Call to Order  
• Roll Call  

Action Required  

1. Approval of Minutes  
   • January 14, 2015, Board Meeting  

Approval  

2. Public Comments  
   Jeffrey Steward – CFO for Hart  

None  

3. Board Action  
   • Vehicle Replacement Schedule / Joe Cheney  

None  

4. Finance / John Satchell  
   • Financial Statements  

None  

5. Legal Matters / The Darby Group  
   • Polk Healthcare UAP Extension  

Approval  

6. Operations / Dean Kirkland-McMillan  
   • SSPP Agreement  

Approval  

7. Marketing / Cathy Wolosin  
   • “Good Ideas” – Transit  
   • “Friends of Transit” Nominee Profiles  
   • Veterans UAP Update  

None  

Award Recipient  

None  

8. Reports / Tom Phillips  
   • Executive Director Update  
   • Performance Indicators  
   • UAP Updates  

None  

9. Other Business  

TBD  

10. Strategic Planning  

Adjournment
Agenda Item: Approval of January 14, 2015, Board of Directors Meeting Minutes.

Presenter: Marcy Harrison

Recommended Action: Board of Directors approve the Minutes of the January 14, 2015.

Summary: The LAMTD Board of Directors Meeting Minutes for January 14, 2015, summarizes agenda items covered during that meeting.

Eight (8) items required Board of Directors approval or concurrence:

1. Election of Officers
2. Board Minutes for December 10, 2014
3. Property Disposal Policy and Procedures
4. Lease Plan development for nineteen (19) vehicles to include a termination clause
5. Exploration of the FRS for Citrus Connection
6. CRA exemption letter to the BoCC and the City of Lakeland
7. Renewal of the Peace River UAP
8. Maintenance Department Re-Organization Plan

Attachments: January 14, 2015, Board of Directors Meeting Minutes
Directors:
City of Lakeland Commissioner Keith Merritt (Chairman)
City of Lakeland Commissioner Don Selvage (Vice-Chairman)
Polk County Commissioner John Hall (Secretary)
Polk County Commissioner George Lindsey
City of Lakeland Commissioner Jim Malless

Executive Director: Tom Phillips
Attorneys: Ben and Tim Darby
Administrative Assistant: Marcy Harrison

Call to Order
8:33a.m. by Vice-Chairman Don Selvage

Roll Call

<table>
<thead>
<tr>
<th>Present</th>
<th>Absent</th>
<th>Late</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commissioner Hall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commissioner Lindsey</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commissioner Malless</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commissioner Merritt</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commissioner Selvage</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| 8:35a.m.               |        |        |

Absent
**Agenda Item #1 – Election of Officers**

- Commissioner Lindsey motioned to elect Don Selvage to represent the LAMTD Board as Chairman.

  On a motion made by, Commissioner Lindsey, and seconded by Commissioner Hall:

  “Approval of Don Selvage as LAMTD Chairman”

  **MOTION CARRIED UNANIMOUSLY**

- Commissioner Lindsey motioned to elect John Hall to represent the LAMTD Board as Vice-Chairman.

  On a motion made by, Commissioner Lindsey, and seconded by Commissioner Malless:

  “Approval of John Hall as LAMTD Vice-Chairman”

  **MOTION CARRIED UNANIMOUSLY**

- Commissioner Hall motioned to elect George Lindsey to represent the LAMTD Board as Secretary.

  On a motion made by, Commissioner Lindsey, and seconded by Commissioner Hall:

  “Approval of George Lindsey as LAMTD Secretary”

  **MOTION CARRIED UNANIMOUSLY**

**Agenda Item #2 – Approval of December 10, 2014 Minutes**

On a motion made by, Commissioner Hall, and seconded by Commissioner Malless:

“Approval of December 10, 2014, Meeting Minutes”

**MOTION CARRIED UNANIMOUSLY**

**Agenda Item #3 – Action Item**

**Agenda Item #4 – Board Actions**

- Cathy Wolosin will be adding as a normal action on a monthly basis and report on Innovated Transit beginning in February.

- Transit Champion program will begin in February with nominees being presented to the Board. This program will recognize leaders outside the agency that have gone above and beyond in the name of Transit.

- Commissioner Malless has requested from LAMTD a 5-10 year plan specifying how grants play into the purchase of more buses including budgeting, and a fleet longevity timeline.
Agenda Item #5 - Financial Matters/David Persaud


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<table>
<thead>
<tr>
<th>Month</th>
<th>Year to date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUES:</strong></td>
<td><strong>REVENUES:</strong></td>
</tr>
<tr>
<td>Fare/Sub Pass Sales</td>
<td>$84,515</td>
</tr>
<tr>
<td>Monthly Billing for WH Service</td>
<td>$60,286</td>
</tr>
<tr>
<td>Contract Income (UAP)</td>
<td>$30,541</td>
</tr>
<tr>
<td>Miscellaneous Income</td>
<td>$138</td>
</tr>
<tr>
<td>Advertising Revenues</td>
<td>$18,749</td>
</tr>
<tr>
<td>Interest/Interest Income (net)</td>
<td>$65</td>
</tr>
<tr>
<td>Ad Valorem Income, net</td>
<td>$2,753,579</td>
</tr>
<tr>
<td>FDOT Operating Grant</td>
<td>$-</td>
</tr>
<tr>
<td>Federal Operating Grant</td>
<td>$-</td>
</tr>
<tr>
<td>Charitable Contributions</td>
<td>$-</td>
</tr>
<tr>
<td>Cost Recovery</td>
<td>$-</td>
</tr>
<tr>
<td>Operating Assistance: Barlow Exp. S.Fla.</td>
<td>$88,253</td>
</tr>
<tr>
<td><strong>Total REVENUES</strong></td>
<td><strong>Total REVENUES</strong></td>
</tr>
<tr>
<td>$2,777,335</td>
<td>$3,386,818</td>
</tr>
</tbody>
</table>

| **ELIGIBLE EXPENSES:** | **ELIGIBLE EXPENSES:** |
| Salaries | $531,311 | $1,110,875 |
| Employee Benefits | $123,797 | $430,754 |
| Advertising Fees - Admin | $- | $1,427 |
| Professional & Technical Serv. | $6,237 | $43,012 |
| Contract Maintenance Service | $10,528 | $20,746 |
| Other Services | $3,685 | $5,372 |
| Fuel & Lubricants (net) | $75,330 | $286,462 |
| Freight | $0 | $342 |
| Repair & Maintenance Admin Rld | $276 | $264 |
| Repair & Maintenance Terminal | $- | $240 |
| Materials & Supplies | $81,480 | $120,326 |
| Utilities/Telephone - Admin | $14,183 | $27,373 |
| Physical Damage Insurance | $1,886 | $5,597 |
| Liab & Prop Damage Insurance | $17,600 | $52,817 |
| Other Corporate Insurance | $- | $- |
| Dues & Subscriptions | $300 | $1,560 |
| Education/Training/Meeting/Travel | $550 | $2,286 |
| Service Charges | $- | $1,500 |
| Office Expense | $7,354 | $13,375 |
| Advertising & Promotion | $19,493 | $47,018 |
| Miscellaneous Expenses | $- | $175 |
| Property Appraiser/Tax Collector Comm | $84,302 | $218,367 |
| PTA/Winter Haven Billable Expenses | $2,002 | $6,128 |
| **Total ELIGIBLE EXPENSES:** | **Total ELIGIBLE EXPENSES:** | **Total ELIGIBLE EXPENSES:** | **Total ELIGIBLE EXPENSES:** |
| $980,559 | $2,385,667 | **Total ELIGIBLE EXPENSES:** | **Total ELIGIBLE EXPENSES:** |

| **NET REVENUES OVER UNDERLN EXPENSES:** | **NET REVENUES OVER UNDERLN EXPENSES:** |
| **NET REVENUES OVER UNDERLN EXPENSES:** | **NET REVENUES OVER UNDERLN EXPENSES:** |
| $1,816,776 | $1,852,766 | **NET REVENUES OVER UNDERLN EXPENSES:** | **NET REVENUES OVER UNDERLN EXPENSES:** |
| $(35,930) | $(1,897,230) | **NET REVENUES OVER UNDERLN EXPENSES:** | **NET REVENUES OVER UNDERLN EXPENSES:** |

**Approved Annual Budget**

| **Approved Annual Budget** | **Approved Annual Budget** | **Approved Annual Budget** |
| $1,375,720 | $3,410,810 | **Approved Annual Budget** | **Approved Annual Budget** |
| $1,083,560 | $1,710,800 | **Approved Annual Budget** | **Approved Annual Budget** |
| $110,000 | $2,000 | **Approved Annual Budget** | **Approved Annual Budget** |
| $160,000 | $150,000 | **Approved Annual Budget** | **Approved Annual Budget** |
| $431,160 | $19,023,720 | **Approved Annual Budget** | **Approved Annual Budget** |
**Agenda Item #5 - Financial Matters/David Persaud Continue**

- Property Disposal Policy and Procedures Approval
  - The Finance Department establishes asset and property management standards, procedures to implement the standards and policies set forth in the attachments, and in accordance with Federal, including FTA Grant and circular requirements and State requirements.

As a recipient of grand funding, the District must comply with various Federal, State and Local requirements with regard to fixed asset controls and reporting. The District will comply with these regulations in addition to sound financial management procedures.

To ensure full compliance with the requirements of Federal and State grants, the District has established policy and procedures consistent with grant management procedures reflected in the attachments.

On a motion made by, Commissioner Malless, and seconded by Commissioner Lindsey:

“Approval of the Property Disposal Policy and Procedures”

**MOTION CARRIED UNANIMOUSLY**

- Report on Lease Purchase versus Purchase of Transit Bus
  - Municipal or local government lease is a contract with the following three (3) characteristics

1) The intent of the lease is to purchase and title to the equipment. The financing is a full payment contract with no significant residual or balloon payments at the end of the lease term.

2) The lease payments include the return of principal and interest, with the interest being exempt from federal income taxation to the recipient. Typically, a tax-exempt interest transaction will be financed at interest rates lower than equivalent commercial financing.

3) The municipal lease provides for termination for non-appropriation of funds by the government agency.

The use of Capital leasing requires the use of cost-benefit analysis to make lease versus buying decisions (must be cheaper to lease versus purchase of the assets).

Grantee makes lease payments from a combination of federal funds (up to 20%) and local funds. All federal funding for Capital investment can be used to lease rather than purchase transit equipment.
Benefits of Capital Leasing

1) Improve cash flow
2) Improved Capital asset management flexibility (accelerate fleet replacement)
3) Reduced costs (operating and maintenance costs)
4) The term of any debt issuance (lease) will not exceed the useful life of the Capital price or equipment for which the borrowing is intended. For buses – 12 years to pay for buses (500,000 miles) - (large heavy-duty transit bus 35-40 ft)

Amortization Schedule (with assumptions)

Equipment: Bus-Gillig 35ft
Lease Cost: $440,000 totally equipped
Lease Term: 48mths, 60mths, 120mths (3 options)
Interest Rate: 3.31%
Lease Residual: $1
Payment Frequency: Monthly payment

<table>
<thead>
<tr>
<th>Option</th>
<th>Principal</th>
<th>Interest</th>
<th>Time</th>
<th>Interest</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$440,000</td>
<td>3.31%</td>
<td>72mths (6yrs)</td>
<td>$45,742</td>
<td>$485,742</td>
</tr>
<tr>
<td>2</td>
<td>$440,000</td>
<td>3.31%</td>
<td>120mths (10yrs)</td>
<td>$77,431</td>
<td>$517,431</td>
</tr>
<tr>
<td>3</td>
<td>$440,000</td>
<td>3.31%</td>
<td>144mths (12yrs)</td>
<td>$93,753</td>
<td>$533,752</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Monthly Payments and Time</th>
<th>Annual Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$6,747 for 6 year term</td>
<td>$80,964</td>
</tr>
<tr>
<td>2</td>
<td>$4,312 for 10 year term</td>
<td>$51,744</td>
</tr>
<tr>
<td>3</td>
<td>$3,707 for 12 years term</td>
<td>$44,484</td>
</tr>
</tbody>
</table>

Conclusion

The advantages of lease purchase as demonstrated in this exercise is to spread the vehicle replacement cost over several years thereby resulting in timely vehicle replacement at a very low interest cost. It also improves cash flow, enables transaction to occur over longer time horizon.
Recommendation

Currently, LAMTD fleet consist of the following:

<table>
<thead>
<tr>
<th>Fleet</th>
<th>Due for Replacement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixed Route Bus:</td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>14 Cost $6.3m</td>
</tr>
<tr>
<td>Paratransit Bus:</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>5 Cost $.625m</td>
</tr>
<tr>
<td>Total</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>19 Cost $6.925m</td>
</tr>
</tbody>
</table>

Request the Board approval to develop a lease financial plan to replace the 19 vehicles estimated cost of $6.925 million.

- 14 Fixed Route Bus $622,776 Annually
- 5 Paratransit Bus $100,150 Annually
- Total $722,926

The financing example plan is to lease finance 14 buses over 12 years each costing $440,000 and 5 Paratransit Buses over 7 years each costing $125,000.

  - The District fiscal year ending September 30, 2014 annual financial audit is currently in progress. The books were closed for the fiscal year ended September 30, 2014 and the District Auditor Crowe Horwath, LLP has completed the required field work.

  The Polk Transit Authority (PTA) draft financials have been provided to the Auditor for review and to provide feedback to the Finance staff.

  The LAMTD draft financials have also been presented to the Auditor for review and feedback to the Finance staff.

  For the FYE September 30, 2014 some unforeseen matters resulted in additional Finance staff work.

  1) The MCSJ – Edmonds Software acquired in the last fiscal year, experienced some difficulties during the year end closing process.

  2) The reports needed to produce the year end recorded liabilities for the accrued vacation and sick leave had to be recalculated which required additional Finance staff work.

  3) The detail fixed assets report reflected in the automated system did not reconcile to the year-end September 30, 2013 fixed assets balance.

  These areas have been reviewed and related financial entries were recorded.
The final draft audit report will not be available for the January 14, 2015 LAMTD Board meeting. Discussions with the Auditor Crowe Horwath is to meet with the Finance Committee upon final review and approval of the Financial Statements and presentation to the LAMTD Board in February 2015.

On a motion made by, Commissioner Malless, and seconded by Commissioner Lindsey:

“Approval to develop a plan for the consideration of the leasing 19 vehicles to include termination clauses”

MOTION CARRIED UNANIMOUSLY

- Request for the LAMTD Board to approve joining the Florida Retirement System
  - The LAMTD staff has contacted the Florida Retirement System seeking information to join the FRS system. The system was created to provide a program offering retirement, disability, and survivor benefits for participating public employees. Social Security coverage is also required for all members.

Classes of Membership

There are several classes of memberships however, the LAMTD employees will be covered under the regular class.

Contributions (%)

Effective July 2, 2011 both employees and employers of the FRS are required to make contributions to establish service credit for work performed in a regularly established position.

Contribution Rate %

<table>
<thead>
<tr>
<th>Class</th>
<th>Year</th>
<th>Employee Rate</th>
<th>Employer Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>7-1-2014 thru 7-1-2015</td>
<td>3.0%</td>
<td>7.37%</td>
<td>10.37%</td>
</tr>
</tbody>
</table>
Vesting
Since July 1, 2001, the FRS has provided for vesting of benefits after six (6) years of creditable service.

Benefit Calculation (After July 1, 2011)
Regular Class – Normal Retirement

Retirement age 62 and vested with six years of credited service. 1.60% with an upward credited scale. For enrolled employees after July 1, 2011. The average final compensation is the average of the eight highest years of earnings.

LAMTD Current Deferred Compensation Plan (457B)

The District offers employees a deferred compensation plan created in accordance with FRS Code Section 457. The plan was created and may be amended by the Board of Directors. All contributions under this plan is discretionary. The District also provides for a matching employer contribution of up to 5% on employee wages. The total contribution for employee cannot exceed $16,000 in one year.
The matching LAMTD contribution for 2014-15 $107,862 2013 is $88,272 and $98,893 for 2012. For FY 2014 sixty five (65) employees participated of the 144 employees with contributions of $133,904 (46% participating)

Estimated cost for LAMTD for joining FRS

Employer rate (FY 2014-15) 7.37% for either the FRS Pension Plan or the FRS Investment Plan.
Estimated annual cost $393,428.

Employee Rate 3% ($160,147) mandated by the Florida Retirement System.

Total estimated annual plan contributions are $533,575

Process to Join the FRS

1) Election of Coverage Ballot (without past service)
2) FRS Joining Agreement (without past service)
3) Contribution Requirements (without past service)
4) Worksheet – General Information
5) Joining Packet (without past service)
6) Joining Agency Resolution Agreement
Future Funding

The process outlined above are required to join the FRS. The District will still be able to maintain the current FRS 457B Deferred Compensation Plan for employees who choose not to participate in the FRS. Funding to join the FRS is estimated at $394,000, employer’s cost, and is unbudgeted in FY 2014-2015. The employees’ contribution $160,147 with an estimated first year funding of $553,575 subject to increase in future years.

Recommendation

Approve for LAMTD to join the FRS effective October 1, 2015. The future funding first year estimated at $394,000 will be derived from service reductions in July with the savings directed to funding the FRS.

On a motion made by, Commissioner Hall, and seconded by Commissioner Lindsey:

“Approval to explore the FRS for LAMTD and report findings to the Board”

MOTION CARRIED UNANIMOUSLY

Agenda Item #6 – Legal Matters / Darby Law Group

- Ben Darby informed the Board of his CRA findings for the District – Payments include; $114,461 to the City of Lakeland and $29,230 to Polk County.

- Board of County Commission and City of Lakeland Commission to draft a letter requesting to exempt us from the CRA. Letter will be drafted by the Darby Law Group and a Public Hearing will be held for approval prior to submission.

On a motion made by, Chairman Lindsey, and seconded by Commission Hall:

“Approval to draft a letter to the Board of County Commission and the City of Lakeland Commission for LAMTD to be exempt from payment to the CRA”

MOTION CARRIED UNANIMOUSLY

- UAP Partnership
  1. Peace River UAP Renewal

On a motion made by, Commissioner Hall, and seconded by Commissioner Malless:

“Approval to renew the Peace River UAP”

MOTION CARRIED UNANIMOUSLY
**Agenda Item #7 – Maintenance Re-Organization**

- Approve the following actions for re-organization of the Maintenance Department:

1. Reclassify one Master Technician Position to Quality Assurance Master Technician with Lead responsibility. Increase current pay rate to $25.00 per hour. Increase maximum salary range for this position to $26.00 per hour.

2. Reclassify one Parts Specialist Position to Parts, Procurement & MIS Administrative Specialist. Increase current pay rate to $20.00 per hour. Increase maximum salary range for this position to $21.00 per hour.

3. Reclassify the Electronic Technician position to include additional responsibilities. Increase Current pay rate to $24.00 per hour.

4. Reclassify one Parts Specialist Position to Parts Specialist Level II. Increase current pay rate to $18.00 per hour. Increase maximum salary range for this position to $19.00 per hour.

5. Technicians will be allowed to advance in pay from their base rate of pay by acquiring ASE (Automotive Service Excellence) Certifications. The wage rate would increase by $0.25/hour for each ASE Certification acquired (Total of 8 ASE Transit Certifications are possible).

6. Apprentice Technicians may be hired to fill open Technician positions and promoted based on a series of evaluations documenting increases in knowledge and skill.

7. Eliminate one Apprentice Technician to fund the above listed changes.

**Background**

Currently four (4) of the ten (10) Technician positions in the Maintenance Department are open. Over the past several years the District has only been able to attract and hire people at the Apprentice Technician level.

**Training**

Over the past 18 months the Maintenance Department has invested 1,050 man hours for training our technicians. We have two technicians that are fully enrolled in the FDOT/CUTR sponsored Certified Technician Training (CTT) Program. We have one technician that completed Cummins Engine Overhaul Class in Tampa. Two technicians completed the Thermo-King Factory Air Conditioning Training and several technicians have attended classes at LYNX in Orlando for Electrical, Multiplexing, High Pressure Common Rail Fuel Systems and Hybrid Electric Cooling Fan Systems.

This past October, we were honored to have one of our technicians recognized as “The Technician of the Year” by FPTA and FDOT. The competition for this recognition is state wide and included 16 different transit agencies this past year. In addition to comparing certifications, work completed, work ethic and attitude, there was an on line virtual interview that was used to test the candidates knowledge. The interview was used to decide which of the top three candidates in the state would become the “Technician of the Year.”
Quality Assurance Master Technician Position
This position would continue to perform all of the duties previously listed in the Master Technician Position and additionally would be responsible for Quality Assurance audits of work performed by other technicians. This position would also be responsible for assisting in the development of Standard Operating Procedures (SOP) and performing Lead Technician Duties. This position will continue to be assigned the more complex task and/or required to assist technicians with the more complex task.

Procurement & MIS Administrative Specialist.
Parts Specialist Level II.
There are currently two positions within the Maintenance Parts Department. The job description were previously identical. With this change there will be two different job description. One position will have primary focus on purchasing ensuring that FTA Procurement Practices and Administrative Rules are followed. The second position will have a primary responsibility for receiving all items ordered and processing invoices for payment. This area was previously identified as an area of weakness. This change correct the weakness and creates a separation of duties.

Electronics Technician
When this position was originally created by the District, it was intended to focus on the repair of Electronic Fare Boxes, Electronic Destination Signs, basic Video Surveillance systems and Radios. This position has also assisted with resolving problems on County Fleet and their Mentor Range ITS System units.

Over the past year we have added the Avail ITS System which is integrated with other systems such as real time Automatic Passenger Counting, GPS/AVL, Wheelchair Lifts, Ramps, Automatic Stop Announcements and Visual Displays. The Avail System also controls the Electronic Signs and provides text communication between Dispatch and the Driver. This position will be used to complete the installation of the Avail ITS System on the new Gillig Bus that has just arrived (cost savings of $8,000). This position is required to work closely with the IT Department to resolve communication, software and Firm Ware issues.

This position will need to support the following new systems as we move forward:
- New Smart Card and Fare Collection System.
- New Video Surveillance Systems with up to 8 cameras per bus, remote live access and daily health checks.
- Maintenance of Multi-Functional Display Units (Electronic Dash Board).
- Communication improvements to the Radios.
- Communication improvements on early notification of Engine and Transmission problems via e-mail notification from the bus.
Technicians
The National Institute for Automotive Service Excellence (ASE) has worked with Subject Matter Experts (SME) to create a series of eight (8) tests to certify skills and knowledge levels for Transit Technicians. The testing is specific to the repair and maintenance of transit vehicles and their specific sub-systems. The cost of taking the test is currently about $70 per certification. The following is a listing of ASE Transit Bus Certifications:

- H1- Compressed Natural Gas Engines
- H2- Diesel Engines
- H3- Drive Train
- H4- Brakes
- H5- Suspension & Steering
- H6- Electrical/Electronic Systems
- H7- Heating, Ventilating and Air Conditioning
- H8- Preventive Maintenance and Inspections

Apprentice Technicians
This position will continue to be used to train technicians. Advancement to the technician level and incremental increases in pay rate will be dependent on periodic evaluations and an open budgeted technician position.

Funding for the Maintenance Re-organization

On a motion made by, Commissioner Lindsey, and seconded by Commissioner Hall:

“Approval to implement Re-Organization Plan of the Maintenance Department”

MOTION CARRIED UNANIMOUSLY
**Agenda Item #7 – Reports / Tom Phillips**

- Monthly Activities Report Presented – Highlight – Mr. Phillips spoke with Deric Feacher and attended the WH Commission Board Meeting regarding the elimination of the funding, JARC Grant, for Route 11. Mr. Phillips is confident that the municipal contribution of $90,000 from the City of Winter Haven for transit is secure.
- Performance Indicators Presented
- UAP Report Presented – Number remain strong
- Rodney Wetzel from Polk County Transit will be conducting a Strategic Planning Meeting for LAMTD and the County to discuss and plan for the consolidation. Plan will be presented to the Board once completed.
- New Beginnings High School are disembarking students at the Lakeland terminal so they may use public transportation. As there is no interlocal agreement, if possible, with the County this raises liability and legal concerns. Dean Kirkland-McMillan is coordinating with the County and legal to correct.
- Meeting with Carol Castagnero regarding having a meeting with the new Police Chief to report/update him of the drug activity in her neighborhood at one of the bus stops. Ms. Castagnero feels that the bus stop enhances the activity. All her concerns have been investigated and documented.
- Jeffrey Steward, HART CFO, will be addressing the Board regarding presenting the Regional Farebox Collection Program. This program would allow for all the local transit systems to use the same farebox media and would be utilizing grant funding and would be at no cost to LAMTD.

- Tri-Annual review has been scheduled for April 2015. During the last review, LAMTD was sighted with three issues; Half fare was not at half fare, Maintenance, Certificates of Certs and Assurances not pined. All sightings have been resolved and/or corrected.
- Mary Lynne Janoso will be representing LAMTD at the Lakeland Counsel for Seniors
- Dean Kirkland-McMillan and Bill Knieriem will be attending the Lakeland Park Center meetings regarding their service.
- Email was received from Jan Parham, FDOT recognizing Lisa Harris’s excellent work with grants and making sure that they have everything they need for processing grants.
- Anonymous Letter – An anonymous letter was sent to the Board complaining of discrimination, favoritism, not following Union policy, employees not getting reprimanded and the CEO not sharing issues with the Board. Measures are being taken to train all employees. Training will include Mission Value-Core Values, Conflict of Interest, Whistle Blower, Complaint Process, EEO, Unlawful Harassment, and Violence in the Workplace by February 15, 2015. Board is very supportive and appreciate the actions that have been taken to address the complaint.
**Agenda Item #8 – Other Business**

- Jan Parham, FDOT, addressed the Board explaining that once the merger is completed, LAMTD will qualify for the purchase of new buses and shelters.
- Tour of the new bus – purchased by the Lakeland Park Center
- Chairman Selvage addressed the board thanking them for the nomination. The Lakeland Mayor has allowed the Chair to serve on the LAMTD Board for another year because of his passion for transit and has asked everyone to be committed to the cause.

The Chairman has requested for board meetings to be kept at one hour and a half or less with Marcy Harrison notifying the Board of lengthy agenda items prior to the Board meeting. Upon the request of Commissioner Malless to the Chairman, time will be set aside at the end of each Board meeting for strategic planning, time permits.

**Adjournment**
10:45 a.m.

Approved this 14th day of December, 2015.

_________________________________________  ________________________________  
Chairman – Commissioner Don Selvage                  Minutes Taker – Marcy Harrison
<table>
<thead>
<tr>
<th>Agenda Item:</th>
<th>Public Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presenter:</td>
<td>Jeffrey Steward, Chief Financial Officer - HART</td>
</tr>
<tr>
<td>Recommended Action:</td>
<td>None</td>
</tr>
<tr>
<td>Summary:</td>
<td>None</td>
</tr>
<tr>
<td>Attachments:</td>
<td>None</td>
</tr>
</tbody>
</table>
Agenda Item: **Board Action Item**

Presenter: Joe Cheney, Fleet Maintenance Director

Recommended Action: None

Summary: During the January 14, 2015 board meeting, Commissioner Malless requested a 5 year vehicle replacement schedule, which will assist in the development of the lease financial plan to replace the 19 vehicles that have reached the end of the FTA useful life.

Attachments: None
<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>1050-1055</td>
<td>6</td>
<td>2001 GILLIG</td>
<td>40 FT/HF</td>
<td>13.4</td>
<td>439,280</td>
<td>2,939</td>
<td>462,788</td>
<td>498,050</td>
<td>533,312</td>
<td>568,574</td>
<td>603,836</td>
<td>639,098</td>
<td></td>
</tr>
<tr>
<td>1060-1067</td>
<td>8</td>
<td>2002 GILLIG</td>
<td>35 FT/HF</td>
<td>12.5</td>
<td>570,311</td>
<td>3,014</td>
<td>594,421</td>
<td>630,586</td>
<td>666,751</td>
<td>702,916</td>
<td>739,081</td>
<td>775,246</td>
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<tr>
<td>1068</td>
<td>1</td>
<td>2004 GILLIG</td>
<td>35 FT/HF</td>
<td>10.9</td>
<td>476,708</td>
<td>2,681</td>
<td>498,152</td>
<td>530,318</td>
<td>562,484</td>
<td>594,650</td>
<td>626,816</td>
<td>658,982</td>
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<tr>
<td>1069-1073</td>
<td>5</td>
<td>2005 GILLIG</td>
<td>35 FT/HF</td>
<td>9.3</td>
<td>434,180</td>
<td>3,535</td>
<td>462,461</td>
<td>504,881</td>
<td>547,302</td>
<td>590,723</td>
<td>632,144</td>
<td>674,565</td>
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<tr>
<td>1074-1077</td>
<td>4</td>
<td>2006 GILLIG</td>
<td>35 FT/HF</td>
<td>8.8</td>
<td>433,950</td>
<td>4,172</td>
<td>467,322</td>
<td>517,380</td>
<td>567,438</td>
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<td>667,554</td>
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<tr>
<td>1078</td>
<td>1</td>
<td>2011 GILLIG</td>
<td>35 FT/LF</td>
<td>3.7</td>
<td>127,048</td>
<td>2,892</td>
<td>150,180</td>
<td>184,878</td>
<td>219,576</td>
<td>254,284</td>
<td>288,972</td>
<td>323,670</td>
<td></td>
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<tr>
<td>1079-1082</td>
<td>4</td>
<td>2012 ELDORADO</td>
<td>30 FT/LF</td>
<td>2.5</td>
<td>88,310</td>
<td>2,727</td>
<td>110,124</td>
<td>142,844</td>
<td>175,564</td>
<td>208,284</td>
<td>241,005</td>
<td>273,725</td>
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<tr>
<td>1083</td>
<td>1</td>
<td>2014 GILLIG</td>
<td>35 FT/LF</td>
<td>0.1</td>
<td>2,800</td>
<td>2916</td>
<td>24,500</td>
<td>59,492</td>
<td>94,484</td>
<td>129,476</td>
<td>164,468</td>
<td>199,460</td>
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</tr>
<tr>
<td>TOTAL FLEET</td>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**USEFUL LIFE MET**

As of January 31, 2015 14

9/31/2015 10

9/31/2016 As of Sept 31, 2016

9/31/2022 The 4-Eldorado Buses will meet their 10 year life

9/31/2023 Bus 1078 will meet its 12 year life

9/31/2027 Bus 1083 will meet its 12 year life

<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>201-206</td>
<td>6</td>
<td>2010 Dodge/Van</td>
<td>5yr/200K</td>
<td>3.7</td>
<td>67,362</td>
<td>1,517</td>
<td>79,498</td>
<td>97,702</td>
<td>115,906</td>
<td>134,110</td>
<td>152,314</td>
<td>170,518</td>
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<tr>
<td>541-543</td>
<td>3</td>
<td>2006 Champion</td>
<td>7yr/250K</td>
<td>8.7</td>
<td>296,029</td>
<td>1,403</td>
<td>307,254</td>
<td>324,092</td>
<td>340,930</td>
<td>357,768</td>
<td>374,606</td>
<td>391,444</td>
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<tr>
<td>546-548</td>
<td>3</td>
<td>2009 Champion</td>
<td>7yr/250K</td>
<td>5.7</td>
<td>194,496</td>
<td>2,271</td>
<td>212,663</td>
<td>239,914</td>
<td>267,165</td>
<td>294,418</td>
<td>321,667</td>
<td>348,918</td>
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<tr>
<td>549</td>
<td>1</td>
<td>2011 Arboc</td>
<td>7yr/250K</td>
<td>2.8</td>
<td>58,659</td>
<td>2,109</td>
<td>75,533</td>
<td>100,844</td>
<td>126,155</td>
<td>151,466</td>
<td>176,777</td>
<td>202,088</td>
<td></td>
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</tr>
<tr>
<td>550-551</td>
<td>2</td>
<td>2012 Goshen</td>
<td>7yr/250K</td>
<td>2.1</td>
<td>64,418</td>
<td>1,747</td>
<td>78,395</td>
<td>99,361</td>
<td>120,327</td>
<td>141,293</td>
<td>162,259</td>
<td>183,225</td>
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<tr>
<td>552-554</td>
<td>3</td>
<td>2013 Champion</td>
<td>7yr/250K</td>
<td>2.5</td>
<td>41,218</td>
<td>2,550</td>
<td>61,618</td>
<td>92,218</td>
<td>122,818</td>
<td>153,418</td>
<td>184,018</td>
<td>214,618</td>
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<tr>
<td>555</td>
<td>1</td>
<td>2014 Champion</td>
<td>7yr/250K</td>
<td>0.3</td>
<td>1,800</td>
<td>1000</td>
<td>9,800</td>
<td>21,800</td>
<td>33,800</td>
<td>45,800</td>
<td>57,800</td>
<td>69,800</td>
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<tr>
<td>TOTAL FLEET</td>
<td>21</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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</tr>
</tbody>
</table>

**USEFUL LIFE MET**

Fleet Replacement Comments

As of January 31, 2015 3

9/31/2015 6

9/31/2016 Dodge/Braun Vans

9/31/2022

9/31/2023

**REPLACEMENT COST**

Fixed Route $10,800,000

Paratransit $2,040,000

Total $12,840,000

---

As of Sept 31, 2016

The 4-Eldorado Buses will meet their 10 year life

Bus 1078 will meet its 12 year life

Bus 1083 will meet its 12 year life
Agenda Item: *Financial Statement*

Presenter: John Satchell

Recommended Action: None

Summary: Oral Presentation on FY15 Financial Statement for the month of January 2015.

Attachments: January FY 2015 Financial Statement
Lakeland Area Mass Transit District  
Monthly Financial Report  
Operating Budget. Budget to Actual  
For the Year-to-date January 31, 2015  
FY 2014-2015

### Year to Date January 31, 2015

<table>
<thead>
<tr>
<th>Description</th>
<th>% of FY Budget</th>
<th>Budget ($)</th>
<th>Actual ($)</th>
<th>% of FY</th>
<th>Annual + Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue YTD</td>
<td>33.3%</td>
<td>$3.5 Million</td>
<td>$4.6 Million</td>
<td>42%</td>
<td>$10.9 Million</td>
</tr>
<tr>
<td>Expenses YTD</td>
<td>33.3%</td>
<td>$3.6 Million</td>
<td>$3.8 Million</td>
<td>35%</td>
<td>$10.9 Million</td>
</tr>
</tbody>
</table>

**REVENUES:**

The total revenues realized year-to-date through January 31, 2015 totaled $4.6 million or 42% of the fiscal budget.

- Farebox revenues reflect 75% of budgeted revenues through January 31, 2015 (-25%). The revenues are lagging by 25% YTD, however ridership remains in line with that for last fiscal year to date.
- Winter Haven Contract Revenues reflect 103% of the YTD budgeted revenues.
- Ad Valorem taxes reflect $3.07 million 90% of the budgeted revenues of $3.4 million.

Property taxes become due and payable on November 1st, each year. Discounts for early payments are as follows:

- 4% discount is allowed if paid by November
- 3% discount is allowed if paid by December
- 2% discount is allowed if paid by January
- 1% discount is allowed if paid by February

Taxes become delinquent on April 1st of each year. The District normally receives 90% of property taxes by May of each year.

- Florida DOT operating grants will be billed quarterly effective fiscal year 2014-2015. The first billing will cover the quarter ending December 31, 2014. These grants are on a cash basis which mean the services must be provided before we receive grant assistance. The YTD revenues are $.5 million.
- FTA Section 5307 operating and capital grants budgeted at $2.6 million. This grant is also on a cash basis which means that the District must expend the funds before we seek grant reimbursement. Since most of the grant funding is used for operations and preventative maintenance the grant reimbursement is received at the end of the fiscal year after State funds are recognized.
- Other revenues are not significant and are on a cash basis which means these revenues are recognized when the cash is received and in line with the year-to-date budget.
Lakeland Area Mass Transit District
Monthly Financial Report
Operating Budget. Budget to Actual
For the Year-to-date January 31, 2015
FY 2014-2015

EXPENSES:
The total expenses year-to-date through January 31, 2015 totaled $3.4 million, 93% of the YTD expenses.

- Salaries and benefits represent 68% of the FY 2014-2015 budget. As of January 31, 2015 those expenses totaled $2.13 million or 86% of the YTD budget.
- Professional and Technical Services expensed totaled $72,000 or 63% of YTD budget; a favorable variance
- Other services expenses totaled $15,623 or 32% YTD budget
- Fuel expenses totaled $309,000 or 65% YTD budget due to declining fuel prices; a favorable variance
- Materials and supplies totaled $344,000 or 164% YTD budget (Over 64% due to increase use of parts and supplies). This compares to $214,000 for the same period prior year and represents a $130k increase.
- Office expenses totaled $17,900 due computer software purchased and office equipment.
- Property appraiser, Tax Collector Commission and CRA payments totaled $239,051 or 92% of the budget due to CRA payments made in total and the property appraiser fees.

Other remaining expenses are in line with the YTD budget through January 31, 2015

CHANGE IN FINANCIAL CONDITION
Based on the year-to-date budget-to-actual variances through January 31st the financials reflect favorable budget to actual performance. Fuel expenses are favorable but parts and supplies for repairing the fleet is significantly over budget.

RIDERSHIP
Ridership through December 31, 2014

<table>
<thead>
<tr>
<th></th>
<th>FY 2013</th>
<th></th>
<th>FY 2014</th>
<th></th>
<th>FY 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>LAMTD</td>
<td>WHAT</td>
<td>PARA</td>
<td>LAMTD</td>
<td>WHAT</td>
</tr>
<tr>
<td>OCT</td>
<td>107,786</td>
<td>24,783</td>
<td>8,729</td>
<td>OCT</td>
<td>114,557</td>
</tr>
<tr>
<td>NOV</td>
<td>100,764</td>
<td>19,964</td>
<td>7,337</td>
<td>NOV</td>
<td>91,529</td>
</tr>
<tr>
<td>DEC</td>
<td>100,424</td>
<td>19,753</td>
<td>7,006</td>
<td>DEC</td>
<td>100,346</td>
</tr>
</tbody>
</table>

<p>| | | | | | | | | |</p>
<table>
<thead>
<tr>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>OCM</td>
<td>308,974</td>
<td>64,500</td>
<td>23,072</td>
<td>306,432</td>
<td>85,213</td>
<td>21,533</td>
<td>306,915</td>
<td>87,671</td>
</tr>
</tbody>
</table>

For the period ending December 31, 2014, total ridership remained constant with the same period last year (FY 2015 ridership was 412,990 vs. 413,178 FY 2014)

*In FY 2015 the State of Florida privatized Medicaid public transportation which is scheduled to begin the end of February 2015.
## Lakeland Area Mass Transit District
### Monthly Financial Report
#### Operating Budget. Budget to Actual
For the Year-to-date January 31, 2015
FY 2014-2015

### STATISTICAL TRENDS LAST THREE YEARS AUDITED FINANCIAL STATEMENTS

<table>
<thead>
<tr>
<th></th>
<th>9/30/2013</th>
<th>9/30/2012</th>
<th>9/30/2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Farebox Recovery Ratio (All modes)</td>
<td>24.53%</td>
<td>23.02%</td>
<td>20.03%</td>
</tr>
<tr>
<td>2. Cost per revenue hour</td>
<td>$83.84</td>
<td>$83.62</td>
<td>$91.26</td>
</tr>
<tr>
<td>3. Revenue Hours</td>
<td>116,422</td>
<td>112,539</td>
<td>115,679</td>
</tr>
<tr>
<td>4. Fuel Cost ($)</td>
<td>$1,367,289</td>
<td>$1,317,442</td>
<td>$1,349,788</td>
</tr>
<tr>
<td>5. Ridership</td>
<td>1,638,470</td>
<td>1,452,161</td>
<td>1,768,087</td>
</tr>
</tbody>
</table>
**Lakeland Area Mass Transit District**

**Monthly Financial Statement**

**Month of January 2015**

<table>
<thead>
<tr>
<th>REVENUES</th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>$'s</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Farebox/Pass Sales</td>
<td>$84,142</td>
<td>$114,643</td>
<td>(30,501)</td>
<td>-27%</td>
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</tr>
<tr>
<td>Monthly billing for WH service</td>
<td>$268,661</td>
<td>$90,298</td>
<td>178,362</td>
<td>196%</td>
<td></td>
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<tr>
<td>Contract Income (UAP)</td>
<td>$20,307</td>
<td>$9,167</td>
<td>11,140</td>
<td>122%</td>
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</tr>
<tr>
<td>Miscellaneous Income</td>
<td>$963</td>
<td>$833</td>
<td>130</td>
<td>16%</td>
<td></td>
</tr>
<tr>
<td>Advertising Revenues</td>
<td>$6,877</td>
<td>$7,167</td>
<td>(290)</td>
<td>-4%</td>
<td></td>
</tr>
<tr>
<td>Ad Valorem Income, net</td>
<td>$205,113</td>
<td>$284,234</td>
<td>(79,121)</td>
<td>-36%</td>
<td></td>
</tr>
<tr>
<td>FDOT Operating Grant</td>
<td>$527,307</td>
<td>$142,567</td>
<td>384,740</td>
<td>270%</td>
<td></td>
</tr>
<tr>
<td>Federal Operating Grant</td>
<td>$212,804</td>
<td>(212,804)</td>
<td>-100%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Charitable Contributions</td>
<td>$0</td>
<td>-</td>
<td>0</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>Cost Recovery</td>
<td>$16,961</td>
<td>-</td>
<td>16,961</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>Operating Assistance:</td>
<td>$14,150</td>
<td>$12,500</td>
<td>1,650</td>
<td>13%</td>
<td></td>
</tr>
</tbody>
</table>

**Reserve**

| TOTAL REVENUES            | $1,144,699   | $874,380    | 270,319   | 31%  |     |

<table>
<thead>
<tr>
<th>ELIGIBLE EXPENSES:</th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>$'s</th>
<th>%</th>
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</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$433,379</td>
<td>$334,575</td>
<td>98,804</td>
<td>29%</td>
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<tr>
<td>Employee Benefits</td>
<td>$142,208</td>
<td>$172,843</td>
<td>(30,635)</td>
<td>-18%</td>
<td></td>
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<tr>
<td>Advertising Fees - Admin</td>
<td>$-</td>
<td>$330</td>
<td>(330)</td>
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<tr>
<td>Professional &amp; Technical Serv.</td>
<td>$28,108</td>
<td>$28,751</td>
<td>(643)</td>
<td>-2%</td>
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<tr>
<td>Contract Maintenance Service</td>
<td>$6,363</td>
<td>$7,733</td>
<td>(1,370)</td>
<td>-18%</td>
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<tr>
<td>Other Services</td>
<td>$3,177</td>
<td>$12,379</td>
<td>(9,202)</td>
<td>-74%</td>
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<tr>
<td>Fuel &amp; Lubricants (net)</td>
<td>$40,695</td>
<td>$119,917</td>
<td>(79,222)</td>
<td>-66%</td>
<td></td>
</tr>
<tr>
<td>Freight</td>
<td>$-</td>
<td>$208</td>
<td>(208)</td>
<td>-100%</td>
<td></td>
</tr>
<tr>
<td>Repair &amp; Maintenance Admin Bldg</td>
<td>$199</td>
<td>$333</td>
<td>(134)</td>
<td>-40%</td>
<td></td>
</tr>
<tr>
<td>Repair &amp; Maintenance Terminal</td>
<td>-</td>
<td>$150</td>
<td>(150)</td>
<td>-100%</td>
<td></td>
</tr>
<tr>
<td>Materials &amp; Supplies</td>
<td>$106,129</td>
<td>$52,545</td>
<td>53,585</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>Utilities/Telephone - Admin</td>
<td>$6,429</td>
<td>$9,142</td>
<td>(2,713)</td>
<td>-30%</td>
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<tr>
<td>Physical Damage Insurance</td>
<td>$1,866</td>
<td>$2,154</td>
<td>(289)</td>
<td>-13%</td>
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<tr>
<td>Liab &amp; Prop Damage Insurance</td>
<td>$17,606</td>
<td>$20,768</td>
<td>(3,163)</td>
<td>-15%</td>
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</tr>
<tr>
<td>Other Corporate Insurance</td>
<td>$-</td>
<td>$57</td>
<td>(57)</td>
<td>-100%</td>
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</tr>
<tr>
<td>Vehicle Licensing</td>
<td>$-</td>
<td>$-</td>
<td>-</td>
<td>0%</td>
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<tr>
<td>Dues &amp; Subscriptions</td>
<td>$5,000</td>
<td>$1,579</td>
<td>3,421</td>
<td>217%</td>
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<tr>
<td>Education/Training/Meeting/Travel</td>
<td>(38)</td>
<td>$3,820</td>
<td>(3,857)</td>
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<tr>
<td>Service Charges</td>
<td>$1,294</td>
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<td>Office Expense</td>
<td>$1,342</td>
<td>$1,637</td>
<td>(296)</td>
<td>-18%</td>
<td></td>
</tr>
<tr>
<td>Advertising &amp; Promotion</td>
<td>$25,438</td>
<td>$1,667</td>
<td>23,772</td>
<td>1426%</td>
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<tr>
<td>Miscellaneous Expenses</td>
<td>$2,009</td>
<td>$7,210</td>
<td>(5,200)</td>
<td>-72%</td>
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<tr>
<td>Property Appraiser/Tax Collector Comm</td>
<td>$20,683</td>
<td>$21,583</td>
<td>(900)</td>
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<tr>
<td>PTA/Winter Haven Billable Expenses</td>
<td>$2,327</td>
<td>-</td>
<td>2,327</td>
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</tbody>
</table>

**TOTAL ELIGIBLE EXPENSES:**

| $846,216                   | $910,310     | $64,094     | -7%    |      |

<table>
<thead>
<tr>
<th>NET REVENUES OVER</th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>$'s</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>(UNDER) EXPENSES</td>
<td>$298,483</td>
<td>(35,930)</td>
<td>334,413</td>
<td>-93%</td>
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<table>
<thead>
<tr>
<th>Month to date</th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>$'s</th>
<th>%</th>
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<tbody>
<tr>
<td>Budget</td>
<td>$344,843</td>
<td>$458,573</td>
<td>(113,730)</td>
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<tr>
<td>Advertising Revenues</td>
<td>$371,781</td>
<td>$361,193</td>
<td>10,588</td>
<td>3%</td>
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<tr>
<td>Contract Income (UAP)</td>
<td>$20,307</td>
<td>$36,667</td>
<td>16,917</td>
<td>134%</td>
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<tr>
<td>Miscellaneous Income</td>
<td>$963</td>
<td>$3,333</td>
<td>(202)</td>
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<td>Advertising Revenues</td>
<td>$6,877</td>
<td>$26,667</td>
<td>(18,830)</td>
<td>-70%</td>
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<tr>
<td>Ad Valorem Income, net</td>
<td>$205,113</td>
<td>$1,136,937</td>
<td>1,933,489</td>
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<tr>
<td>FDOT Operating Grant</td>
<td>$527,307</td>
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<td>(42,960)</td>
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<tr>
<td>Federal Operating Grant</td>
<td>$212,804</td>
<td>$212,804</td>
<td>-100%</td>
<td></td>
<td></td>
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<tr>
<td>Charitable Contributions</td>
<td>$0</td>
<td>-</td>
<td>0</td>
<td>0%</td>
<td></td>
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<tr>
<td>Cost Recovery</td>
<td>$16,961</td>
<td>-</td>
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<tr>
<td>Operating Assistance:</td>
<td>$14,150</td>
<td>$12,500</td>
<td>1,650</td>
<td>13%</td>
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</table>

**Reserve**

| TOTAL ELIGIBLE EXPENSES:  | $3,378,707   | $3,641,240  | (262,533) | -7%  |     |

| NET REVENUES OVER         | $1,216,799   | $1,437,720  | 136,519   | -94% |     |

**Approved Annual Budget**

| $1,375,720                 | $1,083,580   | $110,000    | $10,000  | $60,000 |      |

| $3,410,810                 | $2,170,800   | $2,553,650  |      |      |      |

| $431,160                   |      |      |      |      |      |

| $10,923,720                | $5,334,240  | $2,074,120  |      |      |      |

| $18,950                    |      |      |      |      |      |

| $45,835                    |      |      |      |      |      |

| $20,000                    |      |      |      |      |      |

| $86,514                    |      |      |      |      |      |

| $259,000                   |      |      |      |      |      |
Agenda Item: Legal Matters
  • Polk Healthcare UAP Extension

Presenter: Darby Law Group

Recommended Action: Approval

Summary: Oral Presentation

Attachments: None
Agenda Item: System Safety Program Plan

Presenter: Dean Kirkland-McMillan


Summary: Annually, the District is required to update the System Safety Program Plan (SSPP). The 2015 update describes the functions and responsibilities required to implement and maintain a high level of safety at the Citrus Connection. The SSPP provides a means for improving communications, documentation, and coordination within the entire system. It contributes to employees’ safety knowledge in order to reduce injuries, property damage, and delays in service. The SSPP applies to all areas of the transit system, including: facility design; administration; equipment procurement; operations; and maintenance.

Attachments: 2015 System Safety Program Plan
### SSPP Document Activity Log

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Concerned Person (Signature)</th>
<th>Remarks</th>
</tr>
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<td>Board approval</td>
<td>Dean Kirkland-McMillan</td>
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<tr>
<td>2/13/2013</td>
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<td>2/11/2015</td>
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SSPP Document Activity Log  
(Continued)

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</tbody>
</table>
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- Appendix C: Communications policy
- Appendix D: System Security Plan- necessary viewers only
1.0 Certification

BUS TRANSIT SYSTEM

ANNUAL SAFETY CERTIFICATION AND ADOPTION

Date: ________________________________
Name: Lakeland Area mass Transit District
d.b.a Citrus Connection
Address: 1212 George Jenkins Blvd.
Lakeland, Florida 33815

In accordance with Florida Statute 341.061, the bus system named above hereby adopts and certifies to the following:

1. The adoption of a System Safety Program Plan in accordance, at a minimum, with the established Florida Department Of Transportation safety standards set forth in Rule 14-90, Florida Administrative Code, for calendar year 2015.

2. Compliance with adopted standards of the System Safety Program Plan (SSPP), for calendar year 2014.

3. Performance of safety inspections on all buses operated in accordance with Rule 14-90.009, for calendar year 2014.

Signature: _________________________________________________________

Name: Commissioner Don Selvage
Title: Chairman of the Board of Directors, Lakeland Area Mass Transit District

Signature: _________________________________________________________

Name: Tom Phillips
Title: Executive Director, Lakeland Area Mass Transit District
2.0 Management Safety Commitment and Policy Statement

14-90.004 (1) Each bus transit system shall develop and adopt an SSPP that complies with or exceeds the established safety standards set forth in this rule chapter.

transportation services to the patrons. This policy statement serves to express management’s commitment to and involvement in providing and maintaining a safe and secure transit system.

Section 341.041, Florida Statutes (F.S.); Section 334.044(2), F.S.; and Section 341.061(2)(a), F.S., requires the establishment of minimum equipment and operational safety standards for all governmentally owned bus transit systems; privately owned or operated bus transit systems operating in this state which are financed wholly or partly by state funds; all bus transit systems created pursuant to Chapter 427, F.S.; and all privately owned or operated bus transit systems under contract with any of the aforementioned systems. Safety standards for bus transit systems are provided by Rule Chapter 14-90, Florida Administrative Code (F.A.C.), hereinafter referred to as Rule 14-90. Bus transit systems are required to develop, adopt, and comply with a System Safety Program Plan (SSPP), which meets or exceeds, the established safety standards set forth in Rule 14-90.

In the interest of safety and security, and in order to comply with the statutory requirements, Lakeland Area Mass Transit District. has developed and adopted this System Safety Program Plan (SSPP) that complies with established safety standards set forth in Rule 14-90. The SSPP is intended to document all policies, functions, responsibilities, etc. of the agency necessary to achieve a high degree of system safety and applies to all areas of the transportation system, including procurement, administration, operations, maintenance, etc.

Lakeland Area Mass Transit District. management is responsible for maintaining a coordinated safety system in order to identify and prevent unsafe acts and conditions that present a potential danger or threat to public safety. Management has responsibility for maintaining and implementing the SSPP and complying with the policies, procedures, and standards included in this document. All departments, personnel, and contract service operators are charged with the responsibility of adhering to this SSPP. Any violation of safety and security practices is subject to appropriate administrative action. Management is ultimately responsible for enforcing the SSPP and maintaining a safe and secure system.
3.0 System Safety Goals and SSPP

Lakeland Area Mass Transit District has established the following goals for the system safety program:

- Achieve a high standard of system safety in all areas of the transportation system
- Develop and implement a comprehensive, systematic, and coordinated program to identify, assess, and control all safety hazards
- Develop and maintain a high level of safety awareness among all employees through pre-employment screening and systematic training and testing programs
- Establish safety standards for contract service operators and ensure compliance
- Ensure that system safety is integrated with daily operations through operational standards and procedures, vehicle maintenance, inspections, record keeping, audits, quality assurance and quality control
- Ensure that all vehicles and equipment operated by the agency meet established safety standards
- Maintain a formal process for event investigation, emergency preparedness and response, and handling security threats
- Ensure a drug free workplace
- Comply with all regulatory requirements.

The purpose of this SSPP document is to:

- Establish and document system safety policies and procedures in compliance with Rule 14-90
- Establish a coordinated and documented process to implement the SSPP during the operations of the system in order to achieve system safety goals
- Identify and delegate safety functions and responsibilities to units and personnel within the organization and contract service operators
- Facilitate internal and external safety audits to identify, track, and resolve safety program deficiencies.

In accordance with Rule 14-90 (included in Appendix A), the SSPP addresses the following safety elements and requirements:

- Safety policies and responsibilities
- Vehicle and equipment standards and procurement criteria
- Operational standards and procedures
- Bus driver and employee selection
- Driving requirements
LAMTD System Safety Program Plan (SSPP)

- Bus driver and employee training
- Vehicle maintenance
- Investigations of events
- Hazard identification and resolution
- Equipment for transporting wheelchairs
- Safety data acquisition and analysis
- Wireless communication plan and procedure

3.1 SSPP Control and Update Procedures

According to 14-90.010, each bus transit system shall annually submit a safety and security certification to the Department. One of the requirements that the certification shall attest is that the SSPP has been reviewed to ensure that the document is up to date.

All proposed changes will be documented by the management as proposed SSPP addendums and distributed to all affected parties including employees. All parties must comment within one week of the issuance of the proposed changes unless otherwise specified. Following the approval of any modifications to the SSPP by the Executive Director the management staff will distribute the SSPP addendum to all affected parties, with a cover memo highlighting the changes. All parties receiving the updates are required to sign for its receipt and acknowledge their responsibility in implementing the changes. Management will document and retain the proof of SSPP receipt by all employees during initial hire and subsequent updates. Agency’s governing board will adopt the SSPP annually a copy of the adopted SSPP will be distributed to all employees. A copy of the adopted SSPP will also be forwarded to the FDOT District Office. Document reviews of the SSPP by the local agency, any subsequent updates, addendums, adoption, and distribution activities will be documented in the SSPP Document Activity Log included in this document.
4.0 Security Program Plan (SSP)

14-90.004(2) Each bus transit system shall develop and adopt an SPP that meets or exceeds the security requirements set forth in this rule chapter. The SPP shall be adopted separately from the SSPP.

In accordance with Rule 14-90, Lakeland Area Mass Transit District has adopted, and implemented a Security program Plan (SSP), which covers the security portion of the system safety program. The SSP contains information about prevention, mitigation, preparedness, response, recovery, and associated organizational responsibilities.

The SPP addresses the following hazard and security elements and requirements:

- Security policies, goals, and objectives
- Organization, roles, and responsibilities
- Emergency management processes and procedures for mitigation, preparedness, response, and recovery
- Procedures for investigation of events described under subsection 14-90.004(5), F.A.C.
- Procedures for the establishment of interfaces with emergency response organizations
- Procedures for interagency coordination with local law enforcement jurisdictions
- Requirements for private contract transit providers that engage in continuous or recurring transportation services for compensation as a result of a contractual agreement with the bus transit system.
- Procedures for SPP maintenance and distribution.

The SPP has been adopted separately from the SSPP. Bus transit systems are prohibited by Section 119.071(3) (2), Florida Statutes, from publicly disclosing the SPP, as applicable under any circumstance. The document is maintained in a secure location by the management and access to the document is restricted to select agency personnel and appropriate FDOT personnel exercising oversight in this area. On-site access to the SPP is granted to regulatory authorities (FDOT, FTA, etc.) on as-needed basis.

Select portions of the SPP may be shared with employees depending on their job responsibilities.
5.0 System Description

History:
On December 2, 1982 the first district operated bus pulled out of the downtown Lakeland Area Mass Transit District (Citrus Connection) depot. Today’s fleet of 38 buses and 15 Handy buses cover more than 7,500 miles daily. Lakeland Area Mass Transit District(LAMTD) picks up and delivers approximately 5,000 people to work, play, school and other destinations every day. It provides specialized transportation for citizens who are unable to use regular service.

The service boundaries have expanded six times and grown to numerous routes serving from Duff Road in North Lakeland to Bradley junction on the Southside and to Clark Road on the Westside to John Carroll Road on the eastside. In 2011 we had a major route restricting with service cuts, presently we operate 13 fixed routes in the district. Para transit service was started with one Handy Bus in 1985 to provide door-to-door service to persons with disabilities that prevent them from using the fixed route buses; there are now 11 Para transit (Handy Bus) routes. Additionally the Lakeland Area Mass Transit District serves as a contractor to operate services in Winter Haven area and express service to Bartow; currently we operated 5 contracted routes for the Winter Haven Area Transit. LAMTD has 138 employees who assist with all the functions of operating LAMTD also has a fleet of 36 fixed route and 17 Para transit buses and 2 flex route buses for a total fleet of 54 buses, provide bus and facilities maintenance, and accomplish administrative support functions.

LAMTD provides approximately 1,104,646 fixed routes and 106,000 Para transit (Handy Bus) rides annually and the demand is for even more fixed route bus service. The history of public transportation in the Lakeland area over the past 30 years has been a constant stretch to meet the needs of the community.

Lakeland Area Mass Transit is governed by a Board of Directors. This Board of Directors is currently made up of two active County Commissioners and three City of Lakeland Commissioners. The Board governs all financial and legal oversight of the Transit District.

LAMTD has helped to make the Lakeland area a more livable community while cutting back our reliance on foreign oil and minimizing the stress associated with commuting.

Our Mission
We strive to be a superior provider of transportation services that contribute to the economic growth and quality of life for the communities we serve.
Our Vision
Effectively connecting people with their world through expanded, environmentally friendly service with full support of the communities we serve.

Services Provided and Jurisdiction:
We provide non-emergency transportation (NET) services for state and federal programs, consistent with the requirements of various FDOT and FTA grant requirements.

System Profile (As of 11/7/2011):

Total Number of drivers: 77
Full-time: 60
Part-time: 17
Volunteers: 0
Number of operational buses: 55

Buses W/C accessible 62
Number of Type I buses (>22’ length): 36
Type II buses (<22’ length): 19

Dispatch Location(s): 1212 George Jenkins blvd.

Maintenance Locations: 1212 George Jenkins Blvd, Lakeland, Fl. 33815

Community Transportation Coordinator (CTC): Yes ___ No ___ X___
CTC Operator: Yes X No
CTC Name: Polk County Transit Services

Providers and Contacts

5.1 N/A
6.0 Organization Structure and System Safety Responsibilities

Management has the overall responsibility of safe and secure operations of Lakeland Area Mass Transit District and contract service operators. Each employee is required to carry out specific system safety responsibilities, depending on his/her position, in compliance with the SSPP. The organization information provided below describes each position and the reporting structure; the table in the following page shows system safety responsibilities of each position.

6.1 Lakeland Area Mass Transit District- Organization Chart

To be inserted later
## Lakeland Area Mass Transit District System Safety Responsibilities by Position

<table>
<thead>
<tr>
<th>System Safety Task</th>
<th>Frequency</th>
<th>Management Responsibility by Position</th>
<th>Staff Responsibility by Position</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Exec. Dir</td>
<td>HR DIR</td>
</tr>
<tr>
<td>Oversee and assure SSPP and HSP/SPP compliance</td>
<td>Daily</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Random inspections of Departments for safety compliance (pre-trip inspections, driver files, maintenance records, etc.)</td>
<td>Annually/ As needed</td>
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</tr>
<tr>
<td>SSPP and HSP/SPP review, maintenance, and distribution</td>
<td>Annual/ As needed</td>
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<td></td>
</tr>
<tr>
<td>Intra-agency coordination and safety meetings</td>
<td>Annually</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Inter-agency coordination (FDOT, law enforcement, emergency response organizations, etc.)</td>
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<td>X</td>
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<tr>
<td>Facility inspection</td>
<td>Semi annually</td>
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<td>Employee safety training and testing and record keeping</td>
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<tr>
<td>Drug free workplace policy</td>
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<td>Driver license validity check and record maintenance</td>
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<tr>
<td>Administrative/Human Resource</td>
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<tr>
<td>Safety and security data acquisition and analysis</td>
<td>On an ongoing basis</td>
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<td>X</td>
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<td>Medical examination of drivers and record keeping</td>
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<td>Activity</td>
<td>Frequency</td>
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<tr>
<td>Pre-trip inspections and record keeping</td>
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<td></td>
</tr>
<tr>
<td>Vehicle maintenance and record keeping</td>
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<td></td>
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<tr>
<td>Annual safety inspections and record keeping</td>
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<td>Event investigation and record keeping</td>
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<tr>
<td>Investigate safety complaints</td>
<td>As needed</td>
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<td>X</td>
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<tr>
<td>Pre-employment screening</td>
<td>Initial hire</td>
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<td></td>
</tr>
<tr>
<td>Employee time recording and maintenance</td>
<td>Daily</td>
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<tr>
<td>Internal safety audits</td>
<td>Annual/As needed</td>
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<td>Facilitate external safety audits</td>
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<td>Records maintenance, retention, and distribution</td>
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<td>Hazard identification and resolution</td>
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<td>Self-certification of safety compliance</td>
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6.3 System Safety Responsibilities of Contract Service Operator(s)

Lakeland Area Mass Transit District has no contract service providers
7.0 Qualification and Selection of Drivers

14-90.004(3) requires bus transit systems establish criteria and procedures for the selection, qualification, and training of all drivers. The criteria shall include the following:

(a) Driver qualifications and background checks meeting minimum hiring standards.
(b) Driving and criminal background checks for all new drivers.
(c) Verification and documentation of valid driver licenses for all employees who drive buses.
(d) Training and testing to demonstrate and ensure adequate skills and capabilities to safely operate each type of bus or bus combination before driving on a street or highway unsupervised.
(e) Bus transit systems shall provide written operational and safety procedures to all bus drivers before driving on streets or highways unsupervised.
(f) The provisions in paragraphs (d) and (e), above, shall not apply to personnel licensed and authorized by the bus transit system to drive, move, or road test a bus in order to perform repairs or maintenance services when it has been determined that such temporary operation does not create unsafe operating conditions or create a hazard to public safety.
(g) Bus transit systems shall maintain the following records for at least four years:
   1. Records of bus driver background checks and qualifications.
   2. Detailed descriptions of training administered and completed by each bus driver.
   3. A record of each bus driver’s duty status which shall include total days worked, on-duty hours, driving hours, and time of reporting on and off duty each day.
(h) Each bus transit system shall establish a drug-free workplace policy statement in accordance with 49 C.F.R. Part 32 and a substance abuse management and testing program in accordance with 49 C.F.R. Parts 40 and 655, October 1, 2009, hereby incorporated by reference.

Lakeland Area Mass Transit District management is responsible for ensuring that the following minimum standards are met when hiring new drivers.

- Must possess a valid Florida driving license of appropriate class.
- Criminal background check (with local law enforcement and the Florida Department of Law Enforcement) and driving records check including, but not limited to, the following items:
  - Driving records
  - Instant Social Security Number validations
  - Instant identification of applicant's county of residence for the past seven years
  - County felony criminal history checks for up to three counties per applicant and other criminal records checks
  - Employment reference checks
  - Personal reference check
  - Workers' Compensation claims

- Complete employment application.
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- Successful completion of pre-employment physical including an eye examination and drug screening test.
- Signed acknowledgement of receipt and agreement to comply with drug-free workplace policy.
- Signed acknowledgment of receipt and agreement to comply with SSPP.
- Successful completion of required orientation, training and testing to demonstrate and ensure adequate skills and capabilities to safely operate each type of bus or bus combination before driving on a street or highway unsupervised.
- Signed acknowledgment of receipt and compliance with the following written operational and safety procedures before driving on a street or highway unsupervised:
  - Communication and handling of unsafe conditions, security threats, and emergencies.
  - Familiarization and operation of safety and emergency equipment, wheelchair lift equipment, and restraining devices.
  - Application and compliance with all applicable federal and state laws, rules and regulations.
  - Communications- Cellular and electronic devices policy
  - Drug free workplace Policy

- Drivers are required to write and submit a daily bus inspection report pursuant to Rule 14-90.006, F.A.C.
- Personnel licensed and authorized by the bus transit system to drive, move, or road test a bus in order to perform repairs or maintenance services when it has been determined that such temporary operation does not create unsafe operating conditions or create a hazard to public safety are not bound to the following two provisions:
  - Training and testing to demonstrate and ensure adequate skills and capabilities to safely operate each type of bus or bus combination before driving on a street or highway unsupervised.
  - Bus transit systems shall provide written operational and safety procedures to all bus drivers before driving on streets or highways unsupervised.

Noncompliance with any regulatory or agency specific requirement may result in an employee administrative action up to and including termination of employment. It is the policy of Lakeland Area Mass Transit District to screen applicants to eliminate those that pose a safety or security threat to the agency or who would not be capable of carrying out agency safety and security policies.
8.0 Driver Safety Training and Testing

14-90.004(3) establishes driver training and testing requirements to demonstrate and ensure adequate skills and capabilities to safely operate each type of bus or bus combination before driving on a street or highway unsupervised.

All employees and drivers of Lakeland Area Mass Transit District are required to complete all training and testing requirements to demonstrate and ensure adequate skills and capabilities to safely operate each type of bus or bus combination before driving on a street or highway unsupervised. A Certified Trainer is responsible for conducting and documenting all training and testing activities utilizing a certification process. Noncompliance with any regulatory or agency specific guideline or requirement may result in suspension or termination of employment. This section of the SSPP discusses the training and testing programs to be administered by Human resources or the Training Department.

8.1 Initial Driver Training and Testing

Upon hire and prior to being placed into road service, all drivers are required to complete training and testing in the following areas:

1. Bus transit system safety and operational policies and procedures.
2. Operational bus and equipment inspections.
4. Radio procedures.
5. Basic operations and maneuvering.
7. Operation of wheelchair lift and other special equipment.
8. Defensive driving.
12. Driving conditions.
13. Use of electronic devices, consistent with LAMTD Electronic Device Policy.
15. Substance abuse policy.

In addition, new drivers are required to successfully undergo a road test with an experienced driver. A new-hire check-off list must be completed to ensure the employee has received all required Rule 14-90, FAC (and those identified in this SSPP) training and information before
After successful completion of each training and testing module, LAMTD is required to document the satisfactory completion of each of their employee’s training and maintain the training records. Certificates of completion issued are be maintained in the driver files for a minimum of 4 years.

All newly hired employees are also provided instructional training in the following areas:

- General rules: General rules of the agency including employee conduct codes.
- Customer service: Covers expectations of employees when dealing with the public; includes instruction on how and to whom to report security incidents, and types of individuals or situations to be aware of and report.
- Fare handling: Covers fare collection procedures and provides instruction in dealing with fare disputes, conflict resolution, and notification of security personnel.
- Radio procedures: Provides instruction on radio procedure for both routine and emergency radio traffic. Includes instruction on reporting crimes, suspicious acts, and potentially hazardous situations.

LAMTD has developed and maintains an Operator Development Training Program that may be used for new hire training and testing of employees. This manual provides extensive coverage of all areas noted above.

8.2 On-Going/Refresher Training and Testing

On-going/refresher training and testing sessions will be conducted a minimum of every two years. The drivers are required to attend training and testing in all areas specified by Rule 14-90, at least once every two years. All training and testing activities are to be recorded and retained in files for a minimum of four years.

8.3 Remedial Training and Testing

Lakeland Area Mass Transit District requires remedial training for drivers who have been involved in a Preventable accident or have developed unsafe driving behaviour or other driving problems. Other causes for remedial training may include persistent customer complaints, supervisor recommendations, or a result of ongoing evaluations. Depending on the circumstances, trained personnel will determine the appropriate remedial training and testing, the results of which will also be documented and retained in files.

8.4 NIMS Training

The National Incident Management System (NIMS) provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents (http://www.fema.gov/emergency/nims/). The NIMS system requires that transit agencies comply with a number of specific activities to ensure personnel who will be conducting activities in response to emergencies use the standard Incident Command System (ICS).

Lakeland Area Mass Transit District SPP requires that management staff take available NIMS training to understand this requirement and to coordinate regularly with outside organizations to prepare for coordinated responses to incidents.
LAMTD is responsible for implementing a record management program that includes maintenance, retention, distribution, and safe disposal of all safety and security records of the agency in compliance with state and federal regulations.

LAMTD annually reviews and updates the SSPP and SPP as needed, to ensure compliance with Rule 14-90, FAC. Revisions and updates will be communicated with employees, contractors, and regulatory agencies as they occur or as deemed necessary by the management, depending on the nature of the revision or update. The SPP is considered a confidential document and will be retained in a secure location by management.

Lakeland Area Mass Transit District will ensure the maintenance and retention of the following records for at least four years:

- Records of bus driver background checks and qualifications.
- Detailed descriptions of training administered and completed by each bus driver.
- A record of each bus driver’s duty status which will include total days worked, on-duty hours, driving hours, and time of reporting on and off duty each day.
- Records of preventive maintenance, regular maintenance, inspections, lubrication, and repairs performed for each bus.
- Records of annual safety inspections and documentation of any required corrective actions.
- Completed and signed Medical Examination Certificate (FDOT Form 725-030-11) confirming that biennial medical examinations have been conducted for each driver.

In addition, LAMTD will retain records of daily bus inspections and any corrective action documentation for a minimum of two weeks.
10.0 Drug and Alcohol Program

According to 14-90.004, each bus transit system shall establish a drug-free workplace policy statement in accordance with 49 C.F.R. Part 32 and a substance abuse management and testing program in accordance with 49 C.F.R. Parts 40 and 655, October 1, 2009.

Lakeland Area Mass Transit District has established a Zero Tolerance Substance Abuse Policy Statement in accordance with 49 C.F.R. Part 32 and a substance abuse management and testing program in accordance with 49 C.F.R. Parts 40 and 655, October 2009, a copy of which is included in Appendix A. Anyone in violation of this substance abuse policy is subject to termination.
11.0 Vehicle Maintenance Program

14-90.004 (4) Bus transit systems shall establish a maintenance plan and procedures for preventative and routine maintenance for all buses operated. The maintenance plan and procedures shall assure that:

(a) All buses operated, and all parts and accessories on such buses, including those specified in Rule 14-90.007, F.A.C., and any additional parts and accessories which may affect safety of operation, including frame and frame assemblies, suspension systems, axles and attaching parts, wheels and rims, and steering systems, are regularly and systematically inspected, maintained, and lubricated to standards that meet or exceed the bus manufacturer’s recommendations and requirements.

(b) A recording and tracking system is established for the types of inspections, maintenance, and lubrication intervals documenting the date or mileage when these services are due. Required maintenance inspections shall be more comprehensive than daily inspections performed by the driver.

(c) Proper preventive maintenance is performed when a bus is assigned away from the system’s regular maintenance facility or when maintenance services are performed under contract.

(d) Records are maintained and provide written documentation of preventive maintenance, regular maintenance, inspections, lubrication, and repairs performed for each bus under their control. Such records shall be maintained by the bus transit system for at least four years and, at a minimum, provide the following information:

1. Identification of the bus, the make, model, and license number, or other means of positive identification and ownership.
2. Date, mileage, description, and each type of inspection, maintenance, lubrication, or repair performed.
3. If not owned by the bus transit system, the name of any person furnishing a bus.
4. The name and address of any entity or contractor performing an inspection, maintenance, lubrication, or repair.

LAMTD provides a maintenance plan, LAMTD ensure that the maintenance programs is consistent with Section 14-90.004(3)(h). LAMTD vehicle maintenance program ensures that all buses operated, and all parts and accessories on such buses, including those specified in Section 14-90.007, FAC, and any additional parts and accessories which may affect safety of operation, including frame and frame assemblies, suspension systems, axles and attaching parts, wheels and rims, and steering systems, are regularly and systematically inspected, maintained, and lubricated to standards that meet or exceed the bus manufacturer’s recommendations and requirements. LAMTD is responsible for ensuring that the Maintenance Plan implemented and that all vehicles operated are regularly and systematically inspected, maintained, and lubricated according to the agency’s Maintenance Plan and Preventative Maintenance Guidelines (included in Appendix B and Appendix C, respectively).
11.1 Pre trip/ Post trip

System drivers are required to perform daily vehicle inspections prior to operating the assigned vehicle, during routes, and after all route schedules are completed. The pre-trip inspection includes an inspection of the following parts and devices to ascertain that they are in safe condition and in good working order:

- Service brakes
- Parking brakes
- Tires and wheels
- Steering
- Horn
- Lighting devices
- Windshield wipers
- Rear vision mirrors
- Passenger doors
- Exhaust system
- Equipment for transporting wheelchairs
- Safety, security, and emergency equipment
- Working speedometer

During the scheduled trips and at the end of the day, the operator will note any additional findings and submit the daily vehicle inspection forms. The process and forms to be utilized for daily vehicle inspections is included in agency’s preventative maintenance guidelines. The daily vehicle inspection forms must be complete with the operator’s signature and a check in each box to document that the items are “OK” or a defect is noted in the comments section. If the driver finds any mechanical or other problems that could compromise the safety of the vehicle at any point, the drivers will immediately inform the Maintenance Department and the vehicle will not be scheduled for service until repaired. Failure to report deficiencies by drivers may result in an administrative action taken against the employee.

The Maintenance Department will review the daily inspections and document the corrective actions taken as a result of any deficiencies identified by the operator. Daily inspection records will be retained for a minimum of two weeks at the facility. Once defects are noted they will be prioritized and sorted into categories for repairs. Once a defect is noted on the inspection form and repaired, the documentation will be attached to the work/repair order and filed in the maintenance files.

11.2 Preventive Maintenance

A preventative maintenance schedule is implemented to inspect for safety hazards and to maintain vehicles in a manner conforming to safety regulations. Lakeland Area Mass Transit District will perform scheduled preventive maintenance on all vehicles at every 6,000-mile interval following the sequence “A”-“B”-“A”-“C”, according to the agency’s maintenance plan. As preventative maintenance inspections are scheduled by projected mileage, the agency will allow ±500 mile deviations in mileage interval, so long as the actual mileage interval meets the manufacturer’s recommended maintenance schedule. Inspection “A” will be performed every 6,000 miles, inspection “B” will be performed every 12,000 miles, and inspection “C” will be performed every 24,000 miles on each vehicle. Safety inspections are part of the maintenance inspections and will be performed at least once every year with inspection type “C” on each vehicle. When a vehicle is due for an inspection, it will be taken out of service until the inspection is completed. This allows a series of repairs to be carried out while minimizing costs and optimizing the number of operational vehicles. If a vehicle is “down” for an extended period of time due
to unavoidable circumstances, preventative maintenance will be temporarily suspended until the vehicle can be returned to service. However, the annual inspection will be conducted on all vehicles regardless of “up/down” status and/or mileage accrued.

Each vehicle will have a written record documenting preventive maintenance, regular maintenance, inspections, lubrication and repairs performed. Such records will be maintained for at least four years and include, at a minimum, the following information:

- Identification of the bus, the make, model, and license number or other means of positive identification and ownership
- Date, mileage, description, and each type of inspection, maintenance, lubrication, or repair performed
- If not owned by Lakeland Area Mass Transit District, the name of any person furnishing a bus
- The name and address of any entity or contractor performing an inspection, maintenance, lubrication, or repair

For tracking purposes, a maintenance log will be kept containing vehicle ID, make and type of vehicle, year, model, special equipment, inspections, maintenance and lubrication intervals, and date or mileage when services are due.
11.3 Bus Safety Inspections

Safety inspections are part of the maintenance inspections and are performed at least once every year on all buses. LAMTD Maintenance Supervisory personnel are responsible for ensuring that each individual performing a bus safety inspection is qualified as follows:

- Understands the requirements set forth in Rule 14-90, FAC and can identify defective components.
- Is knowledgeable of and has mastered the methods, procedures, tools, and equipment used when performing an inspection.
- Has at least one year of training and/or experience as a mechanic or inspector in vehicle maintenance and has sufficient general knowledge of buses owned and operated by the bus transit system to recognize deficiencies or mechanical defects.

Each bus receiving a safety inspection shall be checked for compliance with the requirements for safety devices and equipment as referenced or specified by Rule 14-90. Specific operable equipment and devices as required by Rule 14-90, FAC include the following as applicable to Type I and II buses:

- Horn
- Windshield wipers
- Mirrors
- Wiring and batteries
- Service and parking brakes
- Warning devices
- Directional signals
- Hazard warning signals
- Lighting systems and signaling devices
- Handrails and stanchions
- Standee line and warning
- Doors and brake interlock devices
- Step-wells and flooring
- Emergency exits
- Tires and wheels
- Suspension system
- Steering system
- Exhaust system
- Seat belts
- Safety equipment
- Equipment for transporting wheelchairs
- Working speedometer
A safety inspection report will be prepared by the individual(s) performing the inspection and will include the following:

- Identification of the individual(s) performing the inspection
- Identification of the bus transit system operating the bus
- The date of the inspection
- Identification of the bus inspected
- Identification of the equipment and devices inspected including the identification of equipment and devices found deficient or defective
- Identification of corrective action(s) for any deficient or defective items found and date(s) of completion of corrective action(s)

Records of annual safety inspections and documentation of any required corrective actions will be retained for a minimum of four years for compliance review.
12.0 Safety Data Acquisition & Analysis

According to 14-90.004, the SSPP must address safety data acquisition and analysis as one of the safety elements.

Understanding safety data is an important step towards allocating important and scarce resources to implement safety program elements. Safety data relative to transit provider operations can be used to determine safety trends in system operation. The following data will be collected and retained by Lakeland Area Mass Transit District on an ongoing basis:

- Accident and incident data
- Maintenance data including daily vehicle inspection forms
- Passenger claims and complaints

The data will be analyzed by Lakeland Area Mass Transit District management both qualitatively and quantitatively for safety hazard identification, resolution and risk management purposes. The analysis results will be useful for identifying necessary actions to minimize safety risks. Analysis of safety data will also help improve system performance, not only in respect to safety, but also in overall delivery of service to the public.
13.0 Hazard Identification and Resolution

According to 14-90.004, the SSPP must address hazard identification and resolution as one of the safety elements.

Hazard management is a mechanism by which hazards are identified, evaluated for potential impact on the operating system, and resolved in a manner acceptable to the management and regulatory agencies. The Lakeland Area Mass Transit District’s hazard management consists of three primary components – hazard identification, hazard categorization, and hazard resolution.

13.1 Hazard Identification

By means of safety data acquisition and monitoring LAMTD is responsible for identifying any potential system hazards on an ongoing basis.

13.2 Hazard Categorization

Once the key system hazards have been identified, LAMTD will categorize the hazards based on severity and probability of occurrence.

13.3 Hazard Resolution

Once the hazards are identified and categorized, subsequent actions will be undertaken to resolve the issue and minimize risk associated with the identified hazard. LAMTD must eliminate all “unacceptable” hazards and take measures to minimize risk. The results of a hazard resolution process can be shared with agency staff and law enforcement agencies on an as needed basis for awareness and support.
14.0 Event Investigation

14-90.004 establishes the requirements for investigating events involving a bus or taking place on bus transit system controlled property resulting in a fatality, injury, or property damage.

For the purpose of this SSPP, events are considered accidents or incidents that involve a transit vehicle or take place on Lakeland Area Mass Transit District controlled property. An “accident” is defined as an occurrence associated with the operation of a vehicle or its components that the Operator had enough control of the vehicle to prevent occurrence.

Any event involving a bus or taking place on property controlled by a transit system and resulting in a fatality, injury, or property damage will be investigated by Lakeland Area Mass Transit District. All events included but not limited to the following, will be investigated:

- A fatality, where an individual is confirmed dead within 30 days of a bus transit system related event, excluding suicides and deaths from illnesses.
- Injuries requiring immediate medical attention away from the scene for two or more individuals.
- Property damage to bus transit system buses, non-bus transit system vehicles, other bus system property or facilities, or any other property. Lakeland Area Mass Transit District will have the discretion to investigate events resulting in property damage less than $1,000.
- Evacuation of a bus due to a life safety event where there is imminent danger to passengers on the bus, excluding evacuations due to operational issues.

In case of all events, drivers are required to contact dispatch, who will in turn contact all other necessary people (as required) immediately. Trained accident investigator will be sent to the scene depending on the severity of the event. Each investigation will be documented in a final report that includes a description of the investigation activities, identified causal factors, and any identified corrective action plan. Each corrective action plan will identify the action to be taken by the bus transit system and the schedule for its implementation. LAMTD will monitor and track the implementation of each corrective action plan. Investigation reports, corrective action plans, and related supporting documentation will be maintained by contractor for a minimum of four years from the date of completion of the investigation.
15.0 Medical Exams for Bus Transit System Drivers

This section of the SSPP establishes the medical examination qualification standards for use by LAMTD. LAMTD is adopting the FDOT medical examination qualification standards, consistent with Section 14-90.0041, FAC.

Medical examination requirements include a pre-employment examination for applicants, an examination at least once every two years for existing drivers, and a return to duty examination for any driver prior to returning to duty after having been off duty for 90 or more days due to an illness, medical condition, or injury.

- Medical examinations will be performed and recorded according to FDOT Form Number 725-030-11, Medical Examination Report for Bus Transit System Driver, Rev. 9/10, included in Appendix E.

- Medical examinations will be performed by a Doctor of Medicine or Osteopathy, Physician Assistant, or Advanced Registered Nurse Practitioner licensed or certified by the State of Florida. If medical examinations are performed by a Physician Assistant or Advanced Registered Nurse Practitioner, they must be performed under the supervision or review of a Doctor of Medicine or Osteopathy.

- An ophthalmologist or optometrist licensed by the State of Florida may perform as much of the medical examination as it pertains to visual acuity, field of vision, and color recognition.

- Upon completion of the medical examination, the examiner shall complete, sign, and date the medical examination form and maintain the original at his or her office.

- Upon completion of the medical examination, the examiner shall complete, sign, and date the medical examination certificate and provide a copy.

- Upon completion of the medical examination the driver shall provide their driver license number, signature, and date on the medical examination certificate.

- Completed and signed medical examination certificate for each bus driver, dated within the past 24 months, will be maintained on file for a minimum of four years from the date of the examination.

- LAMTD will not allow a driver to operate a transit bus without having on file a completed medical examination certificate dated within the past 24 months.
16.0 Operating and Driving Requirements

14-90.006 requires that bus transit systems establish operational and driving requirements. The 14-90 requirements relating to this section are noted below and presented as general text. The points noted below in black text are all requirements under 14-90. To avoid redundancy of re-stating the requirements twice, (both here in this header box and in the general text which would follow below), we are deferring to the general text below which accurately states the 14-90 requirements.

LAMTD is responsible for overall compliance with all operating and driving requirements of the SSPP.

It is the responsibility of LAMTD to ensure that employees who perform driving and/or operational duties strictly adhere to the following requirements:

- Under no circumstances is an employee allowed to operate a vehicle without having the appropriate and valid driver's license in his or her possession.

- Employees are not permitted to drive a bus when his or her driver license has been suspended, cancelled, or revoked. An Employee who receives a notice that his or her license to operate a motor vehicle has been suspended, cancelled, or revoked is required to notify his or her supervisor of the contents of the notice immediately, if possible, otherwise no later than the end of the business day following the day he or she received the notice. Violation of this policy may result in disciplinary actions including termination of employment.

- Lakeland Area Mass Transit District will annually check Motor Vehicle Records (MVR) for drivers for investigating information on license suspensions, revocations, accidents, traffic violations, unpaid summons, etc. Lakeland Area Mass Transit District. May also check driver license status of each driver utilizing the Florida Department of Highway Safety and Motor Vehicles website - https://www6.hsmv.state.fl.us/DLCheck/main.jsp.

- Buses must be operated at all times in compliance with applicable traffic regulations, ordinances, and laws of the jurisdiction in which they are being operated.

- Rule 14-90, FAC defines “On Duty” and “Off Duty” status of drivers as follows -
  - “On Duty” means the status of the driver from the time he or she begins work, or is required to be in readiness to work, until the time the driver is relieved from work and all responsibility for performing work. “On Duty” includes all time spent by the driver as follows:
    - (a) Waiting to be dispatched at bus transit system terminals, facilities, or other private or public property, unless the driver has been completely relieved from duty by the bus transit system.
    - (b) Inspecting, servicing, or conditioning any vehicle.
    - (c) Driving.
    - (d) Remaining in readiness to operate a vehicle (stand-by).
    - (e) Repairing, obtaining assistance, or remaining in attendance in or about a disabled vehicle.
“Off-Duty” means any time the driver is not on duty, required to be in readiness to work, or under any responsibility to perform work. Such time shall not be counted towards the maximum allowed on-duty hours within a 24-hour period.

- Drivers are not permitted to drive more than 12 hours in a 24-hour period, or drive after having been on duty for 16 hours in a 24-hour period. A driver is not permitted to drive until the requirement of a minimum eight consecutive hours of off-duty time has been fulfilled. A driver’s work period begins from the time he or she first reports for duty to his or her employer. A driver is permitted to exceed his or her regulated hours in order to reach a regularly established relief or dispatch point, provided the additional driving time does not exceed one hour.

- Drivers are not permitted to be on duty more than 72 hours in any period of seven consecutive days; however, any 24 consecutive hours of off duty time shall constitute the end of any such period of seven consecutive days. A driver who has reached the maximum 72 hours of on duty time during the seven consecutive days is required to have a minimum of 24 consecutive hours of off duty time prior to returning to on duty status.

- A driver is permitted to drive for more than the regulated hours for the safety and protection of the public when conditions such as adverse weather, disaster, security threat, a road or traffic condition, medical emergency, or an accident occur.

- Drivers are not permitted to drive a bus when his or her ability is impaired, or likely to be impaired, by fatigue, illness, or other causes, likely to create an unsafe condition.

- Drivers will not report for duty or operate any vehicle while under the influence of alcohol or any other substance, legal or illegal, that may impair driving ability. All employees are required to comply with agency’s Substance Abuse Policy.

- Drivers are required to conduct daily vehicle inspections and reporting of all defects and deficiencies likely to affect safe operation or cause mechanical malfunctions.

- Drivers are required to immediately report any defect or deficiency that may affect safe operations or cause mechanical malfunctions. Any defect or deficiency found shall be properly documented on a Daily Vehicle Inspection (DVI) form and should be submitted to the Maintenance Department.

- Each maintenance department will review daily inspection reports and document corrective actions taken as a result of any deficiencies identified by daily inspections.

- A bus with any passenger doors in the open position will not be operated with passengers aboard. The doors will not be opened until the bus is stopped. A bus with any inoperable passenger door will not be operated with passengers aboard, except to move a bus to a safe location.

- Drivers will ensure that during darkness, interior lighting and lighting in stepwells on buses shall be sufficient for passengers to enter and exit safely. Adherence to pre-trip inspection requirements help insure the ability of this requirement to be met.

- Passengers will not be permitted in the stepwells of any bus while the bus is in motion, or to occupy an area forward of the standee line.

- Passengers will not be permitted to stand on buses not designed and constructed for that purpose.

- Buses will not be refueled in a closed building. No bus shall be fueled when passengers are being carried.

- Drivers are required to be properly secured to the driver’s seat with a restraining belt at all times while the bus is in motion.
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- Buses will not be left unattended with passengers aboard for longer than 15 minutes. The parking or holding brake device will be properly set at any time the bus is left unattended.
- Buses will not be left unattended in an unsafe condition with passengers aboard at any time.
- Drivers are prohibited from leaving keys in the vehicle for any reason at any time the bus is left unattended. Except during summer weather when clients are left on board while the driver exits to locate or deliver another client.
- Transit vehicles will not be used at any time for uses other than those that are authorized and permitted according to state and federal program requirements.

Noncompliance with these requirements may result in disciplinary actions, including termination of employment.

16.1 Wireless Communication

According to 14-90.004, bus transit systems must implement a wireless communication plan and procedure that provides for the safe operation of the bus transit vehicle. The wireless communication plan and procedure shall assure that:

a. The use of a personal wireless communication device is prohibited while the transit vehicle is in motion, and
b. All personal wireless communications devices are turned off with any earpieces removed from the operator’s ear while occupying the driver’s seat.

A policy on the use of a wireless communications device issued to the operator by the bus transit system for business related purposes must be developed that assure:

a. Guidelines are developed that allow for the use of a wireless communications device in emergency situations, and
b. The use of a wireless communications device does not interfere with the operator’s safety related duties.

Also, bus transit systems shall develop a driver educational training program addressing:

a. The proper use of a wireless communications device issued to the operator by the Bus Transit System while in the performance of their safety related duties, and
b. The hazards associated with driving and utilizing a wireless communications device.

“Wireless communication device” means an electronic or electrical device capable of remote communication. Examples include cell phones, personal digital assistants (PDAs) and portable computers (commonly called laptop computers). “Personal wireless communications device” means an electronic or electrical device that was not provided by the bus transit system for business purposes. “Use of a wireless communication device” means use of a mobile telephone or other electronic or electrical device, hands-on or hands-free, to conduct an oral communication; to place or receive a telephone call; to send or read electronic mail or a text message; to play a game; to navigate the Internet; to play, view, or listen to a video; to play, view, or listen to a television broadcast; to play or listen to music; to execute a computational function, or to perform any other function that is not necessary for the health or safety of the person and that entails the risk of distracting the employee from a safety-critical task. Use of an
electronic or electrical device that enhances the individual’s physical ability to perform, such as a hearing aid, is not included in this definition.

LAMTD has developed and adopted an Electronic Device Policy on September 9, 2011, a copy of which is provided in Appendix D. Lakeland Area Mass Transit District requires all employees adhere to the Communication policy, the policy provides for the safe operation of the bus transit vehicle, ensuring that:

- Cellular phones, electronic devices and accessories to include a blue-tooth ear piece may be carried on the bus; however, these devices **may not be powered on or visible** during operation of the bus or in the act of performing a safety sensitive function. In addition, devices and accessories may not be carried onto the maintenance shop floor (levels 1 & 2).

- The use of all cellular phones and electronic devices (**non-district issued**), to include talking, texting, instant messaging or e-mailing while performing **any safety sensitive duty is strictly prohibited**. To use a cellular phone or electronic device you must be on an authorized break (for Bus Operators, this means the end of the line), and in a non-safety sensitive area.

- The use of bus radios (hand-held), MDTs, GPS and mobile computers to include staff and maintenance vehicle radios, to conduct District business is considered essential communication and is authorized communication equipment. All communications must be kept to an essential minimum; **the use of this communication must be at an authorized bus stop, in a parking lot and out of the flow of traffic**.

**EMERGENCY EXCEPTIONS:**

1. When involved in an accident/incident and moving the vehicle is not feasible.
2. When the vehicle has a mechanical breakdown and the vehicle cannot be moved.
3. When advised by Law enforcement that a vehicle cannot be moved.
4. When advised by supervisory personnel or the Control center that a vehicle cannot be moved.
5. When under duress.

Lakeland Area Mass Transit District requires all employees to follow its radio operating procedures. In addition, Lakeland Area Mass Transit District has developed a driver educational training and testing program on the proper use of a wireless communications device while in the performance of safety related duties and hazards associated with driving and utilizing these devices. The wireless communications device training and testing is included in the Distracting Driving Module contained within the LAMTD Operator Development program (which all drivers are required to complete upon hire, before driving on a street or highway unsupervised).
17.0 Vehicle Equipment Standards & Procurement Criteria

14-90.007 establishes the vehicle equipment standards and procurement criteria. The 14-90 requirements relating to this section are noted below and presented as general text. The points noted below in black text are all requirements under 14-90. To avoid redundancy of re-stating the requirements twice (both here in this header box and in the general text which would follow below), we are deferring to the general text below which accurately states the 14-90 requirements.

Lakeland Area Mass Transit District will attempt to procure vehicles utilizing the Transit Research-Inspection-Procurement Services (TRIPS) program, formerly known as the Florida Vehicle Procurement Program (FVPP), and other State Programs strictly adhering to the vehicle equipment standards and procurement criteria specified in 14-90.007.

- All buses procured and operated meet the following minimum standards, as applicable:
  a. The capability and strength to carry the maximum allowed load and not exceed the manufacturer’s gross vehicle weight rating (GVWR), gross axle weighting, or tire rating.
  b. Structural integrity that mitigates or minimizes the adverse effects of collisions.

- Proof of strength and structural integrity tests on new buses procured are submitted under the terms of the TRIPS vendor agreement with the Department.

- In addition, every bus operated by the agency are equipped as follows:
  o Mirrors. There shall be two exterior rear vision mirrors, one at each side. The mirrors shall be firmly attached to the outside of the bus and so located as to reflect to the driver a view of the highway to the rear along both sides of the vehicle. Each exterior rear vision mirror, on Type I buses shall have a minimum reflective surface of 50 square inches. Neither the mirror nor the mounting shall protrude farther than the widest part of the vehicle body except to the extent necessary to produce a field of view meeting or exceeding the requirements of this section. All Type I buses shall, in addition to the above requirements, be equipped with an inside rear vision mirror capable of giving the driver a clear view of seated and standing passengers. Buses having a passenger exit door that is located inconveniently for the driver’s visual control shall be equipped with additional interior mirrors to enable the driver to view the passenger exit door. In lieu of interior mirrors, trailer buses and articulated buses may be equipped with closed circuit video systems or adult monitors in voice control with the driver.
  o Wiring and Batteries. Electrical wiring shall be maintained so as not to come in contact with moving parts, heated surfaces, or be subject to chafing or abrasion which may cause insulation to become worn. Every Type I bus manufactured on or after February 7, 1988, shall be equipped with a storage battery electrical power main disconnect switch. The disconnect switch shall be practicably located in an accessible location adjacent to or near to the battery and be legibly and permanently marked for identification. Every storage battery on a public-sector bus shall be mounted with proper restraint devices in a compartment which provides adequate ventilation and drainage.
Brake Interlock Systems. All Type I buses having a rear exit door shall be equipped with rear exit door/brake interlock that automatically applies the brake upon driver activation of the rear exit door to the open position. Brake interlock application shall remain activated until deactivated by the driver and the rear exit door returns to the closed position. The rear exit door brake interlock on such buses shall be equipped with an identified override switch enabling emergency release of the brake interlock function. The override switch shall not be located within reach of the seated driver. Air pressure application to the brake during brake interlock operation, on buses equipped with rear exit door/brake interlock, shall be regulated at the equipment’s original manufacturer’s specifications.

Standee Line and Warning. Every bus designed and constructed to allow standees shall be plainly marked with a line of contrasting color at least two inches wide, or be equipped with some other means to indicate that all passengers are prohibited from occupying a space forward of a perpendicular plane drawn through the rear of the driver’s seat and perpendicular to the longitudinal axis of the bus. A sign shall be posted at or near the front of the bus stating that it is a violation for a bus to be operated with passengers occupying an area forward of the line.

Handrails and Stanchions. Every bus designed and constructed to allow standees shall be equipped with overhead handrails for standee passengers. Overhead handrails shall be continuous, except for a gap at the rear exit door, and terminate into vertical stanchions or turn up into a ceiling fastener. Every Type I and Type II bus designed for carrying more than 16 passengers shall be equipped with handrails, stanchions, or bars at least 10 inches long and installed to permit safe on-board circulation, seating and standing assistance, and boarding and alighting by elderly and handicapped persons. Type I buses shall be equipped with a safety bar and panel directly behind each entry and exit step well.

Flooring, Steps, and Thresholds. Flooring, steps, and thresholds on all buses shall have slip resistant surfaces without protruding or sharp edges, lips, or overhangs, in order to prevent tripping hazards. All step edges and thresholds shall have a band of color(s) running the full width of the step or edge which contrasts with the step tread and riser, either light-on-dark or dark-on-light.

Doors. Power activated doors on all buses shall be equipped with a manual device designed to release door closing pressure.

Emergency Exits. All buses shall have an emergency exit door, or in lieu thereof, shall be provided with emergency escape push-out windows. Each emergency escape window shall be in the form of a parallelogram with dimensions not less than 18" by 24", and each shall contain an area of not less than 432 square inches. There shall be a sufficient number of push-out or kick-out windows in each vehicle to provide a total escape area equivalent to 67 square inches per seat, including the driver’s seat. No less than 40% of the total escape area shall be on one side of the vehicle. Emergency escape kick-out or push-out windows and emergency exit doors shall be conspicuously marked with a sign or light and shall always be kept in good working order so that they may be readily opened in an emergency. All such windows and doors shall not be obstructed either inside or outside so as to hinder escape. Buses equipped with an auxiliary door for emergency exit shall be equipped with an audible alarm and light indicating to the driver when a door is ajar or opened while the engine is running. Supplemental security locks operable by a key are prohibited on emergency exit doors unless these security locks are equipped and connected with an ignition interlock system or an audio visual alarm
located in the driver’s compartment. Any supplemental security lock system used on emergency exits shall be kept unlocked whenever a bus is in operation.

○ Tires and Wheels. Tires shall be properly inflated in accordance with manufacturer’s recommendations.
  i. No bus shall be operated with a tread groove pattern depth:
    1. Less than 4/32 (1/8) of an inch, measured at any point on a major tread groove for tires on the steering axle of all buses. The measurements shall not be made where tie bars, humps, or fillets are located.
    2. Less than 2/32 (1/16) of an inch, measured at any point on a major tread groove for all other tires of all buses. The measurements shall not be made where tie bars, humps, or fillets are located.
  ii. No bus shall be operated with recapped, re-grooved, or retreaded tires on the steering axle.
  iii. Wheels shall be visibly free from cracks and distortions and shall not have missing, cracked, or broken mounting lugs.

○ Suspension. The suspension system of all buses, including springs, air bags, and all other suspension parts, shall be free from cracks, leaks, or any other defect which may cause its impairment or failure to function properly.

○ Steering and Front Axle. The steering system of all buses shall have no indication of leaks which would or may cause its impairment to function properly, and shall be free from cracks and excessive wear of components that may cause excessive free play or loose motion in the steering system or above normal effort in steering control.


○ Safety Equipment. Every bus shall be equipped with one fully charged dry chemical or carbon dioxide fire extinguisher, having at least a 1A:BC rating and bearing the label of Underwriter’s Laboratory, Inc. The fire extinguishers shall be maintained as follows:
  i. Each fire extinguisher shall be securely mounted on the bus in a conspicuous place or a clearly marked compartment and be readily accessible.
  ii. Each fire extinguisher shall be maintained in efficient operating condition and equipped with some means of determining if it is fully charged.
  iii. Every Type I bus shall be equipped with portable red reflector warning devices in compliance with Section 316.300, Florida Statutes.

○ Persons with Disabilities. Buses used for the purpose of transporting individuals with disabilities shall meet the requirements set forth in 49 C.F.R. Part 38, October 1, 2008, hereby incorporated by reference, as well as the following:
  i. Installation of a wheelchair lift or ramp shall not cause the manufacturer’s GVWR, gross axle weight rating, or tire rating to be exceeded.
  ii. Except in locations within 3 1/2 inches of the bus floor, all readily accessible exposed edges or other hazardous protrusions of parts of wheelchair lift assemblies or ramps that are located in the passenger compartment shall be padded with energy absorbing material to mitigate injury in normal use and in case of a collision. This requirement shall also apply to parts of the bus associated with the operation of the lift or ramp.
iii. The controls for operating the lift shall be at a location where the bus driver or lift attendant has a full view, unobstructed by passengers, of the lift platform, its entrance and exit, and the wheelchair passenger, either directly or with partial assistance of mirrors. Lifts located entirely to the rear of the driver’s seat shall not be operable from the driver’s seat, but shall have an override control at the driver’s position that can be activated to prevent the lift from being operated by the other controls (except for emergency manual operation upon power failure).

iv. The installation of the wheelchair lift or ramp and its controls and the method of attachment in the bus body or chassis shall not diminish the structural integrity of the bus nor cause a hazardous imbalance of the bus. No part of the assembly, when installed and stowed, shall extend laterally beyond the normal side contour of the bus or vertically beyond the lowest part of the rim of the wheel closest to the lift.

v. Each wheelchair lift or ramp assembly shall be legibly and permanently marked by the manufacturer or installer with the following information:

1. The manufacturer’s name and address.
2. The month and year of manufacture.
3. A certificate that the wheelchair lift or ramp securement devices, and their installation, conform to State of Florida requirements applicable to accessible buses.

Wheelchairs. Wheelchair lifts, ramps, securement devices, and restraints shall be inspected and maintained as required by this rule chapter. Instructions for normal and emergency operation of the lift or ramp shall be carried or displayed in every bus.
18.0 Bus Safety Inspections and Safety/Security Inspections and Reviews

LAMTD is responsible for the annual inspection of vehicles in accordance with Section 14.90.009. Inspections are completed by maintenance personnel or an ASE Master Certified Mechanic who is knowledgeable of and has mastered the methods, procedures, tools, and equipment used when performing an inspection. In addition, the inspectors used by subcontractors have had a least one year of training and/or experience as a mechanic or inspector in a vehicle maintenance program. Each year, LAMTD conducts their annual review to ensure complete inspections and properly documenting and maintain vehicle inspection reports.

LAMTD maintains records of these inspections, including reports and any corresponding corrective actions assigned to their contractors.

Lakeland Area Mass Transit District. will work closely with regulatory agencies (FDOT, FTA, etc.) when external audit notifications are received and allocate resources, as necessary, to facilitate the audits.
Appendices

- Appendix A: System Security plan- To be viewed on Property to necessary viewers
Appendix A

Substance Abuse Policy
Appendix B
Maintenance Plan
And
Safety Manual
Appendix C
Communication policy
Appendix D
System Security Plan
Furnished on request to necessary viewers
BUS TRANSIT SYSTEM

ANNUAL SAFETY CERTIFICATION

Date: February 11, 2015
Name: Lakeland Area mass Transit District
d.b.a Citrus Connection

Address: 1212 George Jenkins Blvd.
Lakeland, Florida 33815

In accordance with Florida Statute 341.061, the bus system named above hereby adopts and certifies to the following:

1. The adoption of a System Safety Program Plan in accordance, at a minimum, with the established Florida Department Of Transportation safety standards set forth in Rule 14-90, Florida Administrative Code, for calendar year 2015

2. Compliance with adopted standards of the System Safety Program Plan (SSPP), for calendar year 2014.

3. Performance of safety inspections on all buses operated in accordance with Rule 14-90.009, for calendar year 2014

Signature: _________________________________________________________

Name: Commissioner: Don Selvage
Title: Chairman of the Board of Directors, Lakeland Area Mass Transit District

Signature: __________________________________________________________

Name: Tom Phillips
Title: Executive Director, Lakeland Area Mass Transit District
Agenda Item: Marketing

Presenter: Cathy Wolosin, Director of Marketing

Recommended Action: None

Summary: “Good Ideas” Presentation
“Friends of Transit” Nominee Profiles
Veterans UAP Update
TRANSIT CHAMPION  1st Quarter, 2015

Nominees for consideration are as follows:

Dr. Eileen Holden, President Polk State College

Dr. Holden has been president of Polk State College since 2006. In 2012 she was the first person to say yes to a Universal Access Agreement with us. The program is called Eagles Soar Free and it provides subsidized public transit service for all students, administrative staff and faculty. Under the program the rides went from 2,400 a month to a high of 15,800. Her support of this program gave us the recognition we needed to successfully forge UAP partnerships with other colleges and local businesses.

Paula & Doc Dockery

Doc Dockery was made aware of the lack of bus shelters in Lakeland. He initiated conversation with the Executive Director and the Community Shelter project was born. Mr. Dockery and then Senator Paula Dockery sponsored their first shelter on Rt. 98 N in front of the Burger King (just south of the I-4 overpass) and then a second shelter on Morrell, by Watson Clinic. That was only the beginning of the effort made by Doc Dockery on behalf of the community shelter program. He contacted business acquaintances, friends, etc. telling them of the community need and how they could leave a legacy by helping this project.

Kevin Hawthorne

Kevin moved to Lakeland from Lake Wales in 2004 and began riding Citrus Connection buses. He enjoyed them so much he studied all the routes—he knew the where, when, times and routes of every bus in the system. He began spending time at the terminal and sharing his information with other riders. He watches the time to be sure buses are pulling out on schedule, helping us to avoid delays. We've taken him in as "one of our own". Kevin is at the terminal every day, unless it rains. We've provided him with his own "uniform", making him as official as possible. He loves everything about the bus systems and plans to stay here and help out for as long as he can.
AGENDA ITEM #8

Agenda Item: Executive Updates

Presenter: Tom Phillips, Executive Director

Recommended Action: None

Summary:

- Monthly Activities Report
- Performance Indicators
- UAP Update
January 6th
January 7th
January 7th
January 8th
January 9th
January 12th
January 12th
January 12th
January 13th
January 13th
January 14th
January 14th
January 15th
January 16th
January 20th
January 20th
January 20th
January 21th
January 22th
January 23rd
January 27th
January 28th
January 29th
January 30th

BoCC Meeting in Bartow
VISTE Meeting
Polk Transit Meeting
Darby Law Group Meeting
TBARTA Meeting
Hall Communications
Senior Management Meeting
Gang Task Force Meeting
Central Florida Healthcare Ribbon Cutting
Pre-LAMTD Board Meeting with Directors
LAMTD Board Meeting
Supervisors, Superintendents, Sr. Mgmt Meeting
Meeting with Rob Gregg
Meeting with Carol Castagnero
Lakeland City Commission
Lakeland Park Center Transit Meeting
PRC Monthly Board Meeting
Southern Technical College Ribbon Cutting
Community Leader Forum
Polk Vision Infrastructure Team
Polk Vision Dixieland
PTA Board Meeting
Management Retreat/Strategic Planning
Management Retreat/Strategic Planning
FY 14/15
Performance Indicators

As of January 2015
OVERTIME - WAGES OPERATIONS FY 14-15
OVERTIME - PERCENTAGE OPERATIONS
FY 14-15
OVERTIME - WAGES
MAINTENANCE
FY 14-15

Series 1
Prior Year
ON-TIME PERFORMANCE
LAKELAND FIXED ROUTE ON-TIME PERFORMANCE
FY 14-15

NOTE: OCT-12 THROUGH APRIL-14 BASED ON SUPERVISOR'S TIME CHECKS
STARTING MAY-14 BASED ON AVAIL REPORT
RIDERSHIP
LAKELAND FIXED ROUTE DAILY RIDERSHIP
FY14-15

Previous Year
Trendline
UAP
Ridership
LEGOLAND
FIXED ROUTE
MONTHLY RIDERSHIP

January: 1,695
February: 1,731
March: 1,391
April: 1,738
May: 1,749
June: 2,582
July: 2,837
August: 2,191
September: 2,178
October: 2,727
November: 2,107
December: 2,152

2012
2013
2014
2015

LEGOLAND
FIXED ROUTE
MONTHLY RIDERSHIP
FLORIDA POLYTECHNIC UNIVERSITY
FIXED ROUTE
MONTHLY RIDERSHIP
AVERAGE MILES BETWEEN ROAD CALLS
AVERAGE MILES BETWEEN ROAD CALLS
FY 14-15

Average Miles

<table>
<thead>
<tr>
<th>Month</th>
<th>Current Year Average Miles</th>
<th>Prior Year Average Miles</th>
<th>Goal</th>
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<td>2,983</td>
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<td>Sep-15</td>
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</table>
AVERAGE MILES BETWEEN ROAD CALLS
FY 14-15 Excluding Farebox

Average Miles

Oct-14: 3,381
Nov-14: 7,784
Dec-14: 5,528
Jan-15: 4,055

Current Year Average Miles

Prior Year average Miles

Goal

Average Miles

0 5,000 10,000 15,000 20,000 25,000
PREVENTIVE MAINTENANCE
January 2015
PREVENTIVE MAINTENANCE (PM)
FIXED ROUTE FLEET

25
NUMBER OF VEHICLES DONE TIMELY
3
NUMBER OF VEHICLES NOT DONE TIMELY
25
TOTAL NUMBER OF VEHICLES DONE THIS MONTH

CITRUS CONNECTION FLEET PM SERVICE CRITERIA
*LAMTD SERVICES ALL VEHICLES EVERY 6000 MILES*
*FTA NOT COMPLETED TIMELY CRITERIA*
NO MORE THAN 20% OF THE FLEET SERVICED CAN BE 10% BEYOND THE FLEET PM CRITERIA
January 2015
PREVENTIVE MAINTENANCE (PM)
HANDY BUS FLEET

CITRUS CONNECTION FLEET PM SERVICE CRITERIA

* LAMTD SERVICES ALL VEHICLES EVERY 6000 MILES *
* FTA NOT COMPLETED TIMELY CRITERIA *
NO MORE THAN 20% OF THE FLEET SERVICED CAN BE 10% BEYOND THE FLEET PM CRITERIA
January 2015
PREVENTIVE MAINTENANCE (PM)
SERVICE VEHICLE FLEET

CITRUS CONNECTION FLEET PM SERVICE CRITERIA

* LAMTD ALL SERVICES ALL VEHICLES 6,000 MILES *

*FTA NOT COMPLETED TIMELY CRITERIA*
NO MORE THAN 20% OF THE FLEET SERVICED CAN BE 10% BEYOND THE FLEET PM CRITERIA
Agenda Item: Other Business

Presenter: TBD

Recommended Action: None

Summary: None

Attachments: None
AGENDA ITEM #10

Agenda Item: Board Strategic Planning

Presenter: Board

Summary: Open Discussion