



CONCHO VALLEY TRANSIT

BOARD OF DIRECTORS MEETING

Wednesday, March 19, 2025 at 2:45 p.m.

Concho Valley Council of Governments

5430 Link Rd, San Angelo, Texas 76904 and via Teleconference

The meeting place is accessible to persons with disabilities. If assistance is needed to observe or comment, please call the CVCOG office at 325-944-9666 at least 24 hours prior to the meeting.

Join By Zoom Teleconference - <https://us06web.zoom.us/j/81403018971>

*Meeting ID: **814 0301 8971** *Passcode: **652706**

833 548 0282 US Toll-free

877 853 5247 US Toll-free

888 788 0099 US Toll-free

833 548 0276 US Toll-free

Agenda

NOTICE: The Concho Valley Council of Governments may discuss, deliberate and take all appropriate action on any matter listed on this Agenda. Items on this Agenda may be taken out of the order listed. The Executive Committee reserves the right to deliberate in closed session pursuant to 551 of the Texas Government Code. Public comment is limited to five minutes per person on any agenda item.

BUSINESS

1. Determination of Quorum and Call to Order
2. Invocation and Pledge of Allegiance
3. Public Comment
4. Consider and take appropriate action concerning the minutes from the February 12, 2025 Meeting.

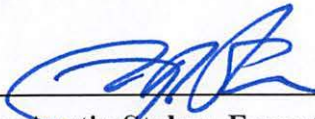
REGULAR AGENDA

5. Consider and take appropriate action concerning Checks in excess of \$2,000 for January 2025.
6. Presentation of the CVTD Annual Financial Single Audit for FY 23-24 by Condley and Company, LLP.
7. Consider and take appropriate action to accept FTA Grant TX-2024-023-01 in the amount of \$150,386 to reflect the remaining amount from FTA Grant TX-2024-023-00, for a total allocation of \$2,100,536.

8. Consider and take appropriate action to accept an additional allocation for TxDOT Grant 5311-2024-CVTD-00056 in the amount of \$228,358, for a total allocation of \$1,194,482.
9. Consider and take appropriate action concerning the request to purchase one (1) urban heavy-duty bus, not to exceed \$525,000.
10. Consider and take appropriate action concerning the updates to the CVTD Drug and Alcohol policy.
11. INFORMATION ITEMS AND REPORTS
 - a. Review of the CVTD Monthly Financials for January 2025 (Balance Sheet, Schedule of Revenue by Source, and Grant Detail) – Audrey Aguirre
 - b. Report from the Director of Transportation – Jeffrey York
12. Consideration of any other business.
13. ADJOURNMENT

The Concho Valley Council of Governments reserves the right to conduct an executive/closed session at any time during the course of this meeting to discuss any matter listed on the agenda posted for this meeting, as needed, pursuant to one or more authorized and applicable exceptions to an open meeting described in Chapter 551 of the Texas Government Code (the Texas Open Meeting Act), including but not limited to the following statutory exceptions: Texas Government Code Sections 551.071 and 551.129 (Consultation with Attorney), 551.072 (Deliberation Regarding Real Property), 551.073 (Deliberation Regarding Prospective Gift or Donation), 551.074 (Personnel Matters), 551.076 and 551.089 (Deliberation Regarding Security Devices or Security Audits), or 551.087 (Deliberation Regarding Economic Development Negotiations).

Posted in accordance with the Texas Government Code, Title V, Chapter 551, Section .053 this, 6th day of March 2025.



John Austin Stokes, Executive Director



BOARD OF DIRECTORS MEETING MINUTES
Wednesday, February 12, 2025

The Concho Valley Transit District Board of Directors met on Wednesday, February 12, 2025 at 2:45 p.m. at 5430 Link Rd., San Angelo, Texas 76904 and via Zoom Teleconference.

Members present were:

Harry Thomas, Chairman, COSA Council Member, District 3
Molly Criner, Vice-Chairman, Irion County Judge
Charlie Bradley, Schleicher County Judge
Lane Carter, Tom Green County Judge
Brandon Corbin, Menard County Judge
David Dillard, Concho County Judge
Karen Hesse-Smith, COSA Council Member, District 5
Larry Miller, COSA Council Member, District 6
Jim O'Bryan, Reagan County Judge
Hal Rose, Kimble County Judge
Hal Spain, Coke County Judge
Frank Tambunga, Crockett County Judge
Frank Trull, McCulloch County Judge via Zoom

Members absent were:

Belinda Counts, Sterling County Judge
Sheree Hardin, Mason County Judge
Jody Harris, Sutton County Judge

Guests present were:

Lori Wilson, District Director for State Representative Drew Darby

BUSINESS

Councilman Harry Thomas, Chairman, announced the presence of a quorum and called the meeting to order at 2:45 p.m.

Judge Charlie Bradley gave the invocation and led the Pledge of Allegiance.

There was no public comment.

APPROVAL of the Minutes

Judge Jim O'Bryan made a motion to approve the Meeting Minutes from January 8, 2025. Judge Charlie Bradley seconded the motion. No questions or discussion. The motion passed unanimously.

APPROVAL of Checks

Michale Meek, Director of Finance, presented the checks in excess of \$2,000 written for November 2024. Judge Hal Rose made a motion to approve the checks as presented. Judge David Dillard seconded the motion. No questions or discussion. The motion passed unanimously.

APPROVAL of Checks

Michale Meek, Director of Finance , presented the checks in excess of \$2,000 written for December 2024. Judge Charlie Bradley made a motion to approve the checks as presented. Judge Hal Rose seconded the motion. No questions or discussion. The motion passed unanimously.

APPROVAL of the request to purchase up to six (6) cutaway buses from Model 1 Commercial Vehicles, pursuant to State of Oklahoma contract SW0797C, with a total cost not to exceed \$250,000.00 per vehicle

Jaylon Seales, Procurement Manager, presented the request to purchase up to six (6) cutaway buses from Model 1 Commercial Vehicles, pursuant to State of Oklahoma contract SW0797C, with a total cost not to exceed \$250,000.00 per vehicle for approval. Judge Hal Rose made a motion to approve the request as presented. Judge Molly Criner seconded the motion. No questions or discussion. The motion passed unanimously.

APPROVAL of the request to purchase up to four (4) high-roof vans from Model 1 Commercial Vehicles, pursuant to State of Oklahoma contract SW0797C, with a total cost not to exceed \$150,000.00 per vehicle

Jaylon Seales, Procurement Manager, presented the request to purchase up to four (4) high-roof vans from Model 1 Commercial Vehicles, pursuant to State of Oklahoma contract SW0797C, with a total cost not to exceed \$150,000.00 per vehicle for approval. Judge Jim O'Bryan made a motion to approve the request as presented. Judge Frank Tambunga seconded the motion. No questions or discussion. The motion passed unanimously. Councilman Harry Thomas suggested including photos with purchase requests to provide the Board with a clearer understanding of the intended purchases.

INFORMATION ITEMS & REPORTS

- a. Michael Meek, Director of Finance, gave the report of the CVTD Monthly Financials for November 2024. He gave an overview of the balance sheet, schedule of revenue and grant detail. There is no action to take, as this is an informational item only.
- b. Michael Meek, Director of Finance, gave the report of the CVTD Monthly Financials for December 2024. He gave an overview of the balance sheet, schedule of revenue and grant detail. There is no action to take, as this is an informational item only.
- c. Directors Report – Ryan Herrera, Assistant Director of Transportation, reported on the statistics, rural ridership, county ridership statistics, urban ridership, fixed route ridership comparison, and the fixed route comparison, all for the month of December. Mr. Herrera reported on CVT's safety metrics and the recent topics of their safety meeting for December. The safety topic covered cell phones, awnings, backing, adverse weather, pre/post trips, service animals, and assault on transit workers/conflict and aggression management. There is no action to take, as this is an informational item only.

OTHER BUSINESS

- a. Erin Hernandez, Assistant Executive Director, announced that the next meeting for the Executive Committee will be moved to March 19, 2025. Ms. Hernandez informed the Board that, according to the CVTD By-Laws, meetings are required only once per quarter. Therefore, unless there is business requiring a vote, the Board will adhere to the quarterly meeting schedule.
- b. Councilman Harry Thomas asked that we make note that Judge Jim O'Bryan will give the invocation and lead the Pledge of Allegiance for the March 19, 2025 meeting.

ADJOURNMENT

There being no other items to discuss, Judge Molly Criner made a motion to adjourn the meeting. Judge Hal Rose seconded the motion. Councilman Harry Thomas adjourned the meeting at 3:01 p.m.

Duly adopted at the meeting of the Concho Valley Transit District Board of the Concho Valley Council of Governments on this 19th day of March 2025.

Councilman Harry Thomas, Chairman

Judge Molly Criner, Vice-Chairman

CVTD
Check/Voucher Register
From 1/1/2025 Through 1/31/2025

<u>Docum... Number</u>	<u>Document Date</u>	<u>Name</u>	<u>Transaction Description</u>	<u>Document A...</u>
26388	1/7/2025	AUTOTECHS	1503 - lvl A oil change, st inspect, repair fuel door, R bra	2,116.90
26397	1/14/2025	ENGINE PRO MACHINE LLC	1303 repair front A/C, install drivers step	3,200.56
	1/14/2025	ENGINE PRO MACHINE LLC	1867 - R&R AC hose line, R&R sprk plgs, coil on boots, ign c	2,999.99
	1/14/2025	ENGINE PRO MACHINE LLC	1867 - lvl C oil chng, replc rear brkes, l tire, adj lift	2,999.98
	1/14/2025	ENGINE PRO MACHINE LLC	2022 - repair rear AC	2,999.98
26404	1/14/2025	Optibus, Inc	Optibus modules: Plan, Schd, Roster 9/1/24-8/31/25	19,680.00
26413	1/22/2025	ENGINE PRO MACHINE LLC	1709 - replace transmission, replace tire	8,066.65
	1/22/2025	ENGINE PRO MACHINE LLC	1705 - replace rear brakes	2,283.94
26415	1/22/2025	The Goodyear Tire & Rubber Company	1507 - lvl D oil change	2,592.93
26417	1/22/2025	Turbo Images Inc	2305 & 2306 Bus wraps	12,092.00
	1/22/2025	Turbo Images Inc	2023, 2024, 2101 Bus wraps	18,138.00
	1/22/2025	Turbo Images Inc	2302, 2303, 2304 bus wraps	18,138.00
26424	1/30/2025	City of San Angelo-Transit	Fuel for CVT vehicles 12/1/24-12/31/24	18,358.17
26429	1/30/2025	ENGINE PRO MACHINE LLC	1305 - lvl A oil change, front brake job, replace 1 tire	2,358.05
	1/30/2025	ENGINE PRO MACHINE LLC	1303 - lvl D oil change	2,860.00
26433	1/30/2025	WEX BANK	Fuel for transit vehicles 11/24/24-12/23/24	14,836.73
26435	1/30/2025	Token Transit, Inc	Annual fee mobile ticketing 1/14/25-1/13/26	5,000.00
26436	1/30/2025	True Tex Plumbing LLC	Replace RPZ backflow preventer	4,250.00
Report Total				<u>142,971.88</u>



Memo

To: CVTD Board of Directors

From: Aspen Robert, Regional Services Coordinator/Grant Administrator

Date: 03/19/2025

Re: CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 7

ITEM 7

Aspen Robert, Regional Services Coordinator/Grant Administrator, is seeking consideration and approval to accept FTA Grant TX-2024-023-01 in the amount of \$150,386 to reflect the remaining amount from FTA Grant TX-2024-023-00, for a total allocation of \$2,100,536.

Approved at the CVTD Board Meeting on March 19, 2025.



Memo

To: CVTD Board of Directors

From: Aspen Robert, Regional Services Coordinator/Grant Administrator

Date: 03/19/2025

Re: CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 8

ITEM 8

Aspen Robert, Regional Services Coordinator/Grant Administrator, is seeking consideration and approval to accept an additional allocation for TxDOT Grant 5311-2024-CVTD-00056 in the amount of \$228,358, for a total allocation of \$1,194,482.

Approved at the CVTD Board Meeting on March 19, 2025.

Heavy Duty Bus Examples (actual vehicle purchased may vary but will be similar)





Memo

To: CVTD Board of Directors

From: Jeffrey York, Director of Transportation

Date: 03/19/2025

Re: CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 9

ITEM 9

Jeffrey York, Director of Transportation, is seeking consideration and approval for the request to purchase one (1) urban heavy-duty bus, not to exceed \$525,000.

Approved at the CVTD Board Meeting on March 19, 2025.

DRUG AND ALCOHOL TESTING POLICY

Concho Valley Transit **Adopted as of [MONTH DD, YEAR]**

A. PURPOSE

- 1) The Concho Valley Transit provides public transit and paratransit services for the residents of San Angelo, Texas as well as those within the surrounding 12 counties including: Sterling, Coke, Reagan, Irion, Concho, McCulloch, Crockett, Schleicher, Sutton, Menard, Kimble, Mason, and Tom Green. Part of our mission is to ensure that this service is delivered safely, efficiently, and effectively by establishing a drug and alcohol-free work environment, and to ensure that the workplace remains free from the effects of drugs and alcohol in order to promote the health and safety of employees and the general public. In keeping with this mission, Concho Valley Transit declares that the unlawful manufacture, distribution, dispense, possession, or use of controlled substances or misuse of alcohol is prohibited for all employees.
- 2) Additionally, the purpose of this policy is to establish guidelines to maintain a drug and alcohol-free workplace in compliance with the Drug-Free Workplace Act of 1988, and the Omnibus Transportation Employee Testing Act of 1991. Covered employees shall abide by the terms of this policy statement as a condition of employment. This policy is intended to comply with all applicable Federal regulations governing workplace anti-drug and alcohol programs in the transit industry. Specifically, the Federal Transit Administration (FTA) of the U.S. Department of Transportation has published 49 CFR Part 655, as amended, that mandates drug and alcohol testing for safety-sensitive positions, and prohibits performance of safety-sensitive functions when there is a positive test result, or a refusal to test. The U. S. Department of Transportation (USDOT) has also published 49 CFR Part 40, as amended, that sets standards for the collection and testing of specimens for drug and alcohol testing.
- 3) Any provisions set forth in this policy that are included under the sole authority of ConchoValley Transit and are not provided under the authority of the above-named Federal regulations are underlined. Tests conducted under the sole authority of Concho Valley Transit will be performed on non-USDOT forms and will be separate from USDOT testing in all respects.

B. APPLICABILITY

This Drug and Alcohol Testing Policy applies to all safety-sensitive employees (full- or part-time) when performing safety sensitive duties. See Attachment A for a list of employees and the authority under which they are included.

A safety-sensitive function is operation of public transit service including the operation of a revenue service vehicle (whether or not the vehicle is in revenue

service), maintenance of a revenue service vehicle or equipment used in revenue service, security personnel who carry firearms, persons controlling the dispatch or movement of revenue service vehicles and any transit employee who operates a non-revenue service vehicle that requires a Commercial Driver's License to operate. Maintenance functions include the repair, overhaul, and rebuild of engines, vehicles and/or equipment used in revenue service. A list of safety-sensitive positions who perform one or more of the above-mentioned duties is provided in Attachment A. Supervisors are only safety sensitive if they perform one of the above functions. Volunteers are considered safety sensitive and subject to testing if they are required to hold a CDL, or receive remuneration for service in excess of actual expense.

C. DEFINITIONS

Accident: An occurrence associated with the operation of a vehicle even when not in revenue service, if as a result:

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

Adulterated specimen: A specimen that has been altered, as evidence by test results showing either a substance that is not a normal constituent for that type of specimen or showing an abnormal concentration of an endogenous substance.

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

Alcohol Concentration: Expressed in terms of grams of alcohol per 210 liters of breath as indicated by a breath test under 49 CFR Part 40.

Aliquot: A fractional part of a specimen used for testing, It is taken as a sample representing the whole specimen.

Alternate specimen: An authorized specimen, other than the type of specimen previously collected or attempted to be collected.

Canceled Test: A drug or alcohol test that has a problem identified that cannot be or has not been corrected, or which is cancelled. A canceled test is neither positive nor negative.

Collection Site: A place selected by the employer where employees present themselves for the purpose of providing a specimen for a drug test.

Confirmatory Drug Test: A second analytical procedure performed on a different aliquot of the original specimen to identify and quantify a specific drug or drug metabolite.

Confirmatory Validity Test: A second test performed on a different aliquot of the original urine specimen to further support a validity test result.

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

Cutoff: The analytical value (e.g., drug or drug metabolite concentration) used as the decision point to determine a result (e.g., negative, positive, adulterated, invalid, or substituted) or the need for further testing.

Designated Employer Representative (DER): An employee authorized by the employer to take immediate action to remove employees from safety-sensitive duties and to make required decisions in testing. The DER also receives test results and other communications for the employer, consistent with the requirements of 49 CFR Parts 40 and 655.

DOT, The Department, DOT Agency: These terms encompass all DOT agencies, including, but not limited to, the Federal Aviation Administration (FAA), the Federal Railroad Administration (FRA), the Federal Motor Carrier Safety Administration (FMCSA), the Federal Transit Administration (FTA), the National Highway Traffic Safety Administration (NHTSA), the Pipeline and Hazardous Materials Safety Administration (PHMSA), and the Office of the Secretary (OST). For purposes of 49 CFR Part 40, the United States Coast Guard (USCG), in the Department of Homeland Security, is considered to be a DOT agency for drug testing purposes. These terms include any designee of a DOT agency.

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

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

Employee: Any person who is designated in a DOT agency regulation as subject to drug testing and/or alcohol testing. The term includes individuals currently performing safety-sensitive functions designated in DOT agency regulations and applicants for employment subject to pre-employment testing. For purposes of drug testing under 49 CFR Part 40, the term employee has the same meaning as the term “donor” as found on CCF and related guidance materials produced by the Department of Health and Human Services.

Evidential Breath Testing Device (EBT): A device approved by the NHTSA for the evidential testing of breath at the 0.02 and the 0.04 alcohol concentrations, and appears on ODAPC’s Web page for “Approved Evidential Breath Measurement Devices” because it conforms with the model specifications available from NHTSA.

Initial Drug Test: The first test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.

Initial Specimen Validity Test: The first test used to determine if a specimen is adulterated, diluted, substituted, or invalid

Invalid Result: The result reported by an HHS-certified laboratory in accordance with the criteria established by the HHS when a positive, negative, adulterated, or substituted result cannot be established for a specific drug or specimen validity test.

Laboratory: Any U.S. laboratory certified by HHS under the National Laboratory Certification Program as meeting the minimum standards of HHS; or, in the case of foreign laboratories, a laboratory approved for participation by DOT under 49 CFR Part 40.

Limit of Detection (LOD): The lowest concentration at which the analyte (e.g., drug or drug metabolite) can be identified.

Limit of Quantification (LOQ): For quantitative assays, the lowest concentration at which the identity and concentration of the analyte (e.g., drug or drug metabolite) can be accurately established.

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

Negative Dilute: A drug test result which is negative for the five drug/drug metabolites but has creatinine and specific gravity values that are lower than expected for human urine.

Negative result: The result reported by an HHS-certified laboratory to an MRO when a specimen contains no drug or the concentration of the drug is less than the cutoff concentration for the drug or drug class and the specimen is a valid specimen. An alcohol concentration of less than 0.02 BAC is a negative test result.

Non-negative specimen: A specimen that is reported as adulterated, substituted, positive (for drug(s) or drug metabolite(s)), or invalid.

Oral Fluid Specimen: A specimen that is collected from an employee's oral cavity and is a combination of physiological fluids produced primarily by the salivary glands. An oral fluid specimen is considered to be a direct observation collection for all purposes of 49 CFR Part 40, as amended.

Oxidizing Adulterant: A substance that acts alone or in combination with other substances to oxidize drugs or drug metabolites to prevent the detection of the drug or metabolites, or affects the reagents in either the initial or confirmatory drug test.

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

Positive result: The result reported by an HHS- Certified laboratory when a specimen contains a drug or drug metabolite equal or greater to the cutoff concentrations.

Primary specimen: In drug testing, the specimen bottle that is opened and tested by a first laboratory to determine whether the employee has a drug or drug metabolite in his or her system; and for the purpose of specimen validity testing. The primary specimen is the portion of the donor's subdivided specimen designated as the primary ("A") specimen by the collector to distinguish it from the split ("B") specimen, as defined in 49 CFR Part 40, as amended.

Prohibited drug: Identified as marijuana, cocaine, opioids, amphetamines, or phencyclidine as specified in 49 CFR Part 40, as amended.

Reconfirmed: The result reported for a split (Bottle B) specimen when the second HHS-certified laboratory corroborates the original result reported for the primary (Bottle A) specimen.

Rejected for Testing: The result reported by an HHS- Certified laboratory when no tests are performed for specimen because of a fatal flaw or a correctable flaw that has not been corrected.

Revenue Service Vehicles: All transit vehicles that are used for passenger transportation service.

Safety-sensitive functions: Employee duties identified as:

- (1) The operation of a transit revenue service vehicle even when the vehicle is not in revenue service.
- (2) The operation of a non-revenue service vehicle by an employee when the operation of such a vehicle requires the driver to hold a Commercial Drivers License (CDL).
- (3) Maintaining a revenue service vehicle or equipment used in revenue service.
- (4) Controlling dispatch or movement of a revenue service vehicle and
- (5) Carrying a firearm for security purposes.

Specimen: Fluid, breath, or other material collected from an employee at the collection site for the purpose of a drug or alcohol test.

Specimen Bottle: The bottle that, after being sealed and labeled according to the procedures in 49 CFR Part 40, is used to hold a primary (“A”) or split (“B”) specimen during the transportation to the laboratory. In the context of oral fluid testing, it may be referred to as a “vial,” “tube,” or “bottle.”

Split Specimen: In drug testing, the specimen that is sent to a first laboratory and stored with its original seal intact, and which is transported to a second laboratory for retesting at the employee’s request following MRO verification of the primary specimen as positive, adulterated or substituted.

Split specimen collection: A collection in which the single specimen collected is divided into two separate specimen bottles, the primary specimen (Bottle A) and the split specimen (Bottle B).

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: An employee's specimen not consistent with a normal human specimen, as determined by HHS (e.g., a urine specimen, with creatinine and specific gravity values that are so diminished, or so divergent that they are not consistent with normal human urine).

Test Refusal: The following are considered a refusal to test if the employee:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer.
- (2) Fail to remain at the collection site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
- (3) Fail to attempt to provide a specimen. An employee who does not provide a specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- (4) In the case of a directly-observed or monitored urine collection in a drug test, fail to permit monitoring or observation of your provision of a specimen.
- (5) Fail to provide a sufficient quantity of specimen without a valid medical explanation.
- (6) Fail or decline to take an additional test as directed by the collector or the employer for drug testing.
- (7) Fail to undergo a medical evaluation as required by the MRO or the employer's Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed urine collection .
- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- (13) Fail to remain readily available following an accident.
- (14) 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.

Undiluted (neat) oral fluid: An oral fluid specimen to which no other solid or liquid has been added. For example: A collection device that uses a diluent (or other component, process, or method that modifies the volume of the testable specimen) must collect at least 1 mL of undiluted (neat) oral fluid.

Urine specimen: Urine collected from an employee at the collection site for the purpose of a drug test.

Vehicle: A bus, electric bus, van, automobile, rail car, trolley car, trolley bus, or vessel. A public transit vehicle is a vehicle used for public transportation or for ancillary services.

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

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

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

D. EDUCATION AND TRAINING

- 1) Every covered employee will receive a copy of this policy and will have ready access to the corresponding federal regulations including 49 CFR Parts 655 and 40, as amended. In addition, all covered employees will undergo a minimum of 60 minutes of training on the signs and symptoms of drug use including the effects and consequences of drug use on personal health, safety, and the work environment. The training also includes manifestations and behavioral cues that may indicate prohibited drug use.
- 2) All supervisory personnel or company officials who are in a position to determine employee fitness for duty will receive 60 minutes of reasonable suspicion training on the physical, behavioral, and performance indicators of probable drug use and 60 minutes of additional reasonable suspicion training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse.

E. PROHIBITED SUBSTANCES

- 1) Prohibited substances addressed by this policy include the following.
 - a. Illegally Used Controlled Substance or Drugs Under the Drug-Free Workplace Act of 1988 any drug or any substance identified in Schedule I through V of Section 202 of the Controlled Substance Act (21 U.S.C.

812), and as further defined by 21 CFR 1308.11 through 1308.15 is prohibited at all times in the workplace unless a legal prescription has been written for the substance. This includes, but is not limited to: marijuana, amphetamines, opioids, phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs. It is important to note that the use of marijuana in any circumstances remains completely prohibited for any safety-sensitive employee subject to drug testing under USDOT regulations. The use of marijuana in any circumstance (including under state recreational and/or medical marijuana laws) by a safety-sensitive employee is a violation of this policy and a violation of the USDOT regulation 49 CFR Part 40, as amended.

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

- b. Legal Drugs: 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 a Concho Valley Transit supervisor and the employee is required to provide a written release from his/her doctor or pharmacist indicating that the employee can perform his/her safety-sensitive functions.
- c. Alcohol: The use of beverages containing alcohol (including mouthwash, medication, food, candy) or any other substances containing alcohol in a manner which violates the conduct listed in this policy is prohibited.

F. PROHIBITED CONDUCT

- 1) Illegal use of the drugs listed in this policy and as defined in 49 CFR Part 40, as amended is prohibited at all times. All covered employees are prohibited from reporting for duty or remaining on duty if they have used a prohibited drug as defined in 49 CFR Part 40, as amended.
- 2) Each covered employee is prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they

must acknowledge the use of alcohol at the time that they are called to report for duty. The covered employee will subsequently be relieved of his/her on-call responsibilities and subject to discipline for not fulfilling his/her on-call responsibilities.

- 3) The Transit Department shall not permit any covered employee to perform or continue to perform safety-sensitive functions if it has actual knowledge that the employee is using alcohol
- 4) Each covered employee is prohibited from reporting to work or remaining on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater regardless of when the alcohol was consumed.
 - a. An employee with a breath alcohol concentration which measures 0.02-0.039 is not considered to have violated the USDOT-FTA drug and alcohol regulations, provided the employee hasn't consumed the alcohol within four (4) hours of performing a safety-sensitive duty. However, if a safety-sensitive employee has a breath alcohol concentration of 0.02-0.039, USDOT-FTA regulations require the employee to be removed from the performance of safety-sensitive duties until:
 - i. The employee's alcohol concentration measures less than 0.02; or
 - ii. The start of the employee's next regularly scheduled duty period, but not less than eight hours following administration of the test.
- 5) No covered employee shall consume alcohol for eight (8) hours following involvement in an accident or until he/she submits to the post-accident drug/alcohol test, whichever occurs first.
- 6) No covered employee shall consume alcohol within four (4) hours prior to the performance of safety-sensitive job functions.
- 7) Concho Valley Transit, under its own authority, also prohibits the consumption of alcohol at all times the employee is on duty, or anytime the employee is in uniform.
- 8) Consistent with the Drug-free Workplace Act of 1988, all Concho Valley Transit employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances in the work place including transit system premises and transit vehicles.

G. DRUG STATUTE CONVICTION

Consistent with the Drug Free Workplace Act of 1998, all employees are required to notify the Concho Valley Transit management of any criminal drug statute conviction for a violation occurring in the workplace within five days after such conviction. Failure to comply with this provision shall result in disciplinary action as defined in this policy.

H. TESTING REQUIREMENTS

- 1) Drug testing and alcohol testing will be conducted as required by 49 CFR Part 40 as amended. All employees covered under FTA authority shall be subject to testing prior to performing safety-sensitive duty, for reasonable suspicion, following an accident, and random as defined in this policy, and return to duty/follow-up.
- 2) A drug test can be performed any time a covered employee is on duty. A reasonable suspicion, random, or follow-up alcohol test can only be performed just before, during, or after the performance of a safety-sensitive job function. Under Concho Valley Transit authority, a non-DOT alcohol test can be performed any time a covered employee is on duty.

All covered employees will be subject to drug testing and alcohol testing as a condition of ongoing employment with Concho Valley Transit. Any safety-sensitive employee who refuses to comply with a request for testing shall be removed from duty and subject to discipline as defined in this policy.

I. DRUG TESTING PROCEDURES

- 1) Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the U.S. Department of Health and Human Service (HHS). All testing will be conducted consistent with the procedures set forth in 49 CFR Part 40, as amended. The procedures will be performed in a private, confidential manner and every effort will be made to protect the employee, the integrity of the drug testing procedure, and the validity of the test result.
- 2) The drugs that will be tested for include marijuana, cocaine, opioids, amphetamines, and phencyclidine. After the identity of the donor is checked using picture identification, a urine and/or oral fluid specimen will be collected as described in 49 CFR Part 40, as amended. Each specimen will be accompanied by a DOT Custody and Control Form and identified using a unique identification number that attributes the specimen to the

correct individual. The specimen analysis will be conducted at a HHS certified laboratory. An initial drug screen and validity test will be conducted on the primary specimen. For those specimens that are not negative, a confirmatory test will be performed. The test will be considered positive if the amounts of the drug(s) and/or its metabolites identified by the confirmatory test are at or above the minimum thresholds established in 49 CFR Part 40, as amended.

- 3) The test results from the HHS certified laboratory will be reported to a Medical Review Officer. A Medical Review Officer (MRO) is a licensed physician with detailed knowledge of substance abuse disorders and drug testing. The MRO will review the test results to ensure the scientific validity of the test and to determine whether there is a legitimate medical explanation for a confirmed positive, substitute, or adulterated test result. The MRO will attempt to contact the employee to notify the employee of the non-negative laboratory result, and provide the employee with an opportunity to explain the confirmed laboratory test result. The MRO will subsequently review the employee's medical history/medical records as appropriate to determine whether there is a legitimate medical explanation for a non-negative laboratory result. If no legitimate medical explanation is found, the test will be verified positive or refusal to test and reported to Concho Valley Transit. If a legitimate explanation is found, the MRO will report the test result as negative.
- 4) If the test is invalid without a medical explanation, a retest will be conducted under direct observation. Employees do not have access to a test of their split specimen following an invalid result.
- 5) Any covered employee who questions the results of a required drug test may request that the split sample be tested. The split sample test must be conducted at a second HHS-certified laboratory. The test must be conducted on the split sample that was provided by the employee at the same time as the primary sample. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40, as amended. The employee's request for a split sample test must be made to the Medical Review Officer within 72 hours of notice of the original sample verified test result. Requests after 72 hours will only be accepted at the discretion of the MRO if the delay was due to documentable facts that were beyond the control of the employee. Concho Valley Transit will ensure that the cost for the split specimen analysis is covered in order for a timely analysis of the sample, however, Concho Valley Transit will seek reimbursement for the split sample test from the employee.
- 6) If the analysis of the split specimen fails to confirm the presence of the drug(s) detected in the primary specimen, if the split specimen is not able

to be analyzed, or if the results of the split specimen are not scientifically adequate, the MRO will declare the original test to be canceled.

7) Observed collections

a. Consistent with 49 CFR Part 40, as amended, collection under direct observation with no advance notice will occur if:

- i. The laboratory reports to the MRO that a specimen is invalid, and the MRO reports to Concho Valley Transit that there was not an adequate medical explanation for the result;
- ii. The MRO reports to Concho Valley Transit that the original positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed;
- iii. The laboratory reported to the MRO that the urine specimen was negative-dilute with a creatinine concentration greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL, and the MRO reported the urine specimen as negative-dilute and that a second collection must take place under direct observation (see §40.197(b)(1)).
- iv. The collector observes materials brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen;
- v. The temperature on the original urine specimen was out of range (See §40.65(b)(5));
- vi. Anytime the employee is directed to provide another specimen because the original specimen appeared to have been tampered with (See §40.65(c)(1)).
- vii. All follow-up-tests; or
- viii. All return-to-duty tests

Urine collections that are required to be directly observed will be conducted by a person of the same gender as the donor as required by 49 CFR Part 40.67.

J. ALCOHOL TESTING PROCEDURES

- 1) Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA)-approved Evidential Breath Testing device (EBT) operated by a trained Breath Alcohol Technician (BAT). A list of approved EBTs can be found on ODAPC's Web page for "Approved Evidential Breath Measurement Devices". Alcohol screening tests may be performed using a non-evidential testing device (alcohol screening device (ASD)) which is also approved by NHTSA. A list of approved ASDs can be found on ODAPC's Web page for "Approved Screening Devices to Measure Alcohol in Bodily Fluids". If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. The confirmatory test must occur on an EBT. The confirmatory test will be conducted no sooner than fifteen minutes after the completion of the initial test. The confirmatory test will be performed using a NHTSA-approved EBT operated by a trained BAT. The EBT will identify each test by a unique sequential identification number. This number, time, and unit identifier will be provided on each EBT printout. The EBT printout, along with an approved alcohol testing form, will be used to document the test, the subsequent results, and to attribute the test to the correct employee. The test will be performed in a private, confidential manner as required by 49 CFR Part 40, as amended. The procedure will be followed as prescribed to protect the employee and to maintain the integrity of the alcohol testing procedures and validity of the test result.
- 2) A confirmed alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of this policy. The consequences of a positive alcohol test are described in this policy. Even though an employee who has a confirmed alcohol concentration of 0.02 to 0.039 is not considered positive, the employee shall still be removed from duty for at least eight hours or for the duration of the work day whichever is longer and will be subject to the consequences described in this policy. An alcohol concentration of less than 0.02 will be considered a negative test.
- 3) Concho Valley Transit affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process. If at any time the integrity of the testing procedures or the validity of the test results is compromised, the test will be canceled. Minor inconsistencies or procedural flaws that do not impact the test result will not result in a cancelled test.
- 4) The alcohol testing form (ATF) required by 49 CFR Part 40 as amended, shall be used for all FTA required testing. Failure of an employee to sign step 2 of the ATF will be considered a refusal to submit to testing.

K. PRE-EMPLOYMENT TESTING

- 1) All applicants for covered transit positions shall undergo drug testing prior to performance of a safety-sensitive function.
 - a. All offers of employment for covered positions shall be extended conditional upon the applicant passing a drug test. An applicant will not be allowed to perform safety-sensitive functions unless the applicant takes a drug test with verified negative results.
 - b. An employee shall not be placed, transferred or promoted into a position covered under FTA authority or company authority until the employee takes a drug test with verified negative results.
 - c. If an applicant fails a pre-employment drug test, the conditional offer of employment shall be rescinded and the applicant will be provided with a list of at least two (2) USDOT qualified Substance Abuse Professionals. Failure of a pre-employment drug test will disqualify an applicant for employment for a period of at least one year. Before being considered for future employment the applicant must provide the employer proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G. The cost for the assessment and any subsequent treatment will be the sole responsibility of the applicant.
 - d. When an employee being placed, transferred, or promoted from a non-covered position to a position covered under FTA authority or company authority submits a drug test with a verified positive result, the employee shall be subject to disciplinary action in accordance with this policy.
 - e. If a pre-employment test is canceled, Concho Valley Transit will require the applicant to take and pass another pre-employment drug test.
 - f. In instances where a FTA covered employee does not perform a safety-sensitive function for a period of 90 consecutive days or more regardless of reason, and during that period is not in the random testing pool the employee will be required to take a pre-employment drug test under 49 CFR Part 655 and have negative test results prior to the conduct of safety-sensitive job functions.
 - g. Following a negative dilute the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.

- h. Applicants are required (even if ultimately not hired) to provide *Concho Valley Transit* with signed written releases requesting USDOT drug and alcohol records from all previous, USDOT-covered, employers that the applicant has worked for within the last two years. Failure to do so will result in the employment offer being rescinded. *Concho Valley Transit* is required to ask all applicants (even if ultimately not hired) if they have tested positive or refused to test on a pre-employment test for a USDOT covered employer within the last two years. If the applicant has tested positive or refused to test on a pre-employment test for a USDOT covered employer, Concho Valley Transit Concho Valley Transit will proceed with immediate termination the applicant must provide proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G.

L. REASONABLE SUSPICION TESTING

- 1) All Concho Valley Transit FTA covered employees will be subject to a reasonable suspicion drug and/or alcohol test when the employer has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. Reasonable suspicion shall mean that there is objective evidence, based upon specific, contemporaneous, articulable observations of the employee's appearance, behavior, speech or body odor that are consistent with possible drug use and/or alcohol misuse. Reasonable suspicion referrals must be made by one or more supervisors who are trained to detect the signs and symptoms of drug and alcohol use, and who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to possible prohibited substance abuse or alcohol misuse. A reasonable suspicion alcohol test can only be conducted just before, during, or just after the performance of a safety-sensitive job function. However, under Concho Valley Transit's authority, a non-DOT reasonable suspicion alcohol test may be performed any time the covered employee is on duty. A reasonable suspicion drug test can be performed any time the covered employee is on duty.
- 2) Concho Valley Transit shall be responsible for transporting the employee to the testing site. Supervisors should avoid placing themselves and/or others into a situation which might endanger the physical safety of those present. The employee shall be placed on administrative leave pending disciplinary action described in this policy. An employee who refuses an instruction to submit to a drug/alcohol test shall not be permitted to finish his or her shift and shall immediately be placed on administrative leave pending disciplinary action as specified in this policy.

- 3) A written record of the observations which led to a drug/alcohol test based on reasonable suspicion shall be prepared and signed by the supervisor making the observation. This written record shall be submitted to the Concho Valley Transit.
- 4) When there are no specific, contemporaneous, articulable objective facts that indicate current drug or alcohol use, but the employee (who is not already a participant in a treatment program) admits the abuse of alcohol or other substances to a supervisor in his/her chain of command, the employee shall be referred for assessment and treatment consistent with this policy. Concho Valley Transit shall place the employee on administrative leave in accordance with the provisions set forth under this policy. Testing in this circumstance would be performed under the direct authority of the Concho Valley Transit. **Since the employee self-referred to management, testing under this circumstance would not be considered a violation of this policy or a positive test result under Federal authority.** However, self-referral does not exempt the covered employee from testing under Federal authority as specified in this policy or the associated consequences.

M. POST-ACCIDENT TESTING

- 1) FATAL ACCIDENTS – A covered employee will be required to undergo drug and alcohol testing if they are involved in an accident with a transit vehicle, whether or not the vehicle is in revenue service at the time of the accident, that results in a fatality. This includes all surviving covered employees that are operating the vehicle at the time of the accident and any other whose performance could have contributed to the accident, as determined by the employer using the best information available at the time of the decision.
- 2) NON-FATAL ACCIDENTS – A post-accident test of the employee operating the public transportation vehicle will be conducted if an accident occurs and at least one of the following conditions is met:
 - a. 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.
 - b. One or more vehicles incurs disabling damage as a result of the occurrence and must be transported 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 the employer using the best information available at the time of the decision, will be tested.

As soon as practicable following an accident, as defined in this policy, the transit supervisor investigating the accident will notify the transit employee operating the transit vehicle and all other covered employees whose performance could have contributed to the accident of the need for the test. The supervisor will make the determination using the best information available at the time of the decision.

The appropriate transit supervisor shall ensure that an employee, required to be tested under this section, is tested as soon as practicable, but no longer than eight (8) hours of the accident for alcohol, and no longer than 32 hours for drugs. If an alcohol test is not performed within two hours of the accident, the Supervisor will document the reason(s) for the delay. If the alcohol test is not conducted within (8) eight hours, or the drug test within 32 hours, attempts to conduct the test must cease and the reasons for the failure to test documented.

Any covered employee involved in an accident must refrain from alcohol use for eight (8) hours following the accident, or until he/she undergoes a post-accident alcohol test.

An employee who is subject to post-accident testing who fails to remain readily available for such testing, including notifying a supervisor of his or her location if he or she leaves the scene of the accident prior to submission to such test, may be deemed to have refused to submit to testing.

Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident, or to prohibit an employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

In the rare event that Concho Valley Transit is unable to perform an FTA drug and alcohol test (i.e., employee is unconscious, employee is detained by law enforcement agency), Concho Valley Transit may use drug and alcohol post-accident test results administered by local law enforcement officials in lieu of the FTA test. The local law enforcement officials must have independent authority for the test and the employer must obtain the results in conformance with local law.

N. RANDOM TESTING

- 1) All covered employees will be subjected to random, unannounced testing. The selection of employees shall be made by a scientifically valid method of randomly generating an employee identifier from the appropriate pool of safety-sensitive employees. Individuals who may be covered under company authority will be selected from a pool of non-DOT-covered individuals.

- 2) The dates for administering unannounced testing of randomly selected employees shall be spread reasonably throughout the calendar year, day of the week and hours of the day.
- 3) The number of employees randomly selected for drug/alcohol testing during the calendar year shall be not less than the percentage rates set each year by the FTA administrator. The current year testing rates can be viewed online at <https://www.transportation.gov/odapc/random-testing-rates>.
- 4) Each covered employee shall be in a pool from which the random selection is made. Each covered employee in the pool shall have an equal chance of selection each time the selections are made. Employees will remain in the pool and subject to selection, whether or not the employee has been previously tested. There is no discretion on the part of management in the selection.
- 5) Covered transit employees that fall under the Federal Transit Administration regulations will be included in one random pool maintained separately from the testing pool of non-safety-sensitive employees that are included solely under Concho Valley Transit authority.
- 6) Random tests can be conducted at any time during an employee's shift for drug testing. Alcohol random tests can only be performed just before, during, or just after the performance of a safety sensitive duty. However, under Concho Valley Transit's authority, a non-DOT random alcohol test may be performed any time the covered employee is on duty. Testing can occur during the beginning, middle, or end of an employee's shift.
- 7) Employees are required to proceed immediately to the collection site upon notification of their random selection.

O. RETURN-TO-DUTY TESTING

Concho Valley Transit will terminate the employment of any employee that tests positive or refuses a test as specified in this policy. However, in the rare event an employee is reinstated with court order or other action beyond the control of the transit system, the employee must complete the return-to-duty process prior to the performance of safety-sensitive functions. All covered employees who previously tested positive on a drug or alcohol test or refused a test, must test negative for drugs, alcohol (below 0.02 for alcohol), or both and be evaluated and released by the Substance Abuse Professional before returning to work. Following the initial assessment, the SAP will recommend a course of rehabilitation unique to the individual. The SAP will recommend the return-to-duty test only when the employee has successfully completed the treatment requirement and is known to

be drug and alcohol-free and there are no undue concerns for public safety. The SAP will determine whether the employee returning to duty will require a return-to-duty drug test, alcohol test, or both.

P. FOLLOW-UP TESTING

Covered employees that have returned to duty following a positive or refused test will be required to undergo frequent, unannounced drug and/or alcohol testing following their return-to-duty test. The follow-up testing will be performed for a period of one to five years with a minimum of six tests to be performed the first year. The frequency and duration of the follow-up tests (beyond the minimums) will be determined by the SAP reflecting the SAP's assessment of the employee's unique situation and recovery progress. Follow-up testing should be frequent enough to deter and/or detect a relapse. Follow-up testing is separate and in addition to the random, post-accident, reasonable suspicion and return-to-duty testing.

In the instance of a self-referral or a management referral, the employee will be subject to non-USDOT follow-up tests and follow-up testing plans modeled using the process described in 49 CFR Part 40. However, all non-USDOT follow-up tests and all paperwork associated with an employee's return-to-work agreement that was not precipitated by a positive test result (or refusal to test) does not constitute a violation of the Federal regulations will be conducted under company authority and will be performed using non-DOT testing forms.

Q. RESULT OF DRUG/ALCOHOL TEST

- 1) Any covered employee that has a verified positive drug or alcohol test, or test refusal, will be immediately removed from his/her safety-sensitive position, informed of educational and rehabilitation programs available, and will be provided with a list of at least two (2) USDOT qualified Substance Abuse Professionals (SAP) for assessment, and will be terminated.
- 2) Following a negative dilute the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.
- 3) Refusal to submit to a drug/alcohol test shall be considered equivalent to a positive test result and a direct act of insubordination and shall result in termination and referral to a list of USDOT qualified SAPs. A test refusal is defined as any of the following circumstances:
 - a. Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer.

- b. Fail to remain at the testing collection 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.
 - c. Fail to attempt to provide a specimen. An employee who does not provide a 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.
 - d. In the case of a directly-observed or monitored urine collection in a drug test, fail to permit monitoring or observation of your provision of a specimen.
 - e. Fail to provide a sufficient quantity of specimen without a valid medical explanation.
 - f. Fail or decline to take an additional test as directed by the collector or the employer for drug testing.
 - g. Fail to undergo a medical evaluation as required by the MRO or the employer's Designated Employer Representative (DER).
 - h. Fail to cooperate with any part of the testing process.
 - i. Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed urine collection.
 - j. Possess or wear a prosthetic or other device used to tamper with the collection process.
 - k. Admit to the adulteration or substitution of a specimen to the collector or MRO.
 - l. Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
 - m. Fail to remain readily available following an accident.
 - n. 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.
- 4) An alcohol test result of ≥ 0.02 to ≤ 0.039 BAC shall result in the removal of the employee from duty for eight hours or the remainder or the work day whichever is longer. The employee will not be allowed to return to safety-sensitive duty for his/her next shift until he/she submits to a NONDOT alcohol test with a result of less than 0.02 BAC.
- 5) In the instance of a self-referral or a management referral, disciplinary action against the employee shall include:
- a. Mandatory referral for an assessment by an employer approved counseling professional for assessment, formulation of a treatment plan, and execution of a return-to-work agreement;
 - b. Failure to execute, or remain compliant with the return-to-work agreement shall result in termination from 2) Concho Valley Transit employment.

- i. Compliance with the return-to-work agreement means that the employee has submitted to a drug/alcohol test immediately prior to returning to work; the result of that test is negative; the employee is cooperating with his/her recommended treatment program; and, the employee has agreed to periodic unannounced follow-up testing as described in this policy; however, all follow-up testing performed as part of a return-to-work agreement required under this policy is under the sole authority of 2) Concho Valley Transit and will be performed using non-DOT testing forms.
 - c. Refusal to submit to a periodic unannounced follow-up drug/alcohol test shall be considered a direct act of insubordination and shall result in termination. **All tests conducted as part of the return-to-work agreement will be conducted under company authority and will be performed using non-DOT testing forms.**
 - d. **A self-referral or management referral to the employer's counseling professional that was not precipitated by a positive test result does not constitute a violation of the Federal regulations and will not be considered as a positive test result in relation to the progressive discipline defined in this policy.**
 - e. Periodic unannounced follow-up drug/alcohol testing conducted as a result of a self-referral or management referral which results in a verified positive shall be considered a positive test result in relation to the progressive discipline defined in this policy.
 - f. A Voluntary Referral does not shield an employee from disciplinary action or guarantee employment with Concho Valley Transit.
 - g. A Voluntary Referral does not shield an employee from the requirement to comply with drug and alcohol testing.
- 6) Failure of an employee to report within five days a criminal drug statute conviction for a violation occurring in the workplace shall result in termination.

R. GRIEVANCE AND APPEAL

The consequences specified by 49 CFR Part 40.149 (c) for a positive test or test refusal is not subject to arbitration.

S. PROPER APPLICATION OF THE POLICY

Concho Valley Transit is dedicated to assuring fair and equitable application of this substance abuse policy. Therefore, supervisors/managers are required to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor/manager who knowingly disregards the requirements of this policy, or

who is found to deliberately misuse the policy in regard to subordinates, shall be subject to disciplinary action, up to and including termination.

T. INFORMATION DISCLOSURE

- 1) Drug/alcohol testing records shall be maintained by the Concho Valley Transit Drug and Alcohol Program Manager and, except as provided below or by law, the results of any drug/alcohol test shall not be disclosed without express written consent of the tested employee.
- 2) The employee, upon written request, is entitled to obtain copies of any records pertaining to their use of prohibited drugs or misuse of alcohol including any drug or alcohol testing records. Covered employees have the right to gain access to any pertinent records such as equipment calibration records, and records of laboratory certifications. Employees may not have access to SAP follow-up testing plans.
- 3) Records of a verified positive drug/alcohol test result shall be released to the Drug and Alcohol Program Manager, and other transit system management personnel on a need-to-know basis.
- 4) Records will be released to a subsequent employer only upon receipt of a written request from the employee.
- 5) Records of an employee's drug/alcohol tests shall be released to the adjudicator in a grievance, lawsuit, or other proceeding initiated by or on behalf of the tested individual arising from the results of the drug/alcohol test. The records will be released to the decision maker in the proceeding.
- 6) Records will be released to the National Transportation Safety Board during an accident investigation.
- 7) Information will be released in a criminal or civil action resulting from an employee's performance of safety-sensitive duties, in which a court of competent jurisdiction determines that the drug or alcohol test information is relevant to the case and issues an order to the employer to release the information. The employer will release the information to the decision maker in the proceeding with a binding stipulation that it will only be released to parties of the proceeding.
- 8) Records will be released to the DOT or any DOT agency with regulatory authority over the employer or any of its employees.
- 9) Records will be released if requested by a Federal, state or local safety agency with regulatory authority over Concho Valley Transit or the employee.

- 10) If a party seeks a court order to release a specimen or part of a specimen contrary to any provision of Part 40 as amended, necessary legal steps to contest the issuance of the order will be taken
- 11) In cases of a contractor or sub-recipient of a state department of transportation, records will be released when requested by such agencies that must certify compliance with the regulation to the FTA.

This Policy was adopted by the *ConchoValley Council of Governments*

Attachment A

<u>Job Title</u>	<u>Job Duties</u>
Drivers	Revenue Vehicle Operation
Maintenance Supervisor	Revenue Vehicle & Equipment Maintenance
Road Supervisors	Revenue Vehicle Control/Operation

Attachment B Contacts

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

Concho Valley Transit Drug and Alcohol Program Manager (DAPM)

Name: Blanca Cardona

Title: Safety, Training, & Compliance Specialist

Address: 510 N. Chadbourne Street, San Angelo, Texas, 76904

Telephone Number: 325-947-8729 x409

Consortium/Third Party Administrator (C/TPA)

Name: Melody's Southwest Consortium

Address: 300 E. 3rd Street, San Angelo, TX 76903

Phone Number: 325-658-9966

Medical Review Officer

Name: Vanessa Pearson

Title: Medical Review Officer

Address: 300 E 3rd St, San Angelo, TX 76903

Telephone Number: 325-658-9966

SAMSHA, HHS Certified Laboratory Primary Specimen

Name: Alere Toxicology Services, Inc.

Address: 1111 Newton Street, Gretna LA 70053

Telephone Number: 800-433-3823

Substance Abuse Professional #1

Name: Jacqueline Cottle LCDC, ICADC, SAP

Address: 501 Main Street, Junction, TX 76849

Telephone Number:

Substance Abuse Professional #2

Name: James L. Stell III, LCDC, SAP, ICADC

Address: 809 Howell Dr. Coppell, Texas 75019

Telephone Number: 325-266-1106



Memo

To: CVTD Board of Directors

From: Blanca Cardona, Safety Manager

Date: 03/19/2025

Re: CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 10

ITEM 10

Blanca Cardona, Safety Manager, is seeking consideration and approval for the updates to the CVTD Drug and Alcohol policy.

Approved at the CVTD Board Meeting on March 19, 2025.

CVTD
Balance Sheet - CVTD Balance Sheet
As of 1/31/2025

	Current Period Balance	
Assets		
Square Bank Account	4,778.11	1114000
First Financial Transit District Bank Acct	1,074,686.36	1115000
First Financial ICB Bank Acct	34,211.98	1119000
Petty Cash	150.00	1198000
FTA/TxDOT Urban AR	71,656.00	1241000
TxDOT Rural	422,665.00	1242000
TxDOT Rural SEP	70,912.00	1242001
TxDOT ED-5310-Mobility Mngt	77,458.00	1251000
TXDOT RPTCP Receivable	21,937.00	1281000
Account Receivable-AMR	5,551.80	1300000
Accounts Receivable - SafeRide	12,747.31	1306000
Sterling County	2,279.84	1379000
City of San Angelo	341,332.00	1386000
Angelo State University	12,650.00	1387000
CV Area Agency on Aging	8,530.00	1389000
CV Foster Grandparent	301.00	1390000
Accounts Receivable-General	6,294.28	1391000
CV Senior Companion	355.50	1393000
CV Economic Development District	92,311.00	1394000
Charter Services Receivable	250.00	1395000
Bus Passes Receivable	2,370.00	1396000
Other Assets - Project Equipment	4,092,908.69	1811000
Other Assets - Land Chadbourne	353,098.80	1812000
Other Assets - Building Chadbourne	4,661,734.41	1813000
Other Assets - Land Link Road	396,000.00	1814000
Other Assets - Building Link Road	3,448,031.56	1815000
Total Assets	15,215,200.64	
Liabilities		
AP	45,184.49	2111000
AP Owed to CVCOG	419,603.45	2112000
AP Clearing Account	1,709.66	2115000
Unearned Revenue-COSA	197,743.30	2911000
Unearned Revenue- Charter Payments	250.00	2914000
Unearned Revenue- Insurance Payments	2,720.77	2915000
Unearned Revenue - County Membership Dues	143,436.07	2917000
Unearned Revenue-AMR	11,976.68	2919000
Unearned Revenue- Bus Passes	2,370.00	2920000
Unearned Revenue- SafeRide	111,329.14	2922000
Unearned Revenue- CVCOG	14,583.35	2927000
Total Liabilities	950,906.91	
Fund Balance		
Unassigned General Fund	1,207,819.95	3101000
Investment - Capital Assets	12,951,773.46	3110000
Restricted - Insurance Payments	52,041.58	3603000
Restricted - Local Funds	4,122.71	3604000
Total Fund Balance	14,215,757.70	
Excess Revenue over Expenditures	48,536.03	
Total Liabilities and Fund Balance	15,215,200.64	

CVTD
Statement of Revenues and Expenditures
From 9/1/2024 Through 1/31/2025

		Current Period Actual
Revenue		
4150100	FTA TX-2024-023 CFDA 20.507	576,444.00
4152000	FTA TX-2023-005-01 Y495 CFDA 20.507	751.00
4207000	TXDOT RPTCP CFDA 20.505	28,195.00
4276000	TXDOT 5311-2022-CVTD-00100	43,997.00
4276100	TXDOT 5311-2023-CVTD-00031	25,482.00
4276101	TXDOT 5311-2024-CVTD-00019 SEP	69,514.00
4276102	TXDOT 5311-2024-CVTD-00028 SEP	26,912.00
4282001	TXDOT 5311-2024-00056	485,609.00
4284000	TxDOT 5310-ED-Mobility Mngt, CFDA 20.513	77,458.00
4307101	TXDOT State-U-2024-CVTD-00125	397,864.00
4322001	TXDOT State R-2024	325,720.00
4412000	Transportation Toll Credits	26,770.00
4521000	Organization Program Income	10,565.00
4522000	Program Income	43,310.94
4523000	Local Revenue	54,864.54
4524000	Greyhound Lines Pass-Thru	8,712.91
4525000	Transit Charter Fees	14,930.56
4526000	Building Lease	775.00
4756000	Revenue County Cash Match	83,921.23
4757000	SafeRide Medical Transportation	17,009.92
4758000	COSA Funds	143,588.70
4759000	AMR Medical Transportation	29,360.57
4760000	CVEDD Vendor Contract	188,919.00
4762000	FGP Vendor Contract	1,823.50
4763000	Transp Aging Vendor Cont	45,680.00
4764000	SCP Vendor Contract	1,992.50
4916000	Facility Management Allocation	3,862.86
	Total Revenue	2,734,033.23
Expenditures		
5110000	General Wages	313,879.14
5118000	General Overtime Wages	387.36
5150000	Vacation Time Allocation	74,068.96
5151000	Medicare Tax	15,395.91
5172000	Workers Comp Insurance	83,423.98
5173000	SUTA	5,002.11
5174000	Health Insurance Benefit	224,546.19
5175000	Dental Insurance Benefit	7,980.77
5176000	Life Insurance Benefits	6,558.01
5177000	HSA Insurance Benefit	1,078.70
5181000	Retirement	120,075.79
5199000	Management and Administration Indirect	117,340.38
5203000	Uniforms	1,105.52
5204000	Greyhound Pass-Thru	9,804.40
5206000	HR Service Center	38,949.60
5207000	Procurement Service Center	70,345.35
5208000	Information Technology Service Center	45,514.02
5210000	Driver Wages	669,722.21
5217000	Dispatch/Customer Service Wages	47,063.96
5218000	Driver Overtime Wages	59,225.18
5219000	Dispatch/Customer Service Overtime Wages	1,185.81
5222000	Driver Double Time	132.00

CVTD
Statement of Revenues and Expenditures
From 9/1/2024 Through 1/31/2025

		<u>Current Period Actual</u>
5231000	Audit & Legal	10,000.00
5291000	Contract Services	2,509.65
5310000	Travel-Out of Region	5,406.99
5312000	Meals	149.32
5351000	Fuel	138,773.05
5352000	Lubricant, Oil, Other Fluids(except Fuel)	13,533.24
5361000	Vehicle Maintenance	167,714.41
5363000	Tires	17,991.64
5366000	Non-Vehicle Maintenance	644.99
5431000	Utilities	3,744.16
5448000	Link Road Building Maintenance	74.00
5451000	Facility Allocation	3,824.95
5452000	Capital Facility Improvements	2,400.00
5510000	Supplies	2,014.24
5516000	Supplies - Bus/Service Vehicles	50,061.29
5520000	Parts Supplies	6,492.08
5622000	Computers/Software	19,680.00
5629000	Tools	731.68
5632000	Copier	458.37
5711000	Insurance	49,195.57
5712000	Communications - Bus	187,489.51
5713000	Cell Phones	489.86
5721000	Printing	2,781.14
5753000	Dues and fees	6,733.52
5754000	Vehicle Registration	123.00
5762000	Postage/freight	290.86
5792000	Coffee Expense	151.68
5793000	Physicals	1,440.00
5796000	Safety	3,223.20
5810000	Multi-Modal Supplies	2,956.06
5811000	Multi-Modal Insurance	8,764.78
5814000	Multi-Modal Internet	4,325.46
5831000	Multi-Modal Utilities	14,291.51
5851000	Multi-Modal Building Maintenance	16,073.66
5861000	Multi-Modal Communications	165.00
5870000	Shop Christoval Rd Supplies	12.00
5876000	Shop Christoval Rd Utilities	934.11
5880000	Shop Christoval Rd Building Maintenance	296.87
6999000	Transportation Toll Credits	26,770.00
	Total Expenditures	<u>2,685,497.20</u>
	Excess Revenue over Expenditures	<u><u>48,536.03</u></u>

SCHEDULE OF REVENUES BY SOURCE
September 1, 2024 - August 31, 2025
CV Transit District

Grant No	Grant Name	Federal	ARP and CARES	State Administered Federal	State	Toll Credits	Program Income	Transit Charter	Transit Medical	Sale of Equipment	CVEDD Vendor	Pass Thru	FGP/SCP/Aging Vendor	TML Ins	Local Revenue	COSA & Counties	Total Revenue	Total Expenditures	Excess Revenue over Expenditures	Notes
010	ICB Program	-	-	-	-	-	1,508.22	-	10,881.34	-	-	8,712.91	-	-	-	-	21,102.47	21,102.47	-	
018	Extended Medical Transp Program	-	-	-	-	-	-	-	32,122.71	-	-	-	-	-	-	-	32,122.71	32,122.71	-	
L03	Link Road Facility	-	-	-	-	-	-	-	-	-	-	-	-	-	3,862.86	-	3,862.86	3,862.86	-	
M05	Mobility Urban 5310-2023-00107	-	-	1,501.00	-	298.00	-	-	880.37	-	-	-	-	-	-	-	2,679.37	2,679.37	-	
M08	Mobility Urban 5310-2024-00159	-	-	12,795.00	-	-	-	-	752.85	-	-	-	-	-	-	-	13,547.85	13,547.85	-	
M09	Mobility Urban 5310-2024-00130	-	-	26,054.00	-	5,211.00	-	-	903.05	-	-	-	-	-	-	-	32,168.05	32,168.05	-	
M10	Mobility Urban 5310-2023-00107	-	-	37,108.00	-	5,675.00	-	-	819.90	-	-	-	-	-	-	-	43,602.90	43,602.90	-	
P04	Grant P04, RPTCP 2024-CVTD-000	-	-	28,195.00	-	4,674.00	-	-	2.52	-	-	-	-	-	-	-	32,871.52	32,871.52	-	
R05	CVTD Rural FY 24-25	-	-	490,805.00	325,720.00	8,799.00	686.50	-	-	-	47,323.00	-	1,023.00	-	1,775.50	29,441.01	905,573.01	857,036.98	48,536.03	excess revenue
R06	CVTD Rural SEP FY 24-25	-	-	64,283.00	96,426.00	-	-	-	7.75	-	-	-	-	-	-	-	160,716.75	160,716.75	-	
U05	CVTD Urban FY 24-25	577,195.00	-	-	397,864.00	-	52,456.22	14,930.56	-	-	141,596.00	-	48,473.00	-	53,089.04	198,068.92	1,483,672.74	1,483,672.74	-	
U06	Grant U06, FTA TX-2024-055 Emerg Relief	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00	-	
		577,195.00	-	660,741.00	820,010.00	24,657.00	54,650.94	14,930.56	46,370.49	-	188,919.00	8,712.91	49,496.00	-	58,727.40	227,509.93	2,731,920.23	2,683,384.20	-	48,536.03

48,536.03 Rural verification with Grant Detail
- Urban verification with Grant Detail
- Local verification with Grant Detail
48,536.03

CONCHO VALLEY TRANSIT DISTRICT
September 2024 through August 2025

URBAN PROGRAM		SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL	Less Previous Request	BUDGET	Variance
		SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL	Request	BUDGET	Variance
TOTAL EXPENSE		-	-	224,254.32	305,702.52	267,982.62	358,661.14	327,072.14	-	-	-	-	-	1,483,672.74	-	3,123,606.22	1,639,933.48
Urban - 5307	Grant U05	URB 1901 (07)															
STATE-U-2024-00125	STATE	Period 9/1/23 thru 08/31/2024															
Preventative Maint	11.7A.00	1,799.00	8,426.00	1,170.00	4,502.00	36,203.00	-	-	-	-	-	-	-	52,100.00	-	52,100.00	-
Operating	30.09.01	106,428.00	131,786.00	107,550.00	-	-	-	-	-	-	-	-	-	345,764.00	-	345,764.00	-
TOTAL		108,227.00	140,212.00	108,720.00	4,502.00	36,203.00	-	-	-	-	-	-	-	397,864.00	-	397,864.00	-
FTA TX-2020-175-00 Y403	Grant U05 FED	Grant Award started September 2019															
Operations	30.09.01	-	-	-	-	-	-	-	-	-	-	-	-	-	853,147.00	853,147.00	-
ADA	11.7C.00	-	-	-	-	-	-	-	-	-	-	-	-	270,171.00	270,171.00	-	-
Prev Maint	11.7A.00	-	-	-	-	-	-	-	-	-	-	-	-	212,629.00	212,629.00	-	-
Lease Yards	11.46.05	-	-	-	-	-	-	-	-	-	-	-	-	96,000.00	96,000.00	-	-
Acquire Mobile Surv/Security Equip	11.42.09	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Bus Support Equip/Facilities Engineer & Design	11.41.02	-	-	-	-	-	-	-	-	-	-	-	-	-	200,000.00	200,000.00	200,000.00
TOTAL	CFDA 20.507	-	-	-	-	-	-	-	-	-	-	-	-	-	1,431,947.00	1,631,947.00	200,000.00
FTA TX-2021-100-01	Grant U05 FED	Grant Award started September 2021															
Operations	30.09.01	-	-	-	-	-	-	-	-	-	-	-	-	-	900,000.00	900,000.00	-
ADA	11.7C.00	-	-	-	-	-	-	-	-	-	-	-	-	120,000.00	120,000.00	-	-
Prev Maint	11.7A.00	-	-	-	-	-	-	-	-	-	-	-	-	351,813.00	357,784.00	5,971.00	-
Lease Yards	11.46.05	-	-	-	-	-	-	-	-	-	-	-	-	53,760.00	53,760.00	-	-
Acquire Bus Passenger Shelters	11.32.10	-	-	-	-	-	-	-	-	-	-	-	-	29,010.00	62,520.00	33,510.00	-
Eng/Design Yards & Shops	11.41.05	-	-	-	-	-	-	-	-	-	-	-	-	8,742.00	8,742.00	-	-
TOTAL	CFDA 20.507	-	-	-	-	-	-	-	-	-	-	-	-	-	1,463,643.00	1,503,124.00	39,481.00
FTA TX-2023-005-01	Grant U05 FED	Grant Award started September 2022															
Operations	30.09.01	-	-	-	-	-	-	-	-	-	-	-	-	-	1,149,309.00	1,149,309.00	-
ADA	11.7C.00	-	-	-	-	-	-	-	-	-	-	-	-	395,875.00	395,875.00	-	-
Prev Maint	11.7A.00	751.00	-	-	-	-	-	-	-	-	-	-	-	751.00	346,449.00	347,200.00	-
Lease Yards	11.46.05	-	-	-	-	-	-	-	-	-	-	-	-	67,200.00	67,200.00	-	-
Acquire Mobile Surv/Security Equip	11.42.09	-	-	-	-	-	-	-	-	-	-	-	-	-	19,793.00	19,793.00	19,793.00
TOTAL	CFDA 20.507	751.00	-	-	-	-	-	-	-	-	-	-	-	751.00	1,958,833.00	1,979,377.00	19,793.00
FTA TX-2024-023	Grant U05 FED	Grant Award started September 2023															
Operations	30.09.01	94,851.00	118,811.00	118,113.00	148,963.00	22,499.00	-	-	-	-	-	-	-	503,237.00	786,134.00	1,289,371.00	-
ADA	11.7C.00	-	-	-	-	-	-	-	-	-	-	-	-	-	210,053.00	210,053.00	-
Prev Maint	11.7A.00	6,446.00	33,702.00	4,679.00	18,008.00	8,452.00	-	-	-	-	-	-	-	71,287.00	39,439.00	346,951.00	236,225.00
Lease Yards	11.46.05	-	-	-	-	-	-	-	-	-	-	-	-	-	40,320.00	53,760.00	13,440.00
Acquire Bus Passenger Shelters	11.32.10	-	-	-	-	-	-	-	-	-	-	-	-	-	-	29,010.00	29,010.00
TOTAL	CFDA 20.507	103,217.00	152,513.00	122,792.00	166,971.00	30,951.00	-	-	-	-	-	-	-	576,444.00	1,075,946.00	1,950,150.00	297,760.00
FTA TX-2024	Grant U06 FED	Grant Award 2019 Lapsing Funds															
Operations	30.09.01	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	CFDA 20.507	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Government Funding		-	212,195.00	292,725.00	231,512.00	171,473.00	67,154.00	-	-	-	-	-	-	975,059.00	5,930,369.00	7,462,462.00	557,034.00
OTHER REVENUE		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Organization Program Revenue		-	2,880.00	2,080.00	1,690.00	1,570.00	2,345.00	-	-	-	-	-	-	10,565.00	-	20,000.00	9,435.00
Program Revenue		-	8,393.27	9,612.89	8,395.53	8,153.44	6,917.59	-	-	-	-	-	-	41,472.72	-	78,000.00	36,527.28
Charter		-	250.00	1,243.40	2,500.00	8,549.66	2,387.50	-	-	-	-	-	-	14,930.56	-	24,000.00	9,069.44
Building Lease		-	54.00	54.00	54.00	202.50	54.00	-	-	-	-	-	-	418.50	-	1,200.00	781.50
Sale of Equipment		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TML Insurance		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Ram Tram		-	6,800.64	7,901.76	8,191.68	6,270.00	9,100.00	-	-	-	-	-	-	38,264.08	-	62,000.00	23,735.92
Advertising		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
County Rev Match		-	-	-	20,137.27	9,050.96	25,291.99	-	-	-	-	-	-	54,480.22	-	-	(54,480.22)
Other/Local		-	1,091.24	1,557.86	2,354.42	2,164.58	7,656.86	-	-	-	-	-	-	14,824.96	-	48,001.00	33,176.04
Tom Green		-	-	-	-	-	-	-	-	-	-	-	-	-	-	54,480.22	54,480.22
COSA Funds		-	-	-	-	143,588.70	-	-	-	-	-	-	-	143,588.70	-	389,332.00	245,743.30
Medical		-	-	-	-	-	-	-	-	-	-	-	-	-	-	389,000.00	389,000.00
CVEDD		-	23,884.00	30,464.00	33,824.00	53,424.00	-	-	-	-	-	-	-	141,596.00	-	460,000.00	318,404.00
FGP		-	430.50	427.00	322.00	343.00	301.00	-	-	-	-	-	-	1,823.50	-	4,000.00	2,176.50
Area Agency on Aging		-	9,040.00	10,350.00	9,380.00	8,380.00	8,530.00	-	-	-	-	-	-	45,680.00	-	60,000.00	14,320.00
SCP		-	168.00	283.50	241.50	157.50	119.00	-	-	-	-	-	-	969.50	-	1,500.00	530.50
TOTAL OTHER REVENUE		-	29,107.65	57,394.41	83,730.40	78,665.64	259,715.64	-	-	-	-	-	-	508,613.74	-	1,591,513.22	1,082,899.48
Total Urban Excess/(Shortage)		-	17,048.33	44,416.89	47,259.78	(108,522.50)	(202.50)	-	-	-	-	-	-	-	-	-	-
MATCH		-	-	-	-	-	-	-	-	-	-	-	-	Total Match	-	Match Required	Excess Available

CONCHO VALLEY TRANSIT DISTRICT
September 2024 through August 2025

RURAL PROGRAM															Less Previous Request	BUDGET	Variance	
	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL					
TOTAL EXPENSE	145,755.95	165,684.10	255,937.53	247,616.66	202,759.49	-	-	-	-	-	-	-	1,017,753.73	-	2,474,955.79	1,457,202.06		
Rural 5311 2023																		
Temp SAF Revenue	SAF																	
TOTAL	CFDA 20.509																	
Rural 5311	Grant R05	Suffix	Period: 09/1/2023 thru 11/30/2024															
5311-2023-CVTD-00031	SAF																	
Operating	30.09.01	25,482.00											25,482.00	652,076.00	677,558.00	-		
Administrative	11.79.00													111,271.00	111,271.00	-		
Preventative Maint	11.7A.00													87,164.00	87,164.00	-		
TOTAL	CFDA 20.509	25,482.00											25,482.00	850,511.00	875,993.00	-		
Rural	Grant R05	Suffix	Period: 09/1/2024 thru 08/31/2025															
STATE-R-2024-00124	State																	
Administrative	11.79.00	5,880.00	5,159.00	4,891.00	3,518.00	3,272.00							22,720.00		34,800.00	12,080.00		
Preventative Maint	11.7A.00	377.00	2,298.00	1,859.00	4,701.00	85.00							9,320.00		14,400.00	5,080.00		
Operating	30.09.01	26,796.00	55,822.00	58,923.00	82,357.00	69,782.00							293,680.00		388,884.00	95,204.00		
TOTAL		33,053.00	63,279.00	65,673.00	90,576.00	73,139.00							325,720.00		438,084.00	112,364.00		
Rural 5311	Grant R05	Suffix	Period: 9/1/24 thru 8/31/2025															
5311-2024-CVTD-00056	SAF																	
Administrative	11.79.00	23,519.00	20,636.00	19,565.00	14,072.00	13,089.00							90,881.00		174,000.00	83,119.00		
Preventative Maint	11.7A.00	1,545.00	11,090.00	9,360.00	19,641.00	1,501.00							43,137.00		72,000.00	28,863.00		
Operating	30.09.01	30,659.00	60,451.00	75,477.00	98,155.00	86,849.00							351,591.00		720,124.00	368,533.00		
TOTAL	CFDA 20.509	55,723.00	92,177.00	104,402.00	131,868.00	101,439.00							485,609.00		966,124.00	480,515.00		
Rural Service Expansion Program (State)	Grant R06	Suffix	Period: 7/1/24 thru 05/31/2025															
SEP-2024-CVTD-00019	STATE																	
Operating	30.09.01	5,892.00	7,187.00	24,999.00	23,769.00	1,716.00							63,563.00	8,029.00	71,592.00	-		
Preventative Maint	11.7A.00	57.00	2,849.00	2,884.00	161.00								5,951.00	784.00	6,735.00	-		
TOTAL	CFDA 20.509	5,949.00	10,036.00	27,883.00	23,930.00	1,716.00							69,514.00	8,813.00	78,327.00	-		
Rural Service Expansion Program (State)	Grant R06	Suffix	Period: 7/1/24 thru 06/30/2026															
SEP-2024-CVTD-00028	STATE																	
Operating	30.09.01					24,074.00							24,074.00		278,747.00	254,673.00		
Preventative Maint	11.7A.00				1,096.00	1,742.00							2,838.00		18,900.00	16,062.00		
TOTAL					1,096.00	25,816.00							26,912.00		297,647.00	270,735.00		
Total Government Funding		120,207.00	165,492.00	250,754.00	247,470.00	202,110.00							986,033.00	1,752,096.00	3,605,087.00	866,958.00		
OTHER REVENUE																		
Program Revenue		20.00	116.00	66.00	48.00	80.00							330.00		1,000.00	670.00		
Charter															1,000.00	1,000.00		
Other/Local Advertising					1,775.50								1,775.50		6,000.00	4,224.50		
County Rev Match		25,267.83		4,173.18									29,441.01		408,840.70	379,399.69		
Medicaid		0.62	2.43	1.02	0.84	2.84							7.75		26,970.09	26,962.34		
CVEDD			222.00	296.00	7,918.00	38,887.00							47,323.00		174,422.00	127,099.00		
FGP															900.00	900.00		
SCP		214.50	220.00	187.00	165.00	236.50							1,023.00		1,600.00	577.00		
TOTAL OTHER REVENUE		25,548.95	606.43	4,769.20	8,304.34	41,027.84							80,256.76		621,964.79	541,708.03		
Total Rural Excess/(Shortage)			414.33	(414.33)	8,157.68	40,378.35							48,536.03					

ED PROJECTS															Less Previous Request	BUDGET	Variance	
	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL					
5310-2023-00107	5310	Suffix	Period: 9/1/2023 thru 8/31/2024															
Mobility Management-U	Grant M05	A2		1,488.00	13.00									1,501.00	84,000.00	85,501.00	-	
TD Credits	TDCs			298.00	3.00								301.00	19,500.00	19,800.00	(1.00)		
Medical Funds				107.19	773.18								880.37	3,421.45	5,000.00	698.18		
TOTAL	CFDA 20.513			1,893.19	789.18								2,682.37	106,921.45	123,800.00	14,196.18		
5310-2023-00107	Grant M10																	
Mobility Management-U	11.7L.00			31,384.00	5,724.00								37,108.00		85,501.00	48,393.00		
Acq Misc Equip	11.42.20														13,499.00	13,499.00		
TD Credits	TDCs			5,675.00	1,144.00								6,819.00		19,800.00	12,981.00		

CONCHO VALLEY TRANSIT DISTRICT
September 2024 through August 2025

Medical Funds		SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL	Request	BUDGET	Variance
TOTAL	CFDA 20.513	-	-	421.34	398.56	-	-	-	-	-	-	-	-	819.90	-	5,000.00	4,180.10
5310-2024-00159		Period: 09/1/2024 thru 9/30/2025															
Mobility Management-Urban	Grant M08 11.7L.00	-	-	-	-	12,795.00	-	-	-	-	-	-	-	12,795.00	-	137,375.00	124,580.00
TD Credits	TDCs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Medical Funds		-	-	-	-	752.85	-	-	-	-	-	-	-	752.85	-	5,000.00	4,247.15
TOTAL	CFDA 20.513	-	-	-	-	13,547.85	-	-	-	-	-	-	-	13,547.85	-	142,375.00	128,827.15
5310-2024-00130		Period: 09/1/2024 thru 8/31/2025															
Mobility Management-Rural	Grant M09 11.7L.00	-	-	-	19,950.00	6,104.00	-	-	-	-	-	-	-	26,054.00	-	79,500.00	53,446.00
TD Credits	TDCs	-	-	-	3,990.00	1,221.00	-	-	-	-	-	-	-	5,211.00	-	15,900.00	10,689.00
Medical Funds		-	-	-	463.11	439.94	-	-	-	-	-	-	-	903.05	-	4,289.07	3,386.02
TOTAL	CFDA 20.513	-	-	-	24,403.11	7,764.94	-	-	-	-	-	-	-	32,168.05	-	99,689.07	67,521.02

PLANNING PROJECTS		SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL	Request	BUDGET	Variance
RCTCP-2024a-CVTD-00012		Period: 9/1/24 thru 08/31/2025															
Regional Planning	Grant P04 44.24.00	6,258.00	6,139.00	6,983.00	3,983.00	4,832.00	-	-	-	-	-	-	-	28,195.00	-	40,000.00	11,805.00
TD Credits	TDCs	1,252.00	1,228.00	1,397.00	797.00	966.00	-	-	-	-	-	-	-	5,640.00	-	8,000.00	2,360.00
Medical Funds		0.47	0.29	0.99	0.32	0.45	-	-	-	-	-	-	-	2.52	-	1,409.79	1,407.27
TOTAL	CFDA 20.505	7,510.47	7,367.29	8,380.99	4,780.32	5,798.45	-	-	-	-	-	-	-	33,837.52	-	49,409.79	15,572.27
Total Medical Funds Required		0.47	0.29	0.99	0.32	0.45	-	-	-	-	-	-	-	2.52	-	1,409.79	1,407.27

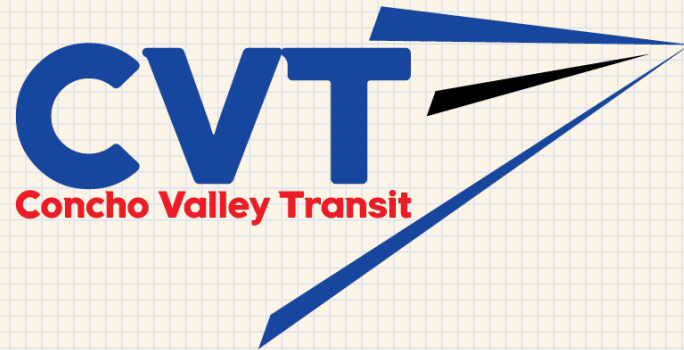
CAPITAL PROJECTS		SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL	Less Previous Request	BUDGET	Variance
BBF 5339-D-2022-00069		Period: 4/10/2023 thru 3/31/2025															
Replace Vans	Grant B03 Rural 11.12.15	-	-	-	-	-	-	-	-	-	-	-	-	-	176,608.00	176,608.00	-
Rehab/Rebuild	11.14.04	-	-	-	-	-	-	-	-	-	-	-	-	-	10,731.00	44,577.00	33,846.00
Acq-Surveillance/Security	11.42.09	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6,007.00	6,007.00
TD Credits	TDCs	-	-	-	-	-	-	-	-	-	-	-	-	-	35,322.00	45,438.00	10,116.00
Medical Funds		-	-	-	-	-	-	-	-	-	-	-	-	-	0.58	-	(0.58)
TOTAL	CFDA 20.526	-	-	-	-	-	-	-	-	-	-	-	-	-	222,661.58	272,630.00	49,968.42
FTA 5339-D-2024-00072		Period: 7/29/2022 thru 12/31/2024															
Rehab/Renovate Yards & Shops	Grant B04 Urban 11.44.05	-	-	-	-	-	-	-	-	-	-	-	-	-	228,000.00	233,722.00	5,722.00
TD Credits	TDCs	-	-	-	-	-	-	-	-	-	-	-	-	-	45,600.00	46,750.00	1,150.00
Medical Funds		-	-	-	-	-	-	-	-	-	-	-	-	-	57,000.00	57,000.00	-
TOTAL	CFDA 20.526	-	-	-	-	-	-	-	-	-	-	-	-	-	285,000.00	337,472.00	6,872.00
BBF 5339-D-2022-00178		Period: 11/6/2023 thru 8/31/2025															
Construction Maintenance Facility	Grant B0 Rural 11.43.02	-	-	-	-	-	-	-	-	-	-	-	-	-	-	900,000.00	900,000.00
Construction Maintenance Facility	11.43.02	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,600,000.00	3,600,000.00
Medical Funds		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	CFDA 20.526	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,500,000.00	4,500,000.00
TX-2020-068-00		Period: 5/10/2020 thru 12/31/2024															
Bus-Rolling Stock	Grant 797 Urban 11.12.03	-	-	-	-	-	-	-	-	-	-	-	-	-	-	399,202.00	399,202.00
TD Credits	TDCs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	79,841.00	79,841.00
Medical Funds		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	CFDA 20.526	-	-	-	-	-	-	-	-	-	-	-	-	-	-	479,043.00	479,043.00
TX-2022-053-00		Period: 7/29/2022 thru 12/31/2024															
Bus Replacement	Grant B02 Urban 11.12.03	-	-	-	-	-	-	-	-	-	-	-	-	-	474,950.00	500,616.00	25,666.00
TD Credits	TDCs	-	-	-	-	-	-	-	-	-	-	-	-	-	71,243.00	75,100.00	3,857.00
Medical Funds		-	-	-	-	-	-	-	-	-	-	-	-	-	0.32	1.00	0.68
TOTAL	CFDA 20.526	-	-	-	-	-	-	-	-	-	-	-	-	-	546,193.32	575,717.00	29,523.68
Area Foundation		Period: 7/01/2024 thru 8/31/2025															
Capital Equipment	MIP E01 Local	-	-	-	-	-	-	-	-	-	-	-	-	-	-	20,000.00	20,000.00
Medical Funds		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL		-	-	-	-	-	-	-	-	-	-	-	-	-	-	20,000.00	20,000.00

CONCHO VALLEY TRANSIT DISTRICT
September 2024 through August 2025

ADDITIONAL SERVICES		SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL	Less Previous Request	BUDGET	Variance
GREYHOUND SERVICES		MIP 010															
ICB		Local															
		Period: 09/01/2024 thru 08/31/2025															
Services Program Income		541.48	283.89	320.11	-	362.74	-	-	-	-	-	-	-	1,508.22	-	5,000.00	3,491.78
Greyhound Lines Pass-Thru		1,436.27	2,560.84	1,513.30	2,375.41	827.09	-	-	-	-	-	-	-	8,712.91	-	40,000.00	31,287.09
Medical Funds		2,661.13	414.69	5,596.09	-	2,209.43	-	-	-	-	-	-	-	10,881.34	-	23,000.00	12,118.66
TOTAL		4,638.88	3,259.42	7,429.50	2,375.41	3,399.26	-	-	-	-	-	-	-	21,102.47	-	68,000.00	46,897.53
Extended Medicaid Transportation		MIP 018															
		Local															
		Period: 09/01/2024 thru 08/31/2025															
Medical Funds		4,338.38	4,853.11	7,810.68	8,075.49	7,045.05	-	-	-	-	-	-	-	32,122.71	-	80,000.00	47,877.29
TOTAL		4,338.38	4,853.11	7,810.68	8,075.49	7,045.05	-	-	-	-	-	-	-	32,122.71	-	80,000.00	47,877.29

EMERGENCY RELIEF PROJECTS		SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL	Less Previous Request	BUDGET	Variance
TX-2024-055-00 Emergency Relief		Grant U06															
Bus Support Equip & Facility Rehab/Renovate A Operations		FED															
		Grant Award started June 2024															
Medical Funds (to cover rounding)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	2.00	2.00
TOTAL		-	-	-	-	-	-	-	-	-	-	-	-	-	-	215,897.00	148,964.00

CARES ACT PROJECTS		SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL	Less Previous Request	BUDGET	Variance
TX-2020-096-00 Y364 CARES ACT		Grant 800															
Replacement >30ft		FED															
		Grant Award started June 2020															
Replacement >30ft		-	-	-	-	-	-	-	-	-	-	-	-	-	949,900.00	949,900.00	-
Replacement <30ft		-	-	-	-	-	-	-	-	-	-	-	-	-	579,990.00	579,990.00	-
Replacement trolley		-	-	-	-	-	-	-	-	-	-	-	-	-	427,400.00	427,400.00	-
Acquire mobile surv/security		-	-	-	-	-	-	-	-	-	-	-	-	-	188,905.00	188,905.00	-
Acquire support vehicles		-	-	-	-	-	-	-	-	-	-	-	-	-	54,721.00	54,721.00	-
Acquire misc support equip		-	-	-	-	-	-	-	-	-	-	-	-	-	99,805.00	99,805.00	-
Acquire misc support equip		-	-	-	-	-	-	-	-	-	-	-	-	-	5,539.00	5,539.00	-
Preventative Maint		-	-	-	-	-	-	-	-	-	-	-	-	-	185,891.00	185,891.00	-
Operations		-	-	-	-	-	-	-	-	-	-	-	-	-	1,684,686.00	1,746,661.00	61,975.00
Charter Revenue		-	-	-	-	-	-	-	-	-	-	-	-	-	2,125.00	2,125.00	-
Medical Funds (to cover rounding)		-	-	-	-	-	-	-	-	-	-	-	-	-	1,151.61	1,151.04	(0.57)
TOTAL		-	-	-	-	-	-	-	-	-	-	-	-	-	4,180,113.61	4,242,088.04	-



Concho Valley Transit District Director's Report

JANUARY 2025

Director of Transportation – Jeff York



Statistics - January

- Fixed Route Passengers: **16,149 (Up 3% from January 2024)**
- ASU Ridership: **984 (Up 53% from January 2024)**
- Goodfellow Ridership: **111 (Up 42% from January 2024)**

- Rural Passengers: **2,283 (Up 14% from January 2024)**
- Rural On Time Performance: 97%

- Demand Response Passengers: **3,879 (Down 7% from January 2024)**
- Demand Response On Time Performance: 95%



Rural Ridership Comparison

FY 2022-2023	
Month	# of Passengers
September	1934
October	2083
November	1906
December	1752
January	1808
February	1674
March	2339
April	2213
May	2275
June	1888
July	1705
August	2170
Total	23747

FY 2023-2024	
Month	# of Passengers
September	1790
October	2046
November	1992
December	1784
January	2010
February	1802
March	1943
April	1847
May	2194
June	1955
July	2255
August	2050
Total	23668

FY 2024-2025	
Month	# of Passengers
September	1951
October	2355
November	2045
December	2091
January	2283
February	
March	
April	
May	
June	
July	
August	
Total	10725

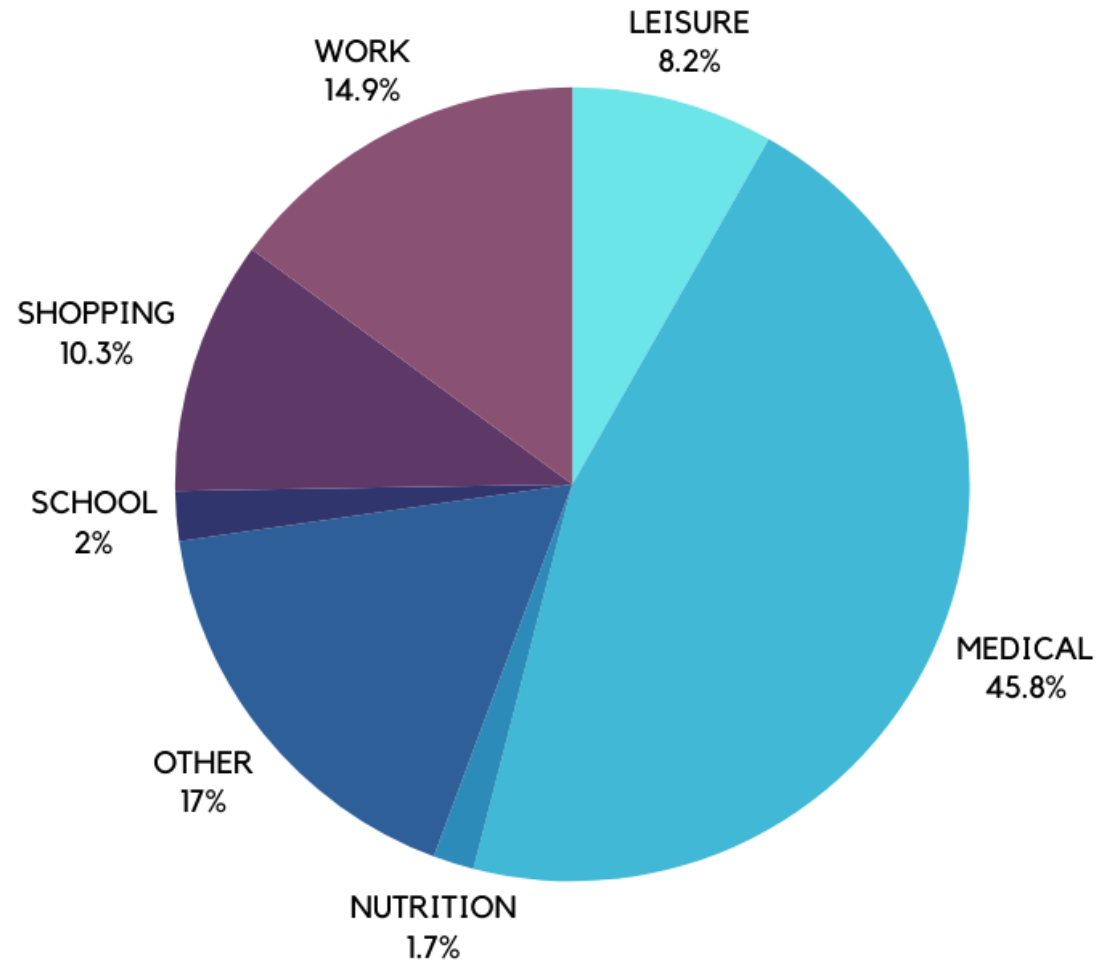
County Ridership Statistics

- Coke County: **200 Trips, 8,378 miles**
- Concho County: **149 Trips, 5,462 miles**
- Crockett County: **188 Trips, 14,307 miles**
- Irion County: **128 Trips, 3,895 miles**
- Kimble County: **76 Trips, 914 miles**
- McCulloch County: **754 Trips, 25,168 miles**
- Menard County: **90 Trips, 2,302 miles**
- Reagan County: **54 Trips, 3,843 miles**
- Schleicher County: **173 Trips, 6,859 miles**
- Sterling County: **45 Trips, 2,243 miles**
- Sutton County: **123 Trips, 8,309 miles**
- Tom Green County (Rural): **291 Trips, 4,827 miles**

*Other Rural Trips Provided: **12 Trips**



Rural Ridership – Trip Purpose



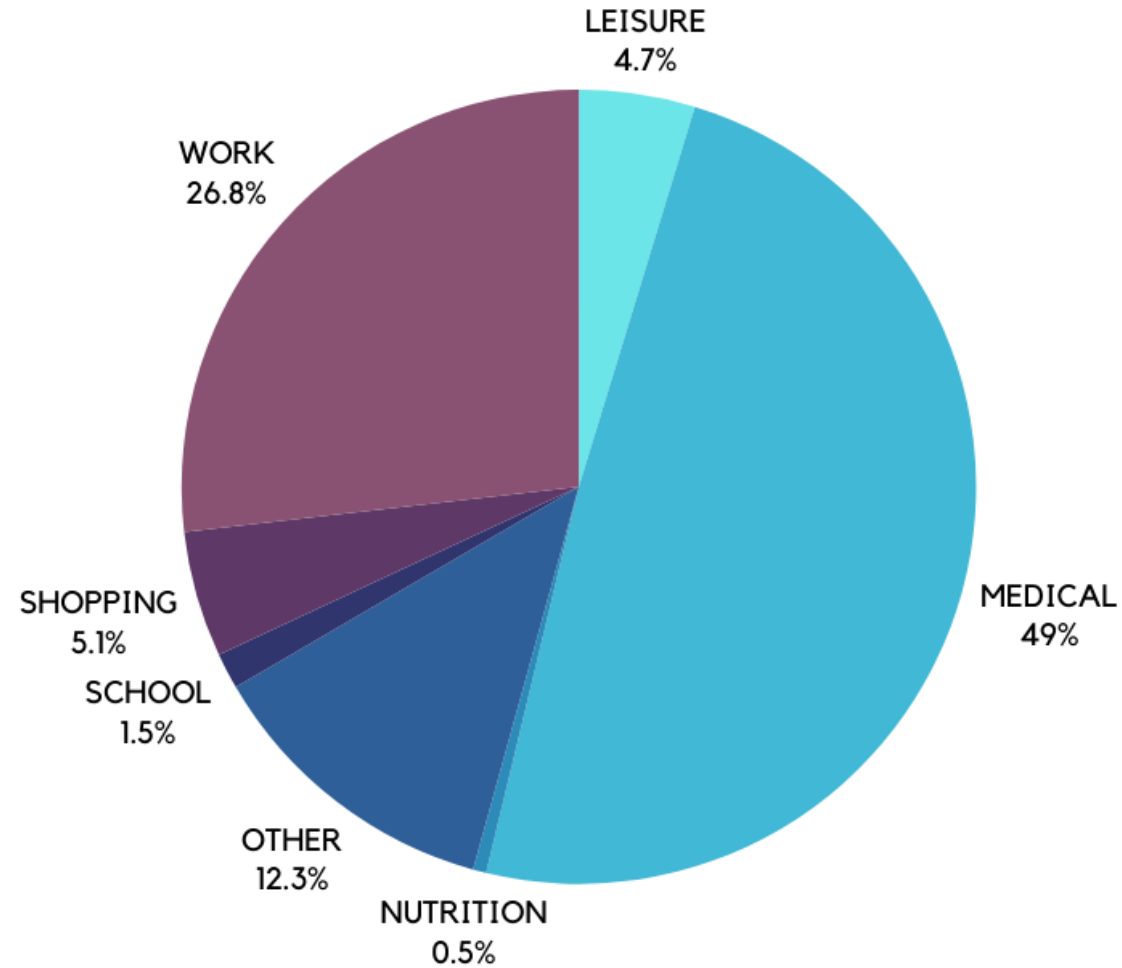
Urban Ridership Comparison

FY 2022-2023	
Month	# of Passengers
September	4045
October	4667
November	4414
December	5591
January	4487
February	4624
March	4787
April	4976
May	4265
June	4011
July	3781
August	4452
Total	54100

FY 2023-2024	
Month	# of Passengers
September	6338
October	4920
November	4448
December	5070
January	4189
February	4931
March	3909
April	3650
May	3656
June	4833
July	3673
August	3794
Total	53411

FY 2024-2025	
Month	# of Passengers
September	5014
October	4277
November	3723
December	3407
January	3879
February	
March	
April	
May	
June	
July	
August	
Total	20300

Urban Ridership – Trip Purpose



Fixed Route Ridership Comparison (FR 1-7, GAFB, and ASU)

FY 2022-2023	
Month	# of Passengers
September	14942
October	17469
November	15069
December	15463
January	14205
June	14161
June	16613
June	15793
May	17029
June	15118
July	14603
August	17905
Total	188,370

FY 2023-2024	
Month	# of Passengers
September	18260
October	18469
November	17874
December	16297
January	16417
June	18058
June	18170
June	18123
May	18052
June	14901
July	18123
August	19998
Total	212,742

FY 2024-2025	
Month	# of Passengers
September	18314
October	20924
November	19300
December	18062
January	17244
June	
June	
June	
May	
June	
July	
August	
Total	93,844



Safety – January

- At Fault Accidents: **1**
- Not At Fault Accidents: **0**
- Employee Injuries:**0**
- Safety Topics
 - Railroad Crossings
 - Trips, Slips, and Falls

