



AGENDA OF THE TRANSIT COMMISSION

WEDNESDAY, JUNE 19, 2024, 8:15 AM

TRANSIT

901 University Ave

A. Roll Call.

1. Roger Kolb, Chair; Randy Scannell, Vice-Chair; Kevin Kuehn, Secretary; Alderman Craig Stevens, Michael Conley-Kuhagen, Terri Refsguard and Hector Rodriguez.

B. Approval of the Agenda.

1. Approval of the Wednesday, June 19, 2024 Transit Commission Agenda.

C. Approval of Minutes.

1. Approval of Transit Commission minutes from May 15, 2024.

D. Regular Business.

1. Discussion/Action: Appointment of Recording Secretary for the Green Bay Transit Commission
2. Discussion/Action: Green Bay Metro's 2025 Transit Asset Management Plan
3. Discussion/Action: Green Bay Metro's Drug & Alcohol Policy
4. Discussion/Action: 2024 Real Property Inventory
5. Discussion/Action: Purchase Replacement Surveillance Camera System

E. Informational.

1. Operational Reports
2. Financial Reports
3. Director's Report
4. Next Transit Commission Meeting: July 17, 2024, at 8:15am.

F. 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

June 19, 2024

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # B.I

Approval of the June 19, 2024, Transit Commission Agenda.

BACKGROUND

RECOMMENDATION

Staff recommends the approval of the Transit Commission agenda for June 19, 2024.

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

June 19, 2024

PREPARED BY

AGENDA ITEM # C.I

Approval of Transit Commission minutes from May 15, 2024.

BACKGROUND

Minutes from the meeting held on May 15, 2024.

RECOMMENDATION

Staff recommends approval of the minutes from the May 15, 2024, meeting.

FISCAL IMPACT

ATTACHMENTS

- I. Transit Commission Minutes 5-15-24



MINUTES OF THE TRANSIT COMMISSION

WEDNESDAY, MAY 15, 2024, 8:15 AM
TRANSIT
901 University Ave

A. ROLL CALL.

- I. Roger Kolb, Chair; Randy Scannell, Vice-Chair; Kevin Kuehn, Secretary; Alderman Craig Stevens, Michael Conley-Kuhagen, Terri Refsguard and Hector Rodriguez.

Present: Roger Kolb, Michael Conley - Kuhagen, Randy Scannell, Kevin Kuehn, Hector Rodriguez, and Alderperson Craig Stevens

Excused: Terri Refsguard

Chair Roger Kolb called the meeting to order at 8:15 a.m.

B. APPROVAL OF THE AGENDA.

- I. Approval of the Wednesday, May 15, 2024 Transit Commission Agenda.

Moved by Randy Scannell, seconded by Michael Conley-Kuhagen to approve the May 15, 2024, agenda. Motion carried.

Yes – Keven Kuehn, Roger Kolb, Hector Rodriguez, Alderperson Craig Stevens.

No – None, Abstain - None

C. APPROVAL OF MINUTES.

- I. Approval of Transit Commission minutes from April 16, 2024.

Moved by Randy Scannell seconded by Kevin Kuehn to approve the minutes from the April 17, 2024, meeting. Motion carried.

Yes – Michael Conley-Kuhagen, Roger Kolb, Hector Rodriguez, Alderperson Craig Stevens.

No – None, Abstain - None

D. REGULAR BUSINESS.

1. Discussion/Action: Green Bay Metro Performance Measures and Standards

Director Kiewiz stated this was the first time that she brought Performance Measures and Standards to the Transit Commission. Performance Measures and Standards have been in place for many years and are a federal requirement. P. Kiewiz stated Lisa Conard from Brown County Planning has done a lot of work on this. It addresses each service mode. The services are ment to compliment each other. We used Fixed Route as the base service, and the other services to compliment it. The report gives measures for schedule adherence, farebox recovery, etc.

P. Kiewiz stated she could answer any questions. No further discussion was held.

Moved by Randy Scannell seconded by Michael Conley-Kuhagen to approve the GBM Performance Measures and Standards.

Yes – Keven Kuehn, Roger Kolb, Hector Rodriguez, Alderperson Craig Stevens.

No – None. Abstain - None

2. Discussion/Action: Green Bay Metro's 2024 Title VI Plan

Director Kiewiz stated that a Title VI Plan is required under federal regulations, and needs to be updated every three years. It covers all aspects of discrimination, and how to file a complaint. The plan covers all service modes. The plan includes various maps showing how we service specific areas. The maps have been prepared by Brown County Planning staff. Our subreipients, such as Curative Connections, are required to have a similar plan.

Commissioner Rodriguez asked how many complaints we have had? P. Kiewiz stated zero for Metro and for subreipients.

Commissioner Rodriguez stated the plan has a chart with racial demographic numbers and noted the diversity changes in the city. He stated that Metro has a welcoming environment and asked how this information is updated. P. Kiewiz stated the information comes from the MPO, Brown County Planning. She stated there have been some increases in the diversity, but it hasn't been drastic. Depending on the information will determine what documentation needs to be translated into other languages. Spanish is the second most needed, but we also provide some documents in Hmong and Somali. The city encourages minority employment.

Commissioner Kuehn asked where does the LGBTQ community fall? He stated we wants to make sure we are in compliance not only with race, but with gender. P. Kiewiz stated that it is not specifically called out in this plan. However, the city does not discriminate against LGBTQ and all employment policies and procedures go through human resources.

Moved by Randy Scannell seconded by Hector Rodriguez to approve the GBM Title VI Plan.
Motion carried.

Yes – Keven Kuehn, Roger Kolb, Michael Conley-Kuhagen, Alderperson Craig Stevens.

No – None. Abstain - None

3. Discussion/Action: Purchase of (1) 35' Gillig Bus (7-Pack)

Director Kiewiz stated that the purchase of the Gillig electric bus was discussed at the meeting last month. Staff has been busy writing grants for the VW electric bus money. Gillig and New Flyer are current manufacturers of electric and we are about a 75% Gillig fleet. Proterra has sold to other transit's in the state, but they filed for bankruptcy last year.

Commissioner Kuehn asked if this bus was made by Gillig or a lower LLC. P. Kiewiz stated that it is made by Gillig. Additional information was provided about the charger. She stated our buses travel about 210 miles per day, so we should not experience issues with range. The charging station would be located inside the building and not available to the public.

Commissioner Rodriguez said that he was glad that Metro was experimenting with electric buses and asked how many we may see in the future? P. Kiewiz stated she is uncertain at this time, technology is always changing. She did state, depending on funding, maybe a few more. Charging stations are a big issue with demand. If approved, this will be the first Gillig electric bus in Wisconsin.

Moved by Kevin Kuehn, seconded by Randy Scannell to approve the purchase of (1) 35' Gillig Bus (7-Pack).

Yes – Michael Conley-Kuhagen, Roger Kolb, Hector Rodriguez, Alderperson Craig Stevens.

No – None. Abstain - None

4. Discussion/Action: Table of Organization - Maintenance Division

Director Kiewiz stated that currently in the Maintenance Division, we have three (3) Service Techs. Prior, we had 2 plus a cleaner until a long-time employee retired. Kenny Hofer, Maintenance Manager, has requested to reclass a Service Tech to a Mechanic Assistant. P. Kiewiz stated she fully supports this because it allows for advancement within the department. She stated she had previously promoted an employee from Service Tech to a mechanic. This change would allow a steppingstone to get there. P. Kiewiz stated she anticipates the pay range to be between the Service Tech and Mechanic position, and she will work with the Human Resource Dept. on the rate of pay.

Moved by Randy Scannell and seconded by Michael Conley-Kuhagen to approve the new Maintenance Table of Organization.

Yes – Kevin Kuehn, Roger Kolb, Hector Rodriguez, Alderperson Craig Stevens.

No – None. Abstain - None

E. INFORMATIONAL.

1. Operational Reports

Director Kiewiz provided a brief overview of the Fixed Route, Paratransit, and GBM On Demand services. P. Kiewiz stated staff continues to see ridership increase.

No other discussion.

2. Financial Reports

Director Kiewiz stated packets include April's financial report. P. Kiewiz stated the staff had no concerns.

No other discussion was held.

3. Director's Report

Director Kiewiz stated that staffing is doing better. Two new operators have started. P. Kiewiz stated we have 4 full-time vacancies yet. Staff are conducting interviews soon for a dispatcher. Transit is also going to serve as a pilot for the city for a program called Skillbridge. The program is like an apprenticeship for military personnel to transition back into civilian life that is paid for by the government.

No other discussion was held.

4. Next Transit Commission Meeting: June 19, 2024, at 8:15am.

F. ADJOURNMENT.

Motion by Kevin Kuehn, seconded by Randy Scannell to adjourn at 9:01 a.m. Motion carried.

Yes – Michael Conley-Kuhagen, Roger Kolb, Hector Rodriguez, Alderperson Craig Stevens.

No – None. Abstain - None



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

June 19, 2024

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # D.I

Discussion/Action: Appointment of Recording Secretary for the Green Bay Transit Commission

BACKGROUND

In March 2024, the Transit Commission appointed new officers and approved Andrea Vlach as the Recording Secretary for the Commission. Since then, the Compliance Coordinator position has been filled by Becky Fleck.

RECOMMENDATION

Staff recommends Becky Fleck be appointed Recording Secretary for the Green Bay Transit Commission.

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

June 19, 2024

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # D.2

Discussion/Action: Green Bay Metro's 2025 Transit Asset Management Plan

BACKGROUND

In accordance with 49 CFR Parts 625 and 630 for Transit Asset Management (TAM), GBM Transit is the TAM sponsor for the Section 5307 Formula Grant in the Green Bay Urbanized Area, 5339 Bus and Bus Facilities, 5310 Enhanced Mobility for Seniors and Individuals with Disabilities subrecipients (Appendix A - TAM Subrecipient List), or other federal grants received by GBM. This document presents Green Bay Metro's methodology for its performance target of capital assets.

Green Bay Metro is currently operating as an FTA-defined Tier II transit operator in compliance with 49 CFR § 625.45 (b) (I). Tier II transit providers are those transit agencies that do not operate rail fixed-guideway public transportation systems and have either 100 or fewer vehicles in fixed-route revenue service during peak regular service or have 100 or fewer vehicles in general demand response service during peak regular service hours.

This TAM provides an outlay of how GBM will assess, monitor, and report the physical condition of assets utilized in the operation of the public transportation system.

RECOMMENDATION

Staff recommends approval of the GBM 2025 TAM Plan as presented.

FISCAL IMPACT

ATTACHMENTS

- I. #GBM TAM Plan 2025 - DRAFT FOR COMMISSION



2025 Transit Asset Management Plan



June 2024

Table of Contents

DEFINITIONS	2
AGENCY OVERVIEW	5
INTRODUCTION	5
TAM PLAN ELEMENTS	5
ASSET INVENTORY PORTFOLIO.....	6
ASSET CONDITIONAL ASSESSMENT	7
DECISION-SUPPORT TOOLS AND MANAGEMENT APPROACH	8
INVESTMENT PRIORITIZATION	9
TRANSIT ASSET MANAGEMENT AND STATE OF GOOD REPAIR	9
PLAN REVIEW.....	10
NTD REPORTING.....	10
CONCLUSION.....	10
CONTACTS.....	11
ADOPTION AND REVISION HISTORY.....	11
PLAN APPROVAL – ACCOUNTABLE EXECUTIVE.....	11
Appendix A—5310 Subrecipient List.....	12
Appendix B—TAM Goals	12
Appendix C—Vehicles	13
Appendix D—Equipment.....	14
Appendix E—Facility	15
Appendix F—Investment Priorization.....	15

DEFINITIONS

Accountable Executive: Means a single, identifiable person who has ultimate responsibility for carrying out the safety management system of a public transportation agency; responsibility for carrying out transit asset management practices; and control or direction over the human and capital resources needed to develop and maintain both the agency's public transportation agency safety plan, in accordance with 49 U.S.C. 5329(d), and the agency's transit asset management plan in accordance with 49 U.S.C. 5326.

Asset Category: Means a grouping of asset classes, including a grouping of equipment, a grouping of rolling stock, a grouping of infrastructure, and a grouping of facilities.

Asset Class: Means a subgroup of capital assets within an asset category. For example, buses, trolleys, and cutaway vans are all asset classes within the rolling stock asset category.

Asset Inventory: Means a register of capital assets and information about those assets.

Asset Management: A Strategic and systematic process of operating, maintaining, and improving physical assets, with a focus on both engineering and economic analysis based upon quality information, to identify a structured sequence of maintenance, preservation, repair, rehabilitation, and replacement actions that will achieve and sustain a desired state of good repair over the lifecycle of the assets at minimum practicable cost.

Capital Asset: Means a unit of rolling stock, a facility, a unit of equipment, or an element of infrastructure used for providing public transportation.

Coronavirus Aid, Relief, and Economic Security Act (CARES) of 2020: On March 27th, 2020, the CARES Act was signed into law providing support to industries affected by the COVID-19, including the transit industry.

COVID-19: A mild to severe respiratory illness that is caused by a coronavirus, is transmitted chiefly by contact with infectious material or with objects or surfaces contaminated by the causative virus, and is characterized especially by fever, cough, and shortness of breath and may progress to pneumonia and respiratory failure.

Decision Support Tool: Means an analytic process or methodology: (1) To help prioritize projects to improve and maintain the state of good repair of capital assets within a public transportation system, based on available condition data and objective criteria; or (2) To assess financial needs for asset investments over time.

Direct Recipient: Means an entity that receives federal financial assistance directly from the Federal Transit Administration.

Equipment: Means an article of nonexpendable, tangible property having a useful life of at least one year.

Exclusive-Use Maintenance Facility: Means a maintenance facility that is not commercial and either owned by a transit provider or used for servicing their vehicles.

Facility: Means a building or structure that is used in providing public transportation.

Full Level of Performance: Means the objective standard established by FTA for determining whether a capital asset is in a state of good repair.

Horizon Period: Means the fixed period of time within which a transit provider will evaluate the performance of its TAM plan. FTA standard horizon period is four years.

Implementation Strategy: Means a transit provider's approach to carrying out TAM practices, including establishing a schedule, accountabilities, tasks, dependencies, and roles and responsibilities.

Infrastructure: Means the underlying framework or structures that support a public transportation system.

Investment Prioritization: Means a transit provider's ranking of capital projects or programs to achieve or maintain a state of good repair. Investment prioritization is based on financial resources from all sources that a transit provider reasonably anticipates will be available over the TAM plan horizon period.

Key Asset Management Activities: Means a list of activities that a transit provider determines are critical to achieving its TAM goals.

Life-Cycle Cost: Means the cost of managing an asset over its whole life.

Participant: Means a tier II provider that participates in a group TAM plan.

Performance Measure: Means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets (e.g., a measure for on-time performance is the percent of trains that arrive on time, and a corresponding quantifiable indicator of performance or condition is an arithmetic difference between scheduled and actual arrival time for each train).

Performance Target: Means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the Federal Transit Administration (FTA).

Public Transportation System: Means the entirety of a transit provider's operations, including the services provided through contractors.

Public Transportation Agency Safety Plan: Means a transit provider's documented comprehensive agency safety plan that is required by 49 U.S.C. 5329.

Recipient: Means an entity that receives federal financial assistance under 49 U.S.C. Chapter 53, either directly from FTA or as a subrecipient.

Rolling Stock: Means a revenue vehicle used in providing public transportation, including vehicles used for carrying passengers on fare-free services.

Service Vehicle: Means a unit of equipment that is used primarily either to support maintenance and repair work for a public transportation system or for delivery of materials, equipment, or tools.

State of Good Repair (SGR): Means the condition in which a capital asset is able to operate at a full level of performance.

Subrecipient: Means an entity that receives federal transit grant funds indirectly through a state or a direct recipient.

TERM Scale: Means the five (5) category rating system used in the Federal Transit Administration's Transit Economic Requirements Model (TERM) to describe the condition of an asset: 5.0—Excellent, 4.0—Good, 3.0—Adequate, 2.0—Marginal, and 1.0—Poor.

Tier I Provider: Means a recipient that owns, operates, or manages either (1) one hundred and one (101) or more vehicles in revenue service during peak regular service across all fixed route modes or in any one non-fixed route mode, or (2) rail transit.

Tier II Provider: Means a recipient that owns, operates, or manages (1) one hundred (100) or fewer vehicles in revenue service during peak regular service across all non-rail fixed route modes or in any one non-fixed route mode, (2) a subrecipient under the 5311 Rural Area Formula Program, (3) or any American Indian tribe.

Transit Asset Management (TAM): Means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation.

Transit Asset Management (TAM) Plan: Means a plan that includes an inventory of capital assets, a condition assessment of inventoried assets, a decision support tool, and a prioritization of investments.

Transit Asset Management (TAM) Policy: Means a transit provider's documented commitment to achieving and maintaining a state of good repair for all of its capital assets. The TAM policy defines the transit provider's TAM objectives and defines and assigns roles and responsibilities for meeting those objectives.

Transit Asset Management (TAM) Strategy: Means the approach a transit provider takes to carry out its policy for TAM, including its objectives and performance targets.

Transit Asset Management (TAM) System: Means a strategic and systematic process of operating, maintaining, and improving public transportation capital assets effectively, throughout the life cycles of those assets.

Transit Provider (provider): Means a recipient or subrecipient of federal financial assistance under 49 U.S.C. Chapter 53 that owns, operates, or manages capital assets used in providing public transportation.

Useful life: Means either the expected life cycle of a capital asset or the acceptable period of use in service determined by FTA.

Useful life benchmark (ULB): Means the expected life cycle or the acceptable period of use in service for a capital asset, as determined by a transit provider, or the default benchmark provided by FTA.

AGENCY OVERVIEW

Green Bay Metro (GBM) Transit is a public transit system owned and operated by the City of Green Bay since 1973. Partnering municipalities include the City of De Pere and the Villages of Allouez, Ashwaubenon, and Bellevue.

GBM's inventory of revenue vehicles and capital assets, include the following:

- 36 fixed route buses
- 22 pieces of equipment $\geq$ \$50,000
- One facility that includes administration/operations/vehicle storage/refueling & maintenance.

GBM contracts with a private provider for paratransit and microtransit (on demand) services. The private provider owns, operates, and maintains all vehicles used for the service.

- 12 revenue vehicles (VIA)

GBM subrecipient vehicles, funded with Section 5310. These vehicles are used to provide specialized transportation services for individuals with disabilities and older adults.

- 13 revenue vehicles (GBM/FTA)
- 2 revenue vehicles (WISDOT/FTA)

INTRODUCTION

In accordance with 49 CFR Parts 625 and 630 for Transit Asset Management (TAM), GBM Transit is the TAM sponsor for the Section 5307 Formula Grant in the Green Bay Urbanized Area, 5339 Bus and Bus Facilities, 5310 Enhanced Mobility for Seniors and Individuals with Disabilities subrecipients (*Appendix A -TAM Subrecipient List*), or other federal grants received by GBM. This document presents Green Bay Metro's methodology for its performance target of capital assets.

Green Bay Metro is currently operating as an FTA-defined **Tier II** transit operator in compliance with 49 CFR § 625.45 (b) (1). Tier II transit providers are those transit agencies that do not operate rail fixed-guideway public transportation systems and have either 100 or fewer vehicles in fixed-route revenue service during peak regular service or have 100 or fewer vehicles in general demand response service during peak regular service hours.

This TAM provides an outlay of how GBM will assess, monitor, and report the physical condition of assets utilized in the operation of the public transportation system.

TAM PLAN ELEMENTS

As a Tier II public transportation provider, GBM has developed and implemented a TAM containing the following elements:

Asset Inventory Portfolio: An inventory of the number and type of capital assets to include Rolling Stock, Facilities, and Equipment.

Asset Condition Assessment: A condition assessment of those inventoried assets for which GBM has direct ownership and capital responsibility.

Decision Support Tools & Management Approach: A description of the analytical processes and decision-support tools that GBM uses to estimate capital investment needs over time and develop its investment prioritization.

Investment Prioritization: GBM's project-based prioritization of investments, developed in accordance with §625.33.

Transit Asset Management & State of Good Repair: GBM's process of operating, maintaining, and improving physical assets, with analysis based upon quality information, to identify a structured sequence of maintenance, preservation, repair, rehabilitation, and replacement actions that will achieve and sustain a desired state of good repair over the lifecycle of the assets at minimum practicable cost.

ASSET INVENTORY PORTFOLIO

The following capital assets are owned and operated by GBM, with direct capital responsibility, and are comprised of: Rolling Stock, Equipment, and Facilities. At the time of this writing, GBM does not operate a passenger rail service. Therefore, GBM does not have any associated rail infrastructure in its asset portfolio.

Vehicles: GBM evaluated its fixed route rolling stock inventory of revenue vehicle capital items. GBM utilizes 14-years or 500,000 miles useful life for TAM performance measures per FTA's Useful Life Age Benchmark (ULB). Six (6) of the rolling stock fleet have met or exceeded their useful life benchmark.

Target for Vehicle—GBM will be retiring six (6) 2009 buses in 2024-2025 and is slated to receive one (1) battery electric bus (BEB) in 2025. This will reduce the fixed route fleet to 31 in 2025. GBM has set the 2025 TAM performance target for fixed route rolling stock to only allow for 32 percent of the vehicles to meet or exceed useful life.

The following capital assets are subrecipient revenue vehicles or are demand response contracted provider revenue vehicles.

Subrecipient vehicles are FTA Section 5310 funded. These vehicles are operated and maintained by subrecipient(s) with a useful life of 4-years or 100,000 miles with replacement schedule limited due to funding constraints.

Green Bay Metro currently has two (2) subrecipients with fifteen (15) vehicles classified as light-duty small buses, cutaways, or modified vans. Nine (9) of these vehicles have met or exceeded useful life. Two (2) of these vehicles will be retired in 2024 and one (1) vehicle is slated as a replacement vehicle for FY2024 grant. However, due to transit vehicle manufacturer lead-times, this vehicle may not be received until 2025.

Target for Subrecipient Vehicle—GBM has set a 2025 TAM performance target for cutaways of 100 percent and minivans/vans at 38 percent to meet or exceed useful life.

Demand Response contractor vehicles for paratransit and microtransit (on demand) fall under the 4-year useful life and are owned, operated, and maintained by contractor. Contractor vehicles are assessed each contract term. Current paratransit and microtransit (on demand) service contracts will end in 2025.

Target for Contracted Service Provider—GBM does not set performance targets for these vehicles. This is addressed during the procurement process.

GBM evaluated its inventory of revenue vehicle capital items and divided all vehicle types into three categories: heavy duty bus, medium duty bus (cutaway), and light duty vehicles (auto/minivan/van/SUV). See Appendix C

Equipment: The equipment items evaluated within this TAM, per FTA requirements, are any non-revenue service vehicles, regardless of value, and all GBM-owned equipment with a cost of \$50,000 or more in acquisition value. Equipment includes non-revenue service vehicles primarily used to support maintenance and repair work for a public transportation system, supervisory work, or for the delivery of materials, equipment, or tools. GBM does not utilize or operate any third-party, non-revenue service vehicle equipment assets. All non-revenue service vehicle equipment assets are owned and operated by GBM. (Appendix D)

Target for Equipment—GBM currently has nine (9) pieces of equipment beyond their useful life. The condition of these items has been examined in greater detail in the 2023 Conditional Assessment – Equipment form; if the condition of this equipment is deemed beyond its “state of good repair” in the TAM, then steps will be taken to get replacement equipment programmed in the Transportation Improvement Program (TIP). Items are forecasted in the current TIP, as required. Six pieces of equipment past their ULB are forecasted to be projects completed in 2024-2025. GBM has set the 2025 TAM performance target for non-revenue service vehicles and various equipment valued at \$50,000 or higher at 29 percent to meet or exceed useful life.

Facilities: GBM evaluated the condition of the facility in its sponsored TAM plan using the Transit Economic Requirements Model (TERM) scale. GBM will use the FTA minimum useful life standard for facilities of 40 years, as stated in FTA. Circular 5010.1E, page IV-26. (Appendix E)

Facility Target—GBM’s transit facility is in good condition. GBM set the TAM performance target based on the TERM rating scale. The TERM rating of the facility shall not be rated less than 3.0.

ASSET CONDITIONAL ASSESSMENT

GBM assesses the condition of its assets on an annual basis by utilizing the FTA TERM condition rating assessment scale.

Rating	Condition	Description
5	Excellent	No visible defects, new or near new condition, may still be under warranty if applicable
4	Good	Good condition, but no longer new, may be slightly defective or deteriorated, but is overall functional
3	Adequate	Moderately deteriorated or defective; but has not exceeded useful life
2	Marginal	Defective or deteriorated in need of replacement; exceeded useful life
1	Poor	Critically damaged or in need of immediate repair; well past useful life

This rating scale assigns a numerical value or rank based on the physical condition(s) presented by each individual asset throughout its life cycle. The rating scale is based on numbers 1 to 5, with five being new and one being poor. Assets with a rating of 2.5 or higher are considered to be in an SGR. All completed asset inspection forms are documented, and ratings are recorded on the GBM Fixed Asset List. The inspection process and documentation forms utilized to assess facility and vehicle assets are detailed in the following TAM companion documents:

- GBM Maintenance Policy and Procedure Manual
- Facility/Building/Equipment Inspection Procedures and Inspection Assessment Standards
- GBM Revenue and Non-Revenue Vehicle Inspection Procedures and Inspection Assessments Standards
- GBM Fleet Replacement Schedule
- GBM TAM Assessment Guidelines

DECISION-SUPPORT TOOLS AND MANAGEMENT APPROACH

Management Approach—The primary management approach utilized to maintain an SGR is risk mitigation. This management philosophy applies risk mitigation strategies (policies and procedures) throughout the assets life cycle, both from a maintenance perspective (breakdowns) and a safety & accessibility perspective (accidents/ADA requirements).

Decision Support Tools: The following tools are used in making investment decisions:

Inspection Report—Individual inspection report documenting the condition of the asset.

Rolling Stock Report—Inventory report used to track all rolling stock inventories, including age, cost, and mileage. This assists in decisions by providing the ability to compare details about the various rolling stock vehicles.

Fixed Asset Inventory Report—Inventory report that shows rolling stock and all other equipment. GBM is able to utilize this report to see what is surpassing its useful life, the conditional rating, and the other investment opportunities GBM has.

INVESTMENT PRIORITIZATION

The Maintenance Manager uses best judgment and experience to prioritize needs and submits a request of priorities to the Transit Director. Projects are then ranked based on need. Consideration is given to estimation of funding levels from all sources that are reasonably expected.

The ranking of programs and projects will be expressed as: *High Priority, Medium Priority, or Low Priority*. Each investment prioritization program or project ranked shall contain a year and/or date in which the GBM intends to carry out the program or project. (Appendix F)

TRANSIT ASSET MANAGEMENT AND STATE OF GOOD REPAIR

Transit asset management is the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risk, and costs over their life cycles for the purpose of providing safe, cost-effective, and reliable public transportation. Green Bay Metro has developed this TAM to aide in:

- assessment of the current condition of capital assets;
- determine what condition and performance its assets should be in if they are not currently in a State of Good Repair (SGR);
- identify the unacceptable risks, including safety risks, in continuing to use an asset that is not in SGR;
- deciding how to best balance and prioritize reasonably anticipated funds (funds from all sources) towards improving asset condition and achieving as sufficient level of performance within those means.

State of Good Repair (SGR) Standards Policy—a capital asset is in an SGR when each of the following objective standards are met:

- If the asset is in a condition sufficient for the asset to operate at a full level of performance. An individual capital asset may operate at a full level of performance regardless of whether or not other capital assets within a public transportation system are in an SGR;
- The asset is able to perform its manufactured design function;
- The use of the asset in its current condition does not pose an identified unacceptable safety risk and/or deny accessibility;
- The asset's life-cycle investment needs have been met or recovered, including all scheduled maintenance and rehabilitation.

The TAM allows GBM to predict the impact of its policies and investment justification decisions on the condition of its assets throughout the asset's life cycle and enhances the ability to maintain an SGR by proactively investing in an asset before the asset's condition deteriorates to an unacceptable level. (Appendix B -TAM Goals)

It is the belief of GBM that TAM implementation and monitoring provides a framework for maintaining an SGR by considering the condition of its assets in relation to the local operating environment. GBM has developed its SGR policies to account for the prevention, preservation, maintenance, inspection, rehabilitation, disposal, and replacement of capital assets. The goal of these policies is to allow GBM to determine and predict the cost to improve asset condition(s) at various stages of the asset life cycle,

while balancing prioritization of capital, operating and expansion needs. The two foundational criteria of SGR performance measures are *Useful Life Benchmark* (ULB) and *Condition*.

Useful Life Benchmark (ULB)—is defined as the expected lifecycle of a capital asset for a particular transit providers operating environment, or the acceptable period of use in service for a particular transit providers operating environment. ULB criteria are user defined, considering a provider's unique operating environment (service frequency, weather, geography).

When developing ULB, GBM recognized and considered the local operating environment of its assets within the service area, historical maintenance records, manufacturer guidelines, and the default asset ULB derived from the FTA. In most cases, if an asset exceeds its ULB, then it is a strong indicator that it may not be in a state of good repair.

Methodology—GBM reviews the inventory of federally funded vehicles, equipment, and facilities and uses age to ascertain a starting point for TAM targets.

- For equipment and rolling stock, age along with physical condition are used to calculate asset term scale rating.
- For GBM Transit facility, the median value approach is used to calculate the overall conditional rating. Median value is the middle value in a series. To determine the condition rating, GBM starts with the secondary ratings in each asset category.

PLAN REVIEW

GBM shall maintain all supporting TAM records and documents. GBM shall make TAM records available to federal (FTA), state (WisDOT) and MPO (Brown County Planning) entities that provide(s) funding to GBM and to aid in the planning process. The TAM can be considered a "living document" that shall be reviewed on at least a quarterly basis, updated, and incorporated into GBM's capital and budget planning, and reporting processes. Beginning in 2018, TAM data served as a "baseline" measure of asset performance management. As more data is collected, additional monitoring categories and goals may be included to support conditions and reliability-based decision-making.

NTD REPORTING

TAM Targets are reported to NTD annually for Green Bay Metro's rolling stock, equipment and facilities owned and operated and with direct capital responsibility, as required; effective 2018.

CONCLUSION

The Green Bay Transit Commission, management team, staff, and employees of Green Bay Metro firmly believe that by implementing this *Transit Asset Management* (TAM) Plan, it will allow the transportation system to meet its mission and offer safe, efficient, reliable, and accessible public transportation options to the general public of the Green Bay metropolitan area.

In addition, GBM believes that by implementing this TAM, the following *State of Good Repair* (SGR) indicators will be either maintained or improved upon:

- Limit safety risks;

- Justify investments;
- Increase system reliability and accessibility;
- Lower maintenance costs;
- Increase system performance.

CONTACTS

Accountable Executive—Patty Kiewiz, Transit Director (920) 448-3455 patricia.kiewiz@greenbaywi.gov

Maintenance Manager—Kenny Hofer (920) 448-3451 kenny.hofer@greenbaywi.gov

Finance Manager—Sherry Schuh (920) 448-3453 sherry.schuh@greenbaywi.gov

ADOPTION AND REVISION HISTORY – GREEN BAY TRANSIT COMMISSION

Adopted and approved by the Green Bay Transit Commission on July 18, 2018.

Revised and updated by the Green Bay Transit Commission on August 21, 2019.

Revised and updated by the Green Bay Transit Commission on June 17, 2020

Revised and updated by the Green Bay Transit Commission on, April 21, 2021

Appendixes updated by the Green Bay Transit Commission on, June 15, 2022

Revised and updated by the Green Bay Transit Commission on July 19, 2023

Amended by the Green Bay Transit Commission on August 16, 2023

Revised and updated by the Green Bay Transit Commission June 19, 2024

PLAN APPROVAL – ACCOUNTABLE EXECUTIVE

Approved by: Patricia Kiewiz, Green Bay Metro Accountable Executive



6/13/2024

APPENDIX A—5310 SUPRECIPIENT LIST

DAV—Disabled American Veterans—Dept. of Wisconsin
Richards Marbes, Treasurer
1253 Scheuring Road, Suite A
De Pere, WI 54115-1070

Curative Connections
Steve McCarthy, President, and CEO
PO BOX 8027
Green Bay, WI 54308

APPENDIX B—TAM GOALS

GBM shall establish annual TAM goals, which are separate from annual SGR performance goals, based upon tangible criteria related to asset performance. GBM baseline measures—TAM goals include monitoring of the following criteria: the means of measuring and the goal as it compares to actuals.

Safety Risks—Number of preventable accidents per 100,000 revenue miles (FR)

- 2023 Goal—0.25
- **2023 Actual—2.74**
- 2024 Goal—1.00
- 2025 Goal—1.00

System Reliability—On time performance, by mode (FR)

- 2023 Goal—90%
- **2023 Actual—73.5%**
- 2024 Goal—90%
- 2025 Goal—90%

Maintenance Resources—Number of vehicles out of service for 30 or more days (FR)

- 2023 Goal—1
- **2023 Actual—5**
- 2024 Goal—1
- 2025 Goal—5

(Number of vehicles out of service for 30 or more days is higher due to supply demands.)

System Performance—Missed trips due to major breakdown (FR)

- 2023 Goal—5
- **2023 Actual—3**
- 2024 Goal—5
- 2025 Goal—4

APPENDIX C—VEHICLES

The chart below shows the results of GBM's **2024** findings:

<u>Vehicle Type</u>	<u>Vehicle Count</u>	<u>ULB</u>	<u>No. of Vehicles Past ULB</u>
Heavy Duty Bus	36	14	6
Light-Duty Mid-Sized Bus	0	5	0
Light-Duty Small Bus, Cutaways, & Modified Vans	27	4	21
Total	63		27

Percentage of Revenue Fleet Beyond ULB 42.9%

GBM and subrecipient owned vehicles were also divided into the NTD categories that made up the A-90 form. While GBM typically uses the categories above in TrAMS to enter application information, the NTD A-90 form uses alternative categories:

<u>Vehicle Type</u>	<u>Percent of Fleet Beyond ULB</u>	<u>Conditional Rating (Avg)</u>	<u>Assessment Date</u>	<u>2024 Goal</u>	<u>2025 Goal</u>
Bus (6/36)	16.7%	3-Adequate	1/23/2024	25%	32%
Cutaway - Subrecipient (5/7)	71.4%			60%	100%
Minivan-Van - Subrecipient (4/8)	50.0%			50%	38%
Cutaway - Contractor (6/6)	100.0%				
Minivan-Van - Contractor (6/6)	100.0%				
Grand Total (63)					

APPENDIX D—EQUIPMENT

GBM evaluated the inventory of its most significant equipment (items with a replacement cost of \$50,000 or more) and all non-revenue service vehicles, regardless of cost. These items are listed below and are all located at the GBM facility. The guidance used was from the FTA and from various reports that discuss useful life for these types of equipment to determine if these pieces of equipment were beyond their useful life. Conditional Rating is based on useful life and SGR.

**Age is established with CY2024

Asset Category	Equipment Type	ULB		Year	Conditional	Assessment	
		Remaining	Age	Acquired	Rating	Date	
Comm Equip	Radio System	10	(21)	31	1992	2-Marginal	1/23/2024
	Motorola Radio Comm Equip	10	(1)	11	2012	2-Marginal	1/23/2024
	Baycom Video Surveillance System	5	(1)	6	2017	1-Poor	1/23/2024
Facility Electrical	Facility Lighting Upgrades	12	12	0	2023	5-Excellent	1/23/2024
Facility Equip	Vacuum Equipment	15	(8)	23	2001	2-Marginal	1/23/2024
	Bus Wash	15	5	10	2013	2-Marginal	1/23/2024
	Lift – Door 7	15	15	0	2023	5-Excellent	1/23/2024
	Lift—Door 5	15	15	0	2023	5-Excellent	1/23/2024
	Lift—Service Bay	15	15	0	2023	5-Excellent	1/23/2024
	Parallelogram Lift—Wash Bay	12	12	0	2023	5-Excellent	1/23/2024
Facility Site	Driveway Expansion	15	10	5	2018	5-Excellent	1/23/2024
	Facility Security Gates	15	14	1	2022	5-Excellent	1/23/2024
Fare Collect	GFI Odyssey Farebox System	10	(3)	13	2010	2-Marginal	1/23/2024
	Fare System Upgrades	5	4	1	2022	4-Good	1/23/2024
Fuel Sytem	Fuel System (not software)	15	(8)	23	2001	3-Adequate	1/23/2024
Mach & Equip	Ride-On Floor Scrubber	7	(3)	10	2013	1-Poor	1/23/2024
	Bobcat—Tool cat w/ broom & spreader	10	3	7	2016	4-Good	1/23/2024
Maint Veh	Dually 4WD Truck	7	(14)	21	2002	1-Poor	1/23/2024
	F-350 Service Vehicle w/ Spreader & Plow	7	(1)	8	2015	4-Good	1/23/2024
Non-Rev	Ford Explorer – Service Vehicle	7	2	5	2018	3-Adequate	1/23/2024
	Ford Edge – Service Vehicle	7	2	5	2018	3-Adequate	1/23/2024
	Ford Edge – Service Vehicle	7	2	5	2018	3-Adequate	1/23/2024

*22 pieces of equipment * 40.9% exceeded ULB * Average age of equipment 8 years * Average Rating 3

*6 of the 9 pieces of equipment that have exceeded their ULB are part of the Transportation Improvement Plan (TIP) and are being addressed. (See Investment Prioritization—Appendix F.) 2025 TAM performance goal for equipment not to exceed 29 percent past useful life.

APPENDIX E—FACILITY

The chart below shows the results of our findings from most recent facility conditional assessment:

Year Acquired 2001	23 Years Old	
Transportation Facility	Rating	Assessment Date
Fare Collecting Equipment	3-Adequate	1/6/2022
Substructure	3-Adequate	1/23/2024
Plumbing	3.5-Adequate	1/6/2022
Shell	4-Good	1/23/2024
Fire Protection	4-Good	1/6/2022
HVAC	4-Good	1/23/2024
Interior	4-Good	1/6/2022
Electrical	4-Good	1/6/2022
Site	5-Excellent	1/6/2022
Equipment	5-Excellent	1/23/2024
Median Value equals		4

APPENDIX F—INVESTMENT PRIORITIZATION

Green Bay Metro transit facility, rolling stock, and equipment inventory is monitored by the Maintenance Manager who inspects, maintains, and coordinates corrective actions when warranted with the approval of the Transit Director. Best judgement and experience are used to prioritize needs and capitalize critical issues. A decision is made on how to best balance and prioritize reasonably anticipated funds to be used towards improving asset conditions and achieving a sufficient level of performance within those means.

The intent of the **conditional assessment** is to assess the overall physical condition of capital assets. Inspections are completed by qualified persons, as determined by GBM, to evaluate the field observed conditions and decide on the impacts of the conditions on the performance of the asset with a structural or detailed review. The table below shows the results for 2023.

Category	Subcategory	Value	Assessed Date	Assessed				
				Excellent	Good	Adequate	Marginal	Poor
Equipment	Machine & Equipment	135,000	1/23/2024		50%		50%	
	Communication Equipment	375,000	1/23/2024				100%	
	Fare Collecting Equipment	1,370,000	1/23/2024		50%		50%	
	Fuel System	80,000	1/23/2024		100%			
Non-Revneue Vehicles	Non-Revneue Admin/Ops	84,974	1/23/2024	100%				
	Non-Revenue Service Vehicles	125,000	1/23/2024		50%			50%
Rolling Stock	35 foot buses (26)	13,000,000	1/23/2024		38%		38%	23%
	40 foot buses (6)	3,000,000	1/23/2024		33%	67%		
	29 foot buses (4)	1,928,000	1/23/2024	100%				
Transit Facility	Substructure		1/6/2022			100%		
	Shell	1,000,000	1/23/2024		67%	33%		
	Interiors		1/6/2022		100%			
	Plumbing		1/6/2022		50%	50%		
	HVAC	816,286	1/23/2024	40%	60%			
	Fire Protection		1/6/2022		67%	33%		
	Electrical	741,011	1/23/2024		100%			
	Equipment	2,215,121	1/23/2024	57%		14%	29%	
	Site	5,452,247	1/6/2022	38%	25%	25%	13%	

After assessing capital items for a conditional rating and useful life, a critical rating is assigned based on the critical consequence of a potential failure happening and the likelihood of that failure occurring. There are three critical risk categories: High (16-25), Medium (9-15), or Low (1-8). Each is ranked based on first determining how severe the potential failure could be and then assessing the likelihood. Example: Bus is determined to have a potential Important Failure (3) and it is assessed that the likelihood of this occurring is Probable (4). $3 \times 4 = 12$ This would be a medium risk. See the below scale.

Critical Consequence of Failure	Vulnerability – Likelihood of Failure
5 – Major	5 – Almost Certain
4 – Significant	4 – Highly Probable
3 – Important	3 – Could Occur
2 – Minor	2 – May Happen (if multiple circumstances are met)
1 – Very Minor	1 - Unlikely

Equipment Category has nine (9) pieces of equipment that have exceeded their useful life:

- Facility Equipment—Vacuum equipment is starting to need more frequent repairs but is still functional—critical rating of Low. This item is not currently on the Transportation Improvement Plan (TIP) but will be addressed as its functionality declines.
- Machine & Equipment—Ride on Floor Scrubber (1) has been determined to run and operate as expected for age. It has components that are becoming very rusty, and it is expected that it will

need major overhaul or replacement in the next few years. This item is currently on the TIP for replacement in 2024—critical rating of Low.

- Communications Equipment—Radio Communication System (1) equipment is near end of support from manufacturer—critical rating of Low. Video Surveillance System (1) has some software conflict with newer cameras—critical rating of Medium. Both items are on the TIP.
- Fare Collecting Equipment—Farebox System (Odyssey) (1) is still functional, but manufacturer has sent notification that some parts are no longer being produced and once stock is used up, they will no longer be able to service fareboxes—critical rating of High.
- Fuel System (1) mechanically operates correctly, but software is beginning to develop issues. This item is currently on the TIP for replacement in 2025—critical rating of Medium.
- Non-Revenue Service Truck—Dually 4WD Truck (1) has frame rust. The liftgate will need to be replaced to stay in service due to rust. This item is currently on the TIP for replacement in 2024—critical rating of Medium and F-350 W/ Spreader & Plow (1)—starting to show some cosmetic damage—critical rating of Low.

Rolling Stock has six (6) buses that have exceeded their useful life.

- Buses 901,902, 903, 905, 906, and 909 have undercarriage rust and emissions systems are having consistent issues. These buses are tagged for retirement in 2024-2025—critical rating of Medium.

Funding—Prioritization of funding looks at the remaining life of the asset, the term scale and critical risk scale rankings. Once this has been determined, the funding available is designated based on need.

Life Remaining	Term	Critical	Asset Category	Estimated Cost	Project Year
Part of Building	1	High	Joist Repairs Above Bus Wash	53,000.00	FY2024
(3)	2	High	Farebox Odyssey System	600,000.00	
(8)	2	Medium	Fuel System - Dispenser & Mgmt Software	80,000.00	FY2024
(1)	1	Medium	2009 Buses (6)	RETIRE	FY2024-25
Part of Building	2	Medium	Facility Roof	1,000,000.00	FY2025
(1)	1	Medium	Facility Security System Upgrade	180,000.00	FY2024
(14)	1	Medium	Maintenance Truck	70,000.00	FY2024
(8)	2	Low	Vacuum Equipment	100,000.00	
(21)	2	Low	Bus Radio System	195,000.00	FY2025
Part of Facility Site	2	Low	Transit Way Resurfacing	2,600,000.00	FY2027
(3)	1	Low	Ride On Floor Scrubber	55,000.00	FY2024
(1)	4	Low	Maintenance Truck with spreader and plow	52,000.00	

Most of the items listed above have been added to the 2024-2027 Transportation Improvement Plan (TIP) and are being addressed.



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

June 19, 2024

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # D.3

Discussion/Action: Green Bay Metro's Drug & Alcohol Policy

BACKGROUND

Per the Federal Transit Administration (FTA), Green Bay Metro is required to comply with all applicable regulations as published in 49 CFR. 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.

This policy is reviewed annually, or as needed, to ensure compliance.

RECOMMENDATION

Staff recommends approval of the Green Bay Metro's Drug & Alcohol Policy as presented.

FISCAL IMPACT

ATTACHMENTS

- I. Drug and Alcohol Policy DRAFT 6-15-24



DRUG & ALCOHOL POLICY

June 19, 2024

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

Table of Contents

1.0 Policy Statement	4
1.0 Purpose	4
3.0 Applicability	4
4.0 Prohibited Substances	5
4.1 Illegally Used Controlled Substances or Drugs	5
4.2 Legal Drugs	5
4.3 Alcohol	6
5.0 Prohibited Conduct	6
5.1 Manufacture, Trafficking, Possession and Use	6
5.2 Intoxication/Under the Influence	6
5.3 Alcohol Use	6
Not Negative Alcohol Test	7
5.4 Compliance with Testing Requirements	7
5.5 Treatment Requirements	9
5.6 Notifying GBM of Criminal Drug Conviction	9
5.7 Proper Application of the Policy	9
5.8 Voluntary Treatment	10
5.9 Non-Safety-Sensitive Employees	10
5.10 Confidentiality	10
5.11 Employee Access to Records	11
6.0 Testing Procedures	11
6.1 Compensation for Testing	12
6.2 Split Specimen Testing	13
6.3 Pre-Employment Testing	13
6.4 Other Testing	14
6.5 Reasonable Suspicion Testing	14
6.6 Post-Accident Testing	14
6.7 Random Testing	15
7.0 Employment Assessment	16
7.1 Consequences of a Positive Test	16
8.0 Contacts	16
Drug and Alcohol Program Manager (DAPM) Designated Employee	16
Representative (DER) Medical Review Officer (MRO) and Substance Abuse	16
Medical Review Officer	17
Substance Abuse Professionals	17
9.0 Adoption and Revision History	17
APPENDIX A: SAFETY SENSITIVE POSITION LISTING	18

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. The Transit Commission is also responsible for reapproving the policy upon each update. 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 and/or oral fluid 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/or oral fluid 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 at all times, as 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 and/or oral fluid 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 suspicion) 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 and/or oral fluid 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 and/or oral fluid 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 and/or oral fluid specimen for any drug test required by this part or DOT agency regulations; Provided, That an employee who does not provide a urine and/or oral fluid 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 and/or oral fluid 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

According to 49 CFR 32.205 all employees are required to notify GBM, in writing of any criminal drug statute conviction for a violation within five calendar 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 GBM's administrative staff. 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 and/or oral fluid 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, opioids, amphetamines, and phencyclidine. An initial drug screen will be conducted on each urine and/or oral fluid 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 **at all times, as** 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 and/or oral fluid 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 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 and/or oral fluid 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 oral fluid 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 and/or oral fluid 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 and/or oral fluid 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 performed. 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 and/or oral fluid 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 at all times, as 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: Becky Fleck
Title: Compliance Coordinator
Address: 901 University Avenue, Green Bay, WI 54302
Telephone Number: (920) 448-3454
FAX Number: (940) 448-3461

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

Medical Review Officer:

Name: Linda Go, M.D.
Title: MRO
Address: Prevea Clinic, 702 W. Hamilton Ave, Eau Claire, WI 54701
Telephone Number: (715) 717-4944
FAX Number: (715) 717-1765

Name: Donna Habeck M.D.
Title: MRO
Address: Prevea Clinic, 1621 N. Taylor Dr Ste 200, Sheboygan, WI 53081
Telephone Number: (920) 459-5176
FAX Number: (920) 451-7263

Name: Jasmine John, M.D. MSPH
Title: MRO
Address: Prevea Clinic, 3021 Voyager Dr, Green Bay, WI 54311
Telephone Number: (920) 405-1420
FAX Number: (920) 431-1802

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 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 15 May 2019.
Updated and approved by the Green Bay Transit Commission on 25 September 2019.
Updated and approved by the Green Bay Transit Commission on 18 August 2021.
Updated and approved by the Green Bay Transit Commission on 18 January 2023.
Updated and approved by the Green Bay Transit Commission on 17 May 2023.
Updated and approved by the Green Bay Transit Commission on 30 September 2024.

APPENDIX A: SAFETY SENSITIVE POSITION LISTING

GREEN BAY METRO TRANSIT (GBM) Safety-Sensitive Positions

Transportation:

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

Paratransit/Microtransit:

Paratransit/Microtransit Bus Operator (Full-Time)
Paratransit/Microtransit Bus Operator (Part-Time)
Paratransit/Microtransit Partner Support Specialists (Full-Time)
Paratransit/Microtransit Operations Manager (Full-Time)
Paratransit/Microtransit Scheduler (Part-Time)
Paratransit/Microtransit Scheduler (Full-Time)

Maintenance:

Maintenance Manager (Full-Time)
Mechanics (Full-Time)
Mechanic Assistant (Full-Time)
Service Technician (Full-Time)



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

June 19, 2024

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # D.4

Discussion/Action: 2024 Real Property Inventory

BACKGROUND

Green Bay Metro is required under the Federal Transit Administration (FTA) to maintain updated inventory on all real property. Real property is considered fixed property, principally land and buildings. No additional real property has been added since 2016, which began for the driveway expansion to Quincy Ave.

RECOMMENDATION

Staff recommends approval of GBM's 2024 Real Property Inventory as presented.

FISCAL IMPACT

ATTACHMENTS

- I. 2024 Real Property

City of Green Bay - Green Bay Metro
Real Property Inventory

Location / Address	Use & Condition	Title	Description of improvements, expansions, retrofits	Useful Life	Date Placed in Service	Acquisition Cost	Source of Funding	Federal and Non-Federal %	FAIN	Anticipated Disposition Date	Date of Disposal	Sale Price	Reason for Excess Property
901 University Ave	Transit Facility land	City	Land		1/1/1998	939,642.80	GBT/FTA	80/20	WI-03-0010				
Quincy Lot	Transit Facility Land	City	Land		12/31/2016	125,000.00	LOCAL	0/100	N/A				
			New Driveway construction - Expansion (Created new driveway for buses to enter the transit way - Used only by fixed route bus fleet)										
702 N. Quincy Street	Driveway	N/A		15	8/31/2018	91,263.05	GBT/FTA	80/20	WI-2018-037				
			Installation of security fencing and gates at City of Green Bay - Green Bay Metro Facility										
901 University Ave	Security Gates/Fencing	N/A		15	7/20/2022	315,515	GBT/FTA	80/20	WI-2018-037				

Accountable Executive:

Date:

Patricia Kiewiz, Transit Director

Green Bay Metro Transit Commission:

Date:

Chair, Roger Kolb



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

June 19, 2024

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # D.5

Discussion/Action: Purchase Replacement Surveillance Camera System

BACKGROUND

Green Bay Metro staff worked with the city Purchasing Department on RFP #2023-59, GBM Surveillance Camera Solution. The current surveillance system is 6 years old. The storage capacity has reached its limit, requiring an update. Due to current software no longer being available, Transit is required to purchase a new product. Director Kiewiz will provide a summary of the process.

RECOMMENDATION

Staff recommends purchase of RFP #2023-59 to Heartland not to exceed \$140,000 (excludes annual license).

FISCAL IMPACT

ATTACHMENTS

1. 2023-59 Intent To Award
2. 2023-59 Bid Breakdown_



Purchasing Department
100 North Jefferson Street - Room 101
Green Bay, Wisconsin 54301-5026
www.greenbaywi.gov

Phone 920.448.3047
Fax 920.448.3050

6/10/2024

RE: Notice of Intent to Award
RFP # 2023-59 Surveillance Camera System

Dear Sir/Madam:

The evaluation of proposals received for this RFP has been completed and the following is recommended for award:

The City of Green Bay Transit Department is recommending awarding the Surveillance Camera System to Heartland. In the amount of \$168,719.19 plus any additional Options.

The recommended award will be brought for approval before the next Transit Commission meeting scheduled for June 19, 2024 at 8:15am.

The meeting is open to the public and attendance is not required. As the room and time may change, please confirm the date, time, and location if you plan to attend.

Please see the summary of bids received for this project.

Thank you for your continued interest in doing business with the city of Green Bay. If you have any questions, or require additional information, please feel free to contact me at 920-448-3049.

Sincerely,

Thomas J. Walenski
Procurement Manager
City of Green Bay

Attachment

CC: Patricia Kiewiz

RFP# 2023-59 Green Bay Metro Transit Surveillance Camera System

Bids Received

- 1) Baycom
- 2) Connecting Point (ACCP)
- 3) Convergent
- 4) Heartland
- 5) Paladin Tech
- 6) Permar Security
- 7) Pieper Electric
- 8) Quantum
- 9) True Solutions Tech

Four Finalists

- 1) Baycom
- 2) Connecting Point (ACCP)
- 3) Heartland
- 4) Permar Security

Two Best Scores

- 1) Heartland 88 points
- 2) Connecting Point (ACCP)
83 points

Heartland chosen for award



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

June 19, 2024

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # E.1

Operational Reports

BACKGROUND

Green Bay Metro's staff will present the Commission with the operational reports.

RECOMMENDATION

No action is necessary.

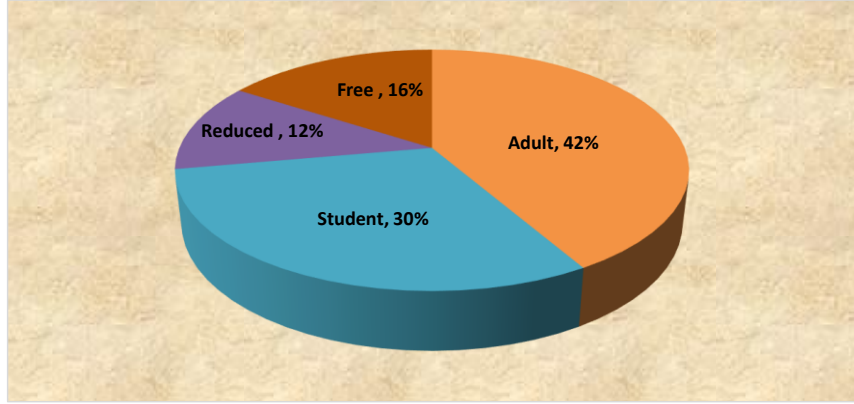
FISCAL IMPACT

ATTACHMENTS

- I. 04.Apr Ridership

Fixed Route Ridership

	ADULT	STUDENT	*REDUCED	*FREE	MONTHLY FIXED ROUTE	YTD FIXED ROUTE
April 2023	21,553	19,536	7,951	11,026	60,066	243,329
April 2024	26,916	22,806	8,851	12,132	70,705	277,402
Difference	5,363	3,270	900	1,106	10,639	
	25%	17%	11%	10%	18%	



Microtransit On Demand Ridership

	ADULT	STUDENT	*REDUCED	*FREE	MONTHLY ON DEMAND	YTD ON DEMAND
April 2023	3,863	328	244	37	4,472	16,212
April 2024	4,903	570	269	18	5,760	23,047
Difference	1,040	242	25	(19)	1,288	
	27%	74%	10%	-51%	29%	

**YTD
PASSENGERS
300,449**

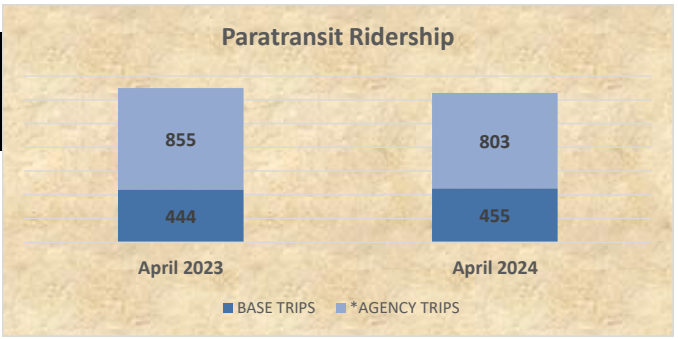
**Reduced fare program is for individuals who are age 65 and older, Medicare recipients, and individuals with qualifying disabilities.*

**Free is comprised of game day, children 4 & under, promos, etc.*

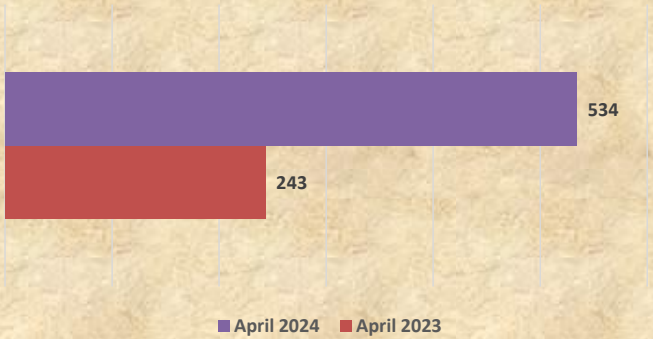
Paratransit Ridership

	BASE TRIPS	*AGENCY TRIPS	TOTAL TRIPS	YTD
April 2023	444	855	1,299	5,388
April 2024	455	803	1,258	4,938
Difference	11	(52)	(41)	
	2.5%	-6.1%	-3.2%	

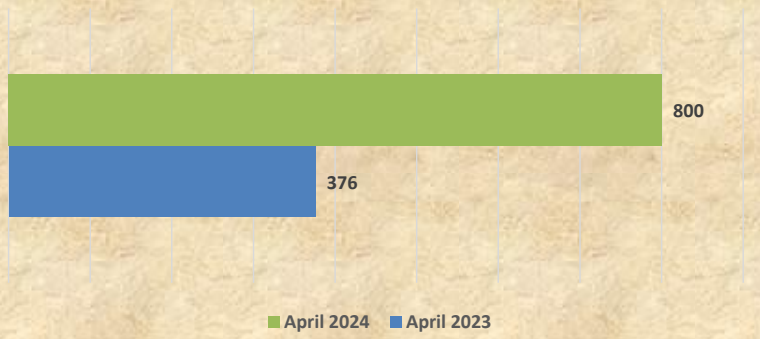
**Agency Fare includes base fare plus additional cost for expenses that is permitted by 49 CRF 37.131 to social service agencies and other organizations for agency trips (i.e., trips guaranteed to the organization).*



Mobility Devices Boarded



Bikes Loaded





Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

June 19, 2024

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # E.2

Financial Reports

BACKGROUND

Director Kiewiz will provide an update on Metro finances through April, 2024.

RECOMMENDATION

No action is necessary.

FISCAL IMPACT

ATTACHMENTS

- I. 04.Apr Financials



EXPENSES

ACCOUNT DESCRIPTION	2024 Jan-Apr	2023 Jan-Apr	+/-	%	2024 BUDGET	% OF BUDGET
Wages & Salaries	716,980.75	693,894.86	23,086	3.3%	2,639,789	27.2%
Fringe Benefits	341,330.56	299,456.38	41,874	14.0%	1,546,634	22.1%
Other Employment Expenses	7,929.00	28,290.25	(20,361)	-72.0%	81,600	9.7%
Contract Services	37,987.86	25,777.39	12,210	47.4%	473,177	8.0%
Materials & Supplies	152,228.62	154,301.20	(2,073)	-1.3%	672,991	22.6%
Building & Equip Maintenance	121,399.68	92,423.17	28,977	31.4%	246,900	49.2%
Utilities	74,220.94	63,403.20	10,818	17.1%	220,002	33.7%
Insurance	130,736.00	140,778.81	(10,043)	-7.1%	166,207	78.7%
Miscellaneous	58.80	58.80	-	0.0%	250	23.5%
Paratransit Services	139,996.87	154,290.16	(14,293)	-9.3%	705,817	19.8%
Microtransit Services	441,250.38	288,508.44	152,742	52.9%	2,488,935	17.7%
Subrecipient Expenses	-	-	-	0.0%	-	0.0%
TOTAL	2,164,119.46	1,941,182.66	222,937	11.5%	9,242,302	23.4%

ORIGINAL BUDGET

REVENUES

ACCOUNT DESCRIPTION	2024 Jan-Apr	2023 Jan-Apr	+/-	%	2023 BUDGET	% OF BUDGET
Federal Operating Asst	-	-	-	0.0%	2,840,609	0.0%
State Operating Asst	-	-	-	0.0%	2,726,479	0.0%
Other Local Municipalities	207,232.90	208,717.00	(1,484)	-0.7%	550,930	37.6%
Green Bay	433,333.32	416,000.00	17,333	4.2%	1,708,675	25.4%
Farebox Revenue-Fixed Route	153,274.17	150,203.99	3,070	2.0%	775,000	19.8%
Farebox Revenue-Paratransit	67,455.00	74,980.00	(7,525)	-10.0%	292,600	23.1%
Farebox Revenue-Microtransit	6,167.00	8,655.00	(2,488)	-28.7%	-	0.0%
College Program Fares	2,536.00	1,730.00	806	46.6%	-	0.0%
TMI Refund	9,454.00	24,485.00	(15,031)	-61%	-	0.0%
Non-Transportation Revenue	11,848.78	36,910.74	(25,062)	-67.9%	9,101	130.2%
State Fuel Refund	3,736.30	2,874.49	862	30.0%	-	0.0%
Advertising	28,314.00	33,892.72	(5,579)	-16.5%	100,000	28.3%
Intercity Bus Commissions	2,000.00	2,431.84	(432)	-17.8%	6,000	33.3%
Partnership Contributions	10,808.00	10,808.00	-	0.0%	232,908	4.6%
TOTAL	936,159.47	971,688.78	(35,529)	-3.7%	9,242,302	10.1%

KEY PERFORMANCE INDICATORS (KPI)

Operating Days	103	102	1.0	1.0%	308
Revenue Miles	222,638	215,080	7,558	3.5%	693,821
Revenue Hours	14,824	14,196	629	4.4%	45,838
Unlinked Passenger Trips	277,402	243,329	34,073	14.0%	910,060
Revenue / Cost	43.3%	50.1%			100%
Farebox Revenue / Mile	0.69	0.70	(0.01)	-1.4%	1.12
Farebox Revenue / Pass Trip	0.55	0.62	(0.06)	-10.5%	0.85
Farebox Revenue / Hour	10.34	10.58	(0.24)	-2.3%	16.91
Passenger / Mile	1.25	1.13	0.11	10.1%	1.31
Cost / Mile	7.11	6.97	0.14	2.1%	8.72
Cost / Passenger Trip	5.71	6.16	(0.45)	-7.3%	6.65

*Insurance is [NET] TMI

April - 33.3%

**Diesel fuel is included in materials and supplies subtotal.

2024



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

June 19, 2024

PREPARED BY

Patty Kiewiz, Transit Director

AGENDA ITEM # E.3

Director's Report

BACKGROUND

Director Kiewiz will provide the Commission with an update on Green Bay Metro.

RECOMMENDATION

No action is necessary.

FISCAL IMPACT

ATTACHMENTS

None