



**Board of Directors Meeting  
Transit Authority of the Lexington-Fayette Urban  
County Government  
200 West Loudon Ave, Conference Room 110  
Lexington, KY 40508**

**January 17, 2018  
5:00 PM**

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Lexington, KY 40508  
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Agenda  
Board of Directors  
Transit Authority of the Lexington-Fayette Urban County Government  
200 West Loudon Avenue - Lexington, KY 40508  
January 17, 2018

- |       |  |             |
|-------|--|-------------|
| I.    | Call to order  | 5:00        |
| II.   | Approval of Board Meeting Minutes                    | 5:00 — 5:05 |
|       | i. December 20, 2017                                 |             |
| III.  | Public Comment on Agenda Items / Public Hearing      | 5:05 — 5:10 |
| IV.   | Chair's Report                                       | 5:10 — 5:15 |
| V.    | Action Items   | 5:15 — 5:30 |
|       | i. Resolution No. 2017 – 20 Drug and Alcohol Program |             |
|       | ii. Resolution No. 2018 – 01 Vanpool Services        |             |
|       | iii. Resolution No. 2018 – 02 Environmental Services |             |
| VI.   | Change Order   | 5:30 — 5:35 |
| VII.  | Old Business   | 5:35 — 5:45 |
|       | i. Transit Route Facilities Inventory Update         |             |
| VIII. | General Manager's Report                             | 5:45 — 6:05 |
|       | i. Financial Statement                               |             |
|       | ii. General Managers Report                          |             |
|       | iii. Key Performance Indicators                      |             |
|       | iv. Wheels Report                                    |             |
| IX.   | Proposed Agenda Items                                | 6:05 — 6:10 |
|       | i. Update on Branding Implementation                 |             |
|       | ii. Update on Maintenance and Fleet Plan             |             |
| X.    | Closed Session                                       |             |
| XI.   | Adjournment  | 6:10 —      |



**Board of Directors Meeting  
Transit Authority of the Lexington-Fayette Urban County Government  
Lextran**

**200 West Loudon Ave, Conference Room 110  
Lexington, KY 40508**

**December 20, 2017**

**MEMBERS PRESENT**

Malcolm Ratchford, Chair  
George Ward, Vice Chair  
Rick Christman  
Elias Haddad  
Dr. Augusta Julian  
Marci Krueger-Sidebottom

**MEMBERS ABSENT**

Christian Motley

**STAFF PRESENT**

Carrie Butler, General Manager  
Jill Barnett, Assistant General Manager  
Jim Barrett, Director of Maintenance  
Ronda Brooks, Administrative Assistant  
Fred Combs, Planning and Technology Manager  
Geri Davidson, Director of Human Resources  
Emily Elliott, Community Relations Coordinator  
Nikki Falconbury, Director of Finance  
John Givens, Director of Risk Management  
Carla McHale, Director of Human Resources (new)  
Chris Meetin, Maintenance Manager  
Keith Srutowski, Director of Purchasing

**STAFF ABSENT**

Mary Kate Gray, Community Relations Manager  
Tracy Sewell, Director of Operations

**OTHERS PRESENT**

Joseph David, Transportation Planner, LFUCG, MPO  
Matthew Gidcomb, Citizen  
Robin Osgood, Passenger  
Bobby Gabbard, Passenger  
Chris Meetin, Lextran Maintenance Manager  
Jacob Walbourn, Lextran Board Attorney

**I. CALL TO ORDER**

Mr. Ratchford called the December 20, 2017 meeting of the Lextran Board of Directors to order at 5:00 p.m.

**II. APPROVAL OF MINUTES**

Mr. Ratchford called for a motion to approve the minutes from the November 15, 2017 board meeting. A motion to approve the minutes was made by Ms. Krueger-Sidebottom and seconded by Mr. Ward. The minutes were approved unanimously.

**III. PUBLIC COMMENT**

Robin Osgood, citizen, addressed the Board of Directors. Ms. Osgood is in favor of the recent wheelchair accessible bus stops. She is also glad that the Newtown Pike route continues to go up to the entrance of the North Park Shopping Center Walmart. It's good for the elderly and disabled.

**IV. CHAIR'S REPORT**

Mr. Ratchford delivered the Chair's report:

Ms. Butler and the Lextran team are doing a good job responding to the issues brought to the board by Mr. Richardson, President of the Union. The Board will continue to follow up on progress. Arbitration or litigation issues cannot be discussed in an open forum, such as this public meeting.

**V. ACTION ITEMS**

- Resolution No. 2017-15 - Transfer a Surplus Asset - Ms. Butler reviewed the resolution to authorize the transfer of a surplus asset, a ticket vending machine, to the BCD Council of Governments in Charleston, South Carolina. BCD Council of Governments will be responsible for any shipping charges as well as the remaining federal interest in the asset. Prior to any such transfer, the Authority shall obtain all necessary federal approvals. Mr. Ratchford called for a motion. Mr. Christman made a motion to accept this transfer of surplus assets, and Dr. Julian seconded. The motion carried unanimously.
- Resolution No. 2017-19 - Award a Contract for Payroll Services - Ms. Butler reviewed the resolution to enter into contract with Paycom to provide payroll, timekeeping, and other automated Human Resources services. Mr. Ratchford called for a motion. Ms. Krueger-Sidebottom made a motion to accept the contract, and Mr. Christman seconded. The motion carried unanimously.
- Resolution No. 2017-20 – Adoption of Drug & Alcohol Policy - Ms. Butler stated that this action item will be brought back in January.

**VI. CHANGE ORDER REPORT**

None

**VII. NEW BUSINESS**

None

**VIII. GENERAL MANAGER'S REPORT**

Ms. Falconbury presented the November financial statements, found on pages 14 - 15 of the November 15, 2017 board packet.

- The November portion of property taxes was received.
- Expenses for Utilities – Electric Bus are over budget due to the timing of the Kentucky Utilities billing.
- Paratransit expenses are over budget due to ridership increases in the last couple of months.

Ms. Butler recognized Ms. Geri Davidson for 54 years of service to Lextran. Ms. Davidson is retiring at the end of the year. Lextran and the Board of Directors commended her and her family for all her years of service.

Ms. Butler introduced and welcomed Carla McHale as the incoming Director of Human Resources.

Ms. Butler reviewed the General Manager's report and Key Performance Indicators, found on pages 16-17 of the December 20, 2017 board packet. Highlights of the report include:

- Employee Engagement Activities:
  - KY Blood Center On-Site Blood Mobile
  - Operator uniform committee meeting
  - November 16<sup>th</sup> – 3 Employee Meetings
  - Joint Labor-Management Committee meeting
  - Thanksgiving Potluck for all employees
- Procurement Update
  - RFP for IT support services; expected January resolution.
  - RFP for Cellular service, re-issued with an expanded scope of work to include employee cell phones. A January or February resolution is expected.
  - RFP for environmental services; expected January resolution.
  - IFB for removal of the bus lifts and remaining underground fuel storage tank at 109 West Loudon; expected January resolution. This was a closing condition from the prospective buyer.
  - RFP for Vanpool services; expected to be a January resolution.
  - Development of RFP for purchasing additional buses, being finalized.
  - Upcoming RFP for fuel services

- Key Performance Indicators  
Highlights of the report include:
  - Passenger pass-up's – This topic was discussed during the employee meetings and operators provided good feedback on why this occurs. Some things may be possible to address as part of the transit route facilities study (such as better lighting at bus stops). Other opportunities may include passenger giveaways (clip-on pedestrian lights) and passenger education such as wearing light or bright colors so they may be seen in the dark.
  - Customer comments – Mr. Ratchford inquired about Lextran's customer service benchmarks. Ms. Barnett stated one quarterly goal of the operator's "W.E. A.I.M." program is to reduce customer complaints, although a better overall indicator for customer service is needed. Ms. Butler stated that one focus of the training department is to give operators skills needed in handling customer issues.

#### **IX. PROPOSED AGENDA ITEMS**

- Report on strategies to increase ridership – long and short term plans
- Property tax rate increase amount
- Branding update in January or February
- Update on Joint Labor-Management Committee meetings
- January Resolutions
  - IT support services
  - Cellular service in Lextran's vehicles
  - Environmental services
  - Removal of bus lifts and remaining underground fuel tank at 109 Loudon Ave.
  - Vanpool services

#### **X. CLOSED SESSION**

None

#### **XI. ADJOURNMENT**

The meeting adjourned by consensus at 5:48 p.m.



**January 17, 2018**

TO: The Board of Directors

FROM: Carrie Butler, General Manager

**SUBJECT: Resolution for Adoption of Drug and Alcohol Policy**

Attached is a resolution requesting the adoption of an updated drug and alcohol policy.

Drug and alcohol testing is mandated by the Federal Transit Administration (FTA) and the United States Department of Transportation (USDOT) in 49 CFR Part 40 and Part 655, as Amended. In addition, drugs are prohibited in the workplace by the **Drug-Free Workplace Act Of 1988** located in 20 CFR Part 29. Lextran was audited on this policy by FTA as part of a regularly scheduled audit schedule, and as a result was required to make revisions to its existing policy to ensure it is fully compliant with the aforementioned regulations.

This policy was originally adopted in June 1998, with subsequent revisions in August 2002, April 2008, April 2011, and July 2014. The document is attached and includes the following revisions:

- Updated font and Logo
- Changed LexTran to Lextran
- Updated mission statement and introductory language in first paragraph in Introduction
- Used light blue highlighter to indicate FTA audit or Lextran clarification changes throughout the document.
- Used yellow highlighter to indicate '49 CFR Part 40' as amended changes
- Used **BOLD TEXT** to indicate specific Lextran policy in Chapter 3
- Swapped Policy section and applicability session
- Updated introductory language per FTA audit
- Moved 'Covered Employees' to start of section
- Moved 'Contractors' and 'Role of Medical Review Officer' to start of section
- Changed opiate to opioid
- Reordered 'Legal Drugs' to 'Prescription Drugs' section
- Reordered 'Consequences for Violations' and edited some sections per FTA audit
- Edited 'Alcohol' section for clarity, adding paragraph breaks
- Moved 'Criminal Drug Convictions'
- Retitled 'Causes for Testing' to 'Circumstances for Testing'
- Deleted biennial physicals testing
- Retitled 'Positive Test' section to 'Testing Procedures'
- Added Employee Acknowledgement form
- Added Definitions
- Added Board of Directors resolution

If you have any questions, please call me at 255-7756.



**RESOLUTION**

**TRANSIT AUTHORITY OF THE LEXINGTON-FAYETTE  
URBAN COUNTY GOVERNMENT**

**MOTION:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_

**DATE:** January 17, 2018 **RESOLUTION NO.:** 2017-20

**WHEREAS**, drug and alcohol testing is mandated by the Federal Transit Administration (FTA) and the United States Department of Transportation (USDOT) in 49 CFR Part 40 and Part 655, as Amended, and;

**WHEREAS**, drugs are prohibited in the workplace by the ***Drug-Free Workplace Act Of 1988*** located in 20 CFR Part 29, and;

**WHEREAS**, the Transit Authority of the Lexington-Fayette Urban County Government has revised its drug and alcohol policy to be fully compliant with the aforementioned regulations, and;

**WHEREAS**, the by-laws of the Transit Authority of the Lexington-Fayette Urban County Government provides that the Board of Directors shall have the power to set policies;

**NOW THEREFORE, BE IT RESOLVED**, that the Board of Directors of the Transit Authority of the Lexington-Fayette Urban County Government hereby adopts and approves the revised drug and alcohol policy which is attached hereto and incorporated herein by reference.

\_\_\_\_\_  
Chairperson, Malcolm Ratchford

\_\_\_\_\_  
Date





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## DRUG AND ALCOHOL PROGRAM AND POLICY

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Transit Authority of Lexington-Fayette Urban County Government

**Current Version --- pending Lextran Board of Directors approval ---**

*Revision July 2014*

*Revision April 2011*

*Revision April 2008*

*Revision August 2002*

*Original Effective June 1998*

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## Chapter I — Introduction

The Transit Authority of Lexington-Fayette Urban County Government (Lextran) is dedicated to our mission to become the preferred choice of transportation by providing courteous timely, safe, accessible, affordable, sustainable, and reliable transportation modes. We strive to demonstrate operational excellence while ensuring our customers a positive experience.

As part of our mission, we are also dedicated to providing a safe, healthy, drug and alcohol-free work environment for our employees. These obligations are severely jeopardized by an employee who is unfit for duty due to drug or alcohol usage. Drugs and/or alcohol usage can cause work performance problems such as accidents, delays in service, missing service, and excessive absenteeism. It can cause sickness and workplace injuries resulting in higher health care and workers compensation premiums. Drug and/or alcohol usage is also the cause of workplace accidents, damage to property and equipment, threats to public safety, including passengers and the general public and poor workplace decisions. Finally, drugs and/or alcohol usage can cause significant harm to Lextran's public image.

Drug and alcohol testing is mandated by the Federal Transit Administration (FTA) and the United States Department of Transportation (DOT) in 49 CFR Part 40 and Part 655, as amended. In addition, drugs are prohibited in the workplace by the ***Drug-Free Workplace Act of 1988*** located in 20 CFR Part 29.

Lextran's Drug and Alcohol Program has been created to protect employees and our customers. It proscribes strict discipline standards up to and including discharge. At the same time, it offers free substance abuse evaluation services and a second chance to employees who voluntarily come forward and seek professional rehabilitation services prior to being notified of a pending drug or alcohol test. Lextran's Drug and Alcohol program has been adopted by the Lextran Board of Directors. This program complies with all applicable federal regulations governing workplace anti-drug and alcohol abuse programs in the transit industry.

Employees shall familiarize themselves with this program and the specifics of the policies and practices contained herein. Specifically, employees should be aware and understand the consequences that will result from drug and alcohol use as well as the rehabilitation opportunities and awareness information.

The primary point of contact for Lextran's Drug and Alcohol Program is the Director of Human Resources. A secondary point of contact is the Director of Risk Management. Current names and contact information are located in the appendix.

This policy incorporates all of the requirements and procedures set forth by federal regulations 49 CFR Parts 40, 655, and the ***Drug-Free Workplace Act of 1988*** as amended.

## Chapter II — Drug-Free Workplace Act of 1988

The unlawful manufacturing, distribution, dispensing, possession or use of all controlled substances is prohibited in Lextran's workplace. Employees so found will be subject to discipline up to and including termination, depending upon circumstances.

Substance abuse is a major focus of today's society. The effect of this abuse on an employee's job performance is costly to the employee, his/her family and to the employer. In place is a testing procedure whose purpose is to insure a drug-free and alcohol-free workplace. No employee who unlawfully uses, is impaired by, or under the influence of, drugs and/or alcohol ever will be permitted to function in a position where his/her actions could affect the safe operation of a motor vehicle or endanger the safety of fellow workers.

Pamphlets on drug/alcohol abuse are available from the Human Resources department. Also, Lextran's Employee Assistance Program (EAP) is available to assist employees in receiving medical and rehabilitation treatment and counseling to help resolve substance abuse problems.

Employees found unlawfully using, impaired by, or under the influence of, controlled substance(s) and/or alcohol in the workplace will be immediately discharged. The employee may be referred to the EAP. Employees engaged in the unlawful manufacture, distribution, or dispensation, or found in possession, of an unprescribed controlled substance(s) and/or alcohol in the workplace will be subject to discipline up to and including termination, depending upon circumstances.

All employees must notify Lextran of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after any such conviction. Within 30 days, Lextran will make a determination of action based on the incident. Employees will be subject to discipline up to and including termination, depending upon circumstances.

All employees are expected to abide by Lextran's policy on a drug-free workplace.

## Chapter III — Lextran’s Drug and Alcohol Policy

### Purpose of Policy

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

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

Portions of this policy are not FTA-mandated, but reflect **Lextran’s policy. These additional provisions are identified by bold text in this chapter.**

In addition, USDOT has published 49 CFR Part 29, implementing the Drug-Free Workplace Act of 1988, which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FTA.

**All Lextran employees are subject to the provisions of the Drug-Free Workplace Act of 1988.**

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the covered workplace. An employee who is convicted of any criminal drug statute for a violation occurring in the workplace shall notify Director of Human Resources or Director of Risk Management no later than five days after such conviction.

### Covered Employees/Applicability

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

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

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

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

## Contractors

Contractor organizations with persons who provide FTA-defined safety-sensitive functions for Lextran (including volunteers) will adopt an anti-drug and alcohol policy which complies with 49 CFR Part 655 and 40. No contractor employee who is in violation of this policy may work on Lextran property or provide safety-sensitive services unless he or she has met return to work requirements (see Appendix D for contractor information).

## Prohibited Substances and Behavior

### Illegal Drugs

Use of illegal drugs is prohibited at all times. 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 Part 40. Prohibited drugs include:

- Marijuana
- Cocaine
- Phencyclidine (PCP)
- Opioids
- Amphetamines

### Alcohol

As required by FTA, all covered employees are prohibited from performing or continuing to perform safety-sensitive functions while having an alcohol concentration of 0.04 or greater. **Per Lextran policy, all covered employees are prohibited from performing or continuing to perform safety-sensitive functions while having an alcohol concentration of 0.02 or greater.**

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

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

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

**The sale, manufacture, distribution and/or possession of drugs or alcohol while on the job, on Lextran property, in a Lextran uniform or while conducting transit authority business will be subject to discipline up to and including discharge, depending upon circumstances.**

The use of legal, prescription drugs is discussed under Prescription Drug section.

#### Role of the Medical Review Officer

A Medical Review Officer (MRO) is required to verify positive test results and facilitate the split sample process. An MRO is defined by the FTA as a licensed physician responsible for receiving laboratory results generated by an employer's drug testing program who has knowledge of substance abuse disorders. The MRO shall communicate all verified positive test results to the employee and to the Lextran (see Appendix B for name and phone number of Lextran's MRO). **Upon the written consent of the employee, results received at Lextran will be forwarded to the President of the Union.**

#### Consequences for Violations

**The consequences for any violation of Lextran's Drug and Alcohol Policy or the Drug Free Workplace Act include discipline up to and including termination. Circumstances not covered by this policy will be dealt with on a case-by- case basis using a "reasonableness" standard. The consequences are defined as follows:**

##### Zero Tolerance

**Following a positive drug or blood alcohol concentration (BAC) at or above 0.04 test result or test refusal, the employee will be immediately removed from safety-sensitive duty and referred to a Substance Abuse Professional, and subject to immediate discharge per Lextran policy.**

**As required by FTA, following a BAC of 0.02 or greater, but less than 0.0399, test result or refusal, the employee will be immediately removed from safety-sensitive duties for at least eight hours unless a retest results in the employee's alcohol concentration being less than 0.02. Per Lextran policy, the employee will be subject to disciplinary suspension up to and including 30 days without pay (including sick pay or other paid leave). The employee will be required to undergo an evaluation by the EAP before returning to work and may be required to sign a last-chance agreement. Any employee who violates any term of a last chance agreement will be subject to discipline up to and including discharge, depending upon circumstances.**

**Reporting to work intoxicated/under the influence of alcohol or drugs (BAC at or above .04) will result in immediate termination. An employee who is called into work unexpectedly has a responsibility to inform his/her supervisor immediately if he/she is**



**unfit for duty. Otherwise, he/she will be treated the same as any other regularly scheduled or on-call employee.**

### Criminal Drug Conviction at Workplace

**Any employee who fails to notify the Director of Human Resources of any criminal drug conviction or drug-related offense will be subject to discipline up to and including discharge, depending upon circumstances. This notification must be provided by the fifth day after such offense. Any employee convicted of such an offense will be subject to discipline up to and including discharge, depending upon circumstances.**

***NOTE:** There may be circumstances which arise that are not specifically covered by the above categories, yet the severity of the offense warrants severe consequences. In these situations, the standard of “reasonableness” will apply and management shall determine the consequences based on this standard.*

### Circumstances for Testing

Testing for drugs and alcohol will be conducted in the following circumstances:

#### Pre-Employment Testing

**All applicants are required to undergo pre-employment drug testing. Employees are required to undergo drug testing, and pass with a verified negative test result, prior to transfer into a safety-sensitive position.**

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

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

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

#### Post Voluntary Referral Testing

**A safety-sensitive or covered employee who returns to duty after a substance-related leave or after an evaluation made by a substance abuse professional is subject to**

**unannounced follow-up testing. The frequency and duration of such testing will be solely determined by the substance abuse professional in consultation with the Lextran's Drug and Alcohol Program Manager or designated employer representative for actual days of follow-up testing, which are to be directly observed. The duration could extend up to 60 months with a minimum requirement of at least 6 tests within the first 12-month period.**

#### Reasonable Suspicion Testing

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

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

#### Return to Work - Pending Test Results

An employee can return to work pending the drug test results under the following circumstances:

- Return to work physicals (when cause of leave is unrelated to drugs and/or alcohol and employee is not returning from inactive status)
- Annual physical / Department of Transportation physical
- Follow-up testing
- Random testing

An employee must await his/her negative test clearance under the following circumstances:

- Return to work after a drug-and-alcohol-related leave
- Reasonable suspicion
- Post-accident testing
- Pre-employment
- Transfer to safety sensitive position, or
- **While an employee is in an inactive status**

**Employees are encouraged to schedule the return to work physical and screens in advance of the return date to avoid being in a non-pay status while awaiting clearance to return to work.**

#### Post-Accident Testing

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

**For post-accident testing, a urine specimen for drug testing must be collected as soon as possible but no later than 32 hours after the accident.**

**The alcohol test should be administered within two hours of the accident. If testing cannot be completed in two hours a report must be filed documenting why attempts were unsuccessful and attempts to collect must continue. If unable to obtain an alcohol test within 8 hours, attempts to collect must cease and the two hour written report is updated with an explanation as to the failure to collect.**

**The results of a urine test for the use of prohibited drugs, or the results of a breath test for the misuse of alcohol, conducted by Federal, State or local officials having independent authority for the test, shall be considered to meet the requirements of this section, provided such tests conform to the applicable Federal, State or local testing requirements, and that the test results are obtained by the employer. Such test results may be used only when the employer is unable to perform a post-accident test within the required period noted in paragraphs (a) and (b) of Section 655.44.**

#### Alcohol Prohibited After Accident

**Any safety sensitive employee required to take a post-accident alcohol test is prohibited from alcohol use for eight hours following the accident or until the employee undergoes a post-accident alcohol test, whichever occurs first.**

**Any employee who is subject to post accident testing yet fails to remain readily available for such testing (including notifying employer representative of his or her location if he or she leaves the scene of the accident prior to submission to such test) is deemed to have refused to submit to testing and will be subject to discipline up to and including discharge,-depending upon circumstances-**

#### Fatal Accidents

As soon as practicable following an accident involving the loss of a human life, drug and alcohol tests will be conducted on each surviving covered employee operating the public transportation vehicle at the time of the accident. In addition, any other covered employee whose performance

could have contributed to the accident, as determined by Lextran using the best information available at the time of the decision, will be tested.

### Non-fatal Accidents

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

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

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

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

### Random Testing

A covered employee may be randomly tested for prohibited drug use anytime while on duty. Random drug and alcohol tests are unannounced and unpredictable, and the dates for administering random tests are spread reasonably throughout the calendar year. Random testing will be conducted at all times of the day when safety-sensitive functions are performed.

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

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

A covered employee may only be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive

functions, or just after the employee has ceased performing such functions. A covered employee may be randomly tested for prohibited drug use anytime while on duty.

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

**Employees are on the clock and will be compensated at their applicable rate for the time spent in undergoing such random testing.**

**Lextran shall provide to the Union, if requested, its scientifically-validated method of random selection for comment.**

#### Random Testing – End of Shift

Random testing may occur anytime an employee is on duty so long as the employee is notified prior to the end of the shift. Employees who provide advance, verifiable notice of scheduled medical or child care commitments will be random drug tested no later than three hours before the end of their shift and random alcohol tested no later than 30 minutes before the end of their shift. Verifiable documentation of a previously scheduled medical or child care commitment, for the period immediately following an employee's shift, must be provided at least 48 hours before the end of the shift.

#### Positive Test

The Lextran will be notified by the MRO of a verified positive drug test result. A verified positive test means a prohibited substance appearing in the employee's urine specimen which surpasses the thresholds established by the Department of Health and Human Services (HHS) as adopted by the Department of Transportation (DOT) in 49 CFR PART 40, as amended. These thresholds are determined by medical experts to be evidence that an illegal substance is in an employee's system.

Lextran will be notified by the medical provider of an alcohol confirmation test result of 0.02 or more.

#### Test Refusals

**Employees must follow the instruction and directions of all Lextran supervisors and medical personnel involved in the testing process. As a covered employee, you have refused to test if you:**

- Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by Lextran.
- Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.

- Fail to attempt to provide a breath or urine specimen. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
- Fail to provide a sufficient quantity of urine or breath without a valid medical explanation.
- Fail or decline to take a second test as directed by the collector or Lextran for drug testing.
- Fail to undergo a medical evaluation as required by the MRO or Lextran's Drug and Alcohol Program Manager.
- Fail to cooperate with any part of the testing process.
- Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed test.
- Possess or wear a prosthetic or other device used to tamper with the collection process.
- Admit to the adulteration or substitution of a specimen to the collector or MRO.
- Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- Fail to remain readily available following an accident.
- As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.
- As a covered employee, if you refuse to take a drug and/or alcohol test, you incur the same consequences as testing positive and will be immediately removed from performing safety-sensitive functions, and referred to a SAP.

## Testing Procedures

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

A prohibited substance may be detected through a drug or an alcohol test following the safeguards set forth by the DOT in 49 CFR Part 40, as amended. These safeguards are mandated to assure protection, integrity, validity, and the accuracy of the results. Discussion of collection procedures follows.

Testing requirements call for urine tests for five drugs (Marijuana, PCP, Cocaine, Opioids, and Amphetamines) and breath tests for alcohol. This is subject to change consistent with alterations to 49 CFR Part 40, as amended. **A separate test sample may be required for other prohibited substances based on individualized suspicion.**

All testing will be conducted in a manner which assures a high degree of accuracy and reliability consistent with the Department of Transportation safeguards set forth in 49 CFR Part 40, as amended. Drug testing will be conducted in laboratories certified by the National Laboratory Certification Program as listed on the Substance Abuse and Mental Health Services

Administration (SAMHSA), Department of Health and Human Services (HHS) notice located at 59 FR 39774 (see Appendix B for specific laboratory used by Lextran).

Collection may be observed if there is reason to believe that a particular individual may alter or substitute the specimen to be provided, as further described in 49 CFR part 40.61(f)(5).

#### Collection Process (49 CFR Part 40.61)

The individual reporting to the test site must have some form of photographic identification to show to collection site personnel. If requested, the collector must show identification.

The individual is asked to read and sign a statement on the appropriate “Federal Drug Testing Custody & Control Form”. This certifies that the specimen identified as having been collected from him/her is in fact the specimen he/she provided. All sections of the form are completed by the donor and the collector and the donor is given a copy of this form. The donor’s participation is now complete.

The sealed specimens are placed in a secured refrigerator until pickup by the lab courier. The specimens are further sealed in a plastic pouch for transport to the testing lab.

#### Breath testing for Alcohol (49 CFR Part 40.241)

Alcohol testing is performed by a Breath Alcohol Technician (BAT). An evidential breath testing (EBT) machine is used to collect and analyze breath samples for any alcohol content. Results are read immediately. A screening test is given first; if results are greater than 0.02, a confirmation test is performed. One individual will be tested at a time and the BAT shall not leave the testing area.

EBT devices will meet the Model Specifications for Devices to Measure Breath Alcohol provided by the National Highway Traffic Safety Administration (NHTSA). Such EBTs will be listed on the NHTSA Conforming Products List publication found at 59 FR 18839.

#### Urinalysis for Drugs

##### *Initial Screen*

An initial screen will be conducted on each sample. If the initial screen is positive (as defined in Part III, Section 6), the sample will be tested again by a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) test.

##### *Split Specimen Test*

In the event of a verified positive test result, or a verified adulterated or substituted result, the employee can request that the split specimen be tested at a second laboratory. Lextran guarantees that the split specimen test will be conducted in a timely fashion. Employee will not be required to pay for such test.

The second laboratory is only required to run a confirmatory test for the specific substance which appeared in the primary sample. The results of this test must be immediately forwarded to the MRO. The MRO will notify the Lextran and the employee of the result. If the split sample reveals no measurable presence of the drug in question, the former positive test will be canceled and the employee will be reimbursed for the split sample HHS laboratory test.

### *Dilute Urine Specimen*

If a Lextran employee receives a negative, dilute test with a creatinine concentration greater than 5 mg/ml, and the MRO has not directed Lextran to perform an observed collection, the result will be treated as a verified negative test. The employee will not be directed to take another test.

**If a Pre-Employment test results in a negative dilute test result, Lextran will conduct one additional retest.** The result of the second test will be the test of record. **If there is a negative dilute test result and the test type was not a Pre-Employment test, Lextran will accept the test result and there will be no retest,** unless the creatinine concentration of a negative dilute specimen was greater than or equal to 2 mg/dL, but less than or equal to 5 mg/dL.

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

### *Specimen Retention*

**All negative urine specimens will be maintained by the laboratory for a period of one week. Positive specimens must be maintained by the laboratory in frozen storage for a period of one year (or longer if litigation is pending).**

### *Records Retention*

**The laboratory, unless otherwise instructed by the employer in writing, will maintain all records pertaining to a given urine specimen for a minimum of two years.**

**The MRO shall review or consider any medical information provided by the tested employee when a confirmed positive test could have resulted from legally prescribed medication. The medical information provided by the employee to the MRO as part of the testing verification may not be disclosed to any third party except in the case of a grievance, lawsuit or other proceeding initiated by or on behalf of the employee.**

**The employer shall maintain records of its anti-drug program for a minimum period as follows:**



- Five years - verified positive test results, documentations of refusals to test, covered employees referral to the SAP and copies of annual Management Information System (MIS) reports submitted to the FTA.
- Two years - records related to the collection process and employee training.
- One year - records of negative drug test results.
- Such records shall be kept in a secured area with controlled access.

Records may be destroyed after 5 years at the discretion of the employer.

#### Confidentiality of Results

**All test results are forwarded to the Director of Risk Management in a sealed confidential envelope and will be kept confidential. In the case of positive drug or alcohol results, the MRO or BAT immediately notifies the Director of Risk Management by phone so the employee may be immediately removed from performance of safety-sensitive duties. Test result information may only be released to the Employer, the employee, and to the President of the Union upon the employee's written consent. In a grievance, hearing, lawsuit or other action involving the employee, the employer may release relevant information to the decision-maker, and to those who need to know the information to assist with the case. Such information may also be released to representatives from state or federal agencies when required.**

## Chapter IV – Lextran’s Procedures for Self-Referral, Training and Rehabilitation

### Voluntary Self-Referral

An employee concerned about his/her substance or alcohol usage should immediately seek assistance. Chapter V and Appendix C of this program discuss available resources.

Any employee who has a drug and/or alcohol abuse problem and has not been selected for reasonable suspicion, random or post-accident testing or has not refused a drug or alcohol test may voluntarily refer her or himself to the Human Resource Department, who will refer the individual to a substance abuse counselor for evaluation and treatment.

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

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

### Prescription Drug Use

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

Before beginning a workshift, an employee must report to his or her supervisor the use of prescription or over-the-counter drugs and other substances as described on page 4 of this drug and alcohol testing policy. It is the employee’s responsibility to determine from the physician, practitioner, or pharmacist whether or not job performance would be impaired. A positive result whether illegal substances, illegal use of prescriptions, or misuse of prescriptions will result in discipline up to and including discharge, depending upon circumstances.

### MRO Verification of Prescriptions

When a tested employee is taking a prescribed medication, after verifying the prescription and immediately notifying the employer of a verified negative result the MRO must then (after notifying the employee) wait five (5) business days to be contacted by the employee’s prescribing physician before notifying the employer of a medical qualification issued or

significant safety risk. Specifically, in cases where an MRO verifies a prescription is consistent with the Controlled Substance Act, but that the MRO has still made a determination that the prescription may disqualify the employee under other USDOT medical qualification requirements, or that the prescription poses a significant safety-risk, the MRO must advise the employee that they will have five (5) business days from the date the MRO reports the verified negative result to the employer for the employee to have their prescribing physician contact the MRO. The prescribing physician will need to contact the MRO to assist the MRO in determining if the medication can be changed to one that does not make the employee medically unqualified or does not pose a significant safety risk. If in the MRO's reasonable medical judgment, a medical qualification issue of a significant safety risk still remains after the MRO communicates with the employee's prescribing physician or after five (5) business days, whichever is shorter, the MRO must communicate this issue to the employer consistent with 49 CFR Part 40.327.

## Training

All safety-sensitive employees are required to attend at least 60 minutes of training on the effects and consequences of prohibited drug use on personal health, safety and work environment, and on the signs and symptoms that may indicate prohibited drug use. This training will also review the Lextran Drug and Alcohol Program (this document.)

All managers responsible for covered employees are required to attend one hour of training for reasonable cause determinations for alcohol and one hour of reasonable cause determination training for drugs.

All employees attending such training will be required to sign an attendance sheet/certification form.

## Chapter V — Rehabilitation

### Employee Assistance Program (EAP)

An Employee Assistance Program (EAP) is offered to Lextran employees and their families at no cost to the employee. This program includes professionals qualified in the area of substance abuse evaluations and referrals.

The EAP offers counseling, evaluations, and referrals to rehabilitation programs. Counselors are available 24 hours a day (see Appendix C for EAP contact information).

### Substance Abuse Professionals (SAP)

Any safety-sensitive employee who tests positive for the presence of illegal drugs above the minimum thresholds set forth in 49 CFR Part 40 as amended, or who tests 0.04 or above on an alcohol confirmation test will be subject to discipline up to and including discharge, depending upon circumstances. Even though discharged, the employee will be given a list of local and national resources specializing in the treatment of substance and alcohol abuse. Not all agencies may be qualified or willing to perform the duties of a Substance Abuse Professional (SAP). A SAP is a licensed or certified physician, psychologist, social worker, employee assistance professional, a state-licensed or certified marriage and family therapist, or addiction counselor (certified by one of the agencies in Part 40.281(a)(6) with knowledge of and clinical experience in the diagnosis and treatment of drug and/or alcohol-related disorders.

Assessment by a SAP does not shield an employee from termination. (see Appendix B for contact name and information of Lextran's SAP).

### Rehabilitation

An employee who voluntarily comes forward to Lextran (prior to notification of a pending drug/alcohol test) and seeks professional rehabilitation services for a substance abuse problem, either through the EAP or other bona fide treatment program, will be eligible for and required to sign a last-chance agreement. **Any employee who signs a last-chance agreement cannot return to work until he/she receives a written release from a SAP stating he/she has properly followed the rehabilitation program prescribed by the SAP.**

Under the last-chance agreement, the employee must complete a rehabilitation program and remain drug/alcohol-free thereafter. The employee will be required to sign a release of information form. **Follow up testing will be required after the employee returns to work. During this time, the employee is still subject to random testing.**

Lextran provides access to an EAP. All costs for rehabilitation services over and beyond Lextran's EAP program shall be in accordance with the employee's benefit guidelines or at the employee's own expense.

## Confidentiality

Confidentiality of employees referred to the EAP will be maintained.

Employees must sign a release of information form authorizing EAP personnel and any involved treatment facility to advise Human Resources personnel on the progress of treatment.

Employees going through a substance abuse or alcohol detoxification program will be required to submit written documentation from the EAP as to the successful completion of the program.

Those who voluntarily seek treatment in an external treatment program outside the EAP must submit regular progress reports during treatment and a statement from the SAP showing successful completion of the program.

## Literature

Drug and alcohol substance abuse prevention literature is available at a number of different sources. Through Lextran, employees can receive substance abuse literature from the occupational nurse, the EAP, and Human Resources. Additionally, material will be made available at the drug and alcohol prevention training courses as they occur.

Outside of Lextran, employees may access national or local hotlines and helplines, support group phone directories, treatment facilities, and many other resources for substance abuse information and guidance. Attached to this section is Appendix C which is a listing of agencies and telephone numbers available to Lextran employees.

## APPENDICES

## Appendix A: Covered Positions

Director of Operations  
Manager of Schedules and Service  
Transportation Supervisors – Dispatchers, Road/Street Supervisors  
Operators

Director of Maintenance  
Maintenance Manager  
Maintenance Supervisors  
Mechanics  
Service Workers

Director of Risk Management  
Training Manager

“Safety-Sensitive” as defined by FTA 49 CFR 655:

- Operating a revenue service vehicle, including when not in revenue service;
- Operating a non-revenue service vehicle, when required to be operated by a holder of a Commercial Driver’s License (CDL);
- Controlling dispatch or movement of a revenue service vehicle;
- Maintaining a revenue service vehicle or equipment used in revenue service;
- Carrying a firearm for security purposes.

## Appendix B: Contact Information

### **Lextran's Drug and Alcohol Program Manager**

Carla McHale  
Director of Human Resources  
200 W. Loudon Ave  
Lexington, Kentucky 40508  
(859) 255-7756 Ext: 207

### **Secondary Contact for Drug and Alcohol Program**

John Givens Director of Risk Management  
200 W. Loudon Ave  
Lexington, Kentucky 40508  
(859) 255-7756 Ext: 219

### **Drug Testing Laboratory**

Quest Diagnostics

### **Substance Abuse Professional (SAP)**

Michael Dibiasie, PHD (Certified SAP)  
859-536-2015

### **Medical Review Officer (MRO)**

Stephen J. Kracht, D.O.  
E-Screen  
7500 W. 110<sup>th</sup> St., Ste 400A  
Overland Park, KS 66225  
888-382-2281



## Appendix C: Other Resources

Lextran Employee Assistance Program (EAP) with a certified SAP on staff:

Stuecker & Associates 800-799-9327

Michael Dibiasie, PHD (Certified SAP) 859-536-2015

Alcoholics Anonymous 859-276-2917

Al-Anon/Alateen 859-277-1877 [www.kyal-anon.org](http://www.kyal-anon.org)

24-hour Addictions Referral Service 800-577-4341

Chrysalis House, Inc. 859-255-0500

Comprehensive Care-Lexington 859-233-0444

Comprehensive Care-Jessamine Co. 859-885-6315

Hope Center for Men 859-252-7881

Hope Center for Women 859-252-2002

Morton Center 859-373-0077

Narcotics Anonymous 859-253-4673

National Alcohol/Drug Treatment Referral 800-454-8966

The Ridge Behavioral Health 859-269-2325

## Appendix D: Contractor

Wheels – a division of the American Red Cross

Ronda Snow, Director

1450 Newtown Pike

Lexington, KY 40511

(859) 255-1280

## Appendix F: Definitions

**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.

**Alcohol Use** – The drinking or swallowing of any beverage, liquid mixture or preparation (including any medication) containing alcohol.

**Breath Alcohol Technician** – A person who instructs and assists employees in the alcohol testing process and operates an evidential breath testing device.

**Cancelled Test** – A drug or alcohol test that has a problem identified that cannot be or has not been corrected, or which 49 CFR Part 40 otherwise requires to be cancelled. A cancelled test is neither a positive nor a negative test.

**Collector** – A person who instructs and assists employees at a collection site, who receives and makes an initial inspection of the specimen provided by those employees, and who initiates and completes the Custody and Control form.

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

**Disabling Damage** – Damage that precludes departure of a motor vehicle from the scene of the accident in its usual manner in daylight after simple repairs.

- 1) Inclusion: Damage to a motor vehicle, where the vehicle could have been driven, but would have been further damaged if so driven.
- 2) Exclusions:
  - a. Damage that can be remedied temporarily at the scene of the accident without special parts or tools.
  - b. Tire disablement without other damage even if no spare tire is available.
  - c. Headlamp or tail light damage.

- d. Damage to turn signals, horn, or windshield wipers, which make the vehicle inoperable.

**DOT, the Department, DOT Agency** – All DOT agencies, including, but not limited to, FAA, FRA, FMCSA, FTA, PHMSA, NHTSA, Office of the Secretary (OST), and any designee of a DOT agency. For the purposes of testing under 49 CFR Part 40, the USCG (in the Department of Homeland Security) is considered to be a DOT agency for drug testing purposes.

**Evidential Breath Testing (EBT) Device** – The NHTSA conforming products list (CPL) for evidential devices are the only devices you may use to conduct alcohol confirmation tests under 49 CFR Part 40.

**FTA** – The Federal Transit Administration, an agency of the U.S. Department of Transportation.

**HHS** – The Department of Health and Human Services or any designee of the Secretary, Department of Health and Human Services.

**Medical Review Officer (MRO)** – A person who is a licensed physician and who is responsible for receiving and reviewing laboratory results generated by an employer's drug testing program and evaluating medical explanations for certain drug test results.

**Public Transportation Vehicle** – a vehicle used to transport the public or one used for ancillary services.

**Split Specimen** – In drug testing, a part of the urine specimen that is sent to a first laboratory and retained unopened, and which is transported to a second laboratory in the event that the employee requests that it be tested following a verified positive test of the primary specimen or a verified adulterated or substituted specimen.

**Substance Abuse Professional (SAP)** – A licensed physician (medical doctor or doctor of osteopathy) or licensed or certified psychologist, social worker, employee assistance professional, state-licensed or certified marriage and family therapist, or drug and alcohol counselor (certified by an organization listed at <https://www.transportation.gov/odapc/sap>) 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 human urine.

**Verified Test** – A drug test result or validity testing result from an HHS-certified laboratory that has undergone review and final determination by the MRO.

## Appendix G: Lextran Employee Acknowledgement

## Acknowledgement of Drug & Alcohol Program

I, \_\_\_\_\_, acknowledge that I have received a copy of Lextran's Drug and Alcohol Program, revised in January 2018 and that I have received training on the same.

I understand that this policy contains important information regarding my employment with Lextran, and should be read carefully.

\_\_\_\_\_

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

\_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_

Executed this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

## Appendix G: Lextran Board of Directors Acknowledgement





**January 17, 2018**

TO: The Board of Directors

FROM: Carrie Butler, General Manager

**SUBJECT: Resolution to Award a Contract for Vanpool Services**

Attached is a resolution requesting authority to enter into a contract for Vanpool Services.

On October 17, 2012, the Lextran Board of Directors passed resolution 2012-18 to take over the vanpool program from the Lexington-Fayette Urban County Government (LFUCG). As part of that arrangement, LFUCG provided Lextran with \$223,981.00 to be used to help subsidize the program moving forward. Lextran has overseen the vanpool program since May 2013 by utilizing the services of a third-party contractor to operate it. That initial third-party contract is set to expire in April 2018.

RFP 1722 was issued October 30, 2017 with proposals received on December 14, 2017. A staff evaluation committee reviewed and approved the proposals for compliance and responsiveness. A responsive proposal was received from one (1) qualified proposer:

- EAN Holding, LLC dba Rideshare by Enterprise

The proposal from Enterprise was determined to offer a fair and reasonable price and is recommended to be awarded the contract according to the terms of their proposal in response to RFP 1722.

The term of the contract awarded will be for five (5) years. Enterprise shall be paid by the collection of fares from the vanpool riders. In the first contract year, Lextran shall pay Enterprise \$400 a month for each vanpool in operation during that month, which will help to subsidize the trips for those riders. Years two through five shall be at a subsidy amount to be negotiated by Lextran and Enterprise, but not to exceed \$400 per vanpool per month. Lextran shall subsidize the program by utilizing the increased funding available through 5307 grants due to the additional ridership that will be reported from the vanpool program. In addition, Lextran still has \$46,446.00 left from the original funding provided by LFUCG.

If you have any questions or wish to review the RFP or the proposal from Enterprise, please call me at 255-7756.



## RESOLUTION

### TRANSIT AUTHORITY OF THE LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT

**MOTION:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_

**DATE:** January 17, 2018 **RESOLUTION NO.:** 2018-01

**WHEREAS**, the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) issued RFP 1722 for vanpool services;

**WHEREAS**, RFP 1722 resulted in a proposal from one qualified proposer;

**WHEREAS**, the proposal was determined to be responsive and offer a fair and reasonable price;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors of the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) hereby authorizes and directs the General Manager to execute a contract with EAN Holding, LLC dba Rideshare by Enterprise to provide vanpool services according to the terms as set forth in RFP 1722 and the proposal submitted by EAN Holding, LLC dba Rideshare by Enterprise, which are incorporated herein by reference. The term of the contract awarded will be for five (5) years. Enterprise shall be paid by the collection of fares from the vanpool riders. In the first contract year, Lextran shall pay Enterprise \$400 a month for each vanpool in operation during that month, which will help to subsidize the trips for those riders. Years two through five shall be at a subsidy amount to be negotiated by Lextran and Enterprise, but not to exceed \$400 per vanpool per month.

\_\_\_\_\_  
Chairperson, Malcolm Ratchford

\_\_\_\_\_  
Date



**January 17, 2018**

TO: The Board of Directors

FROM: Carrie Butler, General Manager

**SUBJECT: Resolution to Award a Contract for Environmental Services**

Attached is a resolution requesting authority to enter into a contract for Environmental Services.

RFP 1719 was issued September 18, 2017 with proposals received on November 1, 2017. A staff evaluation committee reviewed and approved the proposals for compliance and responsiveness. A responsive proposal was received from four (4) qualified proposers:

- Amec Foster Wheeler
- Cedar Creek Engineering
- Shield Environmental
- Smith Management Group

The evaluation committee ranked the proposals received. Interviews were held with the two highest-ranking proposers. Proposals were re-scored following interviews. Amec Foster Wheeler received the highest ranking and is recommended to be awarded the contract according to the terms of their proposal in response to RFP 1719.

The term of the contract awarded will be for five (5) years. Amec Foster Wheeler shall be paid at hourly rates not to exceed those rates on the attached Rate Sheet.

If you have any questions or wish to review the RFP or the proposal from Amec Foster Wheeler, please call me at 255-7756.



**RESOLUTION**

**TRANSIT AUTHORITY OF THE LEXINGTON-FAYETTE  
URBAN COUNTY GOVERNMENT**

**MOTION:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_

**DATE:** January 17, 2018 **RESOLUTION NO.:** 2018-02

**WHEREAS**, the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) issued RFP 1719 for environmental services;

**WHEREAS**, RFP 1719 resulted in proposals from four qualified proposers;

**WHEREAS**, the proposal of Amec Foster Wheeler was the highest ranked proposal;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors of the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) hereby authorizes and directs the General Manager to execute a contract with Amec Foster Wheeler to provide environmental services according to the terms as set forth in RFP 1719 and the proposal submitted by Amec Foster Wheeler which are incorporated herein by reference. The term of the contract awarded will be for five (5) years. Amec Foster Wheeler shall be paid at hourly rates not to exceed those rates on the attached Rate Sheet.

\_\_\_\_\_  
Chairperson, Malcolm Ratchford

\_\_\_\_\_  
Date



**Amec Foster Wheeler Environment & Infrastructure, Inc.  
Rate Schedule for Key Personnel  
Lextran Environmental Services Contract, RFP 1719**



| Employee Name           | Project Duties                        | Title                            | Lextran Rate |
|-------------------------|---------------------------------------|----------------------------------|--------------|
| Regan, Kathleen D       | Project Manager, Compliance, Auditing | Associate Environmental Engineer | \$140.00     |
| Money, Robert D         | Principal-in-Charge, Compliance       | Environmental Branch Manager     | \$140.00     |
| Lane, Douglas L.        | QA/QC Officer                         | Associate Geologist              | \$160.00     |
| Eldridge, Milo B        | Health & Safety Officer               | Project Scientist                | \$85.00      |
| Feighery, Robert        | Project Contracting                   | Vice President, Contracts        | \$90.00      |
| Duncan, Dean A          | UST Lead                              | Associate Engineer               | \$135.00     |
| Donaldson, Sarah M      | Asbestos, Due Diligence               | Senior Geologist                 | \$120.00     |
| Zopff, David L          | Air Quality, Noise, Mold              | Senior Environmental Engineer    | \$130.00     |
| Reutlinger III, Kenneth | Storm Water, SPCC, Due Diligence      | Senior Scientist                 | \$125.00     |
| Elzinga, Bill           | NEPA                                  | Senior Associate Biologist       | \$190.00     |
| Abston, Matthew Clyde   | Field Supervisor, ESAs                | Environmental Technician         | \$100.00     |
| Applegate, Phillip E    | Asbestos, ESAs                        | Environmental Technician         | \$80.00      |
| Chris Eger              | CAD, GIS, Mapping                     | Environmental Technician         | \$47.50      |
| Dan Conn                | GIS, Mapping                          | GIS Specialist                   | \$80.00      |
| Dunn, Alison L          | Hydrogeology, ESAs                    | Associate Hydrogeologist         | \$130.00     |
| Fields, Mary B          | Project Accountant                    | Project Accountant               | \$70.00      |
| Frommel, Jamin C        | Sampling, Investigations, ESAs        | Environmental Scientist          | \$90.00      |
| Guilfoil, Julie A       | Drafting                              | AutoCAD Specialist               | \$100.00     |
| Morris, Jacob A         | Sampling, Investigations, ESAs        | Environmental Technician         | \$55.00      |
| Olges, Michael Patrick  | Compliance, ESAs, Auditing            | Project Scientist                | \$90.00      |
| Perkins, Robert A       | Brownfields, USTs, ESA                | Associate Project Manager        | \$150.00     |
| Reed, Thomas M          | Hydrogeology, GIS, ESAs               | Senior Hydrogeologist            | \$120.00     |
| Shea Carr               | Construction Engineering              | Senior Geotechnical Engineer     | \$140.00     |
| Taylor, Ebbert B        | Sampling and Investigations           | Environmental Technician         | \$70.00      |
| Wade Turner             | Geotechnical Engineering              | Engineering Branch Manager       | \$190.00     |
| Wade, Tyler A           | Sampling, Investigations, ESAs        | Environmental Technician         | \$75.00      |
| Williams, Dana M        | Sampling and Investigations           | Environmental Technician         | \$65.00      |
| Williams, Stephen G     | Sampling, Investigations, ESAs        | Environmental Technician         | \$70.00      |



# Transit Route Facilities Inventory Update

**January 17, 2018**

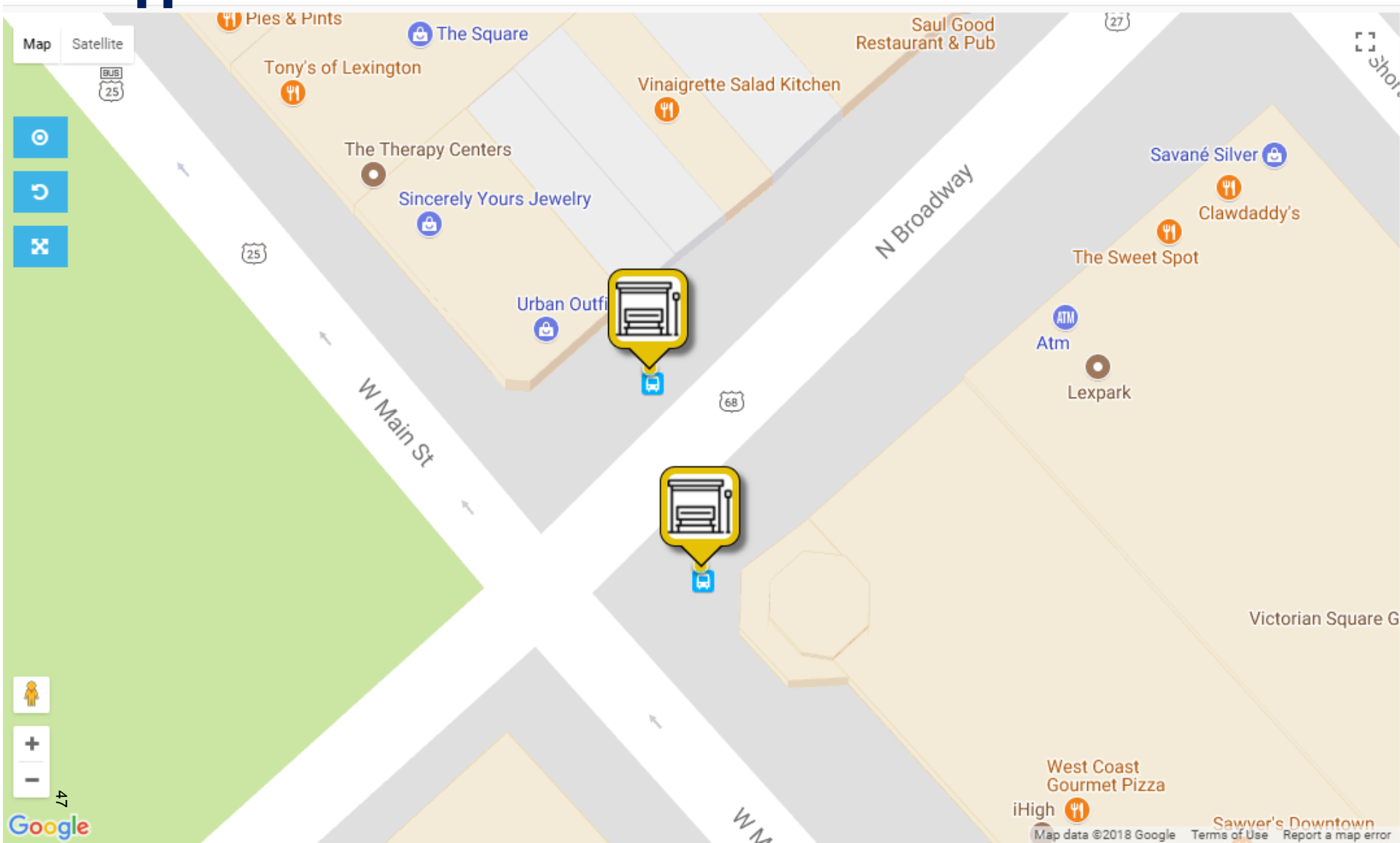


# **Transit Route Facilities Inventory Overview**

**Lextran partnered with the Lexington Area Metropolitan Planning Organization and WSP to inventory each bus stop in system.**

- **Confirmation of existing data**
  - **Categorization of bus stops**
  - **Stop amenity inventory and condition assessment**
  - **Connectivity and built environment assessment**
- 
- **Field data collection was conducted during the week of October 23rd by Lextran and WSP staff.**
- 
- **Lextran, LAMPO, and WSP are currently working toward developing post-processing parameters that best fit inventory and land-use data.**
- 
- **Data will be available for use by the end of February.**

# Application for Field Data Collection





# Transit Route Facilities Inventory

## Data Input

10

CHECKLIST

ATTRIBUTES

TICKETS

### Facility Categorization

Stop Location

NI

Begin typing some text.

No Details Available

Ownership of Right of Way

NI

Begin typing some text.

No Details Available

Responsibility for Cleanup

NI

Begin typing some text.

No Details Available

### Facility Amenities

Shelter

NI

Begin typing some text.

Cancel

Delete

History

Update All Statuses

Revert

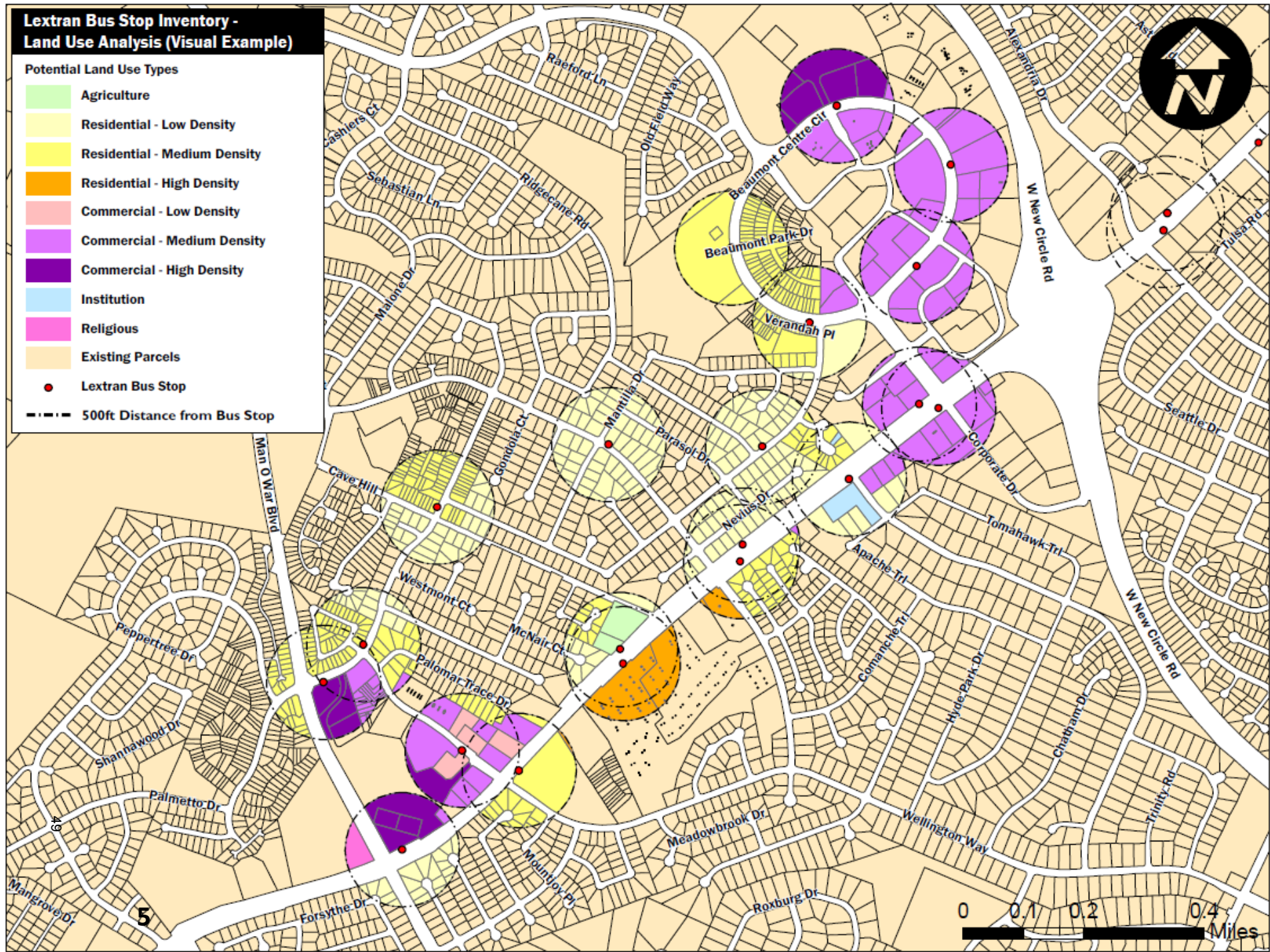
Edit

Save

# Lextran Bus Stop Inventory - Land Use Analysis (Visual Example)

## Potential Land Use Types

- Agriculture
- Residential - Low Density
- Residential - Medium Density
- Residential - High Density
- Commercial - Low Density
- Commercial - Medium Density
- Commercial - High Density
- Institution
- Religious
- Existing Parcels
- Lextran Bus Stop
- 500ft Distance from Bus Stop



**Balance Sheet**  
as of December 31, 2017

|   | <b>Current<br/>Year-To-Date</b> | <b>Last<br/>Year-to-Date</b> |
|---|---------------------------------|------------------------------|
| <b>Assets</b>                             |                                 |                              |
| Current assets                            |                                 |                              |
| Operating Cash                            | \$15,932,819                    | \$15,280,160                 |
| Project Loan Account                      | \$1,145,044                     | \$1,145,044                  |
| Accounts receivable                       | \$2,692,147                     | \$1,317,167                  |
| Inventory                                 | \$448,619                       | \$482,495                    |
| Net pension asset                         | \$1,331,841                     | \$1,547,482                  |
| Work in process                           | \$2,545,397                     | \$5,130,772                  |
| Prepaid                                   | \$644,004                       | \$683,765                    |
| Total Current Assets                      | <u>\$24,739,872</u>             | <u>\$25,586,886</u>          |
| Long term note - Lextran Foundation Inc.  | \$8,355,000                     | \$8,355,000                  |
| Net capital and related assets            | \$29,012,647                    | \$25,505,194                 |
| <b>Total Assets</b>                       | <u><u>\$62,107,518</u></u>      | <u><u>\$59,447,080</u></u>   |
| <b>Liabilities</b>                        |                                 |                              |
| Current liabilities                       |                                 |                              |
| Accounts payable                          | \$2,860,596                     | \$2,892,484                  |
| Payroll liabilities                       | \$490,447                       | \$650,547                    |
| Short term note - Fifth Third Bank        | \$897,783                       | \$871,108                    |
| Total Current Liabilities                 | <u>\$4,248,826</u>              | <u>\$4,414,140</u>           |
| Long term note - Fifth Third Bank         | \$6,325,135                     | \$7,181,219                  |
| <b>Net Position</b>                       | \$51,533,558                    | \$47,851,721                 |
| <b>Total Liabilities and Net Position</b> | <u><u>\$62,107,518</u></u>      | <u><u>\$59,447,080</u></u>   |



# STATEMENT OF REVENUES, EXPENSES AND CHANGE IN NET POSITION

|                               | December 2017       |                     |                    |                     |
|-------------------------------|---------------------|---------------------|--------------------|---------------------|
|                               |                     | FY 2018             |                    | FY 2017             |
| Revenues                      | Actual              | Budget              | Variance           | Actual              |
| Property taxes                | \$14,936,500        | \$14,047,921        | \$888,579          | \$14,158,701        |
| Passenger revenue             | \$668,083           | \$775,979           | (\$107,895)        | \$749,642           |
| Federal funds                 | \$2,484,446         | \$2,400,000         | \$84,446           | \$2,405,380         |
| State funds                   | \$351,920           | \$0                 | \$351,920          | \$500,000           |
| Advertising revenue           | \$260,156           | \$200,000           | \$60,156           | \$80,861            |
| Other revenue                 | \$1,104,100         | \$1,060,347         | \$43,753           | \$2,475,680         |
| <b>Total Revenues</b>         | <b>\$19,805,205</b> | <b>\$18,484,247</b> | <b>\$1,320,959</b> | <b>\$20,370,263</b> |
| <b>Expenses</b>               |                     |                     |                    |                     |
| Wages                         | \$4,213,983         | \$4,223,150         | (\$9,167)          | \$4,023,376         |
| Fringe benefits               | \$2,534,156         | \$2,581,916         | (\$47,760)         | \$2,324,044         |
| Professional services         | \$430,207           | \$866,487           | (\$436,280)        | \$736,939           |
| Materials and supplies        | \$650,302           | \$432,000           | \$218,302          | \$433,594           |
| Fuel-Diesel                   | \$455,578           | \$530,500           | (\$74,922)         | \$392,402           |
| Fuel-Other                    | \$107,289           | \$133,550           | (\$26,261)         | \$227,573           |
| Utilities - Facilities        | \$153,257           | \$189,650           | (\$36,393)         | \$184,581           |
| Utilities - Electric Bus      | \$46,246            | \$31,800            | \$14,446           | \$0                 |
| Insurance                     | \$331,181           | \$309,000           | \$22,181           | \$342,053           |
| Fuel taxes                    | \$103,388           | \$103,205           | \$183              | \$104,629           |
| Paratransit Expenses          | \$2,661,678         | \$2,674,000         | (\$12,322)         | \$2,453,178         |
| Vanpool Expenses              | \$16,500            | \$18,000            | (\$1,500)          | \$14,400            |
| Dues and subscriptions        | \$30,941            | \$33,000            | (\$2,059)          | \$34,020            |
| Travel, training and meetings | \$36,583            | \$65,850            | (\$29,267)         | \$31,394            |
| Media advertising             | \$70,219            | \$146,500           | (\$76,281)         | \$53,284            |
| Miscellaneous                 | \$11,819            | \$14,600            | (\$2,781)          | \$16,817            |
| Interest Expense              | \$136,218           | \$108,750           | \$27,468           | \$136,218           |
| Leases and rentals            | \$395,543           | \$393,543           | \$2,000            | \$314,715           |
| Depreciation                  | \$1,955,439         | \$1,955,439         | \$0                | \$1,775,973         |
| <b>Total Expenses</b>         | <b>\$14,340,525</b> | <b>\$14,810,940</b> | <b>(\$470,415)</b> | <b>\$13,599,190</b> |
| <b>Change in Net Position</b> | <b>\$5,464,680</b>  | <b>\$3,673,307</b>  | <b>\$1,791,373</b> | <b>\$6,771,074</b>  |

## Notes:

Average price of diesel fuel for FY2018 - \$1.91; Latest price of diesel fuel (January 10, 2018) - \$2.16

Latest price of CNG diesel gallon equivalent - \$1.65



## **Memorandum**

To: Board of Directors  
From: Carrie Butler, General Manager  
Date: January 17, 2018  
Re: General Manager's Report for the Period of December 2017

### **Budget Statistics**

Total revenue for the month \$2,680,724 and the expenditures totaled \$1,963,005. This resulted in a difference of \$717,719 for the month. For a year to date comparison, with expenditures subtracted from revenues, the under budget variance is \$1,791,373.

### **Community Involvement**

- Career Day with Southern Middle School – December 1st
- Downtown Lexington Corporation Annual Meeting – December 4<sup>th</sup>
- Lextran Bus Float in Lexington Christmas Parade – December 5<sup>th</sup>
- Southern Lights Tour for Seniors – December 5th
- 12 (Week)Day Giveaways of the Holidays – December 7<sup>th</sup> - 22nd
- Stuff the Bus with Salvation Army – December 8th
- Customer Appreciation Southern Lights Tour for Community – December 12<sup>th</sup>
- Free Rides with Santa for Community – December 15<sup>th</sup>
- Kentucky Refugee Ministries Quarterly Update – December 18<sup>th</sup>
- Digital Library Installation at Transit Center – December 18<sup>th</sup> & 19<sup>th</sup>
- Great Things that Happened on Transit Outreach – December 20<sup>th</sup>
- New Year's Instagram Giveaway – December 29<sup>th</sup>-31<sup>st</sup>

### **Employee Engagement Activities**

- Annual Employee Survey – November 27<sup>th</sup> – December 15<sup>th</sup>
- Holiday Door/Locker Decorating Contest – December 1<sup>st</sup> – 15<sup>th</sup>
- Tacky Sweater Contest – December 15<sup>th</sup>
- Desserts Around the World Potluck for all employees – December 15<sup>th</sup>
- W.E. A.I.M. Gift Drive benefiting Toys for Tots – December 1<sup>st</sup> – 15<sup>th</sup>
- Distribution of Butterball coupons to employees by GM and AGM – December 20<sup>th</sup> – 21<sup>st</sup>

### **Employee Recruitment**

- 39 applications received:
  - Bus Operator (27)
  - Service Worker (9)
  - Maintenance Mechanic (3)

- 17 Interviews:
  - Bus Operator (13)
  - Service Worker (3)
  - Maintenance Mechanic (1)
- 1 New Hire: Director of Human Resources

### **Meetings / Updates**

In November, Lextran representatives participated in the following (external) meetings:

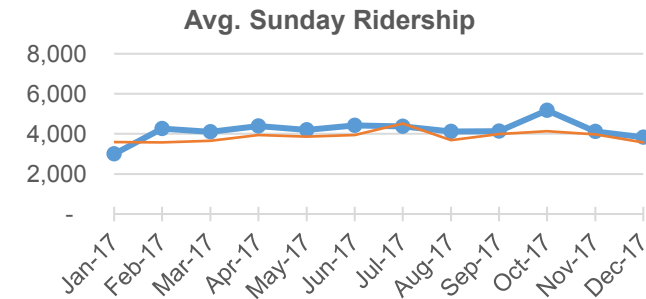
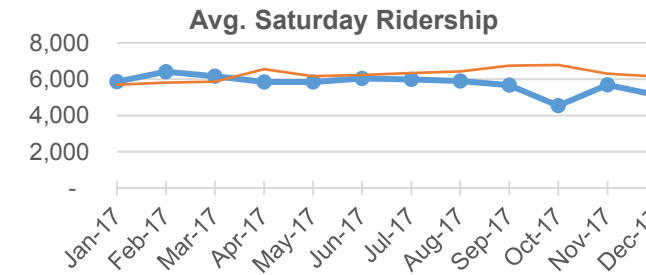
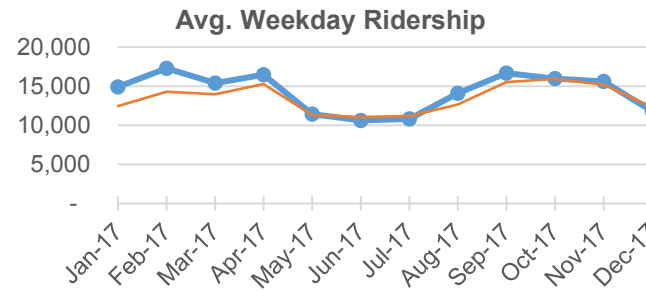
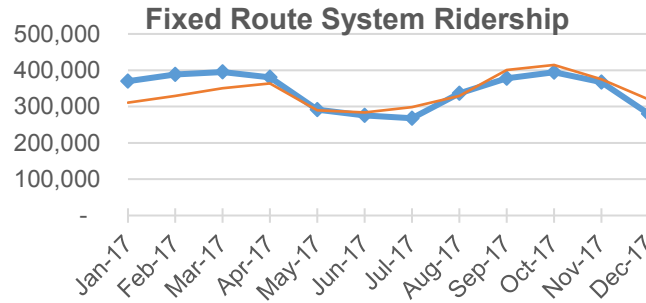
- Senior Services Commission – December 1st
- Downtown Lexington Partnership Annual Meeting – December 4<sup>th</sup>
- Zoning Committee Meeting – December 7<sup>th</sup>
- Town Branch Technical Planning Meeting – December 7<sup>th</sup>
- Kentucky Clean Fuels Coalition meeting – December 8<sup>th</sup>
- Community Transportation Association Transit Planning Project – December 8<sup>th</sup>
- Congestion Management Committee – December 13<sup>th</sup>
- Transit Tariff & Electric Bus Collaborative – December 14<sup>th</sup>
- UK Transportation Services & UK Capital Projects – December 19<sup>th</sup>

### **Procurement Update**

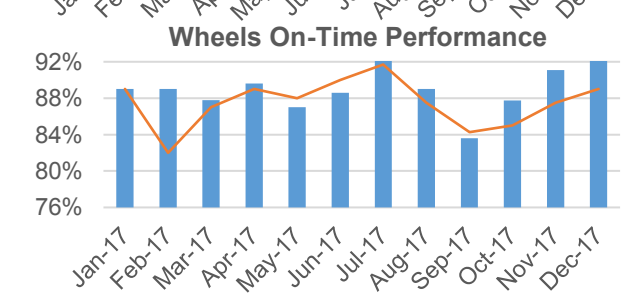
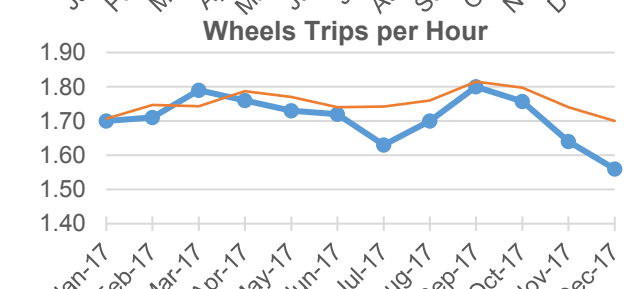
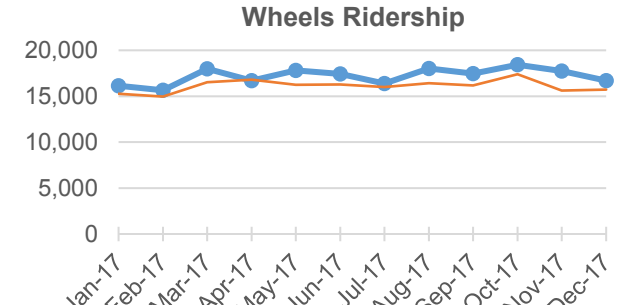
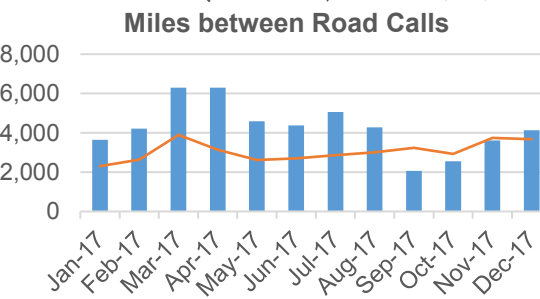
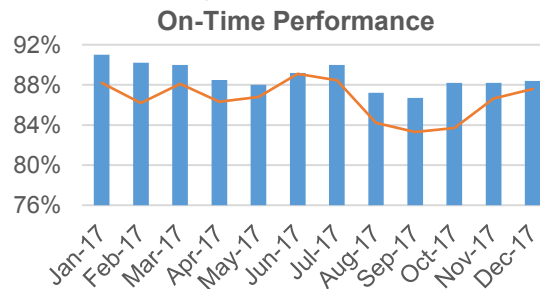
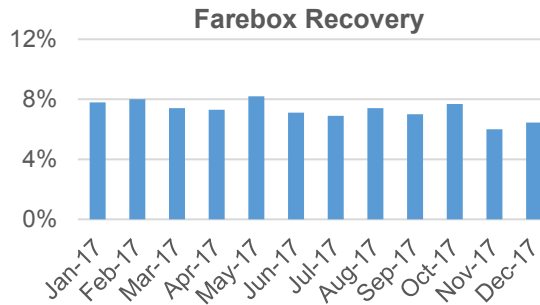
- An RFP for cellular service in Lextran's vehicles was re-issued December 11, 2017 and the scope of work was expanded to include employee cell phones. This is now expected to be a February resolution.
- An RFP for purchasing additional buses was issued December 15, 2017. This RFP is a joint effort between Lextran, TARC, TANK, and other smaller Kentucky agencies. The intent is to potentially increase our buying power with the manufacturers by pooling our resources. This will also aid smaller agencies that may not have the internal resources to write a complicated bus procurement. Proposals will be due in February. This is targeted as a March resolution.
- An RFP is currently being finalized for Operator uniforms. We have put together a uniform committee to get feedback directly from the Operators on what they would like to see in any uniform vendor agreement.

### **Training Activities**

- Annual Operator refresher training (93 operators, 12 supervisors, 1 Director)
- Accident remedial training (1 operator)
- Incident remedial training (1 operator)
- Smith Systems & Drug-Free Workplace refresher training (3 maintenance employees)
- Safety Leadership (2 supervisors)
- Accident Review Committee meetings (3) – December 7<sup>th</sup>, 14<sup>th</sup>, and 27<sup>th</sup>
- Safety Committee meeting – December 28<sup>th</sup>



| Performance Indicator | Lextran Fixed Route System |           |            | Wheels     |          |            |
|-----------------------|----------------------------|-----------|------------|------------|----------|------------|
|                       | This Month                 | FY18 YTD  | FY17 Total | This Month | FY18 YTD | FY17 Total |
| Total Ridership       | 281,451                    | 2,028,591 | 4,346,047  | 16,705     | 104,744  | 200,255    |
| Total Revenue Miles   | 140,337                    | 861,647   | 1,905,282  | 131,083    | 808,304  | 1,537,732  |
| Total Revenue Hours   | 16,267                     | 97,672    | 189,861    | 10,705     | 62,377   | 115,693    |
| Pass. per Mile        | 2.01                       | 2.35      | 2.28       | 0.13       | 0.13     | 0.13       |
| Pass. per Hour        | 17.30                      | 20.77     | 22.89      | 1.56       | 1.68     | 1.73       |





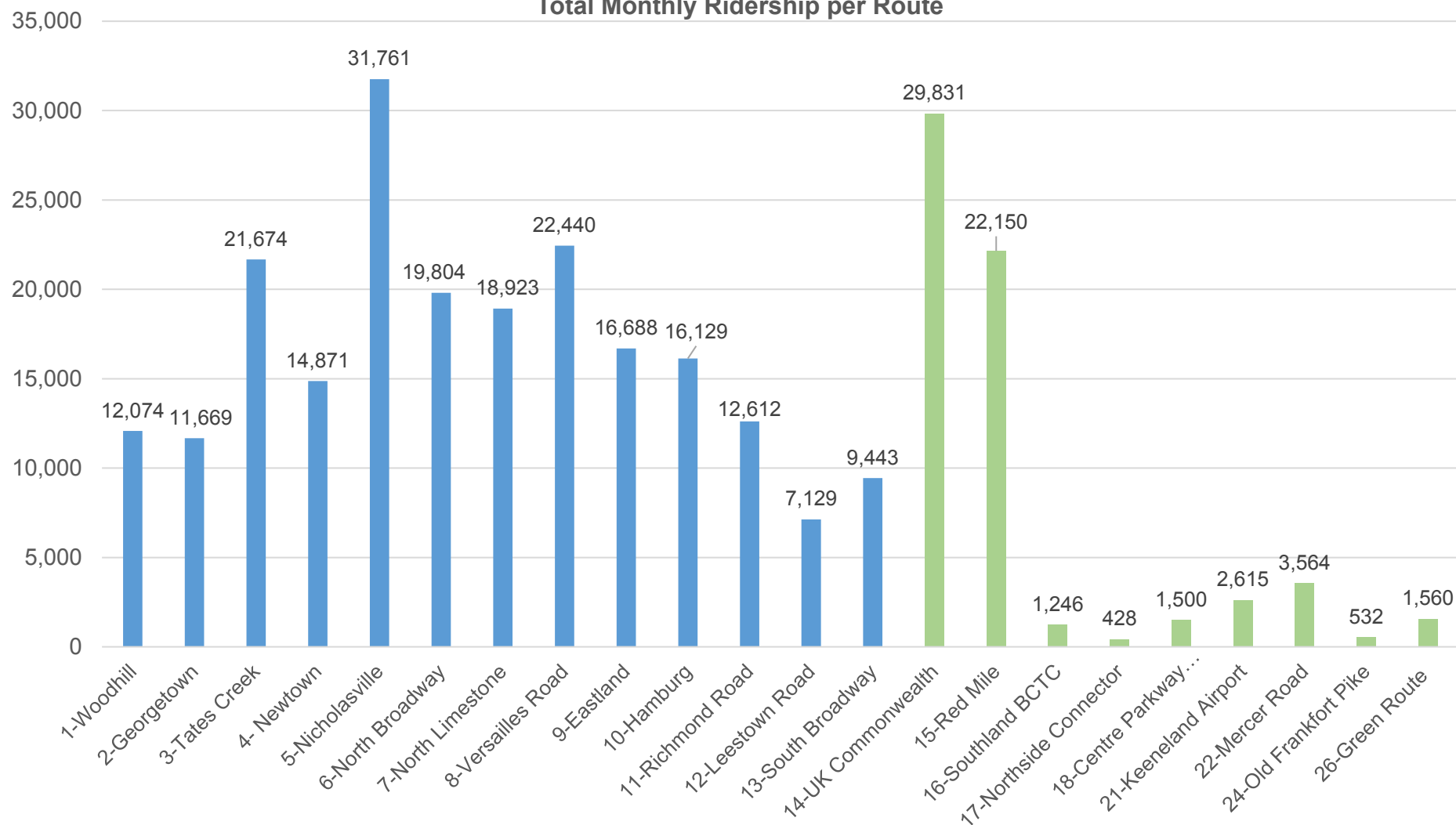
## Route Performance Indicators

| Route Name                  | Total Cost         | Net Cost           | Net Total Cost per Hour | Passengers per Mile | Passengers per Hour | Net Cost per Passenger | Farebox Recovery Rate | On-Time Performance |
|-----------------------------|--------------------|--------------------|-------------------------|---------------------|---------------------|------------------------|-----------------------|---------------------|
| 8-Versailles Road           | \$74,987           | \$63,418           | \$79.58                 | 3.26                | 28.16               | \$2.83                 | 15.4%                 | 92.8%               |
| 6-North Broadway            | \$70,091           | \$59,821           | \$80.31                 | 3.08                | 26.59               | \$3.02                 | 14.7%                 | 93.7%               |
| 9-Eastland                  | \$57,671           | \$50,784           | \$82.86                 | 3.16                | 27.23               | \$3.04                 | 11.9%                 | 91.8%               |
| 7-North Limestone           | \$67,736           | \$59,855           | \$83.15                 | 3.05                | 26.29               | \$3.16                 | 11.6%                 | 94.2%               |
| 5-Nicholasville             | \$131,327          | \$120,212          | \$86.13                 | 2.64                | 22.76               | \$3.78                 | 8.5%                  | 81.5%               |
| 4- Newtown                  | \$74,761           | \$68,958           | \$86.79                 | 2.17                | 18.72               | \$4.64                 | 7.8%                  | 91.8%               |
| 13-South Broadway           | \$66,515           | \$63,305           | \$89.55                 | 1.55                | 13.36               | \$6.70                 | 4.8%                  | 91.5%               |
| 2-Georgetown                | \$72,710           | \$68,421           | \$88.55                 | 1.75                | 15.10               | \$5.86                 | 5.9%                  | 94.2%               |
| 11-Richmond Road            | \$80,296           | \$74,479           | \$87.28                 | 1.71                | 14.78               | \$5.91                 | 7.2%                  | 93.7%               |
| 10-Hamburg                  | \$104,149          | \$97,541           | \$88.13                 | 1.69                | 14.57               | \$6.05                 | 6.3%                  | 81.2%               |
| 1-Woodhill                  | \$79,369           | \$74,608           | \$88.45                 | 1.66                | 14.31               | \$6.18                 | 6.0%                  | 90.3%               |
| 3-Tates Creek               | \$155,747          | \$145,227          | \$87.74                 | 1.52                | 13.09               | \$6.70                 | 6.8%                  | 88.4%               |
| 12-Leestown Road            | \$77,988           | \$75,127           | \$90.64                 | 1.00                | 8.60                | \$10.54                | 3.7%                  | 89.4%               |
| 15-Red Mile                 | \$102,372          | \$102,112          | \$93.86                 | 2.36                | 20.36               | \$4.61                 | 0.3%                  | 86.6%               |
| 14-UK Commonwealth          | \$141,420          | \$141,420          | \$94.10                 | 2.30                | 19.85               | \$4.74                 | 0.0%                  | NA                  |
| 26-Green Route              | \$16,484           | \$16,484           | \$94.10                 | 1.03                | 8.91                | \$10.57                | 0.0%                  | NA                  |
| 18-Centre Parkway Connector | \$47,000           | \$45,253           | \$90.60                 | 0.35                | 3.00                | \$30.17                | 3.7%                  | 88.3%               |
| 17-Northside Connector      | \$17,978           | \$17,401           | \$91.08                 | 0.26                | 2.24                | \$40.66                | 3.2%                  | 96.4%               |
| 22-Mercer Road              | \$30,282           | \$28,366           | \$88.14                 | 1.28                | 11.07               | \$7.96                 | 6.3%                  | 89.3%               |
| 16-Southland BCTC           | \$23,049           | \$22,461           | \$91.70                 | 0.59                | 5.09                | \$18.03                | 2.5%                  | 84.4%               |
| 21-Keeneland Airport        | \$22,641           | \$20,740           | \$86.20                 | 1.26                | 10.87               | \$7.93                 | 8.4%                  | 89.8%               |
| 24-Old Frankfort Pike       | \$16,080           | \$15,906           | \$93.08                 | 0.36                | 3.11                | \$29.90                | 1.1%                  | 66.9%               |
| <b>Total</b>                | <b>\$1,530,650</b> | <b>\$1,431,899</b> | <b>\$88.02</b>          | <b>1.99</b>         | <b>17.13</b>        | <b>\$5.14</b>          | <b>6.5%</b>           | <b>88%</b>          |

Note: Route 14 UK Commonwealth and Route 26 Green Route do not collect fares.



## December 2017 Total Monthly Ridership per Route





## December Safety, Maintenance, and Operations Indicators

| Indicator                          | Lextran Fixed Route System |          |            | Wheels     |          |            |
|------------------------------------|----------------------------|----------|------------|------------|----------|------------|
|                                    | This Month                 | FY18 YTD | FY17 Total | This Month | FY18 YTD | FY17 Total |
| Preventable Accidents              | 5                          | 21       | 44         | 3          | 7        | 22         |
| Non-Preventable Accidents          | 6                          | 34       | 32         | 1          | 7        | 9          |
| Accident Frequency Rate            | 3.56                       | 2.44     | 2.36       | 1.87       | 0.89     | 1.22       |
| Accident Frequency Rate Goal*      | 1.75                       | 1.75     | 1.75       | 2          | 2        | 2          |
| Injury Frequency Rate              | 6.65                       | 20.70    | 17.60      | N/A        | N/A      | N/A        |
| Injury Frequency Rate Goal**       | 27.04                      | 27.04    | 27.04      | N/A        | N/A      | N/A        |
| Days without preventable accident  | 26                         | 161      | 217        | N/A        | N/A      | N/A        |
| Days of Lost time                  | 0                          | 146      | 321        | N/A        | N/A      | N/A        |
| Workers Comp Claims                | 1                          | 17       | 35         | N/A        | N/A      | N/A        |
| Miles Between Road Calls           | 4,128                      | 3,276    | 4,449      | N/A        | N/A      | N/A        |
| Preventive Maintenance Inspections | 35                         | 216      | 390        | N/A        | N/A      | N/A        |

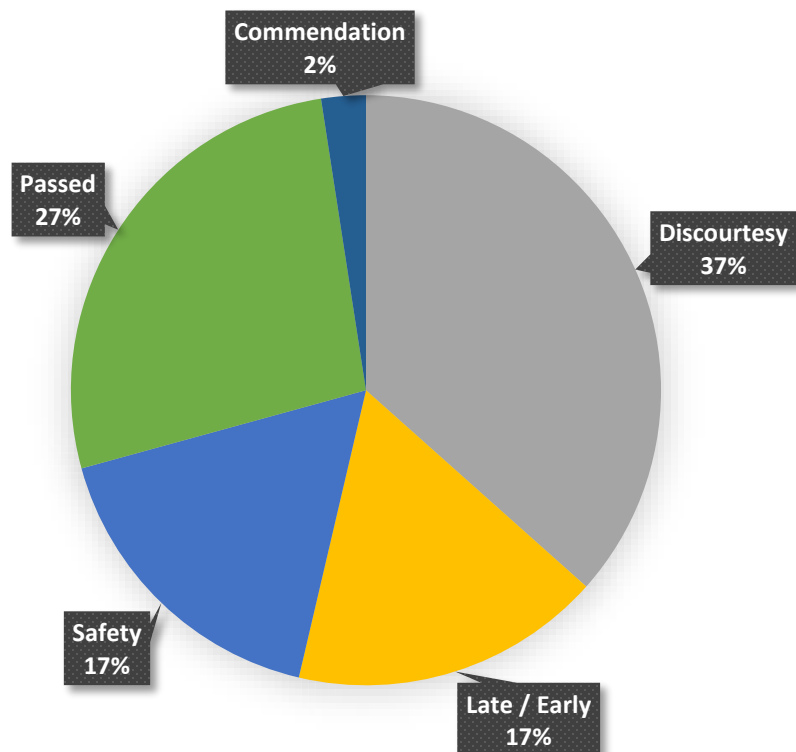
\*The accident frequency goals are calculated per 100,000 miles.

\*\*The incident frequency goal is calculated per 200,000 working hours.

## December Call Logs

| Comments by Type        | Lextran Fixed Route System |          |          | Wheels     |          |          |
|-------------------------|----------------------------|----------|----------|------------|----------|----------|
|                         | This Month                 | FY18 YTD | FY17 YTD | This Month | FY18 YTD | FY17 YTD |
| Total Commendations     | 1                          | 2        | 7        | 1          | 7        | 43       |
| Discourtesy             | 15                         | 43       | 105      | 10         | 29       | 78       |
| Late / Early            | 7                          | 19       | 47       | 5          | 27       | 59       |
| Safety                  | 7                          | 34       | 50       | 6          | 45       | 111      |
| Passed                  | 11                         | 30       | 61       | 0          | 0        | 0        |
| Other                   | 0                          | 15       | 61       | 0          | 0        | 2        |
| Request: Information    | 0                          | 1        | 22       | 0          | 1        | 0        |
| Request: Service        | 0                          | 12       | 8        | 0          | 0        | 0        |
| Request: Amenities      | 0                          | 0        | 5        | 0          | 0        | 0        |
| Website                 | 0                          | 3        | 5        | 0          | 0        | 0        |
| Total Calls into System | 11,375                     | 75,614   | 74,218*  | 23,512     | 127,614  | 276,716  |
| Total Calls into IVR    | 50,123                     | 300,838  | 622,584  | N/A        | N/A      | N/A      |
| Average Length of Call  | 1:24                       | 1:28     | 1:25*    | 1:02       | 1:02     | 0:53     |
| Average Time to Abandon | 0:08                       | 0:13     | 0:21*    | 1:41       | 1:08     | 1:06     |

## Lextran Comments for December 2017



This lady is a great driver. She is also is a courteous person. I just wanted to let you know that.

This bus driver is rude, impulsive, and ran a red light. I'd rather walk than ride. The bus driver was playing games with traffic and was rude to other customers.

We had been waiting at the stop for over 20 minutes and the driver passed us up. It's cold, I'm freezing and she drove past us.

I asked a simple question and the drive had no time for me. This driver is very unprofessional.

Search

Q

Log in ([https://www.wtvq.com/wp-login.php?redirect\\_to=%2F2017%2F12%2F26%2Flexington-activates-cold-weather-plan%2F](https://www.wtvq.com/wp-login.php?redirect_to=%2F2017%2F12%2F26%2Flexington-activates-cold-weather-plan%2F))

Register (<https://www.wtvq.com/wp-login.php?action=register>)



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LEXINGTON ACTIVATES COLD WEATHER PLAN

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LEXINGTON, Ky. (WTVQ) – When you look at the forecast for the coming week and see the low temperatures, you may think about staying inside and curling up with a blanket. However, not everyone in Lexington can do that.

As a result of the cold temperatures, the city activated their cold weather plan Tuesday to help the homeless community.



The plan is activated any time the temperature is expected to drop below freezing. The city says it will be in effect until January 2.

The cold weather plan allows those with nowhere to go free rides on **Lextran** to any of Lexington's shelters, including the Catholic Action Center, The Salvation Army and The Hope Center.

These shelters will be taking in more people than normal.

"We have 132 beds and our folks who have those beds are welcoming their brothers and sisters from the streets to come and stay in the gathering room," said Catholic Action Center Director and Co-Founder Ginny Ramsey.

Ramsey says the Catholic Action Center's Compassionate Caravan will also be out in full force, taking warm clothing and hot food to people in need.

Ramsey says they do this to build relationships with those who maybe don't want to go to a shelter.

"When it gets down to three degrees, they're going to need to come in so they know that we're there just to give them a ride, give them warm supplies, give them a smile, soup, get to know them, so that when it's really dangerous, which it really is, that they'll come on in," said Ramsey.

In order for the caravan to work, the Catholic Action Center needs donations.

Things like thick winter coats, hats and gloves will help, but Ramsey says what won't help is regular clothing such as thin sweaters, and even some light jackets.

If you want to donate those items, Ramsey asks you to take them to a different shelter so that the Catholic Action Center has room for the cold weather clothes people need now.

At the top of the center's list of needs is long underwear in large sizes. These are perfect for layering.

"Our only hope for some of these people is that they're gonna be layered so much that the cold will not make them sick," said Ramsey.

She says the city's cold weather plan is special because it provides help to everyone, no matter their background.

"We're all God's children, everyone needs to be cared for and we just thank the community for all their help in supplying the supplies that we need and the manpower and the hands and hearts to make this happen," said Ramsey.

Ramsey says anyone is welcome to join the caravan.

"People care and they want an opportunity to be able to help. well, here is an opportunity that saves lives," said Ramsey.

The Compassionate Caravan heads out each night around six while the cold weather plan is in effect.

If you see someone in need, you can call or text the caravan's cold weather line (859-913-0038) any time between 5 and 11 pm.

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# What's Open, What's Closed New Year's Eve 2017 and New Year's Day 2018 in Lexington, KY

By **staff** - December 26, 2017



*What's open, what's closed on New Year's Eve 2017 and New Year's Day 2018 in Lexington, Kentucky?*

*For where to eat and drink on New Year's Eve 2017 and New Year's Day 2018 in Lexington, Kentucky, [click here](#).*

## GROCERIES & SHOPPING

**Fresh Market** in Lansdowne will be open from 8am to 8pm on New Year's Eve and open from 10am to 7pm on New Year's Day.

The **Kroger on Richmond Road**, **Kroger on Chinoe** and **Euclid Kroger** will close at 9pm on New Year's Eve and open at 8am on New Year's Day. The **Euclid Kroger Pharmacy** will be open 11am-6pm on New Year's Eve and 9am-3pm on New Year's Day.

**Liquor Barn** will be open until 9pm on New Year's Eve.

Lexington's 24/7 **Meijer** stores will open on New Year's Eve and New Year's Day. Pharmacies will close at 7pm New Year's Eve and open 10am-6pm on New Year's Day.

**Trader Joe's** will be closed on New Year's Day.

The 24/7 **Walmarts** in Lexington (including Walmart in Hamburg) will be open. (Individual stores inside the Walmarts may have different hours.)

**Wine + Market** will be open from 1pm-6pm on New Year's Eve and will be closed on New Year's Day.

## CITY SERVICES

**Lexington area banks** will be closed Sunday, New Year's Eve. Most banks will be open on New Year's Day (individual branch hours may vary).



**Lexington-Fayette Urban County Government** offices will be closed New Year's Day.

**LexTran** will operate on a REGULAR SUNDAY SCHEDULE on New Year's Day: Monday, January 1.

All **Lexington Public Library** locations will be closed New Year's Day.

#### **New Year's TRASH PICKUP IN LEXINGTON**

New Year's Day is Monday, January 1.

Residents and businesses that normally receive curbside collections on Mondays will be serviced the Wednesday following the holiday, January 3.

The Lexington Recycling Center, Electronics Recycling Center and Haley Pike Waste Management facility will all be closed New Year's Day, January 1, as well as the Saturday of that weekend, December 30.

#### **POST OFFICES**

Post Office locations nationwide will be closed on New Year's Eve, Sunday, December 31 and on New Year's Day, Monday, January 1. Blue collection boxes will not be serviced on New Year's Eve, December 31. Regular collections will be made on Saturday, December 30. Regular mail delivery and collections will resume on Tuesday, January 2. If you are a business customer, please check with your Bulk Mail Entry Unit for specific information regarding holiday hours of operation.

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*If you have a Lexington, Kentucky New Year's Event, post it to the [Ace Calendar](#) and share it with thousands of Ace's Lexington readers.*

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**staff**

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