



# **AGENDA OF THE TRANSIT COMMISSION**

**WEDNESDAY, JANUARY 16, 2019, 8:15 AM**  
**TRANSIT**  
**901 University Ave**

**A. Roll Call.**

- I. Roger Kolb, Chair; John Withbroe, Vice Chair; Kevin Kuehn, Secretary; Alderman Randy Scannell, Ron Antonneau, Emily Ysebaert and Rashad Cobb

**B. Approval of the Agenda.**

- I. Approval of January 16, 2019 Transit Commission Agenda.

**C. Approval of Minutes.**

- I. Approval of November 21, 2018 Transit Commission Minutes.

**D. Public Hearing.**

- I. Discussion/Action: Draft Green Bay Metro Public Participation Policy

**E. Regular Business.**

- I. Discussion/Action: Green Bay Metro Drug and Alcohol Policy
2. Discussion/Action: Green Bay Metro Severe Weather Policy

**F. Informational.**

- I. Jefferson Lines - Incidental Use Update
2. Mobility Management Program Update
3. Marketing Update
4. Operational Reports
5. Financial Reports
6. Director's Report
7. Next Meeting: February 20, 2019

## **G. Adjournment.**

- 1) **ACCESSIBILITY:** Any person wishing to attend who requires special accommodation because of a disability, should contact the City Safety Manager at 920-448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.
- 2) **QUORUM:** Please take notice that a majority or quorum of the Common Council will attend this Transit Commission meeting and will constitute a meeting of the Common Council for purposes of discussion and information gathering relative to this agenda.
- 3) **REPRESENTATION:** The party requesting the communication, or their representative, should be present at this meeting.



Report to the  
Transit Commission  
of the City of Green Bay



**MEETING DATE**

January 16, 2019

**PREPARED BY**

Patty Kiewiz, Transit Director

**AGENDA ITEM # B.I.**

Approval of January 16, 2019 Transit Commission Agenda.

**BACKGROUND**

Enclosed is the agenda for the Commission meeting being held on January 16, 2019.

**RECOMMENDATION**

Staff recommends the approval of the agenda for January 16, 2019.

**FISCAL IMPACT**

**ATTACHMENTS**

None



Report to the  
Transit Commission  
of the City of Green Bay



**MEETING DATE**

January 16, 2019

**PREPARED BY**

Patty Kiewiz, Transit Director

**AGENDA ITEM # C.I.**

Approval of November 21, 2018 Transit Commission Minutes.

**BACKGROUND**

Enclosed are the proposed minutes from the Commission meeting held on November 21, 2018.

**RECOMMENDATION**

Staff recommends the approval of the minutes from the November 21, 2018 meeting.

**FISCAL IMPACT**

**ATTACHMENTS**

- I. Transit Commission Minutes November 21, 2018



# **MINUTES OF THE TRANSIT COMMISSION**

**WEDNESDAY, NOVEMBER 21, 2018, 8:15 AM  
TRANSIT**

## **A. ROLL CALL.**

I. Roger Kolb, Chair; John Withbroe, Vice Chair; Alderman Randy Scannell, Ron Antonneau, and Emily Ysebaert

Excused: Kevin Kuehn, Secretary; and Rashad Cobb

Chair Roger Kolb called the meeting to order at 8:17 a.m.

## **B. APPROVAL OF THE AGENDA.**

I. Approval of November 21, 2018 Transit Commission Agenda.

Moved by Commissioner Ron Antonneau, seconded by Alderman R. Scannell to approve the minutes from November 21, 2018 agenda. Motion carried

## **C. APPROVAL OF MINUTES.**

I. Approval of October 24, 2018 Transit Commission Minutes.

Moved by Commissioner Ron Antonneau, seconded by Alderman Randy Scannell to approve the minutes from the October 24, 2018 meeting. Motion carried.

## **D. REGULAR BUSINESS.**

I. Discussion/Action: On the 2019-2023 Transit Development Plan for the Green Bay Metro System, by Brown County Planning Commission

L. Conard reminded the Commission that she provided an overview of the Draft TDP via PowerPoint at the last meeting.

Since that time, staff has concludes a 30-day public review and comment period.

L. Conard noted that staff also held a public hearing in which Director Kiewiz and ten members of the public attended.

Staff answered questions about the system.

L. Conard noted a one-page written overview of the TDP process was contained in the packet.

2. Discussion/Action: Partnership between Green Bay Metro and Jefferson Partners L.P. Agreement

Director Kiewiz stated included in your packets is a copy of the agreement between Green Bay Metro and Jefferson Partners, L.P. Greyhound no longer services north of Milwaukee. We still have 3 other carriers that are using our facility one of them is Jefferson Lines, Lamers and the other is Indian Trails. Those 3 interlining companies still want to maintain there schedules out of Green Bay and continue to have our staff sell those tickets. Working through this process Jefferson Lines has stepped up to take on the agreement; the other 2 carriers would fall under the agreement with Jefferson Lines. The agreement is similar with a few changes: 1. we will no longer have the package delivery services. 2. we also had a guarantee minimum from Greyhound of \$50,000. The guarantee minimum for this agreement would be \$36,000. The reason for being less is because of less service and services hours our staff will be selling have been reduced. We have to make sure that they are paying for all costs associated with that service with the addition of \$2,500 for the wear and tear on the concrete driveway. We need to get final approval from the FTA before we can execute this agreement. Staff is seeking approval from the Commission to allow Director Kiewiz to proceed with the agreement once approved by the FTA.

Motion made by Alderman Randy Scannell, seconded by Emily Ysebaert to approve the agreement between Green Bay Metro and Jefferson Partners, L.P. pending the FTA approval. Motion carried

### 3. Discussion/Action: 2019 Budget

Director Kiewiz stated we have provided several different documents in your packets. The budget has gone through all of our partners and the city. She stated 2019 budget will be a challenge. Metro typically has a challenge of \$200,000-\$250,000 a year to cover the local share. However, 2109 will be double that. No concerns are warranted until we find out about the state and federal portion. Metro won't receive notice on their portion till roughly June. Wis-DOT has advised to budget 53.50% versus 55%. Director Kiewiz stated she looks at this as a challenge and there are some variables in the budget, such as fuel.

The Campus Express is something staff will continue to monitor. Currently this service is very under utilized.

Director Kiewiz reported that the 2019 budget does not include a fare increase.

R. Antonneau noted that Green Bay Metro offers reasonable fares.

R. Kolb Stated that an increase in fares does not always yield an increase in revenue as some riders will ride less or stop riding altogether.

L. Conard noted that the commission has maintained lower fares than its peers in the state. For example, Valley Transit (Appleton) offers a similar level of service as Green Bay Metro. The 30-day adult unlimited pass for Valley Transit was increased from \$56 to \$60 several years ago and ridership fell. Green Bay Metro's same pass costs \$35.00. Typically this pass costs about \$45 throughout the state (excluding Madison and Milwaukee). L. Conard noted that the Transit Commission has not raised fares in some time but when they do they tend to raise unlimited pass fares one year and wait a couple years to raise cash fares.

Motion made by Alderman Randy Scannell, seconded by Commissioner John Withbroe to approve the 2019 budget. Motion carried.

### **E. INFORMATIONAL.**

I. Update on the Commuter Service Study for the Fox Cities (Green Bay, Appleton, Oshkosh, and Fond du Lac).

L. Conard noted that the East Central Wisconsin Region Planning Commission (ECWRPC), serving as the MPO for the Appleton, Oshkosh, and Fond du lac areas applied for and received a grant to prepare a Commuter Service Feasibility Study from Green Bay to Fond du lac.

L. Conard noted that ECWRPC hired the consulting firm SRF to conduct the study. SRF held the first of four Steering Committee Meetings in October. The final study is to be completed in the fall of 2019.

L. Conard noted that as soon as draft service scenarios are prepared, she will share them with the Commission.

## 2. Operational Reports

Director Kiewiz gave a brief overview of October ridership reports for Fixed Route. Director Kiewiz stated she could answer any questions the Commission would have.

## 3. Financial Report

Director Kiewiz gave a brief overview of the revenue and expense report through September. Metro did have something come up from the 2016 audit from Schenck and WisDot; they were off little bit what they had calculated between the two of them. We had an additional expense amount to pay back to the state which will come out of this years budget. She stated Metro is under budget. Director Kiewiz invited any other questions.

#### 4. Director's Report

Director Kiewiz stated we have hired a new operation supervisor starting on Monday, November 26th. His name is Bret Van Nuland. He is coming from Kobussen Bus Company. He is coming with a lot of experience in supervision and DOT knowledge.

Staff will be working on the FTA triennial review which is conducted every 3 years. The review goes through route development, policy development, cash handling process and procedures, and maintenance; it is a substantial review. Our desk review is required to be submitted by January. A date will be scheduled for FTA staff to conduct their review on sight.

Few minor route changes to Route 13 and Route 7 have been implemented, which has helped with the time performance.

Director Kiewiz has developed a Service Development Team that consist of four (4) Operators and an Operation Supervisor. This team will review operational needs, such as bus stop amenities and route timing.

#### 5. Next Meeting

December meeting has been canceled.

The next meeting for the Transit Commission is scheduled for January 16, 2019.

### **F. ADJOURNMENT.**

Motion mated made by Commissioner John Withbroe, seconded by Ron Antonneau to adjourn at 9:10 a.m.

**DRAFT**

## **Public Participation Policy for the Green Bay Metro System**



**Prepared by Green Bay Metro and the  
Brown County Planning Commission/MPO for the Green Bay Urbanized Area  
January 16, 2019  
(Established 1996, as amended)**

## **Introduction**

The Public Participation Plan (PPP) is a guide for Green Bay Metro's ongoing public participation activities. Its purpose is to ensure Green Bay Metro utilizes effective means of providing information and receiving input on transportation decisions from the general public, including low income, minority, and limited English proficient (LEP) populations.

The following are basic laws, regulations, and policies Green Bay Metro operates within.

- Americans with Disabilities Act of 1990
- Title VI of the Civil Rights Act of 1964
- Executive Order 13166 -- Improving Access to Services for Persons with Limited English Proficiency
- Executive Order 12898 -- Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations

## **Governing Body**

Wisconsin State Statute 66.1021 allows municipalities to establish Transit Commissions by ordinance. Green Bay Metro is governed by the Green Bay Transit Commission. The Green Bay Transit Commission is comprised of six citizen members, all of whom are appointed by the Mayor of the City of Green Bay and confirmed by the City of Green Bay Common Council. A member of the Common Council also serves on the Transit Commission.

The Green Bay Transit Commission takes pride in its work to maintain a collaborative relationship with the community and its stakeholders. In addition, the Transit Commission strives to be transparent, timely, and responsive to local needs.

The Green Bay Transit Commission develops and either endorses or approves planning and program documents and sets policy as required by the Federal Transit Administration (FTA) and Wisconsin Department of Transportation (WisDOT).

Green Bay Metro (Metro) staff and the Brown County Planning Commission (BCPC) staff, which serves as the Metropolitan Planning Organization (MPO) for the Green Bay Urbanized Area, provide technical review, input, and recommendations to the Green Bay Transit Commission. It is the intention of the Green Bay Transit Commission to involve the public to the greatest extent possible in this process prior to the approval of plans, programs, and policies.

The Transit Commission holds monthly meetings at the Green Bay Metro Transportation Center, which is located at 901 University Avenue in the City of Green Bay. These meetings are open to the public, and the Transit Commission invites and encourages the public to attend. The agenda and agenda packet are published on the City of Green Bay website at <https://greenbaywi.gov/129/Meetings-Agendas-Minutes> as well as on Metro's website at [www.GreenBayMetro.org](http://www.GreenBayMetro.org).

## General Procedures

In the case of major plans and documents that recommend new or substantial changes to existing policy or that address a subject which may be of significant concern to residents within the service area of Green Bay Metro, outreach efforts will occur in an attempt to involve those with concerns. A plan for such involvement will be developed prior to commencing a process, and this plan will identify the target public, individuals, and interest groups. The plan will also delineate an outreach process and participation techniques that are the most appropriate to the particular effort. In the development of a public participation plan for each effort, Green Bay Metro staff will seek out and consider those who will likely be most affected by the plan, program, or policy.

Public outreach efforts/techniques that will be considered include:

- Legal notices of public review periods, public information meetings, and public hearings
- Informational notices posted in vehicles, at the information center, on Metro's website, and social media outlets
- Press releases
- On-bus automated announcements and scrolling digital messages
- Newsletters, fact sheets, and brochures
- Direct mailings including email
- Interviews with riders, non-riders, and business interests
- On-board and on-line surveys and questionnaires
- Paid advertisements
- Staffed booths with displays and exhibits at community events
- Creation of an advisory committee
- Green Bay Transit Commission meetings
- Consultation with Federal Transit Administration and Wisconsin Department of Transportation staff and others
- Visualization techniques such as maps, charts, graphs, illustrations, videos, and PowerPoint presentations
- Metro Rider Alerts

The public participation strategy developed for each major effort will include public involvement early in the process, as appropriate to each effort. The intention of the Green Bay Transit Commission is to consider and respond to public input received during the planning, program, and policy development process.

The public participation plan efforts for the specific plans, programs, and policy documents are found on the following pages. For those not listed, a public participation plan will be developed by staff using the criteria and techniques outlined above and presented to the Green Bay Transit Commission.

Please note that Green Bay Metro produces publications as needed such as route guides, maps, and brochures, and makes them available to anyone. Materials can be translated into other languages, as needed.

Please also note that all Green Bay Metro public meetings, including Transit Commission meetings, are conducted in facilities that are accessible to persons with disabilities and to people who rely on public transit.

## **Public Participation Policy**

As part of the review and approval process for the *Public Participation Policy of the Green Bay Metro System*, a 30 day public review and comment period and a public hearing will be held prior to the adoption of this policy by the Green Bay Transit Commission. A "Notice of 30 Day Public Review and Comment Period and Notice of Public Hearing" will be published in a local newspaper upon the onset of the review period. The notice will detail the dates of the review period and public hearing. Additional public involvement opportunities, such as public informational meetings, may be offered at the discretion of staff.

Comments received at the public hearing and/or otherwise submitted will be summarized in writing and forwarded to the Green Bay Transit Commission along with a recommendation from staff.

If the final policy differs significantly from the one which was made available for public comment or raises new significant issues which interested parties could not reasonably have foreseen from the public involvement efforts, an additional opportunity for public comment on the revised policy shall be made available. The total time period from availability of the draft policy to Transit Commission action will not be less than 30 days.

## **Annual Program of Projects**

Green Bay Metro staff is responsible for developing an *Annual Program of Projects* for which federal transit funds under Section 5303, 5304, 5307, 5309, and/or 5310 and/or 5339 of the Federal Transit Administration Act, as amended, will be applied. Staff will develop project descriptions and financial plans in conformance with *Green Bay Metro Transit Development Plan* and *Green Bay Metro Strategic Plan* recommendations and will submit the program to the Brown County Planning Commission/Metropolitan Planning Organization (MPO) staff for inclusion in the publication of the *Transportation Improvement Program (TIP) for the Green Bay Urbanized Area*.

As part of the review process for the *Annual Program of Projects*, a 30-day public review and comment period and public hearing will be held prior to action of the Green Bay Transit Commission. A "Notice of Request for Comments and Notice of Public Hearing" will be published in a local newspaper upon the onset of the review period. The notice will detail the dates of the review and comment period and the public hearing. Additional public involvement opportunities, such as public informational meetings, may be offered at the discretion of staff.

Comments received at the public hearing and/or otherwise submitted will be summarized and forwarded to the Green Bay Transit Commission.

If the final program differs significantly from the one which was made available for public comment or raises new significant issues which interested parties could not reasonably have foreseen from the public involvement efforts, an additional opportunity for public comment on the revised program shall be made available.

If significant comments are not received, the published program will constitute the final *Program of Projects* and will be included in the annual publication of the *Transportation Improvement Program (TIP) for the Green Bay Urbanized Area* and submitted to the Federal Transit Administration.

## **Service Reductions and/or Significant Service Changes**

Fixed Route Service. Proposals that include a fixed route service reduction of 10% or more in terms of annual system service hours and/or significant changes to the system as a whole shall warrant public involvement. An increase in fixed route service or minor modifications to existing service does not constitute a significant change.

As part of the review process for the fixed route service reductions and/or significant changes, a 30-day public review and comment period and public hearing will be held prior to action of the Green Bay Transit Commission. A "Notice of 30-Day Public Review and Comment Period and Notice of Public Hearing" will be published in a local newspaper upon the onset of the review period. The notice will detail the dates of the review period and the public hearing. "Metro Alerts" will be placed in all Metro vehicles and posted on the Green Bay Metro website at [www.GreenBayMetro.org](http://www.GreenBayMetro.org) and on social media outlets. Additional public involvement opportunities, such as public informational meetings, may be offered at the discretion of staff.

Comments received during the public hearing and/or otherwise submitted will be summarized in writing and forwarded to the Green Bay Transit Commission.

If the final proposal differs significantly from the one which was made available for public comment or raises new significant issues which interested parties could not reasonably have foreseen from the public involvement efforts, an additional opportunity for public comment on the revised plan shall be made available.

Paratransit Service. Proposals that include paratransit service hour reductions of 10% or more in terms of annual hours of operation and/or issues relating to level of service and/or certification shall warrant public involvement.

In addition, should the paratransit service boundary be proposed to be reduced, Green Bay Metro staff will provide written notification to all certified paratransit clients who reside in the proposed reduction area.

As part of the review process for paratransit service changes, a 30-day public review and comment period and a public hearing will be held prior to action of the Green Bay Transit Commission. A "Notice of 30-Day Public Review and Comment Period and Notice of Public Hearing" will be published in a local newspaper upon the onset of the review period. The notice will detail the dates of the review and comment period and the public hearing. "Metro Alerts" will be placed in all vehicles and posted on the Green Bay Metro website at [www.GreenBayMetro.org](http://www.GreenBayMetro.org). Additional public involvement opportunities, such as public informational meetings, may be offered at the discretion of staff.

Comments received during the public hearing and/or otherwise submitted will be summarized and forwarded to the Green Bay Transit Commission.

If the final proposal differs significantly from the one which was made available for public comment or raises new significant issues which interested parties could not reasonably have foreseen from the public involvement efforts, an additional opportunity for public comment on the revised plan shall be made available.

## **Fares**

Proposals that include increases in fixed route and/or paratransit fares shall warrant public involvement.

As part of the review process for fare increases, a 30-day public review and comment period and a public hearing will be held prior to action of the Green Bay Transit Commission. A "Notice of 30-Day Public Review and Comment Period and Notice of Public Hearing" will be published in a local newspaper upon

the onset of the review period. The notice will detail the dates of the review period and public hearing. "Metro Alerts" will be placed in all Metro vehicles and posted on the Green Bay Metro website at [www.GreenBayMetro.org](http://www.GreenBayMetro.org). Additional public involvement opportunities, such as public informational meetings, may be offered at the discretion of staff.

Comments received during the public hearing and/or otherwise submitted will be summarized and forwarded to the Green Bay Transit Commission along with a recommendation from staff.

If the final proposal differs significantly from the one which was made available for public comment or raises new significant issues which interested parties could not reasonably have foreseen from the public involvement efforts, an additional opportunity for public comment on the revised plan shall be made available.

### **Transit Development Plan (TDP)**

The *Transit Development Plan* is a five year operating and capital improvement plan for the system. A TDP is considered a short-range plan that takes a comprehensive look at various aspects of the system, including route structure, paratransit program, levels of service, fare structure, capital needs, and overall budget. Recommended system changes are designed to achieve an optimum level of transit service based on assumed federal and state funding and local budget constraints.

As part of the review process for the *Transit Development Plan*, a 30-day public review and comment period and a public hearing will be held prior to action of the Green Bay Transit Commission. A "Notice of Request for Comments and Notice of Public Hearing" will be published in a local newspaper upon the onset of the review period. The notice will detail the dates of the review period and public hearing. "Metro Alerts" will be placed in all Metro vehicles and posted on the Green Bay Metro website at [www.GreenBayMetro.org](http://www.GreenBayMetro.org) and social media outlets.

Special efforts will be made to involve the public in the TDP planning process. Public involvement strategies may include the formation of an advisory committee and consist of individuals representing human service agencies, other organizations that have a special interest in Metro operations, and riders. Additional public involvement opportunities, such as public informational meetings, may be offered at the discretion of staff.

Comments received during the public hearing and/or otherwise submitted will be summarized and forwarded to the Green Bay Transit Commission along with a recommendation from staff.

If the final plan differs significantly from the one which was made available for public comment or raises new significant issues which interested parties could not reasonably have foreseen from the public involvement efforts, an additional opportunity for public comment on the revised plan shall be made available.

### **Summary**

The above public involvement processes shall be periodically reviewed by the Green Bay Transit Commission to judge the effectiveness in assuring that the process provides full and open access to all.

With the adoption of this policy, the Green Bay Transit Commission intends to seek out and encourage early and continuous public involvement throughout the development of plans, programs, and policies, and to provide the mechanism whereby citizen participants can freely exchange information, ideas, and values with Metro staff.

## Metro Rider Alert Example

Metro Rider Alerts are made available to passengers in all vehicles, information center, website, and social media outlets.

# METRO RIDER ALERT



## PUBLIC INPUT NEEDED

Green Bay Metro and the Brown County Planning Commission are in the beginning stages of preparing a Transit Development Plan. The purpose of the plan is to guide improvements for Metro for the next five years.

**Tell us what YOU think!**



You are invited to participate in a brief online survey and online mapping exercise. The online mapping exercise will allow you to place a dot on the map and enter comments regarding current service, transfer stations, bus shelters, bus stops, or any other aspect of the system. To access the survey, go to <https://browncounty.maps.arcgis.com/apps/webappviewer/index.html?id=29506c1e5d5e43109c354af1d6ff179> or Metro's [Facebook](#) page.

A series of Information Meetings and Public Hearing will be held in late summer detailing the findings and recommendations for the system. Metro Rider Alerts will be issued prior to the meetings.

If you are unable to access the survey and wish to share comments, please do so by mailing or dropping them off by February 28 at: ATTN: TDP, Green Bay Metro, 901 University Avenue, Green Bay, WI 54302.

# METRO RIDER ALERT

**Legal Notice Affidavit - Public Participation Plan**  
(A copy of the affidavit will appear in the final printing of the document.)

**NOTICE OF 30 DAY PUBLIC REVIEW AND COMMENT PERIOD  
AND NOTICE OF PUBLIC HEARING ON THE  
PUBLIC PARTICIPATION POLICY  
FOR THE GREEN BAY METRO SYSTEM**

All interested persons are advised of a 30-day public review and comment period and are invited to a public hearing on the *Draft Public Participation Policy for the Green Bay Metro System*.

A copy of the draft document can be found on the Green Bay Metro website at [GreenBayMetro.org](http://GreenBayMetro.org). Further information regarding the draft can be obtained by calling Patty Kiewiz, Green Bay Metro Director at 448-3450.

The 30-day public review and comment period for the draft is scheduled for December 17, 2018 through January 15, 2019.

The Green Bay Transit Commission will conduct a public hearing on:

**Wednesday, January 16, 2019**  
Green Bay Metro Transportation Center  
901 University Avenue, Green Bay  
8:15 a.m.

Written comments should be mailed to Green Bay Metro, Attn: Public Comment, 901 University Avenue, Green Bay, WI 54302 by January 15, 2019 or emailed to [PatriciaKi@greenbaywi.gov](mailto:PatriciaKi@greenbaywi.gov).

Publication Dates: December 17, 2018  
January 2, 2019



Report to the  
Transit Commission  
of the City of Green Bay



**MEETING DATE**

January 16, 2019

**PREPARED BY**

Patty Kiewiz, Transit Director

**AGENDA ITEM # E.I.**

Discussion/Action: Green Bay Metro Drug and Alcohol Policy

**BACKGROUND**

US Department of Transportation, Federal Transit Administration requires all covered employees who perform a safety-sensitive function must comply with 49 CFR Part 655, as amended.

To ensure federal compliance, Green Bay Metro staff reviews the policy at a minimum of once per year and updates as required.

**RECOMMENDATION**

Staff recommends approval of the updated Green Bay Metro Drug and Alcohol Policy.

**FISCAL IMPACT**

**ATTACHMENTS**

- I. Drug and Alcohol Policy I-16-19 DRAFT



## DRUG & ALCOHOL POLICY

Updated and Revised by the Green Bay Transit Commission  
January 16, 2019,

**Deleted:** December 20, 2017

**GREEN BAY METRO TRANSIT (GBM)**  
**Acknowledgement of Employer's Drug and Alcohol Testing Policy**

I, \_\_\_\_\_, the undersigned, hereby acknowledge that I have received a copy of the anti-drug and alcohol misuse program policy mandated by the US Department of Transportation, Federal Transit Administration for all covered employees who perform a safety-sensitive function. I understand this policy is required by 49 CFR Part 655, as amended, and has been duly adopted by the governing board of the employer. Any provisions contained herein which are not required by 49 CFR Part 655 or 49 CFR Part 40, as amended, that have been solely imposed on the authority of the employer are designated as such on the policy document.

I further understand that receipt of this policy constitutes a legal notification of the contents, and that it is my responsibility to become familiar with and adhere to all provisions contained therein. I will seek and get clarifications for any questions from the employer contact person listed in this policy. I also understand that compliance with all provisions contained in the policy is a condition of my employment.

I further understand that the information contained in the approved policy dated \_\_\_\_\_, is subject to change, and that any such changes, or addendum, shall be given to me in a manner consistent with the provision of 49 CFR Part 655, as amended.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

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## **GREEN BAY METRO TRANSIT (GBM)**

### **Drug & Alcohol Policy**

#### **1.0 Policy Statement**

The Green Bay Transit Commission adopted the GBM Policy on Drug and Alcohol Abuse on 19 September 2007. GBM is dedicated to providing safe, dependable and economical transportation services in the greater Green Bay metropolitan area. GBM's employees are its most valuable resource, and it is our goal to provide a healthy, satisfying work environment, which promotes personal opportunities for growth. In meeting these goals, it is our policy to:

1. Ensure that employees are not impaired in their ability to perform assigned duties in a safe, productive and healthy manner;
2. Create a workplace environment free from the adverse effects of drug abuse and alcohol misuse;
3. Prohibit the unlawful manufacture, distribution, dispensing, possession or use of controlled substances; and
4. To encourage employees to seek professional assistance any time personal problems, including alcohol or drug dependency, adversely affect their ability to perform their assigned duties.

#### **1.0 Purpose**

The purpose of this policy is to assure worker fitness for duty and to protect our employees, passengers, and the public from the risks posed by the misuse of alcohol and use of prohibited drugs. This policy is also intended to comply with all applicable federal regulations governing workplace anti-drug and alcohol programs in the transit industry. The Federal Transit Administration (FTA) has published 49 CFR Part 655, as amended, that mandates urine drug testing and breath alcohol testing for safety-sensitive positions and prohibits performance of safety-sensitive functions when there is a positive test result. The U. S. Department of Transportation (DOT) has also published 49 CFR Part 40, as amended, that sets standards for the collection and testing of urine and breath specimens. In addition, the federal government published 49 CFR Part 29, "The Drug-Free Workplace Act of 1988," which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FTA. This policy incorporates those requirements for safety-sensitive employees and others when so noted.

#### **3.0 Applicability**

This policy applies to all safety-sensitive transit system employees, paid part-time employees, volunteers, contract employees and contractors when they are on transit property or when performing any transit-related, safety-sensitive business. This policy applies to off-site lunch periods or breaks when an employee is scheduled to return to work. Contract employees will not be permitted to conduct transit business if found to be in violation of this policy. Non-safety sensitive employees are subject to this policy as noted.

In addition to being subject to all other elements of this policy, employees who perform “safety sensitive functions” for GBM, as that term is defined in the FTA regulations (49 CFR Part 655), are subject to random drug and alcohol testing and other special requirements set forth in this policy. Generally, a safety-sensitive function occurs when an employee is performing, ready to perform or immediately available to perform any duty related to safe operation of mass transit services. The following are safety-sensitive functions:

1. Operation of a revenue service vehicle, whether or not such vehicle is in revenue service.
2. Controlling dispatch or movement of a revenue service vehicle.
3. Maintaining revenue service vehicles or equipment used in revenue service.
4. Operating a non-revenue service vehicle when required to be operated by a holder of a CDL.
5. Carrying a firearm for security purposes.
6. Supervising, where the supervisor performs any function listed in items 1-5 above.
7. Contractors acting as transit system employees.

GBM has reviewed the actual duties performed by employees in all job classifications to determine which employees perform safety-sensitive functions, and has determined which job functions may require the performance of safety-sensitive duties. An analysis will be performed if any new job classifications are developed to determine if the new job classifications should be considered safety-sensitive.

A list of safety-sensitive positions is included at the end of this policy.

Participation in Metro’s drug and alcohol testing program is a requirement of each safety-sensitive employee and thus, is a condition of employment.

#### **4.0 Prohibited Substances**

Prohibited substances addressed by this policy include the following:

##### **4.1 Illegally Used Controlled Substances or Drugs**

GBM adheres to the Code of Federal Regulations, 49 CFR, Part 40.

##### **4.2 Legal Drugs**

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, employees are required to report to their supervisor any medication, prescribed and/or over the counter medications which may interfere with the safe and effective performance of their job duties. Educational information regarding prescription and over-the-counter medications should be obtained from either a health care professional or pharmacist. The use of any substance which carries a warning label that indicates that mental functions, motor skills, or judgment may be adversely affected must be discussed by

employees with their appropriate health care professional before performing work-related duties. Employees are urged strongly to seek and obtain medical advice prior to using prescription or over-the-counter drugs that may adversely affect his/her ability to safely operate or maintain vehicles. Employees are required to provide a Supervisor with written documentation from a health care professional stating the employee can perform their specific job while taking the medication.

A legally prescribed drug means that the individual has a prescription or other written approval from a physician for the use of a drug in the course of medical treatment. If the employee tests positive for drugs, he/she must provide, within 24 hours, a valid prescription. A valid prescription includes the patient's name, the name of the substance, quantity/amount to be taken, and the time period of the authorization. The misuse or abuse of legal drugs while performing transit business, in uniform or on transit property, is prohibited.

#### **4.3 Alcohol**

The use of beverages containing alcohol or substances including any medication, mouthwash, food, candy or any other substance, such that alcohol is present in the body while performing transit business, is prohibited. The concentration of alcohol is expressed in terms of grams of alcohol per 210 liter of breath as measured by a breath-testing device.

#### **5.0 Prohibited Conduct**

##### **5.1 Manufacture, Trafficking, Possession and Use**

All transit system employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of prohibited substances on transit authority premises, in transit vehicles, in uniform, or while on transit authority business. Employees who violate this provision will be terminated. Law enforcement shall be notified, as appropriate, where criminal activity is suspected.

##### **5.2 Intoxication/Under the Influence**

Any safety-sensitive or non-safety-sensitive employee who is reasonably suspected of being intoxicated, impaired, under the influence of a prohibited substance, or not fit for duty shall be suspended from job duties pending an investigation and verification of condition. Employees who fail to pass a drug or alcohol test shall be removed from duty and referred to a Substance Abuse Professional (SAP). Failure of an employee to obtain a SAP evaluation and/or failure to follow the SAP's recommended treatment plan will be cause for termination of employment. A drug or alcohol test is considered positive if the individual is found to have a quantifiable presence of a prohibited substance in the body above the minimum thresholds defined in 49 CFR Part 40, as amended. Non-safety-sensitive employees are exempt under FTA regulations, but are governed under GBM's own policy authority as noted.

### **5.3 Alcohol Use**

No safety-sensitive or non-safety-sensitive employee should report for duty or remain on duty when his/her ability to perform assigned duties is adversely affected by alcohol or when his/her breath alcohol concentration is 0.04 or greater. No safety-sensitive or non-safety-sensitive employee shall use alcohol while on duty, in uniform, while performing safety-sensitive functions, or just before performing a safety-sensitive function. No safety-sensitive employee shall use alcohol within four hours of reporting for duty, eight hours following an accident, or during the hours that they are on call. Violation of these provisions is prohibited and is cause for termination of employment. Non-safety-sensitive employees are exempt under FTA regulations, but are governed under GBM's own policy authority as noted.

#### **Not Negative Alcohol Test**

(0.02 - 0.04) If an employee tests between 0.02 and 0.04 on an alcohol test, the employee will be removed from service for eight hours or unless a retest results in a concentration of less than 0.02. This absence will be considered an unexcused absence or miss out subject to GBM's disciplinary procedures.

### **5.4 Compliance with Testing Requirements**

Under FTA guidelines, all safety-sensitive employees will be subject to urine drug testing and breath alcohol testing. Any safety-sensitive employee who refuses to comply with a request for testing (pre-employment, random, post accident or reasonable suspension) shall be removed from duty, and consequences will be assessed. GBM will consider the test refusal to be a positive test, and the employee will be provided with a list of Substance Abuse Professionals (SAP) for evaluation. Failure of an employee to obtain an SAP evaluation and/or failure to follow the SAP's recommended treatment plan will be cause for termination of employment. Any safety-sensitive employee who is suspected of providing false information in connection with a test, or who is suspected of falsifying test results through tampering, contamination, adulteration, or substitution will be required to undergo an observed collection. Verification of these actions will result in the employee's removal from duty and his/her employment terminated. Refusal can include an inability to provide a sufficient urine specimen or breath sample without a valid medical explanation, as well as, a verbal declaration, obstructive behavior, or physical absence resulting in the inability to conduct the test.

Several behaviors may constitute a refusal to submit to a test. They are defined below:

A covered employee fails to provide a urine sample as required by 49 CFR Part 40, without a valid medical explanation, after he or she has received notice of the requirement to be tested in accordance with the provisions of this subpart, or engages in conduct that clearly obstructs the testing process.

An employee is considered to have refused to test if he/she fails to do the following:

#### **§ 40.191 What is a refusal to take a DOT drug test, and what are the consequences?**

- (a) As an employee, you have refused to take a drug test if you:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer. This includes the failure of an employee (including an owner-operator) to appear for a test when called by a C/TPA (see §40.61(a));
- (2) Fail to remain at the testing site until the testing process is complete; Provided, That an employee who leaves the testing site before the testing process commences (see §40.63 (c)) for a pre-employment test is not deemed to have refused to test;
- (3) Fail to provide a urine specimen for any drug test required by this part or DOT agency regulations; Provided, That an employee who does not provide a urine specimen because he or she has left the testing site before the testing process commences (see §40.63 (c)) for a pre-employment test is not deemed to have refused to test;
- (4) In the case of a directly observed or monitored collection in a drug test, fail to permit the observation or monitoring of your provision of a specimen (see §§40.67(l) and 40.69(g));
- (5) Fail to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure (see §40.193(d)(2));
- (6) Fail or decline to take an additional drug test the employer or collector has directed you to take (see, for instance, §40.197(b));
- (7) Fail to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER under §40.193(d). In the case of a pre-employment drug test, the employee is deemed to have refused to test on this basis only if the pre-employment test is conducted following a contingent offer of employment. If there was no contingent offer of employment, the MRO will cancel the test; or
- (8) Fail to cooperate with any part of the testing process (e.g., refuse to empty pockets when directed by the collector, behave in a confrontational way that disrupts the collection process, fail to wash hands after being directed to do so by the collector).
- (9) For an observed collection, fail to follow the observer's instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process.
- (10) Possess or wear a prosthetic or other device that could be used to interfere with the collection process.
- (11) Admit to the collector or MRO that you adulterated or substituted the specimen.
  - (b) As an employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.
  - (c) As an employee, if you refuse to take a drug test, you incur the consequences specified under DOT agency regulations for a violation of those DOT agency regulations.

**§ 40.261 What is a refusal to take an alcohol test, and what are the consequences?**

- (a) As an employee, you are considered to have refused to take an alcohol test if you:
- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer. This includes the failure of an employee (including an owner-operator) to appear for a test when called by a C/TPA (see §40.241(a));
  - (2) Fail to remain at the testing site until the testing process is complete; Provided, That an employee who leaves the testing site before the testing process commences (see §40.243(a)) for a pre-employment test is not deemed to have refused to test;
  - (3) Fail to provide an adequate amount of saliva or breath for any alcohol test required by this part or DOT agency regulations; Provided, That an employee who does not provide an adequate amount of breath or saliva because he or she has left the testing site before the testing process commences (see §40.243(a)) for a pre-employment test is not deemed to have refused to test;
  - (4) Fail to provide a sufficient breath specimen, and the physician has determined, through a required medical evaluation, that there was no adequate medical explanation for the failure (see §40.265(c));
  - (5) Fail to undergo a medical examination or evaluation, as directed by the employer as part of the insufficient breath procedures outlined at §40.265(c);
  - (6) Fail to sign the certification at Step 2 of the ATF (see §§40.241(g) and 40.251(d));
- or
- (7) Fail to cooperate with any part of the testing process.
- (b) As an employee, if you refuse to take an alcohol test, you incur the same consequences specified under DOT agency regulations for a violation of those DOT agency regulations.

**5.5 Treatment Requirements**

All employees are encouraged to make use of the available resources for treatment of alcohol misuse, legal, and illegal drug use problems. Under certain circumstances, employees may be required to undergo treatment for substance abuse or alcohol misuse as explained in this policy. Any safety-sensitive employee who refuses or fails to comply with the SAP's requirements for treatment, after care or return-to-duty directives, will be cause for termination of employment. Non-safety-sensitive employees also must adhere to these same guidelines. Non-safety sensitive employees are exempt under FTA guidelines, but adherence is regulated by GBM's own policy authority. The employee's insurance provider will coordinate the cost of the treatment or rehabilitation services. Employees who do not have health insurance coverage are responsible for the entire cost of any recommended treatment or rehabilitation services.

**5.6 Notifying GBM of Criminal Drug Conviction**

Apart from FTA regulations, but under GBM's own authority, all employees are required to notify GBM of any criminal drug statute conviction for a violation within five working days after such conviction.

### **5.7 Proper Application of the Policy**

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

### **5.8 Voluntary Treatment**

GBM encourages employees to seek treatment voluntarily. Any employee who comes forth and notifies GBM of an alcohol or chemical abuse problem will be provided assistance. This assistance will include a mandatory referral to GBM's Substance Abuse Professional (SAP) at GBM's expense. Employees are encouraged but not mandated to follow the SAP's recommended treatment plan. An appropriate leave of absence may be granted for treatment and rehabilitation. Payment for treatment will be coordinated through the employee's health insurance provider. Employees who do not have health insurance coverage are responsible for the entire cost of any recommended treatment or rehabilitation services.

Voluntary requests for treatment must be made prior to any pending drug/alcohol test or disciplinary action. Employees will not be disciplined for requesting treatment, but will be expected to observe job performance standards and work rules as they apply to every employee. Any decision to seek help through GBM will not interfere with an employee's eligibility for promotional opportunities. Confidentiality of information will be maintained at all times.

### **5.9 Non-Safety-Sensitive Employees**

Apart from FTA regulations, but under GBM's own authority, non-safety-sensitive employees who have a positive drug or alcohol test will be referred to GBM's Substance Abuse Professional (SAP) for assessment. GBM will assist and encourage non-safety-sensitive employees to comply with the SAP's recommended treatment plan. Employees will be expected to observe job performance standards and work rules as they apply to every employee. Depending upon the non-safety-sensitive employee's job duties, GBM reserves the right to remove the employee from his/her position and place the employee on an appropriate leave of absence. GBM's Designated Employer Representative (DER) will determine if the non-safety-sensitive employee is capable of safely and satisfactorily performing his/her essential job functions as outlined in the employee's job description.

### **5.10 Confidentiality**

GBM affirms the need to protect individual dignity, privacy and confidentiality throughout the testing process. Laboratory reports or test results shall not appear in an employee's general personnel file. Information of this nature will be contained in a separate confidential medical folder that will be kept under the control of the GBM Human Resources

Department. The reports or test results may only be disclosed without an employee's consent when:

- The information is compelled by law or by judicial or administrative process;
- The information has been placed at issue in a formal dispute between the employee and employer.

Employee must sign a separate release every time substance testing information is to be disclosed. The employee must sign releases any time information is to be released to the employee, union representatives, subsequent employers, and to any other third party designated by the employee.

#### **5.11 Employee Access to Records**

An employee, upon written request, is entitled to obtain copies of any records pertaining to their use of prohibited drugs or misuse of alcohol including drug or alcohol testing records. Covered employees have the right to gain access to any pertinent records such as equipment calibration records and records of laboratory certifications.

#### **6.0 Testing Procedures**

Urine drug testing and breath testing for alcohol may be conducted when circumstances warrant or as required by federal regulations. All safety-sensitive employees shall be subject to drug testing prior to employment, for reasonable suspicion, random, and following an accident as defined in Section 6.2, 6.3, 6.4, 6.5 and 6.6 of this policy. Non-safety-sensitive employees will be subject to all testing except follow-up, return-to-duty and random testing under GBM's own authority and not FTA regulations.

Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities that have been approved by the U. S. Department of Health and Human Services (DHHS). All testing will be conducted consistent with the procedures put forth in 49 CFR Part 40, as amended. The drugs that will be tested for include marijuana, cocaine, opiates, amphetamines, and phencyclidine. An initial drug screen will be conducted on each urine specimen. For those specimens that are not negative, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) test will be performed. The test will be considered positive if the amounts present are above the minimum thresholds established in 49 CFR Part 40, as amended. In instances where there is reason to believe an employee is abusing a substance other than the five drugs listed above, apart from FTA regulations, GBM reserves the right to test for additional drugs under GBM's own authority using standard laboratory testing protocols.

All drug testing laboratory results will only be released to and reviewed by a qualified Medical Review Officer (MRO) in order to verify and validate test results. The MRO will release findings only to a Designated Employer Representative (DER). A MRO shall be a licensed physician who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result.

Before verifying that an employee has a positive test result, the MRO is responsible for contacting any such employee, on a direct and confidential basis, to determine whether the employee wishes to discuss the test or present a legitimate explanation for the positive result. An MRO staff person may make the initial contact, but they are prohibited from gathering medical information. If, after reasonable efforts, the MRO is unable to reach the employee directly, the MRO may contact GBM's DER for assistance in contacting the employee. GBM's DER will take maximum precautions to preserve the confidentiality to the MRO contact.

If, after making all diligent and reasonable efforts, neither the MRO nor GBM's DER are able to contact the employee within ten (10) days of the date the MRO received the confirmed positive test result from the laboratory, the MRO may verify the test result as positive. The MRO may also verify the test result as positive if the employee does not contact the MRO within three (3) days of being contacted by GBM's DER or the employee expressly declines the opportunity to discuss the test result. The MRO may reopen the verification of positive test if the employee presents documentation of serious injury or illness or other circumstances that unavoidably prevented the employee from being contacted within the designated time period, and if the employee then presents a legitimate (in the MRO's opinion) explanation for the positive test, the MRO shall declare the test to be negative.

The MRO will review and interpret an individual's medical history, including any medical records and biomedical information provided; affording the individual an opportunity to discuss the test result; and decide whether there is a legitimate medical explanation for the result, including legally prescribed medication.

The MRO can declare a test invalid or canceled based on the regulations specified in 49 CFR Part 40. A canceled/invalid test is considered neither a positive nor a negative test. An example of a canceled test is a urine sample being rejected by the laboratory. The MRO shall cancel the test and report the cancellation and the reasons for it to the FTA, employer, and employee. A negative dilute specimen will not require a retest.

Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA) approved evidential breath-testing device (EBT) operated by a trained breath alcohol technician (BAT). All breath alcohol test results will be reported only by an MRO or BAT to a Designated Employer Representative (DER). If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. A safety-sensitive or non-safety-sensitive employee who has a confirmed alcohol concentration of greater than 0.02 but less than 0.04 will be removed from his/her position for eight hours unless a retest results in a concentration measure of less than 0.02. The inability to perform a safety-sensitive or non-safety-sensitive duty due to an alcohol test result greater than 0.02 but less than 0.04 will be considered an unexcused absence or miss out subject to GBM's disciplinary procedures. An alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of this policy and a violation of the requirements set forth in 49 CFR Part 655 for safety-sensitive employees. Any safety-sensitive or non-safety-sensitive employee that has a confirmed positive drug or alcohol test will be removed from his/her position, informed of

educational and rehabilitation programs available and referred to a Substance Abuse Professional (SAP) for assessment. Non-safety-sensitive employees are exempt under FTA regulations, but are governed under GBM's own policy authority.

GBM does not use the practice known as a Stand-down. A Stand-down is the procedure of temporarily removing an employee from the performance of safety-sensitive functions based only on a report from a laboratory to the MRO of a confirmed positive test for a drug or drug metabolite, an adulterated test, or a substituted test, before the MRO has completed verification of the test result.

### **6.1 Compensation for Testing**

GBM will pay employees for drug or alcohol testing according to the following:

**Paid Testing:** (random, reasonable suspicion, post injury and post-accident testing) Employees will be paid from the time they are notified of the testing and relieved of job duties or from the time they leave GBM property until such time as they are released by the supervisor escorting the employee. In the case of alcohol testing at GBM, the employee will be paid from the time they report to the appropriate office until they have completed the test.

**Unpaid Testing:** (pre-employment, pre-promotion or transfer, and return-to-work) Pre-employment, pre-promotion or transfer and return-to-work testing will not be paid.

### **6.2 Split Specimen Testing**

Any safety-sensitive or non-safety-sensitive employee who questions the results of a required drug test under paragraphs 6.2 through 6.8 of this policy may request that an additional test be conducted. This test must be conducted at a different DHHS-certified laboratory. The test must be conducted on the split sample that was provided by the employee at the same time as the original sample. All costs for such testing are paid by the employer. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40, as amended. The employee's request for a split sample test must be made to the Medical Review Officer within 72 hours of notice of the original sample verified test result. Requests after 72 hours will only be accepted if the delay was due to documented facts that were beyond the control of the employee. Non-safety-sensitive employees are exempt under FTA regulations, but adherence is regulated by GBM's own policy authority.

### **6.3 Pre-Employment Testing**

All safety-sensitive and non-safety-sensitive position applicants shall undergo urine drug testing immediately following the conditional offer of employment or transfer into a safety-sensitive position. Receipt by the transit system of a negative drug test result is required prior to employment. Pre-employment drug tests may be administered only after the applicant has signed a consent form. Non-safety-sensitive applicants are tested apart from FTA regulations, but under GBM's own policy. Failure of a pre-employment drug test will

disqualify an applicant for employment at GBM for at least six months. GBM will reconsider a safety-sensitive applicant's application for employment under the following conditions:

1. At least six months has lapsed between applications;
2. The applicant can show proof of successfully completing a substance abuse treatment program;
3. The applicant must pass a new drug test;
4. The applicant must be willing to be subjected to the random testing program devised for employees who have tested positive.

When a covered employee has not performed a safety-sensitive function for 90 consecutive calendar days regardless of the reason, and the employee has not been in the employer's random selection pool during this time, the employer shall ensure that the employee takes a pre-employment drug test with a verified negative result.

#### **6.4 Other Testing**

Under GBM's own policy authority and not FTA's regulation all safety-sensitive and non-safety sensitive employees may be required to submit to drug testing in conjunction with any required physical examination. Required physical examinations may include but are not limited to worker compensation injuries or any leave of absence of 30 days or more. In addition, employees who are unavailable to perform their safety-sensitive job duties for a period of thirty (30) days or more are subject to a non-DOT drug test under GBM authority.

#### **6.5 Reasonable Suspicion Testing**

All safety-sensitive and non-safety sensitive employees may be subject to a fitness-for-duty evaluation, and urine and/or breath testing when there are reasons to believe that drug or alcohol use is adversely affecting job performance. Apart from FTA regulations, non-safety sensitive employees are governed under GBM's own policy authority. A reasonable suspicion referral for testing will be made on the basis of specific, contemporaneous, and articulate observations concerning appearance, behavior, speech, or body odors of the employee consistent with possible drug use or alcohol misuse. An employee is reasonably suspected of prohibited drug use or alcohol misuse when a trained supervisor or other GBM authorized official can:

- Substantiate specific behaviors that may indicate drug use or alcohol misuse.
- Identify job performance problems that may indicate prohibited drug use or alcohol misuse.
- Actually observe physical indications that prohibited drug use or alcohol misuse may be occurring.

A supervisor or other GBM authorized official must make reasonable suspicion referrals. To make reasonable suspicion determinations, supervisors must be trained on the facts, circumstances, physical evidence, physical signs and symptoms, or patterns of performance and/or behaviors associated with drug use and/or alcohol misuse. One supervisor will complete the GBM's "Reasonable Suspicion" form, but two or more trained supervisors

may participate in the reasonable suspicion determination process. A copy of the completed form will be provided to the employee.

#### **6.6 Post-Accident Testing**

All safety-sensitive employees will be required to undergo a urine drug test and breath alcohol test if they are involved in an FTA accident with a GBM transit vehicle (regardless of whether or not the vehicle is in revenue service). An FTA accident is defined as an occurrence associated with the operation of a revenue service vehicle that results in a fatality, in injuries requiring immediate treatment at a medical treatment facility; or one or more of the involved vehicles incur disabling damage that requires towing from the site. Safety-sensitive employees that are on duty in the vehicle and any safety-sensitive employee whose performance could have contributed to the accident will be tested. Accident does not necessarily mean collision. If an individual falls on a vehicle and needs to be transported to a hospital, then an accident has occurred and a post-accident test is required unless the driver can be completely discounted as a contributing factor to the accident. This definition only applies to non-fatal accidents. Fatal accidents will result in safety-sensitive employees being tested as outlined below.

Following an FTA accident, the safety-sensitive employee will be required to submit to a drug and alcohol test. Post-Accident testing is stayed while an employee assists in resolution of the accident or receives medical attention following the accident. However, employees must remain readily available during the time periods stated below. Post-accident testing will be done within two hours, and no later than (8) eight hours after the accident for alcohol testing and (32) thirty-two hours after the accident for drug testing. Any testing not conducted within these time limits will be documented to state the reason why. An employee involved in an accident must not use alcohol until after the employee undergoes alcohol testing or eight hours have elapsed, whichever comes first.

Nothing in this policy shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit an employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care. However, any employee who under the above circumstance fails to remain available for drug and alcohol testing (including notifying GBM of his/her location), or who otherwise leaves the scene of the accident without appropriate authorization prior to drug and alcohol testing, will be considered to have refused the test. 49 CFR Part 40 allows GBM to acquire post-accident test results obtained by Federal, State, or local law enforcement personnel in instances where GBM is unavailable to perform post-accident testing. The results of a blood, urine or breath test for the use of prohibited drugs and alcohol misuse, conducted by Federal, State or local officials having independent authority for the test shall be considered to meet the FTA requirements provided such tests conform to the applicable Federal, State or local testing requirements and that the test results are obtained by GBM.

## **6.7 Random Testing**

In accordance with 49 CFR Part 655, employees in safety-sensitive positions will be subjected to random, unannounced and unpredictable testing. The selection of safety-sensitive employees for random drug and alcohol testing will be made using a scientifically-valid method that ensures each covered employee that they will have an equal chance of being selected each time selections are made. The random tests will be unannounced and conducted at all times of day when safety-sensitive functions are preformed. The FTA determines the testing percentages annually and Metro will test in accordance with FTA requirements. All safety-sensitive employees will be placed in a common selection pool. Each employee in this pool will be matched with a unique random selection number. Through the use of a computer-based random number generation program, the required number of persons will be selected for each testing cycle throughout the year. All employees in the pool will remain in the random selection pool at all times throughout the year regardless of whether or not they have been previously selected. Employees who are not available for testing during the testing period will be removed from the random pool prior to the random selection drawing occurring. GBM's Personnel Director or DER will access the selection pool numbers. Notification will be made to those who must submit a specimen or complete an alcohol breath test. The test may be completed prior to, during or after the employee's work shift. The employee will be immediately escorted to the medical facility for the test. As soon as the urine specimen is collected or breath test is completed the employee will be required to return to work, unless the breath test is not negative. Management will not exercise any discretion in the random process. Upon notification of a selection, the employee must be escorted to an authorized testing facility.

## **7.0 Employment Assessment**

Any safety-sensitive employee, who tests positive for the presence of illegal drugs or alcohol above the minimum thresholds set forth in 49 CFR Part 40, as amended, will be referred for evaluation to a Substance Abuse Professional (SAP). A SAP is a licensed or certified physician, psychologist, social worker, employee assistance professional or addiction counselor with knowledge of and clinical experience in the diagnosis and treatment of alcohol or drug related disorders. The SAP will evaluate each employee to determine what assistance, if any, the employee needs in resolving problems associated with prohibited drug use or alcohol misuse. The employee's insurance provider may coordinate the cost of treatment or rehabilitation services. Employees who do not have health coverage are responsible for the entire cost of any treatment or rehabilitation services.

## **7.1 Consequences of a Positive Test**

Effective October 1, 2007, GBM instituted and will maintain a zero tolerance policy for the following types of tests: Pre-employment, post-accident, random, return-to-work, and reasonable suspicion. A verified positive test for any of these tests will result in an employee's immediate termination of employment with GBM.

## 8.0 Contacts

Any questions regarding this policy or any other aspect of GBM's substance abuse program should be addressed to the following transit system representatives:

### **Drug and Alcohol Program Manager and Designated Employer Representative:**

Name: Patricia Kiewiz  
Title: Transit Director  
Address: 901 University Avenue, Green Bay, WI 54302  
Telephone Number: (920) 448-3455  
FAX Number: (940) 448-3461

### **Assistant Drug and Alcohol Program Manager and Designated Employer Representative:**

Name: Essie Fels  
Title: Paratransit Coordinator  
Address: 901 University Avenue, Green Bay, WI 54302  
Telephone Number: (920) 448-3452  
FAX Number: (940) 448-3461

**Deleted:** April Herlache

**Deleted:** Transportation Supervisor

**Deleted:** 4

*A complete copy of regulation 49 CFR Part 40, as amended, is available for review in the GBM Administration office.*

### **Medical Review Officer:**

Name: Larry Studt, M.D.  
Title: MRO  
Address: Prevea Clinic, PO Box 19070, Green Bay, WI 54307  
Telephone Number: (920) 496-4729  
FAX Number: (920) 496-4792

Name: Lindo Go, M.D.  
Title: MRO  
Address: Prevea Clinic, PO Box 19070, Green Bay, WI 54307  
Telephone Number: (920) 496-4729  
FAX Number: (920) 496-4792

Name: Donna Habeck M.D.  
Title: MRO  
Address: Prevea Clinic, PO Box 19070, Green Bay, WI 54307  
Telephone Number: (920) 496-4729  
FAX Number: (920) 496-4792

Name: Richard Tovar M.D.  
Title: MRO  
Address: Prevea Clinic, PO Box 19070, Green Bay, WI 54307

Telephone Number: (920) 496-4729  
FAX Number: (920) 496-4792

Or successors

### **Substance Abuse Professionals**

A list of SAP's will be provided upon request or circumstance.

### **9.0 Adoption and Revision History**

Approved by the Green Bay Transit Commission on 19 September 2007.  
Updated and approved by the Green Bay Transit Commission on 16 June 2010.  
Updated and approved by the Green Bay Transit Commission on 20 October 2010.  
Updated and approved by the Green Bay Transit Commission on 21 March 2012.  
Updated and approved by the Green Bay Transit Commission on 21 August 2013.  
Updated and approved by the Green Bay Transit Commission on 20 January 2016.  
Updated and approved by the Green Bay Transit Commission on 20 December 2017.  
Updated and approved by the Green Bay Transit Commission on XX XXXXX 2019.

**APPENDIX A: SAFETY SENSITIVE POSITION LISTING**

**GREEN BAY METRO TRANSIT (GBM)**  
**Safety-Sensitive Positions**

**Transportation:**

Fixed Route Bus Operator (Full-Time)  
Fixed Route Dispatcher (Full-Time)  
Fixed Route Dispatcher (Part-Time)  
Fixed Route Operations Supervisor (Full-Time)

**Deleted:** Fixed Route Transportation Supervisor (Full-Time)¶

**Paratransit:**

Paratransit Bus Operator (Full-Time)  
Paratransit Bus Operator (Part-Time)  
Paratransit Dispatcher (Full-Time)  
Paratransit Dispatcher (Part-Time)  
Paratransit Route Supervisor (Full-Time)  
Paratransit Scheduler (Part-Time)  
Paratransit Scheduler (Full-Time)

**Maintenance:**

Maintenance Manager (Full-Time)  
Mechanics (Full-Time)  
Fueler (Full-Time)



Report to the  
Transit Commission  
of the City of Green Bay



**MEETING DATE**

January 16, 2019

**PREPARED BY**

Patty Kiewiz, Transit Director

**AGENDA ITEM # E.2.**

Discussion/Action: Green Bay Metro Severe Weather Policy

**BACKGROUND**

In 2007 Green Bay Metro developed a Severe Weather Policy. Safety of staff and the public are critical at all times. This policy provides guidance and instructions for all Green Bay Metro employees during various weather conditions.

This policy is reviewed annually and updated as needed.

**RECOMMENDATION**

Staff recommends approval of the Green Bay Metro Severe Weather Policy.

**FISCAL IMPACT**

**ATTACHMENTS**

- I. GBM Severe Weather Policy 12-2018 DRAFT



# Severe Weather Policy



**DECEMBER 2018**

The purpose of this policy is to ensure the safety of both employees and the general public by providing an action plan to follow in case of an emergency.

The following information is intended to provide a better understanding of our Severe Weather/Tornado Policy action plan and the personal action required following a tornado warning:

1. During a tornado warning, management, along with the Dispatcher, will continuously monitor the storms movement. During the tornado warning, the radio will remain on "C". This will facilitate immediate full communication throughout the system. Operators should minimize radio usage as much as possible.
2. The Dispatcher will alert all buses in service at the time of the tornado warning. The Dispatcher will announce the official warning, the immediate need to seek shelter, and if possible, the length of time the warning will last. Operators should immediately notify Dispatch of their shelter location and seek shelter after receiving the warning. If communication with the Dispatcher cannot be made prior to seeking shelter, the Operator is to secure their bus appropriately and use their best judgement in seeking immediate shelter for his/her self and their passengers.

Management will work with dispatch to notify all employees in the facility of the tornado warning through the use of the phone system or in person.

3. Operators should contact the Dispatcher if a tornado is sighted or if a warning siren is heard prior to the Dispatcher's general announcement. It is possible, depending on where the bus is on route, that the operator may hear the warning siren before dispatch. The tornado warning will be transmitted multiple times to ensure that all operators receive the entire message and to minimize the need for an operator to attempt radio contact with the dispatch.
4. The Dispatcher will provide the following information when a tornado warning is in effect:
  - a. Advise as to the degree of severe weather. Examples include a tornado watch, or a tornado warning. The announcement will be made multiple times to ensure complete coverage.
  - b. If Brown County receives a tornado warning, all operators will be advised as to the location and direction of reported sightings. All operators will also be advised to seek shelter immediately after the tornado warning has been issued. The length of time that the warning will be in effect will be communicated. Operators should not

leave shelter locations and go back to their bus prior to the end of the warning period.

Avoid seeking shelter at locations that pose immediate danger. The following list represents specific locations to avoid: gasoline stations, parking lots, construction sites, antennas, high voltage lines, power poles, power transmission stations, buildings with glass exteriors, trees, etc.

Examples of proper shelter include: cellars, overpasses, underground walkways, steel-framed or reinforced concrete buildings, ditches, depressions in the earth, etc. Avoid rooms with glass windows. Do not seek shelter under the bus. Do not return to your bus until the tornado warning has passed.

If time does not allow the Operator to seek a safe location for shelter, then the Operator should advise all passengers, including his/her self to get as low as possible in the bus, and cover their head.

5. In order to maintain control during a tornado situation , you must:
  - a. Receive and understand tornado warning information provided.
  - b. Operators should advise their passengers of the tornado warning and of safety procedures. Communicate the situation to your passengers in a calm and controlled manner.
  - c. Seek safe shelter along your route (see attached shelter list by route).
  - d. Request that all passengers evacuate your bus (you cannot force anyone to leave) and proceed to a safe shelter in the immediate area. Inform passengers that if they refuse to leave, they will be assuming all risks involved, if personal injury occurs.
  - e. Remain at the shelter location until the communicated “all clear” time has been reached. Inform passengers that the warning is over and that you are preparing to resume service.
6. Passengers that use wheelchairs or other personal mobility aids should be evacuated the same as non-disabled passengers. Wheelchair evacuations should take place through the front door while non-disabled passengers exit through the rear doors.
7. During severe weather or torrential down pours, operators should pull over the bus in a safe area until it is okay to proceed. Notify dispatch of your location.

## **POTENTIAL SHELTER LOCATIONS**

Attached is a list of various locations that can be used as potential shelters along each route. *This list should not be assumed the only options.* Operators should make their best judgement call for their safety as well as their passengers.

### **Route #2 Orange Zippin Line**

- |                        |                                          |
|------------------------|------------------------------------------|
| - St. Peter and Paul   | 710 N. Baird Ave, Green Bay, WI 54302    |
| - University Supervalu | 2080 University Ave, Green Bay, WI 54302 |
| - Preble High School   | 2222 Deckner Ave, Green Bay, WI 54302    |

### **Route #3 Silver Line**

- |                              |                                                |
|------------------------------|------------------------------------------------|
| - Neville Public Museum      | 210 Museum Pl, Green Bay, WI 54303             |
| - National Guard             | 800 N. Military Ave, Green Bay, WI 54303       |
| - St. Mary's Hospital        | 1726 Shawano Ave, Green Bay, WI 54303          |
| - Green Bay Plaza            | 1481-1535 Green Bay Plaza, Green Bay, WI 54304 |
| - Green Bay West High School | 966 Shawano Ave, Green Bay, WI 54303           |
| - Shopko                     | 216 S. Military Ave, Green Bay, WI 54303       |

### **Route #4 Blue Line**

- |                              |                                                |
|------------------------------|------------------------------------------------|
| - Neville Public Museum      | 210 Museum Pl, Green Bay, WI 54303             |
| - Green Bay West High School | 966 Shawano Ave, Green Bay, WI 54303           |
| - Green Bay Plaza            | 1481-1535 Green Bay Plaza, Green Bay, WI 54304 |
| - St. Mary's Hospital        | 1726 Shawano Ave, Green Bay, WI 54303          |
| - National Guard             | 800 N. Military Ave, Green Bay, WI 54303       |
| - Shopko                     | 216 S. Military Ave, Green Bay, WI 54303       |

### **Route #5 Plum Line**

- |                                   |                                                |
|-----------------------------------|------------------------------------------------|
| - Green Bay Plaza                 | 1481-1535 Green Bay Plaza, Green Bay, WI 54304 |
| - Green Bay Southwest High School | 1331 Packerland Dr. Green Bay, WI 54304        |
| - Lombardi Middle School          | 1520 S. Point Rd, Green Bay, WI 54313          |
| - Green Bay City Hall             | 100 N. Jefferson St, Green Bay, WI 54301       |

### **Route #6 Red Line**

- |                                   |                                                |
|-----------------------------------|------------------------------------------------|
| - Franklin Middle School          | 1233 Lore Ln, Green Bay, WI 54303              |
| - Green Bay Plaza                 | 1481-1535 Green Bay Plaza, Green Bay, WI 54304 |
| - Festival Foods                  | 2250 W. Mason St, Green Bay, WI 54303          |
| - Wal-Mart                        | 2440 W. Mason St, Green Bay, WI 54303          |
| - NWTC                            | 2740 W. Mason St, Green Bay, WI 54303          |
| - Green Bay Southwest High School | 1331 Packerland Dr, Green Bay, WI 54304        |
| - City Hall                       | 100 N. Jefferson St, Green Bay, WI 54301       |

**Route #7 Lime Line**

- |                                 |                                          |
|---------------------------------|------------------------------------------|
| - Green Bay East High School    | 1415 E. Walnut St, Green Bay, WI 54301   |
| - St. Peter and Paul            | 710 N. Baird Ave, Green Bay, WI 54302    |
| - University Supervalu          | 2080 University Ave, Green Bay, WI 54302 |
| - Brown County Treatment Center | 3150 Gershwin Dr, Green Bay, WI 54311    |
| - University of WI-Green Bay    | 2420 Nicolet Dr, Green Bay, WI 54311     |
| - Festival Foods                | 2430 University Ave, Green Bay, WI 54302 |
| - Veterans Clinic               | 2851 University Ave, Green Bay, WI 54311 |

**Route #8 Green Line**

- |                              |                                                |
|------------------------------|------------------------------------------------|
| - Green Bay Plaza            | 1481-1535 Green Bay Plaza, Green Bay, WI 54304 |
| - Green Bay West High School | 966 Shawano Ave, Green Bay, WI 54303           |
| - Bay Park Square Mall       | 303 Bay Park Square, Ashwaubenon, WI 54304     |
| - Target                     | 1001 Cormier Rd , Green Bay, WI 54304          |
| - Neville Public Museum      | 210 Museum Pl, Green Bay, WI 54303             |

**Route #9 Gold Line**

- |                              |                                                |
|------------------------------|------------------------------------------------|
| - Target                     | 1001 Cormier Rd, Green Bay, WI 54304           |
| - Bay Park Square Mall       | 303 Bay Park Square, Ashwaubenon, WI 54304     |
| - Green Bay Plaza            | 1481-1535 Green Bay Plaza, Green Bay, WI 54304 |
| - Green Bay West High School | 966 Shawano Ave, Green Bay, WI 54303           |
| - Neville Public Museum      | 210 Museum Pl, Green Bay, WI 54303             |

**Route #10 Yellow Line**

- |                        |                                            |
|------------------------|--------------------------------------------|
| - Bay Park Square Mall | 303 Bay Park Square, Ashwaubenon, WI 54304 |
| - DMV                  | 942 Vanderperren Way, Green Bay, WI 54304  |
| - Goodwill             | 2814 S. Oneida St, Green Bay, WI 54304     |
| - Bellin Health        | 1630 Commanche Ave, Green Bay, WI 54313    |
| - Prevea               | 2502 S. Ashland Ave, Green Bay, WI 54304   |

**Route #11 Sky Line**

- |                               |                                          |
|-------------------------------|------------------------------------------|
| - Prevea                      | 1821 S. Webster Ave, Green Bay, WI 54301 |
| - Broadview YMCA              | 380 Broadview Dr, Allouez, WI 54301      |
| - De Pere High School         | 1700 Chicago St, De Pere, WI 54115       |
| - Dickinson Elementary School | 435 S. Washington St, De Pere, WI 54115  |
| - Shopko                      | 230 N. Wisconsin St, De Pere, WI 54115   |
| - St. Vincent Hospital        | 835 S. Van Buren St, Green Bay, WI 54301 |

**Route #12 Coal Line**

- |                              |                                          |
|------------------------------|------------------------------------------|
| - St. Vincent Hospital       | 835 S. Van Buren St, Green Bay, WI 54301 |
| - Green Bay East High School | 1415 E. Walnut St, Green Bay, WI 54301   |
| - East Town Mall             | 2350 E. Mason St, Green Bay, WI 54302    |
| - Wal-Mart                   | 2292 Main St, Green Bay, WI 54311        |

**Route #13 River Line**

- |                           |                                          |
|---------------------------|------------------------------------------|
| - Green Bay City Hall     | 100 N. Jefferson St, Green Bay, WI 54301 |
| - Brown County Courthouse | 100 S. Jefferson St, Green Bay, WI 54301 |
| - Brown County Library    | 515 Pine St, Green Bay, WI 54301         |
| - NEW Community Shelter   | 301 Mather St, Green Bay, WI 54303       |

**Route #14 Brown Line**

- |                              |                                        |
|------------------------------|----------------------------------------|
| - Green Bay East High School | 1415 E. Walnut St, Green Bay, WI 54301 |
| - East Town Mall             | 2350 E. Mason St, Green Bay, WI 54302  |
| - Wal-Mart                   | 2292 Main St, Green Bay, WI 54311      |

**Route #15 Aqua Line**

- |                   |                                         |
|-------------------|-----------------------------------------|
| - Wal-Mart        | 2292 Main St, Green Bay, WI 54311       |
| - East Town Mall  | 2350 E. Mason St, Green Bay, WI 54302   |
| - Aurora Hospital | 2845 Greenbrier Rd, Green Bay, WI 54311 |
| - Prevea          | 3021 Voyager Dr, Green Bay, WI 54311    |

**Route #16 Pink Line**

- |                   |                                         |
|-------------------|-----------------------------------------|
| - Wal-Mart        | 2292 Main St, Green Bay, WI 54311       |
| - East Town Mall  | 2350 E. Mason St, Green Bay, WI 54302   |
| - Aurora Hospital | 2845 Greenbrier Rd, Green Bay, WI 54311 |
| - Prevea          | 3021 Voyager Dr, Green Bay, WI 54311    |

**Route #17 Brick Line**

- |                        |                                            |
|------------------------|--------------------------------------------|
| - Shopko               | 230 N. Wisconsin St, De Pere, WI 54115     |
| - Syble Hopp School    | 755 Scheuring Rd, De Pere, WI 54115        |
| - St. Norbert College  | 100 Grant St, De Pere, WI 54115            |
| - Bay Park Square Mall | 303 Bay Park Square, Ashwaubenon, WI 54304 |
| - Wal-Mart             | 1415 Lawrence Dr, De Pere, WI 54115        |

**Route #18 Tan Line**

- |                                 |                                          |
|---------------------------------|------------------------------------------|
| - Salvation Army Kroc Center    | 1315 Lime Kiln Rd, Green Bay, WI 54311   |
| - Target                        | 2050 Lime Kiln Rd, Green Bay, WI 54311   |
| - Brown County Sheriff's Office | 2684 Development Dr, Green Bay, WI 54311 |
| - East Town Mall                | 2350 E. Mason St, Green Bay, WI 54302    |

## **Adoption and Revision History**

Approved by the Green Bay Transit Commission on September 19, 2007.

Updated and approved by the Green Bay Transit Commission on June 16, 2010.

Updated and approved by the Green Bay Transit Commission on October 20, 2010.

Updated and approved by the Green Bay Transit Commission on March 21, 2012.

Updated and approved by the Green Bay Transit Commission on March 21, 2012.

Updated and approved by the Green Bay Transit Commission on July 24, 2013.

Updated and approved by the Green Bay Transit Commission on July 19, 2017.

Updated and approved by the Green Bay Transit Commission on XXX, 2018



Report to the  
Transit Commission  
of the City of Green Bay



**MEETING DATE**

January 16, 2019

**PREPARED BY**

Patty Kiewiz, Transit Director

**AGENDA ITEM # F.I.**

Jefferson Lines - Incidental Use Update

**BACKGROUND**

Director Kiewiz will give an update on the incidental use of the transit facility by Jefferson Lines.

**RECOMMENDATION**

Receive and place on file.

**FISCAL IMPACT**

**ATTACHMENTS**

- I. Incidental Use Approval - Jefferson Lines 12 2018



U.S. Department  
of Transportation  
**Federal Transit Administration**

REGION V  
Illinois, Indiana,  
Michigan, Minnesota,  
Ohio, Wisconsin

**RECEIVED**

DEC 14 2018

**Green Bay METRO**

200 West Adams Street  
Suite 320  
Chicago, IL 60606-5232  
312-353-2789  
312-886-0351 (fax)

December 10, 2018

Ms. Patty Kiewiz  
Transit Director  
Green Bay Transit  
901 University Avenue  
Green Bay, Wisconsin 54302

RE: Incidental Use of Green Bay Metro Transit Facility

Dear Ms. Kiewiz:

The Federal Transit Administration (FTA) has reviewed Green Bay Metro Transit's (GBMT) November 29, 2018 letter requesting concurrence for Jefferson Partners L.P. Incidental Use of GBMT facilities and facility-related equipment.

An incidental use is defined as the limited authorized use of real property and equipment acquired with FTA funds for purposes of transit service, but which also has limited non-transit use due to transit operating circumstances. Such use must not conflict with the approved purposes of the project and must not interfere with the intended transit uses of the project property.

Upon review of GBMT's submittals, the FTA concurs with Jefferson Lines L.P. Incidental Use of GBMT facilities and facility-related equipment. This concurrence is only for this GBMT action and should not be construed as an approval for any other matters. Please retain this concurrence letter for your records. GBMT is required to keep an inventory of the use. FTA will review the inventory during the triennial review process.

If you have any questions, please contact Hassan Dastgir at 312-705-1280 or [hassan.dastgir@dot.gov](mailto:hassan.dastgir@dot.gov).

Sincerely,

Melody L. Hopson, P.E.  
Director, Office of Program Management and Project Oversight



Report to the  
Transit Commission  
of the City of Green Bay



**MEETING DATE**

January 16, 2019

**PREPARED BY**

Patty Kiewiz, Transit Director

**AGENDA ITEM # F.2.**

Mobility Management Program Update

**BACKGROUND**

In March of 2017 Green Bay Metro partnered with Brown County Planning and Brown County Aging Disability Resource Center to establish a Mobility Management Program.

Part of this program included a Mobility Coordinator that is housed here at Green Bay Metro. The Mobility Coordinator will review with the Commission the 2018 Biannual Report.

**RECOMMENDATION**

Receive and place on file.

**FISCAL IMPACT**

**ATTACHMENTS**

- I. MM REPORT 12.2018

# MOBILITY MANAGEMENT PROGRAM QUARTERLY/BIANNUAL REPORTS



Mobility Management  
of Brown County

*"Creating Independence"*

**Report Qtr:** 2<sup>nd</sup> Half, Biennial (7/1/18-12/31/18)

**Report Year:** 2018

Mobility Management (MM) Mobility Coordinator (MC) Travel Training (TT)

- I. Develop and promote transportation coordination strategies with the ADRC of Brown County, Brown County TCC, BCPC, and other agencies and organizations as appropriate.**
  - a. Focus Group is ongoing.
  - b. Curative Connections and MC continue to coordinate on various services.
  - c. Regular monthly attendance at ADRC Board meetings.
  - d. Continued discussion, planning and developing with BCPC, ADRC regarding voucher program development.
  - e. Quarterly newsletters sent to these and many organizations as well as individuals.

RURAL OUTREACH:

  - a. Attendance at ADRC and senior centers in Denmark and Pulaski. Conducted presentations in Pulaski to explain specific transportation options available to them.
  - b. Introduced Oconto MM to school contacts, planners and grant funders in GB area to assist in bringing My Garage and Work n' Wheels program to Brown County which will help rural Brown County residents.
- II. Assess unmet transportation needs and service gaps and to develop plans and programs to address these unmet needs and service gaps.**
  - a. Continue to research projects and plans around the state and country that are successfully being implemented by Mobility Managers. (ongoing)
  - b. 2018 Transportation Needs survey, nearly 500 responded. Results lent to voucher program ideas.
  - c. Ongoing call sheet – tracking where calls are coming from, what needs are, etc. Shared with BC Planning.
  - d. Beginning to plan a Transportation Fair for spring 2019.
- III. Create and lead coalitions and/or teams to develop and implement collaborative approaches to addressing the transportation needs of seniors and people with disabilities throughout Brown County.**
  - a. Focus Group purpose is to identify and address needs with creative, collaborative approaches. This is ongoing. Coalition is representative of rural, suburban, city and county; schools; for-profit, non-profit and government transportation providers; and

assisted living facilities. Met bi-monthly through 2018. Moving forward, will meet as needed.

- b. Active, participatory member of WI Association of Mobility Managers, with regular contact to other MM's through the state. Serve on professional development committee.

**IV. Develop policies and procedures related to mobility management and travel training programs and activities.**

- a. TT policy and procedure manual is complete.
- b. MM policy and procedure manual is complete; updated, maintained and altered as needed, as we progress in the program development.
- c. Voucher pilot project: With support from BCPC and GB Metro, entire program developed and implemented. Policy and procedure manual written and approved by legal dept.

**V. Develop and maintain an outreach system that helps seniors and people with disabilities throughout Brown County gain access to needed transportation services.**

- a. Attendance at monthly meetings for Brown County Human Service Network, and the Aging Network of Brown County as well as Transportation Commission and the ADRC Board meetings.
- b. Attendance at quarterly meetings: TCC and NEWRATC meetings.
- c. Participation in WAMM monthly conference calls and as professional development committee member.
- d. Presented for the Project Search orientation.
- e. MC represented GB Metro at numerous fairs, school events: UWGB, St Norbert, NWTC.
- f. 7 presentations this reporting period. Attendees averaged 5 to 20 individuals. Locations included nonprofits, government agencies, and social service agencies. Agencies engaged included alternative and public high schools in Green Bay, nonprofit agencies such as ADRC focused on human services in Green Bay, local universities and colleges, and sometimes presentations were followed by a bus trip.
- g. Information marketing and resource dissemination at these agencies as well as periodic posts, photos, on social media, statement about TT in first page of route guides, GB Metro website contains MM page and a link to TT from other pages on the site, MM newsletter sent via email quarterly. This report covers newsletters sent 9/18 and 12/18.
- h. The Voucher Program will assist older adults and people with disabilities gain access to more affordable means of transportation when current systems are unavailable. Multiple presentations and outreach efforts to inform public.

**VI. Identify and/or develop fact sheets, resource packets, and other information to educate seniors and people with disabilities about transportation options; list the organizations/agencies to whom contact was made.**

- a. Continue to distribute brochures on travel training, route guides, applications for paratransit and reduced fare, flyers for service or volunteers for Curative Connections at all presentations and community interactions.
- b. MM Pages and TT links available on GB Metro's website – [www.greenbaymetro.org](http://www.greenbaymetro.org).

- c. Quarterly newsletter created and distributed via email to over 320 recipients during week of September 1 and December 1. (March, June, September and December, annually). Current and past newsletters are also available on GB Metro's website.
- d. Marketing for Voucher Program included social media, direct mail, presentations/hand-outs, newsletter articles, etc. Also conducted presentations, made and distributed packets, brochures, etc.
- e. Updated transportation resources document with all available options listed and contact information for each. Consistently monitored, updated and distributed.

**List of organizations/agencies:**

- ADRC of Brown County, Green Bay, Pulaski and Denmark
- Area schools: East, South West, Minoka Hill, Preble, Edison, UWGB, SNC, NWTC, Syble Hopp
- Human Service Rep's network meeting
- Curative Connections
- NEW Curative Homeless Shelter
- BC Shelter Care
- Forward Service Corporation
- Job Center
- NEW Community Shelter
- St. John's Shelter
- Micah Center

**VII. Number of customer contacts made and received by the Mobility Coordinator, and number of customers for whom rides were found during the biennium.**

- a. Total of 172 calls received.
- b. MC was able to refer or assist in finding rides for a total of 79. 10 requests for rides could not be met. Remaining calls were not seeking rides.
- c. MC also received 49 calls regarding travel training and 14 regarding vouchers.

**VIII. Number of one-on-one conducted by the Travel Trainer during the biennium.**

- MC Held 39 individual one-on-one travel training and TT held 10, total: 49. Total hours dedicated to travel training in 2018 = 184.

**IX. Updates on voucher program**

- a. \$30,000 made available via 85.21 trust fund for 2018 pilot project. \$48,017 made available via 85.21 plan for 2019 program.
  - Goal was to begin pilot project in September. Beginning date extended to November due to numerous things.
- b. Participating providers: Yellow Cab for ambulatory individuals and Arms of Angels for ADA or individuals using mobility-devices or otherwise non-ambulatory.
- c. Participating individuals: 10. Six of those use a mobility device requiring ADA vehicle.
- d. Sold \$830 face-value in individual vouchers in Nov-Dec.
- e. Will be sending out for printing of vouchers in 2019 instead of printing in-house.

**Report respectfully submitted by Mobility Coordinator, Jennifer Hallam-Nelson**



Report to the  
Transit Commission  
of the City of Green Bay



**MEETING DATE**

January 16, 2019

**PREPARED BY**

Patty Kiewiz, Transit Director

**AGENDA ITEM # F.3.**

Marketing Update

**BACKGROUND**

2018 Marketing report is included.

Staff is available to answer any questions regarding this report.

**RECOMMENDATION**

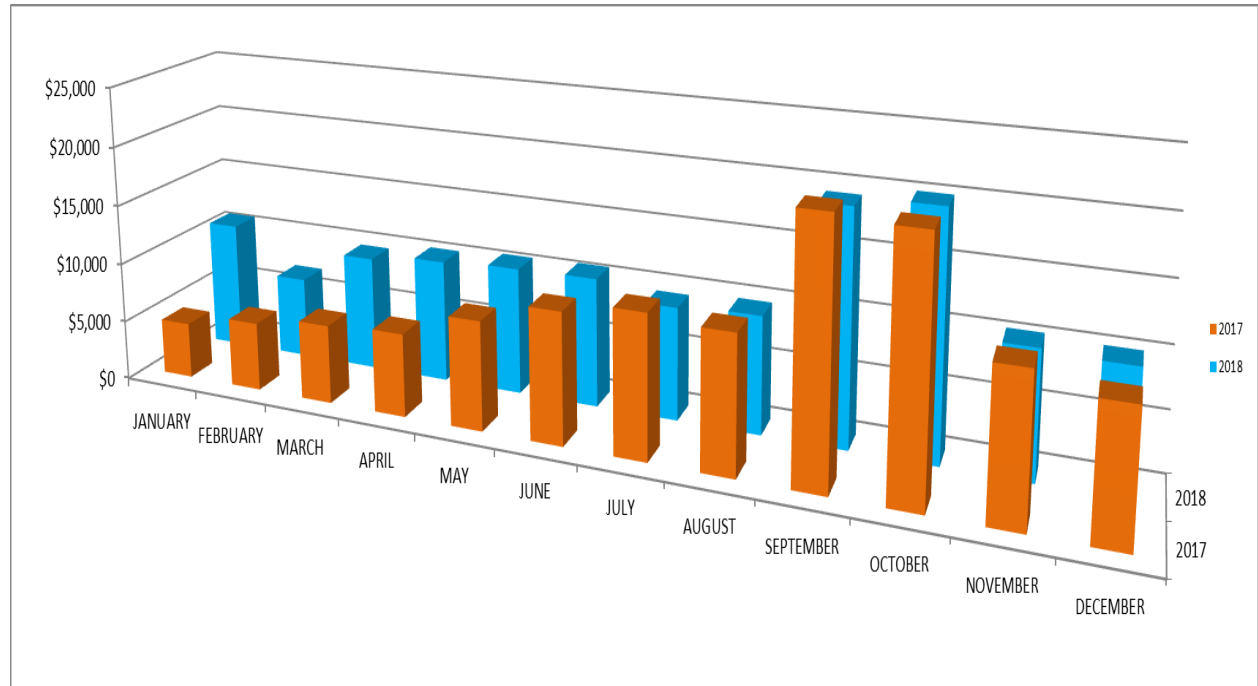
Receive and place on file.

**FISCAL IMPACT**

**ATTACHMENTS**

- I. 2018 Annual Bus Advertising Comparison

# 2018 Annual Bus Advertising Comparison



Green Bay  
**METRO**

|      |                           |
|------|---------------------------|
| 2017 | Year to Date<br>\$137,570 |
| 2018 | Year to Date<br>\$137,668 |



Report to the  
Transit Commission  
of the City of Green Bay



**MEETING DATE**

January 16, 2019

**PREPARED BY**

Patty Kiewiz, Transit Director

**AGENDA ITEM # F.4.**

Operational Reports

**BACKGROUND**

Operational reports are included. Staff will be available to answer any questions regarding these reports.

**RECOMMENDATION**

Receive and place on file.

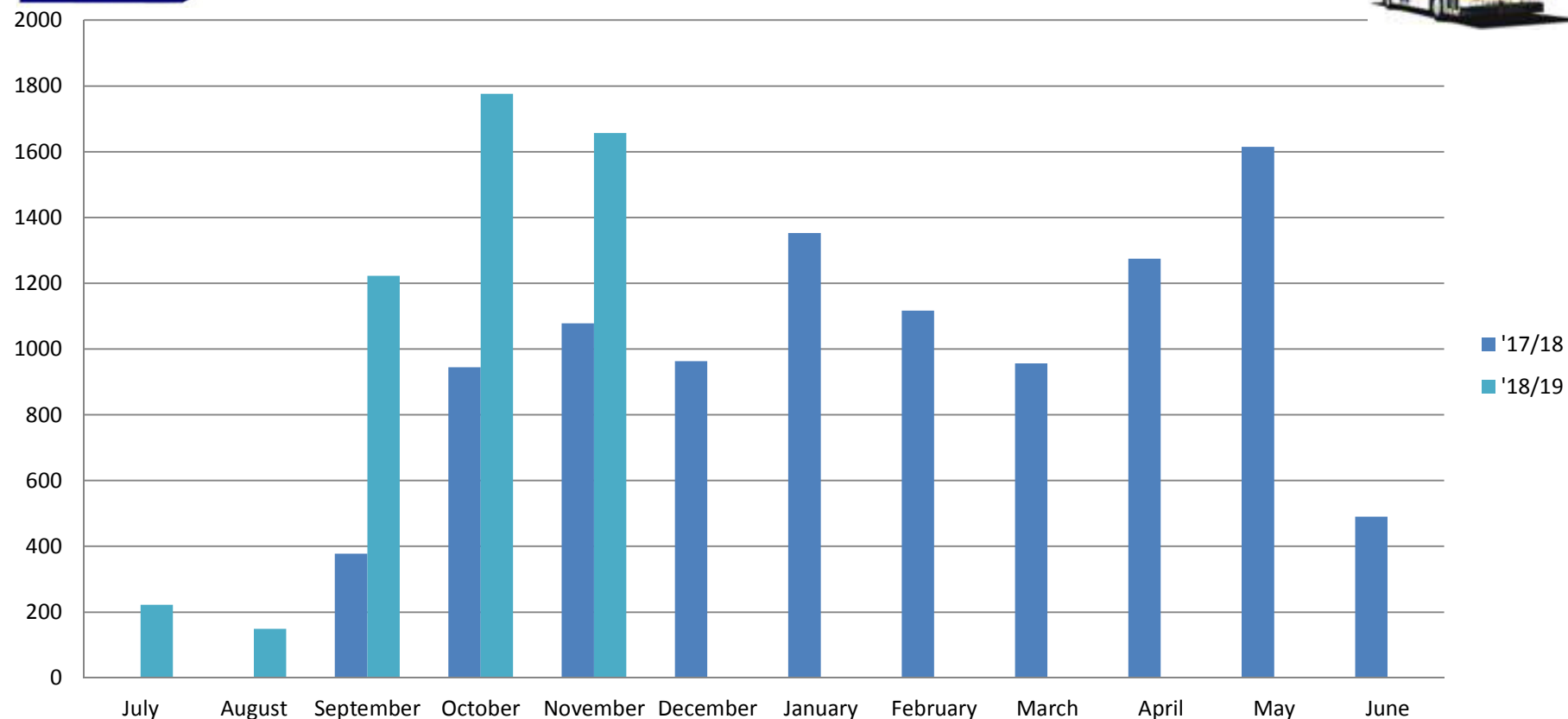
**FISCAL IMPACT**

**ATTACHMENTS**

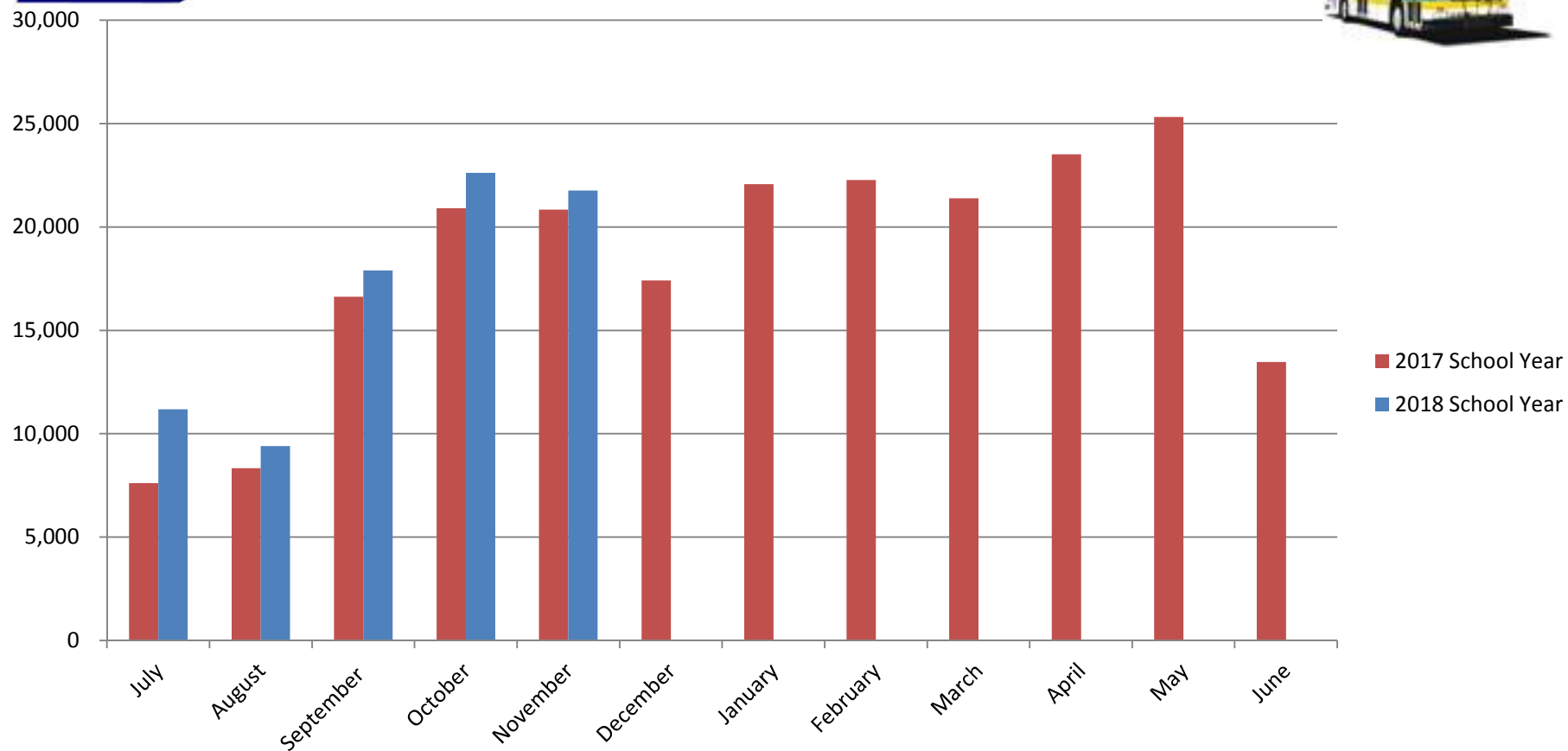
1. Ashwaubenon School Ridership - November 2018
2. Green Bay Public Schools Ridership - November 2018
3. College Express Ridership - November 2018
4. YTD 2018 Ridership Report



## '17/18 vs. '18/19 School Year Ashwaubenon School Ridership

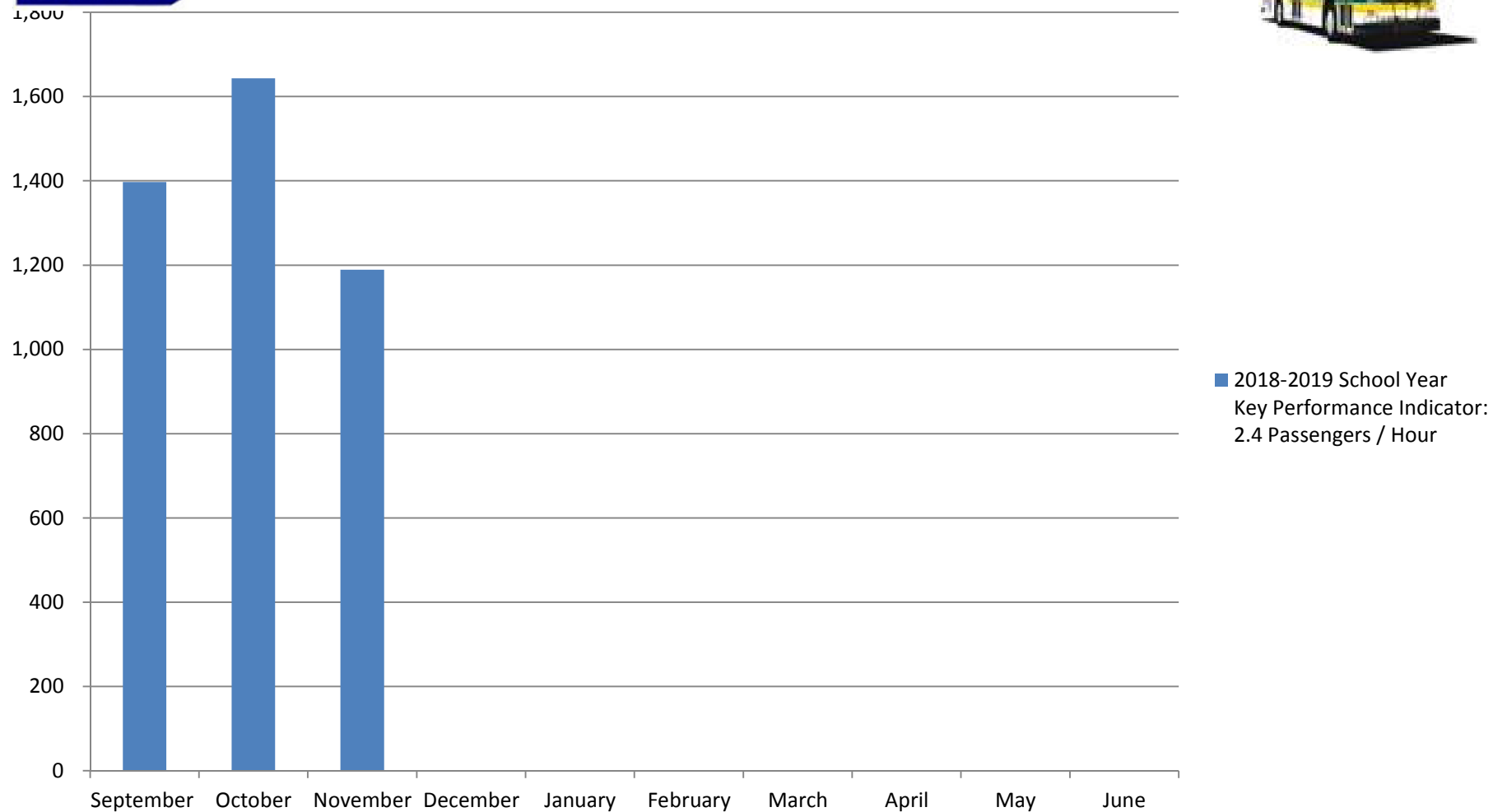


## '17/18 vs. '18/19 School Year GBAPS Ridership





## '18/19 School Year College Express Ridership

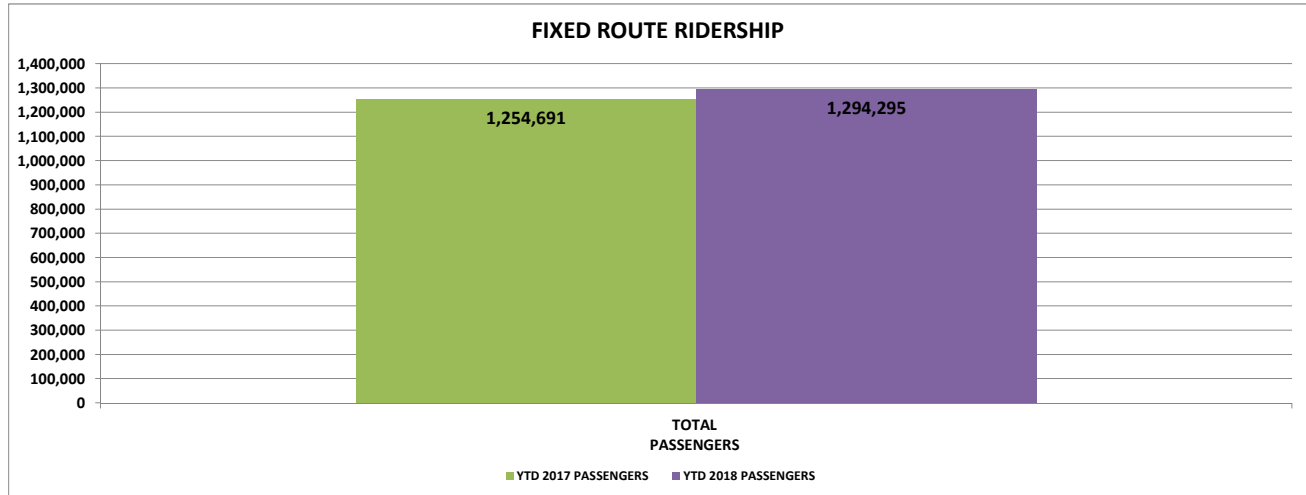


### FIXED ROUTE RIDERSHIP

|                | ADULT CASH | ADULT PASS | COLLEGE STUDENT PASS | WEEK PASS | ADULT DAY PASS | STUDENT DAY PASS | REDUCED DAY PASS | ADULT SINGLE | STUDENT CASH | STUDENT PASS | STUDENT SINGLE | E&D CASH | E&D PASS | E&D SINGLE | REVENUE PASSENGERS |
|----------------|------------|------------|----------------------|-----------|----------------|------------------|------------------|--------------|--------------|--------------|----------------|----------|----------|------------|--------------------|
| YTD 2017       | 37,064     | 330,312    | 13,307               | 29,724    | 195,016        | 17,195           | 78,322           | 146          | 13,892       | 86,629       | 67             | 4,586    | 144,018  | 44         | 950,322            |
| YTD 2018       | 33,201     | 346,614    | 11,695               | 35,199    | 194,280        | 3,973            | 76,346           | 73           | 3,513        | 6,190        | 31             | 4,321    | 136,690  | 24         | 852,150            |
| CHANGE '17-'18 | (3,863)    | 16,302     | (1,612)              | 5,475     | (736)          | (13,222)         | (1,976)          | (74)         | (10,379)     | (80,439)     | (35)           | (265)    | (7,328)  | (20)       | (98,172)           |
|                | -10.4%     | 4.9%       | -12.1%               | 18.4%     | -0.4%          | -76.9%           | -2.5%            | -50.3%       | -74.7%       | -92.9%       | -53.2%         | -5.8%    | -5.1%    | -45.5%     | -10.3%             |

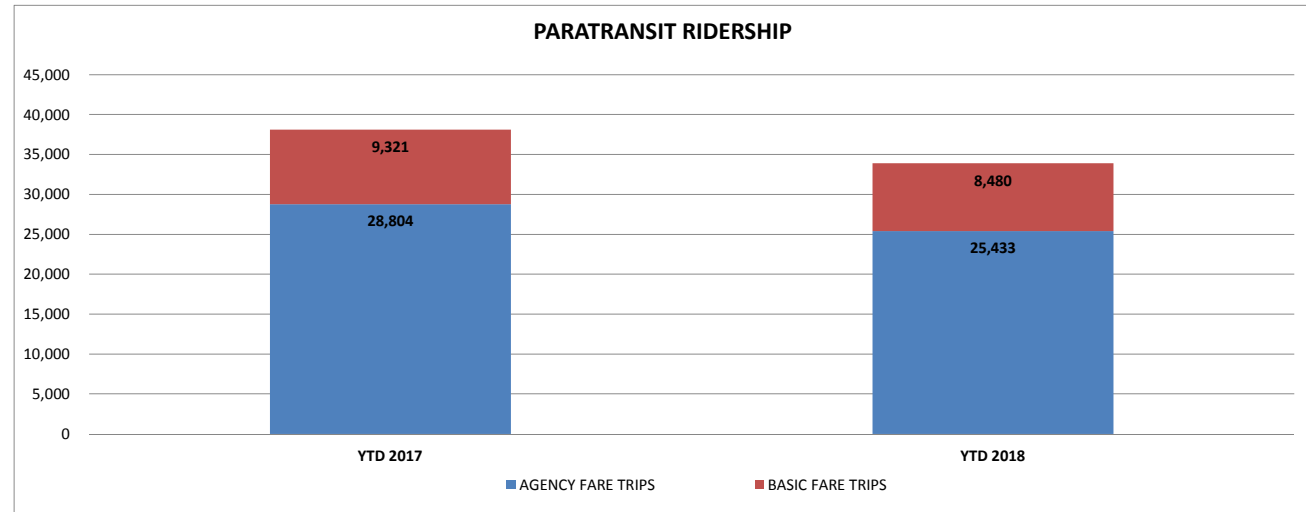
  

|                | GREEN SATURDAY | GAME DAY | SNC     | FREE FARE | FREE 4 & UNDER | PROMO | TOTAL FREE FARES | ASHWAUPE NON SCHOOLS | GBAPS   | U-PASS | RAZ PASS | G-LINE | TOTAL PARTNERSHIP FARES | TOTAL PASSENGERS |
|----------------|----------------|----------|---------|-----------|----------------|-------|------------------|----------------------|---------|--------|----------|--------|-------------------------|------------------|
| YTD 2017       | 137,613        | 28,922   | 0       | 19,607    | 15,691         | 2,007 | 203,840          | 3,346                | 85,477  | 10,463 | 0        | 1,243  | 100,529                 | 1,254,691        |
| YTD 2018       | 130,149        | 24,466   | 0       | 17,535    | 21,033         | 2,840 | 196,023          | 13,609               | 220,845 | 10,545 | 0        | 1,123  | 246,122                 | 1,294,295        |
| CHANGE '17-'18 | (7,464)        | (4,456)  | 0       | (2,072)   | 5,342          | 833   | (7,817)          | 10,263               | 135,368 | 82     | 0        | (120)  | 145,593                 | 39,604           |
|                | -5.4%          | -15.4%   | #DIV/0! | -10.6%    | 34.0%          | 41.5% | -3.8%            | 306.7%               | 158.4%  | 0.8%   | 100.0%   | 100.0% | 144.8%                  | 3.2%             |



### PARATRANSIT

|                | AGENCY FARE TRIPS | BASIC FARE TRIPS | TOTAL TRIPS | BASIC FARE  | AGENCY FARE | TOTAL FARES |
|----------------|-------------------|------------------|-------------|-------------|-------------|-------------|
| YTD 2017       | 28,804            | 9,321            | 38,125      | \$ 114,159  | \$ 342,132  | \$ 456,291  |
| YTD 2018       | 25,433            | 8,480            | 33,913      | \$ 101,757  | \$ 309,101  | \$ 410,858  |
| CHANGE '17-'18 | (3,371)           | (841)            | (4,212)     | \$ (12,402) | \$ (33,032) | \$ (45,434) |
|                | -11.7%            | -9.0%            | -11.0%      | -10.9%      | -9.7%       | -10.0%      |





Report to the  
Transit Commission  
of the City of Green Bay



**MEETING DATE**

January 16, 2019

**PREPARED BY**

Patty Kiewiz, Transit Director

**AGENDA ITEM # F.5.**

Financial Reports

**BACKGROUND**

Green Bay Metro's staff will present the Commission with January through November financial report.

Staff will be available to answer any questions.

**RECOMMENDATION**

Receive and place on file.

**FISCAL IMPACT**

**ATTACHMENTS**

1. 2018 Financials-October
2. 2018 Financials-November



### EXPENSES

| ACCOUNT DESCRIPTION          | 2018<br>OCTOBER  | 2017<br>OCTOBER  | +/-            | %            | 2018<br>BUDGET   | % OF<br>BUDGET |
|------------------------------|------------------|------------------|----------------|--------------|------------------|----------------|
| Wages & Salaries             | 2,416,643        | 2,304,250        | 112,393        | 4.9%         | 3,642,221        | 66.4%          |
| Fringe Benefits              | 1,356,029        | 1,311,658        | 44,371         | 3.4%         | 1,536,653        | 88.2%          |
| Other Employment Expenses    | 40,255           | 39,662           | 593            | 1.5%         | 43,750           | 92.0%          |
| Contract Services            | 137,107          | 114,127          | 22,980         | 20.1%        | 334,515          | 41.0%          |
| Materials & Supplies         | 577,836          | 443,066          | 134,770        | 30.4%        | 956,979          | 60.4%          |
| Building & Equip Maintenance | 574,668          | 256,808          | 317,860        | 123.8%       | 304,500          | 188.7%         |
| Utilities                    | 78,795           | 78,969           | (174)          | -0.2%        | 114,017          | 69.1%          |
| Insurance                    | 180,796          | 204,863          | (24,067)       | -13.3%       | 175,016          | 103.3%         |
| Miscellaneous                | 384              | 153              | 231            | 60.2%        | 300              | 127.9%         |
| Paratransit Services         | 782,549          | 797,787          | (15,239)       | -1.9%        | 1,353,520        | 57.8%          |
| Subrecipient Expenses        | 143,135          | 112,710          | 30,425         | 21.3%        | -                | 0.0%           |
| <b>TOTAL</b>                 | <b>6,288,197</b> | <b>5,664,053</b> | <b>624,145</b> | <b>11.0%</b> | <b>8,461,471</b> | <b>74.3%</b>   |

### REVENUES

| ACCOUNT DESCRIPTION         | 2018<br>OCTOBER  | 2017<br>OCTOBER  | +/-                | %             | 2018<br>BUDGET   | % OF<br>BUDGET |
|-----------------------------|------------------|------------------|--------------------|---------------|------------------|----------------|
| Federal Operating Asst      | 205,219          | 1,800,713        | (1,595,494)        | -777.5%       | 2,326,078        | 8.8%           |
| State Operating Asst        | 2,425,070        | 2,423,526        | 1,544              | 0.1%          | 2,326,078        | 104.3%         |
| Other Local Municipalities  | 486,344          | 457,115          | 29,229             | 6.0%          | 555,842          | 87.5%          |
| Green Bay                   | 1,062,500        | 1,083,333        | (20,833)           | -2.0%         | 1,561,073        | 68.1%          |
| Farebox Revenue-Fixed Route | 581,541          | 575,233          | 6,307              | 1.1%          | 660,000          | 88.1%          |
| Farebox Revenue-Paratransit | 345,322          | 389,467          | (44,145)           | -12.8%        | 564,000          | 61.2%          |
| College Program Fares       | 4,663            | 5,810            | (1,147)            | -24.6%        | -                | 0.0%           |
| TMI Refund                  | 83,359           | 58,675           | 24,684             | 30%           | -                | 0.0%           |
| Non-Transportation Revenue  | 118,709          | 10,740           | 107,968            | 91.0%         | 21,400           | 554.7%         |
| State Fuel Refund           | 15,857           | 107,732          | (91,876)           | -579.4%       | -                | 0.0%           |
| Advertising                 | 138,370          | 39,884           | 98,487             | 71.2%         | 100,000          | 138.4%         |
| Greyhound Commission        | 23,269           | 94,527           | (71,258)           | -306.2%       | 50,000           | 46.5%          |
| Partnership Contributions   | 102,742          | 94,527           | 8,215              | 8.0%          | 297,000          | 34.6%          |
| <b>TOTAL</b>                | <b>5,592,964</b> | <b>7,141,282</b> | <b>(1,548,318)</b> | <b>-27.7%</b> | <b>8,461,471</b> | <b>66.1%</b>   |

### KEY PERFORMANCE INDICATORS (KPI)

|                             |              |               |        |       |           |
|-----------------------------|--------------|---------------|--------|-------|-----------|
| Operating Days              | 27           | 27            | 0      | 0.0%  | 307       |
| Revenue Miles               | 972,778      | 938,908       | 33,870 | 3.6%  | 1,178,076 |
| Revenue Hours               | 65,675       | 64,814        | 861    | 1.3%  | 82,110    |
| Unlinked Passenger Trips    | 1,065,336    | 1,030,153     | 35,183 | 3.4%  | 1,414,000 |
| Revenue / Cost              | <b>88.9%</b> | <b>126.1%</b> |        |       | 100.0%    |
| Farebox Revenue / Mile      | 0.60         | 0.61          | (0.01) | -2.4% | 0.56      |
| Farebox Revenue / Pass Trip | 0.55         | 0.56          | (0.01) | -2.2% | 0.47      |
| Farebox Revenue / Hour      | 8.85         | 8.88          | (0.02) | -0.2% | 8.04      |
| Passenger / Mile            | 1.10         | 1.10          | (0.00) | -0.2% | 1.20      |
| Cost / Mile                 | 5.66         | 5.18          | 0.48   | 9.2%  | 6.03      |
| Cost / Passenger Trip       | 5.17         | 4.72          | 0.44   | 9.4%  | 5.03      |



### EXPENSES

| ACCOUNT DESCRIPTION          | 2018<br>NOVEMBER | 2017<br>NOVEMBER | +/-            | %           | 2018<br>BUDGET   | % OF<br>BUDGET |
|------------------------------|------------------|------------------|----------------|-------------|------------------|----------------|
| Wages & Salaries             | 2,684,609        | 2,539,894        | 144,715        | 5.7%        | 3,642,221        | 73.7%          |
| Fringe Benefits              | 1,514,776        | 1,446,009        | 68,767         | 4.8%        | 1,536,653        | 98.6%          |
| Other Employment Expenses    | 42,655           | 42,273           | 383            | 0.9%        | 43,750           | 97.5%          |
| Contract Services            | 139,388          | 175,913          | (36,524)       | -20.8%      | 334,515          | 41.7%          |
| Materials & Supplies         | 655,228          | 516,741          | 138,487        | 26.8%       | 956,979          | 68.5%          |
| Building & Equip Maintenance | 592,038          | 295,686          | 296,353        | 100.2%      | 304,500          | 194.4%         |
| Utilities                    | 86,845           | 84,940           | 1,904          | 2.2%        | 114,017          | 76.2%          |
| Insurance                    | 180,796          | 204,863          | (24,067)       | -13.3%      | 175,016          | 103.3%         |
| Miscellaneous                | 487              | 153              | 334            | 68.6%       | 300              | 162.2%         |
| Paratransit Services         | 869,118          | 884,560          | (15,441)       | -1.7%       | 1,353,520        | 64.2%          |
| Subrecipient Expenses        | 143,135          | 112,710          | 30,425         | 21.3%       | -                | 0.0%           |
| <b>TOTAL</b>                 | <b>6,909,076</b> | <b>6,303,741</b> | <b>605,334</b> | <b>9.6%</b> | <b>8,461,471</b> | <b>81.7%</b>   |

### REVENUES

| ACCOUNT DESCRIPTION         | 2018<br>NOVEMBER | 2017<br>NOVEMBER | +/-            | %           | 2018<br>BUDGET   | % OF<br>BUDGET |
|-----------------------------|------------------|------------------|----------------|-------------|------------------|----------------|
| Federal Operating Asst      | 2,104,006        | 1,962,474        | 141,532        | 6.7%        | 2,326,078        | 90.5%          |
| State Operating Asst        | 2,425,070        | 2,423,526        | 1,544          | 0.1%        | 2,326,078        | 104.3%         |
| Other Local Municipalities  | 486,344          | 488,243          | (1,899)        | -0.4%       | 555,842          | 87.5%          |
| Green Bay                   | 1,168,750        | 1,191,667        | (22,917)       | -2.0%       | 1,561,073        | 74.9%          |
| Farebox Revenue-Fixed Route | 642,352          | 635,645          | 6,707          | 1.0%        | 660,000          | 97.3%          |
| Farebox Revenue-Paratransit | 376,632          | 424,625          | (47,994)       | -12.7%      | 564,000          | 66.8%          |
| College Program Fares       | 6,520            | 5,810            | 710            | 10.9%       | -                | 0.0%           |
| TMI Refund                  | 83,359           | 58,675           | 24,684         | 30%         | -                | 0.0%           |
| Non-Transportation Revenue  | 121,211          | 50,323           | 70,889         | 58.5%       | 21,400           | 566.4%         |
| State Fuel Refund           | 15,857           | 10,740           | 5,116          | 32.3%       | -                | 0.0%           |
| Advertising                 | 150,138          | 119,659          | 30,479         | 20.3%       | 100,000          | 150.1%         |
| Greyhound Commission        | 24,653           | 42,402           | (17,749)       | -72.0%      | 50,000           | 49.3%          |
| Partnership Contributions   | 140,521          | 96,722           | 43,798         | 31.2%       | 297,000          | 47.3%          |
| <b>TOTAL</b>                | <b>7,745,413</b> | <b>7,510,512</b> | <b>234,901</b> | <b>3.0%</b> | <b>8,461,471</b> | <b>91.5%</b>   |

### KEY PERFORMANCE INDICATORS (KPI)

|                             |               |               |        |       |               |
|-----------------------------|---------------|---------------|--------|-------|---------------|
| Operating Days              | 25            | 26            | (1)    | -3.8% | 307           |
| Revenue Miles               | 1,082,745     | 1,030,536     | 52,209 | 5.1%  | 1,178,076     |
| Revenue Hours               | 72,721        | 71,093        | 1,628  | 2.3%  | 82,110        |
| Unlinked Passenger Trips    | 1,172,925     | 1,141,445     | 31,480 | 2.8%  | 1,414,000     |
| Revenue / Cost              | <b>112.1%</b> | <b>119.1%</b> |        |       | <b>100.0%</b> |
| Farebox Revenue / Mile      | <b>0.59</b>   | 0.62          | (0.02) | -3.8% | 0.56          |
| Farebox Revenue / Pass Trip | <b>0.55</b>   | 0.56          | (0.01) | -1.7% | 0.47          |
| Farebox Revenue / Hour      | <b>8.83</b>   | 8.94          | (0.11) | -1.2% | 8.04          |
| Passenger / Mile            | <b>1.08</b>   | 1.11          | (0.02) | -2.2% | 1.20          |
| Cost / Mile                 | <b>5.58</b>   | 5.26          | 0.32   | 6.1%  | 6.03          |
| Cost / Passenger Trip       | <b>5.15</b>   | 4.75          | 0.40   | 8.5%  | 5.03          |

Note: Building and Equipment Maintenance expense is higher due to capital projects being included in this line item. Offsetting revenues are also included.



Report to the  
Transit Commission  
of the City of Green Bay



**MEETING DATE**

January 16, 2019

**PREPARED BY**

Patty Kiewiz, Transit Director

**AGENDA ITEM # F.6.**

Director's Report

**BACKGROUND**

Green Bay Metro's Transit Director will provide the Commission with an update on Metro.

**RECOMMENDATION**

No action necessary.

**FISCAL IMPACT**

**ATTACHMENTS**

- I. Bellin HSHS St Vincent Project Search Thank You Note



Bellin/HSBS St. Vincent  
Project | SEARCH®

Noah/Kroll

Danny

Devon  
Brewer

Lucas

Dear Green Bay Metro Transit,  
All of us from Project SEARCH  
want to thank you for your  
assistance and patience in handling  
us group of 11 to get to places.  
Everyone was so friendly!

It made for a great learning  
experience for the group. <sup>JOHN</sup>

Joshua  
Clementin

Jordan  
Smith

Pierce

P.

Merry Christmas!

Ms. Jean  
Miss Alisa



Report to the  
Transit Commission  
of the City of Green Bay



**MEETING DATE**

January 16, 2019

**PREPARED BY**

**AGENDA ITEM # F.7.**

Next Meeting: February 20, 2019

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

None