



**DATE: October 8, 2020**  
**TIME: 7:00 PM**  
**PLACE: Zoom Meeting**  
**PURPOSE: OCTOBER BOARD MEETING**

**REGULAR MONTHLY MEETING**  
**ORDER OF BUSINESS**

1. Call to Order
2. Public Comment - Due to COVID-19, all public comment must be submitted in writing prior to the meeting.
3. Public Hearing – Program of Projects FFY21 (Page 2)
4. Approval of Minutes
  - A. Meeting Minutes on August 6, 2020 (Pages 3 - 6)
5. YAMPO Transit Committee
6. Communications
  - A. NTD 2019 Closeout Letter (Page 7)
  - B. Thomas Wilson's Reappointment Letter (Page 8)
7. Treasurer's Report (Pages 9 - 17)
8. Resolutions
  - A. RESOLUTION 2027 – Approving the Revising of the Central Pennsylvania Transportation Authority Hiring and Maintenance of Essential Requirements (Retention) and Employment Qualifications/Driver Policy (Pages 18 - 28)
  - B. RESOLUTION 2028 – Award of Contract for Bus Line Inspection and Audit Services (Pages 29 – 30)
9. Old Business
10. New Business
11. Future Procurement Activities
  - A. Driver Barrier RFP
  - B. Parts IFB
  - C. PennTEST Drug & Alcohol Testing Services RFP
12. Staff Reports
  - A. PT Survey Results (Pages 31 – 32)
13. Executive Session
14. Adjournment

Next Meeting: Thursday, November 5, 2020

FFY 2021 Proposed Program of Projects  
Central Pennsylvania Transportation Authority (dba rabbittransit)  
Public Notice

Proposed Federal Program of Projects

The Central Pennsylvania Transportation Authority, in fulfillment of the requirements to receive financial assistance from the Federal Transit Administration, has developed and hereby publishes its proposed Federal Program of Projects for 5307 its fiscal year 2020-2021.

<b>Project</b>	<b>Type</b>	<b>Federal Source</b>	<b>Total Dollars</b>	<b>Federal Dollars</b>	<b>Federal Percentage</b>
Hanover/Gettysburg UZA - Operating	N/A	5307	\$2,003,846	\$1,001,923	50%
York UZA - Operating	N/A	5307	\$5,005,914	\$2,502,957	50%
COVID Related Capital Items	Expansion/ Improvement	5307 (CARES Act)	\$1,750,000	\$1,750,000	100%
Commuter EXPRESS Bus	Replacement	5307/5339	\$798,000	\$638,400	80%
Fixed Route Cutaway	Replacement	5307/5339	\$735,000	\$588,000	80%
Passenger Bus Shelter	Replacement	5307/5339	\$450,000	\$360,000	80%
Fare Collection System	Expansion	5307/5339	\$200,000	\$160,000	80%
Passenger Bus Shelter	Expansion	5307/5339	\$450,000	\$360,000	80%
Transfer Center Renovation Shortfall	Improvement	5307/5339	\$380,000	\$304,000	80%
Zarfoss Lobby Renovations	Improvement	5307	\$300,000	\$240,000	80%

Comments on this proposed program of projects will be accepted in writing, via email to [info@rabbittransit.org](mailto:info@rabbittransit.org) (subject: Program of Projects FFY21), or in person at the York County Office until 5:00pm EST on October 12, 2020. The proposed program of projects will constitute the final program if there are no changes.

Written comments on the Program of Projects should be addressed as follows:

Central Pennsylvania Transportation Authority  
415 North Zarfoss Drive  
York, PA 17404  
ATTN: Executive Director

The Central Pennsylvania Transportation Authority will hold a public hearing on its Program of Projects at the October 8, 2020, board meeting.

Limited English Proficiency (LEP) assistance available upon request.



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## MINUTES OF BOARD MEETING AUGUST 6, 2020

Upon duly given notice, the monthly Board Meeting of the Central Pennsylvania Transportation Authority (CPTA) Board of Directors was held by Zoom on August 6, 2020, at 415 Zarfoss Drive, York, PA 17404.

Members Present: Raymond Rosen, Darlene Brown, Thomas Wilson, Annie Strite, Kirk Stoner, Carrie Gray, Richard Carson and Keith Martin.

Excused: Philip Robbins

Others Attending: Richard Farr, Executive Director; Bonnie Stine, Controller; Michael Bernhardt, Director of Mobility Services; Dwight Huntington, Planning and Procurement Manager; Jenna Reedy, Chief of Staff; Jamie Leonard, Director of Human Resources; Tony Mundy, Maintenance Superintendent; Trevor Manahan, Chief Operating Officer; Monica Young, Management Communications Specialist.

Raymond Rosen called the meeting to order at 7:00PM.

### PUBLIC COMMENT:

No public comment.

### APPROVAL OF MINUTES:

A motion to approve the minutes from the regular CPTA Board of Directors meeting on July 9, 2020, was moved by Richard Carson, seconded by Darlene Brown and passed unanimously.

### YAMPO TRANSIT COMMITTEE:

No business.

### COMMUNICATIONS:

No communications.



## TREASURER'S REPORT:

Bonnie Stine reviewed the financial statements for the period ending June 30, 2020. During the month of June, collection of boarding fares resumed for both fixed route and express services. Service began to return to normal service level in June. This was the 6<sup>th</sup> full month of the MATP program management for Indiana County. None of the four performance targets will be attained this fiscal year.

Bonnie reviewed the Microtransit ridership in the dashboard as it has had an increase. Federal Cares Act funding was discussed.

## RESOLUTIONS

RESOLUTION 2025 – Authorizing the Award of a Contract for a Software-As-A-Service Platform and Technical Support of the Continuation of our Microtransit Service

Motion to approve was raised by Richard Carson, seconded by Annie Strite, and passed unanimously.

CPTA has been operating under the Microtransit pilot program with TransLoc. A request for proposals was released and seven proposals were received. Via Mobility was the winner judged to have the best value.

RESOLUTION 2026 – Award of Contract for Procurement of Heavy-Duty, CNG Over The Road Coaches

Motion to approve was raised by Richard Carson, seconded by Kirk Stoner and passed unanimously.

This resolution is to award a contract for the procurement but we will have another resolution when we actually place an order.

## OLD BUSINESS:

No old business.

## NEW BUSINESS:

No new business.

## FUTURE PROCUREMENT ACTIVITIES:

The Statewide Drug and Alcohol RFP will come up in the October/November timeframe.



## STAFF REPORTS:

Jamie Leonard mentioned that we have had three employees that tested positive for COVID. Two were in the month of April and one in the month of July. The positive from July is back to work. Most employees that are testing are getting a negative result. Return to work trainings continue into next week. Fixed route doesn't have 100% of the workforce back yet. In preparation of the school year, we sent communication out to our workforce about concerns they may have. At this time, we have not heard much of a response.

In November, we passed a resolution about hiring individuals without their diploma. Since November, there were 46 new hires. Out of the 46, eight did not have their high school diploma or GED, five are still employed and three were terminated. Of the eight employees hired, two were York Fixed Route, four York Paratransit, one Perry Paratransit and one Franklin Paratransit. From the 38 hired with a high school diploma or GED, 34 are still employed and four were terminated.

Richard Farr gave additional updates. We applied for the Department of Economic and Community Development grant but have not heard back. PPTA is testifying on the turnpike issues.

Lamar signed an agreement and we are now the owners of the bus shelters. We are working with our advertising agency on bus shelter advertising.

There is potential for a new Franklin County office. We have asked for additional space for a bus barn and a bus wash.

Tomorrow, we are meeting with JMT for the 60% design of the Transfer Center. It is moving along as scheduled, hopefully completed next year at this time. Today, we had a robbery at our Transfer Center where someone held up a rider and stole their bike.

## EXECUTIVE SESSION:

The board went into executive session regarding personnel matters.

Meeting adjourned at 8:00PM.

Next Meeting:        Thursday, September 3, 2020



Respectfully Submitted,

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Monica Young  
Management Communications Specialist  
Central Pennsylvania Transportation Authority

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Thomas Wilson  
Secretary  
Central Pennsylvania Transportation Authority



US Department  
of Transportation  
**Federal Transit  
Administration**

National Transit Database

1200 New Jersey Avenue SE  
East Building E-52  
Washington, D.C. 20590

8/14/2020

Mr. Richard Farr  
Executive Director  
Central Pennsylvania Transportation Authority  
415 Zarfoss Drive  
York, PA, 17404

Re: NTD ID 30027  
Primary UZA 158 - York, PA  
Closeout Letter  
2019 Report Year

Dear Mr. Farr:

FTA is closing the 2019 National Transit Database (NTD) Urban Report Year. FTA accepts your 2019 report and any data revisions for the database.

Please note, FTA's acceptance of your 2019 NTD Report and any data revisions for the database does not constitute compliance of any document submitted for your agency's Transit Asset Management (TAM) Narrative Report.

Our review of your Independent Auditor's Statement for Financial Data (IAS-FD) for Report Year (RY) 2019 indicates that your financial statements and reporting forms conform with the NTD Uniform System of Accounts. Your Chief Executive Officer must certify annually that you are still using the accounting and reporting system reviewed by the Independent Auditor for RY 2019. Please note that you must submit a new IAS-FD in RY 2029, unless FTA notifies you otherwise. If you make a change to your system of accounts and records before 2029, you must submit a new IAS-FD.

If you have any questions, please contact **Daniel Barns**, your Validation Analyst, at 434-299-8845. We appreciate your efforts in reporting to the National Transit Database and value your contributions to a useful and accurate database for all users. We look forward to working with you in the next report year.

Sincerely,

Thomas Coleman  
NTD Program Manager

cc: Regional Administrator, III  
Ms. Bonnie Stine, Controller



# Office of the Adams County Commissioners

117 Baltimore St., Room 201, Gettysburg, PA 17325-2391

PHONE (717) 337-9820 · FAX (717) 334-2091

Commissioners: Randy L. Phiel, James E. Martin, Marty Karsteter Qually

Chief Clerk: Paula V. Neiman County Manager: Steven A. Nevada

Solicitor: Molly R. Mudd

## RESOLUTION No. 13 of 2020

### APPOINTMENT TO THE CENTRAL PENNSYLVANIA TRANSPORTATION AUTHORITY

On motion duly made by Commissioner James Martin, seconded by Commissioner Marty Karsteter Qually, it is resolved that Thomas Wilson, with a term effective September 1, 2020 to August 31, 2025, is hereby re-appointed to the Central Pennsylvania Transportation Board of Directors.

This Resolution is executed this 30<sup>th</sup> day of September 2020.

#### ATTEST

#### ADAMS COUNTY COMMISSIONERS

A handwritten signature in blue ink, reading "Paula V. Neiman", is written over a horizontal line.

Paula V. Neiman  
Chief Clerk

A handwritten signature in blue ink, reading "Randy L. Phiel", is written over a horizontal line.

Randy L. Phiel, Chairman

A handwritten signature in blue ink, reading "James E. Martin", is written over a horizontal line.

James E. Martin, Vice-Chairman

A handwritten signature in blue ink, reading "Marty Karsteter Qually", is written over a horizontal line.

Marty Karsteter Qually, Commissioner



## Financial Statement & Statistical Notes for August 2020

- The financial statements, enclosed with these notes, are as of August 31, 2020. This is the second month of fiscal year 2020/2021 and the fifth month under the Pennsylvania COVID-19 Emergency Proclamation.
  - The presented financial statements have been updated for the adopted fiscal year 2021 budget.
    - The budget is entered into the statements using 1/12 of the total budget monthly.
    - The adopted budget was prepared pre-COVID-19 and does not reflect any anticipated impacts to the Authority.
- This month continues to reflect the ongoing impact of the COVID-19 pandemic on our operating statistics and financial performance.
  - Our different service modes are experiencing a drop in ridership of between +8% (Microtransit) and -87% (Express North – 83North) with an average decrease of 44%.
    - Only service mode showing an increase in ridership is the Stop Hopper microtransit service
    - Varying paratransit agencies (i.e. – Workshops) are being to offer services in some of our divisions.
  - The performance measurement charts gives a good visual showing costs continuing higher than normal per passenger due to lower than normal passengers per revenue hour. There was one metric attained this month – operating cost per revenue hour.
  - We are continuing to not use subcontractors for paratransit trips, unless it is the most reasonable option
    - Normally, about 7% of all paratransit trips are subcontracted; however, currently, only 0.1% of the trips are being subcontracted.
- Total revenue is 26% under budget.
  - Operating revenues – 4% under budget for August; 8% under budget YTD
  - Grant income – 42% under budget for August; 39% under budget YTD
    - Paratransit divisional losses will be evaluated for subsidy at the close of the fiscal year.
    - We continue to utilize the Federal CARES Act funding in lieu of other operating funds to cover our monthly deficit. All other operating funds are available for future use to assist with cash flows and future sustainability of the system.
- Total expenses are 23% under budget for August; 22% under budget YTD
  - There was only one major expense category exceeding the expense budget
    - Materials and Supplies - +16%
      - This was expected due to the extraordinary PPE and cleaning supplies purchased due to COVID-19

- Paratransit Division Performance

Division	REE/EER*	Amount	Variance to Budget
York/Adams	EER	(\$333,703)	(\$331,234)
Perry	EER	(\$7,943)	(\$7,943)
Montour	REE	\$12,806	\$10,337
Union/Snyder	EER	(\$19,889)	(\$19,889)
Columbia	REE	\$33,323	\$33,323
Cumberland	EER	(\$6,873)	(\$6,873)
Northumberland	REE	\$91,225	\$91,226
Franklin	REE	\$11,809	\$11,809

\*REE=Revenue in Excess of Expenses ("Profit"); EER=Expenses in Excess of Revenue ("Loss")

- Even with the dismal ridership, a paratransit division could have revenue in excess of expenses based on their mix of trip rates and division expenditures.
- Divisions reflecting a REE had a trip mix where 30% or more of their trips were MATP.
- There have been no draws on the ACNB line of credit.
- Capital purchases for the month of August 2020 total \$180,425
  - Zarfoss Roof Engineering - \$11,015
  - Zarfoss Bus Barn Security Gate - \$3,581
  - York Transfer Center Renovation - \$129,914
  - Non-Revenue Vehicle for Building Maintenance - \$29,499
  - Non-Revenue Vehicles for Operations - \$619
  - Call Center/Phone Upgrades - \$5,797

**Central Pennsylvania Transportation Authority**  
**Income Statement**

For The Period Ended August 31, 2020

		Period To Date		Year To Date		Budget Variance
		Actual	Current Budget	Actual	Current Budget	
REVENUE						
	Operating Revenue	\$ 1,111,335.15	\$ 1,156,239.00	\$ 2,137,148.99	\$ 2,312,478.00	\$ (175,329.01)
	Grant/Contract Income	\$ 905,559.82	\$ 1,553,858.00	\$ 1,899,378.82	\$ 3,107,716.00	\$ (1,208,337.18)
TOTAL REVENUE		\$ 2,016,894.97	\$ 2,710,097.00	\$ 4,036,527.81	\$ 5,420,194.00	\$ (1,383,666.19)
EXPENSES						
	Wages	\$ 986,549.85	\$ 1,222,028.00	\$ 1,978,208.13	\$ 2,444,056.00	\$ 465,847.87
	Benefits	\$ 559,163.69	\$ 686,042.00	\$ 1,175,474.05	\$ 1,372,084.00	\$ 196,609.95
	Services	\$ 97,972.20	\$ 145,075.00	\$ 185,921.87	\$ 290,150.00	\$ 104,228.13
	Fuel	\$ 153,176.52	\$ 209,192.00	\$ 307,722.86	\$ 418,384.00	\$ 110,661.14
	Tires	\$ 10,751.02	\$ 15,436.00	\$ 19,951.02	\$ 30,872.00	\$ 10,920.98
	Parts	\$ 32,444.31	\$ 50,445.00	\$ 64,079.70	\$ 100,890.00	\$ 36,810.30
	Materials and Supplies	\$ 30,822.81	\$ 25,880.00	\$ 60,162.30	\$ 51,760.00	\$ (8,402.30)
	Utilities	\$ 44,419.51	\$ 59,284.00	\$ 90,388.68	\$ 118,568.00	\$ 28,179.32
	Casualty and Liability Costs	\$ 63,806.07	\$ 69,766.00	\$ 130,796.00	\$ 139,532.00	\$ 8,736.00
	Purchased Transportation	\$ 72,014.17	\$ 178,532.00	\$ 129,970.81	\$ 357,064.00	\$ 227,093.19
	Miscellaneous Expenses	\$ 9,609.06	\$ 21,438.00	\$ 29,320.67	\$ 42,876.00	\$ 13,555.33
	Leases and Rentals	\$ 10,578.98	\$ 10,881.00	\$ 21,589.78	\$ 21,762.00	\$ 172.22
	Passed Through Expenses	\$ 19,454.61	\$ 13,830.00	\$ 30,617.38	\$ 27,660.00	\$ (2,957.38)
TOTAL EXPENSES		\$ 2,090,762.80	\$ 2,707,829.00	\$ 4,224,203.25	\$ 5,415,658.00	\$ 1,191,454.75
TOTAL NON OPERATING GRANT INCOME **		\$ 18,098.39	\$ -	\$ 28,832.53	\$ -	\$ (28,832.53)
TOTAL NON OPERATING GRANT EXPENSES **		\$ 18,098.39	\$ -	\$ 28,832.53	\$ -	\$ (28,832.53)
REE/(EER)		\$ (73,867.83)	\$ 2,268.00	\$ (187,675.44)	\$ 4,536.00	\$ (192,211.44)
CAPITAL REVENUES AND EXPENSES						
	Capital Grant Income/(Refund)	\$ 180,424.95	\$ -	\$ 189,206.88	\$ -	
TOTAL CAPITAL REVENUES AND EXPENSES		\$ 180,424.95	\$ -	\$ 189,206.88	\$ -	
REE/(EER)		\$ 106,557.12	\$ 2,268.00	\$ 1,531.44	\$ 4,536.00	
NET REE/(EER)		\$ 106,557.12	\$ 2,268.00	\$ 1,531.44	\$ 4,536.00	

\*\*Para Demonstration, 3P Ride, FindMyRide, CAT TA

**Central Pennsylvania Transportation Authority**  
**Balance Sheet**

As of August 31, 2020

**ASSETS**

**CURRENT ASSETS**

Unrestricted Cash	\$ 5,418,797.15
Restricted Cash	\$ 239,685.64
Reserved Cash - Capital Projects	\$ -
Accounts Receivable	\$ 8,564,460.17
Materials & Supplies Inventory	\$ 389,885.01
Prepaid Expenses	\$ 562,528.59
Other Current Assets	\$ -

TOTAL CURRENT ASSETS	\$ 15,175,356.56	
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**FIXED ASSETS**

Buildings and Improvements	\$ 36,798,076.57
Revenue Equipment	\$ 38,442,742.28
Tools and Equipment	\$ 2,433,165.57
Accumulated Depreciation	\$ (26,996,243.20)

TOTAL FIXED ASSETS (NET)	\$ 50,677,741.22	
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TOTAL ASSETS	\$ 65,853,097.78	
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**LIABILITIES AND NET ASSETS**

**CURRENT LIABILITIES**

Accounts Payable	\$ 587,943.66
Accrued Leave and Payroll	\$ 863,967.17
Accrued Expenses	\$ 74,067.01

TOTAL CURRENT LIABILITIES	\$ 1,525,977.84	
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**DEFERRED REVENUE**

Revenue Received in Advance	\$ 13,376,577.15
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TOTAL DEFERRED REVENUE	\$ 13,376,577.15	
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**OTHER LIABILITIES**

Capital Lease Obligation	\$ -
Current Notes Payable	\$ -
Consortium Buses	\$ -

TOTAL OTHER LIABILITIES	\$ -	
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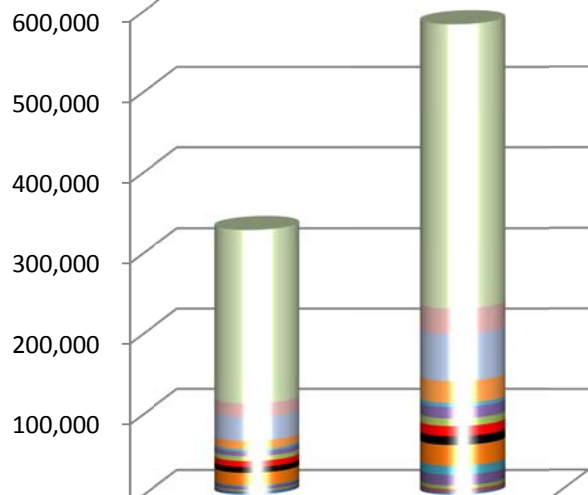
**NET ASSETS**

Unrestricted Equity	\$ 39,126,695.01
Restricted Equity	\$ 15,519.99
Capital Grants	\$ 11,808,327.79

TOTAL NET ASSETS	\$ 50,950,542.79	
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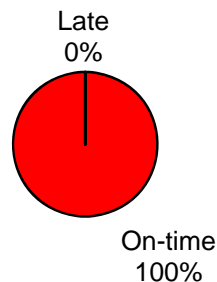
TOTAL LIABILITIES AND NET ASSETS	\$ 65,853,097.78	
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## OPERATIONS – September



	YTD FY2021	YTD FY2020
FR York	215,942	352,641
Cumberland	17,006	31,074
York/Adams	29,393	59,071
Freedom Transit	10,026	27,482
Montour	2,611	4,852
Union/Snyder	5,899	14,441
Perry	5,890	9,386
Franklin	7,550	12,643
Columbia	7,119	10,846
Northumberland	15,413	24,920
Express North	1,512	11,354
FR Hanover	4,185	13,160
Express South	1,790	4,567
Express 15 North	625	3,597
Microtransit	3,626	3,344

## MAINTENANCE – September Preventative Maintenance



128 PMs Complete; 0 Overdue  
 York – 69 Completed; 0 Overdue  
 Adams – 8 Completed; 0 Overdue  
 Cumberland – 12 Completed; 0 Overdue  
 Northumberland – 14 Completed; 0 Overdue  
 Franklin – 7 Completed; 0 Overdue  
 Columbia – 6 Completed; 0 Overdue  
 Montour – 3 Completed; 0 Overdue  
 Union/Snyder – 9 Completed; 0 Overdue  
 Perry – 0 Completed; 0 Overdue

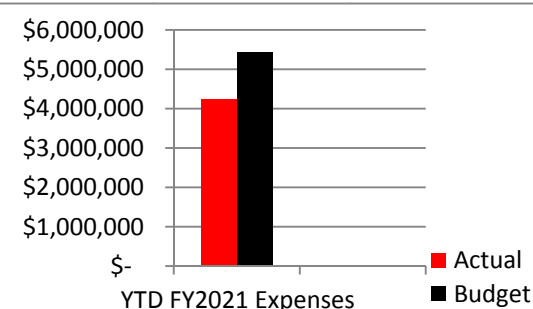
### Road Calls:

	Sep 2020	YTD FY2021	Sep 2019	YTD FY2020
Mechanical	8	38	-	3
Non-Mech.	24	74	-	111

## SAFETY – September

	Sep 2020	YTD FY2021	Sep 2019	YTD FY2020
Preventable	6	21	16	38
Non-Preventable	2	8	4	23
Passenger Injury	2	4	3	7
Employee Injury	1	4	2	6

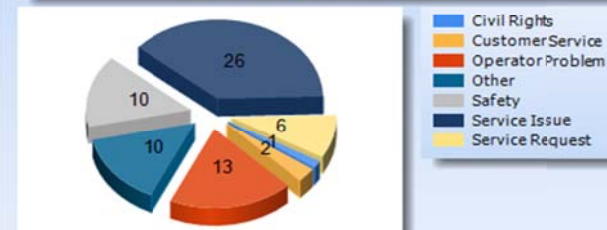
## FINANCE – August



## CUSTOMER COMPLAINTS – September

### Count distribution by Category

68 Total Complaints



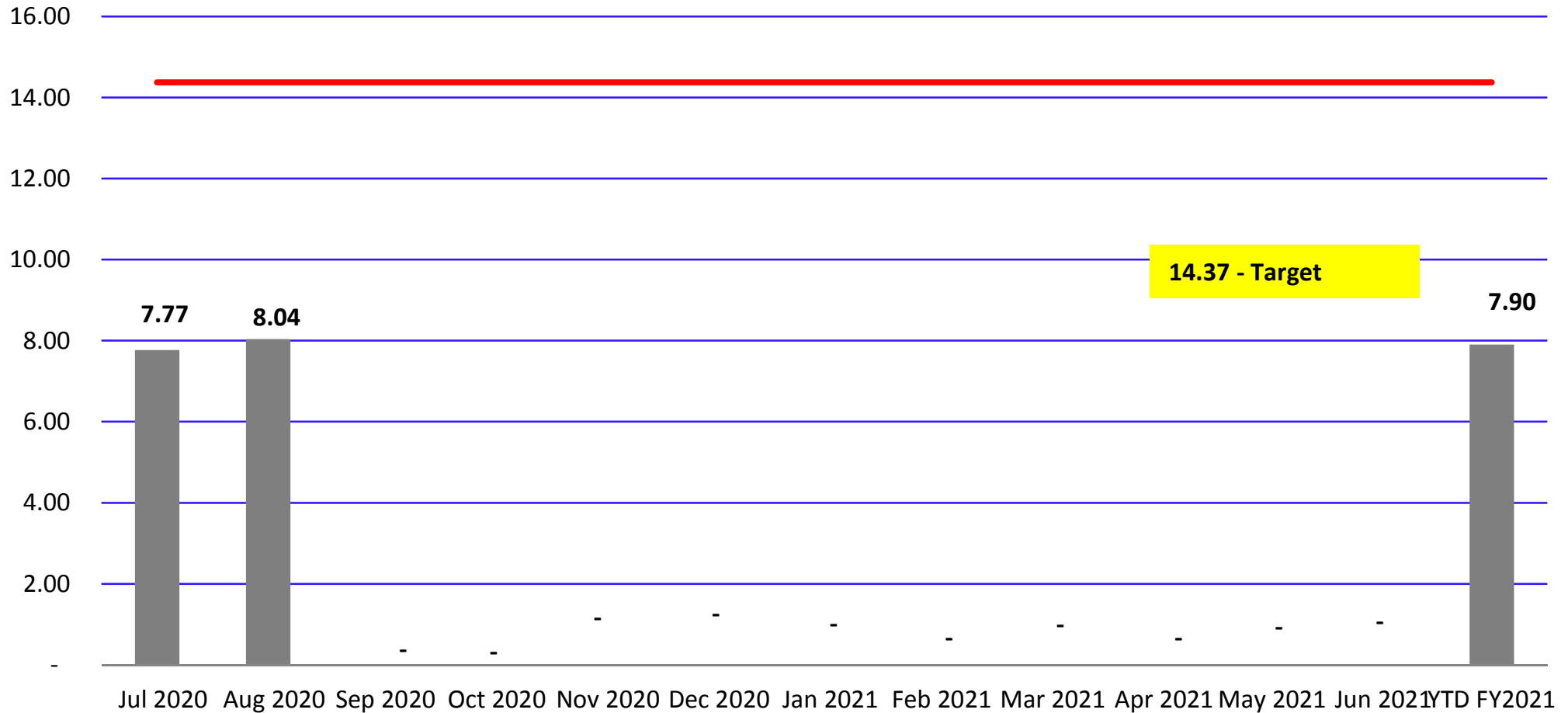
	Sep 2020	YTD FY2021	Sep 2019	YTD FY2020
Total Complaints	68	215	132	359

## MARKETING – September

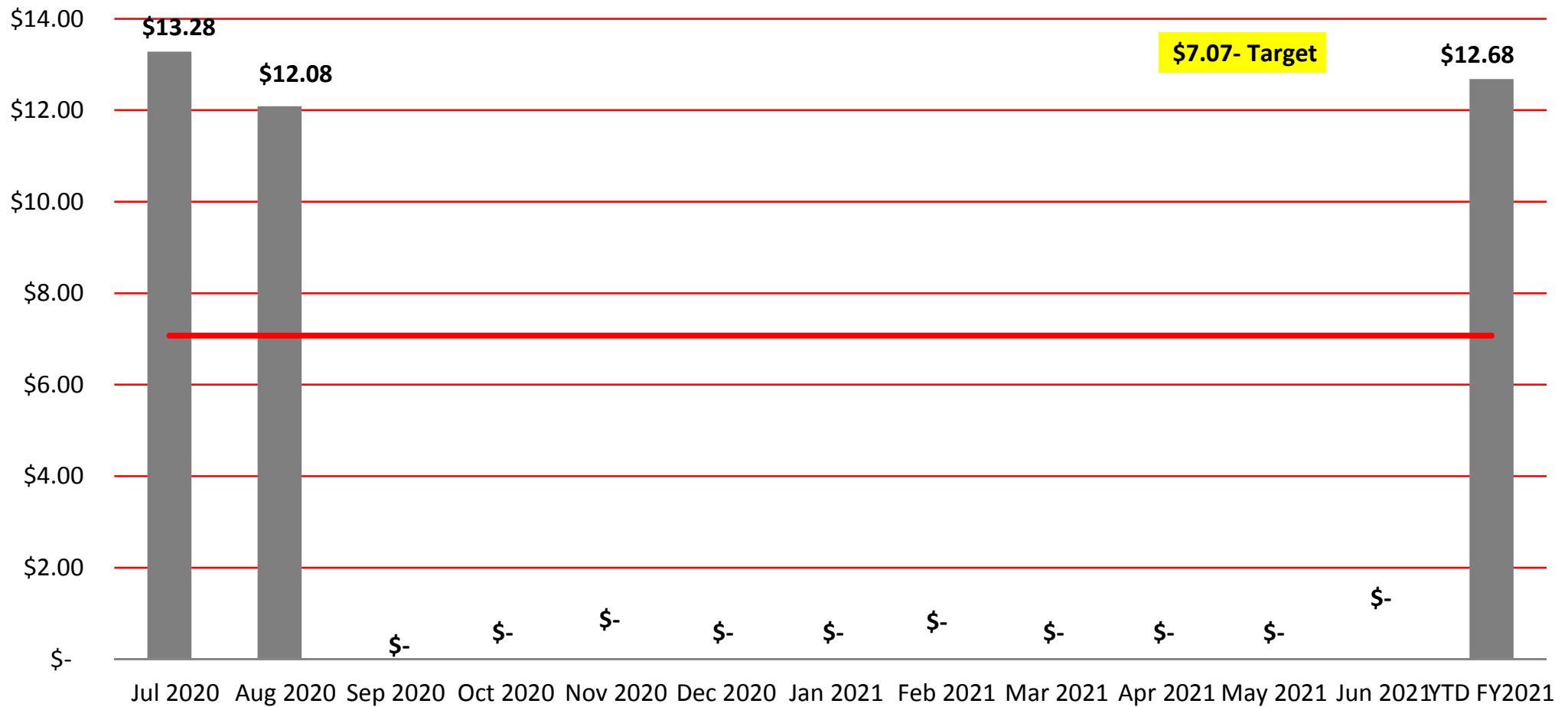
	Sep 2020	YTD FY2021	Sep 2019	YTD FY2020
PR Exposures	2	10	9	26
Outreaches	0	0	13	28
Pageviews	46,119	142,462		
Unique Pageviews	34,958	107,137		
Bikes	896	2,552	1,240	4,136

\*\*New website launched 2/2020

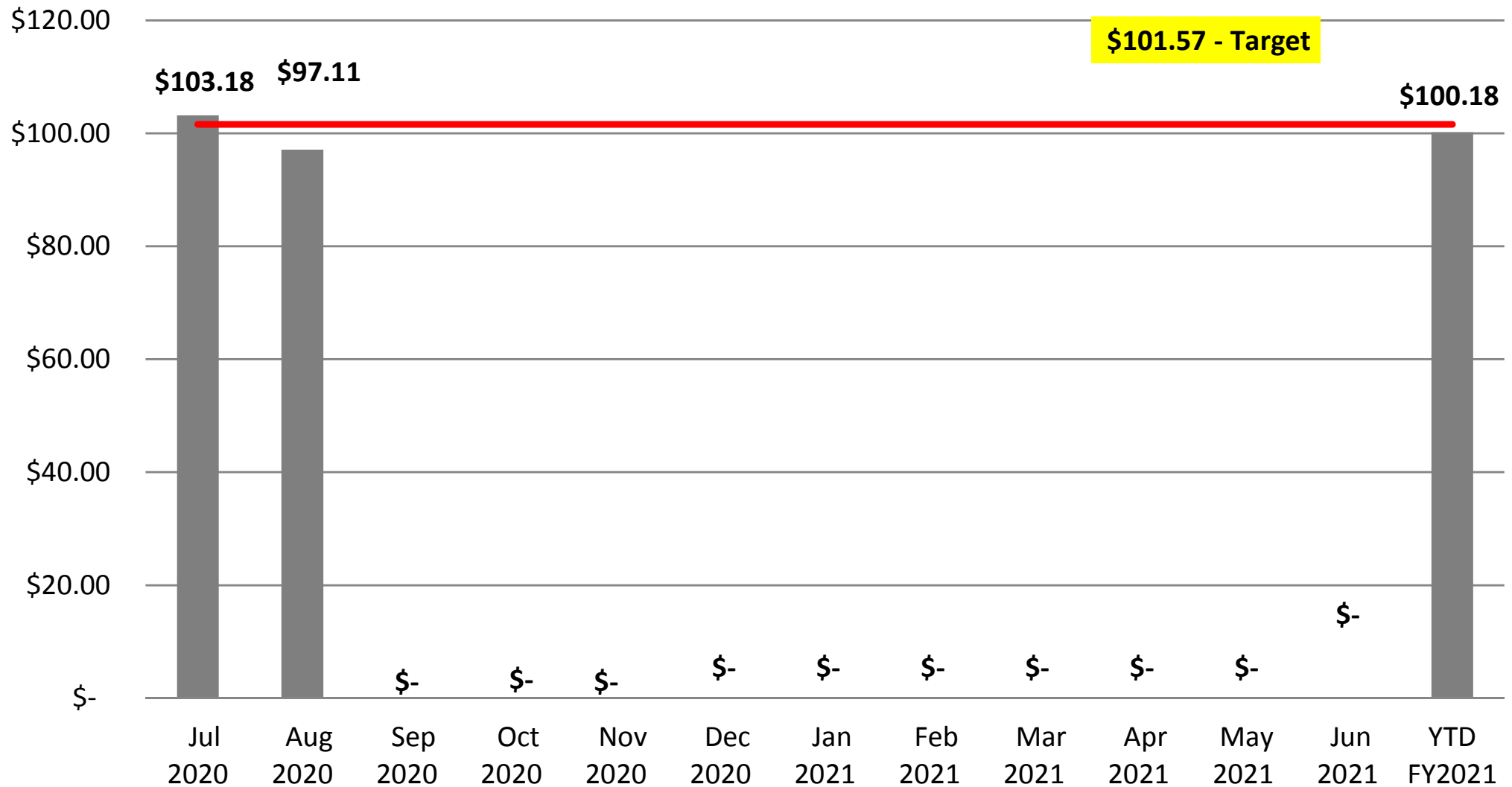
## Passengers/Revenue Hour



## Operating Cost/Passenger

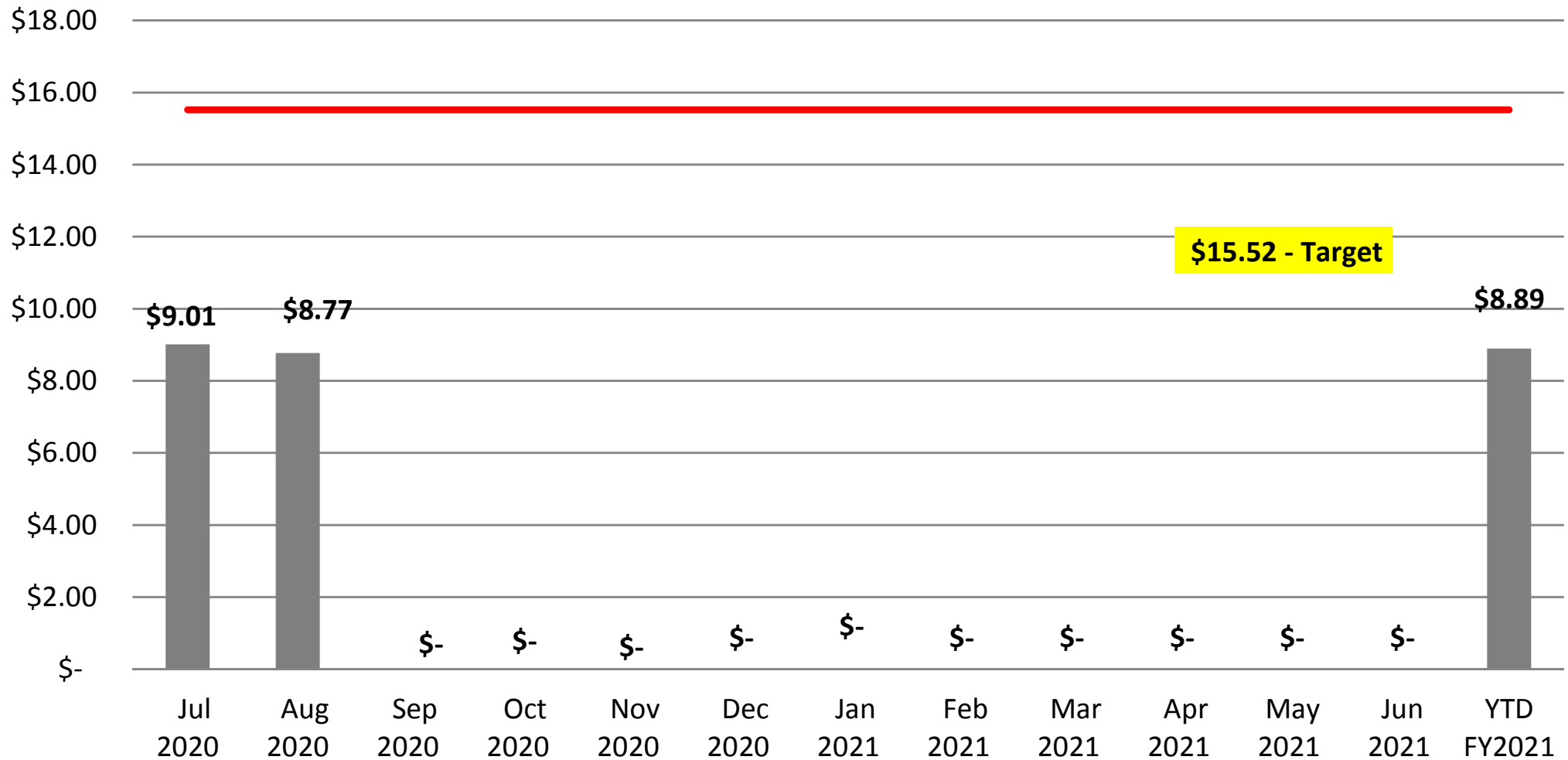


# Operating Cost/Revenue Hour





# Operating Revenue/Revenue Hour



**RESOLUTION NO. 2027**

**APPROVING THE REVISING OF THE CENTRAL PENNSYLVANIA TRANSPORTATION  
AUTHORITY HIRING AND MAINTENANCE OF ESSENTIAL REQUIREMENTS (RETENTION)  
AND EMPLOYMENT QUALIFICATIONS/DRIVER POLICY**

WHEREAS, the Central Pennsylvania Transportation Authority wishes to amend guidelines and policies as they support the Authority's values of Safety, Service and Stewardship, and,

WHEREAS, the Central Pennsylvania Transportation Authority has undertaken the review, update, and compilation of employee policies to establish a consistent collection of expectations, and,

WHEREAS, the State Association For Transit Insurance (SAFTI) requires the Central Pennsylvania Transportation Authority to have a policy stating essential qualifications,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Central Pennsylvania Transportation Authority, that the revision of the Central Pennsylvania Transportation Authority Hiring and Maintenance of Essential Requirements (Retention) and Employment Qualifications/Driver Policy be adopted and instituted.

**CERTIFICATION OF OFFICERS**

**OF**

**CENTRAL PENNSYLVANIA TRANSPORTATION AUTHORITY**

I certify that the foregoing is a sound and true copy of a Resolution adopted at a legally convened meeting of the Central Pennsylvania Transportation Authority Board Members held on October 8, 2020.

\_\_\_\_\_  
Thomas Wilson  
Secretary  
Central Pennsylvania Transportation Authority

attest: \_\_\_\_\_  
Raymond Rosen  
Chairman  
Central Pennsylvania Transportation Authority



## **Hiring and Maintenance of Essential Requirements (Retention) Policy**

Effective Date: October 8, 2020

Revision History: January 8, 2010 revised June 2015, revised January 2018, revised September 2019, revised October 2020

Adopted by Board Resolution Original Board Resolution 092, Board Resolution 1523, Board Resolution 1804, Board Resolution 1912, Board Resolution 2027

### **Purpose:**

Proper selection and training of new employees is a key element in any organization, but it is especially important when selecting new employees in an organization dependent upon staff who are committed to customer service and safety. The following procedures will be followed in the selection of new hires.

### **Minimum Qualifications**

The following are minimum qualifications for employment:

- Prefer High School diploma or GED equivalent, unless otherwise indicated on job description or a governmental regulation;
- Job related experience preferred as designated by the job description;
- U.S Citizen or national, an alien lawfully admitted to permanent residence or an alien authorized to work in the U.S.;
- Must be at least 18 years of age; minimum of 25 years of age for CDL and non-CDL driving positions; unless the following additional criteria are observed:
  - Operators – Minimum age of 23 with additional hiring criteria for ages 23 and 24 as follows:
    - Minimum 3 years licensed (any class).
    - MVR to be reviewed and infractions considered in the best interest of CPTA.
    - Pass a Personality Assessment approved by SAFTI.
  - Maintenance staff (Mechanics & Porters) – Minimum age of 18 with additional hiring criteria as follows:
    - MVR to be reviewed and infractions considered in the best interest of CPTA.

- Age 18-20 can only drive buses on Authority property.
- Age 21-22 can test drive or switch out buses with no customers onboard.
- Must have valid driver's license for at least 3 years or a CDL Driver's License;
- For CDL and NON CDL Driving positions, must meet outlined driver qualifications;
- Ideal candidates will preferably have the amount of experience as designated by the job description for the position;
- Must possess basic qualifications for the position which have been established.
- Must be capable to perform the essential job functions and meeting job specifications as described in the job description;
- Must have an acceptable background check as established by the organization and/or required by funding partners;
- Must comply with all other applicable qualifications for employment as established by the organization.

### **Administrative Hiring:**

Central Pennsylvania Transportation Authority (CPTA) is an equal opportunity employer. CPTA seeks to hire administrative and non-bargaining unit employees from a diverse pool of qualified candidates in accordance with its EEO Plan and in conjunction with the needs of the Authority. In the case of all administrative staff, except for the executive director, staff shall hire based upon the minimum qualifications set forth in the job description for a particular job category.

CPTA will perform for non-bargaining unit employees all necessary background checks based upon job titles and responsibilities. Candidates will be notified of the nature of any background checks for their position. Further, on a case by case basis, an application will be supplied for employees that will be in the form of a non-DOT application for completion which will be held by the Authority pursuant to Pennsylvania Record Retention requirements.

### **Hiring Procedures**

The Authority will perform the following procedures when hiring for positions:

#### *Pre-Offer/Pre-Employment*

- Advertise/Post position-describing essential job functions, physical requirements and minimum qualifications, etc.
- Must comply with established standard hiring procedures.
- Review applications for job qualifications.
- Must meet minimum established qualifications.
- Interview of selected qualified candidate(s) will be conducted by both phone screens and in person interviews.

- Conduct reference checks of previous employers.

#### *Offer/Pre-Employment*

- Job offers are made, contingent upon successful completion of background checks and testing as established for each position.

#### *Post-Offer/Pre-Employment*

- Background check of criminal history, child abuse clearance, credit fitness check for key employee positions where financial responsibility is relevant, and employment history are performed;
- Obtain and review MVR of applicant.

#### Additional requirements for DOT defined safety sensitive employees:

- Motor Vehicle Driver's Certification of Violation Form must be completed (if not part of the application).
- Safety Performance History Record request must be completed for every employee, which checks for drug and alcohol information for all employers within last two years, and accident history for past three years.
- Require medical qualification through an Authority approved DOT physician
- Required to undergo a pre-employment drug test administered under DOT & FTA regulations with a verified negative result. In the case that a pre-employment test is canceled, the employer will require the covered applicant to take another pre-employment drug screen administered under DOT & FTA regulations. A 'dilute' negative test is unacceptable to the Authority as a negative and the candidate will be instructed to immediately proceed to the collection site for another drug collection. The second test result will be the test of record and should the second test result be reported as 'dilute' the candidate will not be offered employment.

#### *Post-Offer/Post-Employment*

- Prepare personnel files (general, medical, etc.)
  - Application;
- Prepare driver qualification files for Drivers/DOT defined safety sensitive employees:
  - Application;
  - Complete background check results that include employment reference checks';

- Copy of MVR reviewed for hire;
  - Complete Motor Vehicle Driver's Certification of Violations form (if not part of application)
  - Evidence of negative pre-employment drug screen result, stored in the D&A files;
  - Copy of medical qualification card;
  - Copy of Driver's License;
  - Receipt of drug and alcohol testing history from previous employer(s), stored in the D&A files.
- Review all applicable employment, job-specific and safety policies and procedures with employee. Obtain evidence of review and understanding of policies and procedures from employee. Provide initial training as follows but not limited to:
    - Pre-trip/post-trip inspection procedures;
    - Basic defensive driving;
    - Accident procedures;
    - Employee policies and training manual;
    - 60 minutes of training on the Substance Abuse Policy as well as 60 minutes of training on the effects and consequences of prohibited drug use;
    - Specific equipment use training;
    - Passenger Assistance and Relations (including Special Needs Passengers, ADA);
    - Customer Service;
    - Specific job duties/tasks

## **Maintenance of Essential Requirements**

The following procedures will be used to insure appropriate and safe behavior by drivers:

- At least an annual review of MVR
- Training as required for job position
- Scheduled background checks

### Additional requirements for DOT defined safety sensitive employees:

- Physical re-qualification as required;
- Safety Sensitive participation in drug/alcohol testing program.
- Confirmed positive result or any refusal to have tests administered when specified by management - termination.
- DUI/DWI conviction - termination.

## **Motor Vehicle Record (MVR) Requirement**

It is the Authority Policy and requirement of employment, that every employee position with Authority vehicle driving duties requires a motor vehicle record (MVR) meeting the Authority's requirements. **Any employee who receives a traffic violation or may receive points must notify the Authority within 3 business days or prior to driving an Authority vehicle whichever time frame is earlier, this includes personal vehicles as well as Authority owned vehicles. Any suspension or revocation of license, incidents involving personal injury or vehicles, which are not drivable, must be reported immediately. Employees are personally responsible for payment for all costs associated with tickets for traffic violations.** The Authority reserves the right to review an employee driving record after an incident, accident, violation, or with probable cause at any time.

## **Annual Motor Vehicle Record Screening**

The Authority shall request motor vehicle records (MVR's) at least annually, for every employee who has driving duties. The purpose of this investigation is to ensure that all designated drivers who drive as part of their duties while employed by the Authority maintain an acceptable driving record.

An acceptable driving record is defined as a driving record that would qualify an applicant for employment at the Authority as listed within this policy. If a motor vehicle record is not acceptable, the Authority reserves the right to place the employee on probation for a period of time, and/or revoke driving duties until the employee's MVR qualifies as acceptable, and/or terminate the employee's job. Upon request by the employee, the employee shall receive a copy of their individual MVR after each MVR review.

## **Child Abuse Clearance**

The Authority shall conduct a Pennsylvania Child Abuse History Certification upon hire for any new employee. Prior to expiration of the current clearance, the employee will be required to complete necessary forms to renew their clearance for updated results.

In addition, the employee will be required to satisfy any other requirements as defined by grantors.

## **Employment Qualifications / Driver Policy**

These qualifications apply to both drivers of Authority owned vehicles, as well as, employees using personal vehicles in the course of Authority business.

### **Classification – NON CDL Passenger Revenue Vehicles**

- All applicants must have a current valid driver's license issued by the state in which they reside.

### **Classification – CDL Passenger Revenue Vehicles – Class C License**

- All applicants must have a "P" endorsement on their current valid CDL driver's license issued by the state in which they reside.
- Applicants hired without a CDL and necessary endorsements are hired conditionally and be working towards obtaining the certifications within the 90-day probationary period.

### **Classification – CDL Passenger Revenue Vehicles – Class A or B License**

- All applicants must have a "P" endorsement, air brakes lifted, on their current valid CDL driver's license issued by the state in which they reside.
- Applicants hired without a CDL and necessary endorsements are hired conditionally and be working towards obtaining the certifications within the 90-day introductory period.
- No restrictions that would restrict the driver from driving class of vehicle or necessary commerce.

### **ALL Vehicle Operators - Safety Sensitive Positions**

Applicant must pass a Department of Transportation (DOT) physical examination.

### **ALL Vehicle Operators – inclusive**

Applicant must consent to a pre-employment drug screen immediately following the offer of employment. The Authority must receive a verified negative result.

Applicants must possess only one valid driver's license issued by the resident state of the driver. Operators who have recently transferred from another state must produce a copy of the former license or provide License information for verification from that state. Drivers will need to provide information on all previous held licenses within the past 60-



month period.

There shall be NO:

- No record of a driving license suspension or revocation covering the 60-month period prior to the order date of a Motor Vehicle Record (MVR). A suspension for failure to pay and or failure to appear will be considered provided that there was no conviction for driving while suspended during this time period.
- No operating a vehicle, knowingly or unknowingly, while under suspension or revocation during the 60-month period prior to the order date of a Motor Vehicle Record (MVR).
- No DUI or DWI ever on your driving record in a commercial vehicle.
- No DUI or DWI within 10 years in a non-commercial vehicle.
- No Drug convictions, positive screens or refusals.
- No reckless homicide or involuntary manslaughter
- No major infractions, which include, but are not limited to: negligent homicide; manslaughter; or assault involving a motor vehicle; unlawful use of a motor vehicle; racing; reckless driving; careless endangerment; road rage; leaving the scene of an accident; use of a motor vehicle in the commission of a felony; \or attempting to evade a police officer.

All applicants and newly hired employees shall have motor vehicle driving records be examined for a 3-year period (36 months) to have proven:

- No past pattern or record of citations or convictions for more than two motor vehicle accident/violations, (excluding those listed above) during the 36-month period prior to the order date of the Motor Vehicle Record (MVR).
- No past pattern or record of involvement in more than one at-fault traffic accidents while operating a motor vehicle during the 36-month period prior to the order date of the Motor Vehicle Record (MVR).

All current employees of the Authority shall have an Annual Motor Vehicle Record Screening. These records shall be examined to have proven:

- Compliance with current policies and procedures regarding, licensure and any infraction that would violate these qualifications.
- No past pattern or record of citations or convictions for more than two motor vehicle accident/violations, (excluding those listed above) during the 36-month period prior to the order date of the Motor Vehicle Record (MVR).
- No past pattern or record of involvement in more than one at-fault traffic accidents while operating a motor vehicle during the 36-month period prior to the order date of the Motor Vehicle Record (MVR).

The Authority must attempt to receive a negative controlled substance and alcohol result from prior employer(s) for the past two-year period. There may be no prior evidence of controlled substance use.

Applicant must have no instance of refusal to submit to an Alcohol or Controlled Substance test within the past 2-year period including a pre-employment test.

Applicant must have completed application entirely.

Applicant must consent to a ten-year check on work history. Any gap of 30 days or more must be indicated and explained, you may be asked to provide documentation. Discrepancies may prevent your application from being processed and job offer withdrawn.

Applicants must pass a background check to include felonies, misdemeanors, and child abuse. Criminal records will be evaluated on a case-by-case basis.

Applicant must demonstrate stable work history, good work ethic, dependability, and shares the values and service mindset of the organization and offer return on a training investment.

Applicant must meet the qualifications listed on the job description.

Specific to York Division, applicant must be able to work all bid schedules and be available for force requirements.

You will be an at-will employee throughout your employment with the Authority. Nothing in these guidelines, your application or in the employee handbook guarantees employment for any period of time or is intended to be a contract of employment.

## **Rules of the Road**

### **General**

Authority-owned/leased vehicles are to be used for Authority business only.

Only Authorized employees may drive a vehicle for Authority purposes.

All drivers must abide by all federal, state and local motor vehicle regulations, laws and ordinances.

### **Pre-trip**

Prior to starting a vehicle, drivers must inspect the vehicle exterior and the area around the vehicle. This includes checking tires, leaks, body condition and clearances to other vehicles and objects. Any defects or concerns should be reported immediately.

Drivers must ensure that all required documents (e.g., registration, insurance card, accident report form) are in the vehicle.

### **On the Road**

A driver may not operate a vehicle any time his/her ability is impaired, affected or influenced by alcohol, illegal drugs, medication, illness, fatigue or injury.

No driver may have or permit possession of alcohol or illegal drugs in a vehicle being used for business purposes.

Drivers are responsible for ensuring that all doors are locked while vehicle is in motion.

Drivers must ensure that the vehicle's headlights are on at all times.

Only approved passengers with a defined business relationship are permitted in the vehicle during the course of business use.

Drivers shall not use a radar detector, laser detector or similar device.

Drivers shall not push or pull another vehicle or tow a trailer without authorization.

Drivers shall not transport flammable liquids and gases unless a DOT- or UL approved container is used, and then only in limited quantities and only when necessary.

Drivers shall not transport or use ignitable or burning flares. Use of reflective triangles is preferred.

#### Post-Trip

All accidents, vehicle problems or defects must be reported immediately to the driver's immediate supervisor; this involves completing and forwarding all required forms.

Drivers must notify their supervisor of any tickets or other violations received while driving. Notification must be as soon as reasonably possible, but no later than the next scheduled driving duty is performed.

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Signature

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Date

**RESOLUTION NO. 2028**

**AWARD OF CONTRACT FOR BUS LINE INSPECTION AND AUDIT SERVICES**

WHEREAS, the Central Pennsylvania Transportation Authority (CPTA) currently has a number of programmed vehicle replacements scheduled for both fixed route and paratransit; and,

WHEREAS, the vehicles will be purchased, at least in part, with Federal funds and will, therefore, be required to have an in-plant Line Inspector for Buy America compliance under Federal Regulations; and,

WHEREAS, a Request for Proposals was prepared and publicly advertised for Paratransit Vehicle Line Inspection and Quality Assurances Services by South Central Transit Authority (SCTA) as a Joint Procurement with CPTA as a participant, and meets all required Federal and State purchasing requirements; and,

WHEREAS, the firm of TRC Engineering Services, LLC was awarded a contract under that Request For Proposals for line inspection services,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Central Pennsylvania Transportation Authority that the Authority engage TRC Engineering Services, LLC under the prevailing SCTA contract for vehicle line inspection and quality assurance services at the rates illustrated on the following page.

**CERTIFICATION OF OFFICERS**

**OF**

**CENTRAL PENNSYLVANIA TRANSPORTATION AUTHORITY**

I certify that the foregoing is a sound and true copy of a Resolution adopted at a legally convened board meeting of the Central Pennsylvania Transportation Authority Board Members held on October 8, 2020.

\_\_\_\_\_  
Thomas Wilson  
Secretary  
Central Pennsylvania Transportation Authority

attest: \_\_\_\_\_  
Raymond Rosen  
Chairman  
Central Pennsylvania Transportation Authority

## RESOLUTION NO. 2028

### AWARD OF CONTRACT FOR BUS LINE INSPECTION AND AUDIT SERVICES

#### Fact Sheet:

- The term “Paratransit” is perhaps unfortunate and more a reflection of the size and configuration of some of the specified vehicles, not necessarily a restriction on the type of service the vehicle may be placed in. Many Authorities see such smaller “vans” as paratransit vehicles, hence the RFP title.
- This is similar to what we have done for the Buy America compliance services in the past. The last several Gillig builds had an in-plant inspector, specifically TRC Engineering Services, LLC, and they have always done a great job. We have used TRC even when the number of vehicles being built did not meet the Federal minimum as it is a very large return on a very small investment for what can be a tedious compliance category.
- In this contract, the number of vehicles being purchased will be 50-60, making that requirement automatic for some categories of vehicles.
- Price Summary:

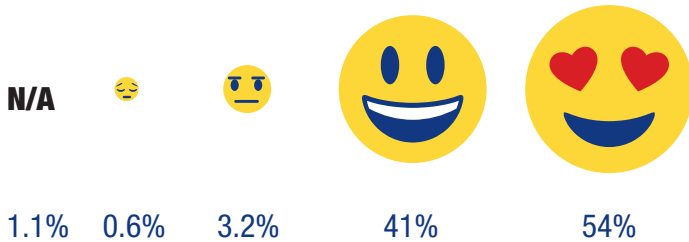
Manufacturer/Supplier	Pre-Award Buy America Audit Report <sup>1</sup>	Vehicle Inspection (Per Vehicle)	Post-Delivery Buy America Audit Report <sup>1</sup>
Coach & Equipment /Shepard Bros. (E-350 & E-450)	\$925.00	\$484.00	\$925.00
Champion Bus/ Rohrer Bus, Inc. (E-550)	\$575.00	\$375.00	\$575.00
Mobility Trans (Transit Vans)	\$575.00	\$375.00	\$575.00
Minivans (Source Unknown/Provisional Price)	\$575.00	\$375.00	\$575.00

<sup>1</sup> The Pre-Award and Post-Award Reports are a one-time charge for the entirety of that vehicle class.

The vehicle inspection cost is on a per vehicle basis.

*The regulations requiring a resident inspector: FTA C 5010.1E as per 49 CFR Part 663.*

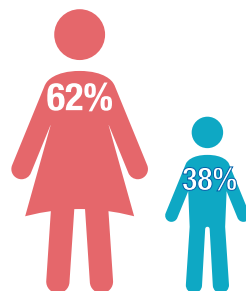
### OVERALL SATISFACTION



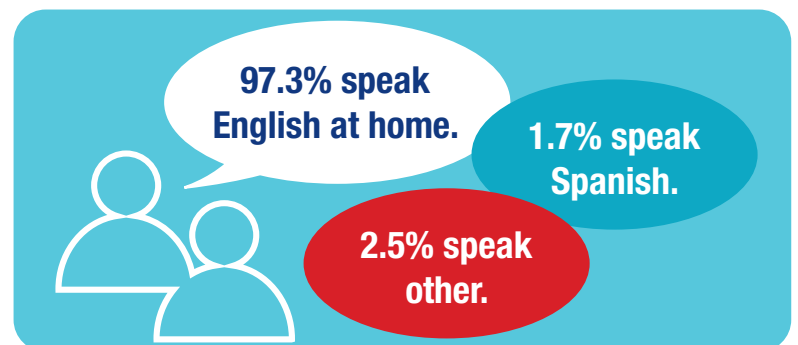
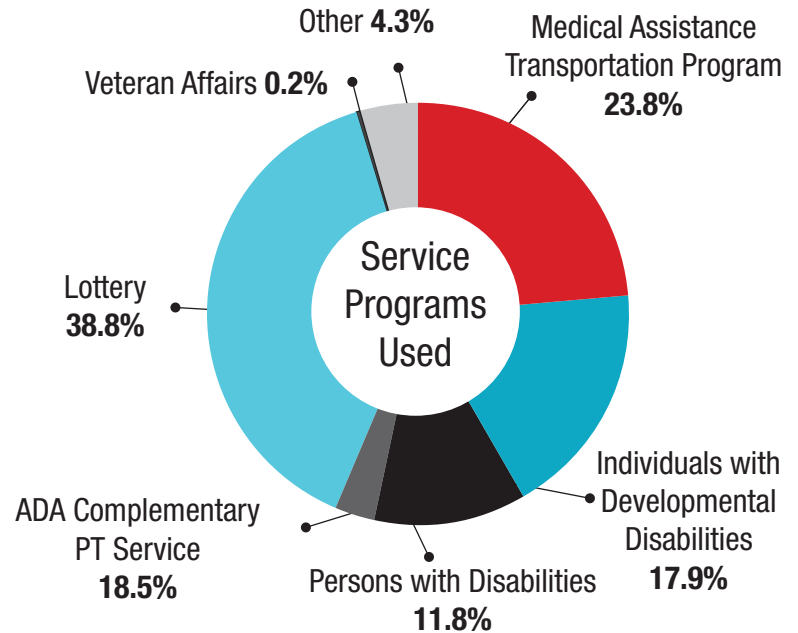
### MEDIAN AGE



### GENDER



### ETHNICITY



MOST HAVE BEEN RIDING FOR 3+ YEARS

### WHY DO THEY RIDE?

- Limited transportation options
- Convenience
- Cost
- Other

### MISSION STATEMENT

*Mobility is an essential need in order to experience a high quality of life. rabbittransit dedicates itself to providing its constituents safe, reliable and customer-centered mobility services consistent with the stewardship of its resources.*

### AREAS OF SUCCESS

- + Wheelchair securement
- + Vehicle cleanliness
- + Friendly drivers
- + Safe and skilled drivers
- + Knowledgeable customer service
- + Friendly customer service
- + Fare/cost
- + Allowed destinations
- + Vehicle comfort
- + Service days and times
- + Advanced reservation policy

### AREAS OF OPPORTUNITY

- On hold wait time
- On-time pick-up
- Travel time too long
- On-time arrival
- Offer same day service
- Expand days and hours of operation

### ACTION PLAN TO MANAGEMENT WORK PLAN

All of the action plans below work hand-in-hand with specific sections from the 2020-2021 Management Work Plan:

#### **Section 2: Customer-Centric Focus**

Monitor high volume & peak times to assist in scheduling trips.  
Evaluate scheduling around peak times.

#### **Section 3: Service Restoration**

Recruitment Campaign to replace retired drivers. As drivers retire, activate recruitment campaign to ensure appropriate service levels are sustained.

#### **Section 4: Community Engagement**

Review current service and transportation needs for the community.

#### **Section 6: Safety**

Continue annual ADA & safety training for all employees. Training will consist of safe driving techniques, customer service focus and proper securement.