

# Citrus County Transit



## **BUS TRANSIT SYSTEM SAFETY PROGRAM PLAN (SSPP)**

**Last Adopted: August 19, 2011**









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## 1.0 Management Safety Commitment and Policy Statement

*14-90.004 (1) Each bus transit system shall develop and adopt an SSPP that complies with or exceeds the established safety standards set forth in this rule chapter.*

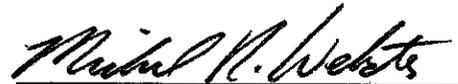
Citrus County Transit is committed to providing safe, secure, clean, reliable, and efficient transportation services to the patrons. This policy statement serves to express management's commitment to and involvement in providing and maintaining a safe and secure transit system.

Section 341.041, Florida Statutes (F.S.); Section 334.044(2), F.S.; and Section 341.061(2)(a), F.S., requires the establishment of minimum equipment and operational safety standards for all governmentally owned bus transit systems; privately owned or operated bus transit systems operating in this state which are financed wholly or partly by state funds; all bus transit systems created pursuant to Chapter 427, F.S.; and all privately owned or operated bus transit systems under contract with any of the aforementioned systems. Safety standards for bus transit systems are provided by Rule Chapter 14-90, Florida Administrative Code (F.A.C.), hereinafter referred to as Rule 14-90. Bus transit systems are required to develop, adopt, and comply with a System Safety Program Plan (SSPP), which meets or exceeds, the established safety standards set forth in Rule 14-90.

In the interest of safety and security, and in order to comply with the statutory requirements, Citrus County Transit has developed and adopted this System Safety Program Plan (SSPP) that complies with established safety standards set forth in Rule 14-90. The SSPP is intended to document all policies, functions, responsibilities, etc. of the agency necessary to achieve a high degree of system safety and applies to all areas of the transportation system, including procurement, administration, operations, maintenance, etc.

Citrus County Transit management is responsible for maintaining a coordinated safety system in order to identify and prevent unsafe acts and conditions that present a potential danger or threat to public safety. Management has responsibility for maintaining and implementing the SSPP and complying with the policies, procedures, and standards included in this document. All departments, personnel, and contract service operators are charged with the responsibility of adhering to this SSPP. Any violation of safety and security practices is subject to appropriate administrative action. Management is ultimately responsible for enforcing the SSPP and maintaining a safe and secure system.

Signature



Michael R Webster  
Director

Citrus County Transit

Date: Month/Day/Year

## **2.0 System Safety Goals and SSPP**

*According to 14-90.002(19), "System Safety Program Plan" or "SSPP" means a document developed and adopted by the bus transit system detailing its policies, objectives, responsibilities, and procedures against injuries or damage. 14-90.004(1)(a) specifies the safety elements and requirements that must be addressed by the SSPP.*

Citrus County Transit has established the following goals for the system safety program:

- Achieve a high standard of system safety in all areas of the transportation system
- Develop and implement a comprehensive, systematic, and coordinated program to identify, assess, and control all safety hazards
- Develop and maintain a high level of safety awareness among all employees through pre-employment screening and systematic training and testing programs
- Establish safety standards for contract service operators and ensure compliance
- Ensure that system safety is integrated with daily operations through operational standards and procedures, vehicle maintenance, inspections, record keeping, audits, quality assurance and quality control
- Ensure that all vehicles and equipment operated by the agency meet established safety standards
- Maintain a formal process for event investigation, emergency preparedness and response, and handling security threats
- Ensure a drug free workplace
- Comply with all regulatory requirements.

The purpose of this SSPP document is to:

- Establish and document system safety policies and procedures in compliance with Rule 14-90
- Establish a coordinated and documented process to implement the SSPP during the operations of the system in order to achieve system safety goals
- Identify and delegate safety functions and responsibilities to units and personnel within the organization and contract service operators
- Facilitate internal and external safety audits to identify, track, and resolve safety program deficiencies.

In accordance with Rule 14-90 (included in Appendix A), the SSPP addresses the following safety elements and requirements:

- Safety policies and responsibilities
- Vehicle and equipment standards and procurement criteria
- Operational standards and procedures

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- Bus driver and employee selection
- Driving requirements
- Bus driver and employee training
- Vehicle maintenance
- Investigations of events
- Hazard identification and resolution
- Equipment for transporting wheelchairs
- Safety data acquisition and analysis
- Wireless communication plan and procedure
- Safety standards for private contract bus transit system(s) that provide(s) continuous or recurring transportation services for compensation as a result of a contractual agreement with Citrus County Transit.

### 2.1 SSPP Control and Update Procedures

*According to 14-90.010, each bus transit system shall annually submit a safety and security certification to the Department. One of the requirements that the certification shall attest is that the SSPP has been reviewed to ensure that the document is up to date.*

This is an area of 14-90 which is less prescriptive, but the agency must establish how it is addressing this requirement. Addressing the requirement is *not* optional, so the agency must elaborate on how it will meet the requirement

Citrus County Transit management will review the SSPP annually, update the document as necessary, and implement the changes within a timeframe that will allow the agency to timely submit the annual self-certification of compliance to the Florida Department of Transportation (FDOT). The annual review of the SSPP will be conducted as part of an internal audit beginning May 1 of each calendar year and ending prior to the end of July the same calendar year. Necessary updates outside the annual update window will be handled as SSPP addendums which will be incorporated in the body of the SSPP during subsequent annual update.

All proposed changes will be documented by the management as proposed SSPP addendums and distributed to all affected parties including employees and contract service operators. All parties must comment within two weeks of the issuance of the proposed changes unless otherwise specified. Following the approval of any modifications to the SSPP by the Director/Signatory Authority, management staff will distribute the SSPP addendum to all affected parties, with a cover memo highlighting the changes. All parties receiving the updates are required to sign for its receipt and acknowledge their responsibility in implementing the changes. Management will document and retain the proof of SSPP receipt by all employees during initial hire and subsequent updates. Agency's governing board will adopt the SSPP annually following the internal audit and a copy of the adopted SSPP will be distributed to all

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employees and contract service providers. A copy of the adopted SSPP will also be forwarded to the FDOT District Office. Document reviews of the SSPP by the local agency, any subsequent updates, addendums, adoption, and distribution activities will be documented in the SSPP Document Activity Log included in this document.

## **3.0 Hazard and Security Plan (HSP)**

*14-90.004(2) Each bus transit system shall develop and adopt an SPP that meets or exceeds the security requirements set forth in this rule chapter. The SPP shall be adopted separately from the SSPP.*

In accordance with Rule 14-90, Citrus County Transit has adopted, and implemented a Hazard and Security Plan (HSP), often referred to as the Security Program Plan (SPP), which covers the hazard and security portion of the system safety program. The HSP contains information about prevention, mitigation, preparedness, response, recovery, and associated organizational responsibilities. The purpose of the HSP/SPP is to specify:

- Actions required of employees on a daily, weekly, monthly, and annual basis to prevent or reduce the likelihood of security and emergency events from occurring, and to mitigate the effects of those events that do occur
- Measures needed to prepare for incidents occurring within the transportation system and in the surrounding community
- Agency procedures that should be established to respond to security hazards and emergencies that affect the system and its customers
- Formal processes to recover from routine security events or major emergencies
- Roles, responsibilities, and interagency coordination required to respond to a disaster or security event.

The HSP/SPP addresses the following hazard and security elements and requirements:

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

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Please note that the HSP/ SPP should be adopted separately from the SSPP as Rule 14-90 prohibits the SPP (security) document from being publicly disclosed.

The HSP/SPP has been adopted separately from the SSPP. Bus transit systems are prohibited by Section 119.071(3)(2), Florida Statutes, from publicly disclosing the SPP, as applicable under any circumstance. The document is maintained in a secure location by the management and access to the document is restricted to select agency personnel and appropriate FDOT personnel exercising oversight in this area. On-site access to the HSP/SPP is granted to regulatory authorities (FDOT, FTA, etc.) on as-needed basis. Select portions of the HSP/SPP may be shared with employees depending on their job responsibilities.

## 4.0 System Description

*FDOT, (or its contractor), is required through its Bus Transit System Safety Program (Topic # 725-030-009-i) to document system description during safety and security inspections and reviews. By electing to include your system description in the SSPP, this information would then be readily accessible to FDOT to facilitate future reviews.*

### History:

Citrus County Transit is a program within the Office of Fleet and Transportation Management. Operating under the Citrus County Board of County Commissioners, Citrus County Transit originated in 1978 in an effort to meet transportation needs of the residents of Citrus County. It is the mission of Citrus County Transit to "provide clean, courteous, safe and reliable transportation services to the residents of Citrus County." Citrus County Transit operates Monday through Friday, from 5:30 am – 6:00 pm with the exception of eleven (11) designated holidays.

Citrus County Transit currently operates a door to door- share / ride public bus service, available by advance reservation only and a fixed route with deviation available in Beverly Hills-Lecanto-Inverness area. Citrus County Transit's vehicle fleet consists of twenty five (25) mini-buses, and three (3) medical vans, that are equipped with hydraulic lifts / ramps to serve the disabled residents of Citrus County. All vehicles are equipped with two-way radios, allowing immediate communication with other commercial operators, office staff, and emergency personnel. Each vehicle is also equipped with GPS tracking devices for monitoring current location as well as vehicle speed and excessive idling. A minimum of sixteen (16) routes are utilized to provide service. Services are offered to all areas of rural Citrus County. Reservations are required no later than 12:00 (noon), two (2) business days in advance however, every effort is made to schedule trips sooner when capacity is available. Citrus County Transit currently maintains a staff of fifteen (15) full time Bus Commercial operators, one (1) Part time Bus Driver, six (6) casual labor Bus Commercial operators, five (5) Transportation Program Assistants, two (2) Transportation Coordinators, a Driver Trainer / Safety Officer, a Grant Administrator and a Transportation Supervisor. Four (4) full time van commercial operators and three (3) part time van commercial operators are utilized to staff our Medicaid van transportation program. With the anticipated increase in demand and request for a deviated fixed route, we are proposing seventeen (17) full time bus commercial operators, five (5) part time commercial operators and the use of six (6) casual bus commercial operators

Citrus County Transit has received an approval from BOCC, TD LCB and FDOT to hire five (5) part time commercial operators, to continue our deviated fixed route program with two (2) small cutaway buses from the para-transit operation, to be dedicated to a deviated fixed route program. The deviation would accept requests 24 hours in advance, with a restriction of 1 mile

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from the existing route. This system would run one (1) bus, five (5) days a week, 12 hours each day to link residential areas with medical, shopping and CFCC College. This project has been requested by area residents and there is a potential to increase total operation efficiency with this project.

Citrus County Transit also offers transportation services for area veterans traveling to the VA Hospital in Gainesville, Fl. This service is offered to veterans as a bus stop, shared ride service, based on reservations. Reservations are required no later than 12:00 p.m. (noon) two (2) business days in advance. This service is provided directly by Citrus County Transit.

Acting as the Community Transportation Coordinator, (CTC) Citrus County Transit also provides transportation services to eligible Medicaid recipients traveling to medical appointments that cannot be accommodated by Citrus County Transit's public bus service, due to mode of travel, (i.e. stretcher), appointment time, location, etc. in these situations, transportation is provided by a Citrus County Transit Medicaid van as the main carrier and a contracted operator as back up. These trips are coordinated by and must be authorized by Citrus County Transit. Medicaid transportation services also require no later than 12:00 (noon) two (2) business days in advance reservation, with the exception of hospital discharges and urgent care transports. Citrus County continues to be one of the oldest population bases per capita in the state of Florida. In addition to our client profile, we also are challenged by the diverse rural geography of our county. As with the rest of Florida, we are experiencing some growth in the population that we serve. As our population ages, we are experiencing a demand for our services that has increased more than in any other time in history. It is also our goal to not only provide life sustaining services such as medical and nutritional, but to also provide educational, and vocational as well as shopping and recreational transportation to clients who would have great difficulty obtaining this service without our organization.

Citrus County Transit follows its established System Safety Program Plan and Standard Operating Procedures (SSPP, SOP) Manuals, which are updated annually. Citrus County Transit vehicles are maintained and repaired by our in-house Fleet Management Section. Preventive Maintenance is performed monthly, averaging every 3,000 miles and a safety inspection of the entire fleet is completed at least annually. Citrus County Transit is a PUBLIC transportation system and is available to anyone living in the county.

Citrus County Transit utilizes a variety of marketing means. Service listings in our brochures are distributed and are located throughout the county. Local newspaper articles and radio stations periodically provide public service announcements as well as the local television

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station (WYKE). Citrus County Transit participates in promotional activities and events whenever possible. In addition, all vehicles are distinctively painted to attract attention. Word of mouth and vehicle visibility have proven to be the most effective forms of advertisement.

Citrus County Transit is a public entity. Transportation services are funded by federal and state grant allocations; purchase of service agreements; fare box revenue, and by the Citrus County Board of Commissioners. Citrus County Transit currently receives grant allocations from the Commission for the Transportation Disadvantaged and from the Department of Transportation. In addition, Citrus County Transit receives reimbursement for trips provided to eligible Medicaid recipients from the Commission for the Transportation Disadvantaged. Citrus County Transit currently contracts services and / or provides services for Title III (Older Americans Act), Developmental Services, Center for Independent Living, the Key Training Center, Blind America, and other local agencies including the local Veterans Affairs Office. The general public (anyone not sponsored by an agency) is required to pay a fare box fee. The current fare box fee is \$1.50 or \$3.00 each way based upon trip distance. For those clients whose household income is below 100% of the National Poverty Level, transportation is available at no cost through an application process.

### System Profile (As of 04/21/11):

Total Number of commercial operators \_\_\_\_\_  
Full-time 19 PartTime 6 Casual 10  
Number of operational buses: 30  
Buses W/C accessible \_\_\_\_\_  
Number of Type I buses (>22' length) 12 Type II buses (<22' length) 18  
Dispatch Location(s): 1410 S Lecanto Highway, Lecanto, FL  
Maintenance Locations: 1300 S Lecanto Highway, Lecanto, FL  
Community Transportation Coordinator (CTC): Yes  No   
CTC Operator: Yes  No   
CTC Name: Citrus County Transit  
Contracted passenger service operations: (Describe)  
\_\_\_\_\_  
\_\_\_\_\_  
Contract operator(s) has own adopted SSPP and SPP approved by transit system or CTC:  
Yes  No  Describe \_\_\_\_\_  
\_\_\_\_\_  
Contract operator(s) adopts and implements the transit system's or CTC's SSPP:  
Yes  No  Describe \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

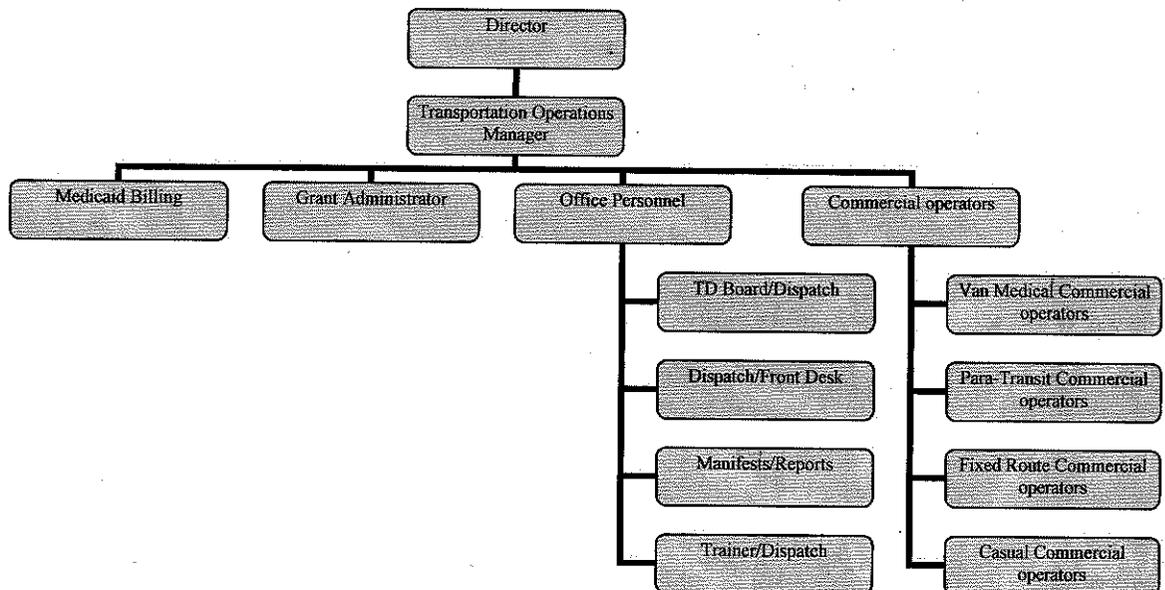
### Additional Information:

## 5.0 Organization Structure and System Safety Responsibilities

According to 14-90.004, the SSPP must address safety system responsibilities as one of the safety elements.

Management has the overall responsibility of safe and secure operations of Citrus County Transit and contract service operators. Each employee is required to carry out specific system safety responsibilities, depending on his/her position, in compliance with the SSPP. The organization information provided below describes each position and the reporting structure; the table in the following page shows system safety responsibilities of each position.

### 5.1 Citrus County Transit Organization Chart



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### 5.2 Citrus County Transit System Safety Responsibilities by Position

System Safety Task	Frequency	Management/Staff Responsibility by Position					
		Transportation Operations Manager	Trans. Coordinator	Trans. Coordinator	Trainer/Dispatch	HR	
Oversee and assure SSPP and HSP/SPP compliance	Daily	X					
Random inspections of Departments for safety compliance (pre-trip inspections, driver files, maintenance records, etc.)	Quarterly/ As needed		X				
SSPP and HSP/SPP review, maintenance, and distribution	Annual/ As needed	X					
Intra-agency coordination and safety meetings	As Needed				X		
Inter-agency coordination (FDOT, law enforcement, emergency response organizations, etc.)	As needed	X					
Facility inspection	Monthly						
Employee safety training and testing and record keeping	Initial hire/ Quarterly			X			
Drug free workplace (policy maintenance, employee training and testing, etc.)	Initial hire/ Quarterly			X			
Driver license validity check and record maintenance	Initial hire/ Quarterly				X		
Administrative/Human Resource safety actions	As needed	X					
Safety and security data acquisition and analysis	On an ongoing basis	X			X		
Medical examination of commercial operators and record keeping	Initial hire/ biennium				X		
Vehicle and equipment procurement	As needed	X					
Pre-trip inspections and record keeping	Daily						
Vehicle maintenance and record keeping	Daily	X					
Annual safety inspections and record keeping	Annual	X					
Event investigation and record keeping	As needed	X					
Investigate safety complaints	As needed	X			X		
Pre-employment screening	Initial hire					X	
Employee time recording and maintenance	Daily			X			

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Internal safety audits	Annual/As needed	X							X	
Facilitate external safety audits	As needed	X								
Records maintenance, retention, and distribution	Daily/As needed	X								
Contractor safety and security compliance oversight	Daily	X								
Hazard identification and resolution	Daily	X							X	
Compliance with SSPP	Daily	X								
Self-certification of safety compliance	Annual	X								

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### 5.3 System Safety Responsibilities of Contract Service Operator(s)

*14-90.004 requires establishing safety and security requirements for private contract service providers that provide continuous or recurring transportation services for compensation as a result of a contractual agreement with the bus transit system. The Rule also requires monitoring and assurance that each private contract transit provider complies with established safety and security requirements during the term of the contract. In the event that transit service is contracted or subcontracted through private service operators, the local transit agency must respond to these requirements. Agencies not currently contracting with private providers may wish however to consider incorporating this section in their SSPP for future provisions.*

This is an area of 14-90 which is less prescriptive, but Citrus County Transit must establish how it is addressing this requirement. Addressing the requirement is *not* optional, so we must elaborate on how we will meet the requirement.

Citrus County Transit requires all contract service operators to fully comply with the established safety standards set forth in Rule 14-90. Contract operators have the option to either adopt and implement the SSPP and HSP/SPP of Citrus County Transit, or develop, adopt, and implement their own program plans, but must ensure compliance with Rule 14-90. If the contract service operator opts to develop their own SSPP and HSP/SPP, the program plans must be reviewed and approved by Citrus County Transit management prior to initiation of service. In addition, each contractor/subcontractor shall submit a safety and security certification to Citrus County Transit no later than January 15, annually for the prior calendar year period.

The certification shall attest to the following:

- The adoption of an SSPP and an HSP/SPP in accordance with established standards set forth in Rule 14-90.
- Compliance with its adopted SSPP and HSP/SPP.
- Performance of safety inspections on all buses operated by the system in accordance with Rule 14-90.
- Reviews of the SSPP and HSP/SPP have been conducted to ensure they are up to date.

The certification shall include:

- The name and address of the contractor/subcontractor, and the name and address of the entity(ies) who performed bus safety inspections and security assessments during the prior calendar year, if different from that of the contractor/subcontractor.
- A statement signed by an officer or person directly responsible for management of the contractor/subcontractor attesting to compliance with Rule 14-90.

Contractors/subcontractors are subject to audits and inspections on an announced or unannounced basis at the discretion of Citrus County Transit management. Citrus County Transit, or its contractor, will conduct safety and security reviews of contract operators, at least once every three years, to ascertain compliance with the provisions of Rule 14-90. Citrus

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County Transit will prepare and submit a report of the audit to the affected contract operator within 30 business days of completion of the review containing the following:

- Identification of the findings, including a detailed description of any deficiency.
- Required corrective action and a schedule for implementation of the corrective action to be taken for each deficiency.
- Any required suspension of bus transit system service should Citrus County Transit determine the continued operation of the service, or a portion thereof, poses an immediate danger to public safety.

If the contract operator fails to correct specific deficiency (ies) in accordance with Rule 14-90 and the established implementation schedule, Citrus County Transit will notify the FDOT District Office and initiate actions to dismiss the contract.

## 6.0 Qualification and Selection of Commercial Operators

14-90.004(3) requires bus transit systems establish criteria and procedures for the selection, qualification, and training of all commercial operators. The criteria shall include the following:

- (a) Driver qualifications and background checks meeting minimum hiring standards.
- (b) Driving and criminal background checks for all new commercial operators.
- (c) Verification and documentation of valid driver licenses for all employees who drive buses.
- (d) Training and testing to demonstrate and ensure adequate skills and capabilities to safely operate each type of bus or bus combination before driving on a street or highway unsupervised.
- (e) Bus transit systems shall provide written operational and safety procedures to all bus commercial operators before driving on streets or highways unsupervised.
- (f) The provisions in paragraphs (d) and (e), above, shall not apply to personnel licensed and authorized by the bus transit system to drive, move, or road test a bus in order to perform repairs or maintenance services when it has been determined that such temporary operation does not create unsafe operating conditions or create a hazard to public safety.
- (g) Bus transit systems shall maintain the following records for at least four years:
  1. Records of bus driver background checks and qualifications.
  2. Detailed descriptions of training administered and completed by each bus driver.
  3. A record of each bus driver's duty status which shall include total days worked, on-duty hours, driving hours, and time of reporting on and off duty each day.
- (h) Each bus transit system shall establish a drug-free workplace policy statement in accordance with 49 C.F.R. Part 32 and a substance abuse management and testing program in accordance with 49 C.F.R. Parts 40 and 655, October 1, 2009, hereby incorporated by reference.
- (i) Bus transit systems shall require that commercial operators write and submit a daily bus inspection report pursuant to Rule 14-90.006, F.A.C.

Citrus County Transit and HR management are responsible for ensuring that the following minimum standards are met when hiring new commercial operators.

- Must possess a valid Florida driving license of appropriate class.
- Criminal background check (with local law enforcement and the Florida Department of Law Enforcement) and driving records check including, but not limited to, the following items:
  - Driving records
  - Instant Social Security Number validations
  - Instant identification of applicant's county of residence for the past seven years
  - County felony criminal history checks for up to three counties per applicant and other criminal records checks
  - Education verification
  - Employment reference checks
  - Personal reference check
  - Workers' Compensation claims
- Complete employment application.

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- Successful completion of pre-employment physical including an eye examination and drug screening test.
- Signed acknowledgement of receipt and agreement to comply with drug-free workplace policy.
- Signed acknowledgment of receipt and agreement to comply with SSPP.
- Successful completion of required orientation, training and testing to demonstrate and ensure adequate skills and capabilities to safely operate each type of bus or bus combination before driving on a street or highway unsupervised.
- Signed acknowledgment of receipt and compliance with the following written operational and safety procedures *before* driving on a street or highway unsupervised.
  - Communication and handling of unsafe conditions, security threats, and emergencies.
  - Familiarization and operation of safety and emergency equipment, wheelchair lift equipment, and restraining devices.
  - Application and compliance with all applicable federal and state laws, rules and regulations.

Rule 14-90 requires a signed acknowledgement by commercial operators for receipt of the agency's written and operational safety procedures before driving on a street or highway. Prior to being placed into over-the-road service, bus commercial operators must also complete training requirements in the eleven required training areas of 14-90 referenced in Section 7.1.

- Commercial operators are required to write and submit a daily bus inspection report pursuant to Rule 14-90.006, F.A.C.
- Personnel licensed and authorized by the bus transit system to drive, move, or road test a bus in order to perform repairs or maintenance services when it has been determined that such temporary operation does not create unsafe operating conditions or create a hazard to public safety are not bound to the following two provisions:
  - Training and testing to demonstrate and ensure adequate skills and capabilities to safely operate each type of bus or bus combination before driving on a street or highway unsupervised.
  - Bus transit systems shall provide written operational and safety procedures to all bus commercial operators before driving on streets or highways unsupervised.

Noncompliance with any regulatory or agency specific requirement may result in an employee administrative action up to and including suspension or termination of employment. It is the policy of Citrus County Transit to screen applicants to eliminate those that pose a safety or security threat to the agency or who would not be capable of carrying out agency safety and security policies.

## 7.0 Driver Safety Training and Testing

*14-90.004(3) establishes driver training and testing requirements to demonstrate and ensure adequate skills and capabilities to safely operate each type of bus or bus combination before driving on a street or highway unsupervised.*

This is an area of 14-90 which is less prescriptive, but the agency must establish how it is addressing this requirement. Addressing the requirement is *not* optional, so the agency must elaborate on how it will meet the requirement.

All employees and commercial operators of Citrus County Transit and all contract service providers are required to complete all training and testing requirements to demonstrate and ensure adequate skills and capabilities to safely operate each type of bus or bus combination before driving on a street or highway unsupervised. The Driver Trainer is responsible for conducting and documenting all training and testing activities utilizing a certification process. Noncompliance with any regulatory or agency specific guideline or requirement may result in suspension or termination of employment. This section of the SSPP discusses the training and testing programs to be administered by the Driver Trainer.

### 7.1 Initial Driver Training and Testing

Upon hire and prior to being placed into road service, all commercial operators are required to complete Computer Based training and testing in the following areas:

1. Bus transit system safety and operational policies and procedures.
2. Operational bus and equipment inspections.
3. Bus equipment familiarization.
4. Basic operations and maneuvering.
5. Boarding and alighting passengers.
6. Operation of wheelchair lift and other special equipment.
7. Defensive driving.
8. Passenger assistance and securement.
9. Handling of emergencies and security threats.
10. Security and threat awareness.
11. Driving conditions.

As part of the driver training program, specific procedures have been incorporated within computer training Module 4 (*Basic operations and maneuvering*) to instruct the driver on how to safely approach and depart from a transit bus stop to avoid contact with pedestrians and other hazards.

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In addition, new commercial operators are required to successfully undergo a road test with an experienced driver. A new-hire check-off list must be completed to ensure the employee has received all required 14-90 training and information before being authorized for over-the-road service.

After successful completion of each training and testing module, the agency is required to document and record the satisfactory completion of the employee's training and submit to the Driver Trainer. Certificates of completion will be maintained in the driver files for a minimum of 4 years.

All newly hired employees are also provided instructional training by the Driver Trainer per agency's HSP/SPP. Commercial operators are given instruction in Citrus County Transit rules and standard operating procedures in the following areas :

- **General rules:** General rules of the agency including employee conduct codes
- **Personal appearance and conduct:** Covers uniforms, grooming, and employee conduct.
- **Customer service:** Covers expectations of employees when dealing with the public; includes instruction on how and to whom to report security incidents, and types of individuals or situations to be aware of and report.
- **Traffic laws:** Covers applicable traffic-related laws and regulations, drug and alcohol testing, and drug and alcohol use restrictions.
- **Fare handling:** Covers fare collection procedures and provides instruction in dealing with fare disputes, conflict resolution, and notification of security personnel.
- **Americans with Disabilities Act requirements:** Provides instruction in complying with ADA requirements and providing service to disabled patrons.
- **Radio procedures:** Provides instruction on radio procedure for both routine and emergency radio traffic. Includes instruction on reporting crimes, suspicious acts, and potentially hazardous situations.
- **Report writing:** Provides instruction on report writing, and reporting requirements.
- **Substance abuse policy:** Implements a drug and alcohol testing program.
- **Occupational Safety and Health Administration (OSHA) standards:** Covers blood borne pathogens and other occupational exposure to health hazards.

The Driver Trainer will develop and maintain a Training Manual for new hire training and testing of employees as part of the Safety Training Program. The manual will contain training course content, curriculum, lesson plans, testing requirements, etc. All training and testing activities will also be adequately documented by the Driver Trainer.

### **7.2 On-Going/Refresher Training and Testing**

The Driver Trainer will develop and maintain a Training Manual for on-going and refresher training and testing of employees. The manual will contain training course content, curriculum, lesson plans, testing requirements, etc. On-going/refresher training and testing sessions will be conducted as necessary to remain compliant with Rule 14-90. The commercial operators are required to attend training and testing in all areas specified by Rule 14-90 at least once every

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three years. All training and testing activities are to be recorded and retained in files for a minimum of four years.

### **7.3 Remedial Training and Testing**

Citrus County Transit will employ remedial training for commercial operators who have been involved in a serious collision or have developed unsafe driving behaviour or other driving problems. Other causes for remedial training may include persistent customer complaints, supervisor recommendations, or a result of ongoing evaluations. Depending on the circumstances, the Supervisor will determine the appropriate remedial training and testing, the results of which will also be documented and retained in files.

### **7.4 NIMS Training**

The National Incident Management System (NIMS) provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents (<http://www.fema.gov/emergency/nims/>). The NIMS system requires that transit agencies comply with a number of specific activities to ensure personnel who will be conducting activities in response to emergencies use the standard Incident Command System (ICS).

Citrus County Transit HSP/SPP requires that management staff take available NIMS training to understand this requirement and to coordinate regularly with outside organizations to prepare for coordinated responses to incidents. In addition, all employees will be provided security training and drills every six months to ensure they are familiar with emergency policies. All training and testing activities will also be recorded and retained in files.

## **8.0 Records Management**

*14-90 requires that system safety documents be maintained and retained by the agency for at least four years. Records of daily bus inspections and any corrective action documentation must be retained by the agency for a minimum of two weeks.*

The Records Manager for Citrus County Transit is responsible for implementing a records management program that includes maintenance, retention, distribution, and safe disposal of all safety and security records of the agency in compliance with state and federal regulations.

All safety and security documents of the agency (SSPP, HSP/SPP, etc.) will be periodically revised, as needed, to ensure that they are up to date. Revisions and updates will be communicated with employees, contractors, and regulatory agencies as they occur or as deemed necessary by the management, depending on the nature of the revision or update. The HSP/SPP is considered a confidential document and will be retained in a secure location by management.

Citrus County Transit and HR will maintain and retain the following records for at least four years:

- Records of bus driver background checks and qualifications
- Detailed descriptions of training administered and completed by each bus driver
- A record of each bus driver's duty status which will include total days worked, on-duty hours, driving hours, and time of reporting on and off duty each day
- Event investigation reports, corrective action plans, and related supporting documentation
- Records of preventive maintenance, regular maintenance, inspections, lubrication, and repairs performed for each bus
- Records of annual safety inspections and documentation of any required corrective actions
- Completed and signed medical examination reports for each bus driver

In addition, Citrus County Transit will retain records of daily bus inspections and any corrective action documentation for a minimum of two weeks.

An organized electronic filing system will be maintained by the agency, adequately backed up to prevent potential loss of information. All sensitive personnel records will be protected from public access. When ready for disposal, both paper and electronic data will be disposed of in a secure manner ensuring that critical information is protected.

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## **9.0 Drug and Alcohol Program**

*According to 14-90.004, each bus transit system shall establish a drug-free workplace policy statement in accordance with 49 C.F.R. Part 32 and a substance abuse management and testing program in accordance with 49 C.F.R. Parts 40 and 655, October 1, 2009.*

Citrus County Transit has established a Zero Tolerance] Substance Abuse Policy Statement in accordance with 49 C.F.R. Part 32 and a substance abuse management and testing program in accordance with 49 C.F.R. Parts 40 and 655, October 1, 2009, a copy of which is included in Appendix B. The Substance Abuse Program Manager is responsible for ensuring the implementation of a drug and alcohol testing program for all safety-sensitive employees as identified and described within the subject policy.

The intent of the policy is to:

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

Violation of this substance abuse policy is subject to disciplinary actions.

## 10.0 Vehicle Maintenance Program

14-90.004 (4) *Bus transit systems shall establish a maintenance plan and procedures for preventative and routine maintenance for all buses operated. The maintenance plan and procedures shall assure that:*

*(a) All buses operated, and all parts and accessories on such buses, including those specified in Rule 14-90.007, F.A.C., and any additional parts and accessories which may affect safety of operation, including frame and frame assemblies, suspension systems, axles and attaching parts, wheels and rims, and steering systems, are regularly and systematically inspected, maintained, and lubricated to standards that meet or exceed the bus manufacturer's recommendations and requirements.*

*(b) A recording and tracking system is established for the types of inspections, maintenance, and lubrication intervals documenting the date or mileage when these services are due. Required maintenance inspections shall be more comprehensive than daily inspections performed by the driver.*

*(c) Proper preventive maintenance is performed when a bus is assigned away from the system's regular maintenance facility or when maintenance services are performed under contract.*

*(d) Records are maintained and provide written documentation of preventive maintenance, regular maintenance, inspections, lubrication, and repairs performed for each bus under their control. Such records shall be maintained by the bus transit system for at least four years and, at a minimum, provide the following information:*

- 1. Identification of the bus, the make, model, and license number, or other means of positive identification and ownership.*
- 2. Date, mileage, description, and each type of inspection, maintenance, lubrication, or repair performed.*
- 3. If not owned by the bus transit system, the name of any person furnishing a bus.*
- 4. The name and address of any entity or contractor performing an inspection, maintenance, lubrication, or repair.*

The function of the maintenance plan is to provide a consistent systematic program to properly maintain and service vehicles to meet or exceed the manufacturer's recommended maintenance schedule. Citrus County Fleet Management Section vehicle maintenance program will ensure that all buses operated, and all parts and accessories on such buses, including those specified in Rule 14-90.007, F.A.C., and any additional parts and accessories which may affect safety of operation, including frame and frame assemblies, suspension systems, axles and attaching parts, wheels and rims, and steering systems, are regularly and systematically inspected, maintained, and lubricated to standards that meet or exceed the bus manufacturer's recommendations and requirements. The Citrus County Fleet and Transportation Management Director is responsible for ensuring that a Maintenance Plan consistent with 14-90 has been developed and implemented by the agency and that all vehicles operated are regularly and systematically inspected, maintained, and lubricated according to the agency's Maintenance Plan and Preventative Maintenance Guidelines (included in Appendix C and Appendix D, respectively).

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### **10.1 Daily Vehicle Inspections (DVI)**

Commercial operators are required to perform daily vehicle inspections prior to operating the assigned vehicle, during routes, and after all route schedules are completed. The pre-trip inspection includes an inspection of the following parts and devices to ascertain that they are in safe condition and in good working order:

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

During the scheduled trips and at the end of the day, the operator will note any additional findings and submit the daily vehicle inspection forms. The process and form/s to be utilized for daily vehicle inspections is included in agency's preventative maintenance guidelines. The daily vehicle inspection forms must be complete with the operator's signature and a check in each box to document that the items are "OK" or a defect is noted in the comments section. If the driver finds any mechanical or other problems that could compromise the safety of the vehicle at any point, the commercial operators will immediately inform Fleet Maintenance and the vehicle will not be scheduled for service until repaired. Failure to report deficiencies by commercial operators may result in an administrative action taken against the employee.

The Supervisor will review the daily inspections and document the corrective actions taken as a result of any deficiencies identified by the operator. Daily inspection records will be retained for a minimum of two weeks. The Supervisor will periodically conduct vehicle inspections behind the commercial operators who have completed the vehicle inspections to ensure that the daily vehicle inspections are adequately performed. Once defects are noted they will be prioritized and sorted into categories for repairs. Once a defect is noted on the inspection form and repaired, the documentation will be attached to the work/repair order and filed in the maintenance files.

### **10.2 Preventive Maintenance**

A preventative maintenance schedule is implemented to inspect for safety hazards and to maintain vehicles in a manner conforming to safety regulations. Citrus County Transit will perform scheduled preventive maintenance on all vehicles at every 6,000-mile interval following the sequence "A"- "B"- "A"- "C", according to the agency's maintenance plan. As preventative maintenance inspections are scheduled by projected mileage, the agency will allow  $\pm 500$  mile deviations in mileage interval, so long as the actual mileage interval meets the manufacturer's recommended maintenance schedule. Inspection "A" will be performed every 6,000 miles, inspection "B" will be performed every 12,000 miles, and inspection "C" will be performed every 24,000 miles on each vehicle. Safety inspections are part of the maintenance inspections and

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will be performed at least once every year with inspection type "C" on each vehicle. When a vehicle is due for an inspection, it will be taken out of service until the inspection is completed. This allows a series of repairs to be carried out while minimizing costs and optimizing the number of operational vehicles. If a vehicle is "down" for an extended period of time due to unavoidable circumstances, preventative maintenance will be temporarily suspended until the vehicle can be returned to service. However, the annual inspection will be conducted on all vehicles regardless of "up/down" status and/or mileage accrued.

The Citrus County Fleet Maintenance Manager will regularly perform Quality Control (QC)/Quality Assurance (QA) checks to ensure that the inspections and repairs, both in-house and contracted, are completed and documented properly. Each vehicle will have a written record documenting preventive maintenance, regular maintenance, inspections, lubrication and repairs performed. Such records will be maintained for at least four years and include, at a minimum, the following information:

- Identification of the bus, the make, model, and license number or other means of positive identification and ownership
- Date, mileage, description, and each type of inspection, maintenance, lubrication, or repair performed
- If not owned by Citrus County Transit, the name of any person furnishing a bus
- The name and address of any entity or contractor performing an inspection, maintenance, lubrication, or repair

For tracking purposes, a maintenance log will be kept containing vehicle ID, make and type of vehicle, year, model, special equipment, inspections, maintenance and lubrication intervals, and date or mileage when services are due.

A problem commonly experienced with many agencies involves quality control checks to insure records are reviewed for completeness; are signed; dated; and appropriately filed. If an FDOT safety audit of your agency has revealed problems in this area, it is incumbent upon your agency to document specific steps intended to correct the concern. This could be accomplished by amending your SSPP to state how your agency will modify its practices to correct the problem. The following statement, for example, might be amended into your SSPP to address quality control improvements intended by the agency: "...the Operations Manager shall be tasked with the responsibility to conduct quality checks of files on a (daily/weekly) basis to insure that files are complete; signed, appropriately dated, and appropriately filed. It will be the responsibility of the Operations Manager to place a record in the file documenting the date in which the file was quality inspected..." The statement above is provided as an example of how the agency may elect to address a quality control issue. It is up to the local agency to determine how best to amend their SSPP to document how they intend to provide for quality control checks.

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### 10.3 Bus Safety Inspections

Safety inspections are part of the maintenance inspections and are performed at least once every year on all buses operated by Citrus County Transit and contracted service providers. The Citrus County Fleet Maintenance Section Chief is responsible for ensuring that each individual performing a bus safety inspection is qualified as follows:

- Understands the requirements set forth in Rule 14-90 and can identify defective components.
- Is knowledgeable of and has mastered the methods, procedures, tools, and equipment used when performing an inspection.
- Has at least one year of training and/or experience as a mechanic or inspector in a vehicle maintenance program and has sufficient general knowledge of buses owned and operated by the bus transit system to recognize deficiencies or mechanical defects.

Although not required by Rule 14-90, agencies are encouraged to require Automotive Service Excellence (ASE) certifications of mechanics performing bus safety inspections.

Each bus receiving a safety inspection shall be checked for compliance with the requirements for safety devices and equipment as referenced or specified by Rule 14-90. Specific operable equipment and devices as required by Rule 14-90 include the following as applicable to Type I and II buses:

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

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A safety inspection report will be prepared by the individual(s) performing the inspection and will include the following:

- Identification of the individual(s) performing the inspection
- Identification of the bus transit system operating the bus
- The date of the inspection
- Identification of the bus inspected
- Identification of the equipment and devices inspected including the identification of equipment and devices found deficient or defective
- Identification of corrective action(s) for any deficient or defective items found and date(s) of completion of corrective action(s)

Records of annual safety inspections and documentation of any required corrective actions will be retained for a minimum of four years for compliance review.

*Any additional text for Chapter 10.0 must be inserted above this point for formatting/page numbering purposes.*

## 11.0 Safety Data Acquisition & Analysis

*According to 14-90.004, the SSPP must address safety data acquisition and analysis as one of the safety elements.*

This is an area of 14-90 which is less prescriptive, but the agency must establish how it is addressing this requirement. Addressing the requirement is *not* optional, so the agency must elaborate on how it is meeting this requirement.

Understanding safety data is an important step towards allocating important and scarce resources to implement safety program elements. Safety data relative to transit provider operations can be used to determine safety trends in system operation. The following data will be collected and retained by Citrus County Transit on an ongoing basis:

- Accident and incident data
- Maintenance data including daily vehicle inspection forms
- Passenger claims and complaints
- Records of crimes and rule violations occurring in and around the transit agency

The data will be analyzed by Citrus County Transit management both qualitatively and quantitatively for safety hazard identification, resolution and risk management purposes. The analysis will be conducted in Microsoft Excel software and will account for frequency, severity, causal factors, and acceptability of occurrences. The analysis results will be useful for identifying necessary actions to minimize safety risks. Analysis of safety data will also help improve system performance, not only in respect to safety, but also in overall delivery of service to the public. In addition, trend analyses of safety data can help determine the effectiveness of safety initiatives that have been implemented. The results of such analysis will be shared with agency staff and law enforcement agencies on, at minimum, an annual basis for awareness and support.

## **12.0 Hazard Identification and Resolution**

*According to 14-90.004, the SSPP must address hazard identification and resolution as one of the safety elements.*

This is an area of 14-90 which is less prescriptive, but the agency must establish how it is addressing this requirement. Addressing the requirement is *not* optional, so the agency must elaborate on how it is meeting this requirement.

Hazard management is a mechanism by which hazards are identified, analyzed for potential impact on the operating system, and resolved in a manner acceptable to the management and regulatory agencies. Citrus County Transit's hazard management consists of three primary components – hazard identification, hazard categorization, and hazard resolution.

### **12.1 Hazard Identification**

By means of safety data acquisition and analysis and coordination with Supervisor and Section Chief, the Safety/Risk Manager will identify system hazards on an ongoing basis.

### **12.2 Hazard Categorization**

Once the key system hazards have been identified, the Supervisor will categorize the hazards based on severity and probability of occurrence.

Hazard severity is a subjective measure of hazard, supported by factual data, and will be categorized as follows –

- Catastrophic – Death or system loss
- Critical – Severe injury, severe occupational illness, or major system damage
- Marginal – Minor injury, minor occupational illness, or minor system damage
- Negligible – less than minor injury, occupational illness, or system damage

Hazard probability is a subjective measure of likelihood that a specific hazard will occur and will be categorized as follows –

- Frequent – Likely to occur frequently
- Probable – Likely to occur several times
- Occasional – Likely to occur sometime
- Remote – Unlikely but possible to occur
- Improbable – So unlikely that it can be rejected from consideration

### **12.3 Hazard Resolution**

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Once the hazards are identified and categorized, subsequent analysis will be undertaken to resolve the issue and minimize risk associated with the identified hazard. A hazard resolution matrix will be developed combining hazard severity and hazard frequency, as shown in the matrix below, to identify the level of acceptance for a specific hazard/risk.

<b>Hazard Resolution Matrix</b>	<b>Catastrophic</b>	<b>Critical</b>	<b>Marginal</b>	<b>Negligible</b>
<b>Frequent</b>	Unacceptable	Unacceptable	Unacceptable	Acceptable with reservation
<b>Probable</b>	Unacceptable	Unacceptable	Undesirable	Acceptable with reservation
<b>Occasional</b>	Unacceptable	Undesirable	Undesirable	Acceptable
<b>Remote</b>	Undesirable	Undesirable	Acceptable with reservation	Acceptable
<b>Improbable</b>	Acceptable with reservation	Acceptable with reservation	Acceptable with reservation	Acceptable

The results of the analysis will be shared by the Supervisor with the Director on an ongoing basis to identify appropriate actions. All "unacceptable" hazards must be eliminated and measures will be taken for the remaining risk acceptance categories to minimize risk. The results of such analysis will be shared with agency staff and law enforcement agencies on a quarterly basis for awareness and support.

*Any additional text for Chapter 12.0 must be inserted above this point for formatting/page numbering purposes.*

## **13.0 Event Investigation**

*14-90.004 establishes the requirements for investigating events involving a bus or taking place on bus transit system controlled property resulting in a fatality, injury, or property damage.*

For the purpose of this SSPP, events are considered accidents or incidents that involve a transit vehicle or take place on Citrus County Transit controlled property. An "accident" is an event that causes damage to a vehicle, individual, or property while the vehicle is in motion. It may involve a single vehicle or multiple vehicles. An "incident" is defined as an event that causes damage to a vehicle, individual, or property, which is not an accident.

Any event involving a bus or taking place on property controlled by a transit system and resulting in a fatality, injury, or property damage will be investigated by Citrus County Transit and Law Enforcement. All events included but not limited to the following, will be investigated:

- A fatality, where an individual is confirmed dead within 30 days of a bus transit system related event, excluding suicides and deaths from illnesses.
- Injuries requiring immediate medical attention away from the scene for two or more individuals.
- Property damage to bus transit system buses, non-bus transit system vehicles, other bus system property or facilities, or any other property. Citrus County Transit will have the discretion to investigate events resulting in property damage less than \$1,000.
- Evacuation of a bus due to a life safety event where there is imminent danger to passengers on the bus, excluding evacuations due to operational issues.

In case of all events, commercial operators are required to contact the local law enforcement, dispatcher, and emergency medical services (as required) immediately. Supervisors will be sent to the scene depending on the severity of the event at the discretion of the Director. Each investigation will be documented in a final report that includes a description of the investigation activities, identified causal factors, and any identified corrective action plan. Each corrective action plan will identify the action to be taken by the bus transit system and the schedule for its implementation. The Risk Manager will monitor and track the implementation of each corrective action plan. Investigation reports, corrective action plans, and related supporting documentation will be maintained by the Risk Manager for a minimum of four years from the date of completion of the investigation.

## 14.0 Medical Exams for Bus Transit System Commercial operators

*14-90.0041 requires that bus transit systems establish medical examination requirements for all applicants to driver positions and for existing commercial operators. The 14-90 requirements relating to this section are noted below and presented as general text. The points noted below in black text are all requirements under 14-90. To avoid redundancy of re-stating the requirements twice, (both here in this header box and in the general text which would follow below), we are deferring to the general text below which accurately states the 14-90 requirements.*

This section of the SSPP establishes Citrus County Transit's medical examination requirements for all applicants for driver positions and for existing commercial operators.

- Medical examination requirements include a pre-employment examination for applicants, an examination at least once every two years for existing commercial operators, and a return to duty examination for any driver prior to returning to duty after having been off duty for 30 or more days due to an illness, medical condition, or injury.
- Medical examinations will be performed and recorded according to FDOT Form Number 725-030-11, Medical Examination Report for Bus Transit System Driver, Rev. 05/09, included in Appendix E.
- Medical examinations will be performed by a Doctor of Medicine or Osteopathy, Physician Assistant, or Advanced Registered Nurse Practitioner licensed or certified by the State of Florida. If medical examinations are performed by a Physician Assistant or Advanced Registered Nurse Practitioner, they must be performed under the supervision or review of a Doctor of Medicine or Osteopathy.
- An ophthalmologist or optometrist licensed by the State of Florida may perform as much of the medical examination as it pertains to visual acuity, field of vision, and color recognition.
- Upon completion of the medical examination, the examiner shall complete, sign, and date the medical examination form and maintain the original at his or her office.
- Upon completion of the medical examination, the examiner shall complete, sign, and date the medical examination certificate and provide a copy to Citrus County Transit.
- Upon completion of the medical examination the driver shall provide their driver license number, signature, and date on the medical examination certificate.
- Completed and signed medical examination certificate for each bus driver, dated within the past 24 months, will be maintained on file for a minimum of four years from the date of the examination.
- Citrus County Transit will not allow a driver to operate a transit bus without having on file a completed medical examination certificate dated within the past 24 months.

## **15.0 Operating and Driving Requirements**

*14-90.006 requires that bus transit systems establish operational and driving requirements. The 14-90 requirements relating to this section are noted below and presented as general text*

The Supervisor is responsible for overall compliance with all operating and driving requirements of the SSPP.

It is the responsibility of every Citrus County Transit employee who performs driving and/or operational duties to strictly adhere to the following requirements:

- Under no circumstances is a driver allowed to operate a vehicle without having the appropriate and valid driver's license in his or her possession.
- Commercial operators are not permitted to drive a bus when his or her driver license has been suspended, cancelled, or revoked. A driver who receives a notice that his or her license to operate a motor vehicle has been suspended, cancelled, or revoked is required to notify his or her supervisor of the contents of the notice immediately, if possible, otherwise no later than the end of the business day following the day he or she received the notice. Violation of this policy may result in disciplinary actions including suspension or termination of employment.
- Citrus County Transit management will annually check Motor Vehicle Records (MVR) for all commercial operators for investigating information on license suspensions, revocations, accidents, traffic violations, unpaid summons, etc. Citrus County Transit or HR management will also check driver license status of each driver utilizing the Florida Department of Highway Safety and Motor Vehicles website - <https://www6.hsmv.state.fl.us/DLCheck/main.jsp>.
- Buses must be operated at all times in compliance with applicable traffic regulations, ordinances, and laws of the jurisdiction in which they are being operated.
- Rule 14-90 defines "On Duty" and "Off Duty" status of commercial operators as follows -
  - "On Duty" means the status of the driver from the time he or she begins work, or is required to be in readiness to work, until the time the driver is relieved from work and all responsibility for performing work. "On Duty" includes all time spent by the driver as follows:
    - (a) Waiting to be dispatched at bus transit system terminals, facilities, or other private or public property, unless the driver has been completely relieved from duty by the bus transit system.
    - (b) Inspecting, servicing, or conditioning any vehicle.
    - (c) Driving.
    - (d) Remaining in readiness to operate a vehicle (stand-by).
    - (e) Repairing, obtaining assistance, or remaining in attendance in or about a disabled vehicle.

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- "Off-Duty" means any time the driver is not on duty, required to be in readiness to work, or under any responsibility to perform work. Such time shall not be counted towards the maximum allowed on-duty hours within a 24-hour period.
- Commercial operators are not permitted to drive more than 12 hours in a 24-hour period, or drive after having been on duty for 16 hours in a 24-hour period. A driver is not permitted to drive until the requirement of a minimum eight consecutive hours of off-duty time has been fulfilled. A driver's work period begins from the time he or she first reports for duty to his or her employer. A driver is permitted to exceed his or her regulated hours in order to reach a regularly established relief or dispatch point, provided the additional driving time does not exceed one hour.
- Commercial operators are not permitted to be on duty more than 72 hours in any period of seven consecutive days; however, any 24 consecutive hours of off duty time shall constitute the end of any such period of seven consecutive days. A driver who has reached the maximum 72 hours of on duty time during the seven consecutive days is required to have a minimum of 24 consecutive hours of off duty time prior to returning to on duty status.
- A driver is permitted to drive for more than the regulated hours for the safety and protection of the public when conditions such as adverse weather, disaster, security threat, a road or traffic condition, medical emergency, or an accident occur.
- Commercial operators are not permitted to drive a bus when his or her ability is impaired, or likely to be impaired, by fatigue, illness, or other causes, likely to create an unsafe condition.
- Commercial operators will not report for duty or operate any vehicle while under the influence of alcohol or any other substance, legal or illegal, that may impair driving ability. All employees are required to comply with agency's Substance Abuse Policy.
- Commercial operators are required to conduct daily vehicle inspections and reporting of all defects and deficiencies likely to affect safe operation or cause mechanical malfunctions.
- Commercial operators are required to immediately report any defect or deficiency that may affect safe operations or cause mechanical malfunctions. Any defect or deficiency found shall be properly documented on a Daily Vehicle Inspection (DVI) form and should be submitted to the Section Chief of Fleet Management.
- The Supervisor will review daily inspection reports and document corrective actions taken as a result of any deficiencies identified by daily inspections.
- A bus with any passenger doors in the open position will not be operated with passengers aboard. The doors will not be opened until the bus is stopped. A bus with any inoperable passenger door will not be operated with passengers aboard, except to move a bus to a safe location.
- Commercial operators will ensure that during darkness, interior lighting and lighting in stepwells on buses shall be sufficient for passengers to enter and exit safely. Adherence to pre-trip inspection requirements help insure the ability of this requirement to be met.
- Passengers will not be permitted in the stepwells of any bus while the bus is in motion, or to occupy an area forward of the standee line.

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- Passengers will not be permitted to stand on buses not designed and constructed for that purpose.
- Buses will not be refueled in a closed building. The fueling of buses when passengers are being carried will be reduced to the minimum number of times necessary during such transportation.
- Commercial operators are required to be properly secured to the driver's seat with a restraining belt at all times while the bus is in motion.
- Buses will not be left unattended with passengers aboard for longer than 15 minutes. The parking or holding brake device will be properly set at any time the bus is left unattended.
- Buses will not be left unattended in an unsafe condition with passengers aboard at any time.
- Commercial operators are prohibited from leaving keys in the vehicle for any reason at any time the bus is left unattended.
- Transit vehicles will not be used at any time for uses other than those that are authorized and permitted according to state and federal program requirements.

Noncompliance with these requirements may result in disciplinary actions including suspension or termination of employment.

### **15.1 Wireless Communication**

*According to 14-90.004, bus transit systems must implement a wireless communication plan and procedure that provides for the safe operation of the bus transit vehicle. The wireless communication plan and procedure shall assure that:*

- a. The use of a personal wireless communication device is prohibited while the transit vehicle is in motion, and*
- b. All personal wireless communications devices are turned off with any earpieces removed from the operator's ear while occupying the driver's seat.*

*A policy on the use of a wireless communications device issued to the operator by the bus transit system for business related purposes must be developed that assure:*

- a. Guidelines are developed that allow for the use of a wireless communications device in emergency situations, and*
- b. The use of a wireless communications device does not interfere with the operator's safety related duties.*

*Also, bus transit systems shall develop a driver educational training program addressing:*

- a. The proper use of a wireless communications device issued to the operator by the Bus Transit System while in the performance of their safety related duties, and*
- b. The hazards associated with driving and utilizing a wireless communications device.*

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This is an area of 14-90 which is less prescriptive, but the agency must establish how it is addressing this requirement. Addressing the requirement is *not* optional, so the agency must elaborate on how it will meet the requirement.

“Wireless communication device” means an electronic or electrical device capable of remote communication. Examples include cell phones, personal digital assistants (PDAs) and portable computers (commonly called laptop computers). “Personal wireless communications device” means an electronic or electrical device that was not provided by the bus transit system for business purposes. “Use of a wireless communication device” means use of a mobile telephone or other electronic or electrical device, hands-on or hands-free, to conduct an oral communication; to place or receive a telephone call; to send or read electronic mail or a text message; to play a game; to navigate the Internet; to play, view, or listen to a video; to play, view, or listen to a television broadcast; to play or listen to music; to execute a computational function, or to perform any other function that is not necessary for the health or safety of the person and that entails the risk of distracting the employee from a safety-critical task. Use of an electronic or electrical device that enhances the individual’s physical ability to perform, such as a hearing aid, is not included in this definition.

Citrus County Transit requires all commercial operators to fully comply with the following wireless communication policies –

Policies on the use of a personal wireless communication device:

- The use of a personal wireless communication device is prohibited while the transit vehicle is in motion.
- All personal wireless communication devices must be turned off with any earpieces removed from the operator’s ear while occupying the driver’s seat.
- In an emergency, if a driver is unable to use the radio (e.g., driver is separated from the vehicle due to a need to evacuate, or the radio is inoperable because it is beyond the radio coverage area, or other malfunction), a personal cellular phone may be used to contact the agency. In such situation the driver must park the vehicle in a safe place off the road and call the direct line to the dispatcher.
- Commercial operators are not permitted to use any wireless communication device issued by the bus transit system while the transit vehicle is in motion except brief radio communications with the dispatcher. If the driver must use the radio for a long duration, he/she must stop the vehicle in a safe place off the road.
- The use of a wireless communication device is prohibited while loading or unloading a wheelchair patron or while conducting any other safety related duty that require the driver’s undivided attention. If wireless communication is necessary, the driver will use a company issued wireless communication device before or upon completion of the safety related task.
- Employees are permitted to use wireless communication devices issued by the bus transit system in the following situations -
  - A driver needing to communicate with the dispatcher and vise-versa.
  - A driver requesting medical or emergency assistance.

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- A driver reporting an illegal activity, a traffic accident, a road hazard, or a safety or security threat.

Citrus County Transit requires all employees to follow the radio operating procedures included in Appendix F. In addition, Citrus County Transit has developed a driver educational training and testing program on the proper use of a wireless communications device while in the performance of safety related duties and hazards associated with driving and utilizing these devices. The wireless communications device training and testing is included in Module 1 (Bus Transit System Safety and Operational Policies and Procedures) of the Computer Based Training and Testing program which all commercial operators are required to complete upon hire, before driving on a street or highway unsupervised.

*Any additional text for Chapter 15.0 must be inserted above this point for formatting/page numbering purposes.*

## 16.0 Vehicle Equipment Standards & Procurement Criteria

*14-90.007 establishes the vehicle equipment standards and procurement criteria. The 14-90 requirements relating to this section are noted below and presented as general text. The points noted below in black text are all requirements under 14-90. To avoid redundancy of re-stating the requirements twice (both here in this header box and in the general text which would follow below), we are deferring to the general text below which accurately states the 14-90 requirements.*

Citrus County Transit will procure vehicles utilizing the Transit Research-Inspection-Procurement Services (TRIPS) program, formerly known as the Florida Vehicle Procurement Program (FVPP), and other State Programs strictly adhering to the vehicle equipment standards and procurement criteria specified in 14-90.007.

- All buses procured and operated must meet the following minimum standards, as applicable:
  - a. The capability and strength to carry the maximum allowed load and not exceed the manufacturer's gross vehicle weight rating (GVWR), gross axle weighting, or tire rating.
  - b. Structural integrity that mitigates or minimizes the adverse effects of collisions.
  - c. Federal Motor Vehicle Safety Standards (FMVSS), 49 C.F.R. Part 571, Sections 102, 103, 104, 105, 108, 207, 209, 210, 217, 302, 403, and 404, October 1, 2008, hereby incorporated by reference.
- Proof of strength and structural integrity tests on new buses procured will be submitted by manufacturers or bus transit systems to the Department.
- In addition, every bus operated by the agency will be equipped as follows:
  - Mirrors. There shall be two exterior rear vision mirrors, one at each side. The mirrors shall be firmly attached to the outside of the bus and so located as to reflect to the driver a view of the highway to the rear along both sides of the vehicle. Each exterior rear vision mirror, on Type I buses shall have a minimum reflective surface of 50 square inches. Neither the mirror nor the mounting shall protrude farther than the widest part of the vehicle body except to the extent necessary to produce a field of view meeting or exceeding the requirements of this section. All Type I buses shall, in addition to the above requirements, be equipped with an inside rear vision mirror capable of giving the driver a clear view of seated and standing passengers. Buses having a passenger exit door that is located inconveniently for the driver's visual control shall be equipped with additional interior mirrors to enable the driver to view the passenger exit door. In lieu of interior mirrors, trailer buses and articulated buses may be equipped with closed circuit video systems or adult monitors in voice control with the driver.
  - Wiring and Batteries. Electrical wiring shall be maintained so as not to come in contact with moving parts, heated surfaces, or be subject to chafing or abrasion which may cause insulation to become worn. Every Type I bus manufactured on or after February 7, 1988, shall be equipped with a storage battery electrical power main disconnect switch. The disconnect switch shall be practicably located

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in an accessible location adjacent to or near to the battery and be legibly and permanently marked for identification. Every storage battery on a public-sector bus shall be mounted with proper retainment devices in a compartment which provides adequate ventilation and drainage.

- Brake Interlock Systems. All Type I buses having a rear exit door shall be equipped with a rear exit door/brake interlock that automatically applies the brake upon driver activation of the rear exit door to the open position. Brake interlock application shall remain activated until deactivated by the driver and the rear exit door returns to the closed position. The rear exit door brake interlock on such buses shall be equipped with an identified override switch enabling emergency release of the brake interlock function. The override switch shall not be located within reach of the seated driver. Air pressure application to the brake during brake interlock operation, on buses equipped with rear exit door/brake interlock, shall be regulated at the equipment's original manufacturer's specifications.
- Standee Line and Warning. Every bus designed and constructed to allow standees shall be plainly marked with a line of contrasting color at least two inches wide, or be equipped with some other means to indicate that all passengers are prohibited from occupying a space forward of a perpendicular plane drawn through the rear of the driver's seat and perpendicular to the longitudinal axis of the bus. A sign shall be posted at or near the front of the bus stating that it is a violation for a bus to be operated with passengers occupying an area forward of the line.
- Handrails and Stanchions. Every bus designed and constructed to allow standees shall be equipped with overhead handrails for standee passengers. Overhead handrails shall be continuous, except for a gap at the rear exit door, and terminate into vertical stanchions or turn up into a ceiling fastener. Every Type I and Type II bus designed for carrying more than 16 passengers shall be equipped with handrails, stanchions, or bars at least 10 inches long and installed to permit safe on-board circulation, seating and standing assistance, and boarding and alighting by elderly and handicapped persons. Type I buses shall be equipped with a safety bar and panel directly behind each entry and exit stepwell.
- Flooring, Steps, and Thresholds. Flooring, steps, and thresholds on all buses shall have slip resistant surfaces without protruding or sharp edges, lips, or overhangs, in order to prevent tripping hazards. All step edges and thresholds shall have a band of color(s) running the full width of the step or edge which contrasts with the step tread and riser, either light-on-dark or dark-on-light.
- Doors. Power activated doors on all buses shall be equipped with a manual device designed to release door closing pressure.
- Emergency Exits. All buses shall have an emergency exit door, or in lieu thereof, shall be provided with emergency escape push-out windows. Each emergency escape window shall be in the form of a parallelogram with dimensions not less than 18" by 24", and each shall contain an area of not less than 432 square inches. There shall be a sufficient number of push-out or kick-out windows in each vehicle to provide a total escape area equivalent to 67 square inches per seat, including the driver's seat. No less than 40% of the total escape area shall be on one side of the vehicle. Emergency escape kick-out or push-out windows and emergency exit doors shall be conspicuously marked with a sign or light and

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shall always be kept in good working order so that they may be readily opened in an emergency. All such windows and doors shall not be obstructed either inside or outside so as to hinder escape. Buses equipped with an auxiliary door for emergency exit shall be equipped with an audible alarm and light indicating to the driver when a door is ajar or opened while the engine is running. Supplemental security locks operable by a key are prohibited on emergency exit doors unless these security locks are equipped and connected with an ignition interlock system or an audio visual alarm located in the driver's compartment. Any supplemental security lock system used on emergency exits shall be kept unlocked whenever a bus is in operation.

- Tires and Wheels: Tires shall be properly inflated in accordance with manufacturer's recommendations.
  - i. No bus shall be operated with a tread groove pattern depth:
    - 1. Less than  $4/32$  ( $1/8$ ) of an inch, measured at any point on a major tread groove for tires on the steering axle of all buses. The measurements shall not be made where tie bars, humps, or fillets are located.
    - 2. Less than  $2/32$  ( $1/16$ ) of an inch, measured at any point on a major tread groove for all other tires of all buses. The measurements shall not be made where tie bars, humps, or fillets are located.
  - ii. No bus shall be operated with recapped, regrooved, or retreaded tires on the steering axle.
  - iii. Wheels shall be visibly free from cracks and distortions and shall not have missing, cracked, or broken mounting lugs.
- Suspension. The suspension system of all buses, including springs, air bags, and all other suspension parts, shall be free from cracks, leaks, or any other defect which may cause its impairment or failure to function properly.
- Steering and Front Axle. The steering system of all buses shall have no indication of leaks which would or may cause its impairment to function properly, and shall be free from cracks and excessive wear of components that may cause excessive free play or loose motion in the steering system or above normal effort in steering control.
- Seat Belts. Every bus shall be equipped with an adjustable driver's restraining belt in compliance with the requirements of FMVSS 209, "Seat Belt Assemblies" 49 C.F.R. 571.209–October 1, 2008, and FMVSS 210, "Seat Belt Assembly Anchorages" 49 C. F. R. 571.210 October 1,2008, hereby incorporated by reference.
- Safety Equipment. Every bus shall be equipped with one fully charged dry chemical or carbon dioxide fire extinguisher, having at least a 1A:BC rating and bearing the label of Underwriter's Laboratory, Inc. The fire extinguishers shall be maintained as follows:
  - i. Each fire extinguisher shall be securely mounted on the bus in a conspicuous place or a clearly marked compartment and be readily accessible.
  - ii. Each fire extinguisher shall be maintained in efficient operating condition and equipped with some means of determining if it is fully charged.

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- iii. Every Type I bus shall be equipped with portable red reflector warning devices in compliance with Section 316.300, Florida Statutes.
- o Persons with Disabilities. Buses used for the purpose of transporting individuals with disabilities shall meet the requirements set forth in 49 C.F.R. Part 38, October 1, 2008, hereby incorporated by reference, as well as the following:
  - i. Installation of a wheelchair lift or ramp shall not cause the manufacturer's GVWR, gross axle weight rating, or tire rating to be exceeded.
  - ii. Except in locations within 3 1/2 inches of the bus floor, all readily accessible exposed edges or other hazardous protrusions of parts of wheelchair lift assemblies or ramps that are located in the passenger compartment shall be padded with energy absorbing material to mitigate injury in normal use and in case of a collision. This requirement shall also apply to parts of the bus associated with the operation of the lift or ramp.
  - iii. The controls for operating the lift shall be at a location where the bus driver or lift attendant has a full view, unobstructed by passengers, of the lift platform, its entrance and exit, and the wheelchair passenger, either directly or with partial assistance of mirrors. Lifts located entirely to the rear of the driver's seat shall not be operable from the driver's seat, but shall have an override control at the driver's position that can be activated to prevent the lift from being operated by the other controls (except for emergency manual operation upon power failure).
  - iv. The installation of the wheelchair lift or ramp and its controls and the method of attachment in the bus body or chassis shall not diminish the structural integrity of the bus nor cause a hazardous imbalance of the bus. No part of the assembly, when installed and stowed, shall extend laterally beyond the normal side contour of the bus or vertically beyond the lowest part of the rim of the wheel closest to the lift.
  - v. Each wheelchair lift or ramp assembly shall be legibly and permanently marked by the manufacturer or installer with the following information:
    - 1. The manufacturer's name and address.
    - 2. The month and year of manufacture.
    - 3. A certificate that the wheelchair lift or ramp securement devices, and their installation, conform to State of Florida requirements applicable to accessible buses.
- o Wheelchairs. Wheelchair lifts; ramps, securement devices, and restraints shall be inspected and maintained as required by this rule chapter. Instructions for normal and emergency operation of the lift or ramp shall be carried or displayed in every bus.

## 17.0 Internal and External Safety Audits

*According to 14-90:*

- *Each bus transit system shall implement and comply with the SSPP during the operation of the system*
- *Each bus transit system shall implement and comply with the SPP during the operation of the system*
- *Bus transit systems shall immediately suspend affected system service operations if, at any time, continued operation of the system, or a portion thereof, poses an immediate danger to public safety*
- *The Department, or its contractor, shall conduct safety and security review of bus transit system to ascertain compliance with the provisions of this rule chapter.*

This is an area of 14-90 which is less prescriptive, but the agency must establish how it is addressing this requirement. Addressing the requirement is *not* optional, so the agency must elaborate on how it will meet the requirement.

The Supervisor is responsible for conducting announced and unannounced internal safety audits of Citrus County Transit units and contract operators. Annual internal safety audits will be conducted starting November 1 of each calendar year and ending prior to the end of the same calendar year utilizing the internal audit checklist included in Appendix G. The annual audit results will be documented by the Supervisor in a report containing the following:

- Identification of the findings, including a detailed description of any deficiency.
- Required corrective action and a schedule for implementation of the corrective action to be taken for each deficiency.
- Any required suspension of bus transit system service should Citrus County Transit determine the continued operation of the service, or a portion thereof, poses an immediate danger to public safety.

In addition, announced and unannounced periodic internal audits will be conducted by the Supervisor to ensure compliance with all of the objectives and requirements of SSPP and Rule 14-90. Safety audits of vehicles and records will be conducted on random basis, at least once every quarter. Facility inspection will be conducted once every month to identify and resolve potential safety and security hazards. The Supervisor will regularly perform Quality Control (QC)/Quality Assurance (QA) checks to ensure that safety compliance, both in-house and contracted, is achieved at all times. Contractors/subcontractors are subject to audits and inspections on an announced or unannounced basis at the discretion of Citrus County Transit management. Citrus County Transit, or its contractor, will conduct safety and security reviews of contract service operators, at least once every three years, to ascertain compliance with the provisions of Rule 14-90.

Citrus County Transit management will work closely with regulatory agencies (FDOT, FTA, etc.) when external audit notifications are received and allocate resources, as necessary, to facilitate the audits.

## **18.0 Certification**

*14-90.010 establishes the certification requirements that the agencies must follow when submitting annual safety and security certification to the Department. The 14-90 requirements relating to this section are noted below and presented as general text. The points noted below in black text are all requirements under 14-90. To avoid redundancy of re-stating the requirements twice (both here in this header box and in the general text which would follow below), we are deferring to the general text below which accurately states the 14-90 requirements.*

The Supervisor will submit an annual safety and security certification to the FDOT utilizing the self-certification form included in Appendix H. The certification will be submitted no later than February 15, for the prior calendar year period unless otherwise required by FDOT. The certification will attest to the following:

- The adoption of an SSPP and an SPP in accordance with established standards set forth in Rule 14-90.
- Compliance with the adopted SSPP and SPP.
- Performance of safety inspections on all buses operated by the system in accordance with Rule 14-90.
- Reviews of the SSPP and SPP have been conducted to ensure they are up to date.

The certification will also include:

- The name and address of Citrus County Transit, and the name and address of the entity(ies) who performed bus safety inspections and security assessments during the prior calendar year, if different from Citrus County Transit.
- A statement signed by the Chief Executive Officer/signatory authority responsible for the management of Citrus County Transit attesting to compliance with Rule 14-90.

## **19.0 Appendices**

- Appendix A: Rule Chapter 14-90, F.A.C.
- Appendix B: Substance Abuse Policy
- Appendix C: Maintenance Plan
- Appendix D: Preventative Maintenance Guidelines
- Appendix E: Medical Examination Form 725-030-011
- Appendix F: Radio Operating Procedures
- Appendix G: Internal Safety Audit Checklist
- Appendix H: Bus Transit System Annual Safety and Security Certification Form
- Appendix I: SSPP Addendums (placeholder for future updates)
- Appendix J: Text Formatting Palette

**Appendix A**  
**Rule Chapter 14-90, F.A.C.**



**CHAPTER 14-90**  
**EQUIPMENT AND OPERATIONAL SAFETY STANDARDS FOR BUS TRANSIT SYSTEMS**

- 14-90.002 Definitions
- 14-90.004 Bus Transit System Operational Standards
- 14-90.0041 Medical Examinations for Bus Transit System Drivers
- 14-90.006 Operational and Driving Requirements
- 14-90.007 Vehicle Equipment Standards and Procurement Criteria
- 14-90.009 Bus Safety Inspections
- 14-90.010 Certification
- 14-90.012 Safety and Security Inspections and Reviews

**14-90.002 Definitions.**

Terms used in this rule chapter shall mean as defined in Section 341.031, F.S.; in addition:

(1) "Bus" means any motor vehicle, other than a taxicab, which is designed or constructed for the public transport of persons for compensation and is owned, operated, leased, or controlled by a bus transit system. Buses are designated in two categories:

(a) Type I means over 22 feet in length, including bumpers.

(b) Type II means 22 feet or less in length, including bumpers and paratransit type vehicles, such as minibuses, standard vans, modified vans, station wagons, and sedans.

(2) "Bus Transit System" means a community transportation coordinator; a public transit provider; or a private contract transit provider which owns, operates, leases, or controls buses or taxicabs where such transportation consists of continuous or recurring transportation under the same contract; or a privately owned or operated transit provider that receives operational or capital funding from the Department and owns, operates, leases, or controls buses, other than nonpublic sector buses that provides transportation services available for use by the general riding public.

(3) "Community Transportation Coordinator" means a provider of transportation services or an entity that ensures such services are provided by another bus transit system.

(4) "Department" means the Florida Department of Transportation.

(5) "Drive" or "Operate" means all time spent at the controls of a bus in operation.

(6) "Driver" means any person trained and designated to drive a bus on a street or highway being used for the public transport of persons for compensation.

(7) "FMVSS" means the Federal Motor Vehicle Safety Standards in effect at the time the bus or component is manufactured.

(8) "For Compensation" means for money, property, or anything else of value whether paid, received, or realized, directly or indirectly.

(9) "Manufacturer" means the original producer of the chassis, the producer of any type of bus, or the producer of equipment installed on any bus for the purpose of transporting individuals with disabilities.

(10) "Off-Duty" means any time the driver is not on duty, required to be in readiness to work, or under any responsibility to perform work. Such time shall not be counted towards the maximum allowed on-duty hours within a 24-hour period.

(11) "On Duty" means the status of the driver from the time he or she begins work, or is required to be in readiness to work, until the time the driver is relieved from work and all responsibility for performing work. "On Duty" includes all time spent by the driver as follows:

(a) Waiting to be dispatched at bus transit system terminals, facilities, or other private or public property, unless the driver has been completely relieved from duty by the bus transit system.

(b) Inspecting, servicing, or conditioning any vehicle.

(c) Driving.

(d) Remaining in readiness to operate a vehicle (stand-by).

(e) Repairing, obtaining assistance, or remaining in attendance in or about a disabled vehicle.

(12) "Passenger" means a person who is on board, boarding, or alighting from a bus for the purposes of public transport.

(13) "Paratransit" means those elements of public transit which provide service between specific origins and destinations selected by the individual user with such service being provided at a time that is agreed upon by the user and the provider of the

service. Paratransit service is provided by taxis, limousines, "dial-a-ride" buses, and other demand-responsive operations that are characterized by their nonscheduled, non-fixed route nature.

(14) "Safe Condition" means a condition where hazards are reduced to the lowest level feasible and substantial compliance exists with all safety rules, regulations, and requirements.

(15) "Safety Review" means an on-site assessment to determine if a bus transit system has adequate safety management controls in place and functioning in accordance with the safety standards provided and incorporated by reference in this rule chapter.

(16) "Security" means freedom from harm resulting from intentional acts against passengers, employees, equipment, and facilities.

(17) "Security Program Plan" or "SPP" means a document developed and adopted by the bus transit system detailing its policies, objectives, responsibilities, and procedures for the protection and defense of the system and persons from intentional acts of harm.

(18) "Security Review" means an on-site assessment to determine if a bus transit system has security management controls in place and functioning in accordance with the security requirements provided in this rule chapter.

(19) "System Safety Program Plan" or "SSPP" means a document developed and adopted by the bus transit system detailing its policies, objectives, responsibilities, and procedures against injuries or damage.

(20) "Taxicab" means any motor vehicle of nine passenger capacity or less, including the driver, engaged in the general transportation of persons for compensation, not on a regular schedule, between fixed termini, or over regular routes, where such vehicle does not provide transportation services as a result of a contractual agreement with a bus transit system.

(21) "Trailer Bus" means a trailing or towed vehicle designed or used for the transportation of more than 10 persons, e.g., tram buses.

(22) "Twenty-four Hour Period" or "24-Hour Period" means the consecutive time beginning at 12:00.01 a.m. to 12:00.00 a.m.

(23) "Unsafe Condition" means anything which endangers human life or property.

(24) "Personal wireless communications device" means an electronic or electrical device that was not provided by the bus transit system for business purposes.

(25) "Use of a wireless communications device" means use of a mobile telephone or other electronic or electrical device, hands-on or hands-free, to conduct an oral communication; to place or receive a telephone call; to send or read electronic mail or a text message; to play a game; to navigate the Internet; to play, view, or listen to a video; to play, view, or listen to a television broadcast; to play or listen to music; or to execute a computational function. Use of an electronic or electrical device that enhances the individual's physical ability to perform, such as a hearing aid, is not included in this definition.

(26) "Wireless communications device" means an electronic or electrical device capable of remote communication. Examples include cell phones, personal digital assistants (PDAs) and portable computers (commonly called laptop computers).

*Rulemaking Authority 334.044(2), 341.061(2), 341.041(3), 341.031 FS. Law Implemented 341.041(3); 341.061(2) FS. History—New 9-7-87, Amended 11-10-92, 8-7-05, 9-16-10.*

#### **14-90.004 Bus Transit System Operational Standards.**

(1) Each bus transit system shall develop and adopt an SSPP that complies with or exceeds the established safety standards set forth in this rule chapter.

(a) The SSPP shall address the following safety elements and requirements:

1. Safety policies and responsibilities.
2. Vehicle and equipment standards and procurement criteria.
3. Operational standards and procedures.
4. Bus driver and employee selection.
5. Driving requirements.
6. Bus driver and employee training. As part of the driver training program, specific procedures, and training shall be implemented to instruct the driver on how to safely approach and depart from a transit bus stop to avoid contact with pedestrians and other hazards.
7. Vehicle maintenance.
8. Investigations of events described under subsection 14-90.004(5), F.A.C.
9. Hazard identification and resolution.

10. Equipment for transporting wheelchairs.

11. Safety data acquisition and analysis.

12. A wireless communication plan and procedure that provides for the safe operation of the bus transit vehicle. The wireless communication plan and procedure shall assure that:

a. The use of a personal wireless communication device is prohibited while the transit vehicle is in motion, and

b. All personal wireless communications devices are turned off with any earpieces removed from the operator's ear while occupying the driver's seat.

13. A policy on the use of a wireless communications device issued to the operator by the bus transit system for business related purposes. Policies developed shall assure that:

a. Guidelines are developed that allow for the use of a wireless communications device in emergency situations, and

b. The use of a wireless communications device does not interfere with the operator's safety related duties.

14. The Bus Transit System shall develop a driver educational training program addressing:

a. The proper use of a wireless communications device issued to the operator by the Bus Transit System while in the performance of their safety related duties, and

b. The hazards associated with driving and utilizing a wireless communications device.

15. Safety standards for private contract bus transit system(s) that provide(s) continuous or recurring transportation services for compensation as a result of a contractual agreement with the bus transit system.

(b) Each bus transit system shall implement and comply with the SSPP during the operation of the system.

(c) Each bus transit system shall require that all operable transit buses be inspected at least once per year in accordance with established standards.

(d) Each bus transit system shall submit an annual safety certification to the Department verifying the following:

1. Adoption of an SSPP, which meets or exceeds the established standards set forth in this rule chapter.

2. Compliance with its adopted SSPP and that safety inspections have been performed at least once a year on all buses operated by the bus transit system, by persons meeting the requirements set forth in Rule 14-90.009, F.A.C.

(e) Bus transit systems shall immediately suspend affected system service operations if, at any time, continued operation of the system, or a portion thereof, poses an immediate danger to public safety.

(2) Each bus transit system shall develop and adopt an SPP that meets or exceeds the security requirements set forth in this rule chapter. The SPP shall be adopted separately from the SSPP.

(a) The SPP shall address the following security requirements:

1. Security policies, goals, and objectives.

2. Organization, roles, and responsibilities.

3. Emergency management processes and procedures for mitigation, preparedness, response, and recovery.

4. Procedures for investigation of events described under subsection 14-90.004(5), F.A.C.

5. Procedures for the establishment of interfaces with emergency response organizations.

6. Procedures for interagency coordination with local law enforcement jurisdictions.

7. Employee security and threat awareness training programs.

8. Security data acquisition and analysis.

9. Emergency preparedness drills and exercises.

10. Requirements for private contract transit providers that engage in continuous or recurring transportation services for compensation as a result of a contractual agreement with the bus transit system.

11. Procedures for SPP maintenance and distribution.

(b) Each bus transit system shall implement and comply with the SPP during the operation of the system.

(c) Bus transit systems that engage in a contract with a private contract transit provider shall:

1. Establish minimum security requirements which apply to private contract transit providers.

2. Monitor and assure that each private contract transit provider complies with established security requirements during the term of the contract.

(d) Bus transit systems are prohibited by Section 119.071(3)(a), F.S., from publicly disclosing the SPP or the security portion of the SSPP, as applicable, under any circumstance.

(3) Bus transit systems shall establish criteria and procedures for the selection, qualification, and training of all drivers. The

criteria shall include the following:

- (a) Driver qualifications and background checks meeting minimum hiring standards.
- (b) Driving and criminal background checks for all new drivers.
- (c) Verification and documentation of valid driver licenses for all employees who drive buses.

(d) Training and testing to demonstrate and ensure adequate skills and capabilities to safely operate each type of bus or bus combination before driving on a street or highway unsupervised. As a minimum requirement, drivers shall be given explicit instructional and procedural training and testing in the following areas:

- 1. Bus transit system safety and operational policies and procedures.
- 2. Operational bus and equipment inspections.
- 3. Bus equipment familiarization.
- 4. Basic operations and maneuvering.
- 5. Boarding and alighting passengers.
- 6. Operation of wheelchair lifts and other special equipment.
- 7. Defensive driving.
- 8. Passenger assistance and securement.
- 9. Handling of emergencies and security threats.
- 10. Security and threat awareness.
- 11. Driving conditions.

(e) Bus transit systems shall provide written operational and safety procedures to all bus drivers before driving on streets or highways unsupervised. At a minimum, these procedures and instructions shall address the following:

- 1. Communication and handling of unsafe conditions, security threats, and emergencies.
- 2. Familiarization and operation of safety and emergency equipment, wheelchair lift equipment, and restraining devices.
- 3. Application and compliance with all applicable federal and state laws, rules, and regulations.

(f) The provisions in paragraphs (d) and (e), above, shall not apply to personnel licensed and authorized by the bus transit system to drive, move, or road test a bus in order to perform repairs or maintenance services when it has been determined that such temporary operation does not create unsafe operating conditions or create a hazard to public safety.

(g) Bus transit systems shall maintain the following records for at least four years:

- 1. Records of bus driver background checks and qualifications.
- 2. Detailed descriptions of training administered and completed by each bus driver.
- 3. A record of each bus driver's duty status which shall include total days worked, on-duty hours, driving hours, and time of reporting on and off duty each day.

(h) Each bus transit system shall establish a drug-free workplace policy statement in accordance with 49 C.F.R. Part 32 and a substance abuse management and testing program in accordance with 49 C.F.R. Parts 40 and 655, October 1, 2009, hereby incorporated by reference.

(i) Bus transit systems shall require that drivers write and submit a daily bus inspection report pursuant to Rule 14-90.006, F.A.C.

(4) Bus transit systems shall establish a maintenance plan and procedures for preventative and routine maintenance for all buses operated. The maintenance plan and procedures shall assure that:

(a) All buses operated, and all parts and accessories on such buses, including those specified in Rule 14-90.007, F.A.C., and any additional parts and accessories which may affect safety of operation, including frame and frame assemblies, suspension systems, axles and attaching parts, wheels and rims, and steering systems, are regularly and systematically inspected, maintained, and lubricated to standards that meet or exceed the bus manufacturer's recommendations and requirements.

(b) A recording and tracking system is established for the types of inspections, maintenance, and lubrication intervals documenting the date or mileage when these services are due. Required maintenance inspections shall be more comprehensive than daily inspections performed by the driver.

(c) Proper preventive maintenance is performed when a bus is assigned away from the system's regular maintenance facility or when maintenance services are performed under contract.

(d) Records are maintained and provide written documentation of preventive maintenance, regular maintenance, inspections, lubrication, and repairs performed for each bus under their control. Such records shall be maintained by the bus transit system for at

least four years and, at a minimum, provide the following information:

1. Identification of the bus, the make, model, and license number, or other means of positive identification and ownership.
2. Date, mileage, description, and each type of inspection, maintenance, lubrication, or repair performed.
3. If not owned by the bus transit system, the name of any person furnishing a bus.
4. The name and address of any entity or contractor performing an inspection, maintenance, lubrication, or repair.

(5) Each bus transit system shall investigate, or cause to be investigated, any event involving a bus or taking place on bus transit system controlled property resulting in a fatality, injury, or property damage as follows:

(a) A fatality, where an individual is confirmed dead within 30 days of a bus transit system related event, excluding suicides and deaths from illnesses.

(b) Injuries requiring immediate medical attention away from the scene for two or more individuals.

(c) Property damage to bus transit system buses, non-bus transit system vehicles, other bus system property or facilities, or any other property. The bus transit system shall have the discretion to investigate events resulting in property damage less than \$1,000.

(d) Evacuation of a bus due to a life safety event where there is imminent danger to passengers on the bus, excluding evacuations due to operational issues.

(6) Each investigation shall be documented in a final report that includes a description of investigation activities, identified causal factors, and any identified corrective action plan.

(a) Each corrective action plan shall identify the action to be taken by the bus transit system and the schedule for its implementation.

(b) The bus transit system shall monitor and track the implementation of each corrective action plan.

(7) Investigation reports, corrective action plans, and related supporting documentation shall be maintained by the bus transit system for a minimum of four years from the date of completion of the investigation.

*Rulemaking Authority 334.044(2), 341.061(1)(a) FS. Law Implemented 119.071, 341.041(3), 341.061(1)(b), 341.061(2)(a) FS. History—New 9-7-87, Amended 11-10-92, 8-7-05, 6-24-08, 9-16-10.*

#### **14-90.0041 Medical Examinations for Bus Transit System Drivers.**

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

(2) Medical examinations shall be performed and recorded according to qualification standards adopted by the bus transit system, provided the medical examination qualification standards adopted by the bus transit system meet or exceed those provided in Department Form Number 725-030-11, Medical Examination Report for Bus Transit System Driver, Rev. 05/09, hereby incorporated by reference. Copies of Form Number 725-030-11 are available from the Florida Department of Transportation, Public Transit Office, 605 Suwannee Street, Mail Station 26, Tallahassee, Florida 32399-0450 or on-line at [www.dot.state.fl.us/transit](http://www.dot.state.fl.us/transit).

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

(a) An ophthalmologist or optometrist licensed by the State of Florida may perform as much of the medical examination as pertains to visual acuity, field of vision, and color recognition.

(b) Upon completion of the medical examination, the medical examiner shall complete, sign, and date the medical examination form and maintain the original at his or her office.

(c) Upon completion of the medical examination, the examiner shall complete, sign, and date the medical examination certificate and provide a copy to the driver's employer. If the transit agency decides to adopt qualification standards other than those listed in Department form 725-030-11, the adopted standard's medical examination certificate or a signed letter from the medical examiner attesting to the completion of a medical examination shall be given to the transit agency in lieu of the Department's medical examination certificate. The adopted standards medical certification or letter must provide all of the information required on the Department's medical examination certificate.

(d) Upon completion of the medical examination the driver shall provide their driver license number, signature, and date on the medical examination certificate.

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

(a) Medical examination certificates or a signed letter from the medical examiner attesting to the completion of a medical examination of the employee bus drivers shall be maintained by the bus transit system for a minimum of four years from the date of the examination.

(b) Bus Transit Systems shall not allow a driver to operate a transit bus without having on file a completed medical examination certificate or a signed letter from the medical examiner attesting to the completion of a medical examination dated within the past 24 months.

*Rulemaking Authority 334.044(2), 341.061(1)(a) FS. Law Implemented 334.044(12), 341.041(3), 341.061(1)(a), (b), (2) FS. History—New 11-10-92, Amended 8-7-05, 6-24-08, 9-16-10.*

#### **14-90.006 Operational and Driving Requirements.**

(1) Bus transit systems shall not permit a driver to drive a bus when such driver's license has been suspended, cancelled, or revoked. Bus transit systems shall require a driver who receives a notice that his or her license to operate a motor vehicle has been suspended, cancelled, or revoked to notify his or her employer of the contents of the notice immediately, no later than the end of the business day following the day he or she received the notice.

(2) Buses shall be operated at all times in compliance with applicable traffic regulations, ordinances, and laws of the jurisdiction in which they are being operated.

(3) A driver shall not be permitted or required to drive more than 12 hours in a 24-hour period, or drive after having been on duty for 16 hours in a 24-hour period. A driver shall not be permitted to drive until the requirement of a minimum eight consecutive hours of off-duty time has been fulfilled. A driver's work period shall begin from the time he or she first reports for duty to his or her employer. A driver is permitted to exceed his or her regulated hours in order to reach a regularly established relief or dispatch point, provided the additional driving time does not exceed one hour.

(4) To ensure uniform interpretation of subsections 14-90.002(10), (11), (22), and 14-90.006(3), F.A.C., the following practical applications are provided:

(a) A driver is required to drive from 4 a.m. – 8 a.m., off-duty from 8 a.m. – 3 p.m., then required to drive from 3 p.m. – 11 p.m. Driving hours and on-duty hours are the same. 4 hours + 8 hours = 12 hours driving. This driver has met the maximum allowed driving hours within a 24-hour period and cannot be permitted or required to drive until a minimum eight consecutive hours off-duty has been fulfilled. This driver cannot be permitted or allowed to drive before 7 a.m.

(b) A driver is required to drive from 4 a.m. – 8 a.m., off-duty from 8 a.m. – 11 a.m., then required to be on-duty, not driving, from 11 a.m. – 11 p.m. Driving hours = 4 hours and on-duty not driving hours = 12 hours for a total of 16 hours on-duty. This driver has met the maximum allowed on-duty hours within a 24-hour period and cannot be permitted or required to drive until a minimum eight consecutive hours off-duty has been fulfilled. This driver cannot be permitted or allowed to drive before 7 a.m.

(c) A driver is required to be on-duty, not driving, from 4 a.m. – 8 a.m., off-duty from 8 a.m. – 11 a.m., then on-duty, not driving from 11 a.m. – 11 p.m. On-duty not driving hours = 4 hours + 12 hours for a total of 16 hours on-duty. This driver has met the maximum allowed on-duty hours within a 24-hour period and cannot be permitted or required to drive until a minimum eight consecutive hours off-duty has been fulfilled. The driver cannot be permitted or allowed to drive before 7 a.m.

(d) A driver is required to be on-duty, not driving, from 4 a.m. – 8 a.m., then off-duty from 8 a.m. – 11 a.m., then on-duty, driving from 11 a.m. – 11 p.m. On-duty, not driving hours = 4 hours and on-duty driving hours = 12 hours for a total of 16 hours on-duty. This driver has met the maximum allowed driving and on-duty hours within a 24-hour period and cannot be permitted or required to drive until a minimum eight consecutive hours off-duty has been fulfilled. This driver cannot be permitted or allowed to drive before 7 a.m.

(5) A driver shall not be permitted or required to be on duty more than 72 hours in any period of seven consecutive days; however, any 24 consecutive hours of off duty time shall constitute the end of any such period of seven consecutive days. A driver who has reached the maximum 72 hours of on duty time during the seven consecutive days shall be required to have a minimum of 24 consecutive hours off duty prior to returning to on duty status.

(6) A driver is permitted to drive for more than the regulated hours for the safety and protection of the public when conditions

such as adverse weather, disaster, security threat, a road or traffic condition, medical emergency, or an accident occur.

(7) Bus transit systems shall not permit or require any driver to drive a bus when his or her ability is impaired, or likely to be impaired, by fatigue, illness, or other causes, likely to create an unsafe condition.

(8) Bus transit systems shall require pre-operational or daily inspection and reporting of all defects and deficiencies likely to affect safe operation or cause mechanical malfunctions.

(a) An inspection or test shall be made of the following parts and devices to ascertain that they are in safe condition and in good working order:

1. Service brakes.
2. Parking brakes.
3. Tires and wheels.
4. Steering.
5. Horn.
6. Lighting devices.
7. Windshield wipers.
8. Rear vision mirrors.
9. Passenger doors.
10. Exhaust system.
11. Equipment for transporting wheelchairs.
12. Safety, security, and emergency equipment.

(b) Bus transit systems shall review daily inspection reports and document corrective actions taken as a result of any deficiencies identified by daily inspections.

(c) Bus transit systems shall retain records of daily bus inspections and any corrective action documentation a minimum of two weeks.

(9) A bus with any passenger door in the open position shall not be operated with passengers aboard. The doors shall not be opened until the bus is stopped. A bus with any inoperable passenger door shall not be operated with passengers aboard, except to move a bus to a safe location.

(10) During darkness, interior lighting and lighting in stepwells on buses shall be sufficient for passengers to enter and exit safely.

(11) Passengers shall not be permitted in the stepwells of any bus while the bus is in motion, or to occupy an area forward of the standee line.

(12) Passengers shall not be permitted to stand on buses not designed and constructed for that purpose.

(13) Buses shall not be refueled in a closed building. The fueling of buses when passengers are being carried shall be reduced to the minimum number of times necessary during such transportation.

(14) Bus transit systems shall require the driver to be properly secured to the driver's seat with a restraining belt at all times while the bus is in motion.

(15) Buses shall not be left unattended with passengers aboard for longer than 15 minutes. The parking or holding brake device shall be properly set at any time the bus is left unattended.

(16) Buses shall not be left unattended in an unsafe condition with passengers aboard at any time.

*Rulemaking Authority 334.044(2), 341.041(3), 341.061(2)(a) FS. Law Implemented 341.061(2) FS. History—New 9-7-87, Amended 5-31-89, 11-10-92, 8-7-05, 6-24-08, 9-16-10.*

#### **14-90.007 Vehicle Equipment Standards and Procurement Criteria.**

(1) Every bus transit system shall ensure that buses procured and operated meet the following minimum standards:

(a) The capability and strength to carry the maximum allowed load and not exceed the manufacturer's gross vehicle weight rating (GVWR), gross axle weighting, or tire rating.

(b) Structural integrity that mitigates or minimizes the adverse effects of collisions.

(c) Federal Motor Vehicle Safety Standards (FMVSS), 49 C.F.R. Part 571, Sections 102, 103, 104, 105, 108, 207, 209, 210, 217, 302, 403, and 404, Rev. 10/09, hereby incorporated by reference.

(2) Proof of strength and structural integrity tests on new buses procured shall be submitted by manufacturers or bus transit

systems to the Department.

(3) In addition to the above, every bus operated in this state shall be equipped as follows:

(a) Mirrors. There shall be two exterior rear vision mirrors, one at each side. The mirrors shall be firmly attached to the outside of the bus and located as to reflect to the driver a view of the highway to the rear along both sides of the vehicle. Each exterior rear vision mirror, on Type I buses, shall have a minimum reflective surface of 50 square inches. Neither the mirror nor the mounting shall protrude farther than the widest part of the vehicle body except to the extent necessary to produce a field of view meeting or exceeding the requirements of this section. All Type I buses shall, in addition to the above requirements, be equipped with an inside rear vision mirror capable of giving the driver a clear view of seated and standing passengers. Buses having a passenger exit door that is located inconveniently for the driver's visual control shall be equipped with additional interior mirrors to enable the driver to view the passenger exit door. In lieu of interior mirrors, trailer buses and articulated buses may be equipped with closed circuit video systems or adult monitors in voice control with the driver.

(b) Wiring and Batteries. Electrical wiring shall be maintained so as not to come in contact with moving parts, heated surfaces, or be subject to chafing or abrasion which may cause insulation to become worn. Every Type I bus manufactured on or after February 7, 1988, shall be equipped with a storage battery electrical power main disconnect switch. The disconnect switch shall be practicably located in an accessible location adjacent to or near to the battery and be legibly and permanently marked for identification. Every storage battery on a public-sector bus shall be mounted with proper retainment devices in a compartment which provides adequate ventilation and drainage.

(c) Brake Interlock Systems. All Type I buses having a rear exit door shall be equipped with a rear exit door/brake interlock that automatically applies the brake upon driver activation of the rear exit door to the open position. Brake interlock application shall remain activated until deactivated by the driver and the rear exit door returns to the closed position. The rear exit door brake interlock on such buses shall be equipped with an identified override switch enabling emergency release of the brake interlock function. The override switch shall not be located within reach of the seated driver. Air pressure application to the brake during brake interlock operation, on buses equipped with rear exit door/brake interlock, shall be regulated at the equipment's original manufacturer's specifications.

(4) Standee Line and Warning. Every bus designed and constructed to allow standees shall be plainly marked with a line of contrasting color at least two inches wide, or be equipped with some other means to indicate that all passengers are prohibited from occupying a space forward of a perpendicular plane drawn through the rear of the driver's seat and perpendicular to the longitudinal axis of the bus. A sign shall be posted at or near the front of the bus stating that it is a violation for a bus to be operated with passengers occupying an area forward of the line.

(5) Handrails and Stanchions. Every bus designed and constructed to allow standees shall be equipped with overhead handrails for standee passengers. Overhead handrails shall be continuous, except for a gap at the rear exit door, and terminate into vertical stanchions or turn up into a ceiling fastener. Every Type I and Type II bus designed for carrying more than 16 passengers shall be equipped with handrails, stanchions, or bars at least 10 inches long and installed to permit safe on-board circulation, seating and standing assistance, and boarding and alighting by elderly and handicapped persons. Type I buses shall be equipped with a safety bar and panel directly behind each entry and exit stepwell.

(6) Flooring, Steps, and Thresholds. Flooring, steps, and thresholds on all buses shall have slip resistant surfaces without protruding or sharp edges, lips, or overhangs, in order to prevent tripping hazards. All step edges and thresholds shall have a band of color(s) running the full width of the step or edge which contrasts with the step tread and riser, either light-on-dark or dark-on-light.

(7) Doors. Power activated doors on all buses shall be equipped with a manual device designed to release door closing pressure.

(8) Emergency Exits. All buses shall have an emergency exit door, or in lieu thereof, shall be provided with emergency escape push-out windows. Each emergency escape window shall be in the form of a parallelogram with dimensions of not less than 18" by 24", and each shall contain an area of not less than 432 square inches. There shall be a sufficient number of push-out or kick-out windows in each vehicle to provide a total escape area equivalent to 67 square inches per seat, including the driver's seat. No less than 40% of the total escape area shall be on one side of the vehicle. Emergency escape kick-out or push-out windows and emergency exit doors shall be conspicuously marked with a sign or light and shall always be kept in good working order so that they may be readily opened in an emergency. All such windows and doors shall not be obstructed, either inside or outside, so as to hinder escape. Buses equipped with an auxiliary door for emergency exit shall be equipped with an audible alarm and light indicating to the driver when a door is ajar or opened while the engine is running. Supplemental security locks operable by a key are prohibited on emergency exit doors unless these security locks are equipped and connected with an ignition interlock system or an audio visual

alarm located in the driver's compartment. Any supplemental security lock system used on emergency exits shall be kept unlocked whenever a bus is in operation.

(9) Tires and Wheels. Tires shall be properly inflated in accordance with manufacturer's recommendations.

(a) No bus shall be operated with a tread groove pattern depth:

1. Less than  $\frac{4}{32}$  ( $\frac{1}{8}$ ) of an inch, measured at any point on a major tread groove for tires on the steering axle of all buses. The measurements shall not be made where tie bars, humps, or fillets are located.

2. Less than  $\frac{2}{32}$  ( $\frac{1}{16}$ ) of an inch, measured at any point on a major tread groove for all other tires of all buses. The measurements shall not be made where tie bars, humps, or fillets are located.

(b) No bus shall be operated with recapped, regrooved, or retreaded tires on the steering axle.

(c) Wheels shall be visibly free from cracks and distortions and shall not have missing, cracked, or broken mounting lugs.

(10) Suspension. The suspension system of all buses, including springs, air bags, and all other suspension parts shall be free from cracks, leaks, or any other defect which may cause its impairment or failure to function properly.

(11) Steering and Front Axle. The steering system of all buses shall have no indication of leaks which would or may cause its impairment to function properly, and shall be free from cracks and excessive wear of components that may cause excessive free play or loose motion in the steering system or above normal effort in steering control.

(12) Seat Belts. Every bus shall be equipped with an adjustable driver's restraining belt in compliance with the requirements of FMVSS 209, "Seat Belt Assemblies" 49 C.F.R. 571.209, Rev. 10/09, and FMVSS 210, "Seat Belt Assembly Anchorages" 49 C.F.R. 571.210, Rev. 10/09, hereby incorporated by reference.

(13) Safety Equipment. Every bus shall be equipped with one fully charged dry chemical or carbon dioxide fire extinguisher, having at least a 1A:BC rating, and bearing the label of Underwriter's Laboratory, Inc. The fire extinguishers shall be maintained as follows:

(a) Each fire extinguisher shall be securely mounted on the bus in a conspicuous place or in a clearly marked compartment and be readily accessible.

(b) Each fire extinguisher shall be maintained in efficient operating condition and be equipped with some means of determining if it is fully charged.

(c) Every Type I bus shall be equipped with portable red reflector warning devices in compliance with Section 316.300, F.S. .

(14) Persons with Disabilities. Buses used for the purpose of transporting individuals with disabilities shall meet the requirements set forth in 49 C.F.R. Part 38, Rev. 10/09 hereby incorporated by reference, as well as the following:

(a) Installation of a wheelchair lift or ramp shall not cause the manufacturer's GVWR, gross axle weight rating, or tire rating to be exceeded.

(b) Except in locations within 3 1/2 inches of the bus floor, all readily accessible exposed edges or other hazardous protrusions of parts of wheelchair lift assemblies or ramps that are located in the passenger compartment shall be padded with energy absorbing material to mitigate injury in normal use and in case of a collision. This requirement shall also apply to parts of the bus associated with the operation of the lift or ramp.

(c) The controls for operating the lift shall be at a location where the bus driver or lift attendant has a full view, unobstructed by passengers, of the lift platform, its entrance and exit, and the wheelchair passenger, either directly or with partial assistance of mirrors. Lifts located entirely to the rear of the driver's seat shall not be operable from the driver's seat, but shall have an override control at the driver's position that can be activated to prevent the lift from being operated by the other controls (except for emergency manual operation upon power failure).

(d) The installation of the wheelchair lift or ramp and its controls and the method of attachment in the bus body or chassis shall not diminish the structural integrity of the bus nor cause a hazardous imbalance of the bus. No part of the assembly, when installed and stowed, shall extend laterally beyond the normal side contour of the bus, nor vertically beyond the lowest part of the rim of the wheel closest to the lift.

(e) Each wheelchair lift or ramp assembly shall be legibly and permanently marked by the manufacturer or installer with the following information:

1. The manufacturer's name and address.

2. The month and year of manufacture.

3. A certificate that the wheelchair lift or ramp securement devices, and their installation, conform to State of Florida requirements applicable to accessible buses.

(15) Wheelchairs. Wheelchair lifts, ramps, securement devices, and restraints shall be inspected and maintained as required by this rule chapter. Instructions for normal and emergency operation of the lift or ramp shall be carried or displayed in every bus.

*Rulemaking Authority 334.044(2), 341.041(3), 341.061(2)(a) FS. Law Implemented 341.061(2)(a) FS. History—New 9-7-87, Amended 11-10-92, 8-2-94, 8-7-05, 6-24-08, 9-16-10.*

#### **14-90.009 Bus Safety Inspections.**

(1) Each bus transit system shall require that all buses operated by such bus transit system, and all buses operated by a private contract transit provider, be inspected at least annually in accordance with bus inspection procedures set forth in this rule.

(2) It shall be the bus transit system's responsibility to ensure that each individual performing a bus safety inspection is qualified as follows:

- (a) Understands the requirements set forth in this rule chapter and can identify defective components.
- (b) Is knowledgeable of and has mastered the methods, procedures, tools, and equipment used when performing an inspection.
- (c) Has at least one year of training and/or experience as a mechanic or inspector in a vehicle maintenance program, and has sufficient general knowledge of buses owned and operated by the bus transit system to recognize deficiencies or mechanical defects.

(3) Each bus receiving a safety inspection shall be checked for compliance with the requirements for safety devices and equipment, as referenced or specified herein. Specific operable equipment and devices as required by this rule chapter, include the following as applicable to Type I and II buses:

- (a) Horn.
- (b) Windshield wipers.
- (c) Mirrors.
- (d) Wiring and batteries.
- (e) Service and parking brakes.
- (f) Warning devices.
- (g) Directional signals.
- (h) Hazard warning signals.
- (i) Lighting systems and signaling devices.
- (j) Handrails and stanchions.
- (k) Standee line and warning.
- (l) Doors and brake interlock devices.
- (m) Stepwells and flooring.
- (n) Emergency exits
- (o) Tires and wheels.
- (p) Suspension system.
- (q) Steering system.
- (r) Exhaust system.
- (s) Seat belts.
- (t) Safety equipment.
- (u) Equipment for transporting wheelchairs.
- (v) Working speedometer.

(4) A safety inspection report shall be prepared by the individual(s) performing the inspection and shall include the following:

- (a) Identification of the individual(s) performing the inspection.
- (b) Identification of the bus transit system operating the bus.
- (c) The date of the inspection.
- (d) Identification of the bus inspected.
- (e) Identification of the equipment and devices inspected including the identification of equipment and devices found deficient or defective.

(f) Identification of corrective action(s) for any deficient or defective items found and date(s) of completion of corrective action(s).

(5) Records of annual safety inspections and documentation of any required corrective actions shall be retained a minimum of

four years by the bus transit system for compliance review.

*Rulemaking Authority 334.044(2), 341.041(3), 341.061(2)(a) FS. Law Implemented 341.061(2) FS. History—New 9-7-87, Amended 11-10-92, 8-7-05, 9-16-10.*

**14-90.010 Certification.**

(1) Each bus transit system shall annually submit a safety and security certification to the Department. The certification shall be submitted no later than February 15, for the prior calendar year period. The certification shall attest to the following:

- (a) The adoption of an SSPP and an SPP in accordance with established standards set forth in this rule chapter.
- (b) Compliance with its adopted SSPP and SPP.
- (c) Performance of safety inspections on all buses operated by the system in accordance with this rule chapter.
- (d) Reviews of the SSPP and SPP have been conducted to ensure they are up to date.

(2) The certification shall include:

(a) The name and address of the bus transit system, and the name and address of the entity(ies) who performed bus safety inspections and security assessments during the prior calendar year, if different from that of the bus transit system.

(b) A statement signed by an officer or person directly responsible for management of the bus transit system attesting to compliance with this rule chapter.

*Rulemaking Authority 334.044(2), 341.041(3), 341.061(1)(a) FS. Law Implemented 334.044(28), 341.061(1), 341.061(2) FS. History—New 9-7-87, Amended 8-7-05, 9-16-10.*

**14-90.012 Safety and Security Inspections and Reviews.**

(1) The Department, or its contractor, shall conduct inspections of bus transit systems to ascertain compliance with the provisions of this rule chapter.

(2) The Department, or its contractor, shall conduct safety and security reviews of any bus transit system the Department believes to be in noncompliance with its SSPP or SPP, or providing passenger service operations in an unsafe manner, or if there is evidence of an immediate danger to public safety. The Department shall prepare and submit a report of the review to the affected bus transit system. The report shall be submitted to the bus transit system within three business days of completion of the review and shall contain the following:

- (a) Identification of the findings, including a detailed description of any deficiency.
- (b) Required corrective action and a schedule for implementation of the corrective action to be taken for each deficiency.
- (c) Any required suspension of bus transit system service, should the Department determine the continued operation of the service, or a portion thereof, poses an immediate danger to public safety.

(3) The Department shall initiate the following actions to suspend the affected bus transit system service if any deficiency or unsafe condition exists, to the extent that the continued operation of the system, or a portion thereof, poses an immediate danger or threat to public safety.

(a) Immediately notify the affected bus transit system of the unsafe condition, followed by a certified letter describing the deficiency or unsafe condition. The notification shall include the following:

- 1. The required corrective action for the deficiency or unsafe condition.
- 2. The requirement for the bus transit system to certify, in writing to the Department, the completion of the required corrective action in accordance with an established implementation schedule.

(b) Conduct an on-site review of the bus transit system to verify the correction of the deficiency in accordance with this rule and the established implementation schedule.

(c) Suspend affected passenger service operations if the bus transit system fails to correct the deficiency in accordance with this rule and the established implementation schedule.

*Rulemaking Authority 334.044(2), 341.041(3), 341.061(2)(a) FS. Law Implemented 334.044(28), 341.041(3), 341.061(1)(d), 341.061(2)(c) FS. History—New 11-10-92, Amended 8-7-05, 9-16-10.*



# **Appendix B**

## **Substance Abuse Policy**





Item No	E2
Date:	11/02/10
Approved for Agenda	B. [Signature]

## AGENDA MEMORANDUM

<b>FROM:</b>	Sherry Anderson, PHR, Human Resources Director <i>SA</i>												
<b>SUBJECT:</b>	Transportation Employee Substance Abuse Policy												
<b>AGENDA DATE:</b>	November 2, 2010												
<b><u>BRIEF OVERVIEW:</u></b>													
<p>This is an updated version to be in compliance with 49 CFR Part 40, Procedures for Transportation Workplace Drug and Alcohol Testing and as a sub-recipient of Section 5311 funding, it is required that Citrus County adopt the FDOT model policy for substance abuse for our Transportation Employees. This is a Zero Tolerance policy that will mirror the County's FDOT policy for employees required to have a Commercial Driver License to perform the essential functions of their position.</p>													
<b><u>BUDGET IMPACT/FUNDING SOURCE:</u></b> No Budget Impact													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Account No.</th> <th>Account Title</th> <th>Current Budget</th> <th>YTD Expenditures</th> <th>Encumbrances</th> <th>Available Balance</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">\$0</td> </tr> </tbody> </table>		Account No.	Account Title	Current Budget	YTD Expenditures	Encumbrances	Available Balance						\$0
Account No.	Account Title	Current Budget	YTD Expenditures	Encumbrances	Available Balance								
					\$0								
<b><u>RECOMMENDED ACTION:</u></b>													
<p>Approve and authorize the Chairman to approve the Transportation Employees Substance Abuse Policy, Zero Tolerance with an effective date of November 8, 2010.</p>													

Reviewed & Approved by:

County Attorney	<i>[Signature]</i>
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**Citrus County Board of County Commissioners**  
**Substance Abuse Policy**  
{Zero Tolerance}

**Board of County Commissioners Statement**

Citrus County Board of County Commissioners (Citrus County) is dedicated to providing safe, dependable, and economical transportation services to its patrons. Citrus County employees are a valuable resource and it is also our goal to provide a safe, healthy and satisfying working environment for our employees. In meeting these goals, it is our policy to:

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

This Substance Abuse Policy implements a drug and alcohol testing program for all safety-sensitive employees. Each employee shall be provided a signed copy of the adopted policy. *Policy items implemented under the authority of Citrus County are italicized throughout this policy.* All other policy items are implemented under the authority of the US DOT and/or the Federal Transit Administration.

*Per Citrus County authority, violation of this substance abuse policy will result in termination of employment and/or exclusion from hire.*

This policy is approved by Citrus County Board of County Commissioners and is effective on November 2, 2010.

Name: Gary Bartell

Title: Commission Chairman

Signature: \_\_\_\_\_

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

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**1. Background**

Pursuant to the Omnibus Transportation Employee Testing Act of 1991, the Federal Transit Administration (FTA) published regulations prohibiting drug use and alcohol misuse by transit employees and required transit agencies to test for prohibited drug use and alcohol misuse.

49 Code of Federal Regulations Part 655, "Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations" mandates urine drug testing and breath alcohol testing for all employees in safety-sensitive positions. These regulations prohibit the performance of safety-sensitive functions when there is a positive drug or positive alcohol test result or an employee refuses to submit to DOT required drug or alcohol testing.

In addition, the U.S. Department of Transportation (DOT) has issued 49 CFR Part 40, "Procedures for Transportation Workplace Drug and Alcohol Testing Programs" to provide uniform procedures and standards for conducting drug and alcohol testing programs. The drug and alcohol testing program of Citrus County will be conducted in accordance with 49 CFR Parts 40 and 655, as amended. Employees may request copies of the applicable regulations by contacting Citrus County designated employer representative listed in Section 25 of this policy.

**2. Purpose**

This policy is established to comply with FTA drug and alcohol testing requirements to ensure employee fitness for duty, and to protect our employees, passengers, and the general public from the risks posed by the use of alcohol and prohibited drugs. This policy is also intended to comply with and incorporate 49 CFR Part 32, The Drug-Free Workplace Act of 1988, which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FTA, including the reporting of employees convicted of criminal drug offenses that occur in the workplace.

**3. Covered Employees**

This policy applies to all safety-sensitive transit system employees as identified and described herein. Paid part-time employees and contractors, when performing safety-sensitive duties, are also covered by this policy when performing any Citrus County related business. This policy applies to off-site lunch periods or breaks when an employee is scheduled to return to work. Additionally, this policy applies to volunteers who perform safety sensitive duties who are required to hold a Commercial Driver's License, or who receive remuneration in excess of his or her actual expenses incurred while engaging in the volunteer activity. This written policy shall be distributed to all employees and applicable volunteers in safety-sensitive positions. Adherence to this policy and its provisions are a condition of employment in a safety sensitive position; per 49 CFR Part 655.

Safety-Sensitive Employees and Applicants for Safety-Sensitive Positions covered by this Policy include those who:

1. Operate a revenue service vehicle, including when not in revenue service
2. Operate a non-revenue service vehicle when such is required to be operated by a holder of a commercial driver's license
3. Control the movement/dispatch of a revenue service vehicle
4. Perform maintenance on a revenue service vehicle or equipment used in revenue service
5. Carry a firearm for security purposes
6. May perform any of the above safety sensitive functions in a supervisory or training role.

This policy is applicable to the following positions within Citrus County

*Bus Driver*  
*Transit Van Driver*  
*Social Programs Assistant – Driver Trainer*  
*Transportation Supervisor*

*Transportation Coordinator*  
*Transit Driver*  
*Social Programs Assistant*  
*Transportation Program Assistant*

**4. Prohibited Substances**

In accordance with US DOT 49 CFR Parts 655 and 40, the following are prohibited substances:

- Cocaine
- Opiates (e.g., heroin, codeine)
- Phencyclidine (PCP)
- Cannabinoids (Marijuana)
- Amphetamines (includes methamphetamine and MDMA- Ecstasy)
- Alcohol Misuse as defined in Section 23, below.

**5. Prescription and Over the Counter Medications**

The appropriate use of legally prescribed drugs and non-prescription medications are not prohibited. A legally prescribed drug means a prescription or other written approval from a physician for the use of a drug by an individual in the course of medical treatment. However, the use of any substance which carries a warning label that indicates mental functioning, motor skills, or judgment may be adversely affected must be reported to supervisory personnel and medical advice must be sought, before performing safety sensitive duties.

The misuse or abuse of legally prescribed drugs is prohibited; this includes the use of medication that is prescribed to another individual as well as illegally obtained prescription drugs.

*Citrus County strongly encourages employees to inform their prescribing physician of the safety-sensitive job functions that they perform, in order to ensure that appropriate medications are prescribed.*

**6. Employee Protections**

The procedures that will be used to test for the presence of prohibited substances or misuse of alcohol shall be such that they protect the employee's privacy, the validity of the testing process and the confidentiality of the test results.

All urine drug testing and breath alcohol testing will be conducted in accordance with applicable with 49 CFR Part 40, as amended. All urine specimen collections, analysis and reporting of results shall to be in accordance with 49 CFR Part 40, as amended.

Drug and alcohol testing shall be conducted in a manner that will ensure the highest degree of accuracy and reliability using techniques, equipment, and laboratory facilities which have been approved by the U.S. Department of Health and Human Services (HHS).

Alcohol initial screening tests will be conducted using a National Highway Traffic Safety Administration (NHTSA)-approved Evidential Breath Testing Device (EBT) or non-evidential alcohol screening device that has been approved by NHTSA. Confirmatory tests for alcohol concentration will be conducted utilizing a NHTSA approved EBT.

1. Except as required by law or expressly authorized in this section, Citrus County shall not release employee information that is contained in records maintained per 49 CFR Part 655.73.
2. An employee may, upon written request, obtain copies of any records pertaining to the employee's use of alcohol or controlled substances, including any records pertaining to his or her alcohol or controlled substances tests.
3. Citrus County shall release information regarding an employee's records as directed, by the specific written consent of the employee authorizing release of the information to an identified person. Release of such information is permitted only in accordance with the terms of the employee's consent.
4. Records pertaining to a Substance Abuse Professional's evaluation, treatment and follow up testing results shall be made available to a subsequent DOT employer upon receipt of written consent from an employee.

**7. Employee Responsibility to Notify Citrus County of Criminal Drug Conviction**

It is a violation of this policy for any employee to fail to immediately notify Citrus County of any criminal drug statute conviction, or a finding of guilt whether or not adjudication is withheld, or the entry into a diversionary program in lieu of prosecution. Violating employee shall be immediately removed from safety sensitive duties.

*Per Citrus County authority, violation of this substance abuse policy will result in termination of employment and/or exclusion from hire.*

**8. Employee Training**

Safety-sensitive employees will receive at least 60 minutes of training on the effects and consequences of prohibited drug use on personal health, safety, and the work environment, and on the signs and symptoms that may indicate prohibited drug use.

Supervisors who make reasonable suspicion determinations shall receive at least 60 minutes of training on the physical, behavioral and performance indicators of probable drug use and 60 minutes on the physical, behavioral and performance indicators of probable alcohol use.

**9. Pre-employment Drug and Alcohol Background Checks**

In compliance with 49 CFR Part 40.25, Citrus County must make a good faith effort to obtain drug and alcohol testing records from prior DOT covered employer(s) for the previous two years for all applicants seeking safety-sensitive positions and all current employees transferring into a safety-sensitive position. Citrus County will require each applicant/transferee to a safety-sensitive position to complete a written consent that allows the release of drug and alcohol testing information from previous DOT covered employers to Citrus County. An applicant/transferee who refuses to provide written consent will not be permitted to perform safety-sensitive functions for Citrus County.

All safety-sensitive applicants who have previously failed a DOT pre-employment test must provide proof that they have completed a Substance Abuse Professional's evaluation, treatment and return to duty process in addition to a pre-employment drug test with negative results, prior to their employment into a safety-sensitive job function. The credentials, training and education of the Substance Abuse Professional must meet the requirements of 49 CFR Part 40 Subpart O.

**10. Pre-Employment Testing**

All safety-sensitive position applicants shall undergo a urine drug test prior to placement in a safety sensitive position. Citrus County must be in receipt of a negative urine drug test result prior to the applicant's performance of any safety sensitive function. A cancelled test result will require an applicant to undergo a subsequent pre-employment urine drug test, until a negative test result can be obtained.

*If an applicant's pre-employment urine drug test result is verified as **positive**, the applicant will be excluded from consideration for employment per Citrus County authority. Applicant will be provided a referral to a Substance Abuse Professional meeting the required qualifications per 49 CFR Part 40.281, as amended.*

An employee returning from an extended leave period of 90 consecutive days or more, and whose name was removed from the random testing selection pool, will be subject to a pre-employment urine drug test. Citrus County must be in receipt of a negative drug test result prior to the employee being reinstated to safety sensitive duty.

**11. Random Testing**

Employees in safety-sensitive positions shall be subject to random, unannounced testing. The minimum annual percentage rate for random alcohol testing and the minimum annual percentage rate for random controlled substances testing shall be in accordance with 49 CFR Part 655, as amended. The percentages of testing shall be based on the average number of safety-sensitive employees per calendar year.

The administering of random testing shall be spread reasonably throughout the calendar year and throughout all times of day when safety-sensitive functions are performed. Each covered employee who is notified of selection for random alcohol or drug testing shall immediately proceed to the testing site.

Random alcohol testing shall be conducted on a safety sensitive employee during, just before or just after the performance of a safety-sensitive function.

Random urine drug testing may be conducted anytime while an employee is on duty or on call, or on standby duty.

The selection of employees for random alcohol and drug testing shall be made by a scientifically valid method. The selection process shall provide each covered employee an equal chance of being tested each time selections are made. A computer based random number generator that is fair and equitable for the covered employees shall derive the list.

**12. Reasonable Suspicion Testing**

All safety-sensitive employees are subject to reasonable suspicion urine drug testing and/or breath alcohol testing. Only supervisors that have been trained to identify the probable signs and symptoms of prohibited substance use and the probable signs and symptoms of alcohol misuse may make the determination to test an employee.

### 13. Post-Accident Testing

**Fatal Accident:** A safety-sensitive employee shall be required to undergo urine drug and breath alcohol testing following an accident involving a revenue service vehicle that results in a fatality (regardless of whether or not the vehicle is in revenue service at the time of the event). Any other employee(s), i.e., maintenance personnel, dispatchers, controllers, whose performance could have contributed to the accident, shall also be tested. As soon as practical following an accident involving the loss of human life, surviving covered employees shall undergo drug and alcohol testing.

**Non-Fatal Accident:** A post-accident test shall be conducted if an accident results in injuries requiring immediate medical treatment away from the scene, *and/or* if one or more vehicles incurs disabling damage that requires towing from a site; unless Citrus County determines, using the best information available at the time of the decision, that the employee's performance can be completely discounted as a contributing factor to the accident. Any other safety sensitive employee whose performance could have contributed to the accident shall be tested. The decision regarding whether or not the employee's performance could have contributed to the accident will be the sole discretion of Citrus County using the best information available at the time of the decision.

Following an accident, the employee must be "readily available" for testing. Post accident tests will be conducted as soon as possible, all reasonable efforts shall be made to test the safety sensitive employee(s) within (2) two hours of the accident, but not after eight (8) hours for alcohol testing and thirty two (32) hours for drug testing. If a drug or alcohol test required by this section is not administered within the required time period following the accident, Citrus County shall prepare and maintain on file, a record stating the reasons the testing was not promptly administered and efforts to conduct testing shall cease.

Any safety-sensitive employee involved in an accident must refrain from alcohol use for eight (8) hours following the accident or until the employee undergoes a post-accident alcohol test. Any safety-sensitive employee, who leaves the scene of the accident without a justifiable reason or explanation prior to submitting to drug and alcohol testing, shall be considered to have refused the test.

The post-accident testing requirements shall not delay necessary medical attention for injured persons, nor will they prohibit an employee who was performing a safety-sensitive function from leaving the scene of an accident to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

In the rare event that an employee is unable to submit to a post-accident test within the required time period (i.e., 8 hours for alcohol and 32 hours for drugs) due to circumstances beyond Citrus County's control, the results of a blood, urine or breath alcohol test conducted by a federal, state or local official having independent authority for the test, will be considered to meet the requirements for a post-accident test. The test must conform to the applicable federal, state, or local testing requirements and the results must be obtained by Citrus County. (Per 49 CFR Part 655.44)

### 14. Refusal to Submit to Urine Drug Testing

All safety-sensitive employees will be subject to urine drug testing and breath alcohol testing as described in sections 10-13. An employee who fails to cooperate with the testing process or attempts to thwart the testing process will be considered to have "refused testing". Refusal to submit to DOT required testing is a violation of this substance abuse policy.

*Per Citrus County authority, violation of this substance abuse policy will result in termination of employment and/or exclusion from hire.*

The following actions constitute a "refusal to test" in accordance with 49 CFR Part 40, as amended:

- (1) Failure to appear for any test within a reasonable time, as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer (pre-employment testing not applicable).
- (2) Failure to remain at the testing site until the testing process is completed (after the process has been started)
- (3) Failure to provide a urine specimen for any drug test required by this part or DOT agency regulations
- (4) In the case of a directly observed or monitored collection in a drug test, fail to permit the observation or monitoring of your provision of a specimen
- (5) Failure to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure
- (6) Failure or decline to take an additional drug test the employer or collector has directed you to take
- (7) Failure to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by Citrus County
- (8) Failure to cooperate with any part of the testing process (e.g., refuse to empty pockets when directed by the collector, behave in a confrontational way that disrupts the collection process, fail to wash hands after being directed to do so by the collector).
- (9) For an observed collection, failure to follow the observer's instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process.
- (10) Possessing or wearing a prosthetic or other device that could be used to interfere with the collection process.
- (11) Admitting to the collector or MRO that you adulterated or substituted the specimen.

Refusals to test will result in employee's immediate removal from safety sensitive duties and a referral to a Substance Abuse Professional that has knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders, and who meets the qualifications outlined in 49 CFR Part 40.281 Subpart O.

#### **15. Observed Urine Drug Collections**

During an observed collection, the employee who is being observed will be required to raise his or her shirt, blouse, or dress/skirt, as appropriate, above the waist; and lower clothing and underpants to show the collector, by turning around, that they do not have a prosthetic device. The collector/observer must witness the employee's urine leave the body and enter the collection cup. The collector/observer must be the same gender as the employee being observed.

Observed collections are required in the following circumstances:

- Anytime the employee is directed to provide another specimen because the temperature on the original specimen was out of the accepted temperature range of 90°F - 100°F;
- Anytime the employee is directed to provide another specimen because the original specimen appeared to have been tampered with;

- Anytime a collector observes materials brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen;
- Anytime the employee is directed to provide another specimen because the laboratory reported to the MRO that the original specimen was invalid and the MRO determined that there was not an adequate medical explanation for the result;
- Anytime the employee is directed to provide another specimen because the MRO determined that the original specimen was positive, adulterated or substituted, but had to be cancelled because the test of the split specimen could not be performed.
- Anytime a follow up or return to duty test is required (test types not applicable to Citrus County policy)

**16. Specimen Analysis**

All specimens will be analyzed in accordance with the procedures set forth in 49 CFR Part 40, as amended. Specimen validity testing will be conducted on all urine specimens provided for testing under DOT authority. Specimen validity testing is the evaluation of the specimen to determine if it is consistent with normal human urine. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted.

**17. Dilute Test Results**

Upon receipt of MRO verified **negative-dilute** drug test results with creatinine levels greater than 5 mg/dl and less than 20 mg/dl, Citrus County will exercise the option to require that applicants/employees submit to a secondary urine collection as provided in 49 CFR Part 40.197. The collection of the second specimen will not be conducted under direct observation. The result of the second urine drug test will be accepted as the final result.

*Citrus County will exercise this option uniformly for all pre-employment and random tests that produce a negative-dilute test result with creatinine levels greater than 5mg/dl but less than 20mg/dl.*

Upon receipt of a **positive-dilute** urine drug test result, Citrus County will immediately remove the employee from safety sensitive duty and provide the employee with a referral to a DOT qualified Substance Abuse Professional. A positive dilute result is always deemed as a final positive result. *Per Citrus County authority, violation of this substance abuse policy will result in termination of employment and/or exclusion from hire.*

**18. Medical Review Officer's Role and Responsibilities**

The designated Medical Review Officer (MRO) shall be a licensed physician (doctor of medicine or osteopathy) with knowledge of drug disorders. Citrus County shall use the following Medical Review Officer:

**Name of MRO:** Dr. Natalie Hartenbaum

**Address:** 1364 Welsh Road, Ste C-2,  
North Wales, PA 19454

**Phone Number:** (215) 540-1651      **Fax Number:** (215) 371-5974

The role of the MRO is to review and interpret confirmed positive test results obtained through the employer's testing program. In carrying out this responsibility, the MRO shall examine alternate medical explanations for any positive test result. This action may include conducting a medical interview and review of the individual's medical history, or review of any other relevant biomedical factors. The MRO shall review all medical records made available by the tested individual when a confirmed positive test could have resulted from legally prescribed medication. The MRO shall not, however, consider the results of urine samples that are not obtained or processed in accordance with DOT regulations.

Additionally, the MRO cannot accept an assertion of consumption of a hemp food product as a basis for verifying a confirmed marijuana (THC) test result as a negative. Consumption of a hemp food product is not to be considered a legitimate medical explanation for a prohibited substance or metabolite in an individual's specimen.

An employee shall be notified by the MRO of a laboratory confirmed positive test and a verification interview will be conducted with the employee, by the MRO in accordance with 49 CFR Parts 40.131, through 40.141

**19. Verified Positive Results**

MRO verified positive urine drug tests will result in immediate removal from safety sensitive duties and a referral to a Substance Abuse Professional that has knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders, and who meets the qualifications outlined in 49 CFR Part 40.281 Subpart O, will be provided to employee.

*Per Citrus County authority, violation of this substance abuse policy will result in termination of employment and/or exclusion from hire.*

**20. Cancelled/Invalid Test Results**

A drug test that has been declared cancelled by the Medical Review Officer, because the specimen was invalid or for other reasons, shall be considered neither positive nor negative. Additionally, a specimen that has been rejected for testing by the laboratory is reported by the MRO as a cancelled test.

When a negative urine drug test result is required (as is the case with pre-employment, return to duty and follow up test types) the employer must conduct another drug test on the individual. For some categories of cancelled drug tests, the MRO will indicate that a re-collection of a specimen using direct observation specimen collection procedures is required, regardless of test type. Direct observation collection procedures will be in accordance with 49 CFR Part 40.67 as amended. The MRO may also direct an employee to undergo a medical evaluation to determine whether or not clinical evidence of drug use exists when there are documented medical explanations for an individual producing invalid specimens and a negative result is needed for a pre-employment, return to duty or follow-up test. For alcohol testing, a test that is deemed to be invalid per 49 CFR Part 40.267, shall be cancelled and therefore considered neither positive nor negative.

**21. Split Specimen Testing**

Split specimen collection procedures will be followed in obtaining specimens. An employee is entitled to request, within 72 hours of learning of a verified positive test result, that the split specimen be tested at a different DHHS certified laboratory than that which conducted the test of the primary

specimen. If the test result of the split specimen fails to reconfirm the presence of the drug or drug metabolite, the test result shall be ruled "Canceled". The procedures for canceled tests, as outlined in 49 CFR Part 40.187, will be followed. If the test result of the split specimen is positive, the test results shall be deemed positive. If the laboratory's test of the primary specimen is positive, adulterated or substituted and the split specimen is unavailable for testing, a recollection under direct observation is required. Direct observation collection procedures will be in accordance with 49 CFR Part 40 as amended.

Split Specimen Testing is not authorized for test results reported by the MRO as "Invalid".

**Payment of Split Specimen Testing:**

When an employee has made a request to the MRO for a test of the split specimen, Citrus County is required to ensure that the cost for the split specimen testing is covered, in order for a timely analysis of the sample. *Citrus County will seek reimbursement from the employee for the cost of the completed test, if the results reconfirm the original positive finding.*

**22. Alcohol**

For the purposes of this policy, alcohol is defined as the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl or isopropyl alcohol. Alcohol use means the consumption of any beverage, mixture, or preparation, including any medication containing alcohol. 49 CFR Part 655 authorizes alcohol testing and requires Citrus County to take action on the findings, regardless of whether it was ingested as a beverage alcohol or in a medicinal or other preparation.

**23. Alcohol Use and Breath Alcohol Testing**

No safety-sensitive employee shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.02 or greater. If there is actual knowledge that an employee may be under the influence of alcohol while performing safety sensitive functions, the employee shall not be permitted to perform or continue to perform safety-sensitive functions, pending a reasonable suspicion interview, conducted per Section 12. No safety-sensitive employee shall use alcohol while performing safety-sensitive functions, within (4) four hours prior to performing a safety sensitive function, or during the hours that they are on call or standby for duty. No safety-sensitive employee shall use alcohol within eight (8) hours following an accident or until the employee undergoes a post-accident test, whichever occurs first.

A Breath Alcohol Technician (BAT) qualified to conduct DOT breath alcohol testing shall conduct all DOT required alcohol screening tests.

In accordance with the provisions of 49 CFR Part 40, as amended, the results of both the screening and confirmation of breath alcohol tests, as applicable, shall be displayed to the individual being tested immediately following the test(s).

The results of breath alcohol testing will be transmitted by the breath alcohol technician to Citrus County in a confidential manner, in writing, in person, by telephone or electronic means in accordance with 49 CFR Part 40, as amended. All testing will be conducted consistent with the procedures put forth in 49 CFR Part 40, as amended.

Citrus County affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process. Handling of tests and confidentially shall be in conformance with 49 CFR Part 40,

and as described below:

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. A safety-sensitive employee who has a confirmed alcohol concentration of greater than 0.02 but less than 0.04 will result in removal from his/her position for (8) eight hours unless a retest results in a concentration measure of less an 0.02.

An alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of this policy. An employee testing positive for alcohol will be immediately removed from safety sensitive duty and will be provided with a referral to a DOT qualified Substance Abuse Professional, in accordance with 49 CFR Part 40, as amended.

*Per Citrus County authority, violation of this substance abuse policy will result in termination of employment and/or exclusion from hire.*

**24. Refusal to Submit to Alcohol Testing**

The following actions constitute a refusal to submit to Alcohol Testing:

- (1) Fail to appear for any test within a reasonable time, as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer.
- (2) Fail to remain at the testing site until the testing process is complete
- (3) Fail to provide an adequate amount of saliva or breath for any alcohol test required by this part or DOT agency regulations
- (4) Fail to provide a sufficient breath specimen, and the physician has determined, through a required medical evaluation, that there was no adequate medical explanation for the failure
- (5) Fail to undergo a medical examination or evaluation, as directed by the Citrus County
- (6) Fail to sign the certification at Step 2 of the ATF
- (7) Fail to cooperate with any part of the testing process.

A referral to a Substance Abuse Professional that has knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders, and who meets the qualifications outlined in 49 CFR Part 40.281 Subpart O will be provided. *Per Citrus County authority, violation of this substance abuse policy will result in termination of employment and/or exclusion from hire.*

**25. System Contacts**

**Drug and Alcohol Program Manager or Designated Employer Representative**

Name: Sherry Anderson

Address: 3600 West Sovereign Path, Suite 178, Lecanto, Fl 34461

Phone: (352) 527-5370

Fax: (352)527-5372

E-mail:

**Alternate**

Name: William Bryan

Address: 3600 West Sovereign Path, Suite 178, Lecanto, Fl 34461

Phone: (352) 527-5363

Fax: (352) 527-5300

E-mail:

**Substance Abuse Professional**

Name: Shawn Kellerman

Address: 221 Hobbs, Suite 101, Tampa, FL 33619

Phone: (727) 580-9117

Fax: (813) 961-9787

E-mail alshawn1@aol.com

**National Hot-Line Numbers and Help Lines:**

1-800-COCAINE

The American Council on Alcoholism Help Line

1-800-527-5344

The National Institute on Drug Abuse Hot Line

1-800-662 HELP

Alcoholics Anonymous 212-686-1100

A copy of the referenced regulations (49 CFR Parts 40 and Part 655); are available on the CUTR Substance Abuse Management Resource Website: [sam.cutr.usf.edu](http://sam.cutr.usf.edu)

Please sign the Acknowledgement of Receipt of this Policy (attached) and return to your supervisor or Designated Employer Representative.

Employee Acknowledgement of Receipt  
Of Citrus County Substance Abuse Policy

I have received a legible copy of Citrus County Substance Abuse Policy. I understand that my employment with Citrus County is conditioned upon full adherence to this policy.

**Employee Name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

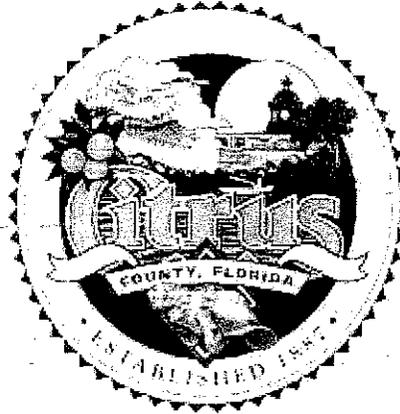
**Date:** \_\_\_\_\_



# **Appendix C**

## **Maintenance Plan**





# Citrus County Transit

## Preventative Maintenance Manual

**Office of Fleet & Transportation Management  
1300 S. Lecanto Highway  
Lecanto, FL 34461  
(352) 527-7630**

## **Introduction:**

This procedure manual is designed to ensure all buses are properly inspected and routine maintenance performed per Florida Department of Transportation standards. Citrus County Transit has all vehicle maintenance managed by our in-house Fleet Management personnel. All bus mechanics are ASE Certified technicians with two mechanics having Master Mechanic Certifications.

Our mechanics attend yearly training classes and seminars to stay current on new repair techniques pertaining to the buses including the operation of the wheel chair lifts. We maintain a good working relationship with the chassis, body, and lift manufacturers as well as FDOT.

The Citrus County Fleet Management Section follows the guidelines recommended by FDOT and the vehicle manufacturer for the 'A', 'B', and 'C' preventative maintenance schedule for our buses and vans.

The 'A' inspection is performed every 6,000 miles. It is designed for the inspection, service, and replacement of certain items at predetermined intervals and to identify any possible defects which might have occurred. Our technicians will make any adjustments and repairs as needed.

The 'B' inspection is performed every 12,000 miles. This inspection repeats all 'A' inspection items and includes additional items which should be inspected and serviced:

The 'C' inspection is performed every 24,000 miles. This inspection repeats all 'A' and 'B' inspection items and includes additional items which should be inspected and serviced. The 'C' inspection is a technical and performance inspection.

## **Procedures:**

### **A. 6,000 Mile Preventative Maintenance and Inspection**

#### **Interior Inspection:**

##### **1. All Seats / Seat Belts / Chair Tie-Downs**

Seat coverings for all seats should be inspected for rips, tears, gouges, exposed springs, and security of floor mounting. Seat Belts inspected for proper operation. Arm rests should be inspected for proper attachment to seat. Any folding seats should be checked for proper operation. The driver's seat should be checked for proper adjustment and movement and the tracks lubricated as necessary.

## **2. Doors / Hinges / Latches / Door Windows**

Lubricate door hinges and latches, check operation of doors, door windows, and the condition of door glass. Check the condition of exit signs. Check the emergency exit(s) to insure it functions properly and that it is properly identified.

## **3. Flooring / Headliner / Side Panels / Grab Rails**

Inspect floor covering for tears, rips, or gouges. Inspect headliner for damage, sag, or dirt. Inspect the condition of side panels and overhead bins. On vehicles designed to allow standee, check the condition of the standee line and sign. The line must be of contrasting color at least two inches wide and the sign, prohibiting anyone from occupying a space forward of the line, must be posted at or near the front of the vehicle. Inspect the condition of the grab rails for the standee passengers. Tighten grab rails as necessary. Note if extensive repairs are necessary.

## **4. Mirrors**

Check inside rear view mirror(s) for proper mounting, adjustment, and condition of glass. Check the right and left exterior mirrors for adequate field of vision and insure bolts are tightened appropriately.

## **5. Interior Lights / Flashers / Signals**

Inspect the interior lights and step well lights, if applicable, for proper function by operating door opening switches, dome light switch, and turn signal. Test the hi-lo beam indicator switch. Test the emergency hazard switch for proper operation.

## **6. Exterior Lights / Horn / Back up Alarm**

Outside assistance may be required to properly check the exterior lights. Insure vehicle has the emergency brake applied for safety before performing these tests. Check parking, low-hi beam headlights, turn signal operation front and rear, and hazard flashers. Turn on all outside clearance lights and check operation. At this time also check license plate lights, back up lights, back up alarm, and brake lights. Check horn operation. The horn must be capable of emitting a sound audible under normal conditions from a distance of not less than 200 feet.

## **7. Warning System / Dash**

Activate ignition switch and check 'trouble' lights for proper operation. If vehicle is equipped with gauges, check for proper readings. Check all switches, levers, and knobs for proper function.

## **8. Starter System**

When starting the engine listen for starter drag or grind, belt squeal, and other unusual noises. As engine warms up, monitor gauges.

## **9. Windshield / Wipers / Washer Fluid**

Inspect the windshield for cracks, scratches, and chips. Operate windshield wipers through all ranges on wet glass. Inspect condition of blades and arms. Replace as needed. Check washer fluid level and top off as needed.

## **10. Windows**

Inspect all side and rear windows for cracks, scratches, and proper operation of opening mechanisms.

## **11. Comfort System**

Operate and check heater and air conditioning controls through all selector ranges. Check varying fan speed for proper function. Check rear unit output as applicable.

## **12. Fire Extinguisher / First Aid Kit**

Inspect the Fire Extinguisher and Fire Suppression system to ensure in proper working condition and fully charged. Check to make sure it is securely mounted and easily accessible. Check to make sure the First Aid Kit is on board and securely mounted.

### **Exterior Inspection:**

#### **1. Tires / Wheels**

Inspect all tires for signs of uneven wear or improper front end alignment. Check for exposed cord or steel belts, inspect valve cores, and check sidewalls for scrubbing or damage. Check tread depth. Tread depth shall not be less than 4/32, measured at any point on a major tread groove for tires on the steering axle, and no less than 2/32 for rear tires. Check tire air pressure in all tires, including the spare if applicable. Check tires for cuts, nails, or other

embedded foreign object. Check wheel lugs for proper torque. Check for missing balance weights. Check hubcaps for secure mounting if applicable.

## **2. Access Doors / Fuel Port / Engine Covers**

Inspect exterior access doors and lubricate hinges or spring latches as necessary. Check fuel cap for proper fit and any signs of damage to fuel servicing piping or hoses. If a diesel engine, check to ensure 'Diesel Only' sticker is affixed near fuel door. Check hood latch and lubricate as needed. Check hood retainer bar.

## **Service and Operation Inspection:**

### **1. Engine Oil / Filter**

Change oil and filter. Check transmission fluid level and condition of fluid.

### **2. Ball Joints / Steering / Drive Line**

Lubricate and inspect all ball joints, steering and drive lines, and all other points with zerk fittings (see owners manual). Check power steering for visible signs of fluid leaks. Check the drive line universal joints and yokes for wear. Replace any broken or damaged zerk fittings.

### **3. Battery**

Check battery mounting tray condition and battery hold-down. Check battery case for cracking or damage. Check post and fasteners for corrosion – clean and cover with protectant. Check cables for fraying or signs of deterioration. If applicable, check and service water levels. If maintenance free battery, check 'green' indicator.

### **4. Cooling System**

Visually check cooling system for leaks. Check the overflow tank for adequate coolant, and inspect the cleanliness of the coolant. Inspect the condition of the upper and lower radiator hoses and check the security of the fasteners. Check the butterfly drain for snugness. Inspect water pump and engine intake at the thermostat housing for signs of leaks.

Inspect the radiator cap for signs of leaks or pressure loss. Before removing the cap allow the engine to cool down. Relieve any built-up pressure in the system. Remove and inspect the radiator cap. At this time, the radiator cores and the interior of the radiator housing may be visually inspected for corrosion or clogging. Also, if circulation problems are suspected operation of the water

pump and circulation of the coolant may be verified with the engine running. Inspect the fan and shroud for damage.

#### **5. Air Cleaner / Filters**

Remove the air filter and inspect. Replace as necessary. Inspect air intake hoses and clamps. Visually inspect all vacuum hoses and connections. Inspect fuel lines for leaks or damage.

#### **6. Belts / Hoses / Wiring**

Inspect all belts for signs of wear, fraying, cracks, glazing, and proper tension. Inspect heater hoses and connections. Inspect wiring for signs of chafing, corrosion, loss of insulation, crimping, or signs of infestation. Ensure wiring does not come in contact with moving parts or heated surfaces.

#### **7. Air Conditioning**

Check air conditioning system for proper pressure and operation.

### **B. 12,000 Mile Preventative Maintenance and Inspection**

#### **Service and Operation Inspection:**

#### **8. Brake Operation Check**

Check brake operation with engine running. Check brake pedal play. Check that the parking brake engages/disengages properly. Check that the parking brake holds by applying the parking brake and carefully putting the vehicle into drive. Brake should hold. Shift transmission into Reverse and brake should hold. Be careful to make sure there is no one in front of or behind the vehicle when this test is performed. The parking brake test should be performed in a safe location and with extreme caution.

#### **9. Brakes**

Remove wheels and inspect all brake pads/linings for wear. Check rotors/drums for wear, scoring, cracking, and warping. Check calipers/cylinders and brake lines for signs of wear or leaks. Check for any dirt or grease accumulation on the brake system.

#### **10. Hood / Transmission**

Check transmission fluid level and filter. Inspect the transmission cooler lines for leaks.

## **11. Transmission Operation**

Check the operation of shift lever and indicator. Check operation in each gear. Check for proper acceleration through gear ranges in drive position.

## **C. 24,000 Mile Preventative Maintenance and Inspection**

### **Service and Operation Inspection:**

#### **12. Transmission**

Change transmission fluid and filter. After changing, run vehicle and check fluid level.

#### **13. Operational Check**

Test drive vehicle to check for smoothness of acceleration, centering of steering wheel, and the proper tracking of the vehicle. Check for smoothness of turns, balance of tires, and front end alignment. Also check for looseness in steering wheel.

#### **14. Wheel Bearings / Driveshaft**

Remove and inspect front wheel bearings, clean and lubricate or replace if necessary. Inspect drive shaft, u-joints, and slip joints. Lubricate as necessary.

#### **15. Shocks / Springs / Steering System**

Inspect shock absorber cylinders for signs of leakage. Check bushings for signs of wear and the mounting brackets for secure mounting. Inspect coil and/or leaf springs for signs of damage or wear. Inspect tie rod ends, upper and lower ball joints, and drag links for signs of wear. Lubricate all points equipped with zerk fittings.

#### **16. Rear Differential**

Inspect rear axles and axle housing for signs of stress, wear, and leaks. Check differential fluid level. (NOTE: Change differential fluid every other 'C' service unless tag on differential indicates synthetic fluid used. Then change at manufacturer recommended interval.)

#### **17. Engine Tune-Up**

Refer to vehicle service manual for details and intervals for replacing plugs, wires, and injectors.

## **Accessories:**

### **1. Radio Operation**

Check AM/FM radio and Two-way radio for proper operation.

### **2. License Plate / Registration / Insurance**

Check the condition of the license plate. If faded or damaged inform Section Chief so a new one can be ordered. Check that vehicle registration and insurance card are in vehicle and current. Check that the vehicle has a copy of the accident reporting procedures.

### **3. Knobs / Handles / Locks**

Check for missing or damaged interior knobs (dash, door) and handles. Check that all door locks are operational.

### **4. Wheelchair Lift / Accessories**

Inspect all wheelchair tie downs for secure mounting and anchoring to floor. Safety belts should be clean and properly installed. Check retracting assembly. If four point tie downs are used check security of floor fasteners, connectors, and belts.

When operating the lift through all ranges and functions ensure lift operation inhibited unless the vehicle is stopped and vehicle movement is prevented. (Parking brake must be on, etc...) Verify there is platform lighting when the lift is deployed. Make sure vehicle movement is prevented unless the lift is fully stowed.

Check padding and labels. Check emergency back-up system is equipped. Lubricate appropriate lube points (see attachments at the end of this manual).

## **Daily Vehicle Inspections**

Daily vehicle inspections by the driver are crucial to the success of the Preventative Maintenance Program. Investing a short time on a daily basis to inspect each vehicle will help detect problems early, thereby improving safety and decreasing repair costs.

Each driver will inspect his or her vehicle before departure by completing the Daily Vehicle Inspection Checklist provided by their Supervisor. The completed checklist is submitted to the Supervisor at the end of the drivers shift so that necessary maintenance can be noted and scheduled accordingly. (Refer to CCT SOP Manual for more detail)

## **Comprehensive Maintenance Records**

The Fleet Management Section maintains all vehicle maintenance records for the duration required by law. Fleet Management utilizes the FASTER fleet management software program for recording all maintenance and asset records.

Work Orders are opened in FASTER for all vehicle repairs. The Work Order is a detailed description of a specific repair(s) performed on the vehicle. This allows Fleet Management to track all repairs and identify any trends that may be starting.

FASTER allows easy management report generation. These reports include tracking vehicle utilization, maintenance expenses, and life cycle costs. FASTER also allows tracking for warranty claims and sublet vendor expenses. Each user department has direct access to any Work Orders opened on their vehicles for expense auditing and tracking.

When a vehicle is brought in for service, the driver fills out a Vehicle Request For Repair form. This form documents the specific issue with the vehicle for the mechanic to properly diagnosis the cause. This form also records the driver's name and phone number in the event further questions arise to clarify the symptoms.

## **APPENDIX:**

**[Insert 'A', 'B', and 'C' sample inspection forms; Insert four pages showing Ricon and Braun Wheelchair Lift diagrams and lubrication points]**





FDOT Control No. \_\_\_\_\_  
 VIN No \_\_\_\_\_  
 Location \_\_\_\_\_  
 DATE: \_\_\_\_\_

Agency Vehicle No. \_\_\_\_\_  
 Year/Make \_\_\_\_\_  
 Model \_\_\_\_\_  
 Odometer \_\_\_\_\_

**AGENCY NAME**  
**Preventative Maintenance Inspection**  
**"C" Inspection (Every 12 Months or 24,000 Mi.)**

Symbols	Remarks	
OK		
X Repairs Required		
R Repaired/Adjusted		
NA Not Applicable		
<b>Interior Inspection</b>		
1	All seats, belts, condition, secure, mounting, operation	
2	Doors, condition, hinges, latches, operation of door windows	
3	Flooring, headliner, side panels, vent, louvers, operation and condition	
4	Mirrors, inside, right/left side, condition and operation	
5	Lights, interior/exterior, hi-lo beam, turn signals, 4 way flasher, parking	
6	Lights, clearance, backup, brakes, license, instrument panel, horn, backup beeper	
7	Warning System, switches, gauges, trouble lights, condition and operation	
8	Starter System, ignition key operation	
9	Windshield: washer, wipers, speed condition and operation	
10	Glass, windshield, side glass, condition and operation	
11	Comfort system, heater, defroster, air conditioning blower speed, vents	
12	Fire Extinguisher-charged, 1st aid kit complete	
<b>Exterior Inspection</b>		
1	Tires, tread wear, wheel lugs, hubcaps, valve cores, general condition, air pressure LF                  RF                  RR                  LR	
2	Access doors, fuel port and cap, engine covers and latch operation	
<b>Service and Operation Inspection</b>		
1	Engine Oil and filter, change and replace	
2	Inspect and lubricate, ball joints, steering, driveline, etc.	
3	Battery, terminals, water level, cables, battery box and holdown-condition	
4	Cooling System, hoses, fan, shroud, belts, overflow tank, radiator	
5	Air Cleaner, crankcase air filters, PVC filters	
6	Belts, hoses, wiring-condition	
7	A/C system check, clean filters, check for pressure	
8	Brake operation check, brakes, pedal, parking brake	
9	Brakes, rotors, pads, calipers, linings, shoes, drums	
10	Hood, transmission fluid level, filter and cooler line	
11	Transmission shift thru all ranges, backup lights and warning beeper	
12	Transmission, change fluid and filter	
13	Acceleration, steering, tracking, wheel balance	
14	Front wheel bearings, drive shaft, u-joints	
15	Front end/steering systems, ball joints, shocks, spring, linkages, bushings	
16	Chassis-check for leaks, condition of bushings, rear axle, differential fluid level	
17	Engine tune-up-plugs wires, fuel injectors	
<b>Accessories</b>		
1	AM/FM radio operation	
2	License plate, registration, insurance card	
3	Knobs, Handles, Locks etc.	
4	Wheelchair lift/tie downs	

FDOT Control No. \_\_\_\_\_  
VIN No \_\_\_\_\_  
Location \_\_\_\_\_  
DATE: \_\_\_\_\_

Agency Vehicle No. \_\_\_\_\_  
Year/Make \_\_\_\_\_  
Model \_\_\_\_\_  
Odometer \_\_\_\_\_

**AGENCY NAME**  
**Preventative Maintenance Inspection**  
**"C" Inspection (Every 12 Months or 24,000 Mi.)**

DEFECTS	CORRECTIVE ACTION

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

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

\_\_\_\_\_  
Inspection Date

\_\_\_\_\_  
Completion Date

# VEHICLE REQUEST FOR REPAIR

If unsatisfactory vehicle operation occurred during the work day, the operator should fill out this form and give it to the Office Coordinator and/or Fleet Mgmt.

VEHICLE NUMBER		MILEAGE	
DATE OF REQUEST		TIME	
EMPLOYEE NAME			
CONTACT PHONE		DEPT.	

- SERVICE       REPAIR

## PERFORMANCE

### Symptom - Engine

- Air bag light on
- Hard starting or will not start (but cranks O.K.)
- Idle is rough
- Idle is too high
- Idle is too low
- Hesitates or stumbles
- Stalls
- Poor power/performance
- Service Engine Soon light comes on
- Backfires (popping noise)
- Increased oil consumption
- Runs on after key is turned off
- Speed fluctuates without moving accelerator
- Poor fuel mileage
- Check Engine light on

### HOW OFTEN DOES IT OCCUR?

- Always
- Sometimes
- Rarely
- Ever since the vehicle was new
- Problem just started

### WHEN DOES IT OCCUR?

- Cold
- Hot
- All the time

### WEATHER CONDITIONS

- Cold days
- Hot Days
- Humid/rainy days

### DRIVING CONDITIONS

- Accelerating
- Decelerating
- When shifting
- Cruising - steady at  MPH
- A/C - Defroster on or off
- In neutral, Drive, At Idle

## BRAKES, STEERING, SUSPENSION

- Vehicle pulls right
- Vehicle pulls left
- Steering wheel vibrates at  MPH
- Excessive play in steering
- Erratic steering when braking
- Hard to steer
- Steering wheel off center
- ABS Brake light on
- Suspension bottoms out
- Sits uneven
- Leans or sways in corners
- Bearings sound rough
- Tires - low pressure/flat/tread wear/service tire light on

### BRAKE PEDAL

- Brake light on (Service brake)
- Aux brake light on
- Alarm buzzer sounding
- Noise
- Hard pedal
- Pedal Pulses
- Pedal Mushy
- Excessive pedal travel
- Shimmy/vibration
  - Front
  - Rear

### EMERGENCY BRAKE

- Will not hold vehicle
- Will not apply
- Parking brake warning light on
- Alarm buzzer sounding

### ELECTRICAL SYSTEMS

- Headlights inoperative
- Tail lights inoperative
  - Left rear or right rear
  - Stop Lights inoperative
  - Left rear, right rear, left front, right front
  - Turn indicators
  - Left rear, right rear, left front, right front
- Emergency flashers inoperative
- Left rear, right rear, left front, right front
- Starter motor
- No crank, noisy while cranking, intermittent operation
- Alternator
- Will not charge battery, gauge reads low, noisy

**AUTOMATIC TRANSMISSION**

Symptom:

- Over drive light flashes
- Does not shift properly
- Hard Shift
- Will not shift
  - up
  - down
- Noise - Describe  (Whine, rattle, groan, clunk, etc.)
- Shifts into next gear too early
- Shifts into next gear too late
- Highway speeds - shudder, surge, etc.
- Other

**HOW OFTEN DOES IT OCCUR?**

- Always
- Sometimes
- Rarely
- Ever since vehicle was new
- Problem just started

**WHEN DOES IT OCCUR?**

When Gear Selector is in:

- P/N
- R
- D
- 2
- 1

**Between Gears:**

- P & R
- R & N
- N & D
- While accelerating
- While decelerating

**WHEN ENGINE TEMPERATURE IS:**

- Cold
- Hot
- All the time
- Between  MPH and  MPH

**AIR CONDITIONING**

Symptom:

- Blows Hot
- Not Cooling

**WHEEL CHAIR LIFT**

- Leaking Fluid
- Won't Operate

**HATCH**

- 

**ELECTRIC DOORS**

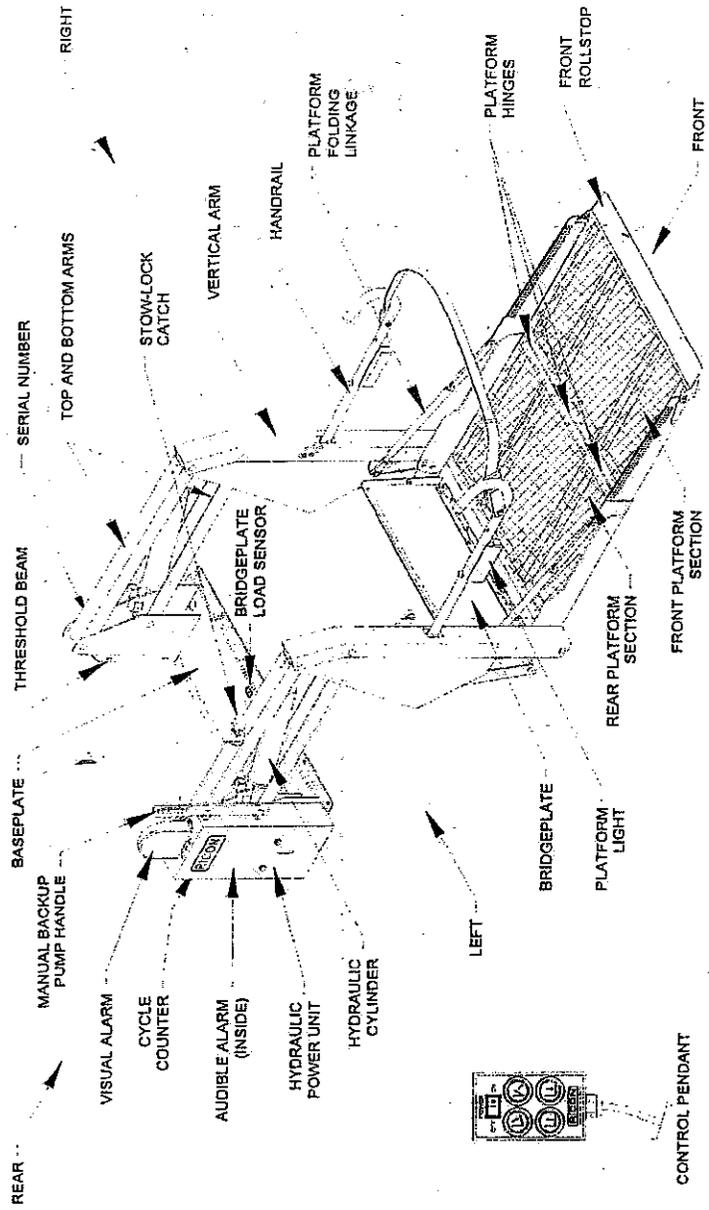
- 

**BODY DAMAGE**

- Outside damage
- Doors & gaskets
- Bed/Auxiliary lighting
- Front/Rear Bumper
- Drawers, Shelves, Dividers or Welds

**ADDITIONAL COMMENTS:**

To be filled out by the operator and turned into Fleet Management. Please be as thorough as possible in detailing the issue you have with your vehicle. This will assist Fleet in correcting the problem(s) accurately and timely. You can email this form to [Marvellen.Weimert@bocc.citrus.fl.us](mailto:Marvellen.Weimert@bocc.citrus.fl.us), fax to (352) 527-7625, or drop off with your vehicle at the Lecanto Maintenance complex located at 1300 S. Lecanto Hwy.



K-Series Ricon Lift Major Components

Regular maintenance of the Ricon KlearVue K-series Public Use wheelchair lift will optimize its performance and reduce the need for repairs. This chapter contains lubrication and cleaning instructions, a maintenance schedule, troubleshooting section, and maintenance diagrams.

**CAUTION**

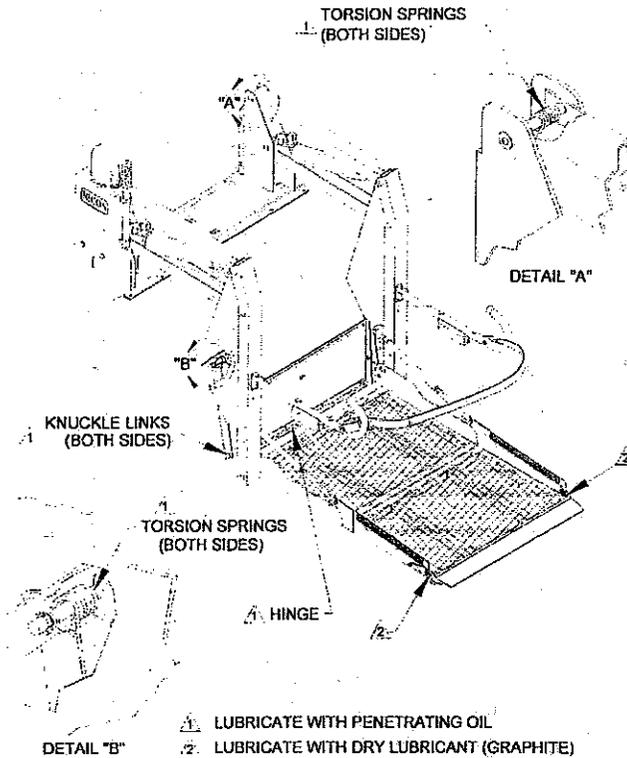
This Ricon product is highly specialized. Maintenance and repairs must be performed by an authorized Ricon service technician using Ricon replacement parts.

**A. LUBRICATION**

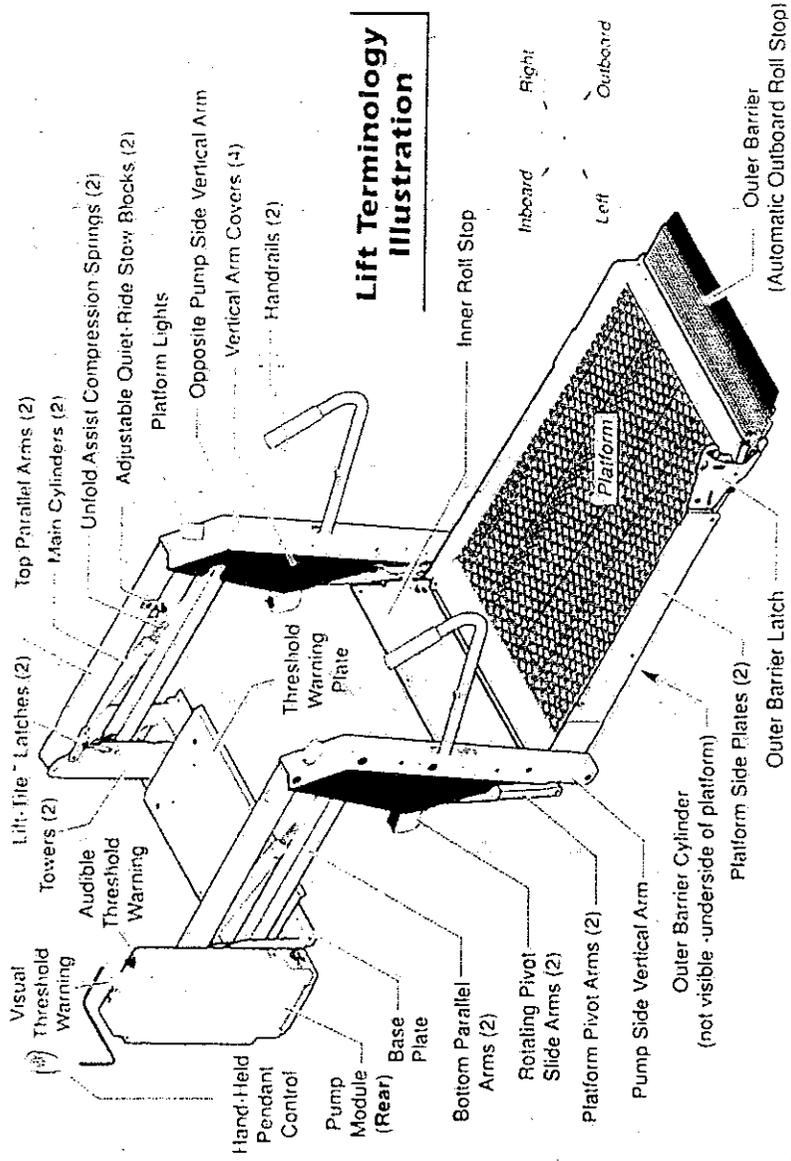
**CAUTION**

Do not lubricate motor or other electrical components. Lubrication of electrical components may collect dirt and debris, causing short circuits.

Lubrication should be performed at least every six months or sooner depending on usage.  
Lubricate lift at points indicated with lubricants specified.

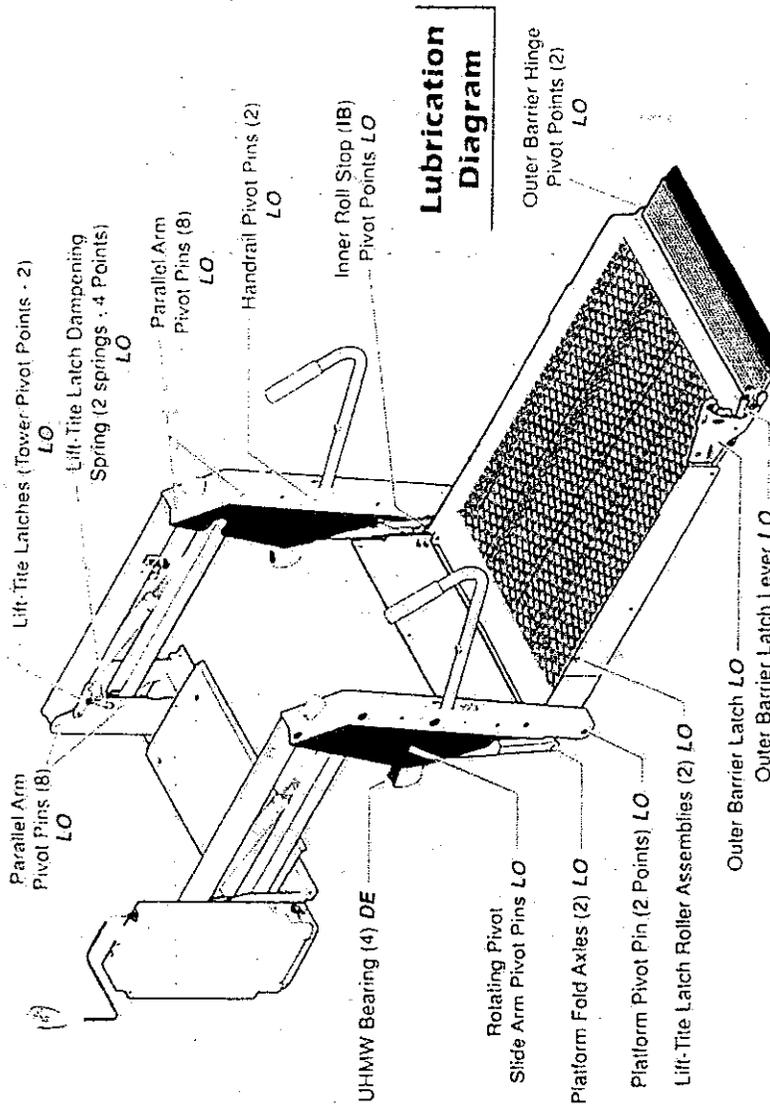


K-Series Ricon Lift Lubrication Points



**Lift Terminology  
Illustration**

Braun Millennium Series



LO=Light Penetrating Oil  
(30 Weight or equivalent)

DE=Stainless Stick Style  
tube Door-Ease

Braun Millennium Series

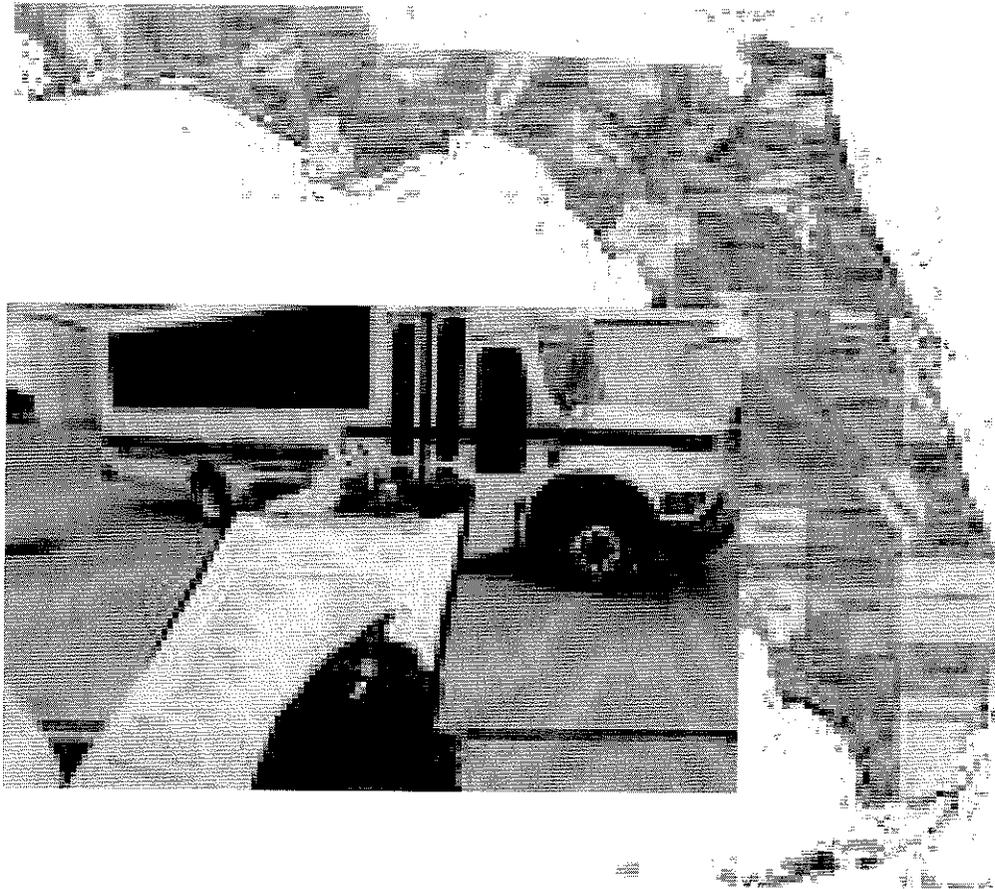
# **Appendix D**

## **Preventative Maintenance Guidelines**



# **Preventive Maintenance Guidelines**

## ***Small Bus, Van, Wagons***



***Florida Department of Transportation  
Public Transit Office***

***"It is the neglect of timely repair that makes rebuilding necessary."***

**RICHARD WHATLEY**

# Preventive Maintenance Guidelines

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## Introduction

***Preventive Maintenance:*** a term used to describe the performance of regularly scheduled maintenance activities on a vehicle in order to prevent the possibility of malfunctions, to extend vehicle life, and to reduce maintenance and operating cost. If the majority of your vehicle repairs are made after the vehicle experiences a mechanical failure, you do not have a functioning preventive maintenance program.

A well-established comprehensive preventive maintenance program is as important to a successful transportation system as the actual purchase of the vehicles.

The Preventive Maintenance Plan proposed herein consists of:

- ✚ *Making preventive maintenance arrangements*
- ✚ *Adhering to a preventive maintenance schedule*
- ✚ *Establishing a vehicle inspection check list*
- ✚ *Conducting daily vehicle inspections*
- ✚ *Completing corresponding inspection checklists*
- ✚ *Establishing an operating maintenance budget, and*
- ✚ *Keeping a comprehensive maintenance record on file for each vehicle.*

## Preventive Maintenance Arrangements

It is preferred to make maintenance arrangements in the initial planning stages of any transportation program. If you already have a program in place it is wise to review it in order to ensure it meets your current needs.

Maintenance can be arranged in a variety of ways to fit your system needs:

1. **Contract maintenance out to commercial mechanics.**
2. **Arrange for other agencies such as city or county, or school bus garages to maintain vehicles.**

3. **Set up an in-house program.**

Major advantages to an in-house program:

- Vehicles will be routinely checked for problems
- Mechanics will be familiar with the vehicles
- And most important the mechanic will be your employee.

4. **A Combination program: in-house routine maintenance combined with other work contracted out.**

*Examples:*

Potential in house work: routine and scheduled maintenance i.e.; oil change, oil filter change, air filter change and PVC valve change. Jobs to contract out: those requiring special expertise, tools or machinery.

**Note:**

If you choose to have your own mechanic and allow him/her to perform the preventive maintenance inspections he/she should meet the following minimum requirements:

- ✦ Is knowledgeable of and has mastered the methods, procedures, tools, and equipment used when performing an inspection
- ✦ Has at least one year of training and/or experience as a mechanic or inspector in a vehicle maintenance program and has sufficient general knowledge of the vehicles owned and operated by your agency in order to recognize deficiencies or mechanical defects.

In addition to the above, you may have your inspections satisfy your annual safety certification as required by Florida Department of Transportation Safety Regulation. Your mechanic must be knowledgeable of the requirements set forth in Rules 14-90.007, 14-90.008, 14-90.009, Florida Administrative Code.

**Important:**

For an effective in-house preventive maintenance program, the following minimal facilities are necessary:

- ✦ A garage or building for vehicles to be brought under cover to be serviced
- ✦ Proper drainage for washing vehicles in your garage
- ✦ A recycling method for motor oil and other waste
- ✦ Equipment for lifting or jacking vehicles
- ✦ Jack stands
- ✦ A complete set of hand tools – wrenches, sockets, pliers, etc.

## Preventive Maintenance Inspection

*After you have made arrangements for your maintenance program by considering your system's facilities and personnel strengths and limitations, work with your drivers and mechanics, or repair shop, to develop a basic maintenance schedule.*

*Mechanics or repair shops must be made aware of, and become familiar with, the minimum maintenance requirements for each vehicle, along with all State and Federal Requirements. With each vehicle, maintenance must be performed either at a specific mileage increment or within a specified period of time. If routine and proper maintenance is not performed, the vehicle's reliability will suffer, its work life could be shortened and its warranty provisions may be violated.*

*A sample preventive maintenance program has been provided on pages 5-16 to act as a guide in setting up your program. The attached program outlines specific requirements and preferred mileage schedules. This program will meet the needs of most agencies; however, as a general rule, you should compare this vehicle preventive maintenance schedule with the schedule provided in the owner's manual for your vehicles. Always go with the most stringent.*

**PREVENTIVE MAINTENANCE INSPECTION  
MILES / INTERVALS  
SMALL BUS, VAN, AND WAGON**

Mileage	Type Inspection
6,000	A
12,000	B
18,000	A
24,000	C
30,000	A
36,000	B
42,000	A
48,000	C
54,000	A
60,000	B
66,000	A
72,000	C
78,000	A
84,000	B
90,000	A
96,000	C
102,000	A
108,000	B
114,000	A

**Florida Department of Transportation  
Public Transit Office**

FORM 824-02  
03/87

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

**BUS FLEET PROGRAM**

INSPECTOR \_\_\_\_\_

VEHICLE NO. \_\_\_\_\_

WORK ORDER NO. \_\_\_\_\_

ODOMETER \_\_\_\_\_

**VANS AND WAGONS**

DATE \_\_\_\_\_

**PREVENTIVE MAINTENANCE AND INSPECTION**

SYMBOLS	REMARKS	(CHECK ONE) TYPE INSPECTION		
		A 6,000	B 12,000	C 24,000
<input checked="" type="checkbox"/> OK				
<input type="checkbox"/> REPAIRS REQUIRED				
<input type="checkbox"/> REPAIRED OR ADJUSTED				
<input type="checkbox"/> NOT APPLICABLE				
<b>INTERIOR INSPECTION</b>				
1.	All seats — belts — condition, secure mounting, operation			
2.	Doors condition, hinges, latches, operation of door windows			
3.	Flooring, headliner, side panels, vent louvers, operation & condition			
4.	Mirror-inside, right & left side mirror, condition & operation			
5.	Lights-interior, hi-to beam, turn signals, hazard flasher, parking			
6.	Lights-clearance, backup, brakes, license, instrument panel			
7.	Warning system, switches, gauges, trouble lights, condition & operation			
8.	Starter system — automatic choke — key operation			
9.	Windshield wipers, w/s washer, w/s wiper speed — condition & operation			
	Glass — windshield, side glass — condition, horn — operation			
10.	Comfort system — heater, defroster, air conditioning, blower speed			
11.	Fire extinguisher — charged, first aid kit — complete			
<b>EXTERIOR INSPECTION</b>				
12.	Paint, dents, rust, decals, bumpers — brackets, condition			
13.	Tires — tread wear, wheel lugs, hubcaps, valve cores, condition			
14.	Access doors, fuelport & cap, engine covers & latch condition			
<b>SERVICE AND OPERATION INSPECTION</b>				
15.	Engine oil & filter — change & replace			
16.	Inspect & lubricate — ball joints, steering & driveline, etc.			
17.	Battery — terminals, water level, battery box & holddown-condition			
18.	Cooling system, hoses, fan, shroud, belts, overflow tank, radiator			
19.	Air cleaner, crankcase air filter, PVC filters			
20.	Belts, hoses, wiring — condition			
21.	Brake operation check, brakes, pedal, parking brake			
22.	Brakes — rotors, pads, caliper, lining, drums			
23.	Hood, transmission fluid level, filter & line, cooler			
24.	Transmission shift through all ranges, backup lights			
25.	Acceleration, steering, tracking, wheel balance			
26.	Front wheel bearings, drive shaft — U joints			
27.	Shocks, springs, lubricate linkages			
28.	Chassis — check for leaks, condition of bushings, rear axle, differential fluid level			
29.	Engine tune-up — plugs, wires, carburetion			
<b>ACCESSORIES</b>				
30.	Two way radio — operational check			
31.	Wheelchair lift, tiedown, operation			
32.	Spare tire, jack, tire tools			
33.	License plate, vehicle registration, operator manual			
34.	Air conditioning, system check, freon level, drier			
MILEAGE AND TYPE PM NEXT DUE MILEAGE _____ TYPE _____		<b>NOTES</b>		

**PREVENTIVE MAINTENANCE INSPECTIONS**

## SMALL BUS, VAN, AND WAGON

The preventive maintenance inspection is a program of routine checks and procedures performed on a scheduled and recurring basis to avoid breakdowns and prolong equipment life.

The "A" Inspection is performed every 6,000 miles. It is designed for the inspection, service and replacement of certain items at predetermined times and to identify any possible defects which might have occurred and to make minor adjustments as necessary.

The "B" Inspection is performed each 12,000 miles. This inspection repeats the "A" Inspection items and includes certain additional items which should be inspected and serviced as indicated.

The "C" Inspection is a technical and performance inspection and is accomplished each 24,000 miles, The "A" and "B" Inspection items are repeated and additional scheduled items are required to be accomplished which were not part of the other inspection intervals.

### A. 6,000 MILE SERVICE AND MAINTENANCE CHECK:

#### Interior Inspection:

#### 1. Fire Extinguisher / First Aid Kit / Safety Triangles

Inspect the above mentioned safety equipment to ensure it is in proper working order, securely mounted, and easily accessible. Fire extinguisher must be fully charged with a dry chemical or carbon dioxide, having at least a 1A:BC rating and bearing the label Underwriters Laboratory Inc.

**2. All Seats / Seat Belts**

Seat covering for the driver and passenger seats should be inspected for rips, tears, gouges, exposed springs, and security of floor mounting. Seat belts should be inspected for proper retraction mechanisms. Arm rest should be inspected for proper attachment to seat(s). Any folding seats should be checked for proper operation of adjustment controls. The driver's seat should be checked for proper fore and aft movement and tracks should be lubricated as necessary.

**3. Doors / Hinges / Latches**

Lubricate door hinges and latches, check operation of windows, doors, and the condition of the glass. Check condition of exit signs. Check emergency exit to insure it functions and that it is properly identified.

**4. Flooring / Headliner / Side Panels / Grab Rails**

Inspect floor covering for tears, rips, or gouges. Inspect headliner for damage, sag, or dirt. Inspect the condition of side panels.

On vehicles designed to allow standees check the condition of the standee line and sign. The line must be of contrasting color at least two inches wide and the sign, prohibiting anyone from occupying a space forward of the line, must be posted at or near the front of the vehicle. Inspect condition of the grab rails for the standee passengers.

Tighten grab rails as necessary. Note if extensive repairs are necessary.

**5. Mirrors**

Check inside rear view mirror(s) for proper mounting, adjustment, and condition of the glass. Also check the right and left exterior mirrors for adequate field of vision.

**6. Interior Lights**

Inspect the interior lights, and the step well lights if applicable, for proper function by operating door opening switches, dome light switch, rheostat, and the turn signal as well as the hi-lo beam indicator switch.

**7. Exterior Lights / Horn**

Outside assistance may be required when making this check. Check parking, low and hi beam headlights, turn signal operation front and rear, and hazard flashers. Turn on all outside clearance lights and check operation. At this time also check license plate lights, back-up lights, and brake lights. All lighting must comply with the minimum requirements set for the in Florida Statutes 316.220, 316.221, 316.224, 316.225, 316.226, 316.234, and 316.235. Check horn. The horn must be capable of emitting a sound audible under normal conditions from a distance of not less than 200 feet.

**8. Warning system**

Activate ignition switch and check "trouble" lights for proper operation. If the vehicle is equipped with gauges check proper readings after the engine has been started. Check all switches, levers, and knobs for proper function.

**9. Starter System / Back-up Alarm**

When starting engine listen for starter drag or grind, belt squeal, and any other unusual noises. As engine warms monitor all gauges. While depressing the brakes shift the vehicle into reverse and check the audible back-up alarm.

**10. Windshield / Windshield Wipers / Washers / Blades**

Inspect windshield for cracks, scratches, and any visible damage. Operate windshield wipers through all ranges on wet glass. Inspect condition of windshield wiper blades and arms. Replace if needed. Check washer fluid level.

**11. Windows**

Inspect side and rear windows for cracks, scratches, and proper function of opening mechanisms.

**12. Comfort System**

Operate and check heater and air conditioning controls through all selector ranges and check varying fan speed for proper function. Check rear unit output as applicable.

**Exterior Inspection**

**13. Exterior Body and Components**

Inspect exterior of vehicle for signs of body damage, missing trim, decals, paint condition, and any signs of developing rust. Inspect the outside of all windows for cracks, blemishes, or other damage. Inspect mirror brackets for secure mounting, rusting, or broken glass.

**14. Tires and Wheels**

Inspect all tires for signs of uneven wear due to imbalance or improper front end alignment, check for exposed cord or steel belts, inspect valve cores, and check sidewalls for scrubbing or damage. Determine tread depth. Tread group pattern depth shall not be any less than  $4/32$  ( $1/8$ ) inch, measured at any point on a major tread groove for tires on the steering axle and no less than  $2/32$  ( $1/16$ ) inch measured at any point on a major tread groove for all other tires. Check air pressure in all tires including spare. Check condition of spare tire and mounting.

Check tires for cuts, nails, or other embedded foreign objects. Check wheel lugs for proper torque. Check all wheels, including spare, for any damage or improper bead seating of tire. Check for missing balance weights. Check hubcaps for secure mounting.

**15. Access Doors**

Inspect exterior access doors and lubricate hinges or spring latches as necessary. Check fuel cap for proper fit and any signs of damage to fuel servicing piping / hoses. Check hood latch and lubricate. Check hood retainer bar.

**Service and Operation Inspection**

**16. Engine and Oil Filter**

Under normal operating conditions, change oil and filter every 6,000 miles. Check transmission fluid level and condition of fluid.

**17. Ball Joints / Steering / Drive Line (Lubricate)**

Lubricate and inspect all ball joints, steering and drive lines, and all other points with zerk fittings. Check power steering for visible signs of fluid leaks. Check the drive line universal joints and yokes for wear. Replace any broken or damaged zerk fittings.

**18. Battery**

Check battery mounting tray condition (corrosion and wear) and battery hold-down. Check battery case for cracking or damage. Check post and fasteners for corrosion – clean and cover with protectant. Check cables for fraying or signs of deterioration. If applicable check and service water levels. If maintenance free battery check “green” indicator.

**19. Cooling System**

Visually check cooling system for leaks. Check the overflow tank for adequate coolant, and inspect the cleanliness of the coolant. Inspect the condition of the upper and lower radiator hoses and check the security of the fasteners. Check butterfly drain for snugness. Inspect water pump and engine intake at the thermostat housing for signs of leaks.

Inspect radiator cap for signs of leaks or pressure loss. Before removing the cap allow the engine to cool down. Relieve any built-up pressure in the system. Remove and inspect the radiator cap. At this time, the radiator cores and the interior of the radiator housing may be visually inspected for corrosion or clogging. Also, if circulation problems are suspected, operation of the water pump and circulation of the coolant may be verified-with the engine running.

**20. Air Cleaner / Filters**

Remove air filter and inspect. Inspect air intake hoses and clamps. Visually inspect all vacuum hoses and connections. Inspect fuel lines for leaks or damage.

**21. Belts / Hoses / Wiring**

Inspect all belts for signs of wear, fraying, cracks, glazing, and proper tension. Inspect heater hoses and connections. Inspect wiring for signs of chafing, corrosion, loss of insulation and crimping. Ensure wiring does not come in contact with moving parts or heated surfaces.

**22. Under Hood / Exhaust System**

Check transmission fluid level with the fluid warm and the engine running. Check color of fluid for any signs of overheating. Visually inspect the transmission pan, front and rear seal, speedometer drive, and dipstick tube for signs of leakage. Visually check the transmission oil cooler, lines, and connections for signs of a leak.

**B. 12,000 MILE SERVICE AND MAINTENANCE CHECK**

**23. Brakes**

Remove wheels and inspect all brake pads/linings for wear. Check rotors/drums for wear, scoring, and warping. Check calipers/cylinders and brake lines for signs of wear or leaks. Check for any dirt or grease accumulation on the brake system.

**24. Operational Check**

Check for smoothness of acceleration, centering of steering wheel, and the proper tracking of the vehicle, smoothness of turns, balance of tires, and front end alignment. Also check for looseness in steering wheel.

**25. Transmission**

Check operation of shift lever and indicator. Check operation in each gear. Check for proper acceleration through gear ranges in drive position.

**C. 24,000 MILE SERVICE AND MAINTENANCE CHECK:**

**26. Wheel Bearings / Driveshaft**

Remove and inspect front wheel bearings, clean and lubricate or replace if necessary. Inspect drive shaft, u-joints, and slip joints. Lubricate as necessary.

**27. Shocks / Springs**

Inspect shock absorber cylinders for signs of leakage. Check bushings for signs of wear and the mounting brackets for secure mounting. Inspect coil and/or leaf springs for signs of damage or wear. Inspect tie rod ends, upper and lower ball joints, and drag links for signs of wear. Lubricate all points equipped with zerk fittings.

**28. Rear Differential**

Inspect rear axles and axle housing for signs of stress, wear, and leaks. Check differential level. (Note: Change differential fluid every other "C" inspection.

**29. Engine Tune-Up**

See vehicle service manual for details.

**30. Change Transmission Fluid and Filter**

Remove transmission pan and drain fluid. If the transmission torque converter is equipped with a drain plug, drain fluid from it as well. Inspect debris in the bottom of pan for signs of internal transmission damage. Check the color of fluid for signs of overheating. Remove and replace filter screen. Note any abnormalities on the check off sheet.

**Accessories**

**31. Wheel Chair Lift and Accessories**

Inspect wheelchair tie downs for secure mounting and anchoring to floor. Safety belts should be clean and properly installed. Check retracting assembly. If four point tie downs are used check security of floor fasteners, connectors, and belts.

When operating lift through all ranges and functions ensure lift operation is inhibited unless the vehicle is stopped and vehicle movement is prevented. Verify there is platform lighting when the lift is deployed. Make sure vehicle movement is prevented unless the lift is fully stowed.

Check padding and labels. Check emergency back-up system if equipped. Lubricate appropriate lube points (see illustrations at the end of this section).

**32. License Plates / Registration / Operators Manual**

Check condition and currency of license plate and registration and appropriate manuals. Insure accident report forms and other appropriate documents are up to date and available in the vehicle. Check for operating manual for the wheelchair lift.

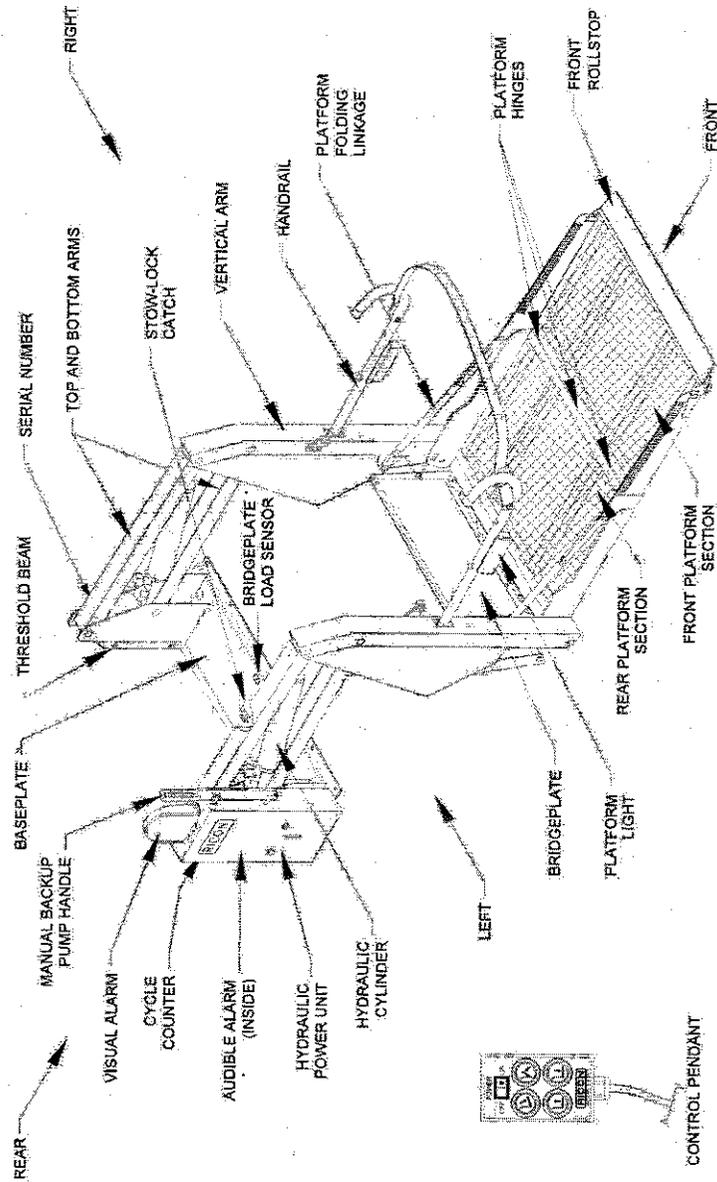
**33. Air Conditioning Systems Check**

Each spring, prior to the season for constant air conditioning use, the air conditioning system should be scheduled for a thorough operational check. The system should be checked with the appropriate air conditioning service equipment and gauges. Check the entire system for leaks.

**Note:** The Freon level should be checked and serviced as necessary.

It the system is to be serviced with the opening of a closed system, the complete system should be evacuated; the receiver dryer replaced and the system must be completely recharged, including refrigerant oil.

**Note:** All air conditioning work must be performed by a licensed certified technician.



K-Series Ricon Lift Major Components

Regular maintenance of the Ricon KlearVue K-series Public Use wheelchair lift will optimize its performance and reduce the need for repairs. This chapter contains lubrication and cleaning instructions, a maintenance schedule, troubleshooting section, and maintenance diagrams.

**CAUTION**

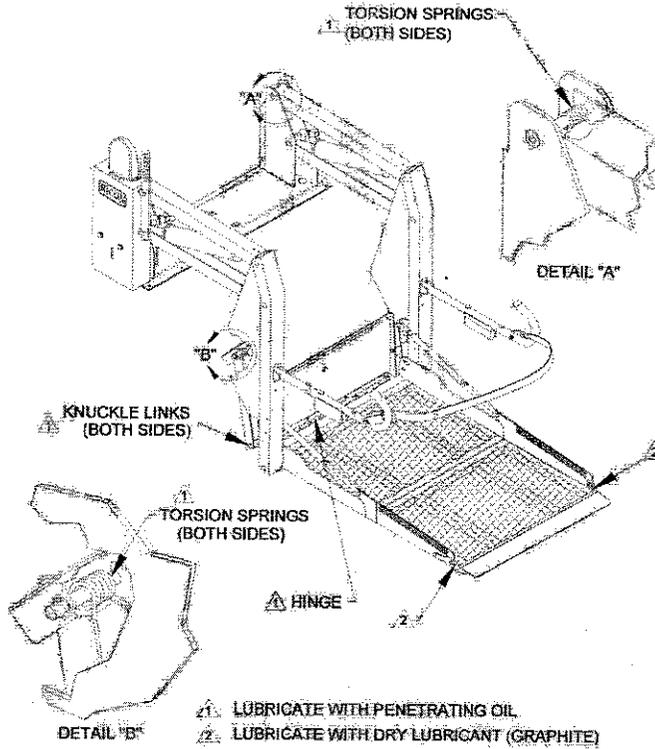
This Ricon product is highly specialized. Maintenance and repairs must be performed by an authorized Ricon service technician using Ricon replacement parts.

**A. LUBRICATION**

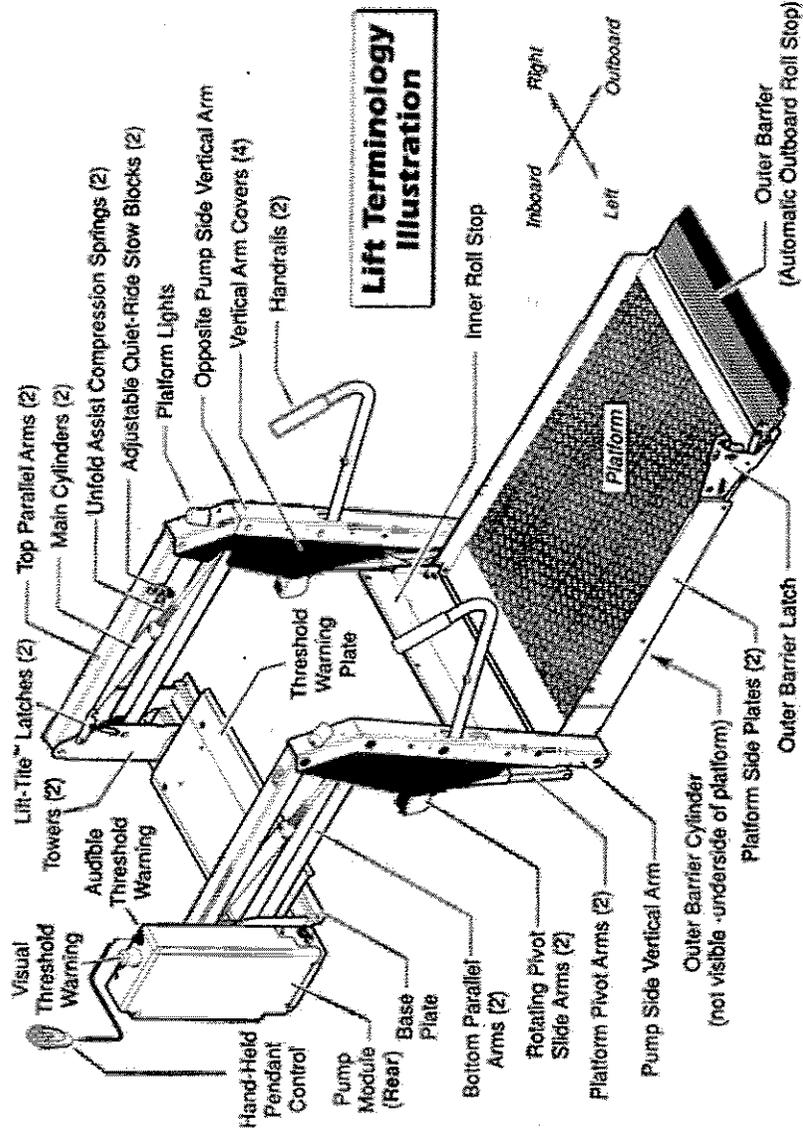
**CAUTION**

Do not lubricate motor or other electrical components. Lubrication of electrical components may collect dirt and debris, causing short circuits.

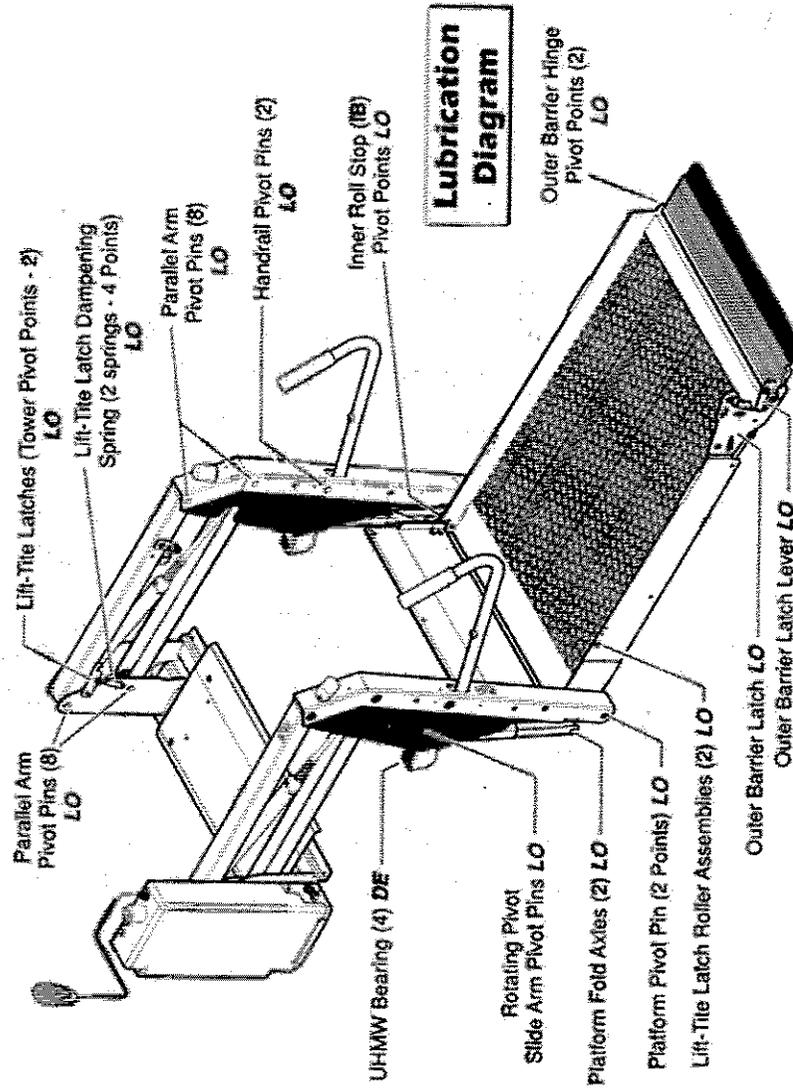
Lubrication should be performed at least every six months or sooner depending on usage.  
Lubricate lift at points indicated with lubricants specified.



K-Series Ricon Lift Lubrication Points



Braun Millennium Series



LO=Light Penetrating Oil  
(30 Weight or equivalent)  
DE=Stainless Stick Style  
tube Door-Ease

Braun Millennium Series

## DAILY VEHICLE INSPECTION

*Daily vehicle inspections are crucial to the success of the Preventive Maintenance Program. Investing a short time on a daily basis to inspect each vehicle will help detect problems early, thereby improving safety and decreasing vehicle repair cost.*

*Each driver will inspect his or her vehicle before departure by completing the Daily Vehicle Inspection Checklist. The completed checklist is submitted to the transportation manager at the end of the drivers shift so that necessary maintenance can be noted and scheduled accordingly.*

*The following notes should be given to each driver to use during vehicle inspections and to keep as a reference tool.*

**Florida Department of Transportation  
Public Transit Office**

**DAILY VEHICLE INSPECTION CHECKLIST**

Inspect each item below. If there is not a problem place a (/) in the box to the left of the item. If there is a problem, an item needs maintenance, or damage is found, place an (x) in the box to the left of the item. Use the box to the right for comments.

Vehicle ID # _____		Date ____/____/____
<b>Under Hood</b>		<b>Comments</b>
<input type="checkbox"/>	Oil level	
<input type="checkbox"/>	Radiator level	
<input type="checkbox"/>	Battery level	
<input type="checkbox"/>	Windshield Washer level	
<input type="checkbox"/>	Engine/Hoses/Belts	
<b>Interior</b>		<b>Comments</b>
<input type="checkbox"/>	Gauges/Instruments	
<input type="checkbox"/>	Windshield Wipers	
<input type="checkbox"/>	Passenger Doors	
<input type="checkbox"/>	Horn	
<input type="checkbox"/>	Steering	
<input type="checkbox"/>	Brakes	
<input type="checkbox"/>	Blower Fans	
<input type="checkbox"/>	Interior Lights	
<input type="checkbox"/>	Rear Vision Mirrors	
<input type="checkbox"/>	Cleanliness	
<b>Safety Equipment</b>		<b>Comments</b>
<input type="checkbox"/>	Flares/Triangles	
<input type="checkbox"/>	First Aid Kit	
<input type="checkbox"/>	Flashlight	
<input type="checkbox"/>	Back-Up Alarm	
<input type="checkbox"/>	Fire Extinguisher	
<b>Accessibility Equipment</b>		<b>Comments</b>
<input type="checkbox"/>	Fully operable W/C lift/ramp	
<input type="checkbox"/>	Proper number of belts and securement devices	
<input type="checkbox"/>	Belts and securement devices in good condition	
<b>Exterior</b>		<b>Comments</b>
<input type="checkbox"/>	Headlights	
<input type="checkbox"/>	Tail/Brake Lights	
<input type="checkbox"/>	Turn Signals	
<input type="checkbox"/>	Clearance Lights	
<input type="checkbox"/>	Windshield Wipers	
<input type="checkbox"/>	Fresh Body Damage	
<input type="checkbox"/>	Exhaust System	
<input type="checkbox"/>	Tires/Wheels	
<input type="checkbox"/>	Cleanliness	

Carefully inspect the entire vehicle exterior.  
On the illustrations below, locate and note any damage or problems using the following code:

Dent: **X**      Scratch: 

Indicate any other damage by circling the area and then describe the damage.

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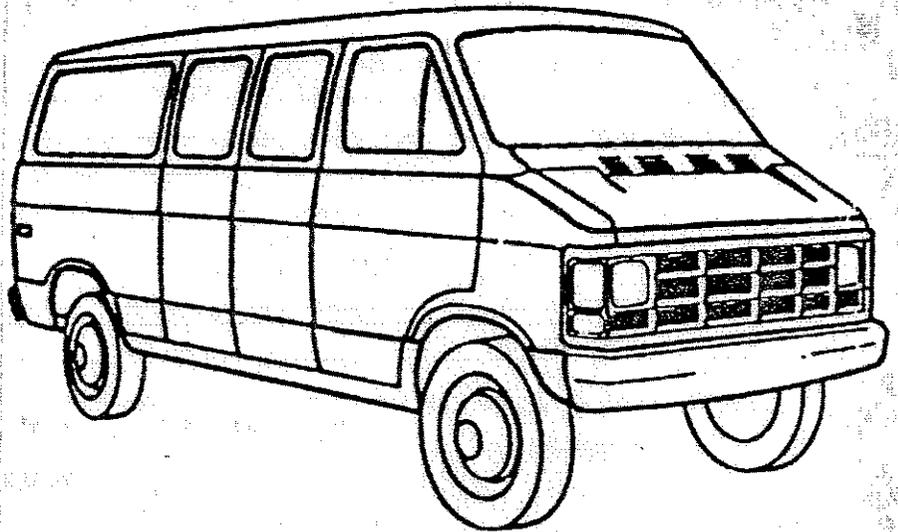
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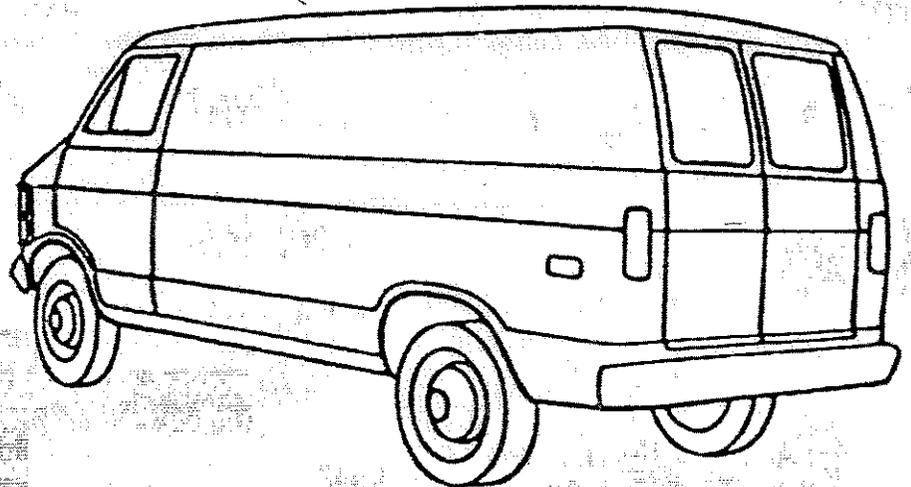
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Drivers Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## **NOTES TO DRIVERS ABOUT THE DAILY VEHICLE INSPECTION**

*The vehicle inspection checklist provided to pages 20-21 will help you remember all of the important things that must be inspected on a daily basis, and it provides an easy-to-follow sequence for performing your inspection in a logical manner. Read through pages 22-27 for general information and to clarify any of the parts of the inspection process. Then do a dry run inspection while completing the checklist. Ask your manager if you have any questions at all about the procedure.*

---

### **Under the hood**

Check for problems under the hood at the beginning of your inspection before starting the engine. It is easier and safer when the engine is cool.

Check the engine, radiator, and battery fluids. If low, make a note of it on your inspection checklist. If any fluids are below the safe level, see the mechanic for assistance.

Also, check hoses for cracks or possible leaks and belts for any visible damage. Report any wear on the checklist as soon as it begins to show.

---

### **Vehicle Interior**

Since you will need to leave the vehicle compartment while the vehicle is running, it is a good idea to put the chocks behind the wheels before starting the motor.

Begin while seated behind the steering wheel.

First, **put on the parking brake.**

Then, turn on the ignition.

Check the oil pressure, fuel, and alternator gauges.

**If the oil pressure light stays on** or the gauge shows the oil pressure to be dangerously low, turn the motor off until the problem can be corrected.

**If the alternator or generator light stays on or gauge indicates a discharge**, the battery may not be charging. To guard against the possibility of becoming stranded along the route due to a dead battery, have the problem located and corrected right away.

Check the **windshield wipers** to make sure they are working and are not worn or stripped.

Check **passenger door** for proper operation.

Adjust your mirrors so that you can see what you need to see from your normal driving position. When you are adjusting your mirrors, keep in mind what you want to be able to see within your safety zone.

**Test your horn** to make sure it works.

**Turn the steering wheel** gently to make sure it is not loose or there is no abnormal play or stiffness in the steering assembly.

**Push on the brake pedal.** If the tension feels spongy or soft, note this on your checklist. Your brakes may need to be adjusted.

**Check the blower fan** to see if it works so you will be able to use the heater, defroster or air conditioner.

**Check the interior lights.** If any lights are not working, note these on your checklist.

*Note on your checklist anything in the interior of the vehicle that needs attention.*

---

## **Safety Equipment**

Check your emergency equipment to make sure it is in the right location and in working order.

Emergency equipment should include:

- ✚ A properly charged fire extinguisher
- ✚ Warning devices such as cones, triangles, flares
- ✚ A first aid kit (if required)
- ✚ Extra fuses (if required)
- ✚ A flashlight with fresh batteries
- ✚ Instructions for manual operation of wheelchair lift

Look around your vehicle to make sure it is clean and clear of trash, debris or loose items. Trash or debris left in the vehicle can be tossed about by careless passengers and can cause slips, falls and fires. A clean vehicle presents a professional image.

Check any special accessibility equipment if your vehicle is so equipped.

**Examine tie downs** for signs of damage or excessive wear. Make sure they can be properly secured to the floor.

**Check all lift and ramps by operating them through one complete cycle.** Make sure they are functioning properly. (You may have to move the vehicle to ensure proper clearance while performing this part of the

inspection. This is also a good time to check the interlock system.

***Make sure all doors and emergency exits are functional and unobstructed.***

---

## **Vehicle Exterior**

**Turn on all exterior lights.** With the vehicle in park and the emergency brakes still on, begin the exterior check from the front of the vehicle.

**During the exterior inspection, be sure to note and report any evidence of fresh damage to the vehicle.** Reporting such damage now may save you a lengthy and difficult explanation or report later. Space is provided for you on the Daily Vehicle Inspection Checklist to note and describe any exterior damage.

**Check the headlights, signal lights, emergency flashers, and clearance lights** to make sure they are working.

**Check the left front tire** for any signs of road damage, under inflation, or missing or loose lug nuts. Check the air pressure with an air pressure gauge. Take care to maintain your tires at the recommended pressure.

A soft tire is very susceptible to severe road damage.

**An overinflated tire causes a bumpier and less comfortable ride, especially for elderly or disabled.** Check the condition of the side marker light.

**Move to the back of the vehicle and inspect the left rear tire** for obvious damage, Check the air pressure with an air pressure gauge.

**While at the back of the vehicle,** check the tail lights, the brake lights, turn signals, emergency flashers, and any other

clearance lights, reflectors or signs. (This may require assistance)

Make sure they are free from mud or dirt.

Carry a rag with you to clean any dirty lights which may be hard to see even after dark.

**Check the right rear tire.** If there are any other lights or outside signs for your boarding doors or lifts, make sure they are in place and clean.

**Check under the vehicle.** Make sure there are no foreign or unfamiliar objects hanging down or wedged underneath. Listen and check for any signs of an exhaust leak. Also, check the transmission fluid and visually check for puddles of fluid under the vehicle. If the vehicle is leaking fluid, report it to your supervisor.

**Move to the front of the vehicle and examine the right front tire** in the same manner as the left tire and check the condition of the side marker light.

Now that the engine has reached operating temperature, check the transmission fluid level. Vehicle should be on level surface in park.

---

### **Final Preparations**

Now, turn off all the lights and the engine and remove the wheel chocks.

If your vehicle is safe and in good condition you are finished with your daily inspection.

If you are not sure or not satisfied with the condition of the vehicle, check with a supervisor before driving the vehicle.

Remember that any problems you experience with the vehicle during your shift should be reported so that repairs or adjustments can be made as quickly as possible.

At the end of your shift, turn in the Daily Vehicle Inspection Checklist to the maintenance manager or your supervisor.

## **GENERAL NOTES ABOUT THE DAILY VEHICLE INSPECTION CHECKLIST**

*An important part of preventive maintenance is the establishment of strong communication ties between drivers, mechanics / repair garages, and management. An easy way to ensure and document this communication link is by way of the drivers Daily Vehicle Inspection Checklist.*

*Drivers should be given blank copies of the checklist to keep on a clipboard in their vehicle.*

*Each driver will need to conduct the inspection and fill out the checklist before beginning their route. Safety problems should be reported immediately before you start your route.*

*Drivers should add comments to the checklist if a problem arises during the shift.*

*The person designated responsible for the maintenance of the vehicles should monitor these checklists daily and schedule maintenance accordingly.*

*The checklist provided is a sample and you may choose to add or delete items at your discretion, provided it meets or exceeds the minimum requirements in Rule 14.90.006 (7) (a) Florida Administrative Code. In any case, documented daily inspections must be included in the permanent vehicle file.*

## COMPREHENSIVE MAINTENANCE RECORD

*A Comprehensive Maintenance Record should be kept on file for each vehicle. This record should be filled out every time any maintenance is performed on that vehicle.*

*Benefits of keeping a Comprehensive Maintenance Record on file are as follows:*

- ✦ Provides a quick reference to the vehicle*
- ✦ Provides a complete history of repairs*
- ✦ Identifies chronic problems*
- ✦ Show trends in mileage and fuel consumption*
- ✦ Track responsibility for repairs*
- ✦ Records the amount of time vehicle is not available for service*

---

## **COMPREHENSIVE MAINTENANCE RECORD FORMS**

*There are three basic forms commonly used for proper maintenance records. They are the Work Order, Monthly Summary, and the Maintenance Log. Used properly they are a valuable tool in recognizing and correcting problems before they become costly. They are also a valuable tool for monitoring the quality of service you receive from a repair shop. Below is a brief description of the forms.*

---

### **Work Order**

This is a detailed description of a specific repair performed on your vehicle. This form should be used for either in-house or private garage repairs. It can be very helpful when you are trying to identify a chronic problem or research maintenance history.

### **Monthly Summary**

This form provides a monthly summary of the vehicles use. It will show trends in mileage and fuel consumption, provides a quick reference to the vehicle, and records the amount of time the vehicle is not available for service.

### **Maintenance Log**

This form provides a complete history of repairs, identifies chronic problems, and tracks responsibility for repairs. The entire fleet is usually maintained in one book which will provide a quick reference to the vehicle without having to pull the file.



## **Warranty Recovery System**

Every maintenance program should include a warranty recovery system to ensure that cost of parts and repairs on warranty-covered items are recovered.

### **Failed Components**

Parts and components that may have failed prematurely are checked to determine if the part or component is covered under warranty. If the part or component is covered by a warranty, it is returned to the vendor.

### **Return to manufacturer/vendor**

Authorization for warranty return and labor claims, if applicable, are obtained from the manufacturer or vendor. Information is supplied to the vendor on the circumstances of the failure, if known. The item is then returned to the vendor warranty department for repair or replacement. Transit Agency retains copy of the warranty claim form for tracking purposes.

### **Receipt from manufacturer/vendor**

When a unit is received, it is entered into the inventory system coded as a warranty replacement. This is forwarded to the Accounting Department to make the necessary accounting adjustments. Labor credit if received is applied to the appropriate cost center via a credit entry applied to the work order used when the defective part was removed.

**Appendix E**  
**Medical Examination Form 725-030-011**





5. BLOOD PRESSURE EVALUATION / PULSE RATE				Numerical readings must be recorded.	
Blood Pressure	Systolic	Diastolic	Driver qualified if $\leq 160/90$ on initial exam.	Pulse Rate	<input type="checkbox"/> Regular <input type="checkbox"/> Irregular
On initial exam			Within 3 months		
If 161 – 180 and/or 91 – 104. qualify 3 mos. only.			If $\leq 160$ and/or 90, qualify for 1 yr. Document Rx & control the 3 <sup>rd</sup> month		
If $> 180$ and/or 104, not qualified until reduced to $< 181/105$ . Then qualify for 3 mos. only.			If $\leq 160$ and/or 90, qualify for 6 mos. Document Rx & control the 3 <sup>rd</sup> month		
Certify					
Annually if acceptable BP is maintained					
Biannually					

Medical examiner should take at least 2 readings to confirm blood pressure.

6. LABORATORY AND OTHER TEST FINDINGS					Numerical readings must be recorded.				
Urinalysis is required. Protein, blood or sugar in the urine may be an indication for further testing to rule out any underlying medical problem.					URINE SPECIMEN	SP.GR.	PROTEIN	BLOOD	SUGAR

**Diabetes. Pre-employment Medical Examination:** If, during a pre-employment examination, it is noted that a driver applicant has a medical history or clinical diagnosis of diabetes mellitus requiring insulin for control, the person shall not be qualified to drive a bus. **Biennial Medical Examination:** If diabetes is noted for an existing driver at the time of his or her examination, excluding pre-employment, and the diabetic condition is stabilized or controlled by insulin, oral medication and/or diet that can be obtained while the driver is on duty, then the driver may be qualified. Notwithstanding, the driver must remain under medical supervision as determined by the medical examiner. Other Testing (Describe and record)

7. PHYSICAL EXAMINATION		Height: _____ (in.)	Weight: _____ (lbs.)
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The presence of a certain condition may not necessarily disqualify a driver, particularly if the condition is controlled adequately, is not likely to worsen or is readily amenable to treatment. Even if a condition does not disqualify a driver, the medical examiner may consider deferring the driver temporarily. Also, the driver should be advised to take the necessary steps to correct the condition as soon as possible particularly if the condition, if neglected, could result in more serious illness that might affect driving.

Check YES if there are any abnormalities. Check NO if the body system is normal. Discuss any YES answers in detail in the space below, and indicate whether it would affect the driver's ability to operate a bus safely. Enter applicable item number before each comment. If organic disease is present, note that it has been compensated for. See Instructions To The Medical Examiner for guidance.

BODY SYSTEM	CHECK FOR:	YES	NO	BODY SYSTEM	CHECK FOR:	YES	NO
1. General Appearance	Marked overweight, tremor, signs of alcoholism, problem drinking, or drug abuse.	<input type="checkbox"/>	<input type="checkbox"/>	7. Abdomen and Viscera	Enlarged liver, enlarged spleen, masses, bruits, hernia, significant abdominal wall muscle weakness.	<input type="checkbox"/>	<input type="checkbox"/>
2. Eyes	Pupillary equality, reaction to light, accommodation, ocular motility, ocular muscle imbalance, extraocular movement, nystagmus, exophthalmos, strabismus uncorrected by corrective lenses, retinopathy, cataracts, aphakia, glaucoma, macular degeneration.	<input type="checkbox"/>	<input type="checkbox"/>	8. Vascular system	Abnormal pulse and amplitude, carotid or arterial bruits, varicose veins.	<input type="checkbox"/>	<input type="checkbox"/>
3. Ears	Middle ear disease, occlusion of external canal, perforated eardrums	<input type="checkbox"/>	<input type="checkbox"/>	9. Genito-urinary system	Hernias.	<input type="checkbox"/>	<input type="checkbox"/>
4. Mouth and Throat	Irremediable deformities likely to interfere with breathing or swallowing	<input type="checkbox"/>	<input type="checkbox"/>	10. Extremities-Limb impaired	Loss of impairment of leg, foot, toe, arm, hand, finger. Perceptible limp, deformities, atrophy, weakness, paralysis, clubbing, edema, hypotonia. Insufficient grasp and prehension in upper limb to maintain steering wheel grip. Insufficient mobility and strength in lower limb to operate pedals properly.	<input type="checkbox"/>	<input type="checkbox"/>
5. Heart	Murmurs, extra sounds, enlarged heart, pacemaker.	<input type="checkbox"/>	<input type="checkbox"/>	11. Spine, other musculoskeletal	Previous surgery, deformities, limitation of motion, tenderness.	<input type="checkbox"/>	<input type="checkbox"/>
6. Lungs and chest, not including breast examination.	Abnormal chest wall expansion, abnormal respiratory rates, abnormal breath sounds including wheezes or alveolar rates, impaired respiratory function, dyspnea, cyanosis. Abnormal findings on physical exam may require further testing such as pulmonary tests and/or xray of chest.	<input type="checkbox"/>	<input type="checkbox"/>	12. Neurological	Impaired equilibrium, coordination or speech pattern; paresthesia, asymmetric deep tendon reflexes, sensory or positional abnormalities, abnormal patellar and Babinski's reflexes, ataxia.	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS:

Note certification status here and on the Medical Examination Certificate. See Instructions to the Medical Examiner and qualification criteria for guidance.

<input type="checkbox"/> Meets standards (Re-examine in 2 years)	<input type="checkbox"/> Wearing corrective lenses
<input type="checkbox"/> Does not meet standards	<input type="checkbox"/> Wearing hearing aid
<input type="checkbox"/> Meets standards, but periodic evaluation required.	
Due to _____ driver qualified only for: <input type="checkbox"/> 3 months <input type="checkbox"/> 6 months <input type="checkbox"/> 1 year <input type="checkbox"/> Other	<input type="checkbox"/> Temporarily disqualified due to (condition or medication):
Return to medical examiner's office for follow up on:	
Please provide a completed Medical Examination Certificate to the driver's employer in accordance with 14-90.0041.	Medical Examiner's Signature: _____
Driver may request a copy of his/her completed Medical Examination Report from the medical examiner.	Medical Examiner's Name (print): _____ <input type="checkbox"/> MD <input type="checkbox"/> DO <input type="checkbox"/> Physician Assistant <input type="checkbox"/> Advanced Registered Nurse Practitioner
	Address: _____
	Telephone Number: _____

**MEDICAL EXAMINATION CERTIFICATE**

**for Bus Transit System Driver**

I certify that I have examined \_\_\_\_\_ in accordance with the requirements in Rule 14-90.0041, Florida Administrative Code, and referenced FDOT Form 725-030-11, and with knowledge of driving duties, I find that this person:

Note certification status here and on the medical examination form.		If applicable, only when:	
<input type="checkbox"/> MEETS STANDARDS (RE-EXAMINE IN 2 YEARS)		<input type="checkbox"/> Corrective Lenses	
<input type="checkbox"/> DOES NOT MEET STANDARDS		<input type="checkbox"/> Wearing hearing aid	
<input type="checkbox"/> MEETS STANDARDS, BUT PERIODIC EVALUATION REQUIRED		<input type="checkbox"/> Temporarily disqualified due to:	
DRIVER IS QUALIFIED ONLY FOR:			
<input type="checkbox"/> 3-MONTHS	<input type="checkbox"/> 6-MONTHS	<input type="checkbox"/> 1 YEAR	<input type="checkbox"/> OTHER

Return to medical examiner's office for follow-up on \_\_\_\_\_  
 The information I have provided regarding this physical examination is true and complete. A complete examination form with any attachments embodies my findings completely and correctly, and is on file in my office.

Medical Examiner's Signature:	Telephone:	Date:
Medical Examiner's Name: (Print)	Medical Examiner's License or certificate number	
Issuing State:		
<input type="checkbox"/> MD	<input type="checkbox"/> Physician Assistant	<input type="checkbox"/> Advanced Registered Nurse Practitioner
<input type="checkbox"/> DO		
Office Address: (Print)	CITY	STATE
	COUNTY	ZIP
Name of Driver: (Print)	Driver License No.	Issuing State:
Signature of Driver:		Date:

## INSTRUCTIONS TO THE MEDICAL EXAMINER

### General Information

The purpose of this examination is to determine a driver's physical qualification to operate a bus according to the requirements in Rule 14-90.0041, Florida Administrative Code, and referenced Department Form 775-030-01, including the qualification criteria set forth below. The medical examiner must be knowledgeable of these requirements and instructions to assist the medical examiner in making the qualification determination. The medical examiner should be familiar with the driver's responsibilities and work environment. In addition to reviewing the Health History section with the driver and conducting the medical examination, the medical examiner should discuss common prescriptions and over-the-counter medications relative to the side effects and hazards of these medications while driving and educate the driver to read the warning labels on all medications. History of certain conditions may be cause for rejection, as determined by the medical examiner. The medical examiner may indicate the need for additional laboratory tests or more stringent examination perhaps by a medical specialist. These decisions should be made in light of the driver's job responsibilities, work schedule, and potential for the conditions to render the driver unsafe. Medical conditions should be recorded even if they are not cause for denial, and they should be discussed with the driver to encourage appropriate remedial care. This advice is especially needed when a condition, if neglected, could develop into a serious illness that could affect driving. If the medical examiner determines that the driver is fit to drive, the medical examiner signs and dates the Medical Examiner's Certificate. The certificate is valid for two years, unless the driver has a medical condition that does not prohibit driving but does require more frequent monitoring. In such situations, the medical examiner shall determine if the medical certificate should be issued for a shorter length of time. The medical examination should be done carefully and at least as complete as indicated by the indicated advisory and qualification criteria.

### Advisory and Qualification Standards

**Extremities.** Carefully examine upper and lower extremities. Note any and all deformities, the presence of atrophy, semi-paralysis or paralysis, or varicose veins. Record the loss or impairment of a hand or finger which interferes with prehension or power grasping, or an arm, foot, or leg which interferes with ability to perform normal tasks associated with operating a bus; or any other significant limb defect or limitation which interferes with ability to perform normal tasks associated with operating a bus. If a hand or finger deformity exists, determine whether sufficient grasp is present to enable the driver to secure and maintain a grip on the steering wheel. If a leg deformity exists, determine whether sufficient mobility and strength exist to enable the driver to operate pedals properly. Particular attention should be given to and a record should be made of, any impairment or structural defect that may interfere with the driver's ability to operate a bus safely.

**Diabetes. Pre-employment Medical Examination:** If, during a pre-employment examination, it is noted that a driver applicant has a medical history or clinical diagnosis of diabetes mellitus requiring insulin for control, the person shall not be qualified to drive a bus. **Biennial Medical Examination:** If diabetes is noted for an existing driver at the time of his or her examination, excluding pre-employment, and the diabetic condition is stabilized or controlled by insulin, oral medication and/or diet that can be obtained while the driver is on duty, then the driver may be qualified. Notwithstanding, the driver must remain under medical supervision as determined by the medical examiner.

**Cardiovascular Condition.** A person is qualified if that person has no current clinical diagnosis of myocardial infarction, angina pectoris, coronary insufficiency, thrombosis or any other cardiovascular disease of a variety known to be accompanied by syncope, dyspnea, collapse or congestive heart failure. The term "has no current clinical diagnosis of" is specially designed to encompass: "a clinical diagnosis of" (1) a current cardiovascular condition, or (2) a cardiovascular which has not fully stabilized, regardless of the time limit. The term "known to be accompanied by" is defined to include a *clinical diagnosis* or cardiovascular disease (1) which is accompanied by symptoms of syncope, dyspnea, collapse or congestive cardiac failure: and/or (2) which is likely to cause syncope, dyspnea, collapse or congestive cardiac failure. The subjective decision of whether the nature and severity of an individual's condition will likely cause symptoms of cardiovascular insufficiency is on an individual basis and qualification rests with the medical examiner and the bus transit system. In those cases where there is an occurrence of cardiovascular insufficiency (myocardial infarction, thrombosis, etc.), it is suggested before a driver is certified that he or she have a normal resting and stress electrocardiogram (ECG), no residual complications and no physical limitations, and is taking no medication likely to interfere with safe driving. Coronary artery bypass surgery and pacemaker implantation are remedial procedures and thus, not disqualifying. Coumadin is a medical treatment that can improve the health and safety of a driver and should not, by its use, medically disqualify the driver. The emphasis should be on the underlying medical conditions that require treatment and the general health of the driver.

**Respiratory Dysfunction.** A person is qualified if that person has no established medical history or clinical diagnosis of a respiratory dysfunction likely to interfere with the ability to control and drive a bus safely. Since a driver must be alert at all times, any change in his/her mental state is in direct conflict with highway safety. Even the slightest impairment in respiratory function under emergency conditions (when greater oxygen supply is necessary for performance) may be detrimental to safe driving. There are many conditions that interfere with oxygen exchange and may result in incapacitation, including emphysema, chronic asthma, carcinoma, tuberculosis, chronic bronchitis and sleep apnea. If the medical examiner detects a respiratory dysfunction, which is in any way likely to interfere with the driver's ability to safely control and drive a bus, the driver must be referred to a specialist for further evaluation and therapy. Anticoagulation therapy for deep vein thrombosis and/or pulmonary thromboembolism is not disqualifying once optimum dosage is achieved, provided lower extremity venous examinations remain normal and the treating physician gives a favorable recommendation.

**Hypertension.** A person is qualified if that person has no current clinical diagnosis of high blood pressure likely to interfere with the ability to operate a bus safely. A blood pressure of greater than 161-180 and/or 91-104 diastolic is considered mild hypertension, and the driver is not necessarily unqualified during evaluation and institution of treatment. The driver is given a 3-month period to reduce his/her blood pressure to less than or equal to 160/90; the certifying physician should state on the medical certificate that it is only valid for that 3-month period. If the driver is subsequently found qualified with a blood pressure less than or equal to 160/90, the certifying may issue a medical certificate for a 1-year period, but should confirm blood pressure control in the third month of this 1-year period. The individual should be certified annually thereafter. The expiration date must be stated on the medical certificate. A blood pressure greater than 180 systolic and/or greater than 104 diastolic is considered moderate to severe. The driver may not be qualified, even temporarily, until his/her blood pressure has been reduced to less than 181/105. The examining physician may temporarily certify the individual once the individual's blood pressure is below 181 and/or 105. For blood pressure greater than 180 and/or 104, documentation of continued control should be made every 6 months. The individual should be certified biannually thereafter. The expiration date must be stated on the medical certificate. Drivers with normal blood pressure who are taking medications for hypertension should be certified on the same basis as individuals with blood pressure in the mild or moderate to severe range. Annual re-certification is recommended if the medical examiner is unable to establish the blood pressure at the time of diagnosis. An elevated blood pressure finding should be confirmed by at least two subsequent measurements on different days. Inquiry should be made regarding smoking, cardiovascular disease in relatives, and immoderate use of alcohol. An electrocardiogram (ECG) and blood profile, including glucose, cholesterol, HDL cholesterol, creatinine and potassium, should be made. An echocardiogram and chest x-ray is desirable in subjects with moderate and severe hypertension.

Since the presence of target damage increases the risk of sudden collapse, group 3 or 4 hypertensive retinopathy, left ventricular hypertrophy not otherwise explained (echocardiography or ECG by Estes criteria) evidence of severely reduced left ventricular function, or serum creatinine of greater than 2.5 warrants the driver being found unqualified to operate a bus. Treatment nonpharmacologic and pharmacologic modalities as well as counseling to reduce other risk factors. Most anti-hypertensive medications also have side effects, the importance of which must be judged on

an individual basis. Individuals must be alerted to the hazards of these medications while driving. Side effects of somnolence or syncope are particularly undesirable in bus drivers. A driver who has normal blood pressure 3 or more months after a successful operation for pheochromocytoma, primarily aldosteronism (unless bilateral adrenalectomy has been performed), renovascular disease or unilateral renal parenchymal disease, and who shows no evidence of target organ may be qualified. Hypertension that persists, despite surgical intervention, should be evaluated and treated following the guidelines set forth in this section.

**Rheumatic, Arthritic, Orthopedic, Muscular, Neuromuscular or Vascular Disease.** A person is qualified if that person has no established medical history or clinical diagnosis of Rheumatic, Arthritic, Orthopedic, Muscular, Neuromuscular or Vascular Disease, which interferes with the ability to control and operate a bus safely. Certain diseases are known to have acute episodes of transient muscle weakness, poor muscle coordination (ataxia), abnormal sensations (paresthesia) decreased muscular tone (hypotonia) visual disturbances and pain which may be suddenly incapacitating. With each recurring episode, these symptoms may become more pronounced and remain for longer periods of time. Other diseases have more insidious onsets and display symptoms of muscle wasting (atrophy) swelling and paresthesia which may not suddenly incapacitate a person but may restrict his/her movement and eventually interfere with the ability to drive safely. In many instances these diseases are degenerative in nature or may result in the deterioration of the involved area. Once the individual has been diagnosed with having Rheumatic, Arthritic, Orthopedic, Muscular, Neuromuscular or Vascular Disease, then he/she has an established history of that disease. The physician when examining the individual should consider the following: (1) the nature and severity of the individual's condition (such as sensory loss or loss of strength); (2) the degree of the limitation present (such as range of motion); the likelihood of progressive limitation (not always present initially, but may manifest itself over time); and (4) the likelihood of sudden incapacitation. If severe functional impairment exists, the driver does not qualify. In cases when more frequent monitoring is required, a certificate for a shorter time period may be issued.

**Epilepsy.** A person is qualified if that person has no established medical history or clinical diagnosis of epilepsy or any other condition which is likely to cause loss of consciousness or any loss of ability to control a bus. Epilepsy is a chronic functional disease characterized by seizures or episodes that occur without warning, resulting in loss of voluntary control that may lead to loss of consciousness and/or seizures. Therefore, the following drivers cannot be qualified: (1) a driver who has a medical history of epilepsy; or (2) a driver who has a current clinical diagnosis of epilepsy; or (3) a driver who is taking anti-seizure medication. If an individual has had a sudden episode of non-epileptic seizure or loss of consciousness of an unknown cause which did not require anti-seizure medication, that decision as to whether the person's condition will likely cause loss of consciousness or loss of ability to control a bus is made on an individual basis by the medical examiner in consultation with the treating physician. Before certification is considered, it is suggested that a 6-month waiting period elapse from the time of the episode. Following the waiting period, it is suggested that the individual complete a neurological examination. If the results of the examination are negative and anti-seizure medication is not required, then the driver may be qualified. In those individual cases where a driver has a seizure or an episode of loss of consciousness that resulted from a known medical condition (e.g. drug reaction, high temperature, acute infectious disease, dehydration or acute metabolic disturbance), certification should be deferred until the driver has fully recovered from that condition and has no existing residual complications, and not taking anti-seizure medication.

**Mental Disorders.** A person is qualified if that person has no mental, nervous, organic or functional disease or psychiatric disorder likely to interfere with ability to drive a bus safely. Emotional or adjustment problems contribute directly to an individual's level of memory, reasoning, attention and judgment. These problems often underlie physical disorders. A variety of functional disorders can cause drowsiness, dizziness, confusion, weakness or paralysis that may lead to uncoordination, inattention, loss of functional control and susceptibility to accidents while driving. Physical fatigue, headache, impaired coordination, recurring physical ailments and chronic "nagging" pain may be present to such a degree that certification for driving is inadvisable. Somatic and psychosomatic complaints should be thoroughly examined when determining an individual's overall fitness to drive. Disorders of a periodical incapacitating nature, even in the early stages of development, may warrant disqualification. Many bus drivers have documented that "nervous trouble" related to neurotic, personality, emotional or adjustment problems is responsible for a significant fraction of their preventable accidents. The degree to which an individual is able to appreciate, evaluate and adequately respond to environmental strain and emotional stress is critical when assessing an individual's mental alertness and flexibility to cope with the stresses of driving a bus. When examining the driver, it should be kept in mind that individuals who live under chronic emotional upsets might have deeply ingrained maladaptive or erratic behavior patterns. Excessively antagonistic, instinctive, impulsive, openly aggressive, paranoid or severely depressed behavior may greatly interfere with the driver's ability to drive safely. Those individuals who are highly susceptible to frequent states of emotional instability (schizophrenia, affective psychoses, paranoia, anxiety or depressive neuroses) may warrant disqualification. Careful consideration should be given to the side effects and interactions of medications in the overall qualification determination.

**Vision.** A person is qualified if that person meets the vision standard established by the State of Florida for Operator and Commercial Driver License, as applicable. The current standards are as follows: Must have visual acuity of 20/40 (Snellen) (or better) in one eye, must have 20/40 (or better) vision in the other eye, with or without corrective lenses. If 20/70 (or better) vision in either eye separately, or in both eyes together, the worst eye must have vision screening better than 20/200, with or without corrective lenses. Referral to an eye doctor is recommended. If an individual meets the criteria by use of glasses or contact lenses, the following statement shall appear on the Medical Examiner's Certificate: "Qualified only if wearing corrective lenses."

**Hearing.** A person is qualified if that person first perceives a forced whispered voice in the better ear not less than 5 feet with or without the use of a hearing aid, or, if tested by use of an audiometric device, does not have an average of hearing loss in the better ear greater than 40 decibels at 500 Hz, 1,000 Hz and 2,000 Hz, with or without a hearing aid or audiometric device calibrated to American National Standard (formerly ASA standard) Z24.5-1951. The prescribed standard is under the American Standards Association (ANSI), therefore it may be necessary to convert the audiometric results from the ISO standard to the ANSI standard. Instructions are included on the Medical Examination report form. If an individual meets the criteria by using a hearing aid, the driver must wear the hearing aid and have it in operation at all times while driving. For the whispered voice test, the driver should be stationed at least 5 feet away from the examiner with the ear being tested towards the examiner. The other ear is covered. Using the breath which remains after a normal expiration, the examiner whispers words or random numbers such as 66, 18, 23, etc. The examiner should not use only sibilants (s-sounding test materials). The opposite ear should be tested in the same manner. If the individual fails the whisper test, the audiometric test should be administered. If the individual meets the criteria by use of a hearing aid, the following statement shall appear on the Medical Examiner's Certificate: "Qualified only when wearing a hearing aid".

## INSTRUCTIONS FOR PERFORMING AND RECORDING MEDICAL EXAMINATIONS

The medical examiner should review these instructions before performing the medical examination. Answer each question yes or no, where appropriate. The examiner should be aware of the rigorous physical demands and mental and emotional responsibilities placed on the bus transit system driver. In the interest of public safety, the examination shall ensure that the driver does not have any physical, mental, or organic defect of such a nature as to affect the driver's ability to operate safely a bus according to the criteria on the Medical Examination Report and any additional requirements established by the bus transit system.

**General Information.** The purpose of this history and medical examination is to detect the presence of physical, mental, or organic defects of such a character and extent as to affect the applicant/driver's ability to operate a bus safely according to these criteria and any additional physical requirements established by the bus transit system. The examination should be made carefully and at least as complete as indicated by these criteria and instructions. History of certain defects may be cause for rejection or indicate the need for making certain laboratory tests or a further, and more stringent, examination. Defects may be recorded which do not, because of their character or degree, indicate that medical qualification should be denied. However, these defects should be discussed with the driver/applicant and he/she should be advised to take the necessary steps to insure correction, particularly those of which, if neglected, might lead to a condition likely to affect his/her ability to drive safely.

**General Appearance and Development.** Note marked overweight. Note any posture defect, perceptible limp, tremor, or other defects that might be caused by alcoholism, thyroid intoxication, or other illnesses. Federal Transit Administration regulations prohibit use of controlled substances by a driver.

**Head - Eyes.** When other than the Snellen chart is used, the results of test must be expressed in values comparable to the standard Snellen test. If the applicant/driver wears corrective lenses, these should be worn while applicant/driver's visual acuity is being tested. In recording distance vision use 20 feet as normal. Report all vision as a fraction with 20 as numerator and the smallest type read at 20 feet as denominator. Note ptosis, discharge, visual fields, ocular muscle imbalance, color blindness, corneal scar, exophthalmos, or strabismus, uncorrected by corrective lenses. If the applicant/driver habitually wears contact lenses, or intends to do so while driving, there should be sufficient evidence to indicate that he/she has good tolerance and is well adapted to their use. The use of contact lenses should be noted on the record.

**Ears.** Note evidence of mastoid or middle ear disease, discharge, symptoms of aural vertigo, or Meniere's Syndrome. When recording hearing, record distance from patient from which a forced whispered voice can first be heard. If audiometer is used to test hearing, record decibel loss at 500 Hz, 1,000 Hz, and 2,000 Hz.

**Throat.** Note evidence of disease, irremediable deformities of the throat likely to interfere with eating or breathing, or any laryngeal condition which could interfere with the safe operation of a bus.

**Thorax - Heart.** Stethoscopic examination is required. Note murmurs and arrhythmias, and any past or present history of cardiovascular disease, of a variety known to be accompanied by syncope, dyspnea, collapse, enlarged heart or congestive heart failures. Electrocardiogram is required when findings so indicate.

**Blood Pressure.** Record with either spring or mercury column type sphygmomanometer. If the blood pressure is consistently above 160/90 mm. Hg., further tests may be necessary to determine whether the driver is qualified to operate a bus.

**Lungs.** If any lung disease is detected, state whether active or arrested; if arrested, your opinion as to how long it has been quiescent.

**Gastrointestinal System.** Note any diseases of the gastrointestinal system.

**Abdomen.** Note wounds, injuries, scars, or weakness of muscles of abdominal walls sufficient to interfere with normal function. Any hernia should be noted if present. State how long and if adequately contained by truss.

**Abnormal Masses.** If present, note location, if tender, and whether or not the applicant/driver knows how long they have been present. If the diagnosis suggests that the condition might interfere with the control and safe operation of a bus, more stringent tests are recommended.

**Tenderness.** When noted, state where most pronounced, and suspected cause. If the diagnosis suggests that the condition might interfere with the control and safe operation of a bus, more stringent tests are recommended.

**Genito - Urinary.** Urinalysis is required. Acute infections of the genito-urinary tract, as defined by local and State public health laws, indications from urinalysis of uncontrolled diabetes, symptomatic albumin-urea in the urine, or other findings that may indicate health conditions likely to interfere with the control and safe operation of a bus.

**Neurological.** If positive Romberg is reported, indicate degrees of impairment. Pupillary reflexes should be reported for both light and accommodation. Knee jerks are to be reported absent only when not obtainable upon reinforcement and as increased when the foot is actually lifted from the floor following a light blow on the patella, sensory vibratory and positional abnormalities should be noted.

**Extremities.** Carefully examine upper and lower extremities. Record the loss of impairment of a leg, foot, toe, arm, hand, or fingers. Note any and all deformities, the presence of atrophy, semiparalysis or paralysis, or varicose veins. If a hand or finger deformity exists, determine whether sufficient grasp is present to enable the driver to secure and maintain a grip on the steering wheel. If a leg deformity exists, determine whether sufficient mobility and strength exist to enable the driver to operate pedals properly. Particular attention should be given to and a record should be made of, any impairment or structural defect which may interfere with the driver's ability to operate a bus safely.

**Spine.** Note deformities, limitation of motion, or any history of pain, injuries or disease, past or presently experienced in the cervical or lumbar spine region. If findings so dictate, radiologic and other examinations should be used to diagnose congenital or acquired defects; or spondylolisthesis and scoliosis.

**Recto - Genital Studies.** Disease or conditions causing discomfort should be evaluated carefully to determine the extent to which the condition might be handicapping while lifting, pulling or during periods of prolonged driving that might be necessary as part of the driver's duties.

**Laboratory and Other Special Findings.** Urinalysis is required; as well as such other tests as the medical history or findings upon medical examination may dictate are necessary. A serological test is required if the applicant/driver has a history of luetic infection or present physical findings indicate the possibility of latent syphilis. Other studies deemed advisable may be ordered by the examining physician.

**Diabetes.** Pre-employment medical examination: If, during a pre-employment examination, it is noted that a driver applicant has a medical history or clinical diagnosis of diabetes mellitus requiring insulin for control, the person shall not be qualified to drive a bus. Biennial medical examination: If diabetes is noted for an existing driver at the time of his or her examination, excluding pre-employment, and the diabetic condition is stabilized or controlled by insulin, oral medication and/or diet that can be obtained while the driver is on duty, then the driver may be qualified. Notwithstanding, the driver must remain under medical supervision as determined by the medical examiner.

Upon completion of the examination, the examiner must date and sign the form and certificate and also provide his/her full name, and address of the examination office.

# **Appendix F**

## **Radio Operating Procedures**



Citrus County Transit buses and offices are equipped with two-way radios offering direct communication between offices and buses as well as communication between bus drivers.

Employees must comply with the following rules when operating a two-way radio:

1. Do not interrupt any transmission
2. All emergency transmissions have priority
3. Profane or obscene language is prohibited
4. False distress messages are prohibited
5. Conversations must be brief and confined to business
6. Personal editorial comments shall not be made over the radio
7. Do not discuss administrative policy over the radio
8. Do not use client's names over the radio
9. Call letters are required for identification while sending a transmission. Citrus County Transit call letters are "CT"

This Procedure is in the Citrus County Transit Standard Operating Procedures Manual.



**Appendix G**  
**Internal Safety Audit Checklist**



# BUS TRANSIT SYSTEM SAFETY REVIEW

of

(Bus Transit System)

by

## FLORIDA DEPARTMENT OF TRANSPORTATION

District \_\_\_\_\_

Public Transportation Office

Review Date(s): \_\_\_\_\_

Prepared by: \_\_\_\_\_

Report Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

(If Applicable)

Reviewer/Consultant Name: \_\_\_\_\_

Contractor/Consultant Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_

File:SAFREVIEW2

8/7/00 jmj



**III. DEFINITIONS**

Area of Concern: Weakness in the adoption and implementation of the SSPP and weaknesses with regard to addressing and complying with FDOT safety standards and guidelines. Recommended practices or a recommended corrective action may be provided to address an area of concern or improve the effectiveness of the transit system safety program.

Deficiency: Area in which the bus transit system is found to be non-compliant, deficient or inadequate in complying with their SSPP or FDOT's safety standards and guidelines. Corrective action(s) and implementation schedule(s) shall be required for any deficiency(s).

Corrective Action: An action or requirement that must be prepared and implemented to minimize, control, warn of, or eliminate a finding of deficiency or area of concern identified by the review and completed within a time specified by FDOT.

Observation: An offered suggestion, view or comment regarding safety performance. An observation may address or refer to information obtained during the review.

**IV. AREAS OF CONCERN, DEFICIENCIES, OBSERVATIONS**

Described below are the findings derived from inspection of each of the 15 areas identified in the review. Findings shall consist of actual information obtained during the review and identified as an "Area of Concern" or "Deficiency", as applicable. If only a sampling of records was performed for any individual area, it will be described under the item. Observations are not intended to reflect a condition of noncompliance.

(1) General Information:

Total Number of drivers \_\_\_\_\_  
Full-time \_\_\_\_\_ PartTime \_\_\_\_\_ Volunteers \_\_\_\_\_  
Number of operational buses: \_\_\_\_\_ Buses W/C accessible \_\_\_\_\_  
Number of Type I buses \_\_\_\_\_ Type II buses \_\_\_\_\_  
Maintenance location(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Community Transportation Coordinator (CTC): Yes \_\_\_ No \_\_\_

CTC Operator: Yes \_\_\_ No \_\_\_

Contracted passenger service operations: (Describe)

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Contract operator(s) has own adopted SSPP approved by the transit system or CTC:

Yes \_\_\_ No \_\_\_ Describe \_\_\_\_\_

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Contract operator(s) adopts and implements the transit system's or CTC's SSPP:

Yes \_\_\_ No \_\_\_ Describe \_\_\_\_\_

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- (2) Adoption, retention, compliance with, and minimum annual update of a System Safety Program Plan.  
(Areas of Concern)  
(Deficiencies)  
(Observations)
- (3) Annual safety inspections of all operational buses. [Reference Rule 14-90.009]  
(Areas of Concern)  
(Deficiencies)  
(Observations)
- (4) Valid driver's license (photo static copy on file) for all employees who drive buses. [Reference Rule 14-90.004(3)(b)]  
(Areas of Concern)  
(Deficiencies)  
(Observations)

- (5) Driver training for type(s) of vehicles and equipment operated. [Reference Rule 14-90.004(3)(c)(d)]
  - (Areas of Concern)
  - (Deficiencies)
  - (Observations)
  
- (6) Written operational and safety procedures; IE. driver's handbook, provided to drivers prior to driving without supervision. [Reference Rule 14-90.004(3)(e) and 14-90.006(1)(2)(3)(4)(5)(6)(7)(8)(9)(10)(11)(12)(13)(14)(15)(16)(17)(18)]
  - (Areas of Concern)
  - (Deficiencies)
  - (Observations)
  
- (7) Driving hours and on-duty time which shall include documentation of: [Reference Rule 14-90.004(3)(g), 14-90.006(3)(a)(b) and 14-90.006(4)(5)]
  - (a) Total days worked
  - (b) On-duty hours
  - (c) Driving hours
  - (d) Time reporting on and off duty each day
  - (Areas of Concern)
  - (Deficiencies)
  - (Observations)
  
- (8) Driver pre-employment medical examinations. [Reference Rule 14-90.0041 and Form No. 775-030-01]
  - (Areas of Concern)
  - (Deficiencies)
  - (Observations)
  
- (9) Driver biennial medical examinations. [Reference Rule 14-90.0041 and Form No. 775-030-01]
  - (Areas of Concern)
  - (Deficiencies)
  - (Observations)
  
- (10) Vehicle maintenance program and records to include: [Reference Rule 14-90.004(4)(a)(b)(c)(d)]
  - (a) Types of maintenance, inspections
  - (b) Intervals at which maintenance is to be performed
  - (c) Performance of preventive maintenance
  - (d) Documentation of contract maintenance
  - (e) Information required by Rule 14-90.004(d)
  - (Areas of Concern)

(Deficiencies)  
(Observations)

- (11) Accident investigation, evaluation, prevention and a reporting/record maintenance program. [Reference Rule 14-90.005(1) and 14-90.005(2)(a)(b)(c)]  
(Areas of Concern)  
(Deficiencies)  
(Observations)
- (12) Daily vehicle safety inspections in accordance with Rule 4-90.006(7). [Reference Rule 14-90.006(8)(a)(b)]  
(Areas of Concern)  
(Deficiencies)  
(Observations)
- (13) Vehicle emergency and safety equipment to include:  
(a) Standee line and warning (as applicable). [Reference Rule 14-90.007(14)]  
(b) Emergency exits. [Reference Rule 14-90.007(18)]  
(c) Driver's seat belt. [Reference Rule 14-90.007(23)]  
(d) Fire extinguisher. [Reference Rule 14-90.007(24)(a)(b)]  
(e) Portable red reflectors. [Reference Rule 14-90.007(24)(c)]  
(f) Manufacturer's certification on wheelchair lift. [Reference Rule 14-90.008(1)(e)]  
Number of vehicles inspected: \_\_\_\_\_  
(Areas of Concern)  
(Deficiencies)  
(Observations)
- (14) Safety standards and monitoring of contract operators to include: [Reference Rule 14-90.004(2)(a)(b), 14-90.008(1)(e) and 14-90.009(1)]  
(a) Adoption of minimum safety standards for contract operators.  
(b) Requirement for performance of annual safety inspections for all vehicles operated by contract operators.  
(c) Program for safety monitoring of contract operators to assure the adoption and implementation of a SSPP and compliance with safety standards.  
(Areas of Concern)  
(Deficiencies)  
(Observations)
- (15) Drug-Free Workplace Act [Reference Title 49, Code of Federal Regulations, Part 29 and Rule 14-90.004(3)(h)]

(Areas of Concern)  
(Deficiencies)  
(Observations)

**V. CORRECTIVE ACTIONS AND IMPLEMENTATION SCHEDULE**

**Areas of Concern:** Areas of Concern shall be addressed according to the following recommendations: (List Areas of Concern and Recommendations to address the concern(s), include implementation schedule, as applicable)

**Deficiencies:** Deficiencies shall be corrected according to the following requirements and schedule: (List Deficiencies, required Corrective Action(s) and Implementation Schedule)

(Name of Bus transit system) shall certify in writing to the Department that the above described corrective action(s) have been completed in accordance with the required implementation schedule. If (name of affected bus transit system) refuses or fails to implement corrective action to resolve deficient items pursuant to the findings of this review, the Department will issue a formal finding of “non-compliance” and may suspend any or all of its obligations under any pending or existing Joint Participation Agreement. In addition, pursuant to the provisions of Section 341.061, Florida Statutes, (name of transit system) “Safety Certification” shall be deemed invalid until such time (name of transit system) verifies completion of corrective action. FDOT reserves the right to conduct a follow-up review to verify completion of corrective action if for any reason it believes that corrective actions have not been adequately implemented.

**VI. SUMMARY OF REVIEW AND ADDITIONAL COMMENTS**

(Summarize and comment as required)



**Appendix H**  
**Bus Transit System**  
**Annual Safety and Security Certification**  
**Form**





## **Bus Transit System Annual Safety and Security Certification**

*Certifying Compliance with Rule 14-90, FAC to the  
Florida Department of Transportation (FDOT)*

**Certification Date (Current):** 200

**Certification Year: (Previous):** 200

**Name and Address of Bus Transit System:**

*The Bus Transit System (Agency) named above hereby certifies the following:*

- 1. The Agency has adopted a System Safety Program Plan (SSPP) and a Security Program Plan (SPP) pursuant to the standards set forth in Rule Chapter 14-90, Florida Administrative Code.*
- 2. The Agency is in compliance with its adopted SSPP and SPP.*
- 3. The Agency has performed annual safety inspections on all operational vehicles in accordance with Rule Chapter 14-90, Florida Administrative Code.*
- 4. The Agency has conducted reviews of SSPP and SPP and the plans are up to date.*

**Blue Ink Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*(Individual Responsible for Assurance of Compliance)*

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Name and address of entity(ies) which has (have) performed bus safety inspections and security assessments:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Name of Qualified Mechanic who Performed Annual Inspections:** \_\_\_\_\_

**\* Note: Please do not edit or otherwise change this form.**



**Appendix I**  
**SSPP Addendums**  
**(placeholder for future updates)**



# **Appendix J**

## **Text Formatting Palette**



# System Safety Program Plan (SSPP)

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## Formatting/Styles

Report margins:

Top margin = 1"

Bottom margin = 1"

Left margin = 1.25"

Right margin = .75"

Heading levels:

## **Heading One**

Arial 18 pt bold; centered; paragraph spacing = 20 pt after

## **Heading 2**

Arial 12 pt bold; left-aligned; line spacing-single; paragraph spacing = 6 pt before, 14 pt after

Body Text: Arial 11, single spaced, one blank line between paragraphs.

- Bulleted List: Arial 11 pt; line spacing-single; paragraph spacing = 6 pt before

## General Instructions

How to Update Table of Contents:

Right click on table of contents and choose **update field**—you will then have the option of updating the entire table of contents or just the page numbers.

How to Add New Section:

Under **Page Layout Menu**, choose **Breaks**, then **Section Break**, then **Next Page**.  
Heading numbers should update automatically in new section.

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## System Safety Program Plan (SSPP)

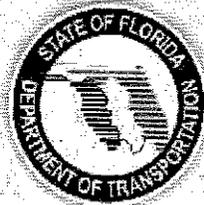
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**Phil Worth**

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Consultant Project Manager:  
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HDR Engineering, Inc.



**Phil Worth**

*District Public Transportation Manager*

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**Jacksonville, FL 32204**

