

**ATP-21  
PROGRAM DESCRIPTION  
PART I-A**

## Annual Transportation Plan for Fiscal Year 2021

### SECTION 1 PROGRAM DESCRIPTION

This part of your application is critical in justifying requested funding as well as documenting that planning requirements have been completed. Refer to application instructions for more information on what is required under each section.

This document is formatted to be 'tabbed' through. All responses should be placed in the yellow boxes. Copy and Paste where necessary inside the yellow boxes. The boxes will expand with your entries. Please enter ALL information in this file. Be sure to include this file on the disc submitted with your application

Jurisdiction/Program: City of Annapolis / Public Transportation

#### A. CONTACT INFORMATION

##### Applicant Organization

Legal Name:	<u>City of Annapolis</u>	DUNS #:	<u>074922246</u>
Mailing Address:	<u>City Hall</u>	CAGE CODE:	<u>0H082</u>
Street Address:	<u>160 Duke of Gloucester</u>	(Part of the SAMS System)	
City:	<u>Annapolis</u>	State:	<u>MD</u> Zip code: <u>21401</u>
Federal Taxpayer ID:	<u>52-6000764</u>	Website (URL): <u>Annapolis.gov/159/Transportation</u>	

##### Application Submitted By - Must be person named on Authorizing Resolution

Name:	<u>Gavin Buckley</u>	
Title:	<u>Mayor</u>	
Telephone:	<u>410-263-7997</u>	Fax: <u>410-216-9284</u>
Email:	<u>mayor@annapolis.gov</u>	TTY: <u>N/A</u>

##### Application Contact -Person to whom questions should be directed

Name:	<u>Kwaku Agyemang-Duah</u>	
Title:	<u>Deputy Director</u>	
Telephone:	<u>410-263-7964, x6001</u>	Fax: <u>410-263-4508</u>
Email:	<u>kad@annapolis.gov</u>	TTY: <u>N/A</u>

##### Operator Contact--Public Transportation Programs

Name:	<u>J. Rick Gordon</u>	
Title:	<u>Director</u>	
Organization/Company:	<u>City of Annapolis</u>	
Mailing Address:	<u>Dept. of Transportation</u>	
Street Address:	<u>308 Chinquapin Round Rd</u>	
City:	<u>Annapolis</u>	State: <u>MD</u> Zip code: <u>21401</u>
Telephone:	<u>410-263-7964</u>	Fax: <u>410-263-4508</u>
Email:	<u>jrickgordon@annapolis.gov</u>	TTY: <u>N/A</u>

**Operator Contact--SSTAP/ADA Programs**

Name: N/A  
Title: N/A  
Organization/Company: N/A  
Mailing Address: N/A  
Street Address: N/A  
City: N/A State: N/A Zip code: N/A  
Telephone: N/A Fax: N/A  
Email: N/A TTY: N/A

**B. OPERATOR/SERVICE DESCRIPTION**

**1. Service Description**

- a. Provide a general description of all of the transportation services your organization provides or administers. ***Submit one set of public timetables, schedules, brochures, and maps according to the naming protocol illustrated on the Application Checklist.***

The City of Annapolis Department of Transportation (ADOT) operates Annapolis Transit, which provides public transportation services through regular fixed route, shuttle and ADA complementary paratransit services. The service area consists of the City of Annapolis and the surrounding areas of Anne Arundel County. All transit vehicles are wheelchair accessible. Individual portable oxygen tanks are acceptable on all transit vehicles.

The ADA complementary paratransit services is a shared-ride, public transportation service for people with disabilities who are functionally unable to independently use the Annapolis Transit fixed route services. This is on-demand service and operates during the same hours as the fixed route services. For ADA service, passengers are required to make a reservation. Reservations must be placed anytime during normal business hours on the day preceding service. Annapolis Transit does not provide same day trip requests.

Base fare is \$2.00. All persons over age sixty, transportation disabled, or receiving federal medical assistance, pay \$1.00 at all times with a valid ID card. In addition, day passes, weekly, monthly, quarterly and annual passes make up the fare structure.

- b. **As illustrated in Form 2a, did your services meet minimum performance standards?**

☒ **YES** ☐ **NO**

If no, please ***discuss*** what circumstances may contribute to or cause services to operate below standards, the prospects for improvement, and any steps being considered or taken to improve performance.

## 2. Marketing/Advertising Program

Describe your public outreach and marketing program. *Submit one copy or sample of all brochures or advertisements according to the naming protocol illustrated on the Application Checklist.*

Do you use Social Media? ☒ YES ☐ NO

  X   Twitter

  X   Facebook

       Other

The Annapolis Department of Transportation (ADOT) devotes human and financial resources to marketing. The value and benefits are expressed through a variety of public relations and outreach activities, signage, special events, and on the internet. Our Bus Shelter Program has been successful and attractive, with addition of 40 new shelters installed in 2016. ADOT has numerous brochures including system-route maps and schedules that are distributed to passengers.

Our webpages on the City's website are consistently among the most requested. The information on ADOT webpages at the City's website have made substantial contributions toward our goals of reaching out to the public.

We participate in various community events. We have a presence in various publications through listings or paid ads. These include Portbook-marine services directory, the Visitors Bureau annual guide, and the Capital's Annual Guide to Living in Anne Arundel County.

## C. PROJECT COORDINATION

State and Federal funding streams encourage and require coordination of resources and effort in order to minimize duplication, recognize efficiencies, increase transportation options and opportunities, and to improve overall mobility. Please refer to the section on Project Coordination in the Application Instructions for more guidance when completing this section.

1. Coordination Within Your Organization. Describe how PTP and SSTAP are integrated with each other and with your total transportation program.

Annapolis Department of Transportation is part of the City of Annapolis local government and operates Annapolis Transit. It is the only local Public Transportation Provider (PTP) in the Annapolis urban area and does not provide service in competition with, or supplement service provided by any existing private or public mass transportation carriers.

Annapolis Transit operates an arterial system, with major transfer points throughout the service area. Services are coordinated within the transportation program to optimize efficiency and



provide greater access and opportunity for the riders. Annapolis Transit also has a regional bus transfer to MTA bus service to Anne Arundel Community College.

## 2. Coordination with Other Organizations

- a. **How do you currently coordinate services with other organizations?** *Describe* efforts to share vehicles, trips, seats, passengers, fuel, maintenance, and/or to purchase some or all your PTP and/or SSTAP service with other transportation operators in your service area.

Both Maryland Transit Administration (MTA) and Anne Arundel County (AAC) provides public transportation services in the Annapolis area. Annapolis Transit participates fully in regional fare programs at connecting transit locations in the service area and accepts MTA and AAC's transit fare media for transfer onto its system. For instance, in FY 2019, Annapolis Transit we provided 2,735 free rides for people who transferred from MTA bus.

- b. Provide a list of all transportation providers and/or organizations that have a program with a transportation element in your service area, and *describe* the relationship(s) between programs.

Maryland Transit Administration (MTA) is the principal mass transportation carrier in the Baltimore Metropolitan Region. MTA provides regularly scheduled route and special express services from Baltimore to Annapolis daily. MTA services only pickup and discharge patrons traveling beyond the service area of Annapolis Transit.

The MTA provides service from Annapolis to downtown Baltimore on MTA Route 70. During rush hours, buses run at twenty-minute intervals. Off-hours service is less frequent. The route originates at Church Circle and follows Ritchie Highway north. There are also express runs that leave the City with a Downtown Baltimore destination (Howard and Pratt Streets).

The MTA also contracts for service between Annapolis and Washington, DC with a private coach operator. This is MTA Route 922.

Other Intercity Carrier – Greyhound/Trailways provides intercity service to Annapolis seven times daily. These buses stop at a park & ride lot, which is serviced by Yellow Routes now operated by the county.

Human Services and Para-transit Providers - There are a number of public agencies and private non-profit organizations that provide transportation services to clients enrolled in their programs. Almost exclusively, these clients fall into transit-dependent category and require specialized services.

Taxi Service - Taxicab operators fill a vital niche in the overall transportation system in Annapolis. The large fleet owners have radio-dispatched systems with extensive experience in handling the trip requirements of a variety of rides. The vast majority of taxis are owner/operator small businesses utilizing the dispatching services of an incorporated or limited partnership cab company.

The City of Annapolis establishes regulations, fares, and rates citywide for the taxi operators and to the fringe areas outside the city limits. The Annapolis Department of Transportation is responsible for licensing and regulating the taxi Industry in the City to conform to City and State laws. No FTA funds are used for this function.

3. Transportation Advisory Committee. Do you have a local Transportation Advisory Committee?

☒ YES

☐ NO

***Describe** the organizational structure, membership, meeting schedule, and **Submit a copy of minutes from the most recent two meetings according to the naming protocol illustrated on the Application Checklist.***

There are two (2) transportation advisory committees consisting of City Council Transportation Committee and Transportation Board. The Transportation Committee consists of three (3) City Council members (elected) and appointed by the mayor. The Committee considers all matters affecting public transportation, vehicular traffic and parking.

The Transportation Board has business and resident membership and acts in an advisory and public participation capacity for matters related to parking, traffic and transportation including the public transportation system. Each group has regularly scheduled meetings.

Attached are agendas/minutes from the most recent meetings of the transportation committee.

# Annual Transportation Plan for Fiscal Year 2021

Jurisdiction Name **City of Annapolis**  
Legal Name **City of Annapolis**

## Form 1: TRANSPORTATION PROGRAM SUMMARY

### Summary of Total Transportation Services

Identify all types of transportation services provided by your organization by checking the appropriate boxes and indicate their respective funding sources.

Transportation Service	Funding Source(s)					
	5307	5311	ADA	SSTAP	Large Urban	Other
<input checked="" type="checkbox"/> General Public	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Senior Center/Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Medical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Nutrition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Adult Day Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Specify Other

Other 1 - Funding Source

Other 2 - Funding Source

### Vehicle Summary

<b>10</b> Vehicles Used in Peak Service*	**Total vehicles operated in max. service	<b>16</b> Lift/Ramp-Equipped Vehi
<b>+</b> <b>6</b> Spare/Backup Vehicles	by Fixed Route <b>9</b>	<b>16</b> Wheelchair Placements i
<b>=</b> <b>16</b> Total in Service**	by Demand Response <b>1</b>	<b>2</b> Vehicles On Order
<b>60%</b> Spare Ratio	**The total should equal cell B30	

### Employee Characteristics:

Drivers:	Non-CDL	CDL	Fixed Route	Paratransit	Total
Full-Time	0	28	26	2	28
Part-Time	0	7	6	1	7
Volunteer	0	0	0	0	0
	Full-Time	Part-Time			
Mechanics	5	0			5
Street Supervisor	0	0			0
Dispatchers	3	0			3
Administration	2	0			2
Management	3	0			3
<b>TOTAL</b>	<b>13</b>	<b>35</b>			<b>48</b>

\* Must match total number of peak vehicles on Form #7

\*\* Must match total active Vehicle Inventory on Form #6, exclusive of vehicles on order (not yet delivered)

**ATP-21**  
**PROGRAM COMPLIANCE, Part I**  
**PART I-C**

## PROGRAM COMPLIANCE, Part I

### A. CIVIL RIGHTS

Do you: 1) employ **100 or more** transit-related employees (including temporary, full-time, or part-time employees either directly and/or through contractors); **AND** 2) request or receive State/Federal capital or operating assistance in excess of \$1 million in FY2019, or request or receive planning assistance in excess of \$250,000 in FY2019? *If "Yes", to both questions, provide one copy of your current MDOT MTA approved Formal EEO Program according to the naming protocol illustrated on the Application Checklist.*

☐ YES

☒ NO

Do you: 1) employ **50-99** transit-related employees (including temporary, full-time, or part-time employees either directly and/or through contractors); **AND** 2) request or receive State/Federal capital or operating assistance in excess of \$1 million in FY2019, or request or receive planning assistance in excess of \$250,000 in FY2019? *If "Yes", to both questions, provide one copy of your current MDOT MTA approved Abbreviated EEO Program according to the naming protocol illustrated on the Application Checklist.*

☒ YES

☐ NO

If your organization does not have an MDOT MTA approved EEO Program or Abbreviated Program, please contact your Regional Planner.

The State and any subrecipients that receive funds from FTA for planning, capital, or operating assistance or any combination thereof in excess of \$250,000 to award in prime contracts, **NOT** including funds for transit vehicle purchases, in a given Federal Fiscal Year must prepare a DBE Program.

Is the amount of State/Federal funds received in FY 2019 for planning, capital, operating assistance, or any combination thereof more than \$250,000? *If "Yes", please provide a copy of your approved DBE Program. If your organization does not have an MDOT MTA approved DBE Program, please contact your regional planner. You must prepare and submit a DBE Program.*

☒ YES

☐ NO

If your project received **less than \$250,000**, do you have an MDOT MTA approved DBE Policy Statement? *If "Yes", please provide a copy of your approved DBE Policy Statement. If your organization does not have an MDOT MTA approved DBE Policy Statement, please contact your regional planner. You must prepare and submit a DBE Policy Statement.*

☐ YES

☐ NO

Do you have a purchase of service agreement with a private operator/contractor? *If "Yes", please provide one copy of the contractor's EEO Program AND their DBE Program or Policy Statement according to the naming protocol illustrated on the Application Checklist.*

☐ YES

☒ NO

Have you submitted a Title VI Plan to the MDOT MTA within the past three years? If so, when?

☒ YES

☐ NO

If "Yes", has your Title VI Plan been approved by MDOT MTA?

☒ YES

☐ NO

Are you in a census area with a population more than 200,000?

☐ YES

☒ NO

Date of Approval: April 16, 2018

*Please provide one copy of your most recent Title VI Policy Statement/Plan according to the naming protocol illustrated on the Application Checklist.*

MDOT MTA Use Only  
Office of Local Transit Support

Reviewed By:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

## B. CIVIL RIGHTS CONTACTS – Applicant (Please provide current information)

### EEO CONTACT - Applicant

Name Patricia Hopkins  
Title Manager  
Department/Organization Human Resources/City of Annapolis  
Phone 410-263-7998 E-Mail plhopkins@annapolis.gov  
Address 145 Gorman St, 2<sup>nd</sup> Floor  
City, State ZIP Annapolis-MD - 21401

### DBE CONTACT - Applicant

Name Hope Stewart  
Title S/MBE Coordinator  
Department/Organization Planning & Zoning  
Phone 410-263-7961 E-Mail hstewart@annapolis.gov  
Address 145 Gorman Street  
City, State ZIP Annapolis – MD - 21401

### Title VI CONTACT - Applicant

Name J. Rick Gordon  
Title Director  
Department/Organization Transportation/City of Annapolis  
Phone 410-263-7964 E-Mail jrickgordon@annapolis.gov  
Address 308 Chinguapin Round Road  
City, State ZIP Annapolis – MD - 21401



**C. CIVIL RIGHTS CONTACTS – Contractors (Please provide current information)**

**EEO CONTACT – Contractor: *NOT APPLICABLE***

Name [REDACTED]  
Title [REDACTED]  
Department/Organization [REDACTED]  
Phone [REDACTED] E-Mail [REDACTED]  
Address [REDACTED]  
City, State ZIP [REDACTED] - [REDACTED]

**DBE CONTACT - Contractor**

Name [REDACTED]  
Title [REDACTED]  
Department/Organization [REDACTED]  
Phone [REDACTED] E-Mail [REDACTED]  
Address [REDACTED]  
City, State ZIP [REDACTED] - [REDACTED]

**Title VI CONTACT – Contractor: *NOT APPLICABLE***

Name [REDACTED]  
Title [REDACTED]  
Department/Organization [REDACTED]  
Phone [REDACTED] E-Mail [REDACTED]  
Address [REDACTED]  
City, State ZIP [REDACTED] - [REDACTED]

## D. SAFETY AND SECURITY

1. Federal regulations require that *AT LEAST* 1% of Federal Funds be used for Safety and Security purposes.

In FY 2019, what was the total amount of Federal funding received for all programs? \$0  
(Total)

Then, "Total" x .01 = \$0 *Minimum* required expenses on Safety/Security in FY 2019.

Did your organization achieve the 1% goal for FY 2019? What were your total safety and security project expenses? \$9,891

☒ YES

☐ NO

If Yes - complete table below

If No - Contact your Regional Planner

### 2. Documentation of Security Expenses

SECURITY PROJECTS	\$ AMOUNT	DESCRIPTION
<i>Infrastructure/Capital Improvements</i>		
Increased Lighting		
Increased Surveillance		
Emergency Communications		
Other Projects		
<i>Operating/Personnel Expenditures</i>		
In-House Security Personnel		
Contract Security Personnel		
Security Training		
Other Projects		
Surveillance	\$9,891	Real-time bus video surveillance
<b>Total</b>		

MDOT MTA Use Only  
Statewide Planning Division

Reviewed by:

Signature

Date

## E. MAINTENANCE PROGRAM

1. Describe your preventive vehicle maintenance program. Include cycles and major intervals for preventive work.

*Submit current copies of all maintenance forms used in the program. Submit a full copy of your PM Program if it changed in the past year. Please follow naming protocol illustrated on the Application Checklist.*



2. Who is responsible for the routine and preventive maintenance of the transportation program fleet?

- ☒ In-house (Transportation program employees)
- ☐ In-house (other: city/county/municipal department)
- ☐ County/Municipal Garage
- ☐ Local Garage(s)
- ☐ Partner Agency
- ☐ Private Maintenance Vendor
- ☐ Included in Purchase of Service Agreement/Operating Contract

3. If routine and preventive maintenance are done in-house or by another city / county department, describe the following:

- a) the arrangements: own well-equipped maintenance facility and dedicated staff
- b) the number of maintenance personnel assigned (or trained) to transportation: 5
- c) how maintenance charges are assessed: expenses are charged directly to accounts set up for maintenance division

a)

4. If routine and preventative maintenance (PM) are done in-house, do you incur labor charges over \$100,000 per year? If yes, please provide a Force Account Plan for PM.

NO

5. If routine maintenance is performed by private vendor(s) describe the following: NO

- a) the vendor selection process and criteria used,
- b) how charges are assessed (attach a copy of the written contract or price schedule), and/or
- c) your informal verbal agreement.

6. Do you require a pre-trip vehicle inspection?

☒ YES

☐ NO

Submit a copy of the pre-trip checklist.

7. Who performs the inspection?

- ☒ Driver/Operator
- ☐ Dispatcher
- ☒ Operations/Supervisory Staff
- ☒ Maintenance Staff Person
- ☐ Other (\_\_\_\_\_)

8. Do you operate vehicles with a seating capacity of 16 passengers or more, including the driver or over 10,000 GVWR?

☒ YES

☐ NO

If yes, you are subject to the Maryland Preventive Maintenance Program. ***Submit a sample of the Maryland DOT-approved inspection form documenting the most recent inspection or certification that the vehicle is maintained under a PM plan and is carried on the vehicle at all times. Please follow appropriate naming protocol illustrated on the Application Checklist.***

9. Are any of your facilities funded or constructed with Federal or State funds?

☒ YES

☐ NO

Do you have a maintenance program/policy for these transit facility(ies)?

☒ YES

☐ NO

***If "Yes", submit a copy of the plan. Please follow appropriate naming protocol illustrated on the Application Checklist. If "No", contact your Regional Planner to develop a formal facility plan.***

## F. TRAINING PROGRAMS

1. Effective July 1, 2008, (FY 2009) MDOT MTA requires that AT LEAST 1% of Federal funds be used for training purposes.

In FY 2019, what was the total amount of grant funding received for all programs? \$0 (Total)

Then, "Total" x .01 = \$0 *Minimum* required expenses on Training in FY 2019. What was your organization's total for training expenses in FY 2019? \$17,908

- 2a. If you obtained training that was provided at no cost to you, please indicate:

Did you use a TransitSCORE Trainer? ☐ YES ☒ NO

Did you obtain training through NTI? ☐ YES ☒ NO

Please specify other training obtained at no cost: **See attached.**

Please provide the following information:

Name of Training:

Name[s] of the Trainer[s]:

# of Persons Trained:

Date[s] Training Conducted:

Location of Training Site:

## 2b. Documentation of Training Expenses

TRAINING CONDUCTED	\$ AMOUNT	DESCRIPTION
Other Projects		
<b>Total</b>		

Add more rows to the table if needed.

### 3. Training Program Description

Please describe your training programs. Be sure to include as much information as possible about new hire training, on-going and/or re-training, course curriculum, schedules, topics, resources, and materials. Provide information regarding who conducts the training, how the training is evaluated, and how it is determined to be successful.

#### a) Driver Training:

Driver training is primarily the responsibility of Transportation Superintendent. However, other city departments such as human resources and law department and other external organizations such as Transportation Association of Maryland (TAM) may provide driver training as needed. Each new driver receives at least 40 hours of training in defensive driving, patron relations, route operations and standard operating procedures. Recent training topics include "Stop the Bleed", CPR, Narcan application, fire extinguisher refresher training, and "unconscious bias at work". A manual of Standard Operating Procedures and a Quick Reference Summary are supplied to each new hire. Follow-up training is available. A one-hour defensive driver review is mandatory following any accident. Counseling sessions on patron relations and sensitivity techniques are scheduled after any patron complaint.

Regular driver training consists of standard topics such as customer service, safety and security, ADA accessibility, radio codes, new vehicle orientation, drug & alcohol policy and sexual harassment at work the work place. Seasonally relevant topics such as cold weather driving skills and spring/summer driving skills courses are also covered.

#### b) Maintenance Training:

Maintenance training is an on-going process, with technicians frequently attending training courses and seminars held by vendors and/or city's fleet manager related to specific equipment or vehicle systems. We also provide formal training on engine systems, computer diagnostics, air conditioning, preventative maintenance, ADA accessibility etc. Other mandatory training includes customer service and safety/security related topics. Additionally, all technicians are encouraged to research training opportunities in areas of their interest as well as studying and testing for ASE and other professional certifications.

#### c) Other Training:

Administrative staff participates in training programs offered by MTA/RTAP/TAM, NTI, CTAA and City of Annapolis. Recent training includes CCTS, and CSSO through MTA/RTAP/TAM; and "unconscious bias at work" and MEMA symposium through City of Annapolis. Staff are also encouraged to undertake continuing education programs.

Supervisors are generally hired from the driver ranks based on competitive oral and written examination. The promoted individual works alongside a senior supervisor before beginning his/her responsibilities and training continues through a six-month probationary period. Supervisors have participated in workshops on customer service, safety & security, emergency management, supervisory techniques, drug & alcohol policy, etc. provided by the city.





## G. PURCHASED TRANSPORTATION

If you have a contract with a separate provider who is included on your Form B-2 as Purchased Transportation and you have submitted a Form B-3 on their behalf, ***submit one copy of their contract. Please follow appropriate naming protocol illustrated on the Application Checklist.***

A brief description of the contract arrangement should be included here, including the operator(s), contract term and any options, and the scope of services to be provided.

N/A

## H. DRUG AND ALCOHOL TESTING POLICY

Do you have an approved Drug Free Workplace Policy and an approved Drug and Alcohol Testing Policy as required by FTA regulations, "Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations," at 49 CFR part 665, subpart I and in accordance with 49 CFR part 40?

☒ YES

☐ NO

Date of Original Policy 1986

Contractor N/A

Date of Last Update 2010

Contractor N/A

### Drug and Alcohol Policy Administrator - Applicant

Name Tira Kimbo

Title Training Administrator

Department/Organization Human Resources/City of Annapolis

Phone 410-263-7998

E-Mail trk@annapolis.gov

Address 145 Gorman St

City, State ZIP Annapolis, MD 21401

### Drug and Alcohol Policy Administrator – Service Contractor

Name Helen White

Title President/CEO

Department/Organization White Glove Drug & Alcohol Testing, Inc.

Phone 410-458-8276

E-Mail helen@whiteglovetesting.com

Address 537 Ritchie Hwy, #2E

City, State ZIP Severna Park, MD 21146

### Drug and Alcohol Policy Administrator – Maintenance Provider

Name N/A

Title -

Department/Organization \_\_\_\_\_

Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

Address \_\_\_\_\_

City, State ZIP \_\_\_\_\_

***Submit one copy of your drug and alcohol policy. Please follow appropriate naming protocol illustrated on the Application Checklist.***

## I. CELL PHONE POLICY

Do you have a policy regarding the use of cell phones and other portable electronic devices for employees of your program?



YES



NO

If you have a contract with a service provider, ***submit one copy of your local policy. Please follow appropriate naming protocol illustrated on the Application Checklist.***



**A NEW WAY TO SIGN IN** - If you already have a SAM account, use your **SAM email** for login.gov.

[Log In](#)[Login.gov FAQs](#)

**⚠️ ALERT:** SAM.gov will be down for scheduled maintenance Saturday, 01/11/2020 from 8:00 AM to 1:00 PM

**⚠️ ALERT:** The DFARS provision currently numbered 252.204-70ZZ will be updated to 252.204-7016 in SAM's next release. Additionally, the clause at paragraph (a) will be updated to reference 252.204-7018 instead of 252.204-YY.

## Entity Dashboard

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  - ▶ [Core Data](#)
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  - ▶ [Excluded Family Members](#)

[RETURN TO SEARCH](#)

Annapolis, City of  
DUNS: 074922246 CAGE Code: oHo82  
Status: Active  
Expiration Date: 02/13/2020  
Purpose of Registration: All Awards

160 Duke of Gloucester St Fl 2  
Annapolis, MD, 21401-2517,  
UNITED STATES

### Entity Overview

#### Entity Registration Summary

**Name:** Annapolis, City of  
**Business Type:** US Local Government  
**Last Updated By:** Melissa Leaman  
**Registration Status:** Active  
**Activation Date:** 02/13/2019  
**Expiration Date:** 02/13/2020

#### Exclusion Summary

**Active Exclusion Records?** No

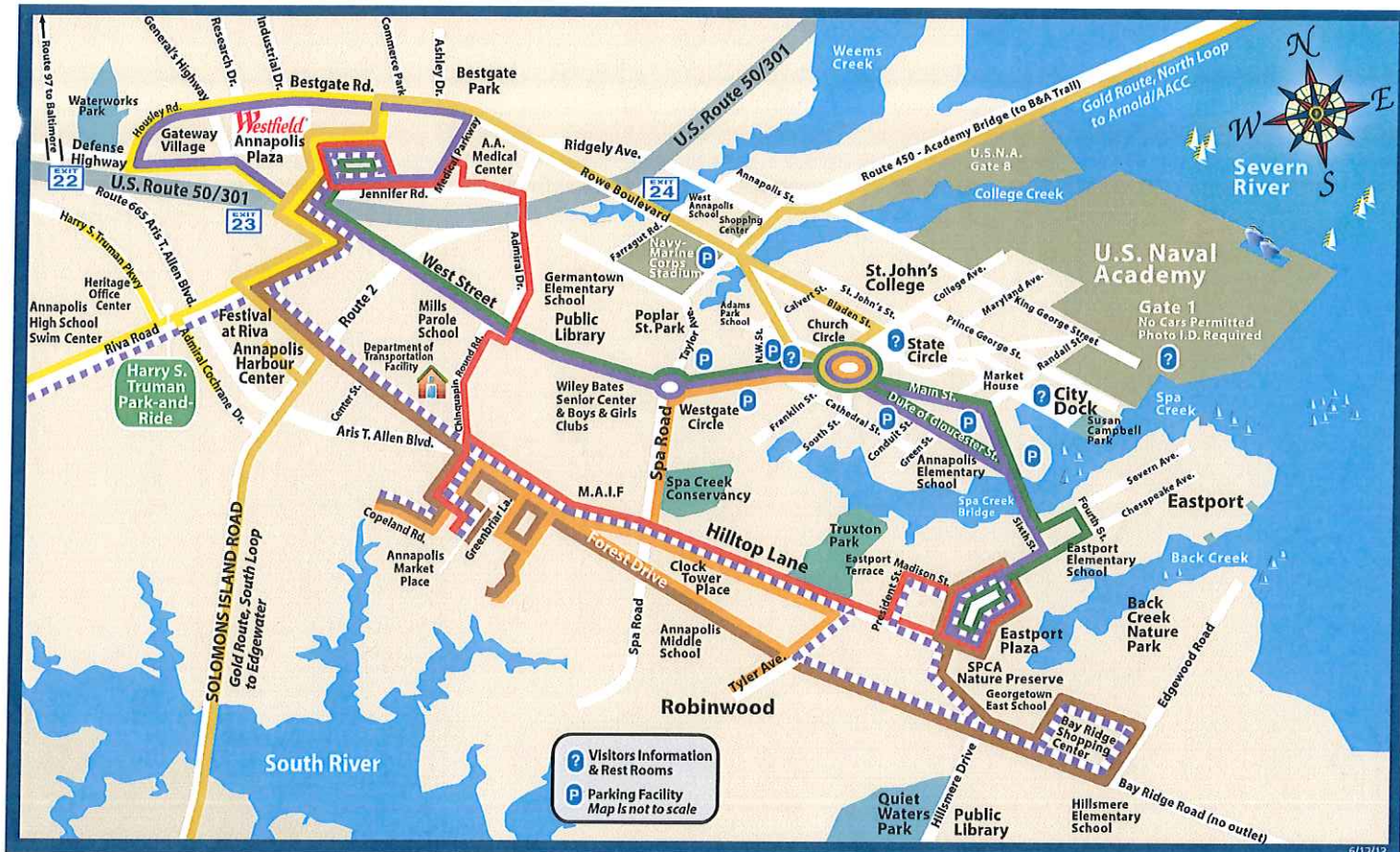


IBM-P-20191213-1127  
WWW2

Search Records   Disclaimers   FAPIIS.gov  
Data Access   Accessibility   GSA.gov/IAE  
Check Status   Privacy Policy   GSA.gov  
About   USA.gov  
Help

This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY." This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.





## BUS ROUTES & MAJOR STOPS

### Red Route

MONDAY – SATURDAY

Westfield Mall to Eastport via Admiral Drive and Hilltop Lane  
Anne Arundel Medical Center – Admiral Oaks, Annapolis Marketplace, Hilltop Lane, Eastport Plaza.

MONDAY – SATURDAY

Westfield Mall to Riva Road – Westfield Mall, Housley Road, Riva Road, Truman Parkway, Harry S. Truman Park-and-Ride.

### Green Route

MONDAY – SATURDAY

Westfield Mall to Eastport via West Street – West Street Library, Church Circle, Main Street, Eastport Plaza.

### Orange Route

MONDAY – FRIDAY

Downtown Annapolis to Forest Drive via Spa Road – Church Circle, Calvert Street, West Street, Spa Road, Copeland Road, Annapolis Marketplace, Newtowne, Robinwood, Hilltop Lane.

MONDAY – FRIDAY

Edgewater to Arnold/AACC via Bestgate and Westfield Mall – South River Colony – Maryland Route 2, Admiral Drive, Harbor Center, Westfield Mall, Anne Arundel Medical Center, Bestgate Road, Rowe Blvd, Church Circle, Riva Road, Harry S. Truman Park-and-Ride, Arnold, Anne Arundel Community College, Solomons Island Road, K-Mart at S. River Colony.

### Brown Route

MONDAY – SATURDAY

Westfield Mall to Eastport via Forest Drive – Forest Drive, Old Solomons Island Road, Copeland Road, Annapolis Marketplace, Newtowne, Robinwood, Bay Forest Center, Eastport Plaza.

### Purple Route N. MON – SAT EVENINGS, SUNDAYS

Westfield Mall to Eastport via Annapolis Towne Center & Church Circle – Westfield Mall, Housley Road, Annapolis Towne Center, West Street Library, Church Circle, Main Street, Eastport Plaza.

### Purple Route S. MON – SAT EVENINGS, SUNDAYS

Westfield Mall to Eastport via Annapolis Towne Center & Church Circle – Westfield Mall, Housley Road, Forest Drive, Annapolis Marketplace, Hilltop Lane, Bay Forest Center, Eastport Plaza.

Please see individual Route Maps for detailed routes and schedules.

## Fares and Services (Effective 4/30/12)

### Regular Transit Service and Fares

A basic one-way fare is \$2.00. A one day, all day pass, for unlimited rides is \$4.00. Weekly and Monthly Passes are also available.

### Reduced Fares

Available to seniors 60 years and over, students and disabled persons who walk to a bus stop. This reduced fare is one-half the basic one-way fare. Valid photo ID is required. A valid photo ID includes any government issued photo ID, school issued photo ID and/or Medicare card with any valid government issued photo ID.

### Paratransit Fare

This one-way cash fare is double the basic one-way fare.

## Tarifas de Autobus (Efectivo 30 de abril de 2012)

### Servicio de Tránsito Regular

Una tarifa de dirección única básica es \$2.00. Un día, paso de todo el día, para viajes ilimitados es de \$4.00. Los Pases semanales y Mensuales también están disponibles.

### Pasajes Reducidos

Tarifa reducida para personas mayores de 60 años o más, los estudiantes y las personas discapacitadas que caminan a una parada de autobus. Esta tarifa reducida es una mitad de la tarifa de dirección única básica. Se requiere identificación válida con foto. Una foto de identificación válida incluye cualquier identificación con fotografía emitida por el gobierno, la escuela, identificación oficial vigente con fotografía y/o tarjeta de Medicare con cualquier identificación con fotografía emitida por el gobierno.

### Servicio de paratransito

La tarifa en efectivo de dirección única es doble la tarifa de dirección única básica.

## Bus Policies For Customer Safety & Comfort Normas del autobus

- ✓ Please be at the bus stop five minutes before expected arrival.
- ✓ Por favor presente en el autobus cinco minutos antes de la llegada esperada.
- ✓ Please have your fare ready before boarding.
- ✓ Por favor tenga su precio del billete se prepara abordar antes.
- ✓ No eating food, or drinking beverages of any type.
- ✓ No comer alimento o bebidas potables san prohibidos.
- ✓ No loud or offensive behavior, playing of radios or other audio devices (including cell phones) without earphones.
- ✓ No conducta fuerte ni ofensiva, ni jugar radios o otros dispositivos de audio (incluyendo telefonos celulares) sin audifonos.



Annapolis Transit  
**GREEN ROUTE** (2 Buses) Effective November 2014

**Monday-Saturday**

from MALL to EASTPORT via West St.

Westfield Mall	West & Sommerville	West opp. Library	West & Lafayette	West & Church Circle	Compromise & St. Mary's	Eastport Shop. Ctr.
5:30A	5:34	5:38	5:42	5:44	5:47	5:53
6:00	6:04	6:08	6:12	6:14	6:17	6:23
6:30	6:34	6:38	6:42	6:44	6:47	6:53
7:00	7:04	7:08	7:12	7:14	7:17	7:23
7:30	7:34	7:38	7:42	7:44	7:47	7:53
8:00	8:04	8:08	8:12	8:14	8:17	8:23
8:30	8:34	8:38	8:42	8:44	8:47	8:53
9:00	9:04	9:08	9:12	9:14	9:17	9:23
9:30	9:34	9:38	9:42	9:44	9:47	9:53
10:00	10:04	10:08	10:12	10:14	10:17	10:23
10:30	10:34	10:38	10:42	10:44	10:47	10:53
11:00	11:04	11:08	11:12	11:14	11:17	11:23
11:30	11:34	11:38	11:42	11:44	11:47	11:53
12:00P	12:04	12:08	12:12	12:14	12:17	12:23
12:30	12:34	12:38	12:42	12:44	12:47	12:53
1:00	1:04	1:08	1:12	1:14	1:17	1:23
1:30	1:34	1:38	1:42	1:44	1:47	1:53
2:00	2:04	2:08	2:12	2:14	2:17	2:23
2:30	2:34	2:38	2:42	2:44	2:47	2:53
3:00	3:04	3:08	3:12	3:14	3:17	3:23
3:30	3:34	3:38	3:42	3:44	3:47	3:53
4:00	4:04	4:08	4:12	4:14	4:17	4:23
4:30	4:34	4:38	4:42	4:44	4:47	4:53
5:00	5:04	5:08	5:12	5:14	5:17	5:23
5:30	5:34	5:38	5:42	5:44	5:47	5:53
6:00	6:04	6:08	6:12	6:14	6:17	6:23
6:30	6:34	6:38	6:42	6:44	6:47	6:53

from EASTPORT to MALL via West St.

Eastport Shop. Ctr.	Compromise & St. Mary's	Church Circle & School	West & Calvert	West at Library	West opp. Sommerville	Westfield Mall
5:30A	5:36	5:39	5:41	5:46	5:50	5:54
6:00	6:06	6:09	6:11	6:16	6:20	6:24
6:30	6:36	6:39	6:41	6:46	6:50	6:54
7:00	7:06	7:09	7:11	7:16	7:20	7:24
7:30	7:36	7:39	7:41	7:46	7:50	7:54
8:00	8:06	8:09	8:11	8:16	8:20	8:24
8:30	8:36	8:39	8:41	8:46	8:50	8:54
9:00	9:06	9:09	9:11	9:16	9:20	9:24
9:30	9:36	9:39	9:41	9:46	9:50	9:54
10:00	10:06	10:09	10:11	10:16	10:20	10:24
10:30	10:36	10:39	10:41	10:46	10:50	10:54
11:00	11:06	11:09	11:11	11:16	11:20	11:24
11:30	11:36	11:39	11:41	11:46	11:50	11:54
12:00P	12:06	12:09	12:11	12:16	12:20	12:24
12:30	12:36	12:39	12:41	12:46	12:50	12:54
1:00	1:06	1:09	1:11	1:16	1:20	1:24
1:30	1:36	1:39	1:41	1:46	1:50	1:54
2:00	2:06	2:09	2:11	2:16	2:20	2:24
2:30	2:36	2:39	2:41	2:46	2:50	2:54
3:00	3:06	3:09	3:11	3:16	3:20	3:24
3:30	3:36	3:39	3:41	3:46	3:50	3:54
4:00	4:06	4:09	4:11	4:16	4:20	4:24
4:30	4:36	4:39	4:41	4:46	4:50	4:54
5:00	5:06	5:09	5:11	5:16	5:20	5:24
5:30	5:36	5:39	5:41	5:46	5:50	5:54
6:00	6:06	6:09	6:11	6:16	6:20	6:24
6:30	6:36	6:39	6:41	6:46	6:50	6:54

Later evening and Sunday service is available on the Purple Line.  
 Shaded trips do not operate on Saturdays

Annapolis Transit  
**BROWN ROUTE** (2 buses) Effective November 2014

**Saturday**

from MALL to EASTPORT via Forest Dr.

Westfield Mall	Forest & Old Solomons Is.	Copeland at Boys/Girls	Annap. Mktp. (Safeway)	Newtowne Opp. Betsy	Robinwood Turnaround	Bay Forest Center (Giant)	Eastport Shop. Ctr.
7:15	7:21	7:27	7:30	7:33	7:39	7:44	7:51
8:00	8:06	8:12	8:15	8:18	8:24	8:29	8:36
8:45	8:51	8:57	9:00	9:03	9:09	9:14	9:21
9:30	9:36	9:42	9:45	9:48	9:54	9:59	10:06
10:15	10:21	10:27	10:30	10:33	10:39	10:44	10:51
11:00	11:06	11:12	11:15	11:18	11:24	11:29	11:36
11:45	11:51	11:57	12:00	12:03	12:09	12:14	12:21
12:30	12:36	12:42	12:45	12:48	12:54	12:59	1:06
1:15	1:21	1:27	1:30	1:33	1:39	1:44	1:51
2:00	2:06	2:12	2:15	2:18	2:24	2:29	2:36
2:45	2:51	2:57	3:00	3:03	3:09	3:14	3:21
3:30	3:36	3:42	3:45	3:48	3:54	3:59	4:06
4:15	4:21	4:27	4:30	4:33	4:39	4:44	4:51
5:00	5:06	5:12	5:15	5:18	5:24	5:29	5:36
5:45	5:51	5:57	6:00	6:03	6:09	6:14	6:21
6:30	6:36	6:42	6:45	6:48	6:54	6:59	7:06

from EASTPORT to MALL via Forest Dr.

Eastport Shop. Ctr.	Bay Forest Center (Giant)	Robinwood Turnaround	Newtown	Copeland	Annap. Mktp. (Safeway)	Forest & Old Solomons Is.	Westfield Mall
7:15	7:22	7:28	7:35	7:38	7:41	7:47	7:53
8:00	8:07	8:13	8:20	8:23	8:26	8:32	8:38
8:45	8:52	8:58	9:05	9:08	9:11	9:17	9:23
9:30	9:37	9:43	9:50	9:53	9:56	10:02	10:08
10:15	10:22	10:28	10:35	10:38	10:41	10:47	10:53
11:00	11:07	11:13	11:20	11:23	11:26	11:32	11:38
11:45	11:52	11:58	12:05	12:08	12:11	12:17	12:23
12:30	12:37	12:43	12:50	12:53	12:56	1:02	1:08
1:15	1:22	1:28	1:35	1:38	1:41	1:47	1:53
2:00	2:07	2:13	2:20	2:23	2:26	2:32	2:38
2:45	2:52	2:58	3:05	3:08	3:11	3:17	3:23
3:30	3:37	3:43	3:50	3:53	3:56	4:02	4:08
4:15	4:22	4:28	4:35	4:38	4:41	4:47	4:53
5:00	5:07	5:13	5:20	5:23	5:26	5:32	5:38
5:45	5:52	5:58	6:05	6:08	6:11	6:17	6:23
6:30	6:37	6:43	6:50	6:53	6:56	7:02	7:08

Later evening and Sunday service is available on the Purple Line.

**Monday--Friday**

from MALL to EASTPORT via Forest Dr.

Westfield Mall	Forest & Old Solomons Is.	Copeland at Boys/Girls	Annap. Mktp. (Safeway)	Newtowne opp. Betsy	Robinwood Bay Forest Center (Giant)	Eastport Shop. Ctr.
5:45A	5:51	5:57	6:00	6:03	6:09	6:14
6:15	6:21	6:27	6:30	6:33	6:39	6:44
6:45	6:51	6:57	7:00	7:03	7:09	7:14
7:15	7:21	7:27	7:30	7:33	7:39	7:44
7:45	7:51	7:57	8:00	8:03	8:09	8:14
8:15	8:21	8:27	8:30	8:33	8:39	8:44
8:45	8:51	8:57	9:00	9:03	9:09	9:14
9:15	9:21	9:27	9:30	9:33	9:39	9:44
9:45	9:51	9:57	10:00	10:03	10:09	10:14
10:15	10:21	10:27	10:30	10:33	10:39	10:44
10:45	10:51	10:57	11:00	11:03	11:09	11:14
11:15	11:21	11:27	11:30	11:33	11:39	11:44
11:45	11:51	11:57	12:00	12:03	12:09	12:14
12:15P	12:21	12:27	12:30	12:33	12:39	12:44
12:45	12:51	12:57	1:00	1:03	1:09	1:14
1:15	1:21	1:27	1:30	1:33	1:39	1:44
1:45	1:51	1:57	2:00	2:03	2:09	2:14
2:15	2:21	2:27	2:30	2:33	2:39	2:44
2:45	2:51	2:57	3:00	3:03	3:09	3:14
3:15	3:21	3:27	3:30	3:33	3:39	3:44
3:45	3:51	3:57	4:00	4:03	4:09	4:14
4:15	4:21	4:27	4:30	4:33	4:39	4:44
4:45	4:51	4:57	5:00	5:03	5:09	5:14
5:15	5:21	5:27	5:30	5:33	5:39	5:44
5:45	5:51	5:57	6:00	6:03	6:09	6:14
6:15	6:21	6:27	6:30	6:33	6:39	6:44

from EASTPORT to MALL via Forest Dr.

Eastport Shop. Ctr.	Bay Forest Center (Giant)	Robinwood Turnaround	Newtown	Copeland Annap. Mktp. (Safeway)	Forest & Old Solomons Is.	Westfield Mall
6:00A	6:07	6:13	6:20	6:23	6:26	6:38
6:30	6:37	6:43	6:50	6:53	6:56	7:08
7:00	7:07	7:13	7:20	7:23	7:26	7:38
7:30	7:37	7:43	7:50	7:53	7:56	8:08
8:00	8:07	8:13	8:20	8:23	8:26	8:38
8:30	8:37	8:43	8:50	8:53	8:56	9:08
9:00	9:07	9:13	9:20	9:23	9:26	9:38
9:30	9:37	9:43	9:50	9:53	9:56	10:08
10:00	10:07	10:13	10:20	10:23	10:26	10:38
10:30	10:37	10:43	10:50	10:53	10:56	11:08
11:00	11:07	11:13	11:20	11:23	11:26	11:38
11:30	11:37	11:43	11:50	11:53	11:56	12:08
12:00P	12:07	12:13	12:20	12:23	12:26	12:38
12:30	12:37	12:43	12:50	12:53	12:56	1:08
1:00	1:07	1:13	1:20	1:23	1:26	1:38
1:30	1:37	1:43	1:50	1:53	1:56	2:08
2:00	2:07	2:13	2:20	2:23	2:26	2:38
2:30	2:37	2:43	2:50	2:53	2:56	3:08
3:00	3:07	3:13	3:20	3:23	3:26	3:38
3:30	3:37	3:43	3:50	3:53	3:56	4:08
4:00	4:07	4:13	4:20	4:23	4:26	4:38
4:30	4:37	4:43	4:50	4:53	4:56	5:08
5:00	5:07	5:13	5:20	5:23	5:26	5:38
5:30	5:37	5:43	5:50	5:53	5:56	6:08
6:00	6:07	6:13	6:20	6:23	6:26	6:38
6:30	6:37	6:43	6:50	6:53	6:56	7:08

Later evening and Sunday service is available on the Purple Line.

Note: 2 buses start at the Mall at 5:45 am and 6:15 am



Annapolis Transit  
**RED ROUTE (2 Buses) November 2014**

**Monday--Saturday**

from MALL to EASTPORT via Admiral, Hilltop

Westfield	Anne Arundel Medical Ctr.	Admiral at Oaks	Chinquapin Rnd. & West	Annap. Mktpl. (Safeway)	Hilltop & Boxwood	President & Madison	Eastport Shop. Ctr.
5:30A	5:35	5:38	5:41	5:44	5:47	5:51	5:55
6:00	6:05	6:08	6:11	6:14	6:17	6:21	6:25
6:30	6:35	6:38	6:41	6:44	6:47	6:51	6:55
7:00	7:05	7:08	7:11	7:14	7:17	7:21	7:25
7:30	7:35	7:38	7:41	7:44	7:47	7:51	7:55
8:00	8:05	8:08	8:11	8:14	8:17	8:21	8:25
8:30	8:35	8:38	8:41	8:44	8:47	8:51	8:55
9:00	9:05	9:08	9:11	9:14	9:17	9:21	9:25
9:30	9:35	9:38	9:41	9:44	9:47	9:51	9:55
10:00	10:05	10:08	10:11	10:14	10:17	10:21	10:25
10:30	10:35	10:38	10:41	10:44	10:47	10:51	10:55
11:00	11:05	11:08	11:11	11:14	11:17	11:21	11:25
11:30	11:35	11:38	11:41	11:44	11:47	11:51	11:55
12:00P	12:05	12:08	12:11	12:14	12:17	12:21	12:25
12:30	12:35	12:38	12:41	12:44	12:47	12:51	12:55
1:00	1:05	1:08	1:11	1:14	1:17	1:21	1:25
1:30	1:35	1:38	1:41	1:44	1:47	1:51	1:55
2:00	2:05	2:08	2:11	2:14	2:17	2:21	2:25
2:30	2:35	2:38	2:41	2:44	2:47	2:51	2:55
3:00	3:05	3:08	3:11	3:14	3:17	3:21	3:25
3:30	3:35	3:38	3:41	3:44	3:47	3:51	3:55
4:00	4:05	4:08	4:11	4:14	4:17	4:21	4:25
4:30	4:35	4:38	4:41	4:44	4:47	4:51	4:55
5:00	5:05	5:08	5:11	5:14	5:17	5:21	5:25
5:30	5:35	5:38	5:41	5:44	5:47	5:51	5:55
6:00	6:05	6:08	6:11	6:14	6:17	6:21	6:25
6:30	6:35	6:38	6:41	6:44	6:47	6:51	6:55

from EASTPORT to MALL via Hilltop, Admiral

Eastport Shop. Ctr.	President & Madison	Hilltop & Boxwood	Annap. Mktpl. (Safeway)	Chinquapin Rnd. & West	Admiral at Oaks	Anne Arundel Medical Ctr.	Westfield
5:30A	5:33	5:37	5:41	5:44	5:47	5:50	5:54
6:00	6:03	6:07	6:11	6:14	6:17	6:20	6:24
6:30	6:33	6:37	6:41	6:44	6:47	6:50	6:54
7:00	7:03	7:07	7:11	7:14	7:17	7:20	7:24
7:30	7:33	7:37	7:41	7:44	7:47	7:50	7:54
8:00	8:03	8:07	8:11	8:14	8:17	8:20	8:24
8:30	8:33	8:37	8:41	8:44	8:47	8:50	8:54
9:00	9:03	9:07	9:11	9:14	9:17	9:20	9:24
9:30	9:33	9:37	9:41	9:44	9:47	9:50	9:54
10:00	10:03	10:07	10:11	10:14	10:17	10:20	10:24
10:30	10:33	10:37	10:41	10:44	10:47	10:50	10:54
11:00	11:03	11:07	11:11	11:14	11:17	11:20	11:24
11:30	11:33	11:37	11:41	11:44	11:47	11:50	11:54
12:00P	12:03	12:07	12:11	12:14	12:17	12:20	12:24
12:30	12:33	12:37	12:41	12:44	12:47	12:50	12:54
1:00	1:03	1:07	1:11	1:14	1:17	1:20	1:24
1:30	1:33	1:37	1:41	1:44	1:47	1:50	1:54
2:00	2:03	2:07	2:11	2:14	2:17	2:20	2:24
2:30	2:33	2:37	2:41	2:44	2:47	2:50	2:54
3:00	3:03	3:07	3:11	3:14	3:17	3:20	3:24
3:30	3:33	3:37	3:41	3:44	3:47	3:50	3:54
4:00	4:03	4:07	4:11	4:14	4:17	4:20	4:24
4:30	4:33	4:37	4:41	4:44	4:47	4:50	4:54
5:00	5:03	5:07	5:11	5:14	5:17	5:20	5:24
5:30	5:33	5:37	5:41	5:44	5:47	5:50	5:54
6:00	6:03	6:07	6:11	6:14	6:17	6:20	6:24
6:30	6:33	6:37	6:41	6:44	6:47	6:50	6:54

Later evening and Sunday service to some locations is available on the Purple Line.

Shaded trips do not operate on Saturdays

Annapolis Transit  
**ORANGE ROUTE** (1 Bus) November 2014

**Monday--Friday**  
from DOWNTOWN to FOREST DR. via Spa Rd.

West & Calvert	DPW Spa Rd. facility	Copeland at Boys/Girls	Annap. Mktpl. (Safeway)	Newtowne opp. Betsy	Robinwood turnaround	Hilltop & Boxwood	DPW Spa Rd. facility	West & Lafayette	Church Circle & School St.	West & Calvert
5:30A	5:33	5:39	5:42	5:45	5:51	5:57	5:59	6:03	6:05	6:07
6:15	6:18	6:24	6:27	6:30	6:36	6:42	6:44	6:48	6:50	6:52
7:00	7:03	7:09	7:12	7:15	7:21	7:27	7:29	7:33	7:35	7:37
7:45	7:48	7:54	7:57	8:00	8:06	8:12	8:14	8:18	8:20	8:22
8:30	8:33	8:39	8:42	8:45	8:51	8:57	8:59	9:03	9:05	9:07
9:15	9:18	9:24	9:27	9:30	9:36	9:42	9:44	9:48	9:50	9:52
10:00	10:03	10:09	10:12	10:15	10:21	10:27	10:29	10:33	10:35	10:37
10:45	10:48	10:54	10:57	11:00	11:06	11:12	11:14	11:18	11:20	11:22
11:30	11:33	11:39	11:42	11:45	11:51	11:57	11:59	12:03	12:05	12:07
12:15P	12:18	12:21	12:27	12:30	12:36	12:42	12:44	12:48	12:50	12:52
1:00	1:03	1:09	1:12	1:15	1:21	1:27	1:29	1:33	1:35	1:37
1:45	1:48	1:54	1:57	2:00	2:06	2:12	2:14	2:18	2:20	2:22
2:30	2:33	2:39	2:42	2:45	2:51	2:57	2:59	3:03	3:05	3:07
3:15	3:18	3:24	3:27	3:30	3:36	3:42	3:44	3:48	3:50	3:52
4:00	4:03	4:09	4:12	4:15	4:21	4:27	4:29	4:33	4:35	4:37
4:45	4:48	4:54	4:57	5:00	5:06	5:12	5:14	5:18	5:20	5:22
5:30	5:33	5:39	5:42	5:45	5:51	5:57	5:59	6:03	6:05	6:07
6:15	6:18	6:24	6:27	6:30	6:36	6:42	6:44	6:48	6:50	6:52

Annapolis Transit  
**PURPLE NORTH** (1 bus) November 2014

**Monday--Saturday evenings**

Westfield Mall	Med. Blvd. at Hospital	Housely Rd. at Best Buy	Annapolis, T.C. at Parole	West opp. Library	West & Lafayette	West & Church Circle	Compromise & St. Mary's	ar. Eastport Shop. Ctr.	iv. Eastport Shop. Ctr.	President & Madison	Bay Forest Center (Giant)	Hilltop & Boxwood	Annap. Mktpl. (Safeway)	Forest & Old Solomons Is.	Westfield Mall
7:00	7:03	7:08	7:13	7:18	7:22	7:24	7:27	7:31	7:35	7:38	7:43	7:51	7:55	8:00	8:06
8:15	8:18	8:23	8:28	8:33	8:37	8:39	8:42	8:46	8:50	8:53	8:58	9:06	9:10	9:15	9:21
9:30	9:33	9:38	9:43	9:48	9:52	9:54	9:57	10:01	10:05	10:08	10:13	10:21	10:25	10:30	10:36

**Sunday/Holidays**

Westfield Mall	Med. Pkwy. at Hospital	Housely Rd. at Best Buy	Annap. T.C. at Parole	West opp. Library	West & Lafayette	West & Church Circle	Compromise & St. Mary's	ar. Eastport Shop. Ctr.	iv. Eastport Shop. Ctr.	President & Madison	Bay Forest Center (Giant)	Hilltop & Boxwood	Annap. Mktpl. (Safeway)	Forest & Old Solomons Is.	Westfield Mall
7:45	7:48	7:53	7:58	8:03	8:07	8:09	8:12	8:16	8:20	8:23	8:28	8:36	8:40	8:45	8:51
9:00	9:03	9:08	9:13	9:18	9:22	9:24	9:27	9:31	9:35	9:38	9:43	9:51	9:55	10:00	10:06
10:15	10:18	10:23	10:28	10:33	10:37	10:39	10:42	10:46	10:50	10:53	10:58	11:06	11:10	11:15	11:21
11:30	11:33	11:38	11:43	11:48	11:52	11:54	11:57	12:01	12:05	12:08	12:13	12:21	12:25	12:30	12:36
12:45	12:48	12:53	12:58	1:03	1:07	1:09	1:12	1:16	1:20	1:23	1:28	1:36	1:40	1:45	1:51
2:00	2:03	2:08	2:13	2:18	2:22	2:24	2:27	2:31	2:35	2:38	2:43	2:51	2:55	3:00	3:06
3:15	3:18	3:23	3:28	3:33	3:37	3:39	3:42	3:46	3:50	3:53	3:58	4:06	4:10	4:15	4:21
4:30	4:33	4:38	4:43	4:48	4:52	4:54	4:57	5:01	5:05	5:08	5:13	5:21	5:25	5:30	5:36
5:45	5:48	5:53	5:58	6:03	6:07	6:09	6:12	6:16	6:20	6:23	6:28	6:36	6:40	6:45	6:51
7:00	7:03	7:08	7:13	7:18	7:22	7:24	7:27	7:31	7:35	7:38	7:43	7:51	7:55	8:00	8:06

Annapolis Transit  
**PURPLE SOUTH** (1 bus) November 2014

**Monday--Saturday evenings**

Westfield Mall	Med. Blvd. at Hospital	Housely Rd. at Best Buy	Forest & Old Solomons Is.	Annap. Mkpl. (Safeway)	Hilltop & Boxwood	Bay Forest Center (Giant)	President & Madison	Shop. Ctr.	lv. Eastport Shop. Ctr.	Compromise & St. Mary's	Church & Circle & School	West & Calvert	West at Library	Annap. T.C. at Parole	Westfield Mall
7:30	7:33	7:38	7:44	7:49	7:52	8:00	8:05	8:09	8:12	8:16	8:19	8:22	8:27	8:32	8:37
8:45	8:48	8:53	8:59	9:04	9:07	9:15	9:20	9:24	9:27	9:31	9:34	9:37	9:42	9:47	9:52
10:00	10:03	10:08	10:14	10:19	10:22	10:30	10:35	10:39	--	--	--	--	--	--	--

**Sunday/Holidays**

Westfield Mall	Med. Pkwy. at Hospital	Housely Rd. at Best Buy	Forest & Old Solomons Is.	Annap. Mkpl. (Safeway)	Hilltop & Boxwood	Bay Forest Center (Giant)	President & Madison	Shop. Ctr.	lv. Eastport Shop. Ctr.	Compromise & St. Mary's	Church & Circle & School	West & Calvert	West at Library	Annap. T.C. at Parole	Westfield Mall
7:00	7:03	7:08	7:14	7:19	7:22	7:30	7:35	7:39	7:42	7:46	7:49	7:52	7:57	8:02	8:07
8:15	8:18	8:23	8:29	8:34	8:37	8:45	8:50	8:54	8:57	9:01	9:04	9:07	9:12	9:17	9:22
9:30	9:33	9:38	9:44	9:49	9:52	10:00	10:05	10:09	10:12	10:16	10:19	10:22	10:27	10:32	10:37
10:45	10:48	10:53	10:59	11:04	11:07	11:15	11:20	11:24	11:27	11:31	11:34	11:37	11:42	11:47	11:52
12:00	12:03	12:08	12:14	12:19	12:22	12:30	12:35	12:39	12:42	12:46	12:49	12:52	12:57	1:02	1:07
1:15	1:18	1:23	1:29	1:34	1:37	1:45	1:50	1:54	1:57	2:01	2:04	2:07	2:12	2:17	2:22
2:30	2:33	2:38	2:44	2:49	2:52	3:00	3:05	3:09	3:12	3:16	3:19	3:22	3:27	3:32	3:37
3:45	3:48	3:53	3:59	4:04	4:07	4:15	4:20	4:24	4:27	4:31	4:34	4:37	4:42	4:47	4:52
5:00	5:03	5:08	5:14	5:19	5:22	5:30	5:35	5:39	5:42	5:46	5:49	5:52	5:57	6:02	6:07
6:15	6:18	6:23	6:29	6:34	6:37	6:45	6:50	6:54	6:57	7:01	7:04	7:07	7:12	7:17	7:22
7:30	7:33	7:38	7:44	7:49	7:52	8:00	8:05	8:09	--	--	--	--	--	--	--

Annapolis Transit  
STATE SHUTTLE ROUTE (1 Bus) November 2014

**Monday--Friday**

from NAAA Stadium to Church Circle

NAAA Stadium	Dept of Natural Resources (DNR)	Northwest St	Church Circle	College Avenue	Calvert St at Bladen	Dept of Natural Resources (DNR)	NAAA Stadium
6:40A	6:41	6:43	6:44	6:45	6:46	6:48	6:50
7:00	7:01	7:03	7:04	7:05	7:06	7:08	7:10
7:20	7:21	7:23	7:24	7:25	7:26	7:28	7:30
7:40	7:41	7:43	7:44	7:45	7:46	7:48	7:50
8:00	8:01	8:03	8:04	8:05	8:06	8:08	8:10
8:20	8:21	8:23	8:24	8:25	8:26	8:28	8:30
8:40	8:41	8:43	8:44	8:45	8:46	8:48	8:50
9:00	9:01	9:03	9:04	9:05	9:06	9:08	9:10
9:20	9:21	9:23	9:24	9:25	9:26	9:28	9:30
9:40	9:41	9:43	9:44	9:45	9:46	9:48	9:50
10:00	10:01	10:03	10:04	10:05	10:06	10:08	10:10
10:20	10:21	10:23	10:24	10:25	10:26	10:28	10:30
10:40	10:41	10:43	10:44	10:45	10:46	10:48	10:50
11:00	11:01	11:03	11:04	11:05	11:06	11:08	11:10
11:20	11:21	11:23	11:24	11:25	11:26	11:28	11:30
11:40	11:41	11:43	11:44	11:45	11:46	11:48	11:50
12:00P	12:01	12:03	12:04	12:05	12:06	12:08	12:10
12:20	12:21	12:23	12:24	12:25	12:26	12:28	12:30
12:40	12:41	12:43	12:44	12:45	12:46	12:48	12:50
1:00	1:01	1:03	1:04	1:05	1:06	1:08	1:10
1:20	1:21	1:23	1:24	1:25	1:26	1:28	1:30
1:40	1:41	1:43	1:44	1:45	1:46	1:48	1:50
2:00	2:01	2:03	2:04	2:05	2:06	2:08	2:10
2:20	2:21	2:23	2:24	2:25	2:26	2:28	2:30
2:40	2:41	2:43	2:44	2:45	2:46	2:48	2:50
3:00	3:01	3:03	3:04	3:05	3:06	3:08	3:10
3:20	3:21	3:23	3:24	3:25	3:26	3:28	3:30
3:40	3:41	3:43	3:44	3:45	3:46	3:48	3:50
4:00	4:01	4:03	4:04	4:05	4:06	4:08	4:10
4:20	4:21	4:23	4:24	4:25	4:26	4:28	4:30
4:40	4:41	4:43	4:44	4:45	4:46	4:48	4:50
5:00	5:01	5:03	5:04	5:05	5:06	5:08	5:10
5:20	5:21	5:23	5:24	5:25	5:26	5:28	5:30
5:40	5:41	5:43	5:44	5:45	5:46	5:48	5:50
6:00	6:01	6:03	6:04	6:05	6:06	6:08	6:10
6:20	6:21	6:23	6:24	6:25	6:26	6:28	6:30
6:40	6:41	6:43	6:44	6:45	6:46	6:48	6:50
7:00	7:01	7:03	7:04	7:05	7:06	7:08	7:10
7:20	7:21	7:23	7:24	7:25	7:26	7:28	7:30
7:40	7:41	7:43	7:44	7:45	7:46	7:48	7:50
8:00	8:01	8:03	8:04	8:05	8:06	8:08	8:10
8:20	8:21	8:23	8:24	8:25	8:26	8:28	8:30
8:40	8:41	8:43	8:44	8:45	8:46	8:48	8:50
9:00	9:01	9:03	9:04	9:05	9:06	9:08	9:10
9:20	9:21	9:23	9:24	9:25	9:26	9:28	9:30
9:40	9:41	9:43	9:44	9:45	9:46	9:48	9:50

Additional Bus added  
Shaded trips do not operate on Saturdays.

**City of Annapolis  
Department of Transportation  
(ADOT)**



**Disadvantaged Business  
Enterprise Program**  
February 2017

**CITY OF ANNAPOLIS DEPARTMENT OF TRANSPORTATION  
ANNAPOLIS TRANSIT  
DISADVANTAGED BUSINESS ENTERPRISE PROGRAM  
49 CFR PART 26**

**POLICY STATEMENT**

**Section 26.1, 26.23 Policy Statement**

The City of Annapolis Department of Transportation (ADOT) which runs Annapolis Transit is a governmental unit of the municipal government of the City of Annapolis. In regards to all financial matters including DBE, the Department of Transportation functions within the City structure. The City of Annapolis, as a recipient of federal funds through the Maryland Transit Administration, has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (USDOT), 49 CFR Part 26.

It is the Policy of the City of Annapolis that DBE as defined in 49 CFR Part 26 shall have equal opportunity to participate in federally-assisted contracts. City of Annapolis is committed to maximize the utilization of DBE's in accordance with its policy. City of Annapolis will further ensure that neither the city nor any of its contractors or vendors shall discriminate on the basis of race, color, national origin, sex or any other unlawful basis in the award and performance of contracts and subcontracts. It is City of Annapolis's policy:

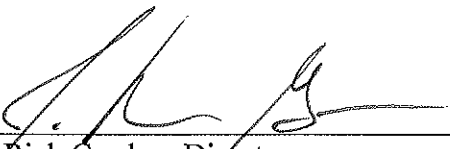
- a. To ensure nondiscrimination in the award and administration of federally - assisted contracts;
- b. To create a level playing field on which DBEs can compete fairly for federally-assisted contracts;
- c. To ensure that the DBE Program is narrowly tailored in accordance with applicable law;
- d. To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBE's;
- e. To help remove barriers to the participation of DBE's in federally-assisted contracts;
- f. To assist the development of firms that can compete successfully in the market place outside the DBE Program.

The Small and Minority Business Enterprise (SMBE) Program Coordinator has been delegated as the DBE Liaison Officer. In that capacity, SMBE is responsible for implementing all aspects of the DBE program.

Implementation of the DBE program is accorded the same priority as compliance with all other legal obligations incurred by the City of Annapolis in its financial assistance agreements with the United States Department of Transportation and Maryland Transit Administration

This policy shall be disseminated to the Mayor, City Manager and the Procurement Officer of the City of Annapolis. City of Annapolis shall make its DBE Program Plan available to anyone wishing to receive a copy, and will post a copy at City of Annapolis' website at <http://www.annapolis.gov/government/city-departments/transportation> . Interested parties may either go to the website or request the DBE Plan in writing at the attention of SMBE at 160 Duke of Gloucester Street, Annapolis, MD 21401.

City of Annapolis recognizes that the achievement of its DBE Program will significantly contribute to the economic and social progress of the city. Thus, City of Annapolis will make every effort to ensure the ongoing success of its DBE Program

  
\_\_\_\_\_  
J. Rick Gordon, Director  
City of Annapolis Department of Transportation

2/8/17  
\_\_\_\_\_  
Date



## SUBPART A - GENERAL REQUIREMENTS

### **(Section 26.1 Objectives)**

The objectives are found in the policy statement on the first page of this program.

### **Section 26.3 Applicability**

The City of Annapolis is the recipient of federal transit funds authorized under the Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21) or by Federal Transit laws in Title 49, U.S. Code.

### **Section 26.5 Definitions**

The Plan adopts the definitions contained in 49 CFR, Section 26.5 for this program.

### **Section 26.7 Non-discrimination Requirements**

The City of Annapolis will not exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR Part 26 on the basis of race, color, sex, or national origin.

In administering its DBE program, the City of Annapolis will not, directly or through contractual or other arrangements, use criteria or methods of administration that will have the effect of defeating or substantially impairing accomplishment of the objectives of the DBE program, or federal regulations, with respect to individuals of a particular race, color, sex, or national origin.

### **Section 26.11 Record Keeping Requirements**

#### **Reporting to USDOT: 26.11(b)**

We will report DBE participation to Maryland Transit Administration for all awarded contracts that has DBE participation. The Uniform Report or Commitment and Payments forms will be used for such reports. The report will reflect payments actually made to DBE firms on federally-assisted contracts.

#### **Bidders' Directory: 26.11 (c)**

City of Annapolis will create a bidders list, consisting of information about all DBE and non-DBE firms that bid or quote on federally-assisted contracts. The purpose of this requirement is to allow use of the bidders list approach to calculating overall goals. The bidders list will include the name, address, DBE and non-DBE status.

City of Annapolis will collect this information through notification in all solicitations and a contract clause requiring prime bidders to report information regarding all firms that quote to them on subcontracts.

The bidders' directory will be compiled from actual City of Annapolis Financial records, the outreach programs of SDBE and DBE directory of Maryland Department of Transportation (MDOT).

### **Section 26.13 Federal Financial Assistance Agreement**

City of Annapolis, through its Annual Transportation Plan, signs the following assurances, applicable to all USDOT-assisted contracts and their administration:

*City of Annapolis shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any USDOT-assisted contract or in the administration of its DBE Program or the requirements of 49 CFR part 26. City of Annapolis shall take all necessary and reasonable steps under 49 CFR, Part 26 to ensure nondiscrimination in the award and administration of USDOT-assisted contracts. City of Annapolis' DBE Program, as required by 49 CFR part 26 and as approved by USDOT, is incorporated by reference in this agreement.*

*Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the City of Annapolis of its failure to carry out its approved program, USDOT may impose sanction as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).*

This foregoing language will also appear in financial assistance agreements with sub-recipient(s) that ADOT might have.

**Contract Assurance: 26.13b**

City of Annapolis will ensure that the following clause is placed in *every* federal-assisted contract and subcontract:

“The contractor, sub-recipient, or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of USDOT assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate”.

## **SUBPART B - ADMINISTRATIVE REQUIREMENTS**

### **Section 26.21 DBE Program Updates**

City of Annapolis will continue to carry out this program until all funds from USDOT financial assistance *have* been expended. City of Annapolis will provide updates representing significant changes in the program to MTA

### **Section 26.23 Policy Statement**

The Policy Statement is elaborated on the first page of this program.

### **Section 26.25 DBE Liaison Officer (DBELO)**

Consuella Caudill is the City DBE Liaison Officer. In that capacity, the DBELO is responsible for implementing all aspects of the DBE program and ensuring that the City of Annapolis complies with all provision of 49 CFR Part 26. The DBELO has direct, independent access to the Mayor of Annapolis concerning DBE program matters. The DBELO is responsible for developing, implementing and monitoring the DBE program, in coordination with other appropriate officials.

### **Section 26.27 DBE Financial Institutions**

City of Annapolis will fully investigate services offered by financial institutions owned and controlled by socially and economically disadvantaged individuals in the community, to make reasonable efforts to use these institutions, and to encourage prime contractors on federally-

assisted contract to make use of these institutions. Information on the availability of such institutions can be obtained from the DBE Liaison Officer.

#### **Section 26.29 Prompt Payment Mechanisms**

The City of Annapolis will include the following clause in each federally-assisted prime contract:

“The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract not later than ten (10) work days from the receipt of each payment the prime contractor receives from City of Annapolis. The prime contractor agrees further to return retainage payments to each subcontractor within ten (10) work days promptly after the subcontractor’s work is satisfactorily completed. Work is satisfactorily completed when all the tasks called for in the subcontract have been accomplished and documented as required by contract. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the City of Annapolis. This clause applies to both DBE and non-DBE subcontracts”.

The prime contractor must, in writing, request the delay or postponement at least five (5) work days in advance of the date that the payment in question is due to be made to the subcontractor(s) and must state the reason(s) upon which such a request is made. In the event that delay or postponement is approved, the prime contractor must include interest, at the prevailing rate, as a part of any such delay or postponed payment to any subcontractor.

#### **Section 26.33 Over-concentration**

City of Annapolis has not identified that over-concentration exists in the types of work that DBEs perform.

#### **Section 26.35 Business Development Programs**

City of Annapolis has a business development program. The rationale for the program is to encourage economic development in the City of Annapolis.

#### **Section 26.37 Monitoring and Enforcement Mechanisms**

The City of Annapolis will take the following monitoring and enforcement mechanisms to ensure compliance with 49 CFR Part 26.

- a. City of Annapolis will bring to the attention of the Maryland Department of Transportation (MDOT) via Maryland Transit Administration (MTA) any false, fraudulent, or dishonest conduct in connection with the program, so that USDOT can take the steps (e.g., referral to the Department of Justice for criminal prosecution, referral to the USDOT Inspector General, action under suspension and debarment or Program Fraud and Civil Penalties rules) provided in 26.109.
- b. City of Annapolis will consider similar action under our own legal authorities, including responsibility determinations in future contracts.
- c. City of Annapolis will also provide a monitoring and enforcement mechanism to verify that work committed to DBEs at contract award is actually performed by the DBEs.
- d. City of Annapolis will keep a running tally of actual payments to DBE firms for work committed to them at the time of contract award.

## SUBPART C - GOALS, GOOD FAITH EFFORTS, AND COUNTING

### **Section 26.43 Set-asides or Quotas**

The City of Annapolis does not use quotas in any way in the administration of this DBE program.

### **Section 26.45 Overall Goals**

The City of Annapolis is committed to achieving the Statewide Disadvantaged Business Enterprises (DBE) participation goal of 25%. Solicitations are reviewed by MTA staff prior to advertisement to set the appropriate, achievable DBE goals. The City does not establish an *overall* goal as part of its Annual Transportation Plan. The City establishes contract goals only on those federally-assisted contracts that *have* DBE subcontracting possibilities. The City does not establish a contract goal on *every* such contract, and the size of contract goals will be adapted to the circumstances of each such contract (e.g. type and location of work, *availability* of DBEs to perform the particular type of work, etc.)

### **Section 26.49 Transit Vehicle Manufacturers Goals**

City of Annapolis will require each transit vehicle manufacturer, as a condition of being authorized to bid or propose on FTA-assisted transit vehicle procurements, to certify that it has complied with the requirements of this section.

### **Section 26.53 Good Faith Efforts Procedures**

The obligation of the bidder/offeror is to make good faith efforts. The bidder/offeror can demonstrate that it has done so either by meeting the contract goal or documenting good faith efforts. A bidder/offeror who has not met the contract goal has to document sufficient good faith efforts to be regarded as responsive or responsible.

City of Annapolis will ensure that all information is complete and accurate and adequately documents the bidder/offer's good faith efforts before we commit to the performance of the contract by the bidder/offeror.

#### **Information to be submitted (26.53(b))**

City of Annapolis treats bidder/offers' compliance with good faith efforts' requirements as a matter of responsiveness.

Each solicitation for which a contract goal has been established will require the bidders/offerors to submit the following information:

- a. The names and addresses of DBE firms that will participate in the contract;
- b. A description of the work that each DBE will perform;
- c. The dollar amount of the participation of each DBE firm participating;
- d. Written and signed documentation of commitment to use a DBE subcontractor whose participation it submits to meet a contract goal;
- e. Written and signed confirmation from the DBE that it is participating in the contract as provided in the prime contractors commitment and
- f. If the contract goal is not met, evidence of good faith efforts.

#### **Administrative reconsideration (26.53(d))**

Within 10 days of being informed by City of Annapolis that the prime contractor is not responsive because it has not documented sufficient good faith efforts, a bidder/offeror may request

administrative reconsideration. The reconsideration official will not have played any role in the original determination that the bidder/offeror did not document sufficient good faith efforts.

As part of this reconsideration, the bidder/offeror will have the opportunity to provide written documentation or argument concerning the issue of whether it met the goal or made adequate good faith efforts to do so. The bidder/offeror will have the opportunity to meet in person with our reconsideration official to discuss the issue of whether it met the goal or made adequate good faith efforts to do. We will send the bidder/offeror a written decision on reconsideration, explaining the basis for finding that the bidder did or did not meet the goal or make adequate good faith efforts to do so. The results of the reconsideration process are final and are not appealable to USDOT.

*Good Faith Efforts when a DBE is Removed/terminated from a Contract (26.53(f))*

City of Annapolis will require a contractor to make good faith efforts to replace a DBE that is terminated or has otherwise failed to complete its work on a contract with another certified DBE, to the extent needed to meet the contract goal. City of Annapolis will require the prime contractor to notify the DBE Liaison officer immediately of the DBE's inability or unwillingness to perform and provide reasonable documentation.

In this situation, the prime contractor will be required to obtain prior approval from City of Annapolis to substitute the DBE and to provide copies of new or amended subcontracts, or documentation of good faith efforts. The ability of the contractor to negotiate a more advantageous contract with another subcontractor **will not** be considered a valid basis for the substitution. The prime contractor cannot terminate a DBE without City of Annapolis' prior written consent, which consent will include the basis upon which the contractor has good cause(s) to terminate under 49 CFR 26.53(f).

Under no circumstances will a prime contractor be allowed to perform a work designated for a DBE except in those extreme or emergency circumstances where it becomes necessary to perform a particular contract item to protect public safety.

## SUBPART D - CERTIFICATION STANDARDS

### **Section 26.61 - 26.73 Certification Process**

City of Annapolis will use the certification standards of Subpart D of Part 26 to determine the eligibility of firms to participate as DBEs in federally-assisted contracts. To be certified as a DBE, a firm must meet all certification eligibility standards. For information about the certification process or to apply for certification, firms should contact the SDBE office.

## SUBPART E - CERTIFICATION PROCEDURES

### **Section 26.81 Unified Certification Programs (UCP)**

City of Annapolis is not a member of a UCP at this time.

## **Section 26.83 Procedures for Certification Decisions**

### *Re-certifications 26.83(a) & (c)*

City of Annapolis will review the eligibility of DBEs that were certified.

### *"No Change" Affidavits and Notices of Change (26.83(j))*

City of Annapolis will require all DBEs to inform the city, in a written *affidavit*, of any change in its circumstances affecting its ability to meet size, *disadvantaged* status, ownership or control criteria of 49 CFR Part 26 or of any material changes in the information *provided*.

## **SUBPART F - COMPLIANCE AND ENFORCEMENT**

### **Section 26.109 Information, Confidentiality, Cooperation**

City of Annapolis will safeguard from disclosure to third parties information that may reasonably be regarded as confidential business information, consistent with Federal, state, and local law. Notwithstanding any contrary provisions of state or local law, City of Annapolis will not release any information that may reasonably be considered confidential business information to a third party (other than DOT) without the written consent of the submitter.

#### **Monitoring Payments to DBEs**

All prime contractors shall submit regular progress report on DBE utilization to the city. The city will require prime contractors to maintain records and documents of payments to DBEs for three years following the performance of the contract. These records will be made available for inspection upon request by any authorized representative of the City of Annapolis or MTA or USDOT. This reporting requirement also extends to any certified DBE subcontractor.

The City of Annapolis will perform interim audits of contract payments to DBEs. The audit will review payments to DBE subcontractors to ensure that the actual amount paid to DBE subcontractors equals or exceeds the dollar amounts stated in the schedule of DBE participation.

# **ANNAPOLIS TRANSIT DRUG AND ALCOHOL TESTING POLICY**

**As mandated by the  
Federal Transit Administration**

July 2010

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In some cases, the City reserves the prerogative to utilize stricter policies or procedures than the U. S. Department of Transportation when such are believed to be in the best interest of the City of Annapolis residents and employees. Any provisions set forth in this policy that are included under the sole authority of the City of Annapolis and are not provided under the authority of the above named Federal regulations are underlined indicating it is a requirement of The City of Annapolis for employment by that entity, and not required by the U. S. Department of Transportation.

Underlined text = Annapolis Transit requirements  
Regular text = FTA requirements

<i>Attachment A</i>	Safety-Sensitive Positions
<i>Attachment B</i>	Alcohol Fact Sheet
<i>Attachment C</i>	Drug Effects Fact Sheet



## **ANNAPOLIS TRANSIT DRUG AND ALCOHOL TESTING POLICY**

Underlined text = Annapolis Transit requirements  
Regular text = FTA requirements

### **A. PURPOSE**

The City of Annapolis, Annapolis Transit, provides public transit and para-transit services for the residents in the City and parts of Anne Arundel County. Part of our mission is to ensure that this service is delivered safely, efficiently, and effectively by establishing a drug and alcohol-free work environment, and to ensure that the workplace remains free from the effects of drugs and alcohol in order to promote the health and safety of employees and the general public. In keeping with this mission, Annapolis Transit declares that the unlawful manufacture, distribution, dispense, possession, or use of controlled substances or misuse of alcohol is prohibited for all employees.

Additionally, the purpose of this policy is to establish guidelines to maintain a drug and alcohol-free workplace in compliance with the Drug-Free Workplace Act of 1988, and the Omnibus Transportation Employee Testing Act of 1991. This policy is intended to comply with all applicable Federal regulations governing workplace anti-drug and alcohol programs in the transit industry. Specifically, the Federal Transit Administration (FTA) of the U.S. Department of Transportation has published 49 CFR Part 655, as amended, that mandates urine drug testing and breath alcohol testing for safety-sensitive positions, and prohibits performance of safety-sensitive functions when there is a positive test result. The U. S. Department of Transportation (USDOT) has also published 49 CFR Part 40, as amended, that sets standards for the collection and testing of urine and breath specimens.

Annapolis Transit 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.

### **B. APPLICABILITY**

This Drug and Alcohol Testing Policy applies to all safety-sensitive employees (full- or part-time) when performing any transit-related business. A safety-sensitive function is any duty related to the safe operation of mass transit service including the operation of a revenue service vehicle (whether or not the vehicle is in revenue service), maintenance of a revenue service vehicle or equipment used in revenue service, security personnel who carry firearms, dispatchers or person controlling the movement of revenue service vehicles and any other transit employee who is required to hold a Commercial Drivers License. Maintenance functions include the repair, overhaul, and rebuild of engines, vehicles and/or equipment used in revenue service. A list of safety-sensitive positions that perform one or more of the above mentioned duties is provided in *Attachment A*. Supervisors are only safety sensitive if they perform one of the above functions.

## C. DEFINITIONS

*Accident*, means an occurrence associated with the operation of a revenue service vehicle even when not in revenue service or which requires a Commercial Drivers License to operate, if as a result—

- (1) A person dies,
- (2) An individual suffers a bodily injury and immediately receives medical treatment away from the scene of the accident, or
- (3) One or more vehicles incur disabling damage as the result of the occurrence and is transported away from the scene by a tow truck or other vehicle. For purposes of this definition, *disabling damage* means damage that precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, mirrors or windshield wipers that makes them inoperative.

This definition represents the FTA thresholds for an accident that would require post accident drug and alcohol testing. Under its own authority, Annapolis Transit tests covered employees for all accidents regardless of whether the accident meets FTA thresholds. For accidents that do not meet the FTA thresholds, Annapolis Transit will use non-DOT forms and procedures.

*Adulterated specimen*: A specimen that contains a substance that is not expected to be present in human urine, or contains a substance expected to be present but is at a concentration so high that it is not consistent with human urine. An adulterated specimen is considered a refusal to test, and subject to the same consequences as a positive test result.

*Alcohol* means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols contained in any beverage, mixture, mouthwash, candy, food, preparation or medication.

*Alcohol Concentration* is expressed in terms of grams of alcohol per 210 liters of breath as measured by an evidential breath testing device (EBT).

*Alcohol Salvia Device (ASD)*: A device listed on the NHTSA conforming products list that is used to test the alcohol concentration in a saliva sample. Please note ASD testing can be used for screening purposes only. All positive alcohol saliva test results must be confirmed with an approved evidential breath-testing device within 30 minutes of the initial screening test result.

*Cancelled Test*: A drug test that has been declared invalid by a Medical Review Officer. A cancelled test is neither positive nor negative.

*Covered Employee*: An employee who performs a safety-sensitive function including an applicant or transferee who is being considered for hire into a safety-sensitive function (See Attachment A for a list of Annapolis Transit covered employees).

*Designated Employer Representative (DER)*: An employee authorized by the employer to take immediate action to remove employees from safety-sensitive duties and to make required

decisions in testing. The DER also receives test results and other communications for the employer, consistent with the requirements of 49 CFR Parts 40 and 655.

*Department of Transportation (DOT):* Department of the federal government which includes the US Coast Guard, Federal Transit Administration, Federal Railroad Administration, Federal Highway Administration, Federal Motor Carrier Safety Administration, Research and Special Programs, and the Office of the Secretary of Transportation.

*Dilute specimen.* A specimen with creatinine and specific gravity values that is lower than expected for human urine.

*Disabling damage* means damage that precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated, but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, mirrors or windshield wipers, that makes them inoperative.

*Evidentiary Breath Testing Device (EBT)* A Device approved by the NHTSA for the evidential testing of breath at the 0.02 and the 0.04 alcohol concentrations. Approved devices are listed on the National Highway Traffic Safety Administration (NHTSA) conforming products list.

*Medical Review Officer (MRO)* means a licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by the drug testing program who has knowledge of substance abuse disorders, and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result, together with his/her medical history, and any other relevant biomedical information.

*Negative Dilute* is a drug test result that is negative for the five drug/drug metabolites but has a specific gravity value lower than expected for human urine.

*Negative test result* for a drug test means a verified presence of the identified drug or its metabolite below the minimum levels specified in 49 CFR Part 40, as amended. An alcohol concentration of less than 0.02 for breath of saliva samples is a negative test result.

*Non-negative test result* is a test result found to be adulterated, substitute, invalid, or positive for drug/drug metabolites.

*Performing (a safety-sensitive function)* means a covered employee is considered to be performing a safety-sensitive function and includes any period in which he or she is actually performing, ready to perform, or immediately available to perform such functions.

*Positive test result* for a drug test means a verified presence of the identified drug or its metabolite at or above the minimum levels specified in 49 CFR Part 40, as amended. A positive alcohol test result means a confirmed alcohol concentration of 0.04 BAC or greater.

*Prohibited drug* means marijuana, cocaine, opiates, amphetamines, or phencyclidine at levels above the minimum thresholds specified in 49 CFR Part 40, as amended.

*Revenue Service Vehicles* include all transit vehicles that are used for passenger transportation service or that require a CDL to operate. Include all ancillary vehicles used in support of the

transit system.

*Safety-sensitive functions* include (a) the operation of a transit revenue service vehicle even when the vehicle is not in revenue service; (b) the operation of a non-revenue service vehicle by an employee when the operation of such a vehicle requires the driver to hold a Commercial Drivers License (CDL); (c) maintaining a revenue service vehicle or equipment used in revenue service; (d) controlling the movement of a revenue service vehicle; and (e) carrying a firearm for security purposes.

*Substance Abuse Professional (SAP)* means a licensed physician (medical doctor or doctor of osteopathy) or licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission or by the International Certification Reciprocity Consortium/Alcohol and other Drug Abuse) with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders.

*Substituted specimen.* A specimen with creatinine and specific gravity values that are so diminished that they are not consistent with normal human urine.

*Test Refusal* The following circumstances are considered a refusal to test;

1. Failure to appear for any test (except pre-employment) within a reasonable time after being notified to do so.
2. Failure to remain at the testing site until the testing process is complete.
3. Failure to provide a specimen for any drug or alcohol test required by DOT/FTA rules.
4. Refusal to allow the observation or monitoring of a specimen collection when it is required.
5. Failure to provide a sufficient urine or breath sample without an adequate medical explanation for the failure.
6. Failure to take a second test that the employer or collector has directed the employee to take.
7. Failure to undergo a medical exam as directed by the employer or the MRO as part of the verification process, or “shy bladder” or “shy lung” procedures.
8. Failure to cooperate with the testing process (Examples: refusal to empty pockets when requested, behaving in a confrontational manner that disrupts the process, or failure to wash hands after being directed to do so by the collector).
9. For a *direct observation* collection; failure to follow the observer’s instructions to raise clothing above the waist, lower clothing and underpants to mid-thigh, and to turn around to allow the observer to see if employee is wearing a prosthetic or similar device that could be used to interfere with the collection process.
10. Possession or wearing of a device as described above intended to help the employee pass the drug test.
11. Admitting adulteration or substitution of the specimen to the collector or the MRO.
12. If the MRO reports a verified adulterated or substituted test result.
13. In alcohol testing, refusal to sign Step 2 of the Alcohol Testing Form.
14. An employee who is subject to post accident testing who fails to remain readily available for such testing, including notifying the City of his or her location if he or she leaves the scene of the accident prior to submission to a test.

*Verified negative test:* A drug test result reviewed by a medical review officer and determined to have no evidence of prohibited drug use above the minimum cutoff levels established by the Department of Health and Human Services (HHS).

*Verified positive test:* A drug test result reviewed by a medical review officer and determined to have evidence of prohibited drug use above the minimum cutoff levels specified in 49 CFR Part 40 as revised.

*Validity testing:* The evaluation of the specimen to determine if it is consistent with normal human urine. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted. Specimen validity testing will be conducted on all urine specimens provided for testing under DOT authority.

## **D. DESIGNATED CONTACTS**

Any questions regarding this policy or any other aspect of the substance abuse policy should be directed to the following individual(s):

### ***Drug and Alcohol Program Manager (DAPM)***

Tricia Hopkins, Human Resources Manager  
City of Annapolis Human Resources  
145 Gorman Street Second Floor  
Annapolis, MD 21401  
(410) 263-7998

Tira Kimbo, Training Programs Administrator  
City of Annapolis Human Resources  
145 Gorman Street Second Floor  
Annapolis, MD 21401  
(410) 263-7998

### ***Designated Employer Representative (DER)***

James "Rick" Gordon, Transportation Director  
City of Annapolis Department of Transportation  
308 Chinquapin Round Road  
Annapolis, MD 21401  
410-263-7964

## **E. PROHIBITED SUBSTANCES**

Prohibited substances addressed by this policy include the following:

- (1) *Illegally Used Controlled Substance or Drugs:* Under the Drug-Free Workplace Act of 1988 any drug or any substance identified in Schedule I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), and as further defined by 21 CFR 1300.11 through 1300.15 is prohibited at all times in the workplace unless a legal prescription has been written for the substance. This includes, but is not limited to: marijuana, amphetamines, opiates, phencyclidine (PCP), and cocaine, as well as any drug not

approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs. Also, the medical use of marijuana, or the use of hemp related products, as which cause drug or drug metabolites to be present in the body above the minimum thresholds is a violation of this policy.

Federal Transit Administration drug testing regulations (49 CFR Part 655) require that all covered employees be tested for marijuana, cocaine, amphetamines, opiates, and phencyclidine as described in Section M of this policy. Illegal use of these five drugs is prohibited at all times, and thus covered employees may be tested for these drugs anytime that they are on duty.

Under certain conditions, when licit and/or other drug usage is suspected, the City maintains the right to perform an expanded drug-testing panel to include other substances. This testing will be conducted exclusively under the auspices of The City of Annapolis Drug & Alcohol Testing Policy, and the specimen would be collected using a non-Federal chain of custody form.

- (2) Legal Drugs: The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, under the City's authority, an employee must inform any physician prescribing medication, that the employee is enrolled in a drug free workplace program. Further, any employee covered under this policy (Attachment A), must inform any physician prescribing medication, prior to actually using any medication, that the employee's duties include the performance of safety-sensitive functions. Any prescribing physician or employee with a question regarding the use of a prescribed medication and possible safety concerns surrounding the usage of such, must speak to the City of Annapolis' MRO and obtain written confirmation said usage does not pose any safety concerns prior to using the medication while on duty. If a medically legitimate prescription, that would preclude or inhibit the performance of safety sensitive functions, is dispensed to an employee, he or she will be placed on medical leave until the cessation of the prescribed medication is indicated.
- (3) Alcohol: The use of beverages containing alcohol (including any mouthwash, medication, food, candy) or any other substances such that alcohol is present in the body while performing safety-sensitive job functions is prohibited. An alcohol test can be performed on a covered employee under 49 CFR Part 655 just before, during, or just after the performance of safety-sensitive job functions. Under the City of Annapolis authority, an alcohol test can be performed any time a covered employee is on duty if reasonable suspicion exists.

## **F. PRE-EMPLOYMENT TESTING**

All applicants for covered transit positions shall undergo urine drug testing prior to performance of a safety-sensitive function.

- (1) All offers of employment for covered positions shall be extended conditional upon the applicant passing a drug test. An applicant shall not be hired into a covered position unless the applicant takes a drug test with verified negative results.

- (2) When a covered employee or applicant has previously failed or refused a pre employment drug test administered under this part, the employee; must provide Annapolis Transit or the DER proof of having successfully completed a referral, evaluation and treatment plan as described in 49 CFR Section 655.62 and Part 40 Subpart O as amended. Under no circumstances will an employee be reinstated or an applicant hired to the conduct of safety-sensitive job functions prior to completion of the treatment plan set forth by the SAP. The cost for assessment and any subsequent treatment will be the sole responsibility of the employee.
- (3) A non-covered employee shall not be placed, transferred or promoted into a covered position until the employee takes a drug test and the City receives a verified negative result.
- (4) If an applicant fails a pre-employment drug or alcohol test, the conditional offer of employment shall be rescinded. Failure of a pre-employment drug test will disqualify an applicant for employment for a period of at least two years. Evidence of the absence of drug dependency from a Substance Abuse Professional that meets with 49 CFR Part 40 as amended and a negative pre-employment drug test will be required prior to further consideration for employment. The cost for the assessment and any subsequent treatment will be the sole responsibility of the applicant.
- (5) When an employee being placed, transferred, or promoted from a non-covered position, to a covered position submits a drug test with a verified positive result; the employee shall be subject to a return to work agreement. Failure to execute, or remain compliant with the return-to-work agreement shall result in termination from Annapolis Transit employment. Compliance with the return-to-work agreement means that the employee has submitted to a drug/alcohol test immediately prior to returning to work; the result of that test is negative; in the judgment of the SAP the employee is cooperating with his/her SAP recommended treatment program; and, the employee has agreed to periodic unannounced follow-up testing as defined in Section J of this policy; The employee will not be considered eligible to work in a covered position until all the requirements of 49 CFR Part 40; Subpart O are successfully met.
- (6) If a pre-employment/pre-transfer test is canceled, Annapolis Transit will require the applicant to take and complete another pre-employment drug test with a verified negative test result.
- (7) In instances where a covered employee is on extended leave for a period of 90 days or more regardless of reason, the employee will be required to take a drug test under 49 CFR Part 655 and have negative test results prior to the conduct of safety-sensitive job functions.
- (8) An applicant with a dilute negative test result will be required to retest. In such cases, the employment decision will be based on the results of the second test.
- (9) Applicants are required to report previous DOT covered employer drug and alcohol test results consistent with 49 CFR Part 40.25.  
Failure to do so will result in the employment offer being rescinded.

## G. REASONABLE SUSPICION TESTING

All Annapolis Transit covered employees will be subject to a reasonable suspicion drug and/or alcohol test when there are reasons to believe that drug or alcohol use is impacting job performance and safety. *Reasonable suspicion* shall mean that there is objective evidence, based upon specific, contemporaneous, articulable observations of the employee's appearance, behavior, speech or body odor that are consistent with possible drug use and/or alcohol misuse.

1. Reasonable suspicion referrals must be made by one supervisor who is trained to detect the signs and symptoms of drug and alcohol use, and who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to possible prohibited substance abuse or alcohol misuse. Under FTA authority, a reasonable suspicion alcohol test can only be conducted just before, during, or just after the performance of a safety-sensitive job function. However, under Annapolis Transit's authority, a reasonable suspicion alcohol test may be performed any time the covered employee is on duty. A reasonable suspicion drug test can be performed any time the covered employee is on duty.
2. Annapolis Transit shall be responsible for transporting the employee to the testing facility. Supervisors should avoid placing themselves and/or others in a situation that might endanger the physical safety of those present. The employee shall be placed on administrative leave pending the test results. An employee who refuses an instruction to submit to a drug/alcohol test shall not be permitted to finish his or her shift and shall immediately be placed on administrative leave pending disciplinary. The employee will also be required to successfully complete all requirements set forth in 49 CFR Part 40 Subpart O, before being considered eligible to return to duty.
3. A written record of the observations that led to a drug/alcohol test based on reasonable suspicion shall be prepared and signed by the supervisor making the observation prior to the release of the test results. This written record shall be submitted to the Annapolis Transit DER and the DAPM shall be attached to the forms reporting the test results.
4. When there are no specific, contemporaneous, articulable objective facts that indicate current drug or alcohol use or, but the employee (who is not already a participant in a treatment program) admits the use or abuse of alcohol or other substances to a supervisor, the employee shall be immediately removed from duty, referred to the SAP for an assessment. Annapolis Transit shall place the employee on administrative leave in accordance with the provisions set forth under Section P of this policy. Testing in this circumstance would be performed under the direct authority of Annapolis Transit. Since the employee self-referred to management, testing under this circumstance would not be considered a violation of this policy or a positive test result under Federal authority. However, self-referral does not exempt the covered employee from testing under Federal authority as specified in Sections F through K of this policy or the associated consequences as specified in Section P.

## H. POST-ACCIDENT TESTING

All covered employees will be required to undergo drug and alcohol testing if they are involved in an accident with a transit revenue service vehicle regardless of whether or not the vehicle is in revenue service if the accident results in a fatality. This includes all surviving covered employees that are operating the vehicle at the time of the accident and any other whose performance cannot be completely discounted as a contributing factor to the accident.



In addition, a post-accident test will be conducted if an accident results in injuries requiring medical treatment away from the scene; or one or more vehicles incurs disabling damage, unless the operator's performance can be completely discounted as a contributing factor to the accident.

The above testing represents the FTA thresholds for an accident that would require post accident drug and alcohol testing. Under its own authority, Annapolis Transit tests covered employees for all accidents regardless of whether the accident meets FTA thresholds. For accidents that do not meet the FTA thresholds, Annapolis Transit will use non-DOT forms and procedures.

Post accident testing procedures include the following:

- (1) As soon as practicable following an accident, as defined in this policy, the transit supervisor investigating the accident will notify the transit employee operating the transit vehicle and all other covered employees whose performance could have contributed to the accident of the need for the test. The supervisor will make the determination using the best information available at the time of the decision.
- (2) The appropriate transit supervisor shall ensure that an employee, required to be tested under this section, is tested as soon as practicable, but no longer than eight (8) hours of the accident for alcohol, and within 32 hours for drugs. If an alcohol test is not performed within two hours of the accident, the Supervisor will document the reason(s) for the delay. If the alcohol test is not conducted within (8) eight hours, or the drug test within 32 hours, attempts to conduct the test must cease and the reasons for the failure to test documented.
- (3) Any covered employee involved in an accident must refrain from alcohol use for eight (8) hours following the accident, or until he/she undergoes a post-accident alcohol test.
- (4) An employee who is subject to post-accident testing who fails to remain readily available for such testing, including notifying a supervisor of his or her location if he or she leaves the scene of the accident prior to submission to such test, may be deemed to have refused to submit to testing.
- (5) Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident, or to prohibit an employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.
- (6) In the rare event that Annapolis Transit is unable to perform an FTA drug and alcohol test (i.e., employee is unconscious, employee is detained by law enforcement agency), Annapolis Transit may use drug and alcohol post- accident test results administered by local law enforcement officials in lieu of the FTA test. The local law enforcement officials must have independent authority for the test and the employer must obtain the results in conformance with local law.

## **I. RETURN-TO-DUTY TESTING**

All covered employees who previously tested positive on a drug or alcohol test or refused a test, must be immediately removed from the performance of safety sensitive duties. The employee must also contact and complete a Substance Abuse Professional evaluation. Following the initial assessment, the SAP will recommend a course of rehabilitation unique to the individual. The SAP will recommend the return-to-duty test only when the employee has successfully completed the treatment requirement and is known to be drug-and alcohol-free and there is no undo

concerns for public safety. The employee will be required to submit a negative return to duty alcohol and/or drug screen (collected under direct observation) prior to returning to duty. Under no circumstances will an employee be reinstated to the conduct of safety-sensitive job functions prior to completion of the treatment plan and the City's receipt verified negative return to duty test results. The cost for assessment and any subsequent treatment will be the sole responsibility of the employee. All return to testing will be performed in accordance with 49 CFR Part 40 Subpart O, which requires direct observation.

Employees who self report a substance abuse problem shall be subject to a return to work agreement. Failure to execute, or remain compliant with the return-to-work agreement shall result in termination from Annapolis Transit employment. Compliance with the return-to-work agreement means that the employee has submitted to a drug/alcohol test immediately prior to returning to work; the result of that test is negative; in the judgment of the SAP the employee is cooperating with his/her SAP recommended treatment program; and, the employee has agreed to periodic unannounced follow-up testing

## **J. FOLLOW-UP TESTING**

Covered employees will be required to undergo frequent, unannounced drug and alcohol testing following their return-to-duty after any violation of the drug and alcohol testing regulations in 49 CFR Parts 40 or 655 as amended. The follow-up testing will be performed for a period of one to five years, with a minimum of six tests to be performed during the first 12 months. The frequency and duration of the follow-up tests (beyond the minimums) will be determined by the SAP reflecting the SAP's assessment of the employee's unique situation and recovery progress. Follow-up testing should be frequent enough to deter and/or detect a relapse. Follow-up testing is separate and in addition to the random, post-accident, reasonable suspicion and return-to-duty testing. All follow up testing will be performed in accordance with 49 CFR Part 40 Subpart O, which requires collection under direct observation.

Employees who self report a substance abuse problem shall be subject to a return to work agreement. Failure to execute, or remain compliant with the return-to-work agreement shall result in termination from Annapolis Transit employment. Compliance with the return-to-work agreement means that the employee has submitted to a drug/alcohol test immediately prior to returning to work; the result of that test is negative; in the judgment of the SAP the employee is cooperating with his/her SAP recommended treatment program; and, the employee will agree to submit to periodic unannounced follow-up testing.

## **K. RANDOM TESTING**

All covered employees will be subjected to random, unannounced testing. The selection of employees shall be made by a scientifically valid method of randomly generating an employee identifier from the appropriate pool of safety-sensitive employees.

- (1) The dates for administering unannounced testing of randomly selected employees shall be spread reasonably throughout the calendar year, days of the week, and hours that safety sensitive functions are performed.
- (2) The number of employees randomly selected for drug/alcohol testing during the calendar year shall be not less than the percentage rates established by Federal regulations for those safety-sensitive employees subject to random testing by Federal regulations. The

City of Annapolis combines safety sensitive employees of more than one agency into the eligible pool of safety sensitive employees. These testing percentage rates are conducted at the highest percentage rate established by agencies for which the employees included in the pool are subject to.

- (3) Each covered employee shall be in a pool from which the random selection is made. Each covered employee in the pool shall have an equal chance of selection each time the selections are made. Employees will remain in the pool and subject to selection, whether or not the employee has been previously tested. There is no discretion on the part of management in the selection and notification of the individuals who are to be tested.
- (4) Covered transit employees who fall under the Federal Transit Administration regulations will be included in one random pool maintained separately from the testing pool of employees that are included solely under the City's authority.
- (5) Random tests can be conducted at any time during an employee's shift for drug testing. Alcohol random tests can be performed just before, during, or just after the performance of a safety sensitive duty. However, under the City's authority, a random alcohol test may be performed any time the covered employee is on duty. Testing can occur during the beginning, middle, or end of an employee's shift.
- (6) Employees are required to proceed immediately to the collection site upon notification of their random selection. In all practical instances, a supervisor will transport the employee to and from the collection site.

## **L. PROHIBITED BEHAVIOR**

- (1) All covered employees are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited drug in the body above the minimum thresholds defined in 49 CFR PART 40, as amended.
- (2) Each covered employee is 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. The covered employee will subsequently be relieved of his/her on-call responsibilities and subject to discipline.
- (3) The Annapolis Transit shall not permit any covered employee to perform or continue to perform safety-sensitive functions if it has actual knowledge that the employee is using alcohol.
- (4) Each covered employee is prohibited from reporting to work or remaining on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.02 or greater regardless of when the alcohol was consumed.
- (5) No covered employee shall consume alcohol for eight (8) hours following involvement in an accident or until he/she submits to the post-accident drug/alcohol test, whichever occurs first.
- (6) No covered employee shall consume alcohol within four (4) hours prior to the performance of safety-sensitive job functions.
- (7) The City of Annapolis, under its own authority also prohibits the consumption of alcohol all times employee is on duty, or anytime the employee is in uniform.
- (8) Consistent with the Drug-Free Workplace Act of 1988, all Annapolis Transit employees

- are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances in the work place including Annapolis Transit premises, transit vehicles, while in uniform or while on Annapolis Transit business.
- (9) If an employee has reason to believe he or she is unfit to perform safety sensitive functions and voluntarily seeks assistance, due to a drug and/or alcohol problem, the employee **must** contact one of the City of Annapolis Drug & Alcohol Program Managers or the Designated Employer Representative, and request temporary leave from the performance of safety sensitive functions. The employee will be reassigned to non-safety sensitive functions, while under treatment. The employee will be tested prior to returning to duty after completion of the Substance Abuse Professional's recommended treatment program and subsequent release to duty. The City will not consider a request for assistance with a drug and/or alcohol problem, after an employee is required to report for testing as a "voluntary" or "self report". In any case, the employee would still be required to submit to any requested drug and/or alcohol testing, and subsequently be terminated if adverse results are received.
- (10) Consistent with the Drug Free Workplace Act of 1998, failure to notify the Annapolis Transit management of any criminal drug statute conviction for a violation occurring in the workplace within five days after such conviction. Failure to report this information will result in termination.

## **M. TESTING METHODS**

### ***Drug Testing Procedure:***

Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities that have been approved by the U.S. Department of Health and Human Service (HHS). All testing will be conducted consistent with the procedures set forth in 49 CFR Part 40, as amended. The procedures will be performed in a private, confidential manner and every effort will be made to protect the employee, the integrity of the drug testing procedure, and the validity of the test result.

The drugs that will be tested for are established in 49 CFR Part 40 as amended, and include marijuana, cocaine, opiates, amphetamines, and phencyclidine. After the identity of the donor is checked using picture identification, a urine specimen will be collected using the split specimen collection method described in 49 CFR Part 40, as amended. Each specimen will be accompanied by a DOT Chain of Custody and Control Form and identified using a unique identification number that attributes the specimen to the correct individual. The specimen analysis will be conducted at a HHS certified laboratory. An initial drug screen and specimen validity testing will be conducted on the primary urine specimen. For those specimens that are not negative, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) test will be performed. The test will be considered laboratory positive if the amounts of the drug(s) and/or its metabolites identified by the GC/MS test are above the minimum thresholds established in 49 CFR Part 40, as amended.

Following a negative dilute test result, employees will be required to undergo another test. This test **will not** be done under direct observations unless there is another reason to conduct an observed test. If the second test result is also negative dilute, the test will be considered negative and not additional testing will be required unless directed by the MRO.

Under certain conditions, when licit and/or other drug usage is suspected, the City maintains the right to perform an expanded drug-testing panel to include other substances. This testing will be conducted exclusively under the auspices of The City of Annapolis Drug & Alcohol Testing Policy, and the specimen would be collected using a non-Federal chain of custody form.

The test results from the HHS certified laboratory will be reported to a Medical Review Officer (MRO). A MRO is a licensed physician with detailed knowledge of substance abuse disorders and drug testing. The MRO will review the test results to ensure the scientific validity of the test and to determine whether there is a legitimate medical explanation for a confirmed positive, substitute, or adulterated test result. The MRO will attempt to contact the employee to notify the employee of the non-negative laboratory result, and provide the employee with an opportunity to explain the confirmed laboratory test result. The MRO will subsequently review the employee's medical history/medical records as appropriate to determine whether there is a legitimate medical explanation for a non-negative laboratory result. If no legitimate medical explanation is found, the test will be verified positive or refusal to test and reported to the City of Annapolis Drug and Alcohol Program Manager (DAPM). If a legitimate explanation is found, the MRO will report the test result as negative to the DAPM and no further action will be taken. If the test is invalid without a medical explanation, a retest will be conducted under direct observation.

Any covered employee who questions the results of a required drug test under Sections F through L of this policy may request that the split sample be tested. The split sample test must be conducted at a second HHS-certified laboratory with no affiliation with the laboratory that analyzed the primary specimen. The test must be conducted on the split sample that was provided by the employee at the same time as the primary sample. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40, as amended. The employee's request for a split sample test must be made to the Medical Review Officer within 72 hours of notice of the original sample verified test result. Requests after 72 hours will only be accepted at the discretion of the MRO if the delay was due to documentable facts that were beyond the control of the employee. Annapolis Transit will ensure that the cost for the split specimen testing is covered in order for a timely analysis of the sample. Employees will not have access to a test of their split specimen following an invalid test. The City will seek reimbursement for the split sample test from the employee. While the employee is responsible for paying the cost of split specimen testing, they will not be denied such based on inability to pay for the testing.

If the analysis of the split specimen fails to confirm the presence of the drug(s) detected in the primary specimen, if the split specimen is not able to be analyzed, or if the results of the split specimen are not scientifically adequate, the MRO will declare the original test to be canceled and will direct Annapolis Transit to retest the employee under direct observation.

The split specimen will be stored at the initial laboratory until the analysis of the primary specimen is completed. If the primary specimen is negative, the split will be discarded. If the primary is positive, the split will be retained for testing if so requested by the employee through the Medical Review Officer. If the primary specimen is positive, it will be retained in frozen storage for one year and the split specimen will also be retained for one year.

#### ***Direct Observation Collections:***

Consistent with 49 CFR Part 40, as amended, collection under direct observation (by a person of the same gender) with no advance notice will occur if:

- (1) The laboratory reports to the MRO that a specimen is invalid, and the MRO reports to

- Annapolis Transit that there was not an adequate medical explanation for the result.
- (2) The MRO reports to Annapolis Transit that the original positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed or reconfirmed.
  - (3) The collector observes materials brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen.
  - (4) The collector observes that the original specimen appears to have been tampered with.
  - (5) The temperature on the original specimen was out of range.
  - (6) Any return to duty and follow up testing conducted after the employee violates drug and alcohol testing regulations outlined in Part 40, as amended or 655.

### ***Alcohol Testing Procedure:***

Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA)-approved Evidential Breath Testing device (EBT) operated by a trained Breath Alcohol Technician (BAT). Alcohol screening tests may be performed using a non-evidential testing device which is also approved by NHSTA CPL (Conforming Products List. This testing will be performed by a trained Screening Test Technician (STT).

If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. The confirmatory test must occur on an EBT. The confirmatory test will be conducted at least fifteen minutes after the completion of the initial test. The confirmatory test will be performed using a NHTSA-approved EBT operated by a trained BAT. The EBT will identify each test by a unique sequential identification number. This test result, test number, time, and unit identifier will be provided on each EBT printout in triplicate. The EBT printout, along with an approved alcohol testing form, will be used to document the test, the subsequent results, and to attribute the test to the correct employee. The test will be performed in a private, confidential manner as required by 49 CFR Part 40, as amended. The procedure will be followed as prescribed to protect the employee and to maintain the integrity of the alcohol testing procedures and validity of the test result.

An employee who has a confirmed alcohol concentration of 0.02 to 0.039 (STAGE I) is not considered positive, the employee shall still be removed from duty for at least 24 hours. The employee will not be allowed to return to safety-sensitive duty for his/her next shift until he/she submits to an alcohol test with a result of less than 0.02 BAC. An alcohol concentration of less than 0.02 will be considered a negative test.

An employee who has a confirmed alcohol concentration of 0.04 or greater (STAGE II) will be considered a positive alcohol test and in violation of this policy. The consequences of a positive alcohol test are described in Section P of this policy.

Annapolis Transit affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process. If at any time the integrity of the testing procedures or the validity of the test results is compromised, the test will be canceled. Minor inconsistencies or procedural flaws that do not impact the test result will not result in a cancelled test.

The alcohol testing form (ATF) required by 49 CFR Part 40 as amended, shall be used for all FTA required testing. Failure of an employee to sign step 2 of the ATF will be considered a refusal to submit to testing.

## **N. TESTING REQUIREMENTS**

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

## **O. REFUSAL TO TEST**

The following circumstances are considered a refusal to test;

1. Failure to appear for any test (except pre-employment) within a reasonable time after being notified to do so.
2. Failure to remain at the testing site until the testing process is complete.
3. Failure to provide a specimen for any drug or alcohol test required by DOT/FTA rules.
4. Refusal to allow the observation or monitoring of a specimen collection when it is required.
5. Failure to provide a sufficient urine or breath sample without an adequate medical explanation for the failure.
6. Failure to take a second test that the employer or collector has directed the employee to take.
7. Failure to undergo a medical exam as directed by the employer or the MRO as part of the verification process, or “shy bladder” or “shy lung” procedures.
8. Failure to cooperate with the testing process (Examples: refusal to empty pockets when requested, behaving in a confrontational manner that disrupts the process, or failure to wash hands after being directed to do so by the collector).
9. For an *direct observation* collection; failure to follow the observer’s instructions to raise clothing above the waist, lower clothing and underpants to mid-thigh, and to turn around to allow the observer to see if employee is wearing a prosthetic or similar device that could be used to interfere with the collection process.
10. Possession or wearing of a device as described above intended to help the employee pass the drug test.
11. Admitting adulteration or substitution of the specimen to the collector or the MRO.
12. If the MRO reports a verified adulterated or substituted test result.
13. In alcohol testing, refusal to sign Step 2 of the Alcohol Testing Form.
14. An employee who is subject to post accident testing who fails to remain readily available for such testing, including notifying the City of his or her location if he or she leaves the scene of the accident prior to submission to a test.

## **P. CONSEQUENCES OF A POSITIVE TEST OR SELF REPORT**

### ***Positive Test***

Any covered employee that has a verified positive drug or alcohol test will be removed from safety-sensitive duties, informed of educational and rehabilitation programs available, and referred to a Substance Abuse Professional (SAP) for assessment. The employee will be required to complete all requirements outlined in 49 CFR Part 40 Subpart O, as amended. No employee will be allowed to return to duty requiring the performance of safety-sensitive job functions without the approval of the SAP.

A positive drug and/or alcohol test will also result in disciplinary action as specified herein.

- (1) As soon as practicable after receiving notice of a verified positive drug test result, a

confirmed alcohol test result, or a test refusal, the Annapolis Transit Drug and Alcohol Program Manager will contact the employee's supervisor to have the employee cease performing any safety-sensitive function.

- (2) The employee shall be referred to a Substance Abuse Professional for an assessment. The SAP will evaluate each employee to determine what assistance, if any, the employee needs in resolving problems associated with prohibited drug use or alcohol misuse.
- (3) An alcohol test result of  $>0.02$  to  $\leq 0.039$  BAC shall result in the removal of the employee from duty for 24 hours. The employee will not be allowed to return to safety-sensitive duty or his/her next shift until he/she submits to an alcohol test with a result of less than 0.02 BAC. If the employee has an alcohol test result of  $>0.02$  to  $\leq 0.039$  BAC two or more times within a six month period, the employee will be removed from duty and referred to the SAP for assessment and treatment as part of a return to work agreement.
- (4) The cost of any treatment or rehabilitation services will be paid directly by the employee or his/her insurance provider. The employee will be permitted to take accrued sick leave or administrative leave to participate in the SAP prescribed treatment program. If the employee has insufficient sick leave accrual, the employee shall be allowed to use vacation or personal leave. If the employee has insufficient leave balances, the employee shall be placed on leave without pay until the SAP has determined that the employee has successfully completed the required treatment program and releases him/her to return-to-duty. Any leave taken, either paid or unpaid, shall be considered leave taken under the Family and Medical Leave Act.

### ***Self Report***

In the instance of a self-referral, disciplinary action against the employee shall include:

- (a) Mandatory referral to a Substance Abuse Professional for assessment, formulation of a treatment plan, and execution of a return to work agreement;
- (b) Failure to execute, or remain compliant with the return-to-work agreement shall result in termination from Annapolis Transit employment. Compliance with the return-to-work agreement means that the employee has submitted to a drug/alcohol test immediately prior to returning to work; the result of that test is negative; in the judgment of the SAP the employee is cooperating with his/her SAP recommended treatment program; and, the employee has agreed to periodic unannounced follow-up testing as defined in Section P of this policy;
- (c) Refusal to submit to a periodic unannounced follow-up drug/alcohol test shall be considered a direct act of insubordination and shall result in termination.
- (d) A self-referral to the SAP that was not precipitated by a positive test result does not constitute a violation of the Federal regulations and will not be considered as a positive test result.
- (e) Periodic unannounced follow-up drug/alcohol test conducted as a result of a self-referral which results in a verified positive shall be considered a positive test and a violation of the return to work agreement.
- (f) A Voluntary Referral does not shield an employee from disciplinary action or guarantee employment with Annapolis Transit.
- (g) A Voluntary Referral does not shield an employee from the requirement to comply with drug and alcohol testing.



## **Q. EDUCATION AND TRAINING**

Every covered employee will receive a copy of this policy and will have ready access to the corresponding federal regulations including 49 CFR Parts 655 and 40, as amended. In addition, all covered employees will undergo a minimum of 60 minutes of training on the signs and symptoms of drug use including the effects and consequences of drug use on personal health, safety, and the work environment. The training also includes manifestations and behavioral cues that may indicate prohibited drug use. This training will be conducted when practical prior to the employees performance of safety sensitive duties, or within 30 days of commencing such.

All supervisory personnel or company officials who are in a position to determine employee fitness for duty will receive 60 minutes of reasonable suspicion training on the physical, behavioral, and performance indicators of probable drug use and 60 minutes of additional reasonable suspicion training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse. This training is required prior to making any decision regarding fitness for duty or reasonable suspicion testing determination. This training is conducted onsite throughout the year. All supervisors are required to have initial and/or refresher training annually. Information on the signs, symptoms, health effects, and consequences of alcohol misuse is presented in *Attachment B* and *Attachment C* of this policy.

## **R. INFORMATION DISCLOSURE**

Drug/alcohol testing records shall be maintained by the Annapolis Transit Drug and Alcohol Program Manager and, except as provided below or by law, the results of any drug/alcohol test shall not be disclosed without express written consent of the tested employee.

- (1) The employee, upon written request, is entitled to obtain copies of any records pertaining to their use of prohibited drugs or misuse of alcohol including any drug or alcohol testing records. Covered employees have the right to gain access to any pertinent records such as equipment calibration records, and records of laboratory certifications. Employees may not have access to SAP referrals and follow-up testing plans.
- (2) Records of a verified positive drug/alcohol test result shall be released to the Drug and Alcohol Program Manager, Department Supervisor and Personnel Manager on a need to know basis.
- (3) Records will be released to a subsequent employer only upon receipt of a written request from the employee.
- (4) Records of an employee's drug/alcohol tests shall be released to the adjudicator in a grievance, lawsuit, or other proceeding initiated by or on behalf of the tested individual arising from the results of the drug/alcohol test. The records will be released to the decision maker in the preceding. The information will only be released with binding stipulation from the decision maker will make it available only to parties in the preceding.
- (5) Records will be released to the National Transportation Safety Board during an accident investigation.
- (6) Records will be released to the DOT or any DOT agency with regulatory authority over the employer or any of its employees.

- (7) Records will be released if requested by a Federal, state or local safety agency with regulatory authority over Annapolis Transit or the employee.
- (8) If a party seeks a court order to release a specimen or part of a specimen contrary to any provision of Part 40 as amended necessary legal steps to contest the issuance of the order will be taken.
- (9) In cases of a contractor or sub-recipient of a state department of transportation, records will be released when requested by such agencies that must certify compliance with the regulation to the FTA.

***Attachment A***  
**Safety-Sensitive Positions**

Director of Transportation  
Bus Driver I  
Bus Driver II  
Bus Driver Trainee  
Lead Bus Driver  
Fleet Maintenance Specialist  
Fleet Maintenance Supervisor  
Fleet Technician I  
Fleet Technician II  
Transportation Specialist  
Transportation Superintendent  
Transportation Supervisor  
Contractual Maintenance Mechanic

## ***Attachment B***

### **Alcohol Fact Sheet**

Alcohol is a socially acceptable drug that has been consumed throughout the world for centuries. It is considered a recreational beverage when consumed in moderation for enjoyment and relaxation during social gatherings. However, when consumed primarily for its physical and mood-altering effects, it is a substance of abuse. As a depressant, it slows down physical responses and progressively impairs mental functions.

#### *Signs and Symptoms of Use*

- Dulled mental processes
- Lack of coordination
- Odor of alcohol on breath
- Possible constricted pupils
- Sleepy or stuporous condition
- Slowed reaction rate
- Slurred speech
- Two-thirds of all Americans will be involved in an alcohol-related vehicle accident during their lifetimes.

(Note: Except for the odor, these are general signs and symptoms of any depressant substance.)

#### *Health Effects*

The chronic consumption of alcohol (average of three servings per day of beer [12 ounces], whiskey [1 ounce], or wine [6 ounce glass]) over time may result in the following health hazards:

- Decreased sexual functioning
- Dependency (up to 10 percent of all people who drink alcohol become physically and/or mentally dependent on alcohol and can be termed "alcoholics")
- Fatal liver diseases
- Increased cancers of the mouth, tongue, pharynx, esophagus, rectum, breast, and malignant melanoma
- Kidney disease
- Pancreatitis
- Spontaneous abortion and neonatal mortality
- Ulcers
- Birth defects (up to 54 percent of all birth defects are alcohol related).

#### *Social Issues*

- Two-thirds of all homicides are committed by people who drink prior to the crime.
- Two to three percent of the driving population is legally drunk at any one time. This rate is doubled at night and on weekends.
- The rate of separation and divorce in families with alcohol dependency problems is 7 times the average.
- Forty percent of family court cases are alcohol problem related.
- Alcoholics are 15 times more likely to commit suicide than are other segments of the population.

- More than 60 percent of burns, 40 percent of falls, 69 percent of boating accidents, and 76 percent of private aircraft accidents are alcohol related.

#### *The Annual Toll*

- 24,000 people will die on the highway due to the legally impaired driver.
- 12,000 more will die on the highway due to the alcohol-affected driver.
- 15,800 will die in non-highway accidents.
- 30,000 will die due to alcohol-caused liver disease.
- 10,000 will die due to alcohol-induced brain disease or suicide.
- Up to another 125,000 will die due to alcohol-related conditions or accidents.

#### *Workplace Issues*

- It takes one hour for the average person (150 pounds) to process one serving of an alcoholic beverage from the body.
- Impairment in coordination and judgment can be objectively measured with as little as two drinks in the body.
- A person who is legally intoxicated is 6 times more likely to have an accident than a sober person.

***Attachment C***  
***Drugs of Abuse***

***Cannabinoids: (Marijuana, Hashish)***

*Effects:* Euphoria, slowed thinking and reaction time confusion, impaired balance and coordination impaired memory, increased heart rate, anxiety

***Depressants: (Barbiturates, Benzodiazepines)***

*Effects:* Reduced anxiety, feeling of well being, lowered inhibitions, slowed pulse, poor concentration, impaired coordination, memory loss, addiction

***Opioids: (Codeine, Morphine, Heroin, Opium)***

*Effects:* Euphoria, drowsiness, nausea, vertigo, confusion, sedation, addiction, coma, increased tolerance, respiratory depression and arrest.

***Stimulants (Amphetamine, Cocaine)***

*Effects:* Increased heart rate, blood pressure, metabolism euphoria, reduced concentration, rapid irregular, heart rate, weight loss, decreased appetite, heart failure.

***Dissociative Anesthetics: (PCP)***

*Effects:* Increased heart rate, impaired motor function, psychotic behavior, numbness, nausea, memory loss, catatonia, lethargy, flashbacks

*Attachment D*

*Substance Abuse Counseling, Treatment and Rehabilitation Providers*

***CITY OF ANNAPOLIS EAP PROGRAM  
LIFEWORCS STRATEGIES  
(877) 252-8550***

***CITY OF ANNAPOLIS-SAP  
NSAP  
(800) 879-6428***

(The City does not endorse or have contractual agreements with any of the following providers)

CHRYSLIS HOUSE  
8148 Jumpers Hole Road  
Pasadena MD 21122

ALANON/ALATEEN  
Annapolis MD 21401  
(410) 766-1984

COMMUNITY INTERVENTION  
(Similar to Open Door, for South  
County and West County Residents only)  
Annapolis MD 21401  
(410) 222-7428

ALCOHOL & DRUG PROGRAMS  
132 Holiday Court #211  
Annapolis MD 21401  
(410) 266-8222

ALCOHOL & DRUG RECOVERY (ADR)  
929 West Street, Suite 210  
Annapolis MD 21401  
(410) 268-6800

ALCOHOL ABUSE ACTION HELPLINE/REF  
York Road  
Baltimore MD  
(410) 800-888-9393





**AMENDMENT 1 (04/23/2019): City of Annapolis FTA Drug & Alcohol Testing Policy**

Below is a summary of changes to the City of Annapolis FTA Drug & Alcohol Testing Policy.

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Effective 04/23/2019 the term "OPIATES" in the current policy is being replaced with the word "OPIOIDS"

This final rule effective 04/23/2019 makes minor technical corrections to the FTA regulations governing drug testing for safety-sensitive employees to ensure consistency with the recent amendments made to the Department of Transportation's regulation, "Procedures for Transportation Workplace Drug and Alcohol Testing Programs," which added requirements to test for oxycodone, oxymorphone, hydrocodone, and hydromorphone to DOT-regulated drug testing programs. The changes to the Department's regulation make it necessary to refer to these substances, as well as the previously covered drugs morphine, 6-acetylmorphine, and codeine, by the more inclusive term "opioids," rather than "opiates." This rule amends the term in the FTA regulations to ensure that all DOT drug testing rules are consistent with one another and with the Mandatory Guidelines for Federal Workplace Drug Testing Programs. In addition, this rule makes a conforming amendment to include the term "opioids" in the wording of the Department's annual information collection requirement and clarifications to section 40.26 and Appendix H regarding the requirement for employers to follow the Department's instructions for the annual information collection

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Signature of Employee

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Date

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Printed Name



**City of Annapolis  
Department of Transportation  
(ADOT)**



**Equal Employment  
Opportunity Program**

**November 2019**

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**Name/Signature of Director**

---

**Date**

---

**Name/Signature of EEO Administrator**

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**Date**

## **INTRODUCTION**

Annapolis Transit is a division in the City of Annapolis Department of Transportation. Annapolis Transit provides bus transit services through demand response ADA paratransit, regular fixed routes and Circulator service. The demand response ADA paratransit service provides curb-to-curb service for persons with disabilities. The fixed route network consists of six (6) core routes, and headways ranging from 20 minutes to 30 minutes during the weekday and up to 75 minutes for evening and Sunday services on selected routes.

The Circulator is a shuttle service that leverages existing transportation and parking resources to create a new level of mobility. The Circulator connects the municipal parking garages to Downtown Annapolis at a service frequency of 20 minutes. The service is free for all riders. Funding for the shuttle service comes from local parking revenues and no federal or state funds.

The Annapolis Transit service area is about 20 square miles including the City of Annapolis and surrounding Anne Arundel County areas. The geographic area consists of the entire City of Annapolis and the immediate surrounding county areas, including Bay Forest Plaza in the east to Gateway Village and Annapolis Mall in the west. The geographic area has an estimated population of 97,649.

## **MISSION, VISION AND VALUES**

### **Mission**

To provide the highest possible level of reliable, safe, interconnected, customer-focused, affordable, accessible and efficient public transportation throughout the Annapolis area to enhance quality of life, support the environment and economic development

### **Vision**

It is the vision of Annapolis Transit to be the best small transit agency in the State of Maryland. As the capital of the State of Maryland, Annapolis is the perfect place to showcase innovation in public transportation, and that public transportation can be an efficient, dependable mode of travel.

### **Goal**

Improve mobility and promote transit ridership growth by providing quality and timely transit services.

### **Values**

At Annapolis Transit, we value:

- *Cleanliness of transit buses* through daily washing and cleaning

- *Punctuality and Timeliness* in arriving on time to work, on-time arrival and departure of buses at their designated stops, in replying to letters and phone calls, and preparation of monthly and annual reports and review of documents.
- *Quality of Services* through courteous and friendly transit services.
- *Reliability* in the provision of public transportation services through regular maintenance of transit buses.
- *Safety* of the patrons of transit services and transit buses through effective vehicle maintenance.
- *Effective Communications* with customers and other city departments in terms of openness, frankness, clarity, frequency, accuracy, and timeliness.
- *Entrepreneurship*, as exemplified by openness to new ideas, prudent use of resources and readiness to act.
- *Continuous Improvement* through the desire and creativity to develop and incorporate new ways to improve, and applications of technology.
- *Integrity and inclusion*, as exemplified in our attention to the highest standard in the delivery of services and our commitment to welcome talented minds from diverse backgrounds.

## **EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT**

The City of Annapolis is committed to creating a workplace that is free of all employment discrimination and harassment based upon, Race, Color, Religion, Sex, Age, Family Status, National Origin, Marital Status, Disability, Genetic Information Sexual Orientation, or Gender Identity. Such conduct, whether committed by employees, management personnel, vendors, citizens, members of the public or other non-employees, will not be tolerated. This policy governs conduct in the workplace and at all other work-related activities, such as business trips, and work-related functions. Employees should feel free to raise concerns and have those concerns addressed.

Supervisors are responsible for ensuring staff members are provided with a work environment free of discrimination and harassment.

Included with this document is a signed copy of EEO policy by the Mayor and City Council of the City of Annapolis that applies to all city departments.

## City of Annapolis Government EEO Policy Statement



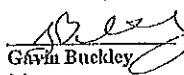
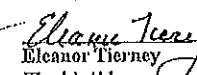
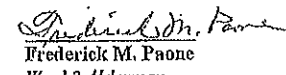
### City of Annapolis Equal Employment Opportunity Policy Statement

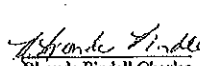
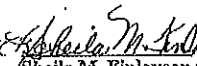
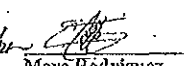
The City of Annapolis is an Equal Employment Opportunity/ADA Compliant Employer.

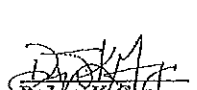
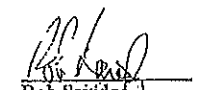
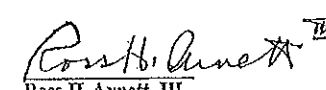
With reference to Section 3.16.010 of the Code of the City of Annapolis and the requirements and objectives established by Title VII of the Civil Rights Act of 1964, subsequent amendments and other applicable federal, state and local laws, it is the Policy of the City of Annapolis to assure all qualified applicants and employees an equal opportunity in employment.

This Policy includes appointment and promotion to positions in the classified services without regard to race, religion, color, age, sex, marital status, national origin, physical or mental disabilities, veteran status, sexual orientation, gender identity, genetic information, political or religious opinion or affiliation, any other status protected by federal, state or local law or any other factors shown to have a disparate effect.

Questions, comments or complaints concerning the City of Annapolis Equal Opportunity Policy may be directed to the city's Employee Relations Administrator or the Human Resources Manager at (410) 263-7998.

 Gavin Buckley Mayor	 Eleanor Tierney Ward 1 Alderwoman	 Frederick M. Paone Ward 2 Alderman
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 Rhonda Fendell Charles Ward 3 Alderwoman	 Sheila M. Finlayson Ward 4 Alderwoman	 Marc Rodriguez Ward 5 Alderman
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 DaJuan K. Gay Ward 6 Alderman	 Rob Savidge Ward 7 Alderman	 Ross H. Arnett, III Ward 8 Alderman
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## **VIOLATION OF POLICY**

Any person who violates this policy will be subject to discipline in accordance with federal and state laws, the City of Annapolis Code, and the City of Annapolis Rules and Regulations.

### **THE LAW - Federal and State Laws**

Title VII of the Civil Rights Act of 1964, as amended, Title 20 of the Annotated Code of Maryland, which prohibit any kind of discrimination, based on Race, Color, Religion, Sex, Age, Family Status, National Origin, Marital Status, Disability, Genetic Information, Sexual Orientation, or Gender Identity.

### **I. ONE TYPE OF ILLEGAL EMPLOYMENT DISCRIMINATION PROHIBITED BY LAW IS HARASSMENT**

A. Harassment is a form of employment discrimination that violates Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967 (ADEA), and the Americans with Disabilities Act of 1990 (ADA). Harassment is unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 and older), disability, genetic information and gender identity.

Harassment becomes unlawful where:

1. Enduring the offensive conduct becomes a condition of continued employment, or
  2. The conduct is severe or pervasive enough to create a work environment that a reasonable person would find intimidating, hostile or abusive.
- B. Anti-discrimination laws also prohibit harassment against individuals in retaliation for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit under these laws; or opposing employment practices that they reasonably believe discriminate against individuals, in violation of these laws.
- C. Petty annoyances, and isolated incidences (unless extremely serious) will not rise to the level of illegality. To be unlawful, the conduct must create a work environment that would be intimidating, hostile, or offensive to reasonable people.
- D. Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance.
- E. Harassment can occur in a variety of circumstances, including, but not limited to, the following:

- a. The harasser can be the victim's supervisor, a supervisor in another area, an agent of the employer, a co-worker, or a non-employee.
- b. The victim does not have to be the person harassed, but can be anyone affected by the offensive conduct.
- c. Unlawful harassment may occur without economic injury to, or discharge of, the victim.

## **II. ANOTHER SPECIFIC FORM OF PROHIBITED EMPLOYMENT DISCRIMINATION IS SEXUAL HARASSMENT**

A. Sexual Harassment is defined as unwelcome sexual advancements, requests for sexual favors, and other verbal, physical, nonverbal or visual interaction or conduct of a sexual nature, or conduct based upon an individual's gender when:

- 1. Submission to that conduct or communication is made either explicitly or implicitly a term or condition of employment; or
- 2. Submission to or rejection of that conduct or communication is used as a basis for employment decisions affecting the employee, or
- 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

B. There are two types of Sexual Harassment: Quid Pro Quo and Hostile Work Environment:

- 1. Quid Pro Quo (exchanges something for something): Submission to or rejection of sexual advances is used as a basis for employment decisions such as: pay increases, hiring or firing, promotions, and/or performance appraisals.
- 2. Hostile Work Environment: Sexual comments, physical touching, displaying of objects that "unreasonably interfere" with work performance or create an "intimidating, hostile or offensive" work environment.

## **III. RESOLUTION PROCEDURES:**

A. **Steps to be taken by an Employee/Individual who feels he or she is a victim of employment discrimination or harassment:**

Unresolved conflicts and unpleasant working situations detract from our ability to serve the public. It is important that any issues of discrimination or harassment be identified



and resolved promptly. Employees are encouraged to inform the harasser directly that the conduct is unwelcome and must stop. Employees should report harassment to management at an early stage in order to prevent its escalation.

Any employee who feels that she or he has witnessed or experienced harassment by a supervisor or senior management should discuss the matter immediately with the City's Office of Human Resources or the Employee Relations Administrator. The employee may file a complaint of discrimination alleging harassment with the City's Employee Relations Administrator.

Other government channels to be exhausted prior to any court action should include the following: Conflict Resolution/Mediation, the Maryland Commission on Civil Rights (MCCR), and the Equal Employment Opportunity Commission (EEOC). Employees should be aware that there are legally mandated time limits, in some cases, that impact when a complaint must be filed.

#### **B. Actions Employees Can Take to Improve the Work Environment:**

Some harassment issues arise out of thoughtlessness or miscommunication, rather than intentional conduct, and thus can be avoided by developing a greater awareness regarding potentially offensive conduct and common communication errors:

Treat your fellow workers with respect.

Be aware that others may have different perspectives than you regarding what behaviors are appropriate, particularly with respect to such areas as touching, "personal space," and discussion of personal topics (for example, family, dating, relationships, race, religion, sex, weight and physical characteristics);

Be aware that others may interpret your conduct differently than you intend it, particularly if they do not know you that well. For example, a co-worker may interpret a kind considerate statement or act as evidence that you are genuinely attracted to her or him; and

If you feel the actions of a co-worker are offensive and inappropriate, you may tell her or him. Take her or him aside, explain what you find inappropriate and why. In many cases, you may find that the co-worker didn't realize you were offended or may have misinterpreted your actions. However, if you are not comfortable with approaching the co-worker directly, you are *not* required to do so.

#### **C. Steps to be Taken by a Supervisor and Manager:**

Any supervisor who witnesses or learns of harassment on any of the categories previously listed, should immediately report the incident to the City's Employee Relations Administrator. The necessity of reporting the offending conduct immediately cannot be stressed more strongly. It becomes more difficult to determine exactly what

happened and to remedy a situation if an employee waits before raising the issue. A manager must respect the employees' dignity:

Listen: Give genuine support;

Reassure: Assure the employee that the City will take the complaint seriously; and

Explain: The City of Annapolis must investigate the complaint, even though the employee may not wish to pursue the complaint any further.

Appropriate disciplinary action will be taken against supervisors or managers who know of discrimination or harassment occurring and who fail to take prompt and appropriate action.

#### **IV. INVESTIGATION POLICY**

Once a complaint of employment discrimination has been reported, the matter will be referred to the City's Employee Relations Administrator for investigation. The type of investigation undertaken will depend on the nature of the complaint, which will normally involve interviews of the person(s) making the report, the person(s) accused of the conduct, and any necessary witnesses. Confidentiality will be maintained to the degree consistent with completing a full investigation of the reported conduct.

All employees are protected from retaliation as a result of reporting discrimination, or harassment or participating in an investigation of a complaint of discrimination or harassment. If an employee feels that she or he is being retaliated against because of a report or because of participation in the investigation, he or she must report this immediately to a supervisor, senior manager, or the City's Employee Relations Administrator. Also, if an employee feels that discrimination or harassment is continuing or starting again after discipline has been imposed or that retaliation is occurring because of the report or the discipline imposed, report this immediately to one of the persons named above.

#### **V. POTENTIAL PENALTIES**

Depending on the circumstances of each case and the seriousness of the offense, appropriate or corrective progressive disciplinary action, up to and including termination, will be taken if the investigation reveals that discrimination or harassment has occurred. In addition, the City may take corrective or disciplinary action in a situation where the investigation does not reveal illegal discrimination or harassment, but does reveal that the employee has engaged in conduct which is disruptive or inconsistent with the City's policies, goals or operations. Furthermore, the City may take corrective or disciplinary action in a situation where an employee has intentionally made false allegations of harassment against another individual. Progressive disciplinary action up to and

including dismissal will be taken against those who retaliate or threaten to retaliate against any person who files a complaint or assists in the investigation of a complaint.

#### **WHERE TO GO FOR HELP:**

City of Annapolis  
Human Resources Department  
145 Gorman Street, 2nd Floor  
Annapolis, Maryland 21401  
(410)263-7998, [HR@annapolis.gov](mailto:HR@annapolis.gov)

Equal Employment Opportunity Commission  
Baltimore Field Office  
City Crescent Building  
10 South Howard Street, 3rd Floor  
Baltimore, Maryland 21201  
1-800-669-4000, TTY:1-800-669-6820  
Fax: (410)962-4270, [www.eeoc.gov](http://www.eeoc.gov)

Maryland Commission on Civil Rights  
6 St. Paul Street, 9th Floor, Suite 900  
Baltimore, Maryland 21202  
(410) 767-8600 or 1-800-637-6247  
TTY: (410) 333-1737, [www.mccr@maryland.gov](mailto:www.mccr@maryland.gov)

Department of Labor, Licensing & Regulations  
500 North Calvert Street, #401  
Baltimore, Maryland 21202  
(410) 230-6001  
[www.dllr.state.md.us](http://www.dllr.state.md.us)

U.S. Department of Labor (DOL)  
200 Constitution Avenue, NW  
Washington, D.C. 20210  
1-866-487-2365  
TTY: 1-877-889-5627, [www.dol.gov](http://www.dol.gov)

#### **DISSEMINATION**

##### **Internal Dissemination**

The following are some of the ways the City of Annapolis conveys EEO rights to all its employees including employees in the Annapolis Department of Transportation.

1. City of Annapolis distributes Equal Employment Opportunity Policy Statement to all employees.
2. City of Annapolis Rules and Regulation Handbook: this handbook, which the City distributes to all its new employees, contains the City employment discrimination and harassment policy. The handbook is also available online and accessible to all City employees at <https://www.annapolis.gov/DocumentCenter/View/188/Rules-and-Regulations-of-the-Personnel-System-PDF> . Annapolis Department of Transportation distributed copies of the handbook to staff without computer access.
3. EEO Administrator – The City has an EEO Administrator who organizes orientation classes regularly for all new hires. The purpose of these orientation classes is to review the City’s Rules and Regulations including equal employment opportunity rights, resolution procedures and various City, State and Federal government offices where an employee can get help on EEO issues.
4. Training for Supervisors, Managers: To ensure that all City employees understand their rights and responsibilities regarding acceptable workplace behavior including EEO issues, the City has acquired an electronic training course from Clear Law Institute at this website: <http://citynet.annapolis.gov/human-resources/workplace-harassment-video> . All City employees are required to take this online course.
5. Labor laws posters that contain information on EEO are posted in all public places in City buildings.
6. Professional Training: Training is provided for all staff members by experts in a variety of fields, including EEO, customer service, communications, and personnel development. In addition, management receives regular EEO training and employment law updates. Recent EEO training topics include “Employment Law for Supervisors” and “Unconscious Bias at Work”.

#### **External Dissemination**

All job announcements will include the following statement: *“All qualified applicants will receive consideration for employment, without regard to political or religious opinion or affiliation, race, creed, color, sex, national origin, marital status, physical or mental disability, sexual orientation, sexual identity, or genetic information. The City of Annapolis is an Equal Employment Opportunity/ADA Compliant Employer.”*

All City of Annapolis job application forms have as its first paragraph the following EEO statement:

*The City of Annapolis is an Equal Opportunity/ADA Compliant Employer.  
Females, Minorities and Individuals with Disabilities are encouraged to apply.  
Any disabled applicant who needs a reasonable accommodation during the*

*application or testing process should notify the Human Resources Department in advance at 410-263-7998 or 410-263-7943 TDD. All qualified applicants will receive consideration for employment without regard to political or religious opinion or affiliation, race, creed, color, sex, age, national origin, marital status, physical or mental disability, sexual orientation, sexual identity, or genetic information.*

All recruitment sources, including disadvantage business enterprises (minority, women and veterans' organizations) are informed of the equal employment opportunity policy of the City of Annapolis.

## **DESIGNATION OF PERSONNEL RESPONSIBILITY**

The Manager of the City of Annapolis Department of Human Resources has overall responsibility for the Department's compliance with the Equal Employment Opportunity Program. The duties associated with this have been delegated to the City's EEO Administrator who has the required skills, knowledge and resources to execute this assignment.

The EEO Administrator is responsible for planning, implementing, and coordinating the City of Annapolis Government's Equal Employment Opportunity (EEO)/Affirmative Action (AA), Employee Relations and Alternative Dispute Resolution programs, under the general direction and supervision of Human Resources Director. Specific duties of the EEO Administrator include the following:

1. Administers all components of the City's EEO/AA program;
2. Develop, recommend and implement Affirmative Action and Minority Recruitment policy and programs, and monitor progress in achieving goals through data collection and analysis;
3. Provide advice, guidance and training to City management concerning EEO/AA programs and the issues and actions needed to achieve Affirmative Action goals;
4. Coordinate the implementation of the Americans with Disability Act (ADA) and provide guidance and training to City Departments and agencies;
5. Administers the City's Employee Relations Programs encompassing mediation, counseling and alternative dispute resolution to address workplace concerns;
6. Counsel employees having potential EEO/Title VII complaints and work with employees and department management to resolve EEO problems informally;

7. Prepare reports as required concerning status of EEO/AA, and Minority Recruiting efforts;
8. Serves as City government liaison to the Human Relations Commission;

## 2019 EEO PROGRAM ASSESSMENT

### Employees Headcount

Annapolis Transit conducted analysis of its employment practices for 2019. The analysis was based on personnel transactions of headcount separated by race and gender. The analysis shows that minorities constitute 80.85% of the transit workforce. However, only 21.28% of the same workforce is female.

Headcount by Race, 2019		
Race	Count	%
White	4	8.51
Black	38	80.85
Asian	2	4.26
Hispanic	2	4.26
Two or More	1	2.13
Total	47	100.00

Headcount by Gender, 2019		
Gender	Count	%
Females	10	21.28
Males	37	78.72
Total	47	100.00

### Utilization Analysis

The Workforce Analysis table shows breakdown of employees by job categories and cross referenced by race and sex. Overall, Annapolis Transit representation of minorities is very high, compared to the average of the labor market statistics in Anne Arundel County.

**WORKFORCE ANALYSIS AND GOALS BY JOB TITLE AND GROUP**

Job Categories	MINORITY EMPLOYEES											Current %	
	All Employees			Male				Female					
	Total	Male	Female	Black	Hispanics	Asian/PI	AmerIn/AI Native	Black	Hispanics	Asian/PI	AmerIn/AI Native	MIN	%
Officials & Administrators	2	2	0	2	0	0	0	0	0	0	0	2	100%
Professionals	5	3	2	3	0	0	0	1	0	0	0	4	80%
Technicians	3	3	0	1	1	0	0	0	0	0	0	2	50%
Protective Services	1	1	0	1	0	0	0	0	0	0	0	1	100%
Administrative Support	1	0	1	0	0	0	0	1	0	0	0	1	100%
Skilled Craft	35	28	7	23	1	1	0	6	1	0	0	32	91%

### Applicant Data

Job applications are found on the city's website or a hard copy can be obtained from the City of Annapolis Department of Human Resources. An analysis of 2019 applicant data by race shows that 51.78% of all applicants were non-white (for those who identified their race). No application was submitted by an American Indian or Asian/Pacific Islander (PI). With respect to gender, 55.05% were females.

Applicant Data by Race, 2019		
Race	Count	%
White	95	47.98
Black	80	40.40
Asian	0	0.00
Hispanic	14	7.07
Two or More	5	2.53
Other	3	1.52
Not Identified	1	0.51
Total	198	100.00

Applicant Data by Gender, 2019		
Gender	Count	%
Females	109	55.05
Males	85	42.93
Not Identified	4	2.02
Total	198	100.00

### 2019 New Hires

Annapolis Transit hired four (4) employees in the calendar year 2019. All new hires were in the skilled craft category (50% bus operators) and technicians (50%). Of those hired, 50% were minorities but women constituted only 25%.

#### Summary of New Hires by Race, Gender, Job Category

RACE	Number	%
African American	2	50
White	2	50
Asian	0	0
Hispanic	0	0
Total	4	100
GENDER	Number	%
Male	3	75
Female	1	25
Total	4	100
JOB CATEGORY	Number	%
Managers/Administrators	0	0.0
Technicians	2	50.0
Skilled Craft (Drivers)	2	50.0
Total	4	100.0



### Summary of Promotions

There were four (4) promotions in 2019 as shown in the table below. All promotions were in transit vehicle operations (drivers).

Promotion by Race, 2019		
Race	Count	%
White	1	25.00
Black	2	50.00
Asian	0	0.00
Hispanic	1	25.00
Total	4	100.00

Promotion by Gender, 2019		
Gender	Count	%
Females	1	25.00
Males	3	75.00
Total	4	100.00

### Summary of Disciplinary Actions

Data for disciplinary actions in 2019 were obtained for analysis. Seven employees were disciplined during this period. All disciplinary actions were against employees in transit operations. Majority of employees who were disciplined are Black (African-American), 71.43%. Male employees constitute the largest percentage of employees who were disciplined, 85.71%.

Discipline by Race, 2019		
Race	Count	%
White	1	14.29
Black	5	71.43
Asian	1	14.29
Hispanic	0	0.00
Total	7	100.00

Discipline by Gender, 2019		
Gender	Count	%
Females	1	14.29
Males	6	85.71
Total	7	100.00

**Summary of Separations**

There were six (6) separations in 2019, all of which were minorities by race. It was an even split by gender. Majority of the separations, 83.3%, were voluntary.

**Summary of Separations by Race, Gender, Type**

RACE	Number	%
African American	6	100
White	0	0
Asian	0	0
Hispanic	0	0
Total	6	100

GENDER	Number	%
Male	3	50
Female	3	50
Total	6	100

TYPE OF SEPARATION	Number	%
Voluntary	5	83.3
Involuntary	1	16.7
Total	6	100.0

## **GOALS AND TIMETABLES**

Based on the 2019 new hires, promotions and workforce analysis by job title and group, Annapolis Transit will continue to recruit more female applicants to fill potential vacant positions within the workforce, especially in the areas of vehicle operations and vehicle maintenance.

### **Short Term Goal**

1. Develop a list of contact information for all media within the Annapolis area and those that serve very large populations where job vacancy positions could be advertised.

### **Long Term Goals**

2. Increase female participation rate by 50% in skilled craft category in filling vacant positions that become available.
3. Advertise vacant positions in skilled craft category in media outlets that serve large populations.

## **MONITORING**

The City of Annapolis conducts biannual reviews of gender and ethnicity data regarding the employee population. With the implementation of an automated on-line application system in 2014, all employment applications were integrated with the City's HRIS/payroll system. This enabled the City to track gender and ethnicity data captured via this on-line system.

## **REPORTING SYSTEM**

Employees and supervisors are encouraged to resolve discrimination complaints as soon as possible and at the most immediate organizational level. An employee has a right, and a supervisor has the responsibility to promptly report discrimination complaints to the EEO Administrator in the Department of Human Resources. Sample complaint form is shown below.

Incidents of proven discrimination and harassment constitute grounds for disciplinary action up to and including dismissal in accordance with federal and state laws and the City of Annapolis Code and City of Annapolis Personnel Rules and Regulations.

An EEO complaint is any verbal or written report or charge of employment discrimination or harassment of any kind. Employment discrimination includes any policies, practices, or procedures which limit or adversely affect employment, promotion, or transfer opportunities or other working conditions on the basis of race, color, religion, national origin, gender, marital status, sexual orientation, age, disability or genetic information.

**City of Annapolis  
Department of Human Resources  
Statement of Complaint**

**NAME:** \_\_\_\_\_ **DEPARTMENT:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE: (Home)** \_\_\_\_\_ **(Work)** \_\_\_\_\_

**E-MAIL: (Optional)** \_\_\_\_\_

Party (ies) against which the complaint is being filed:

Basis of Complaint: \_\_\_\_\_

Date(s) of occurrence: \_\_\_\_\_

Complaint is based on which of these factors (check all that apply): ☐ Race/Ethnicity ☐ Gender ☐  
Religion  
☐ National Origin ☐ Age ☐ Marital Status ☐ Physical or Mental Disability ☐ Sexual Orientation ☐  
Other, please explain \_\_\_\_\_

Explain the actual event that occurred \_\_\_\_\_

Are you willing to mediate this complaint with the other party? ☐ Yes ☐ No

What do you want the Human Resources Department to accomplish for you?

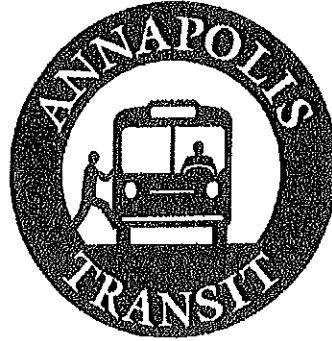
I swear or affirm that the above is true to the best of my knowledge, information or belief.

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



**City of Annapolis  
Department of Transportation  
(ADOT)**



**Maintenance Plan  
October 2014**

**APPROVED BY:**

*Kwesi*  
Director

10/23/2014  
Date

*Reagan T. Conway*  
Maintenance Supervisor

10-23-2014  
Date

## Maintenance Plan Revision History

Revision	Date	Description of Change	Superseded Document
Original	10/23/2014	Original Release	

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## **MISSION STATEMENT**

Annapolis Department of Transportation's mission is to provide safe, clean, reliable and comfortable transportation to our valued customers.

## **ORGANIZATION CHART**

ADOT's organization consists of the following key positions. The director assigns responsibilities and delegates the authority to carry out those responsibilities.

## **ASSIGNMENT OF RESPONSIBILITY**

**Director:** Has the overall responsibility of the Transportation, Maintenance, Safety and Quality Programs.

**Maintenance Supervisor:** The supervisor must know all parts of the preventive maintenance program, supervise its implementation and evaluates its effectiveness through audits and other controls. The maintenance supervisor has responsibility for the following:

1. updating the maintenance plan to include scheduled, unscheduled, outsourced and in-house maintenance work that meets or exceeds the vehicle manufacturer's recommendations;
2. ensuring safety and quality efforts of the organization to the highest standards;
3. tracking warranty work to ensure repair costs are borne by the manufacturer - being familiar with the warranty provisions of vehicles and equipment, maintaining records of items under warranty, reporting on the failure of warranted items including the reason for failure;
4. implementing the maintenance plan and works closely with maintenance technicians to assure the plan's effectiveness;
5. is responsible for ensuring maintenance is completed on time and to the quality level outlined in the maintenance plan; and
6. tracking PM activities, removing vehicles from service, scheduling work, and maintaining both electronic and hard copy maintenance records.

**Maintenance Technicians:** The maintenance technicians are the most accountable in the preventive maintenance program. The technicians must make sure that all fluid levels, belts, hoses, etc are checked each evening. They are responsible for carrying out the assigned work and documenting any additional work or irregularities found during the repair / servicing. Upon completing the preventive maintenance, the technician signs the PM sheet accounting for the work that has been done.

**Drivers:** Only the driver sees, hears and feels the vehicle everyday it is driven. The driver must be vigilant and report observations. Additionally, the driver must know the proper starting, shifting, and braking procedures to extend the life of the vehicle

## **MAINTENANCE PLAN**

ADOT's maintenance plan is based on preventive, (scheduled) maintenance rather than reactive (unscheduled) maintenance. The program is intended to reduce overall maintenance costs and inconvenience to our valued customers resulting from equipment breakdowns.

To achieve this, ADOT follows the maintenance recommendations of the vehicle and equipment manufacturers in order to maintain a valid warranty, even if the vehicle or equipment is no longer under the manufacturer's warranty. This includes a graduated maintenance program based on the manufacturer's maintenance interval recommendations for climate and type of use for each individual vehicle.

The maintenance of ADA and accessibility equipment is included in the vehicle maintenance program and not handled separately. This allows us to perform regular and frequent checks to keep the equipment in good working order and to promptly repair it when needed. If ADA and accessibility equipment are found to be inoperable, the vehicle is removed from service and like vehicle with operable ADA and accessibility equipment will be dispatched to accommodate persons with disabilities.

## **GOALS AND OBJECTIVES**

ADOT's maintenance goals and objectives support our company's higher level mission statement.

**Goal:** Reduce overall maintenance costs and inconvenience to our customers.

**Objective:** Maintain a comprehensive preventive maintenance plan.

**Goal:** Adhere to the vehicle and equipment manufacture's maintenance recommendations.

**Objective:** Maintain a graduated maintenance program based on intervals recommended by the manufacturer in order to maintain a valid warranty.

**Goal:** Provide ADA and accessibility equipment that is in good working order.

**Objective:** Include ADA and accessibility equipment in all routine maintenance inspections including the driver's pre-trip inspection. Promptly remove inoperable equipment from service and dispatch like equipment to accommodate persons with disabilities.

## **Achieving Goals and Objectives**

ADOT maintains a comprehensive Maintenance Plan that is reviewed regularly for effectiveness and updated at least annually.

ADOT's graduated preventive maintenance program is specific to each vehicle type and reflects the manufacturer's recommended maintenance intervals in order to maintain a valid warranty.

ADOT maintain ADA and accessibility equipment in good working order as part of our overall vehicle's routine maintenance requirements.

## **PREVENTIVE MAINTENANCE PLAN**

ADOT continually reviews the effectiveness of our maintenance program through pre- and post-trip inspections, vehicle cleaning, fluids checks, road call, unscheduled maintenance and on time preventive maintenance report summaries prepared by the Maintenance Supervisor. These summaries, as well as driver reports from our operations department, are reviewed in weekly meetings by the maintenance supervisor and maintenance technicians. At a minimum, the Maintenance Plan is reviewed annually.

ADOT maintains evening and weekend maintenance staff to assure vehicles are available during peak demands and to help reduce the size of our reserve fleet requirement. We maintain both electronic and hard copy records of all maintenance activities for a minimum of three (3) years after decommissioning of the vehicle or equipment.

In the event that a maintenance task is outsourced, a thorough incoming inspection is performed, and a record kept to confirm that the work meets the standards of the maintenance division.

### **Pre- and Post-Trip Inspections**

An important part of preventive maintenance is the establishment of a strong communication ties between drivers and maintenance staff. A way to ensure and document this communication link is by way of the driver's daily vehicle inspection checklist. Drivers are responsible for inspecting their vehicles before starting revenue service (pre-trip inspection) and at the end of revenue service (post-trip inspection). The driver should identify any defects and report them to maintenance before driving the vehicle. The pre- and post-trip inspection forms (Appendix 1) shall be completed and signed by the vehicle driver.

#### *Pre-Trip*

Drivers are given 15 minutes to conduct the required pre-trip inspection of their vehicle. Before leaving the yard for the vehicle's first pull-out for the day, the driver must inspect the specified items on the pre-trip inspection report.

As part of the pre-trip inspection, the driver must also cycle the wheelchair lift to ensure that it is working properly. If the lift is not working properly, the driver should request a different appropriate accessible vehicle to use for the service day.

If there are any defects that would potentially compromise safe and effective operations, the driver is to notify maintenance and give a copy of the inspection form to maintenance, which makes the determination as to whether the vehicle can be operated. If the vehicle is determined not safe for operations, the vehicle is kept out of service until the defect is repaired. Maintenance must then sign off on the inspection report form before the vehicle can be put back into service.

If a second driver relieves the first driver, the second driver is not required to complete a pre-trip inspection form.

Completed pre-trip inspection forms are kept in the booklet, unless there is a defect, in which case the procedures outlined above are followed.

#### *Post-Trip*

At the end of the service day, the last driver is to fill out the remaining items as appropriate on the vehicle inspection report form. The last driver is also to fuel the vehicle.

## Vehicle Cleaning

Drivers are responsible for keeping the vehicles clean. Exterior cleaning is done by taking the vehicle through ADOT bus wash facility at least once per week basis. On a daily basis, drivers are to clean the interior of their vehicles. This includes picking up all trash and sweeping the vehicle. Which includes support vehicles.

## Periodic Maintenance

ADOT maintains each individual vehicle in accordance with the manufacturer's recommendations to maintain a valid warranty, even if the vehicle is no longer under warranty.

ADOT's maintenance management software identifies vehicles approaching a maintenance interval through daily input of vehicle mileage from our fuel records reports. Our PM Scheduler flags the vehicle through our Dispatcher and posts the date and type of maintenance due on our Maintenance Supervisor's tracking board. The Maintenance Supervisor assigns the work to a technician who records their inspection in hard copy which is returned to the Maintenance Supervisor. The Maintenance Supervisor records the hard copy and maintains an electronic copy through our maintenance management software.

Technicians perform minor repairs found during the inspection, recording parts and labor on work orders that they attach to the completed PM check sheets (Appendices 5 & 6). Repairs that will take several hours are scheduled through the Maintenance Supervisor based on the effect the defect will have on the vehicle's operation and the availability of replacement parts.

Manufacturer's maintenance intervals for fleet of vehicles consist of the following:

Vehicle Type	Maintenance Interval (miles)	Maintenance Type
<b>Medium Duty 30' Bus</b>	6,000	A
	18,000	B
	60,000	C/DOT
<b>Light Duty Cutaway</b>	6,000	A
	18,000	B
	60,000	C/DOT
<b>Support Vehicle</b>	3,000	A
	30,000	B
	100,000	C

## **PM Inspection Sheets**

Each vehicle type has its own PM inspection sheet for each service interval (Appendices 2, 3, & 4). Electronic copies of the forms are maintained and printed out for each inspection. This assures only the latest approved version is used on the shop floor.

## **NEW VEHICLE COMMISSIONING**

New vehicle specifications are prepared by the supervisor. New vehicle procurement is usually done through joint procurements or state/local government purchasing contracts.

A third-party contractor is used to monitor the construction and testing of the vehicles at the manufacturer's facility. The contractor performs a pre-shipment inspection and maintains a record of his findings as part of the new vehicle commissioning package. ADOT maintenance personnel perform a post-shipment inspection and road testing when the vehicle arrives at ADOT facility. Discrepancies between the pre and post inspections must be resolved with the manufacturer before final acceptance of the vehicle and commencement of the warranty provisions. This helps assure all systems function in the type of environment intended.

As part of the new vehicle commissioning package we visually confirm and then retain all component serial number documentation provided by the manufacturer. This documentation is retained in electronic and hard copy.

An electronic version of maintenance manuals from the manufacturer for each vehicle type is uploaded into vehicle maintenance database. Hard copies of the manuals are retained for shop floor use and for our technical library. The vehicle manufacturer provides preventive maintenance checklists that incorporate all systems and components for the recommended maintenance intervals in order to maintain a valid warranty. The maintenance supervisor reviews the checklists and transposes them to our company letterhead, then assigns a revision number and date.

## **OVERSIGHT OF WORK DONE BY CONTRACTORS**

Work done by contractors consists primarily of warranty work, engine and transmission replacements. Contractors used are those recommended by the vehicle manufacturer. All outsourced work is inspected upon receipt of the vehicle from the contractor after the work is completed. Inspection is done by road test and review of invoices, and it is documented in the vehicle database.

## **WARRANTY PROGRAM**

The ADOT maintains a warranty program to ensure the cost of eligible repairs is borne by the manufacture. The vehicle database is used to track warranty parts and repairs.

When a part fails the Maintenance Supervisor researches it for date purchased and mileage. If the part is covered by a warranty it is returned to the manufacturer's authorized representative for repair or replacement. Repairs and/or replacement parts received are inspected before signing off the accompanying invoice to acknowledge receipt of the replacement part and/or acceptance of the repair work done as satisfactory by our Maintenance Supervisor. The Maintenance Supervisor's satisfactory incoming inspection closes out the warranty claim.

## **VEHICLE/EQUIPMENT DISPOSAL**

Vehicles and equipment that were grant funded are not disposed of until the end of their useful life in accordance with Maryland Transit Administration's Useful Life Policy. Whether a vehicle/equipment reaches the end of its useful life or should its condition require disposal before the end of useful life, no action is taken until the grantor, Maryland Transit Administration provides written approval (prior concurrence). At that point disposal is carried out in accordance with City of Annapolis' requirements.

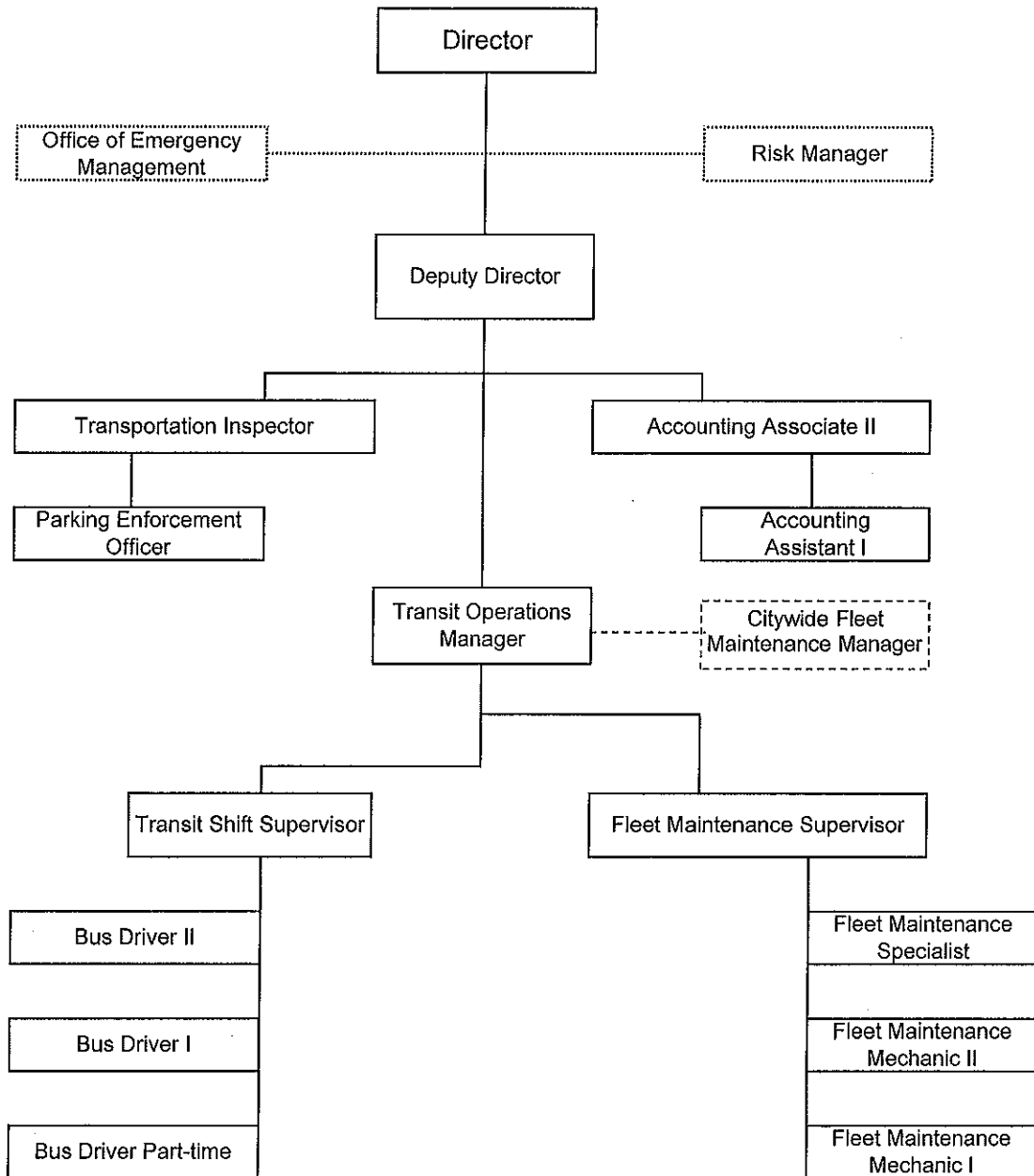
Records of disposed vehicle/equipment are kept for at least three (3) years after its disposal.

## INVENTORY LIST

Vehicle inventory is maintained in the Department's database (Appendix 7). Included in the inventory list are the following identifying characteristics of each vehicle:

Assigned vehicle number  
Vehicle identification number  
Funding source  
Grant fund number  
Ownership  
Tag number  
Original purchase price  
Purchase date  
Year, Make and model  
Vehicle type  
Fuel type  
Seating capacity  
Estimated useful life  
Current status  
Disposition date  
Disposition price received

CITY OF ANNAPOLIS DEPARTMENT OF TRANSPORTATION





# PMI AND SERVICING WORKSHEET - Light Duty & Medium Duty

## TYPE OF PM PERFORMED

A B C DOT

Date:	Unit No:	Asset No.	Current Odometer:	Hour Meter:	Location Code:	W.O. #:
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All items must be checked with reference to the detail included in SOP M002 and PM Manual and marked ✓ = Serviceable, X = Defective, ⊗ indicates minor repair completed during inspection and N/A = Not Applicable. The technician releasing the bus must print and sign their name and the Supervisor must sign the inspection sheet. Please complete in **BLUE / BLACK** ink and in capitals.

Fire Risk Assessment has been added to the PMI and Servicing sheet and indicated by the symbol "△" in an effort to condense and simplify the combined inspection process. Complete the PMI (Sections 1 through 8) before starting any PM Servicing procedure (Sections B through F).

### SECTION 1 – Preparation and Drive On (In Lot) Inspection

	Tech's Initials	✓ Box
1.0 Safety Inspection		
1.1 Check Driver's Pre-trip or DVIR/EVIR & Authorization Forms △		
1.2 Check All Warning Lights and Alarms △		
1.3 Check Automatic Transmission Neutral Start Operation △		
1.4 Check Service Brakes		
1.5 Start Engine and Listen for Any Unusual Noises △		
1.6 Check Instruments and Horns △		
1.7 Check Fast Idle		
1.8 Check Starter Protection Circuit		
1.9 Check Reverse Warning System		
1.10 Check Parking Brake		
1.11 Check HVAC Switches and Other Controls		
1.12 Inspect Windshields, Mirror and Sun Visor Condition △		
1.13 Check Wiper and Washer Operation △		
1.14 Road Test: Check for Proper Operation		
1.15 Perform Brake Test		
1.16 Check/Record Oil Pressure / @1500 rpm _____ △ Check/Record Water Temperature / _____ ° △		
1.17 Check Door Operation △		
1.18 Check Operation of All Other Accessories △		

3.3 Check Wheelchair Lift Operation		
3.4 Check Destination Sign and Run Box △		
3.5 Inspect Mirror and Mountings △		
3.6 Check for Physical Damage and Decals		
3.7 Check Wiper Blade and Arm Condition		
3.8 Check Exterior Compartment Doors		
3.9 Check Fuel Tank Cap △		
3.10 Check Lights and Reflectors		
3.11 Check License Plate, Permits and State Inspection Decals		

### SECTION 4 – Engine Compartment Inspection

	Tech's Initials	✓ Box
4.1 Check Engine Compartment/Condition for Fire Risk △		
4.2 Check Hood		
4.3 Check Fan, Shroud and Radiator		
4.4 Test Coolant System Using Test Strips and Record Results: Inhibitor Test – Pass / Fail Freeze Point _____ ° F		
4.5 Check Coolant Recovery System Condition & for Leaks △		
4.6 Record Antifreeze Protection Level Using Refractometer Refractometer Reading _____ ° F / C		
4.7 Pressure Test Cooling System and Check for Leaks		
4.8 Check Coolant Hose Condition △		
4.9 Check Alternator Mount and Condition △		
4.10 Check Fuel Control and Transmission Connections △		
4.11 Check Master Cylinder Fluid Level △		
4.12 Check All Belts for Condition, Alignment and Tension △		
4.13 Check Exhaust System △		
4.14 Check Intake System △		
4.15 Inspect Turbocharger △		
4.16 Inspect Power Steering and Hydraulic Fluid △		
4.17 Check All Engine or Belt Driven Components. △		
4.18 Check for Leaks. △		
4.19 Perform Battery Inspection. △		
4.20 Check Battery Box Corrosion, Cables and Hold-Downs. △		

### SECTION 2 – Interior Circle Inspection

	Tech's Initials	✓ Box
2.1 Check Condition of Operator's Area		
2.2 Check Accelerator and Brake Pedals		
2.3 Check Wiring Under Dash △		
2.4 Check Interior Lights △		
2.5 Check Interior Electrical Panels △		
2.6 Check Stop Request System		
2.7 Check Fare Box Mounting (If Applicable)		
2.8 Check Seats, Seat Belts, Hand Rails and Floor Covering		
2.9 Check for Physical Damage, Water Leaks, and Graffiti		
2.10 Check Emergency Windows and Glass Condition		
2.11 Check Emergency Hatches		
2.12 Check All Safety Equipment		

### SECTION 5 – Steering System Inspection

	Tech's Initials	✓ Box
5.1 Check Entire Steering System		

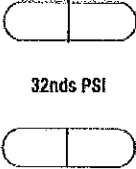
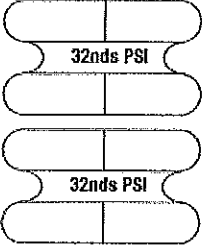
### SECTION 6 – Tires and Wheel Inspection

	Tech's Initials	✓ Box
6.1 Check and Record Air Pressure (use form below) △		
6.2 Check Valve Stems and Caps		
6.3 Check and Record Tread Depth (use form below)		
6.4 Check for Mismatched Tread or Casing Design		
6.5 Check Sidewall Wear		

### SECTION 3 – Exterior Circle Inspection

	Tech's Initials	✓ Box
3.1 Check Passenger Doors		
3.2 Inspect Step-well and Hand Rails		

6.6	Inspect for Cuts and Tears		
6.7	Check Dual Mating With Square		
6.8	Check Wheels for Cracks and Loose Lugs		
6.9	Check Tires for Irregular or Alignment Wear		
6.10	Check Outer Hubs for Leaks		

SECTION 7 – Under Vehicle Inspection		Tech's Initial	
7.1	Check Vibration Damper		
7.2	Check Engine and Transmission Mounts		
7.3	Check Starter		
7.4	Check Bottom of Engine for Fluid Leaks		
7.5	Check Transmission for Leaks		
7.6	Check Differential Breather and Fluid		
7.7	Check Exhaust System		
7.8	Check Driveline, U-joint and Slip Yokes		
7.9	Check All Body Mounts and Chassis Frame		
7.10	Check Security, Integrity and Length of Ground Straps		
7.11	Check Fuel Tank		
7.12	Check Suspension Components		
7.13	Check Brake Pad Thickness and Rotor for Wear - LF ____ / ____ RF ____ / ____ - LR ____ / ____ RR ____ / ____		
7.14	Check Brake Hoses		
7.15	Check King Pins		
7.16	Check for Loose or Noisy Wheel Bearings		

SECTION 8 – PMI Report Completion		Tech's Initial	
8.1	Completion of PMI Report	-	

SECTION 9 – Completion of PMI		Tech's Initial	
9.1	Vehicle Returned to predetermined location	-	

"A" PMI SERVICING ITEMS			
SECTION A – PM Servicing		Tech's Initials	✓ Box
A.1	Change Oil Filters  DATE FILTERS		
A.2	Drain Engine Oil		
A.3	Check Transmission Fluid		
A.4	Lubricate Chassis		
A.5	Replace or Clean A/C Filters		
A.6	Drain Water from Fuel Water Separator (where applicable)		

A.7	Change Primary Fuel Filter  DATE FILTERS		
A.8	Lube all pivoting Mechanisms		

"B" PMI SERVICING ITEMS (12 MONTH)			
SECTION B PM Servicing		Tech's Initial	✓ Box
B.1	Service Crankcase Breather		
B.2	Change Water Separator – Secondary Fuel Filters  DATE FILTERS		
B.3	Change Automatic Transmission Fluid  AND FILTERS		
B.4	Change Power Steering Fluid and Filter		
B.5	Complete Engine Diagnostics and Clear Codes when Completed		

"C" PMI SERVICING ITEMS (24 MONTH)			
SECTION C – PM Servicing		Tech's Initial	✓ Box
C.1	Check and Lubricate Door Linkages		
C.2	Check Toe-In and Record Reading		
C.3	Service Davco Type Water Separators (Secondary Fuel Filter)		
C.4	1 <sup>st</sup> "C" PMI ONLY: Tune Up Per Engine Mfg's Specifications		
C.5	Change Differential Fluid		

**Preventive Maintenance Inspection (Sections 1 - 9 only):**  
 I confirm that I have inspected this vehicle to the items listed on this form and against the criteria as detailed. The items in the above inspection have been found satisfactory other than for the items marked with an "X". This signature certifies that the inspection documented on this form "Meets or Exceeds" First Transit requirements of "US FMCSR Part 396.17-25". Defects found have been recorded for repair in the Defect Worksheet.

**Preventive Maintenance Inspection Servicing (Sections A - D only):**  
 I further confirm that all servicing items were completed in accordance with manufacturer

PRINT VEHICLE INSPECTOR'S NAME HERE

SIGNATURE OF VEHICLE INSPECTOR

SIGNATURE OF SUPERVISOR

Notes:

# **FOLLOW UP WORKSHEET**

Unit #: \_\_\_\_\_  
PMI WO#: \_\_\_\_\_

All defects must be categorized as;

R = Safety/DOT out-of-service  
Y = Deferrable until no later than next PMI  
G = Advisory defect (i.e. paint, decals, cosmetic, etc.)

Item No.	PMI Ref No.	M E B Defect Details:	Follow Up WO #	Circle Defect Cat. Ref.
1.				R Y G
Description of Repairs:			Initial	Date
2.				R Y G
Description of Repairs:			Initial	Date
3.				R Y G
Description of Repairs:			Initial	Date
4.				R Y G
Description of Repairs:			Initial	Date
5.				R Y G
Description of Repairs:			Initial	Date
6.				R Y G
Description of Repairs:			Initial	Date
7.				R Y G
Description of Repairs:			Initial	Date
8.				R Y G
Description of Repairs:			Initial	Date

INSPECTOR NOTE: Type of Defect M = Mechanical, E = Electrical and B = Body Defects. Select and group types of Defects together

I confirm that all defects are repaired in accordance with Annapolis Transit policies.

Technician's Signature:		Date:	
Approved By:		Continuation Sheet Used:	YES: <input type="checkbox"/> NO: <input type="checkbox"/>
Supervisor's Signature		Date:	

# PMI AND SERVICING WORKSHEET - Heavy Duty

## TYPE OF PM PERFORMED

A B C DOT

Date:	Unit No:	Asset No.	Current Odometer:	Hour Meter:	Location Code:	W.O. #:
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All items must be checked with reference to the detail and marked ✓ = Serviceable, X = Defective, O = Repaired during inspection and N/A = Not Applicable. The technician releasing the bus must print and sign their name and the Supervisor must sign the inspection sheet. Please complete in BLUE / BLACK ink and in capitals in accordance with SOP M002 and PM Manual.

The Fire Risk Assessment procedures have been added to the PMI and Servicing sheet, as indicated by the symbol "△", in order to condense and simplify the inspection process.

### SECTION 1 - Preparation and Drive On (In Lot) Inspection

Tech's Initial

✓ Box

1.0	Safety Inspection - Exterior Walk Around		
1.1	Check Driver's Pre-trip or DVIR/EVIR & Authorization Forms △		
1.2	Check Condition of Operator's Area		
1.3	Check All Warning Light and Alarms △		
1.4	Check Auto Trans Neutral Safety Switch △		
1.5	Start Engine and Listen for Unusual Noises △		
1.6	Check Starter Protection Circuit		
1.7	Check Low Air Warning Light and Buzzer		
1.8	Check Instruments and Horns △		
1.9	Check Fast Idle		
1.10	Check Air Compressor Governor Setting △		
1.11	Check Reverse Warning System		
1.12	Check Air Pressure Leakage △		
1.13	Check Air Dryer Drain Valve △		
1.14	Check Steering Wheel, Column and Operation		
1.15	Inspect Windshields, Mirror and Sun Visor Condition △		
1.16	Check Wiper and Washer Operation		
1.17	Check Public Address (PA) System		
1.18	Check Door Operation		
1.19	Check Door Interlock System		
1.20	Check the Kneel System and Deploy Ramp		
1.21	Check Fare Box Operation and Mounting (If Applicable)		
1.22	Check Operation of All Other Accessories		
1.23	Wash Engine/Chassis		
1.24	Road Test: Check for Proper Operation △		
1.25	Check/Record Oil Pressure / @1500 rpm _____ △ Check/Record Water Temperature / _____		
1.26	Perform Brake Test		

### SECTION 2 - Interior Circle Inspection

Tech's Initial

✓ Box

2.1	Check Passenger Doors - Open and Close		
2.2	Inspect Seats, Hand Rails and Floor Covering		
2.3	Check Interior Lights - Installation, security and wiring △		
2.4	Check Interior Electrical Panels △		
2.5	Check Stop Request System		
2.6	Check for Physical Damage, Water Leaks, and Graffiti		
2.7	Check for Informational and Instructional Decals		
2.8	Check Emergency Windows, Instructional Decal and Glass Condition		
2.9	Check Emergency Hatches		
2.10	Check HVAC System		
2.11	Check All Safety Equipment		
2.12	Check Wiring Under Dash △		

### SECTION 3 - Exterior Circle Inspection

Tech's Initial

✓ Box

3.1	Check Destination Sign and Run Box Operation & Mounting		
3.2	Inspect Mirror and Mountings △		

3.3	Check for Physical Damage and Decals		
3.4	Check Exterior Compartment Doors		
3.5	Check Exterior Electrical Panels △		
3.6	Check Fuel Tank Cap △		
3.7	Check Lights and Reflectors △		
3.8	Battery Inspection △ Record Voltage here: _____		
3.9	Check Corrosion on Battery Cables and Hold-Downs △		
3.10	Check License Plate, Permits and State Inspection Decals △		
3.11	Check Wiper Blade and Arm Condition		
3.12	Check Bicycle Rack		

### SECTION 4 - Engine Compartment Inspection

Tech's Initial

✓ Box

4.1	Check Engine Compartment Condition for PMI / Fire Risk △		
4.2	Check Engine Compartment Door and Lubricate		
4.3	Check Engine Compartment Lights and Gauges △		
4.4	Test Coolant Condition Using Test Strips and Record Results: Inhibitor Test - Pass / Fail Freeze Point _____ ° F		
4.5	Record Antifreeze Protection Level Using Refractometer Refractometer Reading _____ ° F / C		
4.6	Pressure Test Cooling System and Check for Leaks		
4.7	Check Coolant Recovery System Condition and for Leaks △		
4.8	Check Coolant Hose Condition △		
4.9	Check Fan, Shroud and Radiator		
4.10	Check Alternator Mount, Condition & Wiring Connections/Routing △		
4.11	Check Transmission for Leaks		
4.12	Check All Belts for Condition, Alignment and Tension △		
4.13	Check Exhaust System and Fire Insulation △		
4.14	Check All Electrical Cables △		
4.15	Check Filter Minder and Record Reading △		
4.16	Check Intake System		
4.17	Inspect Operation of Fire Alarm (CPM Only) △		
4.18	Inspect Turbocharger and Blower △		
4.19	Inspect Air Compressor Mounting and Lines △		
4.20	Check Air Supply Plumbing △		
4.21	Check Power Steering and Hydraulic Fluid △		
4.22	Check All Engine or Belt Drive Systems △		
4.23	Check for Oil Leaks △		
4.24	Check Compressor Oil Level and Check for Leaks		
4.25	Check A/C Compressor and Mounting		
4.26	Check A/C Hose Condition, Routing, Security and for Leaks		

### SECTION 5 - Steering System Inspection

Tech's Initial

✓ Box

5.1	Check Entire Steering System		
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### SECTION 6 - Tires and Wheel Inspection

Tech's Initial

✓ Box


9.1	Vehicle Returned to Predetermined Location		
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[illegible]


SECTION 7 – Under Vehicle Inspection		Tech's Initial	✓ Box
7.1	Check Ride Height		
7.2	Check Air Reservoir Discharge		
7.3	Check One-way Check Valves		
7.4	Check Low Air Warning /Double Check Valve - Primary		
7.5	Check Spring Brake Inversion Valve		
7.6	Check Air Pressure Build-Up Time and Record _____ PSIG in _____ Minutes		
7.7	Check Low Air Warning /Double Check Valve - Secondary		
7.8	Check Vibration Damper		
7.9	Check Engine and Transmission Mounts		
7.10	Check Starter for Proper Installation, Cable Routing and Security 		
7.11	Check Bottom of Engine for Oil Leaks 		
7.12	Check Transmission and Breather 		
7.13	Check Differential Breather and Fluid 		
7.14	Check Exhaust System 		
7.15	Check Driveline, U-joint and Slip Yokes		
7.16	Check All body Mounts and Chassis Frame		
7.17	Check Major Ground Straps for Security, Corrosion and Correct Length 		
7.18	Check Fuel Tank 		
7.19	Check Suspension Components		
7.20	Check Brake Lining - LF _____ RF _____ - LR _____ RR _____		
7.21	Check Inner Wheel Seals for Leaks 		
7.22	Determine If Auto Slack Adjuster Are Working and Record - LF _____ RF _____ - LR _____ RR _____		
7.23	Check Brake Chamber Plugs and Air Valves		
7.24	Check Brake Hoses 		

SECTION 9 – Completion of PMI	Cat. Ref.	✓ Box
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Page 2 of 4

A.6	Drain Water From Fuel Water Separator (where applicable)		
A.7	Change Primary Fuel Filter  Date Filter (s)		
A.8	Change Transmission Fluid – 12,000 miles (petroleum base)		
A.9	Wheelchair Lift Inspection and Servicing		

#### "B" PMI SERVICING ITEMS (24,000 MILES or 12 MONTHS)

SECTION B PM Servicing		Tech's Initial	✓ Box
B.1	Torque Wheel Nuts 		
B.2	Change Water Separator – Secondary Fuel Filters –Date Filters		
B.3	Lube All Pivoting Mechanisms		
B.4	Complete engine diagnostics and clear codes as completed		

#### "C" PMI SERVICING ITEMS (48,000 MILES or 24 MONTHS)

SECTION C – PM Servicing		Tech's Initial	✓ Box
C.1	Check and Lubricate Door Linkages		
C.2	Check Toe-in and Record Reading		
C.3	Pull Front Wheels and Perform Wheel Bearing Inspection 		
C.4	Load Test Batteries Record Results: #1 _____ #2 _____ #3 _____ #4 _____		
C.5	Change Water Filter		
C.6	Service Crankcase Breather 		
C.7	Change Davco Type Water Separators (Secondary Fuel Filters) 		
C.8	Change Auto Transmission Fluid (Synthetic Fluid Only) 		
C.9	Change Power Steering Fluid and Filter (Synthetic Fluid Only) 		
C.10	Drain Water (If Any) From Fuel Tank		
C.11	Rebuild Air Dryer		
C.12	1st "C" PMI ONLY: Tune Up Per Engine Manufacturer's Spec.		

#### "D" HVAC INSPECTION AND SERVICING

SECTION M HVAC Inspection and Servicing (Annual March - June)		Tech's Initial	✓ Box
D.1	Perform HVAC Inspection and Servicing		

#### Preventive Maintenance Inspection (Sections 1 - 9 only):

I confirm that I have inspected this vehicle to the items listed on this form and against the criteria as detailed in Annapolis Transit PMI documentation. The items in the above inspection have been found satisfactory other than for the items marked with an "X". This signature certifies that the inspection documented on this form "Meets or Exceeds" Annapolis requirements of "US FMCSR Part 396.17-25". Defects found have been recorded for repair in the Defect Worksheet.

#### Preventive Maintenance Inspection Servicing (Sections A - D only):

I further confirm that all servicing items were completed in accordance with manufacturer and Annapolis Transit policies.

\_\_\_\_\_  
PRINT VEHICLE INSPECTOR'S NAME HERE

\_\_\_\_\_  
SIGNATURE OF VEHICLE INSPECTOR

\_\_\_\_\_  
SIGNATURE OF SUPERVISOR

#### NOTES:

# **FOLLOW UP WORKSHEET**

Unit #: \_\_\_\_\_

PMI WO#: \_\_\_\_\_

All defects must be categorized as:

R = Safety/DOT out-of-service

Y = Deferrable until no later than next PMI

G = Advisory defect (i.e. paint, decals, cosmetic, etc.)

Item No.	PMI Ref No.	M E B Defect Details:	Follow Up WO #	Circle Defect Cat. Ref.
1.				R Y G
Description of Repairs:			Initial	Date
Item No.	PMI Ref No.	M E B Defect Details:	Follow Up WO #	Circle Defect Cat. Ref.
2.				R Y G
Description of Repairs:			Initial	Date
Item No.	PMI Ref No.	M E B Defect Details:	Follow Up WO #	Circle Defect Cat. Ref.
3.				R Y G
Description of Repairs:			Initial	Date
Item No.	PMI Ref No.	M E B Defect Details:	Follow Up WO #	Circle Defect Cat. Ref.
4.				R Y G
Description of Repairs:			Initial	Date
Item No.	PMI Ref No.	M E B Defect Details:	Follow Up WO #	Circle Defect Cat. Ref.
5.				R Y G
Description of Repairs:			Initial	Date
Item No.	PMI Ref No.	M E B Defect Details:	Follow Up WO #	Circle Defect Cat. Ref.
6.				R Y G
Description of Repairs:			Initial	Date
Item No.	PMI Ref No.	M E B Defect Details:	Follow Up WO #	Circle Defect Cat. Ref.
7.				R Y G
Description of Repairs:			Initial	Date
Item No.	PMI Ref No.	M E B Defect Details:	Follow Up WO #	Circle Defect Cat. Ref.
8.				R Y G
Description of Repairs:			Initial	Date

INSPECTOR NOTE: Type of Defect M = Mechanical, E = Electrical and B = Body Defects. Select and group types of Defects together

I confirm that all defects are repaired in accordance with First Transit policies.

Technician's Signature:		Date:	
Approved By:		Continuation Sheet Used:	YES: <input type="checkbox"/> NO: <input type="checkbox"/>
Supervisor's Signature		Date:	







ANNAPOLIS DEPARTMENT OF PARKING & TRANSPORTATION  
Maintenance Division  
Roadcall Report

Eff: 11/03

Vehicle # _____ Date _____ Driver _____	
Location _____ Run or Route _____	
Problem _____	
Instructions to driver _____	
Time call Received _____ a.m. p.m.	Mechanic _____
Mechanic left _____ a.m. p.m.	Trouble Found _____
Arrived job _____ a.m. p.m.	
Driver back on road _____ a.m. p.m.	
Mechanic back on road _____ a.m. p.m.	
	Repaired on road: Yes _____ No _____
	Towed in: Yes _____ No _____
	Changed Vehicle: Yes _____ No _____
	Date of last P.M. _____
Number of Passengers: _____ Delayed how many minutes: _____	

Was service call due to operator negligence? ☐ Yes ☐ No If Yes, Explain How \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**This section is to be filled out by senior mechanic not later than end of next working shift after road call:**

Note date and type of last inspection or repair performed on component or system listed above as the nature of the problem: Date \_\_\_\_\_ Type of Inspection \_\_\_\_\_

Should a vehicle check have precluded the breakdown? ☐ Yes ☐ No

Comments : \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Report Acceptable ☐ Yes ☐ No Initials \_\_\_\_\_ Date \_\_\_\_\_

Forward to Director with Incident Report  
LAST PERSON TO DRIVE MUST FUEL UP

# BUS DRIVER'S VEHICLE INSPECTION REPORT

COMPANY: \_\_\_\_\_

ODOMETER READING: \_\_\_\_\_ BUS NO.: \_\_\_\_\_

END MILEAGE: \_\_\_\_\_ DATE: \_\_\_\_\_

START MILEAGE: \_\_\_\_\_ TIME: \_\_\_\_\_ ☐ AM ☐ PM

TOTAL MILEAGE: \_\_\_\_\_ LOCATION: \_\_\_\_\_

## INSPECT ITEMS LISTED - IF DEFECTIVE, NUMBER AND DESCRIBE IN "REMARKS"

- |   |  |
|---|--|
| <input type="checkbox"/> FLUID LEAKS UNDER BUS              | <input type="checkbox"/> EMERGENCY DOOR & BUZZER               |
| <input type="checkbox"/> LOOSE WIRES, HOSE CONNECTIONS OR   | <input type="checkbox"/> HEADLIGHTS, FLASHERS & 4-WAY FLASHERS |
| <input type="checkbox"/> BELTS IN ENGINE COMPARTMENT        | <input type="checkbox"/> RIGHT FRONT TIRE & WHEEL              |
| <input type="checkbox"/> OIL LEVEL                          | <input type="checkbox"/> FRONT OF BUS - WINDSHIELD             |
| <input type="checkbox"/> RADIATOR COOLANT LEVEL             | <input type="checkbox"/> LEFT FRONT TIRE & WHEEL               |
| <input type="checkbox"/> BATTERY                            | <input type="checkbox"/> STOP ARM (SCHOOL BUS)                 |
| <input type="checkbox"/> TRANSMISSION                       | <input type="checkbox"/> EXHAUST SYSTEM                        |
| <input type="checkbox"/> UNUSUAL ENGINE NOISE               | <input type="checkbox"/> LEFT SIDE OF BUS - WINDOWS & LIGHTS   |
| <input type="checkbox"/> GAUGES & WARNING LIGHTS            | <input type="checkbox"/> LEFT REAR TIRES & WHEELS              |
| <input type="checkbox"/> SWITCHES                           | <input type="checkbox"/> REAR OF BUS - WINDOWS & LIGHTS        |
| <input type="checkbox"/> HORN                               | <input type="checkbox"/> TAIL PIPE                             |
| <input type="checkbox"/> FANS & DEFROSTERS                  | <input type="checkbox"/> RIGHT REAR TIRES & WHEELS             |
| <input type="checkbox"/> WIPERS & WASHERS                   | <input type="checkbox"/> RIGHT SIDE OF BUS - WINDOWS & LIGHTS  |
| <input type="checkbox"/> STOP ARM CONTROL (WARNING CONTROL) | <input type="checkbox"/> DRIVER'S SEAT & BELT                  |
| <input type="checkbox"/> INSIDE & OUTSIDE MIRRORS           | <input type="checkbox"/> DIRECTIONAL LIGHTS                    |
| <input type="checkbox"/> BRAKE PEDAL & WARNING LIGHT        | <input type="checkbox"/> PARKING BRAKE OR SERVICE BRAKE        |
| <input type="checkbox"/> OPERATION OF SERVICE DOOR          | <input type="checkbox"/> CLUTCH                                |
| <input type="checkbox"/> EMERGENCY EQUIPMENT                | <input type="checkbox"/> STEERING                              |
| <input type="checkbox"/> FIRST AID KIT                      | <input type="checkbox"/> WHEELCHAIR LIFT                       |
| <input type="checkbox"/> ENTRANCE STEPS                     | _____  |
| <input type="checkbox"/> CLEANLINESS OF INTERIOR            | _____  |
| <input type="checkbox"/> CONDITION OF FLOOR                 | _____  |

REMARKS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CONDITION OF ABOVE VEHICLE IS: ☐ SATISFACTORY ☐ UNSATISFACTORY

DRIVER'S SIGNATURE: \_\_\_\_\_

- ☐ ABOVE DEFECTS CORRECTED  
☐ ABOVE DEFECTS NEED NOT BE CORRECTED FOR SAFE OPERATION OF VEHICLE

MECHANIC'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

DRIVER REVIEWING REPAIRS: SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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ORIGINAL

1976 (Rev. 6/13)

5209

TRUCK OR TRUCK TRACTOR  
PREVENTIVE MAINTENANCE REPORT  
(MD TR ss23-301-305; COMAR 11.22; FMCSR s396.17)

**Certification**

Owner's Name: Annapolis City Government Address: 160 Duke Of Gloucester  
ST. Annapolis Md. 21401

Telephone (410) 263-7967

Date passed inspection 9-15-18

Make Gillig

Model Low Floor Bus

Year 2009

Tag Number LG87118

Title Number 40844846

Manufacturer's Vehicle ID Number

15GGE271491091977

TrueBlock™ Technology Patent Pending  
Use Avery® TEMPLATE 5164™



*City of Annapolis*

**DEPARTMENT OF TRANSPORTATION**

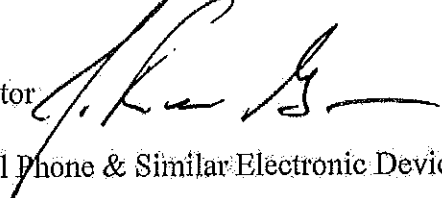
308 Chinguapin Round Road, Annapolis, Maryland 21401

Phone: 410-263-7964 410-263-7994 Fax: 410-263-4508 Internet: [transit@annapolis.gov](mailto:transit@annapolis.gov)

J. RICK GORDON, DIRECTOR

**MEMORANDUM**

TO: All ADOT Staff

FROM: J. Rick Gordon, Director 

SUBJECT: City of Annapolis Cell Phone & Similar Electronic Device Policy - Reissued

DATE: July 29, 2015

---

This memorandum serves as a reminder that display or use of cell phones and/or similar electronic devices and equipment are prohibited in all City of Annapolis vehicles, unless approved in writing by the Director or his/her designee. The Federal Transportation Administration (FTA) continues to circulate information regarding the safety hazards of cell phone devices in public transportation. Use of such equipment while operating a vehicle creates dangerous distracted driving situations, regardless of any hands-free usage.

The term "cell phone" includes, but is not limited to: cell and mobile phones, mobile or other portable electronic devices for personal communication, handheld or hands-free electronic devices, ear buds, blue tooth, voice recognition, MP3 player/earpieces, etc.

Annapolis Department of Transportation does not assign any cell phone to any transit vehicle operator and therefore is not part of their attire or included as an assigned tool, equipment or machine. No cell phones are to be used in any manner while employees are in the operator's seat of a City of Annapolis vehicle, or at an office work station, unless approved by the director or his/her designee. If you must make a call, you may contact your supervisor and request a break or place a call upon stopping, parking, and exiting the vehicle at a designated bus stop. Cell phone use must not disrupt or interfere with work schedules.

The City of Annapolis has zero tolerance for violations of the cell phone policy. Any staff observed on duty at their work station, and especially while performing the safety sensitive duties of operating any City of Annapolis vehicle, will receive progressive discipline up to and including termination.



*City of Annapolis*

**DEPARTMENT OF TRANSPORTATION**

308 Chinquapin Round Road, Annapolis, Maryland 21401

Phone: 410-263-7964 410-263-7994 Fax: 410-263-4508 Internet: [transit@annapolis.gov](mailto:transit@annapolis.gov)

J. RICK GORDON, DIRECTOR

Acknowledgement of Receipt and Understanding of the City of Annapolis Cell Phone Policy as stated in the July 29, 2015 memorandum.

\_\_\_\_\_  
Employee Name (Print)

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

\_\_\_\_\_  
Date

5211

TRUCK OR TRUCK TRACTOR  
PREVENTIVE MAINTENANCE REPORT  
(MD TR ss23-301-305; COMAR 11.22; FMCSR s396.17)

**Certification**

Owner's Name: Annapolis City Government Address: 160 Duke Of Gloucester  
ST. Annapolis Md. 21401

Telephone (410) 263-7967

Date passed inspection

12/18/19

Make

GILIG

Model

LOW RIDER

Year

2011

Tag Number

LG89238

Title Number

42244183

Manufacturer's Vehicle ID Number

159GE2712B1092177

**City of Annapolis Department of Transportation**

# **Annapolis Transit**

*A Locally Operated Transit System*



## **Facilities and Equipment Maintenance Plan**

March 2019

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## PURPOSE STATEMENT

The Annapolis Department of Transportation operates Annapolis Transit, a locally operated transit system. The purpose of the Annapolis Transit Facility and Equipment Maintenance Plan (FEMP) is to guide a high quality maintenance program that meets Federal Transit Administration's (FTA's) requirements. This FEMP outlines standard maintenance procedures, and provide guidance for the inspection routines and intervals of facility and equipment assets.


As a condition for receiving federal funding, the Maryland Transit Administration (MTA) and FTA require transit agencies of all sizes to maintain FEMP in accordance with the following regulations:

- 2 CFR Parts 200.313 and 200.333, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards"
- 49 CFR Part 18.32(d)(4), "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments"
- 49 CFR Part 37.161, "Transportation Services for Individuals With Disabilities (ADA)"
- FTA Master Agreement Section 21.c and 21.d, "Use of Real Property, Equipment, and Supplies"
- FTA Circular 5010.1D, Ch. II, Section 3.a and Ch. IV Sections 3.k and m, "Grant Management Requirements"
- FTA Circular 5100.1E, Ch. V, Section 1.a (5), "Bus and Bus Facilities Program: Guidance and Application Instructions"
- FTA Circular 9030.1E, Ch. VI, Section 1.a (5), "Urbanized Area Formula Program: Program Guidance and Application Instructions"
- FTA Circular 9070.1G, Ch. VI, Section 4, "Enhanced Mobility of Seniors and Individuals with Disabilities Program Guidance and Application Instructions."

The implementation of an FTA-compliant FEMP also helps to ensure that **Annapolis Transit** facilities and facility-related equipment are safe and can reliably support the transit operation. This FEMP will be updated at least every 2 years in accordance with 2 CFR 200.313, and will be updated more frequently as agency, state and/or federal needs dictate.

  
Signature

  
Title

  
Date

## FACILITY INVENTORY

As a requirement for compliance with FTA and MTA regulations, a general inventory of all of **Annapolis Transit's** facilities must be maintained. Basic facility information can be found below; detailed information on facility components and equipment can be found in the "Inspections and Maintenance" section of this document.

### Annapolis Department of Transportation

#### *Building Information*

Address: **308 Chinquapin Round Road**

Phone: **410-263-7964**

Lot Size (in acres): **1.841 Acre**

Building Size (in square feet):

##### ***Admin Building:***

- ***First Floor – 4,927 sf***
- ***Second Floor – 2,895 sf***

##### ***Maintenance Building:***

- ***Service area: – 3,696 sf***
- ***Mezzanine – 768 sf 1995***

***Bus Wash – 1,272 sf***

Date(s) of Original Construction: 1995

Dates and Description of Additions:

- ***Tire Storage – 800 sf 2016***

#### *Description of Utilities*

Water Supply (municipal or well): ***Municipal***

Sewage Disposal System (municipal or onsite septic system): ***Municipal***

Description of Fire Protection Systems (alarms, sprinklers etc.): ***Sprinkler & Alarm Panel***

#### *Inspection Information*

Date of most recent asbestos inspection: **N/A**

Date of most recent fire safety inspection: **N/A**

Date of most recent water test: **N/A**

### Structural Frame Type(s)

Concrete

### Roofs

Type (Flat, Pitched etc.)	Surfacing Material	Date Installed	Location
Flat	Rubber	1995	Annapolis, MD
Standing Seam	Metal	1995	Annapolis, MD

### Exterior Cladding

Type (Brick, Vinyl Siding etc.)	Date Installed	Location
12" Split-Face CMU	1995	Annapolis, MD

### Exterior Doors

Type (e.g. Roll-up, Entry, etc.)	Date Installed	Location
Glass Overhead Doors	1995	Annapolis, MD
Metal Pedestrian	1995	Annapolis, MD

### Windows

Type	Date Installed	Location
Clad Windows	1995	Annapolis, MD

### Miscellaneous Components

Name/Type	Date Installed	Location



## SAFETY

The safety of **Annapolis Transit** employees, riders, and the general public is paramount. Accordingly, **Annapolis Transit** has instituted a number of rules to minimize safety risk for employees engaged in the inspection or maintenance of our facilities and equipment. These rules serve as general guidance for employees and do not supersede the agency safety plan.

### General Safety Rules

1. Wear appropriate PPE for the work being done:
  - a. Rubber gloves when using chemicals;
  - b. Safety glasses/goggles when working with chemicals, hand tools, or rotating equipment;
  - c. Ear plugs when working around sound levels that exceed 85 decibels (power tools, etc.);
  - d. An appropriate respirator as dictated by chemical Safety Data Sheets (SDS);
  - e. Steel toe shoes/boots when there is a danger of foot injury from falling and rolling objects, or danger of any other objects piercing the sole;
  - f. Hard hat when working beneath objects that may fall;
  - g. Approved apron, helmet and gloves when welding; and
  - h. Fall protection when working more than 6 feet above the floor.
2. Handle chemicals properly:
  - a. ALWAYS read the SDS prior to using a chemical or other hazardous material for the first time, and refer to the SDS for any future questions;
  - b. Use chemical substances only for their intended purpose;
  - c. Mix chemicals in a safe location and only in approved combinations and dilutions;
  - d. Store chemicals in appropriate sealed containers and in well ventilated areas, away from heat and sunshine;
  - e. NEVER store chemicals in electrical or mechanical rooms;
  - f. Clean-up spills in accordance with the SDS; and
  - g. Dispose of chemicals in accordance with the SDS.
3. Take proper precautions on any tasks involving electricity:
  - a. NEVER use electric equipment around liquids unless it was designed for that purpose;
  - b. NEVER use equipment with a damaged electric cord;
  - c. NEVER daisy chain power strips or overload an electric circuit with too many devices;
  - d. NEVER work on electrical systems unless you have been properly trained;
  - e. ALWAYS lock-out/tag-out the system when working on an electrical circuit; and
  - f. Ensure that electrical equipment is de-energized before beginning inspection or repair.
4. Take proper precautions to prevent fires:
  - a. Avoid excessive build-up of dust in work and storage areas;
  - b. NEVER store flammable materials or gas-powered equipment near ignition sources (including electric equipment); and
  - c. Immediately report any "burning smell" or "gas smell" to your supervisor.
5. Always know where the nearest emergency exit, fire extinguisher, chemical spill kit, eye wash station, first aid kit, and Automated External Defibrillator (AED) device are located.

6. NEVER secure exit doors with chains or padlocks; exit doors must be usable by anyone in the event of an emergency and clear of obstructions.
7. Use ladders for hard-to-reach places:
  - a. Use a ladder tall enough for the job;
  - b. Do not stand or sit on the top two rungs; and
  - c. If using an extension ladder, enlist a co-worker to raise, support, and lower the ladder.
8. Use proper lifting techniques- lift with the legs; ask for assistance when necessary.
9. Properly use and store equipment:
  - a. Handle equipment with care and properly store it when not in use;
  - b. Keep storage areas clear of items that could cause tripping hazards; and
  - c. Keep storage areas clean to help prevent pest/rodent problems.

### Reporting

Employees are required to immediately report accidents, incidents, and injuries to their supervisor.

**Annapolis Transit** will create and maintain a record for all safety activities and incidents for regular MTA and FTA review.

## ROLES & RESPONSIBILITIES

The maintenance of **Annapolis Transit** facilities and equipment requires the coordination of multiple parties. The following section identifies these individuals, and their roles and responsibilities.

### Management Staff

Role	Name	Responsibilities
Manager of Facilities Maintenance	Ricky Miller	Ensure the completion of work orders initiated for City-owned facilities.
Facilities Engineer	Donavan Harold	Manage and oversee the completion of large repair and construction projects for City-owned facilities.

### Maintenance Staff

Role	Name	Responsibilities
Stationary Engineer	Don Hankins	HVAC maintenance and repair projects
Stationary Engineer	Scott Stallings	Miscellaneous maintenance and repair projects
Maintenance Specialist	Kevin Makell	Minor maintenance and repair projects

### Major Third Party Contractors

*(List major contractors used for ongoing maintenance; list vendors used for ad-hoc repairs in Appendix E)*

Company	Point of Contact	Responsibilities
Bates Trucking Co		Trash pick up
A-Team HVAC		Maintenance of HVAC system
Thyssenkrupp Elevator Co		Elevator service
Electrical Contractor Inc		Electrical service

### Standard of Work

As a condition of employment, all **Annapolis Transit** employees and major contractors are expected to:

1. Maintain proper workplace etiquette;
2. Take general care of the facilities;
3. Take general care of equipment;
4. Report needed repairs for facility and equipment components in a timely fashion;
5. Complete inspections, maintenance, repairs and other duties in a timely fashion;
6. Report completion of repairs on equipment and facility components in a timely fashion; and

7. Return equipment to proper storage areas after use.

#### Standard Operating Procedures

This FEMP provides general guidance on the inspection and maintenance activities for **Annapolis Transit** facilities and equipment. Standard operating procedures (SOPs) for many of these inspection and maintenance activities are available **at the City of Annapolis Department of Public Works (DPW), Facilities Maintenance Division**. In cases where SOPs do not exist for certain activities, employees should follow the procedures provided by the Original Equipment Manufacturer (OEM).



## INSPECTIONS & MAINTENANCE

This section of the FEMP details all inventoried facility components and equipment, and generally outlines the inspection and/or maintenance activities associated with these assets. The **staff** identified in the “Roles and Responsibilities” section above is responsible for separately tracking the warranty of these assets and all associated spare parts.

**Annapolis Transit** is committed to performing all inspection and maintenance activities in a timely manner, and utilizes the monthly, quarterly, and annual checklists in Appendix A to simplify the documentation of these activities.

## WORK ORDERS

When facility components and equipment are due for inspection, preventive maintenance, found to be damaged, or otherwise in need of repair, a work order must be enacted using the appropriate form (Appendix D). The **staff** identified in the “Roles and Responsibilities” section above is responsible for initiating inspection and preventive maintenance work orders. Any employee may submit a work order for facility or equipment repairs (corrective maintenance).

In the event of an emergency (e.g. broken pipe), employees should notify the **DPW Facilities Maintenance Division** by the fastest means possible. After the emergency has been addressed, the **DPW Facilities Maintenance Division** will generate a work order for recordkeeping purposes.

The general process for submitting, completing, and documenting all work orders is outlined below.

### Guidelines & Procedures

1. The reporting employee must complete the top section of the work order form and submit this form to the **DPW Facilities Maintenance Division**.
2. Then **Facilities Maintenance Manager** is required to:
  - a. Initiate all submitted work orders in a timely manner
  - b. Record the work order in **IWORQ** (maintenance tracking system)
  - c. Assign a technician to the repair work; and
  - d. Schedule the work for completion.
3. The assigned technician is required to:
  - a. In the event parts need to be ordered,
    - i. If parts are still under warranty, submit a warranty claim to the OEM or vendor,
    - ii. If parts are not under warranty, submit a purchase request to the **Central Purchasing Office via Facilities Maintenance Manager** ,
    - iii. Notify the **Facilities Maintenance Manager** so the work order can be rescheduled after the parts are expected for delivery;
  - b. Complete the inspection/maintenance/repair work in a timely manner;
  - c. For scheduled inspection and/or maintenance activities, complete the appropriate checklist (See Appendices A, B, and C).
  - d. Update the work order form to reflect the date and type of work performed; and



- e. Return the work order and any completed checklist to the **Facilities Maintenance Manager**
- 4. The **Facilities Maintenance Manager** is required to log all completed work orders in IWORQ.
- 5. All work orders and related documents will be retained for a minimum of 3 years in accordance with 2 CFR Part 200.333.

## CONTRACTED SERVICES

**Annapolis Transit** relies on a number of contractors and vendors for repair of facilities components and equipment. A list of preferred vendors and contractors, which has been approved by the *City Procurement Officer*, is found in the table of “Major Third Party Contractors” above.

If **Annapolis Transit** decides to retain any other contractors in the future for facilities and/or equipment maintenance purposes, it will ensure that the contractor will be managed in a manner that is consistent with this FEMP, and MTA and FTA requirements.

## APPENDICES

## Appendix A – Maintenance Checklist

Asset Type	Description of Use	Preventive Maintenance Work	Frequency
Building Drainage	storm water system; oil-water interceptors	Service separators	As needed
Building HVAC	Heat and air conditioning	Check for proper operation and change filters	Quarterly
Building Structure	Offices and vehicle maintenance building, tire storage	Check flooring, walls, ceiling and lighting	Annual
Building Access & Parking	Asphalt paved driveway and parking lot, gate	Inspect for ravel paving, pot holes and alligator cracks	Annual
Building Electrical	NEMA 4 panelboard, 208Y/120V light panels	Verify breakers operate properly, and panels are labeled properly	Annual
Building Elevators	OTIS 2500 lbs/15 persons capacity	Check for proper operation	Annual
Building Exterior	concrete masonry	Check for cracks, deterioration, and damage	Annual
Building Fencing	Fence Chain Link for protection; brick wall	Check fence fabric, gate & hardware for proper operation	Annual
Building Fire Alarm	Siemens Cerberus MXL IQ	Check alarm signal for readiness	Annual
Building Roof	metal roof decking, R-30 rigid insulation	Check for loose or missing fasteners, rust, torn or loose insulation	Annual
Building Plumbing	potable water, gas fired/electric water heaters	Check for proper operation	Annual
Building HVAC	Heat and air conditioning	Check for proper operation and change filters	Quarterly



**ANNAPOLIS TRANSIT FACILITY WORK ORDER**

***Section A- To be completed by individual requesting work***

DATE REQUESTED: \_\_\_\_\_

REQUESTOR NAME: \_\_\_\_\_

REQUESTOR TITLE: \_\_\_\_\_

REQUESTOR EMAIL: \_\_\_\_\_

REQUESTOR PHONE: \_\_\_\_\_

PROBLEM OR WORK REQUESTED:

***Section B- To be completed by:*** \_\_\_\_\_

WO#: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_

PRIORITY (Circle One): IMMEDIATE BY     /     /20     . WHEN POSSIBLE

APPROVED BY: \_\_\_\_\_

ASSIGNED TO: \_\_\_\_\_

PARTS REQUIRED:

PARTS APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PARTS ORDERED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

WORK COMPLETED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

WORK PERFORMED:

**City of Annapolis  
Department of Transportation  
(ADOT)**



**Preventive Maintenance  
Forms**

# BUS DRIVER'S VEHICLE INSPECTION REPORT

COMPANY: \_\_\_\_\_

ODOMETER READING: \_\_\_\_\_ BUS NO.: \_\_\_\_\_

END MILEAGE: \_\_\_\_\_ DATE: \_\_\_\_\_

START MILEAGE: \_\_\_\_\_ TIME: \_\_\_\_\_ ☐ AM ☐ PM

TOTAL MILEAGE: \_\_\_\_\_ LOCATION: \_\_\_\_\_

## INSPECT ITEMS LISTED - IF DEFECTIVE, NUMBER AND DESCRIBE IN "REMARKS"

- |   |  |
|---|--|
| <input type="checkbox"/> FLUID LEAKS UNDER BUS              | <input type="checkbox"/> EMERGENCY DOOR & BUZZER               |
| <input type="checkbox"/> LOOSE WIRES, HOSE CONNECTIONS OR   | <input type="checkbox"/> HEADLIGHTS, FLASHERS & 4-WAY FLASHERS |
| <input type="checkbox"/> BELTS IN ENGINE COMPARTMENT        | <input type="checkbox"/> RIGHT FRONT TIRE & WHEEL              |
| <input type="checkbox"/> OIL LEVEL                          | <input type="checkbox"/> FRONT OF BUS - WINDSHIELD             |
| <input type="checkbox"/> RADIATOR COOLANT LEVEL             | <input type="checkbox"/> LEFT FRONT TIRE & WHEEL               |
| <input type="checkbox"/> BATTERY                            | <input type="checkbox"/> STOP ARM (SCHOOL BUS)                 |
| <input type="checkbox"/> TRANSMISSION                       | <input type="checkbox"/> EXHAUST SYSTEM                        |
| <input type="checkbox"/> UNUSUAL ENGINE NOISE               | <input type="checkbox"/> LEFT SIDE OF BUS - WINDOWS & LIGHTS   |
| <input type="checkbox"/> GAUGES & WARNING LIGHTS            | <input type="checkbox"/> LEFT REAR TIRES & WHEELS              |
| <input type="checkbox"/> SWITCHES                           | <input type="checkbox"/> REAR OF BUS - WINDOWS & LIGHTS        |
| <input type="checkbox"/> HORN                               | <input type="checkbox"/> TAIL PIPE                             |
| <input type="checkbox"/> FANS & DEFROSTERS                  | <input type="checkbox"/> RIGHT REAR TIRES & WHEELS             |
| <input type="checkbox"/> WIPERS & WASHERS                   | <input type="checkbox"/> RIGHT SIDE OF BUS - WINDOWS & LIGHTS  |
| <input type="checkbox"/> STOP ARM CONTROL (WARNING CONTROL) | <input type="checkbox"/> DRIVER'S SEAT & BELT                  |
| <input type="checkbox"/> INSIDE & OUTSIDE MIRRORS           | <input type="checkbox"/> DIRECTIONAL LIGHTS                    |
| <input type="checkbox"/> BRAKE PEDAL & WARNING LIGHT        | <input type="checkbox"/> PARKING BRAKE OR SERVICE BRAKE        |
| <input type="checkbox"/> OPERATION OF SERVICE DOOR          | <input type="checkbox"/> CLUTCH                                |
| <input type="checkbox"/> EMERGENCY EQUIPMENT                | <input type="checkbox"/> STEERING                              |
| <input type="checkbox"/> FIRST AID KIT                      | <input type="checkbox"/> WHEELCHAIR LIFT                       |
| <input type="checkbox"/> ENTRANCE STEPS                     | _____  |
| <input type="checkbox"/> CLEANLINESS OF INTERIOR            | _____  |
| <input type="checkbox"/> CONDITION OF FLOOR                 | _____  |

REMARKS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CONDITION OF ABOVE VEHICLE IS: ☐ SATISFACTORY ☐ UNSATISFACTORY

DRIVER'S SIGNATURE: \_\_\_\_\_

- ☐ ABOVE DEFECTS CORRECTED  
☐ ABOVE DEFECTS NEED NOT BE CORRECTED FOR SAFE OPERATION OF VEHICLE

MECHANIC'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

DRIVER REVIEWING REPAIRS: SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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1976 (Rev. 6/13)



5209

TRUCK OR TRUCK TRACTOR  
PREVENTIVE MAINTENANCE REPORT  
(MD TR ss23-301-305; COMAR 11.22; FMCSR s396.17)

**Certification**

Owner's Name: Annapolis City Government Address: 160 Duke Of Gloucester  
ST. Annapolis Md. 21401

Telephone (410) 263-7967

Date passed inspection 9-15-18

Make Gillig

Model Low Floor Bus

Year 2009

Tag Number LG87118

Title Number 40844846

Manufacturer's Vehicle ID Number

15GGE271491091977

Trueblock™ Technology Patent Pending  
Use Avery® TEMPLATE 5164™

# PMI AND SERVICING WORKSHEET - Light Duty & Medium Duty

## TYPE OF PM PERFORMED

A B C DOT

Date:	Unit No:	Asset No.	Current Odometer:	Hour Meter:	Location Code:	W.O. #:
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All items must be checked with reference to the detail included in SOP M002 and PM Manual and marked ✓ = Serviceable, X = Defective, ⊗ indicates minor repair completed during inspection and N/A = Not Applicable. The technician releasing the bus must print and sign their name and the Supervisor must sign the inspection sheet. Please complete in **BLUE / BLACK** ink and in capitals.

Fire Risk Assessment has been added to the PMI and Servicing sheet and indicated by the symbol "⚠" in an effort to condense and simplify the combined inspection process. Complete the PMI (Sections 1 through 8) before starting any PM Servicing procedure (Sections B through F).

### SECTION 1 – Preparation and Drive On (In Lot) Inspection

Tech's  
Initials

✓  
Box

1.0	Safety Inspection		
1.1	Check Driver's Pre-trip or DVIR/EVIR & Authorization Forms ⚠		
1.2	Check All Warning Lights and Alarms ⚠		
1.3	Check Automatic Transmission Neutral Start Operation ⚠		
1.4	Check Service Brakes		
1.5	Start Engine and Listen for Any Unusual Noises ⚠		
1.6	Check Instruments and Horns ⚠		
1.7	Check Fast Idle		
1.8	Check Starter Protection Circuit		
1.9	Check Reverse Warning System		
1.10	Check Parking Brake		
1.11	Check HVAC Switches and Other Controls		
1.12	Inspect Windshields, Mirror and Sun Visor Condition ⚠		
1.13	Check Wiper and Washer Operation ⚠		
1.14	Road Test: Check for Proper Operation		
1.15	Perform Brake Test		
1.16	Check/Record Oil Pressure / @1500 rpm ⚠ Check/Record Water Temperature / ° ⚠		
1.17	Check Door Operation ⚠		
1.18	Check Operation of All Other Accessories ⚠		

3.3	Check Wheelchair Lift Operation		
3.4	Check Destination Sign and Run Box ⚠		
3.5	Inspect Mirror and Mountings ⚠		
3.6	Check for Physical Damage and Decals		
3.7	Check Wiper Blade and Arm Condition		
3.8	Check Exterior Compartment Doors		
3.9	Check Fuel Tank Cap ⚠		
3.10	Check Lights and Reflectors		
3.11	Check License Plate, Permits and State Inspection Decals		

### SECTION 4 – Engine Compartment Inspection

Tech's  
Initials

✓  
Box

4.1	Check Engine Compartment/Condition for Fire Risk ⚠		
4.2	Check Hood		
4.3	Check Fan, Shroud and Radiator		
4.4	Test Coolant System Using Test Strips and Record Results: Inhibitor Test – Pass / Fail Freeze Point ____ ° F		
4.5	Check Coolant Recovery System Condition & for Leaks ⚠		
4.6	Record Antifreeze Protection Level Using Refractometer Refractometer Reading ____ ° F / C		
4.7	Pressure Test Cooling System and Check for Leaks		
4.8	Check Coolant Hose Condition ⚠		
4.9	Check Alternator Mount and Condition ⚠		
4.10	Check Fuel Control and Transmission Connections ⚠		
4.11	Check Master Cylinder Fluid Level ⚠		
4.12	Check All Belts for Condition, Alignment and Tension ⚠		
4.13	Check Exhaust System ⚠		
4.14	Check Intake System ⚠		
4.15	Inspect Turbocharger ⚠		
4.16	Inspect Power Steering and Hydraulic Fluid ⚠		
4.17	Check All Engine or Belt Driven Components. ⚠		
4.18	Check for Leaks. ⚠		
4.19	Perform Battery Inspection. ⚠		
4.20	Check Battery Box Corrosion, Cables and Hold-Downs. ⚠		

### SECTION 5 – Steering System Inspection

Tech's  
Initials

5.1	Check Entire Steering System		
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### SECTION 6 – Tires and Wheel Inspection

Tech's  
Initials

6.1	Check and Record Air Pressure (use form below) ⚠		
6.2	Check Valve Stems and Caps		
6.3	Check and Record Tread Depth (use form below)		
6.4	Check for Mismatched Tread or Casing Design		
6.5	Check Sidewall Wear		

### SECTION 2 – Interior Circle Inspection

Tech's  
Initials

2.1	Check Condition of Operator's Area		
2.2	Check Accelerator and Brake Pedals		
2.3	Check Wiring Under Dash ⚠		
2.4	Check Interior Lights ⚠		
2.5	Check Interior Electrical Panels ⚠		
2.6	Check Stop Request System		
2.7	Check Fare Box Mounting (If Applicable)		
2.8	Check Seats, Seat Belts, Hand Rails and Floor Covering		
2.9	Check for Physical Damage, Water Leaks, and Graffiti		
2.10	Check Emergency Windows and Glass Condition		
2.11	Check Emergency Hatches		
2.12	Check All Safety Equipment		

### SECTION 3 – Exterior Circle Inspection

Tech's  
Initials

3.1	Check Passenger Doors		
3.2	Inspect Step-well and Hand Rails		

6.6	Inspect for Cuts and Tears		
6.7	Check Dual Mating With Square		
6.8	Check Wheels for Cracks and Loose Lugs		
6.9	Check Tires for Irregular or Alignment Wear		
6.10	Check Outer Hubs for Leaks		

32nds PSI

32nds PSI

A.7	Change Primary Fuel Filter  DATE FILTERS		
A.8	Lube all pivoting Mechanisms		

"B" PMI SERVICING ITEMS (12 MONTH)		Tech's Initial	✓ Box
SECTION B PM Servicing			
B.1	Service Crankcase Breather		
B.2	Change Water Separator – Secondary Fuel Filters  DATE FILTERS		
B.3	Change Automatic Transmission Fluid  AND FILTERS		
B.4	Change Power Steering Fluid and Filter		
B.5	Complete Engine Diagnostics and Clear Codes when Completed		

"C" PMI SERVICING ITEMS (24 MONTH)		Tech's Initial	✓ Box
SECTION C – PM Servicing			
C.1	Check and Lubricate Door Linkages		
C.2	Check Toe-In and Record Reading		
C.3	Service Davco Type Water Separators (Secondary Fuel Filter)		
C.4	1 <sup>ST</sup> "C" PMI ONLY: Tune Up Per Engine Mfg's Specifications		
C.5	Change Differential Fluid		

SECTION 7 – Under Vehicle Inspection		Tech's Initial	
7.1	Check Vibration Damper		
7.2	Check Engine and Transmission Mounts		
7.3	Check Starter		
7.4	Check Bottom of Engine for Fluid Leaks		
7.5	Check Transmission for Leaks		
7.6	Check Differential Breather and Fluid		
7.7	Check Exhaust System		
7.8	Check Driveline, U-joint and Slip Yokes		
7.9	Check All Body Mounts and Chassis Frame		
7.10	Check Security, Integrity and Length of Ground Straps		
7.11	Check Fuel Tank		
7.12	Check Suspension Components		
7.13	Check Brake Pad Thickness and Rotor for Wear - LF ____ / ____ RF ____ / ____ - LR ____ / ____ RR ____ / ____		
7.14	Check Brake Hoses		
7.15	Check King Pins		
7.16	Check for Loose or Noisy Wheel Bearings		

SECTION 8 – PMI Report Completion		Tech's Initial	
8.1	Completion of PMI Report	-	

SECTION 9 – Completion of PMI		Tech's Initial	
9.1	Vehicle Returned to predetermined location	-	

"A" PMI SERVICING ITEMS		Tech's Initials	✓ Box
SECTION A – PM Servicing			
A.1	Change Oil Filters  DATE FILTERS		
A.2	Drain Engine Oil		
A.3	Check Transmission Fluid		
A.4	Lubricate Chassis		
A.5	Replace or Clean A/C Filters		
A.6	Drain Water from Fuel Water Separator (where applicable)		

**Preventive Maintenance Inspection (Sections 1 - 9 only):**  
 I confirm that I have inspected this vehicle to the items listed on this form and against the criteria as detailed. The items in the above inspection have been found satisfactory other than for the items marked with an "X". This signature certifies that the inspection documented on this form "Meets or Exceeds" First Transit requirements of "US FMCSR Part 396.17-25". Defects found have been recorded for repair in the Defect Worksheet.

**Preventive Maintenance Inspection Servicing (Sections A - D only):**  
 I further confirm that all servicing items were completed in accordance with manufacturer

PRINT VEHICLE INSPECTOR'S NAME HERE

SIGNATURE OF VEHICLE INSPECTOR

SIGNATURE OF SUPERVISOR

Notes:

# **FOLLOW UP WORKSHEET**

Unit #: \_\_\_\_\_

PMI WO#: \_\_\_\_\_

All defects must be categorized as;

R = Safety/DOT out-of-service

Y = Deferrable until no later than next PMI

G = Advisory defect (i.e. paint, decals, cosmetic, etc.)

Item No.	PMI Ref No.	M E B Defect Details:	Follow Up WO #	Circle Defect Cat. Ref.
1.				R Y G
Description of Repairs:			Initial	Date
2.				R Y G
Description of Repairs:			Initial	Date
3.				R Y G
Description of Repairs:			Initial	Date
4.				R Y G
Description of Repairs:			Initial	Date
5.				R Y G
Description of Repairs:			Initial	Date
6.				R Y G
Description of Repairs:			Initial	Date
7.				R Y G
Description of Repairs:			Initial	Date
8.				R Y G
Description of Repairs:			Initial	Date

INSPECTOR NOTE: Type of Defect M = Mechanical, E = Electrical and B = Body Defects. Select and group types of Defects together

I confirm that all defects are repaired in accordance with Annapolis Transit policies.

Technician's Signature:		Date:	
Approved By:		Continuation Sheet Used:	YES: <input type="checkbox"/> NO: <input type="checkbox"/>
Supervisor's Signature		Date:	

# PMI AND SERVICING WORKSHEET - Heavy Duty

## TYPE OF PM PERFORMED

A B C DOT

Date:	Unit No:	Asset No.	Current Odometer:	Hour Meter:	Location Code:	W.O. #:
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All items must be checked with reference to the detail and marked ✓ = Serviceable, X = Defective, O = Repaired during inspection and N/A = Not Applicable. The technician releasing the bus must print and sign their name and the Supervisor must sign the inspection sheet. Please complete in BLUE / BLACK ink and in capitals in accordance with SOP M002 and PM Manual.

The Fire Risk Assessment procedures have been added to the PMI and Servicing sheet, as indicated by the symbol "△", in order to condense and simplify the inspection process.

### SECTION 1 - Preparation and Drive On (In Lot) Inspection

Tech's  
Initial

✓ Box

1.0	Safety Inspection - Exterior Walk Around		
1.1	Check Driver's Pre-trip or DVIR/EVIR & Authorization Forms △		
1.2	Check Condition of Operator's Area		
1.3	Check All Warning Light and Alarms △		
1.4	Check Auto Trans Neutral Safety Switch △		
1.5	Start Engine and Listen for Unusual Noises △		
1.6	Check Starter Protection Circuit		
1.7	Check Low Air Warning Light and Buzzer		
1.8	Check Instruments and Horns △		
1.9	Check Fast Idle		
1.10	Check Air Compressor Governor Setting △		
1.11	Check Reverse Warning System		
1.12	Check Air Pressure Leakage △		
1.13	Check Air Dryer Drain Valve △		
1.14	Check Steering Wheel, Column and Operation		
1.15	Inspect Windshields, Mirror and Sun Visor Condition △		
1.16	Check Wiper and Washer Operation		
1.17	Check Public Address (PA) System		
1.18	Check Door Operation		
1.19	Check Door Interlock System		
1.20	Check the Kneel System and Deploy Ramp		
1.21	Check Fare Box Operation and Mounting (If Applicable)		
1.22	Check Operation of All Other Accessories		
1.23	Wash Engine/Chassis		
1.24	Road Test: Check for Proper Operation △		
1.25	Check/Record Oil Pressure / @1500 rpm △ Check/Record Water Temperature / °		
1.26	Perform Brake Test		

### SECTION 2 - Interior Circle Inspection

Tech's  
Initial

✓ Box

2.1	Check Passenger Doors - Open and Close		
2.2	Inspect Seats, Hand Rails and Floor Covering		
2.3	Check Interior Lights - Installation, security and wiring △		
2.4	Check Interior Electrical Panels △		
2.5	Check Stop Request System		
2.6	Check for Physical Damage, Water Leaks, and Graffiti		
2.7	Check for Informational and Instructional Decals		
2.8	Check Emergency Windows, Instructional Decal and Glass Condition		
2.9	Check Emergency Hatches		
2.10	Check HVAC System		
2.11	Check All Safety Equipment		
2.12	Check Wiring Under Dash △		

### SECTION 3 - Exterior Circle Inspection

Tech's  
Initial

✓ Box

3.1	Check Destination Sign and Run Box Operation & Mounting		
3.2	Inspect Mirror and Mountings △		

3.3 Check for Physical Damage and Decals

3.4 Check Exterior Compartment Doors

3.5 Check Exterior Electrical Panels △

3.6 Check Fuel Tank Cap △

3.7 Check Lights and Reflectors △

3.8 Battery Inspection △

Record Voltage here:

3.9 Check Corrosion on Battery Cables and Hold-Downs △

3.10 Check License Plate, Permits and State Inspection Decals △

3.11 Check Wiper Blade and Arm Condition

3.12 Check Bicycle Rack

### SECTION 4 - Engine Compartment Inspection

Tech's  
Initial

✓ Box

4.1	Check Engine Compartment Condition for PMI / Fire Risk △		
4.2	Check Engine Compartment Door and Lubricate		
4.3	Check Engine Compartment Lights and Gauges △		
4.4	Test Coolant Condition Using Test Strips and Record Results: Inhibitor Test - Pass / Fail Freeze Point ° F		
4.5	Record Antifreeze Protection Level Using Refractometer Refractometer Reading ° F / C		
4.6	Pressure Test Cooling System and Check for Leaks		
4.7	Check Coolant Recovery System Condition and for Leaks △		
4.8	Check Coolant Hose Condition △		
4.9	Check Fan, Shroud and Radiator		
4.10	Check Alternator Mount, Condition & Wiring Connections/Routing △		
4.11	Check Transmission for Leaks		
4.12	Check All Belts for Condition, Alignment and Tension △		
4.13	Check Exhaust System and Fire Insulation △		
4.14	Check All Electrical Cables △		
4.15	Check Filter Minder and Record Reading △		
4.16	Check Intake System		
4.17	Inspect Operation of Fire Alarm (CPM Only) △		
4.18	Inspect Turbocharger and Blower △		
4.19	Inspect Air Compressor Mounting and Lines △		
4.20	Check Air Supply Plumbing △		
4.21	Check Power Steering and Hydraulic Fluid △		
4.22	Check All Engine or Belt Drive Systems △		
4.23	Check for Oil Leaks △		
4.24	Check Compressor Oil Level and Check for Leaks		
4.25	Check A/C Compressor and Mounting		
4.26	Check A/C Hose Condition, Routing, Security and for Leaks		

### SECTION 5 - Steering System Inspection

Tech's  
Initial

✓ Box

5.1	Check Entire Steering System		
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### SECTION 6 - Tires and Wheel Inspection



Tech's  
Initial


✓ Box

9.1	Vehicle Returned to Predetermined Location	-	
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[illegible]

SECTION 7 – Under Vehicle Inspection		Tech's Initial	✓ Box
7.1	Check Ride Height		
7.2	Check Air Reservoir Discharge		
7.3	Check One-way Check Valves		
7.4	Check Low Air Warning /Double Check Valve - Primary		
7.5	Check Spring Brake Inversion Valve		
7.6	Check Air Pressure Build-Up Time and Record _____ PSIG in _____ Minutes		
7.7	Check Low Air Warning /Double Check Valve - Secondary		
7.8	Check Vibration Damper		
7.9	Check Engine and Transmission Mounts		
7.10	Check Starter for Proper Installation, Cable Routing and Security 		
7.11	Check Bottom of Engine for Oil Leaks 		
7.12	Check Transmission and Breather 		
7.13	Check Differential Breather and Fluid 		
7.14	Check Exhaust System 		
7.15	Check Driveline, U-joint and Slip Yokes		
7.16	Check All body Mounts and Chassis Frame		
7.17	Check Major Ground Straps for Security, Corrosion and Correct Length 		
7.18	Check Fuel Tank 		
7.19	Check Suspension Components		
7.20	Check Brake Lining - LF _____ RF _____ - LR _____ RR _____		
7.21	Check Inner Wheel Seals for Leaks 		
7.22	Determine If Auto Slack Adjuster Are Working and Record - LF _____ RF _____ - LR _____ RR _____		
7.23	Check Brake Chamber Plugs and Air Valves		
7.24	Check Brake Hoses 		






SECTION A – PM Servicing		Tech's Initials	✓ Box
A.1	Change Oil Filters  Date filter (s)		
A.2	Drain and Change Engine Oil 		
A.3	Drain Air Box Collector (Detroit Diesel only)		
A.4	Lubricate Chassis		
A.5	Replace or Clean A/C Filters		

A.6	Drain Water From Fuel Water Separator (where applicable)		
A.7	Change Primary Fuel Filter  Date Filter (s)		
A.8	Change Transmission Fluid – 12,000 miles (petroleum base)		
A.9	Wheelchair Lift Inspection and Servicing		

#### "B" PMI SERVICING ITEMS (24,000 MILES or 12 MONTHS)

SECTION B PM Servicing		Tech's Initial	✓ Box
B.1	Torque Wheel Nuts 		
B.2	Change Water Separator – Secondary Fuel Filters --Date Filters		
B.3	Lube All Pivoting Mechanisms		
B.4	Complete engine diagnostics and clear codes as completed		

#### "C" PMI SERVICING ITEMS (48,000 MILES or 24 MONTHS)

SECTION C – PM Servicing		Tech's Initial	✓ Box
C.1	Check and Lubricate Door Linkages		
C.2	Check Toe-In and Record Reading		
C.3	Pull Front Wheels and Perform Wheel Bearing Inspection 		
C.4	Load Test Batteries Record Results: #1 _____ #2 _____ #3 _____ #4 _____		
C.5	Change Water Filter		
C.6	Service Crankcase Breather 		
C.7	Change Davco Type Water Separators (Secondary Fuel Filters) 		
C.8	Change Auto Transmission Fluid (Synthetic Fluid Only) 		
C.9	Change Power Steering Fluid and Filter (Synthetic Fluid Only) 		
C.10	Drain Water (If Any) From Fuel Tank		
C.11	Rebuild Air Dryer		
C.12	1 <sup>st</sup> "C" PMI ONLY: Tune Up Per Engine Manufacturer's Spec.		

#### "D" HVAC INSPECTION AND SERVICING

SECTION M HVAC Inspection and Servicing (Annual March - June)		Tech's Initial	✓ Box
D.1	Perform HVAC Inspection and Servicing		

#### Preventive Maintenance Inspection (Sections 1 - 9 only):

I confirm that I have inspected this vehicle to the items listed on this form and against the criteria as detailed in Annapolis Transit PMI documentation. The items in the above inspection have been found satisfactory other than for the items marked with an "X". This signature certifies that the inspection documented on this form "Meets or Exceeds" Annapolis requirements of "US FMCSR Part 396.17-25". Defects found have been recorded for repair in the Defect Worksheet.

#### Preventive Maintenance Inspection Servicing (Sections A - D only):

I further confirm that all servicing items were completed in accordance with manufacturer and Annapolis Transit policies.

PRINT VEHICLE INSPECTOR'S NAME HERE

SIGNATURE OF VEHICLE INSPECTOR

SIGNATURE OF SUPERVISOR

#### NOTES:



ANNAPOLIS DEPARTMENT OF PARKING & TRANSPORTATION  
Maintenance Division  
Roadcall Report

Eff: 11/03

Vehicle # _____ Date _____ Driver _____	
Location _____ Run or Route _____	
Problem _____	
Instructions to driver _____	
Time call Received _____ a.m. p.m.	Mechanic _____
Mechanic left _____ a.m. p.m.	Trouble Found _____
Arrived Job _____ a.m. p.m.	
Driver back on road _____ a.m. p.m.	
Mechanic back on road _____ a.m. p.m.	
	Repaired on road: Yes _____ No _____
	Towed in: Yes _____ No _____
	Changed Vehicle: Yes _____ No _____
	Date of last P.M. _____
Number of Passengers: _____	Delayed how many minutes: _____

Was service call due to operator negligence? ☐ Yes ☐ No If Yes, Explain How \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**This section is to be filled out by senior mechanic not later than end of next working shift after road call:**

Note date and type of last inspection or repair performed on component or system listed above as the nature of the problem: Date \_\_\_\_\_ Type of Inspection \_\_\_\_\_

Should a vehicle check have precluded the breakdown? ☐ Yes ☐ No

Comments : \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Report Acceptable ☐ Yes ☐ No Initials \_\_\_\_\_ Date \_\_\_\_\_

Forward to Director with Incident Report  
LAST PERSON TO DRIVE MUST FUEL UP



# **Annapolis Transit Agency Safety Plan**

## **City of Annapolis, Maryland**

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Department of Transportation  
(ADOT)



*December 2019*

# Annapolis Transit Agency Safety Plan

## City of Annapolis, Maryland

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### 1. Transit Agency Information

<b>Transit Agency Name</b>	City of Annapolis (Annapolis Transit)			
<b>Transit Agency Address</b>	308 Chinquapin Round Road, Annapolis, MD 21401			
<b>Name and Title of Accountable Executive</b>	J. Rick Gordon, Director			
<b>Name of Chief Safety Officer or SMS Executive</b>	J. Rick Gordon			
<b>Mode(s) of Service Covered by This Plan</b>	Bus Transit	<b>List All FTA Funding Types (e.g., 5307, 5310, 5311)</b>	5307	
<b>Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)</b>	Directly Operated Bus Transit			
<b>Does the agency provide transit services on behalf of another transit agency or entity?</b>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	<b>Description of Arrangement(s)</b>	Not Applicable
<b>Name and Address of Transit Agency(ies) or Entity(ies) for Which Service Is Provided</b>	Not Applicable			

## 2. Plan Development, Approval, and Updates

<b>Name of Entity That Drafted This Plan</b>	City of Annapolis Department of Transportation	
<b>Signature by the Accountable Executive</b>	<b>Signature of Accountable Executive</b>	<b>Date of Signature</b>
	J. Rick Gordon	
<b>Approval by the Board of Directors or an Equivalent Authority</b>	<b>Name of Individual/Entity That Approved This Plan</b>	<b>Date of Approval</b>
	Annapolis City Council	
	<b>Relevant Documentation (title and location)</b>	
	Annapolis Transit Agency Safety Plan / City of Annapolis Department of Transportation	
<b>Certification of Compliance</b>	<b>Name of Individual/Entity That Certified This Plan</b>	<b>Date of Certification</b>
	J. Rick Gordon	
	<b>Relevant Documentation (title and location)</b>	
	Annapolis Transit Agency Safety Plan / City of Annapolis Department of Transportation	

<b>Version Number and Updates</b>			
<i>Record the complete history of successive versions of this plan.</i>			
<b>Version Number</b>	<b>Section/Pages Affected</b>	<b>Reason for Change</b>	<b>Date Issued</b>
1	Draft	New Safety Management System (SMS) Plan	July 1, 2019

### **Annual Review and Update of the Public Transportation Agency SMS Plan**

*Describe the process and timeline for conducting an annual review and update of the Public Transportation Agency SMS Plan.*

In general, annual review and update of the Safety Plan will be concurrent with Annual Transportation Plan (ATP) application process, usually between January and March of every year. The Safety Plan will be submitted as part of the ATP.

Outside the January – March time window, management will review the SMS Plan when the following conditions exist:

Approach to mitigate safety deficiencies is deemed ineffective

Significant changes to service delivery

Introduction of new processes or procedures that have safety implications

Changes including re-prioritization of resources for SMS

Significant changes of the organizational structure.

All proposed changes will be documented by the management as addendums and distributed to all affected parties including employees. All parties must comment within two weeks of the issuance of the proposed changes unless otherwise specified.

### 3. Safety Performance Targets

<b>Safety Performance Targets</b> <i>Specify performance targets based on the safety performance measures established under the National Public Transportation SMS Plan.</i>							
Mode of Transit Service	Fatalities (total)	Fatalities per 100K VRM	Injuries (total)	Injuries per 100K VRM	Safety Events (total)	Safety Events per 100K VRM	System Reliability (VRM/Failures)
DR (ADA Paratransit)	0	0	0	0	0	0	Not available*
MB (Fixed Routes)	0	0	0	0	0.6	0.1	Not available*

\*Major mechanical breakdowns have not been tracked in the past, but will be tracked beginning July 2020. Once enough data has been collected, a system reliability target will be established.

<b>Safety Performance Target Coordination</b> <i>Describe the coordination with the State and Metropolitan Planning Organization(s) (MPO) in the selection of State and MPO safety performance targets.</i>		
The safety plan will be submitted to both agencies for consideration when these agencies are developing their safety performance targets. For the state agency, this will be concurrent with the submission of the Annual Transportation Plan (ATP) to aid in the planning process. In the case of the MPO, it will be part of the annual Uniform Planning Work Program submittal.		
Targets Transmitted to the State	State Entity Name	Date Targets Transmitted
	Maryland Transit Administration	No target transmitted yet
Targets Transmitted to the Metropolitan Planning Organization(s)	Metropolitan Planning Organization Name	Date Targets Transmitted
	Baltimore Regional Transportation Board	No target transmitted yet

## 4. Safety Management Policy

### **Safety Management Policy Statement**

*Include the written statement of safety management policy, incorporating safety objectives.*

City of Annapolis Department of Transportation (ADOT), which operates Annapolis Transit, is committed to providing a safe and secure public transportation services to the patrons; and the implementation and continuous improvement of an effective safety management system (SMS).

The primary objectives of the ADOT Safety Management System (SMS) Plan are to:

- Promote early identification of safety hazards and risks
- Take proactive steps to reduce identified safety hazards and risks
- Promote and enhance our safety culture to support the SMS
- Establish and continuously maintain an acceptable level of safety within the department
- Encourage employees to report safety concerns to management without fear of disciplinary actions

ADOT will provide the necessary resources to implement, control, and oversee the SMS Plan, including financial and human resources. Through execution of our SMS Plan, ADOT will implement leading safety risk reduction practices into our business management decisions model including: operations, maintenance, facilities, personnel and support services in order to further promote our transit safety objectives.

### **Safety Management Policy Communication**

*Describe how the safety management policy is communicated throughout the agency's organization. Include dates where applicable.*

It is the policy of ADOT to maintain open communication between management and employees on matters pertaining to safety. All input regarding safety is considered important, and employees are encouraged to actively participate in the company safety program. Employees should feel free to express any safety concerns during safety meetings, individually to supervisors or in writing.

Management supports, encourages and accepts both positive and negative feedback. Management assures employees that there is no fear of retaliation when it comes to safety.

Safety communications methods vary, but will comprise both internal and external communication/awareness.

#### **Internal Communication:**

Internal communication/awareness may be accomplished using:

- Notice boards
- Intranet postings
- Regular safety meetings and/or training sessions
- Safety advisories (local, state or national)
- Telephone or email communications

The Accountable Executive, with assistance from the deputy director and/or transportation superintendent, is responsible for internal safety communication.

Internal communication will consist of ad hoc and regularly established activities designed to communicate and reinforce SMS policy and related elements to all affected employees, to include:

- The importance of conformance and the potential consequences of non-conformance with SMS policy, processes or procedure
- Individual roles and responsibilities in achieving conformance with SMS process

- The risks associated with work activities revealed from safety data
- Relevant output from management safety reviews
- Reported hazards/near-misses and incidents
- Changing safety requirements
- Safety performance data
- Key results of internal/external assessments and audits
- Other information needed to support the SMS Plan

**External Communication:**

ADOT has determined that significant risks identified through the operation of the SMS Plan will not be communicated to the general public unless required by federal, state or local regulations. Information regarding general SMS operation and specific risks identified will be communicated to the appropriate governing body as required only.

The Accountable Executive or designee is responsible for media communications regarding safety issues and in consultation with the city's Risk Management Administrator, Office of Law and Public Information Officer where appropriate.

**Authorities, Accountabilities, and Responsibilities**

*Describe the authorities, accountabilities, and responsibilities of the following individuals for the development and management of the transit agency's Safety Management System (SMS).*

<b>Accountable Executive</b>	<ul style="list-style-type: none"> <li>▪ Provides strategic direction for safety policy, risk mitigation, safety assurance and safety promotion.</li> <li>▪ Provides sufficient resources and attention devoted to the SMS Plan.</li> <li>▪ Develops an effective notification and reporting system for safety/security incidents and emergencies.</li> <li>▪ Provides proactive leadership in the operation and performance of SMS; develops and implements innovative strategies that foster continuous SMS improvement.</li> <li>▪ Ensures security and emergency preparedness are top priorities to all employees.</li> <li>▪ Develops relations with outside organizations that may participate in and contribute to the SMS Plan, including local public safety and emergency planning agencies.</li> </ul>
<b>Chief Safety Officer or SMS Executive</b>	Same as Accountable Executive
<b>Agency Leadership and Executive Management</b>	Same as Accountable Executive
<b>Key Staff</b>	<p><b>Transportation Superintendent</b></p> <ul style="list-style-type: none"> <li>▪ Communicates operational safety policy related to SMS</li> <li>▪ Promotes operational safety and operators' safety</li> </ul> <p><b>Maintenance Supervisor</b></p> <ul style="list-style-type: none"> <li>▪ Manages function related to vehicle and equipment maintenance activities</li> </ul>

	<p><b>All Personnel</b></p> <ul style="list-style-type: none"> <li>▪ Conduct work in the safest manner possible in accordance with approved job-specific procedure, policies and in a manner that enhances their own and other employees' safety.</li> <li>▪ Promote risk reduction, participates openly in safety related events investigations.</li> <li>▪ Immediately report workplace hazards and make suggestions for control of reported hazards.</li> </ul>
<p><b>Employee Safety Reporting Program</b></p> <p><i>Describe the process and protections for employees to report safety conditions to senior management. Describe employee behaviors that may result in disciplinary action (and therefore, are excluded from protection).</i></p>	
<p>ADOT requires proactive reporting of safety hazards or safety concerns on the part of all employees in order to maintain a proactive position on risk.</p> <p><b>Under no circumstance will employees be disciplined for the act of reporting safety related information unless such disclosure indicates, beyond reasonable doubt an illegal act, gross negligence or a deliberate or willful disregard to safety regulations or procedures.</b></p> <p>When an employee becomes aware of a hazard, he/she shall submit a report within eight (8) business hours or at the end of shift using one of the following methods:</p> <ul style="list-style-type: none"> <li>Completion of an incident report form</li> <li>Notifying supervision/management. Supervision/management is then required to file a report using the incident report form or other means as deemed appropriate.</li> </ul>	



## 5. Safety Risk Management

### Safety Risk Management Process

*Describe the Safety Risk Management process, including:*

- *Safety Hazard Identification: The methods or processes to identify hazards and consequences of the hazards.*
- *Safety Risk Assessment: The methods or processes to assess the safety risks associated with identified safety hazards.*
- *Safety Risk Mitigation: The methods or processes to identify mitigations or strategies necessary as a result of safety risk assessment.*

### SAFETY HAZARD IDENTIFICATION

The primary method used by Annapolis Transit to identify the hazards, threats to the transit system and the vulnerabilities of the system is the collection of historical data and incident reports submitted by drivers and supervisors and information provided by federal and state agencies and local law enforcement.

Information resources include but are not limited to the following:

- Operator incident reports
- Risk management reports
- Bus maintenance reports
- Passengers' letters and telephone calls
- Management's written concerns
- Staff meeting notes
- Special requests
- Historical data
- Information from public safety officials
- Operator observed hazards
- Real-time, GPS-based bus video surveillance system on all Annapolis transit buses

ADOT reviews safety/security information resources and determines if additional methods should be used to identify system threats and vulnerabilities. This includes a formal evaluation program to ensure that safety/security procedures are maintained and that safety/security systems are operable. Safety/security testing and inspections may be conducted to assess the vulnerability of the transit system. Testing and inspection includes the following three-phase approach: (a) Equipment preparedness, (b) Employee proficiency, and (c) System effectiveness.

Potential sources of hazard to Annapolis Transit include the following:

#### **Accidents:**

*Transit vehicle accidents* - defined as collisions with other vehicles, objects or persons with the potential for damage to people and/or property and the possibility of lawsuits and/or criminal charges.

*Transit passenger incidents* - involving passenger falls, injuries relating to lift and securement operation, injuries before boarding or after alighting and passenger illnesses.

*Employee accidents and incidents* - include injuries within the office, on official travel, while maintaining the equipment, and on-premises, but not while operating a vehicle for public transport. Such accidents/incidents create the possibility for loss of workforce, worker's compensation claims, etc.

#### **Acts of Nature**

*Floods* - heavy rain, storm surge, and rapid snowmelt may cause flooding that can result in loss of life, damage to facilities, danger to vehicles on roadways and loss of power and communications.

*Winter weather* - snow and ice storms can cause power failures, make roads dangerous or impassable, cause sidewalk hazards, and affect the ability to deliver transit service.

#### **Critical Infrastructure**

*Power outages* - whether short or long in duration, can impact overall ability to operate transit services and limit functional nature of transit equipment and facilities.

*Vehicle fires* - could cause transit employee and passenger injuries and death, and damage or loss of transit equipment and have the potential for lawsuits.

*Facility loss* - loss of administrative, maintenance, or operations facilities - whether caused by structural collapse, presence of toxic materials, violation of municipal codes, fire, or significant events on neighboring properties - can hamper the ability to sustain service

#### **Hazardous Materials**

*Blood-borne pathogens* - exposure can put drivers, passengers, maintenance employees and bus cleaners at risk of contracting disease.

*Toxic material spills* - toxic materials fall into four basic categories: blister agents such as solvents; cardio-pulmonary agents such as chlorine gas; biological agents such as anthrax; and nerve agents such as Sarin. While some of these materials may be agents of terrorist acts, accidental release is also possible. Additionally, low-level exposure to maintenance related chemicals and vehicle fluids can pose a risk to employee and environmental health.

#### **Criminal Activity**

*Trespassing* - penetration of organizational security system can increase vulnerability to criminal mischief, theft, workplace violence, and terrorist attack.

*Vandalism/Criminal mischief* - Includes graffiti, slashing, loitering, or other such events that damage buses, bus stops, shelters, transit facilities and/or organizational image.

*Theft and burglary* - includes loss of assets due to break-in to facilities and into vehicles as well as employee theft, and can threaten information assets, property assets, and organizational image.

*Workplace violence* - includes assaults by employees on employees, passengers on passengers, and passengers on employees including menacing, battery, sexual assault, and murder.

*Commandeered vehicle* - taking of a transit vehicle to perpetrate a crime and the taking of hostages as a negotiating tool. Puts the lives of transit employees and passengers at risk.

## **Terrorism**

*Dangerous mail* - chemical, biological, radiological and explosive devices delivered through the mail put the lives of transit employees and occupants of transit facilities at risk, and have the potential for damage of facilities and equipment.

*Suicide bombers* - internationally, transit systems have been common terrorist targets. Annapolis transit systems are not immune. The major inherent vulnerabilities of transit are that transit systems by design are open and accessible, have predictable routines/schedules, and may have access to secure facilities and a wide variety of sites, all of which make transit an attractive target.

*Improvised Explosive Devices (IED)* - activities could involve the use of conventional weapons and improvised explosive devices or bombs on transit vehicles, within transit facilities or within the environment of the transit service area, putting the lives of transit employees, passengers and community members at risk. Such events could require the use of transit vehicles in evacuation activities.

*Weapons of mass destruction* - use of chemical, biological or radiological weapons could cause massive loss of life involving everyone in the community and lead to the destruction of transit vehicles and facilities, as well as require the use of transit vehicles for evacuation purposes.

## **SAFETY RISK ASSESSMENT**

All identified and system accepted hazards, near-miss situations and safety events that occur shall be risked assessed. Risk assessment will be conducted for the "as reported" condition and again conducted for the "mitigated" condition.

Additionally, and separate to individual proactive reports, system-wide annual risk assessments will be conducted. The risk assessment and risk control process shall be reviewed and revised:

- As a part of the monthly safety meetings

- As applicable due to new or revised activities or procedure

- Annually by management

A safety risk assessment has two elements: hazard severity and hazard probability.

Hazard severity is a qualitative determination of the worst likely case that could be anticipated because of human error, poor design, failure or malfunction of component(s). Hazard severity ratings are as follows:

- Catastrophic – Operating conditions are such that human error, poor design, failure or malfunction of components may commonly cause multiple deaths, numerous casualties or major system loss. Catastrophic hazards require immediate cessation of the unsafe activity or operation
- Critical – Operating conditions are such that human error, poor design, failure or malfunction of components may commonly cause death, limited casualties or significant system loss that will require immediate termination of the unsafe activity or operation.
- Serious – Operating conditions are such that human error, environment, poor design, failure or malfunction of components or procedural deficiencies may commonly cause severe injury, severe occupational illness, or major subsystem damage requiring immediate corrective action.
- Marginal – Operating conditions are such that they commonly cause minor injury, minor occupational illness, or minor system damage. Human error or component failures can be controlled or counteracted.
- Negligible – Operating conditions are such that human error, poor design, failure or malfunction of components may commonly cause no, or less than minor injury, occupational illness, or system damage

Hazard probability is a subjective measure of likelihood that a specific hazard will occur during the useful life of the asset. Hazard probability is categorized as follows:

- Frequent – Likely to occur frequently
- Probable – Likely to occur several times
- Occasional – Likely to occur sometime
- Remote – Unlikely but possible to occur
- Improbable – So unlikely that it can be rejected from consideration

Hazard severity and probability are used to determine the magnitude of the hazard and the priority in the form of a Risk Assessment Matrix (Figure1). This will help to assess the level of risk (risk rating) for each identified hazard and subsequent control measures to apply through hazard resolution or mitigation.

Figure 1. Risk Assessment Matrix

LIKELIHOOD	POTENTIAL CONSEQUENCES OR SEVERITY				
	Catastrophic	Critical	Serious	Marginal	Negligible
Frequent	Very High	Very High	High	Moderate	Low
Probable	Very High	High	High	Moderate	Low
Occasional	High	High	Moderate	Moderate	Low
Remote	High	Moderate	Moderate	Low	Very Low
Improbable	Moderate	Moderate	Low	Very low	Very Low

Risk Rating	Action Required
Very High	Risk must be immediately mitigated and constantly monitored
High	Risk must be treated and constantly monitored
Moderate	Risk may be managed and reduction strategies implemented
Low	Risk may be accepted after a risk review
Very Low	Risk would normally not be treated

## SAFETY RISK MITIGATION

Each hazard category in the Risk Assessment Matrix (Figure 1) requires a specific level of resolution and control as shown in the Hazard Decision Matrix (Figure 2).

Hazard resolution and/or control involves the analysis and corrective action taken to eliminate or reduce the risk associated with an identified hazard to the lowest practical level. In most cases, acceptable hazard resolution will require a combination of actions or methods of control. The preferred order to satisfy system safety requirements and to resolve the identified hazards is as follows:

**Design to eliminate/minimize risk:** Where possible, hazards will be eliminated through design. If the hazard cannot be eliminated because it is inherent or it is not financially feasible, it will be reduced to an acceptable level. Specific actions to be taken include building in redundancy or backups, use of highly reliable components, and use of fail-safe devices or transfer the risk to a third party.

**Use appropriate safety devices** for hazards that cannot be eliminated or minimized through design. This involves the installation of permanent system design features to improve safety by automatically controlling the risk of hazard with no human intervention.

**Use warning devices** to reduce the risk associated with the hazard to acceptable level. This is applicable when neither design nor safety devices can effectively eliminate identified hazards or adequately reduce the risk associated with the hazard to acceptable level.

Approved procedures and training programs are the lowest level of control, and they will be used when it is not possible or practical to eliminate hazards or reduce risks through system design, and safety or warning devices. The purpose of training programs is to recognize the hazard and personnel actions to avoid the hazard. Procedures will include precautionary notations, warning signs and use of personal protective equipment.

Figure 2. Hazard Decision Matrix

FREQUENCY OF OCCURRENCE	HAZARD CATEGORY				
	Catastrophic	Critical	Serious	Marginal	Negligible
Frequent	Unacceptable	Unacceptable	Unacceptable	Undesirable	Undesirable
Probable	Unacceptable	Unacceptable	Undesirable	Undesirable	Acceptable with Review
Occasional	Unacceptable	Undesirable	Undesirable	Acceptable with Review	Acceptable with Review
Remote	Undesirable	Undesirable	Acceptable with Review	Acceptable with Review	Acceptable
Improbable	Acceptable with Review	Acceptable with Review	Acceptable with Review	Acceptable	Acceptable

*Note: Hazard decisions of "Unacceptable" or "Undesirable" requires hazard resolution and controls; "Acceptable with Review" requires additional monitoring and/or more information.*

## 6. Safety Assurance

### Safety Performance Monitoring and Measurement

*Describe activities to monitor the system for compliance with procedures for operations and maintenance.*

Safety assurance is the means to demonstrate that organizational arrangements and processes for safety achievement are properly applied and continue to achieve their intended objectives. This is achieved through safety performance monitoring and measurement processes by which the performance is verified against the safety policy, stated safety objectives and targets. The safety assurance process within ADOT is achieved by monitoring and measuring the outcomes of activities that operational personnel must engage in for the delivery of services by ADOT.

Specific activities to monitor the transit system for compliance with procedures for operations and maintenance include the following:

#### **Transit Bus Service Safety and Security**

The comprehensive, onboard GPS-based video surveillance system on all revenue vehicles provides coverage of all activities in and around the transit vehicles in real time. These videos are transmitted back to the operations control room and are displayed on video monitors. The bus video surveillance system helps make passengers and drivers feel safe and secure, prevent/deter crime, etc. The video footage is also used in accident and other investigative works by the department and/or law enforcement agencies.

#### **Transit Facility Safety and Security Review**

The transit facility is monitored by video surveillance system. On an ongoing basis, Annapolis Transit assesses the system's physical and procedural security systems and exposures. Findings from past and current threats and vulnerability assessments are of particular significance. Annapolis Transit reviews security measures periodically, as well as whenever facilities or other conditions change significantly.

#### **Operator Selection**

Operator selection is critical to Annapolis Transit safe transit operations. The driver selection criterion addresses specific, safety-related items.

- **Licensing** – The driver is properly licensed and the license is appropriate for the type of vehicle the driver is assigned. Licensing also considers local jurisdiction requirements.
- **Driving record** – The driver has an acceptable past driving record over a reasonable period of time. The driving record demonstrates an ability to follow traffic rules and regulations and thus avoid accidents.
- **Physical requirements** – The driver is physically able to perform the functions associated with the assignment. These factors include good eyesight with true color perception, good hearing, physical strength and dexterity to assist disabled passengers (especially in demand responsive/para-transit assignments), or other factors that may be unique to the service area and/or specific driving assignments.
- **Background checks** – Annapolis Transit does background checks on all employees to protect against hiring personnel with a history of aberrant behavior.

#### **Drug and Alcohol Policies**

A critical element of Annapolis Transit's commitment to safe operations is ensuring that employees are not impaired due to the use of alcohol, illegal drugs, prescription drugs or over-the-counter medication.

Annapolis Transit follows the requirements set forth under 49CFR Part 655 and 49CFR Part 40 Amended as mandated by the FTA. The Annapolis Transit drug and alcohol program includes specific policies, procedures and responsibilities for pre-employment, random and post-accident testing.

*Describe activities to monitor operations to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended.*

#### **Driver's Vehicle Checklist**

Annapolis Transit drivers complete a vehicle pre-trip inspection checklist when putting a vehicle into service. This pre-trip inspection includes:

- Inspection of the vehicle's required safety equipment
- Inspection of the interior of the vehicle to detect unauthorized objects or tampering
- Inspection of the interior lights to make sure they are operational and have not been tampered with
- Inspection under the vehicle to detect items taped or attached to the frame
- Inspection of the exterior of the vehicle for unusual scratches or marks made by tools; signs of tampering; unusually clean or dirty compartments; or items attached using magnets or duct tape
- Following established policy governing suspicious packages, devices, or substances to determine if an unattended item or an unknown substance found during inspection is potentially dangerous
- Immediately notifying a supervisor in the case of a potentially suspicious package(s) or evidence of tampering. Do not start or move the vehicle or use electronic means of communication.

Periodically throughout the driver's shift, the above inspections are conducted.

#### **Mechanic's Vehicle Checklist**

Annapolis Transit mechanics or contracted mechanics make the following security checks before releasing a vehicle for revenue service:

- Ensures that required safety equipment is on vehicle
- Inspects the interior of the vehicle for unknown objects or tampering
- Inspects the interior lights to make sure they are operational and have not been tampered with
- Inspects under the vehicle for items taped or attached to the frame
- Inspects the exterior of the vehicle for unusual scratches or marks made by tools; signs of tampering; unusually clean or dirty compartments; or items attached using magnets or duct tape
- Inspects the gas cap for signs of tampering or unusual items
- Inspects the engine compartment and other areas to detect foreign objects or false compartments in the air filter area or the cold oil filter. Also look for additional wires running to or from the battery compartment, and take note of unusually clean components and devices
- Inspects the fuel and air tanks to detect inconsistent and missing connections

#### **Vehicle Maintenance**

Annapolis Transit provides proper maintenance of vehicles and equipment critical to the continued safe operation of the transit system. Vehicle maintenance practices regularly address safety-related vehicle equipment to ensure that no unsafe vehicles are dispatched for service. Safety-related vehicle equipment includes:

- Service brakes and parking brake
- Tires, wheels, and rims
- Steering mechanism
- Vehicle suspension
- Mirrors and other rear vision devices (e.g., video monitors)
- Lighting and reflectors or reflective markings
- Wheelchair lifts

Most safety-related equipment is inspected during a pre-trip inspection to ensure that the vehicle is fit for service. The vehicle maintenance program addresses the following categories:

- *Daily servicing needs* – This relates to fueling, checking and maintaining proper fluid levels (oil, water, etc.), vehicle cleanliness, pre- and post-trip inspections and maintenance of operational records and procedures.
- *Periodic inspection* – These activities are scheduled to provide maintenance personnel an opportunity to detect and repair damage or wear conditions before major repairs are necessary. Inspection items include suspension elements, leaks, belts, electrical connections, tire wear, and any noticeable problems.
- *Interval related maintenance* – The focus is to identify wear, alignment, or deterioration problems of parts or fluids. Replacement intervals of these items are determined through transit agency experience and manufacturer recommendations.
- *Failure maintenance* - When a failure is encountered that makes the vehicle unsafe or unable to continue operation, the vehicle is removed from service and returned to the garage for repair.

#### **Other Monitoring Activities**

- Ride along with operators
- Random, unannounced street supervision



- Use of mystery riders – use of carefully selected regular transit riders as "incognito scouts" that conduct safety compliance and other service reviews and report to management. The intent is to positively reinforce good safety behavior and catch any potential safety pitfall before an incident.

*Describe activities to conduct investigations of safety events to identify causal factors.*

In order to promote the continuous safety performance improvement of the SMS, ADOT will promptly and thoroughly investigate events that result in safety of service, and employee. Near-miss incidents are investigated if it is not readily determined the root cause of the near-miss.

Investigations are a methodical search into an event where information relating to factors that may have caused or contributed to the event are discovered. The SMS uses a structured Investigative process where evidence, contributing factors and root cause is recorded such that follow-on mitigating actions may be tracked.

As with any investigation, time is of the essence, therefore investigations should proceed as soon as practical to avoid potentially losing valuable information. Investigations are to be concluded within 5 business days of the incident. Only trained investigators are to conduct investigations and under no circumstance may an investigator examine his/her own work area incident.

A complete investigation is comprised of the following three stages being completed:

1. Investigation and interview stage: All relevant information is found.
2. Root Cause Stage: Contributing factors and root cause is determined and information is recorded. A review of past hazards, controls or evaluation of customer complaints to determine of the effectiveness of existing controls will also be conducted at this stage.
3. Preventative strategies recommendations are prepared and recorded.

For near-miss reports, a full investigation may not be required. In this case, the Accountable Executive will determine the level of investigation appropriate to effectively address the report.

As part of the investigation, management will also look into the effectiveness of competence and training of frontline employees as discussed under safety promotion.

*Describe activities to monitor information reported through internal safety reporting programs.*

Safety assurance is the means to demonstrate that organizational arrangements and processes for safety achievement are properly applied and continue to achieve their intended objectives. This is achieved through safety performance monitoring and measurement processes by which the performance is verified against the safety policy, objectives and targets.

The safety assurance process within ADOT is achieved by monitoring and measuring the outcomes of activities that operational personnel must engage in for the delivery of services.

ADOT management obtains information for safety performance monitoring from a variety of sources including direct employee input, a hazard reporting system, meetings, or assessments/audits.

Each of these types of information sources may exist to some degree and should be assessed on a routine schedule for risk identification and trend analysis by transportation superintendent, maintenance supervisor and risk management administrator in particular. ADOT will accomplish continual safety performance monitoring and oversight of the SMS as indicated below.

As a part of the annual safety objectives and targets development process, ADOT management will work with the risk management administrator to establish the initial list of safety objectives and targets. ADOT management will assist vehicle operations and maintenance divisions with monitoring of the objectives and targets.

Weekly staff meetings and monthly safety and operators meetings will focus on safety performance and means to continually improve safety performance.

Once data from all safety-related activity is reviewed, management and/or supervisors will communicate the appropriate information to all employees in the organization. This includes:

- a. How the hazardous conditions will be addressed including any updating of existing response/mitigation.
- b. An assessment of the appropriateness and effectiveness of the mitigations to address the hazards or event contributing factors.
- c. Any necessary follow ups of the reported hazardous conditions and with the employee(s) who reported the condition.

Any findings from the review will be communicated through:

- a. Regular or special staff meeting(s).
- b. One-on-one meeting with the employee(s) who reported the safety.
- c. Memos /special notice to employee(s).

The mitigation will be considered as appropriate if it actually addresses any identified hazard. The mitigation will only be considered effective if it consistently manages the safety risk under normal operating conditions. Effective mitigation must reduce the safety risks to an acceptable level as defined by the risk assessment in the risk assessment matrix. Management will also propose prioritization of the responses/mitigations based on the risk assessment for each hazard.

#### **Management of Change (Not Required for Small Public Transportation Providers)**

*Describe the process for identifying and assessing changes that may introduce new hazards or impact safety performance.*

#### **Continuous Improvement (Not Required for Small Public Transportation Providers)**

*Describe the process for assessing safety performance. Describe the process for developing and carrying out plans to address identified safety deficiencies.*

## 7. Safety Promotion

### Competencies and Training

*Describe the safety training program for all agency employees and contractors directly responsible for safety.*

The purpose of SMS training include the following:

- a. Establish a department-level approach, which ensures that all employees have the appropriate level of knowledge about the ADOT SMS Plan.
- b. Demonstrate how the safety policies, processes and procedure affect how they perform their duties.
- c. Establish initial competency and for on-going competence building.
- d. Refresher training as necessary to stay current with ADOT's safety practices and procedures

Safety training will be both in the classroom and "on the job". Classroom training focuses on training employees at each relevant function and level such that they are aware of the SMS Plan.

On-the-job or hands-on training will focus on how to apply the safety concepts that employees learned in the classroom. On-the-job training will include observation rides with a supervisor and follow up training because of public concerns via comments and mystery riders report, and supervisor reviews.

All training will be documented to include:

- a. training needs;
- b. curricular for initial and refresher training; and
- c. training schedules and records.

### Safety Communication

*Describe processes and activities to communicate safety and safety performance information throughout the organization.*

Safety communication activities include the following:

#### 1. Face-to-Face or Personal Communication

Face-to-face or personal communication is the preferred method of communication at safety meetings. This will allow for interaction between speaker and recipients to clarify ambiguity. The speaker can evaluate whether an audience has received his message as intended and ask or answer follow-up questions.

#### 2. Mobile Communications Channel

A mobile communication channel via Annapolis Transit radio system may be used when a safety message needs to be relayed to all operators at the same time

#### 3. Electronic Communications Channels

Electronic communication channels encompass email and intranet platforms. This channel can be used for one-on-one, group or mass communication where necessary. When using this channel, care will be taken to craft safety messages with clarity.

#### 4. Written Communication

Written communication will be used when a message that does not require interaction needs to be communicated to an employee or group. This method of communication includes letters, memos, manuals, notices on bulletin boards, safety bulletins, etc. Employees may follow up through an electronic or face-to-face channel if questions arise about a written message.

#### 5. Workshops

Workshops may be used when it is necessary for employees to demonstrate the understanding and knowledge of safety concepts, issues, etc.

## Additional Information

### Integration with Public Safety and Emergency Management

#### Emergency Management

The City of Annapolis Department of Transportation (ADOT) coordinates with the Office of Emergency Management (OEM) before, during, and after emergencies and major planned events. The Department of Transportation provides emergency response functions when necessary to assist in saving lives and protecting property.

Before an emergency or event, ADOT participates in planning, exercises, and training with OEM. These activities help prepare the City for emergencies and major events, and enhance the ability to save lives and protect property during emergencies.

During events and emergencies, OEM may request for a representative from ADOT to report to the Emergency Operations Center (EOC) to help coordinate the City's emergency response. Changes in normal operations may be necessary to enhance the service provided to citizens, as well as ADOT vehicles may be reassigned to support emergency response operations.

Following a disaster or event, ADOT participates in After Action Reports and Incident Debriefs/Hot washes. Debriefs and Hot washes help responding departments and agencies identify strengths and areas of improvement following an incident or preplanned event. After Action Reports documents the incident/event, strengths, areas of weakness, and objectives to accomplish to improve the City's emergency response capabilities.

#### Incident Management

During an emergency or major planned event, the Department of Transportation (ADOT) may need to provide a representative to the City of Annapolis Emergency Operations Center (EOC). This representative is able to coordinate with other City Department representatives in the EOC, and participate in the Unified Command to help lead response efforts when necessary.

ADOT normally falls under the Operations Section of the City of Annapolis Incident Command Structure. ADOT serves a Human Services role, where the transportation of citizens or other purposes to utilize ADOT vehicles may be necessary.

All ADOT vehicles in the field report to the ADOT Dispatcher. The Dispatcher communicates with the ADOT EOC Representative to accomplish the objectives and strategies set forth by the incident/event Unified Command.

#### Coordination with External Agencies

Annapolis Transit is committed to proactively coordinate with local emergency management, law enforcement and other first responders in preparing for an integrated response to emergencies and security related events. Toward this end Annapolis Transit meets on a regular basis with local emergency management staff, local law enforcement and other first responders, and reviews local and transit agency emergency plans to ensure that transit is integrated into these plans and is prepared to play its defined role in any emergency.

#### Interagency Coordinated Emergency Response Protocols

When an outside emergency occurs in the community and specifically designated officials declare a state of emergency which requires transit agency participation, response, or awareness, the local emergency manager or their designee contacts Annapolis Transit. The following policy is followed:

- The most senior person on duty is the initial Annapolis Transit Emergency Response Coordinator (ERC). The ERC gives the individual calling a telephone number (or other means through which the ERC will remain constantly available) for updated emergency information communications during the emergency.
- The ERC performs the following functions:
  - Contacts all on-duty vehicles (by radio) to notify them that they are needed for an emergency response.
  - Directs all affected drivers to unload their passengers at a designated point and proceed to the designated staging area.
  - Records an approximate time of arrival (estimated time of arrival - ETA) at that staging area with notification upon arrival.
  - The ERC calls employees on the emergency phone list, informs them that Annapolis Transit is responding to a community emergency.
- The ERC remains in charge of all response activities throughout the emergency unless relieved by a more senior manager.
- The ERC has the authority to allocate all transit personnel and equipment as necessary to respond to the emergency at hand.

- The ERC has the emergency authority to procure parts, fuel, and other essentials necessary to continue and sustain transit emergency response activities.
- The ERC continues to make efforts to contact all transit personnel to inform them of our participation).
- The ERC provides personnel and resources in the quantities requested and to various locations as directed.
- The ERC remains on-duty in an active status until relieved or directed by the emergency manager or his/her designee that the transit agency's participation in the emergency response is no longer required.
- ERC maintains communication with the Director or his/her designee and remains in communication to the extent possible.

#### **Emergency Response Planning and Mitigation**

The Annapolis Department of Transportation (ADOT) is actively involved with emergency planning before, during, and after major events and emergencies. ADOT is involved in Office of Emergency Management planning activities, which includes but is not limited to updating the Emergency Operations Plan or the development of the Annapolis Disaster Recovery Plan.

Before a major incident or a preplanned event, ADOT is actively involved in the Incident Action Planning process coordinated by the Office of Emergency Management. Information about changes in operations and other notable information concerning operations for these incidents or events are presented during an Operational Briefing to ensure the City has a plan, and all participating departments are situationally aware.

#### **Emergency Preparedness Exercises/Training**

The Office of Emergency Management (OEM) conducts tabletop exercises and full scale exercises annually. The Department of Transportation (ADOT) participates in these activities as appropriate.

Full Scale Exercises and Tabletop Exercises will present a hazard or scenario that will test and/or provoke discussion among departmental representatives. These scenarios often include coordination between multiple departments, jurisdictions, and other partners.

Full Scale and Tabletop exercises often focus on evaluating existing procedures and policies, areas of improvement from past After Action Reports, and/or any new plans put in place by City Departments.

## Definitions of Special Terms Used in the SMS Plan

Term	Definition



## List of Acronyms Used in the SMS Plan

Acronym	Word or Phrase

**TITLE VI OF THE CIVIL RIGHTS ACT OF 1964**

# **2018 – 2020 IMPLEMENTATION PLAN**

**CITY OF ANNAPOLIS**

**DEPARTMENT OF TRANSPORTATION**



**Adopted on:**

***Date: February 1, 2018***



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## **1. INTRODUCTION**

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." (42 U.S.C. Section 2000d).

The Civil Rights Restoration Act of 1987 clarified the intent of Title VI to include all programs and activities of Federal-aid recipients, sub-recipients, and contractors whether those programs and activities are federally funded or not.

Recently, the Federal Transit Administration (FTA) has placed renewed emphasis on Title VI issues, including providing meaningful access to persons with Limited English Proficiency.

Recipients of public transportation funding from FTA and the Maryland Transit Administration (MTA) are required to develop policies, programs, and practices that ensure that federal and state transit dollars are used in a manner that is nondiscriminatory as required under Title VI.

This document details how Annapolis Department of Transportation (which operates Annapolis Transit) incorporates nondiscrimination policies and practices in providing services to the public.

## **I. OVERVIEW OF SERVICES**

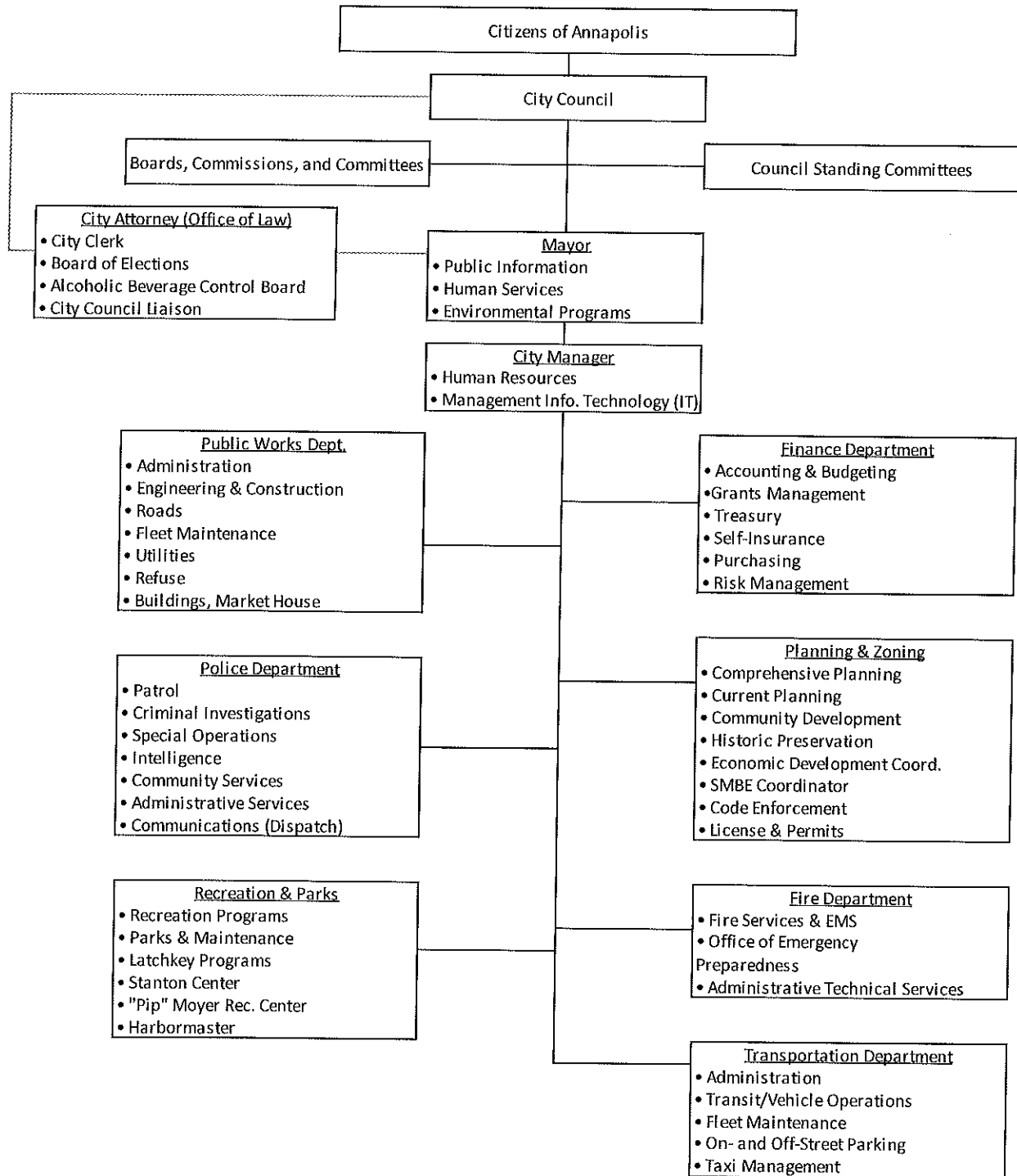
Annapolis Department of Transportation (ADOT) is part of the City of Annapolis Government (see Government Organizational Chart). ADOT operates Annapolis Transit, is committed to providing the highest possible level of reliable, safe, affordable, convenient and accessible public transportation services to all the people who visit, live and work in its service area. The public transportation services are provided through regular fixed route (connectors), shuttle and demand-response, ADA complementary paratransit services.

The connectors consist of the following fixed routes: Red, Yellow, Green, Orange, Gold and Purple. The shuttle services are provided through State Shuttle. The headways on the connectors are 30 minutes except the Brown, Purple and Gold routes which have 45, 75 and 120 minutes respectively. ADOT runs a reduced service on weekday evenings, Saturdays and Sundays. Weekday span of service is 5:30 a.m. to 11:00 p.m.; Saturday from 7:15 a.m. to 8:00 p.m., and on Sunday from 7:00 am to 8:00 p.m.

The ADA complementary paratransit is a specialized, origin to destination service for people with disabilities who are not able to ride fixed-route public transportation and live within  $\frac{3}{4}$  mile on each side of each fixed route. The ADA complementary paratransit service is not a general purpose demand response service.

The service area is about 23 square miles including the City of Annapolis and surrounding Anne Arundel County areas. The service area stretches from Bay Forest Plaza in the east to Gateway Village and Annapolis Mall in the west; and Edgewater (Kmart Shopping Center) in the south to Anne Arundel Community College in Arnold in the north.

## City of Annapolis Government Organization Chart



### **III. POLICY STATEMENT AND AUTHORITIES**

#### **Title VI Policy Statement**

Annapolis Department of Transportation (ADOT) is committed to ensuring that no person shall, on the grounds of race, color, national origin, as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 (PL 100.259), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, whether those programs and activities are federally funded or not.

Annapolis Transit's Title VI Manager is responsible for initiating and monitoring Title VI activities, preparing required reports, and other responsibilities as required by Title 23 Code of Federal Regulations (CFR) Part 200, and Title 49 CFR Part 21.

[See the attached](#)

Signature of Authorizing Official

#### **Authorities**

Title VI of the 1964 Civil Rights Act provides that no person in the United States shall, on the grounds of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance (refer to 49 CFR Part 21). The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of the terms "programs or activities" to include all programs or activities of Federal Aid recipients, sub recipients, and contractors, whether such programs and activities are federally assisted or not.

Additional authorities and citations include: Title VI of the Civil Rights Act of 1964 (42 U.S.C. Section 2000d); Federal Transit Laws, as amended (49 U.S.C. Chapter 53 et seq.); Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 U.S.C. 4601, et seq.); Department of Justice regulation, 28 CFR part 42, Subpart F, "Coordination of Enforcement of Nondiscrimination in Federally-Assisted Programs" (December 1, 1976, unless otherwise noted); U.S. DOT regulation, 49 CFR part 21, "Nondiscrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964" (June 18, 1970, unless otherwise noted); Joint FTA/Federal Highway Administration (FHWA) regulation, 23 CFR part 771, "Environmental Impact and Related Procedures" (August 28, 1987); Joint FTA/FHWA regulation, 23 CFR part 450 and 49 CFR part 613, "Planning Assistance and Standards," (October 28, 1993, unless otherwise noted);

U.S. DOT Order 5610.2, "U.S. DOT Order on Environmental Justice to Address Environmental Justice in Minority Populations and Low-Income Populations," (April 15, 1997); U.S. DOT Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient Persons, (December 14, 2005), and Section 12 of FTA's Master Agreement, FTA MA 13 (October 1, 2006).



ATTEST:

  
Regina C. Watkins-Eldridge, MMC,  
City Clerk

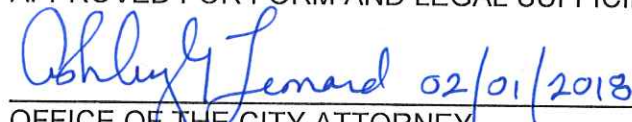
CITY OF ANNAPOLIS

By:   
Gavin Buckley, Mayor (Seal)

REVIEWED AND APPROVED BY:

  
Thomas C. Andrews, City Manager

APPROVED FOR FORM AND LEGAL SUFFICIENCY:

 02/01/2018  
OFFICE OF THE CITY ATTORNEY

## **II. NONDISCRIMINATION ASSURANCES TO MTA**

In accordance with 49 CFR Section 21.7(a), every application for financial assistance from the Federal Transit Administration (FTA) must be accompanied by an assurance that the applicant will carry out the program in compliance with DOT's Title VI regulations. This requirement is fulfilled when the Maryland Transit Administration (MTA) submits its annual certifications and assurances to FTA. The MTA shall collect Title VI assurances from sub recipients prior to passing through FTA funds.

As part of the Certifications and Assurances submitted to MTA at the time of grant application and award, Annapolis Transit submits a Nondiscrimination Assurance which addresses compliance with Title VI as well as nondiscrimination in hiring (EEO) and contracting (DBE), and nondiscrimination on the basis of disability (ADA).

In signing and submitting the assurance, Annapolis Department of Transportation confirms to MTA our commitment to nondiscrimination and compliance with federal and state requirements.

## **III. PLAN APPROVAL DOCUMENT**

**I hereby acknowledge the receipt of the Annapolis Department of Transportation Title VI Implementation Plan 2018 - 2020. I have reviewed and approved the Plan. I am committed to ensuring that no person is excluded from participation in, or denied the benefits of City of Annapolis' transportation services on the basis of race, color, or national origin, as protected by Title VI according to C 4702.1B Title VI requirements and guidelines for Federal Transit Administration sub-recipients.**

[See the attached](#)


Gavin Buckley, Mayor

**CITY OF ANNAPOLIS**

ATTEST:

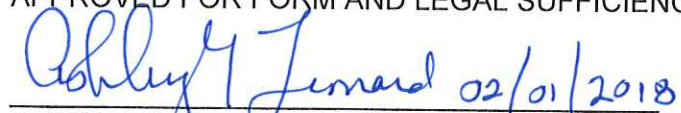
  
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#### **IV. ORGANIZATION AND TITLE VI PROGRAM RESPONSIBILITIES**

Under the authority of the City of Annapolis, the Director of the Annapolis Department of Transportation or his/her designee will serve as the Title VI Manager and is responsible for ensuring implementation of the agency's Title VI program. The specific areas of responsibility are described below.

##### **Overall Organization for Title VI**

The Title VI Manager and staff are responsible for coordinating the overall administration of the Title VI program, plan, and assurances, including complaint handling, data collection and reporting, annual review and updates, and internal education.

##### **Title VI Manager Responsibilities**

The Title VI Manager is charged with the responsibility for implementing, monitoring, and ensuring compliance with Title VI regulations. Title VI responsibilities are as follows:

1. Process the disposition of Title VI complaints received.
2. Collect statistical data (race, color or national origin) of participants in and beneficiaries of agency programs, (e.g., affected citizens, and impacted communities).
3. Conduct annual Title VI reviews of agency to determine the effectiveness of program activities at all levels.
4. Conduct Title VI reviews of construction contractors, consultant contractors, suppliers, and other recipients of federal-aid fund contracts administered through the agency.
5. Conduct training programs on Title VI and other related statutes for agency employees.
6. Prepare a yearly report of Title VI accomplishments and goals, as required.
7. Develop Title VI information for dissemination to the general public and, where appropriate, in languages other than English.
8. Identify and eliminate discrimination.
9. Establish procedures for promptly resolving deficiency status and writing the remedial action necessary, all within a period not to exceed 90 days.

##### **General Title VI responsibilities of the agency**

The Title VI Manager is responsible for substantiating that these elements of the plan are appropriately implemented and maintained, and for coordinating with those responsible for public outreach and involvement and service planning and delivery.

### **1. Data collection**

To ensure that Title VI reporting requirements are met, Annapolis Department of Transportation will maintain:

- A database or log of Title VI complaints received. The investigation of and response to each complaint is tracked within the database or log.
- A log of the public outreach and involvement activities undertaken to ensure that minority and low-income people had a meaningful access to these activities.

### **2. Annual Report and Updates**

As a sub-recipient of FTA funds, Annapolis Department of Transportation is required to submit a Quarterly Report Log to the MTA that documents any Title VI complaints received during the preceding quarter and for each year. Annapolis Department of Transportation will also maintain and provide to the MTA on an annual basis, the log of public outreach and involvement activities undertaken to ensure that minority and low-income people had a meaningful access to these activities.

Further, we will submit to MTA updates to any of the following items since the previous submission, or a statement to the effect that these items have not been changed since the previous submission, indicating date:

- A copy of any compliance review report for reviews conducted in the last three years, along with the purpose or reason for the review, the name of the organization that performed the review, a summary of findings and recommendations, and a report on the status or disposition of the findings and recommendations
- Public Participation Plan (PPP)
- Language Assistance Plan (LAP)
- Procedures for tracking and investigating Title VI complaints
- A list of Title VI investigations, complaints or lawsuits filed with the agency since the last submission
- A copy of the agency notice to the public that it complies with Title VI and instructions on how to file a discrimination complaint
- Minority representation on Committees by race

### **3. Annual review of Title VI program**

Each year, in preparing for the Annual Report and Updates, the Title VI Manager will review the agency's Title VI program to assure implementation of the Title VI plan. In addition, they will review agency operational guidelines and publications, including those for contractors, to verify that Title VI language and provisions are incorporated, as appropriate.

#### **4. Dissemination of information related to the Title VI program**

Information on our Title VI program will be disseminated to agency employees, contractors, and beneficiaries, as well as to the public, as described in the "public outreach and involvement" section of this document, and in other languages when needed according to the LEP plan as well as federal and State laws/regulations.

#### **5. Resolution of complaints**

Any individual may exercise his or her right to file a complaint if that person believes that he, she or any other program beneficiaries have been subjected to unequal treatment or discrimination in the receipt of benefits/services or prohibited by non-discrimination requirements. Annapolis Department of Transportation will report the complaint to MTA within three business days (per MTA requirements), and make a concerted effort to resolve complaints locally, using the agency's Title VI Complaint Procedures. All Title VI complaints and their resolution will be logged as described under Section 1. Data collection and reported annually (in addition to immediately) to MTA.

#### **6. Written policies and procedures**

Our Title VI policies and procedures are documented in this plan and its appendices and attachments. This plan will be updated periodically to incorporate changes and additional responsibilities that arise. During the course of the Annual Title VI Program Review (item 3 above), the Title VI Manager will determine whether or not an update is needed.

#### **7. Internal education**

Our employees will receive training on Title VI policies and procedures upon hiring and upon promotion. This training will include requirements of Title VI, our obligations under Title VI (LEP requirements included), required data that must be gathered and maintained. In addition, training will be provided when any Title VI-related policies or procedures change (agency-wide training), or when appropriate in resolving a complaint.

**Title VI training is the responsibility of the following individuals in the Annapolis Department of Transportation: Director, Senior Transportation Planner and/or Transit Operations Manager.**

#### **8. Title VI clauses in contracts**

In all federal procurements requiring a written contract or Purchase Order (PO), the Annapolis Department of Transportation's contract/PO will include appropriate non-discrimination clauses. The Title VI Manager will work with the City of Annapolis' Procurement Officer and Purchasers who are responsible for procurement contracts and PO's to ensure appropriate non-discrimination clauses are included.

## **VII. GENERAL REPORTING REQUIREMENTS**

### **REQUIREMENT TO PROVIDE A TITLE VI PUBLIC NOTICE**

Title 49 CFR Section 21.9(d) requires recipients to provide information to the public regarding the recipient's obligations under DOT's Title VI regulations and apprise members of the public of the protections against discrimination afforded to them by Title VI. At a minimum, Annapolis Department of Transportation shall disseminate this information to the public by posting a Title VI notice on the agency's website and in public areas of the agency's office(s), including the reception desk, meeting rooms, in federally-funded vehicles, etc.

**Annapolis Department of Transportation's Title VI Notice to the Public Notice and List of Locations are found in Appendix A.**

### **TITLE VI COMPLAINT PROCEDURES**

#### **REQUIREMENT TO DEVELOP TITLE VI COMPLAINT PROCEDURES AND COMPLAINT FORM.**

In order to comply with the reporting requirements established in 49 CFR Section 21.9(b), Annapolis Department of Transportation shall develop procedures for investigating and tracking Title VI complaints filed against it and make the procedures for filing a complaint available to members of the public. Annapolis Department of Transportation has also developed a Title VI complaint form. The form and procedure for filing a complaint shall be available on the City of Annapolis' website and at its Department of Transportation facility.

Any individual may exercise his or her right to file a complaint with Annapolis Department of Transportation if that person believes that he or she have been subjected to unequal treatment or discrimination in the receipt of benefits or services. We will report the complaint to MTA within three business days (per MTA requirements), and make a concerted effort to resolve complaints locally, using the agency's Nondiscrimination Complaint Procedures. All Title VI complaints and their resolution will be logged and reported annually (in addition to immediately) to MTA.

**A person may also file a complaint directly with the Federal Transit Administration, Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5<sup>th</sup> floor – TCR, 1200 New Jersey Avenue SE, Washington, DC 20590.**

**Annapolis Department of Transportation** includes the following language on all printed information materials, on the agency's website, in press releases, in public notices, in published documents, and on posters on the interior of each vehicle operated in passenger service:

*Annapolis Department of Transportation is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transportation services on the basis of race, color or national origin, as protected by Title VI in the Federal Transit Administration (FTA) Circular 4702.1B.*

*If you believe you have been subjected to unequal treatment because of race, color, religion, sex, age, or national origin, then you have the right to file a formal complaint. Complaints may be filed within one hundred-eighty (180) days following the date of the alleged discriminatory action. To file a complaint, or for additional information, contact:*

*Director, Department of Transportation, City of Annapolis  
308 Chinquapin Round Road, Annapolis, MD 21401  
Phone: 410-263-7964      Email: [transit@annapolis.gov](mailto:transit@annapolis.gov)*

Instructions for filing Title VI complaints are posted on the agency's website and in posters on the interior of each vehicle operated in passenger service and agency's facilities, and are also included within Annapolis Transit's bus schedules.

**A copy of Annapolis Department of Transportation's Title VI Complaint Form is attached as Appendix B.**

### **Procedures for Handling and Reporting Investigations/Complaints and Lawsuits**

Should any Title VI investigations be initiated by FTA or MTA, or any Title VI lawsuits are filed against Annapolis Department of Transportation, the department will follow these procedures:

#### **Procedures**



1. Any individual, group of individuals or entity that believes they have been subjected to discrimination on the basis of race, color, or national origin may file a written complaint with the Title VI Manager.

The complaint is to be filed in the following manner:

- a. A formal complaint must be filed within 180 calendar days of the alleged occurrence.
  - b. The complaint should include:
    - the complainant's name, address, and contact information (i.e., telephone number, email address, etc.)
    - the date(s) of the alleged act of discrimination (if multiple days, include the date when the complainant(s) became aware of the alleged discrimination and the date on which the alleged discrimination was discontinued or the latest instance)
    - a description of the alleged act of discrimination
    - the location(s) of the alleged act of discrimination (include vehicle number if appropriate)
    - an explanation of why the complainant believes the act to have been discriminatory on the basis of race, color, and national origin
    - if known, the names and/or job titles of those individuals perceived as parties in the incident
    - contact information for any witnesses
    - indication of any related complaint activity (i.e., was the complaint also submitted to MTA or FTA?)
  - c. The complaint shall be submitted to the Title VI Manager at 308 Chinquapin Round Road, Annapolis, MD 21601 **and/or** [transit@annapolis.gov](mailto:transit@annapolis.gov) .
  - d. In the case where a complainant is unable or incapable of providing a written statement, a verbal complaint of discrimination may be made to the Title VI Manager.
2. Upon receipt of the complaint, the Title VI Manager will immediately:
    - a. notify MTA (no later than 3 business days from receipt)
    - b. notify Annapolis Department of Transportation Authorizing Official
    - c. ensure that the complaint is entered in the complaint database.
  3. Within three (3) business days of receipt of the complaint, the Title VI Manager will contact the complainant by telephone to set up an interview.
  4. The complainant will be informed that they have a right to have a witness or representative present during the interview and can submit any documentation he/she perceives as relevant to proving his/her complaint.
  5. If MTA has assigned staff to assist with the investigation, the Title VI Manager will offer an opportunity to participate in the interview.
  6. The alleged discriminatory service or program official will be given the opportunity to respond to all aspects of the complainant's allegations.

7. The Title VI Manager will determine, based on relevancy or duplication of evidence, which witnesses will be contacted and questioned.
8. The investigation may also include:
  - a. investigating contractor operating records, policies or procedures
  - b. reviewing routes, schedules, and fare policies
  - c. reviewing operating policies and procedures
  - d. reviewing scheduling and dispatch records
  - e. observing behavior of the individual whose actions were cited in the complaint.
9. All steps taken and findings in the investigation will be documented in writing and included in the complaint file.
10. The Title VI Manager will contact the complainant at the conclusion of the investigation (but prior to writing the final report) and give the complainant an opportunity to give a rebuttal statement at the end of the investigation process.
11. At the conclusion of the investigation and **within 60 days** of the interview with the complainant, the Title VI Manager will prepare a report that includes a narrative description of the incident, identification of persons interviewed, findings, and recommendations for disposition. This report will be provided to the Authorizing Official (the mayor), the MTA, and if appropriate our legal counsel.
12. The Title VI Manager will send a letter to the complainant notifying them of the outcome of the investigation. If the complaint was substantiated, the letter will indicate the course of action that will be followed to correct the situation. If the complaint is determined to be unfounded, the letter will explain the reasoning, and refer the complainant to MTA in the event the complainant wishes to appeal the determination. This letter will be copied to MTA.
13. A complaint may be dismissed for the following reasons:
  - a. the complainant requests the withdrawal of the complaint
  - b. an interview cannot be scheduled with the complainant after reasonable attempts
  - c. The complainant fails to respond to repeated requests for additional information needed to process the complaint

## **TRANSPORTATION-RELATED TITLE VI INVESTIGATIONS, COMPLAINTS, AND LAWSUITS**

### **Background**

All recipients shall prepare and maintain a list of any of the following that allege discrimination on the basis of race, color, or national origin:

- Active investigations conducted by FTA and entities other than FTA;
- Lawsuits; and
- Complaints naming the recipient.

This list shall include the date that the transportation-related Title VI investigation, lawsuit, or complaint was filed; a summary of the allegation(s); the status of the investigation, lawsuit, or complaint; and actions taken by the recipient in response, or final findings related to the investigation, lawsuit, or complaint. This list shall be included in the Title VI Program submitted to MTA every three years and information shall be provided to MTA quarterly and annually.

**A copy of Investigations, Lawsuits and Complaints Document is attached as Appendix C.**

## **PUBLIC OUTREACH AND INVOLVEMENT - Public Participation Plan**

The Public Participation Plan (PPP) is a guide for ongoing public participation endeavors. Its purpose is to ensure that Annapolis Department of Transportation utilizes effective means of providing information and receiving public input on transportation decisions from low income, minority and limited English proficient (LEP) populations, as required by Title VI of the Civil Rights Act of 1964 and its implementing regulations.

Under federal regulations, transit operators must take reasonable steps to ensure that Limited English Proficient (LEP) persons have meaningful access to their programs and activities. This means that public participation opportunities, normally provided in English, should be accessible to persons who have a limited ability to speak, read, write, or understand English. These efforts are explained in the attached LAP Plan.

In addition to language access measures, other major components of the PPP include: public participation design factors; a range of public participation methods to provide information, to invite participation and/or to seek input; examples to demonstrate how population-appropriate outreach methods can be and were identified and utilized; and performance measures and objectives to ensure accountability and a means for improving over time.

Annapolis Department of Transportation established a public participation plan or process that determines how, when, and how often specific public participation activities should take place, and which specific measures are most appropriate. These efforts are explained in the Summary of Outreach Efforts, Appendix D, and the LAP Plan, Appendix E.

To ensure full and fair participation, the City of Annapolis uses the several methods to solicit public input in the planning process, be it transit service and/or fare changes, Annual Transportation Plan (ATP), Transit Development Plan (TDP) or any changes to the transit system. (See Appendix D)

Public meetings are held in convenient locations that are accessible by public transportation such as Annapolis City Hall and Annapolis Department of Recreation and Parks. Sometimes, the meeting is held as part of a neighborhood association meeting. These meetings are usually held in the evenings to enable those who work during the day to attend.

Informal meetings are also held with advocacy groups such as Center of Help (for the Hispanic community) and Arundel Lodge (caters for disabled population).

Different formats are employed including PowerPoint presentations, hand-outs, and comments sheet. Contact information (e.g. email and physical addresses and phone number) is given out to the public for any additional comments and/or follow-ups.

Annapolis Department of Transportation will make these determinations based on a demographic analysis of the population(s) affected (Figure E-2), the type of plan, program, and/or service under consideration, and the resources available. Efforts to involve minority and LEP populations in public participation activities may include both comprehensive measures, such as placing public notices at all transit stations, stops, and vehicles, as well as targeted measures to address linguistic, institutional, cultural, economic, historical, or other barriers that may prevent minority and LEP persons from effectively participating in our decision-making process.

**A Summary of Outreach Efforts is found in Appendix D.**

## **ACCESS FOR LIMIED ENGLISH PROFICIENT (LEP) PERSONS**

### **Introduction and Legal Basis**

LEP is a term that defines any individual not proficient in the use of the English language. The establishment and operation of an LEP program meets objectives set forth in Title VI of the Civil Rights Act and Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency (LEP). This Executive Order requires federal agencies receiving financial assistance to address the needs of non-English speaking persons. The Executive Order also establishes compliance standards to ensure that the programs and activities that are provided by a transportation provider in English are accessible to LEP communities. This includes providing meaningful access to individuals who are limited in their use of English. The following LEP language implementation plan, developed by Annapolis Department of Transportation is based on FTA guidelines.

As required, Annapolis Department of Transportation developed a written Language Assistance Plan (APPENDIX E). Using American Community Survey (ACS) 2011-2015 %-Census data, Annapolis Department of Transportation has evaluated data to determine the extent of need for translation services of its vital documents and materials.

LEP persons can be a significant market for public transit, and reaching out to these individuals can help increase their utilization of transit. Therefore, it also makes good business sense to translate vital information into languages that the larger LEP populations in the community can understand.

## **MINORITY REPRESENTATION ON PLANNING AND ADVISORY BODIES**

Title 49 CFR Section 21.5(b)(1)(vii) states that a recipient may not, on the grounds of race, color, or national origin, "deny a person the opportunity to participate as a member of a planning, advisory, or similar body which is an integral part of the program."

City of Annapolis has transit-related, non-elected transportation board (see Appendix F) as established by City of Annapolis, Code of Ordinance, Article X, section 2.48.320:

A. For the purposes of this section, the term "transportation" includes all aspects of "transportation" including, but not limited to, parking of motor vehicles on City streets and in City-owned parking facilities.

B. Established Duties. The duties of the Board are to:

(i) Provide informed analysis of the facts relating to transportation matters affecting the City and all transportation matters pending before the City Council or before any City agency, board or commission.

(ii) Recommend to the Mayor and City Council, a comprehensive transportation master plan for the City.

(iii) Provide oversight, guidance, and expertise in the planning of comprehensive traffic, transit, and parking policies.

In performing its functions, the Board shall:

1. Study, review and make recommendations with respect to all transportation and traffic matters, including policies, laws, and regulations;
2. Advise the City Council on the implementation of the transportation master plan and improvement of City transportation and traffic conditions;
3. Provide a forum for citizens and residents to express their views and opinions regarding transportation, traffic policies and procedures and to inform the public with respect to proposals for changes in existing transportation and traffic policies and procedures;
4. Assist the City in the presentation of reports, recommendations, analysis, or policies to other public or quasi-public bodies whose actions may impact transportation conditions within the City; and
5. Participate in activities with Anne Arundel County and the State of Maryland intended to further the transportation concerns of the City.

6. Perform such other duties as directed by the Mayor or City Council.

C. Composition and Procedures.

1. The Board shall consist of fifteen members, eight City of Annapolis residents (one from each ward), two ad hoc members as defined in C.I.B., and five appointed at-large, who shall be appointed by the Mayor and confirmed by the City Council for a term of three years, commencing on July 1st of the year in which appointed. The appointment shall designate the term of each member of the board so that the terms of not more than five members of the board shall expire in any one year.

a. If a ward-specific position on the Board vacated on June 30 of any year is not filled by October 1 of the same year or is vacated after a term has commenced and the position is not filled after being vacant for three months, the Mayor and City Council shall no longer be required to adhere to the ward requirement. The position may then be filled by a City resident living in any ward and shall be considered an at-large member. The new at-large member shall serve for the duration of the term. When the position is vacated, it shall be return to being ward-specific.

b. The Board shall include in its membership a representative from the United States Naval Academy and St. John's College.

2. Each member shall have a demonstrated interest or expertise in transportation, parking, or traffic. At least two of the members shall possess professional or academic training in one or more of the above listed disciplines.

3. The Board shall annually select, from among its duly appointed members, officers of at least a chairperson, vice chairperson, and a secretary, whose authority shall be that prescribed in the current edition of Robert's Rules of Order, Newly Revised.

4. The Board shall, under its own authority, establish rules of procedure and practice to provide for the carrying out of its duties and responsibilities consistent with the provisions of this chapter.

5. The Director of Transportation, the Director of Planning and Zoning, the Director of Public Works and a representative from the State of Maryland shall be ex officio, non-voting members of the Board. The Mayor may designate additional City officials or individuals to participate in an ex officio, non-voting capacity.

D. Reports and Decisions.

1. A recommendation, or action of the Board shall be adopted only upon a majority of the members present and voting, a quorum of eight being necessary to conduct its business and shall be based upon publicly available information, statistics, or data.

2. A report, delineating the basis therefore, shall be rendered for each recommendation or action.
3. Each report shall be delivered to the City Council for its consideration.
4. The Board shall render an annual report to be received by the City Council not later than February 1st of the year following the year being reported. The report shall review the status of transportation and traffic affecting the City, and shall summarize all actions of the Council and Board taken during the calendar year past. The report shall delineate current difficulties, identify upcoming problems and view pending matters. The transportation master plan shall be reviewed, and the Board shall recommend necessary plans, studies, actions and expenditures for the following year to accomplish the objectives of the plan. The Board shall, as part of its annual report, notify the Council of any and all trends and developments which are becoming, or will become, a significant transportation concern of the City, whether or not a particular matter is physically located within the corporate borders of the municipality.

*See Appendix F: Minority Representation on Annapolis Transportation Board by Race*

## **VIII. REQUIREMENTS OF TRANSIT PROVIDERS**

### **REQUIREMENTS AND GUIDELINES FOR FIXED ROUTE TRANSIT PROVIDERS**

The requirements apply to all providers of fixed route public transportation (also referred to as transit providers) that receive Federal financial assistance, inclusive of States, local and regional entities, and public and private entities.

Transit providers that are sub recipients will submit the information to their primary recipient (the entity from whom they directly receive transit funds) every three years on a schedule determined by the primary recipient. The requirements are scaled based on the size of the fixed route transit provider.

#### **REQUIRED: Service Standards and Policies**

##### **Service Standards**

- Vehicle load, Vehicle headway, On-time performance, Service availability

##### **Service Policies**

- Transit amenities, Vehicle assignment



Annapolis Department of Transportation is required to plan and deliver transportation services in an equitable manner. This means the distribution of service levels and quality is to be equitable between minority and low income populations and the overall population. Annapolis Department of Transportation has reviewed its services and policies to ensure that those services and benefits are provided in an equitable manner to all persons (Figures E-1, E-2, E-3 and E-4).

- **Service Standards**

The agency has set standards and policies that address how services are distributed across the transit system service area to ensure that that distribution affords users equitable access to these services. The agency's demand responsive services are available to all callers on a first-come first service basis, without regard for race, color or national origin.

ADOT's System-wide Service Standards and Policies (Appendix G) are used to guard against service design or operations decisions from having disparate impacts. All of Annapolis Department of Transportation's services meet the agency's established standards; thus it is judged that services are provided equitably to all persons in the service area, regardless of race, color or national origin.

### **Monitoring Title VI Complaints**

As part of the complaint handling procedure, the Title VI Manager investigates possible inequities in service delivery for the route(s) or service(s) about which the complaint was filed. Depending on the nature of the complaint, the review examines span of service (days and hours), frequency, routing directness, interconnectivity with other routes and/or fare policy. If inequities are discovered during this review, options for reducing the disparity are explored, and service or fare changes are planned if needed.

In addition to the investigation following an individual complaint, the Title VI Manager periodically reviews all complaints received to determine if there may be a pattern. At a minimum, this review is conducted as part of preparing the annual grant application (ATP) for submission to the MTA.

### **Fare and Service Changes**

Annapolis Department of Transportation (ADOT) follows its adopted written policy for the public comment process for major service reductions and fare increases. With each proposed service or fare change, ADOT considers the relative impacts on, and benefits to, minority and low income populations, including LEP populations. All planning efforts for changes to existing services or fares, as well as new services, have a goal of providing equitable service.

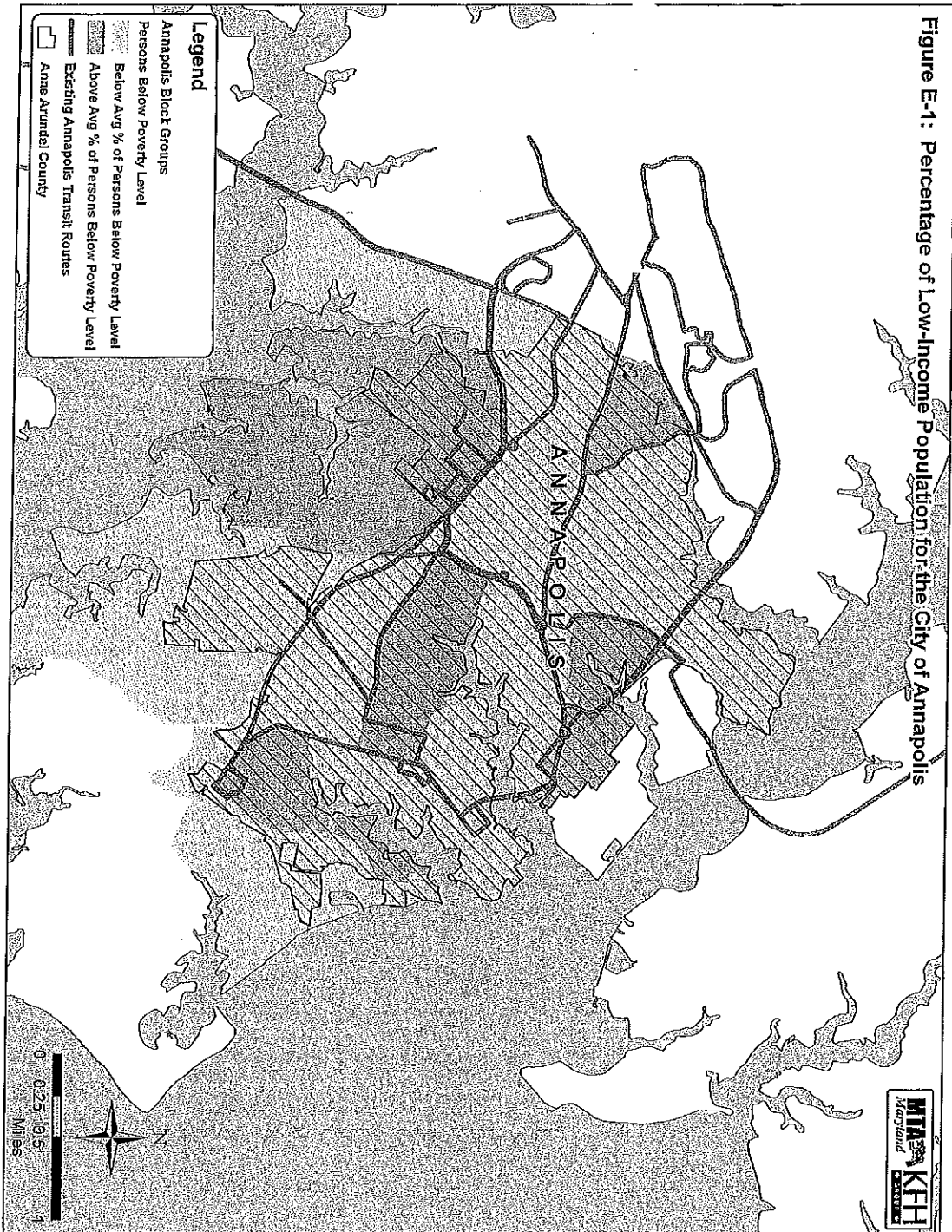
## **IX. FIGURES**

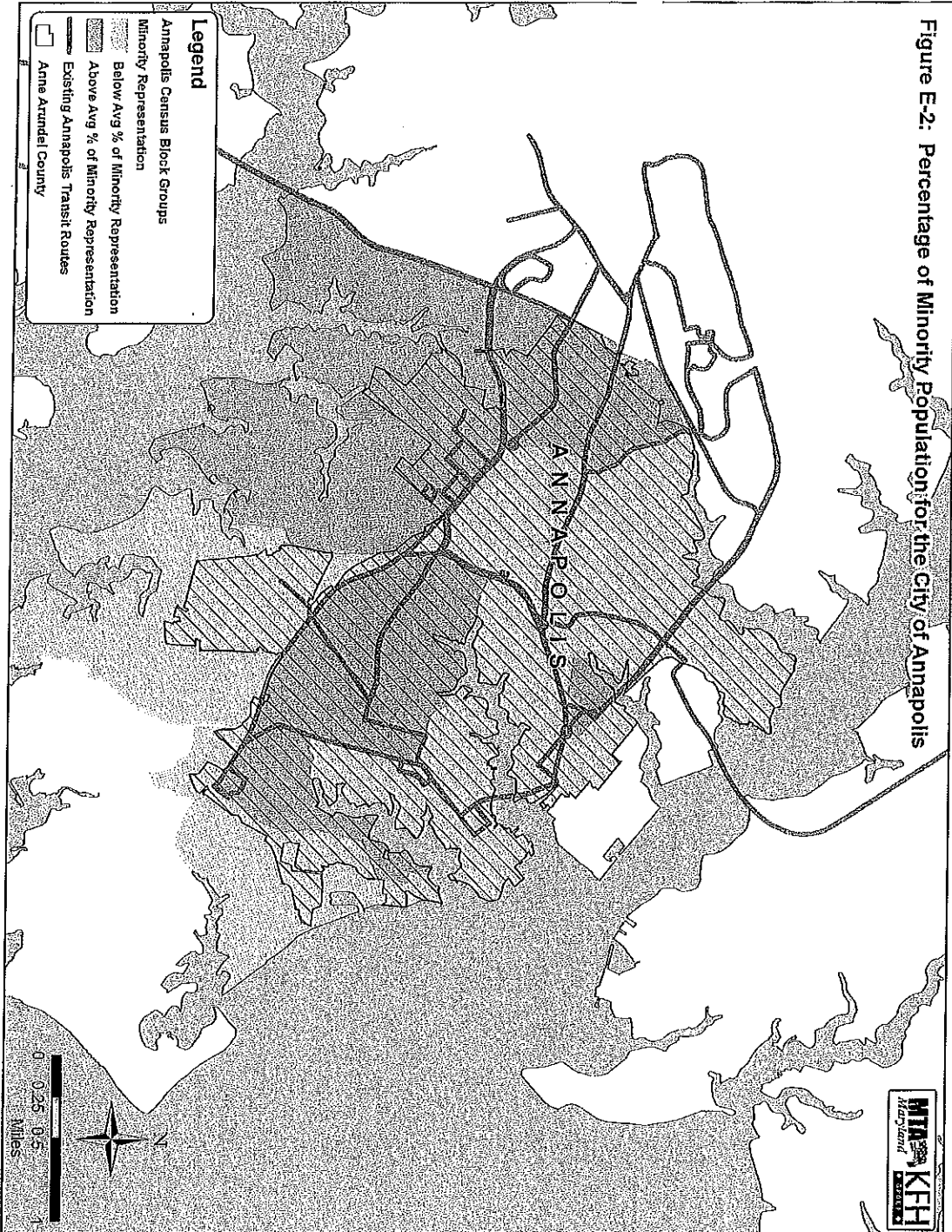
Figure E-1: Percentage of Low Income Population for the City of Annapolis

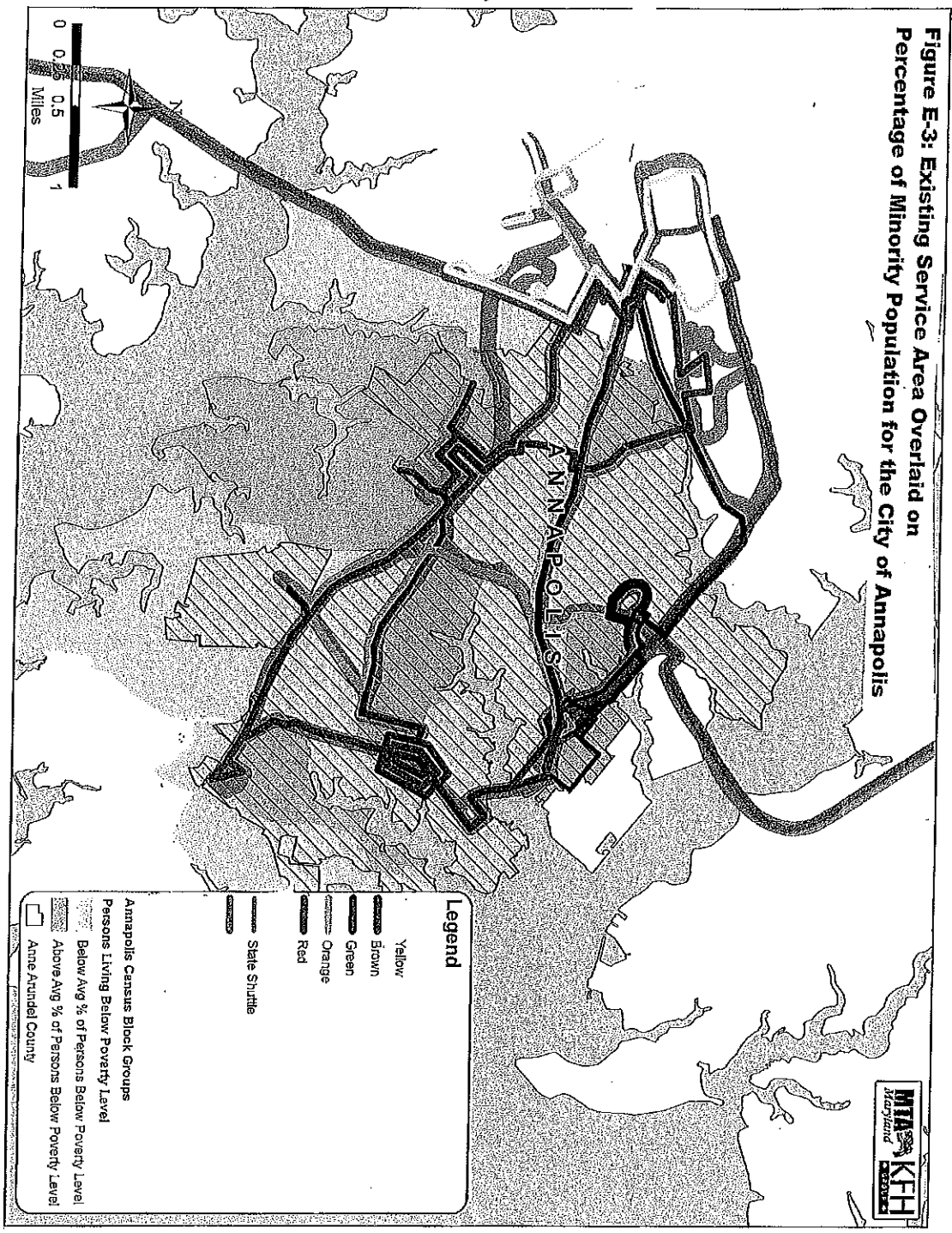
Figure E-2: Percentage of Minority Population for the City of Annapolis

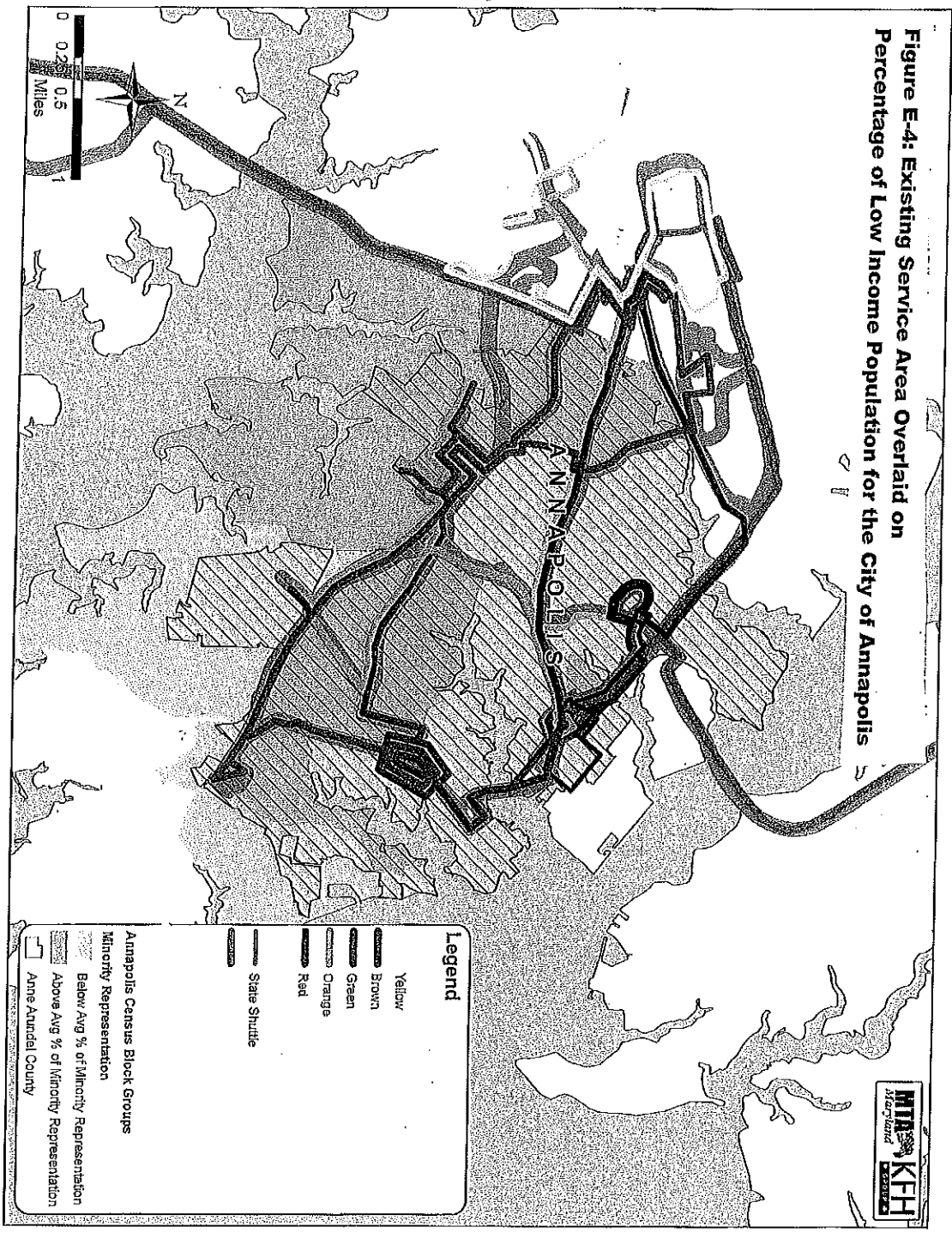
Figure E-3: Existing Service Area Overlaid on Percentage of Minority Population for the City of Annapolis

Figure E-4: Existing Service Area Overlaid on Percentage of Low Income Population for the City of Annapolis









## **X. APPENDICES**



## APPENDIX A



**City of Annapolis**  
**Transportation Department**  
308 Chinquapin Round Road  
Annapolis, MD 21401-4007



[Transit@annapolis.gov](mailto:Transit@annapolis.gov) • 410-263-7964 • 410-269-0674 • Fax 410-263-4508 • [www.annapolis.gov](http://www.annapolis.gov)  
Deaf, hard of hearing or speech disability - use MD Relay or 711

### **Title VI Notice to the Public, List of Locations**

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance" (42 U.S.C. Section 2000d).

**City of Annapolis Department of Transportation** is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transportation services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1B. If you need further information or feel you are being denied participation in or being denied benefits of the transit services provided by the City of Annapolis Department of Transportation, or otherwise being discriminated against because of your race, color, national origin, gender, age, or disability, our contact information is:

Director  
City of Annapolis Department of Transportation  
308 Chinquapin Round Road  
Annapolis, MD 21401  
Phone: 410-263-7974  
Email: [transit@annapolis.gov](mailto:transit@annapolis.gov)

#### List of Locations

1. City of Annapolis website: <http://www.annapolis.gov/government/city-departments/transportation>
2. Annapolis Transit Buses



## **APPENDIX B - Title VI Complaint Form**

# APPENDIX B



**City of Annapolis**  
**Transportation Department**  
 308 Chinquapin Round Road  
 Annapolis, MD 21401-4007



[Transit@annapolis.gov](mailto:Transit@annapolis.gov) • 410-263-7964 • 410-269-0674 • Fax 410-263-4508 • [www.annapolis.gov](http://www.annapolis.gov)  
 Deaf, hard of hearing or speech disability - use MD Relay or 711

## TITLE VI COMPLAINT FORM

### Section I:

Name:

Address:

Telephone (Home):

Telephone (Work)

Email:

Accessible Format

Large Print

Audio

Required?

TDD

Other

### Section II

Are you filing this complaint on your own behalf? Yes\* No

\*If you answered "yes" to this question, go to Section III

If "no", please supply the name and relationship

of the person for whom you are complaining Name:

Relationship:

Please explain why you are filing for a third party:

Please confirm that you have obtained the permission of the

Yes:

aggrieved party if you are filing on behalf of a third party

No:

### Section III

I believe the discrimination I experienced was based on (Check all that apply)

☐ Race

☐ Color

☐ National Origin

☐ Other, explain

Date of Alleged Discrimination (Month, Day, Year):

Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who you believe discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use separate paper and attach to this form.

<b>Section IV</b>		
Have you previously filed a Title VI complaint with this agency?	Yes	No
<b>Section V</b>		
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or court?	Yes	No
If "yes", check all that apply		
<input type="checkbox"/> Federal Agency <input type="checkbox"/> State Agency <input type="checkbox"/> Local Agency <input type="checkbox"/> Federal Court <input type="checkbox"/> State Court		
Please provide information about a contact person at the agency/court where the complaint was filed.		
Name:		
Title:		
Agency:		
Address:		
Telephone:		
<b>Section VI</b>		
Name of agency complaint is against:		
Contact person:		
Title:		
Telephone:		
You may attach any written materials or other information that you think is relevant to your complaint.		
Signature and date required below:		
Signature _____		Date _____
Please submit this form in person, or mail this form to the address below:		
<b>Director</b> <b>City of Annapolis Department of Transportation</b> <b>308 Chinquapin Round Road</b> <b>Annapolis, MD 21401</b>		

## APPENDIX C



**City of Annapolis**  
**Transportation Department**  
 308 Chinquapin Round Road  
 Annapolis, MD 21401-4007



[Transit@annapolis.gov](mailto:Transit@annapolis.gov) • 410-263-7964 • 410-269-0674 • Fax 410-263-4508 • [www.annapolis.gov](http://www.annapolis.gov)  
 Deaf, hard of hearing or speech disability - use MD Relay or 711

### Investigations, Lawsuits and Complaints Document

<b>List of Investigations, Lawsuits and Complaints</b>	<b>Date  (Month, Day, Year)</b>	<b>Summary (include basis of complaint: race, color or national origin)</b>	<b>Status</b>	<b>Action(s) taken</b>
<i>Investigations</i>				
1.				
<i>Lawsuits</i>				
1.				
<i>Complaints</i>				
1.				

**APPENDIX D**  
**Summary of Outreach Efforts**  
**Past, Present and Future**

1. Notice to the public:

- Notice of Opportunity for Public Hearing (as in the case of ATP)
- Notice of Public Meeting/Hearing/Comments (as in the case of transit service and fare changes)

Notices are posted at City of Annapolis' website; placed in all local libraries, city hall, assisted living homes; Arundel Lodge (which caters for the disabled populations)

On the buses, notices are handed out to riders as they board the buses

2. Signs on Transit Vehicles and bus stops

3. Email blast (subscribers to myannapolis.gov)

4. Notices at agencies/offices that serve minority populations (e.g. Center of Help that caters to the Spanish population in Annapolis, churches

5. Direct mail to community organizations such as Center of Help, churches,

6. Radio, television, or newspaper ads

7. Informal group meetings with neighborhood associations, advocacy groups, etc.

**APPENDIX D**  
**Sample Public Outreach Materials**

# LEGAL NOTICES

<p><b>IN THE CIRCUIT COURT FOR ANNE ARUNDEL COUNTY</b> CASE NO.: C-02-CV-16-003398 <b>THORNTON MELLON LLC</b> Plaintiff, v. <b>ZANE &amp; MARY JACKSON, et al.</b> Defendants.</p> <p><b>ORDER OF PUBLICATION</b> The object of this proceeding is to secure the foreclosure of all rights of redemption in the following property Parcel Identification Number 5049-0774-0900 in the County of Anne Arundel, sold by the Collector of Taxes for the County of Anne Arundel and the State of Maryland to the plaintiff in this proceeding.</p> <p><b>U 59 5105 BROOKWOOD RD</b> The complaint states, among other things, that the amounts necessary for redemption have not been paid. It is thereupon this 3rd day of January 2017, by the Circuit Court for Anne Arundel County, that notice be given by the insertion of a copy of this order in some newspaper having a general circulation in Anne Arundel County once a week for 3 successive weeks, warning all persons interested in the property to appear in this Court by the 22nd day of March 2017 and redeem the property with Parcel Identification Number 5049-0774-0900 and answer the complaint or thereafter a final judgment will be entered foreclosing all rights of redemption in the property, and vesting in the plaintiff a title, free and clear of all encumbrances.</p> <p><b>ROBERT P. DUCKWORTH</b> Anne Arundel County Circuit Court TRUE COPY TEST Robert P. Duckworth Clerk CAP 4/029 Jan. 20, 27 - Feb. 3 4719182</p>	<p><b>IN THE CIRCUIT COURT FOR ANNE ARUNDEL COUNTY</b> CASE NO.: C-02-CV-16-003320 <b>THORNTON MELLON LLC</b> Plaintiff, v. <b>RIGUAL &amp; MARY BALDWIN, et al.</b> Defendants.</p> <p><b>ORDER OF PUBLICATION</b> The object of this proceeding is to secure the foreclosure of all rights of redemption in the following property Parcel Identification Number 2941-9009-2916 in the County of Anne Arundel, sold by the Collector of Taxes for the County of Anne Arundel and the State of Maryland to the plaintiff in this proceeding.</p> <p><b>U 13 BLD 5 PH K 2054 QUAKER WAY WINDGATE CONDO</b> The complaint states, among other things, that the amounts necessary for redemption have not been paid. It is thereupon this 3rd day of January 2017, by the Circuit Court for Anne Arundel County, that notice be given by the insertion of a copy of this order in some newspaper having a general circulation in Anne Arundel County once a week for 3 successive weeks, warning all persons interested in the property to appear in this Court by the 22nd day of March 2017 and redeem the property with Parcel Identification Number 2941-9009-2916, and answer the complaint or thereafter a final judgment will be entered foreclosing all rights of redemption in the property, and vesting in the plaintiff a title, free and clear of all encumbrances.</p> <p><b>ROBERT P. DUCKWORTH</b> Anne Arundel County Circuit Court TRUE COPY TEST Robert P. Duckworth Clerk CAP 4/018 Jan. 20, 27 - Feb. 3 4719128</p>	<p><b>IN THE CIRCUIT COURT FOR ANNE ARUNDEL COUNTY</b> CASE NO.: C-02-CV-16-003797 <b>THORNTON MELLON LLC</b> Plaintiff, v. <b>SCOTT A. MCILWEE, et al.</b> Defendants.</p> <p><b>ORDER OF PUBLICATION</b> The object of this proceeding is to secure the foreclosure of all rights of redemption in the following property Parcel Identification Number 1904-0713-4005 in the County of Anne Arundel, sold by the Collector of</p>	<p><b>IN THE CIRCUIT COURT FOR ANNE ARUNDEL COUNTY</b> CASE NO.: C-02-CV-16-003798 <b>THORNTON MELLON LLC</b> Plaintiff, v. <b>JOHN L. GREGE, et al.</b> Defendants.</p> <p><b>ORDER OF PUBLICATION</b> The object of this proceeding is to secure the foreclosure of all rights of redemption in the following property Parcel Identification Number 3743-1224-3225 in the County of Anne Arundel, sold by the Collector of</p>	<p><b>IN THE CIRCUIT COURT FOR ANNE ARUNDEL COUNTY</b> CASE NO.: C-02-CV-16-003795 <b>THORNTON MELLON LLC</b> Plaintiff, v. <b>SPENCER KUSMAN, et al.</b> Defendants.</p> <p><b>ORDER OF PUBLICATION</b> The object of this proceeding is to secure the foreclosure of all rights of redemption in the following property Parcel Identification Number 1046-0023-1190 in the County of Anne Arundel, sold by the Collector of Taxes for the County of Anne Arundel and the State of Maryland to the plaintiff in this proceeding.</p> <p><b>U 8 7 BK BB 321 LINDEN AVE BEVERLY BLUCH</b> The complaint states, among other things, that the amounts necessary for redemption have not been paid. It is thereupon this 3rd day of January 2017, by the Circuit Court for Anne Arundel County, that notice be given by the insertion of a copy of this order in some newspaper having a general circulation in Anne Arundel County once a week for 3 successive weeks, warning all persons interested in the property to appear in this Court by the 22nd day of March 2017 and redeem the property with Parcel Identification Number 1046-0023-1190, and answer the complaint or thereafter a final judgment will be entered foreclosing all rights of redemption in the property, and vesting in the plaintiff a title, free and clear of all encumbrances.</p> <p><b>ROBERT P. DUCKWORTH</b> Anne Arundel County Circuit Court TRUE COPY TEST Robert P. Duckworth Clerk CAP 4/013 Jan. 20, 27 - Feb. 3 4719374</p>	<p><b>IN THE CIRCUIT COURT FOR ANNE ARUNDEL COUNTY</b> CASE NO.: C-02-CV-16-003796 <b>THORNTON MELLON LLC</b> Plaintiff, v. <b>COLUMBIA GROUP RECAP LLC, et al.</b> Defendants.</p> <p><b>ORDER OF PUBLICATION</b> The object of this proceeding is to secure the foreclosure of all rights of redemption in the following property Parcel Identification Number 1714-0000-0000 in the County of Anne Arundel, sold by the Collector of</p>	<p><b>Legal Notice</b> <b>Opportunity for a Public Hearing</b> Annapolis Department of Transportation Application for Capital and Operating Assistance for Annapolis Transit</p> <p>The City of Annapolis Department of Transportation (Annapolis Transit) is submitting an application to the Maryland Transit Administration and the Federal Transit Administration for Fiscal Year 2018 Capital and Operating Assistance. The department offers this opportunity for interested parties to be heard with respect to the social, economic, and environmental impacts of the proposed project, through the submission of comments and/or the opportunity for a public hearing. The application and description of proposed projects are available for inspection at the Annapolis Department of Transportation, 308 Chincapien Round Road, Annapolis, MD until February 10, 2017.</p> <p>Comments may be directed to J. Rick Gordon, Director of the Department of Transportation, via mail, 308 Chincapien Round Road, Annapolis, MD 21401, email at jrgordon@annapolis.gov, by phone at 443/263-7944 through February 10, 2017. Requests for a Public Hearing must be submitted in writing to J. Rick Gordon, Director of the Department of Transportation, via mail at 308 Chincapien Round Road, Annapolis, MD 21401 by February 10, 2017. If requested, a Public Hearing will be held.</p> <p><b>Project Description:</b> The FY2018 ATP contains requests for funding assistance from the following programs: • Section 5307 of the Federal Transit Act, which provides funds for general public transit service in urbanized areas. Annapolis Transit requests operating assistance of about \$1,870,162 in State grant funds. • Americans with Disabilities Act (ADA) program with provides funds for federally required paratransit. Annapolis Transit is requesting operating assistance of about \$247,776 in State grant funds. • The City of Annapolis is also requesting the following capital assistance in Federal and State funds: \$212,702 for vehicles replacement, \$915,000 for preventive maintenance, and \$4,496 for the purchase of equipment.</p> <p>CAP 5/055 Jan. 27, 28, 29 4738173</p>
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### **New Fare Boxes Coming Soon to Annapolis Transit**

Beginning July 17, 2017, all Annapolis Department of Transportation buses will be equipped with new electronic fare boxes. The Fare boxes allow passengers to purchase an all day pass or purchase a one way fare. Multi day passes can be purchased at the ADOT office at 308 Chinquapin Round Road.

Passengers should have exact fare as fare boxes will not give change. Passengers may still pay for a single trip with a combination of cash and coins. Bus driver will accept tokens until September 30. Token can also be returned to ADOT office and exchange them for an equivalent fare card.

If you have any questions about the new fare system;

Please call 410-263-7964

### **ANNAPOLIS TRANSIT FARE CARDS**

<b>Fare Card</b>	<b>Price</b>	<b>Fare Card</b>	<b>Price</b>
7 Day Regular	20.00	90 Day Regular	200.00
7 Day Senior	10.00	90 Day Senior	100.00
7 Day Disability	10.00	90 Day Disability	100.00
7 Day Student	10.00	90 Medicare Holder	100.00
7 Day Medicare Holder	10.00	Annual Pass Regular	500.00
30 Day Regular	80.00	Annual Pass Senior	250.00
30 Day Senior	40.00	Annual Pass Disability	250.00
30 Day Disability	40.00	Annual Pass Medicare Holder	250.00
30 Day Student	40.00	Summer Youth Pass	35.00
30 Day Medicare Holder	40.00		



### **Nuevas Cajas de Tarifas pronto para el Tránsito Público de Annapolis**

A partir del 17 de Julio del 2017, todos los autobuses del Departamento de Transporte de Annapolis estarán equipados con nuevas cajas de tarifas electrónicas. Las cajas de tarifas permiten a los pasajeros comprar un pase de todo el día o comprar una tarifa de ida. Los pases de varios días se pueden comprar en la oficina de ADOT en 308 Chinquapin Round Road.

Los pasajeros deben tener tarifa exacta ya que las cajas de tarifas no darán cambio. Los pasajeros todavía pueden pagar un solo viaje con una combinación de dinero en efectivo y monedas. El conductor del autobús aceptará "tokens" hasta el 30 de Septiembre. Los "tokens" también pueden ser devueltos a la oficina de ADOT e intercambiarlos por una tarjeta de tarifa equivalente. Si tiene preguntas sobre el nuevo sistema de tarifas, por favor llame al (410) 263-7964.

### **Tarjetas de Tarifas del Tránsito de Annapolis**

<b>Tarifa de Tarjeta</b>	<b>Precio</b>	<b>Tarifa de Tarjeta</b>	<b>Precio</b>
7 Días Regular	20.00	90 Días Regular	200.00
7 Días Senior	10.00	90 Días Senior	100.00
7 Días Discapacitado	10.00	90 Días Discapacitado	100.00
7 Días estudiantes	10.00	90 Días Elegible de Medicare	100.00
7 Días Elegible de Medicare	10.00	Pase Anual Regular	500.00
30 Días Regular	80.00	Pase Anual Senior	250.00
30 Días Senior	40.00	Pase Anual Discapacitado	250.00
30 Días Discapacitado	40.00	Pase Anual Elegible de Medicare	250.00
30 Días estudiantes	40.00	Pase De Verano Juvenil	35.00
30 Días Elegible de Medicare	40.00		



## Yellow Route Adjustments

Effective **FRIDAY, SEPTEMBER 1, 2017**

The Yellow Route provides transit services from the Annapolis Mall to areas along Housely Road, Harry Truman Parkway and Admiral Cochrane Drive. The purpose of these minor changes is to:

- (1) Add a new bus stop at the new office location for Social Security Administration at Annapolis Corporate Center (off Harry Truman Parkway)
- (2) Improve safety of this route by moving the turnaround location to Harbour Center
- (3) Provide headways that are more realistic in view of the increased traffic volumes.

### *New Yellow Route Bus Schedule with Major Stops*

<b>Monday--Saturday (No Sunday Service)</b>									
<b>from MALL to HARBOUR CENTER via Riva Rd</b>									
Westfield Mall	Housely Rd. at Best Buy	Riva Rd. & Holiday Ct.	Truman Pkwy M.V.A & Health dept.	Social Security Administration @ Annapolis Corporate Center (new)	Riva Rd. & Heritage Ct.	Adm. Cochrane Residence Inn	Harbour Center (new)	Riva Rd. at Claiborne	Westfield Mall
6:00A	6:11	6:17	6:20	6:23	6:28	6:31	6:38	6:48	6:52
7:00	7:11	7:17	7:20	7:23	7:28	7:31	7:38	7:48	7:52
8:00	8:11	8:17	8:20	8:23	8:28	8:31	8:38	8:48	8:52
9:00	9:11	9:17	9:20	9:23	9:28	9:31	9:38	9:48	9:52
10:00	10:11	10:17	10:20	10:23	10:28	10:31	10:38	10:48	10:52
11:00	11:11	11:17	11:20	11:23	11:28	11:31	11:38	11:48	11:52
12:00P	12:11	12:17	12:20	12:23	12:28	12:31	12:38	12:48	12:52
1:00	1:11	1:17	1:20	1:23	1:28	1:31	1:38	1:48	1:52
2:00	2:11	2:17	2:20	2:23	2:28	2:31	2:38	2:48	2:52
3:00	3:11	3:17	3:20	3:23	3:28	3:31	3:38	3:48	3:52
4:00	4:11	4:17	4:20	4:23	4:28	4:31	4:38	4:48	4:52
5:00	5:11	5:17	5:20	5:23	5:28	5:31	5:38	5:48	5:52
6:00	6:11	6:17	6:20	6:23	6:28	6:31	6:38	6:48	6:52
Shaded trips do not operate on Saturdays.									

**For Further Information or Questions, Contact:**  
**Annapolis Department of Transportation, 410-263-7964**



## Ajustes de la Ruta Amarilla

**Efectivo VIERNES, 1 DE SEPTIEMBRE DE 2017**

La ruta amarilla proporciona servicios de transporte público de mall de Annapolis a zonas Housely Road, Harry Truman Parkway y Admiral Cochrane Drive.

El objetivo de estos cambios menores es:

- (1) Añada una nueva parada de autobús en el nuevo lugar de oficina de la Administración del Seguro Social en el Centro Corporativo de Annapolis (al lado de Harry Truman Parkway)
- (2) Mejorar la seguridad de esta ruta moviendo la posición de vuelta para Harbour Centre
- (3) Proporcionar progresos que son más realistas en vista de los volúmenes de tráfico aumentados.

### **Nueva Lista de Autobús de Ruta Amarilla con Paradas Principales**

**de lunes a sábado (no hay servicio los domingos)**

**Desde MALL hasta HARBOUR CENTER vía Riva Rd**

Westfield Mall	Housely Rd. at Best Buy	Riva Rd. & Holiday Ct.	Truman Pkwy M.V.A & Health dept.	Social Security Administration @ Annapolis Corporate Center (nuevo)	Riva Rd. & Heritage Ct.	Adm. Cochrane Residence Inn	Harbour Center (nuevo)	Riva Rd. at Claiborne	Westfield Mall
6:00A	6:11	6:17	6:20	6:23	6:28	6:31	6:38	6:48	6:52
7:00	7:11	7:17	7:20	7:23	7:28	7:31	7:38	7:48	7:52
8:00	8:11	8:17	8:20	8:23	8:28	8:31	8:38	8:48	8:52
9:00	9:11	9:17	9:20	9:23	9:28	9:31	9:38	9:48	9:52
10:00	10:11	10:17	10:20	10:23	10:28	10:31	10:38	10:48	10:52
11:00	11:11	11:17	11:20	11:23	11:28	11:31	11:38	11:48	11:52
12:00P	12:11	12:17	12:20	12:23	12:28	12:31	12:38	12:48	12:52
1:00	1:11	1:17	1:20	1:23	1:28	1:31	1:38	1:48	1:52
2:00	2:11	2:17	2:20	2:23	2:28	2:31	2:38	2:48	2:52
3:00	3:11	3:17	3:20	3:23	3:28	3:31	3:38	3:48	3:52
4:00	4:11	4:17	4:20	4:23	4:28	4:31	4:38	4:48	4:52
5:00	5:11	5:17	5:20	5:23	5:28	5:31	5:38	5:48	5:52
6:00	6:11	6:17	6:20	6:23	6:28	6:31	6:38	6:48	6:52

Los viajes sombreados no funcionan los sábados

**Para más información o preguntas:**

**Departamento de transporte de contacto Annapolis, [410-263-7964](tel:410-263-7964)**

**APPENDIX E**

**LANGUAGE ASSISTANCE PLAN (LAP) FOR  
PERSONS WITH LIMITED ENGLISH PROFICIENCY (LEP)**

**Assessment of Needs and Resources**

The need and resources for LEP language assistance were determined through a four-factor analysis as recommended by FTA guidance.

**Factor 1:      Assessment of the Number and Proportion of LEP Persons Likely to be Served or Encountered in the Eligible Service Population**

The agency has reviewed census data on the number of individuals in its service area that have limited English Proficiency, as well as the languages they speak.

**U.S. Census Data – American Community Survey (2011 - 2015)**

Data from the U.S. Census Bureau's American Community Survey (ACS) were obtained through [www.census.gov](http://www.census.gov) by Annapolis Department of Transportation's service area. The Annapolis Department of Transportation Annapolis Transit's service area includes a total of 5,770 persons (5.75% of the total population) with Limited English Proficiency (those persons who indicated that they spoke English "not well," and "not at all" in the 2011-2015 ACS Census).

Information from the 2011-2015 ACS also provides more detail on the specific languages that are spoken by those who report that they speak English less than very well. Languages spoken at home by those with LEP are presented below. These data indicate the extent to which translations into other language are needed to meet the needs of LEP persons.

**Limited English Proficient (LEP) Population in Annapolis  
Department of Transportation Service Area**

<b>ADOT Service Area</b>	<b>Number</b>	<b>Percent</b>
Total Population (Ages 5+)	100,429	
Total LEP Population	5,770	5.75%
<b>Top 10 Languages Spoken by LEP Populations</b>		
Spanis or Spanish Creole	3,521	3.51%
Tagalog	320	0.32%
Korean	302	0.30%
Other Induc Languages	277	0.28%
African Languages	167	0.17%
Vietnamese	163	0.16%
Chinese	125	0.12%
French (including Patois, Cajun)	108	0.11%
Polish	88	0.09%
Arabic	83	0.08%

*Source: American Community Survey 2011-2015 5-Year Estimates, Table B16001*

*Notes: ADOT service area defined as same 20 census tracts as used in last analysis.*

*169 estimated individuals speak "Other and unspecified languages" - excluded from list above.*

It is noted that there are relatively high number of LEP persons in the service area (Figure E-2). Spanish or Spanish Creole language is spoken by 3,521 persons in the LEP population. As this represents 3.51% or more

than 1,000 LEP persons of the total population in the service area, the City of Annapolis Department of Transportation has and will continue to translate vital documents as detailed in this LAP Plan.

**Factor 2:      Assessment of Frequency with Which LEP Individuals Come Into Contact with the Transit Services or System**

Annapolis Department of Transportation reviewed the relevant benefits, services, and information provided by the agency and determined the extent to which LEP persons have come into contact with these functions through the following channels:

- Contact with transit vehicle operators;
- Contact with transit operation manager;
- Calls to Annapolis Department of Transportation's customer service telephone line;
- Visits to the agency's administrative building;
- Attendance at public hearings hosted by Annapolis Department of Transportation;

The most common questions received from LEP persons are (a) whether there will be transit services on holidays and (b) time of arrivals of buses when holiday schedules are in effect. The agency has been very successful in providing responses to these questions because some of the bus drivers speak the most common LEP language in Annapolis, which is Hispanic.

We will continue to identify emerging populations as updated Census and American Community Survey data become available for our service area. In addition, when LEP persons contact our agency, we attempt to identify their language and keep records on contacts to accurately assess the frequency of contacts. Language identification flashcards may be used when necessary.

**Information from Community Organizations that Serve LEP Persons**

To supplement the Census, education, and labor department data, Annapolis Department of Transportation conducted community outreach to the following organizations that work with LEP populations. Community outreach is done via telephone calls and presentations about proposed service/fare changes to organizations that serve LEP persons. The following organization has been contacted in the agency's outreach efforts: Center of Help/Centro de Ayuda, 1906 Forest Drive, Suite 2B, Annapolis. The methods of contact are telephone and visits.

**Factor 3:      Assessment of the Nature and Importance of the Transit Services to the LEP Population**

The Annapolis Department of Transportation (ADOT) provides fixed route and ADA paratransit complementary services to meet the mobility needs of LEP persons who are transit-dependent. Access to jobs, medical and social services are important to the quality of life of LEP individuals in the service area. Annapolis Department of Transportation provides that access.

Based on past experience serving and communicating with LEP persons we learned that the fixed route transit service is currently of particular importance LEP persons in the community.

The following are the most critical services provided by ADOT for all customers, including LEP persons.

- Fixed route transit services
- ADA paratransit services

#### **Factor 4: Assessment of the Resources Available to the Agency and Costs**

Currently, Annapolis Department of Transportation uses city staff in providing language assistance to LEP persons. City departments with such in-kind language assistance include the Annapolis Police Department, the Mayor's Office, Finance and Transportation departments.

#### ***Feasible and Appropriate Language Assistance Measures***

Based on the available resources, the following language assistance measures are feasible and appropriate for our agency at this time: use of bilingual city staff for oral communications with LEP persons and translation of vital documents into Spanish language, the dominant language for LEP persons.

#### **LEP Implementation Plan**

Through the four-factor analysis, Annapolis Department of Transportation has determined that the following types of language assistance are most needed and feasible: translation of System Map and Ride Guide into Spanish.

#### ***Staff Access to Language Assistance Services***

Agency staffs who come into contact with LEP persons can access language services by, ***transferring a call to bilingual staff***. All staff will be provided with a list of available language assistance services and additional information and referral resources (such as community organizations which can assist LEP persons). This list will be updated at least annually.

#### ***Responding to LEP Callers***

Staff who answer calls from LEP customers transfer the call to a bilingual staff.

#### ***Responding to Written Communications from LEP Persons***

When responding to written communications from LEP persons, bilingual staff from within the agency or from another city department is used.

### ***Responding to LEP Individuals in Person***

LEP person who visits our customer service and administrative office is assisted by bilingual operating staff.

The following procedures are followed by operators when an LEP person has a question on board Annapolis Department of Transportation vehicle: *bilingual operating staff, referral to telephone assistance, volunteer translation assistance from fellow passengers.*

### ***Training***

All Annapolis Department of Transportation staff is provided with a list of available language assistance services and additional information and referral resources, updated annually.

All new hires receive training on assisting LEP persons as part of their sensitivity and customer service training. This includes:

- A summary of the transit agency's responsibilities under the DOT LEP Guidance;
- A summary of the agency's language assistance plan;
- A summary of the number and proportion of LEP persons in the agency's service area, the frequency of contact between the LEP population and the agency's programs and activities, and the importance of the programs and activities to the population;
- A description of the type of language assistance that the agency is currently providing and instructions on how agency staff can access these products and services; and
- A description of the agency's cultural sensitivity policies and practices.

Also, all staff who routinely come into contact with customers, as well as their supervisors and all management staff, receive refresher training on policies and procedures related to assisting LEP persons as needed. This training will be offered by bilingual city staff.

### ***Providing Notice to LEP Persons***

LEP persons are notified of the availability of language assistance through the following approaches: *[List items such as:*

- *following our Title VI policy statement included on our vital documents.*



- *on our website, with links to translations of vital documents in other languages.*
- *through signs posted on our vehicles and in our customer service and administrative offices.*
- *through ongoing outreach efforts to community organizations, schools, and religious organizations.*
- *staffing a table with bilingual staff at community service events of interest to LEP groups.*

LEP persons will also be included in all community outreach efforts related to service and fare changes.

### ***Language Access Complaint Procedure***

Title VI Complaint form in Appendix B may be used to file any complaint related to language access complaint. Such a complaint must be filed in writing within 180 days of the alleged incident. Written complaints must be sent to:

**Director  
City of Annapolis Department of Transportation  
308 Chinquapin Round Road  
Annapolis, MD 21401  
Phone: 410-263-7964    Email Address: [transit@annapolis.gov](mailto:transit@annapolis.gov)**

### ***Monitoring/updating the plan***

This plan will be updated on a periodic basis (at least every three years), based on feedback, updated demographic data, and resource availability.

As part of ongoing outreach to community organizations, Annapolis Department of Transportation will solicit feedback on the effectiveness of language assistance provided and unmet needs. In addition, we will conduct periodic surveys, focus groups, community meetings, internal meetings with staff who assist LEP persons, review of updated Census data, formal studies of the adequacy and quality of the language assistance provided, and determine changes to LEP needs.

Based on the feedback received from community members and agency employees, Annapolis Department of Transportation will make incremental changes to the type of written and oral language assistance provided as well as to their staff training and community outreach programs. The cost of proposed changes and the available resources will affect the enhancements that can be made, and therefore Annapolis Department of Transportation will attempt to identify the most cost-effective approaches.

As the community grows and new LEP groups emerge, Annapolis Department of Transportation will strive to address the needs for additional language assistance.

## APPENDIX F



**City of Annapolis**  
Transportation Department  
308 Chinquapin Round Road  
Annapolis, MD 21401-4007



[Transit@annapolis.gov](mailto:Transit@annapolis.gov) • 410-263-7964 • 410-269-0674 • Fax 410-263-4508 • [www.annapolis.gov](http://www.annapolis.gov)  
Deaf, hard of hearing or speech disability - use MD Relay or 711

### Minority Representation on Annapolis Transportation Board by Race

Committee	Black or African American	White/ Caucasian	Latino/ Hispanic	American Indian or Alaska Native	Asian	Native Hawaiian or other Pacific Islander	Total
Annapolis Transportation Board	2	8	0	0	1	0	11
% of Board	18.2	72.7	0	0	9.1	0	100

## APPENDIX G



**City of Annapolis**  
**Transportation Department**  
308 Chinquapin Round Road  
Annapolis, MD 21401-4007



[Transit@annapolis.gov](mailto:Transit@annapolis.gov) • 410-263-7964 • 410-269-0674 • Fax 410-263-4508 • [www.annapolis.gov](http://www.annapolis.gov)  
Deaf, hard of hearing or speech disability - use MD Relay or 711

### **Title VI System Service Standards and Policies**

#### **Introduction**

Annapolis Department of Transportation (ADOT) is committed to providing the highest possible level of reliable, safe, affordable, convenient and accessible public transportation services to all the people who visit, live and work in its service area. The public transportation services are provided through regular fixed route (connectors), shuttle and demand-response, ADA complementary paratransit services.

The connectors consist of the following fixed routes: Red, Yellow, Green, Orange, Gold and Purple. The shuttle services are provided through the State Shuttle. The headways on the connectors are 30 minutes except the Brown, Purple and Gold routes which have 45, 75 and 120 minutes respectively. ADOT runs a reduced service on weekday evenings, Saturdays and Sundays. Weekday span of service is 5:30 a.m. to 11:00 p.m.; Saturday from 7:15 a.m. to 8:00 p.m., and on Sunday from 7:00 am to 8:00 p.m.

The ADA complementary paratransit is a specialized, origin to destination service for people with disabilities who are not able to ride fixed-route public transportation. This is a curb-to-curb service for persons with disabilities within  $\frac{3}{4}$  mile on each side of each fixed route.

The service area is about 23 square miles including the City of Annapolis and surrounding Anne Arundel County areas, from Bay Forest Plaza in the east to Gateway Village and Annapolis Mall in the west; and Sojourner Douglas College in Edgewater in the south to Anne Arundel Community College in Arnold in the north. (Figures E-1, E-2, E-3 and E-4)

The following standards and policies address how Annapolis Department of Transportation's fixed route services are distributed across the system, and they ensure that service design/operations do not result in discrimination based on race, color, or national origin. The standards and policies fulfill the requirements set out in FTA Circular 4702.IB "Title VI Requirements and Guidelines for FTA Recipients."

## Service Standards

Per FTA Circular 4702.1 B, the following service standards are required: vehicle load, vehicle headway, on-time performance, and service availability.

### *Vehicle Load*

Vehicle load is a ratio of the number of passengers on a bus to the total number of seats. Vehicle loads greater than 100 percent indicate standees, and may begin to impact passenger comfort and safety. The ADOT vehicle fleet includes vehicles with varying seating and standee limitations; however the standards below apply to all vehicle types.

	<b>Bus (Connectors)</b>	<b>Bus (Shuttles)</b>
Peak	120% maximum average	120% maximum average
Off Peak	100% maximum average	100% maximum average

### *Vehicle Headway*

Vehicle headway is the amount of time between two vehicles on a route, measured in minutes and stated in published schedules. Headway is related to frequency; the shorter the vehicle headway, the more frequent the service. Within the system, current headways range from 30-120 minutes on connector routes and 20 minutes on shuttle routes. These headways are based on population density and demand for service.

	<b>Bus (Connectors)</b>	<b>Bus (Shuttles)</b>
Peak	120 minutes maximum	20 minutes maximum
Off Peak	120 minutes maximum	20 minutes maximum

### *On-Time Performance*

On-time performance is a measure of dependability and schedule adherence, based on the percentage of runs completed as scheduled. ADOT defines its "on-time" window as 0 to 5 minutes late, with no vehicle leaving a time point early. On-time performance will be determined at origins, destinations, and specific time points on each route. On-time performance is measured by regular random checks performed and recorded by dispatchers. If it is determined that a driver is ahead of schedule, the manager is notified and a meeting is set with the driver to discuss necessary improvement.

	<b>Bus (Connector)</b>	<b>Bus (Shuttles)</b>
Percent on time	85%	85%

### ***Service Availability***

Service availability refers to the distribution of routes within ADOT's service area. ADOT's service area varies in population density and land use patterns, and thus necessitates a range of transit services. Service availability can be measured by both the distance between bus stops (stop spacing) and the percentage of residents within a certain distance of a route or stop (population coverage). Stop Spacing impacts the average speed of service, creating a tradeoff of maximizing availability and maintaining reasonable travel times. Likewise, offering coverage to as many residents as possible must be balanced with the priority of serving high ridership areas more frequently.

	<b>Bus (Connectors)</b>	<b>Bus (Shuttles)</b>
Stop Spacing	Maximum of every $\frac{1}{4}$ to $\frac{1}{2}$ miles within the Annapolis area as safety permits and where the speed limit is less than 40 mph	As needed

## **Service Policies**

Per FTA Circular 4702.1B, the following service policies are required: transit amenities and vehicle assignment.

### ***Distribution of Amenities***

Transit amenities are "items of comfort, convenience, and safety" available to riders. They include but are not limited to: seating, shelters/canopies, information (signs, maps, schedules, digital displays), and trash receptacles. The distribution of amenities throughout the system is generally a function of ridership. ADOT will distribute transit amenities equitably throughout the service area based on boarding levels. It will prioritize major transfer points and stops along multiple routes (Figure 1, Bus Shelter Location Map below)

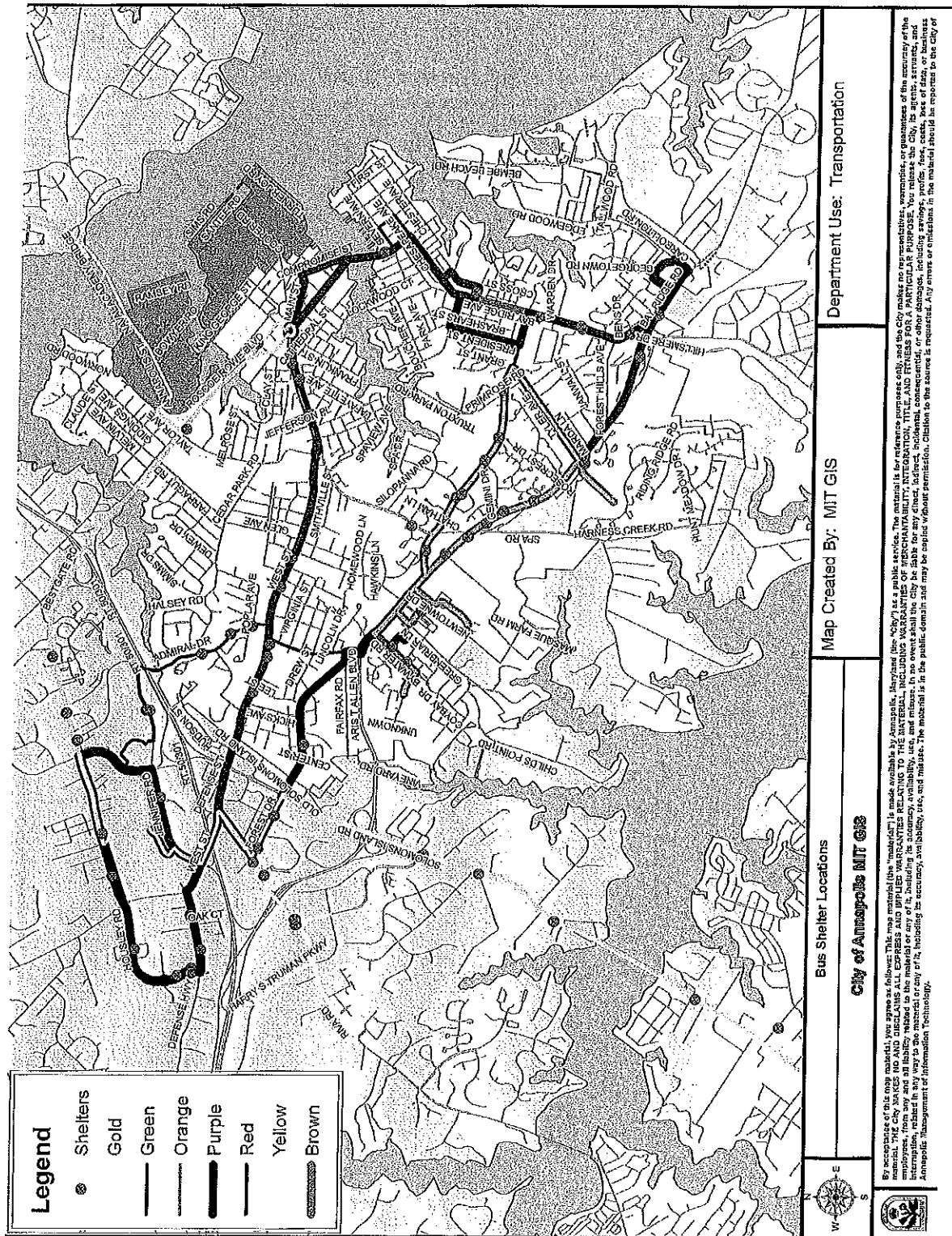
### ***Vehicle Assignment***

Vehicle assignment is the process by which vehicles are placed into service throughout the system. ADOT vehicle fleet includes a range of vehicle ages. Currently, there are seventeen (17) service vehicles and all are equipped with on-board video surveillance system and automatic fare collection system. The fleet mix is as follows:

29-30-foot, Heavy Duty Buses: 14 buses

7 Gillig buses  
1 Gillig Hybrid Bus  
2 Cable Car Concept Trolleys  
3 Nabi Trolleys  
1 Optima buses  
Small Buses: 3 Cutaways

Figure 1. Bus Shelter Location Map





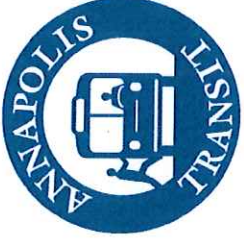
All service vehicles are equipped with wheelchair ramps/lifts. All service vehicles except four (4), Cable Car Concept trolleys are equipped with bike racks. Vehicles are assigned to routes based on ridership demand.

All service vehicles are of a similar seating size and features and so are assigned at random, without regard to age or service area. Cutaway type vehicles are usually used for ADA paratransit service or on routes with low ridership (Table 1. Vehicle Pull-out on Selected Days)

**Table 1. Vehicle Pull-out on Selected Days**

	5/6/2017	6/12/2017	6/23/2017	7/6/2017	7/11/2017	8/14/2017	8/16/2017
<b>Route Name</b>	<i>Fleet #</i>	<i>Fleet #</i>	<i>Fleet #</i>	<i>Fleet #</i>	<i>Fleet #</i>	<i>Fleet #</i>	<i>Fleet #</i>
Red A	5111	256	5111	5409	5411	253	5111
Red B	5311	5411	5311	5111	5409	256	5311
Yellow	5409	5311	5409	5311	5111	4311	5409
Green A	5411	5409	5411	5511	5311	2312	5411
Green B	256	5511	2312	5411	5511	2212	401
Orange	2312	2212	5511	2212	2312	5111	2312
Gold	2212	2312	2212	5209	253	5409	253
Brown A	401	5209	5211	256	5209	5311	256
Brown B	5211	5411	5209	4311	5100	5211	5211
Purple North (evening service)	5211	5211	5511	5209	5311	4311	5411
Purple South (evening service)	5111	5511	5411	5409	5111	5311	5511
State Shuttle	4311	4311	256	5211	4311	5209	4311
Paratransit	2112	2112	2112	2112	2112	2112	2112





# NON-DISCRIMINATION POLICY

## (Title VI)

City of Annapolis Department of Transportation is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transportation services on the basis of race, color or national origin, as protected by Title VI in the Federal Transit Administration (FTA) Circular 4702.1B.

If you believe you have been subjected to unequal treatment because of race, color, religion, sex, age, or national origin, then you have the right to file a formal complaint. Complaints may be filed within one hundred-eighty (180) days following the date of the alleged discriminatory action. To file a complaint, or for additional information, contact:

**Director**

**Department of Transportation, City of Annapolis**  
**308 Chinquapin Round Road, Annapolis, MD 21401**  
**Phone: 410-263-7964      Email: [transit@annapolis.gov](mailto:transit@annapolis.gov)**



# POLITICA ANTI- DISCRIMINATORIA

El Departamento de Tránsito de Annapolis se dedica a asegurar que ninguna persona sea excluida a participar, o sea negada los beneficios del transporte público por motivos de raza, color, u origen, como lo indicado el Artículo VI de la Administración Federal de Tránsito (Federal Transit Administration “FTA”), Circular número 4702.1B.

Si usted considera que ha sido objeto de discriminación por motivo de raza, color, religión, sexo, edad, u origen, tiene usted el derecho de presentar una queja formal. Las quejas deben ser presentadas dentro de un período de ciento ochenta (180) días después del día en que la presunta discriminación ocurrió. Para presentar una queja, u obtener información adicional, contáctenos:

**Director**

**Departamento de Tránsito de Annapolis**

**308 Chinquapin Round Road, Annapolis, MD 21401**

**Teléfono: 410-263-7964**

**Correo Electrónico: [transit@annapolis.gov](mailto:transit@annapolis.gov)**

# ANNAPOLIS DEPARTMENT OF TRANSPORTATION

## 2019 Training

Date	Hours	Attendees	Subject
January 17, 2019	1	Drivers/Supervisors/ maintenance	First aid, CPR, Narcan abuse
February 14, 2019	1	Drivers/Supervisors	ADA overview, and service dogs
April 18, 2019	1	Drivers/Supervisors/ maintenance	General safety & operations
April 30, 2019	1	Drivers/Supervisors	Fire drills
May 23, 2019	1	Drivers/Supervisors	stop the bleed, active shooter
June 1, 2019	1	Drivers/Supervisors/ maintenance	Unconscious bias at work
August 22, 2019	1	Drivers/Supervisors/ maintenance	wheel chair securement, pre-trip inspections, etc.
October 3, 2019	1	Drivers/Supervisors	route adjustments, wheel chair, etc.
December 5, 2019	1	Drivers/Supervisors	Christmas events, traffic safety, etc.

ANNAPOLIS DEPARTMENT OF TRANSPORTATION  
2019 TRAINING AT NO COST


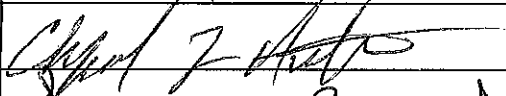

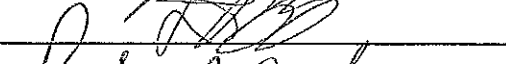
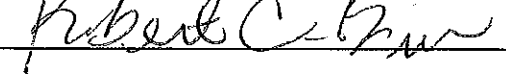


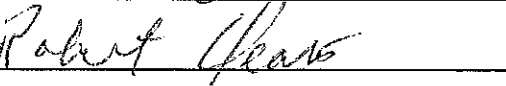
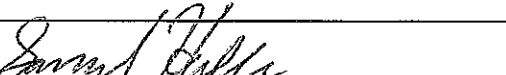

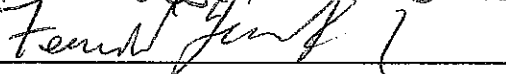
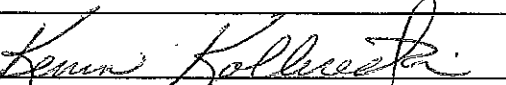
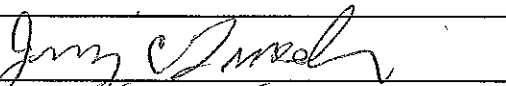
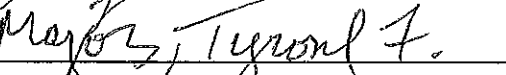


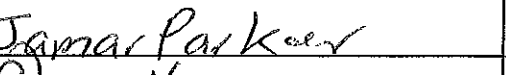
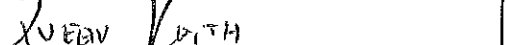
Date	Description	Attendee(s)	Provider/Location	Hours
January 1, 2019	Stop the bleed/CPR/Narran	KD, MM, RG	APD	3
Feb-19	ADA service dog	KD, MM, RG	CoA	3
April 1, 2019	Fire extinguisher	KD, MM, RG	City of Annapolis, Annapolis	3
May 1, 2019	CCTS training certificate	MM	CTAA	24
May 1, 2019	MEMA symposium	MM	CoA OEM	32
June 1, 2019	Unconscious Bias training	KD, MM, RG	CoA	4.5
August 1, 2019	iWorQ	MM	COA	1.5
September 1, 2019	Various at TAM Annual Conference	KD, MM, RG	RTAP/MTA/TAM	30
February 6-7, 2019	CSSO Training	KD	RTAP/MTA/TAM/Stevensville, MD	16
April 18, 2019	LOTS Agency Safety Plan webinar	KD	MDOT/MTA	1.5
May 7, 2019	Customer Service Training	KD	MDOT/MTA/TAM/Ellicott City	1.5
May 7, 2019	Safety Plan Training for LOTS	KD	MDOT/MTA/TAM/Ellicott City	2
	**add AMPO conference training		BRTB/Baltimore, MD	8

ADA training with a service dog  
C. Taef

City of Annapolis DOT  
Monthly Safety Meeting

2/14/2019

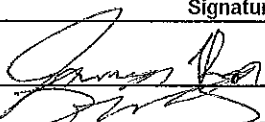
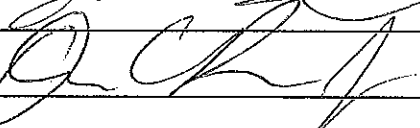
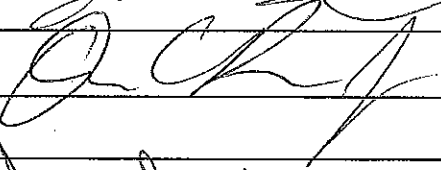
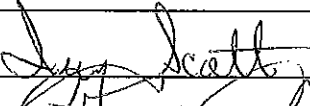


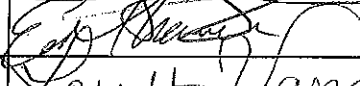
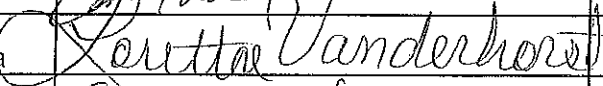
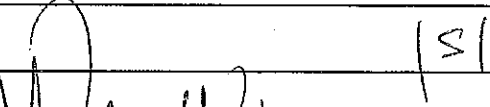
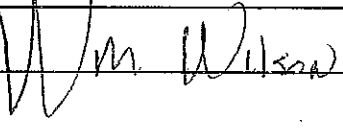
11:00A & 12:45P

Name	Signature	TIME
Ale, Dol		11:00
Austin, Clifford		11:00
Barnett, George		
Bowman, Denzel		11:00
Brown, Robert		11:00
Bryant, Kirk		
Butler, Michael	Excused	
Carter, Elmo		11:00
Castaneda, Marta		11:00
Dears, Robert		11:00
Garcia, Santos		
Harris, Quentin		
Hudson, Samuel		11:00
Hunt, Donald		12:45
Jackson, Fernard		11:00
Johnson, Andre		
Kolbrecki, Kevin		11:00
Largent-Toure, Rejene		
Lincoln, Jerry		1:00
Majors, Tyrone		1:00
McCall, Mary		1:00
McFarlane, Morris		12:45
Nelson, Brandon		
Parker, Jamar		11:00
Queen, Keith		12:45 pm

**City of Annapolis DOT  
Monthly Safety Meeting**

2/14/2019

11:00A & 12:45P

Name	Signature	TIME
Roa, James		11:00
Robertson, Timothy		11:00
Ross, Oscar		11:00
Savage, Jeffrey		
Scott, Ivy		11:00AM
Sheppard, Erik		11:00AM
Taylor, Carolyn		
Thomas, Earl		12:45
Vanderhorst, Loretta		12:45
Vasquez, Glendora	Glendora Vazquez	11:AM
Wallace, Joseph		
Watson, Orlando	  S	11AM
Wilson, William		1:00





SEQ CHAPTER 14 of the City of Annapolis  
DEPARTMENT OF TRANSPORTATION (ADOT)  
308 Chinquapin Round Road, Annapolis, Maryland 21401  
Phone: 410-263-7964 410-263-7994 Fax: 410-263-4508  
Internet: [transit@annapolis.gov](mailto:transit@annapolis.gov)  
DIRECTOR, J. RICK GORDON

## SAFETY & OPERATIONS MEETING AGENDA

THURSDAY, APRIL 18, 2019

11:00AM, 12:45PM & 5:00PM

**CELL PHONES: POWERED OFF OR SILENCED, AND STOWED**

***Attendance is Mandatory at all Safety Meetings***

### General information:

#### 1. General information:

- Bids will be on Tuesday, April 30<sup>th</sup>
- The Spring boat show begins on April 25<sup>th</sup> through Sunday the 28<sup>th</sup>
- Park, then punch in – not the other way around ...
- Clean up after yourself, you bring it on...you take it off.
- Pets are not allowed – ADA recognizes dogs as the only service animal
- The use of cellular phones is back on the rise. You take the chance ... be prepared for the consequences that will eventually come. Take out the earpieces – put the phone away.
- Passengers that are traveling with us in mobility devices must be properly secured using the 4-point securement method. There are no exceptions. Ask passengers if they would like to use the posy belt and suggest to those that have a seatbelt to use it – it is not mandatory and we cannot make anyone use it if they do not want to.
- Complete your route – the “all clear in Bywater” will cause unnecessary paperwork ...
- The cutaway buses have 55 gallon tank – should take at least 35 gallons when fueling at night
- In the event of a fire or other emergency requiring us to evacuate, see the “Emergency Action Plan”...
- Our special guest today is Fire Inspector, Mr. Dante Jacobelli of our AFD...

*Safety First – “ALWAYS”*

City of Annapolis DOT  
Monthly Safety Meeting

4/18/2019

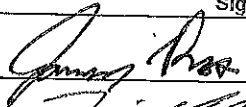
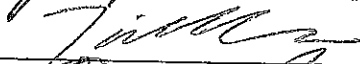
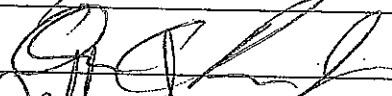

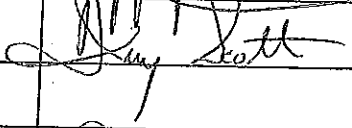

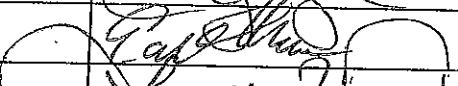
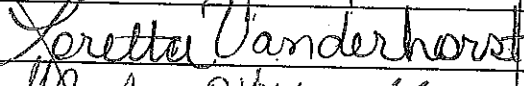
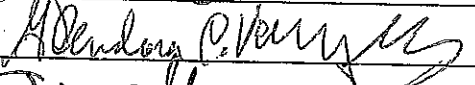
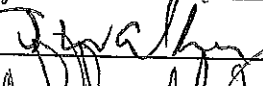
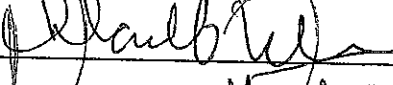
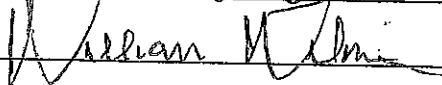
11a; 12:45p & 5p

Name	Signature	TIME
Ale, Dol		
Austin, Clifford	Clifford Austin	11:00 Am
Barnett, George	George E Barnett	11.00 Am
Bowman, Denzel		
Brown, Robert	Robert C. Brown	12:45
Bryant, Kirk		
Butler, Michael	Michael Butler	10:59am
Carter, Elmo	Elmo Carter	
Castaneda, Marta		
Dears, Robert	Robert Dears	10:59
Garcia, Santos		
Harris, Quentin	Quentin Harris	11.00
Hudson, Samuel	Samuel Hudson	11:00
Hunt, Donald	Donald A. Hunt	1:00 pm
Jackson, Fernard	Fernard Jackson	10:59
Johnson, Andre	Andre Johnson	5:15
Kolbrecki, Kevin		
Largent-Toure, Rejene	Rejene Largent-Toure	10:58
Lincoln, Jerry	Jerry C. Lincoln	1:00
Majors, Tyrone	Majors, Tyrone F.	12:45 PM
McCall, Mary	Mary McCall	12:45
McFarlane, Morris	Morris McFarlane	10:50
Nelson, Brandon	Brandon Nelson	5pm
Parker, Jamar	Jamar Parker	
Queen, Keith	Keith S. Queen	12:45 pm

**City of Annapolis DOT  
Monthly Safety Meeting**

4/18/2019

11a; 12:45p & 5p

Name	Signature	TIME
Roa, James		11:00
Robertson, Timothy		11:00
Ross, Oscar		11:00
Savage, Jeffrey		11:00
Scott, Ivy		11:00
Sheppard, Erik		
Taylor, Carolyn		12:45
Thomas, Earl		12:45
Vanderhorst, Loretta		12:45
Vasquez, Glendora		11:00
Wallace, Joseph		11:00 AM
Watson, Orlando		5:00 PM
Wilson, William		12:45 PM

Fire Drill on 4/30/19



*City of Annapolis*

**DEPARTMENT OF TRANSPORTATION**

308 Chinquapin Round Road, Annapolis, Maryland 21401

Phone: 410-263-7964 410-263-7994 Fax: 410-263-4508

J. RICK GORDON, DIRECTOR

**MEMORANDUM**

TO: All ADOT Employees

FROM: J. Rick Gordon,  
Director of Transportation

SUBJECT: Emergency Action Plan

DATE: April 1, 2019

---

In the event of a fire or other emergency at our transit facility, attached are instructions for primary and secondary exits from our two buildings and the rally point after evacuating the building. I urge each of you to become familiar with this plan and adhere to these instructions.

**Means of reporting fires and other emergencies:**

- Medical emergencies: Call 911
- Fire: Evacuate and activate manual pull station, call 911
- Bomb threat: Call 911
- Active shooter: evacuate if possible, call 911
- Suspicious package: Call 911
- Other emergencies: Call 911 and evacuate building for hazardous conditions

**Evacuation Procedures and emergency escape routes:**

**\*\*\*\*\* ADOT's Main Building \*\*\*\*\***

- **From second floor of the main building**
  - o Primary exit: center stairway to street level outside
  - o Secondary exit: front stairs to lower level out side door
  - o Rally point: in from of building on Chinquapin Round Road
- **From first floor of the main building:**
  - o Breakroom: out side door through hall - outside
  - o Breakroom: out front door through office area exit front door
  - o Breakroom: exit through window
  - o Front offices: out front door exit

# City of Annapolis DOT Emergency Evacuation Roster Sheet

DATE 4-30-19

Name	Accounted for by check mark	Where are they
Ale, Dol		off
Austin, Clifford	✓	Arrived at the school
Bahn, Tommy		off
Barnett, George		off
Bishop, Adonis		out of the office
Bowman, Denzel		off
Brown, Robert		off
Bryant, Kirk		off
Butler, Michael		out on the bus
Carter, Elmo		off
Castaneda, Marta		off
Conley, Jason	✓	
Dears, Robert		off
Drew, Andrew	✓	
Duah, Kwaku	✓	
Fuller, Rosa		out of the office
Garcia, Santos		off
Gordon, Rick		out of the office
Harris, Quentin		off
Howell, Keith	✓	
Hudson, Samuel		out
Hunt, Donald		out of the office
Jackson, Fernard		out on the bus
Johnson, Andre		off
Johnson, Darnell	✓	

Motorola Contractor -

Page 1 of 2

DPW - Don Hawkins

# City of Annapolis DOT Emergency Evacuation Roster Sheet

DATE

Name	Accounted for by check mark	Where are they
Johnson, Taneka	✓	
Kolbrecki, Kevin		off
Largent-Toure, Rejene		off
Lincoln, Jerry		out on the bus
Majors, Tyrone		out on the bus
McCall, Mary		off
McFarlane, Morris		off
Moore, Markus	✓	
Nelson, Brandon		off
Ortega, Zjayah	✓	
Parker, Jamar		
Queen, Keith		
Roa, James		
Robertson, Timothy		
Ross, Oscar	✓	Just arrived
Savage, Jeffrey		
Scott, Ivy		
Sheppard, Erik		
Taylor, Carolyn	✓	
Thomas, Earl		
Vanderhorst, Loretta		
Vasquez, Glendora		off
Wallace, Joseph		off
Watson, Orlando		off
Wilson, William		



Annapolis Fire Department  
1790 Forest Drive  
Annapolis, MD 21401

No.: 2019 00005

Report of Fire Exit Drills (Form #24)

Date: 2019/04/30

### FIRE EXIT DRILL INFORMATION

Name of Building	Transportation Department
Address	308 Chinguapin Round Road
Person in charge of drill	Marcus
Date of drill	04/30/2019
Time of drill	10:21
Exact time to evacuate building	25
Did everyone evacuate the building (Check if True)	<input checked="" type="checkbox"/>
Did everyone NOT leave the building (Check if true)	<input type="checkbox"/>
Discipline of Participants	Good
Condition of Building	Good
Remarks	Pull station in garage not working Maintenance was notified
Officer in Charge	FM38 Jacobelli



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 Internet: [transit@annapolis.gov](mailto:transit@annapolis.gov)  
 DIRECTOR, J. RICK GORDON

*Same way to work  
home  
ca*

## SAFETY & OPERATIONS MEETING AGENDA

THURSDAY, MAY 23, 2019

11:00AM, 12:45PM & 5:15PM

CELL PHONES: POWERED OFF OR SILENCED, AND STOWED

*Attendance is Mandatory at all Safety Meetings*

### General information:

#### 1. General information:

- Open enrollment closes today – even if you have no changes, you must still submit online
- Mandatory training in June at Pip Moyer -all City employees ‘Unconscious Bias at Work’
- Bus stops and bus shelters – please advise if you see areas that need attention
- Uniform and grooming – wear only agency provided uniform components, this includes coats – exceptions: solid navy blue hats and jacket. Summer baseball caps have been ordered
- Mystery rider last week – overall, we did well. We are still not announcing major stops & transfer points
- Pets are not allowed even in cages – ADA recognizes dogs as the only service animal
- Bus stop on West Street just past Westgate Circle will be relocated temporarily one block
- Mystery Rider – overall, good report. However, we are not consistently calling out major stops and transfer points
- Stop The Bleed packets on buses and in our offices
- Our special guest today is APD Officer Paul Sullivan – “Active Shooter” training

*Mon/Tue  
3:00 4:00  
10:00 11:00*

*Even if the call  
for help is in the  
county, we can  
request an APD  
officer - due  
to you are  
a city employee*

*Active Shooter Drill  
last fall Adams Academy*

Safety First – “ALWAYS”



**City of Annapolis DOT  
Monthly Safety Meeting**

5/23/2019

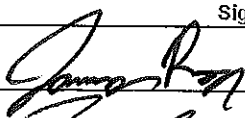
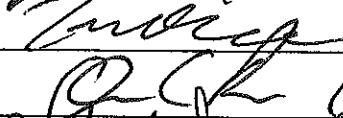
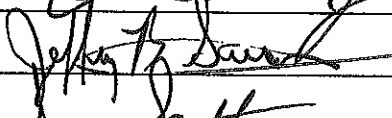
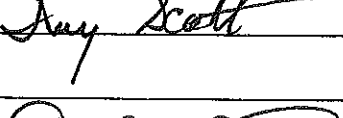

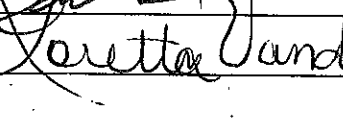
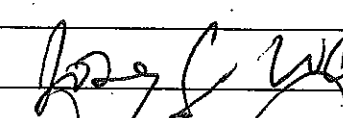
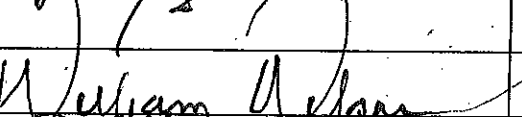
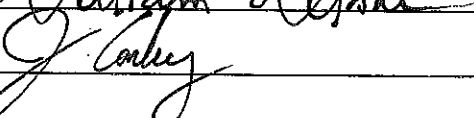
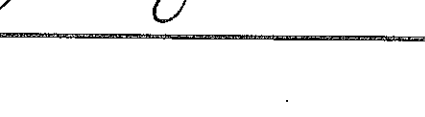

11a; 12:45p & 5:15p

Name	Signature	TIME
Ale, Dol		
Austin, Clifford	Clifford Austin	11:00
Barnett, George	George Barnett	11:00
Bowman, Denzel		
Brown, Robert	Robert Brown	11:00
Bryant, Kirk		
Butler, Michael	Michael Butler	11:00
Carter, Elmo		
Castaneda, Marta		
Dears, Robert	Robert Dears	11:00
Garcia, Santos	Santos Garcia	5:15p
Harris, Quentin	Quentin Harris	11:00
Hudson, Samuel	Samuel Hudson	11:00
Hunt, Donald	Donald Hunt	
Jackson, Fernand	Fernand Jackson	
Johnson, Andre		
Kolbrecki, Kevin	Kevin Kolbrecki	11:00
Largent-Toure, Rejene		
Lincoln, Jerry	Jerry Lincoln	100
Majors, Tyrone	Majors, Tyrone	11:00
McCall, Mary	McCall, Mary	
McFarlane, Morris		
Nelson, Brandon	Brandon Nelson	5pm
Parker, Jamar	Jamar Parker	12:45
Queen, Keith	Keith Queen	12:45pm

**City of Annapolis DOT  
Monthly Safety Meeting**

5/23/2019

11a; 12:45p & 5:15p

Name	Signature	TIME
Roa, James		11:03
Robertson, Timothy		11:00 am
Ross, Oscar		11:00
Savage, Jeffrey		12:45
Scott, Ivy		12:45
Sheppard, Erik		
Taylor, Carolyn		12:45 pm
Thomas, Earl		12:45
Vanderhorst, Loretta		12:45
Vasquez, Glendora		
Wallace, Joseph		12:45 pm
Watson, Orlando		
Wilson, William		1:00 pm
Conley, Jason		11:00

June 2019

# City of Annapolis DOT Unconscious Bias at Work

Training

Name	Time	Date
Ale, Dol	10 <sup>30</sup> AM	6/11/19
Barnett, George	8:45A	6/3/19
Bowman, Denzel	12 <sup>45</sup> PM	6/11/19
Brown, Robert	12:45P	6/4/19
Bryant, Kirk	Part time driver	
Butler, Michael	8:45A	6/11/19
Carter, Elmo	Out on disability	
Castaneda, Marta	Out on disability	
Dears, Robert	8:45A	6/4/19
Garcia, Santos	Part time driver	
Harris, Quentin	12:45P	6/4/19
Hudson, Samuel	12:45P	6/3/19
Hunt, Donald	12:45P	6/4/19
Jackson, Fernard	8:45A	6/11/19
Johnson, Andre	Part time driver	
Kolbrecki, Kevin	- Vacation -	
Largent-Toure, Rejene	8:45A	6/11/19
Lincoln, Jerry	8:45A	6/3/19
Majors, Tyrone	12 <sup>45</sup> PM	6/10/19
McCall, Mary	12:45P	6/4/19
McFarlane, Morris	12:45P	6/3/19
Nelson, Brandon	Part time driver	
Parker, Jamar	8:45A	6/10/19
Queen, Keith	12:45P	6/4/19
Roa, James	8:45A	6/4/19

City of Annapolis DOT  
Unconscious Bias at Work

Training

Name	Time	Date
Robertson, Timothy	12:45P	6/3/19
Ross, Oscar	8:45A	6/4/19
Savage, Jeffrey	8:45A	6/3/19
Scott, Ivy	8:45A	6/3/19
Taylor, Carolyn	12:45	6/10/19
Thomas, Earl	12:45	6/11/19
Vanderhorst, Loretta	12:45P	6/3/19
Vasquez, Glendora	10 <sup>30</sup>	6/10/19
Wallace, Joseph	Went, but left early	6/11/19
Watson, Orlando	<del>Part time driver</del>	
Wilson, William	12:45P	6/3/19
Conley, Jaron	8:45A	6/3/19
Drew, Andrew	12:45P	6/3/19

Johnson, Demell	12:45P	6/4/19
Howell, Keith		8/4/19.
Bahn, Tommy	12:45	6/4/19
Jayah Ortega	12:45P	6/4/19.



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DIRECTOR, J. RICK GORDON

## SAFETY & OPERATIONS MEETING AGENDA

THURSDAY AUGUST 22, 2019  
11:00AM, 12:45PM & 5:15PM

*Attendance is Mandatory at all Safety Meetings*

### General information:

#### 1. General information:

- Employee self-serve: <https://ess.annapolis.gov> – only live checks beginning on 8/30/19
- Bus stops and bus shelters – please advise if you see areas that need attention
- Bus stop on West Street just past Westgate Circle has been relocated temporarily one block – sign needs to be moved down a bit across from Miss Shirley's
- Remember to announce major stops & transfer points
- Clean up after yourself
- DVIR/Pre-trip inspections and walk around when taking over a route
- Seatbelts – always
- Route deviation – only when approved
- Music on board – keep it low ...
- WHCR securement, 4-point securement always, there are no exceptions
- Phones, earpieces, etc. not while driving – ever.
- AA County route changes – Gold & South County Circulator
- New license – MVA requirements
- Part time opportunity (Morgan State Univ. Research)

*Safety First – "ALWAYS"*

*Keep a safe space cushion around your vehicle. If your vehicle is surrounded with adequate space, you cannot have a collision with other vehicles, fixed objects, or pedestrians. Help ensure everyone gets home safe—passengers, pedestrians, other motorists, and YOU!*

City of Annapolis DOT  
Monthly Safety Meeting

8/22/2019

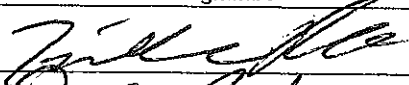

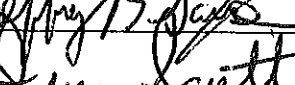
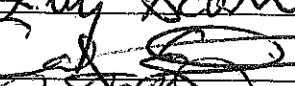
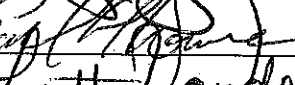
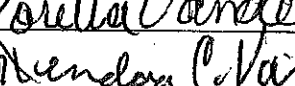
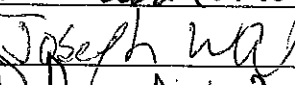
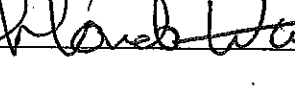
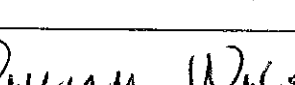
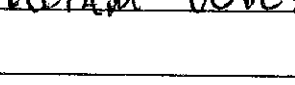

11a; 12:45p & 5:15p

Name	Signature	TIME
Ale, Dol	Unexcused	
Barnes, Henry	Henry Barnes	11:45
Barnett, George	George Barnett	11:00
Bowman, Denzel	Unexcused	
Brown, Robert	Robert Brown	12:45
Bryant, Kirk		
Butler, Michael	Michael Butler	11:00am
Castaneda, Marta	Excused	
Dears, Robert	DEARS	11:20
Garcia, Santos	santos Garcia	12:45
Harris, Quentin		
Hudson, Samuel	Samuel Hudson	11:00
Hunt, Donald	Donald Hunt	12:45
Jackson, Fernard	Excused	
Johnson, Andre	Andre Johnson	5:00pm
Kolbrecki, Kevin	Kevin Kolbrecki	11:00am
Largent-Toure, Rejene	Excused	
Lincoln, Jerry	Jerry Lincoln	1:00
Majors, Tyrone	Majors, Tyrone	11:AM
McCall, Mary	McCall, Mary	12:45
McFarlane, Morris	McFarlane	11:AM
Nelson, Brandon	Brandon Nelson	5:15
Parker, Jamar	Jamar Parker	12:45
Queen, Keith	Excused	
Roa, James	James Roa	11:00

City of Annapolis DOT  
Monthly Safety Meeting

8/22/2019

11a; 12:45p & 5:15p

Name	Signature	TIME
Robertson, Timothy		5:10 pm
Ross, Oscar		6:06
Savage, Jeffrey		11:10
Scott, Ivy		12:45 pm
Taylor, Carolyn		11:00 AM
Thomas, Earl		1:00 pm
Vanderhorst, Loretta		
Vasquez, Glendora		11:00
Wallace, Joseph		12:45 pm
Watson, Orlando		5:15 pm
Wells, Joyce		
Wilson, William		12:45 pm

Keith Howell KRO 11A  
Jason Conly 11A



SEQ CHAPTER 11 of City of Annapolis  
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DIRECTOR, J. RICK GORDON

## SAFETY & OPERATIONS MEETING AGENDA

Thursday October 3, 2019  
11:00AM, 12:45PM & 5:15PM

*Attendance is Mandatory at all Safety Meetings*

*All cell phones are to be off or put on vibrate ...*

### 1. General information:

- Possible re-route of Green & Purple North going in-town
- Red curb on Skippers by Celebree Day Care
- Red curb on Newtowne going in and center line adjusted
- Several bus stop signs replaced
- Please advise of bus shelters that need attention (trash/graffiti)
- The annual fall boat show begins today
- AAco has advised that the Gold & Yellow are accepting our passes and honoring K-12
- Clean up after yourself – still finding trash left behind, even in the admin vehicles
- All City vehicles now have GPS ...
- Wait until everyone is seated before pulling off
- Seatbelts – always
- Route deviation – get supervisor approval
- Music on board – keep it low ...
- Sweaters will be ordered
- WHCR securement, 4-point securement always, there are no exceptions

### 2. Introduction of our new Risk Manager Corey Bradley

*Safety First – “ALWAYS”*

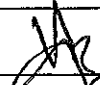
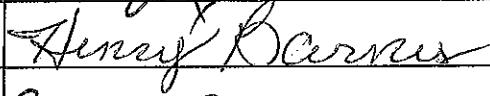

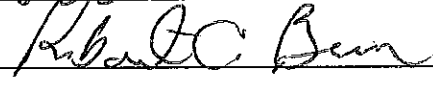
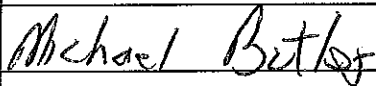
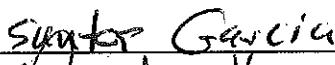
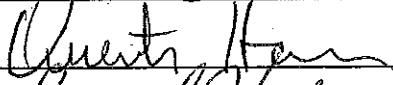

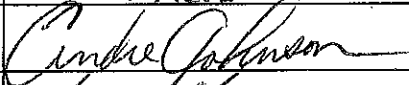
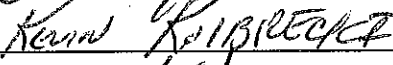
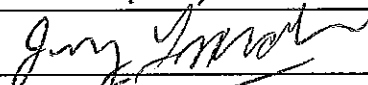

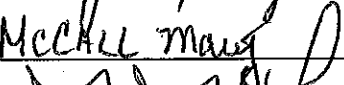
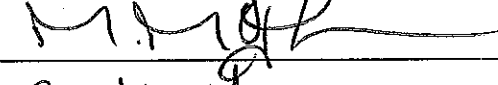
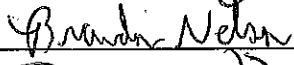
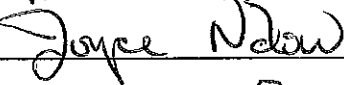
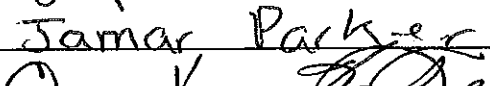

*Keep a safe space cushion around your vehicle. If your vehicle is surrounded with adequate space, you cannot have a collision with other vehicles, fixed objects, or pedestrians. Help ensure everyone gets home safe—passengers, pedestrians, other motorists, and YOU!*



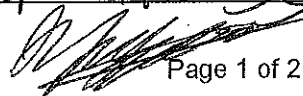
**City of Annapolis DOT  
Monthly Safety Meeting**

10/3/2019

11a; 12:45p & 5:15p

Name	Signature	TIME
Ale, Dol		05.00
Barnes, Henry		11:00AM
Barnett, George	George Barnett	11.00
Bowman, Denzel	 Denzel Bowman	11:00 AM
Brown, Robert		1:00 pm
Bryant, Kirk		
Butler, Michael		10:55am
Castaneda, Marta	Excused	
Dears, Robert	Excused	
Garcia, Santos		12.45
Harris, Quentin		11.00 am
Hudson, Samuel		11:00
Hunt, Donald	Excused	
Jackson, Fernard	Excused	
Johnson, Andre		5:15pm
Kolbrecki, Kevin		11:00
Largent-Toure, Rejene	LS	11A
Lincoln, Jerry		1.00
Majors, Tyrone		1:20 PM
McCall, Mary		12:45
McFarlane, Morris		11:00AM
Nelson, Brandon		5pm
Ndow, Joyce		11:00 AM
Parker, Jamar		12:45
Queen, Keith		12:45

Joseph Taylor

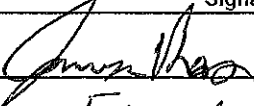
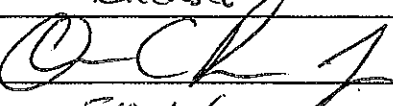
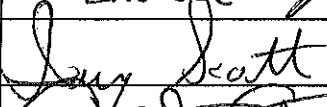

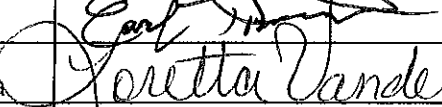

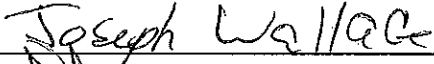

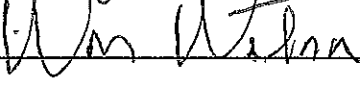
 Page 1 of 2

12:45

**City of Annapolis DOT**  
**Monthly Safety Meeting**

10/3/2019

11a; 12:45p & 5:15p

Name	Signature	TIME
Roa, James		11:05
Robertson, Timothy	Excused	
Ross, Oscar		11:00
Savage, Jeffrey	Excused	
Scott, Ivy		11:00 AM
Taylor, Carolyn		11:00 AM
Thomas, Earl		12:45
Vanderhorst, Loretta		12:45
Vasquez, Glendora	P	
Wallace, Joseph		12:45 pm
Watson, Orlando		5:15 pm
Wilson, William		12:45



SEQ CHAPTER 14 of the City of Annapolis  
DEPARTMENT OF TRANSPORTATION (ADOT)  
308 Chinquapin Round Road, Annapolis, Maryland 21401  
Phone: 410-263-7964 410-263-7994 Fax: 410-263-4508  
Internet: [transit@annapolis.gov](mailto:transit@annapolis.gov)  
DIRECTOR, J. RICK GORDON

## SAFETY & OPERATIONS MEETING AGENDA

Thursday December 5, 2019  
11:00AM, 12:45PM & 5:15PM

*Attendance is Mandatory at all Safety Meetings*

*All cell phones are to be off or put on vibrate ...*

### 1. General information:

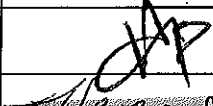
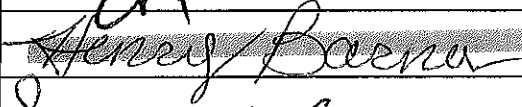
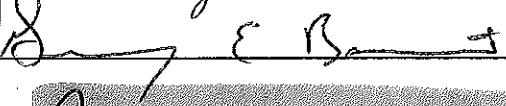
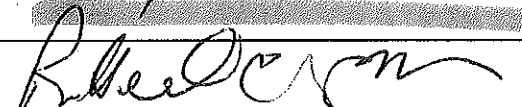
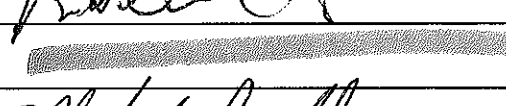
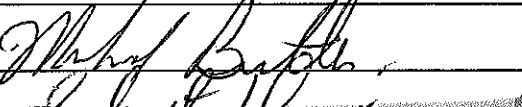
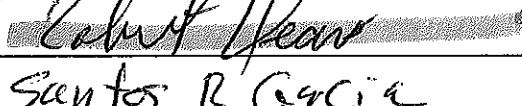
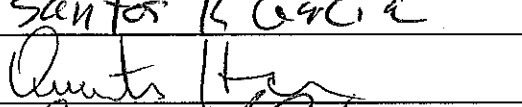
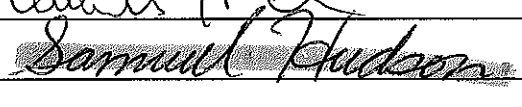

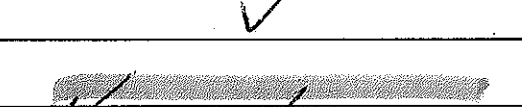
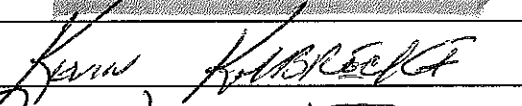
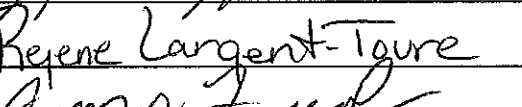
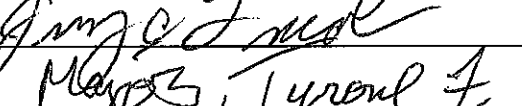
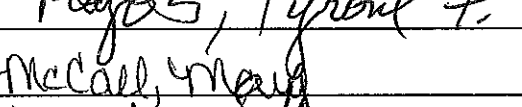
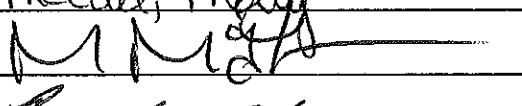
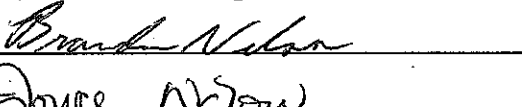
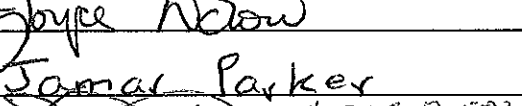
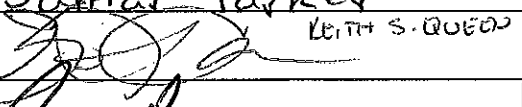

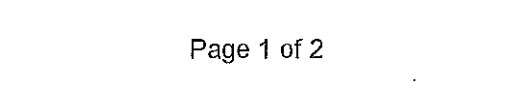


- Annual review of driving records
- Meet the Manager – David Burt
- Uniform compliance – sweaters should arrive in the next few weeks
- Be careful of making temporary decisions that could have permanent results ...
- Military Bowl & parade – Friday December 27<sup>th</sup>
- First Night celebrations 12/31/19 – warming bus 6:30p – 12:30p
- Bids will be: January 7<sup>th</sup> – effective date is Jan. 9<sup>th</sup>
- Active shooter exercise – Wednesday December 11<sup>th</sup>
- Mayor's annual holiday luncheon – Wednesday December 11<sup>th</sup>
- Bus shelter: see something out of place, please advise dispatch (graffiti / broken glass ...)
- Next safety meetings will be:
  - 1) January 16<sup>th</sup> 10:45a & 12:45 & 5:15p – TSA presentation
  - 2) February 13<sup>th</sup> 11a & 12:45 & 5:15p – HR presentation on "VEBA" (Voluntary Employee Benefits Account)

*Safety First – "ALWAYS"*

City of Annapolis DOT  
Monthly Safety Meeting

12-5-19  
12/3/2019

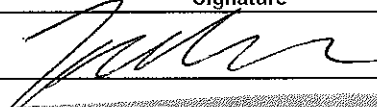

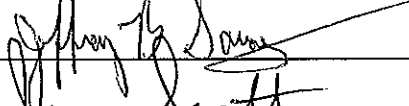
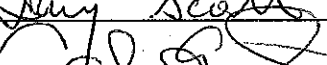
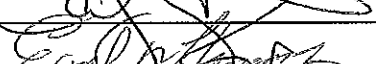
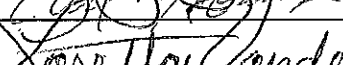
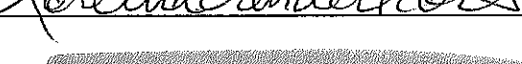

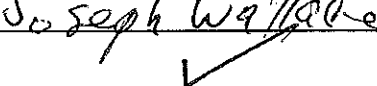

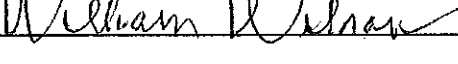
11a; 12:45p & 5:15p

Name	Signature	TIME
Ale, Dol		5:00
Barnes, Henry		11:40 12/6/19
Barnett, George		11:00
Bowman, Denzel		
Brown, Robert		11:00
Bryant, Kirk		
Butler, Michael		11:00
Dears, Robert		11:30 12/6/19
Garcia, Santos		12:45 P.M
Harris, Quentin		11:00
Hudson, Samuel		11:00 12/6/19
Hunt, Donald		
Jackson, Fernard	✓	0830/12/6/19
Johnson, Andre		
Kolbrecki, Kevin		11:00
Largent-Toure, Rejene		11:00
Lincoln, Jerry		1:00
Majors, Tyrone		11:00
McCall, Mary		12:45
McFarlane, Morris		12:45 pm.
Nelson, Brandon		5:15
Ndow, Joyce		5:13
Parker, Jamar		11:00am
Queen, Keith		12:45 pm.
Roa, James		11:15

**City of Annapolis DOT  
Monthly Safety Meeting**

12/3/2019

11a; 12:45p & 5:15p

Name	Signature	TIME
Robertson, Timothy		11:00 AM
Ross, Oscar		
Savage, Jeffrey		11:00
Scott, Ivy		11:00 AM
Taylor, Carolyn		1:02 PM
Thomas, Earl		12:45
Vanderhorst, Loretta		12:45
Vasquez, Glendora		
Wallace, Joseph		12:40 PM
Watson, Orlando		5:15P
Wilson, William		12:45



# City of Annapolis

160 Duke Of Gloucester  
Street  
Annapolis, MD 21401

## Standing Committee Agenda - Final Transportation Committee

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Thursday, November 14, 2019

6:00 PM

Mayor John T. Chambers, Jr.  
City Council Chambers

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1. Call To Order
2. Roll Call
3. Approval of Agenda (any changes to the agenda should be made here)
4. Business before Committee

### a. Approval of Minutes

TC07.11.19 Approval of Minutes for the Regular Meeting

Attachments: TC07.11.19

### b. Appointments and reappointments to Committees

AP-133-19 The Re-Appointment of Elizabeth Dolezal to the Transportation Board

Attachments: Resume

AP-134-19 The Appointment of Thomas Rekus to the Transportation Board

Attachments: Application and Resume

AP-135-19 The Appointment of Cara Plewinski to the Transportation Board

Attachments: Resume and Application

### 5. Legislation before Committee

O-19-19 **Adequate Public Facilities - Auto transportation facilities** - For the purpose of clarifying the circumstances that would require a traffic impact analysis for a proposed project; clarifying the standards to be used to determine adequacy; and generally relating to the adequacy of auto transportation facilities.

Attachments: O-19-19 APF Traffic Impact Analysis First Reader.docx  
O-19-19 Staff Report and Fiscal Impact Note.docx

#### Legislative History

4/29/19 City Council adopt on first reader

4/29/19	City Council	refer to the Planning Commission
4/29/19	City Council	refer to the Rules & City Government Committee
4/29/19	City Council	refer to the Transportation Committee
10/28/19	City Council	declare the public hearing closed
11/4/19	Public Safety Committee	Continue

**O-36-19      **Parking Meters** - For the purpose of including parking kiosks and parking mobile devices in the requirements for installation and location of parking meters.**

**Attachments:**      O-36-19 Parking Meters First Reader.pdf  
O-36-19 Fiscal Impact Note.pdf

**Legislative History**

10/14/19	City Council	adopt on first reader
10/14/19	City Council	refer to the Public Safety Committee
10/14/19	City Council	refer to the Transportation Committee
10/28/19	City Council	declare the public hearing closed
11/4/19	Public Safety Committee	administered oath of office

**6. Adjournment**

*Anyone needing reasonable accommodation to be able to participate in a public meeting held by the City of Annapolis should contact Teekia Green at 410.263.7942, by MD Relay (711), or by email at [tlgreen@annapolis.gov](mailto:tlgreen@annapolis.gov) at least five days prior to the meeting date to request assistance.*

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# City of Annapolis

*160 Duke Of Gloucester Street  
Annapolis, MD 21401*



## **Standing Committee Agenda - Final**

**Thursday, July 11, 2019**

**6:00 PM**

**Mayor John T. Chambers, Jr.  
City Council Chambers**

**Transportation Committee**



1. Call To Order
2. Roll Call
3. Approval of Agenda (any changes to the agenda should be made here)
4. Business before Committee

**a. Approval of Minutes**

**b. Appointments and reappointments to Committees**

<u>AP-112-19</u>	The Appointment of Kurt Riegel to the Transportation Board
<u>Attachments:</u>	<u>Resume</u>
<u>AP-113-19</u>	The Appointment of Lauren Hunter to the Transportation Board
<u>Attachments:</u>	<u>Resume</u>
<u>AP-114-19</u>	The Appointment of William Reed White to the Transportation Board
<u>Attachments:</u>	<u>Application</u>
<u>AP-115-19</u>	The Appointment of Vince Harriman to the Transportation Board
<u>Attachments:</u>	<u>Application</u>
<u>AP-116-19</u>	The Appointment of David M. DiQuinzio to the Transportation Board
<u>Attachments:</u>	<u>Resume</u>
<u>AP-117-19</u>	The Appointment of Carol Kelly to the Transportation Board
<u>Attachments:</u>	<u>Resume</u>

**5. Adjournment**

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# City of Annapolis

*160 Duke Of Gloucester Street  
Annapolis, MD 21401*



## Standing Committee Minutes

Thursday, July 11, 2019

6:00 PM

Mayor John T. Chambers, Jr.  
City Council Chambers

### Transportation Committee

## 1. Call To Order

Chairwoman Tierney called the meeting to order at 6:08 p.m.

## 2. Roll Call

**Present:** 2 - Alderwoman Tierney and Alderwoman Pindell Charles

**Absent:** 1 - Alderman Rodriguez

## 3. Approval of Agenda (any changes to the agenda should be made here)

Alderwoman Pindell Charles moved to adopt the Regular Meeting Agenda.

**Seconded. A roll call vote was taken. The motion CARRIED by the following vote:**

**Aye:** 2 - Alderwoman Tierney and Alderwoman Pindell Charles

**Absent:** 1 - Alderman Rodriguez

## 4. Business before Committee

**a. Appointments and reappointments to Committees**

AP-112-19 The Appointment of Kurt Riegel to the Transportation Board

Kurt Riegel was present and answered questions from the committee.

**Alderwoman Pindell Charles moved to recommend favorably. Seconded. A roll call vote was taken. The motion CARRIED by the following vote:**

**Aye:** 2 - Alderwoman Tierney and Alderwoman Pindell Charles

**Absent:** 1 - Alderman Rodriguez

AP-113-19 The Appointment of Lauren Hunter to the Transportation Board

**Alderwoman Pindell Charles moved to recommend favorably. Seconded. A roll call vote was taken. The motion CARRIED by the following vote:**

**Aye:** 2 - Alderwoman Tierney and Alderwoman Pindell Charles

**Absent:** 1 - Alderman Rodriguez

AP-114-19 The Appointment of William Reed White to the Transportation Board

Appointment was not present.

**Alderwoman Pindell Charles moved to postpone. Seconded. A roll call vote was taken. The motion CARRIED by the following vote:**

**Aye:** 2 - Alderwoman Tierney and Alderwoman Pindell Charles

**Absent:** 1 - Alderman Rodriguez

AP-115-19

The Appointment of Vince Harriman to the Transportation Board

Appointment was not present.

**Alderman Pindell Charles moved to postpone. Seconded. A roll call vote was taken. The motion CARRIED by the following vote:**

**Aye:** 2 - Alderman Tierney and Alderman Pindell Charles

**Absent:** 1 - Alderman Rodriguez

AP-116-19

The Appointment of David M. DiQuinzio to the Transportation Board

David DiQuinzio was present and answered questions from the committee.

**Alderman Pindell Charles moved to recommend favorably. Seconded. A roll call vote was taken. The motion CARRIED by the following vote:**

**Aye:** 2 - Alderman Tierney and Alderman Pindell Charles

**Absent:** 1 - Alderman Rodriguez

AP-117-19

The Appointment of Carol Kelly to the Transportation Board

Carol Kelly was present and answered questions from the committee.

**Alderman Pindell Charles moved to recommend favorably. Seconded. A roll call vote was taken. The motion CARRIED by the following vote:**

**Aye:** 2 - Alderman Tierney and Alderman Pindell Charles

**Absent:** 1 - Alderman Rodriguez

## 5. Adjournment

Department of Transportation Director Gordon was present and addressed the committee.

**Upon motion duly made, seconded and adopted, the meeting was adjourned at 6:56 p.m.**

**Teekia Green  
City Council Associate**

# City of Annapolis

*160 Duke Of Gloucester Street  
Annapolis, MD 21401*



## **Standing Committee Agenda - Final**

**Thursday, April 11, 2019**

**6:00 PM**

**Mayor John T. Chambers, Jr.  
City Council Chambers**

**Transportation Committee**

1. Call To Order
2. Roll Call
3. Approval of Agenda (any changes to the agenda should be made here)
4. Business before Committee

**a. Approval of Minutes**

TC03.14.19      Approval of Minutes for the Regular Meeting

Attachments:      TC03.14.19

ID-416-19      FDE Sector Study Draft

Attachments:      FDE SECTOR STUDY DRAFT  
Rules and City Government Committee Recommendations On How To Proceed With

5. Legislation before Committee

O-4-19      **Special Residential Parking Districts - Parking Permits -** For the purpose of transferring the residential parking permit program to the Department of Transportation; clarifying the eligibility requirements for resident, nonresident and temporary parking permits; and specifying the restrictions on parking permits issued under the residential parking permit program.

Attachments:      O-4-19 Temporary Parking Permits Ordinance.docx  
O-4-19 Staff Report and Fiscal Impact.pdf  
O-4-19 Comparison Residential Parking Programs.pdf  
O-4-19 Groy Comments.pdf  
O-4-19 Amendment No 1 Tierney.docx

Legislative History

3/11/19	City Council	adopt on first reader
3/11/19	City Council	refer to the Public Safety Committee
3/11/19	City Council	refer to the Transportation Committee

3/26/19                      City Council                      declare the public hearing closed  
Speakers:  
Megan Moore, 86 Charles Street, Annapolis, Maryland 21401.  
Tom Rekus, 163 Prince George Street, Annapolis, Maryland 21401  
representing the Ward One Residents Association.

No one else from the general public spoke in favor or in opposition to the ordinance.

4/1/19                      Public Safety Committee                      recommend favorably  
Aldерwoman Tierney was present and provided the committee with a background on the legislation.  
Transportation Director Gordon was present and answered questions from the committee.

## 6. Adjournment

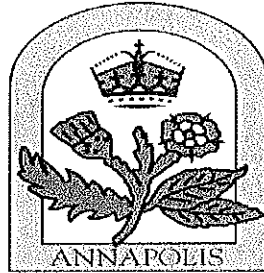
*Anyone needing reasonable accommodation to be able to participate in a public meeting held by the City of Annapolis should contact Teekia Green at 410.263.7942, by MD Relay (711), or by email at [tlgreen@annapolis.gov](mailto:tlgreen@annapolis.gov) at least five days prior to the meeting date to request assistance.*

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# City of Annapolis

*160 Duke Of Gloucester Street  
Annapolis, MD 21401*



## **Standing Committee Agenda - Final**

**Thursday, March 14, 2019**

**6:00 PM**

**Mayor John T. Chambers, Jr.  
City Council Chambers**

**Transportation Committee**

1. Call To Order
2. Roll Call
3. Approval of Agenda (any changes to the agenda should be made here)
4. Business before Committee

**a. Approval of Minutes**

TC02.21.19      Approval of Minutes for the Regular Meeting

Attachments:      TC02.21.19

5. Legislation before Committee

O-47-18      **Special Events** - For the purpose of amending the definition of "City Sponsored Event."

Attachments:      O-47-18 City Sponsored Event Definition.docx

O-47-18 Staff Report and Fiscal Note.pdf

Legislative History

12/10/18	City Council	adopt on first reader
12/10/18	City Council	refer to the Environmental Matters Committee
12/10/18	City Council	refer to the Transportation Committee
1/14/19	City Council	declare the public hearing closed
		<i>No one from the general public spoke.</i>
1/16/19	Environmental Matters Committee	postpone

*Office of Environmental Policy Director Guild was present and answered questions relating to the legislation. The committee would like to postpone in order to add Special Events Coordinator Nolan, Alderwoman Henson, and City Manager Sutherland to the discussion. The Chair would like Director Guild to prepare any suggestions that she may have in regards to the legislation.*

2/27/19 Environmental Matters adopt as amended  
Committee  
Paul Murphy, 105 North West Street was present and addressed the committee.

Amendment:

2, 3, add "AND" at the end of line 17, and l  
s and c (Arnett)

O-3-19

**Sidewalk Snow and Ice Removal - Fine** - For the purpose of making technical corrections to the Code of the City of Annapolis concerning the fine for a failure to remove snow and ice from a sidewalk.

Attachments:

O-3-19 Snow and Ice Removal - Fine.docx

O-3-19 Staff Report and Fiscal Impact.pdf

Legislative History

1/28/19	City Council	adopt on first reader
1/28/19	City Council	refer to the Environmental Matters Committee
1/28/19	City Council	refer to the Transportation Committee
2/11/19	City Council	declare the public hearing closed

Speakers:

Carolyn Patenaue, 25 Jefferson Place, Annapolis, Maryland 21403.

No one else from the public spoke in favor of or in opposition to the ordinance.

2/27/19 Environmental Matters adopt as amended  
Committee  
rec fav

O-7-19

**Special parking permit for transport, shuttles and contractors -  
Application Procedure** - For the purpose of amending the deadline for submission of a special parking permit application for transport, shuttles and contractors.

Attachments:

O-7-19 Special Parking Permit - Notice Ordinance.docx

O-7-19 Staff Report and Fiscal Impact.pdf

Legislative History

2/11/19	City Council	adopt on first reader
2/11/19	City Council	refer to the Public Safety Committee

2/11/19	City Council	refer to the Transportation Committee
2/25/19	City Council	declare the public hearing closed No one from the public spoke in favor of or in opposition to the ordinance.
3/4/19	Public Safety Committee	recommend favorably Alderwoman Tierney, and Transportation Director Gordon were present and provided the committee with a background of the legislation.

**R-45-18      2018 Forest Drive/Eastport Sector Study** - For the purpose of adopting the Forest Drive/Eastport Sector Study as an addendum to the 2009 Annapolis Comprehensive Plan.

Attachments:

[R-45-18 Forest Drive Eastport Sector Study Resolution.docx](#)  
[R-45-18 Forest Drive Eastport Sector Study Draft Plan 8-31-18.pdf](#)  
[R-45-18 SR and FIN.pdf](#)  
[R-45-18 Staff Report to PC.pdf](#)  
[R-45-18 PC Findings.pdf](#)  
[City Council Worksession Forest Drive and Eastport Sector Study.pdf](#)  
[Handout for CC committees](#)  
[R-45-18 Baywoods Petition.pdf](#)  
[Transportation Pages from Forest Drive Eastport Sector Study Draft Plan](#)

Legislative History

9/24/18	City Council	adopt on first reader
9/24/18	City Council	refer to the Planning Commission
9/24/18	City Council	refer to the Rules & City Government Committee
1/28/19	City Council	declare the public hearing left open
1/28/19	City Council	refer to the Environmental Matters Committee
1/28/19	City Council	refer to the Transportation Committee
1/28/19	City Council	refer to the Public Safety Committee
1/28/19	City Council	refer to the Housing and Human Welfare
1/28/19	City Council	refer to the Rules & City Government Committee

2/11/19      City Council      declare the public hearing closed  
Spoke on:  
Diane Buttler, 407 Third Street, Annapolis, Maryland 21403  
representing the Eastport Civic Association.  
Kate Bohanan, 407 Quiet Waters Place, Annapolis, Maryland 21403  
representing Environmental Commission.  
Jennifer Balducci, 31 Glen Avenue, Annapolis, Maryland 21403  
representing "SOFO".

No one else from the public spoke in favor of or in opposition to the resolution.

2/19/19      Housing and Human Welfare      postpone

3/4/19      Public Safety Committee      postpone

3/12/19      Rules & City Government      Continue  
Committee  
Planning and Zoning Director Gutwald and Comprehensive Planner  
Nash were present and answered questions from the committee.  
Chairwoman would like the Law Department to be present.

## 6. Adjournment

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# City of Annapolis

160 Duke Of Gloucester  
Street  
Annapolis, MD 21401

## Standing Committee Agenda - Final Transportation Committee

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Thursday, February 21, 2019

5:30 PM

Mayor John T. Chambers, Jr.  
City Council Chambers

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1. Call To Order
2. Roll Call
3. Approval of Agenda (any changes to the agenda should be made here)
4. Business before Committee

### a. Approval of Minutes

TC11.08.18      Approval of Minutes for the Regular Meeting

Attachments:      TC11.08.18

ID-337-18      Presentation: Lisa Grieco, Public Works Civil Engineer

### b. Annual Election of Committee Chair

5. Legislation before Committee

O-47-18      **Special Events** - For the purpose of amending the definition of "City Sponsored Event."

Attachments:      O-47-18 City Sponsored Event Definition.docx  
                                 O-47-18 Staff Report and Fiscal Note.pdf

O-3-19      **Sidewalk Snow and Ice Removal - Fine** - For the purpose of making technical corrections to the Code of the City of Annapolis concerning the fine for a failure to remove snow and ice from a sidewalk.

Attachments:      O-3-19 Snow and Ice Removal - Fine.docx  
                                 O-3-19 Staff Report and Fiscal Impact.pdf

6. Adjournment

*Anyone needing reasonable accommodation to be able to participate in a public meeting held by the City of Annapolis should contact Teekia Green at 410.263.7942, by MD Relay (711), or by email at [tlgreen@annapolis.gov](mailto:tlgreen@annapolis.gov) at least five days prior to the meeting date to request assistance.*

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# City of Annapolis

*160 Duke Of Gloucester Street  
Annapolis, MD 21401*



## **Standing Committee Minutes**

**Thursday, February 21, 2019**

**5:30 PM**

**Mayor John T. Chambers, Jr.  
City Council Chambers**

### **Transportation Committee**



## 1. Call To Order

Chairwoman Tierney called the meeting to order at 5:36 p.m.

## 2. Roll Call

Alderwoman Pindell Charles arrived to the meeting at 5:44 p.m.

**Present:** 3 - Alderwoman Tierney, Alderman Rodriguez and Alderwoman Pindell Charles

## 3. Approval of Agenda (any changes to the agenda should be made here)

This [FILE\_TYPE]Alderman Rodriguez moved to adopt the Regular Meeting Agenda. The motion carried by the following vote:

**Aye:** 2 - Alderwoman Tierney and Alderman Rodriguez

**Absent:** 1 - Alderwoman Pindell Charles

## 4. Business before Committee

## a. Approval of Minutes

TC11.08.18 Approval of Minutes for the Regular Meeting

Alderman Rodriguez moved to approve. Seconded. A roll call vote was taken. The motion CARRIED by the following vote:

**Aye:** 2 - Alderwoman Tierney and Alderman Rodriguez

**Absent:** 1 - Alderwoman Pindell Charles

ID-337-18 Presentation: Lisa Grieco, Public Works Civil Engineer

Public Works Civil Engineer Grieco was present and provided the committee with a presentation.

## b. Annual Election of Committee Chair

Elly Tierney

Alderman Rodriguez moved to approve the re-election of Alderwoman Tierney as the Chair of the Transportation Committee. The motion carried by the following vote:

**Aye:** 3 - Alderwoman Tierney, Alderman Rodriguez and Alderwoman Pindell Charles

## 5. Legislation before Committee

O-47-18 **Special Events** - For the purpose of amending the definition of "City Sponsored Event."

No action taken

O-3-19

**Sidewalk Snow and Ice Removal - Fine** - For the purpose of making technical corrections to the Code of the City of Annapolis concerning the fine for a failure to remove snow and ice from a sidewalk.

No action taken

6. Adjournment

Upon motion duly made, seconded and adopted, the meeting was adjourned at 6:33 p.m.

Teekia Green  
City Council Associate

**ATP-21**  
**OPERATING BUDGET REQUEST**  
**PART II-A**

*Not every provision of every certification will apply to every applicant or award. If a provision of a certification does not apply to the applicant or its award, FTA will not enforce that provision. Refer to FTA's accompanying Instructions document for more information.*

*Text in italics is guidance to the public. It does not have the force and effect of law, and is not meant to bind the public in any way. It is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.*

## **CATEGORY 1. CERTIFICATIONS AND ASSURANCES REQUIRED OF EVERY APPLICANT.**

*All applicants must make the certifications in this category.*

### **1.1. Standard Assurances.**

*The certifications in this subcategory appear as part of the applicant's registration or annual registration renewal in the System for Award Management (SAM.gov) and on the Office of Management and Budget's standard form 424B "Assurances—Non-Construction Programs". This certification has been modified in places to include analogous certifications required by U.S. DOT statutes or regulations.*

As the duly authorized representative of the applicant, you certify that the applicant:

- (a) Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
- (b) Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- (c) Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- (d) Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- (e) Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728–4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).

- (f) Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to:
- (1) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin, as effectuated by U.S. DOT regulation 49 C.F.R. Part 21;
  - (2) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681–1683, and 1685–1686), which prohibits discrimination on the basis of sex, as effectuated by U.S. DOT regulation 49 C.F.R. Part 25;
  - (3) Section 5332 of the Federal Transit Law (49 U.S.C. § 5332), which prohibits any person being excluded from participating in, denied a benefit of, or discriminated against under, a project, program, or activity receiving financial assistance from FTA because of race, color, religion, national origin, sex, disability, or age.
  - (4) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps, as effectuated by U.S. DOT regulation 49 C.F.R. Part 27;
  - (5) The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101–6107), which prohibits discrimination on the basis of age;
  - (6) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
  - (7) The comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91–616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
  - (8) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
  - (9) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental, or financing of housing;
  - (10) Any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and,
  - (11) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- (g) Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (“Uniform Act”) (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases. The requirements of the Uniform Act are effectuated by U.S. DOT regulation 49 C.F.R. Part 24.

- (h) Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§ 1501–1508 and 7324–7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- (i) Will comply, as applicable, with the provisions of the Davis–Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. § 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327–333), regarding labor standards for federally assisted construction subagreements.
- (j) Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- (k) Will comply with environmental standards which may be prescribed pursuant to the following:
  - (1) Institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514;
  - (2) Notification of violating facilities pursuant to EO 11738;
  - (3) Protection of wetlands pursuant to EO 11990;
  - (4) Evaluation of flood hazards in floodplains in accordance with EO 11988;
  - (5) Assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.);
  - (6) Conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§ 7401 et seq.);
  - (7) Protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and
  - (8) Protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93–205).
- (l) Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. § 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- (m) Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§ 469a-1 et seq.).
- (n) Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- (o) Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§ 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded

- animals held for research, teaching, or other activities supported by this award of assistance.
- (p) Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
  - (q) Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and 2 C.F.R. Part 200, Subpart F, “Audit Requirements”, as adopted and implemented by U.S. DOT at 2 C.F.R. Part 1201.
  - (r) Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing the program under which it is applying for assistance.
  - (s) Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. § 7104) which prohibits grant award recipients or a sub-recipient from:
    - (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect;
    - (2) Procuring a commercial sex act during the period of time that the award is in effect; or
    - (3) Using forced labor in the performance of the award or subawards under the award.

## **1.2. Standard Assurances: Additional Assurances for Construction Projects.**

*This certification appears on the Office of Management and Budget’s standard form 424D “Assurances—Construction Programs” and applies specifically to federally assisted projects for construction. This certification has been modified in places to include analogous certifications required by U.S. DOT statutes or regulations.*

As the duly authorized representative of the applicant, you certify that the applicant:

- (a) Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency; will record the Federal awarding agency directives; and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure nondiscrimination during the useful life of the project.
- (b) Will comply with the requirements of the assistance awarding agency with regard to the drafting, review, and approval of construction plans and specifications.
- (c) Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work confirms with the approved plans and specifications, and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.

**1.3. Procurement.**

*The Uniform Administrative Requirements, 2 C.F.R. 200.324, allow a recipient to self-certify that its procurement system complies with Federal requirements, in lieu of submitting to certain pre-procurement reviews.*

The applicant certifies that its procurement system complies with:

- (a) U.S. DOT regulations, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 C.F.R. Part 1201, which incorporates by reference U.S. OMB regulatory guidance, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 C.F.R. Part 200, particularly 2 C.F.R. §§ 200.317–200.326 “Procurement Standards;
- (b) Federal laws, regulations, and requirements applicable to FTA procurements; and
- (c) The latest edition of FTA Circular 4220.1 and other applicable Federal guidance.

**1.4. Suspension and Debarment.**

*Pursuant to Executive Order 12549, as implemented at 2 C.F.R. Parts 180 and 1200, prior to entering into a covered transaction with an applicant, FTA must determine whether the applicant is excluded from participating in covered non-procurement transactions. For this purpose, FTA is authorized to collect a certification from each applicant regarding the applicant’s exclusion status. 2 C.F.R. § 180.300. Additionally, each applicant must disclose any information required by 2 C.F.R. § 180.335 about the applicant and the applicant’s principals prior to entering into an award agreement with FTA. This certification serves both purposes.*

The applicant certifies, to the best of its knowledge and belief, that the applicant and each of its principals:

- (a) Is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily or involuntarily excluded from covered transactions by any Federal department or agency;
- (b) Has not, within the preceding three years, been convicted of or had a civil judgment rendered against him or her for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public or private agreement or transaction; violation of Federal or State antitrust statutes, including those proscribing price fixing between competitors, allocation of customers between competitors, and bid rigging; commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or commission of any other offense indicating a lack of business integrity or business honesty;



- (c) Is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any offense described in paragraph (b) of this certification;
- (d) Has not, within the preceding three years, had one or more public transactions (Federal, State, or local) terminated for cause or default.

**1.5. Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.**

The applicant certifies that, consistent with Section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. 115-232 (Aug. 13, 2018), beginning on and after August 13, 2020, it will not use assistance awarded by FTA to procure or obtain, extend or renew a contract to procure or obtain, or enter into a contract (or extend or renew a contract) to procure or obtain “covered telecommunications equipment or services” (as that term is defined in Section 889 of the Act) if such equipment or services will be used as a substantial or essential component of any system or as critical technology as part of any system.

**CATEGORY 2. PUBLIC TRANSPORTATION AGENCY SAFETY PLANS**

*Beginning on July 20, 2020, this certification is required of each applicant under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), each rail operator that is subject to FTA’s state safety oversight programs, and each State that is required to draft and certify a public transportation agency safety plan on behalf of a small public transportation provider pursuant to 49 C.F.R. § 673.11(d). This certification is required by 49 C.F.R. § 673.13.*

*This certification does not apply to any applicant that receives financial assistance from FTA exclusively under the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310), the Formula Grants for Rural Areas Program (49 U.S.C. § 5311), or combination of these two programs.*

*An applicant may make this certification only after fulfilling its safety planning requirements under 49 C.F.R. Part 673. If an applicant is making its fiscal year 2020 certifications prior to completing its requirements under 49 C.F.R. Part 673, it will make all other applicable certifications except this certification; the applicant may add this certification after it has fulfilled its requirements under 49 C.F.R. Part 673. FTA’s regional offices and headquarters Office of Transit Safety and Oversight will provide support for incorporating this certification in 2020.*

*On and after July 20, 2020, FTA will not process an application from an applicant required to make this certification unless the applicant has made this certification.*

If the applicant is an operator, the applicant certifies that it has established a public transportation agency safety plan meeting the requirements of 49 C.F.R. Part 673.

If the applicant is a State, the applicant certifies that:

- (a) It has drafted a public transportation agency safety plan for each small public transportation provider within the State, unless the small public transportation provider provided notification to the State that it was opting-out of the State-drafted plan and drafting its own public transportation agency safety plan; and
- (b) Each small public transportation provider within the state has a public transportation agency safety plan that has been approved by the provider's Accountable Executive (as that term is defined at 49 C.F.R. § 673.5) and Board of Directors or Equivalent Authority (as that term is defined at 49 C.F.R. § 673.5).

### **CATEGORY 3. TAX LIABILITY AND FELONY CONVICTIONS.**

*If the applicant is a business association (regardless of for-profit, not for-profit, or tax exempt status), it must make this certification. Federal appropriations acts since at least 2014 have prohibited FTA from using funds to enter into an agreement with any corporation that has unpaid Federal tax liabilities or recent felony convictions without first considering the corporation for debarment. E.g., Consolidated Appropriations Act, 2020, Pub. L. 116-93, div. C, title VII, §§ 744–745. U.S. DOT Order 4200.6 defines a “corporation” as “any private corporation, partnership, trust, joint-stock company, sole proprietorship, or other business association”, and applies the restriction to all tiers of subawards. As prescribed by U.S. DOT Order 4200.6, FTA requires each business association applicant to certify as to its tax and felony status.*

If the applicant is a private corporation, partnership, trust, joint-stock company, sole proprietorship, or other business association, the applicant certifies that:

- (a) It has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; and
- (b) It has not been convicted of a felony criminal violation under any Federal law within the preceding 24 months.

### **CATEGORY 4. LOBBYING.**

*If the applicant will apply for a grant or cooperative agreement exceeding \$100,000, or a loan, line of credit, loan guarantee, or loan insurance exceeding \$150,000, it must make the following*

*certification and, if applicable, make a disclosure regarding the applicant's lobbying activities. This certification is required by 49 C.F.R. § 20.110 and app. A to that part.*

*This certification does not apply to an applicant that is an Indian Tribe, Indian organization, or an Indian tribal organization exempt from the requirements of 49 C.F.R. Part 20.*

#### **4.1. Certification for Contracts, Grants, Loans, and Cooperative Agreements.**

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

#### **4.2. Statement for Loan Guarantees and Loan Insurance.**

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and

submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

## **CATEGORY 5. PRIVATE SECTOR PROTECTIONS.**

*If the applicant will apply for funds that it will use to acquire or operate public transportation facilities or equipment, the applicant must make the following certification regarding protections for the private sector.*

### **5.1. Charter Service Agreement.**

*To enforce the provisions of 49 U.S.C. § 5323(d), FTA's charter service regulation requires each applicant seeking assistance from FTA for the purpose of acquiring or operating any public transportation equipment or facilities to make the following Charter Service Agreement. 49 C.F.R. § 604.4.*

The applicant agrees that it, and each of its subrecipients, and third party contractors at any level who use FTA-funded vehicles, may provide charter service using equipment or facilities acquired with Federal assistance authorized under the Federal Transit Laws only in compliance with the regulations set out in 49 C.F.R. Part 604, the terms and conditions of which are incorporated herein by reference.

### **5.2. School Bus Agreement.**

*To enforce the provisions of 49 U.S.C. § 5323(f), FTA's school bus regulation requires each applicant seeking assistance from FTA for the purpose of acquiring or operating any public transportation equipment or facilities to make the following agreement regarding the provision of school bus services. 49 C.F.R. § 605.15.*

- (a) If the applicant is not authorized by the FTA Administrator under 49 C.F.R. § 605.11 to engage in school bus operations, the applicant agrees and certifies as follows:
  - (1) The applicant and any operator of project equipment agrees that it will not engage in school bus operations in competition with private school bus operators.
  - (2) The applicant agrees that it will not engage in any practice which constitutes a means of avoiding the requirements of this agreement, part 605 of the Federal Mass Transit Regulations, or section 164(b) of the Federal-Aid Highway Act of 1973 (49 U.S.C. 1602a(b)).

- (b) If the applicant is authorized or obtains authorization from the FTA Administrator to engage in school bus operations under 49 C.F.R. § 605.11, the applicant agrees as follows:
- (1) The applicant agrees that neither it nor any operator of project equipment will engage in school bus operations in competition with private school bus operators except as provided herein.
  - (2) The applicant, or any operator of project equipment, agrees to promptly notify the FTA Administrator of any changes in its operations which might jeopardize the continuation of an exemption under § 605.11.
  - (3) The applicant agrees that it will not engage in any practice which constitutes a means of avoiding the requirements of this agreement, part 605 of the Federal Transit Administration regulations or section 164(b) of the Federal-Aid Highway Act of 1973 (49 U.S.C. 1602a(b)).
  - (4) The applicant agrees that the project facilities and equipment shall be used for the provision of mass transportation services within its urban area and that any other use of project facilities and equipment will be incidental to and shall not interfere with the use of such facilities and equipment in mass transportation service to the public.

#### **CATEGORY 6. TRANSIT ASSET MANAGEMENT PLAN.**

*If the applicant owns, operates, or manages capital assets used to provide public transportation, the following certification is required by 49 U.S.C. § 5326(a).*

The applicant certifies that it is in compliance with 49 C.F.R. Part 625.

#### **CATEGORY 7. ROLLING STOCK BUY AMERICA REVIEWS AND BUS TESTING.**

##### **7.1. Rolling Stock Buy America Reviews.**

*If the applicant will apply for an award to acquire rolling stock for use in revenue service, it must make this certification. This certification is required by 49 C.F.R. § 663.7.*

The applicant certifies that it will conduct or cause to be conducted the pre-award and post-delivery audits prescribed by 49 C.F.R. Part 663 and will maintain on file the certifications required by Subparts B, C, and D of 49 C.F.R. Part 663.

##### **7.2. Bus Testing.**

*If the applicant will apply for funds for the purchase or lease of any new bus model, or any bus model with a major change in configuration or components, the applicant must make this certification. This certification is required by 49 C.F.R. § 665.7.*

The applicant certifies that the bus was tested at the Bus Testing Facility and that the bus received a passing test score as required by 49 C.F.R. Part 665. The applicant has received or will receive the appropriate full Bus Testing Report and any applicable partial testing reports before final acceptance of the first vehicle.

### **CATEGORY 8. URBANIZED AREA FORMULA GRANTS PROGRAM.**

*If the applicant will apply for an award under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), or any other program or award that is subject to the requirements of 49 U.S.C. § 5307, including the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310); “flex funds” from infrastructure programs administered by the Federal Highways Administration (see 49 U.S.C. § 5334(i)); projects that will receive an award authorized by the Transportation Infrastructure Finance and Innovation Act (“TIFIA”) (23 U.S.C. §§ 601–609) or State Infrastructure Bank Program (23 U.S.C. § 610) (see 49 U.S.C. § 5323(o)); formula awards or competitive awards to urbanized areas under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339(a) and (b)); or low or no emission awards to any area under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339(c)), the applicant must make the following certification. This certification is required by 49 U.S.C. § 5307(c)(1).*

The applicant certifies that it:

- (a) Has or will have the legal, financial, and technical capacity to carry out the program of projects (developed pursuant 49 U.S.C. § 5307(b)), including safety and security aspects of the program;
- (b) Has or will have satisfactory continuing control over the use of equipment and facilities;
- (c) Will maintain equipment and facilities in accordance with the applicant’s transit asset management plan;
- (d) Will ensure that, during non-peak hours for transportation using or involving a facility or equipment of a project financed under this section, a fare that is not more than 50 percent of the peak hour fare will be charged for any—
  - (1) Senior;
  - (2) Individual who, because of illness, injury, age, congenital malfunction, or any other incapacity or temporary or permanent disability (including an individual who is a wheelchair user or has semi-ambulatory capability), cannot use a public transportation service or a public transportation facility effectively without special facilities, planning, or design; and
  - (3) Individual presenting a Medicare card issued to that individual under title II or XVIII of the Social Security Act (42 U.S.C. §§ 401 et seq., and 1395 et seq.);
- (e) In carrying out a procurement under 49 U.S.C. § 5307, will comply with 49 U.S.C. §§ 5323 (general provisions) and 5325 (contract requirements);

- (f) Has complied with 49 U.S.C. § 5307(b) (program of projects requirements);
- (g) Has available and will provide the required amounts as provided by 49 U.S.C. § 5307(d) (cost sharing);
- (h) Will comply with 49 U.S.C. §§ 5303 (metropolitan transportation planning) and 5304 (statewide and nonmetropolitan transportation planning);
- (i) Has a locally developed process to solicit and consider public comment before raising a fare or carrying out a major reduction of transportation;
- (j) Either—
  - (1) Will expend for each fiscal year for public transportation security projects, including increased lighting in or adjacent to a public transportation system (including bus stops, subway stations, parking lots, and garages), increased camera surveillance of an area in or adjacent to that system, providing an emergency telephone line to contact law enforcement or security personnel in an area in or adjacent to that system, and any other project intended to increase the security and safety of an existing or planned public transportation system, at least 1 percent of the amount the recipient receives for each fiscal year under 49 U.S.C. § 5336; or
  - (2) Has decided that the expenditure for security projects is not necessary;
- (k) In the case of an applicant for an urbanized area with a population of not fewer than 200,000 individuals, as determined by the Bureau of the Census, will submit an annual report listing projects carried out in the preceding fiscal year under 49 U.S.C. § 5307 for associated transit improvements as defined in 49 U.S.C. § 5302; and
- (l) Will comply with 49 U.S.C. § 5329(d) (public transportation agency safety plan).

#### **CATEGORY 9. FORMULA GRANTS FOR RURAL AREAS.**

*If the applicant will apply for funds made available to it under the Formula Grants for Rural Areas Program (49 U.S.C. § 5311), it must make this certification. Paragraph (a) of this certification helps FTA make the determinations required by 49 U.S.C. § 5310(b)(2)(C). Paragraph (b) of this certification is required by 49 U.S.C. § 5311(f)(2). Paragraph (c) of this certification, which applies to funds apportioned for the Appalachian Development Public Transportation Assistance Program, is necessary to enforce the conditions of 49 U.S.C. § 5311(c)(2)(D).*

- (a) The applicant certifies that its State program for public transportation service projects, including agreements with private providers for public transportation service—
  - (1) Provides a fair distribution of amounts in the State, including Indian reservations; and
  - (2) Provides the maximum feasible coordination of public transportation service assisted under 49 U.S.C. § 5311 with transportation service assisted by other Federal sources; and

- (b) If the applicant will in any fiscal year expend less than 15% of the total amount made available to it under 49 U.S.C. § 5311 to carry out a program to develop and support intercity bus transportation, the applicant certifies that it has consulted with affected intercity bus service providers, and the intercity bus service needs of the State are being met adequately.
- (c) If the applicant will use for a highway project amounts that cannot be used for operating expenses authorized under 49 U.S.C. § 5311(c)(2) (Appalachian Development Public Transportation Assistance Program), the applicant certifies that—
  - (1) It has approved the use in writing only after providing appropriate notice and an opportunity for comment and appeal to affected public transportation providers; and
  - (2) It has determined that otherwise eligible local transit needs are being addressed.

**CATEGORY 10. FIXED GUIDEWAY CAPITAL INVESTMENT GRANTS AND THE EXPEDITED PROJECT DELIVERY FOR CAPITAL INVESTMENT GRANTS PILOT PROGRAM.**

*If the applicant will apply for an award under any subsection of the Fixed Guideway Capital Investment Program (49 U.S.C. § 5309), including an award made pursuant to the FAST Act's Expedited Project Delivery for Capital Investment Grants Pilot Program (Pub. L. 114-94, div. A, title III, § 3005(b)), the applicant must make the following certification. This certification is required by 49 U.S.C. § 5309(c)(2) and Pub. L. 114-94, div. A, title III, § 3005(b)(3)(B).*

The applicant certifies that it:

- (a) Has or will have the legal, financial, and technical capacity to carry out its Award, including the safety and security aspects of that Award,
- (b) Has or will have satisfactory continuing control over the use of equipment and facilities acquired or improved under its Award.
- (c) Will maintain equipment and facilities acquired or improved under its Award in accordance with its transit asset management plan; and
- (d) Will comply with 49 U.S.C. §§ 5303 (metropolitan transportation planning) and 5304 (statewide and nonmetropolitan transportation planning).

**CATEGORY 11. GRANTS FOR BUSES AND BUS FACILITIES AND LOW OR NO EMISSION VEHICLE DEPLOYMENT GRANT PROGRAMS.**

*If the applicant is in an urbanized area and will apply for an award under subsection (a) (formula grants) or subsection (b) (competitive grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 8 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5339(a)(3) and (b)(6), respectively.*



*If the applicant is in a rural area and will apply for an award under subsection (a) (formula grants) or subsection (b) (competitive grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 9 for Formula Grants for Rural Areas (49 U.S.C. § 5311). This certification is required by 49 U.S.C. § 5339(a)(3) and (b)(6), respectively.*

*If the applicant, regardless of whether it is in an urbanized or rural area, will apply for an award under subsection (c) (low or no emission vehicle grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 8 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5339(c)(3).*

*Making this certification will incorporate by reference the applicable certifications in Category 8 or Category 9.*

## **CATEGORY 12. ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAMS.**

*If the applicant will apply for an award under the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program (49 U.S.C. § 5310), it must make the certification in Category 8 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5310(e)(1). Making this certification will incorporate by reference the certification in Category 8, except that FTA has determined that (d), (f), (i), (j), and (k) of Category 8 do not apply to awards made under 49 U.S.C. § 5310 and will not be enforced.*

*In addition to the certification in Category 8, the applicant must make the following certification that is specific to the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program. This certification is required by 49 U.S.C. § 5310(e)(2).*

The applicant certifies that:

- (a) The projects selected by the applicant are included in a locally developed, coordinated public transit-human services transportation plan;
- (b) The plan described in clause (a) was developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers, and other members of the public;
- (c) To the maximum extent feasible, the services funded under 49 U.S.C. § 5310 will be coordinated with transportation services assisted by other Federal departments and agencies, including any transportation activities carried out by a recipient of a grant from the Department of Health and Human Services; and

- (d) If the applicant will allocate funds received under 49 U.S.C. § 5310 to subrecipients, it will do so on a fair and equitable basis.

### **CATEGORY 13. STATE OF GOOD REPAIR GRANTS.**

*If the applicant will apply for an award under FTA's State of Good Repair Grants Program (49 U.S.C. § 5337), it must make the following certification. Because FTA generally does not review the transit asset management plans of public transportation providers, this certification is necessary to enforce the provisions of 49 U.S.C. § 5337(a)(4).*

The applicant certifies that the projects it will carry out using assistance authorized by the State of Good Repair Grants Program, 49 U.S.C. § 5337, are aligned with the applicant's most recent transit asset management plan and are identified in the investment and prioritization section of such plan, consistent with the requirements of 49 C.F.R. Part 625.

### **CATEGORY 14. INFRASTRUCTURE FINANCE PROGRAMS.**

*If the applicant will apply for an award for a project that will include assistance under the Transportation Infrastructure Finance and Innovation Act ("TIFIA") Program (23 U.S.C. §§ 601–609) or the State Infrastructure Banks ("SIB") Program (23 U.S.C. § 610), it must make the certifications in Category 8 for the Urbanized Area Formula Grants Program, Category 10 for the Fixed Guideway Capital Investment Grants program, and Category 13 for the State of Good Repair Grants program. These certifications are required by 49 U.S.C. § 5323(o).*

*Making this certification will incorporate the certifications in Categories 8, 10, and 13 by reference.*

### **CATEGORY 15. ALCOHOL AND CONTROLLED SUBSTANCES TESTING.**

*If the applicant will apply for an award under FTA's Urbanized Area Formula Grants Program (49 U.S.C. § 5307), Fixed Guideway Capital Investment Program (49 U.S.C. § 5309), Formula Grants for Rural Areas Program (49 U.S.C. § 5311), or Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339) programs, the applicant must make the following certification. The applicant must make this certification on its own behalf and on behalf of its subrecipients and contractors. This certification is required by 49 C.F.R. § 655.83.*

The applicant certifies that it, its subrecipients, and its contractors are compliant with FTA's regulation for the Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations, 49 C.F.R. Part 655.

### **CATEGORY 16. RAIL SAFETY TRAINING AND OVERSIGHT.**

*If the applicant is a State with at least one rail fixed guideway system, or is a State Safety Oversight Agency, or operates a rail fixed guideway system, it must make the following certification. The elements of this certification are required by 49 C.F.R. §§ 659.43, 672.31, and 674.39.*

The applicant certifies that the rail fixed guideway public transportation system and the State Safety Oversight Agency for the State are:

- (a) Compliant with the requirements of 49 C.F.R. part 659, “Rail Fixed Guideway Systems; State Safety Oversight”;
- (b) Compliant with the requirements of 49 C.F.R. part 672, “Public Transportation Safety Certification Training Program”; and
- (c) Compliant with the requirements of 49 C.F.R. part 674, “State Safety Oversight”.

### **CATEGORY 17. DEMAND RESPONSIVE SERVICE.**

*If the applicant operates demand responsive service and will apply for an award to purchase a non-rail vehicle that is not accessible within the meaning of 49 C.F.R. Part 37, it must make the following certification. This certification is required by 49 C.F.R. § 37.77.*

The applicant certifies that the service it provides to individuals with disabilities is equivalent to that provided to other persons. A demand responsive system, when viewed in its entirety, is deemed to provide equivalent service if the service available to individuals with disabilities, including individuals who use wheelchairs, is provided in the most integrated setting appropriate to the needs of the individual and is equivalent to the service provided other individuals with respect to the following service characteristics:

- (a) Response time;
- (b) Fares;
- (c) Geographic area of service;
- (d) Hours and days of service;
- (e) Restrictions or priorities based on trip purpose;
- (f) Availability of information and reservation capability; and
- (g) Any constraints on capacity or service availability.

### **CATEGORY 18. INTEREST AND FINANCING COSTS.**

*If the applicant will pay for interest or other financing costs of a project using assistance awarded under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), the Fixed Guideway Capital Investment Grants Program (49 U.S.C. § 5309), or any program that must comply with the requirements of 49 U.S.C. § 5307, including the Formula Grants for the*

*Enhanced Mobility of Seniors Program (49 U.S.C. § 5310), “flex funds” from infrastructure programs administered by the Federal Highways Administration (see 49 U.S.C. § 5334(i)), or awards to urbanized areas under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the following certification. This certification is required by 49 U.S.C. §§ 5307(e)(3) and 5309(k)(2)(D).*

The applicant certifies that:

- (a) Its application includes the cost of interest earned and payable on bonds issued by the applicant only to the extent proceeds of the bonds were or will be expended in carrying out the project identified in its application; and
- (b) The applicant has shown or will show reasonable diligence in seeking the most favorable financing terms available to the project at the time of borrowing.

#### **CATEGORY 19. CONSTRUCTION HIRING PREFERENCES.**

*If the applicant will ask FTA to approve the use of geographic, economic, or any other hiring preference not otherwise authorized by law on any contract or construction project to be assisted with an award from FTA, it must make the following certification. This certification is required by the Further Consolidated Appropriations Act, 2020, Pub. L. 116-94, div. H, title I, § 191.*

The applicant certifies the following:

- (a) That except with respect to apprentices or trainees, a pool of readily available but unemployed individuals possessing the knowledge, skill, and ability to perform the work that the contract requires resides in the jurisdiction;
- (b) That the grant recipient will include appropriate provisions in its bid document ensuring that the contractor does not displace any of its existing employees in order to satisfy such hiring preference; and
- (c) That any increase in the cost of labor, training, or delays resulting from the use of such hiring preference does not delay or displace any transportation project in the applicable Statewide Transportation Improvement Program or Transportation Improvement Program.

#### **CATEGORY 20. CYBERSECURITY CERTIFICATION FOR RAIL ROLLING STOCK AND OPERATIONS.**

*If the applicant operates a rail fixed guideway public transportation system, it must make this certification. This certification is required by 49 U.S.C. § 5323(v), a new subsection added by the National Defense Authorization Act for Fiscal Year 2020, Pub. L. 116-92, § 7613 (Dec. 20, 2019). For information about standards or practices that may apply to a rail fixed guideway*

*public transportation system, visit <https://www.nist.gov/cyberframework> and <https://www.cisa.gov/>.*

The applicant certifies that it has established a process to develop, maintain, and execute a written plan for identifying and reducing cybersecurity risks that complies with the requirements of 49 U.S.C. § 5323(v)(2).

**FEDERAL FISCAL YEAR 2020 CERTIFICATIONS AND ASSURANCES FOR FTA  
ASSISTANCE PROGRAMS**

(Signature pages alternate to providing Certifications and Assurances in TrAMS.)

Name of Applicant: City of Annapolis

The Applicant certifies to the applicable provisions of categories 01–20.   X  

*Or,*

The Applicant certifies to the applicable provisions of the categories it has selected:

<b>Category</b>	<b>Certification</b>
01    Certifications and Assurances Required of Every Applicant	<hr/>
02    Public Transportation Agency Safety Plans	<hr/>
03    Tax Liability and Felony Convictions	<hr/>
04    Lobbying	<hr/>
05    Private Sector Protections	<hr/>
06    Transit Asset Management Plan	<hr/>
07    Rolling Stock Buy America Reviews and Bus Testing	<hr/>
08    Urbanized Area Formula Grants Program	<hr/>
09    Formula Grants for Rural Areas	<hr/>
10    Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program	<hr/>
11    Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs	<hr/>

- 12 Enhanced Mobility of Seniors and Individuals with Disabilities Programs
- 13 State of Good Repair Grants
- 14 Infrastructure Finance Programs
- 15 Alcohol and Controlled Substances Testing
- 16 Rail Safety Training and Oversight
- 17 Demand Responsive Service
- 18 Interest and Financing Costs
- 19 Construction Hiring Preferences
- 20 Cybersecurity Certification for Rail Rolling Stock and Operations

**FEDERAL FISCAL YEAR 2020 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE**

**PAGE**

(Required of all Applicants for federal assistance to be awarded by FTA in FY 2020)

**AFFIRMATION OF APPLICANT**

Name of the Applicant: City of Annapolis

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in federal fiscal year 2020, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Award for which it now seeks, or may later seek federal assistance to be awarded during federal fiscal year 2020.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 *et seq.*, and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Name Garvin Buckley, Mayor Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of Applicant): City of Annapolis

As the undersigned Attorney for the above-named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Name \_\_\_\_\_ Attorney for Applicant

*Each Applicant for federal assistance to be awarded by FTA must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney's signature within TrAMS, provided the Applicant has on file and uploaded to TrAMS this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.*



**ATP-21**  
**CERTIFICATIONS AND**  
**ASSURANCES**  
**Part II-C**

**STATEWIDE SPECIALIZED TRANSPORTATION  
ASSISTANCE PROGRAM  
LARGE URBAN TRANSPORTATION ASSISTANCE PROGRAM**

**I. PROGRAM ASSURANCES**

**City of Annapolis** Applicant) County, Maryland hereby makes the following assurances to the Maryland Transit Administration of the Maryland Department of Transportation in conjunction with its application for state financial assistance for the Statewide Special Transportation Assistance Program (SSTAP) and/or for Large Urban funding.

1. The applicant has the requisite fiscal, managerial, and legal capability to carry out the SSTAP and/or Large Urban programs and to receive and disburse state funds.
2. Some combination of local or private funding sources has or will be committed to provide the required local share.
3. The applicant has or will have the time of delivery, sufficient funds to operate the vehicles and/or equipment purchased under this project, as applicable.
4. Private, for-profit transit and paratransit operators have been afforded a fair and timely opportunity by the applicant to participate to the maximum extent feasible in the planning and provision of the proposed transportation services.
5. The applicant has, to the maximum extent feasible, coordinated with other transportation providers and users, including agencies capable of purchasing service.
6. The applicant has complied with the applicable provisions of the regulations relative to charter bus and school bus operations.
7. The applicant has and will comply with the administrative requirements which relate to the applications made to and grants received from the Maryland Department of Transportation for the Statewide Specialized Transportation Assistance Program and/or the Large Urban program.

**II. EQUAL RIGHTS ASSURANCE**

**City of Annapolis** (Applicant) County, Maryland hereby makes the following assurance to the Mass Transit Administration of the Maryland Department of Transportation of the Maryland Department of Transportation in conjunction with its application for financial assistance for the Statewide Specialized Transportation Assistance Program and/or for the Large Urban Program.

- A. No person, on the grounds of race, color, creed, national origin, sex, age or handicap shall be excluded from participation in, or denied the benefits of, or be subject to discrimination under and project, program, or activity funded in whole or in part by FTA.
- A. The applicant shall not discriminate against any employee or applicant for employment because of race, color, sex, national origin, and shall take affirmative action to ensure that applicants are

employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin.

### III. MUNICIPALITY NOTIFICATION CERTIFICATION (SSTAP ONLY)

Certification is given by the recipient named herein N/A (Name of Applicant) with respect to its application for assistance pursuant to the Statewide Specialized Transportation Assistance Program, filed with the Maryland Department of Transportation, as to the following:

- A. That the applicant has notified each municipality in the County, in writing, of the availability of funds through the Statewide Specialized Transportation Assistance Program.
- B. That the needs of such municipalities, with respect to the availability and use of Statewide Specialized Transportation Assistance Program funds in their respective municipalities, have been considered in the application.

\_\_\_\_\_  
Signature of Authorized Official

Gavin Buckley  
Name (printed)

Mayor  
Title

\_\_\_\_\_  
Date

**AREA AGENCY ON AGING  
CERTIFICATION**

Certification is given by the recipient named herein **City of Annapolis** (name of Applicant) with respect to its application for assistance pursuant to the Statewide Specialized Transportation Assistance Program, filed with the Maryland Department of Transportation, as to the following:

- A. That the application has been reviewed by the local Area Agency on Aging, named herein **Anne Arundel County Office of Transportation** (name of local Area Agency on Aging).
- B. That the local Area Agency on Aging has approved the application for assistance.

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Signature of Authorized Official  
Area Agency on Aging

Gavin Buckley  
\_\_\_\_\_  
Name (printed)

Ramond A. Robinson  
\_\_\_\_\_  
Name (printed)

Mayor  
\_\_\_\_\_  
Title of Authorized Official

Director  
\_\_\_\_\_  
Title of Authorized Official  
Area Agency on Aging

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

SAMPLE

**Authorizing Resolution #**

**CITY/COUNTY COUNCIL/COMMISSIONERS  
OF**

\_\_\_\_\_, **MARYLAND**  
(Name of Authorizing Body)

A RESOLUTION authorizing \_\_\_\_\_  
(title/position of person authorized to file the application)

to file an application with the Maryland Transit Administration of the Maryland Department of Transportation for a Section 5303, 5304, 5307, 5309, 5310, 5311, 5316 and/or 5317 grant(s) under the Federal Transit Act.

WHEREAS, the Maryland Transit Administration is the designated recipient in Maryland for grants under the Federal Transit Act,

WHEREAS, the Administrator of the Maryland Transit Administration of the Maryland Department of Transportation is authorized to make grants to counties and to local governments for a mass transportation program of projects, and

WHEREAS, the contract for financial assistance will impose certain obligations upon the applicant, including the provision by it of the local share of the project costs in the program; and

WHEREAS, it is required by the United States Department of Transportation in accordance with the provisions of Title VI of the Civil Rights Act of 1964 that, in connection with the filing of an application for assistance under the Federal Transit Act, the applicant give an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the United States Department of Transportation requirements thereunder; and

WHEREAS, it is the goal of the applicant that minority business enterprise be utilized to the fullest extent possible in connection with this project, and that definite procedures shall be established and administered to ensure that minority business shall have the maximum construction contracts, supplies, equipment contracts, or consultant and other services.

NOW, THEREFORE, BE IT RESOLVED by \_\_\_\_\_  
Maryland,

(Name of Authorizing Body)

the filing of the aforesaid application be endorsed, and

BE IT FURTHER RESOLVED that the City/County Executive/Mayor is hereby requested to endorse this resolution, thereby indicating approval thereof; and

BE IT FURTHER RESOLVED that copies of this resolution be sent to the Maryland Transit Administration of the Maryland Department of Transportation.

ATTEST:

\_\_\_\_\_  
Witness of Council/Commissioners

\_\_\_\_\_  
Council/Commissioners Leader

\_\_\_\_\_  
Witness of City/Council Executive/Mayor

\_\_\_\_\_  
City/County Executive/Mayor

ADOPTED: \_\_\_\_\_  
Date

\_\_\_\_\_  
Certificate  
\_\_\_\_\_

This certifies that \_\_\_\_\_ did in fact before me this date, sign and execute this application and the foregoing Resolution.

Approved as to Form and Legal Sufficiency:

\_\_\_\_\_  
Signature of Recording Officer

\_\_\_\_\_  
Title of Recording Officer

\_\_\_\_\_  
Date

My Commission Expires \_\_\_\_\_

SAMPLE

## OPINION OF COUNSEL

Name of Recipient  
Address of Recipient

Dear (Responsible Official for Recipient):

This communication will serve as the requisite opinion of counsel to be filed with the Federal Transit Administration, United States Department of Transportation, in connection with all applications of (Recipient) for financial assistance pursuant to the provisions of the Federal Transit Act (the "Act") for planning, capital, training, demonstration, and/or operating assistance project(s). The legal authority for (Recipient's) ability to carry out planning, capital, training, demonstration, and/or operating assistance projects directly, by lease, contract, or otherwise is set forth below:

1. (Recipient) is authorized under (cite and quote from legal authority) to provide and assist public transportation by acquisition, construction and operation of existing or additional transit facilities. This assistance may be provided directly by (Recipient) or be lease arrangements with other parties.
2. The authority of (Recipient) to provide for its share of project funds is set forth in (cite source and provide a copy of, for example, local ordinance passed by City Council making local funds available.)
3. I have reviewed the pertinent Federal, State and local laws, and I am of the opinion that there is no legal impediment to your making applications for financial assistance pursuant to the Act. Furthermore, as a result of my examination, I find that there is no pending or threatened litigation for other any which might in any way adversely affect any proposed project(s), or the ability of (Recipient) to carry out such projects.

Sincerely,

Legal Counsel

## **Instructions for Completing the "Listing of Recipients, Eligible Surface Public Transportation Providers and Labor Representatives"**

Each county must complete the enclosed "Listing of Recipients, Eligible Surface Public Transportation Providers and Labor Representatives" chart.

The following information is excerpted from the Rural Transportation Employee Protection Guidebook issued by the U.S. Department of Labor.

The Warranty provides that the Public Body agrees, that, absent a waiver, the terms and conditions of the Warranty shall apply for the protection of the transportation related employees of any Recipient and the transportation related employees of any other surface public transportation providers in the transportation service area of the Project.

The section also states that the Public Body will provide to DOL and keep up to date during the Project a complete listing of all existing transportation providers which are eligible Recipients of Section 18 assistance in the transportation service area of the Project and any labor organizations representing the employees of the eligible Recipients. The term "eligible Recipient" includes those providers designated to receive Section 18 assistance as well as other surface public transportation providers who are also qualified for grants.

For these purposes:

The term "surface public transportation provider" means a mass transportation operation engaged in the provision of surface transportation services to the public. The term "surface public transportation provider" is meant to include "mass transportation" services as defined by the Urban Mass Transportation Act.

The term "public transportation" means "any transportation by bus or rail or other conveyance, either publicly or privately owned, which provides to the public general or special service on a regular and continuing basis." Public transportation does not include the following: (1) school bus, charter or sightseeing service; (2) exclusive ride taxi service; (3) and service to individuals or groups which excludes use by the general public.

The term "transportation service area of the Project" is intended to include the geographic area over which the Project is operated and the area whose population is served by the Project, including adjacent areas affected by the Project. If a Project in one county draws passengers away from a system in an adjacent county, and employees of that adjacent county system are affected because of such reduction, that would be considered as included within the scope of the transportation service area of the Project. Also, if a carrier operates service which passes through the service area of a particular Project and the employees of the carrier which passes through the Project area affected by the Project-assisted services, that would be considered as included within the transportation service area of the Project.



**List of Recipients, Eligible Surface Public Transportation Providers, and Labor Representation**

(1) Project	(2) Recipients	(3) Other Surface Public Transportation Providers	(4) Union Representation of Employees, if any
FY 2020 Annual Transportation Plan – An Application by City of Annapolis for Public Transportation Funds under Section 5307 of Federal Transit Act	City of Annapolis (Department of Transportation)	I Anne Arundel County Government	AFL-CIO Council 67 1410 Bush Street, Suite A Baltimore, MD 21230

*Attach more sheets of this page if necessary*



**Special Section 5333 (b) Warranty  
for Application to the Small Urban  
and Rural Programs**

A. General Application

The **City of Annapolis**, Maryland "(Public Body)" agrees that, in the absence of waiver by the Department of Labor, the terms and conditions of this warranty, as set forth below, shall apply for the protection of the transportation related employees of any employer providing transportation services assisted by the Project ("Recipient"), and the transportation related employees of any other surface public transportation providers in the transportation service area of the project.

The Public Body shall provide to the Department of Labor and maintain at all times during the Project an accurate, up-to-date listing of all existing transportation providers which are eligible Recipients of transportation assistance funded by the Project, in the transportation service area of the Project, and any labor organizations representing the employees of such providers.

Certification by the Public Body to the Department of Labor that the designated Recipients have indicated in writing acceptance of the terms and conditions of the warranty arrangement will be sufficient to permit the flow of Section 18 funding in the absence of a finding of non-compliance by the Department of Labor.

B. Standard Terms and Conditions

- (1) The Project shall be carried out in such a manner and upon such terms and conditions as will not adversely affect employees of the Recipient and of any other surface public transportation provider in the transportation service area of the Project. It shall be an obligation of the Recipient to assure that any and all transportation services assisted by the Project are contracted for and operated in such a manner that they do not impair the rights and interests of affected employees. The term "Project," as used herein, shall not be limited to the particular facility, service, or operation assisted by Federal funds, but shall include any changes, whether organizational, operational, technological, or otherwise, which are a result of the assistance provided. The phrase "as a result of the Project," shall, when used in this arrangement, include events related to the Project occurring in anticipation of, during, and subsequent to the Project and any program of efficiencies or economies related thereto; provided, however, that volume rises and falls of business, or changes in volume and character of employment brought about solely by causes other than the Project (including any economies or efficiencies unrelated to the Project) are not within the purview of this arrangement.

An employee covered by this arrangement, who is not dismissed, displaced or otherwise worsened in his/her position with regard to employment as a result of the Project, but who is dismissed, displaced or otherwise worsened solely because of the total or partial termination of the Project or exhaustion of Project funding shall not be deemed eligible for a dismissal or displacement allowance within the meaning of paragraphs (6) and (7) of this arrangement.

- (2) Where employees of a Recipient are represented for collective bargaining purposes, all Project services provided by that Recipient shall be provided under and in accordance with any collective bargaining agreement applicable to such employees which is then in effect. This Arrangement does not create any collective bargaining relationship where one does not already exist or between any Recipient and the employees of another employer. Where the Recipient has no collective bargaining relationship with the Unions representing employees in the service area, the Recipient will not take any action which impairs or interferes with the rights, privileges, and benefits and/or the preservation or continuation of the collective bargaining rights of such employees.
  - (3) All rights, privileges, and benefits (including pension rights and benefits) of employees covered by this arrangement (including employees having already retired) under existing collective bargaining agreements or otherwise, or under any revision or renewal thereof, shall be preserved and continued; provided, however, that such rights, privileges and benefits which are not foreclosed from further bargaining under applicable law or contract may be modified by collective bargaining and agreement by the Recipient and the Union involved to substitute other rights, privileges and benefits. Unless otherwise provided, nothing in this arrangement shall be deemed to restrict any rights the Recipient may otherwise have to direct the working forces and manage its business as it deemed best, in accordance with the applicable collective bargaining agreement.
-

- (4) The collective bargaining rights of employees covered by this arrangement, including the right to arbitrate labor disputes and to maintain union security and checkoff arrangements, as provided by applicable laws, policies and/or existing collective bargaining agreements, shall be preserved and continued. Provided, however, that this provision shall not be interpreted so as to require the Recipient to retain any such rights which exist by virtue of a collective bargaining agreement after such agreement is no longer in effect.

The Recipient agrees that it will bargain collectively with the Union or otherwise arrange for the continuation of collective bargaining, and that it will enter into agreements with the Union or arrange for such agreements to be entered into, relative to all subjects which are or may be proper subjects of collective bargaining. If, at any time, applicable law or contracts permit or grant to employees covered by this arrangement the right to utilize any economic measures, nothing in this arrangement shall be deemed to foreclose the exercise of such right.

- (5)(a) The Recipient shall provide to all affected employees sixty (60) days' notice of intended actions which may result in displacements or dismissals or rearrangements of the working forces as a result of the Project. In the case of employees represented by a Union, such notice shall be provided by certified mail through their representatives. The notice shall contain a full and adequate statement of the proposed changes, and an estimate of the number of employees affected by the intended changes, and the number and classifications of any jobs within the jurisdiction and control of the Recipient, including those in the employment of any entity bound by this arrangement pursuant to paragraph (21), available to be filled by such affected employees.
- (5)(b) The procedures of this subparagraph shall apply to cases where notices involve employees represented by a Union for collective bargaining purposes. At the request of either the Recipient or the representatives of such employees, negotiations for the purposes of reaching agreement with respect to the application of the terms and conditions of this arrangement shall commence immediately. These negotiations shall include determining the selection of forces from among the mass transportation employees who may be affected as a result of the Project, to establish which such employees shall be offered employment for which they are qualified or can be trained. If no agreement is reached within twenty (20) days from the commencement of negotiations, any party to the dispute may submit the matter to dispute settlement procedures in accordance with paragraph (15) of this arrangement. Unless the parties otherwise mutually agree in writing, no change in operations, services, facilities or equipment within the purview of this paragraph (5) shall occur until after either: 1) an agreement with respect to the application of the terms and conditions of this arrangement to the intended change(s) is reached; 2) the decision of the arbitrator has been rendered pursuant to this subparagraph (b); or 3) an arbitrator selected pursuant to Paragraph (15) of this arrangement determines that the intended change(s) may be instituted prior to the finalization of implementing arrangements.
- (5)(c) In the event of a dispute as to whether an intended change within the purview of this paragraph (5) may be instituted at the end of the 60-day notice period and before an

implementing agreement is reached or a final arbitration decision is rendered pursuant to subparagraph (b), any involved party may immediately submit that issue to arbitration under paragraph (15) of this arrangement. In any such arbitration, the arbitrator shall rely upon the standards and criteria utilized by the Surface Transportation Board (and its predecessor agency, the Interstate Commerce Commission) to address the "pre-consummation" issue in cases involving employee protections pursuant to 49 U.S.C. Section 11326 (or its predecessor, Section 5(2)(f) of the Interstate Commerce Act, as amended). If the Recipient demonstrates, as a threshold matter in any such arbitration, that the intended action is a trackage rights, lease proceeding or similar transaction, and not a merger, acquisition, consolidation, or other similar transaction, the burden shall then shift to the involved labor organization(s) to prove that under the standards and criteria referenced above, the intended action should not be permitted to be instituted prior to the effective date of a negotiated or arbitrated implementing agreement. If the Recipient fails to demonstrate that the intended action is a trackage rights, lease proceeding, or similar transaction, it shall be the burden of the Recipient to prove that under the standards and criteria referenced above, the intended action should be permitted to be instituted prior to the effective date of a negotiated or arbitrated implementing agreement. For purposes of any such arbitration, the time period within which the parties are to respond to the list of potential arbitrators submitted by the American Arbitration Association Service shall be five (5) days, the notice of hearing may be given orally or by facsimile, the hearing will be held promptly, the award of the arbitrator shall be rendered promptly and, unless otherwise agreed to by the parties, no later than fourteen (14) days from the date of closing the hearings, with five (5) additional days for mailing if post hearing briefs are requested by either party. The intended change shall not be instituted during the pendency of any arbitration proceedings under this subparagraph (c).

- (5)(d) If an intended change within the purview of this paragraph (5) is instituted before an implementing agreement is reached or a final arbitration decision is rendered pursuant to subparagraph (b), all employees affected shall be kept financially whole, as if the noticed and implemented action has not taken place, from the time they are affected until the effective date of an implementing agreement or final arbitration decision. This protection shall be in addition to the protective period defined in paragraph (14) of this arrangement, which period shall begin on the effective date of the implementing agreement or final arbitration decision rendered pursuant to subparagraph (b).

An employee selecting, bidding on, or hired to fill any position established as a result of a noticed and implemented action prior to the consummation of an implementing agreement or final arbitration decision shall accumulate no benefits under this arrangement as a result thereof during that period prior to the consummation of an implementing agreement or final arbitration decision pursuant to subparagraph (b).

- (6)(a) Whenever an employee, retained in service, recalled to service, or employed by the Recipient pursuant to paragraphs (5), (7)(e), or (18) hereof is placed in a worse

position with respect to compensation as a result of the Project, the employee shall be considered a "displaced employee", and shall be paid a monthly "displacement allowance" to be determined in accordance with this paragraph. Said displacement allowance shall be paid each displaced employee during the protective period so long as the employee is unable, in the exercise of his/her seniority rights, to obtain a position producing compensation equal to or exceeding the compensation the employee received in the position from which the employee was displaced, adjusted to reflect subsequent general wage adjustments, including cost of living adjustments where provided for.

(6)(b) The displacement allowance shall be a monthly allowance determined by computing the total compensation received by the employee, including vacation allowances and monthly compensation guarantees, and his/her total time paid for during the last twelve (12) months in which the employee performed compensated service more than fifty per centum of each such months, based upon the employee's normal work schedule, immediately preceding the date of his/her displacement as a result of the Project, and by dividing separately the total compensation and the total time paid for by twelve, thereby producing the average monthly compensation and the average monthly time paid for. Such allowance shall be adjusted to reflect subsequent general wage adjustments, including cost of living adjustments where provided for. If the displaced employee's compensation in his/her current position is less in any month during his/her protective period than the aforesaid average compensation (adjusted to reflect subsequent general wage adjustments, including cost of living adjustments where provided for), the employee shall be paid the difference, less compensation for any time lost on account of voluntary absences to the extent that the employee is not available for service equivalent to his/her average monthly time, but the employee shall be compensated in addition thereto at the rate of the current position for any time worked in excess of the average monthly time paid for. If a displaced employee fails to exercise his/her seniority rights to secure another position to which the employee is entitled under the then existing collective bargaining agreement, and which carries a wage rate and compensation exceeding that of the position which the employee elects to retain, the employee shall thereafter be treated, for the purposes of this paragraph, as occupying the position the employee elects to decline.

(6)(c) The displacement allowance shall cease prior to the expiration of the protective period in the event of the displaced employee's resignation, death, retirement, or dismissal for cause in accordance with any labor agreement applicable to his/her employment.

(7)(a) Whenever any employee is laid off or otherwise deprived of employment as a result of the Project, in accordance with any collective bargaining agreement applicable to his/her employment, the employee shall be considered a "dismissed employee" and shall be paid a monthly dismissal allowance to be determined in accordance with this paragraph. Said dismissal allowance shall first be paid each dismissed employee on the thirtieth (30th) day following the day on which the employee is "dismissed" and shall continue during the protective period, as follow:

Employee's length of service  
prior to adverse effect Period of protection  
1 day to 6 years equivalent period  
6 years or more 6 years

The monthly dismissal allowance shall be equivalent to one-twelfth (1/12th) of the total compensation received by the employee in the last twelve (12) months of his/her employment in which the employee performed compensation service more than fifty per centum of each such month based on the employee's normal work schedule to the date on which the employee was first deprived of employment as a result of the Project. Such allowance shall be adjusted to reflect subsequent general wage adjustments, including cost of living adjustments where provided for.

- (7)(b) An employee shall be regarded as deprived of employment and entitled to a dismissal allowance when the position the employee holds is abolished as a result of the Project, or when the position the employee holds is not abolished but the employee loses that position as a result of the exercise of seniority rights by an employee whose position is abolished as a result of the Project or as a result of the exercise of seniority rights by other employees brought about as a result of the Project, and the employee is unable to obtain another position, either by the exercise of the employee's seniority rights, or through the Recipient, in accordance with subparagraph (e). In the absence of proper notice followed by an agreement or decision pursuant to paragraph (5) hereof, no employee who has been deprived of employment as a result of the Project shall be required to exercise his/her seniority rights to secure another position in order to qualify for a dismissal allowance hereunder.
- (7)(c) Each employee receiving a dismissal allowance shall keep the Recipient informed as to his/her current address and the current name and address of any other person by whom the employee may be regularly employed, or if the employee is self-employed.
- (7)(d) The dismissal allowance shall be paid to the regularly assigned incumbent of the position abolished. If the position of an employee is abolished when the employee is absent from service, the employee will be entitled to the dismissal allowance when the employee is available for service. The employee temporarily filling said position at the time it was abolished will be given a dismissal allowance on the basis of that position, until the regular employee is available for service, and thereafter shall revert to the employee's previous status and will be given the protections of the agreement in said position, if any are due him/her.
- (7)(e) An employee receiving a dismissal allowance shall be subject to call to return to service by the employee's former employer; notification shall be in accordance with the terms of the then-existing collective bargaining agreement if the employee is represented by a union. Prior to such call to return to work by his/her employer, the employee may be required by the Recipient to accept reasonably comparable employment for which the employee is physically and mentally qualified, or for which the employee can become qualified after a reasonable training or retraining period,



provided it does not require a change in residence or infringe upon the employment rights of other employees under then-existing collective bargaining agreements.

- (7)(f) When an employee who is receiving a dismissal allowance again commences employment in accordance with subparagraph (e) above, said allowance shall cease while the employee is so reemployed, and the period of time during which the employee is so reemployed shall be deducted from the total period for which the employee is entitled to receive a dismissal allowance. During the time of such reemployment, the employee shall be entitled to the protections of this arrangement to the extent they are applicable.
- (7)(g) The dismissal allowance of any employee who is otherwise employed shall be reduced to the extent that the employee's combined monthly earnings from such other employment or self-employment, any benefits received from any unemployment insurance law, and his/her dismissal allowance exceed the amount upon which the employee's dismissal allowance is based. Such employee, or his/her union representative, and the Recipient shall agree upon a procedure by which the Recipient shall be kept currently informed of the earnings of such employee in employment other than with the employee's former employer, including self-employment, and the benefits received.
- (7)(h) The dismissal allowance shall cease prior to the expiration of the protective period in the event of the failure of the employee without good cause to return to service in accordance with the applicable labor agreement, or to accept employment as provided under subparagraph (e) above, or in the event of the employee's resignation, death, retirement, or dismissal for cause in accordance with any labor agreement applicable to his/her employment.
- (7)(i) A dismissed employee receiving a dismissal allowance shall actively seek and not refuse other reasonably comparable employment offered him/her for which the employee is physically and mentally qualified and does not require a change in the employee's place of residence. Failure of the dismissed employee to comply with this obligation shall be grounds for discontinuance of the employee's allowance; provided that said dismissal allowance shall not be discontinued until final determination is made either by agreement between the Recipient and the employee or his/her representative, or by final arbitration decision rendered in accordance with paragraph (15) of this arrangement that such employee did not comply with this obligation.
- (8) In determining length of service of a displaced or dismissed employee for purposes of this arrangement, such employee shall be given full service credits in accordance with the records and labor agreements applicable to him/her and the employee shall be given additional service credits for each month in which the employee receives a dismissal or displacement allowance as if the employee were continuing to perform services in his/her former position.
- (9) No employee shall be entitled to either a displacement or dismissal allowance under paragraphs (6) or (7) hereof because of the abolishment of a position to which, at some future time, the employee could have bid, been transferred, or promoted.

- (10) No employee receiving a dismissal or displacement allowance shall be deprived, during the employee's protected period, of any rights, privileges, or benefits attaching to his/her employment, including, without limitation, group life insurance, hospitalization and medical care, free transportation for the employee and the employee's family, sick leave, continued status and participation under any disability or retirement program, and such other employee benefits as Railroad Retirement, Social Security, Workmen's Compensation, and unemployment compensation, as well as any other benefits to which the employee may be entitled under the same conditions and so long as such benefits continue to be accorded to other employees of the bargaining unit, in active service or furloughed as the case may be.
- (11)(a) Any employee covered by this arrangement who is retained in the service of his/her employer, or who is later restored to service after being entitled to receive a dismissal allowance, and who is required to change the point of his/her employment in order to retain or secure active employment with the Recipient in accordance with this arrangement, and who is required to move his/her place of residence, shall be reimbursed for all expenses of moving his/her household and other personal effects, for the traveling expenses for the employee and members of the employee's immediate family, including living expenses for the employee and the employee's immediate family, and for his/her own actual wage loss during the time necessary for such transfer and for a reasonable time thereafter, not to exceed five (5) working days. The exact extent of the responsibility of the Recipient under this paragraph, and the ways and means of transportation, shall be agreed upon in advance between the Recipient and the affected employee or the employee's representatives.
- (11)(b) If any such employee is laid off within three (3) years after changing his/her point of employment in accordance with paragraph (a) hereof, and elects to move his/her place of residence back to the original point of employment, the Recipient shall assume the expenses, losses and costs of moving to the same extent provided in subparagraph (a) of this paragraph (11) and paragraph (12)(a) hereof.
- (11)(c) No claim for reimbursement shall be paid under the provisions of this paragraph unless such claim is presented to the Recipient in writing within ninety (90) days after the date on which the expenses were incurred.
- (11)(d) Except as otherwise provided in subparagraph (b), changes in place of residence, subsequent to the initial changes as a result of the Project, which are not a result of the Project but grow out of the normal exercise of seniority rights, shall not be considered within the purview of this paragraph.
- (12)(a) The following conditions shall apply to the extent they are applicable in each instance to any employee who is retained in the service of the employer (or who is later restored to service after being entitled to receive a dismissal allowance), who is required to change the point of his/her employment as a result of the Project, and is thereby required to move his/her place of residence.

If the employee owns his/her own home in the locality from which the employee is required to move, the employee shall, at the employee's option, be reimbursed by the Recipient for any loss suffered in the sale of the employee's home for less than its fair market value, plus conventional fees and closing costs, such loss to be paid within thirty (30) days of settlement or closing on the sale of the home. In each case, the fair market value of the home in question shall be determined, as of a date sufficiently prior to the date of the Project, so as to be unaffected thereby. The Recipient shall, in each instance, be afforded an opportunity to purchase the home at such fair market value before it is sold by the employee to any other person and to reimburse the seller for his/her conventional fees and closing costs.

If the employee is under a contract to purchase his/her home, the Recipient shall protect the employee against loss under such contract, and in addition, shall relieve the employee from any further obligation thereunder.

If the employee holds an unexpired lease of a dwelling occupied as the employee's home, the Recipient shall protect the employee from all loss and cost in securing the cancellation of said lease.

(12)(b) No claim for loss shall be paid under the provisions of this paragraph unless such claim is presented to the Recipient in writing within one year after the effective date of the change in residence.

(12)(c) Should a controversy arise in respect to the value of the home, the loss sustained in its sale, the loss under a contract for purchase, loss and cost in securing termination of a lease, or any other question in connection with these matters, it shall be decided through a joint conference between the employee, or his/her union, and the Recipient. In the event they are unable to agree, the dispute or controversy may be referred by the Recipient or the union to a board of competent real estate appraisers selected in the following manner: one (1) to be selected by the representatives of the employee, and one (1) by the Recipient, and these two, if unable to agree within thirty (30) days upon the valuation, shall endeavor by agreement with ten (10) days thereafter to select a third appraiser or to agree to a method by which a third appraiser shall be selected, and failing such agreement, either party may request the State and local Board of Real Estate Commissioners to designate within ten (10) days a third appraiser, whose designation will be binding upon the parties and whose jurisdiction shall be limited to determination of the issues raised in this paragraph only. A decision of a majority of the appraisers shall be required and said decision shall be final, binding, and conclusive. The compensation and expenses of the neutral appraiser including expenses of the appraisal board, shall be borne equally by the parties to the proceedings. All other expenses shall be paid by the party incurring them, including the compensation of the appraiser selected by such party.

(12)(d) Except as otherwise provided in paragraph (11)(b) hereof, changes in place of residence, subsequent to the initial changes as a result of the Project, which are not a result of the Project but grow out of the normal exercise of seniority rights, shall not be considered within the purview of this paragraph.

(12)(e) "Change in residence" means transfer to a work location which is either (A) outside a radius of twenty (20) miles of the employee's former work location and farther from the employee's residence than was his/her former work location, or (B) is more than thirty (30) normal highway route miles from the employee's residence and also farther from his/her residence than was the employee's former work location.

(13)(a) A dismissed employee entitled to protection under this arrangement may, at the employee's option within twenty-one (21) days of his/her dismissal, resign and (in lieu of all other benefits and protections provided in this arrangement) accept a lump sum payment computed in accordance with section (9) of the Washington Job Protection Agreement of May 1936:

Length of Service Separation Allowance

1 year and less than 2 years 3 months' pay

2 " " " " 3 " 6 " "

3 " " " " 5 " 9 " "

5 " " " " 10 " 12 " "

10 " " " " 15 " 12 " "

15 " " over 12 " "

In the case of an employee with less than one year's service, five days' pay, computed by multiplying by 5 the normal daily earnings (including regularly scheduled overtime, but excluding other overtime payments) received by the employee in the position last occupied, for each month in which the employee performed service, will be paid as the lump sum.

Length of service shall be computed as provided in Section 7(b) of the Washington Job Protection Agreement, as follows:

For the purposes of this arrangement, the length of service of the employee shall be determined from the date the employee last acquired an employment status with the employing carrier and the employee shall be given credit for one month's service for each month in which the employee performed any service (in any capacity whatsoever) and twelve (12) such months shall be credited as one year's service. The employment status of an employee shall not be interrupted by furlough in instances where the employee has a right to and does return to service when called. In determining length of service of an employee acting as an officer or other official representative of an employee organization, the employee will be given credit for performing service while so engaged on leave of absence from the service of a carrier.

(13)(b) One month's pay shall be computed by multiplying by 30 the normal daily earnings (including regularly scheduled overtime, but excluding other overtime payments) received by the employee in the position last occupied prior to time of the employee's dismissal as a result of the Project.

- (14) Whenever used herein, unless the context requires otherwise, the term "protective period" means that period of time during which a displaced or dismissed employee is to be provided protection hereunder and extends from the date on which an employee is displaced or dismissed to the expiration of six (6) years therefrom, provided, however, that the protective period for any particular employee during which the employee is entitled to receive the benefits of these provisions shall not continue for a longer period following the date the employee was displaced or dismissed than the employee's length of service, as shown by the records and labor agreements applicable to his/her employment prior to the date of the employee's displacement or dismissal.
- (15)(a) In the event that employee(s) are represented by a Union, any dispute, claim, or grievance arising from or relating to the interpretation, application or enforcement of the provisions of this arrangement, not otherwise governed by paragraph 12(c), the Labor-Management Relations Act, as amended, the Railway Labor Act, as amended, or by impasse resolution provisions in a collective bargaining or protective arrangement involving the Recipient and the Union, which cannot be settled by the parties thereto within thirty (30) days after the dispute or controversy arises, may be referred by any such party to any final and binding disputes settlement procedure acceptable to the parties. In the event they cannot agree upon such procedure, the dispute, claim, or grievance may be submitted at the written request of the Recipient or the Union to final and binding arbitration. Should the parties be unable to agree upon the selection of a neutral arbitrator within ten (10) days, any party may request the American Arbitration Association to furnish, from among arbitrators who are then available to serve, five (5) arbitrators from which a neutral arbitrator shall be selected. The parties shall, within five (5) days after the receipt of such list, determine by lot the order of elimination and thereafter each shall, in that order, alternately eliminate one name until only one name remains. The remaining person on the list shall be the neutral arbitrator. Unless otherwise provided, in the case of arbitration proceedings, under paragraph (5) of this arrangement, the arbitration shall commence within fifteen (15) days after selection or appointment of the neutral arbitrator, and the decision shall be rendered within forty-five (45) days after the hearing of the dispute has been concluded and the record closed. The decision shall be final and binding. All the conditions of the arrangement shall continue to be effective during the arbitration proceedings.
- (15)(b) The compensation and expenses of the neutral arbitrator, and any other jointly incurred expenses, shall be borne equally by the Union(s) and Recipient, and all other expenses shall be paid by the party incurring them.
- (15)(c) In the event that employee(s) are not represented by a Union, any dispute, claim, or grievance arising from or relating to the interpretation, application or enforcement of the provisions of this arrangement which cannot be settled by the Recipient and the employee(s) within thirty (30) days after the dispute or controversy arises, may be referred by any such party to any final and binding dispute settlement procedure acceptable to the parties, or in the event the parties cannot agree upon such a procedure, the dispute or controversy may be referred to the Secretary of Labor for a final and binding determination.

(15)(d) In the event of any dispute as to whether or not a particular employee was affected by the Project, it shall be the obligation of the employee or the representative of the employee to identify the Project and specify the pertinent facts of the Project relied upon. It shall then be the burden of the Recipient to prove that factors other than the Project affected the employee. The claiming employee shall prevail if it is established that the Project had an effect upon the employee even if other factors may also have affected the employee. (See Hodgson's Affidavit in Civil Action No. 825-71).

(16) The Recipient will be financially responsible for the application of these conditions and will make the necessary arrangements so that any employee covered by this arrangement may file a written claim of its violation, through the Union, or directly if the employee is outside the bargaining unit, with the Recipient within sixty (60) days of the date the employee is terminated or laid off as a result of the Project, or within eighteen (18) months of the date the employee's position with respect to his/her employment is otherwise worsened as a result of the Project. In the latter case, if the events giving rise to the claim have occurred over an extended period, the 18-month limitation shall be measured from the last such event. No benefits shall be payable for any period prior to six (6) months from the date of the filing of any claim. Unless such claims are filed with the Recipient within said time limitations, the Recipient shall thereafter be relieved of all liabilities and obligations related to the claim.

The Recipient will fully honor the claim, making appropriate payments, or will give notice to the claimant or his/her representative of the basis for denying or modifying such claim, giving reasons therefore. If the Recipient fails to honor such claim, the Union or non-bargaining unit employee may invoke the following procedures for further joint investigation of the claim by giving notice in writing. Within ten (10) days from the receipt of such notice, the parties shall exchange such factual material as may be requested of them relevant to the disposition of the claim and shall jointly take such steps as may be necessary or desirable to obtain from any third party such additional factual materials as may be relevant. In the event the Recipient rejects the claim, the claim may be processed to arbitration as hereinabove provided by paragraph (15).

(17) Nothing in this arrangement shall be construed as depriving any employee of any rights or benefits which such employee may have under existing employment or collective bargaining agreements or otherwise; provided that there shall be no duplication of benefits to any employee, and, provided further, that any benefit under this arrangement shall be construed to include the conditions, responsibilities, and obligations accompanying such benefit. This arrangement shall not be deemed a waiver of any rights of any Union or of any represented employee derived from any other agreement or provision of federal, state or local law.

(18) During the employee's protective period, a dismissed employee shall, if the employee so requests, in writing, be granted priority of employment or reemployment to fill any vacant position within the jurisdiction and control of the Recipient reasonably comparable to that which the employee held when dismissed, including those in the employment of any entity bound by this arrangement pursuant to paragraph (21) herein, for which the employee is, or by training or retraining can become, qualified; not, however, in contravention of collective bargaining agreements related thereto. In the

event such employee requests such training or re-training to fill such vacant position, the Recipient shall provide for such training or re-training at no cost to the employee. The employee shall be paid the salary or hourly rate provided for in the applicable collective bargaining agreement or otherwise established in personnel policies or practices for such position, plus any displacement allowance to which the employee may be otherwise entitled. If such dismissed employee who has made such request fails, without good cause, within ten (10) days to accept an offer of a position comparable to that which the employee held when dismissed for which the employee is qualified, or for which the employee has satisfactorily completed such training, the employee shall, effective at the expiration of such ten-day period, forfeit all rights and benefits under this arrangement.

As between employees who request employment pursuant to this paragraph, the following order where applicable shall prevail in hiring such employees:

(a) Employees in the craft or class of the vacancy shall be given priority over employees without seniority in such craft or class;

(b) As between employees having seniority in the craft or class of the vacancy, the senior employees, based upon their service in that craft or class, as shown on the appropriate seniority roster, shall prevail over junior employees;

(c) As between employees not having seniority in the craft or class of the vacancy, the senior employees, based upon their service in the crafts or classes in which they do have seniority as shown on the appropriate seniority rosters, shall prevail over junior employees.

(19) The Recipient will post, in a prominent and accessible place, a notice stating that the Recipient has received federal assistance under the Federal Transit statute and has agreed to comply with the provisions of 49 U.S.C., Section 5333(b). This notice shall also specify the terms and conditions set forth herein for the protection of employees. The Recipient shall maintain and keep on file all relevant books and records in sufficient detail as to provide the basic information necessary to the proper application, administration, and enforcement of this arrangement and to the proper determination of any claims arising thereunder.

(20) In the event the Project is approved for assistance under the statute, the foregoing terms and conditions shall be made part of the contract of assistance between the federal government and the applicant for federal funds and between the applicant and any recipient of federal funds; provided, however, that this arrangement shall not merge into the contract of assistance, but shall be independently binding and enforceable by and upon the parties thereto, and by any covered employee or his/her representative, in accordance with its terms, nor shall any other employee protective agreement merge into this arrangement, but each shall be independently binding and enforceable by and upon the parties thereto, in accordance with its terms.

- (21) This arrangement shall be binding upon the successors and assigns of the parties hereto, and no provisions, terms, or obligations herein contained shall be affected, modified, altered, or changed in any respect whatsoever by reason of the arrangements made by or for the Recipient to manage and operate the system.

Any person, enterprise, body, or agency, whether publicly - or privately-owned, which shall undertake the management, provision and/or operation of the Project services or the Recipient's transit system, or any part or portion thereof, under contractual arrangements of any form with the Recipient, its successors or assigns, shall agree to be bound by the terms of this arrangement and accept the responsibility with the Recipient for full performance of these conditions. As a condition precedent to any such contractual arrangements, the Recipient shall require such person, enterprise, body or agency to so agree.

- (22) In the event of the acquisition, assisted with Federal funds, of any transportation system or services, or any part or portion thereof, the employees of the acquired entity shall be assured employment, in comparable positions, within the jurisdiction and control of the acquiring entity, including positions in the employment of any entity bound by this arrangement pursuant to paragraph (21). All persons employed under the provisions of this paragraph shall be appointed to such comparable positions without examination, other than that required by applicable federal, state or federal law or collective bargaining agreement, and shall be credited with their years of service for purposes of seniority, vacations, and pensions in accordance with the records of their former employer and/or any applicable collective bargaining agreements.

- (23) The employees covered by this arrangement shall continue to receive any applicable coverage under Social Security, Railroad Retirement, Workmen's Compensation, unemployment compensation, and the like. In no event shall these benefits be worsened as a result of the Project.

- (24) In the event any provision of this arrangement is held to be invalid, or otherwise unenforceable under the federal, state, or local law, in the context of a particular Project, the remaining provisions of this arrangement shall not be affected and the invalid or unenforceable provision shall be renegotiated by the Recipient and the interested Union representatives, if any, of the employees involved for purpose of adequate replacement under Section 5333(b). If such negotiation shall not result in mutually satisfactory agreement any party may invoke the jurisdiction of the Secretary of Labor to determine substitute fair and equitable employee protective arrangements for application only to the particular Project, which shall be incorporated in this arrangement only as applied to that Project, and any other appropriate action, remedy, or relief.

- (25) If any employer of the employees covered by this arrangement shall have rearranged or adjusted its forces in anticipation of the Project, with the effect of depriving an employee of benefits to which the employee should be entitled under this arrangement, the



provisions of this arrangement shall apply to such employee as of the date when the employee was so affected.

\_\_\_\_\_  
Signature of Attorney

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Name (printed)

Gavin Buckley  
\_\_\_\_\_  
Name (printed)

Mayor  
\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## CIVIL RIGHTS INFORMATION

As a condition of receipt of funding from Section 5307 and 5311 of the Federal Transit Act, information is needed from you on the implementation of Title VI, Civil Rights. You must submit the following as part of your application.

### 1. **Lawsuits or Complaints**

Attach to this certification a list of any active lawsuits or complaints naming your agency which allege discrimination on the basis of race, color, or national origin with respect to service or other transit benefits. The list should include; the date the lawsuit or complaint was filed, a summary of the allegation, the status of the lawsuit or complaint, including whether the parties to a lawsuit have entered into a consent decree.

  X   Check here if no such lawsuits or complaints have occurred within the past year, a statement to this effect must be submitted.

### 2. **Federal Financial Assistance**

Attach a description of all pending applications for financial assistance, and all financial assistance currently provided by other Federal agencies.

### 3. **Civil Rights Compliance Reviews**

Attach a summary of all civil rights compliance review activities conducted in the last three years. The summary should include; the purpose or reason for the review, the name of the agency or organization that performed the review, a summary of the findings and recommendations of the review, a report on the status and/or disposition of such findings and recommendations.

  X   Check here if a summary of all civil rights compliance review activities is not needed.

This review would be included as part of your A-128 or A-133 Single Audit or Triennial Review or conducted by the U.S. Office of Civil Rights, Federal Transit Administration.

\_\_\_\_\_  
(Signature of authorized official & date)

Gavin Buckley  
(Print authorized official's name)

Mayor  
(applicant's title)

## CERTIFICATION OF EQUIVALENT SERVICE

### *For Requests for Demand-Responsive Vehicles That are Not Accessible to Persons Using Wheelchairs*

The Americans with Disabilities Act requires that:

- Fixed-Route Services—Public transit operators must purchase lift-equipped vehicles that meet ADA standards for fixed-route services (49 CFR 37.71), as well as for route deviation services.
- Demand-Responsive Services—Public and private transportation operators must operate enough accessible vehicles to ensure the provision of equivalent service for persons with disabilities including individuals who use wheelchairs (49 CFR 37.77, 49 CFR 37.101, and 49 CFR 37.103).

**City of Annapolis** (Applicant) hereby makes the following certification to the Maryland Transit Administration of the Maryland Department of Transportation in conjunction with its application for capital assistance to purchase vehicles under the Section 5307, 5309, 5310, or 5311 funding programs.

The applicant's demand-responsive service, when viewed in its entirety, provides an equivalent level of service for persons using wheelchairs as for ambulatory persons. In the application for capital assistance, the applicant is requesting a vehicle that is not accessible to persons using wheelchairs. If awarded, incorporation of the inaccessible vehicle will not result in a reduced level of accessible service; an equivalent level of service will continue to be provided to persons using wheelchairs as for ambulatory persons.

\_\_\_\_\_  
Signature of Authorized Official & Date

Gavin Buckley  
Name (print)

Mayor  
Title

## CERTIFICATION OF RESTRICTIONS ON LOBBYING

I, **Gavin Buckley** (Authorized Person) hereby certify to the Maryland Transit Administration of the Maryland Department of Transportation, on behalf of **City of Annapolis** (Applicant-Grantee) that to the best of my knowledge and belief:

1. No Federal appropriated funds have been or will be paid by or on behalf of the Applicant to any person to influence or attempt to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress regarding the award of Federal assistance, or the extension, continuation, renewal, amendment, or modification of any Federal assistance agreement; and
  - a. If any funds other than Federal appropriated funds have been or will be paid to any person to influence or attempt to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any application for Federal assistance, the Applicant assures that it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," including information required by the instructions accompanying the form, which form may be amended to omit such information as authorized by 31 U.S.C. 1352.
  - b. The language of this certification shall be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, subagreements, contracts under grants, loans, and cooperative agreements).
2. The Applicant understands that this certification is a material representation of fact upon which reliance is placed by the Federal Government and that submission of this certification is a prerequisite for providing Federal assistance for a transaction covered by 31 U.S.C. 1352. The Applicant also understands that any person who fails to file a required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

By: \_\_\_\_\_  
Signature of Authorized Official & Date

Gavin Buckley  
Name (print)

Mayor  
Title

**ATP-21**  
**PROGRAM COMPLIANCE, Part II**  
**PART II-D**

## PROGRAM COMPLIANCE, Part II

### A. PUBLIC HEARING

Applicants are required to provide an opportunity for public comment based on the contents and funding requests included in this Annual Transportation Plan application. See application instructions for further information regarding public involvement.

#### 1. Notice of Opportunity for a Public Hearing

Submit a copy received from the newspaper of the notice.

Date of publication of the notice: March 19 - 21, 2020

This notice announced: (check one)

☐ a scheduled hearing (no request needed)

☒ an opportunity for a hearing upon request.

If the notice announced an opportunity upon request, was a public hearing requested?

☐ YES

☐ NO - Submit a letter from the Applicant stating that there were no requests for a Public Hearing. (*See Appendix F*)

#### 2. Location and Record

Where was the public hearing conducted?

Submit each of the following:

- a list of attendees, and
- minutes of the public hearing.

### 3. Comments

Were any written comments received?

☐ YES - Submit copies


☒ NO

Explain how public comments received at the hearing or in writing have been addressed and incorporated into your FY21 program.

### B. PRIVATE ENTERPRISE INVOLVEMENT

Applicants are required to notify private transportation providers of the opportunity to comment based on the contents and funding requests included in the ATP. See application instructions for further information regarding private enterprise involvement.

#### 1. Documentation of Private Operator Notification

Date of mailing of the notification: 

Submit each of the following:

- a list of all private operators contacted, and
- a copy of the notification letter (sample format provided in Appendix G)

#### 2. Private Sector Responses

Were any comments received from private operators?

☐ YES

☒ NO

If **yes**, Submit all of the following:

- copies of any comments received, and
- copies of any responses sent by the Applicant to the person commenting on your program.

Explain how private sector comments received at the public hearing or in writing have been addressed and incorporated into your FY21 program.

### 3. Description of Private Sector Involvement in the Planning Process

***Describe*** the private sector's involvement in the project development process prior to the public hearing. Discuss your local Transportation Advisory Committee membership and inclusion of private sector representatives.

The Transportation Advisory Board of the City of Annapolis and Transportation Committee (a City Council standing committee), all created by the Annapolis City Code, are the official channels for Annapolis residents and businesses to participate in discussions of transportation and parking matters. By City Code, the Board shall consist of fifteen members: eight City of Annapolis residents (one from each Ward), two ad hoc members representing St. Johns College and the Naval Academy, and five appointed at-large members. The Transportation Committee consists of three (3) City Council members, all of them elected.

The Board and the Committee conduct a comprehensive analysis of the facts relating to transportation matters. Both bodies also provides recommendations for all transportation matters pending before the City Council or before any City agency, board or commission. Additionally, the board provides oversight, guidance, and expertise in the development of comprehensive parking, traffic, and transit policies; reviewing the status of transportation, parking and traffic projects/programs affecting the City; and to provide an annual report each year.

Two (2) staff from Annapolis Department of Transportation are the liaisons to the board and the committee and attend their regularly scheduled monthly meetings. The department actively solicits input from the Board at the planning, development and adoption phases of all transportation matters including the Annual Transportation Plan.



**ATP-21  
ITS ARCHITECTURE  
CONFORMITY PROCESS  
PART II-E**

## Intelligent Transportation Systems

Do you have a proposed ITS project to submit for evaluation to ensure compliance with the Maryland State-wide ITS Architecture Conformity Process?

☐ YES

☒ NO

If yes, please complete the attached ITS Questionnaire. If no, move to the next section.

# Intelligent Transportation Systems

The project for which you are applying may involve Intelligent Transportation Systems (ITS) which means that it is an ITS Project. A Preliminary ITS Questionnaire must be completed for all ITS Projects to ensure that your project is developed in compliance with the Maryland Statewide ITS Architecture. If the examples shown below describe your project, then it is an ITS Project.

An **ITS Project** is any project that in whole or in part funds the acquisition of technologies or systems that provide/enhance transit operations and quality of service by sharing data between stakeholders.

*-Adapted from the FTA National ITS Architecture Consistency Policy Guidance*

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## ITS Projects

*The following systems/components, purchased singly or included with a rolling stock purchase, constitute an "ITS Project":*

Automatic Passenger Counters (APC)

Communications Systems/Equipment

- On-board Radio or Wireless
- Mobile Data Computers/Terminals

Crash Avoidance Systems

Data Archiving

- Device output data management
- Data storage

Electronic Fare Collection (EFC)

- Electronic Fare Cards (SmarTrip, etc.)
- Electronic Farebox

Emerging Vehicle Technology

Emergency Management Systems

Scheduler/Dispatch Systems

- Schedule/Dispatch Software

- Carpool/Ride-Matching Software

Tracking/Monitoring

- Automatic Vehicle Location (AVL)
- GPS Location Tracking
- Electronic Security or Surveillance (On-board, Station/Stop, or Transit Yard)
- Equipment Maintenance Status
- Electronic Vehicle Diagnostics
- Route Monitoring (weather, traffic)
- Transit Centers/Systems

Transit Signal Priority (TSP)

Traveler Information Systems

- "511" Service
- NextBus
- Variable Message Signs
- Enunciators
- Web-based Transit Information
- Cell-phone based transit info/apps
- Route/Itinerary Planning Tools
- Parking Availability Information

**NOTE:** This is not a comprehensive list. If you are unsure if a specific project may be considered an ITS project, please contact your regional planner for assistance.



## Maryland ITS Architecture Conformity Form

<b>Submission Date</b>	
1. Submission date:	
<b>Organizational Information</b>	
2. Legal name of submitting agency:	
<b>Point of Contact Information</b>	
3. Point of contact submitting form:	
4. Phone:	5. Fax:
6. E-mail:	
7. Mailing address:	
<b>General Project Information</b>	
8. ITS project name/title:	
9. Project type: <input type="checkbox"/> New <input type="checkbox"/> Replacement <input type="checkbox"/> Expansion	10. Project scope (select all that apply): <input type="checkbox"/> Software installation/upgrade <input type="checkbox"/> Hardware installation/upgrade <input type="checkbox"/> Operations/Maintenance <input type="checkbox"/> Systems Integration <input type="checkbox"/> Planning <input type="checkbox"/> Other (provide more detail below)
11. Summarize the project (including how this project relates to existing ITS projects/systems):	
12. Describe the needs this project will satisfy:	
13. List the users of the project when complete:	
14. Describe how the users will benefit from the project:	
15. Describe the geographic areas to be served:	

**Architecture-Specific Information**

16. Summarize the current status of the project (including where it stands in terms of the Systems Engineering process diagram shown in the accompanying Conformity Guide):

17. List stakeholder agencies and their roles/responsibilities for this project:

18. Identify the functional requirements for this project:

19. Show how your project aligns with the Interconnect and Information Flow Diagrams in the MD ITS Architecture: See Below

20. Describe the configuration & technology options considered for this project and indicate which were selected:

21. Describe the procurement options considered for this project and indicate which were selected:

22. Identify applicable ITS standards to be used in support of this project:  
Transit Agency to Transit Vehicles

23. Describe your plan for ensuring adequate operations and maintenance of this project after implementation:

**Other Information**

24. Please provide any other relevant information:

**Project Schedule**

25. Estimated start date:

26. Estimated completion date:

**Estimated Capital Budget**

27. Total capital budget:

28. Percent federal funding & sources:

29. Percent state funding & sources:

30. Percent local funding & sources:

31. Percent other funding & sources:

**Estimated Annual Operations & Maintenance Budget**

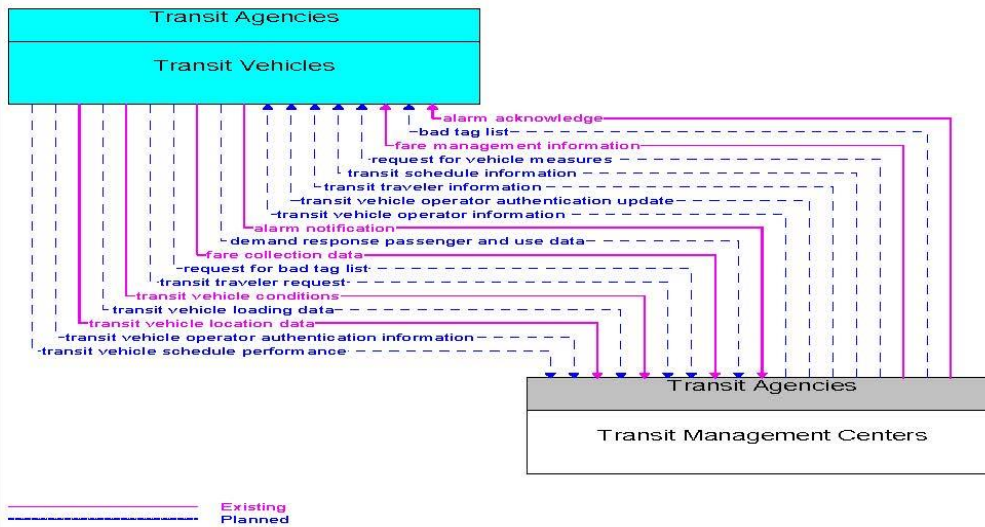
32. Total annual O&M budget:

33. Percent federal funding & sources:

34. Percent state funding & sources:

35. Percent local funding & sources:

36. Percent other funding & sources:



## INDEPENDENT COST ESTIMATE (ICE)

### CITY OF ANNAPOLIS FY 2021 Annual Transportation Plan (ATP)

#### Part II-C-ICE-Buses

Project Name: Procurement of Two Heavy Duty Buses

Date: March 19, 2020

#### Project Description:

This request will replace two revenue vehicles: Bus # 5209 and Bus #5409 that were placed in service in January 2010. Both buses are in need of body/structural repairs, and engine and transmission overhaul because of wear and tear over the past 11 years. The cost of these repairs far exceed its remaining value, which we estimate it to be \$0. Both revenue vehicles have exceeded their useful life in miles, which is 350,000 miles. Bus #5209 has 489,454 miles and Bus #5409 has 471,715 miles of this the date of this ICE.

Replacing these vehicles will be more cost-effective than to continue the expensive maintenance and repair work that will be needed to keep them running reliably and safely. The Independent Cost Estimate for these vehicles is dependent on the price information provided by Maryland Transit Administration of Maryland Department of Transportation (MDOT MTA) in the FY 2021 Annual Transportation Plan (ATP). We will be purchasing the replacement vehicles from MDOT MTA Bus Contract, so expected awarded funds would rely on the status of the contract at the time of the award.

Requester: Rick Gordon

Phone #: 410-263-7964

Email: jrickgordon@annapolis.gov

Date of Estimate March 129, 2020

Estimate: \$776,984

#### Method of Obtaining Estimate:

\_\_\_\_\_ Obtained estimate from online sources

\_\_\_\_\_ Published List Price

\_\_\_\_\_ Past Pricing (date):

\_\_\_\_\_ Engineering or Technical Estimate

\_\_\_\_\_ Independent Third Party Estimate

  X   Other (MTA)

## INDEPENDENT COST ESTIMATE (ICE)

### CITY OF ANNAPOLIS FY 2021 Annual Transportation Plan (ATP)

#### Part II-C-ICE-Equipment

**Project Name:** Procurement of One (1) Skylift System

**Date:** March 19, 2020

**Project Description:**

Two (2) skylift systems for vehicle maintenance were put in service in August 1995. Both have passed their useful life by more than four (4) years. The lifts have several operation issues: (a) frequently get stuck and cannot get it to lift up or when lifted up, cannot bring it down; (b) very slippery when wet; (c) unavailability of parts to service it. Since both of them have operational issues, parts from one lift have been used to service the other until there are no more parts to salvage to service the other. The request is to replace one skylift system in kind (as same or identical to the existing one). The estimated project cost includes installation and 15% contingency cost.

**Requester:** Rick Gordon

**Phone #:** 410-263-7964

**Email:** jrickgordon@annapolis.gov

**Date of Estimate** March 19, 2020

**Estimate:** \$173,971

**Method of Obtaining Estimate:**

\_\_\_\_\_ Obtained estimate from online sources

\_\_\_\_\_ Published List Price

\_\_\_\_\_ Past Pricing (date):

\_\_\_\_\_ Engineering or Technical Estimate

  X   Independent Third Party Estimate

\_\_\_\_\_ Other (specify)





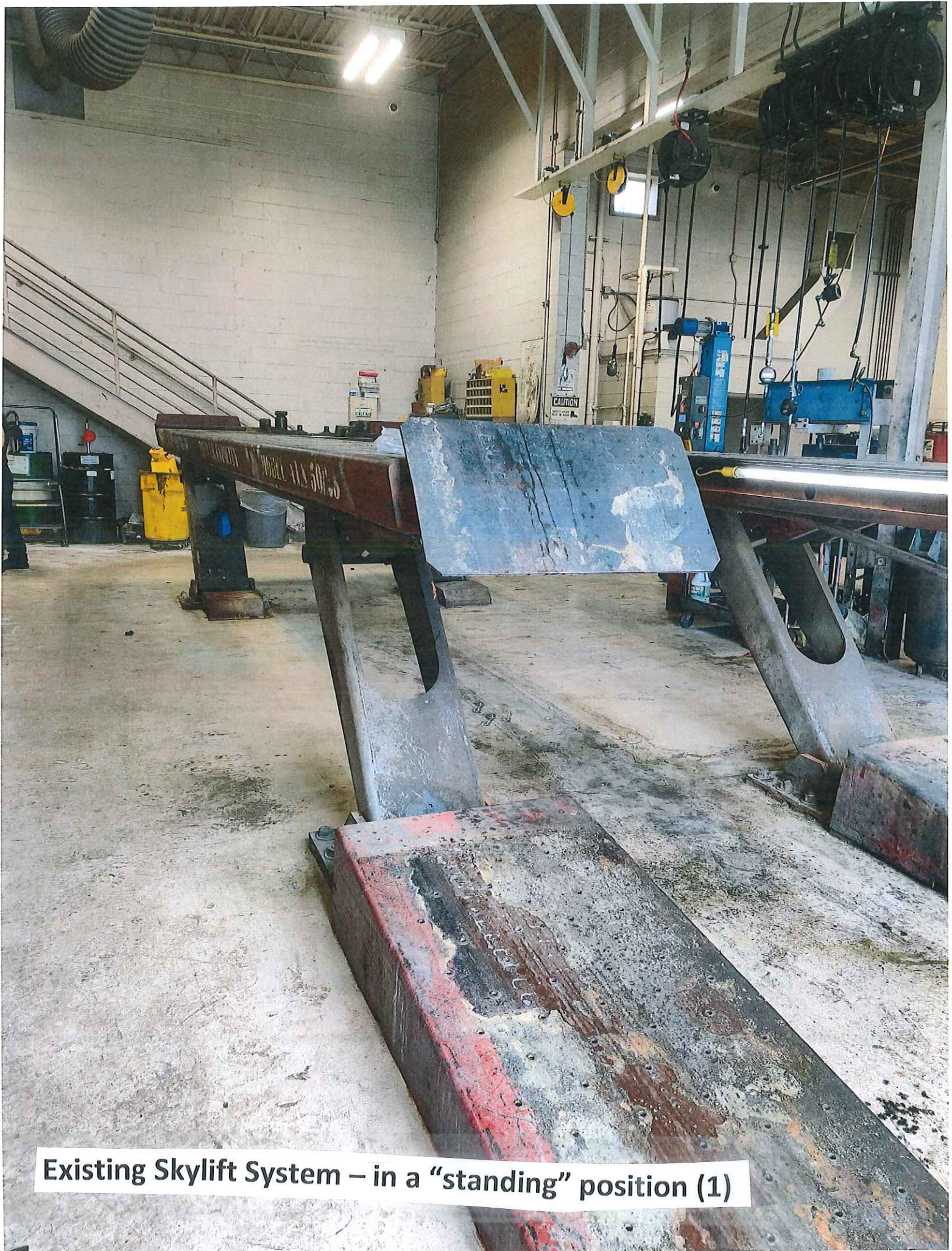
Existing Skylift System – in a “resting” position (1)






Existing Skylift System – in a “resting” position (2)





Existing Skylift System – in a “standing” position (1)





Existing Skylift System – in a “standing” position (2)





Existing Skylift System – Control Unit



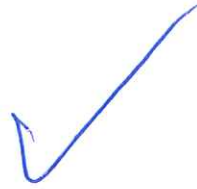


Existing Skylift System – in a “resting” position with a bus on it





9669-D Main Street  
Fairfax, VA 22031  
1-800-347-3440  
[www.alantylifts.com](http://www.alantylifts.com)



**SALES • SERVICE • INSTALLATION • SAFETY INSPECTIONS**

Date: January 27, 2020

**City of Annapolis  
Bay #3**

**Stertil-Koni Surface Mounted Skylift 200 – 26'**

City of Annapolis  
308 Chinquapin Round Rd  
Annapolis, MD 21401  
Attn: David Burt  
240-274-8441

**Pricing based upon Sourcewell (NJPA) contract 061015-SKI**

Issuance of NJPA Purchase Orders & Payment to: Stertil-Koni, USA [orders@stertil-koni.com](mailto:orders@stertil-koni.com)

➤ **Equipment**

Furnish Stertil-Koni one (1) heavy duty surface mounted Skylifts, SKY 200 – 62,400 lbs., platform length 26', ALI/ETI Certified.  
(Model Number 41323000)

Lift also includes –

- Wash bay Model – galvanized runways and stainless steel control box
- LED Lighting
- Two (2) JB-160-2 air/hydraulic jacking beams with support arms, capacity 35,000 lbs., width 23.23" – 35" w/mechanical locks
- Two (2) Air kits with 8' air pipe, brackets, and one outlet
- Stertil-Guard Anti-skid

**Equipment Price = \$123,135.00**

➤ **Construction - Drain**

Scope of work –

- Scan floor for under floor obstructions
- Saw cut a 2' wide x 40' long in concrete bay
- Excavate 18" deep placing into dumpster
- Set drain and pipe into oil/water separator
- Pour concrete to finished floor and repair asphalt on driveway

**Construction Price = \$19,644.00**

➤ **Construction and Installation -**

Scope of work –

- Install new lift
- Cleanup
- Training

**Installation Price = \$8,500.00**

Total Price Summary	
Equipment – 1 lift	\$123,135.00
Construction – Drain	\$19,644.00
Installation – 1 lift	\$8,500.00
Tax – will be added is applicable	Not included.
<b>Total</b>	<b>\$151,279.00</b>

*J1590*

**Exclusions:**

1. Electric and compressed air to be provided to lift control console by others.
2. Quote excludes cost of any required bonds, or taxes.
3. Quote excludes cost of any required permits or cost of certified shop drawings needed to obtain permits.
4. Quote excludes any de-watering or removal of fluids in existing lift pit.
5. Quote excludes certified payrolls.
6. Quote excludes payment and performance bonds.

**Customer Installation Responsibilities:**

1. Provide clear and unobstructed unloading area, within close proximity (not to exceed 100'-0") to the installation area.
2. Provide clear/unobstructed path from receiving area (*loading dock if available*) to installation area.
3. Provide clear and unobstructed workspace for the staging of items and the safe and effective installation of the unit(s).
4. Provide access (not to exceed 100'-0") to 110 V AC power for operation of power tools, etc.
5. Provide access to a dumpster for the disposal of all trash.
6. Debris removal and costs associated are the responsibility of the client, unless specifically noted in this offer.
7. Provide, without cost, a secure parking area for installation technician vehicles.

Terms: Due Upon Receipt

1. Issuance of Purchase Orders & Payment to:  
Stertil Koni Lift  
200 Log Canoe Circle, Stevensville MD 21666  
[orders@sterdil-koni.com](mailto:orders@sterdil-koni.com)
2. Quote valid for 30 days.

Any and all applicable taxes are purchaser responsibility.

**ACCEPTANCE:**

\_\_\_\_\_

\_\_\_\_\_





*City of Annapolis*

**DEPARTMENT OF TRANSPORTATION**

308 Chinguapin Round Road, Annapolis, Maryland 21401

Phone: 410-263-7964 410-263-7994 Fax: 410-263-4508 Internet: [transit@annapolis.gov](mailto:transit@annapolis.gov)

J. RICK GORDON, DIRECTOR

March 18, 2020

FY 2021 ATP  
LIST OF PRIVATE PROVIDERS

1. Chesapeake Charter, Inc.  
424 Broadneck Road  
Annapolis, Maryland 21409



*City of Annapolis*

**DEPARTMENT OF TRANSPORTATION**

308 Chinquapin Round Road, Annapolis, Maryland 21401

Phone: 410-263-7964 410-263-7994 Fax: 410-263-4508 Internet: [transit@annapolis.gov](mailto:transit@annapolis.gov)

J. RICK GORDON, DIRECTOR

March 18, 2020

Chesapeake Charter, Inc.  
424 Broadneck Rd  
Annapolis, MD 21409

To Whom It May Concern:

The City of Annapolis Department of Transportation (Annapolis Transit) is submitting an application to the Maryland Department of Transportation, Maryland Transit Administration (MDOT MTA) and the Federal Transit Administration (FTA) for Fiscal Year 2021 Capital and Operating Assistance. The intent of this letter is to notify you of our application, the FY2021 Annual Transportation Plan (ATP), and to solicit your comments on the proposed plan.

Annapolis Transit is a public transit system that provides transportation services for Annapolis area residents, including elderly persons and persons with disabilities, as well as the general public. Annapolis Transit is applying for grant funding to continue to operate these public and specialized transportation services.

**Project Description:**

The FY2021 ATP contains requests for funding assistance from the following programs:


- Section 5307 of the Federal Transit Act, which provides funds for general public transit service in urbanized areas. Annapolis Transit requests operating assistance of \$1,306,291 in Federal/State grant funds.
- Americans with Disabilities Act (ADA) program, which provides funds for federally required paratransit services for people with disabilities that may not be able to take the regular bus. Annapolis Transit is requesting operating assistance of \$189,299 in Federal/State grant funds.
- The City of Annapolis is also requesting the following capital assistance in Federal and State funds: \$699,286 for vehicle replacements, \$427,500 for preventive maintenance, and \$156,574 for the purchase of sky lift maintenance equipment.

The details of how these funds will be used are documented in the Annapolis Department of Transportation FY2021 Annual Transportation Plan. The plan is available for review at Annapolis Department of Transportation, 308 Chinquapin Round Road, from 8:30 a.m. and 4:30 p.m. Monday through Friday until April 3, 2020.

Comments may be directed to J. Rick Gordon, Director of the Department of Transportation via mail 308 Chinquapin Round Road, Annapolis, MD 21401, or by email at [jrickgordon@annapolis.gov](mailto:jrickgordon@annapolis.gov), until April 3, 2020. Requests for a Public Hearing must be submitted in writing to J. Rick Gordon, Director of the Department of Transportation via mail at 308 Chinquapin Round Road, Annapolis, MD 21401 by April 3, 2020. If requested a Public Hearing will be held.

If you should need any additional information on our service proposal, please contact me via mail at the above address, via phone at (410) 263-7964 or via email at [jrickgordon@annapolis.gov](mailto:jrickgordon@annapolis.gov).

Sincerely,

  
J. Rick Gordon, Director

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## LEGAL NOTICE OPPORTUNITY FOR A PUBLIC HEARING CITY OF ANNAPOLIS DEPARTMENT OF TRANSPORTATION APPLICATION FOR

Legal Notice Opportunity for a Public Hearing City of Annapolis  
Department of Transportation Application for  
Capital Gazette, Mar 19, 2020

Legal Notice Opportunity for a Public Hearing City of Annapolis Department of Transportation Application for Operating and Capital Assistance for Annapolis Transit The City of Annapolis Department of Transportation, which operates Annapolis Transit, is submitting an application to the Maryland Department of Transportation Maryland Transit Administration (MDOT MTA) and the Federal Transit Administration (FTA) for Fiscal Year 2021 Capital and Operating Assistance. The department offers the opportunity for interested parties to be heard with respect to the social, economic, and environmental impacts of proposed projects, through the submission of comments and/or the opportunity for a Public Hearing. The application and

description of proposed projects are available for inspection at the Annapolis Department of Transportation, 308 Chinquapin Round Road, Annapolis, MD until April 3, 2020. Comments may be directed to J. Rick Gordon, Director of the Department of Transportation, 308 Chinquapin Round Road, Annapolis, MD 21401, email at [jrickgordon@annapolis.gov](mailto:jrickgordon@annapolis.gov), by phone at (410) 263-7964 through April 3, 2020. Requests for a Public Hearing must be submitted in writing to J. Rick Gordon, Director of the Department of Transportation via mail at 308 Chinquapin Round Road, Annapolis, MD 21401 by April 3, 2020. If requested, a Public Hearing will be held.

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