

2017 Section 5310/5311
Triennial Review



Flagler County Transportation Triennial Report

Initial Site Visit: November 14, 2017

Report Date: December 22, 2017



Table of Contents

Section A: Triennial On-Site Review	1
Section B: Triennial Maintenance Audit	37
Section C: Bus System Safety and Security Review.....	61
Section D: Substance Abuse Management Program Review.....	86
Section E: Vehicle Inventory Inspection.....	97
Appendix A: Review Agenda	187
Appendix B: Summary of Findings/Corrective Action Plan Tracking Matrix.....	193
Appendix D: Review Sign-in Sheet	202

Section A : Triennial On-Site Review

Section A: Triennial On-Site Review

On November 14, 2017, the Florida Department of Transportation (FDOT) District 5 and the consultant review team (TranSystems) conducted a Triennial On-Site Review at Flagler County Public Transportation. This review was conducted to ensure that Flagler County Public Transportation is operating in compliance with FTA and FDOT regulations to include Rule Chapter 14-90 of the Florida Administrative Code and to ensure safe and efficient operations of Flagler County Public Transportation's transportation system. This report contains the findings and recommendations resulting from the Triennial On-Site Review.

Purpose: Triennial On-Site Review and Triennial Maintenance Audit

Date/Time: November 14, 2017 at 10:00 a.m.

Location(s): 1769 E. Moody Boulevard, Bunnell, FL

Reviewers and staff: The following is a list of Department representatives and consultants who conducted the review:

Name: Carlos Colon
Organization: FDOT District 5
Title: Transit Project Coordinator
Phone: (407) 482-7856
Email: carlos.colon@dot.state.fl.us

Name: Matt McIntosh
Organization: TranSystems
Title: Transportation Planner
Phone: (407) 875-8916
Email: mjmcintosh@transystems.com

Name: Zach Balassone
Organization: TranSystems
Title: Transportation Planner
Phone: (321) 320-5694
Email: znbalassone@transystems.com

Name: Kent Smith
Organization: CUTR
Title: Bus System Safety and Security Reviewer
Phone: (813) 974-3120
Email: kentesmith@cutr.usf.edu

Name: Randy McDuffie
Organization: PrMPT
Title: Specialist
Phone: (850) 644-2509
Email: rwmcduffie@business.fsu.edu

Name: Charles Whaley
Organization: PrMPT
Title: Specialist
Phone: (850) 644-2509
Email: cwhaley@business.fsu.edu

Name: Diana Byrnes
Organization: CUTR
Title: Substance Abuse Management Reviewer
Phone: (813) 426-6980
Email: byrnes@cutr.usf.edu

The Flagler County Public Transportation representatives who were interviewed and/or assisted in the review:

Name: Trevor Martin
Organization: Flagler County
Title: Transportation Manager
Phone: (386) 313-4189
Email: tmartin@flaglercounty.org

Name: Bob Owens
Organization: Flagler County
Title: Accountant
Phone: (386) 313-4190
Email: bowens@flaglercounty.org

Name: Chet Lagana
Organization: Flagler County
Title: Fleeer Manager
Phone: (386) 313-4184
Email: clagana@flaglercounty.org

INTRODUCTION

FDOT COMPLIANCE MONITORING PROGRAM

Goal

The goal of the Florida Department of Transportation Compliance Monitoring Program (CMP) is to provide a consistent and thorough review of the compliance practices of FDOT subrecipients that receive Federal funding under 49 U.S.C. § 5305 (d), 5310, 5311 and those 5307 subrecipients that receive State funding under the Block Grant, Service Development, Transit Corridor, Park and Ride Lot or Commuter Assistance programs. All parties completing Triennial Reviews for the Department must perform them in a manner compliant with the Triennial Review Process and each subsequent process listed in the State Management Plan (SMP).

General Approach

FDOT will adopt a risk-based approach in conducting on-site periodic compliance reviews of its federally funded subrecipients. In this approach, FDOT will conduct compliance reviews of **all** subrecipients in the Section 5305(d), 5310, and 5311, programs once every three years (100 percent sample coverage). The FDOT will also conduct compliance reviews of state funded public transit systems subject to the requirements of F.A.C., Rule 14-90 once every three years.

FDOT District offices may employ the services of its technical assistance consultant to conduct the reviews. This will ensure impartiality in the conduct of the reviews and ensure that the reviewers possess the technical competence to conduct the reviews. FDOT will accompany the consultants on each review.

A principle tenant of the FDOT approach to the Compliance Monitoring Program is the provision of technical assistance. The consultant team will be required to assist each subrecipient under review to understand the requirements of any particular circular, rule, regulation or law, to provide copies of relevant regulatory citations and technical assistance materials, and to render additional assistance in subrecipient remedy of findings, as necessary.

The process will consist of both a desk review and an on-site visit by the review team and FDOT. Following each site visit, the consultant review team will issue a report outlining the areas reviewed, compliance deficiencies, actions necessary by the subrecipient to remedy the deficiency, and the timeframe for corrective action.

The subrecipient must be **notified by the FDOT District Office, in writing, at least 45 days prior to a triennial review (formal email notification, with a FDOT District Office signed document attachment is acceptable)**. The district office should coordinate scheduling of the onsite review with the subrecipient prior to written notification.



Written notification to the subrecipient should also include a request for pre-audit materials for the desk review. The review team will complete the desk review and then, with the District's assistance, coordinate the on-site review with the subrecipient. Documentation requested will allow the reviewers to maximize its familiarity with the subrecipient and to create onsite review checklists and review agenda prior to beginning on-site review activities. This process will ensure maximum utilization of on-site review time. Additional materials and/or follow up materials to those provided by the subrecipient may be required during the on-site review, including more detailed records and documents. Please note that some documents, materials, and other items requested in the pre-audit request may not have the exact name at the subrecipient, so subrecipient personnel should feel free to state, or to suggest an alternate item/document that contains the information requested. The subrecipient should clearly note location of items requested if contained within the plans provided to the Department. Pre-audit materials that should be requested by the review team for reviews of systems receiving 5307 and 5311 funds should include, but not limited to:

1. General Information

- a. Organizational Chart with position responsibility (should cover from General Manager/Director to operating employees)
- b. Operational standards and procedures
- c. Employee handbook
- d. Dispatch policies/procedures
- e. Routes and Service schedules
- f. Bus driver selection policies and procedures
- g. Records retention policy

2. Asset Inventories

- a. List of all vehicles, make, models
- b. List of all items purchased with state and/or federal funds

3. The Approved System Safety Program Plan and associated procedures and policies. (Bus Transit System Operational Standards -Rule 14-90.004 F.A.C.). If the following are not part of your printed SSP, please include these as well:

- a. Safety policy documents and any Current Safety Bulletins
- b. Wireless Communications Policy/Plan
- c. Driver hours of service policy/procedures (driving hours and work period's policy)



- d. Background check policy / procedures
- e. License check policy/procedures
- f. Copy of Accident/Event investigation policies and procedures
- g. Include a list of Investigations for the last three years (select at least 10%, but no less than 5 complete files, to review onsite). Review investigation files for at least 3 major events. Review of files should include notifications, investigation activities, determination and any findings, corrective actions, and follow up activities (opened and close during the last three years).
- h. Hazard identification and resolution policy/procedure
 - i. Copy of hazard analyses and/or investigations for the last three years (select at least 10%, but no less than 5 complete files to review onsite). Review of files should include analysis and/or investigation activities, determination and any findings, corrective actions, and follow up activities (opened and close during the last three years).
 - i. Any annual and/or periodic safety and hazard reports & analyses of data prepared for management
 - j. SSPP polices/requirements for contractors
 - k. Medical Examinations policy/procedures
 - i. Request a copy of the medical form/standards use by the Subrecipient. (Driver completed medical certifications are reviewed onsite only)
 - ii. Subrecipient Should provide the Medical Examiner Office and address
 - l. Any safety certification materials
 - i. Drug Free Workplace Policy (reviewed by Mrs. Diana Byrnes, C-SAPA)
 - ii. Substance Abuse Management Policy (reviewed by Diana Byrnes, C-SAPA)
- 4. Transportation service policies
 - a. Complimentary ADA paratransit plan (if applicable)
- 5. Title VI program plan
- 6. Vehicle Maintenance Plan



- a. 12-month history of vehicle maintenance files
 - b. Sampling of pre- and post-trip inspection forms
 - c. Sampling of road call reports
- 7. Facility Maintenance Plan
 - a. List and location of all Subrecipient maintenance and operating facilities
- 8. Project management documentation
 - a. Lobbying certifications
- 9. Financial management documentation
 - a. Appropriate match
 - b. In-kind match verification
- 10. Procurement Policy
 - a. Procurement files
 - b. Third-party contract approvals
- 11. DBE program, including reports
- 12. ADA policies, including complimentary ADA service plan if operating fixed route service
- 13. EEO program, if applicable
- 14. Drug Free Workplace Policy
- 15. Employee training policies, procedures, and manuals (include list of courses and syllabuses)
 - a. Copy of initial and refresher course syllabuses
- 16. Internal audit reports, findings, and corrective action plans implemented during the last three years (opened and closed)
- 17. Other items that the review team and/or FDOT District Office believes relevant to the review

Both FDOT and the subrecipients will be provided 30 days to compile and upload desk review items. The review consultants will have a minimum of 14 days desk review time prior to conducting the site visit.

Standardized Review Guide

To ensure equitable treatment and consistency among the various review teams that will be used by the compliance consultant, FDOT or its consultant will use a standard Triennial Review guide that will explain the review process and provide the subrecipient with all questions and subject areas that will be part of the compliance review.



TECHNICAL ASSISTANCE

The focus of the Compliance Monitoring Program will be both compliance *and* technical assistance. Technical assistance will be provided:

- ◆ As necessary during the data compilation period (assistance with data uploads);
- ◆ On-site while explaining preliminary compliance findings during an exit conference;
- ◆ After release of the draft report, assisting the subrecipient understand the nature of the deficiency;
- ◆ In the development of subrecipient remedial action to the deficiency; and
- ◆ To FDOT as systemic compliance problems arise in the course of the reviews.

COMPLIANCE REPORTS

Draft and final reports will be issued.

Draft Report

The draft Triennial Review report will be organized by subject matter, consistent with the organization of the Triennial Review Guide. Some subject areas may be consolidated for efficiency in the on-site review process.

Within 30 days after the site review, the review consultant will issue the draft compliance report for review by the District Office. The report will provide narrative on the following subject areas:

- ◆ Overview of the process
- ◆ Participants in the process
- ◆ An overview of the general compliance elements of each subject
- ◆ The results of the review in each subject area
- ◆ Identification of deficiencies in the subject area
- ◆ Recommended remedial actions
- ◆ Timeframe for subrecipient remedy.

At the end of each report, all compliance findings will be summarized in tabular form.

The District Office will have 15 days to complete its review of the draft report and provide it to the subrecipient.

Subrecipient Review and Response

The subrecipient will have 30 days to review the draft final report.



During this review period, the subrecipient may present additional information regarding compliance actions in the event the subrecipient disagrees with a review finding. Any such rebuttals will be mutually reviewed by FDOT and the review consultants so that a final determination may be made.

During the review period, the subrecipient will have opportunity to begin remedy of the finding. To the extent possible, FDOT will encourage subrecipient to utilize the review period to prepare remedies for identified compliance deficiencies.

The subrecipient's response, along with all proposed remedial actions that may have been accomplished during the review period, will be submitted to the review consultant for determination of potential closure of the finding.

Final Report

Following receipt of the subrecipient's response, the District will issue the Final Report.

The final report will document which findings have been satisfactorily addressed and closed during the review period. For all remaining open findings, the subrecipient will have agreed to the proposed timeframe for remedy and will initiate work on corrective actions pursuant to that schedule.

The District will be responsible for monitoring subsequent corrective actions and findings closure after issuance of the final report. The District will report to the Central Office any subrecipient who fails to remediate any finding within the specified timeline for further action.

In the sections that follow, the subject areas and questions that may be asked during the review are detailed.

1. The formal review report shall contain the following:

- a. Name and address of the Subrecipient, the dates the review was conducted, and the name of each reviewer.
- b. Specific items reviewed and a description of any deficiencies, unsafe conditions, or areas of concern.
- c. A requirement for the bus transit system to develop and submit a corrective action plan (CAP) and implementation schedule for each deficiency and /or area of concern within 30-calendar days from the date of the final report.
- d. A requirement that the bus transit system verify in writing, completion of required corrective action(s).
- e. A description of any Department planned follow-up activities
- f. The district must notify the Subrecipient of its approval or rejection of each corrective action and implementation schedule within 15-calendar days of



receiving the plan. In the event the district office rejects a CAP, the district office shall state its reasons in writing and recommend revisions. The district shall require the bus transit system to submit a revised CAP and implementation schedule, for each CAP not approved, no later than 15-calendar days following receipt of the notification.

- g. (Rule 14-90.012, F.A.C.) – If the District determine during the review that the Subrecipient that a deficiency or unsafe condition exist, to the extent that the continued operation of the system, or a portion thereof, poses an immediate danger or threat to public safety, they are required to:
- Immediately notify the Subrecipient of the unsafe condition, followed by a certified letter describing the deficiency or unsafe condition. The notification shall include the following. (The normal 30-day window is not required)
 - The immediate required corrective action for the deficiency or unsafe condition.
 - The requirement for the bus transit system to certify, in writing to the Department, the completion of the required corrective action in accordance with an established implementation schedule
 - Conduct an on-site review of the Subrecipient to verify the correction of the deficiency in accordance with this rule and the established implementation schedule.
 - Suspend affected passenger service operations if the Subrecipient fails to correct the deficiency in accordance with this rule and the established implementation schedule.
2. If a deficiency or unsafe condition is immediately corrected prior to the final report, a complete description of the deficiency, unsafe condition, or threat and completed corrective action will be documented in the final report. For other deficiencies, a detailed Corrective Action Plan (CAP) and implementation schedule for each item is required to be developed by the Subrecipient within 30-calendar days of the date of the final report and submitted to the District for approval. (Please allow time for delivery of the final report).
3. The District Office must reserve the right to conduct a follow-up review to verify completion of corrective action(s) that resulted from the safety and security review. The District Office should conduct a follow-up review to verify completion of a corrective action that resulted from a deficiency or unsafe condition that existed to the extent that continued operation of system or a portion thereof, posed an immediate danger or threat to public safety.



Section A: Triennial On-Site Review and General Grant Requirements

Selection and Eligibility/Eligible Services

States and sub-recipients must be eligible under the specific requirements of the FTA programs and have the legal, financial, and technical capacity to carry out the proposed program of projects.

1. What Federal funds have been received by this sub-recipient during the last three years (check all that apply)?

☒ Section 5311

☒ Section 5310

☐ Section 5305(d)

☒ New Freedom FY 2015/2016

☐ Section 5307

☐ Transit Corridor

☐ Service Development

☐ JARC

☐ Other: _____

2. What best describes this project? Please provide a short description (For example, for 5310 public transportation projects that improve access to fixed-route service and decrease reliance on complementary paratransit etc.)

Please see project descriptions in the space provided on the following two pages of this report.

3. Does the sub-recipient receive any state funds from the Block Grant, Commuter Assistance, Park and Ride Lot, Service Development or Transit Corridor programs?

Not applicable. The agency does not receive these funding types.

Organizational Status

1. What is the organizational status of the sub-recipient and does this agency qualify as an eligible sub-recipient for the Federal funds received by this sub-recipient? Provide a short description. (For example, for 5310 is the sub-recipient a private nonprofit organization, local government etc.)

Flagler County Transit is a local governmental agency providing public transportation services in the rural areas of Flagler County.

Flagler County Public Transportation is a pre-scheduled, demand-response transportation system. Demand for services centers on transportation for employment, education, non-emergency medical transportation, and quality of life trips. Specialized services include general passenger assistance and wheelchair assistance.

Flagler County Public Transportation continues to maximize transportation benefits to the general public — with a focus on the elderly and people with disabilities. Elders provide the largest segment of the ridership, giving the county the ability to educate, transport, and reach out to seniors in need.

Normal hours are from 6 a.m. to 6 p.m Monday through Friday, and from 8 a.m. to 6 p.m. on Saturday.

2. What type of activities were funded under:

2.1 Section 5311

Flagler County Transit uses Section 5311 funds to pay for the operations of rural transportation services.

2.2 Section 5310

The agency uses Section 5310 funds for vehicle procurement and operating costs associated with transporting the elderly and persons with disabilities for Saturday service and additional hour of service at the end of each day.

2.3 Section 5305(d)

Not applicable. The agency does not receive these funding types.

2.4 New Freedom

Agency received New Freedom funds for the FY 2015/2016 to fund ADA paratransit services within Flagler County.

There are no remaining funds under this funding type as of 2017.

2.5 Section 5307

Not applicable. The agency does not receive these funding types.

2.6 Transit Corridor

Not applicable. The agency does not receive these funding types.

2.7 Service Development

Not applicable. The agency does not receive these funding types.

2.8 JARC

Not applicable. The agency does not receive these funding types.

2.9 Other

Not applicable. The agency does not receive any other funding.

Local Match/Financial Capability

Funds may be used to finance capital and operating expenses. The federal share of eligible capital costs shall be in an amount equal to 80 percent of the net cost of the activity. The federal share of the eligible operating costs may not exceed 50 percent of the net operating costs of the activity.

The local share may be provided from an undistributed cash surplus, a replacement or depreciation cash fund or reserve, a service agreement with a state or local service agency or private social service organization. Some examples of these sources of local match include: state or local appropriations; dedicated tax revenues; private donations; revenue from service contracts; transportation development credits; and net income generated from advertising and concessions. Non-cash share such as donations, volunteered services, or in-kind contributions is eligible to be counted toward the local match as long as the value of each is documented and supported, represents a cost which would otherwise be eligible under the program, and is included in the net project costs in the project budget.

Income from contracts to provide human service transportation may be used either to reduce the net project cost (treated as revenue) or to provide local match for operating assistance. In either case, the cost of providing the contract service is included in the total project cost. No FTA program funds can be used as a source of local match for other FTA programs, even when used to contract for service. All sources of local match must be identified and described in the grant application at the time of grant award.

In addition, the local share may be derived from federal programs that are eligible to be expended for transportation, other than DOT programs, or from DOT's Federal Lands Highway program. Examples of types of programs that are potential sources of local match include: employment, training, aging, medical, community services, and rehabilitation services. Specific program information for other types of federal funding is available at <https://www.transit.dot.gov/ccam>.

It is also imperative to determine if the sub-recipient has the financial capability to accept and manage the federal funds.

1. What are the source funds being used to generate the local match? Are these sources non-Federal as defined above?

The agency generates local match via the Flagler County General Fund and farebox collection, this documentation was provided with the pre-audit materials and in the agency's Section 5311 Grant application for FY 17/18.

2. Is the sub-recipient generating sufficient local match for the grant?

The subrecipient is generating sufficient local match. No issues have been presented during the invoicing and disbursement of funds. The agency submits its invoices to the Department for the disbursement of eligible funds after the funds have been utilized.

3. Does the sub-recipient appear financially sound?

The sub-recipient appears financially sound, this is evident through its ability to invoice and manage funds.

4. Do sub-recipient financial records appear to be maintained using Generally Accepted Accounting Principles?

The sub-recipient's financial records are maintained using Generally Accepted Accounting Principles dictated by Flagler County's finance and accounting policies.

5. Is the sub-recipient charging indirect costs? If so, has the District approved their indirect cost rates/plan?

The sub-recipient is not currently charging indirect costs.

6. Do sample invoices ensure reported expenditures are supported by the proper documentation?

A review of sample invoices showed reported expenditures are supported with proper documentation. Flagler County submits detailed trip logs by operator as back-up documentation for Section 5311 Operating Expenditures.

7. Is the recipient implementing a capital grant with its own workforce? If so, does the sub-recipient meet the requirements of needing a force account plan?

The sub-recipient is not implementing a capital grant with its own workforce.

8. If the recipient is doing facility construction or rehabilitation, review their monitoring and oversight process for the construction project

The sub-recipient is not currently undertaking any facility construction or rehabilitation.

Coordinated Public Transit/Human Services Transportation Plan

Federal transit law, as amended by SAFETEA-LU, required that projects funded from the Section 5310, programs be derived from a locally developed, coordinated public transit-human service transportation plan ("coordinated plan"). A coordinated plan should maximize the programs' collective coverage by minimizing duplication of services. A coordinated plan may incorporate activities offered under other programs sponsored by federal, state, and local agencies to greatly strengthen its impact. FTA also encourages participation in coordinated service delivery as long as the coordinated services will continue to meet the purposes of all programs.

Under MAP-21, Section 5310 is the only program that still has this coordinated plan requirement. However, recipients with unobligated JARC and New Freedom funds must continue to certify that projects are included in a coordinated plan. Therefore, FTA encourages recipients with unobligated JARC and New Freedom funds to continue to include the Section 5310 program funds when developing the coordinated plan.

1. Obtain a copy of the coordinated plan. What is the date of the most recent plan?

The agency is the Community Transportation Coordinator. Their most recent Transportation Disadvantaged Service Plan is dated March 2016 and is active until 2019. Flagler County is currently working with a contractor to update their TDSP and TDP documents.

Equipment Management

Any property (equipment, furniture and fixtures, vehicles, buildings, and land) purchased with Federal or state funds administered by the FDOT and valued at \$5,000 or more must be accounted for in the agency fixed asset listing. The asset listing is to contain the federally required information outlined in the Common Rule and generally accepted accounting principles, as appropriate.

Each capital item shall be assigned a unique identification number throughout its life; the identification number should not be reused. Equipment purchased as an integral part of the vehicle does not need to be separately inventoried; for example, a lift or destination sign that is purchased as part of a vehicle does not need to be inventoried. Capital items are to be depreciated in accordance with generally accepted accounting principles. However, depreciation expense is not an allowable reimbursable cost to Federal programs if purchased, in part or in whole, with federal funds.

Guidance Regarding Useful Life of Equipment

FTA provides a useful life policy for rolling stock, trolleys, ferries, facilities, and some equipment. Where a useful life policy has not been defined by FTA, the grantee, in consultation with the FTA regional or metropolitan office shall “make the case” by identifying a useful life period for all equipment and facilities with an acquisition value greater than \$5,000 to be procured with Federal funds. Because the FDOT is the grantee, our sub-recipients must propose and identify a useful life for the capital asset to be purchased with Federal funds. The sub-recipient should identify the method used to determine the useful life. Acceptable methods to determine useful life include but are not limited to:

- Generally accepted accounting principles.
- Independent evaluation.
- Manufacturer’s estimated useful life.
- Internal Revenue Service guidelines
- Industry standards.
- Grantee experience.
- The grantee’s independent auditor who needs to concur that the useful life is reasonable for depreciation purposes.
- Proven useful life developed at a Federal test facility.

FTA approval of the Department’s grant and the execution of the sub-recipient joint participation agreement represents FTA concurrence of the final determination of useful life for the purpose of project property acquisition. This in turn will identify the useful life of the Federal interest for the disposition of the project property in later years.

Determining Useful Life for Project Property

For all State administered programs the State is responsible for approving the useful life proposed by the sub-recipient. In the grant application, the grantee shall propose and identify a useful life for the capital asset to be purchased with Federal funds. The department recommends using **Internal Revenue Service guidelines** when determining useful life for project property/equipment. The grantee should make sure to check these guidelines for changes on a regular basis.

1. Does the sub-recipient use all equipment acquired with FTA funds in a manner consistent with the original project application or purpose?

☒ Yes ☐ No

2. Does the sub-recipient have any project equipment that is no longer needed for transportation purposes?

☐ Yes ☒ No

3. How does the sub-recipient document inventory of non-vehicle assets with a federal or state interest?

The sub-recipient does not have any non-vehicle assets with a federal or state interest.

4. Has the sub-recipient disposed of any project equipment during the last three years?

☒ Yes ☐ No

If "Yes," had the equipment exceeded its useful life as determined by FDOT?

☒ Yes ☐ No

5. Does the sub-recipient maintain property/asset records for all equipment acquired with FTA funds?

☒ Yes ☐ No

If "Yes," are all the required data elements contained in the inventory record?

Yes	No	Requirement
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Description of the property
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Serial number or other identification numbers
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Source of the property (grant source, program number)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Name of the title holder
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Acquisition date
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cost
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Percentage of Federal participation in the cost of the property
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Location of the equipment
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Use and current condition
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Disposition information (if applicable), including date of disposal and sales price

6. If the sub-recipient disposed of any project equipment prior to the end of useful life via a transfer to another project, what methods were used to establish fair market value?

The sub-recipient has not disposed of any project equipment prior to the end of its useful life.

7. Has the sub-recipient transferred any project equipment with remaining useful life to another entity?

☐ Yes ☒ No

Property Management and Control (Vehicle and Facility)

The Common Rule requires all recipients and sub-recipients to adopt property management standards for all equipment acquired under any program. Property management records must adhere to the elements specified in this section.

A control system shall be in effect to insure adequate safeguards to prevent loss, damage, or theft of the equipment. Any loss, damage, or theft of equipment shall be investigated and fully documented; if the equipment was purchased with FDOT administered federal or at least 50% state funds, and had not passed the end of its useful life, the sub-recipient shall promptly notify FDOT.

Sub-recipients shall, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired with Federal funds or 50% state funds as provided to property owned by the recipient.

Sub-recipients must carry insurance on vehicles, equipment, and facilities to cover the federal interest and state interest in the asset.

If a vehicle is out of service more than 30 days, transit providers must provide written notification to the appropriate FDOT Program Manager. For the period of time the vehicle is out of service, the transit provider must ensure that the time does not count toward the minimum useful life; accounting must stop the depreciation calculation. Additionally, incidental service mileage does not count toward the minimum useful life mileage.

1. Does the sub-recipient maintain satisfactory continuing control over all FDOT administered federally funded assets (e.g., maintains direct control over the asset)?

☒ Yes ☐ No

Has the sub-recipient suffered any casualty loss of project equipment during the last three years?

☐ Yes ☒ No

2. Does the sub-recipient utilize project equipment for use on other projects or programs supported directly or indirectly by the Federal government?

☐ Yes ☒ No

Equipment Maintenance

Sub-recipients are required to certify that any property purchased under the project shall be used for the provision of specialized transportation services within the sub-recipient's service area or other areas as described in the grant application, and for the life of the equipment or facility in compliance with the property management standards of 49 CFR Part 19.30 through 19.37.

FDOT requires all sub-recipients who utilize assets purchased with federal and/or state funds to submit a comprehensive maintenance plan that will include, at a minimum, procedure for maintaining vehicles, facilities and ADA accessibility features.

Sub-recipients must maintain an up-to-date vehicle file for each vehicle containing key identification information and all information about maintenance events.

The sub-recipient must insure that all vehicles under its control and all required accessories on the vehicles, are regularly checked and inspected, maintained, and lubricated to ensure that they are in safe operating condition. The sub-recipient must have a means of indicating the types on inspection, maintenance, and lubrication operation to be performed on each vehicle and the date or mileage that these operations are due. The Triennial Maintenance Audit will review all areas associated with vehicle maintenance for both state and federally funded vehicles.

1. Does the sub-recipient's preventative maintenance plan include the required elements?
☐ Yes ☒ No See findings listed in FSU Maintenance Report.
2. Does the sub-recipient have a facility maintenance plan for federally or state funded?
☒ Yes ☐ No

Incidental Use of Project Equipment

FTA and FDOT encourage maximum use of vehicles funded under the Section 5310 and 5311 programs. Consistent with the requirements of 49 CFR parts 18 and 19, vehicles are to be used first for program-related needs for which a Section 5310 or 5311 grant is made and then to meet other federal programs or project needs, providing these uses do not interfere with the project activities originally funded. If the vehicle is no longer needed for the original program or project, the vehicle may be used in other activities currently or previously supported by a federal agency.

The program must provide for maximum feasible coordination with transportation services assisted by other federal sources. Sub-recipients should be encouraged to the extent feasible to also provide service to seniors and people with disabilities not affiliated with their agency, as well as to the general public, on an incidental basis if such service does not interfere with transportation services for seniors and people with disabilities in 5310 and with the delivery of public transportation in 5311. In some situations it may be appropriate to provide Section 5310 assistance to an agency to provide transportation exclusively to its own clients, but even in situations in which it is not feasible for the sub-recipient to provide services to those in the community beyond its own clients, that sub-recipient must, when practicable, make the vehicle itself available to provide transportation service to other seniors and people with disabilities at times the sub-recipient is not using the vehicle for grant-related purposes.

Transit service providers receiving assistance under this section may coordinate and assist in providing meal delivery services for homebound people on a regular basis if the meal delivery services do not conflict with the provision of transit services or result in a reduction of service to transit passengers. The number and size of vehicles applied for under Section 5310 must be determined only by the number of passengers to be transported, not meal delivery capacity. Section 5310 funds may not be used to purchase special vehicles to be used solely for meal delivery or to purchase specialized equipment such as racks or heating or refrigeration units related to meal delivery.

FDOT does allow incidental use of assets provided that the incidental use does not interfere with the public transit services for which it was originally obtained. Incidental use is addressed as part of FDOT's on-site compliance reviews.

Certain additional services (such as meal delivery) are permitted within program funding restrictions as long as they are incidental and do not disrupt the general public service normally provided. However, the cost of these incidental services must be fully allocated and mileage associated with the incidental service must not count towards the useful life of the vehicle. If FTA-funded vehicles are used occasionally to deliver meals, FDOT requires nutrition programs to pay the operating costs attributable to meal delivery.

1. Does the sub-recipient use FTA funded equipment to engage in homebound meal delivery?
☐ Yes ☒ No
2. Does the sub-recipient use FTA funded equipment to engage in any other incidental uses for other than service to elderly persons and individuals with disabilities?
☐ Yes ☒ No
3. Does the sub-recipient have a means to track mileage for incidental use (FDOT does not permit incidental mileage towards useful life calculation)?
☐ Yes ☐ No ☒ N/A

Agency has policy does not allow for incidental use of vehicles.

Project and Financial Management

1. Does the agency have a signed standard lobbying certification form for any sub-recipient agreement at \$100,000 or more? Make sure you have a valid EPLS search in your file for the agency.

The sub-recipient provided a copy of their Standard Lobbying Certification dated January 9, 2017.

Flagler County's System for Award Management (SAM) registration is up-to-date, current expiration date is October 18, 2018.

133 Audit Results

Review the agency's most recent A-133 audit performed in accordance with the Single Audit Act. Ask the agency if there are any audit exceptions included in the audit, and discuss these with the agency to determine the nature and severity of the exceptions. Review the Recipient/Sub-recipient Single Audit Procedure No. 450-010-001, or contact the Statewide Grant Coordinators at 850-414-4391 if you have additional questions regarding the audit findings.

Note: An A-133 audit is required for any entity that exceeds \$750,000 or more in Federal awards in a single year. If the entity expends less than \$750,000 in Federal awards in a year they are exempt from the Federal audit requirements for that year.

1. Did the A-133 audit review reveal any findings?

The agency submitted the 2016 A-133 to the Department on July 19, 2017. Currently, the Department has assigned a “medium” risk level to this agency due to tardiness.

Disadvantaged Business Enterprise (DBE)

1. Is the recipient undertaking and documenting the necessary and reasonable steps required by FTA for compliance with the Federal DBE Program requirements?

The agency stated that they do not currently have contracts with DBE vendors due mostly the lack of certified DBEs in the area.

Reviewer did not find any evidence Flagler County’s DBE Policy on documents submitted during the pre-audit process. The County’s Procurement Policy does not adopt any DBE procedures or program goals.

2. How does the sub-recipient monitor third-party contractors to ensure compliance with DBE program requirements?

The sub-recipient is not currently contracting with any third-party contractors.

Procurement

Acquisition Methods

Sub-recipients must comply with FTA procurement requirements contained in the current FTA Circular 4220.1. States and designated recipients are responsible for ensuring that sub-recipients are aware of and comply with these additional requirements.

1. Does the sub-recipient have an agency purchasing policy?

☒ Yes ☐ No

If “Yes”, does the agency’s purchasing policy incorporate Federal purchasing rules?

☐ Yes ☒ No

2. Has the sub-recipient purchased vehicles through a state contract administered either by the Florida Department of Transportation (TRIPS Program) or the Department of Management Services (DMS)?

☒ Yes ☐ No

3. Has the sub-recipient made any other purchases?

☐ Yes ☒ No

If “Yes”, review a sampling of procurements to determine if the sub-recipient followed their purchasing policy and utilized the Third Party Checklist found in the Procurement Guidance for Transit Agencies.

☐ Yes ☐ No ☒ N/A

4. Did the sub-recipient complete and document the Excluded Parties List System (EPLS) check for contractors at sam.gov?

☒ Yes ☐ No

If "Yes", did the sub-recipient complete and document the e-verify process?

☒ Yes ☐ No

Purchase of Service Contracts

Sub-recipients may purchase service from private sector transportation providers as well as public providers. Under such arrangements, certain special conditions apply to the purchase of service agreement.

The purchase of service contracts must be either a cost reimbursement or fixed price contract.

- Fixed price contracts should have the cost calculated on a service or route specific basis, either vehicle or passenger miles, or a combination of both. It is not subject to any adjustment on the basis of a contractor's cost experience in performing the contract.
- Cost reimbursement contracts should allow for a periodic evaluation of the fixed rate in order to accommodate changes in transportation costs. These contracts establish an estimate of total cost for obligating funds and establishing a ceiling that the contractor may not exceed (except at its own risk) without approval.

Profit is an eligible cost in the contract. The amount of profit must be established as a fixed fee, not as a percentage figure.

Depreciation of vehicles is an eligible expense in private sector purchase of service agreements and must be based on acquisition, not replacement costs, and is not eligible if the vehicles were originally purchased with Federal funds.

Management or administrative costs incurred by the contract provider should be prorated for only that portion of the operator's service being purchased.

Division of Multimodal Transportation Resources shall approve the proposed purchase of service contracts prior to execution by the sub-recipient.

1. Has the sub-recipient entered into any purchase of service contracts?

☐ Yes ☒ No

2. Has the sub-recipient used "capital cost of contracting" in any service contract entered into with a private sector provider?

☐ Yes ☒ No

Other Provisions

Title VI

Federal civil rights requirements are encompassed in laws, regulations, and Executive Orders. The objective of FTA's oversight in this area is to:

- Ensure that the level and quality of transportation service is provided without regard to race, color, or national origin;
- Identify and address, as appropriate, disproportionately high and adverse human health and environmental effects, including social and economic effects of programs and activities on minority populations and low-income populations;
- Promote the full and fair participation of all affected populations in transportation decision making;
- Prevent the denial, reduction, or delay in benefits related to programs and activities that benefit minority populations or low-income populations; and
- Ensure meaningful access to programs and activities by persons with limited English proficiency.

1. Has the sub-recipient developed a Title VI Program?

☒ Yes ☐ No

2. Has the program been submitted to FDOT?

☒ Yes ☐ No

If "Yes," did the District review it using the Title VI checklist? If they approved it using the checklist they can skip this section?

☐ Yes ☒ No

Yes	No	Required List Elements
<input checked="" type="checkbox"/>	<input type="checkbox"/>	A notice to the public that indicates the sub-recipient complies with Title VI, and informs members of the public of the protections against discrimination afforded to them by Title VI.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	A copy of the recipient's instructions to the public regarding how to file a Title VI discrimination complaint, including a copy of the complaint form.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	A list of any public transportation-related Title VI investigations, complaints, or lawsuits filed with the recipient since the time of the last submission to FDOT.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	A public participation plan that includes an outreach plan to engage minority and limited English proficient populations, as well as a summary of outreach efforts made since the last Title VI Program submission.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	A copy of the recipient's plan for providing language assistance to persons with limited English proficiency, based on the DOT LEP Guidance.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	A table depicting the racial breakdown of the membership of advisory boards or non-elected planning boards and a description of efforts made to encourage the participation of minorities on such committees or councils.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	A narrative or description of efforts the primary recipient uses to ensure sub-recipients are complying with Title VI, as well as a schedule of sub-recipient Title VI program submissions.

3. Does the notice include the following items?

Yes	No	Required List Elements
<input checked="" type="checkbox"/>	<input type="checkbox"/>	A statement that the agency operates programs without regard to race, color, and national origin.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	A description of the procedures that members of the public should follow in order to request additional information on the sub-recipient's nondiscrimination obligations.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	A description of the procedures that members of the public should follow in order to file a discrimination complaint against the sub-recipient.

4. How has the sub-recipient disseminated this notice?

The notice has been posted on the vehicles, but has not been posted in public spaces around the office or on the website.

5. Has the sub-recipient translated this notice into languages other than English consistent with the sub-recipient's LEP program?

☐ Yes ☐ No ☒ N/A

6. Does the sub-recipient have procedures for investigating and tracking Title VI complaints and for making such complaints available to the public?

☒ Yes ☐ No

If "Yes," does the sub-recipient have a specific complaint form?

☐ Yes ☒ No

7. Has the sub-recipient integrated into its established public participation and outreach processes procedures that ensure involvement and participation by minority and LEP populations?

☒ Yes ☐ No

If "Yes," describe these activities.

The Transportation User Guide has been translated into Spanish and outreach is done through other Human Service Agencies.

8. Are these efforts effective?

☐ Yes ☒ No

Do these effective practices include elements that FTA considers "best practice:"

Yes	No	Required List Elements
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Scheduling meetings at times and locations that are convenient and accessible for minority and LEP communities
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Employing different meeting sizes and formats
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Coordinating with community- and faith-based organizations, educational institutions, and other organizations to implement public engagement strategies

Yes	No	Required List Elements
<input type="checkbox"/>	<input checked="" type="checkbox"/>	that reach out specifically to members of affected minority and/or LEP communities.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Considering radio, television, or newspaper ads on stations and in publications that serve LEP populations. Outreach to LEP populations could also include audio programming available on podcasts
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Providing opportunities for public participation through means other than written communication, such as personal interviews or use of audio or video recording devices to capture oral comments.

Limited English Proficiency (LEP)

Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English can be limited English proficient, or "LEP." These individuals may be entitled to language assistance with respect to a particular type of service, benefit, or encounter. DOT recipients are required to take reasonable steps to ensure meaningful access to their programs and activities by LEP persons.

Sub-recipients should apply four (4) factors to the various kinds of contacts they have with the public to assess language needs and decide what reasonable steps they should take to ensure meaningful access for LEP persons:

- The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the recipient or grantee.
- The frequency with which LEP individuals come in contact with the program.
- The nature and importance of the program, activity, or service provided by the recipient to people's lives.
- The resources available to the recipient and costs.

After completing the above four-factor analysis, sub-recipients can determine the appropriate "mix" of LEP services required. Sub-recipients have two main ways to provide language services: oral interpretation, either in person or via telephone interpretation service, and written translation. The correct mix should be based on what is both necessary and reasonable in light of the four-factor analysis.

9. Has the sub-recipient assessed and addressed the ability of persons with limited English proficiency (LEP) to use transit services?

☐ Yes ☒ No

10. Describe the sub-recipient's efforts to provide access to information and services by LEP persons.

The Transportation User Guide has been translated into Spanish.

Equal Employment Opportunity (EEO) (5307 And 5311)

A sub-recipient must ensure that it does not discriminate in its hiring practices on the basis of race, color, sex (including pregnancy), national origin, creed, or religion. All sub-recipients must take affirmative action to ensure that applicants are employed, and that employees, are treated during employment without regard to race, color, creed, national origin, sex, or age. Such action must include, but not be limited to: hiring, promotion or upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or

termination, disciplinary actions, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The sub-recipient shall have a written affirmative action plan designed to achieve full utilization of minorities and women in all parts of the work force.

Sub-recipients must post, in a conspicuous place, and make available to employees and applicants for employment, notices setting forth the sub-recipient's EEO policy. These policies must include procedures for filing complaints of discrimination, both internally as well as externally with the Federal Economic Employment Opportunity Commission (EEOC), a local or state human rights commission, and/or FTA.

If a sub-recipient exceeds size threshold requirements set by FTA, it must prepare an EEO plan and submit this plan to FDOT every three (3) years. A formal EEO program is required of any grantee that both employed 50 or more transit-related employees (including temporary, full-time or part-time employees) and received in excess of \$1 million in capital or operating assistance or in excess of \$250,000 in planning assistance. This section only applies to agencies meeting the threshold requirements.

1. Who is responsible for ensuring that EEO obligations are fulfilled on behalf of the sub-recipient?

The Flagler County Human Resources Director Joseph Mayer is responsible for ensuring that EEO obligations are fulfilled.

2. Has the sub-recipient posted an EEO statement in a conspicuous and accessible place in the workplace?

☒ Yes ☐ No ☐ N/A

3. Is the sub-recipient's EEO policy included in personnel policies and/or employee handbook?

☒ Yes ☐ No ☐ N/A

4. Are EEO statements included on the sub-recipient's job applications and employment notices/job postings?

☒ Yes ☐ No ☐ N/A

5. How does the sub-recipient ensure non-discrimination for ADA-eligible persons in terms of employment?

The agency uses the same hiring practices with every potential candidate.

6. If requested, were reasonable accommodations made for hiring a person with disabilities in accordance with Title I of the ADA?

☐ Yes ☐ No ☒ N/A

If "Yes," describe the accommodation:

No accommodations have been requested.

7. Were any EEO complaints or lawsuits received in the past three years?

☐ Yes ☒ No ☐ N/A

If "Yes," describe the nature of the complaint or lawsuit:

No EEO complaints or lawsuits were received in the past three years.

If "Yes," did the sub-recipient report the complaint or lawsuit to FDOT?

☐ Yes ☐ No ☒ N/A

8. Does the sub-recipient (check all that apply):

- ☐ Have 50 or more transit-related employees? AND
- ☐ Receive capital or operating assistance in excess of 1 million? OR
- ☐ Receive planning assistance in excess of \$250,000?
- ☒ N/A

If "Yes," to 1 and 2, or 3, sub-recipient must prepare an Affirmative Action Plan. Does the sub-recipient have an Affirmative Action Plan available for review?

Not applicable to the subrecipient as they do not meet the requirements listed above.

Americans with Disabilities Act (ADA)

Compliance responsibilities will vary depending upon the type of entity providing the service. The regulations recognize three types of entities as follows:

- **Public entities** include city, town, county, or state governments, or special authorities created under public law such as transit authorities.
- **Private, primarily engaged entities** include private companies whose primary business is transportation. This includes private taxi companies, van or bus companies, or private intercity

bus companies. This category includes private, non-profit agencies whose main business is transportation.

- **Private, not primarily engaged entities** are private companies or organizations, including non-profit organizations, whose primary business is something other than transportation, but who provide transportation as a secondary or support service. This includes human service agencies that operate transportation services as a secondary or support service. Compliance responsibilities will also vary depending on the type of transportation service provided by the sub-recipient. Several types of service that are particularly relevant to these reviews are:
- **Fixed route system** means a system of transporting individuals (other than by aircraft), including the provision of designated public transportation service by public entities and the provision of transportation service by private entities, including, but not limited to, specified public transportation service, on which a vehicle is operated along a prescribed route according to a fixed schedule.
- **Commuter bus service** means fixed route bus service, characterized by service predominantly in one direction during peak periods, limited stops, use of multi-ride tickets, and routes of extended length, usually between the central business district and outlying suburbs. Commuter bus service may also include other service, characterized by a limited route structure, limited stops, and a coordinated relationship to another mode of transportation.
- **Demand responsive system** means any system of transporting individuals, including the provision of designated public transportation service by public entities and the provision of transportation service by private entities, including but not limited to specified public transportation service, which is not a fixed route system.
- **Route Deviation, Point Deviation, or Flex-Bus systems**, which do not have prescribed routes, or which allow for on-request deviations off of prescribed routes, are considered types of demand responsive systems if the on-request, off-route deviations are available to all riders. If off-route deviations are made only for certain individuals, such as persons with disabilities, these types of services are considered fixed route.

ADA complementary paratransit is a specific type of demand responsive service that is required of public entities that provide non-commuter fixed route service. To determine compliance responsibilities, the review must determine the type of entity and service modes delivered.

1. Based on the articles of incorporation or enabling legislation, identify the type of sub-recipient under review:
 - ☒ Public entity
 - ☐ Private entity, primarily engaged in transportation
 - ☐ Private entity, not primarily engaged in transportation
2. Evaluate the scope of services and determine all modes of service operated by the sub-recipient. For each sub-recipient, check all the primary and sub-modes that apply:
 - ☐ Fixed route
 - ☐ Non-commuter bus
 - ☐ Commuter bus
 - ☐ Inter-city bus
 - ☐ Route/point deviation with deviations limited to certain riders
 - ☒ Demand Response
 - ☐ ADA complementary paratransit
 - ☐ Route/point deviation with deviations for the general public

☐ Other demand responsive service

3. If the sub-recipient offers route deviation service, how does it advertise the deviation request process? Does the agency schedule deviations for all riders, not just those with disabilities?

The sub-recipient does not operate deviated fixed-route service.

4. If the sub-recipient provides fixed route service, does the agency have an ADA Complementary Paratransit Plan? Does the plan include the agency's procedures for eligibility determinations, service criteria, service capacity, origin-to-destination service, visitors' service, and no-show policies? Is the complaint and/or appeal process readily available?

The sub-recipient does not operate fixed-route service.

5. Following are examples of policies that discriminate against persons with disabilities. Determine if the sub-recipient engages in any of these actions, or has any other policies that discriminate:

Yes	No	Requirement
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Does the sub-recipient have policies that impose any special charges for individuals with disabilities, including wheelchair users?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Does the sub-recipient deny service to any individual because its insurance company conditions coverage or rates?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Does the sub-recipient require that wheelchairs have working brakes, be "in good working condition," or place any other restrictions on mobility devices? (Exception: situation that poses a "direct threat to others.")
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Does the sub-recipient have policies that suggest a denial of service for rude behavior, swearing, or other behaviors not rising to illegal or seriously disruptive?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Does the sub-recipient require individuals with disabilities to use designated priority seats?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Does the sub-recipient require persons traveling in securement areas to wear seat belts or shoulder straps when all other passengers do not have the same requirement?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Does the sub-recipient require wheelchair users to wear a body belt when traveling up and down on the lift?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Does the sub-recipient policy prohibit respirators or portable oxygen supplies (Exception: items that are prohibited under applicable Department of Transportation rules on the transportation of hazardous materials—49 CFR subtitle B, chapter 1, subchapter C.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Does the sub-recipient have any other policy that could discriminate against persons with disabilities?

6. Does the sub-recipient have a policy for dealing with individuals who engage in violent, seriously disruptive, or illegal conduct?

☒ Yes ☐ No

If "Yes," are supervisors, dispatchers, and vehicle operators trained on this policy?

☒ Yes ☐ No

Is there an appropriate appeal policy for any service refusals?

☒ Yes ☐ No

7. Does the sub-recipient have an established process for making decisions and providing reasonable modifications under the ADA?

☒ Yes ☐ No

If "Yes," is information about the process, and how to use it, readily available to the public, including individuals with disabilities? (For example included in printed media and/or available on the agency's website).

☒ Yes ☐ No

Attendant Policies

Individuals with disabilities should be allowed to travel with attendants. Attendants cannot be required, though, except if service could otherwise be refused for illegal, violent or seriously disruptive behavior.

8. Does the sub-recipient allow persons with disabilities to travel with attendants?

☒ Yes ☐ No

If "Yes," does definition of attendant extend beyond assistance during travel to also include assistance at destination?

☒ Yes ☐ No

9. Are any claimed attendants allowed (*i.e.*, no registration of only certain persons who can be attendants)?

☒ Yes ☐ No

10. Are persons with disabilities allowed to travel without attendants, even if they indicate they sometimes use attendants (Exception: Caregiver or guardian requests that attendant always be present, or documented past behavior allows refusal and person/caregiver agree to use attendant to mitigate issues)?

☒ Yes ☐ No

Service Equivalency

If entities operating demand response services plan to purchase vehicles that are not accessible, they must first make a determination that the services they will be providing (after the purchase of the inaccessible vehicle or vehicles) are "equivalent." Therefore, if entities have inaccessible vehicles as part of their fleet that were purchased since the issuance of the regulations, the services they provide must be "equivalent." Equivalency is defined by specific criteria (noted below). If inaccessible vehicles are purchased, certification of equivalency must also be provided to FDOT.

11. **Service Area:** Consider the service area and how accessible and inaccessible vehicles are distributed throughout the area. Are persons with disabilities who need an accessible vehicle able to travel throughout the area on an equivalent basis to all other riders?
☒ Yes ☐ No
12. **Response Time:** Consider the advance notice requirement to use the service. If accessible vehicles are operated separate from or different from inaccessible vehicles, consider the advance notice required for use of each type of vehicle. Is the same (or lesser) advance notice required of riders with disabilities who need and use accessible vehicles?
☒ Yes ☐ No
13. **Fares:** Consider the fares charged for the service. Note if there are different costs to riders who need and use accessible vehicles versus those who can use inaccessible vehicles. Is the fare the same (or lower) for riders with disabilities who need to use accessible vehicles?
☒ Yes ☐ No
14. **Days and Hours:** Consider the days and hours of operation of the service. Note if there are any differences in days and hours based on the accessibility of the vehicles. Are the days and hours the same (or greater) for persons with disabilities who need and use accessible vehicles?
☒ Yes ☐ No
15. **Trip Purpose:** Consider the types of trips that are provided by the sub-recipient. Note if there are any differences in policy about trip purpose for service provided with accessible versus inaccessible vehicles. Are persons with disabilities able to travel for the same purposes (or more) than individuals who do not need accessible vehicles?
☒ Yes ☐ No
16. **Capacity Constraints (Part 1):** Consider if trip requests are sometimes denied for lack of capacity, or if waiting lists or trip caps are employed due to capacity limitations. Examine trip denials records, waiting lists, or other documentation to determine if persons with disabilities who need to use accessible vehicles are denied or wait-listed more frequently than other riders.

Are there any trip denials, or are wait lists or trip caps used?

- ☒ Yes, Trip Denials
☒ Yes, Wait Lists
☐ Yes, Trip Caps
☐ No

If there are denials, wait lists, or trip caps, are persons with disabilities that need to use accessible vehicles denied/wait-listed, capped at the same (or lower) rate than other riders?

- ☒ Yes ☐ No ☐ N/A

Note what information or data the system develops and uses to compare the level of trip denials, wait lists, or trip caps for persons with disabilities and for other riders to allow for this type of comparison and analysis.

The subrecipient is not currently tracking the information. The subrecipient books trips on a first come, first serve basis until capacity is reached. After capacity has been reached, the subrecipient is prioritizing trips.

17. **Capacity Constraints (Part 2):** Examine records of service quality (on-time performance, on-board ride times). Consider if there are differences in service quality for trips provided to riders who need to use accessible vehicles versus other riders. Consider if the number and percentage of accessible vehicles in the system suggests that there could likely be problems responding to late trips in an equivalent way throughout the service area. Do persons with disabilities, including persons who need to use accessible vehicles receive the same (or better) level of service?

☐ Yes ☐ No

Note what information or data the system develops and uses to compare the level of service (on-time performance, on-board ride times) for persons with disabilities and for other riders to allow for this type of comparison and analysis.

The subrecipient is not currently tracking the information. The overall on-time performance is 86%. All but 1 of the subrecipient vehicles are ADA compliant.

18. **Information and Reservations Capacity:** Consider the service information that is provided and the trip reservations capacity (hours of call-taking, accessibility of information and phone services). If information and reservations are different for using accessible versus inaccessible vehicles, note the differences. Is information and communications provided in accessible formats, and are persons with disabilities that need an accessible vehicle able to get information and reservations assistance in an equivalent way?

☒ Yes ☐ No

19. Has the sub-recipient acquired vehicles in the last three (3) years?

☒ Yes ☐ No

If "Yes," were the vehicles accessible pursuant to 49 CFR part 38 standards?

☒ Yes ☐ No

If "No," did the sub-recipient, before any procurement of an inaccessible vehicle, file with FDOT the required certificate that it provides equivalent service meeting the equivalent service of 49 CFR part 37.77(c)?

☐ Yes ☐ No ☒ N/A

20. How does the sub-recipient keep lifts and other accessibility features on system vehicles in working order?

Lifts are inspected during the pre and post trip inspection, during scheduled PM inspections, and during each vehicle's Annual Safety Inspection.

When a vehicle is removed from revenue service, does the sub-recipient take reasonable steps to accommodate individuals with disabilities who were scheduled on that vehicle?

☒ Yes ☐ No

21. Are vehicle operators trained to immediately report that a lift is not in working order?

☒ Yes ☐ No

22. Are vehicles removed from revenue service when it is reported that a lift is not in working order?

☒ Yes ☐ No

23. Are vehicles repaired promptly and within the five day period for non-urbanized areas?

☒ Yes ☐ No

24. Does the sub-recipient transport all wheelchairs and occupants if the lift and vehicle can physically accommodate them, unless doing so is inconsistent with legitimate safety requirements?

☒ Yes ☐ No

25. Does the sub-recipient "do the best it can" to secure mobility devices, but not deny riders because the mobility devices they are using cannot be secured to the satisfaction of the driver or agency?

☒ Yes ☐ No

26. Does the sub-recipient permit standees to use the lift?

☒ Yes ☐ No

27. Does the sub-recipient require scooter users or wheelchair passengers to transfer to another seat?

☐ Yes ☒ No

28. Do the sub-recipient's operators assist individuals with disabilities with the use of securement systems, ramps, and lifts?

☒ Yes ☐ No

29. Does the sub-recipient permit service animals on system vehicles?

☒ Yes ☐ No

Is the sub-recipient's service animal policy consistent with regulatory requirements? (The policy should not require certification of training, should not inappropriately limit type of animal—except emotional support or comfort animal, or animal that cannot be trained to assist.)

☐ Yes ☒ No

30. Does the sub-recipient make available to individuals with disabilities adequate information concerning transportation services?

☒ Yes ☐ No

31. Does the sub-recipient permit a passenger who uses a lift to disembark from a vehicle at any designated stop, unless the lift cannot be deployed, the lift will be damaged if it is deployed, or temporary conditions at the stop, not under the control of the entity, preclude the safe use of the stop by all passengers?

☒ Yes ☐ No

32. Does the sub-recipient ensure that personnel are trained to proficiency, as appropriate to their duties, so that they operate vehicles and equipment safely and properly assist and treat individuals with disabilities who use the service in a respectful and courteous way, with appropriate attention to the difference among individuals with disabilities?

☒ Yes ☐ No

Charter Service

Title 49 U.S.C. 5323(d) limits charter service provided by federally assisted public transportation operators. FTA regulations specify these limitations in 49 CFR part 604—Charter Service, amended effective April 30, 2008 (73 FR 2326, Jan.14, 2008). Each recipient must enter into an agreement with FTA that the recipient will not engage in charter service unless permitted by FTA charter service regulations. FTA includes that agreement in its annual publication of certifications and assurances. Charter service is defined based on whether a third party requests the service or whether the transit agency initiates the service. If a third party requests service, FTA will utilize four characteristics of charter service to determine whether the proposed service meets the definition of charter. If a transit agency initiates the service, FTA will look at whether the transit agency also charges a premium fare or accepts a subsidy from a third party.

1. Does the sub-recipient provide charter service?

☐ Yes ☒ No

If yes, does the sub-recipient provide the quarterly charter report to the Department?

☐ Yes ☐ No ☒ N/A

2. Can all of the sub-recipient's services be called "program" transportation?

☐ Yes ☒ No

If yes, has the sub-recipient documented the process and provision of charter service on the required forms?

☐ Yes ☐ No ☒ N/A

School Bus Service

1. Does the sub-recipient provide transportation to/from school for school children?

☐ Yes ☒ No

Is the transport of school children to/from school done on an exclusive basis (e.g., in demand response mode is the run built entirely on school children)?

☐ Yes ☐ No ☒ N/A

Drug and Alcohol Testing

1. Does the sub-recipient operate vehicles that require the driver to hold a Commercial Driver's License?

☒ Yes ☐ No ☐ N/A

If "Yes," has the sub-recipient initiated a drug and alcohol testing program that meets the requirements of 49 CFR Part 382?

☒ Yes ☐ No

2. Does the sub-recipient have a Drug-Free Workplace Policy?

Yes. Please see the Substance Abuse Management section of this report for a more comprehensive review of the agency's policies and procedures.

5311 Related Questions

1. If the recipient serves an urbanized area, do the records support the allocation of costs to 5311? (Not applicable if the recipient's service area is exclusively non-urbanized.)

Reviewers were not able to verify the agency's methodology for the allocation of cost to Section 5311. FDOT request that Flagler County submit its methodology for the allocation of non-urbanized services.

2. Are the words "public transportation" properly displayed on vehicles and on printed materials? (For an annual visit that does not include the biennial inspection required by the Vehicle?

Public Transportation appears on all vehicles and printed materials.

3. Inventory Management Procedure, check only vehicles that are readily available. Check any brochures, advertisements, schedules, and public notices etc. that have been printed over the previous year.)

Public Transportation appears on all vehicles and printed materials.

4. Does the recipient operate deviated fixed route or fixed route service? If operating fixed route, do they have a complementary ADA Paratransit Plan? How do they qualify clients for ADA paratransit services? The regulation stipulates that the service is equivalent in response time, fares, hours, days of service, has no restrictions based on trip purpose and has no capacity of service availability constraints. Are these criteria being met?

The sub-recipient does not operate deviated fixed route.

5. Ask the recipient if they prioritize trips. Are they denying any trips? Do they have a non-prioritization plan?

The recipient is prioritizing trips based on trip purpose and does not have a non-prioritization plan.

6. Do you bill according to trip rate (per trip) or direct cost? If by trip rate ask for rate justification.

The agency bills per trip. The rate justification is justified through CTD rule.

Flagler County's per trip rate as of 2017 is:

\$ 13.70 – Ambulatory

\$ 23.24 – Wheelchair

Section B: Triennial Maintenance Audit

Maintenance Review Report

Agency Reviewed: Flagler County Public Transportation
1769 East Moody Blvd
Bunnell, FL

Date(s) of Review: November 14, 2017

Review Performed by: Preventative Maintenance Planning & Training (PrMPT) Program
Institute for Applied Business Research
Florida State University College of Business

Overview

On November 14, 2017, the Preventive Maintenance Planning and Training Program (PrMPT), a project of the Institute for Applied Business Research within the Florida State University College of Business and funded by the Florida Department of Transportation, performed a maintenance review for Flagler County Public Transportation (FCPT) in Bunnell, FL. This review was performed in conjunction with the FDOT District 5 System Safety Review. FCPT was reviewed using the standards established for an agency receiving only FTA Section 5311 grant funds.

The purpose of this review was to identify strengths and weaknesses within the maintenance procedures and practices of FCPT's vehicle maintenance program and to provide recommendations for improving system efficiency or for sustaining current best practices. This was a review of the system, and as part of this review, the Fleet Manager and Transportation Coordinator were interviewed regarding system procedures related to vehicle maintenance and general maintenance procedures and practices.

FDOT requires that agencies develop and implement a preventative maintenance program in order to maximize passenger safety and vehicle life expectancy by maintaining vehicles in a state of good repair. FDOT defines preventative maintenance as identifying defective vehicle components, and making the appropriate repairs to those defective components, before the vehicle experiences a failure. To assess the agency's preventative maintenance program, PrMPT staff reviewed vehicle history files to obtain an overview of procedures involving preventive maintenance, repairs, and pre-trip/post-trip inspection processes for a minimum 12-month period. These activities were compiled in a spreadsheet, titled *FCPT Preventative Maintenance Activities*. The general condition of the vehicles was also observed through a vehicle safety inspection.

This maintenance review report contains findings, areas of concern and recommendations related to the transit agency's maintenance department policies, procedures, and practices that were observed and/or recorded during the maintenance review. **"Findings"** indicate procedures or practices that are not currently compliant with federal and state regulations or FDOT's minimum maintenance requirements. Corresponding **"Remedies"** are provided to assist transit agencies with resolving findings. **"Areas of Concern"** are procedures or practices that are not classified as a finding or deficiency but indicate issues that may develop into more significant problems or may lead to future findings if left unattended. Lastly, **"Recommendations"** are provided as suggestions to help improve the agency's maintenance department practices.

The maintenance review of FCPT resulted in nine (9) findings with corresponding remedies, three (3) areas of concern, and zero (0) program recommendations.

MAINTENANCE REVIEW

FCPT was reviewed using standards established for a 5311-fund recipient. During this review, the following maintenance program areas were reviewed:

- Maintenance Plan
- Equipment Information and Records
- Vehicle Safety Inspections
- Fleet Maintenance
- Maintenance Shop and Facilities
- Warranty Practices
- Road Calls
- Vehicle Appearance

Fleet Overview

FCPT maintains a vehicle inventory of thirty-five (35) vehicles that are utilized for transportation services provided to the general public. The vehicle operates out of a single location.

FCPT has developed a vehicle fleet roster that includes the unit ID, vehicle identification number (VIN), FDOT control number, year of manufacture, vehicle make/model, accessibility, seating capacity, annual vehicle mileage, current mileage, expected retirement, other equipment, funding source, vehicle condition, tag number, purchase price and purchase date.

During the maintenance review, FCPT staff stated they did not have an asset management plan or a capital replacement plan. However, they do appear to be tracking vehicle conditions and replacement needs on their vehicle fleet inventory form.

Maintenance Plan

Maintenance Plan Requirement

The Federal Transit Administration (FTA) requires that agencies receiving state and/or federal public transportation funds develop and maintain a vehicle maintenance plan. Maintenance plans are living documents that outline an agency's specific maintenance policies and practices. They should also be updated to reflect any changes in actual day-to-day maintenance operations.

The Florida Department of Transportation has determined that maintenance plans for agencies that receive FTA Section 5311 grant funds should include and accurately describe, at a minimum, the following maintenance policies and procedures:

- **Vehicle Fleet Roster:** Vehicle fleet roster information that includes the following information regarding all vehicles operated at the agency: Unit ID, Year of Manufacture, Make/Model, Wheelchair Lift or Ramp Accessibility and Current Mileage
- **Personnel Roles & Responsibilities:** The maintenance plan should identify the roles and responsibilities of agency staff as they relate to maintenance activities.
- **Preventative Maintenance (PM) Practices:** The agency should describe preventive maintenance inspection practices within their maintenance plan. This should include specifics about target mileages for PM inspections, how pending PM inspections are tracked and monitored, and how defects identified during PM inspections will be repaired. If PM inspections are outsourced, the agency should identify the company(s) that conducts the PM inspections.¹
- **Pre-Trip and Post-Trip Inspections:** Pre-trip and post-trip inspection practices that includes information regarding when these inspections are conducted, who conducts them, where the forms are submitted, who is responsible for reviewing the forms, how often the forms are reviewed and how defects resulting from inspection are handled
- **Wheelchair Lift Maintenance:** Agencies that maintain vehicles equipped with wheelchair lifts should specify associated maintenance activities that includes information regarding who conducts these inspections and at what intervals.
- **Vehicle History Files:** Documentation of maintenance and corresponding inspection activities is a critical component of an effective maintenance program. Within its maintenance plan, the agency must include information regarding how and where maintenance activity information is or will be stored.
- **Information Management Procedures and Practices:** The maintenance plan should identify procedures and practices that address how maintenance activities are recorded, tracked, and monitored and how often maintenance activities are reviewed
- **Warranty Procedures:** The agency should identify when and how warranty repairs will be tracked, monitored and processed.
- **Accident Reporting:** The agency should identify how and when maintenance-related accidents are handled and any associated corrective procedures.
- **Road Calls:** The agency should describe how road calls resulting from mechanical failures are managed.
- **Vehicle Cleaning:** Within their maintenance plan, the agency should describe the process and schedule for cleaning vehicles.

¹ The PrMPT program, in coordination with FDOT, has developed an outsource maintenance manual to assist agencies with managing outsourced maintenance and is available upon request. It can also be downloaded at www.prmpt.org.

Agency Maintenance Plan Checklist

The following items were evaluated during a review of the agency's maintenance plan.	
Does the maintenance plan describe preventive maintenance inspection practices?	Yes
Does the maintenance plan describe pre-trip and post-trip inspection practices?	Yes
Does the maintenance plan include wheelchair lift and/or ramp maintenance activities?	Yes
Does the maintenance plan include information management procedures and practices?	No
Does the maintenance plan include warranty procedures?	No
Does the maintenance plan include vehicle history file policies?	Yes
Does the maintenance plan include a vehicle fleet roster?	Yes
Does the maintenance plan include information about the in-house maintenance shop?	Yes
Does the maintenance plan include the identification of outsource maintenance providers, if applicable?	No
Does the maintenance plan include accident reporting practices and procedures?	No
Does the maintenance plan include road call procedures and practices?	Yes
Does the maintenance plan include vehicle cleaning practices?	Yes

Maintenance Plan Finding

FCPT's maintenance plan, entitled *Flagler County Public Transportation Maintenance Plan*, does not meet FDOT requirements for maintenance plans. Currently, the plan does not include information regarding information management, warranty procedures, outsourced maintenance and accident reporting practices.

Maintenance Plan Remedy

It is recommended that FCPT update their maintenance plan to include the FDOT required elements for maintenance plans as described above.

Maintenance Plan Area of Concern

None

Maintenance Plan Recommendation

None

Equipment Information and Records

Equipment Records

Equipment Record Requirement

The *FDOT State Management Plan* requires agencies to maintain records of all maintenance activities conducted on vehicles operated by the agency. This includes any maintenance activities, inspections, repairs, and corresponding invoices related to vehicle maintenance. Such documents must be filed in corresponding vehicle history files for the life of the vehicle.

Overview of Agency's Process for Maintaining Equipment Records

Does the agency maintain manual or electronic vehicle history files?	Manual
Are manual files stored on-site and readily accessible?	Yes
If the agency maintains electronic files, are they stored on-site or off-site?	N/A
If electronic files are stored off-site, does the agency have direct and immediate access to those files?	N/A
Are preventative maintenance inspection forms stored in the appropriate vehicle history file(s)?	Yes
Are repair work orders stored in vehicle history files?	Yes
Are warranty invoices/repairs documented in vehicle history files?	Yes
Is there any additional maintenance activity documentation included in the vehicle history files?	No

Equipment Record Finding

None

Equipment Record Remedy to Finding

None

Equipment Record Area of Concern

None

Equipment Record Recommendation

None

Vehicle Safety Inspections

Vehicle Safety Inspection Requirement

Agencies are required to perform vehicle safety inspections on vehicles to identify defects that could jeopardize passenger safety or lead to long-term damage to the vehicle. All defects identified during these inspections should be repaired as soon as possible; safety-related defects should be repaired before the vehicle returns to service.

During the review, five (5) vehicles, representing 14% of the agency's fleet, were chosen to receive visual safety inspections. The following items were inspected:

- General Interior Condition
- General Exterior Condition
- All Windows & Glass
- Exterior Lights & Operation
- Interior Lights & Operation
- Interior and Exterior Mirrors
- Emergency Exits & Identification
- All Interior Signage
- Dash Gauges and Indicators
- Check Air System
- Service & Emergency Brake
- Interlock Systems
- Steering & Horn
- Windshield Wipers/Washers
- First Aid Kit
- Fire Extinguisher
- Fire Suppression System
- Safety Triangles
- Handrails & Stanchions
- Floor, Steps, Thresholds
- All Seats & Belts
- Undercarriage
- Suspension System
- Wheels/lugs & Tires
- Batteries, Wiring & Signage
- Fuel & Exhaust System
- Engine Compartment & All Fluids
- Backup Alarm
- Exterior Reflectors
- Wheelchair Belts & Tie Downs
- Life Operation & Instructions
- Wheelchair Lift Pad Kits/Wiring/Leaks
- Wheelchair Lift Identification

Defects discovered during the inspection are listed in *Table 1*. If a subsequent repair was made following the identification of these defects, the date of the repair is noted. In such instances, either the reviewer observed the repair being made or documentation such as an invoice or repair record have been provided to the PrMPT program. If no evidence that a repair has been made was provided, the particular defect repair date is noted as “*unknown*.”

Table 1: Vehicle Safety Inspections – Identified Defects

The following defects were discovered during the maintenance review. Items in bold represent safety-sensitive defects that require immediate action. Safety sensitive defects were reported immediately to the FDOT during the exit interview.		
Agency Unit ID	Defect	Repair Date
108	Fire suppression system inspection tag not current	<i>Unknown</i>
112	Fire suppression system inspection tag not current	<i>Unknown</i>
107	Fire suppression system inspection tag not current	<i>Unknown</i>
	2 front marker lights inoperative	<i>Unknown</i>
	Tag light inoperative	<i>Unknown</i>
	Passenger door step lights dim	<i>Unknown</i>
	Center dome lights dim	<i>Unknown</i>
	Batteries need cleaning	<i>Unknown</i>
	Battery tray not secured	<i>Unknown</i>
101	Fire suppression system inspection tag not current and control box is disconnected	<i>Unknown</i>
	No Title VI signage posted	<i>Unknown</i>
	Batteries need cleaning	<i>Unknown</i>
100	Fire suppression system inspection tag not current – gauge shows discharged and no power to control box	<i>Unknown</i>
	Left rear outside tire below minimum tread depth	<i>Unknown</i>
	Right rear inside tire below minimum tread depth	<i>Unknown</i>
	Batteries need cleaning	<i>Unknown</i>
	Battery tray slide broken	<i>Unknown</i>

Vehicle Safety Inspection Finding 1

Safety-sensitive defects were identified during the vehicle safety inspection and no documentation of repair has been provided as of the writing of this report.

Vehicle Safety Remedy to Finding 1

Safety sensitive defects identified in *Table 1* should be repaired immediately. The remaining non-safety related defects should be scheduled for repair as soon as possible. Verification of the repairs should be provided to FDOT and the PrMPT program. This includes documentation such as invoices or completed work orders.

Vehicle Safety Inspection Finding 2

The vehicle safety inspection revealed that fire suppression systems are not being inspected as required by the manufacturer and FDOT. Vehicles 100 and 101 had inoperative fire suppression systems which presents a significant risk to passenger safety.

Vehicle Safety Remedy to Finding 2

FCPT must maintain fire suppression systems according to manufacturer and/or FDOT requirements. Evidence of such maintenance should be noted on both the system tag as well as being documented within the vehicle history file. The *Fire Suppression System Compliance* document has been provided along with this report to assist FCPT with identifying these requirements.

Vehicle Safety Area of Concern

None

Vehicle Safety Recommendations

None

Fleet Maintenance

Preventative Maintenance Inspections

Preventative Maintenance Requirements

According to the *FDOT Preventative Maintenance Standards Manual Third Edition*², agencies are required to conduct preventative maintenance by servicing and maintaining vehicles using a combination of *Original Equipment Manufacturer (OEM)* recommendations and FDOT minimum maintenance requirements using the following guidelines:

- When a vehicle is under warranty, vehicle components listed in the vehicle's OEM manual must be serviced and inspected within the OEM recommended mileage intervals. These services and inspections must be documented on a checklist form and filed in the vehicle's history file for the life of the vehicle. Documenting these services and inspections ensures vehicles maintain applicable warranty status.
- The *FDOT Preventative Maintenance Standards Manual Third Edition* describes FDOT's minimum maintenance requirements. The manual states that vehicles must undergo scheduled preventative maintenance inspections that examine certain vehicle components within specified target mileages. A preventative maintenance inspection form, titled *Preventive Maintenance Inspection Report*, was developed by FDOT and adheres to FDOT's minimum preventative maintenance requirements.
- Vehicle components that appear on the *Preventive Maintenance Inspection Report*, but are not included as OEM recommendations, should be serviced and inspected according to the target mileages stated in the *FDOT Preventative Maintenance Standards Manual Third Edition*. This should also be identified within the agency's maintenance plan.
- If a vehicle is no longer covered under warranty, all vehicle components must be serviced and maintained using FDOT's minimum maintenance requirements.

FDOT requires that target mileage intervals for preventative maintenance inspections not exceed 6,000 miles. Oil changes should not exceed 6,000 miles or the OEM recommended interval, whichever comes first.

Agencies must schedule preventative maintenance inspections using the applicable target mileage interval(s) to examine certain vehicle components within specified target mileages using the appropriate inspection schedule or sequence. The target mileages chosen by the agency to conduct preventative maintenance inspections and oil changes should be stated in the maintenance plan. The agency must also ensure that maintenance procedures and practices are conducted as described in their maintenance plan.

Wheelchair lifts and/or ramps must also be serviced according to OEM requirements and/or FDOT minimum maintenance requirements. Documentation of all inspections and repairs made to wheelchair lifts and/or ramps should be included in the vehicle history files for the life of the vehicle.

Lastly, the Federal Transit Administration (FTA) defines an "on time" inspection or oil change as one that occurs within 10% of the target mileage interval established in the maintenance plan. Furthermore, *Section 3, Part A: "Vehicle Maintenance" of the 2014 FTA Triennial Review Workshop Workbook* states that, "Inspections that are no later than 10 percent of the schedule are considered on time. The grantee is deficient if fewer than 80% of the inspections for any mode or operation occurred on time."

FDOT has adopted FTA's definition of an "on-time" inspection or oil change for reviewers to use when assessing whether an agency's preventative maintenance inspection program is deficient.

² This agency was reviewed using requirements outlined in the *Preventative Maintenance Standards Manual Third Edition*. The 4th Edition of this manual was issued in fall 2017 and will be used as the reference document for future maintenance reviews. The agency should begin immediate adoption of the policies and procedures outlined in the latest edition to avoid any future findings or deficiencies. The 4th Edition is available for download at www.prmpt.org.

During the maintenance review, the following actions were undertaken to assess the agency's preventative maintenance practices.

Number of vehicle files reviewed	5
Time period of vehicle file review	18 months
Number of PM inspections reviewed	34
Number of PM inspections conducted "on time" according to FTA requirements	26
Percentage of "on-time" PM inspections	76%
Number of oil change intervals reviewed	34
Number of oil change intervals "on time" according to FTA requirements	26
Percentage of "on-time" oil changes	76%

Agency's Preventative Maintenance Procedures and Practices

<i>Are maintenance activities conducted in-house or outsourced?</i>	Mostly in-house using county shop; engine, transmission and paint/body work outsourced
<i>How does the agency track upcoming preventative maintenance inspections?</i>	Stickers placed on the vehicle windows and electronically through weekly mileage reports
<i>Does the agency conduct single level inspections or progressive multi-level inspections?</i>	Progressive multi-level inspections in ABAC sequence
<i>Does the agency use a checklist form to document preventative maintenance inspections?</i>	Yes
<i>Does the preventative maintenance inspection form meet FDOT minimum maintenance requirements?</i>	Yes
<i>Are the preventative maintenance inspection forms thoroughly completed?</i>	No
<i>Does the agency document any additional maintenance inspections that exceed FDOT's minimum requirements?</i>	Yes
<i>If applicable, are the additional maintenance inspections thoroughly documented?</i>	No, sporadic monthly inspection forms were found, but not consistently for each vehicle or each month
<i>When defects are identified during preventative maintenance inspections, are they repaired in a timely manner?</i>	There were no defects identified during any PM inspection
<i>What is the target mileage interval the agency uses to schedule and conduct their preventative maintenance inspections?</i>	6,000 mile interval
<i>Is the target mileage interval stated by the agency during the maintenance review interview consistent with the target mileage interval stated in their maintenance plan?</i>	Yes
<i>What is the target mileage interval the agency uses to schedule and conduct oil changes?</i>	6,000 mile interval
<i>If a separate target mileage interval is used for conducting oil changes, is it also stated in the maintenance plan?</i>	N/A
<i>Based on the maintenance activities documented in the vehicle history files, does the agency adhere to the correct sequence of preventative maintenance inspections, if applicable? (For example, A,B,A,C sequence)</i>	No
<i>Based on the maintenance activities observed in the vehicle history files, does the agency show a pattern of conducting unscheduled repairs shortly after preventative maintenance inspections were performed?</i>	No
<i>Based on the maintenance activities observed in the vehicle history files, does the agency show a pattern of conducting repeat repairs?</i>	No
<i>Are vehicles equipped with wheelchair lifts and/or ramps?</i>	Yes
<i>Are wheelchair lifts and/or ramps being properly maintained during preventative maintenance inspections?</i>	Yes
<i>Does the agency conduct preventative maintenance according to the procedures/practices stated in their maintenance plan?</i>	No
<i>Does the agency's maintenance manager routinely monitor and track maintenance activities to identify maintenance trends?</i>	No

PM Requirement Finding 1

According to the file review sample, only 76% of the preventative maintenance inspections and oil changes were conducted on time, falling short of FTA's 80% threshold.

PM Requirement Remedy to Finding 1

FCPT needs to ensure that preventative maintenance inspections and oil changes are conducted within 10% of the transit agency's stated target mileage interval. Since FCPT states that preventative maintenance inspections are conducted every 6,000 miles, they should ensure that inspections are conducted within a maximum of 6,600 miles of the last inspection to become compliant.

PM Requirement Finding 2

Although FCPT's preventative maintenance inspection form meets FDOT's minimum maintenance requirements, the form is not being thoroughly completed. Many of the inspection forms did not indicate the type of inspection conducted and/or had multiple inspection types listed on the same form. For example, some of the forms indicated that an A-level inspection and B-level inspection were conducted simultaneously, making it difficult to determine which type of inspection was being performed.

Additionally, no evidence of C-level inspections being performed during the prior 12-month period were found even though vehicle mileages during this period indicate that these C-level inspections should have been performed. This practice signifies a risk to passenger safety as it leaves critical safety-sensitive vehicle components unchecked.

PM Requirement Remedy to Finding 2

FCPT should ensure that mechanics thoroughly and accurately complete preventative maintenance inspection forms as required and that they adhere to the preventative maintenance inspection sequence described in their maintenance plan and in accordance with FDOT's and FTA's minimum inspection requirements.

PM Requirement Finding 3

According to the vehicle safety inspection conducted during the review, vehicles are operating with defects. However, these defects have not been identified and recorded during preventative maintenance inspections, although repairs are documented as being conducted at the time of the inspection.

PM Requirement Remedy to Finding 3

FCPT needs to document defects found during the preventative maintenance inspection on the form. The defects identified during the preventative maintenance inspection should correspond to any repairs made during the inspection.

PM Requirement Finding 4

Agencies must adhere to the maintenance policies, procedures and practices described in their maintenance plan. Based on observations conducted during the review, FCPT does not follow the maintenance procedures and practices described in their maintenance plan. Specifically, FCPT does not adhere to their preventative maintenance inspection procedures as stated in their maintenance plan.

PM Requirement Remedy to Finding 4

FCPT should ensure that their maintenance practices and corresponding documentation are reflective of the procedures detailed in their maintenance plan.

PM Requirement Area of Concern

The most recently published *FDOT Preventative Maintenance Standards Manual 4.1 Edition* requires transit agencies to update their preventative maintenance inspection procedures and practices, as some of the inspection requirements have been revised. It is recommended that FCPT either update their preventative maintenance inspection form to include these revisions, or adopt the sample preventative maintenance inspection form developed by FDOT, titled *Preventive Maintenance Inspection Report v71117*, which already includes these revisions.

PM Program Recommendations

None

Annual Safety Inspections

Annual Inspection Requirement

Chapter 14-90.009 of the *Florida Administrative Code* requires transit agencies to conduct an annual safety inspection for each vehicle. The following vehicle components must be inspected during the annual safety inspection:

- Horn
- Windshield wipers
- Mirrors
- Wiring and batterie(s)
- Service and parking brakes
- Warning devices
- Directional signals
- Hazard warning signals
- Lighting systems and signaling devices
- Handrails and stanchions
- Standee line & warning signage
- Doors and interlock devices
- Step wells and flooring
- Emergency exits
- Tires & wheels
- Suspension system
- Steering system
- Exhaust system
- Seat belts
- Safety equipment
- Equipment for transporting wheelchairs

In addition to the identification of equipment and devices inspected, the annual safety inspection form must also include the following elements:

- Signature Line for Inspector
- Agency identification
- Date of the inspection
- Vehicle Unit ID #
- Corrective action/date of any identified defects

FCPT's Annual Safety Inspection Procedures and Practices

Does the agency use C-level inspections to serve as their annual inspections, or do they conduct annual inspections separately?	Separate
Were annual inspections found for each vehicle during the 12-month period reviewed?	No
Does the annual inspection form include all of the required vehicle components?	Yes
Does the annual inspection form include the additional required elements?	Yes

Annual Inspection Finding

For the five (5) vehicle history files reviewed, only two annual inspection forms were found for the prior 12-month period. FCPT staff stated that some additional annual inspections have been conducted, but the forms have not been filed and could not be provided during the review.

Annual Inspection Remedy to Finding
FCPT needs to ensure that all vehicles receive an annual safety inspection within 12 months from the prior annual inspection conducted.

Annual Requirement Area of Concern
None

Annual Inspection Recommendations
None

Pre-trip/Post-Trip Inspections

Pre-Trip/Post-Trip Requirement

Agencies are required to conduct a pre-trip inspection before utilizing vehicles for revenue service. Agencies are also required to conduct a post-trip inspection when returning vehicles from revenue service. Below is the most recent FDOT-approved list of vehicle components that must be inspected during both the pre-trip and post-trip inspection process.

- Service brakes
- Parking brakes
- Tires & wheels
- Steering
- Horn
- Lighting devices
- Windshield wipers
- Rear vision mirrors
- Passenger doors
- Exhaust system
- Equipment for transporting wheelchairs
- Safety, security and emergency equipment

Any defects found during a pre-trip/post-trip inspection must be documented on the appropriate pre-trip/post-trip inspection form and reviewed by a manager to determine whether the vehicle is safe for operation. Vehicles with safety related defects should be removed from service until the defect is repaired. The following is a list of what FDOT considers a safety sensitive defect:

- Steering System
- Service and Parking Brake
- Suspension and Undercarriage
- Tires, Wheels, and Wheel End Components
- Fuel and Exhaust Systems
- All Lights, Mirrors, Wipers, and Warning Devices
- Interlock Systems
- Interior Controls, Gauges, and Safety Equipment
- Wheelchair Lifts
- Air System
- Emergency exits (doors, windows, etc.)
- Fire suppression

Defects that are not safety sensitive should be repaired as soon as possible.

FDOT requires that repairs made due to defects found during pre-trip/post-trip inspections should be documented in one of the following ways:

- The pre-trip/post-trip inspection form should be signed and dated by agency staff with a note describing the repair that was made; or
- A work order or invoice documenting the repair should be attached to the pre-trip/post-trip inspection form that noted the defect.

Completed pre-trip/post-trip inspection forms must be retained by the agency for a minimum of 14 days. If the pre-trip/post-trip inspection form has noted defects, the form and the corresponding repair documentation should be filed in the vehicle history file for the life of the vehicle. Completed pre-trip/post-trip inspection forms without identified defects may be discarded after the required 14 days.

FCPT's Pre-Trip/Post-Trip Inspection Process

Are both pre-trip inspections and post-trip inspections being conducted?	Yes
Is the same form used to conduct pre-trip inspections and post-trip inspections?	Yes
What is the type of pre-trip/post-trip inspection form being used? (daily, weekly or monthly)	Daily
How often are pre-trip/post-trip inspection forms reviewed?	At the end of each day
How are defects identified during pre-trip/post-trip inspections reported to agency staff?	Submitted in writing to dispatch
Does the pre-trip/post-trip inspection form include all of the required components?	No
Did the agency provide pre-trip/post-trip inspections for the required minimum 14-day period?	Yes
Were the pre-trip/post-trip forms thoroughly completed?	Yes
Were defects identified on pre-trip/post-trip inspection forms that were reviewed?	Yes
If defects were identified in the sample reviewed, were they repaired in a timely manner?	Yes
If defects were identified during the vehicle safety inspection conducted by PrMPT, were these defects also identified by drivers during the pre-trip/post-trip inspection?	Yes
Are completed pre-trip/post-trip inspection forms signed and dated by Agency staff with a note describing the repair that was made?	Yes
Is a work order or invoice documenting the repair attached to the pre-trip/post-trip inspection form that noted the defect?	Yes
Are completed pre-trip/post-trip inspection forms with identified defects with corresponding repair orders filed in the vehicle history file?	Yes
Did PrMPT staff observe pre-trip inspections being conducted on-site?	Yes
If pre-trip inspections were observed, were they thoroughly conducted by the drivers?	All but one

Pre-Trip/Post-Trip Inspection Finding

FCPT's pre-trip/post-trip inspection form does not include all of the vehicle components as required by the *FDOT Preventative Maintenance Standards Manual Third Edition*. The form does not include inspection of the following components: steering, windshield wipers, passenger doors, and exhaust system.

Pre-Trip/Post-Trip Requirement Remedy to Finding

FCPT should update their current driver pre-trip inspection form to include the vehicle components required by FDOT.

Pre-Trip/Post-Trip Requirement Area of Concern 1

During review of the completed pre-trip/post-trip inspection forms, some of the forms were documented by drawing a straight line through each column instead of checking each vehicle component individually. This practice is generally an indicator that pre-trip/post-trip inspections are not being thoroughly conducted by the driver. Additionally, while observing drivers conducting pre-trip/post-trip inspections, one driver did not conduct a walk around of the vehicle and did not inspect the vehicle's interior components. Therefore, it is recommended that FCPT provide additional training to their drivers to ensure that pre-trip/post-trip forms are thoroughly conducted and documented.

Pre-Trip/Post-Trip Requirement Area of Concern 2

The most recently published *FDOT Preventative Maintenance Standards Manual 4.1 Edition* has established new minimum requirements for pre-trip and post-trip vehicle component inspections. For future compliance, agencies must inspect the following vehicle components during their pre-trip/post-trip inspection:

- Headlights
- Tail/Brake Lights
- Turn Signals
- Clearance Lights
- Windshield Wipers (exterior)
- Fresh Body Damage
- Exhaust System
- Tire/Wheels
- Cleanliness (exterior)
- Gauges/Instruments
- Interior Lights
- Rear Vision Mirrors
- Windshield Wipers (interior)
- Blower Fans
- Brakes
- Steering
- Horn
- Passenger Doors
- Cleanliness (interior)
- Flares/Triangles
- First Aid Kit
- Flashlight
- Back-up Alarm
- Fire Extinguisher
- W/C Lift and Ramp
- Belts & Securement Devices- Proper number & Condition

It is recommended that FCPT either update their current pre-trip/post-trip inspection form to include the additional vehicle components or consider adopting the newest sample *Pre-trip and Post-trip Inspection Form V8.25.17*.

Pre-Trip/Post-Trip Program Recommendations

None

Maintenance Shop and Facilities

Maintenance Shop Requirement

The *FDOT State Management Plan* requires that in-house maintenance shops that were developed using federal grant funds must have a written *Facility and Equipment Maintenance Plan* that describes procedures and practices for maintaining the facility and associated equipment. This should also include inspection schedules and cleaning schedules. The in-house maintenance shop should also have corresponding checklists or forms that document facility and equipment inspections and cleanings as appropriate.

In-house maintenance shops must also comply with Florida's *Right to Know Law*. This includes maintaining Material Data Sheets (MDS) as required by the Occupational Safety and Health Administration (OSHA). MDS forms should be obtained for each chemical used in the maintenance shop and remain on file for a minimum of 30 years after they are no longer used. MDS forms must also be placed in an area that is accessible to all maintenance staff.

Agencies should also ensure that in-house maintenance shops provide a safe working environment for their maintenance technicians. This includes ensuring the appropriate safety equipment, such as fire extinguishers, eye wash stations, and showers.

A walkthrough of the maintenance shop is conducted to ensure safe work areas for the maintenance technicians. Work stations where maintenance activities are conducted should be free of clutter and tripping hazards. The maintenance shop floor should also be clean and free of spills and debris.

FCPT's Maintenance Shop Procedures and Practices

<i>Did the agency provide a Facility and Equipment Maintenance Plan?</i>	No, there were no federal grant funds used in the development of the maintenance shop
<i>If so, does the agency maintain inspection forms for conducting facility and equipment maintenance as described in their plan?</i>	N/A
<i>Does the agency maintain Material Safety Data Sheets according to Florida's Right to Know Law?</i>	Yes
<i>Are the Material Safety Data Sheets accessible to all employees?</i>	Yes
<i>Is the maintenance shop equipped with the appropriate safety and emergency equipment?</i>	Yes
<i>During a walkthrough of the maintenance shop, were work areas found to be free from clutter and tripping hazards?</i>	No
<i>During a walkthrough of the maintenance shop, were the floors found to be free of spills and debris?</i>	Yes

Maintenance Shop Finding

None

Maintenance Shop Area of Concern

During a walkthrough of the maintenance shop, the mechanic work areas were found to be very cluttered. It is recommended that FCPT ensure that the maintenance shop is organized and that materials and tools are properly stored.

Maintenance Shop Recommendations

None

Maintenance Department Observations

The *FDOT State Management Plan* states that maintenance reviews should examine the in-house maintenance shop's additional procedures and practices. Specifically, the reviewers examine and observe:

- Maintenance shop hours of operation
- Maintenance staff organizational charts
- Maintenance technician to vehicle ratio
- Maintenance technician training
- Maintenance budget
- Maintenance activity monitoring
- Maintenance work prioritization
- Maintenance activity communication
- Maintenance shop equipment observations
- Waste material storage and disposal
- Parts Inventory procedures and practices

Currently, these additional maintenance shop observations do not result in a finding. However, it is recommended that transit systems develop and adopt policies regarding these items in order to improve overall maintenance program efficiency.

Observed or Reported Maintenance Shop Operations

<i>Maintenance shop hours of operation</i>	Monday – Friday 7am-6pm; Saturday 7am-3:30pm
<i>Does the maintenance shop have an organizational chart?</i>	No
<i>How many full-time and part-time maintenance technicians are employed?</i>	8 full-time; 0 part-time
<i>Do maintenance technicians receive ongoing training?</i>	Yes
<i>Does the agency have a line item for maintenance in their overall budget?</i>	No
<i>Does the maintenance manager have control over the maintenance department budget?</i>	No
<i>Does the agency have the ability to track scheduled vs.</i>	No

<i>unscheduled maintenance?</i>	
<i>Is unscheduled maintenance analyzed to determine the root cause of any mechanical failures?</i>	Yes
<i>How is daily maintenance work prioritized?</i>	Emergency (non-transit) vehicles receive first priority; at least one mechanic is assigned to work on transit vehicles
<i>How is maintenance work communicated between shifts?</i>	Through the Fleet Manager and/or Supervisor
<i>Does the agency have the tools and equipment necessary for maintaining the vehicle fleet?</i>	Yes
<i>How are waste materials stored and disposed?</i>	Fluids stored in bulk containers; all waste disposal is outsourced to multiple vendors
<i>Does the agency have an in-house parts inventory?</i>	Yes
<i>What types of parts are maintained in the inventory?</i>	Routinely used parts are kept in-house; other parts are ordered as needed
<i>What are the procedures for pulling parts?</i>	Parts clerk pulls parts for mechanics as needed
<i>What are the procedures for balancing parts?</i>	None. Parts are not balanced.
<i>How often are parts balanced?</i>	N/A

Additional Maintenance Shop Recommendations	
None	

Warranty

Warranty Requirement

Transit agencies who utilize section 5311 operational grant funds are required to monitor, track and pursue all warranty claims applicable to their vehicle fleet. Additionally, vehicles purchased through the FDOT Transportation Research Inspection and Procurement Services (TRIPS) program have extended warranties on some vehicle components. During the maintenance file analysis, reviewers will attempt to ensure that warranties are pursued and tracked as appropriate. Maintenance activities that appear to be warranty related, and are not pursued as warranty claims, will be assessed by the TRIPS program to determine whether the vehicle was purchased through the TRIPS program and whether the item should have been covered under warranty.

Warranty Procedures and Practices

<i>Are warranty repairs pursued by the agency?</i>	Yes
<i>What is the method of tracking and monitoring warranty repairs?</i>	Manually through monitoring vehicle mileage

Warranty Finding

None

Warranty Area of Concern

None

Warranty Recommendation

None

Vehicle Appearance

Vehicle Appearance Requirement

Both the exterior and interior of the vehicles should be clean to promote a good image of the agency. Additionally, incidents that occur on the vehicle involving bodily fluid spills should be sanitized according to Federal OSHA requirements on bloodborne pathogens.

Vehicle Appearance Procedures and Practices

<i>Were agency vehicles found to be in clean condition?</i>	Yes
<i>Does the agency have policies regarding incidents involving bodily fluids?</i>	Yes

Vehicle Appearance Finding

None

Vehicle Appearance Area of Concern

None

Vehicle Appearance Recommendation

None

Supporting Documentation

The following documents referenced in the maintenance review report are provided:

- *FDOT Preventative Maintenance Standards Manual 4.1 Edition*
- *FDOT Preventive Maintenance Inspection Report 071117*
- *FCPT Maintenance Activities spreadsheet*

Section C: Bus System Safety and Security Review

Bus System Safety and Security Review

Prepared for:



**Florida Department of Transportation District 5
Office of Modal Development**

Prepared by:



USF Center for Urban Transportation Research

November 14, 2017

Table of Contents

Introduction.....	1
System Information	2
Services Provided.....	2
Contracted Operators and Coordination Contractors:	3
Safety Review Checklist Items	3
Equipment and Operational Standards	3
Explanation of Findings.....	3
Deficiency:	3
Areas of Concern:	3
Observation:	4
Corrective Action Plan:	4
Areas of Concern, Deficiencies, Observations	4
(1) System Safety Program Plan (Section 14-90.004(1), FAC).....	4
(2) Develop and Adopt Security Program Plan (Rule14-90.004(2), FAC)	6
(3) Wireless Communication Plan (WCP) (Section 14-90.004(1)(a)12, FAC).....	8
(4) Qualification, Selection and Training of Drivers (Section 14-90.004(3), FAC)	9
(5) Operational and Safety Procedures (Section 14.90.004(3)(e), FAC).....	11
(6) Records Maintenance, Retention and Distribution (Section 14-90.004(3), FAC)	12
(7) Drug Free Workplace (Section 14-90.004(3)(h), FAC).....	13
(8) Bus Maintenance (Section 14-90.004(4), FAC)	13
(9) Event Investigation (Section 14-90.004(5), FAC)	13
(9.1) Accident Investigation	14
(10) Medical Examinations for Bus Transit System Drivers (Section 14-90.0041, FAC)	16
(11) Operating and Driving Requirements (Section 14-90.006, FAC).....	17
(12) Vehicle Equipment Standards & Procurement Criteria (Section 14-90.007, FAC).....	20
(13) Vehicle Safety Inspections (Section 14-90.009, FAC).....	20
(14) Route Check	20
Summary of Deficiencies, Areas of Concern, Observations/Recommendations	20

Introduction

On November 14, 2017, the Center for Urban Transportation Research performed an on-site Bus System Safety and Security Review of Flagler County Transportation at their operational facility located at 1769 E. Moody Blvd. Bldg. 5 Bunnell, FL 32110. The purpose of this review was to determine compliance with the provisions of Chapter 14-90, Florida Administrative Code (FAC)(as amended effective September 16, 2010, and the Florida Department of Transportation procedural Topic Number 725-030-009-j, effective January 20, 2011). This bus system safety and security report has been prepared to establish Flagler County's level of compliance with Chapter 14-90, FAC.

The provisions of Chapter 14-90, FAC that were evaluated included the development of and compliance with a System Safety Program Plan (SSPP), performance of safety inspections of all operational buses, documentation of compliance with equipment and operational safety standards, and safety monitoring of any covered contractors. It also included the development of and compliance with a Security Program Plan (SPP) (note: bus transit systems are prohibited from publicly disclosing, under any circumstance, their SPP or other security sensitive documents). The reviewers examined (system name) SPP while on site.

This review was performed as part of an ongoing University Master Agreement between the Center for Urban Transportation Research (CUTR) at the University of South Florida and the Florida Department of Transportation (FDOT).

The Department representative(s) and/or contractor/consultant(s) who conducted the review:

Carlos Colon, Transit Project Coordinator
FDOT District 5
Carlos.colon@dot.state.fl.us
(407) 482-7856

Matthew McIntosh
TranSystems
mjmcintosh@transystems.com
(407) 335-3192

Zach Balassom
TranSystems
znbalassone@transystems.com
(850) 201-7116

Diana Byrnes, Substance Abuse Management Specialist
Center for Urban Transportation Research
byrnes@cutr.usf.edu
(813) 426-6980

Randy McDuffie, Maintenance Specialist
Florida State University
remcduffie@business.fsu.edu
(850) 644-2509

Charles Whaley, Maintenance Specialist
Florida State University
cwhaley@business.fsu.edu
(850) 644-2509

Kent Smith, Bus Transit System Safety and Security Reviewer
Center for Urban Transportation Research
kentesmith@cutr.usf.edu
(301) 639-7514

The Bus Transit System representative(s) who were interviewed by or assisted the review team during the conduct of the review:

Trevor Martin, Transit Manager
Flagler County
tmartin@flaglercounty.org
(386) 313-4189

Bob Owens, Accountant
Flagler County
bowens@flaglercounty.org
(386) 313-4190

Chet Lagana, Fleet Manager
Flagler County
clagana@flaglercounty.org
(386) 313-184

System Information

Flagler County Public Transportation continues to maximize transportation benefits to the general public — with a focus on the elderly and people with disabilities. Elders provide the largest segment of the ridership, giving the county the ability to educate, transport, and reach out to seniors in need.

Services Provided

Flagler County Public Transportation is a pre-scheduled, demand-response transportation system. Demand for services centers on transportation for employment, education, non-emergency medical transportation, and quality of life trips. Specialized services include general passenger assistance and wheelchair assistance. Flagler County maintains a fleet of (#) full-size buses and (#) Paratransit vehicles

Number of Operational Buses:	27
Type I (>22 feet in length):	0
Type II (< or = 22 feet in length):	27

Flagler County has **28** bus operators (drivers), as follows:

Total Number of Drivers:

Full-time:	21
Part-time:	7
Temporary	0
Volunteers:	0

Dispatch and maintenance location: 1769 E Moody Blvd. Bldg. 5, Bunnell, FL 32110.

Contracted Operators and Coordination Contractors:

Flagler County Transportation is the CTC for Flagler County.

Safety Review Checklist Items

A comprehensive bus system safety and security review was conducted on November 14, 2017 based on the following equipment and operational standards contained in FAC 14-90:

Equipment and Operational Standards

- (1) Develop and Adopt System Safety Program Plan (SSPP)
- (2) Develop and Adopt Security Program Plan (SPP)
- (3) Develop and Adopt Wireless Communications Plan
- (4) Qualification, Selection and Training of Drivers
- (5) Operational and Safety Procedures
- (6) Record Maintenance, Retention and Distribution
- (7) Drug Free Workplace & Substance Abuse Management
- (8) Establish Written Maintenance Plan/Bus Maintenance
- (9) Event Investigation
- (10) Medical Examinations & Certifications for Bus Drivers
- (11) Operational and Driving Requirements
- (12) Vehicle Procurement
- (13) Bus Safety Inspections
- (14) Certification

Explanation of Findings

Any finding resulting from the review will be categorized as follows:

Deficiency:

Area(s) found to be deficient or inadequate in complying with the bus transit System's SSPP or SPP and/or Rule 14-90, F.A.C. Requirements to address deficiency will be indicated. The bus transit system is required to develop and submit a CAP and implementation schedule for approval for each deficiency arising from a compliance review. The district office will provide the CAP and implementation schedule for all deficiencies arising from a non-compliance review.

Areas of Concern:

Weakness in the adoption or implementation of the Bus Transit System's SSPP or SPP and implementing procedures, and/or weaknesses with regard to conformance with Rule 14-90, F.A.C. Recommendations will be provided to address areas of concern. The bus transit system is required to develop and submit a CAP and implementation schedule for each area of concern, for approval by the district office.

Observation:

An offered suggestion, view, or comment regarding safety and security performance. An observation may address or refer to information obtained during the review. Reviewers are encouraged to provide appropriate observations and recommendations on best practices even when no deficiency or area of concern exists.

Corrective Action Plan:

Action(s) required to correct deficiency, including individual(s) and departments responsible for completing each action, plan and actual date(s) of completion, and rational for incomplete or postponed action, as necessary.

Areas of Concern, Deficiencies, Observations

Described below are the specific findings derived from each of the Equipment and Operational Standards defined above and examined in the review. Findings consist of actual information obtained during the review and are identified as an "Area of Concern" or "Deficiency," as applicable. A sampling of records was performed in order to determine compliance with various standards. Observations are provided and are not intended to reflect a condition of non-compliance, as noted above.

(1) System Safety Program Plan (Section 14-90.004(1), FAC)

Flagler County System Safety Program Plan (SSPP) is dated October 1, 2017.

The consultant performed a comprehensive review of the contents of the Flagler County's System Safety Program Plan to ensure compliance with Section 14-90.004(1), FAC. The required elements of the SSPP include the following:

1. Safety policies and responsibilities
2. Vehicle and equipment standards and procurement criteria
3. Operational standards and procedures
4. Bus driver and employee selection
5. Driving requirements
6. Bus driver and employee training
7. Vehicle maintenance
8. Investigations of events
9. Hazard identification and resolution
10. Equipment for transporting wheelchairs
11. Safety data acquisition and analysis
12. A wireless communication plan and procedure
13. A policy on the use of a wireless communications device
14. Driver education program
15. Safety standards for private contract bus transit systems that provide continuous or recurring transportation services for compensation as a result of a contractual agreement with the bus transit system.

At a minimum, the SSPP appropriately addresses the following safety elements and requirements	Yes/No	Location of Element(s)
---	--------	------------------------

At a minimum, the SSPP appropriately addresses the following safety elements and requirements	Yes/No	Location of Element(s)
Approved System Safety Program Plan (SSPP) □ State Approval Date: October 1, 2017 Approved By: Trevor Martin	Yes	SSPP pg. 4
Organizational chart	Yes	SSPP pg. 11
Safety polices and responsibilities	Yes	SSPP pgs. 5-6, 12-13
Vehicle and equipment standards and procurement criteria	Yes	SSPP pgs. 42-46
Operational standards and procedure	Yes	SSPP pgs. 37-39
Bus driver selection policies and procedures	Yes	SSPP pgs. 16-17
Driver hours of service policy/procedures (driving hours and work period's policy)	No	
Background check policy/procedures (level)	Yes	Level 2. SSPP pg. 16
Bus driver and employee training policies, procedures, and manuals (include list of courses and syllabuses)	Yes	SSPP pgs. 18-19
Copy of initial and refresher course syllabuses	Yes	SSPP pgs. 18-19
Vehicle maintenance	Yes	SSPP pgs. 26-29
Copy of accident/event investigation policies and procedures	Yes	SSPP pgs. 33-34
Hazard identification and resolution	Yes	SSPP pgs. 31-32
License and MEC policy	Yes	MEC only SSPP pgs. 35-36
Safety data acquisition and analysis	Yes	SSPP pg. 30
SSPP requirements for contractors	Yes	SSPP pg. 14

At a minimum, the SSPP appropriately addresses the following safety elements and requirements	Yes/No	Location of Element(s)
Records retention	Yes	SSPP pg. 22
Certification requirements	Yes	SSPP pg. 49
Requirements for safety inspections of all operable transit buses at least annually	Yes	SSPP pg. 28-29
Wireless communications plan (WCP) requirements	Yes	SSPP pg. 41

Deficiency: None

Areas of Concern: Policy needs to be added to meet the FDOT guidelines of keeping a copy of each current driver's license on file and how often the driving record will be checked.

Observation/Recommendation: None

(2) Develop and Adopt Security Program Plan (*Rule14-90.004(2), FAC*)

The SPP must address the following hazard and security elements and requirements:

1. Security policies, goals and objectives
2. Organization, roles and responsibilities
3. Emergency management processes and procedures for mitigation, preparedness, response and recovery
4. Procedures for investigation of events described under subsection 14-90.004(5), F.A.C.
5. Procedures for the establishment of interfaces with emergency response organizations
6. Procedures for interagency coordination with local law enforcement jurisdictions
7. Employee security and threat awareness training programs.
8. Security data acquisition and analysis
9. Emergency preparedness drills and exercises
10. Requirements for private contract transit providers that engage in continuous or recurring transportation services for compensation as a result of a contractual agreement with the bus transit system.
11. Procedures for SPP maintenance and distribution, including prohibition of disclosure per Section 119.071(3)(a), Florida Statutes

SPP addresses the following security elements and requirements at a minimum	Yes/No	Location of Element(s)
--	---------------	-------------------------------

SPP addresses the following security elements and requirements at a minimum	Yes/No	Location of Element(s)
Approved Security Program Plan (SPP) <input type="checkbox"/> State <input type="checkbox"/> Federal Approval Date: Approved By:	No	
Security policies, goals, and objectives	No	
Organization, roles, and responsibilities	Yes	SPP pgs. 10, 14-16
Emergency management processes and procedures: mitigation, preparedness, response and recovery	Yes	SPP pgs. 10,20-18
Procedures for the investigation of events under Rule 14-90.004(5), F.A.C.	No	
Procedures for the establishment of interfaces with emergency response organizations	Yes	SPP pg. 33
Procedures for interagency coordination with local law enforcement jurisdictions	Yes	SPP pg. 34
Employee security and threat awareness training programs	Yes	SPP pg. 36
Security data acquisition and analysis	No	
Emergency preparedness drills and exercises	Yes	SPP pg. 38
Certification requirements	No	
SPP requirements for contractors	Yes	SPP pg. 12
Procedures for oversight and monitoring of contractors compliance with security requirements	N/A	
Security and threat awareness training	Yes	SPP pg. 36
Procedures for SPP maintenance and distribution: includes disclosure prohibition per <i>Section 119.071(3)(a), F.S.</i>	Yes	SSP pgs. 26, 53

Deficiency: The FDOT mandated language as to which events are investigated is not included. The plan is also missing security goals and objectives and the certification requirement.

Areas of Concern: The plan does not include the transmittal letter showing it was sent to FDOT. This plan was recently rewritten and it is expected that it will be sent to FDOT for certification in the beginning of the next 2018.

Observation/Recommendation: None

(3) Wireless Communication Plan (WCP) (Section 14-90.004(1)(a)12, FAC)

Flagler County has a wireless communication plan that is comprised of several elements. These elements are contained in their SSPP. Training on the wireless communication plan and associated policies and practices are included in all new employee training and an acknowledgement of receipt of this policy is required for each.

At a minimum, the WCP appropriately addresses the following safety elements and requirements	Yes/No	Location of Element(s)
Prohibits the use of a personal wireless communications device while the transit vehicle is in motion	Yes	SSPP pg. 41
Plan requires that all personal wireless communications devices be turned off, with any earpieces removed from the operator's ear while occupying the driver's seat	Yes	SSPP pg. 41
Contains a policy on the use of a wireless communications device issued to the operator by the transit system	Yes	SSPP pg. 41
Has guidelines developed for the use of a wireless communications device in emergency situations (example: medical emergencies, family emergencies, and/or when regular issued equipment is inoperable during the emergency)	Yes	SSPP pg. 41
Has a policy or procedure that, guarantees the use of a wireless communications device will not interfere the operator's safety related duties	Yes	SSPP pg. 41
Has a wireless communications driver educational training program	Yes	Documented in training files

The driver educational program address's the proper use of a wireless communications device issued by the transit system	Yes	Documented in training files
The driver educational program addresses hazards (accidents/incidents) associated with the use of a wireless communications device	Yes	Documented in training files

Deficiency: None

Areas of Concern: None

Observation/Recommendation: None

(4) Qualification, Selection and Training of Drivers (Section 14-90.004(3), FAC)

Flagler County is in compliance with driver qualifications, selection processes and training requirements consistent with Section 14-90.004(3), FAC. Elements specific to each of these requirements are delineated in (agency name) SSPP. These requirements are summarized below and discussed in the subsequent section.

The bus transit system has established the following criteria for the selection and qualification of all drivers	Yes/ No	Location of Element(s)
Standards for driver qualifications and criteria for background checks	Yes	SSPP pg. 16
Driver and criminal background checks for all new drivers	Yes	SSPP pg. 16
Verification and documentation of valid driver licenses for employees who drive buses	Yes	SSPP pg. 16
The bus transit system has a driver training program that provides explicit instructional and procedural training and testing in the following areas:		
Bus transit system safety and operational policies and procedures	Yes	SSPP pg. 18
Operational bus and equipment inspections	Yes	SSPP pg. 18
Bus equipment familiarization	Yes	SSPP pg. 18
Basic operations and maneuvering	Yes	SSPP pg. 18

The bus transit system has established the following criteria for the selection and qualification of all drivers	Yes/ No	Location of Element(s)
Specific instructions to the bus driver on how to safely approach and depart from a transit bus stop to avoid contact with pedestrians and other hazards	No	
Boarding and alighting passengers	Yes	SSPP pg. 18
Operations of wheelchair lifts and other special equipment	Yes	SSPP pg. 18
Defensive driving	Yes	SSPP pg. 18
Passenger assistance and securement	Yes	SSPP pg. 18
Handling of emergencies and security threats	Yes	SSPP pg. 18
Security & threat awareness	Yes	SSPP pg. 18
Driving conditions	Yes	SSPP pg. 18

Flagler County requires their drivers to hold a current commercial driver's license with Passenger Endorsement who are driving vehicles with a gross vehicle weight ratio of 26,000 pounds or over or any vehicle designed to accommodate 15 or more passengers including the driver.

Flagler County conducts a level 2 background check. This screening includes the following:

- Social Security number validation
- Identification of applicant's county of residence for the past seven years through a Social Security check with criminal background check
- FDLE felony criminal history for all counties in Florida, and out of state criminal background checks
- Education verification
- Driving records for the past three years from every State that the applicant lists as a previous residence
- Employment reference checks

All trainees must complete an on the road training program covering all aspects of driving duties. Due to varying levels of expertise and experience, the program is adapted to meet the needs of each trainee. After initial training, each new driver is assigned to an experienced supervisor or driver for continued orientation and observation. Only when the driver is deemed to be fully trained will they be permitted to operate a vehicle in revenue service.

The team reviewed 10 full time operators' records to ensure that all licenses and training requirements were in compliance with Chapter 14-90, FAC and the agency's SSPP.

Deficiency: How to safely approach and depart from a transit bus stop is not listed in the training or testing sections of the SSPP.

Areas of Concern: Two of the reviewed files did not have a current driver's license on file. Two other files had expired driver's licenses in the file.

Observation/Recommendation: None

Initial Training

The review team analyzed 10 driver files.

Deficiency: Many of the topics listed in 14-90 FAC were not covered according to file review.

Areas of Concern: None

Observations/Recommendations: None

(5) Operational and Safety Procedures (Section 14.90.004(3)(e), FAC)

Flagler County is in compliance with Operational and Safety Procedures provided in Section 14-90.004(3)(e), FAC. Flagler County addresses all section of the Operational and Safety Procedures section of 14-90. The specific location of these required elements are provided in the following table.

Bus transit system provides the following written operational and safety procedures	Yes/No	Location of Element(s)
Communication & handling of hazards, unsafe conditions, security threats, and emergencies.	Yes	Operator Handbook pg. 16
Familiarization and operation of safety and emergency equipment, wheelchair lift equipment and restraining devices.	Yes	SSPP pg. 18
Application and compliance with all applicable federal and state laws, rules, and regulations.	Yes	SSPP pg. 37
Requirements for drivers to complete and submit a daily inspections report. (Rule 14-90.006, F.A.C.)	Yes	SSPP pg. 26

Bus transit system provides the following written operational and safety procedures	Yes/No	Location of Element(s)
A requirement for buses to be operated at all times in compliance with applicable traffic regulations, ordinances, and laws of the jurisdiction in which they are being operated	Yes	SSPP pg. 37

Deficiency: None

Areas of Concern: None

Observation/Recommendation: None

(6) Records Maintenance, Retention and Distribution (Section 14-90.004(3), FAC)

Records of bus driver background checks and qualifications, driver training, driver duty status (including total days worked and reporting on/off duty times) are maintained in with Section 14-90.004(3)(g), FAC, as summarized in the table below.

The bus transit system maintain the following records for at least four years	Yes/No	Location of Element(s)
Driver Records Rule 14-90.004(3)(g), FAC		
Records of bus drivers background checks and qualifications	Yes	SSPP pg. 22
Detailed description of training administered & completed by each driver	Yes	SSPP pg. 22
Each bus driver's daily duty status: total days worked, on-duty hours, driving hours and time reporting on and off duty	Yes	SSPP pg. 22
Event and Incident Reporting and Investigation Records Rule 14-90.004(7), F.A.C.		
Notification and investigation reports, findings, causal factors, corrective action plans, supporting documents	Yes	SSPP pg. 22
Medical Records Rule 14-90.0041(4), F.A.C.		

Required proof of biennial, pre-employment, and any follow-up medical exams of employee bus drivers	Yes	SSPP pg. 22
SSPP & SPP Review and Revision Rule 14-90.010(d), F.A.C.		
Reviews of the SSPP and SPP have been conducted to ensure they are up-to-date	Yes	SSPP pg. 22

Accident/incident reporting, including investigation reports and determinations, are also maintained consistent with Section 14-90.004(6) (a-b), FAC. Accident data is collected and retained by Flagler County on an ongoing basis. . Other records maintained in compliance with Section 14-90.004(6) include medical examination documentation (pre-employment and biennial) and SSPP and SPP revisions with corresponding dates.

No files were reviewed for driver's hours or background checks. These files are maintained by Flagler County Human Resources (not Flagler Transit) and the review team was denied access to the files.

Deficiency: None

Areas of Concern: Flagler County should implement a policy requiring follow up background checks and/or driver's reporting to the agency of any arrests. It is recommended that Flagler Transit work with Flagler County to ensure that all files have a background check in them.

Observation/Recommendation: None

(7) Drug Free Workplace (Section 14-90.004(3)(h), FAC)

The findings for this section are provided in a separate report.

(8) Bus Maintenance (Section 14-90.004(4), FAC)

The findings for this section are provided in a separate report.

(9) Event Investigation (Section 14-90.004(5), FAC)

Event investigation is the responsibility of (agency name) staff and the agency is in compliance with event investigation requirements consistent with Section 14-90.004(5), F.A.C.

A summary of this segment is provided in the table below.

Bus transit systems addresses investigation of events as follows	Yes/No	Location of Element(s)
---	---------------	-------------------------------

Bus transit systems addresses investigation of events as follows	Yes/No	Location of Element(s)
Bus transit system has written investigation policy or procedure(s) for any event involving a bus or taking place on the bus transit system	Yes	SSPP pg. 33
Investigation is conducted for a fatality or where an individual is confirmed dead within 30 days of a bus transit event	Yes	SSPP pg. 33
Investigation is conducted for injuries involving medical attention away from the scene for two or more individual	Yes	SSPP pg. 33
Investigation are conducted for property damage over \$1,000 to transit system buses, non-bus transit system vehicles, other bus system property or facilities, or any other property	Yes	SSPP pg. 33
Investigation is conducted for evacuation of bus due to life safety event, where there is imminent danger to the passengers	Yes	SSPP pg. 33
Events are investigated and documented in a final report that includes a description of the investigation activities, identified causal factors and any identified corrective actions	Yes	SSPP pg. 33
Corrective action plans are developed by the bus transit system that will identify planned actions and schedule for implementation	Yes	SSPP pg. 33
Bus transit system monitors and tracks the implementation and completion of each corrective action	Yes	SSPP pg. 33

(9.1) Accident Investigation

Answers provided in bold (bold answers)

- | | | | |
|----|--|-----------------------|-----------|
| 1. | Does the transit system have a method in place to review accidents/incidents? | Yes | No |
| 2. | Is there an accident/incident review committee? | Yes | No |
| 3. | Who is on the accident/incident review committee?
Transit Manager | Yes | No |
| 4. | Does the review determine whether the accident/incident was an organizational issue? | Yes | No |
| 5. | How often does the committee meeting? | When necessary | |
| 6. | Does the committee address security issues? | Yes | No |
| 7. | Does the committee decide preventability? | Yes | No |
-
8. What are guidelines for preventability?
Determined by Transit Manager
9. If an organizational issue, how is that documented and addressed?
Reviewed by executive team.
10. Agency policy should explain how the agency will document each investigation in a final report that must provide a description of investigation activities, identified contributory factors, and any identified corrective action plan. This part should also list requirements for any refresher training and the retention of reports for a period of no less than 4 years.
- Having a copy of the local law enforcement agency report should only be a part of the agency investigation/report.
Retained by the Transit Manager
11. What follow-up system is in place to ensure that the corrective action is working?
A follow up review of driver files.
12. If it was the operator's fault, what corrective action was taken?
Retraining.
13. Performing a trend analysis of data provides the ability to determine the effectiveness of the organization in managing its activities and improving its proficiency in safety efforts. Completing a trend analysis on the program elements provides a summary of compliance rates, areas of violation, schedule adherence, and summary of corrective action plan activities and follow activities.
- Not currently done.**

14. Annual/periodic safety and hazard reports & analysis of data.

Not currently done.

5 event files were reviewed. All files were complete containing all necessary information.

Deficiency: None

Areas of Concern: Trend analysis of accidents and incidents, to include security incidents, should be done at least annually. Two of the event files reviewed found the driver at fault and no remedial training was conducted.

Observation/Recommendation: It is suggested that at least one other person review accidents for preventability. This could be a supervisor or driver to allow for more experienced operators to weigh in on preventability.

(10) Medical Examinations for Bus Transit System Drivers (Section 14-90.0041, FAC)

The requirements for medical examinations for bus transit system drivers is provided in Section 14-90.0041, FAC. This section includes:

14-90.0041 Medical Examinations for Bus Transit System Drivers.

(1) Bus transit systems shall establish medical examination requirements for all applicants to driver positions and for existing drivers. The medical examination requirements shall include a pre-employment examination for applicants, an examination at least once every two years for existing drivers, and a return to duty examination for any driver prior to returning to duty after having been off duty for 30 or more days due to an illness, medical condition, or injury.

(2) Medical examinations shall be performed and recorded according to qualification standards adopted by the bus transit system, provided the medical examination qualification standards adopted by the bus transit system meet or exceed those provided in Department Form Number 725-030-11, Medical Examination Report for Bus Transit System Driver, Rev. 05/09, hereby incorporated by reference.

(3) Medical examinations shall be performed by a Doctor of Medicine or Osteopathy, Physician Assistant, or Advanced Registered Nurse Practitioner licensed or certified by the State of Florida. If medical examinations are performed by a Physician Assistant or Advanced Registered Nurse Practitioner, they must be performed under the supervision or review of a Doctor of Medicine or Osteopathy. . .

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

For determining compliance with the medical examination requirements specified in Section 14-90.0041, FAC, the reviewers only inspected the medical examination certificates to determine certification status, dates, signatures, and completeness of information. **The**

review(s) did not record or document any individual’s personal medical history or examination results.

The team reviewed 10 full time operators’ records, to insure that all medical examinations and training requirements were in compliance with Chapter 14-90, FAC and the agency’s SSPP.

Bus transit system has established the following medical examination requirements for all applicants to driver positions and for existing drivers	Yes/No	Location of Element(s)
Medical examination requirements are established using Form Number 725-030-011, effective 05/09, or an equivalent form that meets or exceeds standards	Yes	SSPP pg. 35
Medical examinations are completed for new drivers	Yes	SSPP pg. 35
Bus transit system has on file a completed and signed medical examination certificate (signed by medical examiner and driver) for each bus driver, dated within the past 24 months	Yes	SSPP pg. 35

Deficiency: None

Areas of Concern: None

Observation/Recommendations: None

(11) Operating and Driving Requirements (Section 14-90.006, FAC)

Flagler County has a comprehensive series of established policies and procedures that address operating and driving requirements, as presented in the table above.

Bus transit system has established the following medical examination requirements for all applicants to driver positions and for existing drivers	Yes/No	Location of Element(s)
--	---------------	-------------------------------

Bus transit system has established the following medical examination requirements for all applicants to driver positions and for existing drivers	Yes/No	Location of Element(s)
A procedure for a bus transit system driver to report the suspension or revocation of a license to operate a motor vehicle immediately or no later than the end of the business day following the day he or she received the notice	Yes	SSPP pg. 37
A process for tracking and monitoring on duty and driving hours compliant with the driving and on-duty hours standards of Rule 14-90.006, F.A.C.	Yes	SSPP pg. 38
A driver that has been required to drive for 12 hours in a 24 hour period or a driver that has been on duty for 16 hours in a 24 hour period has had 8 hours off duty prior to returning to duty	Yes	SSPP pg. 38
A driver that has been on duty for 72 hours in any period of seven consecutive days has had 24 consecutive hours off duty prior to returning to duty	Yes	SSPP pg. 38
Pre-operational or daily inspections and reporting are required for drivers to identify defects and deficiencies	Yes	SSPP pg. 39
A process or procedure exists to address and resolve deficiencies and record corrective actions for inspection findings	Yes	SSPP pg. 39

Bus transit system has established the following medical examination requirements for all applicants to driver positions and for existing drivers	Yes/No	Location of Element(s)
Inspections address the following parts and devices to ascertain that they are in safe condition and good working order: service brakes, parking brakes, tire and wheels, steering, horn, lighting devices, windshield wipers, rear mirrors, passenger doors, exhaust system, equipment for transporting wheelchairs, and safety, security, and emergency equipment	Yes	SSPP pg. 36
Requirement that a bus with any passenger door in the open position shall not be operated with passengers aboard	Yes	SSPP pg. 39
During darkness, interior lighting and lighting in stepwells on buses shall be sufficient for passengers to enter and exit safely	Yes	SSPP pg. 39
Prohibition against passengers occupying the stepwell or any area forward of the standee line while the bus is in motion	Yes	SSPP pg. 39
Prohibitions for fueling buses in closed building or refueling while passengers are on-board	Yes	SSPP pg. 39
Requirement for the driver to be properly secured to the driver's seat with a restraining belt at all times while the bus is in motion	Yes	SSPP pg. 39
Requirement that buses shall not be left unattended with passengers aboard for longer than 15 minutes	Yes	SSPP pg. 39
Requirement that buses shall not to be left unattended in an unsafe condition with passengers aboard at any time	Yes	SSPP pg. 39

Deficiency: None

Areas of Concern: While the SSPP has the requirement to track the driver's hours, there is no documentation that this is being done.

Observation/Recommendation: None

(12) Vehicle Equipment Standards & Procurement Criteria (Section 14-90.007, FAC)

The findings for this section are provided in a separate report.

(13) Vehicle Safety Inspections (Section 14-90.009, FAC)

The finding for this section are provided in a separate report.

(14) Route Check

2 route checks were conducted.

Deficiencies: None

Areas of Concern: None

Suggestions/Recommendations:

Summary of Deficiencies, Areas of Concern, Observations/Recommendations

The following section identifies those areas reviewed for which there were findings, areas of concern, or observations/recommendations. If a specific review area is not mentioned, (agency name) is performing in compliance with those sections.

1. System Safety Program Plan (Section 14-90.004(1), FAC)

Deficiency: None

Areas of Concern: Policy needs to be added to meet the FDOT guidelines of keeping a copy of each current driver's license on file and how often the driving record will be checked.

Observation/Recommendation: None

2. Develop and Adopt a Security Program Plan (Section 14-90.004(2), FAC)

Deficiency: The FDOT mandated language as to which events are investigated is not included. The plan is also missing security goals and objectives and the certification requirement.

Areas of Concern: None

Observation/Recommendation: The plan does not include the transmittal letter showing it was sent to FDOT. This plan was recently rewritten and it is expected that it will be sent to FDOT for certification in the beginning of the next 2018

3. Wireless Communication Plan (Section 14-90.004 (1)(a)12, FAC)

Found to be in compliance.

4. Qualification, Selection and Training of Drivers (*Section 14-90.004(3), FAC*)

Deficiency: None

Areas of Concern: Two of the reviewed files did not have a current driver's license on file. Two other files had expired driver's licenses in the file.

Observation/Recommendation: None

Initial Training

Deficiency: Many of the topics listed in 14-90 FAC were not covered according to file review. Which topics were not covered depended on the individual file, although common to all files were: Agency policies and procedures, operational bus and equipment inspection, bus equipment familiarization, 14-90, training on all vehicle types, defensive driving, boarding and alighting, security and threat awareness, driving conditions, emergency equipment and state and federal laws.

Areas of Concern: None

Observations/Recommendations: None

5. Operational and Safety Procedures (*Section 14.90.004(3)(e), FAC*)

Found to be in compliance.

6. Records Maintenance, Retention and Distribution (*Section 14-90.004(3), FAC*)

Deficiency: None

Areas of Concern: Flagler County should implement a policy requiring follow up background checks and/or driver's reporting to the agency of any arrests. It is recommended that Flagler Transit work with Flagler County to ensure that all files have a background check in them.

Observation/Recommendation: None

9. Event Investigation (*Section 14-90.004(5), FAC*)

Deficiency: None

Areas of Concern: Trend analysis of accidents and incidents should be done at least annually. Two of the event files reviewed found the driver at fault and no remedial training was conducted.

Observation/Recommendation: It is suggested that at least one other person review accidents for preventability. This could be a supervisor or driver to allow for more experienced operators to weigh in on preventability.

10. Medical Examinations for Bus System Transit Drivers (*Section 14-90.0041, FAC*)

Found to be in compliance.

11. Operating and Driving Requirements

Deficiency: None

Areas of Concern: While the SSPP has the requirement to track the driver's hours, although there is no documentation that this is being done.

Observation/Recommendation: None

14. Route Check

Found to be in compliance.

Section D: Substance Abuse Management Program Review

FLAGLER COUNTY TRANSPORT SUBSTANCE ABUSE MANAGEMENT REVIEW

Prepared for:
Florida Department of Transportation
District 5 – Public Transit Office

Prepared by:
Center for Urban Transportation Research
University of South Florida
4202 E. Fowler Avenue
Tampa, FL 33620

SUBSTANCE ABUSE MANAGEMENT REVIEW

FLAGLER COUNTY TRANSPORT

by

FLORIDA DEPARTMENT OF TRANSPORTATION

**DISTRICT 5
PUBLIC TRANSIT OFFICE**

DRAFT REPORT

Review Date(s): 11/14/2017 **Draft Report Date:** 11/28/2017

Final Report Date: TBD

Approved by:

Name:

Title: D5 Public Transit Office

Phone:

Reviewer/Consultant: Diana Byrnes

Phone: 813-426-6980 **Email:** byrnes@cutr.usf.edu

Review Period:

January 1, 2017 – October 31, 2017

Contractor/Consultant:

University of South Florida – Center for Urban Transportation Research
4202 E. Fowler Avenue-CUT100, Tampa, FL 33620
813-974-3120

I. INTRODUCTION

On November 14, 2017 the Center for Urban Transportation Research performed an onsite Substance Abuse Management review of Flagler County Transport in Bunnell, Florida.

The purpose of the review is to measure the agency's compliance with the Federal Transit Administration's Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations regulations; codified as 49 CFR Part 655 and the US Department of Transportation Procedures for Workplace Drug and Alcohol Testing Programs; codified as 49 CFR Part 40.

The FDOT representative conducting the review:

Ms. Diana Byrnes, CSAPA, Substance Abuse Management Specialist

Agency representatives consulted during the review process:

Trevor Martin, Flagler County Transport

Bob Owen, Flagler County Transport

(Note: agency's Designated Employer Representative (DER), Heidi Petito was not present)

II. SYSTEM INFORMATION

General Information

Flagler County Transport is a sub-recipient of 5311 funding from the Florida Department of Transportation. Receipt of these funds requires compliance with the Federal Transit Administration's Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations regulations; codified as 49 CFR Part 655 and the US Department of Transportation Procedures for Workplace Drug and Alcohol Testing Programs; codified as 49 CFR Part 40.

III. SUBSTANCE ABUSE MANAGEMENT REVIEW CHECKLIST ITEMS

1. Adoption and dissemination of anFTA compliant substance abuse policy statement in accordance with 49 CFR Part 655.15
2. Implementation of a compliant education and training program in accordance with 49 CFR Part 655.14
3. Use of compliant providers for specimen collection, alcohol testing, laboratory analysis, program administration, MRO services and Substance Abuse Professional referrals, in accordance with 49 CFR Part 40
4. Pre-employment Drug and Alcohol Background Checks in accordance with 49 CFR Part 40.25
5. Implementation and execution of a compliant random testing program in accordance with 49 CFR Part 655.45
6. Post-accident testing conducted in accordance with established criteria, testing windows and in accordance with 49 CFR Part 655.44

7. Reasonable Suspicion training and protocol established in accordance with 49 CFR Part 655.43
8. Records management, security and retention in accordance with 49 CFR Part 655.71-73

IV. EXPLANATION OF FINDINGS

Any finding resulting from the review will be categorized as follows:

Areas of Concern: Weakness in the adoption and implementation of the required elements of a drug and alcohol testing program in compliance with US DOT and FTA regulations; 49 CFR Part 40 and Part 655. Recommendations will be provided to address areas of concern. The transit system must respond to all recommendations resulting from areas of concern.

Deficiency: Areas found to be deficient or inadequate in complying with US DOT and FTA regulations; 49 CFR Part 40 and Part 655. Requirements will be indicated to address deficiency. The bus transit system is required to initiate corrective action or develop a corrective action plan for deficiency.

Observation: An offered suggestion, view or comment regarding implementation of drug and alcohol testing practices. An observation may address or refer to information obtained during the review.

Corrective Action Plan: Action(s) required to correct deficiency, including individual(s) and departments responsible for completing each action, plan and actual date(s) of completion, and rationale for incomplete or postponed action as necessary.

V. AREAS OF CONCERN, DEFICIENCIES, OBSERVATIONS

Described below are the findings derived from inspection of each of the eight areas identified in the review. Findings shall consist of actual information obtained during the review and identified as an “Area of Concern” or “Deficiency,” as applicable. A sampling of records may be performed for any individual area. Observations are not intended to reflect a condition of non-compliance.

(1) Substance Abuse Policy Statement Requirements (49 CFR Part 655.15)

FTA regulations outline minimum policy statement requirements, per 49 CFR Part 655.15. In addition to the minimum policy statement requirements, transit agency substance abuse policies must clearly identify the testing authority for all testing in which safety-sensitive employees are subject. The policy must also clearly identify the USDOT and employer consequences when the policy has been violated (i.e.; MRO verified positive drug test, confirmed alcohol result of 0.04 or greater and refusals to test).

Concerns: The agency has adopted an older version of the FDOT model policy template. The FDOT model was revised in October 2011 in response to an FTA audit finding. All 5311 sub-recipient agencies were required to adopt the revised model policy prior to January 31, 2012.

Deficiency: Policy is not current FDOT model.

Observations: Due to recent amendments made to 49 CFR Part 40, FDOT will be revising the current 2011 model policy. It is anticipated that the new policy will be released for sub-recipient adoption in early 2018. Therefore, the agency is advised to keep their current policy in use until the new model policy is adopted by the agency. Reviewer will notify agency and district officials of the release of the new FDOT model policy.

(2) Education and Training Program (49 CFR Part 655.14)

FTA covered employers must develop an education and training program for all safety-sensitive employees and for those designated and authorized to make reasonable suspicion testing referrals. The agency's training program must meet the following FTA minimum requirements:

1. Display and distribution of informational material, to include a community service hotline phone number for employee assistance
2. A minimum of sixty minutes of training on the effects and consequences of prohibited drug use, delivered to all safety-sensitive employees
3. Supervisor/company official training: Minimum of sixty minutes of training on the signs and symptoms of probable prohibited drug use and an additional minimum sixty minutes of training on the signs and symptoms of probable alcohol misuse

Areas of Concern:

1. The "display and distribution" requirement (described in 1; above) is being met. Reviewer noted the posted signs for an EAP and the distribution of policy. There are no concerns related to this portion of the required training.
2. Agency is using a training platform call TOPCO, which includes a module on prohibited drug use. Reviewer contacted the developer of the software program to inquire about the content. The software developer claimed that the module meets the minimum FTA training requirement for all safety-sensitive employees (described in 2; above). No area of concern for this portion of the required training.
3. Agency does not have any supervisors/company officials that have been appropriately trained to make reasonable suspicion testing referrals. This training must be provided as soon as possible to a number of supervisors/company officials to ensure that referrals for testing can be made when signs and symptoms of impairment are recognized.

Deficiency: Agency has not supplied the required training to any supervisor and/or company official to make reasonable suspicion testing referrals.

Observation: FDOT funded the production of a training program called REACT- Reasonable Suspicion Determination Training for Supervisors. The video and associated workbook are available for download from the FDOT Substance Abuse Management website:

<http://sam.cutr.usf.edu>

Additional note: Agency does not have designated personnel to deliver training. Reviewer strongly recommends that the agency assign a trainer to ensure that the FTA drug and alcohol training requirements are continually being met.

(3) Use of Compliant Drug and Alcohol Service Provider (49 CFR Part 40)

Flagler County Transport benefits from the statewide contracted services of FirstSource Solutions. The contracted third-party administrator (FirstSource Solutions) provides DOT qualified urine specimen collection personnel, alcohol test technicians, laboratories, and Medical Review Officers. FDOT performs oversight of the statewide third-party administrator; however the user agency (employer) is responsible for ensuring that local service providers are remaining compliant. User agencies (employers) must report areas of non-compliance to FDOT when noted.

Areas of Concern: None.

Deficiency: None.

Observation: Reviewer noticed that alcohol testing records were not being transmitted to the agency by MediQuick. Upon further inspection, reviewer also noted that MediQuick, has been billing the agency directly for urine collections, which are part of the all-inclusive fee paid to FirstSource Solutions, per test. Reviewer contacted MediQuick to obtain the three missing alcohol testing records. Reviewer also contacted FirstSource regarding the billing issue and the missing alcohol test records. FirstSource spoke with a representative from MediQuick on November 24th to obtain the alcohol testing records and record them in the FDOT testing database. FirstSource also reviewed the proper billing procedure with MediQuick. In the future, Flagler County Transport should be careful to only pay the invoices from FirstSource Solutions and report to FirstSource when invoices are received from MediQuick.

(4) Pre-employment Administrative Requirements and Testing

49 CFR Part 40.25 requires applicants sign a consent form allowing the release of drug and alcohol testing information from previous DOT employers (for a period of two years prior) to the applicant's perspective employer. Additionally, DOT regulations require that employers ask applicants if they have ever tested positive or refused to submit to any DOT required drug or alcohol test.

49 CFR Part 655.41(a)(1) requires pre-employment negative drug test results must be received by the employer, prior to the employee's first performance of safety sensitive.

49 CFR Part 655.41(d) requires pre-employment testing must be performed when an employee has been on an extended leave of absence and has been removed from the random testing pool for a period of ninety-days or more. A negative result must be received by the employer, prior to the employee resuming any safety-sensitive duty.

Areas of Concern: None. Flagler County Human Resources performs the previous employer drug and alcohol background checks and ensures that pre-employment negative drug test results are received prior to the new hire performing any safety-sensitive function, including behind-the-wheel training.

Deficiency: None.

Observation: Although the county is handling the pre-employment requirements under this program, it is important that the transit agency DER ensures that no safety-sensitive duties are performed by any new hire until the pre-employment negative drug test result is received, this includes behind-the-wheel training. Additionally, the transit agency DER must closely monitor an employee's extended absence of 90 days or more. When employees are removed from the random testing pool, a PRE-EMPLOYMENT drug test with negative results is received prior to the employee resuming safety-sensitive duties.

(5) Implementation of a Compliant Random Testing Program (49 CFR Part 655.45)

49 CFR Part 655.45 (g) states that each employer shall ensure that random drug and alcohol tests conducted under this part are unannounced and unpredictable, and that the dates for administering random tests are spread reasonably throughout the calendar year. Random testing must be conducted at all times of day when safety-sensitive functions are performed.

Areas of Concern: Agency's testing records reveal a weakness in the proper implementation of random testing:

1. Random testing performed in the first quarter of 2017 was not spread throughout the testing period, all tests were performed in January.
2. Some selected employees were not tested, alternate selections not used in order selected and one employee was sent for a random test but had not been selected for testing. (This may be due to mis-marked test types).
3. Random employee pool updates are not being sent to TPA each quarter. This means that there are safety-sensitive employees that are not included in the random testing pool. All covered employee information must be provided to the TPA prior to each new draw.

Deficiency: Random testing program is not being implemented in accordance with 49 CFR Part 655.45.

Observation: Agency can obtain instructions for updating the employee random pool from FirstSource Solutions. Reviewer will assist in assuring that the pool is updated prior to January 1, 2018.

(6) Post Accident Testing (49 CFR Part 655.44)

The FTA has established specific thresholds and criteria that when met, require and authorize employers to conduct post accident drug and alcohol testing of an operator and any other covered employee whose actions may have contributed to the event (49 CFR Part 655.4 & 655.44). When the thresholds are not met, the agency is PROHIBITED from conducting federal random testing.

Employers may test under their own authority when FTA thresholds are not met, provided that the employer creates a policy and delineates the testing thresholds from FTA tests. Tests performed under employer authority must not be conducted using Federal testing forms.

Areas of Concern: Flagler County Transport has been conducting FTA post-accident testing when the thresholds for testing are not met. The county's policy requires post-accident testing using thresholds outside of the FTA criteria. Decision-makers must appropriately apply the separate thresholds when determining when an event/accident meets the thresholds for FTA testing. When the event/accident does not meet the FTA thresholds for testing, but *does* meet the county's thresholds for testing, post-accident drug and alcohol tests must be performed on NON-DOT (non-federal) testing forms.

Deficiency: Post-accident testing performed when the thresholds for testing have not been met, resulting in unauthorized, prohibited tests. Please refer to 49 CFR Part 655.4 (definition of an accident).

Observation: FDOT produced a brief training video on the topic of FTA Post Accident Testing Determinations. The video may be viewed using a link posted to the FDOT Substance Abuse Management Website, under "Training Tools": <http://sam.cutr.usf.edu>

(7) Reasonable Suspicion Training and Protocol (49 CFR Part 655.43)

An employer shall conduct a drug and/or alcohol test when the employer has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. An employer's determination that reasonable suspicion exists shall be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the covered employee. A supervisor or other company official who has been trained in detecting the signs and symptoms of drug use and alcohol misuse must make the required observations.

Areas of Concern: Agency did not conduct any reasonable suspicion testing during the period of review. However, agency does not have any trained supervisors/company

officials to make reasonable suspicion testing referrals. Supervisors must receive the FTA required training prior to making a referral for reasonable suspicion; at this time an employee who exhibits signs or symptoms of prohibited drug use or alcohol misuse cannot be referred for testing. Agency must prioritize the training of enough supervisors to cover all hours of the day that safety-sensitive functions are performed.

Deficiency: Refer to Section 2 deficiency.

Observation: FDOT funded the production of a training program called REACT-Reasonable Suspicion Determination Training for Supervisors. The video and associated workbooks are available for download from the FDOT Substance Abuse Management website: <http://sam.cutr.usf.edu>

(8) Records Management, Security and Retention (49 CFR Part 655.71-73)

FTA rule requires that drug and alcohol testing records and related documents be stored in a secure location with controlled access and in accordance with minimum record retention periods. Federal testing records must not be combined with other personnel records. Access must be limited to only the DER and a “back-up” individual with knowledge of the program. Testing records may not be released to any party (including the tested employee) without express written consent.

Areas of Concern: Testing records are incomplete.

Deficiency: Agency is not obtaining and maintaining testing records in accordance with FTA record management regulations.

Observation: For each testing event, the file should contain a complete record to include a testing notification form, the employer copy of the Federal Custody and Control Form, a printed MRO verified drug test result report and an employer copy of the DOT Alcohol Testing Form (when applicable). Additionally, records should include documentation of the action that authorized the testing (for example, a post-accident testing decision form with each post-accident test result; the random selection list with the random drug and alcohol test results for that testing period, etc.)

Reviewer has provided the agency with a prepared presentation regarding best practices in record management and retention. Reviewer recommends filing testing documents by year and by test type (rather than employee name).

VI. SUMMARY OF REVIEW AND ADDITIONAL COMMENTS

Flagler County Transport will need to address several factors in the FTA drug and alcohol testing program in order to gain compliance.

The agency's Designated Employer Representative (DER) is identified as Heidi Petito in the FirstSource/FDOT database, however Trevor Martin represented the agency during the

review. Reviewer recommends that the agency develop clearly defined roles in relation to this program. Once the roles are clearly defined, the DER should participate in program compliance training offered by FDOT in various forms (webinars, classroom sessions, videos, etc.). Additionally, reviewer recommends assigning a specific member of the agency's personnel to develop, deliver and monitor required training for covered employees and supervisors.

Reviewer is also available at all times (24/7) to provide phone consultation regarding drug and alcohol testing events, program concerns, questions or issues. This is a service provided by the Florida Department of Transportation to all Florida transit agencies.

Contact: Diana Byrnes, CSAPA Cell phone: 813-426-6980

Flagler County Transport is encouraged to benefit from the bounty of resources funded by FDOT and made available to all transit agencies throughout the state of Florida. Please visit the FDOT Substance Abuse Management Website to learn more about the available resources: <http://sam.cutr.usf.edu>

Section E: Vehicle Inventory Inspection

**FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT)
DISTRICT 5**



VEHICLE INVENTORY MANAGEMENT MONITORING REPORT

NAME OF AGENCY REVIEWED: Flagler County Public Transportation

ADDRESS: 1769 E. Moody Boulevard, Bunnell, FL

DUNS NUMBER: 808-206-494

AGENCY STAFF PRESENT AT REVIEW: Trevor Martin (Transportation Manager)

DATE/TIME OF REVIEW: November 14, 2017 at 10:00am

REVIEWER(S): Matt McIntosh (TranSystems) and Zach Balassone (TranSystems)

Issues or Concerns Warranting a Return Visit: ☒ YES ☐ NO

If YES, within what time frame? Following receipt of the agency's CAP response

This monitoring review assesses the transit agency's adherence to the requirements for continuing management control, inventory, transfer and disposal actions for vehicles procured under the ***Federal Transit Administration (FTA) Section 5310 (Elderly and Persons with Disabilities) and Section 5311 (Non-urbanized Area Formula)*** programs, and public transit vehicles (excluding public transit fleet lease vehicles) in which the Florida Department of Transportation (hereafter referred to as "the Department") participated 50% or more in the purchase price. Vehicle inventory management reviews are conducted annually for agencies with more than 20 vehicles and biennially for agencies with less than 20 vehicles.

Flagler County Public Transportation Vehicle Inventory

FDOT CONTROL NUMBER	VIN #	Year	Make
90562	1G1ZS58N87F298456	2007	Chevy
91550	1GB9G5AG1A1128937	2010	Chevy
91581	1GB6G5CGXB1146676	2011	GMC
92505	1FDFE4FS2CDA92880	2012	Ford
94550	1FDFE4FS9CDA94397	2012	Ford
94551	1FDFE4FS5CDA94400	2012	Ford
94552	1FDFE4FS2CDA94404	2012	Ford
94553	1FDFE4FS1CDA94409	2012	Ford
94554	1FDFE4FS1CDA94412	2012	Ford
94587	1FDFE4FS1FDA28138	2015	Ford
94588	1FDFE4FS3FDA28139	2015	Ford
94589	1FDFE4FXSFDA28140	2015	Ford
94590	1FDFE4FS7FDA35269	2015	Ford
95500	1FDFE4FS7GDC55335	2016	Ford
95501	1FDFE4FS1GDC55332	2016	Ford
95502	1FDFE4FS5GDC55334	2016	Ford
95505	1FDFE4FS3GDC55333	2016	Ford
95520	1FDFE4FS8HDC51568	2017	Ford
95522	1FDFE4FSXHDC51569	2017	Ford
95523	1FDFE4FS6HDC51567	2017	Ford
95524	1FDFE4FS6HDC51570	2017	Ford

On-Site Vehicle Review Form

VEHICLE MANUFACTURER: Chevy

VEHICLE MODEL: Malibu

SEATING CAPACITY: AMBULATORY 4 WHEELCHAIR 0

FDOT VEHICLE CONTROL NUMBER: 90562

AGENCY VEHICLE NUMBER: 21

VIN #: 1G1ZS58N87F298456

VEHICLE MILEAGE: 81,634

Review Items:

Fire extinguisher (check the indicator) ☒ Yes ☐ No ☐ N/A

Must have 1A:BC rating and bear the label of Underwriters Laboratories Inc.

Red box that contains reflectors and safety equipment ☒ Yes ☐ No ☐ N/A

Lights (check headlights, taillights, and turn signals) ☒ Yes ☐ No ☐ N/A

Windshield wipers ☒ Yes ☐ No ☐ N/A

Horn ☒ Yes ☐ No ☐ N/A

Check driver's seatbelt to make sure it is functional ☒ Yes ☐ No ☐ N/A

Wheelchair lift certification (if applicable) ☐ Yes ☐ No ☒ N/A

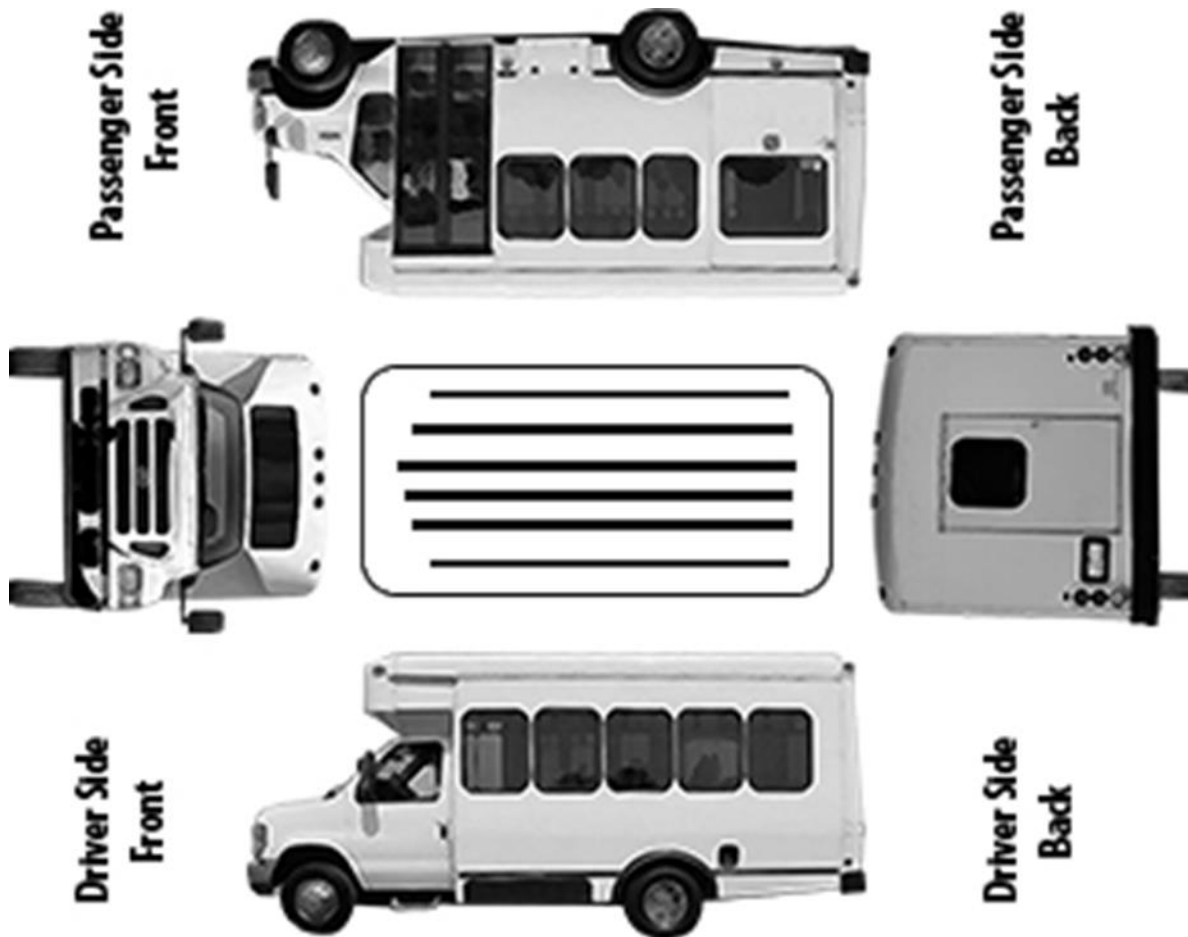
Florida Highway Safety & Motor Vehicle Exemption Form ☒ Yes ☐ No ☐ N/A

Current vehicle registration ☒ Yes ☐ No ☐ N/A

Current vehicle liability insurance ☒ Yes ☐ No ☐ N/A

Cleanliness ☒ Yes ☐ No ☐ N/A

Scratches or dents (if yes highlight on diagram) ☐ Yes ☒ No ☐ N/A



Additional vehicle review comments:

The vehicle was clean and free of body damage.

The agency shall have fire suppression inspections performed for all of their on-board systems.

Vehicle 90562 Pictures:



On-Site Preventative Maintenance File Review

VEHICLE MANUFACTURER: Chevy

VEHICLE MODEL: Malibu

SEATING CAPACITY: AMBULATORY 4 WHEELCHAIR 0

FDOT VEHICLE CONTROL NUMBER: 90562

AGENCY VEHICLE NUMBER: 21

VIN #: 1G1ZS58N87F298456

VEHICLE MILEAGE: 81,634

Review Items:

FDOT Program Maintenance (PM) folder being utilized ☒ Yes ☐ No ☐ N/A

Maintenance Milestone form is being utilized ☒ Yes ☐ No ☐ N/A

Preventative maintenance is being performed on schedule ☒ Yes ☐ No ☐ N/A

Copy of current vehicle registration
(Matching VIN #, current date) ☒ Yes ☐ No ☐ N/A

Copy of current vehicle liability insurance
(FDOT listed as certificate holder, correct coverage limits, current date) ☒ Yes ☐ No ☐ N/A

Annual safety certification ☐ Yes ☒ No ☐ N/A

PM Folder Review Comments:

The reviewer was unable to locate information regarding C inspections being performed.

The agency should ensure that all file folders are updated with current vehicle paperwork when new forms are issued.

On-Site Vehicle Review Form

VEHICLE MANUFACTURER: Chevy

VEHICLE MODEL: Bus

SEATING CAPACITY: AMBULATORY 14 WHEELCHAIR 2

FDOT VEHICLE CONTROL NUMBER: 91550

AGENCY VEHICLE NUMBER: 88

VIN #: 1GB9G5AG1A1128937

VEHICLE MILEAGE: 198,182

Review Items:

Fire extinguisher (check the indicator) ☒ Yes ☐ No ☐ N/A

Must have 1A:BC rating and bear the label of Underwriters Laboratories Inc.

Red box that contains reflectors and safety equipment ☒ Yes ☐ No ☐ N/A

Lights (check headlights, taillights, and turn signals) ☒ Yes ☐ No ☐ N/A

Windshield wipers ☒ Yes ☐ No ☐ N/A

Horn ☒ Yes ☐ No ☐ N/A

Check driver's seatbelt to make sure it is functional ☒ Yes ☐ No ☐ N/A

Wheelchair lift certification (if applicable) ☒ Yes ☐ No ☐ N/A

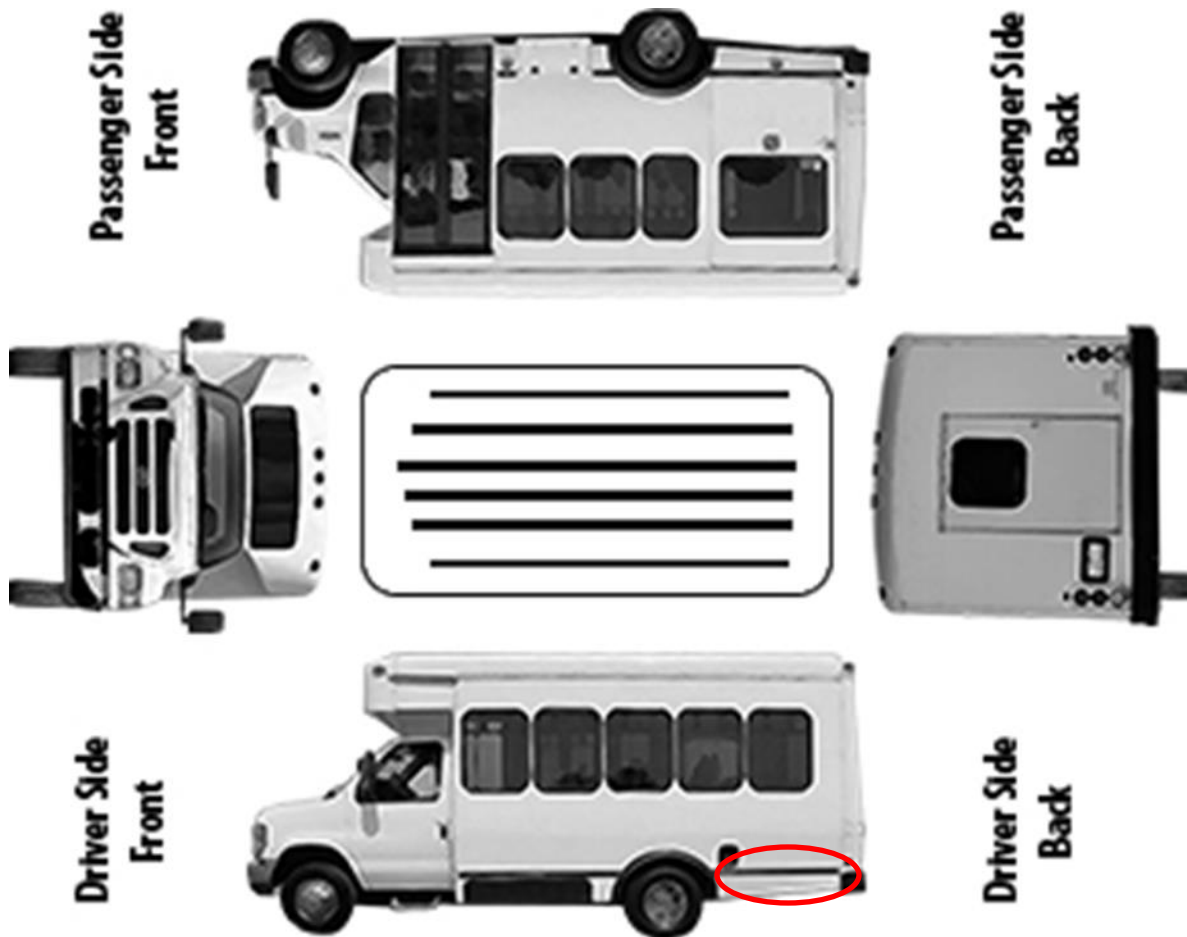
Florida Highway Safety & Motor Vehicle Exemption Form ☒ Yes ☐ No ☐ N/A

Current vehicle registration ☒ Yes ☐ No ☐ N/A

Current vehicle liability insurance ☐ Yes ☒ No ☐ N/A

Cleanliness ☒ Yes ☐ No ☐ N/A

Scratches or dents (if yes highlight on diagram) ☒ Yes ☐ No ☐ N/A



Additional vehicle review comments:

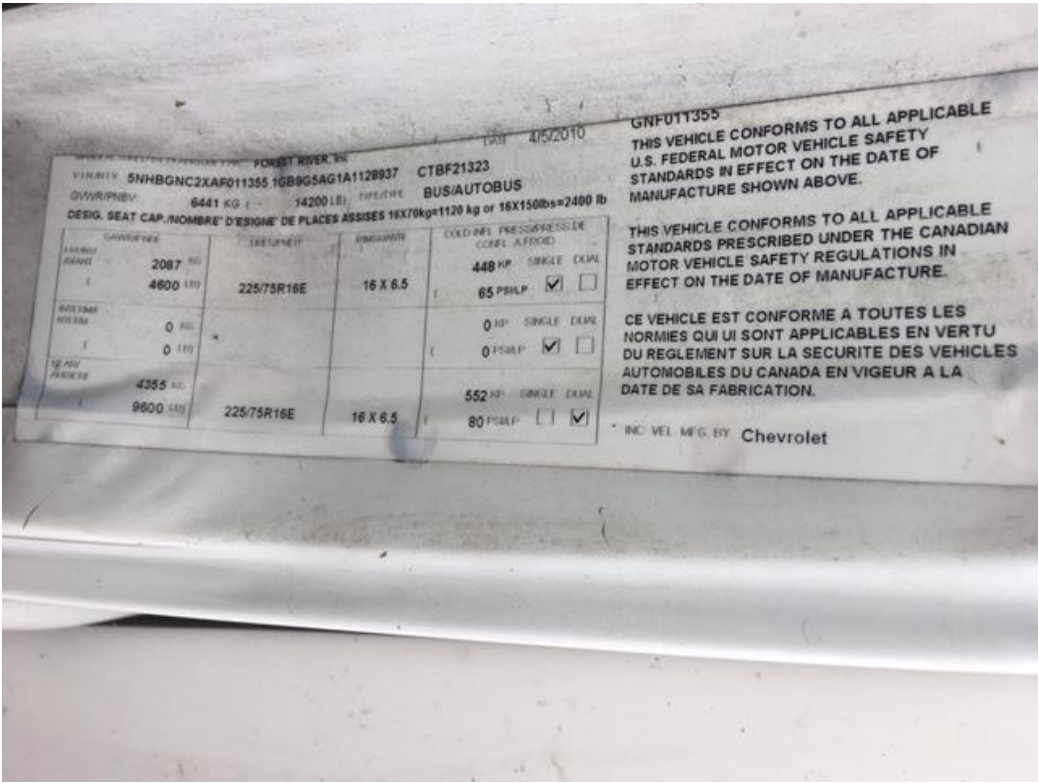
Exterior wheelchair lift light not working.

Scratch and dent on rear driver side of vehicle.

The inside of the vehicle was clean.

The agency shall have fire suppression inspections performed for all of their on-board systems.

Vehicle 91550 Pictures:



On-Site Preventative Maintenance File Review

VEHICLE MANUFACTURER: Chevy

VEHICLE MODEL: Bus

SEATING CAPACITY: AMBULATORY 14 WHEELCHAIR 2

FDOT VEHICLE CONTROL NUMBER: 91550

AGENCY VEHICLE NUMBER: 88

VIN #: 1GB9G5AG1A1128937

VEHICLE MILEAGE: 198,182

Review Items:

FDOT Program Maintenance (PM) folder being utilized ☒ Yes ☐ No ☐ N/A

Maintenance Milestone form is being utilized ☒ Yes ☐ No ☐ N/A

Preventative maintenance is being performed on schedule ☒ Yes ☐ No ☐ N/A

Copy of current vehicle registration
(Matching VIN #, current date) ☒ Yes ☐ No ☐ N/A

Copy of current vehicle liability insurance
(FDOT listed as certificate holder, correct coverage limits, current date) ☐ Yes ☒ No ☐ N/A

Annual safety certification ☐ Yes ☒ No ☐ N/A

PM Folder Review Comments:

The agency should ensure that current vehicle liability insurance cards are in the preventative maintenance folder.

The reviewer was unable to locate information regarding C inspections being performed.

On-Site Vehicle Review Form

VEHICLE MANUFACTURER: GMC

VEHICLE MODEL: Bus

SEATING CAPACITY: AMBULATORY 14 WHEELCHAIR 2

FDOT VEHICLE CONTROL NUMBER: 91581

AGENCY VEHICLE NUMBER: 90

VIN #: 1GB6G5CGXB1146676

VEHICLE MILEAGE: 145,880

Review Items:

Fire extinguisher (check the indicator) ☒ Yes ☐ No ☐ N/A

Must have 1A:BC rating and bear the label of Underwriters Laboratories Inc.

Red box that contains reflectors and safety equipment ☒ Yes ☐ No ☐ N/A

Lights (check headlights, taillights, and turn signals) ☒ Yes ☐ No ☐ N/A

Windshield wipers ☒ Yes ☐ No ☐ N/A

Horn ☒ Yes ☐ No ☐ N/A

Check driver's seatbelt to make sure it is functional ☒ Yes ☐ No ☐ N/A

Wheelchair lift certification (if applicable) ☒ Yes ☐ No ☐ N/A

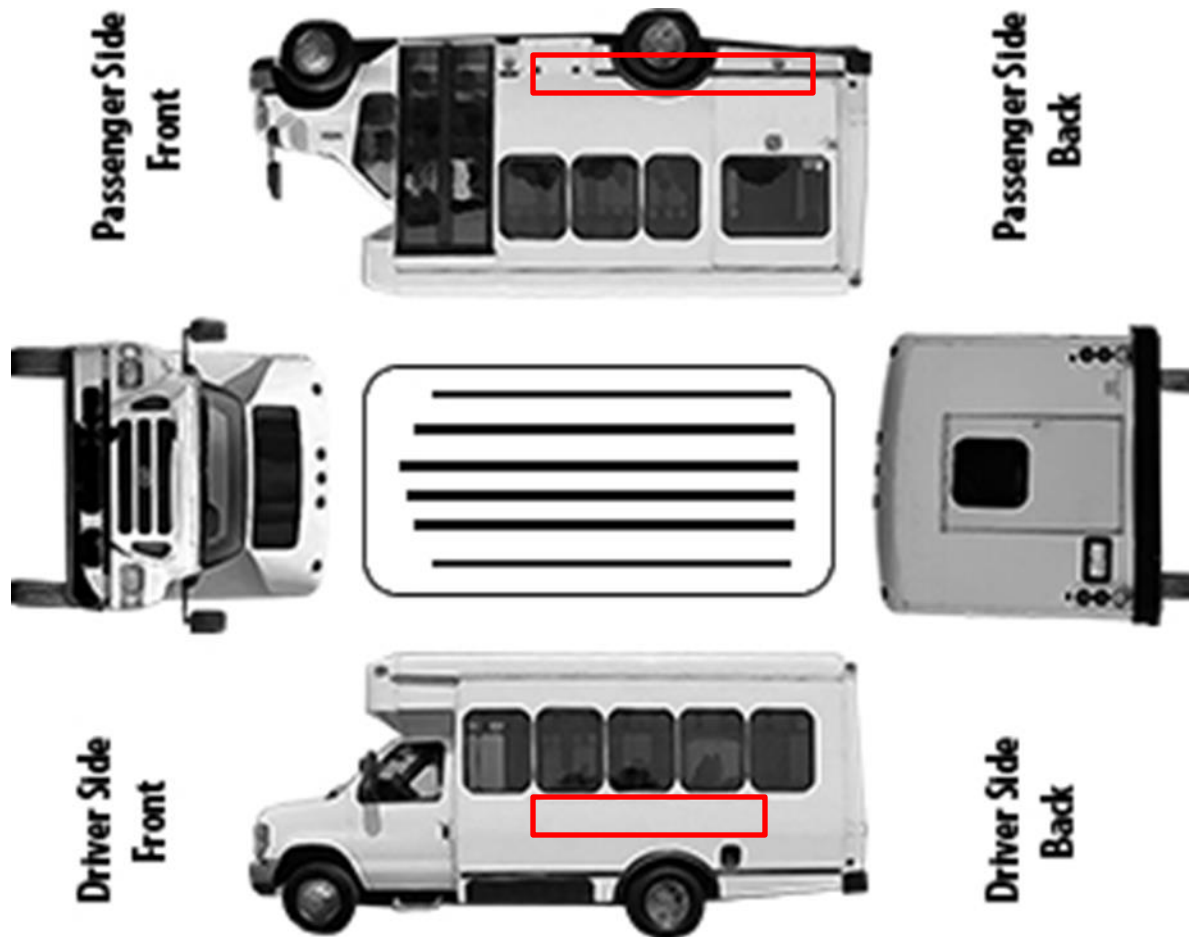
Florida Highway Safety & Motor Vehicle Exemption Form ☒ Yes ☐ No ☐ N/A

Current vehicle registration ☒ Yes ☐ No ☐ N/A

Current vehicle liability insurance ☒ Yes ☐ No ☐ N/A

Cleanliness ☒ Yes ☐ No ☐ N/A

Scratches or dents (if yes highlight on diagram) ☒ Yes ☐ No ☐ N/A



Additional vehicle review comments:

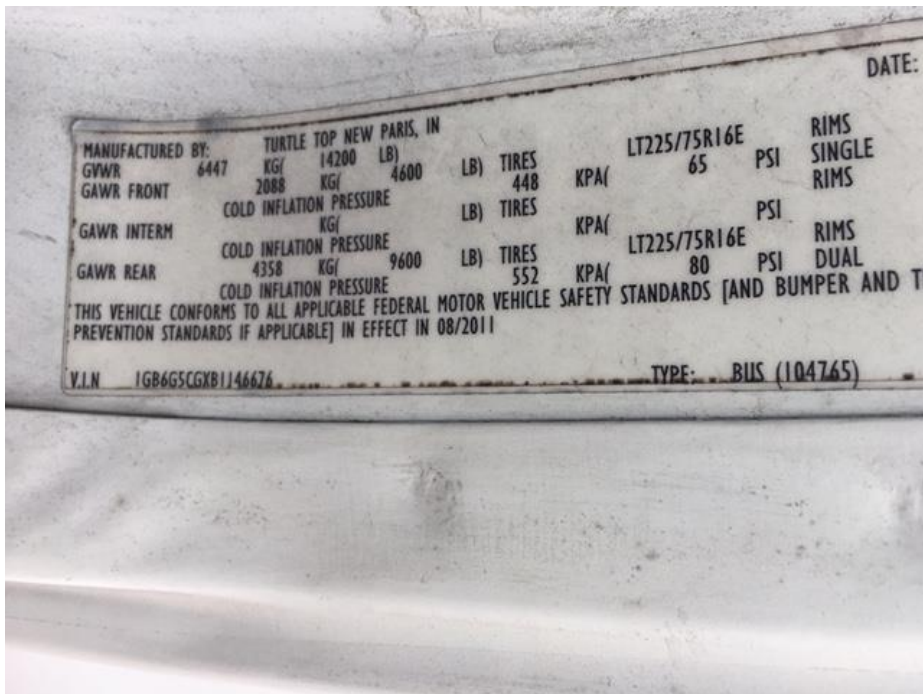
Signage is blocking the Standee Line sign inside of vehicle.

Scratches on the center of the vehicle (driver side), and along the bottom of the vehicle (passenger side).

The vehicle was clean on the inside.

The agency shall have fire suppression inspections performed for all of their on-board systems.

Vehicle 91581 Pictures:



On-Site Preventative Maintenance File Review

VEHICLE MANUFACTURER: GMC

VEHICLE MODEL: Bus

SEATING CAPACITY: AMBULATORY 14 WHEELCHAIR 2

FDOT VEHICLE CONTROL NUMBER: 91581

AGENCY VEHICLE NUMBER: 90

VIN #: 1GB6G5CGXB1146676

VEHICLE MILEAGE: 145,880

Review Items:

FDOT Program Maintenance (PM) folder being utilized ☒ Yes ☐ No ☐ N/A

Maintenance Milestone form is being utilized ☒ Yes ☐ No ☐ N/A

Preventative maintenance is being performed on schedule ☒ Yes ☐ No ☐ N/A

Copy of current vehicle registration
(Matching VIN #, current date) ☒ Yes ☐ No ☐ N/A

Copy of current vehicle liability insurance
(FDOT listed as certificate holder, correct coverage limits, current date) ☒ Yes ☐ No ☐ N/A

Annual safety certification ☐ Yes ☒ No ☐ N/A

PM Folder Review Comments:

The reviewer was unable to locate information regarding C inspections being performed.

The agency should ensure that all file folders are updated with current vehicle paperwork when new forms are issued.

On-Site Vehicle Review Form

VEHICLE MANUFACTURER: Ford

VEHICLE MODEL: Bus

SEATING CAPACITY: AMBULATORY 16 WHEELCHAIR 2

FDOT VEHICLE CONTROL NUMBER: 92505

AGENCY VEHICLE NUMBER: 94

VIN #: 1FDFE4FS2CDA92880

VEHICLE MILEAGE: 143,350

Review Items:

Fire extinguisher (check the indicator) ☒ Yes ☐ No ☐ N/A

Must have 1A:BC rating and bear the label of Underwriters Laboratories Inc.

Red box that contains reflectors and safety equipment ☒ Yes ☐ No ☐ N/A

Lights (check headlights, taillights, and turn signals) ☒ Yes ☐ No ☐ N/A

Windshield wipers ☒ Yes ☐ No ☐ N/A

Horn ☒ Yes ☐ No ☐ N/A

Check driver's seatbelt to make sure it is functional ☒ Yes ☐ No ☐ N/A

Wheelchair lift certification (if applicable) ☐ Yes ☐ No ☒ N/A

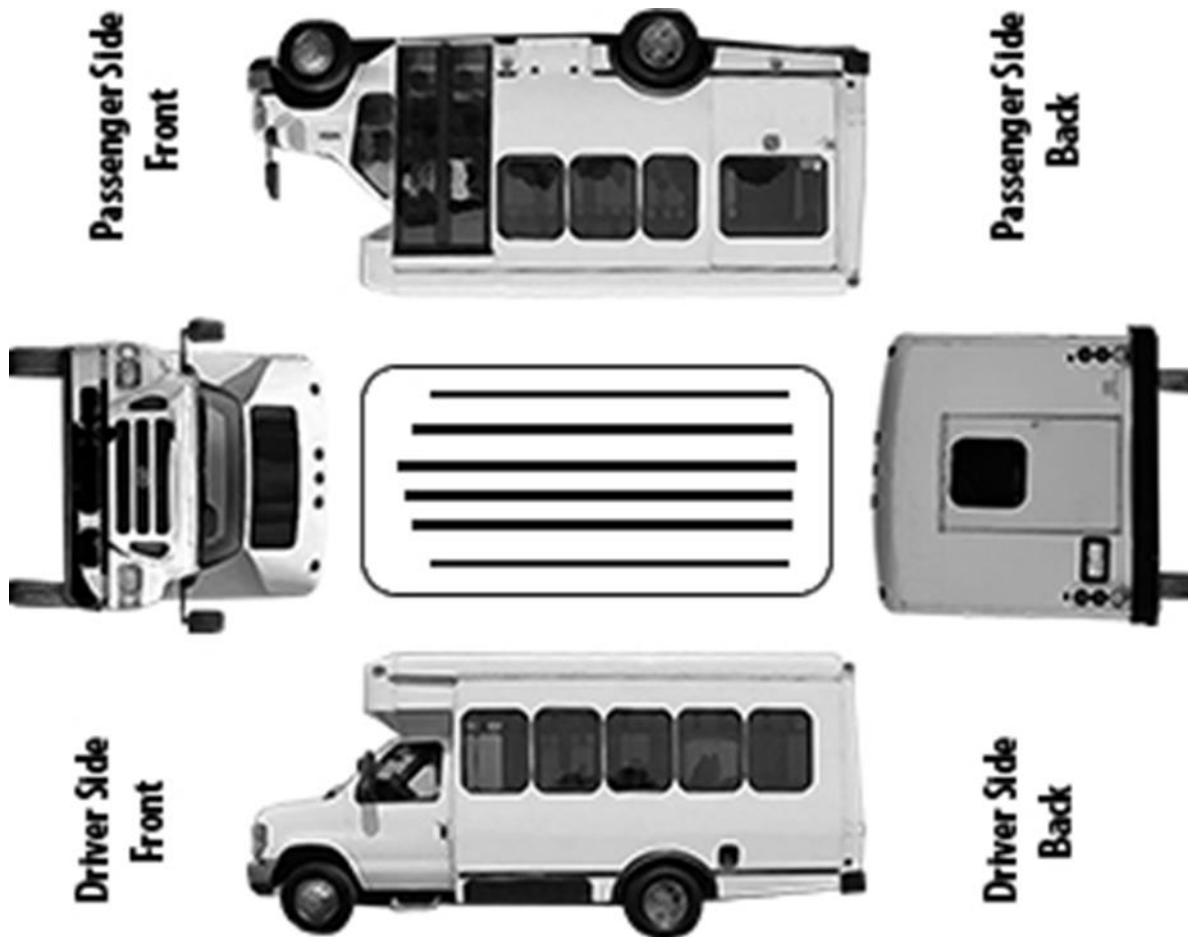
Florida Highway Safety & Motor Vehicle Exemption Form ☒ Yes ☐ No ☐ N/A

Current vehicle registration ☒ Yes ☐ No ☐ N/A

Current vehicle liability insurance ☐ Yes ☒ No ☐ N/A

Cleanliness ☒ Yes ☐ No ☐ N/A

Scratches or dents (if yes highlight on diagram) ☐ Yes ☒ No ☐ N/A

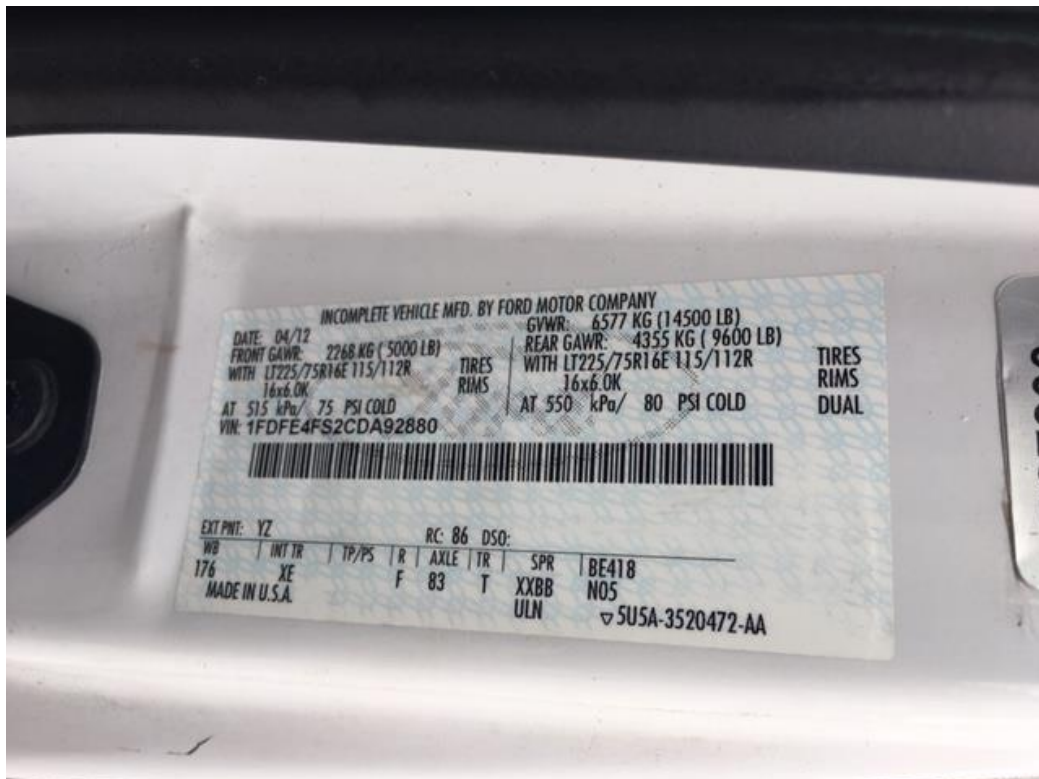


Additional vehicle review comments:

The vehicle was clean and free of body damage.

The agency shall have fire suppression inspections performed for all of their on-board systems.

Vehicle 92505 Pictures:



On-Site Preventative Maintenance File Review

VEHICLE MANUFACTURER: Ford

VEHICLE MODEL: Bus

SEATING CAPACITY: AMBULATORY 16 WHEELCHAIR 2

FDOT VEHICLE CONTROL NUMBER: 92505

AGENCY VEHICLE NUMBER: 94

VIN #: 1FDFE4FS2CDA92880

VEHICLE MILEAGE: 143,350

Review Items:

FDOT Program Maintenance (PM) folder being utilized ☒ Yes ☐ No ☐ N/A

Maintenance Milestone form is being utilized ☒ Yes ☐ No ☐ N/A

Preventative maintenance is being performed on schedule ☒ Yes ☐ No ☐ N/A

Copy of current vehicle registration
(Matching VIN #, current date) ☒ Yes ☐ No ☐ N/A

Copy of current vehicle liability insurance
(FDOT listed as certificate holder, correct coverage limits, current date) ☒ Yes ☐ No ☐ N/A

Annual safety certification ☐ Yes ☒ No ☐ N/A

PM Folder Review Comments:

The agency should ensure that current vehicle liability insurance cards are in the preventative maintenance folder.

The reviewer was unable to locate information regarding C inspections being performed.

On-Site Vehicle Review Form

VEHICLE MANUFACTURER: Ford

VEHICLE MODEL: Bus

SEATING CAPACITY: AMBULATORY 12 WHEELCHAIR 3

FDOT VEHICLE CONTROL NUMBER: 94550

AGENCY VEHICLE NUMBER: 100

VIN #: 1FDFE4FS9CDA94397

VEHICLE MILEAGE: 123,468

Review Items:

Fire extinguisher (check the indicator) ☒ Yes ☐ No ☐ N/A

Must have 1A:BC rating and bear the label of Underwriters Laboratories Inc.

Red box that contains reflectors and safety equipment ☒ Yes ☐ No ☐ N/A

Lights (check headlights, taillights, and turn signals) ☒ Yes ☐ No ☐ N/A

Windshield wipers ☒ Yes ☐ No ☐ N/A

Horn ☒ Yes ☐ No ☐ N/A

Check driver's seatbelt to make sure it is functional ☒ Yes ☐ No ☐ N/A

Wheelchair lift certification (if applicable) ☒ Yes ☐ No ☐ N/A

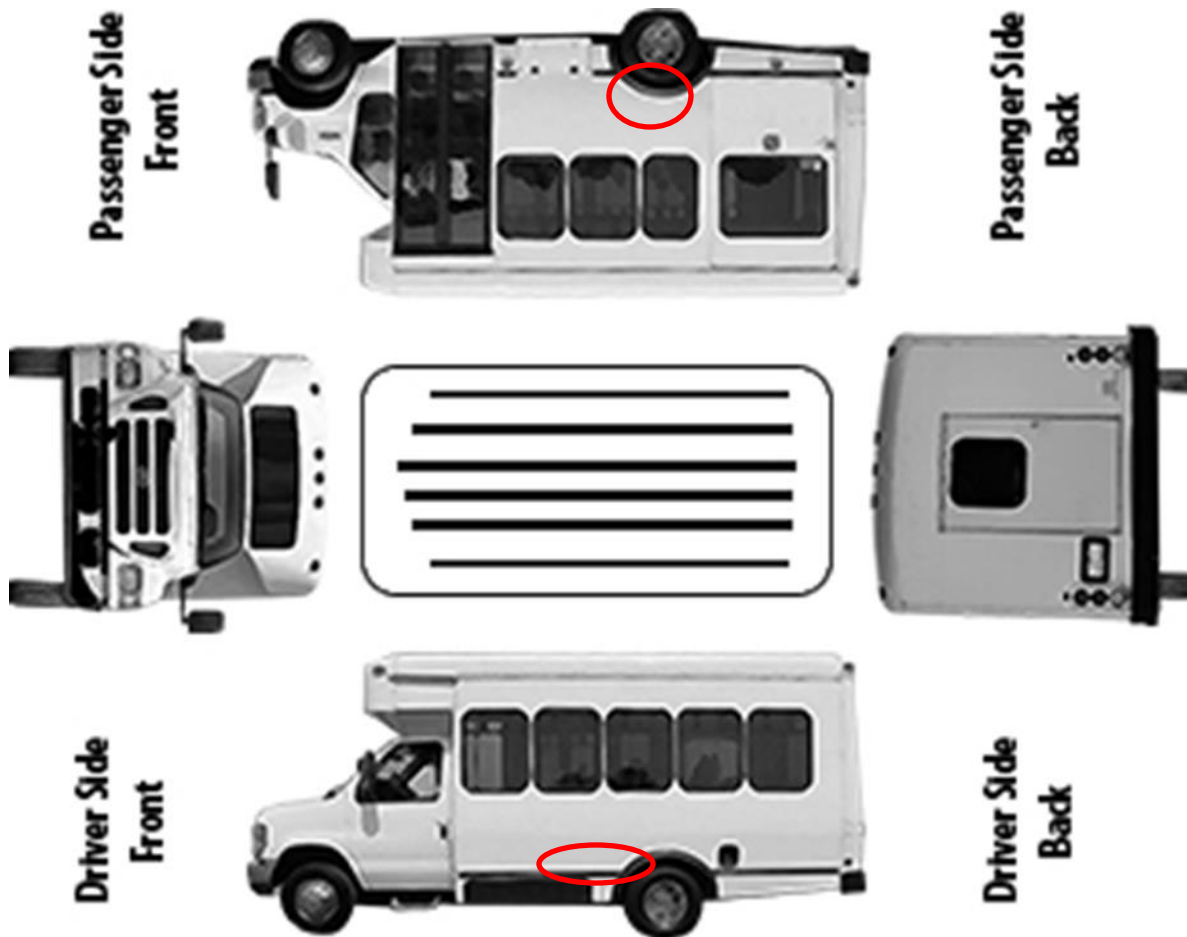
Florida Highway Safety & Motor Vehicle Exemption Form ☐ Yes ☒ No ☐ N/A

Current vehicle registration ☐ Yes ☒ No ☐ N/A

Current vehicle liability insurance ☐ Yes ☒ No ☐ N/A

Cleanliness ☒ Yes ☐ No ☐ N/A

Scratches or dents (if yes highlight on diagram) ☒ Yes ☐ No ☐ N/A



Additional vehicle review comments:

The reviewer could not locate the paperwork on-board the vehicle. The agency shall ensure that current copies of the registration, liability insurance, and Florida Highway Safety & Motor Vehicle Exemption Form are placed in the vehicle.

Other signage is blocking the Standee Line sign.

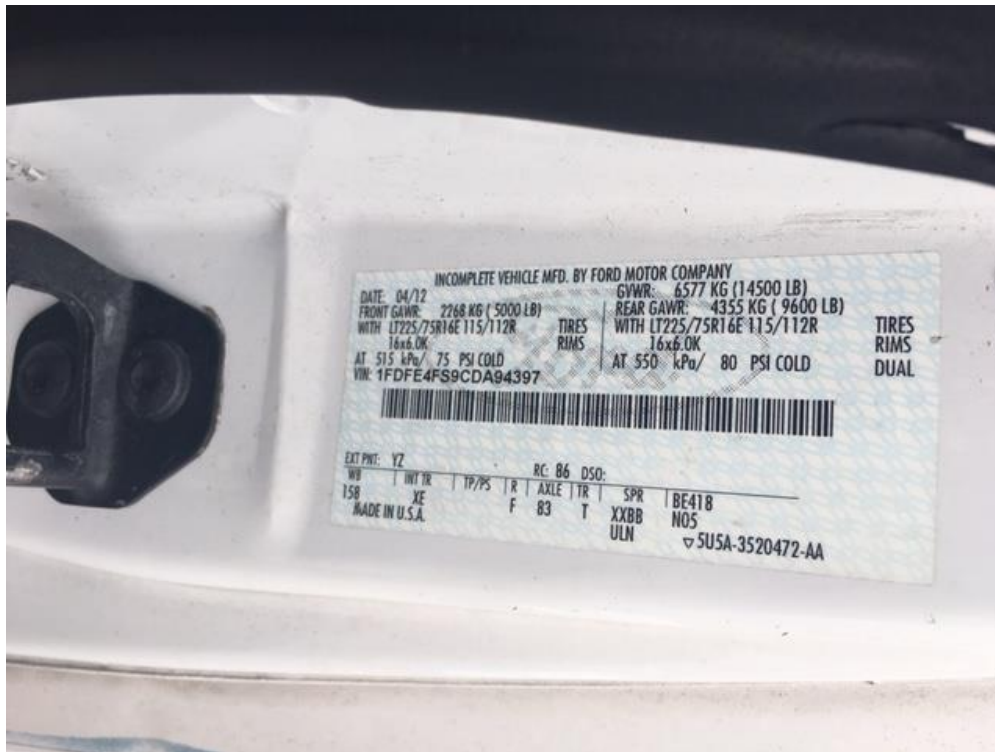
Fire suppression gauge indicates system discharge.

Scratches along the bottom of the driver side and above the wheel well (passenger side).

The vehicle was clean on the inside.

The agency shall have fire suppression inspections performed for all of their on-board systems.

Vehicle 94550 Pictures:



On-Site Preventative Maintenance File Review

VEHICLE MANUFACTURER: Ford

VEHICLE MODEL: Bus

SEATING CAPACITY: AMBULATORY 12 WHEELCHAIR 3

FDOT VEHICLE CONTROL NUMBER: 94550

AGENCY VEHICLE NUMBER: 100

VIN #: 1FDFE4FS9CDA94397

VEHICLE MILEAGE: 123,468

Review Items:

FDOT Program Maintenance (PM) folder being utilized ☒ Yes ☐ No ☐ N/A

Maintenance Milestone form is being utilized ☒ Yes ☐ No ☐ N/A

Preventative maintenance is being performed on schedule ☒ Yes ☐ No ☐ N/A

Copy of current vehicle registration
(Matching VIN #, current date) ☒ Yes ☐ No ☐ N/A

Copy of current vehicle liability insurance
(FDOT listed as certificate holder, correct coverage limits, current date) ☒ Yes ☐ No ☐ N/A

Annual safety certification ☐ Yes ☒ No ☐ N/A

PM Folder Review Comments:

The agency should ensure that current vehicle liability insurance cards are in the preventative maintenance folder.

The reviewer was unable to locate information regarding C inspections being performed.

On-Site Vehicle Review Form

VEHICLE MANUFACTURER: Ford

VEHICLE MODEL: Bus

SEATING CAPACITY: AMBULATORY 12 WHEELCHAIR 3

FDOT VEHICLE CONTROL NUMBER: 94551

AGENCY VEHICLE NUMBER: 101

VIN #: 1FDFE4FS5CDA94400

VEHICLE MILEAGE: 139,031

Review Items:

Fire extinguisher (check the indicator) ☒ Yes ☐ No ☐ N/A

Must have 1A:BC rating and bear the label of Underwriters Laboratories Inc.

Red box that contains reflectors and safety equipment ☒ Yes ☐ No ☐ N/A

Lights (check headlights, taillights, and turn signals) ☒ Yes ☐ No ☐ N/A

Windshield wipers ☒ Yes ☐ No ☐ N/A

Horn ☒ Yes ☐ No ☐ N/A

Check driver's seatbelt to make sure it is functional ☒ Yes ☐ No ☐ N/A

Wheelchair lift certification (if applicable) ☒ Yes ☐ No ☐ N/A

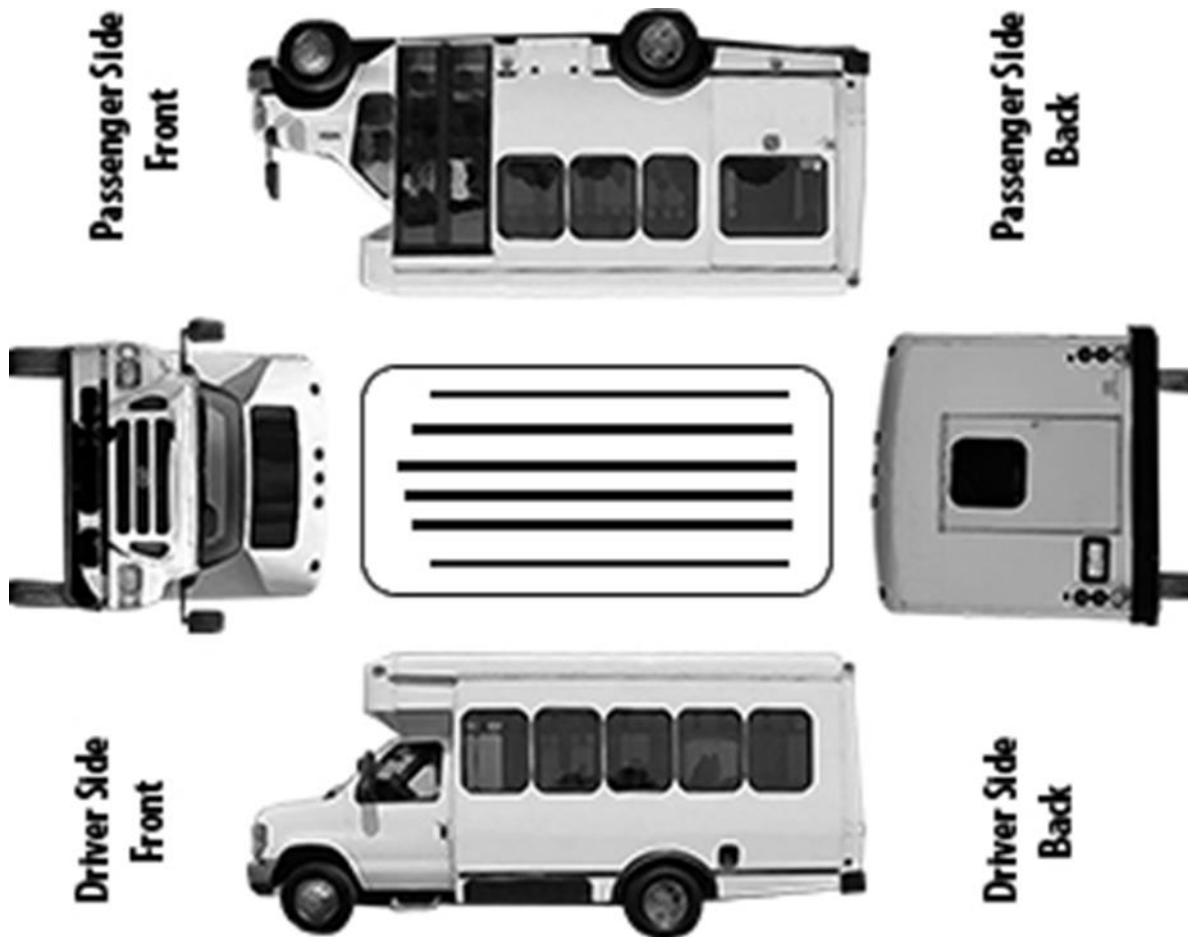
Florida Highway Safety & Motor Vehicle Exemption Form ☒ Yes ☐ No ☐ N/A

Current vehicle registration ☒ Yes ☐ No ☐ N/A

Current vehicle liability insurance ☒ Yes ☐ No ☐ N/A

Cleanliness ☒ Yes ☐ No ☐ N/A

Scratches or dents (if yes highlight on diagram) ☐ Yes ☒ No ☐ N/A



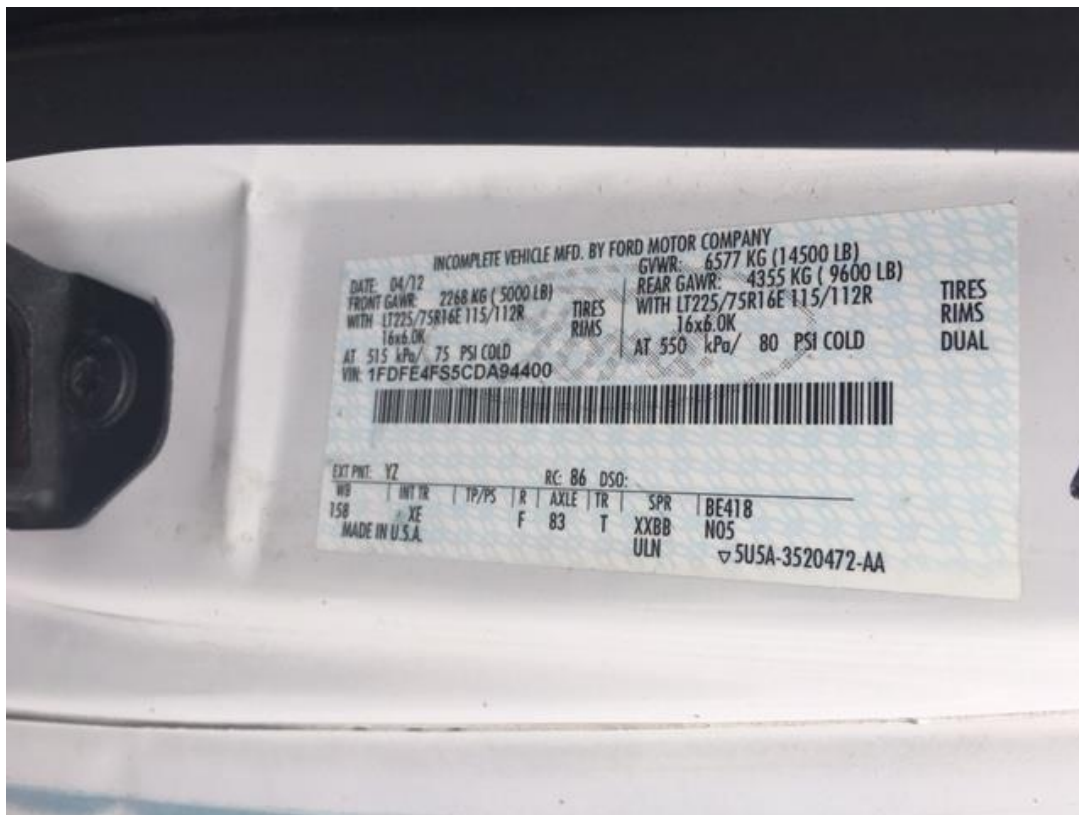
Additional vehicle review comments:

The vehicle was clean and free of body damage.

The reviewer could not locate the Title VI sign inside of the vehicle.

The agency shall have fire suppression inspections performed for all of their on-board systems.

Vehicle 94551 Pictures:



On-Site Preventative Maintenance File Review

VEHICLE MANUFACTURER: Ford

VEHICLE MODEL: Bus

SEATING CAPACITY: AMBULATORY 12 WHEELCHAIR 3

FDOT VEHICLE CONTROL NUMBER: 94551

AGENCY VEHICLE NUMBER: 101

VIN #: 1FDFE4FS5CDA94400

VEHICLE MILEAGE: 139,031

Review Items:

FDOT Program Maintenance (PM) folder being utilized ☒ Yes ☐ No ☐ N/A

Maintenance Milestone form is being utilized ☒ Yes ☐ No ☐ N/A

Preventative maintenance is being performed on schedule ☒ Yes ☐ No ☐ N/A

Copy of current vehicle registration
(Matching VIN #, current date) ☒ Yes ☐ No ☐ N/A

Copy of current vehicle liability insurance
(FDOT listed as certificate holder, correct coverage limits, current date) ☒ Yes ☐ No ☐ N/A

Annual safety certification ☐ Yes ☒ No ☐ N/A

PM Folder Review Comments:

The reviewer was unable to locate information regarding C inspections being performed.

The agency should ensure that all file folders are updated with current vehicle paperwork when new forms are issued.

On-Site Vehicle Review Form

VEHICLE MANUFACTURER: Ford

VEHICLE MODEL: Bus

SEATING CAPACITY: AMBULATORY 12 WHEELCHAIR 3

FDOT VEHICLE CONTROL NUMBER: 94552

AGENCY VEHICLE NUMBER: 102

VIN #: 1FDFE4FS2CDA94404

VEHICLE MILEAGE: 147,817

Review Items:

Fire extinguisher (check the indicator) ☒ Yes ☐ No ☐ N/A

Must have 1A:BC rating and bear the label of Underwriters Laboratories Inc.

Red box that contains reflectors and safety equipment ☒ Yes ☐ No ☐ N/A

Lights (check headlights, taillights, and turn signals) ☒ Yes ☐ No ☐ N/A

Windshield wipers ☒ Yes ☐ No ☐ N/A

Horn ☒ Yes ☐ No ☐ N/A

Check driver's seatbelt to make sure it is functional ☒ Yes ☐ No ☐ N/A

Wheelchair lift certification (if applicable) ☒ Yes ☐ No ☐ N/A

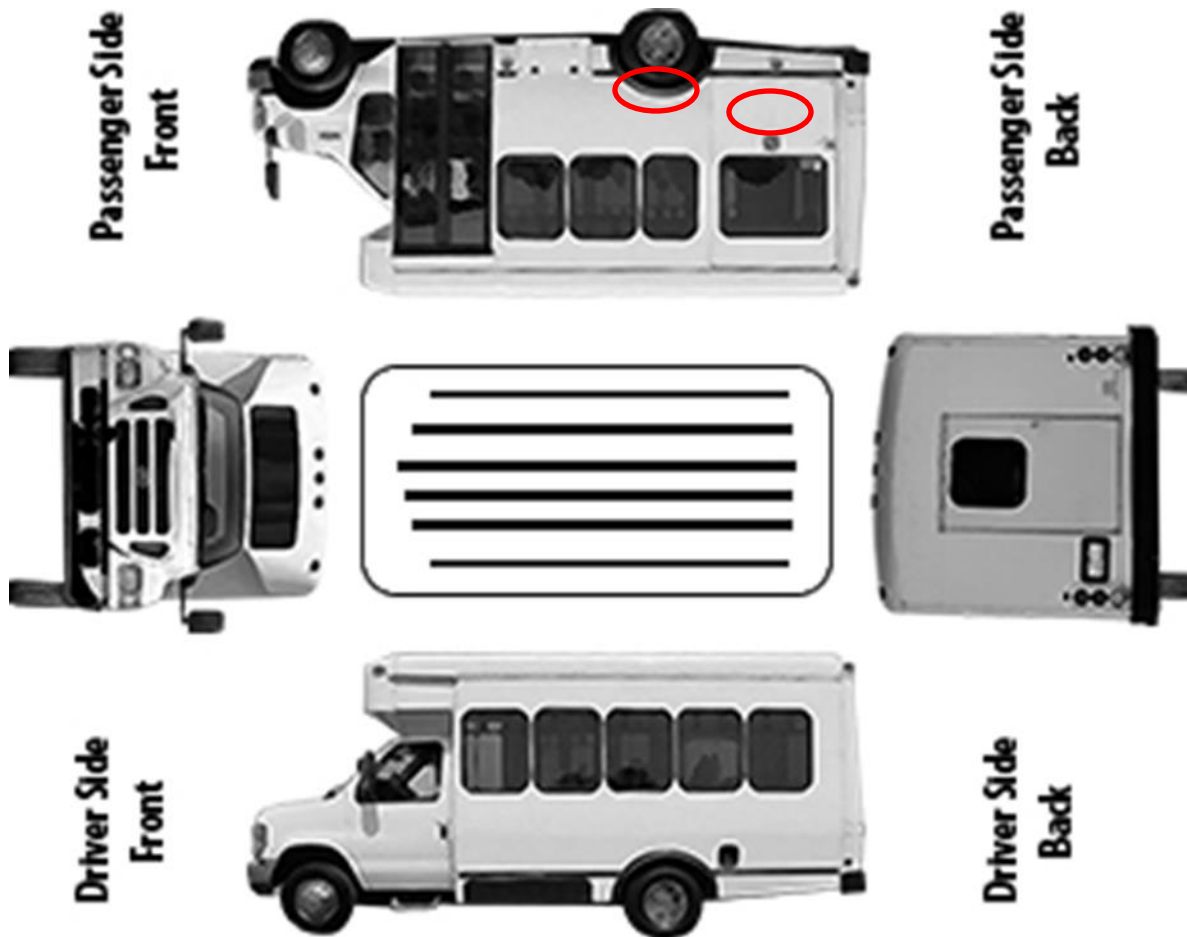
Florida Highway Safety & Motor Vehicle Exemption Form ☒ Yes ☐ No ☐ N/A

Current vehicle registration ☒ Yes ☐ No ☐ N/A

Current vehicle liability insurance ☐ Yes ☒ No ☐ N/A

Cleanliness ☒ Yes ☐ No ☐ N/A

Scratches or dents (if yes highlight on diagram) ☒ Yes ☐ No ☐ N/A



Additional vehicle review comments:

The agency shall ensure that a current copy of the vehicle liability insurance card is placed in the vehicle.

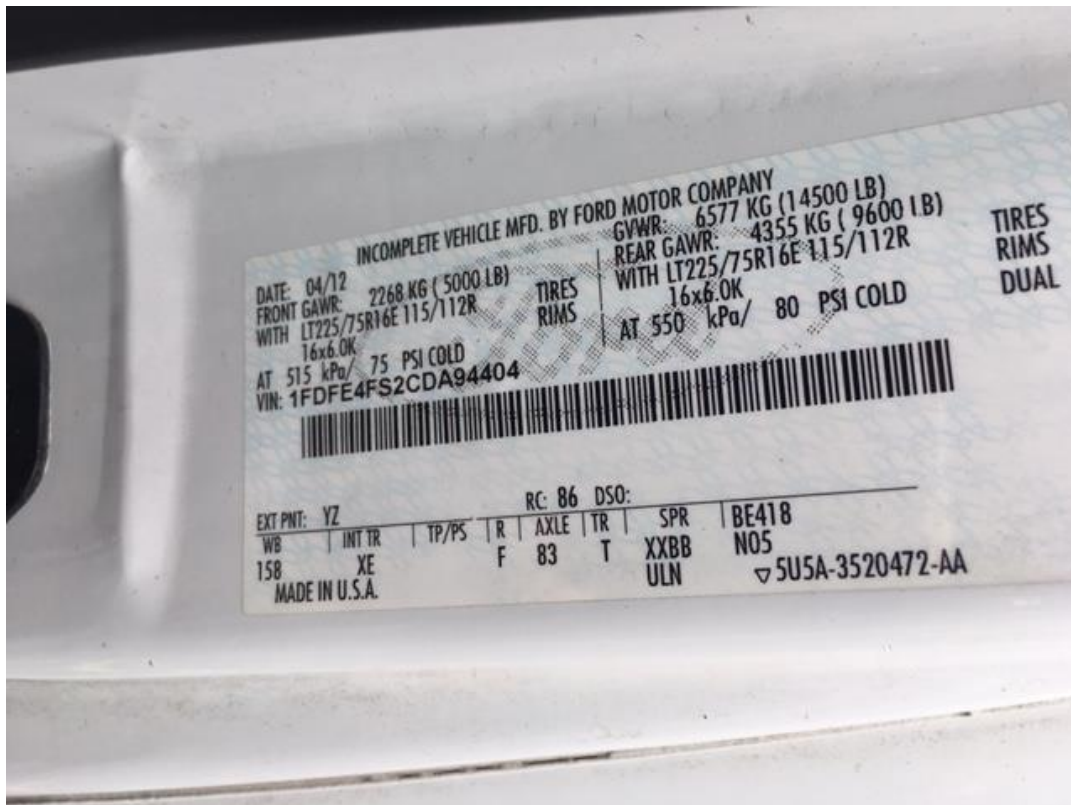
Railroad crossing sticker is peeling and needs replacement.

Scratches on the wheelchair lift door and on the rear wheel well (passenger side).

The vehicle was clean on the inside.

The agency shall have fire suppression inspections performed for all of their on-board systems.

Vehicle 94552 Pictures:



On-Site Preventative Maintenance File Review

VEHICLE MANUFACTURER: Ford

VEHICLE MODEL: Bus

SEATING CAPACITY: AMBULATORY 12 WHEELCHAIR 3

FDOT VEHICLE CONTROL NUMBER: 94552

AGENCY VEHICLE NUMBER: 102

VIN #: 1FDFE4FS2CDA94404

VEHICLE MILEAGE: 147,817

Review Items:

FDOT Program Maintenance (PM) folder being utilized ☒ Yes ☐ No ☐ N/A

Maintenance Milestone form is being utilized ☒ Yes ☐ No ☐ N/A

Preventative maintenance is being performed on schedule ☒ Yes ☐ No ☐ N/A

Copy of current vehicle registration
(Matching VIN #, current date) ☒ Yes ☐ No ☐ N/A

Copy of current vehicle liability insurance
(FDOT listed as certificate holder, correct coverage limits, current date) ☒ Yes ☐ No ☐ N/A

Annual safety certification ☐ Yes ☒ No ☐ N/A

PM Folder Review Comments:

The agency should ensure that current vehicle liability insurance cards are in the preventative maintenance folder.

The reviewer was unable to locate information regarding C inspections being performed.

On-Site Vehicle Review Form

VEHICLE MANUFACTURER: Ford

VEHICLE MODEL: Bus

SEATING CAPACITY: AMBULATORY 12 WHEELCHAIR 3

FDOT VEHICLE CONTROL NUMBER: 94553

AGENCY VEHICLE NUMBER: 103

VIN #: 1FDFE4FS1CDA94409

VEHICLE MILEAGE: 135,734

Review Items:

Fire extinguisher (check the indicator) ☒ Yes ☐ No ☐ N/A

Must have 1A:BC rating and bear the label of Underwriters Laboratories Inc.

Red box that contains reflectors and safety equipment ☒ Yes ☐ No ☐ N/A

Lights (check headlights, taillights, and turn signals) ☒ Yes ☐ No ☐ N/A

Windshield wipers ☒ Yes ☐ No ☐ N/A

Horn ☒ Yes ☐ No ☐ N/A

Check driver's seatbelt to make sure it is functional ☒ Yes ☐ No ☐ N/A

Wheelchair lift certification (if applicable) ☒ Yes ☐ No ☐ N/A

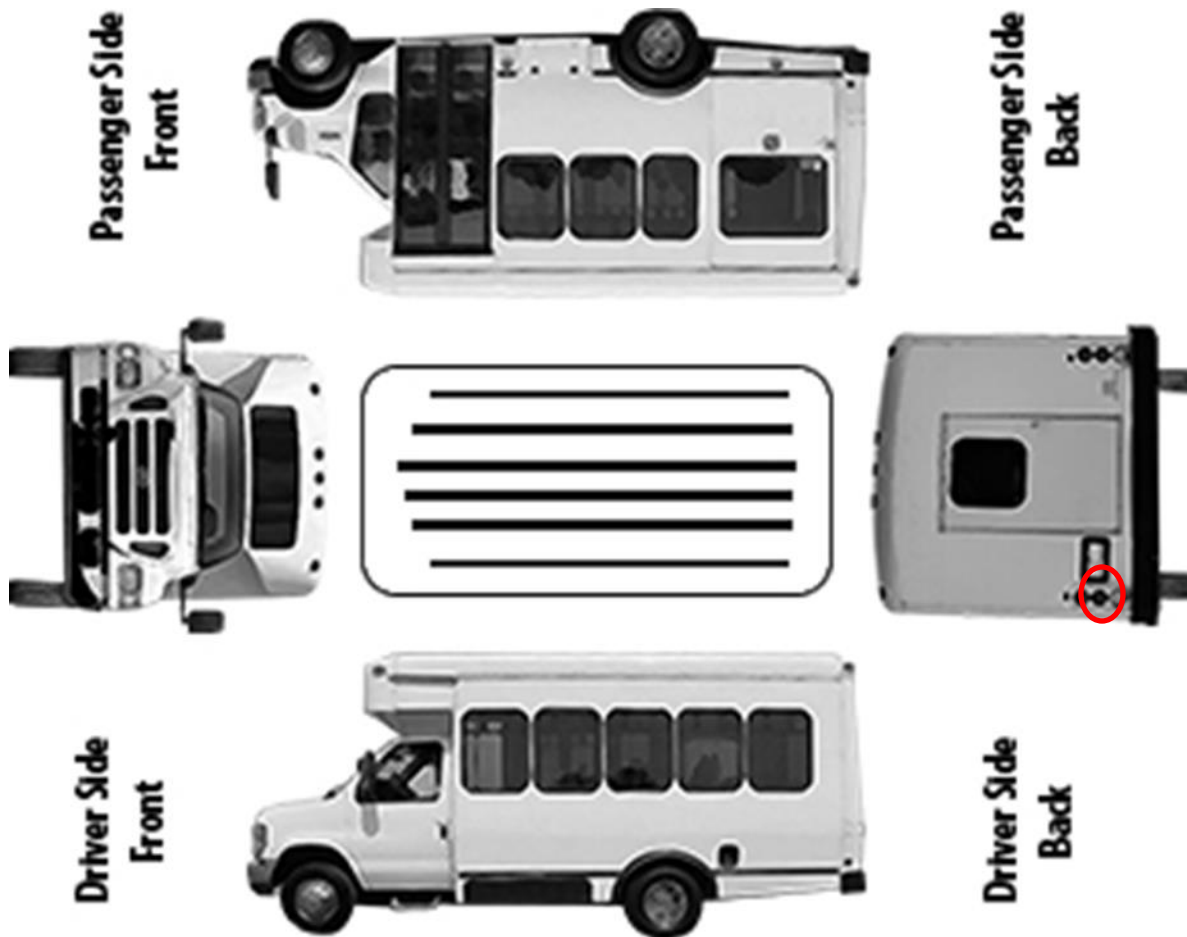
Florida Highway Safety & Motor Vehicle Exemption Form ☒ Yes ☐ No ☐ N/A

Current vehicle registration ☒ Yes ☐ No ☐ N/A

Current vehicle liability insurance ☒ Yes ☐ No ☐ N/A

Cleanliness ☒ Yes ☐ No ☐ N/A

Scratches or dents (if yes highlight on diagram) ☐ Yes ☒ No ☐ N/A



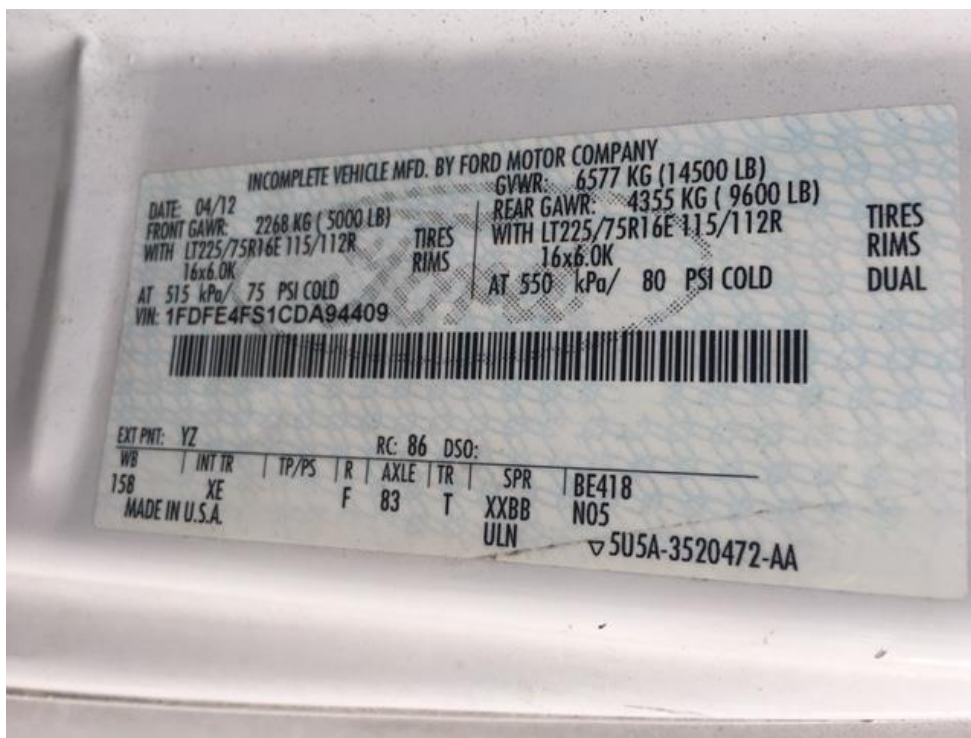
Additional vehicle review comments:

The agency shall replace the FDOT control number. The current black font is difficult to read with the dark color of the advertising wrap on the vehicle.

The vehicle was clean and free of body damage.

The agency shall have fire suppression inspections performed for all of their on-board systems.

Vehicle 94553 Pictures:



On-Site Preventative Maintenance File Review

VEHICLE MANUFACTURER: Ford

VEHICLE MODEL: Bus

SEATING CAPACITY: AMBULATORY 12 WHEELCHAIR 3

FDOT VEHICLE CONTROL NUMBER: 94553

AGENCY VEHICLE NUMBER: 103

VIN #: 1FDFE4FS1CDA94409

VEHICLE MILEAGE: 135,734

Review Items:

FDOT Program Maintenance (PM) folder being utilized ☒ Yes ☐ No ☐ N/A

Maintenance Milestone form is being utilized ☒ Yes ☐ No ☐ N/A

Preventative maintenance is being performed on schedule ☒ Yes ☐ No ☐ N/A

Copy of current vehicle registration
(Matching VIN #, current date) ☒ Yes ☐ No ☐ N/A

Copy of current vehicle liability insurance
(FDOT listed as certificate holder, correct coverage limits, current date) ☒ Yes ☐ No ☐ N/A

Annual safety certification ☐ Yes ☒ No ☐ N/A

PM Folder Review Comments:

The reviewer was unable to locate information regarding C inspections being performed.

The agency should ensure that all file folders are updated with current vehicle paperwork when new forms are issued.

On-Site Vehicle Review Form

VEHICLE MANUFACTURER: Ford

VEHICLE MODEL: Bus

SEATING CAPACITY: AMBULATORY 12 WHEELCHAIR 3

FDOT VEHICLE CONTROL NUMBER: 94554

AGENCY VEHICLE NUMBER: 104

VIN #: 1FDFE4FS1CDA94412

VEHICLE MILEAGE: 134,480

Review Items:

Fire extinguisher (check the indicator) ☒ Yes ☐ No ☐ N/A

Must have 1A:BC rating and bear the label of Underwriters Laboratories Inc.

Red box that contains reflectors and safety equipment ☒ Yes ☐ No ☐ N/A

Lights (check headlights, taillights, and turn signals) ☒ Yes ☐ No ☐ N/A

Windshield wipers ☒ Yes ☐ No ☐ N/A

Horn ☒ Yes ☐ No ☐ N/A

Check driver's seatbelt to make sure it is functional ☒ Yes ☐ No ☐ N/A

Wheelchair lift certification (if applicable) ☒ Yes ☐ No ☐ N/A

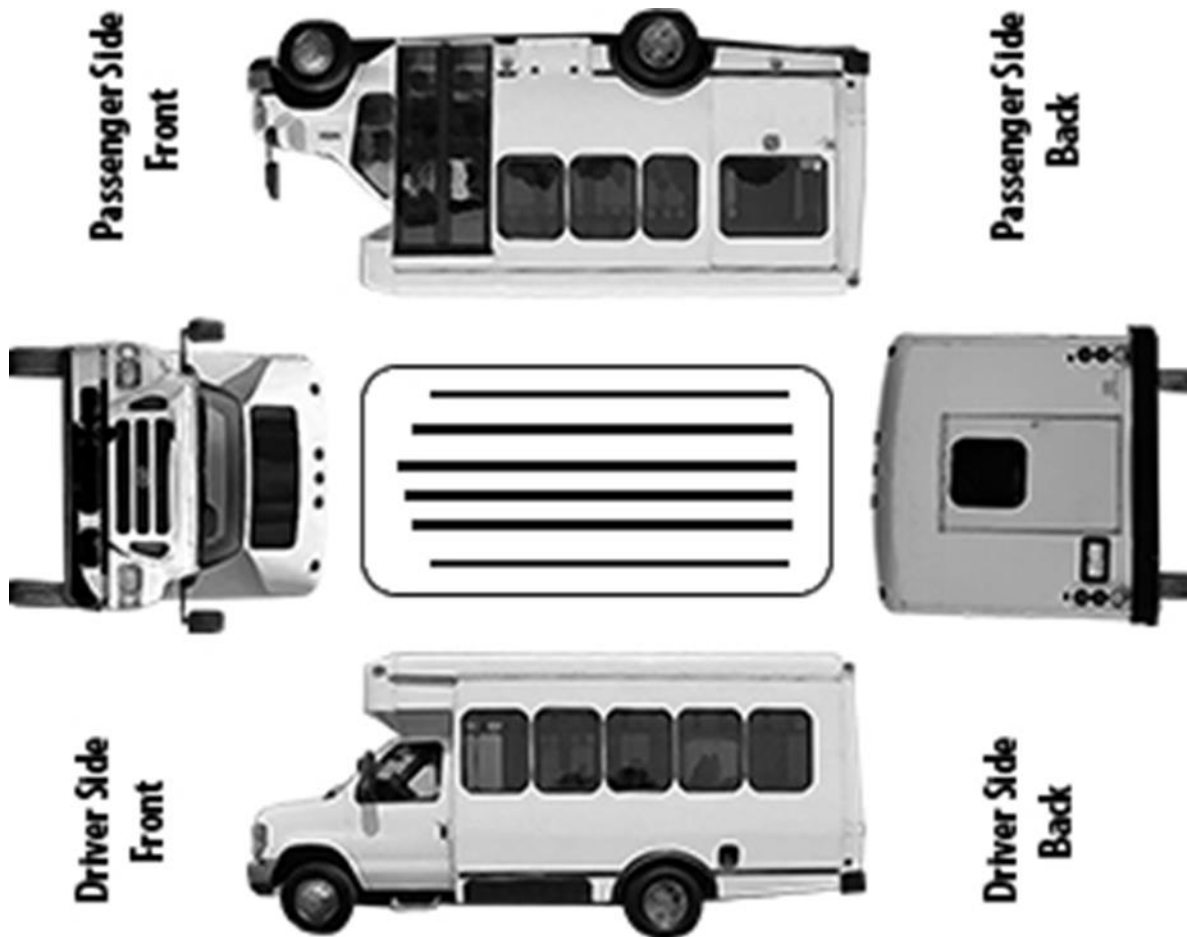
Florida Highway Safety & Motor Vehicle Exemption Form ☐ Yes ☒ No ☐ N/A

Current vehicle registration ☐ Yes ☒ No ☐ N/A

Current vehicle liability insurance ☐ Yes ☒ No ☐ N/A

Cleanliness ☒ Yes ☐ No ☐ N/A

Scratches or dents (if yes highlight on diagram) ☐ Yes ☒ No ☐ N/A



Additional vehicle review comments:

The reviewer could not locate the paperwork on-board the vehicle. The agency shall ensure that current copies of the registration, liability insurance, and Florida Highway Safety & Motor Vehicle Exemption Form are placed in the vehicle.

The vehicle was clean and free of body damage.

The agency shall have fire suppression inspections performed for all of their on-board systems.

Vehicle 94554 Pictures:



On-Site Preventative Maintenance File Review

VEHICLE MANUFACTURER: Ford

VEHICLE MODEL: Bus

SEATING CAPACITY: AMBULATORY 12 WHEELCHAIR 3

FDOT VEHICLE CONTROL NUMBER: 94554

AGENCY VEHICLE NUMBER: 104

VIN #: 1FDFE4FS1CDA94412

VEHICLE MILEAGE: 134,480

Review Items:

FDOT Program Maintenance (PM) folder being utilized ☒ Yes ☐ No ☐ N/A

Maintenance Milestone form is being utilized ☒ Yes ☐ No ☐ N/A

Preventative maintenance is being performed on schedule ☒ Yes ☐ No ☐ N/A

Copy of current vehicle registration
(Matching VIN #, current date) ☒ Yes ☐ No ☐ N/A

Copy of current vehicle liability insurance
(FDOT listed as certificate holder, correct coverage limits, current date) ☒ Yes ☐ No ☐ N/A

Annual safety certification ☐ Yes ☒ No ☐ N/A

PM Folder Review Comments:

The agency should ensure that current vehicle liability insurance cards are in the preventative maintenance folder.

The reviewer was unable to locate information regarding C inspections being performed.

On-Site Vehicle Review Form

VEHICLE MANUFACTURER: Ford

VEHICLE MODEL: Bus

SEATING CAPACITY: AMBULATORY 16 WHEELCHAIR 3

FDOT VEHICLE CONTROL NUMBER: 94587

AGENCY VEHICLE NUMBER: 107

VIN #: 1FDFE4FS1FDA28138

VEHICLE MILEAGE: 77,791

Review Items:

Fire extinguisher (check the indicator) ☒ Yes ☐ No ☐ N/A

Must have 1A:BC rating and bear the label of Underwriters Laboratories Inc.

Red box that contains reflectors and safety equipment ☒ Yes ☐ No ☐ N/A

Lights (check headlights, taillights, and turn signals) ☒ Yes ☐ No ☐ N/A

Windshield wipers ☒ Yes ☐ No ☐ N/A

Horn ☒ Yes ☐ No ☐ N/A

Check driver's seatbelt to make sure it is functional ☒ Yes ☐ No ☐ N/A

Wheelchair lift certification (if applicable) ☒ Yes ☐ No ☐ N/A

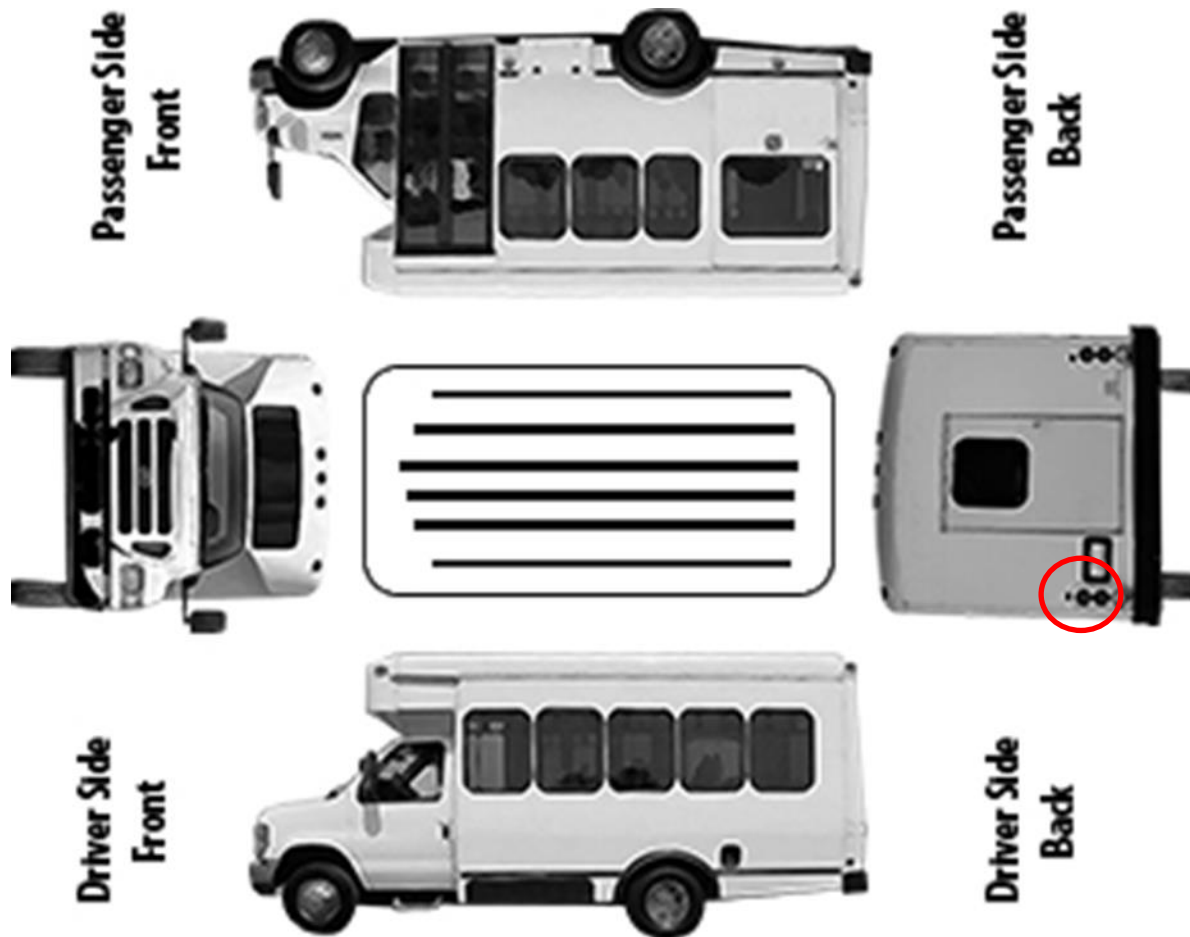
Florida Highway Safety & Motor Vehicle Exemption Form ☒ Yes ☐ No ☐ N/A

Current vehicle registration ☒ Yes ☐ No ☐ N/A

Current vehicle liability insurance ☒ Yes ☐ No ☐ N/A

Cleanliness ☒ Yes ☐ No ☐ N/A

Scratches or dents (if yes highlight on diagram) ☒ Yes ☒ No ☐ N/A



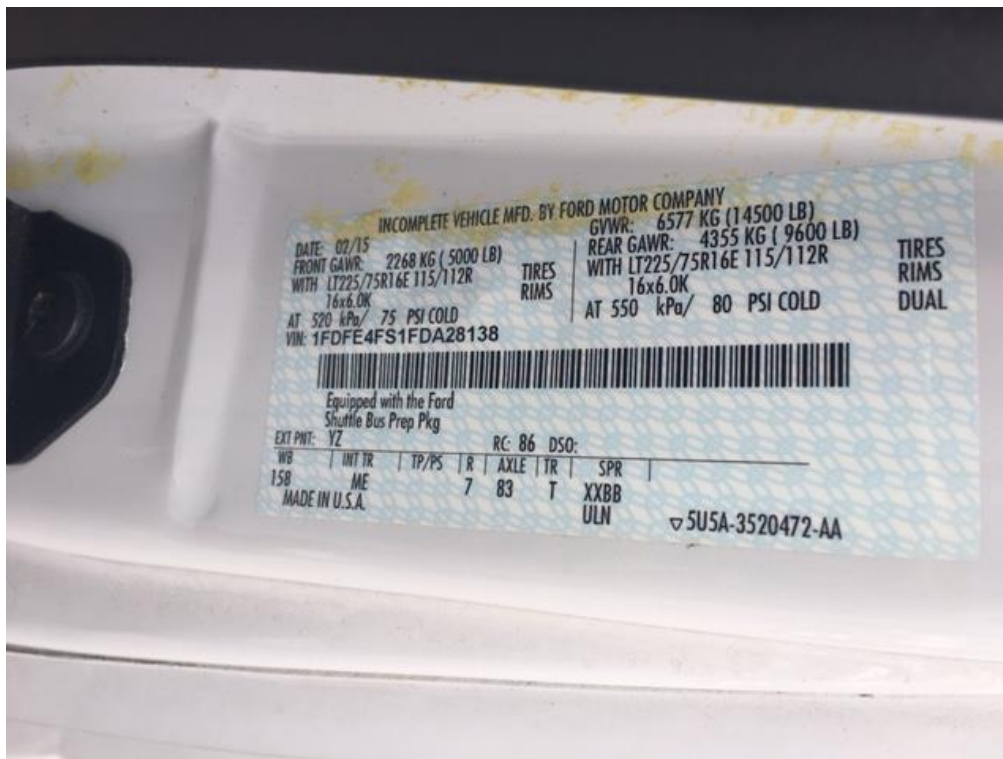
Additional vehicle review comments:

Scratches on the rear of the vehicle (driver side).

The vehicle was clean on the inside.

The agency shall have fire suppression inspections performed for all of their on-board systems.

Vehicle 94587 Pictures:



On-Site Preventative Maintenance File Review

VEHICLE MANUFACTURER: Ford

VEHICLE MODEL: Bus

SEATING CAPACITY: AMBULATORY 16 WHEELCHAIR 3

FDOT VEHICLE CONTROL NUMBER: 94587

AGENCY VEHICLE NUMBER: 107

VIN #: 1FDFE4FS1FDA28138

VEHICLE MILEAGE: 77,791

Review Items:

FDOT Program Maintenance (PM) folder being utilized ☒ Yes ☐ No ☐ N/A

Maintenance Milestone form is being utilized ☒ Yes ☐ No ☐ N/A

Preventative maintenance is being performed on schedule ☒ Yes ☐ No ☐ N/A

Copy of current vehicle registration
(Matching VIN #, current date) ☒ Yes ☐ No ☐ N/A

Copy of current vehicle liability insurance
(FDOT listed as certificate holder, correct coverage limits, current date) ☒ Yes ☐ No ☐ N/A

Annual safety certification ☐ Yes ☒ No ☐ N/A

PM Folder Review Comments:

The reviewer was unable to locate information regarding C inspections being performed.

The agency should ensure that all file folders are updated with current vehicle paperwork when new forms are issued.

On-Site Vehicle Review Form

VEHICLE MANUFACTURER: Ford

VEHICLE MODEL: Bus

SEATING CAPACITY: AMBULATORY 16 WHEELCHAIR 3

FDOT VEHICLE CONTROL NUMBER: 94588

AGENCY VEHICLE NUMBER: 108

VIN #: 1FDFE4FS3FDA28139

VEHICLE MILEAGE: 59,098

Review Items:

Fire extinguisher (check the indicator) ☒ Yes ☐ No ☐ N/A

Must have 1A:BC rating and bear the label of Underwriters Laboratories Inc.

Red box that contains reflectors and safety equipment ☒ Yes ☐ No ☐ N/A

Lights (check headlights, taillights, and turn signals) ☒ Yes ☐ No ☐ N/A

Windshield wipers ☒ Yes ☐ No ☐ N/A

Horn ☒ Yes ☐ No ☐ N/A

Check driver's seatbelt to make sure it is functional ☒ Yes ☐ No ☐ N/A

Wheelchair lift certification (if applicable) ☒ Yes ☐ No ☐ N/A

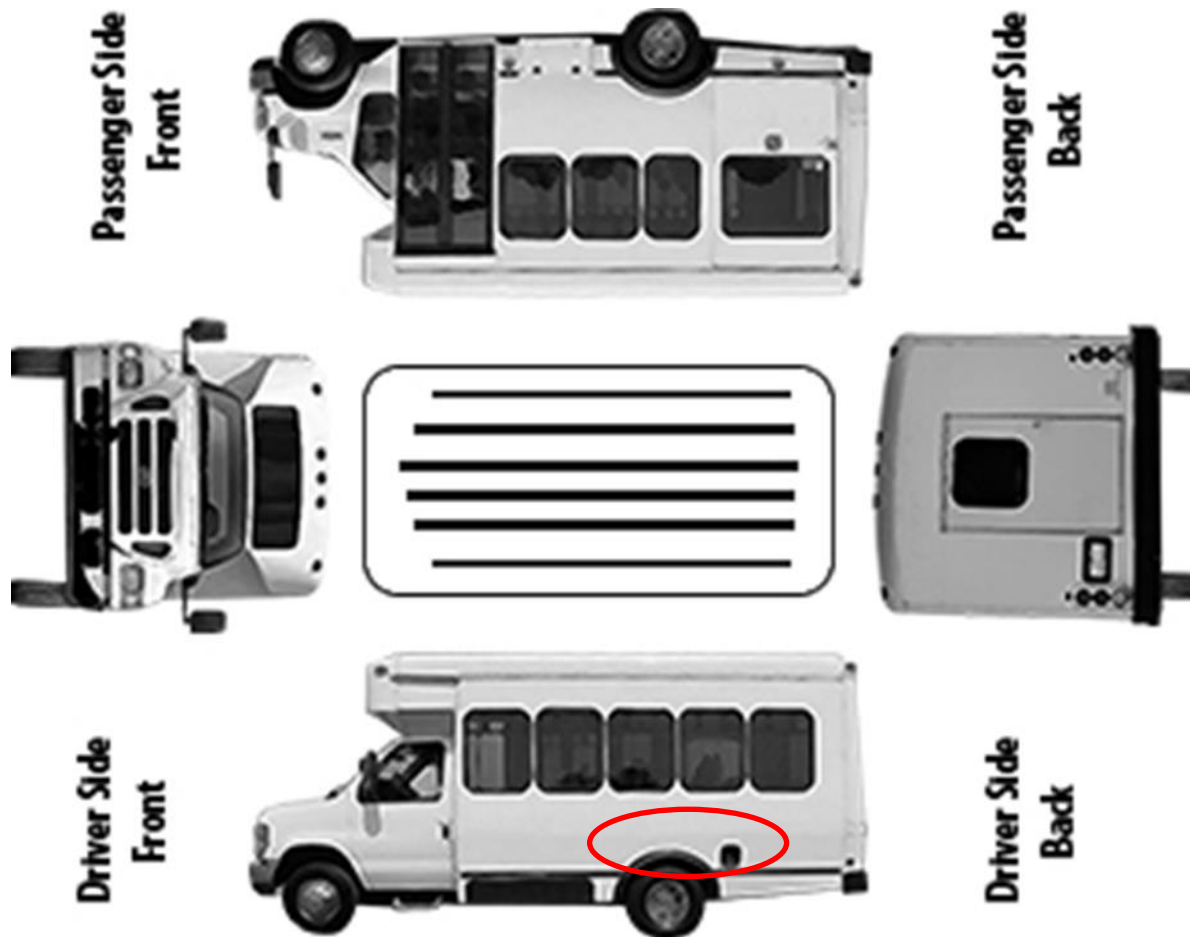
Florida Highway Safety & Motor Vehicle Exemption Form ☒ Yes ☐ No ☐ N/A

Current vehicle registration ☒ Yes ☐ No ☐ N/A

Current vehicle liability insurance ☒ Yes ☐ No ☐ N/A

Cleanliness ☒ Yes ☐ No ☐ N/A

Scratches or dents (if yes highlight on diagram) ☒ Yes ☐ No ☐ N/A



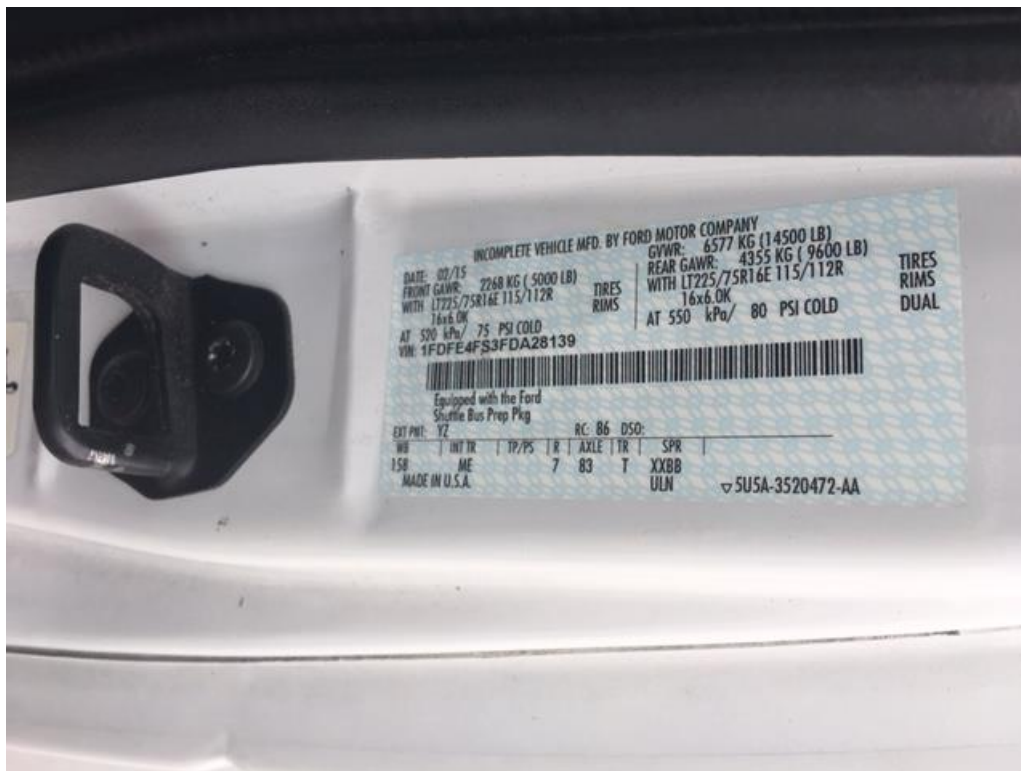
Additional vehicle review comments:

Scratches located along the bottom of the vehicle and above the wheel well, both on the driver side.

The vehicle was clean on the inside.

The agency shall have fire suppression inspections performed for all of their on-board systems.

Vehicle 94588 Pictures:



On-Site Preventative Maintenance File Review

VEHICLE MANUFACTURER: Ford

VEHICLE MODEL: Bus

SEATING CAPACITY: AMBULATORY 16 WHEELCHAIR 3

FDOT VEHICLE CONTROL NUMBER: 94588

AGENCY VEHICLE NUMBER: 108

VIN #: 1FDFE4FS3FDA28139

VEHICLE MILEAGE: 59,098

FDOT Program Maintenance (PM) folder being utilized ☒ Yes ☐ No ☐ N/A

Maintenance Milestone form is being utilized ☒ Yes ☐ No ☐ N/A

Preventative maintenance is being performed on schedule ☒ Yes ☐ No ☐ N/A

Copy of current vehicle registration
(Matching VIN #, current date) ☒ Yes ☐ No ☐ N/A

Copy of current vehicle liability insurance
(FDOT listed as certificate holder, correct coverage limits, current date) ☒ Yes ☐ No ☐ N/A

Annual safety certification ☐ Yes ☒ No ☐ N/A

PM Folder Review Comments:

The reviewer was unable to locate information regarding C inspections being performed.

The agency should ensure that all file folders are updated with current vehicle paperwork when new forms are issued.

On-Site Vehicle Review Form

VEHICLE MANUFACTURER: Ford

VEHICLE MODEL: Bus

SEATING CAPACITY: AMBULATORY 16 WHEELCHAIR 3

FDOT VEHICLE CONTROL NUMBER: 94589

AGENCY VEHICLE NUMBER: 109

VIN #: 1FDFE4FXSFDA28140

VEHICLE MILEAGE: 62,418

Review Items:

Fire extinguisher (check the indicator) ☒ Yes ☐ No ☐ N/A

Must have 1A:BC rating and bear the label of Underwriters Laboratories Inc.

Red box that contains reflectors and safety equipment ☒ Yes ☐ No ☐ N/A

Lights (check headlights, taillights, and turn signals) ☒ Yes ☐ No ☐ N/A

Windshield wipers ☒ Yes ☐ No ☐ N/A

Horn ☒ Yes ☐ No ☐ N/A

Check driver's seatbelt to make sure it is functional ☒ Yes ☐ No ☐ N/A

Wheelchair lift certification (if applicable) ☒ Yes ☐ No ☐ N/A

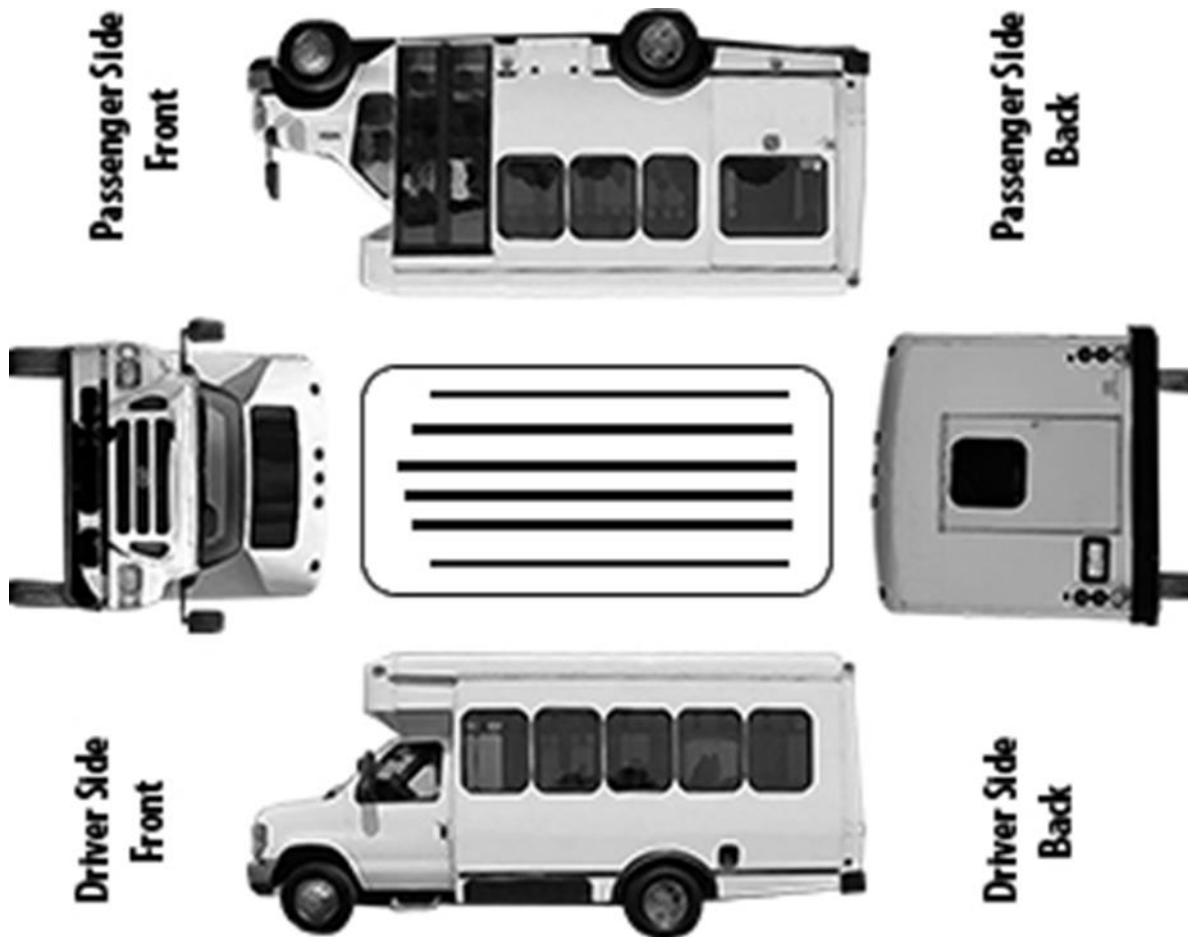
Florida Highway Safety & Motor Vehicle Exemption Form ☒ Yes ☐ No ☐ N/A

Current vehicle registration ☒ Yes ☐ No ☐ N/A

Current vehicle liability insurance ☐ Yes ☒ No ☐ N/A

Cleanliness ☒ Yes ☐ No ☐ N/A

Scratches or dents (if yes highlight on diagram) ☐ Yes ☒ No ☐ N/A



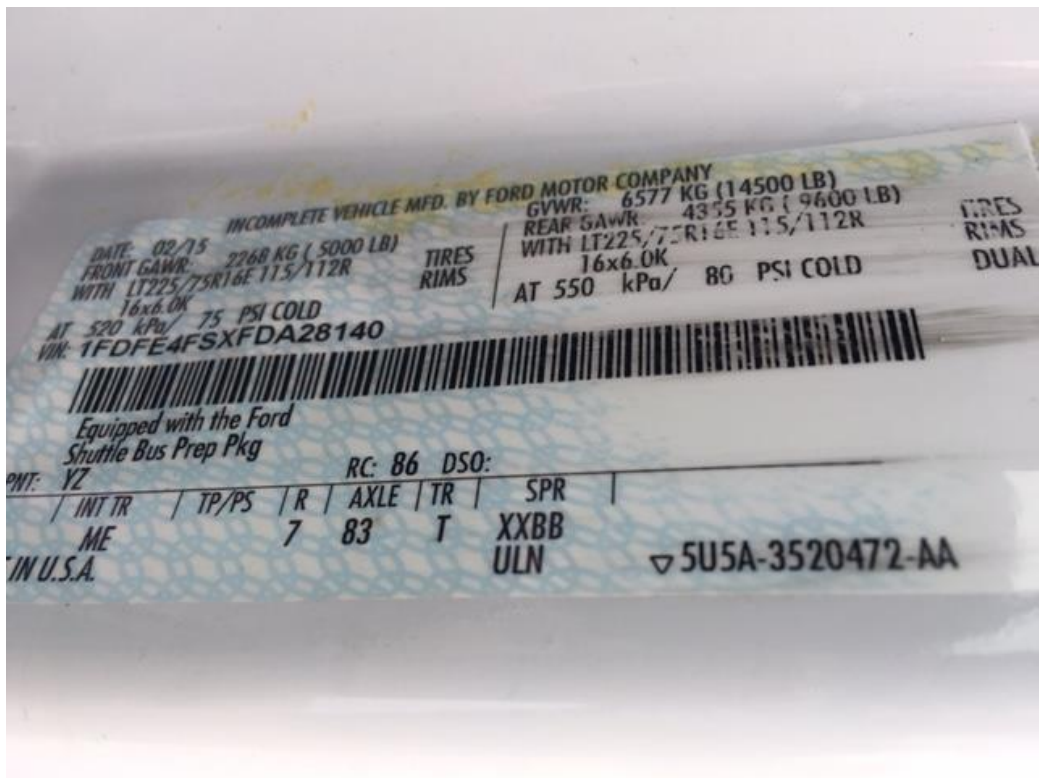
Additional vehicle review comments:

The agency shall place a copy of the current vehicle liability insurance card inside of the vehicle.

The vehicle was clean and free of body damage.

The agency shall have fire suppression inspections performed for all of their on-board systems.

Vehicle 94589 Pictures:



On-Site Preventative Maintenance File Review

VEHICLE MANUFACTURER: Ford

VEHICLE MODEL: Bus

SEATING CAPACITY: AMBULATORY 16 WHEELCHAIR 3

FDOT VEHICLE CONTROL NUMBER: 94589

AGENCY VEHICLE NUMBER: 109

VIN #: 1FDFE4FXSFDA28140

VEHICLE MILEAGE: 62,418

Review Items:

FDOT Program Maintenance (PM) folder being utilized ☒ Yes ☐ No ☐ N/A

Maintenance Milestone form is being utilized ☒ Yes ☐ No ☐ N/A

Preventative maintenance is being performed on schedule ☒ Yes ☐ No ☐ N/A

Copy of current vehicle registration
(Matching VIN #, current date) ☒ Yes ☐ No ☐ N/A

Copy of current vehicle liability insurance
(FDOT listed as certificate holder, correct coverage limits, current date) ☒ Yes ☐ No ☐ N/A

Annual safety certification ☐ Yes ☒ No ☐ N/A

PM Folder Review Comments:

The agency should ensure that current vehicle liability insurance cards are in the preventative maintenance folder.

The reviewer was unable to locate information regarding C inspections being performed.

On-Site Vehicle Review Form

VEHICLE MANUFACTURER: Ford

VEHICLE MODEL: Bus

SEATING CAPACITY: AMBULATORY 16 WHEELCHAIR 3

FDOT VEHICLE CONTROL NUMBER: 94590

AGENCY VEHICLE NUMBER: 110

VIN #: 1FDFE4FS7FDA35269

VEHICLE MILEAGE: 74,449

Review Items:

Fire extinguisher (check the indicator) ☒ Yes ☐ No ☐ N/A

Must have 1A:BC rating and bear the label of Underwriters Laboratories Inc.

Red box that contains reflectors and safety equipment ☒ Yes ☐ No ☐ N/A

Lights (check headlights, taillights, and turn signals) ☒ Yes ☐ No ☐ N/A

Windshield wipers ☒ Yes ☐ No ☐ N/A

Horn ☒ Yes ☐ No ☐ N/A

Check driver's seatbelt to make sure it is functional ☒ Yes ☐ No ☐ N/A

Wheelchair lift certification (if applicable) ☒ Yes ☐ No ☐ N/A

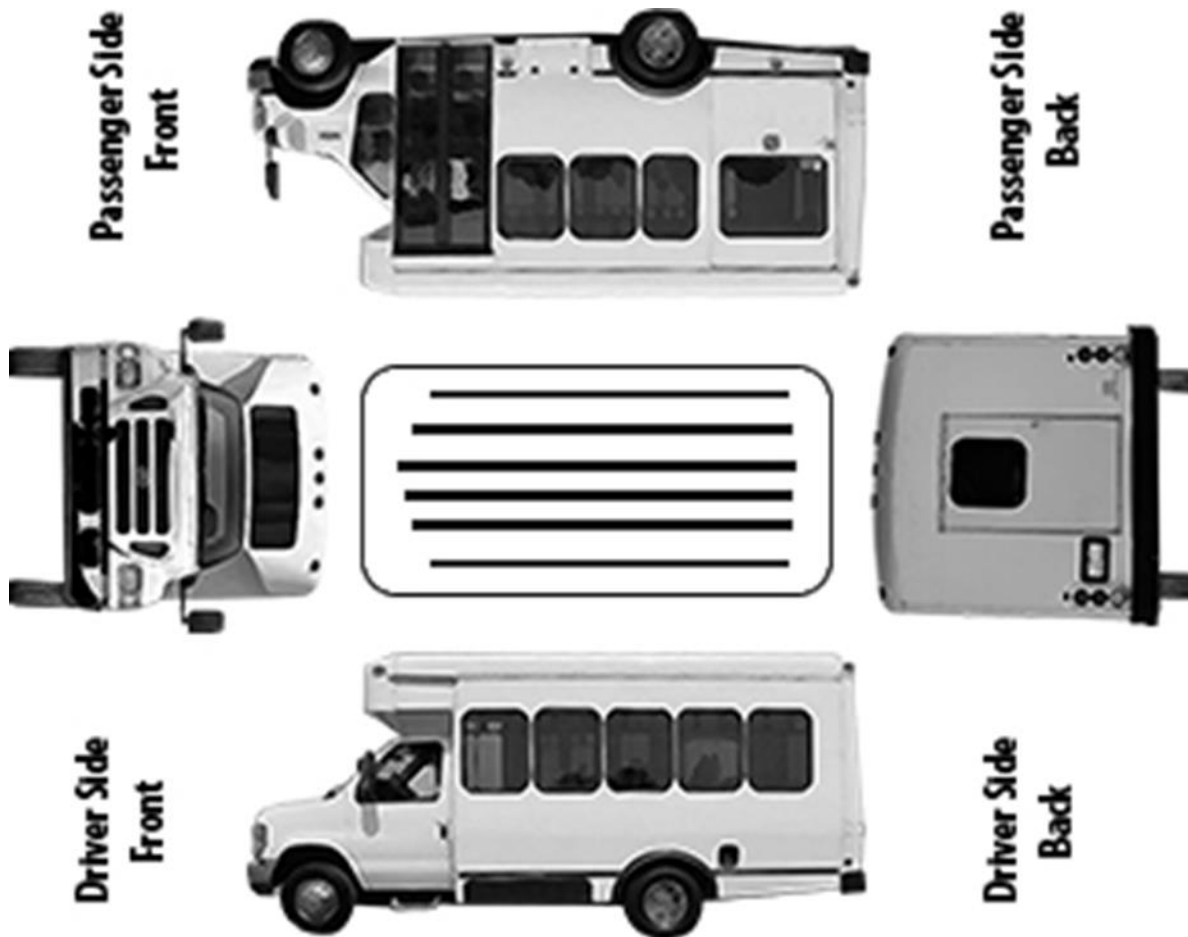
Florida Highway Safety & Motor Vehicle Exemption Form ☒ Yes ☐ No ☐ N/A

Current vehicle registration ☒ Yes ☐ No ☐ N/A

Current vehicle liability insurance ☒ Yes ☐ No ☐ N/A

Cleanliness ☒ Yes ☐ No ☐ N/A

Scratches or dents (if yes highlight on diagram) ☐ Yes ☒ No ☐ N/A

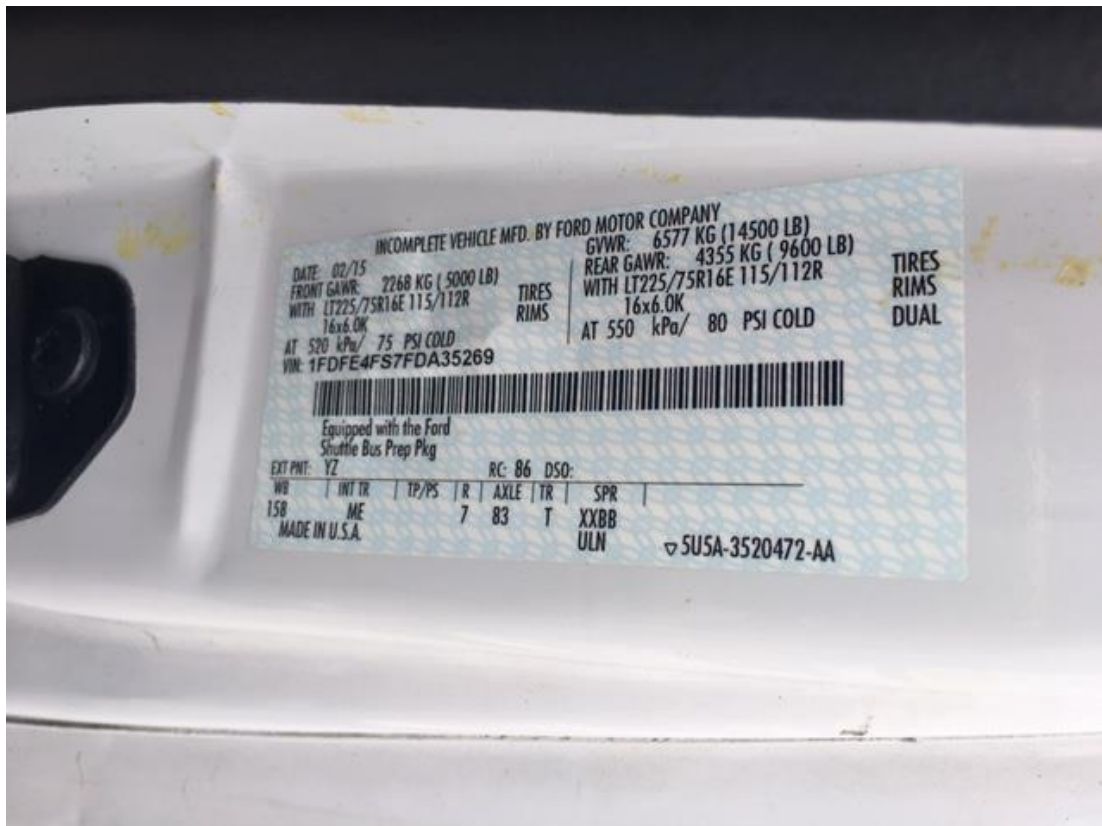


Additional vehicle review comments:

The vehicle was clean and free of body damage.

The agency shall have fire suppression inspections performed for all of their on-board systems.

Vehicle 94590 Pictures:



On-Site Preventative Maintenance File Review

VEHICLE MANUFACTURER: Ford

VEHICLE MODEL: Bus

SEATING CAPACITY: AMBULATORY 16 WHEELCHAIR 3

FDOT VEHICLE CONTROL NUMBER: 94590

AGENCY VEHICLE NUMBER: 110

VIN #: 1FDFE4FS7FDA35269

VEHICLE MILEAGE: 74,449

Review Items:

FDOT Program Maintenance (PM) folder being utilized ☒ Yes ☐ No ☐ N/A

Maintenance Milestone form is being utilized ☒ Yes ☐ No ☐ N/A

Preventative maintenance is being performed on schedule ☒ Yes ☐ No ☐ N/A

Copy of current vehicle registration
(Matching VIN #, current date) ☒ Yes ☐ No ☐ N/A

Copy of current vehicle liability insurance
(FDOT listed as certificate holder, correct coverage limits, current date) ☒ Yes ☐ No ☐ N/A

Annual safety certification ☐ Yes ☒ No ☐ N/A

PM Folder Review Comments:

The reviewer was unable to locate information regarding C inspections being performed.

The agency should ensure that all file folders are updated with current vehicle paperwork when new forms are issued.

On-Site Vehicle Review Form

VEHICLE MANUFACTURER: Ford

VEHICLE MODEL: Bus

SEATING CAPACITY: AMBULATORY 16 WHEELCHAIR 3

FDOT VEHICLE CONTROL NUMBER: 95500

AGENCY VEHICLE NUMBER: 112

VIN #: 1FDFE4FS7GDC55335

VEHICLE MILEAGE: 44,685

Review Items:

Fire extinguisher (check the indicator) ☒ Yes ☐ No ☐ N/A

Must have 1A:BC rating and bear the label of Underwriters Laboratories Inc.

Red box that contains reflectors and safety equipment ☒ Yes ☐ No ☐ N/A

Lights (check headlights, taillights, and turn signals) ☒ Yes ☐ No ☐ N/A

Windshield wipers ☒ Yes ☐ No ☐ N/A

Horn ☒ Yes ☐ No ☐ N/A

Check driver's seatbelt to make sure it is functional ☒ Yes ☐ No ☐ N/A

Wheelchair lift certification (if applicable) ☒ Yes ☐ No ☐ N/A

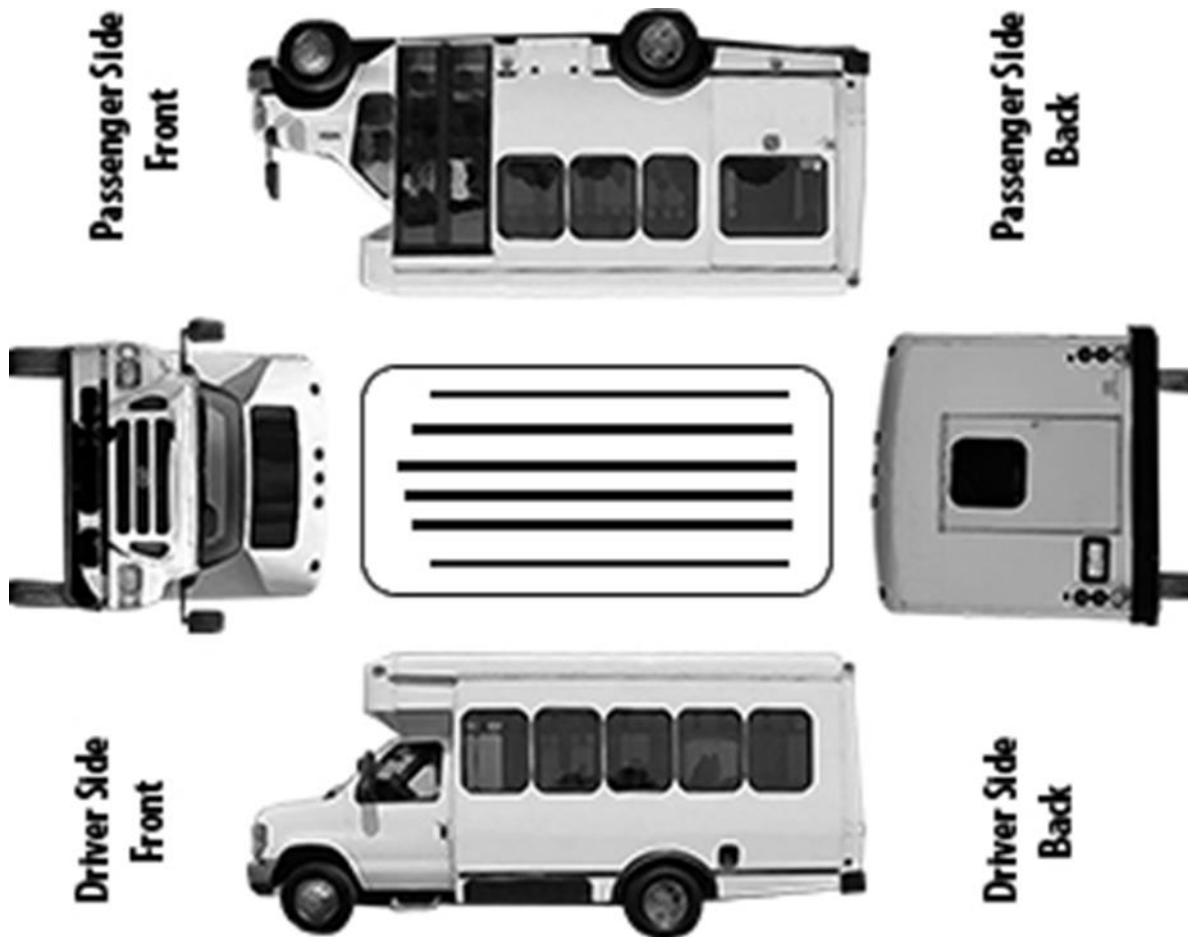
Florida Highway Safety & Motor Vehicle Exemption Form ☒ Yes ☐ No ☐ N/A

Current vehicle registration ☒ Yes ☐ No ☐ N/A

Current vehicle liability insurance ☒ Yes ☐ No ☐ N/A

Cleanliness ☒ Yes ☐ No ☐ N/A

Scratches or dents (if yes highlight on diagram) ☐ Yes ☒ No ☐ N/A



Additional vehicle review comments:

The vehicle was clean and free of body damage.

The agency shall have fire suppression inspections performed for all of their on-board systems.

Vehicle 95500 Pictures:



On-Site Preventative Maintenance File Review

VEHICLE MANUFACTURER: Ford

VEHICLE MODEL: Bus

SEATING CAPACITY: AMBULATORY 16 WHEELCHAIR 3

FDOT VEHICLE CONTROL NUMBER: 95500

AGENCY VEHICLE NUMBER: 112

VIN #: 1FDFE4FS7GDC55335

VEHICLE MILEAGE: 44,685

Review Items:

FDOT Program Maintenance (PM) folder being utilized ☒ Yes ☐ No ☐ N/A

Maintenance Milestone form is being utilized ☒ Yes ☐ No ☐ N/A

Preventative maintenance is being performed on schedule ☒ Yes ☐ No ☐ N/A

Copy of current vehicle registration
(Matching VIN #, current date) ☒ Yes ☐ No ☐ N/A

Copy of current vehicle liability insurance
(FDOT listed as certificate holder, correct coverage limits, current date) ☒ Yes ☐ No ☐ N/A

Annual safety certification ☐ Yes ☒ No ☐ N/A

PM Folder Review Comments:

The reviewer was unable to locate information regarding C inspections being performed.

The agency should ensure that all file folders are updated with current vehicle paperwork when new forms are issued.

On-Site Vehicle Review Form

VEHICLE MANUFACTURER: Ford

VEHICLE MODEL: Bus

SEATING CAPACITY: AMBULATORY 16 WHEELCHAIR 3

FDOT VEHICLE CONTROL NUMBER: 95501

AGENCY VEHICLE NUMBER: 111

VIN #: 1FDFE4FS1GDC55332

VEHICLE MILEAGE: 32,752

Review Items:

Fire extinguisher (check the indicator) ☒ Yes ☐ No ☐ N/A

Must have 1A:BC rating and bear the label of Underwriters Laboratories Inc.

Red box that contains reflectors and safety equipment ☒ Yes ☐ No ☐ N/A

Lights (check headlights, taillights, and turn signals) ☒ Yes ☐ No ☐ N/A

Windshield wipers ☒ Yes ☐ No ☐ N/A

Horn ☒ Yes ☐ No ☐ N/A

Check driver's seatbelt to make sure it is functional ☒ Yes ☐ No ☐ N/A

Wheelchair lift certification (if applicable) ☒ Yes ☐ No ☐ N/A

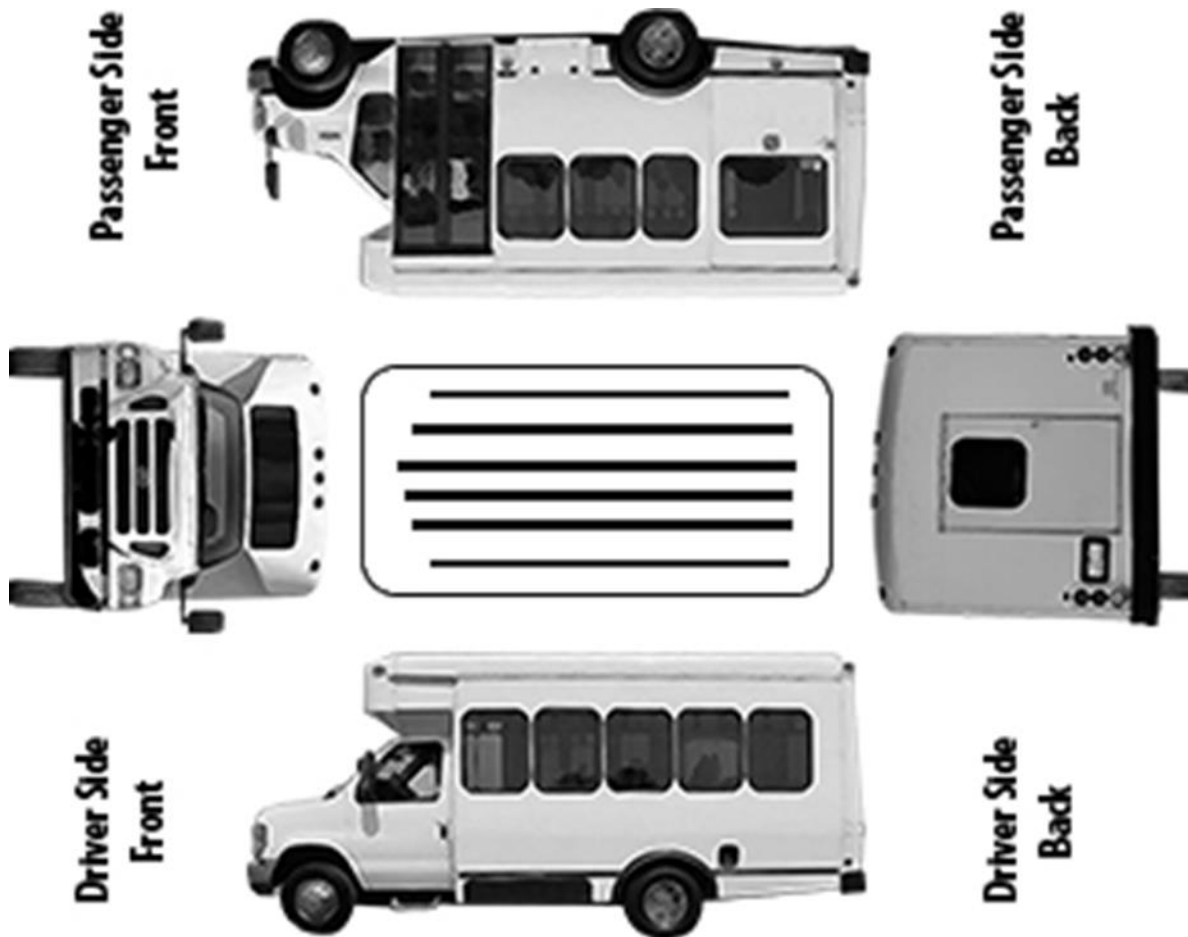
Florida Highway Safety & Motor Vehicle Exemption Form ☐ Yes ☒ No ☐ N/A

Current vehicle registration ☒ Yes ☐ No ☐ N/A

Current vehicle liability insurance ☒ Yes ☐ No ☐ N/A

Cleanliness ☒ Yes ☐ No ☐ N/A

Scratches or dents (if yes highlight on diagram) ☐ Yes ☒ No ☐ N/A



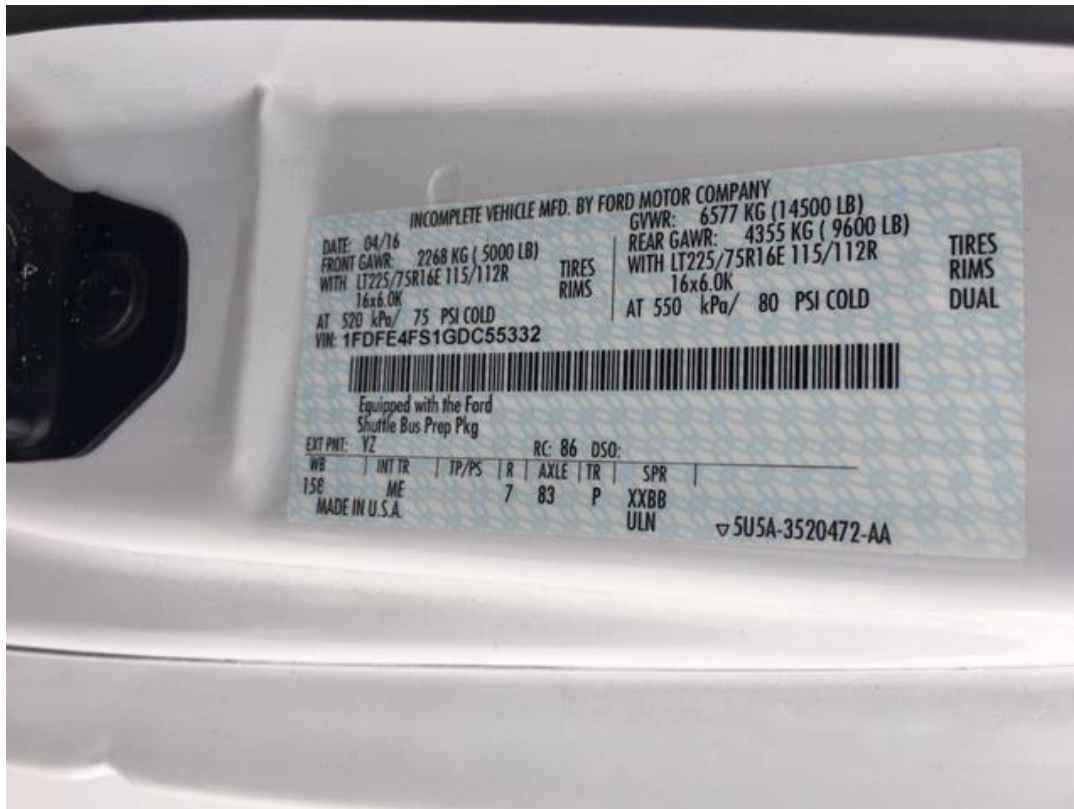
Additional vehicle review comments:

The agency shall place a copy of the current Florida Highway Safety and Motor Vehicle Exemption form inside of the vehicle.

The vehicle was clean and free of body damage.

The agency shall have fire suppression inspections performed for all of their on-board systems.

Vehicle 95501 Pictures:



On-Site Preventative Maintenance File Review

VEHICLE MANUFACTURER: Ford

VEHICLE MODEL: Bus

SEATING CAPACITY: AMBULATORY 16 WHEELCHAIR 3

FDOT VEHICLE CONTROL NUMBER: 95501

AGENCY VEHICLE NUMBER: 111

VIN #: 1FDFE4FS1GDC55332

VEHICLE MILEAGE: 32,752

Review Items:

FDOT Program Maintenance (PM) folder being utilized ☒ Yes ☐ No ☐ N/A

Maintenance Milestone form is being utilized ☒ Yes ☐ No ☐ N/A

Preventative maintenance is being performed on schedule ☒ Yes ☐ No ☐ N/A

Copy of current vehicle registration
(Matching VIN #, current date) ☒ Yes ☐ No ☐ N/A

Copy of current vehicle liability insurance
(FDOT listed as certificate holder, correct coverage limits, current date) ☒ Yes ☐ No ☐ N/A

Annual safety certification ☐ Yes ☒ No ☐ N/A

PM Folder Review Comments:

The reviewer was unable to locate information regarding C inspections being performed.

The agency should ensure that all file folders are updated with current vehicle paperwork when new forms are issued.

On-Site Vehicle Review Form

VEHICLE MANUFACTURER: Ford

VEHICLE MODEL: Bus

SEATING CAPACITY: AMBULATORY 16 WHEELCHAIR 3

FDOT VEHICLE CONTROL NUMBER: 95502

AGENCY VEHICLE NUMBER: 113

VIN #: 1FDFE4FS5GDC55334

VEHICLE MILEAGE: 36,577

Review Items:

Fire extinguisher (check the indicator) ☒ Yes ☐ No ☐ N/A

Must have 1A:BC rating and bear the label of Underwriters Laboratories Inc.

Red box that contains reflectors and safety equipment ☒ Yes ☐ No ☐ N/A

Lights (check headlights, taillights, and turn signals) ☒ Yes ☐ No ☐ N/A

Windshield wipers ☒ Yes ☐ No ☐ N/A

Horn ☒ Yes ☐ No ☐ N/A

Check driver's seatbelt to make sure it is functional ☒ Yes ☐ No ☐ N/A

Wheelchair lift certification (if applicable) ☒ Yes ☐ No ☐ N/A

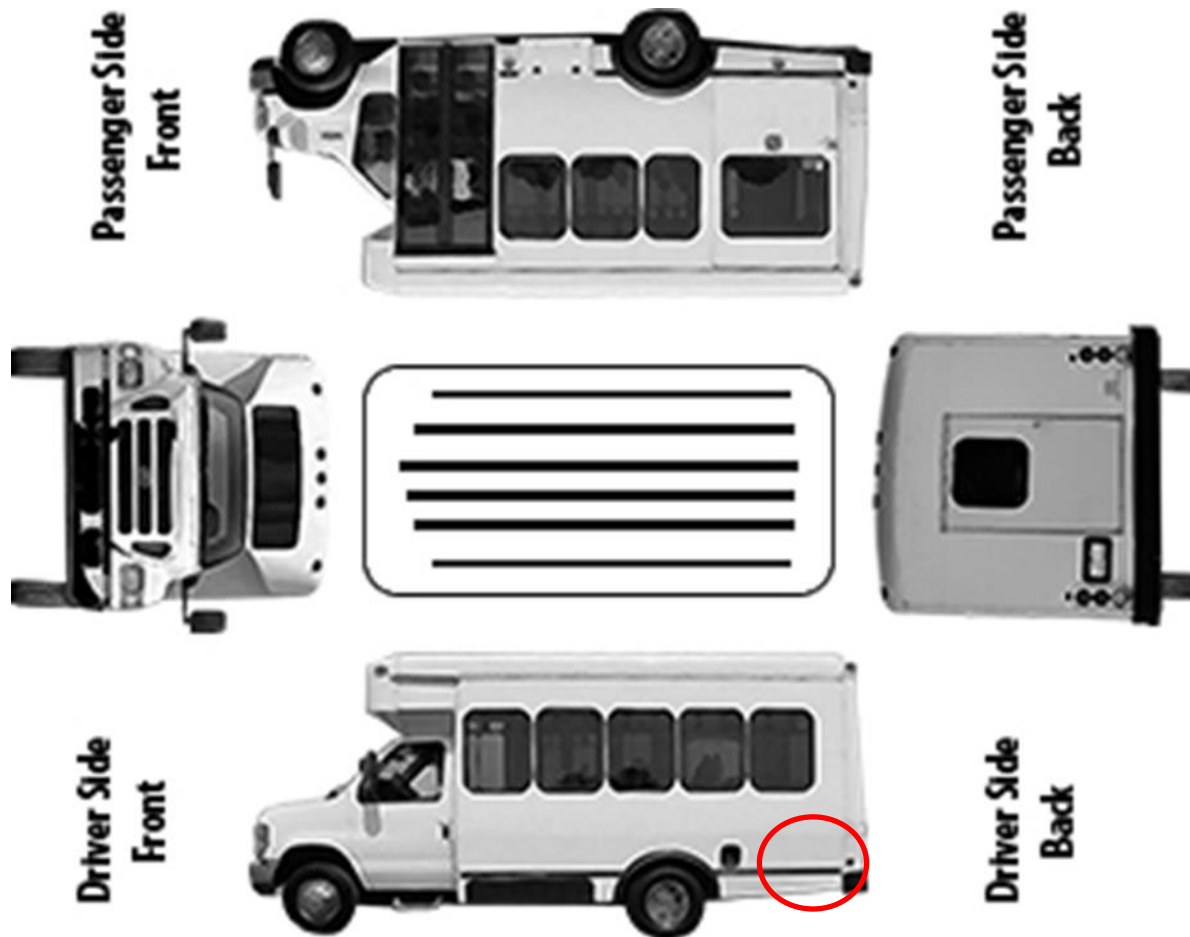
Florida Highway Safety & Motor Vehicle Exemption Form ☒ Yes ☐ No ☐ N/A

Current vehicle registration ☒ Yes ☐ No ☐ N/A

Current vehicle liability insurance ☒ Yes ☐ No ☐ N/A

Cleanliness ☒ Yes ☐ No ☐ N/A

Scratches or dents (if yes highlight on diagram) ☒ Yes ☐ No ☐ N/A



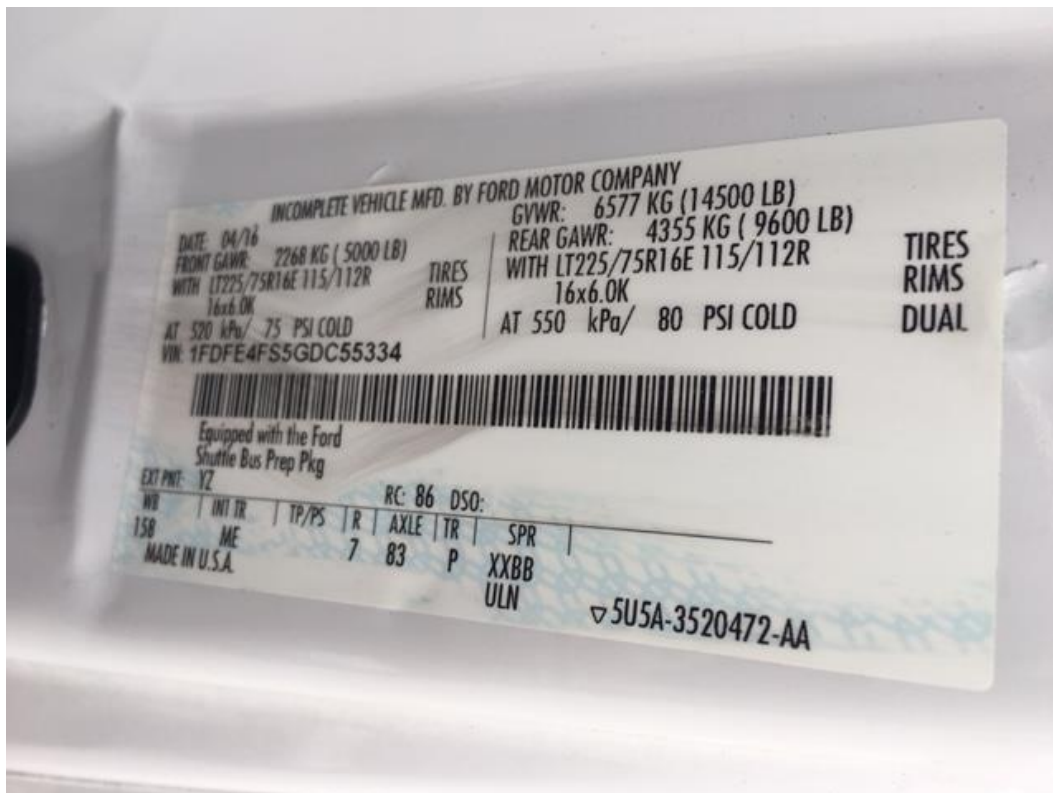
Additional vehicle review comments:

Scratches on the driver side, towards the rear of the vehicle.

The vehicle was clean on the inside.

The agency shall have fire suppression inspections performed for all of their on-board systems.

Vehicle 95502 Pictures:



On-Site Preventative Maintenance File Review

VEHICLE MANUFACTURER: Ford

VEHICLE MODEL: Bus

SEATING CAPACITY: AMBULATORY 16 WHEELCHAIR 3

FDOT VEHICLE CONTROL NUMBER: 95502

AGENCY VEHICLE NUMBER: 113

VIN #: 1FDFE4FS5GDC55334

VEHICLE MILEAGE: 36,577

Review Items:

FDOT Program Maintenance (PM) folder being utilized ☒ Yes ☐ No ☐ N/A

Maintenance Milestone form is being utilized ☒ Yes ☐ No ☐ N/A

Preventative maintenance is being performed on schedule ☒ Yes ☐ No ☐ N/A

Copy of current vehicle registration
(Matching VIN #, current date) ☒ Yes ☐ No ☐ N/A

Copy of current vehicle liability insurance
(FDOT listed as certificate holder, correct coverage limits, current date) ☒ Yes ☐ No ☐ N/A

Annual safety certification ☐ Yes ☒ No ☐ N/A

PM Folder Review Comments:

The reviewer was unable to locate information regarding C inspections being performed.

The agency should ensure that all file folders are updated with current vehicle paperwork when new forms are issued.

On-Site Vehicle Review Form

VEHICLE MANUFACTURER: Ford

VEHICLE MODEL: Bus

SEATING CAPACITY: AMBULATORY 16 WHEELCHAIR 3

FDOT VEHICLE CONTROL NUMBER: 95505

AGENCY VEHICLE NUMBER: 114

VIN #: 1FDFE4FS3GDC55333

VEHICLE MILEAGE: 36,018

Review Items:

Fire extinguisher (check the indicator) ☒ Yes ☐ No ☐ N/A

Must have 1A:BC rating and bear the label of Underwriters Laboratories Inc.

Red box that contains reflectors and safety equipment ☒ Yes ☐ No ☐ N/A

Lights (check headlights, taillights, and turn signals) ☒ Yes ☐ No ☐ N/A

Windshield wipers ☒ Yes ☐ No ☐ N/A

Horn ☒ Yes ☐ No ☐ N/A

Check driver's seatbelt to make sure it is functional ☒ Yes ☐ No ☐ N/A

Wheelchair lift certification (if applicable) ☒ Yes ☐ No ☐ N/A

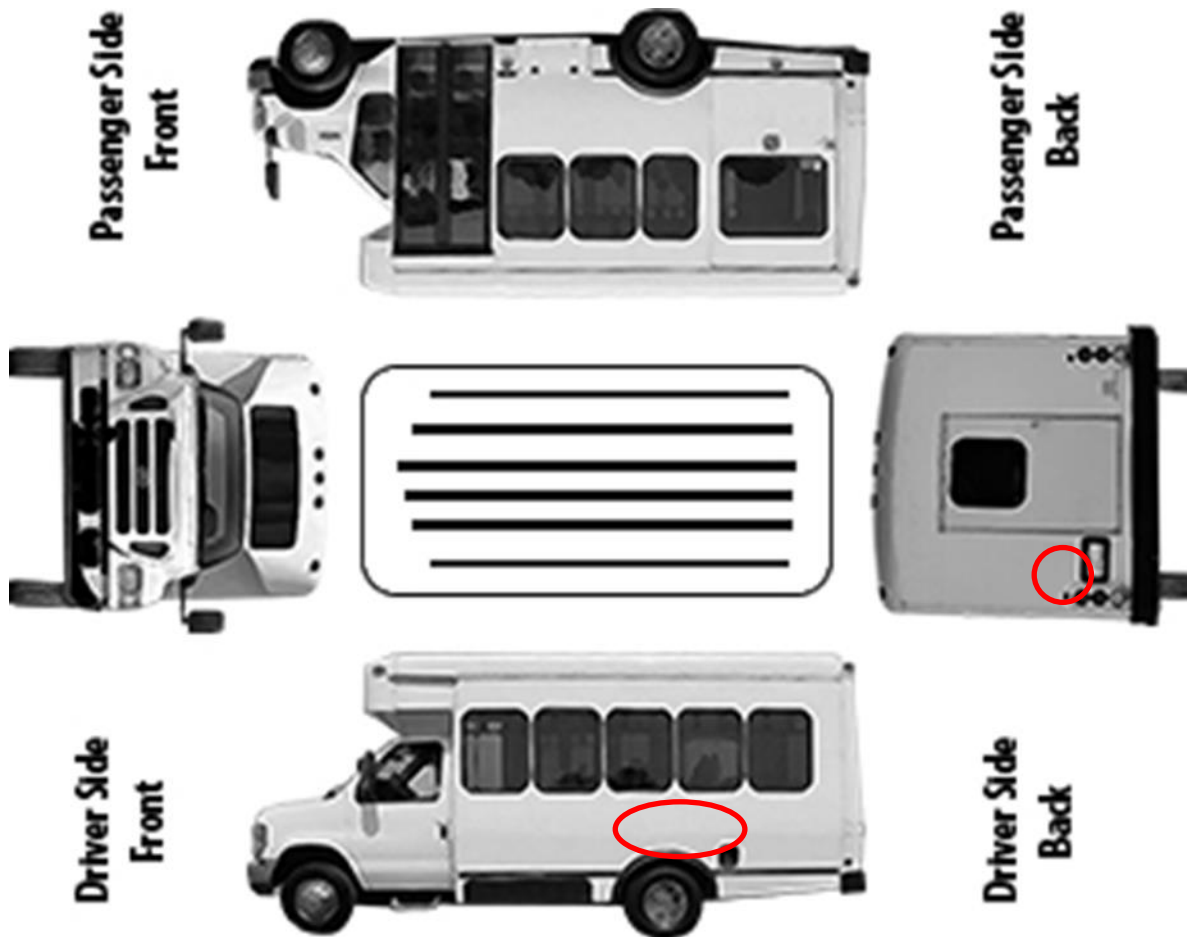
Florida Highway Safety & Motor Vehicle Exemption Form ☒ Yes ☐ No ☐ N/A

Current vehicle registration ☒ Yes ☐ No ☐ N/A

Current vehicle liability insurance ☒ Yes ☐ No ☐ N/A

Cleanliness ☒ Yes ☐ No ☐ N/A

Scratches or dents (if yes highlight on diagram) ☒ Yes ☐ No ☐ N/A



Additional vehicle review comments:

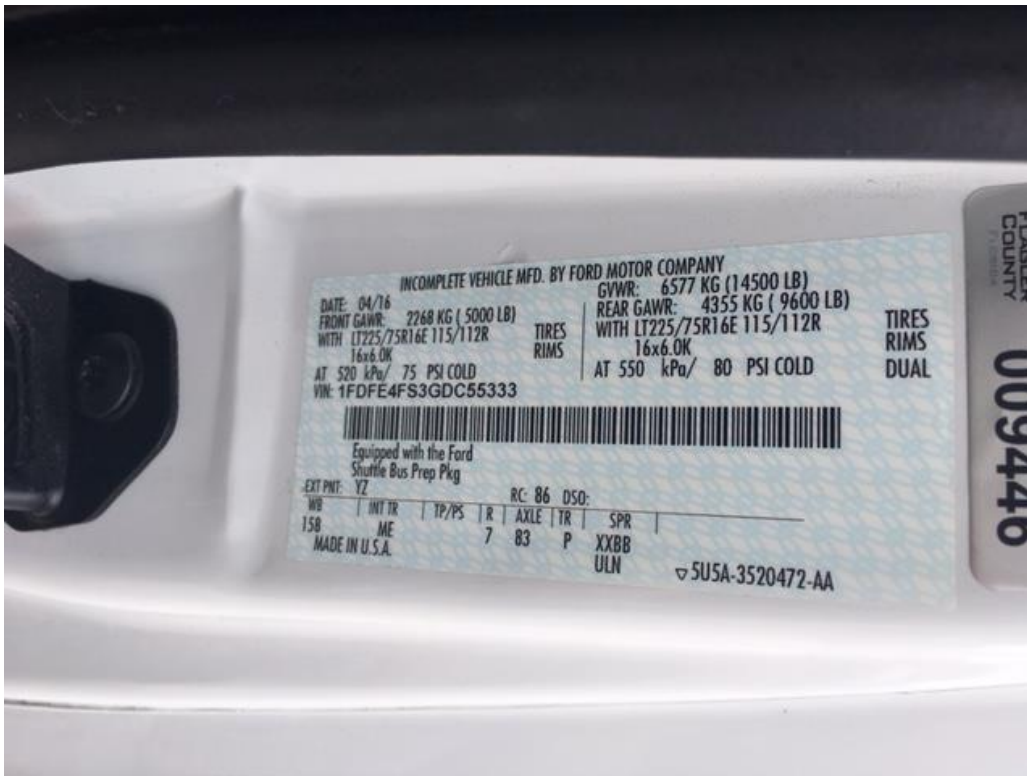
The agency shall place the control number on the back of the vehicle.

Scratches located above the wheel well on the driver side of the vehicle.

The vehicle was clean on the inside.

The agency shall have fire suppression inspections performed for all of their on-board systems.

Vehicle 95505 Pictures:



On-Site Preventative Maintenance File Review

VEHICLE MANUFACTURER: Ford

VEHICLE MODEL: Bus

SEATING CAPACITY: AMBULATORY 16 WHEELCHAIR 3

FDOT VEHICLE CONTROL NUMBER: 95505

AGENCY VEHICLE NUMBER: 114

VIN #: 1FDFE4FS3GDC55333

VEHICLE MILEAGE: 36,018

Review Items:

FDOT Program Maintenance (PM) folder being utilized ☒ Yes ☐ No ☐ N/A

Maintenance Milestone form is being utilized ☒ Yes ☐ No ☐ N/A

Preventative maintenance is being performed on schedule ☒ Yes ☐ No ☐ N/A

Copy of current vehicle registration
(Matching VIN #, current date) ☒ Yes ☐ No ☐ N/A

Copy of current vehicle liability insurance
(FDOT listed as certificate holder, correct coverage limits, current date) ☒ Yes ☐ No ☐ N/A

Annual safety certification ☐ Yes ☒ No ☐ N/A

PM Folder Review Comments:

The reviewer was unable to locate information regarding C inspections being performed.

The agency should ensure that all file folders are updated with current vehicle paperwork when new forms are issued.

On-Site Vehicle Review Form

VEHICLE MANUFACTURER: Ford

VEHICLE MODEL: Bus

SEATING CAPACITY: AMBULATORY 16 WHEELCHAIR 3

FDOT VEHICLE CONTROL NUMBER: 95520

AGENCY VEHICLE NUMBER: 117

VIN #: 1FDFE4FS8HDC51568

VEHICLE MILEAGE: 1,404

Review Items:

Fire extinguisher (check the indicator) ☒ Yes ☐ No ☐ N/A

Must have 1A:BC rating and bear the label of Underwriters Laboratories Inc.

Red box that contains reflectors and safety equipment ☒ Yes ☐ No ☐ N/A

Lights (check headlights, taillights, and turn signals) ☒ Yes ☐ No ☐ N/A

Windshield wipers ☒ Yes ☐ No ☐ N/A

Horn ☒ Yes ☐ No ☐ N/A

Check driver's seatbelt to make sure it is functional ☒ Yes ☐ No ☐ N/A

Wheelchair lift certification (if applicable) ☐ Yes ☐ No ☒ N/A

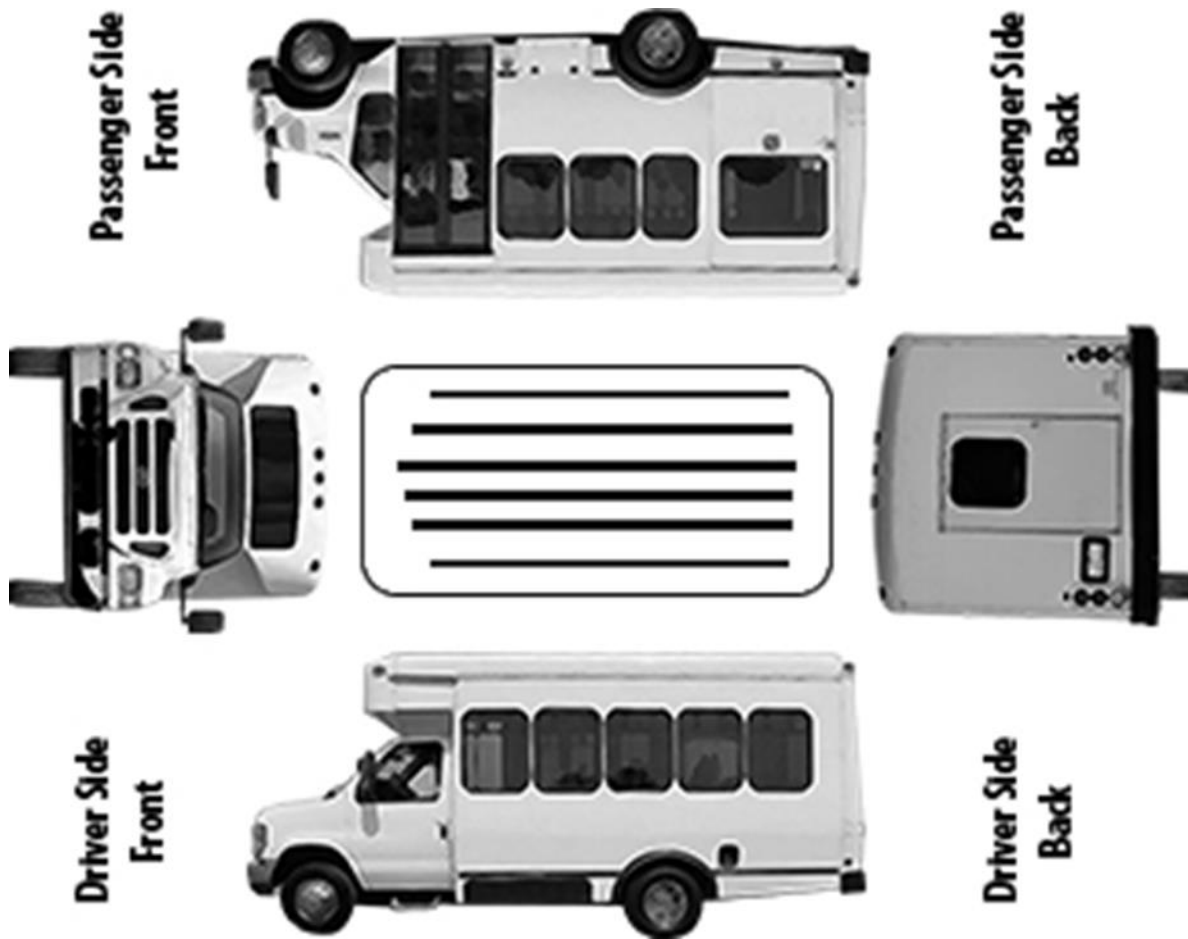
Florida Highway Safety & Motor Vehicle Exemption Form ☒ Yes ☐ No ☐ N/A

Current vehicle registration ☒ Yes ☐ No ☐ N/A

Current vehicle liability insurance ☒ Yes ☐ No ☐ N/A

Cleanliness ☒ Yes ☐ No ☐ N/A

Scratches or dents (if yes highlight on diagram) ☐ Yes ☒ No ☐ N/A

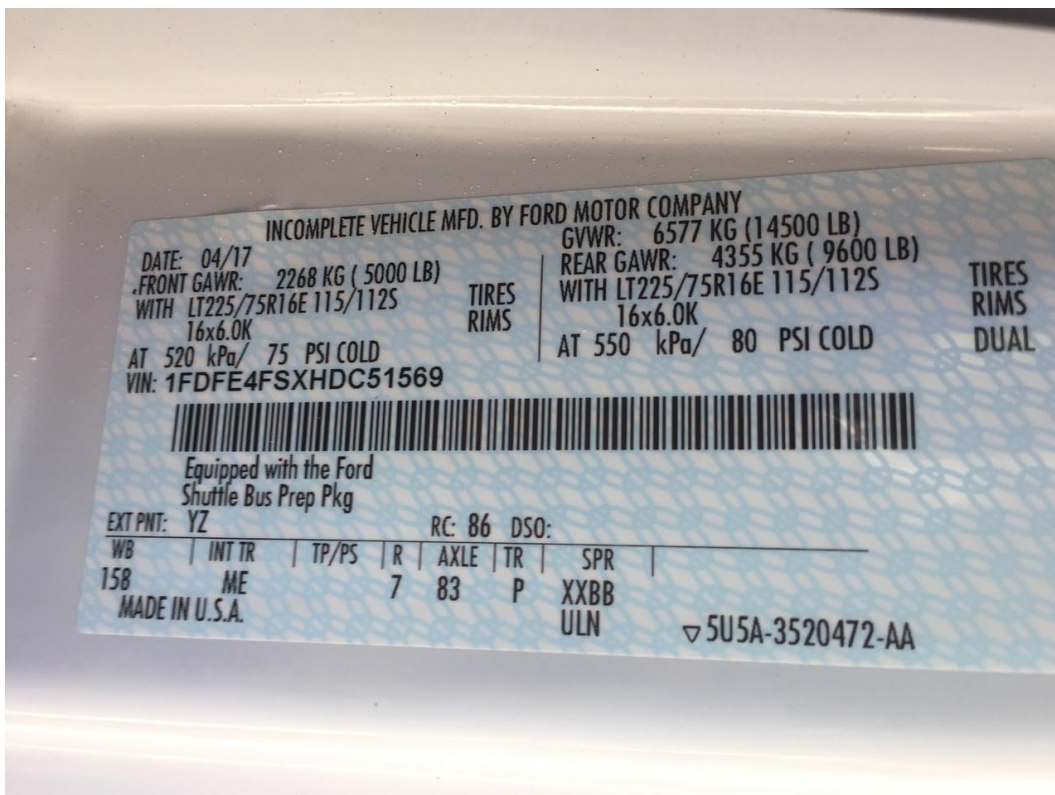


Additional vehicle review comments:

The vehicle was clean and free of body damage.

The agency shall add the FDOT control number to the back of the vehicle.

Vehicle 95520 Pictures:



On-Site Preventative Maintenance File Review

VEHICLE MANUFACTURER: Ford

VEHICLE MODEL: Bus

SEATING CAPACITY: AMBULATORY 16 WHEELCHAIR 3

FDOT VEHICLE CONTROL NUMBER: 95520

AGENCY VEHICLE NUMBER: 117

VIN #: 1FDFE4FS8HDC51568

VEHICLE MILEAGE: 1,404

Review Items:

FDOT Program Maintenance (PM) folder being utilized ☒ Yes ☐ No ☐ N/A

Maintenance Milestone form is being utilized ☒ Yes ☐ No ☐ N/A

Preventative maintenance is being performed on schedule ☐ Yes ☐ No ☒ N/A

Copy of current vehicle registration
(Matching VIN #, current date) ☒ Yes ☐ No ☐ N/A

Copy of current vehicle liability insurance
(FDOT listed as certificate holder, correct coverage limits, current date) ☒ Yes ☐ No ☐ N/A

Annual safety certification ☐ Yes ☐ No ☒ N/A

PM Folder Review Comments:

The vehicle has not reached a PM mileage interval as of the date of this review.

On-Site Vehicle Review Form

VEHICLE MANUFACTURER: Ford

VEHICLE MODEL: Bus

SEATING CAPACITY: AMBULATORY 16 WHEELCHAIR 3

FDOT VEHICLE CONTROL NUMBER: 95522

AGENCY VEHICLE NUMBER: 118

VIN #: 1FDFE4FSXHDC51569

VEHICLE MILEAGE: 1,456

Review Items:

Fire extinguisher (check the indicator) ☒ Yes ☐ No ☐ N/A

Must have 1A:BC rating and bear the label of Underwriters Laboratories Inc.

Red box that contains reflectors and safety equipment ☒ Yes ☐ No ☐ N/A

Lights (check headlights, taillights, and turn signals) ☒ Yes ☐ No ☐ N/A

Windshield wipers ☒ Yes ☐ No ☐ N/A

Horn ☒ Yes ☐ No ☐ N/A

Check driver's seatbelt to make sure it is functional ☒ Yes ☐ No ☐ N/A

Wheelchair lift certification (if applicable) ☐ Yes ☐ No ☒ N/A

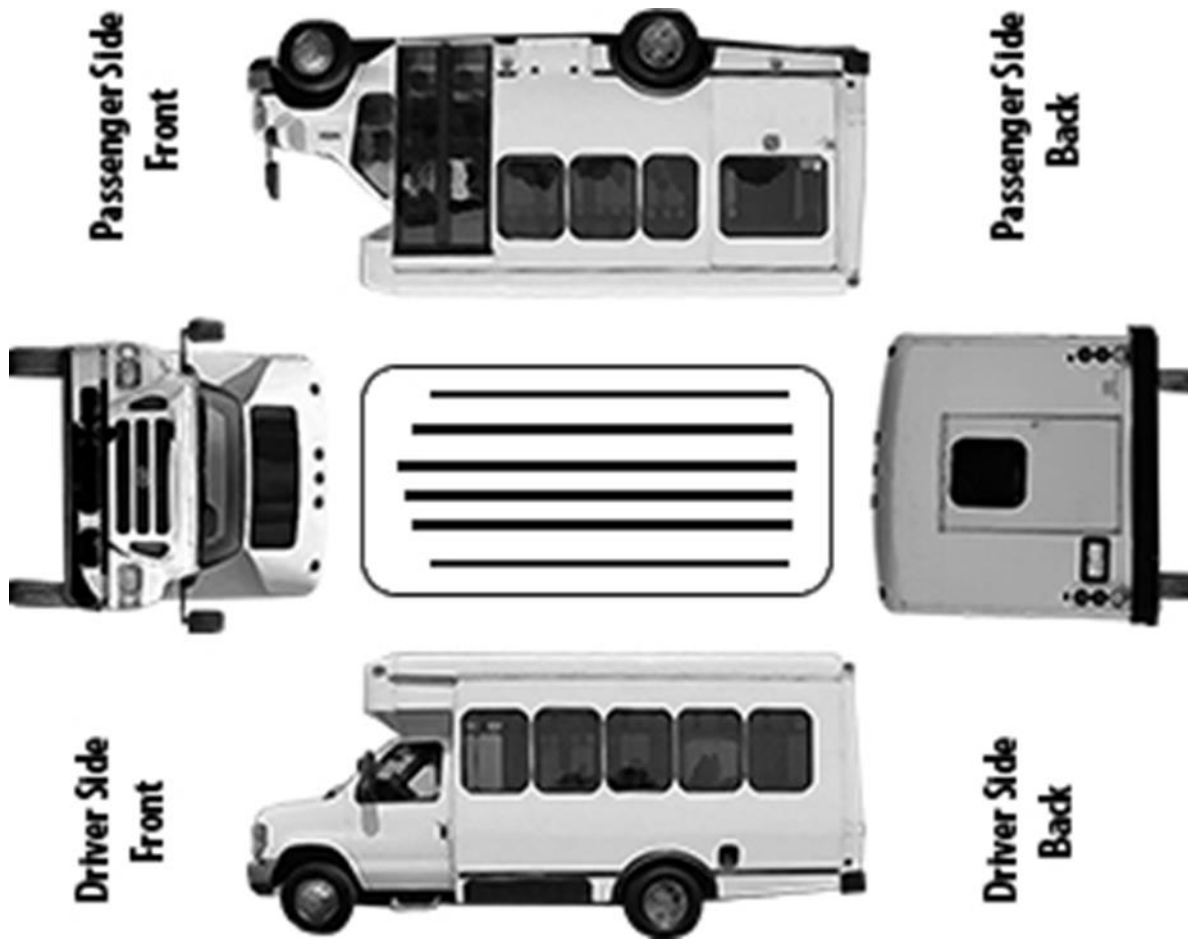
Florida Highway Safety & Motor Vehicle Exemption Form ☒ Yes ☐ No ☐ N/A

Current vehicle registration ☒ Yes ☐ No ☐ N/A

Current vehicle liability insurance ☒ Yes ☐ No ☐ N/A

Cleanliness ☒ Yes ☐ No ☐ N/A

Scratches or dents (if yes highlight on diagram) ☐ Yes ☒ No ☐ N/A

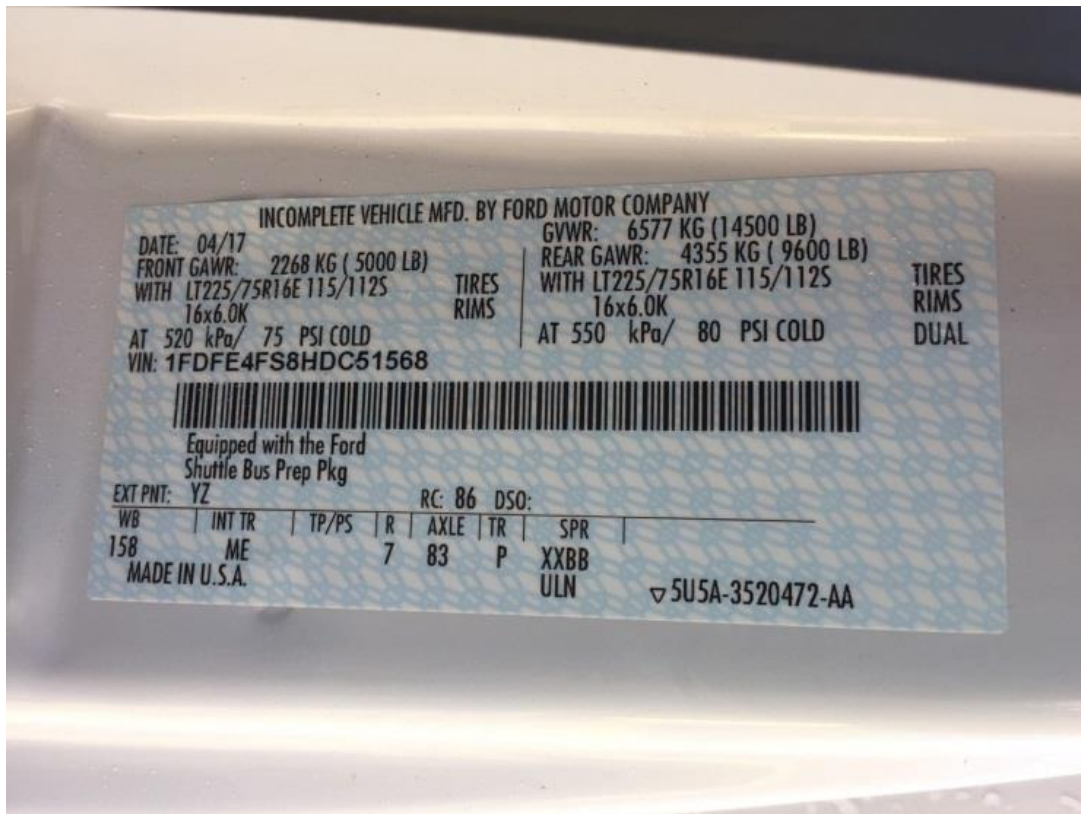


Additional vehicle review comments:

The vehicle was clean and free of body damage.

The agency shall add the FDOT control number to the back of the vehicle.

Vehicle 91556 Pictures:



On-Site Preventative Maintenance File Review

VEHICLE MANUFACTURER: Ford

VEHICLE MODEL: Bus

SEATING CAPACITY: AMBULATORY 16 WHEELCHAIR 3

FDOT VEHICLE CONTROL NUMBER: 95522

AGENCY VEHICLE NUMBER: 118

VIN #: 1FDFE4FSXHDC51569

VEHICLE MILEAGE: 1,456

Review Items:

FDOT Program Maintenance (PM) folder being utilized ☒ Yes ☐ No ☐ N/A

Maintenance Milestone form is being utilized ☒ Yes ☐ No ☐ N/A

Preventative maintenance is being performed on schedule ☐ Yes ☐ No ☒ N/A

Copy of current vehicle registration
(Matching VIN #, current date) ☒ Yes ☐ No ☐ N/A

Copy of current vehicle liability insurance
(FDOT listed as certificate holder, correct coverage limits, current date) ☒ Yes ☐ No ☐ N/A

Annual safety certification ☐ Yes ☐ No ☒ N/A

PM Folder Review Comments:

The vehicle has not reached a PM mileage interval as of the date of this review.

On-Site Vehicle Review Form

VEHICLE MANUFACTURER: Ford

VEHICLE MODEL: Bus

SEATING CAPACITY: AMBULATORY 16 WHEELCHAIR 3

FDOT VEHICLE CONTROL NUMBER: 95523

AGENCY VEHICLE NUMBER: 115

VIN #: 1FDFE4FS6HDC51567

VEHICLE MILEAGE: 1,418

Review Items:

Fire extinguisher (check the indicator) ☒ Yes ☐ No ☐ N/A

Must have 1A:BC rating and bear the label of Underwriters Laboratories Inc.

Red box that contains reflectors and safety equipment ☒ Yes ☐ No ☐ N/A

Lights (check headlights, taillights, and turn signals) ☒ Yes ☐ No ☐ N/A

Windshield wipers ☒ Yes ☐ No ☐ N/A

Horn ☒ Yes ☐ No ☐ N/A

Check driver's seatbelt to make sure it is functional ☒ Yes ☐ No ☐ N/A

Wheelchair lift certification (if applicable) ☒ Yes ☐ No ☐ N/A

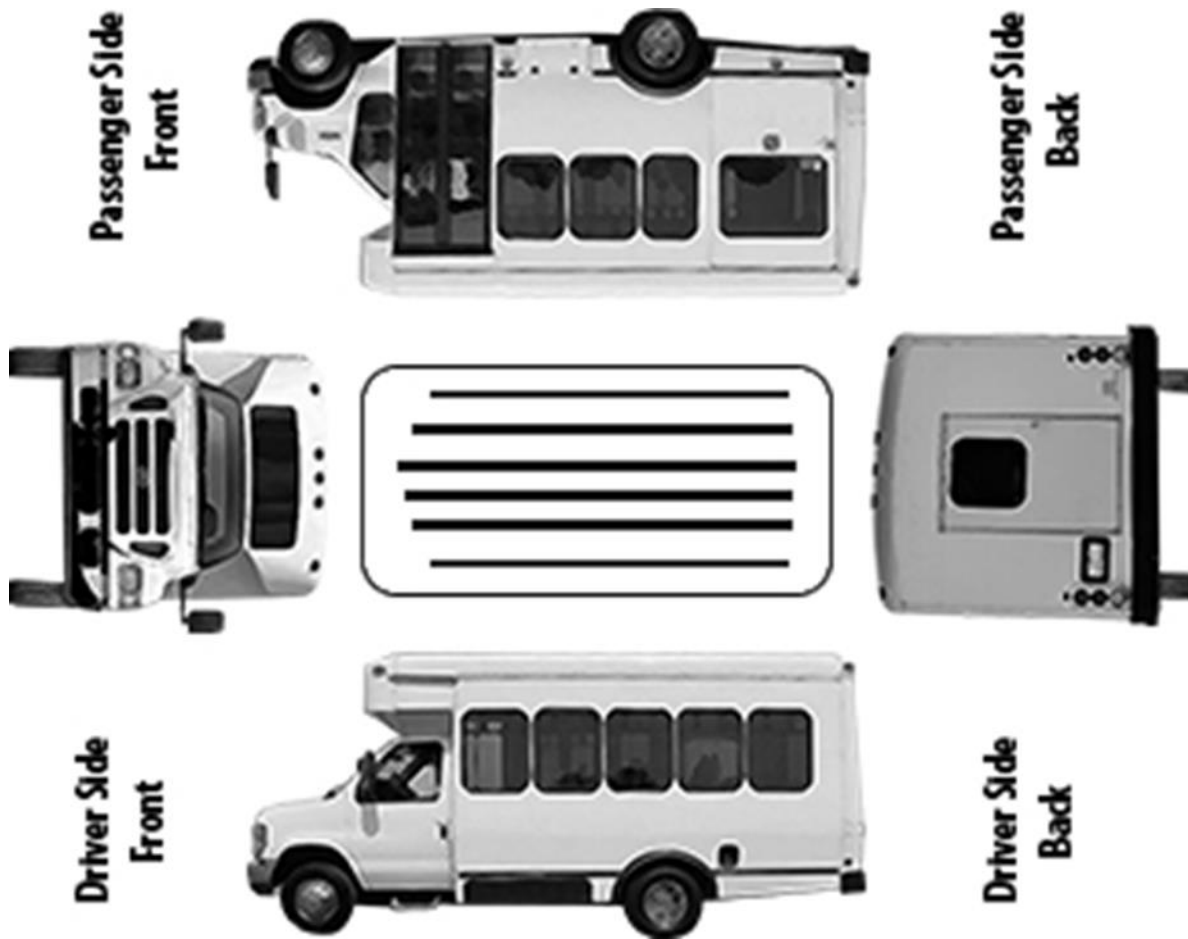
Florida Highway Safety & Motor Vehicle Exemption Form ☒ Yes ☐ No ☐ N/A

Current vehicle registration ☒ Yes ☐ No ☐ N/A

Current vehicle liability insurance ☒ Yes ☐ No ☐ N/A

Cleanliness ☒ Yes ☐ No ☐ N/A

Scratches or dents (if yes highlight on diagram) ☐ Yes ☒ No ☐ N/A

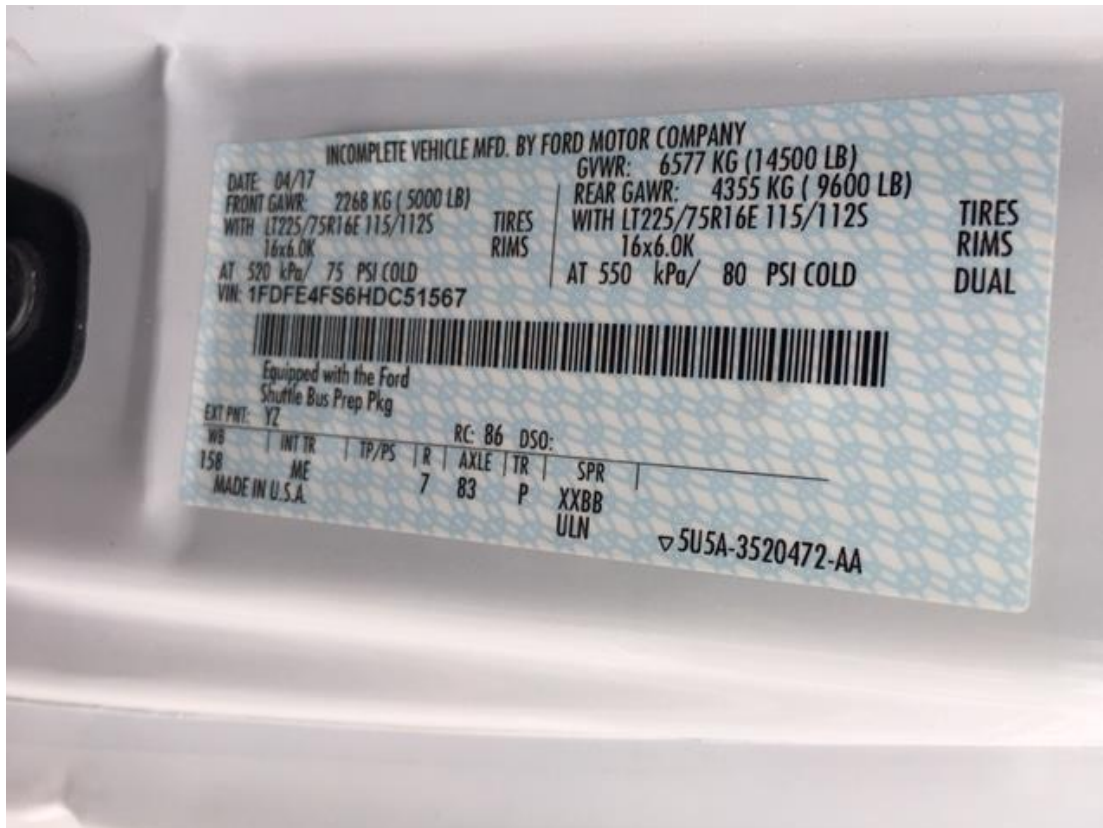


Additional vehicle review comments:

The vehicle was clean and free of body damage.

The agency shall add the FDOT control number to the back of the vehicle.

Vehicle 95523 Pictures:



On-Site Preventative Maintenance File Review

VEHICLE MANUFACTURER: Ford

VEHICLE MODEL: Bus

SEATING CAPACITY: AMBULATORY 16 WHEELCHAIR 3

FDOT VEHICLE CONTROL NUMBER: 95523

AGENCY VEHICLE NUMBER: 115

VIN #: 1FDFE4FS6HDC51567

VEHICLE MILEAGE: 1,418

Review Items:

FDOT Program Maintenance (PM) folder being utilized ☒ Yes ☐ No ☐ N/A

Maintenance Milestone form is being utilized ☒ Yes ☐ No ☐ N/A

Preventative maintenance is being performed on schedule ☐ Yes ☐ No ☒ N/A

Copy of current vehicle registration
(Matching VIN #, current date) ☒ Yes ☐ No ☐ N/A

Copy of current vehicle liability insurance
(FDOT listed as certificate holder, correct coverage limits, current date) ☒ Yes ☐ No ☐ N/A

Annual safety certification ☐ Yes ☐ No ☒ N/A

PM Folder Review Comments:

The vehicle has not reached a PM mileage interval as of the date of this review.

On-Site Vehicle Review Form

VEHICLE MANUFACTURER: Ford

VEHICLE MODEL: Bus

SEATING CAPACITY: AMBULATORY 16 WHEELCHAIR 3

FDOT VEHICLE CONTROL NUMBER: 95524

AGENCY VEHICLE NUMBER: 116

VIN #: 1FDFE4FS6HDC51570

VEHICLE MILEAGE: 1,433

Review Items:

Fire extinguisher (check the indicator) ☒ Yes ☐ No ☐ N/A

Must have 1A:BC rating and bear the label of Underwriters Laboratories Inc.

Red box that contains reflectors and safety equipment ☒ Yes ☐ No ☐ N/A

Lights (check headlights, taillights, and turn signals) ☒ Yes ☐ No ☐ N/A

Windshield wipers ☒ Yes ☐ No ☐ N/A

Horn ☒ Yes ☐ No ☐ N/A

Check driver's seatbelt to make sure it is functional ☒ Yes ☐ No ☐ N/A

Wheelchair lift certification (if applicable) ☐ Yes ☐ No ☒ N/A

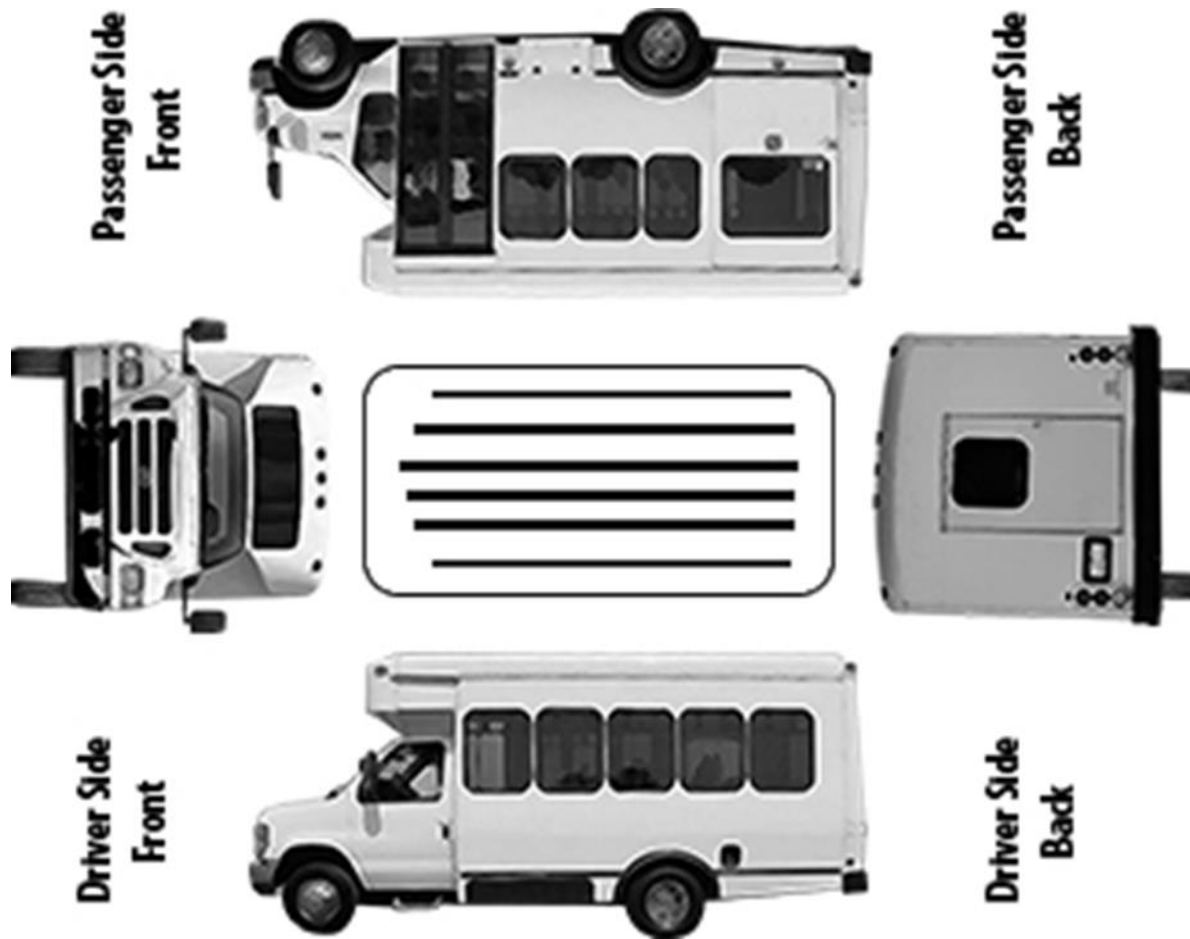
Florida Highway Safety & Motor Vehicle Exemption Form ☒ Yes ☐ No ☐ N/A

Current vehicle registration ☒ Yes ☐ No ☐ N/A

Current vehicle liability insurance ☒ Yes ☐ No ☐ N/A

Cleanliness ☒ Yes ☐ No ☐ N/A

Scratches or dents (if yes highlight on diagram) ☐ Yes ☒ No ☐ N/A

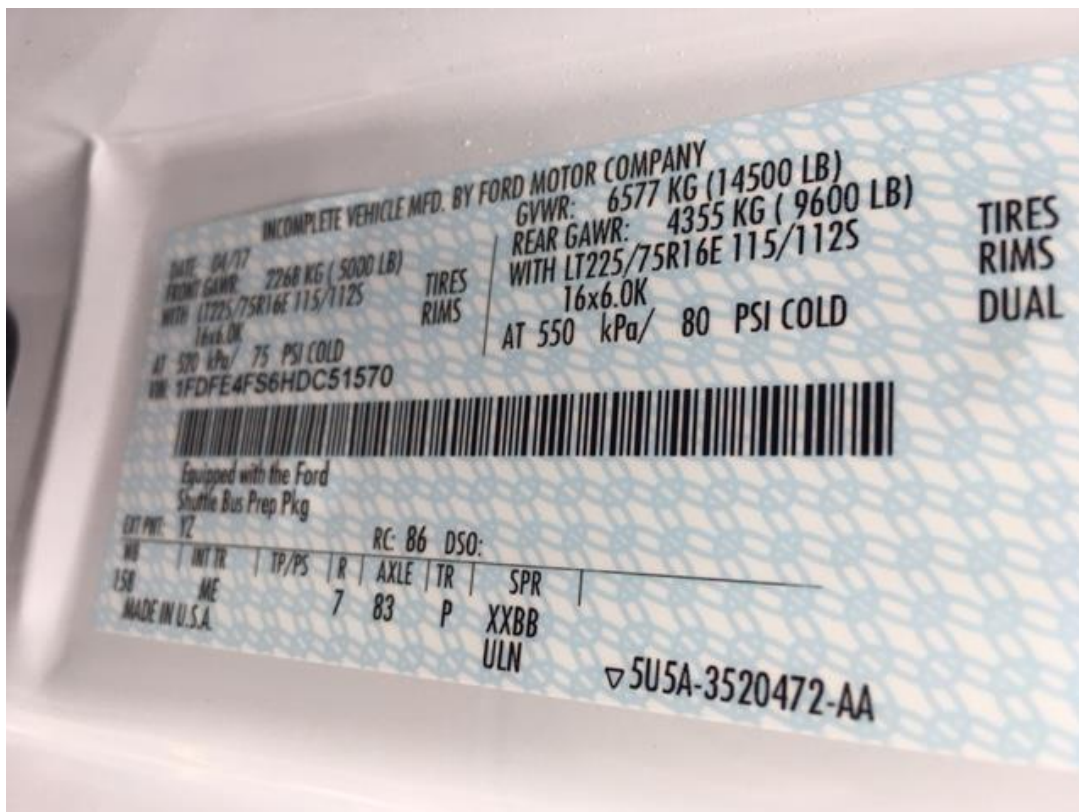


Additional vehicle review comments:

The vehicle was clean and free of body damage.

The agency shall add the FDOT control number to the back of the vehicle.

Vehicle 95524 Pictures:



On-Site Preventative Maintenance File Review

VEHICLE MANUFACTURER: Ford

VEHICLE MODEL: Bus

SEATING CAPACITY: AMBULATORY 16 WHEELCHAIR 3

FDOT VEHICLE CONTROL NUMBER: 95524

AGENCY VEHICLE NUMBER: 116

VIN #: 1FDFE4FS6HDC51570

VEHICLE MILEAGE: 1,433

Review Items:

FDOT Program Maintenance (PM) folder being utilized ☒ Yes ☐ No ☐ N/A

Maintenance Milestone form is being utilized ☒ Yes ☐ No ☐ N/A

Preventative maintenance is being performed on schedule ☐ Yes ☐ No ☒ N/A

Copy of current vehicle registration
(Matching VIN #, current date) ☒ Yes ☐ No ☐ N/A

Copy of current vehicle liability insurance
(FDOT listed as certificate holder, correct coverage limits, current date) ☒ Yes ☐ No ☐ N/A

Annual safety certification ☐ Yes ☐ No ☒ N/A

PM Folder Review Comments:

The vehicle has not reached a PM mileage interval as of the date of this review.

Vehicle Inventory Inspection On-Site Questionnaire

During the on-site inspection, a twelve month history of the PM files shall be reviewed. Twenty percent (20%) of the fleet shall be selected at random taking into consideration model year, type of vehicle and miles on each to get a reasonable sample of the overall fleet. During the file review the mileage or operating hours between each preventative maintenance inspection is recorded, as well as each work order that occurs between inspections.

Preventive maintenance inspections are evaluated based on FDOT vehicle maintenance requirements. Preventative Maintenance Inspections should occur at manufacturer suggested intervals if the vehicle is still under warranty, or they must meet FDOT minimums listed the Preventative Maintenance Guidelines if they are not under warranty. Preventive maintenance inspections that occur within 10% of the targeted scheduled mileage are considered on-time. If more than 20% of the preventive maintenance inspections observed occur outside of the 10% targeted mileage, the agency is considered deficient and corrective actions must be in place. Work orders should also be examined to see the timeliness of repairs, both scheduled and unscheduled.

Review Items:

- 2.1 What type of preventive maintenance schedule is used? Are preventive maintenance inspections performed in a progressive manner, or is the same level of inspection performed each time? Preventive maintenance inspection forms should be collected to ensure that components are inspected according to manufacturer recommendations while the vehicle is under warranty, or using the minimum requirements shown in the Preventive Maintenance Standards Manual.

The agency performs preventative maintenance services at 6,000 mile intervals. The agency's preventative maintenance is performed in a progressive manner using an A-B-A-C sequence.

- 2.2 What is the target mileage for the preventive maintenance inspections? Does this number vary among sub fleets?

Preventative maintenance is performed at 6,000 mile intervals. This number does not vary among sub fleets.

2.3 What method is used to monitor when vehicles are due for inspection? What is the process for scheduling vehicles for inspection?

The agency utilizes a spreadsheet to track vehicle miles for scheduled inspections. Operators are required to report vehicle mileage daily on their manifests, which the Coordinator uses to schedule the downtime with Fleet.

2.4 If any repairs are required as a result of a preventive maintenance inspection, when are the repairs performed? How are the repairs prioritized? Who makes this determination?

Safety sensitive defects are repaired immediately upon discovery. Non-safety issues are scheduled for repair at the earliest possible appointment. Chet Lagana (Fleet Manager) makes this determination.

2.5 Is there a procedure in place to check the fluids on the vehicles between inspections?

Operators are required to check fluids on a daily basis as part of their pre-trip checklist.

2.6 How many locations does the agency operate from? If more than one how many vehicles/type are at each location?

The agency operates from one location:
1769 E. Moody Boulevard, Bunnell, FL

2.7 Does the agency have a spare ratio (a ratio of operating vehicles to spares)? What is it?

The agency keeps a spare ratio of 8:1 at peak service hours.

2.8 Does the agency have a preventative maintenance schedule for wheelchair lifts and related equipment for transporting wheelchairs outside of the standard PMI?

The agency does not have scheduled maintenance for wheelchair lifts outside the standard PMI at this time. However, lifts are cycled as part of the daily pre-trip inspection process.

2.9 What is the agency's internal procedure for performing annual inspections?

The agency performs annual inspections on every vehicle on an annual basis.

2.10 Miscellaneous Preventative Maintenance (PM) file review comments:

No additional comments.

Appendix A: Review Agenda



Triennial On-Site Review, Triennial Maintenance Audit, and Bus System Safety Review Agenda

Purpose: Flagler County Triennial Review

Date/Time: November 14, 2017 at 10:00am

Location(s): 1769 East Moody Boulevard, Building 5, Bunnell, FL 32110

1.0 Purpose of Review

As a requirement for receiving Federal Transit Administration (FTA)/Florida Department of Transportation (FDOT) funding, your agency is required to undergo a Triennial Review. Triennial Reviews are conducted in conjunction with other required activities such as a Bus System Safety Program Plan (SSPP) and Security Program Plan (SPP) reviews, Vehicle Inventory Inspection reviews, and/or Triennial Maintenance Audits.

During this calendar year's (2017) review cycle, your agency is due to receive the following reviews: Triennial On-Site Review, Triennial Maintenance Audit, Bus System Safety Review and Vehicle Inventory Inspection.

The Triennial Review process will consist of both a desktop review and an on-site visit by the consultant review team and the Florida Department of Transportation (FDOT). A detailed agenda will be provided to your agency prior to the site visit. Following each site visit, the consultant review team will issue a report outlining the areas reviewed, compliance deficiencies, actions necessary by the sub-recipient to remedy the deficiency, and the timeframe for any noted corrective actions.

The Department, or its contractor, is required and authorized to conduct inspections of bus transit systems (BTS) safety and security programs at least once every 3 years. The purpose of the review is to verify compliance with the provisions of Rule Chapter 14-90, Florida Administrative Code (F.A.C.), the bus transit system's approved Systems Safety Program Plan (SSPP), Security Programs Plan (SPP), and other applicable policies, and to verify that adequate safety management controls are in place and functioning to meet the minimum standards provided by Rule Chapter 14-90, F.A.C. Reviews are to be conducted at those bus transit systems defined in Rule 14-90.002(2), F.A.C. The district office may combine a safety and security compliance review with other state required on-site compliance reviews, but only findings or comments resulting from compliance with **Rule Chapter 14-90, F.A.C.**, and/or the BTS's SSPP and SPP, should be included in the safety and security formal review written report submitted to the BTS.

2.0 Reviewer Contact Information

Reviewer Name: Matt McIntosh
Reviewer Organization: TranSystems
Reviewer Contact Information: mjmcintosh@transystems.com

Reviewer Name: Zach Balassone
Reviewer Organization: TranSystems
Reviewer Contact Information: znbalassone@transystems.com

Reviewer Name: Randy McDuffie

Reviewer Organization: Preventative Maintenance Planning, Training and Technical Assistance Program

Reviewer Contact Information: rwmcduffie@business.fsu.edu

Reviewer Name: Charles Whaley

Reviewer Organization: Preventative Maintenance Planning, Training and Technical Assistance Program

Reviewer Contact Information: cwhaley@business.fsu.edu

Reviewer Name: Kent Smith

Reviewer Organization: Center for Urban Transportation Research

Reviewer Contact Information: kentesmith@cutr.usf.edu

Reviewer Name: Dean Kirkland-McMillian

Reviewer Organization: Center for Urban Transportation Research

Reviewer Contact Information: kirklandmcmi@cutr.usf.edu

Reviewer Name: Diana Byrnes

Reviewer Organization: Center for Urban Transportation Research

Reviewer Contact Information: byrnes@cutr.usf.edu

Reviewer Name: Carlos Colon

Reviewer Organization: Florida Department of Transportation District 5

Reviewer Contact Information: carlos.colon@dot.state.fl.us

3.0 Review Schedule

7:30am – Vehicle Ride-Along

Location: 1769 East Moody Boulevard, Bunnell, FL 32110

- Kent Smith and Dean Kirkland-McMillian from the Center for Urban Transportation Research will participate in a vehicle ride along with an agency driver/s. **It is a requirement that the reviewer observe the operator conduct a pre-trip inspection.**

10:00am – Introductions/Agenda Review

Location: 1769 East Moody Boulevard, Building 5, Bunnell, FL 32110

- FDOT and the consultant review team will arrive at 1769 East Moody Boulevard, Building 5, Bunnell, FL 32110 for introductions and agenda review.

10:15am – 2:00pm Triennial Maintenance Audit

Location: 1769 East Moody Boulevard, Bunnell, FL 32110

- The Preventative Maintenance Planning, Training and Technical Assistance Program will inspect a sample of Flagler County's vehicles. These vehicle inspections include a thorough mechanical audit of your agency's vehicles.

- The consultant review team will need access to Preventative Maintenance (PM) folders for your agency's vehicles; an updated vehicle inventory (including current mileage); the previous two weeks of driver's daily vehicle pre and post-trip inspections; and Flagler County's current Preventative Maintenance (PM) Plan

10:15 – TBD - Vehicle Inventory Inspection

Location: 1769 East Moody Boulevard, Bunnell, FL 32110

The consultant review team will inspect **all** of the following vehicles during the review:

FDOT Control Number	Vehicle Year	Mileage (3/2017)
90562	2007	80,993
91550	2010	195,327
91581	2011	144,115
92505	2012	143,058
94550	2012	120,964
94551	2012	111,997
94552	2012	143,988
94553	2012	132,390
94554	2012	131,347
94587	2015	74,134
94588	2015	55,940
94589	2015	59,131
94590	2015	71,059
95501	2016	28,735
95500	2016	41,678
95502	2016	33,217
95505	2016	32,184
95523	2017	1,435
95524	2017	1,301
95520	2017	1,304
95522	2017	1,404

The consultant review team will need access to Preventative Maintenance (PM) folders for all paratransit vehicles; an updated vehicle inventory (including current mileage); the previous two weeks of driver's daily vehicle pre and post-trip inspections; and Flagler County's current Preventative Maintenance (PM) Plan.

10:15am – 12:00pm - Triennial On-Site Review

Location: 1769 East Moody Boulevard, Building 5, Bunnell, FL 32110

The following sub-recipient materials and subject areas will be covered during the **Triennial On-Site Review** process:

- Written vehicle preventative maintenance policies
- Current Bus System Safety Program Plan (SSPP)
- Lobbying certifications
- Financial management, including appropriate match, in-kind match verification for grants received via FDOT and/or FTA

- Procurement files, including procurement policy, and third party contract approvals
- DBE program guidance, including reports
- ADA policies, including complimentary ADA service plans if operating fixed-route service
- Charter bus and school bus summaries and detailed information
- Title VI Program Plan
- Equal Employment Opportunity (EEO) program, if applicable
- Drug and alcohol/Drug Free Workplace policies and procedures

10:00am – 2:00pm - Bus Systems Safety (BSS) Review

Location: 1769 East Moody Boulevard, Building 5, Bunnell, FL 32110

Reviewers will summarize their desktop review of the current agency SSPP document and identify any questions or issues with the agency staff. Additional documents may be needed to confirm compliance. Some of the additional documents that the reviewers may need are noted below:

- a) The Approved System Safety Program Plan (SSPP) and Security Program Plan (SPP), including associated procedures and policies. (Bus Transit System Operational Standards -Rule 14-90.004 F.A.C.).
- b) Safety policy documents and any Current Safety Bulletins
- c) Organizational Chart with position responsibility (should cover from General Manager/Director to operating employees)
- d) Vehicle and equipment standards and procurement criteria. (See procurement and maintenance sections).
- e) Operational standards and procedures.
- f) Employee/Driver “handbook”
- g) Dispatch policies/procedures
- h) Routes and Service schedules
- i) Wireless Communications Policy/Plan
- j) Driver hours of service policy/procedures (driving hours and work period’s policy).
- k) Bus driver selection policies and procedures.
- l) Background check policy / procedures
- m) License check policy/procedures
- n) Bus driver and employee training policies, procedures, and manuals (include list of courses and syllabuses).
- o) Copy of initial and refresher course syllabuses
- p) Vehicle maintenance. (see maintenance review area)
- q) List of all bus vehicles, make, models
- r) Copy of Accident/Event investigation policies and procedures.
- s) Include a list of Investigations for the last three years (select at least 10%, but no less than 5 complete files, to review onsite). Review investigation files for at least 3 major events. Review of files should include notifications, investigation activities, determination and any findings, corrective actions, and follow up activities (opened and close during the last three years).
- t) Hazard identification and resolution policy/procedure.
- u) Copy of hazard analyses and/or investigations for the last three years (select at least 10%, but no less than 5 complete files to review onsite). Review of files should include analysis and/or investigation activities, determination and any findings, corrective actions, and follow up activities (opened and close during the last three years).
- v) Any annual and/or periodic safety and hazard reports & analyses of data prepared for management
- w) SSPP polices/requirements for contractors.

- x) Records retention policy.
- y) Medical Examinations policy/procedures
- z) Request a copy of the medical form/standards use by the BTS. (Driver completed medical certifications are reviewed onsite only).
- aa) BTS Should provide the Medical Examiner Office and address
- bb) Drug Free Workplace & Substance Abuse Management Policy (not applicable)
- cc) Any safety certification materials
- dd) List and location of all BTS maintenance and operating facilities
- ee) Internal audit reports, findings, and corrective action plans implemented during the last three years (opened and closed).
- ff) Other items that the review team and/or FDOT District Office believes relevant to the review.
- gg) Other documents or items as requested by the reviewer

In addition, our reviewers may require access to the following facilities or areas:

- a) Facilities and equipment with safety-related characteristics, including: fire protection equipment, emergency communications equipment, and employee safety devices
- b) Dispatch operations center
- c) Maintenance areas and facilities
- d) Operations areas and facilities
- e) Other facilities as needed by the reviewers

Agency Personnel Needed

In order for the reviewers to have access to the required documents and facilities it will be imperative that they have an agency representative accessible at all times. In addition, the reviewers will request interviews with agency staff including, but not limited to:

- Service Planning
- Operations
- Maintenance
- Safety Officer
- Facilities
- Human Resources
- Administration

It is difficult to identify all of the required agency staff as each agency has different organizational structure and roles, so your patience and understanding is appreciated.

Thank you for your time and patience. We are here to assist you and want to make our visit a pleasurable experience.

Matt McIntosh
 (407) 875-8916
mjmcintosh@transystems.com

Appendix B: Corrective Action Plan Tracking Matrix

Flagler County - FDOT District 5 Triennial Review Finding Matrix (12/26/2017)										
Item Number	Review / Location	Finding	Recommendation	Responsible Party	Date of Agency Response	Agency Response to Finding	Date of FDOT Response	FDOT Response	FDOT Request for Clarification	Notes
Observation: An offered suggestion, view, or comment regarding compliance performance. An observation may address or refer to information obtained during the review. Reviewers are encouraged to provide appropriate observations and recommendations on best practices even when no deficiency or area of concern exists.										
Observations	1	Bus System Safety Review Security Program Plan	The plan does not include the transmittal letter showing it was sent to FDOT. This plan was recently rewritten and it is expected that it will be sent to FDOT for certification in the beginning of the next 2018	Flagler County should submit the BSS Plan in January of 2018 during the Annual Certification process.	Trevor Martin					
	2	Bus System Safety Review Event Investigation	Accident Preventability	It is suggested that at least one other person review accidents for preventability. This could be a supervisor or driver to allow for more experienced operators to weigh in on preventability.	Trevor Martin					
	3	SAM Program Review Substance Abuse Policy Statement Requirements	Due to recent amendments made to 49 CFR Part 40, FDOT will be revising the current 2011 model policy. It is anticipated that the new policy will be released for sub-recipient adoption in early 2018. Therefore, the agency is advised to keep their current policy in use until the new model policy is adopted by the agency.	Reviewer will notify agency and district officials of the release of the new FDOT model policy.	Trevor Martin					
	4	SAM Program Review Education and Training Program	FDOT funded the production of a training program called REACT- Reasonable Suspicion Determination Training for Supervisors. The video and associated workbook are available for download from the FDOT Substance Abuse Management website: http://sam.cutr.usf.edu	Agency should utilize the FDOT Funded training program materials	Trevor Martin					
	5	SAM Program Review Education and Training Program	Agency does not have designated personnel to deliver training.	Reviewer strongly recommends that the agency assign a trainer to ensure that the FTA drug and alcohol training requirements are continually being met.	Trevor Martin					
	6	SAM Program Review Use of Compliant Drug and Alcohol Service Provider	Reviewer noticed that alcohol testing records were not being transmitted to the agency by MediQuick. Upon further inspection, reviewer also noted that MediQuick, has been billing the agency directly for urine collections, which are part of the all-inclusive fee paid to FirstSource Solutions, per test. Reviewer contacted MediQuick to obtain the three missing alcohol testing records. Reviewer also contacted FirstSource regarding the billing issue and the missing alcohol test records. FirstSource spoke with a representative from MediQuick on November 24th to obtain the alcohol testing records and record them in the FDOT testing database. FirstSource also reviewed the proper billing procedure with MediQuick.	In the future, Flagler County Transport should be careful to only pay the invoices from FirstSource Solutions and report to FirstSource when invoices are received from MediQuick.	Trevor Martin					
	7	SAM Program Review Pre-employment Administrative Requirements Testing	Although the County is handling the pre-employment requirements under this program, it is important that the transit agency DER ensures that no safety-sensitive duties are performed by any new hire until the pre-employment negative drug test result is received, this includes behind-the-wheel training. Additionally, the transit agency DER must closely monitor an employee's extended absence of 90 days or more. When employees are removed from the random testing pool, a PRE-EMPLOYMENT drug test with negative results is received prior to the employee resuming safety-sensitive duties.	The transit agency DER ensures that no safety-sensitive duties are performed by any new hire until the pre-employment negative drug test result is received	Trevor Martin					
	8	SAM Program Review Implementation of a Compliant Random Testing Program	Agency can obtain instructions for updating the employee random pool from FirstSource Solutions. Reviewer will assist in assuring that the pool is updated prior to January 1, 2018.	Agency should work with Diana Byrnes to ensure that the pool is updated.	Trevor Martin					
	9	SAM Program Review Post Accident Testing	FTA Post Accident Testing Determinations	FDOT produced a brief training video on the topic of FTA Post Accident Testing Determinations. The video may be viewed using a link posted to the FDOT Substance Abuse Management Website, under "Training Tools": http://sam.cutr.usf.edu	Trevor Martin					
	10	SAM Program Review Reasonable Suspicion Training and Protocol	Training Program	FDOT funded the production of a training program called REACT- Reasonable Suspicion Determination Training for Supervisors. The video and associated workbooks are available for download from the FDOT Substance Abuse Management website: http://sam.cutr.usf.edu	Trevor Martin					
	11	SAM Program Review Records Management, Security and Retention	For each testing event, the file should contain a complete record to include a testing notification form, the employer copy of the Federal Custody and Control Form, a printed MRO verified drug test result report and an employer copy of the DOT Alcohol Testing Form (when applicable). Additionally, records should include documentation of the action that authorized the testing (for example, a post-accident testing decision form with each post-accident test result; the random selection list with the random drug and alcohol test results for that testing period, etc.)	Reviewer has provided the agency with a prepared presentation regarding best practices in record management and retention. Reviewer recommends filing testing documents by year and by test type (rather than employee name).	Trevor Martin					

	12	Triennial Maintenance Audit	<p>The FDOT State Management Plan states that maintenance reviews should examine the in-house maintenance shop's additional procedures and practices. Specifically, the reviewers examine and observe:</p> <ul style="list-style-type: none">• Maintenance shop hours of operation• Maintenance staff organizational charts• Maintenance technician to vehicle ratio• Maintenance technician training<ul style="list-style-type: none">• Maintenance budget• Maintenance activity monitoring• Maintenance work prioritization• Maintenance activity communication• Maintenance shop equipment observations<ul style="list-style-type: none">• Waste material storage and disposal• Parts Inventory procedures and practices <p>Currently, these additional maintenance shop observations do not result in a finding.</p>	<p>It is recommended that transit systems develop and adopt policies regarding these items in order to improve overall maintenance program efficiency.</p>	Trevor Martin						
Areas of Concern: Weakness in the adoption or implementation of procedures, and/or weaknesses with regard to conformance with state and federal guidelines. Recommendations will be provided to address areas of concern. The agency is required to develop and submit a CAP and implementation schedule for each area of concern, for approval by District 5.											
Area of Concern	1	Triennial On-Site Review Americans with Disabilities Act (ADA)	The agency does not have a service animal policy.	DOT ADA regulation 49 C.F.R. Section 37.167(d) requires transit entities to permit service animals to accompany individuals with disabilities in vehicles and facilities. Agency must adopt service animal policy.	Trevor Martin						
	2	Triennial Maintenance Audit	The most recently published FDOT Preventative Maintenance Standards Manual 4.1 Edition requires transit agencies to update their preventative maintenance inspection procedures and practices, as some of the inspection requirements have been revised.	It is recommended that FCPT either update their preventative maintenance inspection form to include these revisions, or adopt the sample preventative maintenance inspection form developed by FDOT, titled Preventive Maintenance Inspection Report v71117, which already includes these revisions.	Trevor Martin						
	3	Triennial Maintenance Audit	During review of the completed pre-trip/post-trip inspection forms, some of the forms were documented by drawing a straight line through each column instead of checking each vehicle component individually. This practice is generally an indicator that pre-trip/post-trip inspections are not being thoroughly conducted by the driver. Additionally, while observing drivers conducting pre-trip/post-trip inspections, one driver did not conduct a walk around of the vehicle and did not inspect the vehicle's interior components.	it is recommended that FCPT provide additional training to their drivers to ensure that pre-trip/post-trip forms are thoroughly conducted and documented.	Trevor Martin						
	4	Triennial Maintenance Audit	The most recently published FDOT Preventative Maintenance Standards Manual 4.1 Edition has established new minimum requirements for pre-trip and post-trip vehicle component inspections.	It is recommended that FCPT either update their current pre-trip/post-trip inspection form to include the additional vehicle components or consider adopting the newest sample Pre-trip and Post-trip Inspection Form V8.25.17.	Trevor Martin						
	5	Triennial Maintenance Audit	During a walkthrough of the maintenance shop, the mechanic work areas were found to be very cluttered.	It is recommended that FCPT ensure that the maintenance shop is organized and that materials and tools are properly stored.	Trevor Martin						
	6	Bus System Safety Review System Safety Program Plan	Policy needs to be added to meet the FDOT guidelines of keeping a copy of each current driver's license on file and how often the driving record will be checked.	Amend policy to include record keeping procedure for drivers license check	Trevor Martin						
	7	Bus System Safety Review Qualification, Selection and Training of Drivers	Two of the reviewed files did not have a current driver's license on file. Two other files had expired driver's licenses in the file.	Agency must maintain updated drivers license on file for each driver	Trevor Martin						
	8	Bus System Safety Review Records Maintenance, Retention and Distribution	Flagler County should implement a policy requiring follow up background checks and/or driver's reporting to the agency of any arrests.	It is recommended that Flagler Transit work with Flagler County to ensure that all files have a background check in them.	Trevor Martin						
	9	Bus System Safety Review Event Investigation	Two of the event files reviewed found the driver at fault and no remedial training was conducted.	Trend analysis of accidents and incidents should be done at least annually.	Trevor Martin						
	10	Bus System Safety Review Operating and Driving Requirements	While the SSPP has the requirement to track the driver's hours, although there is no documentation that this is being done.	Agency must notify FDOT District Officials of the method being used to track drivers hours	Trevor Martin						
	11	SAM Program Review Substance Abuse Policy Statement Requirements	The agency has adopted an older version of the FDOT model policy template. The FDOT model was revised in October 2011 in response to an FTA audit finding. All 5311 sub-recipient agencies were required to adopted the revised model policy prior to January 31, 2012.		Trevor Martin						
	12	SAM Program Review Education and Training Program	Agency does not have any supervisors/company officials that have been appropriately trained to make reasonable suspicion testing referrals.	This training must be provided as soon as possible to a number of supervisors/company officials to ensure that referrals for testing can be made when signs and symptoms of impairment are recognized.	Trevor Martin						

13	SAM Program Review Implementation of a Compliant Random Testing Program	Agency's testing records reveal a weakness in the proper implementation of random testing. 1. Random testing performed in the first quarter of 2017 was not spread throughout the testing period, all tests were performed in January. 2. Some selected employees were not tested, alternate selections not used in order selected and one employee was sent for a random test but had not been selected for testing. (This may be due to mis-marked test types). 3. Random employee pool updates are not being sent to TPA each quarter. This means that there are safety-sensitive employees that are not included in the random testing pool.	All covered employee information must be provided to the TPA prior to each new draw.	Trevor Martin						
14	SAM Program Review Post Accident Testing	Flagler County Transport has been conducting FTA post-accident testing when the thresholds for testing are not met. The county's policy requires post-accident testing using thresholds outside of the FTA criteria.	Decision-makers must appropriately apply the separate thresholds when determining when an event/accident meets the thresholds for FTA testing. When the event/accident does not meet the FTA thresholds for testing, but does meet the county's thresholds for testing, post-accident drug and alcohol tests must be performed on NON-DOT (non-federal) testing forms.	Trevor Martin						
15	SAM Program Review Reasonable Suspicion Training and Protocol	Agency did not conduct any reasonable suspicion testing during the period of review. However, agency does not have any trained supervisors/company officials to make reasonable suspicion testing referrals.	Supervisors must receive the FTA required training prior to making a referral for reasonable suspicion; at this time an employee who exhibits signs or symptoms of prohibited drug use or alcohol misuse cannot be referred for testing. Agency must prioritize the training of enough supervisors to cover all hours of the day that safety-sensitive functions are performed.	Trevor Martin						
16	SAM Program Review Records Management, Security and Retention	Testing records are incomplete.	N/A	Trevor Martin						
Deficiency: Area(s) found to be deficient or inadequate in complying with state and federal guidelines. Requirements to address deficiency will be indicated. The agency is required to develop and submit a CAP and implementation schedule for approval for each deficiency arising from a compliance review. District 5 will provide the CAP and implementation schedule for all deficiencies arising from a non-compliance review.										
1	Triennial On-site Review Title VI	The agency's Title VI Program Plan does not contain many of the required elements.	The agency shall create a new Title VI Program Plan using the FDOT Title VI Program Plan template.	Trevor Martin						
2	Triennial On-site Review Title VI	The agency's Title VI Notice to the Public, complaint procedure, and complaint form are not posted inside of their facility or on the agency's website.	The agency should post the Title VI notice to the public, complaint procedure and complaint form.	Trevor Martin						
3	Triennial On-Site Review 5311 Related Questions	The agency is prioritizing trips and does not have a non-prioritization plan.	Agency cannot prioritize trips that are funded by Section 5311, agency should implement FDOT's template for non-prioritization plan.	Trevor Martin						
4	Triennial On-Site Review Procurement	Flagler County's procurement policy does not contain the federal clauses or meet minimum standards in some instances for purchasing procedures and thresholds as required by the FDOT State Management Plan.	Flagler County Transit Office should work with Flagler County's Procurement Office to ensure that it adopts a procurement policy that meets FTA and FDOT guidelines as set fourth in the 2016 State Management Plan and C.F.R 49 Part 18.26. Please see attachments 4 and 5 for guidance.	Trevor Martin						
5	Triennial On-Site Review DBE	Flagler County does not have a DBE policy on record, there is no evidence that the sub-recipient has adopted a DBE program or goal.	FDOT's DBE Program seeks to ensure nondiscrimination in the award and administration of FTA and FDOT transit program funds. FDOT is responsible for monitoring sub-recipients' DBE programs and ensuring their compliance with DOT's DBE regulations found at C.F.R 49 Part 26. Reviewer recommends that Flagler County either adopt FDOT DBE program policy or develop on the meets the minimum requirements.	Trevor Martin						
6	Triennial On-Site Review Asset Management	The inventory currently maintained by Flagler County does not meet the minimum requirements.	Flagler County should amend their asset inventory to include: - Percentage of Federal participation in the cost of the property - Disposition Information	Trevor Martin						
7	Triennial On-Site Review Section 5311 Related Questions	Reviewers were not able to verify the agency's methodology for the allocation of cost to Section 5311. FDOT request that Flagler County submit its methodology for the allocation of non-urbanized services.	Agency should submit its methodology to the Department as part of it's CAP.							
8	Triennial Maintenance Audit	FCPT's maintenance plan, entitled Flagler County Public Transportation Maintenance Plan, does not meet FDOT requirements for maintenance plans. Currently, the plan does not include information regarding information management, warranty procedures, outsourced maintenance and accident reporting practices.	Agency should utilize the FDOT maintenance plan template to develop and implement Maintenance Plan.	Trevor Martin						
9	Triennial Maintenance Audit	Vehicle 108: Fire suppression system inspection tag is not current	Agency must update inspection tag and develop written procedure for ensuring that fire suppression system is inspected in a timely manner.	Trevor Martin						
10	Triennial Maintenance Audit	Vehicle 112: Fire suppression system inspection tag is not current	Agency must update inspection tag and develop written procedure for ensuring that fire suppression system is inspected in a timely manner.	Trevor Martin						

Deficiency	11	Triennial Maintenance Audit	Vehicle 107: Fire suppression system inspection tag is not current Two front marker lights inoperative Tag light inoperative Passenger door step lights dim Center dome lights dim Batteries need cleaning Battery tray not secured	Agency should place repair orders immediately to fix items listed in finding	Trevor Martin						
	12	Triennial Maintenance Audit	Vehicle 101: Fire suppression system inspection tag is not current Fire suppression system control box is disconnected No Title VI signage posted Batteries need cleaning	Agency should place repair orders immediately to fix items listed in finding	Trevor Martin						
	13	Triennial Maintenance Audit	Vehicle 100: Fire suppression system inspection tag is not current Fire suppression system gauge shows that the system has been discharged and there is no power to the control box Left rear outside tire below minimum tread depth Right rear outside tire below minimum tread depth Batteries need cleaning Battery tray slide broken	Agency should place repair orders immediately to fix items listed in finding	Trevor Martin						
	14	Triennial Maintenance Audit	According to the file review sample, only 76% of the preventative maintenance inspections and oil changes were conducted on time, falling short of FTA's 80% threshold.	Agency should place repair orders immediately to fix items listed in finding	Trevor Martin						
	15	Triennial Maintenance Audit	Although FCPT's preventative maintenance inspection form meets FDOT's minimum maintenance requirements, the form is not being thoroughly completed. Many of the inspection forms did not indicate the type of inspection conducted and/or had multiple inspection types listed on the same form. For example, some of the forms indicated that an A-level inspection and B-level inspection were conducted simultaneously, making it difficult to determine which type of inspection was being performed. Additionally, no evidence of C-level inspections being performed during the prior 12-month period were found even though vehicle mileages during this period indicate that these C-level inspections should have been performed. This practice signifies a risk to passenger safety as it leaves critical safety-sensitive	FDOT recommends that agency leadership and maintenance staff go through re-training for proper maintenance procedures.	Trevor Martin						
	16	Triennial Maintenance Audit	According to the vehicle safety inspection conducted during the review, vehicles are operating with defects. However, these defects have not been identified and recorded during preventative maintenance inspections, although repairs are documented as being conducted at the time of the inspection.	FDOT recommends that agency leadership and maintenance staff go through re-training for proper maintenance procedures.	Trevor Martin						
	17	Triennial Maintenance Audit	Agencies must adhere to the maintenance policies, procedures and practices described in their maintenance plan. Based on observations conducted during the review, FCPT does not follow the maintenance procedures and practices described in their maintenance plan. Specifically, FCPT does not adhere to their preventative maintenance inspection procedures as stated in their maintenance plan.	FDOT recommends that agency leadership and maintenance staff go through re-training for proper maintenance procedures. • It is recommended that FCPT update their PM inspection form to include the revised inspection requirements in the most recently published FDOT Preventative Maintenance Standards Manual 4.1 Edition.	Trevor Martin						
	18	Triennial Maintenance Audit	For the five (5) vehicle history files reviewed, only two annual inspection forms were found for the prior 12-month period. FCPT staff stated that some additional annual inspections have been conducted, but the forms have not been filed and could not be provided during the review.	FDOT recommends that agency leadership and maintenance staff go through re-training for proper maintenance procedures.* It is recommended that FCPT update their PM inspection form to include the revised inspection requirements in the most recently published FDOT Preventative Maintenance Standards Manual 4.1 Edition.	Trevor Martin						
	19	Triennial Maintenance Audit	FCPT's pre-trip/post-trip inspection form does not include all of the vehicle components as required by the FDOT Preventative Maintenance Standards Manual Third Edition. The form does not include inspection of the following components: steering, windshield wipers, passenger doors, and exhaust system.	FDOT recommends that agency leadership and maintenance staff go through re-training for proper maintenance procedures.	Trevor Martin						
	20	Bus System Safety Review Security Program Plan	The FDOT mandated language as to which events are investigated is not included. The plan is also missing security goals and objectives and the certification requirement.	Bus System Safety Plan must be updated to reflect the mandated language	Trevor Martin						
	21	Bus System Safety Review Qualification, Selection and Training of Drivers	How to safely approach and depart from a transit bus stop is not listed in the training or testing sections of the SSPP.	Agency should revise SSPP to include instructions for how to safely approach and depart from a transit bus stop	Trevor Martin						
	22	Bus System Safety Review Qualification, Selection and Training of Drivers	many of the topics listed in 14-90 F.A.C. were not covered according to the review. Which topics were not covered depended on the individual file, although common to all files were: Agency policies and procedures, operational bus and equipment inspection, bus equipment familiarization, 14-90, training on all vehicle types, defensive driving, boarding and alighting, security and threat awareness, driving conditions, emergency equipment and state and federal laws.	Agency should revise SSPP to cover all applicable state and federal laws	Trevor Martin						
	23	SAM Program Review Substance Abuse Policy Statement Requirements	Policy is not current FDOT model.	Policy must be updated to the most current FDOT Model.	Trevor Martin						
	24	SAM Program Review Education and Training Program	Agency has not supplied the required training to any supervisor and/or company official to make reasonable suspicion testing referrals.	Agency must supply training to supervisors for suspicion testing referrals.	Trevor Martin						
	25	SAM Program Review Implementation of a Compliant Random Testing Program	Random testing program is not being implemented in accordance with 49 CFR Part 655.45.	Agency must conduct random testing as prescribed in 49 CFR Part 655.45. FDOT recommends that agency leadership and maintenance staff go through re-training for proper substance abuse management procedures.	Trevor Martin						

26	SAM Program Review Post Accident Testing	Post-accident testing performed when the thresholds for testing have not been met, resulting in unauthorized, prohibited tests. Please refer to 49 CFR Part 655.4 (definition of an accident).	FDOT recommends that agency leadership and maintenance staff go through re-training for proper substance abuse management procedures.	Trevor Martin						
27	SAM Program Review Reasonable Suspicion Training and Protocol	Agency has not supplied the required training to any supervisor and/or company official to make reasonable suspicion testing referrals.	FDOT recommends that agency leadership and maintenance staff go through re-training for proper substance abuse management procedures.	Trevor Martin						
28	SAM Program Review Records Management, Security and Retention	Agency is not obtaining and maintaining testing records in accordance with FTA record management regulations.	FDOT recommends that agency leadership and maintenance staff go through re-training for proper substance abuse management procedures.	Trevor Martin						
29	Vehicle Inventory Inspection	All FDOT vehicles: The agency shall have the fire suppression systems onboard each of their vehicles inspected	Agency should place repair orders immediately to fix items listed in finding	Trevor Martin						
30	Vehicle Inventory Inspection	All FDOT vehicles: The agency shall add a decal stating that "this vehicle stops at all railroad crossings to the back of the vehicle."	Agency should place repair orders immediately to fix items listed in finding	Trevor Martin						
31	Vehicle Inventory Inspection	All FDOT vehicles: The reviewer could not locate copies of the C / Annual Inspections inside of the PM folders.	Agency should place repair orders immediately to fix items listed in finding	Trevor Martin						
32	Vehicle Inventory Inspection	Vehicle 88: Exterior wheelchair lift light not working	Agency should place repair orders immediately to fix items listed in finding	Trevor Martin						
33	Vehicle Inventory Inspection	Vehicle 90: Signage is blocking the Standee Line sign inside of the vehicle. Additional signage should be moved or removed.	Agency should place repair orders immediately to fix items listed in finding	Trevor Martin						
34	Vehicle Inventory Inspection	Vehicle 100: Signage is blocking the Standee Line sign inside of the vehicle. Additional signage should be moved or removed. The reviewer could not locate the paperwork on-board the vehicle. The agency shall ensure that current copies of the registration, liability insurance, and Florida Highway Safety & Motor Vehicle Exemption Form are placed in the vehicle.	Agency should place repair orders immediately to fix items listed in finding	Trevor Martin						
35	Vehicle Inventory Inspection	Vehicle 101: The reviewer could not locate the Title VI sign inside of the vehicle.	Agency should place repair orders immediately to fix items listed in finding	Trevor Martin						
36	Vehicle Inventory Inspection	Vehicle 102: The agency shall place an updated insurance card inside of the vehicle.	Agency should place repair orders immediately to fix items listed in finding	Trevor Martin						
37	Vehicle Inventory Inspection	Vehicle 103: The agency shall replace the FDOT control number on the vehicle.	Agency should place repair orders immediately to fix items listed in finding	Trevor Martin						
38	Vehicle Inventory Inspection	Vehicle 104: The reviewer could not locate the paperwork on-board the vehicle. The agency shall ensure that current copies of the registration, liability insurance, and Florida Highway Safety & Motor Vehicle Exemption Form are placed in the vehicle.	Agency should place repair orders immediately to fix items listed in finding	Trevor Martin						
39	Vehicle Inventory Inspection	Vehicle 109: The agency shall place an updated insurance ecard inside of the vehicle.	Agency should place repair orders immediately to fix items listed in finding	Trevor Martin						
40	Vehicle Inventory Inspection	Vehicle 111: The agency shall place a copy of the Florida Highway Safety and Motor Vehicle Exemption form inside the vehicle.	Agency should place repair orders immediately to fix items listed in finding	Trevor Martin						
41	Vehicle Inventory Inspection	Vehicle 114: The agency shall place the FDOT control number on the back of the vehicle.	Agency should place repair orders immediately to fix items listed in finding	Trevor Martin						
42	Vehicle Inventory Inspection	Vehicle 117: The agency shall place the FDOT control number on the back of the vehicle.	Agency should place repair orders immediately to fix items listed in finding	Trevor Martin						
43	Vehicle Inventory Inspection	Vehicle 118: The agency shall place the FDOT control number on the back of the vehicle.	Agency should place repair orders immediately to fix items listed in finding	Trevor Martin						
44	Vehicle Inventory Inspection	Vehicle 115: The agency shall place the FDOT control number on the back of the vehicle.	Agency should place repair orders immediately to fix items listed in finding	Trevor Martin						
45	Vehicle Inventory Inspection	Vehicle 116: The agency shall place the FDOT control number on the back of the vehicle.	Agency should place repair orders immediately to fix items listed in finding	Trevor Martin						

Appendix C: Review Sign-In Sheet

2017 FDOT District 5 Triennial Review Sign-In Sheet



Agency Name: Flagler County

Review Date and Time: 11/14/2017 @ 10:00am

Review Location(s): 2405 E Moody Blvd, Bunnell, Florida 32110

Name	Organization	Title	Email	Phone
Kent Smith	CUTR	Reviewer	Kentesmith@cutr.usf.edu	301-639-7514
Bob Owens	Flagler General Services	Accountant	b Owens@flaglercounty.org	386-313-4190
Chet Lagana	Flagler County	Fleet mgr	Clagana@FlaglerCounty.org	386-313-4184
Diana Byrnes	CUTR	Substance Abuse Mgmt. Specialist	byrnes@cutr.usf.edu	813.426.6980
Randy McDuffie	FSC	maintenance specialist	rwmcduffie@business.fsu.edu	
Charles Whalen	FSL	"		

2017 FDOT District 5 Triennial Review Sign-In Sheet

Name	Organization	Title	Email	Phone
Zach Balosson	Turn Systems			
Matt McZabosh	" "			
Trevor Martin	FCPS	Manager	trevor-mart tmartin@flaglercounty.org	(386) 313-4189
Carlos				