use of these five drugs is prohibited at all times and thus, covered employees may be tested for these drugs anytime that they are on duty.

- b. Legal Drugs: The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to a [AMADOR TRANSIT] supervisor and the employee is required to provide a written release from his/her doctor or pharmacist indicating that the employee can perform his/her safety-sensitive functions.
- c. Alcohol: The use of beverages containing alcohol (including any mouthwash, medication, food, candy) or any other substances ~~such that containing alcohol in a manner which violates the conduct listed in this policy is prohibited~~ is present in the body while performing safety-sensitive job functions is prohibited. A random or reasonable suspicion alcohol test can only be performed on a covered employee under 49 CFR Part 655 just before, during, or just after the performance of safety-sensitive job functions. Under [AMADOR TRANSIT] authority, a non-

DOT alcohol test can be performed any time a covered employee is on duty.

## **F. PROHIBITED CONDUCT**

- 1) ~~All covered employees are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited drug in the body above the minimum thresholds defined in 49 CFR PART Part 40, as amended.~~ Illegal use of the drugs listed in this policy and as defined in 49 CFR Part 40, as amended is prohibited at all times. All covered employees are prohibited from reporting for duty or remaining on duty if they have used a prohibited drug as defined in 49 CFR Part 40, as amended
- 2) Each covered employee is prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. The covered employee will subsequently be relieved of his/her on-call responsibilities and subject to discipline for not fulfilling his/her on-call responsibilities.
- 3) The Transit Department shall not permit any covered employee to perform or continue to perform safety-sensitive functions if it has actual knowledge that the employee is using alcohol
- 4) Each covered employee is prohibited from reporting to work or remaining on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of ~~0.02-0.04~~ or greater regardless of when the alcohol was consumed.
  - a. An employee with a breath alcohol concentration which measures 0.02-0.039 is not considered to have violated the USDOT-FTA drug and alcohol regulations, provided the employee hasn't consumed the alcohol within four (4) hours of performing a safety-sensitive duty. However, if a safety-sensitive employee has a breath alcohol concentration of 0.02-0.039, USDOT-FTA regulations require the employee to be removed from the performance of safety-sensitive duties until:
    - i. The employee's alcohol concentration measures less than 0.02; or
    - ii. The start of the employee's next regularly scheduled duty period, but not less than eight hours following administration of the test.



- 5) No covered employee shall consume alcohol for eight (8) hours following involvement in an accident or until he/she submits to the post-accident drug/alcohol test, whichever occurs first.
- 6) No covered employee shall consume alcohol within four (4) hours prior to the performance of safety-sensitive job functions.
- 7) AMADOR TRANSIT under its own authority, also prohibits the consumption of alcohol at all times the employee is on duty, or anytime the employee is in uniform.
- 8) Consistent with the Drug-free Workplace Act of 1988, all AMADOR TRANSIT employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances in the workplace including transit system premises and transit vehicles.

#### **G. DRUG STATUTE CONVICTION**

Consistent with the Drug Free Workplace Act of 1998, all employees are required to notify the AMADOR TRANSIT management of any criminal drug statute conviction for a violation occurring in the workplace within five days after such conviction. Failure to comply with this provision shall result in disciplinary action as defined in ~~Section Q~~ of this policy.

#### **H. TESTING REQUIREMENTS**

- 1) ~~Analytical urine drug testing and breath testing for alcohol will be conducted as required by 49 CFR Part 40 as amended.~~ Drug testing and alcohol testing will be conducted as required by 49 CFR Part 40 as amended. All employees covered under FTA authority shall be subject to testing prior to performing safety-sensitive duty, for reasonable suspicion, following an accident, and random as defined in ~~Section K, L, M, and N~~ of this policy, and return to duty/follow-up. ~~All employees covered under company authority will also be subject to testing for reasonable suspicion, post-accident, random and return to duty/follow-up using non-DOT testing forms.~~
- 2) A drug test can be performed any time a covered employee is on duty. A reasonable suspicion, ~~and random,~~ or follow-up alcohol test can only be performed just before, during, or after the performance of a safety-sensitive

job function. Under AMADOR TRANSIT authority, a non-DOT alcohol test can be performed any time a covered employee is on duty.

All covered employees will be subject to ~~urine~~ drug testing and ~~breath~~ alcohol testing as a condition of ongoing employment with AMADOR TRANSIT. ~~Urine only allowable specimen (no blood, hair, sweat, etc). No DNA testing allowed.~~ Any safety-sensitive employee who refuses to comply with a request for testing shall be removed from duty and subject to discipline as defined in ~~Section Q~~ of this policy.

## **DRUG TESTING PROCEDURES**

- 1) Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the U.S. Department of Health and Human Service (HHS). All testing will be conducted consistent with the procedures set forth in 49 CFR Part 40, as amended. The procedures will be performed in a private, confidential manner and every effort will be made to protect the employee, the integrity of the drug testing procedure, and the validity of the test result.
- 2) The drugs that will be tested for include marijuana, cocaine, opioids (~~including hydrocodone, hydromorphone, oxycodone and oxymorphone~~), amphetamines (~~including methamphetamine and ecstasy~~), and phencyclidine. After the identity of the donor is checked using picture identification, a urine and/or oral fluid specimen will be collected ~~using the split specimen collection method as~~ described in 49 CFR Part 40, as amended. Each specimen will be accompanied by a DOT Chain of Custody and Control Form and identified using a unique identification number that attributes the specimen to the correct individual. The specimen analysis will be conducted at an HHS certified laboratory. An initial drug screen and validity test will be conducted on the primary ~~urine~~ specimen. For those specimens that are not negative, a confirmatory ~~Gas Chromatography/Mass Spectrometry (GC/MS)~~ test will be performed. The test will be considered positive if the amounts of the drug(s) and/or its metabolites identified by the GC/MS confirmatory test are above the minimum thresholds established in 49 CFR Part 40, as amended.
- 3) The test results from the HHS certified laboratory will be reported to a Medical Review Officer. A Medical Review Officer (MRO) is a licensed physician with detailed knowledge of substance abuse disorders and drug testing. The MRO will review the test results to ensure the scientific validity of the test and to determine whether there is a legitimate medical explanation for a confirmed positive, substitute, or adulterated test result.

The MRO will attempt to contact the employee to notify the employee of the non-negative laboratory result and provide the employee with an opportunity to explain the confirmed laboratory test result. The MRO will subsequently review the employee's medical history/medical records as appropriate to determine whether there is a legitimate medical explanation for a non-negative laboratory result. If no legitimate medical explanation is found, the test will be verified positive or refusal to test and reported to the AMADOR TRANSIT ~~Drug and Alcohol Program Manager (DAPM)~~. If a legitimate explanation is found, the MRO will report the test result as negative. ~~to the DAPM.~~

- 4) If the test is invalid without a medical explanation, a retest will be conducted under direct observation. Employees do not have access to a test of their split specimen following an invalid result.
- 5) Any covered employee who questions the results of a required drug test ~~under paragraphs L through P of this policy~~ may request that the split sample be tested. The split sample test must be conducted at a second HHS-certified laboratory. The test must be conducted on the split sample that was provided by the employee at the same time as the primary sample. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40, as amended. The employee's request for a split sample test must be made to the Medical Review Officer within 72 hours of notice of the original sample verified test result. Requests after 72 hours will only be accepted at the discretion of the MRO if the delay was due to documentable facts that were beyond the control of the employee. AMADOR TRANSIT will ensure that the cost for the split specimen ~~are~~ is covered in order for a timely analysis of the sample, however AMADOR TRANSIT will seek reimbursement for the split sample test from the employee.
- 6) If the analysis of the split specimen fails to confirm the presence of the drug(s) detected in the primary specimen, if the split specimen is not able to be analyzed, or if the results of the split specimen are not scientifically adequate, the MRO will declare the original test to be canceled. ~~If the split specimen is not available to analyze the MRO will direct AMADOR TRANSIT to retest the employee under direct observation.~~
- 7) ~~The split specimen will be stored at the initial laboratory until the analysis of the primary specimen is completed. If the primary specimen is negative, the split will be discarded. If the primary specimen is positive, it will be retained in frozen storage for one year and the split specimen will also be retained for one year. If the primary is positive, the primary and the split will be retained for longer than one year for testing if so requested by the~~

~~employee through the Medical Review Officer, or by the employer, by the MRO, or by the relevant DOT agency.~~

7) Observed collections

- a. Consistent with 49 CFR part 40, as amended, collection under direct observation ~~(by a person of the same gender)~~ with no advance notice will occur if:
  - i. The laboratory reports to the MRO that a specimen is invalid, and the MRO reports to AMADOR TRANSIT that there was not an adequate medical explanation for the result;
  - ii. The MRO reports to AMADOR TRANSIT that the original positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed;
  - iii. The laboratory reported to the MRO that the urine specimen was negative-dilute with a creatinine concentration greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL, and the MRO reported the urine specimen to you as negative-dilute and that a second collection must take place under direct observation (see §40.197(b)(1)).
  - iv. The collector observes materials brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen;
  - v. The temperature on the original specimen was out of range; See §40.65(b)(5));
  - vi. Anytime the employee is directed to provide another specimen because the original specimen appeared to have been tampered with. (See §40.65(c)(1)).
  - vii. All follow-up-tests; or
  - viii. All return-to-duty tests

J. ALCOHOL TESTING PROCEDURES



- 1) Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA) approved ~~device listed on the ODAPC's website~~ approved Evidential Breath Testing device (EBT) operated by a trained Breath Alcohol Technician (BAT). A list of approved EBTs can be found on ODAPC's Web page for "Approved Evidential Breath Measurement Devices". Alcohol screening tests may be performed using a non-evidential testing device (alcohol screening device (ASD)) which is also approved by NHTSA. A list of approved ASDs can be found on ODAPC's Web page for "Approved Screening Devices to Measure Alcohol in Bodily Fluids". If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. The confirmatory test must occur on an EBT. The confirmatory test will be conducted no sooner than fifteen minutes after the completion of the initial test. The confirmatory test will be performed using a NHTSA-approved EBT operated by a trained BAT. The EBT will identify each test by a unique sequential identification number. This number, time, and unit identifier will be provided on each EBT printout. The EBT printout, along with an approved alcohol testing form, will be used to document the test, the subsequent results, and to attribute the test to the correct employee. The test will be performed in a private, confidential manner as required by 49 CFR Part 40, as amended. The procedure will be followed as prescribed to protect the employee and to maintain the integrity of the alcohol testing procedures and validity of the test result.
- 2) An employee who has a confirmed alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of this policy. The consequences of a positive alcohol test are described in ~~Section Q~~ of this policy. Even though an employee who has a confirmed alcohol concentration of 0.02 to 0.039 is not considered positive, the employee shall still be removed from duty for at least eight hours or for the duration of the workday whichever is longer and will be subject to the consequences described in ~~Section Q~~ of this policy. An alcohol concentration of less than 0.02 will be considered a negative test.
- 3) AMADOR TRANSIT affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process. If at any time the integrity of the testing procedures or the validity of the test results is compromised, the test will be canceled. Minor inconsistencies or procedural flaws that do not impact the test result will not result in a cancelled test.



- 4) The alcohol testing form (ATF) required by 49 CFR Part 40 as amended, shall be used for all FTA required testing. Failure of an employee to sign step 2 of the ATF will be considered a refusal to submit to testing.

#### **K. PRE-EMPLOYMENT TESTING**

- 1) All applicants for covered transit positions shall undergo ~~urine~~ drug testing prior to performance of a safety-sensitive function.
  - a. All offers of employment for covered positions shall be extended conditional upon the applicant passing a drug test. An applicant will not be allowed to perform safety-sensitive functions unless the applicant takes a drug test with verified negative results.
  - b. An employee shall not be placed, transferred or promoted into a position covered under FTA authority or company authority until the employee takes a drug test with verified negative results.
  - c. If an applicant fails a pre-employment drug test, the conditional offer of employment shall be rescinded, and the applicant will be ~~referred~~ provided with a list of at least two (2) USDOT qualified Substance Abuse Professionals. Failure of a pre-employment drug test will disqualify an applicant for employment for a period of at least one year. Before being considered for future employment the applicant must provide the employer proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G. The cost for the assessment and any subsequent treatment will be the sole responsibility of the applicant.
  - d. When an employee being placed, transferred, or promoted from a non-covered position to a position covered under FTA authority or company authority submits a drug test with a verified positive result, the employee shall be subject to disciplinary action in accordance with ~~Section Q herein~~ this policy.
  - e. If a pre-employment test is canceled, AMADOR TRANSIT will require the applicant to take and pass another pre-employment drug test.



- f. In instances where an FTA covered employee does not perform a safety-sensitive function for a period of 90 consecutive days or more regardless of reason, and during that period is not in the random testing pool the employee will be required to take a pre-employment drug test under 49 CFR Part 655 and have negative test results prior to the conduct of safety-sensitive job functions.
- g. Following a negative dilute the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.
- h. Applicants are required (even if ultimately not hired) to provide AMADOR TRANSIT with signed written releases requesting USDOT FTA drug and alcohol records from all previous USDOT-covered, employers that the applicant has worked for within the last two years. Failure to do so will result in the employment offer being rescinded. AMADOR TRANSIT is required to ask all applicants (even if ultimately not hired) if they have tested positive or refused to take a pre-employment test for a USDOT covered employer within the last two years. If the applicant has tested positive or refused to test on a pre-employment test for a USDOT covered employer, the applicant must provide AMADOR TRANSIT proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G.

## **L. REASONABLE SUSPICION TESTING**

- 1) All AMADOR TRANSIT FTA covered employees will be subject to a reasonable suspicion drug and/or alcohol test when the employer has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. Reasonable suspicion shall mean that there is objective evidence, based upon specific, contemporaneous, articulable observations of the employee's appearance, behavior, speech or body odor that are consistent with possible drug use and/or alcohol misuse. Reasonable suspicion referrals must be made by one or more supervisors who are trained to detect the signs and symptoms



of drug and alcohol use, and who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to possible prohibited substance abuse or alcohol misuse. A reasonable suspicion alcohol test can only be conducted just before, during, or just after the performance of a safety-sensitive job function. However, under AMADOR TRANSIT'S authority, a non-DOT reasonable suspicion alcohol test may be performed any time the covered employee is on duty. A reasonable suspicion drug test can be performed any time the covered employee is on duty. ~~All employees covered under the sole authority of AMADOR TRANSIT will also be subject to non-USDOT reasonable suspicion testing procedures modeled off the provisions in 49 CFR Part 40.~~

- 2) AMADOR TRANSIT shall be responsible for transporting the employee to the testing site. Supervisors should avoid placing themselves and/or others into a situation which might endanger the physical safety of those present. The employee shall be placed on administrative leave pending disciplinary action described in Section Q of this policy. An employee who refuses an instruction to submit to a drug/alcohol test shall not be permitted to finish his or her shift and shall immediately be placed on administrative leave pending disciplinary action as specified in Section Q of this policy.
- 3) A written record of the observations which led to a drug/alcohol test based on reasonable suspicion shall be prepared and signed by the supervisor making the observation. This written record shall be submitted to the GENERAL MANAGER OF AMADOR TRANSIT
- 4) When there are no specific, contemporaneous, articulable objective facts that indicate current drug or alcohol use, but the employee (who is not already a participant in a treatment program) admits the abuse of alcohol or other substances to a supervisor in his/her chain of command, the employee shall be referred for assessment and treatment consistent with Section Q of this policy. AMADOR TRANSIT shall place the employee on administrative leave in accordance with the provisions set forth under Section Q of this policy. Testing in this circumstance would be performed under the direct authority of the AMADOR TRANSIT. **Since the employee self-referred to management, testing under this circumstance would not be considered a violation of this policy or a positive test result under Federal authority.** However, self-referral does not exempt the covered employee from testing under Federal authority as specified in





Sections L through N of this policy or the associated consequences. as specified in Section Q.

#### **M. POST-ACCIDENT TESTING**

- 1) FATAL ACCIDENTS - All covered employees will be required to undergo ~~urine and breath~~ drug and alcohol testing if they are involved in an accident with a transit vehicle regardless of whether or not the vehicle is in revenue service that results in a fatality. This includes all surviving covered employees that are operating the vehicle at the time of the accident and any other whose performance could have contributed to the accident as determined by the employer using the best information available at the time of the decision.
- 2) NON-FATAL ACCIDENTS - A post-accident test of the ~~operator~~ employee operating the public transportation vehicle will be conducted if an accident occurs and at least one of the following conditions is met: results in injuries requiring immediate transportation to a medical treatment facility; or one or more vehicles incurs disabling damage, unless the operator's performance can be completely discounted as a contributing factor to the accident
  - a. The accident results in injuries requiring immediate medical treatment away from the scene, ~~and unless the covered employee can be discounted as a contributing factor to the accident~~ may have contributed to the accident.
  - b. One or more vehicles incur disabling damage as a result of the occurrence and must be transported away from the scene, unless and the covered employee may have contributed can be completely discounted as a contributing factor to the accident.

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

As soon as practicable following an accident, as defined in this policy, the transit supervisor investigating the accident will notify the transit employee operating the transit vehicle and all other covered employees whose performance could have contributed to the accident of the need for the test.



The supervisor will make the determination using the best information available at the time of the decision.

The appropriate transit supervisor shall ensure that an employee, required to be tested under this section, is tested as soon as practicable, but no longer than eight (8) hours of the accident for alcohol, and no longer than 32 hours for drugs. If an alcohol test is not performed within two hours of the accident, the Supervisor will document the reason(s) for the delay. If the alcohol test is not conducted within (8) eight hours, or the drug test within 32 hours, attempts to conduct the test must cease and the reasons for the failure to test documented.

Any covered employee involved in an accident must refrain from alcohol use for eight (8) hours following the accident, or until he/she undergoes a post-accident alcohol test.

An employee who is subject to post-accident testing who fails to remain readily available for such testing, including notifying a supervisor of his or her location if he or she leaves the scene of the accident prior to submission to such test, may be deemed to have refused to submit to testing.

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

In the rare event that AMADOR TRANSIT is unable to perform an FTA drug and alcohol test (i.e., employee is unconscious, employee is detained by law enforcement agency), AMADOR TRANSIT may use drug and alcohol post-accident test results administered by local law enforcement officials in lieu of the FTA test. The local law enforcement officials must have independent authority for the test and the employer must obtain the results in conformance with local law.

#### **N. RANDOM TESTING**

- 1) All covered employees will be subjected to random, unannounced testing. The selection of employees shall be made by a scientifically valid method of



randomly generating an employee identifier from the appropriate pool of safety-sensitive employees. Employees Individuals who may be covered under company authority will be selected from a pool of non-DOT-covered ~~employees~~ individuals.

- 2) The dates for administering unannounced testing of randomly selected employees shall be spread reasonably throughout the calendar year, day of the week and hours of the day.
- 3) The number of employees randomly selected for drug/alcohol testing during the calendar year shall be not less than the percentage rates set each year by the FTA administrator. The current year testing rates can be viewed online at <http://www.dot.gov/odapc/random-testing-rates>.
- ~~4) The number of employees randomly selected for drug/alcohol testing during the calendar year shall be not less than the percentage rates established by Federal regulations for those safety-sensitive employees subject to random testing by Federal regulations. The current random testing rate for drugs established by FTA equals twenty five percent of the number of covered employees in the pool and the random testing rate for alcohol established by FTA equals ten percent of the number of covered employees in the pool.~~
- 4) Each covered employee shall be in a pool from which the random selection is made. Each covered employee in the pool shall have an equal chance of selection each time the selections are made. Employees will remain in the pool and subject to selection, whether or not the employee has been previously tested. There is no discretion on the part of management in the selection.
- 5) Covered transit employees that fall under the Federal Transit Administration regulations will be included in one random pool maintained separately from the testing pool of non-safety-sensitive employees that are included solely under AMADOR TRANSIT authority.
- 6) Random tests can be conducted at any time during an employee's shift for drug testing. Alcohol random tests can only be performed just before, during, or just after the performance of a safety sensitive duty. However, under AMADOR TRANSIT'S authority, a non-DOT random alcohol test may be



performed any time the covered employee is on duty. Testing can occur during the beginning, middle, or end of an employee's shift.

- 7) Employees are required to proceed immediately to the collection site upon notification of their random selection.

#### **O. RETURN-TO-DUTY TESTING**

AMADOR TRANSIT will terminate the employment of any employee that tests positive or refuses a test as specified in Section Q of this policy. However, in the rare event an employee is reinstated with court order or other action beyond the control of the transit system, the employee must completed the return-to-duty process prior to the performance of safety-sensitive functions. All covered employees who previously tested positive on a drug or alcohol test or refused a test, must test negative for drugs, alcohol (below 0.02 for alcohol), or both and be evaluated and released by the Substance Abuse Professional before returning to work. ~~For an initial positive drug test a Return to Duty drug test is required and an alcohol test is allowed. For an initial positive alcohol test a Return to Duty alcohol test is required and a drug test is allowed.~~ Following the initial assessment, the SAP will recommend a course of rehabilitation unique to the individual. The SAP will recommend the return-to-duty test only when the employee has successfully completed the treatment requirement and is known to be drug and alcohol-free and there are no undo concerns for public safety. The SAP will determine whether the employee returning to duty will require a return-to-work drug test, alcohol test, or both.

#### **P. FOLLOW-UP TESTING**

Covered employees that have returned to duty following a positive or refused test will be required to undergo frequent, unannounced drug and/or alcohol testing following their return-to-duty test. The follow-up testing will be performed for a period of one to five years with a minimum of six tests to be performed the first year. The frequency and duration of the follow-up tests (beyond the minimums) will be determined by the SAP reflecting the SAP's assessment of the employee's unique situation and recovery progress. Follow-up testing should be frequent enough to deter and/or detect a relapse. Follow-up testing is separate and in



addition to the random, post-accident, reasonable suspicion and return-to-duty testing.

In the instance of a self-referral or a management referral, the employee will be subject to non-USDOT follow-up tests and follow-up testing plans modeled using the process described in 49 CFR Part 40. However, all non-USDOT follow-up tests and all paperwork associated with an employee's return-to-work agreement that was not precipitated by a positive test result (or refusal to test) does not constitute a violation of the Federal regulations will be conducted under company authority and will be performed using non-DOT testing forms.

#### **Q. RESULT OF DRUG/ALCOHOL TEST**

- 1) Any covered employee that has a verified positive drug or alcohol test, or test refusal, will be immediately removed from his/her safety-sensitive position, informed of educational and rehabilitation programs available, ~~referred to a~~ and will be provided with a list of at least two (2) USDOT qualified Substance Abuse Professional (SAP) for assessment, and will be terminated.
- 2) Following a negative dilute the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.
- 3) Refusal to submit to a drug/alcohol test shall be considered equivalent to a positive test result and a direct act of insubordination and shall result in termination and referral to a list of USDOT qualified SAP's ~~an SAP.~~ A test refusal ~~includes~~ is defined as any of the following circumstances:
  - a. Fails to appear for any test (~~excluding~~ except a pre-employment test) within a reasonable time, as determined by the employer. ~~after being directed to do so by the employer~~
  - b. Fails to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
  - c. Fails to attempt to provide a ~~urine or breath~~ specimen. ~~for any drug or alcohol test required by Part 40 or DOT agency regulations.~~ An employee who does not provide a ~~urine or breath~~ specimen because

- he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- d. In the case of a directly observed or monitored collection in a drug test, fails to permit monitoring or observation ~~the observation or monitoring~~ of your provision of a specimen
  - e. Fails to provide a sufficient quantity of specimen without a valid medical explanation, ~~amount of urine or breath when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure~~
  - f. Fails or declines to take an additional ~~a second test as directed by the collector or the employer for drug testing~~ ~~or collector has directed you to take~~
  - g. Fails to undergo a medical ~~examination or evaluation~~, as directed required by the MRO ~~as part of the verification process~~, or as ~~directed by the employer's Designated Employer Representative (DER)~~ ~~as part of the "shy bladder" or "shy lung" procedures~~
  - h. Fails to cooperate with any part of the testing process. ~~(e.g., refuse to empty pockets when so directed by the collector, behave in a confrontational way that disrupts the collection process)~~
  - i. Fail to follow an observer's instructions to raise or lower clothing and turn around during a directly observed urine collection. ~~If the MRO reports that there is verified adulterated or substituted test result~~
  - j. Possess or wear a prosthetic or other device used to tamper with the collection process. ~~Failure or refusal to sign Step 2 of the alcohol testing form~~
  - k. Admit to the adulteration or substitution of a specimen to the collector or MRO. ~~Failure to follow the observer's instructions during an observed collection including instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process.~~
  - l. Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF). ~~Possess or wear a prosthetic or other device that could be used to interfere with the collection process~~
  - m. Fail to remain readily available following an accident. ~~Admit to the collector or MRO that you adulterated or substituted the specimen.~~



- n. As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test. Failure to remain readily available following an accident
- 4) An alcohol test result of  $\geq 0.02$  to  $\leq 0.039$  BAC shall result in the removal of the employee from duty for eight hours or the remainder of the workday whichever is longer. The employee will not be allowed to return to safety-sensitive duty for his/her next shift until he/she submits to a NONDOTn alcohol test with a result of less than 0.02 BAC.
- 5) In the instance of a self-referral or a management referral, disciplinary action against the employee shall include:
  - a. Mandatory referral for an assessment by an employer approved counseling professional for assessment, formulation of a treatment plan, and execution of a return-to-work agreement;
  - b. Failure to execute or remain compliant with the return-to-work agreement shall result in termination from AMADOR TRANSIT employment.
    - i. Compliance with the return-to-work agreement means that the employee has submitted to a drug/alcohol test immediately prior to returning to work; the result of that test is negative; the employee is cooperating with his/her recommended treatment program; and, the employee has agreed to periodic unannounced follow-up testing as described in Section P of this policy; however, all follow-up testing performed as part of a return-to-work agreement required under section Q of this policy is under the sole authority of AMADOR TRANSIT and will be performed using non-DOT testing forms.
  - c. Refusal to submit to a periodic unannounced follow-up drug/alcohol test shall be considered a direct act of insubordination and shall result in termination. All tests conducted as part of the return-to-work agreement will be conducted under company authority and will be performed using non-DOT testing forms.
  - d. A self-referral or management referral to the employer's counseling professional that was not precipitated by a positive test result does not constitute a violation of the Federal regulations and will not be considered as a positive test result



**in relation to the progressive discipline defined in Section Q of this policy.**

- e. Periodic unannounced follow-up drug/alcohol test conducted as a result of a self-referral or management referral which results in a verified positive shall be considered a positive test result in relation to the progressive discipline defined in Section Q of this policy.
  - f. A Voluntary Referral does not shield an employee from disciplinary action or guarantee employment with AMADOR TRANSIT.
  - g. A Voluntary Referral does not shield an employee from the requirement to comply with drug and alcohol testing.
- 6) Failure of an employee to report within five days a criminal drug statute conviction for a violation occurring in the workplace shall result in termination.

#### **R. GRIEVANCE AND APPEAL**

The consequences specified by 49 CFR Part 40.149 (c) for a positive test or test refusal is not subject to arbitration.

#### **S. PROPER APPLICATION OF THE POLICY**

AMADOR TRANSIT is dedicated to assuring fair and equitable application of this substance abuse policy. Therefore, supervisors/managers are required to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor/manager who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy regarding subordinates, shall be subject to disciplinary action, up to and including termination.

#### **T. INFORMATION DISCLOSURE**

- 1) Drug/alcohol testing records shall be maintained by the AMADOR TRANSIT'S Drug and Alcohol Program Manager and, except as provided below or by law, the results of any drug/alcohol test shall not be disclosed without express written consent of the tested employee.



- 7) Information will be released in a criminal or civil action resulting from an employee's performance of safety-sensitive duties, in which a court of competent jurisdiction determines that the drug or alcohol test information is relevant to the case and issues an order to the employer to release the information. The employer will release the information to the decision maker in the proceeding with a binding stipulation that it will only be released to parties of the proceeding.
- 8) Records will be released to the DOT or any DOT agency with regulatory authority over the employer or any of its employees.
- 9) Records will be released if requested by a Federal, state or local safety agency with regulatory authority over AMADOR TRANSIT or the employee.
- 10) If a party seeks a court order to release a specimen or part of a specimen contrary to any provision of Part 40 as amended, necessary legal steps to contest the issuance of the order will be taken
- 11) In cases of a contractor or sub-recipient of a state department of transportation, records will be released when requested by such agencies that must certify compliance with the regulation to the FTA.



## AMADOR TRANSIT

### Attachment A

| <u>Job Title</u>      | <u>Job Duties</u>                    | <u>Testing Authority</u> |
|-----------------------|--------------------------------------|--------------------------|
| Bus Operators         | Drive Buses in Revenue Service       | FTA/DOT                  |
| Dispatchers           | Radio/telephone communications       | FTA/DOT                  |
| Mechanics             | Maintenance on Fleet/Driver          | FTA/DOT                  |
| Facility Maintenance  | Maintenance on Fleet/Facility/Driver | FTA/DOT                  |
| Maintenance Super.    | Maintenance on Fleet/CDL             | FTA/DOT                  |
| Clerks                | Phones/Radio Communications          | FTA/DOT                  |
| Operations Supervisor | Daily Operations/Driver              | FTA/DOT                  |
| Mobility Manager      | Mobility Management                  | Company                  |
| General Manager       | Agency Oversight                     | Company                  |

# AMADOR TRANSIT

## Expenditure Transaction Detail By Account

September 27 through October 31, 2024

| Date  | Name                          | Memo                        | Amount           |
|---|-------------------------------|-----------------------------|------------------|
| <b>51000 □ BENEFITS</b>                             |                               |                             |                  |
| <b>51150 □ PENSION PLAN (CalPERS)</b>               |                               |                             |                  |
| 10/25/2024  | CalPERS                       | Classic                     | 6,687.58         |
| 10/25/2024  | CalPERS                       | Pepra                       | 201.17           |
| <b>Total 51150 □ PENSION PLAN (CalPERS)</b>         |                               |                             | <b>6,888.75</b>  |
| <b>51350 □ WORKERS COMP INS</b>                     |                               |                             |                  |
| 10/31/2024  | PRISM                         |                             | 13,432.00        |
| 10/31/2024  | PRISM                         |                             | 6,355.00         |
| <b>Total 51350 □ WORKERS COMP INS</b>               |                               |                             | <b>19,787.00</b> |
| <b>Total 51000 □ BENEFITS</b>                       |                               |                             | <b>26,675.75</b> |
| <b>52000 □ SERVICES &amp; USER FEES</b>             |                               |                             |                  |
| <b>52100 □ VEHICLE TECH SERV-OUTSOURCE</b>          |                               |                             |                  |
| 10/17/2024  | Delta Truck Center            | 508-Turbo speed sensor fail | 2,039.64         |
| 10/31/2024  | Robert Hahn's Automotive INC  |                             | 436.50           |
| <b>Total 52100 □ VEHICLE TECH SERV-OUTSOURCE</b>    |                               |                             | <b>2,476.14</b>  |
| <b>52150 □ PROPERTY MAINTENANCE SERVICES</b>        |                               |                             |                  |
| 10/25/2024  | Moppin Mamas Cleaning Serv... |                             | 240.00           |
| 10/31/2024  | Orkin Services of California  | TC                          | 119.99           |
| 10/31/2024  | Orkin Services of California  | AT                          | 128.99           |
| <b>Total 52150 □ PROPERTY MAINTENANCE SERVICES</b>  |                               |                             | <b>488.98</b>    |
| <b>52250 □ LEGAL COUNSEL</b>                        |                               |                             |                  |
| 10/02/2024  | Peterson Watts Law Group LLP  | Disciplinary policy updates | 974.70           |
| <b>Total 52250 □ LEGAL COUNSEL</b>                  |                               |                             | <b>974.70</b>    |
| <b>52300 □ ADVERTISING &amp; MARKETING</b>          |                               |                             |                  |
| 10/17/2024  | KVGC 1340 AM                  |                             | 500.00           |
| <b>Total 52300 □ ADVERTISING &amp; MARKETING</b>    |                               |                             | <b>500.00</b>    |
| <b>52420 □ DRUG &amp; ALCOHOL SERVICES</b>          |                               |                             |                  |
| 10/31/2024  | New Visions                   | 4th QTR                     | 1,056.00         |
| 10/31/2024  | New Visions                   | Pre-employ                  | 80.00            |
| 10/31/2024  | New Visions                   | pre-employ                  | 80.00            |
| <b>Total 52420 □ DRUG &amp; ALCOHOL SERVICES</b>    |                               |                             | <b>1,216.00</b>  |
| <b>52500 □ FACILITY SECURITY SYSTEM</b>             |                               |                             |                  |
| 10/31/2024  | Signal Service                |                             | 936.00           |
| 10/31/2024  | Signal Service                |                             | 633.29           |
| <b>Total 52500 □ FACILITY SECURITY SYSTEM</b>       |                               |                             | <b>1,569.29</b>  |
| <b>52550 □ GSA COST ALLOC-(POSTAGE/PRINT)</b>       |                               |                             |                  |
| 10/17/2024  | Amador County General Serv... |                             | 25.85            |
| 10/17/2024  | Amador County General Serv... |                             | 39.07            |
| <b>Total 52550 □ GSA COST ALLOC-(POSTAGE/PRINT)</b> |                               |                             | <b>64.92</b>     |
| <b>Total 52000 □ SERVICES &amp; USER FEES</b>       |                               |                             | <b>7,290.03</b>  |
| <b>53000 □ MATERIALS &amp; SUPPLIES CONSUMED</b>    |                               |                             |                  |
| <b>53100 □ FUEL</b>                                 |                               |                             |                  |
| 10/17/2024  | Hunt & Sons, Inc.             | Sept                        | 7,997.27         |
| 10/17/2024  | Hunt & Sons, Inc.             | DEF                         | 305.54           |
| 10/17/2024  | Hunt & Sons, Inc.             | Oct                         | 8,120.51         |
| <b>Total 53100 □ FUEL</b>                           |                               |                             | <b>16,423.32</b> |
| <b>53150 □ TIRES</b>                                |                               |                             |                  |
| 10/17/2024  | Jackson Tire Service, Inc.    | 4x                          | 1,609.75         |
| <b>Total 53150 □ TIRES</b>                          |                               |                             | <b>1,609.75</b>  |

# AMADOR TRANSIT

## Expenditure Transaction Detail By Account

September 27 through October 31, 2024

| Date   | Name                         | Memo                       | Amount           |
|--|------------------------------|----------------------------|------------------|
| <b>53200 □ LUBRICATION</b>                             |                              |                            |                  |
| 10/17/2024   | Delta Truck Center           |                            | 26.89            |
| <b>Total 53200 □ LUBRICATION</b>                       |                              |                            | <b>26.89</b>     |
| <b>53300 □ VEHICLE MAINT-REPAIR PARTS</b>              |                              |                            |                  |
| 10/17/2024   | Capitol Clutch & Brake, Inc. | Machine 6x rotor           | 330.00           |
| 10/17/2024   | Delta Truck Center           | Hose                       | 57.14            |
| 10/17/2024   | Delta Truck Center           | Brake Pad set              | 144.02           |
| 10/31/2024   | NAPA Auto Parts              | Battery                    | 62.17            |
| 10/31/2024   | NAPA Auto Parts              | Hose assbly                | 84.51            |
| 10/31/2024   | NAPA Auto Parts              | handle, breaker            | 16.82            |
| 10/31/2024   | NAPA Auto Parts              | shift tube damper          | 22.33            |
| 10/31/2024   | NAPA Auto Parts              | steering shift tube        | 39.16            |
| 10/31/2024   | NAPA Auto Parts              | valve, filter              | 21.02            |
| 10/31/2024   | NAPA Auto Parts              | bushing                    | 5.76             |
| 10/31/2024   | NAPA Auto Parts              | Shocks-302                 | 117.71           |
| 10/31/2024   | NAPA Auto Parts              | Hose                       | 49.25            |
| 10/31/2024   | NAPA Auto Parts              | clamp                      | 5.86             |
| 10/31/2024   | NAPA Auto Parts              | brake pads                 | 88.33            |
| 10/31/2024   | NAPA Auto Parts              | brake pads                 | 88.33            |
| 10/31/2024   | NAPA Auto Parts              |                            | 28.45            |
| 10/31/2024   | NAPA Auto Parts              |                            | 17.70            |
| 10/31/2024   | NAPA Auto Parts              |                            | 1.38             |
| 10/31/2024   | O'Reilly Auto Parts          | Plug, coil                 | 101.62           |
| 10/31/2024   | Western Radiator             |                            | 64.65            |
| <b>Total 53300 □ VEHICLE MAINT-REPAIR PARTS</b>        |                              |                            | <b>1,346.21</b>  |
| <b>53350 □ SHOP SUPPLIES (Consumables)</b>             |                              |                            |                  |
| 10/17/2024   | Kimball Midwest              | Cable ties, terminal, loom | 245.72           |
| 10/31/2024   | NAPA Auto Parts              | shop towels                | 120.90           |
| <b>Total 53350 □ SHOP SUPPLIES (Consumables)</b>       |                              |                            | <b>366.62</b>    |
| <b>Total 53000 □ MATERIALS &amp; SUPPLIES CONSUMED</b> |                              |                            | <b>19,772.79</b> |
| <b>54000 □ UTILITIES</b>                               |                              |                            |                  |
| <b>54100 □ AT WATER/SEWER/GARBAGE</b>                  |                              |                            |                  |
| 10/17/2024   | Amador Water Agency          |                            | 167.85           |
| <b>Total 54100 □ AT WATER/SEWER/GARBAGE</b>            |                              |                            | <b>167.85</b>    |
| <b>54200 □ AT -PGE/NATURAL GAS</b>                     |                              |                            |                  |
| 10/31/2024   | P.G. & E.                    |                            | 75.41            |
| 10/31/2024   | P.G. & E.                    | Annual True up             | 1,158.73         |
| <b>Total 54200 □ AT -PGE/NATURAL GAS</b>               |                              |                            | <b>1,234.14</b>  |
| <b>54300 □ TRANSIT CTR/WATER/SEWER/GARB</b>            |                              |                            |                  |
| 10/17/2024   | Aces Waste Services, Inc.    |                            | 42.87            |
| 10/17/2024   | Amador Water Agency          |                            | 123.74           |
| 10/17/2024   | City of Sutter Creek         | 001-2097/AMA0019           | 111.55           |
| <b>Total 54300 □ TRANSIT CTR/WATER/SEWER/GARB</b>      |                              |                            | <b>278.16</b>    |
| <b>54400 □ TRANSIT CENTER-PGE</b>                      |                              |                            |                  |
| 10/31/2024   | P.G. & E.                    |                            | 44.49            |
| <b>Total 54400 □ TRANSIT CENTER-PGE</b>                |                              |                            | <b>44.49</b>     |
| <b>54500 □ OFFICE PHONES/INTERNET/CELL</b>             |                              |                            |                  |
| 10/25/2024   | Comcast                      |                            | 221.12           |
| 10/25/2024   | Comcast                      |                            | 230.45           |
| 10/31/2024   | Univerge                     |                            | 297.77           |
| <b>Total 54500 □ OFFICE PHONES/INTERNET/CELL</b>       |                              |                            | <b>749.34</b>    |
| <b>Total 54000 □ UTILITIES</b>                         |                              |                            | <b>2,473.98</b>  |
| <b>56000 □ CASUALTY &amp; LIABILITY COSTS</b>          |                              |                            |                  |
| <b>56100 □ LIABILITY &amp; PROPERTY DAMAGE INS</b>     |                              |                            |                  |

2:49 PM

10/31/24

Accrual Basis

**AMADOR TRANSIT**  
**Expenditure Transaction Detail By Account**  
September 27 through October 31, 2024

| Date  | Name                        | Memo                   | Amount     |
|---|-----------------------------|------------------------|------------|
| 10/01/2024                                  | CalTip                      | 2nd QTR liability ins. | 33,447.27  |
| Total 56100 LIABILITY & PROPERTY DAMAGE INS |                             |                        | 33,447.27  |
| Total 56000 CASUALTY & LIABILITY COSTS      |                             |                        | 33,447.27  |
| 58000 MISCELLANEOUS (NEW)                   |                             |                        |            |
| 58050 DUES & SUBSCRIPTIONS                  |                             |                        |            |
| 10/17/2024                                  | COMMUNITY TRANSPORTAT...    |                        | 700.00     |
| Total 58050 DUES & SUBSCRIPTIONS            |                             |                        | 700.00     |
| 58450 CDL/ DOT MED/BkGrnd Checks            |                             |                        |            |
| 10/31/2024                                  | Amador Family Physicians    | Regadanz               | 100.00     |
| 10/17/2024                                  | Amador Transit - Petty Cash | Livescan-Dutra         | 74.00      |
| Total 58450 CDL/ DOT MED/BkGrnd Checks      |                             |                        | 174.00     |
| 58600 Other Miscellaneous                   |                             |                        |            |
| 10/17/2024                                  | Amador Transit - Petty Cash | Training Day supplies  | 24.46      |
| Total 58600 Other Miscellaneous             |                             |                        | 24.46      |
| Total 58000 MISCELLANEOUS (NEW)             |                             |                        | 898.46     |
| 59000 LEASES / RENTALS                      |                             |                        |            |
| 59100 Leases & Rentals                      |                             |                        |            |
| 10/17/2024                                  | Amador County Airport       |                        | 25.00      |
| Total 59100 Leases & Rentals                |                             |                        | 25.00      |
| Total 59000 LEASES / RENTALS                |                             |                        | 25.00      |
| 60000 CAPITAL DEPRECIATION ALLOCATION       |                             |                        |            |
| 60125 Cap.Reserve-Equip.Depreciation        |                             |                        |            |
| 10/31/2024                                  | SILKE Communications        | Annual                 | 11,755.32  |
| 10/31/2024                                  | SILKE Communications        | New radios             | 1,576.12   |
| Total 60125 Cap.Reserve-Equip.Depreciation  |                             |                        | 13,331.44  |
| Total 60000 CAPITAL DEPRECIATION ALLOCATION |                             |                        | 13,331.44  |
| TOTAL                                       |                             |                        | 103,914.72 |