

AMADOR TRANSIT (AT) AGENDA

Thursday, December 4th, 2025 – 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.

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=dW5zVzB3ZFF2S0h2VzRadjBSNIEdz09>

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 person 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, November 2025
 2. Ridership Analysis, October 2025
 3. Performance Report, October 2025
 4. Vehicle Maintenance Report, October 2025
 5. Current Fleet Reserve transfer activity report
 6. Budget/Statement of Net Position Report, October 2025
 7. Compliments, Complaints, Service Requests
8. **AT GENERAL MANAGER REPORT (Informational Only):**

- Shop Truck Repair status and quotes

REGULAR AGENDA ITEMS:

9. Approve shop truck repair expenses to be paid from fleet reserves
10. Drug and Alcohol Policy Revision review and approve Reso # 25-07
11. Approve Monthly Claims List

12. 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 54968), and/or pending or potential litigation (pursuant to Government Code 54956.9). Following the Closed Session, the Board will announce any reportable final action taken in Open Session.

a. Personnel Matters (Government Code 54957)

12. Future Agenda Items-Board requested report from AT CPA regarding FY 24/25 Budget

13. Adjournment

AMADOR TRANSIT (AT) MINUTES
November 6, 2025 – 11:03 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
Dan Riordan - City of Sutter Creek, Vice Chairman
John Plasse - Citizen at Large
Brian Oneto - Board of Supervisors
Sandy Staples - City of Amador City
Wendy Bottomley - City of Plymouth

Absent: None

Also Present:

April Miller, Amador Transit, Mobility Manager/Interim General Manager
John Gedney, ACTC Executive Director
Felicia Bridges, ACTC Transportation Planner
Caitlin Kleven, ACTC Administrative Assistant

AGENDA:

Motion: It was moved by Director Staples, seconded by Director Bottomley, and unanimously carried to approve the agenda as submitted.

Ayes: Bottomley, Oneto, Plasse, Riordan, Staples, Crew
Noes: None
Absent: None

PUBLIC MATTERS NOT ON THE AGENDA: None

CONSENT AGENDA (Items 1-7):

#1. Board Minutes, October 2025: Director Plasse noted a minor wording correction to the minutes, on page two (2), in the third paragraph the sentence should read “*She explained that since DAR often has a higher **Passenger-to-Mile ratio***” since using passenger numbers did not provide a fair comparison to fixed routes.

#6. Budget/Statement of Net Position Report, October 2025: Director Plasse stated, at the previous month’s meeting, Ms. Miller stated she would investigate certain financial items and report back to the board. He asked if she had obtained any information on those matters. Ms. Miller responded that some of the items were discussed the previous day in the AT FY 24/25 Fiscal & Compliance Audit Kick-Off meeting with the new audit firm- Macias Gini & O’Connell, LLP, AT Certified Public Accountant (CPA)-Cathy Castillo, AT and ACTC staff, and Director Plasse. She explained that the Net Income reflects a negative number due to the three (3) separate loans taken from the Reserves account. Director Plasse inquired whether the issue was related to how the accountant was recording the transactions, specifically not as loans to an entity. Ms. Miller stated that she is uncertain how to properly book the transactions so that they appear accurately in the Budget vs. Actual report. She noted that in QuickBooks, revenue entries are recorded as deposits; however, since the transactions in question are internal transfers between accounts rather than deposits, they do not display as income. Ms. Miller stated that she will continue working with the Ms. Castillo to determine the best method to record these items without impacting other accounts.

Mr. Gedney stated this topic was discussed in great detail at yesterday's audit meeting. He explained that the funds in question are not transferred from the Reserves account into the current fiscal year's operating budget and therefore cannot be booked within the current fiscal year's budget system. Both Ms. Miller and Director Plasse requested further clarification. Mr. Gedney elaborated, in his time serving as ACTC Executive Director, each annual audit has shown approximately \$200,000 being taken from reserves to cover operating shortfalls. About seven (7) years ago, the former General Manager (GM), Maggie Amarant, was asked by the board to move those funds out of the Operating Reserves account and place them into three (3) capital reserve accounts—Equipment, Building, and Fleet—which she did. Around that same time, a new policy was informally established by the AT board requiring that any transfer of reserve funds into capital accounts be presented to the board for approval; however, the policy was never formally documented or adopted. Mr. Gedney continued, that while the former GM had acknowledged this policy, it was not followed. He characterized the practice as resembling a "rolling pyramid scheme" connected to the Local Transportation Fund (LTF) and State Transit Assistance (STA) funds. The LTF claim, authorized annually by this board, allows AT to receive approximately \$700,000/year and appears in the audit, while additional funds used to offset prior-year operating shortfalls originate from an STA-funded "slush account."

Director Plasse asked whether the additional amount shown in the budget was intended to cover the prior year's operations. Mr. Gedney clarified that it does not appear in the budget, only in the audit, further noting that Amador Transit has never presented an amended budget to the board for review. He added, this issue was disclosed last spring during an audit meeting with former GM-Ms. Amarant, Ms. Castillo, and the previous auditor-Ms. Ingrid Sheipline-CPA of Richardson & Co., where it was confirmed that Ms. Castillo had been calculating the extra LTF or STA amounts needed to reconcile the prior year's budget, and once completed, then sending those figures directly to Ms. Sheipline. Mr. Gedney emphasized that this practice has been ongoing throughout his tenure as Executive Director and has been carried out without board approval.

Vice-Chairman Riordan stated, Consent Agenda Item #5—Current Fleet Reserve Transfer Activity Report, reflects a total of \$300,000. He asked if this was the item under discussion concerning proper accounting procedures. Both Mr. Gedney and Ms. Miller confirmed that it was. Vice-Chairman Riordan then explained that these funds were deposited into Amador Transit's bank account this year for covering operating costs, to which Ms. Miller agreed. Mr. Gedney, however, clarified that the funds were not technically "deposited." Instead, the money already existed within the accounting system and was simply moved internally from one account to the other. He explained that the funds originated in reserves and now need to be properly accounted for. Vice-Chairman Riordan remarked that checks must have been written to complete the transfers, but Mr. Gedney asserted that no checks were issued. Ms. Miller added that the process occurs entirely within the bank's internal accounts. She explained that AT maintains three (3) separate accounts, and each time she brings a request for a transfer before the board and receives approval, she moves the approved amount from the Reserves account into the Operating account. She also noted that the transfer is recorded within the financial software. Director Plasse asked for confirmation that the accounts are indeed separate, and Ms. Miller affirmed that they are. He then clarified that the transfer process involves moving funds out of one account (savings/reserve) and into another (operating), which Ms. Miller confirmed is the procedure followed each time funds are transferred during this fiscal year. Director Plasse noted, the issue is, that these transactions are not appearing in the books as prepared by Ms. Castillo. Ms. Miller confirmed that the transfers are not reflected in the budget.

Mr. Gedney stated, for follow-up purposes, the central question is where those financial transactions are being recorded—whether in the current fiscal year or the prior fiscal year. He noted that Ms. Miller had confirmed that the transactions were not reflected in either the current or previous fiscal year's books. Mr. Gedney added that the same question had been posed to, Ms. Castillo, during the meeting held the previous day. According to Ms. Castillo, the funds in question are being held in a journal entry categorized as a "Cash Flow Statement." He explained that this entry serves as a placeholder throughout the fiscal year and is later provided to the auditor to reconcile the budget at the end of the fiscal year.

Director Plasse again asked Mr. Gedney to clarify his statement regarding whether the funds in question were intended to reconcile the prior year's budget rather than being part of the current year's budget. He suggested that Mr. Gedney may be using the terms "last year" or "prior year" in a way that overlooks that the adjustment is typically made at the end of the current fiscal year. Mr. Gedney explained that the adjustments are actually being made two (2) days after the close of the fiscal year. He referenced the FY 2023/24 fiscal audit that was done and reviewed by the board. ACTC noticed that the same types of transfers—approximately \$200,000—were made.

Mr. Gedney stated that this process had been used by two (2) prior General Managers of AT, with Ms. Meyer having advised Ms. Amarant to place such funds into a separate off-the-books "slush" or "reserve" account. He explained that, as previously mentioned, only in recent years had the board required AT to formally list this account as a line item on the Income Statement, revealing that the reserve funds had been steadily depleted. Director Plasse highlighted that the reserves accounts appeared to be building up, Mr. Gedney corrected him, explaining that reserves have actually declined from roughly \$1 million five (5) years ago to about \$300,000 currently. He further detailed that AT receives approximately \$400,000 annually in STA funding, of which about half remains in reserves while the other half is used to cover operating shortfalls.

Mr. Gedney emphasized again that the AT board has never been presented with an amended budget. He added that while the board has not seen these recurring additional expenditures, ACTC has observed and flagged them during annual audits. Director Plasse stated these amounts appear in the audit as "Unearned Revenue," and Mr. Gedney agreed. Director Plasse then noted that the terminology should be simplified so all board members can easily understand it—suggesting "transfers from reserves" as clearer phrasing.

Director Plasse also asserted that future audits must be conducted with full transparency, emphasizing that the audit firm will receive all information it requests directly rather than selectively through the accountant. Mr. Gedney reported that Ms. Castillo acknowledged this long-standing practice has occurred and agreed that presenting an amended budget to the board is a "reasonable" expectation. He explained that such a budget would clearly show where expenditure overages occur, such as in fuel or tires, allowing for more accurate "Budget vs. Actual" comparisons. He noted that ACTC regularly provides its board with these reports, whereas AT does not. Director Plasse clarified that AT does provide monthly "Budget vs. Actual" reports, to which Mr. Gedney responded that there has not been an annual reconciliation. He notes that Ms. Miller stated in the meeting the previous day that she provides the monthly Budget vs Actual report. Mr. Gedney remarked that he wishes to see an annual reconciliation, which will show exactly where the \$200,000 in transfers originated.

Mr. Gedney stated that after reviewing 56 transfers from the prior fiscal year, he found that significant amounts were never returned to the reserves account, despite being referred to as "loans." While some were legitimate—such as for the purchase of a bus—many were never repaid, contributing to the ongoing depletion of reserves. He concluded that since Ms. Castillo has now admitted that these transfers were not properly booked in the current fiscal year, there is no need for further investigation into the matter, and he looks forward to greater financial transparency moving forward.

Director Staples commented that her jurisdiction, Amador City, has experienced a similar situation and discovered that part of the issue was related to software limitations. She explained that when journal entries are made to transfer funds, those transactions often do not appear on the monthly budget statements but are visible when the auditor reviews the books. She clarified that this is not a matter of "hiding" money, but rather an issue of how financial documentation is presented. The auditor can see the transactions, though they may not be readily visible in standard reports available to everyone. Director Staples further noted that the board typically approves a draft budget, which can be updated at any time as needed. Ms. Miller agreed with Mr. Gedney's earlier comments and stated that a request for an amended budget will be brought before the board prior to submission to the auditor.

Director Plasse stated that while bringing an amended budget before the board after the fact is acceptable, he would prefer that such information be made available in real time. He emphasized that when the board is asked to approve a transfer from the reserves account, an amended budget should be presented simultaneously to provide full context and transparency. He noted that under the prior GM's actions, transfers were often characterized as loans but were never repaid. Ms. Miller clarified that while some of those transfers were not repaid, many were. Mr. Gedney concurred with Director Plasse, adding that Ms. Castillo is not required to hold the funds, but can instead, record them in the prior fiscal year and immediately prepare an amended budget for presentation. He recommended that the board consider making a motion to proceed in that manner.

Ms. Miller expressed confusion to Mr. Gedney regarding his reference to the term "prior year." Director Staples clarified that his statement was correct, explaining that the budget is reconciled at the end of the fiscal year. She noted that the funds exist within the books—whether in capital improvement or other accounts—but are not reconciled until year-end. The "loan," she explained, is not formally reconciled between accounts until that time. Ms. Miller stated that the "loan" transaction occurred during the current fiscal year, to which Mr. Gedney agreed but clarified that it functions as a "loan" to cover the prior year. He added that the board could resolve the matter by making a motion directing staff to prepare an amended budget for the previous fiscal year, which would address the issue.

Vice-Chairman Riordan asked if the \$300,000 in transfers was reflected in the Budget vs. Actual and Statement of Net Position reports included in this board packet. Mr. Gedney confirmed that it was not. Ms. Miller countered that it was included in the Statement of Net Position and explained that the Statement of Net Position only reflects the current month. That transfer would not appear in this month's report, rather, if one looks back to the month when the transfer occurred, it would be visible there, and added that without that transfer, the operating account would have shown a negative balance. Mr. Gedney pointed out that there is still a negative number showing in the operating account, and clarified that the Statement of Net Position differs from a Profit & Loss (P&L) statement, as it consolidates all assets rather than detailing their allocation. He explained that while the \$300,000 does appear in the Statement of Net Position, it represents prior year shortfalls that must still be reconciled. Although the funds remain in the bank account, he emphasized that they are not available for current-year operating expenses because they are needed to cover those prior shortfalls. Vice-Chairman Riordan agreed, stating that this supports the conclusion that the funds are not reflected in the annual Budget vs. Actual report. Mr. Gedney concurred, noting that this is why the Ms. Castillo cannot include them in the current fiscal year's budget, as doing so would constitute a serious accounting error. He added that Ms. Castillo should have instead presented a reconciled amended budget to the board for review.

Vice-Chairman Riordan stated that the key issue for the board to consider is whether to direct staff to include the \$300,000 transfer in the Budget vs. Actual report, at least on a quarterly basis, so that the board can stay informed and updated on financial accounting. Mr. Gedney disagreed, stating it should instead be handled as a one-time annual budget reconciliation. He explained that Ms. Castillo already has sufficient QuickBooks data from the prior fiscal year to determine exactly how much funding needs to be drawn from the STA "slush fund" to cover the previous year's shortfalls. Vice-Chairman Riordan observed that the figure might not necessarily be \$300,000, to which Mr. Gedney responded that it would likely be closer to \$200,000. Ms. Miller added that the amount is approximately \$140,000, representing the portion that was not repaid last year. Mr. Gedney concluded that while the funds' location is known, the information has not been reported to the board, leaving members uninformed about the true financial status.

Mr. Gedney stated that the board should be presented with both the approved budget and the reconciled budget to allow a side-by-side comparison and greater transparency. Chairman Crew agreed with Director Plasse's earlier comments, noting that having access to the budget in real time would be far more useful for forecasting purposes rather than reviewing it only after the fact. He explained that the board already receives monthly expenditure report and that being able to compare current budget progress helps identify issues.

Director Plasse agreed, emphasizing that there are two (2) primary ways to address financial shortfalls: increasing agency revenues or reducing expenses. He stated that it is essential for the board to understand which course of action is most appropriate to correct the issue. If additional revenue cannot be secured, then reducing expenditures becomes the logical next step.

Mr. Gedney explained that it had been assumed the revenue cap had been reached with the LTF allocations; however, the STA funds had not been factored into that calculation. He restated that the STA provides approximately \$400,000 annually, though the disbursement often arrives late. While STA funds generally carry some restrictions—primarily requiring a portion be used for capital purposes—there remains flexibility for a portion to be applied toward operations. He emphasized that the LTF has stricter allocation requirements, and if the agency intends to adopt a more fiscally conservative approach to managing expenses, careful oversight of how STA funds are used and allocated will be essential. Director Plasse added that STA funds are projected each year based on the anticipated disbursement and are incorporated on the income side of the agency's budget. Director Staples observed that the STA funds do not appear in the current monthly statement, to which Director Plasse agreed, explaining that this is because the funds have not yet been received.

Mr. Gedney explained that, as Ms. Miller had mentioned, once the STA funds are received, the remaining discrepancy of approximately \$140,000 needing reconciliation of the prior year's budget will be resolved. He provided an example, noting that if the STA disbursement totals around \$400,000, only about \$200,000 would appear on the Income Statement. This is because the other \$200,000 would be applied toward reconciling the prior year's shortfall. He further clarified that this is what Ms. Castillo refers to when she describes using those funds as a "Cash Flow Statement" or "placeholder" until the STA disbursement arrives. Once received, the funds are then divided—allocating a portion to address the previous year's deficit and the remainder toward the current fiscal year's operations.

Ms. Miller noted that the STA funds have traditionally been used for capital purposes. Director Plasse added that the funds were typically used to replenish or contribute to the reserve accounts in alignment with the agency's depreciation schedule. Ms. Miller agreed, explaining that those reserve funds were then drawn upon for capital needs such as building repairs or fleet purchases. She acknowledged that in the previous year, however, the board had chosen to allocate \$130,000 of the STA funds toward operating expenses to allow the LTF to be shared. She concluded by noting that the use of STA funds has varied from year to year, depending on how the allocations were designated.

Mr. Gedney stated much of the confusion surrounding this issue could be resolved if the board were to direct staff to prepare and present an amended budget for FY 2024–2025. Now that the fiscal year has closed, he explained, the exact expenditures are known and can be compared against the approved budget. This comparison would reveal any differences and should align with the audit findings, providing a clear and straightforward way to tie all accounting and budget information together. Director Staples corrected Mr. Gedney, noting that the appropriate term is "reconciled budget," not "approved budget," and Mr. Gedney agreed. He added that once the reconciled budget is approved by the board, it can then be forwarded to the auditor.

Director Plasse asked how the board could best address this issue in real time so it can make informed decisions about maintaining a balanced budget and avoid the recurring practice of depleting reserves. Mr. Gedney responded that the first step is to review the actual expenditure figures. Director Staples stated that reviewing those reconciled figures will make the shortfall clear and allow the board to use that data to inform the development of the following year's budget. Director Plasse remarked that the budget for the current fiscal year has already been drafted. Mr. Gedney agreed and explained that this is precisely why reviewing the reconciled budget from the previous year is important. Director Staples added that the current fiscal year's budget can still be amended as needed. Mr. Gedney stated the first step should be for the board to receive the reconciled budget for the fiscal year ending June 30, 2025, which will clearly show the agency's actual expenditures. That information can then be compared to the

current fiscal year's budget, and amendments can be made as necessary to ensure financial accuracy and stability.

Ms. Miller informed the board that Ms. Castillo had just begun working on the books for the last fiscal year and asked when the board would like to receive the reconciled budget. The board agreed that having it presented at the next board meeting would be preferable, if possible. Director Staples then asked whether Ms. Castillo was conducting a full audit or simply an audit review. Ms. Miller responded that Ms. Castillo is preparing the audit work, and that she could collaborate with her to produce the reconciled budget. Director Plasse stated Ms. Castillo should be able to provide both the reconciled budget from the prior fiscal year and the current fiscal year's budget to Ms. Miller in time for inclusion in the next month's board packet, allowing for a clear comparison. Chairman Crew agreed.

Motion: It was moved by Director Staples, seconded by Vice-Chairman Riordan, and unanimously carried to approve the Consent Agenda as presented.

Ayes: Bottomley, Oneto, Plasse, Riordan, Staples, Crew
Noes: None
Absent: None

REGULAR AGENDA ITEMS:

#8. AT General Manager Report (Information Only): Ms. Miller reviewed her staff report and reported that, as reflected on the Income Statement, no funding has yet been received, which is why staff is requesting transfers from reserves account. She noted that two (2) FY 2026 Federal Transit Administration (FTA) 5310 grant applications have been submitted, with award announcements anticipated in spring 2026. She further stated that the FTA 5339 grant standard agreement is expected to be released soon, and once issued, AT will move forward with inquiries into purchasing three (3) new vehicles. In response to Director Plasse's question regarding operational funding, Ms. Miller confirmed that both the FTA 5310 and 5311 grants provide operating support. Director Plasse asked for clarification regarding the FTA 5311 funding amount and reimbursement process; Ms. Miller stated that the total is approximately \$349,000 and received on a reimbursable basis, and although not all months are currently due, she can invoice for June 2024 through June 2025, but has not yet done so.

Director Plasse inquired about the dispatcher who recently left AT. Ms. Miller stated she had no additional information and could not disclose personal details but acknowledged that AT has been significantly short staffed. In addition to managing finances and grant applications, she has also been assisting with dispatching. She noted that the afternoon dispatcher position has now been filled with the new employee starting on Monday.

#9. Approve Monthly Claims List: Director Plasse inquired about the expense listed under line item #52100 – Vehicle Tech Serv–Outsource, specifically referencing the \$1,200 charge dated October 22, 2025, for diagnostic work performed by Robert Hahn's Automotive, Inc. He asked whether the agency had considered purchasing its own diagnostic equipment to complete this work in-house. AT staff responded that while they do possess a Snap-On scanner, its capabilities are limited. AT staff then explained that the charge referenced was for the shop service truck, which had begun knocking and was taken to Hahn's Automotive for evaluation. The diagnosis revealed a lost injector and a failed glow plug in cylinder three (3), and staff reported that a metal fragment had entered the cylinder, damaging both the cylinder and piston, resulting in catastrophic damage to the top and bottom of the head. Hahn's Automotive initially recommended full engine replacement, quoting approximately \$20,000. A second opinion suggested removing the cab to access and remove the head, then assessing whether replacing only the piston and head would be feasible at an estimated cost of \$5,000–\$10,000. Director Plasse asked about the vehicle's mileage, and Ms. Miller reported it had approximately 27,000 miles. In response to whether it was still under warranty, Ms. Miller confirmed it was not, as the truck is a 2014 model and outside the warranty period. She also noted that the vehicle has had significant prior mechanical issues and had previously been involved in a T-bone collision.

Ms. Miller added that although the agency does have several code readers, they maintain only a limited subscription because there are only two (2) vehicles in the fleet that require that specific diagnostic capability.

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

Ayes: Bottomley, Oneto, Plasse, Riordan, Staples, Crew
Noes: None
Absent: None

#10. CLOSED SESSION: At 11:46 a.m. Chairman Crew called for a Closed Session as noticed: Conference for Personnel Matters – pursuant to Government Code Section §54957. The Chairman adjourned the Closed Session of AT at 12:38 p.m. Vice-Chairman Riordan reported that the board extended the General Manager job offer to Ms. Miller, which she accepted. The board will be working with legal counsel to finalize contracts. She will now be receiving the base pay for this position, which is \$105,328.

#11. Future Agenda Items: None

ADJOURNMENT:

At 12:40 p.m. the Chairman adjourned the regular meeting to Thursday, December 4, 2025 at 9:00 a.m. at 117 Valley View Way, Sutter Creek, CA 95685.

Patrick Crew, Chairman
Amador Transit

ATTEST:

Recording Clerk

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

SERVICE SUMMARY

October

| <i>FY 25/26</i> | Service Days |
|-----------------|--------------|
|-----------------|--------------|

22

| | |
|------------------------|-------|
| Upcountry | 263 |
| Plymouth | 251 |
| A - Shuttles 5-1 - 5-5 | 369 |
| B - Shuttles 6-1 - 6-6 | 487 |
| lone | 335 |
| Dial-A-Ride | 2,208 |
| N.E.M.T | - |
| Special Events | - |

| | |
|--------------------|-------|
| TOTAL TRIPS | 3,913 |
|--------------------|-------|

| | |
|------------------|-----|
| AV. DAILY | 178 |
|------------------|-----|

| | |
|-------------------------------|-------|
| ADULT | 669 |
| SENIOR | 183 |
| PERSONS W/DISABILITIES | 2,874 |
| YOUTH | 135 |

| | |
|----------------------------------|----|
| Non-Revenue-PCA | 50 |
| Non-Revenue - Child | 4 |
| Non-Revenue - Family Pass | 50 |

| | |
|------------|-----|
| Wheelchair | 363 |
| Bicycles | 9 |

FARES PAID BY MONTH/DAY PASS

| | |
|---------------------|-----|
| Monthly Pass | 688 |
| \$7 Day Passes Sold | 4 |

| | |
|-------------------|------------|
| Cash Fares | \$2,469.69 |
|-------------------|------------|

FARES PAID BY PRE-PAID TICKETS

| | |
|---------------------|-------|
| Pre-Paid Tix \$1.00 | 1,096 |
| Pre-Paid Tix \$2.00 | 209 |
| Pre-Paid Tix \$3.00 | 4 |
| Pre-Paid Tix \$4.00 | - |

Mileage

| | |
|-------------------|--------|
| Revenue miles | 24,630 |
| Non-Revenue miles | 1,945 |

RIDERSHIP ANALYSIS
October 2025

AMADOR TRANSIT
FISCAL YEAR 2025/2026

T R I P S



**October
 2025
 % change
 from
 FY 2024/25**

-2.6%

October

2500

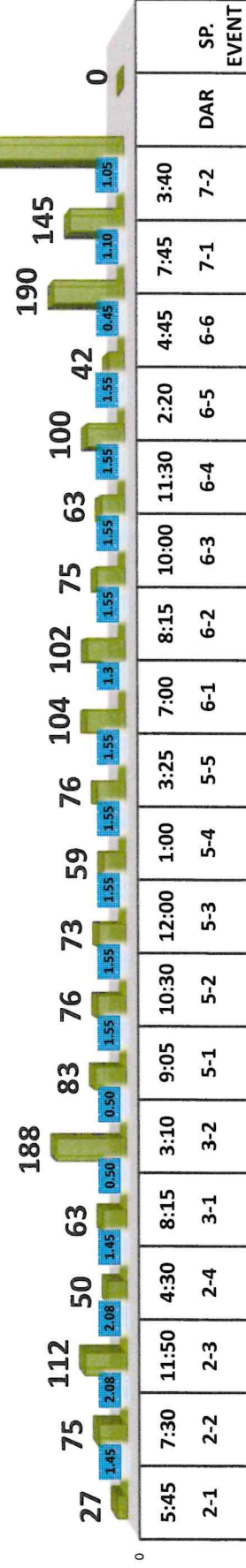
2000

1500

1000

500

2208



October route hours

| SP. | DAR | EVENT |
|-------|------|-------|
| 5:45 | 7:30 | 2-1 |
| 2-1 | 2-2 | 2-3 |
| 11:50 | 4:30 | 2-4 |
| 8:15 | 3-1 | 3-2 |
| 3:10 | 5-1 | 5-2 |
| 10:30 | 5-3 | 5-4 |
| 1:00 | 3:25 | 6-1 |
| 8:15 | 6-2 | 6-3 |
| 10:00 | 6-4 | 6-5 |
| 11:30 | 6-6 | 7-1 |
| 4:45 | 7-2 | 7-3 |
| 7:45 | 7-4 | 7-5 |
| 3:40 | 7-6 | 7-7 |

| | Jul-25 | Aug-25 | Sep-25 | Oct-25 | YEAR TO-DATE | Last FY 24/25 to Date |
|--|------------|-----------|------------|-----------|-----------------|-----------------------------|
| RIDERSHIP-FIXED ROUTE | | | | | | |
| FIXED ROUTE PASSENGERS (sp event) | 2,193 | 1,642 | 1,740 | 1,705 | 7,280 | 7,051 |
| ADULTS | 1,119 | 638 | 685 | 667 | 3,109 | 3,301 |
| SENIORS | 232 | 179 | 175 | 183 | 769 | 797 |
| DISABLED | 684 | 636 | 669 | 693 | 2,682 | 2,370 |
| YOUTH | 114 | 150 | 175 | 131 | 570 | 663 |
| NON REVENUE PASSENGERS | 43 | 39 | 39 | 31 | 152 | 197 |
| VEHICLE SERVICE HOURS | 682 | 705 | 652 | 682 | 2,721 | 2,702 |
| VEHICLE NON-REVENUE MILES | 1,076 | 1,007 | 991 | 851 | 3,925 | 3,135 |
| VEHICLE REVENUE MILES | 14,546 | 14,077 | 14,489 | 14,372 | 57,484 | 57,775 |
| OPERATING COST (NEW METHOD) | \$ 147,780 | \$ 87,771 | \$ 101,324 | \$ 86,899 | \$ 423,774 | \$ 441,260 |
| REVENUE | \$ 6,516 | \$ 6,911 | \$ 6,392 | \$ 7,171 | \$ 26,990 | \$ 26,248 |
| FAREBOX RETURN | 4.41% | 7.87% | 6.31% | 8.25% | 6.37% | 5.95% |
| RIDERSHIP-DIAL-A-RIDE | | | | | | |
| TOTAL PASSENGERS | 1,882 | 1,884 | 2,036 | 2,208 | 8,010 | 7,314 |
| NON REV PASSENGERS | 21 | 39 | 33 | 27 | 120 | 240 |
| VEHICLE SERVICE HOURS | 542 | 530 | 562 | 625 | 2,260 | 2,836 |
| VEHICLE REVENUE MILES | 7,995 | 7,780 | 8,196 | 10,271 | 34,242 | 36,288 |
| VEHICLE NON REVENUE MILES | 1,692 | 1,671 | 1,596 | 1,096 | 6,055 | 5,015 |
| OPERATING COST (NEW METHOD) | \$90,574 | \$56,115 | \$64,781 | \$62,927 | \$274,397 | \$250,822 |
| REVENUE | \$3,778 | \$6,520 | \$5,451 | \$5,719 | \$21,468 | \$24,120 |
| FAREBOX RETURN | 4.17% | 11.62% | 8.42% | 9.09% | 7.82% | 9.62% |
| SYSTEM-WIDE OPERATIONS | | | | | | |
| TOTAL SERVICE DAYS | 22 | 23 | 21 | 22 | 88 | 86 |
| TOTAL PASSENGERS | 4,075 | 3,513 | 3,776 | 3,913 | 15,277 | 15,153 |
| VEHICLE SERVICE HOURS | 1,224 | 1,235 | 1,214 | 1,306 | 4,979 | 5,538 |
| PASSENGERS PER HOUR | 3.3 | 2.9 | 3.1 | 3.0 | 3.1 | 2.6 |
| VEHICLE REVENUE MILES | 22,541 | 21,857 | 22,685 | 24,643 | 91,726 | 94,063 |
| VEHICLE NON-REVENUE MILES | 2,768 | 2,678 | 2,587 | 1,947 | 9,980 | 9,150 |
| PASSENGERS PER MILE | 0.18 | 0.16 | 0.17 | 0.16 | 0.17 | 0.16 |
| COSTS | | | | | | |
| TOTAL MONTHLY EXPENSES (Operating Costs) | \$238,355 | \$143,887 | \$166,106 | \$149,551 | \$697,899 | \$692,083 |
| COST PER PASSENGER | \$58 | \$41 | \$44 | \$38 | \$46 | \$46 |
| COST PER MILE | \$11 | \$7 | \$7 | \$6 | \$8 | \$7 |
| COST PER HOUR | \$195 | \$117 | \$137 | \$115 | \$140 | \$125 |
| REVENUE | | | | | | |
| FIXED ROUTE FAREBOX REVENUE | \$3,631 | \$3,867 | \$3,892 | \$4,714 | \$16,104 | \$19,681 |
| DIAL-A-RIDE FAREBOX REVENUE | \$2,893 | \$2,916 | \$2,951 | \$3,728 | \$12,487 | \$17,220 |
| ADVERTISING REVENUE | \$5,769 | \$7,208 | \$4,995 | \$4,951 | \$22,922 | \$13,860 |
| OVERALL FAREBOX RETURN | 5.16% | 9.72% | 7.13% | 8.96% | 7.38% | 7.33% |

Farebox return per service type is based on the new preferred calculation method of the AT Finance Committee

Miles (rev & non rev) equals percentage of overall mileage-use that to determine the percentage of operating cost per service type

Total Revenue Miles= 24,643

Total Non Revenue miles= 1,947

All Mileage

26,590

DAR=11367= 43% %

FIXED= 15223 = 57%

| VEHICLE DESCRIPTION | Odometer reading as of 10/31/2025 | TOTAL REPAIR HOURS | Dates | Maintenance Performed for Month of October 2025 Jobs Exceeding \$150 performed since July 2015 (in Gray) FY 2025/2026 | Cost for Month of October | July 2015 to- date CUMULATIVE COST |
|-----------------------|--------------------------------------|--------------------------|-----------|--|---------------------------------|---|
| TRK #101 (gas) | 166,218 | 0.00 | | | | |
| 04 Chev Suburban | ODO | | | | | |
| 6-passenger | | | | | | |
| NON-REVENUE VH | | | | | | |
| Mileage for the Month | 85 | | | | | \$0.00 |
| | | | | | | |
| | | | 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 |
| Shop TRK #102 | 27,401 | 0.00 | | Out of Service- Engine failure | | |
| 2015 F450 4x4 (gas) | ODO | | | | | |
| 3-passenger | *** | | | | | |
| NON-REVENUE VH | | | | | | \$0.00 |
| Mileage for the Month | 0 | | | | | |
| | | | 08 - 2025 | Check eng. Light-diagnosed and replaced faulty VGT solenoid, coolant tube, filled | \$374.22 | |
| | | | 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 | Installed new 2-way radio and GPS | \$1,289.11 | |
| | | | 09 - 2022 | Turbo replaced by DuPratt Ford Inv. # 524982 with oil change | \$387.90 | |
| | | | 05 - 2022 | Repair invoice # 348715 Emissions Vehicle derating R&R EGT sensor | \$2,646.25 | |
| | | | 10 - 2019 | Replaced 2 batteries and took to car wash | \$4,355.05 | |
| | | | 02 - 2019 | 6 Tires 225/70r/19.5 | \$226.52 | |
| | | | 12 - 2018 | 1 Steer steel wheel White | \$2,619.15 | |
| | | | 12 - 2018 | | \$171.12 | \$12,239.05 |
| TRK #103 (gas) | 113,381 | | | | | |
| 1998 Ford Ranger | ODO | | | | | |
| 3-passenger | *** | | | | | |
| NON-REVENUE VH | | | | | | |
| Mileage for the month | 165 | | | | | |
| | | | 08 - 2025 | replaced 4 tires and spare due to age (Big Brand Tire) | \$614.54 | |
| | | | 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 - 4 205/75/R14 \$570 | \$570.00 | \$2,402.91 |

| VEHICLE DESCRIPTION | Odometer reading as of 10/31/2025 | TOTAL REPAIR HOURS | Dates | Maintenance Performed for Month of October 2025 Jobs Exceeding \$150 performed since July 2015 (in Gray) FY 2025/2026 | Cost for Month of October | July 2015 to-date CUMULATIVE COST |
|-----------------------|-----------------------------------|--------------------|-----------|---|---------------------------|-----------------------------------|
| VAN #201 (gas) | 79,091 | 3.00 | 10 - 2025 | repaired crease and vinyl wrap on bumper | \$0.00 | |
| 2015 DODGE CARAVAN | ODO | | | | | |
| 1-WC, 5 passenger | *** | | | | | |
| mileage for the month | 6 | | | | | |
| | | | 08 - 2025 | R&R front brake pads and rotors | \$0.00 | \$0.00 |
| | | | 08 - 2024 | 2 Tires | \$201.12 | \$201.12 |
| | | | 01 - 2024 | Replaced faulty battery | \$388.97 | \$388.97 |
| | | | 08 - 2023 | Installed new dash and rear cameras | \$159.49 | \$159.49 |
| | | | 09 - 2022 | Installed new 2 way radio and GPS | \$409.44 | \$409.44 |
| | | | 04 - 2022 | 4 225/65/17 tires and alignment | \$387.90 | \$387.90 |
| | | | 08 - 2021 | Dealer transmission installed by Hal Invoice # 107306 | \$544.09 | \$544.09 |
| | | | 02 - 2021 | 4 Goodyear tires 225/65/17 | \$4,190.12 | \$4,190.12 |
| | | | 09 - 2020 | R&R Battery and negative post connector | \$568.55 | \$568.55 |
| | | | 05 - 2019 | Braun recall and lasher dodge air bag repair | \$151.74 | \$151.74 |
| | | | 08 - 2018 | 4 New tires, Invoice # 66200227328 | \$495.00 | \$495.00 |
| VAN #202 (gas) | 88,735 | 1.50 | 10 - 2025 | PM-A | \$656.19 | \$8,152.61 |
| 2015 DODGE CARAVAN | ODO | | | | \$0.00 | |
| 1-WC, 5 passenger | *** | | | | | |
| Mileage for the Month | 5 | | | | | |
| | | | 06 - 2024 | R&R front windshield | \$542.12 | \$542.12 |
| | | | 04 - 2024 | Replaced 4 tires | \$388.87 | \$388.87 |
| | | | 09 - 2023 | Dash camera installed | \$460.43 | \$460.43 |
| | | | 01 - 2023 | Replaced spark plugs and coils | \$241.17 | \$241.17 |
| | | | 09 - 2022 | Installed new 2 way radio and GPS | \$387.90 | \$387.90 |
| | | | 10 - 2019 | Front rotor and pads | 263.74 | \$2,284.23 |

| VEHICLE DESCRIPTION | Odometer reading as of 10/31/2025 | TOTAL REPAIR HOURS | Dates | Maintenance Performed for Month of October 2025 Jobs Exceeding \$150 performed since July 2015 (in Gray) FY 2025/2026 | Cost for Month of October | July 2015 to- date CUMULATIVE COST |
|---------------------|--------------------------------------|--------------------------|-------|---|---------------------------------|---|
|---------------------|--------------------------------------|--------------------------|-------|---|---------------------------------|---|

VAN #203 (gas)

2017 DODGE CARAVAN
1-WC, 5 passenger

10 - 2025

0.00

88,264

ODO

Mileage for the Month

347

\$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 |
| | | \$11,391.36 |

| VEHICLE DESCRIPTION | Odometer reading as of 10/31/2025 | TOTAL REPAIR HOURS | Dates | Maintenance Performed for Month of October 2025 Jobs Exceeding \$150 performed since July 2015 (in Gray) FY 2025/2026 | Cost for Month of October | July 2020 to-date CUMULATIVE COST |
|---------------------------|-----------------------------------|--------------------|-----------|---|---------------------------|-----------------------------------|
| VAN #204 (gas) | 135,350 | 0.50 | 10 - 2025 | Taken to Lynch's Auto for oil leak | \$0.00 | |
| 2019 V-Ford Transit 350Ei | ODO | | | | | |
| Nor-Cal Van | *** | | | | | |
| 8 Passenger-2 W/C | | | | | | |
| Mileage for the Month | 3 | | | | | |
| | | | | | \$0.00 | |
| | | | 08 - 2025 | R&R third brake light | \$443.92 | |
| | | | 07 - 2025 | R&R radiator and fan assembly, heater hose, refilled coolant, performed test drive | \$639.63 | |
| | | | 07 - 2025 | AC inspection, R&R condenser fan and assembly. | \$210.78 | |
| | | | 06 - 2025 | New windshield | \$909.84 | |
| | | | 03 - 2025 | Replaced windshield | \$982.99 | |
| | | | 03 - 2025 | Repair of Body Damage | \$5,831.66 | |
| | | | 03 - 2025 | 6 tires- Toyos | \$1,050.53 | |
| | | | 10 - 2024 | R&R front and rear brake pads. Rotated tires | \$152.63 | |
| | | | 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 | \$15,572.17 |

| VEHICLE DESCRIPTION | Odometer reading as of 10/31/2025 | TOTAL REPAIR HOURS | Dates | Maintenance Performed for Month of October 2025 Jobs Exceeding \$150 performed since July 2015 (in Gray) FY 2025/2026 | Cost for Month of October | July 2020 to date CUMULATIVE COST |
|---------------------------|-----------------------------------|--------------------|-----------|---|---------------------------|-----------------------------------|
| VAN #205(gas) | 49,681 | 5.00 | 10 - 2025 | PM-B replaced windshield wipers and adjusted parking brake | \$110.32 | |
| 2022 V-Ford Transit 350EL | ODO | | 10 - 2025 | replaced two way radio with a used spare | \$0.00 | |
| Nor-Cal Van | | | 10 - 2025 | Cleaned, inspected, tested, and lubricated W/C lift | \$0.00 | |
| 8 Passenger-2 W/C | *** | | | | | |
| Mileage for the Month | 1,676 | | | | | |
| | | | | | \$110.32 | |
| | | | 07 - 2025 | Replaced drive tires. | \$761.36 | |
| | | | 05 - 2025 | Replaced hydraulic cylinders for W/C lift | \$1,042.63 | |
| | | | 04 - 2025 | Replaced front pads and rotors | \$303.75 | |
| | | | 04 - 2025 | Replaced rear calipers/pads, bled system and test drove | \$305.71 | |
| | | | 11 - 2024 | Rear upper clearance lights assembly | \$265.18 | |
| | | | 05 - 2024 | Drive tires | \$647.24 | |
| | | | 04 - 2024 | Replaced cracked windshield | \$1,152.40 | |
| | | | 02 - 2024 | R&R steer tires | \$343.08 | \$4,931.67 |

[illegible]

| VEHICLE DESCRIPTION | Odometer reading as of 10/31/2025 | TOTAL REPAIR HOURS | Dates | Maintenance Performed for Month of October 2025 Jobs Exceeding \$150 performed since July 2015 (in Gray) FY 2025/2026 | Cost for Month of October | July 2022 to-date CUMULATIVE COST |
|-----------------------|---|--------------------------|-----------|--|------------------------------|--|
| VAN #207 | 18,684 | 0.00 | | | \$0.00 | |
| 2022 Toyota Sienna | ODO | | | | | |
| Hybrid/Gas | *** | | | | | |
| 3 Passenger-1 W/C | | | | | | |
| Mileage for the Month | 499 | | | | | |
| | | | | | \$0.00 | |
| | | | 01 - 2024 | Installed dash camera system | \$460.43 | \$460.43 |

| VEHICLE DESCRIPTION | Odometer reading as of 10/31/2025 | TOTAL REPAIR HOURS | Dates | Maintenance Performed for Month of October 2025 Jobs Exceeding \$150 performed since July 2015 (in Gray) FY 2025/2026 | Cost for Month of October | July 2020 to-date CUMULATIVE COST |
|---------------------------|-----------------------------------|--------------------|-----------|---|---------------------------|-----------------------------------|
| VAN #208 (gas) | 16,571 | 1.00 | 10 - 2025 | replaced left front turn signal bulb | \$2.65 | |
| 2024 V-Ford Transit 350EL | ODO | | 10 - 2025 | adjusted W/C lift fold pressure and tested | | |
| Nor-Cal Van | *** | | | | | |
| 8 Passenger-2 W/C | | | | | | |
| Mileage for the Month | 2,179 | | | | | |
| | | | | | \$2.65 | \$2.65 |

| VEHICLE DESCRIPTION *Automatic tire chains | Odometer reading as of 10/31/2025 | TOTAL REPAIR HOURS | Dates | Maintenance Performed for Month of October 2025 Jobs Exceeding \$150 performed since July 2015 (in Gray) FY 2025/2026 | Cost for Month of October | July 2015 to date CUMULATIVE COST |
|---|--------------------------------------|--------------------------|-----------|--|------------------------------|--|
| Bus #302 Diesel | 188,527 | 2.00 | 10 - 2025 | PM-A | \$0.00 | |
| 2013 Chevrolet | ODO | | | | | |
| 16-passenger 3 w/c | *** | | | | | |
| Mileage for the Month | 890 | | | | | |
| | | | | | \$0.00 | |
| | | | 08 - 2025 | R&R all pivot arm pins and bushings on wheel chair lift (4 sets) | \$286.62 | |
| | | | 08 - 2025 | R&R inner roll stop assembly and both fold arm cylinders | \$959.52 | |
| | | | 05 - 2025 | R&R batteries | \$328.46 | |
| | | | 02 - 2025 | R&R both alternators | \$463.33 | |
| | | | 01 - 2025 | Replaced power steering pump/lower radiator hose assembly | \$365.98 | |
| | | | 01 - 2025 | R&R rear brake calipers and pads | \$194.75 | |
| | | | 12 - 2024 | Front windshield replacement | \$503.70 | |
| | | | 12 - 2024 | Drive tires | \$881.36 | |
| | | | 09 - 2024 | R&R 2 batteries | \$328.52 | |
| | | | 09 - 2024 | R&R control arm bushings and alignment - Hewitt invoice | \$528.28 | |
| | | | 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 hydro boost 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 | |
| | | | | new body control module - Hahn's for programming, repaired broken wire to dash blower fan | \$409.89 | \$48,269.49 |
| | | | 04 - 2023 | | | |

[illegible]

| VEHICLE DESCRIPTION *Automatic tire chains | Odometer reading as of 10/31/2025 | TOTAL REPAIR HOURS | Dates | Maintenance Performed for Month of October 2025 Jobs Exceeding \$150 performed since July 2015 (in Gray) FY 2025/2026 | Cost for Month of October | July 2017 to-date CUMULATIVE COST |
|---|--------------------------------------|--------------------------|-----------|---|------------------------------|---|
| Bus #403 Diesel | 223,922 | 6.00 | 10 - 2025 | Diagnosed inop destination sign. Found to be malfunctioning | \$0.00 | |
| 2013 Chevrolet | ODO | | | Installed a used front destination sign and reprogrammed the system with | \$0.00 | |
| 16-passenger 3 w/c | *** | | | luminator tech support. Checked all functions | | |
| Mileage for month | 10 | | | | \$0.00 | |
| | | | | | | |
| | | | 09 - 2025 | PM-A and replaced both batteries | \$317.82 | |
| | | | 06 - 2025 | A/C comp failed- removed, flushed system, installed new comp and charged | \$562.58 | |
| | | | 06 - 2025 | A/C inop- New comp failed. R&R A/C comp and charged | \$314.67 | |
| | | | 05 - 2025 | Sent out to Hahns for repairs | \$297.00 | |
| | | | 03 - 2025 | Hahns for diagnostics- replaced glow plug module and programmed | \$2,047.08 | |
| | | | 10 - 2024 | Replaced steer tires | \$442.84 | |
| | | | 09 - 2024 | R&R 3 new drive tires+ 1 used | \$664.26 | |
| | | | 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 | \$55,128.89 |

| VEHICLE DESCRIPTION *Automatic tire chains | Odometer reading as of 10/31/2025 | TOTAL REPAIR HOURS | Dates | Maintenance Performed for Month of October 2025 Jobs Exceeding \$150 performed since July 2015 (in Gray) FY 2025/2026 | Cost for Month of October | July 2015 to-date CUMULATIVE COST |
|---|---|--------------------------|-------|---|------------------------------|---|
|---|---|--------------------------|-------|---|------------------------------|---|

Bus #405 (gas)

2009 Ford

16-passenger 2 w/c

| | | | | | | |
|---------|-------|-----------|------|--|-----------------|--|
| 308,398 | 14.25 | 10 - 2025 | PM-A | | \$0.00 | |
| ODO | | 10 - 2025 | | replaced motor mounts | \$174.96 | |
| *** | | 10 - 2025 | | steering components and suspension inspection | \$0.00 | |
| | | | | Headlight adjustment | \$0.00 | |
| | | | | W/C lift diagnosis. Found failed micro switch. Parts ordered | \$0.00 | |
| | | | | R&R two micro switch's on W/C lift rechecked all functions | \$389.33 | |
| | | | | | \$564.29 | |

Mileage for the Month

| | | | | | | |
|--|--|-----------|--|---|------------|--------------------|
| | | 09 - 2025 | | Diagnose engine noise. Found failed alternator, removed and replaced with rebuilt alternator. | \$484.88 | |
| | | 09 - 2025 | | Replaced two steer tires | \$322.34 | |
| | | 08 - 2025 | | R&R radiator, filled with coolant, checked system for leaks | \$330.37 | |
| | | 08 - 2025 | | R&R Outer roll stop cylinder on WC lift | \$499.26 | |
| | | | | Replaced rear rotors, calipers, parking brake shoes, brake hardware and wheel seals, cleaned and inspected all components and performed test drive. | \$543.26 | |
| | | 07 - 2025 | | | | |
| | | 04 - 2025 | | Replaced rear calipers, pads parking brake shoes, left wheel seal | \$259.70 | |
| | | 12 - 2024 | | R&R rear heater motor, tested heater core for leaks | \$160.91 | |
| | | 12 - 2024 | | R&R right rear outer tire. Sidewall damage | \$221.42 | |
| | | 11 - 2024 | | R&R steering gear box, replaced rear heater hoses, + 1.5 qrts fluid | \$315.70 | |
| | | 10 - 2024 | | Replaced steer tires | \$442.84 | |
| | | | | R&R #6 spark plug and coil. Replaced leaking heater hose + 5 gal of coolant | \$305.67 | |
| | | 10 - 2024 | | | | |
| | | | | Hewitt alignment R&R upper and low ball joints, sway bar bushings, cam/caster bushings and alignment | \$1,106.24 | |
| | | 09 - 2024 | | | | |
| | | 09 - 2024 | | R&R rear outer dual tire | \$221.42 | |
| | | | | R&R front rotors, brake pads, steering dampener and front wheel seals | \$448.32 | |
| | | 09 - 2024 | | | | \$42,547.67 |

| VEHICLE DESCRIPTION *Automatic tire chains | Odometer reading as of 10/31/2025 | TOTAL REPAIR HOURS | Dates | Maintenance Performed for Month of October 2025 Jobs Exceeding \$150 performed since July 2015 (in Gray) FY 2025/2026 | Cost for Month of October | July 2015 to-date CUMULATIVE COST |
|---|---|--------------------------|-------|---|---------------------------------|--|
|---|---|--------------------------|-------|---|---------------------------------|--|

Bus #406 (gas)

| | | | | | | |
|-----------------------|----------------|------|-----------|--|--------|--|
| 2019 Ford | 132,585 ODO | 5.00 | 10 - 2025 | PM-A | \$0.00 | |
| 16-passenger 2 w/c | *** | | 10 - 2025 | W/C lift fold pressure adjustment | \$0.00 | |
| Mileage for the Month | 2,829 | | 10 - 2025 | Diagnose inop electric mirror. Found bad motor. Parts on order | \$0.00 | |

| | | | | | | |
|-----------|--|--|--|---|------------|------------|
| 08 - 2025 | | | | R&R multi function switch | \$205.11 | |
| 07 - 2025 | | | | Replaced drive tires. | \$882.68 | |
| 06 - 2025 | | | | Transmission service | \$168.32 | |
| 06 - 2025 | | | | Intermittent overheating- R&R water pump, fan clutch, thermostat and radiator | \$522.21 | |
| 03 - 2025 | | | | Replaced multifunction switch, adjusted W/C lift | \$173.91 | |
| 09 - 2024 | | | | R&R drive tires | \$885.68 | |
| 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 | \$9,360.88 |

| VEHICLE DESCRIPTION *Automatic tire chains | Odometer reading as of 10/31/2025 | TOTAL REPAIR HOURS | Dates | Maintenance Performed for Month of October 2025 Jobs Exceeding \$150 performed since July 2015 (in Gray) FY 2025/2026 | Cost for Month of October | July 2015 to-date CUMULATIVE COST |
|---|---|--------------------------|-------|---|---------------------------------|--|
|---|---|--------------------------|-------|---|---------------------------------|--|

Bus #407 (gas)

2023 Ford Glaval

16-passenger 2 w/c

Mileage for the Month

38,631

ODO

2,766

10 - 2025

1.00

replaced wiper blade

\$16.59

Tree damage. Inspected and cleaned. Safe for service

\$0.00

\$16.59

| | | |
|-----------|---|------------|
| 08 - 2025 | R&R Oil dipstick tube and starter | \$498.82 |
| 06 - 2025 | R&R idlers and tensioner | \$184.83 |
| 02 - 2025 | R&R windshield with rear view mirror camera calibration | \$1,140.88 |
| 01 - 2025 | Replaced tires and inspected brake pads | \$1,328.52 |
| | | \$3,169.64 |

| VEHICLE DESCRIPTION *Automatic tire chains | Odometer reading as of 10/31/2025 | TOTAL REPAIR HOURS | Dates | Maintenance Performed for Month of October 2025 Jobs Exceeding \$150 performed since July 2015 (in Gray) FY 2025/2026 | Cost for Month of October | July 2015 to-date CUMULATIVE COST |
|---|---|--------------------------|-------|---|---------------------------------|--|
|---|---|--------------------------|-------|---|---------------------------------|--|

Bus #408 (gas)

2024 Ford Glaval

16-passenger 2 w/c

Mileage for the Month

32,949

ODO

2,998

10 - 2025

5.00

PM-A

replaced broken exhaust hanger

replaced section of vinyl wrap on right rear fender

\$0.00

\$13.58

\$0.00

\$13.58

| | | |
|-----------|---|------------|
| 09 - 2025 | replaced both steer tires | \$322.34 |
| 08 - 2025 | PU & DO @ Hewitt alignment | \$174.53 |
| 08 - 2025 | Tire puncture, unrepairable. Replaced with new drive tire | \$247.15 |
| 08 - 2025 | R&R 3 drive tires | \$741.45 |
| 05 - 2025 | Replaced 1 tire | \$220.25 |
| | | \$1,719.30 |

| VEHICLE DESCRIPTION *Automatic tire chains | Odometer reading as of 10/31/2025 | TOTAL REPAIR HOURS | Dates | Maintenance Performed for Month of October 2025 Jobs Exceeding \$150 performed since July 2015 (in Gray) FY 2025/2026 | Cost for Month of October | July 2015 to-date CUMULATIVE COST |
|---|---|--------------------------|-------|---|---------------------------------|--|
|---|---|--------------------------|-------|---|---------------------------------|--|

Bus #409 (gas)

2024 Ford Glaval

16-passenger 2 w/c

Mileage for the Month

32,038
ODO

2,617

10 - 2025
10 - 2025
10 - 2025
10 - 2025

4.75

PM-B and replaced air filter
replaced broken exhaust hanger
video system inspection
Trash can/bag holder install

\$66.68
\$13.58
\$0.00
\$10.76

\$91.02

| | | |
|-----------|---|------------|
| 08 - 2025 | R&R 2 drive tires | \$494.30 |
| 07 - 2025 | R&R steer tires and inspection. | \$440.70 |
| 06 - 2025 | replaced rear tire | \$220.35 |
| 10 - 2024 | Installed 2 way radio and used coin vault | \$549.03 |
| | | \$1,795.40 |

| VEHICLE DESCRIPTION *Automatic tire chains | Odometer reading as of 10/31/2025 | TOTAL REPAIR HOURS | Dates | Maintenance Performed for Month of October 2025 Jobs Exceeding \$150 performed since July 2015 (in Gray) FY 2025/2026 | Cost for Month of October | July 2015 to-date CUMULATIVE COST |
|---|---|--------------------------|-------|---|---------------------------------|--|
|---|---|--------------------------|-------|---|---------------------------------|--|

Bus #410 (gas)

2024 Ford Glaval

16-passenger 2 w/c

Mileage for the Month

| | | | | |
|--------|------|-----------|---|----------|
| 31,137 | 9.25 | 10 - 2025 | replaced 4 rear tires | \$644.68 |
| ODO | | 10 - 2025 | PM-B steer tire rotation, R&R air filter. Repaired minor leak in pass. Door jam | \$69.46 |
| *** | | 10 - 2025 | parking brake adjustment | \$0.00 |
| 2,668 | | 10 - 2025 | loss of vacuum for vents, replaced segment of line from intake to firewall | \$0.00 |

\$714.14

08 - 2025

06 - 2025

10 - 2024

DO & PU @ Hewitt alignment

Replaced rear tire

Installed two way radio

\$205.07

\$221.42

\$525.37

\$1,666.00

| VEHICLE DESCRIPTION *Automatic tire chains | Odometer reading as of 10/31/2025 | TOTAL REPAIR HOURS | Dates | Maintenance Performed for Month of October 2025 Jobs Exceeding \$150 performed since July 2015 (in Gray) FY 2025/2026 | Cost for Month of October | July 2015 to-date CUMULATIVE COST |
|---|---|--------------------------|-------|--|---------------------------------|--|
|---|---|--------------------------|-------|--|---------------------------------|--|

Bus #504 (diesel)

2014 Chevy Glaval

Mileage for the Month

| | | | | | | |
|-----------|------|-----------|---|------------------|------------|-------------|
| 192,655 | 4.75 | 10 - 2025 | check engine light on. Diagnosed 2 turbo codes. Repaired wiring to the actuator and test drove. | Brake inspection | \$0.00 | |
| ODO | | 10 - 2025 | | | \$0.00 | |
| *** | | 10 - 2025 | repaired leak in front right hub, cleaned and inspected | | \$0.00 | |
| 1,068 | | 10 - 2025 | repaired pass entry step cover | | \$0.00 | |
| | | | repaired license plate bracket | | | |
| | | | trash can/bag holder install | | \$10.76 | |
| | | | DEF 4.5 Gal | | \$25.47 | |
| | | | | | \$36.23 | |
| 08 - 2025 | | | AC not cold-Diag. found failed AC comp. R&R AC comp, charged system-blowing cold | | \$288.82 | |
| 07 - 2025 | | | Superior Equipment Repair, diag. invoice # SO-76752 | | \$679.20 | |
| 06 - 2025 | | | R&R throttle position sensor assy. | | \$166.53 | |
| 03 - 2025 | | | Upgraded headlights to LED | | \$159.25 | |
| 01 - 2025 | | | 4 new drive tires | | \$1,802.95 | |
| 01 - 2025 | | | 4 wheel balance | | \$207.96 | |
| 12 - 2024 | | | Steer tires mounted and balanced on good rims to cure front end shaking | | \$319.94 | |
| 11 - 2024 | | | Replaced 2 group 31 batteries | | \$328.46 | |
| 09 - 2024 | | | Front and Rear brake pads | | \$313.25 | |
| 09 - 2024 | | | R&R multifunction switch and 15 psi surg tank cap | | \$225.01 | |
| 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 | |
| 02 - 2024 | | | Delta found EGR valve plugged. R&R EGR valve pressure sensor, cross pipe, gasket and electrical connectors | | \$3,692.72 | |
| 11 - 2023 | | | Engine cooling system problem, parts obsolete, upgraded cooling system | | \$1,299.57 | |
| 09 - 2023 | | | Replaced thermostat and water pump | | \$241.24 | |
| 11 - 2022 | | | Coolant surge tank plus 10 gallons coolant | | \$345.57 | |
| 09 - 2022 | | | Installed new 2 way radio and GPS | | \$387.90 | |
| 08 - 2022 | | | Suspension Repair - Betts Inv.#20531717 | | \$2,323.23 | |
| 07 - 2022 | | | Replaced fan clutch assembly | | \$1,214.07 | |
| | | | | | | \$44,210.28 |

| VEHICLE DESCRIPTION *Automatic tire chains | Odometer reading as of 10/31/2025 | TOTAL REPAIR HOURS | Dates | Maintenance Performed for Month of October 2025 Jobs Exceeding \$150 performed since July 2015 (in Gray) FY 2025/2026 | Cost for Month of October | July 2015 to-date CUMULATIVE COST |
|---|---|--------------------------|-----------|---|---------------------------------|--|
| Bus #505 (diesel) | 49,412 | 4.50 | 10 - 2025 | PM-A installed a safety belt retractor on W/C lift | \$106.64 | |
| 2017 Freightliner | 165,511 | | 10 - 2025 | steering and suspension inspection | \$0.00 | |
| | *** | | | Trash can/bag holder install | \$10.76 | |
| | 1,694 | | | DEF 3.7 gal | \$20.94 | |
| Mileage for the Month | | | | DEF 3.7 gal | \$20.94 | |
| | | | | | | \$159.28 |

| | | |
|-----------|--|-------------|
| 06 - 2025 | PM-B R&R Air filter | \$169.19 |
| 06 - 2025 | R&R rear brake pads | \$144.02 |
| 05 - 2025 | Replaced cracked surge tank | \$278.52 |
| 05 - 2025 | Replaced steer tires | \$431.27 |
| 04 - 2025 | Installed new A/C compressor and dryer, charged and tested | \$292.16 |
| 02 - 2025 | R&R rear upper and lower sway bar bushings | \$280.57 |
| 02 - 2025 | Upgraded headlights to LED | \$211.59 |
| 12 - 2024 | R&R drivers seat shock strut | \$183.57 |
| 11 - 2024 | R&R right rear suspension air bag | \$355.78 |
| 09 - 2024 | R&R stow kit, roll stop switch and a stow block | \$366.95 |
| 09 - 2024 | 4 drive tires | \$1,809.72 |
| 09 - 2024 | Replaced 2 rims out of round, new tires dismounted, mounted and rebalanced | \$790.92 |
| 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 |
| | | \$23,947.37 |

| VEHICLE DESCRIPTION *Automatic tire chains | Odometer reading as of 10/31/2025 | TOTAL REPAIR HOURS | Dates | Maintenance Performed for Month of October 2025 Jobs Exceeding \$150 performed since July 2015 (in Gray) FY 2025/2026 | Cost for Month of October | July 2015 to-date CUMULATIVE COST |
|---|---|--------------------------|-----------|---|------------------------------|--|
| Bus #506 (diesel) | 150,357 | 7.50 | 10 - 2025 | PM-A replaced side marker light and pigtail | \$56.35 | |
| 2017 FREIGHTLINER | ODO | | | installed DOC, sensors, control module and modified downpipe. | | |
| | *** | | | Tested and cleared codes | \$166.87 | |
| | | | | replaced fuel cap | \$33.17 | |
| Mileage for The Month | 25 | | | trash can/bag holder install | \$10.76 | |
| | | | | | <hr/> | |
| | | | | | \$267.15 | |
| | | | | | | |
| 04 - 2025 | | | | Removed DOC for replacement. Removed DPF for cleaning | \$3,295.01 | |
| 04 - 2025 | | | | Dropped off DPF for service | \$464.03 | |
| 02 - 2025 | | | | Delta Truck diagnosed, found Diesel Oxidation catalyst failed. | \$1,861.02 | |
| 11 - 2024 | | | | 11.5 qts ATF, internal filter and spin on filter | \$157.39 | |
| 08 - 2024 | | | | Front end shake. Replaced king pins, rotor assembly's, 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 | \$210.49 | |
| 05 - 2024 | | | | R&R front shocks, replaced front wheels w/new tires, shimmy | | |
| 05 - 2024 | | | | problem still | \$264.44 | |
| 04 - 2024 | | | | Front and rear end alignment with bushing inspection - Hewitt | \$334.24 | |
| 04 - 2024 | | | | Front brake shake, sent to Betts Truck | \$170.00 | |
| 03 - 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 | |
| | | | | | | \$32,355.19 |

| VEHICLE DESCRIPTION *Automatic tire chains | Odometer reading as of 10/31/2025 | TOTAL REPAIR HOURS | Dates | Maintenance Performed for Month of October 2025 Jobs Exceeding \$150 performed since July 2015 (in Gray) FY 2025/2026 | Cost for Month of October | July 2015 to-date CUMULATIVE COST |
|---|---|--------------------------|-----------|---|------------------------------|--|
| Bus #507 (diesel) | 205,496 | 8.25 | 10 - 2025 | right outer dual repair | \$35.00 | |
| 2017 FREIGHTLINER | ODO | | | PM-A | | |
| | *** | | | replaced cabin air filter and repaired gasket on evaporator | \$10.76 | |
| | 2,352 | | | intermittent dash fan inop. Diagnosed loose connection and repaired steering and front suspension inspection. Test drive | | |
| Mileage for the Month | | | | driver door latch hardware repair and door alignment | \$0.00 | |
| | | | | Install trash can/bag holder | \$10.76 | |
| | | | | DEF 4.2 gal | \$23.77 | |
| | | | | DEF 4 gal | \$22.64 | |
| | | | | | \$102.93 | |
| | | | 08 - 2025 | R&R hydro boost and master cylinder assembly, bled system and test | \$1,027.98 | |
| | | | 07 - 2025 | Replaced rear sway bar bushings. | \$297.19 | |
| | | | 07 - 2025 | Pass. window repair. | | |
| | | | 07 - 2025 | Drop off and pickup for windshield at glass shop. Invoice #10127762 | \$841.89 | |
| | | | 05 - 2025 | Replaced compressor/drier/filter passenger side. Faulty, ordered parts | \$557.68 | |
| | | | 05 - 2025 | Replaced drivers side A/C compressor/filter/dryer. Charged system | \$497.25 | |
| | | | 04 - 2025 | Replaced turbo and VGT actuator, calibrated and test drove | \$5,223.82 | |
| | | | 04 - 2025 | Replaced A/C compressor, dryer. Flushed system and tested | \$421.49 | |
| | | | 03 - 2025 | Upgraded headlights to LED | \$159.25 | |
| | | | 02 - 2025 | R&R DEF injector and gasket | \$612.00 | |
| | | | 12 - 2024 | R&R fan clutch | \$346.22 | |
| | | | 12 - 2024 | Check engine light-emissions. Delta truck diagnosed EGR cooler bad, replaced cooler-flushed system | \$6,564.52 | |
| | | | 11 - 2024 | R&R left rear suspension air bag | \$355.78 | |
| | | | 10 - 2024 | Steer Tires | \$904.86 | |
| | | | 09 - 2024 | R&R multifunction switch | \$189.37 | |
| | | | 09 - 2024 | R&R electric hydro-booster motor for the brake assist | \$162.39 | |
| | | | 08 - 2024 | 11.5 qrts. 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 | |
| | | | | | | \$41,339.23 |

| VEHICLE DESCRIPTION *Automatic tire chains | Odometer reading as of 10/31/2025 | TOTAL REPAIR HOURS | Dates | Maintenance Performed for Month of October 2025 Jobs Exceeding \$150 performed since July 2015 (in Gray) FY 2025/2026 | Cost for Month of October | July 2015 to-date CUMULATIVE COST |
|---|---|--------------------------|-----------|---|---------------------------------|--|
| Bus #508 (diesel) | 171,405 | 7.25 | 10 - 2025 | replaced power steering filter and test drove | \$28.83 | |
| | ODO | | | | | |
| 2017 Freightliner | | | | repaired coolant leak at rear heater | \$6.07 | |
| Mileage for the Month | 359 | | | R&R steering box | \$973.69 | |
| | | | | trash can/bag holder install | \$10.76 | |
| | | | | | <u>\$1,019.35</u> | |
| | | | | | | |
| | | | 06 - 2025 | Taken to K&T truck repair for rear end repair w/bearings and seals | \$5,335.48 | |
| | | | 03 - 2025 | Replaced rear A/C compressor, filter dryer, flushed system | \$305.35 | |
| | | | 03 - 2025 | Upgraded headlights to LED | \$186.94 | |
| | | | 02 - 2025 | 4 Drive Tires | \$1,581.72 | |
| | | | 11 - 2024 | R&R fan clutch, ball valve-rear heater, sway bar pivot arm bushings | \$519.75 | |
| | | | 10 - 2024 | Replaced interlock circuit board | \$502.02 | |
| | | | 10 - 2024 | Replaced in pan filter, spinner on filter and 11.5 qrts. ATF | \$157.66 | |
| | | | 07 - 2024 | R&R driver seat shock dampener | \$183.57 | |
| | | | | Delta Truck, transmission codes, unable to fix. Recommended take to Allison Trans. | | |
| | | | 06 - 2024 | Repair shop | \$443.94 | |
| | | | 06 - 2024 | AG transmission repair | \$680.44 | |
| | | | 05 - 2024 | R&R water pump and fuel sending unit | \$362.99 | |
| | | | | Front end wobble, turned rotors bad. Replaced rotors with new ones and brake pads, right wheel seal | \$1,641.20 | |
| | | | 03 - 2024 | Front end shake. Sent to Betts. R&R front leaf spring bushings and alignment. | | |
| | | | 03 - 2024 | Problem persists, sent back to Betts | \$2,214.38 | |
| | | | 02 - 2024 | Balance 4 rear wheels | \$159.96 | |
| | | | 01 - 2024 | Replaced front brake rotors and wheel seals. | \$192.30 | \$32,910.11 |

1:17 PM
11/25/25

AMADOR TRANSIT
Transfers Report
FY 25/26

| Trans # | Type | Date | Memo | Account | Credit |
|---------|----------|------------|--------------------------------------|---------------------|------------|
| 34394 | Transfer | 07/15/2025 | Loan to Operating Approved 7/3 | 11210 Fleet Reserve | 100,000.00 |
| | | | | | 100,000.00 |
| 34594 | Transfer | 08/07/2025 | Loan to Operating- Approved 8/7 | 11210 Fleet Reserve | 100,000.00 |
| | | | | | 100,000.00 |
| 34741 | Transfer | 08/31/2025 | Loan to Operating Board Approved ... | 11210 Fleet Reserve | 100,000.00 |
| | | | | | 100,000.00 |
| TOTAL | | | | | 300,000.00 |

AMADOR TRANSIT
Annual Budget vs. Actual
October 2025 33% of FY

Accrual Basis

| | Jul - Oct 25 | Budget | \$ Over Budget | % of Budget |
|--|--------------|--------------|----------------|-------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 41000 · FARE REVENUE | | | | |
| 41100 · FIXED ROUTE REVENUE | 12,970.02 | 50,000.00 | -37,029.98 | 25.9% |
| 41200 · DIAL-A-RIDE REVENUE | 15,314.64 | 52,000.00 | -36,685.36 | 29.5% |
| 41275 · N.E.M.T | 262.60 | 20,000.00 | -19,737.40 | 1.3% |
| Total 41000 · FARE REVENUE | 28,547.26 | 122,000.00 | -93,452.74 | 23.4% |
| 42000 · NON-FARE REVENUES | | | | |
| 41350 · LCTOP Operating Funds | 0.00 | 101,006.00 | -101,006.00 | 0.0% |
| 42100 · LOCAL TRANSP FUND(LTF) | 214,962.72 | 748,565.00 | -533,602.28 | 28.7% |
| 42250 · SGR Funds | 11,873.00 | 72,299.00 | -60,426.00 | 16.4% |
| 42270 · 5339(a) FLEET REIMBURSEMENT | 0.00 | 527,880.00 | -527,880.00 | 0.0% |
| 42300 · 5311 Operating Assistance | 0.00 | 357,467.00 | -357,467.00 | 0.0% |
| 42400 · 5310 Expanded Mobility | 0.00 | 200,000.00 | -200,000.00 | 0.0% |
| 42500 · ADVERTISING CONTRACT | 22,922.50 | 58,350.00 | -35,427.50 | 39.3% |
| 42700 · STA -Capital Allocation | | | | |
| 42701 · STA - Capital Reserves | 851.15 | 0.00 | 851.15 | 100.0% |
| Total 42700 · STA -Capital Allocation | 851.15 | 0.00 | 851.15 | 100.0% |
| 42705 · STA FUNDS - OPERATING ASSIST. | 0.00 | 410,513.00 | -410,513.00 | 0.0% |
| 44000 · REFUNDS & REIMBURSEMENTS | 2,663.32 | 0.00 | 2,663.32 | 100.0% |
| Total 42000 · NON-FARE REVENUES | 253,272.69 | 2,476,080.00 | -2,222,807.31 | 10.2% |
| Total Income | 281,819.95 | 2,598,080.00 | -2,316,260.05 | 10.8% |
| Gross Profit | 281,819.95 | 2,598,080.00 | -2,316,260.05 | 10.8% |
| Expense | | | | |
| 50010 · LABOR | | | | |
| 50100 · SALARIES & WAGES - Fixed Route | 104,726.65 | 288,544.00 | -183,817.35 | 36.3% |
| 50200 · SALARIES & WAGES - DAR | 61,439.61 | 168,474.00 | -107,034.39 | 36.5% |
| 50300 · MAINT & FACILITIES WAGES | 56,479.65 | 160,747.00 | -104,267.35 | 35.1% |
| 50400 · ADMINISTRATIVE WAGES | 85,793.21 | 311,500.00 | -225,706.79 | 27.5% |
| 50500 · OTHER SALARIES & WAGES | 50,799.05 | 129,398.00 | -78,598.95 | 39.3% |
| Total 50010 · LABOR | 359,238.17 | 1,058,663.00 | -699,424.83 | 33.9% |
| 51000 · BENEFITS | | | | |

12:52 PM

11/25/25

Accrual Basis

AMADOR TRANSIT
Annual Budget vs. Actual
October 2025 33% of FY

| | Jul - Oct 25 | Budget | \$ Over Budget | % of Budget |
|---|-------------------|-------------------|--------------------|--------------|
| 51100 · FICA | 6,503.95 | 15,500.00 | -8,996.05 | 42.0% |
| 51150 · PENSION PLAN (CalPERS) | 56,879.86 | 203,103.00 | -146,223.14 | 28.0% |
| 51200 · MEDICAL PLAN | 11,221.23 | 58,250.00 | -47,028.77 | 19.3% |
| 51260 · DENTAL PLAN | 2,434.28 | 8,525.00 | -6,090.72 | 28.6% |
| 51300 · VISION PLAN | 354.86 | 1,275.00 | -920.14 | 27.8% |
| 51350 · WORKERS COMP INS | 40,715.00 | 84,556.00 | -43,841.00 | 48.2% |
| 51420 · DISABILITY INSURANCE | 3,990.59 | 10,500.00 | -6,509.41 | 38.0% |
| 51450 · UNEMPLOYMENT INSURANCE | 314.71 | 3,350.00 | -3,035.29 | 9.4% |
| 51600 · UNIFORMS/WORK CLOTHES ALLOW | 1,841.19 | 3,200.00 | -1,358.81 | 57.5% |
| 51650 · OTHER BENEFITS | 648.79 | 1,800.00 | -1,151.21 | 36.0% |
| Total 51000 · BENEFITS | 124,904.46 | 390,059.00 | -265,154.54 | 32.0% |
| 52000 · SERVICES & USER FEES | | | | |
| 52100 · VEHICLE TECH SERV-OUTSOURCE | 8,322.44 | 28,000.00 | -19,677.56 | 29.7% |
| 52150 · PROPERTY MAINTENANCE SERVICES | 1,901.79 | 6,000.00 | -4,098.21 | 31.7% |
| 52250 · LEGAL COUNSEL | 0.00 | 5,000.00 | -5,000.00 | 0.0% |
| 52300 · ADVERTISING & MARKETING | 3,761.50 | 12,500.00 | -8,738.50 | 30.1% |
| 52400 · SOFTWARE MAINTENANCE FEES | 14,436.96 | 26,500.00 | -12,063.04 | 54.5% |
| 52420 · DRUG & ALCOHOL SERVICES | 2,492.00 | 4,000.00 | -1,508.00 | 62.3% |
| 52500 · FACILITY SECURITY SYSTEM | 2,955.50 | 4,500.00 | -1,544.50 | 65.7% |
| 52550 · GSA COST ALLOC-(POSTAGE/PRINT) | 232.64 | 500.00 | -267.36 | 46.5% |
| 52600 · PROFESSIONAL & TECH SERVICES | 1,075.96 | 11,000.00 | -9,924.04 | 9.8% |
| 52610 · Fees Bank, Merchant, Service | 228.59 | 800.00 | -571.41 | 28.6% |
| Total 52000 · SERVICES & USER FEES | 35,407.38 | 98,800.00 | -63,392.62 | 35.8% |
| 53000 · MATERIALS & SUPPLIES CONSUMED | | | | |
| 53100 · FUEL | 56,230.51 | 151,000.00 | -94,769.49 | 37.2% |
| 53150 · TIRES | 5,690.47 | 24,000.00 | -18,309.53 | 23.7% |
| 53200 · LUBRICATION | 1,507.48 | 2,500.00 | -992.52 | 60.3% |
| 53250 · TOOLS | 784.53 | 1,500.00 | -715.47 | 52.3% |
| 53300 · VEHICLE MAINT-REPAIR PARTS | 10,729.00 | 40,000.00 | -29,271.00 | 26.8% |
| 53350 · SHOP SUPPLIES (Consumables) | 1,415.77 | 3,500.00 | -2,084.23 | 40.5% |
| 53400 · VEHICLE ACCESSORIES | 0.00 | 800.00 | -800.00 | 0.0% |
| 53425 · TOWING | 0.00 | 1,500.00 | -1,500.00 | 0.0% |
| 53450 · FACILITIES MAINT/REPAIR PARTS | 2,612.59 | 4,250.00 | -1,637.41 | 61.5% |
| 53550 · OFFICE SUPPLIES | 2,230.92 | 3,500.00 | -1,269.08 | 63.7% |
| 53650 · PRINTING (Schedules, Brochures) | 604.47 | 2,750.00 | -2,145.53 | 22.0% |
| 53700 · SAFETY & EMERGENCY SUPPLIES | 414.82 | 1,400.00 | -985.18 | 29.6% |

AMADOR TRANSIT
Annual Budget vs. Actual
October 2025 33% of FY

| | Jul - Oct 25 | Budget | \$ Over Budget | % of Budget |
|---|--------------|--------------|----------------|-------------|
| Total 53000 · MATERIALS & SUPPLIES CONSUMED | 82,220.56 | 236,700.00 | -154,479.44 | 34.7% |
| 54000 · UTILITIES | | | | |
| 54100 · AT WATER/SEWER/GARBAGE | 2,688.34 | 6,200.00 | -3,511.66 | 43.4% |
| 54200 · AT -PGE/NATURAL GAS | 350.05 | 3,700.00 | -3,349.95 | 9.5% |
| 54300 · TRANSIT CTRWATER/SEWER/GARB | 1,302.38 | 2,700.00 | -1,397.62 | 48.2% |
| 54400 · TRANSIT CENTER-PGE | 525.79 | 1,100.00 | -574.21 | 47.8% |
| 54500 · OFFICE PHONES/INTERNET/CELL | 5,576.66 | 14,400.00 | -8,823.34 | 38.7% |
| Total 54000 · UTILITIES | 10,443.22 | 28,100.00 | -17,656.78 | 37.2% |
| 56000 · CASUALTY & LIABILITY COSTS | | | | |
| 56100 · LIABILITY & PROPERTY DAMAGE INS | 95,634.74 | 158,000.00 | -62,365.26 | 60.5% |
| Total 56000 · CASUALTY & LIABILITY COSTS | 95,634.74 | 158,000.00 | -62,365.26 | 60.5% |
| 58000 · MISCELLANEOUS | | | | |
| 58050 · DUES & SUBSCRIPTIONS | 0.00 | 2,500.00 | -2,500.00 | 0.0% |
| 58200 · TRAVEL & MEETINGS | 401.18 | 800.00 | -398.82 | 50.1% |
| 58300 · SAFETY PROGRAM/TRAINING | 1,720.09 | 3,500.00 | -1,779.91 | 49.1% |
| 58450 · CDL/ DOT MED/BkGrnd Checks | 428.66 | 1,800.00 | -1,371.34 | 23.8% |
| 58500 · Penalties/Late Fees | 0.00 | 25.00 | -25.00 | 0.0% |
| Total 58000 · MISCELLANEOUS | 2,549.93 | 8,625.00 | -6,075.07 | 29.6% |
| 59000 · LEASES / RENTALS | | | | |
| 59100 · Leases & Rentals | 3,086.27 | 11,000.00 | -7,913.73 | 28.1% |
| Total 59000 · LEASES / RENTALS | 3,086.27 | 11,000.00 | -7,913.73 | 28.1% |
| Total Expense | 713,484.73 | 1,989,947.00 | -1,276,462.27 | 35.9% |
| Net Ordinary Income | -431,664.78 | 608,133.00 | -1,039,797.78 | -71.0% |
| Other Income/Expense | | | | |
| Other Expense | | | | |
| 60000 · CAPITAL RESERVES ALLOCATION | | | | |
| 60125 · Cap.Reserve-Equipment | 31,925.77 | 0.00 | 31,925.77 | 100.0% |
| 60150 · Cap.Reserve-Building | 755.04 | 0.00 | 755.04 | 100.0% |
| 60175 · Cap.Reserve-Fleet | -6,000.00 | 0.00 | -6,000.00 | 100.0% |
| Total 60000 · CAPITAL RESERVES ALLOCATION | 26,680.81 | 0.00 | 26,680.81 | 100.0% |

12:52 PM

11/25/25

Accrual Basis

AMADOR TRANSIT

Annual Budget vs. Actual
October 2025 33% of FY

| | Jul - Oct 25 | Budget | \$ Over Budget | % of Budget |
|---------------------|--------------|------------|----------------|-------------|
| Total Other Expense | 26,680.81 | 0.00 | 26,680.81 | 100.0% |
| Net Other Income | -26,680.81 | 0.00 | -26,680.81 | 100.0% |
| Net Income | -458,345.59 | 608,133.00 | -1,066,478.59 | -75.4% |

1:02 PM
11/25/25
Accrual Basis

AMADOR TRANSIT
STATEMENT OF NET POSITION
OCTOBER 2025

| | Nov 7, 25 |
|---|-------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 11100 · 3670 NewWF Checking - Operating | 19,074.63 |
| 11200 · 8794 Wells Fargo Savings Res | |
| 11210 · Fleet Reserve | 129,494.82 |
| 11220 · Building Reserve | 184,405.52 |
| 11230 · Equipment Reserve | 45,975.76 |
| | <hr/> |
| Total 11200 · 8794 Wells Fargo Savings Res | 359,876.10 |
| | |
| 11300 · 8802 Wells Fargo Savings-Grants | |
| 10700 · SGR Funds | 60,597.02 |
| | <hr/> |
| Total 11300 · 8802 Wells Fargo Savings-Grants | 60,597.02 |
| | <hr/> |
| Total Checking/Savings | 439,547.75 |
| | |
| Accounts Receivable | 245,468.77 |
| | |
| Other Current Assets | |
| 13000 · Pre-Paid expenses | 27,332.73 |
| | <hr/> |
| Total Other Current Assets | 27,332.73 |
| | <hr/> |
| Total Current Assets | 712,349.25 |
| | |
| Fixed Assets | |
| 15100 · LAND | 254,026.00 |
| 15200 · BUILDING | 2,420,401.21 |
| 15300 · EQUIPMENT | |
| 15500 · COMPUTERS AND SOFTWARE | 28,395.46 |
| | |
| 15300 · EQUIPMENT - Other | 192,785.38 |
| | <hr/> |
| Total 15300 · EQUIPMENT | 221,180.84 |
| | |
| 15400 · Buses | |
| 15450 · Bus Equipment | 23,986.01 |
| | <hr/> |
| Total 15400 · Buses | 23,986.01 |
| | |
| 16000 · ACCUMULATED DEPRECIATION | (2,904,847.00) |
| | <hr/> |
| Total Fixed Assets | 14,747.06 |
| | <hr/> |
| TOTAL ASSETS | 727,096.31 |
| | <hr/> <hr/> |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | 79,254.14 |
| | |
| Other Current Liabilities | 869,539.06 |
| | <hr/> |
| Total Current Liabilities | 948,793.20 |

1:02 PM
11/25/25
Accrual Basis

AMADOR TRANSIT
STATEMENT OF NET POSITION
OCTOBER 2025

| | Nov 7, 25 |
|---------------------------------|---------------------|
| Long Term Liabilities | |
| 22400 · Pension Liabiity | 1,163,988.00 |
| 26100 · Deferred Inflow Pension | 313,673.00 |
| Total Long Term Liabilities | 1,477,661.00 |
| Total Liabilities | 2,426,454.20 |
| TOTAL LIABILITIES & EQUITY | 2,426,454.20 |

DATE: December 4th, 2025

TO: Amador Transit Board of Directors

FROM: April Miller, General Manager

RE: **Status and repair on the Amador Transit Shop truck #102**

Summary

The shop/service truck experienced a catastrophic engine failure. An initial diagnostic assessment was completed by Hahn's Automotive, followed by a second opinion from K&T Truck Repair. Both written quotes have been reviewed by staff and are attached for Board review.

Recommendation

Based on the comparative evaluations, repair timeline, and cost estimates provided, staff recommends proceeding with the engine replacement through **K&T Truck Repair**.



Robert Hahn's Automotive Inc.

11130 Ridge Rd.

Sutter Creek, CA 95685

Ph: 209-223-5555

Email: hahnsautomotive@att.net

Website: www.roberthahnsautomotive.com

BAR: ard00286170 EPA: cal000341226

Estimate

Bill To Amador Transit
11400 American Legion Drive
Jackson, CA 95642

Levi Cell (209) 570-3044
Levi Regadanz (209) 267-9395 Ext 4
Email levi@amadortransit.com

Estimate # 59096
Service Advisor Christi Hahn
Technician NA

Plate CA 1448821
Description White 2015 Ford F-450 Super Duty XLT V8 6.7L
6651CC 406CID VIN T
VIN 1FDUF4HT2FEA23793
Unit 102
Odometer 27,401

Appointment 11/18/2025 11:54 AM
Promised 11/18/2025 5:00 PM

Concern

Tire Pressure Check

Tire Pressure:

Torque Specs:

Wheel Torque: Drain Plug Torque:

Service

Engine Block Assembly-----LONG BLOCK

Remove and Replace Engine Block Assembly

Labor

\$4,603.48

JC3Z6006B - SERVICE ENGINE ASY

1 Unit

\$9,998.82 / Unit

\$9,998.82 S

15W40 DELO 400 BULK - OIL 15W-40 BULK CHEVRON
DELO 400 SDE

13 Unit

\$7.35 / Unit

\$95.55 S

VC13DLG - ANTI-FREEZE

6 Unit

\$15.99 / Unit

\$95.94 S

MU2Z6731C - KIT - ELEMENT & GASKET - OIL F

1 Unit

\$43.62 / Unit

\$43.62 S

BC3Z9N184B - Element Fuel

1 Unit

\$136.35 / Unit

\$136.35 S

BC3Z9H529E - KIT - FUEL INJECTION

1 Unit

\$470.00 / Unit

\$470.00 S

BC3Z9H529F - KIT - FUEL INJECTION

1 Unit

\$470.00 / Unit

\$470.00 S

W503275S437 - BOLT - HEX. HEAD - FLANGED

2 Unit

\$4.00 / Unit

\$8.00 S

W714852S900 - Bolt

8 Unit

\$20.00 / Unit

\$160.00 S

HC4Z6026A - PLUG - ENGINE

2 Unit

\$43.45 / Unit

\$86.90 S

DC3Z6L621A - GASKET oil cooler

1 Unit

\$7.44 / Unit

\$7.44 S

DC3Z6L621C - GASKET oil cooler

1 Unit

\$16.18 / Unit

\$16.18 S

DC3Z6L621B - GASKET oil cooler

1 Unit

\$14.22 / Unit

\$14.22 S

BC3Z6840A - Gasket oil filter adapter

1 Unit

\$10.69 / Unit

\$10.69 S

FC3Z9P455B - KIT - GASKET egr tube

1 Unit

\$110.00 / Unit

\$110.00 S

BC3Z12A342C - GLOW PLUG

8 Unit

\$95.33 / Unit

\$762.64 S

BC3Z6584E - GASKET - VALVE ROCKER ARM COVE

1 Unit

\$41.17 / Unit

\$41.17 S

BC3Z6584F - GASKET - VALVE ROCKER ARM COVE

1 Unit

\$60.50 / Unit

\$60.50 S

HC3Z6A642A - OIL COOLER ASY

1 Unit

\$185.30 / Unit

\$185.30 S

HC3Z6030C - BRACKET engine support-----

1 Unit

\$368.50 / Unit

\$368.50 S

PRODUCTION CHANGE IN YEARS WILL NEED TO
UPDATE/ INSTALL

G2MZ6K682BRM - TURBOCHARGER

1 Unit

\$1,966.67 / Unit

\$1,966.67 S

ASY*****metal has gone thru it

BC3Z9T514A - KIT - HARDWARE turbocharger*****

1 Unit

\$156.73 / Unit

\$156.73 S

BC3Z6079F - Kit - Gasket

1 Unit

\$876.33 / Unit

\$876.33 S

Sub \$20,745.03

Options to consider

Parts added on

BC3Z8501C - PUMP ASY - WATER***** option
AGE-----

1 Unit \$408.00 / Unit \$408.00 S

BC3Z9A543B - PUMP ASY - FUEL INJECTION
-----FAILURE RATE**option

1 Unit \$1,615.71 / Unit \$1,615.71 S

BC3Z9A543B - Injector =====confirm part #, Christi
added on as option

6 Unit \$470.00 / Unit \$2,820.00 S

Sub \$4,843.71

Total Parts \$20,985.26

Total Labor \$4,603.48

Total Before Taxes & Miscellaneous Charges \$25,588.74

(E) Hazardous Waste* \$5.23 F

(S) State Sales Tax 7.75 % \$1,626.36 F

Grand Total \$27,220.33

This Estimate is based on visual inspection, and does not include additional items which may be required after disassembly. Occasionally, after work is started, worn, broken, or damaged parts maybe discovered which were not evident upon the initial inspection. Prices on parts and labor are current and subject to change. All parts are assumed to be New Part not provided by the original equipment manufacturer unless otherwise noted. Estimates are valid for 30 days.

Date_____ Prepared By_____

**K&T Truck Repair**

3259 Luyung Dr
Rancho Cordova, CA. 95742
Phone: (916)-635-9507 | Fax: (916)-635-3286

Invoice # **006268**

Original Est # 6514

EPA CAL000364936

BAR ARD00090689

Invoice**Balance Due: \$23,393.20****AMADOR TRANSIT -****2015 Ford - F-450 Super Duty - XL**

6.7L, V8 (406CI) VIN(T)

VIN: 1FDUF4HT2 **FEA23793**

Odometer: In 0

License Plate: 1448821 CA

Work Complete: 11/13/2025

Service Advisor:

Customer ID: 1129

Printed Date: 11/25/2025

| Type | Description | Part # | Qty/Hr | Sale | Total |
|------------|---|-----------------|----------|------------|--------------------|
| JOB | | | | | \$23,383.20 |
| Note | THIS IS AN ESTIMATE | | | | |
| Note | THE COST OF THE NEW MOTOR WOULD EXCEED THE COST OF REPLACEMENT. FOUND A CHEAPER ENGINE, HOWEVER THE CORE CHARGE WOULD BE SUBSTANTIAL, MAKING IT MORE EXPENSIVE THAN USING OEM WITH NO CORE CHARGE | | | | |
| Labor | PULL TURBO TO SEE IF ANY METAL WENT THROUGH IT. IT NO, WILL SPLIT AND CLEAN. IF TURBO IS NOT NEEDED, A NEW ONE WILL NOT BE INSTALLED | | 1.50 hr | | \$277.50 |
| Labor | ENGINE DESTROYED METAL WENT THROUGHOUT ENGINE AND DESTROYED IT. PASS SIDE HEAD ALSO DAMAGED. RECOMMEND REPLACE 4 INJECTOR, REPLACE OIL COOLER DUE TO METAL IN ENGINE. REPLACED ENGINE LONG BLOCK, HAS A 3-YEAR UNL MILE WARRANTY. REPLACED 4 INJECTORS. WILL NEED NEW MOTOR MOUNTS AND HAVE TO REPLACE ALL GLOW PLUGS WITH NEW STYLE | | 32.00 hr | | \$5,920.00 |
| Part | TURBO | BC3Z-6K682-B | 1.00 | \$2,074.93 | \$2,074.93 |
| Part | OIL, COOLANT, AND FILTERS | OIL, COOLANT, A | 1.00 | \$400.00 | \$400.00 |
| Part | PLUG | HC4Z-6026-A | 2.00 | \$43.45 | \$86.90 |
| Part | ENGINE OIL COOLER | ENGINE OIL COO | 1.00 | \$185.30 | \$185.30 |
| Part | KIT | BC3Z-9H529-F | 1.00 | \$470.00 | \$470.00 |
| Part | KIT | BC3Z-9H529-E | 1.00 | \$470.00 | \$470.00 |
| Part | GLOW PLUG | BC3Z-12A342-C | 8.00 | \$85.80 | \$686.40 |
| Part | BOLT | WH03275-S437 | 2.00 | \$4.00 | \$8.00 |
| Part | BRAKCE | HC3Z-6030-C | 1.00 | \$352.65 | \$352.65 |
| Part | KIT | FC3Z-6079-D | 1.00 | \$1,069.94 | \$1,069.94 |
| Part | RAIL | JC3Z-6006-B | 1.00 | \$9,998.82 | \$9,998.82 |

Parts: \$15,802.94 Labor: \$6,197.50 Tax: \$1,382.76 Total: \$23,383.20

Order

| | | |
|--------|--------------------|-------------|
| Misc | CA HAZARDOUS WASTE | \$10.00 |
| Total: | \$10.00 | Tax: \$0.00 |

I hereby authorize the above repair work to be done along with the necessary material and hereby grant you and/or your employees permission to operate the car or truck herein described on street, highways or elsewhere for the purpose to testing and/or inspection. An express mechanic's lien is hereby acknowledged on above car or truck to secure the amount of repairs thereto. Warranty on parts and labor is one years or 12,000 miles whichever comes first. Warranty work has to be performed in our shop & cannot exceed the original cost of repair.

| | |
|---------------------|--------------------|
| Labor | \$6,197.50 |
| Parts | \$15,802.94 |
| CA HAZARDOUS W | \$10.00 |
| Subtotal | \$22,010.44 |
| Taxes | \$1,382.76 |
| Order Total: | \$23,393.20 |

Signature _____

Date _____

Time _____



Serving Amador County Since 1977

DATE: December 4th, 2025
TO: Amador Transit Board of Directors
FROM: April Miller, General Manager
RE: Request for \$23,393.20 from fleet reserve account

AT staff requests approval to spend \$23,393.20 from the fleet reserve account for the shop/service truck repair.



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

Adopted as of July 2017
REVISED November 2024

-REVISED November 2025

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 in order 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. Covered employees shall abide by the terms of this policy statement as a condition of employment. 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, or a refusal to test. 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 for drug and alcohol testing.
- 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 dispatch or movement of revenue service vehicles and any transit employee who operates a non-revenue service 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~~ 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 evidenced 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.

Alternate specimen: An authorized specimen, other than the type of specimen previously collected or attempted to be collected.

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.

Collection Site: A place selected by the employer where employees present themselves for the purpose of providing a specimen for a drug test.

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 drug 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).

Cutoff: The analytical value (e.g., drug or drug metabolite concentration) used as the decision point to determine a result (e.g., negative, positive, adulterated, invalid, or substituted) or the need for further testing.

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.

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~~Evidential~~ Breath Testing Device (EBT): A ~~Device~~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, and appears on ODAPC’s Web page for “Approved Evidential Breath Measurement Devices” because it conforms with the model specifications available from NHTSA.~~

Initial Drug Test: ~~(Screening Drug Test)~~ The first 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~~Program~~ as meeting the minimum 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~~49 CFR Part 40~~.



Limit of Detection (LOD): The lowest concentration at which a measurand and the analyte (e.g., drug or drug metabolite) can be identified, ~~but (for quantitative assays) the concentration cannot be accurately calculated.~~

Limit of ~~Quantitation~~:Quantification (LOQ): For quantitative assays, the lowest concentration at which the identity and concentration of the measurand and analyte (e.g., drug or drug metabolite) 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 acreatinine and specific gravity ~~value~~values that are 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~~specimen: A ~~urine~~ specimen that is reported as adulterated, substituted, ~~invalid, or~~ positive (for drug/(s) or drug metabolites: metabolite(s)), or invalid.

Oral Fluid Specimen: A specimen that is collected from an employee's oral cavity and is a combination of physiological fluids produced primarily by the salivary glands. An oral fluid specimen is considered to be a direct observation collection for all purposes of 49 CFR Part 40, as amended.

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.

Primary specimen: In drug testing, the specimen bottle that is opened and tested by a first laboratory to determine whether the employee has a drug or drug metabolite in his or her system; and for the purpose of specimen validity testing. The primary specimen is the portion of the donor's subdivided specimen designated as the primary ("A") specimen by the collector to distinguish it from the split ("B") specimen, as defined in 49 CFR Part 40, as amended.

Prohibited drug: -Identified as marijuana, cocaine, opioid~~opioids~~, amphetamines, or phencyclidine at levels above the minimum thresholds~~as~~ specified in 49 CFR Part 40, as amended.

Reconfirmed: -The result reported for a split (Bottle B) specimen when the second HHS-certified laboratory is able to corroborate~~corroborates~~ the original result reported for the primary (Bottle A) 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 dispatch or 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~~: specimen collection: A collection in which the single specimen collected is divided into two separate specimen 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> <https://www.transportation.gov/odapc/sap>) with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders.

Substituted specimen: 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 (except a pre-employment test) within a reasonable time, as determined by the employer.



- (2) Fail to remain at the testingcollection 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 specimen. 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.
- (4) In the case of a directly-observed or monitored urine collection in a drug test, fail to permit monitoring or observation of your provision of a specimen.
- (5) Fail to provide a sufficient quantity of specimen without a valid medical explanation.
- (6) Fail or decline to take an additional test as directed by the collector or the employer for drug testing.
- (7) Fail to undergo a medical evaluation, as required by the MRO or the employer's Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed urine collection.
- (10) ~~(10)~~ Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) ~~(11)~~ Admit to the adulteration or substitution of a specimen to the collector or MRO.
- (12) ~~(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 [specified in 49 CFR Part 40 as revised established by the Department of Health and Human Services \(HHS\).](#)

Verified positive test: A drug test result reviewed by a medical review officer and determined to have evidence of prohibited drug use [at or](#) 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 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 specimen, if the specimen was diluted, or if the specimen was 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 ~~4300~~1308.11 through ~~4300~~1308.15 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, opioids, 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. 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, opioids, and phencyclidine as described in this policy. 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 ~~aan~~ 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 ~~mouthwash, medication~~ mouthwash, medication, food, candy) or any other substances containing alcohol in a manner which violates the conduct listed in this policy is prohibited.

F. PROHIBITED CONDUCT

- 1) 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 0.04 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/work place 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 this policy.

H. TESTING REQUIREMENTS



- 1) 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 this policy, and return to duty/follow-up.
- 2) A drug test can be performed any time a covered employee is on duty. A reasonable suspicion, 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 drug testing and alcohol testing as a condition of ongoing employment with AMADOR TRANSIT. 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 this policy.

I. 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, amphetamines, and phencyclidine. After the identity of the donor is checked using picture identification, a urine and/or oral fluid specimen will be collected as described in 49 CFR Part 40, as amended. Each specimen will be accompanied by a DOT 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 specimen. For those specimens that are not negative, a



confirmatory test will be performed. The test will be considered positive if the amounts of the drug(s) and/or its metabolites identified by the confirmatory test are [at or](#) 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**. If a legitimate explanation is found, the MRO will report the test result as negative.
- 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 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 [analysis](#) 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.

7) Observed collections

- a. Consistent with 49 CFR Part 40, as amended, collection under direct observation 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 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 urine 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

Urine collections that are required to be directly observed will be conducted by a person of the same gender as the donor as required by 49 CFR Part 40.67.

J. ALCOHOL TESTING PROCEDURES

- 1) Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA)-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 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 work day whichever is longer and will be subject to the consequences described in 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 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 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 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 **ana** 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 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 test on** 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.
- 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 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 this policy. AMADOR TRANSIT shall place the employee on administrative leave in accordance with the provisions set forth under this policy. Testing in this circumstance would be performed under the direct authority of 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 this policy or the associated consequences.

M. POST-ACCIDENT TESTING

- 1) FATAL ACCIDENTS ~~All~~ A covered ~~employees~~employee will be required to undergo 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 at the time of the accident, 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 employee operating the public transportation vehicle will be conducted if an accident occurs and at least one of the following conditions is met:
 - a. The accident results in injuries requiring immediate medical treatment away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident.



- b. One or more vehicles incurs disabling damage as a result of the occurrence and must be transported away from the scene, unless the covered employee 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. Individuals who may be covered under company authority will be selected from a pool of non-DOT-covered 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> <https://www.transportation.gov/odapc/random-testing-rates>.
- 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 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 complete 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. 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 undue concerns for public safety. The SAP will determine whether the employee returning to duty will require a return-to-workduty 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, and will be provided with a list of at least two (2) USDOT qualified Substance Abuse ~~Professional~~Professionals (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 SAPs. A test refusal is defined as any of the following circumstances:
 - a. Fail to appear for any test (~~excluding~~ except a pre-employment test) within a reasonable time, as determined by the employer.
 - b. Fail to remain at the testing collection 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. Fail to attempt to provide a specimen. An employee who does not provide a 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 urine collection in a drug test, fail to permit monitoring or observation of your provision of a specimen.
 - e. Fail to provide a sufficient quantity of specimen without a valid medical explanation.
 - f. Fail or decline to take an additional test as directed by the collector or the employer for drug testing.
 - g. Fail to undergo a medical evaluation, as required by the MRO, or the employer's Designated Employer Representative (DER).
 - h. Fail to cooperate with any part of the testing process.
 - i. Fail to follow an observer's instructions to raise or lower clothing and turn around during a directly-observed urine collection.
 - j. Possess or wear a prosthetic or other device used to tamper with the collection process.
 - k. Admit to the adulteration or substitution of a specimen to the collector or MRO.
 - l. Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
 - m. Fail to remain readily available following an accident.
 - 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.
- 4) An alcohol test result of ≥ 0.02 to ≤ 0.039 BAC shall result in the removal of the employee from duty for eight hours or the remainder of the work day 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 NONDOT 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 this policy; however, all follow-up testing performed as part of a return-to-work agreement required under 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 testtesting 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 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 regardingin regard to 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.
- 2) The employee, upon written request, is entitled to obtain copies of any records pertaining to their use of prohibited drugs or misuse of alcohol including any drug or alcohol testing records. Covered employees have the right to gain access to any pertinent records such as equipment calibration records, and records of laboratory certifications. Employees may not have access to SAP follow-up testing plans.
- 3) Records of a verified positive drug/alcohol test result shall be released to the Drug and Alcohol Program Manager, and other transit system management personnel on a need-to-know basis.

- 4) Records will be released to a subsequent employer only upon receipt of a written request from the employee.
- 5) Records of an employee's drug/alcohol tests shall be released to the adjudicator in a grievance, lawsuit, or other proceeding initiated by or on behalf of the tested individual arising from the results of the drug/alcohol test. The records will be released to the decision maker in the ~~proceedings.~~
proceeding.
- 6) Records will be released to the National Transportation Safety Board during an accident investigation.
- 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 |

| | | |
|-------------------------|---------------------|----------------|
| <u>Mobility Manager</u> | Mobility Management | <u>Company</u> |
| <u>General Manager</u> | Agency Oversight | <u>Company</u> |

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

RESOLUTION NO. 25-07

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 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 **4th day of December 2025**

AYES:

NOES:

ABSENT:

Patrick Crew, Chairman
Amador Transit
Board of Directors

ATTEST:

Caitlin Kleven
Recording Clerk

4:28 PM

11/26/25

Accrual Basis

AMADOR TRANSIT

Expenditures

October 30 through November 26, 2025

| Date | Name | Memo | Amount |
|---|--------------------------------|----------------|------------------|
| 51000 ☐ BENEFITS | | | |
| 51600 ☐ UNIFORMS/WORK CLOTHES ALLOW | | | |
| 11/08/2025 | U.S. BANK | uniform return | -113.10 |
| Total 51600 ☐ UNIFORMS/WORK CLOTHES ALLOW | | | -113.10 |
| Total 51000 ☐ BENEFITS | | | -113.10 |
| 52000 ☐ SERVICES & USER FEES | | | |
| 52100 ☐ VEHICLE TECH SERV-OUTSOURCE | | | |
| 11/17/2025 | Hewitt Alinement Service | 405 | 204.52 |
| 11/07/2025 | Robert Hahn's Automotive INC | 302-derating | 575.72 |
| Total 52100 ☐ VEHICLE TECH SERV-OUTSOURCE | | | 780.24 |
| 52150 ☐ PROPERTY MAINTENANCE SERVICES | | | |
| 11/26/2025 | Moppin Mamas Cleaning Servi... | Nov | 420.00 |
| 11/04/2025 | Orkin Services of California | AT | 146.00 |
| Total 52150 ☐ PROPERTY MAINTENANCE SERVICES | | | 566.00 |
| 52300 ☐ ADVERTISING & MARKETING | | | |
| 11/03/2025 | CableTime | Sept | 350.00 |
| 11/01/2025 | KVGC 1340 AM | | 500.00 |
| Total 52300 ☐ ADVERTISING & MARKETING | | | 850.00 |
| 52400 ☐ SOFTWARE MAINTENANCE FEES | | | |
| 10/31/2025 | U.S. BANK | BlackVue | 63.99 |
| Total 52400 ☐ SOFTWARE MAINTENANCE FEES | | | 63.99 |
| 52500 ☐ FACILITY SECURITY SYSTEM | | | |
| 11/03/2025 | Signal Service | | 2,870.33 |
| Total 52500 ☐ FACILITY SECURITY SYSTEM | | | 2,870.33 |
| 52550 ☐ GSA COST ALLOC-(POSTAGE/PRINT) | | | |
| 11/07/2025 | Amador County General Servi... | | 32.46 |
| Total 52550 ☐ GSA COST ALLOC-(POSTAGE/PRINT) | | | 32.46 |
| 52610 ☐ Fees Bank, Merchant, Service | | | |
| 10/31/2025 | | Service Charge | 40.96 |
| Total 52610 ☐ Fees Bank, Merchant, Service | | | 40.96 |
| Total 52000 ☐ SERVICES & USER FEES | | | 5,203.98 |
| 53000 ☐ MATERIALS & SUPPLIES CONSUMED | | | |
| 53100 ☐ FUEL | | | |
| 11/15/2025 | Hunt & Sons, Inc. | | 5,759.13 |
| 11/01/2025 | Hunt & Sons, Inc. | | 7,373.39 |
| 11/26/2025 | Hunt & Sons, Inc. | | 311.47 |
| Total 53100 ☐ FUEL | | | 13,443.99 |
| 53150 ☐ TIRES | | | |
| 11/03/2025 | Big Brand Tire & Service | STOCK X6 | 1,003.65 |
| Total 53150 ☐ TIRES | | | 1,003.65 |
| 53200 ☐ LUBRICATION | | | |
| 11/03/2025 | Safety Kleen | Oil | 214.25 |
| Total 53200 ☐ LUBRICATION | | | 214.25 |

4:28 PM

11/26/25

Accrual Basis

AMADOR TRANSIT

Expenditures

October 30 through November 26, 2025

| Date | Name | Memo | Amount |
|---|--------------------------|--------------------------------------|------------------|
| 53300 □VEHICLE MAINT-REPAIR PARTS | | | |
| 11/03/2025 | A-Z Bus Sales, Inc. | W/C LIFT PARTS | 481.82 |
| 11/07/2025 | A-Z Bus Sales, Inc. | WINDOW-506 | 1,796.37 |
| 11/13/2025 | All Diesel Electric Inc. | Alt-stock | 269.39 |
| 11/03/2025 | Auto Zone | KEY BATTERIES | 25.06 |
| 11/03/2025 | Auto Zone | STEERING COLUMN PART-405 | 30.70 |
| 11/24/2025 | Auto Zone | 208- Brake pads | 20.46 |
| 11/24/2025 | Auto Zone | 208- brake rotors | 135.77 |
| 11/24/2025 | Auto Zone | Steering Column parts-405 | 6.54 |
| 11/24/2025 | Auto Zone | 405- steering column part | 4.87 |
| 11/24/2025 | Auto Zone | Oil | 230.35 |
| 11/07/2025 | Auto Zone | 406- brake pads | 73.80 |
| 11/07/2025 | Auto Zone | wiper blades | 45.19 |
| 11/03/2025 | Delta Truck Center | Power steering pump 508 | 372.61 |
| 11/26/2025 | Delta Truck Center | Tie Rod-508 | 504.53 |
| 11/10/2025 | NAPA Auto Parts | bulbs | 4.63 |
| 11/14/2025 | Ron DuPratt Ford | Visor | 161.53 |
| 11/14/2025 | Ron DuPratt Ford | visor | 161.53 |
| 11/21/2025 | Ron DuPratt Ford | Axle seals | 90.96 |
| 11/24/2025 | Ron DuPratt Ford | 208-Axle nut | 50.57 |
| 11/24/2025 | Ron DuPratt Ford | 208-Axle nut | 51.89 |
| Total 53300 □VEHICLE MAINT-REPAIR PARTS | | | 4,518.57 |
| 53350 □SHOP SUPPLIES (Consumables) | | | |
| 11/05/2025 | Lowe's | batteries | 23.52 |
| 11/04/2025 | NAPA Auto Parts | gasket | 29.07 |
| Total 53350 □SHOP SUPPLIES (Consumables) | | | 52.59 |
| 53425 □TOWING | | | |
| 11/07/2025 | K & T Truck Repair | 102-Vehicle Tow | 450.00 |
| Total 53425 □TOWING | | | 450.00 |
| 53450 □FACILITIES MAINT/REPAIR PARTS | | | |
| 11/05/2025 | Lowe's | screws, clamp, bucket, gloves, vinyl | 187.32 |
| 11/20/2025 | Lowe's | cleaner | 11.24 |
| 11/06/2025 | Lowe's | lumber | 166.08 |
| 11/13/2025 | Lowe's | water | 15.18 |
| 10/31/2025 | U.S. BANK | | 7.75 |
| 10/31/2025 | U.S. BANK | | 86.52 |
| 10/31/2025 | U.S. BANK | Vac | 172.39 |
| Total 53450 □FACILITIES MAINT/REPAIR PARTS | | | 646.48 |
| 53550 □OFFICE SUPPLIES | | | |
| 10/31/2025 | U.S. BANK | Office chair | 75.39 |
| 10/31/2025 | U.S. BANK | | 8.61 |
| 10/31/2025 | U.S. BANK | | 127.83 |
| 10/31/2025 | U.S. BANK | | 21.54 |
| 10/31/2025 | U.S. BANK | | 30.16 |
| 10/31/2025 | U.S. BANK | | 7.53 |
| 10/31/2025 | U.S. BANK | | 152.97 |
| 10/31/2025 | U.S. BANK | | 112.09 |
| 11/05/2025 | U.S. BANK | | 71.59 |
| 11/17/2025 | U.S. BANK | | 49.15 |
| Total 53550 □OFFICE SUPPLIES | | | 656.86 |
| 53700 □SAFETY & EMERGENCY SUPPLIES | | | |
| 11/01/2025 | Lowe's | gloves | 20.45 |
| Total 53700 □SAFETY & EMERGENCY SUPPLIES | | | 20.45 |
| Total 53000 □MATERIALS & SUPPLIES CONSUMED | | | 21,006.84 |

4:28 PM

11/26/25

Accrual Basis

AMADOR TRANSIT
Expenditures
 October 30 through November 26, 2025

| Date | Name | Memo | Amount |
|---|-----------------------|-------------------------|------------------|
| 54000 UTILITIES | | | |
| 54100 AT WATER/SEWER/GARBAGE | | | |
| 10/30/2025 | Republic Services | 2410000 | 317.74 |
| 11/25/2025 | Republic Services | 2410000 | 266.11 |
| Total 54100 AT WATER/SEWER/GARBAGE | | | 583.85 |
| 54300 TRANSIT CTR/WATER/SEWER/GARB | | | |
| 11/25/2025 | City of Sutter Creek | 001-2097/AMA0019 | 133.86 |
| 11/01/2025 | Republic Services | 2410000 | 41.20 |
| Total 54300 TRANSIT CTR/WATER/SEWER/GARB | | | 175.06 |
| Total 54000 UTILITIES | | | 758.91 |
| 58000 MISCELLANEOUS | | | |
| 58300 SAFETY PROGRAM/TRAINING | | | |
| 10/31/2025 | CalACT | CALACT Scholarship | -3,000.00 |
| 10/31/2025 | U.S. BANK | | 168.00 |
| Total 58300 SAFETY PROGRAM/TRAINING | | | -2,832.00 |
| Total 58000 MISCELLANEOUS | | | -2,832.00 |
| 59000 LEASES / RENTALS | | | |
| 59100 Leases & Rentals | | | |
| 11/03/2025 | Amador County Airport | | 25.00 |
| 11/15/2025 | Leaf | TC | 187.57 |
| 11/15/2025 | Leaf | AT | 566.49 |
| Total 59100 Leases & Rentals | | | 779.06 |
| Total 59000 LEASES / RENTALS | | | 779.06 |
| 60000 CAPITAL RESERVES ALLOCATION | | | |
| 60175 Cap.Reserve-Fleet | | | |
| 11/05/2025 | Ron DuPratt Ford | 407- Roof damage repair | 4,078.54 |
| Total 60175 Cap.Reserve-Fleet | | | 4,078.54 |
| Total 60000 CAPITAL RESERVES ALLOCATION | | | 4,078.54 |
| TOTAL | | | 28,882.23 |