

AGENDA

Bloomington Public Transportation Corporation (BPTC)

Tuesday, November 16, 2021

130 W. Grimes Lane, Bloomington, IN 47403

Conference Room, 5:30 P.M

The November 16, 2021 Board meeting will be a hybrid meeting with the ability for Board members and/or the public to attend the meeting in-person or virtually at the link below:

Join Zoom Meeting

<https://us02web.zoom.us/j/87311585896?pwd=d2RseHICYzY5RkJPM1d0akVoc3Jsdz09>

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PUBLIC MEETING

11/16/2021

- I. ROLL CALL
- II. OLD BUSINESS
- III. APPROVAL OF MINUTES – October 19, 2021
- IV. NEW BUSINESS – ACTION ITEMS
 - 1. Resolution 21-24; a resolution approving Addendum to the November 15, 2016, Inter-local Cooperation Agreement between the Bloomington Public Transportation Corporation and the City of Bloomington for professional services, thereby extending by one year on the same terms that applied in 2021.

2. Resolution 21-25; a resolution authorizing exercising the Year 4 Option of Preventative Maintenance and Technical Support Program from Siemens for Grimes Lane Facility from 12/01/201 – 11/30/2022 in the amount of \$41,304.00.
3. Resolution 21-26; a resolution adopting Bloomington Public Transportation Corporation's revised Anti-Drug and Alcohol Misuse Policy.
4. Resolution 21-27; a resolution authorizing the BPTC Chair to execute a grant agreement for 2022 with the Indiana Department of Transportation for financial assistance through the Public Mass Transit Fund under (I.C. 8-9.5-6-4.)

V. MANAGER & STAFF REPORTS

1. COVID-19 RIDERSHIP UPDATE – John Connell

2. PROJECT UPDATES

- # 2 Route Options–Zac Huneck
- #10 Route service to IU hospital –Zac Huneck
- APTA EXPO Recap –John Connell
- Development of Strategic Plan Update

3. NOVEMBER OPERATING STATISTICS – Zac Huneck

4. NOVEMBER FINANCIAL REPORT -- Christa Browning

5. PERSONNEL REPORT – Brenda Underwood

VI. APPROVAL OF CLAIMS

VII. COMMENTS FROM THE PUBLIC

VIII. COMMENTS FROM BOARD MEMBERS

IX. ADJOURNMENT – NEXT MEETING: DECEMBER 21, 2021



Bloomington Public Transportation Corporation

130 West Grimes Lane, Bloomington, Indiana 47403
812.332.5688 Fax 812.332.3660



To: The BPTC Board of Directors
From: John Connell, General Manager
Date: November 12, 2021
Re: Board Meeting, Tuesday, November 16, 2021, 5:30 p.m.

Included below are your notes for the meeting of the Board of Directors set for Tuesday, November 16, 2021 at 5:30 p.m. in the Edward J. Kuntz Board Room, 130 W. Grimes Lane in Bloomington.

ACTION ITEMS

1. Cooperative Agreement between B-T and the City of Bloomington

The first action item is Resolution 21-24, requesting approval of an Addendum to the Inter-Local Cooperation Agreement with the City of Bloomington. The Addendum will extend the existing agreement with the City for certain professional services until December 31, 2022, on the same terms that applied in 2021.

The extension of the existing agreement should allow adequate time for staff to assess and develop a strategy for the direction of BT's Information Technology and future needs thereof.

2. Preventative Maintenance and Technical Support Program

The second action item is Resolution 21-25, requesting approval of exercising BT's option with Siemen's for preventative maintenance service and technical support. The existing contract includes an annual Options for December 1, 2021 through November 30, 2022.

Staff reports satisfaction with the services provided during the past three years and recommends approval of the Option in the amount of \$41,304.00.

3. Revised BPTC Drug and Alcohol Policy

Mike Clark has been working with a consultant hired by the FTA to conduct an audit of the BPTC's Drug and Alcohol policy. The audit process began back in early October. Mike submitted mounds of paperwork to the consultant for a desk review and for the official audit which started on Monday, October 18th, 2021 and concluded with an exit conference on Friday, October 22, 2021. The audit did reveal a few deficiencies with the BPTC's policy and with the BPTC's contractor at the specimen collection site. Mike has worked diligently to address the issues. The revised policy and resolution are attached. The revised policy must be formally adopted by the Board by approving. Resolution 21-26.

4. Indiana Department of Transportation –Public Mass Transit Fund Grant Agreement

INDOT has sent us our PMTF contract and our allocation amount for 2022. BT will receive \$2,579,272 for 2022 compared to \$2,212,843 for 2021. These funds are primarily used for operating assistance for fixed route and BT Access services. Included in your packet is Resolution 21-27 which authorizes the Chair to execute the PMTF agreement with INDOT.

MANAGER & STAFF REPORTS

COVID-19 Ridership Recovery Update

Average weekday ridership is continuing to recover since the peak of the pandemic. Average weekday ridership is shown in the table below:

	2019	2020	2021	% Change 2019-2021
January	12183	12487	2298	-81.14%
February	14740	16922	2893	-80.37%
March	12060	7798	3543	-70.62%
April	14081	1266	3436	-75.60%
May	5405	1399	2667	-50.66%
June	5051	1913	2516	-50.19%
July	4779	1990	2410	-49.57%
August	8213	2630	5720	-30.35%
September	17028	3627	9126	-46.41%
October	16672	3562	8694	-47.85%
November	14494	3039		
December	11656	2147		

APTA EXPO Recap

Zac and I covered a lot of ground at the APTA Expo. We met with and participated in CAD\AVL demonstrations with three different vendors. We also were able to see the latest in fare collection technology and equipment, met with an ADA expert to discuss micro-transit considerations, and saw the latest paratransit software scheduling platforms. As usual, there were all types of transit

vehicles on hand for inspection. It was very beneficial to be able to meet, in person, with account and vendor representatives.

We also brought back literature on a variety of transit related maintenance equipment for Allen and the maintenance department.

Strategic Plan Update

The consensus following the Board's working session with the staff was to begin a formal process for the development of a Strategic Plan for Bloomington Transit. I think we need to discuss what the board's pleasure is moving forward. Would it be best to put together a Request for Proposals for professional services? Or should we simply use a meeting facilitator for assistance.

Route #2 Service Improvement Options, and the launch of Route #10

We have received some public comments voicing concerns regarding the upcoming changes to the #2S route. Some have voiced concerns that BHA housing would lose direct service. The route modification was designed to eliminate low frequency stops thereby providing greater relief time to keep the route on schedule to facilitate passenger transfers downtown. As we continued to engage with customers to hear their concerns we developed an additional option for the route reconfiguration.

Zac will present a revised option for the #2S at the meeting for your consideration as well as provide you with a brief review of the new #10 route that will provide service to the new hospital. Route maps and timetables are included herein as well.

RESOLUTION 21-24

**ADDENDUM
TO**

**INTERLOCAL COOPERATION AGREEMENT BETWEEN
THE CITY OF BLOOMINGTON, INDIANA AND
THE BLOOMINGTON PUBLIC TRANSPORTATION CORPORATION
FOR THE YEARS 2017-2021**

WHEREAS, the City of Bloomington, Indiana (hereinafter "City"), and the Bloomington Public Transportation Corporation (hereinafter "BPTC") entered into an interlocal cooperation agreement on November 15, 2016, for the City to provide BPTC with professional services and for BPTC to compensate the City for these services; and

WHEREAS, that agreement expires on December 31, 2021; and

WHEREAS, the City and BPTC wish to renew the agreement for an additional year, on the same terms that applied in 2021; and

WHEREAS, this Agreement may be renewed at the end of its term only after both the City and BPTC review the services provided, so that the scope of services and compensation can be adjusted, if necessary;

NOW, THEREFORE, the City and BPTC agree as follows:

Terms: The November 15, 2016 Interlocal cooperation agreement between the City of Bloomington, Indiana and the Bloomington Public Transportation Corporation is hereby extended by one year on the same terms that applied in 2021.

Duration: This addendum shall be in full force and effect from January 1, 2022, until December 31, 2022.

The parties agree to renegotiate this Agreement at a mutually agreeable time to become effective for the calendar year 2023.

Dated this _____ day of November, 2021.

CITY OF BLOOMINGTON

BLOOMINGTON PUBLIC
TRANSPORTATION CORPORATION

By: Michael Rouker
John Hamilton, Mayor
MICHAEL ROUKER,
CITY ATTORNEY

By: _____
Nancy Obermeyer, Chair

CITY OF BLOOMINGTON Legal Department Reviewed By: <u>BEM</u> DATE: <u>10/27/21</u>

RESOLUTION 21-25

A resolution authorizing exercising Year 4 Option of Preventative Maintenance and Technical Support Program from Siemens for Grimes Lane Facility.

WHEREAS, the Bloomington Public Transportation Corporation (BPTC) desires to purchase professional services in the form of a comprehensive operations facility preventative maintenance and technical support program; and

WHEREAS, under Indiana Code 5-22-9-1, the BPTC has determined that the use of competitive sealed bidding is not practicable nor advantageous for this procurement as there are several criteria that should be considered in such a procurement including price; capability and experience of the firm in providing facility preventative maintenance and corrective repair services; capability and experience of personnel to be assigned to the project; adequacy of financial, managerial and technical resources to successfully carry out the required services; and adequacy and quality of proposer's facility maintenance program; and

WHEREAS, the BPTC developed and issued a Request for Proposals (RFP) dated October 5, 2018 for this procurement that included scope of work, general requirements, Federal requirements, evaluation criteria, and the basis of proposal evaluation and contract award; and

WHEREAS, the BPTC has determined that Siemens was the only proposer and following an analysis of their proposal, staff has determined the Siemens proposal to be responsive and responsible. Moreover, the price proposed by Siemens has been determined to be fair and reasonable in accordance with the requirements of the RFP dated October 5, 2018.

NOW THEREFORE, BE IT RESOLVED: The BPTC Board of Directors awards a one year option to the contract to Siemens to provide services for a facility preventative maintenance and technical support program effective December 1, 2021 in accordance with the proposal submitted by Siemens dated November 6, 2018.

ATTEST:

APPROVE:

James McLary, Secretary
Bloomington Public Transportation
Corporation

Nancy Obermeyer, Chair
Bloomington Public Transportation
Corporation

RESOLUTION 21-26

A resolution adopting the revised Bloomington Public Transportation Corporation's Anti-Drug and Alcohol Misuse Prevention Policy.

WHEREAS, the United States Department of Transportation (USDOT) and the Federal Transit Administration (FTA) mandate all fund recipients adopt and implement a drug and alcohol testing program for safety sensitive employees as stated in 49 CFR Part 40 and Part 655, as amended, and

WHEREAS, the Bloomington Public Transportation Corporation (BPTC) has completed an audit conducted by the FTA of the existing BPTC Drug and Alcohol Policy, and program changes and updates were recommended by the FTA to said policy; and

WHEREAS, the BPTC has completed revisions and additions and the policy is now fully compliant with 49 CFR Part 40 and Part 655, as amended;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Bloomington Public Transportation Corporation (BPTC):

1. The updated *Bloomington Public Transportation Corporation Anti-Drug and Alcohol Misuse Prevention Plan* is hereby adopted and attached hereto..
2. The *Bloomington Public Transportation Corporation Anti-Drug and Alcohol Misuse Prevention Plan* becomes effective immediately upon adaptation by the board.
3. The *Bloomington Public Transportation Corporation Anti-Drug and Alcohol Misuse Prevention Plan* shall be distributed to all BPTC safety sensitive employees.

CERTIFICATION

The undersigned duly qualified Secretary of the Board of Directors of the BPTC, acting on behalf of the Bloomington Public Transportation Corporation, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Bloomington Public Transportation Corporation held on November 16, 2021.

ATTEST:

APPROVE:

11-16-21

11-16-21

James McLary
Secretary
Bloomington Public
Transportation Corporation

Nancy Obermeyer
Chair
Bloomington Public
Transportation Corporation

Bloomington Public Transportation Corporation

Anti-Drug and Alcohol Misuse Prevention Policy

Adopted by the Board of Directors 11/16/2021

Effective as of 11/17/2021

Adopted by: _____

Date Adopted: 11/16/2021

Last Revised: 11/05/2021

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I.01 Purpose of Policy

This policy complies with 49 CFR Part 655, as amended and 49 CFR Part 40, as amended. Copies of Parts 655 and 40 are available in the drug and alcohol program manager's office and can be found on the internet at the Federal Transit Administration (FTA) Drug and Alcohol Program website <http://transit-safety.fta.dot.gov/DrugAndAlcohol/>.

All covered employees are required to submit to drug and alcohol tests as a condition of employment in accordance with 49 CFR Part 655.

Portions of this policy are not FTA-mandated, but reflect Bloomington Public Transportation Corporation's policy. These additional provisions are identified by **bold text**.

In addition, DOT has published 49 CFR Part 32, implementing the Drug-Free Workplace Act of 1988, which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FTA.

All Bloomington Public Transportation Corporation employees are subject to the provisions of the Drug-Free Workplace Act of 1988.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the covered workplace. An employee who is convicted of any criminal drug statute for a violation occurring in the workplace shall notify Bloomington Public Transportation Corporation Operations Manager no later than five days after such conviction.

I.02 Goals and Standards

The BPTC's first and foremost concern is for the safety of its passengers, other users of the public roadways and BPTC employees. The BPTC has a paramount interest in being assured that BPTC employees are fit to perform their jobs. To meet these goals, it is the BPTC's policy to:

- 1) Assure that employees are not impaired in their ability to perform assigned duties in a safe, productive and healthy manner.
- 2) Create a workplace environment free from the adverse effects of drug and alcohol abuse and misuse.
- 3) Prohibit the unlawful manufacture, distribution, dispensing, possession or use of controlled substances.
- 4) Encourage employees to seek professional assistance

anytime personal problems, including alcohol or drug dependency, adversely affect their ability to perform their assigned duties.

I.03 Applicability - Covered Employees

This policy applies to every person, including an applicant or transferee, who performs or will perform a “safety-sensitive function” as defined in Part 655, section 655.4.

You are a covered employee if you perform any of the following:

- Operating a revenue service vehicle, in or out of revenue service
- Operating a non-revenue vehicle requiring a commercial driver’s license
- Controlling movement or dispatch of a revenue service vehicle
- Maintaining (including repairs, overhaul and rebuilding) of a revenue service vehicle or equipment used in revenue service
- Carrying a firearm for security purposes

See Attachment A for a list of covered positions by job title.

I.04 Prohibited Behavior - Substances

Use of illegal drugs is prohibited at all times. Prohibited drugs include:

- marijuana
- cocaine
- phencyclidine (PCP)
- opioids
- amphetamines

All covered employees are prohibited from performing or continuing to perform safety-sensitive functions while having an alcohol concentration of 0.04 or greater.

All covered employees are prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. If the on-call employee claims the ability to perform his or her safety-sensitive function, he or she must take an alcohol test with a result of less than 0.02 prior to performance.

All covered employees are prohibited from consuming alcohol within four (4) hours prior to the performance of safety-sensitive job functions.

All covered employees required to take a post-accident test are prohibited from consuming alcohol for eight (8) hours following involvement in an accident or until he or she submits to the post-accident drug and alcohol test, whichever occurs first.

I.05 Consequences for Violations

Following a positive drug or alcohol (BAC at or above 0.04) test result or test refusal, the employee will be immediately removed from safety-sensitive duty and referred to a Substance Abuse Professional.

Following a BAC of 0.02 or greater, but less than 0.04, the employee will be immediately removed from safety-sensitive duties until the start of their next regularly scheduled duty period (but for not less than eight hours) unless a retest results in the employee's alcohol concentration being less than 0.02.

Zero Tolerance

Per Bloomington Public Transportation Corporation policy, any employee who tests positive for drugs or alcohol (BAC at or above 0.04) or refuses to test will be referred to a Substance Abuse Professional (SAP) and terminated from employment.

I.06 Circumstances for Testing

Pre-Employment Testing

A negative pre-employment drug test result is required before an employee can first perform safety-sensitive functions. If a pre-employment test is cancelled, the individual will be required to undergo another test and successfully pass with a verified negative result before performing safety-sensitive functions.

If a covered employee has not performed a safety-sensitive function for 90 or more consecutive calendar days, and has not been in the random testing pool during that time, the employee must take and pass a pre-employment test before he or she can return to a safety-sensitive function.

A covered employee or applicant who has previously failed or refused a DOT pre-employment drug and/or alcohol test must provide proof of having successfully completed a referral, evaluation, and treatment plan meeting DOT requirements.

Reasonable Suspicion Testing

All covered employees shall be subject to a drug and/or alcohol test when Bloomington Public Transportation Corporation has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. A reasonable suspicion referral for testing will be made by a trained supervisor or other trained company official on the basis of specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the covered employee.

Covered employees may be subject to reasonable suspicion drug testing any time while on duty. Covered employees may be subject to reasonable suspicion alcohol testing while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions.

Post-Accident Testing

Covered employees shall be subject to post-accident drug and alcohol testing under the following circumstances:

Fatal Accidents

As soon as practicable following an accident involving the loss of a human life, drug and alcohol tests will be conducted on each surviving covered employee operating the public transportation vehicle at the time of the accident. In addition, any other covered employee whose performance could have contributed to the accident, as determined by Bloomington Public Transportation Corporation using the best information available at the time of the decision, will be tested.

Non-fatal Accidents

As soon as practicable following an accident not involving the loss of a human life, drug and alcohol tests will be conducted on each covered employee operating the public transportation vehicle at the time of the accident if at least one of the following conditions is met:

- (1) The accident results in injuries requiring immediate medical treatment away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident
- (2) One or more vehicles incurs disabling damage and must be towed away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident

In addition, any other covered employee whose performance could have contributed to the accident, as determined by Bloomington Public Transportation Corporation using the best information available at the time of the decision, will be tested.

A covered employee subject to post-accident testing must remain readily available, or it is considered a refusal to test. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

Random Testing

Random drug and alcohol tests are unannounced and unpredictable, and the dates for administering random tests are spread reasonably throughout the calendar year. Random testing will be conducted at all times of the day when safety-sensitive functions are performed.

Testing rates will meet or exceed the minimum annual percentage rate set each year by the FTA administrator. The current year testing rates can be viewed online at www.transportation.gov/odapc/random-testing-rates.

The selection of employees for random drug and alcohol testing will be made by a scientifically valid method, such as a random number table or a computer-based random number generator. Under the selection process used, each covered employee will have an equal chance of being tested each time selections are made.

A covered employee may only be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions. A covered employee may be randomly tested for prohibited drug use anytime while on duty.

Each covered employee who is notified of selection for random drug or random alcohol testing must immediately proceed to the designated testing site.

I.07 Testing Procedures

All FTA drug and alcohol testing will be conducted in accordance with 49 CFR Part 40, as amended.

Dilute Urine Specimen

If there is a negative dilute test result, Bloomington Public Transportation Corporation will conduct one additional retest. The result of the second test will be the test of record.

Dilute negative results with a creatinine level greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL require an immediate recollection under direct observation (see 49 CFR Part 40, section 40.67).

Split Specimen Test

In the event of a verified positive test result, or a verified adulterated or substituted result, the employee can request that the split specimen be tested at a second laboratory. Bloomington Public Transportation Corporation guarantees that the split specimen test will be conducted in a timely fashion. **It shall be the responsibility of the employee to pay for the second test, however this process will not delay testing.**

I.08 Test Refusals

As a covered employee, you have refused to test if you:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by Bloomington Public Transportation Corporation.
- (2) Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
- (3) Fail to attempt to provide a breath or urine specimen. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- (4) In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
- (5) Fail to provide a sufficient quantity of urine or breath without a valid medical explanation.
- (6) Fail or decline to take a second test as directed by the collector or Bloomington Public Transportation Corporation for drug testing.

- (7) Fail to undergo a medical evaluation as required by the MRO or Bloomington Public Transportation Corporation's Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed test.
- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- (13) Fail to remain readily available following an accident.

As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

As a covered employee, if you refuse to take a drug and/or alcohol test, you incur the same consequences as testing positive and will be immediately removed from performing safety-sensitive functions, and referred to a SAP.

I.09 Training

a. Supervisors

655.14(b)(2) Supervisors. Supervisors and/or other company officers authorized by the employer to make reasonable suspicion determinations shall receive at least 60 minutes of training on the physical, behavioral, and performance indicators of probable drug use and at least 60 minutes of training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse.

b. Other Employees

All employees will complete an initial one-hour training program designed to acquaint them with the effects and indications of substance abuse and company policy. On-going training will be incorporated in the BPTC's training curriculum.

I.10 Right to Examine Records

1. Employee's rights to examine records

All employees are entitled, upon written request, to obtain copies of any records pertaining to their use of prohibited drugs and alcohol, including any records pertaining to their tests. The employer shall provide the records requested by employees upon receipt of the written request. Access to a

covered employee's records shall not be contingent upon payment for records other than those specifically requested.

2. Employer's rights to examine records

The Bloomington Public Transportation Corporation is required to check on the drug and alcohol testing background of new hires and other employees beginning safety-sensitive work. Along with the applicant's written consent, BPTC will send the request for information to all other DOT-regulated employers for whom the candidate for the position has worked within the prior two-year period. BPTC will allow the candidate to work for 30 days unless it has obtained, or made a good faith effort to obtain, this information. When a covered employee or applicant has previously failed or refused a pre-employment drug test administered under this part, the employee must provide the employer proof of having successfully completed a referral, evaluation, and treatment plan as described in Section 655.62. If BPTC finds the candidate has a violation on his/her record, and did not successfully complete a return to duty process, BPTC will immediately withdraw the offer of employment; or, if the candidate has already been hired, remove the employee from performing safety sensitive functions and terminate his/her employment.

1.11 Voluntary Self-Referral

Any employee who has a drug and/or alcohol abuse problem and has not been notified of the requirement to submit to reasonable suspicion, random or post-accident testing or has not refused a drug or alcohol test may voluntarily refer her or himself to Mike Clark, Operations Manager (Designated Program Manager) who will refer the individual to a substance abuse counselor (SAC) for evaluation and treatment.

The substance abuse counselor will evaluate the employee and make a specific recommendation regarding the appropriate treatment. Employees are encouraged to voluntarily seek professional substance abuse assistance before any substance use or dependence affects job performance.

Any safety-sensitive employee who admits to a drug and/or alcohol problem will immediately be removed from his/her safety-sensitive function and will not be allowed to perform such function until successful completion of a prescribed rehabilitation program.

Voluntary treatment and self-referral for assistance in alcohol and substance abuse will be handled as treatment rather than discipline. An employee has only one opportunity for voluntary treatment and self-referral which must be requested before an employee is required to submit to an FTA required alcohol/drug screen. A commitment letter signed by the employee, union representative and BPTC management will:

- allow periodic follow-up testing for a period of one to five years for the employee

- **require proof of attendance in an approved rehabilitation program**
- **clearly stipulate that the terms and conditions must be met in order to preserve employment**

Employees who re-enter the work force must agree to a commitment letter. That letter may include, but is not limited to:

- **a release to work statement from an approved SAC**
- **negative tests for drugs and/or alcohol**
- **agreement to unannounced NON-DOT frequent follow up testing for up to 5 years**
- **a statement of expected or related behavior**
- **an agreement to follow specified after care requirements with the understanding that violation of the commitment letter is ground for termination**

If an employee takes advantage of this type of treatment, he/she will be allowed a leave not to exceed 180 days. Such employees may be eligible for medical leave under the FMLA. Depending on the employee's eligibility, the 180-day leave may include one or more of the following

- **medical leave under the Family Medical Leave Act (if applicable)**
- **accrued benefit time and unpaid leave**
- **leave covered by Short Term disability, if allowed by insurance carrier**

If an employee takes advantage of this type of treatment and does not complete the course of treatment, aftercare or return to duty, he/she will be terminated.

1.12 Treatment Requirements for off-duty driving under the influence or driving while impaired

Employees whose duties require having a valid driver's or CDL license who are convicted of off-duty driving under the influence of alcohol or drugs or driving while impaired are required to submit to mandatory referral and treatment for substance abuse. Any employee who refuses or fails to comply with the BPTC's requirements for treatment, aftercare or return to duty shall be subject to termination.

Employees must report any suspension or loss of their driver's license or CDL license for driving under the influence or driving while impaired to their supervisor before the start of their shift on the next work day and before they operate any company vehicle. Employees who are convicted of off-duty driving under the influence of alcohol or drugs will be referred to the company's Substance Abuse Counselor (SAC) who shall prescribe a program of treatment and recovery. Safety sensitive employees whose license is suspended in connection with an arrest or conviction for off-duty driving under the influence of alcohol or drugs or driving while impaired will be placed on disciplinary suspension without pay for the duration of their license suspension.

The company shall maintain confidentiality and assure that the future job or advancement opportunities for employees who have successfully completed a supervised drug and/or alcohol rehabilitation program and are no longer using illegal substances or abusing legal substances are not jeopardized.

A second occurrence of an off-duty conviction for driving under the influence of alcohol or drugs or driving while impaired shall result in *termination of employment*.

Prior to returning to work, a commitment letter shall be signed by the employee, union representative, and BPTC management that will:

- **require proof of attendance in an approved rehabilitation program acceptable to the company's Substance Abuse Counselor**
- **clearly stipulate that the terms and conditions of the commitment letter must be met by the employee in order to preserve employment**
- **include receipt by the employer of a release to work statement from an approved SAC**
- **include an agreement by the employee to unannounced and frequent follow-up testing for up to five (5) years**
- **include receipt by the employer of negative test results for all tests performed for drugs and/or alcohol for the employee**
- **include an agreement by the employee to follow specified after-care requirements with the understanding that violation of the after-care program is grounds for termination**

Employees participating in the treatment requirements for Off-Duty Driving under the Influence or Driving While Impaired will be allowed a leave of absence not to exceed 180 days. Such employees may be eligible for medical leave under the terms and conditions of FMLA.

1.13 Supervisor Responsibility

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

- the behavior giving rise to reasonable suspicion testing
- the conditions giving rise to post accident testing
- any post-accident delay beyond two hours.

I.14 Administrative Responsibilities

The administration of this policy is a shared responsibility. It is the responsibility that each supervisor ensures all aspects of this policy are accomplished throughout his/her unit. The operations manager provides coordination with all visitors, providers, vendors, contractors and employees. Questions regarding this policy must be referred to the operations manager.

I.15 Employee Responsibility

This policy applies to all active employees whether part time, full time, temporary or interns or special employees. The BPTC employee is responsible for cooperating when instructed to take an examination or test. This includes reporting to the clinic in a timely manner. In addition, employees will cooperate and follow instructions given by a MRO, or SAP with regard to any treatment. Employees are required to notify their physicians of current job duties when drugs are prescribed. Employees must also notify the BPTC of any criminal drug statute conviction against them.

It is the responsibility of each employee to become familiar with and strictly adhere to all rules, regulations and special instructions of this policy. Ignorance of or misinterpretation of this policy is no excuse for failure to comply. If in doubt, or if you have any questions, please contact the system contact, the operations manager or the human resource administrator.

I.16 Confidentiality

Confidentiality will be maintained throughout the drug/alcohol screening process. Individual test results may not be released to any other party, or parties, without a specific written authorization by the tested person to release the test results to others, except when:

1. the employee authorizes the transmittal of the information
2. the employee has signed a release form for the Employee Assistance Program or a commitment letter with BPTC in which the results of the screen must be known for further action concerning the employee
3. the employee has been sent for drug and/or alcohol testing, and the MRO (or designee) must inform the operations manager, quality control supervisor or general manager (or designee) of the test results
4. complying with state or federal requirements

Every effort will be made to carry out all actions relative to this policy in a manner which respects the dignity and confidentiality of those involved. In addition, all Employee Assistance Program records are regarded as confidential medical records and are not available to anyone without a signed release of information from the employee.

Employees are entitled, upon written request, to promptly obtain copies of any records in the possession of BPTC pertaining to their own use of prohibited drugs or alcohol, including any

records pertaining to their drug and/or alcohol tests. However, this does not include the follow-up testing plan document written by the SAP.

I.17 Record Retention

BPTC shall maintain records of its substance abuse prevention program as required by state and federal regulations. Substance abuse prevention program records and employee test results shall be maintained in a secure location with controlled access.

Drug Use Record Retention.

BPTC shall retain substance abuse prevention program records and employee test results in accordance with state and federal law. The following are the minimum retention periods for drug use records:

- Five years: Records of covered employee verified positive drug test results, documentation of refusals to take required drug tests, and covered employee referrals to the SAP, and copies of annual MIS (Management Information Systems) reports submitted to FTA
- Two years: Records related to the collection process and employee training
- One year: Records of negative drug test results

Provided that BPTC shall comply with state law, which currently prohibits destruction of public records unless they are at least three years old and BPTC obtains permission from the Local Public Records Commission.

BPTC shall maintain specific records as follows:

Records related to the collection process including:

- Collection logbooks, if used
- Documents relating to the random selection process
- Documents generated in connection with decisions to administer reasonable suspicion drug tests
- Documents generated in connection with decisions on post-accident drug testing
- MRO documents verifying existence of a medical explanation of the inability of a covered employee to provide an adequate urine sample

Records related to test results:

- The employer's copy of the custody and control form
- Documents related to the refusal of any covered employee to submit to a drug test as required

FTA Drug and Alcohol Policy – Bloomington Public Transportation Corporation

- Documents presented by a covered employee to dispute the result of a drug test administered under DOT regulations

Records related to referral and return to duty and follow-up testing:

- Records pertaining to a determination by a SAP concerning a covered employee's need for referral for assistance in resolving problems associated with drug use
- Records concerning a covered employee's entry into and completion of the program of treatment recommended by the SAP

Records related to employee training:

- Training materials on drug use awareness and alcohol misuse, including copy of BPTC's policy on prohibited drug and alcohol misuse
- Names of covered employees attending training on prohibited drug use and the dates and times of such training
- Documentation of training provided to supervisors for the purpose of qualifying the supervisors to make a determination concerning the need for drug testing based on reasonable suspicion
- Certification that any training conducted under the DOT regulations complies with the requirements for such training
- Copies of annual MIS reports submitted to FTA

Alcohol Use Record Retention.

BPTC shall maintain records of its alcohol misuse prevention program. Records shall be maintained in a secure location with controlled access.

The following are the minimum retention periods for alcohol use records:

- Five years: Records of employee alcohol test results with results indicating an alcohol concentration of 0.02 or greater, documentation of refusals to take required alcohol tests, calibration documentation, employee evaluation and referrals as well as copies of the annual MIS reports
- Two years: Records related to the collection process (except calibration of EBT's), training records
- One year: Records of all test results less than 0.02

Provided that BPTC shall comply with state law, which currently prohibits destruction of public records unless they are at least three years old and BPTC obtains permission from the Local Public Records Commission.

BPTC shall maintain specific records as follows:

Records related to the collection process including:

- Collection logbooks, if used
- Documents relating to the random selection process
- Calibration documentation for evidential breath testing devices
- Documentation of breath alcohol technician training
- Documents generated in connection with decisions to administer reasonable suspicion alcohol tests
- Documents generated in connection with decisions on post-accident tests
- Documents verifying existence of a medical explanation of the inability of a covered employee to provide adequate breath for testing.

Records related to the test results:

- The employer's copy of the alcohol test form, including the results of the test
- Documents related to the refusal of any covered employee to submit to an alcohol test required by this part of the policy
- Documents presented by a covered employee to dispute the results of an alcohol test administered under this policy.

Records related to other violations of this policy:

- Records related to evaluations: records pertaining to a determination by a substance abuse professional concerning a covered employee's need for assistance. Records concerning a covered employee's compliance with the recommendations of the substance abuse professionals.
- Copies of the annual Management Information System (MIS) reports submitted to FTA
- Records related to education and training. Materials on alcohol misuse awareness, including a copy of the BPTC policy on alcohol misuse
- Documentation of compliance with the requirements of FTA requirements
- Documentation of training provided to supervisors for the purpose of qualifying the supervisors to make a determination concerning the need for alcohol testing based on reasonable suspicion
- Certification that any training conducted under this part complies with the requirements for training

1.18 Contractor Compliance

Contractors who provide safety-sensitive functions (as defined by 49 CFR Part 40, Part 655) for BPTC are required to fully comply with all aspects of drug and alcohol testing regulations. It is the responsibility of the BPTC to ensure ongoing compliance by contractors with the regulations.

To uphold this responsibility, BPTC staff shall proactively take necessary actions to ensure such compliance including:

- Provide contractors with copies of regulations, implementation guidelines, FTA drug and alcohol regulation updates, and random drug testing manual
- Invite contractor program managers to attend BPTC education and training events
- Invite contractor safety-sensitive employees and supervisors to attend BPTC education and training events
- Offer BPTC assistance in establishing a scientifically valid random selection process
- Offer BPTC assistance to contractors in developing specifications and evaluation criteria for testing service vendors
- Offer BPTC assistance in reviewing drug/alcohol policies of contractors
- Offer BPTC assistance in the development by contractors of recordkeeping procedures and preparation of MIS reports
- Conduct semi-annual oversight of contractor drug/alcohol testing programs to include monitoring management reports on their testing programs, review of policy and recommendations to modify policies, changes in testing vendors, training conducted, and the number, type and results of tests conducted
- Take appropriate action to ensure contractor compliance including discontinuing to use contractors for safety-sensitive functions who are unwilling or unable to fully comply with all aspects of the drug and alcohol testing regulations

I.19 Prescription Drug Use

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to Mike Clark, Operations Manager. Medical advice should be sought, as appropriate, while taking such medication and before performing safety-sensitive duties.

I.20 Contact Person

For questions about Bloomington Public Transportation Corporation's anti-drug and alcohol misuse program, contact:

Michael Clark, DER & DAPM, Operations Manager, 812-332-5688

Brenda Underwood, Human Resource Administrator, 812-332-5688

Attachment A: Covered Positions

Operators of Mass Transit Service

Trainees
Training Supervisor
Part Time Operators
Full time Operators

Operators of Demand Response Service

Trainees
Training Supervisor
Part Time Operators
Full time Operators

Dispatchers of Mass Transit Service

Dispatchers, including General Manager, Operations Manager, Customer Service Manager
Any employee who assists with dispatching in the absence of the regular dispatcher.

Dispatchers of Demand Response Service

Dispatchers, including Customer Service Manager and Planning and Special Projects Manager
Any employee who assists with dispatching in the absence of the regular dispatcher.

Maintenance of Revenue Service Vehicles

Maintenance Managers
Master Mechanics
Auto Service persons
Service Attendants

RESOLUTION 21-27

A resolution authorizing the BPTC Chair to execute a grant agreement for 2022.21 with the Indiana Department of Transportation for financial assistance through the Public Mass Transportation Fund under I.C. 8-9.5-6-4.

WHEREAS, the Indiana Department of Transportation (INDOT) has been delegated authority to award financial assistance through the Public Mass Transportation Fund (PMTF) to eligible applicants such as BPTC for transportation project(s); and

WHEREAS, the grant or cooperative agreement for PMTF financial assistance imposes certain obligations upon the BPTC, and requires the BPTC to provide the local share of the project cost; and

WHEREAS, the BPTC has or will provide all annual certifications and assurances to the Indiana Department of Transportation required for the project;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Bloomington Public Transportation Corporation (BPTC):

1. That Nancy Obermeyer, Chair of the Board of Directors of the BPTC, is authorized to execute grant agreements for PMTF assistance for 2022 on behalf of the grantee, Bloomington Public Transportation Corporation, with the Indiana Department of Transportation for PMTF assistance authorized by I.C. 8-9.5-6-4; and
2. That Nancy Obermeyer, Chair of the Board of Directors of the BPTC, is authorized to execute with its grant agreements the annual certifications and assurances and other documents the Indiana Department of Transportation requires before awarding a PMTF assistance grant or cooperative agreement.

CERTIFICATION

The undersigned duly qualified Secretary of the Board of Directors of the BPTC, acting on behalf of the Bloomington Public Transportation Corporation, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Bloomington Public Transportation Corporation held on November 16, 2021.

ATTEST:

APPROVE:

11-16-21
James McLary
Secretary
Bloomington Public
Transportation Corporation

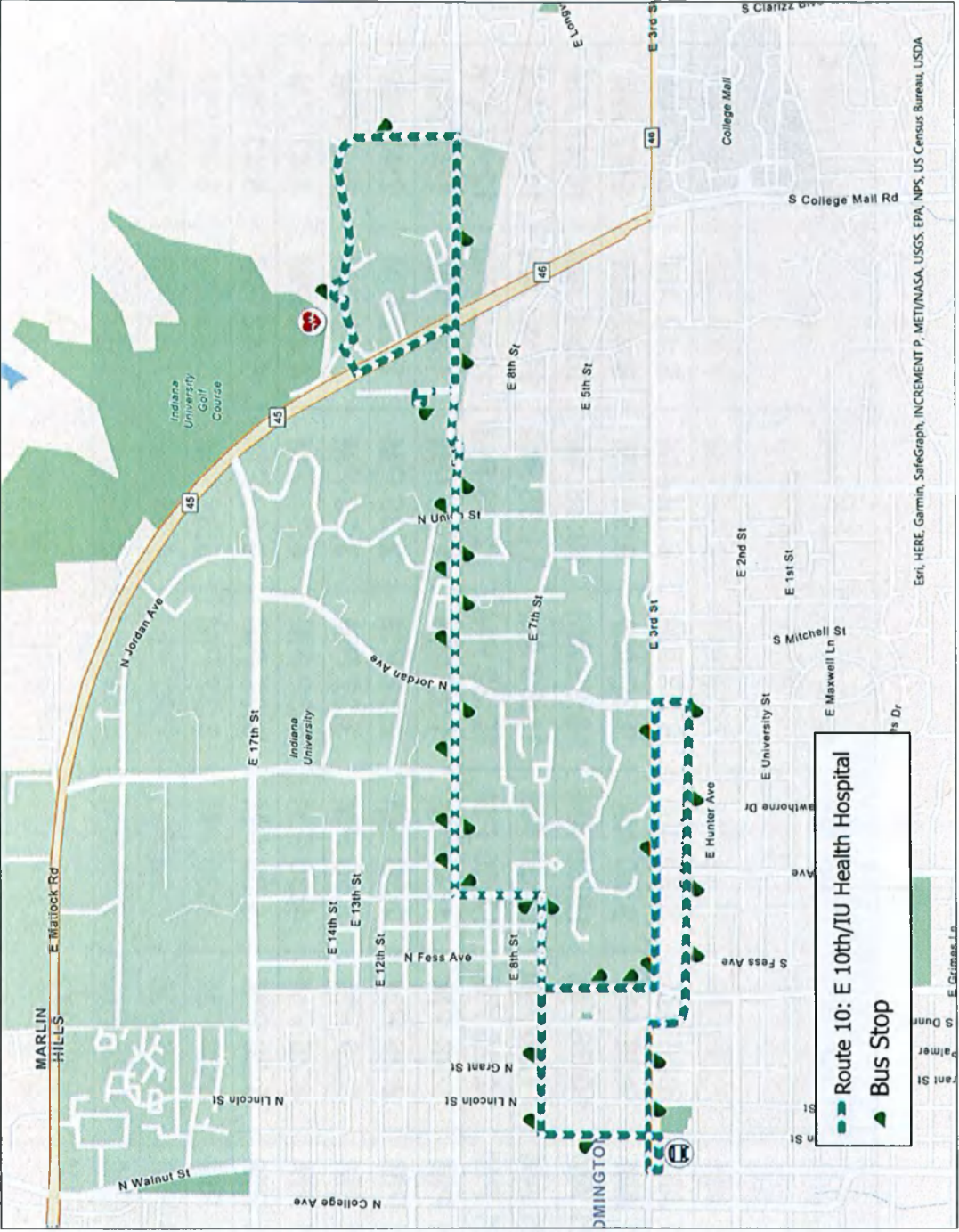
11-16-21
Nancy Obermeyer
Chair
Bloomington Public
Transportation Corporation

Route 10

Service to New IU Health Hospital

Monday-Friday
60min Frequency
7:10a-9:00p

Saturday
60min Frequency
8:10a-7:00p



Esri, HERE, Garmin, SafeGraph, INCREMENT P, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA

DEPART 3RD & WALNUT	3RD & JORDAN	IMU	TULIP TREE (OUTBOUND)	FOUNTAIN PARK	IU HEALTH HOSPITAL	TULIP TREE (INBOUND)	IMU	ARRIVE 3RD & WALNUT
7:10 AM	7:16 AM	7:21 AM	7:26 AM	7:30 AM	7:32 AM	7:38 AM	7:42 AM	7:47 AM
8:10 AM	8:16 AM	8:21 AM	8:26 AM	8:30 AM	8:32 AM	8:38 AM	8:42 AM	8:47 AM
9:10 AM	9:16 AM	9:21 AM	9:26 AM	9:30 AM	9:32 AM	9:38 AM	9:42 AM	9:47 AM
10:10 AM	10:16 AM	10:21 AM	10:26 AM	10:30 AM	10:32 AM	10:38 AM	10:42 AM	10:47 AM
11:10 AM	11:16 AM	11:21 AM	11:26 AM	11:30 AM	11:32 AM	11:38 AM	11:42 AM	11:47 AM
12:10 PM	12:16 PM	12:21 PM	12:26 PM	12:30 PM	12:32 PM	12:38 PM	12:42 PM	12:47 PM
1:10 PM	1:16 PM	1:21 PM	1:26 PM	1:30 PM	1:32 PM	1:38 PM	1:42 PM	1:47 PM
2:10 PM	2:16 PM	2:21 PM	2:26 PM	2:30 PM	2:32 PM	2:38 PM	2:42 PM	2:47 PM
3:10 PM	3:16 PM	3:21 PM	3:26 PM	3:30 PM	3:32 PM	3:38 PM	3:42 PM	3:47 PM
4:10 PM	4:16 PM	4:21 PM	4:26 PM	4:30 PM	4:32 PM	4:38 PM	4:42 PM	4:47 PM
5:10 PM	5:16 PM	5:21 PM	5:26 PM	5:30 PM	5:32 PM	5:38 PM	5:42 PM	5:47 PM
6:10 PM	6:16 PM	6:21 PM	6:26 PM	6:30 PM	6:32 PM	6:38 PM	6:42 PM	6:47 PM
7:10 PM	7:16 PM	7:21 PM	7:26 PM	7:30 PM	7:32 PM	7:38 PM	7:42 PM	7:47 PM
8:10 PM	8:16 PM	8:21 PM	8:26 PM	8:30 PM	8:32 PM	8:38 PM	8:42 PM	8:47 PM

*SHADED TRIPS DO NOT OPERATE ON SATURDAYS

Bloomington Public Transportation Corporation

Monthly Statistics and Performance Indicators

Safety													
	January	February	March	April	May	June	July	August	September	October	November	December	YTD Total
Accidents													
Fixed Route													
2021 Collision Accidents	2	2	2	2	1	1	2	4	3	8			27
2020 Collision Accidents	6	5	5	0	0	2	2	4	2	5			31
2020-2021 Change	-4	-3	-3	2	1	-1	0	0	1	3			-4
2021 Collision Rate (Per 100k mi)	3.21	2.54	2.44	2.55	1.42	1.39	2.82	5.35	3.68	8.77			4.01
2020 Collision Rate (Per 100k mi)	7.24	5.57	6.16	-	-	3.54	3.52	6.00	2.27	5.48			4.39
2020-2021 Percent Change	-55.7%	-54.3%	-60.3%	100.0%	100.0%	-60.8%	-19.8%	-10.9%	62.5%	60.0%			-8.8%
Fixed Route													
2021 Preventable Accidents	1	2	2	1	1	0	2	4	3	7			23
2020 Preventable Accidents	2	3	4	0	0	1	1	2	1	3			17
2020-2021 Change	-1	-1	-2	1	1	-1	1	2	2	4			6
2021 Preventables Rate (Per 100k mi)	1.60	2.54	2.44	1.27	1.42	-	2.82	5.35	3.68	7.67			3.41
2020 Preventables Rate (Per 100k mi)	2.41	3.34	4.93	-	-	1.77	1.76	3.00	1.13	3.29			2.41
2020-2021 Percent Change	-33.5%	-23.9%	-50.4%	100.0%	100.0%	-100.0%	60.3%	78.1%	225.0%	133.3%			41.7%
BT Access													
2021 Collision Accidents	0	2	0	0	0	0	0	1	0	0			3
2020 Collision Accidents	0	0	0	0	0	0	0	0	0	0			0
2020-2021 Change	0	2	0	0	0	0	0	0	0	0			2
2021 Collision Rate (Per 100k mi)	-	36.19	-	-	-	-	11.79	-	-	-			3.85
2020 Collision Rate (Per 100k mi)	-	-	-	-	-	-	-	-	-	-			-
2020-2021 Percent Change	-	100.0%	-	-	-	-	100.0%	-	-	-			100.0%
BT Access													
2021 Preventable Accidents	0	2	0	0	0	0	0	1	0	0			3
2020 Preventable Accidents	0	0	0	0	0	0	0	0	0	0			0
2020-2021 Change	0	2	0	0	0	0	0	1	0	0			3
2021 Preventables Rate (Per 100k mi)	-	36.19	-	-	-	-	11.79	-	-	-			3.85
2020 Preventables Rate (Per 100k mi)	-	-	-	-	-	-	-	-	-	-			-
2020-2021 Percent Change	-	100.0%	-	-	-	-	100.0%	-	-	-			100.0%

Roadcalls													
Fixed Route													
	January	February	March	April	May	June	July	August	September	October	November	December	YTD Total
2021 Roadcalls	0	6	9	9	2	11	14	7	6				73
2020 Roadcalls	10	26	15	5	2	16	15	16	6	13			124
2020-2021 Change	-10	-20	-6	4	0	-7	-4	-2	1	-7			-51
BT Access													
2021 Roadcalls	0	0	0	0	0	0	0	0	0	0	0	0	0
2020 Roadcalls	0	0	0	0	1	0	0	0	0	0	0	0	1
2020-2021 Change	0	0	0	0	-1	0	0	0	0	0	0	0	-1

Bloomington Public Transportation Corporation Monthly Statistics and Performance Indicators

Ridership													
	January	February	March	April	May	June	July	August	September	October	November	December	YTD Total
Fixed Route													
2021 Passenger Trips	53,907	66,607	90,946	84,466	62,408	61,221	57,746	137,590	214,043	197,902			1,026,836
2020 Passenger Trips	291,326	364,501	182,675	31,938	34,256	47,294	49,781	64,163	88,858	89,258			1,244,050
2020-2021 Change	-237,419	-297,894	-91,729	52,528	28,152	13,927	7,965	73,427	125,185	108,644			-217,214
2020-2021 Percent Change	-81%	-82%	-50%	164%	82%	29%	16%	114%	141%	122%			-17%
BT Access													
2021 Revenue Hours	5,469	6,927	7,221	6,921	6,241	6,360	6,271	6,670	7,646	7,278			67,004
2020 Revenue Hours	7,896	8,703	7,714	4,348	4,005	5,005	5,063	6,160	8,274	8,441			65,609
2021 Passengers Per Rev Hour	9.86	9.62	12.59	12.20	10.00	9.63	9.21	20.63	27.99	27.19			15.32
2020 Passengers Per Rev Hour	36.90	41.88	23.68	7.35	8.55	9.45	9.83	10.42	10.74	10.57			18.96
2021 Revenue Miles	62,339	78,699	81,898	78,501	70,573	71,894	70,889	74,806	81,415	2728			673,742
2020 Revenue Miles	82,871	89,847	81,204	48,333	44,295	56,420	56,828	66,620	88,196	91,247			705,861
2021 Passengers Per Rev Mile	0.86	0.85	1.11	1.08	0.88	0.85	0.81	1.84	2.63	72.54			1.52
2020 Passengers Per Rev Mile	3.52	4.06	2.25	0.66	0.77	0.84	0.88	0.96	1.01	0.98			1.76
BT Access													
2021 Passenger Trips	1,163	1,223	1,777	1,839	1,686	1,831	1,873	2,005	2,149	2,345			17,891
2020 Passenger Trips	3,218	3,174	1,713	389	542	1,096	1,260	1,396	1,513	1,539			15,840
2020-2021 Change	-2,055	-1,951	64	1,450	1,144	735	613	609	636	806			2,051
2020-2021 Percent Change	-64%	-61%	4%	373%	211%	67%	49%	44%	42%	52%			13%

2021 Revenue Hours	685	700	891	870	779	861	896	954	932	998	8,565
2020 Revenue Hours	1,271	1,239	786	338	346	551	646	691	824	850	7,542
2021 Passengers Per Rev Hour	1.70	1.75	1.99	2.12	2.16	2.13	2.09	2.10	2.31	2.35	2.09
2020 Passengers Per Rev Hour	2.53	2.56	2.18	1.15	1.57	1.99	1.95	2.02	1.84	1.81	2.10
2021 Revenue Miles	5,650	5,526	7,707	8,719	7,186	7,498	7,911	8,485	9,645	9,602	77,929
2020 Revenue Miles	13,244	12,898	7,783	2,464	2,986	5,339	6,412	6,597	7,346	7,518	72,587
2021 Passengers Per Rev Mile	0.21	0.22	0.23	0.21	0.23	0.24	0.24	0.24	0.22	0.24	0.23
2020 Passengers Per Rev Mile	0.24	0.25	0.22	0.16	0.18	0.21	0.20	0.21	0.21	0.20	0.22
Total Ridership											
2021 Passenger Trips	55,070	67,830	92,723	86,305	64,094	63,052	59,619	139,595	216,192	200,247	1,044,727
2020 Passenger Trips	294,544	367,675	184,388	32,327	34,798	48,390	51,041	65,559	90,371	90,797	1,259,890
2020-2021 Change	-239,474	-299,845	-91,665	53,978	29,296	14,662	8,578	74,036	125,821	109,450	-215,163
2020-2021 Percent Change	-81%	-82%	-50%	167%	84%	30%	17%	113%	139%	121%	-17%

BLOOMINGTON PUBLIC TRANSPORTATION CORPORATION
Ridership & Productivity By Route
 Oct-21

Route	2021				2020					
	Total Passengers	Revenue Hours	Revenue Miles	Passengers Per Hour	Passengers Per Mile	Total Passengers	Revenue Hours	Revenue Miles	Passengers Per Hour	Passengers Per Mile
1 BHS North/S. Walnut	8,556	-7.9%	932.4	10,005.2	9.18	0.0%	0.86	3.3%	9.18	0.83
2 W.11th St./S. Rogers	11,019	-10.3%	641.7	6,772.5	17.17	-1.9%	1.63	-1.5%	17.51	1.65
3 College Mall/Highland	32,224	36.7%	1,416.8	17,030.3	22.74	48.7%	1.89	40.8%	15.29	1.34
4 High St./Bloomfield Rd.	8,698	57.6%	791.4	10,308.4	10.99	71.1%	0.84	65.7%	6.42	0.51
5 Sare Road	4,665	270.2%	373.8	3,728.7	12.48	300.8%	1.25	329.6%	3.11	0.29
6 Campus Shuttle	64,181	364.7%	1,384.9	12,578.0	46.34	446.4%	5.10	461.5%	8.48	0.91
7 Henderson/Walnut Express	5,511	53.3%	277.1	3,271.5	19.89	211.4%	1.68	232.4%	6.39	0.51
8 Eastside Local	2,075	48.0%	265.8	3,541.1	7.81	70.0%	0.59	53.1%	4.59	0.38
9 IU Campus/Campus Corner	60,973	229.1%	1,193.8	9,360.6	51.07	292.8%	6.51	389.9%	13.00	1.33
Total	197,902	121.7%	7,278	76,596	27.19	157.2%	2.58	164.1%	10.57	0.98
Year-to-Date Total	1,026,836	-17.5%	67,004	747,611	15.32	-19.2%	1.37	-22.1%	18.96	1.76

Monthly Management Report 2021
Bloomington Public Transportation Corporation
Monthly Statistics and Performance Indicators

Fixed Route:

	January	February	March	April	May	June	July	August	September	October	November	December	YTD
Total Passengers	53,907	66,607	90,946	84,466	62,408	61,221	57,746	137,590	214,043	197,902			1,026,836
Revenue Miles	62,339	78,699	81,898	78,501	70,573	71,894	70,889	74,806	81,415	76,596			747,610
Total Miles	64,064	80,981	84,490	80,856	72,533	74,051	72,930	77,971	84,580	79,618			772,074
Revenue Hours	5,469	6,927	7,221	6,921	6,241	6,360	6,271	6,670	7,646	7,278			67,004
Total Hours	5,633	7,142	7,453	7,129	6,421	6,551	6,445	6,889	7,866	7,489			69,017
Revenue \$	\$ 60.00	\$ 60.00	\$ 102,381.40	\$ 74,484.17	\$ 69,773.61	\$ 12,012.17	\$ 108,309	\$ 132,280.98	\$ 101,866.24	\$ 101,643.92			\$ 702,871.38
Road Calls	0	6	9	9	2	9	11	14	7	6			73
Collision Accidents	2	2	2	1	1	1	2	4	3	8			26
On Time Performance	77.8%	77.2%	77.0%	73.6%	77.5%	81.4%	77.1%	73.7%	69.69%	70.40%			75.5%
PM Inspection OT %	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%			100.00%

Paratransit:

	January	February	March	April	May	June	July	August	September	October	November	December	YTD
Total Passengers	1,163	1,223	1,777	1,839	1,686	1,831	1,873	2,005	2,149	2,345			17,891
Revenue Miles	5,650	5,526	7,707	8,719	7,186	7,498	7,911	8,485	9,645	9,602			77,929
Total Miles	6,362	6,277	8,598	9,565	7,923	8,337	8,765	9,501	10,644	10,596			86,568
Revenue Hours	685	700	891	870	779	861	896	954	932	998			8,567
Total Hours	751	760	963	939	855	930	965	1,029	1,032	1,078			9,303
Revenue	\$0	\$0	\$0	\$0	\$0	\$620	\$2,266	\$3,534	\$3,949	\$4,330			14,699
Road Calls	0	0	0	0	0	0	0	0	0	0			0
Collision Accidents	0	2	0	0	0	0	0	1	0	0			3
On Time Performance	93.4%	93.2%	95.8%	95.5%	91.4%	94.8%	93.9%	93.7%	92.2%	91.5%			93.5%
PM Inspection OT %	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%			100.00%
Trip Denials	0	0	0	0	0	0	0	0	0	0			0
Missed Trips	0	0	0	0	2	0	0	0	2	0			4
Excessive Long Trips	3	9	7	9	17	8	13	15	26	33			140
Average Phone Hold Time (sec)	11	10.5	12.6	10	9.6	21	18	18.6	23.3	29.6			16

**BLOOMINGTON PUBLIC TRANSPORTATION CORPORATION
FINANCIAL NARRATIVE FOR THE MONTH ENDING
OCTOBER 31, 2021**

Operating Expenses

Operating expenses for October totaled \$712,315. Salary and Fringe benefits expense for October was \$528,687. This represents an increase from September due to the timing of payrolls and payroll accruals as well as all employees received an Essential Worker's Bonus during October. Materials and Supplies for October were \$73,754. This represents a decrease from September contributed to the timing of parts and supplies purchased and their usage. Services and Utilities expense for the month totaled \$109,874. This represents a decrease from September as the result of less legal firm fees and IU expense reimbursements. Through October, Bloomington Transit had spent 62% of the operating budget with 83% of the year completed.

Operating Revenues

Operating revenues for October totaled \$464,965. Operating revenues exceeded operating expenses by \$1,242,193 through October.

Capital Expenditures

During October, the gas pumps were replaced at a cost of \$10,198 and the final payment was made to Tabor Bruce Architecture & Design for the roof project in the amount of \$600.

Operating Cash Balance

October 31, 2021	October 31, 2020	Change
\$9,815,197	\$8,583,447	\$1,231,750 increase

Self - Insurance Fund

Medical premium and claims expense for October was \$58,243.

Self-Insurance Cash Balance

October 31, 2021	October 31, 2020	Change
\$256,907	\$558,112	\$301,205 decrease

**BLOOMINGTON PUBLIC TRANSPORTATION CORPORATION
SUMMARY OF REVENUES AND EXPENSES
FOR THE PERIOD ENDED OCTOBER 31, 2021**

	MONTH ENDING 10/31/2021	PERCENT OF ANNUAL BUDGET	YTD	ANNUAL BUDGET PLUS ENCUMBRANCES/ ADD'L APPROP.	PERCENT OF ANNUAL BUDGET USED
Operating Expenses:					
Salary and Fringe Benefits	\$ 528,687	9%	\$ 4,151,446	6,184,885	67%
Materials and Supplies	73,754	5%	644,389	1,416,816	45%
Services and Utilities	109,874	6%	1,025,955	1,718,128	60%
Total Operating Expenses	712,315	8%	5,821,790	9,319,829	62%
Operating Revenues:					
Local Tax Revenue	154,085	8%	1,803,058	2,005,170	90%
Fare Revenue	101,645	7%	644,170	1,536,627	42%
Other Locally Derived Revenue	13,235	2%	297,912	861,145	35%
Total Locally Derived Revenue	268,965	6%	2,745,140	4,402,942	62%
Federal Operating Grants	196,000	5%	2,106,000	4,295,588	49%
State Operating Grants (PMTF)	-	0%	2,212,843	2,211,957	100%
Total Operating Revenues	464,965		7,063,983	10,910,487	
Operating Gain/(Loss)	(247,350)		1,242,193		
Federal Capital Grants	-	0%	1,803,860	5,617,442	32%
State Capital Grants	-	0%	-	-	0%
Transfer from Capital Reserve	-	0%	-	-	0%
Revenue from Capital Grants/Reserve	-	0%	1,803,860	5,617,442	32%
Capital Expenditures:	19,380	0%	2,302,115	7,208,100	32%
Capital Gain/(Loss)	(19,380)		(498,255)		
Net Gain/(Loss)	(266,730)		743,938		

**BLOOMINGTON PUBLIC TRANSPORTATION CORPORATION
COMPARATIVE SUMMARY OF REVENUES AND EXPENSES
FOR THE PERIODS ENDED OCTOBER 2020 AND 2021**

	MONTH ENDING 10/31/2021	MONTH ENDING 10/31/2020	% CHANGE	YTD 10/31/2021	YTD 10/31/2020	% CHANGE
Operating Expenses:						
Salary and Fringe Benefits	\$ 528,687	\$420,557	26%	\$ 4,151,446	\$3,988,897	4%
Materials and Supplies	73,754	77,948	-5%	644,389	728,962	-12%
Services and Utilities	109,874	77,248	42%	1,025,955	1,257,537	-18%
Total Operating Expenses	712,315	575,753	24%	5,821,790	5,975,396	-3%
Operating Revenues:						
Local Tax Revenue	154,085	164,232	-6%	1,803,058	1,691,256	7%
Fare Revenue	101,645	30	338717%	644,170	703,755	-8%
Other Locally Derived Revenue	13,235	34,795	-62%	297,912	371,943	-20%
Total Locally Derived Revenue	268,965	199,057	35%	2,745,140	2,766,954	-1%
Federal Operating Grants	196,000	195,164	0%	2,106,000	1,951,640	8%
State Operating Grants (PMTF)	-	-	0%	2,212,843	2,551,277	-13%
Total Operating Revenues	464,965	394,221	18%	7,063,983	7,269,871	-3%
Operating Gain/(Loss)	(247,350)	(181,532)		1,242,193	1,294,475	
Federal Capital Grants	-	32,833	-100%	1,803,860	390,169	362%
State Capital Grants	-	-	#DIV/0!	-	-	#DIV/0!
Transfer from Capital Reserve	-	-	#DIV/0!	-	-	#DIV/0!
Revenue from Capital Grants/Reserve	-	32,833	#DIV/0!	1,803,860	390,169	362%
Capital Expenditures:	19,380	41,041	-53%	2,302,115	529,203	335%
Capital Gain/(Loss)	(19,380)	(8,208)		(498,255)	(139,034)	
Net Gain/(Loss)	(266,730)	(189,740)		743,938	1,155,441	

**Bloomington Public Transportation Corporation
Personnel Report
OCTOBER 2021**

	Monthly New Hires	Monthly Terminations	End of Month Vacancies
Administrative Staff	0	0	0
Fixed Route Drivers	2	1	9
BT Access Drivers	0	0	0
Mechanics	1	0	1
Service Person	0	0	0
Service Attendants	2	0	1
Total	5	1	11