

FY2024

Broward County Transit (BCT)

Public Transportation Agency Safety Plan (PTASP)



November 2023

Transportation Department

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PROPOSED

RESOLUTION NO.

1 A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF BROWARD
2 COUNTY, FLORIDA, APPROVING THE FY2024 PUBLIC TRANSPORTATION
3 AGENCY SAFETY PLAN; AND PROVIDING FOR AN EFFECTIVE DATE.

4
5 WHEREAS, Broward County, through its Transportation Department ("BCT"),
6 operates, financially supports, and oversees safe, friendly, and well-utilized public
7 transportation within the urbanized area, which includes Fixed Route, Paratransit,
8 Community Shuttle, and Express bus services;

9 WHEREAS, Broward County is a recipient of significant annual funding from the
10 U.S. Department of Transportation, Federal Transit Administration ("FTA");

11 WHEREAS, pursuant to 49 C.F.R. Part 673, the FTA requires each public
12 transportation operator that receives federal funding to review, update, and approve its
13 Public Transportation Agency Safety Plan ("PTASP") on an annual basis to continue to
14 be eligible for FTA funding;

15 WHEREAS, the BCT Safety Committee has completed its annual review of and
16 updates to the Broward County PTASP, which formalizes safety programs and
17 procedures already in place and improves safety performance targets as part of the
18 overall safety management system; and

19 WHEREAS, PTASPs must be approved by the public transportation operator's
20 governing body, NOW, THEREFORE,

21 BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF
22 BROWARD COUNTY, FLORIDA:

23 Section 1. The Board of County Commissioners of Broward County, Florida,
24 hereby approves the FY2024 Public Transportation Agency Safety Plan for the
25 Transportation Department, which is incorporated herein by reference as if set forth in
26 full.

27 Section 2. Effective Date.

28 This Resolution is effective upon adoption.

ADOPTED this day of , 2023. **PROPOSED**

Approved as to form and legal sufficiency:
Andrew J. Meyers, County Attorney

By: /s/ Angela J. Wallace 11/08/2023
Angela J. Wallace (date)
Transportation Surtax General Counsel



Transportation Department

1 N. University Drive, Suite 3100A • Plantation, Florida 33324 • 954-357-8300 • FAX 954-357-8305

**Broward County Transportation Department
Management Safety Commitment
And
Policy Statement**

Broward County Transportation Department (BCT) is committed to the highest level of safety, security and emergency preparedness for its customers, its employees, and the public. Safety and security are primary concerns which affect all BCT activities including operations, maintenance, planning and scheduling, procurement, IT, and training for all modes of transportation.

BCT management is responsible for providing leadership in promoting safety throughout the department and for ensuring all employees and contractors are committed to the safety of BCT's customers, employees, property, and the public who come in contract with the transit system. All senior executive staff, Directors, Managers and Superintendents have the responsibility to develop and implement safety policies, rules and procedures in their respective areas. Assistant Superintendents, Bus Traffic Controllers, Dispatchers and Supervisors have the responsibility to monitor and enforce safety rules and procedures. All employees at BCT and our contractors have the duty to carry out daily work assignments in a safe manner in accordance with BCT's safety policies, rules, and procedures.

In the interest of safety and security, and to comply with statutory requirements, BCT has developed this Public Transit Agency Safety Plan (PTASP) which complies with the established safety requirements and standards set forth in CFR 49 part 673 and the Florida Administrative Code, Chapter 14-90. This PTASP implements a Safety Management System (SMS) at BCT to manage risk, which will help maintain and improve safety performance on a continuous basis. This PTASP is intended to document all policies, functions, and responsibilities necessary to achieve a high degree of system safety in all areas of the public transit system.

BCT management is responsible for implementing a coordinated safety system in order to identify and prevent unsafe behaviors and conditions that present a potential danger or threat to public safety. Management has responsibility for maintaining and implementing the PTASP, for complying with the policies, rules, procedures, and standards included in this document, and for monitoring safety performance on a continuous basis.

Signature,

Coree Cuff Lonergan
General Manager / Director of Transportation Department

Date



Transportation Department

1 N. University Drive, Suite 3100A • Plantation, Florida 33324 • 954-357-8300 • FAX 954-357-8305

October 25, 2023

**Florida Administrative Code, Chapter 14-90
Safety and Security Certification**

**Name: Broward County Transportation Department
1 N. University Drive, Suite 3100A, Box 306
Plantation, FL 33324**

The Bus Transit System named above hereby certifies the following:

1. The adoption of Public Transportation Agency Safety Plan (PTASP), formerly called the System Safety Program Plan (SSPP), and a Security Program Plan (SPP) in accordance, and at a minimum, with established standards set forth in Chapter 14-90, Florida Administrative Code.
2. Compliance with the adopted standards of the PTASP, formerly called the SSPP, and the SPP.
3. Performance of safety inspections on all buses operated in accordance with Rule 14-90.009, Florida Administrative Code.
4. That the Transportation Department staff has performed all required safety inspections and security reviews at the Bus Transit System's Maintenance facilities, located at 3201 West Copans Road, Pompano Beach, Florida 33069 and at 5440 Ravenswood Road, Dania Beach, Florida 33312.

Signature: _____

Title: Coree Cuff Lonergan
General Manager / Director of Transportation Department

NOTARY PUBLIC

STATE OF FLORIDA
COUNTY OF BROWARD

The foregoing instrument was acknowledged before me on this _____ day of October 2023, by Coree Cuff Lonergan, who is personally known to me, or produced identification.

(Type of identification produced: _____)

Notary Public (SEAL)

Broward County Transportation Department Public Transportation Agency Safety Plan (PTASP) Revision History – Updated as of November 2023

Date	Page Number	Description of Changes
10/05/2020	Entire Document	Original ASP Submission
10/28/2021	1-2	Updated Transit Agency Information and operating characteristics to reflect 2021 service levels -Colin Mulloy
10/28/2021	4	Updated Plan Development and Approval information – Colin Mulloy
10/28/2021	6-7	Updated Safety Performance Targets and definitions of terms for FY2022 – Chris Walton
10/28/2021	35	Included details concerning COVID-19 Emergency Wireless Communication Policy and reference to the Policy in Appendix P – Chris Walton
10/28/2021	36	Referenced those copies of the FY2022 Bus Maintenance Plan are available from the Bus Maintenance Director or the Safety, Security and Compliance Section Director. Eliminate the direct addition of the plan as an Appendix – Chris Walton
10/28/2021	36-39	Updated the entire Daily Vehicle Inspection Section – Chris Walton
10/28/2021	39-42	Updated the entire Preventative Maintenance Section – Chris Walton
10/28/2021	42-43	Updated the entire Safety Inspection Section – Chris Walton
10/28/2021	50-77	Provided the new 2020 BCT TAM Plan in Appendix A – Colin Mulloy
10/28/2021	94-118	Provided the revised BCT Organization Charts as of 10/1/21 in Appendix E – Chris Walton
10/28/2021	129	Added a new Attachment P with the Memorandum outlining the COVID-19 Guidelines for Emergency Use of Wireless Communications Devices – Chris Walton
10/4/2022	Transit Policy Statement	Updated the Accountable Executive-Colin Mulloy
10/4/2022	Safety Performance Targets	Updated Tim Garling, Deputy General Mgr.
10/4/2022	Safety Security Certification	Updated Tim Garling Deputy General Mgr.
10/6/2022	Page 1	Updated weekday routes to 46/ Accountable Executive to Tim Garling, Deputy General MGR

10/27/2023	Transit Policy Statement	Updated the Accountable Executive-Colin Mulloy
10/27/2023	Entire Document	New Accountable Executive
10/27/2023	Policy statement	Transit Worker Assaults
10/27/2023	Appendix G	Safety Handbook for Broward County Employees
10/27/2023	Appendix H	Respiratory Infections in the Workplace
10/27/2023	23	Collision Review Team
10/27/2023	36	Transit IT Section Prioritization of Onboard System Defect Repairs and Documentation.
11/14/2023	Appendix F	Organizational Chart (Revised)

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Chapter 1: Transit Agency Information

Transit Agency Name	Broward County Transit
Transit Agency Address	1 North University Drive, Suite 3110A Plantation, FL 33324
Name and Title of Accountable Executive	Coree Cuff Lonergan, General Manager / Director of Transportation Department
Name of Chief Safety Officer or SMS Executive	Colin Mulloy, Director of Safety, Security and Compliance
Mode(s) of Service Covered by this Plan	Fixed Route Bus Community Bus (Contracted) Paratransit (Contracted)
List of All FTA Funding Types (e.g., 5307, 5337, 5339)	5307, 5337 and 5339
Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted)	Fixed Route Bus Community Shuttle (Interlocal Agreements) Paratransit (Contracted)

Broward County Transit (BCT) was created in 1974 as a Division of the Broward County Transportation Department, which is part of Broward County government, in conformance with the Broward County Charter. BCT's mission is to provide safe and reliable transportation solutions that link people, connect communities, support employment, and contribute to the overall economic growth of our region. BCT has the legal authority to receive and dispense federal funds and is currently an FTA recipient of Section 5307 formula funds for transit capital assistance, Section 5339 funds for Buses and Bus Facilities, and Section 5337 funds for State of Good Repair Programs.

BCT buses connect to Miami-Dade Transit on the south, Palm Tran (Palm Beach County) to the north and to the regional rail system operated by the South Florida Regional Transportation Authority (Tri-Rail). BCT Fixed Route bus services include 46 weekday routes, 33 Saturday routes and 32 Sunday routes. In addition to regular Fixed Route service, BCT also operates the Breeze (4 routes) and Express Bus services (5 routes). In addition, the Community Shuttle Program provides supplementary service in 18 local Municipalities.

BCT's Fixed Route, "Breeze" and "Express" bus fleet consists of 413 buses which are operated out of two facilities, one on Copan Road in Pompano Beach and one on Ravenswood Road in Dania Beach. The Community Shuttle fleet consists of 65 vehicles.

BCT's annual operating budget is supported by operating revenues from transit fares, advertising, the Broward County Transportation Surtax, state and federal grants, local gas taxes, and local ad valorem taxes. The capital budget is supported with funds from federal grants, the Broward County Transportation Surtax and local Concurrence funds. Funding for both the operating and

capital budgets for the Community Shuttle program are provided by the Broward County Transportation Surtax.

1.1 Accountable Executive

As required by 49 CFR Part 673 which provides the FTA guidance for the development of the Public Transportation Agency's Safety Plan (ASP), Broward County Transit's (BCT's) Accountable Executive is the Director of Transportation. This is BCT's single, identifiable person who has the ultimate responsibility for carrying out the required ASP as well as **BCT's Transit Asset Management (TAM) Plan (Appendix A)**.

The Director of Transportation has the control over the human and capital resources needed to develop and maintain both the ASP and the TAM Plan for BCT. In this role, the accountable executive ensures that BCT's Safety Management System (SMS) is effectively implemented throughout the agency. In addition, the Director of Transportation is accountable of ensuring action is taken, as necessary, to address substandard performance in BCT's SMS. The Accountable Executive delegates specific plan responsibilities throughout the agency, but the ultimate accountability for the ASP and the agency's safety performance rests with the Director of Transportation.

1.2 Chief Safety Officer/SMS Executive

In addition to the Accountable Executive, 49 CFR Part 673 also requires that BCT has a Chief Safety Officer. This responsibility is provided by BCT's Director of Safety, Security and Compliance. This position reports directly to the Director of Transportation. The Director of Safety, Security and Compliance has the authority and responsibility for day-to-day implementation and operation of BCT's SMS. In this role, the Director maintains a strong working relationship with the operations and asset management functions of the agency.

Chapter 2: Plan Development Approvals and Updates

Name of Entity That Drafted This Plan	Broward County Transportation Department	
Signature by the Accountable Executive	Signature of Accountable Executive	Date of Signature
	Coree Cuff Lonergan Director of Transportation Department.	
Approval by the Board of Directors or Equivalent Authority	Name of Individual or Entity That approved this Plan	Date of Update
	Broward Board of County Commissioners	
	Relevant Documentation (Title and Location)	
	Resolution Attached	
Certification of Compliance	Name of Individual or Entity That Certified This Plan	Date of Certification
	Angela Wallace, Deputy County Attorney	
	Relevant Documentation (Title and Location)	
	Approval Documentation included in BCT's "Certifications and Assurances" in FTA Trams System	

2.1 Development of Plan

As an agency with over 100 buses, BCT is defined as a large public transportation provider for the purpose of the development of the ASP. Federal and State statutes require that this plan be reviewed and updated on an annual basis.

2.2 Signature of Accountable Executive

49 CFR Part 673 elevates the accountability for the ASP to the Accountable Executive and the Broward Board of County Commissioners. This BCT Plan was approved by the Director of Transportation as the Accountable Executive and the Broward County Board of County Commissioners. In addition, any subsequent updates must also be signed by the Director of Transportation and Board. These approvals signify that the Broward Board of County Commissioners accepts the Plan as satisfactory, that the Plan complies with each requirement of 49 CFT 673, and that the Plan will be used to effectively guide BCT to manage safety risk.

2.3 Certification of Compliance

BCT is not required to submit the completed ASP to the FTA on a regular basis. Instead, BCT must certify that it has established an ASP that fulfills the requirements as part of its annual approval of FTA's "Certifications and Assurances" in the Trams System. In addition, BCT's

compliance with the requirement of 49 CFR 673 will be reviewed and evaluated as part of the FTA's ongoing Triennial Review Process.

2.4 Plan Review and Updates

BCT has a process for the annual review and update of the ASP. The Director of Safety, Security and Compliance will conduct a thorough review and draft an annual plan update each year. The Accountable Executive and the Broward County Board of County Commissioner will approve any necessary annual updates no later than December 31st of each year. BCT will also update its ASP at any point during the year when information, processes, or activities required by 49 CFR Part 673 undergo significant changes. Examples of the situations when BCT will review its ASP during a year are as follows:

- The approach to mitigating safety deficiencies is determined to be ineffective.
- Significant changes in service delivery are made.
- New processes or procedures that may impact safety are introduced.
- Resources available to support SMS are changed or reprioritized.
- Significant changes are made to the organizational structure.

All proposed changes during the year shall be documented by the responsible management as proposed ASP addendums and distributed to all affected directors and managers by the Safety, Security and Compliance Director. All parties must comment within two weeks of the issuance of the proposed changes unless otherwise specified. Following the approval of any modifications to the ASP by the Transportation Department Director, management staff shall distribute the ASP addendum to all affected parties, including contract service operators 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.

In addition, as BCT collects data through its Safety Risk Management (SRM) and Safety Assurance (SA) process, BCT will be evaluating its Safety Performance Targets (SPT's) to determine whether they need to be changed as well.

2.5 FDOT 14-90 Certification

The Transportation Department Director shall submit an annual safety and security certification to the **FDOT** utilizing the **FDOT Chapter 14-90 self-certification form included in Appendix B**. The certification shall be submitted no later than February 15th, for the prior calendar year period unless otherwise required by FDOT. The certification shall attest to the following:

- The adoption of an SSPP (now called the ASP) and an SPP (now called the System Security and Emergency Preparedness Plan or SSEPP) in accordance with established standards set forth in **Chapter 14-90 of the Florida Administrative Code (Appendix C)**.
- Compliance with the adopted SSPP (now called the ASP) and SPP (now called the SSEPP).
- Performance of safety inspections on all buses operated by the system in accordance with Rule 14-90.
- Reviews of the SSPP (now called the ASP) and SPP (SSEPP) have been conducted to ensure they are up to date.
- Safety Performance Targets have been established for fatalities, injuries, safety events system reliability, and transit worker assaults.

The certification shall also include:

- The name and address of Broward County Transit, and the name and address of the entity who performed any bus safety inspections and security assessments during the prior calendar year, if different from Broward County Transit.
- A statement signed by the Chief Executive Officer/signatory authority responsible for the management of Broward County Transit attesting to compliance with Rule 14-90.

Chapter 3: Safety Performance Targets

3.1 Definitions

BCT must include Safety Performance Targets (SPTs) in its ASP. These targets must be specific numerical targets set by BCT and must be based on the safety performance measures established by the FTA in the National Public Transportation Safety Plan. The Federal transit Administration PTASP Technical Assistance recently updated its guidance on SPTs. BCT has adopted the following FY2024 safety performance measures to reflect these transit industry best practices:

- Fatalities
- Injuries
- Safety Events
- System Reliability
- Transit Worker Assaults

Using these revised safety performance measurements, the following Safety Performance Targets (SPTs) have been updated and adopted for FY2024:

Safety Performance Targets (FY 2024)							
<i>These performance targets are based on the safety performance measures under the National Public Transportation Safety Plan</i>							
Mode of Transit Service	Fatalities (Total)	Fatalities (Rate) 100,000 Rev Miles	Injuries	Injuries (Rate) 100,000 Rev Miles	Safety Events	Safety Events (Rate) 100,000 Rev Miles	System Reliability MDBF(Miles)
Fixed Route Bus	0	0.0	70	0.701	72	0.411	5,000
Community Bus	0	0.0	62	0.133	61	0.117	5,500
Paratransit	0	0.0	12	0.036	18	0.056	78,000

Mode of Transit Service	Major Physical Assaults	Non-Major Physical	Major Non-Physical Assaults	Non-Major Non-Physical Assaults
Fixed Route Bus	0	16	0	74
Community Bus	0	0	0	0
Paratransit	0	12	0	19

As part of the Bipartisan Infrastructure Law, BCT has continued a risk reduction program for transit operations based on FTA best practices to improve safety. This year BCT is including SPTs for reducing transit worker assaults based on definitions provided by the NTD. The FTA officially defined transit worker assaults as described in the Bipartisan Infrastructure Law in April 2023. BCT has included its new transit worker assault SPT based on data since April 2023.

3.1.1 Definitions of Terms

The following definitions were developed by the FTA and will be used in the development and use of SPT:

- **Safety Performance Target** means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time by the FTA.
- **Fatality** means total number of fatalities reported to NTD per mode. Rate of Fatality is expressed in number per 100,000 revenue miles.
- **Injuries** means total number of injuries reported to NTD per mode. Rate of Injuries is expressed in number per 100,000 revenue miles.
- **Safety Event** means total number of safety events reported to NTD. Rate of Safety Event is expressed in number per 100,000 revenue miles.
- **System Reliability** means the quantifiable measure of the mechanical reliability of the fleet of vehicles for a transit mode (fixed route, community bus or paratransit). Mean Distance Between Failures (MDBF) will be the metric used for the System Reliability Safety Performance Target. A mechanical failure is any incident that precludes a revenue vehicle from completing its trip or beginning its next scheduled trip. Total mechanical failures are then divided by revenue miles over a given time period to calculate the metric.
- **Transit Worker Assaults** means a circumstance in which an individual knowingly, without lawful authority or permission, and with intent to endanger the safety of any individual, or with a reckless disregard for the safety of human life, interferes with, disables, or incapacitates a transit worker while the transit worker is performing the duties of the transit worker. A **major physical assault** is defined as an event where transit worker is physically touched and immediately transported to the hospital. A **non-physical assault** is defined as an event where a transit worker is verbally accosted with threatening intent.

3.1.2 Sources of Data and Information

The following are the sources of data and information used for safety information and analysis:

- Accident and incident data: This data is maintained in the BCT Database and is exported to Excel for analysis by the BCT Safety Manager monthly. Identified trends are discussed at Safety Committee meetings to receive interdepartmental input and to determine corrective actions to address identified issues.
- Maintenance data maintained is Trans Track and is analyzed by the Maintenance Section on a monthly basis and referred to Maintenance for corrective action.
- Passenger claims and complaints: This data is maintained in HASTUS and is reported by Marketing and Customer Relations and Communications, monthly, and referred to the responsible section for corrective action.
- Records of crimes and rule violations occurring in and around the transit agency: this data is maintained in the BCT event database and is analyzed by the BCT Security Manager on a monthly basis. This information may be presented to the Safety Committee or addressed separately by the BCT Security Manager.

3.2 Target Coordination

BCT coordinates with the Broward MPO and the State of Florida concerning the SPTs. To the maximum extent practical, BCT will provide information on updates on SPTs to assist the Broward MPO and the State of Florida with the selection of regional and statewide goals. Letters submitting **BCT Safety Performance Targets Transmittal Letter to MPO (Appendix D)**.

Safety Performance Target Coordination		
Targets Transmitted to State (Copied on Broward MPO Submittal Documentation)	State Entity Name	Date Targets Transmitted
	Florida Department of Transportation	12/22
Targets Transmitted to Metropolitan Planning Organization	Metropolitan Planning Organization Name	Date Targets Transmitted
	Broward Metropolitan Planning Organization	12/22

Chapter 4: Safety Management Policy and Goals

4.1 Policy Statement

Broward County Transit (BCT) is committed to the highest level of safety, security and emergency preparedness for its customers, its employees, and the general public. Safety and security are primary concerns which affect all BCT activities including operations, maintenance, planning and scheduling, procurement, IT, and training for all modes of transportation.

BCT management is responsible for providing leadership in promoting safety throughout the department and for ensuring all employees and contractors are committed to the safety of BCT's customers, employees, property, and the general public who come in contract with the transit system. All senior executive staff, Managers and Superintendents have the responsibility to develop and implement safety policies, rules and procedures in their respective areas. Assistant Superintendents, Bus Traffic Controllers, Dispatchers and Supervisors have the responsibility to monitor and enforce safety rules and procedures. All employees at BCT and our contractors have the duty to carry out daily work assignments in a safe manner in accordance with BCT's safety policies, rules, and procedures.

In the interest of safety and security, and in order to comply with statutory requirements, BCT has developed this ASP that complies with the established safety requirements and standards set forth in CFR 49 part 673 and the Florida Administrative Code Chapter 14-90. This ASP implements a Safety Management System (SMS) at BCT to manage risk, which will help maintain and improve safety performance on a continuous basis. This ASP is intended to document all policies, functions, and responsibilities necessary to achieve a high degree of system safety and apply to all areas of the transportation system.

BCT management is responsible for maintaining a coordinated safety system in order to identify and prevent unsafe behaviors and conditions that present a potential danger or threat to public safety. Management has responsibility for maintaining and implementing the ASP and complying with the policies, rules, procedures, and standards included in this document.

4.2 Safety Goals

BCT has established the following goals for the ASP:

- Achieve a high standard of safety in all areas of the transportation system.
- Develop and implement a comprehensive, systematic, and coordinated Safety Management System (SMS) to identify, assess, and control safety hazards.
- Develop and maintain a high level of safety awareness among employees through pre-employment screening, systematic training and testing, and employee communication programs.
- Establish and maintain 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, recordkeeping, 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 including Florida Administrative Code Chapter 14-90.

4.3 Purpose

The purpose of this Agency Safety Program (ASP) is to implement a Safety Management System (SMS) at BCT. SMS is a comprehensive approach to managing safety. It brings management and employees together to better control risk, detect and correct safety problems earlier, share and analyze data more effectively, and measure safety performance more precisely.

SMS assists BCT in applying resources to mitigate risk and ensuring that the organizational infrastructure to support decision-making at levels regarding the proper assignment of resources. The key aspects of SMS are:

- Defined safety roles and responsibilities
- Strong executive leadership
- Formal safety accountabilities and communication
- Effective policies and procedures
- Active employee involvement

In addition to the implementation of SMS, this ASP will also:

- Establish a coordinated and documented process to implement the ASP 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.
- Establish and document system safety policies and procedures in compliance with Florida Administrative Code, Chapter 14-90.
- Facilitate internal and external safety audits to identify, track, and resolve safety program deficiencies.

4.4 State of Florida Administrative Code, Chapter 14-90 Requirements

In accordance with Florida Administrative Code, Chapter 14-90, this ASP 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
- 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
- Safety standards for private contract bus transit system(s) that provide(s) continuous or recurring transportation services for compensation as a result of a contractual agreement with Broward County Transit.

4.5 Policy Statement Communication

The BCT ASP Policy Statement is communicated throughout the agency to its employees, managers, and executives, as well as its contractors and to the Broward Board of County Commissioners.

4.6 Employee Safety Reporting Program

BCT has various processes that allow employees to report safety conditions to senior management. These processes also have protections for employees who report safety conditions to senior management, and a description of employee behaviors that can result in disciplinary action.

4.6.1 Employee Safety Reporting

Safety issues can be reported and identified by various means. Employees can report issues to their management or direct supervision, and they can also report issues to a member of the BCT Safety Committee. Bus Operators may also fill out a “Route Safety Card” to identify safety issues that occur during bus operations and turn these reports into their Bus Dispatcher who will refer any issues to BCT management. Employees also have the option of reporting issues directly to BCT Safety, Security and Compliance and to other county agencies such as the Broward County Risk Management Division, Broward County Professional Standards, and the Broward County Auditor. The purpose of all these reporting options is to allow employees who have an in-depth knowledge of the transit system to report unsafe conditions to management without fear of reprisal so safety risk can be mitigated. In addition, BCT makes the Minutes to the Monthly Safety Meeting available to the employees. BCT believes that having employee safety reporting programs and options helps to support a positive safety culture with the agency.

4.6.2 Employee Disciplinary Actions

Broward County Government and its Transit Division (BCT) have a policy to govern the investigation of violations, including those relating to safety. As a result of this policy, all employees are to be “free of retaliation as a result of bringing forward such allegation or participating in an investigation of such allegation.” In addition to this policy, all disciplinary actions are governed by Broward County policies and procedures for non-represented employees and

the applicable labor agreement for represented employees. These labor agreements detail specific employee behaviors that are subject to disciplinary action as well as the appropriate prescribed remedy.

4.7 SMS Authorities, Accountabilities, and Responsibilities

BCT has developed the appropriate authorities, accountabilities, and responsibilities for the development and management of SMS. This plan identifies the Accountable Executive, the Chief Safety Officer/SMS Executive as well as the senior agency leadership and executive management and other key staff who have a substantial role in safety management at BCT.

4.7.1 Accountable Executive

The Accountable Executive at BCT is the Transportation Department Director. As the BCT Accountable Executive, the Transportation Department Director is accountable for ensuring that the agency's SMS is effectively implemented throughout the agency. The Accountable Executive is accountable for ensuring action is taken, as necessary, to address substandard performance in the agency's SMS. The Accountable Executive may delegate specific responsibilities, but the ultimate accountability for BCT's safety performance rests with the Transportation Department Director. The key safety roles of the Accountable Executive are as follows:

- Decision-making about resources to support asset management, SMS activities, and capital investments.
- Approving SMS implementation planning documents.
- Endorsing or approving SMS Implementation team membership.

4.7.2 Chief Safety Officer/SMS Executive

The BCT Accountable Executive is responsible for designating the Director of Safety, Security and Compliance as the "Chief Safety Officer/SMS Executive." The Director of Safety, Security and Compliance has the authority and responsibility for day-to-day implementation and operation of BCT's SMS. In the BCT organization, the Safety, Security and Compliance Director has a direct line of report to the Transportation Department Director. The key safety roles of the Director of Safety, Security and Compliance are as follows:

- Developing and maintaining all SMS documentation.
- Directing hazard identification and safety risk assessment.
- Monitoring safety risk mitigation activities.
- Providing monthly reports on safety performance.
- Briefing the Accountable Executive in SMS implementation progress.
- Planning and implementing safety management training programs.

4.7.3 Agency Leadership and Executive Management

In addition to the Accountable Executive and Chief Safety Officer, BCT has other senior leadership positions who have responsibilities for the day-to-day implementation and operation of the SMS. BCT Senior Management has the overall responsibility of safe and secure operations of BCT Transit and contract service operators. The following are the Senior Managers in the Organization.

- Transportation Department Deputy General Manager
- Assistant General Manager of Operations
- Assistant General Manager of the Capital Program
- Assistant General Manager of Service Planning
- Assistant General Manager of Administration

4.7.4 Key Managerial/Supervisory Staff Position by Position Responsibilities

BCT Managerial / Supervisory Safety Responsibilities is outlined in **Appendix E**.

4.7.5 Organization Chart

In addition, each employee is required to carry out specific system safety responsibilities, depending on his/her position, in compliance with the ASP, the **BCT organization charts (Appendix F)** illustrate the reporting structure for each section.

BCT System Safety Responsibilities by Position (Page 1 of 4)

			TRANSPORTATION DEPT. DIRECTOR	TRANSPORTATION DEPT DEP DIR	SSC DIRECTOR	AGM OPS	AGMs CAP PROGRAMS, ADMIN, SER & STRAT PLAN	BUS OPS DIRECTOR	BUS MAINT DIRECTOR	RAIL DIRECTOR	PARATRANSIT DIR	SAFETY MANAGER	SECURITY MANAGER	SSC SPL PROJ COORDINATOR/ D&A	FLEET SERVICES MANAGER	LABOR RELATIONS ATTORNEY	HR OFFICER	MAINT SUPERINTENDENTS	MAINT SUPERVISORS	OPS SUPERINTENDENTS	OPS SUPERVISORS	TRAINING SUPERINTENDENT
1	Oversee and assure ASP and SPP compliance	Daily			X			X	X	X	X	X	X	X	X			X	X	X	X	X
2	Random inspections of Departments for safety compliance (pre-trip inspections, driver files, maintenance records, etc.)	Quarterly / As needed			X	X	X	X	X	X	X	X	X		X		X	X	X	X		X
3	ASP and SPP review, maintenance, and distribution	Annual / As needed	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X		X
4	Intra-departmental coordination and safety meetings	Monthly	X	X	X	X	X					X	X									
5	Inter-agency coordination (FDOT, law enforcement, emergency response organizations, etc.)	As needed	X	X	X							X	X									
6	Employee safety training and testing and record keeping	Initial hire / As needed			X							X	X				X					X
7	Drug free workplace (policy maintenance, employee training and testing, etc.)	Initial hire / As needed			X							X		X								X

BCT System Safety Responsibilities by Position (Page 2 of 4)

			TRANSPORTATION DEPT. DIRECTOR	TRANSPORTATION DEPT DEP DIR	SSC DIRECTOR	AGM OPS	AGM's CAP PROGRAMS, ADMN, SER & STRAT PLAN	BUS OPS DIRECTOR	BUS MAINT DIRECTOR	RAIL DIRECTOR	PARATRANSIT DIR	SAFETY MANAGER	SECURITY MANAGER	SSC SPL PROJ COORDINATOR/ D&A	FLEET SERVICES MANAGER	LABOR RELATIONS ATTORNEY	HR OFFICER	MAINT SUPERINTENDENTS	MAINT SUPERVISORS	OPS SUPERINTENDENTS	OPS SUPERVISORS	TRAINING SUPERINTENDENT
8	Driver license validity check and record maintenance	Initial hire / Quarterly			X	X	X	X	X	X	X	X					X	X		X	X	X
9	Administrative/Human Resource disciplinary actions	As needed	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X		X		X
10	Safety and security data acquisition and analysis	On an ongoing basis	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
11	Medical examination of drivers and record keeping	Initial hire / biennium			X	X	X	X	X	X	X	X	X		X		X					X
12	Vehicle and equipment procurement	As needed	X	X	X	X	X	X	X	X	X	X	X		X			X	X	X		X
13	Pre-trip inspections and record keeping	Daily																X	X	X		
14	Vehicle maintenance and record keeping	Daily			X				X			X	X		X			X	X			
15	Bus safety inspections and record keeping	Monthly							X									X	X			
16	Event investigation and record keeping	As needed			X							X	X	X	X			X		X	X	X

BCT System Safety Responsibilities by Position (Page 3 of 4)

			TRANSPORTATION DEPT. DIRECTOR	TRANSPORTATION DEPT DEP DIR	SSC DIRECTOR	AGM OPS	AGMs CAP PROGRAMS, ADMIN, SER & STRAT PLAN	BUS OPS DIRECTOR	BUS MAINT DIRECTOR	RAIL DIRECTOR	PARATRANSIT DIR	SAFETY MANAGER	SECURITY MANAGER	SSC SPL PROJ COORDINATOR/ D&A	FLEET SERVICES MANAGER	LABOR RELATIONS ATTORNEY	HR OFFICER	MAINT SUPERINTENDENTS	MAINT SUPERVISORS	OPS SUPERINTENDENTS	OPS SUPERVISORS	TRAINING SUPERINTENDENT
17	Investigate safety complaints	As needed			X							X	X	X	X			X		X	X	X
18	Pre-employment screening	Initial hire												X			X					X
19	Employee time recording and documentation	Daily													X		X	X	X	X	X	X
20	Internal safety audits	Annual/As needed			X							X	X	X								
21	Facilitate external (contractor & community bus) safety audits	As needed			X																	
22	External records maintenance, retention, and distribution	Daily / As needed			X	X	X															
23	Contractor safety and security compliance oversight	As needed			X	X	X	X	X	X	X	X	X	X								X
24	BCT Hazard identification and resolution	As needed			X							X	X									
25	BCT Compliance with ASP	Daily	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

BCT System Safety Responsibilities by Position (Page 4 of 4)

			TRANSPORTATION DEPT. DIRECTOR	TRANSPORTATION DEPT DEP DIR	SSC DIRECTOR	AGM OPS	AGM's CAP PROGRAMS, ADMIN, SER & STRAT PLAN	BUS OPS DIRECTOR	BUS MAINT DIRECTOR	RAIL DIRECTOR	PARA TRANSIT DIR	SAFETY MANAGER	SECURITY MANAGER	SSC SPL PROJ COORDINATOR/ D&A	FLEET SERVICES MANAGER	LABOR RELATIONS ATTORNEY	HR OFFICER	MAINT SUPERINTENDENTS	MAINT SUPERVISORS	OPS SUPERINTENDENTS	OPS SUPERVISORS	TRAINING SUPERINTENDENT
26	Verification of Operations and Maintenance Compliance with ASP	Annual	X	X	X	X	X					X	X	X								
27	Verification of compliance with ASP (internal audit)	Semi- annual			X							X	X	X								
28	Self-certification of safety compliance	Annual	X	X	X	X	X															

Chapter 5: Safety Risk Management

5.1 Safety Hazard Identification

The purpose of “Safety Risk Management” is to prescribe policies, duties and responsibilities for the proper documentation and issuance of compensation to employees during emergency transit operations. Hazard management is a mechanism by which hazards are identified and analyzed for potential impact on the operating system and resolved in a manner acceptable to the management and regulatory agencies. BCT’s hazard management consists of three primary components – hazard identification, hazard categorization, and hazard resolution.

5.2 Safety Hazard Assessment

The purpose of “Safety Hazard Assessment” is to prescribe policies, duties and responsibilities for the proper documentation and issuance of compensation to employees during emergency transit operations. Once the key system hazards have been identified and brought to the attention of the Safety, Security and Compliance Section, the Director or designee, shall categorize the hazard based on severity and probability of occurrence.

Hazard severity is a subjective measure of the hazard, supported by factual data, and shall be categorized as follows:

- Catastrophic – Death or system loss
- Critical – Severe injury, severe occupational illness, or major system damage
- Marginal – Minor injury, minor occupational illness, or minor system damage
- Negligible – less than minor injury, occupational illness, or system damage

Hazard probability is a subjective measure of likelihood that a specific hazard will occur and shall be categorized as follows:

- Frequent – Likely to occur frequently.
- Probable – Likely to occur several times.
- Occasional – Likely to occur sometime.
- Remote – Unlikely but possible to occur.
- Improbable – So unlikely that it can be rejected from consideration.

5.3 Safety Risk Mitigation

The purpose of “Safety Risk Mitigation” is to prescribe policies, duties and responsibilities for the proper documentation and issuance of compensation to employees during emergency transit operations. Once the hazards are identified and categorized, subsequent analysis shall be undertaken to resolve the issue and eliminate or minimize risk associated with the identified hazard. The following hazard resolution matrix shall be utilized assist in the identification of the level of acceptance for a specific hazard/risk.

Hazard Resolution Matrix	Catastrophic	Critical	Marginal	Negligible
Frequent	Unacceptable	Unacceptable	Unacceptable	Acceptable with reservation
Probable	Unacceptable	Unacceptable	Undesirable	Acceptable with reservation
Occasional	Unacceptable	Undesirable	Undesirable	Acceptable
Remote	Undesirable	Undesirable	Acceptable with reservation	Acceptable
Improbable	Acceptable with reservation	Acceptable with reservation	Acceptable with reservation	Acceptable

The results of the analysis and any proposed mitigation(s) will be presented to the applicable BCT Director(s).

As part of the Bipartisan Infrastructure Law, BCT has continued examine strategies to minimize exposure to infectious diseases consistent with guidelines of the Center for Disease Control and the Florida Department of Health. They are in the **Broward County Safety Manual (Appendix G)**. Additionally, the CDC guidance on Respiratory Infections in the Workplace is provided in **(Appendix H)**

When considering options for corrective action(s) to mitigate the identified hazards/risks, the **Hazard / Risk Mitigation Hierarchy of Controls** in **(Appendix I)** should be used.

Chapter 6: Safety Assurance

6.1 Safety Performance Monitoring and Measurement

The ASP requires the monitoring of the safety performance of BCT. Safety data is collected and reviewed. This data includes injuries to passengers, BCT personnel, the public, potentially hazardous equipment failures, design inadequacies, and rules and procedure violations. Bus safety performance reports are submitted to the Accountable Executive and the senior BCT leadership team on a monthly and annual basis.

6.1.1 Safety Monitoring

Safety performance monitoring and measuring at BCT involves the continual review of the agency's activities to provide senior management with an understanding of actual safety performance. Through these efforts, BCT can determine whether it is meeting its safety objectives and safety performance targets, as well as the extent to which the agency is effectively implementing SMS.

6.1.2 Event Investigation

A significant aspect of safety performance is the investigation of safety events. It is critical that BCT understands the causes of safety and security events on the system so that the circumstances leading to events can be mitigated in the future.

For the purpose of this PTASP, "events for investigation" are only when a collision involves a transit vehicle or take place on BCT controlled property. A collision is an event that results in contact between a County owned vehicle, and another vehicle, object, or person.

Any event resulting in a fatality, injury, or property damage as described below shall be investigated by either by a BCT Operations Supervisor, a qualified member of the Safety Security and Compliance Section, or both:

- 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 one 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 of \$25,000 or more.
- 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/mechanical issues.

When an event takes place, BCT Bus Operators are required to contact the BCT Communications Center via radio. The BCT Communications Center is then required to immediately contact local law enforcement and /or emergency medical services (as needed).

- BCT's service area operates in multiple municipalities, each of whom has its own designated law enforcement agency that will respond to BCT accidents. The Broward Sheriff's Office also provides service in unincorporated areas of Broward County, as well

- as the Florida Highway Patrol on unincorporated state roads. In Miami-Dade and Palm Beach Counties, the Communications Center maintains the information needed to notify the appropriate police agency.
- The Broward Sheriff (Traffic Homicide Investigators) may, in cooperation with the Safety, Security and Compliance Director, or designee, investigate serious injury accidents and all fatalities. A thorough, detailed report will be provided to BCT upon completion of this special investigation.

A Transit Supervisor deployed to the scene of accidents or incidents shall complete a ***Transit Supervisor Accident or Incident Investigation Report (form 702-242. Rev 5/14)*** included as **(Appendix J)**. This report, along with the ***Employee Report of Accident-Incident (form 702-326. Rev 4/17)***, included as **(Appendix K)**, is completed by the vehicle Operator, and is required to be submitted to the Dispatcher within 24 hours of the event. The ***Employee Report of Accident-Incident*** is reviewed and signed by the Operations Superintendent or Assistant Superintendent.

The Bus Operations Section shall submit the Operator's and Supervisor's reports to the Safety, Security and Compliance Section who will request videos (and police reports when applicable). The Safety, Security and Compliance Section enters each event into the BCT event database and forwards scanned copies of the event documents to the Broward County Risk Management Division.

6.1.3 Collision Review Team

Bus and other vehicle collisions are brought to the Collision Review Team (CRT) which determines preventability. **(Appendix L)** details the format followed by the **Collision Review Team (CRT)**.

6.1.4 Supplementary Chapter 14-90 Investigation

If it is learned that an event that has not been previously investigated per Florida Administrative Code, Chapter 14-90 but meets one of the four criteria discussed above, a qualified member of the Safety, Security and Compliance Section can complete a supplementary 14-90 investigation.

Investigation findings and associated corrective action correspondence shall be documented in the BCT event database where it is maintained for a minimum of four years from date of the completion of the investigation.

6.2 Safety Data Acquisition and Analysis

Information regarding accidents, incidents, hazardous conditions and BCT operations are obtained from several different reporting sources. These include, but are not limited to, "The Employee Report of Accident/Incident, the Bus Communications Center, the Transit Accident Database, Trans Track data, Hastus data, the CAD/AVL system and AssetWorks. This information can be provided upon request. A summary information is provided at the Monthly Safety Meeting. This data becomes the basis for the safety dashboards that are distributed to the Transportation Director and senior BCT leadership.

6.2.1 Accident and Incident Data

This data is maintained in the BCT Safety Database and is exported to Excel for analysis by the BCT Safety Manager on a monthly basis. Identified trends are discussed at Safety Committee meetings to receive interdepartmental input and to determine corrective actions to address same.

6.2.2 Maintenance Data Including Daily Vehicle Inspection Forms

This data is maintained for in AssetWorks and is analyzed by the maintenance sections on a monthly basis and referred to the appropriate Maintenance management personnel for corrective action.

6.2.3 Passenger Claims and Complaints

Passenger complaints are maintained in the Hastus database and referred to the responsible section for corrective action. In addition, this information is reported by Marketing and Customer Service on a monthly basis. The Broward County Risk Management Division also maintains information related to claims in the Broward County claims database called “STARS.”

6.2.4 Records of Rule Violations Occurring in and Around BCT

This data is maintained in the BCT event database and is analyzed by BCT management on a monthly basis. This information may also be presented to the Safety Committee or addressed separately by the Safety Manager.

6.3 Management of Change – Transit Change Review Committee (TCRC)

The Transit Change Review Committee (TCRC) was established to review and approve all proposed changes and modifications to the existing transit system safety baselines. Any additions, modifications, or deletions to transit system procedures, and to the existing safety configuration of transit system’s operating system fixed facilities, rolling stock, and equipment directly related to the operations of rolling stock, are reviewed, and approved by the TCRC. These reviews were established to ensure that system and operational changes are approved prior to implementation. Any drawings, manuals, and other related documents, including training programs, are updated to reflect these changes.

Specifically, TCRC committee members are responsible for the development and review of proposed changes to:

- Operating Rules
- Operating Procedures
- Configuration of transit systems, transit equipment and transit facilities
- Revenue vehicles and non-revenue vehicles

The TCRC may also recommend changes to transit training programs, as identified through accident/incident reviews, audits, and other assessments. Members include the Safety, Security and Compliance Director (Chair), the Transportation Department Deputy General Manager, Assistant General Manager of Operations, the Rail Operations Director, the Bus Maintenance Director, Bus Operations Director, the Assistant General Manager for Capital Programs, the Paratransit Director (if necessary), the Safety Manager (staff) and the Security Manager (staff) if

necessary. All members participate in the evaluation of changes and must reach consensus. Technical experts may attend meetings to clarify proposed changes.

6.3 Continuous Improvement

BCT has a process in place for assessing safety performance. If any deficiencies are identified during a safety performance assessment, BCT will carry out, a plan to address the identified safety deficiencies. The safety performance assessment is typically completed in conjunction with an annual review and update of the ASP as required by 49 CFR 673.

Chapter 7: Safety Promotion

7.1 Bus Operator Competencies and Training

7.1.1 New Bus Operators

BCT Bus Operators and contract service providers are required to complete all training and testing requirements to demonstrate and ensure adequate skills and capabilities to safely operate each type of bus before driving on a street or highway unsupervised. The Bus Operations Training Superintendent is responsible for ensuring that the required training and testing activities are conducted and documented utilizing a certification process. Noncompliance with any regulatory or agency specific guideline or requirement may result in the suspension or termination of employment.

It is the policy of BCT 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.

7.1.2 New Bus Operator Minimum Standards

The BCT Human Resources Officer (HRO) shall ensure that the following minimum standards are met when considering candidates to drive buses:

- Candidate must complete an employment application.
- Candidate must possess a valid Florida driving license, obtain a Florida CDL Permit at least two (2) weeks prior to date-of-hire, and obtain a Florida CDL License before independently operating any BCT Bus.
- Candidate must pass a criminal background check (with local law enforcement to include state of current residence 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
 - Education verification
 - Employment reference checks
 - Personal reference check
 - Workers' Compensation claims
- Candidate must successfully complete a 14-90 pre-employment physical including an eye examination and drug screening test.
- The Safety, Security and Compliance Section maintains a database of current medical certifications for all Bus Operators.
- Candidate must provide a signed acknowledgement of receipt and agreement to comply with drug-free workplace policy.

7.1.3 New Bus Operator Qualifications

The HRO and the Bus Operations Training Superintendent shall ensure the following qualifications are met during the driver selection and hiring process:

- Must have been a licensed driver for at least three years (Time spent driving on a learner's permit does not count toward this requirement).
- NO more than one (1) moving violation in the past three years.
- NO at-fault accidents in the last three years.
- No "Failures to Appear" or "Failures to Pay," in the last three years.
- No Reckless Driving within the last seven years.
- No Driving Under the Influence (DUI) within the last seven years. Two convictions (lifetime), for DUI is an automatic disqualification.
- No moving safety violations resulting in suspensions within the last three years.
- No Manslaughter resulting from the operation of a motor vehicle.
- No Hit-run or hit-run property damage.
- No reckless driving causing injury.
- No driving under the influence (DUI) causing injury.
- No combination of violations which indicate a pattern of irresponsibility or poor judgment.

7.1.4 Acknowledgements

The HRO and the Bus Operations Training Superintendent shall ensure that the following minimum standards are met for any employee who will drive a bus:

- Successful completion of required New-Hire 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 agreement to comply with **BCTs Operator's Manual-Rules and Regulations (Appendix M)**, and other materials included in the Training Folder issued to each new Bus Operator Trainees including:
 - Communication and handling of unsafe conditions, security threats, and emergencies.
 - Knowledge of and compliance with all applicable federal and state laws, rules, and regulations.
 - Knowledge of and requirement to perform and submit a daily bus inspection report pursuant to Chapter 14-90.006.
 - Knowledge that noncompliance with any regulatory or agency specific requirement may result in an employee administrative action up to and including suspension or termination of employment.
- Familiarization and operation of safety and emergency equipment, wheelchair lift equipment, and restraining devices.

7.1.5 New Bus Operator Training and Testing

BCT Bus Operators and contract service providers 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. The Bus

Operations Training Superintendent is responsible for ensuring that the required training and testing activities are conducted and documented utilizing a certification process. Noncompliance with any regulatory or agency specific guideline or requirement may result in suspension or termination of employment.

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

Safety and Security

- Safe Vehicle Operation
- Defensive Driving/Accident Prevention
- Hazard Recognition
- Emergency Procedures

Customer Service

- Role of the Transit Operator
- Customer Basics
- Communications
- Difficult Situations
- Customers with Disabilities and ADA

BCT Specific Policies and Procedures

- Broward County and BCT Policies and Procedures
- Fare Policies
- Documentation and Paperwork
- Reporting for Duty
- Appearance
- Code of Conduct
- Bus Operator Manual

Regulatory

- Drug and Alcohol Program Training
- Commercial Driver's License Training
- Occupational Safety and Health Administration (OSHA)
- Americans with Disabilities Training
- Florida Administrative Code, Chapter 14-90
- Other Regulatory Training

Technical Bus Operator Skills (On Bus Training Time)

- Vehicle Familiarization
- Pre/Post Trip Inspections
- Seat Positions/Mirrors
- Vehicle Start-up Procedures
- Steering/Maneuvering
- Lift/Ramp Deployment

- Securement
- Signaling
- Braking
- Routine procedures
- Service Stops/Transfer Facilities
- Driving Conditions/Adverse Weather
- Simulator Training (If Applicable)

Note: *Of the Technical Operator Skills training, each Bus Operator trainee must spend a minimum of ten (10) hours of instruction with a Certified TSI Bus Operator Instructor or equivalent.*

Route/Line Training (On-the-Job Training)

- System and Route Familiarization
- Line Instructor Training and Observation
- On-the-Job Training

Note: *Minimum training standards are for new Bus Operators. Training for experienced Bus Operators relocating to BCT can be adjusted at the discretion of the Bus Operator Training Superintendent.*

BCT uses the Transportation Safety Institute (TSI) curriculum “Vehicle Operations Instructor Guide Bus Operator Training Program” for new hire training and maintains an **BCT Bus Operator’s Vehicle Operations Instructure Guide. Bus Operator Training Program (Appendix N)** for new hire training and testing of prospective operators. These manuals contain training course content, curriculum, lesson plans, testing requirements, etc.

As part of the driver training program, drivers are required to successfully undergo a minimum of 80 hours of on-the-job training in revenue service with an experienced driver covering important aspects of safe vehicle operations.

After successful completion of each training and testing module, the Training Department documents and records the satisfactory completion of the employee’s training. Certificates of completion shall be maintained in the driver files for a minimum of five years.

7.1.6 Recurrent Bus Operator Training

The Bus Operations Training Superintendent shall develop and maintain a Training Manual for on-going and refresher training and testing of employees. The manual shall contain training course content, curriculum, lesson plans, testing requirements, etc. On-going/refresher training and testing sessions shall be conducted as necessary to remain compliant with Chapter 14-90. The drivers are required to attend training and testing in all areas specified by Chapter 14-90 at least once every three years. All training and testing activities are to be recorded and retained in files for a minimum of five years.

7.1.7 Remedial Bus Operator Training

BCT provides remedial training for operators after every major preventable accident and for those who have developed unsafe driving behaviors 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, the Bus Operation Training Superintendent will determine the appropriate remedial training, the results of which will also be documented and retained in the employee files and BCT Accident/Incident Database.

7.2 Records Retention

The Safety, Security and Compliance Section is responsible for implementing a record management program that includes maintenance, retention, distribution, and safe disposal of all safety and security program records of the agency in compliance with state and federal regulations.

All safety and security documents of the agency (ASP, SSEPP, etc.) shall be periodically revised, as needed, to ensure that they are up to date. Revisions and updates shall be communicated with employees, contractors, and regulatory agencies as they occur or as deemed necessary by management, depending on the nature of the revision or update. The SSEPP is considered a confidential document and shall be retained in a secure location by the BCT security manager.

BCT shall maintain and retain the records indicated in the table on the page for at least four years.

Record	Primary location of information and backup location	Responsible Position
Records of bus driver background checks and qualifications	Primary: Government Center East (GCE)	Broward County Humans Resources
	Back-up: GCW HRO	Human Resources Officer
Detailed descriptions of training administered and completed by each bus driver	Primary: Bus Operator Training	Bus Operations Training Superintendent
	Pending Development of Data base	Bus Operations Training Superintendents
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	Primary: Midas & Kronos	Bus Dispatch/Supervisors
	Back-up: Manual Documentation	Bus Dispatch/Supervisors
Event investigation reports, corrective action plans, and	Primary location: BCT Accident/Incident database.	Director of SSC

related supporting documentation		
	Back-up: BC Server	Transit IT
Records of preventive maintenance, regular maintenance, inspections, lubrication, and repairs performed for each bus	Primary: Assetworks	Maintenance Supervisors / Superintendents
	Back-up: BC Server	Transit IT
Records of annual bus safety inspections and documentation of any required corrective actions	Primary: Assetworks	Maintenance Supervisors / Superintendents
	Back-up: BC Server	Transit IT
Completed and signed medical examination reports for each bus driver	Primary: County's Contracted Medical Services Provider	SSC Director
	Back-up: SSC at GCW	Compliance Manager

BCT shall maintain and retain the records indicated in the following table for at least two weeks:

Record	Where Maintained	Responsible Position
Daily bus inspections(pre-trip and post-trip inspections)	Maintenance at Copans and Ravenswood locations.	Maintenance Supervisors and Superintendents
Corrective action (repairs) completed in response to daily bus inspections (pre-trip and post-trip inspections)	Maintenance at Copans and Ravenswood locations.	Maintenance Supervisors and Superintendents

In addition, BCT will retain records of and any corrective action documentation for a minimum of two weeks.

All sensitive personnel records will be protected from public access. When ready for disposal, both paper and electronic data will be disposed of in a secure manner ensuring that critical information is protected.

7.3 Safety Communication

BCT ensures that all personnel are aware of information relevant to their safety-related roles and responsibilities. At a minimum, BCT shares information about hazards and safety risks, and those actions are taken in response to reports submitted through the various employee safety reporting

processes. BCT provides explanations of changes to policies, activities, and procedures. In addition, BCT makes the Minutes to the Monthly Safety Meeting available to the employees. Safety Notices are posted at facilities, memos are issued directly to employees and electronic information monitors are updated with new content as necessary. Bus Operators can communicate safety issues by filling out **Route Safety Cards (Appendix O)** and submitting them to Operations management for follow-up. Employees also have the option of reporting issues directly to BCT Safety, Security and Compliance and to other county agencies.

Chapter 8: Drug and Alcohol Program

8.1 BCT Drug and Alcohol Testing Policy and Procedures

BCT is a Second Chance provider and complies with the requirements mandated by the FTA regarding substance abuse management and testing as follows:

- 49 CFR Part 655, *Prevention of Prohibited Drug Use and Alcohol Misuse in Transit Operations*
- 49 CFR Part 40, *Procedures for Transportation Workplace Drug and Alcohol Testing Procedures*.

A copy of the **BCTs Drug and Alcohol Testing Policy and Procedures dated March 2023**, is in **(Appendix P)**.

Chapter 9: Medical Exams for Transit System Bus Operators

9.1 Bus Operator Medical Exam Requirements

This section of the ASP establishes BCTs medical examination requirements for all applicants for Bus Operator positions and for all existing Bus Operators.

- 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 30 or more days due to an illness, medical condition, or injury. The County contracts with a medical provider to perform medical exams for its employees. Physicals are kept at the medical provider's office for a minimum of four years from date of the exam.
- Medical examinations shall be performed and recorded according to FDOT Form Number 725-030-11, ***Medical Examination Report for Bus Transit System Driver, Rev. 05/09, (Appendix Q)***.
- Medical examinations must 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, maintain the original at his or her office and provide a copy to the BCT Safety Security and Compliance Section.
- 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 certificates for each bus driver, dated within the past 24 months, shall be maintained on file for a minimum of four years from the date of the examination.
- BCT shall not allow a driver to operate a transit bus without having on file a completed medical examination certificate dated within the past 24 months.

Chapter 10: Bus and Vehicle Operating Requirements

10.1 BCT Bus Operations and Driving

The BCT Assistant General Manager of Operations is responsible for overall compliance with the following bus and vehicle operating requirements of this ASP.

It is the responsibility of every employee or vendor who performs any driving and/or operational duties to strictly adhere to the following requirements:

- Under no circumstances is a Bus Operator allowed to operate a bus with passengers without having a valid Class A or B CDL with a “P” (Passenger) endorsement in his or her possession.
- Under no circumstances are Bus Mechanics or CSAs allowed to operate a bus without having the Class A or B CDL in his or her possession.
- Under no circumstances is a driver allowed to operate a BCT vehicle without having the appropriate and valid driver's license in his or her possession.
- Bus Operators and other drivers are not permitted to operate a bus or a BCT vehicle when his or her driver license has been suspended, cancelled, or revoked. A driver who receives a notice that his or her license to operate bus or 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.
- 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.
- For the purpose of compliance with Chapter 14-90, BCT defines the “On Duty” and “Off Duty” status of Bus Operators as follows:
 - **“On Duty”** begins when a Bus Operator punches in at the beginning of his or her shift until the Bus Operator punches out at the end of their shift,
 - **“Off-Duty”** means any time the Bus Operator is not on duty, required to be in readiness to work, or under any responsibility to perform work.
- Bus Operators 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 Bus Operator is not permitted to drive until the requirement of a minimum eight consecutive hours off-duty time has been fulfilled. Bus Operators 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 Bus Operator 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.
- BCT uses a computer system (Midas) that flags the Bus Operator as he/she approaches 72 hours of “platform time” which excludes travel time to/from the bus, inspection time and other non-driving time. When a Bus Operator is flagged, Dispatch is responsible for ensuring that the operator does

not exceed the allowable driving time

- Bus Operators and other drivers are not permitted to drive a bus or a BCT vehicle when his or her ability is impaired, or likely to be impaired, by fatigue, illness, or other causes, likely to create an unsafe condition.
- Bus Operators and other drivers shall not report for duty or operate any BCT 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.
- Bus Operators and other drivers are required to conduct daily bus or BCT vehicle inspections and reporting of all defects and deficiencies likely to affect safe operation or cause mechanical malfunctions.
- AM Pullout Bus Operators are required to immediately report any defect or deficiency that may affect safe operations or cause mechanical malfunctions. Any defect or deficiency found is reported to the Communications Center and in addition, properly documented on an Operators Bus Pre-Inspection Report form submitted to Maintenance.
- PM Pullout Bus Operators are required to immediately report any defect or deficiency that may affect safe operations or cause mechanical malfunctions. Any defect or deficiency found is reported to the Communications Center and in addition, properly documented on an Operators Bus Pre-Inspection Report which is placed in the Bus Operations drop box before exiting the property.
- Any defects found during operations are reported to the Communications Center and documented on a Bus Operators Defect Report (form) and placed in a drop box near the Bus Dispatcher window. Maintenance picks up these reports on a daily basis.
- The Maintenance Section shall review daily inspection reports and Bus Operator Defect Reports and then document corrective actions taken as a result of any deficiencies identified by daily inspections.
- A bus with any passenger doors in the open position shall not be operated with passengers aboard. The doors shall not be opened until the bus is stopped. A bus with any inoperable passenger door shall not be operated with passengers aboard, except to move a bus to a safe location.
- Bus Operators shall ensure that during darkness, interior lighting and lighting in stepwells on buses shall be sufficient for passengers to enter and exit safely. If the lighting is not operable, the Bus Operator will report it to the Communications Center and the Communications Center will instruct the Bus Operator to take the bus out of passenger service.
- Passengers shall 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 shall not be permitted to stand on buses not designed and constructed for that purpose.

- Bus Operators are required to be properly secured to the driver's seat with a restraining belt at all times while the bus is in motion.
- Buses shall not be left unattended with passengers aboard for longer than 15 minutes. The rear door interlock is activated to allow passenger to exit in the event of an emergency. The parking or holding brake device shall be properly set at any time the bus is left unattended.
- Buses shall not be left unattended in an unsafe condition with passengers aboard at any time.
- Transit vehicles shall not be used at any time for uses other than those that are authorized and permitted according to state and federal program requirements.

BCT Transit uses the "Shield" system that sends out notifications to a comprehensive distribution list daily, at approximately 3:00 AM – 3:15 AM, when a driver's license is suspended. The SSC Director is the owner of the Shield System distribution list. Additionally, an employee of the Broward County Human Resources forwards a secondary notification of suspensions and subsequent reinstatement notices to a distribution list, the distribution list used by HR at includes BCT Operations Director and other management staff.

10.2 Wireless Communications Policies

A "wireless communication device" means an electronic or electrical device capable of remote communication. Examples include cell phones, personal digital assistants (PDAs), computer tablets, portable computers (commonly called laptop computers) or any other similar device.

A "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.

Due to the COVID 19 pandemic, BCT reviewed its wireless communications policy and procedures to always ensure operator safety. The revised document is provided as Appendix R.

- The use of a personal wireless communication device is prohibited while the transit vehicle is in motion.
- All personal wireless communication devices must be turned off with any earpieces removed from the operator's ear while occupying the driver's seat.
- Drivers are not permitted to use any wireless communication device issued by the bus transit system while the transit vehicle is in motion, except brief radio communications with

the communication center. If the driver must use the radio for a long duration, he/she must stop the vehicle in a safe place.

- The use of a wireless communication device is prohibited while loading or unloading a wheelchair patron or while conducting any other safety related duty that require the driver's undivided attention. If wireless communication is necessary, the driver must use a company issued wireless communication device (i.e., Portable Radio) before or upon completion of the safety related task.
- If the Bus Operator's Radio is inoperable, employees are permitted to use wireless communication devices, provided that the bus is not in motion and the Bus Operator is outside of the Bus Operator's area either behind the standee line, or outside the bus, in the following situations:
 - Communication between a driver and the BCT Communications Center is necessary.
 - A driver requesting medical or emergency assistance.
 - A driver reporting an illegal activity, a traffic accident, a road hazard, or a safety or security threat.

In such situations, the Bus Operator must call the direct line to the BCT Communication Center.

- In an emergency, if a Bus Operator is unable to use the radio (e.g., driver is separated from the vehicle due to a need to evacuate, or the radio is inoperable because it is beyond the radio coverage area, or other malfunction), a wireless communication device may be used to contact the BCT Communications Center, using the direct line. The bus must not be in motion and the Bus Operator must be outside of the Bus Operator's area either behind the standee line, or outside the bus.
- In addition to the above, BCT requires all employees to follow the radio operating procedures included in the Operators' Manual.
- BCT's Wireless Communication policy and procedures are included in the new Bus Operator Training Program. The policy and procedures are thoroughly reviewed with each employee. This Wireless Communication policy and procedure training must be acknowledged and signed for by each employee.

Florida 14-90.004 Regulations on Wireless Communications

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.

BCT reviewed its wireless communications policy and procedures to ensure operator safety in the event the Bus Radio is inoperable. In these limited related emergency situations, Bus Operators are allowed to use a wireless device to only call the direct line to the BCT Communications Center from the Bus Operator's seat, with protection of the Bus Operator Safety Partition, provided the bus is parked safely at a bus stop. This limited revision to the wireless communications policy is provided as (Appendix R).

Chapter 11: Bus Maintenance Plan

The purpose of the Bus Maintenance Plan is to detail the Broward County Transportation Department's efforts to provide clean, safe, and reliable transportation for revenue service in a proficient manner. Solid preventive maintenance (PM) practices maximize useful life, are cost effective over the life of the vehicle, and ensure that BCT vehicles remain in safe operating condition. A strong preventive maintenance (PM) program effectively reduces overall maintenance costs by decreasing the number of road calls and the high cost of unpredictable repairs caused by reactive maintenance.

The Bus Maintenance Section operates 365-days a year, 24-hours a day. The Bus Maintenance Section has the responsibility for maintaining a fleet of revenue vehicles. It is necessary to have skilled, motivated employees to perform the work. BCT staff continually reviews maintenance practices to identify potential improvements to the program. To meet the goal of providing a high standard of service as efficiently as possible, the following plan has been

The bus maintenance plan ensures that all buses operated and all parts and accessories on such buses, including those specified in Rule 14-90.007 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.

The Assistant General Manager of Operations is responsible for ensuring that the Maintenance Plan remains consistent with Florida Chapter 14-90 and that all vehicles operated are regularly and systematically inspected, maintained, and lubricated in accordance with the BCT Maintenance Plan and the Preventive Maintenance Program. Copies of the FY2023 Bus Maintenance Plan are available from the Bus Maintenance Section Director or the Safety, Security and Compliance Section Director.

11.1 Daily Vehicle Inspections

The BCT process for daily bus inspections includes pre-trip inspections, in-service and post trip inspections, the inspection activities of the Coach Service Attendants, and the prioritization of defect repairs and documentation by the Bus Maintenance Section and the Transit IT Section.

11.1.1 Pre-Trip Inspections

Bus Operators are required to perform daily vehicle inspections prior to operating the assigned vehicle. At the start of each assignment, the Bus Dispatcher provides a copy of the "Pre-Trip Inspection Form" to each bus operator. The Bus Dispatcher informs the Bus Operator of the assigned bus. Prior to operating the vehicle, each Bus Operator will check the vehicle, complete a **Pre-Trip Inspection Form (Appendix S)**, and include any remark that is appropriate to the condition of the bus. The Pre-Trip Inspection includes an inspection of the vehicle including 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

If “minor” defects are discovered, Bus Operators are required to note them on the inspection form for immediate correction, if possible, or for repair. If “major” defects are noted, the vehicle is to be repaired immediately. “Major defects” would be anything that would “hamper the vehicle during operation.” Major defects include safety sensitive issues such as lights that do not work or missing or inoperable equipment. Safety related defects include steering system, service and parking brakes, suspension and undercarriage, tires, wheels and wheel end components, fuel and exhaust systems, all lights, mirrors, wipers and warning devices, interlocks, interior gauges and safety equipment, wheelchair lift, air systems, emergency exits and fire suppression systems. Inoperable lifts/ramps or missing securement straps would be considered major defects. Bus Operators are required to record the condition of the wheelchair lift/ramp, securement system “tie-downs and straps,” and the destination sign lights.

Bus Operators run the lift/ramp through one complete cycle daily to ensure safe and smooth operation and to check the lift/ramp’s power source to ensure that adequate power is provided. An item on the Pre-Trip Inspection checklist has Wheelchair lift/ramp checks, however, for mid-day shift changes, Bus Operators do a “walk-around” and check safety features such as lights, mirrors, as well as look for body damage. Lifts/ramps and securement systems are not required to be cycled again and checked at these shift changes, although some operators may still preform a cycle check at their discretion.

AM Pullout Bus Operators are required to immediately report any defect or deficiency that may affect safe operations or cause mechanical malfunctions. Any defect or deficiency found is reported to the Communications Center and in addition, properly documented on an Operator’s Bus Pre-Trip Inspection Form submitted to a Bus Mechanic in the service line. They may either be repaired at this time or deferred, or the Bus Operator may be given a replacement vehicle.

PM Pullout Bus Operators are required to immediately report any defect or deficiency that may affect safe operations or cause mechanical malfunctions. Any defect or deficiency found is reported to the Communications Center and in addition, properly documented on the Operator’s Bus Pre-Trip Inspection Form which is placed in the Bus Operations drop box before exiting the property. Defects may either be repaired at this time or deferred, or the Bus Operator may be given a replacement vehicle.

11.1.2 In Service/Post-Trip Inspection and Reporting

Any defects found during “in service” operations are immediately reported to the Communications Center and documented on a Bus Operator’s ***Post-Trip Inspection Form (Appendix T)***. This form is then placed in a drop box near the Bus Dispatcher window before the Bus Operator exits the property. The daily vehicle Post-Trip Inspection Forms must be complete with the Bus 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. Bus Maintenance picks up these reports daily.

If the Bus Operator finds any mechanical or other problems that could compromise the safety of the vehicle at any point, the Bus Operator shall immediately inform the BCT Communications Center. If necessary, a replacement bus will be dispatched, or a road call will be issued, and a Bus Mechanic will repair the bus enroute if possible. The Communications Center shall inform the Bus Maintenance Section via e-mail or telephone call, the vehicle will be placed on the Bus Maintenance “Hold Sheet,”

and the vehicle will not be scheduled for service until repaired. Failure to report defects by Bus Operators may result in a disciplinary action.

11.1.3 Coach Service Attendants

The Bus Maintenance Section has employees called “Coach Service Attendants” who are responsible for servicing BCT’s buses after operations. Included in the cleaning and servicing tasks, they are required to report defects to their supervisor for correction by Bus Maintenance Mechanics. The following work is performed between the hours of 7:00 AM and 3:30 PM by the Coach Service Attendants:

- Sweep coach interior
- Inspect for graffiti, cut seats, lights out, mirrors
- Inspect for obvious fluid leaks
- Detail clean interiors of buses
- Wash coach exterior
- Clean the interior of the maintenance shops
- Report all defects observed for correction

The following work is performed after 3:30 PM each day by the Coach Service Attendants:

- Cash vaults in fareboxes are emptied
- Each vehicle is fueled nightly
- Check engine coolant
- Check engine oil
- Check transmission fluid level
- Visual tire inspection for obvious damage
- Sweep coach interior
- Detail clean interior of buses
- Inspect for graffiti, cut seats, lights out, mirrors
- Record all fluids used (Completed by FleetWatch)
- Record mileage readings (Completed by FleetWatch)

11.1.4 Bus Maintenance Section Prioritization of Defect Repairs and Documentation

Bus Maintenance Section Supervisors review inspections forms daily and document the corrective actions taken as a result of any deficiencies identified by the Bus Operators. Once defects are noted, they are prioritized and sorted by the Bus Maintenance Supervisor into categories for repairs. Once a defect is noted on the inspection form and repaired, the documentation is attached to the work/repair order and electronically filed via the AssetWorks system. All defect repair information is maintained in the AssetWorks system for the life of each vehicle. It should be noted that the on-duty Bus Maintenance Supervisor will periodically conduct vehicle inspections following behind the Bus Operators who have completed the pre-trip vehicle inspections to ensure that the daily pre-trip vehicle inspections are adequately performed. The hard copies of the daily pre-trip inspection forms are retained by the Bus Maintenance Section for a minimum of two weeks.

11.1.5 Transit IT Section Prioritization of Onboard System Defect Repairs and Documentation

Bus Maintenance Section Supervisors review all bus inspection forms from each Maintenance Facility daily and identify any defect that relates to “onboard systems.” Copies of these inspection forms, detailing onboard systems defects, are distributed daily to the Transit IT Onboard Systems Team. The Transit IT Onboard Systems Supervisor then reviews the defects and prioritizes repairs for each Maintenance Facility. The Onboard Systems Team then inspects the bus and implements any necessary repairs. Depending on the issue, the repair could be assigned out to a vendor, or to the Onboard Systems Team to repair. If the defect is safety sensitive, the Onboard Systems Supervisor will coordinate with the Bus Maintenance Section on when the bus can be returned service. The Onboard Systems Team logs repairs performed by either in-house staff or vendors in the central IT SharePoint system. Information on all onboard system repairs will be retained for the life of the vehicle. The Onboard Systems Team retains photocopies of all defect reports for two weeks and stores them locally in-office.

11.2 Preventive Maintenance

Broward County Transit takes a functionally holistic approach to the maintenance and servicing of all vehicles that emphasizes regular preventive maintenance, comprehensive inspections and overall efficiency and cost effectiveness. This approach assures a safe, reliable, and cost-effective Bus Maintenance Program. All Bus Operators and Bus Maintenance Section personnel are familiar with these procedures designed to reduce vehicle breakdowns.

11.2.1 Scheduled 6,000 Mile Preventive Maintenance Inspections

Scheduled preventive maintenance inspections (P.M.) for vehicles in BCT’s Bus Fleet are performed at 6,000-mile intervals. During the preventive maintenance inspection, all safety features of the vehicle are also inspected for proper operation. P.M.’s shall be flagged as “due” at 5,400 miles and shall be shown “overdue” at 6,600 miles. This reflects a 10% plus or minus variable to ensure P.M. schedule compliance. The allowable variance with all preventive maintenance inspections is a minus 600 miles to a plus 600 miles. Any inspection completed within this parameter is considered “on-time” as long as the actual mileage interval meets the manufacturer’s recommended maintenance schedule. Throughout the P.M. and repair process,

the tasks performed by Bus Maintenance staff are under constant review by the Bus Maintenance Section management and staff to ensure that decisions are made at the proper level of the organization. In addition, as required by FTA regulations, BCT follows all OEM requirements. These requirements are loaded into the AssetWorks system and included in P.M. inspection work orders as appropriate.

11.2.2 Method for Monitoring, Tracking and Documenting PM inspections and Fluid Changes

It is the policy of BCT that the FTA required on-time performance of bus preventive maintenance inspections will be above the 80% threshold. The Senior Management of BCT closely monitors this performance. The following is the procedure for tracking P.M. inspections and fluid changes, ensuring that they are conducted in a timely manner:

- The Assistant Superintendent or the designated Bus Maintenance Supervisor (Skilled Trades Supervisor) at each garage reviews the automated AssetWorks report that is published at 7:00 A.M. each day to identify any bus within the range of miles to be eligible for the 6,000-mile preventive maintenance inspection. To be eligible for the 6,000-mile preventive maintenance inspection, a bus should have at least 5,400 miles since, and not more than 6,600 miles beyond its previous inspection.
- The Assistant Superintendent or the designated Bus Maintenance Supervisor (Skilled Trades Supervisor) at each garage then schedules the preventive maintenance inspection for each identified bus and opens a work order in the AssetWorks system. The P.M. inspection is scheduled for the next preventive maintenance shift. To initiate the preventive maintenance inspection, the appropriate Bus Maintenance Supervisor will issue a **Preventive Maintenance Inspection Work Order (Appendix U)** to a qualified Bus Mechanic. The work order will include the current date, the bus number and the current mileage reading. BCT conducts a full "A Level" or annual type inspection for each 6,000-mile interval.
- Specific fluid change intervals are automatically included in the Preventive Maintenance Inspection Work Order. The fluid change intervals used by BCT are as follows:
 - Oil – 6,000 miles
 - Transmission – 100,000
 - Differential – 200,000
 - Coolant – 300,000 miles
- Any OEM required maintenance is also added to the AssetWorks system and is automatically added by the system to Preventive Maintenance Inspection Work Orders.
- The Bus Mechanic completes the P.M. inspection and any necessary repairs to the bus. The Bus Mechanic completes the AssetWorks work order and brings the work order document to the Bus Maintenance Supervisor (Skilled Trades Supervisor).
- The Bus Maintenance Supervisor reviews the work order and enters the completed work order information into the AssetWorks system.
- The Bus Maintenance Section Director, the garage Superintendents, the garage Assistant Superintendents, and All Bus Maintenance Supervisor (Skilled Trades Supervisors) receive an automated report every day at 7:00 A.M. called "6,000 Miles Past Due." **See report format below.** The Assistant General Manager of the Operations Division and the Deputy General Manager of the Transportation Department are cc'd on the report and monitor the

status of P.M. inspections daily.



6000 Miles PM Past Due

9/27/2021 7:00 am

Total PM's past due

Copans PM's past due

Ravenswood PM's past due

Garage	Bus	Cur Miles	PM Last Done	Miles Past Due	Comments
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- The Bus Maintenance Section Director and staff reviews the “6,000 Miles Past Due” Report on a daily basis and take any necessary actions to ensure that preventive maintenance inspection schedules remain “on-time.”

During the preventive maintenance inspection, the mechanic will initial the **Preventive Maintenance Inspection Checklist (Appendix V)** and complete the work order to show work completed and parts used.

Following the P.M. inspection, the Bus Mechanic will return the P.M. work order to the Bus Maintenance Supervisor. The work order information is keyed into the AssetsWorks maintenance system and closed out. This information documents the bus number, when the inspection was done and by whom, the current mileage reading, the repair work performed, and the parts used.

In addition, other needed repairs may be identified during the PM inspection. These are referred to as “PM de order.” The identified repair needs are then scheduled into the repair shop and assigned to a Bus Mechanic. Safety critical repairs are immediately completed before the bus is put back to service, but minor repairs may be deferred until they can be scheduled.

The Bus Maintenance Superintendent at each facility, or designee, shall regularly perform Quality Assurance (QA) checks to ensure that the inspections and repairs, both in-house and contracted, are completed and documented properly. Each vehicle shall have a record documenting preventive maintenance, regular maintenance, inspections, lubrication, and repairs performed. Such P.M. inspection records shall be maintained for the life of the vehicle and at a minimum, include 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, fluid change, lubrication, or repair performed.
- If not owned by BCT, the name of any person furnishing a bus.

- The name and address of any entity or contractor performing an inspection, maintenance, fluid change, lubrication, or repair.

For tracking purposes, a “Maintenance Log” is maintained in AssetsWorks containing vehicle ID, make and type of vehicle, year, model, special equipment, inspections, maintenance, fluid changes, lubrication intervals, and date or mileage when services are due.

11.2.3 Bus Maintenance Safety Inspections

Bus Safety inspections are an integral part of the preventive maintenance inspections and are performed as part of the scheduled 6,000-mile Preventative Maintenance Program on all buses operated by BCT and contracted service providers. The Maintenance Superintendent at each facility is responsible for ensuring that each Bus Mechanic performing a bus safety inspection is qualified as follows:

- Understands the requirements set forth in Florida Chapter 14-90 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 a vehicle maintenance program 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 as part of the scheduled 6,000-mile Preventative Maintenance Program 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 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
- Stepwells and flooring
- Emergency exits
- Tires and wheels
- Suspension system
- Steering system
- Exhaust system

- Seat belts
- Safety equipment
- Equipment for transporting wheelchairs
- Working speedometer

The following information is included in AssetsWorks for each inspection:

- 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 all buses receiving Preventative Maintenance, including safety inspections are retained in AssetsWorks for a minimum of four years for compliance review.

Chapter 12: Bus Equipment Standards and Procurement Criteria

The BCT Assistant General Manager of Operations is responsible for overall compliance with vehicle equipment standards and procurement criteria. BCT will only procure vehicles adhering to the vehicle equipment standards and procurement criteria specified in Chapter 14-90.007 of the State of Florida Administrative Code.

12.1 Bus Equipment Minimum Gross Vehicle Weight Rating and Safety Standards

The Assistant General Manager of Operations shall ensure that all buses procured and operated must meet the following minimum standards, as applicable:

- 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.
- Structural integrity that mitigates or minimizes the adverse effects of collisions.
- The Federal Motor Vehicle Safety Standards (FMVSS), 49 C.F.R. Part 571, Sections 102, 103, 104, 105, 108, 207, 209, 210, 217, 302, 403, and 404, as amended.

In addition, proof of strength and structural integrity tests on new buses procured will be submitted by manufacturers or bus transit systems to BCT.

12.2 Bus Equipment Standards

The Maintenance Section shall ensure that every bus operated by the agency is equipped following the minimum standards as follows:

- **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.
- **Wiring and Batteries.** Electrical wiring shall be secured 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 is 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 retainment 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 a 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 stepwell.
- **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 enough 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 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 $\frac{4}{32}$ ($\frac{1}{8}$) 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 $\frac{2}{32}$ ($\frac{1}{16}$) 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, regrooved, 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.
- Seat Belts. Every bus shall be equipped with an adjustable driver's restraining belt in compliance with the requirements of FMVSS 209, "Seat Belt Assemblies" 49 C.F.R. 571.209-October 1, 2008, and FMVSS 210, "Seat Belt Assembly Anchorages" 49 C. F. R. 571.210 October 1,2008, hereby incorporated by reference.
- Safety Equipment. Every bus shall be equipped with one fully charged dry chemical or carbon dioxide fire extinguisher, having at least a 1 ABC 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.
- Driver Safety Partitions. Every new bus shall be equipped with a safety partition that must provide a high degree of safety mechanisms and construction to protect the bus operator from generally known standard physical and chemical assaults reducing potential harm to

the bus driver. The safety barrier shall act as a divider between the bus driver and passenger occupants.

12.3 Bus Equipment ADA Standards

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, hereby incorporated by reference, as well as the following:

- Installation of a wheelchair lift, or ramp shall not cause the manufacturer's GVWR, gross axle weight rating, or tire rating to be exceeded.
- 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 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.
- 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).
- 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.
- Each wheelchair lift or ramp assembly shall be legibly and permanently marked by the manufacturer or installer with the following information:
 - i. The manufacturer's name and address.
 - ii. The month and year of manufacture.
 - iii. 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 Chapter 14-90. Instructions for normal and emergency operation of the lift or ramp shall be carried or displayed in every bus.

Chapter 13: Internal and External Safety Audits

The Safety, Security and Compliance Director is responsible for ensuring that announced or unannounced internal safety audits of BCT are conducted to ensure compliance with all the objectives and requirements of this ASP and Florida Administrative Code Chapter 14-90. The annual audit results shall be documented by the audit team in a report containing the following:

- Identification of the findings, including a detailed description of any deficiency.
- Required corrective action and a schedule for implementation of the corrective action to be taken for each deficiency.
- Any required suspension of bus transit system service should it be determined that the continued operation of the service or a portion thereof poses an immediate danger to public safety.

In addition, BCT management will work closely with regulatory agencies (FDOT, FTA, etc.) when external audit notifications are received and allocate resources, as necessary, to facilitate the audits.

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Appendices

FY 2024

TRANSIT ASSET MANAGEMENT PLAN



BROWARD COUNTY TRANSPORTATION DEPARTMENT
October 31, 2023





TRANSPORTATION DEPARTMENT

1 N. University Drive, Suite 3100A • Plantation, Florida 33324 • 954-357-8300 • FAX 954-357-8305

**Broward County Transit
FY 2024 Adopted Transit Asset Management Plan**

This is the Adopted FY 2024 Broward County Transit (BCT) Transit Asset Management (TAM) Plan. Every transit agency that owns, operates, or maintains capital assets and received federal assistance must develop and implement a TAM Plan. The purpose of this plan is to ensure that all public transit assets achieve and are maintained in a state of good repair.

As the Accountable Executive for the BCT TAM Plan, I certify that this adopted plan contains the required elements and that BCT has the resources to carry out all required activities.

A handwritten signature in dark ink, appearing to read "Coree Cuff Loneragan", is written over a horizontal line.

Coree Cuff Loneragan
Director/General Manager

10/31/2023
Date

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CHAPTER 1 – INTRODUCTION

Broward County Transit (BCT) was created as a service of Broward County government, in conformance with the Broward County Charter, to provide safe, reliable, and effective public transportation services to the citizens of Broward County, Florida. The service area for BCT is approximately 410 square miles within Broward County. BCT buses connect to Miami-Dade Transit to the south, Palm Tran to the north, and to the regional commuter rail system Tri-Rail operated by the South Florida Regional Transportation Authority (SFRTA). Fixed-route bus services currently include 43 weekday routes, 33 Saturday routes, and 32 Sunday routes. In addition to regular fixed route bus services, BCT also operates Breeze (limited stop) and Express services, coordinates Community Shuttle service, and provides Paratransit service.

The purpose of developing Broward County Transit's Transit Asset Management Plan (TAM) is to achieve and maintain all public transit assets in a state of good repair (SGR). This means that the asset:

1. Is able to perform its designed function,
2. Does not pose a known unacceptable safety risk, and
3. Its lifecycle investments have been met or recovered.

TAM and SGR Policy

The Moving Ahead for Progress in the 21st Century Act (MAP-21) required the USDOT Secretary to develop rules to establish a system to monitor and manage public transportation assets to improve safety, increase reliability and performance, and establish performance measures. The Fixing America's Surface Transportation (FAST) Act reaffirmed this requirement. On July 26, 2016, FTA published the Transit Asset Management (TAM) Final Rule.

Transit Asset Management is the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risk, and costs over their life cycles for the purpose of providing safe, cost-effective, and reliable public transportation. TAM uses transit asset condition to guide how to manage capital assets and prioritize funding to improve or maintain a state of good repair.

The Final Rule for TAM requires every transit provider that receives federal financial assistance under 49 U.S.C. Chapter 53 to develop a TAM plan or be a part of a group TAM plan prepared by a sponsor. All TAM Plans must contain:

- An inventory of assets
- A condition assessment of inventoried assets
- Documentation of the decision support tool
- A prioritization of investments

Each transit agency must designate an Accountable Executive to ensure that the necessary resources are available. An Accountable Executive is a single, identifiable individual within a transit agency who has direct control over the resources needed to implement an agency's TAM plan. The Broward County Transit (BCT) Accountable Executive for the TAM Plan is the Transportation Department Director/General Manager.

The TAM Plan must be updated in its entirety, at minimum, every four years. The resulting information from the inventory of assets and performance targets is reported to National Transit Database (NTD).

BCT is committed to fostering a safe, mobility focused public transit program that promotes economic growth and opportunity for all of Broward County's passengers. Public transit is a vital part of Broward County's multimodal transportation system. It is a transportation option that relieves congestion, helps maximize capacity on roadways, improves air quality, reduces fuel consumption, and connects people of all ages and abilities with their communities. Maintaining a transit fleet in a state of good repair is critical to providing a safe, reliable, and comfortable environment for the traveling public.

As a designated recipient of federal funds, BCT has the regulatory responsibility to develop the Transit Asset Management (TAM) Plan. In addition to fixed route, express and paratransit services, BCT also has a Community Shuttle program that is operated in partnership with nineteen of Broward County's municipalities. A total of 19 municipalities are included in the BCT TAM Plan for Community Shuttle bus replacements. These municipalities are Coconut Creek, Coral Springs, Dania Beach, Davie, Deerfield Beach, Fort Lauderdale, Hallandale Beach, Hillsboro Beach, Hollywood, Lauderdale Lakes, Lauderhill, Lighthouse Point, Margate, Miramar, North Lauderdale, Oakland Park, Pembroke Pines, Pompano Beach, and Tamarac. It should be noted that two of these municipalities, Corals Springs and Pompano Beach currently lease vehicles from their sub-contractor.

Performance Targets & Measures

When determining performance targets and measures it is most important to first identify what factors are considered and what that data entails. BCT utilizes the following data when determining performance targets and measures:

- Useful Life
- Asset Age
- Vehicle Mileage
- Asset Condition
- Useful Life Benchmark (ULB)

Broward County Transit Performance Measures and Targets

Targets

There are 845 vehicles within the BCT Rolling stock inventory of revenue buses. Currently, BCT does not have any revenue bus rolling stock that has exceeded its useful life benchmark (ULB) of 14 years. BCT starts the procurement process to replace our oldest buses at year 12 which completes the purchases on schedule with the BCT ULB benchmark.

The BCT Non-Revenue vehicles item consists of 141 total vehicles. Eight or 7.48% exceeds the useful life benchmark (ULB) for the support vehicles. It is programmed to bring all non-revenue vehicles with int ULB by the end of FY 2024. Of the 34 other rubber tire vehicles, a total of 8, or 23.53% exceed the ULB. It is programmed to bring all vehicles within the ULB by the end of FY 2024.

Revenue Vehicles	2024	2024	2023	2023
Bus Vehicles	Target	ULB	Target	ULB
Paratransit Cutaway Bus (CU)	0.0%	10	0.0%	10
Paratransit Sedan	0.0%	8	0.0%	8
Fixed Route 35 ft Diesel Bus	0.0%	14	0.0%	14
Fixed Route 40 ft Diesel Bus	0.0%	14	0.0%	14
Fixed Route 40 ft Hybrid Bus	0.0%	14	0.0%	14
Fixed Route 40 ft Electric Bus	0.0%	14	0.0%	14
Fixed Route 60 ft Articulated Hybrid Bus	0.0%	14	0.0%	14
Fixed Route 60 ft Articulated Diesel Bus	0.0%	14	0.0%	14
Fixed Route 42 ft Hybrid Bus	0.0%	14	0.0%	14
Fixed Route Cutaway Bus (CU)	0.0%	10	0.0%	10
Over the Road Coach	0.0%	10	0.0%	10
Non-Revenue Vehicles	Target	ULB	Target	ULB
Support service vehicles	7.48%	8	4.0%	8
Rubber tire vehicles	23.53%	14	27%	14
Other	Target	ULB	Target	ULB
N/A				

TAM Goals and/or Objectives (Targets)

Goal 1: Maintain revenue vehicles in a State of Good Repair in FY 2024 and beyond.

- Dispose of vehicles that are irreparable or pose an unacceptable safety risk
- Prioritize the replacement of revenue vehicles that fall into the poor or marginal condition rating.
- Ensure that preventive maintenance strategies are in place to extend the life of the vehicles through the ULB, if necessary.

Goal 2: Maintain all non-revenue vehicles in a State of Good Repair in FY 2024 and beyond.

- Prioritize the replacement of vehicles that have exceeded their ULB
- When necessary, implement preventive maintenance strategies to extend ULB

Goal 3: Maintain all operational and maintenance facilities in a state of good repair in FY 2024 and beyond.

- Prioritize any investments necessary to maintain the safe operation of facilities

About the TAM Plan

The TAM Plan contains four major components:

- Asset Inventory and Condition Assessment
- Decision Support Tool
- Management Approach
- Implementation of Performance Measures and MPO Coordination and NTD Reporting

A Capital Asset Inventory for FY 2021 Capital Assets was conducted as of September 30, 2021. As a result, an updated inventory is included in the FY 2024 Annual Update. A bi-annual asset inventory will be conducted at the end of fiscal year 2024. Additionally, a condition assessment of facilities was conducted as of FY 2022 and included this year's TAM Plan Update.

The Decision Support Tool provides an explanation of how the use of a quantifiable scoring matrix assists BCT management in investment decisions.

The Management Approach details the information supporting the decision-making process, investment prioritization, risk management considerations, and strategies for maintenance, overhaul, disposal, acquisition, and renewal.

The Performance Measures detail how the actual conditions compare to the targets set for each asset category. In addition, there is also a description of coordination efforts that take place with the Broward County MPO as well as the NTD Reporting requirements.

CHAPTER 2 – ASSET INVENTORY AND CONDITION ASSESSMENT

The Broward County Transit Asset Inventory and Condition Assessment information is bi-annually. The FY 2021 Capital Asset Inventory was conducted as of September 30, 2021. This year's FY 2024 TAM Plan update asset inventory and condition assessment will take place at the end of fiscal year FY 2024. In FY 2022 a Condition Assessment of facilities was conducted and has been included in FY 2024 TAM Plan update. The BCT Asset inventory will be divided into two specific areas. The first area will provide the Asset Inventory and Condition Assessment for all equipment, including rolling stock. The second area will provide the Asset Inventory and Condition Assessment for all buildings. As part of the BCT's annual NTD reporting an updated Condition Assessment will be submitted. The updated Asset Inventory and Condition Assessment is included as Attachment E.

Asset Inventory and Condition Assessment Information Content

Each valued asset in the BCT Asset Inventory and Condition Assessment has basic information on the asset's identification, description, funding, and condition.

The following provides a short description of the primary asset information collected for equipment:

1. Asset ID #
2. Description
3. Serial # (Manufacturer's #)
4. Location
5. Asset Type
6. Acquisition Date
7. Cost
8. Recovery Period (Useful Life)
9. Federal Grant Funding Share
10. Asset Condition (Poor, Marginal, Adequate, Good, Excellent)
11. Funding Source (Federal, State or Local)
12. Federal Award Information # (Federal Grant #)

In addition, the following provides a short description of the primary asset information collected for buildings:

1. Asset ID #
2. Description (Includes Location)
3. Acquisition Date
4. Cost
5. Recovery Period (Useful Life)
6. Federal Grant Funding Share
7. Asset Condition (Poor, Marginal, Adequate, Good, Excellent)
8. Funding Source (Federal, State or Local)
9. Federal Award Information # (Federal Grant #)

Roles and Responsibilities

BCT has detailed staffing roles and responsibilities to ensure that the Transit Asset Management (TAM) Plan has enough resources to carry out the Asset Inventory activities and asset securement. This inventory count is conducted by BCT on a biennial basis.

The TAM Asset Inventory roles and responsibilities and the title of the appropriate employee is summarized below.

TAM Asset Inventory Roles and Responsibilities	Title
Accountable Executive	Broward County Transportation Dept. Director/Gen. Manager
Co-Custodian of System-wide Assets	Assistant General Manager – Administration Division
Co-Custodian of System-wide Assets	Accounting Section Manager
Sub-Custodian of Asset (Revenue Vehicles)	Assistant General Manager – Operations Division
Sub-Custodian of Assets (Community Shuttle Assets)	BCT Paratransit Division Director
Sub-Custodian of Assets (Paratransit)	BCT Paratransit Division Director
Sub-Custodian of Assets (IT Equipment)	BCT IT Section Manager
Sub-Custodian of Assets (Non-Revenue Vehicles & Equipment)	Broward County Fleet Services Division Director
Sub-Custodian of Assets (Shelters/Stops & Facilities)	Assistant General Manager – Capital Programs

The Broward County Transportation Department Director is the Accountable Executive for the entire BCT TAM program. Specifically, the Asset Inventory process is led jointly by Co-Custodians, the Assistant General Manager of the Administration Division, and the Accounting Section Manager. These Co-Custodians ensure that the proper controls and oversight of the Asset Inventory process are implemented, delegated, and maintained.

The Asset Inventories and related activities in each area of BCT are the responsibility of Sub-Custodians. The Sub-Custodians are the primary management personnel in each major BCT business area responsible for the inventory, control, and securement of the assets under their jurisdiction.

The specific roles and responsibilities of the Sub-Custodians during the asset life cycle is detailed below:

1. Purchase the asset.
2. Notify the Custodian of the asset purchase and request an Asset ID #. This notification includes the serial # of the asset (if appropriate), the asset description, the recovery period (useful life), the cost, the funding source, and the Federal Award information # (Federal Grant #).
3. Affix the Asset ID # to the specific asset as appropriate.
4. Maintain the asset throughout its useful life in a state of good repair.
5. Notify the Custodian of the disposal of the asset at the end of its useful life or if the asset is no longer in a state of good repair.

6. The Custodian then reviews the proposed disposal to ensure it meets all agency and Federal disposal requirements.

CHAPTER 3 – DECISION TOOL

The Capital Program Oversight Committee (CPOC), comprised of the Deputy General Manager of the Transportation Department, the Assistant General Manager of Administration Division, the Assistant General Manager of the Service and Strategic Planning Division, the Assistant General Manager of Operations Division, the Assistant General Manager - Capital Program, the Paratransit Division Director, the Business Operations Section Manager, the Accounting Section Manager, the Grants Management Section Manager and BCT's Information Technology Section Manager, uses a performance based decision support tool to provide quantifiable information to management to prioritize investment decisions and estimate capital needs over time.

Decision Support Scoring Matrix

This decision support tool uses a numerical scoring system. Each CPOC member fills out a scoring matrix for every proposed project. This scoring matrix lists 5 distinct criteria for each proposed capital project with the following weighted scoring of five (5) being the highest weight and one (1) being the lowest weight:

<u>Criteria</u>	<u>Scoring</u>
1. Mandate	(5 points)
2. Safety	(4 points)
3. Service Reliability	(3 points)
4. State of Good Repair	(2 points)
5. Project Readiness	(1 point)

After the appropriate criteria score is given, the CPOC member then gives the project a need or intensity rating with 5 being the highest/immediate need and 1 being lowest need. Once each CPOC member provides their scores, all of this information is tabulated and averaged for each project. The average totals for each project are used to create a project investment ranking. The entire CPOC committee then reviews this list and compares it projected available federal and local funding to create a 5-year Transit Capital Program that reflects the priorities of mandated investments, safety, service reliability, state of good repair and project readiness. This completed draft Transit Capital Program is then submitted to BCT's and Broward County's senior management for further review and approval as discussed in Chapter 4 – MANAGEMENT APPROACH.

CHAPTER 4 – MANAGEMENT APPROACH

As part of the on-going project development and funding process, BCT prepares its Transit Capital Program for a five-year period as a part of Broward County’s annual capital budget process. BCT Transit Capital Program is approved by the Broward Board of County Commissioners based on the current year’s budget. The Federal Transportation Administration (FTA) funds and other local funds are crucial to continuing the safe and reliable operation of the BCT public transit system.

Capital Program Oversight Committee (CPOC)

BCT’s overall capital priority needs are reviewed by members of Capital Project Oversight Committee (CPOC). As discussed in Chapter 3, the CPOC committee is comprised of the Deputy General Manager of the Transportation Department, the Assistant General Manager of the Administration Division, the Assistant General Manager of the Service and Strategic Planning Division, the Assistant General Manager of the Operations Division, the Assistant General Manager of the Capital Program Division, the Paratransit Division Director, the Business Operations Section Manager, the Accounting Section Manager, the Grants Management Section Manager and BCT’s Information Technology Section Manager. This group reviews project timelines, project scopes, procurement progress, the impact of changes to laws, the impact to safety and security, the impact to service, the impact to operating budgets, the plan to maintain all assets in a state of good repair, and the adequacy and source of project funding. CPOC uses this information along with the decision support tool to prioritize the funding of projects.

One of the critical objectives of CPOC is to ensure that all BCT’s assets remain in a state of good repair. BCT’s current rolling stock, equipment and facilities are maintained in working condition primarily through funding provided by the annual Operating Budget. As a result of these on-going maintenance actions, CPOC places strategic emphasis on replacing assets when they meet the end of their FTA established useful life. If necessary, due to funding constraints, asset replacements may also occur based on the FTA established Useful Life Benchmarks (ULB). CPOC will consider additional investments for new assets and services only after all necessary projects to maintain existing assets in a state of good repair are prioritized and funded.

Annual Project Approval Process

Annually, during the Capital Budget process, projects are developed by Project Managers and submitted to the BCT Business Operations Section Manager. Specifically, Project Managers must complete a “Capital Projects Form” to request any new projects and submit to the BCT Business Operations Section Manager to review scope, cost basis, operating impact and initially identify a potential funding source. Also, Project Managers must complete a “Re-estimation Capital Project Request Form” for continuing projects. The Business Operations Section Manager, Accounting Section Manager and the Grants Management Section Manager compile a comprehensive list of projects for review by CPOC. After CPOC ranks the projects using the decision support tool with

safety and state of good repair related projects receiving the highest priorities, the draft Broward County Transit Capital Program is then submitted to the Transportation Department Director/General Manager to review and approve. BCT's Capital Program is then submitted by the Transportation Department Director to the Broward County Office of Management and Budget (OMB) for further review and then approval by the County Administrator. Finally, the BCT Program is approved by the Broward Board of County Commissioners as a part of the annual Broward County budget process. The Broward County Transit Capital Program is in place ready for implementation when BCT's fiscal year begins annually on October 1st.

Broward County Transit Capital Program

BCT's management approach results in a 5-year Transit Capital Program to reflect all anticipated investments in the transit system. This Capital Program provides for investments in buses and other vehicles, infrastructure improvements/maintenance programs, security related programs, Information Technology (IT) programs and other administrative and contractual costs. These investments ensure that rolling stock (revenue and non-revenue), equipment, infrastructure and facilities are maintained in a state of good repair.

The current approved Broward County Transit Capital Program is included as Attachment C.

CHAPTER 5 – PERFORMANCE MEASURES, MPO COORDINATION and NTD REPORTING

The main categories of assets included in the annual “Transit Performance Measures” are rolling stock, equipment, and facilities. These performance measures are reported out annually to the Broward Metropolitan Planning Organization (MPO). In FY 2022 Broward County Transit conducted an annual condition assessment on each of its facilities. BCT owns and maintains its facilities throughout its operations areas. BCT procured an independent contractor to assess the condition assessment. The contractor provided a facility condition report (A-15) and photograph areas to document its condition and support the assessment. The following provides a status summary of these important assets as well as a discussion of MPO coordination and National Transportation Database (NTD) reporting activities.

Asset Summary

ASSET CATEGORY	TOTAL NUMBER
Rolling Stock	845 Vehicles (Revenue Buses)
Equipment	141 Vehicles (Non-Revenue and Other Rubber Tire)
Facilities	6 Facilities

Rolling Stock

There are 845 vehicles within the BCT rolling stock inventory of revenue buses. Currently, BCT does not have any revenue bus rolling stock that have exceeded their Useful Life Benchmark (ULB) of 14 years. BCT starts the procurement process to replace our oldest buses at year 12 which completes the purchases on schedule with BCT ULB benchmark.

ROLLING STOCK	FLEET SIZE	USEFUL LIFE BENCHMARK	% EXCEEDING USEFUL LIFE BENCHMARK
Paratransit Cutaway Bus (CU)	269	10 years	0.0%
Paratransit Sedan	68	8 years	0.0%
Fixed Route 35’ Diesel Bus (BU)	27	14 Years	0.0%
Fixed Route 40’ Diesel Bus (BU)	233	14 years	0.0%
Fixed Route 40’ Hybrid Bus (BU)	25	14 years	0.0%
Fixed Route 40’ Electric Bus (BU)	12	14 years	0.0%
Fixed Route 60’ Articulated Diesel Bus (AB)	36	14 years	0.0%
Fixed Route 60’ Articulated Hybrid Bus (AB)	10	14 years	0.0%
Fixed Route 42’ Hybrid Bus (BU)	24	14 years	0.0%
Fixed Route Cutaway Bus (CU)	8	10 years	0.0%
Express Route 45’ Diesel Over the Road Coach	54	14 years	0.0%
Community Shuttle Cutaway Bus (CU)	79	10 years	0.0%

Equipment

The BCT equipment item consists of all non-revenue support service and maintenance vehicles. Of the 107 total non-revenue vehicles, a total of 8 or 7.48% exceed the Useful Life Benchmark (ULB). It is programmed to bring all non-revenue vehicles within the ULB by the end of FY 2024. Of the 34 other rubber tire vehicles, a total of 8 or 23.53% exceed the ULB. It is programmed to bring all vehicles within the ULB by the end of FY 2024.

EQUIPMENT	FLEET SIZE	USEFUL LIFE BENCHMARK	% EXCEEDING USEFUL LIFE BENCHMARK
All Non-Revenue Vehicles	107	8 years	7.48%
Other Rubber Tire Vehicles	34	5 - 14 years	23.53%

Facilities

There are currently six facilities in the BCT Facilities Asset Inventory. Two of these facilities are the BCT Buses Garages and Maintenance Facilities. In FY 2022 an Independent Contractor performed a Condition Assessment of BCT facilities. The current condition of the Copans Bus Garage and Maintenance Facility is 3.0 or Adequate. The Current condition of the Ravenswood Bus Garage and Maintenance Facility is 4.0 or Good. In addition, BCT has four passenger facilities included in the Asset Inventory. The Broward Terminal in Downtown Fort Lauderdale has a condition rating of 3.0 or Adequate, the West Regional Terminal has a condition rating of 4.0 or Good and the Northeast Transit Center has a condition rating of 4.0 or Good and the new Lauderhill Mall Transit Center has a condition rating of 5.0 or Excellent.

FACILITIES	COUNT	CONDITION BENCHMARK	% EXCEEDING CONDITION BENCHMARK
Bus Garage/Maintenance Facilities	2	3.0 - 4.0	0%
Other Facilities	4	3.0 – 5.0	0%

Broward MPO Coordination

The Transit Management Plan (TAM) Final Rule specifies that all Transit Providers are to submit their completed TAM Plan to their respective MPO by October 31, 2023. The BCT 2024 TAM Plan meet this submission requirement. In addition, beginning January 1, 2017, and every fiscal year thereafter, Transit Agencies were required to submit annual Transit Performance Measure Targets to their respective MPO. BCT has satisfied this requirement by submitting Transit Performance Measure Targets on October 31, 2023.

NTD Reporting

Each Transit Agency developing a TAM Plan must report annually to FTA's National Transportation Database or NTD. The submission is required to include:

1. The projected targets for the next fiscal year.
2. Condition assessments and performance results.
3. A narrative report on changes in transit system conditions and the progress towards achieving previous performance targets.
4. BCT's TAM Plan identifies the Assistant General Manager - Service and Strategic Planning as the responsible party to make these required NTD submissions.

ATTACHMENT A: Asset Summary and Condition – Equipment

ROLLING STOCK	FLEET SIZE	USEFUL LIFE BENCHMARK	% EXCEEDING USEFUL LIFE BENCHMARK
Paratransit Cutaway Bus (CU)	269	10 years	0.0%
Paratransit Sedan	68	8 years	0.0%
Fixed Route 35' Diesel Bus (BU)	27	14 Years	0.0%
Fixed Route 40' Diesel Bus (BU)	233	14 years	0.0%
Fixed Route 40' Hybrid Bus (BU)	25	14 years	0.0%
Fixed Route 40' Electric Bus (BU)	12	14 years	0.0%
Fixed Route 60' Articulated Diesel Bus (AB)	36	14 years	0.0%
Fixed Route 60' Articulated Hybrid Bus (AB)	10	14 years	0.0%
Fixed Route 42' Hybrid Bus (BU)	24	14 years	0.0%
Fixed Route Cutaway Bus (CU)	8	10 years	0.0%
Express Route 45' Diesel Over the Road Coach	54	14 years	0.0%
Community Shuttle Cutaway Bus (CU)	79	10 years	0.0%

EQUIPMENT	FLEET SIZE	USEFUL LIFE BENCHMARK	% EXCEEDING USEFUL LIFE BENCHMARK
All Non-Revenue Vehicles	107	8 years	7.48%
Other Rubber Tire Vehicles	34	5 - 14 years	23.53%

ATTACHMENT B: Asset Summary and Condition – Buildings

FACILITIES	COUNT	CONDITION BENCHMARK	% EXCEEDING CONDITION BENCHMARK
Bus Garage/Maintenance Facilities	2	3.0 - 4.0	0%
Other Facilities	4	3.0 – 5.0	0%

ATTACHMENT C: Broward County Transit Capital Program

BROWARD COUNTY TRANSIT CAPITAL PROGRAM

	FY24	FY25	FY26	FY27	FY28	2024 -2028
REVENUES						
Federal Transit Administration (5307 and 5339)	\$ 34,203,360	\$ 34,203,360	\$ 34,203,360	\$ 34,203,360	\$ 34,203,360	\$ 171,016,800
Fund Balance	3,006,000	-	-	-	-	3,006,000
Transfer from Transportation Concurrency Fund	4,700,000	4,544,000	4,588,880	4,634,660	4,681,350	23,148,890
TOTAL REVENUES	\$ 41,909,360	\$ 38,747,360	\$ 38,792,240	\$ 38,838,020	\$ 38,884,710	\$ 197,171,690
APPROPRIATIONS						
<u>Bus and Vehicle Acquisition/Replacement/Maintenance Program</u>						
Buses	17,573,920	20,404,030	19,575,700	19,300,650	21,204,610	98,058,910
Capital Maintenance and Preventive Maintenance	4,313,570	4,529,250	4,755,710	4,993,490	5,243,170	23,835,190
Support Vehicles	1,176,100	892,660	1,600,000	830,000	179,270	4,678,030
Tire Leasing	1,300,000	1,339,000	1,379,170	1,420,550	1,463,160	6,901,880
Subtotal	24,363,590	27,164,940	27,310,580	26,544,690	28,090,210	133,474,010
<u>Infrastructure Improvement/Maintenance Programs</u>						
Bus Stop Infrastructure	845,920	624,050	642,770	641,040	660,280	3,414,060
Maintenance Lifts PM	276,850	285,150	293,710	302,520	311,590	1,469,820
Maint Shop Equipment	227,860	412,650	150,000	150,000	154,500	1,095,010
Subtotal	1,350,630	1,321,850	1,086,480	1,093,560	1,126,370	5,978,890
<u>Security Program</u>						
Fleet Security System PM	632,500	664,130	697,330	732,200	768,810	3,494,970
Facility Security System	430,000	330,000	332,100	936,610	338,910	2,367,620
Subtotal	1,062,500	994,130	1,029,430	1,668,810	1,107,720	5,862,590
<u>Information Technology Program</u>						
IT Hardware Projects	152,500	129,090	101,000	1,126,000	-	1,508,590
IT Software Projects	104,290	172,420	110,640	113,960	117,380	618,690
IT Hardware Support PM	1,034,510	1,858,310	1,937,930	1,561,210	1,604,300	7,996,260
IT Software Support PM	1,861,570	2,383,630	2,442,940	1,905,240	1,961,790	10,555,170
Mobile Radio PM	173,770	178,990	184,360	189,890	195,590	922,600
APC Fixed Route Project	4,100,000	-	-	-	-	4,100,000
Subtotal	7,426,640	4,722,440	4,776,870	4,896,300	3,879,060	25,701,310
TOTAL APPROPRIATIONS GRANT	34,203,360	34,203,360	34,203,360	34,203,360	34,203,360	171,016,800
<u>Non-Grant and Concurrency Projects</u>						
Bus Stop Infrastructure	2,300,000	2,300,000	2,300,000	2,300,000	2,300,000	11,500,000
Bus Stop Project Managers	405,000	417,150	405,000	417,150	405,000	2,049,300
New Bus Match	1,795,000	1,826,850	1,883,880	1,917,510	1,976,350	9,399,590
Ravenswood Facility Rehab	800,000	-	-	-	-	800,000
Ravenswood Parking Project	200,000	-	-	-	-	200,000
Copans Ground Lift	80,000	-	-	-	-	80,000
Renov Main Locker Rooms Copan	800,000	-	-	-	-	800,000
Copans Replacement Chiller	150,000	-	-	-	-	150,000
Lauderhill Transit Facility	200,000	-	-	-	-	200,000
Bus Wash	200,000	-	-	-	-	200,000
Transit Facility Waterproofing	166,000	-	-	-	-	166,000
Building 6 Fueling Center Roof Replacement	300,000	-	-	-	-	300,000
Building 5 Bus Wash Roof	200,000	-	-	-	-	200,000
N Mass Transit HVAC Replacement	90,000	-	-	-	-	90,000
N Mass Transit Parking Renovation	20,000	-	-	-	-	20,000
Subtotal	7,706,000	4,544,000	4,588,880	4,634,660	4,681,350	26,154,890
TOTAL APPROPRIATIONS	\$ 41,909,360	\$ 38,747,360	\$ 38,792,240	\$ 38,838,020	\$ 38,884,710	\$ 197,171,690

BROWARD COUNTY CAPITAL BUDGET

NARRATIVE

PROGAM

Transit Capital
Grant Funded Capital Projects

Funding for a majority of the FY 24-28 Transit Grant-Funded Capital Program comes from the Section 5307 grant agreements with the Federal Transit Administration (FTA). After approval of Broward County Transit's capital program, the FTA provides 100 percent of project funding. Broward County is not required to match the capital grant due to Toll Revenue Credits from the Florida Department of Transportation. In FY 24-28 Transit is projected to receive Section 5339 grant funding from the FTA to fund additional bus purchases.

The FTA's review of capital grant programs on a single-year basis prevents finalizing costs of "out-year" projects.

Bus and Vehicle Acquisition/Replacement/Maintenance Program

- In FY 24, \$17.6 million is appropriated for replacement of fixed-route buses. An additional \$80.5 million is programmed in FY25-28.
- In FY 24-28, a total of \$23.8 million is provided as part of the capital and preventative maintenance program. The program covers costs for parts, equipment, and labor associated with preventative maintenance on buses.
- \$4.7 million is programmed in FY 24-28 for other Transit support vehicles.
- In FY 24-28, a total of \$6.9 million is programmed to lease tires for the fixed-route buses.

Infrastructure Improvement/Maintenance Programs

- In FY 24-28, \$3.4 million is budgeted for Countywide bus stop infrastructure improvements including ADA and shelter improvements.
- \$2.6 million is programmed in FY 24-28 for various maintenance lifts and shop equipment.

Security Related Programs

- In FY 24-28, a total of \$5.9 million is appropriated over the five-year capital program for maintenance and replacement of security cameras and vehicle surveillance systems.

Information Technology Programs

- In FY 24-28, \$2.1 million is allocated for hardware and software projects.
- Over the five-year capital program, \$19.5 million is allocated for maintenance and licensing of software and hardware including mobile radio communication systems.
- In FY 24, \$4.1 million is budgeted for automatic people counter fixed route projects.

NARRATIVE CONTINUED

Non-Grant Projects and Concurrency Projects

- The Transit Concurrency Program is funded with fees collected from developers that are transferred from the County Transportation Trust Fund. The Transportation Concurrency Management System divides Broward County into ten Concurrency Districts: however, two districts maintain the existing roadway concurrency system supported with impact fees.
- \$13.5 million is programmed in FY 24-28 for bus stop shelter improvements and bus stop project managers.
- A total of \$9.4 million is set aside in FY 24-28 for costs related to County match of competitive grants for the purchases of new buses.
- In FY 24 there is a total of \$1 million budgeted for facilities improvements at the Ravenswood Transit facility including gate and guard booth replacement at both entrances of the Ravenswood facility and repairs to the parking at the Ravenswood facility.
- \$1.03 million is allocated in FY24 for locker room HVAC replacement, chiller replacement, ground lift construction at the Copans Transit Facility.
- In FY 24, \$200,000 is budgeted for various facilities improvements at the Lauderhill Transit Facility including fencing and HVAC improvements.
- \$200,000 is allocated for additional bus wash design and exterior improvements at the Copans Transit Facility.
- In FY 24, \$776,000 is allocated for various facility maintenance and improvement projects including waterproofing at multiple transit facilities, Building 6 Fueling Center and Building 5 Bus Wash roof replacement, and North Mass Transit condensing unit replacement and parking refurbishment.

BROWARD COUNTY TRANSIT CAPITAL PROGRAM

	FY24	FY25	FY26	FY27	FY28	2024 -2028
REVENUES						
Federal Transit Administration (5307 and 5339)	\$ 34,203,360	\$ 34,203,360	\$ 34,203,360	\$ 34,203,360	\$ 34,203,360	\$ 171,016,800
TOTAL REVENUES	\$ 34,203,360	\$ 34,203,360	\$ 34,203,360	\$ 34,203,360	\$ 34,203,360	\$ 171,016,800
APPROPRIATIONS						
<u>Bus and Vehicle Acquisition/Replacement/Maintenance Program</u>						
Buses	17,573,920	20,404,030	19,575,700	19,300,650	21,204,610	98,058,910
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Subtotal	24,363,590	27,164,940	27,310,580	26,544,690	28,090,210	133,474,010
<u>Infrastructure Improvement/Maintenance Programs</u>						
Bus Stop Infrastructure	845,920	624,050	642,770	641,040	660,280	3,414,060
Maintenance Lifts PM	276,850	285,150	293,710	302,520	311,590	1,469,820
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Subtotal	1,350,630	1,321,850	1,086,480	1,093,560	1,126,370	5,978,890
<u>Security Program</u>						
Fleet Security System PM	632,500	664,130	697,330	732,200	768,810	3,494,970
Facility Security System	430,000	330,000	332,100	936,610	338,910	2,367,620
Subtotal	1,062,500	994,130	1,029,430	1,668,810	1,107,720	5,862,590
<u>Information Technology Program</u>						
IT Hardware Projects	152,500	129,090	101,000	1,126,000	-	1,508,590
IT Software Projects	104,290	172,420	110,640	113,960	117,380	618,690
IT Hardware Support PM	1,034,510	1,858,310	1,937,930	1,561,210	1,604,300	7,996,260
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Mobile Radio PM	173,770	178,990	184,360	189,890	195,590	922,600
APC Fixed Route Project	4,100,000	-	-	-	-	4,100,000
Subtotal	7,426,640	4,722,440	4,776,870	4,896,300	3,879,060	25,701,310
TOTAL APPROPRIATIONS GRANT	34,203,360	34,203,360	34,203,360	34,203,360	34,203,360	171,016,800

ATTACHMENT D: BCT Letter to MPO Transmitting FY 2023



TRANSPORTATION DEPARTMENT - Administration
1 N. University Drive, Suite 3100A • Plantation, Florida 33324 • 954-357-8300 • FAX 954-357-8305

October 31, 2023

Mr. Greg Stuart
Executive Director
Broward Metropolitan Planning Organization
Trade Centre South
100 West Cypress Creek Road
Fort Lauderdale, FL 33309

Re: FTA Transit Asset Management Performance Measures

Dear Mr. Stuart:

The Fixing America's Surface Transportation (FAST) Act was signed into law on December 4, 2015, and is the first federal law in over a decade to provide long-term funding certainty for surface transportation infrastructure planning, investment, and performance management. On July 26, 2016, FTA published the Transit Asset Management (TAM) Final Rule. The Final Rule for TAM requires every transit provider that receives federal financial assistance under 49 U.S.C. Chapter 53 to develop a TAM plan and provide performance measures to the appropriate Metropolitan Planning Organization.

As the accountable executive for Broward County Transit (BCT), it is my mandated role to develop and transmit transit asset performance measures to the Metropolitan Planning Organization.

The attached document sets BCT's targets for transit assets for Fiscal Year 2024 and Fiscal Year 2023 based on the actual performance measures required in the Federal Transit Administration's final transit asset management rule. Please contact me if you have any questions concerning this submission.

Sincerely,

A handwritten signature in dark ink, appearing to read "Corey Cuff Lonergan", with a long horizontal flourish extending to the right.

Coree Cuff Lonergan
Director/General Manager
Broward County Transportation Department

cc w/encl. Monica Cepero, County Administrator
 Kimm Campbell, Deputy County Administrator
 Kevin Kelleher, Assistant County Administrator
 Tim Garling, Deputy General Manager
 Richard D. Chess, Assistant General Manager Administration Division

Transit Performance Measures

Broward County Transit (BCT) FTA Transit Asset Management Performance Measures: FY 2023-2024

Performance Measure	Asset Class/Type	Fleet Size/Count	Useful Life Benchmark (ULB)	FY 2023 Performance Metric (% exceeding ULB)	FY 2024 Target
Rolling Stock -- Percentage of Revenue Vehicles within an asset class that have exceeded their Useful Life Benchmark (ULB)	Paratransit Cutaway Bus (CU)	269	10 Years	0.0%	0.0%
	Paratransit Sedan	68	8 Years	0.0%	0.0%
	Fixed Route 35 Foot Diesel Bus (BU)	27	14 Years	0.0%	0.0%
	Fixed Route 40 Foot Diesel (BU)	233	14 Years	0.0%	0.0%
	Fixed Route 40 Foot Hybrid (BU)	25	14 Years	0.0%	0.0%
	Fixed Route 40' Electric Bus (BU)	12	14 Years	0.0%	0.0%
	Fixed Route 60 Foot Articulated Diesel Bus (AB)	36	14 Years	0.0%	0.0%
	Fixed Route 60 Foot Articulated Hybrid Bus (AB)	10	14 Years	0.0%	0.0%
	Fixed Route 42 Foot Hybrid Bus (BU)	24	14 Years	0.0%	0.0%
	Fixed Route Cutaway Bus (CU)	8	10 Years	0.0%	0.0%
	Express Bus 45 Foot Diesel Over-the Road Coach	54	14 Years	0.0%	0.0%
	Community Shuttle Cutaway Bus (CU)	79	10 Years	0.0%	0.0%
Equipment -- Percentage of non- revenue, support service, and maintenance vehicles have exceeded their Useful Life Benchmark (ULB)	All non-revenue vehicles	107	8 Years	7.48%	0.0%
	Other rubber tire vehicles	34	5 – 14 Years	23.53%	0.0%
Facilities -- Percentage of facilities within an asset class rated below Condition 3 on the FTA's Transit Economic Requirements Model (TERM)	Bus Garage/Maintenance Facilities	2	Condition Rating 3.0	0.0%	0.0%
	Other Facilities	4	Condition Rating 3.0-5.0	0.0%	0.0%

ATTACHMENT E: Asset Condition of Facilities

NTD ID	40029
Reporter Name	Broward County Board of County Commissioners
Report	2022

Transit Asset Management facilities Inventory (A-15)

Facility ID	Name	Section of Larger Facility?	Street	City	State	Zip	Lat	Long	Condition Assessment	Est. Date of Condition Assessment	Primary Mode	Secondary Mode	Private Mode	Facility Type	Year Built or Reconstructed as New	Square Feet	Parking Spaces	Transit Agency Capital Responsibility (%)	Notes
5462	Copans Building4	Yes	3201 West Copans Rd.	Pompano Beach	FL	33069	26.2625900	-80.1661600	4	08/24/2022	MB - Bus			Administrative Office / Sales Office	2008	14368		100	
5463	Copans Building No.2	Yes	3201 West Copans Rd.	Pompano Beach	FL	33069	26.2625900	-80.1661600	4	08/11/2022	MB - Bus			General Purpose Maintenance Facility/Depot	1984	136801		100	
5464	Copans Bus Wash Building	Yes	3201 West Copans Road	Pompano Beach	FL	33069	26.2625900	-80.1661600	3	08/24/2022	MB - Bus			Vehicle Washing Facility	1984	5515		100	
5465	Copans Service Bldg	Yes	3201 West Copans Road	Pompano Beach	FL	33069	26.2625900	-80.1661600	3	08/24/2022	MB - Bus			Other, Administrative & Maintenance (describe in Notes)	1984	1050		100	Fueling, Farebox Probing and Farebox Cash Counting
5466	Ravenswood Bldg No 1	Yes	5440 Ravenswood Road	Dania Beach	FL	33004	26.0548500	-80.1675200	4	08/30/2022	MB - Bus			General Purpose Maintenance Facility/Depot	2016	47320		100	
5467	Ravenswood Bldg No 2	Yes	5440 Ravenswood Road	Dania Beach	FL	33004	26.0548500	-80.1675200	4	08/30/2022	MB - Bus			Other, Administrative & Maintenance (describe in Notes)	2016	167469		100	This building contains fueling area, bus washer, farebox probing and cash counting, operational functions and parking
5468	West Regional Terminal Bus Shelters	Yes	100 North Pine Island Road	Plantation	FL	33324	26.1224400	-80.2624200	4	09/09/2022	MB - Bus			Bus Transfer Center	1992	5200		100	
5470	Broward Central Terminal	No	101 NW 1st AVENUE	Fort Lauderdale	FL	33301	26.1227300	-80.1548100	3	09/02/2022	MB - Bus			Bus Transfer Center	1990	2403		100	
18135	Northeast Transit Center (NTC)	No	304 Hammondville Road	Pompano Beach	FL	33060	26.2339000	-80.1269700	4	09/16/2022	MB - Bus			Bus Transfer Center	2012	1932	6	100	
19533	Lauderhill Transit Center	No	1359 NW 40th Ave	Lauderhill	FL	33313	26.1436100	-80.2028270	5	09/16/2022	MB - Bus			Bus Transfer Center	2021	2953		100	

Appendix B FDOT 14-90 Self Certification Form

Transportation Department

1 N. University Drive, Suite 3100A • Plantation, Florida 33324 • 954-357-8300 • FAX 954-357-8305

October 25, 2023

Florida Administrative Code, Chapter 14-90 Safety and Security Certification

Name: **Broward County Transportation Department**
 1 N. University Drive, Suite 3100A, Box 306
 Plantation, FL 33324

The Bus Transit System named above hereby certifies the following:

1. The adoption of Public Transportation Agency Safety Plan (PTASP), formerly called the System Safety Program Plan (SSPP), and a Security Program Plan (SPP) in accordance, and at a minimum, with established standards set forth in Chapter 14-90, Florida Administrative Code.
2. Compliance with the adopted standards of the PTASP, formerly called the SSPP, and the SPP.
3. Performance of safety inspections on all buses operated in accordance with Rule 14-90.009, Florida Administrative Code.
4. That the Transportation Department staff has performed all required safety inspections and security reviews at the Bus Transit System's Maintenance facilities, located at 3201 West Copans Road, Pompano Beach, Florida 33069 and at 5440 Ravenswood Road, Dania Beach, Florida 33312.

Signature: _____

Title: Coree Cuff Lonergan
 General Manager / Director of Transportation Department

NOTARY PUBLIC

STATE OF FLORIDA
COUNTY OF BROWARD

The foregoing instrument was acknowledged before me on this _____ day of October 2023, by Coree Cuff Lonergan, who is personally known to me, or produced identification.

(Type of identification produced: _____)

Notary Public (SEAL)

Appendix C: Florida Administrative Code, Rule 14-90

CHAPTER 14-90 EQUIPMENT AND OPERATIONAL SAFETY STANDARDS FOR BUS TRANSIT SYSTEMS

14-90.001	Scope (Repealed)
14-90.002	Definitions
14-90.003	Department Responsibilities and Authority (Repealed)
14-90.004	Bus Transit System Operational Standards
14-90.0041	Medical Examinations for Bus Transit System Drivers
14-90.005	Transit Bus Accidents (Repealed)
14-90.006	Operational and Driving Requirements
14-90.007	Vehicle Equipment Standards and Procurement Criteria
14-90.008	Standards for Accessible Buses (Repealed)
14-90.009	Bus Safety Inspections
14-90.010	Certification
14-90.011	Inspection of Buses By Law Enforcement Officers (Repealed)
14-90.012	Safety and Security Inspections and Reviews

14-90.001 Scope.

Rulemaking Authority 334.044(2), 341.061(2)(a) FS. Law Implemented 344.044(12), (21), 341.041(3), 341.061(2) FS. History—New 9-7-87, Amended 11-10-92, 8-2-94, Repealed 8-7-05.

14-90.002 Definitions.

Terms used in this rule chapter shall mean as defined in Section 341.031, F.S., in addition:

(1) “Bus” means any motor vehicle, other than a taxicab, which is designed or constructed for the public transport of persons for compensation and is owned, operated, leased, or controlled by a bus transit system. Buses are designated in two categories:

(a) Type I means over 22 feet in length, including bumpers.

(b) Type II means 22 feet or less in length, including bumpers and paratransit type vehicles, such as minibuses, standard vans, modified vans, station wagons, and sedans.

(2) “Bus Transit System” means a community transportation coordinator; a public transit provider; or a private contract transit provider which owns, operates, leases, or controls buses or taxicabs where such transportation consists of continuous or recurring transportation under the same contract; or a privately owned or operated transit provider that receives operational or capital funding from the Department and owns, operates, leases, or controls buses, other than nonpublic sector buses that provides transportation services available for use by the general riding public.

(3) “Community Transportation Coordinator” means a provider of transportation services or an entity that ensures such services are provided by another bus transit system.

(4) “Department” means the Florida Department of Transportation.

(5) “Drive” or “Operate” means all time spent at the controls of a bus in operation.

(6) “Driver” means any person trained and designated to drive a bus on a street or highway being used for the public transport of persons for compensation.

(7) “FMVSS” means the Federal Motor Vehicle Safety Standards in effect at the time the bus or component is manufactured.

(8) “For Compensation” means for money, property, or anything else of value whether paid, received, or realized, directly or indirectly.

(9) “Manufacturer” means the original producer of the chassis, the producer of any type of bus, or the producer of equipment installed on any bus for the purpose of transporting individuals with disabilities.

(10) “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.

(11) “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.

(12) “Passenger” means a person who is on board, boarding, or alighting from a bus for the purposes of public transport.

(13) “Paratransit” means those elements of public transit which provide service between specific origins and destinations selected by the individual user with such service being provided at a time that is agreed upon by the user and the provider of the service. Paratransit service is provided by taxis, limousines, “dial-a-ride” buses, and other demand-responsive operations that are characterized by their nonscheduled, non-fixed route nature.

(14) “Safe Condition” means a condition where hazards are reduced to the lowest level feasible and substantial compliance exists with all safety rules, regulations, and requirements.

(15) “Safety Review” means an on-site assessment to determine if a bus transit system has adequate safety management controls in place and functioning in accordance with the safety standards provided and incorporated by reference in this rule chapter.

(16) “Security” means freedom from harm resulting from intentional acts against passengers, employees, equipment, and facilities.

(17) “Security Program Plan” or “SPP” means a document developed and adopted by the bus transit system detailing its policies, objectives, responsibilities, and procedures for the protection and defense of the system and persons from intentional acts of harm.

(18) “Security Review” means an on-site assessment to determine if a bus transit system has security management controls in place and functioning in accordance with the security requirements provided in this rule chapter.

(19) “System Safety Program Plan” or “SSPP” means a document developed and adopted by the bus transit system detailing its policies, objectives, responsibilities, and procedures against injuries or damage.

(20) “Taxicab” means any motor vehicle of nine passenger capacity or less, including the driver, engaged in the general transportation of persons for compensation, not on a regular schedule, between fixed termini, or over regular routes, where such vehicle does not provide transportation services as a result of a contractual agreement with a bus transit system.

(21) “Trailer Bus” means a trailing or towed vehicle designed or used for the transportation of more than 10 persons, e.g., tram buses.

(22) “Twenty-four Hour Period” or “24-Hour Period” means the consecutive time beginning at 12:00.01 a.m. to 12:00.00 a.m.

(23) “Unsafe Condition” means anything which endangers human life or property.

(24) “Personal wireless communications device” means an electronic or electrical device that was not provided by the bus transit system for business purposes.

(25) “Use of a wireless communications 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; or to execute a computational function. 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.

(26) “Wireless communications 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).

Rulemaking Authority 334.044(2), 341.061(2), 341.041(3), 341.031 FS. Law Implemented 341.041(3), 341.061(2) FS. History—New 9-7-87, Amended 11-10-92, 8-7-05, 9-16-10.

14-90.003 Department Responsibilities and Authority.

Rulemaking Authority 334.044(2), 341.061(2)(a) FS. Law Implemented 341.041(3), 341.061(2) FS. History—New 9-7-87, Amended 11-10-92, Repealed 8-7-05.

14-90.004 Bus Transit System Operational Standards.

(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.

(a) The SSPP shall address the following safety elements and requirements:

1. Safety policies and responsibilities.
2. Vehicle and equipment standards and procurement criteria.
3. Operational standards and procedures.
4. Bus driver and employee selection.
5. Driving requirements.

6. Bus driver and employee training. As part of the driver training program, specific procedures, and training shall be implemented to instruct the driver on how to safely approach and depart from a transit bus stop to avoid contact with pedestrians and other hazards.

7. Vehicle maintenance.

8. Investigations of events described under subsection 14-90.004(5), F.A.C.

9. Hazard identification and resolution.

10. Equipment for transporting wheelchairs.

11. Safety data acquisition and analysis.

12. 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.

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

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.

14. The Bus Transit System 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.

15. Safety standards for private contract bus transit system(s) that provide(s) continuous or recurring transportation services for compensation as a result of a contractual agreement with the bus transit system.

(b) Each bus transit system shall implement and comply with the SSPP during the operation of the system.

(c) Each bus transit system shall require that all operable transit buses be inspected at least once per year in accordance with established standards.

(d) Each bus transit system shall submit an annual safety certification to the Department verifying the following:

1. Adoption of an SSPP, which meets or exceeds the established standards set forth in this rule chapter.

2. Compliance with its adopted SSPP and that safety inspections have been performed at least once a year on all buses operated by the bus transit system, by persons meeting the requirements set forth in Rule 14-90.009, F.A.C.

(e) Bus transit systems shall immediately suspend affected system service operations if, at any time, continued operation of the system, or a portion thereof, poses an immediate danger to public safety.

(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.

(a) The SPP shall address the following security requirements:

1. Security policies, goals, and objectives.
2. Organization, roles, and responsibilities.
3. Emergency management processes and procedures for mitigation, preparedness, response, and recovery.
4. Procedures for investigation of events described under subsection 14-90.004(5), F.A.C.
5. Procedures for the establishment of interfaces with emergency response organizations.
6. Procedures for interagency coordination with local law enforcement jurisdictions.
7. Employee security and threat awareness training programs.
8. Security data acquisition and analysis.
9. Emergency preparedness drills and exercises.

10. 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.

11. Procedures for SPP maintenance and distribution.

(b) Each bus transit system shall implement and comply with the SPP during the operation of the system.

(c) Bus transit systems that engage in a contract with a private contract transit provider shall:

1. Establish minimum security requirements which apply to private contract transit providers.
2. Monitor and assure that each private contract transit provider complies with established security requirements during the term of the contract.

(d) Bus transit systems are prohibited by Section 119.071(3)(a), F.S., from publicly disclosing the SPP or the security portion of the SSPP, as applicable, under any circumstance.

(3) Bus transit systems shall 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. As a minimum requirement, drivers shall be given explicit instructional and procedural training and testing in the following areas:

1. Bus transit system safety and operational policies and procedures.
2. Operational bus and equipment inspections.
3. Bus equipment familiarization.
4. Basic operations and maneuvering.
5. Boarding and alighting passengers.
6. Operation of wheelchair lifts and other special equipment.
7. Defensive driving.
8. Passenger assistance and securement.
9. Handling of emergencies and security threats.
10. Security and threat awareness.
11. Driving conditions.

(e) Bus transit systems shall provide written operational and safety procedures to all bus drivers before driving on streets or highways unsupervised. At a minimum, these procedures and instructions shall address the following:

1. Communication and handling of unsafe conditions, security threats, and emergencies.
2. Familiarization and operation of safety and emergency equipment, wheelchair lift equipment, and restraining devices.

3. Application and compliance with all applicable federal and state laws, rules, and regulations.

(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.

(i) Bus transit systems shall require that drivers write and submit a daily bus inspection report pursuant to Rule 14-90.006, F.A.C.

(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.

(5) Each bus transit system shall investigate, or cause to be investigated, any event involving a bus or taking place on bus transit system controlled property resulting in a fatality, injury, or property damage as follows:

(a) A fatality, where an individual is confirmed dead within 30 days of a bus transit system related event, excluding suicides and deaths from illnesses.

(b) Injuries requiring immediate medical attention away from the scene for two or more individuals.

(c) Property damage to bus transit system buses, non-bus transit system vehicles, other bus system property or facilities, or any other property. The bus transit system shall have the discretion to investigate events resulting in property damage less than \$1,000.

(d) 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.

(6) Each investigation shall be documented in a final report that includes a description of investigation activities, identified causal factors, and any identified corrective action plan.

(a) Each corrective action plan shall identify the action to be taken by the bus transit system and the schedule for its implementation.

(b) The bus transit system shall monitor and track the implementation of each corrective action plan.

(7) Investigation reports, corrective action plans, and related supporting documentation shall be maintained by the bus transit system for a minimum of four years from the date of completion of the investigation.

Rulemaking Authority 334.044(2), 341.061(2) FS. Law Implemented 119.071, 341.041(3), 341.061(1)(b), 341.061(2)(a) FS. History—New 9-7-87, Amended 11-10-92, 8-7-05, 6-24-08, 9-16-10.

14-90.0041 Medical Examinations for Bus Transit System Drivers.

(1) Bus transit systems shall establish medical examination requirements for all applicants to driver positions and for existing drivers. The medical examination requirements shall 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 30 or more days due to an illness, medical condition, or injury.

(2) Medical examinations shall be performed and recorded according to qualification standards adopted by the bus transit system, provided the medical examination qualification standards adopted by the bus transit system meet or exceed those provided in Department Form Number 725-030-11, Medical Examination Report for Bus Transit System Driver, Rev. 05/09, hereby incorporated by reference. Copies of Form Number 725-030-11 are available from the Florida Department of Transportation, Public Transit Office, 605 Suwannee Street, Mail Station 26, Tallahassee, Florida 32399-0450 or on-line at www.dot.state.fl.us/transit.

(3) Medical examinations shall 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.

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

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

(c) Upon completion of the medical examination, the examiner shall complete, sign, and date the medical examination certificate and provide a copy to the driver's employer. If the transit agency decides to adopt qualification standards other than those listed in Department form 725-030-11, the adopted standard's medical examination certificate or a signed letter from the medical examiner attesting to the completion of a medical examination shall be given to the transit agency in lieu of the Department's medical examination certificate. The adopted standards medical certification or letter must provide all of the information required on the Department's medical examination certificate.

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

(4) Bus transit systems shall have on file a completed and signed medical examination certificate or a signed letter from the medical examiner attesting to the completion of a medical examination for each bus driver, dated within the past 24 months.

(a) Medical examination certificates or a signed letter from the medical examiner attesting to the completion of a medical examination of the employee bus drivers shall be maintained by the bus transit system for a minimum of four years from the date of the examination.

(b) Bus Transit Systems shall not allow a driver to operate a transit bus without having on file a completed medical examination certificate or a signed letter from the medical examiner attesting to the completion of a medical examination dated within the past 24 months.

Rulemaking Authority 334.044(2), 341.061(2) FS. Law Implemented 334.044(12), 341.041(3), 341.061(1)(a), (b), (2) FS. History—New 11-10-92, Amended 8-7-05, 6-24-08, 9-16-10.

14-90.005 Transit Bus Accidents.

Rulemaking Authority 334.044(2), 341.061(2)(a) FS. Law Implemented 341.041(3), 341.061(2) FS. History—New 9-7-87, Amended 11-10-92, Repealed 8-7-05.

14-90.006 Operational and Driving Requirements.

(1) Bus transit systems shall not permit a driver to drive a bus when such driver's license has been suspended,

cancelled, or revoked. Bus transit systems shall require a driver who receives a notice that his or her license to operate a motor vehicle has been suspended, cancelled, or revoked to notify his or her employer of the contents of the notice immediately, no later than the end of the business day following the day he or she received the notice.

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

(3) A driver shall not be permitted or required 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 shall not be permitted to drive until the requirement of a minimum eight consecutive hours of off-duty time has been fulfilled. A driver's work period shall begin 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.

(4) To ensure uniform interpretation of subsections 14-90.002(10), (11), (22) and 14-90.006(3), F.A.C., the following practical applications are provided:

(a) A driver is required to drive from 4 a.m. – 8 a.m., off-duty from 8 a.m. – 3 p.m., then required to drive from 3 p.m. – 11 p.m. Driving hours and on-duty hours are the same. 4 hours + 8 hours = 12 hours driving. This driver has met the maximum allowed driving hours within a 24-hour period and cannot be permitted or required to drive until a minimum eight consecutive hours off-duty has been fulfilled. This driver cannot be permitted or allowed to drive before 7 a.m.

(b) A driver is required to drive from 4 a.m. – 8 a.m., off-duty from 8 a.m. – 11 a.m., then required to be on-duty, not driving, from 11 a.m. – 11 p.m. Driving hours = 4 hours and on-duty not driving hours = 12 hours for a total of 16 hours on-duty. This driver has met the maximum allowed on-duty hours within a 24-hour period and cannot be permitted or required to drive until a minimum eight consecutive hours off-duty has been fulfilled. This driver cannot be permitted or allowed to drive before 7 a.m.

(c) A driver is required to be on-duty, not driving, from 4 a.m. – 8 a.m., off-duty from 8 a.m. – 11 a.m., then on-duty, not driving from 11 a.m. – 11 p.m. On-duty not driving hours = 4 hours + 12 hours for a total of 16 hours on-duty. This driver has met the maximum allowed on-duty hours within a 24-hour period and cannot be permitted or required to drive until a minimum eight consecutive hours off-duty has been fulfilled. The driver cannot be permitted or allowed to drive before 7 a.m.

(d) A driver is required to be on-duty, not driving, from 4 a.m. – 8 a.m., then off-duty from 8 a.m. – 11 a.m., then on-duty, driving from 11 a.m. – 11 p.m. On-duty, not driving hours = 4 hours and on-duty driving hours = 12 hours for a total of 16 hours on-duty. This driver has met the maximum allowed driving and on-duty hours within a 24-hour period and cannot be permitted or required to drive until a minimum eight consecutive hours off-duty has been fulfilled. This driver cannot be permitted or allowed to drive before 7 a.m.

(5) A driver shall not be permitted or required 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 shall be required to have a minimum of 24 consecutive hours off duty prior to returning to on duty status.

(6) 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.

(7) Bus transit systems shall not permit or require any driver 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.

(8) Bus transit systems shall require pre-operational or daily inspection and reporting of all defects and deficiencies likely to affect safe operation or cause mechanical malfunctions.

(a) An inspection or test shall be made of the following parts and devices to ascertain that they are in safe condition and in good working order:

1. Service brakes.
2. Parking brakes.
3. Tires and wheels.

4. Steering.
5. Horn.
6. Lighting devices.
7. Windshield wipers.
8. Rear vision mirrors.
9. Passenger doors.
10. Exhaust system.
11. Equipment for transporting wheelchairs.
12. Safety, security, and emergency equipment.

(b) Bus transit systems shall review daily inspection reports and document corrective actions taken as a result of any deficiencies identified by daily inspections.

(c) Bus transit systems shall retain records of daily bus inspections and any corrective action documentation a minimum of two weeks.

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

(10) During darkness, interior lighting and lighting in stepwells on buses shall be sufficient for passengers to enter and exit safely.

(11) Passengers shall 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.

(12) Passengers shall not be permitted to stand on buses not designed and constructed for that purpose.

(13) Buses shall not be refueled in a closed building. The fueling of buses when passengers are being carried shall be reduced to the minimum number of times necessary during such transportation.

(14) Bus transit systems shall require the driver to be properly secured to the driver's seat with a restraining belt at all times while the bus is in motion.

(15) Buses shall not be left unattended with passengers aboard for longer than 15 minutes. The parking or holding brake device shall be properly set at any time the bus is left unattended.

(16) Buses shall not be left unattended in an unsafe condition with passengers aboard at any time.

Rulemaking Authority 334.044(2), 341.041(3), 341.061(2)(a) FS. Law Implemented 341.061(2) FS. History—New 9-7-87, Amended 5-31-89, 11-10-92, 8-7-05, 6-24-08, 9-16-10.

14-90.007 Vehicle Equipment Standards and Procurement Criteria.

(1) Every bus transit system shall ensure that buses procured and operated meet the following minimum standards:

(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.

(c) Federal Motor Vehicle Safety Standards (FMVSS), 49 C.F.R. Part 571, Sections 102, 103, 104, 105, 108, 207, 209, 210, 217, 302, 403 and 404, Rev. 10/09, hereby incorporated by reference.

(2) Proof of strength and structural integrity tests on new buses procured shall be submitted by manufacturers or bus transit systems to the Department.

(3) In addition to the above, every bus operated in this state shall be equipped as follows:

(a) 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 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.

(b) 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 retainment devices in a compartment which provides adequate ventilation and drainage.

(c) Brake Interlock Systems. All Type I buses having a rear exit door shall be equipped with a 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.

(4) 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.

(5) 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 stepwell.

(6) 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.

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

(8) 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 of 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.

(9) Tires and Wheels. Tires shall be properly inflated in accordance with manufacturer's recommendations.

(a) 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.

(b) No bus shall be operated with recapped, regrooved, or retreaded tires on the steering axle.

(c) Wheels shall be visibly free from cracks and distortions and shall not have missing, cracked, or broken mounting lugs.

(10) 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.

(11) 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.

(12) Seat Belts. Every bus shall be equipped with an adjustable driver's restraining belt in compliance with the requirements of FMVSS 209, "Seat Belt Assemblies" 49 C.F.R. 571.209, Rev. 10/09, and FMVSS 210, "Seat Belt Assembly Anchorages" 49 C.F.R. 571.210, Rev. 10/09, hereby incorporated by reference.

(13) 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:

(a) Each fire extinguisher shall be securely mounted on the bus in a conspicuous place or in a clearly marked compartment and be readily accessible.

(b) Each fire extinguisher shall be maintained in efficient operating condition and be equipped with some means of determining if it is fully charged.

(c) Every Type I bus shall be equipped with portable red reflector warning devices in compliance with Section 316.300, F.S.

(14) 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, Rev. 10/09 hereby incorporated by reference, as well as the following:

(a) Installation of a wheelchair lift or ramp shall not cause the manufacturer's GVWR, gross axle weight rating, or tire rating to be exceeded.

(b) 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.

(c) 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).

(d) 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, nor vertically beyond the lowest part of the rim of the wheel closest to the lift.

(e) 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.

(15) 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.

Rulemaking Authority 334.044(2), 341.041(3), 341.061(2)(a) FS. Law Implemented 341.061(2)(a) FS. History—New 9-7-87, Amended 11-10-92, 8-2-94, 8-7-05, 6-24-08, 9-16-10.

14-90.008 Standards for Accessible Buses.

Rulemaking Authority 334.044(2), 341.061(2)(a) FS. Law Implemented 341.041(3), 341.061(2) FS. History—New 9-7-87, Amended 11-10-92, Repealed 8-7-05.

14-90.009 Bus Safety Inspections.

(1) Each bus transit system shall require that all buses operated by such bus transit system, and all buses operated by a private contract transit provider, be inspected at least annually in accordance with bus inspection procedures set forth in this rule.

(2) It shall be the bus transit system's responsibility to ensure that each individual performing a bus safety inspection is qualified as follows:

(a) Understands the requirements set forth in this rule chapter and can identify defective components.

(b) Is knowledgeable of and has mastered the methods, procedures, tools, and equipment used when performing an inspection.

(c) Has at least one year of training and/or experience as a mechanic or inspector in a vehicle maintenance program, and has sufficient general knowledge of buses owned and operated by the bus transit system to recognize deficiencies or mechanical defects.

(3) Each bus receiving a safety inspection shall be checked for compliance with the requirements for safety devices and equipment, as referenced or specified herein. Specific operable equipment and devices as required by this rule chapter, include the following as applicable to Type I and II buses:

- (a) Horn.
- (b) Windshield wipers.
- (c) Mirrors.
- (d) Wiring and batteries.
- (e) Service and parking brakes.
- (f) Warning devices.
- (g) Directional signals.
- (h) Hazard warning signals.
- (i) Lighting systems and signaling devices.
- (j) Handrails and stanchions.
- (k) Standee line and warning.
- (l) Doors and brake interlock devices.
- (m) Stepwells and flooring.
- (n) Emergency exits
- (o) Tires and wheels.
- (p) Suspension system.
- (q) Steering system.
- (r) Exhaust system.
- (s) Seat belts.
- (t) Safety equipment.
- (u) Equipment for transporting wheelchairs.
- (v) Working speedometer.

(4) A safety inspection report shall be prepared by the individual(s) performing the inspection and shall include the following:

- (a) Identification of the individual(s) performing the inspection.
- (b) Identification of the bus transit system operating the bus.
- (c) The date of the inspection.

- (d) Identification of the bus inspected.
- (e) Identification of the equipment and devices inspected including the identification of equipment and devices found deficient or defective.
- (f) Identification of corrective action(s) for any deficient or defective items found and date(s) of completion of corrective action(s).
- (5) Records of annual safety inspections and documentation of any required corrective actions shall be retained a minimum of four years by the bus transit system for compliance review.

Rulemaking Authority 334.044(2), 341.041(3), 341.061(2)(a) FS. Law Implemented 341.061(2) FS. History—New 9-7-87, Amended 11-10-92, 8-7-05, 9-16-10.

14-90.010 Certification.

(1) Each bus transit system shall annually submit a safety and security certification to the Department. The certification shall be submitted no later than February 15, for the prior calendar year period. The certification shall attest to the following:

- (a) The adoption of an SSPP and an SPP in accordance with established standards set forth in this rule chapter.
- (b) Compliance with its adopted SSPP and SPP.
- (c) Performance of safety inspections on all buses operated by the system in accordance with this rule chapter.
- (d) Reviews of the SSPP and SPP have been conducted to ensure they are up to date.
- (2) The certification shall include:
 - (a) The name and address of the bus transit system, and the name and address of the entity(ies) who performed bus safety inspections and security assessments during the prior calendar year, if different from that of the bus transit system.
 - (b) A statement signed by an officer or person directly responsible for management of the bus transit system attesting to compliance with this rule chapter.

Rulemaking Authority 334.044(2), 341.041(3), 341.061(2) FS. Law Implemented 334.044(28), 341.061(1), 341.061(2) FS. History—New 9-7-87, Amended 8-7-05, 9-16-10.

14-90.011 Inspection of Buses by Law Enforcement Officers.

Rulemaking Authority 334.044(2), 341.061(2)(a) FS. Law Implemented 341.041(3), 341.061(2), 316.610 FS. History—New 9-7-87, Repealed 8-7-05.

14-90.012 Safety and Security Inspections and Reviews.

- (1) The Department, or its contractor, shall conduct inspections of bus transit systems to ascertain compliance with the provisions of this rule chapter.
- (2) The Department, or its contractor, shall conduct safety and security reviews of any bus transit system the Department believes to be in noncompliance with its SSPP or SPP, or providing passenger service operations in an unsafe manner, or if there is evidence of an immediate danger to public safety. The Department shall prepare and submit a report of the review to the affected bus transit system. The report shall be submitted to the bus transit system within three business days of completion of the review and shall contain the following:
 - (a) Identification of the findings, including a detailed description of any deficiency.
 - (b) Required corrective action and a schedule for implementation of the corrective action to be taken for each deficiency.
 - (c) Any required suspension of bus transit system service, should the Department determine the continued operation of the service, or a portion thereof, poses an immediate danger to public safety.
- (3) The Department shall initiate the following actions to suspend the affected bus transit system service if any deficiency or unsafe condition exists, to the extent that the continued operation of the system, or a portion thereof, poses an immediate danger or threat to public safety.
 - (a) Immediately notify the affected bus transit system of the unsafe condition, followed by a certified letter

describing the deficiency or unsafe condition. The notification shall include the following:

1. The required corrective action for the deficiency or unsafe condition.
 2. The requirement for the bus transit system to certify, in writing to the Department, the completion of the required corrective action in accordance with an established implementation schedule.
- (b) Conduct an on-site review of the bus transit system to verify the correction of the deficiency in accordance with this rule and the established implementation schedule.
- (c) Suspend affected passenger service operations if the bus transit system fails to correct the deficiency in accordance with this rule and the established implementation schedule.

Rulemaking Authority 334.044(2), 341.041(3), 341.061(2)(a) FS. Law Implemented 334.044(28), 341.041(3), 341.061(1)(d), 341.061(2)(c) FS. History—New 11-10-92, Amended 8-7-05, 9-16-10.



Transportation Department

1 N. University Drive, Suite 3100A • Plantation, Florida 33324 • 954-357-8300 • FAX 954-357-8305

December 2023

Greg Stuart
Executive Director
Broward Metropolitan Planning Organization
100 West Cypress Creek Road
6th Floor, Suite 650
Fort Lauderdale, FL 33309

Re: FY2024 FTA Public Transportation Agency Safety Plan – Safety Performance Targets for
Broward County Transit

Dear Mr. Stuart:

As required by 49 CFR Part 673, each transit agency must include Safety Performance Targets (SPTs) in its annual updates to the Public Transportation Agency Safety Plan (PTASP). These SPTs must be specific, numerical targets, set by the transit agency and they must be based on the safety performance measures established by the FTA. In addition, transit agencies must make its annual updates to the SPTs available to their state DOTs and local MPOs to assist them in their effort to develop statewide and regional SPTs.

As the “accountable executive” for Broward County Transit (BCT), it is my mandated role to provide these performance measures to the Metropolitan Planning Organization. The attached document includes the SPT’s for the BCT FY2024 PTASP.

Please contact me if you have any questions concerning this submission.

Sincerely,

Coree Cuff Lonergan
General Manager / Director of Transportation Department
Broward County

cc w/encl: Monica Cepero, Broward County Administrator
Colin Mulloy, Transit Director, Safety, Security and Compliance, Transportation Department
Ashley Porter, FDOT Transit Safety Program Manager



Transportation Department

1 N. University Drive, Suite 3100A • Plantation, Florida 33324 • 954-357-8300 • FAX
954-357-8305

Attachment

Safety Performance Targets (FY 2024) <i>These performance targets are based on the safety performance measures under the National Public Transportation Safety Plan</i>							
Mode of Transit Service	Fatalities (Total)	Fatalities (Rate) 100,000 Rev Miles	Injuries	Injuries (Rate) 100,000 Rev Miles	Safety Events	Safety Events (Rate) 100,000 Rev Miles	System Reliability MDBF(Miles)
Fixed Route Bus	0	0.0	70	0.701	72	0.411	5,000
Community Bus	0	0.0	62	0.133	61	0.117	5,500
Paratransit	0	0.0	12	0.036	18	0.056	78,000

Mode of Transit Service	Major Physical Assaults	Non-Major Physical	Major Non-Physical Assaults	Non-Major Non-Physical Assaults
Fixed Route Bus	0	16	0	74
Community Bus	0	0	0	0
Paratransit	0	12	0	19

Appendix E BCT Managerial / Supervisory Safety Responsibilities

BCT System Safety Responsibilities by Position (Page 1 of 4)

Exhibit 2

Page 108 of 194

			TRANSPORTATION DEPT. DIRECTOR	TRANSPORTATION DEPT DEP DIR	SSC DIRECTOR	AGM OPS	AGMs CAP PROGRAMS, ADMIN, SER & STRAT PLAN	BUS OPS DIRECTOR	BUS MAINT DIRECTOR	RAIL DIRECTOR	PARATRANSIT DIR	SAFETY MANAGER	SECURITY MANAGER	SSC SPL PROJ COORDINATOR/ D&A	FLEET SERVICES MANAGER	LABOR RELATIONS ATTORNEY	HR OFFICER	MAINT SUPERINTENDENTS	MAINT SUPERVISORS	OPS SUPERINTENDENTS	OPS SUPERVISORS	TRAINING SUPERINTENDENT
1	Oversee and assure ASP and SPP compliance	Daily			X			X	X	X	X	X	X	X	X			X	X	X	X	X
2	Random inspections of Departments for safety compliance (pre-trip inspections, driver files, maintenance records, etc.)	Quarterly / As needed			X	X	X	X	X	X	X	X	X		X		X	X	X	X		X
3	ASP and SPP review, maintenance, and distribution	Annual / As needed	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X		X
4	Intra-departmental coordination and safety meetings	Monthly	X	X	X	X	X					X	X									
5	Inter-agency coordination (FDOT, law enforcement, emergency response organizations, etc.)	As needed	X	X	X							X	X									
6	Employee safety training and testing and record keeping	Initial hire / As needed			X							X	X				X					X
7	Drug free workplace (policy maintenance, employee training and testing, etc.)	Initial hire / As needed			X							X		X								X

			TRANSPORTATION DEPT. DIRECTOR	TRANSPORTATION DEPT DEP DIR	SSC DIRECTOR	AGM OPS	AGMs CAP PROGRAMS, ADMIN, SER & STRAT PLAN	BUS OPS DIRECTOR	BUS MAINT DIRECTOR	RAIL DIRECTOR	PARATRANSIT DIR	SAFETY MANAGER	SECURITY MANAGER	SSC SPL PROJ COORDINATOR/ D&A	FLEET SERVICES MANAGER	LABOR RELATIONS ATTORNEY	HR OFFICER	MAINT SUPERINTENDENTS	MAINT SUPERVISORS	OPS SUPERINTENDENTS	OPS SUPERVISORS	TRAINING SUPERINTENDENT
8	Driver license validity check and record maintenance	Initial hire / Quarterly			X	X	X	X	X	X	X	X					X	X		X	X	X
9	Administrative/Human Resource disciplinary actions	As needed	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X		X		X
10	Safety and security data acquisition and analysis	On an ongoing basis	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
11	Medical examination of drivers and record keeping	Initial hire / biennium			X	X	X	X	X	X	X	X	X		X		X					X
12	Vehicle and equipment procurement	As needed	X	X	X	X	X	X	X	X	X	X	X		X			X	X	X		X
13	Pre-trip inspections and record keeping	Daily																X	X	X		
14	Vehicle maintenance and record keeping	Daily			X				X			X	X		X			X	X			
15	Bus safety inspections and record keeping	Monthly							X									X	X			
16	Event investigation and record keeping	As needed			X							X	X	X	X			X		X	X	X

[illegible]

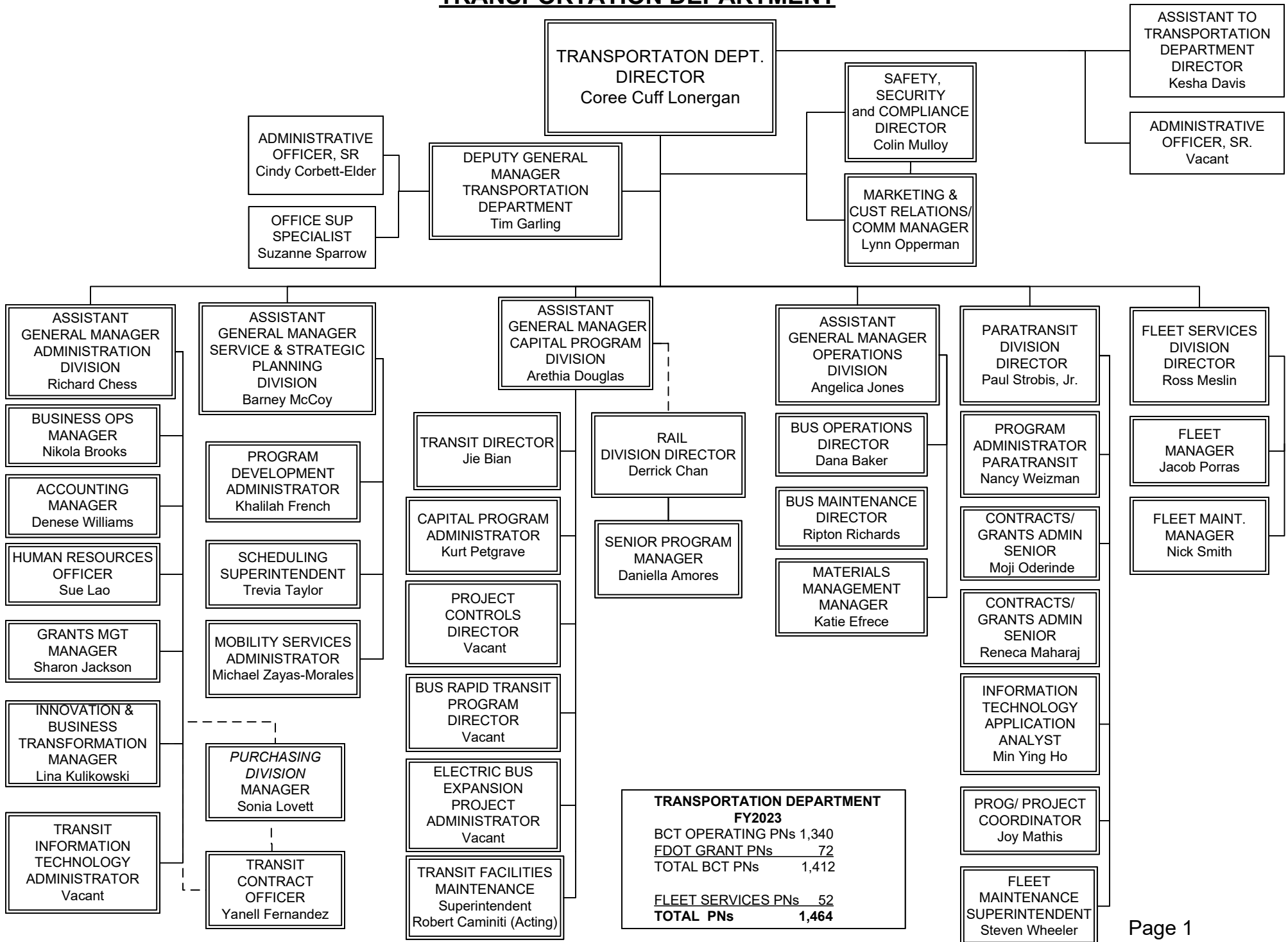
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Appendix F. Organizational Chart



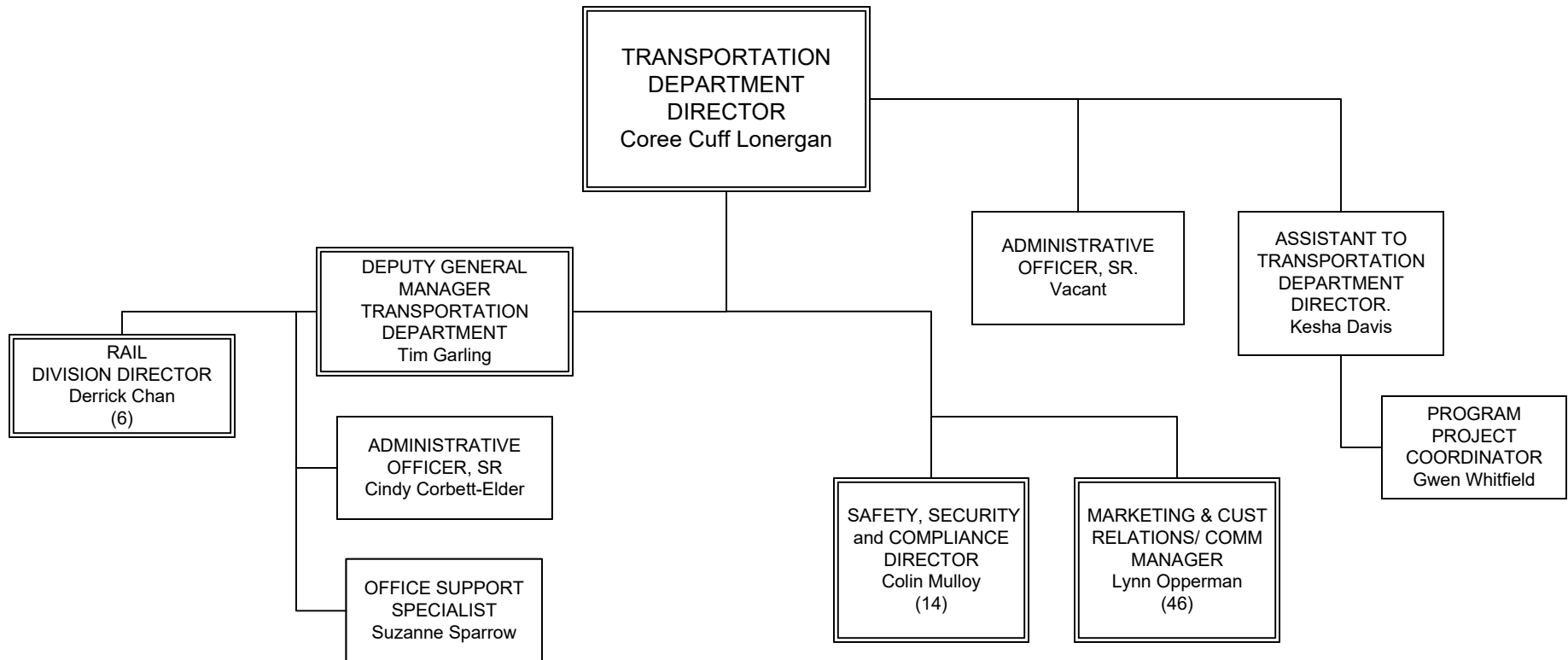
Organization Chart
November 14, 2023

TRANSPORTATION DEPARTMENT

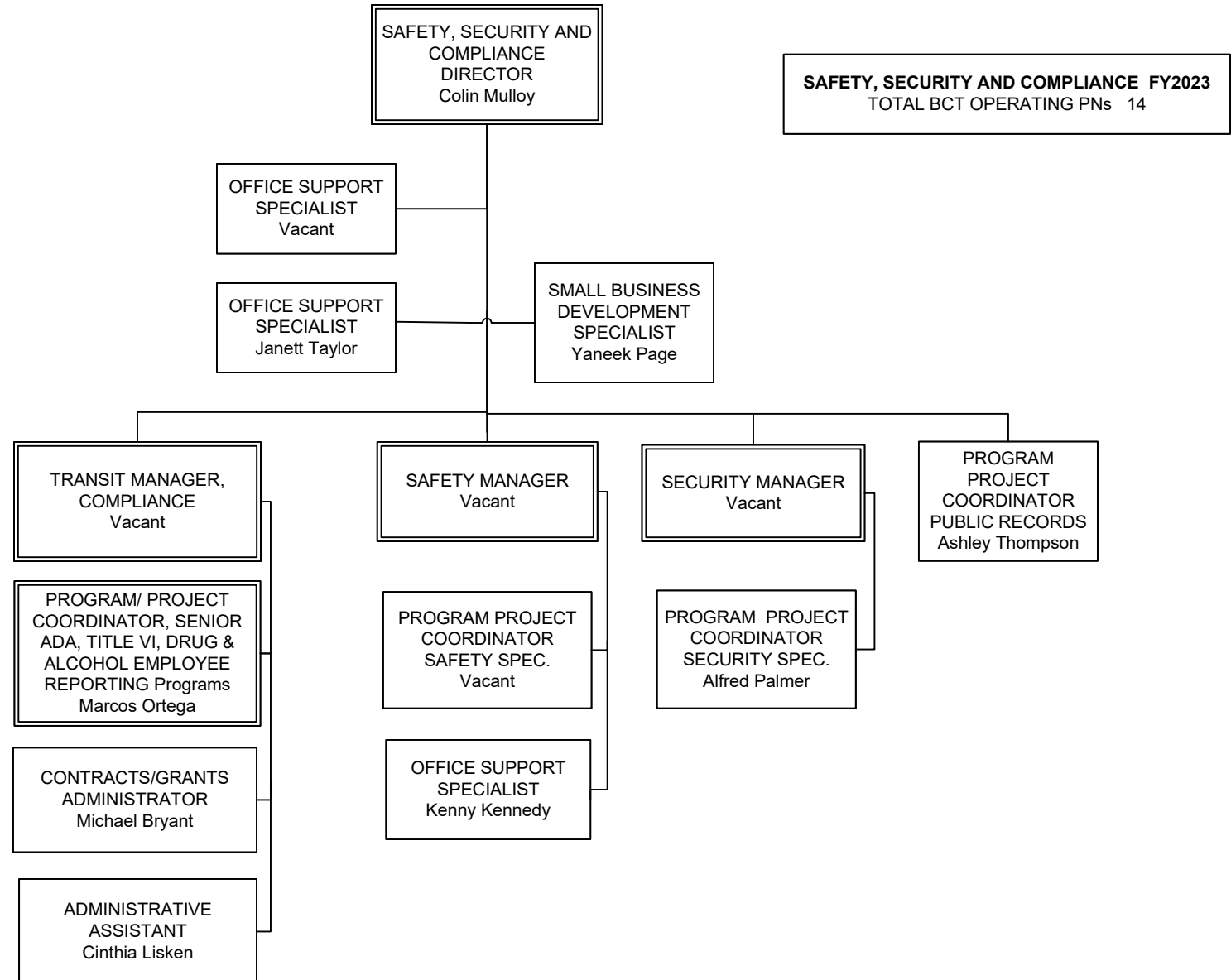


TRANSPORTATION DEPARTMENT
EXECUTIVE

EXECUTIVE FY2023
TOTAL BCT OPERATING PNs 79

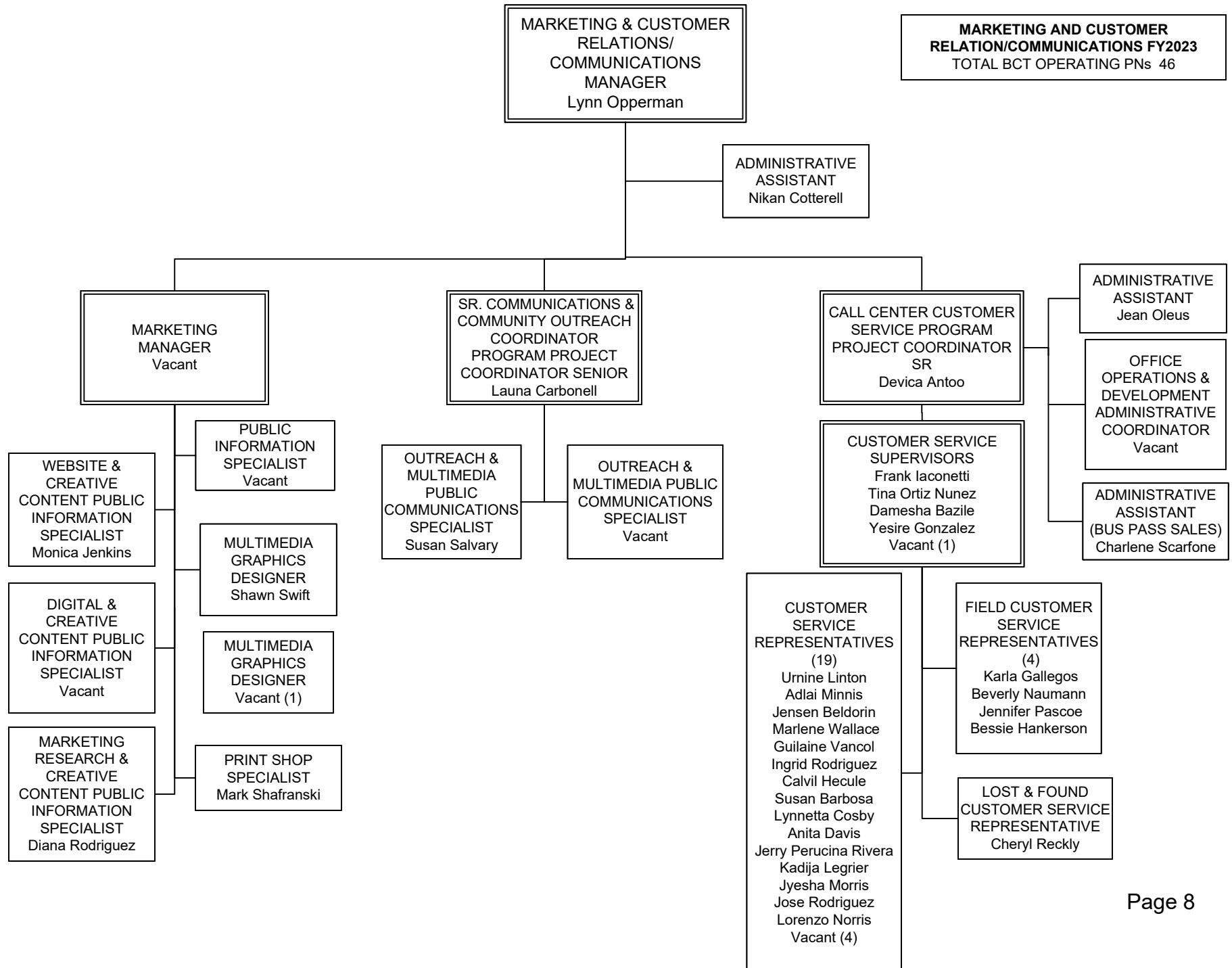


SAFETY, SECURITY AND COMPLIANCE

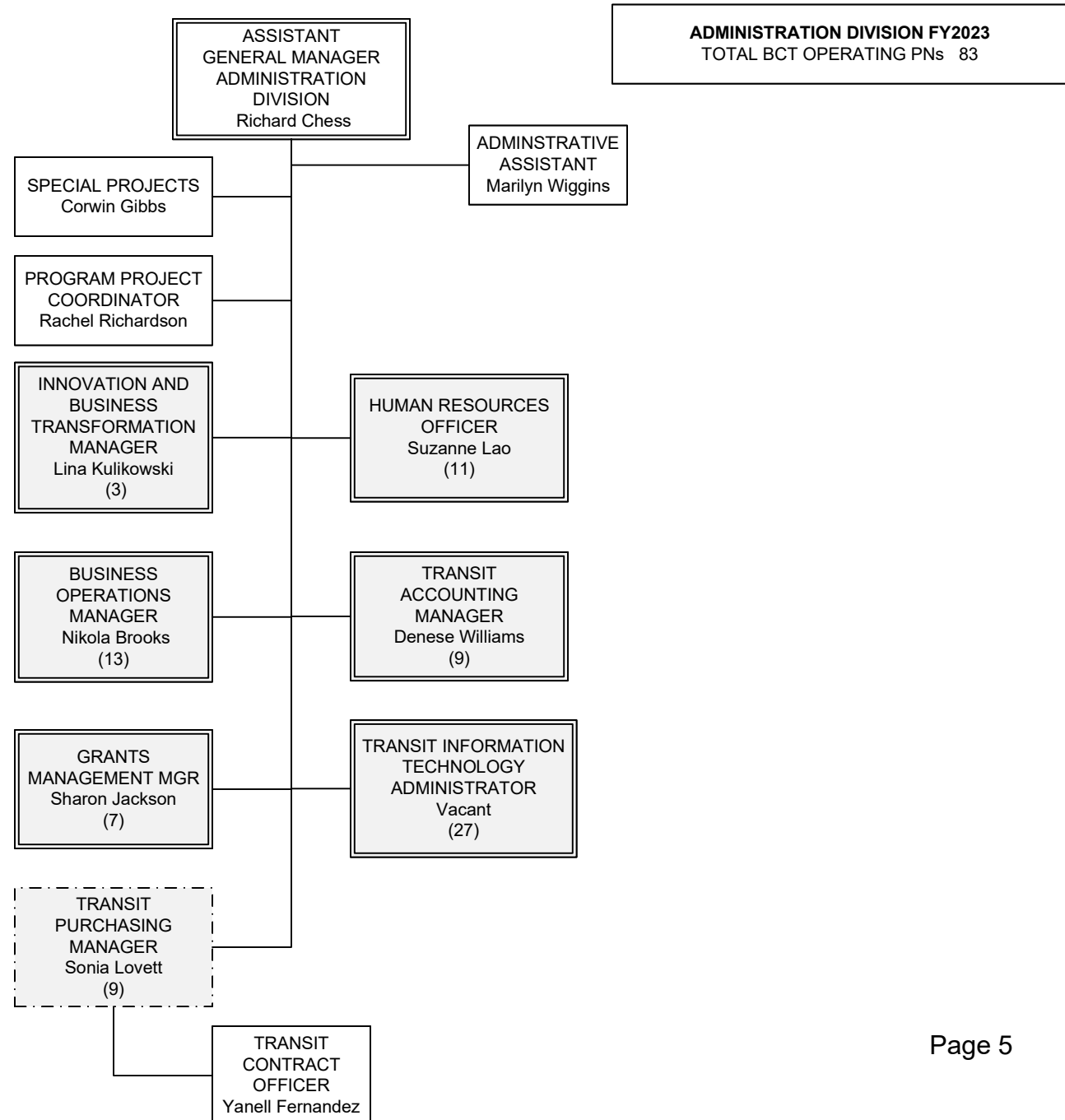


MARKETING & CUSTOMER RELATIONS/COMMUNICATIONS

**MARKETING AND CUSTOMER
RELATION/COMMUNICATIONS FY2023**
TOTAL BCT OPERATING PNs 46

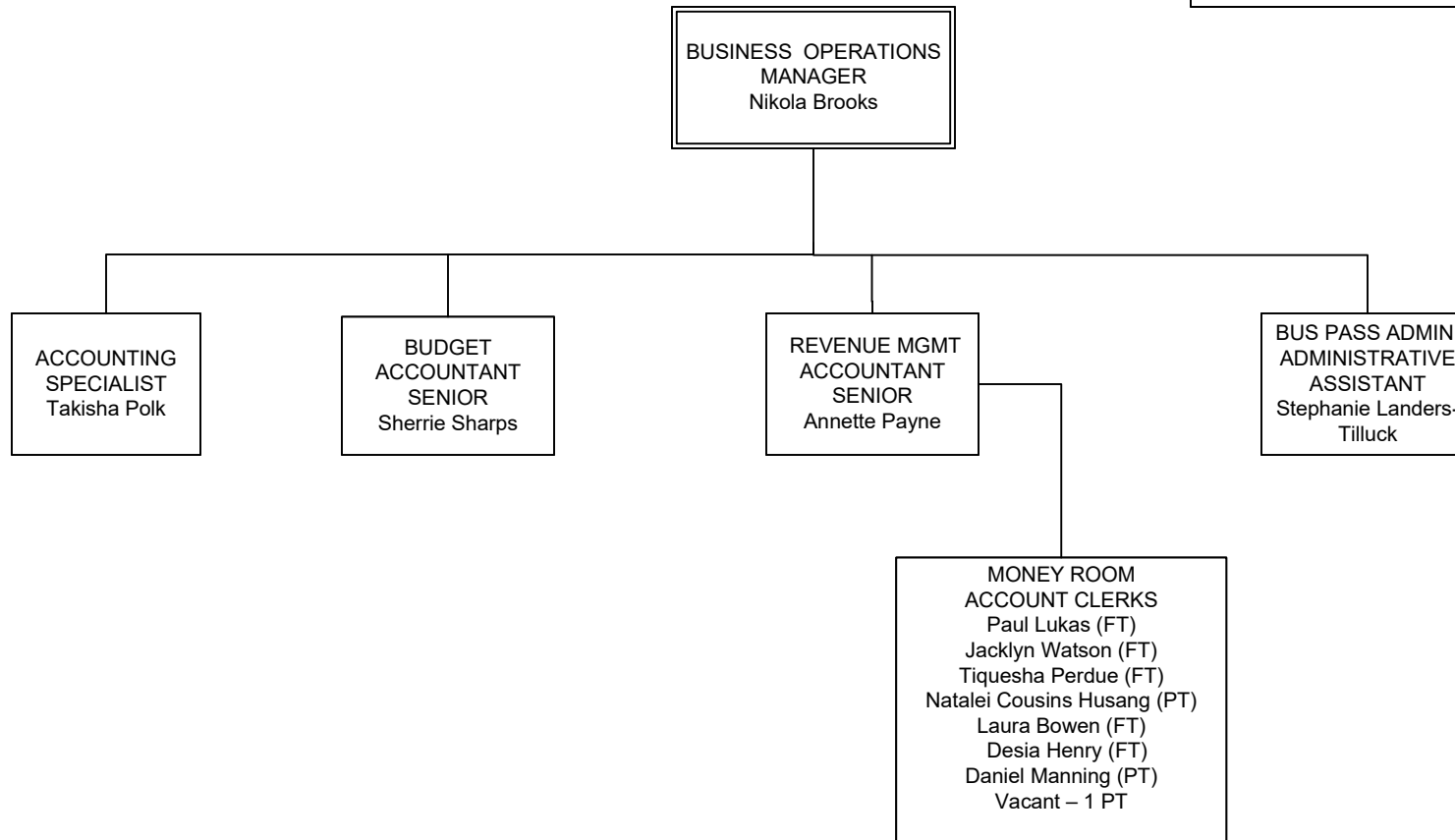


ADMINISTRATION DIVISION



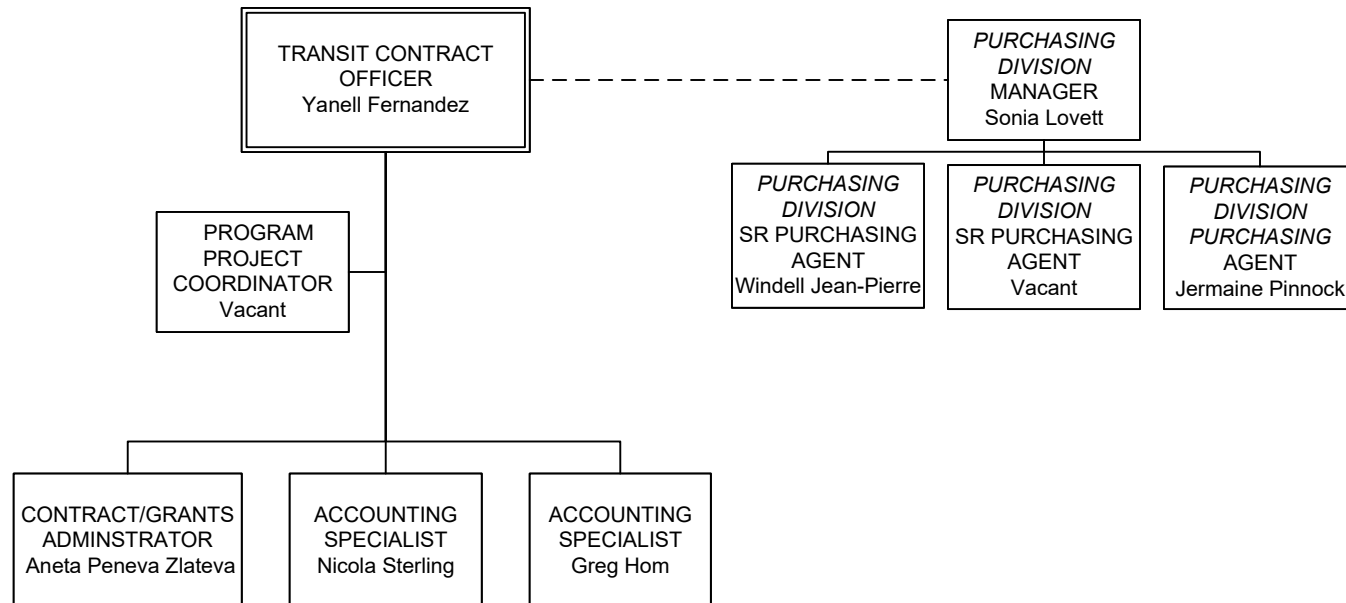
BUSINESS OPERATIONS

BUSINESS OPERATIONS FY2023
TOTAL BCT OPERATING PNs 13



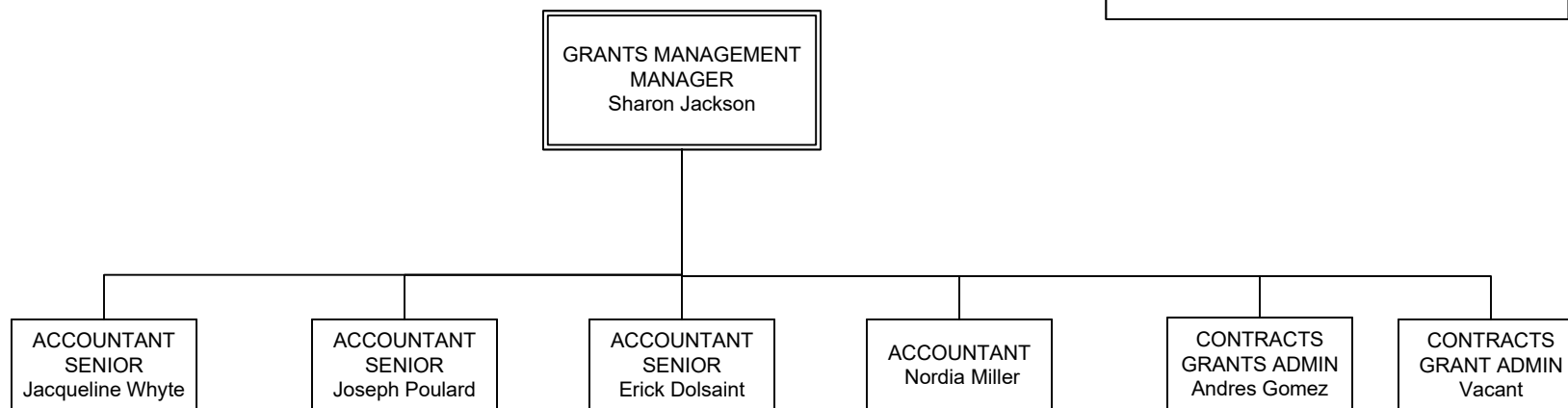
TRANSIT PURCHASING

TRANSIT PURCHASING FY2023
TOTAL BCT OPERATING PNs 9



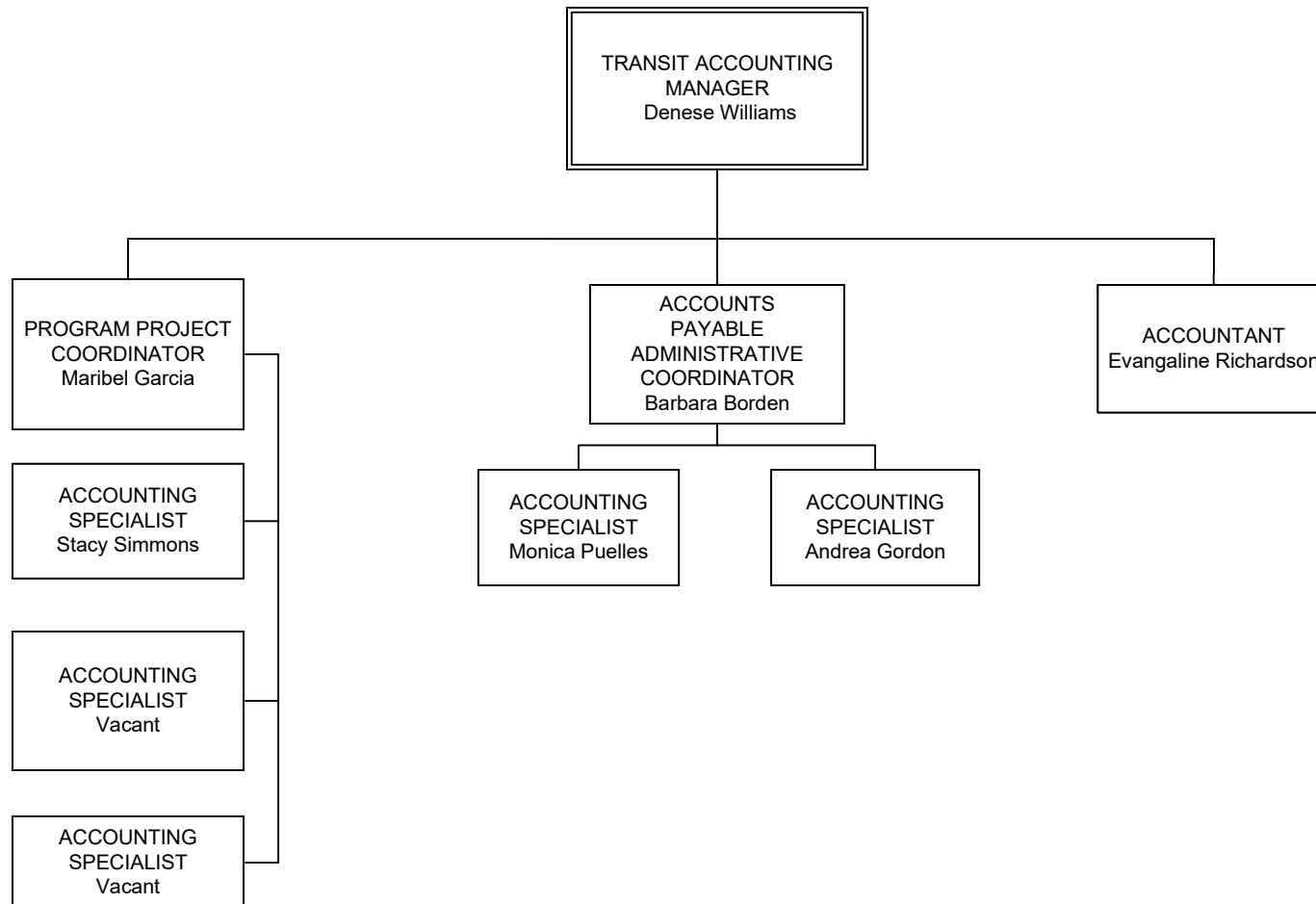
GRANTS MANAGEMENT

GRANTS MANAGEMENT FY2023
TOTAL BCT OPERATING PNs 7



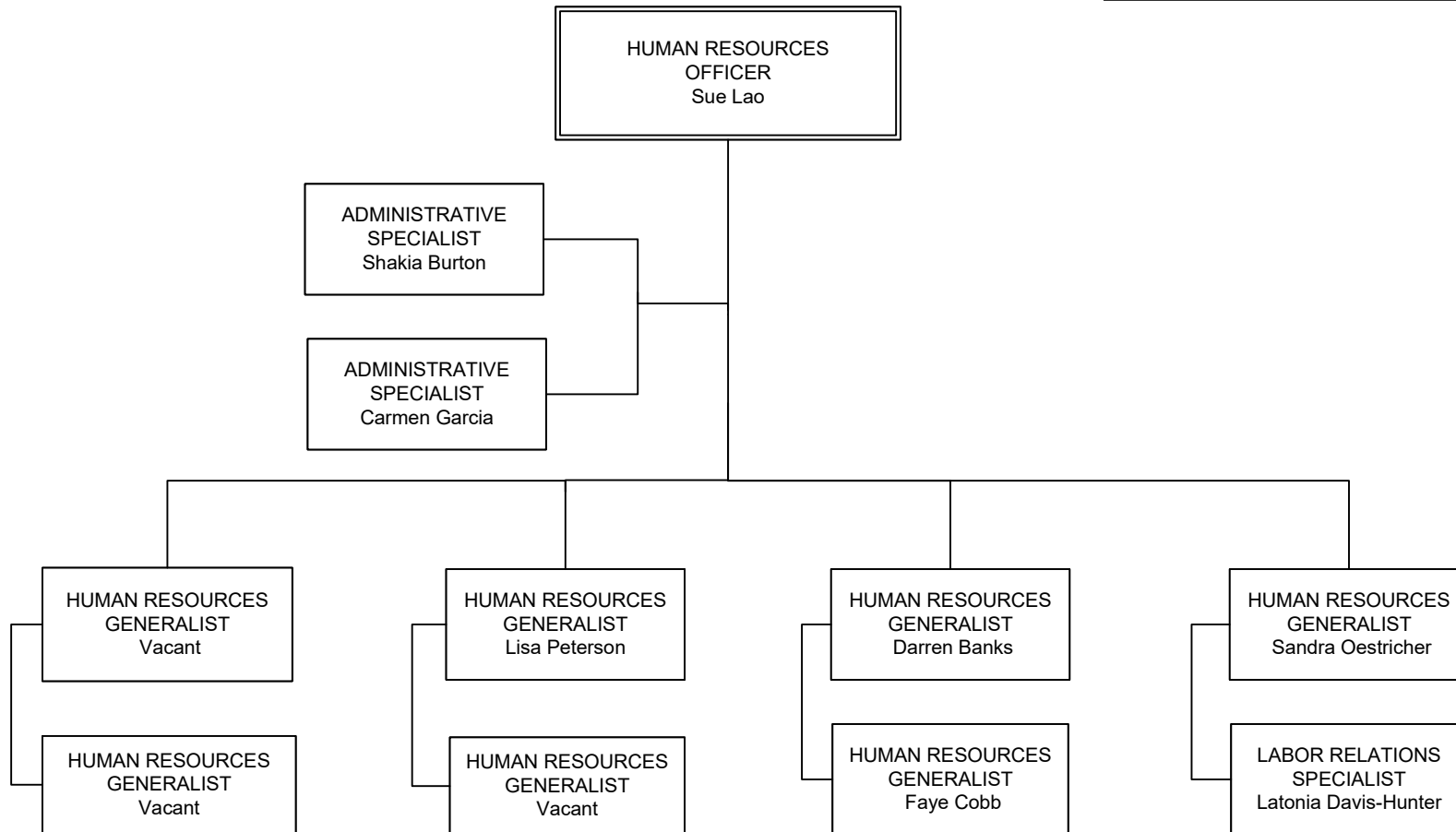
TRANSIT ACCOUNTING

TRANSIT ACCOUNTING FY2023
TOTAL BCT OPERATING PNs 9

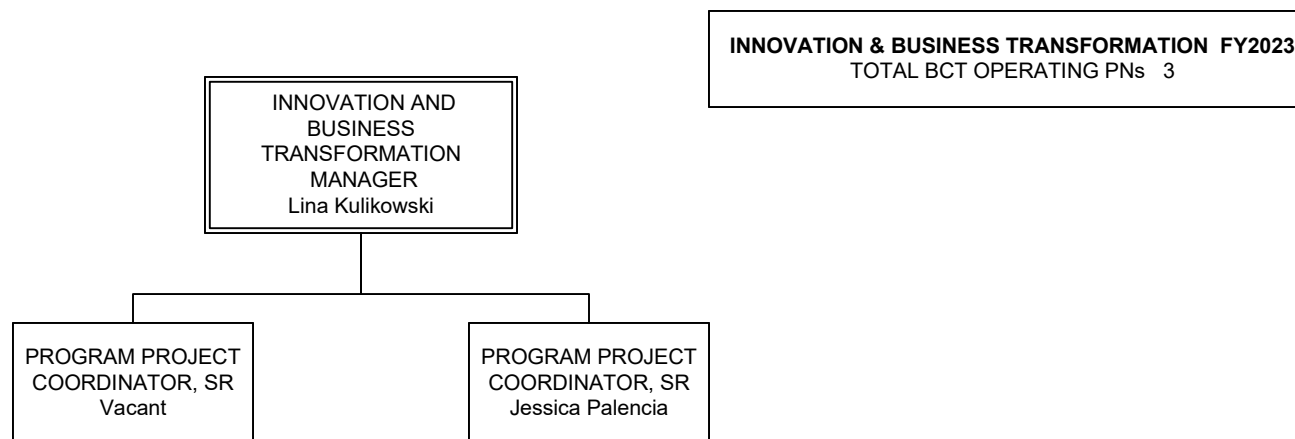


HUMAN RESOURCES

HUMAN RESOURCES FY2023
TOTAL BCT OPERATING PNs 11

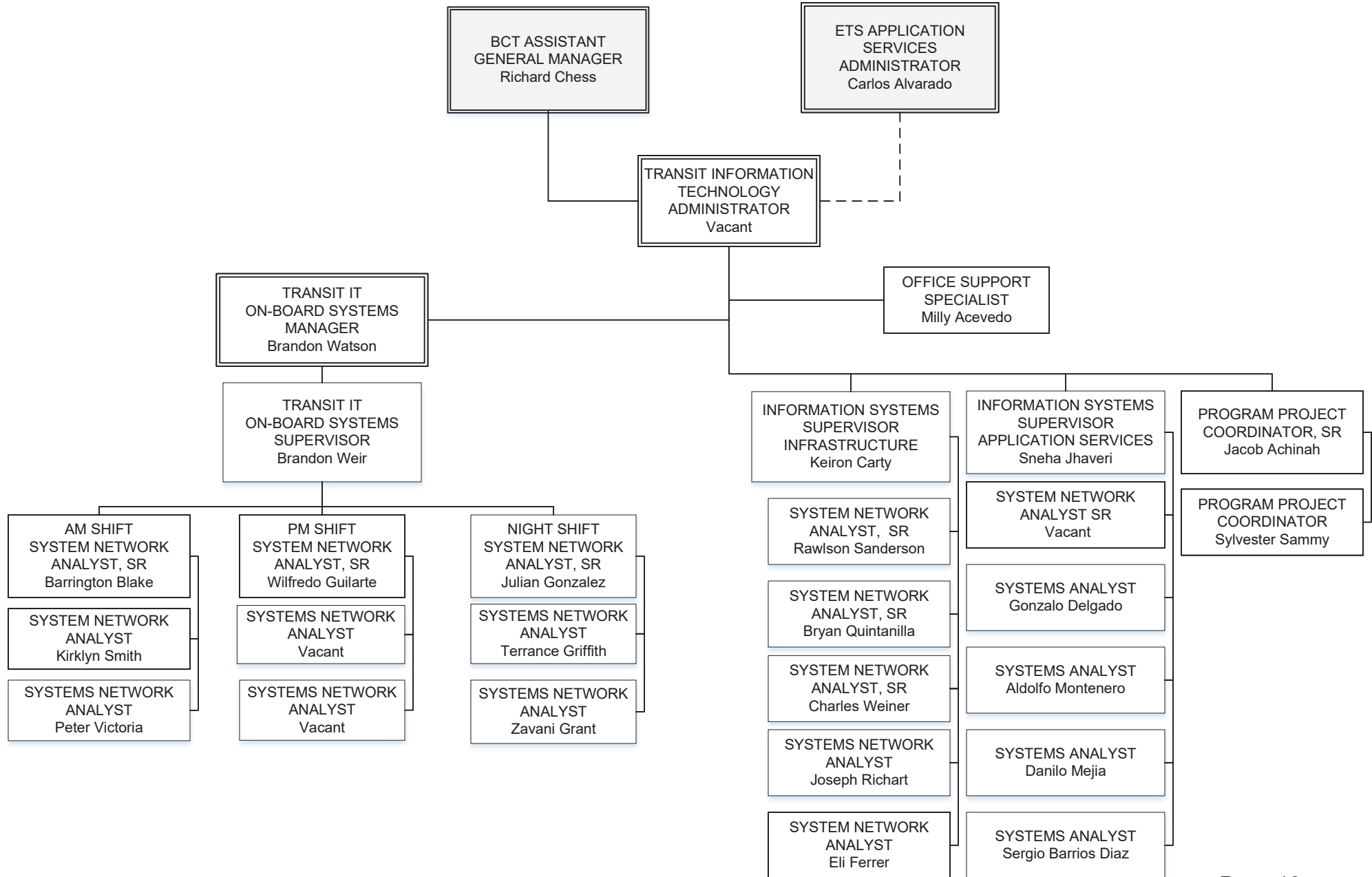


INNOVATION AND BUSINESS TRANSFORMATION

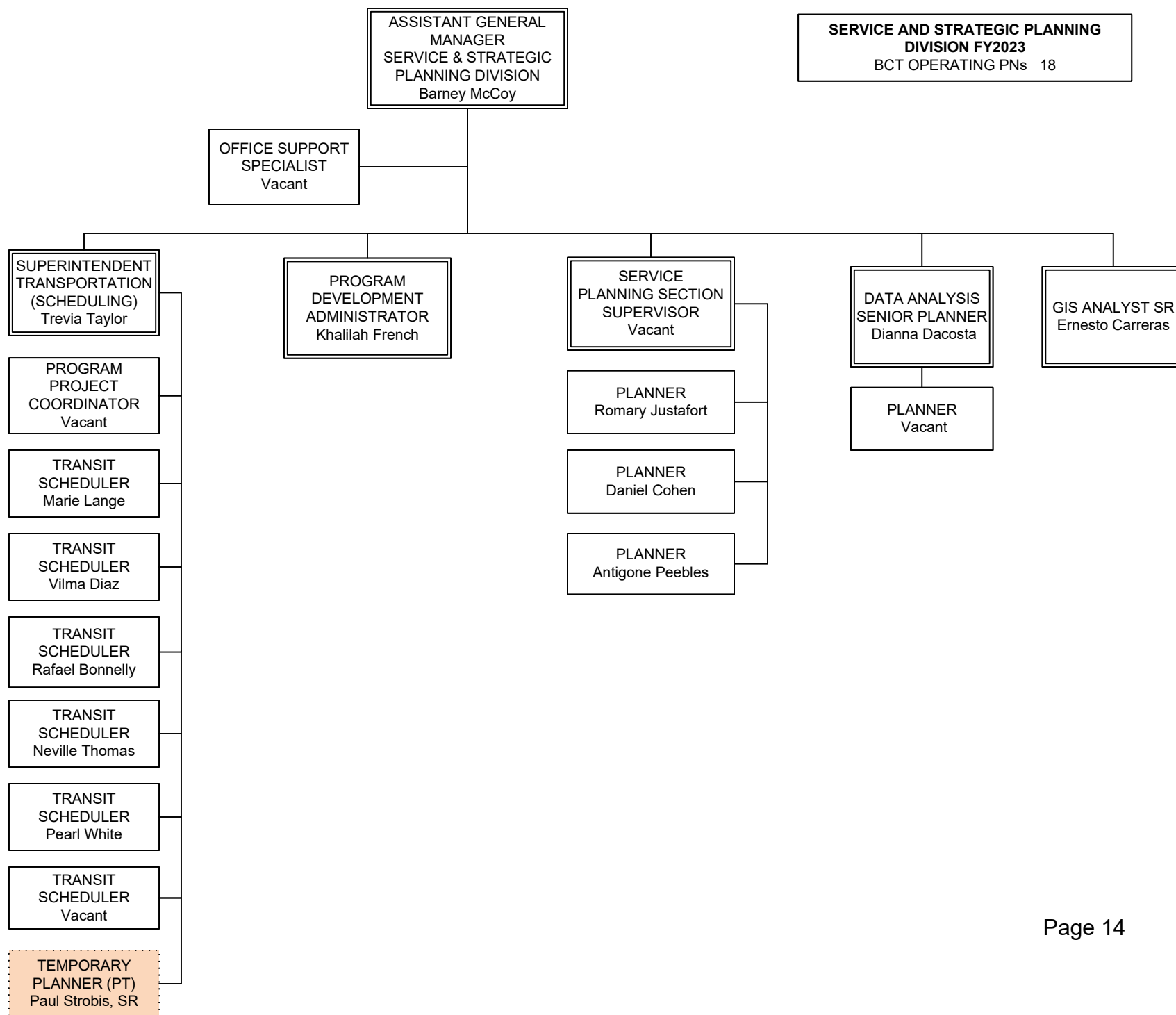


TRANSIT INFORMATION TECHNOLOGY

TRANSIT INFORMATION TECHNOLOGY FY2023
TOTAL BCT OPERATING PNs 27

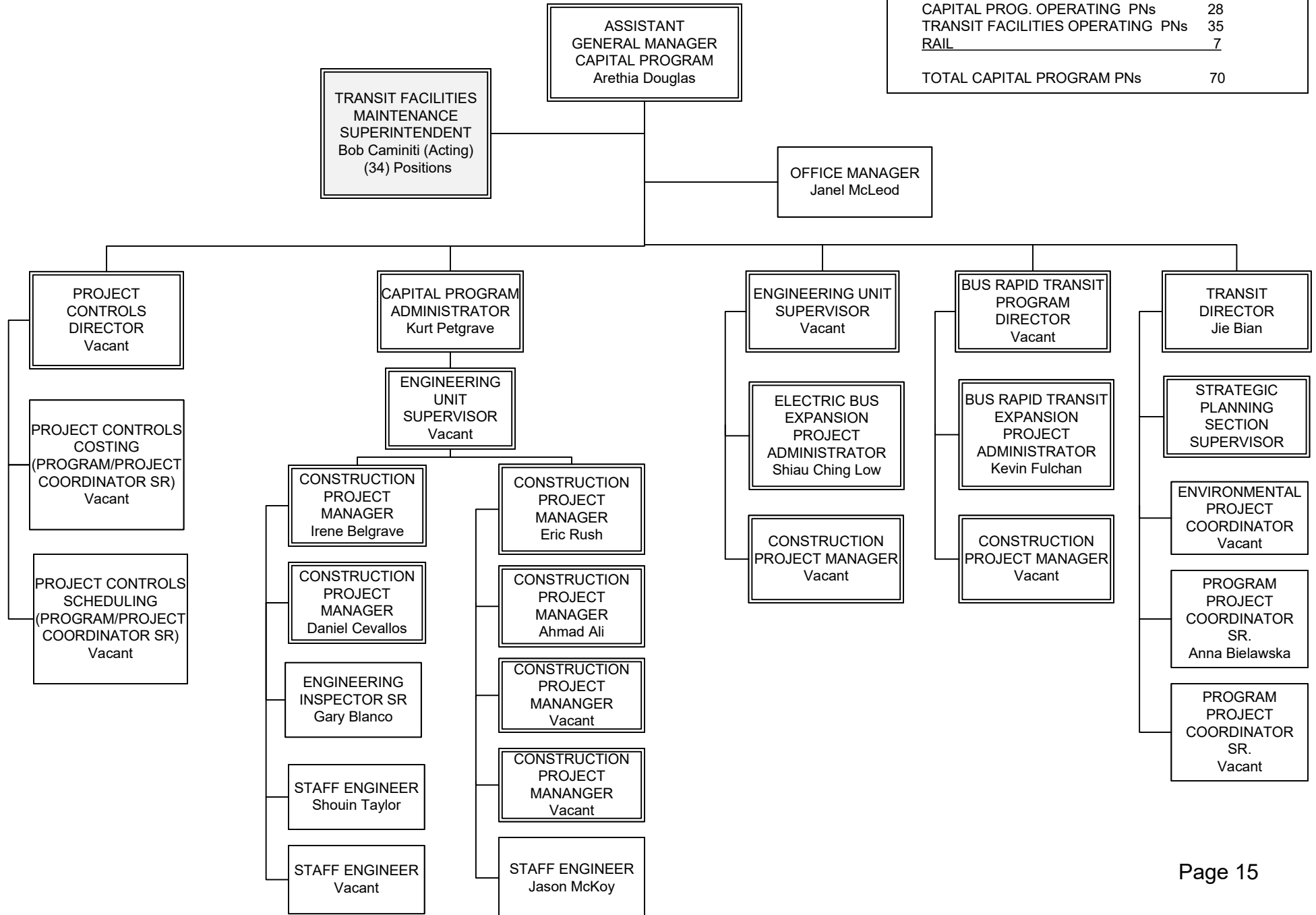


SERVICE AND STRATEGIC PLANNING DIVISION



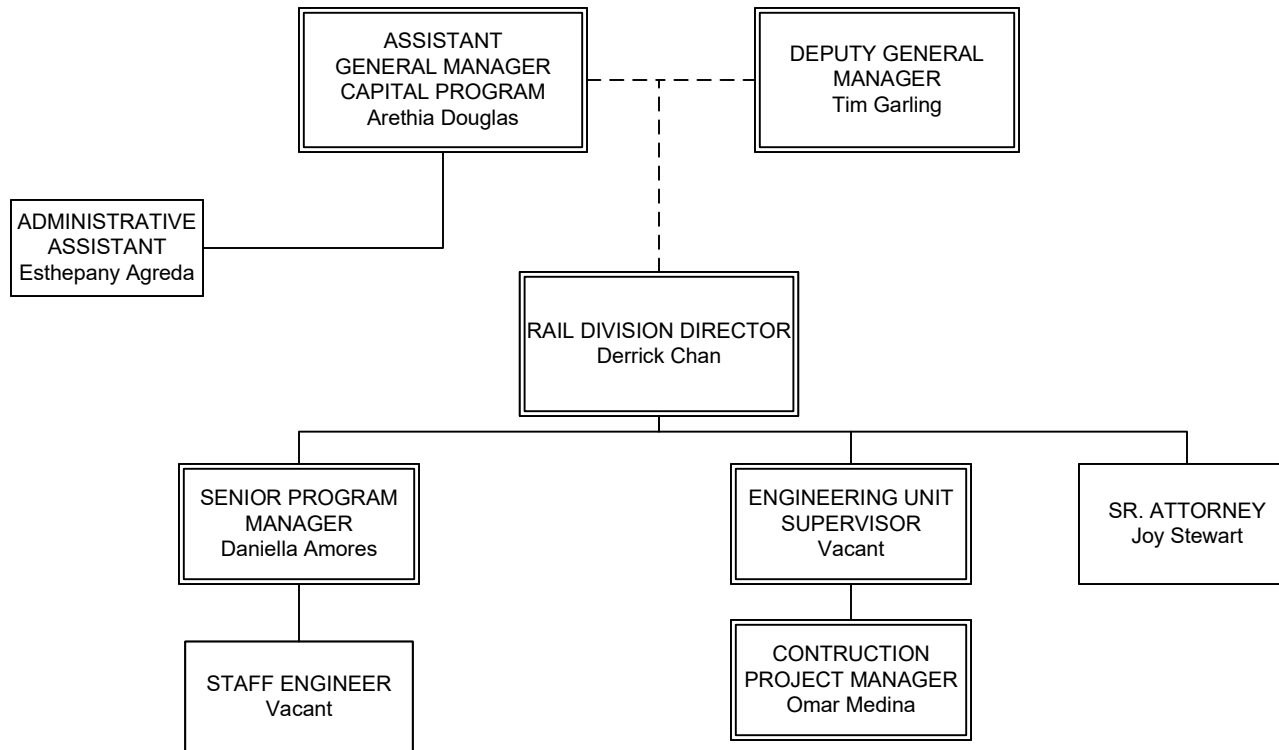
CAPITAL PROGRAM DIVISION

CAPITAL PROGRAM DIVISION FY2023	
CAPITAL PROG. OPERATING PN's	28
TRANSIT FACILITIES OPERATING PN's	35
RAIL	7
TOTAL CAPITAL PROGRAM PN's	70



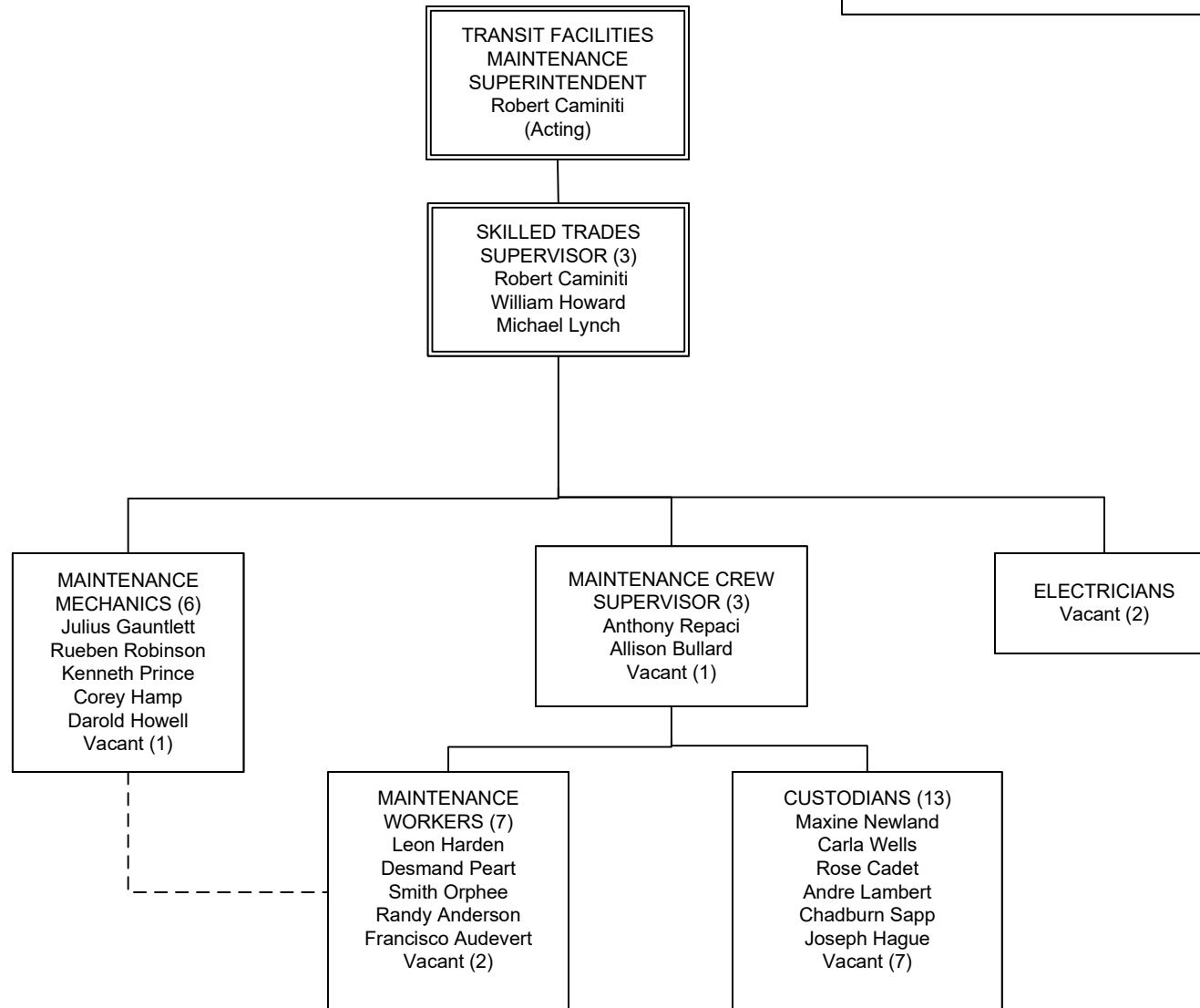
RAIL DIVISION

RAIL DIVISION FY2023
TOTAL BCT OPERATING PNs 7

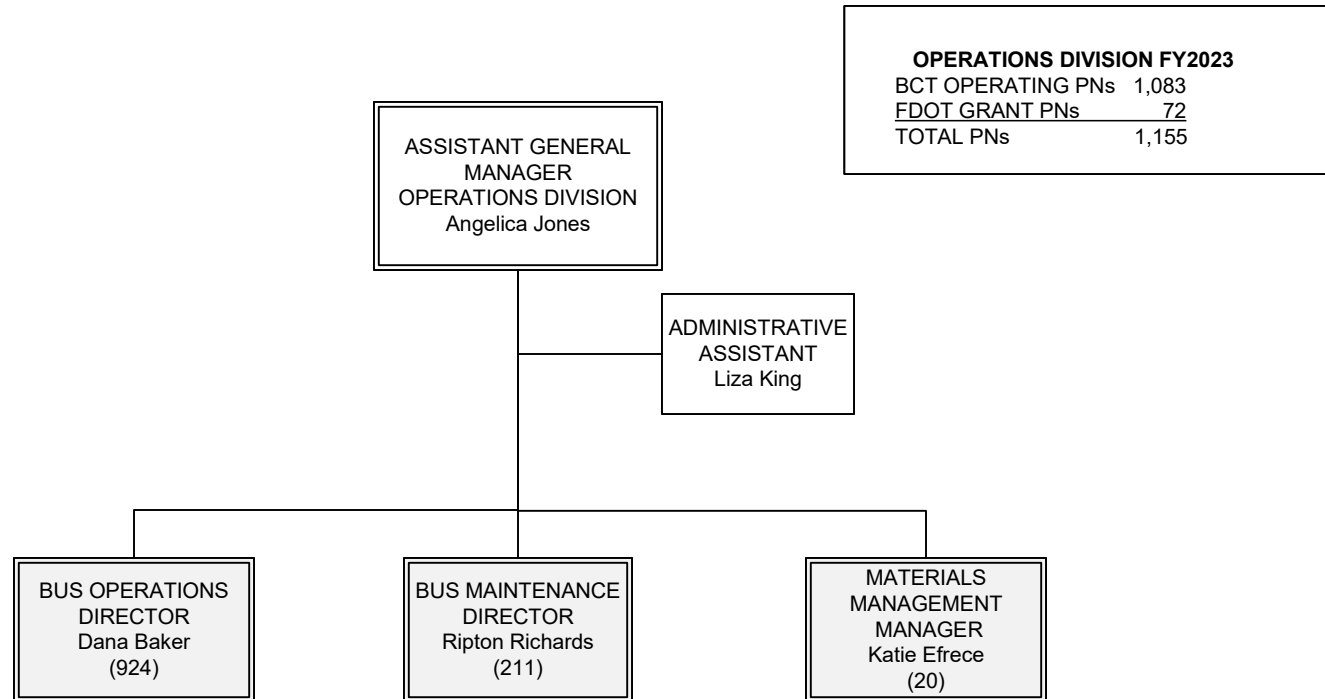


TRANSIT FACILITIES MAINTENANCE

TRANSIT FACILITIES MAINTENANCE FY2023
TOTAL BCT OPERATING PNs 35



OPERATIONS DIVISION

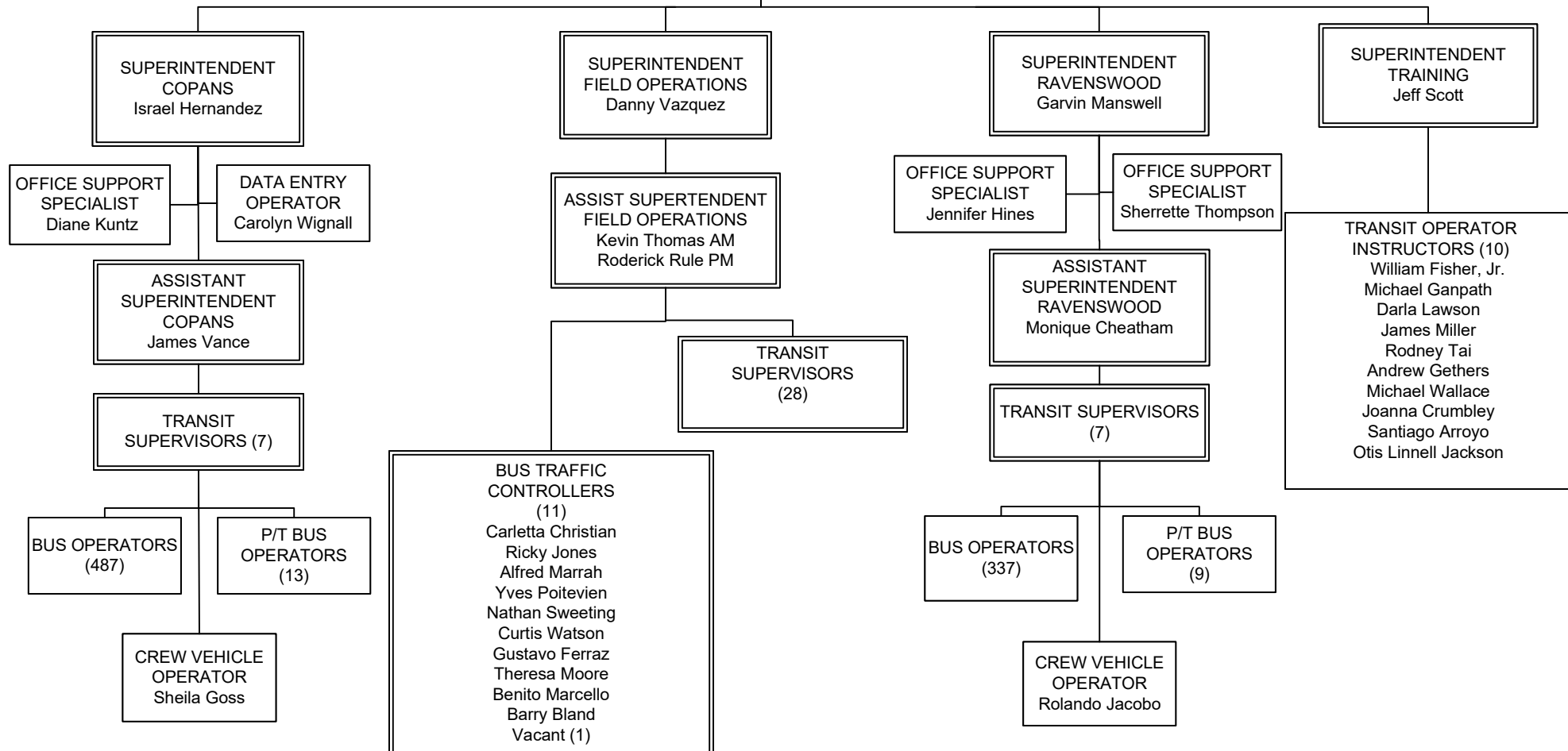


BUS OPERATIONS

BUS OPERATIONS FY2023

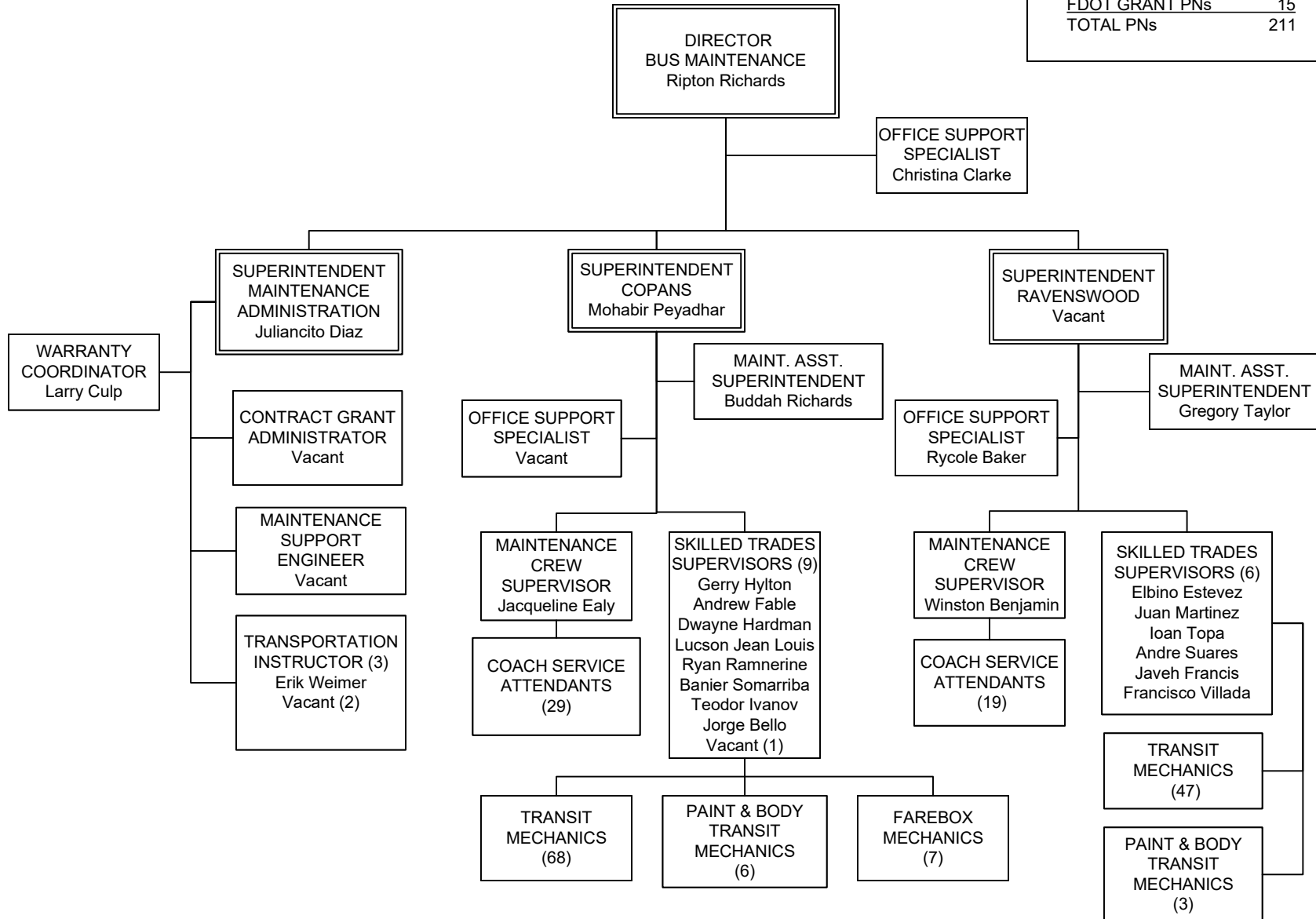
BCT OPERATING PNs	867
FDOT GRANT PNs	57
TOTAL PNs	924

TRANSIT DIRECTOR,
OPERATIONS
Dana Baker



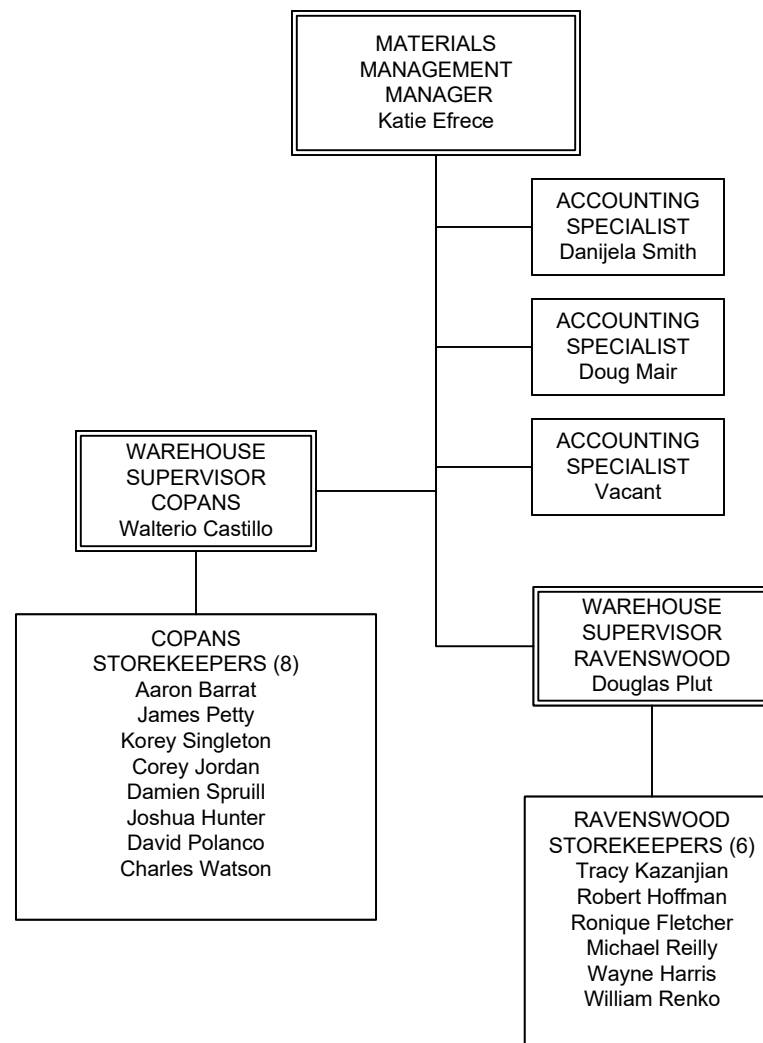
BUS MAINTENANCE

BUS MAINTENANCE FY2023	
BCT OPERATING PNs	196
FDOT GRANT PNs	15
TOTAL PNs	211

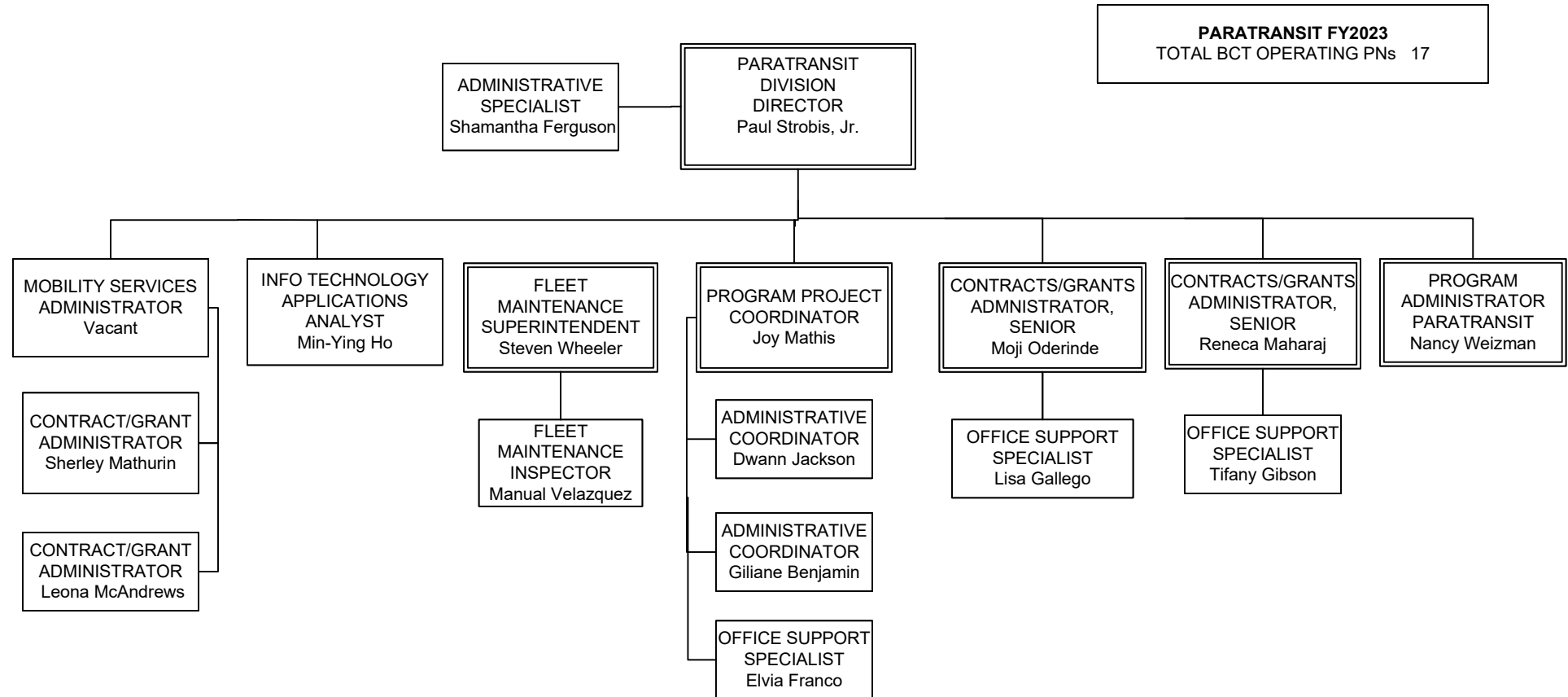


MATERIALS MANAGEMENT

MATERIALS MANAGEMENT FY2023
TOTAL BCT OPERATING PNs 20



PARATRANSIT



FLEET SERVICES DIVISION

Exhibit 2
Page 134 of 194

FLEET SERVICES DIVISION FY2023
TOTAL FLEET OPERATING PNs 52

FLEET SERVICES
DIVISION
DIRECTOR
Ross Meslin

FLEET SERVICES
MANAGER
Jacob Porras

FLEET MAINT
MANAGER
Nick Smith

FLEET MAINT
SUPERINTENDENT
Jose Rodriguez

PROGRAM
PROJECT
COORDINATOR SR.
Susan Rinaldi

OFFICE MGR.
Vacant

FLEET MGMT
SUPERINTENDENT
Vacant

IT APPLICATIONS
ANALYST
David Technow

ADMIN
COORDINATOR
Vacant

ACCOUNTANT SR
Maureen Pazos

ADMIN ASSISTANT
PT20
Nicole Fermin

CONTRACT/
GRANTS
ADMINISTRATOR SR
Indira Marquez

ADMIN ASSISTANT
PT20
Solape Mawudzro

PROGRAM/
PROJECT
COORDINATOR
Denese Martinez

FLEET ASSET
MANAGEMENT
SPECIALIST
James Bailey

ELECTRICIAN
Mark Foster

SKILLED TRADE
SUPERVISOR
Dan Smith

EQUIPMENT
OPERATOR SR
Vacant

STOREKEEPER
FS #3
Donald Moon

STOREKEEPER
FS #3
Logan McCoy

MAINTENANCE
WORKER
Darrell Campbell

STOREKEEPER
FS #2
Carlton Lowrey

MAINTENANCE
WORKER
Vacant

SKILLED TRADES
SUPERVISOR
(FS#3 Heavy)
Bobby Chancy

VEHICLE MECH
LEAD WORKER
Hylton Watson

VEHICLE
MECHANIC
Roderick Lott

VEHICLE
MECHANIC
Vacant

VEHICLE
MECHANIC
Magdiel Gomez

VEHICLE
MECHANIC
Barry Clark

VEHICLE
MECHANIC
Criag Fisher

VEHICLE
MECHANIC
Vacant

SKILLED TRADES
SUPERVISOR
(FS#3 Auto)
Eduardo Mendoza

VEHICLE MECH
LEAD WORKER
Daniel Gonzalez-
Perez

VEHICLE
MECHANIC
Leonel Mata

VEHICLE
MECHANIC
Cirenor Olibrice

VEHICLE
MECHANIC
Luis Garcia

VEHICLE
MECHANIC
Kingley Yapp

VEHICLE
MECHANIC
Austin Stager

VEHICLE
MECHANIC
Vacant

SKILLED TRADES
SUPERVISOR
(FS#2)
John Leopoldo

VEHICLE MECH
LEAD WORKER
Luis Mata

VEHICLE
MECHANIC
Orville Pollock

VEHICLE
MECHANIC
Courtney Yapp

VEHICLE
MECHANIC
Daniel Thesing

VEHICLE
MECHANIC
Eccler Aime

VEHICLE
MECHANIC
Ruben Joseph

VEHICLE
MECHANIC
Victor Young

VEHICLE
MECHANIC
Eliezer Zabala

SKILLED TRADES
SUPERVISOR
(FS#8)
Ed Bienkowski

VEHICLE MECH
LEAD WORKER
Lanardo
Thompson

VEHICLE
MECHANIC
Alexandru Mirea

VEHICLE
MECHANIC
Joseph Pachera

Appendix G Broward County Safety Manual



BROWARD COUNTY SAFETY MANUAL

<https://bc.net/Agencies/riskmanagement/Documents/SafetyHealthManual.pdf>

NOVEMBER 1, 2022



Appendix H. Respiratory Infections in the Workplace



The National Institute for Occupational Safety and Health (NIOSH)



Respiratory Infections in the Workplace

Respiratory infections can have a major impact on business operations. NIOSH actively works to minimize work-related risks of catching respiratory infections in the workplace through research, service, and partnerships. NIOSH works closely with other parts of the Centers for Disease Control and Prevention (CDC), other federal agencies, and non-governmental partners. Employers can use these resources to prevent and respond to respiratory infections in the workplace.

Coronavirus Disease 2019 (COVID-19)

The Occupational Safety and Health Administration (OSHA) provides guidance for employers: [Protecting Workers: Guidance on Mitigating and Preventing the Spread of COVID-19 in the Workplace](#).

Visit the [CDC COVID-19 website](#) for the most current information about COVID-19. Find CDC workplace guidance and COVID-19 information for:

- [Healthcare Settings](#)
- [K-12 Schools and Early Care and Education Programs](#)
- [Homeless Service Sites and Correctional and Detention Facilities](#)
- [Community Congregate Living Settings](#)
- [Commercial Aircraft Cabin Crew](#)
- [Maritime Vessels](#)

Seasonal Influenza

Each workplace is unique and a worker's risk for job-related exposure to seasonal influenza (flu) can vary widely depending on the nature of their job. Visit the [CDC influenza website](#) for information on flu. Keep your workplace healthy with the following actions:

[Prevent the spread of flu in the workplace](#)

10 steps employers can take now, and during the flu season, to help protect the health of employees.

[Promote flu vaccination](#)

Tips for hosting a free on-site flu vaccination clinic for your employees. If hosting a flu vaccination clinic at your workplace is not possible, learn about other ways to encourage vaccination.

[Remind workers to stay home when sick](#)

What employers and employees should know about staying home when sick.

Find more workplace guidance and seasonal flu information for:

- [Healthcare Settings](#)
- [Long Term Care Facilities](#)
- [Schools and Childcare Providers](#)
- [Commercial Aircraft Cabin Crew](#)
-

Prevent Respiratory Infections

[Ventilation and Engineering Controls](#)

Improving building ventilation can reduce risk of exposure to respiratory viruses and reduce the spread of respiratory infections.

[Ventilation in Buildings](#)

This page has specific strategies to improve building ventilation and answers to frequently asked questions.

[Upper-Room Ultraviolet Germicidal Irradiation \(UVGI\)](#)

UVGI is the use of ultraviolet (UV) energy to kill viral, bacterial, and fungal organisms. This page has considerations for selecting, installing, using, and maintaining an Upper-Room UVGI system.

[Cleaning and Disinfection](#)

Regularly cleaning surfaces helps prevent the spread of germs that can cause respiratory infections.

[When and How to Clean and Disinfect a Facility](#)

This guidance is for cleaning and disinfecting buildings in community settings (such as offices, gyms, businesses, and community centers). [Healthcare settings](#) have different guidance.

Visit commit2care.org for more information on infectious diseases in the workplace, including resources for employers and workers.

Monitoring Respiratory Infections

[National Emergency Department Visits for COVID-19, Influenza, and Respiratory Syncytial Virus](#)

The National Emergency Department Visits for COVID-19, Influenza, and Respiratory Syncytial Virus site provides a combined view of emergency department visit data for multiple respiratory conditions as tracked by the National Syndromic Surveillance Program (NSSP).

[COVID Data Tracker](#)

The COVID Data Tracker provides hospital admissions, deaths, and emergency department visits data as primary surveillance metrics for COVID-19.

[COVID-19 by County](#)

Find hospital admission levels and prevention steps by county.

[How to Use COVID Data Tracker: Business Owners and Operators](#)

Last Reviewed: May 5, 2023

Source: [National Institute for Occupational Safety and Health](#)

BCT HIERARCHY OF CONTROL

The purpose of this hierarchy is to provide a systematic approach to controlling risks associated with different hazards through elimination, or reduction of the risk and/or the consequences of an incident. Each step is considered less effective than the step above it, therefore, each step should be considered in order, starting with the most effective and ruling out each step before proceeding to the next, less effective step. Steps may be combined to achieve an acceptable risk, e.g. administrative control combined with personal protective equipment.

**MOST
EFFECTIVE**



**LEAST
EFFECTIVE**

Elimination
<ul style="list-style-type: none"> • Re-design to eliminate hazards
Substitution
<ul style="list-style-type: none"> • Substitute less hazardous materials, processes, operations or equipment • Reduce energy (for example, reduce speed, force, amperage, pressure, temperature and noise).
Engineering Controls
<ul style="list-style-type: none"> • Ventilation system, machine guarding, Interlock, sound enclosures • Platforms and guardrail • Lift tables, conveyors and balancers
Warnings
<ul style="list-style-type: none"> • Signs, Labels • Horns, Beepers, Back-Up Alarms
Administrative Controls
<ul style="list-style-type: none"> • Procedures • Worker Rotation, Changing Work Schedule • Inspections • Training
Personal Protective Equipment
<ul style="list-style-type: none"> • Safety glasses, face shield, gloves • Hearing protection • Safety harnesses/lanyards • Respirators



TRANSIT SUPERVISOR ACCIDENT OR INCIDENT INVESTIGATION REPORT

This report is made under the direction, and for the use of, the Broward County Attorney's Office and Broward County. All reports are to be immediately delivered by BCT compliance staff to Broward County Risk Management Division.

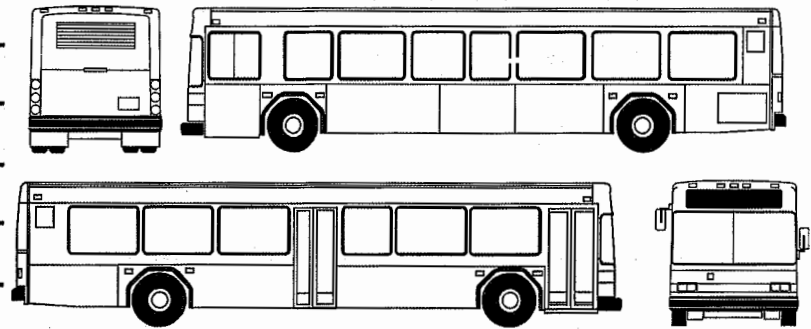
CASE ID: _____ SUPERVISOR: _____

DAY: _____ DATE: _____ TIME: _____ OPERATOR: _____

BUS NUMBER: _____ RUN NUMBER: _____ LOCATION: _____

OFFICER ON SCENE: _____ MUNICIPALITY: _____

DAMAGE DESCRIPTION: _____



VEHICLE NUMBER 1

YEAR: _____ TAG NUMBER: _____

STATE: _____

OWNER'S NAME: _____

DRIVER'S NAME: _____

ADDRESS: _____

CITY _____ STATE _____ ZIP _____

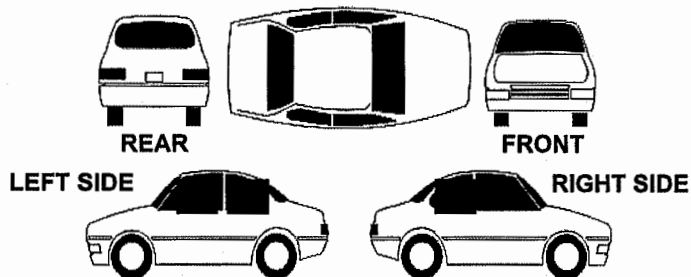
TELEPHONE NUMBER: _____

DRIVER'S LICENSE NUMBER: _____

INSURANCE COMPANY: _____

POLICY NUMBER: _____

DAMAGE



VEHICLE NUMBER 2

YEAR: _____ TAG NUMBER: _____

STATE: _____

OWNER'S NAME: _____

DRIVER'S NAME: _____

ADDRESS: _____

CITY _____ STATE _____ ZIP _____

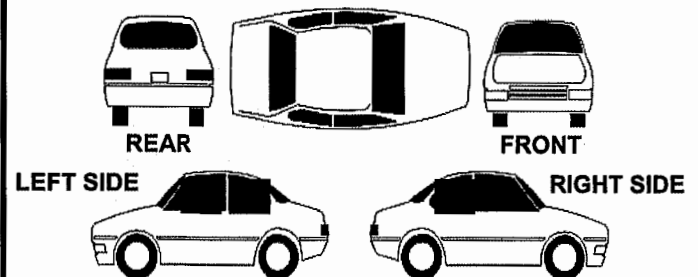
TELEPHONE NUMBER: _____

DRIVER'S LICENSE NUMBER: _____

INSURANCE COMPANY: _____

POLICY NUMBER: _____

DAMAGE



WAS A CITATION ISSUED?

☐ YES ☐ NO

ISSUED TO OPERATOR?

☐ YES ☐ NO

ISSUED TO OTHER DRIVER(S)?

☐ YES ☐ NO

WERE PHOTOGRAPHS TAKEN
AND DOWNLOADED?

☐ YES ☐ NO

DIAGRAM ATTACHED?

☐ YES ☐ NO

REASON FOR CITATION: _____

DESCRIPTION OF ACCIDENT:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

DIAGRAM:

[illegible]

Appendix K Employee Report of Accident or Incident

Exhibit 2



This report is made under the direction, and for the use of, the Broward County Attorney's Office and Broward County. All reports are to be immediately delivered by BCT compliance staff to Broward County Risk Management Division.

POLICE/EMS CASE NUMBER 41 of 194

INTERNAL CONTROL NUMBER

EMPLOYEE REPORT OF ☐ ACCIDENT ☐ INCIDENT ☐ WITNESS STATEMENT

THIS FORM MUST BE COMPLETED AND TURNED IN WITHIN 24 HOURS OF ACCIDENT/INCIDENT

LOCATION: ☐ COPANS ☐ RAVENSWOOD

BASIC INFORMATION

EMPLOYEE NAME (LAST, FIRST, MIDDLE INITIAL)		TITLE		IF OPERATOR, YRS. DRIVING BCT BUS		LICENSE NUMBER	
COUNTY VEHICLE NO.	ROUTE & BLOCK. NO.	RUN NO.	NO. OF PASSENGERS		NO. OF PASSENGER COMMENT CARDS		
DATE OF OCCURRENCE		DAY OF WEEK		TIME	AM	PM	
STREET ON WHICH ACCIDENT OCCURRED		NEAREST CROSS STREET				CITY	
TYPE OF ACC/INC.	TRAFFIC <input type="checkbox"/>	PASSENGER <input type="checkbox"/>	PEDESTRIAN <input type="checkbox"/>	OBSERVATION <input type="checkbox"/>	DISTURBANCE <input type="checkbox"/>	VANDALISM <input type="checkbox"/>	

REPORTING AT TIME OF THE OCCURRENCE

WAS THERE A POLICE INVESTIGATION? YES <input type="checkbox"/> NO <input type="checkbox"/>		OFFICER'S BADGE NUMBER AND/OR NAME	POLICE AGENCY
WAS A BCT SUPERVISOR AT THE SCENE? YES <input type="checkbox"/> NO <input type="checkbox"/>		BCT SUPERVISOR'S NAME	
WAS BCT DISPATCHER NOTIFIED? YES <input type="checkbox"/> NO <input type="checkbox"/>		IF YES, WHOM?	
WAS CITATION ISSUED YES <input type="checkbox"/> NO <input type="checkbox"/>		TO OPERATOR <input type="checkbox"/>	OTHER DRIVER <input type="checkbox"/> REASON

WERE THERE ANY INJURIES? YES ☐ NO ☐ (USE SEPARATE SHEET OF PAPER IF NECESSARY)

NAME	ADDRESS, CITY, STATE, ZIP	PHONE	AGE	SEX	NATURE OF INJURIES
ON BCT BUS 1.					
2.					
3.					
4.					
OTHER VEHICLES 1.					
2.					

WERE INJURED TRANSPORTED? YES <input type="checkbox"/> NO <input type="checkbox"/>	BY WHOM?	WHERE TAKEN?
DID OTHER PARTY MAKE ANY STATEMENT AT TIME OF OCCURRENCE? YES <input type="checkbox"/> NO <input type="checkbox"/> IF YES DESCRIBE BELOW		

OTHER VEHICLE NUMBER 1

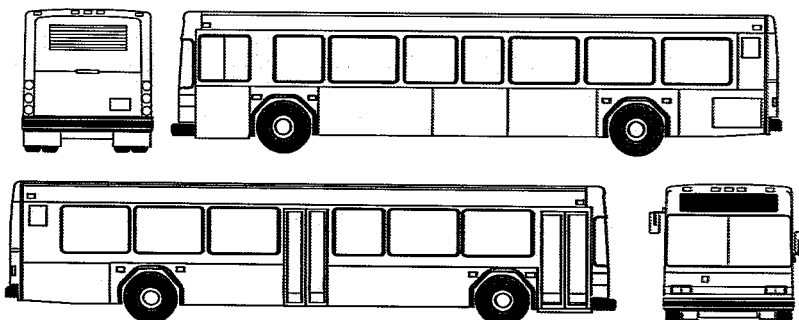
NAME (LAST, FIRST, MIDDLE INITIAL) _____
 ADDRESS (NUMBER & STREET) _____
 CITY _____ ZIP _____
 HOME PHONE _____
 DRIVER'S LICENSE NUMBER _____
 STATE _____ SEX M F BIRTHDATE ____/____/____
 MAKE _____ MODEL _____ YEAR _____
 COLOR _____ LICENSE NUMBER _____ STATE _____
 NAME OF REGISTERED OWNER (LAST FIRST MIDDLE INITIAL) _____

OTHER VEHICLE NUMBER 2

NAME (LAST, FIRST, MIDDLE INITIAL) _____
 ADDRESS (NUMBER & STREET) _____
 CITY _____ ZIP _____
 HOME PHONE _____
 DRIVER'S LICENSE NUMBER _____
 STATE _____ SEX M F BIRTHDATE ____/____/____
 MAKE _____ MODEL _____ YEAR _____
 COLOR _____ LICENSE NUMBER _____ STATE _____
 NAME OF REGISTERED OWNER (LAST FIRST MIDDLE INITIAL) _____

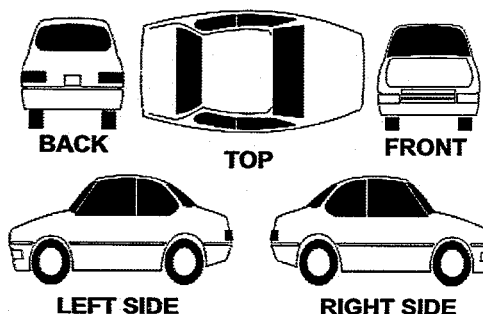
CONDITION OF STREET		WEATHER	LIGHT CONDITIONS	
<input type="checkbox"/> DRY	<input type="checkbox"/> OTHER	<input type="checkbox"/> CLEAR	<input type="checkbox"/> DAYLIGHT	<input type="checkbox"/> DARK STREET LIGHTS ON
<input type="checkbox"/> WET	<input type="checkbox"/> UPGRADE	<input type="checkbox"/> CLOUDY	<input type="checkbox"/> DAWN	<input type="checkbox"/> DARK STREET LIGHTS OFF
<input type="checkbox"/> LEVEL	<input type="checkbox"/> CURVE	<input type="checkbox"/> RAINING	<input type="checkbox"/> DUSK	<input type="checkbox"/> DARK NO STREET LIGHTS

MARK DAMAGED AREAS OF VEHICLES



☐ NO VISIBLE DAMAGE NOTED

DAMAGE DESCRIPTION _____



☐ NO VISIBLE DAMAGE NOTED

DAMAGE DESCRIPTION _____

PASSENGER ACCIDENT/INCIDENT

☐ FELL BOARDING ☐ ALIGHTING ☐ FRONT DOOR ☐ REAR DOOR HOW FAR WAS STEP FROM CURB? _____ FT.

☐ FELL IN BUS WAS BUS IN MOTION? ☐ STARTING ☐ STOPPING ☐ ENROUTE ☐ GOING STRAIGHT ☐ CURVE

☐ PASSENGER STRUCK BY DOOR ☐ FRONT ☐ REAR ☐ BOARDING ☐ ALIGHTING

☐ FELL NEAR BUS ☐ BEFORE BOARDING ☐ AFTER ALIGHTING HOW MANY FEET FROM BUS? _____

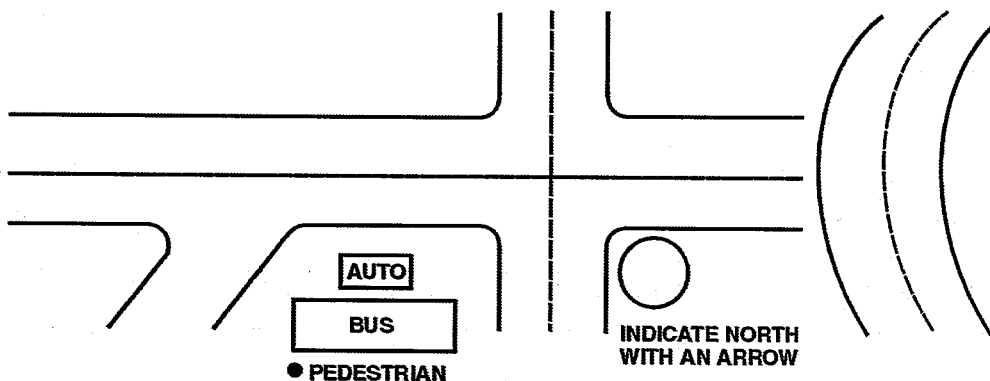
PEDESTRIAN: AT TIME OF COLLISION WAS PEDESTRIAN: ☐ AT CROSSWALK? ☐ AT BUS STOP? ☐ NEAR CURB?

HOW MANY FEET? _____

☐ OTHER PASSENGER INC/ACC: (DESCRIBE) _____

COMPLETE ACCIDENT DIAGRAM WITH ALL VEHICLES INVOLVED

PLEASE INDICATE WITH
AN "X" WHERE YOU FIRST
SAW HAZARD



PLEASE DESCRIBE THE ACCIDENT/INCIDENT IN YOUR OWN WORDS AS IT OCCURRED

Appendix L Collision Review Voting Record Form

COLLISION REVIEW VOTING RECORD **COLLISION INFORMATION**

Collision Date: _____ Collision Time: _____ Vehicle Number: _____

Operator's Name: _____

PREVENTABILITY DETERMINATION

The following documents and/or video was used to review the collision for preventability:

- ☐ Operator's Report ☐ Supervisor's Report ☐ Police Report
☐ Photographs ☐ Video ☐ Other _____

THE CAPTIONED ACCIDENT WAS DETERMINED TO BE ☐ PREVENTABLE ☐ NON-PREVENTABLE

VOTING RESULT

	Preventable	Non-Preventable
Transit Management		
Union Representative		
BC Employee Outside Transportation Dept.		
TOTAL		

ART Date: _____

VOTING MEMBERS OF THE ART

Transit Management	
Union Representative	
BC Employee Outside Transportation Dept.	

Comments:

OPERATOR'S MANUAL

Rules and Regulations



The full copy of this Manual is located at Operations - Training Section

Appendix N. Vehicle Operations – Instructor Guide – Bus Operator Training Program

The full copy of this Appendix is located at Operations – Training Section

Appendix O Route Safety Cards

BROWARD COUNTY TRANSIT ROUTE SAFETY CARD

(Please circle or check box and write clearly)

Problem with:

Sign/Post Bench Shelter

Location Information Other

Route(s): _____

City: _____

Main Road: _____

Cross Street: _____

Landmark: _____

Distance from cross street: _____ feet

Bus stop location from intersection:

Far-Side Near-Side Mid-Block Opposite

Travel Direction: N S E W

Pedestrian access or obstacle to bus stop?

Sidewalk Dirt Grass Guardrail

Can lift or ramp be deployed in boarding area?

☐ Yes

☐ No

Complaint: _____

Suggestion: _____

Please fill in main and cross street and show bus stop with an "X"

BCT Employee: _____

Complaint Date: _____

Stop #: _____ Location #: _____

Action Date: ____ / ____ / ____

☐ Stop Relocated

☐ Stop Removed

☐ Stop Added

☐ Route # Changed

☐ ADA Decal Added

☐ BCT Logo Placed on Sign

☐ Sign/U-Channel Repaired

☐ New Post Installed

☐ New Sign Installed

☐ Other: _____

AMENITIES:

☐ None

☐ Bench

☐ Shelter

☐ Bus Bay

☐ Turn Lane

☐ Trash Can

☐ ADA Accessible Functional None

Previous Location #: _____

Nearest .00 Mile Distance from Previous Stop: _____

Nearest .00 Mile Distance to Next Stop: _____

Next Location #: _____

Feet Distance from Intersection: _____

☐ Near-Side

☐ Far-Side

☐ Mid-Block

☐ Opposite

☐ In Front Of

FOR OFFICE USE ONLY:

Name of Caller: _____

Company: _____

Daytime Phone #: _____

Caller's Address: _____

City: _____

Letter Sent? Yes No Date: ____ / ____ / ____

Notes: _____

Broward County Transit (BCT)

Drug and Alcohol Testing Policy and Procedures



March 2023
Transportation Department



DRUG AND ALCOHOL TESTING POLICY AND PROCEDURES

Approved by: _____
Coree Cuff Lonergan
General Manager

_____ Date

Broward County Transit Drug-Free Workplace Policy March 2023

It is policy that Broward County Transit is a Drug-Free Workplace. All Broward County Transit employees are subject to this policy.

1. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace is prohibited.
2. It is a violation of Broward County Transit policy for anyone to report to work, be on the premises, or conduct Broward County Transit business while under the influence of prohibited substances.
3. All Broward County Transit employees must abide by the terms of this policy statement as a condition of employment.
4. Any Broward County Transit employee convicted of a drug statute violation that occurred in the workplace must report it to the Broward County Transit Human Resources Officer in writing no later than five calendar days after conviction.

Approved by: _____
Coree Cuff Lonergan
General Manager

Date

BROWARD COUNTY TRANSIT

DRUG AND ALCOHOL TESTING POLICY AND PROCEDURES

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1. INTRODUCTION

On April 30, 2001, the Federal Transit Administration (FTA) introduced a new regulation on drug and alcohol testing. This regulation effectively superseded and combined into a single instruction its drug and alcohol testing rules which were previously published in two separate directives. At the same time, some of the included provisions were rewritten to be more consistent with similar requirements imposed by other U.S. Department of Transportation (DOT) agencies.

The new regulation, published as 49 CFR Part 655, "Prevention of Prohibited Drug Use and Alcohol Misuse in Transit Operations," requires each employer receiving FTA funding assistance, or who performs certain functions for or on behalf of such a recipient, to establish and implement an anti-drug and alcohol testing program that must include the following elements:

- A statement describing the employer's policy on prohibited drug use and alcohol misuse in the workplace, including consequences associated with prohibited drug use and alcohol misuse.
- An educational and training program, which includes the display and distribution of informational materials and a community service hotline telephone number, if available.
- A testing program that meets the requirements outlined in 49 CFR Part 655 and DOT regulation 49 CFR Part 40, "Procedures for Transportation Workplace Drug and Alcohol Testing Procedures."
- Procedures for referring a covered employee who has a verified positive drug or alcohol test result to a Substance Abuse Professional.

This drug and alcohol testing policy and procedures guide is provided to help employees and their representatives better understand the requirements. A copy of this policy shall be distributed to all current safety-sensitive transit employees, posted on office bulletin boards, available on-line via request, and issued to each new safety-sensitive employee as part of a general orientation procedure.

The policy and testing program described was updated to include all FTA and DOT rule changes, interpretations, clarifications published through June 25, 2013, and amendments to FTA and DOT Regulations. On November 13, 2017, the DOT revised the Rules and Regulations for 49 CFR Part 40: Procedures for Transportation Workplace Drug and Alcohol Testing Programs: Addition of Certain Schedule II Drugs to the Department of Transportation's Drug-Testing Panel and Certain Minor Amendments, effective January 1, 2018.

Federal Transit Administration mandates the following elements:

- Proof of policy adoption by the appropriate governing body with effective date indicated.
- A contact person who can answer employee questions about the Broward County's anti-drug and alcohol misuse program.
- Categories of employees who are subject to testing.
- Prohibited behavior, including when the regulations prohibit the use of alcohol and drugs.
- Testing circumstances under which a covered employee will be tested for drugs and alcohol (i.e., pre-employment, random, post-accident, reasonable suspicion, return-to-duty, and follow-up testing).
- Drug and alcohol testing procedures consistent with 49 CFR Part 40, as amended.
- Requirement that covered employees must submit to drug and alcohol testing administered in accordance with FTA regulations.
- A description of the behavior and circumstances that constitutes a refusal to take a drug and/or alcohol test and a statement that a refusal constitutes a verified positive test result and a violation of Broward County policy, and the associated consequences.
- A description of the consequences for a covered employee who has a verified positive drug test result or a confirmed alcohol test with an alcohol concentration of 0.04 or greater.
- A description of the consequences for covered employees found to have an alcohol concentration of 0.04 or greater.
- A description of Broward County Transit's Second Chance Policy, along with a description of the evaluation and treatment processes.

2. ANTI-DRUG AND ALCOHOL MISUSE POLICY

It is the policy that Broward County Transit is a Drug-Free Workplace. Broward County Transit is dedicated to providing safe, dependable, and reliable transportation services to its passengers. Each employee has the responsibility to deliver service in a safe and conscientious manner. As employees are our most valuable resource, it is our goal to: (1) provide a healthy, drug and alcohol-free workplace; (2) promote opportunities for growth and well-being; (3) assure that employees are not impaired in their ability to perform assigned duties in a safe and productive manner; (4) create a workplace environment free from the adverse effects of drug and alcohol abuse or misuse; and, (5) encourage employees to seek professional assistance at any time for personal problems, including alcohol or drug dependency, that adversely affects their ability to perform assigned duties.

Any use of alcohol or a prohibited drug by an employee creates the potential for degradation of job performance. Broward County Transit is fully committed to maintaining a workplace which protects the health and safety of its employees and the general public. All Broward County Transit employees, including safety sensitive employees, are subject to the following policy: (1) The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace is prohibited. (2) It is a violation to report to work, be on the premises, or conduct Broward County business while under the influence of prohibited substances. (3) Any conviction of a drug statute violation that occurred in the workplace must be reported to the Broward County Transit Human Resources Officer in writing not later than five calendar days after conviction. (4) All employees must abide by the terms of this policy as a condition of employment.

Broward County Transit is dedicated to assuring equitable application of this policy. Therefore, supervisors and managers are required to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor/manager who knowingly disregards the requirements or is found to deliberately misuse the policy in regard to employees, will be subject to disciplinary action, up to and including termination.

Employee and Supervisor Training

The FTA regulation requires each employer to give each employee subject to this policy at least 60 minutes of training on the effects and consequences of prohibited drug use on his or her personal health, safety, and the work environment, and the signs and symptoms that may indicate prohibited drug use.

Additionally, each employer must provide to every supervisor who may make reasonable suspicion determinations at least 60 minutes of training on the physical, behavioral, and performance indicators of probable drug use and at least 60 minutes of training on the physical, behavioral, speech, and performance indications of alcohol misuse.

3. PURPOSE

The purpose of this policy is to assure worker fitness for duty and to protect our employees and passengers from the risk posed by use of alcohol and prohibited drugs. This policy complies with applicable law, including the Drug Free Workplace Act of 1988, Omnibus Transportation Employee Testing Act of 1991, and associated U.S. Department of Transportation and Federal Transit Administration regulations. This policy considers the following health, safety, and workplace-related issues:

A. Signs and Symptoms of Use

- Dulled mental processes.
- Lack of coordination.
- Odor of alcohol on breath.
- Slurred speech.
- Possible constricted pupils.
- Slowed reaction time.
- Sleepy or stuporous condition.

(NOTE: Except for the odor, the above are the general signs and symptoms of any depressant substance.)

B. Alcohol Use and Health

According to the Center for Disease Control Prevention's Fact Sheet on Alcohol Use and Health (updated as of September 21, 2020):

- There are approximately 95,000 deaths attributable to excessive alcohol use each year in the United States.
- This makes excessive alcohol use the 3rd leading lifestyle-related cause of death for the nation.

C. Immediate Health Risks

Excessive alcohol use has immediate effects that increase the risk of many harmful health conditions. These immediate effects are most often the result of binge drinking and include the following:

- Unintentional injuries, including traffic injuries, falls, drownings, burns, and unintentional firearm injuries.
- The World Health Organization (WHO) estimates that roughly 55% of domestic abuse perpetrators were drinking alcohol prior to assault. Alcohol use is also associated with 2 out of 3 incidents of intimate partner violence. Studies have also shown that alcohol

is a leading factor in child maltreatment and neglect cases, and is the most frequent substance abused among these parents.

- Risky sexual behaviors, including unprotected sex, sex with multiple partners, and increased risk of sexual assault. These behaviors can result in unintended pregnancy or sexually transmitted diseases.
- Miscarriage and stillbirth among pregnant women, and a combination of physical and mental birth defects among children that last throughout life.
- Alcohol poisoning, a medical emergency that results from high blood alcohol levels that suppress the central nervous system and can cause loss of consciousness, low blood pressure and body temperature, coma, respiratory depression, or death.
- Unintentional injuries.

D. Long-term Health Risks

Over time, excessive alcohol use can lead to the development of chronic diseases, neurological impairments, and social problems. These include but are not limited to:

- Neurological problems, including dementia, stroke, and neuropathy.
- Cardiovascular problems, including myocardial infarction, cardiomyopathy, atrial fibrillation, and hypertension.
- Psychiatric problems, including depression, anxiety, and suicide.
- Social problems, including unemployment, lost productivity, and family problems.
- Cancer of the mouth, throat, esophagus, liver, colon, and breast. In general, the risk of cancer increases with increasing amounts of alcohol.
- Liver diseases, including:
 - Alcoholic hepatitis.
 - Cirrhosis, which is among the 15 leading causes of all deaths in the United States.
 - Among persons with Hepatitis C virus, worsening of liver function and interference with medications used to treat this condition.
- Other gastrointestinal problems, including pancreatitis and gastritis.

If you suspect a problem involving alcohol or drugs you may request confidential, professional help by calling the Broward County Employee Assistance Program (EAP) office at 954-357-5600, or by visiting the EAP office, located at 540 NE 4th St., Suite 100, Fort Lauderdale, Florida 33301. For additional information, visit EAP's website at: <http://www.broward.org/HumanResources/EAP/Pages/Default.aspx>.

You may also call a substance abuse "hotline" number, such as the American Council on Alcoholism, 800-527-5344; National Institute on Drug Abuse, 800-662-HELP; National Council on Alcoholism and Drug Dependence, 800-NCA-CALL; Alcoholics Anonymous, 954-462-0265; United Way of Broward County, 954-462-4850; or any state or local substance abuse clearinghouse.

4. APPLICABILITY: SAFETY-SENSITIVE EMPLOYEES

This policy applies to all safety-sensitive transit system employees, volunteers and contractors, and other employees when they are on transit property or performing transit-related business. This policy applies to off-site lunch periods or breaks when the employee is scheduled to return to duty. Safety sensitive function is defined in Part 655.4, as any of the following duties, when performed by employees of recipients, subrecipients, operators, or contractors:

- Operating a revenue service vehicle, including when not in revenue service.
- Operating a non-revenue service vehicle, when required to be operated by a holder of a Commercial Driver's License.
- Controlling dispatch or movement of a revenue service vehicle.
- Maintaining (including repairs, overhaul and rebuilding) a revenue service vehicle or equipment used in revenue service.
- Carrying a firearm for security purposes.

Listed below are the Broward County Transit positions determined to be safety sensitive. The Transportation Department Director may modify the list as required under federal, state, or local regulation, or as needed to ensure continued vitality of a comprehensive drug and alcohol testing program.

Bus Operator, and others who operate revenue service vehicles.

Bus Mechanic, Storekeeper, Coach Service Attendant, and others who repair or maintain revenue service vehicles or equipment used in revenue service.

Superintendent of Transportation (Operations), Assistant Superintendent Transportation (Operations), Transit Maintenance Superintendent, Assistant Transit Maintenance Superintendent, Transit Maintenance Supervisors, Transit Supervisor, Transit Operator Trainer, Bus Traffic Controllers, Skilled Trades Supervisor, Vehicle Mechanic Trainer, and others who may dispatch or control the movement of a revenue service vehicle.

Employees included in the above-listed labor classification must participate in a drug and alcohol testing program as a condition of employment.

5. PROHIBITED SUBSTANCES

A. Illegally Used Controlled Substances or Drugs

Controlled substances are any illegal drug or substance identified in Schedules I through V of section 202 of the Controlled Substance Act (21 USC 812) and as further defined in 21 CFR 1300. These substances include, but are not limited to, marijuana, amphetamines, opiates, phencyclidine, and cocaine, as well as any drug not approved for medical use by the Drug Enforcement Administration or the Food and Drug Administration. Illegal use also includes use of illegally-obtained prescription drugs.

B. Legal Drugs

The use of legally-prescribed drugs and/or nonprescription medications is not prohibited. A legally-prescribed drug means that the individual has a prescription or other written approval from a physician for the use of the drug in the course of medical treatment. It must include the patient's name, the substance, quantity/amount to be taken, and the period of authorized use. However, the use of any substance that carries a warning label that mental functioning, motor skill, or judgment may be affected adversely should be reported to supervisory personnel, and medical advice should be sought, as applicable, before performing work-related duties. The misuse or abuse of legal drugs while performing transit business is prohibited; this includes the use of medication that is prescribed to another individual as well as illegally-obtained prescription drugs.

In addition, according to the FTA Drug and Alcohol Regulations, some prescription and over-the-counter medications, including anti-hypertensives, diuretics, antihistamines, antidepressants, and bronchodilators, are known to have side effects that can impair driving ability. Therefore, it is imperative that safety-sensitive employees disclose all medications taken to their health care professionals to ensure that each medication, when viewed on its own and in combination with others, will not impact the employee's ability to perform safety-sensitive functions.

C. Alcohol

The use of products containing alcohol or substances including any medication, mouthwash, food, candy, or any other substance such that alcohol is present in the body while performing transit business is prohibited.

6. PROHIBITED BEHAVIORS

A. Engaging in Criminal Activities

No person covered by this policy shall engage in the manufacture, distribution, dispensing, possession, or use prohibited substances on transit property, in transit vehicles, in uniform, or while on transit business. Law enforcement officials shall be notified when criminal activity is suspected.

B. Positive Test for Prohibited Drug or Alcohol Misuse

Employees found to be under the influence of a prohibited substance, or who test positive for a prohibited drug or alcohol concentration, shall be immediately removed from duty. Any safety-sensitive employee who is reasonably suspected of being intoxicated, impaired, under the influence of a prohibited substance, or not fit for duty shall be removed from duty pending verification of condition.

A drug or alcohol test is considered positive if the individual is found to have a quantifiable presence of a prohibited substance in the body above minimum thresholds defined in 49 CFR Part 40.

C. Reporting for Duty – Consumption of Alcohol

No safety-sensitive employee should report for duty or remain on duty when his or her ability to function could be adversely affected by alcohol. No employee shall be permitted to perform assigned safety-sensitive duties when his or her breath alcohol concentration is 0.04 or greater.

No safety-sensitive employee shall use alcohol within four hours of reporting for duty, while on call, or while on duty.

D. Refusal to Test/Removal from Duty

All safety-sensitive employees will be subject to urine drug testing and breath alcohol testing before, during, or just after the performance of safety-sensitive functions. Any safety-sensitive employee who refuses to comply with a request for testing, who provides false information in connection with a test, or who attempts to falsify test results through tampering, contamination, adulteration, or substitution shall be immediately removed from duty.

Refusal can include an inability to provide a urine specimen or breath sample without valid medical explanation, as well as a verbal declaration, obstructive behavior, or physical absence resulting in an inability to conduct a test. Such refusal constitutes a positive result.

E. Notification of Criminal Drug Statute Conviction

Pursuant to the Drug-Free Workplace Act of 1988, employees must notify the transit system not less than five calendar days after a criminal drug statute conviction. Failure to comply constitutes a violation of this policy.

7. TESTING FOR PROHIBITED SUBSTANCES

A. Prohibited Substances

As of January 1, 2018, the 'Opiates' category was renamed 'Opioids'. In accordance with US DOT 49 CFR Parts 655 and 40, the following are prohibited substances:

- Cocaine
- Opioids
 1. Codeine
 2. Morphine
 3. 6-AM (heroin)Semi-Synthetic Opioids:
 4. Hydrocodone
(Sample name brands include: Vicodin®, Lortab®, Norco®, Hydrocet®, Lorcet®, Vicoprofen®, Zydane®)
 5. Hydromorphone
(Sample name brands include: Dilaudid®, Exalgo®)
 6. Oxycodone
(Sample name brands include: Percocet®, Percodan®, OxyContin®, Roxicodone®, Endocet®, Tylox®, Xolox®)
 7. Oxymorphone
(Sample name brands include: Opana®, Numporphan®),
- Phencyclidine (PCP),
- Cannabinoids (Marijuana – “THC”), *
- Amphetamines
 1. Amphetamine
 2. Methamphetamine
 3. MDA
- Alcohol Misuse
- Medical Marijuana

(* NOTE: Although some states allow the use of “medical marijuana,” the US DOT’s Drug and Alcohol Testing Regulation – 49 CFR Part 40, at 40.151(e) – does not authorize medical marijuana under a state law to be a valid medical explanation for a “safety-

sensitive” employee’s positive drug test result.)

B. Testing Techniques/Procedures

An initial drug screen using immunoassay techniques will be conducted on each specimen. For those specimens which indicate one or more prohibited substances present, a **confirmatory gas chromatography/mass spectrometry (GC/MS)** test will be performed. The test will be considered positive if the amount present is equal to or above the minimum threshold established in 49 CFR Part 40.

Alcohol testing will be conducted using a National Highway Traffic Safety Administration (NHTSA)-approved **evidential breath testing (EBT)** device operated by a trained **breath alcohol technician (BAT)**. **Breath alcohol concentration (BAC)** is expressed in terms of grams of alcohol per 210 liters of breath. If any initial test indicates a BAC of 0.02 or greater, a second test will be performed to confirm the result.

It is Broward County Transit’s policy that any employee whose BAC is confirmed at 0.02 or greater (but less than 0.04) will be suspended from duty for the remainder of his or her shift, which period shall be not less than eight hours. A BAC of 0.04 or greater will be considered a positive alcohol test result.

To avoid delays in the collection process, collectors should perform an alcohol test first.

The testing described in this policy will be independent and separate from all other testing performed on behalf of Broward County and/or prevailing federal, state, and local requirements.

C. Circumstances for Drugs and/or Alcohol Testing

All covered employees are subject to testing for prohibited drug use and misuse of alcohol in the following situations and/or circumstances:

1. Pre-Employment

All applicants for employment must first pass a pre-employment drug test before being permitted to perform any safety-sensitive job function. Pursuant to FTA regulations an employee absent 90 consecutive days or longer, regardless of reason, must undergo a Pre-Employment drug test before being permitted to perform any safety-sensitive job function. If the employee is absent for 90 days or more, they will be removed from the random testing pool.

Employees or applicants must undergo pre-employment drug testing before assignment to any position which requires the performance of safety-sensitive duties. Only urine drug testing is required, and the result of pre-employment drug testing must be a verified

negative. Failure of a pre-employment drug test will disqualify the applicant for employment or transfer.

Pursuant to Section 655.41(a)(2), when a covered employee or applicant has previously failed or refused a pre-employment drug test administered under this part, the employee must provide Broward County Transit proof of having successfully completed a referral, evaluation and treatment plan as described in Section 655.62.

In addition, applicants to safety-sensitive positions will be asked if they have failed or refused to submit to pre-employment testing at any other DOT-regulated employer in the past two years (regardless of hiring action) and will be required to authorize the release of information regarding past drug and alcohol testing during the past two years.

2. Random

All safety-sensitive employees are subject to random drug testing at any time they are performing safety-sensitive functions and alcohol testing is only permitted just before, during, or just after the performance of safety-sensitive functions. This includes testing immediately preceding or after the period of the workday that a covered employee is required to be in compliance with Section 655.45(i).

Random drug and/or alcohol testing must be unannounced and unpredictable. Once notified of a random testing requirement, the employee must report immediately to the testing site.

At least 50 percent of the total number of covered employees must be tested each year for the use of prohibited drugs, and at least 10 percent tested for alcohol, or at the FTA annual minimum random testing rates as may be amended and set forth in 49 CFR Part 655.45(b). To satisfy this quota, all Broward County Transit safety-sensitive employees are enrolled in a random testing pool, which may include contracted employees who perform safety-sensitive functions for or on behalf of Broward County Transit.

The frequency of testing is based upon the number of employees in the pool and spread throughout the year. The odds of being selected in any given selection cycle for a random drug and/or alcohol test are equal to the number of employees enrolled in the pool at the time.

A computer configured with a random number generator selects employees for testing. It is possible that an employee could be selected more than once during the year or even in consecutive selection cycles.

3. Reasonable Suspicion

All safety-sensitive employees are subject to drug and/or alcohol testing when there is reason to believe that drug or alcohol use is adversely affecting job performance. In

accordance with 49 CFR Part 655.43(b), such determination will be made on the basis of specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of a covered employee. The referral determination will be made by a supervisor trained to detect the signs and symptoms of drug and alcohol use and who reasonably concludes that the employee may be adversely affected or impaired in his or her work performance due to prohibited drug use or alcohol misuse.

Alcohol testing is authorized under 49 CFR Part 655.43(c) only if observations required by paragraph (b) of this section are made during, just preceding or just after the period of the workday that a covered employee is required to be in compliance with this part.

4. Post-Accident Testing

The operator of a transit vehicle is required to undergo drug and alcohol testing if involved in any “occurrence” associated with the operation of the vehicle (whether or not the vehicle is in revenue service) that results in the loss of human life. Testing shall also be required for other safety-sensitive employees on duty in the vehicle at the time as well as any other employee whose performance of duty could have contributed to the accident.

Post-accident testing also must be conducted if any non-fatal accident results in injuries requiring a person or persons to be transported to a medical treatment facility, or if one or more vehicles incur disabling damage that requires towing from the site, unless the employee’s performance can be completely discounted as a contributing factor to the accident. Employees tested under this provision include not only the vehicle operator, but any other covered employee whose performance could be a contributing factor.

Post-accident testing must be conducted as soon as possible for alcohol (within two hours of the time of accident, not to exceed eight hours), and within 32 hours for drugs.

Any safety-sensitive employee involved in an accident must refrain from alcohol use for eight hours following the accident or until completion of a post-accident test or upon release by a supervisor.

A safety-sensitive employee who leaves the scene of an accident without justifiable explanation prior to submitting to drug and alcohol testing, or who fails to report to the collection facility within a reasonable time frame, will be considered to have refused to test.

5. Return-to-Duty and Follow-up Tests

Following a verified positive drug test result and/or an alcohol result of 0.04 or greater, an employee is not permitted to return to duty to perform safety-sensitive functions until the following actions have been taken:

- a. Employee has been evaluated by a Substance Abuse Professional (SAP) who is qualified in accordance with 49 CFR Part 40 Subpart O.

- b. Employee has adhered to the course of treatment as prescribed by the SAP.
- c. Employee has submitted to a return-to-duty urine test and/or breath alcohol test and Broward County Transit is in receipt of a negative result(s).
 - i. Pursuant to Article 43, Drug and Alcohol Testing, Section 8, Employee Assessment, paragraph C of Broward County's Collective Bargaining Agreement with the Amalgamated Transit Union, Local 1267 ("ATU"), should the employee be unavailable for follow-up testing due to approved leave of absence, seasonal layoff, out or reassigned for workers' compensation, any temporary assignment to non-safety-sensitive duties (including light duty) or combination thereof, for a period of 30 consecutive days or longer, the employee shall be reevaluated by the SAP to determine whether the requirement for and term of treatment and/or the Return to Work Agreement shall be extended accordingly. The cost of any treatment or rehabilitation services will be paid directly by the employee or his/her insurance provider.
 - ii. All return-to-duty drug tests will be conducted under direct observation, in accordance with 49 CFR Part 40.67, as amended.
 - iii. Upon completing the above, the employee will be subjected to unannounced follow-up testing for at least 12 but no more than 60 months, in addition to other testing requirements a covered employee must submit to, as outlined in 49 CFR Part(s) 655 and 40. The frequency and duration of the follow-up testing will be prescribed by the Substance Abuse Professional. All follow-up urine drug tests will be conducted under direct observation in accordance with 40 CFR Part 40.67, as amended.

8. DILUTED TEST RESULTS RETESTING

Upon receipt of a negative-dilute urine collections (drug test) result, verified by the Medical Review Officer (MRO), with creatinine levels greater than 5 mg/dL and less than 20 mg/dL, Broward County Transit will exercise the option to require the applicant/employee to submit to a secondary urine collection immediately as required by 49 CFR 40.197. The collection of the second specimen will not be conducted under direct observation. The result of the second urine drug test will be accepted as the final result. Broward County Transit will exercise this option uniformly for all pre-employment and random tests.

Upon receipt of a **negative-dilute** drug test result, verified by the MRO, with creatinine levels greater than or equal to 2 mg/dL, but less than or equal to 5 mg/dL, the applicant/employee will be required to submit to a secondary urine collection under direct observation.

Upon receipt of a **positive-dilute** urine drug test result, Broward County Transit will immediately remove the employee from safety-sensitive duty and provide the employee with a referral to a DOT qualified Substance Abuse Professional. A positive dilute result will be deemed as a final positive result.

9. SAFEGUARDS AND ASSURANCES

A. Testing and Test Results

Testing shall be conducted in such a manner to assure the highest degree of accuracy and reliability, and using techniques, equipment, and laboratory facilities certified by the U.S. Department of Health and Human Services (DHHS). All testing will be conducted consistent with the procedures set forth in DOT regulation 49 CFR Part 40.

Federal regulations impose strict procedural controls and accounting mechanisms upon the collection site, processing laboratory, the MRO, and the transit system with respect to testing for prohibited drugs and alcohol. These procedures require the use of tamper-proof specimen containers for urine samples, employee certification of “ownership,” use of chain-of-custody documentation, regimented quality control standards, including blank-air testing (for EBT devices), equipment calibration testing, and specific certification and training standards.

Regarding “medical marijuana,” please note that DOT’s Drug and Alcohol Testing regulation, 49 CFR Part 40, at 40.15(e), does not authorize medical marijuana under a state law to be a valid medical explanation for a safety-sensitive employee’s positive drug test results. Therefore, MROs will not verify a drug test as negative based upon information that a physician recommended that the employee use medical marijuana. Marijuana remains a drug listed as a prohibited controlled substance. (See Section 7 above, Testing for Prohibited Substances).

All test results are treated as confidential medical information, and are handled only by designated personnel within Broward County who have a specific need to know.

Pursuant to 49 CFR Part 40.321, an employer is prohibited from releasing individual test results or medical information about an employee to third parties without the employee’s specific written consent. Therefore, test results are not releasable except as authorized by the employee concerned, as required by the National Transportation Safety Board during an accident investigation, as directed by the U.S. Department of Transportation or a DOT agency with regulatory authority over Broward County and its Transit Division, or to the decision maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the employee.

B. Verification by Medical Review Officer (MRO)/Retesting/Split Specimen Testing

All test results for prohibited drugs must be verified by a MRO. The MRO is a licensed physician functioning independent of Broward County Transit whose qualifications include a demonstrated knowledge of substance abuse disorders and who has appropriate medical training to interpret and evaluate an individual's confirmed positive drug result together with his or her medical history and any other relevant biomedical information. All test results for alcohol must be verified by a qualified Breath Alcohol Technician (BAT).

Only confirmatory test results will be used as evidence of prohibited drug use or alcohol misuse. As a matter of policy, any urine specimen reported to the MRO as a negative dilute will necessitate a retest. As a further safeguard, any employee who questions a positive result of a required drug test may request the MRO to perform a second (separate) test of the original specimen. The test must be conducted at a different DHHS-certified laboratory and must utilize a split sample that was provided at the primary certified laboratory. All costs for such testing are paid by the employee unless the second test produces a negative result. Inability to pay the cost of split specimen testing will not, however, deny anyone the right to request such testing.

The employee's request for split specimen testing must be made in writing within 72 hours of notice of the initial test result. Requests after 72 hours will be accepted if the delay was beyond the control of the employee and reason for such delay is acceptable to the MRO.

The MRO must determine if there is a legitimate medical explanation for laboratory confirmed non-negative drug tests. Donor must present a valid, verified prescription prescribed for the donor – not prescribed for a relative or friend - for a controlled substance identified on a DOT drug test. If no legitimate medical explanation for the result is established, then the MRO will report the result to your employer as a POSITIVE.

As of January 1, 2018, the MRO must immediately initially report laboratory confirmed non-negative drug test as a NEGATIVE drug test first, even if there is a safety concern. The MRO must also give the donor up to five days to have the prescribing provider contact the MRO and try to resolve the safety concern **BEFORE** informing the Designated Employer Representative (DER), or the Director of the Safety and Security Section of the safety concern. If necessary, medical information will come later.

Prescription Review (49 CFR Part 40.141):

- The MRO must review and take all reasonable and necessary steps to verify the authenticity of all medical records the employee provides.
- An acceptable prescription must be one defined as legally consistent with the Controlled Substances Act (CSA) (Title 21 United States Code (21 U.S.C., §812; §829)).
- The MRO may contact the employee's physician or other relevant medical personnel (e.g., pharmacist) for further information.

Five Day Pause Rule:

- 49 CFR Part 40.135 – Before informing any third party about any medication the employee is using pursuant to a legally valid prescription consistent with the Controlled Substances Act (Title 21 United States Code (21 U.S.C., §812; §829)), the MRO must allow 5 business days from the date of the report of the verified negative result for the employee to have the prescribing physician contact the MRO to determine if the medication can be changed to one that does not make the employee medically unqualified or does not pose a significant safety risk.

Consent Procedures:

- MROs need no written authorizations from employees to verify drug test results, to discuss alternative medical explanations with prescribing physicians and issuing pharmacists, to report results to employers, to confer with Substance Abuse Professionals (SAPs) and evaluating physicians, or to report other medical information.
- Evaluating physicians need no written authorizations from employees to report evaluation information and results to MROs or to employers, as appropriate.

Exception to Five Day Pause Rule:

- The donor expressly declines to have his/her prescribing physician speak with the MRO.
- The prescribing physician speaks to the MRO before 5 business days and the significant safety risk remains unresolved.
- If the MRO learns of a medical condition or diagnosis that is likely to result in the employee being determined to be medically unqualified under an applicable DOT agency regulation, the MRO must report that information to the DER under 49 CFR Part 40.327. The five-day pause provision in 49 CFR Part 40.135 is not applicable. (e.g., donor taking methadone or an anticonvulsant for a seizure disorder).

DER Contact Information:

- Donor interviews can occur at night, weekends, holidays.
- MRO must immediately notify DER of a verified non-negative.
- The DER must IMMEDIATELY remove donor from performing safety sensitive duty.

Temporary Medically Unqualified Status:

- **NOT** the same as a Stand Down (DOT mandatory revocable Waiver granting a transportation agency a medical disqualification policy prohibiting all covered employees in a particular job category from performance of safety-sensitive functions for up to 5 days without written MRO notice that a longer period is needed – usually other than drug and alcohol testing) under 49 CFR Part 40.21.
- Temporary unqualified status can occur no earlier than 48 hours after a non-negative result is received by the MRO (the MRO must try to contact the donor for 24 hours and then the DER must try for another 24 hours).
- DER must continue to make reasonable attempts to contact the donor by telephone or other means.
- Maintain confidentiality when contacting supervisors, etc.; ask only that donor contact you.

Non-Contact Procedure:

- MRO can report results without donor interview (72 hours from DER contact, with no donor contact to the MRO).
- DER must inform the donor of the 72-hour time limit at the time of contact.
- Must be direct verbal DER-to-donor communication.
- DER must document all attempts to contact the donor and inform the MRO.

MRO can release Test Results without contact with the donor:

- DER directly advises donor to contact MRO and more than 72 hours have elapsed without contact.
- The donor specifically declines to discuss drug test results with MRO.
- Neither MRO nor DER can contact the donor after more than 10 days have elapsed since the MRO received non-negative result.

C. Employee Rights and Representation

Any employee may request that a representative be present in certain activities related to the collection of specimens and during administrative review and/or counseling, subject to the conditions imposed by 49 CFR Part 40. The absence of such representation does not,

by itself, negate or mitigate the requirement to provide specimens and/or attend such review and counsel in response to required drug and alcohol testing.

The employee has the right to review his/her drug and/or alcohol testing records, provide information to dispute the results, and shall have access to any pertinent records such as equipment calibration records and records of laboratory certifications. Copies of such records shall be made available to the employee upon his or her written request.

The application of this policy with respect to drug and alcohol testing does not abridge anything included in a labor agreement, nor does it infringe upon an employee's right to redress under grievance, administrative, or judicial proceedings.

10. EMPLOYEE ASSESSMENT BY SAP/FOLLOW-UP TESTING

Any safety-sensitive employee who tests positive for the presence of a prohibited drug or alcohol must be evaluated by a Substance Abuse Professional (SAP) before returning to duty. A SAP is a licensed or certified physician, psychologist, social worker, employee assistance professional, marriage counselor, or addiction counselor with knowledge of and clinical experience in the diagnosis and treatment of drug and/or alcohol-related disorders.

The SAP will evaluate each employee to determine what assistance the employee needs in resolving associated problems. Assessment by a SAP does not shield an employee from disciplinary action or guarantee employment or reinstatement with Broward County.

If after a positive test result a safety-sensitive employee is allowed to return to duty, the employee must properly follow the rehabilitation program prescribed by the SAP, pass a return-to-duty drug and alcohol test, and agree to be subject to a minimum of six unannounced follow-up tests for a period of at least 12 months, and up to five years, from the date returned to duty.

If unavailable for follow-up testing due to approved leave of absence, seasonal layoff, out or reassigned for workers' compensation, temporary assignment to non-safety-sensitive duties or combination thereof for 30 consecutive days or longer, the employee shall be reevaluated by the SAP to determine if the requirement/term of treatment and return-to-work agreement shall be extended accordingly. The cost of treatment or rehabilitation services is the responsibility of the employee or insurance provider.

11. LAST CHANCE / REHABILITATION AGREEMENT

No employee who has tested positive may reenter the workforce without agreeing to a last chance/rehabilitation agreement. However, such an agreement is not an entitlement. This agreement may include, but is not limited to, the following:

- A. A release to work statement from the SAP, together with satisfactory evidence of a verified negative test for drugs and/or alcohol.
- B. A statement of agreement to comply with federal and transit system requirements for treatment, aftercare, and specified follow-up testing.
- C. A statement of expected work-related behaviors.
- D. An agreement that any violation of the last chance/rehabilitation agreement will result in separation from employment.

12. OBSERVED URINE DRUG COLLECTIONS

During an observed collection, the employee who is being observed will be required to raise his or her shirt, blouse, or dress/skirt, as appropriate, above the waist; and lower clothing and underpants to show the collector, by turning around, that he/she does not have a prosthetic device. The collector/observer must witness the employee's urine leave the body and enter the collection cup. Observed collections are required in the following circumstances:

- A. All return-to-duty tests;
- B. All follow-up tests;
- C. Any time the employee is directed to provide another specimen because the temperature on the original specimen was out of the accepted temperature range of 90°F - 100°F;
- D. Any time the employee is directed to provide another specimen because the original specimen appeared to have been tampered with;
- E. Any time a collector observes materials brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen;
- F. Any time the employee is directed to provide another specimen because the laboratory reported to the MRO that the original specimen was invalid, and the MRO determined that there was not an adequate medical explanation for the result; or
- G. Any time the employee is directed to provide another specimen because the MRO determined that the original specimen was positive, adulterated, or substituted, but had to be cancelled because the test of the split specimen could not be performed.

13. CONSEQUENCES, PENALTIES, AND SANCTIONS

Irrespective of possible criminal and/or civil proceedings which may arise as a result of prohibited drug use or alcohol misuse, Broward County Transit reserves the right to apply administrative penalties and sanctions against an employee who violates any rule encompassed by this policy.

Minimum associated consequences of prohibited drug use and/or alcohol misuse are as follows:

- A. **Removal from duty** (remainder of the day or work shift-minimum eight consecutive hours):
 - 1) Reporting for or remaining on duty with a BAC of 0.02 or greater.
 - 2) Consumption of alcohol within four (4) hours of reporting or returning to duty.
- B. **Referral to a SAP**: A positive drug test result for a prohibited drug or a BAC of 0.04 or greater.
- C. **Dismissal**: Violation under one or more of the following circumstances or conditions constitutes a severe affront to the safety and well-being of other employees and the general public, and is punishable as a major infraction of policy under “due cause” proceedings:
 - 1) Engaging in the manufacture, distribution, dispensing, possession, and/or use of a prohibited substance on transit system property, in transit vehicles, in uniform, or while on transit system business.
 - 2) Leaving the scene of an accident without proper authority, resulting in the inability to conduct drug and/or alcohol testing.
 - 3) Obstructive behavior, providing false information in connection with a test, or attempting to falsify test results through tampering, contamination, adulteration, or substitution of specimen samples.
 - 4) Failure to comply with transit system requirement for treatment or with a prescribed aftercare program.
 - 5) Failure to notify Broward County Transit not less than five (5) calendar days after a criminal drug statute conviction.
 - 6) Refusal to take a DOT drug and/or alcohol test.

14. REFUSALS TO TEST FOR DRUGS – DESCRIPTION OF THE BEHAVIOR AND CIRCUMSTANCES

The following actions constitute a “refusal to test” in accordance with 49 CFR Part 40.191, as amended for urine collections:

- A. Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer;
- B. Fail to remain at the testing site until the testing process is complete; provided, that an employee who leaves the testing site before the testing commences for a pre-employment test is not deemed to have refused to test;
- C. Fail to provide a urine specimen for any drug test required by this part or DOT agency regulations. Provided, that an employee who does not provide a urine specimen because he or she has left the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test;
- D. In the case of a directly-observed or monitored collection in a drug test, fail to permit the observation or monitoring of your provision of a specimen;
- E. Fail to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
- F. Fail or decline to take an additional drug test the employer or collector has directed you to take;
- G. Fail to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the employer. In the case of a pre-employment drug test, the employee is deemed to have refused to test on this basis only if the pre-employment test is conducted following a contingent offer of employment. If there was no contingent offer of employment, the MRO will cancel the test;
- H. Fail to cooperate with any part of the testing process (e.g., refuse to empty pockets when directed by the collector, behave in a confrontational way that disrupts the collection process, fail to wash hands after being directed to do so by the collector);
- I. For an observed collection, fail to follow the observer’s instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process

- J. Possess or wear a prosthetic or other device that could be used to interfere with the collection process;
- K. Admit to the collector or MRO that you adulterated or substituted the specimen; or
- L. When the MRO reports that you have a verified adulterated or substituted drug test result.

15. REFUSALS TO TEST FOR ALCOHOL – DESCRIPTION OF THE BEHAVIOR AND CIRCUMSTANCES

The following actions constitute a “refusal to test” in accordance with 49 CFR Part 40.261, as amended, for breath tests.

- A. Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer.
- B. Fail to remain at the testing site until the testing process is complete; provided, that an employee who leaves the testing site before the testing process commences [see §40.243(a)] for a pre-employment test is not deemed to have refused to test;
- C. Fail to provide an adequate amount of breath for any alcohol test required by this part or DOT agency regulations; provided, that an employee who does not provide an adequate amount of breath because he or she has left the testing site before the testing process commences [see §40.243(a)] for a pre-employment test is not deemed to have refused to test;
- D. Fail to provide a sufficient breath specimen, and the physician has determined, through a required medical evaluation, that there was no adequate medical explanation for the failure [see §40.265(c)];
- E. Fail to undergo medical examination or evaluation, as directed by the employer as part of the insufficient breath procedures outlined at §40.265(c);
- F. Fail to sign the certification at Step 2 of the Alcohol Testing Form (ATF) [see §40.241(g) and 40.251(d)]; or
- G. Fail to cooperate with any part of the testing process.

16. CONSEQUENCES FOR REFUSAL TO TEST

In accordance with Article 43, Drug and Alcohol Testing, Section 5C, Compliance with Testing Requirements, of the ATU Collective Bargaining Agreement, any safety-sensitive employee who refuses to comply with a request for testing, or who attempts to falsify test results through tampering, contamination, adulteration, or substitution shall be removed from duty immediately, and their employment terminated. In addition, the employee will be referred to a SAP that has knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders, and who meets the qualifications outlined in 49 CFR Part 40.281 Subpart O.

DRUG AND ALCOHOL TESTING POLICY AND PROCEDURES CONTACT INFORMATION

Employees who have any questions regarding this policy or any other aspect of Broward County Transit's prohibited drug and alcohol testing program should contact the following staff representative:

Drug and Alcohol Program Manager
Broward County Transportation Department
1 North University Drive, Suite 3100A
Plantation, Florida 33324
Phone: 954-357-5302
Fax: 954-357-8468

If you have any questions concerning specimen collection, laboratory analysis, or any other procedural aspect of drug and/or alcohol testing, you should contact the MRO. The designated MRO is:

Ahmed Howeedy, M.D.
MROCC#17-12152
Advanced MRO Services
2004 North Flamingo Road
Pembroke Pines, FL
Phone: 954 320 3262
Fax: 954 320 6082

The Broward County Employee Assistance Program (EAP) provides Substance Abuse Professional (SAP) services for Broward County Transit employees. Please contact EAP and the number below to obtain SAP services:

Broward County Employee Assistance Program
540 N.E. 4th Street, Suite 100
Fort Lauderdale, Florida 33316
Phone: 954-357-5600

LABCORP OTS - SOUTHAVEN
1120 Main Street
Southaven, MS 38671
Phone: 800-444-7997 // 866-833-3984

DRUG AND ALCOHOL TESTING POLICY AND PROCEDURES

EMPLOYEE RECEIPT

I acknowledge receipt of a copy of the March 2023 edition (Update to January 2022 edition) of Broward County Transit's Drug and Alcohol Testing Policy and Procedures.

(Date)

(Employee Signature)

(Printed Name)

(Job/Position Title)

(Employee ID#)

FLORIDA DEPARTMENT OF TRANSPORTATION
MEDICAL EXAMINATION REPORT FOR BUS TRANSIT SYSTEM DRIVER

1. DRIVER'S INFORMATION Driver completes this section.						
Driver's Name (Last, First, Middle)		Birthdate / / MM/DD/YY	Age	Sex <input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Preemployment <input type="checkbox"/> Biennial <input type="checkbox"/> Follow Up <input type="checkbox"/> Return to Duty	Date of Exam / /
Address	City, State, Zip Code	Work Tel: () - Home Tel: () -	Driver License No. License Class <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> Other		Date Issued / /	
2. HEALTH HISTORY Driver completes this section indicating any below described illness, medical condition, or injury that currently exists or has occurred. The medical examiner is encouraged to discuss with driver.						
YES NO <input type="checkbox"/> <input type="checkbox"/> Head/Brain injuries, disorders or illness <input type="checkbox"/> <input type="checkbox"/> Seizures, epilepsy <input type="checkbox"/> <input type="checkbox"/> medication <input type="checkbox"/> <input type="checkbox"/> Eye disorders or impaired vision (except corrective lenses) <input type="checkbox"/> <input type="checkbox"/> Ear disorders, loss of hearing or balance <input type="checkbox"/> <input type="checkbox"/> Heart disease or heart attack; other cardiovascular condition <input type="checkbox"/> <input type="checkbox"/> medication <input type="checkbox"/> <input type="checkbox"/> Heart surgery (valve replacement/by pass, angioplasty, pacemaker) <input type="checkbox"/> <input type="checkbox"/> High blood pressure <input type="checkbox"/> <input type="checkbox"/> medication		YES NO <input type="checkbox"/> <input type="checkbox"/> Muscular disease <input type="checkbox"/> <input type="checkbox"/> Shortness of breath <input type="checkbox"/> <input type="checkbox"/> Lung disease, emphysema, asthma, chronic bronchitis <input type="checkbox"/> <input type="checkbox"/> Kidney disease, dialysis <input type="checkbox"/> <input type="checkbox"/> Liver disease <input type="checkbox"/> <input type="checkbox"/> Digestive problems <input type="checkbox"/> <input type="checkbox"/> Diabetes or elevated blood sugar controlled by: <input type="checkbox"/> diet <input type="checkbox"/> pills <input type="checkbox"/> insulin <input type="checkbox"/> <input type="checkbox"/> Nervous or psychiatric disorders, e.g., severe depression <input type="checkbox"/> <input type="checkbox"/> medication		YES NO <input type="checkbox"/> <input type="checkbox"/> Loss of, or altered consciousness <input type="checkbox"/> <input type="checkbox"/> Fainting, dizziness <input type="checkbox"/> <input type="checkbox"/> Sleep disorders, pauses in breathing while asleep, daytime sleepiness, loud snoring <input type="checkbox"/> <input type="checkbox"/> Stoke or paralysis <input type="checkbox"/> <input type="checkbox"/> Missing or impaired hand, arm, foot, leg, finger, toe <input type="checkbox"/> <input type="checkbox"/> Spinal injury or disease <input type="checkbox"/> <input type="checkbox"/> Chronic low back pain <input type="checkbox"/> <input type="checkbox"/> Regular, frequent alcohol use <input type="checkbox"/> <input type="checkbox"/> Narcotic or habit forming drug use <input type="checkbox"/> <input type="checkbox"/> Any illness or injury not described by this section		
For any YES answer, indicate onset date, diagnosis, treating physician's name and address, and any current limitation. List all medications (including over-the-counter medications) used regularly or recently. _____ _____ _____						

I certify that the above information is complete and true. I understand that inaccurate, false or missing information may invalidate the examination and qualification by the Medical Examiner.

Driver's Signature_____
Date

Medical Examiners Comments on Health History (The medical examiner must review and discuss with the driver any "yes" answers and potential hazards of medications, including over-the-counter medications, while driving.)

TESTING (Medical Examiner completes Section 3 through 7)

3. VISION Standard. A person is qualified if that person meets the vision standard established by the State of Florida for a Class A, B, C, or D driver license, as applicable. The use of corrective lenses should be noted by the Medical Examiner. INSTRUCTIONS: When other than the Snellen chart is used, give test results in Snellen-comparable values. In recording distance vision, use 20 feet as normal. Report visual acuity as a ratio with 20 as numerator and the smallest type read at 20 feet as denominator. If the applicant wears corrective lenses, these should be worn while visual acuity is being tested. If the driver habitually wears contact lenses, or intends to do so while driving, sufficient evidence of good tolerance and adaptation to their use must be obvious. Numerical readings must be provided.		
ACUITY	UNCORRECTED	CORRECTED
Right Eye	20/	20/
Left Eye	20/	20/
Both Eyes	20/	20/
Applicant can recognize and distinguish among traffic control signals and devices showing standard red, green, and amber colors? <input type="checkbox"/> Yes <input type="checkbox"/> No Applicant meets visual acuity requirement only when wearing: <input type="checkbox"/> Corrective Lenses Monocular Vision: <input type="checkbox"/> Yes <input type="checkbox"/> No Complete next line only if vision testing is done by an Ophthalmologist or Optometrist _____ _____		

Date of Examination	Name of Ophthalmologist or Optometrist (print)	Tel No.	License No./State of Issue	Signature
4. HEARING Standard: a) Must first perceive forced whispered voice \geq 5ft., with or without hearing aid, or b) average hearing loss in better ear \leq 40dB <input type="checkbox"/> Check if hearing aid used for tests. <input type="checkbox"/> Check if hearing aid required to meet standard.				

INSTRUCTIONS: To convert audiometric test results from ISO to ANSI, -14 dB from ISO from 500 Hz, -8.5 dB for 2,000 Hz. To average, add the readings for 3 frequencies tested and divide by 3.

Numerical readings must be recorded.

a) Record distance from individual at which forced whispered voice can first be heard.	Right Ear	Left Ear	b) If audiometer is used, record hearing loss in decibels. (acc. To ANSI Z24.5-1951)			Right Ear			Left Ear		
	Feet	Feet				500 Hz	1000 Hz	2000 Hz	500 Hz	1000 Hz	2000 Hz
						Average:			Average:		

5. BLOOD PRESSURE EVALUATION / PULSE RATE				Numerical readings must be recorded.	
Blood Pressure	Systolic	Diastolic	Driver qualified if $\leq 160/90$ on initial exam.	Pulse Rate	<input type="checkbox"/> Regular <input type="checkbox"/> Irregular
On initial exam				Within 3 months	
If 161 – 180 and/or 91 – 104. qualify 3 mos. only.				If ≤ 160 and/or 90, qualify for 1 yr. Document Rx & control the 3 rd month	
If > 180 and/or 104, not qualified until reduced to $< 181/105$. Then qualify for 3 mos. only.				If ≤ 160 and/or 90, qualify for 6 mos. Document Rx & control the 3 rd month	
				Certify Annually if acceptable BP is maintained Biannually	

Medical examiner should take at least 2 readings to confirm blood pressure.

6. LABORATORY AND OTHER TEST FINDINGS		Numerical readings must be recorded.				
Urinalysis is required. Protein, blood or sugar in the urine may be an indication for further testing to rule out any underlying medical problem.		URINE SPECIMEN	SP.GR.	PROTEIN	BLOOD	SUGAR
Diabetes. Pre-employment Medical Examination: If, during a pre-employment examination, it is noted that a driver applicant has a medical history or clinical diagnosis of diabetes mellitus requiring insulin for control, the person shall not be qualified to drive a bus. <u>Biennial Medical Examination:</u> If diabetes is noted for an existing driver at the time of his or her examination, excluding pre-employment, and the diabetic condition is stabilized or controlled by insulin, oral medication and/or diet that can be obtained while the driver is on duty, then the driver may be qualified. Notwithstanding, the driver must remain under medical supervision as determined by the medical examiner. Other Testing (Describe and record)						

7. PHYSICAL EXAMINATION		Height: ____ (in.) Weight: ____ (lbs.)					
The presence of a certain condition may not necessarily disqualify a driver, particularly if the condition is controlled adequately, is not likely to worsen or is readily amenable to treatment. Even if a condition does not disqualify a driver, the medical examiner may consider deferring the driver temporarily. Also, the driver should be advised to take the necessary steps to correct the condition as soon as possible particularly if the condition, if neglected, could result in more serious illness that might affect driving.							
Check YES if there are any abnormalities. Check NO if the body system is normal. Discuss any YES answers in detail in the space below, and indicate whether it would affect the driver's ability to operate a bus safely. Enter applicable item number before each comment. If organic disease is present, note that it has been compensated for. See <u>Instructions To The Medical Examiner</u> for guidance.							
BODY SYSTEM	CHECK FOR:	YES	NO	BODY SYSTEM	CHECK FOR:	YES	NO
1. General Appearance	Marked overweight, tremor, signs of alcoholism, problem drinking, or drug abuse.	<input type="checkbox"/>	<input type="checkbox"/>	7. Abdomen and Viscera	Enlarged liver, enlarged spleen, masses, bruits, hernia, significant abdominal wall muscle weakness.	<input type="checkbox"/>	<input type="checkbox"/>
2. Eyes	Pupillary equality, reaction to light, accommodation, ocular motility, ocular muscle imbalance, extraocular movement, nystagmus, exophthalmos, strabismus uncorrected by corrective lenses, retinopathy, cataracts, aphakia, glaucoma, macular degeneration.	<input type="checkbox"/>	<input type="checkbox"/>	8. Vascular system	Abnormal pulse and amplitude, carotid or arterial bruits, varicose veins.	<input type="checkbox"/>	<input type="checkbox"/>
3. Ears	Middle ear disease, occlusion of external canal, perforated eardrums	<input type="checkbox"/>	<input type="checkbox"/>	9. Genito-urinary system	Hernias.	<input type="checkbox"/>	<input type="checkbox"/>
4. Mouth and Throat	Irremediable deformities likely to interfere with breathing or swallowing	<input type="checkbox"/>	<input type="checkbox"/>	10. Extremities-Limb impaired	Loss of impairment of leg, foot, toe, arm, hand, finger. Perceptible limp, deformities, atrophy, weakness, paralysis, clubbing, edema, hypotonia. Insufficient grasp and prehension in upper limb to maintain steering wheel grip. Insufficient mobility and strength in lower limb to operate pedals properly.	<input type="checkbox"/>	<input type="checkbox"/>
5. Heart	Murmurs, extra sounds, enlarged heart, pacemaker.	<input type="checkbox"/>	<input type="checkbox"/>	11. Spine, other musculoskeletal	Previous surgery, deformities, limitation of motion, tenderness.	<input type="checkbox"/>	<input type="checkbox"/>
6. Lungs and chest, not including breast examination.	Abnormal chest wall expansion, abnormal respiratory rates, abnormal breath sounds including wheezes or alveolar rates, impaired respiratory function, dyspnea, cyanosis. Abnormal findings on physical exam may require further testing such as pulmonary tests and/or xray of chest.	<input type="checkbox"/>	<input type="checkbox"/>	12. Neurological	Impaired equilibrium, coordination or speech pattern; paresthesia, asymmetric deep tendon reflexes, sensory or positional abnormalities, abnormal patellar and Babinski's reflexes, ataxia.	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS:

Note certification status here and on the Medical Examination Certificate. See Instructions to the Medical Examiner and qualification criteria for guidance.

<input type="checkbox"/> Meets standards (Re-examine in 2 years) <input type="checkbox"/> Does not meet standards <input type="checkbox"/> Meets standards, but periodic evaluation required.	<input type="checkbox"/> Wearing corrective lenses <input type="checkbox"/> Wearing hearing aid
Due to _____ driver qualified only for: <input type="checkbox"/> 3 months <input type="checkbox"/> 6 months <input type="checkbox"/> 1 year <input type="checkbox"/> Other	<input type="checkbox"/> Temporarily disqualified due to (condition or medication):
Return to medical examiner's office for follow up on:	
Please provide a completed Medical Examination Certificate to the driver's employer in accordance with 14-90.0041. Driver may request a copy of his/her completed Medical Examination Report from the medical examiner.	Medical Examiner's Signature: _____ Medical Examiner's Name (print): _____ <input type="checkbox"/> MD <input type="checkbox"/> DO <input type="checkbox"/> Physician Assistant <input type="checkbox"/> Advanced Registered Nurse Practitioner Address: _____ Telephone Number: _____

MEDICAL EXAMINATION CERTIFICATE**for Bus Transit System Driver**

I certify that I have examined _____ in accordance with the requirements in Rule 14-90.0041, Florida Administrative Code, and referenced FDOT Form 725-030-11, and with knowledge of driving duties, I find that this person:

Note certification status here and on the medical examination form.

If applicable, only when:

<input type="checkbox"/> MEETS STANDARDS (RE-EXAMINE IN 2 YEARS)		<input type="checkbox"/> Corrective Lenses	
<input type="checkbox"/> DOES NOT MEET STANDARDS		<input type="checkbox"/> Wearing hearing aid	
<input type="checkbox"/> MEETS STANDARDS, BUT PERIODIC EVALUATION REQUIRED		<input type="checkbox"/> Temporarily disqualified due to:	
DRIVER IS QUALIFIED ONLY FOR:			
<input type="checkbox"/> 3-MONTHS <input type="checkbox"/> 6-MONTHS <input type="checkbox"/> 1 YEAR <input type="checkbox"/> OTHER			
Return to medical examiner's office for follow-up on _____			
The information I have provided regarding this physical examination is true and complete. A complete examination form with any attachments embodies my findings completely and correctly, and is on file in my office.			
Medical Examiner's Signature:	Telephone:	Date:	
Medical Examiner's Name: (Print)	Medical Examiner's License or certificate number		
	Issuing State:		
	<input type="checkbox"/> MD <input type="checkbox"/> DO	<input type="checkbox"/> Physician Assistant	<input type="checkbox"/> Advanced Registered Nurse Practitioner
Office Address: (Print)			
CITY	COUNTY	STATE	ZIP
Name of Driver: (Print)	Driver License No.	Issuing State:	
Signature of Driver:		Date:	

INSTRUCTIONS TO THE MEDICAL EXAMINER

General Information

The purpose of this examination is to determine a driver's physical qualification to operate a bus according to the requirements in Rule 14-90.0041, Florida Administrative Code, and referenced Department Form 775-030-01, including the qualification criteria set forth below. The medical examiner must be knowledgeable of these requirements and instructions to assist the medical examiner in making the qualification determination. The medical examiner should be familiar with the driver's responsibilities and work environment. In addition to reviewing the Health History section with the driver and conducting the medical examination, the medical examiner should discuss common prescriptions and over-the-counter medications relative to the side effects and hazards of these medications while driving and educate the driver to read the warning labels on all medications. History of certain conditions may be cause for rejection, as determined by the medical examiner. The medical examiner may indicate the need for additional laboratory tests or more stringent examination perhaps by a medical specialist. These decisions should be made in light of the driver's job responsibilities, work schedule, and potential for the conditions to render the driver unsafe. Medical conditions should be recorded even if they are not cause for denial, and they should be discussed with the driver to encourage appropriate remedial care. This advice is especially needed when a condition, if neglected, could develop into a serious illness that could affect driving. If the medical examiner determines that the driver is fit to drive, the medical examiner signs and dates the Medical Examiner's Certificate. The certificate is valid for two years, unless the driver has a medical condition that does not prohibit driving but does require more frequent monitoring. In such situations, the medical examiner shall determine if the medical certificate should be issued for a shorter length of time. The medical examination should be done carefully and at least as complete as indicated by the indicated advisory and qualification criteria.

Advisory and Qualification Standards

Extremities. Carefully examine upper and lower extremities. Note any and all deformities, the presence of atrophy, semi-paralysis or paralysis, or varicose veins. Record the loss or impairment of a hand or finger which interferes with prehension or power grasping; or an arm, foot, or leg which interferes with ability to perform normal tasks associated with operating a bus; or any other significant limb defect or limitation which interferes with ability to perform normal tasks associated with operating a bus. If a hand or finger deformity exists, determine whether sufficient grasp is present to enable the driver to secure and maintain a grip on the steering wheel. If a leg deformity exists, determine whether sufficient mobility and strength exist to enable the driver to operate pedals properly. Particular attention should be given to and a record should be made of, any impairment or structural defect that may interfere with the driver's ability to operate a bus safely.

Diabetes. Pre-employment Medical Examination: If, during a pre-employment examination, it is noted that a driver applicant has a medical history or clinical diagnosis of diabetes mellitus requiring insulin for control, the person shall not be qualified to drive a bus. **Biennial Medical Examination:** If diabetes is noted for an existing driver at the time of his or her examination, excluding pre-employment, and the diabetic condition is stabilized or controlled by insulin, oral medication and/or diet that can be obtained while the driver is on duty, then the driver may be qualified. Notwithstanding, the driver must remain under medical supervision as determined by the medical examiner.

Cardiovascular Condition. A person is qualified if that person has no current clinical diagnosis of myocardial infarction, angina pectoris, coronary insufficiency, thrombosis or any other cardiovascular disease of a variety known to be accompanied by syncope, dyspnea, collapse or congestive heart failure. The term "has no current clinical diagnosis of" is specially designed to encompass: "a clinical diagnosis of" (1) a current cardiovascular condition, or (2) a cardiovascular which has not fully stabilized, regardless of the time limit. The term "known to be accompanied by" is defined to include a *clinical diagnosis* or cardiovascular disease (1) which is accompanied by symptoms of syncope, dyspnea, collapse or congestive cardiac failure; and/or (2) which is likely to cause syncope, dyspnea, collapse or congestive cardiac failure. The subjective decision of whether the nature and severity of an individual's condition will likely cause symptoms of cardiovascular insufficiency is on an individual basis and qualification rests with the medical examiner and the bus transit system. In those cases where there is an occurrence of cardiovascular insufficiency (myocardial infarction, thrombosis, etc.), it is suggested before a driver is certified that he or she have a normal resting and stress electrocardiogram (ECG), no residual complications and no physical limitations, and is taking no medication likely to interfere with safe driving. Coronary artery bypass surgery and pacemaker implantation are remedial procedures and thus, not disqualifying. Coumadin is a medical treatment that can improve the health and safety of a driver and should not, by its use, medically disqualify the driver. The emphasis should be on the underlying medical conditions that require treatment and the general health of the driver.

Respiratory Dysfunction. A person is qualified if that person has no established medical history or clinical diagnosis of a respiratory dysfunction likely to interfere with the ability to control and drive a bus safely. Since a driver must be alert at all times, any change in his/her mental state is in direct conflict with highway safety. Even the slightest impairment in respiratory function under emergency conditions (when greater oxygen supply is necessary for performance) may be detrimental to safe driving. There are many conditions that interfere with oxygen exchange and may result in incapacitation, including emphysema, chronic asthma, carcinoma, tuberculosis, chronic bronchitis and sleep apnea. If the medical examiner detects a respiratory dysfunction, which is in any way likely to interfere with the driver's ability to safely control and drive a bus, the driver must be referred to a specialist for further evaluation and therapy. Anticoagulation therapy for deep vein thrombosis and/or pulmonary thromboembolism is not disqualifying once optimum dosage is achieved, provided lower extremity venous examinations remain normal and the treating physician gives a favorable recommendation.

Hypertension. A person is qualified if that person has no current clinical diagnosis of high blood pressure likely to interfere with the ability to operate a bus safely. A blood pressure of greater than 161/180 and/or 91-104 diastolic is considered mild hypertension, and the driver is not necessarily unqualified during evaluation and institution of treatment. The driver is given a 3-month period to reduce his/her blood pressure to less than or equal to 160/90; the certifying physician should state on the medical certificate that it is only valid for that 3-month period. If the driver is subsequently found qualified with a blood pressure less than or equal to 160/90, the certifying may issue a medical certificate for a 1-year period, but should confirm blood pressure control in the third month of this 1-year period. The individual should be certified annually thereafter. The expiration date must be stated on the medical certificate. A blood pressure greater than 180 systolic and/or greater than 104 diastolic is considered moderate to severe. The driver may not be qualified, even temporarily, until his/her blood pressure has been reduced to less than 181/105. The examining physician may temporarily certify the individual once the individual's blood pressure is below 181 and/or 105. For blood pressure greater than 180 and/or 104, documentation of continued control should be made every 6 months. The individual should be certified biannually thereafter. The expiration date must be stated on the medical certificate. Drivers with normal blood pressure who are taking medications for hypertension should be certified on the same basis as individuals with blood pressure in the mild or moderate to severe range. Annual re-certification is recommended if the medical examiner is unable to establish the blood pressure at the time of diagnosis. An elevated blood pressure finding should be confirmed by at least two subsequent measurements on different days. Inquiry should be made regarding smoking, cardiovascular disease in relatives, and immoderate use of alcohol. An electrocardiogram (ECG) and blood profile, including glucose, cholesterol, HDL cholesterol, creatinine and potassium, should be made. An echocardiogram and chest x-ray is desirable in subjects with moderate and severe hypertension.

Since the presence of target damage increases the risk of sudden collapse, group 3 or 4 hypertensive retinopathy, left ventricular hypertrophy not otherwise explained (echocardiography or ECG by Estes criteria) evidence of severely reduced left ventricular function, or serum creatinine of greater than 2.5 warrants the driver being found unqualified to operate a bus. Treatment nonpharmacologic and pharmacologic modalities as well as counseling to reduce other risk factors. Most anti-hypertensive medications also have side effects, the importance of which must be judged on

an individual basis. Individuals must be alerted to the hazards of these medications while driving. Side effects of somnolence or syncope are particularly undesirable in bus drivers. A driver who has normal blood pressure 3 or more months after a successful operation for pheochromocytoma, primarily aldosteronism (unless bilateral adrenalectomy has been performed), renovascular disease or unilateral renal parenchymal disease, and who shows no evidence of target organ may be qualified. Hypertension that persists, despite surgical intervention, should be evaluated and treated following the guidelines set forth in this section.

Rheumatic, Arthritic, Orthopedic, Muscular, Neuromuscular or Vascular Disease. A person is qualified if that person has no established medical history or clinical diagnosis of Rheumatic, Arthritic, Orthopedic, Muscular, Neuromuscular or Vascular Disease, which interferes with the ability to control and operate a bus safely. Certain diseases are known to have acute episodes of transient muscle weakness, poor muscle coordination (ataxia), abnormal sensations (paresthesia) decreased muscular tone (hypotonia) visual disturbances and pain which may be suddenly incapacitating. With each recurring episode, these symptoms may become more pronounced and remain for longer periods of time. Other diseases have more insidious onsets and display symptoms of muscle wasting (atrophy) swelling and paresthesia which may not suddenly incapacitate a person but may restrict his/her movement and eventually interfere with the ability to drive safely. In many instances these diseases are degenerative in nature or may result in the deterioration of the involved area. Once the individual has been diagnosed with having Rheumatic, Arthritic, Orthopedic, Muscular, Neuromuscular or Vascular Disease, then he/she has an established history of that disease. The physician when examining the individual should consider the following: (1) the nature and severity of the individual's condition (such as sensory loss or loss of strength); (2) the degree of the limitation present (such as range of motion); the likelihood of progressive limitation (not always present initially, but may manifest itself over time); and (4) the likelihood of sudden incapacitation. If severe functional impairment exists, the driver does not qualify. In cases when more frequent monitoring is required, a certificate for a shorter time period may be issued.

Epilepsy. A person is qualified if that person has no established medical history or clinical diagnosis of epilepsy or any other condition which is likely to cause loss of consciousness or any loss of ability to control a bus. Epilepsy is a chronic functional disease characterized by seizures or episodes that occur without warning, resulting in loss of voluntary control that may lead to loss of consciousness and/or seizures. Therefore, the following drivers cannot be qualified: (1) a driver who has a medical history of epilepsy; or (2) a driver who has a current clinical diagnosis of epilepsy; or (3) a driver who is taking anti-seizure medication. If an individual has had a sudden episode of non-epileptic seizure or loss of consciousness of an unknown cause which did not require anti-seizure medication, that decision as to whether the person's condition will likely cause loss of consciousness or loss of ability to control a bus is made on an individual basis by the medical examiner in consultation with the treating physician. Before certification is considered, it is suggested that a 6-month waiting period elapse from the time of the episode. Following the waiting period, it is suggested that the individual complete a neurological examination. If the results of the examination are negative and anti-seizure medication is not required, then the driver may be qualified. In those individual cases where a driver has a seizure or an episode of loss of consciousness that resulted from a known medical condition (e.g. drug reaction, high temperature, acute infectious disease, dehydration or acute metabolic disturbance), certification should be deferred until the driver has fully recovered from that condition and has no existing residual complications, and not taking anti-seizure medication.

Mental Disorders. A person is qualified if that person has no mental, nervous, organic or functional disease or psychiatric disorder likely to interfere with ability to drive a bus safely. Emotional or adjustment problems contribute directly to an individual's level of memory, reasoning, attention and judgment. These problems often underlie physical disorders. A variety of functional disorders can cause drowsiness, dizziness, confusion, weakness or paralysis that may lead to uncoordination, inattention, loss of functional control and susceptibility to accidents while driving. Physical fatigue, headache, impaired coordination, recurring physical ailments and chronic "nagging" pain may be present to such a degree that certification for driving is inadvisable. Somatic and psychosomatic complaints should be thoroughly examined when determining an individual's overall fitness to drive. Disorders of a periodical incapacitating nature, even in the early stages of development, may warrant disqualification. Many bus drivers have documented that "nervous trouble" related to neurotic, personality, emotional or adjustment problems is responsible for a significant fraction of their preventable accidents. The degree to which an individual is able to appreciate, evaluate and adequately respond to environmental strain and emotional stress is critical when assessing an individual's mental alertness and flexibility to cope with the stresses of driving a bus. When examining the driver, it should be kept in mind that individuals who live under chronic emotional upsets might have deeply ingrained maladaptive or erratic behavior patterns. Excessively antagonistic, instinctive, impulsive, openly aggressive, paranoid or severely depressed behavior may greatly interfere with the drivers ability to drive safely. Those individuals who are highly susceptible to frequent states of emotional instability (schizophrenia, affective psychoses, paranoia, anxiety or depressive neuroses) may warrant disqualification. Careful consideration should be given to the side effects and interactions of medications in the overall qualification determination.

Vision. A person is qualified if that person meets the vision standard established by the State of Florida for Operator and Commercial Driver License, as applicable. The current standards are as follows: Must have visual acuity of 20/40 (Snellen) (or better) in one eye, must have 20/40 (or better) vision in the other eye, with or without corrective lenses. If 20/70 (or better) vision in either eye separately, or in both eyes together, the worst eye must have vision screening better than 20/200, with or without corrective lenses. Referral to an eye doctor is recommended. If an individual meets the criteria by use of glasses or contact lenses, the following statement shall appear on the Medical Examiner's Certificate: "Qualified only if wearing corrective lenses."

Hearing. A person is qualified if that person first perceives a forced whispered voice in the better ear not less than 5 feet with or without the use of a hearing aid, or, if tested by use of an audiometric device, does not have an average of hearing loss in the better greater than 40 decibels at 500 Hz, 1,000 Hz and 2,000 Hz, with or without a hearing aid or audiometric device calibrated to American National Standard (formerly ASA standard) Z24.5-1951. The prescribed standard is under the American Standards Association (ANSI), therefore it may be necessary to convert the audiometric results from the ISO standard to the ANSI standard. Instructions are included on the Medical Examination report form. If an individual meets the criteria by using a hearing aid, the driver must wear the hearing aid and have it in operation at all times while driving. For the whispered voice test, the driver should be stationed at least 5 feet away from the examiner with the ear being tested towards the examiner. The other ear is covered. Using the breath which remains after a normal expiration, the examiner whispers words or random numbers such as 66, 18, 23, etc. The examiner should not use only sibilants (s-sounding test materials). The opposite ear should be tested in the same manner. If the individual fails the whisper test, the audiometric test should be administered. If the individual meets the criteria by use of a hearing aid, the following statement shall appear on the Medical Examiner's Certificate: "Qualified only when wearing a hearing aid".

INSTRUCTIONS FOR PERFORMING AND RECORDING MEDICAL EXAMINATIONS

The medical examiner should review these instructions before performing the medical examination. Answer each question yes or no, where appropriate. The examiner should be aware of the rigorous physical demands and mental and emotional responsibilities placed on the bus transit system driver. In the interest of public safety, the examination shall ensure that the driver does not have any physical, mental, or organic defect of such a nature as to affect the driver's ability to operate safely a bus according to the criteria on the Medical Examination Report and any additional requirements established by the bus transit system.

General Information. The purpose of this history and medical examination is to detect the presence of physical, mental, or organic defects of such a character and extent as to affect the applicant/driver's ability to operate a bus safely according to these criteria and any additional physical requirements established by the bus transit system. The examination should be made carefully and at least as complete as indicated by these criteria and instructions. History of certain defects may be cause for rejection or indicate the need for making certain laboratory tests or a further, and more stringent, examination. Defects may be recorded which do not, because of their character or degree, indicate that medical qualification should be denied. However, these defects should be discussed with the driver/applicant and he/she should be advised to take the necessary steps to insure correction, particularly those of which, if neglected, might lead to a condition likely to affect his/her ability to drive safely.

General Appearance and Development. Note marked overweight. Note any posture defect, perceptible limp, tremor, or other defects that might be caused by alcoholism, thyroid intoxication, or other illnesses. Federal Transit Administration regulations prohibit use of controlled substances by a driver.

Head - Eyes. When other than the Snellen chart is used, the results of test must be expressed in values comparable to the standard Snellen test. If the applicant/driver wears corrective lenses, these should be worn while applicant/driver's visual acuity is being tested. In recording distance vision use 20 feet as normal. Report all vision as a fraction with 20 as numerator and the smallest type read at 20 feet as denominator. Note ptosis, discharge, visual fields, ocular muscle imbalance, color blindness, corneal scar, exophthalmos, or strabismus, uncorrected by corrective lenses. If the applicant/driver habitually wears contact lenses, or intends to do so while driving, there should be sufficient evidence to indicate that he/she has good tolerance and is well adapted to their use. The use of contact lenses should be noted on the record.

Ears. Note evidence of mastoid or middle ear disease, discharge, symptoms of aural vertigo, or Meniere's Syndrome. When recording hearing, record distance from patient from which a forced whispered voice can first be heard. If audiometer is used to test hearing, record decibel loss at 500 Hz, 1,000 Hz, and 2,000 Hz.

Throat. Note evidence of disease, irremediable deformities of the throat likely to interfere with eating or breathing, or any laryngeal condition which could interfere with the safe operation of a bus.

Thorax - Heart. Stethoscopic examination is required. Note murmurs and arrhythmias, and any past or present history of cardiovascular disease, of a variety known to be accompanied by syncope, dyspnea, collapse, enlarged heart or congestive heart failures. Electrocardiogram is required when findings so indicate.

Blood Pressure. Record with either spring or mercury column type sphygmomanometer. If the blood pressure is consistently above 160/90 mm. Hg., further tests may be necessary to determine whether the driver is qualified to operate a bus.

Lungs. If any lung disease is detected, state whether active or arrested; if arrested, your opinion as to how long it has been quiescent.

Gastrointestinal System. Note any diseases of the gastrointestinal system.

Abdomen. Note wounds, injuries, scars, or weakness of muscles of abdominal walls sufficient to interfere with normal function. Any hernia should be noted if present. State how long and if adequately contained by truss.

Abnormal Masses. If present, note location, if tender, and whether or not the applicant/driver knows how long they have been present. If the diagnosis suggests that the condition might interfere with the control and safe operation of a bus, more stringent tests are recommended.

Tenderness. When noted, state where most pronounced, and suspected cause. If the diagnosis suggests that the condition might interfere with the control and safe operation of a bus, more stringent tests are recommended.

Genito - Urinary. Urinalysis is required. Acute infections of the genito-urinary tract, as defined by local and State public health laws, indications from urinalysis of uncontrolled diabetes, symptomatic albumin-urea in the urine, or other findings that may indicate health conditions likely to interfere with the control and safe operation of a bus.

Neurological. If positive Romberg is reported, indicate degrees of impairment. Pupillary reflexes should be reported for both light and accommodation. Knee jerks are to be reported absent only when not obtainable upon reinforcement and as increased when the foot is actually lifted from the floor following a light blow on the patella, sensory vibratory and positional abnormalities should be noted.

Extremities. Carefully examine upper and lower extremities. Record the loss of impairment of a leg, foot, toe, arm, hand, or fingers. Note any and all deformities, the presence of atrophy, semiparalysis or paralysis, or varicose veins. If a hand or finger deformity exists, determine whether sufficient grasp is present to enable the driver to secure and maintain a grip on the steering wheel. If a leg deformity exists, determine whether sufficient mobility and strength exist to enable the driver to operate pedals properly. Particular attention should be given to and a record should be made of, any impairment or structural defect which may interfere with the driver's ability to operate a bus safely.

Spine. Note deformities, limitation of motion, or any history of pain, injuries or disease, past or presently experienced in the cervical or lumbar spine region. If findings so dictate, radiologic and other examinations should be used to diagnose congenital or acquired defects; or spondylolisthesis and scoliosis.

Recto - Genital Studies. Disease or conditions causing discomfort should be evaluated carefully to determine the extent to which the condition might be handicapping while lifting, pulling or during periods of prolonged driving that might be necessary as part of the driver's duties.

Laboratory and Other Special Findings. Urinalysis is required; as well as such other tests as the medical history or findings upon medical examination may dictate are necessary. A serological test is required if the applicant/driver has a history of luetic infection or present physical findings indicate the possibility of latent syphilis. Other studies deemed advisable may be ordered by the examining physician.

Diabetes. Pre-employment medical examination: If, during a pre-employment examination, it is noted that a driver applicant has a medical history or clinical diagnosis of diabetes mellitus requiring insulin for control, the person shall not be qualified to drive a bus. Biennial medical examination: If diabetes is noted for an existing driver at the time of his or her examination, excluding pre-employment, and the diabetic condition is stabilized or controlled by insulin, oral medication and/or diet that can be obtained while the driver is on duty, then the driver may be qualified. Notwithstanding, the driver must remain under medical supervision as determined by the medical examiner.

Upon completion of the examination, the examiner must date and sign the form and certificate and also provide his/her full name, and address of the examination office.

Exhibit 2
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OPERATORS' PRE-TRIP BUS INSPECTION REPORT

BUS NO.: _____ **RUN NO.:** _____

**MARK EACH DEFECT WITH AN X IN BOX.
IF BUS IS OK, PUT AN X IN THE OK BOX.**

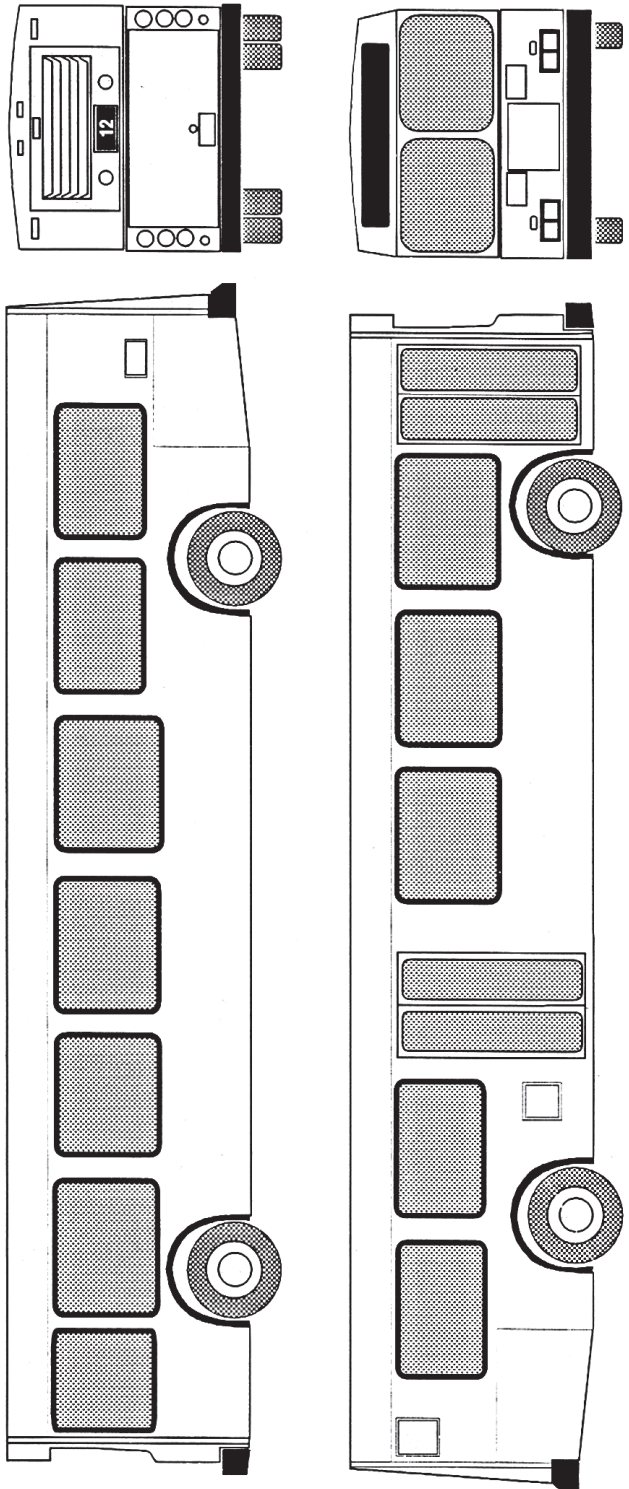
OK

EXHAUST SYS.	DIRTY OUTSIDE	ROOF HATCH
ACCELERATOR PEDAL	DIRTY INSIDE	GRAB RAIL
INSECTS	GRAFFITI	STEPS-FRONT/REAR
PASSENGER SIGNAL	HORN	WHEELCHAIR LIFT/RAMP
COMPART. DOORS	NO TRIANGLES	VISOR
FLOOR MAT	NO REGISTRATION	NO ACC. PACKET

NOTES:

7/18

MARK AREAS OF BODY DAMAGE ON THE BUS ILLUSTRATION



Appendix T Post-Trip Inspection

BOARD OF COUNTY COMMISSION
TRANSPORTATION DEPARTMENT
TRANSIT DIVISION

OPERATORS' BUS DEFECT REPORT

NAME: _____ DATE: _____
BUS NO.: _____ RUN NO.: _____

FIRE EXT.	NONE	AC/HEAT	NO A/C	SUSP.	AIR BAG
	USED		NO DEFROSTER		KNEELER
FAREBOX REGISTER	JAMMED	BRAKES	NO HEAT	TIRE	LEANS L/R
	LOOSE		FOOT		DAMAGE WORN
GAUGES	NOT REGISTERING	RADIO	PARKING	TRANS.	FLAT TIRE/LOW
	NO READOUT		NOISY		LUG NUTS
MIRRORS	AIR	ENGINE	NO INTERLOCK	SEAT	HARD SHIFTING
	OIL		PULLS L/R		NOISY
LIGHTS	SPEEDOMETER	DOORS	WON'T TRANSMIT	WINDOWS	NO REVERSE
	TEMPERATURE		WON'T RECEIVE		SLIPPING
DEST. SIGN	VOLTS	WCHR.	OTHER	STEER	OIL LEAK
	HEADLIGHTS		TOO FAST		WON'T SHIFT
	DOME		TOO SLOW		BROKEN
	MARKER/SIGN		WON'T CLOSE		OTHER
	FARE BOX		SENSITIVE EDGE		INOPERATIVE
	TAIL/BRAKE		WON'T OPEN		STREAKS
	TURN SIG.		NO POWER		CUT SEAT
	DASHBOARD		OVERHEATS		SEAT BELT
	INSIDE		SMOKES		PASSENGER
	OUTSIDE LEFT		HARD START		WHEELCHAIR LOCK
	OUTSIDE RIGHT		WATER/OIL LEAK		HARD
	FRONT		NOISY		LOOSE
	REAR		WON'T CYCLE		SHIMMY
	SIDE		GREEN LITE ON G.E. CAMERA? <input type="checkbox"/> YES <input type="checkbox"/> NO		

MARK EACH DEFECT WITH AN X IN BOX.

IF BUS IS OK, PUT AN X IN THE OK BOX. ▷



OTHER ITEMS

EXHAUST SYS.	DIRTY OUTSIDE	ROOF HATCH
ACCELERATOR PEDAL	DIRTY INSIDE	GRAB RAIL
INSECTS	GRAFFITI	STEPS-FRONT/REAR
PASSENGER SIGNAL	HORN	WHEELCHAIR LIFT/RAMP
COMPART. DOORS	NO TRIANGLES	VISOR
FLOOR MAT	NO REGISTRATION	NO ACC. PACKET

ADDITIONAL INFORMATION

NOTES: _____

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BOARD OF COUNTY COMMISSION
TRANSPORTATION DEPARTMENT
TRANSIT DIVISION

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PASSENGER SIGNAL	HORN	WHEELCHAIR LIFT/RAMP
COMPART. DOORS	NO TRIANGLES	VISOR
FLOOR MAT	NO REGISTRATION	NO ACC. PACKET

ADDITIONAL INFORMATION

NOTES: _____

WORK ORDER NO.

Exhibit 2
Page 190 of 194
BUS NO. 9

MODEL: _____

YEAR: _____

MILEAGE: _____

DATE: _____

CLASS CODE: 060

ISSUED BY: _____

P.M. ○

[illegible]

REMARKS:



* QUALITY ASSURANCE SERVICE INSPECTION*

DATE: _____ WORK ORDER # _____ MECHANIC _____

TYPE OF INSPECTION : _____ COACH # _____

RECORD ONE OF THE FOLLOWING SYMBOLS IN THE INSPECTION COLUMNS:

OK _____ ITEM INSPECTED SATISFACTORY OR SERVICE COMPLETED.

X _____ ITEM UNSATISFACTORY, FOUND DEFECT, NEEDS REPAIR.

N/A _____ ITEM NOT APPLICABLE WITH THIS COACH MODEL

COACH UNDER CHASSIS INSPECTION

- ___ 1. Check air bellows for cracks and leaks.
- ___ 2. Check leveling valves for leaks and operation.
- ___ 3. Check air drier, governor operation.
- ___ 4. Check air system line plumbing (leak, looseness, chafing).
- ___ 5. Drain moisture from ALL air tanks.
- ___ 6. Inspect and service brake system.
 - A. Note condition and thickness of linings.
(Condition ___/ Thickness ___)
 - B. Check all brake chambers for looseness. Air leaks ___.
 - C. Check all slack adjusters, cam and anchor pin bushings for looseness___.
- ___ 7. Check steering shaft U-joints.
- ___ 8. Check drag link and tie rod ends for wear.
- ___ 9. Check transfer box, (miter)
- ___ 10. Check power steering box and lines for leaks.
- ___ 11. Check front shock absorbers and bushings for leaks and wear.
- ___ 12. Check all front torque rod bushings wear and rod alignment.
- ___ 12.1 On MCI BUS, check front sway bar links and bushings
- ___ 13. Check front axle wheel seals for leaks.
- ___ 14. Check rear shock absorbers and bushings for leaks and wear.

- ___ 15. Check rear torque rod bushings wear and rod alignment.
- ___ 16. Check rear axle wheel seals for leaks.
- ___ 16.1 MCI BUS. Check fix TAG axle wheel seals for leak.
- ___ 17. Check differential housing, pinion seal for leaks.
Clean breather and change gear oil if needed and check level.
- ___ 18. Check drive shaft U-joint for looseness.
- ___ 19. Check fuel tank, straps, pipes and plumbing for leaks, looseness.
- ___ 20. Check coolant pipe plumbing for leaks, looseness.
- ___ 21. Check all ABS valves mounting for looseness, wiring damage.
- ___ 22. Lube undercarriage components.
- ___ 23. MCI BUS. Check and clean Ac/Evap. Drain spouts

COACH POWER PLANT

- ___ 1. Check all wiring harnesses for broken insulation, loose terminals.
- ___ 2. Check engine compartment switches, gauges and lights operation.
- ___ 3. Check starter operation.
- ___ 4. Check air intake pipes, turbo, CAC, filter housing and hose for leaks (loose clamps, mounting hardware and cracks).
- ___ 5. Check catalytic muffler, tail pipes for leaks and loose mounting hardware.
- ___ 6. Check all water hoses, lines and tighten clamps.

- ___7. Check engine component drive belts, tensioners, and idler pulley.
- ___8. Check water pump.
- ___9. Check front and rear engine support (Motor mounts).
- ___10. Check transmission supports (mounts).
- ___11. Check engine for oil, coolant leaks.
- ___12. Check transmission and retarder for fluid leaks.
- ___13. Check radiator, surge tank filler cap and lines for leaks.
- ___13.1 MCI BUS. Check coolant lift pump
- ___14. Check cooling fan blades and fan shroud for looseness/cracks. (Check cooling fan –EMP system operation). (Reverse to clean)
- ___14.1 MCI BUS, check fan clutch operation
- ___15. Check shut down system.
- ___16. Check back up alarm.
- ___17. Note all engine fault codes. Clear and recheck after road test.
- ___18. Note all transmission-retarder fault codes. Clear and recheck after road test.

ALL COACHES

- ___1. Check kingpins and front wheel bearings for wear, play (Wheels raised).
- ___2. Check front end alignment (Toe in/out). Note reading _____.
- ___3. Change engine oil and filters (check level after road test)
- ___4. Change transmission fluid and filters (as scheduled)
- ___5. Change fuel filters
- ___6. Change hydraulic power steering fluid and filters (Clean breather) Flush system if needed.
- ___6.1 MCI BUS use MOTOR Oil 15-40W only.
- ___7. Change coolant filter
- ___8. Change air filter (As per restriction gauge or as scheduled)

- ___9. Change engine crankcase breather filter (as scheduled)
- ___10. Check all video cameras structural condition and clean lenses .
- ___11. Road test and check operation

THE FOLLOWING TO BE PERFORMED

TYPE B-PM INSPECTION

- ___1. Remove belt guard and steam coach power plant, and undercarriage areas.
- ___2. Steam-clean battery area
- ___3. Steam-clean radiators
- ___4. Steam-clean wheels/rims and check studs, lug-nuts for cracks, looseness and check tire condition.
- ___5. Steam-clean A/C compressor area
- ___6. Steam-clean air dryer.
- ___7. Test cooling system protection level and note condition
- ___8. MCI BUS. Check speedo info. Center messages
- ___9. MCI BUS. Check AC/DC Inverter body and operating conditions (Located in BIN 1/6)

ROAD TEST

- ___1. Check steering operation (free play, steering column adjustments, etc). Note defects
- ___2. Check brake pedal condition.
- ___3. Check throttle pedal condition.
- ___4. Check speedometer operation.

COACH EXTERIOR INSPECTION

- ___1. Body condition
(Describe _____).
- ___2. Exterior mirrors and brackets for tightness, flexibility and breakage. (Tighten as needed)
- ___3. Windshield wiper blades, arms, washer hoses (Fill washer fluid reservoir as needed. Replace blades if needed.

- ___4. Check bike-rack (operation/frame, pivot and support condition). MCI BUS Bike rack is located on BIN 1/6
- ___5. Check exterior lights (headlight, turn signal, stop lights and marker ones). Perform repair if needed.
- ___6. Check wheel, axle and hubs for leak, condition.
- ___7. Check fuel cap O-ring (Replace if needed).
- ___8. Check battery cables (Terminal and broken insulation).
- ___9. Check and fill battery water level.
- ___10. Check Driver's air vent.
- ___11. Check step well covering for looseness, and tear/wear condition.
- ___12. Check back up alarm operation.
- ___13. MCI BUS Check luggage BINS' access doors springs, cables, latch/lock mechanism operation and wear condition. Lube all pivot points and check compartments' lights.* When doors are lifted always set the safety lock pin.*
- ___14. MCI BUS. Check road side electrical access panel's locks operation and seal wear condition.

COACH INTERIOR INSPECTION

- ___1. Check warning lights and buzzer operation.
(Low air pressure on/below 65 PSI).
- ___2. Check dash gauges (air pressure, eng., trans. temperature and battery-alternator voltage) operation.
- ___3. Check instrument panel switches operation (Emergency Flashers).
- ___4. Engine fast idle operation.
- ___5. Driver's booster fan operation.
- ___6. Driver's seat, seat belt and lube track.
- ___7. Horns (Sound and button operation).
- ___7.1 MCI BUS. Check air horn
- ___8. Check front and rear spot mirrors.
- ___9. Check trans. shift pad operation.

- ___10. Check passenger stop request chime sound operation and pull cord tear/wear condition.
- ___11. Check all interior lights (Perform repair if needed).
- ___12. Check window latches, pull handles, struts and tracks operation. (Window, graffiti shield's breakage)
- ___13. Check stanchions and grab rails (Tighten if needed).
- ___14. Check door hand control valve operation.
- ___14.1 MCI - Check baggage bin door control lock/ release valves operation
- ___15. Check door engine for leak/operation.
- ___16. Check rear door touch bars/sensitive edges operation.
- ___17. Check floor covering for looseness, and tear/wear condition. Check for floor soft spots and note same.
- ___18. Check passenger seats frames for looseness, breakage MCI BUS clean, lube wheel chair access slider seats.
- ___19. Check ADA-Wheelchair seat locking mechanism, restraint belts operation and condition.
- ___20. Check kneeling system/interlock operation.
- ___21. Check triangle reflectors, storage box condition.
MCI BUS. Triangles are located in Battery comp.
- ___22. Check fire extinguisher (Expiration date on tag), mounting bracket condition. (Good, one year from date). MCI BUS. Located in C/side front upper rack.
- ___23. Check Amerex fire suppresser bottle and note if in (Green pie zone).
- ___24. Check emergency exit door manual release handle-valve operation.
- ___25. Check to insure all emergency exit windows have proper decal.
- ___26. Check standee line and decals.
- ___27. Check front/rear roof hatch operation and condition.
- ___28. Check driver's sun visors operation and condition
- ___29. MCI BUS. Check AC/DC outlets' body and operating conditions. (110 volt)

__30. MCI BUS. Check luggage racks, ropes conditions.

__31. Lift rear bench seat, clean under and check access hatch's seals and locks ware conditions.

HYBRID SYSTEM

___1. Check system and note all fault codes

___2. Check Hybrid cooler system for leaks

___3. Check cooler fan system operation

LIST COMMENTS AND DEFECTS

1. The first step in the process of identifying a problem is to define the problem clearly. This involves identifying the symptoms of the problem and determining the scope of the problem. Once the problem is defined, the next step is to identify the causes of the problem. This involves identifying the factors that are contributing to the problem and determining the underlying causes. Once the causes are identified, the next step is to develop a plan of action. This involves identifying the steps that need to be taken to solve the problem and determining the resources that will be needed to implement the plan. Once the plan is developed, the next step is to implement the plan. This involves carrying out the steps that have been identified in the plan and monitoring the progress of the implementation. Finally, the last step is to evaluate the results of the implementation. This involves assessing the effectiveness of the plan and determining whether the problem has been solved.

ARTICULATE COACH

___1. Check articulated platform.

___2. Check hydraulic cylinders and hoses for leaks

___3. Check electrical components condition

___4. Check bearing and bumper stops conditions

5. Check bellow and struts conditions

___6. Lube fittings.

[illegible]

REVISÉ 6/11/2015