



MARIN COUNTY TRANSIT DISTRICT BOARD OF DIRECTORS

Join on Zoom: <https://www.zoom.us/j/87972683373>

Webinar ID: 879 7268 3373

Monday, December 5, 2022

Until further notice the Marin County Transit District meetings will not be providing an in-person meeting location for the public to attend. Members of the public are encouraged to participate remotely as described below.

How to watch the meeting:

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Webinar ID: 879 7268 3373

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How to provide comment on agenda items:

- To provide written public comment prior to the meeting, please email info@marintransit.org or use the comment form available at <https://www.marintransit.org/meetings> to submit your meeting-related comments on this agenda. Please submit your comments no later than **5:00 P.M. Sunday, December 4, 2022** to facilitate timely distribution to the Board of Directors. Please include the agenda item number you are addressing and include your name and address. Your comments will be forwarded to the Board of Directors and will be included in the written public record.
- During the meeting: Ensure that you are in a quiet environment with no background noise (traffic, children, pets, etc.) To raise your hand on Zoom press ***9** and wait to be called upon by the President or the Clerk to speak. You will be notified that your device has been unmuted when it is your turn to speak. You will be warned prior to your allotted time being over. Your comments will be included in the public record.
- Public commenting during public meetings is limited to two minutes per speaker unless a different time limit is announced. The Board President may limit the length of comments during public meetings due to the number of persons wishing to speak or if comments become repetitious or irrelevant.

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MARIN COUNTY TRANSIT DISTRICT BOARD OF DIRECTORS

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Webinar ID: 879 7268 3373

AGENDA

Monday, December 5, 2022

10:00 a.m. Convene as the Marin County Transit District Board of Directors

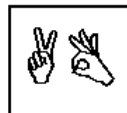
1. Open Time for Public Expression
(Limited to two minutes per speaker on items not on the District's agenda)
2. Board of Directors' Matters
3. General Manager's Report
 - a. General Manager's Oral Report
 - b. [Monthly Monitoring Report: September 2022](#)
4. Consent Calendar
 - a. [Minutes for November 7, 2022 Board Meeting](#)
 - b. [Adoption of Resolution 2022-15 Allowing for Continued Remote Public Meetings Under State Assembly Bill \(AB\) 361](#)
 - c. [Contract with BKF Engineers for Design, Engineering, and PS&E for Improvements at 3010/3020 Kerner Blvd.](#)
 - d. [Purchase Agreement with A-Z Bus Sales, Inc. for Replacement of Ten Accessible Vehicles](#)
 - e. [Purchase Agreement with Pacific Power Group for Performing a Mid-Life Bus Refurbishment on Eleven Hybrid Buses.](#)
 - f. [Marin County Transit District First Quarter Fiscal Year 2022/23 Financial Report](#)
 - g. [Marin Transit Quarterly Performance Report for the First Quarter of Fiscal Year 2022/23](#)
Recommended Action: Approve.
5. [Marin Transit Fiscal Years 2023-2028 Short Range Transit Plan](#)
Recommended Action: Adopt updated Fiscal Years 2023-2028 Short Range Transit Plan.
6. [Marin Transit Annual Comprehensive Financial Report for Fiscal Year 2021/22](#)
Recommended Action: Accept report.

(continued on next page)

7. [Revised Marin County Transit District Safety Plan](#)

Recommended Action: Approve the revised Marin County Transit District Safety Plan (MCTD Safety Plan), to be electronically submitted to state and federal agencies.

Adjourn



All Marin Transit public meetings are conducted in accessible locations. Copies of documents are available in accessible formats upon request. If you require Translation Assistance, American Sign Language Interpreters, Assistive Listening Devices or other accommodations to participate in this meeting, you may request them by calling (415) 226-0855 (voice) or contact the California Relay Service by dialing 711 to connect to the telephone listed above. **Requests must be received no less than five working days prior to the meeting to help ensure availability.** For additional information, visit our website at <http://www.marintransit.org>

Late agenda material can be inspected in the office of Marin Transit, between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday. The office is located at 711 Grand Avenue, Suite 110, San Rafael, CA 94901.

In case of Zoom outage dial 515-604-9094. Meeting ID: 142-334-233

Todas las reuniones públicas de Marin Transit se llevan a cabo en lugares accesibles. Están disponibles copias de los documentos en formatos accesibles, a solicitud. Si usted requiere ayuda con la traducción, intérpretes de Lenguaje Americano de Señas, dispositivos de ayuda auditiva, u otras adaptaciones para participar en esta reunión, puede solicitarlas llamando al (415) 226-0855 (voz) o comunicarse con el Servicio California Relay marcando al 711 para conectarse al número de teléfono mencionado. **Las solicitudes deben recibirse a más tardar cinco días laborables antes de la reunión para ayudar a asegurar la disponibilidad.** Para obtener información adicional, visite nuestro sitio web en <http://www.marintransit.org>

Material de agenda de última hora puede ser inspeccionado en la oficina de Marin Transit, entre las horas de 8:00 am y 5:00 pm. La oficina está ubicada en 711 Grand Avenue, Suite 110, San Rafael, CA 94901.

En caso de interrupción de Zoom, marque al 515-604-9094. ID de Reunión 142-334-233



711 grand ave, #110
san rafael, ca 94901

ph: 415.226.0855
fax: 415.226.0856
marintransit.org

December 5, 2022

Honorable Board of Directors
Marin County Transit District
3501 Civic Center Drive
San Rafael, CA 94903

**SUBJECT: General Manager Report – Monthly Report:
September 2022**

Dear Board Members:

board of directors

stephanie moulton-peters
president
supervisor district 3

katie rice
vice president
supervisor district 2

eric lucan
2nd vice president
city of novato

judy arnold
director
supervisor district 5

kate colin
director
city of san rafael

damon connolly
director
supervisor district 1

dennis rodoni
director
supervisor district 4

brian colbert
alternate
town of san anselmo

RECOMMENDATION: This is a recurring information item.

SUMMARY: The attached monthly report provides an overview of Marin Transit operations for the monthly period ending September 30, 2022. The monthly reports summarize statistics on the performance of Marin Transit services and customer comments.

Overall systemwide ridership in September 2022 increased by 26.3 percent compared to September 2021, which represents a 16.9 percent decrease from the pre-COVID ridership in September 2019 and a 5 percent increase from August 2022.

Ridership on fixed-route services increased by 28.3 percent from the prior year, which is a 14.7 percent decline compared to pre-COVID ridership in September 2019. Ridership on Marin Access services decreased by 3.4 percent compared to September 2021, which represents a 55.5 percent decline from September 2019. September 2022 was the thirty-first month of ridership affected by the ongoing COVID-19 global pandemic.

Additional detailed analyses of system performance and trends are provided in separate quarterly and annual reports, including route-level statistics and financials. These reports are available on the District's website at <https://marintransit.org/service-performance-and-reports>.

FISCAL/STAFFING IMPACT: None associated with this report.

Respectfully submitted,

Nancy Whelan
General Manager

Attachments: September 2022 Customer Feedback and Ridership Reports



Monthly Customer Feedback Report

September 2022

Month: September 2022								
Category	Program							Total
	Fixed-Route Local	Fixed-Route Shuttle	Stagecoach & Muir Woods	Supplemental & Yellow Bus	Demand Response	Mobility Management	Systemwide	
Commendation	0	0	0	0	0	0	0	0
Service Delivery Complaint	29	21	4	4	6	0	3	67
Accessibility	1	0	0	0	0	0	1	2
Driver Conduct Complaint	2	3	0	0	2	0	0	7
Driving Complaint	7	3	2	1	0	0	0	13
Early Trip	0	0	0	0	0	0	0	0
Equipment Issue	0	0	0	0	0	0	0	0
Farebox	0	0	0	0	0	0	0	0
Late Trip	5	2	0	0	4	0	2	13
Missed Connection	0	0	0	0	0	0	0	0
Missed Trip	0	1	0	0	0	0	0	1
No-Show	3	3	1	2	0	0	0	9
Off-Route	0	0	0	1	0	0	0	1
Pass-Up Complaint	11	9	1	0	0	0	0	21
Service Structure Complaint	2	5	0	0	5	0	2	14
Bus Stop Improvement Request	1	0	0	0	0	0	0	1
Fares	0	0	0	0	2	0	0	2
Other Complaint	0	2	0	0	0	0	1	3
Scheduling Complaint	0	3	0	0	3	0	0	6
Service Improvement Suggestion	1	0	0	0	0	0	1	2
Safety Complaint	0	0	0	0	0	0	0	0

Total Service Hours	9,580	3,429	1,650	320	2,600	-	17,729	17,729
Commendations per 1,000 Hours	0.0	0.0	0.0	0.0	0.0	-	0.0	0.0
Complaints per 1,000 Hours	3.2	7.6	2.4	12.5	4.2	-	0.3	4.6

Total Passengers	182,462	28,870	15,529	8,814	5,338	1,046	253,379	253,379
Commendations per 1,000 Passenger	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Complaints per 1,000 Passengers	0.2	0.9	0.3	0.5	2.1	0.0	0.0	0.3

FISCAL YEAR MONTH
2023 All

Year-to-Date Ridership Trends

Fixed-Route Passengers (incl. Yellow Bus) by Month



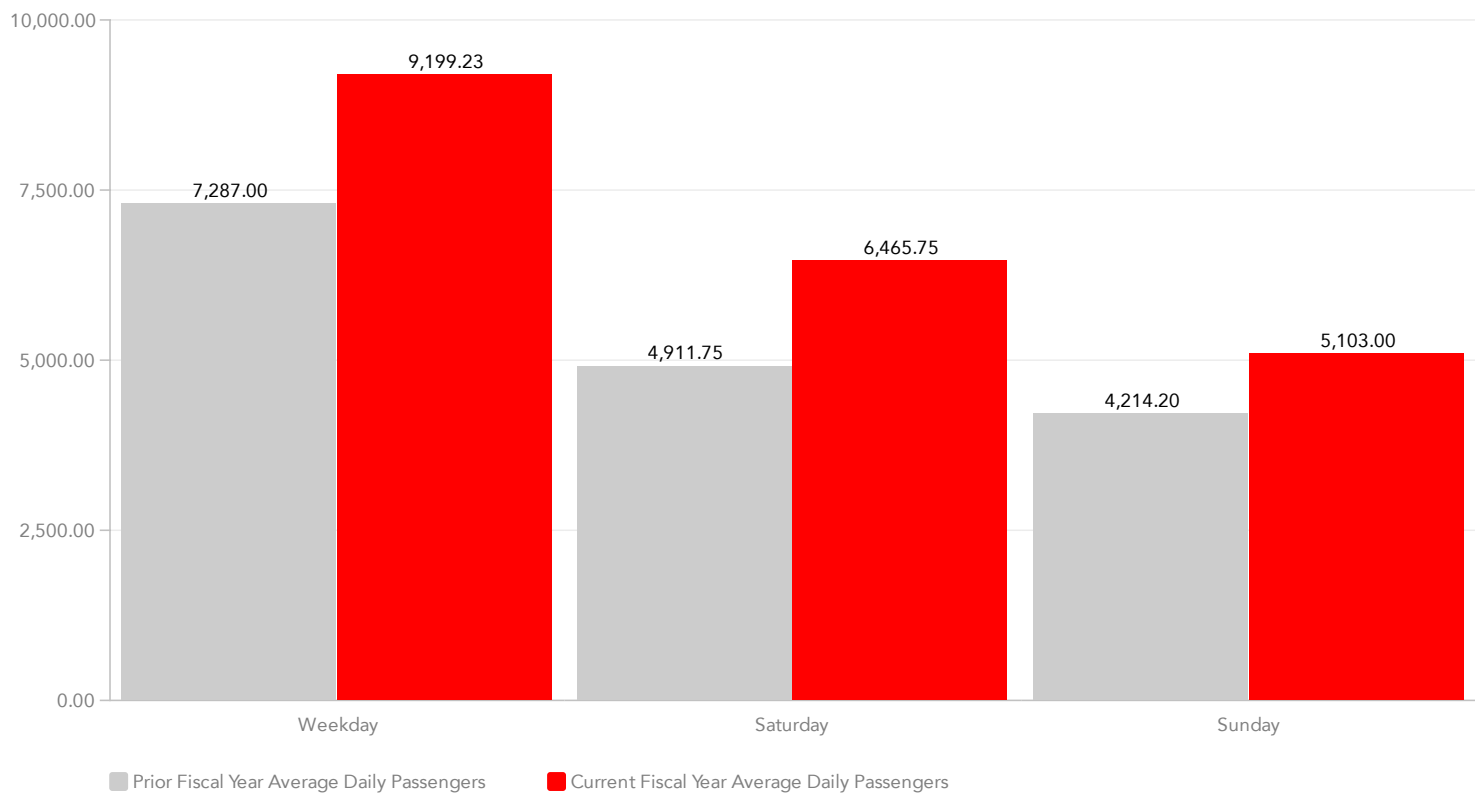
Demand Response Passengers by Month



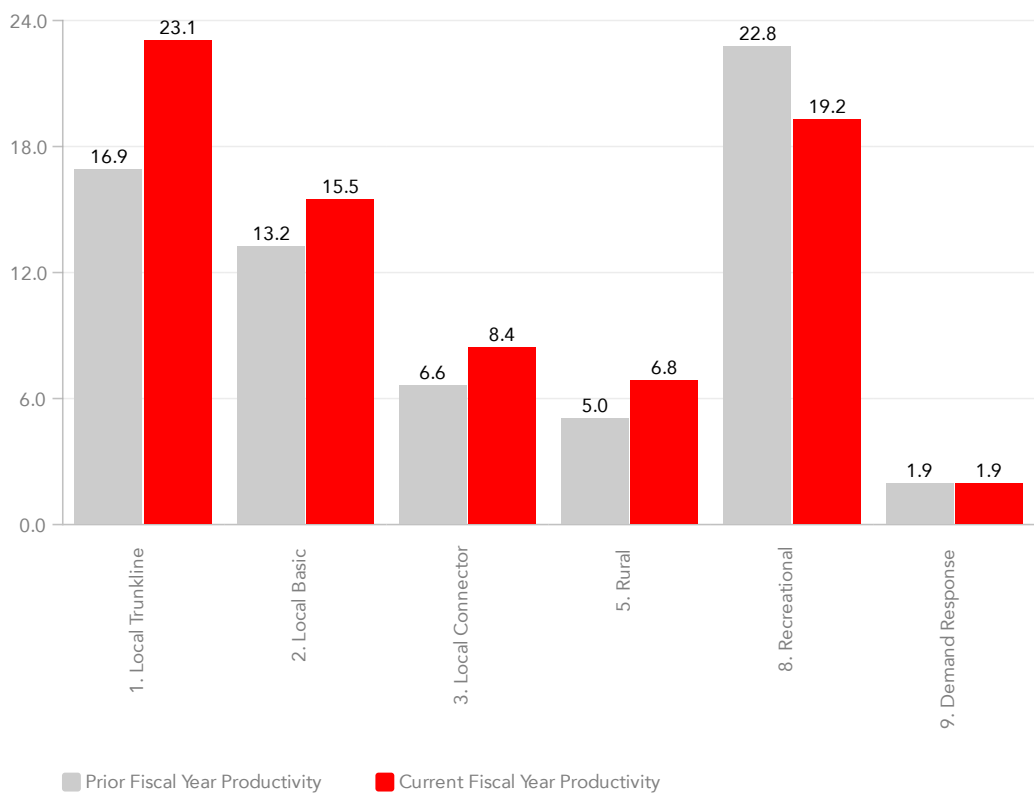
Monthly Comparison

MONTH
Sep

Average Systemwide Daily Passengers



Productivity (pax/hr) by Typology



Route Typologies

- 1. Local Trunkline:
Routes 35, 36, 71X
- 2. Local Basic:
Routes 17, 22, 23, 23X, 29, 49
- 3. Local Connector:
Routes 219, 228, 233, 245, 251, 257
- 5. Rural:
Routes 61, 68
- 8. Recreational:
Routes 66/66F
- 9. Demand Response:
Local Paratransit, Novato Dial-A-Ride, Rural Dial-A-Ride

REGULAR MEETING OF THE MARIN COUNTY TRANSIT DISTRICT BOARD OF DIRECTORS

Held Monday, November 7, 2022 at 10:00 A.M.

Roll Call

Present: **President Moulton-Peters, Vice President Rice, Second Vice President Lucan, Director Rodoni, Director Colbert, Director Colin, Director Arnold**

Absent: **Director Connolly**

Director Colbert was in attendance as a non-voting member.

Until further notice the Marin County Transit District meetings will not be providing an in-person meeting location for the public to attend. Members of the public are encouraged to participate remotely via Zoom.

Board President Moulton-Peters opened the meeting at 10:00 A.M.

1. [Open Time for Public Expression](#)

President Moulton-Peters asked if any member of the public wished to speak. Seeing none she called for Board of Directors' Matters.

2. [Board of Directors' Matters](#)

President Moulton-Peters asked if any member of the Board wished to speak.

Second Vice President Lucan announced he will no longer be the Board's Marin County Council of Mayors and Councilmembers (MCCMC) representative, starting in 2023. After that time, Director Colbert will be a regular member of the Board, instead of an alternate, alongside San Rafael City Council member Maribeth Bushey.

President Moulton-Peters asked if Maribeth Bushey will be an alternate member or a regular member.

Director Colbert explained that Maribeth Bushey will be a regular member for two years, and he will be a regular member for one year. Fred Casissa will be the new alternate member.

President Moulton-Peters thanked Director Colbert for the clarification.

3. [General Manager's Report](#)
 - a. [General Manager's Oral Report](#)
 - b. [Monthly Monitoring Report: June 2022](#)
 - i. [Item 3b – Staff Report](#)

General Manager Nancy Whelan updated the Board on the 600 Rush Landing electrification project. The goal of the project is to place four electric bus chargers at the site, for four Battery Electric Buses. The first phase of the project involved the installation of electric bus charging infrastructure, which was aided by the Pacific Gas and Electric Company (PG&E)'s Fleet Ready Program. The project has been ongoing since 2021, and will continue until March 2023, when the Battery Electric Buses are expected to be in full passenger service.

Ms. Whelan reported on the status of the San Rafael Transit Center Relocation Project. She reviewed the major components of the draft and final Environmental Impact Reports. She outlined the timeline of the project. The District will continue to update the Board on the project at a future meeting.

Ms. Whelan stated that the District's August 2022 ridership was 82 percent of what it was in August 2019. She contrasted the ridership figure to other Bay Area transit operators' August 2019 and August 2022 ridership. She compared the total number of August 2022 riders across eighteen Bay Area transit operators.

Overall systemwide ridership in August 2022 increased by 33.6 percent compared to August 2021, which represents a 15.3 percent decrease from the pre-COVID ridership in August 2019 and a 10.1 percent increase from July 2022.

Ridership on fixed-route services increased by 35.1 percent from the prior year, which is a 13.5 percent decline compared to pre-COVID in August 2019. Ridership on Marin Access services increased by 3.3 percent compared to August 2021, which represents a 54.7 percent decline from August 2019. August 2022 was the thirtieth month of ridership affected by the ongoing COVID-19 global pandemic.

{Damon Connolly present at 10:11 AM}

4. [Consent Calendar](#)
 - a. [Minutes for October 3, 2022 Board Meeting](#)
 - b. [Adoption of Resolution 2022-14 Allowing for Continued Remote Public Meetings Under State Assembly Bill \(AB\) 361](#)
 - c. [Consideration of Compensation Increase for General Manager](#)
 - d. [Revised Marin Transit Procurement Policies and Procedures](#)

- e. [Purchase Agreement with A-Z Bus Sales, Inc. for Replacement of Ten Accessible Vehicles](#)
- f. [Contract with Arntz Builders, Inc. for the Construction of Fencing and Landscaping Improvements at 600 Rush Landing](#)
- g. [Board Calendar for 2023](#)

Recommended Action: Approve.

General Manager Nancy Whelan requested that Item 4e be pulled from the consent calendar. Ms. Whelan stated the item will be brought to the Board at a future meeting. President Moulton Peters called for a motion to approve the consent calendar without Item 4e.

M/s: Director Arnold – Second Vice President Lucan

Ayes: President Moulton-Peters, Vice President Rice, Second Vice President Lucan, Director Rodoni, Director Colbert, Director Colin, Director Arnold, Director Connolly

Noes: None

Absent: None

Abstain: None

5. [Annual Update on School Services](#)

[Staff Report](#)

Senior Operations Analyst Christopher Whitlock explained the types of school transportation services that the District offers. Mr. Whitlock identified the challenges that have interfered with school transportation services and recent changes the District has made. He provided ridership data and route information.

Mr. Whitlock reported on the Measure AA Yellow Bus funding that the District receives. Measure AA funding allocates 5 percent of Measure AA funds to school transportation programs in Marin County. The Board approved allocating \$750,000 of this funding annually, and distributing it to five school districts on a formula basis. Mr. Whitlock listed some of the requirements that each school district must meet to maintain funding. Mr. Whitlock highlighted the characteristics of the Ross Valley Yellow Bus program.

Second Vice President Lucan thanked Mr. Whitlock for his presentation. Second Vice President Lucan asked if it would be possible for students to use their

student identification cards as free bus passes. He explained that it may be a more practical approach, as opposed to distributing passes.

Mr. Whitlock answered that when Clipper 2.0 is implemented, the District will consider that as an option.

Second Vice President Lucan suggested that using student identification cards as free bus passes would make riding the bus easier for many individuals, and would likely expand the pool of potential riders, without a large financial impact on the District.

General Manager Nancy Whelan emphasized that the District will be assessing their fares in the future and will take into consideration past pilot programs that have allowed free fares for youth. The upcoming implementation of Clipper 2.0 will expand the opportunities for utilization of different types of fares.

Vice President Rice expressed appreciation for Mr. Whitlock's report. She said she was heartened to hear that the College of Marin ridership is increasing, which she suspected may be due to gas prices rising as well as there being an effective route between San Rafael and the College. She echoed Second Vice President Lucan's idea regarding student identification cards, as it would be more efficient than distributing passes. Vice President Rice added that ridership data should still be collected, therefore the program should ideally be integrated with Clipper. She stated the school transportation services are important as they reduce congestion, benefit the environment, promote equity, and cultivate public transportation culture. She expressed her frustration with the high school bell schedules.

Director Colbert said he agreed with Vice President Rice and thanked the District and the Ross Valley Joint Powers Authority. He explained that while he understands the benefits of students riding the bus for free, it may be important for students to still be charged a fee, so they understand that the services they are paying for are valuable. He added that while it is important to remove barriers to public transit use, in some cases when services costs less, customers don't recognize that there is still a cost to the service, and their behavior may have negative repercussions. Director Colbert thanked Mr. Whitlock for his report.

Director Rodoni asked if the school districts in the District's program may be able to utilize electric buses, as he heard the government is pushing for the electrification of Yellow Bus programs. Director Rodoni added that one nearby school district is already on track to introduce electric buses into their program. He asked if the District's school transportation services would be able to use

electric buses from other programs within the District, when those electric buses are not in use.

Ms. Whelan said the District is still beginning their process of electrification. The District's current challenge is finding space for the buses. Their electrification plan is always evolving, and they will take Director Rodoni's suggestion into consideration. The Metropolitan Transportation Commission (MTC) is currently studying electrification of public transit fleets. Those studies include researching how resources can be shared, as well as standardization of charging and procurement. Ms. Whelan added that there is funding available for implementing yellow school bus and public transit bus electrification programs.

President Moulton-Peters expressed appreciation for the District's stable seven-year-old Yellow Bus program. She added that it is rare for a transit agency to oversee a Yellow Bus program. President Moulton-Peters requested that an update on projected State funding for school transportation services be added to future annual reports. That funding would be beneficial for the implementation and electrification of school services.

Recommended Action: Information Only.

6. [Muir Woods Shuttle Update](#)

[Staff Report](#)

Director of Operations and Service Development Robert Betts reported that the Muir Woods Shuttle program has been slower to return to pre-pandemic ridership, compared to the District's other programs. Mr. Betts reviewed two recent changes the District made to the program: restoring service to Sausalito and relocating the Pohono service to the Larkspur Ferry Terminal. Mr. Betts explained the decision-making process of the relocation. He outlined the results of feedback collection from operators and passengers, regarding various attributes of Sausalito, Pohono, and the Larkspur Ferry Terminal. He provided statistics on the daily number of trips to Muir Woods and the number of buses used, for each location. Mr. Betts reviewed the transit connections at each Muir Woods Shuttle location as well as passenger origins. He outlined the District's 2023 service outlook for the Muir Woods Shuttle.

Director Colin commended Mr. Betts on his presentation as well as the District for their experimental program. Director Colin asked what riders are looking for when they rate the Muir Woods Shuttle program's amenities. She wondered what is needed to increase the amenities rating for the Larkspur Ferry Terminal and if it is primarily infrastructure-based.

Mr. Betts responded that a large portion is infrastructure. In the past, the District has tried to increase the infrastructure rating, with efforts such as a mobile information kiosk, restrooms, and garbage collection. Many passengers are tourists and are looking for more amenities, like a place to eat.

Director Colin noted the proximity of retail stores and restaurants to the Larkspur Ferry Terminal. She said it was also notable that, according to Mr. Betts' report, many passengers drove themselves to the Larkspur Ferry Terminal. Director Colin wondered if those who drove there also stopped at the local retail stores and restaurants.

Mr. Betts expressed the District had hoped that the amenity scores would have been higher after the move to the Larkspur Ferry Terminal.

Director Colin said the amenity score could be built upon in the coming year.

Director Rodoni complimented Mr. Betts' report and asked for confirmation of the ridership statistics that Mr. Betts reported.

Mr. Betts stated that the ridership statistics were comprised of the number of visitors that the District served.

Director Rodoni suggested that since the Larkspur Ferry Terminal location is new, riders may be less willing to use additional modes of public transportation.

Mr. Betts responded that there may be further marketing and education efforts that could be implemented to increase the number of Muir Woods Shuttle riders taking transit to the Muir Woods Shuttle. Mr. Betts emphasized that the Sonoma-Marín Area Rail Transit (SMART) Train is especially effective in transporting individuals to the Muir Woods Shuttle on weekends, and the Golden Gate Ferry weekend services are low. The Sausalito Muir Woods Shuttle location is a better option for individuals taking the Golden Gate Ferry from San Francisco.

Director Rodoni encouraged staff to reach out to Sonoma Tourism and others in the North Bay Area to gather data and information that may be helpful for the Muir Woods Shuttle's marketing.

President Moulton-Peters added that the Marin Visitors and Tourist Bureau, Sonoma County, the Sausalito Chamber of Commerce and Visitor Center, and the Country Mart may be willing to help fund marketing efforts to promote their shops as well as the Muir Woods Shuttle. President Moulton-Peters requested that staff reach out to those organizations if they have not already. She said members of the Board can assist with communication with those organizations. President Moulton-Peters requested that staff work with the Golden Gate Bridge

Highway and Transportation District (GGBHTD) to identify what the Muir Woods Shuttle amenities should be. President Moulton-Peters thanked Mr. Betts for his report, acknowledged the evolution of the Muir Woods Shuttle program, and expressed interest in learning the results of the Request for Proposals (RFP).

President Moulton-Peters called for public comment.

Kevin Carroll asked what input has been collected regarding the Sausalito location's capacity and availability. He asked if those details have been weighed against the operating costs of the Larkspur Ferry Location and the amenities that the District supplies.

Recommended Action: Information Only.

Adjourn President Moulton-Peters adjourned the meeting at 10:49 A.M.

SINE DIE

PRESIDENT

ATTEST:

CLERK



711 grand ave, #110
san rafael, ca 94901

ph: 415.226.0855
fax: 415.226.0856
marintransit.org

December 5, 2022

Honorable Board of Directors
Marin County Transit District
3501 Civic Center Drive
San Rafael, CA 94903

SUBJECT: Adoption of Resolution 2022-15 Allowing for Continued Remote Public Meetings Under State Assembly Bill (AB) 361

board of directors

Dear Board Members:

stephanie moulton-peters
president
supervisor district 3

RECOMMENDATION: Staff recommends that your Board adopt Resolution 2022-14 finding that the proclaimed State of Emergency continues to impact the ability to meet safely in person and declaring that the District Board of Directors will continue to meet remotely to ensure the health and safety of the public.

katie rice
vice president
supervisor district 2

SUMMARY: On September 16, 2021, Governor Newsom signed Assembly Bill (AB) 361 into law, effective October 1, 2021, to allow agencies to use teleconferencing for public meetings during proclaimed state of emergencies without requiring the teleconference locations to be accessible to the public or a quorum of the members of the legislative body of the agency to participate from locations within the boundaries of the agency's jurisdiction. AB 361 will sunset on January 31, 2024.

eric lucan
2nd vice president
city of novato

judy arnold
director
supervisor district 5

Your Board approved a resolution allowing for remote meetings at the October 4, 2021, November 1, 2021, December 6, 2021, January 10, 2022, February 7, 2022, March 7, 2022, April 4, 2022, May 2, 2022, June 6, 2022, August 1, 2022, September 12, 2022, October 3, 2022, and November 7, 2022, Board of Directors meetings. To continue meeting under AB 361, your Board is required to declare every 30 days that it has reconsidered the circumstances of the State of Emergency and determine if conditions meet one of the two criteria listed below.

kate colin
director
city of san rafael

damon connolly
director
supervisor district 1

1. State or local health officials have imposed or recommend measures to promote social distancing, or
2. The legislative body finds that meeting in person would present imminent risks to the health or safety of attendees.

dennis rodoni
director
supervisor district 4

brian colbert
alternate
town of san anselmo

Based on recommendations from the Marin County Health and Human Services, staff views that criteria 2 remains applicable. The attached letter from Marin County Health and Human Services Director, Benita McLarin, recommends a continued emphasis on social distancing measures such as using video/teleconferencing

when it meets community needs and spacing at in-person meetings so that individuals from different households are not sitting next to each other. There has been no update from Marin County Health Department officials that alters this recommendation.

FISCAL IMPACT: There is no fiscal impact.

Respectfully submitted,

A handwritten signature in black ink, reading "Nancy E. Whelan". The signature is written in a cursive style with a large, stylized "N" and "W".

Nancy Whelan
General Manager

Attachments: Resolution 2022-15 and Marin County Health and Human Services Letter

RESOLUTION #2022-15

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MARIN COUNTY
TRANSIT DISTRICT MAKING FINDINGS THAT THE PROCLAIMED STATE OF
EMERGENCY CONTINUES TO IMPACT THE ABILITY TO MEET SAFELY IN
PERSON AND DECLARING THAT THE BOARD OF DIRECTORS WILL CONTINUE
TO MEET REMOTELY IN ORDER TO ENSURE THE HEALTH AND SAFETY OF
THE PUBLIC**

WHEREAS, the Marin County Transit District (the “District”) is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of the District’s legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District’s legislative body conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, on March 4, 2020, Governor Newsom declared a State of Emergency to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments, and help the State prepare for a broader spread of COVID-19; and

WHEREAS, on March 17, 2020, in response to the COVID-19 pandemic, Governor Newsom issued Executive Order N-29-20, which suspended certain provisions of the Ralph M. Brown Act in order to allow local legislative bodies to conduct meetings electronically without a physical meeting place; and

WHEREAS, as a result of Executive Order N-29-20, staff set up Zoom teleconference meetings for all District Board of Directors meetings; and

WHEREAS, on June 11, 2021, Governor Newsom issued Executive Order N-08-21, which specified that Executive Order N-29-20 would remain in effect through September 30, 2021, at which point it would expire; and

WHEREAS, since the issuance of Executive Order N-08-21, the Delta variant has emerged, causing a spike in COVID-19 cases throughout the state; and

WHEREAS, the Governor's proclaimed State of Emergency remains in effect, and State and local officials, including the Marin County Director of Health and Human Services, the

California Department of Public Health, and the Department of Industrial Relations, have imposed or recommended measures to promote social distancing; and

WHEREAS, on September 16, 2021, the Governor signed Assembly Bill 361 into law, as urgency legislation that goes into effect on October 1, 2021, amending Government Code Section 54953 of the Brown Act to allow legislative bodies to continue to meet remotely during a proclaimed state of emergency, provided certain conditions are met and certain findings are made; and

WHEREAS, the continued local rates of transmission of the virus and variants causing COVID-19 are such that the Director of Health & Human Services has recommended that the County continue to emphasize social distancing in order to minimize the potential spread of COVID-19 during indoor, public meetings.

WHEREAS, the District cannot maintain adequate safe social distance between members of the public, Board members and staff in their respective meeting locations; and

WHEREAS, because of the rise in cases due to the Delta variant, the District is concerned about the health and safety of attendees, the District's Board of Directors desires to take the actions necessary to comply with AB 361 and to continue to hold its Board and committee meetings remotely.

NOW, THEREFORE, THE MARIN COUNTY TRANSIT DISTRICT BOARD OF DIRECTORS RESOLVES AS FOLLOWS:

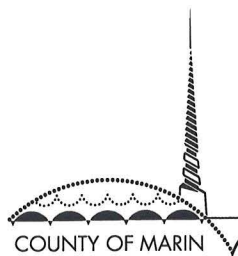
1. The Board has reconsidered the circumstances of the State of Emergency, and finds that:
 - a. The factors triggering the State of Emergency continue to directly impact the ability of the members of the Board of Directors and District staff, and members of the public to meet safely in person; and
 - b. State and local officials continue to recommend measures to promote social distancing.
2. District Board of Directors meetings will continue to be conducted remotely for the next 30 days in compliance with AB 361 and Government Code Section 54953(e)(2), in order to ensure the health and safety of the public while providing access to public meetings.
3. The Board will reconsider the circumstances of the State of Emergency and revisit the need to conduct meetings remotely within 30 days of the adoption of this Resolution.

REGULARLY PASSED AND ADOPTED this 5th day of December 2022.

Board President

ATTEST:

Board Secretary



DEPARTMENT OF
HEALTH AND HUMAN SERVICES

Promoting and protecting health, well-being, self-sufficiency, and safety of all in Marin County.



Benita McLarin, FACHE
DIRECTOR

20 North San Pedro Road
Suite 2002
San Rafael, CA 94903
415 473 6924 T
415 473 3344 TTY
www.marincounty.org/hhs

September 22, 2021

Dennis Rodoni
President, Board of Supervisors
3501 Civic Center Drive, 3rd Floor
San Rafael, CA 94903

Re: Public Meetings/Social Distancing

Dear President Rodoni:

On September 20, 2021, Governor Newsom signed AB 361. The legislation provides that local agencies may continue to hold certain public meetings via video/tele-conference as they have done during the Covid-19 emergency. The legislation allows such meetings to continue during a proclaimed state of emergency if state or local officials have recommended measures to promote social distancing.

Local government meetings are indoor meetings that are sometimes crowded, involve many different and unfamiliar households, and can last many hours. Given those circumstances, I recommend a continued emphasis on social distancing measures as much as possible to make public meetings as safe as possible. These measures can include using video/tele-conferencing when it meets community needs and spacing at in-person meetings so that individuals from different households are not sitting next to each other. I will notify you if this recommendation changes while the Governor's state of emergency for COVID-19 remains in place.

Respectfully,

Benita McLarin
Director, Health & Human Services

cc: Matthew H. Hymel, CAO
Brian E. Washington, County Counsel



711 grand ave, #110
san rafael, ca 94901

ph: 415.226.0855
fax: 415.226.0856
marintransit.org

December 5, 2022

Honorable Board of Directors
Marin County Transit District
3501 Civic Center Drive
San Rafael, CA 94903

SUBJECT: Contract with BKF Engineers for Design, Engineering, and PS&E for Improvements at 3010/3020 Kerner Blvd.

board of directors

Dear Board Members:

stephanie moulton-peters
president
supervisor district 3

RECOMMENDATION: Authorize the General Manager to execute a contract with BKF Engineers for an amount not to exceed \$223,843 and approve budget amendment 2023-03.

katie rice
vice president
supervisor district 2

SUMMARY:

Staff recommends that your Board authorize the General Manager to enter into an agreement with BKF Engineers (BKF) for redesign of 3010/3020 Kerner Blvd in San Rafael.

eric lucan
2nd vice president
city of novato

Marin Transit completed the purchase of 3010/3020 Kerner in July 2022, with the intention of making it into a parking facility for a portion of Marin Transit's fleet. This contract will include demolition plans for the removal of the building and design and engineering for the parking facility with provisions for future fleet electrification.

judy arnold
director
supervisor district 5

On August 19, 2022, Marin Transit issued a Request for Proposals (RFP) for professional services for the redesign of 3010/3020 Kerner to convert it into a parking facility for a portion for Marin Transit's fleet. Proposals were due September 27, 2022. The requested consultant services include development of design alternatives, preparation of plans, specifications, estimates, and coordination with the City of San Rafael as needed.

kate colin
director
city of san rafael

damon connolly
director
supervisor district 1

The following technical factors were identified as evaluation criteria in the RFP:

dennis rodoni
director
supervisor district 4

brian colbert
alternate
town of san anselmo

Criteria	Max Points Available
Firm Qualifications	35
Qualifications of Key Personnel	30
Adequacy of resources	20
Past Performance	15
Total	100

Marin Transit received proposals from four consultant firms. Staff reviewed the proposals based on the criteria specified in the RFP and listed above. Three firms were selected for interviews held the week of October 24, 2022. The review panel, which was made up of representatives from Marin Transit, and a representative from the Town of San Anselmo, concluded that BKF demonstrated a thorough understanding of successful delivery of the project, experience with similar projects, and has done many projects in the City of San Rafael.

FISCAL IMPACT:

The maximum contract cost is \$223,843. Staff request that your Board approve budget amendment 2023-03 to add Capital project FH – Kerner Parking Facility Improvements to the FY2022/23 Budget. The initial project budget for design work, including staff time will be \$300,000. The design phase will be funded with local property tax funds and Measure AA sales tax funds. Marin Transit has \$693,184 in FTA 5307 funds allocated under MTC's regional Zero Emission Bus component of the Transit Capital Priority program that will be available for the construction phase and will be matched with additional local funding.

Respectively submitted,

A handwritten signature in black ink, appearing to read 'Anna Penoyar', with a stylized, flowing script.

Anna Penoyar
Capital Projects Manager

Attachment: Agreement between Marin County Transit District and BKF Engineers

**MARIN COUNTY TRANSIT DISTRICT
PROFESSIONAL SERVICES CONTRACT**

THIS CONTRACT is made and entered into this ____ day of ____, ____, by and between the MARIN COUNTY TRANSIT DISTRICT, hereinafter referred to as "District" and BKF Engineers, hereinafter referred to as "Contractor."

RECITALS:

WHEREAS, District desires to retain a person or firm to provide the following service: _____; and

WHEREAS, Contractor represents that it is qualified and competent to render the aforesaid services;

NOW, THEREFORE, for and in consideration of the Contract made, and the payments to be made by District, the parties agree to the following:

1. SCOPE OF SERVICES:

Contractor agrees to provide all of the services described in **Exhibit A** attached hereto and by this reference made a part hereof.

2. FURNISHED SERVICES:

The District agrees to:

- A. Guarantee access to and make provisions for the Contractor to enter upon public and private lands as required to perform their work.
- B. Make available all pertinent data and records for review.
- C. Provide general bid and Contract forms and special provisions format when needed.

3. FEES AND PAYMENT SCHEDULE:

The fees and payment schedule for furnishing services under this Contract shall be based on the rate schedule which is attached hereto as **Exhibit B** and by this reference incorporated herein. Said fees shall remain in effect for the entire term of the Contract. Contractor shall provide District with his/her/its Federal Tax I.D. number prior to submitting the first invoice.

4. MAXIMUM COST TO DISTRICT:

In no event will the cost to District for the services to be provided herein exceed the maximum sum of \$ 223,843 including direct non-salary expenses. As set forth in section 14 of this Contract, should the funding source for this Contract be reduced, Contractor agrees that this maximum cost to District may be amended by written notice from District to reflect that reduction.

5. TIME OF CONTRACT:

This Contract shall commence on _____, and shall terminate on _____. Certificate(s) of Insurance must be current on day Contract commences and if scheduled to lapse prior to termination date, must be automatically updated before final payment may be made to Contractor. The final invoice must be submitted within 30 days of completion of the stated scope of services.

6. INSURANCE:

Commercial General Liability:

The Contractor shall maintain a commercial general liability insurance policy in the amount of \$1,000,000 (\$2,000,000 aggregate). The District shall be named as an additional insured on the commercial general liability policy.

Commercial Automobile Liability:

Where the services to be provided under this Contract involve or require the use of any type of vehicle by Contractor, Contractor shall provide comprehensive business or commercial automobile liability coverage, including non-owned and hired automobile liability, in the amount of \$1,000,000.00.

Workers' Compensation:

The Contractor acknowledges the State of California requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Labor Code. If Contractor has employees, a copy of the certificate evidencing such insurance, a letter of self-insurance, or a copy of the Certificate of Consent to Self-Insure shall be provided to the District prior to commencement of work.

Errors and Omissions, Professional Liability or Malpractice Insurance.

Contractor may be required to carry errors and omissions, professional liability or malpractice insurance.

All policies shall remain in force through the life of this Contract and shall be payable on a "per occurrence" basis unless District specifically consents to a "claims made" basis. The insurer shall supply District adequate proof of insurance and/or a certificate of insurance evidencing coverages and limits prior to commencement of work. Should any of the required insurance policies in this Contract be cancelled or non-renewed, it is the Contractor's duty to notify the District immediately upon receipt of the notice of cancellation or non-renewal.

If Contractor does not carry a required insurance coverage and/or does not meet the required limits, the coverage limits and deductibles shall be set forth on a waiver, **Exhibit C**, attached hereto.

Failure to provide and maintain the insurance required by this Contract will constitute a material breach of this Contract. In addition to any other available remedies, District may suspend payment to the Contractor for any services provided during any time that insurance was not in effect and until such time as the Contractor provides adequate evidence that Contractor has obtained the required coverage.

7. ANTI DISCRIMINATION AND ANTI HARASSMENT:

Contractor and/or any subcontractor shall not unlawfully discriminate against or harass any individual including, but not limited to, any employee or volunteer of the Marin County Transit District based on race, color, religion, nationality, sex, sexual orientation, age or condition of disability. Contractor and/or any subcontractor understands and agrees that Contractor and/or any subcontractor is bound by and will comply with the anti discrimination and anti harassment mandates of all Federal, State and local statutes, regulations and ordinances.

8. SUBCONTRACTING:

The Contractor shall not subcontract nor assign any portion of the work required by this Contract without prior written approval of the District except for any subcontract work identified herein. If Contractor hires a subcontractor under this Contract, Contractor shall require subcontractor to provide and maintain insurance coverage(s) identical to what is required of Contractor under this Contract and shall require subcontractor to name Contractor and Marin County Transit District as an additional insured under this Contract for general liability. It shall be Contractor's responsibility to collect and maintain current evidence of insurance provided by its subcontractors and shall forward to the District evidence of same.

9. ASSIGNMENT:

The rights, responsibilities and duties under this Contract are personal to the Contractor and may not be transferred or assigned without the express prior written consent of the District.

10. LICENSING AND PERMITS:

The Contractor shall maintain the appropriate licenses throughout the life of this Contract. Contractor shall also obtain any and all permits which might be required by the work to be performed herein.

11. BOOKS OF RECORD AND AUDIT PROVISION:

Contractor shall maintain on a current basis complete books and records relating to this Contract. Such records shall include, but not be limited to, documents supporting all bids, all income and all expenditures. The books and records shall be original entry books with a general ledger itemizing all debits and credits for the work on this Contract. In addition, Contractor shall maintain detailed payroll records including all subsistence, travel and field expenses, and canceled checks, receipts and invoices for all items. These documents and records shall be retained for at least five years from the completion of this Contract. Contractor will permit District to audit all books, accounts or records relating to this Contract or all books, accounts or records of any business entities controlled by Contractor who participated in this Contract in any way. Any audit may be conducted on Contractor's premises or, at District's option, Contractor shall provide all books and records within a maximum of fifteen (15) days upon receipt of written notice from District. Contractor shall refund any monies erroneously charged.

12. WORK PRODUCT/PRE-EXISTING WORK PRODUCT OF CONTRACTOR:

Any and all work product resulting from this Contract is commissioned by the Marin County Transit District as a work for hire. The Marin County Transit District shall be considered, for all purposes, the author of the work product and shall have all rights of authorship to the work, including, but not limited to, the exclusive right to use, publish, reproduce, copy and make derivative use of, the work product or otherwise grant others limited rights to use the work product.

To the extent Contractor incorporates into the work product any pre-existing work product owned by Contractor, Contractor hereby acknowledges and agrees that ownership of such work product shall be transferred to the Marin County Transit District.

13. TERMINATION:

- A. If the Contractor fails to provide in any manner the services required under this Contract or otherwise fails to comply with the terms of this Contract or violates any ordinance, regulation or other law which applies to its performance herein, the District may terminate this Contract by giving five (5) calendar days written notice to the party involved.
- B. The Contractor shall be excused for failure to perform services herein if such services are prevented by acts of God, strikes, labor disputes or other forces over which the Contractor has no control.
- C. Either party hereto may terminate this Contract for any reason by giving thirty (30) calendar days written notice to the other parties. Notice of termination shall be by written notice to the other parties and be sent by registered mail.
- D. In the event of termination not the fault of the Contractor, the Contractor shall be paid for services performed to the date of termination in accordance with the terms of this Contract so long as proof of required insurance is provided for the periods covered in the Contract or Amendment(s).

14. APPROPRIATIONS:

The District's performance and obligation to pay under this Contract is contingent upon an annual appropriation by the Marin County Transit District Board of Directors, the State of California or other third party. Should the funds not be appropriated District may terminate this Contract with respect to those payments for which such funds are not appropriated. District will give Contractor thirty (30) days' written notice of such termination. All obligations of District to make payments after the termination date will cease.

Where the funding source for this Contract is contingent upon an annual appropriation or grant from the Marin County Transit District Board of Directors, the State of California or other third party, District's performance and obligation to pay under this Contract is limited by the availability of those funds. Should the funding source for this Contract be eliminated or reduced, upon written notice to Contractor, District may reduce the Maximum Cost to District identified in section 4 to reflect that elimination or reduction.

15. RELATIONSHIP BETWEEN THE PARTIES:

It is expressly understood that in the performance of the services herein, the Contractor, and the agents and employees thereof, shall act in an independent capacity and as an independent Contractor and not as officers, employees or agents of the District. Contractor shall be solely responsible to pay all required taxes, including but not limited to, all withholding social security, and workers' compensation.

16. AMENDMENT:

This Contract may be amended or modified only by written Contract of all parties.

17. ASSIGNMENT OF PERSONNEL:

The Contractor shall not substitute any personnel for those specifically named in its proposal unless personnel with substantially equal or better qualifications and experience are provided, acceptable to District, as is evidenced in writing.

18. JURISDICTION AND VENUE:

This Contract shall be construed in accordance with the laws of the State of California and the parties hereto agree that venue shall be in Marin County, California.

19. INDEMNIFICATION:

Contractor agrees to indemnify, defend, and hold District, it's employees, officers, and agents, harmless from any and all liabilities including, but not limited to, litigation costs and attorney's fees arising from any and all claims and losses to anyone who may be injured or damaged by reason of Contractor's negligence, recklessness or willful misconduct in the performance of this Contract. With respect to claims for design professional services provided by Contractor in the performance of this Contract, pursuant to Civil Code section 2782.8, Contractor's duty to defend obligation shall be met by reimbursing an indemnified party for indemnified party's costs of defense following a determination of Contractor's proportionate percentage of fault.

20. COMPLIANCE WITH APPLICABLE LAWS:

The Contractor shall comply with any and all Federal, State and local laws and resolutions: including, but not limited to the County of Marin Nuclear Free Zone and Living Wage Ordinance Copies of any of the above-referenced local laws and resolutions may be secured from the Contract Manager referenced in section 21. In addition, the following NOTICES may apply:

1. Pursuant to California Franchise Tax Board regulations, District will automatically withhold 7% from all payments made to vendors who are non-residents of California.
2. Contractor agrees to meet all applicable program access and physical accessibility requirements under State and Federal laws as may apply to services, programs or activities for the benefit of the public.
3. For Contracts involving any Federal Transit Administration grant funds, Exhibit D must be attached. Exhibit D provides all Federal Transit Administration Contract Provisions relevant to this Contract.
4. For Contracts involving any State or Federal grant funds, Exhibit E must be attached. Exhibit E shall consist of the printout results obtained by search of the System for Award Management at www.sam.gov.

Exhibit E - Debarment Certification

By signing and submitting this Contract, the Contractor is agreeing to abide by the debarment requirements as set out below.

- The certification in this clause is a material representation of fact relied upon by District.

- The Contractor shall provide immediate written notice to District if at any time the Contractor learns that its certification was erroneous or has become erroneous by reason of changed circumstances.
- Contractor certifies that none of its principals, affiliates, agents, representatives or contractors are excluded, disqualified or ineligible for the award of contracts by any Federal agency and Contractor further certifies to the best of its knowledge and belief, that it and its principals:
 - Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal Department or Agency;
 - Have not been convicted within the preceding three-years of any of the offenses listed in 2 CFR 180.800(a) or had a civil judgment rendered against it for one of those offenses within that time period;
 - Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses listed in 2 CFR 180.800(a);
 - Have not had one or more public transactions (Federal, State, or Local) terminated within the preceding three-years for cause or default.
- The Contractor agrees by signing this Contract that it will not knowingly enter into any subcontract or covered transaction with a person who is proposed for debarment, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.
- Any subcontractor will provide a debarment certification that includes the debarment clause as noted in preceding bullets above, without modification.

21. **NOTICES:**

This Contract shall be managed and administered on District's behalf by the Department Contract Manager named below. All invoices shall be submitted and approved by this Department and all notices shall be given to District at the following location:

Contract Manager: _____

Dept./Location: _____

Telephone No.: _____

Notices shall be given to Contractor at the following address:

Contractor: _____

Address: _____

Telephone No.: _____

22. **ACKNOWLEDGEMENT OF EXHIBITS**



Check applicable Exhibits

**CONTRACTOR'S
INITIALS**

EXHIBIT A.

☒	Scope of Services	
☒	Fees and Payment	
☒	Insurance Reduction/Waiver	

EXHIBIT B.

EXHIBIT C.

EXHIBIT D.

☐	Federal Transit Administration Contract Provisions	
☐	Contractor's Debarment Certification	
☐	Subcontractor's Debarment Certification	

EXHIBIT E.

EXHIBIT F.

IN WITNESS WHEREOF, the parties have executed this Contract on the date first above written.

CONTRACTOR

By: _____

Name: _____

Title: _____

APPROVED BY

MARIN COUNTY TRANSIT DISTRICT:

By: _____

=====

COUNTY COUNSEL REVIEW AND APPROVAL *(required if template content has been modified)*

County Counsel: _____ **Date:** _____

EXHIBIT "A"

Scope of Services

TASK 1: PROJECT MANAGEMENT

Project Management: BKF will provide general project management and consultant oversight services including defining and tracking tasks, status updates, general coordination, and preparation of a detailed schedule showing planned milestones and deliverables to be achieved for completion of the project. BKF

will also track the budget and issue monthly invoices.

Project Kick-Off Meeting: This kickoff meeting will be led by Andrew DeZurik, BKF's project manager and point of contact for the project.

Jason Kirchmann, BKF's vice president-in-charge, will also attend the meeting. Each project has different objectives, and each manager (PM) may have a unique communication style. We will discuss communication protocols, the anticipated schedule, and special procedures Marin Transit would like us to follow.

Routine Status Update Meetings: BKF will schedule regular progress meeting to discuss the status of the project, upcoming

efforts, issues, coordination items, and other relevant information with Marin Transit. BKF will meet with the PM for Marin Transit for weekly check-ins as well as monthly project team meetings. Agendas, action logs, updated project schedules, and meeting minutes will be prepared and distributed. We will also maintain frequent and timely communication with Marin Transit throughout the duration of the project.

San Rafael Planning Commission Presentations: BKF will meet with the City of San Rafael Planning Commission up to two times to present the project.

Quality Assurance/Quality Control (QA/ QC): BKF will perform quality control checks for each submittal in accordance with BKF's Quality Manual prior to submitting to City. BKF's Quality Control Manager will review both in-house and subconsultant work at each phase of the project to ensure quality and contract compliance. All plan review comments are documented and formally responded to the form of a comment response letter and/or comment response markups.

Deliverables:

- Schedule Updates
- Invoices
- Progress Report
- Updated Action Log
- Meeting Agendas and Minutes
- Plan Review Response Documents

TASK 2: DATA COLLECTIONS

Geotechnical Investigation: A site investigation and report prepared by a Geotechnical Engineer is highly recommended for paving rehabilitation projects with complex existing conditions and several potential solutions. BKF, through Kleinfelder will provide soil borings and a geotechnical investigation to describe existing conditions and recommended reconstruction improvements. Kleinfelder is very familiar with soil and pavement conditions throughout San Rafael due to the extensive experience in the general area as well as through services they provided to the City in the past.

Deliverables:

- Geotechnical Investigation Report

TASK 3: DEMOLITION DRAWINGS

Demolition Drawings: BKF will prepare construction drawings to demolish the site and prepare the site for the future improvements. The drawings will reflect the project limits, demolition of site features including

buildings, hardscape, landscaping, surface and underground utilities that are required to improve the site. BKF will also provide

provisions for mitigation of the known asbestos

in the flooring noted in the RFP attachments.

Deliverables:

- 100% Demolition Plans

TASK 4: DEVELOP DESIGN ALTERNATIVES

Prior to beginning our 30% Design, BKF will evaluate the topographic mapping previously completed and provided by Marin Transit as well as our findings from our kick off site walk during Task 1 to evaluate possible alternatives to the provided preliminary design. Due

to some of the scope being removed from what was shown on the preliminary drawings prepared by Mark Thomas, there are several opportunities to optimize the parking layout to include additional parking for the buses. BKF will prepare up to 3 alternatives and provide to Marin Transit for selection of the desired layout to be adopted ahead of the preparation of the construction documents.

Deliverables:

- 3 Preliminary Design Alternatives in PDF
- Meeting notes
- Revised alternatives based on Marin Transit comments

TASK 5: PRELIMINARY ENGINEERING (30%)

BKF will prepare 30% construction drawings. We will coordinate with the Project Team and verify that the proposed plan conforms to existing conditions, boundary, and site constraints. BKF will verify, based on the available record information, if there are any identifiable conflicts between proposed and

existing improvements. The drawings will reflect the project limits, preliminary details, location of stormwater treatment, preliminary parking layout, limits of the pavement reconstruction, electrical plan, planting and irrigation plan.

Drawings: We will prepare the following drawings:

- Civil Cover Sheet
- Grading Plan
- Curb Ramp Grading Details
- Striping and Signage Plan
- Electrical Plan
- Landscape Site Plan
- Irrigation Plan
- Planting Plan

We will prepare the following supporting documents:

- Preliminary stormwater treatment sizing calculations
- Preliminary engineers estimate of probable construction costs

Deliverables:

- 30% Construction Drawings
- 30% Engineers Opinion of Probable Construction Cost

TASK 6: FINAL DESIGN ENGINEERING (90%- IFC AND CONSTRUCTABILITY)

90% Submittal: BKF will meet with the Marin Transit to discuss the 30% review comments prior to commencing with documents for the 90% submittal. BKF will address the Marin Transit comments and increase the level of detail in the construction documents. The PS&E documents will be more precisely updated to incorporate comments and recommendations provided by the Marin Transit, stakeholders, utility companies, and other potential environmental concerns that might be raised following the 30% submittal.

Deliverables:

- 90% Construction Drawings
- 90% Technical Specifications
- Initial Stormwater Control Plan
- 90% Engineers Opinion of Probable Construction Cost

100% Construction Documents (Issued for Construction): After Marin Transit and City review of the 90% Construction Documents, BKF will meet with the City to discuss their final comments. BKF will incorporate and address the City's comments in the final documents.

Deliverables:

- Final Construction Drawings
- Final Technical Specifications
- Final Stormwater Control Plan
- Final Engineers Opinion of Probable Construction Cost

OPTIONAL TASKS

Each optional task, if executed, would be included as parts of the tasks above, and be included in 30% plans, 90% plans, and 100% Construction Documents

A: New Electrical Service Design/PG&E Coordination

B: Solar Canopy PV System Design

C: Rooftop Solar PV System Design

D: Supplemental Base Mapping

EXHIBIT "B"

FEES AND PAYMENT SCHEDULE (required)

DISTRICT shall pay CONTRACTOR as follows:

- (1) CONTRACT RATES. DISTRICT shall pay CONTRACTOR based on the rate table starting on the next page and billed in quarter hours. CONTRACTOR shall submit requests for payment via invoice net 30 days following provision of services.
- (2) MILEAGE. DISTRICT shall not pay CONTRACTOR for travel by private, leased or hired vehicles as required by this Contract.
- (3) TRAVEL COSTS. DISTRICT shall not pay CONTRACTOR for meals, lodging, or other travel costs not included in this Contract. All costs above base contract fee (the not to exceed limit) are capped at \$0.]
- (4) AUTHORIZATION REQUIRED. Services performed by CONTRACTOR and not authorized in this Contract shall not be paid for DISTRICT. Payment for additional services shall be made to CONTRACTOR by DISTRICT if, and only if, this Contract is amended by both parties in advance of performing additional services.
- (5) MAXIMUM CONTRACT AMOUNT. The maximum term of this Contract is two years. The maximum amount payable to Contractor under this Contract for this period shall not exceed \$223,843.

3010/3020 Kerner Blvd		BKF							Total BKF Hours	Total BKF Fee	Sub consultants			Total Subconsultant Fee*	Estimated Total Fee
CONSULTING SERVICES		QA/QC Manager	Project Executive	Project Manager	Field Crew	Sr Project Engineer	Project Engineer	Engineering Technician III			SWA	O'MAHONY & MYER	Kleinfelder		
Task	Description	VP	VP	PM	FC	SPE	PE	T3			Landscape	Electrical	Geotechnical/ Structural		
	Full Rate	\$244	\$244	\$231	\$348	\$198	\$174	\$168							
1	Project Management														
1	Project Management	0	4	12	0	0	0	0	16	\$3,748	\$0	\$0	\$0	\$0	\$3,748
2	Project Kick-Off Meeting	0	2	2	0	0	0	0	4	\$950	\$0	\$2,000	\$0	\$2,100	\$3,050
3	Routine Status Update Meetings	0	0	26	0	0	0	0	26	\$6,006	\$0	\$0	\$0	\$0	\$6,006
4	San Rafael Planning Commission Presentations (up to 2)	0	6	6	0	0	0	0	12	\$2,850	\$0	\$0	\$0	\$0	\$2,850
5	Quality Assurance/Quality Control (QA/QC)	12	0	0	0	0	0	0	12	\$2,928	\$0	\$0	\$0	\$0	\$2,928
1 Project Management Subtotal:		12	6	14	0	0	0	0	32	\$16,482	\$0	\$2,000	\$0	\$2,100	\$18,582
2	Data Collection														
1	Geotechnical Investigation	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$32,000	\$33,600	\$33,600
2 Data Collection Subtotal:		0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$32,000	\$33,600	\$33,600
3	Demolition Plans														
1	Prepare Demolition Plans	0	2	4	0	8		16	30	\$5,684	\$0	\$6,000	\$0	\$6,300	\$11,984
3 Demolition Plans Subtotal:		0	2	4	0	8	0	16	30	\$5,684	\$0	\$6,000	\$0	\$6,300	\$11,984
4	Develop Design Alternatives														
1	Prepare Design Alternatives	0	1	2	0	8		16	27	\$4,978	\$4,160	\$1,800	\$0	\$6,258	\$11,236
4 Develop Design Alternatives Subtotal:		0	1	2	0	8	0	16	27	\$4,978	\$4,160	\$1,800	\$0	\$6,258	\$11,236
5	30% Design														
1	30% Plans, Specifications, and Estimate	0	4	6	0	12	4	24	50	\$9,466	\$11,100	\$10,500	\$0	\$22,680	\$32,146
5 30% Design Subtotal:		0	4	6	0	12	4	24	50	\$9,466	\$11,100	\$10,500	\$0	\$22,680	\$32,146
6	Final Design Engineering (90%-IFC and Constructability)														
1	90% Plans, Specifications, and Estimate	0	2	4	0	8	4	24	42	\$7,724	\$8,900	\$6,000	\$0	\$15,645	\$23,369
2	Issue for Construction (100%) Plans, Specifications, and Estimate	0	2	6	0	6	2	16	32	\$6,098	\$9,500	\$6,000	\$0	\$16,275	\$22,373
6 Final Design Engineering (90%-IFC and Constructability) Subtotal:		0	2	4	0	8	4	24	42	\$13,822	\$18,400	\$12,000	\$0	\$31,920	\$45,742
Reimbursable and Consultant Expenses															
General BKF Printing, Plotting, and Travel (1% of Total)															\$1,100
Consultant Labor Totals		12	15	30	0	36	8	80	181	\$50,432	\$33,660	\$32,300	\$32,000	\$102,858	\$153,290
Total Phase 1 Fees* (Total fees include consultant and reimbursable markups pursuant to rate sheets)															\$154,390

3010/3020 Kerner Blvd OPTIONAL SERVICES BKF		BKF							Total BKF Hours	Total BKF Fee	Sub consultants			Total Subconsultant Fee* *Includes 5% Markup	Estimated Total Fee
		QA/QC Manager	Project Executive	Project Manager		Sr Project Engineer	Project Engineer	Engineering Technician III			SWA	O MAHONY & MYER	Kleinfelder		
		VP	VP	PM		SPE	PE	T3			Landscape	Electrical	Geotechnical/ Structural		
Task	Description	Full Rate	\$244	\$244	\$231		\$198	\$174	\$168						
A New Electrical Service Design/PG&E Coordination															
1	30% Design		0	2	4		0	2	0	8	\$1,760	\$0	\$3,150	\$0	\$3,308
2	90% Plans, Specifications, and Estimate		0	2	3		0	2	0	7	\$1,529	\$0	\$3,000	\$0	\$3,150
3	Issue for Construction (100%) Plans, Specifications, and Estimate		0	1	3		0	2	0	6	\$1,285	\$0	\$1,200	\$0	\$1,260
A New Electrical Service Design/PG&E CoordinationSubtotal:			0	5	10	0	0	6	0	21	\$4,574	\$0	\$7,350	\$0	\$7,718
B Solar Canopy PV System Design															
1	30% Design		0	4	4		0	6	0	14	\$2,944	\$0	\$5,250	\$16,500	\$22,838
2	90% Plans, Specifications, and Estimate		0	2	6		0	12	0	20	\$3,962	\$0	\$4,200	\$11,500	\$16,485
3	Issue for Construction (100%) Plans, Specifications, and Estimate		0	2	2		0	4	0	8	\$1,646	\$0	\$2,100	\$8,500	\$11,130
B Solar Canopy PV System DesignSubtotal:			0	8	12	0	0	22	0	42	\$8,552	\$0	\$11,550	\$36,500	\$50,453
C Rooftop Solar PV System Design															
1	30% Design		0	3	4	0	0	4	0	11	\$2,352	\$0	\$6,300	\$13,500	\$20,790
2	90% Plans, Specifications, and Estimate		0	1	5	0	0	10	0	16	\$3,139	\$0	\$4,200	\$5,200	\$9,870
3	Lot Merger Application and Description		0	1	4	0	0	14	0	19	\$3,604	\$0	\$0	\$0	\$3,604
4	Issue for Construction (100%) Plans, Specifications, and Estimate		0	2	2	0	0	4	0	8	\$1,646	\$0	\$3,150	\$3,600	\$7,088
C Rooftop Solar PV System DesignSubtotal:			0	7	15	0	0	32	0	54	\$10,741	\$0	\$13,650	\$22,300	\$37,748
D Supplemental Base Mapping															
1	Land Surveying		0	1	2	8	0	0	12	23	\$5,506	\$0	\$0	\$0	\$5,506
D Supplemental Base Mapping Subtotal:			0	1	2	8	0	0	12	23	\$5,506	\$0	\$0	\$0	\$5,506

EXHIBIT "C"

INSURANCE REDUCTION/WAIVER (if applicable)

CONTRACTOR: _____

CONTRACT TITLE: _____

Contractor's professional liability insurance may be provided, in part, by self-insurance or large deductible as long as contractor provides: (1) evidence to the District that contractor has segregated amounts in a special insurance reserve fund meeting the contract's insurance requirements and restricted specifically to this project or (2) contractor's general insurance reserves are adequate to provide the necessary coverage and the Marin County Transit District may conclusively rely thereon.

This statement shall accompany all requests for a reduction/waiver of insurance requirements. Please check the box

if a waiver is requested or fill in the reduced coverage(s) where indicated below:

	<i>Check Where Applicable</i>	<i>Requested Limit Amount</i>	<i>CAO Use Only</i>
General Liability Insurance	☐	\$	
Automobile Liability Insurance	☐	\$	
Workers' Compensation Insurance	☐		
Professional Liability Deductible	☐	\$	

Please set forth the reasons for the requested reductions or waiver.

Contract Manager Signature:

Date:



711 grand ave, #110
san rafael, ca 94901

ph: 415.226.0855
fax: 415.226.0856
marintransit.org

December 5, 2022

Honorable Board of Directors
Marin County Transit District
3501 Civic Center Drive
San Rafael, CA 94903

SUBJECT: Purchase Agreement with A-Z Bus Sales, Inc. for Replacement of Ten Accessible Vehicles

Dear Board Members:

board of directors

stephanie moulton-peters
president
supervisor district 3

katie rice
vice president
supervisor district 2

eric lucan
2nd vice president
city of novato

judy arnold
director
supervisor district 5

kate colin
director
city of san rafael

damon connolly
director
supervisor district 1

dennis rodoni
director
supervisor district 4

brian colbert
alternate
town of san anselmo

RECOMMENDATION: Authorize General Manager to complete the purchase agreement with A-Z Bus Sales for ten accessible vans for an amount not to exceed \$1,020,000.

SUMMARY:

Staff recommends that your Board authorize the General Manager to purchase ten accessible vans to replace cutaway vehicles that are beyond their useful life. Attachment A provides a vehicle description and seating layout.

Your board had previously approved a purchase of five transit vans in November 2021. CalACT, the purchase contract owner, was forced to cancel this order in September 2022 after the vehicle manufacturer notified all parties they would not be able to deliver the vehicles as ordered. Supply chain shortages prevented availability of the required drive train and the manufacturer cancelled the order as allowed under the force majeure contract clause. The current order combines the previously canceled order of five vans from FY2021/22 with another scheduled replacement of five vans in FY2022/23 for a total of ten vans.

The District will procure these vehicles through an updated cooperative vehicle purchasing agreement with the Morongo Basin Transit Authority (MBTA) and CalACT. The cooperative agreement enables transit agencies to purchase a variety of vehicles from different vendors and manufacturers, while avoiding the administrative burden of issuing bid packages. This arrangement reduces agency costs and the time required to purchase smaller quantities of vehicles. Use of this agreement complies with federal statutes and regulations applicable to all third-party contracts.

The replacement vehicles were selected from the list of pre-approved vehicles covered by the cooperative agreement and will replace cutaway paratransit vehicles that are beyond their useful life of five years. Cutaway vehicles will be replaced with accessible Ford

Transit vans, with space to accommodate two oversized wheelchairs.

Transit vans were selected for their increased safety, fuel efficiency, rider comfort and availability. Safety features include a front collision avoidance system, lane departure warnings, front and side airbags, backup camera and sensors for increased rear visibility and safety, a seating configuration that provides enhanced onboard maneuverability for drivers when securing wheelchairs, and a walker storage system. The new vans will be similar make and model as the four Transit vans currently used for Marin Transit Connect services. Differences include a slightly larger wheelbase, higher roof, bus doors, and a seating layout to better accommodate ADA passengers. The vehicles will be decaled and equipped with a farebox and security cameras consistent with the paratransit fleet.

This item was scheduled for approval by your board on November 7th, 2022 but was delayed upon request from Golden Gate Transit staff who expressed concern that the rear wheelchair lift could be more difficult to operate and potentially less safe when compared to side boarding wheelchair access. Staff delayed the item to conduct additional investigation and solicit feedback from riders, community partners and other transit agencies. Resulting feedback indicated that this vehicle type with the rear wheelchair lift has been successfully and safely used in a variety of transit operations. The different lift position will require a change in driver operations and additional training will be provided for the new operating conditions. Recent ridership data indicates 74% of Marin Access vehicle runs are undertaken by ambulatory passengers which do not require use of wheelchair lift, and that 58% of Ford Transit Vans purchased on the current CalACT contract by other transit agencies had the rear lift.

These 10 new vans (rear-lift) will be added to the existing fleet of 48 cutaways (side cutaways) for use in paratransit service. Staff will be evaluating their performance compared to the traditional cutaway design to inform future purchases of the vehicles used on this service.

In preparing to replace the vehicles, Marin Transit evaluated available zero-emission battery electric van and cutaway options. The CalACT contract released in 2019 includes electric vans that are eligible for federal funding but there are no battery electric vehicles capable of traveling the distances and grades required for county-wide paratransit service. Marin Transit will be purchasing one battery electric paratransit vehicle in 2023 as a pilot program.

FISCAL IMPACT:

The total cost of the purchase order with A-Z Bus Sales for the ten vehicles will not exceed \$980,000. Eighty percent of this purchase is funded through Federal Transit Administration Section 5307, with the remaining amount from local Measure AA Sales Tax revenues.

This purchase is included in Marin Transit's FY2022/23 Budget as two projects:

PD- Purchase 5 paratransit replacements	\$505,000
PF – Purchase 5 paratransit replacements	<u>\$515,000</u>
	\$1,020,000

Additional costs included in this purchase include decaling, inspections, equipment installation and staff time.

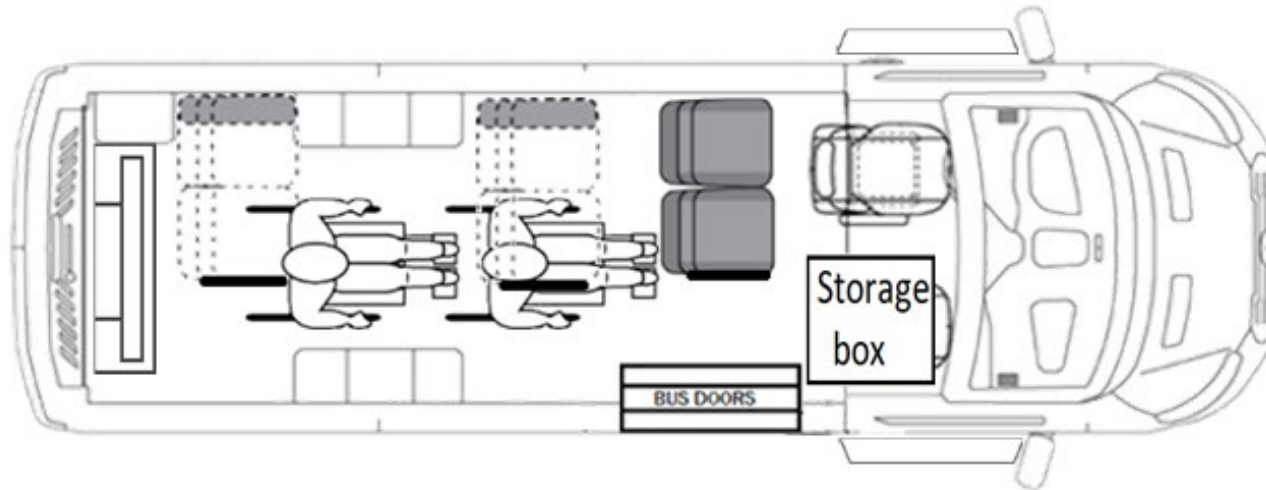
Respectfully submitted,

A handwritten signature in black ink that reads "Keith Green". The script is fluid and cursive, with the first letters of each word being capitalized and prominent.

Keith Green
Capital analyst

Attachments: Vehicle Description & Seating Layout and Dealer Quote

Marin Transit



Type V, Nor Cal Van/Driverage, 6 passenger + 2 wheelchairs

Bus Door + Storage compartment







MBTA CalACT Cooperative RFP 20-01

Customer: **Marin Transit**

Address: 711 Grand Ave, Suite 110 County: Marin

City: San Rafael Zip Code: 94901

Contact: Keith Green Office Phone: 415-226-0870

Email Address: kgreen@marintransit.org Cell Phone:

Sales Representative: Clay Hartman Type: V-Ford Transit 350EL, Nor Cal Van



Quote Date: 11/15/2022

Expires:

DSI Account:

FIN Code:

Model: **HR 350EL**

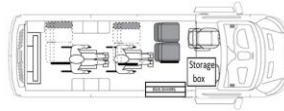
QTY Option Description Contract Price

NOR CAL VAN , TYPE V Ford Transit 350EL

1	Ford Transit 350EL	Nor Cal Van Chassis, Ford Transit 350EL, 148" W/B"		
Sub-Total Base Unit				\$ 64,854.00

PUBLISHED OPTIONS

1	Transit Style Entrance door (requires 350EL body style)		\$ 9,226.00	9,226.00
1	Eco boost engine deleted below	Included		
2	8100 Q-Straint ILO 360 series		\$ (141.00)	(282.00)
1	Rear Mounted NHTSA Compliant Braun Century Lift	N/C		-
1	Delivery Zone 4		\$ 339.00	339.00
1	Go-ES Double Seat with Arm Rest (directly behind drivers seat)		\$ 1,133.00	1,133.00
1	Document Fees, DMV		\$ 80.00	80.00
1	State Fees, Tire Tax @1.75 per tire		\$ 12.25	12.25
Sub-Total Published Options				10,508.25



NON PUBLISHED OPTIONS

1	Seon 4 Camera system. Marin to supply DVR and Hard drives prior to production of vans		3,256.00	3,256.00
1	Custom storage box over Pilot Seat location, with top lid over the first curb side 8" to protect the DVR from rain		975.00	975.00
1	Note: Marin to supply and install the donation box.			-
1	Install (2) 8.5" x 14" display frames over RH side passenger seats in the transition panel above the windows		340.00	340.00
1	2023 Chassis HR Non-Eco Boost chassis at Ford Price Level 330 in lieu of 2022 chassis. Subject to MBTA approval		6,713.00	6,713.00
2	TDSS system on bottom of foldaway seats for belt storage		111.00	222.00
1	Drivers Side Step Running Board at Drivers Door		375.00	375.00
1	Extended Range Fuel Tank, 31 gallons, Ford OEM, In lieu of 26 gallons		380.00	380.00
1	Install 2 LED lights above w/c lift area, activated when lift door is open		185.00	185.00
1	Q-Straint Q-3009 Walker Storage, mounted on curb side between bus door and wheelwell.		573.00	573.00
1	Privacy Tint on side windows, Ford OEM		575.00	575.00
1	Marin decal/graphics package		745.00	745.00
2	Delete single passenger seat position from Curb side of van		(230.00)	(460.00)
1	Delete 1 w/c tie down position s/p		(425.00)	(425.00)
1	Delete (1 double foldaway seat) s/p		(525.00)	(525.00)
1	Above pricing is base on a Valid GPC Ford FIN code and a GPC rebate amount of \$800, & price protection at \$1,200			
Sub-Total Non-Published Options				12,929.00

SUMMARY

SPECIFICATION SUMMARY

Model Year: 2023	Make: Nor Cal Van	Wheelchair Lift Model: Braun
Type: Ford Transit 350EL	Chassis: Ford Transit 350 EL	Wheelchair Lift Location: Rear
Passenger Capacity: 6 seated, 2 wheelchair	Wheelbase: 148	Number of Tie Downs: 2
Seat Fabric: Ford OEM Charcoal Vinyl	Engine: 3.5 V-6 (not an Eco Boost engine)	Alternator: OEM Ford
Air Conditioning System: FORD OEM	GVWR: 10,360	Tie Down Type: Q'Straint 8100
Exterior Color/Graphics: White with Marin Graphics	Body Length: 22 FT	Estimated Delivery: May/June 2023



MBTA CalACT Cooperative RFP 20-01

Customer:	Marin Transit		
Address:	711 Grand Ave, Suite 110	County:	Marin
City:	San Rafael	Zip Code:	94901
Contact:	Keith Green	Office Phone:	415-226-0870
Email Address:	kgreen@marintransit.org	Cell Phone:	
Sales Representative	Clay Hartman	Type	V-Ford Transit 350EL, Nor Cal Van

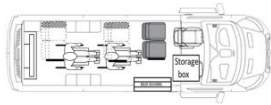
Quote Date	11/15/2022
Expires	
DSI Account:	
FIN Code	
Model	HR 350EL

QTY	Option Description	Contract Price

SUMMARY STANDARD BID FEATURES & EQUIPMENT

Ford OEM Body construction	195/75R16
Seon 4-Camera System	3.5L V-6 , 10 speed automatic transmission
Rear wheelchair Lift, Braun Century	148" Wheelbase
Passenger Bus Type Entry door, dual leaf outward opening	3.73 or 4.10 Rear Axle Ratio
Headroom Height Interior, 77"	10,360 lb GVWR
Exterior Height 110"	Rear Axle: Dual Tires.
Overall Length 263.9"	OEM Ford Air Conditioning and Heat
Q-Straint L Track	AM FM Stereo
Altro Flooring in w/c area.	Reverse Backing camera

CONTRACT PRICING SUMMARY



1
1
1
1
1
1
1
1
1
1

Base Unit as Specified	64,854.00	
Published Options	10,508.25	
Non-Published Options	12,929.00	
Sub-total per Unit	88,291.25	
Mobility Aid Rebate shown for tax purposes	1,000.00	reversed out below
ADA Portion (non-taxable)	16,828.25	
Taxable amount on which tax is collected	72,463.00	
Sales Tax on taxable amount	6,702.83	9.250% San Rafael
MBTA CalACT procurement fee of 1.5% of Sub Total	1,324.37	
Mobility Aid reduction	(1,000.00)	reversal from above
Grand Total, Each	96,318.45	
Qty	10	
Grand Total	963,184.46	

Clay Hartman 11/15/2022

Signature

Clay Hartman, A-Z Bus Sales, Inc

Print Name

Signature

Date

Print Name

COMPANY/AGENCY



711 grand ave, #110
san rafael, ca 94901

ph: 415.226.0855
fax: 415.226.0856
marintransit.org

December 5, 2022

Honorable Board of Directors
Marin County Transit District
3501 Civic Center Drive
San Rafael, CA 94903

SUBJECT: Purchase Agreement with Pacific Power Group for performing a mid-life bus refurbishment on eleven hybrid buses.

board of directors

Dear Board Members:

stephanie moulton-peters
president
supervisor district 3

RECOMMENDATION: Authorize General Manager to complete the purchase agreement with Pacific Power Group for an amount not to exceed \$630,000 and adopt budget amendment 2023-02.

katie rice
vice president
supervisor district 2

SUMMARY: Staff recommends that your Board authorize the General Manager to sign a purchase agreement with Pacific Power Group - Allison Transmission's premier distributor and service provider in the western US to perform a mid-life ESS (Energy Storage System) battery refresh on eleven Gillig buses. Last August, your Board authorized the mid-life refresh for six of the eleven buses requiring refresh for an amount not to exceed \$304,000 and delaying the additional five vehicle refurbishments until additional federal funds were available. Marin Transit did not proceed with the prior authorization and this agreement will replace that authorization. Due to global supply chain problems, Allison had imposed a 20% - 25% price increase on all parts sales. Marin Transit secured additional federal funding for the remaining vehicles and negotiated a better price per bus for the refurbishment of all eleven buses. The proposed purchase agreement will be for the refurbishment of eleven vehicles at a cost of \$57,272 per bus.

eric lucan
2nd vice president
city of novato

judy arnold
director
supervisor district 5

BACKGROUND: In 2014, Marin Transit ordered eleven Gillig Hybrid buses (seven 40-foot and four 30-foot) for local service. Marin Transit started using these buses in early 2016.

kate colin
director
city of san rafael

damon connolly
director
supervisor district 1

Mid-life refurbishment is a proactive maintenance activity to ensure optimal performance and a full life expectancy of 12 - 14 years for a hybrid transit bus. It is recommended by manufacturers and common practice in hybrid systems. Marin Transit will benefit from the following:

dennis rodoni
director
supervisor district 4

brian colbert
alternate
town of san anselmo

- Performing a refresh of the energy storage system (ESS) prolongs the life of the nickel metal hydride batteries.
- Refreshing the ESS allows for a thorough inspection of the ESS, to verify all components are in safe operating condition.

- Performing an ESS Refresh is optimal for preserving & extending the life of a bus.
- Prevents failures of other expensive components related to the ESS like the Dual Power Inverter Module (DPIM).
- The ESS Refresh kit comes with a 2 year/unlimited mileage warranty coverage.

Marin Transit completed a sole source procurement for this purchase. Pacific Power Group is the sole provider of the Allison hybrid product for the Northern California territory. They will supply all needed parts and perform the ESS battery refresh labor.

FISCAL IMPACT: The project cost with Pacific Power Group for the eleven ESS battery refresh kits and installation labor will not exceed \$630,000.

Marin Transit has \$484,000 or 77% of the total project cost in FTA section 5307 funds programmed through the regional Transit Capital Priorities (TCP) program for the project. These funds are programmed as preventative maintenance funds.

The required battery refresh kits mainly consist of Panasonic batteries made in Japan and do not meet the Buy America requirement for federal funding. Marin Transit will use a combination of local property tax funds and Measure AA capital funds to perform the mid-life battery refresh on the eleven buses. Federal funds for the project will be expended on other existing preventative maintenance expenses.

Budget amendment 2023-02 will increase the project budget by \$329,500 for a total budget of \$630,000. The budget amendment will also program the federal and local funds for the project.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Mohamed Osman', with a stylized, flowing script.

Mohamed Osman
Senior Operations Analyst



711 grand ave, #110
san rafael, ca 94901

ph: 415.226.0855
fax: 415.226.0856
marintransit.org

December 5, 2022

Honorable Board of Directors
Marin County Transit District
3501 Civic Center Drive
San Rafael, CA 94903

**SUBJECT: Marin County Transit District First Quarter
Fiscal Year 2022/23 Financial Report**

board of directors

Dear Board Members:

stephanie moulton-peters
president
supervisor district 3

RECOMMENDATION: Accept report and approve associated budget amendment.

katie rice
vice president
supervisor district 2

SUMMARY: The quarterly report is an opportunity for your Board to review the District's financial status and to provide fiscal and operational accountability. This report represents all financial transactions for the District through the first quarter of Fiscal Year 2022/23 and requests your approval of budget amendment 2023-01.

eric lucan
2nd vice president
city of novato

Unaudited revenues and expenditures are shown on a full accrual basis consistent with Generally Accepted Accounting Principles (GAAP) for special districts. All known revenues and expenditures for the period are reported even if they have not been received or are awaiting payment. These include recorded estimates for property tax and other significant transactions.

judy arnold
director
supervisor district 5

First quarter operations and capital expenses and revenues were consistent with the Board-adopted budget (Attachment A).

kate colin
director
city of san rafael

Transit Operating Expenses

damon connolly
director
supervisor district 1

FY 2022/23 transit operating expenditures through the first quarter (Attachment A, Page 1) are \$9.3 million, which is 23 percent of the annual budget of \$40.5 million. With these expenditures, Marin Transit delivered 25 percent of budget fixed route service hours and 16 percent of budgeted demand response service hours as identified in Table 1.

dennis rodoni
director
supervisor district 4

Transit Operating Revenue

brian colbert
alternate
town of san anselmo

Marin Transit's FY2022/23 operating revenues through the first quarter (Attachment A, Page 1) are \$10.2 million or 24 percent of the annual budget of \$42.3 million.

Capital Budget

Through the first quarter, Marin Transit's expenditures in the Capital Budget (Attachment A, Page 1) were \$3.8 million or 29 percent of the \$13.1 million budget. Capital revenues typically tie closely to expenditures as they tend to be on a reimbursement basis. Attachment C includes a complete Capital Report for all major Marin Transit capital projects for the current period.

Table 1: FY 2022/23 Year to Date (YTD) thru First Quarter Service Operations

Service	Budgeted Annual Revenue Hours	YTD thru Q1 Actual Revenue Hours	% of Annual
Regular Local and Trunk Line	114,200	29,033	25%
Community Shuttles	42,000	10,435	25%
School Supplemental Service	5,000	506	10%
Muir Woods Shuttle	6,500	2,364	36%
West Marin Stagecoach Service	17,000	4,184	25%
<i>Fixed Route Subtotal</i>	<i>184,700</i>	<i>46,522</i>	<i>25%</i>
Rural Dial A Ride	400	97	24%
Transit Connect	6,500	199	3%
Novato Dial-A-Ride	2,400	391	16%
Local Paratransit Service	43,000	7,389	17%
Regional Paratransit Service	5,000	971	19%
Yellow School Bus Service	5 buses	5	-
Service	Annual Estimated Trips	YTD thru Q1 Actual Trips	% of Annual
Catch A Ride	3,700	948	26%
Volunteer Driver	10,000	2,511	25%

FISCAL/STAFFING IMPACT: This item includes Board adoption of one administrative budget amendment (Attachment B). Amendment 2023-01 adjusts the current year capital budgets based on the FY2021/22 actuals to retain the total project budgets. The amendment increases FY2022/23 capital expenses by \$1,029,172. The shift of costs between fiscal years does not change the multi-year capital costs of the projects.

Respectfully submitted,



Karina Sawin
Senior Accounting Analyst

Attachments: FY2022/23 First Quarter Financial Report, FY2022/23 Budget Amendments, Capital Project Report

Marin Transit
FY2022/23 Q1 Budget Report
From 7/1/2022 Through 09/30/2022

(In Whole Numbers)

	<u>FY22 Actual</u>	<u>Total Budget - Original</u>	<u>Total Budget - Revised</u>	<u>Current Period Actual</u>	<u>Percent Total Budget Used</u>
Revenue					
Vehicle Operations	36,862,258	42,272,132	42,272,132	10,209,027	24.15%
Capital	5,967,701	9,999,380	9,999,380	3,240,438	32.41%
Total Revenue	<u>48,797,660</u>	<u>62,270,892</u>	<u>62,270,892</u>	<u>16,689,903</u>	<u>26.80%</u>
Expenses					
Vehicle Operations	33,374,771	40,451,999	40,451,999	9,275,559	22.93%
Capital	10,631,869	13,099,380	13,099,380	3,816,456	29.13%
Total Expenses	<u>44,006,640</u>	<u>53,551,379</u>	<u>53,551,379</u>	<u>13,092,015</u>	<u>24.45%</u>
Expenditures	<u>44,006,640</u>	<u>49,220,186</u>	<u>53,551,379</u>	<u>13,092,015</u>	24.45%
Net Revenue Over Expenditures	<u>4,791,020</u>	<u>8,719,513</u>	<u>8,719,513</u>	<u>3,597,888</u>	<u>41.26%</u>

Marin Transit
FY2022/23 Q1 Budget Report
From 7/1/2022 Through 09/30/2022

Operations Summary - Admin, Local, Rural, Marin Access, Yellow Bus

	<u>FY22 Actual</u>	<u>Total Budget - Original</u>	<u>Total Budget - Revised</u>	<u>Current Period Actual</u>	<u>Percent Total Budget Used</u>
Fare Revenue	2,931,085	3,246,145	3,246,145	807,330	24.60%
Advertising & Other Revenue	553,176	203,500	203,500	163,151	80.17%
Fee for Service	1,622,415	1,538,331	1,538,331	384,375	24.98%
Interest	3,027	25,700	25,700	(76)	(0.29)%
Measure A	0	1,170,797	1,170,797	617,739	52.76%
Measure AA	7,956,597	12,350,558	12,350,558	651,776	5.28%
Measure B	808,354	950,000	950,000	307,604	32.37%
Property Taxes	5,341,685	5,245,000	5,245,000	1,220,213	23.26%
Redevelopment Area (RDA) Fees	62,935	44,100	44,100	0	0.00%
State Transit Assistance (STA)	2,601,124	3,012,985	3,012,985	768,246	25.49%
Transit Development Act (TDA)	6,565,228	11,411,858	11,411,858	2,052,965	17.99%
Other State	32,156	32,300	32,300	2,116	12.98%
FTA Funds	8,115,859	4,925,943	4,925,943	3,107,106	63.46%
National Park Service	290,824	564,914	564,914	126,482	22.38%
Cost Center Revenue Transfers	(22,206)	(2,450,000)	(2,450,000)	0	0.00%
Total Revenue	<u>36,862,258</u>	<u>42,272,132</u>	<u>42,272,132</u>	<u>10,209,027</u>	<u>24.15%</u>
Salaries and Benefits	2,592,222	3,182,288	3,182,288.00	678,039	21.30%
Consultant Services	397,541	621,484	621,484.00	56,773	9.14%
Professional Service-Legal	135,851	150,000	150,000	17,066	11.37%
Security and Maintenance	381,099	400,564	400,564	95,791	23.91%
Customer Service	782,340	672,695	672,695	126,842	18.85%
Mobility Management Support Programs	3,942	102,731	102,731	0	0.00%
Grants to External Agencies	591,935	525,000	525,000	0	0.00%
Office Supplies	318,788	410,191	410,191	114,747	27.97%
Covid Cleaning and Supplies	105,550	0	0	3,534	0.00%
General Insurance	88,026	115,000	115,000	89,141	77.51%
Contract Service Operation	24,814,294	30,495,780	30,495,780	7,067,570	23.17%
Membership & Prof Development	44,580	85,500	85,500	40,244	47.06%
Mileage and Travel	5,095	25,000	25,000	2,594	10.37%
Marketing	56,060	162,620	162,620	6,750	4.15%
Communication	196,614	248,487	248,487	157,764	63.48%
Fuel	2,997,168	3,735,285	3,735,285	861,083	23.05%
Utilities	36,723	66,050	66,050	10,116	15.31%
Vehicle Leases	26,640	26,210	26,210	3,932	15.00%
Office - Rental and Overhead	119,034	183,960	183,960	45,578	24.77%
Cost Center Transfers	(318,732)	(756,847)	(756,847)	(102,008)	13.47%
Total Expenses	<u>33,374,771</u>	<u>40,451,999</u>	<u>40,451,999</u>	<u>9,275,559</u>	<u>22.92%</u>
Net Revenue Over Expenditures	<u>3,487,488</u>	<u>1,820,133</u>	<u>1,820,133</u>	<u>933,468</u>	<u>51.29%</u>

Marin Transit
FY2022/23 Q1 Budget Report
From 7/1/2022 Through 09/30/2022

<i>Detail - Administration</i>			Total Budget -	Total Budget -	Current Period	Percent Total	
			FY22 Actual	Original	Revised	Actual	Budget Used
Revenue							
Interest	4070400	3,027	25,700	25,700	(76)	(0.29)%	
Redevelopment Fees	4079950	27,505	24,100	24,100	0	0.00%	
Residual ABX 126	4079954	35,430	20,000	20,000	0	0.00%	
PropTax-CurrntSecured	4080101	4,553,967	4,676,000	4,676,000	1,169,000	25.00%	
County Fee-SV2557Admin Basic Tax	4080102	(59,808)	(65,000)	(65,000)	0	0.00%	
Property Tax-Unitary	4080103	45,468	40,000	40,000	0	0.00%	
PropTax-CurrntUnSecur	4080104	83,978	82,500	82,500	0	0.00%	
Educ Rev Augm Fund-Redist	4080105	551,990	420,000	420,000	48,686	11.59%	
PropTax-Supp CY SECR	4080106	155,358	85,000	85,000	0	0.00%	
PropTax-Supp Unsecured	4080107	3,396	1,500	1,500	0	0.00%	
PropTax-Redemption	4080108	2,559	2,000	2,000	2,527	126.36%	
Property Tax-Prior Unsecured	4080109	4,777	3,000	3,000	0	0.00%	
National Park Service	4089901	153	150	150	0	0.00%	
Other State	4119940	<u>216</u>	<u>300</u>	<u>300</u>	<u>0</u>	<u>0.00%</u>	
Total Revenue		5,408,016	5,315,250	5,315,250	1,220,137	22.96%	
Transfers							
Property Tax Transfer	4700001	<u>(1,343,479)</u>	<u>(3,633,135)</u>	<u>(3,633,135)</u>	<u>0</u>	<u>0.00%</u>	
Total Transfers		<u>(1,343,479)</u>	<u>(3,633,135)</u>	<u>(3,633,135)</u>	<u>0</u>	<u>0.00%</u>	
Net Revenue		<u>4,064,537</u>	<u>1,682,115</u>	<u>1,682,115</u>	<u>1,220,137</u>	<u>72.53%</u>	
Expense							
Salaries	5010200	1,496,824	2,044,287	2,044,287	486,972	23.82%	
Employee Benefits	5020000	1,095,399	1,138,001	1,138,001	191,067	16.78%	
Consultant Services	5030301	138,680	212,180	212,180	26,226	12.24%	
Professional Svcs - Legal	5030303	135,851	150,000	150,000	17,066	11.37%	
Prof Svcs - Accounting and Audit	5030305	39,867	45,000	45,000	0	0.00%	
Office Supplies	5049901	7,099	13,800	13,800	2,407	17.44%	
Small Furn/Equip	5049902	7,001	10,600	10,600	(41)	(0.38)%	
Software	5049903	93,898	92,700	92,700	2,408	2.59%	
Copier Suppl & Srvc	5049904	7,903	10,300	10,300	1,799	17.46%	
Postage	5049905	1,124	3,500	3,500	0	0.00%	
Computers	5049906	15,931	22,800	22,800	1,675	7.34%	
COVID- Supplies and Cleaning	5049911	2,704	0	0	0	0.00%	
Communication - Phone	5050201	38,574	35,600	35,600	9,572	26.88%	
Insurance - Gen Liability	5060301	88,026	115,000	115,000	89,141	77.51%	
Membership & Prof Development	5090101	44,580	85,500	85,500	40,244	47.06%	
Mileage and Travel	5090202	5,095	25,000	25,000	2,594	10.37%	
Marketing	5090801	5,440	14,000	14,000	1,011	7.22%	
Office Rental	5121200	<u>119,034</u>	<u>183,960</u>	<u>183,960</u>	<u>45,578</u>	<u>24.77%</u>	
Total Expense		3,347,174	4,202,228	4,202,228	917,718	21.84%	
Transfers							
Cost Center Salary/Benefit Transfers	5100100	<u>(2,263,258)</u>	<u>(3,315,440)</u>	<u>(3,315,440)</u>	<u>(612,366)</u>	<u>18.47%</u>	
Cost Center Transfer Overhead	5100101	<u>(496,732)</u>	<u>(722,907)</u>	<u>(722,907)</u>	<u>(132,455)</u>	<u>18.32%</u>	
Total Transfers		<u>(2,759,990)</u>	<u>(4,038,346)</u>	<u>(4,038,346)</u>	<u>(744,820)</u>	<u>18.44%</u>	
Total Expense		587,184	163,882	163,882	172,898	105.50%	

Marin Transit
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From 7/1/2022 Through 09/30/2022

Detail- Local			Total Budget -	Total Budget -	Current Period	Percent Total	
			FY22 Actual	Original	Revised	Actual	Budget Used
Revenue							
Special Fares - Paid By Another Agency	5122871	437,028	(446,871)	561,475	139,512	24.84%	
Advertising Revenue	4060301	232,513	83,500	83,500	102,542	122.80%	
Lease of Property	4070301	320,663	120,000	120,000	60,609	50.50%	
Measure A Sales Tax	4092001	0	680,000	680,000	397,249	58.42%	
Measure AA - Sales Tax	4092005	3,709,895	6,309,950	6,309,950	70,035	1.11%	
State Transit Assistance -Population Based	4110101	1,041,124	1,452,985	1,452,985	363,246	25.00%	
Transit Development Act (TDA)	4110102	6,565,228	11,411,858	11,411,858	2,052,965	17.99%	
State Transit Assistance - Revenue Based	4110104	1,500,000	1,500,000	1,500,000	375,000	25.00%	
SREC Credits	4119911	13,528	16,000	16,000	2,116	13.23%	
Fed-FTA 5307 CARES	4139914	6,654,814	3,589,000	3,589,000	2,384,862	66.45%	
National Park Service	4139951	290,671	564,764	564,764	126,482	22.39%	
Fare Revenue	4140100	<u>1,762,474</u>	<u>1,812,000</u>	<u>1,812,000</u>	<u>518,851</u>	<u>28.63%</u>	
Total Revenue		22,527,938	28,101,532	28,101,532	6,593,470	23.46%	
Transfers							
Property Tax Transfer	4700001	200,441	128,135	128,135	0	0.00%	
Program Revenue Transfer	4700002	<u>44,431</u>	<u>80,000</u>	<u>80,000</u>	<u>0</u>	<u>0.00%</u>	
Total Transfers		244,872	208,135	208,135	0	0.00%	
Net Revenue		<u>22,772,810</u>	<u>28,309,667</u>	<u>28,309,667</u>	<u>6,593,470</u>	<u>23.29%</u>	
Expense							
Consultant Services	5030301	98,603	216,300	216,300	23,421	10.82%	
Fare Processing Charges	5030310	21,821	22,000	22,000	4,031	18.32%	
Customer Service	5030320	584,338	600,000	600,000	126,842	21.14%	
Custodial Service	5030602	40,325	71,190	71,190	11,106	15.60%	
Security Services	5030701	294,721	303,298	303,298	77,180	25.44%	
Fuel	5040101	2,070,224	2,384,564	2,384,564	627,943	26.33%	
Electrical Power	5040160	61,579	210,000	210,000	16,725	7.96%	
Utilities (Facility)	5040180	26,160	36,050	36,050	7,302	20.25%	
Small Furn/Equip	5049902	11,560	10,000	10,000	5,774	57.74%	
Software	5049903	41,874	47,058	47,058	39,801	84.57%	
COVID- Supplies and Cleaning	5049911	69,568	0	0	125	0.00%	
Communication-MERA Radio	5050204	880	0	0	972	0.00%	
Communication-AVL	5050205	104,803	138,981	138,981	106,347	76.51%	
Communication-Data	5050206	2,212	13,871	13,871	496	3.57%	
Purchased Transportation - In Report	5080101	17,518,227	21,779,865	21,779,865	5,134,028	23.57%	
Marketing	5090801	<u>32,612</u>	<u>92,520</u>	<u>92,520</u>	<u>1,834</u>	<u>1.98%</u>	
Total Expense		20,979,542	25,925,696	25,925,696	6,183,930	23.85%	
Transfers							
Cost Center Salary/Benefit Transfers	5100100	1,488,314	2,021,712	2,021,712	409,540	20.25%	
Cost Center Transfer Overhead	5100101	<u>304,955</u>	<u>346,259</u>	<u>346,259</u>	<u>88,584</u>	<u>25.58%</u>	
Total Transfers		1,793,269	2,367,971	2,367,971	498,124	21.04%	
Total Expense		<u>22,772,811</u>	<u>28,293,668</u>	<u>28,293,668</u>	<u>6,682,054</u>	<u>23.61%</u>	

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			Total Budget -	Total Budget -	Current Period	Percent Total	
<i>Detail - Rural</i>			FY22 Actual	Original	Revised	Actual	Budget Used
Revenue							
Measure A Sales Tax	4092001	0	325,387	325,387	55,080	16.92%	
Measure AA - Sales Tax	4092005	664,630	1,131,141	1,131,141	477,981	42.25%	
Fed-FTA 5311 Rural	4139920	228,695	297,303	297,303	74,326	25.00%	
Fed-FTA 5311 CARES	4139923	304,048	0	0	0	0.00%	
Fare Revenue	4140100	<u>84,194</u>	<u>100,706</u>	<u>100,706</u>	<u>19,493</u>	<u>19.35%</u>	
Total Revenue		1,281,567	1,854,537	1,854,537	626,880	33.80%	
Transfers							
Property Tax Transfer	4700001	<u>1,072,698</u>	<u>600,000</u>	<u>600,000</u>	<u>0</u>	<u>0.00%</u>	
Total Transfers		1,072,698	600,000	600,000	0	0.00%	
Net Revenue		<u>2,354,265</u>	<u>2,454,537</u>	<u>2,454,537</u>	<u>626,880</u>	<u>25.53%</u>	
Expense							
Consultant Services	5030301	7,059	16,391	16,391	0	0.00%	
Fuel	5040101	367,930	396,468	396,468	78,754	19.86%	
Utilities (Facility)	5040180	37	0	0	28	0.00%	
Small Furn/Equip	5049902	0	5,000	5,000	0	0.00%	
COVID- Supplies and Cleaning	5049911	103	0	0	0	0.00%	
Communication-AVL	5050205	12,454	15,000	15,000	11,824	78.82%	
Purchased Transportation - In Report	5080101	1,843,963	1,814,694	1,814,694	502,555	27.69%	
Marketing	5090801	<u>5,379</u>	<u>20,600</u>	<u>20,600</u>	<u>3,904</u>	<u>18.95%</u>	
Total Expense		2,236,925	2,268,154	2,268,154	597,064	26.32%	
Transfers							
Cost Center Salary/Benefit Transfers	5100100	97,385	138,360	138,360	29,815	21.54%	
Cost Center Transfer Overhead	5100101	<u>19,954</u>	<u>44,345</u>	<u>44,345</u>	<u>6,449</u>	<u>14.54%</u>	
Total Transfers		117,339	182,706	182,706	36,264	19.85%	
Total Expense		<u>2,354,265</u>	<u>2,450,859</u>	<u>2,450,859</u>	<u>633,328</u>	<u>25.84%</u>	

Marin Transit
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From 7/1/2022 Through 09/30/2022

			Total Budget -	Total Budget -	Current Period	Percent Total	
<i>Detail - Marin Access</i>			FY22 Actual	Original	Revised	Actual	Budget Used
Revenue							
Measure A Sales Tax	4092001	0	165,410	165,410	165,410	100.00%	
Measure AA - Sales Tax	4092005	2,767,189	4,159,467	4,159,467	67,250	1.62%	
Measure B	4099950	808,354	950,000	950,000	307,604	32.38%	
State Transit Assistance -Population Based	4110101	60,000	60,000	60,000	30,000	50.00%	
State Prop Tx Relief HOPTR	4119910	18,412	16,000	16,000	0	0.00%	
Fed-FTA 5307 Urbanized Area Formula	4139910	802,802	1,039,640	1,039,640	632,119	60.80%	
Fed-FTA 5310 Mobility	4139915	80,146	0	0	15,799	0.00%	
Fed-FTA 5310 CRRSAA	4139916	45,354	0	0	0	0.00%	
Fare Revenue	4140100	219,082	318,964	318,964	56,981	17.86%	
GGBHTD Payment for Local Paratransit	4601003	921,650	879,922	879,922	233,024	26.48%	
GGBHTD Payment for Regional Paratransit	4601004	<u>654,653</u>	<u>633,569</u>	<u>633,569</u>	<u>140,563</u>	22.19%	
Total Revenue		6,377,642	8,222,972	8,222,972	1,648,750	20.05%	
Transfers							
Property Tax Transfer	4700001	48,134	455,000	455,000	0	0.00%	
Program Revenue Transfer	4700002	<u>(44,431)</u>	<u>(80,000)</u>	<u>(80,000)</u>	<u>0</u>	0.00%	
Total Transfers		3,703	375,000	375,000	0	0.00%	
Net Revenue		<u>6,381,344</u>	<u>8,597,972</u>	<u>8,597,972</u>	<u>1,648,750</u>	19.17%	
Expense							
Consultant Services	5030301	107,001	84,827	84,827	806	0.95%	
Fare Processing Charges	5030310	1,173	0	0	374	0.00%	
Customer Service	5030320	198,002	72,695	72,695	0	0.00%	
Custodial Service	5030602	5,188	24,000	24,000	6,969	29.03%	
Security Services	5030701	4,662	0	0	0	0.00%	
Fuel	5040101	497,434	744,253	744,253	137,661	18.49%	
Utilities (Facility)	5040180	10,525	30,000	30,000	2,786	9.28%	
Small Furn/Equip	5049902	23	10,000	10,000	816	8.15%	
Software	5049903	131,383	182,434	182,434	59,922	32.84%	
COVID- Supplies and Cleaning	5049911	33,174	0	0	3,410	0.00%	
Communication-MERA Radio	5050204	22,962	27,035	27,035	25,963	96.03%	
Communication-Data	5050206	14,129	18,000	18,000	2,590	14.38%	
Purchased Transportation - In Report	5080101	4,281,305	5,737,163	5,737,163	1,202,107	20.95%	
Purchased Transportation - Regional	5080102	597,625	566,158	566,158	118,818	20.98%	
Marketing	5090801	12,630	35,000	35,000	0	0.00%	
Misc-Exp Transit User Training	5098001	3,942	12,731	12,731	0	0.00%	
Gap Grant	5098002	<u>0</u>	<u>90,000</u>	<u>90,000</u>	<u>0</u>	0.00%	
Total Expense		5,921,727	7,634,295	7,634,295	1,562,222	20.46%	
Transfers							
Cost Center Salary/Benefit Transfers	5100100	380,269	494,144	494,144	83,736	16.94%	
Cost Center Transfer Overhead	5100101	<u>77,917</u>	<u>158,376</u>	<u>158,376</u>	<u>18,112</u>	11.43%	
Total Transfers		458,186	652,520	652,520	101,848	15.61%	
Total Expense		<u>6,379,912</u>	<u>8,286,815</u>	<u>8,286,815</u>	<u>1,664,070</u>	20.08%	

Marin Transit
FY2022/23 Q1 Budget Report
From 7/1/2022 Through 09/30/2022

<i>Detail - Yellow Bus</i>			Total Budget -	Total Budget -	Current Period	Percent Total
		FY22 Actual	Original	Revised	Actual	Budget Used
Revenue						
Yellow Bus Fares - Paid by Another Agency	4030000	151,000	171,000	171,000	20,000	11.69%
Local Government Payments	4090101	46,112	24,840	24,840	10,787	43.42%
Measure AA - Sales Tax	4092005	814,883	750,000	750,000	36,511	4.86%
Fare Revenue - Yellow Bus	4140105	<u>277,307</u>	<u>282,000</u>	<u>282,000</u>	<u>52,492</u>	<u>18.61%</u>
Total Revenue		1,289,302	1,227,840	1,227,840	119,790	9.76%
Transfers						
Property Tax Transfer	4700001	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
Total Transfers		0	0	0	0	0.00%
Net Revenue		<u>261,591</u>	<u>1,309,761</u>	<u>1,309,761</u>	<u>119,790</u>	<u>59.56%</u>
Expense						
Consultant Services	5030301	3,420	5,000	5,000	581	11.62%
Fare Processing Charges	5030310	10,206	19,786	19,786	1,586	8.01%
Custodial Service	5030602	1,767	2,076	2,076	284	13.69%
Small Furn/Equip	5049902	15	500	500	0	0.00%
Software	5049903	978	1,500	1,500	187	12.46%
Yellow Bus School Service	5080103	573,174	597,900	597,900	110,063	18.40%
Marketing	5090801	0	500	500	0	0.00%
Measure AA Yellow Bus Grants	5098008	591,935	525,000	525,000	0	0.00%
Leases and Rentals - Passenger Vehicles	5120401	<u>26,640</u>	<u>26,210</u>	<u>26,210</u>	<u>3,932</u>	<u>15.00%</u>
Total Expense		1,208,135	1,178,472	1,178,472	116,633	9.90%
Transfers						
Cost Center Salary/Benefit Transfers	5100100	60,141	59,297	59,297	5,407	9.11%
Cost Center Transfer Overhead	5100101	<u>12,323</u>	<u>19,005</u>	<u>19,005</u>	<u>1,169</u>	<u>6.15%</u>
Total Transfers		72,464	78,302	78,302	6,576	8.40%
Total Expense		<u>1,280,599</u>	<u>1,256,775</u>	<u>1,256,775</u>	<u>123,209</u>	<u>9.80%</u>

Marin Transit
FY2022/23 Q1 Budget Report
From 07/1/2021 Through 09/30/2022

Detail:Capital Budget

	Total Project Budget	FY2022/23 Budget	FY2022/23 Revised	FY2022/23 Actual	Total Project Expenditures
EA Replace 2 Artics with 4 - 40ft Electric	4,063,615	0	293,568	15,942	4,088,881
PD Purchase 5 paratransit replacements	505,000	497,000	502,594	330	2,736
PE Purchase 1 electric paratransit	677,208	677,208	677,208	0	0
PF Purchase 5 paratransit replacements	515,000	515,000	515,000	0	0
HY Hybrid Battery Replacements	300,500	250,000	300,500	0	0
NR Staff Car	49,000	48,000	48,679	0	321
Subtotal Vehicles	6,110,323	1,987,208	2,337,549	16,272	4,091,938
BN Novato Bus Stop Shelters	61,115	60,215	60,052	716	1,779
BP ADA Bus Stop Improvements	1,703,000	1,400,000	1,567,278	59,773	195,495
Subtotal Bus Stop Improvements	1,764,115	1,460,215	1,627,330	60,489	197,274
FS Facility - Rush Landing Improvements	2,800,000	1,537,957	2,051,186	52,459	801,273
FD Facility - Kerner Improvements	1,100,000	130,000	103,780	9,330	1,005,550
FE Facility- Parking Facility ROW	3,850,000	3,650,000	3,674,707	3,513,308	3,688,601
FG Facility Maintenance Facility	20,000,000	300,000	300,000	0	0
YF Yellow Bus Parking Facility	3,000,000	3,000,000	3,000,000	0	0
Subtotal Facility	30,750,000	8,617,957	9,129,673	3,575,096	5,495,424
OC On Board Vehicle Equipment	250,000	250,000	250,000	0	0
Subtotal Technology Projects	250,000	250,000	250,000	0	0
GG Golden Gate Capital Costs (GG)	24,000	24,000	24,000	4,259	4,259
BM Bus Stop Maintenance (BM)	160,000	160,000	160,000	28,620	28,620
VR Major Vehicle Repairs (VR)	200,000	200,000	200,000	2,897	2,897
IF Infrastructure Support (IF)	400,000	400,000	400,000	128,823	128,823
Subtotal Ongoing Capital Expenses	784,000	784,000	784,000	164,599	164,599
Total Expenditures	39,658,438	13,099,380	14,128,552	3,816,456	9,949,235

Notes:

1) Revised budget is pending Budget amendment 2023-01

Attachment B

FY2022/23 Q1
Budget Amendments

Number	Board Authorization	Description	Function	Program	Project	GL	Original	Change	Final
2023-01	12/5/2022	Roll forward of FY2022 Capital Project expenditures.	Capital	Capital	EA	5230101 Vehicles	\$0	\$293,568	\$293,568
					PD	5230101 Vehicles	\$497,000	\$5,594	\$502,594
					HY	5230101 Vehicles	\$250,000	\$50,500	\$300,500
					NR	5230101 Vehicles	\$48,000	\$679	\$48,679
					BN	5230104 Facilities	\$60,215	(\$163)	\$60,052
					BP	5230104 Facilities	\$1,400,000	\$167,278	\$1,567,278
					FS	5230104 Facilities	\$1,537,957	\$513,229	\$2,051,186
					FD	5230104 Facilities	\$130,000	(\$26,220)	\$103,780
					FE	5230104 Facilities	\$3,650,000	\$24,707	\$3,674,707
		Total Change for 2023-01							

Capital Projects Report FY2022/23

This capital project report provides details for FY2022/23. Project descriptions and status are given for all major capital projects. Projects are grouped according to project type as shown below.

	Total Project Budgets	Total Expended FY2023	Total Project Expenditures
Vehicles	\$6,427,248	\$4,091,938	\$4,091,938
Bus Stop Improvements	\$364,115	\$197,274	\$197,274
Facility	\$10,525,000	\$5,495,424	\$5,495,424
Technology Projects	\$212,394	\$0	\$0
Ongoing Capital Expenses	\$697,000	\$164,599	\$164,599 (annual)
	\$18,225,757	\$9,949,235	\$9,949,235

Purchase Four 40ft Electric Vehicles (Replacement) Total Project Budget \$4,366,507

Concept: Replace three 60ft Artics with four 40ft Electric Buses

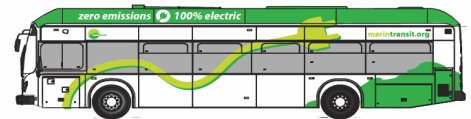
Funding: \$2,656,800 Federal Section 5307

\$1,338,882 State LCTOP

\$370,825 Measure AA

Description: Purchase of four 40-foot Battery Electric Buses to replace three 60-foot Articulated buses beyond their useful life

Status: These vehicles will replace three 60-ft articulated buses in a seat for seat replacement. Board authorized the purchase of four 40ft Electric buses in October 2020. All vehicles have been delivered and are waiting for charging infrastructure to be put into service.



<u>Project ID</u>	<u>Budget</u>	<u>Expended to</u> <u>Date</u>	<u>Percent Complete</u>	<u>Anticipated</u> <u>Completion</u> <u>Date</u>
EA	\$4,366,507	\$4,088,881	95%	Dec-22

Purchase 5 Paratransit Vehicles (Replacements) Total Project Budget \$505,000

Concept: Purchase 16 Paratransit Replacements

Funding: \$414,100 Federal 5307

\$90,900 Measure AA

Description: Purchase 5 Paratransit Vehicles to replace vehicles beyond their useful life.

Status: Board authorized purchase of these vehicles in November 2021. Vendor has canceled order due supply chain issues. Staff anticipates bringing a new purchase to the Board in late 2022



<u>Project ID</u>	<u>Budget</u>	<u>Expended to</u> <u>Date</u>	<u>Percent Complete</u>	<u>Anticipated</u> <u>Completion</u> <u>Date</u>
PD	\$505,000	\$2,736	0%	Dec-23

VEHICLES

VEHICLES

VEHICLES

Purchase Five Paratransit Replacements**Total Project Budget****\$515,000**Concept: Purchase 5 paratransit replacementsFunding: \$412,000 Federal Section 5307
\$103,000 Measure AADescription: Replace 5 paratransit vehicles beyond their useful lifeStatus: Marin Transit will replace five paratransit vehicles beyond their useful life. This purchase will be combined with the paratransit replacement above. Staff anticipates bringing the purchase to the Board in late 2022

<u>Project ID</u>	<u>Budget</u>	<u>Expended to</u>		<u>Anticipated Completion</u>	
		<u>Date</u>	<u>Percent Complete</u>	<u>Date</u>	
PF	\$515,000	\$0	0%	Dec-23	

VEHICLES

Purchase 1 Electric Paratransit**Total Project Budget****\$677,208**Concept: Purchase One Electric ParatransitFunding: \$677,208 Measure AADescription: Replace 1 paratransit vehicles that is beyond its useful lifeStatus: Marin Transit will replace one paratransit vehicle with an electric paratransit vehicle. Staff plans to bring this purchase to the Board for authorization in 2023.

<u>Project ID</u>	<u>Budget</u>	<u>Expended to</u>		<u>Anticipated Completion</u>	
		<u>Date</u>	<u>Percent Complete</u>	<u>Date</u>	
PE	\$677,208	\$0	0%	Mar-24	

VEHICLES

Purchase Hybrid Battery (Replacement)**Total Project Budget****\$300,500**Concept: Purchase replacement batteries for Hybrid busesFunding: \$246,410 Federal Section 5307
\$54,090 Measure AADescription: Purchase replacement batteries for Hybrid busesStatus: As a preventive maintenance measure, under the existing maintenance contract, Marin Airporter will replace the batteries on the 2015 Hybrid Buses.

<u>Project ID</u>	<u>Budget</u>	<u>Expended to</u>		<u>Anticipated Completion</u>	
		<u>Date</u>	<u>Percent Complete</u>	<u>Date</u>	
HY	\$300,500	\$0	0%	Dec-22	

VEHICLES

Staff Car

Total Project Budget\$49,000

Concept:

Purchase an electric staff car

Funding:

\$2,000 Measure B

\$2,000 CVRP Rebate

\$45,000 State STA

Description:

Purchase an electric staff car to replace a retired-active vehicle

Status:

Board approved the purchase of a new electric staff car on May 4, 2020. This purchase was delayed due to limited vehicle availability. Staff plans to re-evaluate and bring this back to the board in early 2023.

		Expended to		Completion
Project ID	Budget	Date	Percent Complete	Date
NR	\$49,000	\$321	0%	Jun-23



BUS STOP IMPROVEMENTS

Bus Stop Improvements - Novato Bus Shelters

Total Project Budget\$61,115

Concept:

Replace Bus Shelters in Novato

Funding:

\$48,892 Federal Lifeline Program

\$12,223 Measure AA

Description:

Purchase up to eight shelters in Novato

Status:

Marin Transit will replace up to eight advertising shelters previously under contract with an advertising company through the City of Novato with low-maintenance shelters.

		Expended to		Completion
Project ID	Budget	Date	Percent Complete	Date
BN	\$61,115	\$1,779	3%	Jun-23



County Wide Stop Improvements

Total Project Budget\$1,703,000

Concept:

Complete construction of Bus Stop Improvements

Funding:

\$1,362,400 Federal

\$340,600 Measure AA

Description:

Design & Constrution for ADA Bus Stop Improvements

Status:

A task order for final design was initiated through Marin Transit's general engineering services contract. Design and coordination with local jurisdictions is underway.

		Expended to		Completion
Project ID	Budget	Date	Percent Complete	Date
BP	\$1,703,000	\$195,495	11%	Jun-24



Facility - Capital Improvements**Total Project Budget \$2,800,000**Concept: Acquire property and develop a maintenance facilityFunding: \$2,696,747 Measure AA/Capital Reserves
\$103,253 FTA 5339Description: Make improvements to Rush Landing FacilityStatus: Marin Transit successfully completed the purchase of right of way at 600 Rush Landing Rd in Novato. Additional improvements are being constructed. Bus Charging infrastructure installation is underway as Phase 1. Phase 2 will include enhanced fencing and lighting.

Project ID	Budget	<u>Expended to</u>		<u>Anticipated</u>
		<u>Date</u>	<u>Percent Complete</u>	<u>Completion</u>
FS	\$2,800,000	\$801,273	29%	Jun-23

Maintenance Facility - Capital Improvements**Total Project Budget \$2,800,000**Concept: Capital improvement for maintenance facilityFunding: \$1,100,000 Measure AA/Capital ReservesDescription: Capital Improvements at 3000 Kerner BlvdStatus: Marin Transit will perform modifications to 3000 Kerner to convert the space into a paratransit vehicle maintenance facility. Improvements include retrofitting warehouse space for effective use for vehicle maintenance and reconfiguration of office space. Marin Transit anticipates completion by December 2022.

Project ID	Budget	<u>Expended to</u>		<u>Anticipated</u>
		<u>Date</u>	<u>Percent Complete</u>	<u>Completion</u>
FD	\$2,800,000	\$1,005,550	36%	Dec-22

Facility - Kerner Parking ROW**Total Project Budget \$3,850,000**Concept: Purchase Parking FacilityFunding: \$3,850,000 Capital ReserveDescription: Replace temporary leased parking with a permanent locationStatus: Marin Transit will closed on property at 3010/3020 Kerner Blvd in July. A project will follow to redesign the property as a parking facility

Project ID	Budget	<u>Expended to</u>		<u>Anticipated</u>
		<u>Date</u>	<u>Percent Complete</u>	<u>Completion</u>
FE	\$3,850,000	\$3,688,601	100%	Jul-22

ADMIN AND OPERATIONS FACILITY	Yellow Bus Parking Facility		Total Project Budget		\$3,000,000																													
	<u>Concept:</u> Identify and purchase property for vehicles																																	
	<u>Funding:</u> \$3,000,000 Capital Reserve																																	
	<u>Description:</u> Replace temporary leased parking with a permanent location																																	
	<u>Status:</u> Marin Transit is evaluating and identifying opportunities for land acquisition.																																	
	<table><tr><td></td><td></td><td><u>Expended to</u></td><td></td><td><u>Anticipated</u></td></tr><tr><td><u>Project ID</u></td><td><u>Budget</u></td><td><u>Date</u></td><td><u>Percent Complete</u></td><td><u>Completion</u></td></tr><tr><td>YF</td><td>\$3,000,000</td><td>\$0</td><td>0%</td><td>NA</td></tr></table>							<u>Expended to</u>		<u>Anticipated</u>	<u>Project ID</u>	<u>Budget</u>	<u>Date</u>	<u>Percent Complete</u>	<u>Completion</u>	YF	\$3,000,000	\$0	0%	NA														
		<u>Expended to</u>		<u>Anticipated</u>																														
<u>Project ID</u>	<u>Budget</u>	<u>Date</u>	<u>Percent Complete</u>	<u>Completion</u>																														
YF	\$3,000,000	\$0	0%	NA																														
TECHNOLOGY PROJECTS	TECHNOLOGY PROJECTS		Total Project Budget		\$250,000																													
	<u>Concept:</u> District technology projects																																	
	<u>Funding:</u> \$250,000 Measure AA																																	
	\$0 Federal Section 5307																																	
	<u>Projects:</u>			<u>Total Project</u>	<u>Expended to</u>																													
	OC		On Board Vehicle Equipment	<u>Cost</u>	<u>Date</u>																													
				\$250,000	\$0																													
	<u>Description:</u> Marin Transit provides technology acquisitions for vehicle operations, fare collection, and passenger information																																	
	<u>Status:</u> Staff will begin equipment replacement in 2023																																	
ONGOING CAPITAL EXPENSES	Ongoing Capital Expenses		Annual Budget		\$784,000																													
	<u>Concept:</u> Ongoing capital expenses																																	
	<u>Funding:</u> \$784,000 Measure A																																	
	<table><tr><td></td><td></td><td>Total Project</td><td></td><td><u>Expended in</u></td></tr><tr><td><u>Projects:</u></td><td></td><td>Budgets</td><td><u>Annual Budget</u></td><td><u>FY2023</u></td></tr><tr><td>GG</td><td>Golden Gate Capital Costs</td><td>\$24,000</td><td>\$24,000</td><td>\$4,259</td></tr><tr><td>BM</td><td>Bus Stop Maintenance</td><td>\$160,000</td><td>\$160,000</td><td>\$28,620</td></tr><tr><td>VR</td><td>Major Vehicle Repairs</td><td>\$200,000</td><td>\$200,000</td><td>\$2,897</td></tr><tr><td>IF</td><td>Infrastructure Support</td><td>\$400,000</td><td>\$400,000</td><td>\$128,823</td></tr></table>								Total Project		<u>Expended in</u>	<u>Projects:</u>		Budgets	<u>Annual Budget</u>	<u>FY2023</u>	GG	Golden Gate Capital Costs	\$24,000	\$24,000	\$4,259	BM	Bus Stop Maintenance	\$160,000	\$160,000	\$28,620	VR	Major Vehicle Repairs	\$200,000	\$200,000	\$2,897	IF	Infrastructure Support	\$400,000
		Total Project		<u>Expended in</u>																														
<u>Projects:</u>		Budgets	<u>Annual Budget</u>	<u>FY2023</u>																														
GG	Golden Gate Capital Costs	\$24,000	\$24,000	\$4,259																														
BM	Bus Stop Maintenance	\$160,000	\$160,000	\$28,620																														
VR	Major Vehicle Repairs	\$200,000	\$200,000	\$2,897																														
IF	Infrastructure Support	\$400,000	\$400,000	\$128,823																														
	<u>Description:</u> Ongoing capital costs associated with the Golden Gate operations																																	
	<u>Status:</u> Capital depreciation expenses for equipment owned by Golden Gate Transit are billed monthly. Major vehicle repairs, such as transmissions, are expended as needed. Infrastructure support includes small capital projects, staff support, and work on partner agency capital projects.																																	



711 grand ave, #110
san rafael, ca 94901

ph: 415.226.0855
fax: 415.226.0856
marintransit.org

December 5, 2022

Honorable Board of Directors
Marin County Transit District
3501 Civic Center Drive
San Rafael, CA 94903

SUBJECT: Marin Transit Quarterly Performance Report for the First Quarter of Fiscal Year 2022/23

Dear Board Members:

board of directors

stephanie moulton-peters
president
supervisor district 3

katie rice
vice president
supervisor district 2

eric lucan
2nd vice president
city of novato

judy arnold
director
supervisor district 5

kate colin
director
city of san rafael

damon connolly
director
supervisor district 1

dennis rodoni
director
supervisor district 4

brian colbert
alternate
town of san anselmo

RECOMMENDATION: Accept report.

SUMMARY: As part of the District's service monitoring process, staff have prepared a quarterly performance report alongside the quarterly financial report. Attached is the report for the first quarter of FY 2022/23.

The quarterly report provides route-level statistics and performance measures with financial data and an in-depth analysis of trends. The report discusses any relevant external factors such as service changes.

Additional detailed analyses of system performance and trends are provided in an annual system performance report. This report is available on the District's website at <https://marintransit.org/service-performance-reports> in addition to the monthly reports.

FISCAL/STAFFING IMPACT: None associated with this report.

Respectfully submitted,

Asher Butnik
Transit Planner

Attachments: Marin Access Outreach Report and Quarterly Performance Report

Quarterly Performance Report for FY 2022/23 Q1

This report summarizes the operational performance of Marin Transit services for the first quarter of FY 2022/23 from July 1, 2022 through September 30, 2022. The Quarterly Performance Report provides detailed route-level statistics, analyzes trends, and evaluates performance measures established under Measure A and Measure AA.

Report Format

The data presented in this report is generated directly from TransTrack, Marin Transit's data management system. TransTrack enables Marin Transit to consolidate and analyze all operational data from the District's transit programs and contractors as one system. The reporting tools capture all costs associated with service operations and are not limited to contractor costs. This reporting format most accurately represents the District's actual costs of providing service.

Route performance is presented relative to typology-based targets. The Board updated the targets on April 2, 2018, as part of a larger performance monitoring plan update. These typology-based targets aim to match routes and service levels to the markets they are intended to serve. All performance and financial data are consistent with the District's reporting for the National Transit Database.

Performance Goals

Performance goals at the route level are measured in both productivity (unlinked passengers per hour and per trip) and cost-effectiveness (subsidy per unlinked passenger trip). **Table 1** below summarizes route level performance goals by typology. Note that there are currently no productivity or cost-effectiveness goals identified for the Yellow Bus and Connect programs.

Table 1: Productivity and Subsidy Goals by Service Typology

Service Typology	Routes	Unlinked Passenger Trips per Hour (at or above)	Subsidy per Passenger Trip (at or below)
Local Trunkline	35, 36, 71	20	\$5.00
Regular Local	17, 22, 23, 23X, 29, 49	18	\$7.25
Local Connector	219, 228, 233, 245, 251, 257	8	\$10.00
Supplemental	613, 619, 625, 645, 651, 654	20 per trip	\$3.25
Rural	61, 68	6	\$13.25
Recreational	66 (Muir Woods Shuttle)	25	\$3.25
Demand Response	Local DAR, Novato DAR, Dillon Beach/Tomales DAR, Point Reyes DAR	2	\$38.50

Performance Summary

In the first quarter of FY 2022/23, Marin Transit carried a total of 713,942 passengers systemwide. This represents 31.1% more riders compared to the first quarter of the previous fiscal year and an increase of 4.3% from the fourth quarter of the previous fiscal year. On fixed-route transit services, Marin Transit carried 676,817 riders. This represents 32.7% more riders compared to the first quarter of FY 2021/22 and an increase of 5.5% from the fourth quarter of the prior fiscal year. The Yellow Bus program carried 17,249 passengers. This represents 12.9% more riders compared to the first quarter of the previous fiscal year. Marin Access services carried 19,876 trips on demand response and mobility management programs. This reflects 2.4% higher

ridership compared to the first quarter of the last fiscal year and a decrease of 0.5% compared to the fourth quarter of FY 2021/22. The tables at the end of this report provide a breakdown of all route-level statistics.

Local Trunkline (Routes 35, 36, and 71)

In the first quarter of FY 2022/23, Local Trunkline services carried 304,460 passengers. This represents 1.2% more riders compared to the first quarter of FY19/20 pre-COVID. Collectively, these routes represent 37.8% more riders compared to the first quarter of FY 2021/22, and an increase of 7.7% compared to the fourth quarter of FY2021/22. Route 35 had an average of 27.4 passengers per revenue hour, meeting the productivity target of 20 passengers per revenue hour. No other Local Trunkline routes met their productivity target of 20 passengers per hour, and none met their subsidy target of \$5.00 per passenger. Local Trunkline service accounted for 29.7% of fixed route service in revenue hours and 45% of fixed route ridership in the first quarter of FY2022/23.

Local Basic (Routes 17, 22, 23, 23X, 29, and 49)

Local Basic services carried a total of 217,721 passengers during the first quarter of this fiscal year. This represents 26.6% more riders compared to the first quarter of the last fiscal year, and an increase of 4.5% from the fourth quarter of the last fiscal year. In the first quarter of FY 2022/23, the Local Basic routes carried 17.3% fewer riders compared to the first quarter of FY19/20 pre-COVID. Route 23X had an average of 21.4 passengers per revenue hour, meeting the productivity target of 18 passengers per revenue hour. Route 23X also had an average subsidy per passenger of \$7.13, meeting the subsidy target of \$7.25 per passenger. No other Local Basic routes met their performance target of 18 passengers per hour or the subsidy target of \$7.25 per passenger. Local Basic routes represented 32.7% of fixed route revenue hours and 32.2% of fixed route ridership in the first quarter of FY2022/23.

Local Connector (Routes 219, 228, 233, 245, 251, and 257)

During the first quarter of the fiscal year, Local Connector services carried 80,139 total passengers. This is 28.8% higher than the previous year and represents a 2% decrease from the fourth quarter of the last fiscal year. In the first quarter of FY 2022/23, the Local Connector routes carried 24% fewer riders compared to the first quarter of FY19/20 pre-COVID. Routes 233, 245, and 251 respectively had an average of 8.6, 9.4, and 9.1 passengers per revenue hour, meeting the productivity target of 8 passengers per revenue hour. No other Local Connector routes met the productivity target of 8 passengers per hour, and none met the subsidy target of \$10.00 per passenger. Local Connector routes accounted for 22.4% of fixed route service in revenue hours and 11.8% of fixed route ridership in the first quarter of FY 2022/23.

Supplemental School (Routes 613, 619, 625, 645, 651, and 654)

Supplemental School routes carried 13,503 passengers in the first quarter of FY 2022/23. This is 48.5% higher than the first quarter of prior fiscal year, and 50.3% fewer riders compared to the first quarter of FY19/20 pre-COVID. Routes 613 and 654 respectively had an average of 23.1 and 24.4 passengers per trip, meeting the productivity target of 20 passengers per trip. No other Supplemental School routes met the productivity target of 20 passengers per trip, and none met the subsidy target of \$3.25 per passenger. Supplemental School routes accounted for 1.1% of fixed route service in revenue hours and 2% of fixed route ridership in the first quarter of FY 2022/23.

Rural (West Marin Stagecoach Routes 61 and 68)

In the first quarter of the fiscal year, the two Stagecoach routes carried 25,649 passengers. This is 7.7% higher than the prior year and a 17.7% decrease from the fourth quarter of FY 2021/22. In the first quarter of FY 2022/23 the Rural routes carried 20.7% fewer riders compared to the first quarter of FY19/20 pre-COVID. Route 68 had an average of 7 passengers per revenue hour, meeting the productivity target of 6 passenger per revenue hour. Route 61 did not meet the productivity target of 6 passengers per hour, and neither route met its subsidy goal of \$13.25 per passenger. Stagecoach routes accounted for 9% of fixed route service in revenue hours, and ridership represented 3.8% of fixed route ridership in the first quarter of FY2022/23.

Yellow Bus

In the first quarter of FY 2022/23, the Ross Valley School District yellow bus service carried 17,249 passengers. This represents an increase of 12.9% compared to the prior year, and 14.5% fewer riders compared to the first quarter of FY19/20 pre-COVID. This program has no established service targets.

Recreational (Route 66-Muir Woods Shuttle)

The Muir Woods Shuttle currently runs weekend/holiday-only service in the off-peak season, and daily service in the peak season (summer), which ended in mid-August of this quarter. In the first quarter of FY 2022/23, the Muir Woods Shuttle carried 35,345 passengers. This represents an increase of 65.1% over the first quarter of FY 2021/22, in which there was no weekday service, and a 41.2% fewer riders compare to the first quarter of FY19/20 pre-COVID. It did not meet its productivity goal of 25 passengers per hour nor its subsidy goal of \$3.25 per passenger. The Muir Woods Shuttle accounted for 5.1% of fixed route service in revenue hours, and 5.2% of fixed route ridership in the first quarter of FY2022/23.

Marin Access

Mobility Management programs offered by Marin Access include demand response services, Catch-A-Ride, and Volunteer Driver programs.

In the first quarter of FY 2022/23, local paratransit carried 14,290 passengers. The service productivity average of 1.9 passengers per hour did not meet the 2.0 standard. The number of passengers represents a 5.4% increase in ridership compared to the first quarter of the prior fiscal year. In the first quarter of FY 2022/23, local paratransit carried 54% fewer riders compared to the first quarter of FY19/20 pre-COVID. With a subsidy per passenger of \$88.83, the service did not meet the subsidy target of \$38.50 per passenger.

The Novato Dial-a-Ride service carried 838 passengers. The service productivity average of 2.1 passengers per hour did meet the 2.0 standard. Ridership was 35.8% higher than in the first quarter of the previous fiscal year. The service did not meet the subsidy target of \$38.50 per passenger.

The Dillon Beach/Tomales Dial-a-Ride provides curb-to-curb pick-up and drop-off between Dillon Beach, Tomales, and Petaluma, and operates on Wednesdays only. During the first quarter of the fiscal year, the service carried 73 passengers, a 47.9% decrease compared to the first quarter of the prior fiscal year. The service productivity average of 1.1 passengers per hour did not meet the 2.0 passengers per hour target. The service did not meet the subsidy target of \$38.50 per passenger.

In July 2016, Marin Transit added a new general public dial-a-ride service between Point Reyes Station and Novato. The service currently runs twice per month on the first and third Monday. In the first quarter of the fiscal year, the service carried 24 passengers, a 58.6% decrease compared to the first quarter of the prior fiscal year. At 0.8 passengers per hour, the rural dial-a-ride did not meet its 2.0 productivity target. The service did not meet its subsidy target of less than \$38.50 per passenger.

The Volunteer Driver Program completed 2,511 trips in the first quarter of FY 2022/23. This represents a 4.2% decrease compared to the first quarter of the previous fiscal year.

The Catch-a-Ride program provided 948 one-way trips. This represents a decrease of 13.4% compared to the first quarter of the prior fiscal year.

Marin Transit launched the on-demand microtransit pilot program called Marin Transit Connect in May of 2018. In July 2020, Marin Transit expanded the Connect service area from limited areas of Northern and Downtown San Rafael to 2.5 sq. miles surrounding all of Marin's SMART rail stations and introduced an updated on-demand Connect pilot. This program carried a total of 1,192 passengers in the first quarter of FY 2022/23, a 9.8% decrease from the first quarter of the prior fiscal year. There are currently no board-adopted performance targets for the Connect service. At the beginning of FY 2019/20, staff provided a one-year evaluation report of the previous Connect pilot program that suggested performance targets of 4.0 passengers per hour and \$15.00 per passenger trip. Connect performance continued to improve in FY 2019/20. At this time, the program has 6.0 passengers per revenue hour, exceeding the suggested target of 4.0. However, the program is not meeting the suggested \$15.00 per passenger subsidy target, primarily due to low utilization from first-last mile commuters. Commuters were the largest rider group prior to the COVID-19 pandemic and have significantly reduced their travel due to the post COVID travel demand changes.

Ridership Trends

The Governor issued a Shelter-in-Place order for the State of California on March 16, 2020 in response to the COVID-19 global pandemic. The order advised the public to limit travel to essential trips only, including on public transportation. This led to a precipitous decline in travel demand and in overall ridership in the fourth quarter of FY 2019/20. Ridership began to increase gradually in the second quarter of FY 2020/21, and has continued to climb throughout 2021 and 2022. In the first quarter of FY 2022/23, ridership reached roughly 85% of pre-pandemic levels. The Muir Woods Shuttle resumed service in mid-June 2021, and most Supplemental School routes, as well as the yellow bus program, began operation again in August 2021.

In the first quarter of FY 2022/23, the highest ridership occurred on Local Trunkline routes that serve the Highway 101 corridor from Marin City to Novato and the Canal to San Rafael Transit Center corridor. These transit corridors have historically been the busiest in Marin County and serve dense, lower-income, and minority communities. Residents in these corridors are more likely to be essential workers who rely on public transportation.

Overall, in this quarter ridership on Marin Transit services represent a 31.1% increase in total ridership compared to the first quarter of FY 2021/22 and 16.7% fewer riders compared to the first quarter of FY19/20 pre-COVID. This includes a 14.7% decrease in ridership on fixed-route services and a 54.2% decline on Demand Response services compared to pre-COVID.

The increase in systemwide ridership compared to the first quarter of FY 2021/22 is both a reflection of how steep ridership fell at the beginning of the pandemic and of how strong ridership growth in the last year has been. This ridership represents stronger growth than most other agencies experienced across the Bay Area and the US. According to the National Transit Database, nationwide bus ridership increased 11.5% during the first quarter of FY 2022/23 compared to the prior year, while Marin Transit experienced 32.7% growth by that same metric. The District continues to experience a steady rebound in ridership, in particular after the lift of COVID capacity limitations since mid-July of 2021 and the gradual reopening of the economy.

Regionally, Marin Transit fixed route services continue to perform relatively well compared to other North Bay transit agencies. In the first quarter of FY 2022/23, Golden Gate Transit carried 345,386 passengers on its fixed route bus service, representing

roughly half of Marin Transit's fixed route ridership (676,817), while SMART carried only 141,164 passengers. Golden Gate Transit experienced a 40.9% increase in fixed route bus ridership in this quarter compared to the first quarter of FY2021/22, and SMART, with their new expanded service that started in May 2021, experienced an 88.8% increase in ridership compared to the first quarter of last year. While these year over year increases are higher Marin Transit experienced this quarter, Marin Transit's overall COVID recovery to date has been much more robust than either agency. Golden Gate Transit's bus ridership was 42.4% of pre-COVID this quarter, and SMART's ridership was 73.8% of pre-COVID. At 32.7%, Marin Transit experienced an increase in fixed route ridership this quarter comparable to, or more robust than, other Bay Area transit agencies that provide local countywide transit services. Comparing to other Countywide peer agencies, Napa Valley Transportation Authority (VINE), SamTrans, and Solano County Transit (SolTrans) experienced a 29.2%, 30.4%, and 26% increase in ridership, respectively, relative to the first quarter of FY 2021/22.

Compared to the prior year, demand for Marin Access mobility management and demand response programs increased by only 2.4% during the first quarter of FY 2022/23. Throughout the COVID recovery, ridership increases on demand response services have lagged behind fixed route services, but this is the first quarter where ridership on demand response services has been essentially stagnant compared to the prior year. Even with vaccines, seniors and people with disabilities remain more susceptible to severe effects from COVID than the general population and continue to be more cautious with their travel and activities. It remains to be seen whether demand response ridership will continue to stagnate, or whether recovery will pick up in the following quarters.

Table 2 below compares several other factors, and qualitatively evaluates their potential impact on ridership.

Table 2: Factors Impacting Ridership Comparison

Factor		FY 2021/22 Q1	FY 2022/23 Q1	Impact
Days Operated	Weekdays	65	64	--
	Weekends & Holidays	27	28	--
	Muir Woods Shuttle	27	58	▲▲
Service Disruptions (cancelled/missed service)		171	466	▼▼▼
Rainfall (inches)		0	0.8	▼
Gas Prices		\$4.29	\$5.54	▲▲

Due to the national labor shortage, Marin Transit's operating contractors have had difficulty hiring new drivers, which has led to a significant amount of missed service on the Supplemental School routes and the Muir Woods Shuttle. These routes were initially suspended during COVID, and even though they have been restored to service for over a year, there is still difficulty in hiring enough new drivers. The District continues to work and communicate with its contractors and the schools served by Supplemental School routes to minimize missed service and ensure as many students can get to and from their classes on time as possible.

QUARTER

Q3 2022

Fixed-Route

Fixed-Route Passenger Statistics by Route

Typology	Route	Passengers	%Change*	Revenue Hours	%Change*	Productivity (pax/hr)	Change*
1. Local Trunkline	35	156,585	▲33.5%	5,713	▲0.2%	27.4	▲6.9
	36	67,801	▲30.7%	3,392	▲0.0%	20.0	▲4.7
	71	80,074	▲54.4%	4,732	▼4.0%	16.9	▲6.4
	Rollup	304,460	▲37.8%	13,837	▼1.3%	22.0	▲6.2
2. Local Basic	17	48,324	▲10.3%	3,728	▲1.4%	13.0	▲1.0
	22	39,956	▲48.5%	3,362	▲13.7%	11.9	▲2.8
	23	46,506	▲22.5%	2,793	▼0.2%	16.7	▲3.1
	23X	14,479	▲20.2%	677	▼1.7%	21.4	▲3.9
	29	10,120	▲38.0%	657	▼1.8%	15.4	▲4.4
	49	58,336	▲33.0%	3,979	▲2.2%	14.7	▲3.4
	Rollup	217,721	▲26.6%	15,196	▲3.5%	14.3	▲2.6
3. Local Connector	219	8,429	▲4.3%	1,565	▼1.4%	5.4	▲0.3
	228	15,448	▲29.2%	2,383	▼1.5%	6.5	▲1.5
	233	9,211	▲53.1%	1,066	▲3.3%	8.6	▲2.8
	245	10,128	▲26.3%	1,080	▲1.8%	9.4	▲1.8
	251	21,491	▲25.3%	2,360	▼1.3%	9.1	▲1.9
	257	15,432	▲40.2%	1,980	▼2.6%	7.8	▲2.4
	Rollup	80,139	▲28.8%	10,435	▼0.9%	7.7	▲1.8
4. Supplemental	613	4,613	▲130.7%	115	▲241.4%	40.2	▼19.3
	617	0	▼100.0%	0	▼100.0%		
	619	2,278	▲21.4%	106	▲41.0%	21.5	▼3.5
	625	1,136	▲379.3%	50	▲105.8%	22.6	▲12.9
	645	1,141	▲40.3%	97	▲208.1%	11.8	▼14.1
	649	0	▼100.0%	0	▼100.0%		
	651	3,553	▲26.8%	105	▲20.8%	33.7	▲1.6
	654	782	▲144.4%	34	▲13.8%	23.3	▲12.4
	Covid	0		0			
	Rollup	13,503	▲48.5%	506	▲54.5%	26.7	▼1.1
5. Rural	61	7,116	▼20.4%	1,549	▼34.4%	4.6	▲0.8
	68	18,533	▲24.7%	2,635	▲0.0%	7.0	▲1.4
	Rollup	25,649	▲7.7%	4,184	▼16.2%	6.1	▲1.4
6. Partnership Services	122	0		0			
	622	0	▼100.0%	0	▼100.0%		
	Rollup	0	▼100.0%	0	▼100.0%		
7. Yellow Bus	Hdn Valley	2,072	▲85.7%	35	▲1,650.0%	59.2	▼498.8
	White Hill	15,177	▲7.1%	202	▲10,015.5%	75.0	▼7,008.5
	Rollup	17,249	▲12.9%	237	▲5,832.8%	72.7	▼3,748.1
8. Recreational	66	35,345	▲65.1%	2,364	▲153.2%	15.0	▼8.0
	Rollup	35,345	▲65.1%	2,364	▲153.2%	15.0	▼8.0
Rollup		694,066	▲32.1%	46,759	▲1.9%	14.8	▲3.4

* Change compared to same quarter of prior year

Fixed-Route

Fixed-Route Financial Statistics by Route

Typology	Route	Operating Cost	%Change*	Passenger Revenue	%Change*	Average Subsidy	Change*	Farebox Recovery	Change*
1. Local Trunkline	35	\$981,545	▲7.0%	\$146,840	▲27.7%	\$5.33	▼\$1.51	15.0%	▲2.4%
	36	\$583,576	▲7.4%	\$66,833	▲27.3%	\$7.62	▼\$1.84	11.5%	▲1.8%
	71	\$876,359	▲3.8%	\$86,610	▲45.3%	\$9.86	▼\$5.26	9.9%	▲2.8%
	Rollup	\$2,441,480	▲5.9%	\$300,283	▲32.2%	\$7.03	▼\$2.37	12.3%	▲2.4%
2. Local Basic	17	\$555,905	▲34.9%	\$50,860	▲8.0%	\$10.45	▲\$2.12	9.1%	▼2.3%
	22	\$494,209	▲50.2%	\$46,143	▲48.4%	\$11.21	▲\$0.14	9.3%	▼0.1%
	23	\$464,855	▲5.5%	\$46,408	▲15.9%	\$9.00	▼\$1.55	10.0%	▲0.9%
	23X	\$115,483	▲4.6%	\$12,442	▲6.1%	\$7.12	▼\$1.07	10.8%	▲0.1%
	29	\$111,756	▲4.5%	\$11,005	▲41.9%	\$9.96	▼\$3.58	9.8%	▲2.6%
	49	\$599,194	▲36.0%	\$51,888	▲27.2%	\$9.38	▲\$0.27	8.7%	▼0.6%
	Rollup	\$2,341,401	▲27.3%	\$218,745	▲22.6%	\$9.75	▲\$0.09	9.3%	▼0.4%
3. Local Connector	219	\$233,588	▲34.5%	\$10,300	▲21.3%	\$26.49	▲\$6.04	4.4%	▼0.5%
	228	\$345,108	▲34.2%	\$17,623	▲33.7%	\$21.20	▲\$0.80	5.1%	▼0.0%
	233	\$154,126	▲39.9%	\$9,171	▲45.6%	\$15.74	▼\$1.53	6.0%	▲0.2%
	245	\$160,502	▲38.2%	\$9,272	▲24.6%	\$14.93	▲\$1.37	5.8%	▼0.6%
	251	\$349,330	▲34.2%	\$19,905	▲21.7%	\$15.33	▲\$1.11	5.7%	▼0.6%
	257	\$292,558	▲32.4%	\$15,664	▲46.1%	\$17.94	▼\$1.15	5.4%	▲0.5%
	Rollup	\$1,535,212	▲34.9%	\$81,935	▲31.1%	\$18.13	▲\$0.85	5.3%	▼0.2%
4. Supplemental	613	\$23,981	▲230.8%	\$1,662	▲62.8%	\$4.84	▲\$1.72	6.9%	▼7.2%
	617	\$0	▼100.0%	\$0	▼100.0%				
	619	\$23,261	▲81.0%	\$1,484	▲26.8%	\$9.56	▲\$3.33	6.4%	▼2.7%
	625	\$10,004	▲151.6%	\$639	▲230.4%	\$8.24	▼\$7.72	6.4%	▲1.5%
	645	\$19,961	▲273.9%	\$692	▲86.7%	\$16.89	▲\$10.78	3.5%	▼3.5%
	649	\$0	▼100.0%	\$0	▼100.0%				
	651	\$20,841	▲47.9%	\$1,640	▲18.4%	\$5.40	▲\$0.87	7.9%	▼2.0%
	654	\$6,054	▲41.7%	\$423	▲111.7%	\$7.20	▼\$5.53	7.0%	▲2.3%
	Covid	\$0		\$0					
	Rollup	\$104,102	▲86.0%	\$6,540	▲41.6%	\$7.23	▲\$1.58	6.3%	▼2.0%
5. Rural	61	\$236,210	▼16.2%	\$6,007	▼27.2%	\$32.35	▲\$1.77	2.5%	▼0.4%
	68	\$405,166	▲30.2%	\$13,385	▼5.7%	\$21.14	▲\$1.16	3.3%	▼1.3%
	Rollup	\$641,376	▲8.2%	\$19,392	▼13.6%	\$24.25	▲\$0.29	3.0%	▼0.8%
6. Partnership Services	122	\$0		\$0					
	622	\$0	▼100.0%	\$0	▼100.0%				
	Rollup	\$0	▼100.0%	\$0	▼100.0%				
7. Yellow Bus	Hdn Valley	\$17,754	▼71.3%	\$8,708	▲103.9%	\$4.37	▼\$47.28	49.0%	▲42.1%
	White Hill	\$102,581	▲65.7%	\$63,784	▲17.6%	\$2.56	▲\$2.01	62.2%	▼25.4%
	Rollup	\$120,335	▼2.8%	\$72,492	▲23.9%	\$2.77	▼\$1.50	60.2%	▲13.0%
8. Recreational	66	\$347,179	▲78.5%	\$8,360	▼85.8%	\$9.59	▲\$3.25	2.4%	▼27.9%
	Rollup	\$347,179	▲78.5%	\$8,360	▼85.8%	\$9.59	▲\$3.25	2.4%	▼27.9%
Rollup		\$7,531,086	▲19.6%	\$707,747	▲15.4%	\$9.83	▼\$0.99	9.4%	▼0.3%

* Change compared to same quarter of prior year

Marin Access

Marin Access Passenger Statistics by Service

Typology	Route	Passengers	%Change*	Revenue Hours	%Change*	Productivity (pax/hr)	Change*
9. Demand Response	Dillon DAR	73	▼47.9%	65	-	1.1	▼1.0
	Local Para	14,290	▲5.4%	7,389	▼0.5%	1.9	▲0.1
	MTC	1,192	▼9.8%	199	▼3.1%	6.0	▼0.4
	Novato DAR	838	▲35.8%	391	▲15.4%	2.1	▲0.3
	PtReyesDAR	24	▼58.6%	32	-	0.8	▼1.1
	Reg Para	1,079		971		1.1	
	Rollup	17,496	▲11.5%	9,047	▲12.2%	1.9	▼0.0
Catch-A-Ride	CAR_Gen	565	▼16.5%	0			
	CAR_LowInc	383	▼8.4%	0			
	Rollup	948	▼13.4%	0			
Volunteer Driver	VolDrvr	2,059	▲1.5%	2,371	▼10.7%	0.9	▲0.1
	VolDvrWM	452	▼23.8%	785	▼11.2%	0.6	▼0.1
Rollup		20,955	▲8.0%	12,203	▲5.2%	1.7	▲0.0

Marin Access Financial Statistics by Service

Typology	Route	Operating Cost	%Change*	Passenger Revenue	%Change*	Average Subsidy	Change*	Farebox Recovery	Change*
9. Demand Response	Dillon DAR	\$8,877	▲58.6%	\$75	▼72.5%	\$120.58	▲\$82.53	0.8%	▼4.0%
	Local Para	\$1,296,683	▲17.0%	\$28,879	▼7.8%	\$88.72	▲\$9.25	2.2%	▼0.6%
	MTC	\$156,955	▲7.4%	\$6,449	▼15.7%	\$126.26	▲\$21.38	4.1%	▼1.1%
	Novato DAR	\$52,646	▲11.5%	\$3,558	▲77.5%	\$58.58	▼\$14.73	6.8%	▲2.5%
	PtReyesDAR	\$4,331	▲59.0%	\$26	▼77.1%	\$179.38	▲\$134.36	0.6%	▼3.6%
	Reg Para	\$159,580		\$15,114		\$133.89		9.5%	
	Rollup	\$1,679,072	▲28.1%	\$54,100	▲30.8%	\$92.88	▲\$12.01	3.2%	▲0.1%
Catch-A-Ride	CAR_Gen	\$41,944	▼7.4%	\$2,320	▼21.8%	\$70.13	▲\$7.61	5.5%	▼1.0%
	CAR_LowInc	\$23,561	▲5.2%	\$1,573	▼14.1%	\$57.41	▲\$8.20	6.7%	▼1.5%
	Rollup	\$65,506	▼3.2%	\$3,893	▼18.9%	\$64.99	▲\$7.55	5.9%	▼1.1%
Volunteer Driver	VolDrvr	\$23,881	▼8.0%	\$0		\$11.60	▼\$1.20	0.0%	-
	VolDvrWM	\$8,808	▼29.5%	\$0		\$19.49	▼\$1.57	0.0%	-
Rollup		\$1,777,266	▲25.5%	\$57,992	▲25.7%	\$82.05	▲\$11.44	3.3%	▲0.0%

* Change compared to same quarter of prior year

Systemwide Total

Systemwide Passenger Statistics Summary

	Passengers	%Change*	Revenue Hours	%Change*	Productivity (pax/hr)	Change*
Values	715,021	▲31.3%	58,963	▲2.6%	12.1	▲2.6

Systemwide Financial Statistics Summary

	Operating Cost	%Change*	Passenger Revenue	%Change*	Average Subsidy	Change*	Farebox Recovery	Change*
Values	\$9,308,352	▲20.7%	\$765,740	▲16.1%	\$11.95	▼\$1.00	8.2%	▼0.3%

* Change compared to same quarter of prior year

FY 2023 Marin Access Outreach and Travel Training

Travel Navigator Reporting Month: July 2022

Date(s)	Event	Description	Attendees
<i>No outreach or travel training performed</i>			

Travel Navigator Reporting Month: August 2022

Date(s)	Event	Description	Attendees
8/11/2022	Navigating Transit Presentation	Presentation in partnership with Marin Center for Independent Living to Patient Navigators at Marin Community Clinics	10
8/24/2022	Navigating Transit Presentation	Presentation to Information & Assistance staff (473-INFO) at County of Marin Aging and Adult Services	10
8/25/2022	Navigating Transit Presentation	Presentation to residents of Deer Park Retirement Community	23
8/30/2022	Navigating Transit Presentation	Presentation to staff at Marin Center for Independent Living	12

Travel Navigator Reporting Month: September 2022

Date(s)	Event	Description	Attendees
<i>No outreach or travel training performed</i>			



711 grand ave, #110
san rafael, ca 94901

ph: 415.226.0855
fax: 415.226.0856
marintransit.org

December 5, 2022

Honorable Board of Directors
Marin County Transit District
3501 Civic Center Drive
San Rafael, CA 94903

SUBJECT: Marin Transit Fiscal Years 2023-2028 Short Range Transit Plan

board of directors

Dear Board Members:

stephanie moulton-peters
president
supervisor district 3

katie rice
vice president
supervisor district 2

eric lucan
2nd vice president
city of novato

judy arnold
director
supervisor district 5

kate colin
director
city of san rafael

damon connolly
director
supervisor district 1

dennis rodoni
director
supervisor district 4

brian colbert
alternate
town of san anselmo

RECOMMENDATION: Adopt updated Fiscal Years 2023-2028 Short Range Transit Plan.

BACKGROUND: The Short Range Transit Plan (SRTP) provides Marin Transit with a framework for service and capital planning over a ten-year period. The SRTP must be updated every two years to satisfy requirements of the Measure AA transportation sales tax expenditure plan and the Metropolitan Transportation Commission (MTC) requirement in order to remain eligible for federal funding. Marin Transit's last SRTP was adopted in February 2020. This update is a "mini-SRTP" and follows a narrow scope developed by MTC to focus on financial and service planning within a five-year period. Marin Transit plans to do another full SRTP update in 2024.

Previously adopted Marin Transit SRTPs can be viewed at <https://marintransit.org/short-range-transit-plan>. Upon adoption, this SRTP will also be posted to this page.

SUMMARY: This SRTP follows guidelines provided by MTC, and summarizes service operations before the pandemic, during the pandemic, and planned operations from FY 2024 through FY 2028. MTC reviewed a draft of this SRTP and Marin Transit staff has addressed their comments.

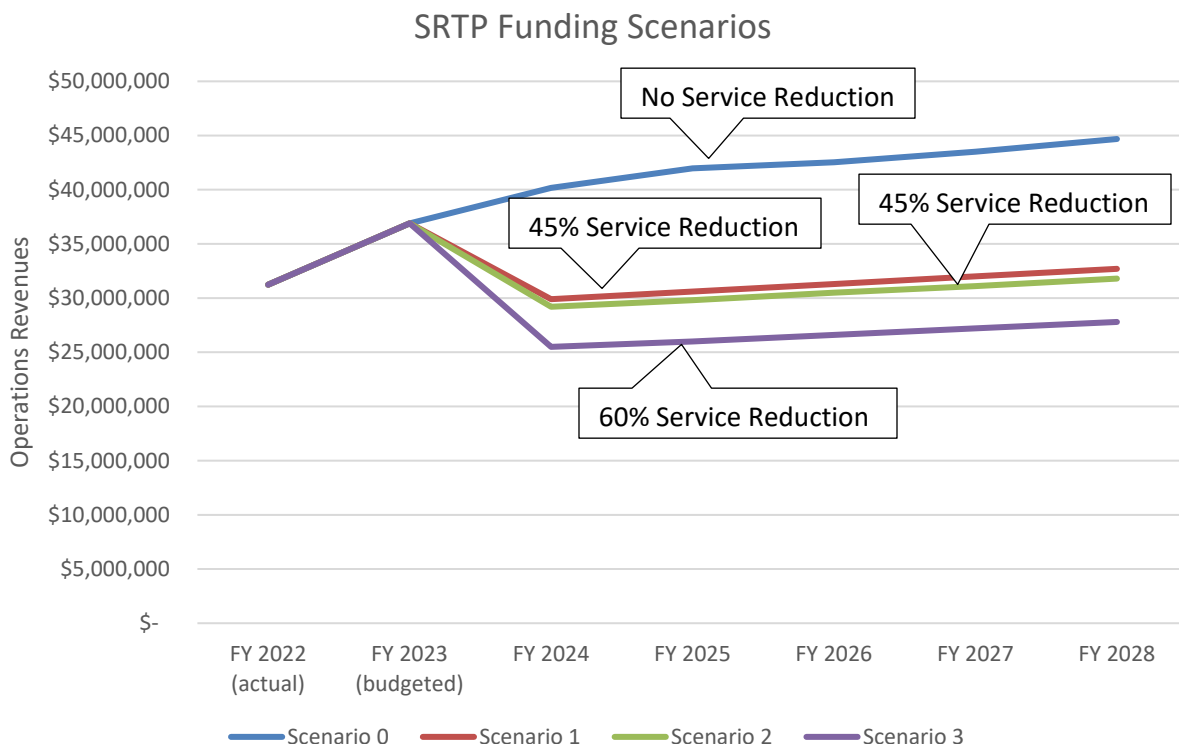
MTC defined three fiscally constrained scenarios as part of its guidelines for this SRTP, referenced as Scenarios 1-3. As requested by MTC, Marin Transit did high-level service planning in response to these revenue scenarios. However, staff recognized that the projected revenues in all three scenarios are much lower than the District's current and projected revenues. Therefore, staff prepared a Scenario 0 to illustrate what staff realistically expect the next five years to look like for Marin Transit. This scenario represents Marin Transit's 10-year financial model as of June 30, 2022. It includes the new paratransit contract, the adopted FY 2023 Budget, and projections for cost increases associated with new fixed route

contracts. Scenario 0 illustrates that with current revenue projections, Marin Transit can continue to operate at current service levels and accommodate expected increases in paratransit demand.

Conceptually, the four scenarios represent:

- **Scenario 0:** The continuation of current trends. Revenue stays at current levels, and fixed-route ridership reaches pre-COVID levels in FY 2024.
- **Scenario 1:** Revenue drops to pre-COVID levels. Due to cost escalations since 2019, this would force a severe cut in service (45% of fixed-route service). It is unclear to what extent the service cuts in this scenario would affect ridership. District staff estimate that 50% of the riders on cut services would ride at alternate times, while the other 50% would stop using transit. Ridership in this scenario is estimated at 80% of pre-COVID.
- **Scenario 2:** Revenue drops to pre-COVID levels except for fare revenue, which drops to 80% of pre-COVID levels. Financially, this is nearly identical to Scenario 1, since fares make up only 13% of the District budget. District staff assumed the same service cuts (and ridership effects) as Scenario 1.
- **Scenario 3:** All revenue streams drop to 85% of Scenario 1 (pre-COVID). This would force a 60% cut in fixed-route service, with ridership effects of that service reduction being estimated in the same way as Scenarios 1 and 2. Ridership in this scenario is estimated at 73% of pre-COVID.

In all scenarios, Marin Transit projects demand response ridership (and costs) to continue to rise towards pre-COVID levels, reaching pre-COVID levels by FY 2025.



The SRTP is a planning document intended to illustrate the future direction of the District. Staff prepared the scenarios in accordance with MTC's SRTP guidelines; however, the three required scenarios do not match MCTD's financial projections or service planning expectations. As staff presented in the annual budget, Marin Transit's near-term financial picture is stable but there are uncertainties with future labor costs, fuel costs, and capital costs resulting from the pandemic and the recent economic downturn. These costs become increasingly difficult to predict the further we forecast into the future.

There are no specific recommendations in the plan; the service planning that took place in the preparation of MTC's financial scenarios was high level, and any future service changes will be thoroughly discussed with the Board and the public before adoption. Board adoption of the SRTP indicates acceptance of District goals and targets for service and financial planning.

FISCAL IMPACT: There is no fiscal impact associated with this item.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Cath", with a long, sweeping horizontal line extending to the right.

Cathleen Sullivan
Director of Planning

Attachments: Draft Final Marin Transit Short Range Transit Plan for Fiscal Years 2023–2028, MCTD Revenue and Service Projections, MTC Guidelines for the Short Range Transit Plan

Marin County Transit District

Marin Transit Short Range Transit Plan for FY 2023-2028

Introduction

The Marin County Transit District (Marin Transit) has prepared this Short Range Transit Plan (S RTP) in accordance with guidelines from the Metropolitan Transportation Commission (MTC). The S RTP will inform MTC's preparation of the updated Regional Transportation Plan and Transportation Improvement Program. As part of its guidelines for this S RTP, MTC has defined revenue projections, included in the attached tables as Scenarios 1-3. Marin Transit staff have added an additional scenario, Scenario 0, to reflect what District staff believe to be the most likely fiscal scenario over the next five years. The preparation of this report has been funded in part by a grant from the U.S. Department of Transportation (DOT) through section 5303 of the Federal Transit Act. The contents of this S RTP reflect the views of Marin Transit, and not necessarily those of the Federal Transit Administration (FTA) or MTC. Marin Transit is solely responsible for the accuracy of the information presented in this S RTP.

Pre-pandemic State of Service – FY 2018/19

What did operations look like before the pandemic?

The District's bus and shuttle services carried over 3.2 million passenger trips each year pre-COVID. The District operates three distinct programs: fixed route bus service, Yellow Bus service, and demand response services. Service typology refers to the purpose of fixed route bus routes and their intended markets. Marin Transit develops and delivers a family of services to accommodate the diverse transportation needs of Marin residents. The six fixed route typologies are: local trunkline, local basic, local connector, supplemental school, rural, and recreational (the Muir Woods Shuttle). All Marin Transit services are operated under four purchase transportation contracts and one interagency agreement.

Demand response services, which collectively are referred to as Marin Access, primarily service seniors and people with disabilities. The five demand response services offered by the District are paratransit, catch-a-ride, dial-a-ride, volunteer driver, and Connect. Note that dial-a-ride and Connect are open to the general public, although seniors and people with disabilities receive preferential pricing.

Yellow Bus service provides transportation to students and families associated with specific schools that contract with Marin Transit for service.

Marin Transit fixed route services serve all residents of and visitors to Marin County, but the service is especially important for low-income residents, who are more likely to be transit-dependent and less likely to be making trips to major destinations served by regional transit. In

addition to serving commute trips within the county, fixed route services provide access to medical facilities, schools, senior programs, groceries, and all other trip purposes within Marin County. There are three regionally-designated Equity Priority Communities in Marin, and all three receive high-quality, frequent fixed route services to help these populations' mobility within the county. The Canal district of San Rafael has an especially large low-income and transit-dependent population, and is served by five (out of fifteen total) local routes. The table below shows some demographic information about Marin Transit fixed route riders compared to regional riders and the general population.

Characteristic	Internal to Marin (MT 35, 49, 71X, 245)	Marin – San Francisco (GGT 38, 54, 54C, 56X, 58, 70)	Sonoma – SF, via Marin (GGT 72X, 74, 76, 101, 101X)	Marin County General Population
Minority %	80%	32%	31%	29%
Household Income <\$50K	46%	19%	22%	20%
Language other than English spoken at home	45%	9%	15%	23%

Source: MTC On-board surveys, 2017-2018

Marin Transit initiated an innovative mobility management program, Marin Access, in 2008, to develop and deliver efficient travel options and improve information for older adults and persons with disabilities. A team of Travel Navigators coordinate and match four mobility programs with eligible riders. These include local paratransit, travel training, volunteer driver, and subsidized taxi (Catch-A-Ride). The travel navigators provide trip planning and technical assistance so that riders can select the most appropriate option to make their trips. Delivery of Marin Access services is supported by the Measure AA local transportation sales tax and the Measure B vehicle license fee. Measure B designates funds specifically to expand and enhance transportation services for senior and disabled residents.

Since 2009, the District has operated the award-winning seasonal Muir Woods Shuttle that keeps vehicles off narrow mountain roads, relieves congestion, and improves the experience of visitors from across the United States and around the world. This is accomplished through an ongoing partnership with the National Park Service.

Marin Transit works with many schools in Marin County to offer and manage supplemental transit and yellow bus services for students. These school service trips reduce roadway congestion during peak travel hours. The District offers a reduced-price Youth Pass for riders 18 and under that provides unlimited rides on all local transit services within Marin County. Free Youth Passes are provided to students of eligible families with demonstrated income hardships.

How much service was available?

Overall, Marin Transit provided nearly 3.3 million unlinked passenger trips in FY 2018/19 with over 251,000 revenue hours of service.

- Fixed Route operations carried nearly 3 million unlinked passenger trips in FY 2018/19 with 180,040 revenue hours. These totals represent 91% of the District's total trips and 72% of revenue hours.
- In FY 2018/19, yellow bus service for the Ross Valley School District carried over 118,000 unlinked passenger trips and operated 1,252 revenue hours. These totals represent 4% of the District's total ridership and less than 1% of revenue hours.
- Demand Response programs carried 137,713 unlinked passenger trips in FY 2018/19 and provided 69,890 revenue hours of service. These totals represent 4% of the District's total trips and 28% of revenue hours.
- Other Marin Access Mobility Management services include the Volunteer Driver and Catch-A-Ride programs. In FY 2018/19, these programs provided 28,494 unlinked passenger trips, about 1% of the District's total trips.

Where, when, and how was service deployed?

Marin Transit categorizes its services into three programs:

- **Fixed-route bus** service runs throughout Marin County from the early morning (the first bus departs its first stop at 5:08 am) until late evening (the last bus reaches its last stop at 2:25 am). Within fixed-route bus service, there are six typologies:
 - Local Trunkline Service, which provides frequent bus service along the 101 corridor and into the Canal neighborhood of San Rafael.
 - Local Basic Service, which provides supplemental coverage along the 101 corridor and also along other main corridors in Marin County, including east-west service between San Rafael and San Anselmo, service into Mill Valley, and service to College of Marin.
 - Local Connector Service, which provides connections from trunkline and basic service into other parts of San Rafael, including Tiburon, Terra Linda, and Novato.
 - Supplemental School Service, which provides public bus service timed to local school bells to help students get to and from classes. Note that in FY 2021, while most school service was suspended, new "supplemental" routes were created to provide backup service to local trunkline and local basic routes. The supplemental category went back to only containing supplemental school routes in FY 2022.
 - Recreational Service, which provides service to Muir Woods National Monument.
 - Rural Service, which provides connections between West Marin and local trunkline and basic service.

- **Demand Response Services** primarily serve the purpose of offering mobility options to mobility-impaired residents of Marin County, who may have difficulty using fixed-route service.
 - Paratransit service is offered to ADA-qualified residents within the complementary service area and hours of the fixed-route service. This is a door-to-door service, meaning drivers will help riders between the vehicle and the door of their origin and destination points.
 - Other demand response programs only require riders to be age 65+ and living in Marin County, or be paratransit eligible. The suite of programs in this category includes Dial-A-Ride, an on-demand mobility service (Connect), a subsidized taxi program (Catch-A-Ride), and a volunteer driver program. The hours and days of operation for Dial-A-Ride and Connect vary. Catch-A-Ride and volunteer driver hours are based on provider availability (Marin Transit does not guarantee availability). These programs are offered as curb-to-curb services.
- **Yellow bus service** operates in accordance with agreements between Marin Transit and the school districts served. Service is designed to take students to and from class and is not available to the general public. Service is timed to school start and end times.

What did ridership levels and travel patterns look like?

Marin Transit is the local bus provider in Marin County, with 3.3 million annual riders (pre-COVID). Over 71% of riders are low-income¹, and 80% are from minority populations².

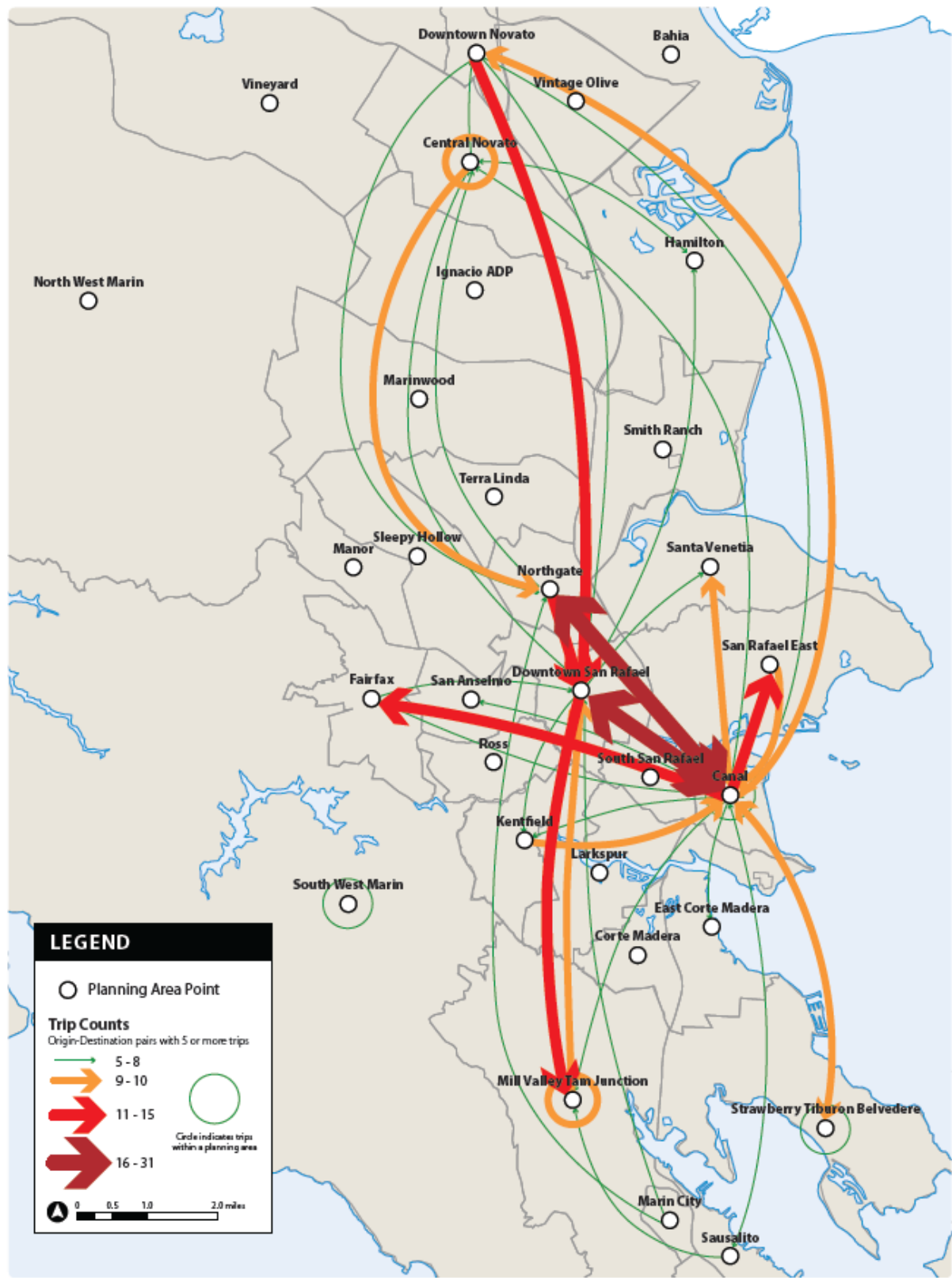
The 2017 passenger survey asked riders to identify the origin and destination of their current trip. Staff tallied the numbers of trips within and between county subareas defined by Marin Transit. The findings (Figure 1) included:

- By far, the strongest pairings are Downtown San Rafael and the Canal District (accounting for 5.3 percent of all trips) and the Canal District and Northgate (3.7 percent).
- The pairing of the Canal District and the eastern portion of San Rafael accounts for 2.0 percent of trips.
- Nine of the ten strongest pairs include Downtown San Rafael and/or the Canal District.
- After the Canal District, trips to or from Downtown San Rafael most often start or end in Downtown Novato, Mill Valley/Tam Junction, and Northgate.
- The strongest pairing outside of the Canal District and Downtown San Rafael is travel between Northgate and Central Novato.

¹ California AB 1550 defines low-income as households earning below \$78,000 in Marin County for a household size of 2. The average household size in Marin County is 2.4. A 2017 rider survey conducted by Marin Transit identified that 71% of Marin Transit riders have household incomes below \$75,000.

² Per MTC on board survey as referenced above.

Figure 1: Marin Transit Riders' Travel Patterns (2017)



The map displays the Marin Transit network, with routes color-coded and numbered. Key locations include Novato, Bel Marin Keys, Hamilton, Ignacio, Marinwood, Terra Linda, Santa Venetia, San Rafael, San Anselmo, Kentfield, Greenbrae, Larkspur, Corte Madera, Mill Valley, Muir Beach, Marin City, and Sausalito. The map also shows the San Francisco Bay and the Golden Gate Bridge. A legend in the top right corner provides details on route types, express routes, and symbols for transit centers, hubs, and points of interest. A 'Marin Transit Connect' logo is visible in the bottom left corner.

Marin Transit Local Routes

17	22	23	23X	29
35	36	49	71	

Marin Transit Community Shuttles

219	228	233
245	251	257

West Marin Stagecoach

61	68

Muir Woods Shuttle

66	Seasonal service

GGT Regional Basic Routes

-101	-130	-150	-580

Routes shown on this map (large icons)

For express routes, routes ending in 'X' are shown. Connecting routes not shown on map (small icons):

- For routes of transit agencies, see numbers on map (large icons)
- For routes of transit agencies, see numbers on map (large icons)

Express Route

Express routes have a stop on this portion of a route. Routes express:

- For routes of transit agencies, see numbers on map (large icons)
- For routes of transit agencies, see numbers on map (large icons)

Hour 101 Bus Pads

Color-coded icons indicate routes serving each bus pad. Hour 101 "Bus Pads":

- For routes of transit agencies, see numbers on map (large icons)
- For routes of transit agencies, see numbers on map (large icons)

Transit Centers and Hubs

Centros de tránsito

Park and Ride Lot

Estacionamiento para transferir el autobús

Point of Interest

Punto de interés

SMART Train alignment and Stations

See page 5 for schedule information

SMART Train alignment and Stations

See page 5 for schedule information

Ferry Terminal, Ferry Route

See page 5 for ferry routes and information

Ferry Terminal, Ferry Route

See page 5 for ferry routes and information

Marin Transit Connect Service Area

See page 27

connect

Current State of Service – FY 2022/23

How have service and operations changed since the pandemic?

The COVID-19 Pandemic led to an initial 78% decline in ridership on fixed route service in April 2020, which by FY 2021 went up to a 55% decline relative to pre-COVID FY 2019 (Figure 3). While the decline was unprecedented, Marin Transit carried **more average daily passengers** than any other bus, rail, or ferry agency in the North Bay at the height of the pandemic, and has recovered a larger share of passengers than any other Bay Area Transit Agency (Figure 4). This is due to a strong core ridership continuing to work in service jobs and make essential trips, sustained service levels throughout the pandemic, and schools reopening sooner in Marin than in peer counties.

Figure 3 – Marin Transit Systemwide Ridership (FY 2018-FY 2022)

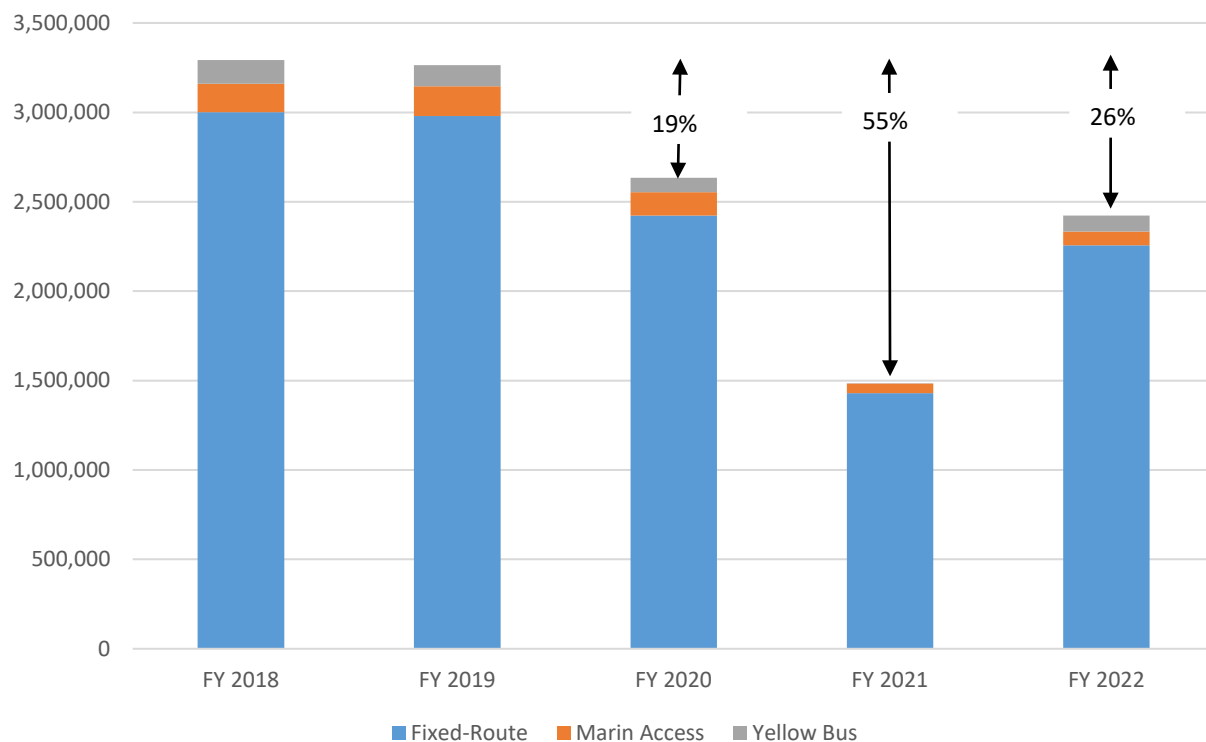
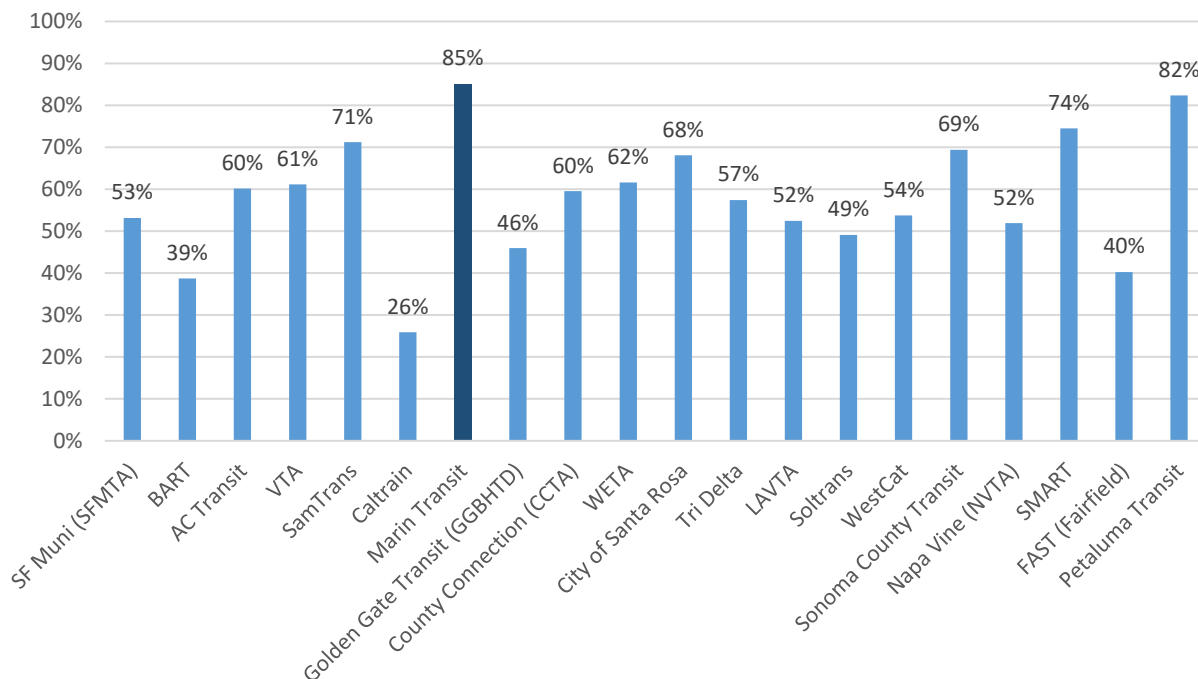


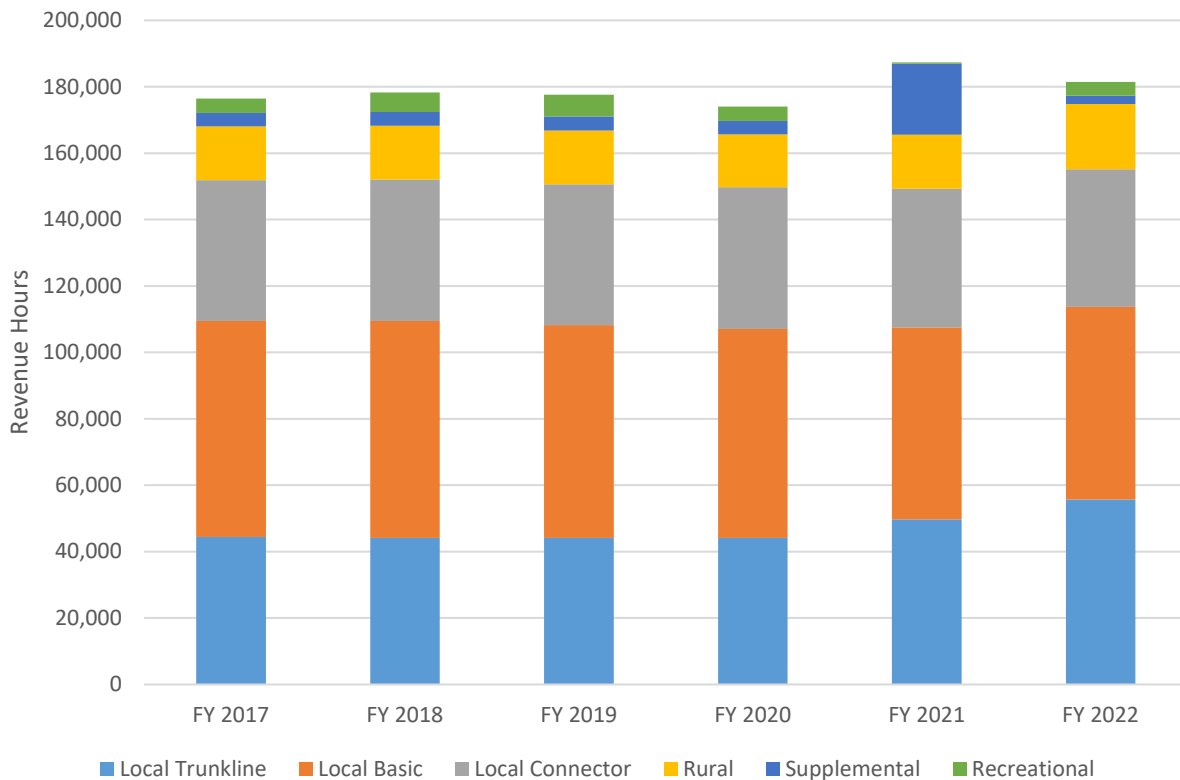
Figure 4 – COVID Recovery: Ridership across Bay Area Agencies (June 2022 ridership as a percent of June 2019 ridership)



That, along with vehicle capacity restrictions due to social distancing requirements, led to **ongoing capacity issues and pass ups** starting in the fall of 2020. Marin Transit **deployed backup service** to help meet this demand. Roughly 20,000 revenue hours of backup service were deployed in FY 2020/21, which can be seen through the drastic increase in Supplemental revenue hours for FY 2020/21 in the chart below (Figure 5), as the backup service was deployed on newly created supplemental routes. Marin Transit is now offering pre-COVID service levels on fixed route services, which is reflected in the FY 2022 bar on the same chart. In FY 2022, the supplemental category went back to only referring to school routes.

Marin Transit has increased service on local trunkline routes along the Highway 101 corridor coming out of the pandemic to compensate for reductions in service on Golden Gate Transit (GGT). GGT and Marin Transit have a fare agreement which allows riders to use GGT services locally within Marin County for the same price as a standard Marin Transit fare, and many riders use the services interchangeably. GGT ridership has not recovered as strongly as that of Marin Transit and their service offerings remain significantly lower than pre-COVID. Marin Transit has increased service on Route 71 specifically to address this. As GGT reevaluates its fare policy in 2023, Marin Transit will continue to coordinate with GGT to ensure a smooth and seamless experience for riders when using the two agencies within Marin County.

Figure 5: Marin Transit Fixed Route Revenue Hours



During the pandemic, Marin Transit's cost control measures included:

- Ongoing service adjustments – eliminating unproductive service and right-sizing demand response service.
- Reallocated service to meet ridership demand and distancing requirements.
- Shifted contracted service to lower cost operators for an annual savings of \$1.2 million.
- Reduced costs where possible (e.g. froze administration costs and pay).
- Focused on retaining contractor staff and drivers.

The reallocated service mentioned above was re-assigned from supplemental school and Muir Woods shuttle routes that were initially suspended and added 9% more service hours on high ridership routes. Marin Transit's innovations to meet service demand included:

- 10 service adjustments and schedule changes during FY 2020/21 to address distancing requirements and ridership demand on high ridership routes.
- Coordination with Golden Gate Transit to fill gaps resulting from reduction in regional service to preserve local mobility.
- Ongoing monitoring of pass-up data by stop to adjust schedules.
- Creatively deployed service to high schools by blending supplemental and regular fixed route service.
- Provided free fixed route and paratransit rides to vaccination sites.

- Re-assigning paratransit drivers to support community needs including transportation to vaccination sites, delivery of prepared meals, groceries, and prescriptions.
- Modified paratransit contract compensation structure to account for periods of reduced demand; new tiered pricing structure allows greater flexibility and ability to scale up or down in contracted services.

What were the priorities, goals and processes that informed decisions to adjust service or for budgeting decisions in FY 2022/23?

During the recovery period, Marin Transit has focused on:

- Retaining drivers
- Implementing cost control measures
- Continuing to deliver safe, reliable transportation

The significant uncertainties and fluctuations that were central to the budget cycles during the first two years of the pandemic have calmed. However, the District needs to re-bid the major fixed route purchased transportation contracts in the next year and labor shortages and other factors may drive these costs higher than Marin Transit is projecting. While systemwide ridership is not at pre-COVID levels, fixed route ridership is approaching 90% of pre-COVID levels and demand response ridership is continuing to recover. Fixed route programs have all been restored and the FY 2022/23 budget includes adjustments to reflect current service demand, back fills for regional routes that are not being restored, and addresses long term sustainability.

Through Marin Transit's short-range planning process, the District has established a series of metrics for evaluating the performance of its services and programs that refers to and builds on the criteria established in Measure A, the half-cent sales tax to support transportation projects and programs in Marin County. The metrics are organized into four categories as follows:

1) Systemwide Performance:

- a. Relieves congestion and provides mobility as measured in total ridership;
- b. Ensures high levels of customer satisfaction with services;
- c. Provides accessible and reliable transit services with Marin County;
- d. Ensures services are provided in a reliable manner;
- e. Provides service levels to prevent overcrowding;
- f. Promotes environmental justice based on demographic analysis; and
- g. Meets cost efficiency standards based on cost per revenue hour.

2) Corridor-Level Performance

- a. Provides adequate service frequency in priority transit corridors;
- b. Provides adequate span of service in priority transit corridors; and

c. Provides competitive travel times to promote transit usage.

3) Route-Level Performance:

- a. Meets service typology productivity standards based on passengers per hour;
- b. Meets service typology cost effectiveness standards based on subsidy per passenger trip; and
- c. Establish funding agreements for Partnership services.

4) District Performance:

- a. Attracts outside funding sources, including federal and state revenue, as well as discretionary grants and other local funds;
- b. Operates the system in a manner that encourages public involvement and participation; and
- c. Maintains a capital plan to minimize air quality issues and provide quality amenities and vehicles

The following Productivity and Subsidy Goals guide service planning and budgeting decisions, as established by the board and most recently updated in April 2018:

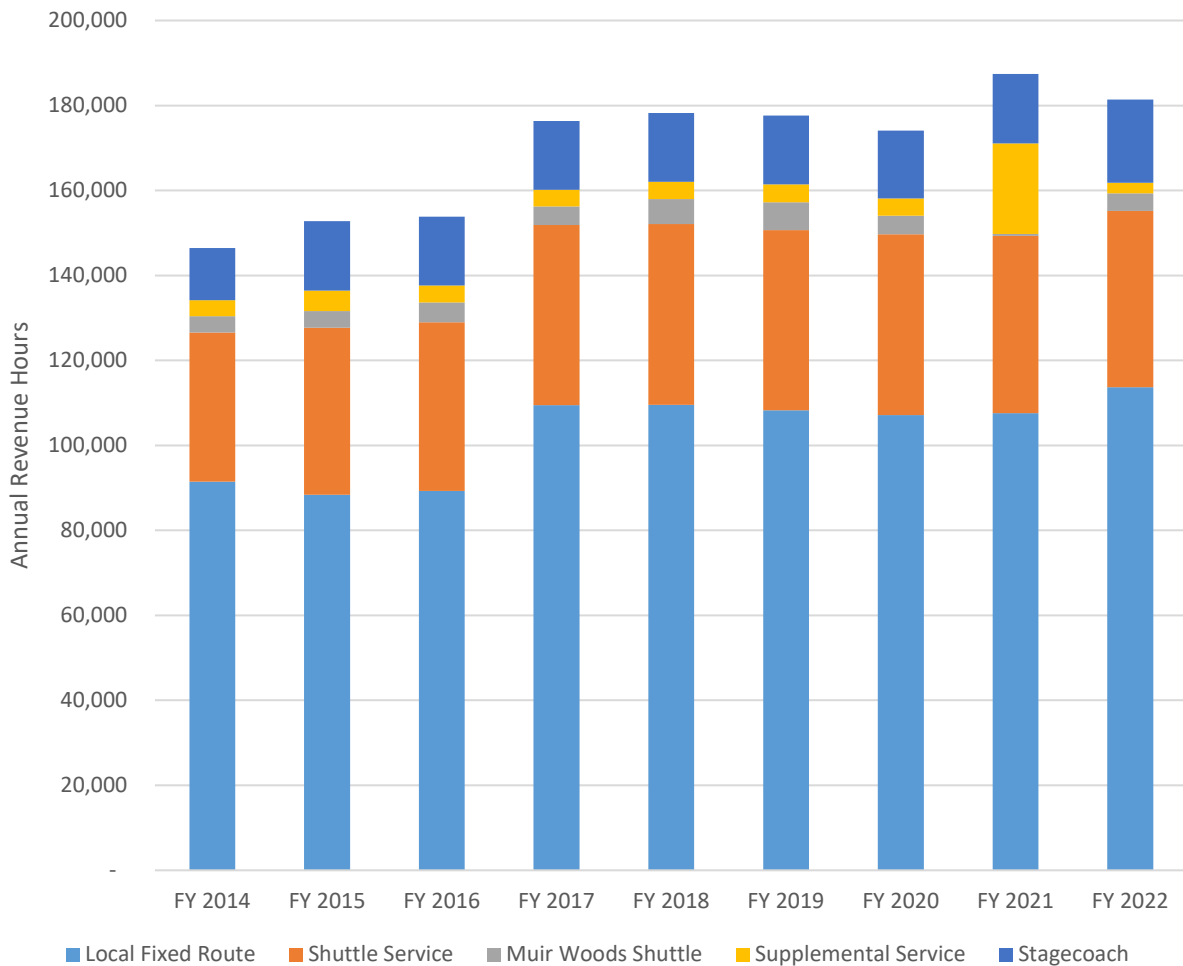
Service Typology	Routes	Unlinked Passenger Trips per Hour (at or above)	Subsidy per Passenger Trip (at or below)
Local Trunkline	35, 36, 71	20	\$5.00
Local Basic	17, 22, 23, 23X, 29, 49	18	\$7.25
Local Connector	219, 228, 233, 245, 251, 257	8	\$10.00
Supplemental	613, 619, 625, 645, 651, 654	20 per trip	\$3.25
Rural	61, 68	6	\$13.25
Recreational	66 (Muir Woods Shuttle)	25	\$3.25
Demand Response	Local DAR, Novato DAR, Dillon Beach/Tomaes DAR, Point Reyes DAR	2	\$38.50

Marin Transit conducts robust service performance monitoring every month, with comparisons to adopted service performance goals at the route level published quarterly. The regular performance reporting identifies areas of strong performance and challenges. Resources are directed to address the challenges and maintain strong systemwide performance.

How much service is available now?

After increasing service during the pandemic to reduce pass-ups, Marin Transit has returned to a fixed route service level similar to pre-pandemic. Marin Transit operated 183,510 revenue hours of fixed route service in FY 2021/22 (Figure 6).

Figure 6 – Fixed Route Revenue Service Hours over Time



Marin Transit's FY 2022/23 operations budget provides for operation of the following services:

Local Trunkline and Local Basic	114,200 revenue hours
Local Connector (Community Shuttles)	42,000 revenue hours
Supplemental School and Partnership	5,000 revenue hours
Muir Woods Shuttle	6,500 revenue hours
Novato Dial-A-Ride	2,000 revenue hours
Yellow School Bus Service	5 buses
West Marin Stagecoach Service	17,000 revenue hours
Rural Dial-A-Ride Service	400 revenue hours
Local Paratransit Service	43,000 revenue hours
Regional Paratransit Service	5,000 revenue hours
Catch-A-Ride	4,000 trips
Volunteer Driver	10,000 trips
Transit Connect	6,500 revenue hours

How has the distribution of service changed by geography? Time of day? Mode?

Local Trunkline, Basic, and Connector services were never cut during COVID. Supplemental and Recreational services were initially suspended during the pandemic, but both have been restored as of the start of FY 2021/22. No major changes have been made, although the District has made minor adjustments to meet shifting demand and labor shortages, and plans to continue making minor adjustments so that service continues to meet demand sustainably in the long term. The budget includes adjustments to back fill regional routes that are not being restored as well.

Describe changes to ridership and travel patterns since the start of the pandemic.

Fixed route ridership dropped significantly early in the pandemic, but quickly began to rise as riders returned to work in essential services and made essential trips.

Following the shelter-in-place order mandated for the State of California that began on March 16, 2020, Marin Transit, as an essential public service, continued to provide regular service. However, Muir Woods Shuttle service, Yellow Bus and the Supplemental School Routes were suspended with the closure of Marin County schools and the Muir Woods National Monument. The immediate suspension of these services removed an estimated 50,000 trips per month, or approximately 20 percent of total fixed route ridership. The onset of the COVID-19 pandemic

led to an initial ridership decline of 66% in from March to April 2020. Still, Marin Transit carried **more average daily passengers** than any other bus, rail, or ferry agency in the North Bay, and experienced a smaller decline than most other Bay Area Transit Agencies. This is due to a combination of sustained transit service offerings, a strong core ridership continuing to work in service jobs and make essential trips, and schools reopening sooner in Marin than peer counties. For example, one supplemental school route resumed service in November 2020, and two others resumed in February 2021, less than a year following the start of the pandemic.

Limited Supplemental School Route service resumed mid-way through the 2020/21 school year, and all school service resumed in FY 2021/22. The Muir Woods Shuttle resumed limited service on June 19, 2021 and resumed regular service levels in spring of 2022.

The fourth quarter of FY 2021/22 saw ridership climb to over 80% of pre-COVID levels, with local trunkline services almost reaching pre-COVID levels and Stagecoach routes exceeding them. This ridership also represents stronger growth than experienced by most other agencies across the Bay Area and the US. According to the National Transit Database, nationwide bus ridership increased 20% during the fourth quarter of FY 2021/22 compared to the prior year, while Marin Transit experienced 49% growth by that same metric.

The District continues to experience a steady rebound in ridership, in particular after the lift of COVID capacity limitations since mid-July of 2021 and the gradual reopening of the economy.

Regionally, Marin Transit fixed route services continue to perform relatively well compared to other North Bay transit agencies. In the fourth quarter of FY 2021/22, Golden Gate Transit carried 313,211 passengers on its fixed route bus service, representing less than half of Marin Transit's fixed route ridership (641,672), while SMART carried only 114,438 passengers. At a 48.9% increase over the prior year's fourth quarter, Marin Transit experienced an increase in fixed route ridership this quarter comparable to, or more robust than, other Bay Area transit agencies that provide local countywide transit services. Comparing to other Countywide peer agencies, Napa Valley Transportation Authority (VINE), SamTrans, and Solano County Transit (SolTrans) experienced a 52.2%, 45.8%, and 46.3% increase in ridership, respectively, relative to the fourth quarter of FY 2020/21.

Compared to the prior year, demand for Marin Access mobility management and demand response programs increased by 30.3% during the fourth quarter of FY 2021/22. Although this increase is significant, it remains lower than the increase in ridership on fixed routes services. Even with vaccines, seniors and people with disabilities remain more susceptible to severe effects from COVID than the general population and continue to be more cautious with their travel and activities.

How have equity priority communities been considered in service planning or changes?

Marin Transit has three equity priority communities within its service area: the Canal neighborhood of San Rafael, the Terra Linda neighborhood of San Rafael, and Marin City. All

three of these communities are well-served by Marin Transit routes, and when planning service changes, the needs of these communities are carefully considered by Marin Transit staff before making any route or schedule alterations. Throughout the pandemic, Marin Transit has maintained service levels in these communities, and actually increased service when social distancing requirements began causing pass-ups in these communities.

Scenario Planning Concepts – FY 2023/24 through FY 2027/28

One of the ongoing issues for Marin Transit operations is the lack of facilities for bus parking and maintenance. The District currently owns three properties for these purposes: 3000 Kerner, 3010-3020 Kerner, and 600 Rush Landing. However, these properties are insufficient for housing the necessary infrastructure to store and maintain the full fixed-route and demand response vehicle fleet. Marin Transit relies on supplementing these properties with leased space throughout Marin County to meet its operational needs. This creates two main issues for the District:

1. The volatility of land pricing and availability creates a significant amount of risk for future service. A steep increase in lease pricing could potentially force service cuts in the future to balance the budget.
2. The lack of owned property has forced the District to delay capital investments necessary to facilitate an electric fleet of buses. Charging infrastructure is costly and time consuming to build, which would make it an unwise financial decision to build on leased property. This lack of electric bus charging infrastructure will become more of an issue as State requirements for electric buses increase.

The risks associated with the lack of District property were not factored into the service cuts discussed in this section, but may play a role into how theoretical service cuts ultimately materialize.

How would priorities and goals change with revenue constraints? What would inform or trigger service change decisions?

Attachment B: MCTD Revenue and Service Projections details the anticipated revenue from the three MTC-defined scenarios, Scenarios 1-3, as well as the MCTD-defined Scenario 0. It also includes estimates of fixed-route service offerings and ridership in each scenario.

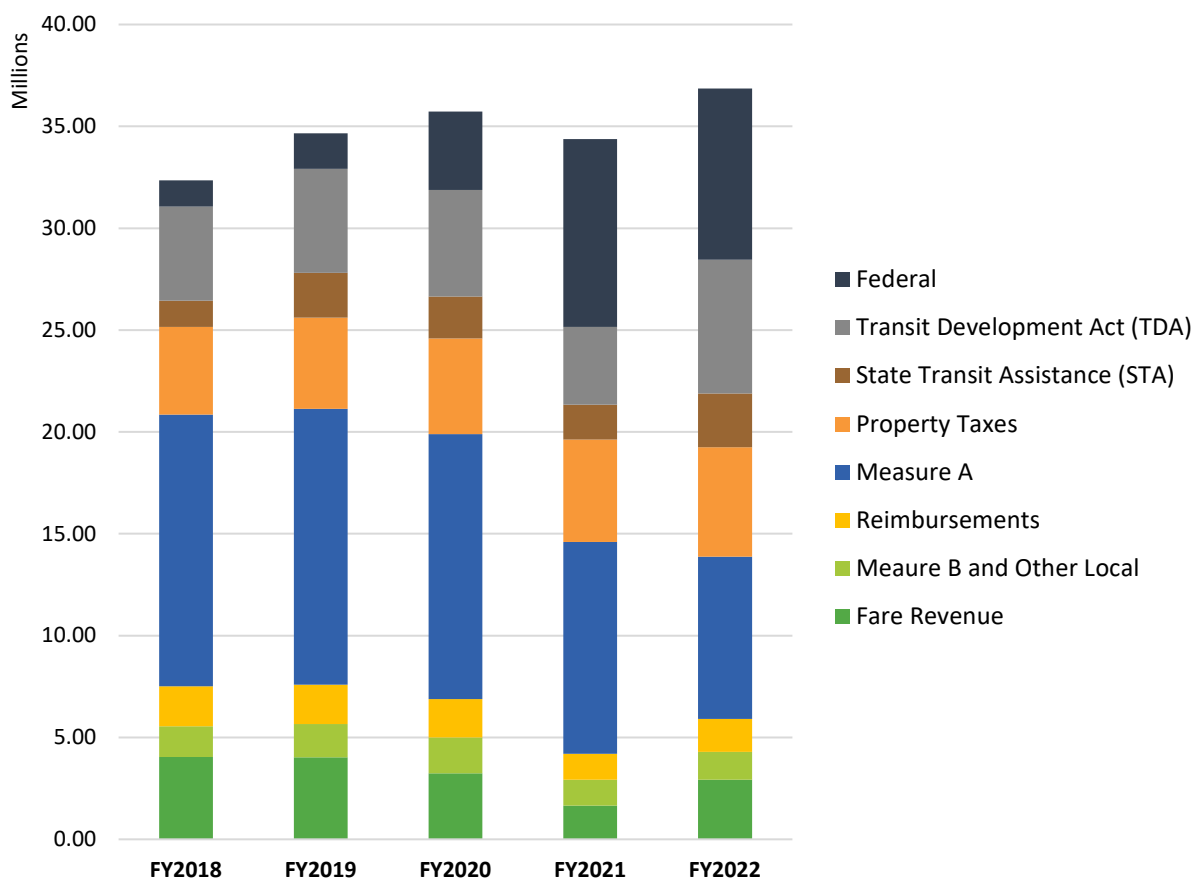
Marin Transit's revenues have recovered more quickly than projected in MTC's three scenarios, and Marin Transit does not anticipate needing to cut service over the FY 2023/24 through FY 2027/28 timeframe. Figure 7 shows fare revenue returning to a pre-COVID level and shows the expenditure of federal relief funds during the COVID 19 pandemic. Use of federal reserve funds temporarily reduce the expenditure of local Measure AA sales tax funds and some reserves are

available. Marin Transit has created a Scenario 0 that reflects the District’s projected revenues based on current ridership and sales tax revenue projections.

Under the service planning exercises conducted to respond to MTC’s scenarios, Marin Transit has prioritized the needs of our transit-dependent communities.

Service changes would be initiated if revenue forecasts resulted in anticipated longer-term shortfalls that could not be covered by reserves. Service changes may also be needed if new purchased transportation costs exceed projections. Marin Transit’s new interagency agreement with Golden Gate Bridge Highway and Transportation District (GGBHTD) increases costs by 18% between FY 2021/22 and FY 2022/23. Marin Transit will re-bid all other fixed route service in 2022 and 2023. Marin Transit has forecasted 8% percent cost increases at contract re-bids, but this may not be sufficient based on current market trends. If service changes are needed, Marin Transit would work to balance goals of continuing to serve equity priority communities, service frequency in high-demand areas, and coverage for essential services in rural and lower-density areas.

Figure 7 – Marin Transit Operation Revenues by Category



How much service would be available?

In Scenario 0 (the MCTD Projection scenario), fixed-route service would remain at its current level, 184,700 revenue hours per year. Demand response service levels are primarily driven by demand for paratransit services and are anticipated to be roughly 42,000 revenue hours in FY 2023/24 before returning to pre-COVID service levels in FY 2024/25 (55,000 revenue hours annually).

In the defined SRTP Planning Horizon scenarios (Scenarios 1-3), Marin Transit would be forced to make cuts to fixed-route service levels. In Scenarios 1 and 2, MCTD estimates it would operate roughly 100,000 revenue hours of fixed-route service annually, which would involve cutting four routes and reducing service on most other routes. In Scenario 3, MCTD estimates it would operate roughly 75,000 revenue hours of fixed-route service annually, which would involve cutting one additional route to the prior scenarios and reducing service levels on remaining routes. Demand response service levels are projected to be the same as Scenario 0 in all three Planning Horizon scenarios.

How would the deployment of service change by mode? Geography or route? Time of day or week?

Under MTC's reduced revenue scenarios, we anticipate that paratransit service demand would not change significantly from Marin Transit's current projections. The hypothetical route cuts and span of service reductions would not dramatically alter the geography or span of required paratransit service, thus ridership would be unlikely to change significantly.

Marin Transit would first reduce or cancel connection routes and drop service frequencies to every 60 minutes on Basic routes and every 30 minutes on Trunkline routes.

How would equity priority communities be considered under each scenario?

In the MCTD Projection scenario (Scenario 0), there are no significant changes to fixed-route service. Equity priority communities would continue to be considered as strongly as they are in Marin Transit's current planning practices.

In estimating potential service cuts across Scenarios 1-3, equity priority communities were especially considered in two regards: service quality and service coverage. Service quality was considered for equity priority communities, which have higher rates of transit dependent residents than the rest of the county, to ensure that service cuts would not take too high a toll on transit-dependent residents. Service coverage for disadvantaged communities, including those living in rural west Marin that do not fall in an MTC-designated equity priority community, was maintained despite low route productivity (passengers per revenue hour) due to the rural nature of the area. No routes serving the Canal neighborhood were cut, and the one route serving Marin City that was cut has duplicative service on Golden Gate Transit (multiple other Marin Transit routes serving Marin City were preserved). The one route serving

Terra Linda that was cut is already a low-frequency route, and residents in that neighborhood would maintain a reasonable quality of service via the multiple other routes that serve that community.

DRAFT

	Pre-COVID	COVID-19			Current (Budgeted)
Data Category (Annual amounts)	FY19	FY20	FY21	FY22	FY23
Revenue Vehicle Hours	235,123	218,289	215,875	209,481	219,960
Revenue Vehicle Miles	3,070,041	2,872,403	3,090,901	3,273,630	3,399,897
Number of Routes Operated	28	28	26	25	24
Total Route Miles	297	297	297	297	297
Ridership	3,087,067	2,512,076	1,468,770	2,307,135	2,462,088
Operating Budget	\$ 26,859,624	\$ 27,276,182	\$ 28,958,812	\$ 31,235,628	\$ 36,899,246
Total Revenue Vehicles	110	114	114	114	114
Vehicles Required For Max Service	87	85	72	75	75
Employees (Full Time Equivalent)	232	232	232	232	232

	MCTD Projected Revenue - Scenario 0				
Data Category (Annual amounts)	FY24	FY25	FY26	FY27	FY28
Revenue Vehicle Hours	227,139	239,784	240,776	241,785	242,812
Revenue Vehicle Miles	3,430,381	3,603,421	3,616,989	3,630,802	3,644,863
Number of Routes Operated	24	24	24	24	24
Total Route Miles	297	297	297	297	297
Ridership	3,062,257	3,140,689	3,197,221	3,254,771	3,313,357
Operating Budget	\$ 40,163,823	\$ 41,965,077	\$ 42,528,258	\$ 43,499,390	\$ 44,679,524
Total Revenue Vehicles	114	114	114	114	114
Vehicles Required For Max Service	85	87	87	87	87
Employees (Full Time Equivalent)	232	232	232	232	232

	SRTP Planning Horizon - Scenario 1				
Data Category (Annual amounts)	FY24	FY25	FY26	FY27	FY28
Revenue Vehicle Hours	142,769	155,414	156,405	157,415	157,415
Revenue Vehicle Miles	1,979,973	2,153,012	2,166,581	2,180,393	2,180,393
Number of Routes Operated	21	21	21	21	21
Total Route Miles	297	297	297	297	297
Ridership	2,477,579	2,545,486	2,591,305	2,637,948	2,683,415
Operating Budget	\$ 29,900,000	\$ 30,600,000	\$ 31,300,000	\$ 32,000,000	\$ 32,700,000
Total Revenue Vehicles	114	114	114	114	114
Vehicles Required For Max Service	85	87	87	87	87
Employees (Full Time Equivalent)	232	232	232	232	232

	SRTP Planning Horizon - Scenario 2				
Data Category (Annual amounts)	FY24	FY25	FY26	FY27	FY28
Revenue Vehicle Hours	142,769	155,414	156,405	157,415	157,415
Revenue Vehicle Miles	1,979,973	2,153,012	2,166,581	2,180,393	2,180,393
Number of Routes Operated	21	21	21	21	21
Total Route Miles	297	297	297	297	297
Ridership	2,477,579	2,545,486	2,591,305	2,637,948	2,683,415
Operating Budget	\$ 29,200,000	\$ 29,800,000	\$ 30,500,000	\$ 31,100,000	\$ 31,800,000
Total Revenue Vehicles	114	114	114	114	114
Vehicles Required For Max Service	85	87	87	87	87
Employees (Full Time Equivalent)	232	232	232	232	232

	S RTP Planning Horizon - Scenario 3				
Data Category (Annual amounts)	FY24	FY25	FY26	FY27	FY28
Revenue Vehicle Hours	117,860	130,505	131,497	132,506	132,506
Revenue Vehicle Miles	1,630,353	1,803,393	1,816,961	1,830,774	1,830,774
Number of Routes Operated	20	20	20	20	20
Total Route Miles	297	297	297	297	297
Ridership	2,271,195	2,335,388	2,377,424	2,420,218	2,461,766
Operating Budget	\$ 25,500,000	\$ 26,000,000	\$ 26,600,000	\$ 27,200,000	\$ 27,800,000
Total Revenue Vehicles	114	114	114	114	114
Vehicles Required For Max Service	85	87	87	87	87
Employees (Full Time Equivalent)	232	232	232	232	232

Short Range Transit Plan (S RTP): Bay Area Transit Recovery Scenario Planning

Draft Guidelines – February 2022

1. Basis of the S RTP Requirement

Federal statutes require that the Metropolitan Transportation Commission (MTC), in partnership with the state and with local agencies, develop and periodically update a long-range Regional Transportation Plan (RTP), and a Transportation Improvement Program (TIP) which implements the RTP by programming federal funds to transportation projects contained in the RTP. To effectively execute these planning and fund programming responsibilities, MTC, in cooperation with Region IX of the Federal Transit Administration (FTA), requires each transit operator receiving federal funding through the TIP (federal grantees within the MTC region) to prepare, adopt, and submit an S RTP to MTC. Transit operators are required by MTC to prepare an S RTP every four years in order to remain eligible to receive federal funding.

2. Reimagined Approach

The COVID-19 pandemic has significantly impacted transit operations, ridership, and revenues. The decrease in ridership, changes in travel patterns and uncertainties in farebox revenues have created enormous planning and operational challenges for Bay Area transit operators. While federal relief funds provided a significant stop gap, it is anticipated that these funds will be exhausted within the next two fiscal years for most transit operators. In light of the current crisis, the S RTP is being reimagined and restructured to help plan for and navigate through the continued uncertainties.

The revised approach narrows the scope to a five-year planning horizon with a focus on financial and service planning. In another departure from past practice, all transit operators will be required to prepare an S RTP in this cycle to facilitate a regional understanding of transit priorities and plans over the next five years. This revised approach will also include scenario planning, which asks operators to consider how service plans might be adapted under different revenue scenarios. This reduction in the scale of the deliverables is intended to facilitate the development of a more narrowly focused S RTP for this planning cycle on a much shorter timeline than has been required for traditional S RTPs.

3. S RTP Purpose

- A. To serve as a management and policy document for the transit operator, as well as a means of providing FTA and MTC with information necessary to meet regional fund programming and planning requirements.
- B. To understand the status and outlook of transit service in the Bay Area, both by operator and regionally
- C. To understand the impacts of varying levels of funding on transit service
- D. To develop actionable information support funding advocacy, including the ability to articulate service benefits and tradeoffs at different funding levels

4. Scenario Planning

Core to this revised S RTP approach is developing an understanding of how service plans might be adapted under different revenue constraints. Accordingly, this S RTP asks operators to consider and make projections of service levels under three scenarios:

1. **Robust Recovery:** There is adequate funding to return overall revenue to 100% of pre-pandemic levels, with escalation. This would not assume proportionate recovery across all revenue sources.
2. **Revenue Recovery, with Fewer Riders:** Federal relief funds are eventually exhausted, although other funds recover to pre-pandemic levels. However, farebox revenue remains stagnant (20-50% below pre-pandemic levels, depending on current status) for next five years.
3. **Some Progress:** Federal relief funds are eventually exhausted and total revenue available to the agency is 15% below pre-pandemic levels for the next five years.

MTC staff will share specific total revenue targets for each transit operator and each of the three above scenarios to assist operators in the development of their responses. Revenue targets will be available with the final detailed guidelines when they are presented to the MTC Commission for review and approval.

5. Scope

The deliverables include data on service and operating projections and a brief supporting narrative document to describe pre-pandemic service, changes made since the pandemic, and priorities and plans in the next five years.

A. Data Request

Complete the provided Excel attachment which requests the following categories of data:

- Revenue Vehicle Hours
- Revenue Vehicle Miles
- Number of Routes Operated
- Total Route Miles
- Ridership
- Total Operating Budget
- Employees

Criteria

- Data should be separated by mutually exclusive and comprehensively exhaustive modes (no overlap between modes and sums to operator totals)
- Data should be completed for FY19 (pre-pandemic), FY23 (since the pandemic), and for FY24-28 for each of the three revenue scenarios
- Data should be provided in whole numbers and dollars
- The Excel document should be completed as provided. Fields may be left blank if not applicable, but the document, fields, rows and columns should not be altered

B. Narrative

The supporting narrative document is an opportunity to expand upon and contextualize the responses to the data request. It should briefly describe pre-pandemic service, discuss service and operations changes since the pandemic, and elaborate on the considerations that drive the service projections made in the data request. The document should be structured as follows:

1. Pre-pandemic State of Service – FY 2018-19

- What did operations look like before the pandemic?
- How much service was available?
- Where, when, and how was service deployed?
- What did ridership levels and travel patterns look like?

2. Current State of Service – FY 2022-23

- How have service and operations changed since the pandemic?
- What were the priorities, goals and processes that informed decisions to adjust service or for budgeting decisions in FY23?
- How much service is available now?
- How has the distribution of service changed by geography? Time of day? Mode?
- Describe changes to ridership and travel patterns since the start of the pandemic.
- How has the operating budget changed?

3. Scenario Planning Concepts – FY 2023-24 through FY 2027-28

For each of the three scenarios, questions to consider include:

- How would priorities and goals change with revenue constraints? What would inform service change decisions?
- How much service would be available?
- How would the deployment of service change by mode? Geography or route? Time of day or week?
- How would these revenue constraints impact staffing and budgeting?

6. Funding

MTC has budgeted approximately \$640,000 to support SRTP development. The seven largest operators will receive \$40,000 each, and medium and small operators will receive \$20,000 each. If operators or county transportation authorities elect to submit a combined SRTP, the funding for which each operator is eligible will be pooled at the county level. Submissions from combined SRTPs must still include data responses and narratives for each participating operator.

7. Timeline

1. Draft SRTP: October 3, 2022
2. Final SRTP: December 29, 2022

This schedule reflects the urgency established by the rapid exhaustion of federal relief funds, as well as the opportunity to articulate regional transit funding needs in advance of the FY2023-24 state legislative agenda.

Both drafts and final versions should be submitted to MTC staff electronically srtp@bayareametro.gov. The narrative may be provided in PDF format, but the data request should be in MS Excel format.



711 grand ave, #110
san rafael, ca 94901

ph: 415.226.0855
fax: 415.226.0856
marintransit.org

December 5, 2022

Honorable Board of Directors
Marin County Transit District
3501 Civic Center Drive
San Rafael, CA 94903

SUBJECT: Marin Transit Annual Comprehensive Financial Report for Fiscal Year 2021/22

Dear Board Members:

board of directors

stephanie moulton-peters
president
supervisor district 3

katie rice
vice president
supervisor district 2

eric lucan
2nd vice president
city of novato

judy arnold
director
supervisor district 5

kate colin
director
city of san rafael

damon connolly
director
supervisor district 1

dennis rodoni
director
supervisor district 4

brian colbert
alternate
town of san anselmo

RECOMMENDATION: Accept report.

SUMMARY: Brown Armstrong Accountancy Corporation has completed the annual financial audit of the Marin County Transit District for the fiscal year that ended June 30, 2022. The audit includes a detailed *single* audit as required when the expenditure of federal funds in a fiscal year exceeds \$500,000. Staff have incorporated the annual financial audit into the attached Annual Comprehensive Financial Report (ACFR). The auditor presented the ACFR to the ad hoc Audit Subcommittee of your Board for review on November 14, 2022. With your acceptance of this report, the District will be up-to-date with all independent audits and will submit the required federal audit well before the required deadline of March 30, 2023.

This is the fifth year the District has published an Annual Comprehensive Financial Report. The report is designed to ensure that users of the financial statements have the information and context needed to assess the financial health of the District.

The ACFR has four main components:

- Introductory Section
- Financial Section
- Statistical Section
- Single Audit Section governed

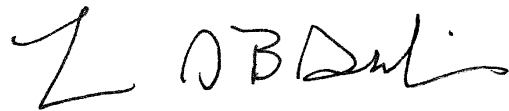
The **Introductory Section** discusses the District's governing structure, staff structure, and service area map.

The **Statistical Section** compiles data from the District's prior financial statements and Short Range Transit Plans, along with countywide statistics from the County of Marin and other sources. This section is designed to provide information about trends and the local economy that will provide context for the reader to assess the District's financial condition.

The **Financial** and **Single Audit Sections** contain the District's audited financial statements and the results of the federal single audit. The audit was conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. The audit team found no deficiencies in internal control over financial reporting or in compliance that they considered to be material weaknesses. Similarly, the audit team found no material weaknesses or significant deficiencies in internal control over major federal award programs.

FISCAL/STAFFING IMPACT: None associated with this report.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'L Gradia', is written over the printed name.

Lauren Gradia
Director of Finance and Capital Programs

Attachments: Letter to the Board from Brown Armstrong Accountancy Corporation and Marin County Transit District Fiscal Year 2021/22 Annual Comprehensive Financial Report

To the Board of Directors
Marin County Transit District
San Rafael, California

We have audited the financial statements of Marin County Transit District (the District) for the fiscal year ended June 30, 2022. Professional standards require that we provide you with information about our responsibilities under auditing standards generally accepted in the United States of America, *Government Auditing Standards*, and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated April 4, 2022. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the District are described in Note 1 to the financial statements. The District implemented Governmental Accounting Standards Board (GASB) Statement No. 87 – *Leases* during the fiscal year ended June 30, 2022. We noted no transactions entered into by the District during the fiscal year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the District's financial statements were:

Management's estimate of the useful lives of capital assets for the purpose of calculating annual depreciation expense. Estimated useful lives range from two to thirty years. We evaluated the key factors and assumptions used to develop the estimate of the useful lives of capital assets in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's estimates of its net pension asset and related deferred inflows of resources and deferred outflows of resources are based on actuarial valuations that involve estimates of the value of reported amounts and assumptions about key factors and assumptions about the probability of occurrence of events far into the future. We evaluated the key factors and assumptions used to develop the estimates of the net pension asset and related deferred inflows of resources and deferred outflows of resources in determining that they are reasonable in relation to the financial statements taken as a whole.

Management's estimate of the discount rate for the purpose of calculating the right-to-use leased asset and liability. We evaluated the key factors and assumptions used to develop the estimate of the discount rate for the purpose of calculating the right-to-use leased asset and liability in determining that it is reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements were:

The disclosures of Capital Assets, Lease Liability, and Pension in Notes 3, 4, and 8 to the financial statements.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. No such misstatements occurred during the course of our audit.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated November 17, 2022.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each fiscal year prior to retention as the District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to Management's Discussion and Analysis, Schedule of Changes in the Net Pension Asset and Related Ratios, and Schedule of Contributions, which are required supplementary information (RSI) that supplement the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the Schedule of Expenditures of Federal Awards, Statement of Fiduciary Net Position – Retirement Plan, Statement of Changes in Fiduciary Net Position – Retirement Plan, Budgetary Comparison Schedule – Operations, Budgetary Comparison Schedule – Capital Program, and Budgetary Comparison Schedule – Reconciliation to the Statement of Activities and Changes in Net Position, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the introductory and statistical sections, which accompany the financial statements but are not RSI. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Restriction on Use

This information is intended solely for the information and use of the Board of Directors and management of Marin County Transit District and is not intended to be, and should not be, used by anyone other than these specified parties.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

*Brown Armstrong
Accountancy Corporation*

Bakersfield, California
November 17, 2022



MARIN COUNTY TRANSIT DISTRICT

San Rafael, California

A Component Unit of the County of Marin, California

ANNUAL FINANCIAL COMPREHENSIVE REPORT

For the Years Ended June 30, 2022 and 2021



**MARIN COUNTY TRANSIT DISTRICT
(A COMPONENT UNIT OF THE COUNTY OF MARIN, CALIFORNIA)**

ANNUAL COMPREHENSIVE FINANCIAL REPORT

FOR THE FISCAL YEARS ENDED JUNE 30, 2022 AND 2021

PREPARED BY THE FINANCE DEPARTMENT

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**MARIN COUNTY TRANSIT DISTRICT
JUNE 30, 2022 AND 2021**

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711 grand ave, #110
san rafael, ca 94901

ph: 415.226.0855
fax: 415.226.0856
marintransit.org

November 17, 2022

The Board of Directors
Marin County Transit District

We are pleased to present the Annual Comprehensive Financial Report (ACFR) of the Marin County Transit District (the District) for the fiscal years ended June 30, 2022 and 2021.

The District's enabling legislation requires an annual audit of the District's financial statements. This report is published to fulfill that requirement for the fiscal years ended June 30, 2022 and 2021.

board of directors

stephanie moulton-peters
president
supervisor district 3

katie rice
vice president
supervisor district 2

eric lucan
2nd vice president
city of novato

judy arnold
director
supervisor district 5

kate colin
director
city of san rafael

damon connolly
director
supervisor district 1

dennis rodoni
director
supervisor district 4

brian colbert
alternate
town of san anselmo

Management of the District is responsible for establishing and maintaining internal controls designed to ensure that the assets of the District are protected from loss, theft, or misuse and to ensure that adequate accounting data are compiled to allow for the preparation of financial statements in conformity with accounting principles generally accepted in the United States. The internal controls are designed to provide reasonable, but not absolute, assurance that these objectives are met. The concept of reasonable assurance recognizes that:

- (1) the cost of a control should not exceed the benefits likely to be derived; and,
- (2) the valuation of costs and benefits requires estimates and judgments by management. Management believes internal controls in place are adequate to ensure the financial data provided herein is materially accurate.

Brown Armstrong Accountancy Corporation has issued an unmodified ("clean") opinion on the District's financial statements for the fiscal years ended June 30, 2022 and 2021. The independent auditor's report is located at the front of the financial section of this report. This report has been prepared by the Finance Department following the guidelines recommended by the Government Finance Officers Association of the United States and Canada (GFOA) and is in conformance with generally accepted accounting principles for state and local governmental entities established by the Governmental Accounting Standards Board (GASB). Generally accepted accounting principles require that management provide a narrative introduction, overview and analysis to accompany the basic financial statements in the form of Management's Discussion and Analysis (MD&A). This letter of transmittal is designed to complement the MD&A and should be read in conjunction with it. The District's MD&A can be found immediately following the report of the independent auditors. Responsibility for the accuracy, completeness and fairness of the presented data and the clarity of presentation, including all disclosures, rests with the management of the District.

The following provides an overview of the District's history, services, local economy, planning initiatives, and policies.

PROFILE OF THE GOVERNMENT

History

The Marin County Transit District (“Marin Transit” or the “District”) was formed by a vote of the people of Marin County (the County) in 1964 and was given the responsibility for providing local transit service within the County. Marin Transit is a component unit of the County of Marin, California. Although Marin Transit has responsibility for local transit services, it does not own any facilities and does not employ its own drivers. Instead, Marin Transit contracts with other providers, including Golden Gate Bridge Highway and Transportation District (Golden Gate Transit), Marin Airporter, MV Transportation, Michael’s Transportation, and Transdev Services, Inc, for local bus and paratransit services.

Prior to a major fixed route service restructuring by Golden Gate Transit in November 2003, the primary responsibility of Marin Transit was to manage and administer the paratransit contract for both local and regional paratransit services in the County. For fixed route services, Marin Transit was historically a “pass through” agency, providing funds for local services managed by Golden Gate Transit. With the 2003 service restructuring, Marin Transit took on increased responsibility for the planning, outreach, oversight, and management of local fixed route transit services throughout the County.

The passing of Measure A, the County’s ½ cent sales tax increase, in 2004 further propelled the responsibility of Marin Transit under a 20-year expenditure plan providing a dedicated local funding source for public transit within the County. This new funding source allowed the District to fund its local big bus fixed route services, expand the rural Stagecoach service, and introduce the community shuttle program. In November 2018, Measure A was reauthorized as Measure AA for a 30-year extension.

The Muir Woods Shuttle program was inaugurated in 2005 and became the responsibility of Marin Transit in 2009. Although the County started the program as a demonstration project, its success in reducing transportation impacts on the National Monument and surrounding areas has led to a formal partnership between the District and the National Park Service.

Internal growth within the District has also occurred as responsibility for local service has increased. Staffing levels prior to the passage of Measure A included one full-time and one part-time employee. With the passage of Measure A, the number of full-time employees grew from 1.5 to 3.5 in 2006 and then to 5 employees in 2008. As of June 30, 2022, the District has 20.2 authorized full time equivalent employees.

The COVID-19 pandemic, starting in March 2020, disrupted transit service operations and reduced ridership demand on both fixed route and demand response services. As the County and our District recover from the pandemic, Marin Transit’s fixed route ridership has returned faster than the District’s ADA paratransit ridership and faster than other Bay Area transit operators that have more commute dependent ridership.

Services

Fixed Route

Marin Transit operates transit service on 24 routes within Marin County. Over 2.3 million trips were made on the local fixed route network in fiscal year 2022. This is down from over 3.0 million trips made prior to the COVID-19 pandemic, but an increase from the 1.0 million trips made in the prior fiscal year.

Fixed route services are organized within the District based on route typologies. Typologies define the primary function of that route and its intended market. There are currently six typologies: Local Trunkline, Local Basic, Local Connector, Supplemental School, Rural, and Recreational. Below is a brief summary of each typology.

Local Trunkline

Description: Services that operate along the highest ridership corridors and often the most densely populated areas of the County. These services provide the backbone for the transit system and connect with Local Basic and Local Connector services at key transfer locations. Along Highway 101, Trunkline service supplements the Golden Gate Transit regional services that continue to San Francisco and Sonoma Counties.

- Operational Focus: Capacity, frequency, and speed.
- Routes: 35, 36, 71
- Program: Local Bus
- Typical Vehicle: 40' heavy duty

Local Basic

Description: Services that operate along many of the County's arterial corridors with transit-supportive land use patterns with an emphasis on providing the more extensive coverage of transit services.

- Operational Focus: Frequency, accessibility, and speed.
- Routes: 17, 22, 23, 23x, 29, 49
- Program: Local Bus
- Typical Vehicle: 35' or 40' heavy duty

Local Connector

Description: Services to lower density areas with less supportive transit land use patterns or areas where larger bus capacity is not warranted. These services rely on good transfer opportunities to the Local Trunkline and Local Basic Services for travel outside the community.

- Operational Focus: Accessibility.
- Routes: 219, 228, 233, 245, 251, 257
- Program: Community Shuttles
- Typical Vehicle: 24' cutaways

Supplemental School

Description: Services that are provided to address the transportation needs of schools, primarily middle and high schools, within the County. These services provide additional capacity on Marin Transit routes for this purpose and are not designed for transfer opportunities.

- Operational Focus: Capacity.
- Routes: 613, 619, 625, 651, 654
- Program: Local Bus
- Typical Vehicle: 35' or 40' heavy duty
- Limited services were provided during the COVID-19 pandemic

Rural

Description: Services to the rural areas of West Marin that provide community mobility and reduce congestion in the rural areas. Topography is challenging on these routes and requires specific attributes for the fleet used to deliver these services.

- Operational Focus: Accessibility.
- Routes: 61, 68
- Program: Rural and Recreational
- Typical Vehicle: 28'-32' cutaways

Recreational

Description: Services that support recreational or tourist-based travel within the County. Major attractions include the Muir Woods National Monument within the Golden Gate National Recreational Area.

- Operational Focus: Accessibility.
- Routes: 66
- Service was suspended during pandemic and restarted in June 2021

Yellow Bus

Marin Transit provides yellow school bus service to two schools in the Ross Valley School District: White Hill Middle School and Hidden Valley Elementary School. This yellow bus school service was suspended in March 2020 due to the COVID-19 pandemic and re-started in fiscal year 2022. Marin Transit handles all logistics of the program including contract management, website development, pass sales and production, and customer service. Staff at White Hill Middle School and Hidden Valley Elementary School support the program by distributing passes and managing student loading on the buses in the afternoon.

Marin Transit staff provide planning and management support to a Joint Powers Authority for Reed Union School District and administers a yellow bus grant program with Measure AA funds.

Demand Response

In addition to fixed-route services, the District provides a suite of programs named “Marin Access” to serve the aging and disabled population in Marin County. A total of five programs provide a variety of mobility options to these users and all services are coordinated by a team of Travel Navigators. These programs include local paratransit, dial-a-ride, volunteer driver, and subsidized taxi (Catch-A-Ride). Marin Transit launched a new on-demand, micro-transit pilot service, Marin Transit Connect, on May 22, 2018. Travel Navigators provide trip planning and technical assistance to riders to empower the user to select from available travel options to best meet their mobility need.

LOCAL ECONOMY

The District operates within Marin County, one of the nine counties in the San Francisco-Oakland Bay Area. The County includes 11 incorporated cities and towns: Belvedere, Corte Madera, Fairfax, Larkspur, Mill Valley, Novato, Ross, San Anselmo, San Rafael, Sausalito, and Tiburon.

The local economy entered a period of uncertainty with the onset of the COVID-19 pandemic and has shown a return to the strong economy that existed before the pandemic. The County’s unemployment increased during the pandemic from a low of 2.4% to a high of 6.1% in fiscal year 2021 and dropped again to 3.0% in fiscal year 2022. The Contractors for the District continue to have increasing difficulties hiring and retaining drivers and other front-line staff. These challenges have continued to increase during the pandemic causing missed service, difficulties in adding service and increasing costs for our contractors.

A significant portion of the District’s operating funds are derived from sales tax revenues. The COVID-19 pandemic did not negatively impact Marin County’s total sales tax receipts but has impacted the timing. In fiscal year 2020, many businesses chose to defer sales tax payments. Fiscal year 2020 sales tax decreased 5.6% and fiscal year 2021 and 2022 sales tax increased 12.8% and 12.7%, respectively. This equates to about a 6.2% increase per year over the three-year period. This is better than the standard 2.2% per year growth projections used by the Transportation Authority of Marin.

LONG TERM PLANNING AND MAJOR INITIATIVES

Short Range Transit Plan

The District's Short Range Transit Plan (SRTP) is the primary service and financial planning document for the District and includes ten years of financial projections for operations and capital programs. The 2020-2029 SRTP was adopted by the Board of Directors (the Board) on February 3, 2020. The District is completing a partial update in 2022 and will do a full update in 2024.

Operating Plan

The District made significant adjustments in response to the countywide Shelter in Place order issued on March 16, 2020. Following this order, the District suspended all supplemental school and yellow bus service and suspended service to Muir Woods on April 7, 2020, due to the closure of the National Monument. Paratransit demand dropped to an unprecedented low. In fiscal year 2021, most supplemental school service, Muir Woods service and yellow bus service continued to be suspended. Marin Transit re-deployed suspended service and added fixed route service to reduce pass-ups on key corridors and routes.

By the start of fiscal year 2022, fixed route ridership was recovering and Marin Transit returned most service to more normal operations. At the end of fiscal year 2022, fixed route ridership was at 80% of pre-COVID ridership and ADA paratransit ridership was 51% of pre-COVID levels. Marin Transit is budgeting for a similar level of fixed route service in fiscal year 2023 and planning for a continued recovery of paratransit transit demand.

Marin Transit does not directly operate any of its services and instead provides them through contracts with multiple service providers. The District began a new service contract for paratransit service and other Marin Access programs on February 1, 2022. The District has been negotiating the interagency operations agreement with Golden Gate Bridge Highway and Transportation District to be effective mid fiscal year 2023. All other fixed route service contracts are now in option years and the District is preparing for competitive bids.

Marin Transit continues to be in a strong financial position. Recent years of strong economic growth enabled the District to make decisions to fully fund the District's emergency and contingency reserves, and the 2018 passage of the Measure AA transportation sales tax extension continues to provide baseline funding for the District. The District's long term financial stability is less certain and there are increasing challenges due to the tight labor market and lack of ownership of sufficient fixed route parking and maintenance facilities.

Capital Plan

The District's Capital Improvement and Funding Plan includes all expenses related to purchasing and maintaining the transit system's capital assets. The District's primary capital responsibilities and priorities are to:

1. Maintain a sufficient fleet of clean fueled vehicles for local transit service,
2. Improve and maintain the amenities and accessibility of Marin County bus stops,
3. Improve major bus transfer locations,
4. Provide passenger information, and
5. Provide needed operations equipment and infrastructure.

The District's baseline capital resources limit the Capital Plan to primarily maintaining a state of good repair for existing assets and making the minimal level of investment required to maintain and operate the local bus system. The 10-year Capital Plan includes expenditures of \$69 million, of which 78% is for purchasing transit vehicles. Other major capital expenditures included in the funded plan are major vehicle repairs, bus stop improvements, and small capital.

To ensure stable operations and allow for future expansion, the District needs to find a permanent location for contract maintenance and transit vehicle parking. The District purchased a bus parking facility in fiscal year 2019/2020, a paratransit maintenance facility in fiscal year 2020/21, and is completing a purchase of a small facility for parking, but additional facilities are needed for charging and parking electric buses and fixed route fleet maintenance. In fiscal year 2022, the District expended \$1.4 million of the capital reserve on facility projects and has a remaining reserve balance of \$17.9 million.

RELEVANT FINANCIAL POLICIES

Budget Process

Marin Transit's budget uses full accrual basis of accounting to record annual revenue and expenses consistent with Generally Accepted Accounting Principles (GAAP) for special districts and the District's annual audited financial reports. All known revenues and expenditures are recorded in the period they are earned or expended.

The Marin Transit Board adopts an annual budget for the District's fiscal year starting July 1 and ending June 30. Under the direction of the Director of Finance, staff develops a balanced budget for the Board that provides sufficient and sustainable funding for local transit service needs using the following guidelines:

1. Maintain adopted reserve levels;
2. Preserve a balance of revenues and expenditures over a ten-year horizon;
3. Provide for SRTP-adopted service levels; and
4. Allow for innovative growth.

Reserve Policy

Marin Transit's Board-adopted policy designates an Emergency Reserve equivalent to two months of operating expenses and a Contingency Reserve equivalent to an additional two to four months. When the emergency reserve is fully funded and the contingency reserve is funded with the equivalent of at least two months of operations funds, the District may fund a capital reserve through the budgeting process. The reserve is designed to reduce the District's future needs for borrowing or bonding for large capital projects.

If the reserve balance exceeds six months of operating expenditures for a prolonged period, the policy advises the Board to consider options such as, but not limited to, expanding transit service or decreasing fares in an effort to provide the optimal level of transit service and benefits to Marin County residents.

Consistent with the fiscal year 2022 budget, the District added \$132,336 to the operations reserve in fiscal year 2022, to maintain a total operations reserve of \$17.7 million or the equivalent of six months operating expenses in the combined Emergency and Contingency Reserves.

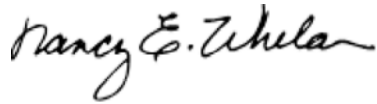
AWARDS AND ACKNOWLEDGEMENTS

The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the District for its Annual Comprehensive Financial Reports (ACFR) for the fiscal year ended June 30, 2021. The Certificate of Achievement is a prestigious national award, recognizing conformance with the highest standards for preparation of state or local government financial reports. In order to be awarded a Certificate of Achievement, a government must publish an easily readable and efficiently organized ACFR. The report must satisfy both GAAP and applicable legal requirements.

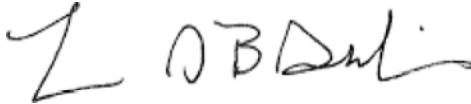
A Certificate of Achievement is valid for a period of only one year. We believe that our current ACFR continues to meet the Certificate of Achievement Program's requirements and we are submitting it to the GFOA to determine its eligibility for another certificate.

The preparation of this report required the dedicated efforts of the District's staff. We also gratefully recognize Brown Armstrong Accountancy Corporation for their timely audit and expertise on the preparation of this ACFR. Finally, we would like to thank the Board for its commitment and support in the development of a strong financial system.

Respectfully Submitted,



Nancy Whelan
General Manager



Lauren Gradia
Director of Finance and Capital Programs

**MARIN COUNTY TRANSIT DISTRICT
INTRODUCTORY SECTION
PRINCIPAL OFFICIALS**

Damon Connolly District 1

Katie Rice District 2

Stephanie Moulton-Peters District 3

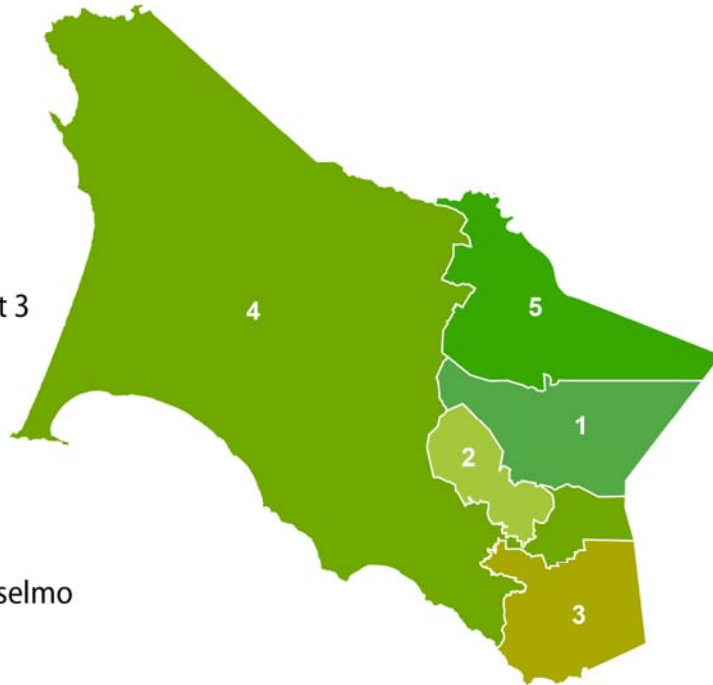
Dennis Rodoni District 4

Judy Arnold District 5

Kate Colin City of San Rafael

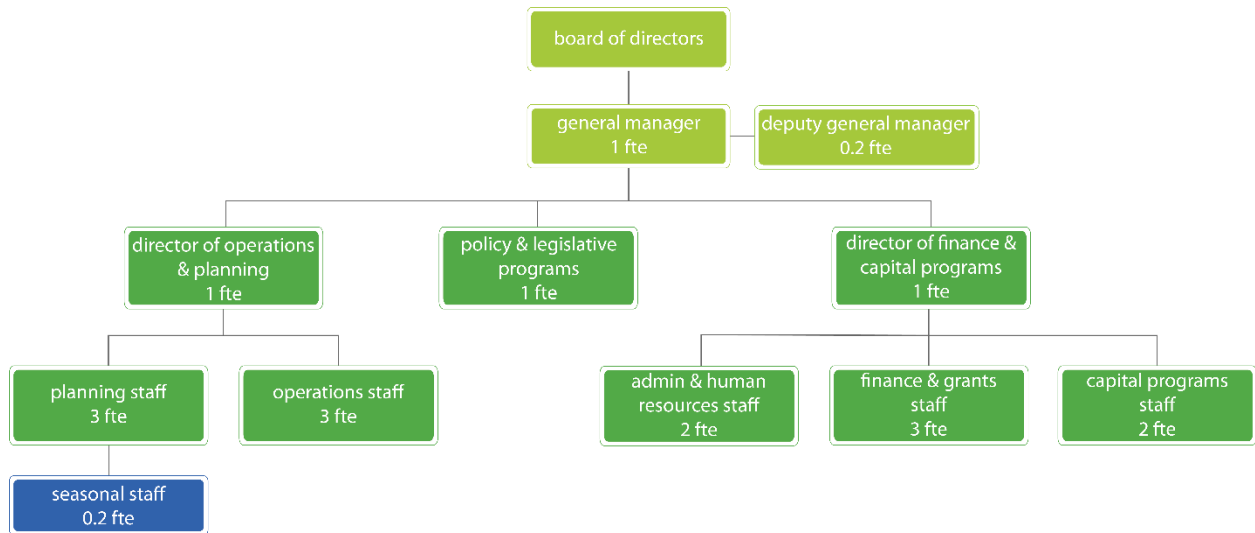
Eric Lucan City of Novato

Brian Colbert (alt) Town of San Anselmo



Board Member	District or City	Current Term Ends
Damon Connolly	District 1	January 1, 2023
Katie Rice	District 2	January 1, 2025
Stephanie Moulton-Peters	District 3	January 1, 2025
Dennis Rodoni	District 4	January 1, 2025
Judy Arnold	District 5	January 1, 2023
Kate Colin	City of San Rafael	January 1, 2024
Eric Lucan	City of Novato	January 1, 2025
Brian Colbert	City of San Anselmo	January 1, 2024

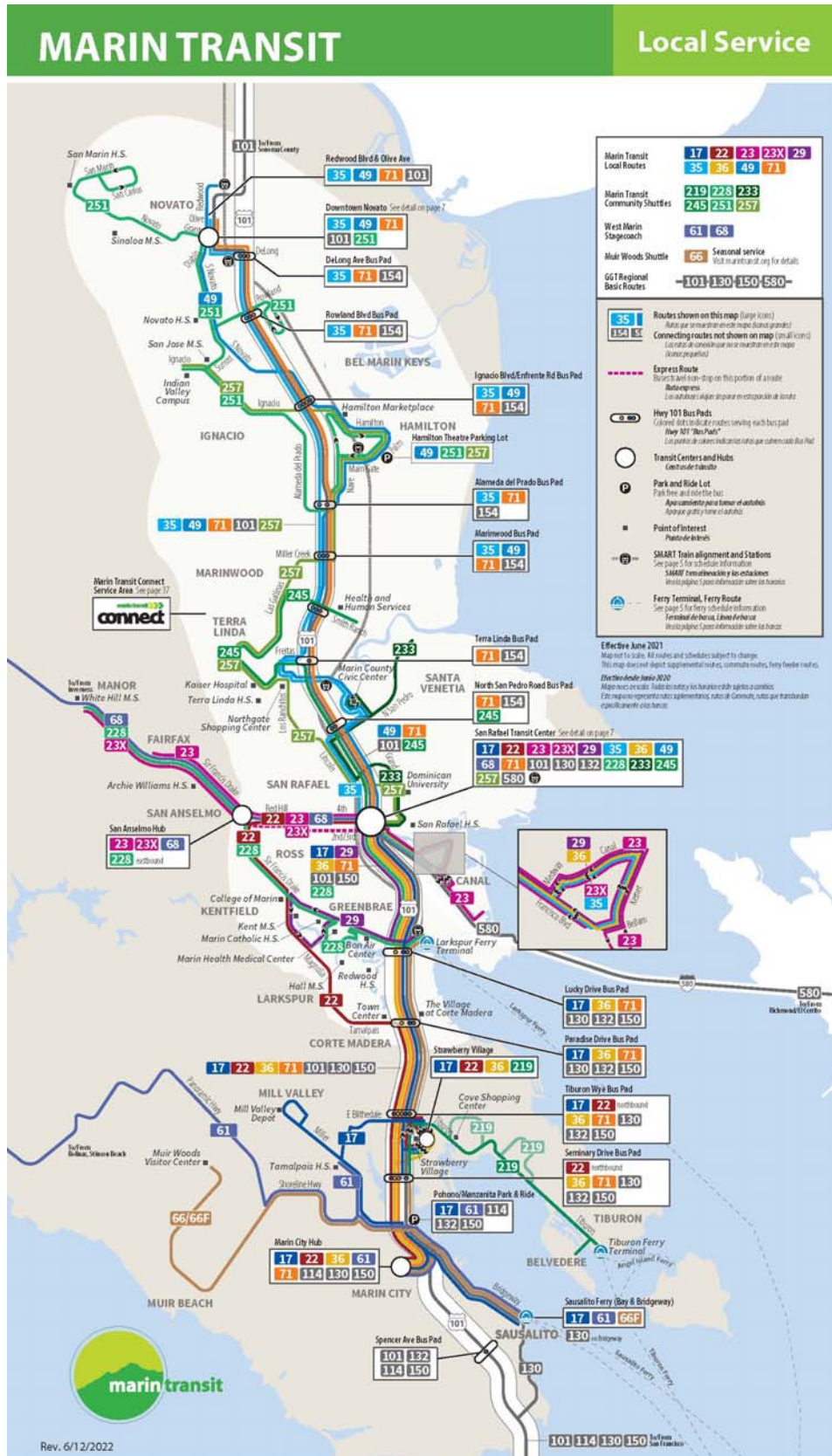
**MARIN COUNTY TRANSIT DISTRICT
INTRODUCTORY SECTION
ORGANIZATIONAL CHART**



Note:

- Total authorized FTE 16.4
- Vacancies at 6/30/22 equaled 1.0 FTE

MARIN COUNTY TRANSIT DISTRICT INTRODUCTORY SECTION SERVICE AREA MAP





Government Finance Officers Association

Certificate of
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Reporting

Presented to

**Marin County Transit District
California**

For its Annual Comprehensive
Financial Report
For the Fiscal Year Ended

June 30, 2021

Christopher P. Morill

Executive Director/CEO

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FINANCIAL SECTION

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Marin County Transit District
San Rafael, California

Report on the Financial Statements***Opinions***

We have audited the accompanying financial statements of the Marin County Transit District (the District), a component unit of the County of Marin, as of and for the fiscal year ended June 30, 2022 and 2021, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the District, as of June 30, 2022 and 2021, and the respective changes in financial position, and cash flows thereof for the fiscal years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Change in Accounting Principle

As described in Note 4 to the financial statements, in 2022, the District adopted new accounting guidance, Governmental Accounting Standards Board Statement No. 87, *Leases*. Our opinion is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that management's discussion and analysis, schedule of changes in the net pension (asset) liability and related ratios, and schedule of contributions, as presented in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The supplementary information identified in the accompanying table of contents and schedule of expenditures of federal awards, as required by Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual nonmajor fund financial statements and the schedule of expenditures of federal awards are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Information

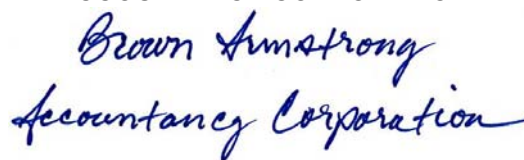
Management is responsible for the other information included in the annual report. The other information comprises the introductory and statistical sections but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated November 17, 2022, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

A handwritten signature in blue ink that reads "Brown Armstrong Accountancy Corporation". The signature is written in a cursive, flowing style.

Bakersfield, California
November 17, 2022

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**MARIN COUNTY TRANSIT DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2022 AND 2021**

As management of the Marin County Transit District (Marin Transit or the District), we offer readers of the District's financial statements this narrative overview and analysis of the financial activities of the District for the fiscal years ended June 30, 2022 and June 30, 2021. We encourage readers to consider the information presented here in conjunction with additional information that we have furnished in our letter of transmittal, which can be found on pages i to vi of this report.

FINANCIAL HIGHLIGHTS

- The assets and deferred outflows of resources of the District exceeded its liabilities at June 30, 2022 and 2021, by \$81,958,592 and \$77,682,047 (net position), respectively. Of this amount, \$46,378,836 and \$40,895,229, respectively, is net investment in capital assets, and \$35,579,756 and \$36,786,818, respectively, is unrestricted.
- The District's total net position increased for the fiscal year ended June 30, 2022, by \$4,276,545 compared to the fiscal year ended June 30, 2021. The District's total net position increased for the fiscal year ended June 30, 2021, by \$5,526,326 compared to the fiscal year ended June 30, 2020. The increases are due to increased investment in capital assets and increased intergovernmental operating revenue including Federal and State funding.
- The District claimed \$8,842,770 in fiscal year 2022 from the Transportation Authority of Marin as part of a voter approved sales tax. The District claimed \$12,255,119 in fiscal year 2021 from the Transportation Authority of Marin as part of a voter approved sales tax.
- The District's emergency reserve and contingency reserve are fully-funded, with a total value equivalent to six months operating funds. The District also removed \$1,339,403 from the capital reserve, for a total capital reserve of \$17,888,880.

OVERVIEW OF THE FINANCIAL STATEMENTS

The discussion and analysis provided here are intended to serve as an introduction to the District's basic financial statements. The District's basic financial statements consist of two components: (1) government-wide financial statements and (2) notes to the basic financial statements. This report also contains supplementary information intended to furnish additional detail to support to the basic financial statements.

Government-Wide Financial Statements

The District is a single-purpose entity that is required to account for its activity as a proprietary fund type under governmental accounting standards. Accordingly, the District presents only government-wide financial statements. The government-wide financial statements are designed to provide readers with a broad overview of the District's finances, similar to a private-sector business.

The statements of net position present information on all of the District's assets, deferred outflows of resources, and liabilities, with the difference between assets and liabilities reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.

The statements of activities and changes in net position present information showing how the District's net position changed during the fiscal year. All changes in net position are recognized on the date the underlying event that gives rise to the change occurs, regardless of the timing of the related cash flows.

The basic financial statements can be found on pages 10-13 of this report.

Notes to the Basic Financial Statements

The notes provide additional information that is necessary to acquire a full understanding of the data provided in the government-wide statements. The notes to the basic financial statements can be found on pages 14-33 of this report.

OVERALL FINANCIAL ANALYSIS

The financial statements provide both short-term and long-term information about the District's overall financial condition. This analysis addresses the financial statements of the District as a whole.

As noted earlier, net position may serve as a useful indicator of a government's financial position over time. In the case of the District, assets and deferred outflows of resources exceeded liabilities by \$81,958,592 and \$77,682,047 at June 30, 2022 and 2021, respectively.

STATEMENTS OF NET POSITION

As stated earlier, increases or decreases in net position over time may serve as a useful indicator of the District's financial position. A summary of the Statements of Net Position during the fiscal years ended June 30, 2022, 2021, and 2020, is shown below. The focus is on Net Position (Note 1):

	June 30, 2022	June 30, 2021	2022 - 2021 Increase (Decrease)	June 30, 2020	2021 - 2020 Increase (Decrease)
Cash	\$ 28,577,971	\$ 25,892,366	\$ 2,685,605	\$ 22,732,624	\$ 3,159,742
Receivables	12,516,216	12,153,513	362,703	13,981,420	(1,827,907)
Prepaid expenses	8,229	2,983,557	(2,975,328)	136,882	2,846,675
Net pension asset	-	12,047	(12,047)	-	12,047
Capital assets, net	47,252,222	40,895,229	6,356,993	40,142,892	752,337
Total Assets	88,354,638	81,936,712	6,417,926	76,993,818	4,942,894
Deferred Outflows of Resources	148,898	6,088	142,810	-	6,088
Current liabilities	5,656,764	4,237,994	1,418,770	4,798,796	(560,802)
Noncurrent liabilities	888,180	22,759	865,421	39,301	(16,542)
Total Liabilities	6,544,944	4,260,753	2,284,191	4,838,097	(577,344)
Net investment in capital assets	46,378,836	40,895,229	5,483,607	40,142,892	752,337
Unrestricted net position	35,579,756	36,786,818	(1,207,062)	32,012,829	4,773,989
Total Net Position	\$ 81,958,592	\$ 77,682,047	\$ 4,276,545	\$ 72,155,721	\$ 5,526,326

A substantial portion of the District's total net position reflects its investment in capital assets. These capital assets are used to provide bus services to Marin County residents and visitors. Consequently, these assets are not available for future spending. An additional portion of the District's net position represents resources that are subject to external restrictions imposed by grantors, contributors, or laws or regulations of other governments or constraints imposed by laws through constitutional provisions or enabling legislation, that restrict the use of net position. The remainder of the District's net position is unrestricted, and represents the District's reserve account. This reserve continues to meet the requirements of the Board of Directors' adopted reserve policy.

STATEMENTS OF ACTIVITIES AND CHANGES IN NET POSITION

The Statements of Activities and Changes in Net Position provide information regarding the District's revenues and expenses. The table below reflects a summary of the District's Statements of Activities and Changes in Net Position during the fiscal years ended June 30, 2022, 2021, and 2020.

	June 30, 2022	June 30, 2021	2022-2021 Increase (Decrease)	June 30, 2020	2021-2020 Increase (Decrease)
Operating Revenues					
Transit fares	\$ 2,494,806	\$ 1,456,012	\$ 1,038,794	\$ 2,664,354	\$ (1,208,342)
Contractual compensation	1,607,414	1,291,815	315,599	1,778,963	(487,148)
Special fares and school bus revenue	304,605	193,008	111,597	376,870	(183,862)
Total Operating Revenues	4,406,825	2,940,835	1,465,990	4,820,187	(1,879,352)
Operating Expenses					
Purchased transportation services	24,818,237	23,220,993	1,597,244	24,614,822	(1,393,829)
Depreciation and amortization	4,784,362	4,479,124	305,238	4,119,852	359,272
Salary and benefits	2,527,315	2,435,258	92,057	2,420,797	14,461
Fuel	2,997,169	1,891,121	1,106,048	2,112,076	(220,955)
Professional services	1,696,700	1,571,188	125,512	1,352,263	218,925
General and administrative	598,660	531,105	67,555	537,450	(6,345)
Leases and rentals	143,874	140,532	3,342	137,817	2,715
Maintenance and facility costs	393,610	249,147	144,463	160,765	88,382
Total Operating Expenses	37,959,927	34,518,468	3,441,459	35,455,842	(937,374)
Operating Loss	(33,553,102)	(31,577,633)	(1,975,469)	(30,635,655)	(941,978)
Nonoperating Revenues (Expenses)					
Intergovernmental	26,855,061	26,303,660	551,401	25,660,130	643,530
Property taxes	5,382,566	5,025,293	357,273	4,803,083	222,210
Advertising and rentals	553,176	538,768	14,408	520,168	18,600
Gain on disposal of capital assets	32,281	110,250	(77,969)	-	110,250
Other revenues (expenses)	(577,472)	(106,156)	(471,316)	268,736	(374,892)
Interest expense	(1,552)	-	(1,552)	-	-
Total Nonoperating Revenues (Expenses)	32,244,060	31,871,815	372,245	31,252,117	619,698
Income Before Capital Contributions	(1,309,042)	294,182	(1,603,224)	616,462	(322,280)
Capital Contributions (Grants)					
Intergovernmental	5,563,381	5,225,566	337,815	15,495,044	(10,269,478)
Other revenue	22,206	6,578	15,628	51,604	(45,026)
Total Capital Contributions (Grants)	5,585,587	5,232,144	353,443	15,546,648	(10,314,504)
Change in Net Position	4,276,545	5,526,326	(1,249,781)	16,163,110	(10,636,784)
Net Position at Beginning of Year	77,682,047	72,155,721	5,526,326	55,992,611	16,163,110
Net Position at End of Year	\$ 81,958,592	\$ 77,682,047	\$ 4,276,545	\$ 72,155,721	\$ 5,526,326

Revenues

Operating revenues increased to \$4.4 million in the fiscal year ended June 30, 2022, as compared to \$2.9 million in the fiscal year ended June 30, 2021. This increase was due to the recovery of fixed route transit ridership and associated increase in fare revenue. There was also an increase in contractual compensation from Golden Gate Bridge Highway and Transportation District due to increasing paratransit demand and associated costs.

The District's nonoperating revenues grew for the fiscal years ended June 30, 2022 and June 30, 2021. The increase in the fiscal year ended June 30, 2022, is primarily due to additional state revenue for operations and additional funding claimed to offset the costs from programs that restarted following suspension during the COVID-19 pandemic. The increase in the fiscal year ended June 30, 2021, was due to federal relief funds.

The majority of construction and vehicle acquisitions are funded with capital contributions from other governmental units such as federal, state, and local agencies. Therefore, capital contribution revenue is tied to the District's capital purchases, which naturally fluctuate over time. In the fiscal year ended June 30, 2020, the District purchased a vehicle parking facility and received a large number of vehicles, resulting in a large spike in capital contributions.

Expenses

Operating expenses increased in the fiscal year ended June 30, 2022, due to increased purchased transportation costs from returning to pre-pandemic service levels and amendments to increase labor rates and increased fuel costs due to both more service and increased prices. During the fiscal year ended June 30, 2021, although there was some recovery from initial pandemic impacts, it was a full year of operation impacted by COVID-19 with lower purchased transportation and fuel costs due to service cancellations and reduced ADA paratransit service demand.

In the fiscal year ended June 30, 2022 and June 30, 2021, Marin Transit had no significant changes in salary and benefits and other administrative costs.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets

Summary of Capital Assets (net of depreciation)

	Balance at June 30, 2022	Balance at June 30, 2021	Balance at June 30, 2020
Nondepreciable			
Land	\$ 3,027,166	\$ 1,550,836	\$ 1,550,836
Work in progress	6,132,780	673,962	206,286
Total Nondepreciable	9,159,946	2,224,798	1,757,122
Capital Assets Being Depreciated			
Revenue vehicles	23,518,043	26,419,635	25,378,696
Facilities and stops	7,517,652	7,838,121	8,202,276
Communication and data equipment	623,807	621,442	682,904
Fare revenue collection equipment	5,875	13,226	29,568
Furniture and fixtures	126,604	24,073	29,318
Administrative buildings	3,519,724	3,673,033	3,882,921
Maintenance buildings	1,908,426	-	-
Non-revenue vehicles	-	80,901	180,087
Total Capital Assets Being Depreciated	37,220,131	38,670,431	38,385,770
Right-to-use Leased Assets Being Amortized			
Office space	872,145	-	-
Total Right-to-use Leased Asset Being Amortized	872,145	-	-
Capital Assets, Net	\$ 47,252,222	\$ 40,895,229	\$ 40,142,892



The District's investment in capital assets amounted to \$47,252,222 and \$40,895,229 as of June 30, 2022 and 2021, respectively (net of accumulated depreciation). This investment in capital assets includes vehicles, facilities and stops, communication and data equipment, fare revenue collection equipment, and furniture and fixtures. Net assets increased in the fiscal year ended June 30, 2022 by 16% after increasing 2% in the fiscal year ended June 30, 2021.

The most significant additions to the District's capital costs in the fiscal year ended June 30, 2022, were in Work in Progress with the purchase of four 40 foot electric transit buses and improvements to the District's facilities. The most significant additions to the District's capital costs in the year ended June 30, 2021, were the purchase of 15 paratransit vehicles, nine shuttle vehicles and four rural XHF vehicles. More detail on capital costs for the fiscal years ended June 30, 2022 and June 30, 2021, is included on page 21 of this report.

Debt Administration

Pursuant to the enabling legislation (Marin County Transit District Act of 1964, § 70225), the District has the authority to issue debt. Currently, the District has no outstanding debt.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET

The COVID-19 pandemic created uncertainty for District revenues and transit demand levels. The District entered this period of disruption in a strong financial position and federal relief funding along with significant reserves allowed the District to continue to provide services. The significant uncertainties and fluctuations that were central to the budget cycles during the first two years of the pandemic have calmed. While ridership is not at pre-COVID levels, in June 2022, fixed route ridership was more than 80% of normal and demand response ridership is continuing to recover. Fixed route programs have all been restored and the fiscal year ended June 30, 2023 budget reflects current service demand, back fills for regional routes that are not being restored and addresses long term sustainability. Paratransit demand continues only about 50% of pre-COVID demand. Marin Transit's contract service operations expenses continue to be the District's largest expense and are 78% of operations costs. Marin Transit operations contracts are in option years and the District will implement a new paratransit contract next year and begin procurement of new fixed route contracts.

Marin County voters passed Measure AA on November 6, 2018, to reauthorize and extend the local transportation sales tax for 30 years. The new measure continues to prioritize local transit and the expenditure plan specifies that 55 percent of allocated sales tax revenues will go to local transit. Sales tax revenue in Marin County has continued to provide stable operation revenues throughout the pandemic.

Local sales tax revenues have grown, state operations revenues have increased, and the budget includes the final expenditure of federal relief funds. Offsetting the strong revenue growth, inflation is at record highs and driving labor shortages that translate to increases in purchased transportation costs and challenges maintaining service quality.

The District's long term financial stability is less certain and there are increasing challenges due to the tight labor market. It is increasingly difficult for our contractors to hire and retain frontline staff. This challenge is manifesting in missed service, difficulty adding service, increased costs to our contractors, and ultimately increased costs for the District as purchased transportation contracts are rebid or renegotiated.

The lack of ownership of sufficient zero emission bus charging, parking, and maintenance facilities continues to be a critical vulnerability in ensuring long term financial stability. The District purchased the Rush Landing bus parking facility in the fiscal year ended June 30, 2020, and purchased a paratransit maintenance facility, in San Rafael and initiated a purchase of a small parking facility adjacent to the paratransit maintenance facility in the fiscal year ended June 30, 2022. The District still needs an electric vehicle charging and fixed route maintenance facility.



The District adopted the Short Range Transit Plan (S RTP) on February 3, 2020. The 2020-2029 S RTP provides framework for service and capital planning for the next ten years. Financial projections are updated and a financially constrained plan and priorities for services and projects are established for potential future new revenues. The S RTP financial plan guides financial decision-making for the agency and is the basis for analyzing longer range financial impacts of changes in costs and revenues. The S RTP is updated every two to four years.

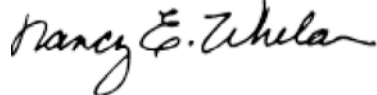
The District always continues to evaluate all services provided with an emphasis on improving the efficiency and convenience of the transit system for riders. Staff provides regular quarterly financial updates to the Board of Directors to monitor the District's financial position. During this pandemic, the District has been monitoring services and revenues carefully to ensure the District is prepared to adjust services as revenue projections stabilize. The District continues to provide the highest levels of local bus service possible while ensuring financial stability.

REQUESTS FOR INFORMATION

This financial report is designed to provide our residents, taxpayers and creditors with a general overview of the District's finances and to demonstrate the District's accountability for the funds under its stewardship.

Please address any questions about this report or requests for additional financial information to our office at 711 Grand Avenue, Suite 110, San Rafael, California 94901.

Respectfully submitted,



Nancy Whelan
General Manager

BASIC FINANCIAL STATEMENTS

**MARIN COUNTY TRANSIT DISTRICT
STATEMENTS OF NET POSITION
JUNE 30, 2022 AND 2021**

ASSETS	<u>2022</u>	<u>2021</u>
CURRENT ASSETS:		
Cash, cash equivalents, and investments	\$ 28,577,971	\$ 25,892,366
Accounts receivable:		
State grants	-	10,510
Transportation Authority of Marin	5,499,247	10,223,462
Federal grants	2,983,802	862,124
Golden Gate Bridge Highway and Transit District	904,562	375,332
County of Marin	2,299,361	-
Other receivables	829,244	682,085
Prepaid expenses	8,229	2,983,557
Total Current Assets	<u>41,102,416</u>	<u>41,029,436</u>
NONCURRENT ASSETS:		
Net pension asset (Note 8)	-	12,047
Capital assets:		
Not depreciated	9,159,946	2,224,798
Depreciated, net	37,220,131	38,670,431
Right-to-use leased asset, net	872,145	-
Total capital assets	<u>47,252,222</u>	<u>40,895,229</u>
Total Noncurrent Assets	<u>47,252,222</u>	<u>40,907,276</u>
Total Assets	<u>88,354,638</u>	<u>81,936,712</u>
DEFERRED OUTFLOWS OF RESOURCES (Note 8):	<u>\$ 148,898</u>	<u>\$ 6,088</u>
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	<u>\$ 88,503,536</u>	<u>\$ 81,942,800</u>
LIABILITIES AND NET POSITION		
CURRENT LIABILITIES:		
Accounts payable	\$ 4,834,429	\$ 2,920,056
Accrued payroll and benefits	88,945	86,407
Unearned revenue	466,327	1,121,010
Compensated absences - current portion	100,856	110,521
Lease liability - current portion	166,207	-
Total Current Liabilities	<u>5,656,764</u>	<u>4,237,994</u>
NONCURRENT LIABILITIES:		
Compensated absences - noncurrent portion	2,560	22,759
Lease liability - noncurrent portion	707,179	-
Net pension liability	178,441	-
Total Noncurrent Liabilities	<u>888,180</u>	<u>22,759</u>
Total Liabilities	<u>6,544,944</u>	<u>4,260,753</u>
NET POSITION:		
Net investment in capital assets	46,378,836	40,895,229
Unrestricted	35,579,756	36,786,818
Total Net Position	<u>\$ 81,958,592</u>	<u>\$ 77,682,047</u>

The accompanying notes are an integral part of these financial statements.

MARIN COUNTY TRANSIT DISTRICT
STATEMENTS OF ACTIVITIES AND CHANGES IN NET POSITION
FOR THE FISCAL YEARS ENDED JUNE 30, 2022 AND 2021

	2022	2021
OPERATING REVENUES:		
Transit fares	\$ 2,494,806	\$ 1,456,012
Contractual compensation	1,607,414	1,291,815
Special fares	258,493	193,008
School bus services revenues	46,112	-
Total Operating Revenues	4,406,825	2,940,835
OPERATING EXPENSES:		
Purchased transportation services	24,818,237	23,220,993
Depreciation and amortization	4,784,362	4,479,124
Salaries and benefits	2,527,315	2,435,258
Fuel	2,997,169	1,891,121
Professional services	1,696,700	1,571,188
General and administrative	411,724	345,271
Utilities	205,875	193,029
Marketing	56,052	96,231
Leases and rentals	143,874	140,532
Other services	51,120	23,115
Casualty and liability costs	79,764	66,488
Maintenance costs	167,280	39,422
Capital costs	20,455	16,696
Total Operating Expenses	37,959,927	34,518,468
OPERATING LOSS	(33,553,102)	(31,577,633)
NONOPERATING REVENUES (EXPENSES):		
Intergovernmental revenue	26,855,061	26,303,660
Property tax revenue	5,382,566	5,025,293
Advertising	232,513	201,573
Rental income	320,663	337,195
Interest income	14,463	125,929
Interest expense	(1,552)	-
Gain on disposal of capital assets	32,281	110,250
Pass through of Measure AA funds	(591,935)	(232,085)
Total nonoperating revenues (expenses)	32,244,060	31,871,815
CAPITAL CONTRIBUTIONS:		
Intergovernmental revenue	5,563,381	5,225,566
Other revenue	22,206	6,578
Total capital contributions	5,585,587	5,232,144
Change in Net Position	4,276,545	5,526,326
NET POSITION:		
Beginning of year	77,682,047	72,155,721
End of year	<u>\$ 81,958,592</u>	<u>\$ 77,682,047</u>

The accompanying notes are an integral part of these financial statements.

**MARIN COUNTY TRANSIT DISTRICT
STATEMENTS OF CASH FLOWS
FOR THE FISCAL YEARS ENDED JUNE 30, 2022 AND 2021**

	2022	2021
CASH FLOWS FROM OPERATING ACTIVITIES:		
Cash received from customers	\$ 1,997,569	\$ 2,176,395
Cash receipts from contracts	1,607,414	1,291,815
Cash receipts from rent and leases	320,663	337,195
Cash paid for purchased transportation service	(24,845,563)	(23,234,242)
Cash paid to suppliers for goods and services	(5,830,013)	(4,383,093)
Cash paid to employees for services	2,410,064	(6,131,430)
Net Cash Used by Operating Activities	(24,339,866)	(29,943,360)
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:		
Property taxes received	5,382,566	5,025,293
Intergovernmental revenues received	26,280,095	27,840,947
Net Cash Provided by Noncapital Financing Activities	31,662,661	32,866,240
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:		
Proceeds from sale of capital assets	32,281	110,250
Acquisition of capital assets	(10,239,136)	(5,231,461)
Payment of lease liability	(28,833)	-
Payment of interest expense	(1,552)	-
Capital contribution revenues received	5,585,587	5,232,144
Net Cash (Used) Provided by Capital and Related Financing Activities	(4,651,653)	110,933
CASH FLOWS FROM INVESTING ACTIVITIES:		
Interest income received	14,463	125,929
Net Cash Provided by Investing Activities	14,463	125,929
Net Increase in Cash, Cash Equivalents, and Investments	2,685,605	3,159,742
CASH, CASH EQUIVALENTS, AND INVESTMENTS:		
Beginning balance	25,892,366	22,732,624
Ending balance	<u>\$ 28,577,971</u>	<u>\$ 25,892,366</u>

The accompanying notes are an integral part of these financial statements.

**MARIN COUNTY TRANSIT DISTRICT
STATEMENT OF CASH FLOWS (Continued)
FOR THE FISCAL YEARS ENDED JUNE 30, 2022 AND 2021**

	<u>2022</u>	<u>2021</u>
RECONCILIATION OF OPERATING LOSS TO NET CASH USED BY OPERATING ACTIVITIES:		
Operating loss	\$ (33,553,102)	\$ (31,577,633)
Adjustments to reconcile operating loss to net cash used by operating activities:		
Depreciation and amortization	4,784,362	4,479,124
Rent and lease receipts	320,663	337,195
(Increase) Decrease in accounts receivable	(147,159)	260,108
Decrease (Increase) in prepaid expenses	2,975,328	(2,846,675)
Decrease (Increase) in net pension liability (asset)	47,678	(18,135)
Increase (Decrease) in accounts payable	1,914,373	(831,362)
Increase (Decrease) in accrued payroll and benefits	2,538	(10,683)
(Decrease) Increase in unearned revenue	(654,683)	267,267
Decrease in compensated absences	(29,864)	(2,566)
Net Cash Used by Operating Activities	<u><u>\$ (24,339,866)</u></u>	<u><u>\$ (29,943,360)</u></u>

The accompanying notes are an integral part of these financial statements.

**MARIN COUNTY TRANSIT DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2022 AND 2021**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the Marin County Transit District (the District) are in conformity with accounting principles generally accepted in the United States of America (GAAP) applicable to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing accounting and financial reporting principles. The following is a summary of the significant accounting policies:

A. *Reporting Entity*

The District is a special district created by the authority of the Marin County Transit District Act of 1964. The District's purpose is to develop, finance, organize, and provide local Marin County transit service. Revenues are derived principally from property taxes, aid from other governmental entities, transportation contract revenue, and transit fare revenue.

The District is governed by a seven-member Board of Directors (the Board) comprised of the members of the Board of Supervisors of the County of Marin (the County) and two members chosen from city council persons or mayors of cities within the County. The District is a component unit of the County because the County controls the District's Board and may impose its will on the District.

The District contracts with five transit providers to operate transit services in Marin County:

Golden Gate Bridge Highway and Transportation District (Golden Gate): Since 1971, the District has contracted with Golden Gate to provide local transit services. In May of 2015, the District and Golden Gate entered into an agreement for transit services for the period July 1, 2014 through June, 30, 2020, that contained options to extend the contract for two additional one-year periods. As of June 30, 2022, both option years have been executed, and an amendment has been executed extending the contract through December 31, 2022, to allow more time for the negotiation of a new interagency agreement. The agreement specifies a rate per revenue hour and range of minimum and maximum revenue hours to be incurred each fiscal year for the term of the agreement and the two option years. The contract provides for a 2.7% increase in the rate per revenue hour annually. Fuel, capital costs, customer service, as well as San Rafael Transit Center security, maintenance, and utilities are separately compensated under the agreement in addition to the rate per revenue hour. The District sets the fare structure and rates, and establishes the service levels and the frequency of local transit services. Golden Gate collects passenger fares for the District's routes and the District's portion of State funding and applies them toward the District's obligation to Golden Gate.

Under the terms of the yearly agreements in place for the fiscal years ended June 30, 2022 and 2021, Golden Gate operated six local fixed routes. The total cost of local bus transit service under these agreements during the fiscal years ended June 30, 2022 and 2021, was \$11,385,515 and \$9,687,814, respectively. Related fare revenue, advertising revenue, and other revenue earned for the fiscal years ended June 30, 2022 and 2021, was \$3,142,327 and \$2,343,469, respectively. Golden Gate was compensated for operating costs based on revenue hours incurred multiplied by a rate per hour specified. The District also pays for customer service, operation of the San Rafael Transit Center, fuel and electrical power costs and a contribution to capital assets purchased before the agreement.

Under the local paratransit agreement, the District contracts for local and inter-county (regional) paratransit service on behalf of Golden Gate. With the implementation of the Americans with Disabilities Act (ADA), Golden Gate was required to provide complementary local and inter-county paratransit services. Golden Gate contracted with the District to be the primary public entity responsible to provide these inter-county paratransit services. The District, in turn, contracted with Marin Senior Coordinating Council, Inc., to provide the actual services, with the understanding that the District would be adequately compensated by Golden Gate.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

A. Reporting Entity (Continued)

Transdev Transportation, Inc.: The District signed a new competitive bid contract with Transdev Transportation, Inc. (Transdev) on September 13, 2021. Paratransit service and associated Marin Access programs transitioned to Transdev on February 1, 2022. The Transdev contract is 3 years and five months with 3 one-year options. Transdev operates services out of a District owned maintenance facility (3000 Kerner) and parks vehicles at locations owned by Golden Gate. Paratransit services consist of demand responsive services for the disabled, which meets the requirements of the ADA and other federal provisions. Under the contract, Transdev provides the paratransit services and collected all the fare revenues. Transdev bills the District monthly for the net cost of services on an agreed-upon monthly fixed fee plus an hourly rate. The District receives reimbursement from Golden Gate for the actual cost of the inter-county (regional) portion of this service and a portion of the local paratransit services.

Marin Senior Coordinating Council, Inc.: The District's contract with Marin Senior Coordinating Council, Inc., (MSCC, also known as "Whistlestop") since 2009 to provide local paratransit services ended January 31, 2022. The contract was competitively bid, with a most recent contract start date of January 1, 2016. The contract has a 4 ½ year term with two one-year options. Paratransit services consist of demand responsive services for the disabled, which meets the requirements of the ADA and other federal provisions. Under the contract, MSCC provided the paratransit services and collected all the fare revenues. MSCC bills the District monthly for the net cost of services on an agreed-upon hourly basis.

MV Transportation, Inc.: MV Transportation, Inc., operates turn-key service on the Muir Woods Shuttle, Local Fixed Route Service, and Rural Service. This includes two rural routes established by the District and paid for in part by Federal Section 5311 Rural funding. This three-year contract, with two option years, was awarded in 2018 through a competitive bid process. Fare revenue on the service is collected through the District's GFI fare box system and is deposited directly into the District's account. The National Park Service pays for 50% of the Muir Woods Shuttle program.

Marin Airporter: Marin Airporter operates Local Fixed Route service and Community Shuttle Service. Marin Airporter has operated the Community Shuttle Service since 2006. The current three-year contract with two option years was awarded in 2018 through a competitive bid process. Fare revenue on this service is collected through the District's GFI fare box system and is deposited directly into the District's account.

Michael's Transportation Services: Michael's Transportation Services provides a six-yellow bus service to the Ross Valley School District. The current three-year contract, with two option years, was awarded in 2018 through a competitive bid process. Fare revenue on this service is collected through District pass sales and deposited into the District's account.

B. Joint Ventures

The District participates in two joint ventures. One joint venture is for risk management as disclosed in Note 11. The second joint venture is the Marin Emergency Radio Authority (the Authority). The Authority is responsible for acquiring, constructing, improving, and operating a countywide emergency radio system. During the fiscal year ended June 30, 1999, the Authority issued Revenue Bonds to be used for the acquisition of the radio system. The District is responsible for a 1.18% share of the annual contributions to the Authority for operations, which also covers debt payments. The amount of the contribution is disclosed in Note 12. The District is not directly responsible for liabilities of the Authority and only has a residual equity interest in the Authority that would result in the District's proportional share of residual assets being distributed to the District, if any, if the members vote to terminate the Authority. The Authority issues separate financial statements, which are available at: Marin Emergency Radio Authority, c/o Novato Fire Protection District, 95 Rowland Way, Novato, California 94945 or www.meraonline.org/contact.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

C. *Basis of Presentation*

The basic financial statements of the District have been prepared in conformity with GAAP as applied to government units. The GASB is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The District applies all applicable GASB pronouncements in its accounting and financial reporting. The more significant of the District's accounting policies are described below.

The District's resources are allocated to and accounted for in these financial statements as an enterprise fund type of the proprietary fund group. Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges, or where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other policies. Net position for the enterprise fund represents the amount available for future operations.

D. *Basis of Accounting*

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. Enterprise funds are accounted for on a flow of economic resources measurement focus. With this measurement focus, all assets, deferred outflows of resources, liabilities, and deferred inflows of resources associated with the operation of this fund are included on the Statement on Net Position. Net position is segregated into the net investment in capital assets, amounts restricted, and amounts unrestricted. Enterprise fund operating statements present increases (i.e., revenues) and decreases (i.e., expenses) in net position.

The District uses the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred. Grant revenue is recognized when program expenditures are incurred in accordance with program guidelines. When such funds are received they are recorded as unearned revenues until earned. Transportation Development Act (TDA) revenues are recorded when all eligibility requirements have been met.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the District are charges to customers for transportation services, contractual compensation, and advertising. Operating expenses include the cost of purchased transportation services, contract labor, fuel, depreciation, professional services, leases and rentals, general and administrative, direct labor, marketing, utilities, and other operating expenses. All revenues and expenses not meeting these definitions are reported as nonoperating revenues and expenses.

When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, then unrestricted resources as they are needed.

E. *Cash and Cash Equivalents*

The District defines cash and cash equivalents as cash on hand, demand deposits, and short-term investments, including the investment in the County investment pool. For the purposes of reporting cash flows, the District considers all cash and highly liquid investments purchased with an original maturity of three months or less to be cash equivalents. Additionally, one contractor who provides transportation services offsets certain types of revenues and expenses against monthly transportation service charges. Only the actual cash transactions are shown on the Statement of Cash Flows.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

F. Prepaid Expenses

Prepaid expenses are costs paid as of the Statement of Net Position date that are related to future accounting periods. Prepaid expenses at June 30, 2022 and 2021, consisted mainly of prepaid software maintenance costs.

G. Capital Assets

Capital assets are valued at historical cost. Donated capital assets are reported at the acquisition value, which is the price that would be paid to acquire an asset with equivalent service potential in an orderly market transaction at the acquisition date. The District's policy defines capital assets as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of one year. Provision is made for depreciation on the straight-line method over the estimated useful lives of the assets. The estimated useful lives are as follows:

Revenue vehicles	3 – 12 years
Facilities and stops	5 – 30 years
Communication and data equipment	3 – 5 years
Fare revenue and collection equipment	5 years
Furniture and fixtures	8 years
Non-revenue vehicles	2 years

Maintenance and repairs are expensed as operating expenses when incurred. Betterments that increase the useful lives or capacity of existing capital assets are capitalized when incurred. Costs of assets sold or retired (and the related amounts of accumulated depreciation) are eliminated from the capital asset accounts in the fiscal year of sale or retirement and the resulting gain or loss is included in nonoperating revenues (expenses).

Occasionally, the District reimburses other organizations for the purchases of vehicles, facilities, and other assets. For the reimbursements in which the District does not own the assets, the transaction is recorded as capital costs within operating expenses on the Statement of Activities and Changes in Net Position.

H. Unearned Revenue

Unearned revenue at June 30, 2022, was primarily other State funding from State of Good Repair program (Note 9) for upcoming replacement of 40ft transit buses and funds from yellow bus pass sales for service in fiscal year ending June 30, 2023. Other unearned revenue at June 30, 2022, was Low Carbon Transit Operations Program (LCTOP) funds and security deposit fees for Rush Landing. Unearned revenue at June 30, 2021, was primarily Low Carbon Transit Operations Program (LCTOP) funds for the purchase of 40ft electric transit vehicles expected to be delivered in the next fiscal year. Other unearned revenue at June 30, 2022, was College of Marin Student fees for transit service, security deposit fees for Rush Landing.

I. Compensated Absences

At June 30, 2022 and 2021, the District's employment policy allows employees to accumulate earned, but unused, vacation leave time. Vacation accrues at a rate of 80 hours per year until the third consecutive year of employment when an additional 40 hours are earned. Administrative leave and sick leave is provided to employees, but is not payable at separation or retirement and is not accrued as part of compensated absences. The current portion of the long-term liability is estimated based on historical trends.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

J. Property Taxes

The County levies taxes and places liens on real property as of January 1 on behalf of the District. Property taxes are due the following November 1 and March 1 and become delinquent December 10 and April 10 for the first and second installments, respectively. Unsecured property taxes are levied throughout the fiscal year.

In 1993, the District entered into an agreement (commonly known as the Teeter Plan) with the County. The Teeter Plan calls for the County to advance the District its share of the annual gross levy of secured property taxes and special assessments. In consideration, the District gives the County its rights to penalties and interest on delinquent secured property tax receivables and actual proceeds collected. The other receivables line on the Statement of Net Position refers mainly to unsecured property taxes.

K. Measure AA (Previously Measure A)

The County's voters passed a ½ cent sales tax measure (Measure A) in 2004 to provide local funding and investment for transportation infrastructure and programs. The tax went into effect on April 1, 2005, and lasts for a period of 20 years. Under the sales tax expenditure plan, fifty-five percent (55%) of Measure A was available for Local Transit service.

The County's voters reauthorized and extended the ½ cent sales tax measure for 30 years in November 2018. The tax (Measure AA) went into effect March 1, 2019, with a period of 30 years and replaces Measure A. Under the updated sales tax expenditure plan, fifty-five percent (55%) of Measure AA is available for Transit with forty-five and ½ percent (45.5%) available for Local Transit service. The Transportation Authority of Marin (TAM) is the transportation sales tax authority in the County. TAM makes Measure AA funding available to the District based on projections, and adjusts future year balances to account for actual receipts. The District requests Measure AA funds on a reimbursement basis and does not carry an unspent balance of these funds.

L. Measure B

In 2010, the County's voters approved Measure B, the Vehicle Registration Fee Initiative that collects \$10 annually for each vehicle registered in the County for the purpose of improving transportation within the County. The TAM board adopted the Measure B Expenditure Plan on July 28, 2011, and is effective for 10 years. The Measure B Expenditure Plan designates 35% of the funds generated to be used to fund senior and disabled transportation services in the County, and the District is the designated agency to manage this component. The District requests Measure B funds on a reimbursement basis and does not carry an unspent balance of these funds.

M. Net Position

Net position is categorized as net investment in capital assets, restricted, and unrestricted as follows:

Net Investment in Capital Assets – The net investment in capital assets groups all capital assets into one category of net position, which is reduced by accumulated depreciation.

Restricted Net Position – Restricted net position represents amounts that are legally restricted for specific uses. The amount reported as restricted for capital additions represents a gain on sale of Federal Transit Administration (FTA) funded buses that must be used for future bus acquisitions.

Unrestricted Net Position – Unrestricted net position represents amounts not restricted for any other project.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**M. Net Position** (Continued)

The District's Board approved a reserve policy for unrestricted net position allowing for a minimum of two months and maximum of six months of operating expenses to be reserved. An emergency reserve of two months of operating expenses and contingency reserve of more than two months but less than four months of operating expenses were approved under the policy. The emergency reserve is available for one-time, unanticipated expenditures or to offset unanticipated revenue fluctuations. The contingency reserve is available to maintain current transit service levels during revenue declines or slower than anticipated revenue growth. During the fiscal year ended June 30, 2018, a capital reserve was approved by the Board. Reserves were as follows at June 30:

	June 30, 2022	June 30, 2021
Emergency reserve	\$ 5,896,957	\$ 5,852,845
Contingency reserve	11,793,919	11,705,690
Capital reserve	17,888,880	19,228,283
	<u>\$ 35,579,756</u>	<u>\$ 36,786,818</u>

N. Use of Estimates

The preparation of the financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

O. Reclassifications

Certain amounts in 2021 have been reclassified to conform to the 2022 financial statement presentation. The reclassifications had no effect on total net position or change in net position.

P. New Accounting Pronouncements – Implemented

GASB Statement No. 87 – Leases. The requirements of this statement were originally effective for periods beginning after June 15, 2021. The District implemented the provisions of GASB Statement No. 87 in the current year. See Note 4 for detailed discussion of the effects of the District's financial statements as a result of implementing this standard.

GASB Statement No. 93 – Replacement of Interbank Offered Rates. The requirements of this statement were originally effective for periods beginning after June 15, 2020. GASB Statement No. 95 delayed the effective date to June 15, 2021. The District implemented the provisions of GASB Statement No. 93 in the current year.

GASB Statement No. 97 – Certain Component Unit Criteria, and Accounting and Financial Reporting for Internal Revenue Code (IRC) Section 457 Deferred Compensation Plans. The requirements in paragraph 4 as it applies to defined contribution plans, defined contribution OPEB plans, and other employee benefit plans, and paragraph 5 are effective immediately. All other requirements are applicable for fiscal years beginning after June 15, 2021. There was no impact on the District's financial statements as a result of implementing of GASB Statement No. 97.

Q. Future Accounting Pronouncements

The GASB Statements listed below will be implemented in future financial statements:

GASB Statement No. 94 – Public-Private and Public-Public Partnerships and Availability Payment Arrangements. The requirements of this statement are effective for periods beginning after June 15, 2022. The District will implement GASB Statement No. 94 if and where applicable.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Q. *Future Accounting Pronouncements* (Continued)

GASB Statement No. 96 – *Subscription-Based Information Technology Arrangements*. The requirements of this statement are effective for periods beginning after June 15, 2022. The District will implement GASB Statement No. 96 if and where applicable.

GASB Statement No. 91 – *Conduit Debt Obligations*. The requirements of this statement were originally effective for periods beginning after December 15, 2020. GASB Statement No. 95 delayed the effective date to December 15, 2021. The District will implement GASB Statement No. 97 if and where applicable.

GASB Statement No. 99 – *Omnibus 2022*. The requirements of this statement are effective as follows:

- The requirements related to the extension of the use of LIBOR, accounting for Supplemental Nutrition Assistance Program (SNAP) distributions, disclosures of nonmonetary transactions, pledges of future revenues by pledging governments, clarification of certain provisions in GASB Statement No. 34, as amended, and terminology updates related to GASB Statement No. 53 and GASB Statement No. 63 are effective upon issuance.
- The requirements related to leases, PPPs, and SBITAs are effective for periods beginning after June 15, 2022, and all reporting periods thereafter.
- The requirements related to financial guarantees and the classification and reporting of derivative instruments within the scope of GASB Statement No. 53 are effective for periods beginning after June 15, 2023, and all periods thereafter.

The District will implement GASB Statement No. 99 if and where applicable.

GASB Statement No. 100 – *Accounting Changes and Error Corrections*. The requirements of this statement are effective for accounting changes and error corrections made in fiscal years beginning after June 15, 2023, and all periods thereafter. Earlier application is encouraged. The District will implement GASB Statement No. 100 if and where applicable.

GASB Statement No. 101 – *Compensated Absences*. The requirements of this statement are effective for periods beginning after December 15, 2023, and all reporting periods thereafter. Earlier application is encouraged. The District will implement GASB Statement No. 101 if and where applicable.

NOTE 2 – CASH, CASH EQUIVALENTS, AND INVESTMENTS

Cash, cash equivalents, and investments as of June 30, 2022 and 2021, consist of the following:

	2022	2021
Cash on hand	\$ 23	\$ 23
Bank deposits	6,284,857	3,038,383
County of Marin investment pool	22,293,091	22,853,960
Total Cash, Cash Equivalents, and Investments	<u>\$ 28,577,971</u>	<u>\$ 25,892,366</u>

Investment in the County of Marin Investment Pool

The District's Financial Management Policies indicate the District will invest excess funds in the County's investment pool. The County's investment pool is monitored and reviewed by a Treasury Oversight Committee (Committee). The Committee and County Board of Supervisors review and approve the County's investment policy yearly. The County's investment pool is not registered by the Securities and Exchange Commission. Interest earned on the pool is allocated to participants quarterly using the

NOTE 2 – CASH, CASH EQUIVALENTS, AND INVESTMENTS (Continued)

Investment in the County of Marin Investment Pool (Continued)

average daily cash balance of each fund. Investments held in the County's investment pool are available on demand to the District and are stated at amortized cost, which approximates fair value. The investment in the County pool is withdrawn on the amortized cost basis, which is different than the fair value of the District's investment in the pool. More information about the County's investment pool can be found in the notes to the County's basic financial statements at <https://www.marincounty.org>.

Interest rate risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. As of June 30, 2022 and 2021, the weighted average maturity of the investments contained in the County's investment pool was approximately 236 and 218, respectively.

Credit risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The County's investment pool has maintained the highest rating of AAA by Fitch Ratings, a nationally recognized statistical rating organization, since 1994.

Custodial credit risk

Custodial risk is the risk that the government will not be able to recover its deposits or the value of its investments that are in the possession of an outside party. Custodial credit risk does not apply to a local government's indirect deposits or investment in securities through the use of government investment pools (such as the County's investment pool). At June 30, 2022 and 2021, the carrying amount of the District's deposits was \$6,284,857 and \$3,038,383, respectively, and the balance in the financial institutions was \$6,316,160 and \$3,115,195, respectively. Of the balances in financial institutions, \$250,000 at June 30, 2022 and 2021, was covered by federal depository insurance and the remaining amount was secured by a pledge of securities by the financial institution, but not in the name of the District.

NOTE 3 – CAPITAL ASSETS

Capital asset activity was as follows for the fiscal years ended June 30:

	Balance July 1, 2021	Additions	Deletions	Transfers	Balance June 30, 2022
Nondepreciable:					
Land	\$ 1,550,836	\$ 1,323,613	\$ -	\$ 152,717	\$ 3,027,166
Work in progress	673,962	5,961,113	-	(502,295)	6,132,780
Total Capital Assets, Not Being Depreciated	2,224,798	7,284,726	-	(349,578)	9,159,946
Capital Assets, Being Depreciated:					
Revenue vehicles	40,972,893	947,774	(1,158,796)	5,798	40,767,669
Facilities and stops	9,310,585	-	-	-	9,310,585
Communication and data equipment	1,522,292	81,037	(32,189)	157,126	1,728,266
Fare revenue collection equipment	434,929	-	-	-	434,929
Furniture and fixtures	123,907	108,863	-	-	232,770
Administrative Buildings	3,987,865	57,700	-	-	4,045,565
Maintenance Buildings	-	1,759,036	-	186,654	1,945,690
Non-revenue vehicles	396,744	-	-	-	396,744
Total Capital Assets, Being Depreciated	56,749,215	2,954,410	(1,190,985)	349,578	58,862,218
Less Accumulated Depreciation:					
Revenue vehicles	(14,553,258)	(3,855,164)	1,158,796	-	(17,249,626)
Facilities and stops	(1,472,464)	(320,469)	-	-	(1,792,933)
Communication and data equipment	(900,850)	(235,798)	32,189	-	(1,104,459)
Fare revenue collection equipment	(421,703)	(7,351)	-	-	(429,054)
Furniture and fixtures	(99,834)	(6,332)	-	-	(106,166)
Administrative Buildings	(314,832)	(211,009)	-	-	(525,841)
Maintenance Buildings	-	(37,264)	-	-	(37,264)
Non-revenue vehicles	(315,843)	(80,901)	-	-	(396,744)
Total Accumulated Depreciation	(18,078,784)	(4,754,288)	1,190,985	-	(21,642,087)
Total Capital Assets, Being Depreciated, Net	38,670,431	(1,799,878)	-	349,578	37,220,131
Right-to-use leased assets, amortizable:					
Office space	-	902,219	-	-	902,219
Total Right-to-use Leased Assets, Being amortizable	-	902,219	-	-	902,219
Less Accumulated Amortization:					
Office space	-	(30,074)	-	-	(30,074)
Total Right-to-use Leased Assets, Amortizable net	-	872,145	-	-	872,145
Total Capital Assets, Net	\$ 40,895,229	\$ 6,356,993	\$ -	\$ -	\$ 47,252,222

Depreciation and amortization expense for the fiscal year ended June 30, 2022, was \$4,784,362.

NOTE 3 – CAPITAL ASSETS (Continued)

	Balance July 1, 2020	Additions	Deletions	Transfers	Balance June 30, 2021
Nondepreciable:					
Land	\$ 1,550,836	\$ -	\$ -	\$ -	\$ 1,550,836
Work in progress	206,286	640,878	-	(173,202)	673,962
Total Capital Assets, Not Being Depreciated	1,757,122	640,878	-	(173,202)	2,224,798
Capital Assets, Being Depreciated:					
Revenue vehicles	38,400,723	4,556,239	(2,008,403)	24,334	40,972,893
Facilities and stops	9,425,818	-	(115,233)	-	9,310,585
Communication and data equipment	1,875,943	34,344	(536,863)	148,868	1,522,292
Fare revenue collection equipment	434,929	-	-	-	434,929
Furniture and fixtures	123,907	-	-	-	123,907
Buildings	3,987,865	-	-	-	3,987,865
Non-revenue vehicles	396,744	-	-	-	396,744
Total Capital Assets, Being Depreciated	54,645,929	4,590,583	(2,660,499)	173,202	56,749,215
Less Accumulated Depreciation and Amortization:					
Revenue vehicles	(13,022,027)	(3,539,634)	2,008,403	-	(14,553,258)
Facilities and stops	(1,223,542)	(364,155)	115,233	-	(1,472,464)
Communication and data equipment	(1,193,039)	(244,674)	536,863	-	(900,850)
Fare revenue collection equipment	(405,361)	(16,342)	-	-	(421,703)
Furniture and fixtures	(94,589)	(5,245)	-	-	(99,834)
Buildings	(104,944)	(209,888)	-	-	(314,832)
Non-revenue vehicles	(216,657)	(99,186)	-	-	(315,843)
Total Accumulated Depreciation and Amortization	(16,260,159)	(4,479,124)	2,660,499	-	(18,078,784)
Total Capital Assets, Being Depreciated, Net	38,385,770	111,459	-	173,202	38,670,431
Total Capital Assets, Net	\$ 40,142,892	\$ 752,337	\$ -	\$ -	\$ 40,895,229

Depreciation and amortization expense for the fiscal year ended June 30, 2021, was \$4,479,124.

NOTE 4 – LONG-TERM LIABILITY

Long-term liability activity was as follows for the fiscal years ended June 30, 2022 and 2021:

	Balance at July 1, 2021	Additions	Reductions	Balance at June 30, 2022	Due Within One Year
Lease liability	\$ -	\$ 902,219	\$ (28,833)	\$ 873,386	\$ 166,207
Compensated absences	133,280	122,429	(152,293)	103,416	100,856
	<u>\$ 133,280</u>	<u>\$ 1,024,648</u>	<u>\$ (181,126)</u>	<u>\$ 976,802</u>	<u>\$ 267,063</u>
	Balance at July 1, 2020	Additions	Reductions	Balance at June 30, 2021	Due Within One Year
Compensated absences	\$ 135,846	\$ 116,162	\$ (118,728)	\$ 133,280	\$ 110,521

Lease liability

On April 4, 2022, the District entered into a contract lease for approximately 6,465 rentable square feet at 711 Grand Avenue for the location of Marin Transit's administrative offices. The term is for five years commencing May 1, 2022, and expiring April 30, 2027. The base rent is \$15,193 per month with a 2.1% annual escalation, due the first day of each month commencing May 1, 2022. In accordance with GASB Statement No. 87, the District recognized a right-to-use leased asset of \$902,219 and with related accumulated amortization \$30,074.

NOTE 4 – LONG-TERM LIABILITY (Continued)

At June 30, 2022, future minimum payments on the lease liabilities were as follows:

June 30,	Principal	Interest	Total
2023	\$ 166,207	\$ 16,753	\$ 181,206
2024	173,647	13,191	181,206
2025	181,246	9,472	181,128
2026	189,005	5,591	180,974
2027	163,281	1,576	165,296
	<u>\$ 873,386</u>	<u>\$ 46,583</u>	<u>\$ 889,810</u>

NOTE 5 – INTERGOVERNMENTAL REVENUE

The following is the detail of intergovernmental revenues for the fiscal years ended June 30:

	2022		
	Nonoperating	Capital	Total
Federal revenue:			
FTA			
Section 5307 (ADA Set-Aside)	\$ 802,802	\$ -	\$ 802,802
Section 5307 (Vehicle/Equipment purchase)	-	3,624,660	3,624,660
Section 5307 (CRRSAA)	3,654,814	-	3,654,814
Section 5307 (ARPA)	3,000,000	-	3,000,000
Section 5310 (CRRSAA)	45,354	-	45,354
Section 5310 (Mobility Management)	80,146	-	80,146
Section 5311 grant (Stagecoach operating)	228,695	-	228,695
Section 5311 (CRRSAA)	304,048	-	304,048
United States Department of the Interior			
National Park Service	290,671	-	290,671
National Park Service - Fare Revenue	178,535	-	178,535
Total federal revenue	<u>8,585,065</u>	<u>3,624,660</u>	<u>12,209,725</u>
State revenue:			
TDA	6,565,228	-	6,565,228
State Transit Assistance (STA)			
STA (Operations - Revenue Based)	1,500,000	-	1,500,000
STA (Operations - Population Based)	1,040,376	-	1,040,376
Paratransit	60,000	-	60,000
State of Good Repair (SGR)	-	44,718	44,718
State Renewable Energy Credits	13,528	-	13,528
Home Owner Property Tax Relief	18,412	-	18,412
Low Carbon Transit Operations Program (LCTOP)	-	1,315,115	1,315,115
California Department of Transportation (Caltrans)	216	-	216
Total state revenue	<u>9,197,760</u>	<u>1,359,833</u>	<u>10,557,593</u>
Local revenue:			
Measure AA			
Category 4.1 Bus Transit Service	3,232,824	-	3,232,824
Category 4.2 Rural/Recreational Bus Services	664,630	-	664,630
Category 4.3 Transit Services for Special Needs	2,767,189	-	2,767,189
Category 4.4 Bus Services to Schools	1,291,954	-	1,291,954
Category 4.5 Bus Transit Facilities	307,285	578,888	886,173
Measure B	808,354	-	808,354
Total local revenue	<u>9,072,236</u>	<u>578,888</u>	<u>9,651,124</u>
Total intergovernmental revenue	<u>\$ 26,855,061</u>	<u>\$ 5,563,381</u>	<u>\$ 32,418,442</u>

NOTE 5 – INTERGOVERNMENTAL REVENUE (Continued)

	2021		
	Nonoperating	Capital	Total
Federal revenue:			
FTA			
Section 5307 (ADA Set-Aside)	\$ 697,574	\$ -	\$ 697,574
Section 5307 (Preventative Maintenance)	70,520	-	70,520
Section 5307 (Vehicle/Equipment purchase)	-	2,730,820	2,730,820
Section 5307 (CARES)	7,320,184	-	7,320,184
Section 5310 (Mobility Management)	90,561	-	90,561
Section 5311 grant (Stagecoach operating)	228,695	-	228,695
Section 5311 (CARES)	800,000	-	800,000
Section 5320 (Transit in the Parks)	-	168,771	168,771
Section 5339 (Discretionary)	-	103,254	103,254
United States Department of the Interior			
National Park Service	14,177	-	14,177
National Park Service - Fare Revenue	5,755	-	5,755
Total federal revenue	9,227,466	3,002,845	12,230,311
State revenue:			
TDA	3,817,097	-	3,817,097
State Transit Assistance (STA)			
STA (Operations - Revenue Based)	853,985	94,089	948,074
STA (Operations - Population Based)	766,220	-	766,220
Paratransit	60,000	-	60,000
State of Good Repair (SGR)	-	508,958	508,958
State Renewable Energy Credits	14,010	-	14,010
Home Owner Property Tax Relief	18,541	-	18,541
California Department of Transportation (Caltrans)	217	-	217
Total state revenue	5,530,070	603,047	6,133,117
Local revenue:			
Measure A			
Strategy 1.1 (Local)	944,535	-	944,535
Strategy 1.3 (Special)	27,059	-	27,059
Strategy 1.4 (Capital)	134,574	68,575	203,149
Measure AA			
Category 4.1 Bus Transit Service	6,678,953	-	6,678,953
Category 4.2 Rural/Recreational Bus Services	564,320	-	564,320
Category 4.3 Transit Services for Special Needs	1,353,396	-	1,353,396
Category 4.4 Bus Services to Schools	562,535	-	562,535
Category 4.5 Bus Transit Facilities	370,073	1,551,099	1,921,172
Measure B	910,679	-	910,679
Total local revenue	11,546,124	1,619,674	13,165,798
Total intergovernmental revenue	\$ 26,303,660	\$ 5,225,566	\$ 31,529,226

NOTE 6 – RETIREMENT AND OTHER POSTEMPLOYMENT BENEFITS

The District contributes to the Marin County Transit District Governmental 401(a) single employer defined contribution pension plan (the 401(a) Plan) for its employees who have attained twenty-one years of age and have more than 1,000 hours of service. The Plan is administered by the District.

Benefit terms, including contribution requirements, for the 401(a) Plan are established and may be amended by the District's Board. For each employee in the 401(a) Plan at the end of the 401(a) Plan year, the District is required to contribute 10% to 15% of annual salary, exclusive of overtime, to individual employee accounts. Employees are not permitted to make contributions to the 401(a) Plan. For the fiscal years ended June 30, 2022 and 2021, the District recognized pension expense of \$247,644 and \$238,421, respectively.

Employees are fully vested in employer contributions after six months of service. Non-vested District contributions are forfeited upon termination. Such forfeitures are first used to pay 401(a) Plan administrative expenses and any remaining forfeitures are used to reduce the required future employer contribution. There were no forfeitures for the fiscal years ended June 30, 2022 and 2021.

The District provides a Section 457 deferred compensation plan (Section 457 Plan) to its employees. Employees are allowed to contribute to the Section 457 Plan, but the District does not contribute to the Section 457 Plan. The District does not currently provide other postemployment benefits (OPEB) to employees.

The District also contracted with the County and an independent entity called Local Government Services (LGS) for staffing until all contract employees were hired by the District during the fiscal year ended June 30, 2014. Pension and OPEB benefits were available to County and LGS contract employees. The District does not currently have a contract with the County that defines responsibility for OPEB benefits for County employees used by the District that may be payable upon separation. However, all former County employees retired or left the County's and District's service and the District does not believe a separation liability is applicable to the District. The contract with LGS stated that LGS is responsible for OPEB benefits for its employees used by the District. Refer to Note 7 for the pension plan for LGS contract employees.

NOTE 7 – PENSION PLAN

A. General Information about the Pension Plan

Plan Description and Benefits Provided

The Marin County Transit District Service Credit Retirement Plan (the Plan) is a closed single employer pension plan sponsored by the District for the benefit of leased employees who provided services to the District. The Plan covers employees that worked between November 2006 and October 2013.

The Plan's provisions and benefits in effect at June 30, 2022, are summarized as follows:

	<u>All Members</u>
Benefit Formula	2%@55
Benefit Vesting Schedule	5 years service
Benefit Payments	monthly for life
Retirement Age	50
Monthly Benefits, as a Percentage of Eligible Compensation	1.426%-2.418
Required Employee Contribution Rates	N/A
Required Employer Contribution Rates	N/A

NOTE 7 – PENSION PLAN (Continued)**A. General Information about the Pension Plan** (Continued)*Employees Covered by Benefit Terms*

At June 30, 2022, the following employees were covered by the benefit terms.

	2022
Retirees and Beneficiaries Currently Receiving Benefits	-
Vested Inactives Entitled to Deferred Annuity Benefits	4
Non-Vested Inactives who may Become Entitled to Deferred Annuity Benefits	1
Active Employees	-
Total	5

Contributions

Employer contributions to the Plan are actuarially determined using the Entry-Age Normal Actuarial Cost Method (level % of pay). Under this method, any unfunded liability is amortized on an open basis in level dollar installments over 15 years beginning on July 1, 2021.

B. Net Pension (Asset) Liability

The total pension liability was determined by a roll forward of results from an actuarial valuation as of July 1, 2022, using the following actuarial assumptions:

Valuation Date	July 1, 2022
Measurement Date	June 30, 2022
Actuarial Cost Method	Entry Age Normal (level % of pay)
Actuarial Assumptions:	
Discount Rate	6.00%
Inflation	2.50%
Payroll Growth	Rates from 2021 CalPERS Experience Study, Public Agency Miscellaneous
Pre-Retirement Mortality	None
Post-Retirement Mortality	Rates from the 2017 CalPERS Experience Study - Health Retiree and Beneficiary Mortality

⁽¹⁾ Derived from 2017 California Public Employees Retirement System (CalPERS) Experience Study, Public Agency Miscellaneous, that vary by entry age and service. 2.75% Wage Inflation added to the following rates:

Service	Rate
0	6.2%
3	3.8%
5	2.8%
10	1.3%
15	1.0%
20	0.8%
25	0.7%
30	0.5%

NOTE 7 – PENSION PLAN (Continued)**B. Net Pension (Asset) Liability** (Continued)*Long-Term Expected Rate of Return*

The long-term expected rate of return on pension plan investments was determined using best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The assumed asset allocation and best estimates of arithmetic real rates of return for each major asset class included in the Plan's asset allocation as of July 1, 2021, are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Cash/Short Bond	10%	-0.59%
Core Bond	9%	0.71%
High Yield Bond	9%	2.42%
Large Cap Equity	18%	4.05%
Small/Mid Cap Equity	36%	4.43%
International Equity	18%	4.53%
Total	100%	

Discount Rate

The discount rate used to measure the total pension liability was 6.00 percent. The projection of cash flows used to determine the discount rate assumed that employer contributions will be made at the current actuarially determined contribution rate. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

C. Changes in the Net Pension (Asset) Liability

The changes in the net pension (asset) liability for the Plan are as follows:

	Increase (Decrease)		
	<u>Total Pension Liability</u>	<u>Plan Fiduciary Net Position</u>	<u>Net Pension (Asset) Liability</u>
Balance at July 1, 2021	\$ 303,360	\$ 315,407	\$ (12,047)
Changes in the Year:			
Interest on the Total Pension Liability	19,718	-	19,718
Changes in Assumptions	52,512	-	52,512
Other Liability Experience (Gain)/Loss	72,196	-	72,196
Administrative Expenses	-	(7,750)	7,750
Expected Investment Return	-	20,254	(20,254)
Investment Experience (Loss)/Gain	-	(58,566)	58,566
Net Changes	144,426	(46,062)	190,488
Balance at June 30, 2022	\$ 447,786	\$ 269,345	\$ 178,441

NOTE 7 – PENSION PLAN (Continued)**C. Changes in the Net Pension (Asset) Liability** (Continued)*Sensitivity of the District's Proportionate Share of the Net Pension (Asset) Liability to Changes in the Discount Rate*

The following presents the net pension (asset) liability of the Plan, calculated using the discount rate of 6.00 percent, as well as the net pension (asset) liability calculated using a discount rate that is 1.0 percentage point lower (5.00%), and 1.0 percentage point higher (7.00%) than the current rate:

	1% Decrease 5.00%	Current Rate 6.00%	1% Increase 7.00%
Net Pension Liability	\$ 292,958	\$ 178,441	\$ 91,063

Pension Plan Fiduciary Net Position

Detailed information about the pension plan's fiduciary net position is available in the separate financial report.

D. Pension Expense and Deferred Outflows/Inflows of Resources Related to Pensions

For the year ended June 30, 2022, the District recognized pension expense of \$47,678. At June 30, 2022, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between Actual and Expected Experience	\$ 56,433	\$ -
Changes in Assumptions	41,046	-
Net Differences between Projected and Actual Earnings on Plan Investments	51,419	-
Total	<u>\$ 148,898</u>	<u>\$ -</u>

Amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Measurement Period Ended June 30	
2023	\$ 40,464
2024	40,464
2025	40,464
2026	27,506
2027	-
Thereafter	-
Total	<u>\$ 148,898</u>

NOTE 8 – COMMITMENTS AND CONTINGENCIES

Commitments

The District has the following commitments as of June 30:

<u>Contractor</u>	<u>Purpose</u>	<u>2022</u>	<u>2021</u>
Golden Gate	Local fixed route service	\$ 5,320,311	\$ 9,641,292
Vivalon (formerly Whistlestop)	Paratransit service	-	2,423,230
Vivalon (formerly Whistlestop)	Travel Navigator, Volunteer Driver	-	339,442
Transdev Services, Inc.	Marin Access Service Operations	20,957,817	-
Gillig	Electric buses	-	3,653,424
Gillig	Vehicle Chargers	-	259,453
Marin Airporter	Shuttle and fixed route services	9,541,922	6,826,270
MV Transportation, Inc.	Rural and seasonal transit service	3,300,000	3,493,208
Blinktag		170,000	-
Strahm Revocable Trust	PSA for 3000 Kerner Blvd	-	3,250,000
Michael's Transportation Services	Yellow bus service	-	-
In Defense of Animals	PSA for 3010/3020	3,500,000	-
Arntz Builders	Construction - 600 Rush Landing	183,985	-
Mark Thomas	General Engineering Services	1,200,000	338,959
Creative Bus Sales	Vehicle replacements	-	859,153
Tiburon Peninsula Traffic Relief JPA	Measure AA School Funding	206,168	-
San Rafael City Schools	Measure AA School Funding	254,100	-
		<u>\$ 44,634,303</u>	<u>\$ 31,084,431</u>

Contingencies

The District receives grants from federal and state agencies that are subject to compliance audits by the awarding agency. No such audits occurred during the fiscal year and the District's management does not believe that any such audits would result in material disallowed costs. However, it is possible that ineligible costs could be identified during any such audits in the future.

The District contracted with LGS (LGS, a Joint Powers Authority) for employees from May 1, 2010, through October 15, 2013. The contract required LGS to take responsibility for any pension benefits of LGS employees used by the District and LGS made contributions to the California Public Employees Retirement System (CalPERS) on their behalf. In June 2017, the District was made aware that CalPERS found that LGS incorrectly enrolled six of the individuals employed by LGS and used by the District into CalPERS membership. Due to this determination, it is unknown whether the employees will be allowed to retain CalPERS service credits and the status of previously made pension contributions/responsibility for any unfunded pension liability for the employees is in question. The District is working with LGS and CalPERS to explore options for retaining CalPERS service credits and other alternatives for the six current and/or former employees. The ultimate resolution of this matter is currently unknown.

The District is a party to claims arising in the normal course of business. The District's management and legal counsel are of the opinion that the ultimate liability, if any, arising from these claims will not have a material adverse impact of the financial position of the District.

Concentrations

A significant portion of the District's contracted transit services are provided by three transit contractors. A change in these relationships could have a significant impact on the District.

The District receives a substantial percentage of its revenue from sales tax, fuel tax, and property tax, including TDA, STA, and Measure A revenue. A significant change in these revenue sources could have a significant impact on the District's operations.

NOTE 9 – OTHER STATE GRANTS

Low Carbon Transit Operations Program (LCTOP)

The LCTOP was established by the California Legislature in 2014 by Senate Bill (SB) 862. The LCTOP provides funds to transit agencies to reduce greenhouse gas emission and improve mobility through operating and capital grants. Projects approved for LCTOP will support bus or rail services, or expand intermodal transit facilities, and may include equipment acquisition, fueling, maintenance, and other costs to operate those services or facilities, with each project reducing greenhouse gas emissions.

During the year ended June 30, 2022, the grant amount increased to \$1,338,884. LCTOP allocations of \$284,681 and \$553,396 were received in fiscal years 2022 and 2021, respectively, for the purchase of four electric transit buses and installation of a vehicle charging infrastructure. This was the third year of LCTOP funding added to the project. During the years ended June 30, 2022 and 2021, the District earned interest of \$465 and \$6,384, respectively, on deposits on unspent LCTOP funds. During the years ended June 30, 2022 and 2021, the District disbursed 1,315,115 and \$0, respectively.

As of June 30, 2022 and 2021, the District has \$40,960 and \$1,070,929, respectively, in unspent LCTOP funds.

Cumulative receipts and disbursements for the years ended June 30, 2022 and 2021, are as follows:

<u>Project Name</u>	<u>Grant Amount</u>	<u>Accumulated Allocations Received</u>	<u>Accumulated Interest Received</u>	<u>Accumulated Amounts Expended</u>	<u>Unexpended at June 30, 2022</u>
Four Electric Vehicles	\$ 1,338,884	\$ 1,338,884	\$ 17,191	\$ (1,315,115)	\$ 40,960
Total	<u>\$ 1,338,884</u>	<u>\$ 1,338,884</u>	<u>\$ 17,191</u>	<u>\$ (1,315,115)</u>	<u>\$ 40,960</u>

<u>Project Name</u>	<u>Grant Amount</u>	<u>Accumulated Allocations Received</u>	<u>Accumulated Interest Received</u>	<u>Accumulated Amounts Expended</u>	<u>Unexpended at June 30, 2021</u>
Four Electric Vehicles	\$ 1,054,203	\$ 1,054,203	\$ 16,726	\$ -	\$ 1,070,929
Total	<u>\$ 1,054,203</u>	<u>\$ 1,054,203</u>	<u>\$ 16,726</u>	<u>\$ -</u>	<u>\$ 1,070,929</u>

State of Good Repair (SGR)

The Road Repair and Accountability Act of 2017, SB 1 (Chapter 5, Statutes of 2017), signed by the Governor on April 28, 2017, includes a program that will provide additional revenues for transit infrastructure repair and service improvements. This investment in public transit will be referred to as the State of Good Repair program. In the fiscal years ending June 30, 2022 and 2021, the District was allocated \$283,399 and \$246,050 in SGR funds, respectively. During the years ended June 30, 2022 and 2021, the District earned interest of \$69 and \$1,659, respectively, on deposits of unspent SGR funds. The District expended funds of \$44,718 on purchasing replacement shuttles during 2022. The District expended \$556,290 on purchasing replacement shuttle and rural vehicles during 2021. At June 30, 2022 and 2021, the District had \$243,317 and \$4,567, respectively, in unexpended funds.

NOTE 9 – OTHER STATE GRANTS (Continued)**State of Good Repair (SGR) (Continued)**

Cumulative receipts and disbursements for the years ended June 30, 2022 and 2021, are as follows:

Project Name	Funding Year	Grant Amount	Accumulated Allocations Received	Accumulated Interest Received	Accumulated Amounts Expended	Unexpended at June 30, 2022
35ft Vehicle Replacements	FY 22	\$ 243,345	\$ 243,276	\$ 41	\$ -	\$ 243,317
Shuttle Purchases	FY 21	237,855	237,855	28	(237,883)	-
Total		<u>\$ 481,200</u>	<u>\$ 481,131</u>	<u>\$ 69</u>	<u>\$ (237,883)</u>	<u>\$ 243,317</u>

Project Name		Grant Amount	Accumulated Allocations Received	Accumulated Interest Received	Accumulated Amounts Expended	Unexpended at June 30, 2021
Shuttle Purchases	FY 21	\$ 245,064	\$ 197,732	\$ -	\$ (193,165)	\$ 4,567
40ft Vehicle Replacements	FY 20	261,478	261,478	21	(261,499)	-
Rural Vehicles	FY 19	100,470	100,470	4,106	(104,576)	-
Rural Vehicles	FY 18	212,678	212,678	7,309	(219,987)	-
Total		<u>\$ 819,690</u>	<u>\$ 772,358</u>	<u>\$ 11,436</u>	<u>\$ (779,227)</u>	<u>\$ 4,567</u>

NOTE 10 – RISK MANAGEMENT

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; injuries to employees; errors and omissions; and natural disasters. The risk of loss is managed by requiring contract operators to indemnify and hold harmless the District as well as maintain minimum specified levels of coverage. Additional coverage is provided by the County for errors and omissions, injuries to employees, and natural disaster. The District's insurance coverage is carried through California State Association of Counties Excess Insurance Authority (CSAC) in pooled programs and through a commercial insurance carrier.

CSAC is a public entity risk pool currently operating as a common risk management and insurance program for counties located throughout California. The purpose of CSAC is to spread the adverse effects of losses among the member entities and to purchase excess insurance as a group. The District's general liability insurance limit through CSAC was \$25,000,000 with a \$25,000 deductible at both June 30, 2022 and 2021. The District's claims have not exceeded the maximum insurance coverage, and there have been no reductions in insurance limits during the past three fiscal years.

The District is not directly responsible for liabilities of CSAC and only has a residual equity interest in CSAC that would result in the District's proportional share of residual assets being distributed to the District or its proportional share of additional premiums being required to be paid to CSAC if assets are not adequate to satisfy liabilities, if any, if the members vote to terminate CSAC. The financial statements of CSAC are available at CSAC's office at: 75 Iron Point Circle, Folsom, California 95630 or at www.csac-eia.org.

NOTE 11 – TRANSPORTATION DEVELOPMENT ACT COMPLIANCE REQUIREMENTS

Transit operators are required to either meet a TDA funding limit of 50% of total expenses or maintain a minimum required fare revenue to operating expenses ratio in order to be eligible for TDA funding. The District's direct allocation of STA revenue meets the 50% expenditure limitation under TDA Section 99268, thereby making the District exempt from fare revenue ratio requirements.

NOTE 12 – RELATED PARTY TRANSACTIONS

The District's Board includes members of the governing bodies of the County and the City of Novato, the City of Mill Valley, and City of San Rafael (the Cities). The District has various transactions with the County, Cities, and other agencies that have City and County governing body representatives on their governing bodies.

Receivables from Golden Gate and TAM are listed on the face of the Statement of Net Position. TDA and STA revenues listed in Note 5 are received from Golden Gate as well as various FTA and state grants. Measure A and Measure B revenues listed in Note 5 are received from TAM.

The following table represents revenues, expenses, accounts payable, and unearned revenue to related agencies not separately reported in the Statements of Net Position and Statements of Activities and Changes in Net Position or Note 5:

	<u>2022</u>	<u>2021</u>
Revenues from related parties:		
Golden Gate:		
Fares	\$ 1,079,477	\$ 684,246
Paratransit contribution	926,442	693,171
Regional Paratransit Payment	660,433	574,546
Advertising	215,149	186,371
Other revenues	<u>260,826</u>	<u>205,135</u>
Total revenues from related parties	<u><u>\$ 3,142,327</u></u>	<u><u>\$ 2,343,469</u></u>
Expenses to related parties:		
Golden Gate - transit contract		
Local transit service operations	\$ 11,333,013	\$ 9,659,872
Vehicle repairs	24,288	11,246
Capital costs	32,214	16,696
County of Marin - fuel	1,844,264	1,616,538
Marin Emergency Radio Authority - emergency radio system payments	27,278	23,115
County of Marin - other expenses	47,937	20,291
Metropolitan Transportation Commission - clipper	<u>18,266</u>	<u>12,271</u>
Total expenses to related parties	<u><u>\$ 13,327,260</u></u>	<u><u>\$ 11,360,029</u></u>
Accounts payable to related parties:		
Golden Gate:		
Transit contract	\$ 1,743,267	\$ 1,581,856
County of Marin - miscellaneous	98,368	126,534
Metropolitan Transportation Commission - Clipper	<u>2,912</u>	<u>2,920</u>
Total accounts payable to related parties	<u><u>\$ 1,844,547</u></u>	<u><u>\$ 1,711,310</u></u>

NOTE 13 – SUBSEQUENT EVENTS

Subsequent events have been evaluated through November 17, 2022, the date these financial statements were available to be issued.

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REQUIRED SUPPLEMENTARY INFORMATION

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**MARIN COUNTY TRANSIT DISTRICT
REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF CHANGES IN THE NET PENSION ASSET (LIABILITY) AND RELATED RATIOS
FOR THE LAST 10 YEARS ENDED JUNE 30, 2022***

	Measurement Period 2021/22	Measurement Period 2020/21
Total Pension Liability		
Interest on Total Pension Liability	\$ 19,718	\$ 18,515
Changes in Benefits Terms	-	67,432
Difference between Expected and Actual Experience	72,196	-
Changes in Assumptions	<u>52,512</u>	<u>-</u>
Net Change in Total Pension Liability	144,426	85,947
Total Pension Liability - Beginning	<u>303,360</u>	<u>217,413</u>
Total Pension Liability - Ending (a)	<u><u>\$ 447,786</u></u>	<u><u>\$ 303,360</u></u>
Plan Fiduciary Net Position		
Contributions - Employer	\$ -	\$ 10,333
Contributions - Employee	-	-
Net Investment Income	(38,312)	9,590
Administrative Expenses	(7,750)	(10,333)
Investment Experience (Loss)/Gain	<u>-</u>	<u>81,140</u>
Net Change in Plan Fiduciary Net Position	(46,062)	90,730
Plan Fiduciary Net Position - Beginning	<u>315,407</u>	<u>224,677</u>
Plan Fiduciary Net Position - Ending (b)	<u><u>\$ 269,345</u></u>	<u><u>\$ 315,407</u></u>
Net Pension (Asset) Liability - Ending [(a) - (b)]	<u><u>\$ 178,441</u></u>	<u><u>\$ (12,047)</u></u>
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	60.15%	103.97%
Covered Payroll	N/A	N/A
Net Pension (Asset) Liability as a Percentage of Covered Payroll	N/A	N/A

* Fiscal year 2021 was the 1st year of implementation; therefore, only two years are shown.

**MARIN COUNTY TRANSIT DISTRICT
REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF CONTRIBUTIONS
FOR THE LAST 10 YEARS ENDED JUNE 30, 2022**

	<u>June 30, 2022</u>	<u>June 30, 2021</u>
Actuarially Determined Contributions	\$ 9,368	\$ -
Contributions in Relation to the Actuarially Determined Contributions	<u>-</u>	<u>10,333</u>
Contribution Deficiency (Excess)	<u>\$ 9,368</u>	<u>\$ (10,333)</u>
Covered Payroll	N/A	N/A
Contributions as a Percentage of Covered Payroll	N/A	N/A

Notes to Schedule:

Valuation Date July 1, 2021

Methods and assumptions used to determine contribution rates:

Actuarial Cost Method	Entry Age Normal (level % of pay)
Asset Valuation Method	Market Value
Amortization Method and Period	Open, level dollar, 15 years starting 7/1/2020
Investment Rate of Return	6.00%
Salary Scale	2.75% wage inflation, plus rates varying by entry age
Pre-Retirement Mortality	None
Post-Retirement Mortality	CalPERS' 2017 Experience Study

* Fiscal year 2021 was the 1st year of implementation; therefore, only two years are shown.

SUPPLEMENTARY INFORMATION

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**MARIN COUNTY TRANSIT DISTRICT
SUPPLEMENTARY INFORMATION**

**STATEMENTS OF FIDUCIARY NET POSITION – RETIREMENT PLAN
JUNE 30, 2022 AND 2021**

	<u>2022</u>	<u>2021</u>
ASSETS		
Cash	\$ -	\$ -
Contributions receivable	9,037	8,480
Investments		
Fixed income	-	10,926
Target date funds	1,530,550	1,697,566
Bond Funds	74,683	74,162
Stock mutual funds	215,422	233,083
	<u>1,820,655</u>	<u>2,015,737</u>
Total Investments		
	<u>1,820,655</u>	<u>2,015,737</u>
TOTAL ASSETS	<u>1,829,692</u>	<u>2,024,217</u>
TOTAL NET POSITION RESTRICTED FOR RETIREMENT BENEFITS	<u>\$ 1,829,692</u>	<u>\$ 2,024,217</u>

**STATEMENTS OF CHANGES IN FIDUCIARY NET POSITION – RETIREMENT PLAN
FOR THE FISCAL YEARS ENDED JUNE 30, 2022 AND 2021**

	<u>2022</u>	<u>2021</u>
ADDITIONS		
Contributions - employer	\$ 247,644	\$ 238,421
Increase in investments	(386,918)	414,483
Dividends	46,243	30,893
Capital Gains	17,463	7,799
	<u>(75,568)</u>	<u>691,596</u>
TOTAL ADDITIONS		
	<u>(75,568)</u>	<u>691,596</u>
DEDUCTIONS		
Admin Expenses	(9,858)	8,033
Withdrawals	(109,099)	-
	<u>(118,957)</u>	<u>8,033</u>
TOTAL DEDUCTIONS		
	<u>(118,957)</u>	<u>8,033</u>
NET INCREASE IN NET POSITION	(194,525)	683,563
Net position restricted for retirement benefits - beginning of year	<u>2,024,217</u>	<u>1,340,654</u>
NET POSITION RESTRICTED FOR RETIREMENT BENEFITS - END OF YEAR	<u>\$ 1,829,692</u>	<u>\$ 2,024,217</u>
Number of Participants in Retirement Plan:		
Active	15	14
Retiree	-	-
Terminated	9	10

**MARIN COUNTY TRANSIT DISTRICT
BUDGETARY COMPARISON SCHEDULE – OPERATIONS
FOR THE FISCAL YEAR ENDED JUNE 30, 2022**

	Original Budget	Final Budget	Actual	Variance with Final Budget
REVENUES				
Fares	\$ 3,017,579	\$ 3,017,579	\$ 2,931,085	\$ (86,494)
Advertising and other revenues	610,447	610,447	553,176	(57,271)
Fees for service	1,342,481	1,342,491	1,622,415	279,924
Interest	160,700	160,700	3,027	(157,673)
Measure AA	12,726,002	12,726,002	7,956,597	(4,769,405)
Measure B	944,943	944,943	808,354	(136,589)
Property taxes	4,940,101	4,940,101	5,341,685	401,584
Redevelopment area (RDA) fees	45,500	45,500	62,935	17,435
State Transit Assistance (STA)	2,384,860	2,384,860	2,601,124	216,264
Transportation Development Act (TDA)	587,942	5,871,942	6,565,228	693,286
Other state revenue	32,300	32,300	32,156	(144)
Federal Transit Administration (FTA) funds	5,294,542	5,294,542	8,115,859	2,821,317
National Park Service grant	418,694	418,694	290,824	(127,870)
Cost center transfers	(841,996)	(753,564)	(22,206)	731,358
Total revenues	31,664,095	37,036,537	36,862,259	(174,278)
EXPENDITURES				
Salaries and benefits	2,806,721	2,806,721	2,592,222	214,499
Consultant services	590,752	590,752	397,541	193,211
Professional service - legal	103,000	103,000	135,851	(32,851)
Security and maintenance	388,631	388,631	381,099	7,532
Customer service	678,352	569,638	782,340	(212,702)
Mobility management support	92,360	92,360	3,942	88,418
Grants to external agencies	410,406	410,406	591,935	(181,529)
Office supplies	397,352	397,352	318,788	78,564
COVID-19 cleaning and supplies	342,000	342,000	105,550	236,450
General insurance	72,928	72,928	88,026	(15,098)
Contract service operation	25,960,597	26,421,441	24,814,294	1,607,147
Membership and prof development	53,888	53,888	44,580	9,308
Mileage and travel	25,750	25,750	5,095	20,655
Marketing	178,411	178,411	56,060	122,351
Communication	264,888	264,888	196,614	68,274
Fuel	3,124,622	3,121,432	2,997,168	124,264
Utilities	65,000	65,000	36,723	28,277
Vehicle leases	26,236	26,236	26,640	(404)
Office - rental and overhead	146,260	146,260	150,660	(4,400)
Cost center transfers	(346,410)	(346,410)	(318,732)	(27,678)
Total expenditures	35,381,744	35,730,684	33,406,396	2,324,288
Excess (Deficiency) of revenues over (under) expenditures	<u>\$ (3,717,649)</u>	<u>\$ 1,305,853</u>	<u>\$ 3,455,863</u>	<u>\$ 2,150,010</u>

**MARIN COUNTY TRANSIT DISTRICT
BUDGETARY COMPARISON SCHEDULE – CAPITAL PROGRAM
FOR THE FISCAL YEAR ENDED JUNE 30, 2022**

	Original Budget	Final Budget	Actual	Variance with Final Budget
REVENUES				
Interest	\$ -	\$ -	\$ 11,436	11,436
Local Government Payments	-	-	20,539	20,539
Measure A sales tax	120,000	120,000	-	(120,000)
Measure A sales tax - capitalized	5,457	5,457	-	(5,457)
Measure A sales tax - interest	1,100,000	1,100,000	-	(1,100,000)
Measure AA sales tax	17,000	17,000	307,285	290,285
Measure AA sales tax - capitalized	850,000	415,418	578,888	163,470
Measure B	2,000	2,000	-	(2,000)
STA - Revenue Based	45,000	45,000	-	(45,000)
STA - State of Good Repair (SGR)	56,241	44,690	44,718	28
State Proposition 1B	2,000	2,000	-	(2,000)
State- Low Carbon Transit Operations Program	-	1,338,883	1,315,115	(23,768)
FTA 5307 Urbanized Area Formula	5,118,748	4,338,697	3,624,660	(714,037)
Golden Gate payment for local paratransit	-	-	4,793	-
Golden Gate payment for regional paratransit	-	-	5,780	5,780
Sale of assets	-	-	32,281	32,281
Property tax transfer	841,996	753,564	22,206	(731,358)
Total revenues	8,158,442	8,182,709	5,967,701	(2,219,801)
EXPENDITURES				
<i>Vehicles</i>				
Purchase 4 40ft Electric	4,357,915	4,356,883	4,063,315	293,568
Hybrid Battery Replacement	150,000	150,000	-	150,000
Non Revenue Vehicle	49,000	49,000	321	48,679
Replace 5 Paratransit Vehicles	505,000	505,000	2,406	502,594
Paratransit Electric Vehicles	5,000	5,000	-	5,000
Purchase 2 XHF Replacements	900,094	900,443	907,062	(6,619)
<i>Facilities and Stops</i>				
Novato Bus Stops	61,115	61,115	1,063	60,052
ADA Bus Stop Improvements	303,000	303,000	135,722	167,278
<i>Facility</i>				
Kerner Maintenance Facility Purchase	100,000	3,285,630	2,941,363	344,267
Kerner Facility Improvements	1,000,000	1,100,000	996,220	103,780
Parking Facility ROW	-	200,000	175,293	24,707
Facility Improvements	2,680,000	2,637,957	586,771	2,051,186
Yellow Bus Parking/Facility	3,000,000	3,000,000	-	3,000,000
<i>Technology Projects</i>				
Realtime Signs	30,318	55,268	69,277	(14,009)
Mera	-	-	27,278	(27,278)
<i>Ongoing Capital Expenses</i>				
Bus stop maintenance	120,000	120,000	108,234	11,766
Golden Gate capital costs	17,000	17,000	20,454	(3,454)
Infrastructure support	360,000	360,000	556,377	(196,377)
Major vehicle repairs	200,000	200,000	40,711	159,289
Total expenditures	13,838,442	17,306,296	10,631,867	6,674,429
Deficiency of revenues (under) expenditures	\$ (5,680,000)	\$ (9,123,587)	\$ (4,664,166)	\$ (8,894,230)

**MARIN COUNTY TRANSIT DISTRICT
BUDGETARY COMPARISON SCHEDULE –
RECONCILIATION TO STATEMENT OF ACTIVITIES
AND CHANGES IN NET POSITION
FOR THE FISCAL YEAR ENDED JUNE 30, 2022**

Excess of revenues over expenditures - budgetary basis (operations)	\$ 3,455,863
Deficiency of revenues under expenditures - budgetary basis (capital program)	(4,664,166)
Excess of revenues over expenditures - budgetary basis (facilities)	-
Amounts not budgeted:	
Capital asset additions	10,239,136
Depreciation and amortization expense	(4,754,288)
Lease addition	902,219
Lease liability addition	<u>(902,219)</u>
Increase in net position	<u><u>\$ 4,276,545</u></u>

STATISTICAL SECTION

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STATISTICAL SECTION

This section of the Marin County Transit District's (the District) Annual Comprehensive Financial Report presents detailed information as a context for understanding what the information in the financial statements, note disclosures, and required supplementary information says about the District's overall health.

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This segment contains trend information to help the reader understand how the District's financial performance and well-being have changed over time..... 41-43

Revenue Capacity

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Debt Capacity

This segment presents information intended to assist the reader in understanding and assessing the District's current level of outstanding debt and its ability to issue additional debt in the future. 50

Economic and Demographic Information

This segment depicts county-wide demographic and economic indicators to help the reader understand the environment within which the District's financial activities take place. 51-52

Operating Information

These schedules contain information about the District's operations and resources to help the reader understand how the District's financial information relates to the services the District provides and the activities it performs..... 53-57

**MARIN COUNTY TRANSIT DISTRICT
STATISTICAL SECTION
FINANCIAL TRENDS
SCHEDULE OF NET POSITION
LAST TEN FISCAL YEARS**

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Net investment in capital assets	\$ 6,113,707	\$ 7,201,252	\$ 8,665,148	\$ 19,166,232	\$ 20,849,921	\$ 29,085,919	\$ 28,758,459	\$ 40,142,892	\$ 40,895,229	\$ 46,378,836
Restricted net position	-	-	-	307,027	31,624	-	-	-	-	-
Unrestricted net position	<u>7,341,199</u>	<u>9,236,575</u>	<u>11,847,226</u>	<u>15,421,852</u>	<u>19,402,481</u>	<u>23,136,349</u>	<u>27,234,152</u>	<u>32,012,829</u>	<u>36,786,818</u>	<u>35,579,756</u>
Total net position	<u>\$ 13,454,906</u>	<u>\$ 16,437,827</u>	<u>\$ 20,512,374</u>	<u>\$ 34,895,111</u>	<u>\$ 40,284,026</u>	<u>\$ 52,222,268</u>	<u>\$ 55,992,611</u>	<u>\$ 72,155,721</u>	<u>\$ 77,682,047</u>	<u>\$ 81,958,592</u>

Source: MCTD Audited Financial Statements

**MARIN COUNTY TRANSIT DISTRICT
STATISTICAL SECTION
FINANCIAL TRENDS
STATEMENTS OF ACTIVITIES AND CHANGES IN NET POSITION
LAST TEN FISCAL YEARS**

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
OPERATING REVENUES										
Transit fares	\$ 3,720,004	\$ 3,731,205	\$ 3,669,514	\$ 3,586,587	\$ 3,528,289	\$ 3,570,143	\$ 3,303,234	\$ 2,664,354	\$ 1,456,012	\$ 2,494,806
Contractual compensation	1,734,847	1,906,714	1,950,099	2,028,796	1,765,230	1,830,716	1,834,761	1,778,963	1,291,815	1,607,414
Special fares	-	20,000	-	250,798	269,244	265,509	279,819	225,860	193,008	258,493
School bus revenues	-	-	-	130,000	145,000	145,000	145,000	151,010	-	46,112
Advertising	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING REVENUES	5,454,851	5,657,919	5,619,613	5,996,181	5,707,763	5,811,368	5,562,814	4,820,187	2,940,835	4,406,825
OPERATING EXPENSES										
Purchased transportation services	20,517,322	21,720,736	21,888,029	20,461,632	21,422,651	22,698,220	24,245,772	24,614,822	23,220,993	24,818,237
Depreciation and amortization	715,867	937,139	917,002	1,753,960	2,387,889	2,908,165	3,549,062	4,119,852	4,479,124	4,784,362
Salaries and benefits	143,364	964,311	1,327,913	1,631,669	1,973,470	1,881,194	2,099,316	2,420,797	2,435,258	2,527,315
Fuel	953,177	1,355,476	1,291,857	1,619,444	1,818,940	2,161,545	2,521,502	2,112,076	1,891,121	2,997,169
Professional services	351,732	486,242	554,304	1,003,065	1,177,446	1,440,732	1,340,332	1,352,263	1,571,188	1,696,700
General and administrative	188,549	165,775	129,360	179,181	199,985	244,554	223,930	314,814	345,271	411,724
Utilities	43,021	73,940	91,016	106,949	116,578	98,832	64,639	149,744	193,029	205,875
Marketing	72,424	136,455	114,660	127,154	114,823	150,501	116,677	126,142	96,231	56,052
Leases and rentals	155,728	100,975	92,236	94,469	96,668	47,873	126,723	137,817	140,532	143,874
Other services	70,615	66,750	66,654	61,792	51,035	26,214	50,069	48,090	23,115	51,120
Casualty and liability costs	25,433	25,738	29,444	29,580	18,083	31,526	31,798	48,404	66,488	79,764
Maintenance costs	734	53,439	89,988	15,961	10,448	19,195	5,575	14,578	39,422	167,280
Capital costs	197,002	383,848	330,949	109,393	9,085	98,034	17,893	(3,557)	16,696	20,455
Contract labor ¹	1,324,074	469,169	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	24,759,042	26,939,993	26,923,412	27,194,249	29,397,101	31,806,585	34,393,288	35,455,842	34,518,468	37,959,927
OPERATING LOSS	\$ (19,304,191)	\$ (21,282,074)	\$ (21,303,799)	\$ (21,198,068)	\$ (23,689,338)	\$ (25,995,217)	\$ (28,830,474)	\$ (30,635,655)	\$ (31,577,633)	\$ (33,553,102)

**MARIN COUNTY TRANSIT DISTRICT
STATISTICAL SECTION
FINANCIAL TRENDS
STATEMENTS OF ACTIVITIES AND CHANGES IN NET POSITION (Continued)
LAST TEN FISCAL YEARS**

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
NONOPERATING REVENUES (EXPENSES)										
Intergovernmental revenue	\$ 16,623,069	\$ 18,559,479	\$ 19,097,503	\$ 19,069,595	\$ 20,529,158	\$ 22,142,502	\$ 24,340,749	\$ 25,660,130	\$ 26,303,660	\$ 26,855,061
Property tax revenue	3,229,758	3,447,835	3,611,357	3,848,219	4,111,657	4,321,194	4,561,268	4,803,083	5,025,293	5,382,566
Advertising	334,864	344,516	283,443	229,202	245,018	280,788	240,960	237,238	201,573	232,513
Rental income	-	-	-	157,712	152,772	158,256	172,018	282,930	337,195	320,663
Interest income	2,575	5,399	9,816	14,044	51,968	118,552	198,695	353,736	125,929	14,463
Miscellaneous income	-	-	2,134	-	-	-	-	-	-	-
Interest expense	-	-	-	-	-	-	-	-	-	(1,552)
Other revenues/gain (loss) on disposal of capital assets	(21,696)	30,171	-	88,571	1,102	2,093	-	-	110,250	32,281
Pass through of Measure A to Golden Gate	-	(85,000)	-	(85,000)	(85,000)	(85,000)	(85,000)	(85,000)	(232,085)	(591,935)
TOTAL NONOPERATING REVENUES (EXPENSES)	20,168,570	22,302,400	23,004,253	23,322,343	25,006,675	26,938,385	29,428,690	31,252,117	31,871,815	32,244,060
INCOME (LOSS) BEFORE CAPITAL CONTRIBUTIONS	864,379	1,020,326	1,700,454	2,124,275	1,317,337	943,168	598,216	616,462	294,182	(1,309,042)
CAPITAL CONTRIBUTIONS										
Intergovernmental revenue	3,200,843	1,962,595	2,374,093	12,250,751	4,038,739	10,979,056	3,126,499	15,495,044	5,225,566	5,563,381
Other revenue	-	-	-	7,711	32,839	16,018	45,628	51,604	6,578	22,206
TOTAL CAPITAL CONTRIBUTIONS	3,200,843	1,962,595	2,374,093	12,258,462	4,071,578	10,995,074	3,172,127	15,546,648	5,232,144	5,585,587
CHANGE IN NET POSITION	4,065,222	2,982,921	4,074,547	14,382,737	5,388,915	11,938,242	3,770,343	16,163,110	5,526,326	4,276,545
Net position at beginning of year	9,389,684	13,454,906	16,437,827	20,512,374	34,895,111	40,284,026	52,222,268	55,992,611	72,155,721	77,682,047
Prior period adjustment	-	-	-	-	-	-	-	-	-	-
Net position at beginning of year, as restated	9,389,684	13,454,906	16,437,827	20,512,374	34,895,111	40,284,026	52,222,268	55,992,611	72,155,721	77,682,047
NET POSITION AT END OF YEAR	\$ 13,454,906	\$ 16,437,827	\$ 20,512,374	\$ 34,895,111	\$ 40,284,026	\$ 52,222,268	\$ 55,992,611	\$ 72,155,721	\$ 77,682,047	\$ 81,958,592

¹ Labeled "Staff Compensation" from FY09 to FY12.

Source: MCTD Audited Financial Statements

**MARIN COUNTY TRANSIT DISTRICT
STATISTICAL SECTION
REVENUE CAPACITY
PASSENGER AND FARE DATA
LAST TEN FISCAL YEARS**

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Fare revenue ¹	\$ 3,720,004	\$ 3,751,205	\$ 3,669,514	\$ 3,837,385	\$ 3,797,533	\$ 4,044,536	\$ 4,024,376	\$ 3,233,297	\$ 1,652,855	\$ 2,931,085
Passengers ²	3,432,469	3,546,112	3,464,628	3,332,265	3,216,894	3,293,385	3,263,451	2,643,771	1,485,512	2,427,606
Average fare per passenger	\$ 1.08	\$ 1.06	\$ 1.06	\$ 1.15	\$ 1.18	\$ 1.23	\$ 1.23	\$ 1.22	\$ 1.11	\$ 1.21

¹ Source: Marin Transit Budgetary Comparison Operations

² Sources: MCTD Short Range Transit Plans, Monthly Monitoring & Performance Statistic Reports

³ Includes National Park fare payments in 2018.

**MARIN COUNTY TRANSIT DISTRICT
STATISTICAL SECTION
REVENUE CAPACITY
FARE STRUCTURE
AS OF JUNE 30, 2022**

Category	Cash Price	Clipper	6 Month Pass ¹	1-Day Pass	31-Day Pass
Adult	\$2.00	\$1.80	-	\$5.00	\$40.00
Youth (5-18)	\$1.00	\$1.00	\$175.00 ¹	\$2.50	\$40.00
Children Under 5		Free when accompanied by an adult			
Seniors (65+)	\$1.00	\$1.00	-	\$2.50	\$20.00
Persons with Disabilities	\$1.00	\$1.00	-	\$2.50	\$20.00
ADA Mandated Service ²	\$3.00	-	-	-	-
ADA Non-Mandated Service ³	\$3.00	-	-	-	-

¹ Free to low income youth. \$325 for a year.

² Americans with Disabilities Act (ADA) Regulations permit fares for ADA Mandated trips to be as high as \$4.00.

³ ADA Regulations set no maximum for Non-Mandated ADA trips.

<u>Muir Woods Fare Category¹</u>	<u>Current Fare</u>
Adult	\$3.50
Youth (16-18)	\$3.50
Youth (under 16)	Free
Senior/Disabled (without NPS Pass)	\$3.50
Senior/Disabled and up to three party members (with NPS Pass)	Free

¹ National Park Service (NPS) pays additional
\$1.50 per passenger

Source: MCTD 2018-2027 Short Range Transit Plan

**MARIN COUNTY TRANSIT DISTRICT
STATISTICAL SECTION
REVENUE CAPACITY
COUNTY SALES TAX REVENUE
LAST TEN FISCAL YEARS**

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022 ²
Local Measure A half cent sales tax revenue	\$ 23,619,507	\$ 24,086,678	\$ 25,265,790	\$ 25,702,937	\$ 25,755,761	\$ 27,507,852	\$ 28,976,081	\$ 27,345,662	\$ 30,832,521	\$ 34,754,393
Annual growth	11.1%	2.0%	4.9%	1.7%	0.2%	6.8%	5.3%	-5.6%	12.8%	12.7%
Sales tax revenue available to Marin Transit ¹	\$ 11,944,532	\$ 12,208,421	\$ 12,874,175	\$ 13,117,917	\$ 13,144,538	\$ 13,215,609	\$ 14,163,872	\$ 12,228,128	\$ 14,814,083	\$ 15,883,614
Percent of Measure A revenue	51%	51%	51%	51%	51%	48%	49%	45%	48%	46%
Annual growth	12.5%	2.2%	5.5%	1.9%	0.2%	0.5%	7.2%	-13.7%	21.1%	7.2%
Sales tax reserve funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,200,000	\$ -	\$ -	\$ -	\$ -

¹ 55% of Sales Tax Receipts after administrative reductions

² Preliminary numbers

Source: Transportation Authority of Marin (TAM) Annual Financial Report, TAM Measure A Programming Workbook

**MARIN COUNTY TRANSIT DISTRICT
STATISTICAL SECTION
REVENUE CAPACITY
PROPERTY TAX REVENUE
LAST TEN FISCAL YEARS**

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Property tax and development fee revenue	\$ 3,229,758	\$ 3,447,835	\$ 3,611,357	\$ 3,855,930	\$ 4,144,496	\$ 4,337,212	\$ 4,606,896	\$ 4,810,992	\$ 5,031,871	\$ 5,404,620
Expended on operations	3,229,758	3,447,835	3,611,357	3,848,219	4,111,657	4,321,194	4,561,268	4,803,083	5,025,293	5,382,414
Expended on capital	-	-	-	1,556,521	32,839	16,018	45,628	7,009	6,578	22,206
Annual growth	2.1%	6.8%	4.7%	6.8%	7.5%	4.6%	6.2%	4.4%	4.6%	7.4%

Source: MCTD Audited Financial Statements, Budgetary Comparison Schedule

**MARIN COUNTY TRANSIT DISTRICT
STATISTICAL SECTION
REVENUE CAPACITY
ASSESSED VALUATION OF TAXABLE PROPERTY IN MARIN COUNTY
LAST TEN FISCAL YEARS
(IN THOUSANDS)**

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Secured ¹	\$ 56,725,179	\$ 58,938,343	\$ 62,341,701	\$ 66,718,112	\$ 70,952,207	\$ 74,715,394	\$ 78,744,004	\$ 82,751,301	\$ 86,556,017	*
Unsecured ²	1,470,366	1,480,668	1,530,991	1,556,521	1,566,336	1,610,799	1,790,104	2,029,049	2,301,065	*
Exempt ³	1,958,091	2,013,902	2,037,580	2,067,204	2,079,024	2,157,806	2,336,693	2,619,669	2,883,830	*
Total Taxable Assessed Value	<u>\$ 56,237,454</u>	<u>\$ 58,405,109</u>	<u>\$ 61,835,112</u>	<u>\$ 66,207,429</u>	<u>\$ 70,439,519</u>	<u>\$ 74,168,387</u>	<u>\$ 78,197,415</u>	<u>\$ 82,160,681</u>	<u>\$ 85,973,252</u>	<u>\$ -</u>
Total Direct Tax Rate	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	*
Growth Rate	0.8%	3.9%	5.9%	7.1%	6.4%	5.3%	5.5%	5.3%	4.5%	

¹ Secured property is generally real property, defined as land, mines, minerals, timber, and improvements such as buildings, structures, crops, trees, and vines.

² Unsecured property is generally personal property including machinery, equipment, office tools, and supplies.

³ Exempt properties include numerous full and partial exclusions/exemptions provided by the State Constitution and the legislature that relieve certain tax payers from the burden of paying property taxes.

* Unavailable

Source: Department of Finance – County of Marin, California

**MARIN COUNTY TRANSIT DISTRICT
STATISTICAL SECTION
REVENUE CAPACITY
DIRECT AND OVERLAPPING PROPERTY TAX RATES ¹ IN MARIN COUNTY
LAST TEN FISCAL YEARS
(RATE PER \$100 OF ASSESSED VALUE)**

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
County Direct Rate	1.0000%	1.0000%	1.0000%	1.0000%	1.0000%	1.0000%	1.0000%	1.0000%	1.0000%	*
Local Special Districts	0.7721%	0.2876%	0.8156%	0.8200%	0.9221%	0.9041%	1.1128%	1.0045%	0.9722%	*
Schools	0.7884%	0.7775%	0.8000%	0.8114%	0.8506%	0.8381%	0.9108%	0.8414%	0.8291%	*
Cities	0.2522%	0.2601%	0.2519%	0.2510%	0.2394%	0.2353%	0.2357%	0.2252%	21.6500%	*
Total Direct and Overlapping ²	2.8127%	2.3252%	2.8675%	2.8824%	3.0121%	2.9775%	3.2593%	3.0711%	2.0178%	0.0000%

¹ On June 6, 1978, California voters approved a constitutional amendment to Article XIII A of the California Constitution, commonly known as Proposition 13, which limits the taxing power of California public agencies. Legislation enacted by the California Legislature to implement Article XIII A (Statutes of 1978, Chapter 292, as amended) provides that, notwithstanding any other law, local agencies may not levy property tax except to pay debt service on indebtedness approved by votes prior to July 1, 1978, and that each County will levy the maximum tax permitted by Article XIII A of \$1 per \$100 of full cash value. Full cash value is equivalent to assessed value, pursuant to Senate Bill 1656, Statutes of 1978. The rates shown above are percentages of assessed value.

² These rates represent the maximum rate charged to taxpayers if all rates applied to them. In reality, the rates applicable to tax rate areas will vary at amounts lower than these totals.

* Unavailable

Source: Department of Finance – County of Marin, California

**MARIN COUNTY TRANSIT DISTRICT
STATISTICAL SECTION
DEBT CAPACITY
OUTSTANDING DEBT BALANCES
LAST TEN FISCAL YEARS**

Lender	Original Loan Amount	Date of Loan	Purpose	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
N/A	N/A	N/A	N/A	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Source: MCTD Audited Financial Statements

**MARIN COUNTY TRANSIT DISTRICT
STATISTICAL SECTION
ECONOMIC AND DEMOGRAPHIC INFORMATION
ECONOMIC AND DEMOGRAPHIC STATISTICS
LAST TEN FISCAL YEARS**

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Population ¹	258,506	260,516	261,054	260,651	260,955	259,666	259,085	257,332	*	*
Personal income (in thousands) ¹	\$ 25,045,431	\$ 27,176,774	\$ 29,227,230	\$ 30,222,883	\$ 32,502,500	\$ 34,866,708	\$ 36,684,680	\$ 37,461,199	*	*
Per capita personal income ¹	\$ 96,885	\$ 104,319	\$ 111,959	\$ 1,556,521	\$ 124,552	\$ 134,275	\$ 141,735	\$ 145,575	*	*
School enrollment ²	31,868	32,793	33,207	33,638	33,633	33,741	33,441	33,516	31,939	30,811
Unemployment rate ³	5.8%	4.8%	3.9%	3.4%	3.16%	2.62%	2.42%	4.48%	6.11%	3.03%

* Unavailable

Sources:

¹ US Department of Commerce, Bureau of Economic Analysis – www.bea.gov

² California Department of Education, Educational Demographics Office – www.ed-data.org/county/Marin, Census Day Enrollment

³ Employment Development Department, Labor Market Information – www.labormarketinfo.edd.ca.gov

**MARIN COUNTY TRANSIT DISTRICT
STATISTICAL SECTION
ECONOMIC AND DEMOGRAPHIC INFORMATION
PRINCIPAL EMPLOYERS
CURRENT YEAR AND TEN YEARS AGO**

2022			2012		
Employer	Employees	Percentage of Total County Employment	Employer	Employees	Percentage of Total County Employment
County of Marin	2,366	1.89%	County of Marin	2,033	1.62%
Kaiser Permanente Medical Center	2,059	1.64%	San Quentin State Prison	1,803	1.44%
BioMarin Pharmaceutical	1,868	1.49%	Kaiser Permanente Medical Center	1,802	1.44%
San Quentin Prison	1,543	1.23%	Fireman's Fund Insurance Co.	1,100	0.88%
Marin General Hospital	1,279	1.02%	Autodesk, Inc	950	0.76%
Novato Unified School District	1,092	0.87%	Marin General Hospital	878	0.70%
Glassdoor Inc	800	0.64%	Novato Unified School District	871	0.69%
Marin County Office of Education	659	0.53%	Safeway, Inc.	840	0.67%
San Rafael City Schools	594	0.47%	Macy's	813	0.65%
Marin Community Clinics	462	0.37%	BioMarin	620	0.49%
Total	<u>12,722</u>	<u>10.15%</u>		<u>11,710</u>	<u>9.34%</u>
Total County Employment	<u>125,400</u>			<u>124,200</u>	

Note: When information is not available, periods that are available are provided as an alternative.

Source:

County of Marin ACFR

**MARIN COUNTY TRANSIT DISTRICT
STATISTICAL SECTION
OPERATING INFORMATION
DISTRICT PROFILE
AS OF JUNE 30, 2022**

Date the District was Formed	1964
Form of Governance	Board of Directors, with General Manager
Total Employees	16
Service Area	All of Marin County
Area of District (in square miles)	Approximately 520
Population of Service Area ¹	259,441
Local Financial Support	Measure A Sales Tax Revenue
Number of Fixed Route Bus Routes	26
Revenue Service Hours	218,000
Average Passenger Trips per Revenue Hour	11.0
Number of Vehicles in Service	112
Bus Stops	600+

¹ As of 2019

Source: MCTD Finance Department, FY 2018 System Performance Report

**MARIN COUNTY TRANSIT DISTRICT
STATISTICAL SECTION
OPERATING INFORMATION
NONOPERATING INTERGOVERNMENTAL REVENUE BY SOURCE
LAST TEN FISCAL YEARS**

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Federal Revenue										
Federal Transit Administration	\$ 1,070,210	\$ 1,375,087	\$ 1,317,128	\$ 901,433	\$ 1,065,347	\$ 1,151,839	\$ 1,421,148	\$ 3,475,476	\$ 9,207,534	\$ 8,115,859
United States Department of the Interior - National Park Service	126,276	159,028	168,665	150,865	89,009	154,736	323,371	370,245	14,177	290,671
United States Department of the Interior - NPS Fare Reimbursement	-	-	-	-	-	187,050	406,475	113,828	2,302	71,414
Total Federal Revenue	1,196,486	1,534,115	1,485,793	1,052,298	1,154,356	1,493,625	2,150,994	3,959,549	9,224,013	8,477,944
State Revenue										
Transportation Development Act	3,591,333	4,015,345	4,542,050	4,562,778	4,440,516	4,614,306	5,109,399	5,225,171	3,817,097	6,565,228
State Transit Assistance	1,602,754	1,360,737	1,310,912	1,316,134	1,576,690	1,285,220	1,909,202	2,047,902	1,680,205	2,600,376
Public Transportation Modernization, Improvement, and Service Enhancement Account	-	-	-	-	-	-	-	-	-	-
State Renewable Energy Credits	-	-	-	-	-	-	-	-	14,010	13,528
Home Owner Property Tax Relief	19,661	19,500	19,326	19,138	18,953	18,940	18,779	18,719	18,541	18,412
Low Carbon Transit Operations Program	-	-	-	275,413	-	128,676	335,795	-	-	-
Caltrans	232	253	208	283	320	334	284	239	217	216
Total State Revenue	5,213,980	5,395,835	5,872,496	6,173,746	6,036,479	6,047,476	7,373,459	7,292,031	5,530,070	9,197,760
Local Revenue										
Measure A	9,671,912	10,849,462	10,860,313	10,998,120	12,542,551	13,541,585	13,739,881	1,953,742	1,106,168	-
Measure A Interest	-	85,000	-	85,000	85,000	85,000	85,000	85,000	-	-
Measure AA	-	-	-	-	-	-	-	11,212,364	9,529,277	8,263,882
Measure B	534,025	671,308	863,617	730,335	627,198	974,816	991,415	956,702	910,679	808,354
Metropolitan Transportation Commission	6,666	-	-	-	-	-	-	-	-	-
Golden Gate Bridge Highway and Transportation District	-	-	-	-	-	-	-	30,000	-	-
County of Marin	-	-	-	-	-	-	-	-	-	-
Miscellaneous	-	23,759	15,284	30,096	83,574	-	-	170,742	3,453	107,121
Total Local Revenue	10,212,603	11,629,529	11,739,214	11,843,551	13,338,323	14,601,401	14,816,296	14,408,550	11,549,577	9,179,357
Total Intergovernmental Revenue	\$ 16,623,069	\$ 18,559,479	\$ 19,097,503	\$ 19,069,595	\$ 20,529,158	\$ 22,142,502	\$ 24,340,749	\$ 25,660,130	\$ 26,303,660	\$ 26,855,061

Source: MCTD Audited Financial Statements

**MARIN COUNTY TRANSIT DISTRICT
STATISTICAL SECTION
OPERATING INFORMATION
SUMMARY OF SERVICE PROVIDER CONTRACTS
AS OF JUNE 30, 2022**

Contract Type	Services Provided	Contractor	Current Term
Intergovernmental agreement	Local Fixed Route	Golden Gate Bridge Highway and Transportation District	July 1, 2015 — December 31, 2022
Competitively bid	Community Shuttles and Fixed Route Service	Marin Airporter	July 1, 2018 — June 30, 2023
Competitively bid	Rural and Seasonal Services	MV Transportation	July 1, 2018 — June 30, 2023
Competitively bid	Local Paratransit and Novato Dial-A-Ride	Transdev	February 1, 2022 — June 30, 2025
Competitively bid	Yellow Bus Service	Michael's Transportation	July 1, 2018 — June 30, 2022

Source: Finance Department

**MARIN COUNTY TRANSIT DISTRICT
STATISTICAL SECTION
OPERATING INFORMATION
SUMMARY OF CAPITAL ASSETS
LAST TEN FISCAL YEARS**

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Number of buses owned	55	58	66	90	95	105	109	122	113	114
Cost of assets:										
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,550,836	\$ 1,550,836	\$ 3,027,166
Work in progress	701,902	1,024,112	2,176,497	1,746,405	3,610,173	748,556	1,454,572	206,286	673,962	6,132,780
Revenue vehicles	6,987,949	6,758,552	7,597,033	17,466,010	19,108,821	26,957,885	29,173,879	38,400,723	40,972,893	40,767,669
Facilities and stops	-	1,495,243	1,553,706	2,913,267	70,439,519	8,471,174	8,583,219	9,425,818	9,310,585	9,310,585
Communication and data equipment	984,560	1,065,948	1,251,626	1,251,626	1,634,293	1,821,367	1,881,522	1,875,943	1,522,292	1,728,266
Fare revenue collection equipment	257,913	266,465	412,356	412,356	459,532	464,862	464,862	434,929	434,929	434,929
Furniture and fixtures	88,351	88,351	88,351	88,351	88,351	88,351	123,907	123,907	123,907	232,770
Administrative Buildings	-	-	-	-	-	-	-	3,987,865	3,987,865	4,045,565
Maintenance Buildings	-	-	-	-	-	-	-	-	-	1,945,690
Non-revenue vehicles	6,300	6,300	6,300	6,300	6,300	403,044	403,044	396,744	396,744	396,744
Right-to-use leased asset	-	-	-	-	-	-	-	-	-	902,219
Total cost of assets	<u>9,026,975</u>	<u>10,704,971</u>	<u>13,085,869</u>	<u>23,884,315</u>	<u>95,346,989</u>	<u>38,955,239</u>	<u>42,085,005</u>	<u>56,403,051</u>	<u>58,974,013</u>	<u>68,924,383</u>
Less: accumulated depreciation and amortization	<u>2,913,268</u>	<u>3,503,719</u>	<u>4,420,721</u>	<u>4,718,083</u>	<u>7,001,075</u>	<u>9,869,320</u>	<u>13,326,546</u>	<u>16,260,159</u>	<u>18,078,784</u>	<u>21,672,161</u>
Net capital assets	<u>\$ 6,113,707</u>	<u>\$ 7,201,252</u>	<u>\$ 8,665,148</u>	<u>\$ 19,166,232</u>	<u>\$ 88,345,914</u>	<u>\$ 29,085,919</u>	<u>\$ 28,758,459</u>	<u>\$ 40,142,892</u>	<u>\$ 40,895,229</u>	<u>\$ 47,252,222</u>

Source: MCTD Audited Financial Statements

**MARIN COUNTY TRANSIT DISTRICT
STATISTICAL SECTION
OPERATING INFORMATION
VEHICLE OPERATING STATISTICS
LAST EIGHT FISCAL YEARS**

	2015	2016	2017	2018	2019	2020	2021	2022
Motorbus:								
Vehicles Operated in Annual Maximum Service (VOMS)	69	53	55	54	54	54	56	59
Vehicles Available for Annual Maximum Service	85	82	74	71	71	71	75	77
Total Actual Vehicle Revenue Miles	2,133,375	2,166,258	2,307,555	2,300,458	2,317,639	2,272,524	2,792,082	2,912,236
Total Actual Vehicle Revenue Hours	152,799	156,803	178,049	180,238	180,036	175,859	203,747	189,985
Unlinked Passenger Trips	3,252,116	3,031,450	2,926	3,001,619	2,978,991	2,423,027	1,429,586	2,294,429
Passenger Miles Traveled (PMT)	13,209,269	12,312,979	11,970,345	12,281,711	12,189,124	9,914,289	8,048,569	12,671,390
Days Operated	365	366	365	365	365	366	365	365
Demand Response:								
Vehicles Operated in Annual Maximum Service (VOMS)	38	27	26	31	33	31	18	21
Vehicles Available for Annual Maximum Service	39	34	46	39	42	39	37	35
Total Actual Vehicle Revenue Miles	927,058	688,072	617,199	704,224	753,794	599,879	298,590	428,922
Total Actual Vehicle Revenue Hours	60,417	44,764	42,806	47,569	55,083	42,439	22,829	25,972
Unlinked Passenger Trips	137,131	98,483	93,410	98,068	108,076	86,049	31,166	51,300
ADA Unlinked Passenger Trips (UPT)	132,138	98,236	93,174	97,832	106,918	85,409	25,880	42,843
Passenger Miles Traveled (PMT)	1,039,975	811,798	757,048	772,059	717,078	592,626	210,912	375,530
Days Operated	365	366	365	365	365	366	365	365

Note: Fiscal year 2015 was the first year the District reported its own information to the National Transit Database (NTD). Information will be added prospectively until ten years is available.

Source: National Transit Database Reports

OTHER REPORTS

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**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the Board of Directors
Marin County Transit District
San Rafael, California

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the Marin County Transit District (the District), a component unit of the County of Marin, California, as of and for the fiscal year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated November 17, 2022.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of the District's internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. Accordingly, this report is not suitable for any other purpose.

The report is intended for the information of management, the Board of Directors, the State Controller's Office, the U.S. Department of Transportation, and officials of applicable grantor agencies. However, this report is a matter of public record and its distribution is not limited.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

*Brown Armstrong
Accountancy Corporation*

Bakersfield, California
November 17, 2022

INDEPENDENT AUDITOR'S REPORT ON STATE COMPLIANCE

To the Board of Directors
Marin County Transit District
San Rafael, California

Report on Compliance with Transportation Development Act Requirements

We have audited the Marin County Transit District's (the District), a component unit of the County of Marin, California, compliance with Transportation Development Act (TDA) requirements that funds allocated to and received by the District were expended in conformance with applicable statutes, rules, and regulations of the TDA and the allocation instructions and resolutions of the Metropolitan Transportation Commission as required by Section 6667 of Title 21, Division 3, Chapter 2, Article 5.5 of the California Code of Regulations during the fiscal year ended June 30, 2022.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to the applicable statutes, rules, and regulations of the TDA.

Auditor's Responsibility

Our responsibility is to express an opinion on each of the District's compliance requirements referred to in Section 6667, which requires that, for a transit claimant, the independent auditor will perform at least the following tasks:

- (a) Determine whether the claimant was an entity eligible to receive the funds allocated to it;
- (b) Determine whether the claimant is maintaining its accounts and records on an enterprise fund basis and is otherwise in compliance with the uniform system of accounts and records adopted by the State Controller, pursuant to Public Utilities Code Section 99234;
- (c) Determine whether the funds received by the claimant pursuant to the TDA were expended in conformance with those sections of the TDA specifying the qualifying purposes, including Public Utilities Code Sections 99262 and 99263 for operators receiving funds under Article 4; Sections 99275, 99275.5, and 99277 for Article 4.5 claimants; Section 99400(c), (d), and (e) for Article 8 claimants for service provided under contract; and Section 99405(d) for transportation services provided by cities and counties with populations of less than 5,000;
- (d) Determine whether the funds received by the claimant pursuant to the TDA were expended in conformance with the applicable rules, regulations, and procedures of the transportation planning agency and in compliance with the allocation instructions and resolutions;
- (e) Determine whether interest earned on funds received by the claimant, pursuant to the TDA, were expended only for those purposes for which the funds were allocated in accordance with Public Utilities Code Sections 99234.1, 99301, 99301.5, and 99301.6;
- (f) Verify the amount of the claimant's operating cost for the fiscal year, the amount of fare revenues required to meet the ratios specified in Sections 6633.2 and 6633.5, and the amount of the sum of fare revenues and local support required to meet the ratios specified in the Section 6633.2;

- (g) Verify the amount of the claimant's actual fare revenues for the fiscal year;
- (h) Verify the amount of the claimant's actual local support for the fiscal year;
- (i) Verify the amount the claimant was eligible to receive under the TDA during the fiscal year in accordance with Sections 6634 and 6649;
- (j) Verify, if applicable, the amount of the operator's expenditure limitation in accordance with Section 6633.1;
- (k) In the case of an operator, determine whether the operator's employee retirement system or private pension plan is in conformance with the provisions of Public Utilities Code Sections 99271, 99272, and 99273;
- (l) In the case of an operator, determine whether the operator has had a certification by the Department of the California Highway Patrol verifying that the operator is in compliance with Section 1808.1 of the Vehicle Code, as required in Public Utilities Code Section 99251;
- (m) In the case of an operator, verify, if applicable, its State Transit Assistance eligibility pursuant to Public Utilities Code Section 99314.6 or 99314.7; and
- (n) In the case of a claimant for community transit services, determine whether it is in compliance with Public Utilities Code Sections 99155 and 99155.5.

Compliance with the requirements referred to above is the responsibility of the District's management. Our responsibility is to express an opinion on the District's compliance based on our audit.

Report on Public Transportation Modernization, Improvement, and Service Enhancement Account and the Transit System Safety, Security, Disaster Response Account, and the Low Carbon Transit Operations Program

Also, as part of our audit, we performed tests of compliance to determine whether certain state funds were received and expended in accordance with the applicable bond act and state accounting requirements.

In November 2006, California voters passed a bond measure enacting the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006 (Proposition 1B). Of the \$19.925 billion of state general obligation bonds authorized, \$4 billion was set aside by the State as instructed by the statute as the Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA).

Additionally, Section 8879.23 (h) directs that \$1 billion dollars be deposited in the Transit System Safety, Security, and Disaster Response Account. This section further directs that \$100 million dollars be made available upon appropriation by the legislature to entities for eligible transit system safety, security, and disaster response projects (Office of Homeland Security (OHS)). These funds are available to the California Department of Transportation for intercity rail projects and to transit operations in California for rehabilitation, safety, or modernization improvements; capital service enhancements or expansions; new capital projects; bus rapid transit improvements; or for rolling stock procurement, rehabilitation, or replacement.

The Low Carbon Transit Operations Program (LCTOP) is one of several programs that are part of the Transit, Affordable Housing, and Sustainable Communities Program established by the California Legislature in 2014 by Senate Bill 862. The LCTOP was created to provide operating and capital assistance for transit agencies to reduce greenhouse gas emissions and improve mobility, with a priority on serving disadvantaged communities. Approved projects in LCTOP will support new or expanded bus or rail services, expand intermodal transit facilities, and may include equipment acquisition, fueling, maintenance, and other costs to operate those services or facilities, with each project required to reduce greenhouse gas emissions.

As of June 30, 2022, all Proposition 1B funds received and expended were verified in the course of our audit as follows:

	Proposition 1B Grant Fund			
	PTMISEA	LCTOP	SGR	Total
Unexpended proceeds - July 1, 2021	\$ -	\$ 1,070,929	\$ 4,567	\$ 1,075,496
Proceeds received	-	284,681	283,399	568,080
Interest earned	-	465	69	534
Expenditures				
Local bus stop revitalization	-	1,315,115	44,718	1,359,833
Unexpended proceeds - June 30, 2022	<u>\$ -</u>	<u>\$ 40,960</u>	<u>\$ 243,317</u>	<u>\$ 284,277</u>

Opinion on Compliance

In our opinion, the District complied, in all material respects, with the compliance requirements referred to above that are applicable to the District for the fiscal year ended June 30, 2022.

Purpose of this Report

The purpose of this report on compliance is solely to describe the scope of our testing of compliance and the results of that testing. Accordingly, this report is not suitable for any other purpose.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

Brown Armstrong
Accountancy Corporation

Bakersfield, California
November 17, 2022

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**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH
MAJOR FEDERAL PROGRAM AND ON INTERNAL CONTROL OVER
COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE**

To the Board of Directors
Marin County Transit District
San Rafael, California

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited the Marin County Transit District's (the District), a component unit of the County of Marin, compliance with the types of compliance requirements identified as subject to audit in the U.S. Office of Management and Budget (OMB) *Compliance Supplement* that could have a direct and material effect on each of the District's major federal programs for the fiscal year ended June 30, 2022. The District's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the District complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the fiscal year ended June 30, 2022.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the District's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the District's federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the District's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the District's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with auditing standards generally accepted in the United States of America, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the District's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the District's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

Brown Armstrong
Accountancy Corporation

Bakersfield, California
November 17, 2022

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**MARIN COUNTY TRANSIT DISTRICT
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2022**

A. SUMMARY OF AUDITOR'S RESULTS

Financial Statements

1. Type of auditor's report issued	Unmodified
2. Internal controls over financial reporting:	No
a. Material weakness identified	No
b. Significant deficiencies identified not to be considered material weaknesses?	No
3. Noncompliance material to financial statements under <i>Government Auditing Standards</i> noted?	No

Federal Awards

1. Internal control over major programs:	
a. Material weaknesses identified?	No
b. Significant deficiencies identified not to be considered material weaknesses?	No
2. Type of auditor's report issued on compliance for major programs:	Unmodified
3. Any audit findings disclosed that were are required to be reported in accordance with the Uniform Guidance?	No
4. Identification of major programs:	

Assistance Listing Number

20.507

Name of Federal Program

U.S. Department of Transportation,
Federal Transit Formula Grants

5. Dollar threshold used to distinguish between Type A and Type B Programs?	\$750,000
6. Auditee qualified as a low-risk auditee under 2 CFR Section 200.516(a)?	Yes

**MARIN COUNTY TRANSIT DISTRICT
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (Continued)
FOR THE FISCAL YEAR ENDED JUNE 30, 2022**

B. CURRENT YEAR FINDINGS – FINANCIAL STATEMENTS

None.

C. CURRENT YEAR FINDINGS AND QUESTIONED COSTS – FEDERAL AWARDS PROGRAMS

None.

D. PRIOR YEAR FINDINGS – FINANCIAL STATEMENTS

None

E. PRIOR YEAR FINDINGS AND QUESTIONED COSTS – FEDERAL AWARD PROGRAMS

None.

**MARIN COUNTY TRANSIT DISTRICT
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2022**

Federal Grantor/Pass-Through Grantor, if Applicable/ Program Title/Grant or Pass-Through Number	Assistance Listing Number	Pass-Through Entity Identifying Number	Passed Through to Subrecipients	Expenditures
U.S. Department of the Interior, National Park Service				
National Park Service Conservation, Protection, Outreach, and Education - Direct Program				
		P18AC00483- 0001-A001		
(Muir Woods Shuttle)	15.954	0002-A001	\$ -	\$ 362,085
Total U.S. Department of the Interior Direct Programs, National Park Service			-	362,085
U.S. Department of Transportation, Federal Transit Administration				
Federal Transit Cluster - 20.507 and 20.526				
Federal Transit Formula Grants - Direct Program				
(5307 - Novato Bus Stop Shelters)	20.507	CA-2021-137-00	-	852
(5307 - ADA Bus Stop Improvements)	20.507	CA-2021-137-00	-	108,577
(5307 - Purchase 5 Paratransit Replacements)	20.507	CA-2021-137-00	-	1,925
(5307 - ADA Paratransit Operations)	20.507	CA-2021-137-00	-	802,802
(5307 - Real Time Signs)	20.507	CA-2019-073	-	45,471
(5307 - Replace 2 35' XHF Vehicles)	20.507	CA-2020-148-01	-	719,635
(5307 - Purchase 4 Electric Buses)	20.507	CA-2020-148-01	-	2,748,200
(5307 - Fixed Route Operations)	20.507	CA-2021-062-00	-	3,654,814
(5307 - Fixed Route Operations)	20.507	CA-2022-010-01	-	3,000,000
Total Federal Transit Formula Grants			-	11,082,276
Total Federal Transit Cluster - 20.507 and 20.526			-	11,082,276
Enhanced Mobility of Seniors and Individuals with Disabilities	20.513	CA-2020-210-00	-	80,145
Passed-Through California State Transportation Agency, Department of Transportation				
Formula Grants for Rural Areas				
(5311 - Stagecoach Rural Operations)	20.509	64BO21-01721	-	228,696
(5311 - CRRSAA)	20.509	64R021-01643	-	304,048
Total Formula Grants for Rural Areas			-	532,744
Enhanced Mobility of Seniors and Individuals with Disabilities (5310 - CRRSAA)	20.513	64SO21-01556	-	45,354
Total Passed-Through California State Transportation Agency, Department of Transportation			-	578,098
TOTAL FEDERAL AWARDS			\$ -	\$ 12,102,604

The accompanying notes to the schedule of expenditures of
federal awards are an integral part of this schedule.

**MARIN COUNTY TRANSIT DISTRICT
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2022**

NOTE 1 – BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal grant activity of the Marin County Transit District (the District) under programs of the federal government for the fiscal year ended June 30, 2022. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the District's operations, it is not intended to, and does not, present the financial position, changes in net position, or cash flows of the District.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenses reported on the Schedule are reported on the accrual basis of accounting. Such expenses are recognized following the cost principles contained in the Uniform Guidance and/or U.S. Office of Management and Budget (OMB) Circular A-87, *Cost Principles for State, Local, and Indian Tribal Governments*, wherein certain types of expenses are not allowable or are limited as to reimbursement.

NOTE 3 – INDIRECT COST ALLOCATION PLAN

The District has an indirect cost allocation plan (ICAP) approved by the United States Department of Transportation, Federal Transit Administration (FTA) that is charged to programs where allowed under the related agreements. The ICAP during the fiscal year ended June 30, 2022, included an ICAP rate of 20.49% and a fringe benefit rate of 55.16% of total direct salaries and wages.

The District has elected not to use the 10% de minimis indirect cost rate allowed under the Uniform Guidance.

NOTE 4 – SUBRECIPIENTS

There were no subrecipients of the District's programs during the fiscal year ended June 30, 2022.



711 grand ave, #110
san rafael, ca 94901

ph: 415.226.0855
fax: 415.226.0856
marintransit.org

December 5, 2022

Honorable Board of Directors
Marin County Transit District
3501 Civic Center Drive
San Rafael, CA 94903

SUBJECT: Revised Marin County Transit District Safety Plan

Dear Board Members:

board of directors

stephanie moulton-peters
president
supervisor district 3

katie rice
vice president
supervisor district 2

eric lucan
2nd vice president
city of novato

judy arnold
director
supervisor district 5

kate colin
director
city of san rafael

damon connolly
director
supervisor district 1

dennis rodoni
director
supervisor district 4

brian colbert
alternate
town of san anselmo

RECOMMENDATION: Approve the revised Marin County Transit District Safety Plan (MCTD Safety Plan), to be electronically submitted to state and federal agencies.

SUMMARY: On November 15, 2021, President Biden signed into law H.R. 3684, the Infrastructure Investment and Jobs Act, also known as the Bipartisan Infrastructure Bill, to provide federal funding and aid to public transit, safety, and rail programs, among others.

Your Board approved the original MCTD Safety Plan on July 13, 2020, and with the passing of the Bipartisan Infrastructure Bill, there are new requirements of the District to be highlighted in the safety plan. This is the first major update to the MCTD Safety Plan and in addition to regular updates, contains several large-scale changes, including:

1. Creation of a Safety Committee, with representatives from each contractor and inclusion of front-line employees.
2. Tracking instances of operator assault while on duty.
3. Tracking accidents involving transit vehicles that may be caused by visual impairments outside of the transit vehicle.

These requirements have been incorporated into the updated draft of the Safety Plan and communicated with each contractor of Marin Transit services. The Marin Transit Safety Committee recently approved by the updated plan. Staff recommends that your Board adopt revisions to the Marin County District Safety Plan to remain in compliance with federal regulations.

FISCAL IMPACT: This approval would have no fiscal impact.

Respectfully submitted,

Kyle French
Operations Manager

Attachments: Marin Transit Safety Plan Update, Organizational Reporting Flow Chart, Safety Management System Flow Diagram, Safety Risk Register Log, Service Contractor Safety Plans, Presentation

Marin County Transit District Operations Safety Plan 2022

1. Transit Agency Information

Transit Agency Name	Marin County Transit District (Marin Transit or MCTD)		
Transit Agency Address	711 Grand Avenue Suite 110, San Rafael, CA 94901		
Name and Title of Accountable Executive	Nancy Whelan, General Manager		
Name of SMS Executive	Robert Betts, Director of Operations & Planning		
Mode(s) of Service Covered by This Plan	Bus and paratransit	List All FTA Funding Types (e.g., 5307, 5310, 5311)	5307, 5310, 5311, 5339
Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)	Bus and Demand Response (Paratransit)		
Does the agency provide transit services on behalf of another transit agency or entity?	Yes ☐	No ☒	Description of Arrangement(s)
Name and Address of Transit Agency(ies) or Entity(ies) for Which Service Is Provided			

2. Plan Development, Approval, and Updates

Name of Entity That Drafted This Plan	Marin County Transit District	
Approval by the Marin Transit Safety Committee	Date of Approval	
	October 25, 2022	
Signature by the Accountable Executive	Signature of Accountable Executive	Date of Signature
Approval by the Board of Directors or an Equivalent Authority	Name of Individual/Entity That Approved This Plan	Date of Approval
	Marin County Transit District Board of Directors	
	Relevant Documentation (title and location)	
Certification of Compliance	Name of Individual/Entity That Certified This Plan	Date of Certification
	Nancy Whelan, General Manager	
	Relevant Documentation (title and location)	

Version Number and Updates			
<i>Record the complete history of successive versions of this plan.</i>			
Version	Section/Pages Affected	Reason for Change	Date Approved
1	N/A	Initial release and approval of Safety Plan	7/13/2020
1.1	Multiple	Compliance with Bipartisan Infrastructure Law updates and changes to 49 U.S.C	10/25/2022

Annual Review and Update of the Public Transportation Agency Safety Plan
<i>Describe the process and timeline for conducting an annual review and update of the Public Transportation Agency Safety Plan.</i>
Marin Transit's Bus Safety Plan is a living document that all contractors and staff use to proactively identify, address, and manage issues associated with system safety. Marin Transit will update this Safety Plan whenever the District SMS identifies a need for change. Each fiscal year, the Accountable Executive, SMS Executives, and executive management will complete a review of the implementation of the Safety Plan by August 1 st . At minimum, Marin Transit will revise the Safety Plan and training activities based on the findings of this annual review. As the Accountable Executive, Marin Transit's General Manager annually certifies the District's SMS compliance with 49 C.F.R. Part 673. Annually, the plan will be reviewed and approved by the Marin Transit Board of Directors.

3. Safety Performance Targets

Safety Performance Targets							
<i>Specify performance targets based on the safety performance measures established under the National Public Transportation Safety Plan.</i>							
	Fatalities		Injuries		Safety Events		System Reliability
Mode of Transit Service	(Total Number per Year)	Rate (per 100k VRM)	(Total Number per Year)	Rate (per 100k VRM)	(Total Number per Year)	Rate (per 100k VRM)	Failures/VRM
MB (Fixed Route Transit Bus)	0	0	≤4	≤0.163	≤3	≤0.122	≥ 25,000
DR (Demand Response)	0	0	≤1	≤0.149	≤1	≤0.149	≥ 135,000

Agency Definitions:

Marin Transit determines the classification of an event based on the definitions described in the National Transit Database Safety & Security Policy Manual.

- **Fatalities:** Total Number of fatalities reported to NTD and rate per total vehicle revenue miles (VRM) by mode. The rate is calculated as (# of fatalities x 100,000)/ VRM.

- **Injuries:** Total number of injuries reported to NTD and rate per total VRM by mode. The rate is calculated as (# of injuries x 100,000)/ VRM.
- **Safety Events:** Total number of safety events reported to NTD and rate per total VRM by mode. The rate is calculated as (# of injuries x 100,000)/ VRM.
- **System Reliability:** Mean distance between major mechanical failures by mode. The rate is calculated as (VRM/Major Failures).

Methodology:

The targets in the table above are based on data submitted to the National Transit Database for the prior three fiscal years and reflect the historical average of data submitted in those three years. The calculations are based on FTA guidance.

Safety Performance Target Coordination		
<i>Describe the coordination with the State and Metropolitan Planning Organization(s) (MPO) in the selection of State and MPO safety performance targets.</i>		
Marin Transit transmits safety performance targets to Caltrans Division of Rail and Mass Transit (Caltrans) and to the Metropolitan Transportation Commission (MTC). After the annual review of the Safety Plan, the District will transmit safety performance targets to Caltrans and MTC. Marin Transit will submit annual targets no later than the end of September each year. Marin Transit personnel are available to coordinate with Caltrans and MTC regarding the selection of safety performance targets upon request.		
Targets Transmitted to the State	State Entity Name	Date Targets Transmitted
	California DOT (Caltrans) (Transmitted to Safety Management System contact: Brian Travis: brian.travis@dot.ca.gov)	
Targets Transmitted to the Metropolitan Planning Organization(s)	Metropolitan Planning Organization Name	Date Targets Transmitted
	Metropolitan Transportation Commission (Transmitted to Transit Asset Management contact: Shruti Hari: shari@bayareametro.gov)	

4. Safety Management Policy

Safety Management Policy Statement
<i>Include the written statement of safety management policy, incorporating safety objectives.</i>
Marin Transit is committed to developing, implementing, maintaining and constantly improving processes to ensure that all activities associated with transit service maintenance, operations, and delivery reflect a balanced allocation of organizational resources, achieve the highest level of safety performance, and meet the established District's standards.
The General Manager (GM) will act as the Accountable Executive. Each of Marin Transit's operations contractors will have a designated Chief Safety Officer who will directly report to the GM. The GM and Chief Safety Officers will ensure that all employees have the means to report on safety concerns and suggestions without the risk of retaliation. All levels of management and all employees are accountable for the delivery of this highest level of safety performance, starting with the GM.

In making this commitment Marin Transit will:

- Ensure that appropriate resources are allocated to support the management of safety in transit vehicle operation, maintenance and all aspects of transit and paratransit service delivery;
- Encourage an organizational culture that consistently fosters safe practices and effective employee safety reporting and communications, and manages safety with the same attention to results as afforded to all other District management systems;
- Integrate the management of safety among the primary responsibilities of all managers and employees;
- Clearly define for all staff, managers, employees, and contractors, their accountabilities and responsibilities for the delivery of the organization's safety performance and the performance of our safety management system;
- Establish and operate activities to identify and analyze hazards and evaluate safety risks. This includes an employee safety reporting program to identify safety concerns and potential hazards, and eliminate or mitigate such risks to maintain a level of safety performance that meets this Plan's objectives and targets;
- Ensure that no action will be taken against any employee who discloses a safety concern through the employee safety reporting program and is integral to effective management practices, unless such disclosure indicates beyond any reasonable doubt an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures. Employees will be responsible for identifying and reporting on operation and maintenance safety hazards. They will also report on policies and procedures the District may need to be modified, safety events, and all information required to evaluate the causes of an event;
- Comply with and exceed legislative and regulatory requirements and standards, wherever possible;
- Ensure that sufficiently skilled and trained human resources are assigned to implement safety management processes;
- Ensure that all staff are provided with adequate and appropriate safety-related information and training, are competent in safety management matters, and are allocated only tasks commensurate with their skills;
- Establish and measure Marin Transit's safety performance against realistic and data-driven safety performance targets; and
- Ensure the timely delivery of externally supplied systems and services to support bus and paratransit operations and meet our safety performance standards.
- Ensure that all contractors start to or continue to track vehicular and pedestrian accidents as they relate to visibility impairments for bus operators, to allow MCTD to address or implement measures to reduce visibility impairments.
- Ensure that all contractors start to or continue to track all incidents involving operator assault, to allow MTCD to implement measures and training programs to help protect our operators.

Safety Management Policy Communication

Describe how the safety management policy is communicated throughout the agency's organization. Include dates where applicable.

Marin Transit's Safety Management Policy is communicated to all employees, contractors, and the Marin Transit Board of Directors. The policy was originally communicated to the Board at a scheduled meeting on July 13, 2020 and will be discussed each August after an annual review when staff identify and incorporate changes to the Safety Plan or safety performance targets.

Marin Transit staff will distribute a copy to each contractor that operates and maintains the District's transit bus and demand response services. Marin Transit directs the safety officers for each contractor to disseminate the safety policy and safety information to employees through regular trainings, meetings, and posting the policy in a common area such as a driver breakroom.

Marin Transit will post a copy of the Safety Management Policy in a public space in Marin Transit administrative offices, and the policy will be available online at <https://marintransit.org/>.

Marin Transit and each of its contractors will review the Safety Management Policy annually at an operations safety meeting and at regularly scheduled meetings throughout the year.

Authorities, Accountabilities, and Responsibilities

Describe the authorities, accountabilities, and responsibilities of the following individuals for the development and management of the transit agency's Safety Management System (SMS).

An organizational chart is provided as an attachment to this document and show the relationships between the Marin Transit Accountable Executive and Key Staff for the operators.

Accountable Executive

The General Manager is the Accountable Executive and ensures that Marin Transit's SMS is effectively implemented. The Accountable Executive:

- Makes decisions about resources to support asset management, SMS activities, and capital investments.
- Responsible for carrying out the Agency Safety Plan and the Transit Asset Management Plan
- Approves SMS implementation documents
- Annually certifies SMS compliance with 49 C.F.R. Part 673
- Communicates the Safety Management Policy to Marin Transit's Board of Directors and throughout the District
- Communicates Marin Transit Safety Management Policy to Marin Transit's contractors
- Endorses the SMS implementation team and SMS processes
- Provides guidance to Key Staff on the District's recommended SMS actions and decision making
- Ensures that safety concerns and identified hazards are adequately addressed
- Controller directs the human and capital resources needed to develop and maintain the ASP and the TAM Plan, and
- Ensures that the agency's SMS is effectively implemented, and action is taken, as necessary, to address substandard performance in the agency's SMS.

SMS Executive	The SMS Executive has the authority and responsibility to implement Marin Transit's SMS Agency Plan and oversees contracted operators to ensure compliance. The SMS Executive: ▪ Develops and maintains SMS documentation ▪ Directs safety risk management activities ▪ Briefs the Accountable Executive on the District's SMS ▪ Assists with safety management training ▪ Reviews the SMS agency plan on an annual basis with the Accountable Executive, leadership, and executive management ▪ Ensures the Safety Management Policy (SMP) is communicated through the agency ▪ Ensures that staff communicate all follow-up information regarding identified safety concerns from the employee safety reporting program. ▪ Ensures that contracted operators have an approved safety plan that the contractor implements and reviews annually ▪ Ensures that contractor adequately address safety concerns and identified hazards ▪ Transmits safety performance targets to Caltrans and MTC on an annual basis ▪ Ensures that the District reviews and updates the SMP annually
Key Staff (Marin Transit)	The Operations Manager, Senior Operations Analyst, and Director of Administrative Services will work with the District's contractors to identify safety concerns and hazards and assess and mitigate risks through safety management. Operations Manager ▪ Assists with identifying safety concerns and hazards ▪ Assesses and mitigates risk through safety risk management ▪ Oversees employee safety reporting program for contractors; communicates the program to Marin Transit employees and to the Chief Safety Officer for each contract operator ▪ Ensures that staff investigate and document each accident/injury ▪ Ensures that the Safety Management Policy is posted publicly at Marin Transit ▪ Ensures that the Chief Safety Officer for each contractor complies with the contract terms for SMS implementation and ongoing safety regulation ▪ Supports the annual review and update of the policy Senior Operations Analyst ▪ Acts as a liaison to the Chief Safety Officer for each of Marin Transit's contractors ▪ Ensures each accident/injury is investigated and documented ▪ Assists with identifying safety concerns and hazards ▪ Assesses and mitigates risk through safety risk management ▪ Supports the annual review and update of the policy

	Director of Administrative Services - Publicly posts the Safety Management Policy at Marin Transit - Communicates the Safety Management Policy throughout the District - Updates the Marin Transit Policies and Procedures Manual, and disseminates new information to employees including updates to the Safety Plan
Key Staff (Contractors)	Marin Transit contracts with four different providers for the operation and maintenance of our fixed route bus service and demand response (including mandated complementary paratransit) service. Each contractor develops their own safety plan and SMS that Marin Transit will incorporate into the District's Safety Plan. The Key Staff person for each contractor will be their respective Chief Safety Officer. Contractor roles and responsibilities as they relate to this Plan are the responsibility of the Safety Officer and described below: Chief Safety Officer (Contractor) - Develop and maintain SMS documentation - Direct safety risk management activities - Brief the Accountable Executive on SMS - Direct safety management training - At minimum, review and update the contractor safety plan and SMS on an annual basis with the Accountable Executive and submit an update to Marin Transit. - Ensure the Safety Management Policy Statement is communicated throughout the organization. - Ensure documentation of communication of follow-up information on identified safety concerns through the employee safety reporting program. - Ensure contractor investigates and documents each accident/injury - Identify safety concerns and hazards - Assess and mitigate risk through safety risk management

Marin Transit Employees and Workplace

Marin Transit directly employs 17 employees who are responsible for administrative, finance, planning, and contractor/operation oversight duties. Per the "Marin Transit Personnel Policies and Procedures Manual," these employees work in an office environment and are expected to bring any workplace safety hazards to the attention of the Director of Administrative Services and the Accountable Executive. Employees communicate workplace safety hazards via email, phone, or in person. Marin Transit management will take appropriate steps to identify, evaluate, and mitigate unsafe conditions or workplace hazards and train employees on safe work practices.

Bus Operations

Marin Transit contracts with Golden Gate Transit (GGT), Marin Airporter (MA), and MV Transportation (MV) for the operation and maintenance of the District's fixed route bus services. Marin Transit contracts with Transdev (TDV) for the operation and maintenance of the District's mandated complementary paratransit service as well as other demand response programs. Each contractor independently provides bus storage, fueling, and bus maintenance at separate facilities. Each contractor is also responsible for recruiting and training bus operators.

Contract Requirements

Marin Transit requires each contractor to develop and maintain a safety and security program that:

- Describes contractor procedures, training actions, and policies to assure a safe and secure environment for passengers and employees;
- Identifies dedicated safety and security personnel;
- Describes contractor emergency planning and implementation activities; and
- Includes a safety and security reporting system.

Marin Transit safety-related requirements for MV, Marin Airporter, and TDV are listed in Section 316 Safety, Security and Emergency Management of the contract. For GGT, these requirements are listed in Section 315 of the interagency agreement. Each operations and maintenance contractor provides the safety, security, and emergency management plan as attachment to the contract.

TransTrack

In addition to a safety and security program, each contract includes reporting requirements (MV, MA, TDV, & GGT in Section 501. Required Reports). Under the reporting requirements, contractors submit information to Marin Transit using the District's TransTrack database program. TransTrack is a web-based data management system that staff can access via a standard internet connection and does not require a virtual private network (VPN) or dedicated network connection.

All Marin Transit employees and key contractor staff have access to this system that captures required data for customer feedback, accidents and incidents, fleet preventive maintenance, and road call activity.

Marin Transit has developed and delivered training materials for each contractor to ensure that they provide accurate and timely collection of data in the system.

The District contractually obligates contractors to provide the following safety information:

- **Daily Accident/Incident Reporting:** Contractor staff will enter a daily accident/incident report directly into TransTrack within 24 hours of each accident/incident that occurs on a Marin Transit route. Any major accident involving injuries or significant damage to Marin Transit vehicles will be immediately reported through direct person-to-person contact. Each contractor uses a contact list to reach Marin Transit employees in the event of a major accident.
- **Daily Road Call/Missed Trip/Incident Report:** Contractor must enter all road calls, missed trips, and incidents directly into the TransTrack system within 24 hours of the event. Missed trips and major incidents are reported to Marin Transit staff immediately via email.

Monthly Coordination Meetings

In addition to the use of TransTrack to capture safety information, Marin Transit staff meet monthly with management staff from each contractor to review the operations. This is an opportunity for contractor staff to identify any safety issues in the field, on a bus, or at their maintenance facility. These meetings review and discuss customer feedback and any related safety and training issues.

Marin Transit staff track these issues and steps toward resolution using a web-based project management tool, Trello. There are specific procedures to follow when contractor and Marin Transit staff identify a safety issues that is the responsibility of Marin Transit to mitigate. Marin Transit staff add a card to the Trello board and assign a Marin Transit staff member as owner to oversee the mitigation of the risk and communicate progress to the contractor.

Driver Feedback

Marin Transit has installed “Driver Feedback” boxes in driver breakrooms at MV Transportation, Marin Airporth, and Transdev. The District encourages drivers to provide feedback directly to Marin Transit staff using the provided cards. A driver may choose to identify themselves by name or to provide an anonymous suggestion. The process functions as follows:

1. The driver completes the feedback form located next to the “Driver Feedback” box and places the form in the box.
2. A Marin Transit employee picks up the form at the regularly scheduled monthly coordination meeting
3. The Marin Transit operations team reviews these suggestions quarterly.
4. If a driver reports a hazard or safety concern, the Operations Manager adds this concern to the Safety Risk Register for evaluation. Staff tracks each action item to mitigate the hazard as a card on the Trello board. Staff shares the evaluation and any action items assigned to the contractor with the management team of the relevant contractor and requests that they review, address, and report on resolution to Marin Transit staff.

Conditions that protect a reporting employee from discipline or enforcement action:

Per the Marin Transit Personnel Policies and Procedures Manual, Section 2.5 Whistleblower Rights, District employees or applicants for employment are entitled to disclose to the District, without reprisal, facts that may be deemed to constitute gross mismanagement, significant waste of public funds, abuse of authority, and/or substantial and specific danger to public health or safety.

- **Disclosure Procedure:** Any District employee or applicant for employment with information that may be considered gross mismanagement, a significant waste of funds, an abuse of authority, and/or substantial and specific danger to public health or safety should file with the General Manager or District human resources staff a written statement of facts within sixty calendar days of the act or event. If the complaint involves conduct of the General Manager, the statement may be directed to the President of the District Board of Directors. This filing shall be under penalty of perjury. The statement must include: the name, classification, and signature of the employee; his/her mailing address; the date of filing; and a clear statement of the facts of the complaint and the date upon which the event occurred giving rise to the complaint.
- **District Investigation:** Within 21 calendar days of receipt of the written statement of facts, the General Manager, or Board President if the complaint is about the conduct of the General Manager, will investigate the complaint, may confer with the complainant, determine appropriate action to solve the problem, if any, and will render a decision in writing. If the complainant is dissatisfied with the decision, an appeal may be filed with the Board of Directors within seven calendar days of the date of the written decision of the General Manager or Board President. The Board of Directors will conduct a hearing on the complaint, and its decision will be final.
- **Confidentiality:** Nothing contained in this policy will be deemed to make any record public if the record is preempted from disclosure by Government Code Section 6254, or to require a public hearing or meeting that could otherwise be conducted as a closed session pursuant to Government Code Section 54956.
- **No Reprisals:** The General Manager or President of the Board will make every reasonable effort to assure that any person who files a complaint pursuant to this policy is not subject to reprisals denominated in Government Code Section 53928.

Contractor Specific Processes

The attached contractor safety plans describe their employee safety reporting policies and processes.

5. Safety Risk Management

Safety Risk Management Process

Describe the Safety Risk Management process, including:

- *Safety Hazard Identification: The methods or processes to identify hazards and consequences of the hazards.*
- *Safety Risk Assessment: The methods or processes to assess the safety risks associated with identified safety hazards.*
- *Safety Risk Mitigation: The methods or processes to identify mitigations or strategies necessary as a result of safety risk assessment.*
- *Safety Risk Reduction: The methods or processes to improve safety by reducing the number of preventable and non-preventable incidents surrounding operations.*

Safety Hazard Identification

Marin Transit makes every effort to identify and address hazards before they cause problems. The District has processes and reporting tools already in place to assist with identifying hazards. Marin Transit and our contractors include FTA and other oversight authorities as a source of hazard information. A hazard is defined as any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment. Marin Transit relies on its staff and contract operators to identify and report hazards.

If a hazard is identified through any of the established channels of communications, the Chief Safety Officer for the specific contractor will document the hazard and notify Marin Transit. The hazard information is shared with Marin Transit's operations staff so that they are aware of the risk. Marin Transit's Operations Manager will monitor and manage risk mitigation in the Trello web-based project management tool that District operations staff use daily to monitor task and project completion. See the Safety Management System workflow diagram included as an attachment to this Bus Safety Plan.

Contractor Reporting Responsibility

Marin Transit's operations contracts (Section 501. Reporting) require each contractor to report a variety of operational data directly to the District's TransTrack database. Marin Transit staff have developed training materials and provide regular training to contractor staff to ensure that they are comfortable with the database and are able to input accurate data. Marin Transit's operations staff monitor the submitted data at regular intervals. Operations staff use this data to identify hazards and subsequently initiate investigations to obtain data required to assess and mitigate the risk. Marin Transit requires contractors to report information regarding how they:

- Document and respond to customer service inquiries assigned to the Contractor and document responses within the system;
- Document all daily service disruptions including the type of disruption, any impacts on service levels (adjustments to number of trips, changes in hours/miles), and any relevant description of the incident;
- Document all relevant information for any accident or safety and security incident;
- Document all relevant information for any road call or equipment failure that occurs during revenue service;
- Document all vehicle maintenance issues including when vehicles are not available for service due to maintenance issues, reason for unavailability, and when released for service, etc.;

- Document preventative maintenance by vehicle including type of service performed, mileage, etc. This report will match the Contractor's maintenance records. Marin Transit will audit these records on a random announced or unannounced basis;
- Upload vehicle fluid sample test results;
- Enter end of year vehicle mileage; and
- Maintain an updated operator list.

In addition to required reporting, Marin Transit staff meet monthly with contractors to discuss the day-to-day operations. These meetings are an opportunity to share information. The contractors and their staff are the eyes and ears of Marin Transit services. Marin Transit encourages contractors to report any hazardous conditions that their drivers, maintenance staff, and supervisors observe.

Safety Risk Assessment

Marin Transit and its contractors will conduct a detailed analysis of each identified hazard and its potential consequences. Marin Transit will request additional information from the contractor. District staff will work with the contractor's Chief Safety Officer and management to analyze the risk through a series of steps.

They will document a complete description of the hazard and gather supporting documentation, including photos and videos. In partnership with the contractor, Marin Transit staff will develop a suggestion to resolve and eliminate or mitigate the hazard. If a hazard cannot be eliminated, the safety risk must be managed. Staff will analyze this risk in terms of how likely it is to happen (probability or frequency) and how bad it could be (severity).

1. Risk Probability

The definition of risk probability is the likelihood that the consequence of the hazard might occur, considering the worst foreseeable - but credible - condition. In determining risk probability, safety management staff must include existing mitigations. The subjective measure is ranked as follows:

Likelihood of Occurrence of the Consequence		
<i>Qualitative Definition</i>	<i>Meaning</i>	<i>Value</i>
Frequent	Likely to Occur Frequently in the life of an item	A
Probable	Likely to Occur Several Times in the life of an item	B
Occasional	Likely to Occur Sometime in the life of an item	C
Remote	Very Unlikely to Occur in the life of an item	D
Improbable	Almost inconceivable that the event will occur in the life of an item	E

2. Risk Severity

Risk severity is the anticipated effect of a consequence of the hazard should it materialize. It is a subjective assessment of the damaging potential of the consequence of the hazard under the worst foreseeable – but credible – condition. In determining the severity of a risk, staff will consider existing mitigations. Risk severity is categorized as follows:

Severity of the Consequence		
<i>Definition Category</i>	<i>Meaning</i>	<i>Value</i>
Catastrophic	Could result in one or more of the following: death, permanent total disability, irreversible significant environmental impact, or monetary loss equal to or exceeding \$10M.	1
Critical	Could result in one or more of the following: permanent partial disability, injuries or occupational illness that may result in hospitalization of at least three personnel, reversible significant environmental impact, or monetary loss equal to or exceeding \$1M but less than \$10M.	2
Marginal	Could result in one or more of the following: injury or occupational illness resulting in one or more lost workday(s), reversible moderate environmental impact, or monetary loss equal to or exceeding \$100K but less than \$1M.	3
Negligible	Could result in one or more of the following: injury or occupational illness not resulting in a lost workday, minimal environmental impact, or monetary loss less than \$100K.	4

3. Risk Assessment Matrix

The Risk Assessment Matrix calculates the risk level based on the risk probability and risk severity analysis. The risk assessment enables Marin Transit to evaluate the acceptability of the safety risk and prioritize safety risk mitigation efforts.

Risk Assessment Matrix				
<i>Likelihood</i>	<i>Severity</i>			
	1 (Catastrophic)	2 (Critical)	3 (Marginal)	4 (Negligible)
A (Frequent)	1A	2A	3A	4A
B (Probable)	1B	2B	3B	4B
C (Occasional)	1C	2C	3C	4C
D (Remote)	1D	2D	3D	4D
E (Improbable)	1E	2E	3E	4E

Risk Assessment Matrix Color Code	
<i>"Tolerability" based on identified severity and likelihood.</i>	
	Unacceptable under the existing circumstances.
	Acceptable based upon mitigations.
	Acceptable with senior management approval.

4. Risk Impact

Risk Impact describes the effects or consequences of the risk associated with the hazard.

Safety Risk Mitigation

When Marin Transit staff or contractor employees identify a hazard, District and contractor staff will track the hazard in a Safety Risk Register log using the FTA template. The log describes the risk, the rating of the risk, and the actions that staff will take to address it. Staff will monitor and manage risk mitigation in the Trello web-based project management tool that the operations department uses daily to monitor task and project completion.

The hazard will be rated with an “as reported” risk assessment ranking. Safety management staff will conduct a re-evaluation after implementing an appropriate mitigation strategy. Re-evaluation will be conducted after an agreed upon period of time to monitor the mitigation strategy. During the re-evaluation, staff will evaluate each action of the mitigation strategy to determine if it should be continued, modified, or discontinued. Staff will use the Safety Risk Register to identify next steps and actions to be taken and will monitor completion of new action items in the project management tool, Trello.

Special Considerations – Infectious Disease Prevention and Mitigation

With the addition of safety equipment purchased for Marin Transit through the CARES Act funding, Marin Transit and our contract operators now have the equipment and policies to maintain a strict level of sanitation and infectious disease mitigation. These policies include the cleaning of vehicles using electrostatic methods, installation of passenger driver vapor barriers that double as driver safety doors, and an increased focus on personal hygiene and social distancing.

Marin Transit remains committed to the safety and wellbeing of all our operators, front line staff, and passengers. In times of infectious outbreak, we take steps to increase the frequency that the high-touch areas on all our regular service and demand response vehicles are sanitized, we encourage passengers to socially distance onboard vehicles, and adjusting service levels to best meet differing public demand.

Marin Transit is committed to ensuring the safety and wellbeing of all passengers and operators within our service, and we will continue to work closely with local and federal guidance to continue to ensure that safety. We continue to operate under guidance from the FTA, state and federal OSHA, and with guidance from our local and county Public Health Officer. We understand that we will have to adjust our service and policies as new events emerge and continue to support our contractors as they take steps to ensure the highest levels of safety for operators.

In asking our operational contractors to meet or exceed local and federal guidelines for operator safety as they relate to infectious disease, Marin Transit understands that operators can meet those guidelines through the methods deemed appropriate and necessary (including but not limited to):

- Infrared temperature checks for all operators at the start of each shift.
- Physical social distancing reminders and barriers.
- Mask requirements for operators while behind the wheel or in other high-traffic areas.

Safety Risk Reduction

Marin Transit staff will continue to work with contractors to identify and implement training and best practice methods to reduce the rate of significant safety events over a rolling three fiscal-year period. Additionally, reporting of both the risk targets and reduction targets will include two new categories – first, a rate per VRM to track assaults against transit and transportation employees. The FTA defines assault against transit operators in two categories; verbal assault, including things like threats, harassment, and intimidation, and physical assault, which include instances like spitting or coughing on an operator, striking an operator with bodily parts

or an object, and using or threatening to use a weapon against an operator. The second new category that Marin Transit will track is a rate per VRM of accidents involving transit vehicles that were determined to be caused by situational visibility impairment.

The Marin Transit Safety Committee will continue to operate in close partnership with the individual safety committees of each contractor to keep to goals set in this plan. These goals will be met in part by the creation and tracking of recurring contractor safety training programs, for both operations and maintenance personnel, which will include specific situational de-escalation training. Marin Transit will continue monitoring the respective safety plans from our contractors to ensure compliance with FTA requirements.

The separate tracking methods for Fixed Route Transit and Demand Response Paratransit are outlined as follows, with rolling three-fiscal-year goals.

Safety Risk Reduction Targets <i>Specify performance targets based on the safety performance measures established under the National Public Transportation Safety Plan.</i>					
	Fatalities	Assaults on Operators	Injuries	Safety Events	System Reliability
Fixed Route Transit Bus	Rate (per 100k VRM)	Rate (per 100k VRM)	Rate (per 100k VRM)	Rate (per 100k VRM)	VRM between Failures
FY22-23	0	0	≤0.163	≤0.122	≥ 25,000
FY23-24	0	0	≤0.150	≤0.111	≥ 27,500
FY24-25	0	0	≤0.137	≤0.1	≥ 30,000
Demand Response Service	Rate (per 100k VRM)	Rate (per 100k VRM)	Rate (per 100k VRM)	Rate (per 100k VRM)	VRM between Failures
FY22-23	0	0	≤0.149	≤0.149	≥ 135,000
FY23-24	0	0	≤0.145	≤0.145	≥ 142,500
FY24-25	0	0	≤0.14	≤0.14	≥ 150,000

6. Safety Assurance

Safety Performance Monitoring and Measurement
<i>Describe activities to monitor the system for compliance with procedures for operations and maintenance.</i>
Marin Transit uses the TransTrack database to monitor contractor safety performance. Each contract includes reporting requirements. Contractors submit required reporting information to Marin Transit using TransTrack (Section 501. Reporting). Staff access the TransTrack system via any standard internet connection.

All Marin Transit employees have access and TransTrack captures required data for customer feedback, accidents and incidents, fleet preventive maintenance, and road call activity. Contractors are contractually obligated to provide the following safety information:

- **Daily Accident/Incident Reporting:** A daily accident/incident report entry will be placed directly into TransTrack within twenty-four hours of each accident/incident occurring on a Marin Transit route. Any major accident involving injuries or significant damage to Marin Transit vehicles will be immediately reported through direct person-to-person contact. Each contractor has a list of Marin Transit employees to contact in the event of a major accident.
- **Daily Road Call/Missed Trip/Incident Report:** Contractor staff will input road calls, missed trips, and incidents directly into the TransTrack system within 24 hours of the event. Missed trips and major incidents will be reported to Marin Transit staff immediately via email.

Marin Transit observes trends that indicate whether the contractor is not performing. For example, if there is an increase in accidents or road calls, Marin Transit will issue a formal letter to the contractor notifying them of non-compliance with the contract. Marin Transit may also seek liquidated damages as allowed under the contract when the contractor is out of compliance.

Marin Transit works closely with contractors to improve performance and to ensure safe and reliable transit services.

The attached contractor safety plans provide more information about the performance monitoring activities for each contractor. In addition, contractors are required to hold regular safety meetings with their bus operators. The attached contractor safety plans describe how each contractor schedules and manages safety meetings.

Describe activities to monitor operations to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended.

Marin Transit staff will conduct monitoring to identify safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended. Monitoring may include safety audits at contractor locations, maintenance audits of District-owned vehicles maintained by contractor, and site visits to bus stops that have had safety improvements to assess effectiveness. Marin Transit staff will work with our contractor's Chief Safety Officer to identify the root cause of any identified failure, address the issue, and implement appropriate solutions. The SMS Executive with support from the Operations Manager is responsible for reviewing the results of monitoring implemented safety risk mitigations and determining measures to take when a mitigation is insufficient.

Marin Transit Operations staff will use the Trello project management tool to monitor the contractor's progress in addressing the issue.

For more information about each individual contractor's safety risk mitigations, see the attached contractor safety plans.

Describe activities to conduct investigations of safety events to identify causal factors.

This is the process for conducting investigations for safety events to identify causal factors:

1. A contractor or public safety officer notifies Marin Transit Operations staff of the safety event.
2. Marin Transit Operations staff request video of the event and a written report from the Chief Safety Officer for the relevant contractor.
3. Marin Transit Operations staff review the submitted materials.

4. Marin Transit Operations staff meet with the contractor to discuss the event, determine the root cause, and identify next steps. This information is documented in the Safety Risk Register.
5. Marin Transit Operations staff create a card in Trello to track contractor due dates and deliverables and confirm that next steps are completed.
6. Once all action items are completed, staff closes the card and the review is completed.

See the activity flow diagram attached to this document for details on the use of various tools in the Safety Management System to monitor and conduct investigations and mitigate risks.

For more information about each individual contractor's safety investigations, see the attached contractor safety plans.

Describe activities to monitor information reported through internal safety reporting programs.

Marin Transit Operations staff monitor information reported through our safety reporting programs via the Trello web-based project management tool. If an event occurs that requires review, response, and contractor resolution, Marin Transit assigns an owner to the Trello card. The owner is responsible for following up with the contractor to ensure that they took the proper steps to mitigate the safety risk and to collect any supporting documentation.

See the activity flow diagram attached to this document for details on the use of various tools in the Safety Management System to monitor to conduct investigations and mitigate risks.

For more information about each individual contractor's internal safety reporting programs, see the attached contractor safety plans.

7. Safety Promotion

Competencies and Training

Describe the safety training program for all agency employees and contractors directly responsible for safety.

Marin Transit Employees

All Marin Transit employees are given a Marin Transit Policies & Procedures Manual when they join the District. Whenever a policy is updated, the Director of Administrative Services issues updated materials.

The District is seeks out and supports training specifically for employees responsible for safety. This includes training from FTA, the National Transit Institute (NTI), and at industry conferences.

Contractor required training program

Per the contract between Marin Transit and each contractor (SEC. 202 personnel performance standards and requirements), contractors are responsible for requiring that all employees complete their Training Program. Contractors are responsible for implementing all aspects of this Training Program throughout the term of the contract. Training shall include courses and instruction in all aspects of the operation and maintenance of services. Any material changes to the contractor's Training Program requires Marin Transit's prior written approval. Training must include:

1. **ADA Sensitivity Training.** Contractor shall require vehicle operators, dispatch personnel, schedulers, public contact personnel, and supervisory employees to complete ADA sensitivity training to better prepare those employees to address situations relating to the physical and cognitive disabilities of passengers. This training should give particular emphasis to situations that may arise in working with clients who experience cognitive or psychiatric impairments.

2. **Drug and Alcohol Program.** Contractor shall require that all safety-sensitive employees, as defined by the FTA, complete drug and alcohol training in accordance with 49 CFR Part 655. In addition, contractor shall provide a Drug and Alcohol Program Manager who has been trained, through an FTA-approved Drug and Alcohol Program Management course, within ninety (90) Days after Contract award, or as soon thereafter as practical, based on course availability.
3. **Required Safety and Security Training.** Contractor shall provide the following safety and security training including annual refresher training, maintained in a separate employee file:
 - a. Emergency Response training for all employees.
 - b. National Incident Management System (NIMS) training and Incident Command System (ICS) training for CONTRACTOR operations and safety managers as specified in Section 316B(a).
 - c. Training in Marin Transit and contractor policies, procedures, and protocols, including safety, security and incident response plans for all employees, position appropriate.
 - d. OSHA-required training (i.e., Occupational Safety and Health Training, Personal Protective Equipment, Drug-Free Workplace, Lock Out Tag Out, Confined Spaces, Hazardous Communications, etc.).
 - e. De-escalation training (i.e., Crisis Prevention Institute training, Verbal Judo, SAMHSA Safe Scene training, or other training designed to reduce conflict and respond to potential crises situations).
 - f. **Timing of Training.** Contractor shall implement its Training Program in a way that will assure that vehicle operator training is not conducted during peak service hour periods at the expense of providing on-time Revenue Service.
 - g. **Costs of Training.** Contractor acknowledges and agrees that all costs of training required for this Contract are included in its Service Hour Rate, including the cost of training associated with any new Revenue Vehicles.
 - h. **Post Training Testing Program.** Contractor shall, on a regular basis throughout the term of the Contract, conduct the post-training testing program developed by contractor to ensure that the information provided during training was understood and absorbed by the employees. Any employee who receives a failing grade will be required to receive additional training and testing until that employee receives a passing grade. Until the employee receives a passing grade, contractor shall not permit that employee to perform any function that could jeopardize the safety of the Marin Transit or the Marin Transit's customers.

For more information about each individual contractor's training programs and procedures, see the attached contractor safety plans.

Safety Communication

Describe processes and activities to communicate safety and safety performance information throughout the organization.

Marin Transit expects the Chief Safety Officer for each contractor to be responsible for holding regular safety meetings and trainings for bus operators assigned to Marin Transit's routes. Detailed safety communication plans are included in each contractor's safety plan provided as attachments to this document.

Contractors will document their safety communication program objectives, content, target audience, format, frequency, and ways to ensure understanding.

Marin Transit staff monitor safety trainings and information through the monthly coordination meetings. Safety is a standing item on the meeting agenda.

Marin Transit and our contractors will retain the above information for at least three years (electronically). It can be made available by request from the FTA, or other Federal entity, CPRA request, or a State Safety Oversight Agency having jurisdiction.

Additional Information

Supporting Documentation

Include or reference documentation used to implement and carry out the Safety Plan that are not included elsewhere in this Plan.

1. Marin Transit Personnel Policies and Procedures Manual
2. Operations and Maintenance Contract between Marin Transit and Golden Gate Bridge, Highway and Transportation District (effective 7/1/2015)
3. Fixed Route Service Package 1 Operations and Maintenance Contract between Marin County Transit District and Marin Airporter (effective 7/1/2018)
4. Fixed Route Service Package 2 Operations and Maintenance Contract between Marin County Transit District and MV Transportation, Inc. (effective 7/1/2018)
5. Operations and Maintenance Contract between Marin County Transit District and Transdev (effective 2/1/2021)

Definitions of Special Terms Used in the Safety Plan

- **Accident** means an Event that involves any of the following: A loss of life; a report of a serious injury to a person; a collision of public transportation vehicles; a runaway train; an evacuation for life safety reasons; or any derailment of a rail transit vehicle, at any location, at any time, whatever the cause.
- **Accountable Executive** means a single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a public transportation agency; responsibility for carrying out the agency's Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the agency's Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. 5329(d), and the agency's Transit Asset Management Plan, in accordance with 49 U.S.C. 5326.
- **Event** means any Accident, Incident, or Occurrence.
- **Hazard** means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.
- **Incident** means an event that involves any of the following: a personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency.
- **Investigation** means the process of determining the causal and contributing factors of an accident, incident, or hazard, for the purpose of preventing recurrence and mitigating risk.
- **National Public Transportation Safety Plan** means the plan to improve the safety of all public transportation systems that receive Federal financial assistance under 49 U.S.C. Chapter 53.

- **Occurrence** means an Event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency.
- **Operator** of a public transportation system means a provider of public transportation as defined under 49 U.S.C. 5302.
- **Performance measure** means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.
- **Performance target** means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the FTA.
- **Public Transportation Agency Safety Plan** (or Agency Safety Plan) means the documented comprehensive Agency Safety Plan for a transit agency that is required by 49 U.S.C. 5329 and Part 673.
- **Risk** means the composite of predicted severity and likelihood of the potential effect of a hazard.
- **Risk mitigation** means a method or methods to eliminate or reduce the effects of hazards.
- **Safety Assurance** means processes within a transit agency's Safety Management System that function to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.
- **Safety Management Policy** means a transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of its employees in regard to safety.
- **Safety Management System** means the formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards.
- **Safety performance target** means a performance target related to safety management activities.
- **Safety Promotion** means a combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.
- **Safety risk assessment** means the formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risks.
- **Safety Risk Management** means a process within a transit agency's Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating safety risk.
- **Safety Risk Reduction** means the developed goals to reduce safety incidents, measured by vehicle miles, as well as the plans to reduce said incidents.
- **Serious injury** means any injury which: (1) Requires hospitalization for more than 48 hours, commencing within 7 days from the date when the injury was received; (2) Results in a fracture of any bone (except simple fractures of fingers, toes, or noses); (3) Causes severe hemorrhages, nerve, muscle, or tendon damage; (4) Involves any internal organ; or (5) Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.

- **Transit agency** means an operator of a public transportation system.
- **Transit Asset Management Plan** means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR Part 625.
- **TransTrack** means a web-based database system for data collection and reporting
- **Trello** means a web-based project management system

List of Acronyms Used in the Safety Plan

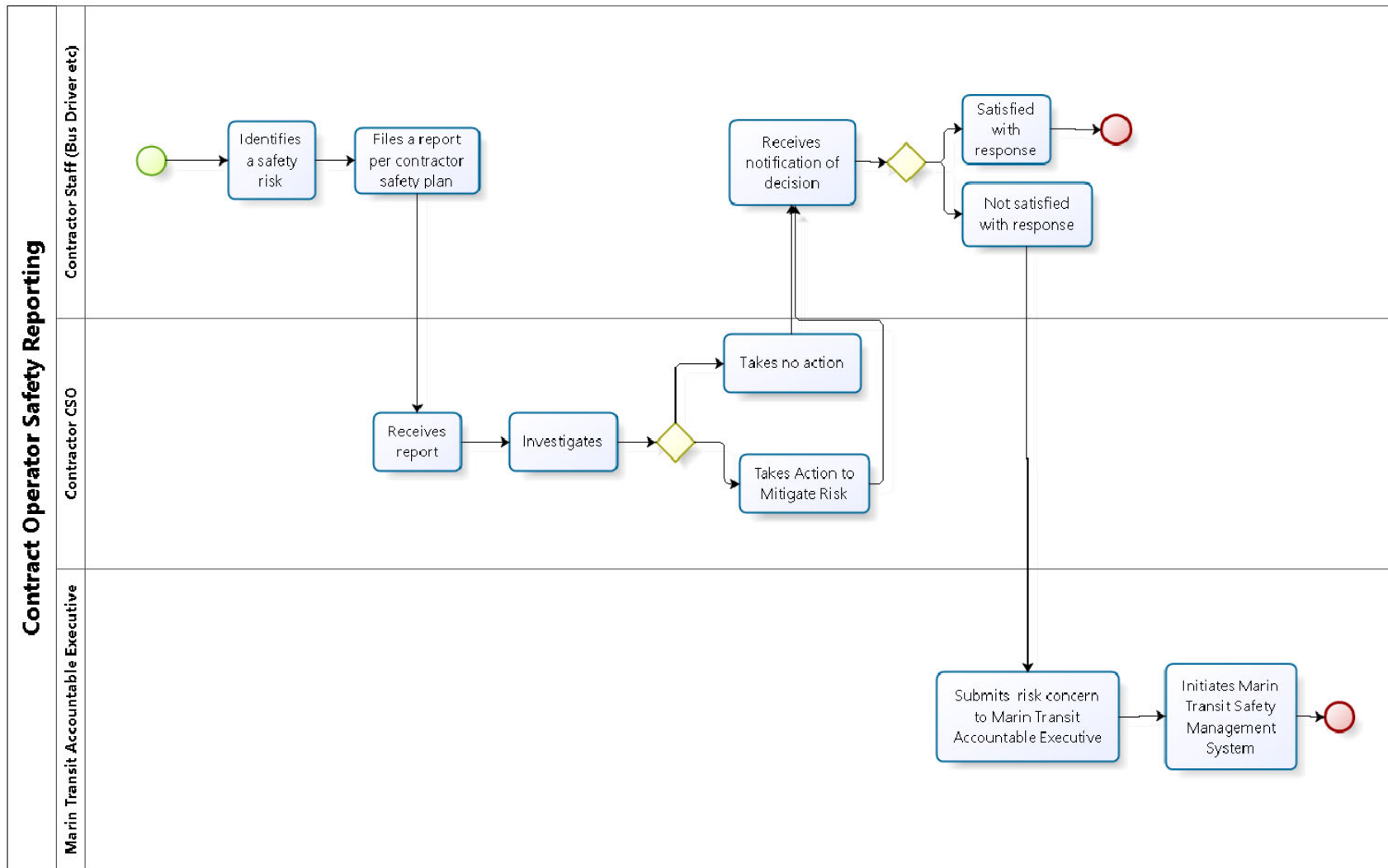
Acronym	Word or Phrase
Caltrans	California Department of Transportation
FTA	Federal Transit Administration
GGT	Golden Gate Transit
GM	General Manager
MA	Marin Airporter
MTC	Metropolitan Transportation Commission
MV	MV Transportation
NTD	National Transit Database
OSHA	Occupational Safety and Health Administration
SMS	Safety Management System
TDV	Transdev

Attachments

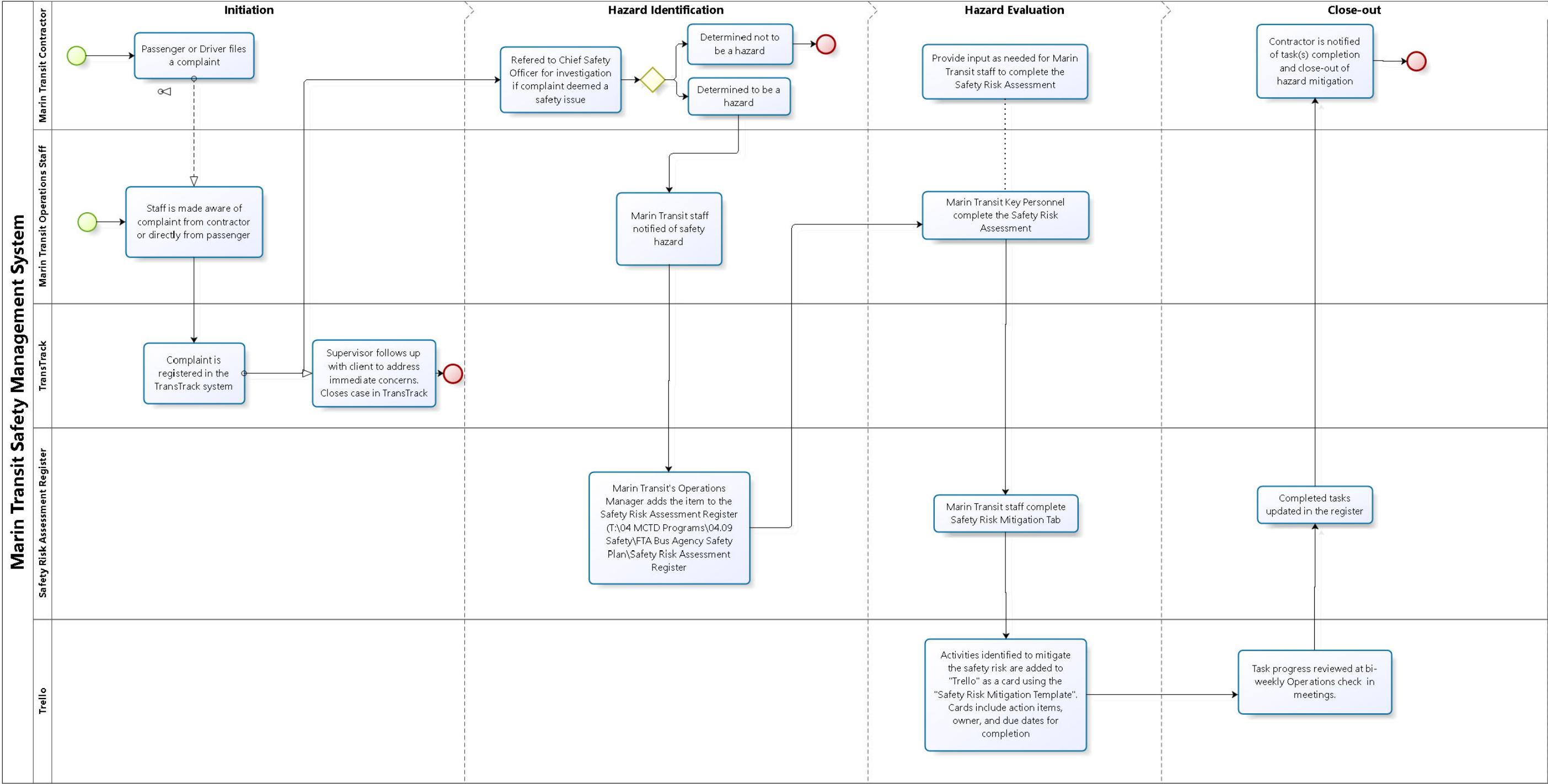
Included as attachments to this document are:

- A. Organizational Reporting Chart
- B. Safety Management System Flow Diagrams
- C. Safety Risk Register Log
- D. Contractor Safety Plans
 - a. Marin Airporter
 - b. MV Transportation
 - c. Transdev
 - d. Golden Gate Transit

Attachment A. Organizational Reporting Chart



Attachment B. Safety Management System Flow Diagrams



Attachment C. Safety Risk Register Log

Sample Safety Risk Register

What is a Safety Risk Register?

A Safety Risk Register is an information management tool you may choose to use to document your transit agency's Safety Risk Management and Safety Assurance activities. It records the hazards identified by the transit agency, the potential consequences associated with these hazards, initial safety risk ratings, new mitigations implemented to eliminate or minimize the risk associated with the hazard, revised safety risk rating, and mitigation monitoring measures and activities to ensure the

The Sample Safety Risk Register provided here is presented in two parts: Part One Safety Risk Assessment (tab 3, discussed below) and Part Two Safety Risk Mitigation (tab 4, discussed below).

What is its Purpose?

The Safety Risk Register serves a dual purpose:

1. It provides managers with an on-going, up-to-date picture of a) the overarching safety concerns that the agency faces during transit service delivery and supporting operations, and b) the controls
2. It allows personnel involved in the agency's Safety Management System (SMS) to a) formally document hazards, potential consequences of the hazards, safety risk assessment results, and anticipated safety risk mitigations, and b) track the status of implemented safety risk mitigations.

Description of FTA's Sample Safety Risk Register

This register is illustrative only, each transit agency may determine the tool or method that best suits its SMS documentation and tracking needs.

The Sample Safety Risk Register is comprised of five (5) separate tabs. Tabs 1 (this tab) and 2 provide instructions on how to use this Sample Safety Risk Register and definitions of the terms used within the Register. Tab 5 provides a sample safety risk assessment matrix and likelihood and severity tables, which are used to develop the examples provided in Tabs 3 and 4. Tabs 3 and 4 are the actual Sample Safety Risk Register as a transit agency could choose to use them. Specifically, the tabs include:

1. **Instructions** -- This tab describes the Sample Safety Risk Register and how to use it.
2. **Definitions** -- This tab lists the columns used in the Part 1 Safety Risk Management Register tab and the Part 2 Safety Risk Mitigation tab and provides definitions and/or an explanation of what
3. **Part 1 Safety Risk Assessment** -- This tab is the first tab of the sample safety risk register. It provides a few examples of how an agency might use the safety risk register. The tab collects
 - A description of the hazard,
 - Type of hazard,
 - Date the hazard was identified,
 - How the hazard was identified (source),

- Date analysis was performed,
- Potential consequences associated with the hazard (worst possible, worst credible, or most common),
- What mitigations are currently in place to address potential consequences associated with hazard,
- The initial safety risk rating, as defined by the severity of the consequences and likelihood of the consequences taking into account existing safety risk mitigations only,
- The revised safety risk index (risk rating with additional safety risk mitigations implemented),
- The department responsible for implementing the safety risk mitigations,
- Estimated due date for the safety risk mitigations to be implemented, and
- Contact person.

4. **Part 2 Safety Risk Mitigation** -- This tab is the second tab of the sample safety risk register. It provides a few examples of how an agency might use the safety risk register. This tab provides information for status tracking and monitoring the effectiveness of implemented safety risk

- The safety risk mitigation monitoring parameters (safety performance indicator(s) and target(s)),
- Associated timeframe,
- Monitoring activities, and
- The responsibilities for monitoring.

5. **Safety Risk Matrix and Tables** -- This tab provides illustrative tables to estimate the likelihood of occurrence and the severity of potential consequences, as well as the safety risk tolerability matrix. FTA has developed separate voluntary guidance on how to develop safety risk assessment matrixes.

FTA's Sample Safety Risk Register contains three (3) illustrative hazards to demonstrate how to populate the Part 1 Safety Risk Assessment and Part 2 Safety Risk Mitigation tabs.

Version 1, September 2019

The Federal Transit Administration's (FTA) Sample Safety Risk Register and Guide are tools designed to support implementation of SMS in the public transportation industry. The guidance in this document is not legally binding in its own right and will not be relied upon by FTA as a separate basis for affirmative enforcement action or other administrative penalty. Use of this tool is voluntary only, and

Part 1 Safety Risk Assessment

Part 1 Safety Risk Assessment includes 16 columns, or data points, for each hazard entry. These columns are subdivided into 5 categories (shown at the top of the table):

1. **Identification** -- Basic information about the hazard.
2. **Initial Safety Risk Rating** -- The safety risk rating based on currently implemented mitigations.
3. **Further Mitigation Action** -- The mitigation(s) the agency intends to put into place *if* the initial safety risk rating is "higher" or less desirable than the agency is willing to accept.
4. **Revised Safety Risk Index** -- The safety risk rating once the mitigation(s) is/are implemented, if
5. **Mitigation Owner** -- Information on the department responsible to implement the mitigation(s), the point of contact within that department, and the date by which the additional mitigation(s), if any, is/are to be implemented.

Column Definitions

Category	Column	Column Title	Description
Identification	A	Hazard	Any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment (49 C.F.R. § 673.5).
	B	Hazard Type	Classification used to help organize identified hazards to support an agency's data management and hazard prioritization activities. In this sample, the agency decides to categorize three main types of hazards include Organizational (shortcomings in the organizational processes), Technical (the condition of equipment, facilities, infrastructure, and operating conditions and practices), and Environmental (the natural environment).
	C	Identification Date	The date the agency identified the hazard. This information can be used for evaluating the effectiveness of safety risk management activities by providing a starting point to see how long the agency takes to analyze and mitigate the hazard.
	D	Identification Source	How the hazard was identified. This information can provide insight into the effectiveness of the safety data sources available to the agency and can help identify items for improvement.
	E	Analysis Date	The date the hazard was analyzed. This information can be used for evaluating the efficiency of the analysis process and determine if certain hazards are more challenging to analyze than others.
	F	Worst Possible, Worst Credible, or Most Common Potential Consequence(s)	The worst possible, worst credible, or most common potential consequences. Potential consequences is here defined as the effect of a hazard involving injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment (extrapolated from the definition of "hazard" in 49 C.F.R. § 673.5).
	G	Existing Mitigation(s)	The activity, process, program, or other mechanism already existing within the agency to mitigate, or to eliminate or reduce the effects (the potential consequence(s)) of the hazard (49 C.F.R. § 673.5).
Initial Safety Risk Rating	H	Severity of Consequences	Quantified effect of the potential consequence(s) of the hazard in the delivery of transit services and/or supporting activities, taking into account existing mitigations.

Part 2 Safety Risk Mitigation

Part 2 Safety Risk Mitigation includes 8 columns, or data points, for each potential consequence entry. These columns are subdivided into 4 categories (shown at the top of the table):

1. **Potential Consequence(s)** -- The potential consequence the agency is addressing.
2. **Safety Performance Monitoring** -- What metrics the agency will use to measure how effectively
3. **Timeframe and Mitigation(s) to be Implemented** -- The mitigation(s) the agency intends to put into place and timeframe for implementation.
4. **Mitigation Monitoring Activities and Responsible Department** -- The activities the agency will conduct to monitor the effectiveness of their mitigations and the department responsible for those activities.

Column Definitions

Category	Column	Column Title	Description
Potential Consequence(s)	A	Worst Possible, Worst Credible, or Most Common Potential Consequence(s)	This is carried over from Column F, Worst Possible, Worst Credible, or Most Common Potential Consequence(s), of Part 1 Safety Risk Assessment. The worst possible, worst credible, or most common potential consequences. Potential consequences is here defined as the effect of a hazard involving injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment (extrapolated from the definition of "hazard" in 49 C.F.R. § 673.5).
Safety Performance Monitoring	B	Safety Performance Indicator (SPI)	Parameter selected to monitor and measure the effectiveness of the mitigation(s) incorporated to address the potential consequence(s) of the hazard.
	C	SPI Value	Quantification of the parameter selected to monitor and measure the effectiveness of the mitigation(s) incorporated to address the potential consequence(s) of the hazard (ex.: the number of instances over a specific period of time).
	D	Safety Performance Target	Projected improvement beyond the SPI value resulting from the mitigation(s) incorporated to address the potential consequence(s) of the hazard (ex.: reduce the number of instances by a certain percent over a specific period of time). Note, this is different than a Safety Performance Target as established in the National Safety Plan.
Timeframe and Mitigations to be Implemented	E	Timeframe	How long it will take the agency to implement the selected mitigation.
	F	Mitigations	This is carried over from Column K, Further Mitigation Action, of Part 1 Safety Risk Assessment. Additional mitigations the agency needs to incorporate to address the potential consequence(s) of the hazard <i>if</i> the safety risk index exceeds tolerability criteria (i.e. what mitigations the agency needs to implement in order to reduce the severity and/or likelihood of the potential consequences so that the corresponding tolerability is reduced to an acceptable level).
Mitigation Monitoring Activities and Responsible Department	G	Monitoring Means	Activities the agency will carry out in order to monitor and measure the effectiveness of the mitigation(s) incorporated to address the potential consequence(s) of the hazard.
	H	Department Responsible for Monitoring Mitigation	Agency department primarily tasked with monitoring and measuring the effectiveness of the mitigation(s) incorporated to address the potential consequence(s) of the hazard.

	I	Likelihood of Consequences	Quantified probability that the potential consequence(s) of the hazard will occur, taking into account existing mitigations. Calendar days, weeks, months, years, or decades are often used as time periods to support assessments of likelihood in safety risk assessments.
	J	Safety Risk Index	The composite of the predicted severity and likelihood of the potential consequence of the hazard (49 C.F.R. 673.5) and the tolerability of the potential consequence(s) of the hazard taking into account existing mitigations. The tolerability is defined by the individual agency. Tab 5 provides the charts this Sample Safety Risk Register uses to determine tolerability.
Further Mitigation Action	K	Further Mitigation Action	Additional mitigations the agency needs to incorporate to address the potential consequence(s) of the hazard if the safety risk index exceeds tolerability criteria (i.e. what mitigations the agency needs to implement in order to reduce the severity and/or likelihood of the potential consequences so that the corresponding tolerability is reduced to an acceptable level).
Revised Safety Risk Index	L	Revised Safety Risk Index	Safety risk index after implementing additional mitigations that meets the tolerability criteria.
	M	Revised Safety Risk Index Date	The date the revised safety index was determined. This information can be used to evaluate the efficiency of the analysis process and determine if certain hazards are more challenging to analyze than others.
Mitigation Owner	N	Department Responsible for Mitigation	Agency department primarily tasked with mitigation implementation.
	O	Estimated Implementation Date	The date the mitigation(s) are expected to be implemented. This information is used to track the completion of mitigations and identify any potential resource or other concerns.
	P	Contact Person	Primary point of contact within the department responsible for mitigation.

Sample Safety Risk Assessment Register

Identification				
Hazard	Hazard Type	Identification Date	Identification Source	Analysis Date
Buses misaligned over pits.	Technical - Maintenance	Date	Employee safety reporting	Date
Near side bus stop in Blue Route at the intersection of First and Main.	Technical - Operational	Date	Inspection report	Date
Placement of XYZ model buses inspection panels.	Technical - Design	Date	Employee safety reporting	Date
WHMS students rushing GGT buses at PM bell	Technical - Operational	11/1/2021	Contractor	12/20/2021
SRTC alternative location planning	Technical - Operational	11/1/2021	MT Ops Staff	

Worst Possible, Worst Credible, or Most Common Potential Consequence(s)	Existing Mitigation(s)	Severity of Consequences
Bus falling into pit resulting in worker fatality.	1. Training in aligning the bus properly over pit. 2. SOP and rule book provided with training.	1 (Catastrophic)
Car turning right in front and colliding with the bus as the bus pulls out of the stop.	1. Operator training. 2. SOP and rule book provided with training.	2 (Critical)
Inspection panels in XYZ model buses difficult to access by maintenance personnel.	1. Maintenance training. 2. SOP and rule book provided with training.	3 (Negligible)
Student is injured or killed when running in front of the bus	Operator training	1 (Catastrophic)
Buses cannot access SRTC. Passengers cannot make connections and are stranded/lost.	None	2 (Critical)

Initial Safety Risk Rating		Further Mitigation Action	Revised Safety Risk Index
Likelihood of Consequences	Safety Risk Index	Further Mitigation Action	Revised Safety Risk Index
C (Occasional)	1C (Unacceptable under the existing circumstances)	1. Revise SOP and Rulebook to require a second worker to watch and signal for bus placement. 2. Establish speed restrictions moving in and out of shop. 3. Stripe lines around pits with high visibility fluorescent paint. 4. Revise SOPs to ensure pit is not occupied during bus movements over pit. 5. Install bus tire guides on pit edge.	1D (Acceptable based upon mitigations)
B (Probable)	2B (Unacceptable under the existing circumstances)	1. Issue alert bulletin to Blue Line operators. 2. Install an alerting signal at the bus stop.	2C (Acceptable based upon mitigations)
B (Probable)	3B (Acceptable based upon mitigations)	N/A	N/A
B (Probable)	1C (Unacceptable under the existing circumstances)	TBD - Meeting with WHMS/GGT on 1/5	
D (Remote)	2D (Acceptable based upon mitigations.)	Needs work	

Safety Risk Index	Mitigation Owner and Implementation Date		
Revised Safety Risk Index Date	Department Responsible for Mitigation	Estimated Implementation Date	Contact Person
Date	Bus Vehicle Maintenance	Date	Name
Date	Operations	Date	Name
N/A	N/A	N/A	N/A

Attachment D. Contractor Safety Plans

- a. Marin Airporter
- b. MV Transportation
- c. Transdev
- d. Golden Gate Transit

MARIN AIRPORTER SAFETY PLAN

Marin Airporter Bus Safety Plan 2020

Relating to and Forming a Part of the Marin County Transit District Bus Safety Plan 2020

1. Transit Agency Information

Transit Agency Name	Marin Transit		
Transit Agency Address	711 Grand Ave, Suite 110, San Rafael, CA 94901		
Name and Title of Accountable Executive	Nancy Whelan, General Manager – Marin Transit		
Contracted Operator Company Information	Marin Airporter 8 Lovell Avenue, San Rafael, CA 94901		
Name of SMS Executive and Chief Safety Officer	Lawrence A. Leporte, President and CEO – Marin Airporter		
Mode(s) of Service Covered by This Plan	Bus	List All FTA Funding Types (e.g., 5307, 5310, 5311)	obtained by Marin Transit, our contracting authority.
Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)	Marin Airporter (the “Company”) provides fixed-route transit services under contract with the Marin County Transit District (“Marin Transit”).		
Does the agency provide transit services on behalf of another transit agency or entity?	Yes	Description of Arrangement(s)	We provide services under contract with Marin Transit.
Name and Address of Transit Agency(ies) or Entity(ies) for Which Service Is Provided	Marin Transit, 711 Grand Avenue, Suite 110, San Rafael, CA 94901		

2. Plan Development, Approval, and Updates

Name of Entity That Drafted This Plan	Marin Airporter

Signature by the Accountable Executive	Signature of Accountable Executive	Date of Signature
Approval by the Board of Directors or an Equivalent Authority	Name of Individual/Entity That Approved This Plan	Date of Approval
	Marin County Transit District Board of Directors	
	Relevant Documentation (title and location)	
Certification of Compliance	Name of Individual/Entity That Certified This Plan	Date of Certification
	Nancy Whelan, General Manager – Marin Transit	
	Relevant Documentation (title and location)	

Version Number and Updates			
<i>Record the complete history of successive versions of this plan.</i>			
Version Number	Section/Pages Affected	Reason for Change	Date Issued
1	N/A	Initial release of Safety Plan	7/13/20

Annual Review and Update of the Public Transportation Agency Safety Plan <i>Describe the process and timeline for conducting an annual review and update of the Public Transportation Agency Safety Plan.</i>
The Company's Bus Safety Plan is a living document that the company uses proactively to identify, address, and manage issues associated with system safety. The Company will update this Safety Plan whenever the Marin Airporter SMS identifies a need for change. Each fiscal year, the Accountable Executive, the SMS Executive, and executive management will complete a review of the implementation of the Safety Plan by August 1st. At minimum, the Company will revise the Safety Plan and training activities based on the findings of this annual review.

3. Safety Performance Targets

Safety Performance Targets							
<i>Specify performance targets based on the safety performance measures established under the National Public Transportation Safety Plan.</i>							
	Fatalities		Injuries		Safety Events		System Reliability
Mode of Transit Service	(Total Number per Year)	Rate (per 100k VRM)	(Total Number per Year)	Rate (per 100k VRM)	(Total Number per Year)	Rate (per 100k VRM)	Failures/VRM
MB (Fixed Route Transit Bus)	0	0	≤4	≤0.173	≤4	≤0.173	≥ 25,000
DR (Demand Response)	0	0	≤2	≤0.29	≤2	≤0.29	≥ 100,000

Agency Definitions:

The Company provides data arising out of its operations to Marin Transit, which determines the classification of an event based on the definitions described in the National Transit Database Safety & Security Policy Manual.

- **Fatalities:** Total Number of fatalities reported to NTD and rate per total vehicle revenue miles (VRM) by mode. The rate is calculated as (# of fatalities x 100,000)/ VRM.
- **Injuries:** Total number of injuries reported to NTD and rate per total VRM by mode. The rate is calculated as (# of injuries x 100,000)/ VRM.
- **Safety Events:** Total number of safety events reported to NTD and rate per total VRM by mode. The rate is calculated as (# of injuries x 100,000)/ VRM.
- **System Reliability:** mean distance between major mechanical failures by mode. The rate is calculated as (VRM/Major Failures).

Methodology:

The targets listed above are based on data submitted to the National Transit Database for the prior three fiscal years. The targets are based on the historical average of data submitted in those three years. The calculations used are based on FTA guidance.

Safety Performance Target Coordination
<i>Describe the coordination with the State and Metropolitan Planning Organization(s) (MPO) in the selection of State and MPO safety performance targets.</i>
It is the Company's understanding that Marin Transit will transmit safety performance target to Caltrans Division of Rail and Mass Transit (Caltrans) and to Metropolitan Transportation Commission (MTC). Safety performance targets will be transmitted to Caltrans and to MTC after the annual review of the Safety Plan. The targets will be transmitted annually by September 30.

Targets Transmitted to the State	State Entity Name	Date Targets Transmitted
	California DOT (Caltrans) (Transmitted to Safety Management System contact: Brian Travis: brian.travis@dot.ca.gov)	Upon approval of plan and annually by September 30
Targets Transmitted to the Metropolitan Planning Organization(s)	Metropolitan Planning Organization Name	Date Targets Transmitted
	Metropolitan Transportation Commission (Transmitted to Transit Asset Management contact: Shruti Hari: shari@bayareametro.gov)	Upon approval of plan and annually by September 30

4. Safety Management Policy

Safety Management Policy Statement <i>Include the written statement of safety management policy, incorporating safety objectives.</i>
The Company is committed to developing, implementing, maintaining and constantly improving processes to ensure that all activities associated with transit service maintenance, operations, and delivery reflect a balanced allocation of organizational resources, achieve the highest level of safety performance, and meet Marin Transit's established standards. The General Manager (GM) for Marin Transit will act as the Accountable Executive. The Company's CEO, identified above, will for purposes of this Plan act as the Company's designated Chief Safety Officer who will directly report to the GM. The GM and the Chief Safety Officer will ensure that all employees have the means to report on safety concerns and suggestions without the risk of retaliation. All levels of management and all employees are accountable for the delivery of this highest level of safety performance, starting with the Company's CEO. In making this commitment the Company will: ▪ Ensure that appropriate resources are allocated to support the management of safety in transit vehicle operation, maintenance and all aspects of transit service delivery; ▪ Encourage an organizational culture that consistently fosters safe practices and effective employee safety reporting and communications, and manages safety with the same attention to results as afforded to all other Company management systems; ▪ Integrate the management of safety among the primary responsibilities of all managers and employees; ▪ Clearly define for all staff, managers, employees, and contractors, their accountabilities and responsibilities for the delivery of the Company's safety performance and the performance of its

safety management system;

- Establish and operate activities to identify and analyze hazards and evaluate safety risks. This includes an employee safety reporting program to identify safety concerns and potential hazards, and eliminate or mitigate such risks to maintain a level of safety performance that meets this Plan's objectives and targets;
- Ensure that no action will be taken against any employee who discloses a safety concern through the employee safety reporting program that is integral to effective management practices, unless such disclosure indicates beyond any reasonable doubt an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures. Employees will be responsible for identifying and reporting on operation and maintenance safety hazards. They will also report on policies and procedures that the Company may need to modify, safety events, and all information required to evaluate the causes of an event;
- Comply with and exceed legislative and regulatory requirements and standards, wherever possible;
- Ensure that sufficiently skilled and trained people are assigned to implement safety management processes;
- Ensure that all staff are provided with adequate and appropriate safety-related information and training, are competent in safety management matters, and are allocated only tasks commensurate with their skills;
- Establish and measure the Company's safety performance against realistic and data-driven safety performance targets; and
- Ensure the timely delivery of externally supplied systems and services to support bus operations and meet our safety performance standards.

Safety Management Policy Communication

Describe how the safety management policy is communicated throughout the agency's organization. Include dates where applicable.

The Company's Safety Management Policy is communicated to all employees, contractors, and the Company's Board of Directors. The policy was communicated to the Board of Directors in July 2020 and will be discussed after the annual review each August when staff identify and incorporate any changes to the Safety Plan or safety performance targets.

The Company will disseminate the safety policy and safety information to its employees through regular safety trainings, meetings, and postings in common areas such as driver break rooms.

The Company will make available a copy of the policy at its administrative offices.

The Company will review the policy annually at an operations safety meeting and at regularly scheduled meetings throughout the year.

Authorities, Accountabilities, and Responsibilities <i>Describe the authorities, accountabilities, and responsibilities of the following individuals for the development and management of the transit agency's Safety Management System (SMS).</i>	
An organizational chart showing the relationships between the Company's CEO / Chief Safety Officer and Key Staff is included as an attachment to this document.	
Accountable Executive	Marin Transit's General Manager is the Accountable Executive and, via the Company's CEO / Chief Safety Officer ensures that the Company's SMS is implemented effectively. The Accountable Executive: ▪ Makes decisions about resources to support asset management, SMS activities, and capital investments ▪ Approves SMS implementation documents ▪ Annually certifies SMS compliance with 49 C.F.R. Part 673 ▪ Communicates the Safety Management Policy to Marin Transit's Board of Directors and throughout the District ▪ Communicates Marin Transit Safety Management Policy to Marin Transit's contractors ▪ Endorses the SMS implementation team and SMS processes ▪ Provides guidance to the Key Staff on the District's recommended SMS actions and decision-making ▪ Ensures that safety concerns and identified hazards are adequately addressed
SMS Executive and Chief Safety Officer (Marin Airporter)	The SMS Executive has the authority and responsibility to implement the Company's Safety Plan and oversees the Company's operations to ensure compliance. The SMS Executive: ▪ Develops and maintains SMS documentation ▪ Directs safety risk management activities ▪ Briefs the Accountable Executive on the Company's SMS ▪ Oversees safety management training ▪ Reviews the Company's Safety Plan on an annual basis with the Accountable Executive, leadership, and executive management ▪ Ensures the Safety Management Policy is communicated throughout the Company ▪ Ensures that staff communicate all follow-up information regarding identified safety concerns from the employee safety reporting program. ▪ Ensures that the Company's Safety Plan is implemented and is reviewed annually ▪ Ensures that safety concerns and identified hazards are adequately addressed
Key Staff (Marin Airporter)	Marin Transit currently contracts with the Company for the operation and maintenance of fixed route bus service. This Safety Plan, maintained by the Company, is to be incorporated into Marin Transit's Safety Plan. In relation to this Safety Plan and Marin Transit's Safety Plan, the key staff members for the Company are (i) the CEO / Chief Safety Officer; (ii) the Director of the Transit Division, (iii) the Safety Officer, and (iv) the Road Supervisors. The responsibilities of the Company's CEO / Chief Safety Officer and the Director of the Transit Division, as they relate to this Plan,

	are : ▪ Develop and maintain SMS documentation ▪ Direct safety risk management activities ▪ Brief the Accountable Executive on SMS ▪ Oversee and direct safety management training ▪ At minimum, review and update the Company's Safety Plan and SMS on an annual basis with the Accountable Executive and submit an update to Marin Transit. ▪ Ensure the Safety Management Policy Statement is communicated throughout the Company ▪ The responsibilities of the Safety Officer, as they relate to this Plan, are: ▪ Ensure communication of follow-up information on identified safety concerns is documented through the employee safety reporting program. ▪ Ensure each accident/injury is investigated and documented ▪ Identify safety concerns and hazards • Assess and mitigate risk through safety risk management • Process claims with the Company's insurers • Maintain an awareness of industry developments and best practices, and advise the Chief Safety Officer and the Director of the Transit Division on such developments and practices • Maintain files and documentation relating to FTA and other regulatory matters, as well as licensing and training • Plan and coordinate safety meetings and safety training • Implement the Company's drug and alcohol testing program The responsibilities of the Road Supervisors, as they relate to this Plan, are: • Observe driver behaviors, provide feedback to drivers in relation to the same, and report any safety issues to the Safety Officer, Director of the Transit Division, and/or the Chief Safety Officer • Assist in the dissemination of safety materials • Provide an initial, on the ground response, to any safety-related incident, and assist, as appropriate, in securing the scene and collecting information • Report any equipment-related safety issues to maintenance staff and, as appropriate, to the Safety Officer, Director of the Transit Division and/or Chief Safety Officer • Keep themselves educated and up to date as to industry developments and best practices in relation to safety and at all times provide leadership and supervision, and serve as a role model for drivers and other staff in relation to safety
Employee Safety Reporting Program <i>Describe the process and protections for employees to report safety conditions to senior management.</i>	

Describe employee behaviors that may result in disciplinary action (and therefore, are excluded from protection).

Conditions that protect a reporting employee from discipline or enforcement action:

The company maintains a “safety culture” as part of which Company employees are actively encouraged to report safety concerns. The Company does not retaliate or take adverse action against employees for doing so.

Employees are also given the opportunity to protect themselves by completing required pre-trip inspections, by completing the DVIR form and documenting any defects they may find, and by refraining from operating any vehicle that has safety defect or that is missing required safety equipment.

Employee behaviors that may result in disciplinary action (and therefore are excluded from protection)

The Company addresses employee behavior that is not consistent with the Company’s safety standards, the Company with a combination of retraining, counseling, and disciplinary measures.

The primary disciplinary tool is a point system, which is described below, and which applies to vehicle operators and to any person who operates a Company vehicle on public roadways in the course of their employment. No employee who accumulates seven (7) or more points in an eighteen month period or twelve (12) points in thirty six months may drive on behalf of the Company, in any capacity, and their employment will be terminated.

Listed below are the numbers of points each conviction or accident “costs”. Accidents will only include those determined to be preventable. All accidents will be evaluated by management and may result in termination of employment.

1. Accident in a Company vehicle with no personal injury and total damages of \$800 or less for all property and/or vehicles involved. 1 Point
2. Cell phone communication including Bluetooth communication is prohibited, violation of policy. 1 Point
3. Accidents in a Company vehicle with damages over \$800 for all property and/or vehicles involved. 2 Points
4. Conviction of a minor traffic violation, whether in Company or personal vehicle. A minor violation is any traffic citation you receive that does not qualify as a “Major Violation” as described below. Equipment citations are not considered moving violations. 1 Point
5. Speeding in a Company vehicle. 3 Points
6. Failure to close fuel cap resulting in fuel spill clean-up. 1 Point
7. Lost luggage resulting in payment of passenger claim by either Marin Airporter or insurance company. 1 Point

8. Accident as a result of driver negligence with serious injury and/or extremely high property damage. 7 Points

9. Conviction of a major violation (whether in Company or personal vehicle). 7 Points

A Major Violation includes but is not limited to:

- a) Driving while intoxicated or under the influence of alcohol or drugs;
- b) Failure to stop and report an accident;
- c) Homicide, manslaughter or assault arising out of the operation of a motor vehicle;
- d) Reckless driving;
- e) Possession of opened container of alcoholic beverages;
- f) Speed contest, drag racing or accident in a Company vehicle;
- g) Texting

10. Failure to immediately report an accident in a Company vehicle. 7 Points

11. Failure to immediately report any citation received for a major violation. 7 Points

Any employee who receives a citation for a major violation will be suspended from all driving duties until conviction or the citation is dismissed.

An employee whose driver's license is expired or suspended, or whose medical certificate is invalid shall be suspended without pay until the employee obtains a valid license or certificate.

Any accumulation of points within an eighteen (18) or thirty-six (36) month period will dictate the following action:

1, 2, or 3 points – A written warning, with an accumulation of total points as well as notice of necessary retraining.

4 or 5 points - Accumulated in eighteen (18) months will result in a three-day suspension with a written warning advising that 7 points in an eighteen-month period will result in termination as well as notification of retraining.

7 points - in eighteen (18) months - Termination

12 points - in thirty six (36) months - Termination

In situations involving more than one point allocation (i.e., accident with ticket), only the highest point charge will be used and will be cumulative.

Bus Operations

The Company contracts with Marin Transit for the operations and maintenance of a portion of Marin Transit's fixed route bus services. Under this arrangement, the Company provides bus storage, fueling, and bus maintenance at Company facilities. The Company is also responsible for recruiting and training bus operators.

Contract Requirements

Under its contract with Marin Transit (the “Contract”) the Company is required to develop and maintain a safety and security program that:

- Describes contractor procedures, training actions, and policies to assure a safe and secure environment for its passengers and employees;
- Identifies dedicated personnel for safety and security;
- Describes emergency planning and implementation activities; and
- Includes a safety and security reporting system.

These requirements are listed in Section 316 (Safety, Security and Emergency Management) of the Contract. The safety, security, and emergency management plan for the Company is included as an attachment to the Contract.

TransTrack

In addition to a safety and security program, the Contract includes reporting requirements (Section 501. Required Reports). Under the reporting requirements, the Company is to submit information to Marin Transit using the District’s TransTrack database program. TransTrack is a web-based data management system that can be accessed via any standard internet connection. The Company’s managers and transit supervisors have access to the system that captures required data for customer feedback, accidents and incidents, fleet preventive maintenance, and road call activity. Marin Transit has provided the Company with training materials designed to enable the accurate and timely collection of data in the system.

Under the Contract, the Company is obligated to provide the following safety information:

- **Daily Accident/Incident Reporting:** Relevant Company staff is to enter a daily accident/incident report directly into TransTrack within 24 hours of each accident/incident that occurs on a Marin Transit route. Any major accident involving injuries or significant damage to Marin Transit vehicles will be immediately reported through direct person-to-person contact. The Company uses a contact list to reach Marin Transit employees in the event of a major accident.
- **Daily Road Call/Missed Trip/Incident Report:** The Company must enter all road calls, missed trips, and incidents directly into the TransTrack system within 24 hours of the event. Significant missed trips and major incidents are reported to Marin Transit staff immediately via email.

Monthly Coordination Meetings

In addition to the use of TransTrack to capture safety information, Marin Transit staff meet monthly with management staff from the Company to review operations. This is an opportunity for Company staff to identify any safety issues in the field or on a bus. Customer feedback is also reviewed at these meetings and any related safety and training issue is discussed.

Marin Transit staff track these issues, and steps toward resolution, using a web-based project management tool, Trello. There are specific procedures to follow when the Company and Marin Transit staff identify a safety issue that is the responsibility of Marin Transit to mitigate. Marin Transit staff add a card to the Trello board and assign a Marin Transit owner to oversee the mitigation of the risk and communicate progress to the Company.

Driver Feedback

Marin Transit has installed “Driver Feedback” boxes in driver break rooms at the Company. Drivers are encouraged to provide feedback directly to Marin Transit staff using the provided cards. A driver may choose to identify him/her self by name or to provide an anonymous suggestion. The process functions as follows:

1. The driver completes the feedback form located next to the “Driver Feedback” box and places the form in the box.
2. A Marin Transit employee picks up the form at the regularly scheduled monthly coordination meeting
3. The Marin Transit operations team reviews suggestions quarterly.
4. If a driver reports a hazard or safety concern, the Operations Manager will add it to the Safety Risk Register for evaluation. Action items to mitigate the hazard are tracked as a card on the Trello board. The evaluation and any action items assigned to the Company are shared with the management team of the Company to review, address, and report on resolution to Marin Transit staff.

Contractor Specific Processes

The Safety, Security, and Emergency Management Plan that is attached to the Contract provides for employee reporting of accidents, environmental hazards, and equipment issues. In addition, the Company has procedures in place for the routine reporting of safety-related information, such as the Driver Vehicle Information Report (“DVIR”) forms that drivers are to complete as part of their pre-trip vehicle inspections. In addition to the DVIR forms, drivers are able to report any immediate safety issues directory to supervisors by radio or cellphone and are encouraged to do so. It is against Company policy for any driver to operate a bus or other Company vehicle when the bus or other vehicle has a defect making it unsafe to operate or is lacking any required safety equipment.

5. Safety Risk Management

Safety Risk Management Process

Describe the Safety Risk Management process, including:

- *Safety Hazard Identification: The methods or processes to identify hazards and consequences of the hazards.*
- *Safety Risk Assessment: The methods or processes to assess the safety risks associated with identified safety hazards.*
- *Safety Risk Mitigation: The methods or processes to identify mitigations or strategies necessary as a result of safety risk assessment.*

Safety Hazard Identification

The Company desires to identify and address hazards before they cause problems, and makes all reasonable and necessary efforts to do so. Processes and reporting tools are in place to assist with

identifying hazards. A hazard is defined as any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment. The Company relies on its managers, supervisors, and operating staff to identify and report hazards.

The Company has several systems, both formal and informal, by which employees identify and report safety hazards. Drivers carry out pre-trip inspections prior to each shift and complete DVIR forms which are, in turn, presented to the Director of Maintenance each day. If in the course of a pre-trip inspection a driver finds a safety issue that prevents operation of a bus, he/she will make a note of it on the DVIR and will also advise a Road Supervisor and/or the Director of Maintenance so that the bus can be taken out of service for repair and the driver can be provided with a replacement bus. Although we have sufficient back-up vehicles to ensure that missed service is rare, the Company's policy is that, if forced to choose, we will miss service rather than operate an unsafe vehicle in service.

Other staff who discover safety issues with vehicles or otherwise are encouraged to report such issues to their supervisors. In addition, our Road Supervisors are experienced drivers who have been trained to be alert to any safety issues as part of their supervisory duties.

Communication throughout our system is readily available, by bus radio, cellphone, or in-person conversation. Road supervisors regularly monitor operations in person, in the field.

If a hazard is identified through any of the established channels of communications, the Company will document the hazard and notify Marin Transit. The hazard information will be shared with Marin Transit's operations staff so that they are aware of the risk. Monitoring risk mitigation will be managed by Marin Transit's Operations Manager in the web-based project management tool, Trello, that District operations staff use daily to monitor task and project completion. See the Safety Management System workflow included as an attachment to this Bus Safety Plan.

Contractor Reporting Responsibility

Under its contract with Marin Transit (Section 501. Reporting) the Company is required to report a variety of operational data directly to the District's TransTrack database. Marin Transit staff have developed training materials and provide regular training to Company staff to ensure that they are comfortable with the database and are able to input accurate data. Marin Transit's operations staff monitor the submitted data at regular intervals. Operations staff use this data to identify hazards and subsequently initiate investigations to obtain data required to assess and mitigate the risk. The Company is required to report information regarding how it:

- Documents and responds to customer service inquiries assigned to the Company and documents responses within the system;
- Documents all daily service disruptions including the type of disruption, any impacts on service levels (adjustments to number of trips, changes in hours/miles), and any relevant description of the incident;
- Documents all relevant information for any accident or safety and security incident;
- Documents all relevant information for any road call or equipment failure that occurs during revenue service;
- Documents all vehicle maintenance issues including when vehicles are not available for service due to maintenance issues, reason for unavailability, and when released for service, etc.;

- Documents preventative maintenance by vehicle including type of service performed, mileage, etc. This report will match the Company's maintenance records. Marin Transit will audit these records on a random announced or unannounced basis;
- Enters end of year vehicle mileage; and
- Maintains an updated operator list.

In addition to required reporting, Marin Transit staff meet monthly with the Company to discuss the day-to-day operations. These meetings are an opportunity to share information and contractors and their staff are the eyes and ears for Marin Transit services. Marin Transit encourages the Company to report any hazardous conditions that its drivers, maintenance staff, and supervisors observe.

Safety Risk Assessment

Marin Transit and the Company will conduct a detailed analysis of each identified hazard. Marin Transit will request additional information from the Company. Staff will work with the Company's Chief Safety Officer and management to analyze the risk through a series of steps. They will document a complete description of the hazard and gather supporting documentation including photos and videos. In partnership with the Company, Marin Transit staff will develop a suggestion to resolve and eliminate or mitigate the hazard. If a hazard cannot be eliminated, the safety risk must be managed. We analyze this in terms of how likely it is to happen (probability or frequency) and how bad it could be (severity).

1. Risk Probability

The definition of risk probability is the likelihood that the consequence of the hazard might occur, considering the worst foreseeable - but credible - condition. In determining risk probability, safety management staff must include existing mitigations. The subjective measure is ranked as follows:

Likelihood of Occurrence of the Consequence		
<i>Qualitative Definition</i>	<i>Meaning</i>	<i>Value</i>
Frequent	Likely to Occur Frequently in the life of an item	A
Probable	Likely to Occur Several Times in the life of an item	B
Occasional	Likely to Occur Sometime in the life of an item	C
Remote	Very Unlikely to Occur in the life of an item	D
Improbable	Almost inconceivable that the event will occur in the life of an item	E

2. Risk Severity

Risk severity is the anticipated effect of a consequence of the hazard should it materialize. It is a subjective assessment of the damaging potential of the consequence of the hazard under the worst foreseeable – but credible – condition. In determining the severity of a risk, staff considers existing mitigations. Risk severity is categorized as follows:

Severity of the Consequence		
<i>Definition Category</i>	<i>Meaning</i>	<i>Value</i>
Catastrophic	Could result in one or more of the following: death, permanent	1

		total disability, irreversible significant environmental impact, or monetary loss equal to or exceeding \$10M.	
Critical		Could result in one or more of the following: permanent partial disability, injuries or occupational illness that may result in hospitalization of at least three personnel, reversible significant environmental impact, or monetary loss equal to or exceeding \$1M but less than \$10M.	2
Marginal		Could result in one or more of the following: injury or occupational illness resulting in one or more lost workday(s), reversible moderate environmental impact, or monetary loss equal to or exceeding \$100K but less than \$1M.	3
Negligible		Could result in one or more of the following: injury or occupational illness not resulting in a lost workday, minimal environmental impact, or monetary loss less than \$100K.	4

3. Risk Assessment Matrix

The Risk Assessment Matrix calculates the risk level based on the risk probability and risk severity analysis. The risk assessment enables the Company to evaluate the acceptability of the safety risk and prioritize safety risk mitigation efforts.

Risk Assessment Matrix				
Likelihood	Severity			
	1 (Catastrophic)	2 (Critical)	3 (Marginal)	4 (Negligible)
A (Frequent)	1A	2A	3A	4A
B (Probable)	1B	2B	3B	4B
C (Occasional)	1C	2C	3C	4C
D (Remote)	1D	2D	3D	4D
E (Improbable)	1E	2E	3E	4E

Risk Assessment Matrix Color Code	
<i>"Tolerability" based on identified severity and likelihood.</i>	
	Unacceptable under the existing circumstances.
	Acceptable based upon mitigations.

		Acceptable with senior management approval.

4. Risk Impact

Risk Impact describes the effects or consequences of the risk associated with the hazard.

Safety Risk Mitigation

To mitigate safety risks, the Company requires all drivers to participate in ongoing safety training, which consists of quarterly safety meetings and remedial training for any driver who requires it. In addition, the Safety Officer and the Road Supervisors monitor driver performance on an ongoing basis and offer informal feedback where needed. In terms of procedures designed to mitigate risk, the Company requires pre-trip inspections and DVIR forms, as described elsewhere in this Plan, and gives drivers an opportunity to comment and make suggestions, at safety meetings and otherwise in the ordinary course of their work, as to any safety concerns that they may have.

When Marin Transit staff or Company employees identify a hazard, District and Company staff will track the hazard in a Safety Risk Register log using the FTA template. The log describes the risk, the rating of the risk, and the actions that staff will take to address it. Staff will monitor and manage risk mitigation in the Trello web-based project management tool that the Marin Transit operations department uses daily to monitor task and project completion.

The hazard will be rated with an “as reported” risk assessment ranking. Safety management staff will conduct a re-evaluation after implementing an appropriate mitigation strategy. Re-evaluation will be conducted after an agreed upon period of time to monitor the mitigation strategy. During the re-evaluation, each action of the mitigation strategy will be evaluated to determine if it should be continued, modified, or discontinued. Staff will use the Safety Risk Register to identify next steps and actions to be taken. Completion of new action items will be monitored in the project management tool, Trello.

6. Safety Assurance

Safety Performance Monitoring and Measurement

Describe activities to monitor the system for compliance with procedures for operations and maintenance.

The Company carries out regular and ongoing spot-checks to ensure that staff are following risk mitigation procedures. These checks include in-person inspections of pre-trip procedures and in-service operations, as well as the use of video footage from the continuous recording devices on each revenue vehicle.

In addition, the Company carries out regular check rides for each driver, with the observer completing a checklist that is then acknowledged and signed by the driver. The check ride gives supervisory staff an opportunity to identify any poor driving habits or other safety issues that may arise in the course of a driver’s operation of a vehicle, and to discuss corrective action with the driver.

Via its insurance carrier, the Company carries out a detailed annual inspection with the assistance of a

nationally-recognized bus transportation safety consultant. This inspection is intended both to identify opportunities for improvement as well as any trends that may call for remedial or other action. As a general matter, these consultants have recognized the Company's approach to safety as outstanding, but equally the Company recognizes that there is no room for complacency when it comes to maintaining a safety culture.

The Company is also subject to annual terminal and vehicle inspections by the California Highway Patrol, and to routine inspections by its other regulators. These inspections are also, in part, intended to identify any safety compliance issues within the Company.

In addition, the Company is required to hold regular safety meetings with its bus operators. The Company holds quarterly safety meetings at which drivers are briefed on various safety topics and given an opportunity to comment on any safety concerns that they may have or situations that they may have observed. The Company keeps records as to driver attendance at the quarterly safety meetings, and makes alternative briefings available for drivers who are unable to attend the scheduled quarterly meetings.

Marin Transit uses the TransTrack database to monitor contractor safety performance. The Company's contract with Marin Transit includes reporting requirements. The Company submits required reporting information to Marin Transit using TransTrack (Section 501. Reporting). Staff can access the TransTrack system via any standard internet connection. All Marin Transit employees have access and TransTrack captures required data on customer feedback, accidents and incidents, fleet preventive maintenance, and road call activity. The Company is contractually obligated to provide the following safety information:

- Daily Accident/Incident Reporting: A daily accident/incident report entry will be placed directly into TransTrack within twenty-four hours of each accident/incident occurring on a Marin Transit route. Any major accident involving injuries or significant damage to Marin Transit vehicles will be immediately reported through direct person-to-person contact. The Company has a list of Marin Transit employees to contact in the event of a major accident.
- Daily Road Call/Missed Trip/Incident Report: Road calls, missed trips, and incidents will be input directly in the TransTrack system within 24 hours of the event. Missed trips and major incidents will be reported to Marin Transit staff immediately via email.

Marin Transit observes trends that indicate that any of its contractors is not performing. For example, if there is an increase in accidents or road calls Marin Transit will issue a formal letter to the contractor notifying them of non-compliance with the contract. Marin Transit may also seek liquidated damages as allowed under the contract when a contractor is out of compliance.

Marin Transit works closely with contractors to improve performance and to ensure safe and reliable transit services.

Describe activities to monitor operations to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended.

The Company continually evaluates its safety systems with a view to refining and optimizing them. If we find a particular procedure to be ineffective or susceptible to improvement, we will make the necessary changes.

The Company achieves this mainly by way of internal management discussion. There is a high degree of internal communication, both formal and informal, between the various members of the Company's

management team that are charged with safety-specific responsibilities. Our focus is on achieving good outcomes, and we will not hesitate to redesign procedures where needed to achieve that objective.

The Safety Officer and the Road Supervisors have particular responsibility to identify any shortcomings in the day to day compliance with safety procedures. In the event that a driver is found, by a combination of routine observation and the check ride system, to be consistently engaging in unsafe driving behaviors, the Company will take remedial action which ordinarily would consist of one or more days of remedial training in a non-revenue, one-on-one setting.

The Company also analyses video footage, telemetry, and other available evidence relating to any collision or other operating incident, and where appropriate provides additional training and/or disciplinary action (as described above in this Plan).

Marin Transit and the Company staff will conduct monitoring to identify safety risk mitigations that may be ineffective, inappropriate or were not implemented as intended. Monitoring may include safety audits, maintenance audits of District-owned vehicles, and site visits to bus stops that have had safety improvements to assess effectiveness. In the event of any concerns, Marin Transit will work with the Company's Chief Safety Officer to identify the root cause of the failure, address the issue, and implement appropriate solutions.

Marin Transit Operations staff will use the Trello project management tool to monitor the Company's progress in addressing any such issues.

Describe activities to conduct investigations of safety events to identify causal factors.

The Company carries out an internal investigation of each safety event, which will, as appropriate, involve meetings with drivers, passenger feedback, review of video recordings and telemetry information, and reports to the Company's insurers. The review will also involve an allocation of responsibility and, where appropriate, the instigation of remedial training and/or disciplinary measures in accordance with the Company's employee handbook and other policies.

Via its insurance arrangements, the Company had access to nationally-recognized passenger transportation safety consultants, and frequently reviews safety related issues and concerns, as well as the latest developments in industry-wide safety standards, with such consultants.

In addition, the Company will participate in Marin Transit's process for conducting investigations for safety events to identify causal factors, which is as follows:

1. The Company or a public safety officer notifies Marin Transit Operations staff of the safety event.
2. Marin Transit Operations staff request video of the event from the Company, as well as a written report from the Safety Officer.
3. Marin Transit Operations staff review the submitted materials.
4. Marin Transit Operations staff meet with the Company to discuss the event, determine the root cause, and identify next steps. This information is documented in the Safety Risk Register.
5. Marin Transit Operations staff create a card in Trello to track Company due dates and deliverables and confirm that next steps are completed.
6. Once all action items are completed, the card is closed, and the review is completed.

See the activity flow diagram attached to this document for details on the use of various tools in the Safety Management System to monitor and conduct investigations and to mitigate risks.

<i>Describe activities to monitor information reported through internal safety reporting programs.</i>
The Company monitors safety with a combination of electronic tools and in-person, on the ground observation. Road supervisors regularly interact with drivers, and all drivers are encouraged to report any safety concerns immediately to supervisors or other management personnel. The Company has, over the years, fostered a “safety culture” wherein safety is the responsibility of every employee at every level, and safety concerns are taken seriously throughout the organization. The Company’s Safety Officer keeps records of all safety-related incidents, which include both written reports, pictures, and video recordings. Via our insurance carrier, we also maintain an ongoing file of loss runs, as well as compilations of data that help us to identify any ongoing or recurring safety issues and/or concerns. Marin Transit Operations staff monitor information reported through safety reporting programs via the Trello web-based project management tool. If an event occurs that requires review, response, and contractor resolution, Marin Transit assigns an owner to the Trello card. The owner is responsible for following up with the relevant contractor to ensure that they took the proper steps to mitigate the safety risk and to collect any supporting documentation. See the activity flow diagram attached to this document for details on the use of various tools in the Safety Management System to monitor to conduct investigations and mitigate risks.

7. Safety Promotion

Competencies and Training <i>Describe the safety training program for all agency employees and contractors directly responsible for safety.</i>
Company Employees - General All Company employees are given an Employee Handbook when they join the Company, which includes detailed information relating to safety, as well as measures relating to safety incidents. Each new employee also undergoes an extensive on-boarding procedure, which for bus operators and other personnel with safety-sensitive jobs includes general safety presentations and training materials specifically relating to the equipment that the Company operates. The Company’s required training program under its contract with Marin Transit Per the Contract (Section 202, personnel performance standards and requirements), the Company is responsible for requiring that all employees complete their Training Program. The Company is responsible for implementing all aspects of this Training Program throughout the term of the Contract. Training shall include courses and instruction in all aspects of the operation and maintenance of services under the Contract. Any material changes to Company’s Training Program require Marin Transit’s prior written approval. Training must include:

1. **ADA Sensitivity Training.** The Company shall require vehicle operators, dispatch personnel, schedulers, public contact personnel, and supervisory employees to complete ADA sensitivity training to better prepare those employees to address situations relating to the physical and cognitive disabilities of passengers. This training should give particular emphasis to situations that may arise in working with clients who experience cognitive or psychiatric impairments.
2. **Drug and Alcohol.** The Company shall require that all safety-sensitive employees, as defined by the FTA, complete drug and alcohol training in accordance with 49 CFR Part 655. In addition, the Company shall provide a Drug and Alcohol Program Manager who has been trained, through an FTA-approved Drug and Alcohol Program Management course, within ninety (90) Days after Contract award, or as soon thereafter as practical, based on course availability.
3. **Required Safety and Security Training.** The Company shall provide the following safety and security training, including annual refresher training, maintained in a separate employee file:
 - a. Emergency Response training for all employees.
 - b. National Incident Management System (NIMS) training and Incident Command System (ICS) training for CONTRACTOR operations and safety managers as specified in Section 316B(a).
 - c. Training in Marin Transit and contractor policies, procedures, and protocols, including safety, security and incident response plans for all employees, position appropriate.
 - d. OSHA-required training (i.e., Occupational Safety and Health Training, Personal Protective Equipment, Drug-Free Workplace, Lock Out Tag Out, Confined Spaces, Hazardous Communications, etc.).
 - e. **Timing of Training.** The Company shall implement its Training Program in a way that will assure that vehicle operator training is not conducted during peak service hour periods at the expense of providing on-time Revenue Service.
 - f. **Costs of Training.** The Company acknowledges and agrees that all costs of training required for the Contract are included in its Service Hour Rate, including the cost of training associated with any new Revenue Vehicles.
 - g. **Post Training Testing Program.** The Company shall, on a regular basis throughout the term of the Contract, conduct the post-training testing program developed by the Company to ensure that the information provided during training was understood and absorbed by the employees. Any employee who receives a failing grade will be required to receive additional training and testing until that employee receives a passing grade. Until the employee receives a passing grade, the Company shall not permit that employee to perform any function that could jeopardize the safety of Marin Transit or Marin Transit's customers.

Safety Communication

Describe processes and activities to communicate safety and safety performance information throughout the organization.

As indicated above, the Company holds quarterly safety meetings at which the Company updates employees as to safety concerns in a formal, organized manner. In addition, as part of the Company's "safety culture" there is an ongoing and continuous safety dialogue among employees, in which all

personnel are encouraged to speak up and inform their supervisors or other management of any safety concerns they may have or potential safety issues they may have identified.

The Company keeps records of attendance at all regular safety meetings, and documents all safety-related incidents.

Marin Transit staff monitor the Company's safety training and information program through monthly coordination meetings with the Company. Safety is a standing item on the meeting agenda.

Additional Information

Supporting Documentation

Include or reference documentation used to implement and carry out the Safety Plan that are not included elsewhere in this Plan.

1. Marin Airporter Employee Handbook.
2. Fixed Route Service Package 1 Operations and Maintenance Contract between Marin County Transit District and Marin Airporter (effective 7/1/2018)

Definitions of Special Terms Used in the Safety Plan

- **Accident** means an Event that involves any of the following: A loss of life; a report of a serious injury to a person; a collision of public transportation vehicles; a runaway train; an evacuation for life safety reasons; or any derailment of a rail transit vehicle, at any location, at any time, whatever the cause.
- **Accountable Executive** means a single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a public transportation agency; responsibility for carrying out the agency's Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the agency's Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. 5329(d), and the agency's Transit Asset Management Plan, in accordance with 49 U.S.C. 5326.
- **Event** means any Accident, Incident, or Occurrence.
- **Hazard** means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.
- **Incident** means an event that involves any of the following: a personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency.
- **Investigation** means the process of determining the causal and contributing factors of an accident, incident, or hazard, for the purpose of preventing recurrence and mitigating risk.

- **National Public Transportation Safety Plan** means the plan to improve the safety of all public transportation systems that receive Federal financial assistance under 49 U.S.C. Chapter 53.
- **Occurrence** means an Event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency.
- **Operator** of a public transportation system means a provider of public transportation as defined under 49 U.S.C. 5302.
- **Performance measure** means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.
- **Performance target** means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the FTA.
- **Public Transportation Agency Safety Plan** (or Agency Safety Plan) means the documented comprehensive Agency Safety Plan for a transit agency that is required by 49 U.S.C. 5329 and Part 673.
- **Risk** means the composite of predicted severity and likelihood of the potential effect of a hazard.
- **Risk mitigation** means a method or methods to eliminate or reduce the effects of hazards.
- **Safety Assurance** means processes within a transit agency's Safety Management System that function to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.
- **Safety Management Policy** means a transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of its employees in regard to safety.
- **Safety Management System** means the formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards.
- **Safety performance target** means a performance target related to safety management activities.
- **Safety Promotion** means a combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.
- **Safety risk assessment** means the formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risks.
- **Safety Risk Management** means a process within a transit agency's Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating safety risk.
- **Serious injury** means any injury which: (1) Requires hospitalization for more than 48 hours, commencing within 7 days from the date when the injury was received; (2) Results in a fracture of any bone (except simple fractures of fingers, toes, or

noses); (3) Causes severe hemorrhages, nerve, muscle, or tendon damage; (4) Involves any internal organ; or (5) Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.

- **Transit agency** means an operator of a public transportation system.
- **Transit Asset Management Plan** means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR Part 625.
- **TransTrack** means a web-based database system for data collection and reporting
- **Trello** means a web-based project management system

List of Acronyms Used in the Safety Plan

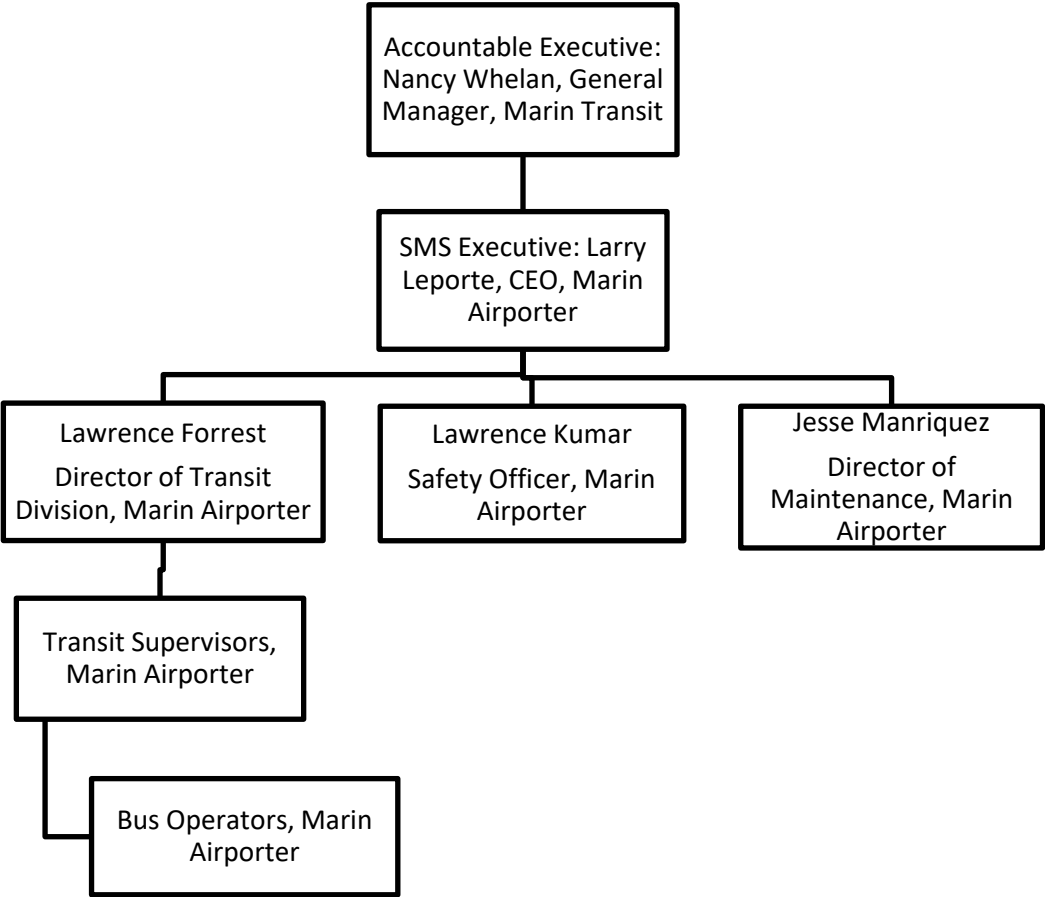
Acronym	Word or Phrase
Caltrans	California Department of Transportation
FTA	Federal Transit Administration
GM	General Manager
MTC	Metropolitan Transportation Commission
NTD	National Transit Database
OSHA	Occupational Safety and Health Administration
SMS	Safety Management System

Attachments

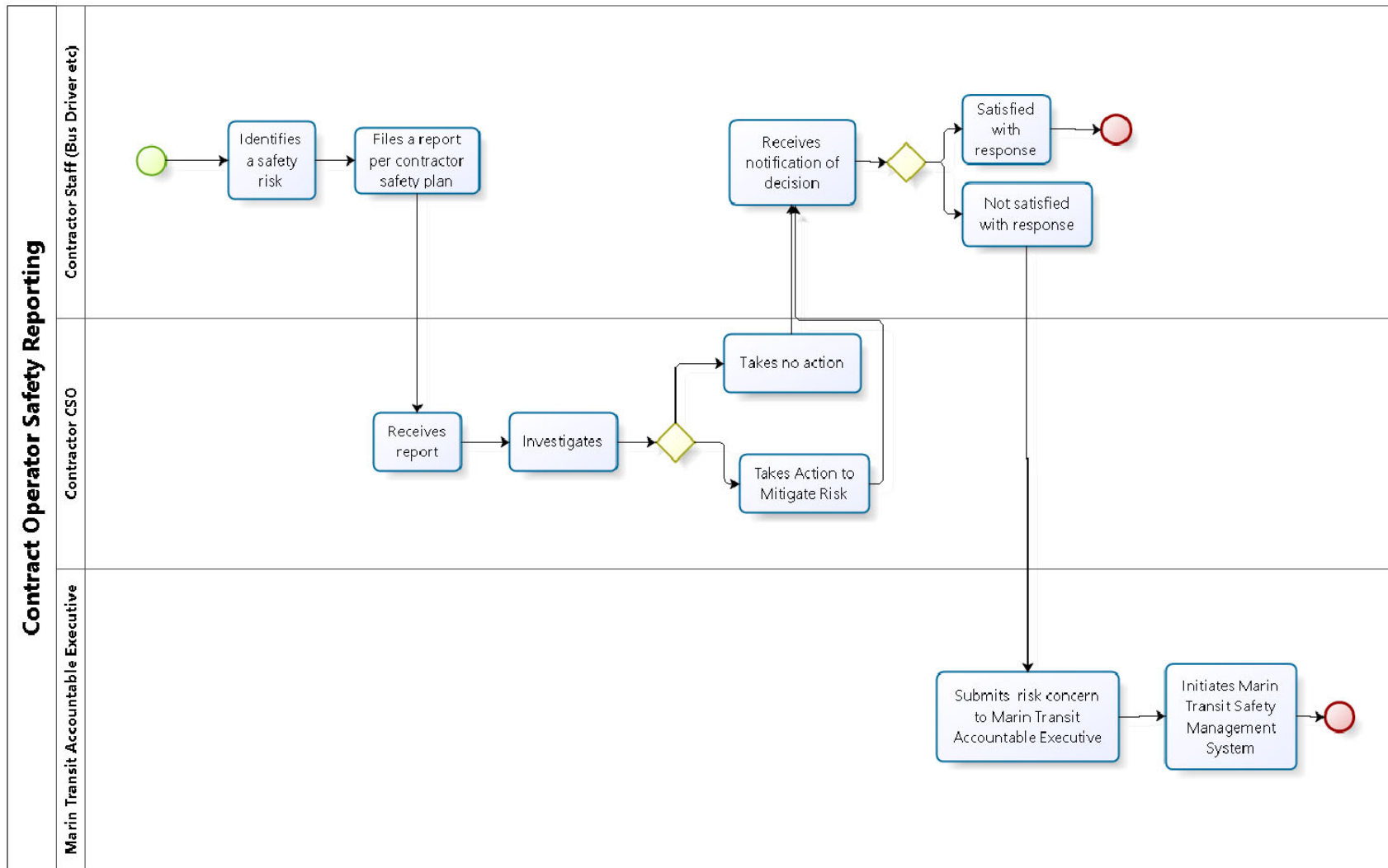
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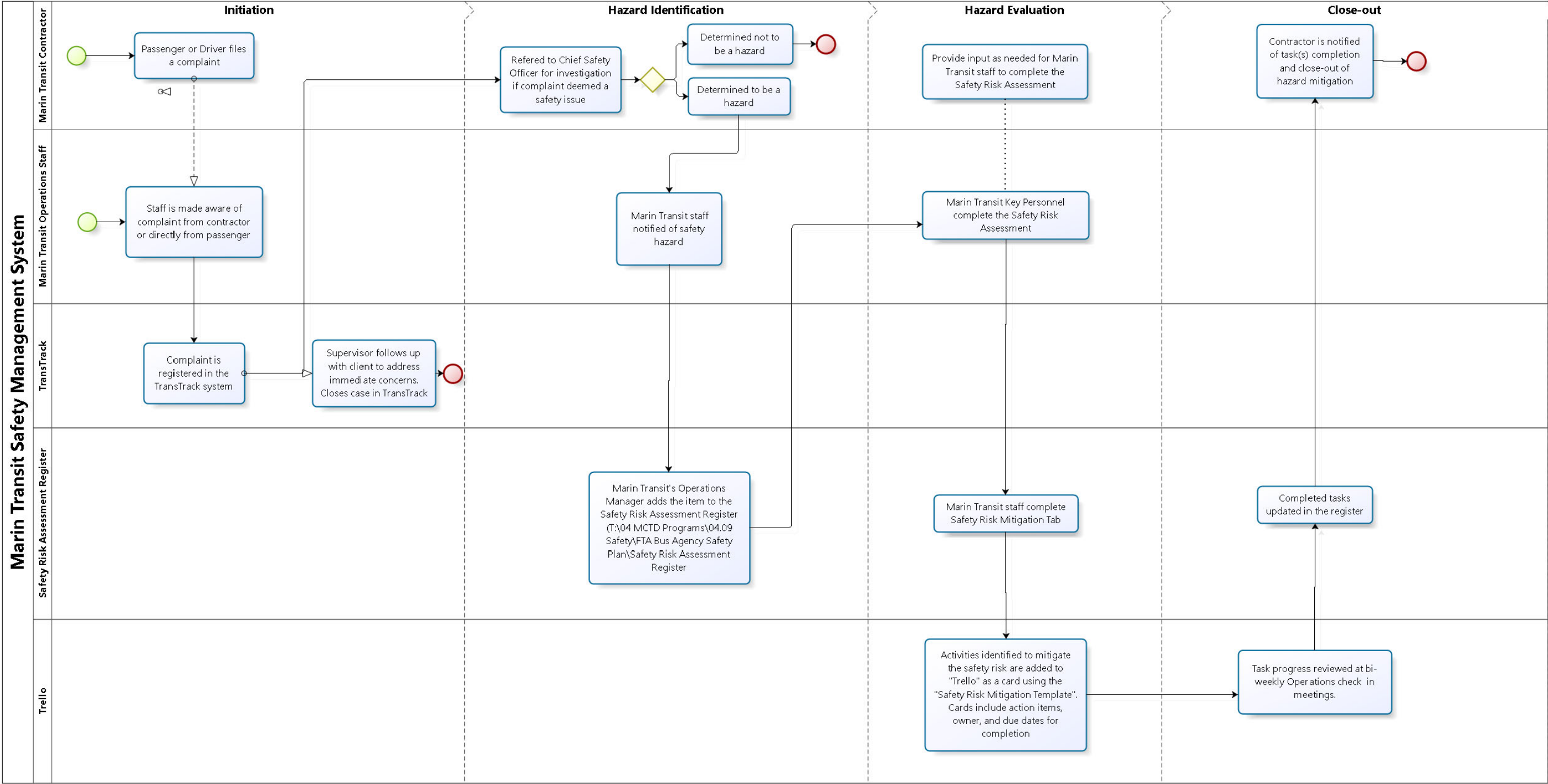
- A. Organizational Reporting Chart
- B. Safety Management System Flow Diagrams
- C. Safety Risk Register Log

Attachment A. Organizational Reporting Chart



Attachment B. Safety Management System Flow Diagrams





Attachment C. Safety Risk Register Log

Sample Safety Risk Assessment Register

Identification						Initial Safety Risk Rating			Further Mitigation Action	Revised Safety Risk Index		Mitigation Owner and Implementation Date			
Hazard	Hazard Type	Identification Date	Identification Source	Analysis Date	Worst Possible, Worst Credible, or Most Common Potential Consequence(s)	Existing Mitigation(s)	Severity of Consequences	Likelihood of Consequences	Safety Risk Index	Further Mitigation Action	Revised Safety Risk Index	Revised Safety Risk Index Date	Department Responsible for Mitigation	Estimated Implementation Date	Contact Person
Buses misaligned over pits.	Technical - Maintenance	Date	Employee safety reporting	Date	Bus falling into pit resulting in worker fatality.	1. Training in aligning the bus properly over pit. 2. SOP and rule book provided with training.	1 (Catastrophic)	C (Occasional)	1C (Unacceptable under the existing circumstances)	1. Revise SOP and Rulebook to require a second worker to watch and signal for bus placement. 2. Establish speed restrictions moving in and out of shop. 3. Stripe lines around pits with high visibility fluorescent paint. 4. Revise SOPs to ensure pit is not occupied during bus movements over pit. 5. Install bus tire guides on pit edge.	1D (Acceptable based upon mitigations)	Date	Bus Vehicle Maintenance	Date	Name
Near side bus stop in Blue Route at the intersection of First and Main.	Technical - Operational	Date	Inspection report	Date	Car turning right in front and colliding with the bus as the bus pulls out of the stop.	1. Operator training. 2. SOP and rule book provided with training.	2 (Critical)	B (Probable)	2B (Unacceptable under the existing circumstances)	1. Issue alert bulletin to Blue Line operators. 2. Install an alerting signal at the bus stop.	2C (Acceptable based upon mitigations)	Date	Operations	Date	Name
Placement of XYZ model buses inspection panels.	Technical - Design	Date	Employee safety reporting	Date	Inspection panels in XYZ model buses difficult to access by maintenance personnel.	1.Maintenance training. 2. SOP and rule book provided with training.	3 (Negligible)	B (Probable)	3B (Acceptable based upon mitigations)	N/A	N/A	N/A	N/A	N/A	N/A

Sample Safety Risk Mitigation Register

Potential Consequence(s)		Safety Performance Monitoring		Timeframe and Mitigation(s) to be Implemented		Mitigation Monitoring Activities and Responsible Department	
Worst Possible, Worst Credible, or Most Common Potential Consequence(s)	Safety Performance Indicator (SPI)	SPI Value	Safety Performance Target	Timeframe	Mitigations	Monitoring Means	Department Responsible for Monitoring Mitigation Effectiveness
Bus falling into pit resulting in worker fatality.	Bus alignment over pit.	[Number] events of bus misalignment over pit per [time unit].	Reduce the number events of bus misalignment over pit per [time unit] by [%] by [date].	180 days	1. Revised SOP and Rulebook to require a second worker to watch and signal for bus placement.	1. Employee safety reporting.	Safety Department
				180 days	2. Establish speed restrictions moving in and out of shop.	2. Inspections.	Safety Department
						3. Workplace observations.	Safety Department
						1. Employee safety reporting.	Safety Department
				180 days	4. Revise SOPs to ensure pit is not occupied during bus movements over pit.	2. Inspections.	Safety Department
Car turning right in front and colliding with the bus as the bus pulls out of the stop.	Bus pulling of the stop while a car turns in front.	[Number] events of bus pulling of the stop while a car turns in front per [time unit].	Reduce the number events of bus pulling of the stop while a car turn in front per [time unit] by [%] by [date].	180 days	5. Install bus tire guides on pit edge.	3. Workplace observations.	Safety Department
				120 days	1. Issue alert bulletin to Blue Line operators.	1. Inspections.	Safety Department
						1. Employee safety reporting.	Safety Department
						2. Workplace observations.	Safety Department
				120 days	2. Install an alerting signal at the bus stop.	1. Inspections.	Safety Department
Inspection panels in XYZ model buses difficult to access by maintenance personnel.	N/A	N/A	N/A	N/A	N/A	2. Employee safety reporting.	Safety Department
						N/A	N/A



MV TRANSPORTATION, INC.

Safety Policy Manual



We provide freedom.™



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Commitment to Safety

Providing the highest level of safety for all MV Transportation employees, passengers, and the communities we serve is our core operating value. Safety is at the forefront of delivering the *Best Customer Experience* and is the first of our key components of successful performance.

Doing work safely must be the foundation of all operational activities. Safety standards will never be compromised, subordinated or diminished by any other goal. Safety is the process that drives all functions and activities and is at the center of everything we do at MV Transportation.

MV Transportation is committed to being the safest organization possible and is committed to an incident and injury free workplace and security excellence. We will review and continually improve our practices to continuously drive improvements in safety, health, environmental, and security performance.

Accountability is fundamental to our mission. Every individual at MV is responsible for working and acting safely and embracing safety as a lifestyle. Compliance with this Commitment, applicable laws, and other requirements is the responsibility of every employee and contractor acting on our behalf.

Safety leadership is a core responsibility of management and is the company's most important management value. Managers at all levels will set the standard in our industry, from the Chief Executive Officer to the first-level supervisor.

Every employee is responsible to:

- Promote and maintain a safe work environment for all personnel and our passengers.
- Act consistently to influence safe behaviors and eliminate unsafe behaviors, actions and decisions.
- Go above and beyond the minimum safety standards of his / her job.
- Directly participate in all aspects of our safety program.
- Abide by all applicable safety rules and regulations.
- Work with management to decrease our exposure to risk.
- Immediately report all incidents/accidents and hazards.
- Complete all assigned safety training programs to continuously enhance safety skillset.
- Intervene in an activity if it is observed that its being conducted with an unacceptable level of risk.
- Encourage and reinforce the safe behaviors of others.
- Resolve circumstances responsibly that require corrective action.
- Insist upon an unwavering commitment to safety.

MV leadership is committed to supporting this statement with the resources and accountability necessary to achieve safety excellence.

Tom Egan
Chief Executive Officer

Mark Collins
President and Chief Operating Officer

MV TRANSPORTATION, INC. CORPORATE POLICY STATEMENT

General policies of MV Transportation, Inc. are issued from time to time and are designed to provide general guidance to company managers in the conduct of the business. Policies may, from time to time, become dated or may no longer apply. In the event of questions, the policy should be referred to the General Counsel for interpretation. In the event a policy conflicts with the law, regulation or the terms of a contract with a customer, the policy will be subordinate to such law, regulation or contract term. Policies are only effective on the written approval of the Chief Executive Officer.

Safety Policy S-1 INCIDENTS - DETERMINING PREVENTABILITY

SCOPE: This policy affects all employees who operate Company vehicles or perform work on behalf of the company.

PURPOSE: The purpose of this policy is to provide a standard to evaluate each incident according to our Defensive Driving or Safe Work Standards so that errors made in either driver performance or safe work practices will be recognized and corrected during retraining.

POLICY: It is the policy of this Company that each incident be evaluated on an individual, objective basis using the guidelines outlined here. MV Transportation, Inc. adheres to a very strict interpretation of the definitions of preventability and defensive driving. Realistically speaking, most incidents can be prevented by our drivers/employees through diligent application of our driving standards and safe work practices. MV drivers and employees are held to a high standard of care by the law and Company practice.

1.1 Definition of Preventable Incident – an incident where the driver could have, but failed, to properly identify an incident- producing situation soon enough to take reasonable and prudent action to avoid a collision or an injury.

2.2 Definition of Defensive Driving - to drive in such a manner as to identify incident-producing situations soon enough to take reasonable and prudent action to avoid a collision. This is the MV Standard of Safe Driving Performance

WORKPLACE INCIDENTS

The following considerations apply to workplace incidents that cause (or could have caused) injury to either the employee or bystanders/other persons.

Considerations

Unsafe Acts: - Unauthorized operation of equipment - Unauthorized performance of a job or task - Running - Horse Play - Not following established procedures - Bypassing or failure to use safety devices - Not using protective equipment - Under influence of drugs or alcohol	Unsafe Conditions: - Ergonomic hazards - Environmental hazards - Inadequate housekeeping - Blocked walkways - Improper or damaged Personal Protective Equipment (PPE) - Inadequate machine guarding - Inadequate maintenance of machines or tools
Non-preventable if: Mechanical defect in a machine or tool which could not have been detected or foreseen by the operating employee or through routine maintenance.	Preventable if: - Incident or injury can be attributed to an unsafe act or unsafe condition. - Employee performed a job or task for which he/she was either not trained or inadequately trained (would be a failure in the supervisory/training process). - Incident or injury occurred due to employee's failure to use (or improper use of) personal protective equipment. - Incident or injury occurred due to employee's use or attempted use of a vehicle, machine or tool that he/she knew was defective. - Employee's abuse of a machine or tool was such that it rendered the tool or machine defective.

VEHICLE INCIDENTS

A. Struck in Rear by Other Vehicle:

<u>Non-Preventable if:</u> • Driver's vehicle was legally and properly parked. • Driver was proceeding in his own lane of traffic at a safe and lawful speed. • Driver was stopped in traffic due to existing conditions or was stopped in compliance with traffic sign or signal or the directions of a police officer or other person legitimately controlling traffic. • Driver was in proper lane waiting to make turn.	<u>Preventable if:</u> • Driver was passing slower traffic near an intersection and had to make sudden stop. • Driver made sudden stop to park, load, or unload. • Driver rolled back into vehicle behind while starting on grade. • Driver made sudden stop to avoid striking other vehicle in the rear.

B. Struck While Parked: Non-Preventable if:

- Driver was properly parked in a location where parking was permitted.
- Vehicle was protected by emergency warning devices as required by DOT and state regulations or if driver was in the process of setting out or retrieving signals. These provisions shall apply to the use of the turn signals as emergency warning lights under DOT regulations.

C. Incidents at Intersections: Preventable if:

- Driver failed to control speed so that he could stop within available clear sight distance.
- Driver failed to check cross-traffic and wait for it to clear before entering intersection.
- Driver pulled out from side street in the face of oncoming traffic.
- Driver collided with person, vehicle, or object while making right or left turn.
- Driver collided with vehicle making turn in front of him.

D. Striking Other Vehicle in Rear: Preventable if:

- Driver failed to maintain safe following distance and have his vehicle under control.
- Driver failed to keep track of traffic conditions and note slowdowns.
- Driver failed to ascertain whether vehicle ahead was moving slowly, stopped, or slowing down for any reason.
- Driver misjudged rate of overtaking.
- Driver came too close before pulling out to pass.
- Driver failed to wait for car ahead to move into the clear before starting to move.
- Driver failed to leave sufficient room for passing vehicle to get safely back in line.
- Driver was over-driving his vision.

E. Sideswipe and Head-on Collisions: Preventable if:

- Driver was not entirely in his proper lane of travel.
- Driver did not pull to his right and slow down and stop for vehicle encroaching on his lane of travel when such action could have been taken without additional danger. (Buses with passengers should not run off the road.)

F. Squeeze Plays and Blackouts: Preventable if:

- Driver failed to yield right-of-way when necessary to avoid an accident.
- Driver failed to properly position vehicle in preparation for the turn

G. Backing Incidents: Preventable if:

- Driver backed up when backing could have been avoided by better planning of his route.
- Driver backed into traffic stream when such backing could have been avoided.
- Driver failed to get out of vehicle and check proposed path of backward travel.
- Driver failed to get out of vehicle periodically and recheck conditions when backing a long distance.
- Driver failed to sound horn and turn on 4-way flashers prior to and while backing.

H. Incidents Involving Rail-Operated Vehicles: Preventable if:

- Driver attempted to cross tracks directly ahead of train or streetcar.
- Driver ran into side of train or streetcar.
- Driver stopped or parked on or too close to tracks.
- Driver disregarded warning lights or devices.
- Driver failed to stop at crossing as required by regulations.

I. Incidents While Passing: Preventable if:

- Driver passed where view of road ahead was obstructed by hill, curve, vegetation, traffic, adverse weather conditions, etc.
- Driver attempted to pass in the face of closely approaching traffic.
- Driver failed to warn driver of vehicle being passed (e.g. horn, and/or turn signal indicators).
- Driver failed to signal change of lanes.
- Driver pulled out in front of other traffic over-taking from rear.
- Driver cut-in short returning to lane of travel.

J. Incidents While Being Passed: Preventable if:

- Driver failed to stay in his own lane and hold speed or reduce it to permit safe passing.

K. Incidents While Entering Traffic Stream: Preventable if:

- Driver failed to signal when pulling out from curb.
- Driver failed to check traffic before pulling out from curb.
- Driver failed to look back to check traffic if he was in position where mirrors did not show traffic conditions.
- Driver attempted to pull out in a manner that forced other vehicle(s) to change speed or direction.
- Driver failed to make full stop before entering from side street, alley or driveway.
- Driver failed to make full stop before crossing sidewalk.
- Driver failed to yield right-of-way to approaching traffic.

L. Pedestrian Incidents: Preventable if:

- Driver did not reduce speed in area of heavy pedestrian traffic.
- Driver was not prepared to stop.
- Driver failed to yield right-of-way to pedestrian.

M. Mechanical Defects Incidents: Preventable if:

- Defect was of a type which driver should have detected in making pre-trip or enroute inspection of vehicle.
- Defect was of a type which driver should have detected during the normal operation of the vehicle.
- Defect was caused by driver's abusive handling of the vehicle.

N. All Types of Incidents: Preventable if:

- Driver was not operating at a speed consistent with the existing conditions of road, weather and traffic.
- Driver failed to control speed so that he could stop within assured clear distance.
- Driver misjudged available clearance.

- Driver failed to yield right-of-way to avoid accident.
- Driver failed to accurately observe and recognize potentially existing hazardous conditions or events that could produce an accident.
- Driver was in violation of Company operating rules or special instruction, the regulations of any federal or state regulatory agency, or any applicable traffic laws or ordinances.

Date Filed / Revision Date	Description of Change
10/2019	Updated format.



MV TRANSPORTATION, INC. CORPORATE POLICY STATEMENT

General policies of MV Transportation, Inc. are issued from time to time and are designed to provide general guidance to company managers in the conduct of the business. Policies may, from time to time, become dated or may no longer apply. In the event of questions, the policy should be referred to the General Counsel for interpretation. In the event a policy conflicts with the law, regulation or the terms of a contract with a customer, the policy will be subordinate to such law, regulation or contract term. Policies are only effective on the written approval of the Chief Executive Officer.

Safety Policy S-2

BLOODBORNE PATHOGENS AND OTHER INFECTIOUS AGENTS EXPOSURE CONTROL PLAN

SCOPE: The Bloodborne Pathogens standard applies to all workers who have the potential of becoming exposed to blood or other body fluids as a routine part of their assigned jobs, such as healthcare workers, law enforcement officers, firefighters, jailers, funeral homes employees, workers at uncontrolled hazardous waste remediation sites, and designated first aid responders (must have a certificate of training). In regard to MV Transportation, Inc. (MVT), this policy applies to all MVT employees and contractors on two levels:

- 1) Those with a reasonable expectation of occupational exposure as a routine part of their assigned jobs, such as those occupations mentioned in the above paragraph, for whom contact with human body fluids occurs as a result of their daily functions / operations.
- 2) All MVT employees are considered to have little chance of occupational exposure. "Good Samaritans" acts performed by undesignated individuals are not covered by the standard, but undesignated first aid responders (such as drivers, road supervisors, office personnel, and all levels of management), need to know exposure controls anyway, to protect themselves if they voluntarily respond in the event of an emergency either on or off the job or are involved in an incident.

In case of emergencies/incidents, all MVT employees should avoid personal involvement and first-hand exposure whenever possible, by calling appropriate health or law enforcement personnel (911) instead. If they do become exposed to bloodborne pathogens, they will be offered the "Hepatitis-B" vaccine no later than 24 hours after the exposure, as per OSHA requirements (See the "Hepatitis B Vaccine" section of this policy).

NOTE: All employees will have training in handling people and incidents involving body fluids from which, by definition, there is any chance of becoming infected with HIV (AIDS virus) or HBV (hepatitis B).

PURPOSE: The guidelines in this policy are designed to control exposure to bloodborne pathogens or infectious agents which might normally occur in the event of an incident involving extensive bleeding or release of other body fluids and constitutes MV Transportation's Exposure Control Cleanup Plan, as specified in 29 CFR 1910.1030, Bloodborne Pathogens.

POLICY: It is the policy of this Company to limit exposure to body fluids to employees and contractors. All employees who could potentially have contact with the body fluids of others will be trained in identifying Bloodborne Pathogen Hazards and preventing exposure to such hazard, as well as in handling clean-up of spills as required. Training will be provided by safety supervisors with guidance from Corporate Safety.

It is further the policy of this Company to be in full compliance with OSHA standard 1910.1030.

RESPONSIBILITY:

It is the responsibility of all Supervisors and Managers to ensure their respective areas of responsibility and/or locations are in compliance with this policy.

PROCEDURES:

Training: Training for all employees will be conducted prior to initial assignment to tasks where incidental occupational exposure may occur.

Training for employees, via video presentation, handouts, and policy manual, will include the following with an explanation of:

1. The OSHA standard for Bloodborne Pathogens.
2. Modes of transmission of bloodborne pathogens.
3. This Exposure Control Plan, (i.e. points of the plan, lines of responsibility, how the plan will be implemented, etc.).
4. Procedures which might cause exposure to blood or other potentially infectious materials at Company locations.
5. Control methods which will be used at locations to control exposure to blood or other potentially infectious materials (via use of record- keeping forms).
6. Personal protective equipment available at locations and who should be contacted concerning use.
7. Post Exposure evaluation and follow-up.
8. Signs and labels used.
9. Hepatitis B vaccine program.

All employees will participate in annual refresher training. Those employees who have not received training will not be permitted to work in clean up areas or other locations where body fluids may exist. Training will be conducted using video tapes, written material, etc.

Exposure Determination

All employees and contractors who work in potentially occupationally exposed areas will receive training on avoiding exposure to body fluids which could potentially contain pathogens. By definition, this category includes but is not limited to janitors, security guards and certain maintenance personnel such as bus cleaners who may come in contact with fluids during the clean-up process.

COMPLIANCE METHODS:

“Universal precautions” will be observed at MV Transportation locations and in buses in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.

Engineering and work practice controls will be utilized to eliminate or minimize exposure to employees at this facility. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be utilized. All controls will be reviewed by supervisors to be sure controls are effective, there is understanding by employees or contractors and compliance is in place.

Handwashing facilities must be available to the employees who incur exposure to blood or other potentially infectious materials. Antiseptic cleaner or towelette should be available and hands washed immediately after handling body fluids. Soap and water work just as well.

If personal protective gloves are worn, employees shall wash hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water.

If employees incur exposure to their skin or mucous membranes, then those areas shall be washed or flushed with water, as appropriate, as soon as feasible following contact.

Work Area Restrictions

In work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, employees are not to eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses. Food and beverages are not to be kept in refrigerators, freezers, shelves, cabinets, or on counter tops or bench tops where blood or other potentially infectious materials are present.

All procedures will be conducted in a manner which will minimize splashing, spraying, splattering, and generation of droplets of blood or other potentially infectious materials.

Contaminated Equipment

Equipment which has become contaminated with blood or other potentially infectious materials shall be examined prior to servicing and shall be decontaminated as necessary unless the decontamination of the equipment is not feasible. This process includes buses/vehicles which have been involved in accidents. Spills must be cleaned with soap and water. The area then can be sprayed with bleach solution (1-part household bleach to 10 parts of water).

Personal Protective Equipment (PPE)

Personal protective equipment will be provided without cost to employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. For cleaning buses or other areas, protective clothing will be provided to employees.

Personal Protective Equipment:

- Face Shield
- Rubber Gloves
- Utility Gloves

All personal protective equipment will be cleaned, laundered, and disposed of by MVT. All garments which are penetrated by blood shall be removed immediately or as soon as feasible. All personal protective equipment will be removed prior to leaving the work area. Gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, non- intact skin, and mucous membranes. Gloves will be used for cleaning body fluids from buses/vehicles or other locations.

Disposable gloves are not to be washed or decontaminated for re-use and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised. Utility gloves may be decontaminated for re-use provided that the integrity of the glove is not compromised. Utility gloves will be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.

Masks in combination with eye protection devices, such as goggles or glasses with solid side-shield, or chin-length face shields, are required to be worn whenever splashes, spray, splatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can reasonably be anticipated. Such protection is required when cleaning body fluids following an accident or in any other spill area.

All contaminated work surfaces will be decontaminated after completion of procedures and immediately or as soon as feasible after any spill of blood or other potentially infectious materials, as well as the end of the work shift if the surface may have become contaminated since the last cleaning. All bins, pails, cans, and similar receptacles shall be inspected and decontaminated monthly under strict supervision. Any broken glassware which may be contaminated will not be picked up directly with the hands. Tongs or trash collectors will be used.

Laundry Procedures

Laundry contaminated with blood or other potentially infectious materials will be handled as little as possible. Such laundry will be placed in appropriately marked bags at the location where it was used. Such laundry will not be sorted or rinsed in the area of use.

All employees who handle contaminated laundry will utilize personal protective equipment to prevent contact with blood or other potentially infectious materials.

The laundry company used by the MVT facility with the infected garments will be advised of same by the supervisor of the shift.

Hepatitis B Vaccine

All employees who have been identified as having exposure to blood or other potentially infectious materials will be offered the Hepatitis B vaccine, at no cost to the employee. The vaccine will be offered within

10 working days of their initial assignment to work involving the potential for occupational exposure to blood or other potentially infectious materials as a routine part of their duties (see Scope, Level 1) unless the employee has previously had the vaccine or who wishes to submit to antibody testing which shows the employee to have sufficient immunity.

Employees who decline the Hepatitis B vaccine will sign the waiver

which appears in Appendix A.

Employees who initially decline the vaccine but who later wish to have it may then have the vaccine provided at no cost. Supervisors have the responsibility for assuring vaccine is offered to the employee and that he or she signs the waiver if appropriate.

The vaccine will be offered within 24 hours of the exposure to all employees who become exposed while conducting specific tasks while on duty (i.e. janitors and bus clean-up crews) or responding to emergency situations (i.e. drivers and/or terminal employees). (see Scope, Level 2).

Employees who decline the Hepatitis B vaccine will sign the waiver which appears in Appendix A.

Post-Exposure Evaluation and Follow-Up

When the employee incurs an exposure incident, it will be reported to the Risk Management and Safety Departments as soon as practically possible, but no later than 24 hours after the exposure, via the Event Notification reporting procedures.

All employees who incur an exposure incident will be offered post-exposure evaluation and follow-up in accordance with the OSHA standard.

This follow-up will include the following:

1. Documentation of the route of exposure and the circumstances related to the incident.
 - a. If possible, the identification of the source individual and the status of the source individual if available.
 - b. The blood of the source individual will be tested (after consent is obtained) for HIV/HBV infectivity
2. Results of testing of the source individual will be made available to the exposed employee with the exposed employee informed about the applicable laws and regulations concerning disclosure of the identity and infectivity of the source individual.
3. The employee will be offered the option of having their blood collected for testing of the employees HIV/HBV serological status. The blood sample will be preserved for at least 90 days to allow the employee to decide if the blood should be tested for HIV serological status. However, if the employee decides prior to that time that testing will be conducted, then the appropriate action can be taken, and the blood sample discarded.
4. The employee will be offered post-exposure prophylaxis in accordance with the current recommendations of the U.S. Public Health Service.

Interaction with Health Care Professionals

A written opinion shall be obtained from the health care professional who evaluates employees. Written opinions will be obtained in the following instances:

- a. When the employee is sent to obtain the Hepatitis B vaccine.
- b. Whenever the employee is sent to a health care professional following an exposure incident.

Health care professionals shall be instructed to limit their opinions to:

- Whether the Hepatitis B vaccine is indicated and if the employee has received the vaccine, or for evaluation following an incident

- That the employee has been informed of the results of the evaluation, and
- That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials.

See Appendix E for a sample form letter to health care professionals

Recordkeeping

All records required by the OSHA standard will be maintained by local management in a file labeled specifically for that purpose.

Medical Records:

- Employee's name and social security number.
- Copy of employee's vaccination status.
- Copy of results of all examinations and tests.

In the case of post-exposure follow-up:

- Healthcare professional's written opinion.
- Information provided to healthcare professional.
- Records are kept confidential and not disclosed without employee's written consent. Employee may obtain copies of their own records.
- Records maintained for duration of employment plus 30 years.

Training Records:

- Date of training session.
- Content and summary of training.
- Name and qualifications of the trainer.
- Names and job titles of attendees.
- Records must be retained at the training site or domicile for three years.

NOTE: Any employee who has received vaccination due to an exposure must be noted on the OSHA-300 logs at the time of the occurrence, in addition to the Exposure Incident Report.

Appendices:

- Declination Statement
- Exposure incident checklist
- Exposure incident report
- Source Individual medical release / refusal form and exposed employee medical release form
- Form letter to health care provider
- OSHA BBP Standard

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MV TRANSPORTATION, INC. CORPORATE POLICY STATEMENT

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Safety Policy S-3 ALTERING/ADDING EQUIPMENT ON VEHICLES

SCOPE: This policy applies to all employees of MV Transportation, Inc.

PURPOSE: The purpose of this policy is to prohibit the altering/modifying or adding on to any mechanical or electrical component of the bus that interferes with the safe operation of the bus without proper approval.

POLICY: It is the policy of this Company that no one will alter or disable any mechanical/electrical equipment on any bus without the express permission of the Maintenance Department, nor will drivers utilize personal electronic devices while operating buses.

PROCEDURE:

No one is to drill holes, cut into wires or otherwise alter or damage any part of the vehicle to install any electronic equipment, unless the maintenance department approves the modification. No one will remove, modify, alter or otherwise intentionally render non-functional any company-installed electronic equipment (including Video Cameras or MDT terminals)

No one is to utilize any device to override safety switches or operating equipment designed to protect MV vehicles from damage.

Anyone utilizing any device which can potentially cause damage or does damage any equipment on a bus will be subject to disciplinary action, up to and including termination.

A driver will not install a personal electronic device of any type on a Company-operated bus/vehicle nor will such equipment be utilized while operating a Company bus/vehicle. This policy includes radar detectors, citizen band (CB) radios, cellular phones or similar devices. (NOTE: this policy does not preclude a driver from carrying in his bag a cellular phone for emergency use).

This Company policy is supported by § 392.62 of the Federal Motor Carrier Safety Regulation which states, "No driver will engage in an activity tending to distract his attention from the operation of the vehicle".

The presence of earphones/listening devices for the specified electronic device in the interior of the bus will be prima facie evidence of violation of this policy.

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Safety Policy S-4 BUSES AND BACKING

SCOPE: The policy applies to all MV employees who operate buses or other revenue vehicles.

RESPONSIBILITY: The operator has the responsibility for backing safely even though backing buses have the right-of-way.

POLICY / PURPOSE: It is the policy of this company that anyone backing a vehicle will use caution and be aware of the space around the vehicle. Buses and other vehicles will be positioned, whenever possible, to require as little or no backing as necessary. It is the policy of this company that all backing is the sole responsibility of the driver at the controls.

PROCEDURE: Before backing the operator will be sure the rear-view mirrors are in proper adjustment. The operator will then:

- Walk around the vehicle and make sure the way is clear of all hazards and obstacles. Get out of the bus/vehicle and look around. Ensure nothing is blocking the view of the rear-view mirrors.
- Turn on four-way flashers.
- Sound the horn a minimum of twice to attract attention to the backing maneuver.
- Continually scan both rear-view mirrors
- Back slowly at idle speed while covering your brake backing no further than necessary.
- When using a guide to assist with backing the driver still has full responsibility for backing the safely.
- While backing if driver becomes unsure of clear path, the driver must stop, and Get Out And Look (G.O.A.L.). The driver will not move the bus/vehicle until they are sure the path is safe. This also requires driver to be aware of any overhead or sideswipe hazard clearance.

Transit Operations Backing of transit vehicles is extremely hazardous and should be avoided whenever possible. Should it be necessary to back/reverse a transit vehicle, it shall be done with a ground guide (spotter) when possible and only with prior dispatch notification and approval.

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Safety Policy S-5 BATTERY SAFETY

SCOPE: The requirements of this policy apply to all operations at MV Transportation, Inc., and especially Maintenance Facilities that involve the use, servicing, and/or storage of vehicle batteries. The requirements apply to both employees and contractors.

POLICY: It is the policy of this Company that anyone handling any batteries will follow safety regulations and Company safe work standards.

RESPONSIBILITY: The Division Maintenance Manager is responsible for ensuring the application and enforcement of all policies and procedures described in this policy. Shop Supervisors are responsible for following these procedures in their respective areas and operations.

PROCEDURE: The Division Maintenance Manager will ensure that all personnel working with batteries have received appropriate training, as described below in this policy. Only trained and authorized personnel will conduct operations in the battery shop of Maintenance Facilities.

The following practices will be observed in Maintenance Facility battery shops at all times:

1. Safety glasses or splash goggles and rubber gloves will be used for ALL battery work. Splash aprons and rubber boots shall be worn when handling or transferring electrolyte.
2. Flames and sparks (including cigarettes) are to be kept away from the vicinity of batteries and charging areas.
3. Caution must be exercised to avoid shorting of battery terminals with metal tools and objects.
4. The immediate charging area will be vented prior to charging, to remove acid vapors and gases. No work will be performed if excessive levels of acid vapors or gases are present as determined by the smell.
5. All battery storage areas will be conspicuously marked, to include signs designating them as hazardous areas.
6. Repairs to battery connections will not be made while the charging circuit is engaged.
7. Charging current will be turned off before connecting and disconnecting batteries to the charging lines.
8. Mixing Acid Solution - water will NEVER be added to an acid. Acid will be poured slowly into the water. This then becomes the acid solution product.
9. Sulfuric acid or hydrochloric acid will NOT be stored in areas where freezing temperatures are possible.
10. Acid solution will be kept at a level above the tops of the separators. Once a battery has received an initial filling of acid, clean water will be used to keep the acid above the separators.
11. The number of batteries and amount of acid will be limited to that necessary to perform a safe and effective operation.
12. Charging units will be periodically checked during operation.
13. First aid materials will be provided for neutralization of acid spills on the body. Posters and labels will clearly indicate the specific application of first aid materials.

14. Facilities shall be provided in each charging area for the rapid drenching or flushing of eyes and body. Such facilities must be capable of delivering an adequate volume of water for at least 15 minutes. The eye flush station will be flushed and tested monthly by the shop supervisors.

15. Spent batteries will be staged in an area away from heat and flames and stacked on pallets prior to disposal. Leaking batteries should be placed in special containers. Disposal will be in accordance with applicable local, state, and federal regulations through company vendors. Used batteries will not be permitted to accumulate over 30 days.

TRAINING: All battery shop personnel will be trained by supervisors or safety personnel in the specific hazards and control measures associated with battery shop operations. This training may be conducted in the classroom and on-the-job. Training will be documented regardless of how and where it is performed. Training, at a minimum, must cover the following material:

- Hazards of batteries and acid solutions
- Appropriate personal protective equipment
- Operation of the charging apparatus
- Preparation and handling of acid solutions
- Operation of venting mechanisms
- Handling acid solutions spills
- Location and use of first aid and drenching equipment
- Proper staging of spent batteries

INSPECTIONS: The Division Maintenance Manager will inspect battery shops and apparatus twice each year during general safety audits. He will also perform random inspections, as appropriate. The results of these inspections will be recorded. Division Maintenance Manager, shop supervisors, and employees are responsible for batteries and apparatus defects in their work area. Any problems must be reported to a supervisor and corrected immediately.

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Safety Policy S-6 INSPECTION REPORT - PRE-TRIP AND POST-TRIP

SCOPE: This policy applies to all employees of MV Transportation, Inc. who operate revenue vehicles.

POLICY: It is the policy of this Company that before operating a revenue vehicle for any reason, the operator shall perform a pre-trip inspection according to Part 396.13 Federal Motor Carrier Safety Regulations and will be satisfied that the bus is in safe operating condition.

RESPONSIBILITY: The Pre-Trip inspection shall include the employee review of the last Driver Vehicle Inspection Report (DVIR) to make sure any defects or deficiencies noted by the previous driver, and written on DVIR, have been repaired and the signature of the mechanic certifying the repair is written on the DVIR.

When returning a vehicle/bus to a facility, the driver will perform a post-trip inspection and complete DVIR, reporting any defects or damage that may have been found or occurred during operation, as well as other locally-required information.

NOTE:

Operators moving a bus from one location to another at a terminal or garage must be satisfied that the bus is operable and safe.

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Safety Policy S-7 BUS LOCK-OUT / TAG-OUT

SCOPE: The requirements of this section apply to all employees and contractors performing maintenance activities on MV Transportation buses in MV maintenance facilities.

PURPOSE: The purpose of this section is to establish safety procedures while working on, under, in the engine compartment, or underneath buses during repair, inspection or servicing.

POLICY: It is the policy of this Company that all Maintenance Facility Managers and Supervisors have the responsibility to ensure that all employees and contractors operating within the facility are aware of and adhere to the guidelines in this section.

PROCEDURES: All MV Transportation, Inc. employees and contractors working on, under, in the engine compartment, or underneath buses, will:

1. Place a "BUS LOCK-OUT TAG" (OR STEERING WHEEL COVER) on the steering wheel of the bus being serviced.
2. If the bus is so equipped:
 - Turn the "BATTERY DISCONNECT" switch to the OFF position with a "BUS LOCK-OUT TAG" attached during all such repair, inspection or servicing.
 - Place the "ENGINE START INTERLOCK" switch (located on the engine compartment's control panel) to the "OFF" position.
3. In vehicles equipped with ignition keys, the person working on, under, in the engine compartment, or underneath the vehicle will keep the ignition key in his/her pocket to prevent engine ignition by someone else.

When a "BUS LOCK-OUT TAG" is displayed on the steering wheel or the battery compartment of a bus, no attempt will be made to start the engine or move the bus in any manner.

Only the employee who placed the "BUS LOCK-OUT TAG" on the steering wheel or battery compartment switch may remove it.

NO ONE ELSE IS AUTHORIZED TO DO SO.

Every employee is to be issued "BUS LOCK-OUT TAGS" with their name permanently affixed.

The "BUS LOCK-OUT TAG" and the "BATTERY DISCONNECT" are to be used in combination with all other applicable safety precautions and practices

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Safety Policy S-8 BUS HEADLIGHTS - FULL TIME USE

SCOPE: This policy applies to all employees of MV Transportation, Inc. who operate buses/revenue vehicles.

POLICY: It is the policy of the Company to operate all buses/vehicles with the headlights on in the day time as well as at night to promote safety and provide increased visibility of our vehicle to other motorists.

RESPONSIBILITY: All employees who operate a bus/vehicle are required to drive with the headlights on in the low beam position during daylight hours. During hours of darkness, both high and low beams will be used as driving conditions warrant.

Headlights are not to be flashed for any purpose such as when coming up behind a vehicle. Headlights are to be turned on after starting the bus and turned off when stopping the engine.

Note: The use of running lights and/or parking lights does not fulfill the policy requirement.

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Safety Policy S-9 CELL PHONES / MOBILE COMMUNICATION DEVICE

SCOPE: This policy applies to all employees of MV Transportation, Inc. who operate buses/revenue vehicles.

PURPOSE: The purpose of this policy is to communicate the company's policy on cell phones / mobile communication device use.

POLICY: It is the policy of MV Transportation that the use of personal hand-held or hands-free mobile phones or e-mail devices while driving a company or client-owned vehicle is not permitted unless in the case of an emergency/imminent danger to life or persons. "Hands-free" earpieces (corded or wireless) shall not be worn or used at any time while driving.

While at the controls of a company vehicle or client-owned vehicle, personal mobile communication devices and hands-free devices must be "powered off" and stored out of reach of the driver.

The Company will not be liable for any sanctions or fines levied upon an employee or contractor as a consequence of non-compliance with this Policy or related local ordinances or laws.

The driver has the responsibility for compliance with this policy.

Non-compliance with this policy will be treated as a violation of company work rules in accordance with the MV Employee Handbook and shall result in discipline according to the terms and conditions contained therein.

Drivers will not use personal cellular phones while driving unless in case of "imminent danger" emergency. If there is an "imminent danger" or emergency while enroute and the driver needs to call for assistance (911), the driver can use the phone to make the initial call and then needs to pull over and stop as soon as possible in order to complete the call. Drivers will be instructed to use the dispatch center phone number as their contact number while at work. The dispatch centers will contact drivers via company radio in case of personal emergencies.

Drivers may use company-issued mobile communication devices or other "push-to-talk" devices (i.e.: Nextel radios) while driving only to the minimum extent necessary for business operations.

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Safety Policy S-10 COMPLIANCE WITH FEDERAL AND STATE SAFETY REGULATIONS

SCOPE: These regulations govern all driving and non-driving operations at MV Transportation, Inc.

POLICY: It is the policy of MV Transportation, Inc. that company operations and all personnel will comply with all applicable requirements of Title 49 Code of Federal Regulations and in particular with the Federal Motor Carrier Safety Regulations' Parts 40, 325, 382, 383, 385-387, 390-396, 399 and 640 (or their individual States' equivalent) and with the provisions of Part 1910 of the Occupational Safety and Health Administration regulations.

PROCEDURE: Personnel will refer to the Regulations for interpretation of any covered rules regarding MV Transportation, Inc. driving and maintenance operations.

The Safety Department is available to provide further assistance.

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Safety Policy S-11 COMPRESSED GASES - HANDLING & STORAGE

SCOPE: This policy applies to operations which involve the storage, use or handling of compressed gases or compressed gas cylinders.

POLICY: It is the policy of MV Transportation, Inc. that all employees comply with all applicable regulations promulgated by the Department of Transportation (DOT), or the Occupational Safety and Health Administration (OSHA).

RESPONSIBILITY: It is the responsibility of General Managers and Maintenance Managers to ensure that all MV Transportation, Inc. employees conform to established safe work practices when working with or handling compressed gases.

PROCEDURE: The following safe work practices are required for handling compressed gas containers:

Identification & Labeling:

1. Compressed gas containers must be labeled as required by DOT and OSHA.
2. No one will accept improperly marked or labeled cylinders.
3. MV employees are not to tamper with, deface, or remove any cylinder markings or labels. This does not include the use of special tags which indicate whether the cylinder is empty, full, or partially filled.
4. Color must not be used as the primary means of identifying cylinders. Although suppliers often paint cylinders for quick identification, MV employees should always examine the cylinder markings and labels before use.
5. A cylinder with illegible markings and labels will not be used. It should be separated from the other cylinders and returned to the supplier.

Cylinder Maintenance and Repair:

1. MV employees will not perform any maintenance or repair on cylinders.
2. MV employees shall not tamper with, obstruct, or remove any part of the cylinder, including pressure relief devices, container valves, or valve protection devices.

Proper Handling Practices:

1. Cylinders will never be used as supports or rollers.
2. Cylinders will not be placed or used in a manner which would make them part of an electrical circuit.
3. Cylinders will not be exposed to extreme heat or cold.
4. Cylinders that are leaking or damaged will not be shipped. In these cases, the supplier should be asked for advice.
5. If the cylinder or valves are significantly corroded, the gas supplier will be contacted for advice.
6. Cylinders will be refilled only with their original contents.
7. Cylinders will not be rolled while lying down, nor shall they be dragged. Suitable hand trucks should be used to transport cylinders.

8. Cylinder caps will not be used for lifting cylinders.
9. Container valves must be closed when not in use.
10. Valves will be opened slowly. Wrenches should not be used on valves, unless specifically designed for that application. Valves should not be hammered or forced.
11. All piping, hoses, and other connections will be gas tight.
12. Cylinders should not be completely emptied. Cylinders should be removed from service when they have approximately 20 psi pressure remaining.
13. The cylinder valve must be closed before removing a regulator.
14. ONLY regulators and hoses approved for a specific gas shall be used with that gas.
15. Hoses and connectors shall not be interchanged among different gases, unless approved by the gas supplier.

General Storage Requirements:

1. Cylinders will be separated by type.
2. Empty containers will be separate from full ones.
3. Oxidizers will not be stored next to flammables.
4. Cylinders will not be exposed to excessive moisture, salt, corrosive chemicals or fumes.
5. Storage in the sun is allowed, provided that extreme temperatures do not prevail, and the supplier does not recommend against such a practice.
6. Containers shall be surrounded by a locked fence, wall, or other barrier, that will prevent tampering and damage.
7. Cylinders must not obstruct exits.
8. All cylinders will be protected from falling and be secured with chain.
9. Cylinders will be stored valve up.
10. Oxygen acetylene cylinders (Or Other Fuel Gas) are not to be stored together unless separated by a 1-hour fire resistant wall, i.e. 1/2" thick steel plate.
11. All oxygen acetylene cylinders must be chained to cart.
12. When not in use, valves will be turned off at cylinders.

Storage of Flammable Gases:

1. Flammable gases present increased hazards of fire and explosion. Such gases used by Greyhound include propane and acetylene. The following practices shall be observed for the storage and handling of compressed flammable gases:
 2. NO SMOKING signs shall be posted at the entrance to the storage area.
 3. Flammable gases shall be separated from oxidizers.
 4. Cylinders must be kept at least 20 feet from flammable liquids, highly combustible materials, and ignition sources.
 5. Spark-proof tools will be used for work on cylinder and piping connections.
 6. Quantities stored will be in compliance with local fire codes.

7. The storage area will be well-ventilated.
8. Approved portable fire extinguishers will be present.

Storage of Oxidizers:

1. Oxidizers will be separated from flammable and combustible materials.
2. Oil or grease will not be allowed to contaminate the cylinder, nor allowed to accumulate in the storage area.
3. Storage areas will be well ventilated.

INSPECTIONS:

Department supervisors are responsible for performing daily checks of compressed gas cylinders and storage areas. These daily checks need not be recorded.

Employees are responsible for examining cylinders and connections before use. Any problems should be reported to the supervisor immediately.

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MV TRANSPORTATION, INC. CORPORATE POLICY STATEMENT

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Safety Policy S-12 DRIVER REFRESHER TRAINING

SCOPE: This policy applies to all employees of MV Transportation, Inc. who operate buses or other revenue vehicles

POLICY: All MV operators will receive refresher or remedial training, as necessary, throughout their employment with the Company. This training will be conducted as outlined below and documented in local personnel files and training records using the Driver Refresher Training Report Form.

Only qualified personnel (General Managers, Operations Supervisors, Safety Managers, or Driver Instructors/BTWs) will administer driver refresher training courses. Under no circumstances will any driver be allowed to return to driving duties unless they demonstrate full proficiency in all applicable driving performance tasks.

I. Refresher or Remedial training is mandatory under the following conditions:

- Return To Work (from inactive status) – Required when a driver/operator returns from “inactive” status (from a period of 30 days or more). In these cases, the driver must receive a one-day/8 hours “general purpose” refresher training designed to remind the driver of the general standards and defensive driving guidelines in effect at MVT and to ensure his/her proficiency.
- Post Accident / For cause – Required after every “preventable” accident, or whenever mandated by management for retraining / corrective purposes.
- Seasonal – Required annually at all divisions operating in seasonal adverse weather environments (i.e.: Winter driving, onset of adverse weather, etc.).
- Biannually – At a minimum of every two years, each driver/operator shall receive a “general purpose” refresher training designed to remind the drivers of MVT driving standards and validate the driver’s proficiency with MVT defensive driving requirements.

II. Course content:

A. Return To Work: This refresher is mandatory for any driver who has been away from work for 30 days or more (sick leave, family leave, furlough, worker’s compensation, etc.). Reviewing the most up-to-date videos and the behind-the-wheel assessment are important components of this type of refresher. Minimum content is as follows:

1. Safety standards review (Classroom): This training will include a thorough general review of our safety standards and defensive driving guidelines. This is accomplished through review of the applicable portions of the Driver Training School Curriculum and the applicable safety videos.
2. “Behind The Wheel” (BTW) Road Check: The Road-Check portion of the Return-to-Work Refresher is probably the most critical part of the refresher, as it offers the driver the hands-on opportunity to re-establish his or her familiarity with our standards, and with the maneuverability and dimensions of the bus. If the driver has developed any unsafe driving behaviors/habits, the instructor will also be able to identify what driving deficiencies are present and correct them before certifying the refresher as “satisfactory.” The BTW portion will include a minimum of 30 miles or two hours, and cover city (urban), secondary, and freeway driving environments, with emphasis on city and freeway driving.

The time involved for completion of this refresher is variable. The driver must demonstrate his ability to perform all of the required tasks to standard. Particular attention will be given to the following areas:

- a) Pre/Post trip inspections

- b) Brake release procedures (Air brake vehicles)
- c) Gear selection & transmission use
- d) Proper Scanning Habits
- e) Turns & Intersections
- f) Merging & Lane changes
- g) Backing
- h) Speed Control
- i) Following Distance
- j) Use of Brakes
- k) Railroad Crossings
- l) Lift Operations
- m) Wheelchair Securement

Individual Divisions are free to also include any topics/material pertinent to local driving conditions (for example, driving in heavy traffic, mountain terrain, etc.).

B. Post-Accident / For Cause Remedial Training: This training is mandatory for any driver who has received a “preventable” rating for an accident/incident.

Because (by definition) the driver could have avoided the accident/incident, but failed to do so, it is imperative that the driver receives this remedial training as soon as possible, in order to prevent another similar occurrence. Therefore, the post-accident remedial training must be scheduled and given within 10 days following the formal accident rating.

Before the refresher commences, the investigating supervisor will review the accident report with the individual who will conduct the training (i.e.: a driver instructor or BTW instructor), discuss the accident’s cause(s) and contributing factors, and what specific driving standards were not applied correctly. They should then tailor the remedial training to correct the driving deficiencies and standards that contributed to the accident.

This training will include a review of the appropriate materials / videos, and behind-the-wheel training.

The amount of time needed for a post-accident refresher is variable, and it will depend on the driver’s ability to perform the appropriate tasks to standard. The driver must demonstrate his / her ability to perform all of the required tasks to standard before being allowed back to driving duties.

For instance, if the supervisor has determined that the driver did not perform a right turn correctly, the appropriate videos might include material on effective seeing habits, proper positioning of the vehicle, reference points, lane choice. The items highlighted on the refresher report would include “Positioning of the bus for turn,” “Use of Mirrors,” “Speed,” “Proper Use of Signals,” “Ability to Judge Bus Size,” “Use of Horns,” “Aggressive in Traffic,” “Aware of Hazards.” The driver instructor would then proceed with the behind-the-wheel training with a clear understanding of what driving deficiencies may need correcting and ensure that the driver is able to perform the appropriate tasks to standard.

Currently, under normal circumstances, it is our practice to keep the driver in-service pending the outcome of the accident investigation.

However, if Division or Regional management feels the driver involved in the accident poses an imminent danger or threat to the safe operation of a bus (due to a serious driving deficiency or, possibly, a physical or mental impairment), do not hesitate to place the driver out-of-service until it has been determined that the driver is qualified to drive safely.

C. Seasonal Refreshers: These refreshers are conducted in preparation of operations during certain periods of the year. At a minimum, this refresher will be given in the fall, before the beginning of winter season, to all division’s drivers, and includes refresher topics appropriate for the region, imminent weather, environmental, and traffic conditions. The training will include topics/material appropriate for the season in question, using existing safety videos and lesson modules from the standard Driver Training School.

D. Bi-Annual Refresher: This is a mandatory bi-annual (every two years) general defensive driving refresher. All in-service drivers will attend this refresher every two years to ensure they are using appropriate defensive driving habits/techniques (have not become complacent) and will follow the same content requirements of the “Return To Work” refresher listed in “A” above.

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Safety Policy S-13 DRIVER'S ANNUAL REVIEW OF DRIVING RECORD

SCOPE: This policy applies to all drivers for MV Transportation, Inc., including road call mechanics.

PURPOSE: The purpose of this policy is to achieve compliance with the Federal and State Motor Carrier Safety Regulations.

POLICY: It is the policy of this Company that all drivers submit, on an annual basis, a record of all violations of traffic laws committed while operating any type vehicle, other than parking violations, for which the driver has been convicted or forfeited bond during the preceding twelve (12) months, and that such record be reviewed by the Division General Manager and compared with the driver's Motor Vehicle Record.

PROCEDURE:

The General Manager will request each driver's Motor Vehicle Record at least annually and review it with the driving record submitted by each driver to determine whether the driver meets the minimal requirements for safe driving and be certain the driver is not disqualified from operating a motor vehicle.

The General Manager will review each driver's entire record including accident experience, road and ride observations, and the Driver Record of Violations submitted for the previous twelve months. The review will be completed by August 15 each year and the record retained in the driver's DOT qualification file.

The driver's manager/supervisor will conduct interviews with drivers whose records warrant counseling and corrective measures including refresher training. In considering counseling, great weight must be given to violations such as speeding, following too closely, reckless driving and improper or erratic lane changes. This counseling process will be properly and thoroughly documented.

Drivers convicted of two serious traffic violations as defined by the FMCSR, in a three-year period will be advised that they are subject to disqualification by the State issuing their drivers' licenses.

Supervisors will remind drivers that they are to notify the company of any moving violation they receive during the year, whether on or off-duty.

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Safety Policy S-14 HAZARDOUS SUBSTANCE COMMUNICATIONS (RIGHT TO KNOW)

SCOPE: This policy applies to all employees of MV Transportation, Inc.

PURPOSE: The purpose of this program is to ensure that all MV Transportation, Inc. employees receive hazard communication training, and understand who to contact and where to go for environmental and safety information.

POLICY: It is the policy of this Company to recognize that Federal and state laws govern employees' access to information on very hazardous substances. MV Transportation, Inc. will provide federally and/or state mandated information, training and safety equipment to all employees that work with hazardous chemicals in order to reduce the possibility of accidental exposure and to comply with the requirements of the OSHA Hazard Communication Standard.

The Maintenance Department of MV Transportation, Inc. is responsible for maintaining all buses/vehicles in good working condition.

The Company uses certain chemicals that require specific precautions to be taken to protect employees' health. Therefore, it shall be the policy of MV Maintenance to communicate any hazards associated with the handling of hazardous chemicals to our employees and contractors and have Material Safety Data Sheets and a current Chemical Substance Inventory for all chemical substances in use at a given maintenance facility on hand for reference as needed.

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Safety Policy S-15 MULTIPLE MOBILITY DEVICE UNLOADING

SCOPE: The policy applies to all MV employees who operate buses or other revenue vehicles.

PURPOSE: In the event that multiple passengers in mobility devices are being de-boarded at the same location, this policy is set forth to avoid passengers left in the vehicle from potentially driving off a deployed lift as they are waiting for the driver. In addition, this policy will reduce the hazard that a deployed lift represents to the walking, jogging and biking public.

POLICY:

Multiple de-boarding passengers with mobility devices.

1. Drivers shall un-secure only the mobility device that they intend to unload and take custody unless others must be unsecured and moved in order to get another device off.
2. Lift must be placed in stowed position as driver exits the vehicle with the passenger.
3. Lift will be re-deployed as the driver prepares the next passenger to de-board the vehicle.

TRAINING

All new drivers will be instructed on the use of the lift and de-boarding multiple mobility devices at the same location. This instruction will take place while the driver is undergoing MV new-hire training. All current and existing Drivers will have this revised policy made part of their annual safety meeting training sessions and covered at least once a year in future safety meetings. All Operators will sign an acknowledgement sheet confirming the training. The Acknowledgement Sheet will be maintained as part of their individual training file.

COMPLIANCE MONITORING

All General and Safety Managers will be responsible to ensure compliance with this policy by having their staff monitor compliance of their operators.

This policy only applies when de-boarding multiple passengers in mobility devices at the same location.

Any disregard of this policy will result in progressive discipline steps which is the same as any major infraction violation of employee rules as outlined in the MV employee handbook.

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Safety Policy S-16 PASSENGER AND DRIVER SEATBELT POLICY

SCOPE: This policy applies to all employees of MV Transportation, Inc. who operate buses or other revenue vehicles

PURPOSE: The safety of our passengers and drivers is the company's paramount consideration and the reason for this policy, as traffic conditions may require the vehicle operator to make sudden stops, turns, or maneuvers. The wearing of a seatbelt ensures a safer ride and minimizes the potential for injuries to passengers and drivers.

POLICY: It is the policy of MV Transportation, Inc. that all persons (passengers and driver) being transported in vehicles equipped with passenger safety belts (seat belts) shall be required to properly don/wear the seatbelts prior to the vehicle's movement.

Drivers must check passengers prior to vehicle movement to ensure all seat belts are properly worn and fastened. Drivers will assist in fastening and unfastening seatbelts upon request or if the driver feels the belt is not worn correctly. This includes fastening the seatbelt/shoulder harness for those using wheelchairs/scooters. In addition to fastening seatbelt/shoulder harnesses for passengers in wheelchairs, the operator must secure all wheelchairs and scooters by ensuring that the wheels are properly restrained/tied-down and the brakes are locked prior to vehicle movement.

Customers who refuse to wear seatbelts or seatbelt/shoulder harnesses will not be transported. However, an exception may be made for customers whose disability prohibits them from wearing seatbelts provided the procedures set forth below are followed.

Passenger refusal or special request: If a passenger refuses a seatbelt or requests the belt be worn loosely because of a disability, the operator must call into dispatch and must not move the vehicle until cleared by a supervisor or dispatch. In vehicles equipped with DriveCam devices, the driver is also required to activate the DriveCam device via the manual activation button and restate the passenger's refusal to don the seatbelt or to have the seatbelt fastened in a loose manner.

Note: If the dispatch function is not performed by MV Transportation the drivers is still required to call in to dispatch, (for recording purposes only) and record the refusal on the DriveCam device.

TRAINING:

All new drivers will be instructed on the use of seat belts in vehicles equipped with seatbelts. This instruction will take place while the driver is undergoing MV new-hire training. All current and existing Drivers will have this revised policy made part of their annual safety meeting training sessions and covered at least once a year in future safety meetings. All Operators will sign an acknowledgement sheet confirming the training. The Acknowledgement Sheet will be maintained as part of their individual training file

COMPLIANCE MONITORING:

All General and Safety Managers will be responsible to ensure compliance with this policy by having their staff monitor compliance of their operators.

This policy only applies to vehicles equipped with seatbelts and shoulder harnesses. These devices are to be used by all riders, including those who use wheelchairs as well as those who use vehicle seats, if seatbelts and/or shoulder harnesses are provided at seating locations.

Any disregard of this policy will result in progressive discipline steps which is the same as any major infraction violation of employee rules as outlined in the MV employee handbook.

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Safety Policy S-17 RESPIRATORY PROTECTION

SCOPE: This program applies to all MV Transportation, Inc. (MV) employees who wear any type of respirator (except a nuisance dust mask). Visitors and outside contractors are to also be informed of all identified respiratory hazards when in affected areas.

POLICY: It is the policy of MV Transportation to provide proper protective equipment in areas containing airborne concentrations of hazardous chemicals or other airborne contaminants.

IDENTIFICATION OF HAZARDS:

MV will attempt to utilize ventilation and other engineering controls to minimize airborne contaminants. Nevertheless, MV employees periodically may be exposed to circumstances which require the use of respiratory protection. Such situations will usually involve the use of solvents, paints, strippers, cleaning compounds, and certain fuel products. Welding, grinding, cutting, or other metal work may also require respiratory protection. The local Safety Manager and Facility Manager will determine the appropriate respiratory protection required for a given area of operation and post a list as follows:

The operations or areas listed in Table 1 have been identified as having the potential for respiratory hazards:

Area/Operation	Type of Respirator Required
Spot Painting	Half-face APR, equipped with HEPA filter cartridges

Table 1. Areas where Respiratory Protection is Required

Training in hazard recognition for employees will be conducted by local maintenance management. If conditions during a particular job are grossly different from those anticipated, the employee should contact his supervisor for instructions on the appropriate respiratory protective measures.

ACTION LEVELS: MV Transportation has established certain action levels, or criteria, concerning the use of respiratory protection. The following conditions will always require the use of respiratory protective equipment:

1. IDHL conditions (Immediately Dangerous to Life and Health).
2. Oxygen deficient (19.5% oxygen) or enriched (25% oxygen) atmospheres.
3. Atmospheres with exposures exceeding established exposure limits (PEL, REL, TLV)
4. Atmospheres containing or potentially containing airborne biological hazards.
5. The presence of toxic or irritating contaminants for which no exposure standards have been established.
6. Valid reports of previous injury, illness, or symptoms of exposure related to airborne contaminants at a particular location.
7. Presence or potential for release of flammable or explosive gases, vapors, or dusts.
8. Airborne asbestos concentrations of 0.01 fibers/cc or greater.
9. Unknown atmospheres determined to have a reasonable potential for any of the above conditions to exist.

Other conditions or combinations of conditions may require the use of respiratory protective equipment as well. Such determinations will be made by the local GM/maintenance manager in consultation with his/her Area Safety Director or VP of Safety.

SELECTION OF RESPIRATORY EQUIPMENT:

The General Manager/maintenance manager, in consultation with his/her Area Safety Director or VP of Safety will determine the appropriate respiratory protective equipment for each project or task. Selection will be based upon the anticipated hazards present at the work site. Only NIOSH-approved respiratory equipment will be used by all MV employees. Table 2 gives general guidelines for determining appropriate respiratory protection. The Purchasing Department will assist with all purchases of respiratory equipment.

Condition	Recommended Equipment
Particulate contamination only, less than 10x the PEL	Half-face APR, equipped with HEPA filter cartridges, or half-face supplied air respirator operated in continuous flow mode
Particulate contamination only, 10-50x the PEL	Full-face APR or PAPR, equipped with HEPA filter cartridges, or full-face supplied air respirator, operated in continuous flow mode
Chemical contaminants, 10-50X the PED and less than 1000 ppm (1%) regardless, skin or eye hazard	Half-face APR, equipped with approved chemical cartridges, or full-face supplied air irritant, splash or projectile respirator, operated in continuous flow mode
Concentrations of any particulate contaminant greater than 50x the PEL or greater than 100 ppm (1%) regardless, IDLH conditions, presence of contaminants with poor warning properties, oxygen deficiency or enrichment, or the presence of unknown atmospheres	Full-face supplied air respirators, operated in the positive pressure, pressure-demand mode (SCBA, airline)

Table 2. General Guidelines for the Selection of Respiratory Equipment

CHANGING OF RESPIRATOR CARTRIDGES:

HEPA cartridges are to be changed when breathing through them becomes difficult, or when they become wet or otherwise damaged. Chemical cartridges will be changed at the first sign of contaminant breakthrough, or when the cartridge becomes wet or damaged. In high-use conditions, chemical cartridges will be changed at least at the end of each workday.

CLEANING AND STORAGE OF RESPIRATORS:

Each employee will clean and disinfect any respirator they use. They will clean the respirator at least at the end of each work day that it is used. If a respirator is used by more than one employee, it will be fully cleaned and disinfected between each use.

Contaminant	Cartridge or Canister Color
Acid gases	White
Hydrocyanic acid gas	White with a 1/2 inch green stripe
Organic vapors	Black
Ammonia gas	Green
Acid gases and ammonia gas	Green with a 1/2 inch white stripe
Carbon monoxide	Blue
Acid gases and organic vapors	Yellow
Hydrocyanic acid gas and chloropicrin vapor	Yellow with a 1/2 inch blue stripe
Acid gases, organic vapors, and ammonia gases	Brown
Radionuclides	Purple (Magenta)
Particulates	Canister color previously designated, with a 1/2 inch gray stripe

Table 3. Color Codes for Respirator Cartridges and Canisters

Cleaning may require the use of special decontamination solutions or procedures. At a minimum, cleaning of cartridge-type respirators will consist of removing the respirator cartridges and washing the facepiece in a detergent solution, followed by a thorough rinse. Hood respirators should be thoroughly wiped out with a disinfectant solution and allowed to dry. Disinfection may be done with alcohol wipes or a solution of 2 tablespoons

Clorox to a gallon of water. The Clorox solution will be used to disinfect any respirator that is to be stored for more than three days.

After use, each respirator will be cleaned and disinfected, allowed to dry, and placed in a sealed plastic bag for storage. Respirators assigned to a single person shall be clearly marked. They will be stored in a single layer, in a manner that does not distort the facepiece, and objects shall not be placed on top of respirators.

Respirators should be placed on hook or hangers, and not left in the open work area.

INSPECTION OF RESPIRATORS:

Respirators will be inspected by employees for defects and missing parts prior to each use, and during each cleaning and disinfection procedure. Necessary repairs will be made, and missing parts will be replaced before the respirator is put into service. The Department Supervisor will also perform a monthly inspection of respirators to ensure that they are being properly maintained. The Facility Manager will also perform quarterly inspections, and random inspections as appropriate. Inspections will be documented and retained in facility file.

who use respirators should have an examination at least annually, or more often, as determined by the company physician. Employees who choose to be tested will receive the full results of all test and analyses performed.

FIT TESTING: All employees will be qualitatively fit-tested prior to using respirators. Employees may be fit-tested and approved for additional respirator types. No employee may wear any respirator without being fit-tested for that size and model. Fit-tests will be performed whenever there is significant change in the physical features of the respirator wearer.

PROHIBITED PRACTICES:

1. Certain conditions interfere with the proper sealing of the respirator face piece. Other practices may increase the user's risk of exposure or injury. The following practices are forbidden for MV employees wearing any respirators EXCEPT hood respirators:
2. Wearing of beards, sideburns, facial hair or headpieces
3. that extend beneath the sealing surface of the respirator face piece.
4. The following practices are forbidden for ALL MV employees wearing any type of respirator:
5. Eating, drinking, or smoking while wearing a respirator.
6. Wearing glasses or jewelry that interferes with the proper sealing of the respirator.
7. Wearing contact lenses while using respirators.
8. Wearing earrings while using respirators.
9. Wearing a shared respirator while suffering from an infectious disease.
10. Altering or modifying any part of function of a respirator in such a manner that would impair its designed functioning or void its NIOSH/MSHA approval.

TRAINING AND INFORMATION PROGRAM:

The Respiratory Training Program is designed to inform MV employees of the proper methods of evaluating and controlling exposures to airborne contaminants. They will also be trained by supervisors and local maintenance managers in the proper use and maintenance of respiratory equipment. All training must be documented, with a copy of such document kept on file at the facility

The following information will be covered in the training program:

1. A copy of the OSHA Respirator Protection Standard
2. A copy of this Company policy regarding respirators
3. Signs of symptoms of respiratory exposures

4. Types of airborne contaminants
5. Areas and operations requiring the use of respirators
6. Types of respirators
7. Methods for selecting respirators
8. Limitations of respirators
9. Inspection and maintenance of respirators (including hands-on exercises)
10. Qualitative fit testing

DEFINITIONS: Certain words and terminologies appear frequently in the OSHA standards, and in the material safety data sheets (MSDS). This section gives definitions for many such common terms. The meaning of these words is important in understanding how to select and use proper respiratory protection.

Aerosol - Any finely divided particulate matter that has a tendency to remain in the air. Aerosols can be solids (dusts, fumes) or liquids (mists, fogs).

Air-Purifying Respirator (APR) - Any respirator designed to filter, absorb, or otherwise remove contaminants from the surrounding atmosphere.

Air Sampling - Any process used to collect and analyze the contents of air in a given area.

Airline Respirator - A respirator designed so that air flows from a remote location (such as a compressor or air tank) through a hose, to the face piece.

Atmosphere-Supplying - Any respirator designed to receive air from a clean source, independent of the surrounding atmosphere

Canister - The filtering and/or absorbing element used in gas masks, usually resembling a large metal can with a threaded fitting on one end, and a hole for air intake in the other.

Cartridge - The filtering and/or absorbing element used in air purifying respirators. They may be short metal or plastic cylinders, and are usually threaded on one end, with a hole for air intake on the other.

Continuous Flow - Airflow design which forces a constant flow of air through the respirator face piece.

Demand Flow - Airflow design which requires a negative pressure inside the respirator face piece to open the admitting valve and allow fresh air to flow inside.

Dust - A finely divided solid produced by crushing, grinding, or abrading a material. It is not chemically different and it has the same basic properties as the original substance.

Dust Mask (Nuisance) - A mask designed to filter large particles from the air. Dust masks are not generally considered effective respiratory protection for most contaminants.

Fog - A liquid aerosol that has become concentrated enough to obscure vision.

Full Face Piece - A face piece designed to cover the entire front of the face.

Fume - A very fine, solid aerosol formed by heating metals to high temperatures. Fumes are mainly encountered when welding or cutting zinc and magnesium containing metals.

Half Face Piece - A face piece designed to cover the nose, mouth, and chin area of the wearer.

HEPA Filter - High Efficiency Particulate Air filter; used to remove very small aerosols from the air, including asbestos fibers and fumes.

Hood Respirator - A respirator designed to cover the wearer's entire head and shoulders. Air flows into the hood through a hose, and out the bottom of the hood.

Mist - A liquid aerosol.

Negative Pressure - A face piece design which allows the air inside the respirator face piece to fall below that of the atmosphere outside the face piece. If a leak develops contaminants will be drawn into the face piece.

Occupational Exposure Limit - An industry-accepted guideline for safe concentrations of an airborne contaminant. The PEL, TLV, and REL are all occupational exposure limits. The best practice is to use the lowest of the three values.

Organic Vapor - A gaseous form of matter, formed by the evaporation of an organic compound.

PAPR (Powered Air Purifying Respirator) - An air purifying respirator which uses a battery-driven fan to force air across the filter cartridges and through the user's face piece. PAPR allow easier breathing and are cooler to wear than standard APR.

PEL (Permissible Exposure Limit) - A value established by the Occupational Safety and Health Administration (OSHA). It is the maximum concentration of an airborne contaminant to which a worker may be safely exposed for an 8-hour day. The PEL is a legal, regulatory limit, not a recommendation.

Positive Pressure - A face piece design which ensures that the air pressure inside the respirator face piece is always greater than the pressure outside the face piece. This way, if a leak in the mask develops, air flows out of the face piece.

Pressure Demand Flow - Airflow design which maintains a pressure inside the face piece that is constantly greater than outside, even when the wearer is breathing heavily.

Protection Factor - A number which indicates the effectiveness of a respirator. The occupational exposure limit is multiplied by the protection factor to determine the highest concentration of a contaminant from which the respirator will protect a worker. The formula is $PF \times OEL = MUC$. (PF = Protection Factor, OEL = Occupational Exposure Limit, MUC = Maximum Use Concentration)

REL (Recommended Exposure Limit) - An occupational exposure limit published by the National Institute of Occupational Safety and Health (NIOSH). The REL is a guideline, not a legal limit.

SCBA (Self-Contained Breathing Apparatus) - Any of a variety of respirators designed to receive air and/or oxygen from compressed gas tanks carried in a harness on the back of the wearer.

STEL (Short-Term Exposure Limit) - The highest concentration of an airborne contaminant to which a worker may be exposed for 15 minutes or less.

TLV (Threshold Limit Value) - An occupational exposure limit published by the American Conference of Governmental Industrial Hygienists (ACGIH). The TLV is a guideline, not a legal limit.

SUPPLEMENT A: HOW TO PERFORM FIT TEST:

The fit test is necessary to ensure that a respirator provides the desired protection. The following text provides basic instructions for performing respirator fit tests. The fit testing should be conducted by a knowledgeable individual, capable of determining pass or fail criteria.

Fitting the Face Piece: The wearer should be shown how to put on the respirator, and adjust it properly. The tester should examine the mask to ensure that it appears to be correctly adjusted. The mask should be fairly comfortable. Straps should not be pulled too tight, causing them to dig into the skin. The respirator should allow the worker to wear any necessary safety equipment, such as hard hats, earmuffs, etc. If using a tight-fitting face piece (i.e. not using hood-type respirators) the wearer should not have any interfering facial hair, such as beards or stubble.

Positive Pressure Test (not applicable to hood respirators): The wearer should seal off the exhalation valve on the respirator, and exhale gently into the face piece. If the respirator fits properly, a slight pressure should develop in the mask, with no sign of leakage. The design of some respirators makes this test difficult.

Negative Pressure Test (not applicable to hood respirators): The wearer should seal off the cartridge inlets, inhale, and hold his breath for about 10 seconds. A vacuum should be created inside the face piece, collapsing it slightly. Air should not leak into the face piece.

Qualitative Fit Test (challenge atmosphere): The qualitative fit test places the respirator wearer in an atmosphere which contains a readily detectible contaminant. If the respirator fits properly, the wearer should not be able to detect the contaminant during the test.

The testing agent recommended is stannic chloride, the component found in ventilation smoke tubes. It is irritating and easy to detect in small concentrations. A saccharin mist may also be used. Respirators should be equipped with HEPA filter when using these agents.

Isoamyl acetate (banana oil) may also be used. Organic vapor cartridges should be used when testing with isoamyl acetate.

A. Setting Up The Test:

Select an open, well-ventilated area for the fit test. Suspend a plastic drum liner or trash bag from the ceiling, at a height that will allow a person to stand with their head and shoulders inside the liner or bag. Prepare a smoke tube by breaking off both ends, and attaching a rubber squeeze bulb to the end of the tube. Smoke should come from the open end of the tube when the bulb is squeezed. Respirator wearers should stand underneath the bag while smoke is pumped inside. Three or four puffs of smoke are usually sufficient. Stannic Chloride is an eye irritant. The eyes should remain closed during the test if the wearer is fitting a half-face respirator.

B. Exercises During Testing:

To ensure that the respirator will provide adequate protection, wearers should perform exercises that simulate work movements. The following paragraphs describe recommended exercises for fit testing.

Exercises for Tight-Fitting Face Pieces:

1. Breathe normally
2. Breathe deeply
3. Turn head from side to side
4. Look up and down
5. Shake head fairly rapidly
6. Talk, recite alphabet, or read a prepared text

Exercises for Hood Respirators:

Use the same exercises as for tight-fitting respirators, and:

1. Hold arms out in front, and move torso from side to side
2. Hold arms over head
3. Bend down and touch toes. (During this exercise the tester may have to puff additional smoke around the bottom of the hood since the wearer will likely be out of the bag.)

C. Fit Test Form:

The tester should complete the respirator fit test form, indicating the wearer's name, the size, brand, and model respirator used, test agent, name of tester, whether the wearer passed or failed the fit test, and the date. Both the tester and the respirator user

should sign the fit test form. The respirator fit test form should be filed in the employee's permanent personnel record. A copy should also be filed in the respiratory protection folder, under fit test records.

Reference 29 CFR 1910.134 Respiratory Protection

Date Filed / Revision Date	Description of Change
10/2019	Updated format.

RESPIRATOR FIT TEST RECORD

Date:	Person Administering Test (print name):
	Signature of Person Administering Test:
Employee Number:	Employee Name: _____ Employee Signature: _____

Respirator Brand: _____

Facepiece Type: _____ **Size:** _____

Cartridge Type: _____ **TC Number:** _____

Test Agent: _____

Passed _____

Failed _____

_____ Respirator not approved by FSM _____ Beard interfering with seal _____ Wrong facepiece type being used _____ Respirator damaged _____ Respirator not cleaned at end of shift _____ Respirator illegally modified _____ No inspection records available	_____ Employee not fit-tested for respirator _____ Wrong type of cartridges being used _____ Respirator improperly stored _____ Cartridges clogged or used up _____ Contact lens worn with respirator _____ APR used in IDLH atmosphere

1 copy to Personnel Department, 1 copy to Safety Department (Respiratory Folder)

MV TRANSPORTATION, INC. CORPORATE POLICY STATEMENT

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Safety Policy S-18 DRIVERS - PREPARED FOR WORK

SCOPE: This policy applies to all drivers for MV Transportation, Inc.

POLICY: It is the policy of this company that all drivers are professionals who come to work well rested and prepared to provide a full measure of customer service.

PROCEDURE:

The company is committed to the safety of its passengers and employees. All drivers must arrive at work on time and properly rested.

Drivers are to be licensed in the State where they have true, fixed, and permanent homes and principal residences, and to which they have the intention of returning after an absence involving an assignment.

Grooming and uniforms must be in accordance with company policy.

DOT Logs (where applicable), DOT medical card, and Driver's License must be valid and current.

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Safety Policy S-19 DRIVERS - PROVIDING FIRST AID

SCOPE: This policy applies to all drivers for MV Transportation, Inc.

POLICY: It is the policy of this Company that in the event of an injury or illness involving a passenger, a driver will contact dispatch and have them call emergency medical response providers (911). MV Drivers are not trained in emergency medical response/treatment and are not expected nor encouraged to provide such services/assistance.

PROCEDURE:

The driver will attempt to identify any persons aboard, such as a doctor, nurse, or other person trained in medical treatment/first aid, who could assist an ill or injured passenger. If there is no professional help aboard, the driver is to summon professional medical help by calling dispatch, who, in turn, will call 911 for local emergency response.

No driver is required to make physical contact with any person where there is any evidence of spilled blood or other body fluids. This issue is covered under another policy relating to Blood-Borne Pathogens.

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Safety Policy S-20 ENERGIZED CIRCUITS AND EQUIPMENT - SAFE WORK PRACTICES

SCOPE: This policy applies to all employees in work areas with electrical circuits or equipment operating at nominal voltages of 50 volts or more.

POLICY: It is the policy of MV Transportation, Inc. to recognize the serious hazards posed by energized electrical equipment and ensure that all employees will comply with all applicable requirements of national and local electrical codes.

Only experienced, certified electricians will be allowed to perform installation and repairs of electrical circuits and equipment. Lock-Out/Tag-Out (LO/TO) procedures as described in this manual will be used when working on energized circuits or equipment.

RESPONSIBILITY: It is the responsibility of all supervisors and employees to handle electrical equipment according to codes (national and local) as well as to use safe work practices.

PROCEDURES: The following procedures must be followed by all employees performing work on electrical circuits and equipment:

- Before any inspection or repairs are made to electrical equipment or circuits (including wall receptacles and lighting fixtures), it will be de-energized, and if necessary, locked out as described in this manual - Lockout/Tagout Procedures.
- Electrical work involving live circuits will not be performed in flammable or explosive atmospheres.
- Conductive clothing, such as jewelry and watches, will not be worn while performing electrical work unless adequately insulated.
- If work is to be performed near power lines, MV management will contact the power company to have the lines de-energized and grounded, if possible. The General Manager will also consult with facility electricians or electrical contractor.
- Unqualified employees and all equipment will be kept at least 10 feet from overhead power lines.
- When mechanical equipment is being operated near overhead power lines, employees standing on the ground will not touch the equipment.
- Portable ladders used for electrical work will not be constructed of metal, nor will they have metal strips or other conductive materials affixed to the side rails.
- No work, including the handling of power and extension cords, will be performed while the employee or his clothing is wet or damp.
- No electrical work will be performed outdoors during rainy weather.
- Adequate lighting must be in place for all work.
- Alerting techniques must be used to warn other workers in the area of any electrical hazard. Alerting techniques may be one of the following:
 - Safety signs and tags
 - Barricades
 - The presence of another person acting as an attendant

ELECTRICAL EQUIPMENT AND TOOLS:

All tools and equipment which use or may come in contact with electrical currents must meet the following requirements:

- Tools and equipment will be kept in good working condition. Employees will inspect tools before each use and at the end of each shift. Defective equipment will be tagged and removed from service.
- Tools will be used consistently with their designated purpose.
- No attempt will be made to improvise insulation on tools, such as taping.

- Conductors and equipment shall be protected in accordance with their rated loads.
- Electrical cords will not be used for raising, lowering, or otherwise handling portable electric equipment.
- Proper fuse handling equipment should be used for removing and replacing fuses.
- Any ropes or lines used in electrical work must be non-conductive.

A. Splices:

- Power cords and conductors will be spliced or joined using properly designed connectors, or by soldering, brazing, or welding.
- All joints, splices, and free ends of power cords and conductors will be covered with an insulation equivalent to that of the conductor or with an insulating device suitable for the purpose.

B. Markings:

- Markings on electrical equipment will show voltage, wattage, and ratings as necessary.
- Each service, feeder, or over-current device must be legibly marked to indicate its purpose unless it is arranged so the purpose is evident.

C. Guarding:

- Live parts of electrical equipment operating at 50 volts or more will be guarded by approved cabinets or enclosures, or by locating the live parts so they are not subject to accidental contact.
- Entrances to guarded location containing live electrical parts will be marked with appropriate warning signs.

D. Grounding:

- The path to ground from circuits, equipment, and enclosures shall be permanent and continuous.
- Equipment located in wet or damp locations will be grounded.
- Equipment used in metal tanks or on metal floors will be grounded.
- A grounding electrode conductor must be used to connect both the equipment grounding conductor and the grounding electrode conductor to the grounded circuit conductor on the supply side of the system disconnecting means or over-current devices.
- Equipment and tools used in damp or wet area will be connected to circuits equipped with a Ground-Fault Interrupt system (GFI). This system will be installed and maintained by a qualified electrician.
- Double-insulated tools are exempted from grounding requirements.

E. Flexible Cords and Cables:

- Flexible cords and cables are not to be used as substitutes for fixed structural wiring where they are attached to building surfaces, concealed, or run through floors, walls, ceilings, doorways, windows, and similar openings.
- Flexible cords will be used only in continuous lengths, without splice or tap, except that hard service flexible cords No. 12 or larger may be repaired if properly
- spliced.
- Flexible cords must be connected so that strain relief is provided to prevent pull from being transmitted directly to joints or terminal screws.
- All extension cords will be UL-approved, of the three-prong grounding type, with the grounding prong intact.
- Employees will avoid kinking and excessively bending extension cords.
- The ground wire on plug adapters will not be cut and must be properly attached to wall outlet.
- No more than one plug adapter may be used on a duplex wall receptacle.

F. Work on Live Circuits:

- If work on live circuits is unavoidable, it will be performed only by a qualified, experienced electrician, and only with the approval of the General Manager. The electrician and the General Manager will determine appropriate protective measures which shall include but not be limited to the following:
 - At least 2 people will be present during the work.
 - Only double-insulated power tools, and insulated hand tools will be used.
 - Work will be performed using the "one-hand rule". (The one-hand rule states that one hand will remain at the side or in the pocket, so in the event of contact with energized components, electrical current would be less likely to flow across the chest area. Current flow across the chest could result in cardiac arrest or other heart damage.)

Note: If two hands are necessary, certified lineman's gloves will be worn.

INSPECTIONS: The General Manager will inspect electrical circuits and apparatus each month during general safety audits.

NOTE: ALL RECEPTACLES WILL BE TESTED FOR REVERSE POLARITY.

Division supervisors and employees are responsible for examining tools and apparatus for defects in their work area. Such defects should include, but not be limited to, missing covers, frayed insulation, loose connections, burning smells, crackling noises, etc. Any problems should be reported to the Facility Manager for immediate correction.

Reference OSHA 29CFR 1910.301-308 and 29CFR 1910.331-335.

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Safety Policy S-21 FACILITY EMERGENCY ACTION PLAN

SCOPE: This policy affects all MV Transportation, Inc. Divisions.

POLICY: It is the policy of this Company that each MV facility (Division) develops and implements a written Emergency Action Plan. This plan must address, at a minimum, the elements specified in the Minimum Requirements for Emergency Action Plans.

RESPONSIBILITY: All General Managers are required to develop, maintain, update and provide necessary training to ensure employees are aware of various life-threatening situations, and know appropriate procedures to be followed during an emergency event. The Safety Department and the Area Safety Directors are available to assist as needed.

MINIMUM REQUIREMENTS FOR EMERGENCY ACTION PLANS:

Emergency Action Plans used by MV Transportation, Inc. (MVT) facilities must include the following elements:

- Persons responsible for implementing and updating the plan.
- Methods of notifying employees of emergency situation.
- Map of facility, clearly indicating exits.
- Methods to be used for marking exits.
- Requirements for keeping exits clear.
- Methods and routes of evacuation.
- Any codes used to identify specific events.
- Phone numbers for local police, fire and medical services.
- Phone numbers for any Facility Emergency Action personnel.
- Employee training and drills.
- Posting requirements.
- Inspection procedures.

Placement of buses/vehicles for security and safety.

Specific actions for dealing with the following emergencies/contingencies:

- Severe weather
- Bomb threats
- Fire and explosion
- Flooding
- Sabotage
- Snipers or shooters
- Procedures for plant shutdowns
- Hurricanes and tornadoes
- Civil strife
- Earthquakes
- Heighten security levels

A. General Requirements:

The Facility Emergency Action Plan is a written program addressing all the elements listed above. The plan should be simple and direct, using uniform emergency procedures (i.e.: evacuations). Emergency drills must be performed at least annually.

The emergency action plan needs to address the specific actions your location will take if an emergency occurs. Management and supervisory employees should be aware of any specific actions they or other designated employees are to take during the emergency. General Managers need to ensure all Division employees are knowledgeable/trained with the contents of the plan and the specific actions required from them in case of emergency. General Managers must provide an updated copy of the plan to their respective VP of Safety.

The VP of Safety and the Area Safety Directors are available to assist General Managers in drafting their Division's Emergency Action Plan.

EMERGENCY ACTION PLAN TEMPLATE:

The following is the template for MVT facilities' Emergency Action Plans. This template provides minimum requirements and can be modified to meet local requirements and/or operating environment.

Persons Responsible for Plan Implementation:

General Manager: The Facility Manager is responsible for maintaining and updating the plan. The General Manager must approve all revisions or changes to procedures specified in the written plan. This individual is responsible for ensuring that emergency equipment remains accessible and is in good working order. The General Manager is also responsible for scheduling drills and employee training sessions. Training must be documented.

General Managers are responsible for the following:

- Inspecting and maintaining emergency equipment located in their respective areas.
- Ensure that all employees receive the necessary training and information specified under this plan.
- Properly maintain any signs, bulletin boards, posters, or other information posted in their area.
- Ensure the orderly evacuation or relocation of their employees during emergencies and drills.
- Document all training and retain such documentation in the Division's training file.

Employees: Division employees are responsible for attending scheduled training sessions, familiarizing themselves with the location of exits, understanding the facility's emergency notification systems, and following the instructions of this plan and their supervisors.

TEMPLATE / FORMAT

A. Facility Notification System:

The MV Transportation, Inc. facility located at _____ is equipped with a system of fire alarms. These alarms include smoke detectors and employee-activated alarms. Hearing any of these alarms indicates that an emergency situation has occurred somewhere in the facility. Instructions for appropriate action will be issued by management/dispatch. If instructions are not received immediately, employees should report to the parking lot or other designated safe location and remain there until dismissed by their supervisors. Management is responsible to assure all employees are accounted for and out of the building.

The MV Transportation, Inc. facility located at _____ is also equipped with a facility-wide public address system. In the event of an emergency, instructions will be issued over the PA system, stating the nature of the emergency, and the appropriate action to be taken.

B. Facility Map:

A map of this facility (Appendix A), clearly identifying emergency exits, alarms, and equipment is posted on bulletin boards. Maps must be posted in all employee common areas and dorm rooms.

C. Marking of Exits:

All emergency exits at MV facilities shall be clearly marked; using illuminating signs (where applicable) marked "EXIT", in letters at least 6 inches high.

Doors that do not lead to exits but might be mistaken as such shall be clearly marked "NOT AN EXIT."

D. Emergency Exits Requirements:

- MV facilities must be equipped with a sufficient number of exits to allow the rapid and orderly evacuation of all personnel.
- Emergency Exits and the approach to Exits must be kept clear at all times.
- Emergency Exits doors must remain unlocked at all times during hours of operations or while employees are present. They are to be unobstructed at all times.
- All Emergency Exits must discharge to a street or other open space (parking lot, etc.) that gives ready access to a public way.
- Emergency Exits doors serving 50 or more people must swing in the direction of exit travel.
- In hazardous areas, or where there is a chance that one Emergency Exit may become blocked by fire or smoke, at least two separate and remote Emergency Exits must be in place.
- Doors to any employee work area must be designated so that workers cannot be locked inside a room at any time.

E. Methods and Routes of Evacuation:

- Evacuation involves removing employees or customers from the facility/building. It is used when conditions inside the facility buildings become threatening to the life, health and/or safety of occupants, such as in the instance of fires and explosions.
- Relocation involves moving employees from one facility to another. It is used in the event of external threats, such as severe weather, civil disorder or security contingency.
- Management should identify where to go when an emergency requires the evacuation of the facility or relocation to an alternate facility. Facility Evacuation Routes and Relocation Maps directing employees to the designated alternate location should be part of the written emergency plan (App. C & D). Management needs to identify essential equipment or supplies needed at the alternate site.
- The emergency action plan shall also include details on who (managers, supervisors, etc.) will perform specific duties, such as ensuring customers and employees receive instructions on how to safely exit the building.
- MV managers may initiate either employee evacuation or relocation in an emergency. When an evacuation or relocation order is issued, employees and customers will be instructed where to go. Employees should report to this location and remain there until further instructions by their manager or other competent authority. Supervisors must account for all members of their work crews.

F. Phone Numbers for Fire, Police and Medical Services:

The following numbers are provided for use in emergencies and must be posted for employees to see (Appendix E):

POLICE: _____

FIRE: _____

MEDICAL AID: _____

BUILDING SECURITY: _____

BUILDING MANAGER: _____

GENERAL MANAGER: _____

G. Employee Training and Drills:

All MV employees will receive initial training in the implementation of this Emergency Action Plan. Training will cover the contents of the plan and its required actions. Such training will be scheduled by the General Manager and documented at time of hire.

Subsequent training and drills will be performed and documented at least annually to ensure that employees remain familiar with the information in the emergency action plan, and proper evacuation and relocation procedures.

H. Posting Requirements:

Emergency exit information and emergency reporting information must be placed in a visible location in each work area. A copy of the Emergency Action Plan and the facility map should be located in an area where employees

congregate – near general bulletin board and time clock.

I. Inspection Procedures:

The General Manager will review the condition of the facility's emergency action preparedness program twice per year as part of a general safety audit. He will also perform random inspections as appropriate.

General Managers are responsible for ensuring the emergency equipment, posters, and information in their work area is kept in good condition and up-to-date. They will also ensure that all employed in their work crews receive appropriate training and orientation in the emergency action plan.

J. Facility Access Control:

Each facility must have designated procedures to control access to the facility. Facility access needs to be allowed or restricted as needed (i.e.: increased terror alert levels may dictate restricted access to the facility). Special consideration / regular inspection needs to be given to the following:

- Perimeter security fences
- Access gates/doors
- Employee-only areas
- Bus/vehicle holding lots
- Exterior/interior security cameras and lighting systems
- Vendor access procedures

K. Bomb Threats:

- Employees will receive training on bomb threat procedures. A copy of the telephone bomb threat checklist is attached (Appendix B).
- All bomb threats must be promptly reported via the MV Event Notification procedures.

L. Unattended Baggage/Packages:

All employees must be encouraged to maintain a high degree of awareness for unattended bags or packages, particularly if they appear out of place or hidden. If it looks out of place, question it and notify management or local law enforcement authorities / security personnel (as appropriate). Employees will receive training on unattended baggage and package procedures.

M. Suspicious Individuals Or Activity:

All employees must be encouraged to maintain a high degree of awareness of their surroundings and working environment, and to take note of suspicious individuals or activities. Employees will receive training on suspicious individuals or activities procedures.

N. Fire and Explosion:

In case of a fire or explosion, the following procedure should be used:

- Immediately trigger the fire alarm and contact management. Inform them of the location, size and status of the blaze. Managers will notify the fire department of the problem and dispatch additional personnel to assist in controlling the fire (as safety allows).
- Attempt to control the fire with the appropriate extinguisher, if this can be done safely. (implies mandatory fire extinguisher training annually)
- Wait for further instructions from management.
- Should evacuation or relocation be necessary:
- Shut down operations in the work area if these can be done safely.
- Report to the location specified in the PA announcement, or as directed by the facility manager.
- Remain at that location until instructed to go elsewhere.

O. Chemical Spills/Fuel Leaks:

On-site personnel will handle surface spills with absorbent. Immediately contact the Maintenance Department and your Area Safety Director if a spill cannot be handled by onsite personnel or if the spill impacts soil or waterway conveyance.

P. Flooding:

Flooding does not typically occur without warning. Some time for preparation is usually possible. The General Manager will determine the appropriate action to be taken in specific instances of flooding. Consideration should be given to facility shutdown procedures, protection of assets and individuals from flooding, employee parking access and

electrical and fire hazards involved.

Q. Hurricanes, Tornadoes and Other Severe Weather:

Hurricanes and tornadoes involve damaging high winds, with possible lightening, rain, and hail damage. Hurricanes occur primarily off the Gulf and East coasts. Tornadoes can occur in any location, although they are most likely in the South and Midwest. Advance notice is usually given of hurricanes, but tornadoes can strike without warning.

- Hurricanes - The General Manager will develop and implement site-specific facility shutdown and hurricane preparation procedures for each facility subject to hurricanes. Guidelines are available from local government emergency preparedness units and from the MV Safety Department.

Facilities located in hurricane-prone areas need to strongly consider purchasing supplies that can be used to secure and protect their building prior to the onset of hurricane season (typically August through December). The supplies would include items such as plywood (window/doors protection), plastic sheeting, duct tape, sand-bags, etc. These supplies need to be stored onsite for ready use when needed.

- Tornadoes and Other Severe Weather - A tornado or severe weather warning will be issued over the PA system. Specific instructions will also be given at this time.

DO NOT GO OUTSIDE to look at tornadoes!

In the event of a tornado, all employees should move to center rooms and corridors, away from windows, skylights, and other areas where there is potential for flying glass. Employees should remain in this area until the all clear is given.

R. Earthquakes:

Earthquakes are most prevalent on the West Coast, although they may occur almost anywhere. Buildings in areas prone to earthquakes should have appropriate design features, and additional steps should be implemented to prevent shifting and falling of flammable materials

containers, compressed gas cylinders, equipment lifts, etc. The General Manager of such Divisions should prepare site-specific procedures for dealing with earthquakes.

S. Civil Strife:

Civil strife may result from a variety of sources, including demonstrations and strikes. The General Manager and other management personnel will work together to issue case-specific instructions for employed facing such situations. If incidents occur spontaneously on company property, they must be reported to corporate management immediately via the MV Event Notification protocols. All employees are expected to cooperate fully with management and law enforcement agencies during such events.

T. Sabotage:

Any incident of sabotage which results in fire, injuries or other emergency situations will be dealt with as a standard emergency as previously described, except that the following additional procedures will be followed:

- The area or item suspected of being sabotaged will not be disturbed until facility security, law enforcement and/or the facility managers have had the opportunity to inspect it.
- Incidents of suspected sabotage must be reported immediately to the General Manager. The GM will call police as appropriate.
- Employees involved in the incident will remain in the area until dismissed by facility management, unless it is unsafe to do so.

U. Procedures for Facility Shutdown:

Each facility must have written facility shutdown procedures. This procedure should include the following elements:

- Operation/department shutdown priorities.
- Turning off burners and other gas-operated equipment.
- De-energizing electrical equipment or circuits.
- Shutdown of fuel pumps / underground fuel tanks
- Storage of tools and equipment.
- Inventory procedures for shutdowns.
- Planned and unplanned shutdowns.
- Personnel responsibilities during shutdowns.
- Restoring operations.

Appendices:

A. Facility Map

B. Bomb Threat Checklist

C. Directions and Map to Evacuation Site

D. Directions and Map to Relocation Site

E. List of Emergency Phone Numbers

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10/2019	Updated format.

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Safety Policy S-22 FLAMMABLE/COMBUSTIBLE LIQUIDS - HANDLING AND STORAGE

SCOPE: The guidelines contained in this section apply to all MV Transportation, Inc. facilities. The term "liquid", when used in this section refers to a flammable or combustible liquid.

PURPOSE: The objective of this policy is to establish procedures for the handling and storage of flammable materials that will prevent employee injury and damage to property.

POLICY: It is the policy of MV Transportation, Inc. that all employees will comply with proper storage and handling procedures for flammable and combustible materials, as described by the Occupational Safety and Health Administration (OSHA) and the Uniform Fire Code. MV Transportation, Inc. facilities will also comply with any additional requirements of local fire codes.

PROCEDURES: Many of the flammable materials used at MV facilities are stored in portable containers or transferred to portable containers for use. Portable containers include glass bottles or jars, metal or approved plastic containers, safety cans, metal drums, approved portable tanks, and polyethylene containers. The classification of a liquid and the type of container will determine the maximum quantity of liquid permitted. Table 1 below lists the maximum quantities for various types of containers.

A. Labeling of Portable Containers:

All portable containers will be clearly labeled according to regulations. No other material shall be placed in the container, except that for which it is labeled.

B. Transferring Class I Liquids to and from Portable Containers:

Containers used for dispensing Class I flammable liquids shall be properly grounded. When transferring a liquid, both the dispenser and receiver should be bonded. When pouring a liquid from a portable container into a smaller container, they should be bonded. (An example would be pouring thinner from a safety can into a smaller can of paint.) Proper bonding and grounding minimize the possibility of sparking produced by static electricity. Bonding and grounding can be accomplished by using alligator clips attached with a copper wire. The alligator clips are then attached to the containers to form a bond or ground.

C. Inspecting Portable Containers:

Portable containers should be inspected regularly to ensure that they remain in good working order. The facility manager will document the conditions of portable containers during periodic inspections.

Maintenance Center managers should perform frequent spot inspections. Employees should routinely examine containers before use. A general inspection should include the following items:

- Make sure all caps and bungs are in place.
- Examine the containers for holes, cracks, chips, and corrosion.
- Examine plastic and polyethylene containers for signs of softening and other degradation.
- Ensure that smaller portable containers are properly grounded both at the container and the grounding point.
- Ensure that smaller portable containers are equipped with jumpers for bonding.
- Examine all vents and pressure relief devices.
- Ensure that containers are properly labeled.

CONTAINER TYPE	FLAMMABLE LIQUIDS				
	Class 1A	Class 1B	Class 1C	Class II	Class III
Glass or approved plastic	1 pt.	1 qt	1 gal	1 gal	1 gal
Metal (other than DOT drums)	1 gal	5 gal	5 gal	5 gal	5 gal
Safety cans	2 gal	5 gal	5 gal	5 gal	5 gal
Metal drums (DOT Spec)	60 gal	60 gal	60 gal	60 gal	60 gal
Approved portable tanks	660 gal	660 gal	660 gal	660 gal	660 gal

TABLE 1. CAPACITIES FOR PORTABLE CONTAINERS AND TANKS (from Table H-12, OSHA 1910.106)

D. Inspecting Safety Cans:

Safety cans are the recommended method of transferring small quantities of flammable materials. Safety cans may not have a capacity of more than 5 gallons. They are equipped with flame arresters inside the spouts, self-closing lids, bonding points and jumpers. There are a few points to consider when inspecting safety cans. In addition to the points given above, the following additional items should be included:

- Ensure that flame arresters are in the spouts
- Check gaskets around spouts; when the can is tipped, no more than a few drops of liquid should leak out
- Ensure that self-closing lids work properly

CONTAINER AND PORTABLE TANK STORAGE INSIDE FACILITIES:

Several general rules should be observed when storing flammable and combustible materials inside buildings. MV facilities do not currently utilize indoor storage tanks that exceed 660-gallon capacities. Should larger tanks be installed in a facility, additional considerations in Section 79 of the Uniform Fire Code and OSHA 1910-106 must be addressed.

General rules for storage and use of flammable and combustible containers and tanks include:

- Class I liquids may not be used in areas where traveling vapor may contact open flames or other ignition sources.
- All containers should be kept closed when not in use.
- Only empty containers previously used for storing flammable or combustible materials, shall be treated the same as flammable material containers. Only when containers have been thoroughly cleaned and certified

as free from explosive vapors, may the containers be treated as normal, empty vessels.

- Class I, II, or III-A liquids, including waste materials, may not be stored near exits, stairways, or any other location that could interfere with egress.
- Shelving used to store containers must be of substantial construction, adequately braced and anchored. Shelves should have a lip to prevent individual containers from easily sliding off.
- Class I-A liquids may not be stored in basements.

A. Storage in Open Areas:

Flammable and combustible materials must be stored in fireproof cabinets or specially designed storage rooms. Portable containers may be used to transfer flammable materials. Quantities should be kept to the minimum amount necessary. For spray-finishing operations, quantities of flammable materials remaining outside cabinets or storage rooms are limited to the quantity of materials required for a single day's operation.

B. Storage in Cabinets:

No more than 60 gallons of a Class I or II liquid, and no more than 120 gallons of a Class III liquid may be stored inside cabinets. Storage cabinets for flammable and combustible materials must meet the following requirements:

- Equipped with self-closing, tight-fitting doors
- Labeled in conspicuous letter, "Flammable - Keep Fire Away"

C. Metal Cabinets:

- Constructed of at least 18-gauge sheet metal
- Double-walled (including doors) with at least 1-1/2 inch air space
- Doors equipped with three-point locks
- Constructed with at least a 2" sill at the bottom of the cabinet

D. Wooden Cabinets:

- Constructed of at least 1" plywood
- Shall not break down or delaminate in a fire
- All joints rabbeted and fastened in two directions with flathead wood screws
- Double doors (if so designed) shall have a rabbeted overlap of at least 1"
- Hinges mounted in such a manner that they will not dislodge or loosen during a fire

E. Inside Storage Rooms:

Large quantities of flammable materials should be stored in rooms specially designed for the storage of flammable materials. A flammable materials storage room should have the following design features:

- Appropriately designed and installed sprinkler system. Openings to other rooms equipped with a liquid-tight sill or ramp at least 4" high; in lieu of a sill or ramp, the floor may be recessed at least 4", or open-grated trenches draining to a safe location may be used.
- Shelves, racks, dunnage, scuffing, and floor overlays shall be constructed of at least 1" wood.
- In rooms where Class I liquids are stored, electrical wiring, motors, and vent fans shall be approved for use in Class I, Division II Hazardous Locations; wiring and components for Class II and III areas must be approved for general use.
- Ventilation systems must provide a complete change of room air six times per hour.
- Ventilation switches must be installed outside the storage room; if Class I materials are stored inside the room, a pilot light must be installed adjacent to the ventilation switch.
- Each storage room must have at least one clear aisle, at least 3 feet wide.
- Containers over 30 gallons may not be stacked on top of each other.
- Dispensing shall be approved pump or self-closing faucet only.
- Where Class I liquids are dispensed, drip pans equipped with spark arresters should be placed underneath dispensers; they should be checked and emptied regularly.

In addition to these design features, the quantity of material that is permitted in a storage room is limited, based upon the classification of the liquid, and the type of fire protection provided.

Table 2 lists the maximum quantities of flammable materials allowed in a storage room:

Fire Protection Provided	Fire Resistance	Maximum Size	Total Allowable Quantities (gals/sq. ft of floor area)
Yes	2 hours	500 square ft.	10
No	2 hours	500 square ft.	4
Yes	1 hour	150 square ft.	5
No	1 hour	150 square ft.	2

Table 2. STORAGE IN INSIDE ROOMS

DEFINITIONS: Certain terms appear frequently during the discussion of flammable and combustible materials. Particularly when working with materials of these natures, it is critical to understand the meanings of these terms. The following definitions are offered to help in understanding this section, and the applicable laws and regulations related to flammable and combustible materials.

Approved - Listed by Underwriters Laboratories or approved by Factory Mutual Engineering Corp.

Combustible Liquid - any liquid with a flash point at or above 100° F.

Container - a vessel designed to contain a liquid, including, but not limited to, a can, barrel, drum, bucket, or pail.

Flammable Liquid - any liquid with a flash point below 100° F.

Flash Point - the lowest temperature at which a liquid gives off enough vapors within a test vessel to form an ignitable mixture.

Portable Tank - any closed vessel with a liquid capacity greater than 60 gallons, not intended for fixed installation.

Safety Can - an approved container that holds no more than 5 gallons and has a spring-closing lid and spout cover designed to relieve internal pressure when exposed to fire.

Liquid Class	Flash Point	Boiling Point
* 1A	<73° F	100° F
* 1B	<73° F	>=100° F
* 1C	73° F - 100° F	NA
II	100° F - 140° F	NA
IIIA	140° F - 200° F	NA
IIIB	200° F	NA

*Some common examples of Class I liquids include gasoline, isopropyl alcohol, and some paint thinners. Kerosene, some heating oils, and diesel fuels are examples of Class II liquids. Motor oils, transmission fluid, and similar combustible substances which will burn, but do not do so readily, are examples of Class III liquids.

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MV TRANSPORTATION, INC. CORPORATE POLICY STATEMENT

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Safety Policy S-23 OSHA RECORD-KEEPING REQUIREMENTS FOR INJURY AND ILLNESS

SCOPE: The requirements of this section apply to all employees and all incidents in the workplace which are OSHA reportable injuries or illnesses.

PURPOSE: The objective of this policy is to designate reporting at MV Transportation, Inc. to establish uniform guidelines to administer the reporting and record-keeping requirements of OSHA.

POLICY: It is the policy of MV Transportation, Inc. to comply with OSHA record-keeping requirements.

RESPONSIBILITIES:

Every General Manager will designate a responsible individual to maintain the required OSHA records (OSHA Form 300A & OSHA Form 101 or equivalent) for the Division. The General Manager is responsible for certifying and posting the OSHA Form 300 from February 1 to April 1 of each year as outlined in Posting Requirements of this section.

A. OSHA Form 300:

The Log and Summary, or the OSHA Form 300 and 300A, are a convenient means of recording injuries and illnesses and for noting the extent and final outcome of each case. All entries to the log must be made within six (6) working days after the receipt of information that a recordable injury or illness has occurred, however, not every injury or illness in the workplace is recordable. The log shows when the occupational injury or

illness occurred, to whom, the regular job of the injured or ill person at the time of injury or illness, how much time is lost, whether the case resulted in a fatality, etc. The log consists of three parts; a descriptive section which identifies the employee and briefly describes the injury or illness; a section covering the extent of the injuries; and a section covering the extent of illnesses. At the end of the calendar year, the section to the right of the dotted vertical line is used to summarize the injuries and illnesses for the preceding year. OSHA 300/300A Forms are available at the local Department of Labor Office or they can be ordered from Standard Register.

Determination of OSHA-recordable cases:

After every injury the records custodian will determine whether the case is OSHA-recordable. To determine if a case is recordable the following factors must be considered:

- Was there a death, illness, or injury?
- Was the injury or illness work related; that is, was the injury or illness a result from an event or exposure in the work environment;
- If the case is an illness, record it and check the appropriate illness category on the log; or
- If the case is an injury, decide if it is recordable.

Any of the following events, if they occur in the workplace, must be recorded on the OSHA Form 300/300A:

- Death
- Medical treatment (not just First Aid) – see definitions below
- Loss of consciousness
- Restriction of work or motion

□ Transfer to another job because of the injury

B. Supplementary Form (MV Report of Injury) For every recordable injury or illness entered on the OSHA 300/300A log, it is necessary to record additional information on the MV Report of Injury Form for supplementary information:

Every state in which MV Transportation operates requires a state notification form generally known as the Employers First Report of Accident, and since the form used by each state contains all of the items as required on the OSHA 1010 (a

supplementary OSHA report) MV Transportation will use the Workman's Compensation Form in lieu of the OSHA 101 to prevent duplicate reporting. The Supplementary Form must be completed within six (6) working days after the manager has received information that any injury or illness has occurred.

LOCATION AND MAINTENANCE OF RECORDS:

The General Manager are required to maintain the two forms (the Form 300 and the supplementary 300A) at each location/division.

A. Posting Requirements:

From February 1st to April 1st of each year the Facility Manager will cause to be posted in the work place where all employees can review, a copy of the year's totals as defined on the right side of the vertical line on the OSHA Form 300A. The General Manager is responsible to assure that the totals are correct. The General Manager will have to sign and certify that the totals are true.

During every year, the records should be filed in a special folder labeled "OSHA Form 300/300A, 20__". If a MV Division has no recordable injuries or illness during the year, zeros should be placed on the line titled "total" and the form posted as required.

B. Record Retention and Access:

All record-keeping forms must be retained for five (5) years after the end of the calendar year for which they relate. If the outcome of a case changes after the calendar year for which the injury or illness occurs, the changes should be made to the original Form 300. All record-keeping forms, both current and retained, must be made available for inspection and copying by the representative of state or federal OSHA.

REPORTING TO OSHA OF FATALITY OR INCIDENTS INVOLVING MULTIPLE HOSPITALIZATIONS:

In cases of incident resulting in one (1) or more fatalities or hospitalizations of three (3) or more employees at one time, the General Manager of the Division shall immediately notify the following personnel:

- Regional Vice President
- Area Safety Director
- VP of Safety,
- Make immediate notification of the incident via the MV Serious Event Notification System

These incidents must also be reported directly to the local OSHA area offices within 8 hours after the occurrence of the incident.

In these cases, these notifications shall be made ONLY by the Sr. VP of Safety or, in his absence, the VP of Safety, after coordination with the Company's Legal, Risk Management, and Human Resources Departments.

The report can be made either orally (by telephone) or in writing to the OSHA Area Director. In those states with approved safety and health plans, the report must be made to the state agency which has the enforcement responsibilities.

OSHA POSTER: A copy of the OSHA poster (OSHA 2203 or the combination poster from Human Resources) informing employees of their rights and responsibilities must be posted in a prominent location at each MV facility. A copy of the OSHA poster is available at local Department of Labor offices, or may be ordered from Lawson/Portal. Additional information regarding record-keeping can be obtained from the back of the OSHA 300 or the U.S. Department of Labor Publication entitled "A Brief Guide to Record-Keeping Requirements for Occupational Injuries and Illnesses". A copy of this publication is available at the local Department of Labor OSHA offices or the Government Printing offices.

DEFINITIONS:

Certification: The person who supervises the preparation of the Log and Summary of Occupational Injuries and Illnesses certifies that it is true and complete by signing the 1st page or by appending a statement to that effect to the annual summary.

Exposure: The reasonable likelihood that a worker is or was subject to some effect, influence, or safety hazard; or was in contact with a hazardous chemical or physical agent at a sufficient concentration and duration to produce an illness.

First aid: Any one-time treatment and subsequent observation of minor scratches, cuts, burns, splinters, and so forth, which do not ordinarily require medical care. Such treatment and observation are considered first aid even though provided by physician or registered professional personnel. See list of First Aid actions below.

First report of injury: A worker's compensation form which may qualify as a substitute for the supplementary record, OSHA No. 101.

Log and Summary (OSHA No. 300/300A): The OSHA record-keeping forms used to list injuries and illnesses and to note the extent of each case.

Lost workday cases: Cases which involve days away from work or days of restricted work activity or both.

Lost workdays: The number of workdays (consecutive or not) beyond the day of injury or onset of illness that the employee was away from work or limited to restricted work activity because of an occupational injury or illness.

- a. Lost workdays - away from work. The number of workdays (consecutive or not) on which the employee would have worked but could not because of occupational injury or illness.
- b. Lost workdays - restricted work activity. The number of workdays (consecutive or not) on which, because of injury or illness: (1) the employee was assigned to another job on a temporary basis; or (2) the employee worked at a permanent job less than full time; or (3) the employee worked at a permanently assigned job but could not perform all duties normally connected with it.

NOTE: The number of days away from work or days of restricted work activity does not include the day of injury or onset of illness or any days on which the employee was not regularly scheduled to work even though able to work.

Medical Treatment: Includes treatment of injuries administered by physicians, registered professional personnel, or lay persons (i.e., non-medical personnel). Medical treatment does not include first aid treatment (one-time treatment and subsequent observation of minor scratches, cuts, burns, splinters, and so forth, which do not ordinarily require medical care) even though provided by physician or registered professional personnel. See list of Medical Treatment actions below.

Occupational Illness: Any abnormal condition or disorder, other than one resulting from an occupational injury, caused by exposure to environmental factors associated with employment. It includes acute and chronic illnesses or diseases which may be caused by inhalation, absorption, ingestion, or direct contact. The following categories should be used to classify recordable occupational illnesses on the log in the columns indicated:

a. Column 7d. Poisoning (systemic effects of toxic materials):

Examples: Poisoning by lead, mercury, cadmium, arsenic, or other metals; poisoning by carbon monoxide, hydrogen sulfide, or other gases; poisoning by benzol, carbon tetrachloride, or other organic solvents; poisoning by insecticide sprays such as parathion, lead/arsenate; poisoning by other chemicals such as formaldehyde, plastics and resins, etc.

b. Column 7e. Disorder due to physical agents (other than toxic materials):

Examples: Heatstroke, sunstroke, heat exhaustion, and other effects of environmental heat; freezing, frostbite, and effects of exposure to low temperatures; effects of ionizing radiation (isotopes, X-Rays, radium); effects of non-ionizing radiation (welding flash, ultra-violet rays, microwaves, sunburn); etc.

c. Column 7f. Disorder associated with repeated trauma:

Examples: Noise-induced hearing loss; synovitis, tenosynovitis, and bursitis; raynaud's phenomena; and other conditions due to repeated motion, vibration, or pressure.

d. Column 7g. All other occupational illnesses:

Examples: Anthrax, brucellosis, infectious hepatitis, malignant and benign tumors, food poisoning, histoplasmosis, coccidioidomycosis, etc.

Occupational Injury: Any injury such as a cut, fracture, sprain, amputation, etc. which results from a work accident or from a single instantaneous exposure in the work environment.

- NOTE: Conditions resulting from animal bites, such as insect or snake bites, and from one-time exposure to chemicals are considered to be injuries.

Posting: The annual summary of occupational injuries and illnesses must be posted at each establishment by February 1 and remain in place until April 1 to provide employees with the record of their establishment's injury and illness experience for the previous calendar year. (Names of employees are not shown, only statistics.)

Recordable Cases: All work-related deaths and illnesses, and those work-related injuries which result in the following:

- loss of consciousness,
- restriction of work or motion,
- transfer to another job, or
- require medical treatment beyond first aid (see below).

Restriction of work or motion: Occurs when the employee, because of the result of a job-related injury or illness, is physically or mentally unable to perform all or any part of his or her normal assignment during all or any part of the workday.

Supplementary Record (OSHA no. 101): The form (or equivalent) on which additional information is recorded for each injury and illness entered on the log (MV Report of Injury).

Work Environment: Consists of the employer's premises and other locations where employees are engaged in work-related activities or are present as a condition of their employment. The work environment includes not only physical locations, but also the equipment or materials used by the employee during the course of his or her work, such as buses/vehicles.

MEDICAL TREATMENT:

The following actions are generally considered medical treatment. Work-related injuries for which this type of treatment was provided or should have been provided are almost always recordable:

1. Treatment of INFECTION;
2. Application of ANTISEPTICS during second or subsequent visit to medical personnel;
3. Treatment of SECOND OR THIRD DEGREE BURN(S);
4. Application of SUTURES (stitches);
5. Application of BUTTERFLY ADHESIVE DRESSING(S) or STERI-STRIP(S) in lieu of sutures;
6. Removal of FOREIGN BODIES EMBEDDED IN EYE;
7. Removal of FOREIGN BODIES FROM WOUND: if procedure is COMPLICATED because of depth of embedment, size, or location;
8. Use of PRESCRIPTION MEDICATIONS (except a single dose administered on first visit for minor injury or discomfort);
9. Use of hot or cold SOAKING THERAPY during second or subsequent visit to medical personnel;
10. Application of hot or cold COMPRESS(ES) during second or subsequent visit to medical personnel;
11. CUTTING AWAY DEAD SKIN (surgical debridement);

12. Application of HEAT THERAPY during second or subsequent visit to medical personnel;
13. Use of WHIRLPOOL BATH THERAPY during second or subsequent visit to medical personnel;
14. POSITIVE X-RAY DIAGNOSIS (fractures, broken bones, etc.);
15. ADMISSION TO A HOSPITAL or equivalent medical facility FOR TREATMENT.

FIRST AID TREATMENT:

The following are generally considered first aid treatment (e.g., one-time treatment and subsequent observation of minor injuries) and **should not be recorded on the OSHA 300/300A Log and Summary (but MUST be reported to the Risk Management Department)** if the work-related injury does not involve loss of consciousness, restriction of work or motion, or transfer to another job:

1. Application of ANTISEPTICS during first visit to medical personnel;
2. Treatment of FIRST DEGREE BURN(S);
3. Application of BANDAGE(S) during any visit to medical personnel;
4. Use of ELASTIC BANDAGE(S) during first visit to medical personnel;
5. Removal of FOREIGN BODIES NOT EMBEDDED IN EYE if only irrigation is required;
6. Removal of FOREIGN BODIES FROM WOUND; if procedure is UNCOMPLICATED, and performed, for example, by tweezers or other simple technique;
7. Use of NONPRESCRIPTION MEDICATIONS and administration of single doses of PRESCRIPTION MEDICATION on first visit for minor injury discomfort;
8. SOAKING THERAPY on initial visit to medical personnel or removal of bandages by SOAKING;
9. Application of hot or cold COMPRESS(ES) during first visit to medical personnel;
10. Application of OINTMENTS to abrasions to prevent drying or cracking;
11. Application of HEAT THERAPY during first visit to medical personnel;
12. Use of WHIRLPOOL BATH THERAPY during first visit to medical personnel;
13. NEGATIVE X-RAY DIAGNOSTICS;
14. OBSERVATION of injury during visit to medical personnel;

NOTE: Administration of TETANUS SHOT(S) or booster(s) by themselves, are not considered medical treatment. However, these shots are often given in conjunction with more serious injuries, making them recordable for other reasons.

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MV TRANSPORTATION, INC. CORPORATE POLICY STATEMENT

General policies of MV Transportation, Inc. are issued from time to time and are designed to provide general guidance to company managers in the conduct of the business. Policies may, from time to time, become dated or may no longer apply. In the event of questions, the policy should be referred to the General Counsel for interpretation. In the event a policy conflicts with the law, regulation or the terms of a contract with a customer, the policy will be subordinate to such law, regulation or contract term. Policies are only effective on the written approval of the Chief Executive Officer.

Safety Policy S-24 **OSHA INSPECTIONS - VOLUNTARY AND REGULATION ENFORCEMENT**

SCOPE: SCOPE: This policy applies to all employees and facilities of MV Transportation, Inc.

POLICY: It is the policy of MV Transportation, Inc. to comply with pertinent OSHA regulations and to cooperate with authorized inspections consistent with federal and state law.

RESPONSIBILITY:

The Division General Manager is responsible for interacting with compliance officers and report any visit to the VP of Safety and the Sr. VP Safety immediately upon being notified of the compliance officer's presence on the premises.

The General Managers must be acquainted with the procedures described in this Safety Manual as well as pertinent OSHA Regulations.

The staff of the Safety Dept will provide assistance to General Managers in safety-related matters.

No employee is authorized to issue a written statement to any safety inspector setting forth the Company's position on any safety-related matter without the prior approval of the Company Legal Department and the Sr. VP of Safety.

PROCEDURES: There are two types of inspections generally undertaken by OSHA:

1. The Complaint Inspection. The OSHA office has received a complaint about a specific unsafe practice and an inspector is dispatched to investigate that matter and other compliance issues.
2. The General Schedule Inspection. This type is undertaken as part of a regular systematic program of inspections of a specific industry. (Greyhound is not in the manufacturing or chemical industries so is not high on the list of businesses to be inspected under this program.)

A Division is much more likely to experience a Complaint Inspection.

The General Manager will ascertain which type of investigation is being conducted and then follow the appropriate procedures set forth below.

Inspectors (compliance officers) usually arrive at facilities during regular business hours. Compliance officers must present their credentials to the highest Company official available on premises. U.S. Department of Labor credentials will include their photograph and serial number. Compliance officers must explain the nature, purpose and scope of the inspection, indicate the records and employees they wish to see, disrupt normal operations as little as possible, and confer with management on the results. The inspector should be asked if he or she has a warrant. It is not necessary, and they probably do not.

No advance notice is usually given by inspectors. It is normally proper to allow an inspector to enter Company facilities at reasonable times. The inspector may take the time necessary to inspect all pertinent conditions and equipment, question management and any employee privately, take photographs and review records. The compliance officer will make notes of violations or apparent violations.

Representatives of both the Company and employees are authorized to accompany the compliance officer, but the compliance officer is in charge of the inspection and

questioning. He may deny the right of accompaniment to anyone who interferes with the investigation.

A supervisor or manager shall always accompany the inspector throughout the inspection tour and make/take appropriate notes & photographs to match those of the inspector. **NOTE: Always try to make on the spot corrections of deficiencies noted by the inspector.**

The inspector should be treated with courtesy and be shown to the area(s) in question without detours to other areas.

The inspector can be expected to confer with the General Manager before and after any inspection. The General Manager shall always request these conferences and write down what is said.

General Procedures Applicable to All Inspections:

1. Review of Documents:

The inspector may ask to review documents. The General Manager must distinguish between those documents which must be provided as a matter of law and those which the Company has discretion to initially withhold:

There are certain documents the inspector is entitled to review as a matter of law, for example, OSHA 300 logs (retained for the past 5 years), Hazard Communication Program and other documents required to be kept and produced under OSHA regulations. If the inspector asks, such documents should be produced for review.

The Company has greater discretion in producing other Company business documents, such as internal memoranda, internal safety programs, correspondence, personnel files and the like. Prior to producing any such documents, the General Manager shall consult with the VP of Safety. If in doubt, the Legal Department should be consulted. If the proper authorization cannot be obtained, the inspector shall be asked to put the request in writing to the Sr. VP of Safety.

All Division training documents should be kept in a single file with appropriate subheadings (forklift, hazard communication, fire extinguishers, etc.).

2. Interviews with Employees:

The General Manager must distinguish between interviews requested by the inspector and interviews requested by an employee:

- If an employee asks to talk with the inspector, the employee is entitled to have a private interview with the inspector.
- If the inspector asks to talk to employees, the General Manager has some discretion. If the employees are represented by a union, the inspector should be directed to talk to the union representative. If there is no union or no representative, a reasonable number of interviews should be allowed, provided operations are not greatly disrupted. The General Manager may suggest a different time and/or place for the interviews if the employees are needed on critical assignments.

If in doubt about any issue during the inspection, ask the inspector to wait and place a call to the VP of Safety.

3. Exit Interviews:

A proper exit interview is very important. A Complaint Inspection exit interview is the Company's opportunity to develop facts surrounding the good and bad points of the inspection. Ask questions and take notes.

A General Schedule Inspection is usually a fairly lengthy process and the Company must consider who to have in attendance at the exit interview. Some Complaint Inspections may last several days as well. In certain circumstances, higher level management should be present. In any event, the extent of the Company's compliance with all OSHA and other safety programs shall be stressed.

The inspector should be willing to discuss any open issues during the exit interview. The General Manager should take notes and should feel free to ask questions. If a citation is issued, the Sr. VP of Safety should be provided a copy the same day. Usually a citation will be mailed up to 6 months later. It shall be sent immediately to the Sr. VP of Safety.

4. Receipt of a Citation:

Any citation must be transmitted on the day received to the Sr. VP of Safety.

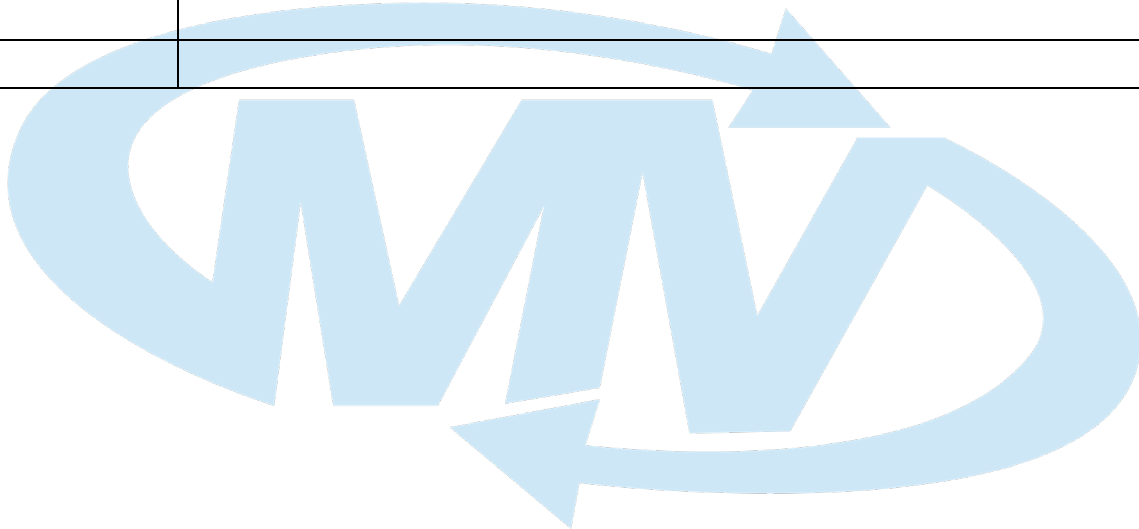
A contest to a citation must be filed within 15 working days. Any informal settlement discussions must be completed prior to the expiration of the 15 days. A phone call can be made to set up the meeting. A letter must follow to confirm the phone conversation. All settlements must be approved by the Sr. VP of Safety or the Legal Department.

Unless settled beforehand, all citations will be contested within 15 working days. No employee has the authority to waive the formal contest without prior written authorization from the Sr. VP of Safety or the Legal Department.

NOTE: THE CITATION WILL CONTAIN INSTRUCTIONS FOR EMPLOYEE POSTING. COPIES MUST BE POSTED.

OSHA Consultation Services: OSHA does offer free consultation services at the State level. Discuss any proposed consultation with the Sr. VP of Safety prior to contacting OSHA.

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Safety Policy S-25 WELDING OPERATION - GAS AND ARC

SCOPE: This policy applies to all welding operations, whether by employee or contractor, conducted at MV Transportation facilities.

PURPOSE: To provide all employees with safe work practices in the use of welding equipment.

POLICY: It is the policy of this Company that all employees comply with safety requirements when using or storing welding equipment.

GENERAL SAFE WORK PRACTICES:

All welding and cutting operations, regardless of the particular method used, involve hazards of fire, burns, and other personal injuries. There are several safe-work practices and procedures which should be followed during any welding or cutting operation to minimize the impact of these hazards. The following describes such safety practices:

- Avoid breathing directly in the plume generated during welding.
- If welding metals containing more than 1% of cadmium, magnesium, zinc, beryllium, or lead, then respiratory protection should be used.
- Material Safety Data Sheets (MSDS) shall be available for all fluxes and cleaners.
- All filler metals and fusible granular fillers shall bear a label such as the one in Figure 1.

CAUTION!

Welding may produce fumes and gases hazardous to health. Avoid breathing these fumes and gases. Use adequate ventilation. See ANSI Z49.1-1967 Safety in Welding and Cutting, published by the American Welding Society.

Brazing metals containing cadmium shall bear a label such as the one in Figure 2.

WARNING!

CONTAINS CADMIUM – POISONOUS FUMES MAY FORM ON HEATING
Do not breathe fumes. Use only with adequate ventilation, such as exhaust ventilators, or air-supplied respirators. See ANSI Z49.1 – 1967. If Chest pain or fever develops after use, call a physician immediately.

Fluxes containing fluorides shall bear a label such as the one in Figure 3.

CAUTION CONTAINS FLUORIDES!

This flux when heated gives off fumes that may irritate eyes, nose and throat.

1. Avoid fumes – use only in well ventilated spaces.
2. Avoid contact of flux with eyes or skin.
3. Do not take internally.

A. Cleaning Compounds:

Many compounds used to clean metal may generate flammable or toxic vapors during welding and cutting operations. Hydrocarbon solvents and degreasers will typically generate flammable vapors. Chlorinated hydrocarbons, such as perchloroethylene and trichloroethylene, will break down into phosgene when heated. Phosgene is extremely dangerous to the lungs. The manufacturer's recommendations should always be followed, and the welding area should be adequately ventilated.

B. Ventilation for General Welding:

Mechanical ventilation must be provided for welders working under the following conditions:

- In spaces having less than 10,000 cubic feet of space per welder.
- In rooms with ceilings less than 16 feet high.
- In confined spaces or other areas where cross-ventilation is obstructed.

Ventilation must be maintained at a minimum rate of 2,000 cubic feet per minute, per welder. If local exhaust ventilation is used, then general ventilation may be maintained at a lesser rate. Natural ventilation is considered sufficient if none of the three conditions described above is present.

C. Ventilation in Booths and Hoods:

If booths (fixed enclosures) are used, then they must maintain ventilation rates of at least 100 feet per minute. Intakes should be mounted to the side of the welder (lateral or vertical slots) so that the welder's do not block the air flow.

D. Ventilation in Confined Spaces:

Ventilation in confined spaces must be sufficient to prevent the accumulation of toxic or flammable atmospheres, as well as oxygen deficiency. Makeup air must be clean and respirable. Ventilation must also be sufficient to keep airborne contaminants below the Permissible Exposure Limits (PEL). If this is not possible, then the appropriate respiratory protection must be used.

E. Ventilation for Welding and Cutting Toxic Metals:

Ventilation requirements for the welding and cutting of metals involving fluorine compounds, lead, zinc, beryllium, cadmium, mercury, or stainless steel must meet the same requirements as ventilation for confined spaces. Note that ventilation

requirements greater than those listed in previous sections may be required to accomplish this. Periodic air monitoring is necessary to determine whether airborne levels of these contaminants are acceptable.

F. Screens:

Arc welding produces ultraviolet radiation which can damage the skin and eyes. Even gas welding can generate light of damaging intensities. Employees in the welding area should be protected from these radiations. Screens are typically used to accomplish this. Screens should be installed so they do not restrict ventilation. It is recommended that screens be mounted approximately 2 feet from the floor, unless the work is being performed extremely low to the ground. Screens must be dropped to floor level. Signs warning employees not to watch the welding should be posted throughout the welding area.

ARC WELDING (INCLUDING MIG):

Arc welding involves the use of AC or DC current to generate an electrical arc, capable of melting the work and any filler metal used. Arc welding uses a relatively low voltage range typically less than 115 volts, and current, from 10-600 amps. The following procedures should be followed when working with arc welders:

- If using a gasoline or diesel-powered welding generator, exhaust should be vented to the outside.
- The open circuit voltage on DC welding machines should be less than 1900 volts.

- The open circuit voltage on AC welding machines should be less than 80 volts on manual machines, and less than 100 volts on automatic machines. (Higher voltages may be allowed in specific applications.)
- All parts of the arc welding machines must be grounded (except engine-driven machines).
- Electrical conduits carrying conductors may not be used for completing a work-lead circuit.
- Terminals for welding leads must be protected against accidental contact with workers and equipment.
- Chains, ropes, cranes, and elevators may not be used to carry welding current.
- In work involving several welding machines operating on the same piece of work, all DC machines must be connected with the same polarity, and all AC machines must be connected to the same phase of the supply circuit, and with the same instantaneous polarity.
- When not in use, electrode holders must be placed so that they do not come in contact with people or conducting objects.
- Cables that are spliced within ten feet of the holder will not be used.
- Cables should not be wound or wrapped around the welder's body.
- Machines that become wet must be thoroughly dried and tested before being placed back into service.
- Cables with damaged insulation or exposed conductors must be replaced or repaired.

METAL-INERT GAS WELDING (MIG):

MIG welding involves the use of an electrode and an inert gas for joining metals. A filler metal may or may not be used. The use of the inert gas prevents the formation of oxides, and reduces the splattering associated with other methods of welding. The inert gas typically generates additional ultraviolet radiation, requiring heavy shading or protective lenses. The compressed gas cylinder used to supply the inert gas should be handled safely. When welding in a confined area, the welder should bear in mind that the use of an inert gas increases the potential for oxygen deficiency and should take appropriate protective measures.

GAS WELDING:

Gas welding uses an oxygen-fuel gas mixture to melt the metals to be joined. A filler metal is typically used as well. This type of welding does not produce an electrical arc, nor does it involve the inherent potential for electric shock. Nevertheless, it does generate heat and light of sufficient intensity to damage unprotected eyes. The following general precautions should also be observed:

Hoses:

- Do not use unnecessarily long hoses.
- Ensure hoses are secured and tightened properly
- Repair leaks and other damage immediately. Leaks should be repaired by proper splicing, not by taping the hose.
- Examine hoses periodically. Check for leaks by submerging the hose in appropriate liquid.
- Protect hoses from slag, sparks, hot metal, grease and oil.
- Hoses showing signs of wear or damage shall be tested at twice their normal operating pressure, or at 300 psi, whichever is greater.

Torches:

- Use only tips recommended by the manufacturer.
- Ensure tips are secured correctly to the torch
- When changing torches, shut off the gas supply at the regulators, not by bending or crimping hoses. Turn off gas at cylinder, not at torch when work is complete.
- Use a friction lighter, pilot, or other appropriate means of igniting a torch. Do not use matches.
- Do not hang torches over regulators, so that they point towards the gas cylinders.
- When closing valves, do so in the order recommended by the manufacturer.

A. Special Precautions for Handling Acetylene:

- Acetylene is the most common fuel used for gas welding. It has many unique properties which require special attention for safe handling. Acetylene is shipped in compressed gas cylinders at 250-300 psi. These cylinders contain a porous filler and acetone. The acetylene is dissolved in the acetone. This is necessary because acetylene is not a very stable compound. If pure acetylene gas were placed under this pressure it would spontaneously explode. The acetone stabilizes the acetylene.
- Acetylene cylinders should always be stored and used in an upright position. Otherwise, the acetone may be drawn off, leaving acetylene gas in the cylinder, under an unsafe pressure.
- Excessive pressure in acetylene hoses must be avoided. Properly designed regulators should always be used. Acetylene cylinder regulators should not be opened more than one-and-a-half turns. Three-quarters of a turn is preferable. Pressure in the supply hoses should not exceed 15 psi.
- Acetylene also has one of the widest flammable ranges of any gas. It can form flammable mixtures with air in concentrations from 2.5% - 80%. When mixed with oxygen, acetylene forms explosive mixtures.

B. Special Procedures for Handling Oxygen:

Oxygen, although not flammable by itself, will support and accelerate the burning of other materials. For this reason, oxygen should not be stored with flammable or combustible gases. Oily rags and gloves should not be used with compressed or combustible gases. Oxygen can cause the spontaneous ignition of oily rags and other wastes. Lines used to carry oxygen should be designed and used for that purpose alone. Only regulators approved for use with oxygen cylinders should be used. Incidental oils and lubricants may explode on contact with high-pressure oxygen.

FIRE CONTROL:

The possibility of fire is an ever-present danger during welding and cutting operations. MV Transportation has established the following procedures to minimize the risk of fires and their attendant dangers:

- Suitable fire extinguishing equipment must be readily available at all times.
- No welding or cutting may take place in an unauthorized area, without the approval of the Maintenance Manager/Supervisor.
- Oxygen must never be used for ventilation.
- Objects to be welded should be taken to a safe place with no combustible materials or access to combustible materials for a 35-foot radius of the welding location.
- If the object to be welded or cut cannot be readily moved, then all movable fire hazards in the vicinity should be taken to a safe location.
- If the object to be welded or cut cannot be moved, and the surrounding flammable or combustible materials cannot be moved, then appropriate guards or shielding must be used to contain sparks, slag, and hot metal.
- Where practical, all combustible materials should be placed at least 35 feet away from the hot work area. If this is not practical, they should be protected with flameproof covers, or placed inside fireproof cabinets or otherwise effectively guarded.
- Ducts that might carry sparks to combustible materials
- (including filters) must be suitably shielded.
- Combustible walls must be adequately protected from welding by appropriate distance or guarding.
- Combustible materials on the opposite sides of walls must be protected from ignition by radiant heat.

A. Fire Watch:

It is not always possible to completely isolate all combustible materials from the welding or cutting operations. Every effort should be made to protect the combustible materials through guarding, wetting, or other suitable methods. If wetting is used with arc welding operations, additional steps must be taken to prevent electrical shocks to the welders. In addition to these precautions, a fire watch must be in place during all welding operations.

The fire watch consists of one or more employees whose sole duty is to observe the welding area for the outbreak of fire. Fire watch personnel must be equipped with adequate fire extinguishing equipment, as well as appropriate personal protective equipment. If a fire

breaks out, the fire watch personnel should first warn the welders, and stop all work in the area. If there is any doubt that the blaze is beyond the ability of fire watch personnel to control, the local fire department should be notified immediately. Fire watch personnel should attempt to extinguish the fire. Should the fire escape their control, then the building or area should be evacuated in accordance with the Division's Emergency Action Plan.

Fire watch personnel must not only keep watch while welding operations are underway but must also watch the area for 30 minutes after operations are complete. The department supervisor or General Manager may require a longer watch period, if appropriate.

WELDING OR CUTTING CONTAINERS AND TANKS:

The welding and cutting of containers and tanks pose a high risk of fire and explosion accidents. Empty containers often pose a greater danger than full containers. It is imperative that special precautions be observed when welding, cutting, or brazing such items.

MV employees will adhere to the following procedures for hot work on closed containers. Although, the Company prefers that tanks not be cut, employees will do so only under the most strict and controlled circumstances:

- Remove all ignition sources from the vicinity of the container.
- Remove any caps or bungs.
- Check the inside of the container for any rags, debris or trash, which might prevent proper draining. Ensure that lights used for the inspection are intrinsically safe.
- Place the container in a rack and allow it to drain completely.
- Steam the container for at least 10 minutes. Some substances may require longer steaming.
- Rinse the container for 5 minutes with a caustic soda solution.
- Rinse container with boiling water for 5 minutes.
- Wash the outside of the container with hot water.
- Allow the container to dry.
- Inspect the interior of the container. If it is not clean, repeat the process.
- Check the atmosphere inside the container with an explosimeter and oxygen meter to make sure that no flammable vapors are present.

Welding, cutting, or brazing of fuel tanks which cannot be removed for treatment by the above procedure should be performed in the following manner:

- Remove the fill cap.
- Drain remaining fuel from the tank by disconnecting the fuel line or opening the stopcock on the bottom of the tank.
- Rinse the inside of the tank with water, allowing the water to drain out, disposing of residue in the legally prescribed manner.
- Close the stopcock or plug the fuel line inlet.
- Fill the tank with water to within an inch or two of the level where the hot work is to be done. If work is to be done on the bottom of the tank, do not fill it with water.
- Clean all oil, grease, and other combustible material from the hot work area. Remove shield or guard rubber and other sensitive components.
- Using a compressed gas cylinder slowly fill the tank with enough carbon dioxide or nitrogen to inert the atmosphere.
- Check the inside of the tank with an oxygen meter. The oxygen meter should read less than 10%.
- Perform the welding, cutting, or brazing operation, with the fill cap remaining open. If a backflow valve is installed in the throat of the fill stem, block it open.
- Drain the water from the tank and allow it to dry thoroughly.
- Reconnect all lines and attachments and place a few gallons of fuel in the tank.
- Check the tank for signs of a fuel leak.
- If the tank is not leaking, refill and replace the fill cap.

PERSONAL PROTECTIVE EQUIPMENT:

Personal protective equipment for welders should be designed to prevent burns and eye injuries. In some instance, noise protection should also be provided. If unacceptable concentrations of airborne contaminants are present, then respiratory equipment should be used, as outlined in this Manual, Respiratory Protective Equipment. Common protective equipment that should be available to welders includes:

- Flame-resistant gauntlet gloves.
- Aprons made of leather or other flame-resistant material.
- Fire-resistant leggings, or high boots.
- Safety shoes or foot guards should be used when heavy loads are being handled.
- For overhead work, capes or shoulder covers of leather may be used. Skull caps may be worn under helmets to keep sparks out of the hair.
- Ear plugs or muffs may be used to keep sparks out of the ears. Safety hats or other head protection against sharp or heavy falling objects should be used.

Welding also generates intense light, from which the eyes must be protected. Table 1 below shows the appropriate lenses for given applications.

Welding Operation	Shade #
Shielded metal-arc welding 1/16,3/32,1/8,5/32-inch electrodes	10
Gas-shielded arc welding (non-ferrous 1/16,3/32,1/8,5/32-inch electrodes	11
Gas-shielded arc welding (ferrous) 1/16,3/32,1/8,5/32-inch electrodes	12
1/16,7/32,1/4-inch electrodes	12
5/16,3/8-inch electrodes	14
Atomic hydrogen welding	10-14
Carbon arc welding	14
Soldering	2
Torch brazing	3-4
Light cutting, up to 1 inch	3-4
Medium cutting, 1-6 inches	4-5
Heavy cutting, 6 inches	5-6
Gas Welding, light, up to 1/8 inch	4-5
Gas welding, medium, 1/8 to 1/2 inch	5-6
Gas welding, heavy, 1/2 inch and over	6-8

Table 1. Welding Eye Protection Lens Selection Guide

INSPECTIONS: The General Manager will document work practices and equipment conditions twice each year during his general safety audits. The results of this inspection will be recorded and kept on file. He may also perform random inspections to check compliance with proper work practices. The results of these random inspections will be recorded as well.

Department supervisors are responsible for performing daily checks of welding areas and operations. These daily checks need not be recorded. The department supervisor may also perform inspections as directed by the General Manager. Employees are responsible for complying with the work practices described in this section. Any problems should be reported to the department supervisor or foreman.

TRAINING: All employees involved in welding and cutting operations must receive training on this Safety Policy and in how to properly perform welding functions. The training shall document in writing and kept in local training files.

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MV TRANSPORTATION, INC. CORPORATE POLICY STATEMENT

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Safety Policy S-26

FIRE EXTINGUISHERS, PORTABLE - TRAINING, INSPECTION, AND MAINTENANCE

SCOPE: The requirements of the section apply to all MV Transportation, Inc. facilities.

PURPOSE: The purpose of this policy is to outline installation, training in use, inspection and maintenance procedures for portable fire extinguishers.

POLICY: It is the policy of the Company to ensure that employees have ready access to the proper type of fire extinguisher for emergency situations. The guidelines in this policy are adopted from the OSHA standard 29 CFR 1910.157, Portable Fire Extinguisher.

EXTINGUISHER SPECIFICATIONS AND PLACEMENT:

MV Transportation, Inc. provides portable fire extinguishers for use by employees in emergency situations. These extinguishers will be maintained in a fully functional condition. Safe practices will apply to use of all portable fire extinguishers at MV facilities:

- Extinguishers shall be mounted and marked so they are readily accessible to employees and may be reached and retrieved without injury.
- Fire extinguishers using carbon tetrachloride or chlorobromomethane shall not be used. Any such extinguisher currently in place will be removed and replaced with approved extinguishers.
- Any extinguishers that are of the soldered or riveted shell self-generating soda acid or foam type, or of the gas cartridge water type portable fire extinguisher, which are operated by inverting the extinguisher causing the
- cartridge to rupture or initiate an uncontrollable pressure generating reaction, must also be replaced. These types of extinguishers are subject to pressure detonations and are not approved for use.
- Extinguishers will be kept fully charged, have a current inspection tag, and be kept in their designated places at all times, except when in use. The location will be clearly marked for ready identification. Fire extinguishers and access to them will not be blocked.
- Extinguishers placed in various areas of the facility shall be appropriate for the types of fires anticipated. In general, a type ABC dry chemical extinguisher is recommended.
- Extinguishers used for Class A fires must be placed so employees do not have to travel more than 75 feet to reach an extinguisher.
- Extinguishers used for Class B fires must be placed so employees do not have to travel more than 50 feet to reach an extinguisher.
- Extinguishers used for Class C fires must be distributed based upon the appropriate hazard pattern for Class A or B fires.

If combustible metal shavings, flakes, powders, or similarly sized products are produced every two weeks, or more often, then "Class D" extinguishers must also be made available. They must be arranged so that no more than 75 feet of travel is required to reach an extinguisher. **Class ABC extinguishers are not suitable for use against metal fires.**

FIRE EXTINGUISHER CLASS AND APPLICATIONS:

- CLASS A - Common combustible solids, such as paper, wood, etc.
- CLASS B - Combustible and flammable liquids, such as gasoline, diesel, and other solvents
- CLASS C - Fires involving live electrical components
- CLASS D - Special purpose extinguishers used for fires involving flammable or combustible metals (e.g. magnesium)

INSPECTION AND MAINTENANCE:

MV Transportation, Inc. will use an inspection and maintenance program to ensure that fire extinguishers remain in good working order. This inspection procedure will include the following elements:

- The General Manager of each Division or their representative will visually inspect all fire extinguishers once each month. This includes all buses and MV owned and leased vehicles.
- This inspection shall be recorded on the Fire Extinguisher Inspection sticker / tag located on the front of the fire extinguisher.
- The facility fire extinguisher inspection shall also be recorded on a Monthly Extinguisher Inspection Record and filed in the fire extinguisher folder.
- Fire extinguishers will be given a full maintenance examination annually. A qualified service contractor, who shall furnish MV Transportation, Inc. with a copy of all inspection and maintenance activities performed, will perform this examination. This data will be filed in the fire extinguisher folder.
- Alternative extinguishing methods will be made available while extinguishers are being serviced.

A. Hydrostatic Testing:

MV Transportation, Inc. will use authorized contractors to perform hydrostatic testing. Test intervals are measured from the date the unit was filled and charged. Hydrostatic testing is also necessary immediately after any of the following have occurred:

- The unit has been repaired by soldering, welding, brazing, or the use of patching compounds;
- The cylinder or shell threads are damaged;
- Corrosion that has caused pitting, including corrosion under removable nameplate assemblies;
- The extinguisher has been burned in a fire;
- Calcium chloride extinguishing agent has been used in a stainless-steel shell.

When hydrostatic testing is performed on extinguishers equipped with shutoff nozzles at the end of the hose, the hose assembly shall also be tested. Carbon dioxide hose assemblies must be tested at 1,250 psi and dry chemical assemblies must be tested at 300 psi.

The General Manager will require the tester to furnish a certification record, indicating the date of the test, the signature of the tester, and the serial number or other identifier of the fire extinguisher. This certification will be maintained in the fire extinguisher folder until the next hydrostatic test, or until the extinguisher is removed from service.

TRAINING: MV Transportation, Inc. will train its employees in the proper use of fire extinguishers. This training shall be provided to employees upon their initial hiring and at least annually thereafter. This training shall be recorded in writing and kept in local training files. A copy of this training record should also be placed in the fire extinguisher folder.

Personnel selected for fire watch or emergency response duties involving fire extinguishing, shall be given additional training, which addresses the characteristics of fire, methods of controlling fires, and hands-on training in the use of fire extinguishers. This training will be documented in the Division's training records. A copy of the form will be placed in the Division training file and another in the fire extinguisher folder. Division Managers are encouraged to coordinate fire extinguisher training through their local Fire Department.

See OSHA Reference 29 CFR 1910.157.

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Safety Policy S-27 SAFETY MEETINGS

SCOPE: This policy covers all employees of MV Transportation, Inc.

POLICY: It is the policy of MV Transportation, Inc. to seek and encourage its employees' assistance in identifying workplace hazards. One effective vehicle is through safety meetings, which provide employees an opportunity to provide input regarding safety issues and receive updated safety education/information. All MV Divisions will make possible the opportunity for employees to participate in safety meetings.

PROCEDURE:

- All Divisions will have regularly scheduled monthly safety meetings. These meetings will be open to all employees.
- General Managers will post in advance the time, date and location of all regularly scheduled safety meetings.
- Specific topics for the agenda must be posted with the announcement of the pending meeting.
- The agenda must cover only safety-related items. Agenda items will be directed by management.
- Employees must speak for themselves and cannot be represented by anyone else.
- The manager should advise concerned employees of the results of the meeting and indicate all corrective action taken since the last meetings.
- Care must be taken not to interfere with the collective bargaining rights of the respective unions. These safety meetings are not "committees" and not intended for the bargaining of safety-related issues. Their purpose is to allow individual employees to voice their concerns and to educate employees on relevant safe-work and incident/injury prevention practices.

Questions on safety meetings shall be directed to the Vice President of Safety.

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Safety Policy S-28 MOBILITY DEVICE DROP OFF PROCEDURES

SCOPE: The policy applies to all MV employees who operate paratransit vehicles, buses or other revenue vehicles.

PURPOSE: The purpose of this policy is to communicate the proper procedure for dropping off wheelchair bound or mobility assisted passengers.

POLICY: The following steps must be taken when dropping off a wheelchair passenger.

- 1) Set up positioning of the vehicle upon arrival
- 2) Shift vehicle into PARK position and be sure to set the Parking Brake
- 3) Turn on lift switch
- 4) Remove wheelchair lift cover (if applicable)
- 5) Open lift doors and set lift at floor level position (unfold only)
- 6) Secure interior and exterior lift belt straps across the lift where applicable
- 7) Advise passenger you are going to remove the securement straps
- 8) Remove shoulder and mobility device securements, place in storage area/bag
- 9) Advise passenger you are about to move them onto the lift
- 10) Release interior lift strap
- 11) Guide them onto the lift.
- 12) If electric, turn off mobility device power. If manual, make sure their brakes are locked
- 13) Fasten & check interior lift straps
- 14) Inform them you are about to move the lift
- 15) Deploy lift
- 16) Open/release exterior lift strap once lift is at floor level
- 17) Guide them off the lift, and LOCK their brake.
- 18) Store the exterior lift safety belt. Stow the lift and close door.
- 19) Note: If using retractable lift straps ensure straps are retracted
- 20) Ensure they are safely delivered to their destination.
- 21) Remove the posey belt
- 22) Replace wheelchair lift cover (if applicable)
- 23) Turn off power to the lift
- 24) Check mirrors to ensure the wheelchair lift is closed and it is safe to proceed
- 25) Safely pull away from the curb, slow and smooth

NOTES:

NEVER lift a wheelchair, except for divisions that do stair assists, and then only using proper safety procedures.

Communicate movements and actions to your passenger

Treat your wheelchair passengers as people; make eye contact when you are communicating.

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Safety Policy S-29 MOBILITY DEVICE PICK UP PROCEDURES

SCOPE: The policy applies to all MV employees who operate paratransit vehicles, buses or other revenue vehicles.

PURPOSE: The purpose of this policy is to communicate the proper procedure for picking up wheelchair bound or mobility assisted passengers.

POLICY: The following steps must be taken when picking up a wheelchair passenger.

*ALWAYS BE SURE TO GET THE PERMISSION OF THE MOBILITY DEVICE USER BEFORE TOUCHING OR MOVING THE MOBILITY DEVICE. LET THEM KNOW WHAT YOU WISH TO DO PRIOR TO DOING IT.

- 1) Set up positioning of vehicle upon arrival
- 2) When vehicle is stopped, shift into PARK position and be sure to set the Parking Brake
- 3) Turn on lift power
- 4) Make sure mobility device area is free of hazards and ready for the passenger
- 5) Remove wheelchair lift cover (if applicable)
- 6) Take posey belt with you when exiting the bus
- 7) Introduce yourself to the client at eye level and make sure this is your passenger
- 8) Ask permission to inspect the brakes of the mobility device to ensure they are in good working condition. If not, bring to the attention of the passenger and make a note on the manifest. This is very important!
- 9) Secure posey belt on passenger (ask permission first). Notify Dispatch if passenger refuses lap belt/restraint. Please note passenger is allowed to refuse this safety device under the ADA.
- 10) Open and deploy wheelchair lift while ensuring both interior and exterior lift straps are in place across the width of the lift.
- 11) Open exterior lift belt strap leaving interior lift strap in place
- 12) Inform the passenger you are about to move them
- 13) Back the mobility device on to the lift
- 14) If electric, turn off power. If manual, make sure their brakes are locked!
- 15) Fasten exterior lift belt strap across the width of lift
- 16) Inform them you are about to move the lift
- 17) Operate the lift
- 18) Inform the passenger to remain on the lift until you enter the bus. Once inside of the vehicle release the interior lift belt strap and provide assistance off the lift
- 19) Back them into the wheelchair spot
- 20) Secure the mobility device with a 4 point tie down. If the passenger refuses. Do not move the bus and contact Dispatch for the assistance a Road Supervisor.
- 21) Secure the passenger with lap and shoulder harness. Notify dispatch if passenger refuses either belt and activate DriveCam (if available) to record refusal on camera.
- 22) Test the securement straps for tautness. DO NOT harshly shake or jostle the mobility device
- 23) Secure the lift straps across lift to prevent banging noise and prevent damage
- 24) Note: Retractable straps should be retracted
- 25) Stow the lift and close door
- 26) Replace the wheelchair lift cover (if applicable)
- 27) Return to the driver's seat
- 28) Put on driver's seat belt

- 29) Turn off the power to the lift
- 30) Check mirrors and ensure the lift is closed and it is safe to proceed
- 31) Safely pull away from the curb, slow and smooth

NEVER lift a wheelchair, except for divisions that do stair assists, and then only using proper safety procedures.

Communicate movements and actions to your passenger

Treat your wheelchair passengers as people; make eye contact when you are communicating with them.

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Safety Policy S-30 INJURY INVESTIGATION - SUPERVISOR RESPONSIBILITY

SCOPE: This policy applies to all employees of MV Transportation, Inc.

PURPOSE: The purpose of this policy is to describe investigation procedures performed by supervisors in the event an employee is injured.

POLICY: It is the policy of MV Transportation, Inc. to investigate all incidents/injuries, to identify causes, and to correct deficiencies, if any.

RESPONSIBILITY:

Supervisors:

Begin the investigation immediately after receiving the first report of injury. Employees must report all injuries to management as soon as they occur.

- Visit the incident site, if possible, to determine where each object, person, and element in the event was located just prior to the mishap. Get the "big picture", as exact as possible.
- Interview all persons involved, beginning with the injured employee whenever possible. Assure the employee the purpose of the investigation is not to place blame but to establish cause in order to prevent a recurrence. Re-enact exactly what was being done in the moments leading up to the injury.
- Determine what type of injury was received. Evaluate against the exact activity and detailed sequence of actions leading to the injury. Does the action fit the injury?
- Review and record all physical evidence from the accident site. Site diagrams including photos and measurements of key elements and materials should be included.
- Record the facts surrounding the accident on the Supervisor's Investigation Report.

Analyze the facts to determine WHY the accident happened. Understanding injury causes is essential in the effort to eliminate future similar accidents. Several major types of causal factors exist and the investigation should seek answers in each category to ensure an in-depth analysis:

- Unsafe Acts - the actions of the individual that precede and bring about the accident.
- Unsafe Conditions - factors in the physical environment that contributed to the accident.
- Indirect Human Factors - conditions, characteristics or attitudes of the individual that influenced the accident.
- Knowledge or skill deficiency - did not understand the risk
- Improper attitude or motivation - aware of the risk but in a hurry to complete the job.
- Mental or physical state factors - risk was known and normally would not have been taken, but the individual was fatigued or inattentive.

Indirect Environmental Factors - the reason for the unsafe condition to exist in the environment.

- Actions of workers in general.
- Errors existing from design.
- Improper purchasing practices.
- Abnormal wear and tear on equipment.
- Failure to maintain.
- Failure to maintain properly.

Correct the problem/deficiency immediately!

- Make recommendations for corrective actions to improve the management system.

Submit reports as required to:

- Risk Management
- Regional Manager - Maintenance
- General Manager
- Area Safety Director

Additionally, OSHA must be notified within 8 hours in the event of a death or when 3 or more persons require hospitalization (See policy on OSHA Record-keeping).

Date Filed / Revision Date	Description of Change
10/2019	Updated format.



MV TRANSPORTATION, INC. CORPORATE POLICY STATEMENT

General policies of MV Transportation, Inc. are issued from time to time and are designed to provide general guidance to company managers in the conduct of the business. Policies may, from time to time, become dated or may no longer apply. In the event of questions, the policy should be referred to the General Counsel for interpretation. In the event a policy conflicts with the law, regulation or the terms of a contract with a customer, the policy will be subordinate to such law, regulation or contract term. Policies are only effective on the written approval of the Chief Executive Officer.

Safety Policy S-31 SPEED LIMITS - ALL COMPANY VEHICLES

SCOPE: This policy applies to every employee or contractor operating Company vehicles.

PURPOSE: The purpose of this policy is to promote safe operations of Company equipment.

POLICY: It is the policy of this Company that all employees shall operate buses and other vehicles at speeds not to exceed 5 m.p.h. on MV property and that they will obey all other speed limits when on public highways.

PROCEDURE:

The maximum allowable vehicle speed on company facilities is 5 m.p.h. Slower speeds are to be used in and around customers, employees, or other areas having potential danger.

When operating under congested conditions, drivers will operate the Company vehicle at throttle idle speed with the brake covered and will remain especially alert for changing conditions.

On the public highways, all employees in Company vehicles will operate in accordance with posted, or at a lesser speed if conditions warrant.

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MV TRANSPORTATION, INC. CORPORATE POLICY STATEMENT

General policies of MV Transportation, Inc. are issued from time to time and are designed to provide general guidance to company managers in the conduct of the business. Policies may, from time to time, become dated or may no longer apply. In the event of questions, the policy should be referred to the General Counsel for interpretation. In the event a policy conflicts with the law, regulation or the terms of a contract with a customer, the policy will be subordinate to such law, regulation or contract term. Policies are only effective on the written approval of the Chief Executive Officer.

Safety Policy S-32 ACCIDENT/INCIDENT REPORTING PROCEDURES

SCOPE: This policy affects all MV employees who operate company vehicles/buses, as well as managers and supervisors who investigate incidents.

POLICY: It is the policy of this Company to minimize injury, damages, pain and suffering for people involved in vehicular mishaps involving MV vehicles, to promptly report and to thoroughly investigate these occurrences.

PURPOSE: The guidelines in this policy designate the procedures for all employees to follow when an incident occurs and to ensure accurate and timely incident reporting.

An *Incident* is any MV mishap involving a MV employee, MV passenger, MV vehicle, MV equipment, or the environment. An incident may or may not result in injury or death to a person, damage to vehicles or property, or damage to the environment. This includes alleged incidents which are claimed to be caused by a MV employee, vehicle, or equipment; even though the MV employee, vehicle, or equipment is not affected.

PROCEDURE:

This procedure applies to all MV losses (other than Workers' Compensation) to include:

- Vehicular collision with any person, vehicle, or object
- Passenger/Customer/Client Incident/Injury
- MV Vehicle Physical Damage (including unknown yard physical damage)
- MV Property (buildings/contents) Losses (fire, tornado, flood, hurricane, vandalism, break-in, etc.).
- Environmental Exposures (i.e. fuel, oil, antifreeze, or other spills)
- Theft of MV vehicles, equipment, or property

When an incident could have been avoided, it was a preventable loss. MV Safety investigates "major" preventable incidents (see below for definition) to determine cause; and monitors preventable incidents to spot trends and to determine the trends' root causes. This includes examining driving and work procedures and revising them if found faulty; and identifying violations of MV, OSHA, DOT, FTA, or other procedures, rules or regulations.

INCIDENT TYPES

Major: An incident involving a transit vehicle or occurring on MV property involving one or more of the following:

- Fatality
- Pedestrian or Bicyclist incident/injury
- Passenger incident/injury involving lift
- Passenger incident/injury while entering/exiting vehicle
- Passenger incident/injury involving improper wheelchair securement
- MV Operator is cited for a moving violation
- Any injury (including to MV Operator) requiring immediate medical attention away from the scene
- Property damage equal to or exceeding \$5,000
- Environmental spills
- Vehicle roll-over/lay-over
- Vehicle fire

- Incidents with Operator allegation of equipment and/or maintenance failure
- Events with potential for negative public relations and/or news media coverage
- Incidents where Operator drug and/or alcohol use may be involved
- Incidents where fault is in question

Minor: All other incidents that do not meet the definition of a “major” incident.

INCIDENT REPORTING PROCEDURE:

1. All MV incidents shall be immediately reported from the scene.
2. Other than an hourly employee if at all possible, it is the responsibility of the General Manager to make sure a person responds to the accident who will ensure care for our driver and equipment, review of accident investigation and proper review of company liability.
3. Operator at scene shall immediately contact Dispatch and provide incident details.
4. Immediately Call Auto Hotline at (866) 688-7475
5. Complete the Initial Accident/Incident Claim Line Information Sheet to assist with gathering the details and to aid in the verbal phone notification.
6. After the phone notification, immediately scan and e-mail this report to claims@mvtransit.com. If unable to e-mail, fax to (214) 646-1858.

MAJOR INCIDENTS PROCEDURES:

In case of major incidents, in addition to the above, managers shall take the additional steps outlined below:

1. Obtain the following basic information:
 - a. Time and Place of incident
 - b. Driver name and Date of Hire
 - c. Vehicle number and type (cut-away, van, bus, sedan, etc.)
 - d. Injuries, if transported from scene –where to and by whom.
 - e. Damage description
 - f. Basic facts of collision, accident or incident.
2. Call and notify the following persons:
 - a. Director of Safety and/or
 - b. Vice President of Safety
 - c. Regional Vice President
3. General Manager or designee submits a “High Priority Event
4. Notification: Go to “Lawson Portal/Procedures and Forms/Safety/Report a Serious Incident” and enter the
5. required information.
6. Director of Safety and/or the Regional Vice President will continue the phone tree to the senior executives listed on a
7. need to know basis.
8. If the Director of Safety and/or the Regional Vice President or Vice President of Safety is not available, please contact the Sr. VP of Safety, or in his absence, the President of Operations. If the President of Operations is not available, contact another Corporate Officer or Director who will then continue the phone tree as necessary.

NOTES:

- **The only information given by MV employees should be to Police Officers present at the scene of the incident.** Operator does not discuss incident/loss with witnesses – Operator only discusses with police, MV Safety personnel, MV Risk Management personnel, and/or MV Third-Party Claims Administrator personnel.
- **Refer all other parties to Risk Management to handle any public and/or media questions.** For these situations, please make sure you can provide Risk Management with the name and phone number of the inquiring party. If necessary, Risk Management will involve the Director of Media Relations to communicate to the public and/or media.

INCIDENT/ACCIDENT/LOSS PROCEDURES

1. Pre-Planning:

a. General Managers/Dispatchers must be aware of all sources of assistance in handling incidents/losses. Before an incident/loss occurs, have contacts on hand for:

- Operator's family and/or emergency notification
- Local police department and/or local sheriff department
- Highway patrol/state police
- Local fire department and local ambulance service
- Tow truck, heavy equipment, and construction companies

MV Risk Management staff and MV Safety staff are excellent sources for help. Have their telephone numbers available.

b. General Managers post their home telephone numbers and cell phone numbers so they can be called when an emergency occurs. Emergency Telephone Numbers shall be posted next to all MV telephones and shall be available at all supervisors' home telephones. This should include a list of local and MV telephone numbers used in controlling emergencies.

c. Prominently place "reporting" decals in MV vehicles. The decals read, **"Should you be involved in an accident or should any other incident occur, immediately contact Dispatch who shall immediately communicate with you and the 24-Hour ClaimLine, (866) 688-7475."** Place these stickers on the dash and on the driver-side sun visor.

d. Equip MV vehicles with the following items:

1. Three (3) bi-directional emergency reflective triangles (not flares).
2. Incident Reporting Packets and color disposable flash cameras.
3. Fire extinguisher having an Underwriters' Laboratories rating of 5 B:C or more.

To order replacement incident reporting packets and cameras, go onto Portal, under Procedures and Forms, and under Risk Management – there is an Incident Reporting Packets bullet point. Click on that bullet point, complete your order information, and submit your order.

2. Incident/Loss Occurs:

A. MV Operator: If involved in an incident with an unattended vehicle,

a) Try to locate the owner.

b) If the owner cannot be located, Operator securely leaves a note on the vehicle with his/her name and address, and the company/division's name, address and phone number.

c) Operator obtains the vehicle identification number and license plate number of the other vehicle and includes that information when reporting the incident.

d) An Incident Reporting Packet which includes a color disposable flash camera is supplied to Operator. Operator takes pictures of damages.

e) Operator delivers used camera to General Manager/Dispatcher.

A. **If involved in a Hit and Run Incident** while on the job or in a company-owned vehicle and you record/obtain the adverse vehicle's license plate number or capture picture of adverse vehicle via camera or Drive Cam, it is mandatory that the police are called, and an incident report is filled out and filed with them. Once this is completed, please forward this information to Risk Management.

B. If otherwise involved in a vehicular incident, Operator exercises on-scene emergency control until properly relieved by a supervisor or company official. Control will be directed to prevent further threat to human life, damage to the environment, and/or damage to property.

For traffic control and to protect others:

1. Stop immediately and shut down vehicle (shift transmission into park, or neutral, shut off engine and set parking brakes).
2. Turn on four-way flashers.
4. **Place emergency reflective triangles as soon as possible, but in any event within ten minutes.**
5. Detour non-essential traffic.
6. Notify police/fire/ambulance. If necessary, direct a passerby to notify the proper authorities. Be sure to indicate if there are injured people at the emergency scene. Do not leave the scene except in an extreme emergency.
7. Do not move MV vehicle (unless there is a fire or spillage that may spread) until authorities arrive.
8. Do not allow any other vehicles to be moved until someone in authority arrives to verify the positions of the vehicles and the lengths and positions of skid marks. Calm down. Try to detach yourself from what has happened so you can be as objective and unemotional as possible. Don't smoke and caution others to not smoke; as there may be fumes that could cause an explosion or fire.
9. If safe, extinguish any controllable fire and/or shut off any leak.
10. Assist injured or endangered persons, but do not move them or permit them to get up unless absolutely necessary. Keep them warm and quiet until emergency help arrives.
11. Prevent fires by turning off ignitions, disconnecting battery cables, prohibiting smoking, or taking any other indicated action.
12. Prevent contact with spilled materials.
13. Do not touch (or permit others to touch) vehicles/objects in contact with downed power lines. Keep occupants in vehicles.
14. Keep sightseers back/away from emergency scene.
15. Follow the Incident Handling Procedure/Instructions contained in the Incident Reporting Packet.

3. Report incident/loss to dispatch and 24-hour Claim Line:

MV Operator at scene shall immediately contact Dispatch who shall immediately communicate with the Operator and 24-Hour Claim Line, (866) 688-7475 (See Incident reporting procedures above).

- Operator should never try to handle things alone.
- Call while the emergency is small and controllable.
- Dispatch shall provide a telephone number at which the Operator can be contacted. Usually this is the Dispatch number.
- Dispatch and Operator shall stay in telephone contact with the 24-Hour Claim Line until released.

4. Operator Takes Pictures of Scene and Damages:

MV vehicles are equipped with color disposable flash cameras:

- a. Photograph the causes of the incident.
- b. Photograph the incident scene before vehicles are towed or moved. Include surrounding landmarks / reference points in the pictures.
- c. If skid marks are long, start photographing 150 feet before skid marks begin and continue as you walk closer to the vehicle.
- d. Photograph vehicles, including points of impact, damaged areas, undamaged areas, and spilled materials.
- e. Do not photograph bloody or gory details.
- f. Make a sketch of the scene before any vehicles are moved. The important thing is to show the positions of the vehicles as they approached the scene and where they were following the collision.

5. Equipment Recovery: Division ensures proper damaged equipment handling and securement.

6. Operator Identifies Himself/Herself: Operator gives any other involved party his/her name, division name, division address, and division phone number; and if requested, insurance information from Insurance Identification Card located in glove box.

7. Operator Provides Local Authorities and Emergency Responders Details of Incident/Loss:

- a. Operator obtains any reports from authorities/police or emergency responders that must be completed.
- b. Operator cooperates with police officials but does not admit any responsibility to anyone except MV Risk Management personnel, MV Safety personnel, and/or MV Third-Party Claims Administrator personnel.
- c. Operator does not give a formal statement (written or recorded) to anyone until Operator has contacted MV Risk Management, and then, not unless approved by MV Risk Management. Operator never discusses incident with reporters. Supervisor who may respond will support this.
- d. Operator always notifies the police, no matter how minor an incident or collision may seem to be, even if it's just a minor "fender bender." Always report it to the police. If other party just wants to exchange information and not call the police, Operator calls in a report anyway.

8. Operator Obtains Names and Addresses of Witnesses:

- a. Operator gets names and addresses of all witnesses to the incident using Courtesy Information Cards contained in Incident Reporting Packet.
- b. Operator does not discuss incident with witnesses – Operator only discusses with police, MV Safety personnel, MV Risk Management personnel, and/or MV Third-Party Claims Administrator personnel.

9. Operator Completes Incident Report: Operator

completes "Incident Report" before leaving the incident scene. This report is critical, as it captures MV information, third-party claimant information, client/passenger information, police information, an incident description, an incident diagram, etc.

10. Operator Delivers: Incident Report, Used Camera, Courtesy Information Cards, and any other Incident Reporting Packet Items to General Manager/Dispatcher. Operator gives General Manager/Dispatcher Incident Report, Courtesy Information Cards, used camera, diagrams, sketches, etc.

11. General Manager/Dispatcher Forwards Items to MV Risk Management:

1. General Manager/Dispatcher immediately scans and e-mails items to claims@mvtransit.com.
 - If unable to e-mail, fax to (214) 646-1858.
 - General Managers retain originals for his/her records.
 - Several other reports may be completed from the information on these items, so it is important that the information is complete and accurate.
2. General Manager uploads any relevant photos and videos to OneDrive.
Note: OneDrive Procedure attached as an **appendix** to this policy.
3. General Manager/Dispatcher ensures that safety items in MV vehicles are immediately replaced/recharged prior to next dispatch: Incident Reporting Packet with color disposable flash camera, fire extinguisher, 3 bi-directional emergency reflective triangles, etc.

12. Loss Handling:

- a. MV Risk Management directs loss handling. General Managers ensure that all losses are immediately and properly reported. MV Risk Management or MV's Third-Party Claims Administrator initiates all claim filings. Except for thefts, break-ins, and stolen vehicles, General Managers shall not file reports or other information with local, state or federal authorities.
- b. Whenever there is any possibility of serious liability, the General Manager:
 1. Sends complete maintenance file on the vehicle to MV Risk Management
 2. Sends Operator's logs/time sheets to MV Risk Management
 3. Prints electronic control module data (if applicable) and sends to MV Risk Management

4. Risk Management ensures Drive Cam event (if applicable) is obtained

13. Damaged Equipment:

A. Probable Total Losses: General Manager obtains repair estimate and scans and e-mails it to claims@mvtransit.com.

1. If unable to e-mail, fax to **(214) 646-1858**. MV Risk Management contacts Fixed Assets and determines if MV vehicle is a total loss.
2. If MV vehicle is deemed a total loss, General Manager has any valuable/usable parts removed and then obtains salvage bids.
3. General Manager obtains approval from MV Risk Management before selling salvage.
4. General Manager processes Fixed Asset Action Form and forwards for required approvals.
5. When General Manager receives salvage proceeds, General Manager faxes copy of check to MV Risk Management and forwards check to Accounts Receivable utilizing the applicable MV Lockbox Remittance Form.

B. **Repairable Losses:** General Manager contacts Maintenance Manager. Maintenance Manager authorizes and controls all repairs following maintenance protocols. MV Risk Management distributes weekly reports that include its internal claim number for the damaged or total loss vehicle. General Manager approves all MV vehicle repair invoices. General Manager codes vehicle repair invoices to **GL#7090** or **GL#6150**. General Manager forwards approved and coded MV vehicle repair invoices to Accounts Payable.

C. The following information explains what GL code to assign and what additional information will be required to avoid delaying payment.

1. **7090 Collision** – This GL number should be used for all MV vehicle repairs made and/or parts purchased due to some type of collision. The MV Risk Management internal claim number is required to be on each invoice that is assigned this GL number. Failure to provide the claim number will prevent Risk Management from approving the invoice for payment and will delay timely payment to the vendor.
2. **6150 Outside Services** – This GL number should be used for all MV vehicle body repairs made and/or parts purchased due to wear and tear over time. Examples would be rusted areas and faded paint. Repairs made to a vehicle that was purchased with pre-existing damage can also be coded to this GL number. An explanation will be required for each vehicle body repair invoice that is coded to this GL number. **Invoices coded “6150” do not require a MV Risk Management internal claim number.**

D. MV vehicle repairs (MV Damage):

Effective 1/1/08, the division is responsible for the full amount of the repairs. These invoices must be approved for payment by Risk Management.

E. MV Damage Subrogation:

If it is possible that MV can collect for damages caused by a responsible third party, General Manager scans and e-mails all information related to the incident to claims@mvtransit.com. If unable to e-mail, fax to **(214) 646-1858**.

1. Obtain a repair estimate and submit the estimate and photographs of the damage to Risk Management. These items will be used as documentation for MV's subrogation demand.
2. In addition to the damages, MV Risk Management will also attempt to collect “loss of use” from the responsible third party.
3. MV Risk Management compiles a formal claim for damages for submission to the responsible party. MV Risk Management follows up on collection. Damages and/or loss of use recovered through subrogation efforts will be credited to the division.
4. If an insurance company or its representative requests repair cost information, General Manager refers that person to MV Risk Management. Do not release cost information.

14. Alleged Equipment/Maintenance Failure:

Claims of equipment or maintenance failure are always referred to as "alleged" failure until an inspection of suspect systems by qualified personnel verifies or denies such claims. The following steps are followed in instances of alleged equipment or maintenance failure:

1. If Operator alleges a failure, contact MV Risk Management immediately.
2. Arrange to have vehicle towed to nearest MV division or area where vehicle can be secured. Do not let vehicle be driven.
3. Secure vehicle. Don't let anyone tamper with vehicle, including MV personnel.
4. Call MV Risk Management to direct investigation activity.
5. MV Risk Management will set up inspection with manufacturer's representative, expert (if applicable), and MV personnel.
6. Notify and coordinate inspection with field personnel.
7. Assist in the inspection of vehicle at formal inspection.
8. Send complete maintenance file on vehicle to MV Risk Management.
9. Send Operator's logs/time sheets to MV Risk Management.
10. Print electronic control module data and send to MV Risk Management.
11. Risk Management ensures Drive Cam event (if applicable) is obtained.

15. Stolen MV Vehicle.

General Manager/Dispatcher immediately reports loss to MV Risk Management.

- A. General Manager/Dispatcher immediately reports the loss to local police authorities. Direct the police authorities to enter the stolen vehicle on the NCIC. Note: If vehicle is ultimately recovered, General Manager/Dispatcher immediately reports recovery to local police authorities and directs them to remove from the NCIC; and General Manager/Dispatcher immediately reports recovery to MV Risk Management.
- B. General Manager obtains a copy of police report and faxes it to MV Risk Management.
- C. Instruct MV Operators on the following:
 - a) If anyone tries to take a vehicle, let them have it. Do not get into an altercation with them.
 - b) If a vehicle is taken or is missing, immediately phone MV Risk Management.
 - c) Report any suspicious activity to General Manager/Dispatcher.
- D. Depending on the circumstances regarding the missing vehicle, MV Risk Management may notify FBI, appropriate state Highway Patrol, FTA, and Federal DOT.

16. Break-Ins and other Property Losses.

- A. General Manager/Dispatcher immediately reports loss to MV Risk Management.
- B. General Manager/Dispatcher immediately reports loss to local police authorities.
- C. General Manager obtains a copy of police report and faxes it to MV Risk Management.

17. Post-Loss Procedures, Reports, and Correspondence.

- A. General Manager forwards all correspondence relating to an incident/loss to MV Risk Management. General Manager identifies the correspondence to MV Risk Management by indicating the Operator's name and the date of the loss.
- B. If lawsuit papers are received, General Manager immediately telephones MV Risk Management at (866) 665-1426. General Manager forwards the papers via overnight mail to: EVP, c/o MV Risk Management, 2024 College Street, Elk Horn, IA 51531, with a memo stating the person served and the date and time of service. The EVP of Risk Management can also be reached by telephone at (712) 764-3720.

18. Post-Accident Alcohol and Controlled Substances Testing

- A. Fatal Accidents: As soon as practicable following an accident involving the loss of human life, an employer shall conduct drug and alcohol tests on each surviving covered employee operating the transit vehicle at the time of the accident. The employer shall also drug and alcohol test any other covered employee whose performance could have contributed to the accident, as determined by the employer using the best information available at the time of the decision.

- B. Non-Fatal Accidents: As soon as practicable following an accident not involving the loss of human life in which a transit vehicle is involved, the employer shall drug and alcohol test each covered employee operating the transit vehicle at the time of the accident unless the employer determines, using the best information available at the time of the decision, that the covered employee's performance can be completely discounted as a contributing factor to the accident. The employer shall also drug and alcohol test any other covered employee whose performance could have contributed to the accident, as determined by the employer using the best information available at the time of the decision.
- C. "Accident" Definition: "Accident" means an occurrence associated with the operation of a vehicle (including operation of its lift), if as a result:
 - D. A Fatality; or
 - E. An individual suffers bodily injury and immediately receives medical attention away from the scene of the accident; or
 - F. With respect to an occurrence in which the transit vehicle involved is a bus, electric bus, van, or automobile, one or more vehicles (including non- FTA funded vehicles) incurs disabling damage as the result of the occurrence and such vehicle or vehicles are transported away from the scene by a tow truck or other vehicle; or
 - G. With respect to an occurrence in which the transit vehicle involved is a rail car, trolley car, trolley bus, or vessel, the transit vehicle is removed from operation.
- H. MV Division Management coordinates/arranges post-accident testing. If reasonable suspicion is suspected, all reasonable suspicion testing guidelines will be followed.

Test Results Obtained. Test results are obtained by Elk Horn Qualification and reported to MV Division Management, or vice versa. General Manager contacts MV Management concerning disposition of Operator.

Date Filed / Revision Date	Description of Change
10/2019	Updated format.

Appendix

		MV Safety OneDrive Upload Procedures			
Distribution:		Safety Managers			
Category:		OneDrive	Section No.:		
Author	By:	Shane Shelton	Approval	By:	
	Date:	8/16/2016		Date:	
Email:		Shane.shelton@mvtransit.com	Status:		PENDING
Revision Date:		8/18/2016	(active, inactive, pending)		

PLEASE NOTE: Any changes to this document will require manager-level approval

1.0 PURPOSE:

To give safety manager instructions on how to upload videos, photos and documents to the Claims Department via Microsoft OneDrive

2.0 RESPONSIBLE PARTIES:

MV Infrastructure Team

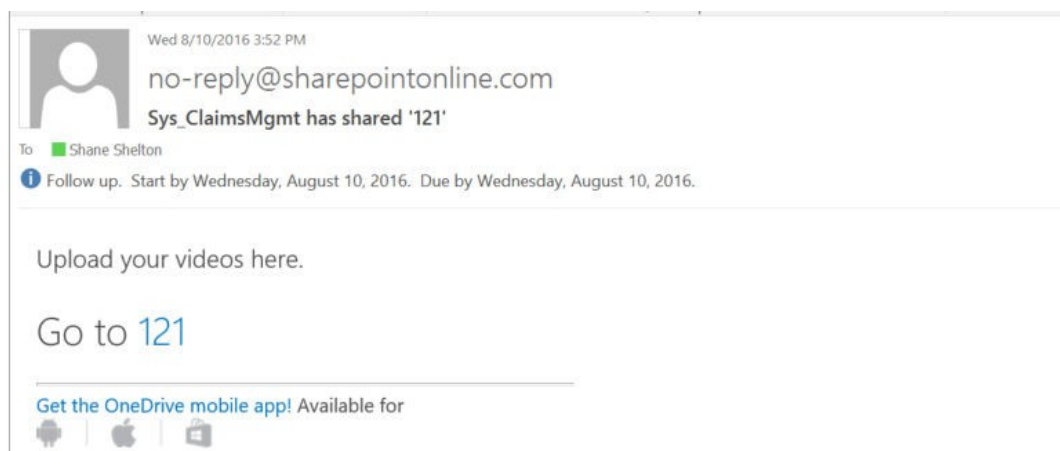
3.0 PROCEDURE INFORMATION:

User Provisioning (for the Claims Team Only):

1. The IT Infrastructure team will get a ticket from the Auto Claims Manager requesting that a user be given access to a divisional folder via the Help Desk.
2. The user will be provisioned according to the tickets directions.
3. The same process will be used for user moves and deletions.

End User Access Instructions:

1. Upon successful provisioning of the end user's account, the end user will receive an email from no-reply@sharepointonline.com with the Subject of "Sys_ClaimsMgmt has shared 'Division Number'"



2. The end user can click the "Division Number" hyperlink in the email body to go to the One Drive Login page. The example above shows you'd click the blue "121" number in the body of the email for Division 121.
3. This will take you to a sign-on page with your default browser. MV IT recommends you use Internet Explorer or Google Chrome of the best results.



Work or school, or personal Microsoft account

Email or phone
Password

☐ Keep me signed in

Sign in

[Can't access your account?](#)

Don't have an account assigned by your work or school?

[Sign in with a Microsoft account](#)

4. To sign in, use your MV Transportation email address: firstname.lastname@mvtransit.com. If your name is John Doe, your email will be john.doe@mvtransit.com. Once you've entered your email address into the email field, your browser will redirect you to the MV Transportation Office 365 login page as seen below.

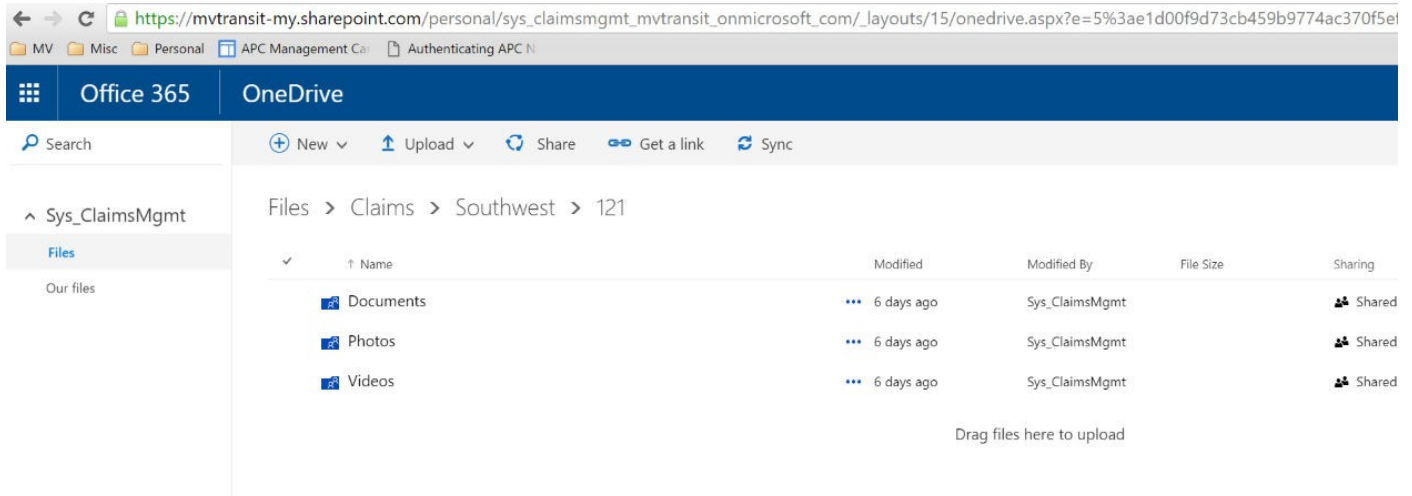


Sign in with your organizational account

shane.shelton@mvtransit.com
Password

Sign in

1. Your email address will already be populated, just enter your domain password. This is the same password you use to log into your MV desktop or laptop. Click Sign in.
2. This will then take you to the OneDrive folder you have access to. You will notice if you click outside of your folder, you will receive access denied messages. You will **ONLY** have access to the division you were assigned by the Auto Claims Manager.

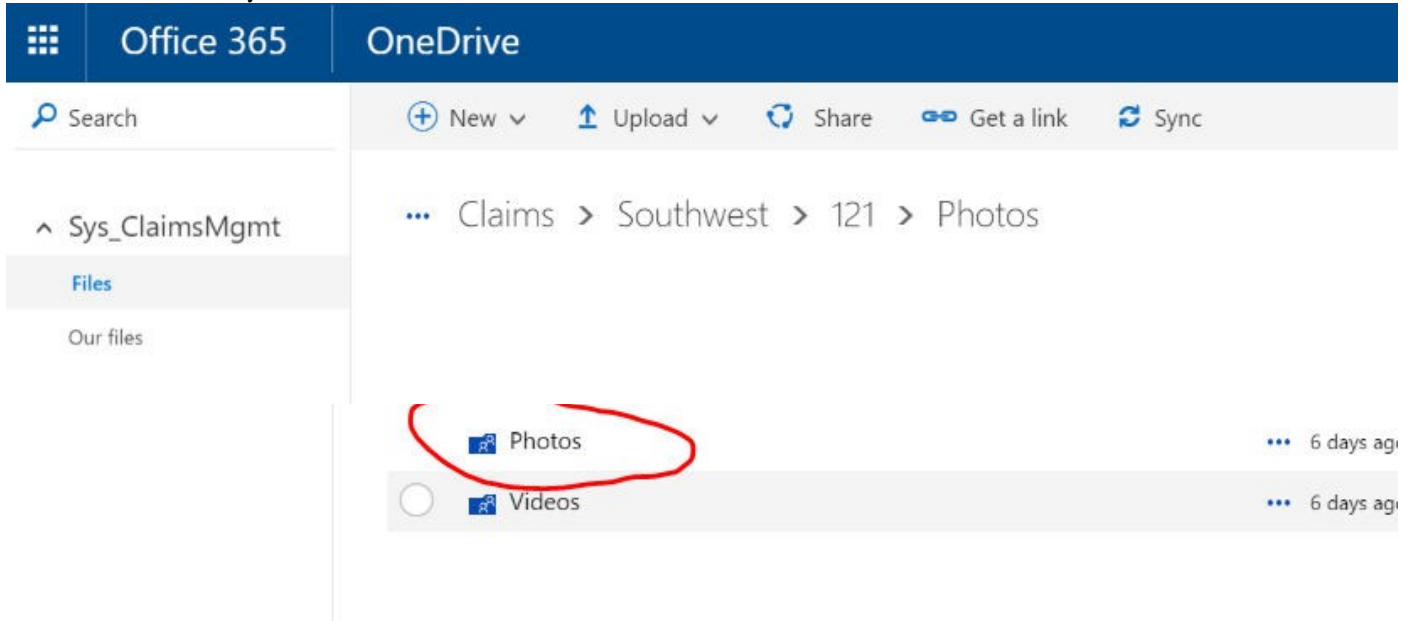


3. From here you can open the folders you would need to upload into. Further instructions on uploading files are below. You can bookmark the page you accessed in step 6 to streamline logging in in the future.

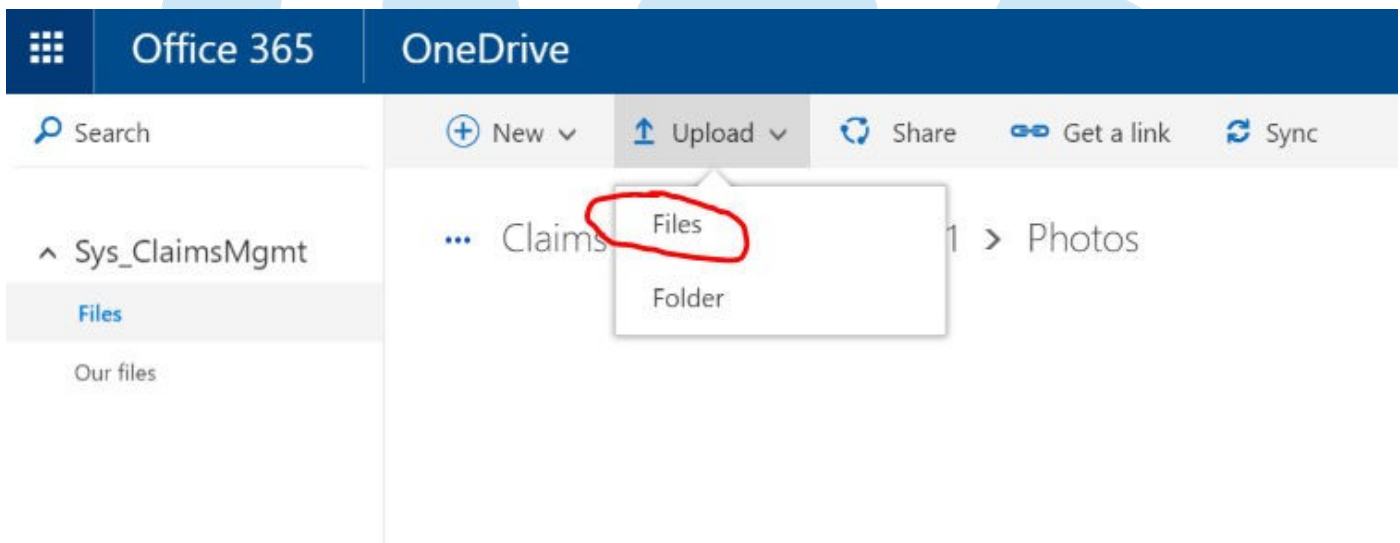
Uploading Files:

1. Once you've completed Steps 1 – 7 above under the "End User Access Instructions", you can now start to upload files. To do so, click the folder you want to upload to (in this example we'll use a photo upload). Click on the Photos Folder.

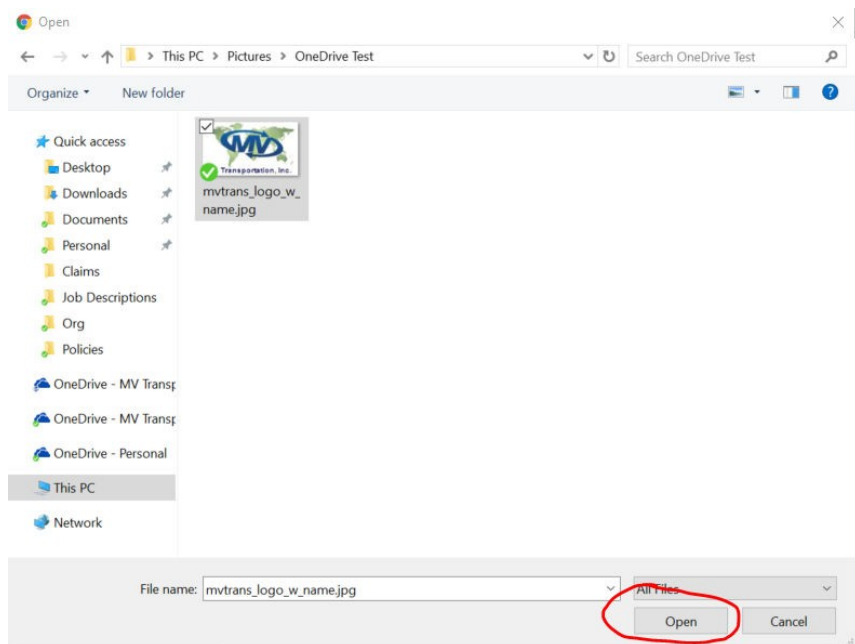
2. This will take you the Photos folder.



3. To upload a photo, click Upload -> Files



4. Browse to the location on your computer of the file you want to upload. In this example, we are uploading the one MV logo picture. Click on the file(s) you want to upload, you can upload multiple if need be at a time. Click Open to start the upload.



5. Your file will then upload into the folder you were in before you clicked the Upload -> Files button in step 3. We were in the Photos folder in this example, so the file uploaded into the Photos folder. If you want to upload a Video, start from the Videos folder and the same for the Documents folder.
6. That's it. You've now uploaded a file to Claims for review.

Labeling Uploaded Documents to OneDrive:

Please prefix all documents uploaded into OneDrive with the following coding. Please note that all photos need to be saved on a Word document. Then uploaded to OneDrive with the proper label; Pic – M16XXXX or Pic – “Ref Number”. The MV claimant number is provided on the Daily Incident Report or Weekly Incident Report.

1. Division Reports – DR-M166403 or DR-CG122
2. Police Report – PR-M166403 or PR-CG122
3. Photos – Pic-M166403 or Pic-CG122
4. Estimate – Est-M166403 or Est-CG122
5. Letter – Ltr-M166403 or Ltr – CG122
6. Video – Video-M166403 or Video-CG122
7. Invoice – Inv-M166403 or Inv-CG122
8. Tender – Tender-M166403 or Tender-CG122

4.0 REFERENCE DOCUMENTATION:

“MV” is to be understood as MV Transportation and/or its affiliated companies (collectively “Company”).

5.0 DOCUMENT CHANGE LOG:

Version	Date	Author	Change Description
1.0	8/16/2016	Shane Shelton	Original draft
1.1	8/18/2016	Shane Shelton	Added Coding
1.2	12/20/2016	Shane Shelton	Added photo saving wording under labeling

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Safety Policy S-33 DRIVECAM

SCOPE: This policy applies to all employees who operate Company vehicles or perform work on behalf of the company.

PURPOSE: The purpose of this policy is to provide a standard to remediate improper driver behaviors while operating our vehicles. The goal is to proactively identify unsafe behaviors and improve them through coaching, retraining and, if necessary, disciplinary measures in accordance with the provisions of the Employee Handbook and applicable Collective Bargaining Agreements.

POLICY: All DriveCam events will be reviewed and evaluated for compliance with the company's policies and defensive driving standards. Drivers found acting in an improper and/or unsafe manner shall be coached towards behavior improvement and if necessary retrained and/or disciplined.

- A. Procedure: The heart of the Drive Cam program is the counseling and retraining process. In order to have a positive effect on driver behavior, events must be viewed and counseled daily, and corrective actions must be taken in a timely manner:
 1. Identify the Vehicle Operator and review the driving behavior from the DriveCam Event Log.
 2. Schedule a counseling session with the Operator at the very first opportunity (whenever possible counseling should be completed within four business days based on employee schedule after the event appears on DriveCam Event Log):
 - a. Review event with Operator (1 on 1 with Operator).
 - b. Discuss how the Operator can prevent unsafe driving acts and perform safe driving acts using the Smith System and other defensive driving techniques received during his/her training.
 - c. Have the operator sign the DriveCam Event Log form and file in the operator's personnel file.
 - d. Develop a Corrective Action Plan to provide positive feedback and further help the Operator correct unsafe driving behavior and adopt safe driving habits.
- B. Remedial actions: Remedial actions for improper behaviors identified via the DriveCam event recorder shall, generally, be progressive in nature and based on the "Event Risk Score", taking in account both the individual event score and the cumulative score earned by the driver for a specific period of time. Safety Points shall be assessed for both certain individual Drive Cam events and whenever the cumulative "Event Risk Scores" reach certain thresholds/levels (See Table 1).

Drive Cam Events Remedial Action		
INDIVIDUAL EVENTS	DC Event Risk Score	Action
	1-8	Documented Verbal Counseling/Coaching
	9-13	Written Counseling & Refresher Training
	14+	1 Safety Point & Refresher Training
Cumulative Event Risk Scores in 30 Days*		
CUMULATIVE SCORES (* Rolling 30-day period)	24-30	1 Safety Point & Refresher Training
	31-43	2 Safety Points & Refresher Training
	44+	3 Safety Points & Refresher Training
SPECIFIC VIOLATIONS		
SPECIFIC VIOLATIONS	Cell Phone Violations	Per Employee Handbook
	Improper Wheelchair securement	6 Safety Points / Termination
	DC Camera Tampering	6 Safety Points / Termination
	Traffic Control Devices	3 traffic control violations in a 30-day period will result in 2 safety points.

Table 1 – DriveCam Event Remedial Action

1. Depending on the driver's past history of Drive Cam events and his/her cumulative risk scores, he/she may be assessed Safety Points for both the individual DriveCam event and/or for reaching/breaking the cumulative risk score threshold level.
 - Example 1: Driver "A" has already experienced 2 DriveCam events for a total of 10 risk points. Within the 30-day period from the first event, driver "A" experiences a third DriveCam event with a risk score of 15. In this case, the driver would be retrained and be assessed 2 Safety Points, as follows:
 - 1 point for the individual event (with a risk score of 15) and 1 point for reaching the cumulative "risk score" threshold of 25 risk points (10+15).
2. There shall be no "double-jeopardy". When an individual event's score puts a driver in either a 2 or 3 "Safety Points" cumulative band, he/she shall receive only the higher point assessment when reaching the cumulative band (see example below):
 - Example 2: Driver "B" has already experienced multiple DriveCam events for a total of 32 risk points. Within the 30-day period from the first event, driver "B" experiences one more DriveCam event, with an event risk score of 15. In this case the driver shall be assessed only 3 safety points for having reached the "44+ points" cumulative point band and will not be assessed the additional 1 safety point for the individual "high risk score" event.
3. Any policy violation that occurs where the sole or primary means of determining a violation of the Company's policies is a method/s other than Drive Cam, employees shall be disciplined in accordance with the appropriate MV policy, Employee Handbook or appropriate section of an applicable collective bargaining agreement.

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MV TRANSPORTATION, INC. CORPORATE POLICY STATEMENT

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Safety Policy S-34 AIR-BRAKE VEHICLE SECUREMENT

SCOPE: This policy applies to all employees of MV Transportation, Inc.

POLICY: It is the policy of this Company that all air-brake equipped vehicles shall be properly parked and secured whenever the bus operator is not in attendance of the vehicle or sitting in the driver's seat.

The use of wheel chocks is mandatory whenever parking air-brake equipped vehicles.

Whenever two operators are "in transition" on the same bus (i.e.: at a transfer terminal), the "outgoing" operator shall properly park/secure the bus and both "Incoming" and "Outgoing" operators shall ensure that:

- a) Gear is in "Neutral"
- b) Parking Brake is engaged
- c) Wheel Chock blocks are in place

All operators shall use the procedure set forth in this policy whenever they are parking the bus, whether during the duty day or at the end of their work-shift.

There shall be "Zero Tolerance" for violations of this policy. Violations of this policy shall be considered a "Major Incident" and will result in termination of employment, as detailed in the Employee Handbook.

PROCEDURE:

The following steps must take place any time an operator who was physically in control of the bus completed his or her driving duty and are parking the bus at a layover, transit terminal, bus depot, division's yard, etc.

1. Always park at a safe and designated stop.
2. Once you make a complete stop, while still holding the service brake put the bus gear in Neutral.
3. Engage the parking brake.
4. Turn the engine OFF.
5. Release the front door air valve.
 - a. Note: When you release the front door air valve your door handle will no longer be operational.
6. Open the front door manually.
7. Never reach through the driver's window to operate any controls/switches (i.e.: open or close doors, start, stop, etc.) from outside the bus. All "operating" actions must be accomplished only from the driver's compartment inside the vehicle.
8. Chock the wheels by placing the vehicle's chock blocks under the bus' front right wheel.

As a general rule, if an operator needs to leave the bus unattended for any reason, that bus shall be secured in the same manner as if parked for the day and leaving the bus for the night.

Should a Division not be able to abide by this policy due to local client requirements, they need to obtain an "exception to policy" approval in writing from their VP of Safety or the Company's SVP of Safety.

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Safety Policy S-35 SAFE DRIVER AWARD RECOGNITION PROGRAM

SCOPE: This policy affects all full time drivers for MV.

PURPOSE: The purpose of this policy is to describe the recognition program for those drivers who have achieved the MV professional standard of safe driving performance.

POLICY: It is the policy of this Company that every full time driver will be recognized for driving safely and preventing incidents.

PROCEDURE:

I. QUALIFICATIONS FOR SAFE DRIVER AWARDS

A. Award Period:

To qualify for the following safe driver awards, a driver must complete 12 months of driving without a preventable incident or LOA longer than 30 days and injury from date of hire from a year to year basis. A LOA longer than 30 days will be added to the original anniversary date and this will be the new anniversary date.

Completion of the consecutive period means the driver has successfully completed one award year.

If a driver has one (1) or more preventable incidents during this period, he/she must begin again to accumulate the required 12 consecutive months of operation without a preventable incident. If the driver has a LOA longer than 30 days, the total days of leave will be added to the anniversary date and this will be the employee anniversary date going forward.

B. Subsequent Awards:

To qualify for the 1-year and subsequent awards, a driver must complete the twelve (12) consecutive months of driving without a preventable incident for each subsequent safe driver award year.

If, during any award year, a driver has a preventable incident, that award year must be completed and the driver must drive an additional twelve (12) consecutive months without a preventable incident in order to earn the award involved (i.e.: the anniversary date for the award will be pushed back 12 months).

All preventable collisions, passenger injuries, vehicle off-road, other "moving" accidents and incidents and preventable "on-the-job injuries" incurred by the driver will be recorded on the drivers' safe driving records. Accidents and incidents involving passenger falls while boarding or alighting will not affect this safe driving award records unless the driver contributed to such incident by failing to follow proper procedures.

SPECIAL CIRCUMSTANCES:

A. Absence from Active Service due to Sick Leave, Leave of Absence, Vacation, Furlough, etc.

Any absence from active service through leave of absence, furlough, injury, illness, or separation from driving for any reason, excluding earned vacations, for a period of thirty (30) consecutive days or longer, will cause the driver's anniversary date to be delayed by the time length of that absence period.

When a driver selects to take vacation while on sick leave, the award anniversary date will be delayed by the entire sick leave period (including vacation time), provided such period is of 30 days or more duration. However, if a portion or all of the vacation is taken immediately preceding or following sick leave without the driver having returned to work in between, delay of the anniversary date will only be made for that portion covering the sick leave period, and then only if the sick leave period consists of 30 days or more.

It should be noted that the driver's award date never changes unless sick leaves, leaves of absence or furloughs are involved.

B. Temporary Suspension

Temporary suspension, when applied for disciplinary measures, will be considered as time lost for safe driver award purposes, and the anniversary date will be delayed from the first day of suspension to its termination, but only when suspension consists of 30 days or more.

C. Reinstatement

Any driver who is discharged and later reinstated will be given credit for previously earned awards, plus any partial year earned before discharge, but will be required to drive the necessary time without a preventable incident after being reinstated before the next award can be earned. Lost time in such cases will be made effective from the date last at work prior to discharge, to the date of return to work following reinstatement, but is applicable only in such cases where the out of service period consists of 30 days or more.

D. Re-employment

Any driver who resigns in good standing and is rehired as a new employee will be given credit for previously earned awards, plus any partial year earned before resigning. The driver will be required to drive the necessary additional years, months and days without a preventable accident from date of rehire before the next award can be earned.

E. Preventable Incidents

For award purposes, a preventable Incident is any Incident in which a driver failed to do everything possible to prevent or avoid an accident. Our central defensive driving rule states:

"It is the responsibility of a professional driver to drive in such a manner as to identify accident producing situations soon enough to take reasonable and prudent action to avoid an accident."

MV safe driving standards protect drivers from being charged for an incident if there was nothing that reasonably could have been done to prevent it. However, such incidents are rare. The facts regarding each incident must be considered carefully before deciding whether or not it was preventable. Management rules on preventable incidents subject to guidelines in the MV Safety Manual (Safety Policy # 1 – Preventability Determination). Drivers may appeal rulings consistent with policy and contract language on the subject.

Responsibility to prevent or avoid incidents goes beyond carefully observing traffic rules and regulations. MV drivers are expected to drive so as to prevent becoming involved in incidents in spite of hazards of weather, road, traffic conditions, or the faults of other driver's and their failure to operate safely.

Please refer to the MV Safety Manual (Policy #1, Incidents - Determining Preventability) for guidelines in determining incident preventability.

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Safety Policy S-36 MOBILITY IMPAIRED PASSENGERS - PERSONAL SAFETY RESTRAINTS

SCOPE: This policy applies to all employees and contractors of MV Transportation, Inc.

PURPOSE: The purpose of this policy is to outline the protocols and procedures relative to mobility-device users' use of personal restraint safety devices.

POLICY: The safety of our passengers is the Company's first and highest consideration. It is the policy of MV transportation, Inc. that all mobility-impaired passengers who are using a mobility device (i.e.: wheelchair, scooters, etc.) shall be offered and highly encouraged to use personal restraint safety devices (i.e.: seatbelts or "posey belts" – type safety devices) while being transported aboard company vehicles.

Should a passenger decline or refuse to use such safety devices, the driver shall notify his/her dispatcher of such refusal and a record of such refusal shall be made for documentation purposes.

PROCEDURE:

- A. Drivers shall offer and highly encourage the use of passenger securement devices (i.e.: seatbelt/Posey belt) to ALL passengers using a mobility device (i.e.: wheelchair, scooter, etc.) as a matter of standard operating procedure.
- B. Should a passenger refuse (or decline) the use of such restraint device, the driver and Division shall RECORD AND DOCUMENT ALL REFUSALS, as follows:
 1. Driver shall immediately notify his dispatcher of the passenger refusal of the restraint device:
 - a. ALL refusals shall immediately be called in to dispatch by the driver.
 - b. Drivers in DriveCam-equipped vehicles shall also activate the DriveCam device and state the passenger's refusal of the restraint device on the camera.
 2. The dispatcher shall record the refusal in a log. This refusal log can be of any suitable type or nature appropriate for the Division's operation (paper log, Excel spreadsheet, Trapeze, etc.).
 3. The refusal log, at a minimum, shall contain the following information:
 - a. Date
 - b. Driver name
 - c. Trip/Schedule Number
 - d. Time
 - e. Passenger Name
 - f. Trip Origin / Pick-up location
 - g. Trip Destination / Drop-off location
 - h. Notes detailing the event
- C. The refusal log shall be maintained at the Division and shall be made available for inspection and/or reference as needed in response to investigations of passenger "fall out of the wheelchair" injuries or incidents.
- D. Should a Division's contract not allow the use of lap-belts/safety restraints for wheelchair passengers, the Division GM needs to contact their respective VP of Safety for guidance. If the VP of Safety concurs that the contract does not allow the use of such safety/restraint devices, he/she will prepare and forward a Memorandum for file to the COO and Group President detailing the reasons why the division is precluded to follow the passenger securement procedures detailed in this policy.

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Safety Policy S-37 NEW DRIVER ASSESSMENT / VALIDATION

SCOPE: This policy applies to all employees of MV Transportation, Inc. who operate buses or other revenue vehicles.

PURPOSE: To ensure new drivers are operating their vehicles in accordance with MV's standards of safe driving performance

POLICY: It is the policy of the Company that all new driver hires shall receive a formal and thorough evaluation of their driving skills and a safety performance review/assessment at 45 days and 75 days from their date of hire.

PROCEDURES:

1. Complete a SF-3 (Driver Safety Profile and Record Summary) Form for each new driver in advance of the meeting with the driver.
2. Review DriveCam history/trends and overall safety record, in detail, with driver. Identify areas of "need improvement" or "good performance".
3. Conduct a thorough "Road Test" on each new driver and document on Form SF-1. Road Test shall be conducted by a certified BTW or other qualified individual (BTW is preferred).
4. The intent of the road test is to verify that the driver is operating the vehicle in accordance with our safe-driving performance standards (the standards taught in the driver training school and outlined in both the Student Guide and BTW manual).
5. Should the record review or the Road Test indicate areas of weakness and the need for additional training, the driver shall be scheduled for a full refresher training session addressing these areas within 10 days of this 45/75 day review.
6. Should a driver "fail" his/her "75-day" assessment, the Division General Manager, in coordination with the Area Safety Director, shall make a decision whether to retain and retrain the driver or take other administrative actions, up to and including separation from the Company.

These formal driver skills assessments shall be performed at the 45 day and 75-day timeframe. Note: It is critical that this final "75 day" assessment be completed before the end of the driver's "90 day probationary" period.

The intent of the process is to ensure all new drivers properly apply and execute the defensive driving standards they were taught in their Driver Training School courses and apply them properly during the course of their work.

Any exception to this policy must be approved by both the Regional Vice President and the VP of Safety for the division. The Sr. VP of Safety shall be the final decision maker in cases of non-concurrence.

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Safety Policy S-38 PARKING CONE POLICY

SCOPE: This policy applies to all employees of MV Transportation, Inc. who operate paratransit vehicles.

The intent of this policy is to reduce backing/fixed object collisions by ensuring all drivers walk to the rear of their vehicle prior to movement and observe surroundings for hazards/obstacles. This policy has the additional benefit to provide other motorists/driver with a visual warning of the parked vehicle and possibly preventing "parked bus" collisions.

POLICY: It is the policy of this Company that whenever a driver parks his/her bus for more than five (5) minutes, for any reason, whether in revenue service, lunch breaks, or at end of duty, he/she shall place a high-visibility parking/safety cone on the ground at the left rear corner of the vehicle (driver's side, rear bumper). The driver shall pick up and secure the parking cone prior to departure from the parking position and after making sure there he/she is aware of any obstacles in his/her intended path of travel/movement.

RESPONSIBILITY: The operator has the responsibility for compliance with this policy, placing the parking cone in the proper position after parking the vehicle and retrieving the cone prior to departure.

PROCEDURE:

- A. When parking the vehicle:
 - a. Park vehicle
 - b. Pick up parking cone from stowed position
 - c. Exit vehicle
 - d. Place cone on the ground one step (three feet) from the left rear corner of vehicle (rear driver side bumper)
- B. When departing from parked position:
 - a. Move to left rear of vehicle
 - b. Observe for obstacles/hazards to safe movement
 - c. Remove cone from ground
 - d. Enter vehicle
 - e. Secure cone for movement (stow cone in safe position)
 - f. Depart

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Safety Policy S-39

LOCATION SAFETY COMMITTEES

SCOPE: This policy shall apply to all operating divisions and facilities of the Company with more than 10 employees

POLICY: A Location Safety Committee (LSC) will be required and established at each division facility with more than 10 employees. Safety committees are not only a proven best safety practice but are also required by State and Federal regulations.

The primary function of the committee is to work as a team in creating and maintaining a safe work environment for fellow employees and helping with system safety and security at the division. The LSC is also responsible hazard reduction and hazard resolution.

Committee Members: The LSC shall be headed by either the Division's General Manager or Safety Manager and should be made up in equal numbers of member of management and hourly staff. A committee should not exceed 10 members.

An example of an LSC membership is below:

- General Manager
- Safety Manager
- Staff Person (Assistant Manager, Clerk, Dispatcher, etc.)
- Maintenance representative (required if maintenance performed at division)
- Drivers representatives (number of drivers should not exceed one driver per 25 vehicles)

It is recommended that staff and maintenance members

of the review board voluntarily serve one-year terms commensurate with the MV Transportation budget year. However, the General Manager and the Safety Manager are required positions on the committee.

Meetings: It is recommended that the Manager leading committee meetings establish the appropriate time and frequency for Safety committee meetings to fit the schedules and needs of the division. The committee should meet once a month at a minimum however less frequent meetings (i.e.: bi-monthly or quarterly) are allowed for divisions with less than 20 employees. At locations where vehicle incidents or workers' compensation frequency is high, the committee should meet more often than the minimum requirements (i.e.: bi-weekly). Agenda topics should include review of unsafe acts or conditions found at the facility, a review of DriveCam trends and most frequent violations, a review of incidents or "near misses" involving vehicle operations, equipment or employee injuries, as well as a review of old and new business.

LSC Committee activities: The committee should provide input/ideas to ensure a safe work environment is established and maintained. Employees exhibiting safe work habits will be identified and reported to the committee. The committee will determine the manner in which safe practices or behavior should be recognized at the facility. All unsafe conditions will be reported to the manager/supervisor and the committee will determine or recommend remedial/corrective action. The committee will encourage fellow employees to work in a safe manner, provide input/ideas for safety posters/messages at the workplace, and promote a safe work environment through input/ideas for safety topics at monthly safety meetings.

Other specific safety and security-related tasks of the LSC are as follows:

- Coordinate safety activities of the division.
- Meet to evaluate and resolve safety issues at the division level.
- Conduct special meetings as necessary at the request of Management.
- Compile pertinent location safety data to identify and assess operational risk.

- Review DriveCam trends and pertinent events/clips
- Review repeater trends/behavior and determine appropriate countermeasures to improve driving behaviors.
- Perform analyses to identify safety problems related to maintenance activities.
- Use Committee consensus to develop hazard resolutions.
- Review facility action plan for currency
- Coordinate and plan at least one annual emergency preparedness and fire drill.

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Safety Policy S-40

FIXED-ROUTE SEATING

SCOPE: This policy applies to all drivers for MV Transportation, Inc.

POLICY: The safety of our passengers and operators is a major concern of MV Transportation. Traffic conditions may require the vehicle operator to make sudden stops, turns, or maneuvers.

The seating of passengers will ensure a safer ride. Passengers will be asked to take a seat if one is available prior to the movement of a vehicle. This will also be communicated through strategically placed signs within the interior of the vehicle.

Passengers have the right to refuse to take seat and will always provided transportation regardless.

PASSENGER REFUSAL:

If a passenger refuses to be seated, the operator must call into dispatch, and dispatch must make note of the refusal.

Note: If the dispatch function is not performed by MV Transportation the driver is still required to call in for recording purposes.

TRAINING:

All new drivers will be instructed on the seating policy in a fixed-route vehicle. This instruction will take place while the driver is undergoing MVT's new-hire training. All current and existing drivers will have this revised policy made part of their annual safety meeting training session and covered at least once a year in future safety meetings.

All operators will sign an acknowledgement sheet confirming the training. The Acknowledgement Sheet will be maintained as part of their individual training file.

COMPLIANCE MONITORING:

All General and Safety Managers will be responsible to ensure compliance with this policy by having their staff monitor compliance of their operators.

This policy only applies to fixed-route vehicles when an open seat is available.

This policy becomes effective 1/1/12

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1/1/12	Effective Date

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Safety Policy S-41

CURB STRIKE

SCOPE: This policy applies to all employees of MV Transportation, Inc. who operate buses or other revenue vehicles.

POLICY: It is the policy of MV Transportation, Inc. that anyone operating a vehicle will use caution and will be aware of the space around the vehicle. It is the policy of this company that avoiding striking the curb and fixed objects is the sole responsibility of the driver at the controls. Curb strikes may vary in severity, but they do have the potential to lead to claims. A curb strike will need to be called in as a preventable collision and confirmed as a "collision" on DriveCam online if certain criteria is met.

RESPONSIBILITY: The operator has the sole responsibility for maneuvering the vehicle safely and use reference point training to avoid striking fixed objects, to include but not limited to curbs.

PROCEDURE: In the event of a curb strike, this incident is required to be called in as a preventable accident and confirmed as a "collision" event on DriveCam if one of the below four items occur:

1. A passenger is significantly jostled and could potentially file a claim.
2. Any damage is caused to any part of the vehicle including the tires.
3. More than one of the vehicles' tires leaves the
4. designated roadway.
5. If the g-force recorded meets or exceeds .55 regardless if there is damage to the vehicle.

If the curb strike is minor and none of the above occurs, the division does not need to call the incident in as a reportable accident, and the division should select "no collision" on the DriveCam event. The DriveCam review team should then select "judgment error" which is a scored, coachable event that will require the driver to come in for coaching and/or retraining.

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Safety Policy S-43

ROAD CALL VEHICLE SECUREMENT

SCOPE: This policy applies to all Maintenance and Utility Employees of MV Transportation, Inc. The intent of this policy is to ensure the security and personal safety of all MV Employees when performing maintenance or vehicle roadside assistance.

POLICY/PROCEDURE: It is the effected employee's responsibility to ensure that the vehicle and working environment is secure from controllable risks and hazards.

Any employee required to work near moving traffic must wear appropriate Personal Protective Equipment (PPE)

1. Safety vest – High visibility Class II required. Note: A high visibility uniform does not meet this requirement. A vest must be worn. If wearing protective weather gear, ensure it is highly visible from a minimum distance of 100 feet.

Upon arriving at the service location, the technician should:

1. Activate 4-way hazard lights on service vehicle.
2. Ascertain if the service can be performed in a safe manor to which the employee or vehicle is not immediately exposed to oncoming traffic or other hazards.
3. Place hazard triangles/Cones 10 feet and 50 feet behind the service vehicle, as well as 50 feet in front of the vehicle. All cones should be placed in the center of the lane.
4. Place wheel Chalks under both sides of the front tire away from traffic
5. Ensure the vehicle gear is placed.
6. Verify all brake systems are fully engaged (parking / emergency, etc.)
7. Instruct the operator to exit the seat unless they are required to operate any function of the bus and only at the direction of maintenance personnel.

When the Technician is ready to move the vehicle, they can do so only after verifying the parking brake is still engaged; he or she can then remove the wheel chocks, disengage the brake(s) and move the vehicle.

Before leaving the scene, retrieve the caution triangles and cones and use all safety precautions when preparing to reenter traffic.

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Safety Policy S-44

STALL TESTING

SCOPE: This policy applies to all Maintenance Employees of MV Transportation, Inc.

POLICY: It is the policy of this Company any Maintenance Employee performing a stall test follow the procedures outlined below without exception.

PROCEDURE: Stall testing, while a common practice, is not without risk.

This type of test should only be conducted by trained technicians that understand when stall testing should be utilized as directed per manufacture's guidelines.

At no time should an untrained person be asked to conduct or assist on a stall test.

Stall tests should not be conducted in an area where personal injury or property damage may occur in the event of a procedural error.

When preparing for the test the steps below should always be followed:

- Only conduct stall tests as described by vehicle manufacture's procedures and only if trouble shooting processes states the stall testing is required.
- Testing should be conducted in a safe area, with no obstructions in front or behind vehicle. An open location in the parking lot should be utilized.
- Wheels must be chocked
 - Wheel chocks should be utilized. The standard orange wheel chocks used for securing an airbrake vehicle should not be used. Engine torque can cause the vehicle to roll over these types of chocks.
 - Wheel chock RWC-25, #245683 from Conney Safety is the approve wheel chock.
 - At least both front wheels should be chocked to prevent wheels from turning.
- If the vehicle does not have an interlock to prevent throttle application, the parking brake should be applied during the testing procedure.

The above steps must be followed anytime a stall test is conducted. Failure to follow the above steps will result in progressive disciplinary actions up to and including termination.

Date Filed / Revision Date	Description of Change
10/2019	Updated format.

MV TRANSPORTATION, INC. CORPORATE POLICY STATEMENT

General policies of MV Transportation, Inc. are issued from time to time and are designed to provide general guidance to company managers in the conduct of the business. Policies may, from time to time, become dated or may no longer apply. In the event of questions, the policy should be referred to the General Counsel for interpretation. In the event a policy conflicts with the law, regulation or the terms of a contract with a customer, the policy will be subordinate to such law, regulation or contract term. Policies are only effective on the written approval of the Chief Executive Officer.

Safety Policy S-45

ELECTRONIC DISPLAYS – SAFETY VISION

SCOPE: This policy applies to all employees of MV Transportation, Inc. who are responsible for maintaining the Electronic Score Boards within their respective divisions. The Safety Vision program is an educational tool which allows a division to communicate to the drivers and staff with consistency and support from corporate initiatives. These displays are intended to promote safety through the use of slides, posters, videos, and real time social media feeds.

POLICY: It is the policy of MV Transportation that when deployed, the Electronic Safety Screens reflect correct and up to date information. The first several slides, referred to as the 'Score Board' display information that is tied into local and company-wide initiatives including, but not limited to, the Key Performance Indicator (KPI) Dashboard. As such, divisions shall maintain and update these key indicators on a daily basis. It is the policy of MV Transportation that all Safety Vision displays remain current and reflect accurate content. If a display is not functioning properly, a support request shall be completed and sent to MVFocusOnSafety.com or by notifying Safety Compliance.

RESPONSIBILITY:

The General Manager has the responsibility for to ensure that all displays are always on and up to date. The General Manager may designate the Safety Manager to update the Score Board slides where appropriate. The Area Safety Director is responsible for monitoring the displays in their region to ensure compliance.

PROCEDURE:

The Score Board is required to be accurate and updated on a daily basis. It shall consist of the following:

1. Division name and number
2. Number of accidents, month to date
3. Number of days without a preventable accident
4. Number of injury free days
5. Safety Meeting Schedule

DISPLAY CONTENT:

Non-Score Board slides are available to use as the division deems necessary. It is encouraged that locations use photographs of staff and events to recognize safety accomplishments, participation in monthly safety meetings, safety campaigns, pull outs, etc. At no time will the displays be used to convey negative content, specific to individuals. When regulated by Collective Bargaining Agreements, individuals' names shall not be posted. Birthdates should not be displayed unless the employee has provided consent. If using photographic evidence to educate and showcase poor behavior, the specific employee shall not be identifiable in the photographs unless consent was obtained prior to the posting. Corporate will maintain and update companywide content and may use the displays to convey campaigns and information to staff, with or without notice.

EMERGENCY ALERTS:

In the event of a natural disaster or emergency, Corporate may temporarily suspend local content in order to convey emergency instructions or information.

ASSIGNED EQUIPMENT:

Although the computer and display monitor may differ at each location, it shall not be repurposed for occasional or permanent use elsewhere once it has been installed and assigned to the Safety Vision project. If the display becomes defective, the division shall notify Safety Compliance via the before mentioned website as soon as practical. Because the equipment maintains a two-way communication with corporate, the system must remain online continuously. It should not be disconnected from the network at any time.

SUPPORT: Support and training instructions can be found for this device by going to MVFocusOnSafety.com. Support requests may also be submitted online at the same location.

Date Filed / Revision Date	Description of Change
10/2019	Updated format.



MV TRANSPORTATION, INC. CORPORATE POLICY STATEMENT

General policies of MV Transportation, Inc. are issued from time to time and are designed to provide general guidance to company managers in the conduct of the business. Policies may, from time to time, become dated or may no longer apply. In the event of questions, the policy should be referred to the General Counsel for interpretation. In the event a policy conflicts with the law, regulation or the terms of a contract with a customer, the policy will be subordinate to such law, regulation or contract term. Policies are only effective on the written approval of the Chief Executive Officer.

Safety Policy S-46

SAFETY VEST

SCOPE: This policy applies to all employees of MV Transportation, Inc. except at divisions where the client contract does not allow for safety vests to be worn.

The intent of this policy is to ensure visibility and enhance the safety of all personnel in the yard, on the skills course, in the field outside of the vehicle or while completing service calls.

POLICY: It is the policy of MV that whenever employees are in the yard or on the skills course that each person will wear a company issued reflective vest. A safety vest is also required to be worn anytime a driver, mechanic, or utility employee is working in the yard regardless of the time of day. A vest should also be worn whenever a mechanic or utility worker is completing a road call. If, however, a mechanic or utility worker is wearing a uniform with reflective stripes during their shift, they would not be required to wear a reflective vest.

RESPONSIBILITY: All employees who have been issued a safety vest will be required to keep it clean and in good condition. If the vest needs to be replaced due to normal wear and tear, it should be done so in accordance with the division's uniform policy.

Any employee not wearing the required safety vest will receive discipline in accordance with company policy or the local Collective Bargaining Agreement.

Date Filed / Revision Date	Description of Change
10/2019	Updated format.

Transdev-Marin Transit, CA

Paratransit Safety Plan



2

FEBRUARY 1, 2022

Transit Agency Information

Transit Agency	Marin Transit		
Marin Transit Address	711 Grand Ave. San Rafael CA 94901		
Name and Title of Accountable Executive	Jhashe Holloway		
Name of Chief Safety Officer or SMS Executive	Shelly Moe		
Mode(s) of Service Covered by This Plan	Paratransit	List All FTA Funding Types (e.g.,5307, 5310, 5311)	

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Approvals

The individuals below, submitting and signing this Agency Safety Plan (ASP), verify it was prepared in accordance with the appropriate and applicable requirements and guidelines set forth by the Federal Transit Administration in 49 CFR Parts 625, 630, 670, 673 and others, that they are authorized representatives of the Transit Agency; that their signatures attest that all items and conditions contained in this plan are understood, accepted and approved; and that they are committed to implementing the Agency Safety Plan and achieving its safety goals and objectives.

APPROVED BY:

Chief Executive Officer, *Accountable Executive*

Date

Board Chairman/Designee

Date

RECOMMENDED BY:

Jhashe Holloway
General Manager, *SMS Executive*

1/30/2022
Date

Shelly Moe
Manager, Safety and Security

1/30/2022
Date

Revisions/Amendments

Revision No	Revision Date	Revised Sections	Purpose

Change Log

Number	Section/Pages	Change	Purpose

Executive Summary

Applicability

Transdev North America- Marin is committed to comprehensive safety planning. As an operator of a public transportation system that receives Federal financial assistance under Title 49 of the United States Code (USC) Chapter 53, the Transit Agency is subject to 49 CFR Part 625, 630, 670, 673, and this Safety Plan is fully compliant with that Rule as well as with the requirements of the National Public Transportation Safety Plan (NSP) as promulgated through 49 CFR 670.

Policy

Transdev North America- Marin and the Federal Transit Administration (FTA) have adopted the principles and methods of System Safety and of Safety Management Systems (SMS) as the basis for enhancing the safety of public transportation. All rules, regulations, policies, guidance, best practices, and technical assistance administered will, to the extent practical and consistent with legal and other applicable requirements, follow the principles and methods of SMS.

Transdev North America- Marin Safety Plan, hereafter referred to as the Transit Agency Safety Plan is an agency-wide safety plan that meets and is responsive to FTA's Public Transportation Safety Program (PTSP). The Transit Agency Safety Plan reflects the specific safety objectives, standards, and priorities of Transdev North America- Marin. Transdev North America- Marin has incorporated its System Safety compliance into SMS principles and methods tailored to the size, complexity, and scope of its own public transportation system and the environment in which it operates.

Definitions

The Terms and Abbreviations used in this document are consistent with federal regulations and guidance as shown in Chapter 1.

Safety Plan

General

Transdev North America- Marin has established a Safety Plan that meets or exceeds the General Requirements of 49 CFR Part 625, 630, 670, 673, including the following required elements:

- The Safety Plan, and subsequent updates, will be signed by the *Accountable Executive*, and approved by the Transit Agency Board of Commissioners.
 - The Safety Plan documents the processes and activities related to SMS implementation.
 - The Safety Plan includes performance targets based on the safety performance criteria established under the National Public Transportation Safety Plan (NSP), and the state of good repair standards established in the regulations that implement the National Transit Asset Management System and are included in the NSP.
 - The Safety Plan addresses all applicable requirements and standards as set forth in the NSP.
 - The Safety Plan will comply with the minimum safety performance standards authorized through the National Public Transportation Safety Plan.
 - The Transit Agency will establish a process and timeline for conducting an annual review and update of the Safety Plan.
-
- The Safety Plan includes reference to an emergency preparedness and response plan and procedures that address the assignment of employee responsibilities during an emergency, and coordination with Federal, State, regional, and local officials with roles and responsibilities for emergency preparedness and response in the Transit Agency area.
 - The Safety Plan includes bus and demand response modes of service. The Transit Agency will maintain the Safety Plan in accordance with the recordkeeping requirements in subpart D of Part 673.

Certification of Compliance

Transdev North America- Marin will certify it has established this Safety Plan meeting the requirements of Part 673 by one year after the effective date of the final rule.

On an annual basis, Transdev North America- Marin will certify its compliance with Part 673.

Coordination with Planning Processes

To aid in the planning process Transdev North America- Marin will make its safety performance targets available to the Department of Transportation and the Metropolitan Planning Organization (MPO).

Safety Management System

Transdev North America- Marin herein establishes and implements a Safety Management System (SMS) compliant with Part 673. The Transit Agency SMS is appropriately scaled to the size, scope, and complexity of the Transit Agency, and includes four components as required by 49 CFR 673:

- a. Safety Management Policy (Part I)
- b. Safety Risk Management (Part II)
- c. Safety Assurance (Part III)
- d. Safety Promotion (Part IV)

Safety Management Policy

Transdev North America- Marin has a written statement of safety management policy (Chapter 1) that includes the Transit Agency's safety objectives and safety performance targets. The Transdev North America- Marin safety management policy will be communicated throughout the organization.

Responsibilities

As detailed in Chapter 2, Transdev North America- Marin has also established the necessary authorities, accountabilities, and responsibilities for managing safety amongst the following individuals in the Transit Agency, as they relate to development and management of the Transit Agency SMS:

- (1) *Accountable Executive*. The Transit Agency has identified the Chief Executive Officer (CEO) as the Accountable Executive. The CEO is accountable for ensuring the agency's SMS is effectively implemented throughout the Transit Agency system; and ensuring action is taken, as necessary, to address substandard performance in the Transit Agency's SMS. The CEO may delegate specific responsibilities, but the ultimate accountability for the Transit Agency's safety performance cannot be delegated and always rests with the CEO.
- (2) *Chief Safety Officer (CSO) or Safety Management System Executive (SMSE)*. The Manager of Safety, who reports directly to the General Manager, or other designee assigned by the CEO, will serve as the CSO and the Accountable Executive when the CEO position is vacant or unavailable.
- (3) *Transdev North America- Marin leadership and executive management*. Transdev North America- Marin has also identified other members of its leadership and executive management who have authorities or responsibilities for day-to-day implementation and operation of an agency's SMS.
- (4) *Key staff* Transdev North America- Marin has designated key staff, groups, or committees to support the CEO and the Chief Safety Officer in developing, implementing, and operating the agency's SMS.

Transdev North America- Marin has also established a process that allows employees to report safety conditions to senior management with protections for employees who report adverse safety conditions to management.

Safety Risk Management

Safety Risk Management Process

Transdev North America- Marin has developed and implemented a Safety Risk Management process for all elements of its public transportation system. The Safety Risk Management process is comprised of the following activities:

- Identification of safety hazards,
- Analysis of safety hazards,
- Safety risk evaluation, and
- Safety risk mitigation.
-

Safety Hazard Identification and Analysis

Transdev North America- Marin has established a process for hazard identification and analysis (Chapter 4). Transdev North America- Marin includes, as a source for hazard identification and analysis, data as well as information provided by outside agencies.

Safety Risk Evaluation and Mitigation

Transdev North America- Marin has established activities to evaluate and prioritize the safety risk associated with the potential consequences of safety hazards (Chapter 4). Safety risks are evaluated in terms of probability and severity and consider mitigations already in place to reduce the probability or severity of the potential consequence(s) analyzed. AGENCY NAME has established criteria for the development of safety risk mitigations that are necessary based on the results of the agency's safety risk evaluation.

Safety Assurance

Transdev North America- Marin has developed and implemented a safety assurance process, consistent with this subpart.

Safety Performance Monitoring and Measurement

Transdev North America- Marin has established activities (described in Chapter 4) to:

- ✓ Monitor the Transit Agency system for compliance with, and sufficiency of, the agency's procedures for operations and maintenance.
- ✓ Monitor Transit Agency operations to identify hazards not identified through the Safety Risk Management process (per 49 CFR §673.25).
- ✓ Monitor Transit Agency operations to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended.
- ✓ Investigate safety events to identify causal factors; and monitor information reported through any internal safety reporting programs

Management of Change

Transdev North America- Marin has established a process for identifying and assessing changes that may introduce new hazards or impact safety performance. If Transdev North America- Marin

determines a change may impact its safety performance, then Transdev North America- Marin will evaluate the proposed change through its Safety Risk Management process. (See Chapter 5.)

Continuous Improvement

Transdev North America- Marin has established a process to assess its safety performance (Chapter 5). If Transdev North America- Marin identifies any deficiencies as part of its safety performance assessment, then Transdev North America- Marin will develop and conduct, under the authority of the CEO, a plan to address the identified safety deficiencies.

Safety Promotion

Safety Communications

Transdev North America- Marin fosters open and robust communication regarding safety between all levels of the agency (Chapter 6). This starts with fully promulgating the safety policy for all employees. Transdev North America- Marin uses notices, posters, and bulletins to ensure all employees are aware of the agencies and their own safety commitments and requirements.

In addition, the Safety Department supports all other departments in ensuring safety messaging and awareness are communicated effectively within each department. Employees are required and encouraged to report hazards, take responsibility for safety in their tasks and work areas, educate themselves on safety in addition to formal training, and attend safety briefings, trainings, activities, and events.

Finally, all levels of the agency are required, through formal and informal communications, to ensure safety information is disseminated throughout the agency. This Plan sets forth the requirements for both the formal and informal reporting that supports our SMS.

Competencies and Training

Transdev North America- Marin has established a comprehensive safety training program for all agency employees and contractors solely responsible for the management of safety in the Transit Agency's system (Chapter 6). The training program includes refresher training, as necessary.

Safety Plan Documentation and Recordkeeping

Safety Plan Documentation

At all times Transdev North America- Marin maintains documents that set forth and support its Safety Plan, including those related to the implementation of Transdev North America- Marin's SMS, and results from SMS processes and activities. Transdev North America- Marin maintains documents included in whole, or by reference, which describe the programs, policies, and procedures Transdev North America- Marin uses to conduct the Safety Plan. These documents are available upon request by the FTA, other Federal entities as required. Transdev North America- Marin maintains these documents for a minimum of three years.

Safety Plan Records

In addition to any documents or records required elsewhere by Part 673 Transdev North America- Marin maintains in perpetuity records of:

- (a) Safety risk mitigations developed in accordance with § 673.25.
- (b) Results from Transdev North America- Marin performance assessments as required under § 673.27; and
- (c) Employee safety training was taken for the purpose of compliance with this part and the Public Transportation Agency Safety Program.

Part I -- Safety Management Policy

Chapter 1 – Safety Policy Statement

1.0 General Safety Policy

It is Transdev North America- Marin's policy to provide safe and reliable transportation service for the general public, to provide safe and healthful working conditions for our employees, and to comply with applicable occupational and environmental laws and regulations.

Operational and safety training, accident investigation, Standard Operating Procedures, and audit/inspection programs are documented and referenced in the Transit Agency's Safety Plan. The purpose of this plan, among others, is to recognize and correct unsafe acts and conditions, to promote safety awareness, and to assist in the prevention of injuries and illness as well as incidents that are harmful to the environment.

Every Transdev North America- Marin employee and any outside contractor who serves Transdev North America- Marin has the duty to adhere to the Safety Plan; to recognize, report and correct hazards; to work in a safe manner; to promote safety awareness; and to actively assist in accident prevention.

The General Manager accepts overall responsibility for safety at Transdev North America- Marin. The Operations Manager, the Maintenance Manager, and the Safety Manager are responsible and accountable for implementation of the Safety Plan in their respective areas.

All Transdev North America- Marin employees must perform their assigned duties in a safe and efficient manner. The Safety and Security Review Committee is responsible for taking an initiative-taking position in assisting Transdev North America- Marin management to implement SMS and identify and control hazards to ensure the highest practical degree of safety for Transdev North America- Marin riders and employees. As Chairman of the Safety Committee, the Chief Safety Officer bears the primary responsibility for coordinating implementation of the Safety Plan and monitoring compliance.

The signatures of the Chief Executive Officer, General Manager, and the Chief Safety Officer included in the Approvals section of this plan attest that this plan is understood, accepted, and approved; and management is committed to implementing SMS through the Safety Plan and achieving its safety goals and objectives.

1.1 Safety Management Policy Statement

Transdev North America- Marin is furthermore committed to comprehensive safety planning, and as an operator of a public transportation system that receives Federal financial assistance under Title 49 USC Chapter 53, also complies with 49 CFR Part 673.

Transdev North America- Marin has adopted the principles and methods of Safety Management Systems (SMS) as the basis for enhancing the safety of public transportation. All rules, regulations, policies, guidance, best practices, and technical assistance administered will, to the extent practical and consistent with legal and other applicable requirements, follow the principles and methods of SMS.

Transdev North America- Marin has a written statement of safety management policy that includes the safety objectives and safety performance targets. Safety Management Policy Statement

Subject: Safety

Scope: This policy applies to all employees of Transdev North America- Marin

At Transdev North America- Marin, safety is our credo — our core belief, our deepest conviction, and our highest priority. Our responsibility and accountability for safety extends to all Transdev North America- Marin employees as we care for our customers, passengers, the public such as motorists, cyclists, and pedestrians, and each other.

Operational safety shall always serve as the guiding principle and paramount priority when developing any Transdev North America- Marin policies, practices, and procedures. All decisions need to be viewed through the lens of safety.

The prevention of accidents, injuries, unsafe incidents, and illness is the responsibility of every Transdev North America- Marin employee. All employees, from the Chief Executive Officer to the frontline employee, are expected to lead by example and:

- ✓ Provide a safe and healthy working environment.
- ✓ Abide by all safety policies, rules, and regulations.
- ✓ Expect and insist upon a total commitment to safety from fellow employees; and
- ✓ Immediately raise any safety concerns to his or her supervisor or safety representative.

1.1.2 Communication

Transdev North America- Marin's safety management policy will be communicated throughout the organization through:

- Training in SMS for all employees.
- Notice to All Personnel from the GM.
- Email to all management and office personnel with electronic access.
- Signed receipt from all employees and new hires.
- Inclusion in employee Safety Briefings; and
- Posted on all general bulletin boards.

The Safety Plan will always be available to all employees. It will be maintained in an accessible electronic file and in hard copy(s) by all key SMS personnel in locations accessible to employees under their supervision and management.

1.2 Authority – Appendix I

1.2.1 Transit Agency – Appendix II

1.2.2 Vehicle Description – Appendix III

1.2.3 Maintenance Facility – Appendix IV

1.2.4 Safety Performance Indicators – Appendix V

1.2.5 Federal

Statutory mandates in the Moving Ahead for Progress in the 21st Century Act (Pub. L. 112–141; July 6, 2012) (MAP–21), reauthorized by the Fixing America's Surface Transportation Act (Pub. L. 114–94; December 4, 2015) and codified at 49 U.S.C. 5329(d), are in place to strengthen the safety of public transportation systems that receive Federal financial assistance under Chapter 53. This legislation defines requirements for the adoption of Safety Management Systems (SMS) principles and methods; the development, certification, and update of Public Transportation Agency Safety Plans; and the coordination of Public Transportation Agency Safety Plan elements with other FTA programs and proposed rules, as specified in 49 U.S.C. 5329.

In Section 20021 of MAP–21, Congress directed FTA to establish a comprehensive Public Transportation Safety Program, one element of which is the requirement for Public Transportation Agency Safety Plans. Pursuant to 49 U.S.C. 5329(d), FTA must issue a final rule requiring operators of public transportation systems that receive financial assistance under Chapter 53 to develop and certify Public Transportation Agency Safety Plans. FTA also is required to issue a rule designating certain Urbanized Area Formula Program recipients.

1.3 Terms and Abbreviations

The following definitions used in this document are consistent with 49 CFR Parts 625, 630, 670, 673, and 674 as of September 2016. The source of each is noted in brackets, including the recent “SMS Glossary of Terms: FTA’s Guide to Relevant Terms for SMS Development” of September 2016 shown as “[SMS]”

1. **Accident:** Any event involving a transit vehicle or taking place on transit-controlled property where one or more of the following occurs:
 - A loss of life.
 - A report of a severe injury to a person.
 - A collision of a transit vehicle.
 - A runaway of transit vehicle
 - An evacuation for life safety reasons; or
 - Any transit vehicle, at any location, at any time, whatever the cause
 - An accident must be reported in accordance with the thresholds for notification and reporting set forth in Part 674.
2. **Administrator:** The Federal Transit Administrator or the Administrator’s designee
3. **Advisory:** a notice from FTA to recipients regarding an existing or potential hazard or risk in public transportation that recommends recipients take a particular action to mitigate the hazard or risk. [670]
4. **Agency Safety Plan (ASP):** a document adopted by a Transit Agency detailing its safety policies, objectives, responsibilities, and procedures.
5. **Audit:** an examination of records and related materials, including, but not limited to, those related to financial accounts. [670]
6. **BTW:** Behind-The-Wheel, a type of required Operator training
7. **CEL:** Certifiable Elements List
8. **CEO:** Chief Executive Officer of the Transit Agency
9. **Chief Safety Officer (CSO):** a trained individual who has responsibility for safety and reports directly to a chief executive officer, Chief Executive Officer, president, or equivalent officer. The CSO does not serve in other operational or maintenance capacities, [unless Transit Agency is a small public transportation provider as defined in Part 673, or a public transportation provider that does not operate a rail fixed guideway public transportation system]. [673, SMS]
10. **CM:** Construction Manager.
11. **Consequence:** the potential outcome(s) of a hazard. [SMS]
12. **Continuous Improvement:** a process by which a transit agency examines safety performance to identify safety deficiencies and conducts a plan to address the identified safety deficiencies. [SMS]
13. **Contractor:** An entity that performs tasks on behalf of FTA, a State Safety Oversight Agency, or a Transit Agency, through contract or other agreement
14. **Corrective Action Plan (CAP):** A plan developed by a Transit Agency that describes the actions the Transit Agency will take to minimize, control, correct, or eliminate risks and hazards, and the schedule for taking those actions. Either a State Safety Oversight Agency or FTA may require a Transit Agency to develop and conduct a Corrective Action Plan

- 15. Direct recipient:** an entity that receives funds directly from the Federal Transit Administration. [625]
- 16. Event:** An Accident, Incident, or Occurrence
- 17. Facility:** a building or structure that is used in the provision of public transportation. [625]
- 18. FMLA:** Family Medical Leave Act
- 19. FRA:** The Federal Railroad Administration is an agency within the United States Department of Transportation
- 20. FTA:** The Federal Transit Administration is an agency within the United States Department of Transportation
- 21. Grade Crossing** (as defined in the National Transit Database glossary): an intersection of roadways, railroad tracks, or dedicated transit rail tracks that run across mixed traffic situations with motor vehicles, streetcar, light rail, commuter rail, heavy rail, or pedestrian traffic; either in mixed traffic or semi-exclusive situations.
- 22. Hazard:** Any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a rail's fixed guideway public transportation system; or damage to the environment
- 23. Hazard Analysis:** The method by which hazards are identified and analyzed as to their effects upon the safe operation of the entire system (i.e.: Failure Mode and Effect Analysis, Fault Tree Analysis, Stress Analysis, etc.)
- 24. Hazard Identification:** formal activities to analyze potential consequences of hazards during operations related to provisions of service
- 25. Hazardous Condition:** An immediate condition that could cause an accident involving personal injuries or death
- 26. Incident:** An unforeseen event or occurrence that does not necessarily result in death, injury, contact, or property damage. As defined by the FTA, and Incident is:
- A personal injury that is not a severe injury.
 - One or more injuries requiring medical transport; or
 - Damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency
- 27. Individual:** Any person at the property of a transportation system
- 28. Injury:** Any physical damage or harm to persons because of an incident that requires immediate medical attention away from the scene
- 29. Investigation:** The process of determining the causal and contributing factors of an accident, incident, or hazard, for preventing recurrence and mitigating risks
- 30. Lagging Indicators:** provide evidence, through monitoring, which intended safety management outcomes have failed or have not been achieved. [SMS]
- 31. Leading Indicators:** provide evidence, through monitoring, that key safety management actions are undertaken as planned. [SMS]
- 32. Management of Change:** a process for identifying and assessing changes that may introduce new hazards or impact the transit agency's safety performance. If a transit agency determines a change may impact its safety performance, then the transit agency must evaluate the proposed change through its Safety Risk Management process. [SMS]
- 33. National Public Transportation Safety Plan:** The plan to improve the safety of all public transportation systems that receives Federal Financial Assistance under 49 U.S.C. Chapter 53
- 34. Near miss:** a safety event where conditions with potential to generate an accident, incident, or occurrence existed, but where an accident, incident, or occurrence did not occur because the conditions were contained by chance or by existing safety risk mitigations. [SMS]
- 35. NTSB:** National Transportation Safety Board, an independent federal agency

36. **Occurrence:** An Event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure and does not disrupt the operations of the transit agency
37. **Person:** A passenger, employee, contractor, pedestrian, trespasser, or any individual on the property of a public transportation system
38. **Performance criteria:** categories of measures indicating the level of safe performance within a Transit Agency. [673, SMS]
39. **Performance measure:** a parameter used to assess performance outcomes. [625]
40. **Performance target:** a specific level of performance for a given performance measure over a specified timeframe. [625, 673]
41. **PHA:** Preliminary Hazard Analysis.
42. **PPE:** Personal Protective Equipment
43. **Practical Drift:** the slow and inconspicuous, yet steady uncoupling between written procedures and actual practices during the provision of services [SMS]
44. **Program Standard:** is a written document developed and adopted by a State that describes the policies, objectives, responsibilities, and procedures used to provide safety and security oversight of a transit agency
45. **Public Transportation Agency Safety Plan (PTASP):** The comprehensive agency safety plan for a transit agency that is required by [49 U.S.C. 5329\(d\)](#) and based on a Safety Management System. Until one year after the effective date of FTA's PTASP Final Rule, a System Safety Program Plan (SSPP) developed pursuant to comply with [49 CFR part 659](#) will serve as the transit agency's safety plan.
46. **Public Transportation Safety Certification Training Program:** Either the certification training program for Federal and State employees, or other designated personnel, who conduct safety audits and examinations of public transportation systems, and employees of public transportation agencies directly responsible for safety oversight, established through interim provisions in accordance with [49 U.S.C. 5329\(c\)\(2\)](#), or the program authorized by [49 U.S.C. 5329\(c\)\(1\)](#)
47. **Risk:** The composite of predicted severity and likelihood of the potential effect of a hazard
48. **Risk mitigation:** A method or methods to eliminate or reduce the effects of hazards
49. **Sabotage:** The deliberate destruction of transit property or the slowing down of public transit operations by employees with the intention of damaging business or the economic condition of the transit agency
50. **Safety:** the state in which potential of harm to persons or property damage during operations related to provision of reduced to and maintained at acceptable level through continuous hazard identification and safety risk management activities
51. **Safety Certification:** The process used to verify the system meets criteria, codes, regulations, and contract requirements as they relate to safety, fire/life safety, and security
52. **Safety Performance:** an organization's safety effectiveness and efficiency, as defined by safety performance indicators and safety performance targets, measured against the organization's safety objectives. [SMS]
53. **Safety Performance Indicator:** a data-driven, quantifiable parameter used for monitoring and assessing safety performance. [SMS]
54. **Safety Performance Measurement:** the assessment of non-consequential safety-related events and activities that provide ongoing assurance that safety risk mitigations work as intended. [SMS]
55. **Safety Performance Monitoring:** the activities aimed at the quantification of an organization's safety effectiveness and efficiency during service delivery operations, through a combination of safety performance indicators and safety performance targets. [SMS]

56. Safety Performance Monitoring and Measurement: activities a transit agency must:

- 1) Monitor its system for compliance with, and sufficiency of, the agency's procedures for operations and maintenance.
- 2) Monitor its operations to identify hazards not identified through the Safety Risk Management process.
- 3) Monitor its operations to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended.
- 4) Investigate safety events to identify causal factors

57. Safety Performance Target: a specific level of performance for a given performance measure over a specified timeframe related to safety management activities. [SMS]

58. Safety Reporting Program: a process that allows employees to report safety conditions to senior management, protections for employees who report safety conditions to senior management, and a description of employee behaviors that may result in disciplinary action. [SMS]

59. Safety Review: a formal, comprehensive, on-site review by DOT or FTA of the transit agency's safety practices to determine whether the agency complies with the policies and procedures required under the Safety Plan.

60. Safety risk management: A process within a Transit Agency's Safety Plan for identifying hazards and analyzing, assessing, and mitigating safety risks

61. Security and Emergency Preparedness Plan (SEPP): is defined as a document developed and adopted by the transit agency describing the application of operating, technical, and management techniques and principles to the security aspects of the system throughout its life to reduce threats and vulnerabilities and describing the emergency preparedness policies and procedures for mobilizing the system and other public safety resources to assure rapid, controlled, and predictable responses to various types of transportation and community emergencies.

62. Serious injury: Any injury which:

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

63. SMS Executive: A Safety Officer or an equivalent. [673]

64. SSOC: Safety & Security Operations Committee

65. State: A State of the United States, the District of Columbia, Puerto Rico, the Northern Mariana Islands, Guam, American Samoa, and the Virgin Islands

- 66. **State Safety Oversight Agency (SSO):** An agency established by a State that meets the requirements and performs the functions specified by [49 U.S.C. 5329\(e\)](#) and the regulations set forth in this part
- 67. **Subsystem:** An element of a system that may constitute a system
- 68. **System Safety Program Plan (SSPP):** It is a document developed and adopted by the transit agency, describing its safety policies, objectives, responsibilities, and procedures. Until one year after the effective date of FTA's PTASP Final Rule, an SSPP developed pursuant to comply with [49 CFR part 659](#) will serve as the rail transit agency's safety plan.
- 69. **System Security Plan (SSP):** A document developed and adopted by the transit agency describing its security policies, objectives, responsibilities, and procedures
- 70. **Vehicle:** Any rolling stock used on a public transportation system, including, but not limited to, passenger and maintenance vehicles

1.4 Objectives and Performance Targets

Transdev North America- Marin has established Safety Objectives, performance targets, and performance measures in compliance with the National Public Transportation Safety Plan. These are delineated in Part III: Safety Assurance.

1.5 Scope

Transdev North America- Marin has adopted the practices and methods of SMS as described in the National Transportation Safety Plan (NSP). The purpose of this Safety Plan is to systematically implement Transdev North America- Marin System Safety Policy and introduce safety processes where they are necessary to achieve assurance. The Safety Plan is reviewed annually to ensure all systems, equipment, facilities, plans, procedures, manuals, and training programs are compliant with established safety requirements; and that the Safety Plan reflects current SMS configuration at the Transit Agency. Specifically, the Safety Plan:

- Establishes the safety program on a company-wide basis.
- Provides a framework for implementing Transdev North America- Marin's safety management system, policy, goals, and objectives.
- Identifies the relationships and responsibilities of each Transdev North America- Marin department relative to achieving safety goals and objectives.
- Identifies the relationships and responsibilities of Transdev North America- Marin with municipal, parish, and state governing bodies and other organizations and agencies that impact transit system safety.
- Provides a mechanism whereby Transdev North America- Marin can demonstrate its commitment to safety, foster a positive safety culture and meet safety performance goals.
- Provides requirements that, as appropriate, contractors and suppliers meet the Transdev North America- Marin's safety requirements prior to commencing work while on the premises.
- Satisfies federal, state, and local requirements.
- Ensures that the system meets or exceeds accepted industry safety standards.
- Facilitates FTA safety inspections, reporting, corrective actions and general and special directives and requirements.
- Implements NSP performance criteria, state of good repair, vehicle safety standards, meet training criteria and all other safety management requirements and goals.

Chapter 2 - Safety Accountability and Responsibility

2.0 Safety and Security Operations Committee

The Safety Committee will be assigned to facilitate the incorporation of the System Safety Program into all aspects of transit operations and services. The General Manager acts as a resource for the operations, maintenance, and administrative staff, and is responsible for the administration of the System Safety Program, with assistance from management as required.

The General Manager has the authority and responsibility to:

- Perform accident/incident investigations
- Ensure all major accidents/incidents, hazards, and internal safety issues are reviewed and resolved
- Ensure internal safety reviews and inspections are conducted
- Report unacceptable hazardous conditions to the Transdev North America- Marin executive management as soon as possible
- Work with operations and maintenance staff daily to ensure all System Safety Program requirements are implemented and Program goals and objectives are achieved
- Develop Corrective Action Plans (CAP) that result from accident/incident investigations, hazard analyses, and safety reviews and audits, as well as tracking corrective actions through completion to ensure all identified deficiencies are eliminated or mitigated
- Ensure the Regional VP and Regional Safety Director are immediately notified of hazards of imminent danger or as other problems are identified or arise
- Ensure recommendations are followed upon and corrected
- Review findings and comprehensive reports with recommendations, findings, and actions that cannot be resolved by staff. Develop action plans and monitor the implementation of any corrective action plan pursuant to any reports and recommendations
- Review, approve, or recommend changes to the reports and corrective action plans, submitted to the Safety Committee for safety hazards, and threat and vulnerabilities audit findings and corrective actions, prior to submittal of the final reports to the responsible parties for implementation
- Review, approve, or recommend changes to corrective action plans developed in response to recommendations of the DOT
- Review, approve, or recommend changes to the annual reports of the internal safety review process required for submission to the DOT
- Review, approve, or recommend changes to transit safety rules and procedures established to implement the requirements and programs defined in the ASP

2.1 Contractors

Contractors are responsible for executing certain requirements outlined in the Agency Safety Plan. This includes determining and implementing countermeasures required to neutralize safety hazards and problems. The contractor is accountable and responsible for the safety performance of all personnel and equipment and for administering activities along the physical system and for reporting all accidents and incidents. All contractor employees are responsible for performing their work safely and in accordance with requirements for the

protection of themselves, co-workers, customers, and the public, considering the proper use of facilities and equipment.

The following are the management positions

- **General Manager**
- **Manager of Operations**
- **Safety Manager**
- **Maintenance Manager**

2.2 General Manager

The General Manager acts as the **direct point of contact** for the day-to-day management of the transit system. The position directs and manages all staff and contractors to ensure compliance with established bus system policies, directives, regulations and ordinances (city, state, and federal) and both the Standard Operating Procedures (SOP) and Standard Maintenance Procedures (SMP) in all phases of operation and maintenance, as well as the direct supervision of all operational, safety and maintenance staff to provide a safe, dependable, timely, and fixed transit service.

Among the assigned duties are:

- Direct and coordinate all operational personnel by establishing and monitoring program and project objectives. The Systems Operations General Manager will supervise the development and implementation of the processes and procedures, reviewing performance, completing required status changes and timekeeping documents, implementing and monitoring training. This position will oversee the safety programs, manage budgets, compiling and reporting data, supervising the hiring process, developing goals and objectives, and implementing team-building processes.
- Maintain reliable and high-quality bus service by ensuring the scheduling of personnel, facilities, and training; monitoring of ridership trends, analyzing data, verifying compliance with all regulations, and following manufacturers' instructions. Verify the correct implementation of the processes for operations, evaluating staff performance, recommending, and completing service upgrades and modifications, monitoring workflow, monitoring expenditures, coordinating operational requirements with the maintenance staff, reporting equipment failures, establishing, and monitoring service standards, and developing short- and long-range plans.
- Complete administrative-related tasks by reviewing and analyzing data and statistics, coordinating, and managing the budget process, addressing, and resolving labor relations issues; monitoring training and safety, developing and presenting information, drafting papers, memos, and other correspondence, as well as investigating accidents and promoting safety in general.
- Administer contractual agreements with contractors and their personnel as assigned to the bus project, including supervisory, operations, and maintenance personnel. Oversee day-to-day issues, collaborating with the contractor's manager, including safety, service quality, training, development, scheduling, discipline, and similar functions. To provide the highest level of customer service possible.
- Develop, refine, and ensure implementation of the operations and maintenance plan, and related standards and documents, such as rules and procedures. This position oversees job and position expectations for supervisory, operations, and maintenance personnel. Coordinate and oversee data and reports regarding operations and maintenance,

including key performance indicators, accident/incident reports, personnel measurements, and statistics related to any contractor's contract compliance.

- The position is responsible for identifying solutions for deviations from the Service Plan and related agreements, within the parameters of the Inter-Governmental Agreement.
- Take every reasonable precaution given the circumstances to ensure the protection of employees, patrons, and members of the public. Identify and inform employees of hazards in the workplace. Determine safe work methods and ensure employees are notified of new and modified methods. Ensure employees are trained in safety policies and procedures. Ensure employees follow procedures. Respond to employee health and safety concerns in a timely manner.

2.3 Maintenance Manager

Under the supervision of the General Manager, the Maintenance Manager oversees:

- The maintenance and repair of equipment and facilities.
- Coordination of duties for all transit maintenance personnel and contractors as required for the safe and efficient operation of the fleet.
- Management of warranties and vendor interaction in support of all bus and facility-related equipment.
- Inspection of buildings and surrounding areas and recommended modifications or repairs.
- Planning and implementation of preventive maintenance (PM) programs for all bus equipment.
- Inspection of work in progress and recommendations regarding adjustments of personnel assigned to work, ensuring timely completion of work orders.
- Allocation of personnel, materials, and other resources to balance workflow and ensure availability of equipment.
- Servicing and daily cleaning activities of all bus equipment.
- Development and implementation of processes and procedures within the bus maintenance division to ensure the safe and efficient operation of all transit, maintenance support equipment, and bus facility equipment.
- Implementation of transit system maintenance and management programs, industrial hazard identification, accident, and security incident notification, internal maintenance, and safety audits, emergency preparedness, and response.
- Training sessions with maintenance and equipment support personnel on a regular basis.
- Regulatory compliance and implementation of training materials in coordination with Safety personnel.
- Completion of all maintenance tasks, monitoring of vehicle performance trends, analysis of data, ensuring compliance with all regulations and establishment of Original Equipment Manufacturer processes.
- Development and execution of comprehensive plans to consistently improve safety performance across all areas.
- Safe work methods and communications with personnel to ensure they are notified about new and modified maintenance methods consistent with procedures and policies.
- Ensure personnel are trained, and that safety policies and procedures are continuously reviewed.
- Supervision of assigned staff.
- Scheduling, assigning, instruction, guidance, and follow-up on work.

- Appraisal of employee performance.
- Training and development.
- Personnel rules and regulations and work behavior standards are enforced in an impartial manner
- Interview applicants, hiring, discipline, merit pay, and/or other employee status changes, while counseling, motivating, and maintaining harmony in the workforce.

2.4 Operations Manager

Under the supervision of the General Manager, he/she is responsible for the following:

- Assist in planning, organizing, coordinating, and directing transit on fixed route and/or demand response operations through subordinate supervisors, ensuring timely, efficient, and safe customer service.
- Provide guidance and direction to subordinate supervisors in route and shift coverage to ensure timeliness of service, customer satisfaction, and compliance with safety requirements set forth by Federal Transit Administration (FTA) regulations and motor carrier requirements.
- Monitor daily operations, meet with route supervisors on service-related issues, such as road closures or special assignments; maintain and analyze complaint files for service improvement.
- Issue written and/or oral instructions to transit supervisors and dispatchers.
- Monitor overtime and other operating expenses.
- Oversee and monitor fixed route and demand response to ensure enough staffing to facilitate orderly movement of passengers.
- Investigate and respond to complaints from public officials, other departments, and/or the public.
- Provide accurate information to inquiries and respond to complaints, including complaints from individuals who may be irate.
- Ensure accidents / complaints are thoroughly investigated.
- Interact with other departments, supervisors, co-workers, and the public.
- Assign, schedule, and monitor work.
- Appraise employee performance and review subordinates' appraisals.
- Provide training and development.
- Counsel, motivate, and maintain supervisor-subordinate harmony.
- Identify and resolve staff differences, conflicts, and deficiencies.
- Investigate grievances, make statements, and make recommendations.
- Interview applicants.
- Recommend hiring, discipline, termination, merit pay or other employee status changes.
- Enforce personnel rules and regulations, work behavior standards firmly and impartially.
- Monitor and ensure equitable distribution of overtime.
- Promote the observation of safe work practices.
- Monitor sick leave abuse and oversee vacation sign-up.
- Ensure all accidents or emergencies are thoroughly investigated

2.5 Safety Manager

Transdev North America- Marin's safety compliance falls under the responsibility of the Safety Manager. Under the supervision of the General Manager, the Safety Manager verifies and assesses the daily operations Transdev North America- Marin. The Safety Manager has the authority to stop any work or operation if it represents an imminent hazard.

The Safety Manager has among their duties, the following:

- Assists in accident investigation.
- Performs investigation of security breaches.
- Conducts unannounced, random inspections.
- Performs annual safety audits.
- Manages hazard analysis.
- Provides safety & security training.
- Conducts threat and vulnerability assessments; and
- Answers as responsible party for all System Safety regulatory reporting requirements.

The Safety Manager's responsibilities in the day-to-day activities may include, but are not limited to:

- Directing/overseeing the overall safety operations of jobsites and on-board systems including reporting and conducting safety meetings.
- Directing/overseeing the development and implementation of training programs (operator, safety policy courses, passenger/assistance service sensitivity classes.
- Directing/overseeing the security program for all facilities (including on-road), remote surveillance, and on-board camera systems.
- Training of staff.
- Developing and monitoring contents of classroom training to ensure compliance.
- Investigating incidents, accidents, hazardous conditions, and work-related injuries, including accident reports, accident files, accident register, and follow up with the claims' office and adjusters, as necessary.
- Planning, scheduling, and conducting monthly safety meetings based on safety and security training goals and objectives.
- Setting up regular accident review committees to determine preventability of accidents.
- Addressing employees' safety complaints.
- Developing and maintaining the Operational Hazard Analysis Log.
- Assists the Chief Safety Officer with the Corrective Action Plans (CAPs) implementation and follow-up.
- Maintain the OSHA 300 Log

Chapter 3 - Emergency Management & Public Safety Liaison (EMPSL)

3.0 Emergency Management

Beginning in pre-revenue operations period and continuing into revenue service, this position is responsible for coordinating emergency response planning and drills among various law enforcement and other first responder groups. These include, but are not limited to, the US Department of Homeland Security, police and fire departments, private security organizations, emergency medical units, public health resources, and other police units including state, city, and contracted security. The EMPSL serves as the liaison to the local Emergency Operations Center (EOC) whenever it is activated due to an incident involving or affecting service or property.

3.1 Integration with Public Safety & Emergency Management

As required by Transdev North America- Marin, the Manager of Safety or designee, will coordinate, conduct, and/or participate in safety/security related drills and exercises with Homeland Security, and other agencies, such as local Fire and Police. The purpose of participation is to ensure all potential emergency responders are familiar with equipment and property. Participation may include firsthand training, demonstrations, video demonstrations, handouts, or any other media. Minimally, emergency responder training will include basics of vehicle and system operation, familiarization with operations and routing, and emergency entry methods into vehicles.

The contractor will implement new findings from emergency drills and exercises and ensure appropriate and timely employee training occurs, as necessary. Furthermore, to ensure personnel are trained to perform satisfactorily during emergency conditions, annual recertification will incorporate discussion and refresher training regarding procedures, practices, actions, and responsibilities during emergency situations. After action reports are developed following emergency drills and exercises, those reports will be documented and maintained

Training for employees and local public safety organizations, along with more extensive discussion is contained in the SSEPP.

3.2 Documentation & Record Keeping

All safety activities are formally documented. The type of document used will vary depending on the type of activity. The following is a list of activities and the type of document used for documentation.

Activity	Type of Document
Inspections	Checklist Photos Evidence that finding have been corrected
Audits	Notification letters Auditing Checklist Auditing report with supportive documentation Corrective Actions generated by the audit
Safety Meetings	Agendas Attendant Sheet
Training	Agenda Attendant sheet Training material

For record keeping, Transdev North America- Marin uses an external service. Sterling Services is the current recordkeeping storage service. All official documentation generated on the project must be saved on the cloud for record keeping. Documents kept on the drive include, but are not limited to, letters to DOT, audit reports, Corrective Action Plans, and Hazard Log(s).

Maintenance work orders, pre-trip inspections, etc. generated in hard copy will be kept on record by the department manager. Those documents must be kept in an organized form, in a location that prevents deterioration and keeps them secure.

Official documents must be kept for a period of no less than 3 calendar years. The process for destroying official documentation will follow AGENCY guidelines.

Part II - Hazard Management Process

Chapter 4 – Safety Risk Management

4.0 Safety Risk Management

The objective is to identify hazardous conditions and/or behaviors, document them, develop and apply mitigation strategies, and assess if they can be eliminated or minimized to an acceptable risk status.

Transdev North America- Marin defines a hazard as any real or potential condition/behaviors that can cause injury, illness, or death; damage or loss of the facilities, equipment, rolling stock, or infrastructure of a transit system; or damage to the environment. The Safety Manager is solely responsible for the implementation and ongoing management of the Hazard Management process. This includes:

- Developing, updating, and auditing the program.
- Training all designated transit employees and contractors on the hazard management process; and
- Documenting and tracking all identified hazards up to resolution.

The hazard resolution process is from ‘cradle to grave’ and can be applied throughout the five phases of the system life cycle, which are:

1. Planning
2. Design
3. Construction
4. Operations
5. Decommissioning

Hazard analysis attempts to determine the set of primary events in the hazard generation process. Upon identification of these events, Transdev North America- Marin will undertake measures to mitigate, control, or eliminate the generation of hazards in ways that can reduce their risk to an acceptable level. Hazard resolution is the corrective action taken in response to the hazard identification and assessment process, but time and resource restrictions may determine the level of resolution that can be accomplished.

The following are actions addressed in hazard resolution:

- Eliminate the hazard, if possible
- Implement training, procedural strategies, or technology approaches, as appropriate, to reduce the hazard
- Provide training to educate the workforce on hazards
- If hazard cannot be eliminated, reduce exposure to it

Monitor the Hazard Mitigation to determine if the risk has been managed to an acceptable level, to ensure it does not re-occur. Refer to SOP titled “*Hazard Management Plan*” for details.

4.1 Safety Hazard Identification

Hazard identification encompasses a set of methodologies that first searches throughout the system for anything with the potential to do harm. Identification of hazards is the responsibility of all divisions and is the key to system safety. Identified hazards are analyzed for severity, occurrence frequency, and cost feasibility of remedial action required to eliminate or reduce the hazard to the lowest practical level. The Safety Manager shall review all hazards identified. Hazards can be identified in several ways such as:

- Design Review
- Daily walk-throughs
- Monthly facility self-inspections
- On board in cab cameras (e.g.: Event Vehicle Recorders)
- Accidents, Incidents, and System Reliability, and Failure Reports
- Ride Checks and Proficiency Checks
- System Inspections, Audits, and Regulatory Inspections
- Customer, Contractor, and Employee Complaints
- Safety Committee
- Transit Industry Experience
- Employee Safety Reporting

Transdev North America- Marin will use a hazard identification and analysis process before purchasing and accepting new equipment and/or modifications of existing facilities, systems or rolling stock, and infrastructure elements.

4.1.1 Hazard Analysis Methods

Analysis of a hazard is based on both the probability of occurrence and the severity of an event. Hazards with the greatest potential to cause severe injury will take highest priority for immediate resolution. Hazard analysis also attempts to reduce the severity of events by introducing protective devices and equipment, procedures and/or forms, or system modifications that reduce the amount of human and property damage resulting from an accident.

While identifying every hazard is virtually impossible, there are two methods for orderly identification of hazards: inductive and deductive analysis.

- **The inductive hazard** identification process consists of an analysis of system components to identify their respective failure modes and the effects they may have on the total system. This process assumes the failure of single elements or events and, through analysis, determines the potential consequential effects on the system or subsystem.
- **The deductive hazard** identification process involves defining an undesired effect (e.g., collision, fire) and then deducing the possible conditions or system component faults (or combinations of them) necessary to cause the undesired effect.

The Safety Manager will continually evaluate the project using the methods described above to identify new hazards. This will be documented as described in this document.

For existing infrastructure elements, vehicles, procedures/processes management should consider using audits – either ad hoc or structured - based on identified safety issues to identify existing hazards and hazard potentials.

In addition, the Safety Manager utilizes a variety of software and technologies (e.g.: Incident database, data visualization software, EVRs) to assist in his/her analysis efforts.

4.2 Safety Hazard Assessment

Hazard Risk Assessment is a quantitative calculation based on subjective judgments used to determine the risk associated with each hazard and thus the urgency for implementing corrective measures to eliminate or reduce risks to a level of acceptability. Risk Assessment is comprised of evaluating hazard severity (categorizing the hazard) and evaluating hazard probability. The factors considered in this analysis include system safety, schedule, and the impact on the public's perception of safety on the system in the community where the system operates.

4.2.1 Hazard Severity

Hazard severity is a subjective determination. As data is accumulated over time, an objective determination applicable specifically to Transdev North America- Marin can be derived. The determination reflects a credible mishap that could be anticipated to result from human error, procedural deficiencies, design inadequacies, component failure, or malfunction. Hazard Severity is based on the U.S. Department of Defense Military Standard for Systems Engineering (MIL-STD-882-E) as follows:

Table 1: Definition of Severity

SEVERITY CATEGORIES		
Description	Severity Category	Criteria
Catastrophic	1	Could result in one or more of the following: Death, permanent total disability, irreversible significant environmental impact, or monetary loss equal to or exceeding \$10M.
Critical	2	Could result in one or more of the following: Permanent or partial disability, injuries, or occupational illness that may result in hospitalization of at least three personnel, reversible significant environmental impact, or monetary loss equal to or exceeding \$1M but less than \$10M.
Marginal	3	Could result in one or more of the following: Injury or occupational illness resulting in one or more lost workday(s), reversible moderate environmental impact, or monetary loss equal to or exceeding \$100K but less than \$1M.
Negligible	4	Could result in one or more of the following: Injury or occupational illness not resulting in a lost workday, minimal environmental impact, or monetary loss less than \$100K.

The categorization of hazards is consistent with risk-based criteria for severity; it reflects the principle that not all hazards pose an equal amount of risk to personal or system safety. During the performance of hazard analyses, Transdev North America- Marin will identify any Category 1 Catastrophic and Category 2 Critical hazards. These hazards will be addressed immediately. These issues will be monitored using the Hazard and CAP logs.

4.2.2 Hazard Probability

The probability of an event or hazard occurring may be defined as a ratio of the number of times a specific event occurs to the total number of trials in which this event may occur during the planned life expectancy of a system. Hazard probability is described qualitatively in potential occurrences per units of time, miles, trips/runs or passengers carried. Table 2 identifies the probability thresholds used by the Transdev North America- Marin for hazard assessment. A hazard probability may be derived from the analysis of transit system operating experience, evaluation of safety data or from historical safety data from other passenger bus systems and/or demand response.

Table 2: Definition of Exposure

PROBABILITY LEVELS			
Description	Level	Specific Individual Item	Fleet or Inventory
Frequent	A	Likely to occur often in the life of an item	Continuously experienced
Probable	B	Will occur several times in the life of an item	Will occur frequently
Occasional	C	Likely to occur sometime in the life of an item	Will occur several times
Remote	D	Unlikely, but possible to occur in the life of an item	Unlikely, but can
Improbable	E	So unlikely, it can be assumed occurrence may not be experienced in the life of an item	Unlikely to occur, but possible
Eliminated	F	Incapable of occurrence. This level is used when potential hazards are identified and later eliminated	Incapable of occurrence. This level is used when potential hazards are identified and later

Table 3: Risk Assessment Value

RISK ASSESSMENT MATRIX				
SEVERITY PROBABILITY	Catastrophic (1)	Critical (2)	Marginal (3)	Negligible (4)
Frequent (A)	High	High	Serious	Medium
Probable (B)	High	High	Serious	Medium
Occasional (C)	High	Serious	Medium	Low
Remote (D)	Serious	Medium	Medium	Low
Improbable (E)	Medium	Medium	Medium	Low
Eliminated (D)	Eliminated			

4.3 Safety/Risk Hazard Mitigation

Resolution of hazards utilizes the results of the Risk Assessment Process. The objectives of the hazard resolution process are to:

1. Identify areas where hazard resolution requires a change in the system design, installation of safety devices, or development of special procedures.
2. Verify hazards involving interfaces between two or more systems have been resolved; and
3. Verifying the resolution of a hazard in one system does not create a new hazard in another system.

The following methodology to ensure system safety and security objectives to eliminate or control hazards. These controls are implemented throughout design, construction, procurement, and operations:

1. Design out hazards or design to minimize hazard severity to the extent permitted by cost and practicality. Identified hazards are eliminated or controlled by the design of equipment, systems, and facilities.
2. Develop mitigating provisions for hazards that cannot be eliminated or controlled through design which are controlled to an acceptable level using fixed, automatic, or other protective safety design features or devices. Provisions are made for periodic performance of functional checks of safety devices and employee training to meet system safety objectives.
3. When design, training, and safety devices cannot effectively eliminate or control an identified hazard, safety warning devices are used (to the extent practicable) to alert persons of the hazard.
4. Where it is impossible to eliminate or control a hazard through design or the use of safety and warning devices, procedures and training are used to control the hazard. Cautionary notations are standardized for use by all persons involved and safety-critical issues will require certification of authorized personnel.

The Initial Risk Index defines the magnitude of any specific hazard item without implementation of design, construction, procurement, or operational measures to control or mitigate the risk.

The Safety Manager will identify sets of proposed mitigation actions to eliminate or control each identified risk and evaluate the Residual Risk Index, based on those mitigating actions, to assess the potential effectiveness, and inform the GM of the determination of whether the hazard is controlled or mitigated.

Part III - Safety Assurance

Chapter 5 - Safety Assurance

5.1 Performance Monitoring and Measurement

5.1.1 Accident Investigation

All employees and contractors are expected to comply with Transdev North America- Marin's accident and incident reporting procedures and use the forms prescribed. Roles, responsibilities, and accident reporting thresholds are outlined in the procedure, including accident notification, reporting, and investigation throughout the organization. The level of investigation required is dependent on the seriousness of the event.

Each accident/incident is investigated as specified in the Transdev North America- Marin Accident Investigation Plan (AIP). The AIP complies with 49 CFR Part 672 and 673, State Safety Oversight Rule for bus incidents/accidents.

5.1.1.1 Accident / Incident Investigation and Reporting Criteria

Transdev North America- Marin must make reports available to DOT and the MPO regarding accidents/incidents. The Safety Manager conducts internal accident investigations on its behalf, unless otherwise notified.

All investigations conducted by Transdev North America- Marin will follow the Accident Investigation Plan.

DOT/MPO may participate in the investigation process when it is conducting the investigation on DOT's behalf. If DOT elects to address an investigation of accidents or incidents, Transdev North America- Marin may also conduct an independent investigation.

5.1.1.2 Internal Notification of Accidents/Incidents and Unacceptable Hazards

In the instance where an accident or incident occurs, the Supervisor or frontline employee will notify the established contact personnel included in the Emergency Notification list that an accident/incident has occurred. The Supervisor will provide the time of the occurrence, the location, and any other crucial details. The Emergency Notification Group includes the notification to the established appointed contacts at the location.

5.1.1.3 Notification of Accidents and Incidents to External Agencies

Recordable accidents tracked by Transdev North America- Marin and made available to DOT, MPO and FTA

1. Fatality (occurring at the scene or within 30 days following the accident):
2. One or more persons requiring immediate medical treatment away from the scene of the accident

3. One or more vehicles incurring disabling damage and needing to be towed from the scene of the accident as result of the accident.

Job related employee fatalities shall be reported to OSHA within 8 hours of occurrence. In-patient hospitalization, amputation, or eye loss shall be reported within 24 hours.

Pursuant to the NTD Safety and Security Reporting Manual, **substantial damage** is defined as damage to any involved vehicles, facilities, equipment, rolling stock, or infrastructure that:

1. Disrupts the operations of the transit agency
2. Adversely affects the structural strength, performance, or operating characteristics of the vehicle, facility, equipment, rolling stock, or infrastructure, requires towing, rescue, on-site maintenance, or immediate removal prior to safe operation.

Substantial damage excludes damage limited to:

1. Cracked windows.
2. Dents, bends, or small puncture holes in the body

5.1.1.4 Accident/Incident Reporting and Documentation

Each bus investigation conducted on behalf of DOT must be documented in a final report that includes a description of investigation activities, findings, identified causal factors, and a corrective action plan, if applicable. All accident reports must follow the requirements established in the Accident Investigation Plan. At its discretion, and as specified in its accident investigation plan, Transdev North America- Marin may separate its investigation report into two parts:

1. Description of investigation activities, investigation findings, and determination of the most probable cause and additional contributing causes; and
2. Recommendations to prevent recurrence, including a corrective action plan which implements the recommendations.

Transdev North America- Marin prepares written accident and unacceptable hazardous condition reports on standard forms. Such written reports are maintained. Reports contain the most probable cause, other contributing causes, corrective action plans, and a schedule for implementing corrective actions.

The status investigation reports at a minimum shall include:

1. Minutes of any meeting held by a local safety ad hoc reportable event investigation committee or contractor.
2. Disclosure of any immediate corrective actions of planned or completed principal issues or items currently being evaluated; and
3. Overall progress and status of the investigation.

Written reports are filed for all occurrences that fall into the category of an accident, incident, or injury. The Safety Manager files a monthly statement of all accidents, incidents, unacceptable hazardous conditions, and tracks corrective action items through completion.

In addition, Transdev North America- Marin maintains a file of the annual safety performance report in a format available for review by DOT at any time during an investigation. The report shall be prepared and a full briefing on the known circumstances of the event, status of Transdev North America- Marin's investigation and investigation activities.

Reports and records of accident investigations submitted to DOT by Transdev North America- Marin as well as related reports and records produced by both DOT and Transdev North America- Marin, will be treated as confidential information, and will not be released without concurrence by both DOT and Transdev North America- Marin.

5.1.2 Safety Data Acquisition

Transdev North America- Marin has the responsibility to monitor the safety performance of operations. The Safety Manager is responsible for compiling and analyzing all safety data to determine if safety performance meets established safety goals. This data includes injuries to passengers, contractor personnel, public; potentially hazardous equipment failures; unacceptable hazardous conditions, and rules as well as procedure violations. A closed-loop reporting system for identifying and monitoring safety-related items has been established. To close out each incident, safety verification activities and results are reviewed and audited by the General Manager and reviewed by the Safety Manager. The Safety Manager is responsible for providing safety data to the General Manager for review. The Safety Manager monitors Safety Key Performance Indicators utilizing several tools and provides monthly progress updates to the GM.

Tracking of hazard related data is used to identify trends. These trends are further analyzed and/or investigated to determine causal factors. Tools available to the Safety Manager include Risk-Based Analysis, Monthly Performance reviews, EVR data, and data analysis and trends.

The Safety Manager is responsible for information regarding accidents, incidents, hazardous conditions, and operations which are obtained from different reporting mechanisms. These include but are not limited to: Accident/Injury Reports and Investigations, Incident Reports, Daily Operations Summaries, Operator, and Supervisor Reports; Employee/Occupational Injury reports, mining of maintenance data, analysis of vehicle records, and procurement contracts.

5.1.3 Internal Audits

The purpose of internal system safety audits is to perform an official evaluation of accomplishments, problems, and trends related to safety and to evaluate the effectiveness of the implementation of the Agency Safety Plan. The Safety Manager is responsible for the direction of the safety reviews and audits of its contractors to determine performance related to the Safety goals and objectives.

Organizational functions subject to the safety audit process include:

- Facility inspections
- Maintenance audits/inspections
- Review of rules, standard operating procedures, special bulletins, and orders
- Review of training/re-certification programs
- Emergency response planning, coordination, training
- Configuration Management
- Systems modifications (review and approval)
- Safety data analysis
- Employee safety programs
- Hazardous materials program
- Interdepartmental safety goals and objectives
- Occupational safety and health programs
- Contractor safety

- Procurement and specification engineering
- Drug and Alcohol Testing Program
- Any aspect or responsibility as outlined in this document

Transdev North America- Marin and contractors are subject to safety audits. The critical nature of certain operations requires rigorous development of reviews and audits. These include training, maintenance, and operations activities. Both periodic and no-notice inspections are undertaken to address all aspects of the activity including documentation, practices, and compliance with the Agency Safety Plan and other requirements. The Safety Manager reviews training, practices, and procedures to correct deficiencies identified during the performance of audits or other safety activities, including inspections and emergency drills.

5.1.3.1 Safety Audit Process

The Safety Manager is responsible for the management of the Internal Safety Audit Program. All Transdev North America- Marin employees and contractors are required to cooperate fully with Safety and Security personnel. Executive and senior managers ensure their areas participate fully in the safety audit process.

5.1.3.2 Integrity of the Process

To maintain the integrity of the review process, an external audit team is used to conduct safety audits. The Safety Manager does not perform audits/reviews of those functions and elements for which it is solely responsible to implement. No team member shall audit a function or activity for which they are responsible.

5.1.3.3 Auditing Cycle

The Internal Safety Audit Process is intended to be an ongoing, continuous safety review process.

Over a three-year period, all elements of the ASP must be audited at least once. The Internal Safety Audit Process is intended to be an ongoing, continuous safety review process. It is intended that at least two components of the ASP will be audited per year. The schedule is revised as necessary to accommodate schedules for auditors and the audited divisions.

The Audit Schedule presented in this section is as follows:

•• Year 1

1. Full SSPP (expected to be the last SSPP Audit)

•• Year 2

1. Safety Promotion:

- a. Training Program
- b. Safety Communication

2. General Requirements

3. Safety Policy

- a. Safety Management Policy
- b. Employee Safety Reporting
- c. Key Management & Responsibilities

•• Year 3

1. Risk Management

- a. Risk Management
- b. Safety Hazard Identification Safety Risk Assessment
- c. Safety Mitigation
- d. Safety Assurance:
- e. Performance Monitoring and Measurement
- f. Management of Change
- g. Continuous Improvement

An annual audit schedule must be developed, reviewed, maintained, and updated to ensure all elements are reviewed during the three (3) year audit cycle.

The Safety Manager notifies the division/organization a minimum of 30 days in advance of a scheduled safety audit.

5.1.3.4 Checklists and Performance of Safety Audits

The checklists include the elements on which the department will be audited. Checklists are prepared during the review of the Agency Safety Plan section, documents referenced in the Agency Safety Plan section, previous audits, and corrective actions.

Pre-audit and post-audit conferences are held by the audit team with the entity being audited. The safety audits are comprised of record reviews, interviews, field observations, and inspections and measurements to verify the accuracy of documentation and spot inspections of facilities and equipment to verify compliance with the Agency Safety Plan, procedures, codes, and regulations.

5.1.4 Rule Compliance

All Transdev North America- Marin employees and its contractors are responsible for the prevention of accidents, identification of hazards, and resolution of such hazards. Reports of all accidents, incidents, occurrences, deficiencies, near misses and defects will be maintained by the Manager of the appropriate department.

Transdev North America- Marin responsibility for the safe operation of vehicles.

- Preparation and implementation of safe operating policies, plans, rules, and procedures.
- Development of safety policies, plans, rules, and procedures for safe operation and maintenance.
- Personnel are annually re-trained in the proper performance of all applicable safety-related rules and procedures that cover their specific job function.
- Ensure the number of hours worked during a seven-day period does not exceed DOT limits.

- Ensure the number of consecutive days worked does not exceed DOT limits.
- Employees are provided copies of safety and emergency rules, procedures, and policies that affect them.
- Monitoring adherence to safety-related operating and maintenance policies, plans, rules, and procedures through periodic in-service evaluations using the "Observation Report Form" by Transdev North America- Marin Supervisors or a Manager. All deficiencies are reported, in written form, for review, re-instruction, or re-training. Supervisor Driver Evaluations, and rule conformance frequency shall follow the requirements outlined in Employee Qualifications & Rule Book.
- When necessary, performance coaching or re-instruction training for Supervisors is performed by Transdev North America- Marin Supervisors are expected to comply with all rules and enforcement thereof, as they apply to the management of bus service and the management of personnel. Additionally, Supervisor skills are assessed annually from participation in the driver Recertification Program.
- Personnel, whose safety record requires follow-up, additional training, or discipline, including discharge, are identified through maintenance of records
- Transdev North America- Marin will be required to develop a preventive maintenance schedule, for each system hardware element, which is designed to maintain system safety. Reported deficiencies and defects in equipment and facilities are corrected and monitored to assure satisfactory resolution. Only equipment known to be free of safety-related defects are placed into service.

5.1.5 Inspections

Transdev North America- Marin must be effective to ensure all systems, equipment and facilities operate as required, or in the event of failure or degradation of functionality, operational safety is not compromised. This aspect of maintenance directly pertains to the safety of transit customers, emergency response agencies, the public, employees, and subcontractors of transit.

5.1.5.1 Safety Inspections

Safety inspections will be conducted by the Safety Manager and/or the department heads. The inspections will be unannounced and documented with checklists and photos. Safety inspections performed by the contractor will be done in accordance with their company guidelines and procedures.

5.1.5.2 Facilities Inspections

All operating and maintenance facilities will undergo a complete inspection by the Contractor at least once a year to ensure the safety and health of employees. Individual maintenance shops within the maintenance facilities are inspected monthly. Inspection reports are issued which list the hazards and the safety and health problems found during the inspection. Hazards identified during the inspection process are subject to the hazard management process. Follow-up inspections and reports are completed within 30 days. If the findings of the inspection cannot be resolved within 24 hours, a work order will be opened and tracked until the finding is resolved.

5.1.5.3 Equipment Inspections

Inspections of facility equipment are made in accordance with appropriate maintenance manuals and procedures. The Maintenance Manager will ensure equipment and facilities are maintained at an optimum level of safety. Hazards identified during inspections are entered the Hazard Tracking Log as appropriate and tracked until closure is achieved.

5.1.5.4 Vehicles

All vehicles are maintained at a minimum in accordance with manufacturer recommendations. Maintenance is time driven based maintenance. Maintenance is tracked and coordinated through time schedules, which are maintained by the contractor. All records are currently maintained in a manual database under complete maintenance for each vehicle. All hard copies are kept and in independent books for each vehicle for 1 year. All work completed for each vehicle is tracked through assigned repair order numbers for all repairs, or designated maintenance inspection intervals. The agency is responsible for document control.

Maintenance schedules will follow a progressive preventative maintenance cycle starting with the lowest mileage (routine inspection) through mid-level and major inspections. All vehicle inspections cover the equipment progressing at higher levels of detail for each inspection. Once the highest level of inspection is reached, the cycle starts again. In conjunction with the inspection cycle, mid-level and major overhauls are scheduled. These are time-based overhauls and rebuilds of major equipment per the manufacturer requirements.

The maintenance criteria described above is strictly followed. If a bus is at the mileage or time requirement and the scheduled maintenance is not complete, the bus must be removed from service until the required maintenance is complete. No vehicles can carry passengers in service with any DOT Out OF Service violations/criteria.

5.1.5.5 Resolution of Review/ Inspection Findings

Each facility inspection report is sent to create the appropriate work orders, if applicable. It identifies specific areas and targets specific recommendations for corrective action. Unacceptable hazards identified are reported to the Safety Manager.

Work Orders are generated for defects identified during Fleet Maintenance, Facilities Management and Systems Maintenance inspections.

5.1.6 Hazardous Material & Local, State & Federal Regulations

The Occupational Safety and Health program is directed towards achieving a safe working environment for employees and minimizing the likelihood of accidents. The program emphasizes the recognition, evaluation, and control of hazards arising in and from the occupational environment.

5.1.6.1 Facilities Inspections

Transdev North America- Marin operating, and maintenance facilities undergo a complete inspection by the contractor at least once a month to ensure the safety and health of employees. Individual maintenance shops within the maintenance facilities are inspected monthly. Inspection reports are issued which list the hazards and the safety and health problems found during the inspection. Follow-up inspections and reports are completed within 30 days.

5.1.6.2 Hazardous Materials Control

Transdev North America- Marin is fully aware of the importance of employee chemical safety programs and the duty to comply with legally mandated hazardous materials rules and regulations.

Transdev North America- Marin's Hazard Communication Programs complies with Title 29 Code of Federal Regulations Part 1910.1200, Hazard Communication Program. The Hazard Communication Program covers the procurement, receipt, storage, and disposal of hazardous materials. It also documents the maintenance of Safety Data Sheet (SDS) binders and employee training.

Hazardous waste/chemical safety inspections are included in the responsibilities for safety inspections. When necessary, consultants may be hired for special projects such as indoor air quality, chemical vapor, and particulate sampling.

The Safety Manager reserves the right to reject a product if it is deemed either too hazardous for employee use or is unable to provide adequate safeguards or protection.

The SDS review/request procedure, which requires SDS review and approval by the Safety Manager or designee is included in the Hazard Communication Program. These programs are the responsibility of the affected division and the Safety Manager. Program effectiveness is reviewed via the Internal Safety Audit Process. Safety Data Sheets (SDS) for all hazardous materials considered for purchase and use are reviewed by the contractor for approval. The user furnishes the manufacturer's SDS for hazardous products and information on the planned use and application methods. Follow-up is conducted on the field use of approved products to ensure safe/proper handling methods are utilized. The Maintenance Manager is responsible for keeping current files of all SDS.

5.1.6.3 Personal Protective Equipment

All personal protective equipment used by Transdev North America- Marin personnel is reviewed and approved by the Safety Manager in accordance with respiratory, hearing conservation, electrical gloves, and other applicable safety standards.

5.1.6.4 Safety/Industrial Hygiene Training and Education

Transdev North America- Marin provides training to employees in basic, safe work practices and hazard identification. Employees exposed to chemicals and/or potentially overexposed to physical agents receive training in industrial hygiene principles, use and care of personal protective equipment and hazards and safe handling methods of chemicals.

5.1.7 Drug & Alcohol Program

Transdev North America- Marin is certified as a drug-free workplace and complies with all provisions of the U.S. Department of Transportation, Federal Transit Administration, 49 CFR Part 655, Prevention of Alcohol Misuse in Transit Operations and 49 CFR Part 40 Procedures for Transportation Workplace Drug and Alcohol Testing Programs.

Covered employees receive a minimum of 60 minutes of training on the effects and consequences of prohibited drug use and additional training on the effects of alcohol on personal health, safety, the work environment, and on the signs and symptoms that may indicate prohibited drug use. Supervisors will, in addition to the covered employee training, receive an additional 60 minutes of training on the physical, behavioral, speech and performance indicators of probable drug use.

Transdev North America- Marin is responsible for administering the Drug and Alcohol-Free Workplace regulations. Transdev North America- Marin managers are responsible for administering the Substance Abuse Policy.

Drug and alcohol testing are required under the following circumstances:

- Drug testing shall comply with DOT regulations and test for the following substances:
 - Marijuana
 - Cocaine
 - Phencyclidine (PCP)
 - Amphetamines (e.g., racemic amphetamine, dextroamphetamine, and methamphetamine)
 - Opioids (e.g., heroin, morphine, codeine)
- Pre-Employment, including placement of an existing employee in a safety sensitive position (drug test only)
- Reasonable suspicion that an employee has used a prohibited drug or misused alcohol
- Post-accident following certain types of accidents
- Random testing for safety sensitive personnel
- Return to duty following completion of drug/alcohol rehabilitation program
- Follow-up testing for employees who have sought and completed a treatment program. Under the FTA drug testing regulations for employees in safety sensitive positions, laboratory tests on urine specimens are conducted for five types of drugs or their metabolites.

5.1.8 Employee Safety Reporting

Safety reporting is an essential part of SMS. Transdev North America- Marin management must foster an atmosphere of trust that encourages and rewards employees for providing safety-essential information, even if it is self-incriminating, without fear of reprisal. An effective SMS empowers employees with the confidence to raise concerns that may lead to serious safety/quality error and assures them someone will listen to them and investigate their issues or concerns in a professional manner — all without fear they will face unduly harsh penalties for admitting to genuine mistakes.

A robust employee safety reporting system will provide:

- Unique – Information you cannot get any other way
- Authentic – Individuals who know best are directly providing the information
- Timely – Direct reporting overcomes time lag of mandatory reporting processes
- Diverse – Information from different individuals with different experiences and perspectives
- Comprehensive – Multiple reports over time reveal patterns, trends, and the scope of an issue

Transdev North America- Marin will implement an Employee Self Reporting program that will:

- Incentives employees to report any safety related situation
- Emphasize benefits for safety, not safety record
- Establishes clear guidelines for unacceptable behavior
- Balance learning and accountability

- Establishes methods for employees to report safety issues.

As we know, self-reporting is not a get out of jail free card. It is a process that if what happened was a real mistake, the focus will be on re-education and not on punitive action.

The following table presents a guideline in cases of safety events:

Human Error	At-Risk Behavior	Reckless Behavior
An inadvertent action – slip, lapse, mistake	A choice – risk not recognized or believed justified	Conscious disregard of unreasonable risk
Manage through: > Processes & procedures > Checklists > Training > Design	Manage through: > Increase situational awareness > Remove incentives for at-risk behavior > Create incentives for safe behavior	Manage through: > Remedial action > Punitive action

What is important to emphasize is any cultural change in the organization will take time to be fully implemented and see the results of these changes.

5.2 Management of Change

Configuration Management requirements will be included in all contracts to ensure changes to the design of equipment and facilities, after design reviews, are documented and approved. The configuration management process uses baseline management to ensure the technical baseline is defined and controlled throughout the maintenance and operation phase, and the end products satisfy the technical and operational requirements derived from the system needs.

Selected documentation, such as as-built drawings, manuals, procedures, and other documents, are formally designated and approved as part of the technical baseline and are under Transdev North America- Marin control for future capital projects, all documents related to the segment/phase that are under the control of a contractor will be turned over for control and maintenance following completion of said phase.

For future capital or Maintenance improvement projects, the designated contractor shall be responsible for quality control testing and inspections if required in accordance with an approved Quality Control Plan.

Additions or modifications to Bus Operations Standard Operating Procedures (SOP), and to the existing configuration of presently operating system fixed facilities, rolling stock, and equipment related to operation of rolling stock, are approved by the Regional Vice President of Operations. These reviews are established to ensure system and operational changes are approved prior to implementation, and drawings, manuals, and other related documents, including training programs, are updated to reflect these changes, which are also reflected in the Maintenance Management Plan.

Upon the approval of any system or operations change Transdev North America- Marin will create a Special Instruction or create and/or revise current Standard Operating Procedure to advise affected employees. Supervisors will distribute, individually to each employee, the new control document, ensuring each employee understands the operational change as it applies to their job. Each employee is required to sign a copy of their copy and place the updated material into their SOP book.

5.3 Continuous Improvement

Continuous improvement is measured through monitoring safety performance indicators. Progress is related to the maturity and effectiveness of the SMS. Safety assurance processes support improvements to the SMS through continual verification and follow-up actions.

These objectives are achieved through the application of internal evaluations and independent audits of the SMS. Compliance of this requirement is indicated when:

- The Safety Committee has the necessary authority to make decisions related to the improvement and effectiveness of the SMS; or
- The SMS is periodically reviewed for improvements in safety performance.

This element is satisfied when the organization routinely monitors the SMS performance to identify potential areas of improvement and the outcomes of this process lead to improvements to the safety management system.

Best Practices

- There is evidence of lessons learned being incorporated into the policy and procedures.
- The organization benchmarks its SMS against other organizations and is an active promoter of SMS within the transportation industry.
- Best practice is sought and embraced.
- Surveys and assessments of organizational culture are conducted regularly and acted upon.
- For safety related services the organization requires contracted organizations not required by regulations to have an SMS; and
- Contractors can participate and share information in the SMS

5.3.1 Agency Safety Plan Annual Review Process

Transdev North America- Marin has the authority for the development, implementation, and management of the ASP. It also has the primary responsibility of implementing the ASP with oversight and review by the General Manager. Annual review of the ASP is mandatory and Transdev North America- Marin specific responsibilities within the ASP framework include, but are not limited to:

- a. By September of each year notify the Safety Manager of any recommended changes to the ASP for review and approval by the General Manager
- b. Revisiting the ASP annually to reflect changes in organizational structure and new systems that require significant changes in operation
- c. Review progress on goals and objectives
- d. Refine and improve on the current goals and objectives of the SMS program
- e. Identify new tasks or objectives to respond to system growth or any new regulations that effect safety and security

- f. Identify any additional or emerging safety or fire/life safety-related tasks and responsibilities.

On-going review and revision of the ASP ensures the document remains current.

Part IV - Safety Promotion

Chapter 6 – Safety Promotion

6.1 - Competency & Training Program

6.1.1 Overview

Safety training is conducted on facilities, equipment, and vehicles. Operating rules and standard operating procedures (SOPs) will be prepared by Transdev North America- Marin and provided to all personnel. The Safety Manager oversees the formulation of training programs and records. The General Manager and Manager of Operations maintain SOPs and Rules and maintain all records, which are kept at the facility.

Transdev North America- Marin periodically completes reviews and oversight activities associated with the training program. Activities or functions judged to be safety-critical may require special training and/or certification. This ongoing training is included in regular safety meetings and all documentation is also kept at the facility.

Refresher training is accomplished at least annually for operations and maintenance employees and when situations related to employee performance warrant it. Emergency responders are also trained during the pre-revenue period and during drills that occur at least annually. These are also documented, and records retained at the facility.

6.1.2 Employee Safety

6.1.2.1 Operations Personnel Training

All bus operators will be required to successfully have completed the Transdev North America-Marin bus operation training program (Operator Development Program). This course covers Standard Operating Procedures and Operator Rules that govern the operation. New Operators are also provided Behind the Wheel training by a certified Instructor.

New Bus Operators are also evaluated by established Operators and Supervisors using an Observation Report Form. New Operators must meet all criteria satisfactorily or they receive additional training. The Safety Manager, on a separate occasion prior to certification, will determine whether each Operator demonstrates safe control of the revenue vehicle or needs additional training. Each Operator is certified with both written and practical testing to validate operational readiness.

Annually, each operator is given a refresher course on the rules and procedures and will recertify with written and practical testing. The re-certification may consist of one or more of the following: a quiz, a checklist, a test, and a demonstration of troubleshooting techniques. Any person who fails the annual examination is given special retraining.

Updated training materials will be developed under coordination by the Manager of Operations / Safety personnel and Supervisors prior to the opening of any new bus extension or major

modification to the existing routes or introduction of new vehicles. Operations personnel will be certified by either written or practical testing.

Transdev North America- Marin operators are subject to periodic in-service evaluation or Operators by Route Supervisors who monitor their compliance to rules and procedures outlined in the Rule Book and SOPs. Route Supervisors shall complete a Driver Evaluation Form after completion of the in-service evaluation and will review the information in the report with the Operator. Positive reinforcement is given as warranted. Operators observed violating rules or procedures may be subject to progressive discipline.

Transdev North America- Marin will maintain a Rule Violation Log those chronicles violations each month and administers all disciplinary actions, retraining, re-instructions, and determines the consequence of any rule violations.

Supervisors are provided training periodically and receive Operational Safety Leadership courses on-line through a Transdev North America- Marin E-Learning portal.

6.1.2.2 Maintenance Personnel Training

Maintenance requirements, methods, and procedures for the facility equipment and systems will be described in manuals, handbooks, and other documentation developed for the training and certification of maintenance personnel. Use of personal protective equipment, emergency equipment, and safety instructions are included within the training program.

Maintenance personnel are required to operate buses, heavy equipment, or other specialized vehicles/equipment/apparatus and will be certified by both written and practical testing to document the employee's knowledge of safety and operating procedures and skill in the proper and safe operation and procedures. Annually, each employee will re-certify the proper and safe use of the equipment/vehicles with written and practical testing. Any person who fails the annual examination will be given special retraining.

6.1.2.3 Safety Training

Safety information on approved methods and procedures are used in manuals, handbooks, and other documentation developed for the training and certification of operators and maintenance personnel. Identification of protective devices and emergency equipment are included in the training documentation and instruction. In addition, safety posters and notices are used, as appropriate, to enhance awareness during all phases of system operations. Proficiency demonstrations and certifications are required of all operators and maintenance personnel. Safety concerns are incorporated in briefings given to personnel prior to their working with hardware or facilities. The Safety Manager will make reviews of the safety training program every six months to ensure training materials and programs remain consistent with employee needs.

6.1.2.4 Emergency Response Personnel Training

Training to familiarize fire, police, and emergency service personnel with facility requirements is coordinated through and conducted by Transdev North America- Marin. Emergency preparedness and response drills are developed by Transdev North America- Marin. Training classes, drills, and after-action reviews are then conducted with emergency service personnel and Transdev North America- Marin personnel to:

- Ensure the adequacy of emergency plans and procedures
- Ensure readiness of the Transdev North America- Marin's personnel to perform under emergency conditions
- Ensure effective coordination between the Transdev North America- Marin and emergency response personnel and outside agencies.

6.1.3 Contractor Safety

Contractors, not part of operations activities associated with the facility must seek approval, in writing, from Transdev North America- Marin to perform work on property and infrastructure. Transdev North America- Marin must ensure the requesting party abides by Transdev North America- Marin safety requirements. Requirements include but are not limited to reflective safety vests, safety signaling to operators, and an understanding of all unsafe conditions. Transdev North America- Marin may require contractors to attend safety classes prior to approval and issuance of an Access Permit; this requirement depends on the work request. Transdev North America- Marin will determine which contractors shall attend such classes and receive certification prior to the approval and issuance of an Access Permit when necessary.

6.1.4 Record Keeping

Personnel records of all training activity by employees are maintained by Transdev North America- Marin.

6.1.5 Compliance with Training Requirements

The internal audit process includes the means of determining that all necessary training is conducted and documented including the proper qualification of operating and maintenance personnel. Training materials, testing, and grading processes are reviewed and evaluated for completeness and accuracy.

The audit process is guided by the following criteria related to training compliance:

- Identify training requirements for all personnel related to safety. This encompasses initial and refresher training of procedures, equipment uses, and manufacturers' training. Also reviewed are retraining requirements identified due to accident or incident investigations.
- Review all training programs identified for safety adequacy.
- Assess the effectiveness of the training programs and on-the-job experience by conducting emergency scenarios, drills, audits, and evaluations. These job evaluations are based on job performance, statistical trends, and public feedback.
- Review employee performance, including employee records and conduct in-person interviews to confirm technical knowledge and issues.

- Evaluate training provided to operations personnel and emergency response personnel when substantive operational changes are made, or with the introduction of new equipment, facilities, or specialty vehicles

6.2 Safety Communication

Transdev North America- Marin has a robust Safety Communications program consisting of:

- Monthly Safety Meetings Initiative
- Topic-specific videos, posters, bulletins addressing risk-prioritized defensive driving and injury prevention topics
- Safety Campaigns
- Local management communications
- Intranet Communications
- Safety Posters and Bulletins

Appendix V

1. Total number of Fatalities: _____
2. Total number of Fatalities per vehicle revenue mile, by mode: _____
3. Total number of reportable injuries: _____
4. Total number of reportable injuries per vehicle revenue miles, by mode: _____
5. Total number of reportable events: _____
6. Total number of reportable events per vehicle revenue mile, by mode: _____
7. Mean Distance between Failures (breakdowns): _____

Reportable injury

An injury resulting from a Reportable Event, which requires immediate off-site medical attention.

Reportable Event

A safety or security event occurring on transit right-of-way or infrastructure, at a transit revenue facility, at a transit maintenance facility or rail yard, during a transit related maintenance activity or involving a transit revenue vehicle that results in one or more of the following conditions:

Non-Rail Modes:

- A fatality confirmed within 30 days of the event
- An injury requiring immediate medical attention away from the scene for one or more person
- Property damage equal to or exceeding \$25,000
- Collisions involving transit revenue vehicles that require towing away from the scene for a transit roadway vehicle or other non-transit roadway vehicle
- An evacuation for life safety reasons



GOLDEN GATE BRIDGE®
HIGHWAY & TRANSPORTATION DISTRICT

Golden Gate Transit

1011 Andersen Drive
San Rafael, CA 94901-5318



Agency Safety Plan

FINAL DRAFT

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Approvals

Approved on 09-14-2022 Safety Committee Minutes
Safety Committee

September 14, 2022
Date

Mona Babauta
GGT, Deputy General Manager, Bus Division
SMS Executive

Date

Kellee Hopper
GGBHTD, Deputy General Manager-
Administration & Development

Date

Denis J. Mulligan
GGBHTD, General Manager

Date



Revision History

Revision Number	Revision Date	Description	Document Number
2.0	October 2022	Incorporated BiPartisan Infrastructure Law Changes to PTASP requirements – Safety Committee approve updates to ASP – Section IV; Risk Reduction Program – Section 2.4; Strategies to Minimize Exposure to Infectious Diseases – Section 2.4.1; Assaults – Sections VI, 3.2; De-escalation training – Section 4.1. Added TSA Reporting requirements for potential threats or significant security concerns – Section 3.2.3. Updated GGT Bus Organizational Structure changes – Appendix B, Safety Roles & Responsibilities - Appendix H, also made changes to position titles referenced in the ASP to reflect the new titles. Updated to reflect service changes - increase of one additional route & routes renumbered - Section II, Appendices D & E; Added Bus Safety Risk Assessment Committee in ASP, Section II, and Appendix H; Clarification to existing processes – Section II.- Intergovernmental Agreements; Updated Appendix C to reflect most current information.	



1.0	October 2021	Updated to reflect decrease in service changes due to COVID pandemic - Section: II, Appendices D & E; Added Bus Division Mentor and Apprenticeship Programs, GGT Safety Newsletter - Sections: 4.1.1, 4.3.2; Clarification to existing processes - Section: II. GGT Committees, VI., 1.3.4, 3.2 3.2.2, Appendix G & H; Updated Appendix C to reflect most current information The General Manager informed the Board of Directors of the District's annual update of the ASP at the October 22, 2021 regular meeting of the Board of Directors, and as further described in the written Report of the General Manager in the agenda materials for that meeting.	
0.0	October 2020	Initial Version Board of Directors Approved on October 23, 2020 Resolution No. 2020-081	



Acronyms

Acronym	Definition
AAR	After Action Report
ACA	Advisory Committee on Accessibility
ADA	Americans with Disabilities Act
AE	Accountable Executive
APTA	American Public Transportation Association
ASP	Agency Safety Plan
BART	Bay Area Rapid Transit
BPAC	Bus Passengers Advisory Committee
BRT	Bus Rapid Transit
CAP	Corrective Action Plan
CARB	California Air Resources Board
CFR	Code of Federal Regulations
DGM	Deputy General Manager (for GGBHTD Bus Division or GGT)
DMV	Department of Motor Vehicles
EMAC	Emergency Management Advisory Committee
EMP	Emergency Management Plan
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
FTA	Federal Transit Administration
GGB	Golden Gate Bridge
GGBHTD	Golden Gate Bridge, Highway and Transportation District
GGF	Golden Gate Ferry
GGT	Golden Gate Transit (GGBHTD Bus Division)
GM	General Manager (for GGBHTD)
HAZCOM	Hazardous Communications
HMP	Hazard Management Program
HML	Hazard Management Log
ISA	Internal Safety Audits
KPI	Key Performance Indicators
MAP-21	Moving Ahead for Progress in the 21 st Century
MCTD	Marin County Transit District
MOU	Memorandum of Understanding



Acronym	Definition
MPO	Metropolitan Planning Organization
MTC	Metropolitan Transportation Commission
NIMS	National Incident Management System (Federal)
NTD	National Transit Database
NTSB	National Transportation Safety Board
OSHA	Occupational Safety Health Administration
PMI	Preventive Maintenance Inspections
PPE	Personal Protective Equipment
PTASP	Public Transportation Agency Safety Plan- <i>final rule</i>
RTP	Regional Transportation Plan
SA	Safety Assurance
SDS	Safety Data Sheet
SEMS	Standardized Emergency Management System (California)
SME	Subject Matter Expert
SMP	Safety Management Policy
SMS	Safety Management System
SMS-IP	Safety Management System-Implementation Plan
SOP	Standard Operating Procedures
SP	Safety Promotion
SPCC	Spill Prevention Controls and Countermeasures
SRM	Safety Risk Management
SRTC	San Rafael Transit Center
S RTP	Short-Range Transportation Plan
SSCP	Safety and Security Certification Plan
SSI	Sensitive Security Information
SWPP	Storm Water Pollution Prevention Plan
TIP	Transportation Improvement Plan
TrAMS	Transit Award Management System
TSA	Transportation Security Administration
TSOC	Transportation Security Operations Center
TVA	Threat and Vulnerability Analysis
USC	United States Code



Definitions

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

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

Administrator means the Federal Transit Administrator or the Administrator's designee.

Agency Safety Plan (ASP) means a formal document developed by a rail, bus, or multi-modal transit agency that defines its Safety Management System (SMS) processes and procedures and meets the regulatory requirements of the Public Transportation Agency Safety Plan (PTASP) final rule at 49 CFR Part 673.

Assault means a violent physical or verbal attack. A threat or attempt to inflict offensive physical contact or bodily harm on a person that puts the person in immediate danger of or in apprehension of such harm or contact (Merriam-Webster). For reporting purposes, the NTD defines assault as, "an unlawful attack by one person upon another". Assault in the broader context of transit service refers to physical contact, or attempts to make physical contact, and verbal threats.

Chief Safety Officer (CSO) means an adequately trained individual who has responsibility for safety and reports directly to a transit agency's chief executive officer, general manager, president, or equivalent officer. A Chief Safety Officer may not serve in other operational or maintenance capacities, unless the Chief Safety Officer is employed by a transit agency that is a small public transportation provider as defined in Part 673, or a public transportation provider that does not operate a rail fixed guideway public transportation system. SMS Executive will serve as Chief Safety Officer.

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

Event means an Accident, Incident or Occurrence.

Fatality means a death that results from an event and that occurs within 30 days after the date of the event.

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

Golden Gate Bridge, Highway and Transportation District (GGBHTD-the District) means a special district of the State of California which operates and maintains the Golden Gate Bridge and two unified public transit systems – Golden Gate Transit and Golden Gate Ferry – connecting the



counties of Marin, Sonoma, San Francisco, and Contra Costa. The District provides these public services under authority of California State Law.

Golden Gate Transit (GGT) means the bus and paratransit public transportation Division of GGBHTD.

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

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

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

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

NTSB means the National Transportation Safety Board, an independent Federal agency.

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

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

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

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

Public Transportation Agency Safety Plan (PTASP) Rule means the Federal regulation that requires transit agencies to adopt Safety Management System (SMS) principles and methods. Agencies document their SMS through the development of a formal Agency Safety Plan (ASP) document; as required by 49 U.S.C. 5329(d) and based on 49 Part 673 and a Safety Management System.

Public Transportation Safety Certification Training Program means either the certification training program for Federal and State employees, or other designated personnel, who conduct safety audits and examinations of public transportation systems, and employees of public transportation agencies directly responsible for safety oversight, established through interim provisions in accordance with 49 U.S.C. 5329(c)(2), or the program authorized by 49 U.S.C. 5329(c)(1).

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

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



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

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

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

Safety Management System (SMS) Executive means an adequately trained individual who has responsibility for safety and reports directly to a transit agency's chief executive officer, general manager, president, or equivalent officer.

Safety Management System-Implementation Plan (SMS-IP) means a documented manual that describes the planned implementation actions for a transit agency to achieve a mature SMS and vibrant Safety Culture.

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

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

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

Safety Risk Management (SRM) means a process within a transit agency's safety plan for identifying hazards and analyzing, assessing, and mitigating safety risk.

Serious injury means any injury which:

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

Safety Risk Management (SRM) process means a process focused on the systemic management of safety risk resulting from technical systems that change over time. SRM continuously monitors the effectiveness of mitigations and decision-making regarding priorities in allocating safety resources.

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



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

Transit agency means an operator of a public transportation system.

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

Transportation Security Administration (TSA) means an agency in the United States Department of Homeland Security that has authority over the security of transportation systems within, and connecting to the United States.

Transportation Security Operations Center (TSOC) is where TSA connects with the Department of Homeland Security, Federal Aviation Administration, FBI and other law enforcement and security agencies to analyze and monitor security-related operations, incidents and crises in aviation and all surface modes of transportation.



I. Foreword

The Golden Gate Bridge and Highway District was formed under the authority of the Golden Gate Bridge and Highway District Act of 1923. In 1928 it was incorporated as a Special District of the State of California as the entity established to design, construct, finance, and operate the Golden Gate Bridge (GGB). Construction of the GGB began in 1933, which opened in 1937.

In 1969, the California State Legislature passed Assembly Bill 584 authorizing the Golden Gate Bridge and Highway District to develop a transportation facility plan for implementing a mass transit program in the U.S. Highway 101 Golden Gate Corridor. The Golden Gate Bridge and Highway District was then renamed the Golden Gate Bridge, Highway and Transportation District (GGBHTD or District) to reflect its new commitment to providing public transportation.

Golden Gate Transit (GGT) is a Division within the District. While minimizing unsafe conditions in GGT's transportation system and facilities is the responsibility of each employee, they are first and foremost the responsibility of GGT's management. GGT is fully committed to providing a safe work environment and safe vehicles, systems, and facilities.

The Federal Transit Administration's (FTA) final rule, 49 CFR Part 673, Public Transportation Agency Safety Plan, became effective on July 19, 2019 requiring applicable transit agencies, such as GGT, to establish an Agency Safety Plan (ASP) meeting the requirements of 49 CFR Part 673 by July 19, 2020. The ASP must at a minimum:

1. Be signed by the Accountable Executive and approved by the Agency's Board of Directors, or an Equivalent Authority.
2. Document the processes and activities related to Safety Management System (SMS) implementation.
3. Include performance targets based on the safety performance measures established under the National Public Transportation Safety Plan.
4. Address all applicable requirements and standards set forth in FTA's Public Transportation Safety Program and the National Public Transportation Safety Plan.
5. Establish a process and timeline for conducting annual reviews and updates of the ASP.
6. Include or incorporate by reference an emergency preparedness and response plan or procedures that address, at a minimum, the assignment of employee responsibilities during an emergency, and coordination with Federal, State, regional, and local officials with roles and responsibilities for emergency preparedness and response in the transit agency's service area.

GGT has developed this ASP in compliance with 49 CFR Part 673 to meet the above requirements. GGT's ASP requires annual review and revision (as necessary) and subsequent approval by the District's General Manager and its Board of Directors. Each of the GGT department management teams hold responsibility for implementing and assuring the success of the ASP.



II. Scope and System Description

The ASP applies to the GGT regional bus services affected by the planning, design, procurement, testing, operation, and maintenance of its bus transit systems. Safety issues affecting any unit within the bus division of the District are managed in accordance with the procedures outlined in the ASP. GGT's *Safety Management Policy Statement* (**Appendix A**) articulates the District General Manager's commitment to the agency's Safety Management System (SMS) and the implementation of this ASP.

GGBHTD Mission Statement

The GGBHTD's mission statement defines the purpose for which the District was created and is stated as follows:

"The mission of the Golden Gate Bridge, Highway and Transportation District (District) is to provide safe and reliable operation, maintenance and enhancement of the Golden Gate Bridge and to provide transportation services, as resources allow, for customers within the U.S. Highway 101 Golden Gate Corridor."

Governance and Organizational Structure

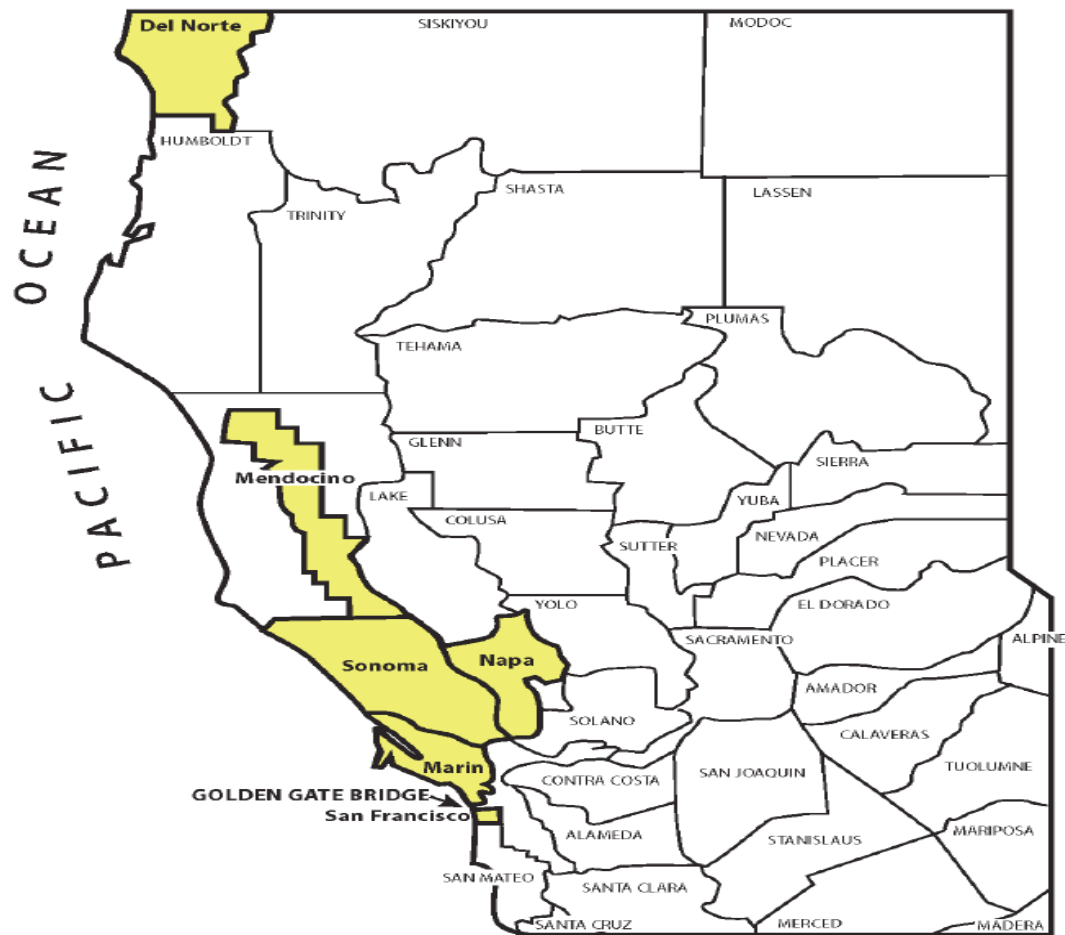
The District's General Manager is accountable to its 19-member Board of Directors which includes Directors from the City and County of San Francisco, as well as Directors from Marin, Sonoma, Napa, Mendocino, and Del Norte counties. Directors serve two-year terms. Regular meetings are held monthly, with additional meetings convened on an as-needed basis. All meetings are open to the public. The Board of Directors currently has five standing committees:

- Building and Operating Committee (nine directors)
- Finance and Auditing Committee (nine directors)
- Governmental Affairs and Public Information Committee (nine directors)
- Rules, Policy and Industrial Relations Committee (six directors)
- Transportation Committee (nine directors)

The District encompasses the City and County of San Francisco; the entirety of Marin, Sonoma, and Del Norte Counties; most of Napa County; and portions of Mendocino County. The District boundaries, which have remained unchanged since incorporation in 1928, are depicted in **Figure 1**. The District operates and maintains the Golden Gate Bridge (GGB) and two unified public transit systems: Golden Gate Transit (GGT) and Golden Gate Ferry (GGF).



Figure 1: GGBHTD Boundaries



Organizational Structure – Management and Staff

The District's organizational structure includes five (5) officers:

- General Manager,
- Auditor - Controller,
- Attorney,
- District Secretary, and
- District Engineer

Deputy General Managers for each of the three operating divisions (Bridge, Bus, and Ferry) and a Deputy General Manager for Administration and Development report to the General Manager. Organizational charts depicting the District's and GGT's structures and hierarchies are included in Appendix B.



Organizational Structure – Labor Agreements

Labor unions representing employees of the Bus Division are detailed in the Agency’s Memorandum of Understanding (MOU) with multiple employee labor unions. The MOUs establish the “collective bargaining agreements” with GGBHTD and establish the basic terms and conditions of work. These MOUs include:

- Amalgamated Transit Union, Local 1575 - ***Bus Operators***
- International Association of Machinists, Local 1414 - ***Mechanics***
- International Brotherhood of Teamsters, Local 665 - ***Servicers***
- International Brotherhood of Teamsters, Local 856 - ***Transportation Field Supervisors and Dispatchers***

GGT Bus System Description

GGT is a fixed-route regional bus service. It also provides for Americans with Disabilities Act (ADA) complementary paratransit service, which is operated by a private contractor. All fare and service policies are established by the District.

GGT has a network of 8 fixed routes and paratransit service, plus contracted services for Marin Transit and BART, carrying 2.3 million passengers and recording 3.5 million revenue miles per year. Bus service is provided 7 days a week, 22 hours a day. The GGT bus fleet includes 67 standard buses, 80 over-the-road coaches and 17 cutaway buses. GGT also operates 21 standard buses and 2 electric buses on behalf of Marin Transit. The current list of GGT Revenue Fleet Vehicles is included in **Appendix C**.

Prior to the COVID-19 pandemic, GGT bus revenue miles typically exceeded 4.1 million miles annually, averaging 348,000 miles per month, on 27 routes. Regional bus ridership exceeded 3.1 million passengers with an average ridership of 11,000 passengers per weekday and 3,700 passengers per weekend day.

Regional bus service began in 1972 and is currently provided on 8 fixed routes. These routes currently fall into two categories, as listed below. Appendix D includes a list of current GGT bus routes. Maps of GGT’s transit service are included in Appendix E.

- Regional routes provide daily service throughout the day and evening between San Francisco, Marin, Sonoma, and Contra Costa Counties.
- Commute routes provide weekday service during morning and afternoon peak periods between San Francisco, Marin, and Sonoma Counties along the U.S. Highway 101 Golden Gate Corridor.



GGT is occasionally required to operate bus service to replace or supplement ferry service. Designated routes are used for the Sausalito, Larkspur, and Tiburon Ferry routes, respectively, and are considered Commute routes for reporting purposes. Other routes provide parking lot shuttle service at the Larkspur Ferry Terminal and are considered Commute Shuttle routes for reporting purposes.

GGT Facilities

A list of GGT facilities, including the facility type and location, is provided in **Appendix F**.

Intergovernmental Agreements

GGT operates six (6) local fixed-routes under an intergovernmental agreement with Marin County Transit District (Marin Transit) using 23 Marin Transit-owned buses.

GGT also operates two (2) Early Bird Express fixed routes for BART intergovernmental agreement using GGT buses. This service began February 11, 2019.

The GGBHTD contracts through an intergovernmental agreement with Marin Transit intergovernmental agreement for paratransit service, which is provided by a third-party contractor. Transdev has been the third-party contractor since February 1, 2022.

Maintenance Facilities

GGT's primary bus storage, operations, and maintenance facility, known as **Division 1 (D1)**, is located at 1011 Andersen Drive in San Rafael. This facility houses administrative offices and a heavy maintenance center, upholstery shop, bus wash rack facility, transmission shop, motor repair and engine rebuild units, and body component area. The facility operates 24 hours a day, seven days a week. D1 has 3 diesel tanks totaling 20,000 gallons, a 6,000 gallon unleaded fuel tank, and 7 tanks for engine oil supply and waste.

GGT maintains 170 total buses. Twenty-three (23) of the buses are owned by Marin Transit. Regular PM maintenance on the Marin Transit buses is contracted to GGT. Out-of-scope work such as heavy maintenance, engine rebuilds, and other major rebuild work is not planned/not included in the regular maintenance service contract and is directly invoiced when performed.

Additional GGT bus facilities include:

- **Division 2 (D2)** – Golden Gate Place east of Redwood Boulevard, Novato. This facility operates primarily on weekdays and includes bus parking, bus wash, and repair unit. D2 has 2 diesel tanks totaling 15,000 gallons, and an engine oil supply tank.
- **Division 3 (D3)** – Northwest corner of Piner Road and Industrial Drive, Santa Rosa. This facility operates daily and includes bus parking, bus wash, park-and-ride lot, and customer waiting area. D3 has 2 diesel tanks totaling 12,000 gallons, and a 55-gallon engine oil supply drum.



- **Division 4 (D4)** – Perry Street between 3rd and 4th Streets, under the I-80 skyway, San Francisco. This facility operates primarily on weekdays and includes bus parking. D4 has no fueling or engine oil tanks.

Most mechanics are based at the San Rafael D1 facility with others working shifts at the outlying facilities. Thirty buses are maintained each at Novato and Santa Rosa. The remaining 120 buses are serviced at San Rafael. Approximately 30 buses are undergoing heavier maintenance as the spare / reserve fleet.

GGT Bus Stations

The District owns and operates two (2) GGT bus stations:

- San Rafael Transit Center (SRTC), located at Third and Hetherton Streets in downtown San Rafael, is served by several GGT bus lines, as well as Marin Transit, Sonoma County Transit, Greyhound, Marin Airporter, and Sonoma County Airport Express. SRTC is bisected by SMART tracks and features a passenger waiting area, customer service center, public restroom, bicycle racks, and two cafés.
- Division 3, located at Piner Road and Industrial Drive in Santa Rosa, is served by 2 GGT bus lines and features a park-and-ride lot, passenger waiting area, public restroom, and bicycle rack. An on-street bus stop is served by Santa Rosa CityBus.

GGT Bus Stops

GGT currently serves approximately 260 unique bus stops. However, almost all of these stops are under the jurisdiction of Caltrans or a local jurisdiction. Fewer than 10 bus stops are under the jurisdiction of the District. All stops include a sign or decal with a GGT logo as an identifier. Many stops include a stop identification number that passengers can use for trip planning purposes, and some stops include posted route numbers on a sign, in a display window, or in a kiosk.

Park-and-Ride Lots Served by GGT

In addition to the two park-and-ride lots owned and operated by the GGBHTD, GGT buses serve several park-and-ride lots operated by other agencies. Most of these facilities are owned and operated by Caltrans, and all offer free parking. A list of park-and-rides served by GGT can be found in **Appendix D**.

GGT Committees

The following committees currently exist to support the operations and safety of GGT:

- System Performance Review Committee (NTD Data)
- Bus Safety Risk Assessment Committee
- Bus Safety Committee



- Scheduling Committee
- Runbook Committee
- Mentor Leadership Committee
- Wellness Committee

III. Modes of Service Covered by the Agency Safety Plan

The ASP applies to the District's Bus and Paratransit Division, Golden Gate Transit (GGT). GGT receives federal funding through 49 U.S.C. Chapter 53, Sections 5307, 5309, 5337 and 5339.

IV. Annual Review and Update of the ASP

The ASP is reviewed on an annual basis. The document review and update process, per 49 CFR Part 673.11(a)(5), ensures GGT completes an annual assessment of its ASP to determine if modifications or updates are necessary. GGT conducts this annual review to ensure the ASP is current and in compliance with Federal, State, and local regulations; as amended.

Annual ASP Review and Update Procedures

The following are responsible for initiating, developing, approving, and issuing changes to GGT's ASP Plan:

- Bus Safety Committee
- Director of Transit Training & Safety
- Bus Director of Transportation
- Bus Director of Fleet & Facilities
- Bus Director of Schedules & Service Development
- Deputy General Manager - Bus Operations / SMS Executive
- Director of Risk Management & Safety
- Deputy General Manager - Administration
- The District General Manager

In accordance with 49 CFR Part 673.13(b), GGT is required to submit its CEO Certifications and Assurances to FTA, via the FTA's Transit Award Management System (TrAMS) website to notify FTA that the GGT ASP is current and in compliance with Federal regulations as may be amended from time to time. The deadline for initial certification is on or before December 31, 2020 and annually thereafter.



ASP Annual Certification

On an annual basis, the SMS Executive, or designee, completes a comprehensive review of the ASP, addresses needed updates, and ensures the ASP is compliant with 49 CFR Part 673 and revised/new GGT policies and procedures. In the event the SMS Executive/designee, identifies needed updates to the ASP, the SMS Executive will review the revised ASP with the GGBHTD's General Manager. In accordance with the Bipartisan Infrastructure Law changes to the Public Transportation Agency Safety Plan requirements 49 U.S.C § 5329(d), the Bus Safety Committee will approve updates to the ASP as needed. Then the updated ASP will be formally approved by the District's Board of Directors as needed. The GGBHTD General Manager will subsequently approve and sign the revised ASP.

V. Emergency Preparedness and Response Plan

In accordance with 49 CFR Part 673.11, the District has established an Emergency Management Plan (EMP) and a correlating Emergency Operations Plan (EOP). The GGBHTD EMP addresses the planning, preparedness, response, recovery and mitigation plans, policies, procedures and guidelines to hazards. The EMP is augmented by the EOP, which addresses the planned response to extraordinary emergency situations associated with large-scale emergencies, disasters and events affecting or deemed a credible threat the District.

The District consists of the Golden Gate Bridge, Golden Gate Bus and Golden Gate Ferry facilities, operations and services within the counties of Contra Costa, San Francisco, Sonoma and Marin. Both the EMP and EOP address integration and coordination with other Federal, State and local governmental emergency management and transportation agencies and public transportation agencies and districts when required. The EMP is not intended to address day-to-day emergency procedures. The EMP:

- Establishes the internal emergency management organization required to plan, prepare for and mitigate any significant emergency or disaster affecting the District.
- Identifies the relationships and coordination between the District and local, regional, state and federal emergency management and transportation agencies to plan, prepare for and mitigate any significant emergency or disaster affecting the District or Region.
- Establishes the concept of operations for coordination, communication and command and control between the Districts field response teams/personnel, Incident Command Post (ICP) and the District EOC.
- Establishes the concept of operations for coordination, communication and command and control between the District EOC and Operational Area (OA), Regional, State and Federal EOCs and response.



The EOP establishes the overall concept of operations associated with the District's Emergency Operations Center (EOC) activities and recovery processes. Due to frequency of updates and the need to maintain version control, hard copies of the EOP are not distributed.

Both plans are based on the functions and principles of the Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), and the Incident Command System (ICS). The EMP identifies how the District emergency operational system fits into the overall California and National risk-based, all-hazard emergency response and recovery operations plan.

The District's EMP is maintained in electronic format and distributed via the District Employee Intranet (<https://hr.goldengate.org/>) and via the K Drive Collaboration Folder "Emergency Management Program". EMP Annexes and Appendixes containing confidential or sensitive plans and information are posted on the K Drive, with access granted to District Emergency Operations Center (EOC) Incident Management Team members, Emergency Management Advisory Committee and others as required.

The District EMP requires approval by the District Emergency Management Advisory Committee (EMAC) and the District's GM. The District's Security and Emergency Management Specialist is responsible for periodic review, updates, re-publishing and re-distribution of the Plan. Records of revision to the plan are maintained by the Security and Emergency Management Specialist. The plan may be modified as a result of post-incident analyses and/or post-exercise critiques. It may also be modified if responsibilities, procedures, laws, rules, or regulations pertaining to emergency management and operations change. Departments having assigned responsibilities under the EMP are obligated to inform the Security and Emergency Management Specialist when changes are required.

District Divisions or Departments may separately publish emergency procedures or plans that support the EMP. These emergency procedures describe the operation or functional response to specific emergencies unique to their specialized trades or operations. Additionally, they contain checklists and other resource material designed to provide users with the basic considerations and actions necessary for effective emergency response for the specific hazard or function. Divisions or Departments are required to have the Security and Emergency Management Specialist review the plans to ensure compatibility with the EMP and EOP and compliance with SEMS and NIMS.

Incident Management Team members are required to save an electronic copy of the EOP to their computer, laptop, tablet or other electronic devices they are likely to use in the EOC. Incident Management Team members may also print and maintain hard copies at their preference.

GGT's Security and Emergency Management Specialist works with Emergency Management Coordinators in member cities and counties to ensure there is a unified emergency response among GGT's member cities. Coordination takes place through meetings, email, phone conferences or other means as determined by the Emergency Management Coordinators.



GGT participates in state and regional exercises and conducts after action reviews to ensure lessons learned are incorporated into the emergency preparedness programs of all participants. Participants include but are not limited to counties, cities, towns, police departments, fire departments, emergency management, and other emergency response teams. The number and type of participants vary in accordance with the exercise. This is a regional effort.

VI. Safety Performance Targets

Pursuant to 49 U.S.C. § 5329(d), GGT's ASP includes safety performance targets based on the safety performance measures in the National Public Transportation Safety Plan. These measures help to inform GGT staff of the actions required to be taken to improve GGT's safety outcomes and SMS. GGT's performance targets are specific, measurable, attainable, relevant, and time-bound (SMART). As part of the annual review of the GGT ASP, Agency staff reexamine safety performance measures and determine how the measures should be refined, sub-measures developed, and performance targets selected.

GGT's safety performance target categories are listed below and are updated at least annually.

- **Assaults:** Total number of reportable assaults and rate per total vehicle revenue miles by mode.
- **Fatalities:** Total number of reportable fatalities and rate per total vehicle revenue miles by mode.
- **Injuries:** Total number of reportable events and rate per total vehicle revenue miles by mode.
- **Safety Events:** Total number of reportable events and rate per total vehicle revenue miles by mode.
- **System Reliability:** Mean Distance Between Major Mechanical Failures by mode.

GGT's annual safety performance targets per 100,000 revenue miles are listed below. Previous performance towards these targets is included in **Appendix G**.

Assaults:*	0.00	per 100,000 revenue miles	(Zero)
Fatalities:	0.00	per 100,000 revenue miles	(Zero)
Injuries:	0.10	per 100,000 revenue miles	(Total of 4)
Safety Event:	0.12	per 100,000 revenue miles	(Total of 5)
System Reliability:	3.80	per 100,000 revenue miles	(Total of 160)



* Performance targets for a risk reduction program are not required to be in place until FTA has updated the National Public Transportation Safety Plan to include applicable performance measures

Coordination with Metropolitan Transportation Commission (MTC)

The Metropolitan Transportation Commission (MTC) is the regional transportation planning agency for the San Francisco Bay Area pursuant to Government Code Section 66500. The MTC is the designated Metropolitan Planning Organization (MPO) for the San Francisco Bay Area, charged with carrying out the metropolitan transportation planning and fund programming processes required to maintain the region's eligibility for federal funds for transportation planning, capital improvements, and operations.

Federal transportation statutes require the MTC, in partnership with state and local agencies, develop and periodically update a long-range Regional Transportation Plan (RTP), and a Transportation Improvement Program (TIP) which implements the RTP by programming federal funds to transportation projects contained in the RTP. In order to effectively execute these planning and programming responsibilities, the MTC requires that each transit operator in its region that receives federal funding through the TIP prepare, adopt, and submit to the MTC a Short-Range Transit Plan (SRTP). The safety performance targets are shared with MTC, as part of GGT's Short-Range Transit Plan (SRTP) report submissions.

VII. Development and Implementation of SMS

The GGBHTD (or District) General Manager (GM) has delegated responsibility for implementing and maintaining the ASP to GGT's Deputy General Manager (DGM), who serves as the SMS Executive. The DGM oversees the GGT Safety, Operations, Maintenance and Scheduling staff, which monitor SMS development, implementation and continuous improvement of the SMS. This includes GGT's Safety Management Policy, and processes for Safety Risk Management, Safety Assurance, and Safety Promotion.

GGT's implementation of its SMS is a multi-year, phased approach. The GGT SMS Implementation Plan (SMS-IP) has been developed to identify the current agency safety program and potential means of improvement. The SMS-IP is a stand-alone document being managed by GGT's DGM / SMS Executive. As GGT's SMS-IP action items are developed and implemented, these policies and procedures will be added to the Agency's ASP during the annual review and revision cycle.

Based on current industry practices, the expected timeframe to fully implement SMS is 3-5 years. GGT's phased approach to SMS implementation includes four (4) phases as detailed below. The length of time anticipated to complete each phase is included. However, these times are approximate and may vary depending on available resources, training, how efficiently the previous phase was implemented, or various other factors outside of GGT's control.



Implementation Phase 1

Phase 1 aims to set the foundation for how GGT's SMS requirements will be met. The framework developed during Phase 1 guides GGT's implementation activities in subsequent phases. The approximate time to complete Phase 1 is 12 months. Activities and tasks that will occur during this phase include:

- Establish the GGT team member responsible for ensuring SMS implementation;
- Establish the team that is responsible for SMS implementation;
- Define the system for the SMS;
- Identify the differences between GGT existing safety efforts in comparison to SMS requirements;
- Develop overall SMS implementation processes for supporting the four (4) components of SMS;
- Establish a means for safety communication throughout the GGT organization.

Implementation Phase 2

Phase 2 furthers the SMS implementation process by creating essential safety management processes while also updating existing processes to improve the program. The primary goal of this Phase is to affirm existing practices and develop those that are still needed for full SMS implementation. The approximate time to complete Phase 2 is 12 months. Activities that will occur during this Phase include:

- Establish or redefine Safety Policy and objectives;
- Deliver training to GGT staff regarding the ASP and SMS plan components;
- Formalize safety risk management related to SMS;
- Further develop the means for safety communication as identified in Phase 1.

Implementation Phase 3

Phase 3 is directed toward ensuring safety information management, data gathering, and analysis processes are in place and defined. At the end of this Phase, GGT should be able to begin to use its data to aid in safety and hazard analysis. The approximate time to complete Phase 3 is 12 months. Activities that will occur include:

- Formalize voluntary hazards reporting procedure;
- Refine the safety risk management procedure;
- Refine occurrence reporting and investigation processes;



- Establish safety data collection system and metrics for which this data will be analyzed;
- Establish a formal management-of-change procedure that focuses on safety risk management;
- Review and update GGT's internal and external audit or review program;
- Continue SMS training for GGT personnel.

Implementation Phase 4

Phase 4 will finalize the SMS implementation process. This Phase focuses on Safety Assurance and relies on periodic and continual monitoring and feedback to identify and correct areas in the SMS. The approximate time to complete Phase 4 is 12 months. Activities that will occur include:

- Further refine the voluntary reporting procedure to include integration of hazards identified from these occurrence reports;
- Integrate hazard identification and safety risk management procedures with GGT contractors;
- Integrate hazard identification and safety risk management procedures for addressing items identified by the public (non-employees);
- Further define safety performance indicators to include targets;
- Establish operational and safety culture surveys for GGT employees in order to gauge effectiveness of the SMS;
- Continue SMS training for GGT personnel;
- Review and refine means of safety communication (if needed).



1.0 SMS - Safety Management Policy

1.1 GGBHTD, General Manager's Safety Management Policy Statement

Golden Gate Transit (GGT), a Division of the Golden Gate Bridge, Highway and Transportation District (District), is committed to prioritizing safety above all else when planning and delivering service, carrying out daily operational activities, and maintaining capital assets. This commitment to safety is embodied in GGT's policies and procedures, referenced in the Agency Safety Plan (ASP), which are based on the principles of a Safety Management System (SMS) and support the health and safety of our employees, contractors, customers and stakeholders.

The District's General Manager is the Accountable Executive, and the Deputy General Manager-Bus Division will serve as the SMS Executive, who is empowered and authorized to administer the ASP and continuously improve the processes necessary for supporting GGT's commitment to safety. The SMS Executive will further work collaboratively with all employees to emphasize their role in enhancing and promoting a non-punitive culture of safety by reporting, tracking, and reduction or elimination of hazards in the workplace. Each employee plays an active role in shaping the safety environment, underscoring the fact that everyone throughout the GGT organization is accountable for the delivery of the highest level of safety performance.

GGT's commitment is supported by the following safety objectives:

- **Support** the management of safety through the provision of appropriate resources, that will result in an organizational culture that fosters safe practices, encourages effective employee safety reporting and communication, and actively manages safety;
- **Integrate** the management of safety as the primary responsibilities of all managers and employees;
- **Clearly define** for all staff, managers, and employees, their accountabilities and responsibilities for the delivery of the organization's SMS performance;



- **Ensure** that all staff are provided with adequate and appropriate safety-related information and training, are competent in safety management matters, and are allocated only tasks that are commensurate with their skills; and
- **Establish and measure** our safety performance against realistic and data-driven safety performance indicators and safety performance targets.

GGT's formal (signed) Safety Management Policy Statement is included in **Appendix A**.

1.2 Purpose, Goals, and Objectives

1.2.1 Purpose

The purpose of the ASP, as written and approved by the District's General Manager and Board of Directors, is to establish formal mechanisms that each GGT Department must use to identify hazards associated with GGT's transportation systems; eliminate, minimize or control hazards; and to prevent injuries, accidents and other losses. The ASP demonstrates GGT's commitment to safety and compliance with Federal, State and local regulations.

1.2.2 Goals

The goals of the ASP are to establish processes and procedures that will:

- Enable the identification, elimination, minimization and control of safety hazards and their potential consequences;
- Allow GGT to maintain a superior level of safety in its transportation operations and work environments;
- Comply with the applicable requirements for regulatory agencies;
- Support and implement technology projects and process and procedure improvements to increase operation, performance, and safety cost-effectiveness;
- Expand opportunities for external customer convenience at bus stops, during travel, and for providing input on GGT services;
- Partner with internal customers to provide the best service; and
- Improve Bus Fleet configuration and preventive maintenance to meet customer needs and comply with various laws/regulations.

1.2.3 Objectives

GGT's management is responsible for providing leadership in promoting safety and ensuring employees are committed to the safety of GGT's customers, employees, property, and the public coming in contact with GGT's system. Each GGT Department is directed and



empowered to administer the ASP and its specific activities for the prevention, identification, control, and resolution of unsafe conditions and actions.

The following objectives have been established to assist GGT in achieving its safety initiatives. Each Department is responsible for establishing activities and goals to assist GGT in meeting its principal objectives. **Appendix H** provides GGT's Departmental Safety Responsibilities Matrix, which details the departments, tasks, and responsibilities required to be implemented to meet the following objectives:

- Establish safety policies, procedures and requirements to integrate safety into GGT's decision-making and operations;
- Hire and train qualified personnel;
- Assign responsibility related to safety policies, procedures, and requirements;
- Establish documented standards and procedures for safety training and performance;
- Verify employee compliance to safety policies, procedures, and rules;
- Evaluate routes and scheduling for safety issues;
- Evaluate the safety implications of proposed modifications of bus routes and facilities, prior to implementation;
- Investigate accidents, incidents, occurrences, and injuries; and
- Identify, analyze, track and resolve hazards in a timely manner.

1.3 ASP – Staff Accountabilities and Responsibilities

1.3.1 Accountable Executive

The District's GM is designated as the Accountable Executive and has ultimate responsibility for carrying out GGT's ASP. The District's GM is also responsible for carrying out GGT's Transit Asset Management (TAM) Plan; and controls and directs the human and capital resources needed to develop and maintain both the ASP, in accordance with 49 U.S.C. 5329(d), and the TAM Plan, in accordance with 49 U.S.C. 5326. Additionally, the District's GM is accountable for ensuring that GGT's SMS is effectively implemented throughout GGT's public transportation division and is accountable for ensuring action is taken to address substandard performance in the Agency's SMS program.

1.3.2 SMS Executive

The GGT DGM is designated by the District's GM as the SMS Executive for GGT. The SMS Executive holds a direct line of communication and reporting to the District's GM, who is the Accountable Executive. As an adequately trained senior leader at GGT, the SMS Executive has the authority and responsibility to establish, implement and maintain a compliant ASP. The SMS Executive is also responsible for the implementation of SMS throughout the GGT Division within the District. This responsibility includes:



- Coordinating safety oversight with GGT's DGM;
- Planning and fostering a positive SMS culture;
- Ensuring the ASP is reviewed annually (and updated as needed);
- Coordinating Safety Risk Management activities;
- Overseeing and coordinating Safety Assurance practices;
- Monitoring safety performance and targets through data collection and analysis; and
- Tracking of safety critical issues.

1.3.3 Executive Management Team

GGT's Executive Management Team consists of the DGM's direct reports and is responsible for the communication, implementation, and management of their assigned responsibilities of the ASP, as outlined in **Appendix H**, Safety Responsibilities Matrix.

1.3.4 Key Staff

GGT's key staff consists of operations and maintenance supervisors and management training instructors/driver training instructors. These managers are responsible for ensuring employees receive the required SMS training and for carrying out the important SMS activities. GGT's key staff also includes its safety and service committees which are represented by front-line operators, maintenance and dispatch personnel. This committee is responsible for evaluating risks and determining appropriate mitigation actions for each. The Environmental, Health and Safety Specialist in Risk Management also has a key role in SMS, by supporting the management of the Hazard Tracking Log and using data to evaluate GGT's safety performance.

1.3.5 Employees

All GGT employees and contractors are held accountable for their safety performance and for compliance with rules and regulations. Employees are expected to immediately address safety concerns within their control.

1.4 Employee Reporting Program

Employees are to report unsafe conditions and issues, that they cannot immediately resolve, with procedural compliance to their supervisor or manager. GGT's Management encourages employees to report safety concerns with no fear of reprisal. Retaliation of any kind taken against employees, contractors or the public for reporting safety concerns is not tolerated.

As part of the implementation process, reported safety concerns are tracked in the appropriate hazard tracking format as outlined in the Safety Risk Management (SRM) section of this ASP. For employee reported safety concerns, where contact information is provided, the



recipient of the safety concern is responsible to follow-up with the employee. If an employee feels that a reported safety concern is not being addressed in a timely manner, the employee is encouraged to escalate unsafe issues to their safety committee representative, GGT's Director of Transit Training & Safety, or to the DGM.

GGT provides employees with training in the use of the GGT Safety Notice form. This form is intended to provide GGT employees with the ability to report safety concerns (anonymously, if desired) and afford the management team with an opportunity to address employee safety concerns. Completed forms may be submitted to any management person or dispatcher, who will then forward the forms to the central collection office of the Director of Transit Training & Safety. Following initial screening and documentation into the hazard tracking log, the Director of Transit Training & Safety distributes the form to the appropriate Department for further investigation and follow-up.

Reported issues will be reviewed, and a determination will be made (unfounded, credible with immediate resolution or mitigation required, or credible with long term mitigation until final solution can be made) as to the mitigations to be implemented. Responses to how the safety concern was addressed are sent back to the Director of Transit Training & Safety who ensures that the reporting employee receives proper feedback for his/her concern (if employee contact information was included on the GGT Safety Notice form).

1.5 Safety Plan and Policy Dissemination

As part of the GGT SMS-IP, GGT will establish a policy to ensure that the ASP is maintained as a controlled document (version # and date) meeting quality assurances for oversight. GGT will also establish procedures to ensure that only the most current revision of the document is disseminated and made available to all employees.

As part of the GGT SMS-IP, all GGT employees will receive training on the ASP, SMS, and GGT's Safety Management Policy. Additionally, GGT's Director of Transit Training & Safety ensures that the Agency's New Operator Training Program is updated to reflect the ASP, SMS, and Safety Management Policy and revisions thereto.



2.0 Safety Risk Management (SRM)

GGT's Safety Risk Management (SRM) Process includes safety aspects related to revenue service operations, maintenance, and public safety.

2.1 Overview

SRM is the process for identifying hazards and analyzing, assessing, and mitigating the potential consequences of hazards. Hazard identification and resolution is one of the goals of the GGT Safety Program. This process is applicable to all levels of the organization. It is how hazards are identified and analyzed for potential impacts and severity on the transit system. It also describes how identified hazards are resolved in a manner acceptable to management.

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

The GGT DGM / SMS Executive, under the direction of the District's GM, is directly responsible for establishing and implementing a SRM process. SMS Executive will consult with the Attorney for the District on hazards that have a Safety Risk Index of "High". The SRM process includes the following:

- Safety hazard identification;
- Safety risk assessments; and
- Safety risk mitigations.





2.2 Safety Hazard Identification

Safety hazard identification is an on-going process as the staff of GGT and its front-line employees seek to continuously improve the level of safety for the employees, its passengers, and the general public.

2.2.1 Sources of Hazard Identification

GGT has several sources of hazard identification activities including, but not limited to, the following:

- Employee Safety Reporting Program (GGT's Safety Notice Form submissions)
- Bus Stop Repair Form (maintenance)
- FTA Guidance (i.e. Safety Bulletins, General Directives, and Notices)
- General industry trends; as provided by various external sources
- Bus Safety Risk Assessment Committee
- Bus Safety Committee
- Operations Safety Committee
- System Performance Review Committee Reports/Statistics
- Cameras and Data Recorders
- Customer complaints and reports of unsafe conditions
- Job Hazard Analysis (JHAs)
- Internal Safety Audits
- Inspections of facilities
- Training and Evaluation Records
- Preventive Maintenance Inspections (PMIs)
- Maintenance MAXIMO software system
- Toolbox Talks
- Employee Injury Investigations and Final Reports
- Monitoring of Normal Operations
- GGT's Operator Pre-trip/Post-trip Safety Inspection Form (Defect Card).
- Reports obtained by the Bus Operations Dispatch staff
- District Emergency Management Advisory Committee (EMAC)



2.2.2 Managing Identified Hazards

Identified hazards are communicated to the management staff for either operations or maintenance depending on the nature of the hazard. Hazards are also reported by bus operators via the Dispatch Office.

Employees are expected to address safety concerns within their control immediately. Employees are also expected to report unsafe conditions and safety issues related to work assignments and work areas to a Dispatcher, Supervisor, or Manager for immediate follow-up.

The Director of Transit Training & Safety, Director of Transportation, and the Director of Fleet & Facilities, or their designees determine the seriousness of the identified hazard and the actions required to effectively mitigate the potential consequences of the hazard. SMS Executive will consult with the Attorney for the District on hazards that have a Safety Risk Index of “High”.

As part of the GGT SMS-IP, GGT will incorporate the use of a Hazard Tracking Log (HTL) in the operations and maintenance departments. The HTL will be reviewed by Department heads, or designees to determine if the identified hazard meets the Agency’s threshold to conduct further analysis for safety risk. Additional safety risk analysis includes conducting safety risk assessments, assigning hazard risk indexes, and establishing corrective action plan(s) (CAP) to mitigate the potential consequences of hazards.

2.2.3 Hazards, Events, and Potential Consequences

The SRM process requires understanding the differences between hazards, events, and potential consequences. The SRM Definitions Checklist provided by FTA and listed below as **Table 1**, will support GGT with its understanding and distinguishing between these terms when considering safety concerns, and to help address Part 673 requirements while developing the SRM section of its SMSP-IP.

Table 1: SRM Definitions Checklist (FTA)

What is it? If you can select all 3 in one box, it's...	A Potential Consequence ☐ Not a real or potential condition ☐ Can be caused by a hazard ☐ Hasn't happened yet, but could be similar to a past event
A Hazard ☐ Real or potential condition ☐ Can cause a consequence ☐ Not an event	An Event ☐ Accident, incident or occurrence ☐ Not a real or potential condition ☐ Has already occurred



The following procedures are followed whenever a potentially unsafe or unhealthy condition or work practice is identified.

- Employees who discover potentially hazardous conditions are expected to take immediate action, within their scope of authority and if not in imminent threat to their personal health and safety, to reduce or eliminate the hazard. They must then report the hazard to their supervisor without delay.
- When the hazard is extreme or when there is imminent danger to other employees or the public, the employee should take steps to warn other employees and / or isolate the hazard, to the extent possible without imperiling their personal safety, until the situation can be evaluated by a supervisor.
- Department Managers will promptly evaluate all potential hazards reported to them and will initiate corrective action in a timely manner. In cases where the necessary corrective action is outside the supervisor's individual scope of authority, he or she will promptly communicate the hazard and any recommendations to those who do have the authority to make the necessary corrections.
- In the event that corrective action cannot be taken immediately, the Manager will ensure that employees are informed of the existing hazard and that adequate measures are in place to protect exposed employees.
- When an imminent hazard threatens the health or safety of employees, the supervisor will remove all employees from the area. Employees required to enter the area to correct the hazard will be provided with the necessary safeguards and will work under direct supervision.

The priority assigned to any given remedial action will be based on the degree of hazard. Imminent danger situations will receive highest priority for correction.

2.3 Safety Risk Assessment

Risk Assessment is a quantitative calculation based on largely subjective judgments used to determine the potential consequences of a hazard and thus the required action(s) to eliminate or reduce hazard risk to an acceptable level.

GGT conducts monthly system/safety performance assessments, as completed by the GGT System Performance Review Committee. These assessments include safety, vehicle mechanical failures, accidents and injuries, as well as service reliability, operator staffing levels, historical National Transit Database (NTD) information, and other key performance indicators.

GGT's Bus Safety Risk Assessment Committee and Bus Safety Committee meets monthly to discuss new and unresolved hazards and the status of mitigations being implemented to resolve hazardous conditions and reduce potential negative consequences. The Committee maintains a tracking log (agenda) and open safety concerns are carried over to subsequent monthly meetings until resolved.



As part of its ASP development process, GGT has established formal procedures for assessing the potential consequences of hazards and prioritizing the hazards based on an assigned safety risk index. As such, GGT includes assessments of safety risk in terms of likelihood (the probability of a consequence occurring) and severity (the seriousness of a consequence, if it occurs). GGT has adopted and uses a variation of the U.S. Department of Defense's Military Standard 882E (MIL-STD-882E), which outlines a commonly used approach for conducting safety risk assessments (see **Table 2** below) and is commensurate to the size and scope of GGT's operations.

Table 2: Risk Assessment Matrix

Risk Assessment Matrix				
Likelihood/ Severity	Catastrophic (1)	Critical (2)	Marginal (3)	Negligible (4)
Frequent (A)	HIGH	HIGH	HIGH	MEDIUM
Probable (B)	HIGH	HIGH	MEDIUM	MEDIUM
Occasional (C)	HIGH	MEDIUM	MEDIUM	LOW
Remote (D)	MEDIUM	MEDIUM	LOW	LOW
Improbable (E)	LOW	LOW	LOW	LOW

The Risk Assessment Matrix facilitates the assignment of a Safety Risk Index by evaluating the likelihood and severity of potential consequences occurring if no action is taken. The likelihood and severity assessment Tables are included below.

Table 3: Likelihood of Potential Consequences

Level	Description	Specific Individual Item	Fleet or Inventory
A	Frequent	Likely to occur frequently.	Continuously experienced
B	Probable	Likely to occur several times in the life of an item.	Will occur frequently
C	Occasional	Likely to occur sometime in the life of an item.	Will occur several times
D	Remote	Unlikely but possible to occur in the life of an item.	Unlikely but can reasonably be expected to occur
E	Improbable	So unlikely, it can be assumed occurrence may not be experienced	Unlikely to occur, but possible

**Table 4: Severity of Potential Consequences**

Category	Description	Description
1	Catastrophic	Death, system loss, or severe environmental damage.
2	Critical	Severe injury, severe occupational illness, major system or environmental damage.
3	Marginal	Minor injury, minor occupational illness, or minor system or environmental damage.
4	Negligible	Less than minor injury, occupational illness, or less than minor system or environmental damage.

Based on the use of the safety risk assessment tools detailed above, GGT staff can assign a Safety Risk Index (**Table 2**) and use **Table 5** to establish the mitigation criteria.

Table 5: Hazard Resolution Acceptance Criteria

Safety Risk Index	Criteria by Index
HIGH	<u>Unacceptable – Action Required:</u> Safety risk must be mitigated or eliminated.
MEDIUM	<u>Undesirable – Management Decision:</u> Management must decide whether to accept safety risk with monitoring or require additional action.
LOW	<u>Acceptable with Review:</u> Safety risk is acceptable pending management review.

Safety critical hazards that have been identified must be controlled or eliminated so that the hazard does not continue to pose a danger. The controls may be done in a temporary manner until a long-term mitigation has been implemented. Dependent on the risk ranking of the hazards' likelihood and severity, a multi-departmental team may be established to analyze and control these risks/hazards. The team may be comprised of the following personnel:

- Bus Safety Risk Assessment Committee team members;
- Bus Safety Committee team members;
- Subject matter experts (SMEs) for the system;
- Front-line personnel and supervisors;
- All levels of labor; and
- Safety staff, as support.



2.4 Safety Risk Mitigation

GGT has established a Risk Reduction Program to improve safety for transit operations by reducing the number and rates of accidents, injuries, and assaults on transit workers based on data submitted to the national transit database. Data on accidents, injuries, and assaults are tracked and discussed on a monthly or quarterly basis. Any hazards identified will follow the Safety Risk Management process outlined in Section 2.0 of the ASP.

The Risk Reduction Program considers mitigation actions to reduce: (i) vehicular and pedestrian accidents involving buses, such as measures to reduce visibility impairments for bus operators that contribute to accidents; and (ii) assaults on transit workers, such as deployment of assault mitigation infrastructure and technology on buses.

2.4.1 Hazard Controls

When possible, the following order of precedence is used by the Bus Safety Risk Assessment Committee and the Bus Safety Committee to eliminate or control hazards and their associated risks. It is important to note, however, that a combination of several or all of the following may be used, depending on the nature and extent of the hazard and its potential consequences:

- **Design for minimum risk:** The priority is to eliminate or control identified hazards through engineering and design. This is applicable for facilities, rolling stock and equipment, park & rides, routes, transit stations, and product selection, etc.
- **Use of Safety Devices:** Identified hazards that cannot be eliminated or controlled through design selection shall be controlled to an acceptable level using fixed, automatic, or other protective safety design features, devices or personal protective equipment (PPE). Provisions shall be made for periodic functional checks of safety devices.
- **Use of Warning Devices:** When neither the design nor the safety devices can effectively eliminate or control an identified hazard, devices may be used to call attention to the condition and to generate an adequate warning signal to mitigate the risk or provide for personnel evacuation. Warning signals and their application may be designed to minimize the probability of incorrect personnel reaction to the signals and may be standardized within like types of systems.
- **Implementation of Policies/Procedures and/or conducting training:** Where it is impossible to eliminate or adequately control a hazard through design selection or use of safety and warning devices, procedures and training shall be used to control the hazard. Procedures may include the use of PPE. Precautionary notations on signs shall be standardized as specified by management. Safety critical tasks and activities may require certification of personnel proficiency.



Minimize Exposure to Infectious Diseases

Golden Gate Transit has put in place strategies for mitigating infectious diseases that are consistent with guidelines from the Centers for Disease Control or State Health Authority (Cal OSHA) are as follows, but not limited to:

- Posters reminding people to wash hands
- Signs to social distance
- Provide hand sanitizers, face masks to employees
- Health screening
- Contact tracing
- Cleaning and disinfecting buses
- Installation of plexiglass barriers
- Employees work from home to minimize exposure
- Provide training and informational materials including safety bulletins, online videos to employees, such as

All Bus Maintenance employees receive

- Blood borne pathogen training
- Hazard communications training
- Safety Data Sheet (SDS) training, right to know
- Personal Protective Equipment (PPE) training

2.4.2 Evaluation of Existing Safety Risk Mitigations

GGT senior leadership, Bus Safety Risk Assessment Committee, and its Bus Safety Committee evaluates current controls in place which should (or may) have prevented the existence of an unacceptable hazard. As such, GGT's evaluation may include a review of its established policies, procedures, and methods intended to reduce potential negative outcome for identified hazards.

2.4.3 Implementation and Tracking Safety Risk Mitigations

As part of the GGT SMS-IP, GGT will establish formal processes to track the implementation of new, modified, and existing safety risk mitigations and through its SMS, for Safety Assurance (see ASP, Section 2.2.2). GGT will establish formal processes and procedures for verifying the effectiveness of implemented safety risk mitigations.



2.4.4 Management of the SRM Process

As part of the GGT SMS-IP, GGT will assign specific staff members to oversee and maintain the SRM process. These assigned staff members will be responsible for establishing reporting mechanisms and timelines for regular reporting to senior leadership. These include Director of Transit Training & Safety, Environmental Health & Safety Specialist, the Bus Safety Risk Assessment Committee, and the Bus Safety Committee.

DRAFT



3.0 Safety Assurance

Safety Assurance is used by GGT to implement, review and quantify the organization's adherence to applicable rules, regulations and standards. These Safety Assurance processes provide GGT and its executive leadership with a means of assessing if GGT is meeting its safety objectives and performance goals.

GGT and its safety committees routinely seek feedback from GGT employees, Supervisors, and Managers to better understand the effectiveness of GGT's SMS.

With the publication of 49 CFR Part 673 and FTA's additional guidance GGT's senior leadership, staff, and employees have become knowledgeable of the requirements for managing its ASP and the implementation of its SMS. Moreover, GGT will take advantage of the additional safety management tools, which are now available to the transit industry, to assure the effectiveness of GGT's safety risk controls, Management of Change, and the continual improvement of its SMS. Results from GGT's annual review of its ASP will be used to update the ASP, Section 1.2.2 (Goals) and Section 1.2.3 (Objectives) as needed.

3.1 Safety Performance Monitoring and Measurement

Safety performance monitoring and measurement involves the continual monitoring of GGT's activities to understand safety performance. Through these efforts, GGT can determine whether it is meeting its safety objectives and safety performance targets. As part of the GGT SMS-IP, GGT will expand its monitoring to include the extent to which it is effectively implementing its SMS.

3.1.1 Internal Safety Audits (ISA) – System Compliance

Each **Department Manager** is responsible for assuring that those safety program activities applicable to his or her department are carried out effectively and within any prescribed time limits. These responsibilities include the following:

- Assure that required safety inspections are conducted and properly documented.
- Assure that required safety meetings are held and properly documented.



- Assure that required maintenance and inspection cycles are performed on "safety critical" equipment and that this maintenance is properly documented.
- Assure that personal protective and safety equipment is properly used where required.
- Assure that employees working under their control follow established safe work practices and obey safety rules.
- Assure that all containers are properly labeled and MSDS's are available for all hazardous substances in the work area.
- Assure that all accidents and incidents are properly reported, investigated and documented.
- Within their scope of authority, assure that timely action is taken to correct any hazardous condition which exists in the workplace.

Additionally, GGT's Director of Transit Training & Safety, Director of Transportation, and Director of Fleet & Facilities - are responsible for developing departmental policies and procedures for the safe operations within their respective departments. If a policy or procedure is found to be ineffective, the Directors will take immediate action to address the shortcomings. In most instances, the Directors seek input from their immediate staff/supervisors and employees; as front-line buy-in is critical to the success of the departments' safety initiatives and operating practices.

As part of the GGT SMS-IP, GGT will develop formal processes to monitor the Agency's compliance with its own methods and procedures used to safely operate and maintain the system. As such, GGT will develop an ISA program which includes a formal process for identifying non-compliance with GGT's established policies, procedures, safety inspections, and methods of documenting safety practices across all departments within the GGT Division of the District.

As part of the GGT SMS-IP, GGT will develop a formal Standard Operating Procedure (SOP) to address the need to establish audit checklists, creating an annual schedule for conducting ISAs, departments and facilities subject to ISAs, staff/employee training, and a reporting mechanism to inform senior leadership of ISA results and findings/recommendations to address subpar system compliance.

Audit checklists will be developed and formally adopted for the purposes of assessing compliance with current agency policies and procedures; as well as for the determination of GGT's overall safety performance. The following policies and procedures may be used to support the development of the ISA program checklists:

- Accepted Operations and Maintenance Practices
- District-Level Policies, Procedures, and Expectations
- Departmental Rule Book(s), Safety and Operating Bulletins
- Emergency Preparedness/Response plans (EMP and EOP)



- Established Training Programs
- Management and/or administrative plans/procedures
- Hazard tracking logs
- Industry Best Practices
- Federal, State, and Local regulations and guidance (i.e. FTA, Cal/OSHA, Building & Fire Codes, etc.)
- Other sources as determined by the ISA team and/or Senior Leadership

The following areas are subject to monthly safety inspections:

- San Rafael Bus Maintenance Shops (Heavy Duty Shop, Body Shop, Fuel Island, Wash Rack, Maintenance Shop, Stores etc.)
- Novato Bus Maintenance Facility
- Santa Rosa Bus Maintenance Facility
- San Francisco Bus Lot

The following locations are subject to semi-annual safety inspections:

- San Francisco Driver's Room
- Santa Rosa Terminal/Driver's Room
- Novato Terminal/Driver's Room
- San Rafael Administrative Offices/Driver's Room

Revenue vehicles and administrative vehicles are inspected daily, prior to operation. All GGT vehicles are subject to regular and routine inspections by the Maintenance Department.

In order to maintain the integrity of the ISA program, GGT will establish an ISA team to conduct the internal safety audits annually. Team members will be selected from the GGT staff list and based on qualifications necessary to conduct the ISAs. ISA team members may not participate in ISA audits being conducted within their own respective department or function. The GGT DGM, or designee, will determine a substitute audit team member for scheduled audits in which this situation exists.

3.1.2 Rules Compliance Review Process

GGT's Operations Department Managers and Supervisors conduct ride checks, safety audits, and field observations in order to monitor compliance with, and sufficiency of, GGT's bus operations policies, procedures, and operating rules. Likewise, Maintenance Department Managers and Supervisors monitor compliance with maintenance policies, procedures, and performance standards. Lead employees and trainers assist GGT's staff in performing these



assessments. Department Managers are also responsible for the auditing, inspection, and necessary follow-up required to ensure compliance with the District-level *Standards of Conduct and Discipline*; as detailed in the District's Human Resources Guide.

As part of the GGT SMS-IP, GGT will expand its rules compliance monitoring to include the identification of safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended.

3.1.3 Integration of Safety with Procurement Process

GGT has established a process to ensure that new items are reviewed by GGT Maintenance and Risk Management / Safety prior to purchasing. An "Intake Form" is completed and reviewed before items can be purchased. A Safety Data Sheet (SDS) is required to be attached to the form for the safety review.

3.2 Accident/Incident Notification, Investigations and Reporting

GGT has established procedures for the investigation, reporting, and documentation of accidents and incidents including assaults. For Operators, these procedures, including radio calls and written reports, are outlined in MOU Article 53. Employees are trained on the procedures, which are also contained in the employee handbook.

As part of the GGT SMS-IP, GGT will develop a formal SOP for conducting investigations of safety events (accidents, incidents including assaults, and occurrences). The SOP will include a requirement to identify causal factors which may contribute to the occurrence of safety events.

3.2.1 Notification

Operators are expected to notify Central Dispatch immediately following collisions, assaults, and/or injuries involving employees, passengers or the general public. Operators and supervisors must complete a written report using the Accident Report, Incident Report, or Equipment Damage report; based on the circumstances of the event. Similarly, maintenance or other employees must follow the established procedures for reporting accidents/incidents or assaults to the appropriate staff. For Maintenance employees refer to the Maintenance Rules, Regulations and Policies Booklet. All completed report forms must be submitted in a timely manner and delivered to one of the following designated personnel:

- A Dispatcher at any Division
- Transportation Field Supervisors
- Direct Supervisor or Manager

Director of Transportation, Director of Fleet & Facilities or Director of Transit Training & Safety notifies the Deputy General Manager of Bus and/or District General Manager on collisions involving major injuries, assaults, fatalities and/or major property damages.



3.2.2 Investigation Procedures

Accident

When a bus operator is involved in an accident, regardless of severity, the following procedures must be followed regarding post-accident reporting:

Dispatchers

- Dispatch a Supervisor to investigate
 1. Determine if criteria are met for post-accident drug / alcohol testing
 - a. Test if required
 2. If post-accident drug/alcohol testing is required, coordinate information regarding post-accident testing
- Complete the post-accident questionnaire form
- Forward the form to the Safety/Training Coordinator

Transportation Field Supervisors

- When dispatched to investigate an accident
 1. Determine if criteria have been met for post-accident drug / alcohol testing
 - a. Test if required
 2. Take the operator to the testing facility or arrange for on-site test
 3. Sign the post-accident questionnaire form
 4. Complete a written report within the 48-hour time limits
 5. Forward the report to the Manager of Transportation Field Operations with photos

Safety & Training Coordinator

- Collects reports from Dispatch office
- Collects post-accident questionnaire forms from dispatch office
- If an operator was tested post-accident:
 1. File Supervisor report in the accident file
 2. Forward the packet with post-accident form to Benefits Coordinator when requested
- If there was no test conducted for post-accident, file the post-accident form with the operator's report.



Manager of Transportation Field Operations

- Reviews post-accident questionnaire forms for testable events
- Reviews Supervisor report

When a bus maintenance employee is involved in an accident, regardless of severity, the employee must fill out an Incident Report form and provide it to their direct Supervisor. The following procedures must be followed regarding post-accident reporting:

Chief Mechanic

- Reviews the Incident Report
- Notifies Fleet and Facilities Superintendent to investigate

Fleet and Facilities Superintendent

- Reviews Incident Report and investigates accident
 1. Determine if criteria have been met for post-accident drug / alcohol testing
 - a. Test if required
 2. Take the employee to the testing facility or arrange for on-site test
 3. Sign the post-accident questionnaire form
 4. Complete a written report within the 48-hour time limits
- If an employee was tested post-accident:
 - File Supervisor report in the accident file
 - Forward the packet with post-accident form to Benefits Coordinator when requested
- If there was no test conducted for post-accident, file the post-accident form with the employee's Incident Report.

Assault

When a bus operator or any other employee is involved in an assault, the following investigation procedures must be followed:

Dispatchers

- Call local law enforcement
- Dispatch a Supervisor to investigate



- Notify Director of Transit Training & Safety and other Bus Division Management as needed

Transportation Field Supervisors

- When dispatched to investigate an assault
 - Respond to the scene and offer assistance and resources
 - Gather necessary information from responding local law enforcement agency
 - Complete a written report within the 48-hour time limits
 - Forward the report to the Director of Transit Training & Safety, and other Bus Division Management as needed
- Transportation Field Supervisor on office shift
 - Collects reports from Dispatch office
 - Updates the accident/incident log

Director of Transit Training & Safety

- Gathers and provides Legal with the necessary assault information and reports
- Notifies Legal to conduct an assault assessment
- Participates in the coordination and communications of restraining orders as determined by Legal

3.2.3 Reporting

GGT submits electronic monthly and annual reports of Accidents/Incidents, Assaults, and Injuries, via FTA's National Transit Database (NTD) website. Major Events are reported by mode separately for each event. Information includes number of fatalities, number of injuries, total estimated property damage, date, time, and address of the event, etc. Reports also include a brief synopsis of each event. For minor events: GGT reports the number of events by location (in revenue facilities, on transit vehicles, in non-revenue facilities); the number of injuries by category (customer, worker, or other); and location for fires and life-safety evacuations of revenue service vehicles. GGT's *System Performance Review Committee* generates a monthly analysis report which includes the NTD data points described above.

In compliance with TSA regulations, GGT reports all potential threats or significant security concerns as per Appendix A Part 1570.203 by calling the TSOC within 24 hours of initial discovery. Reporting information includes:

- The name of the reporting individual and contact information, including a telephone number or email address name of the reporting individual and contact information.



- The affected transit vehicle, motor vehicle, station, terminal, or other facility or infrastructure, including identifying information and current location.
- Scheduled origination and termination locations for the affected transit vehicle including departure and destination city and route.
- Description of the threat, incident, or activity, including who has been notified and what action has been taken.
- The names, other available biographical data, and/or descriptions (including vehicle or license plate information) of individuals or motor vehicles known or suspected to be involved in the threat, incident, or activity.
- The source of any threat information.

3.3 Employee Reporting Program - Information Monitoring

As stated in GGT's ASP, Section 1.4 above, employee reported safety concerns are tracked in the appropriate hazard tracking format per the Safety Risk Management section of this ASP. For employee reported safety concerns, where contact information is provided, the recipient of the safety concern is responsible to follow-up with the employee.

As part of the GGT SMS-IP, GGT will establish a formal process to follow-up with employees and supervisors to determine the effectiveness of safety risk mitigations and to identify potential modifications which may be needed.

3.4 Management of Change

As part of the GGT SMS-IP, GGT will develop a process to identify and assess changes that may introduce new hazards or impact safety performance. These changes will be evaluated through the agency's SRM process and through the Bus Safety Risk Assessment, and the Bus Safety Committee function, to ensure proposed system changes are effectively assessed prior to the changes being made. Potential changes may include changes to revenue service routes, operating and maintenance procedures, software changes, hiring practices, and GGT's system policies, procedures, and methods for the management of GGT operations. Potential system changes may include:

- Regulatory requirements;
- Internal and external audit findings/recommendations;
- City and regional planning;
- Service environment;
- New technology;
- New processes or procedures;



- Switching to new maintenance parts/products (i.e. chemicals); and
- New/Revised employee union contracts.

Proposed changes may also originate from information reported through internal and external safety reporting programs including equipment and supply manufacturers' guidance.

3.5 Continuous Improvement

As part of the GGT SMS-IP, GGT will develop a process to assess safety performance to support continuous improvement and to identify, document, and carry out, under the direction of the Accountable Executive, a plan for addressing identified safety enhancements. GGT will conduct annual safety performance assessments in conjunction with the annual review and update of the ASP.



4.0 Safety Promotion

Safety Promotion involves the training, awareness, and communication that supports GGT's SMS and safety initiatives.

4.1 Competencies and Training

GGT's Safety Training Program provides employee training for each work group and individual employee. The level of training provided is commensurate to the specific job knowledge, skills, and duties associated with each employee position at GGT.

As part of the GGT SMS-IP, GGT will expand its current safety training initiatives to establish a documented comprehensive Safety Training Program including Assault and De-escalation training. The SMS-IP will include formal documentation of the competencies and training being provided to employees and will include the necessary knowledge, skills, and abilities for GGT personnel to safely fulfill their respective job duties. The revised Safety Training Program will also include a requirement for employee refresher training, as necessary. Additionally, GGT's senior leadership will work to identify additional internal and external sources of available safety training for its key staff and committee members.



4.1.1 Bus Operators – New Hire Training Program

GGT has an extensive 11-week New-Hire Bus Operator Training Program, which includes classroom, obstacle course, and behind-the-wheel, training and qualification assessments. GGT's training program curriculum is notated, via the Training Calendar which also includes multiple agency subjects related to GGT's policies and procedures for the following:

- Pre-trip Inspections;
- Bus Pads;
- Smith System;
- Assault Prevention;
- De-escalation - Cooperation not Conflict;
- Transit and Route Guide;
- Runbook/Running Board;
- Fare Zones/Transfers;
- Americans with Disabilities Act (ADA);
- Drug & Alcohol;
- Workers Compensation;
- Harassment/Diversity;
- Blood-borne Pathogens;
- Ergonomics;
- Emergency Procedures;
- Benefits;
- Payroll;
- Written Exams;
- Obstacle Course Evaluations;
- Division of Motor Vehicle (DMV) Testing; and
- Driving Skills Testing

The Bus Division Mentor and Apprenticeship Programs promote the professional development of Golden Gate Transit bus operators by facilitating meaningful mentor relationships through the development of professional standards and training.

As part of the GGT SMS-IP, GGT will expand its current New-Hire Bus Operator Training Program to include training modules related to GGT's ASP and SMS.



4.1.2 Operations Dispatchers

GGT's Dispatcher Training Program includes a comprehensive 6-month on-the-job training (OJT) program whereby senior dispatchers train their junior counterparts on the responsibilities, expectations, and duties of their respective positions. The training program includes written and demonstration proficiency testing across all dispatch work shifts for the purpose of verifying satisfactory performance in this critical role for GGT's successful and safe service operations.

The GGT Dispatch Policies and Procedures Manual provides information necessary for dispatchers to properly perform their duties. It is intended to be a user guide to supplement the Dispatchers' Memorandum of Understanding (MOU).

4.1.3 Transportation Supervisors

GGT's training program for new Transportation Supervisors includes an initial 4-week on-the-job training (OJT) schedule whereby Senior Supervisors train their junior counterparts on the responsibilities, expectations, and duties of their assigned roles.

4.1.4 Maintenance Personnel

GGT's training program for new maintenance employees includes a highly detailed training outline and specific training curriculum for the following maintenance work groups:

- Bus Mechanics, Non-Rev Mechanic;
- Bus Servicers;
- Body and Fender Mechanic;
- Painter;
- Electronic / Farebox Technician;
- Trimmer;
- Building Maintenance Mechanic; and
- Storekeepers

GGT's Director of Fleet & Facilities has established a booklet entitled: "*Bus Transit Maintenance Department: Rules, Regulations, and Policies (December 2021)*". The booklet covers a wide variety of safety topics, rules, attendance, and substance abuse requirements. As part of GGT's SMS-IP, this document will serve as the basis for developing many of the SMS processes for the Maintenance Department and will include quality control measures for annual review, revisions, employee training, and employee distribution.



New mechanics are placed with experienced mechanics to “shadow” for several months in lieu of an official training program. For a six-month period, the new trainee, his/her OJT trainer, and lead mechanic conduct monthly reviews of his/her performance. If the trainee continues to make progress, the trainee may progress into various department positions.

4.2 Development of a Comprehensive Safety Training Program

GGT is working with senior leadership at the District level to coordinate the development of an overall comprehensive training program. Currently, the District Human Resources Department manages policies, procedures, and methods for employee training in all three (3) Divisions of GGBHTD (Bridge, Ferry, and Bus). Each Division has developed training programs specific to their respective mode of service. As such, GGT and District leadership are working towards a more harmonized approach to training employees and identifying/reducing overlapping and redundant training policy efforts.

As part of the GGT SMS-IP, GGT will establish a formal process requiring a Quality Assurance (QA) aspect for all training material, curricula, training requirements/qualifications, and record keeping of employee training program records. The implementation of QA processes will also ensure that employee training and qualification practices and documents are formalized, including document revision and version numbers, effective dissemination to staff and employees, and regularly scheduled document reviews/updates. This endeavor will seek to coordinate with District level personnel; specifically, the District’s Human Resources Department.

4.3 Safety Communication and Outreach

GGT ensures that all personnel are aware of information relevant to their safety-related roles and responsibilities. GGT staff and supervisors share information about hazards and safety risks, and what actions are being taken in response to reports submitted through the employee safety reporting program.

GGT has established the means and mechanisms for effective safety communication based on its size and scale of operations.

As part of the GGT SMS-IP, GGT will establish a process to include employee communication of GGT’s status of safety and safety performance results throughout the transit agency’s organization. The enhanced employee communication will include information on hazards and safety risks relevant to employees’ roles and responsibilities and safety actions being taken in response to reports submitted through an employee safety reporting program.



4.3.1 Safety Communication through Formal Committees

GGT's internal committees are critical to senior leadership for the gathering and dissemination of safety information. The System Performance Review Committee (NTD Data), Bus Safety Risk Assessment Committee, Bus Safety Committee, Scheduling Committee, and Runbook Committee are actively engaged in discussions and recommending actions to enhance GGT's overall safety culture and optimizing its ability to provide safe and reliable service to its customers.

4.3.2 Safety Communication Publications

The District publishes a monthly employee newsletter, entitled "The Cable." This newsletter shares valuable agency news, recent board activities, employee promotions, upcoming special events, and employee recognitions related to the District's three operating modes.

GGT circulates a safety newsletter to all Bus Division employees. This newsletter includes information, such as safe driving tips, health and safety, and other pertinent safety highlights.

4.3.3 Bulletins

GGT's most critical safety and operating updates are communicated face-to-face, via operations staff, dispatchers and maintenance supervisors. GGT uses Operations Bulletins and Safety Bulletins to communicate revised policies, procedures, and special cautionary reminders to its employees.

4.3.4 Public Outreach

Public outreach is conducted by GGT to its customers, clients, and the general public in an effort to promote safety within the service area. This outreach can take the form of flyers, posters, discussions, community safety fairs, meetings and information on the website.



Appendix A: Safety Management Policy Statement



SAFETY MANAGEMENT POLICY STATEMENT

Golden Gate Transit (GGT), a Division of the Golden Gate Bridge, Highway and Transportation District (District), is committed to prioritizing safety above all else when planning and delivering service, carrying out daily operational activities, and maintaining capital assets. This commitment to safety is embodied in GGT's policies and procedures, referenced in the Agency Safety Plan (ASP), which are based on the principles of a Safety Management System (SMS) and support the health and safety of our employees, contractors, customers and stakeholders.

The District's General Manager is the Accountable Executive, and the Deputy General Manager-Bus Division will serve as the SMS Executive, who is empowered and authorized to administer the ASP and continuously improve the processes necessary for supporting GGT's commitment to safety. The SMS Executive will further work collaboratively with all employees to emphasize their role in enhancing and promoting a non-punitive culture of safety by reporting, tracking, and reduction or elimination of hazards in the workplace. Each employee plays an active role in shaping the safety environment, underscoring the fact that everyone throughout the GGT organization is accountable for the delivery of the highest level of safety performance.

GGT's commitment is supported by the following safety objectives:

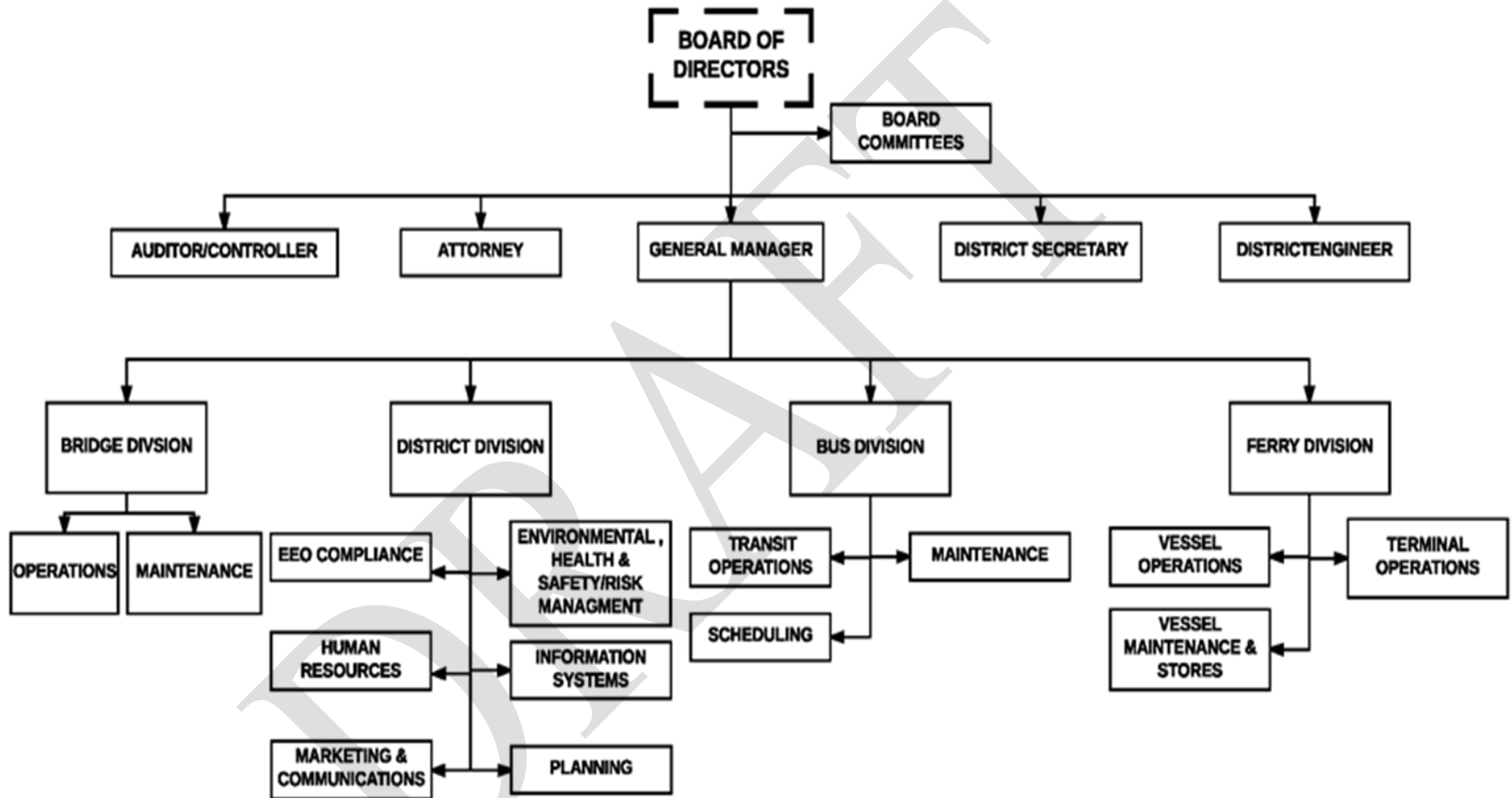
- **Support** the management of safety through the provision of appropriate resources, that will result in an organizational culture that fosters safe practices, encourages effective employee safety reporting and communication, and actively manages safety;
- **Integrate** the management of safety as the primary responsibilities of all managers and employees;
- **Clearly define** for all staff, managers, and employees, their accountabilities and responsibilities for the delivery of the organization's SMS performance;
- **Ensure** that all staff are provided with adequate and appropriate safety-related information and training, are competent in safety management matters, and are allocated only tasks that are commensurate with their skills; and
- **Establish and measure** our safety performance against realistic and data-driven safety performance indicators and safety performance targets.

Denis J. Mulligan
GGBHTD, General Manager

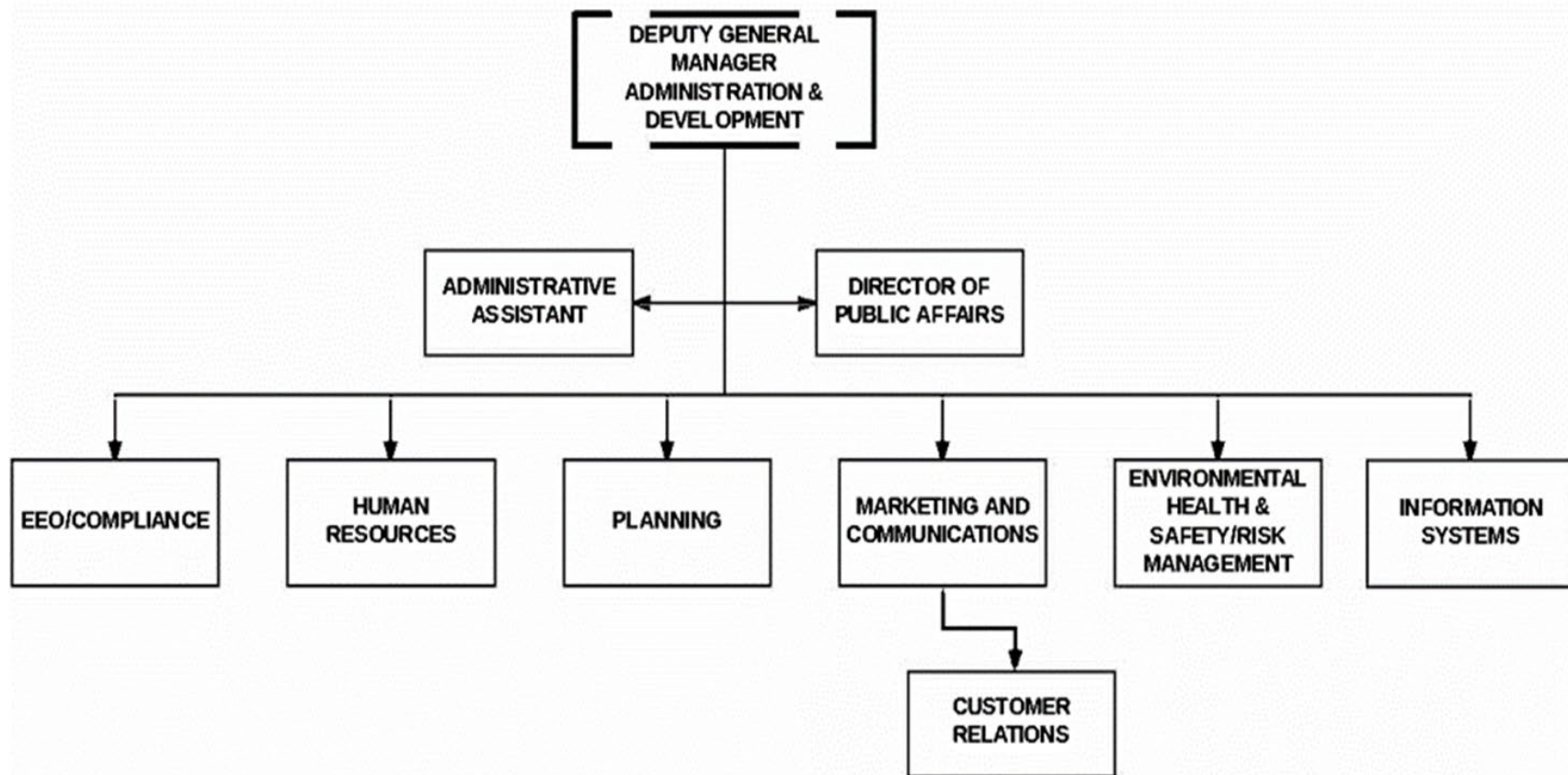
Date

Appendix B:
District and GGT Bus Division
Organizational Charts

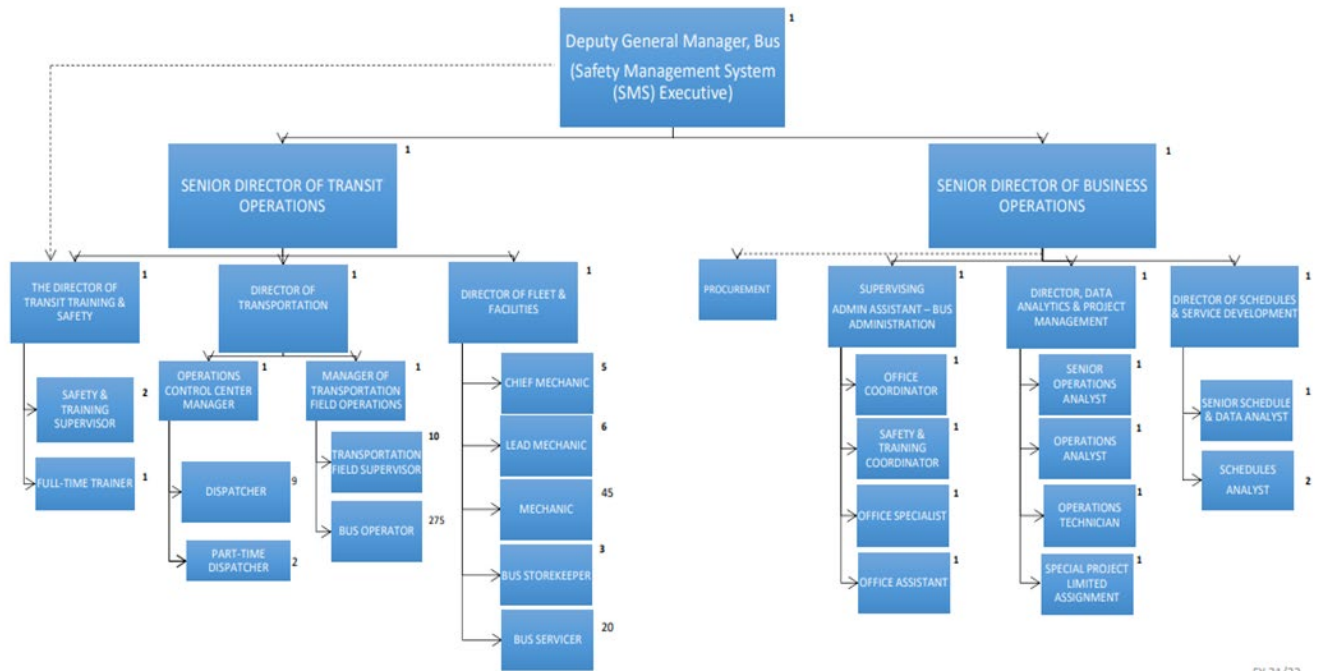
District Organizational Structure



Administration and Development Organizational Structure



GGT Bus Organizational Structure



FY 21/22
8/25/22 hvc

Appendix C:

GGT Revenue Fleet Vehicles

GGT Revenue Vehicle Fleet

Note: Values below do not necessarily correspond with the District's 10-year plan.

Fleet Numbers	Year	Manufacturer	Length (feet)	Number of Vehicles	
				Active	Contingency
673-689	2020	StarCraft	22	17	0
901-980	2010-2015	MCI	45	80	0
1901-1967	2019	Gillig	40	67	0

Revenue Vehicle Fleet Details

Note: Values below do not necessarily correspond with the District's 10-year plan.

Fleet Numbers	Year	Manufacturer	Length (feet)	Seating Capacity	Wheelchair Capacity	Vehicle Type	Service Type	Retirement Year	QTY
673-689	2020	StarCraft	22	8	3	Cutaway	ADA	2025	17
901-923	2010	MCI	45	57	2	Over-the-road coach	Fixed Route	2024	23
924-955	2011	MCI	45	57	2	Over-the-road coach	Fixed Route	2026	32
956-980	2015	MCI	45	57	2	Over-the-road coach	Fixed Route	2029	25
1901-1967	2019	Gillig	40	39	2	Hybrid bus	Fixed Route	2031	67

Revenue Vehicle Fleet Replacement Plan

Note: Values below do not necessarily correspond with the District's 10-year plan.

Quantity	Year to Be Placed in Service	Length (feet)	Vehicle Type	Service Type
0	2024	45	Over-the- road coach	Fixed Route
9	2026	45	Over-the- road coach	Fixed Route
25	2029	45	Over-the- road coach	Fixed Route
67	2031	40	Hybrid bus	Fixed Route

Appendix D:
GGT Bus Routes
and
Park-and-Ride Lots Served By GGT

Bus Routes

Route	Category	Description	Service Period		
			Weekday		Weekend
			Peak	Day	
101	Regional	Santa Rosa – San Francisco	X	X	X
114	Commute	Mill Valley – San Francisco	X	-	-
130	Regional	San Rafael – San Francisco	X	X	X
132	Commute	San Anselmo – San Francisco	X	-	-
150	Regional	San Rafael – San Francisco	X	X	X
154	Commute	Novato – San Francisco	X	-	-
172	Commute	Santa Rosa – San Francisco	X	-	-
580	Regional	El Cerrito – San Rafael	X	X	X

Note: as of June 30, 2022

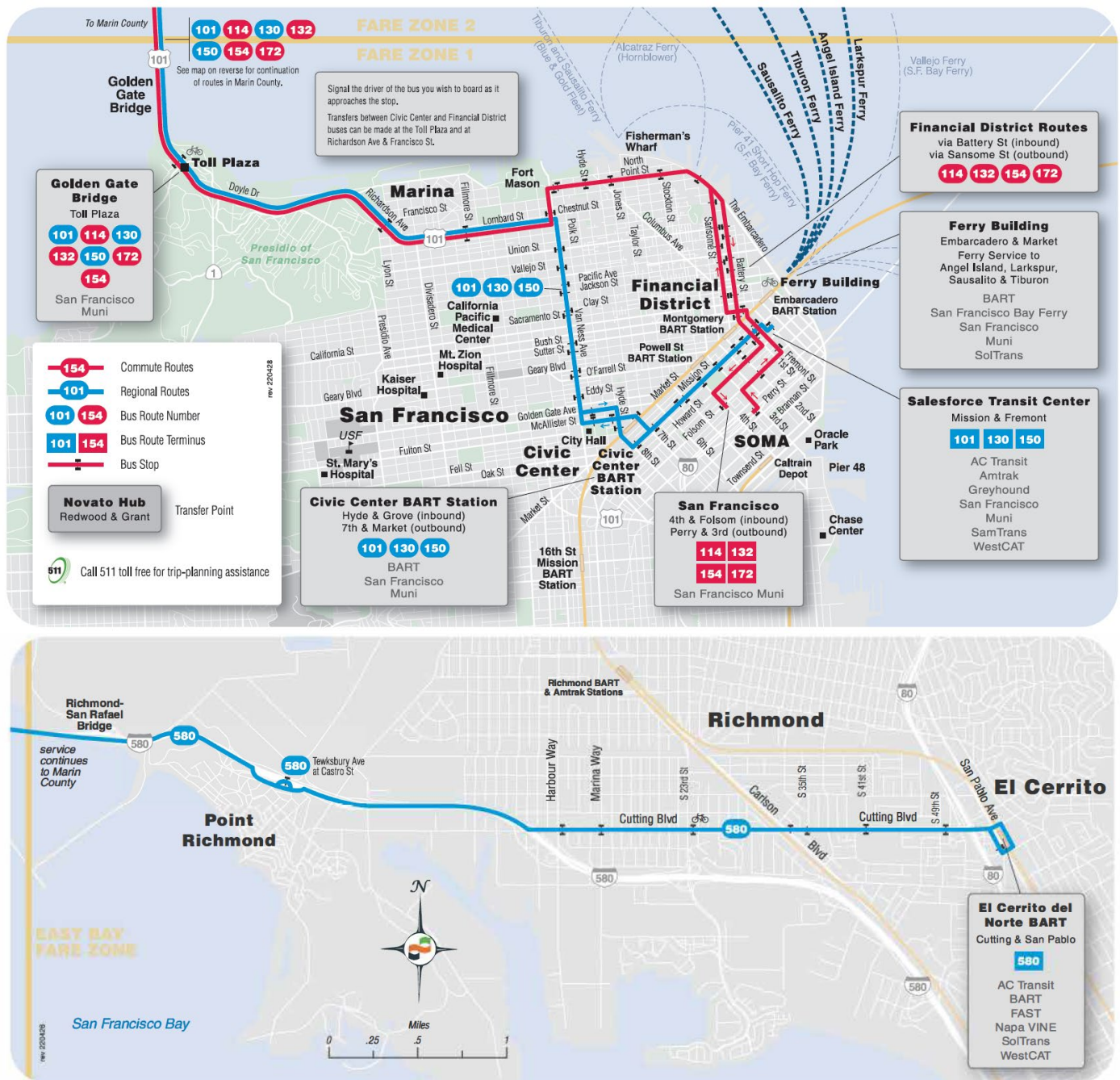
Park-and-Ride Lots Served by Golden Gate Transit

Name	Location	City	Parking Spaces
Spencer	U.S. 101 at Spencer Ave.	Sausalito	47
Manzanita	U.S. 101 at Shoreline Hwy.	Mill Valley	279
Pohono	Shoreline Hwy. at Pohono St.	Mill Valley	54
Seminary	U.S. 101 at Seminary Dr.	Mill Valley	59
Downtown San Rafael	U.S. 101 at 4th St. and Mission Ave.	San Rafael	28
Smith Ranch	U.S. 101 at Smith Ranch Rd.	San Rafael	207
Alameda del Prado	U.S. 101 at Alameda del Prado	Novato	102
Rowland	U.S. 101 at Rowland Blvd.	Novato	239
Atherton	U.S. 101 at Atherton Ave.	Novato	60
Petaluma South	U.S. 101 at Petaluma Blvd. S.	Petaluma	36
Petaluma Fairgrounds	E. Washington St. at Fairgrounds Dr.	Petaluma	248
Cotati	St. Joseph Way at Old Redwood Hwy.	Cotati	167
Rohnert Park	U.S. 101 at Rohnert Park Expwy.	Rohnert Park	314
Veterans	Hwy. 12 at Brookwood Ave.	Santa Rosa	179
Division 3	Industrial Dr. at Piner Rd.	Santa Rosa	216

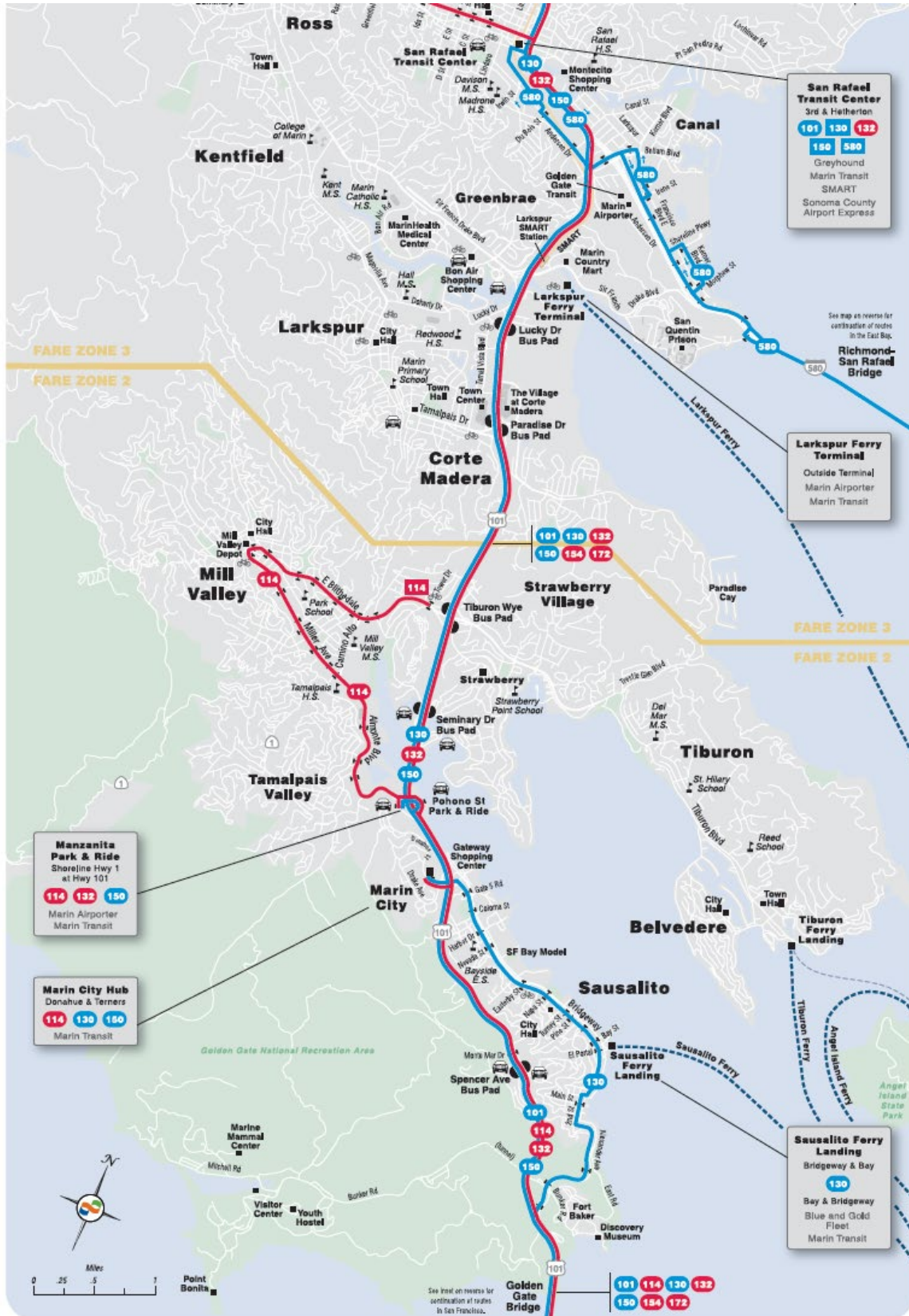
Appendix E:

GGT Service Maps

Service Map 1: (Fare Zones 1 & 2)



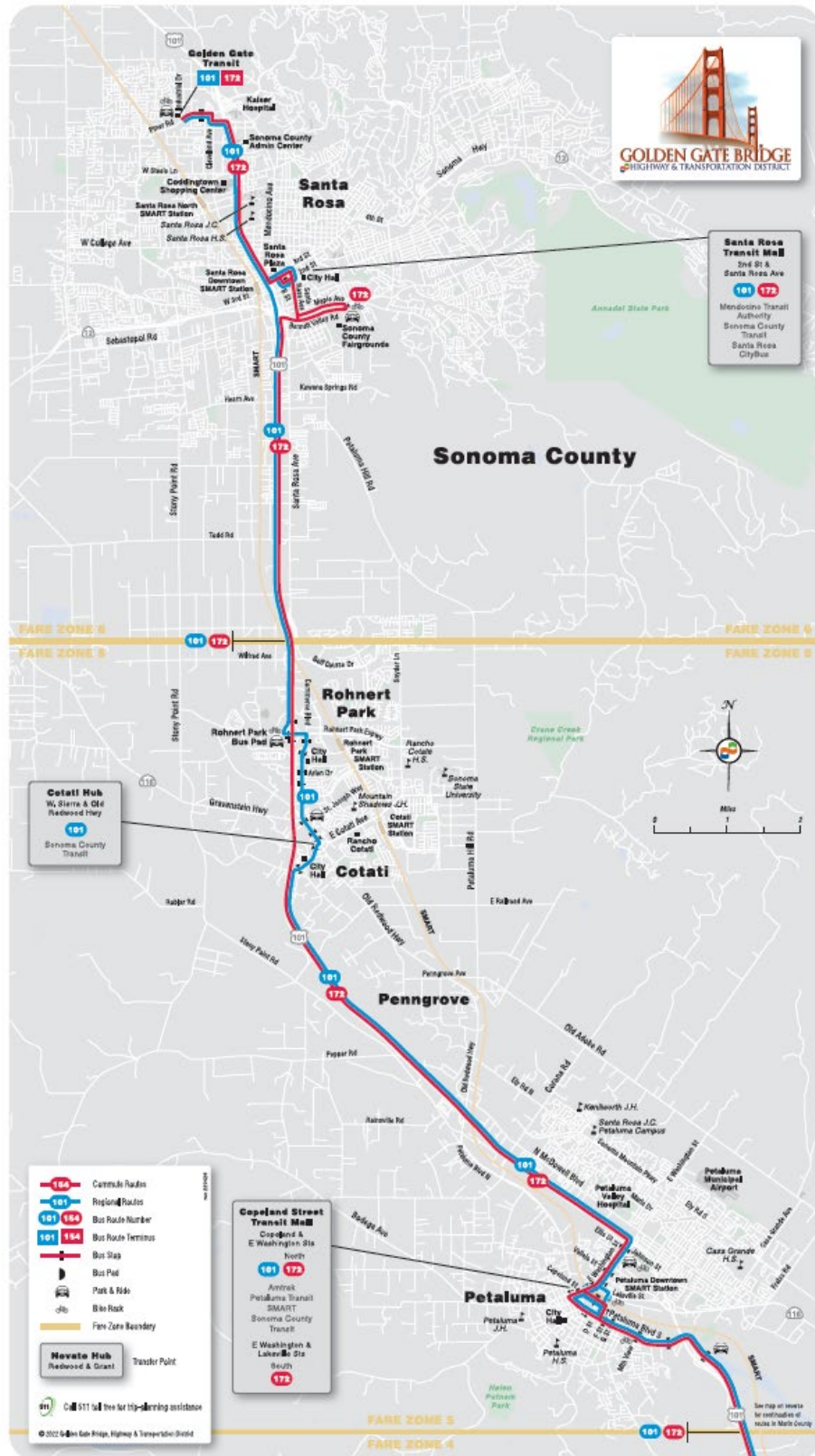
Service Map 2: (Fare Zones 2 & 3)



Service Map 3: (Fare Zones 3 & 4)



Service Map 4: (Fare Zones 5 & 6)



Appendix F:

GGT Facilities List

Name	Location	Occupancy and Use	Purchased or Leased	Year of Construction	Assessor's Number	Property Size (acres)
Bus Division						
San Rafael Transit Center Platforms A, B, and C	850	Passenger bus station with fare vending machine and security guard booth.	Owned	1991	011-279-06	Irregular
San Rafael Transit Center Platform D	Tamalpais Avenue, San Rafael, CA 94901	Passenger bus station with three buildings. Main building includes customer service center, passenger waiting area, and public restrooms; two end buildings are leased to food vendors.	Owned	1987	011-279-01	0.77
Manor Bus Turnaround	Fairfax	Bus turnaround loop, bus stop.	Owned	1989	174-131-31	0.11
Division 1	1011 Andersen Drive, San Rafael, CA 94901	District administration building, bus administration building, training modular building, maintenance building, body shop, heavy duty shop, warehouse, fuel island, bus wash building, bus yard, driver room, and dispatch office.	Owned	1971	018-142-57, 018-142-71, 018-142-74, 018-180-53	17.5
Division 2	4 Golden Gate Place, Novato, CA 94945	Bus yard, dispatch office, maintenance building, and storage.	Owned	1974	143-022-01, 143-073-01	6.56
Division 3	3211 and 3225 Industrial Drive, Santa Rosa, CA 95403	Bus yard, maintenance building, passenger waiting area, and passenger parking.	Owned	1972	015-012-007, 015-012-006	10
Division 4	101 Perry Street, San Francisco, CA 94107	Bus yard, emergency bus maintenance shop, and two modular buildings containing driver room and dispatch office.	Land leased from Caltrans; facilities with tenant improvements owned.	2014	N/A	N/A

Appendix G:
Annual Safety Performance Targets
and Performance Measures

Fatalities

Mode	2019 Incidents	Target Rate	2019 Rate	2018 Rate	2017 Rate
Bus	1	0 per 100K mi	0.024	0.000	0.0024
Paratransit	0	0 per 100K mi	0.00	0.00	0.00

Fatalities: Total number of reportable fatalities and rate per total vehicle revenue miles by mode.

Safety Events - Total

Mode	2019 Incidents	Target Rate	2019 Rate	2018 Rate	2017 Rate
Bus	6	0.12 per 100K mi	0.144	0.095	0.141
Paratransit	0	0.12 per 100K mi	0.00	0.00	0.00

Safety Events: Total number of safety events and rate per total vehicle revenue miles by mode.

Injuries

Mode	2019 Incidents	Target Rate	2019 Rate	2018 Rate	2017 Rate
Bus	5	0.10 per 100K mi	0.120	0.095	0.094
Paratransit	0	0 per 100K mi	0.00	0.00	0.00

Injuries: Total number of injuries and rate per total vehicle revenue miles by mode.

System Reliability

Mode	2019 Incidents	Target Rate	2019 Rate	2018 Rate	2017 Rate
Bus	181	3.80 per 100K mi	4.35	3.32	3.97
Paratransit	0	0 per 100K mi			

System Reliability: Mean distance, in revenue miles, between major mechanical failures by mode.

System Revenue Miles

Mode	2019 Rate	2018 Rate	2017 Rate
Bus	4,164,108	4,204,189	4,242,233
Paratransit	380,403	381,354	379,737

Revenue miles used to determine rates; i.e. incidents / 100,000 miles

Appendix H:

Safety Responsibilities Matrix

Safety Responsibilities-By Position/Title	
Position/Title	Safety Responsibilities (Areas refer to departmental/ divisional responsibilities. Bold text is ultimate responsibility)
General Manager	• All system-wide • Accountable Executive
Deputy GM – Bus Division / SMS Executive	• Overall implementation responsibility • Hazard Identification/Management • Accident and Incident Investigation • Risk Mitigation and Verification of Effectiveness • Data Acquisition and Analysis • Rules and Procedures/Compliance • Facilities and Equipment Safety • Qualification and Training Qualification • Employee and Contractor Safety • ASP Annual Update
Director of Transit Training & Safety	• Hazard Identification/Management (Hazard Tracking Log) • Accident and Incident Investigation • Risk Mitigation and Verification of Effectiveness • Data Acquisition and Analysis • Rules and Procedures/Compliance • Facilities and Equipment Safety • Qualification and Training (Bus Operators, Maint) • Employee (Opns) and Contractor Safety
Director of Transportation	• Hazard Identification / Management (Opns) • Accident and Incident Investigation • Risk Mitigation and Verification of Effectiveness • Data Acquisition and Analysis • Rules and Procedures/Compliance • Qualification and Training (Opns) • Employee and Contractor Safety (Opns)
Operations Control Center Manager	• Hazard Identification/Management • Accident and Incident Investigation • Risk Mitigation and Verification of Effectiveness • Data Acquisition and Analysis • Rules and Procedures/Compliance • Qualification and Training Qualification (Dispatch) • Employee and Contractor Safety (Dispatch)
Manager of Transportation Field Operations	• Accident and Incident Investigation • Risk Mitigation and Verification of Effectiveness • Rules and Procedures/Compliance

	• Qualification and Training (Transportation Field Supervisors, Bus Operators) • Employee and Contractor Safety (Transportation Field Supervisors, Bus Operators)
Director of Fleet & Facilities	• Hazard Identification and Management (Maint) • Risk Mitigation and Verification of Effectiveness • Rules and Procedures/Compliance • Facilities and Equipment Safety • Qualification and Training (Maint) • Employee Safety (Maint)
Fleet & Facilities Superintendent	• Hazard Identification and Management (Fleet & Facilities) • Risk Mitigation and Verification of Effectiveness • Rules and Procedures/Compliance • Facilities and Equipment Safety • Employee Safety (Fleet & Facilities)
Director of Schedules & Service Development	• Risk Mitigation and Verification of Effectiveness • Employee Safety (Schedulers) • Qualification and Training (Schedulers)
EHS Specialist (in Risk Management)	• Data Acquisition and Analysis • Hazard Tracking Log • Risk Mitigation and Verification of Effectiveness
Safety Risk Assessment Committee	• Hazard Evaluation • Determining Risk Rating • Determining Risk Mitigation Measures • Tracking Mitigation Resolution and Effectiveness
Safety Committee	• Hazard Evaluation • Determining Risk Mitigation Measures • Tracking Mitigation Resolution and Effectiveness
Chief Financial Officer	• Procurement • Data Acquisition and Analysis • Security of Revenue • Employee Safety
Director of Public Affairs	• Crisis Communication • Public and Internal Communications • Operation Safe Place • Risk Mitigation and Verification of Effectiveness
Human Resources Manager	• Hiring and employee qualifications • Drug and Alcohol Program • Blood Exposure Control Plan • Oversight and management of all District Level agency policies



Marin County Transit District Safety Plan Update

ITEM E

Originally passed in 2020 by the MTCD Board of Directors

- **Set precedent for the creation and collection of safety plans from all contractors, to be distributed by Marin Transit as the recipient of funding to the FTA**
- **Safety plans had to identify key personnel and positions, as well as establish mitigating safety circumstances**
- **Transmitted, annually, to the FTA and to the MTC**

Key points of the original Marin Transit Safety Plan:

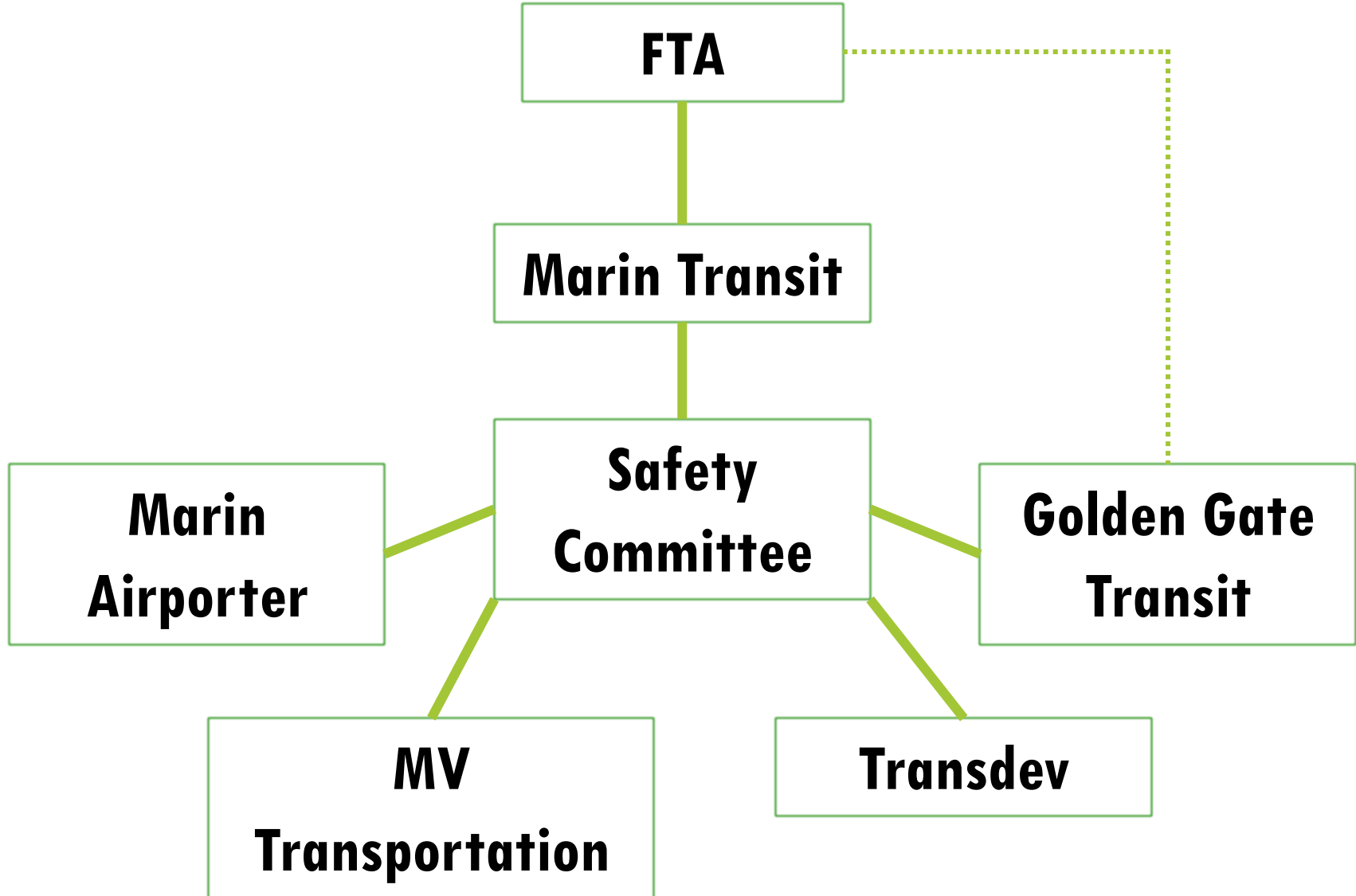
- Creation of rolling, achievable, target operational safety goals
- Identified key staff within Marin Transit and key positions within each of our operations contractors
- Outlined responsibilities of the Marin Transit staff, and of the Marin Transit operations contractors, as they relate to various hazards and operational emergencies

- **An act to authorize funds for Federal aid — for highway safety programs, transit programs, and other purposes. Signed into law November 2021.**
- **Also known as the Bipartisan Infrastructure Bill, H.R. 3684 creates new requirements of transit operators, including:**
 - **Creation of the Safety Committee**
 - **Introduction of additional training and resources for transit operators**
 - **Tracking of incidents and accidents involving visual impairment**
 - **Tracking of assaults against transit employees, specifically against transit operators and other front-line staff**

Outlined in Section 1 of the Safety Plan —

MCTD has formed a Safety Committee, with representation of front line and management employees, from each of our four operational contractors.

The MCTD Safety Committee met and approved of the revised Safety Plan on October 27, 2022.



Outlined in Section 4 of the Safety Plan —

The District requires contractors to introduce additional training for operators, if they do not do so already, including de-escalation and crisis management trainings.

Tracking of Inc. and Acc. involving Visual Impairment



Outlined in Section 5 of the Safety Plan —

The District and all operations contractors will begin to, if not doing so already, track all accidents involving District revenue service that may have been caused by a visual impairment outside of the vehicle.

Outlined in Section 5 of the Safety Plan —

The District and all operations contractors will begin to, if not doing so already, track instances of assault on transit employees as separate incidents while in service.

Operators will be instructed to follow the recently updated FTA guidelines to determine what does and does not constitute assault on a transit employee.



Discussion and Questions

Kyle French

Operations Manager