



RTA BOARD AGENDA

**Wednesday, March 1, 2023 at 9:00 AM
BOARD OF SUPERVISORS' CHAMBERS
COUNTY GOVERNMENT CENTER
1055 Monterey Street, San Luis Obispo, California 93401**

The AGENDA is available/posted at: <http://www.slorta.org>

President: Debbie Arnold

Board Members:

John Peschong (First District – SLO County)
Bruce Gibson (Second District – SLO County)
Dawn Ortiz-Legg (Third District – SLO County)
Jimmy Paulding (Fourth District – SLO County)
Debbie Arnold (Fifth District – SLO County)
Jim Guthrie (Arroyo Grande)

Vice President: Andy Pease

Heather Moreno (Atascadero)
Daniel Rushing (Grover Beach)
Carla Wixom (Morro Bay)
Fred Strong (Paso Robles)
Ed Waage (Pismo Beach)
Andy Pease (San Luis Obispo)

Individuals wishing accessibility accommodations at this meeting under the Americans with Disabilities Act (ADA) may request such accommodations to aid hearing, visual, or mobility impairment (including Limited English Proficiency) by contacting the RTA offices at (805)541-2228 x4833. Please note that 48 hours advance notice will be necessary to honor a request.

RTA, de acuerdo con la Ley de Estadounidenses con Discapacidades (ADA), acomodará a las personas que requieran una modificación de la adaptación para participar en esta reunión. RTA también se compromete a ayudar a las personas con dominio limitado del inglés a acceder a los servicios públicos esenciales de la agencia y a la información pública en español. Para solicitar una adaptación, por favor llame al (805)541-2228 x4833. Requerimos al menos 48 horas de anticipación para proporcionar adaptaciones razonables.

CALL MEETING TO ORDER, ROLL CALL

PUBLIC COMMENT: The Board reserves this portion of the agenda for members of the public to address the San Luis Obispo Regional Transit Authority Board on any items not on the agenda and within the jurisdiction of the Board. Comments are limited to three minutes per speaker. The Board will listen to all communication, but in compliance with the Brown Act, will not take any action on items that are not on the agenda.

A. CONSENT AGENDA:

- A-1 Executive Committee Meeting Minutes of December 16, 2022 (Information)
- A-2 Joint SLOCOG and RTA Board Meeting Minutes of January 11, 2023 (Approve)
- A-3 RTA Board Meeting Minutes of January 11, 2023 (Approve)
- A-4 2023 Summer Youth Ride Free Program (Approve)
- A-5 Procure Heavy-Duty Diesel-Powered Bus and Vehicle Surplus/Disposal (Approve)
- A-6 Caltrans DRMT Section 5311 ARPA Funds (Approve)
- A-7 Updates to the Public Transportation Agency Safety Plan (Approve)

- A-8 Procure Support Vehicle and Vehicle Surplus/Disposal (Approve)
- A-9 Employment Agreement with Executive Director (Approve)

B. INFORMATION AGENDA:

- B-1 Executive Director's Report (Receive)

C. ACTION AGENDA:

- C-1 Fiscal Year 2023-24 Budget Assumptions (Approve)
- C-2 Innovative Clean Transit (ICT) Rollout Plan (Approve)

D. CLOSED SESSION ITEMS:

- D-1 Conference with Labor Negotiators (Gov. Code § 54957.6)
Agency designated representatives: Geoff Straw, Executive Director
Employee organization: Teamsters Local 986

E. BOARD MEMBER COMMENTS

The next regularly-scheduled RTA Board meeting is scheduled for May 3, 2023.



San Luis Obispo Regional Transit Authority

Executive Committee Meeting

Minutes 12/16/2022

A-1

Members Present: Debbie Arnold, District 5 Supervisor, **Vice President**
Ed Waage, City of Pismo Beach, **President**

Members Absent: John Peschong, District 1 Supervisor

Staff Present: Geoff Straw, Executive Director
Tania Arnold, Deputy Director/CFO
Tina Halterman, Administrative Assistant
Jon Ansolabehere, RTA Counsel
Pete Rodgers, SLOCOG Executive Director

1. **Call to Order and Roll Call:** **President Ed Waage** called the meeting to order at 1:33 p.m. and roll call was taken. A quorum was present.

2. **Public Comment:** None

3. **Closed Session:** None

4. **Consent Items**

A-1 Executive Committee Meeting Minutes of October 19 13, 2022 (Approve)

Vice President Debbie Arnold made a motion to approve consent agenda item A-1 and **President Waage** seconded the motion. The motion passed unanimously via voice vote.

<u>BOARD MEMBER</u>	<u>YES</u>	<u>NO</u>	<u>ABSENT</u>
DEBBIE ARNOLD	X		
JOHN PESCHONG			X
ED WAAGE	X		

5. **Information Items:**

B-1 Executive Director's Report (Verbal, Receive)

Mr. Geoff Straw provided an update regarding negotiations with the Teamsters Local 986, and there will be two meetings next week. There will be a closed session at the January 11, 2023 Board meeting. The US Census Bureau still hasn't released any changes to urbanized area designations.

Mr. Pete Rodgers noted that it was supposed to be this week but there is still no news.

Mr. Straw continued and discussed the current number of Bus Operators. Although there is a significant number of Bus Operators who called in sick today (which resulted in the Route A not running in the late afternoon), there are now only four open part-time bids. There is currently one employee out with COVID. There are two new Bus Operator candidates in the process of onboarding.

Mr. Straw noted that on January 31st the RTA will be hosting Monterey-Salinas Transit, Santa Cruz METRO and possibly Santa Barbara Metropolitan Transit District. On December 22nd staff will be conducting a preproduction meeting with Gillig for the first two battery-electric buses that should be delivered in the fall of 2023. Staff met on-site with the various partners involved with the construction of the Bus Maintenance Facility on December 9th to work on warranty related items with the main item being the HVAC system. The electric bus rechargers finally shipped on December 15th which will allow the RTA to charge the electric buses when they arrive. Additionally, the RTA has worked on a mutual aid agreement with SLO Transit and Santa Maria Regional Transit to support their recharging needs.

Mr. Straw discussed the ARBOC low floor cutaway vehicles that are slated to go into production in January, with delivery slated for late February. They were ordered for South County Transit service but due to other vehicle delivery delays, they will be placed on the Route 15 until the vehicles ordered for the Route 15 arrive.

Mr. Straw reviewed the discussion staff had with CalSTA and Caltrans on December 15th regarding applying for TIRCP funding to pay the local match for battery-electric vehicles. Based on that discussion, staff will not be applying for the next round of funding because an important criteria in the selection process is increasing service as a result of the funding – which is not included in the RTA plans.

Mr. Straw shared that present the final CEQA mitigation report for the Paso Robles park-out facility and the first report for the Bus Maintenance Facility during the January Board meeting. Staff will bring back an agenda item for the Executive Committee to discuss the San Luis Obispo County Pension Trust rates. Mr. Straw concluded his report.

Public Comment: None

Item was received and filed by the Committee.

B-2 ICT Rollout Plan Update (Verbal, Receive)

Mr. Straw noted staff has been meeting frequently as a group to develop the Innovative Clean Transit Rollout Plan, since there are many different aspects to include in the plan. The plan will also include appendices to address the federal requirements in order to ensure the compliance for future grant applications. The Plan will also include a discussion of the possible future use of hydrogen, including some pros and cons of that fueling source.

President Waage inquired of Mr. Rodgers if the hydrogen fueling infrastructure is included in the SLOCOG discussion. **Mr. Rodgers** noted that it isn't yet but LOSSAN is looking at options for rail. **Mr. Straw** noted that staff will recommend the path currently being pursued but will continue to look at all available options.

Public Comment: None

Item was received and filed by the Committee.

6. **Action Items:** None

7. **Mr. Straw** went over the draft agenda for the January 11, 2023 Board meeting agenda.

Mr. Rodgers noted that there will be a joint meeting on January 11, 2023. It will then adjourn to the SLOCOG Board meeting, which will include various acknowledgements, interagency assignments, and three action items. The three action items will be related to the FTIP, polling for a sales tax measure and the draft legislative program. It was noted that the Governor's budget will come out the day before the Board meeting.

Mr. Straw noted that staff was surprised this week to receive notice of an FTA Section 5311 ARPA grant award of over \$600,000. Those funds will be budgeted in FY23-24 to help lessen the possible impact of the change in urbanized areas in the region.

President Waage asked if the state budget deficit would impact the budget. **Mr. Straw** stated that the larger impact would be related to changes in sales tax revenue.

Public Comment: None

The Committee reviewed and had no comment.

8. **Adjournment**

The meeting was adjourned at 2:09 p.m.

Next RTA Executive Committee Meeting:

February 8, 2023

Respectfully Submitted,

Acknowledged by,

Tania Arnold
Deputy Director/CFO

Ed Waage
RTA Board President 2022

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SAN LUIS OBISPO COUNCIL OF GOVERNMENTS REGIONAL TRANSIT AUTHORITY

Joint “Special” Board Meeting Minutes

Wednesday, January 11, 2023, 9:00 a.m.

The following action minutes are listed as they were acted upon by the San Luis Obispo Council of Governments (SLOCOG) & Regional Transit Authority, *and* as listed on the agenda for the Joint “Special” Board meeting held on January 11, 2023, together with staff reports and related documents attached thereto and incorporated therein by reference. To see a video of the meeting proceedings, go to the **Linked Agenda:** SLO-SPAN: [San Luis Obispo Council of Governments – January 11, 2023](#) (Click the play button on the video window to view from the beginning of the meeting or click on a particular agenda item to go directly to that part of the meeting).

1. FLAG SALUTE, CALL TO ORDER AND ROLL CALL:

In the absence of both President Ed Waage and Vice President Debbie Arnold, **Past President John Peschong** officiated and called the January 11th Joint SLOCOG & RTA Board meeting to order at **9:00 a.m.**, and led the flag salute. **Board Secretary Aida Nicklin** conducted a roll call.

BOARD MEMBERS PRESENT:

Andy Pease, City of San Luis Obispo (New Vice President)
Karen Bright, City of Grover Beach
Bruce Gibson, Second District, County of San Luis Obispo
Jim Guthrie, City of Arroyo Grande
Heather Moreno, City of Atascadero
Dawn Ortiz-Legg, Third District, County of San Luis Obispo
Jimmy Paulding, Fourth District, County of San Luis Obispo
John Peschong, First District, County of San Luis Obispo
Mary Ann Reiss, City of Pismo Beach (Alternate)
Fred Strong, City of Paso Robles
Carla Wixom, City of Morro Bay
Scott Eades, Caltrans District 5 (Ex-Officio, Alternate)

BOARD MEMBERS ABSENT:

Debbie Arnold, Fifth District, County of San Luis Obispo (New President)
Ed Waage, City of Pismo Beach (Note: Alternate Board Member Mary Ann Reiss attended)

SLOCOG STAFF PRESENT: Peter Rodgers, James Worthley, Richard Murphy, Tim Gillham, John DiNunzio, Stephen Hanamaikai, Mallory Jenkins, Catalina Foster, Sara Sanders, Ritu Muralidharan, Lori Kramer, Jayden Hermansen, Alan Cazares, Aida Nicklin, Jon Ansolabehere (Legal Counsel).

RTA STAFF PRESENT: Geoff Straw, Omar McPherson, Shelby Walker

OTHERS PRESENT: AGP Video Staff

2. PUBLIC COMMENTS (on any item of interest not on the agenda within the jurisdiction of the Board):

Mr. Eric Greening (Atascadero): thanked all Board members present for braving the weather, and for dealing overtime in their respective primary roles and responsibilities the emergencies in this county. He also thanked SLOCOG staff and RTA staff for their heroic effort in preventing the Census Bureau from doing massive harm to public transit funding. He said, "Thank you for trying to convince them to be sensible. We can now actually look forward to how we are going to maintain and improve transit service."

3. JOINT SLOCOG AND RTA BOARD ADMINISTRATIVE ITEMS:

- a. **WELCOME NEW BOARD MEMBERS:** The SLOCOG/RTA Board welcomed the following new Board Members: City of Arroyo Grande Council Member Jim Guthrie and City of Morro Bay Mayor Carla Wixom
- b. **ELECTION OF OFFICERS: Elect President and Vice President:** **Past President Peschong** called for nominations for President and Vice President.

Board Member Fred Strong moved to nominate Ms. Debbie Arnold for President. **Board Member Heather Moreno** seconded, and **the motion carried on a roll call vote.**

Past President Peschong: asked for any other nomination for President and any public comments and Board member comments on the nomination for President. There were no other nomination and no public/board member comments.

Roll Call:

BOARD MEMBERS	AYES	NOES	ABSENT	ABSTAIN	RECUSE
Debbie Arnold (New President)			X		
Pease, Andy (New Vice President)	X				
Peschong, John (Past President)	X				
Bright, Karen	X				
Gibson, Bruce	X				
Guthrie, Jim	X				
Moreno, Heather	X				
Ortiz-Legg, Dawn	X				
Paulding, Jimmy	X				
Reiss, Mary Ann (Alternate)	X				
Strong, Fred	X				
Wixom, Carla	X				

Past President Peschong: stated, "Congratulations to newly elected President Debbie Arnold!"

Board Member Jimmy Paulding moved and **Board Member Bruce Gibson** seconded, nominating Ms. Andy Pease for Vice President. **The motion carried, and roll call was taken.**

Past President Peschong: asked for any other nomination for Vice President and any public comments and Board member comments on the nomination for Vice President. There were no other nomination and

no public comments.

Roll Call:

BOARD MEMBERS	AYES	NOES	ABSENT	ABSTAIN	RECUSE
Debbie Arnold (New President)			X		
Pease, Andy (New Vice President)	X				
Peschong, John (Past President)	X				
Bright, Karen	X				
Gibson, Bruce	X				
Guthrie, Jim	X				
Moreno, Heather	X				
Ortiz-Legg, Dawn	X				
Paulding, Jimmy	X				
Reiss, Mary Ann (Alternate)	X				
Strong, Fred	X				
Wixom, Carla	X				

Newly elected Vice President Andy Pease: thanked the Board for the nomination and for electing her as Vice President, noting she is looking forward to serving in this capacity. SLOCOG and RTA have important and critical work to do to improve transportation/transit in this region.

- c. EXECUTIVE COMMITTEE ASSIGNMENT:** Past President Peschong called for a motion to approve the composition of the new Executive Committee as: **President Debbie Arnold, Vice President Andy Pease, and immediate Past President Ed Waage.**

Board Member Dawn Ortiz-Legg moved and Board Member Bruce Gibson seconded to approve the composition of the Executive Committee for 2023. The motion carried on a voice vote.

Past President Peschong: announced and presented all three Plaques of Appreciation and the RTA Bus signs as outlined in Items d., e. and f. He called for any public comments; there were no public comments.

- d. Presentation of Plaque of Appreciation & Bus Sign to Outgoing President Ed Waage, recognizing his service as President of the SLOCOG and RTA Boards in 2022.**
- e. Presentation of Plaque of Appreciation to Outgoing Board Member Lynn Compton, recognizing her service as Board Member of the SLOCOG and RTA Boards from 2015 through 2022.**
- f. Presentation of Plaque of Appreciation & Bus Sign to Outgoing Board Member John Headding, recognizing his service as Alternate Board Member of the SLOCOG and RTA Boards in 2017, and Board Member from 2018 through 2022.**

Past President Peschong: noted that all plaques of appreciation will be forwarded to the above honorees as they are not in attendance today.

4. ADJOURNMENT: Past President Peschong adjourned the Joint SLOCOG & RTA Board meeting to SLOCOG Board meeting at **9:09 a.m.**

Respectfully Submitted,

Aida Nicklin
Executive Secretary

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DRAFT
SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
BOARD MEETING MINUTES OF JANUARY 11, 2023
A-3

BOARD MEMBERS PRESENT:

KAREN BRIGHT, CITY OF GROVER BEACH
BRUCE GIBSON, SECOND DISTRICT, COUNTY OF SAN LUIS OBISPO
JIM GUTHRIE, CITY OF ARROYO GRANDE
HEATHER MORENO, CITY OF ATASCADERO
DAWN ORTIZ-LEGG, THIRD DISTRICT, COUNTY OF SAN LUIS OBISPO
JIMMY PAULDING, FOURTH DISTRICT, COUNTY OF SAN LUIS OBISPO
ANDY PEASE, CITY OF SAN LUIS OBISPO (Vice President)
JOHN PESCHONG, FIRST DISTRICT, COUNTY OF SAN LUIS OBISPO (Past President)
MARY ANN REISS, CITY OF PISMO BEACH (Alternate)
FRED STRONG, CITY OF PASO ROBLES
CARLA WIXOM, CITY OF MORRO BAY

BOARD MEMBERS PRESENT:

DEBBIE ARNOLD, FIFTH DISTRICT, COUNTY OF SAN LUIS OBISPO (President)

STAFF PRESENT:

GEOFF STRAW, EXECUTIVE DIRECTOR
OMAR MCPHERSON, OPERATIONS MANAGER
SHELBY WALKER, HUMAN RESOURCES OFFICER
JON ANSOLABEHERE, SAN LUIS OBISPO COUNTY COUNSEL

CALL MEETING TO ORDER, ROLL CALL: Past President John Peschong called the meeting to order at 10:04 AM and roll call was taken. A quorum was present.

PUBLIC COMMENT:

Mr. Eric Greening thanked the RTA staff and operators for getting all the riders back safely where they needed to be during the extreme weather the County was having this week and for the lifeline services that were provided. With the news from the Census Bureau, a major constraint that has been on your minds relative to labor negotiations has been removed. Knowing how heroic the bus operators are every day and understanding best practices for recruitment and retention are to make a generous living for those operators. Now the true value of the employees can be assessed and compensate them justly.

A. CONSENT AGENDA:

- A-1 Executive Committee Meeting Minutes of October 19, 2022 (Information)
- A-2 RTA Board Meeting Minutes of November 2, 2022 (Approve)
- A-3 Paso Robles Bus Parking Yard CEQA Mitigations Fifth/Final Annual Monitoring Report (Receive)
- A-4 Annual Fiscal & Compliance Audit and Annual Single Audit (Accept)
- A-5 FTA 5307, 5339 and CMAQ Grant Programs Administration (Adopt)
- A-6 FTA Section 5311 Grant Application (Adopt)
- A-7 Low-Carbon Transit Operations Program (LCTOP) Grant Application (Approve)
- A-8 Rural Transit Funds Grant Application (Approve)
- A-9 California SB-1 State of Good Repair (SGR) Grant Application (Approve)

- A-10 Declare Vehicle Surplus – South County Transit Support Vehicle (Authorize)
- A-11 Authorize FTA 5339 Carryover and TDA Funds, Purchase Order to Replace Six (6) ADA Minivans and Pursuit of Grant funds to Backfill Price Increases (Authorize)
- A-12 FTA Certifications and Assurances (Authorize)
- A-13 Agreement for Digital Media Services (Approve)
- A-14 Supplemental Agreement with Goodyear for Tire Leasing (Approve)

Mr. Geoff Straw stated that for item A-10, that is a minivan that would cost more to repair than it is worth. Staff has reached out to agencies in the area who would like to obtain the vehicle for parts. Both Ride-on and Ventura Transit Systems are interested.

Public Comment: None

Board Member Bruce Gibson made a motion to approve the consent agenda, and **Board Member Heather Moreno** seconded the motion. The motion passed unanimously via roll call vote as follows:

<u>BOARD MEMBER</u>	<u>YES</u>	<u>NO</u>	<u>ABSENT</u>
DEBBIE ARNOLD (President)			X
KAREN BRIGHT	X		
BRUCE GIBSON	X		
JIM GUTHRIE	X		
JOHN HEADDING	X		
HEATHER MORENO	X		
DAWN ORTIZ-LEGG	X		
JIMMY PAULDING	X		
ANDY PEASE (Vice President)	X		
JOHN PESCHONG (Past President)	X		
MARY ANN REISS	X		
FRED STRONG	X		
CARLA WIXOM	X		

B. INFORMATION AGENDA:

B-1 Executive Director's Report (Receive)

Mr. Straw stated that none of the three San Luis Obispo County small urbanized areas were downgraded. This is a huge relief for the RTA and the jurisdictions.

The video of the flooding of the RTA yard was shown and **Mr. Straw** let the Board know the impacts of the flood. Services were shutdown until it was safe for operations, and full service is running starting today. He thanked staff for their efforts.

Mr. Straw stated it is the one-year anniversary of moving into new facility and that it is the end of the warranty. There are still some on-going HVAC system problems and staff will determine if formal action is needed. The high-capacity bus-recharging components are delivered and being installed. The goal is that the system is operational by end of January or beginning of February. Staff will partner with SLO Transit to test charging system.

Mr. Straw stated that the RTA has hired two full-time bus operators and another in training currently. At this time there are no open full-time bids, but four part-time bids remain open. Operations is looking to possibly add some route trips back into service that will add some new bid openings.

Staff reissued a PO for two El Dorado cutaway vans for Route 15 service since the previous PO was canceled due to Force Majeure. Staff hopes to secure additional FTA 5339 funds to help pay for the more expensive vehicles. **Mr. Straw** stated that the three low floor Arboc for SoCo Transit are scheduled to be delivered late February. Staff visited the Gillig manufacturing plant to see how the Battery Electric Buses (BEBs) are assembled and reviewed components, keeping the weight in mind. Due to supply chain issues on the assembly line, the delivery of new buses expected in August.

Mr. Straw noted a digital media agency for strategic promotions has been selected and included in the agenda is an item for the Board regarding the Cuesta College fare-free rides for its SLO Campus students for all of 2023. Staff is working with the ITS vendor, Connexionz, on the development of a new app for the RTA. A vendor was selected for creating a new exterior design for the battery-electric buses.

Mr. Straw noted staff is updating the Bus Stop Improvement Plan and part of that is that staff is currently evaluating the lighting at Transit Centers. The dispatch team is using a new Service Alert system and now able to post real-time messages on the website. The Transit Tracker system has real-time bus arrival predictions by texting the bus stop number to (805) 541-4782, and gets about a hundred per day.

The RTA has had seven negotiation meetings with Teamsters Local 986 since October, there will be more information about that in closed session. **Mr. Straw** mentioned that CalTIP Indemnity Pool; which covers liability and damage the fleet, is expected to see a rise in rates by 5-15% this year.

Mr. Straw discussed the post-mortem on RTA's joint application with SLO Transit for TIRCP Cycle 5 funding. The project does not rank highly because it is looking for additional services. Staff will forego applying for Cycle 6 funds. Staff completed another clean annual fiscal compliance audit. RTA will be hosting the Central Coast Agency Summit on January 31st.

Mr. Straw went over the unaudited operating and financial results for FY22-23 and the ridership percentages, including discussing the operating costs for the fiscal year. Currently, costs are below budget at 37.5% of budget for non-capital expenses through 41.7% of budget year.

Public Comment: None.

Vice President Andy Pease asked if the marketing was for ride the bus or just ride RTA. Is it a coordinated effort to increase transit ridership over all. **Mr. Straw** stated staff can certainly try to generalize it as much as possible to support other local agencies.

Board Member Heather Moreno asked for clarification about the farebox recovery penalty and if it starts three years after FY 22/23. **Mr. Straw** said yes.

Board Member Fred Strong made a motion to receive and file item B-1 from the information agenda, and **Vice President** seconded the motion. The motion passed unanimously via voice vote.

B-2 Bus Maintenance Facility Update and CEQA Mitigations 1st Annual Monitoring Report (Receive)

Mr. Straw let the Board know that as part of the construction process for the new building a five-year update on identified mitigation measures is required. There are four pre-construction measures, ten during construction measures, and one post-construction/operations measure. The pre-construction and during construction measures were followed.

The sole post-construction/operations mitigation measure limits engine idling to no more than five minutes, with the exception of idling when it is necessary to inspect or service a vehicle. Staff placed a sign up that indicates to other trucks that come on to the facility that there is no idling allowed.

Public Comment: None

Past President Peschong received and filed item B-2 from the information agenda

B-3 ICT Rollout Plan Update (Receive)

Mr. Straw stated that the ICT regulation was adopted by CARB in December 2018. It requires all California public transit agencies to transition to a 100-percent zero-emission bus fleet. Small transit agencies must submit its governing body-approved ICT ZEB Rollout Plan to the CARB Executive Officer by July 1, 2023. By 2026 25% of vehicle purchases must be zero emission vehicles and by 2029 no diesel/fuel vehicles can be purchased without getting a waiver. The rollout plan describes how a transit agency is planning to achieve a full transition by 2040 and must include nine components.

Mr. Straw went over the milestones that have happened throughout the process. The RTA Zero-Emission Vehicle Purchase Policy was adopted in March 2019, the RTA Electrification-Readiness Plan and Deployment of Battery-Electric Buses was presented in April 2019, which was part of the design of the facility. SLOCOG's Regional Zero Emissions Bus Implementation Plan adopted in August 2020 and FTA Zero-Emission Transition Plan requirement was published December 2021.

Staff will develop a white paper on Hydrogen Fuel Cell Electric Bus technologies & potential application at the RTA. It will address two areas required for the FTA Zero-Emission Transition Plan. Battery electric buses will not work in work for all of the RTA routes in the county. There is the notion that a hydrogen fuel cell electric bus could potentially have the range for the county. There is no vendor to provide services for this area that could provide warranty support if a bus breaks down.

Staff will bring Final Draft ICT ZEB Rollout Plan back to the RTA Board at its March 1st meeting for adoption

Board Member Dawn Ortiz Legg asked about the commercial fuel providers, for example JB Dewar, and if they have the capabilities to be hydrogen fuel providers in the future. **Mr. Straw** stated that there have been discussions with them and that it is a huge investment for them and hydrogen is expensive. The white paper does discuss the options available. Vandenburg is the closest user and the hydrogen they use gets delivered to them.

Public Comment: None

Past President Peschong received and filed item B-3 from the information agenda.

C. ACTION AGENDA:

C-1 Equal Employment Opportunity Plan Update (Approve)

Mr. Straw stated FTA requires an update of EEO Plan every three years. It confirms the RTA Board's commitment to pursue equal employment opportunity regardless of race, religion, color, national origin, sex, height, weight, marital status, age or disability as defined by federal law in the RTA's relationship with applicants for employment, current employees of the RTA and the general public. The primary revisions to the plan include an updated workforce utilization analysis, employment goals, and a timetable for implementation.

Public Comment: None

Board Member Strong made a motion to approve action agenda item C-1 and **Board Member Ortiz-Legg** seconded the motion. The motion passed unanimously via voice vote.

C-2 Cuesta Fare Free Agreement (Approve)

Mr. Straw stated that the Cuesta Community College District has partnered with the RTA to partially finance RTA public transit services to the San Luis Obispo campus. This was a way for Cuesta to entice enrollment to both campuses.

Through on-going discussions with Cuesta staff, staff has agreed to pursue a MOU to provide fare-free service to students. The draft MOU identifies \$69k annually for prepaid unlimited access for Cuesta students by showing student ID upon boarding RTA bus/van.

Past President Peschong asked for questions from the Board.

Board Member Jim Guthrie asked is the if it worked on all RTA and SCT routes. **Mr. Straw** stated that it is just RTA, SCT, and Paso Express services. The MOU list the routes.

Vice President Pease asked how it is tracked on the routes when the Cuesta students ride. **Mr. Straw** stated that the fare system has a code that the bus operators enter when the students ride.

Board Member Gibson asked if Cuesta ever broached the idea of including staff and faculty. **Mr. Straw** stated that staff has heard staff and faculty have asked for it but not heard directly from Cuesta to add them.

Public Comment: None

Board Member Gibson made a motion to approve action agenda item C-2 and **Vice President Pease** seconded the motion. The motion passed unanimously via roll call vote as follows:

BOARD MEMBER	<u>YES</u>	<u>NO</u>	<u>ABSENT</u>
DEBBIE ARNOLD (President)			X
KAREN BRIGHT	X		
BRUCE GIBSON	X		
JIM GUTHRIE	X		
JOHN HEADDING	X		
HEATHER MORENO	X		
DAWN ORTIZ-LEGG	X		
JIMMY PAULDING	X		
ANDY PEASE (Vice President)	X		
JOHN PESCHONG (Past President)	X		
MARY ANN REISS	X		
FRED STRONG	X		
CARLA WIXOM	X		

D. CLOSED SESSION ITEMS:

D-1 Conference with Labor Negotiators (Gov. Code § 54957.6)
Agency designated representatives: Geoff Straw, Executive Director
Employee organization: Teamsters Local 986

D-2 Executive Director Performance Evaluation (Govt. Code Section 54957)

Public Comment: None

The Board went into closed session at 10:50 AM and returned to open session at 11:03 AM

Mr. Jon Ansolabehere stated there was no reportable action from closed session.

E. BOARD MEMBER COMMENTS: None

The meeting was adjourned at 11:04 AM.

Next regularly-scheduled RTA Board meeting is **March 1, 2023**

Respectfully Submitted,

Acknowledged by,

Shelby Walker, HR Officer

Debbie Arnold, RTA President 2023

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
MARCH 1, 2023
STAFF REPORT**

AGENDA ITEM: A-4

TOPIC: 2023 Summer Youth Ride Free Program

PRESENTED BY: Geoff Straw, Executive Director

STAFF RECOMMENDATION: Participate in the 2023 Summer *Youth Ride Free* Program and Require Payment for Larger Youth Groups Traveling Together

BACKGROUND/DISCUSSION:

Direction is needed from the Board on whether or not to continue the RTA's participation in the countywide summer *Youth Ride Free* (YRF) program. SLOCOG's *Regional Rideshare* program, the agency that promotes YRF in SLO County, has asked that the RTA honor the YRF program from mid-June 2023 through mid-August 2023.

Since summer 2014, with the exception of 2020 and 2021 (due to the COVID-19 pandemic), the RTA participated in the YRF program from middle-of-June through middle-of-August period in order to avoid an overlap with the academic year. In addition, each group size is limited so that a bus will not become overloaded and dissuade fare-paying passengers from riding; if the YRF group is greater than the agency-identified fare-free maximum, the remaining group members are required to pay. Staff has worked closely with the YMCA and other youth camp officials to train their on-bus chaperones to minimize service disruptions and to handle any fare responsibilities. This helped address the overcrowding issues that occurred in 2012 and 2013.

It is difficult to track the longer-term ridership impact of participating in the YRF program, since it is not possible to determine the number of students boarding throughout the year in the absence of periodic surveys.

Benefits of extending the summer free ride program to K-12 youth have proven to be the following:

1. Easy to communicate.
2. Gets youth to try using transit and it instills an ethic of using transit in the future.
3. Increases access for kids to travel independently (and reduce parent taxiing).

Disadvantages include:

1. Small loss of cash fare revenue for non-group riders.

2. Increased passenger loads on some bus trips can degrade the riding experience for non-youth riders.
3. In the past, two or more unrelated groups occasionally attempted to board the bus on the same bus trip, which resulted in an overcrowding situation. However, the number of instances where that became a problem has greatly abated due to better coordination with youth activity agencies, and we expect the same cooperation this summer.

The RTA will require YMCA and other youth groups to pay when more than fifteen youth traveling together (plus two adult chaperones); for SoCo Transit routes, the limit is ten riders due to the smaller bus size (35-foot vs. 40-foot) used. For ease of boarding, and for budget and cash control issues, organizers for groups such as YMCA camps can pre-purchase passes.

Staff will continue to track the response to the program by measuring:

1. Ridership is already tracked using a specific farebox key.
2. Customer feedback from youth and families taking advantage of the program (face-to-face interviews, Facebook and social media programs, texts, etc.).

Staff Recommendation

Participate in the 2023 summer *Youth Ride Free* program and require payment for larger youth groups traveling together.

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

MARCH 1, 2023

STAFF REPORT

AGENDA ITEM: A-5

TOPIC: Procure Heavy-Duty Diesel-Powered Bus and Vehicle Surplus/Disposal

PRESENTED BY: Geoff Straw, Executive Director

STAFF RECOMMENDATION: Authorize Executive Director to Procure one (1) Gillig 40-foot Low-Floor Heavy Duty Diesel-Powered Bus at a Cost Not to Exceed \$641,798; Declare Bus #1101 Surplus; and Dispose Through Auction or Salvage

BACKGROUND/DISCUSSION:

Staff has identified grant funding to purchase one (1) replacement fixed-route 40-foot heavy-duty bus. As this vehicle procurement was not funded with federal funds, the Federal Transit Administration (FTA) guidelines for vehicle useful life is not applicable and FTA authorization is not required to dispose of this vehicle. A new heavy-duty diesel-powered bus will replace an existing 2011 El Dorado BRT heavy-duty diesel-powered 40-foot bus (Vehicle ID#1101), which was placed into revenue service on July 1, 2011.

This vehicle is the only El Dorado BRT vehicle in our fleet and it was originally the manufacturer's "demonstration bus." It was purchased "used" with State of California Proposition 1B transportation grant funds; no federal funding was utilized. When the new replacement bus arrives, bus #1101 will have exceeded its 12-year design life, even though it has only accumulated slightly less than 270,000 miles through the end of February 2023 due to on-going reliability issues. As a result of this vehicle's advanced age and reliability challenges, it is more costly to maintain than the rest of the fleet and should be replaced immediately.

The total project cost for the bus replacement project is \$641,798 not including vehicle depreciation. A total of 517,284 in FTA Section 5307 Urbanized Area Formula Program funds will be used for this project, and a local match of \$124,514 will be provided using State Transit Assistance (STA) funds.

The new bus will be consistent with our existing fleet of Gillig Low-Floor buses that include digital on-board surveillance systems, multiplex wiring systems, GFI fareboxes, and electronic LED front, side and rear destination signs.

The RTA has available options for vehicle procurement through the 2021 California Association for Coordinated Transportation (CalACT) / MBTA Purchasing Cooperative. The Cooperative provides a federal and state compliant purchasing solution to select vehicles that best meet our agency's needs. The options in the procurement documents include all of the FTA-required procurement clauses.

Below are details about the bus being replaced:

Veh ID#	Year	Make/Model	LICENSE	VIN#	Mileage as of 2/15/23
1101	2011	El Dorado BRT 40-ft Bus (Diesel)	1374736	1N9APACL6AC084207	269,519

The RTA Purchasing Policy requires staff to determine if surplus equipment has a per-unit fair market value greater than \$5,000. Staff conducted a fair market value assessment of this vehicle, which found that the vehicle value is less than \$5,000. As such, bus #1101 will be sold through our contract with Ken Porter Auctions or be salvaged if the auction company refuses to accept it.

Staff Recommendation

Authorize Executive Director to procure one (1) Gillig 40-foot low-floor heavy-duty diesel-powered bus at a cost not to exceed \$641,798; declare bus #1101 surplus; and dispose through auction or salvage.

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
MARCH 1, 2023
STAFF REPORT**

AGENDA ITEM: A-6

TOPIC: Caltrans DRMT Section 5311 ARPA Funds

ACTION: Approve Resolution

PRESENTED BY: Melissa C. Mudgett, Grants and Financial Manager

STAFF RECOMMENDATION: Approve Resolution Authorizing Executive Director to Submit Grant Application and Seek Reimbursement for DRMT Section 5311 ARPA Funds

BACKGROUND/DISCUSSION:

On March 11, 2021, President Biden signed *the American Rescue Plan Act of 2021* (ARPA), which included \$30.5 billion in federal funding to support the nation's public transportation systems as they continue to respond to the COVID-19 pandemic and now post-pandemic support. On October 7, 2022, the California Department of Transportation Division of Rail and Mass Transportation (DRMT) announced the distribution of Section 5311 ARPA funds, which provides approximately \$27 million to support California's rural public transit agencies. The DRMT Section 5311 ARPA funds were allocated based on formula and will be distributed to operators who have fully expended their previously allocated Coronavirus Aid, Relief, and Economic Security Act (CARES) funds. The formula DRMT Section 5311 ARPA apportionment for the RTA is \$635,900.

The DRMT Section 5311 ARPA funds can only be used for operating assistance. The funds are available for eligible operational transit services expenses at 100% federal share and are not required to be included in the Transportation Improvement Program (TIP) or the Statewide Transportation Improvement Program (STIP). These DRMT Section 5311 ARPA funds must be expended and reimbursed by June 30, 2028.

The DRMT Section 5311 ARPA grant application must include a resolution approved by the RTA Board authorizing submittal of the grant application and reimbursement of grant funds. Once approved, the attached resolution will become part of the grant application submitted to the DRMT for Section 5311 ARPA funding.

Staff Recommendation

Approve the attached resolution authorizing the Executive Director to submit a grant application and seek reimbursement for DRMT Section 5311 ARPA funds in the amount not-to-exceed \$635,900.

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SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
RESOLUTION NO. 23-_____

RESOLUTION AUTHORIZING THE FILING OF APPLICATIONS WITH THE CALIFORNIA DEPARTMENT OF TRANSPORTATION CALTRANS DIVISION OF RAIL AND MASS TRANSPORTATION (DRMT) FOR STATE TRANSIT ASSISTANCE UNDER FTA SECTION 5311 (49 U.S.C. SECTION 5311) GRANT FOR RURAL AREAS, AMERICAN RESUCE PLAN ACT (ARPA) OF 2021 FUNDS.

WHEREAS, the Caltrans Division of Rail and Mass Transportation (DRMT) has been delegated authority by the United States Department of Transportation to award Federal financial assistance for transit projects; and

WHEREAS, the Caltrans Division of Rail and Mass Transportation (DRMT) has been designated by the United States Department of Transportation to administer Section 5311 ARPA grant funds for transportation services for the general public for the rural areas; and to support rural operating assistance projects for public transportation systems under Section 5311 ARPA of the Federal Transit Act (authorized by 49.USC. Chapter 53, Title 23, United States Code); and

WHEREAS, \$27 million was allocated by statutory formulas to provide those rural areas the amounts necessary to support operating expenses; and

WHEREAS, the California DRMT Section 5311 ARPA grant funds apportioned for the San Luis Obispo Regional Transit Authority is \$635,900; and

WHEREAS, the California DRMT Section 5311 ARPA grant funds apportioned to the San Luis Obispo Regional Transit Authority are eligible for operating expenses at 100% federal share and must be used for operating assistance only; and

WHEREAS, the California DRMT Section 5311 ARPA grant funds must be expended and reimbursed by June 30, 2028; and

WHEREAS, the San Luis Obispo Regional Transit Authority desires to apply for and seek reimbursement said ARPA financial assistance to permit operation of rural transit services in San Luis Obispo County; and

WHEREAS, the San Luis Obispo Regional Transit Authority has, to the maximum extent feasible, coordinated with the regions' Metropolitan Planning Organization (SLOCOG) and other transportation providers and users in the region (including social service agencies) to develop a program of projects eligible for this funding.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the San Luis Obispo Regional Transit Authority Board of Directors authorizes the Executive Director to apply and seek reimbursement from the California DRMT Section 5311 ARPA funds of up to \$635,900 for continued rural transit operations.

BE IT FURTHER RESOLVED, that the President of the Board is directed to sign this resolution to authorize the submittal of said funding requests.

BE IT FURTHER RESOLVED, that the Executive Director is hereby authorized to submit said funding requests.

Upon motion of Director _____, seconded by Director _____, and on the following roll call, to wit:

AYES:

NOES:

ABSENT:

ABSTAINING:

The foregoing resolution is hereby adopted this 1st day of March, 2023.

President of the RTA Board of Directors

ATTEST:

Geoff Straw, Executive Director
San Luis Obispo Regional Transit Authority

APPROVED AS TO FORM AND LEGAL EFFECT:

Rita L. Neal
County Counsel

By:

Jon Ansolabehere, Counsel
San Luis Obispo Regional Transit Authority

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
MARCH 1, 2023
STAFF REPORT**

AGENDA ITEM: A-7

TOPIC: RTA Public Transportation Agency Safety Plan (PTASP)

ACTION: Approve Plan

PRESENTED BY: Omar McPherson, Operations Manager

STAFF RECOMMENDATION: Approve Updates to the PTASP as Presented

BACKGROUND/DISCUSSION:

The *Moving Ahead for Progress in the 21st Century Act* (MAP-21) of 2012 granted the Federal Transit Administration (FTA) the authority to establish and enforce a comprehensive framework to oversee the safety of public transportation throughout the United States. That authority was reimplemented in subsequent transportation law (the *Fixing America's Surface Transportation Act* of 2015 and the Bipartisan Infrastructure Bill of 2021).

As a component of this safety oversight framework, federal law requires recipients of FTA funding to develop and implement a Public Transit Agency Safety Plan (PTASP) that addresses performance measures, strategies, and staff training opportunities. MAP-21 expanded the regulatory authority of FTA to oversee safety, providing an opportunity for FTA to assist transit agencies in moving towards a more holistic, performance-based approach in *Safety Management Systems (SMS)*. SMS is an integrated collection of policies, processes and behaviors that ensures a formalized, proactive and data-driven approach to safety risk management. The aim of SMS is to increase the safety of transit systems by proactively identifying, assessing and controlling safety risks.

The FTA and the California Department of Transportation (Caltrans) provide guidance that strengthens the use of safety data to support management decisions, improves the commitment of transit leadership to safety, and fosters a culture of safety that promotes awareness and responsiveness to safety risks. The approach is flexible and scalable, so that transit agencies of all types and sizes can efficiently meet the basic requirements of MAP-21 and subsequent federal transportation law. In March 2020, to maintain local control and to ensure meaningful data is appropriately used, the RTA Board approved opting-out of the Caltrans statewide Agency Safety Plan and authorized the RTA Executive Director, serving as the designated PTASP Accountable Director, to draft and certify our own PTASP. The RTA has drafted our own PTASP consistent with and in support of an SMS approach to safety risk management.

At its May 2020, the RTA Board approved the PTASP to guide RTA's decisions through regular and comprehensive analysis of key indicators. Subsequently, the FTA issued revised guidance, and staff has updated the PTASP to address the new requirements. Those updates to the original PTASP can be considered ministerial and are listed in Appendix B of the attached document.

Staff Recommendation

Approve Updates to the Public Transportation Agency Safety Plan (PTASP) as presented



Public Transportation Agency Safety Plan (PTASP)

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

A Small Public Transportation Provider

May 6, 2020

Updated January 2023

¹ A small public transportation provider is a recipient or subrecipient of Federal financial assistance under 49 U.S.C. § 5307 that has one hundred (100) or fewer vehicles in peak revenue service and does not operate a rail fixed guideway public transportation system. 49 C.F.R. § 673.5.

EXECUTIVE SUMMARY

Moving Ahead for Progress in the 21st Century (MAP-21) grants the Federal Transit Administration (FTA) the authority to establish and enforce a comprehensive framework to oversee the safety of public transportation throughout the United States. As a component of this safety oversight framework, MAP-21 requires recipients of FTA Chapter 53 funding to develop and implement a Public Transportation Agency Safety Plan (PTASP) that addresses performance measures, strategies, and staff training opportunities.

MAP-21 expands the regulatory authority of FTA to oversee safety, providing an opportunity for FTA to assist transit agencies in moving towards a more holistic, performance-based approach in *Safety Management Systems (SMS)*. MAP-21 puts FTA and the California Department of Transportation (Ca DOT) in a position to provide guidance that strengthens the use of safety data to support management decisions, improves the commitment of transit leadership to safety, and fosters a culture of safety that promotes awareness and responsiveness to safety risks.

The PTASP for Regional Transit Authority (RTA) is consistent with, and supports an SMS approach to safety risk management. SMS is an integrated collection of policies, processes and behaviors that ensures a formalized, proactive and data-driven approach to safety risk management. The aim of SMS is to increase the safety of transit systems by proactively identifying, assessing and controlling safety risks. The approach is flexible and scalable, so that transit agencies of all types and sizes can efficiently meet the basic requirements of MAP-21.

The PTSAP for RTA addresses the following elements outlined below.

<input type="checkbox"/>	Policy Statement:	A policy statement establishing senior management commitment to continual safety improvement, signed by the executive accountable for the operation of the agency and the board of directors.
<input type="checkbox"/>	Document Revision and Control:	A description of the regular annual process used to review and update the plan including a timeline for implementation of the process.
<input type="checkbox"/>	Description of Core Safety Responsibilities:	A description of the responsibilities, accountabilities, and authority of the accountable executive, the key safety officers, and key members of the safety management team.
<input type="checkbox"/>	Safety Risk Management Approach:	A description of the formal processes the agency uses to identify hazards, analyze and assess safety risks, and develop, implement and evaluate risk controls.
<input type="checkbox"/>	Prioritized Safety Risks:	A description of the most serious safety risks to the public, personnel and property.
<input type="checkbox"/>	Risk Control Strategies and Actions for Prioritized Safety Risks:	A description of the risk control strategies and actions that the agency will undertake to minimize exposure of the public, personnel and property to hazards, including a schedule for implementing the risk control strategies and the primary entity responsible for each strategy.
<input type="checkbox"/>	Safety Assurance:	A list of defined safety performance indicators for reach priority risk and associated targets the agency will use to determine if it is achieving the specified safety goals.
<input type="checkbox"/>	Desired Safety Outcomes or Goals:	A description of desired safety outcomes for each risk using the measureable safety performance indicators established.
<input type="checkbox"/>	Safety Training Program:	A description of the comprehensive safety training program for agency staff that ensures that staff are trained and competent to perform their safety duties.
<input type="checkbox"/>	Safety Plan Documentation and Record Keeping:	PTASP documents related to implementation of its Safety Management System (SMS), and results from the SMS processes and activities. Documents included in whole, or by reference, that describe the programs, policies, and procedures that the agency uses to carry out its PTASP. Must keep records and documents related to the plan for three years.

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Transit Agency Information

Transit Agency: San Luis Obispo Regional Transit Authority
(Hereafter referred to as "RTA")

Transit Agency Address: 253 Elks Lane, San Luis Obispo, CA. 93401

Accountable Executive: Geoff Straw, Executive Director

Chief Safety Officer/SMS Executive: Geoff Straw, Executive Director

Modes of Service Covered by the PTASP: Fixed Route Bus, Americans with Disabilities Act (ADA) Demand Paratransit and Dial-A-Ride Services. Forty-Seven (47) Vehicles Operated in Maximum Service (VOMS), Sixty-Six (66) Vehicles Available for Maximum Service (VAMS)

List of FTA Funding Received: FTA Sections 5304, 5307, 5311, 5339, CMAQ and other FTA section that may change with future reauthorization

The Agency does provide transit services to another transit agency or service.

Other Transit Agency or Entity Served	Mailing Address	Description of the Arrangements
South County Transit	253 Elks Lane, San Luis Obispo, CA	Description Below
Paso Express	253 Elks Lane, San Luis Obispo, CA	Description Below
Nipomo, Shandon, Templeton	253 Elks Lane, San Luis Obispo, CA	Description Below
Regional Paratransit Services	253 Elks Lane, San Luis Obispo, CA	Description Below
Regional Fixed Route Services	253 Elks Lane, San Luis Obispo, CA	Description Below

The Regional Transit Authority (RTA) transit system also provides management and operation services for South County Transit (SoCo) and various other County services, therefore, for the purposes of the STASP, all transit systems will be considered one operation under RTA.

Regional Transit Authority (RTA) is a Joint Powers Authority formed in 1989 that serves and connects various communities within San Luis Obispo County (and extends into Santa Barbara County to the south), including Arroyo Grande, Atascadero, Grover Beach, Morro Bay, Paso Robles, Pismo Beach, San Luis Obispo. RTA provides services in unincorporated areas (primarily in Nipomo, Shandon and Templeton), and by the City of Paso Robles to operate the Paso Express fixed route services and the Paso Robles Dial-A-Ride service.

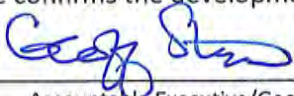
RTA manages and provides regional fixed route service and ADA paratransit services throughout the region (including within the city of San Luis Obispo). In addition, RTA is contracted by San Luis Obispo (SLO) County to operate community based Americans with Disabilities Act (ADA) complementary paratransit service (Runabout).

RTA is a JPA (Joint Powers Authority) in San Luis Obispo County that operates bus service connecting cities throughout San Luis Obispo County and the northern portion of Santa Barbara County in the city of Santa Maria. RTA also oversees the administration of South County Transit (SoCo), which operates fixed route buses in the Five Cities area of Shell Beach, Pismo Beach, Grover Beach, Oceano and Arroyo Grande.

Plan Development, Approval, and Updates

Development


The San Luis Obispo Regional Transit Authority drafted this plan. By signature below, the Accountable Executive confirms the development of this plan.


Accountable Executive/Geoff Straw

5-6-2020
Date Signed

Approval

The San Luis Obispo Regional Transit Authority Board of Directors approved this plan as so indicated by the signature of the Board of Directors' Chair on the date noted below and as specified in Plan Approval and Self Certification of Compliance Signatures. [Appendix A](#) can be located on the RTA internal computer network; "G Drive", and on the employee "ADP" computer Network and the public website labelled "PTASP - RTA OPT-out letter" executed **March 4, 2020 Board Meeting**, website: www.slorta.org


San Luis Obispo Regional Transit Authority Board of Chair

5-6-20
Date Signed

Self-Certification

Public Transportation Agency Safety Plan (PTASP)
Plan Approval and Self-Certification of Compliance Signatures

The San Luis Obispo Regional Transit Authority PTASP was certified by the Accountable Executive, Geoff Straw, RTA Executive Director, on **May 6, 2020**, as is attested to by Public Transportation Agency Safety Plan (PTASP), which can be viewed and maintained at RTA Cross Street facility on the internal computer network, "G Drive", internal employee website, "ADP" and the public website: www.slorta.org.

Certification of Compliance on an annual basis	Public Transportation Agency Safety Plan (PTASP) Plan Approval	Date of Certification May 6, 2020
	Regional Transit Authority, Geoff Straw, Executive Director/PTASP Accountable Executive and San Luis Obispo Board of Directors	
	Relevant Documentation Appendix A	

Record of Revisions

Annual Review and Update of the Public Transportation Agency Safety Plan. A table that records the history of revisions made to the Agency's PTASP is contained in [Appendix B](#) of this document. The history of the changes was placed in the appendix to help preserve the page numbering to the extent possible.

Annual Review and Update of the Public Transportation Agency Safety Plan (PTASP) The PTASP Committee will review RTA's PTASP:

- Annually, each year in May.
- During the Annual Review or during the year when identified the PTASP Committee will:
 - Determine if its approach to mitigating safety deficiencies is effective;
 - Makes significant changes to service delivery as necessary;
 - Introduce new processes or procedures that may impact safety;
 - Change or re-prioritize resources available to support Safety Management Systems (SMS); and/or
 - Significantly change its organizational structure.

Revisions will be submitted to the Board annually at their November Board Meeting in which the revision will be voted upon for approval. Amendments to the PTASP will be published to the employees and the public at large in accordance with RTA's standard communication process. The RTA internal computer network; "G Drive", and on the employee "ADP" computer Network and the public website: www.slorta.org: Board Meetings.

The RTA's PTASP Committee will consist of the Accountable Executive/Chief Safety Officer, Maintenance Manager, Operations Manager, Chief Financial Officer, Safety & Training Manager, and Human Resources Administrator.

Safety Performance Targets

RTA developed safety performance targets that are reviewed monthly, bi-monthly or quarterly and updated annually. The specific performance targets are based on the safety performance measures established under the *National Public Transportation Safety Plan* and additional performance goals set by RTA outline in RTA's Strategic Business Plan.

Safety Performance Targets							
The safety performance targets will be evaluated over a fiscal year period with a baseline year of Fiscal Year 2022 (7/1/2021-6/30/2022).							
Rates for the safety performance targets are calculated per 100,000 vehicle revenue miles.							
VRM=Vehicle Revenue Miles							
Mode of Transit Service	Fatalities (total)	Fatalities (per 100,000 VRM) Rate	Injuries (total)	Injuries (per 100,000 VRM) Rate	Safety Events (total)	Safety Events (per 100,000 VRM) Rate	System Reliability (VRM / failures)
Fixed Route Bus	0	0	3	.25%	19	1.28%	6.48
ADA / Paratransit	0	0	0	0	4	.27%	Combined

RTA has set additional safety performance measures with specify numerical targets and are based on the safety performance measures established by FTA in the National Public Transportation Safety Plan .

These are listed in an Excel Spreadsheet under tab labeled, **#1 “Safety Hazard Identification”** and placed in the [Appendix C](#) to help preserve the page numbering to the extent possible.

Safety Performance Target Coordination

Safety Performance Target Coordination		
The San Luis Obispo Council of Governments (SLOCOG) is an association of local governments in the San Luis Obispo County region. ... SLOCOG is the designated regional transportation planning agency, metropolitan planning organization (MPO), regional census data affiliate and service authority for freeways and expressways. SLOCOG works in coordination with other regional agencies that include San Luis Obispo Regional Transit Authority, the Air Pollution Control District and the California Department of Transportation.		
Targets Transmitted to the State	California Department of Transportation (Cal-Trans)	
Annually –March 2023 & November of each year, thereafter	Brian Travis Senior Transportation Planner RTAP and Legislative Management Caltrans Division of Rail and Mass Transportation PO Box 942874 Sacramento, CA 94274-0001 brian_travis@dot.ca.gov (916) 654-9842	Date Targets Transmitted
	Metropolitan Planning Organization(s) Name	Date Targets Transmitted
Targets Transmitted to the Metropolitan Planning Organization (s)	San Luis Obispo Council of Governments (SLOCOG) Annually– March 2023 for 2021 changes & November of each year, thereafter	

Safety Management Policy

Safety Management Policy Statement

RTA believes safety promotion is critical to the success of the four basic Safety Management elements of our safety approach:

- Top Management Commitment to Safe Operations
- Responsibility and Accountability of all Employees
- Clearly Communicated Safety Goals
- Safety Assurance and Performance Measurement for Improvement

No function of the San Luis Obispo Regional Transit Authority is as critical as to justify or to require a compromise of safety. Safety is a core business value.

Safety excellence is a key component of our mission;

Safety is a source of our competitive advantage; our business will be strengthened by making safety excellence an integral part of all our public transportation activities; and

Collisions, injuries and serious incidents are preventable and do not occur without warning or unexpectedly; there are precursors (events, behaviors, and conditions) that can be identified, assessed and mitigated through physical, administrative and behavioral proactive strategies.

Top Management Commitment to Safe Operations

Safety Management System (SMS) commitment is to ensure that the entire organization fully understands and trusts the SMS policies, procedures, and structure. It involves establishing a culture that recognizes safety as a core value, training employees in safety principles, and allowing open communications of safety issues.

Positive safety culture is generated from the top-down. The actions, attitudes, and decisions at the policy-making level must demonstrate a genuine commitment to safety. Safety must be recognized as the responsibility of each employee with the ultimate responsibility for safety resting with the Executive Director/Accountable Director/Chief Safety Officer and the Governing Board of RTA. Employees trust that they will have management support for decisions made in the interest of safety while recognizing that intentional breaches of safety will not be tolerated. We expect our employees to report their safety concerns to agency management.

Our overall safety objective is to proactively manage safety hazards and their associated safety risk, with the intent to eliminate unacceptable safety risk in our transit operations.

To that end, we will continuously examine our operations for hazards. RTA has established a non-punitive employee safety-reporting program, train staff on safety management, document our findings and safety risk mitigations, and strive for continuous improvement of our safety performance.

As required by the Federal Transit Administration, we have established annual safety performance targets to help us measure the safety of our transit service. In addition, to address our overall safety objective, we will conduct hazard identification workshops with all frontline, supervisory, and management personnel during this calendar year. RTA will actively track our safety risk mitigations. To ensure RTA will meet this objective, each department will identify, document and report quarterly the performance targets listed in the strategic business plan to the board and the results.

The Safety and Training Manager will review all statistics and the PTASP Safety Hazard Identification/Performance Goals, Risk Assessment Spreadsheets and collision statistics quarterly. Report the outcomes to department heads. To include but not limited to;

- Number and type of hazard reports received per employee each quarter and annual totals.
- Number and type of safety risk mitigations implementation in the quarter via the Safety Resource Committee or
- Preventative measures implemented by other departments

Ultimate responsibility for safety at San Luis Obispo Regional Transit Authority rests with the Accountable Executive.

Responsibility for making our operations safer for everyone lies with each one of us – from executive management to frontline employees. Each manager is responsible for implementing the SMS in their area of responsibility and will be held accountable to ensure all reasonable steps are taken to perform activities established as part of the SMS.

COMMITMENT TO SAFETY - MAP-21 and Safety Management Systems (SMS)

The management of safety is one of our core business functions. Regional Transit Authority (RTA) is committed to developing, implementing, maintaining, and constantly improving processes to ensure that all our transit service delivery activities take place under a balanced allocation of organizational resources, aimed at achieving the highest level of safety performance and meeting established standards. All levels of management and all employees are accountable for the delivery of this highest level of safety performance. RTA commitment is to:

- **Support** the management of safety through the provision of appropriate resources, that will result in an organizational culture that fosters safe practices, encourages effective employee safety reporting and communication, and actively manages safety with the same attention to results as the attention to the results of the other management systems of the organization;
- **Integrate** the management of safety among the primary responsibilities of all managers and employees,
- **Clearly define** for all staff, managers and employees alike, their accountabilities and responsibilities for the delivery of the organization's safety performance and the performance of our safety management system,
- **Establish and operate** hazard identification and analysis, and safety-risk evaluation activities. Including an employee safety reporting program as a fundamental source for safety concerns and hazard identification, in order to eliminate or mitigate the safety risks of the consequences of hazards resulting from our operations or activities to a point which is consistent with our acceptable level of safety performance,
- **Ensure** that no action will be taken against any employee who discloses a safety concern through the employee safety reporting program, unless disclosure indicates, beyond any reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures,
- **Comply** with, and wherever possible exceed, legislative and regulatory requirements and standards
- **Ensure** that all staff are provided with adequate and appropriate safety-related information and training, are competent in safety management matters, and are allocated only tasks commensurate with their skills,
- **Establish and measure** our safety performance against realistic and data-driven safety performance indicators and safety performance targets,

- **Continually improve** our safety performance through management processes that ensure that appropriate safety management action is taken and is effective.

Safety Management Policy Communication

The Safety Management Policy is posted on employee communication bulletin boards in each driver room location and on the employee information “ADP” website. The Safety Management Policy was first shared with employees during orientation when they are hired.

RTA will communicate the revised **2021-2022** Safety Management Policy Statement by presenting and adopting the PTASP during the **March 4, 2023** San Luis Obispo Regional Transit Authority Board Meeting and publishing to the public and all RTA employees at large in accordance with RTA’s standard communication process. The RTA internal computer network; “G Drive”, and on the employee “ADP” computer Network and the public website: www.slorta.org : Board Meetings.

In addition, all employees will receive a copy of Safety Management Policy Statement during the 2020 calendar year. All newly hired employees will receive a copy of the Safety Management Policy Statement during their new hire orientation.

Authorities, Accountabilities, and Responsibilities

A comprehensive list of authorities, accountabilities, and responsibilities of the Accountable Executive/Chief Safety Officer/Accountable Executive (same Person) and a list of RTA staff Directors, Managers and RTA staff that play important leadership or support roles in providing important data or resources to accomplish RTA’s safety goals and/or the day-to-day safe operation of the RTA’s modes of transportation.

“**Staff Safety Roles and Responsibilities**” [Appendix D](#) to help preserve the page numbering to the extent possible.

RTA Organizational Chart is located in [Appendix E](#)

Accountable Executive

Our Accountable Executive reviewed the draft policy once it had been developed by RTA. Comments and recommended changes were taken into account when the final document was developed. The Accountable Executive then submitted the policy to the San Luis Obispo Regional Transit Authority Board of Directors for approval. Once their approval was given, the Accountable Executive signed the policy.

Additional responsibilities include, but are not limited to:

- Decision-making about resources (e.g. people and funds) to support asset management, SMS activities, and capital investments;
- Signing SMS implementation planning documents; and
- Endorsing SMS implementation team membership.

Chief Safety Officer/Accountable Executive (same Person)

Our Accountable Executive/Chief Safety Officer was the lead in supporting, development and approval of the Safety Management Policy. Our Accountable Executive/Chief Safety Officer worked with the Operations Manager, Maintenance Manager, Deputy Director/Chief Financial Officer and the Safety and Training Manager to develop the plan. Accountable Executive/Chief Safety Officer duties include, but are not limited to:

- Developing and maintaining SMS documentation;
- Directing hazard identification and safety risk assessment;
- Monitoring safety risk mitigation activities;
- Providing periodic reports on safety performance;
- Briefing the Accountable Executive and Board of Directors on SMS implementation progress; and
- Planning safety management training.
- Agency Leadership and Executive Management

Employee Safety Reporting Program

RTA is committed to the safest transit operating standards possible. To achieve this, it is imperative that RTA have uninhibited reporting of all incidents and occurrences which may compromise the safe conduct of our operations. To this end, every employee and contract service provider is responsible for the communication of any information that may affect the integrity of transit safety. No employee shall be retaliated against for reporting hazards or potential hazards, or for making suggestions related to safety.

Self-reporting is protected, there may be serious misconduct situations that are not protected; these conditions are outlined in the Employee Handbook, Section 7.3 - Misconduct That May Result in Discipline up to and Including Termination or Collective Bargaining Agreement.

Employee Handbook [Appendix F](#)

RTA has developed a reporting method with The Employee Suggestion Program, Form and Safety Resource Committee. The employee is able to report safety concerns and observation which gives them the option for reporting anonymously.

Additional Reporting Option include;

- The Employee is sent an acknowledgment that their suggestion was received.
- The Safety Resource Committee posts all agendas after each bi-monthly meeting at each agency location.
- **The Safety Resource Committee description, objectives and functions** is located in [Appendix G](#)
- **The Safety Resource Committee Suggestion Form** is located in [Appendix H](#)
- The Employee Suggestion Form is located at all agency locations and the agency intranet website
- Anonymous Employee Assistance Hotline
- Verbal or written report to a Safety Committee Member, Department Manager or Human Resources

- Safety Committee meetings meet quarterly, committee member can be reached via e-mail or telephone
- Driver meetings; Maintenance meetings and/or Supervisor meetings
- Reports issued to dispatch in person, written or verbally via the bus radio

Safety Risk Management

Safety Risk Management Process

Safety Hazard Identification:

These are listed in an Excel Spreadsheet under tab labeled, #1 “**Safety Hazard Identification**” and placed in the [Appendix C](#) to help preserve the page numbering to the extent possible.

The methods or processes to identify hazards and consequences of the hazards. Inspections are conducted and are an important source of information about hazards. Results from these inspections also help us identify areas where mitigations designed and adopted to manage safety risk are not being carried out as required. Inspections include personnel, vehicles, facilities, and data that identify potential safety concerns or issues.

Inspections and Rule compliance checks focus on hazards that may identify:

- Non-compliance with safety rules;
- Challenges in complying with safety rules; and
- Emerging practices
- Operations personnel fitness-for-duty checks, which may identify:
 - Impairment;
 - Fatigue;
 - Absence of corrective lenses;
 - Apparent injuries; and
 - Uniform or equipment issues
- Radio or digital communication checks, which may identify radio failures, dead spots, and areas of high interference
- Commercial Driver License (CDL) and driver citations checks, which may identify driver non-compliance with driving regulations and requirements
- Pre-trip inspections, which may identify instances of a bus beginning revenue service after failing a pre-trip inspection
- Vehicle inspection, which may identify a series of defects in components and parts with the potential to impact the safety performance of the vehicle
- Facilities inspections, which may identify conditions with the potential to impact safety or environmental hazards
- Common safety hazard, identification methods include, but are not limited to:
 - Results of the TAM Assess Condition Assessments
 - Facilities Inspections
 - Collision and Incident monthly review meetings, discuss causative factors using all means available
 - Safety Resource Committee Bi-Monthly Meetings

- Monitor Performance Indicators
- Bus Stop Inspections
- Pre-Operation Vehicle Inspections (Pink Colored Slip is a priority for maintenance to inspect a bus write-up)
- Routine Maintenance Inspections
- Trends in the Cost of In-house Repairs
- Employee Evaluations and Reports
- Supervisor Reports
- Bus and Facility Video Cameras
- Police Reports
- Remedial actions if necessary, such as but not limited to; retraining, rerouting, policy review or implement new policy or procedure
- Federal Transit Authority Notices and Announcements
- Industry Publications
- Driver Evaluations – Check Rides, Follow Behind, and Pre-trip/Post-Trip, Inspection Evaluations
- Statewide Incident Tracking Reports from CHP
- Customer Complaints/ Passenger Courtesy Cards
- Communication Transportation Bulletin or Memo
- Near-Miss Reports
- Third Party Administrators for Workers’ Compensation and for Liability Claims
- Cal-OSHA Lost and Restricted Days Reported on the Cal-OSHA 300

Safety Risk Assessment:

The methods or processes to assess the safety risks associated with identified safety hazards and prioritizing the hazards based on this safety risk. RTA has developed safety risk in terms of likelihood (the probability of a consequence occurring) and severity (the seriousness of a consequence, if it does occur).

Safety Risk Mitigation: The methods or processes to identify mitigations or strategies necessary as a result of safety risk assessment.

Safety Risk Assessment and Safety Mitigation:

The methods and processes are listed in an Excel Spreadsheet under tabs labeled, “#2 Risk Matrices”, [Appendix C](#) describes the probability & severity of a hazard.

Risk Assessment tab; “#3 Risk Assessment”, [Appendix C](#) to help preserve the page numbering to the extent possible.

High	<u>Unacceptable – Action Required</u> = Safety Risk must be mitigated or eliminated
Medium	<u>Undesirable – Management Decision</u> = Executive management must decide whether to accept the safety risk with monitoring or required additional action.
Low	<u>Acceptable with Review</u> = Safety Risk is acceptable pending management review

Hazard Risk Index & Acceptance Criteria

The Hazard Risk Index (HRI) provides three levels of risk priority. Acceptance Criteria indicates how the hazard should be treated based on the risk priority it poses. For instance, a hazard that has the probability to occur frequently at a catastrophic level will yield a high risk priority.

According to the Acceptance Criteria, this hazard would be unacceptable and must be controlled immediately are unacceptable and corrective action must be taken to eliminate or control them, by reducing the severity and/or probability of the hazard to an acceptable level. Proper sign-off on the acceptance of the risk by management is required. The resolution action and sign-off on the accepted risk will be coordinated by RTA Accountable Executive/Chief Safety Officer, which will maintain all records of the hazard identification, analysis, assessment, and the hazard risk acceptance process.

Resolution

The best method of resolving potential system hazards is to eliminate them. However, this may be impossible or impractical at times. Determination of the method to be employed can be made by conducting a thorough analysis of the system, considering the possible tradeoffs between various alternatives and the system safety requirements. The philosophy dictating these analyses should result in the resolution of alternatives. A number of different means can be employed to resolve identified hazards. These include design changes, the installation of controls and warning devices, and the implementation of special procedures. The order of preference for the means to be used in resolving hazards at RTA shall be as follows:

Design for Minimum Hazard: Design, redesign, refurbish, or retrofit to eliminate (a.k.a. “design out”) the hazards through design selection. This may be accomplished through the use of fail-safe devices and principles in design, the incorporation of high-reliability systems and components, and the use of redundancy in hardware. Re-routing as needed for safety.

Safety Devices: Hazards that cannot be eliminated or controlled through design selection shall be controlled to an acceptable level through the use of fixed, automatic, or other protective safety design features or devices. Examples of safety devices include protective enclosures, or machine guards. Care must be taken to ascertain that the operation of the safety device reduces the loss or risk and does not introduce an additional hazard. Safety devices shall also permit the system to continue to operate in a limited manner. Provisions shall be made for periodic functional checks of safety devices.

Procedures and Training: Where it is impossible to eliminate or adequately control a hazard through design selection or use of safety and warning devices, procedures and training shall be used to control the hazard. Procedures may include the use of personal protective equipment. Precautionary notations shall be standardized as specified by RTA. Safety critical tasks and duties and activities throughout RTA, such as maintenance or vehicle operators’ duties, shall require organizational certification of personnel proficiency.

Safety Assurance, Safety Performance Monitoring and Measurement

§673.5 Safety Risk Management means a process within a transit agency’s PTASP for identifying hazards and analyzing, assessing, and mitigating safety risk

RTA will investigate safety events and any reports from non-compliance with applicable regulations, standards, and applicable legal authority.

Safety performance monitoring and measurement;

- Monitor RTA for compliance with, and sufficiency of the procedures for operations and maintenance;
- Monitor its operations to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended;
- Conduct investigations of safety events to identify causal factors;
- Continuous monitoring of information reported through the employee safety-reporting program; manage changes in its system;
- Monitor information reported through any internal/external safety reporting programs;

Facilities and Equipment Safety Inspections

The purpose of Facilities and Equipment Safety Inspections is to ensure that the appropriate programs and procedures are in place to detect and correct unsafe conditions and deteriorating facilities and equipment. The objectives of Facilities and Equipment Safety Inspections are to:

- Ensure the safe passage of transit vehicles;
- Ensure equipment and facilities are included in a regular inspection process, from which all safety-related findings are documented, tracked, and resolved;
- Enhance safety within the work environment for all RTA employees, contractors, and visitors;
- Minimize unnecessary disruptions to revenue service; and
- Ensure and continuously monitor compliance with RTA policies and procedures, federal and state regulations, and industry best practices.

Facility Inspections: Facility safety inspections are conducted in all facilities to identify and document hazards and/or safety issues, as well as to monitor system-wide compliance with established policies and procedures. Compliance with fire protection requirements is accomplished through fire drills, incident investigations, and periodic testing of fire protection and fire suppression systems.

Collision/Incident/Injury/Near Miss/Occurrence Reporting and Documentation

RTA investigators shall use standardized RTA report forms, which must be legibly completed and submitted to the appropriate department within the required timeframe. Lead Investigators will assemble all the pertinent evidence and information about the occurrence into a report.

Bus Collision Committee

The Bus Collision Committee comprises members of RTA management, Operations Manager, Lead Operations Supervisor and Safety and Training Manager, who review, analyze, list causative factors, and

determine actions necessary to reduce incidents and all types of hazards. This committee meets on a regular basis to develop Corrective Actions.

Causative Factors Purpose:

Identifying causative factors provides a root cause analysis of events in order to make recommendations to prevent reoccurrence. Root cause analysis is a reactive approach to hazards, and is an effective tool for understanding why and how an event occurred.

When to use: Root cause analysis is used during investigation after the occurrence of an event. Various inputs include but not limited to:

- Information gathered from investigation;
- Causal factors;
- Design;
- Human errors;
- Equipment failures;
- Training;
- Environmental conditions;
- Routing; and
- Bus stop locations

Safety Assessment and System Review [Appendix I](#)

Prioritize Safety Risk Log [Appendix J](#)

National Transit Asset Management (TAM) System

TAM plan is review is maintained, updated and reviewed by department heads periodically. The plan includes procurement, the purpose of Procurement is to ensure that the process of obtaining vehicles, rolling stock, systems, equipment, and other materials are systematically reviewed for compliance with safety requirements and verified prior to purchase, implementation, and use. This includes management of all assets of RTA.

Safety and State of Good Repair

The State of Good Repair (SGR) standards will be defined by the National Safety Program and National Transit Asset Management (TAM) System upon FTA's final ruling. These SRG standards are conditions when a safety risk analysis must be performed on capital assets such as equipment, rolling stock, infrastructure, and facilities. RTA shall set safety performance objectives based on this definition when it is available, and make informed investments in order to strive for a State of Good Repair for all assets.

Occupational Health & Safety Programs

RTA utilizes OSHA and other industry standards as best practices for the development, implementation, and monitoring of internal workplace safety programs and requirements. RTA policies and procedures

meet other federal, state, and local regulations regarding occupational health and safety. To include RTA Injury and Illness Prevention Plan.

Cal-OSHA 300 Log is maintained and posted in all employee break rooms at all locations. The results are reported quarterly to The Agency Board of Directors.

Personal Protective Equipment (PPE)

Specific work locations and job duties require the use of PPE to safeguard employees, contractors, and visitors against hazards or harmful workplace conditions. RTA department management, supported by RTA safety procedures, and evaluates the need for PPE given the hazard exposure associated with a task or location. RTA management is responsible for providing necessary PPE to employees and monitoring their use of the equipment, in compliance with all applicable rules, regulations, and standards. It is RTA's philosophy that PPE will be used as a last resort protection system, only after such remedies as engineering or administrative controls to eliminate a workplace hazard are determined to be infeasible or unable to fully protect employees from specific hazards in the workplace.

Hazard Communication/Right-to-Know:

RTA is subject to the requirements OSHA Hazard Communication Standard (29 CFR 1910.1200). Right-to-Know requirements include the following:

Posted Right-to-Know workplace notices, Safety Data Sheets (SDS), product labeling, and training of employees who work with chemicals and hazardous materials. Required training for affected employees includes initial training within 30 days from date of hire, and refresher training.

Hazardous Materials Program and Storm Water Run-Off

Hazardous Materials Program and training is to prescribe responsibilities and direction in facilitating the management and storage of hazardous materials, hazardous waste, universal waste, and chemical information at RTA facilities at a standard consistent with federal and state regulation, as well as industry best practices. RTA maintenance goal is to conduct Storm Water Run-Off training to all maintenance and utility employees once each year. Last training conducted 12/19/2019. During orientation for newly hired employees.

The Hazardous Materials Program objectives are to:

- Ensure employees are trained and qualified in the proper handling of hazardous materials and waste, throughout the material's life cycle;
- Ensure measures and procedures are in place to prevent, respond to, and recover from a spill or other emergency event involving hazardous materials;
- Comply with all applicable health, safety, and environmental requirements; and
- Ensure public safety and environmental protection through proper use, storage, and disposal of hazardous materials.

Management of Change

This section is not required for Small Public Transportation Providers – fewer than 100 vehicles during peak service periods, nevertheless it is imperative that RTA is prepared to address changes in its safety program. This is paramount as RTA looks forward to a new building. RTA strives to improve safety and takes advantage of opportunities for identifying and assessing changes that may introduce new hazards or impact safety performance.

EXAMPLES OF CHANGES

- Changes with safety performance impacts can come from many sources and may include:
- Regulatory requirements
- Audit results
- City or regional planning
- Service environment. Routes, modes
- New technology
- New processes or procedures
- Switching to new products (parts or chemicals)
- Design and construction of major capital projects
- New employee contracts
- Organizational changes

Safety Promotion

Competencies and Training

RTA requires employees including the Chief Safety Officer to complete training to be able to fulfill their safety-related roles and responsibilities. Initial training will be completed at hire/assignment, and refresher training will be provided when behaviors indicate a need, and/or there are changes to the PTASP, operations, procedures, organizational structure, and when new hazards are identified and mitigation measures are developed.

Overview

All RTA personnel are trained to perform their jobs according to laws, regulations, rules and procedures applicable to their jobs. The manager of each department within the agency is responsible for maintaining and making available to employees of that department, all appropriate procedure manuals, equipment service manuals, and safety manuals that are job related. Rules and Procedures are reviewed periodically and/or when an investigation of a Collision/Incident/Injury/Near Miss/Occurrence shows a rule or a procedure was not adequate to protect the employee or the equipment and/or may have contributed to that event. This review process involves identifying operational hazards to determine whether these rules and/or procedures adequately protect against exposure to hazards. If necessary, a special bulletin, notice

or order is issued to maximize safety and mitigate the identified hazard or situation. Employees are responsible for accepting responsibility and carrying out policies and procedures. Employees attend training and instruction sessions and pass quizzes, tests, and examinations, and meet qualifications that are applicable to; laws and ordinances; licenses; equipment and supplies; and related employee injuries. Training, policies, and procedures include requirements related to general safety; personal protective equipment; personal appearance and work clothing; electrical safety; Lockout and Tag out; welding and cutting; tools, equipment, and machinery; hazardous materials; material handling; ladders; forklifts, trucks, and yard safety; fueling vehicles; and the operation and servicing and inspection of vehicles.

Training & Certification Programs

Bus Operations employees participate in an intensive training programs upon accepting employment at the RTA. This training includes a combination of classroom instruction, reviewing rules and regulations, and on road bus operations under the supervision of a DOT Transportation Safety Institute certified instructor. All new hire employees receive orientation and safety training.

The safety training efforts of RTA fall into three (3) main types of training:

- Initial
- Periodic
- Retraining/Refresher/Recertification

Personnel Qualification Standards

Each job position classification has specific job qualifications, education, certifications, physical requirements and standards, etc. Provide continuous development of skills and capabilities through ongoing training and development programs that foster personal and professional growth.

Department Heads develop training plans as part of annual budget-making process, according the following minimum standards and additional to include but not limited to:

- A. Maintenance: 30 Hours per technician annually.
 - RTA staff has greatly benefited from the Southern California Regional Transit Training Consortium, providing significant training resources which has been of significant benefit to the agency.
 - Basic Sexual Harassment Training – 1 hour

- Storm-Water Run-Off – 1 hour
- B. Operations Supervisors: 24 Hours annually.
 - Operations and training staff attended a series of CARE Training conducted by County Mental Health professionals.
 - Operations and training staff have attended observation training with San Luis Obispo County 911 operators.
 - Operations and training staff are rotating to attend observation training with San Luis Obispo Police Department.
- C. RTA staff completes 2-hour Management Sexual Harassment Training every two-years.
- D. Bus Operators: Bus Operator training includes:
 - State-mandated minimum of 8 hours of *Verification of Transit Training* annually.
 - Six-month refresher for new Bus Operators.
 - Focused and customized training designed specifically for Bus Operators at their second anniversary.
- E. Bus Operators and Supervisors/Dispatcher/Training Staff:
 - California Highway Patrol, “Distracted Driving”
 - San Luis Obispo District Attorney Office, “Human Trafficking”
 - Basic Sexual Harassment Training -1 hour (Every two years)
- F. Finance and Administration: 16 Hours per employee annually.

Training

RTA has partnered with the FTA, through the Transportation Safety Institute (TSI), The California Transit Indemnity Pool (CalTIP), San Luis Obispo County agencies and other training agencies to provide employees, at all levels of the organization, with the most up to-date safety and security training available in the industry. FTA online safety course. These training entities have provided on-site training, as well as "Train the Trainer" programs to Bus Operations, Human Resources, Maintenance, Facilities and Safety personnel to ensure that the training programs can be provided on an ongoing basis. The fundamental purpose of this training is to provide personnel with specific knowledge necessary to perform the functions of their jobs.

The courses hosted by RTA and offered by TSI included but not limited to:

- Bus System Safety
- Supervisor Course
- Bus Operator Training Course
- Two Instructors Completed – TSI Fundamentals of Bus Collision Investigation

Safety Communication

Typical methods of communication include but not limited to:

- Open Door Policy for all Management Employees
- Safety Suggestion Form
- Safety Resource Committee Meetings
- Safety Training Classes
- Safety Bulletin Boards
- Safety Posters
- Facility and Maintenance Meetings
- Operations Supervisor & Dispatcher Meetings
- Bulletins and Information Flyers Posted in the Buses, Bus Shelters, and Transit Centers
- Staff Reports to or from the Executive Director/Strategic Business Plan/Board Agendas/Memos
- Quarterly, Semiannual, or Annual Reports to Executive Directors.
- Safety Award Program
- Annual Celebrating Safety Day (all agency locations)
- Employee of the Quarter Awards (B-B-Q)
- Post Collision Statistics quarterly
- Posted Bulletins/Memos
- Occupational Safety and Health Programs
- 24 Hour Free Nurse Hotline
- Employee Assistance Program (Free)
- Internal/External Public Websites - Internal Newsletter

Safety Plan Documentation and Record Keeping

At all times RTAS will maintain documents that set forth its PTASP, including those related to the implementation of its SMS, and results from SMS process and activities. RTA will maintain documents that are included in whole, or by reference, that describe the programs, policies, and procedures that RTA uses to carry out its PTASP. These documents will be made available upon request by the Federal Transit Administration or other federal entity, or a state oversight agency having jurisdiction.

In addition to the documents indicated above, RTA will maintain, at a minimum, the following records: safety risk mitigations, results from a transit agency's safety performance assessment, and records of employee safety training. Document system dedicated to tracking employee safety training and for safety performance monitoring and measurement. RTA maintain documentation that it uses to determine how well it is meeting its safety objectives and safety performance targets, as well as safety performance indicators used to determine the effectiveness of SMS implementation.

RTA will keep all records and documents related to the PTASP for three years. Records and documents will include employee training records, inspections, safety performance assessments, safety risk mitigations

Closing Statement

This document is designed to provide information and guidance for the continued safe operation of the bus transit system operated by San Luis Obispo Regional Transit Authority. It expresses the RTA's commitment to the public, bus passengers and employee safety. The Public Transportation Agency Safety Plan is meant to serve RTA as a guideline to bus transit hazard management. This document should not be interpreted as imposing any legal obligations upon the RTA or providing the basis for liability in any legal action.

Appendices

Appendix A	Plan Approval and Self Certification of Compliance Signatures
Appendix B	Annual Review and Update of the Public Transportation Agency Safety Plan. A table that records the history of revisions made to the Agency's PTASP
Appendix C	Safety Risk Assessment and Safety Mitigation methods and processes Excel Spreadsheet to help preserve the page numbering to the extent possible listed under tabs labeled; "#1 Safety Hazard Identification" "#2 Risk Matrices" tab describes the probability & severity of a hazard "#3 Risk Assessment/Mitigation the Risk"
Appendix D	Staff Safety Roles and Responsibilities
Appendix E	RTA Organizational Chart
Appendix F	Employee Handbook, Section 7.3 - Misconduct
Appendix G	The Safety Resource Committee description, objectives and functions
Appendix H	Employee Suggestion Form
Appendix I	Safety Assessment and System Review

Glossary of Terms

Term	Definition
Accident	Accident means an Event that involves any of the following: a loss of life; a report of a serious injury to a person; a collision of public transportation vehicles; a runaway train; an evacuation for life safety reasons; or any derailment of a rail transit vehicle, at any location, at any time, whatever the cause. (per § 673.5)
Accountable Executive	§ 673.5 Definitions – Accountable Executive means a single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a public transportation agency; responsibility for carrying out the agency's Transit Asset Management Plan; and control or direction over the human

Term	Definition
	<p>and capital resources needed to develop and maintain both the agency's Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. § 5329(d), and the agency's Transit Asset Management Plan in accordance with 49 U.S.C. § 5326.</p> <p>§ 673.23(d) (1) – The transit agency must identify an Accountable Executive. The Accountable Executive is accountable for ensuring that the agency's SMS is effectively implemented throughout the agency's public transportation system. The Accountable Executive is accountable for ensuring action is taken, as necessary, to address substandard performance in the agency's SMS. The Accountable Executive may delegate specific responsibilities, but the ultimate accountability for the transit agency's safety performance cannot be delegated and always rests with the Accountable Executive.</p> <p>Each transit agency must identify an Accountable Executive within its organization who ultimately is responsible for carrying out and implementing its Safety Plan. A State that drafts a plan on behalf of another recipient or sub-recipient is not the Accountable Executive.</p>
Agency Leadership and Executive Management	A transit agency must identify those members of its leadership or executive management, other than an Accountable Executive, Chief Safety Officer, or SMS Executive, who have authorities or responsibilities for day-to-day implementation and operation of an agency's SMS. [673.23(d)(3)]
Baseline	A baseline is a point in time measure of a known performance level used as reference for subsequent measurements. A minimum or starting point used for comparison.
Chief Safety Officer/SMS Executive	<p>§ 673.31 Definitions – Chief Safety Officer means an adequately trained individual who has responsibility for safety and reports directly to a transit agency's chief executive officer, general manager, president, or equivalent officer. A Chief Safety Officer may not serve in other operational or maintenance capacities, unless the Chief Safety Officer is employed by a transit agency that is a small public transportation provider as defined in this part, or a public transportation provider that does not operate a rail fixed guideway public transportation system.</p> <p>Safety Management System (SMS) Executive means a Chief Safety Officer or an equivalent.</p> <p>§ 673.23(d)(2) – The Accountable Executive must designate a Chief Safety Officer or SMS Executive who has the authority and responsibility for day-to-day implementation and operation of an agency's SMS. The Chief Safety Officer or SMS Executive must hold a direct line of reporting to the Accountable Executive. A transit agency may allow the Accountable Executive to also serve as the Chief Safety Officer or SMS Executive.</p> <p><i>Each transit agency must identify a Chief Safety Officer or SMS Executive within its organization who has the authority and responsibility for day-to-day implementation and operation of the agency's SMS. The Chief Safety Officer or SMS Executive must meet the requirements specified in § 673.31 and § 673.23(d)(2). For SMS to be successful and effective, this person should have a strong working</i></p>

Term	Definition
	<p><i>relationship with the operations and asset management functions at the transit agency.</i></p> <p><i>Small public transportation providers may designate a Chief Safety Officer or SMS Executive who also manages other functions, such as operations, maintenance, and grant administration. For these transit agencies, the Chief Safety Officer or SMS Executive may be a full-time employee of the transit system who has responsibility for duties other than safety, a part-time employee of the transit system, or a contracted employee.</i></p> <p><i>Bus transit systems that operate more than 100 vehicles in peak revenue service should have a dedicated Chief Safety Officer, given the increased safety risk of those systems. However, this is not a requirement.</i></p>
Consequence	Consequences are outcomes or what those conditions can cause. Transit agencies should assess the likelihood and severity of the <i>consequences</i> of a hazard, not of the hazard itself (per § 673.5)
Employee Safety Reporting Program	A transit agency must establish and implement a process that allows employees to report safety conditions to senior management, protections for employees who report safety conditions to senior management, and a description of employee behaviors that may result in disciplinary action. [673.23(b)]
Event “any Accident, Incident, or Occurrence” (49 .F.R. § 673.5)	<p>Accident means an Event that involves any of the following:</p> <ul style="list-style-type: none"> (1) A loss of life; (2) A report of a serious injury to a person; (3) A collision of public transportation vehicles; <p>Incident means an Event that involves any of the following:</p> <ul style="list-style-type: none"> (1) A personal injury that is not a serious injury; (2) One or more injuries requiring medical transport; (3) or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency. <p>Occurrence means an Event</p> <ul style="list-style-type: none"> (1) Without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency.
Fatalities	Deaths, excluding suicides or trespassers. Total number of reportable fatalities. Fixed Route and Paratransit rate per total revenue miles or years and all employees
Hazard	Hazard means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment. Hazards are conditions. (per § 673.5)
What is a Hazard?	The Federal Transit Administration (FTA) defines a hazard in 49 C.F.R. Part 673.5 as “any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.” There are many sources within a transit agency to support hazard identification, including the very

Term	Definition
	important reporting of safety concerns by employees. A hazard holds potential that, when triggered, results in a consequence(s) that may cause harm or damage. The severity of the potential consequence(s) may range from negligible to catastrophic, depending on the nature of the hazard and the particular operational conditions.
Hazards versus Consequences	<p>Hazard means any real or potential condition that can cause injury, illness or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.</p> <p>Hazards are conditions, while consequences are outcomes of what those conditions can cause. Transit agencies should assess the likelihood and severity of the consequences of a hazard, not of the hazard itself.</p>
Hazards versus Consequences	<p>Hazard means any real or potential condition that can cause injury, illness or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.</p> <p>Hazards are conditions, while consequences are outcomes of what those conditions can cause. Transit agencies should assess the likelihood and severity of the consequences of a hazard, not of the hazard itself.</p>
Incident	Incident means an Event that involves any of the following: A personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency. (per § 673.5)
Injuries	<p>Total number of reportable injuries and rate per total revenue service miles by Fixed route and Paratransit or years all employees</p> <p>Previously, two or more individuals transported for medical attention triggered reporting and investigation. Under Part 674, one “serious” injury would trigger reporting and non-serious injuries would not require reporting and investigation.</p> <p>Not including assaults or injuries due to crimes</p>
Investigation	Investigation means the process of determining the causal and contributing factors of an accident, incident, or hazard, for the purpose of preventing recurrence and mitigating risk
Key Staff	A transit agency may designate key staff, groups of staff, or committees to support the Accountable Executive, Chief Safety Officer, or SMS Executive in developing, implementing, and operating the agency’s SMS. [673.23(d)(4)]
National Public Transportation Safety Plan	National Public Transportation Safety Plan means the plan to improve the safety of all public transportation systems that receive Federal financial assistance under 49 U.S.C. Chapter 53.
Non-Preventable	The employee is discounted as a contributing factor to the collision or incident
Occurrence	Occurrence means an Event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency. (per § 673.5)

Term	Definition
Performance measure	Performance measure means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.
Performance Target	Performance target means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the Federal Transit Administration (FTA). (per § 673.5)
Preventable Collision/Incident	Employee did not do everything possible to avoid the collision or incident
Property Damage:	Under Part 674, FTA moves away from a monetary value (\$25,000) to trigger notification and investigation and instead uses “ substantial damage ” as the threshold for reporting.
Risk	Risk means the composite of predicted severity and likelihood of the potential effect of the hazard
Risk Mitigation	Risk mitigations means a method or methods to eliminate or reduce the effects of hazards.
Routine Maintenance	A repair that does not require specialized equipment, professional services, or contractors, but rather can be corrected within the budget and skill set of typical property maintenance staff.
Safety Assurance	Safety Assurance means processes within a transit agency’s Safety Management System that functions to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.
Safety Communication	A transit agency must communicate safety and safety performance information throughout the agency’s organization that, at a minimum, conveys information on hazards and safety risks relevant to employees’ roles and responsibilities and informs employees of safety actions taken in response to reports submitted through an employee safety-reporting program. [673.29(b)]
Safety Event	Reportable derailments, collisions, fires, and evacuations. Total number of reportable events and rate per total revenue service miles fixed route and paratransit vehicle miles, or years and all employees
Safety Hazard Identification	A transit agency must establish methods or processes to identify hazards and consequences of the hazards. [673.25(b)(1)] A transit agency must consider, as a source for hazard identification, data and information provided by an oversight authority and the FTA. [673.25(b)(2)]
Safety Management Policy Communication	The safety management policy must be communicated throughout the agency’s organization. [673.23(c)] The transit agency must identify an Accountable Executive.
Safety Management Policy	Means a transit agency’s documented commitment to safety, which defines the transit agency’s safety objectives and the accountabilities and responsibilities of its employees concerning safety. [673.23]
Safety Management Policy Statement	A transit agency must establish its organizational accountabilities and responsibilities and have a written statement of safety management policy that includes the agency’s safety objectives. [673.23(a)]

Term	Definition
Safety Promotion	<p>Safety Promotion means a combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.</p> <p>Competencies and Training</p> <p>A transit agency must establish and implement a comprehensive safety-training program for all agency employees and contractors directly responsible for safety in the agency's public transportation system. The training program must include refresher training, as necessary. [673.29(a)]</p>
Safety Management System (SMS)	<p>Means the formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards</p>
Safety Performance Measuring	<p>To enable safety performance monitoring and measurement activities, a transit agency should establish safety performance indicators (SPIs) and safety performance targets (SPTs) based on its safety objectives.</p> <p>Safety Objective: Minimize passenger slip and fall events in buses.</p> <p>SPI: The number of passenger slip and fall events on a vehicle per [number] of vehicle revenue miles.</p> <p>SPT: Reduce the number of passenger slip and fall events on a vehicle by [percent] per [number] of vehicle revenue miles over the next [time period].</p>
Safety Performance Monitoring and Measurement	<p>A transit agency must establish activities to:</p> <p>Monitor its system for compliance with, and sufficiency of, the agency's procedures for operations and maintenance.</p> <p>Monitor its operations to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended.</p> <p>Conduct investigations of safety events to identify causal factors.</p> <p>Monitor information reported through any internal safety reporting programs. [673.27(b)]</p>
Safety Performance Target	<p>Safety performance target means a Performance Target related to safety management activities. (per § 673.5)</p>
Safety Risk Assessment	<p>A transit agency must establish methods or processes to assess the safety risks associated with identified safety hazards. [673.25(c)(1)]</p> <p>A safety risk assessment includes an assessment of the likelihood and severity of the consequences of the hazards, including existing mitigations and prioritization of the hazards based on the safety risk. [673.25(c)(2)]</p>
Safety Risk Mitigation	<p>A transit agency must establish methods or processes to identify mitigations or strategies necessary as a result of the agency's safety risk assessment to reduce the likelihood and severity of the consequences. [673.25(d)]</p>

Term	Definition
Serious Injury	<p>Serious injury means any injury which:</p> <p>(1) Requires hospitalization for more than 48 hours, commencing within 7 days from the date the injury was received;</p> <p>(2) Results in a fracture of any bone (except simple fractures of fingers, toes, or noses);</p> <p>(3) Causes severe hemorrhages, nerve, muscle, or tendon damage; (4) Involves any internal organ; or (5) Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface. (per § 673.5)</p> <p>(4) Involves any internal organ; or</p> <p>(5) Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface (49 C.F.R. § 673.5).</p>
SMS Authorities, Accountabilities, and Responsibilities	The transit agency must establish the necessary authorities, accountabilities, and responsibilities for the management of safety among the following individuals within its organization as they relate to the development and management of the transit agency's Safety Management System (SMS). [673.23(d)]
State of Good Repair	State of Good Repair means the condition in which a capital asset is able to operate at a full level of performance.
State Safety Oversight Agency	State Safety Oversight Agency means an agency established by a State that meets the requirements and performs the functions specified by 49 U.S.C. 5329(e) and the regulations set forth in 49 CFR part 674.
"Substantial damage"	FTA defines substantial damage as "any physical damage to transit or non-transit property including vehicles, facilities, equipment, rolling stock, or infrastructure ... which adversely affects the structural strength, performance, or operating characteristics of the vehicle, facility, equipment, rolling stock, or infrastructure requiring towing, rescue, onsite maintenance, or immediate removal prior to safe operation."
System Reliability/Road Calls	Mean distance between failures revenue service and Paratransit.
Training Documentation	<p>Training documentation may include:</p> <ul style="list-style-type: none"> ○ Records of training needs analysis for curriculum development ○ Curricula for initial and refresher training ○ Training schedules and records of all completed training ○ Procedures for revising training materials
Transit Asset Management Plan (TAM)	<p>Transit Asset Management Plan means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR part 625.</p> <p>A plan that includes an inventory of capital assets, a condition assessment of inventoried assets, a decision support tool, and a prioritization of investments.</p>

LIST OF ACRONYMS USED IN THE SAFETY PLAN

Acronym	Word or Phrase
CA DOT	California Department of Transportation
Cal-OHSA	California Occupational Safety and Health
Cal-Trans	California Department of Transportation
CFO	Chief Financial Officer
CSO	Chief Safety Officer
FTA	Federal Transit Administration
IIPP	Injury and Illness Prevention Plan, required by Cal-OSHA
PPE	Personal Protective Equipment
PTASP	Public Transportation Agency Safety Plan, required by FTA
RTA	Regional Transit Authority
SLO	San Luis Obispo
SLOCOG	San Luis Obispo Council of Governments
SMP	Safety Management Policy
SMS	Safety Management System
SoCo	South County Transit
SSOA	State Safety Oversight Agency
TAM	Transit Asset Management

2018 NTD Safety & Security Quick Reference Guide - Non-Rail Mode Reporting

Reportable Event: A safety or security event occurring: on transit right-of-way or infrastructure, at a transit revenue facility, at a maintenance facility or rail yard, during a transit-related maintenance activity, or involving a transit revenue vehicle. Excluded from this event reporting requirement are events that occur off transit property where affected persons, vehicles, or objects come to rest on transit property after the event, OSHA events in administrative buildings, deaths that are a result of illness or other natural causes, other events (assault, robbery, non-transit vehicle collisions, etc.) occurring at bus stops or shelters that are not on transit-controlled property, collisions that occur while travelling to or from a transit-related maintenance activity, collisions involving a supervisor car, or other transit service vehicle operating on public roads.

Alaska (AR) and Commuter rail (CR) modes report only SECURITY events that meet a Major event threshold.

S&S-40 Major Event Report	S&S-50 Non-Major Monthly Summary
MAJOR THRESHOLDS	NON-MAJOR THRESHOLDS
<p>An event meeting the reportable event definition AND meeting <i>one or more</i> of the following reporting thresholds:</p> <p>A fatality confirmed within 30 days (including suicide)</p> <p>An injury requiring transport away from the scene for medical attention for one or more persons (partial exception in the case of Other Safety Events)</p> <p>Estimated property damage equal to or exceeding \$25,000</p> <p>An evacuation for life safety reasons</p> <p>Collisions involving transit roadway revenue vehicles that require towing away of a transit roadway vehicle or other non-transit roadway vehicle</p> <p>Reports are due within 30 days of the date of the event.</p>	<p>Less severe Other Safety Occurrence Not Otherwise Classified (OSONOC) injuries meeting the reportable event definition that is NOT a result of a collision, derailment, evacuation, security event, hazmat spill, or Act of God and non-major fires.</p> <p>OSONOC:</p> <p>Single injury event requiring transport away from the scene for medical attention (do not report "minor" collisions on S&S-50)</p> <p>Fires:</p> <p>Requires suppression that does not meet a major incident reporting threshold <i>injury, fatality, evacuation, or property damage of \$25,000 or more</i>)</p> <p>Reports due by the end of the following month (e.g., January data due by end of February)</p>

S&S-40 Major Event Report	S&S-50 Non-Major Monthly Summary
EVENT TYPES	EVENT TYPES
A collision (including suicide/attempted suicide)	OSONOC:
A fire	Injury due to:
A hazardous material spill (requires <i>specialized</i> clean-up)	Slip/trip
Acts of God (nature)	Fall
System security:	Including person making contact with a non-moving transit vehicle
Arson	Injury to maintenance workers
Bomb threat/bombing	Boarding/alighting
Burglary/vandalism	Electric shock/burns
Chemical/biological/radiological/nuclear release	Abrupt or evasive transit vehicle maneuvers
Cyber security event	Mobility device (e.g. wheelchair) securement issues
Hijacking	Injury sustained on a mobility device lift
Sabotage	Stairs/elevator/escalator injury
Suspicious package	Fire:
Other security event (shots fired, projectiles, etc.)	Requires suppression but no major threshold is met
Personal Security:	Small fire in transit station
Assault	Small engine fire on transit vehicle
Homicide	
Robbery	
Larceny/theft	
Motor vehicle theft	
Rape	

S&S-40 Major Event Report	S&S-50 Non-Major Monthly Summary
EVENT TYPES	EVENT TYPES
Other personal security events (non-collision suicide/attempted suicide, etc.)	
OSONOC (two injuries and/or another threshold)	
Miscellaneous events that meet a threshold	

References

Public Transportation Agency Safety Plan Comparison of Definitions: Part 673 versus Part 659

<https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/regulations-and-guidance/safety/public-transportation-agency-safety-program/117731/ptasp-comparison-definitions-part-673-versus-part-659.pdf>

The FTA template, on which this document is based, and the FTA reference guide are intended for use by states and operators of public transportation systems that are required to draft a Safety Plan in accordance with 49 C.F.R. Part 673 (Part 673). The full text of Part 673 is available at <http://www.transit.dot.gov/PTASP>.

Appendix A

RTA is a JPA (Joint Powers Authority) in San Luis Obispo County that operates bus service connecting cities throughout San Luis Obispo County and the northern portion of Santa Barbara County in the city of Santa Maria. RTA also oversees the administration of South County Transit (SoCo), which operates fixed route buses in the Five Cities area of Shell Beach, Pismo Beach, Grover Beach, Oceano and Arroyo Grande.

Plan Development, Approval, and Updates

Development

The San Luis Obispo Regional Transit Authority drafted this plan. By signature below, the Accountable Executive confirms the development of this plan.

Accountable Executive/Geoff Straw

Date Signed

Approval

The San Luis Obispo Regional Transit Authority Board of Directors approved this plan as so indicated by the signature of the Board of Directors' Chair on the date noted below and as specified in Plan Approval and Self Certification of Compliance Signatures. [Appendix A](#) can be located on the RTA internal computer network; "G Drive", and on the employee "ADP" computer Network and the public website labelled "PTASP - RTA OPT-out letter" executed **March 1, 2023 Board Meeting**, website: www.slorta.org

San Luis Obispo Regional Transit Authority Board of Chair

Date Signed

Self-Certification

Public Transportation Agency Safety Plan (PTASP)
Plan Approval and Self-Certification of Compliance Signatures

The San Luis Obispo Regional Transit Authority PTASP was certified by the Accountable Executive, Geoff Straw, RTA Executive Director, on **March 1, 2023**, as is attested to by Public Transportation Agency Safety Plan (PTASP), which can be viewed and maintained at RTA Cross Street facility on the internal computer network, "G Drive", internal employee website, "ADP" and the public website: www.slorta.org.

Certification of Compliance on an annual basis	Public Transportation Agency Safety Plan (PTASP) Plan Approval	Date of Certification March 1, 2023
	Regional Transit Authority, Geoff Straw, Executive Director/PTASP Accountable Executive and San Luis Obispo Board of Directors	
	Relevant Documentation Appendix A	



Appendix B

Annual Review and Update of the Public Transportation Agency Safety Plan

Described below are the process and timeline for conducting an annual review and update of the Public Transportation Agency Safety Plan.

Regional Transit Authority management will review the PTASP 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 California Department of Transportation (CA DOT), Federal Transit Administration (FTA). Annual self-certification will consist of the Executive Director signing and dating page 1 of this document and submitting to CA DOT for review. RTA as part of the PTASP review will conduct the annual review of the PTASP in **July** of each fiscal year. Necessary updates outside the annual update window will be handled as PTASP addendums, which will be incorporated in the body of the PTASP. Reviews of the PTASP by the local agency, any subsequent updates and addendums, adoption, and distribution activities will be documented in the PTASP Document Activity Log included at the beginning of this document.

Record of Revisions

A table that records the history of revisions made to the agency's PTASP is contained in the table that follows. The history of the changes was placed in this appendix to help preserve the page numbering to the extent possible.

Version Number and Updates Record the complete history of successive versions of this plan			
Version Number	Section/Pages Affected	Activity- Reason for Change (Review/Update/Addendum/Adoption/Distribution)	Date Issued
2	Cover Page	Current Revision Date – Month and Year	01/20/2023
2	Appendix B	Annual Review of the PTASP in July of each Fiscal Year	01/20/2023
2	Page 1	Transit Services: Change of RTA Facility Address	01/09/2023
2	Page 3	Revisions will be submitted to the Board annually at their November Board Meeting	01/09/23
2	Page 3	Update Safety Performance Targets to Baseline Year	01/09/2023
2	Page 3	Safety Performance Target Coordination California Department of Transportation (Cal-Trans) Changed Date for transmission for 2021- changes submit March 2023 & November of each year, thereafter	01/09/2023
2	Page 3	Metropolitan Planning Organization(s) Name Changed Date for transmission Annually – 2021 changes submit March 2023 & November of each year, thereafter	01/09/2023



Appendix B

Annual Review and Update of the Public Transportation Agency Safety Plan

2	Page 7	Safety Management Policy Communication Insert data dates 2021-2022	01/09/2023
2	Page 7	Board to Adopt March 4, 2023 and publishing to the public and all RTA employees at large in accordance with RTA's standard communication process.	01/09/2023
2	Page 7	RTA Organizational Chart Appendix E	01/19/2023
2	Page 8	Safety Resource Committee Suggestion Form update Contact Information Appendix H	01/09/2023
2	Page 9	Hazard Identification (Tab #1) Appendix C	01/20/2023
2	Page 10	Hazard Identification Risk Matrices (Tab #2) Appendix C	08/24/2022
2	Page 10	Updated Annually Monitored Monthly (Tab #3) Appendix C	01/19/2023
2	Appendix B	End of Fiscal Year all Statistics Compiled	01/19/2023
2	Appendix C	Hazard Identification Risk Matrices (Tab #2)	08/24/2022
2	Appendix C	Plan Updated Annually Monitored Monthly (Tab #3)	01/19/2023
2	Appendix D	Roles & Responsibilities Added Bus Operator to attend Collision Prevention Team PTASP monthly meetings	01/23/2023
2	Appendix E	RTA Organizational Chart	01/19/2023
2	Appendix F	Prioritize Safety Risk Log	01/20/2023
2	Appendix H	Employee Suggestion Form Contact person change	01/19/2023
2	Appendix I	Safety Assessment and System Review	01/24/2023
2	Appendix J	Prioritize Safety Risk Log	01/24/2023

SAFETY HAZARD IDENTIFICATION MATRIX

[Hazard Identification.xlsx](#)

The Safety Performance Matrix allows Regional Transit Authority RTA to organize, monitor and evaluate identified safety goals and objectives/outcomes.

Completed by:	Last Updated: INSERT DATE	49C.F.R. §673.25(C)(1)	§673.11(a)(3)
GOAL 1: SMS TO REDUCE CASUALTIES/OCCURRENCES RTA/SoCo will utilize a safety management systems framework to identify safety hazards, mitigate risk and reduce casualties and occurrences resulting from transit operations.			
OBJECTIVE/OUTCOME Develop a corrective action plan and mitigation strategies to address identified hazards	METRICS Percent of corrective action strategies completed per specified period of time	BASELINES- Identify Baseline A baseline is a point in time measure of a known performance level used as reference for subsequent measurements. A minimum or starting point used for comparison.	SAFETY PERFORMANCE TARGETS A level of performance we are aiming to reach in the future.
Safety Officer, Department Heads and Safety & Training Manager	3 years of Transit Safety and Training experience, Transit Safety and Security Program (TSSP) certification. Within three years. Bus Curriculum FTA Office of Safety and Oversight Recommendation • Transit Bus System Safety Certification Training Program website <input type="checkbox"/> Fundamentals of Bus Collision Investigation <input type="checkbox"/> SMS Awareness Transportation Safety Institute (TSI) <input type="checkbox"/> SMS Safety Assurance <input type="checkbox"/> SMS Principles for Transit	World Safety Certification of Safety & Training Manager, • High school diploma or equivalent, required. • TSI certification required. • TSSP certification required or World Safety Certified	A transit professional that successfully completes the four (4) required courses within a consecutive three (3) year timeframe is eligible
Fatality of any person when related to the movement of a transit vehicle. <i>The total number of injuries and fatalities is the total number of reportable injuries and fatalities per total vehicle revenue miles.</i> <i>The total number (includes non-preventable incidents)</i>	RTA 1,352,742 revenue miles per year	RTA 0 – Zero Fatalities	Zero fatalities 15 year period
Reduce the number Third Party Injuries- such as; collision, bike, pedestrian	Measured by annual claims rate. Third Party Injuries- such as; collision, bike, pedestrian	FY 2021-2022: 0 injury claims	FY 2022-2023 NO more than 2 annually
Reduce the number of Passenger transit related injuries	Measured by annual Accident/Incident Reports or claims rate and severity Review Quarterly	FY 2021-2022; 3 injuries report	Reduce by 50% or no more than 10 injuries FY 2022-2023
Reduce the number of Driver related injuries	All work comp claims are reported to RTA carrier and investigated immediately. Measured Worker Comp claims rate and severity. Review Quarterly with Strategic Business Plan.	FY 2021-2022: 3 Driver Injury Claims filed. Severity is Marginal	No more 5 injuries for FY 2022-2023
Reduce the number of Mechanic/Utility related injuries	All work comp claims are reported to RTA carrier and investigated immediately. Measured Worker Comp claims rate and severity. Review Quarterly with Strategic Business Plan.	FY 2021-2022: 0 Mechanic/Utility	Not to exceed 1 - annually
Reduce the number of Administrative Employee injuries	All claims are reported to RTA carrier and investigated immediately. Review Quarterly with Strategic Business Plan.	Zero Injury Claims FY 2021-2022	Not to exceed 1 - annually
All Employee (<i>Preventable</i>) workers compensation lost-time claims	All work comp claims are reported to RTA carrier and investigated immediately. Measured Worker Comp claims rate and severity.	3 - Preventable lost time claims FY 2021-2022. Severity is Marginal	No more than 6- Preventable lost time claims, annually

All Employee (<i>Preventable</i>) medical-only claims	All work comp claims are reported to RTA carrier and investigated immediately. Measured Worker Comp claims rate and severity.	FY 2021-2022 5 Preventable medical only. Severity is Marginal - First Aide only	No More than 5 - Preventable medical only, annually
Safety Events	The total number of reportable events and rate per total in service revenue vehicle miles by all modes of service (fixed route and paratransit, Dial-A-Ride). (Typically reported safety violations, customer safety related complaints, employee close call / near miss reporting, etc.)		
Preventable vehicle collisions. Fixed Route & Paratransit	Revenue service miles per 100,000 revenue service miles Review Monthly	FY 2021-2022 1.55 % per 100,000. 23 collisions 1,483,743 miles	FY 2022-2023 Rate of preventable vehicle collisions will not exceed 1.0 per 100,000 miles.
Backing Transit Vehicles related to the movement of a transit vehicle	Measured by monthly Preventable collision Reports and revenue service miles annually	FY 2021-2022 26.09% total of 6 preventable collisions	FY 2022-2023 NO more than 1 annually
Fixed Objects related to the movement of a transit vehicle	Measured by monthly Preventable collision Reports, and revenue service miles annually	FY 2021-2022 total of 2 incidents or 8.70 of preventable collisions	FY 2022 FY 2023 Reduce by 50% or 1 incidents
Safety Resource Committee Reports	Address all safety hazards identified by the Safety Resource Committee. Monitored and tracked agenda items are completed- closed-out. Meets Every other month, on the first Tuesday of the month. Bi-Monthly	End of FY 2021-2022 - 22 new Employee Suggestions, 10 routed to the appropriate department or committee such as; operations or bus stop committee. - 5 open action items remaining on the agenda at the end of the fiscal year	No more than 10 open action items on the agenda at the end of each fiscal year. Complete items as soon as reported or in a timely manner.
Service Delivery rate for all regularly-scheduled / year-round services	scheduled fixed route bus trip is delivered ahead of the next scheduled bus trip, then service is considered “delivered”. Review Quarterly	2021-2022 99% or greater Reviewed quarterly by Operations. Reported bi-annually by the Executive Director to the Board.	99% or greater Reviewed quarterly by Operations. Reported bi-annually by the Executive Director to the Board.
On-Time Performance Fixed Route	On-time” is defined as no later than six minutes from any time point in the published schedule. Review Quarterly	2021-2022 - 88% Local fixed-route or greater. 2021-2022 - 82% Route deviation services	85% or greater on time performance fixed route and Route deviation services 70% or greater
On-Time Performance Paratransit	on-time if the van arrives within 30 minutes of the appointed pick-up time. Review Quarterly	99% FY2021-2022 - Strategic Business Plan	Runabout and other demand response services shall be 95% or greater.
Annual fiscal and compliance audit findings. FTA Triennial Audit 2023	Finance and Administration will report any negative audit findings to the RTA Board.	Consistently achieves positive annual fiscal and compliance reports with no significant financial audit findings.	No significant annual fiscal and compliance audit findings.
Customer and community perception of system safety	Due to COVID unable to conduct customer survey	Calendar Year 2023 Short Range Transit Plan completed	Based on Community Perception Survey At least 90% overall Rating system safety.
Total risk management costs	Reported monthly in financials and YTD budget. Reported bimonthly to the RTA Board in .	FY 2021-2022 7.6% of total operating cost	Not exceed 10% of total annual operating cost
Recruit, promote and retain highly qualified employees to achieve our service standards. Increase employee safety training opportunities and attendance	Provide continuous development of skills and capabilities through ongoing training and development programs. Ongoing	Department Heads develop training plans as part of annual budget-making process, according the following minimum standards: Strategic Business Plan	A. Maintenance: 30 Hours per technician annually. B. Operations Supervisors: 24 Hours annually. C. Finance and Administration: 16 Hours per employee annually.

Bus Operator Training	Training Manual and Content based on policies, procedures, state and federal laws and regulations	Strategic Business Plan 2021-2022 Achieved Performance Target - Completed all mandated for all employees annually. Six-week training program for all newly hired bus operators.	A. State-mandated minimum of 8 hours of Verification of Transit Training annually. B. Six-month refresher for new Bus Operators. C. Focused and customized training designed specifically for Bus Operators at second anniversary.
Fatigue Awareness	Fatigue is the state of feeling very tired, weary or sleepy resulting from insufficient sleep, prolonged mental or physical work, or extended periods of stress or anxiety. Boring or repetitive tasks can intensify feelings of fatigue. Fatigue can be described as either acute or chronic.	Employee Health Incentives, Outside Employment Tracking, Comply with state and federal laws, hours of service, Employee Assistance Hotline. Pre-employment, for cause, random, drug testing, and pass DOT physical examination.	Continue with training, awareness and current programs. Maintain effective procedures to ensure employee fitness for duty and medical qualification
Assault Prevention	We continually stress the tenets of Verbal Defense and Influence,	Focused how to communicate more effectively with each other and our customers – particularly in difficult or threatening situations. Training drivers and staff regarding Mental Health and Human Trafficking Situations	Review and train as needed. Discussions during Monthly Operations Staff Meetings, Maintenance Meetings, and Department Heads meetings
Employee Performance	Grading measurement of attainment of department objectives developed during the budget process and achievement of RTA's Standards and RTA's KPIs	Goals and Objectives established previous year	Employees will be evaluated annually
Bus Operators Evaluations	On Board, Follow Behind and Yard Check Evaluations to ensure the public's safety.	Based on Collective Bargaining Agreement (CBA) and Both Technicians and Bus Operators are evaluated as part of the RTA Safety Awards program. Bus Operator Driver matrix	Conduct individual evaluations annually. Safety Award on anniversary dates. Must meet RTA/SoCo performance standards. Employee retraining as needed.
Fleet Road Calls - System Reliability	A road call is defined as all mechanical or other vehicle-related failures that affect the completion of a scheduled revenue trip or the start of the next scheduled revenue trip, including failures during deadheading and layover. 5.0 per 1000,000 miles is Industry Standards-The RTA uses the same definition of a road call as used in the National Transit Database. Strategic Business Plan. Review Quarterly	FY 2021-2022, 6.48	Road calls will not exceed Standard 5.0 per 100,000 vehicle service miles. Reasonable measures are based on past and present performance data and trends. Tracked and reported by the Maintenance Department, and reported bi-annually to the RTA Board. Strategic Business Plan
Achieve all federal and state-mandated maintenance minimums, as well as vendor recommended maintenance schedules, for our fleet and facilities.	Preventative maintenance schedules for all equipment shall be done on a timely basis (3,000 mile intervals or as mandated by equipment OEM vendor).	No findings in area for all listed categories	No negative CHP Annual Terminal Inspection, FTA Triennial Review or TDA Triennial Performance Audit findings. Reported annually to the RTA Board.

GOAL 2: CULTURE			
TRANSIT AGENCY will foster agency-wide support for transit safety by establishing a culture where management is held accountable for safety and everyone in the organization takes an active role in securing transit safety.			
OBJECTIVE/OUTCOME	METRICS	BASELINES	TARGETS
Hazards	Building Design walkway employee parking through bus yard to operations building.	FY 2021- 2022 Walkways through the bus yard and bus wash	Review annually for hazards .
Establish regular transit safety meetings comprised of staff at varying levels, including executives, officers, managers, operators and maintenance personnel	Safety Committee/Employee Suggestion Report Meetings and Collision Prevention Team/PTASP meetings	Meetings are held the second Tuesday every other month. Collision Prevention Team/PTASP meetings are held the third Wednesday of every month	Assigned tasks to appropriate department member, follow up, agenda items monitored and tracked and completed.
Develop and promote a Non-Punitive Reporting Policy	100% of staff receiving Non-Punitive Reporting Policy - Safety Suggestion Forms	Non-Punitive with the exception of violating Drug & Alcohol Policy (positive testing results), Violation of Sexual Harassment or Policy Against Violence in the Workplace or false accusations of any policy listed above.	Encourage all employees to participate in Reporting, follow up agendas printed for all employees at all locations after meetings.
Increase the reporting of near miss occurrences and incidents that would otherwise go unreported	Number of near miss occurrences. Incidents reported or per specified period of time	FY 2021-2022 Total # 14 Reported using reporting forms for incidents, safety issues and customer service.	No more than 10 reported incidents, safety issues or customer service valid complaints.
Increase safety material distributed amongst employees and the general public	Manuals, brochures, posters or Safety Campaign Posters, distributed (monthly, bi-monthly, quarterly, annually). Operations Supervisor/Dispatcher Monthly Meetings, Administrative Monthly Meetings, Mechanic Monthly Meetings, Utilities Monthly Meetings, Facility Inspection Checklists (monthly, bi-monthly, quarterly, annually) Onboard Bus Car Cards, ADP Website for employees, Public Website	New Fleet, Cal-Tip Training, Safety Posters-	Training New Fleet to all drivers, Monthly Safety Posters, Two Full Day Cal-Tip Training Classes annually Maintain current information on Collision electronic board and bulletin boards
GOAL 3: SYSTEMS/EQUIPMENT:			
TRANSIT AGENCY will provide a safe and efficient transit operation by ensuring that all vehicles, equipment and facilities are regularly inspected, maintained and serviced as needed.			
OBJECTIVE/OUTCOME	METRICS	BASELINES	TARGETS
Scheduled preventative maintenance	Monthly, Semi- annually and annually preventative maintenance inspections are completed and per specified period of time or specified vehicle mileage	There were no negative findings TDA Triennial Performance Audit nor in the last FTA Triennial Review. Preventable maintenance has been completed on a timely basis, with no CHP findings. All inspections are documented and filed	No negative findings in the next TDA Triennial Performance Audit or in the 2021 FTA Triennial Review or the annual CHP audits.

Safety Risk Assessment Matrices Bus Transit Agencies

Safety Risk Index	Criteria by Index
High	Unacceptable – Action Required = Safety Risk must be mitigated or eliminated
Medium	Undesirable – Management Decision = Executive management must decide whether to accept the safety risk with monitoring or required additional action.
Low	Acceptable with Review = Safety Risk is acceptable pending management review

Likelihood Levels			
Description	Level	Individual Item	System or Vehicle Fleet
Frequent	A	Likely to occur more than once or more per day, week or month	Continuously experienced. Potential consequence may be experienced by the agency more than once per 40,000 vehicle revenue miles or more than 8 instances a year. <i>Or potential consequence will be experienced more than once per year throughout vehicle life cycle.</i>
Occasional	C	Will occur several times in the life of the item.	Will occur several times. Potential consequence may be experienced once per 40,000-145,000 vehicle revenue miles or more than 4-7 instances a year. <i>Or potential consequence will be experienced at least once every two years throughout vehicle life cycle.</i>
Remote	D	Unlikely to occur but possible, but can reasonably be expected to occur. Experienced less than once per year or decade but more than once in life of the system.	Unlikely but can reasonably be expected to occur. Potential consequence may be experienced once between 145,000 and 435,000 revenue service hours. Not more than 1 instance or fewer every 2-5 or more years.

Severity Categories §673.5		
Description	Severity Category	Criteria
Catastrophic	1	Could result in one or more of the following: death or multiple deaths, permanent total disability, or loss exceeding \$250,000, system shutdown lasting 4 or more hours, irreversible severe environment damage that violates the law or regulation.
Serious	2	Could result in one or more of the following: death, permanent partial disability, injury or occupational illness that may result in hospitalization of at least one person, property damage exceeding \$25,000 but less than \$250,000, system shutdown lasting between 1 hour and 4 hours, or reversible environmental damage that violates the law or regulation. as “Any physical damage to transit or non-transit property including vehicles, facilities, equipment, rolling stock, or infrastructure ... which adversely affects the structural strength, performance, or operating characteristics of the vehicle, facility, equipment, rolling stock, or infrastructure requiring towing, rescue, onsite maintenance, or immediate removal prior to safe operation.”
Marginal	3	Could result in one or more of the following: injury or occupational illness resulting one or more lost work day(s), injury or property damage claims up to \$25,000, system shutdown of less than 1 hour, or mitigated environmental damage, without violation of the law or regulation.

Risk Assessment Matrix §673.5			
Likelihood/Severity	Catastrophic (1)	Serious (2)	Marginal (3)
Frequent (A)	High	High	High
Occasional (B)	High	Medium	Medium
Remote (C)	Medium	Medium	Low

HAZARD IDENTIFICATION AND RISK ASSESSMENT LOG

C.F.R. §673.5

The Hazard Identification and Risk Assessment Log shown used to provide a record of the identified hazards and the actions that should be taken. A specified individual, typically the appropriate manager responsible for addressing that particular risk, and a target date for completion, must address the recommended action. Entries in the log should not be cleared until the required action is completed. The Safety Manager (SM) should retain the hazard log and action completion records permanently.

COMPLETED BY: _____ DATE: _____

Risk Type	Risk Description	Current Measures to Reduce Risk	Safety Risk Rating	Likelihood Risk Rating	Severity Risk Rating	Further Action Required to Reduce Risk	Staff Responsibility	Target Date
Operational	Backing	Check Ride/Follow Behind Evaluations, Use of cones when backing, Call in 10-16 to dispatch before backing. Retraining, monitoring locations, collision review committee determining causative factors. Tracking incidents using collision log. Tracking Locations, Years of Experience, Routes	Low	Frequent	Marginal	Lack of employee compliance with operating procedures - Policy to reinforce need for compliance. Encourage employees to report hazards. Collision Prevention Team to visit high hazard locations to determine tight clearances and narrow lanes if re-routing is an option. Re-Training Reporting Procedures	Operations & Safety & Training Managers-Supervisors and Training Staff	Monitor & Report Findings Monthly Meetings
Operational	Fixed Objects	Retraining, monitoring locations, collision review committee determining causative factors. Tracking incidents using collision log. Tracking Locations, Years of Experience, Routes	Low	Frequent	Marginal	Lack of employee compliance with operating procedures - Policy to reinforce need for compliance. Encourage employees to report hazards. Collision Prevention Team to visit high hazard locations to determine tight clearances and narrow lanes if re-routing is an option. Re-Training Reporting Procedures	Operations & Safety & Training Managers-Supervisors and Training Staff	Monitor & Report Findings Monthly Meetings
Operational	Employee Injury, Slips, Trips, Falls	Safety vest policy, shop training for select employees & all others do not enter maintenance area, Policy no standing on vehicle bumpers, wear slip resistant shoes, three point contact on stairways, training how to enter and exit vehicles, Safety Reminder Posters. Retraining as recommended. Coaching & counselling by supervisors using Driver Performance Matrix for training consistency when operations staff coaches drivers.	Medium	Occasional	Serious	Lack of employee compliance with operating procedures - Policy to reinforce need for compliance. Encourage employees to report hazards. Collision Prevention Team to visit high hazard locations to determine tight clearances and narrow lanes if re-routing is an option. Re-Training Reporting Procedures.	Operations & Safety & Training Managers-Supervisors and Training Staff	Monitor & Report Findings Monthly Meetings
Operational	Passenger/Third-Party Injury	Wheelchair securement training & retraining & visual checks before closing passenger vehicle doors.	Medium	Occasional	Serious	Lack of employee compliance with operating procedures - Policy to reinforce need for compliance. Encourage employees to report hazards. Collision Prevention Team to visit high hazard locations to determine tight clearances and narrow lanes if re-routing is an option. Re-Training Reporting Procedures. ADA Mobility Specialist will ask for additional information during eligibility appointment regarding up location to assess driver and customer safety issues. Add special instructions for customers, such as, will pick up and drop at the sidewalk for unsafe driveways, etc. Inform drivers if needed.	Operations & Safety & Training Managers-Supervisors and Training Staff	Monitor & Report Findings Monthly Meetings
Agency	Employee Reported Events	Review all unsafe behaviors or unsafe conditions reported to department heads.	Low	Occasional	Marginal	Implement policies or procedures when needed.	Department Heads	.



APPENDIX D

STAFF SAFETY ROLES AND RESPONSIBILITIES

Complete the Staff Safety Roles and Responsibilities table below in addition to the written narrative of staff roles and responsibilities provided in the Public Transit Agency Safety Plan (PTASP). Safety Management Systems (SMS) stresses the importance of a holistic safety approach. Be sure to include any and all staff that might have some role in a safe transit agency. For example, staff at the Executive Level, from Human Resources or Finance might be included.

Completed by: RTA	Date: January 2023
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Position Title	Position Description	Safety Responsibilities
Accountable Executive	<p>Executive Director</p> <p>Has the ultimate responsibility for carrying out the agency safety plan, Public Transportation Agency Safety Plan (PTASP) and Transit Asset Management (TAM) Plan</p> <p>§673.11(a) (1) §673.11(a) (5) §673.11(a) (4) §673.23(d) (2)</p>	<ul style="list-style-type: none"> • Promoting safety awareness throughout the organization; • Control or direction over human and capital resources needed to maintain and Agency Safety Plan and Tam Plan • Accountable for ensuring that the agency's Safety Management System (SMS) is effectively implemented, and action taken, as necessary, to address standard performance in the agency's SMS • Responsible for Public Transportation Agency Safety Plan (PTASP) approval and the Board of Directors approval • Responsible for PTASP annual Review/Update • Responsible for compliance with the Public Transportation Safety Plan/National Safety Plan • Assignment of Chief Safety Officer • The Accountable Executive is responsible approving the transit agency's Public Transportation Agency Safety Plan, and any updates thereto. • The Accountable Executive is responsible for the implementation and maintenance of the SMS. • This Accountable Executive also is responsible for making decisions over the human and capital resources needed to develop and maintain the agency's Transit Asset Management Plan required by 49 U.S.C. 5326. • FTA intends that the individual who is responsible for making decisions related to the condition of the agency's capital assets, particularly whether those assets are in a state of good repair, is also



APPENDIX D

STAFF SAFETY ROLES AND RESPONSIBILITIES

		<p>responsible for implementing the agency's SMS and determining whether those assets are presenting any safety risks.</p> <ul style="list-style-type: none"> • This individual must have the ability to make budgetary, operational, and capital program decisions to address these competing needs and issues. • Accountable Executive regarding the proposed capital and operating budgets are presented for approval to the transit agency's Board of Directors or equivalent entity.
Chief Safety Officer (CSO) or SMS Executive	Executive Director, §673.5 / 673.23 (d) (2)	<ul style="list-style-type: none"> • Designed by CSO, SMS Executive or Accountable Executive • Reports directly to Accountable Executive • Adequately trained with authority and responsibility for day-to-day implementation and operation of SMS
Agency Leadership and Executive Management	Executive Director, Chief Financial Officer/Director Administration, Operations Manager, Maintenance and Facilities Manager	<ul style="list-style-type: none"> • Promotes safety awareness throughout the organization • Ensure coordinated development and implementation of the PTASP • Responsible for compliance and communication with the PTASP and SMS within assigned department employees • Reviews TAM Plan • Engineering controls • Organizational safety policies and procedures • Management training • Emergency preparedness plans internal and external
Operations Manager	Promoting safety awareness throughout the Operations Department employees	<ul style="list-style-type: none"> • Reports directly to Accountable Executive • Reports Facilitates Collision/Incident Causative Factors Meetings, • Monitors Insurance Claims, investigation results • Monitors Customer Compliments and Complaints • Ensure the public adheres to RTA Code of Conduct • Department Safety Meetings & Staff Training • The development of service routes and the timing associated with those routes • Driver evaluation results



APPENDIX D

STAFF SAFETY ROLES AND RESPONSIBILITIES

<p>Safety & Training Manager</p>	<p>Ensure coordinated development and implementation of the PTASP Manage and Train Driver Instructors Manage ADA Mobility Specialist</p>	<ul style="list-style-type: none"> • Reports to Operations Manager • Promoting safety awareness throughout the organization; • Ensuring that safety documentation is current and accessible to all employees; • Communicating changes in safety documents to all personnel; • Monitoring the effectiveness of corrective actions; • Providing periodic reports on safety performance; • Rendering independent advice to the Executive Director, senior managers, and other personnel on safety-related matters; and • Ensuring that safety management has a high priority throughout the organization • Analyzing current risks and identifying potential risks that are affecting the agency • Implements Safety Resource/Communication Committee Employee Communication quarterly meetings and facilitates Inter-agency coordination and safety meetings • Collision Statistics, employee years of experience, location, type and causative factors • Identify training needs, pass/fail rates for new drivers, and evaluations of current drivers • Annual 8- hour driver training • Post Collision retraining • 6-month refresher training for new drivers • New employee training for all positions • Emergency preparedness training and drills • Instructors must ensure that all drivers understand their role in preventive maintenance during pre-trip and post-trip vehicle inspections. • Department Safety Meetings & Staff Training • Ensure drivers are trained the proper starting, shifting, and braking procedures to extend the life of the equipment.
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APPENDIX D

STAFF SAFETY ROLES AND RESPONSIBILITIES

		<ul style="list-style-type: none"> • Trainers must ensure that all drivers understand their role in preventive maintenance. • SSPP program information • Trainers must make sure that drivers understand and can perform their preventive maintenance roles well.
Transit Dispatchers & Supervisors	Dispatchers & Supervisors are responsible for communicating the transit agency's safety policies to all employees.	<ul style="list-style-type: none"> • Reports to Operations Manager • Having full knowledge of all standard and safety operating procedures • Ensuring that drivers make safety a primary concern when on the job • Listening and acting upon any safety concerns raised by the drivers • Immediately reporting safety concerns to Safety Management • Provide leadership and direction to employees during security incidents • Handle minor non-threatening rule violations • Defuse minor arguments • Determine when to call for assistance • Respond to fare disputes and service complaints • Respond to security related calls with police officers when required, rendering assistance with crowd control, victim/witness information gathering, and general on-scene assistance • Complete necessary security and safety related reports • Take photographs of damage and injuries • Coordinate with all outside agencies at incident scenes • Oversee Daily Transit Operations • Random inspections of Department for safety compliance (pre-trip inspections, driver files, on bus driver check rides, medical and license renewals, etc.) • Inter-agency coordination and safety meetings • Operations personnel fitness-for-duty checks which may identify <ul style="list-style-type: none"> ○ Impairment



APPENDIX D

STAFF SAFETY ROLES AND RESPONSIBILITIES

		<ul style="list-style-type: none"> ○ Fatigue ○ Absence of corrective lenses ○ Apparent injuries and ○ Uniform or equipment issues • Provide safe and reliable public transportation services to fixed route and the paratransit mobility impaired • Comply with hours of service regulations • Notify appropriate emergency personnel when required • Manage and Report safety incidents, collisions, bus maintenance • Radio communications checks • Respond to customer Complaints
Bus Operators	<p>Drivers are responsible for exercising maximum care and good judgment in identifying and reporting suspicious activities, in managing security incidents, and in responding to emergencies.</p> <p>Per PSTASP guidelines added a bus operator to the PTASP Collision Prevention Team Meetings as of December 2022</p>	<ul style="list-style-type: none"> • Take charge of a hazard incident scene until the arrival of supervisory or emergency personnel • Collect fares in accordance with agency policy • Be familiar with RTA/SoCo Employee Manual and Procedures • Attempt to handle minor non-threatening rule violations • Respond verbally to complaints • Attempt to defuse minor arguments • Determine when to call for assistance • Maintain control of the vehicle • Report all safety incidents to Supervisor on duty • Complete all necessary safety related reports • One bus operator to attend PTASP Collision Prevention Committee
Deputy Director/Chief Financial Officer (CFO)	<p>Promoting safety awareness throughout the Finance and Administrative Department employees</p> <p>Training and developing Safety Procedures for Staff NTD reporting programs</p>	<ul style="list-style-type: none"> • Reports directly to Accountable Executive • Maintains records of insurance policies and claims • Reviews any new major contracts or internal business proposals • Provides management with information necessary to make strategic decisions at any time during the year • Purchasing controls • Follow the secure method for receipt, transfer and storage of cash and appropriate staff members are trained on them • Cash is transported by security agency



APPENDIX D

STAFF SAFETY ROLES AND RESPONSIBILITIES

		<ul style="list-style-type: none"> • Incident reporting format and procedures have been established and staff briefed on them • Department Safety Meetings & Training • The provision of data collection and/or analytical programs • Report revenue mileage, insurance costs, and experience modification
Human Resources Administrator	Implementing Human Resource Health & Safety Procedures	<ul style="list-style-type: none"> • Reports to Deputy Director/CFO • Background checks conducted and verified on all prospective new hires • Record of emergency data on file for each employee • Understand the health and safety responsibilities of employers, managers, supervisors and employees within the organization • Implement personnel management policies to ensure that everyone in the workplace is aware of his/her responsibilities • Establish effective ways of meeting health and safety responsibilities; and • Ensure that employees fulfill their health and safety responsibilities as outlined in the organizational policies and programs. • Tracking, Reporting employee illness and injury • Preventing work related injuries and illnesses • Fostering a workplace safety culture in which employees and their supervisors work together to ensure workplace safety • Establishing administrative procedures that encourage employees to report unsafe conditions and unsafe practices to their supervisors without fear of being disciplined • Developing appropriate hiring, training and performance appraisal practices • Reports Turnover Numbers • Recruiting and retaining the best employees who care about their own well-being and the well-being of co-workers • Ensuring that the health and safety policies and procedures conform with the applicable occupational health and safety legislation and accepted best practices in similar organizations • Establishing procedures for enforcing company safety rules



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STAFF SAFETY ROLES AND RESPONSIBILITIES

		<ul style="list-style-type: none"> • Helping reduce costs associated with losses due to absenteeism injuries, Workers' Compensation, disability, and health care • Maintaining records of injuries, illnesses and workers' compensation • Providing advice to employees and the employer in matters of occupational health and safety
Maintenance and Utility Manager	Maintain a written maintenance plan to include maintenance safety	<ul style="list-style-type: none"> • Reports directly to Accountable Executive • Department Safety Meetings & Staff Training • Responsible for regular maintenance to keep equipment, machines and the work environment safe and reliable • Monthly inspections • Lock-out, tag-out procedures trained and enforced • Personal Protective Equipment (PPE) procedures trained and enforced • Training Programs • Department Safety Meetings • Warranty compliance and recovery • Maintenance data, frequency and cost of materials and labor for in-house repairs • Protect the public investment in real property and equipment purchased with state or federal public transportation funds • The proper management of parts, equipment, facilities, fleet, and personnel • Management must be sure that staff is properly trained in preventive maintenance. The manager must know all parts of the preventive maintenance program, supervise its implementation and evaluate its effectiveness through audits and fiscal control • A fleet life plan
Mechanics, Bus Washers, Utility	<p>Promoting safety awareness throughout the Maintenance Department employees</p> <p>Training and developing Safety Procedures for Staff</p>	<ul style="list-style-type: none"> • Random inspections of Department for safety compliance (maintenance records, etc.) • Inter-agency coordination and safety meetings • Mechanics are the most accountable in the preventive maintenance process.

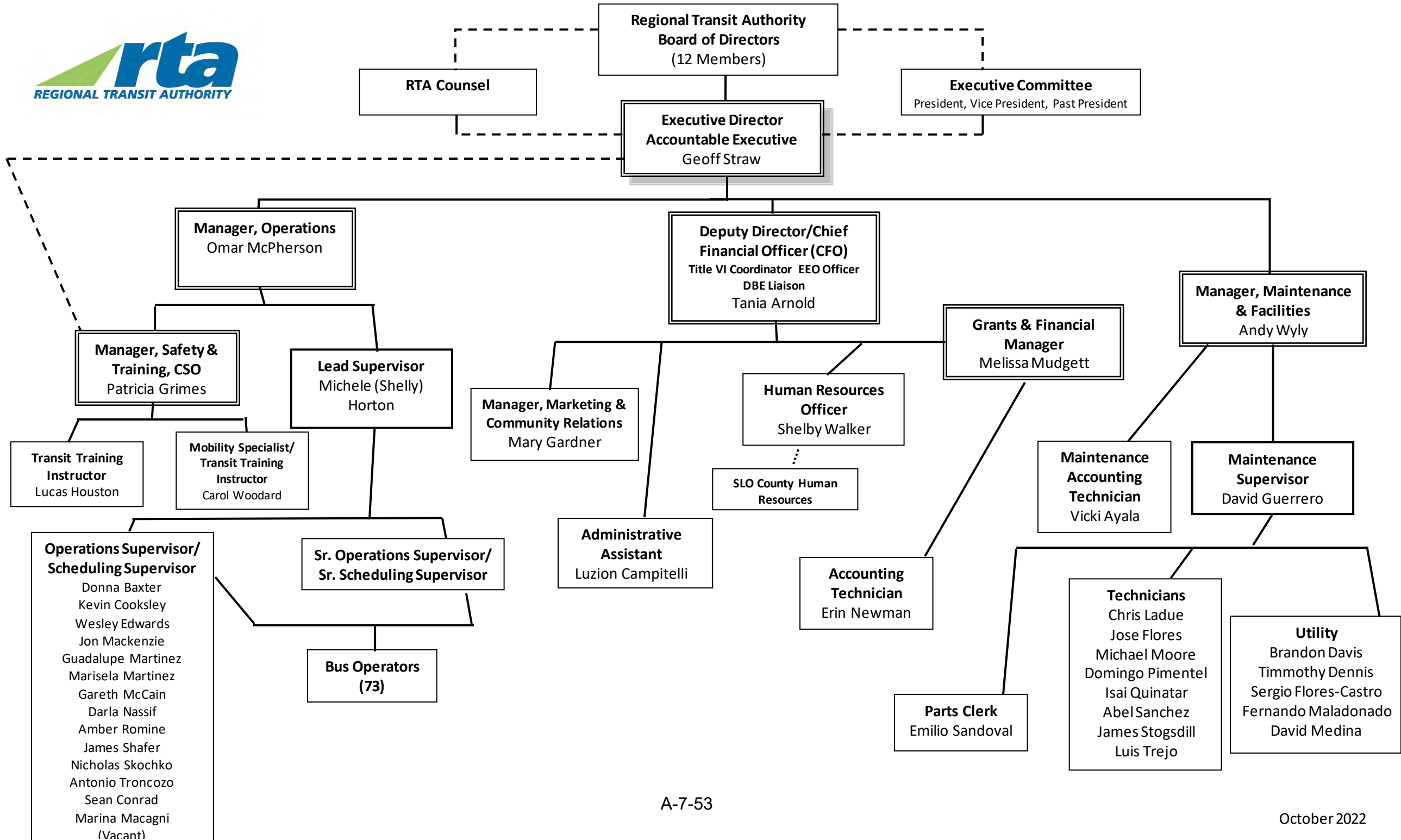


APPENDIX D

STAFF SAFETY ROLES AND RESPONSIBILITIES

		<ul style="list-style-type: none"> • Due to the variety of vehicles, ensure mechanics are specifically trained for each type of vehicle they might maintain. • Document Preventive maintenance (PM) inspections and services • All documentation are kept for the life of the vehicle • Document all road calls • Maintain the ADA features of the facilities and vehicles in operative condition, including elevators and ADA doors • Fire extinguishers installed at all appropriate locations • Fire extinguishers in buildings (monthly checks) and in vehicles inspections and charged • Smoke detectors and fire alarms installed, fire alarms checked twice each year • Is a first aid kits present and maintained in appropriate vehicles and building locations • Electrical devices, outlets, circuit breakers and cords free of damage that may pose a shock hazard • All electrical circuit, gas, and telephone boxes, if accessible from the outside, locked to prevent tampering • All outdoor trash containers and storage bins are located away from the building in the event of a fire • Preventive maintenance inspections and scheduled services and documented
Union Leadership		<p>Working with RTA and employees to:</p> <ul style="list-style-type: none"> • Promote and ensure safe work conditions and reporting to RTA • Resolve workplace issues by being a voice for employees • Representative during bargaining negotiations
INSERT POSITION TITLE	INSERT POSITION DESCRIPTION	• INSERT SAFETY RESPONSIBILITIES

All staff members receive safety and security training appropriate to their position and level of responsibility





Message from the Executive Director

Welcome Aboard!

Whether you have just joined our staff or have been at the Regional Transit Authority (RTA) for a while, we are confident that you will find our company a dynamic and rewarding place in which to work. We consider the employees of the RTA to be one of our most valuable resources, and we look forward to a productive and successful relationship. This Handbook has been written to serve as the guide for the employer/employee relationship.

The Handbook begins with a summary of RTA's Strategic Business Plan, which includes our Vision, Mission Statement and Goals. We have selected you to be part of the RTA Team primarily because of your skills, knowledge and abilities that you have demonstrated to us when we were considering you for a position at the RTA. You are also part of the RTA Team because we believe that you can substantially contribute to our mission of providing safe, friendly, and reliable service to the citizens of and visitors to the County of San Luis Obispo.

It is great to have you a part of our team!

Sincerely,

Geoff Straw
Executive Director

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San Luis Obispo Regional Transit Authority VISION, MISSION, STRATEGIC DIRECTION & GOALS

VISION

The RTA of the future is an integral part of the “SLO lifestyle.” From the vineyards in North County, to the secluded beach towns on the North Coast, to multi-faceted communities in the South County, residents and visitors use public transportation rather than relying on their cars.

Vision Elements

- Continue successful partnerships with jurisdictions, county, other public agencies, businesses and schools.
- Provide excellent, reliable, sustainable seamless service that is effective in getting residents and visitors where they want to travel.
- Secure reliable funding.
- Implement an Intelligent Transportation Systems (ITS) program to improve service quality and provide efficiencies.
- Develop a well-executed image-building campaign with a single face for public transportation.

MISSION

The Mission of RTA is to provide safe, reliable and efficient transportation services that improve and enhance the quality of life for the citizens and visitors of San Luis Obispo County.

STRATEGIC DIRECTION

- Stabilize and grow funding.
- Continue to improve service quality: On-time performance, scheduling and routing, customer amenities on our vehicles and at our bus stops, operating procedures.
- Consolidate and streamline operations to improve efficiency and effectiveness of public transportation throughout the county.
- Include public transportation as part of the lifestyle evolution needed to confront climate change.
- Reduce Vehicle Miles Traveled.
- Embrace technological improvements that will positively impact efficiency and quality of service.

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY VALUES

Commitment to Serve

Provide valuable services to the public and direct our energies in strengthening our relationships with our customers and the community while maintaining responsible ethical fiscal management.

Leadership

Be trustworthy, credible, confident, progressive and influential in all we do.

Teamwork

Work together with trust, support and mutual cooperation and respect. Provide an environment that fosters frank and open communication. Have fun in our daily activities and keep issues in perspective. Have pride in our accomplishments while taking on our challenges with spirit and vigor.

Integrity

Promote honesty, loyalty, dignity, respect, decency, fairness, courtesy, responsibility, and character.

Human Development

Provide the appropriate resources and environment for employees to be successful, motivate individuals to take initiative and to be creative in all of our efforts.

**San Luis Obispo Regional Transit Authority
EMPLOYEE POLICIES AND PROCEDURES HANDBOOK**

Article 1 Introduction
Article 2 Employment
Article 3 Compensation and Benefits
Article 4 Equal Opportunity / Discrimination and Harassment Prevention
Article 5 Recruitment and Selection
Article 6 Performance Evaluation
Article 7 Disciplinary Actions

Appendix A: RTA Job Classifications (provided electronically at www.slorta.org)

ARTICLE 1

INTRODUCTION

Section 1.1 Employee Policies & Procedures Handbook

The purpose of this handbook is to provide the San Luis Obispo Regional Transit Authority (RTA) staff with guidance on major aspects of the RTA's policies and procedures. It shall be the duty of all RTA employees to comply with and support the provisions of this Handbook, all laws and regulations, and any internal management memoranda as the RTA Executive Director shall issue.

This Handbook supersedes and replaces all previous personnel policies, practices, work rules and guidelines. The RTA reserves full discretion to add to, modify, or delete provisions of this Handbook, or the policies and procedures on which they may be based, at any time, in accordance with the amendment procedure contained herein. In the event of any change to the policies set forth herein, all employees will receive notification from the RTA Executive Director or designee detailing the changes made.

This Handbook has been reviewed and adopted by the RTA Board of Directors (the Board). If any part of these policies and procedures is deemed illegal, unenforceable, or void for any reason, it will not affect the validity of the remaining portion. **As a condition of employment, each employee is required to review the policies and procedures and execute the acknowledgment of receipt at the end of the Handbook.**

Section 1.2 Applicability

This Employee Handbook applies to all employees of the RTA and its affiliates.

Section 1.3 Adopting Authority

The Employee Policies & Procedures contained herein have been adopted by the RTA Board of Directors July 11, 2018 and any subsequent amendments.

Section 1.4 References to County Ordinance and Reliance on County Policies

The RTA is an independent agency separate from the County of San Luis Obispo (the County) and is not subject to the County Civil Service ordinances. Nonetheless, in recognition of the RTA' Board's direction for consistency between many RTA and County employee policies, and a desire to minimize the length and level of detail in this document where possible, certain sections of the County's ordinances are referred to herein and incorporated by reference when applicable. As referenced throughout the Handbook, the County Human Resources Department serves as the "third party contractor providing human resource services to RTA" and provides expertise on personnel matters as needed. Any conflicts between the County's ordinances and

these Employee Policies and Procedures shall be construed in favor of the Policies and Procedures.

Section 1.5 Role in San Luis Obispo County Emergency Response Plan

Employees of the RTA will participate in a supporting role as part of the San Luis Obispo County Nuclear Power Plant Emergency Response Plan as set forth in the Standard Operating Procedures for County Public Works and Transportation. In addition, employees of the RTA will support the San Luis Obispo County Emergency Operations Plan transportation tasks.

Section 1.6 Amendments to This Policy

All amendments to the policies in this document shall be made only through the approval of the RTA Board. All amendments must be consistent with the requirements of applicable statutes. Immediate changes required by statute will be made by the Executive Director and ratified at the next available RTA Board meeting. The RTA Executive Director or designee also has the authority to issue day-to-day operational guidelines through Transportation, Maintenance and Administrative Bulletins, which are not required to be amended into the Handbook. Bulletins are distributed to RTA employees and posted at RTA operating facilities.

ARTICLE 2 EMPLOYMENT

Section 2.1. Employee Status

2.1.1 Definitions:

2.1.1.1 Regularly Scheduled: The employee status designations described below will be determined by averaging the number of weekly hours worked during the previous four (4) pay periods and will include an analysis of the average number of weekly hours the RTA expects the employee to work over the ensuing four (4) pay periods.

2.1.1.2 Full-Time Employee: An employee who is regularly scheduled to work more than 35 hours per pay period week. RTA-designated Full-Time employees are eligible for benefits as described in this Handbook.

2.1.1.3 Part-Time Health-Benefited Employee: An employee who is regularly scheduled to work between 30 and 35 hours per pay period week.

2.1.1.4 Part-Time Employee: An employee who is regularly scheduled to work less than 30 hours per pay period week and who regularly works more than 20 hours over two consecutive pay periods.

2.1.1.5 Casual Employee: An employee who is not promised a regular schedule with regular hours each week.

2.1.1.6 Exempt Employee: Exempt employees are those employees who are exempt (as defined by the Fair Labor Standards Act (FLSA)) from earning overtime compensation, and are paid a fixed amount on a per pay period basis.

2.1.2 Terms of Employment

There are two terms of Employment at RTA: At-will and Agreement.

2.1.2.1 At-will: The RTA or the employee may terminate the employment relationship “at will” and there is no expressed or implied property right to a position with the RTA. The RTA retains the right to demote, discipline, change job duties, or alter the terms of employment, at any time, as provided herein. No one other than the RTA Board has the authority to alter this arrangement, to enter into a verbal or written agreement for employment for a specified period of time, or to make any agreement contrary to this policy. Any such agreement must be in writing and approved by the RTA Board.

There may be times when the business needs or interests of the RTA or its Member Jurisdictions become inconsistent with your experience, skills, talents, abilities, or desires. There may also be situations in which efforts to train, support, or encourage you to become more successful in the workplace are unsuccessful. In such circumstances, particularly when your continued employment may have a negative impact on co-workers, the RTA, or the public, the RTA retains the right to terminate your employment, with or without “cause” and with or without notice, depending on the facts and circumstances of a given situation.

At-will status means that an employee may be terminated for any lawful reason, even if it doesn’t rise to the level of “cause,” which is misconduct or a willful violation of workplace standards of behavior. For example, an at-will employee may be terminated for performance-based reasons after provided with direction and an opportunity to improve, even if the performance deficiency does not constitute misconduct.

This policy may not be modified by the conduct of any employee or agent of the RTA or by any verbal representation of any manager. No employee other than the Board or Executive Director can modify this policy in any manner or enter into any agreement that is contrary to this policy unless it is in writing and signed by the Executive Director and subsequently reported to the RTA Board at its next regularly-scheduled meeting.

2.1.2.2 Collective Bargaining Agreement (CBA): an agreement between the RTA and a trade union setting forth the terms and conditions of employment or containing provisions in regard to rates of pay, hours of work and other working conditions.

2.1.3 Resignations

Employees who choose to leave our employment are asked to give as much notice as possible.

Terminating employees will be asked to participate in an exit interview. The purpose of the interview is to be certain the reasons for the employee’s termination are not founded on a misunderstanding or erroneous situation and also assist in helping increase RTA’s retention efforts by identifying reasons employees are voluntarily separating. The interview will also cover what compensation the employee will be paid upon separation and when termination of benefits will occur.

Employees are expected to turn in all property assigned to them at the time of separation.

2.1.3.1 Return of Property: The RTA may loan you property, materials or written information to help you do your job. You are responsible for protecting and controlling any property we loan you. You must also return any property given to you promptly upon request. If you terminate your employment at the RTA, you must return all organization property at the time of separation.

The following are items that may be issued to you (not all employees will receive each and every item):

- Badges
- Keys
- Cell Phones
- Protective Equipment
- Security Passwords
- Tools
- Uniforms
- Credit Card(s)
- Laptop Computer

If you do not return our property and if the law allows, we may take money from your regular or final paycheck to cover the current replacement cost of all unreturned or damaged property. We may also take legal action to secure the RTA property.

2.1.4 Re-employment Policy

Employees who left our employment in good standing will be considered for open positions along with other applicants.

Section 2.2 Immigration Control and Enforcement Policy

Our policy to fully comply with the regulations of the Immigration Reform and Control Act of 1986 (as amended) enforced by the Department of Homeland Security. We will hire only American citizens and non-citizens who are authorized to work in the United States.

The law requires the RTA to do five things:

1. All new employees must complete Section 1 of the I-9 form within three business days of hire.
2. Check documents establishing employees' identity and eligibility to work.
3. The authorized RTA employee examining the documents must complete Section 2 of the I-9 Form and the Certification Section.
4. Retain the form for at least three years or until one year after the person leaves our employment.
5. Present the form for inspection to the Department of Homeland Security or Department of Labor officer upon request.

If an employee is hired for less than three days, Form I-9 still must be completed before the end of the employee's first working day. The I-9 Form contains instructions for completion. The employee assigned to this task must follow those instructions completely. I-9 Forms are to be kept separate from all other personnel records.

Section 2.3 Management Authority

2.3.1 Introduction

The RTA Executive Director is appointed by the RTA Board and is responsible for administration of and adherence to the personnel system, and may delegate any such powers and duties to any other officer or employee. The RTA Executive Director, or designee, shall have the authority to appoint, promote, transfer, discipline and terminate any employee of RTA in accordance with the procedures set forth herein. The RTA, acting by and through the RTA Executive Director, reserves to itself the exclusive authority to: determine the administrative goals and objectives of the agency; set standards of performance; determine the procedures and standards of selection for employment and promotion; direct employees; take disciplinary action; lay off employees due to lack of work, funding, or other legitimate reasons; maintain the efficiency of the RTA's activities; determine the methods, means, and personnel by which the RTA's activities are to be conducted; determine the content of position classifications; and exercise control and discretion over the organization and the equipment and technology required to perform its goals and objectives. The RTA Executive Director may report to the Board or the Executive Committee of the Board on the status of personnel issues and relations within the RTA.

2.3.2 Change in Employment Assignments (refer to CBA for those covered)

The RTA reserves the right to change the job assignment of any employee within their current job classification at any time.

2.3.3 Hiring Powers

The RTA Executive Director and any other positions designated by the Board are hired by, and serve at the pleasure of, the Board pursuant to Contracts for Employment. All other employees of the RTA are hired by the RTA Executive Director and are subject to the policies and procedures contained in this Handbook, as well as all other RTA policies, rules, practices and procedures.

2.3.4 Reduction in Work Force (Layoff) (reference the CBA for those covered)

Whenever, in the judgment of the RTA Executive Director and/or the RTA Board, it becomes necessary to reduce the number of positions, the Board may abolish a position or positions, and if necessary reduce personnel by laying off employees.

Determination of which classifications to reduce shall be at the sole discretion of the RTA Board or in accordance with contract agreements.

2.3.4.1 Determination of which employees to lay off shall be at the sole discretion of the RTA Executive Director, based first on financial, organizational and programmatic needs.

2.3.4.2 Written Notice: Written notice of layoff shall be served on affected employees in person or by certified letter mailed to the last address on file with the RTA. Notice will be served or mailed at least thirty (30) calendar days prior to the effective date of the separation. Notice shall be deemed served upon personal service or, in the case of certified mail, upon mailing.

Section 2.4 Medical Qualification

2.4.1 Medical Standards Policy

Employees shall meet the medical standards of the position to which they are appointed and are required to perform the essential functions of their position with or without reasonable accommodation. Application and interpretation of this article shall be subject to the provisions of the Americans with Disabilities Act, California Fair Employment and Housing Act, and all other related statutes and regulations.

2.4.2 New Employee Medical Qualification

After receiving a conditional offer of employment and prior to starting work, candidates who will control the movement of an RTA revenue vehicle shall be required to take and pass a qualifying medical examination as a condition of employment. Qualifying medical examinations shall be made at the expense of RTA.

2.4.3 Medical Standards

Minimum medical standards for each position shall be maintained in writing by Human Resources and kept updated for all job classifications. Positions within a classification may have additional standards, which may be identified at the time of a medical evaluation.

2.4.4 Current Employee Medical Examination

Employees whose position entails the movement or control of an RTA revenue vehicle will be required to maintain a valid Medical Examiner's Certificate in order to remain in compliance with Commercial Drivers' License and other requirements. This Certificate will be maintained at the RTA's expense. If a first medical examination results in a medical disqualification, a current employee may request that a second qualifying medical examination be performed by a different medical examiner at their expense.

In addition, a current RTA employee may be required to submit to a medical examination when the RTA Executive Director, or designee, reasonably believes that a medical or psychological condition is affecting an employee's ability to perform the essential functions of the job, when an employee is re-assigned or promoted to a position which has substantially different essential functions that warrant a determination of medical qualification, or upon return from a medical leave of absence. If upon return from a medical leave of absence, the employee will be on an

administrative leave of absence until the initial exam and initial results are provided. Final determination regarding medical qualification shall rest with the RTA Executive Director, or designee.

2.4.5 Medical Disqualification

2.4.5.1 Candidates for Employment: A candidate for employment who fails to meet the medical standards of the position applied for shall be disqualified and their name removed from the eligible list for the job. Human Resources shall notify the candidate in writing of the disqualification and such notification shall include a general statement describing the reason for disqualification.

2.4.5.2 Current Employees: A current employee who fails to meet the medical standards of their position as demonstrated during a periodic medical recertification shall be placed on an unpaid leave of absence to provide an opportunity to obtain a valid medical certificate. If the employee is unable to obtain a valid medical upon the end of the leave of absence, the RTA will conduct an Interactive Process to evaluate potential reasonable accommodations, if any.

If the findings from this fitness for duty examination demonstrate a failure to meet the medical standards of their position, the employee shall be placed on an unpaid leave of absence to provide an opportunity to obtain a valid fitness for duty certification. If the employee is unable to obtain a valid fitness for duty certification by the end of the leave of absence, the RTA will conduct an Interactive Process to evaluate potential reasonable accommodations, if any. An employee who refuses to participate in a fitness for duty examination will be disqualified and their employment terminated without fault.

Compliance with the Americans with Disabilities Act and the California Fair Employment & Housing Act shall be evaluated prior to any such termination decision. Employees who are terminated for medical disqualification shall be issued a Notice of Termination by Medical Disqualification, which shall be served upon the employee in-person, by certified mail, or by other means confirming delivery. Service of the order shall be deemed complete upon personal service or, in the case of certified mail, upon mailing.

2.4.6 Review of Medical Disqualification (refer to the CBA for those covered)

Candidates for employment who fail a qualifying medical examination and are disqualified for employment shall have no contractual rights to appeal the final determination. Current at-will RTA employees who fail a qualifying medical examination and are terminated due to medical disqualification have no rights to appeal the final determination.

Section 2.5 Personnel Records

2.5.1 Official Personnel Records

The RTA Executive Director, or his or her designee, shall be responsible for maintaining a paper or electronic official personnel file for each employee.

2.5.1.1 Content of Official Personnel File: The file shall include, but not be limited to the following information:

- a. Original application materials.
- b. Employment contracts, if applicable.
- c. Information regarding change of Employee Status or Classification.
- d. Performance Evaluations.
- e. Payroll withholding authorizations.
- f. W-4 form.
- g. Disciplinary and other performance memoranda.
- h. Letters of appreciation.
- i. Copies of Licensure and Certificates required for employee's position (Training File).
- j. Academic or training certificates related to employee's position (Training File).

2.5.1.2 Excluded Content: The following documents shall not be placed in an employee's official personnel file:

- a. I-9 Forms.
- b. Any medical evaluation information, medical notes from a physician or documentation regarding an employee's medical condition or fitness for duty.
- c. Any medical information pertaining to leaves of absence, requested or approved.
- d. Any documentation with EEO statistics or other protected status information.
- e. Any documentation prohibited from an employee's file by federal or state law.

2.5.2 Confidential Medical File

Medical information must not be placed in an employee's official personnel file or training file. Human Resources shall maintain a confidential medical file for each employee that is kept physically separate from the employee's official personnel file and training file. The confidential medical file shall contain the following:

- a. Family /Medical leave or pregnancy-disability leave request forms if the employee has disclosed the nature of his or her illness.
- b. Return to work releases with any information regarding the employee's condition, prognosis or prescribed medications or specific treatment regimens.
- c. Workers' compensation records.
- d. Medical information about the employee related to reasonable accommodation under the Americans with Disabilities Act or Fair Employment and Housing Act.
- e. Any documentation related to a fitness for duty examination or determination.
- f. Any other medical information.

2.5.2.1 HIPAA and CMIA: The RTA will follow the Health Insurance Portability and Accountability Act (HIPAA) and the California Confidentiality of Medical Information Act (CMIA) privacy and security provisions which apply to Protected Health Information (PHI) maintained by the organization

2.5.3 Employee Review of Personnel File

Employees or their authorized representatives have the right to review the contents of their official personnel file by providing Human Resources with a written request. Human Resources will provide access to the file within five (5) work days at the RTA Administrative office or other appropriate location. Employees or their representatives do not have the right to review the contents of the confidential medical file; the RTA will produce confidential medical files sought through an administrative or judicial process and with the employee's express authorization. The RTA shall keep a record of inspections of employee records by persons other than the RTA Executive Director or his or her authorized designee. Such record shall include employee name, date, name and signature of person reviewing the employee file.

2.5.4 Personal Data Changes

It is important that the RTA maintain certain personal information about its employees. Employees are responsible to inform Human Resources whenever there is a change in mailing address, telephone numbers, marital status, dependents' information, educational accomplishments, and other possibly related information.

The RTA also maintains information about who to contact in case of an emergency. If an employee needs to change personal information or has questions about what information is required, the employee should contact Human Resources.

2.5.5 Confidentiality of Employee Records

The confidentiality of employee records shall be maintained by designated RTA personnel. These records shall only be made available to individuals specifically authorized by this policy or by the RTA Executive Director.

Personnel files are the property of the RTA and may not be removed from RTA premises without written authorization from the RTA Executive Director.

2.5.6 Employment References

It is the policy of the RTA that professional or character references will not be given for current and former employees except by the RTA Executive Director or his or her designee. Reference requests should be referred to and handled by Human Resources. Responses to requests will include dates of employment, title, classification and rate of pay (if accompanied by a signed authorization by the former or current employee to release such information) only.

Section 2.6 Work Regulations

2.6.1 Attendance/Punctuality Policy (reference the CBA for those covered)

We expect employees to be reliable and punctual. Employees should report for work on time and as scheduled. If an employee cannot report to work as scheduled, the employee must notify his or her immediate supervisor as soon as possible.

Unplanned absences can disrupt work, inconvenience other employees, and affect productivity. Employees who demonstrated poor attendance record or excessive tardiness may be subject to disciplinary action, up to and including termination of employment. Disciplinary action will begin with the fourth (4) counted unexcused absence or tardiness within a floating 180-day period. This policy will be interpreted and enforced consistently with the Federal Family & Medical Leave Act (FMLA), the California Family Rights Act (CFRA), the California Fair Employment and Housing Act and pregnancy disability leave provisions, for employees who use authorized intermittent leave.

2.6.2 Personal Telephone Calls (reference the CBA for those covered)

Personal telephone calls whether on RTA office phones or personal mobile phones are to be limited to essential matters and kept as brief as possible. Under no circumstances may an employee use a mobile phone or other personal electronic device while sitting in the driver's seat of a moving vehicle or while a vehicle is stopped in the lane of travel. Continued excessive use of phones for personal matters is subject to disciplinary action.

2.6.3 Smoking and Use of Tobacco Products

The RTA prohibits the use of tobacco products or the use of smokeless (“vaping”) products in the workplace, including without limitation marijuana. Smoking is prohibited within the confines of any RTA office and prohibited within 25 feet of RTA buildings, bus stops or vehicles. Smoking will be permitted out of doors only in an area designated by the RTA Executive Director or City Ordinances. Cigarettes or other smoking devices or materials are to be extinguished and properly disposed of prior to entering any RTA office or vehicle.

2.6.3.1 San Luis Obispo Ordinance on Smoking in Public Areas

San Luis Obispo city ordinance 1545 prohibits smoking in public places where nonsmokers are present or reasonably expected to arrive. This includes the Government Center and the downtown area of San Luis Obispo. RTA employees are prohibited from smoking in a public place within the City of San Luis Obispo limits while on duty. The City defines a “Public Place” as: “any place, public or private, open to the general public regardless of any fee or age requirement, including, for example, streets, sidewalks, parking lots, parking garages, bars, restaurants, clubs, stores, stadiums, parks, playgrounds, taxis and buses.”

2.6.4 Dress and Grooming Standards

The RTA considers the presentation of RTA’s image to its clients, customers and the public to be extremely important. Accordingly, it is expected that employees will wear apparel provided or approved by RTA while on-duty for those covered by the CBA and Operations Supervisors who will be interacting with the public. Each employee is expected to be neat and clean in appearance, with clean RTA apparel and good personal hygiene. Non-CBA covered employees are expected to be in business casual attire with name badges on while at work.

2.6.5 Employment of Relatives

The RTA will require a cooperatively developed supervisory plan with the RTA Executive Director or his or her designee for any employee promoted into a supervisory position that oversees a relative, or member of his or her household. The RTA will not hire someone in a position where he or she is directly or indirectly supervised by a relative or member of his or her household. “Relatives” are defined as husband, wife, son or daughter (including in-laws and step children), father or mother (including in-laws and step parents), brother or sister (including in-laws and step siblings), grandchild or grandparents and persons related by marriage or domestic partnership.

2.6.6 Use of Technology, Networks and Internet Policy

Employees using RTA computing and information resources are expected to act in a responsible and professional manner by complying with all policies, relevant laws, and contractual agreements related to computers, RTA-issued mobile devices, networks, software, computer

information and data to which an employee has access. Employees shall comply with acceptable use technology-related policies adopted by the RTA.

Internet access is provided to individuals based upon business needs that benefit the organization through connection to worldwide information resources. Wireless accessibility via personal devices (smartphones, tablets etc.) will not be provided to employees unless authorized by the RTA Executive Director. Employees have a responsibility to maintain and enhance the RTA's public image while accessing the Internet by following these guidelines:

- a. Employees using Internet access via our hardware and software are representing the organization. As such, their conduct should be ethical and lawful at all times. Channels may be accessed for official organizational business to gain technical or analytical information and to establish business contacts.
- b. Internet access should not be used for personal gain or advancement of personal views, for solicitation of non-RTA business, or result in the disruption of our organizational network operation or interfere with personal productivity at work.
- c. Employees are responsible for the content of text, audio, or images they place or send over the Internet. Fraudulent, harassing, or obscene messages are prohibited. Messages transmitted for RTA business purposes on the Internet should be identified with the employee's name. Employees may not obscure the origin of messages and the information published should not violate or infringe upon the rights of others. Abusive, profane or offensive language transmitted through the system is strictly prohibited.
- d. Employees may not download software without the express acknowledgement and support of the Network Administrator to ensure that proper licenses are obtained and viruses are not transmitted.
- e. Employees may not send or upload any copyrighted materials, trade secrets, proprietary information, or similar materials to third parties. Employees may not violate the copyright laws in regard to receipt/download of materials available on the Internet by copying and disseminating information, except for purposes falling under the category of "fair use".
- f. Messages created, sent, or retrieved over the Internet are the property of the RTA and should be considered public information. The RTA reserves the right to access and monitor messages and files on the computer system at any time. Communications can be disclosed to law enforcement officials or other third parties without prior consent of the sender or the receiver. More details are outlined in the Public Records Act.
- g. Harassment of any kind is strictly prohibited. Messages with derogatory or inflammatory remarks regarding race, religion, national origin or citizenship, sexual orientation, gender identity or expression, disability, or other protected attributes may not be transmitted.

Violations of this Policy may result in disciplinary action up to and including termination and illegal activities may result in prosecution by legal authorities.

2.6.6.1 Personal Blogs/Social Networking

- a. Employees are not allowed to use organization-owned equipment, including computers, organization licensed software or other electronic devices, equipment or facilities on organization time to conduct personal blogging or social network activities.
- b. Employees may not use the organization logo or trademark on their personal blogs or networks.
- c. Employees may not post photographs or videos of other employees or their family members, customers, or vendors on personal posts without their permission.
- d. Employees are not to link from a personal blog or social network to the organization's internal or external websites.
- e. Employees are responsible for their commentary on blogs and social networks. Employees can be held personally liable for comments that are slanderous, obscene, defamatory or libelous by any offended party. Posts that include illegal content may result in prosecution by legal authorities.

Employees who have any questions regarding the proper use of social networking/blogging should contact their supervisor, manager, or director. Violations of this Policy may result in disciplinary action up to and including termination

2.6.7 Conflicts of Interest

Employees are expected to devote their best efforts and attention to the performance of their jobs. Employees are expected to use good judgment, to adhere to high ethical standards, and to avoid situations that create an actual or potential conflict between the employee's personal interests and the interests of the RTA. A conflict of interest exists where the employee's loyalties or actions are divided between the RTA's interests and those of another, such as a business, individual or another public agency with which the RTA's interests may conflict. Both the fact and the appearance of a conflict of interest should be avoided. Employees unsure as to whether a certain transaction, activity or relationship constitutes a conflict of interest should refer to the Conflict of Interest Policy and discuss it with their immediate supervisor or the RTA Executive Director for clarification.

While it is not feasible to describe all possible conflicts of interest that could develop, some of the more common conflicts, from which employees should refrain, include the following:

- a. Accepting personal gifts or entertainment (including meals) from individuals, other public agencies, customers, suppliers, or potential suppliers;
- b. Working for any individual, business or entity with which the RTA's interests may conflict, including those listed above;

- c. Having a direct or indirect financial interest in or relationship with any individual, business or entity with which the RTA's interests may conflict, or with whom the RTA has a business relationship, including those listed above;
- d. Engaging in self-employment in competition with the RTA;
- e. Using proprietary or confidential RTA information for personal gain or to the RTA's detriment;
- f. Using RTA assets or labor for personal use;
- g. Acquiring any interest in property or assets of any kind, including a service-related business, for the purpose of selling or leasing the property, assets or services to the RTA;
- h. Unauthorized commitment of RTA financial or staff resources or other support to any outside activity, organization, or person;
- i. Developing a personal relationship with a subordinate employee of the RTA that might interfere with the exercise of impartial judgment in decisions affecting the RTA or any employees of the RTA. If an employee or someone with whom an employee has a close relationship (a family member or close companion) has a financial or employment relationship with a supplier, potential supplier, customer, business, individual or another public agency, with which the RTA's interests conflict the employee must disclose this fact in writing to the RTA Executive Director. Employees should be aware that if they enter into a personal relationship with a subordinate employee or with an employee of a supplier, potential supplier, customer, business, individual or another public agency, with which the RTA's interests conflict, a conflict of interest may exist which requires full disclosure to the RTA.

Employees planning to engage in outside employment must first disclose such employment to the RTA Executive Director to ensure it does not pose a conflict of interest or is otherwise incompatible with the RTA or its mission. Failure to adhere to this guideline, including failure to disclose any conflicts or to seek an exception, will result in discipline, up to and including termination of employment.

No employee shall use the authority, information or privileges associated with his or her position for personal gain. Evidence of using a position for personal gain may be interpreted as a breach of terms of employment and serve as a basis for discipline up to and including termination.

2.6.8 Safety

The Occupational Safety and Health Act (OSHA) require all employers to provide a safe and healthful workplace for their employees. In this regard, it is important that adequate policies and procedures be developed and adhered to in order to ensure safe, efficient operating conditions, thereby safeguarding employees and facilities.

Our organization will not knowingly permit unsafe conditions to exist, nor will it permit employees to indulge in unsafe acts. In-depth information is outlined in the *System Safety Program Plan (SSPP)*. The RTA SSPP includes an Injury and Illness Prevention Plan. Violations of organization rules and regulations will result in disciplinary action. The organization believes that the safety of employees and physical property can best be ensured by a meaningful safety program.

2.6.9 Security/Violence in the Workplace

As detailed in the *RTA Policy Against Workplace Violence*, the RTA will not tolerate violent acts or threats of violence, whether verbal, written, or implied, towards employees by other RTA employees, customers or members of the public. For purposes of this policy, “violence” includes any willful touching of a person in a harmful, threatening or unwanted way. A “threat” of violence includes any statement, course of conduct or other action that would cause a reasonable person to believe that violence may occur. Any incident of violence or threat of violence by any RTA personnel or any other person should be reported promptly to the employee’s supervisor, Human Resources or the RTA Executive Director. Supervisors or any other employee of the RTA who receive complaints or who observe conduct in violation of this policy shall inform Human Resources and the RTA Executive Director immediately.

2.6.10 Drug-Free Workplace Policy

The RTA recognizes that the abuse of alcohol and use of illegal drugs by any employee threatens the health and safety of that employee, the employee’s co-workers, and the general public. The RTA also recognizes that employees should be able to work in an alcohol and drug-free environment, and to work with other employees who are alcohol and drug-free. The RTA has, therefore, adopted drug and alcohol testing policies for all employees and prospective employees. Refer to the *RTA Drug & Alcohol Policy, Program and Procedures* and the *RTA Non-DOT Drug and Alcohol Policy and Testing Provisions* for more information.

2.6.11 Vehicle Collision and Incident Reporting (reference the CBA for those covered)

Every employee shall make one (1) report for each vehicle collision or safety incident occurring during the employee’s run or shift, as required by the RTA. Such report shall be made not later than the completion of the employee’s run or shift.

The RTA pays 100% of the premium on insurance provided by our Workers’ Compensation program. This law was designed to provide employees with benefits for any injury which an employee incurs arising out of their employment with the organization.

Under the provisions of the law, if an employee is injured while at work for the organization, this injury must be reported immediately to his or her supervisor, no matter how slight it might seem. Failure to do so could result in a denial by the insurer of any claim an employee may

submit for Workers' Compensation benefits. Even late reported injuries may result in delay or denial of Workers' Compensation benefits.

2.6.11.1 Paid Time to Complete Report: Employees who are required to make a report shall be allowed up to twenty (20) minutes of paid time, except that no allowance shall be granted when said report can be completed in time already being paid on the date report is being made. In the event travel is required, the employee shall be paid travel time (scheduled running time) and same shall be subject to the overtime provision (if applicable). Other reports and interviews required by the RTA shall be paid for at the straight time rate.

2.6.11.2 Determination of Preventability: Vehicle collisions and safety incidents will be reviewed by the Operations Manager or designated Safety Committee. Where a collision or incident is determined to have been preventable, the employee will be notified in writing within ten (10) work days from the date of the RTA knowledge of a collision or incident (except in rare cases, such as insufficient information for the decision of preventability to be made). Discipline may apply if the employee's conduct that led to the collision or incident was found to be improper. Any determination of preventability or disciplinary action will be based on the circumstances of the incident but will not adversely affect the processing of any Workers' Compensation claim or industrial injury benefits. Determinations of whether or not a claim of industrial injury is compensable under applicable workers' compensation standards will be made by the RTA's third-party claims administrator.

2.6.12 Solicitation Prohibited

Employees are prohibited from soliciting (personally or via electronic mail or text messaging) for membership, pledges, subscriptions, the collection of money or for any other unauthorized purpose anywhere on RTA property during work time, especially those of a partisan or political nature. "Work time" includes time spent in actual performance of job duties but does not include lunch periods or breaks. Non-working employees may not solicit or distribute to working employees. Persons who are not employed by the RTA may not solicit or distribute for membership, pledges, subscriptions, literature or petitions on the RTA's premises at any time for any reason. Employees are prohibited from distributing, circulating or posting (on non general purpose bulletin boards, refrigerators, walls, etc.) literature, petitions or other materials at any time for any purpose without the prior approval of the RTA Executive Director or his or her designee.

2.6.13 Visitors at Work

Visitors, including an employee's family members, who wish to see an employee during working hours, must first check in at the front office. Visitors may be required to sign in and receive a visitor's badge. If a visit involves an emergency, the employee will be notified immediately, and will receive all possible cooperation from management.

Visitors should not disrupt business. Please remind your friends and relatives that unless there is an emergency involved, they should not disturb you while you are working. Refer to the *Transporting Family and Friends Bulletin* if they will be using the RTA as their way of transportation.

Section 2.7 Work Week and Work Schedules

2.7.1 Workweek Defined

For the purposes of payroll and the Fair Labor Standards Act salary calculation, the workweek shall begin at 12:00 am on Sunday and will end at 11:59 pm on Saturday.

2.7.2 Assignment of Work Schedules (refer to the CBA for those covered)

For at-will employees, the RTA Executive Director or his or her designee has sole discretion to assign the work schedule of all employees working for the RTA. To the extent possible, at least 24-hours advance notice shall be provided for any short-term or temporary reassignment of work schedule; at least 7 days advance notice shall be provided for any long-term reassignment of work schedule.

2.7.3 Break and Meal Periods (refer to the CBA for those covered)

The RTA will design shifts to comply with regulations regarding wages, hours and working conditions.

2.7.3.1 Break Periods: For all at-will employees, California law states employers need only to provide rest breaks, but not ensure that rest breaks are taken. Every employer must authorize and permit nonexempt employees to take rest breaks, which if practicable should be in the middle of each work period. The rest break must be based on the total hours worked daily at the rate of 10 minutes rest time per four hours of work. Rest breaks need not be allowed for employees whose total work time is less than 3 1/2 hours per day.

2.7.3.2 Meal Periods: For all at-will employees, no employee should work more than five hours without having a meal period of at least 30 minutes, except when a work period of not more than six hours will complete the day's work the meal period may be waived by mutual consent of the employer and the employee in writing. Employees shall be relieved from all duties during their meal period. If the employee is not relieved of all duty during a meal period, the meal period shall be considered an "on duty" meal period and is counted as time worked. On-duty meal periods should be noted on time records for the applicable pay period. We encourage all employees to take their meal period and be relieved from duty during that period.

2.7.4 Work Schedule During a Holiday Week (refer to the CBA for those covered)

During any week in which a holiday occurs, all full-time employees shall receive pay for all hours worked in addition to Holiday pay (if applicable).

2.7.5 Overtime

Nonexempt status employees shall receive pay calculated at time and one-half (1½) for all authorized overtime worked during the pay period. Exempt employees are not eligible for overtime pay.

2.7.5.1 Overtime Defined: Overtime and overtime pay shall be defined and calculated pursuant to the provisions of the Fair Labor Standards Act. In general, "overtime" means the time spent in the performance of work ordered or authorized by the Supervisor which is in excess of forty (40) productive hours worked in any work week. Productive hours include only regular time worked and does not include holidays, vacation, PTO, sick, administrative, personal, or other authorized leave.

2.7.5.2 Prior Authorization: Nonexempt employees may only work overtime that has been approved in advance by their Supervisor. In the rare event that overtime must be worked and prior approval is not feasible, the employee shall notify their Supervisor as soon as reasonable.

2.7.5.3 Travel: Employees traveling to and from locations outside of San Luis Obispo County that involve RTA matters in which the employee is required to attend as a condition of his or her employment are expected to do so within the hours available during a normal 40-hour work week, if feasible and practical. If not feasible or practical, and travel time results in greater than 40 hours worked, such time will be compensated with paid time off or other pay as specified above. Seminars, conferences and related events are generally considered to be a privilege and not a condition of employment, unless the employee is expressly directed by a Supervisor to attend or participate.

Employees who wish to attend such events are expected to arrange for transportation and travel time during normal RTA working hours to the extent possible, or on their own non-compensable time outside of normal working hours. If warranted by circumstances, the RTA Executive Director is authorized to approve, in advance, paid time for such travel on a case-by-case basis.

2.7.6 Miss-Outs and Work Assignment (refer to the CBA for those covered)

A “miss-out” is defined to be: Each failure of any employee to report for duty at the proper time and at the proper place at which his or her assigned duties are scheduled to start. An employee who fails to report for their assignment at the proper time and place, or who fails to provide timely advance notice of for use of authorized intermittent leave, shall be charged with a miss-out. Disciplinary action up to and including termination is determined and enforced by each Department.

2.7.6.1 Waiver: The department manager may waive the imposition of a disciplinary penalty for a “miss-out” as hereinabove provided whenever, in his or her opinion, a valid reason for such “miss-out” exists.

2.7.7 Emergency Call-Back Minimum Hours (refer to the CBA for those covered)

Whenever an employee has completed a normally scheduled shift and has left the worksite and their supervisor or designee calls the employee back to work when not regularly scheduled to be on duty, compensation will be for a minimum of half of their regularly scheduled shift.

On an unscheduled emergency, an employee shall receive a minimum of (1) one hour pay at the applicable overtime rate (if applicable).

2.7.8 Premium Pay (refer to the CBA for those covered)

A Bus Operator who is assigned by the RTA Supervisor to work with a trainee, fill in as Dispatcher or Scheduler or other RTA Executive Director-approved duties will be paid a premium, in addition to the employee’s hourly wage rate, while performing these duties.

2.7.9 Driver’s Log

Those employees who obtain and Commercial Driver’s License (CDL) are required to keep a log of hours worked per the Federal Motor Carrier laws. A log is required under the following conditions.

1. On duty twelve (12) hours or more in a day: When an employee works more than twelve (12) hours in a day they fail to meet the exception in CCR Title 13, Div. 2, Chap. 6.5, Art. 3, Sec. 1212(e) and therefore must complete a log.
2. Days a CDL employee works two (2) jobs in one day: A log is required in this case so that the CDL employee can demonstrate to each employer AND the CHP that they are not in violation.

ARTICLE 3

COMPENSATION, BENEFITS AND LEAVES

Section 3.1 Compensation

3.1.1 Regulation of Compensation by the RTA Board (refer to the CBA for those covered)

Compensation of all employees of the RTA shall be determined by the RTA Board of Directors except as otherwise required by law. Human Resources shall maintain a salary table that includes all active classification titles and a corresponding seven step pay scale for each classification. A copy of the job classifications is included as Appendix A, which may be updated annually during the budget-making process. The RTA Board of Directors shall establish the first step for each classification in the table, also known as the salary range. Employees shall be paid a base salary, no less than Step 1 and no greater than Step 7 of the salary range approved by the RTA Board for the classification to which they are appointed.

3.1.2 Administration of the compensation plan

The RTA Executive Director shall have discretion to set the salary of an employee at any step within the salary range approved by the RTA Board for the classification to which the employee is appointed, subject to the following conditions:

3.1.2.1 Any employee who is promoted to a classification with a higher salary range shall receive a salary increase to a step in the new salary range that is not less than the pay previously received. In no case shall the new salary exceed the highest step of the salary range.

3.1.2.2 Market adjustments are done on a position-by-position basis based upon market data and could result in pay adjustments for the individuals in those positions at anytime. The market adjustment is not intended to compensate employees for general inflation or cost of living increases. Market adjustments require approval of the RTA Board as part of an amendment to Appendix B.

3.1.2.3 Upon receiving a “Satisfactory” or better performance evaluation, the RTA Executive Director may grant an employee a salary increase to the next step in the salary range. In no case shall the new salary exceed the highest step of the salary range. The performance evaluation may be a regular evaluation or probationary evaluation.

3.1.2.4 Upon receiving an overall “Unsatisfactory” performance evaluation, the RTA Executive Director may lock an employee’s salary at his or her current salary until the employee’s performance is improved to “Satisfactory” or better. The performance evaluation may be a regular evaluation or probationary evaluation. An ensuing “Unsatisfactory” performance evaluation shall be subject to the provisions of Article 7 (Disciplinary Actions) of this policy.

3.1.2.5 An employee who voluntarily demotes to avoid layoff or voluntarily demotes due to personal reasons may be placed by the RTA Executive Director at any step in the salary range of the new classification not to exceed their current step without a concurrent performance evaluation.

3.1.3 Compensation – Payment Procedures (refer to the CBA for those covered)

Policies and procedures for payment of compensation can be summarized as follows:

3.1.3.1 Time-Keeping: All employees (exempt and nonexempt) are required to record their hours worked. The RTA Executive Director will designate those nonexempt employee classifications that are required to clock in and out at the beginning and end of their shift and for their lunches. If for any reason an employee is unable to use the time clock, the employee must submit an Exception Timesheet with the clock in/out times listed. For exempt employees time-keeping is for business purposes unrelated to compensation for hours worked, whereas nonexempt are paid only for hours worked.

3.1.3.2 Biweekly Payment: The RTA will make every effort to issue the payroll every other Friday starting no later 5:00 AM. In the event a Holiday falls on a Friday, the RTA will make every effort to issue the payroll on the previous day. However, should a system breakdown occur, the payroll will be issued no later than the following Wednesday. No loss in pay will result should this occur.

3.1.4 Direct Deposit

Employees are encouraged to participate in the RTA's direct deposit of wages program. Human Resources will make the arrangement for direct deposit with any credit union or bank that has electronic transmission capability. Your entire paycheck, or a specified amount, can be deposited. Human Resources will provide the necessary forms upon request.

3.1.5 Final/Termination Paycheck

Final paychecks will be issued as part of the normal payroll cycle. The RTA will attempt to accommodate early release of final/termination paychecks, including accrued but unused vacation, when it is able.

Section 3.2 Employee Benefits

3.2.1 Vacation Policy (reference the CBA for those covered)

Paid vacation is one of the ways the RTA recognizes length of service and performance. Employees covered by a CBA are provided vacation time as outlined in the agreement.

Eligible employees earn paid vacation based on length of continuous service, starting with their first year and increasing throughout their service in a pre-determined accrual formula. Please contact your immediate supervisor for more details.

VACATION ACCRUAL SCHEDULE:

Service Time	Days/year	Accrual Rate	Max Accrual
first year	10	3.08	160
second year	11	3.38	176
third year	12	3.69	192
fourth year	13	4.00	208
fifth year	15	4.62	240
sixth & seventh year	16	4.92	256
eighth & ninth year	17	5.23	272
tenth & eleventh year	18	5.54	288
twelfth & thirteenth year	19	5.85	304
fourteenth + year	20	6.15	320

Employees shall not carry a vacation balance of more than two times their annual rate from one fiscal year to the next. Balances in excess will be forfeited at the end of the calendar year. Vacation time may be taken at the request of the employee with the prior approval of his or her manager/supervisor. Vacation time may be approved or denied based on business needs at the time.

All accrued vacation provided by the policy that has not been taken at the time of termination will be paid to the employee. The right to vacation constitutes deferred wages for services rendered. Employment contracts and organization policies may not provide for forfeiture of vested paid time.

3.2.2.1 Maximum Vacation Accrual: The vacation accrual year will be January to December. Employees may accumulate vacation time from one year to the next year up to the maximum hours outlined in the table above. Should an employee's vacation bank exceed this amount, they will cease to accrue hours over maximum not taken at the end of the calendar year. An employee who has had scheduled vacation canceled due to scheduling conflicts will be given an opportunity to schedule the unused vacation in the following vacation accrual year.

3.2.2 Vacation Usage (refer to the CBA for those covered)

3.2.2.1 Use of Vacation Pay: All requests for scheduled use of vacation pay shall be considered and granted at the discretion of the department manager/supervisor. All requests for scheduled vacation shall be made in writing. Requests for the scheduled

use of vacation of one day or less shall be made a minimum of two work days prior to the start of the time-off. Requests for the scheduled use of vacation of two or three days shall be made at least one week prior to the start of the employee's time-off. Requests of more than three days shall be made at least twice as many work days prior to the vacation days being requested (e.g., one week of vacation must be requested at least two weeks in advance). The advance notice requirement may be waived, if warranted, at the discretion of the department manager/supervisor on a case-by-case basis. To the extent possible, the use of vacation during periods of sick leave shall be made with a minimum of two hours' notice to the department manager/supervisor when all sick leave available has been exhausted.

3.2.2.2 Vacation Cash-out: After one year of service with the RTA, employees are eligible to cash-out a portion of their vacation time accrued. A vacation balance in excess of 120 hours may be cashed out during the last pay date of each calendar year. Vacation cash-out eligible employees are required to inform Human Resources one (1) week prior to the last pay date of each calendar year of their request to cash-out and the amount.

3.2.2.3 Vacation Donation: vacation donation allows a qualified employee to voluntarily donate vacation to another qualified employee who is unable to work because of an extended serious illness or injury. The procedure to initiate this process involves sharing the donating employee's intentions with their supervisor and Human Resources. The vacation donation will be limited to 50% of accrued vacation. The RTA will ensure that donated vacation pay will only be used for medical sick leave purposes. Donating employees may only donate hours from their account when it is in excess of sixty (60) hours and only those hours that are in an excess of sixty (60). Donations will be calculated based on the donating and recipient's pay rates. Contact Human Resources for more information regarding donating or applying to receive donated vacation leave.

3.2.2.4 Limitation on Vacation Pay Usage: Vacation shall be paid at the employee's basic straight-time rate on a regularly scheduled workday, but not to exceed scheduled hours per day. Vacation payments to employees who are covered under California Workers' Compensation or disability insurance will be reduced by the amount of disability benefits payable under such plan. In no event will an employee receive pay in excess of his or her regular pay. Vacation pay shall not duplicate any other RTA pay.

3.2.2.5 Vacation Pay Cannot Cause Overtime: Vacation time taken cannot be used to put an employee into an overtime pay status.

3.2.3 Sick Leave (refer to the CBA for those covered)

The RTA provides paid sick time benefits to eligible employees who are temporarily absent due to illness or injury.

3.2.3.1 ELIGIBILITY: All full and part-time employees are eligible. Employees covered by a CBA should refer to the agreement.

All full-time employees accrue sick time benefits at the rate of 12 days per year. Employees shall use paid earned sick time for personal sick time off or FMLA/CFRA leave to care for eligible dependents. See section 3.2.10 for more information.

An employee who is unable to report to work because of an illness or injury should notify his or her supervisor before the scheduled start of his or her workday, if possible. The employee's supervisor must also be contacted on each additional day of absence. Before an employee can return to work after a sick leave absence of five (5) calendar days or more, you must provide a doctor's statement releasing to return to full or modified duty.

An employee on sick leave for an extended absence because of an illness or injury must apply for any other available compensation and benefits, such as workers' compensation and/or disability. Sick leave benefits will be used to supplement any payments that an employee is eligible to receive from workers' compensation or the RTA provided disability insurance program(s). The combination of these disability payments and sick leave may not exceed normal weekly pay.

Sick time is not eligible for cash out.

3.2.4 Holidays (refer to the CBA for those covered)

The RTA recognizes the following seven holidays: Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving Day (admin staff only), Christmas Day, and New Year's Day.

3.2.4.1 Full-Time Employee Eligibility: All eligible full-time employees shall receive eight (8) hours at their regular straight time rate of pay for the applicable Holidays outlined above, provided such employee completes their work assignment on their last scheduled or assigned work day prior to such holiday and their first scheduled or assigned work day after such holidays. Those employees who are scheduled to work and are late on the day before or the day after the holiday will be paid for the holiday time provided the employee reports within one (1) hour of his or her report time and in proper uniform. Holiday time shall not be counted when computing overtime pay.

3.2.4.2 Pay Rate for Holidays Worked: If an employee works on an RTA-recognized holiday, that employee will be paid eight hours Holiday pay plus the Holiday rate (time and a half) applicable for the actual hours worked.

3.2.4.3 Day Shifting: For Administrative staff, in the event one of the holidays mentioned in this section falls on a Sunday, the Monday following the Sunday shall be the holiday.

Should a holiday fall on a Saturday, the preceding Friday shall be the holiday. Fixed date holidays (New Year's Day, Christmas Day and Independence Day) are exempt from the day shifting. Please contact your supervisor to verify eligibility.

3.2.4.4 Floating Holidays: Eligible full-time employees receive six (6) floating holidays January 1st of each year. Floating holidays are to be used within the calendar year. If you do not use all floating holidays provided, you will lose them by December 31st of each year. Floating holidays do not roll over from year to year and are not paid out upon termination of employment with the RTA.

3.2.5 Salary Reduction (125) Plan (Pre-Tax Premiums Deductions)

Pre-Tax Premiums is a voluntary program that allows employees to pay the premiums for medical, vision and dental benefits with pre-tax dollars. Under Section 125 of the Internal Revenue Code, an employee may annually elect to reduce his or her taxable salary by the amount paid towards medical, dental and vision premiums. Participation in the salary reduction plan can result in an employee paying less federal, state and Medicare taxes.

Because of the tax savings employees receive, the federal government places certain restrictions on what an employee can and cannot do under this plan. This is an irrevocable choice, meaning that an employee wishing to change a decision to have premiums deducted pre-tax, as well as canceling or changing the benefits associated with these deductions, is not allowed until the next open enrollment period unless an employee experiences a qualifying event as defined in federal law.

3.2.6 Health, Dental, Vision and Life Insurance (refer to the CBA for those covered)

The RTA shall provide the administration of the Group Insurance Plan using Human Resources staff resources or contracted third-party resources.

3.2.6.1 Eligibility: Eligible full-time employees shall be any full-time employee as defined in Section 2.1.1.

3.2.6.2 Coverage Levels: the RTA will cover a portion or all of the medical plan monthly premium offered to each full-time employee for the employee-only option. Unless otherwise stated in your offer letter, the RTA will pay for 95% of the monthly premiums to provide the base healthcare plan (as of January 1, 2018, this plan is known as the "Solutions PPO Plan") for the employee. The employee will be responsible for the remaining 5% through payroll deductions, as well as 100% of the additional monthly premiums should the employee choose a richer medical plan. See Human Resources for more information. In addition, RTA will cover 100% of the dental plan and vision plans for employee-only options unless otherwise stated in your offer letter. Should the employee wish to cover their spouse and/or dependents, the employee shall do so

solely at their expense through payroll deductions. Refer to your offer letter for coverage information.

For Part-Time Health-Benefited employees, the RTA will pay for 95% of the monthly premiums to provide the base healthcare plan for the employee. The employee will be responsible for the remaining 5%, as well as 100% of the additional monthly premiums should the employee choose a richer medical plan and/or to cover a spouse/dependents.

The RTA may change insurance carriers at any time, and will strive to provide a comparable level of insurance benefits if a change is necessary.

3.2.6.3 Medical: The medical insurance plan at the RTA offers employees and dependents access to medical care insurance benefits. Only Full-Time and Part-Time Health Benefited employees are eligible to participate in the medical insurance plan.

Eligible employees may participate in the medical insurance plan subject to the terms and conditions of the agreement between the RTA and the insurance carrier.

You will find details of the medical insurance plan in the Summary Plan Description (SPD) posted on the RTA payroll website. When you become eligible, you will receive your SPD and rate information prior to the enrollment date. For questions about medical insurance, contact Human Resources for additional information.

3.2.6.4 Dental: The RTA offers dental coverage for full-time employees.

3.2.6.5 Vision: The RTA offers vision coverage for full-time employees.

3.2.6.6 Incidental Benefit for Opting Out: RTA-designated full-time benefited employees who can demonstrate during Open Enrollment that they have Affordable Care Act (ACA) qualifying Medical benefits, as well as Dental and Vision Benefits, through another means and who do not elect to receive Medical, Dental and Vision Benefits through the RTA may “opt out” of these benefits and shall receive an incidental payment of \$175 monthly in lieu of the contribution as defined above.

Full-Time Benefited and/or Part-Time Health-Benefited employees who can demonstrate during Open Enrollment that they have ACA-qualifying Medical Benefits through another means and who do not elect to receive Medical Benefits through the RTA may “opt out” of the medical benefit and shall receive an incidental payment of \$125 monthly in lieu of the contribution as defined above.

3.2.6.7 Life Insurance: The RTA offers a basic life insurance plan for eligible full-time employees. The basic life insurance plan includes Accidental Death and Dismemberment (AD&D) insurance. AD&D provides benefits in case an accident causes a serious injury or

death. Full-time employees may enroll in a supplemental life insurance plan at their own cost, subject to provider approval. There are more details about our basic life insurance plan in the Summary Plan Description. If you have questions about our life insurance plan, contact the Human Resources for more information.

3.2.6.8 Short Term Disability: The RTA has a short-term disability (STD) benefits program for all employees. STD benefits are paid to employees who cannot work because of qualifying disability conditions caused by an injury or illness.

Employees may participate in the STD plan subject to the terms and conditions of the agreement between the RTA and its insurance carrier. If the disability is based on being pregnant or a pregnancy-related illness, it will be treated the same as any other illness that prevents an employee from working.

If the disability is covered by workers' compensation, it will not be covered by the STD plan. There are more details in the STD Summary Plan Description, including how much can be paid and when, the limits, the restrictions, and what is not covered. If you have questions about STD benefits, contact Human Resources for more information.

3.2.6.9 Long Term Disability: The RTA provides long-term disability (LTD) benefits to full-time employees who have an illness or injury that results in a long-term absence. Our LTD plan is designed to ensure a continuing income in the event an eligible employee becomes disabled and unable to work.

Eligible employees may participate in the LTD plan subject to the terms and conditions of the agreement between the RTA and its insurance carrier.

The LTD benefits will be offset by any amounts you receive under Social Security or workers' compensation for the same time period. You will find details about the LTD benefits plan including benefit amounts, limitations, and restrictions in the Summary Plan Description. If you have questions, Human Resources can provide more information.

3.2.7 457 Savings Plan (refer to the CBA for those covered)

The 457 plan is a type of nonqualified, tax advantaged deferred-compensation retirement plan that is available for governmental and certain non-governmental employers in the United States. The employer provides the plan and the employee defers compensation into it on a pre-tax or after-tax (Roth) basis. Employees elect how much salary to contribute and to direct the investment so that each employee can tailor his or her own retirement package to meet his or her individual needs.

The RTA has established a 457 plan to provide eligible employees with the potential for financial security in their retirement. Employees should refer to their employment offer letter for specific information.

Employees become eligible for the 457 plan on the first of the month following the employee's full-time hire date. Eligible employees may participate in the 457 plan subject to all terms and conditions of the plan.

The RTA will also contribute an additional amount to each employee's 457 contribution based on the table below. Complete details of the 457 plan are described in the Summary Plan Description, and Human Resources can provide more information about the 457 plan.

Service Time	Employer Contribution
First year*	2.00%
Second year*	2.20%
Third year*	2.42%
Fourth year*	2.66%
Fifth year*	2.93%
Sixth year*	3.22%
Seventh + years*	3.54%

*The structure is based on years in the eligible position

3.2.8 Uniform Policy (reference the CBA for those covered)

The RTA allows the supervisors to wear the RTA company provided uniform (shirt and pants) or wear business casual attire when not operating an RTA vehicle. Supervisors who wear an approved RTA uniform more than 50% of the time will be eligible to receive the RTA company provided uniform annually. Supervisors may choose to purchase their own approved pants and will receive a \$100 annual uniform allowance.

Supervisors who choose to wear business casual attire are not eligible for the \$100 annual uniform allowance.

3.2.9 Employee Assistance Program (EAP)

The RTA EAP is designed to provide confidential assistance to employees who are having personal or work related problems by providing professional consultation, assessment, and referral. The EAP is available to all employees and their families on the first day of employment at no charge and can assist with most personal problems affecting the quality of life at home and on the job. Contact Human Resources for further details.

3.2.10 Wellness Program

In accordance with the RTA's commitment to health and safety, we have established a Voluntary Wellness Program for the following purposes:

- a. To maintain and enhance employee interest in health and safety issues.
- b. To ensure that managers, supervisors and employees are aware through training activities that they are responsible for the prevention of workplace accidents.
- c. To help make health and safety activities an integral part of the organization's operating procedures, culture and programs.
- d. To provide an opportunity for discussion of health and safety problems and possible solutions.
- e. To inform and educate employees and supervisors about health and safety issues and research findings, etc.
- f. To help reduce the risk of workplace injuries and illness.
- g. To help ensure compliance with federal and state health and safety standards.

For additional information about RTA wellness programs, see Human Resources.

3.2.11 Suggestion Program

We have a suggestion program at the RTA. All employees are eligible to participate in the suggestion program.

A suggestion is an idea that will help the RTA solve a problem, reduce costs, improve operations or procedures, enhance customer service, eliminate waste or spoilage, or make the RTA a better or safer place to work. A suggestion should identify the problem and offer possible ideas for solving or improving an issue or provide a possible solution. A suggestion should not focus on personal attributes of co-workers or management.

Employees should submit suggestions to a supervisor, manager, or director. After it is reviewed, it will be forwarded to the appropriate parties for possible implementation.

3.2.12 Jury Duty (refer to the CBA for those covered)

The RTA encourages employees to fulfill civic responsibilities by serving jury duty when required. If an employee receives a jury duty summons, it should be presented to his or her immediate supervisor as soon as possible so that arrangements can be made to accommodate the employee's possible absence from work.

Should any full-time employee be required to serve on a jury duty, said employee will be paid his or her regular straight time rate of pay on a basis of eight (8) hours per day, less jury duty compensation, for a period of time not to exceed one (1) week excluding Saturdays and Sundays in a floating one (1) year period.

3.2.13 Voting

The RTA encourages employees to fulfill civic responsibilities by voting in elections. Generally, the polls are open for several hours in the morning and evening and we expect that employees will be able to vote either before or after work hours. If an employee does not have sufficient time before or after work, the employee may request up to two hours off without loss of pay for the express purpose of voting. This time needs to be requested in advance.

3.2.14 Bereavement (refer to the CBA for those covered)

Bereavement leave is provided to full-time employees in the event of the death of an employee's: Father, Mother, Brother, Sister, Spouse, Child, Step-Father, Step-Mother, Step-Child, Father-in-law, Mother-in-law, Son-in-law, Daughter-in-law, Brother-in-Law, Sister-in-law, Grandchild, Grandparent and domestic partners registered with the State of California.

Paid time off will be given up to a maximum of three (3) eight (8) hour days for full-time employees.

If more than three (3) days are needed, the employee is permitted to take personal days, vacation days, or leave without pay, with the approval of the employee's immediate supervisor. Part-time and temporary employees may take unpaid bereavement leave.

3.2.15 Unemployment Insurance

If an employee's employment is terminated, the employee may be eligible to receive unemployment insurance. The terminated employee must file a claim with the local Employment Development Department office in order to collect this benefit. If terminated, the employee should inquire about unemployment insurance at the time of separation from RTA. The full cost of unemployment insurance is paid by RTA.

3.2.16 Social Security/Medicare/Medicaid

The RTA participates in the provisions of the Social Security, Medicare and Medicaid programs. Employees' contributions are deducted from each paycheck and the RTA contributes as established by federal law at the applicable wage base.

Section 3.3 Leaves of Absences

3.3.1 Family and Medical Leave Act (FMLA)

Under the provisions of the federal Family and Medical Leave Act (FMLA), eligible employees are entitled to take 12 weeks of family/medical leave within a rolling 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;

For qualifying exigencies, as defined in the FMLA, related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

- An eligible employee who is a covered service member's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the service member with a serious injury or illness.

The rolling 12-month period is measured backward from the date of the most recent use of leave for a covered FMLA event. This means that each time an employee requests a leave under the provisions of this policy, the available time for a leave of absence will be the balance of the total 12 weeks that has not been used during the 12-month period immediately preceding the commencement of leave.

3.3.1.1 Eligibility: To be eligible for leave, an employee must meet following requirements:

- Have worked for the employer for at least 12 months (52 weeks, not necessarily consecutively);
- Have at least 1,250 hours of service in the 12 months immediately preceding the use of the leave; and
- Work at a location where the employer has at least 20 employees within 75 miles of the employee's worksite.

3.3.1.2 Serious Health Condition: The term "serious health condition" means an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice or residential medical care facility or continuing treatment by a health care provider which prevents an employee from performing the essential functions of

his or her job or prevents a close family member from performing the functions of their job or attending school. An employee should contact his or her immediate supervisor to determine what qualifies as a serious health condition.

3.3.1.3 Notice Requirements: An employee requesting a leave of absence under this policy should see his or her supervisor and complete the proper leave request form. Where the need for leave is known in advance, the request must be submitted at least thirty (30) days prior to the desired beginning of the leave of absence. Failure to give at least thirty (30) days' notice of foreseeable need for a leave of absence may delay the start of such leave until thirty (30) days after the date the notice is received by the organization. If the request is less than thirty (30) days, the employee may be required to give an explanation of why advance notice was not feasible. If timely notice is not given, the period of delay counts as a non-FMLA absence.

If the need for a leave is not foreseeable or is an emergency situation, the employee must provide at least verbal notification to his or her immediate supervisor as soon as possible and must follow our call-in procedures. Employees must supply sufficient information to enable the RTA to determine if the leave qualifies for FMLA, as well as the duration and timing of the leave.

3.3.1.4 Certification of the Need for Leave: Any employee who needs to have an FMLA-covered medical leave of absence must present certification completed by the employee's health care provider verifying the need for a leave of absence along with the leave request form. This certification must be provided within fifteen (15) days of the request unless it is not feasible under the circumstances. Human Resources has certification forms available for an employee to have completed by his or her health care provider. Failure to provide certification may result in the employee's leave being delayed, denied, or revoked. Note: The RTA reserves the right to a second or third medical certification at our expense.

The RTA also reserves the right to require recertification of the continuance of a serious health condition every six (6) months. Recertification may also be required if:

1. An employee requests an extension of leave;
2. Circumstances described by the original certification have changed significantly;
3. We receive information that casts doubt upon the continuing validity of the certification; or
4. An employee is unable to return to work because of the continuation, recurrence, or on-set of a serious health condition.

3.3.1.5 Intermittent Leave: Generally, FMLA leave must be taken in a single block. Under certain circumstances, however, FMLA leave may be taken on a reduced work schedule basis if the employee and the organization can agree on the schedule requested by the employee.

If intermittent leave is considered medically necessary for the employee or seriously ill family member, the requesting employee produces the required certification by a health care provider that there is a medical need for a leave of absence and that the medical need is best accommodated through an intermittent leave or reduced work schedule. The RTA reserves the right to require a second or third medical opinion in appropriate cases where authorized to do so by the FMLA.

If medical leave is requested on an intermittent or reduced work schedule basis, the RTA may, at the discretion of the RTA Executive Director, transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position. Any such transfer will be to a job that offers pay and benefits that are equivalent to those available in the employee's regular job. Employees on authorized intermittent leave with episodic or unforeseeable intermittent absences will not be required to transfer to an alternative job.

A fitness for duty certification can be required every thirty (30) days in the case of intermittent or reduced schedule leaves if reasonable safety concerns exist. The employee has fifteen (15) days to provide this certification.

3.3.1.6 FMLA Leave is Unpaid Leave: Employees on approved FMLA leave of absence will be required to use any earned, unused vacation and sick days during the approved leave of absence unless the leave is for the employee's own serious health condition. Employees must follow the same terms and conditions of RTA's leave policy as those employees not on FMLA. The RTA and employee may mutually agree to supplement worker's compensation or other disability benefits with any other form of paid time off benefits the employee may be entitled to, if state law permits.

3.3.1.7 Spouse Aggregation: In the case where both an employee and his or her spouse are employed by the RTA, the aggregate number of weeks to which both employees are entitled because of the birth or placement of a child or to care for a parent with a serious health condition will be limited to twelve (12) workweeks during any twelve (12) month period. This limitation does not apply in instances where leave is taken because of an employee's own serious health condition or to care for a spouse or child with a serious health condition.

3.3.1.8 Health Insurance: FMLA is benefit protected leave and the RTA will continue to pay its customary portion of group medical insurance coverage. An employee away from work due to FMLA leave may continue medical insurance coverage while on leave by timely payment of his or her portion of the monthly insurance premium on the same day such payment would be required if payment were made by payroll deduction. Where the need for family leave of absence is foreseeable, the employee will be asked to sign an agreement before the leave of absence begins that:

- Discloses the amount that the employee must remit on a timely basis to retain the coverage; and
- Indicates that the employee understands his or her insurance premium payment obligations.

If the FMLA leave is not foreseeable, this agreement must be signed as soon as possible after the leave begins. An employee's failure to pay premiums within thirty days of the due date for such premiums will result in the loss of his or her insurance coverage. If an employee does not return to work at the end of an approved FMLA leave, he or she may be required to repay the organization for the insurance premiums it paid.

3.3.1.9 Health Insurance Continuation – COBRA: The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) was enacted to ensure that employees and their dependents can continue their health insurance once they are no longer eligible under our health plan.

If an employee continues insurance under COBRA, the employee will pay the full cost of the insurance at the RTA's group rates plus an administration fee. When an employee is eligible for RTA's health insurance plan, the employee will receive a written notice describing COBRA rights, applicable deadlines, and what to do if to take continuation coverage under COBRA. As such, it is important that the employee read it carefully and maintain it with insurance documents/records. Employees should contact your Human Resources with any questions regarding COBRA.

3.3.1.10 Benefits During Leave: Employees on a FMLA-related leave do not accrue benefits, including holiday pay, while on unpaid leave. Employees will not accrue vacation and sick pay while on unpaid leave. Vacation and sick pay will begin accruing when the employee returns to work.

3.3.2 California Family Rights Act (CFRA)

Under the provisions of the California Family Rights Act (CFRA), eligible employees are entitled to take 12 weeks of family leave within a rolling 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, domestic partner, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;

The rolling 12-month period is measured backward from the date of the most recent use of leave for a covered CFRA event. This means that each time an employee requests a leave under the provisions of this policy, the available time for a leave of absence will be the balance of the total 12 weeks that has not been used during the 12-month period immediately preceding the commencement of leave.

3.3.2.1 Eligibility: To be eligible for leave, an employee must meet following requirements:

- Have worked for the employer for at least 12 months (52 weeks, not necessarily consecutively);
- Have at least 1,250 hours of service in the 12 months immediately preceding the beginning of the leave; and
- Work at a location where the employer has at least 20 employees within 75 miles of the employee's worksite.

3.3.2.2 Serious Health Condition: The term "serious health condition" means an illness, injury, impairment or physical or mental condition that involves continuing treatment by a health care provider which prevents an employee from performing the functions of his or her job or prevents the family member from performing the functions of his or her job or attending school. Employees should contact his or her immediate supervisor with any questions regarding what qualifies as a serious health condition.

3.3.2.3 Notice Requirements: An employee requesting a leave of absence under this policy should see his or her supervisor and complete the proper leave request form. Where the need for leave is known in advance, the request must be submitted at least thirty (30) days prior to the desired beginning of the leave of absence. Failure to give at least thirty (30) days' notice of foreseeable need for a leave of absence may delay the start of such leave until thirty (30) days after the date the notice is received by the organization. If the request is less than thirty (30) days, the employee may be required to give an explanation of why advance notice was not feasible. If timely notice is not given, the period of delay counts as a non-CFRA absence.

If the need for a leave is not foreseeable or is an emergency situation or providing notice is not practicable, the employee must provide at least verbal notification to their immediate supervisor as soon as possible and must follow our call-in procedures. Employees must supply sufficient information to enable the RTA to determine if the leave qualifies for FMLA and the duration and timing of the leave.

3.3.2.4 Certification of the Need for Leave: Any employee who needs to have an CFRA-covered medical leave of absence must present certification by a health care provider of the need for a leave of absence along with the leave request form. This certification must be provided within fifteen (15) days of the request unless it is not feasible under

the circumstances. Human Resources has forms available for an employee to have completed by their health care provider. Failure to provide certification may result in the employee's leave being delayed, denied, or revoked. Note: We reserve the right to a second or third medical certification at our expense.

We also reserve the right to require recertification of the continuance of a serious health condition every six (6) months. Recertification may also be required if:

- The duration for the leave, as stated on the certification has expired and the employee requests an extension of leave;
or
- An employee is unable to return to work because of the continuation, recurrence, or on-set of a serious health condition.

3.3.2.5 Intermittent Leave: Generally, CFRA leave must be taken in a single block. Under certain circumstances, however, CFRA leave may be taken on a reduced work schedule basis if the employee and the organization can agree on the schedule requested by the employee.

If intermittent leave is considered medically necessary for self or seriously ill family member, the requesting employee produces the required certification that there is a medical need for a leave of absence and that the medical need is best accommodated through an intermittent leave or reduced work schedule, intermittent leave will be approved. The RTA reserves the right to require a second or third medical opinion in appropriate cases where authorized to do so by the CFRA, including circumstances where the RTA has an objective, good faith reason to question the validity of the certification.

If medical leave is requested on an intermittent or reduced work schedule basis, the organization may, at the discretion of management, transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position. Any such transfer will be to a job that offers pay and benefits that are equivalent to those available in the employee's regular job. Employees on unforeseeable intermittent leave will not be required to transfer to an alternative job.

A fitness for duty certification can be required every thirty (30) days in the case of intermittent or reduced schedule leaves if reasonable safety concerns exist. The employee has fifteen (15) days to provide this certification.

3.3.2.6 CFRA Leave is Unpaid Leave: Employees on approved CFRA leave of absence will be required to use any earned, unused vacation and/or sick days during the approved leave of absence unless the leave is for the employee's own serious health condition. If the employee is receiving partial wage replacement other than industrial injury benefits

from a third-party source (private disability insurance), the employee may mutually agree with RTA to apply paid leave accruals. Employees must follow the same terms and conditions of our leave policy as those employees not on CFRA. The RTA and the employee may mutually agree to supplement worker's compensation or other disability benefits with any other form of paid time off benefits the employee may be entitled to, if state law permits.

3.3.2.7 Parent Aggregation: In the case where both parents are employed by the RTA, the aggregate number of weeks to which both employees are entitled because of the birth or placement of a child or to care for a parent with a serious health condition will be limited to twelve (12) workweeks during any twelve (12) month period. This limitation does not apply in instances where leave is taken because of an employee's own serious health condition or to care for a spouse, registered domestic partner, or child with a serious health condition.

3.3.2.8 Health Insurance: CFRA is benefit-protected leave and the RTA will continue to make its customary payment for the employee's group benefits. Employees remain responsible to cover their customary personal contributions in order to keep their benefits in effect. An employee away from work due to CFRA leave may continue medical insurance coverage while on leave by timely payment of his or her portion of the monthly insurance premium on the same day such payment would be required if payment were made by payroll deduction. Where the need for family leave of absence is foreseeable, the employee will be asked to sign an agreement before the leave of absence begins that:

- Discloses the amount that the employee must remit on a timely basis to retain the coverage; and
- Indicates that the employee understands his or her insurance premium payment obligations.

If the CFRA leave is not foreseeable, this agreement must be signed as soon as possible after the leave begins. An employee's failure to pay premiums within thirty days of the due date for such premiums will result in the loss of his or her insurance coverage. If an employee does not return to work at the end of an approved CFRA leave, he or she may be required to repay the organization for the insurance premiums it paid.

3.3.2.9 Health Insurance Continuation – COBRA: The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) was enacted to ensure that employees and their dependents can continue their health insurance once they are no longer eligible under our health plan.

If you continue your insurance under COBRA, you will pay the full cost of the insurance at our group rates plus an administration fee. When you are eligible for our health insurance plan, you will receive a written notice describing your COBRA rights. This

notice contains important information about your rights, strict deadlines to elect continuation coverage, and what to do if you need COBRA so it is important that you read it carefully and maintain it with your insurance documents. If you have any questions regarding COBRA, please contact your Human Resources.

3.3.2.10 Benefits During Leave: Employees on a CFRA-related leave do not accrue benefits, including holiday pay, while on unpaid leave. Employees will not accrue vacation and sick pay while on unpaid leave. Vacation and sick pay will begin accruing when the employee returns to work.

3.3.3 Pregnancy Disability Leave (PDL)

A pregnancy disability is a physical or mental condition related to pregnancy or childbirth that prevents you from performing essential duties of your job, or if your job would cause undue risk to you or your pregnancy's successful completion. Your health care provider should determine whether or not you have a pregnancy disability.

Pregnancy-related disability leave ("PDL"), as part of the California Fair Employment and Housing Act, may be taken for the duration of the disability up to four months (17.3 weeks) for each pregnancy. PDL may be used in a continuous block of leave, or applied intermittently when the need for intermittent or reduced schedule leave is medically verified by the employee's health care provider. This assumes that the employee is disabled by childbirth or related medical conditions for four months. Pregnancy-related disability leave is counted towards an employee's FMLA entitlement and the RTA will always apply PDL and FMLA concurrently. When an employee is no longer eligible for PDL, there is continued leave available for "Baby Bonding" under CFRA.

3.3.3.1 Eligibility: All employees who experience disabilities relating to pregnancy, childbirth or related medical conditions (meaning a physical or mental condition intrinsic to pregnancy or childbirth) may request leave or a reasonable accommodation under this policy.

3.3.3.3 Transfer and accommodation: The RTA also provides reasonable accommodations, to the extent required by law, for conditions related to pregnancy, childbirth or related medical conditions. In addition, a transfer to a less strenuous or hazardous position or duties may be available pursuant to an employee's request, if such a transfer is medically advisable. Employees requesting a leave or reasonable accommodation should promptly notify human resources

3.3.3.3 Notice Requirements: Anyone requesting a leave of absence under this policy should see his or her supervisor and complete the proper leave request form. Where the need for leave is known in advance, the request must be submitted at least thirty (30) days prior to the desired beginning of the leave of absence. Failure to give at least thirty (30) days' notice of foreseeable need for a leave of absence may delay the start of

such leave until thirty (30) days after the date the notice is received by the organization. If the request is less than thirty (30) days, the employee may be required to give an explanation of why advance notice was not feasible.

If the need for a leave is not foreseeable, is an emergency situation or is not practicable, the employee must provide at least verbal notification to their immediate supervisor as soon as possible and must follow our call-in procedures. Employees must supply sufficient information to enable The RTA to determine if the leave qualifies for FMLA and the duration and timing of the leave.

3.3.3.4 Certification of the Need for Leave: Any employee who needs to have a PDL-covered medical leave of absence must present certification of the need for a leave of absence along with the leave request form. This certification must be provided within fifteen (15) days of the request unless it is not feasible under the circumstances. Human Resources has forms available for an employee to have completed by their health care provider. Failure to provide certification may result in the employee's leave being delayed, denied, or revoked. Note: We reserve the right to a second or third medical certification at our expense.

3.3.3.5 PDL Leave is Unpaid Leave: Pregnancy-related disability leaves are unpaid. An employee who is granted a pregnancy-related disability leave may elect to use any accrued but unused paid time off benefits (i.e. vacation or sick leave) during the period of the leave. Any portion of a leave that occurs after all paid time off benefits have been exhausted is without pay. Any unpaid or paid portions of this leave policy shall be added together and will not extend the 4-month (17.3 weeks) total leave period limitation allowed under this pregnancy-related disability leave policy. Employees may mutually agree to supplement disability benefits with any other form of paid time off benefits the employee may be entitled to, if state law permits.

3.3.3.6 Health Insurance: PDL is benefit-protected leave. The RTA will continue to pay its customary premium payments for the employee's health insurance benefit for a maximum of four months of PDL, and a maximum of 12 weeks of CFRA child bonding leave. Employees are responsible for their customary personal premium payment for their own or family coverage, including any additional premium due to adding a new child to the employee's family plan. An employee away from work due to PDL leave, and any CFRA child bonding leave that is taken consecutively to PDL, may continue medical insurance coverage while on leave by timely payment of his or her portion of the monthly insurance premium on the same day such payment would be required if payment were made by payroll deduction. Where the need for family leave of absence is foreseeable, the employee will be asked to sign an agreement before the leave of absence begins that:

- Discloses the amount that the employee must remit on a timely basis to retain the coverage; and

- Indicates that the employee understands his or her insurance premium payment obligations.

If the PDL leave is not foreseeable, this agreement must be signed as soon as possible after the leave begins. An employee's failure to pay premiums within thirty days of the due date for such premiums will result in the loss of his or her insurance coverage. If an employee does not return to work at the end of an approved PDL leave, he or she may be required to repay the organization for the insurance premiums it paid.

3.3.3.7 Health Insurance Continuation – COBRA: The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) was enacted to ensure that employees and their dependents can continue their health insurance once they are no longer eligible under our health plan.

If you continue your insurance under COBRA, you will pay the full cost of the insurance at our group rates plus an administration fee. When you are eligible for our health insurance plan, you will receive a written notice describing your COBRA rights. This notice contains important information about your rights, strict deadlines to elect continuation coverage, and what to do if you need COBRA so it is important that you read it carefully and maintain it with your insurance documents. If you have any questions regarding COBRA, please contact your Human Resources.

3.3.3.8 Benefits During Leave: Employees on a pregnancy-related disability leave do not accrue benefits, including holiday pay, while on unpaid leave. Employees will not accrue vacation and sick pay while on unpaid leave. vacation and sick pay will begin accruing when the employee returns to work.

3.3.3.9 Lactation Policy: We will accommodate employees who desire to express breast milk during working hours by providing a reasonable amount of break time to be used for this purpose and provide a room for a mother who desires to express milk in private. In the event that an employee requires additional time, other than the scheduled rest or meal periods, additional unpaid time off will be provided for this purpose.

3.3.4 Worker's Compensation

The RTA carries workers' compensation insurance coverage as required by law to protect employees who are injured on the job. This insurance provides medical, surgical, and hospital treatment in addition to disability payments, as provided by law, for work-related injuries. Compensation payments begin from the first day of an employee's hospitalization or after the third day following injury if an employee is not hospitalized. The cost of this coverage is paid completely by the RTA.

3.3.4.1 Duty to Report: If an employee is injured while working, he or she must report it immediately to his or her supervisor, regardless of how minor the injury may appear to

be. Failure to immediately report an on-the-job injury may result in disciplinary action up to and including termination.

3.3.4.2 Limit of Liability: The RTA and its worker's compensation insurance carrier are not liable for the payment of any benefits for an injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity which is not a part of the employee's work-related duties. The workers' compensation insurance carrier determines whether the claim is covered under worker's compensation.

3.3.5 Personal Leave of Absence Without Pay (refer to the CBA for those covered)

A Personal Leave of Absence (LOA) is an unpaid absence of five (5) or more consecutive days. The general intent of the RTA's LOA policy is to provide extended time off for illnesses and other reasonable conditions that prevent an employee from reporting to work. With the exception of FMLA, CFRA and PDL, in no case shall a personal LOA be granted for more than 30 days. An important point to remember about a LOA is that, with certain exceptions such as leaves for military duty or jury duty purposes, the RTA provides no assurances or guarantees that a job will be held open until an employee returns.

3.3.5.1 Request for LOA: The granting of an LOA shall be at the sole discretion of the RTA Executive Director or designee. All requests for LOA shall be in writing and shall include a description of the reason for the request. The advance timing of the request shall follow the protocol required for scheduled use of vacation leave, unless the request is for a medical or emergency purpose.

3.3.5.2 Impact on Health Insurance: Full-time employees who have RTA-funded health and other insurance must make financial arrangements with Human Resources if he or she wishes to maintain insurance coverage during an LOA that extends beyond authorized job protected leave, such as FMLA, CFRA and PDL. . During periods when no wages are earned, a personal premium payment plan can be worked out to keep the insurance coverage in force. Unless special arrangements are made, insurance coverage will be canceled on the last day of any month where there is no income and no personal payment is made.

3.3.5.3 Return to Work: When an employee is on an LOA for greater than 30 days, the employee must complete a retraining regimen approved by the Manager, Safety and Training.

3.3.5.4 Gainful Occupation: An employee, who accepts gainful occupation while on a leave of absence or sick leave, terminates his or her employment with the RTA unless otherwise mutually agreed to between the RTA and the employee.

3.3.6 Kin Care

Under California Labor Code Section 233, Kin Care is a right granted to eligible employees under the California Labor Code. Kin Care authorizes employees to use up to one-half of the sick leave that they accrue annually to take time off to care for a sick family member. Kin Care is a protected leave.

A portion of the employee's current sick leave (up to 50%) may be applied as Kin Care for family care leave for a close family member.

Up to half an employee's annual accrual of sick leave may be used for care of children, siblings, parents (be they natural, adoptive, step, foster of the employee or their current spouse, if the employee is married), and spouse in a 12-month period beginning January 1st and ending December 31st.

3.3.7 Military Service Leave (USERRA) and California Military & Veterans Code

The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) and other federal and state laws provide for certain LOA rights if an employee is called to active duty military service. In accordance with federal and state laws, this leave allows for five years of leave time and reinstatement rights. Under USERRA, employees returning from military service will be placed in the position they would have attained had they remained continuously employed, or a comparable position depending upon the length of military service. This leave is unpaid, but job protected and benefit protected.

Leave may also be available under the California Military & Veterans Code, if an employee is ordered to military service, including temporary military duty ordered for purposes of active military training, inactive duty training, encampment, naval cruises, special exercises, or similar activities. The leave is unpaid, but job protected and benefit protected, with full reinstatement rights. In certain situations, public employees may be eligible for civilian pay, based upon specific eligibility requirements. Employees ordered to active or reserve service should consult Human Resources about eligibility and leave options.

An employee who is a member of the reserve corps of the armed forces, of the National Guard or the Naval Militia and who has one full year of continuous service immediately preceding the leave, and who takes temporary military leave of 180 days or less (including ordered travel time) shall be maintained in his or her position. Upon the employee's return to duty after the prescribed period of temporary leave, the employee shall receive all vacation, sick leave and benefits arising from seniority in the RTA and in the class which he or she would have accrued had he or she not been absent on military leave.

An employee who has satisfactorily completed six months of continuous service immediately prior to taking ordered military leave shall receive payment equal to one-half month's compensation the employee would otherwise have received for the first one-half month of the

military leave and an employee who has one full year of continuous service immediately prior to taking ordered military leave shall receive a payment equal to a full month's salary that would otherwise have been received for the first full month of military leave upon submitting satisfactory evidence of military service.

3.3.8 Military Spouse Leave

The California Military and Veterans Code Section 394.5 applies to employees whose spouses are members of the United States Armed Forces, National Guard or the Reserves, and who have been deployed during a period of military conflict. The RTA will provide any eligible employee under this policy an unpaid leave of absence during their spouse's leave from deployment for up to 10 days. To be eligible for leave under this policy, employees must work an average of at least 20 hours per week. Employees must notify his or her supervisor of the intent to take leave as far in advance as possible, but no later than two business days after receiving official notice that the spouse will be on leave from deployment. The RTA may ask for written documentation certifying that the spouse will be on a qualifying leave from deployment. This leave is unpaid, but an employee may choose to use accrued vacation leave.

3.3.9 Rehabilitation Leave

The RTA is committed to providing assistance to employees to overcome substance abuse problems. The RTA will reasonably accommodate any employee who wishes to voluntarily enter and participate in an alcohol or drug rehabilitation program as defined in the *RTA Drug and Alcohol Policy*. This accommodation may include unpaid time off for up to 30 calendar days, or an adjusted work schedule, provided the accommodation does not impose an undue hardship on business operations. Leave is unpaid but an employee may choose to apply accrued unused vacation and sick time.

In certain circumstances, and with a Health Care Provider's Certification, substance abuse may be a serious health condition under the CFRA. If properly certified and authorized as CFRA leave, an employee must use Sick Leave in accordance with the terms and conditions of CFRA leave described in this Handbook.

3.3.10 School Appearance Leave

Under California Labor Code Section 230.7, employees may need to appear at his or her child's or grandchild's school in connection with disciplinary action by the school. This is an unpaid leave, although employees can choose to use available vacation leave. Documentation from the school noting the date and time of the employee's visit is required.

3.3.11 School and Child Care Activities Leave and Child Care Emergencies Leave

Under California Labor Code Section 230.8, parents, guardians, or grandparents of a child in kindergarten, grades 1-12, or a licensed day care center may wish to take time off without pay to visit his or her child's school or day care center for a school activity. The time off must not be

more than eight hours each calendar month (up to a maximum of 40 hours each calendar year), provided reasonable notice is given for the planned absence.

This is an unpaid leave, and employees can choose to use available vacation leave. For scheduled events, employees should provide reasonable advance notice. In emergencies, the RTA asks that employees provide at least one day notice or call before the beginning of the work day.

Child Care Emergencies Leave is available if an employee's child cannot remain in school or with a child care provider. An employee (parent, step parent, legal guardian or person who stands in loco parentis to a child) may use unpaid time off for a "child care emergency," which is defined as:

- The school or child care provider has requested that the child be picked up or has an attendance policy excluding planned holidays, that prohibits the child from attending or requires the child to be picked up from the school or child care provider;
- Behavior or discipline problems;
- Closure or unexpected unavailability of the school or child care provider, excluding planned holidays; or
- Natural disaster, including but not limited to fire, earthquake, or flood.

All time off for child care emergencies is unpaid. An employee can choose to use accrued unused vacation leave.

3.3.12 Volunteer Civil Service / Emergency Responder Leave

Under California Labor Code Sections 230.3 and 230.4, time off to perform emergency duty as a volunteer firefighter, peace officer, or emergency rescue personnel (an officer, employee, or member of a fire department, fire protection, or firefighting of the federal government, state of California, or other local governments, or other special districts; an officer of a sheriff's department, police department, or private fire department).

A total of 14 days per calendar year, to engage in fire, law enforcement or emergency rescue training is also allowed.

All time off to serve is unpaid. An employee can choose to use accrued unused vacation leave.

3.3.13 Volunteer Civil Air Patrol

Under California Military and Veterans Code 395.10, a volunteer member of the California Wing of the civilian auxiliary of the U.S. Air Force Civil Air Patrol, responding to an emergency operation mission is entitled up to 10 days of leave per year. However, the leave for a single emergency mission cannot exceed 3 days, unless the emergency is extended by the entity in charge of the operation.

All time off to serve is unpaid, and an employee can choose to use accrued unused vacation leave.

3.3.14 English Literacy Programs

If you identify an English literacy challenge, for which you are enrolling in an English literacy course, we will seek to accommodate your work schedule (subject to make-up or alternate work schedules as allowed by law) as long as it does not unduly burden the workplace or RTA operations.

All time off needed for literacy programs is unpaid. Employees, however, may use accrued vacation leave during the period of work missed to attend literacy classes.

3.3.15 Domestic Violence, Sexual Assault and Stalking Leave

Under California Labor Code Section 230, employees who are victims of domestic violence, sexual assault, or stalking are eligible for unpaid leave. Leave may be requested for judicial action, such as obtaining restraining orders, appearing in court to obtain relief to ensure your health, safety, or welfare, or that of your child, or for medical treatment or psychological counseling related to an experience covered by this policy. The RTA will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave under this provision.

This is an unpaid leave, and employees can choose to use available sick leave or vacation leave. Domestic violence, sexual assault and stalking victims' leave for medical treatment or counseling services will run concurrently with FMLA-CFRA, allowing for 12 weeks in a 12-month period, less any previous FMLA-CFRA time taken.

The RTA provides reasonable accommodations, to the extent required by law, for employees under circumstances where domestic violence or stalking requires security measures or time off to obtain resources or services. Reasonable accommodations may include a temporary transfer, modified schedule, changed work telephone or email, installed lock, assistance in documenting domestic violence or stalking that occurs in the workplace or other safety procedures. The RTA will implement reasonable accommodations that do not create an undue hardship. The RTA will also take all necessary and appropriate steps to prevent any form of actual or threatened retaliation against an employee who takes time off or requests other reasonable accommodations under this policy. An employee who believes that reasonable accommodations are required should contact Human Resources.

3.3.16 Crime Victims' Leave

Under California Labor Code Section 230.2, any employee who has been a victim of a serious or violent crime, may take time off work to attend judicial proceedings related to the crime. Such crimes may include any of the following: vehicular manslaughter while intoxicated; felony child abuse likely to produce great bodily harm or a death; assault resulting in the death of a child under eight years of age; felony domestic violence; felony physical abuse of an elder or

dependent adult; felony stalking; solicitation for murder; a serious felony; hit-and-run causing death or injury; felony driving under the influence causing injury; and sexual assault. Judicial proceedings for purposes of this policy also include any court proceeding where the victim's rights are in issue, including a delinquency proceeding involving a post-arrest release decision, plea, sentencing or post-conviction release decision.

Employees may also take time off if an immediate family member, domestic partner or domestic partner's child has been a victim of such crimes and needs to attend judicial proceedings related to the crime. Immediate family member is defined as spouse, child, stepchild, registered domestic partner or child of domestic partner, brother, stepbrother, sister, stepsister, mother, stepmother, father, or stepfather.

Employees must give Human Resources reasonable advance notice of the need to take time off, unless advance notice is "not feasible." If an unscheduled absence occurs, no adverse action may be taken or threatened if the employee provides a certification to the employer regarding the absence. A certification shall be deemed sufficient if it is one of the following: (1) a police report indicating the employee was a victim of a specified offense; (2) a court order protecting or separating the employee from the perpetrator or other evidence from the court or prosecutor that the employee appeared in court; OR (3) documentation from a health care provider, domestic violence or sexual assault victim's advocate, or other counsel showing that the employee was undergoing treatment related to being a victim of an offense as specified above.

Employees may elect to use accrued paid vacation time, paid sick leave time, or other paid time off for the absence. If the employee does not elect to use paid time off, the absence will be unpaid. However, exempt employees will be paid their full salary for any workweek interrupted by the need for time off under this policy. Unpaid leave for documented purposes under this provision will be authorized and such leave is both job-protected and benefit-protected.

3.3.17 Witness Duty (refer to the CBA for those covered)

If you are summoned to be a witness for the RTA or if we ask you to testify, we will give you time off with pay.

Any regular full-time or regular part-time employee who is required to act as a witness in a non-work related legal proceeding will be required to use vacation or leave without pay to attend court. Employees who need to be a witness in their domestic violence proceeding or as a victim of specified crimes for self or close family will be allowed to use up to 3 days/24 hours of sick leave for this purpose. Documentation may be requested.

If you need time off to be a witness for the RTA or non-work related reasons, show the subpoena, police report, letter from prosecutor, etc. to your immediate supervisor as soon as you receive it. We expect you to report for work whenever you are not needed in court.

Section 3.4 Policy Against Retaliation Regarding Leaves

No employee will be subject to, and the RTA prohibits, any form of discipline or retaliation for reporting in good faith incidents of unlawful discrimination, pursuing any such claim, or cooperating in any way in the investigation of such reports. The RTA does not condone and will not tolerate retaliation against any employee for cooperating in an investigation, for making a truthful complaint of a violation of this policy in good faith, for opposing perceived violations of this policy, or for filing an administrative claim with the California Department of Fair Employment and Housing (DFEH) and/or the Equal Employment Opportunity Commission (EEOC), even if the allegations are not substantiated by the RTA's investigation. Any employee who feels he or she has experienced or witnessed any conduct which he or she believes to be retaliatory in nature, should follow the reporting procedures described above.

RTA will not discriminate against any employee in the following situations:

- a. For taking time off to perform emergency duty as a volunteer firefighter, a reserve peace officer, or emergency rescue personnel
- b. For taking time off to serve on a jury or appearing as a witness in court.
- c. An employee who is a victim of domestic violence and/or a victim of sexual assault for taking time off from work to obtain relief or attempt to obtain relief to help ensure his or her health, safety, or welfare, or that of his or her children
- d. For using, or attempting to exercise the right to use sick leave to attend to the illness of a child, parent, spouse, domestic partner, or child of the domestic partner of the employee.
- e. For any other conduct that is protected by public policy.

ARTICLE 4

EQUAL OPPORTUNITY, DISCRIMINATION AND HARASSMENT

Section 4.1 Policy

The RTA Board maintains a strong commitment to support equal employment opportunity and to prohibit and prevent discrimination, harassment and retaliation in employment. The RTA sets forth this procedure for reporting, investigating and resolving internal complaints related to discrimination, harassment and retaliation. All covered individuals are encouraged to report, as soon as possible, any conduct that is believed to violate this policy. Such conduct need not rise to the level of a violation of law to violate this policy. Conduct which may lead to discrimination, harassment or retaliation is in violation of this policy and will not be tolerated. Violation of this policy by any officer, employee, agent, or volunteer shall be grounds for discipline or other appropriate sanctions. In support of this policy, all employees of the RTA shall receive discrimination and harassment prevention training upon hire.

4.1.2 American with Disabilities Act (ADA) and Fair Employment and Housing Act (FEHA) Policy

Reasonable accommodation is available to an employee with a disability when the disability affects the performance of job functions. The RTA makes employment decisions based on the qualifications in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists.

We follow all state or local laws that give more protection to a person with a disability than the ADA gives, including without limitation the California Fair Employment & Housing Act. The RTA will provide reasonable accommodations, where appropriate and necessary, and we have an established process for evaluating requests for accommodations.

The RTA is committed to taking all other actions that are necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and any other applicable federal, state, and local laws.

Section 4.2 Equal Employment Opportunity

The RTA maintains and promotes a policy of equal employment opportunity. The RTA is committed to maintaining a work environment that is merit based, and free from illegal discrimination, which includes harassment and retaliation.

The Board of Directors, its managers, employees, agents, and volunteers will not discriminate against any applicant for employment, employee, intern, volunteer, contractor, subcontractor,

vendor, or client because of age, ancestry, color, creed, marital status, medical condition (cancer or genetic characteristics), national origin, citizenship, physical or mental disability, political affiliation or belief, pregnancy, race, religion, sex, sexual orientation, gender identity or expression, or any other legally protected characteristic or status.

This policy shall apply to all employment actions including, but not limited to: recruitment, testing, hiring, training, promotion, demotion, transfer, layoff, performance evaluation, discipline, salary and benefits administration, terms and conditions of employment, and participation or appointment to all boards and commissions. All employment decisions shall be made on the basis of individual qualifications, bona fide occupational qualifications for the job in question, and the feasibility of any necessary job accommodations.

This policy shall apply to all RTA worksites, and to the conduct of all individuals who interact with RTA employees, including contractors, vendors, suppliers, business partners, visitors that are discriminatory toward RTA employees or creates a hostile, offensive, intimidating or abusive work environment for any RTA employee.

4.2.1 Policy Against Discriminatory Harassment

It is the policy of the RTA that all employees shall have a working environment free of unlawful discrimination. A businesslike workplace helps to ensure courteous treatment for both employees and the public we serve. Harassment of an applicant or employee by any employee or officer on the basis of age, ancestry, color, creed, marital status, medical condition (cancer or genetic characteristics), national origin, physical or mental disability, political affiliation or belief, pregnancy, race, religion, sex, sexual orientation, gender identity or expression, or any other legally protected status is employee misconduct that constitutes illegal discrimination and is grounds for disciplinary action up to and including termination. The RTA requires that all employees and officers treat the public and other employees with courtesy and respect.

Discriminatory harassment includes unwelcome derogatory comments, physical acts, written or visual insults which are made on the basis of an employee's protected status (race, religion, etc.). In order for the harassing conduct to be considered discriminatory harassment, it must unreasonably interfere with an employee's work performance by creating an intimidating, hostile or offensive working environment.

Because the RTA seeks to prevent any form of illegal harassment, behavior such as unnecessary touching, sexual or discriminatory remarks or joking, which may lead to illegal harassment, will not be tolerated and shall be the basis for immediate and appropriate corrective action, including discipline or termination.

4.2.1.1 Abusive Conduct: In addition to harassment based on a protected characteristic, the RTA prohibits acts of bullying or abusive conduct, whether by words, gestures, written or electronic communications. A safe and civil environment is necessary for employees to achieve the high standards we expect. Demonstration of appropriate

behavior, treating others with civility and respect, and refusing to tolerate harassment and bullying are expected of all employees.

Under California law effective January 1, 2015, abusive conduct is defined as “conduct of an employer or employee in the workplace, with malice, that a reasonable person would find hostile, offensive, and unrelated to an employer’s legitimate business interests.”

4.2.1.2 Bullying: In addition to harassment based on a protected characteristic, or membership in a protected class, the RTA prohibits acts of bullying, whether by words, gestures, written or electronic communications. A safe and civil environment is necessary for employees to achieve the high standards we expect. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment and bullying are expected of all employees. Bullying is repeated, health-harming mistreatment of another employee. Examples of prohibited bullying include, but aren’t limited to: screaming; swearing; name calling; stealing; giving dangerous work assignments; using threatening, intimidating, or cruel behaviors; deliberately humiliating a person; denying advancement; and stealing work credit.

Generally, bullying involves: (1) written, verbal, graphic or physical acts (including electronically transmitted content, such as using the Internet, a cell phone, a personal digital assistant (PDA), or a wireless handheld device); (2) behavior that substantially interferes with work, opportunities, and benefits of one or more employees, sometimes through actual sabotaging of work; (3) behavior that adversely affects an employee’s ability to function at work by placing the employee in reasonable fear of physical harm or by causing emotional distress.

Because bystander support can encourage bullying, the RTA also prohibits both active and passive support for acts of bullying. Employees should either walk away from these acts when they see them or attempt to stop them. In either case, employees should report incidents to a manager or supervisor, or to Human Resources. Those who engage in bullying or retaliation for complaints about bullying will be subject to appropriate discipline up to and including termination of employment.

4.2.2 Policy Against Sexual Harassment

It is the policy of the RTA that all employees shall have a working environment free of sexual harassment. A businesslike workplace helps to ensure courteous treatment for both employees and the public we serve. Sexual harassment of an applicant or employee by any employee or officer is employee misconduct that constitutes illegal discrimination and is grounds for disciplinary action up to and including termination. The RTA requires that all employees treat the public and other employees with courtesy and respect.

Sexual harassment includes unwelcome sexual overtures by any officer, employee, supervisor or manager, whether written, physical, visual or verbal (may include sexual innuendo, graphic or explicit jokes, suggestive sounds, or stories of a sexual nature), where submission is made a term or condition of employment or the basis of an employment decision. Sexually harassing conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

Some of the basic forms of sexual harassment include:

- a. Unwelcome sexual advances, where submission to the conduct is an explicit or implicit term or condition of employment.
- b. Unwelcome sexual advances, where submission to, or rejection of, the conduct is used as the basis for an employment decision.
- c. The conduct had the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
- d. Sexual harassment includes behavior by women directed at men, by men directed at women, same-sex harassment, and harassment based on sexual orientation.
- e. Under California law, the conduct does not have to be motivated by sexual desire in order to constitute illegal harassment.

Because the RTA seeks to prevent any form of illegal harassment, behavior such as unnecessary touching, sexual or discriminatory remarks or joking, which may lead to illegal harassment, will not be tolerated.

Section 4.3 Reporting Discrimination or Harassment

Any incident of harassment, including work-related harassment by any RTA personnel or any other person, should be reported promptly to the employee's supervisor, Human Resources, or the RTA Executive Director, or to the County of San Luis Obispo Human Resources (which provides third party contractor providing human resource services to the RTA). Supervisors who receive complaints or who observe harassing conduct are required to inform the RTA Executive Director immediately.

The RTA emphasizes that an employee is not required to complain first to his or her supervisor if that supervisor is the individual who is harassing the employee; rather a complaint about the employee's supervisor should be made to the RTA Executive Director, or to the County Human Resources department.

Upon receipt of a complaint, the RTA will conduct a timely investigation to determine the facts and any appropriate corrective action. The investigation is a neutral fact-finding inquiry by a qualified investigator. Should the RTA determine that the individual circumstances require an independent investigator to ensure impartiality, the RTA will take appropriate steps to engage a qualified investigator. All individuals who participate in the investigation, whether as the person

making the complaint, the person(s) whose behavior is being investigated, or individual witnesses will be treated with respect and will be afforded due process.

The RTA will ensure that statements of the complainant, alleged offender and all witnesses are documented thoroughly and that the investigation is conducted in a thorough, objective and neutral manner, and is considerate of the rights and emotions of all the parties involved. After all evidence and information is collected and evaluated, the RTA will reach prompt and reasonable conclusions.

In addition to notifying the RTA about harassment or retaliation complaints, affected employees may also direct their complaints to the DFEH and/or the EEOC, which has the authority to conduct investigations of the facts. Employees can contact the nearest DFEH office at the locations listed on the RTA's DFEH poster or by checking the state government listings in the local telephone directory.

Disciplinary action for a violation of the policies described herein can range from verbal or written warnings up to and including immediate termination, depending upon the circumstances.

This policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfer, imposition of discipline, and social and recreational programs. It is the responsibility of all RTA personnel to conscientiously follow this policy. Any employee having any questions regarding this policy should discuss them with his or her immediate supervisor, the RTA Executive Director, or to the County Human Resources department.

Section 4.4 Policy Against Retaliation

The RTA prohibits any adverse employment action, including threats of reprisals against those who in good faith report, or supports someone who reports violations of RTA policy or State / Federal law, or engages in other legally protected activity. The RTA further prohibits retaliation against anyone who participates (as witnesses or accused) in investigations into complaints of alleged misconduct. Disciplinary action, up to and including termination, will be taken against an employee or officer who is found to have violated this policy. Any consultant or contractor who violates this policy will be subject to appropriate sanctions. This policy applies to all RTA officers, employees, volunteers, interns, consultants, contractors and vendors, and prohibits retaliation because of any of the protected activity as defined herein.

ARTICLE 5

RECRUITMENT, SELECTION AND CLASSIFICATION

Section 5.1 Policy (refer to the CBA for those covered)

All employee selections and promotions shall be made according to merit, qualifications, and the job requirements. The policies and procedures outlined below are consistent with policies regarding Equal Opportunity Employment laws as enforced by the Department of Labor.

Section 5.2 Job Descriptions

The RTA strives to develop and maintain accurate job descriptions for all job classifications. A job description includes the following sections:

- Job information;
- Job summary (gives a general overview of the job's purpose);
- Essential duties and responsibilities;
- Qualifications (includes education and/or experience, language skills, mathematical skills, reasoning ability, and any certification required);
- Physical demands; and
- Work environment.

The RTA uses job descriptions to identify the requirements of a job, set up the hiring criteria, set standards for employee performance evaluations, and establish a basis for making reasonable accommodations for individuals with disabilities.

In cooperation with the lead supervisor, manager or director of your department, Human Resources will prepare a job description when a new job is created. Human Resources reviews existing job descriptions and update them when a job changes. A job description does not necessarily cover every task or duty that an employee might be assigned; an employee may be assigned additional responsibilities as necessary. If an employee has questions or concerns about his or her job description, the employee should discuss those concerns with his or her immediate supervisor.

Section 5.3 Recruitment (refer to the CBA for those covered)

Whenever a position vacancy occurs, it may be filled in one of the following three ways as determined by each department manager:

- Open/On-going Recruitment – A competitive process in which all interested persons are eligible to apply for a vacant position.
- Internal Recruitment – A competitive process in which only current RTA employees are eligible to apply for a vacant position.

- Direct Appointment – Upon approval of the RTA Board, a position may be filled through direct appointment.

5.3.1 Duration of Recruitments

All open/on-going recruitments must be announced to the general public for a minimum of five (5) work days. All internal recruitments must be announced to RTA employees for a minimum of ten (10) work days. The RTA Executive Director may authorize extending a previously established final filing date.

5.3.2 Recruitment Announcement

All open external recruitments shall, at a minimum, be announced through an online “Employment Opportunities” page and be available to the public upon request. Announcement of all internal recruitments shall be posted on a bulletin board accessible by all RTA employees. The recruitment announcement shall, at a minimum, include the title of the position, the salary range, the minimum qualifications for admission to the recruitment process, and the final filing date.

5.3.3 Applications

Persons interested in employment or promotion with the RTA must submit an application for employment or promotion using the systems and methods included in the recruitment announcement. Applications shall be accepted until 11:59 pm (external) and 4:30 PM (internal) of the final filing date. False information on an application may be considered grounds for removal from the recruitment or, if already employed, may be considered grounds for termination of employment.

5.3.4 Minimum Qualifications

All employees shall meet the minimum qualifications of the position to which they are assigned, and shall possess and maintain licensure as required in the job specifications. Only applicants who meet the minimum qualifications for the job (as described in the job specifications) may compete in the selection process. Applicants who do not meet the minimum qualifications shall be notified as such and shall have five (5) work days from the date of the notice to provide additional information to be considered in the minimum qualifications determination.

5.3.5 Employee Referral Program

Employees who know of someone who is interested in working for the RTA should refer him or her to Human Resources.

For each applicant that an existing RTA employee refers that is hired will receive a monetary reward after the new employee has completed his or her probationary period.

Section 5.4 Selection (refer to the CBA for those covered)

Except for a direct appointment approved by the RTA Board, selection and promotion of employees by department managers and Human Resources shall be by a competitive selection process.

5.4.1 Selection Process

Applicants that meet the minimum qualifications of the job and are eligible to compete in the selection process shall be considered to be “candidates.” All open recruitments or internal recruitments must include one or more competitive selection elements. These elements may include, but are not limited to: oral interview, competitive application rating, written test, practical performance test, or any other valid and reliable selection method. All selection elements shall be job related and based on merit principles. At the conclusion of the recruitment process, all candidates shall be placed on an eligible list in rank order based on his or her final evaluation, including Veteran’s preference. An eligible list shall remain in effect for no less than six (6) months.

5.4.1.1 Selection Notification: Candidates shall be notified of their results in any element of a selection element in which they participated. Such notification shall, at a minimum, include whether they passed or failed that element of the selection process.

5.4.1.2 Selection Records: Records of a competitive selection shall be maintained for a period of not less than one year. Selection materials are confidential and are not subject to direct review by candidates.

5.4.1.3 Veterans Preference: A candidate who competes in an open recruitment and has a valid Veterans Certificate on file with the San Luis Obispo County Veterans Services office or the U.S. Veterans Administration shall be given preference amongst all other applicants, provided the Veteran can perform the essential duties of the position.

5.4.2 Interview of Certified Candidates

Upon establishment of the eligible list and prior to filling a position, the department manager and Human Resources shall at a minimum invite the top three ranked candidates on the eligible list to be interviewed. Subsequent ranks may be invited for an interview, however in no instance may ranks be skipped. Failure of a candidate to respond to an invitation for an interview shall be considered a decline to interview.

5.4.3 Background and Reference Checks

To ensure that individuals who join the RTA meet our standard qualifications and have a strong potential to be productive and successful, it is our policy to check the employment references and criminal background checks of all applicants after a conditional offer of employment is provided. For some positions, such as management, or positions requiring access to financial, confidential data or other positions of trust, the RTA also requires a credit check in accordance with the applicable federal and state standards.

In addition to checking references of applicants, we will respond in writing only to those reference check inquiries that are submitted in writing on former employees. Responses to such inquiries will be limited to factual information that can be substantiated by our records. The RTA will only provide dates of employment, title and rehire status without written consent. Wage information will be provided upon written authorization and release signed by the individual who is the subject of the inquiry.

5.4.4 Licensing

The following provides a summary of licensing and medical certification required for the Bus Operator position and other RTA positions that control the movement of an RTA revenue vehicle:

5.4.4.1 DMV License: It is the employee's responsibility to cover the costs of obtaining a Commercial Driver's License (CDL) and any renewals.

5.4.4.2 Medical Certificate for Safety Sensitive Position for New Hires: the RTA will provide to each candidate with a list of authorized examining doctors that will complete the US DOT required physical examination at no cost to the employee.

5.4.4.3 Medical Certificate for Existing Employees: the RTA shall post a list of employees who are due to renew their medical certificate on the first day of each month. If the employee chooses to use a doctor that is not on the RTA-provided list, the employee will be solely responsible for the costs of the physical examination.

5.4.4.4 Unpaid Time to Obtain/Maintain Licensing: Candidates for new safety sensitive positions and existing employees shall obtain or maintain commercial driver's licenses and/or medical certificates on their own time, with the exception of RTA-provided Verification of Transit Training paid time. In no case shall the RTA be liable for pay or other benefits while the candidate or employee is conducting such off-site licensing business.

Section 5.5 Recruitment and Selection Services

The RTA may contract with third party providers of recruitment and selection services. The third party service provider shall have broad discretion in interpretation of RTA policies related to recruitment and selection in order to ensure adherence to merit principles and equal opportunity in employment. The provisions of this article shall be interpreted to allow for conformance with the third-party systems and processes. Applicants and candidates shall use the systems and comply with the requirements of the third party service provider authorized by the RTA Board.

Section 5.6 Classification

The RTA shall prepare and maintain written job specifications for each classification approved by the RTA Board. All positions shall be assigned to an approved classification. See Appendix B for details on RTA job classifications.

5.6.1 Approval of Job Specifications

Job Specifications for newly created classifications or revisions to job specifications for existing classifications must be submitted to and approved by the RTA Board.

5.6.2 Upward Reclassification of Positions (refer to the CBA for those covered)

At the sole discretion of the RTA Executive Director, a position that has been assigned to a classification series may be reassigned to a higher level classification within that series. Such reassignment of classification is known as a career series promotion. A career series promotion is a non-competitive promotion.

ARTICLE 6

EMPLOYEE PERFORMANCE EVALUATION

Section 6.1 Background and Scope (refer to the CBA for those covered)

The RTA Executive Director shall establish, implement and maintain an effective system for periodic evaluation of the performance and conduct of employees at the RTA. The objective of this system shall be to record the performance of employees during the past evaluation period, assist supervisors and their employees in measuring progress toward work goals, identify employee development needs and establish a basis for personnel decisions.

Section 6.2 Evaluation Procedure (refer to the CBA for those covered)

In accordance with RTA procedures and on forms approved by the RTA Executive Director, managers/supervisors shall evaluate, record and report the performance of their direct-report employees. Performance evaluations shall be one of the following:

- a. Regular Evaluation: Employees shall receive an annual performance evaluation in July of each year, unless hired in the three months prior.
- b. Special Evaluation/Performance Improvement Plan: The RTA Executive Director may, at his or her discretion, issue a special evaluation. All special evaluations shall be created and administered in accordance with the provisions of this Rule.

Each evaluation shall be discussed with the employee by their supervisor and the employee shall be given a copy of the evaluation report following the discussion. The employee shall sign the report last as an acknowledgement that the report was discussed with him/her. The employee shall have the right to review the performance evaluation report with the RTA Executive Director or designated representative. The evaluation report shall be maintained in the employee's official personnel record.

Our objectives are to:

- a. Motivate and guide employees toward improved work performance, professional growth and development by discussing significant strengths and areas needing improvement in a positive, constructive manner.
- b. To promote communication between you and your supervisor to work-related matters.
- c. To provide a uniform process for supervisors to assess employee performance in relation to performance requirements. Additionally, supervisors can use performance appraisals to recommend merit increases. Therefore, no employee should expect to receive a salary increase based solely on the passage of time.
- d. To provide a method of evaluating employee suitability for continuation of employment, job transfers and/or promotions.
- e. To provide a record of employee progress.

This program is not a guarantee of advancement. The RTA Board of Directors and economic forces affecting the budget are the ultimate consideration regarding salaries.

ARTICLE 7

PERSONAL CONDUCT

Section 7.1 Personal Conduct (refer to the CBA for those covered)

The orderly and efficient operation of RTA facilities and work sites requires that all employees maintain certain standards of job performance and good conduct. When performance or conduct do not meet RTA standards, the RTA will endeavor when it deems appropriate to provide all employees a reasonable opportunity to correct the deficiency. If, however, you fail to make the correction, you will be subject to discipline, including termination of employment.

Section 7.2 Job Performance (refer to the CBA for those covered)

All RTA employees are expected to observe professional standards of job performance and conduct in support of the mission and vision of the RTA, and to show courtesy and respect to co-workers and the public we serve.

When performance or conduct does not meet the standards and expectations of RTA, employees should be given an opportunity, when appropriate, to correct the deficiency. If, however, the employee fails to make the correction, he or she will be subject to discipline.

It is not possible to provide employees a complete list of every possible type of action which may result in discipline or termination. Management reserves the right to establish standards of conduct as it deems necessary. However, in order to provide employees some guidance concerning unacceptable behavior, the following are considered impermissible. Employees who engage in misconduct or whose performance is unsatisfactory may be subject to disciplinary action, up to and possibly including termination. The list below is intended simply to provide some examples of disciplinary offenses.

Employees may be disciplined up to and including termination for poor performance including, but not limited to, the following:

1. Below-average work quality or quantity as set forth in job description and compensation plan, or as determined by executive or division managers.
2. Poor attitude (for example, discourtesy, rudeness or lack of cooperation) or failure to follow the instructions of a supervisor or manager.
3. Excessive absenteeism, tardiness or abuse of break and lunch privileges.
4. A demonstrated pattern of erratic or poor attendance that is not part of an authorized leave of absence or other reasonable accommodation established by the RTA.
5. Failure to follow instructions or RTA procedures.
6. Failure to follow established safety regulations, policies, procedures or hazard communication training.

7. Reporting to work or attempting to work when physically or mentally unfit for reasons such as: illness, injury, lack of sleep, influence of stimulants, depressants, liquor or drugs, emotional strain or other unfit condition.
8. Creating or contributing to unhealthful, unsanitary or unsafe conditions, including littering, graffiti or failure to properly dispose of debris, expired food items or other trash in proper areas.
9. Loafing, wasting time or sleeping during working hours.
10. Failure to meet a reasonable measure of efficiency or to follow business-related instructions from a manager or supervisor.
11. Failure to be at work position at start of shift or end of lunch period and/or failure to remain at work position up to start of lunch period or end of shift.
12. Repeated refusal of overtime work assignments without satisfactory reasons or authorized reasonable accommodations.
13. Inattention, carelessness or negligence (willful or otherwise) which causes or could cause injury to other employees or damage to RTA property.
14. Horseplay or mischief which endangers the safety of others or creates the possibility of damage to RTA property.
15. Repetitive violation of industrial safety rules and/or regulations.

Section 7.3 Misconduct That May Result in Discipline up to and Including Termination
(refer to the CBA for those covered)

1. Theft, abuse or defacing of any property belonging to the RTA or fellow workers, including stealing from customers' property.
2. Falsification or forgery of or making a material omission on forms, records, or reports, including time cards, applications for employment, customer records or checks, entertainment receipts, or RTA credit cards.
3. Lying to any supervisor or manager or submitting false or misleading documentation to support any requested benefit, including use of sick leave or other leaves of absence.
4. Actual or threatened physical violence towards another employee or subcontractor of the RTA.
5. Possessing or bringing firearms, knives, weapons, or chemicals on or to RTA property.
6. Insubordination, refusing to follow a supervisor's directions, or other disrespectful conduct to a supervisor.
7. Use of abusive language, verbal or visual, to any other person on RTA premises. Loud screaming, laughing or disruptive behavior.
8. Destroying or damaging property, records or other materials owned or leased by the RTA or any employee or subcontractor performing work pursuant to an agreement with the RTA.
9. Violating safety or health rules or practices or engaging in conduct that creates a safety or health hazard.

10. Using, possessing, distributing, selling or being under the influence of alcohol or unlawful drugs while on duty, while on RTA's property or customer premises, or while operating an RTA owned or leased vehicle.
11. Sexual harassment or other unlawful harassment bullying or abusive conducted directed toward another employee.
12. Misappropriation or theft of the RTA's funds, including unauthorized use of RTA funds, RTA credit cards and charge accounts for personal use.
13. Copying of any confidential information or records for known or unknown use by others outside the RTA.
14. Bringing to work or displaying any writings, posters, pictures or literature on RTA premises unless authorized in writing by management.
15. Solicitation to customers or other employees for sale of products including cosmetics, kitchenware or other items during business hours. Employees are urged to limit this type of activity to after hours.
16. Violation of RTA policies including breaches of security or trade secret disclosure.
17. Tampering with or in any way falsifying a document or record submitted to the RTA to support any request for benefits, including sick leave, other leaves of absence, or compensation.
18. Tampering with, destroying or in any way falsifying an RTA business record.
19. Any behavior that brings discredit to the RTA.
20. Absence of two or more days without authorization.
21. Failure to pass a drug test administered pursuant to the established RTA drug testing policy.
22. Punching another employee's time card.

Section 7.4 Investigation of Employees for Misconduct

The RTA may occasionally find it necessary to investigate employees, where behavior or other relevant circumstances raise questions concerning work performance, reliability, honesty, trustworthiness, or potential threat to the safety of coworkers or others. Employee investigations may, where appropriate, include credit reports and investigations of criminal records (including appropriate inquiries about any arrest for a crime of dishonesty, theft, drugs or violence) and for which the employee is out on bail or awaiting trial. Employees subject to an investigation are required to cooperate with the RTA's lawful efforts to obtain relevant information.

The purpose of the investigation is to discover the underlying reasons for the problem so that management can take corrective action. Investigations are a tool for management to use in analyzing the reasons for problems or gathering data to make management decisions.

7.4.1 Reports or Complaints of Misconduct:

The RTA will also investigate any possible fraudulent or dishonest use or misuse of RTA resources or property by management or employees, or other misconduct. Anyone found to

have engaged in a fraudulent or dishonest conduct is subject to disciplinary action by the RTA up to and including termination of employment. The RTA also may pursue civil or criminal prosecution when warranted.

7.4.2 Policy Against Retaliation for Reporting:

The RTA will not retaliate against any employee who makes a report or complaint in good faith, believing the allegations to be true, whether or not the ultimate investigation substantiates the perceived misconduct.

7.4.3 Duties of Employees Participating in Investigations:

Any employee who participates in an official RTA investigation, whether as reporting/complaining party or as independent witness, is required to provide truthful, good faith information that is within your personal knowledge. Violations of this policy may result in discipline, up to and including termination. Providing false information, when substantiated, will result in automatic termination.

7.4.4 Policy Against Baseless Allegations:

Any employee who makes allegations with reckless disregard for their truth or falsity, as determined by a neutral investigation, may be subject to disciplinary action and /or legal claims by individuals accused of misconduct.

7.4.5 Compliance with Policies and Procedures

RTA employees shall be in compliance with all rules, regulations, policies and procedures, orders, bulletins, and instructions provided by the RTA. Ignorance on the aforementioned will not be accepted as a valid reason for failing to comply.

Section 7.5 Notice of Change in Employment Status

When there is a change of employment status, whether termination, leave of absence, or switching from an employee to independent contractor relationship, the RTA will provide you with a written notice on RTA letterhead providing (a) your name, (b) the type of change in employment status, and (c) the effective date of the change. The RTA is not required to specify the reason for the employment status change.

If the change in status is because the RTA has terminated, laid off, or placed an employee on a leave of absence, then the RTA shall provide to the employee a copy of the Employment Development Department pamphlet DE 2320, "For Your Benefit, California's Program for the Unemployed".

Section 7.6 Exit Interview

Upon separation from the RTA, every employee will be asked to participate in an exit interview. This gives both the employee and the RTA an opportunity to discuss the reasons the employee is leaving and the employment relationship. Management is always anxious to receive constructive comments on its business operations and the satisfaction of employees. The exit interview provides this opportunity.

EMPLOYEE ACKNOWLEDGEMENT

I have received my copy of the RTA Employee Policies and Procedures Handbook. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures including the Harassment Policy contained in the Handbook.

I understand that, any and all policies or practices can be changed at any time by the RTA. The RTA reserves the right to change my hours, wages, and working conditions at any time. I understand and agree that other than the RTA Executive Director, no manager, supervisor, or representative of the RTA has the authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the RTA Executive Director has the authority to make any such agreement and then only in writing, signed by the RTA Executive Director.

I understand and agree that nothing in the Handbook creates or is intended to create a promise or representation of continued employment and that employment at the RTA is employment at-will: employment may be terminated at the will of either the RTA or myself. My signature certifies that I understand that the foregoing agreement on at-will status is the sole and entire agreement between the RTA and myself concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings, and representations concerning my employment with the RTA.

Any information that I learn about the RTA or its representatives as a result of working for the RTA that is not otherwise publicly available constitutes confidential information. I may not disclose confidential information to anyone who is not employed by the RTA or to other persons employed by the RTA who do not need to know such information to assist in rendering services. The disclosure, distribution, electronic transmission or copying of the RTA's confidential information is prohibited. Any employee who discloses confidential RTA information will be subject to disciplinary action (including possible termination), even if he or she does not actually benefit from the disclosure of such information. I understand the above policy and pledge not to disclose confidential information.

Employee's Signature

Date

Objective: To bring together employees from each department in a non-adversarial, cooperative effort to promote safety, communicate concerns and submit suggestions in all areas at Regional Transit Authority (RTA)/ South County Transit (SCT) and for all employees.

Employee Suggestion Committee:

1. The Safety Resource Committee is made up of department representatives. The committee is chaired by the Safety & Training Manager or designee. Representatives typically serve for one year. The director/manager/lead supervisor makes appointments of the representatives from their department. Bus Operators and Mechanics may apply based on established criteria; or qualified applicants may be selected by a random draw.

The members are:

- Operations Manager
- Safety & Training Manager
- Maintenance & Facilities Manager or designee
- Maintenance Supervisor
- South County Transit (SoCo) Supervisor
- SoCo Bus Operator
- RTA Bus Operator
- RTA Operations Supervisor
- RTA Paratransit Operator
- Administrative employee
- Transit Instructor

2. The committee regularly meets bi-monthly on the first Tuesday at 9 AM at a location determined by the Safety & Training Manager or designee. If any member is unable to attend a scheduled meeting, they should notify their supervisor so that an alternate may be sent in their place.
3. One week prior to each meeting the Safety & Training Manager or designee, will send a reminder to all committee members as to the date and time of the next meeting.
4. The Safety & Training Manager or designee will prepare and make copies of an agenda and make copies of the previous meeting minutes to bring to each meeting. A template of the agenda and Word documents of all previous meeting minutes are stored on the public G drive/ folder/ Safety Resource Committee.
5. The Safety & Training Manager or designee will chair the meeting by ensuring: attendance is taken, previous meeting minutes are reviewed and updated, each member is allowed to introduce new items, results of any inspections and/or inspections performed the previous month are reviewed. The committee is updated on any follow-up items and the focus of the meeting stays on the topic of safety, communicated concerns and submitted suggestions or health. The Safety & Training Manager will also attempt to ensure meetings do not last longer than 1 hour.
6. At the conclusion of each meeting, the Safety & Training Manager or designee shall thank the members for their participation.
7. Within 2 weeks after each meeting the Safety & Training Manager or designee will prepare the minutes of the meeting, send a draft to all committee members by e-mail or hard copies placed in employee mail slots, and allow 1 week for comments, corrections and suggestions. After the review period, the minutes shall be e-mailed to all RTA/SCT employees and hard copies shall be posted in areas where employees normally gather.
8. Following each meeting the Safety & Training Manager or designee will address or coordinate with the representative(s) all items needing follow-up prior to the next scheduled meeting.

Safety Communication meets 673.29(b)

\\\\2016srv01\\g_drive\\PTASP Plan\\2023 Plan Revisions\\2023 Revised Documents\\Appendix G Safety Committee Description, Objectives & Functions.docx

Page 1

9. Prior to newly appointed representatives attending their first committee meeting, they will meet with the Safety & Training Manager or designee for an introductory meeting.

10. Suggestion Form Routing:

South County Transit (SoCo) and Paso Transportation Satellite Locations)

- a) Suggestions go to the Satellite Office Supervisor (unless operator needs HR confidentiality)
- b) The Satellite Office Supervisor sends the Suggestion Form to the Safety & Training Manager or designee
- c) Satellite Office Supervisor (and/or team) takes timely action (ASAP)
- d) Satellite Office Supervisor writes response for Department Manager (s) review if needed
- e) Satellite Office Supervisor issues response to employee submitting the Suggestion Form
- f) Provide a respectful follow through which tells our employees they make a difference and we care about safety and their concerns

RTA

- a) Suggestions go to Safety & Training Manager or designee (unless operator needs HR confidentiality)
- b) Safety & Training Manager or designee logs the suggestion
- c) Safety & Training Manager or designee sends copies to the appropriate department
- d) Team (department) takes timely action (ASAP)
- e) Team (department) leader writes response and gets it reviewed
- f) Provide a respectful follow through which tells our employees they make a difference and we care about safety and their concerns.

Employee Suggestions

Regional Transit Authority (RTA) employees are encouraged to submit suggestions about ways to improve the company. Suggestions regarding Operations, Safety, Security, Maintenance, Facilities, Training, Scheduling, Marketing, Human Resources or any other areas of concern are welcome. Please make your suggestions/feedback as specific as possible. For example, if you have a run time adjustment, include the route, direction, bus stops, times, etc.

Return to,
Lucas Houston, Transit Training Instructor 541-2228 ext. 1147 fx781-1291 lhouston@slorta.org
OR Shelby Walker/Human Resources Officer/RTA, 781-1292 swalker@slorta.org
253 Elks Lane, SLO CA 93401

You may seal the form in an envelope and have it delivered to Human Resources if the content is confidential.

FEEDBACK

SUGGESTION FOR IMPROVEMENT

Name: (Optional) _____ Date: _____

Please be aware that the RTA forbids retaliation against persons who make complaints under Company policies or participate as witnesses in related investigations. Any person who engages in retaliation against a complainant or witness in this investigation will be subject to disciplinary action or other corrective measures.
Injury and Illness Prevention Program (8CCR, Section 3202) and 49 U.S.C. §5329, Meets Part 673.23



Regional Transit Authority

APPENDIX I

SAFETY ASSESSMENT AND SYSTEM REVIEW

Complete the Safety Assessment and System Review (annually) to identify potential safety hazards. It is imperative that the individual completing this review is honest and assures that all information is accurate and correct. Data collected from this assessment will guide resource allocation and focus priority needs appropriately. If you have additional questions that are relevant to your department specifically, be sure to include those questions.

Completed by: Patricia Grimes	Date: January 2023
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SECTION	REVIEW QUESTIONS	YES	NO	N/A
Safety Policies:	• Are all safety policies up to date and reviewed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Is a Public Transit Agency Safety Plan (PTASP) or any other System Safety Plan written for the transit system?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Is the Drug and Alcohol Policy current and up to date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New Hire Employee Files:	• Was there a structured interview conducted and documented?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Is the applicant asked the questions relating to previous experience with drug and alcohol testing?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Is the offer of employment documented in writing?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Is there a pre-employment drug screen?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Is there a pre-employment physical exam?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are safety sensitive responsibilities outlined in the job description?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Is there a completed Substance Abuse Policy and Drug Free Workplace Policy Acknowledgement form?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Is there a Current Policies and Procedures Acknowledgement Form?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Post Hire Employee Files:	• Is a current employee roster available?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are the employee files maintained by the transit system?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Do existing employee files contain:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	➢ Background check?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	➢ Previous employer request form?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	➢ Verification of current driver's license and CDL?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	➢ Current Motor Vehicle Record?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	➢ Current copy of physical exam certificate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	➢ Signed Substance Abuse Policy Acknowledgement?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	➢ Drug and Alcohol Testing Record with Chain Of Custody and authorization forms?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	➢ Record of annual supervisor ride checks and evaluations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Regional Transit Authority
APPENDIX I

SAFETY ASSESSMENT AND SYSTEM REVIEW

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Completed by: Patricia Grimes		Date: January 2023		
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SECTION	REVIEW QUESTIONS	YES	NO	N/A
Education and Training:	• Are operator certifications current and up to date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Have managers completed Safety Management Systems (SMS) training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are employees familiar with OSHA topics, including:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	➢ Hazard Communication?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	➢ Emergency Action Planning?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	➢ Bloodborne Pathogens?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	➢ Lockout/Tagout?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	➢ Personal Protective Equipment (PPE)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	➢ Injury Prevention Planning?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Have all safety sensitive employees received Drug and Alcohol Training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Do new mechanics receive classroom training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Do existing mechanics receive ongoing training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety Meetings:	• Is there an active Safety Committee at the transit agency?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are safety meetings held on a regular basis?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are safety meetings and sign in sheets documented, with publically posted agendas and minutes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Do senior managers attend safety meetings?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Do vehicle operators attend safety meetings?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Do mechanics attend safety meetings?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Incident and Accident Investigation Procedures:	• Are policies in place dictating which incidents are reported and which are not?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are incident report forms kept on board the vehicle?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are accident reports completed for all situations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are incident/accident reports used as pre-accident training material?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Regional Transit Authority

APPENDIX I

SAFETY ASSESSMENT AND SYSTEM REVIEW

Complete the Safety Assessment and System Review (annually) to identify potential safety hazards. It is imperative that the individual completing this review is honest and assures that all information is accurate and correct. Data collected from this assessment will guide resource allocation and focus priority needs appropriately. If you have additional questions that are relevant to your department specifically, be sure to include those questions.

Completed by: Patricia Grimes		Date: January 2023		
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SECTION	REVIEW QUESTIONS	YES	NO	N/A
	• Are incident/accident reports used as post-accident training material?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are incident/accident reports used to identify potential hazards and analyzed in a Risk Assessment Matrix (RAM)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are complaint forms kept on all vehicles?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are all operators provided with safety vests on their vehicles?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are incident/accident photos taken?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Substance Abuse:	• Is there a current and updated Drug and Alcohol Policy?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Do all staff members understand the Drug and Alcohol Policy?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Is random testing being completed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Is reasonable suspicion testing being completed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Facility and Shop Inspections:	• Are monthly facility inspections conducted as scheduled?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are facility inspection forms completed properly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are unsafe conditions or acts, corrected regarding the facility and documented?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are fire extinguishers up to date with annual servicing requirements?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are fire extinguishers inspected on a monthly basis?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are routing inspections of the fire extinguishers documented?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are eye wash stations available with unobstructed access?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are eye wash stations inspected on a scheduled basis?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Is machine guarding in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are batteries stored safely?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are all containers marked with the contents clearly identified?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are floors clear of tripping hazards?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are hazardous materials stored safely?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are emergency exits clearly marked?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Regional Transit Authority
APPENDIX I

SAFETY ASSESSMENT AND SYSTEM REVIEW

Complete the Safety Assessment and System Review (annually) to identify potential safety hazards. It is imperative that the individual completing this review is honest and assures that all information is accurate and correct. Data collected from this assessment will guide resource allocation and focus priority needs appropriately. If you have additional questions that are relevant to your department specifically, be sure to include those questions.

Completed by: Patricia Grimes	Date: January 2023
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SECTION	REVIEW QUESTIONS	YES	NO	N/A
	• Are lights out?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are jack stands available for use?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are jack stands used whenever a vehicle is elevated on a lift?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Is a lock out tag out program in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asset Management (Vehicles):	• Is a current and updated list of vehicles readily available?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Is all maintenance activity completed on vehicles tracked?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Is a regular maintenance schedule written and followed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are work order forms, service order forms and parts requested documented?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are vehicle inspection forms completed on a regular basis and available?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are maintenance issues analyzed and used to forecast future vehicle needs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are maintenance issues analyzed and used to identify potential hazards and evaluated in a Risk Assessment Matrix (RAM)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are pre-trip inspection forms completed daily?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are post-trip inspection forms completed daily?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

APPENDIX J

REGIONAL TRANSIT AUTHORITY PRIORITIZED SAFETY RISK LOG

This Prioritized Safety Risk Log is used to organize identified safety risks facing REGIONAL TRANSIT AUTHORITY. The Log should be updated frequently to demonstrate continual progress towards risk reduction through mitigation strategies. A timeline is used to highlight projected completion dates.

Completed by: Collision Prevention Team			Last Updated: Monthly Meetings 2023			
Priority	Risk Description	Planned Mitigation Strategies	Outcomes of Planned Mitigation Strategies	<ul style="list-style-type: none"> Responsible Staff Safety Assurance Operations Manager Maintenance Manager Safety & Training Manager Human Resources Officer Operations Supervisor Operations Driver 	Timeline	Status
1	Non-compliance with RTA maintenance protocols	<ul style="list-style-type: none"> Introduce compliance monitoring Effective supervision including work compliance assessment Competency assessments Maintenance policy to reinforce need for compliance 	<ul style="list-style-type: none"> Mitigate Hazard Coaching & Counseling Letter of Warning Suspension 	<ul style="list-style-type: none"> Maintenance Manager 	<ul style="list-style-type: none"> Begin February 2023 Complete July 2023 	Open Report @ monthly meetings
2	Loss of revenue service vehicles and budget	<ul style="list-style-type: none"> Compare & Chart - collisions with Number of Days Vehicles are out of Service 	<ul style="list-style-type: none"> Mitigate Loss of revenue service vehicles and repairs Compare vendors 	<ul style="list-style-type: none"> Maintenance Manager 	<ul style="list-style-type: none"> Begin February 2023 Complete July 2023 	Open Report @ monthly meetings
3	Non-compliance with RTA operations protocol <ul style="list-style-type: none"> Monitor and Track Bus Collision Data: Driver, Type, location etc. Monitor and Track: <ul style="list-style-type: none"> Passenger Falls Other miscellaneous hazards Requests to place hazards on Safety Committee agenda 	<ul style="list-style-type: none"> Introduce compliance monitoring Effective supervision including work compliance assessment Competency assessments Operations policy to reinforce need for compliance 	<ul style="list-style-type: none"> Mitigate Hazard Coaching & Counseling Letter of Warning Suspension 	<ul style="list-style-type: none"> Operations Supervisor 	<ul style="list-style-type: none"> Begin February 2023 Complete July 2023 	Open Report @ monthly meetings
4	<ul style="list-style-type: none"> Non-compliance with RTA training protocol 	<ul style="list-style-type: none"> Introduce compliance monitoring Effective supervision including work compliance assessment Competency assessments Training -Operations policy to reinforce need for compliance 	<ul style="list-style-type: none"> Re-training-classroom and behind the wheel 3- month refresher training all new hired bus operators 	<ul style="list-style-type: none"> Safety & Training Manager 	<ul style="list-style-type: none"> Begin February 2023 Complete July 2023 	Open Report @ monthly meetings
5	Non-compliance with RTA protocol, <ul style="list-style-type: none"> Monitor and Track employee injuries, 	<ul style="list-style-type: none"> Report to Department Manager 	<ul style="list-style-type: none"> Mitigate Hazard Coaching & Counseling . 	<ul style="list-style-type: none"> Human Resources Officer 	<ul style="list-style-type: none"> Begin February 2023 Complete July 2023 	Open Report @ monthly meetings
6	Report Route Hazards such as, but not limited to bus stops, buildings, yard, routings	<ul style="list-style-type: none"> Report at Collision Prevention Team meeting Report Immediately if hazard might cause, injury, property damage, etc. 	<ul style="list-style-type: none"> Mitigate Hazard 	<ul style="list-style-type: none"> Operations Driver Appropriate department manager 	<ul style="list-style-type: none"> Begin February 2023 Complete July 2023 	Open Report @ monthly meetings
7		

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SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

MARCH 1, 2023

STAFF REPORT

AGENDA ITEM: A-8

TOPIC: Procure Support Vehicle and Vehicle Surplus/Disposal

PRESENTED BY: Geoff Straw, Executive Director

STAFF RECOMMENDATION: Authorize Executive Director to Procure one (1) All-Electric Support Vehicle and Related Recharging Equipment at a Cost Not to Exceed \$57,874; Declare Vehicle Surplus; and Dispose Through Auction or Salvage

BACKGROUND/DISCUSSION:

Staff has identified grant funding to purchase one (1) replacement staff support vehicle. The current support vehicle (vehicle ID#506) was purchased on February 5, 2010 using local funds. As this vehicle procurement was not funded with federal funds, the Federal Transit Administration (FTA) guidelines for vehicle useful life is not applicable and FTA authorization is not required to dispose of this vehicle.

The total project cost for a replacement all-electric support vehicle and installation of a Level 2 recharging system is \$57,874. A total of \$46,299 in FTA Section 5307 Urbanized Area Formula Program funds will be used for this project, and a local match of \$11,575 will be provided using Transportation Development Act (TDA) funds.

The RTA will pursue available competitive pricing through local vehicle dealerships and the State of California Department of General Services (DGS) contract, selecting the vehicle-type and pricing that best meet the needs of our agency. The RTA's existing contact with Smith Electric for as-needed services will be used to install the recharger.

The new all-electric support vehicle will replace a 2009 Honda Civic Hybrid sedan that has both met and exceeded its economically useful service life. Details of that vehicle are provided below:

Veh ID#	Year	Make/Model	License	VIN#	Mileage (as of 2/8/23)
506	2009	Honda Civic Hybrid	1293389	JHMFA3F27AS000891	104,418

Staff has determined that the RTA currently has no practical, efficient or appropriate use for this support vehicle, nor will it have such a use for it in the near future. Staff recommends that this vehicle be sold through our contract with Ken Porter Auctions, or be salvaged if the auction company refuses to accept it.

Staff Recommendation

Authorize Executive Director to procure one (1) all-electric support vehicle and related recharging equipment at a cost not to exceed \$57,874; declare the 2009 Honda Civic Hybrid as surplus; and dispose of through auction or salvage.

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

MARCH 1, 2023

STAFF REPORT

AGENDA ITEM:	A-9
TOPIC:	Amended Contract with RTA Executive Director
ACTION:	Approve
PRESENTED BY:	Geoff Straw, RTA Executive Director
STAFF RECOMMENDATION:	Authorize the RTA Board President to Execute the Amended Annual Employment Contract for the Executive Director.

BACKGROUND/DISCUSSION:

Following the recent employee review process conducted in closed session by the RTA Board at its January 11th meeting, the RTA Executive Committee and RTA Counsel met with me in closed session on February 8th to discuss changes to my annual Employment Contract.

Due to continued financial uncertainties caused by the COVID-19 pandemic and other economic challenges in California, I am seeking a modest 2% merit increase in 2023. Please note that the attached draft Employment Agreement shows my current base annual salary as \$168,480, which includes the 4% cost of living increase adopted for all non-CBA employees as part of the current FY22-23 budget through June 30, 2023. My proposed 2% merit increase results in a new base salary of \$171,850. When other salary-based expenses (payroll taxes, pension, disability, etc.) are added to the \$3,370 base salary increase, the annual budgetary impact would be approximately \$5,240.

I am asking the Board to authorize its President to execute the final Employment Contract (which will be a cleaned-up version of the attached redline draft) on the Board's behalf.

Staff Recommendation

Authorize the RTA Board President to execute the amended annual Employment Contract for the Executive Director.

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**EXECUTIVE DIRECTOR EMPLOYMENT CONTRACT
BETWEEN SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
AND GEOFF STRAW**

THIS CONTRACT entered into this ~~4th day of May 2022~~ 1st day of March 2023 by and between the SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY, a California Joint Powers Authority (hereinafter referred to as “SLORTA”) and GEOFF STRAW, an individual (hereinafter referred to as “Employee”).

WITNESSETH

WHEREAS, SLORTA desires to continue the employment of Geoff Straw as Executive Director of the San Luis Obispo Regional Transit Authority; and

WHEREAS, Geoff Straw desires to serve as the Executive Director of the San Luis Obispo Regional Transit Authority pursuant to the provisions of this Contract; and

WHEREAS, the Board of Directors, as appointing authority, and Geoff Straw desire to specify in a contract as to the terms and conditions of Geoff Straw’s continuing employment as Executive Director.

NOW, THEREFORE, the parties do mutually agree as follows:

1. Employment. SLORTA hereby engages Employee as Executive Director of SLORTA, and Employee hereby agrees to perform for SLORTA the services hereinafter set forth for the compensation and benefits hereinafter set forth, all pursuant to the terms and conditions herein.

2. Scope of Services. Pursuant to this Contract, Employee shall perform all functions and duties of the Executive Director, as specified in the SLORTA Joint Powers Agreement, and such other legally permissible and proper duties and functions as may be assigned by the Board of Directors.

3. Employment Status. Employee will be eligible for membership in any and all benefits from any group plan for hospital, surgical, or medical insurance provided to SLORTA employees, as well as being eligible for membership in any retirement program, or for such other job benefits accruable to an employee in the classified service of SLORTA.

Employee understands and agrees that his term of employment is governed only by this Contract, that no right of tenure is created hereby, that he serves SLORTA as an “at-will” employee, and is exempt from the provisions of the Federal Fair Labor Standards Act (FLSA).

4. Term of Contract. This Contract shall commence on the 8th day of January 2020 and shall continue until terminated by either party in accordance with the provisions set forth herein. This Contract replaces the original employment contract entered into between SLORTA and Employee in January, 2012, and all subsequent amendments thereto.

5. Compensation. Commencing ~~January 9, 2022~~January 8, 2023, SLORTA shall pay to Employee as compensation in full for all services performed by Employee pursuant to this Contract an annual salary of ~~\$168,480~~\$171,850 per year, payable in increments compatible with SLORTA’s payment of other employees. ~~A salary increase of four percent (4%) shall be made effective July 1, 2022 representing a cost of living adjustment for the previous year. Thereafter,~~
The Employee’s annual salary and salary range shall be adjusted annually based on the same cost of living adjustment provided to other SLORTA employees as part of the annual budget-making process.

6. Other Supplemental Benefits.

a. Vacation, Holidays, Sick, Administrative Leave, and Jury Duty.

Employee shall be entitled to accrue up to twelve (12) vacation days annually accrued at the rate of 3.69 hours per pay period, and one (1) additional day per year, in accordance with the RTA Vacation Accrual Rate Table, up to a maximum of twenty (20) vacation days annually. Vacation may be carried over to a maximum of two years of entitlement.

Employee shall be entitled to thirteen (13) holidays per year as specified in accordance

with a holiday schedule for the San Luis Obispo Regional Transportation Authority as approved by the Board of Directors.

Employee shall be entitled to accrue up to twelve (12) sick days of paid sick leave per year, at an accrual rate of 3.69 hours per pay period, with a maximum accrual of 260 days.

Employee shall further be entitled to compensation at the end of employment for all unused vacation time and for 1/2 of the accrued sick leave up to a maximum of 180 days.

Employee is also entitled to paid administrative leave of up to six (6) days per year.

Employee shall be further entitled to leave of absence with pay for jury duty, provided all jury fees shall be paid to the County Treasurer on behalf of SLORTA.

b. Retirement. SLORTA agrees to provide to Employee retirement benefits in the San Luis Obispo County Pension Trust (SLOCPT) retirement plan which provides 2% at age 60, averaging the highest final 36 months of compensation, with a maximum benefit of 2.5% at age 65, as approved by the Board of Directors on January 8, 2020. Employee's entitlement to benefits in the SLOCPT retirement plan and contributions to Employee's IRS 457 plan are more particularly described in that certain Settlement Agreement and Release of Claims between SLORTA and Employee and approved by SLORTA on January 8, 2020.

c. Medical, Dental and Vision. SLORTA agrees to provide 100% of the premium towards the SLORTA approved medical health program for purposes of health coverage, dental, and vision insurance premiums for the Employee and all eligible family members. Medical, Dental, and Vision coverage is to be provided through the Special District Risk Management Authority (SDRMA) as part of the CSAC-EIA Small Group Health Benefits Program. Should Employee wish to increase health care coverage with SDRMA, the premium

difference will be the Employee's sole responsibility, and will be paid on a pre-tax basis. The medical health care allowance shall be automatically adjusted throughout the term of this Agreement to be equivalent to the allowance provided to all other SLORTA employees.

d. Disability and Life Insurance. SLORTA shall provide the following insurance benefits: (1) Long-term disability insurance providing 2/3 of gross monthly salary to age 65 for any sickness or accident after a 90-day waiting period up to a maximum salary of \$4,500; and (2) \$100,000 term life insurance.

e. Private Vehicle Use, Automobile Allowance, and Transit Pass. SLORTA shall reimburse Employee at such rate as is adopted by the Board of Directors for the use of a private vehicle on "authorized agency business" conducted "outside the County of San Luis Obispo." Employee agrees to carry all necessary vehicle insurance. Employee shall also be entitled to four-hundred (\$400) dollars per month as an automobile allowance, and shall further be entitled to a Monthly Regional Transit Pass.

f. Severance pay. If Employee is terminated by the Board of Directors while still willing and able to perform the duties of Executive Director, SLORTA agrees to pay Employee, in addition to any other amounts that may be due Employee at the time of separation of employment, a lump sum cash payment equal to three (3) months salary, retirement and insurance benefits covered by this Contract, or a continuation of salary and benefits for a period of three (3) months, the particular method to be negotiated at the time of separation.

However, if Employee is terminated pursuant to the provisions of Paragraph 8 of this Contract, then SLORTA shall have no obligation to pay the severance set forth herein.

g. Social Security and Deferred Compensation. SLORTA shall provide the employer contribution to the federal Social Security Program, and shall also provide \$200 per pay period into a private deferred compensation program established by SLORTA for Employee.

h. General Expenses. Employee shall be permitted to attend relevant conferences, seminars, and other such meetings, the reasonable cost of which shall be paid by SLORTA. SLORTA shall reimburse Employee in accordance with its customary expense reimbursement policies and procedures for expenses incurred by Employee in the execution of his duties under this Contract.

i. Other Benefits. Employee, as Executive Director, shall be entitled to an agency cell phone for continual access in the execution of his duties under this Contract. Employee shall also be entitled to enjoy such other benefits that SLORTA may establish in the future for its employees.

7. Termination of Contract for Convenience. Either party may terminate this Contract at any time by giving to the other party fourteen (14) days written notice of such termination specifying the effective date of such termination. Termination shall have no effect upon the rights and obligations of the parties arising out of transactions occurring prior to the effective date of such termination. Employee shall be paid for all work satisfactorily completed prior to the effective date of such termination and for all unused vacation time, and ½ of accrued sick leave accrued to date of termination as specified in section 6(a). However, employee shall only be entitled to Severance Pay, as identified in paragraph 6f, upon “Termination of Contract for Convenience” by action taken by the SLORTA Board of Directors.

8. Termination of Contract for Cause. If Employee fails to fulfill in a timely and professional manner any obligations under this Contract, SLORTA shall have the right to terminate this Contract effective immediately upon giving written notice thereof to Employee. Termination of this Contract under the provisions of this paragraph shall have no effect upon the rights and obligations of the parties arising out of any transaction occurring prior to the effective date of such termination. In the event of termination, Employee shall be paid for all

work satisfactorily completed prior to the effective date of such termination, all unused vacation time, all benefits or prorated portions thereof through the date of termination, and all reimbursed Employee expenses pursuant to paragraph 6(h) therein. However, Employee shall not be entitled to any severance pay.

9. Performance Evaluation. SLORTA shall evaluate Employee's performance annually as set forth in the adopted Executive Director Performance Evaluation Process, and described in Section 5, and shall establish, with the Employee, performance goals, and objectives for the ensuing year. The performance evaluation shall be facilitated with the assistance of legal counsel and shall be performed by the SLORTA Board of Directors and SLORTA staff.

10. Modification. This Contract constitutes the entire understanding of the parties hereto and no changes, amendments, or alterations shall be effective unless in writing and signed by both parties.

11. Non-Assignment of Contract. This Contract is intended to secure the unique and individual services of the Employee and thus Employee shall not assign, transfer, delegate, or sublet this Contract or any interest herein.

12. Covenant. The validity, enforceability, and interpretation of any of the clauses of this Contract shall be determined and governed by the laws of the State of California.

13. Enforceability. The invalidity and unenforceability of any terms or provisions hereof shall in no way affect the validity or enforceability of any other terms or provisions.

14. Nondiscrimination. There shall be no discrimination against any person employed pursuant to this Contract in any manner forbidden by law.

15. Copyright. Any reports, maps, documents, or other materials produced in whole or part under this Contract shall be the property of SLORTA and shall not be subject to any application for copyright by or on behalf of the Employee.

16. Findings Confidential. No reports, maps, information, documents, or any other materials given to or prepared by Employee under this Contract shall become the property of Employee, nor shall be made available to any individual or organization by Employee without the approval of the SLORTA.

IN WITNESS WHEREOF, SLORTA and Employee have executed this Contract on the day and year first hereinabove set forth.

GEOFF STRAW

| _____
~~EDWARD WAAGE~~ DEBBIE ARNOLD, President

| _____
~~SHELBY WALKER~~ LUZION CAMPI TELLI, Recording Secretary

APPROVED AS TO FORM AND LEGAL EFFECT

| _____
JON ANSOLABEHERE, SLORTA Legal Counsel

Dated: _____

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SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

MARCH 1, 2023

STAFF REPORT

AGENDA ITEM: B-1

TOPIC: Executive Director's Report

PRESENTED BY: Geoff Straw, Executive Director

STAFF RECOMMENDATION: Receive and File

BACKGROUND/DISCUSSION:

Update on Bus Stop Maintenance Facility:

As noted in the January meeting, we have experienced reliability issues for with our HVAC system, and we continue to experience problems. Staff has notified the general contractor that possible litigation could occur if a sustained solution cannot be implemented. I will report back at the next scheduled RTA Board meeting in May on the status of this issue.

The battery-electric bus direct-current fast-charging system has been installed, and the subcontractor has tentatively scheduled commissioning to start on February 27th. Staff has reached out to our partners at SLO Transit requesting the ability to recharge their recently-delivered bus to ensure it is working correctly during the commissioning process. I will report back at the May meeting with results of this process.

Operations & Maintenance:

Please join me in congratulating Gisela Barry, who was selected by her peers as the Employee of the Quarter. Gisela is beloved by her Paso Robles Dial-A-Ride and Runabout customers; she is renowned for decorating her van before every shift, her engaging smile, and her love for her passengers. Gisela joined us when the Paso Robles local transit services were consolidated into the RTA in 2014.



Since our last meeting in January, I am happy to report that we have graduated two Bus Operators into revenue service: Joseph S. and David M. We currently have no full-time bids open at this time, but we still have three out of eleven part-time bids open. We have one candidate in the background stage. Operations Supervisor Darla Nassif retired at the

beginning of February, and we have four internal candidates vying for the open position – which may lead to a full-time Bus Operator bid opening up.

The three low-floor Arboc Specialty Vehicles mid-size buses for South County Transit services are scheduled for delivery in mid March. I earlier reported a third week of February delivery, but supply chain issues pushed back its completion. Staff still plans to temporarily place these buses on RTA Route 15 until the two standard (high-floor) cutaway vans mentioned at the January meeting are delivered. Unfortunately, we are still unable to obtain a projected delivery date from that manufacturer (ElDorado Corporation) due to supply chain issues.

I attended the California Hydrogen Business Council's Hydrogen Fuel Cell Bus Workshop hosted by SunLine Transit in Desert Springs January 18-19. The workshop kicked off with the unveiling of their new on-site hydrolyzer and hydrogen fuel storage/dispenser system, followed by presentations from early adopters and thought leaders. Much of the findings and recommendations were gleaned from the materials gathered at the workshop, which are now housed in the RTA's "library" and can be used as a reference by other transit agencies in the county.

Marketing & Communications:

Since we last reported at the January Board meeting, our recent marketing initiatives include:

- Developed new brand for battery-electric buses with the assistance from an outside design firm. Narrowed eight drafts to four and solicited input from staff. We will share final design at the next Board meeting.
- New bus stop signs are in and will soon be placed along Routes A & B in Paso Robles, ending the separate Paso Express brand.
- Participated in marketing showcases at the Cuesta College campuses in SLO and Paso Robles. Students were lined up to learn how to ride the bus, which is now fare-free.
- Added new functionality to our *Learn How to Ride* webpage for custom trip plans. A direct link provided for Mary to help new riders as part of the upcoming ridership campaign.
- Currently updating all map/schedule materials for RTA Routes 9, 10 and 12. Adding in more Express trips, as well as the popular AG High School tripper. Meeting with AGHS leadership to address behavior expectations.

Finance and Administration:

In early January, the incumbent Administrative Assistant departed the RTA for a job at SLO County. We hired Luzion Campitelli on February 1st as a temporary Administrative Assistant employee, and quickly realized that she would be a wonderful addition to the team. She was offered the permanent position and her first official day was February 20th.

Since my last report on January 11th, the RTA negotiations team has only met four more times Teamsters Local 986 representatives since our kick-off meeting on October 26th, with the eleventh meeting scheduled for February 24th. We are hopeful that assistance from the State Mediation and Conciliation Services can help us make meaningful progress in the coming weeks. The current one-year extension to our collective bargaining agreement expired December 31st.

The RTA hosted our counterparts from Monterey-Salinas Transit, Santa Cruz METRO, and Santa Barbara MTD on January 31st. We conducted seven “tracks” (Leadership, Operations, Finance, etc.) to discuss recent accomplishments, challenges and strategic visions for transit in our respective regions. Below are some pictures from this year’s event.



Staff was advised that the *Volkswagen Environmental Mitigation Trust Funds* awarded to help provide the local match for our first two BEBs cannot be “stacked” with *Hybrid and Zero-Emission Truck and Bus Voucher Incentive* (HVIP) funds. Since the HVIP are the greater of the two, we are seeking to transfer the VW funds award to our upcoming order of five BEBs, since we have not yet locked down the HVIP funds for those latter BEBs. We will report back to the Board once we can confirm this transfer.

Our unaudited operating and financial results for FY22-23 through the end of January (58.3% of the fiscal year) are presented in the tables and graphs beginning on page B-1-5. This year-to-date information is summarized as follows:

- RTA core fixed-route annual ridership totaled 234,517. In comparison, the ridership for the same period in FY21-22 was 209,592, which represents an annual increase of 11.9%. The pre-pandemic FY18-19 total was 413,074 – so we still have a lot of ground to make up.
- Year-to-date Runabout ridership totaled 13,916, which is an increase of 26% compared to the same period in FY22-23 (11,022). The pre-pandemic FY18-19 total was 23,310.
- Trends over the past five years for ridership and productivity (which is defined as the average number of passenger-boardings per service hour) are provided in the graphs beginning on page B-1-10. The graphs illustrate the significant drop in ridership beginning in March 2020 corresponding with the onset of the pandemic, ridership recovery beginning in January 2021 and sustaining through the end of January 2023.
- In terms of year-to-date financial results, staff worked hard to keep operating and capital costs within budget in light of the recovering ridership and other financial challenges. Some important takeaways include:
 - In terms of overall non-capital expenses, we were slightly below budget – 53.3% through the 58.3% of the budget year. The largest single line-item in our annual budget is for *Labor – Operations*, although we came in lower (almost \$400k, or 86.5% of budget) due to slightly lower service levels actually operated due to reduced demand and staff shortages (despite higher overtime to cover open Bus Operator shifts). We were essentially on budget for the second-highest line item, *Labor – Maintenance*. The third-greatest line-item is for *Fuel*, and the steady increase in price per gallon through the end of November resulted in a significant overage – more than \$120,000 over the year-to-date budget (above by 13.4%). Fortunately, fuel price increases slowed in December prices but have remained volatile.
 - Not surprisingly, the farebox recovery ratio for core fixed-route services continues to suffer due to lower ridership compared to pre-pandemic periods at only 8.8%, which is essentially the same as the full FY21-22 result. Runabout achieved a ratio of 2.4%. The results will remain below our standards until such time that recently high inflation abates and/or ridership recovers.
 - The YTD subsidy per passenger-trip on core fixed-route services is essentially the same as last year \$15.68 vs. 15.72, despite the increasing

cost of items/services. The Runabout subsidy per passenger-trip declined to \$128.14 slightly in FY22-23 (it was \$133.10 in FY21-22) as ridership has increased and as our productivity has improved in recent months.

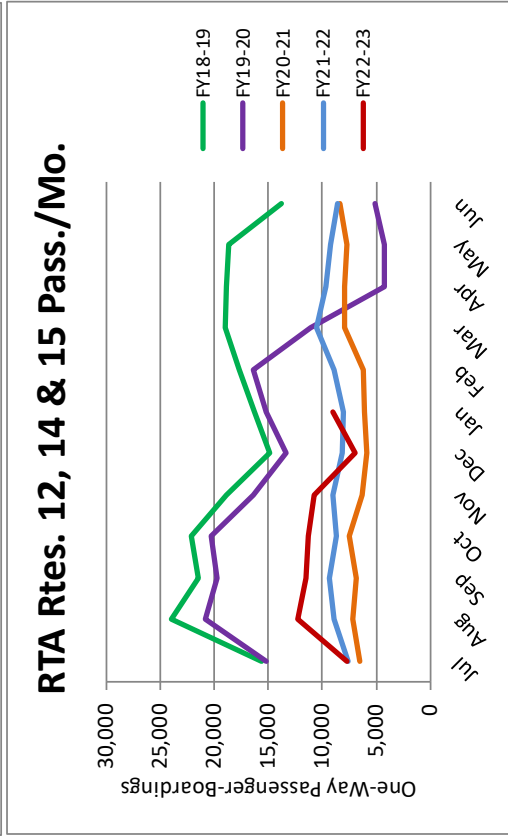
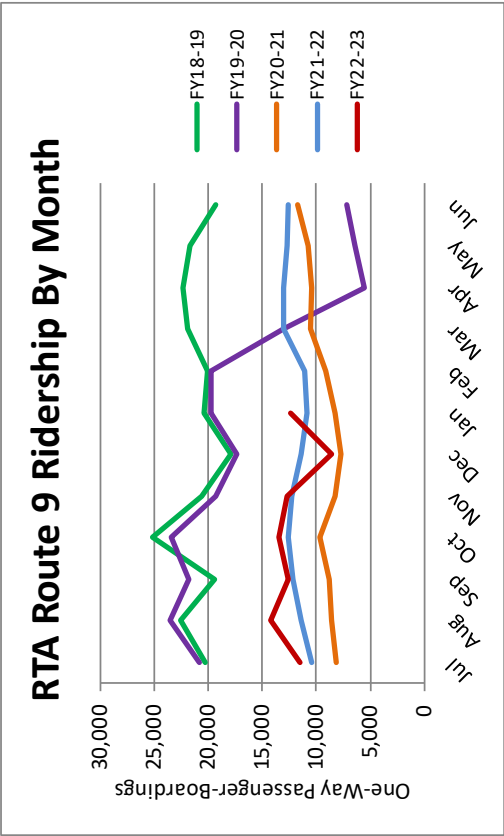
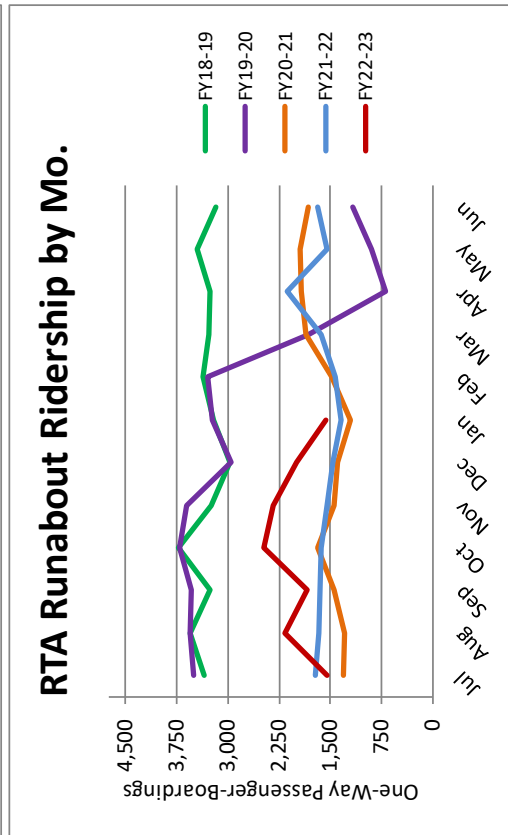
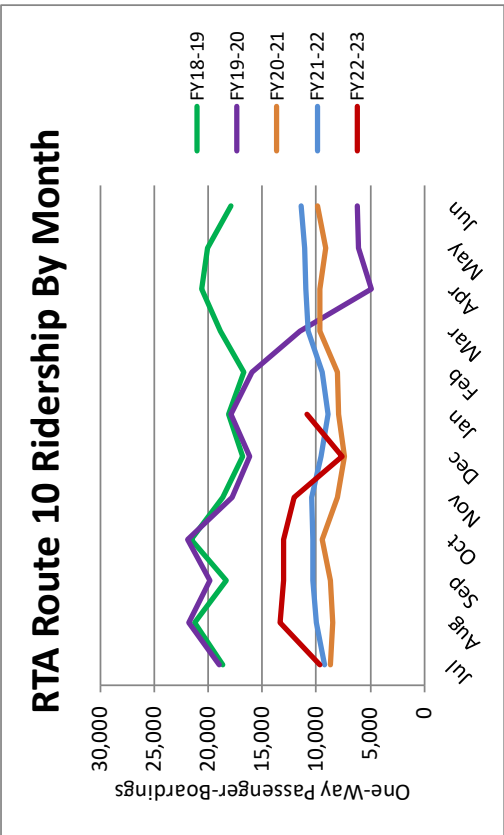
STAFF RECOMMENDATION:

Accept this as an information item.

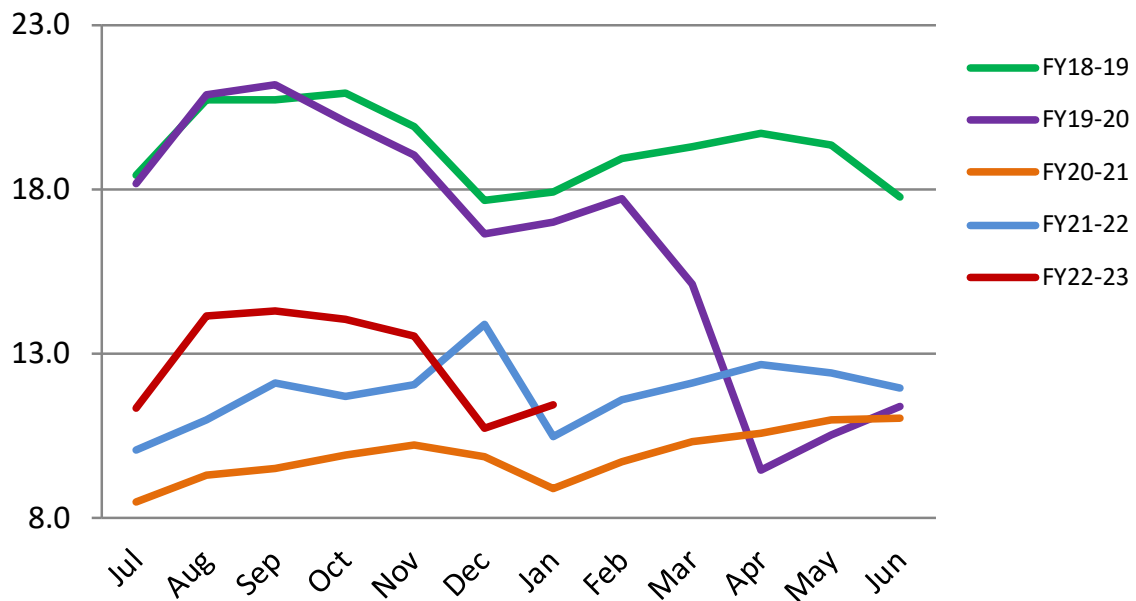
SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY											
YEAR TO DATE THRU JANUARY 31, 2023											
CURRENT FISCAL YEAR - 2022/2023											
	RT 9	RT 10	RT 12	RT 14	RT 15	TOTAL	RUNABOUT	SERVICES PROVIDED FOR THE CITY OF PASO ROBLES	SERVICES PROVIDED FOR SOUTH COUNTY TRANSIT	SERVICES PROVIDED FOR THE COUNTY OF SLO	SYSTEM TOTAL
	P.R., TEMP., ATAS., S.M., CAL POLY, S.L.O.	S.M., NIPOMO, A.G., S.L.O.	MORRO BAY, CUESTA, SAN LUIS	CUESTA, SAN LUIS, TRIPPER	SAN SIM., CAMBRIA, CAYUCOS, M.B.	RIA CORE SERVICES					
REVENUES:											
FARES	\$ 111,792	\$ 146,483	\$ 86,811	\$ 16	\$ 8,147	\$ 353,249	\$ 44,420	\$ 71,884	\$ 81,394	\$ 13,309	\$ 564,256
TOTAL ROUTE REVENUES	\$ 111,792	\$ 146,483	\$ 86,811	\$ 16	\$ 8,147	\$ 353,249	\$ 44,420	\$ 71,884	\$ 81,394	\$ 13,309	\$ 564,256
EXPENDITURES:											
ADMINISTRATION	\$ 233,565	\$ 193,798	\$ 136,817	\$ 3,203	\$ 64,696	\$ 632,080	\$ 365,619	\$ 30,841	\$ 73,751	\$ 58,806	\$ 1,161,097
MARKETING	18,251	15,045	10,652	247	4,681	48,877	-	-	2,991	-	51,867
OPERATIONS/CONTINGENCY	884,691	750,332	519,451	12,036	248,912	2,415,421	1,266,356	517,435	940,733	262,115	5,402,060
FUEL	228,166	229,199	136,917	2,813	73,195	670,290	112,115	59,027	144,745	18,662	1,004,839
INSURANCE	89,515	90,364	53,996	1,051	27,959	262,884	83,507	27,644	62,441	11,236	447,713
TOTAL EXPENDITURES	\$ 1,454,188	\$ 1,278,737	\$ 857,834	\$ 19,351	\$ 419,443	\$ 4,029,552	\$ 1,827,597	\$ 634,947	\$ 1,224,661	\$ 350,819	\$ 8,067,576
FAREBOX RATIO	7.7%	11.5%	10.1%	0.1%	1.9%	8.8%	2.4%	11.3%	6.6%	3.8%	7.0%
SERVICE MILES	176,203.9	176,772.1	105,672.4	2,183.5	56,726.5	517,558.3	163,937.0	56,133.9	123,239.0	20,390.0	881,258.3
SERVICE HOURS	6,772.8	5,601.6	3,955.3	91.9	1,823.1	18,244.6	10,398.7	4,267.7	7,696.8	2,273.0	42,880.8
RIDERSHIP (Automatic Counters)	85,385	79,608	62,115	1,533	5,876	234,517	13,916	68,986	93,399	8,889	419,707
RIDERS PER MILE	0.48	0.45	0.59	0.70	0.10	0.45	0.08	1.23	0.76	0.44	0.48
RIDERS PER HOUR	12.6	14.2	15.7	16.7	3.2	12.9	1.3	16.2	12.1	3.9	9.8
COST PER PASSENGER	\$ 17.03	\$ 16.06	\$ 13.81	\$ 12.62	\$ 71.38	\$ 17.18	\$ 131.33	\$ 9.20	\$ 13.11	\$ 39.47	\$ 19.22
SUBSIDY PER PASSENGER	\$ 15.72	\$ 14.22	\$ 12.41	\$ 12.61	\$ 70.00	\$ 15.68	\$ 128.14	\$ 8.16	\$ 12.24	\$ 37.97	\$ 17.88

B-1-7

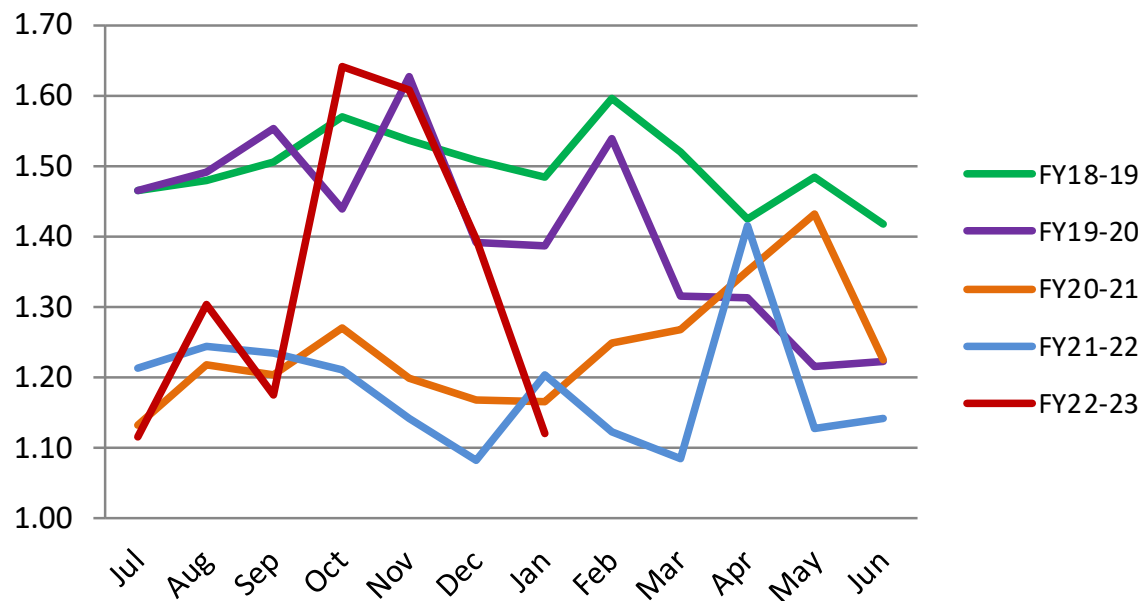
			Adopted Budget FY 2022-23	December Actual	January Budget	January Actual	January Variance	Year to Date FY 2022-23	Percent of Total Budget FY 2022-23
Administration:		Hours	83,260	5,247	6,938	6,007	931	40,608	48.9%
		Miles	1,776,120	105,182	148,010	125,813	22,198	860,868	48.5%
	Labor	operations cost	1,195,030	135,818	99,586	86,259	13,327	671,215	56.2%
		operations cost	42,990	-	10,748	10,455	292	31,366	73.0%
		operations cost	54,370	4,356	4,531	4,515	16	30,650	56.4%
		operations cost	156,660	-	-	-	-	141,795	90.5%
		operations cost	224,350	8,862	18,696	10,093	8,603	49,671	22.1%
		operations cost	89,800	12,969	7,483	(4,928)	12,411	35,348	39.3%
		operations cost	340,350	51,538	28,363	(10,930)	39,292	193,659	56.9%
		hourly	181,860	4,742	15,155	3,086	12,069	51,868	28.5%
		operations cost	(52,870)	(4,406)	(4,406)	(4,406)	-	(30,841)	58.3%
		operations cost	(108,970)	(9,081)	(9,081)	(9,081)	-	(63,566)	58.3%
operations cost	(126,430)	(10,536)	(10,536)	(10,536)	-	(73,751)	58.3%		
	Total Administration	1,997,140	194,261	160,538	74,528	86,010	1,037,313	51.9%	
Service Delivery:									
	Labor - Operations	hourly	7,110,700	721,194	592,558	475,485	117,073	3,587,150	50.4%
	Labor - Operations Workers Comp	hourly	325,010	-	81,253	79,044	2,209	237,131	73.0%
	Labor - Maintenance	hourly	1,696,010	184,169	141,334	125,178	16,156	902,280	53.2%
	Labor - Maintenance Workers Comp	hourly	89,000	-	22,250	21,645	605	64,935	73.0%
	Fuel	miles	1,519,610	108,290	126,634	128,548	(1,914)	1,005,078	66.1%
	Insurance	miles	775,230	1,923	64,603	63,089	1,514	447,108	57.7%
	Special Transportation (for SLOCAT and Paso)	n/a	44,480	-	3,707	1,716	1,990	16,357	36.8%
	Avila Trolley	n/a	82,020	-	-	-	-	35,551	43.3%
	Maintenance (parts, supplies, materials)	miles	808,540	75,963	67,378	70,018	(2,639)	440,217	54.4%
	Maintenance Contract Costs	miles	160,720	4,896	13,393	4,436	8,957	29,524	18.4%
		Total Operations	12,611,320	1,096,435	1,113,110	969,159	143,951	6,765,332	53.6%
Capital/Studies:									
	Computer System Maintenance/Upgrades		71,800	12,601	8,500	8,379	121	43,818	61.0%
	Miscellaneous Capital								
	Maintenance Equipment		85,420	-	-	-	-	20,586	24.1%
	Bus Stop Improvements/Bus Stop Solar Lighting		382,390	16,008	-	-	-	16,008	4.2%
	Large Capital Repairs		603,320	50,438	-	-	-	302,212	50.1%
	Vehides								
	Support Vehicles		57,880	-	-	-	-	-	0.0%
	Fixed Route Vehicles		2,824,680	-	-	-	-	-	0.0%
	Trolley Vehicles		293,200	-	-	-	-	-	0.0%
	Cutaway and Dial A Ride Vehicles		112,500	-	-	-	-	-	0.0%
	Runabout Vehicles		302,000	-	-	-	-	-	0.0%
	Total Capital Outlay	4,733,190	79,047	8,500	8,379	121	382,625	8.1%	
Contingency									
	hourly	175,300	-	14,608	-	14,608	-	-	0.0%
PERS Buyout		178,310	14,859	14,859	14,859	-	104,013	58.3%	
Loan Repayments		503,170	-	-	-	-	57,847	11.5%	
		250,000	-	-	-	-	-	-	0.0%
Short Range Transit Plan		288,270	24,023	24,023	24,023	-	168,158	58.3%	
Management Contracts									
TOTAL FUNDING USES		20,736,700	1,408,625	1,335,638	1,090,948	244,690	8,515,288	41.1%	
TOTAL NON-CAPITAL EXPENDITURES		15,250,340	1,329,578	1,327,138	1,082,569	244,569	8,132,663	53.3%	



RTA Fixed Route Productivity



RTA Runabout Productivity



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SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

MARCH 1, 2023

STAFF REPORT

AGENDA ITEM: C-1

TOPIC: Fiscal Year 2023-24 Budget Assumptions

ACTION: Approve FY23-24 Budget Assumptions

PRESENTED BY: Tania Arnold, Deputy Director/CFO

STAFF RECOMMENDATION: Adopt the budget assumptions and budget calendar so that a detailed work plan and budget may be developed

EXECUTIVE COMMITTEE RECOMMENDATION: Bring the budget assumptions and budget calendar to the Board so that a detailed work plan and budget may be developed

BACKGROUND/DISCUSSION:

The following report outlines staff's recommended budget assumptions for the RTA's Fiscal Year 2023-24 Operating and Capital Budget, and it is the first step in the development of our operating budget and capital program. It should be noted that the RTA is again developing a two-year operating budget and five-year capital budget. As in past years, only the first year would be financially-constrained, while the out-years should be considered advisory. The budget assumptions were presented to the RTA Executive Committee for review and their recommendation to the RTA Board at its March 1st meeting. Upon the Board's guidance and approval, staff will prepare a detailed report along with preliminary budget numbers for presentation to the Executive Committee at their April 12th meeting prior to the final draft budget presentation to the full Board on May 3rd.

KEY ISSUES

1. Address the uncertainties the agency currently faces, which includes addressing COVID-19 impacts as an endemic rather than a full-blown pandemic. Impacts of these uncertainties include:
 - a. Liability costs, which stabilized due to the RTA's good safety record, but the market continues to be extremely volatile.
 - b. Continuing to focus on containment of Runabout subsidies, especially as ridership continues to increase as we emerge from the pandemic.

- c. Address staffing and retention, particularly in the Bus Operator classification.
 - 2. Continue efforts to implement Zero-Emission Bus technologies, including implementing our first two battery-electric buses due for delivery in late-summer/early-fall and start-up of recharging infrastructure.
 - 3. State Transit Assistance (STA) funds are projected to be flat compared to the original current fiscal year allocation. As a reminder, starting in FY17-18 the funding to the region was significantly increased due to the Senate Bill 1 – Road Repair and Accountability Act (SB-1) funds, which include augmented STA funds and State of Good Repair funds.
 - 4. Local Transportation Funds (LTF) used primarily for operating purposes are projected to be flat in the region but the RTA will continue to maximize all other funding sources before determining the need for LTF.
 - 5. Federal Transit Administration formula funds (Sections 5307, 5339 and 5311) for Federal Fiscal Year 2023 are higher than in recent years, which may help reduce the need for LTF by all transit operators in the county. The adjustment for the higher funding would occur after the transit operators meet with SLOCOG to revised the funding allocations to each operator.
 - 6. Fuel costs continue to be volatile and significantly higher than prior years; this also impacts ridership and fare revenues.
 - 7. Delay in the procurement of Joint Short Range Transit Plan consultant services to align with the City of San Luis Obispo's on-going Transit Innovations Study. City staff has advised us that their study is scheduled to be completed in June 2023, so we will presume we can begin the procurement process in mid-summer 2023.
-

Mission Statement

As a reminder, the Mission of the RTA is to provide safe, reliable and efficient transportation services that improve and enhance the quality of life for the citizens of and visitors to San Luis Obispo County.

Objectives and Revenue Impacts

- 1) Maintain, and incrementally increase, service levels and hours of service back to pre-pandemic levels that meet the standards of productivity and demand of our customers and communities through the effective and efficient delivery of RTA Fixed-Route and Runabout coreⁱ services:
 - a) The RTA originally received \$755,890 for RTA core services in STA funding in FY22-23. This amount was increased and included in amendment #1 by \$214,330 in November 2022. Staff will work with SLOCOG staff to determine a realistic estimate for FY23-24, but to be conservative we assume we will be starting with the original amount.
 - b) Continue to monitor the results and impacts on ridership and fares based on the overall regular fare structure. The last system-wide fare change was implemented in December 31, 2017, both on RTA Fixed-Route and on the Runabout service, which included the establishment of a Runabout premium service fare.
 - c) The FY22-23 budget adopted in May 2022 included \$5,851,060 in LTF operating revenues. At the May 2022 Board meeting, the advisory FY23-24 LTF projection was \$7,096,330, which was revised during FY22-23 down to \$6,882,000. Staff is still developing estimated annual FY22-23 expenses, which impacts the carryover amount that could reasonably be identified for the FY23-24 budget.
 - d) Federal Transit Administration (FTA) Sections 5307, 5311 and 5339 operating funding and capital funding for FY23-24 will be presented in the same format as the projection included in the May 2022 presentation. Once adjustments have been made to each operator based on the higher than expected apportionments, staff will provide the Board with a budget amendment. Monies for FTA-funded projects are reimbursed either as progress payments or as full payment at the end of the project and/or fiscal year, which requires focused care by staff to ensure adequate cash flow.
 - e) Detailed miles/hours and span of service for each RTA core Fixed-Route and for Runabout will be provided with the draft budget. For context, detailed budgets based on miles/hours and span of service will also be provided separately for SLO County Services, South County Transit, and North County Local Services.
 - f) Productivity of each RTA-operated Fixed-Route service during holiday time periods will be presented to the Board as part of the draft budget, specifically associated with the service provided during the weeks of Thanksgiving, Christmas and New Years to determine if service levels should remain at a reduced level similar to 2021 and 2022.
 - g) Staff will continue to research and evaluate new revenue sources should any potential shortfall in operating revenues arise. If we are unable to secure funding,

staff would recommend that the Board consider adjusting the TDA allocation from the RTA jurisdictions and/or adjust service levels.

- h) Due to changes in self-insured retention requirements, and now that consolidation has been completed, staff is reviewing and will provide recommendations regarding the RTA reserve policy during FY22-23.
- 2) Work with SLOCOG and our transit agency partners in the region to evaluate region-wide service efficiencies:
- a) Transit agencies across the country have been highly impacted by the COVID-19 pandemic, which continues to impact ridership and farebox revenues. As a result, the State of California has suspended farebox recovery ratio requirements through the end of FY22-23. Although the Governor is expected to propose adjustments that will impact transit as part of FY23-24 budget, the pending end of the requirement suspension is a major concern.
 - b) The RTA will work with SLOCOG staff and other transit providers to evaluate efficiencies in the provision of service throughout the county through both the SLOCOG Social Services Transportation Advisory Committee and through the RTA's Regional Transit Advisory Committee.
 - c) Staff will use the *2018-20 RTA Strategic Business Plan* as well as the *2016 Short Range Transit Plan* to evaluate potential efficiencies and, with Board concurrence, implement efficiencies as appropriate. Additionally, the RTA will work with our transit agency partners to kick off a Short Range Transit Plan study to update the 2016 plan as well as address the zero-emission bus requirements of the Innovative Clean Transit (ICT) Rollout Plan (scheduled for adoption at the March 2023 Board meeting).
- 3) Evaluate options and provide analysis on the 5-year capital improvement program and methods to fund these needs:
- a) Staff will continue to work with SLOCOG to prioritize capital projects using the State of Good Repair STA portion of SB-1 funds. These SB-1 funds are an important source of revenues for the RTA and the other transit operators in our region. It directly impacts the RTA's need for LTF to fund operations and the local match for capital projects by reducing local match needed for federal funds, and interest when financing for capital projects is needed.
 - b) Other potential capital funds intended to support our transition to zero-emission buses include AB617 Clean Air Program, Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP), Volkswagen Mitigation Funds, and Low Carbon Transit Operating Program (LCTOP). Staff will continue to leverage all grant funds to the greatest extent possible.

4) Address projected changes in demand for Runabout service:

- a) Runabout service hours and miles are still lower than were originally projected for FY22-23, and staff is closely monitoring service needs to determine when service will return to pre-pandemic levels. Staff will seek the Board's direction as demand is anticipated to increase over time.
- b) Staff suspended in-person Runabout service eligibility assessments during the pandemic. Staff has started re-instituting this program to ensure that only those persons truly eligible for Runabout service are initially registered or re-registered as part of the Runabout application process. Staff will also provide mobility training for disabled persons who are able to occasionally use Fixed-Route services for some or all of their travel needs.
- c) Staff does not foresee needing to move forward with using supplemental taxicab services at this time, but should future Runabout service expansions be required or if staffing shortages persist, staff will revisit this option.

Expenses Impacts

- 1) Fuel prices continue to be extremely volatile; diesel fuel will be budgeted at \$5.10 per gallon. Included in the Fuel line-item will be diesel exhaust fluid (DEF), used to lower diesel exhaust emissions on the newer Fixed-Route vehicles. Should prices increase or decrease staff will address the change in a budget amendment.

2) Insurance Expenses:

- a) CalTIP liability insurance premiums are projected to increase. The exact amount is not known at this time, as CalTIP actuaries are still working on May 1, 2023 through April 30, 2024 rates. Estimates will be available from CalTIP in time to include in the RTA draft budget presented to the Executive Committee at its April 2023 meeting. Although the number of RTA losses based on mileage has been lower than the statewide pool average, the RTA did experience large claims in February 2019 and January 2021 which impact current and future premiums. The pool had experienced significant negative claims development several years ago but those have stabilized due to efforts of all the member agencies to ensure the stability of the pool and ensure equity in costing among all members. This included a recent actuarial study on the formulas used in applying and calculating each agency's experience modification factor. More importantly, the California liability market continues to contract, which also increases per-mile costs.
- b) CalTIP vehicle physical damage will increase due to the added asset value of newer vehicles in the fleet and the recent property damage seen in the market, namely due to the recent flooding.
- c) Our annual Employment Risk Management Authority premium is estimated at \$47,000, with a \$50,000 self-insured retention. This self-insured retention does

not currently have a reserve in place to cover it should a loss develop. As noted previously, staff is reviewing and will provide recommendations regarding the RTA reserve policy in FY22-23.

- d) Workers compensation premiums charged by our carrier (Public Risk Innovation, Solutions, and Management, or PRISM) are projected to increase, with the realization that workers compensation for transit services is especially challenging statewide as loss development trends in the state are not favorable. Based on estimates provided in November 2022 from PRISM, the estimate is more than the projection include in May 2022 for FY23-24 by about 6%. Staff will obtain a more refined estimate in early February and again in late March. We continue to work with our employee Safety Committee that evaluates workplace safety and initiates proactive programs to address the number of claims and severity of the claims. Although premiums are expected to rise, a significant portion of that increase is attributable to the increase in wages identified in the collective bargaining agreement.
- e) Property insurance will increase due to now owning the facility at 253 Elks Lane and due to the significant losses in the property insurance market, most recently the wildfires in California. Additionally, the building is required to have flood insurance because it is federally funded.
- f) For budget-making purposes, staff is assuming an 8% annual increase for healthcare costs for each of the next two fiscal years. Staff believes that this estimate is reasonable based on historical price increases. This will include the paid family leave program that was implemented in July 2022, which brought the leave benefits closer to those offered under the state disability insurance program. Staff is also looking at options to bring the RTA's participation in a self-funded plan in line with the California Department of Managed Health Care (DMHC) requirement for non-self-funded plans to remove exclusions of coverage based on gender identity or gender expression.

3) Staffing Expenses:

- a) The previous 4-year Collective Bargaining Agreement (CBA) expired on December 31, 2021, and a one year extension was negotiated through December 31, 2022. Staff fully understands the fiscal impacts that the pandemic has had on our agency and its member jurisdictions, and we continue to seek the Union's assistance in helping us emerge in a fiscally responsible manner.
- b) The number of FY23-24 budgeted full-time equivalent (FTE) positions will remain the same as in FY22-23. Should adjustments to the FTE count need to be revised, staff will bring that proposal to the Board along with any new or revised job descriptions, if applicable.

- c) For FY23-24, the overall number of budgeted positions for the non-core services (North County, SoCo Transit, and SLO County services) will remain the same. It should be noted that the marginal costs and revenues the services will be treated in the budget the same way as prior years: as separate and distinct columns in the budget tables.
- d) An annual inflationary wage adjustment based on the December 2021 to December 2022 Consumer Price Index (CPI) of 4.9% will be implemented in July 2023. The Operations Supervisor classification CPI increase adjustment would be implemented in January 2024, to coincide with Bus Operator wage scale adjustments. Employees within the salary range for their position will be eligible for a step merit increase subject to performance assessments and budgetary authority.
- e) The RTA Board of Directors took action at its November 2, 2022 meeting to implement the increase in contribution percentage of 2.38% for the retirement plan with San Luis Obispo County Pension Trust (SLOCPT) in July 2023 rather than January 2023. Traditionally and in line with how the County treated increases for unrepresented employees in June 2022 for FY22-23 and FY23-24, the RTA will assume the 2.38% pickup. This is related to management, administration and confidential employees, and does not include the employees who are covered by the CBA with Teamsters Local 986.

Proposed Budget Calendar

February 8	Detailed budget assumptions and revenue forecasts presented to Executive Committee
March 1	Provide mid-year FY22-23 Budget data to Board and present budget amendment (if needed). Obtain Board concurrence on proposed draft budget assumptions.
March 31	Based on feedback from the Board, Executive Committee and RTAC, develop FY23-24 Budget
April 12	Present draft FY23-24 Budget and final budget amendment for FY22-23 to Executive Committee (if needed)
April 20	Present final draft FY23-24 Budget and final budget amendment for FY22-23 to RTAC (if needed)
May 3	Final Board Budget presentation; Board adoption of FY23-24 Budget

Staff Recommendation for the Board:

Approve the budget assumptions and budget calendar so that a detailed work plan and budget may be developed.

ⁱ Core services are defined as:

1. Hourly weekday services on RTA Routes 9, 10 and 12;
2. Five trips/day on Saturdays for Routes 9, 10, 12, and Monday-Saturday on Route 15;
3. Three trips/day on Sundays for Routes 9, 10, 12 and 15;
4. Peak period weekday service on Route 14 during open session of Cuesta College;
5. Peak period commuter Express services on Routes 9, 10 and 12; and
6. Runabout service that matches the fixed-route service days operated in each community.

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

MARCH 1, 2023

STAFF REPORT

AGENDA ITEM: C-2

TOPIC: Innovative Clean Transit (ICT) Zero-Emissions Bus (ZEB) Rollout Plan and Related FTA Zero Emission Transition Plan

PRESENTED BY: Geoff Straw, Executive Director

STAFF RECOMMENDATION: Adopt the CARB Required *ICT Rollout Plan* and Resolution, as well as the Related FTA Required ZEB Transition Plan

BACKGROUND/DISCUSSION:

The Innovative Clean Transit (ICT) regulation was adopted by the California Air Resources Board (CARB) in December 2018. It required all public transit agencies to gradually transition to a 100-percent zero-emission bus fleet. Under the ICT regulation, small transit agencies such as the RTA must submit its governing body approved ICT Zero Emissions Bus (ZEB) Rollout Plan along with its resolution approving the Plan to the CARB Executive Officer by July 1, 2023.

The attached RTA's *ICT Rollout Plan* describes how the agency plans to achieve a full transition to zero-emission bus technologies by 2040 by pursuing Battery-Electric Bus technologies in the near and medium term. It includes essential elements for a smooth transition, including a vehicle purchase schedule, a schedule for related infrastructure build-out, potential funding sources and workforce development. A separate discussion on possible transition to Hydrogen Fuel Cell Electric Buses is included in Appendix E.

The RTA remains committed to transitioning away from using internal combustion engines to ZEB technologies. At its January 11, 2023 meeting, the Board provided review and feedback for the draft *ICT Rollout Plan* and related FTA ZEB Transition Plan (which is included as Appendix F). The draft *ICT Rollout Plan* provided recommendations on how to achieve full compliance with recent legislation, and to do our part to provide environmentally and economically sustainable public transportation that will meet the needs of future generations.

The final draft *ICT Rollout Plan* includes all of the following components (sections) listed below:

- A. *Transit Agency Information*: Identification as a small transit provider.

- B. *Rollout Plan General Information*: A goal of full transition to zero-emission buses by 2040 with careful planning that avoids early retirement of conventional internal combustion engine buses.
- C. *Technology Portfolio*: Identification of the types of zero-emission bus technologies a transit agency is planning to deploy, such as battery electric or fuel cell electric bus.
- D. *Current Bus Fleet Composition and Future Bus Purchases*: A schedule for zero-emission and conventional internal combustion engine bus purchases and lease options. This schedule for bus purchases must identify the bus types, fuel types, and number of buses
- E. *Facilities and Infrastructure Modifications*: A schedule for construction of facilities and infrastructure modifications or upgrades, including charging, fueling, and maintenance facilities, to deploy and maintain zero-emission buses. This schedule must specify the general location of each facility, type of infrastructure, service capacity of infrastructure, and a timeline for construction.
- F. *Providing Service in Disadvantaged Communities*: A description on how a transit agency plans to deploy zero-emission buses in disadvantaged communities as listed in the latest version of the interactive on-line CalEnviroScreen program
- G. *Workforce Training*: A training plan and schedule for zero-emission bus operators, maintenance and repair staff and trainers.
- H. *Potential Funding Sources*: Identification of potential funding sources the RTA expects to use to acquire zero-emission technologies (both vehicles and infrastructure)
- I. *Start-up and Scale-up Challenges*: A description of challenges the RTA is currently facing in small scale zero-emission bus deployment.

Staff Recommendation:

Adopt the CARB required *ICT Rollout Plan* and resolution, as well as the related FTA required *ZEB Transition Plan*

Zero Emissions Bus ROLLOUT PLAN



San Luis Obispo Regional Transit Authority

253 Elks Lane
San Luis Obispo CA 93401

Office: (805) 541-2228
Website: www.slorta.org

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SECTION A: TRANSIT AGENCY INFORMATION

Background on the RTA

The San Luis Obispo Regional Transit Authority (RTA) was created in 1989 as a Joint Powers Authority to provide management of regional fixed-route public transportation services, as well as regional paratransit services. That latter service, called RTA Runabout, first established in 1977 under Section 504, became the sole Americans with Disabilities Act (ADA) complementary paratransit provider in 2001 for all fixed-route providers operating in the region.



The mission of the RTA is to provide safe, reliable and efficient transportation services that improve and enhance the quality of life for the citizens and visitors of San Luis Obispo County.

The county is located on the beautiful Central Coast of California, halfway between Los Angeles and San Francisco. The current population is 271,172, including that of three small urbanized areas (UZAs):

- San Luis Obispo designated in 1990;
- El Paso de Robles-Atascadero in 2000
- Arroyo Grande-Grover Beach in 2010

The RTA coordinates regional services with local fixed-route providers in each UZA in the county, as well as within Santa Maria (population 130,000) in nearby northern Santa Barbara County.

The 12-member RTA Board of Directors includes an elected representative from each of the seven cities in the county, as well as all five County Supervisors. The Regional

Transit Advisory Committee (RTAC) meets quarterly and provides advice to the RTA Board. The RTAC is comprised of representatives from each municipal transit agency, as well as from Cuesta Community College, California Polytechnic State University, and at-large members representing fixed-route and disabled riders.

The RTA directly operates hourly service on five regional fixed-routes and ADA complementary paratransit services primarily along the US-101 and SR-1 corridors, as well as express commuter services during peak travel periods. Four out of the five regional fixed-routes converge on downtown San Luis Obispo, 7 days a week. The RTA regional fixed-route service prior to the COVID-19 pandemic had a peak pull-out of 15 buses, and carried over 700,000 riders annually, while weekday productivity ranged from 18 to 28 boardings/hour. The RTA also operates community-based services funded by SLO County in small rural areas, and is funded by the City of Paso Robles to operate local fixed-routes and a local Dial-A-Ride program. The RTA also manages/maintains the fixed-route service operated in the Beach Communities of the Five Cities Area. Prior to the pandemic, these various fixed-routes provided over 1 million passenger-boardings annually. All of these various services fall under the control of the RTA, including administration, operations and maintenance of all vehicles. These services are based out of the newly completed Bus Maintenance Facility located at 253 Elks Lane in San Luis Obispo, as well as park-out facilities in Paso Robles and Arroyo Grande.



In total, the RTA manages a fleet of 79 vehicles, including those vehicles designated for fixed-route services, ADA complementary paratransit services and non-revenue support vehicles. Of the total fleet composition, **50 vehicles**

have a gross vehicle weight of greater than 14,000 pounds and are identified in this plan for replacement with zero-emission technologies.

Table 1: Transit Agency Information

TRANSIT AGENCY INFORMATION		
i.	Transit Agency Name:	San Luis Obispo Regional Transit Authority (RTA)
ii.	Mailing Address:	253 Elks Lane San Luis Obispo, CA 93401
iii.	Name of Transit Agency's Air District:	San Luis Obispo County Air Pollution District (APCD)
iv.	Name of Transit Agency's Air Basin:	South Central Coast Basin-wide Air Pollution Control Council (SCC/BCC)
v.	Total Number of Applicable Vehicles (GVW > 14,000 pounds):	50
vi.	Population of the Urbanized Areas the Transit Agency is serving as published in the 2010 Census Urbanized Area Population data (Includes Arroyo Grande-Grover Beach, Paso Robles-Atascadero, San Luis Obispo and Santa Maria UZAs):	population 306,754
vii.	Contact Information of the Executive Manager, Chief Operator Officer, or equivalent: Contact Name, Title, Telephone, Email	Geoff Straw Executive Director (805) 541-2228 ext 4465 gstraw@slorta.org
viii.	The RTA is not part of a Joint Group.	

SECTION B: ROLLOUT PLAN GENERAL INFORMATION

The RTA's goal is to successfully transition to zero-emission fleet technologies by 2040 in a way that avoids early retirement of conventional buses. The RTA's *Innovative Clean Transit Rollout Plan (ICT Rollout Plan)* will enable the agency to fully transition its bus fleet to zero-emission by the 2040 deadline set in the California Air Resources Board *ICT Fleet Rule*. All buses will operate for their expected useful life to avoid early retirement of any vehicle. Much of the work described as part of this *ICT Rollout Plan* is based on the *Electrification-Readiness Plan and Deployment of Battery-Electric Buses by San Luis Obispo RTA* master plan developed in April 2019 as part of the design of the new Bus Maintenance Facility completed in January 2022. This *Electrification-Readiness Plan* also informed the *Zero-Emission Vehicle Purchase Policy* adopted by the RTA Board of Directors at its March 6, 2019 meeting.

To comply with *ICT Fleet Rule* requirements, starting in 2026, 25% of RTA's applicable vehicles (greater than 14,000 pounds gross vehicle weight) purchased must be zero-emission buses (ZEB). By 2029, 100% of vehicle purchases must be zero-emission. With the prior planning and phasing in of zero-emission vehicles detailed in this plan, the RTA's goal is for vehicles operated in revenue service to be zero-emission vehicles as technology and funding permits. The *ICT Fleet Rule* states that transit agencies can no longer operate internal combustion engine-powered buses in 2040.

Six of the RTA's 35 fixed-route vehicles (17.1% of the fleet) were purchased between 2003 and 2011 and have, or are now approaching, the end of their economically useful life. The RTA has been able to complete midlife engine refurbishments on eleven of the fixed-route buses purchased between 2013 and 2015. In the absence of these refurbishments, all these buses would need to be replaced around the same time, which would drive a spike in procurement. Extending the lifetime of a portion of these buses through refurbishment helps equalize the number of new purchases from year to year.

The RTA's battery-electric bus (BEB) recharging infrastructure at the Bus Maintenance Facility was designed to enable a phased-in approach. In early 2023, the RTA will finalize construction and subsequently commission four fast-charge direct-current (DC) electric bus recharging stations, which is enough to satisfy demand for four (4) buses operating on the RTA's shorter routes. In May 2022, the RTA issued a purchase order to its first two BEBs, which should be delivered in late 2023. In addition, in 2022 the RTA secured funding to purchase five additional BEBs, and plans to issue purchase orders in summer 2023. As subsequent BEBs are procured, fast-charge DC recharging stations will be implemented for each bus, relegating the first four recharging stations to back-up status.

The RTA is currently developing funding proposals to develop master planning and design for fast-charge DC recharging stations at its two leased bus park-out yards in the North County (Paso Robles) and South County (Arroyo Grande), as well as feasibility studies for opportunity charging at:

1. The Route 9 layovers at passenger facilities in San Luis Obispo and in Paso Robles,
2. The Route 10 layovers at passenger facilities in San Luis Obispo and in Santa Maria, and
3. The Route 15 layovers at the Morro Bay Transit Center.

This *ICT Rollout Plan* was approved by the RTA's Board of Directors on March 1, 2023 under Resolution Number 23-XX. The Board-approved Resolution is provided as an attached Appendix A and a copy has been submitted to the California Air Resources Board (CARB).

SECTION C: TECHNOLOGY PORTFOLIO



The RTA intends to continue to deploy both diesel-powered and BEBs as the fleet is transitioned to 100% zero-emission by 2040. The final fleet composition – 35 fixed-route BEBs, 2 cutaway fixed-route vehicles, 11 ADA Runabout Paratransit and 2 Trolleys – was determined to maximize performance and minimize cost.

As part of the *2019 Electrification Readiness Plan*, the RTA and its consultants used speed, distance and elevation data from the RTA's current routes/blocks to develop daily operating energy and peak power requirements for BEBs at each of its three operating locations and to determine which technology was most appropriate for each route. Additional constraints were considered such as infrastructure footprint limitations and available electrical capacity at the new Bus Maintenance Facility in San Luis Obispo Bus; the footprint and electrical capacity constraints for the Arroyo Grande and Paso Robles park-out facilities will be considered as part of future studies.

Project Constraints

Two major constraints limiting the deployment of BEB infrastructure are the availability of capital funding, and possible electrical capacity needed at the two leased park-out facilities (in Paso Robles and Arroyo Grande) and at opportunity charging locations.

Figure A in Section E shows overhead views of Bus Maintenance Facility existing bus fueling/charging equipment as well as the expected location of future equipment. The location of future equipment shown in these figures is approximate – the exact siting will be determined through engineering analysis as the construction projects are planned.

The available electrical capacity at the Bus Maintenance Facility was assessed based on the total power required for BEBs parked at that facility, as well as for the Paso Robles and Arroyo Grande leased park-out sites compared to the loads on each meter. Further study is required to determine the feasibility and electrical capacity at these two remote park-out locations.

SECTION D: CURRENT BUS FLEET COMPOSITION & FUTURE BUS PURCHASES



Fleet Composition

As shown in Table 2 below, the RTA operates a total fleet of 50 vehicles with a GVW greater than 14,000 pounds: consisting of 35 fixed-route buses, 2 cutaway fixed-route vehicles, 11 ADA demand-response and 2 Trolley vehicles.

Table 2: Current Fleet Composition (>14,000 pounds GVW)

Total Number of Vehicles	Vehicle ID#	Engine Model Year	Bus Model Year	Fuel Type	Vehicle Type	Make	Service Type
3	204* (3 ARBOCS)	2003	2003	Diesel	Bus	Gillig Phantom	Fixed-Route
2	167, 168	2008	2008	Diesel	Bus	Gillig Phantom	Fixed-Route
2	1011, 1012	2010	2010	Diesel	Bus	Thor EZ Rider	Fixed-Route
1	1101	2011	2011	Diesel	Bus	El Dorado BRT	Fixed-Route
10	1301-1310	2013	2013	Diesel	Bus	Gillig Low Floor	Fixed-Route
9	1501-1509	2015	2015	Diesel	Bus	Gillig Low Floor	Fixed-Route
3	1801-1803	2018	2018	Diesel	Bus	Gillig Low Floor	Fixed-Route
3	1910-1912	2019	2019	Diesel	Bus	Gillig Low Floor	Fixed-Route
2	2101, 2102	2021	2021	Diesel	Bus	Gillig Low Floor	Fixed-Route
1	1013	2011	2010	Gasoline	Trolley	Double K Villager	Seasonal F/R
2	1510, 1512	2015	2015	Gasoline	Cutaway	Ford Starcraft E450	Fixed-Route
1	1511	2015	2015	Gasoline	Cutaway	Ford Starcraft E450	Demand-Response
1	1707	2017	2017	Gasoline	Trolley	Ford F550 Villager	Seasonal F/R
9	1901-1909	2019	2019	Gasoline	Cutaway	Ford Starcraft E450	Demand-Response
1	2031	2019	2020	Gasoline	Cutaway	Ford Starcraft E450	Demand-Response

50 **Total Vehicles**

Tables 3 and 4 below show the total of new vehicle purchases anticipated by year for heavy-duty buses and for smaller fixed-route / demand-response vehicles.

Table 3: Heavy-Duty Bus Purchase Timeline (Fixed-Route Services)

Timeline (Purchase Year)*	Total Number of Buses Purchased	ZEB Purchases				Conventional Bus Purchases				Small Agency ICT Rqmnt
		Number of ZEB Purchases	Percentage of Annual ZEB Purchases	ZEB Bus Type(s)	ZEB Fuel Type(s)	Number of Conv. Bus Purchases	Percentage of Annual Conv. Bus Purchases	Type(s) of Conv. Buses	Fuel Type(s) of Conv. Buses	
2021	3	0	0%			3	100%	ARBOC Ford Starcraft E450	Gasoline	
2022	2	2	100%	Gillig Low Floor	Electric	0	0%			
2023	6	5	83%	Standard	Electric	1	17%	Standard	Diesel	
2024	0	0	0%			0	0%			
2025	7	0	0%			7	100%	Standard	Diesel	
2026	5	2	40%	Standard	Electric	3	60%	Standard	Diesel	25%
2027	4	1	25%	Standard	Electric	3	75%	Standard	Diesel	25%
2028	4	1	25%	Standard	Electric	3	75%	Standard	Diesel	25%
2029	2	2	100%	Standard	Electric	0	0%			100%
2030	0	0	0%	Standard	Electric	0	0%			100%
2031	2	2	100%	Standard	Electric	0	0%			100%
2032	0	0	0%	Standard	Electric	0	0%			100%
2033	3	3	100%	Standard	Electric	0	0%			100%
2034	2	2	100%	Standard	Electric	0	0%			100%
2035	2	2	100%	Standard	Electric	0	0%			100%
2036	3	3	100%	Standard	Electric	0	0%			100%
2037	3	3	100%	Standard	Electric	0	0%			100%
2038	4	4	100%	Standard	Electric	0	0%			100%
2039	5	5	100%	Standard	Electric	0	0%			100%
2040	7	7	100%	Standard	Electric	0	0%			100%
64		Total Purchases								
35		Total Fixed- Route Vehicles								

* Expected future bus purchases to be purchased or leased in the year of purchase. The ICT regulation defines a "bus purchase" (13 CCR § 2023(b)(7)) as occurring when a transit agency executes one of the following after it has identified, committed, and encumbered funds:

1. A written Notice to Proceed to a bus manufacturer to begin production of a bus either under a previously-entered purchase contract; or to execute a contract option;
2. If no Notice to Proceed is issued, a written purchase agreement between a transit agency and a bus manufacturer that specifies the date when the bus manufacturer is to proceed with the work to manufacture the bus; or purchases each year, as well as bus types and fuel types

Table 4: Other Vehicle Purchase Timeline (Small Fixed-Route, Demand-Response & Seasonal Vehicles)

Timeline (Purchase Year)	Total Number of Buses Purchased	ZEB Purchases				Conventional Bus Purchases				Small Agency ICT Rqmnt
		Number of ZEB Purchases	Percentage of Annual ZEB Purchases	ZEB Bus Type(s)	ZEB Fuel Type(s)	Number of Conv. Bus Purchases	Percentage of Annual Conv. Bus Purchases	Type(s) of Conv. Buses	Fuel Type(s) of Conv. Buses	
2021	2	0	0%			2	100%	Ford Starcraft E450	Gasoline	
2022	0	0	0%			0	0%			
2023	2	0	0%			2	100%	Standard	Gasoline	
2024	0	0	0%			0	0%			
2025	5	0	0%			5	100%	Standard	Gasoline	
2026	4	1	25%	Standard	Electric	3	75%	Standard	Gasoline	25%
2027	0	0	0%			0	0%			25%
2028	3	1	33%	Standard	Electric	2	67%	Standard	Gasoline	25%
2029	1	1	100%	Standard	Electric	0	0%			100%
2030	0	0	0%			0	0%			100%
2031	1	1	100%	Standard	Electric	0	0%			100%
2032	5	5	100%			0	0%			100%
2033	4	4	100%			0	0%			100%
2034	3	3	100%			0	0%			100%
2035	0	0	0%			0	0%			100%
2036	0	0	0%			0	0%			100%
2037	1	1	100%			0	0%			100%
2038	1	1	100%			0	0%			100%
2039	4	4	100%			0	0%			100%
2040	5	5	100%			0	0%			100%
41		Total Purchases								
15		Other Vehicles Over 14,000 GVWR								

The replacement schedule was designed so that no bus retires before completing its FTA-defined economically useful life. The RTA's heavy-duty fixed-route buses were assumed to operate for no more than 20% beyond its design life (12-years/500k miles), which equates to essentially 14 years or 600k miles, whichever comes first. To avoid a single year with significantly more purchases than usual, the expected

retirement age was sometimes staggered to better distribute procurement actions across multiple years. All heavy-duty fixed-route buses were assumed to last at least 12 years and no bus was projected to last more than 15 years

The replacement schedule for smaller vehicles shown in Table 4 above assume each vehicle meets or exceeds FTA design life standards of 4 years or 100k miles, whichever comes first. This is consistent with current operations at the RTA, as no demand response vehicle was forecasted to be in operation longer than 6 years. In this plan, it was assumed that demand response vehicles will last 5 years on average. This will need to be revisited as electric paratransit vehicles become available and are road-tested for available range. After 2028, the vehicles identified in the table above will need to be replaced a second time. Should a ZEB vehicle be available at this time that meets this vehicle category, the RTA will implement that technology within as funding becomes available.

The cost of each new vehicle purchase was forecasted based on the most recent quotes received in 2022 by the RTA, projected timeline for replacement and national inflation rates.

Table 5 below shows the projected annual cost for all vehicles based on the purchase schedule identified in this plan.

Table 5: Estimated Total Cost of Vehicle Purchases

Timeline (Purchase Year)	# of ZEBs	# of Conv. Bus	Vehicle Type (s)	Estimate Cost of Each Bus (Cost in 2022)	Inflation Rate*	Comp. Inflation	Total Cost in Year of Expenditure
2021	0	3	3* ARBOC (gasoline)	\$229,947	Purchase Order Issued		\$689,841
		2	2* Ford Starcraft E450 (gasoline)	\$147,987	Purchase Order Issued		\$295,974
2022	2	0	2* Gillig Low Floor (electric)	\$1,040,661	Purchase Order Issued		\$2,081,322
2023	5	3	5* BEB	\$1,040,661	2.00%	1.01	\$5,308,412
			1* Standard (diesel)	\$610,000	2.00%	1.01	\$622,322
			1* Cutaway (gasoline)	\$147,987	2.00%	1.01	\$150,976

			1* Trolley (diesel)	\$378,890	2.00%	1.01	\$386,544	
2024	0	0		\$0	2.25%	1.02	\$0	
2025	0	12	7* Standard (diesel)	\$610,000	2.50%	1.03	\$4,379,953	
			5* Cutaway (gasoline)	\$147,987	2.50%	1.03	\$758,988	
2026	2	7	2* BEB	\$1,040,661	2.75%	1.04	\$2,140,848	
			3* Standard (diesel)	\$610,000	2.75%	1.04	\$1,882,338	
			3* Cutaway (gasoline)	\$147,987	2.75%	1.04	\$456,658	
			1* Cutaway (electric)	\$252,466	2.75%	1.04	\$259,687	
2027	1	3	1* BEB	\$1,040,661	3.00%	1.05	\$1,073,442	
			3* Standard (diesel)	\$610,000	3.00%	1.05	\$1,887,645	
2028	2	5	1* BEB	\$1,040,661	3.25%	1.06	\$1,076,512	
			3* Standard (diesel)	\$610,000	3.25%	1.06	\$1,893,044	
			2* Cutaway (gasoline)	\$147,987	3.25%	1.06	\$306,170	
			1* Cutaway (electric)	\$252,466	3.25%	1.06	\$261,164	
2029	3	0	2* BEB	\$1,040,661	3.50%	1.07	\$2,159,268	
			1* Cutaway (electric)	\$252,466	3.50%	1.07	\$261,921	
2030	0	0		\$0	3.75%	1.08	\$0	
2031	3	0	2* BEB	\$1,040,661	4.00%	1.09	\$2,172,068	
			1* Cutaway (electric)	\$252,466	4.00%	1.09	\$263,474	
2032	5	0	5* Cutaway (electric)	\$252,466	4.25%	1.10	\$1,321,344	
2033	7	0	7* Cutaway (electric)	\$252,466	4.50%	1.20	\$1,862,694	
2034	5	0	2* BEB	\$1,040,661	4.75%	1.30	\$2,209,844	
			2* Cutaway (electric)	\$252,466	4.75%	1.30	\$536,112	
			1* Trolley (electric)	\$454,668	4.75%	1.30	\$482,744	
2035	2	0	2* BEB	\$1,040,661	5.00%	1.40	\$2,227,015	
2036	3	0	3* BEB	\$1,040,661	5.25%	1.50	\$3,367,839	
2037	4	0	3* BEB	\$1,040,661	5.50%	1.60	\$3,396,718	
			1* Trolley (electric)	\$454,668	5.50%	1.60	\$494,679	
2038	5	0	4* BEB	\$1,040,661	5.75%	1.70	\$4,569,542	
			1* Cutaway (electric)	\$252,466	5.75%	1.70	\$277,145	
2039	9	0	5* BEB	\$1,040,661	6.00%	1.80	\$5,765,262	
			4* Cutaway (electric)	\$252,466	6.00%	1.80	\$1,118,929	
2040	12	0	7* BEB	\$1,040,661	6.25%	1.90	\$8,149,676	
			5* Cutaway (electric)	\$252,466	6.25%	1.90	\$1,412,232	
7035			Estimated Total Cost of Vehicle Purchases					\$67,960,341
105			Total Purchases					

The RTA is not considering converting any conventional buses to zero-emission propulsion systems due to the RTA's prior poor experience converting conventional

diesel-powered buses to gasoline-electric hybrid in the early 2000s. In other words, this plan assumes new replacement vehicles only.

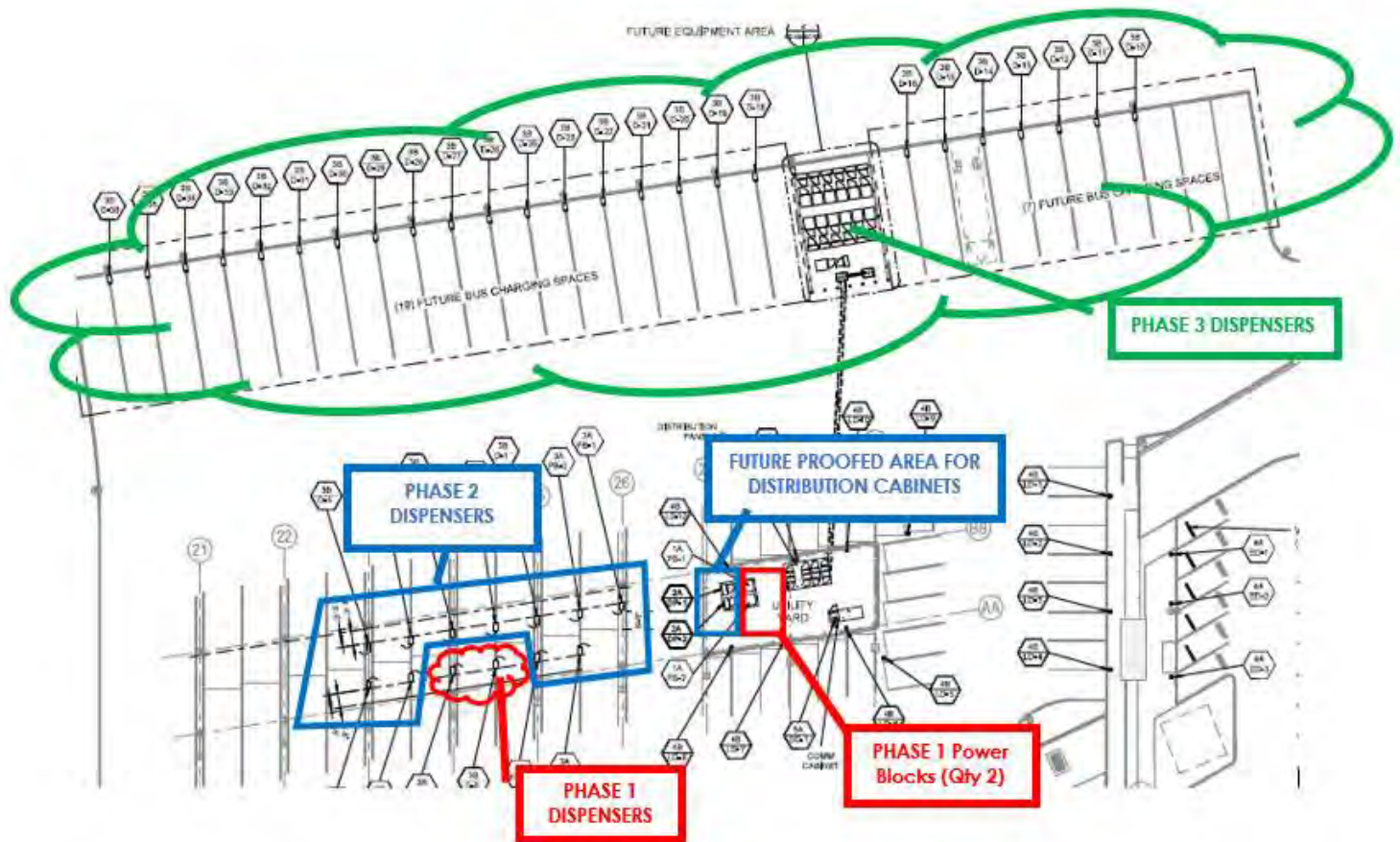
SECTION E: FACILITIES AND INFRASTRUCTURE MODIFICATIONS

The RTA issued its first purchase order for zero-emission buses on May 31, 2022. These two BEBs will replace conventional diesel-powered buses (Vehicle ID#167 and #168) that were placed into revenue service in 2008, and we expect delivery in late 2023. Before the first BEB is delivered, the RTA will have battery recharging infrastructure in place as part of the Phase 1 elements of the Bus Maintenance Facility (BMF) in San Luis Obispo to support the BEBs in its bus fleet and to enable future expansion.

The *Electrification-Readiness Plan* discussed in Section B above showed that a maximum peak demand of 2,220 kilowatt-hours (kW) is necessary at full build-out of the BEB fleet and is what has been implemented at the new BMF. In total, the BMF will charge up to 18,483 kWh/day. The BMF, including all underground vehicle recharging infrastructure, was substantially completed in January 2022, and the Phase 1 recharging equipment is expected to be operational in March 2023. As shown in the graphic at the end of this section, Phase 1 infrastructure includes two ChargePoint Express Plus 200kW DC charging power blocks, each connected to two Power Links with overhead dispensers.

The Phase 2 recharging infrastructure at the BMF will be installed as new BEBs are ordered and delivered. The figure shown below depicts the location of future distribution cabinets that are linked via already installed underground conduits to charging stations that will be installed along the western edge of the bus parking lane. The BMF was designed and constructed to incrementally add BEB charging elements without the need to upsize incoming cabling, distribution panels, conduits, etc.

Figure A: Bus Maintenance Facility Electrification Phases



The Phase 3 portion of the electrification project will include all remaining infrastructure needed to support the charging of applicable battery-electric vehicles. This will include installation of 25 chargers, the structural pads for the charger bases and dispensers, the wiring from the distribution boards to the chargers, and the wiring from the chargers to the dispensers.

Table 6 summarizes the facility infrastructure upgrades that will be required relating to the transition of the applicable vehicles to 100% zero emission. Further study will be needed to determine facility zero-emission infrastructure costs.

Table 6: Facility Infrastructure and Timeline

Facility Name	Address	Main Function	Infrastructure Type	Service Capacity	Needs Upgrade? (Yes/No)	Estimated Construction Timeline
Bus Maint Facility (BMF)	253 Elks Lane, SLO	Operations, Maint & BEB Charging	Phase 1: Four (4) AC/DC BEB Chargers	4 Buses	No	2023
			Phase 2: Eleven (11) AC/DC BEB Chargers	11 Buses	Yes	Further Study Required
			Phase 3: Twenty-five (25) AC/DC BEB Chargers	25 Buses & Cutaways	Yes	Further Study Required
North County	1735 Paso Robles St., Paso Robles	Parking & BEB Charging	TBD	TBD	Yes	Further Study Required
South County	800 Rodeo St., Arroyo Grande	Parking & BEB Charging	TBD	TBD	Yes	Further Study Required

As part of the *Electrification-Readiness Plan* discussed above, the number of kilowatt-hours (kW) necessary to recharge BEBs at the other two operating/park-out locations in Arroyo Grande and Paso Robles were also estimated, based on miles operated out of each facility. The Paso Robles facility will use up to 4,355 kWh/day and the Arroyo Grande facility will use up to 1,792 kWh/day. However, maximum electrical demand for these two facilities has yet to be estimated, and will require additional analysis – including layout of possible recharging equipment and the current limits of incoming power.

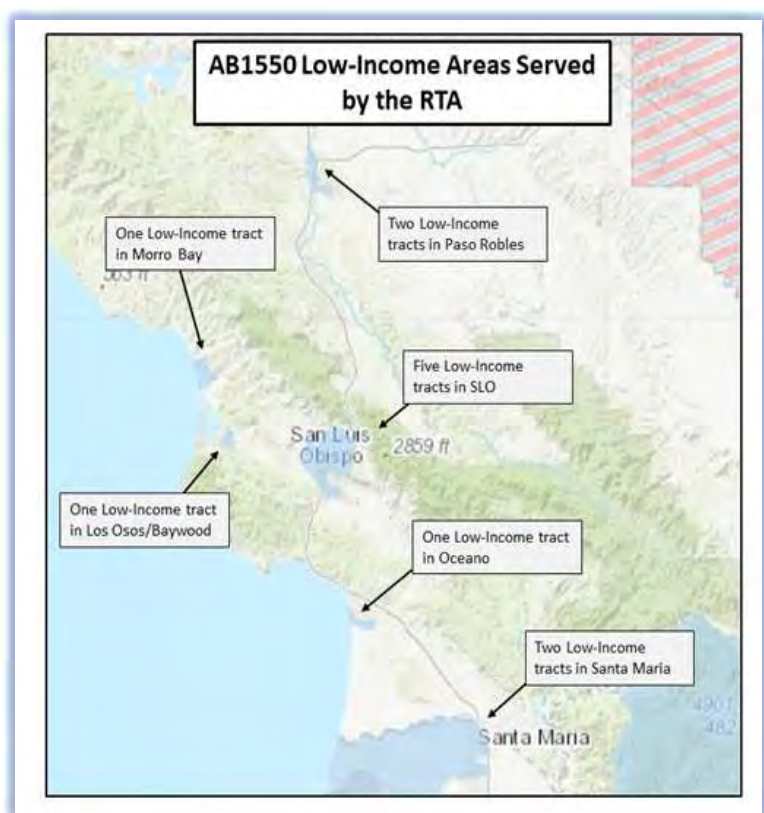
¹ This total includes 545 kWh for the Route 15 miles formerly operated from the Cambria yard but recently consolidated into the Paso Robles yard.

SECTION F: PROVIDING SERVICE IN DISADVANTAGED COMMUNITIES

There are no State-designated Disadvantaged Communities located in San Luis Obispo County. Figure B below shows State-designated Low-Income Communities within the RTA's service territory as defined by the latest version of CalEnviroScreen.

The RTA Bus Maintenance Facility is located within Census Tract 607901103, which is a CalEPA AB1550 Low-Income Community designated area. The RTA provides fixed-route services in all ten Low-Income Communities in San Luis Obispo County, which include the following Census Tracts:

Figure B: AB1550 Low-Income Areas Served



- 6079010102 (North Paso Robles),
- 6079010204 (Southeast Paso Robles),
- 6079010503 (North Morro Bay),
- 6079010703 (Baywood/Los Osos),
- 6079010901 (Northeast SLO),
- 6079011002 (East SLO),
- 6079011101 (Central SLO),
- 6079011103 (Southeast SLO),
- 6079011200 (West SLO), and
- 6079012200 (Oceano)

The RTA also serve Low-Income Communities in Santa Maria (Census Tracts 6083002101 and 6083002206).

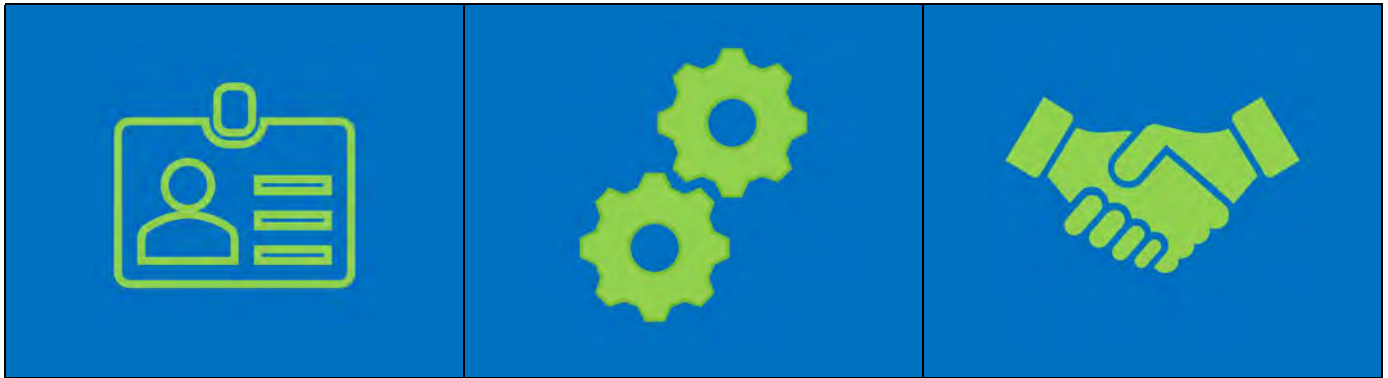
In terms of the more granular US Census block group level data, the project site is located in Census Tract 111.03 Block Group 2. While the percentage of persons living in poverty in the Block Group (15.6%) is high relative to the county (13.8%) and the

State (15.1%), it is lower than the City of San Luis Obispo proportion (32.4%). The proportion of minority residents in the Block Group (27.9%) is much higher than the county (14.1%) and City (15.3%), but it is lower than the State proportion (39.4%).

Many of the RTA's fixed-route and paratransit vehicles pass through these Low-Income Communities daily. This service is critical as it is relied upon by these communities for essential travel including to workplaces, medical appointments, government agencies, etc. As buses are transitioned from diesel or gasoline-powered to zero-emission technologies, it will eliminate critical criteria pollutant emissions of nitrogen oxides (NOx), carbon monoxide (CO) and volatile organic compounds (VOCs), along with particulate matter (PM_{2.5}) and greenhouse gases (GHGs). This improvement in air quality will benefit the citizens of the local community, including those living in designated Low-Income Communities that the RTA serves.

Pollution and noise resulting from bus operation are a concern for citizens living adjacent to transit routes. Buses also drive in stop and go traffic where they spend considerable time idling, wasting fuel and creating pollutant emissions. BEBs produce no point-source emissions, use less energy than carbon-based fuels and offer significantly quieter operation. The RTA will operate the zero-emission buses on routes providing service within these Low-Income Communities providing cleaner, quieter service.

SECTION G: WORKFORCE DEVELOPMENT



The RTA is eager to implement clean fuel technologies and is currently developing the *RTA Electrical Safety Plan* for the training of our operations and maintenance employees.

As new BEBs join the fleet, the RTA will receive training from the bus manufacturers on operating and maintenance procedures specific to the vehicles. Similarly, training will be provided by equipment suppliers providing battery charging infrastructure. Depending on the specific equipment, training may occur in a “train-the-trainer” format where key RTA staff are trained thoroughly on equipment who pass on basic knowledge to other personnel, or batch training where all or most of the related staff receive instruction from the equipment manufacturer.

Workforce development topics may include the following:

- Leadership and Employee Relations
- Overview of Zero-Emission Bus Technologies
- Zero-Emission Bus Operations
- Zero-Emission Bus Maintenance
- Zero-Emission Bus Safety Training
- Coordination with local Emergency Responders for Zero-Emission Fleet Emergency Response

Other training could include zero-emission bus procurement and fiscal management, zero-emission bus policies and regulations, and planning for deployment of zero-emission bus technologies and infrastructure.

SECTION H: POTENTIAL FUNDING SOURCES

Execution of the zero-emission transition plan will require significant capital expenditures. Table 5 in Section D above shows the estimated annual capital cost for vehicle replacements. Between 2021 and 2040 it is estimated that the RTA will require almost **\$68 million** to pay for all the zero-emission vehicle replacements. Table 6 in Section E above summarizes the needed facility infrastructure improvements and estimated timelines. It is important to note that further studies are required for infrastructure improvements, including inductive and conductive charging infrastructure and estimated costs.

The RTA actively seeks federal, state and local funds to fund on-going operations and for capital needs. Below is a list of potential federal, state and local funding sources that the RTA will continue to seek in greater proportions in comparison to historical amounts to support the acquisition of zero-emission technologies for both applicable vehicles and related infrastructure.

FEDERAL SOURCES

- Federal Transportation Administration (FTA) Funds
 - Section 5307 Urbanized Area Formula Program
 - Section 5339(a) Grants for Buses and Bus Facilities Formula Program
 - Section 5339(b) Buses and Bus Facilities Competitive Program
 - Section 5339(c) Low or No Emission Vehicle Program (competitive)

STATE & LOCAL SOURCES

- California Department of Transportation (Caltrans) Section 5311 Formula Grants for Rural Areas
- Low Carbon Transit Operation Program (LCTOP)
- Transit and Intercity Rail Capital Program (TIRCP)
- Hybrid and Zero-Emission Truck and Bus Voucher Incentive Program (HVIP)
- Caltrans State of Good Repair (SGR)
- State Transit Assistance (STA)

- Congestion Mitigation and Air Quality Improvement Program (CMAQ)
- Transportation Development Act (TDA)/Local Transportation Fund (LTF)
- Volkswagen Environmental Mitigation Trust Fund
- San Luis Obispo County Air Pollution Control District (APCD) Funds, including AB 617
- Pacific Gas & Electric (PG&E)
- Central Coast Community Energy (CCCE)
- Fares

SECTION I: START-UP AND SCALE-UP CHALLENGES

Technology Constraints

The RTA is committed to deploying zero-emission transit technologies. However, the RTA has identified several disadvantages in operating ZEBs versus traditional diesel- or gasoline-powered vehicles in our operating environment. The RTA's Executive Director and Maintenance Manager formerly worked together on a hydrogen bus demonstration project that was supported by a distinguished team of thought and technology leaders at the University of California at Davis. The technology proved to be complex and expensive from both a refueling infrastructure perspective and from a per kilogram cost of hydrogen. Given the RTA's lack of nearby technology expertise, skilled heavy-duty warranty providers and/or a cost-efficient hydrogen fuel provider, staff has recommended that the RTA Board not pursue Hydrogen Fuel Cell Electric Bus (HFCEB) technologies in San Luis Obispo until or unless the technology matures to a point that a small agency can reliably operate HFCEBs. Focusing on BEBs, disadvantages include relatively low range (particularly for intercity services), infrastructure cost for depot and/or opportunity charging, complex utility rates, electrical grid reliability, operational impacts, unproven battery life, and perceived safety challenges particularly as it relates to battery fires. Some of these same BEB disadvantages are shared with HFCEB technologies – particularly range and electrical grid reliability challenges – although likely to a lesser degree.

A challenge facing long-term transition planning is the uncertainty around performance and availability of zero-emission paratransit vehicles. At present, proven zero-emission paratransit vehicles (subject to the *ICT Fleet Rule's* current 14,000 pound GVR limit) that have completed FTA-required Altoona testing are not commercially available in North America. Little data is available to forecast vehicle performance or cost. Pilot scale deployment by larger transit agencies of zero-emission paratransit vehicles would benefit the industry by providing key insights into vehicle operation, reliability, range and per mile costs.

Geographic Service Area & Opportunity Charging Challenges

Another significant challenge is the nature of the RTA's intercity routes and terrain, particularly the steep and long Cuesta Grade on RTA Route 9 (Refer to Appendix B for Pre-COVID Bus Blocks Fuel Demand-Charge Hours). The RTA has worked with various BEB and HFCEB manufacturers to operate demonstration vehicles over the past several years, and both technologies exhibited significant shortcomings on Route 9. The BEBs' battery capacity was greatly diminished each time traversing the Cuesta Grade on a northbound trip, which under current service plans equates to 16 trips per weekday (not including some or all of the Route 9 Express trips that will likely be re-implemented once demand increases post-pandemic). Further, an HFCEB demonstrator was unable to traverse the grade and had to pull over to the side of US-101 to replenish its on-board buffer battery. Compounding the challenge is that the Cuesta Grade can frequently experience summer temperatures over 90 degrees Fahrenheit, which can be challenging to keep the batteries within optimum temperature ranges. Looking at the entire RTA fixed-route system, a significant portion of current weekday bus blocks travel over 300 miles. There is not currently a BEB or even an HFCEB that is proven to reliably travel that distance in an intercity setting on a single charge or single hydrogen fuel load. For that reason, staff has recommended that opportunity charging be pursued at route termini in Paso Robles, San Luis Obispo, Morro Bay and Santa Maria, and that the RTA closely monitor future HFCEB use as the technology matures and as hydrogen fueling infrastructure is implemented in the region.

The term 'opportunity charging' refers to charging an electric vehicle for short periods throughout the day. Wireless inductive charging hardware is installed at one or both ends of a route to top-up the batteries for typically 5 to 15 minutes while the bus is waiting at the terminus before a new trip/round-trip starts. Companies like WAVE, InductEV (formerly Momentum Dynamics), and IPT are currently providing wireless opportunity charging systems for buses. Although opportunity charging typically incurs higher electricity costs due to peak and demand charges, the technology allows for downsizing battery packs (and thus lighter buses) and can help extend the life of the batteries, since deep-cycle discharging and high charging rates degrade batteries due to the heat incurred in the battery. The effort to implement opportunity

charging systems necessarily must be coordinated with our transit agency partners that also operate within and adjacent to the RTA service area so that any investments can be shared across our respective fleets. This effort will require a focused planning/engineering study that is jointly funded and executed.

Financial Constraints

The most significant challenge facing transit agencies through the start-up and scale-up phases of the zero-emission transition is the financial requirements. ZEBs are more expensive to procure, and new infrastructure is required to operate and maintain the vehicles. Additional financial support from the federal, state, and local governments will be necessary to achieve the targets in the *ICT Fleet Rule*. Fortunately, the price gap between ZEBs and diesel-powered buses is expected to decline over time as manufacturing scales up and technology matures, so financial incentives are particularly important in the near to mid-term.

With the enormous charging infrastructure cost and the higher upfront price of ZEBs, there is currently a lack of funding available to meet the capital demands to meet CARB's *ICT Fleet Rule*. Current funding levels only provide for small-scale pilot deployments in the United States. Funding for large-scale deployments of at least 100 buses using different zero-emissions technologies (battery-electric and hydrogen fuel cell) is necessary to further learn how zero-emissions buses perform in transit applications so that smaller agencies with limited technological support like the RTA are not saddled unfairly with the growing pains of implementing cutting-edge systems.

The per vehicle cost of buses can be impacted by procurement volumes. With each California transit agency placing orders individually over the next few years, this will continue to pressure costs downward. It may be possible to reduce the per vehicle cost through a state-led bulk procurement of ZEBs that could incorporate demand from many agencies.

Funding should also be made available for workforce training. To ensure a successful transition, agencies must prepare staff for correct operation and maintenance of ZEBs. While many suggest that BEBs require less maintenance than conventional buses because they include fewer moving parts, they require new protocols and procedures to ensure safe and successful operation. However, many early implementers of ZEBs report increased overall costs due to reliability challenges that require additional staff time to resolve. The use of regenerative braking also alters ideal driving characteristics. Bus Operators must be adequately trained to ensure vehicles are operated optimally. Organizations providing training like the FTA-subsidized West Coast Center of Excellence in Zero-Emission Technology in Palm Desert will be an invaluable resource to transit agencies as we transition to ZEBs.

It is imperative that the CARB and related agencies provide funding to transit operators across the state to support the transition to ZEBs. As fleets are transitioned, agency capital and operating budgets will increase, and funding will be required to maintain the level of service provided. In addition to funding support for bus and infrastructure purchases, CARB should support training/educational programs as well as deployment of new bus platforms such as smaller paratransit vehicles.

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APPENDICES

- A. RTA BOARD OF DIRECTORS RESOLUTION
- B. SLO RTA PRE-COVID BUS BLOCKS FUEL DEMAND-CHARGE HOURS
- C. SLO RTA BUS ROUTE MAPS
- D. TRANSIT ASSET MANAGEMENT (TAM) PLAN
- E. POSSIBLE FUTURE USE OF HYDROGEN FUEL CELL TECHNOLOGIES
- F. FTA ZERO-EMISSION TRANSITION PLAN
- G. GLOSSARY OF TERMS

SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
RESOLUTION NO. 23-_____

RESOLUTION ADOPTING THE SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY INNOVATIVE CLEAN TRANSIT ZERO EMISSIONS BUS ROLLOUT PLAN AND RELATED FEDERAL TRANSPORTATION ADMINISTRATION ZERO-EMISSION TRANSITION PLAN.

WHEREAS, the State of California Air Resources Control Board (CARB) Innovative Clean Transit (ICT) regulation became effective October 1, 2019, and requires all public transit agencies to gradually transition their eligible vehicle fleets to zero-emission technologies.

WHEREAS, the CARB ICT Zero Emissions Bus (ZEB) purchase requirements for small transit agencies begins in 2025 with a goal of complete transition to full zero emissions by 2040; and

WHEREAS, the California Code of Regulations Title 13, Division 3, Chapter 1 ICT regulation requires small transit agency to submit a complete ZEB Rollout Plan before purchase requirements take effect by July 1, 2023; and

WHEREAS, the Federal Transit Administration (FTA) published a “Dear Colleague” letter on December 1, 2021 that requires certain grant proposals to include an FTA Zero-Emission Transition Plan. This requirement was codified in the Infrastructure Investment and Jobs Act (IIJA), also known as the “Bipartisan Infrastructure Law,” signed by the President on November 15, 2021. The IIJA amended the statutory provisions for the Buses and Bus Facilities Competitive Program (49 U.S.C. § 5339(b)) and the Low or No Emission Program (49 U.S.C. § 5339(c)) to include the requirement that any application for projects related to zero-emission vehicles include a Zero-Emission Transition Plan; and

WHEREAS, The FTA acknowledges that transit agencies may already have this information available with the ICT Rollout Plan and recommends consolidation of this information into a single document for the purpose of applying for zero-emission vehicles under the Grants for Buses and Bus Facilities Competitive and Low or No Emission Programs; and

WHEREAS, the California Code of Regulations Title 13, Division 3 Chapter 1, Article 4.3, Part 2023.1 (d) Zero Emissions Bus Rollout Plan Requirements requires that a transit agency Zero Emissions Bus Rollout Plan must be approved by its governing Board; and

WHEREAS, the RTA’s ICT ZEB Rollout Plan and related FTA Zero-Emission Transition Plan sets forth the agency’s plan which meets the following requirements:

- A goal of full transition to zero-emission buses by 2040 with careful planning that avoids early retirement of conventional internal combustion engine buses;
- Identification of the types of zero-emission bus technologies the RTA is planning to deploy;
- A schedule for infrastructure modifications or upgrades, including charging, fueling, and maintenance facilities, to deploy and maintain zero-emission vehicles;
- A schedule for zero-emission and conventional internal combustion engine bus replacement purchases;

- Identification of training opportunities for zero-emission trainers, bus operators and maintenance/repair staff;
- Identification of potential funding sources;
- Consider policy and legislation impacting relevant technologies.
- Describe the partnership of the applicant with the utility or alternative fuel provider.

NOW, THEREFORE, BE IT RESOLVED that the Governing Board hereby approves the RTA's Innovative Clean Transit Zero Emissions Bus Rollout Plan as set forth in full in Exhibit A to this Resolution.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the San Luis Obispo Regional Transit Authority Board of Directors approves the RTA's Innovative Clean Transit Zero Emissions Bus Rollout Plan as set forth in full in Exhibit A.

BE IT FURTHER RESOLVED, that the President of the Board is directed to sign this resolution to authorize the submittal of said Rollout Plan.

BE IT FURTHER RESOLVED, that the Executive Director is hereby authorized to submit said Rollout Plan to the California Air Resources Board.

Upon motion of Director _____, seconded by Director _____, and on the following roll call, to wit:

AYES:

NOES:

ABSENT:

ABSTAINING:

The foregoing resolution is hereby adopted this 1st day of March, 2023.

President of the RTA Board of Directors

ATTEST:

Geoff Straw, Executive Director
San Luis Obispo Regional Transit Authority

APPROVED AS TO FORM AND LEGAL EFFECT:

Rita L. Neal
County Counsel

By:

Jon Ansolabehere, Counsel
San Luis Obispo Regional Transit Authority



RTA Average Daily Mileage by Bus Block

2019 PRE-COVID BUS BLOCKS

FUEL DEMAND / RTA CHARGE HOURS

Frequently Paired Blocks				
Block	Block	Comb. Mi.	Yard	Bus Type
914	102	371	SLO	40-foot
91	97	288	PASO	40-foot
92	913	296	PASO	40-foot
93	105	284	PASO/SLO	40-foot
95	101	298	PASO	40-foot
99	104	338	SLO	40-foot
103	106	391	SLO	40-foot
107	121	395	SLO	40-foot
113	114	163	SLO	MCI
123	126	84	SLO	40-foot
151	152	303	CAMBRIA	Cutaway
71	72	135	PASO	32-foot
81	82	126	PASO	32-foot

New

New

New

Fixed; now 112/113

New

MCI = 45 ft BUS

RTA Route 9 SLO to Paso Robles (40- or 45-foot buses, operate over the Cuesta Grade)									
Yard	Block	Mon	Tue	Wed	Thu	Fri	Daily Average Miles	Often pairs with:	Bus Type
SLO	99	107	118	119	118	117	116	104	40-foot
SLO	914	148	148	147	148	147	147	102	40-foot
PASO	91	150	164	149	149	149	152	97	40-foot
PASO	92	149	147	146	147	151	148	913	40-foot
PASO	93	71	70	71	68	76	71	N/A	40-foot
PASO	94	75	74	75	98	75	79	N/A	MCI
PASO	95	182	208	169	202	212	195	101	40-foot
PASO	96	161	171	179	166	170	169	N/A	40-foot
PASO	97	172	123	119	130	137	136	91	40-foot
PASO	98	146	147	148	147	146	147	N/A	40-foot
PASO	913	150	148	147	148	149	148	92	40-foot
Total Miles/Day		1,509	1,516	1,466	1,519	1,529	1,508		

RTA Route 10 SLO to Santa Maria (40- or 45-foot buses)									
Yard	Block	Mon	Tue	Wed	Thu	Fri	Daily Average Miles	Often pairs with:	Bus Type
SLO	101	103	103	103	104	104	103	95	40-foot
SLO	102	224	223	223	225	223	223	914	40-foot
SLO	103	158	172	177	161	157	165	N/A	40-foot
SLO	104	219	223	222	223	224	222	N/A	40-foot
SLO	105	221	176	224	223	222	213	N/A	40-foot
SLO	106	219	256	208	223	224	226	N/A	40-foot
SLO	107	231	221	222	224	224	224	121	40-foot
SLO	108	97	99	91	103	97	97	N/A	40-foot
SLO	113	80	80	81	80	80	80	114	MCI
SLO	114	82	83	82	82	83	82	113	MCI
Total Miles/Day		1,632	1,635	1,631	1,649	1,638	1,637		

RTA Route 12 SLO to Los Osos/Morro Bay (40-foot buses)									
Yard	Block	Mon	Tue	Wed	Thu	Fri	Daily Average Miles	Often pairs with:	Bus Type
SLO	121	168	171	173	173	169	171	107	40-foot
SLO	122	175	177	177	182	176	177	N/A	40-foot
SLO	123	41	45	31	41	56	43	N/A	40-foot
SLO	124	176	174	177	175	176	175	N/A	40-foot
SLO	125	174	174	174	174	174	174	N/A	40-foot
SLO	126	42	42	42	42	42	42	N/A	40-foot
Total Miles/Day		775	783	773	786	793	782		
RTA Route 15 Morro Bay to San Simeon (gasoline cutaway vans)									
Yard	Block	Mon	Tue	Wed	Thu	Fri	Daily Average Miles	Often pairs with:	Bus Type
CAMB	151	182	186	192	183	189	187	152	Cutaway
CAMB	152	118	113	113	118	120	116	151	Cutaway
Total Miles/Day		300	300	305	301	309	303		
Paso Express Local Fixed Routes in Paso Robles (32-foot Medium-Heavy Duty buses)									
Yard	Block	Mon	Tue	Wed	Thu	Fri	Daily Average Miles	Often pairs with:	Bus Type
PASO	71	84	81	88	80	80	82	72	32-foot
PASO	72	51	59	50	50	53	52	71	32-foot
PASO	81	78	79	77	79	62	75	82	32-foot
PASO	82	54	57	52	46	47	51	81	32-foot
Total Miles/Day		267	275	266	255	242	261		
SCT Local Fixed Routes (35-foot buses, except Trolley & 40-foot on Tripper)									
Yard	Route	Mon	Tue	Wed	Thu	Fri	Daily Average Miles	Often pairs with:	Bus Type
SCT	21	214	214	206	220	211	213	N/A	35-foot
SCT	24	166	166	168	166	166	166	N/A	35-foot
SCT	27	180	180	181	182	182	181	N/A	35-foot
SCT	28	185	185	174	173	175	178	N/A	35-foot
SCT	Tripper	23	23	26	22	24	24	N/A	40-foot
SCT	Trolley	0	0	0	0	248	50	N/A	Trolley
Total Miles/Day		767	767	755	762	1,006	811		

LD NRV = light duty non revenue vehicle

OEM	Size	Efficiency rate (kWh/mi)		size	average ER
New Flyer	40'	2.07		40'	2.13
Gillig	40'	2.30		32'-35'	1.88
Proterra	40'	2.01		60'	3.04
New Flyer	35'	1.94		Cutaway	1.17
BYD	35'	1.83			
Proterra	35'	1.88			
New Flyer	60'	3.45			
BYD	60'	2.62			
Motiv	Cutaway	1.41			
Lightning Systems	Cutaway	1.17			
Phoenix Motor Cars	Cutaway	0.93			

Table 1A – kW demand and kWh energy needed for buses deployed from SLO facility

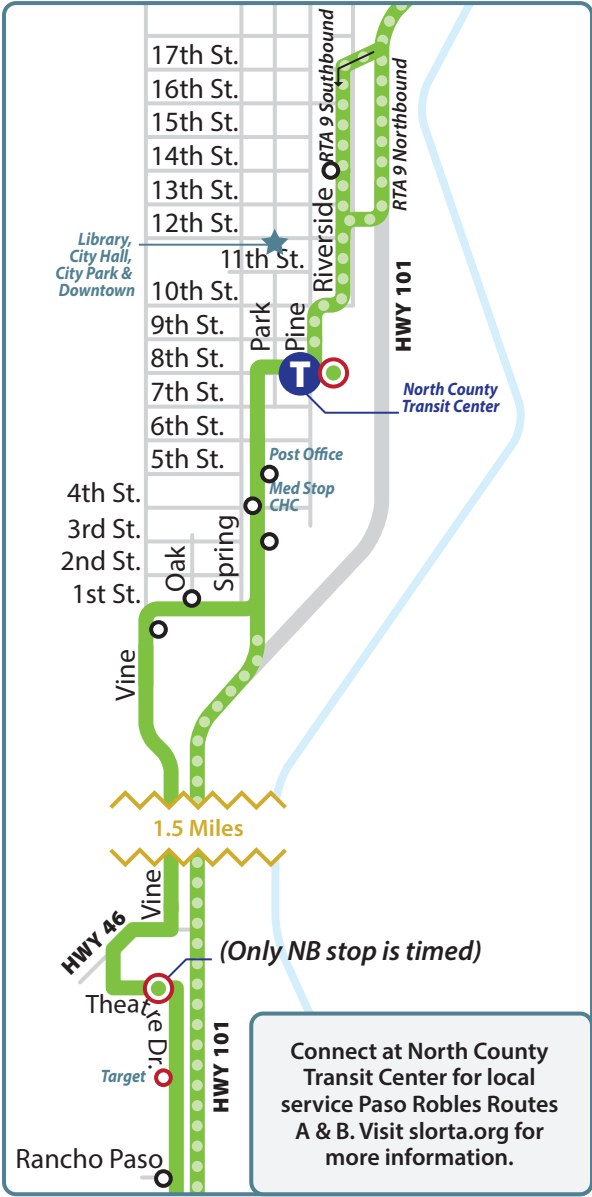
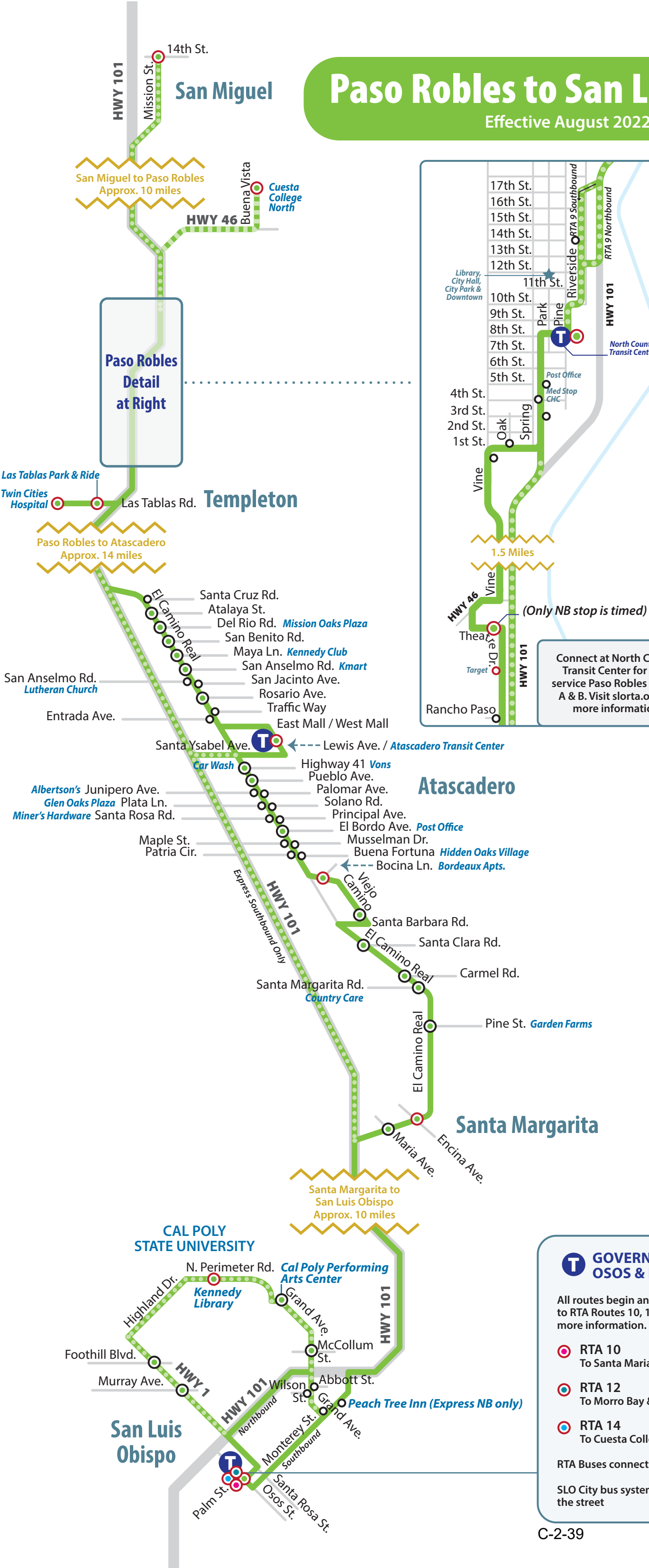
	Description	40ft. Bus	Cutaway	Minivan	LD NRV
Bus Demand & Energy	Average Bus Miles/Day	248	77	62	38
	x Combined kWh/Mile Usage Rate	3.10	2.00	0.60	0.40
	= kWh charge required / bus / day	768.8	154.0	37.2	15.2
	+ safety margin	0%	0%	0%	0%
	= Final kWh charge req'd / bus / day	769	154	37	15
	/ available charge hours	10.00	8.00	9.00	10.00
	= Charger kW / bus (reference)	76.9	19.3	4.1	1.5
Dispenser Ratio	Selected dispenser ratio:	2	6	5	10
	= Req'd charger kW @ selected ratio	153.8	115.5	20.7	15.2
	Available charger kW	156.0	156.0	20.4	20.4
	Charger kW margin (req'd < available)	2.2	40.5	- 0	5.2
Facility kW Demand	Future gross BEB's / fleet segment	26	13	13	14
	Less spare ratio	20%	20%	10%	10%
	Net BEB/EV rollout / fleet segment	21.0	11.0	12.0	13.0
	/ dispenser ratio (@ ≤ 156kW or 20kW)	2	6	5	10
	= total chargers / fleet segment	11.0	2.0	3.0	2.0
	x kW rating / charger	156.0	156.0	20.7	20.4
	/ ~ charger efficiency	96%	96%	96%	96%
	= adjusted kW demand / charger	162.5	162.5	21.5	21.3
	= kW charger demand / fleet segment	1,788	325	65	43
Total kW Demand for BEB & Fleet EVs @ SLO Facility		2,220			
kWh Energy / Fleet Segment		16,145	1,694	446	198
Total kWh Energy / Day for BEB & Fleet EVs @ SLO Facility		18,483			

SLO RTA

Description		40 ft bus	Cutaway	32 ft bus	35 ft bus	Max 40 ft bus	Max Cutaway	Max 32 ft bus	Max 35 ft bus
Bus Demand & Energy	Average Bus Mi/d	246	77	130	185	395	303	135	213
	x kWh/Mi Vehicle Efficiency Rate	3.13	2.17	2.88	2.88	3.13	2.17	2.88	2.88
	= kWh charge req'd /bus/d	769.0	167.6	376.0	532.1	1236.4	657.5	388.8	613.4
	+ safety margin	5%	5%	5%	5%	5%	5%	5%	5%
	= Final kWh charge req'd /bus/d	807	176	395	559	1298	690	408	644
	divide by available charge hours	6	6	11	8	6	6	11	8
	= Charger kW/bus (reference)	135	29	36	70	216	115	37	81
Dispenser Ratio									
Facility kW Dema	Selected dispenser ratio:	2	4	3	3	2	4	3	3
	= Req'd charger kW @ selected ratio:	269.2	117.3	107.7	209.5	432.7	460.3	111.3	241.5
	Available charger KW	150	100	150	250	300	350	150	300
	Charger KW margin (REQ'D < available)	-119.2	-17.3	42.3	40.5	-132.7	-110.3	38.7	58.5
	Future gross BEBs / fleet segment	26	13	4	4	26	13	4	4
	Less spare ratio	20%	20%	20%	20%	20%	20%	20%	20%
	Net BEB/EV rollout / fleet segment	21	10	3	3	21	10	3	3
	/ dispenser ratio	2	4	3	3	2	4	3	3
	= total chargers / fleet segment	10	3	1	1	10	3	1	1
	x kW rating / charger	150	100	150	250	300	350	150	300
	/ ≈ charger efficiency	96%	96%	96%	96%	96%	96%	96%	96%
	= adjusted kW demand / charger	144	96	144	240	288	336	144	288
	= kW charger demand / fleet segment	1497.6	249.6	153.6	256	2995.2	873.6	153.6	307.2
Total kW Demand for BEB & Fleet Evs @ SLO Facility		2156.8				4329.6			
kWh energy / fleet segment		15575.0	649.0	163.8	273.1	31150.1	2271.4	163.8	327.7
Total kWh energy / Day for BEB & EV fleet		16660.9				33913.0			

Paso Robles to San Luis Obispo

Effective August 2022



Legend

- Bus Stop**
single direction
*Parada de autobus/
una dirección*
- Bus Stop**
bus stops both directions
Northbound & Southbound
*Parada de autobus/
ambas direcciones
Hacia el norte y sur*
- Timed Stop**
Parada de tiempo
- Route 9: Daily**
Ruta 9, diaria
- Route 9: Limited Service / Express Trips**
Ruta 9: Servicio limitado / viajes exprés
- Weekdays Only Select Trips**
Solo entre semana, viajes seleccionados
- Transfer Hub**
Centro de transferencias

MAP NOT TO SCALE

GOVERNMENT CENTER OSOS & PALM

All routes begin and end here. For connections to RTA Routes 10, 12, & 14, visit slorta.org for more information.

- RTA 10**
To Santa Maria
- RTA 12**
To Morro Bay & Los Osos
- RTA 14**
To Cuesta College SLO

RTA Buses connect at :33 past each hour.

SLO City bus system SLO Transit is across the street

RTA Route 10 Timed Stops

MONDAY – FRIDAY LUNES A VIERNES	NORTHBOUND SANTA MARIA TO SLO					
	SANTA MARIA		NIPOMO	ARROYO GRANDE	PISMO BEACH	SAN LUIS OBISPO
	Santa Maria Transit Center	Hancock College	Tefft @ Carrillo	El Camino Real @ Halcyon	Pismo Premium Outlets	S. Higuera @ Suburban Government Center Osos & Palm
	6:14	6:18	6:35	6:49	7:00	7:28*
	7:14	7:18	7:35	7:49	8:00	8:12
	8:14	8:18	8:35	8:49	9:00	9:12
	9:14	9:18	9:35	9:49	10:00	10:12
	10:14	10:18	10:35	10:49	11:00	11:12
	11:14	11:18	11:35	11:49	12:00p	12:12p
	12:14p	12:18p	12:35p	12:49p	1:00p	1:12p
	1:14p	1:18p	1:35p	1:49p	2:00p	2:12p
	2:14p	2:18p	2:35p	2:49p	3:00p	3:12p
	3:14p	3:18p	3:35p	3:49p	4:00p	4:12p
	4:14p	4:18p	4:35p	4:49p	5:00p	5:12p
	5:14p	5:18p	5:35p	5:49p	6:00p	6:12p
SATURDAY SABADO	6:14p	6:18p	6:35p	6:49p	7:00p	7:12p
	7:14p	7:18p	7:35p	7:49	8:00p	8:12p
	7:14	7:18	7:35	7:49	8:00	8:12
	10:14	10:18	10:35	10:49	11:00	11:12
	12:14p	12:18p	12:35p	12:49p	1:00p	1:12p
SUNDAY DOMINGO	3:14p	3:18p	3:35p	3:49p	4:00p	4:12p
	6:14p	6:18p	6:35p	6:49p	7:00p	7:12p
	8:14	8:18	8:35	8:49	9:00	9:12
	12:14	12:18p	12:35p	12:49p	1:00p	1:12p
	4:14p	4:18p	4:35p	4:49p	5:00p	5:12p
	* Passengers can transfer at the Government Center to Rt 14 to Cal Poly arriving at 7:40					

MONDAY – FRIDAY LUNES A VIERNES	SOUTHBOUND SLO TO SANTA MARIA					
	SAN LUIS OBISPO		PISMO BEACH	ARROYO GRANDE	NIPOMO	SANTA MARIA
	Government Center Osos & Palm	S. Higuera @Suburban	Pismo Premium Outlets	El Camino Real @ Halcyon	Tefft @ Carrillo	Hancock College Santa Maria Transit Center
	6:33	6:41	7:00	7:06	7:19	7:31
	7:33	7:41	8:00	8:06	8:19	8:31
	8:33	8:41	9:00	9:06	9:19	9:31
	9:33	9:41	10:00	10:06	10:19	10:31
	10:33	10:41	11:00	11:06	11:19	11:31
	11:33	11:41	12:00p	12:06p	12:19p	12:31p
	12:33p	12:41p	1:00p	1:06p	1:19p	1:31p
	1:33p	1:41p	2:00p	2:06p	2:19p	2:31p
	2:33p	2:41p	3:00p	3:06p	3:19p	3:31p
	3:33p	3:41p	4:00p	4:06p	4:19p	4:31p
	4:33p	4:41p	5:00p	5:06p	5:19p	5:31p
	5:33p	5:41p	6:00p	6:06p	6:19p	6:31p
SATURDAY SABADO	6:33p	6:41p	7:00p	7:06p	7:19p	7:31p
	7:33p	7:41p	8:00p	8:06p	8:19p	8:31p
	8:33p	8:41p	9:00p	9:06p	9:19p	9:31p
	8:33a	8:41a	9:00a	9:06a	9:19a	9:31a
	11:33a	11:41a	12:00p	12:06p	12:19p	12:31p
SUNDAY DOMINGO	1:33p	1:41p	2:00p	2:06p	2:19p	2:31p
	4:33p	4:41p	5:00p	5:06p	5:19p	5:31p
	7:33p	7:41p	8:00p	8:06p	8:19p	8:31p
	9:33a	9:41a	10:00a	10:06a	10:19a	10:31a
	1:33p	1:41p	2:00p	2:06p	2:19p	2:31p
	5:33p	5:41p	6:00p	6:06p	6:19p	6:31p
	6:33p	6:41p	7:00p	7:06p	7:19p	7:31p

Cash Fares	San Luis Obispo	Pismo/ Arroyo Grande	Nipomo	Santa Maria/ Orcutt
San Luis Obispo	\$1.75	\$2.25	\$2.75	\$3.25
Pismo/ Arroyo Grande	\$2.25	\$1.75	\$2.25	\$2.75
Nipomo	\$2.75	\$2.25	\$1.75	\$2.25
Santa Maria/ Orcutt	\$3.25	\$2.75	\$2.25	\$1.75
REGIONAL DAY PASS: \$5.50 Purchase on board from driver				

SAVE MONEY, BUY A PASS Ahorre dinero, compra un pase	
Regional Day Pass	\$5.50
RTA 31-Day Pass	\$47 Regular/\$23.50 Discount
Regional 31-Day Pass	\$68 Regular/\$34 Discount
Stored Value Card	\$15 Value
7-Day Pass	\$16.00
See the Ride Guide for detailed pass & fare information. Vea el guía de pasajero para detalles sobre pases y información sobre tarifas.	
Discount Fares: half the regular cash fares for Seniors (65-79), Disabled and Medicare Card Holders, Students (K-12, RTA Only) Precios descuentos: Mayores (65-79), Estudiantes (K-12), Discapacitados y personas con tarjeta de Medicare.	
Children 44" and under ride free with paying adult Niños debajo de 44 pulgadas viajan gratis al ser acompañados por un pasajero pagando la tarifa regular.	

All Route 10 Stops

Northbound Hacia al Norte

Santa Maria Transit Center, **SMAT**
S. Bradley at Jones (Hancock College)
Nicholson at E. Cypress: Amtrak Bus
E. Church at Palisade: Marian Medical Center
Tefft at Carillo
Thompson at Branch
Nipomo High School
E. Grand at El Camino Real: ARCO AM-PM
El Camino Real at Halcyon Park and Ride
James Way
Pismo Premium Outlets, South County Transit
S. Higuera at Suburban (Trader Joes/Food 4 Less)
S. Higuera at Prado: Social Services
S. Higuera at Margarita: DMV
S. Higuera at South
Marsh at Broad
Santa Rosa at Higuera
Government Center (Osos and Palm)
Connect to SLO city bus system SLO Transit across the street

Southbound Hacia al Sur

Cal Poly Library, **Limited Service**
Cal Poly Performing Arts Center
Limited Service
Government Center - Osos and Palm
Connect to the SLO city bus system SLO Transit across the street
Nipomo at Higuera
S. Higuera at South
S. Higuera at Margarita - DMV
S. Higuera at Prado - Social Services
S. Higuera at Suburban: Trader Joes & Food 4 Less
Pismo Premium Outlets *Connect to South County Transit*
E. Grand at El Camino Real - ARCO AM-PM
El Camino Real at Halcyon Park and Ride
Thompson at Windmill Farm
Nipomo High School
Thompson at Branch
Tefft at Carillo
S. Bradley at Jones - Hancock College
Nicholson at E. Cypress - Amtrak Bus
E. Church at Palisade - Marian Medical Center
Santa Maria Transit Center - *Connect to SMAT*

RTA Holidays / Dias festivos

No Service / No Servicio:
Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, and New Year's Day.

HOLIDAY SCHEDULES

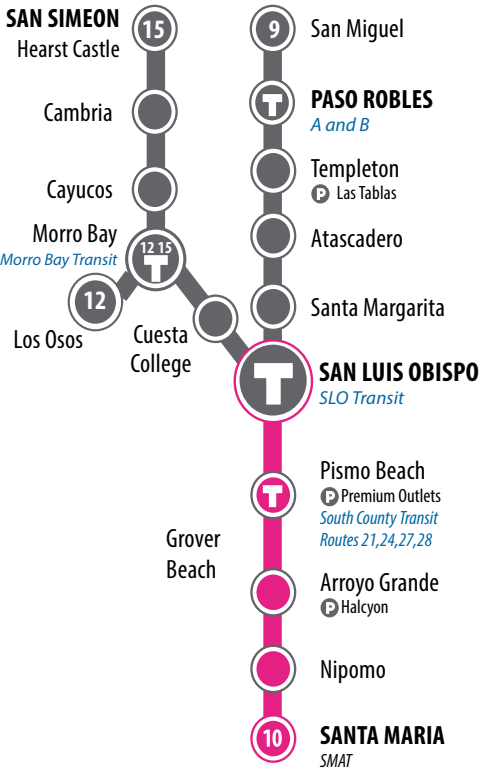
Check the **slorta.org** website for reduced schedules during the weeks of Thanksgiving, Christmas and New Year's

Please carry exact fare. No change is given.
Favor de traer la tarifa exacta.

More info / Más información
slorta.org
(805) 541-2228

EFFECTIVE AUGUST 2022

10 SANTA MARIA to SAN LUIS OBISPO



(805) 541-2228 or slorta.org

Purchase and Save Bus Passes on Your Phone!



Download the Token Transit App from the Google Play or Apple App store

Purchase your RTA pass through the App

Show your pass when you board the bus!

The Dial-A-Ride Shuttle offer riders curb-to-curb transportation within local communities. With this customized service, you decide where and when to be picked-up. With no set timetables, and destinations of your choice, Dial-A-Ride offers affordable travel designed around your needs. These services typically require reservations made 2-3 days in advance of your ride. Please call and talk to your service provider before your trip to see what time frame they will need to make a reservation:

Nipomo Dial a Ride: Mon-Fri 7AM - 6:30PM. \$2.25 Adults, \$1.75 seniors, disabled & children per one way trip. (805) 929-2881



San Luis Obispo to Santa Maria

Bus Pass Sales Locations

Hours at outlets are subject to change

Regional Day Pass: Sold onboard the bus: \$5.50 / day. Cash only, driver has no change.

www.slorta.org: Sells all passes. Pay with your PayPal account and passes are mailed to your address.

RTA Administration Office:
179 Cross Street, SLO. Sells all passes.
Open Mon - Fri 8:30AM - 4:30PM
Cash, check & credit/debit cards.

SLO Government Center Ticket Vending Machine: Accepts cash and credit/debit cards. Sells RTA and SLO Transit passes.

Santa Maria Transit Center
Open Mon-Fri 8AM - 10AM, & 2PM to 4PM

Arroyo Grande City Hall
300 E Branch Street
Open Mon-Thurs 8AM - 5PM

Grover Beach City Hall
154 S 8th Street
Open Mon-Thurs 8AM - 12PM

Oceano CSD
1655 Front Street
Open Mon-Fri 8AM - 4:30PM

Pismo Beach Visitor Center
581 Dolliver Street
Open Mon-Sat 9AM - 5PM
Sunday 10AM - 4PM

GOVERNMENT CENTER OSOS & PALM

All routes begin and end here. For connections to RTA Routes 9, 12, & 14, visit slorta.org for more information.

RTA 9
To Paso Robles & San Miguel

RTA 12
To Morro Bay & Los Osos

RTA 14
To Cuesta College SLO

RTA Buses connect at :33 past each hour.

SLO City bus system SLO Transit is across the street

Legend

- Bus Stop**
single direction
Parada de autobus/
una dirección
- Bus Stop**
bus stops both directions
Northbound & Southbound
Parada de autobus/
ambas direcciones
Hacia el norte y sur
- Timed Stop**
Parada de tiempo

- Route 10: Daily**
Ruta 10, diaria
- Route 10: Express Bus**
Monday - Friday only
Ruta 10: Viajes exprés
lunes a Viernes
- Direction of Service**
Dirección de servicio
- Transfer Hub**
Centro de transferencias

MAP NOT TO SCALE

Express Bus Departs
Santa Maria Transit Center
6:05 a.m. to Cal Poly SLO

2020 ADJUSTED SCHEDULE*

12 San Luis Obispo, Cuesta, Morro Bay & Los Osos

14 SLO to Cuesta College
- NOT IN SERVICE -

15 Morro Bay to San Simeon

North Coast & San Luis Obispo

Legend

- Bus Stop**
single direction
Parada de autobus/
una dirección
- Bus Stop**
bus stops both directions
Northbound & Southbound
Parada de autobus/
ambas direcciones
Hacia el norte y sur
- Timed Stop**
Parada de tiempo
- "Call in Only" Stop**
Route 12
- Direction of Service**
Dirección de servicio
- Transfer Hub**
Centro de transferencias

RTA 12
Full Route 12, Daily
Ruta 12 completa diaria

Route 12X, Cal Poly M-F
Ruta 12X, Cal Poly lunes - viernes

RTA 12 & 14 SOUTH
Towards San Luis Obispo: Weekday Hourly
Service • Weekday Peak: Every 30 Minutes
• Limited Weekend Service

RTA 12 NORTH
Towards Morro Bay & Los Osos • Weekday
Hourly Service • Limited Weekend Service

RTA 14
Route 14: M-F During Cuesta
College Fall & Spring Sessions Only
Sesiones de otoño y primavera solamente

RTA 15
Route 15: Daily to Cayucos,
Cambria & San Simeon •
Hearst Castle Sat/Sun Only
Ruta 15, diaria
Cayucos - Morro Bay High School Tripper only

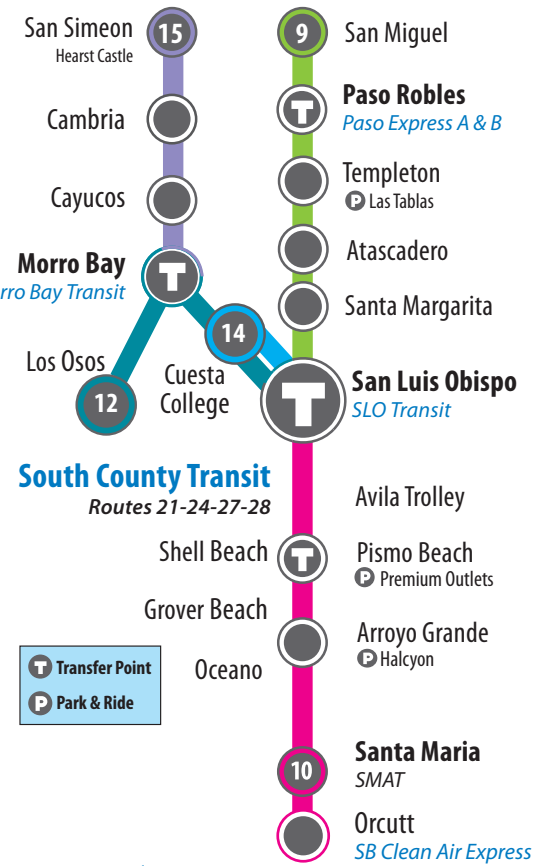
RTA 9
Route 9: Daily
Ruta 9, diaria

Route 9: Select Trips to Cal Poly
Ruta 9: viajes selectivos a Cal Poly

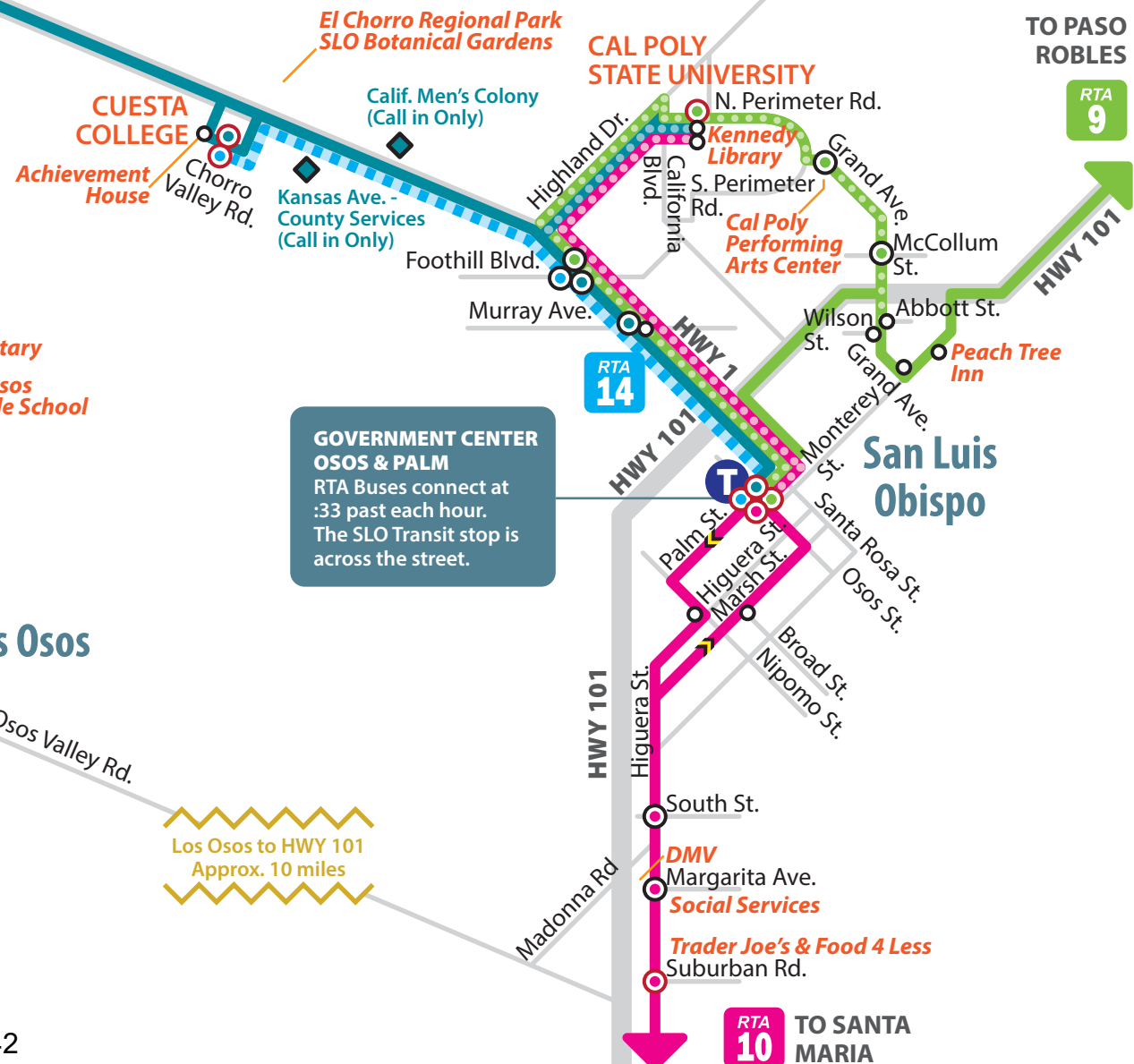
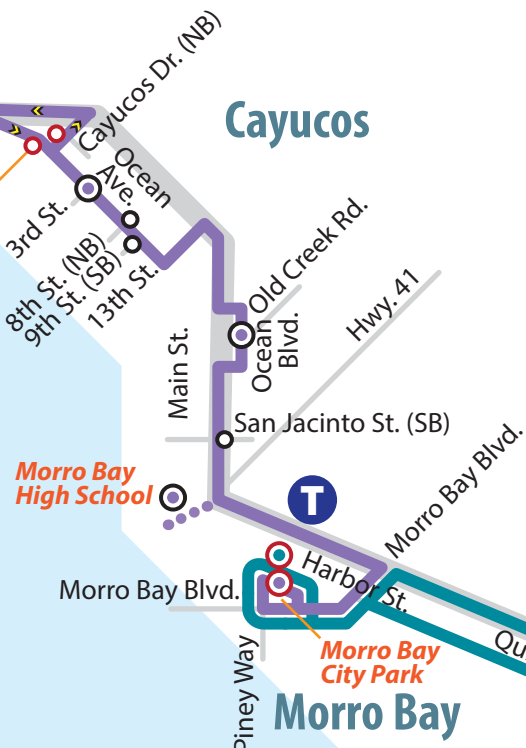
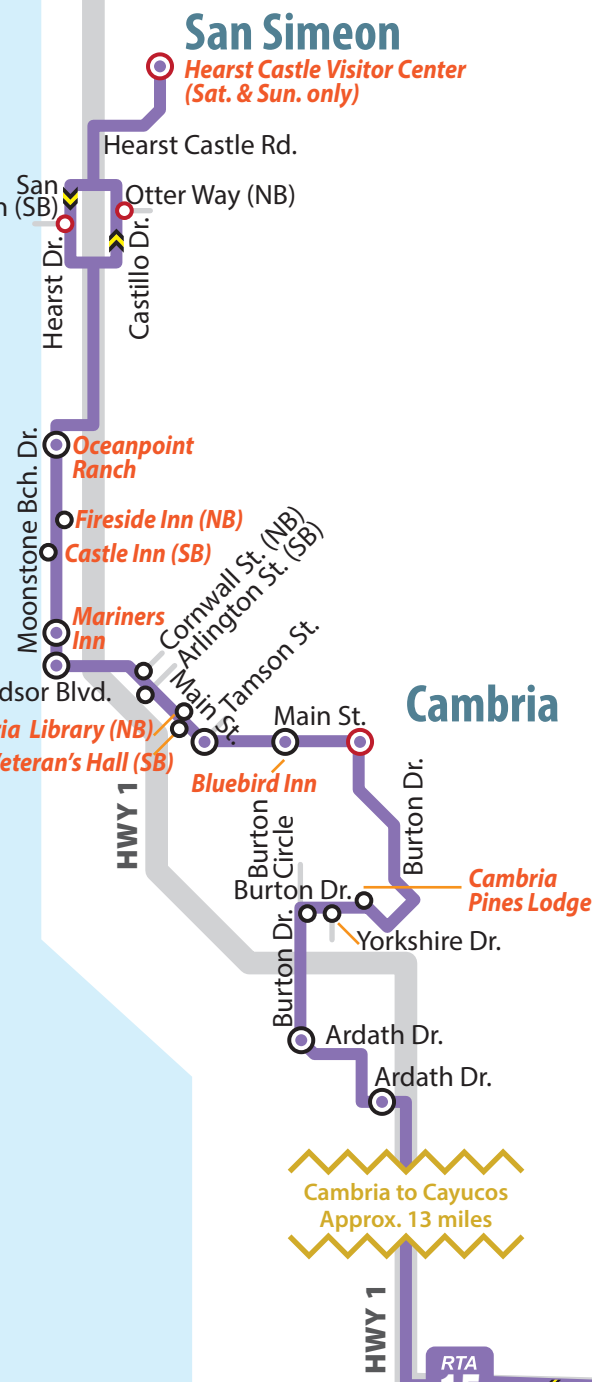
RTA 10
Route 10: Daily
Ruta 10, diaria

Route 10: Select Trips to Cal Poly
Ruta 10: viajes selectivos a Cal Poly

MAP NOT TO SCALE



Effective/Comenzando August 2020
***Schedule change during COVID-19**
response. No weekday Express Trips



slorta.org
(805) 541-2228

Holidays / Dias festivos

No Service / No Servicio:

Memorial Day, Independence Day, Labor Day,
Thanksgiving Day, Christmas Day, & New Year's Day

BOLD = PM	Route 12 Time Stops: NO EXPRESS TRIPS AT THIS TIME											
	ROUTE	Northbound				Los Osos Loop			Southbound			
		San Luis Obispo			Morro Bay	Marked Times Connect To RTA 15			Morro Bay	San Luis Obispo		
		Gov't Center	Cal Poly Library	Cuesta College	Morro Bay Park	Santa Ysabel at 15th	Pine at LOVR	Santa Ysabel at 15th	Morro Bay Park	Cuesta College	Cal Poly Library	Gov't Center
Monday - Friday <i>Lunes A Viernes</i>		-	-	-	-	6:23	6:32	6:43	6:55	7:06	-	7:20
		6:33		6:46	6:59	7:07	7:16	7:27	7:39	7:50		8:06
		7:33		7:46	7:59	8:07	8:16	8:27	8:39	8:50		9:06
		8:33		8:46	8:59	9:07	9:16	9:27	9:39	9:50		10:06
		9:33		9:46	9:59	10:07	10:16	10:27	10:39	10:50		11:06
		10:33		10:46	10:59	11:07	11:16	11:27	11:39	11:50		12:06
		11:33		11:46	11:59	12:07	12:16	12:27	12:39	12:50		1:06
		12:33		12:46	12:59	1:07	1:16	1:27	1:39	1:50		2:06
		1:33		1:46	1:59	2:07	2:16	2:27	2:39	2:50		3:06
		2:33		2:46	2:59	3:07	3:16	3:27	3:39	3:50		4:06
		3:33		3:46	3:59	4:07	4:16	4:27	4:39	4:50		5:06
		4:33		4:46	4:59	5:07	5:16	5:27	5:39	5:50		6:06
		5:33		5:46	5:59	6:07	6:16	6:27	6:39	6:50		7:06
		6:33		6:46	6:59	7:07	7:16	7:27	7:39	7:50		8:06
		7:33		7:46	7:59	8:07	8:16	8:27	8:39	8:50		9:06
		8:33		8:46	8:59	9:07	9:16	9:27	9:39	9:50		10:06
Saturday <i>Sabado</i>		-		-	-	7:30	7:39	7:50	8:00	CALL		8:25
		8:33		CALL	9:00	9:08	9:17	9:28	-	-		-
		-		-	-	10:30	10:39	10:50	11:00	CALL		11:25
		11:33		CALL	12:00	12:08	12:17	12:28	-	-		-
		-		-	-	12:30	12:39	12:50	1:00	CALL		1:25
		1:33		CALL	2:00	2:08	2:17	2:28	-	-		-
		-		-	-	3:30	3:39	3:50	4:00	CALL		4:25
		4:33		CALL	5:00	5:08	5:17	5:28	-	-		-
		-		-	-	6:30	6:39	6:50	7:00	CALL		7:25
		7:33		CALL	8:00	8:08	8:17	8:28	-	-		-
Sunday <i>Domingo</i>		-		-	-	8:30	8:39	8:50	9:00	CALL		9:25
		9:33		CALL	10:00	10:08	10:17	10:28	10:38	CALL		11:00
		11:50		CALL	12:17	12:25	12:34	12:45	1:00	CALL		1:25
		1:33		CALL	2:00	2:08	2:17	2:28	2:38	CALL		3:00
		3:50		CALL	4:17	4:25	4:34	4:45	5:00	CALL		5:25
		5:33		CALL	6:00	6:08	6:17	6:28	-	-		-

Full Route 12 Stop List

NORTHBOUND SLO Government Center -Connects with RTA 9 & 10 Santa Rosa at Murray Santa Rosa at The SLO Housing-NB <i>Cal Poly Kennedy Library 12X only</i> CA Men’s Colony <i>Call in only</i> Kansas at Hwy. 1 <i>Call in only</i> Achievement House <i>Limited Service</i> Cuesta College <i>Call in on weekends</i> Morro Bay Park <i>Connects to RTA 15</i>	LOS OSOS LOOP Southbay at Quintana Santa Ysabel at 15 th 11 th at El Moro: Baywood 11 th at Ramona 10 th at Santa Ynez 10 th at LOVR LOVR at Palisades Pine at LOVR	LOS OSOS LOOP CONTINUED Pine at Loma Ramona at 7 th 7 th at El Morro 2 nd at Santa Maria Santa Ysabel at 7 th Santa Ysabel at 15 th South Bay at Quintana Morro Bay Park	SOUTHBOUND Morro Bay Park-Depart Cuesta College <i>Call in on weekends</i> Achievement House <i>Limited Service</i> Kansas at Hwy 1 <i>Call in only</i> CA Men’s Colony <i>Call in only</i> <i>Cal Poly Kennedy Library-12X only</i> Santa Rosa at Foothill -SB Santa Rosa at Murray SLO Government Center
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BOLD = PM	ROUTE 15 NORTHBOUND						ROUTE 15 SOUTHBOUND				
	TIMED STOPS: MORRO BAY TOWARDS SAN SIMEON						TIMED STOPS: SAN SIMEON TOWARDS MORRO BAY				
	MORRO BAY	CAYUCOS	CAMBRIA	SAN SIMEON			SAN SIMEON		CAMBRIA	CAYUCOS	MORRO BAY
	Morro Bay Park - Depart	Cayucos Dr. @ Ocean	Burton @ Main St.	Castillo @ Otter Way	Hearst Castle Visitor Center		Hearst Castle Visitors Center	Hearst Dr. @ San Simeon	Burton @ Main St.	Ocean @ Cayucos Pier	Morro Bay Park
Mon- Fri <i>Lunes A Viernes</i>	7:00	7:12	7:34	7:44	----	12 & 15 Connect at Morro Bay Park	----	6:00	6:12	6:30	6:43
	10:00	10:12	10:34	10:44	----		----	7:50	8:00	8:20	8:33
	12:00	12:12	12:34	12:44	----		----	10:50	11:00	11:20	11:33
	3:00	3:12	3:34	3:44	----		----	1:50	2:00	2:20	2:33
	6:00	6:12	6:34	6:44	----		----	4:50	5:00	5:20	5:33
Saturday <i>Sabado</i>	9:00	9:14	9:34	9:47	9:54		----	7:05	7:17	7:40	7:55
	12:00	12:14	12:34	12:47	12:54		10:00	10:05	10:17	10:40	10:55
	2:00	2:14	2:34	2:47	2:54		12:00	12:05	12:17	12:40	12:55
	5:00	5:14	5:34	5:47	5:54		3:00	3:05	3:17	3:40	3:55
	8:00	8:14	8:34	8:47	----		6:00	6:05	6:17	6:40	6:55
Sunday <i>Domingo</i>	10:00	10:14	10:34	10:47	10:54		----	8:05	8:17	8:40	8:55
	2:00	2:14	2:34	2:47	2:54		12:00	12:05	12:17	12:40	12:55
	6:00	6:14	6:34	6:47	----	4:00C-2-43	4:05	4:17	4:40	4:55	

See map to view all Route 15 bus stops

Route 14					
Weekdays during Cuesta Fall & Spring Sessions Only*					
To Cuesta			From Cuesta		
Gov't Center	The SLO Appts	Cuesta College	Cuesta College	Santa Rosa & Foothill	Gov't Center
7:30*	7:33	7:41	-	-	-
8:03	8:06	8:14	-	-	-
-	8:33	8:41	8:44	8:55	8:59
9:03	9:06	9:14	-	-	-
-	9:33	9:41	-	9:55	9:59
10:03	10:06	10:14	-	-	-
-	10:33	10:41	10:44	10:52	11:00
-	-	-	11:40	11:51	11:55
11:55	11:58	12:07	12:10	12:21	12:25
12:25	12:28	12:37	12:40	12:51	12:55
12:55	12:58	1:07	1:10	1:21	1:25
1:25	1:28	1:37	1:40	1:51	1:55
1:55	1:58	2:07	2:10	2:21	2:25
2:25	2:29	-	3:10*	3:21	3:25
-	-	-	4:10*	4:21	4:25

The bus stops at the Achievement House on the Cuesta College campus on the 7:30 AM trip and on the 3:10 PM and 4:10 PM trips which run all year.

Route 15 Morro Bay High School / Cayucos Tripper				
Cayucos Pier	3rd @ Ocean	9th @ Ocean	Ocean @ Old Creek	MBHS
MONDAY-Late Start				
9:15a	9:15a	9:15a	9:20a	9:30a
TUESDAY - FRIDAY				
7:45a	7:45a	7:45a	7:50a	8:00a
AFTERNOON- MONDAY-FRIDAY				
MBHS	Ocean @ Old Creek	8th @ Ocean	3rd @ Ocean	Cayucos @ Ocean
3:10p	3:20p	3:21p	3:22p	3:25p

The bus stop for MBHS is on Atascadero Road at the bus circle entrance. **The tripper operates M-F during regularly scheduled school days only.**

CASH FARES TARIFAS	San Luis Obispo	Cuesta Kansas St. CMC	Morro Bay Los Osos Cayucos	Cambria San Simeon
San Luis Obispo	\$1.75	\$2.25	\$2.75	\$3.25
Cuesta College Kansas / CMC	\$2.25	\$1.75	\$2.25	\$2.75
Morro Bay Los Osos, Cayucos	\$2.75	\$2.25	\$1.75	\$2.25
Cambria San Simeon	\$3.25	\$2.75	\$2.25	\$1.75

Regional Day Pass: \$5.50

SAVE MONEY, BUY A PASS <i>Ahorre dinero, compra un pase</i>	
Regional Day Pass	\$5.50
RTA 31-Day Pass	\$47 Regular/\$23.50 Discount
Regional 31-Day Pass	\$68 Regular/\$34 Discount
Stored Value Card	\$15 Value
7-Day Pass	\$16.00
See the Ride Guide for detailed pass & fare information. <i>Vea el guía de pasajero para detalles sobre pases y informacion sobre tarifas.</i>	
Discount Fares: half the regular cash fares for Seniors (65-79), Disabled and Medicare Card Holders, Students (K-12, RTA Only) <i>Precios descuentos: Mayores (65-79), Estudiantes (K-12), Discapacitados y personas con tarjeta de Medicare.</i>	
Children 44" and under ride free with paying adult Niños debajo de 44 pulgadas viajan gratis al ser acompañados por un pasajero pagando la tarifa regular.	
Please carry exact fare. No change is given. <i>Favor de traer la tarifa exacta.</i>	

At the time of this printing, fares are 50¢ Regular and 25¢ Discounted. Fare rates are subject to change and fares will revert back to the listed cash pass prices at any time.

Time Stops

Runs Clockwise

21	Pismo Beach	Arroyo Grande		Grover Beach	Pismo Beach		
	Premium Outlets	Town Center Walmart	Grand @ Elm	Ramona Garden	Dolliver @ Pomeroy	Mattie @ PB City Hall	Premium Outlets
	Monday - Friday						
Start				6:29a	6:35a	6:39a	6:51a
Hourly	:05	:13	:21	:29	:35	:39	:51
End	7:05p	7:13p	7:21p	7:29p	--	--	--
	Saturday						
Start				7:29a	7:35a	7:39a	7:51a
Hourly	:05	:13	:21	:29	:35	:39	:51
End	7:05p	7:13p	7:21p	7:29p	--	--	--
	Sunday						
Start				7:29a	7:35a	7:39a	7:51a
Hourly	:05	:13	:21	:29	:35	:39	:51
End	6:05p	6:13p	6:21p	6:29p	--	--	--

Runs Counter-Clockwise

24	Pismo Beach	Grover Beach	Arroyo Grande		Pismo Beach
	Premium Outlets	Ramona Garden	AG City Hall	Town Center Walmart	Premium Outlets
	Monday - Friday				
Start		6:29a	6:40a	6:46a	6:55a
Hourly	:10	:29	:40	:46	:55
End	7:10p	7:29p	--	--	--
	Saturday				
Start		7:29a	7:40a	7:46a	7:55a
Hourly	:10	:29	:40	:46	:55
End	7:10p	7:29p	--	--	--
	Sunday				
Start		7:29a	7:40	7:46	7:55
Hourly	:10	:29	:40	:46	:55
End	6:10p	6:29p	--	--	--

Runs Clockwise

27	Grover Beach	Arroyo Grande		Oceano			Grover Beach
	Ramona Garden	Town Center Walmart	Arroyo Grande High School	Elm @ The Pike	19th @ Wilmar	Air Park Drive Oceano Airport	Ramona Garden
	Runs Monday - Friday Only						
Start	-	-	-	6:03	6:07	6:11	6:20
	6:32a	6:43a	6:50a	6:56a	7:00a	7:04a	7:13a
Hourly	:32	:43	:50	:56	:00	:04	:13
End	7:32p	7:43p	7:50p	7:56p	8:00p	8:04p	8:13p
	AG High School Afternoon Tripper*						
Mon-Fri	-	-	3:10p	3:16p	3:20p	3:24p	3:33p

Runs Counter-Clockwise

28	Grover Beach	Oceano		Arroyo Grande		Grover Beach
	Ramona Garden	Air Park Drive Oceano Airport	Wilmar @ 19th	Elm @ The Pike	Arroyo Grande High School	Town Center Walmart
	Monday - Friday**					
Start	6:20a	6:29a	6:33a	6:37a	6:43a	6:51a
	7:32a	7:41a	7:45a	7:50a	7:56a	8:04a
Hourly	:32	:41	:45	:50	:56	:04
End	7:32p	7:41p	7:45p	7:50p	7:56p	8:04p
	Saturday					
Start	7:32a	7:41a	7:45a	7:50a	7:56a	8:04a
Hourly	:32	:41	:45	:50	:56	:04
End	7:32p	7:41p	7:45p	7:50p	7:56p	8:04p
	Sunday					
Start	7:32a	7:41a	7:45a	7:50a	7:56a	8:04a
Hourly	:32	:41	:45	:50	:56	:04
End	6:32p	6:41p	6:45p	6:50p	6:56p	7:04p
	AG High School Morning Tripper*					
Monday	8:52a	9:01a	9:05a	9:09a	9:15a	-
Tues-Fri	7:07a	7:16a	7:20a	7:24a	7:30a	-

* AG High School Tripper is not currently running. Please check with RTA to find out if we are able to restart this trip.

** Due to traffic Route 28 does not stop at AG High at 2:56 PM Monday-Friday and misses the 3 following stops until Halcyon Park and Ride where it continues its run.

All Route Stops

ROUTE 21

* On the first trip of the day, SCT 21 service starts at Ramona Garden at 6:29AM. The last trip ends at Ramona. All other SCT 21 trips depart the Pismo Outlets at :05 past the hour.

Premium Outlets	:05	Highway 1 @ Le Sage Drive
James Way @ 4th Street		South Dolliver Street @ Frady Lane
James Way @ Ridge		Dolliver @ Pomeroy-Pismo Pier :35
James Way @ Oak Park Boulevard		Dolliver Street @ San Luis Avenue
Town Center / Walmart	:13	Price @ Harbor View
E. Grand @ El Camino Real (AM/PM)		Price Street @ Lighthouse Suites
East Grand @ Halcyon Road		Mattie Road @ Foothill Road
East Grand @ Alder		Mattie Rd. @ PB City Hall :39
East Grand @ Elm Street	:21	Mattie Road @ Calle Valencia
West Grand @ Courtland		Shell Beach Blvd @ Spyglass Village
West Grand @ 16th Street		Shell Beach Road @ Terrace Avenue
West Grand @ 13th Street		Shell Beach Road @ Cuyama Avenue
Ramona Garden Park	:29	Shell Beach Road @ Cliff Avenue
West Grand Avenue @ 6th		Price Street @ Stimson Avenue
W. Grand Ave. @ 2nd St. (Amtrak)		Premium Outlets :51
		-Connects with RTA Route 10

ROUTE 24

* On the first trip of the day, SCT 24 service starts at Ramona Garden at 6:29 AM. Last run ends at Ramona. All other SCT 24 trips depart Pismo Outlets at :10 past the hour.

Premium Outlets	:10	East Grand Avenue @ Elm Street
Price Street @ Hinds Ave		East Grand Avenue @ Alder Street
Price Street @ Wadsworth		East Grand Ave. @ West Branch St.
Dolliver @ Bay		East Branch @ AG City Hall :40
Dolliver @ Hinds		West Branch Street @ Vernon
Dolliver @ Pismo Coast Village		W. Branch @ South County Library
Highway 1 @ Butterfly Trees		Town Center/ Walmart :46
Highway 1 @ Le Sage Drive		West Branch @ Oak Park
W. Grand @ 3rd Street (Amtrak)		James Way @ Oak Park Boulevard
W. Grand @ 7th Street		James Way @ Ridge Road
Ramona Garden Park	:29	James Way @ 4th Street
West Grand Avenue @ 13th Street		James Way @ Ventana
West Grand Avenue @ 16th Street		James Way @ Highland Drive
East Grand @ Oak Park		Premium Outlets :55
		-Connects with RTA Route 10

ROUTE 27

* On the first trip of the day, SCT 27 service starts at Elm @ The Pike at 6:03AM. Last run ends at Ramona. All other SCT 27 trips depart Ramona Garden at :32 past the hour.

Ramona Garden Park	:32	South Elm @ Paul Place
West Grand @ 13th		Cienega/Hwy 1 @ 25th
West Grand @ 16th		Cienega/Hwy 1 @ 21st
Oak Park @ Grand		19th @ Wilmar :00
Oak Park @ Newport		Wilmar @13th
Town Center/ Walmart	:43	Air Park - Oceano Airport :04
E. Grand @ West Branch		13th @ Front/Highway 1
Fair Oaks @ Traffic Way		13th @ Wilmar
Fair Oaks @ Valley/AG High	:50	13th @ Farroll
Fair Oaks @ Halcyon/ AG Hospital		13th @ Trouville
Elm Street @ Fair Oaks		Grand @ 13th
Elm @ The Pike	:56	Ramona Garden Park :13

ROUTE 28

* Due to traffic Monday-Friday, Route 28 does not stop at AG High School at 2:56PM and also misses the following 3 stops until Halcyon Park and Ride where it continues its run.

Ramona Garden Park	:32	**Fair Oaks @ Valley Rd/AG High :56
Grand Ave @ 13th		**Traffic Way @ Firefighters Park
13th @ Longbranch		**East Branch @ Branch (AM/PM)
13th @ Mentone		**E. Grand @ El Camino Real
13th @ Messina		El Camino Real/Halcyon P&R
13th @ Belridge		Town Center/Walmart :04
Air Park -Oceano Airport	:41	West Branch @ Oak Park
13th @ Front St/Highway 1		Oak Park @ Newport
Wilmar @ 19th	:45	Oak Park @ Ramona
Cienega/Hwy1 @ 21st		Oak Park @ Longbranch
Cienega/Hwy1 @ 25th		W. Grand @ 16th
Elm @ The Pike	:50	W. Grand @ 13th
Elm @ Fair Oaks		Ramona Garden Park :14
Fair Oaks @ Halcyon/ AG Hospital		

Purchase >2.44 bus passes on your smart phone!
Download the Token Transit App for RTA & South County Transit passes



South County Transit

Routes
21 24
27 28

Shell Beach * Pismo Beach
Grover Beach * Arroyo Grande
Oceano * AG High School



Effective December 2023

(805) 541-2228 / www.slorta.org

Pass and Fare Information

(subject to change)

Regional Day Pass	\$5.50 Purchase on Board Bus
SoCo Transit Day Pass	\$3/\$1.50 Discount- Purchase on Bus
7-Day Pass	\$16 RTA & SoCo Transit
SoCo Transit 31-Day Pass	\$37 Regular/ \$18.50 Discount
SoCo Transit20-Ride Pass: Sold at AG High	\$24 Regular/ \$12 Senior Discount
RTA Only 31-Day Pass	\$47 Regular/ \$23.50 Discount
Regional 31-Day Pass	\$68 Regular/ \$34 Discount
Stored Value Card	\$15 Value SoCo Transit & RTA

Discount Passes and Cash Fares are Half Price for Seniors (65-79) and Disabled & Medicare Card Holders		
Cash Fares	SoCo	RTA
Regular	\$1.50	\$1.75 - \$3.25
Senior Citizens (Age 65+) Disabled and Medicare Card Holders	\$0.75	\$0.85 - \$1.60
Children 44" and under ride for free with paying adult	Ninos debajo de 44 pulgadas viajan gratis al ser acompañados por un pasajero pagando la tarifa regular	

Regional Day Pass \$5.50
SoCo Transit Day Pass \$3.00
Purchase from your driver

Passes and schedules available at these locations:

~ RTA Main Office, 253 Elks Lane, San Luis Obispo
~ Arroyo Grande City Hall, 300 E. Branch Street
~ Oceano CSD, 1355 Front Street
~ Grover Beach City Hall, 154 S. 8th Street
~ Arroyo Grande High School - Students only
(South County Transit 20-Ride Passes Only)
~ More locations listed at www.slorta.org

Online pass sales at www.slorta.org

Please Carry Exact Fare
Drivers Do Not Make Change

Need to transfer to another bus?
Let the driver know upon boarding the bus

TOWARD
RTA 10
SAN LUIS OBISPO



SoCo Transit Service

ROUTES 21, 24 & 28 RUN DAILY
ROUTE 27 RUNS MONDAY-FRIDAY

HOLIDAYS:

No service on New Years Day, Memorial Day,
Independence Day, Labor Day,
Thanksgiving, and Christmas Day

Check the website for holiday schedules during
Thanksgiving, Christmas and New Year's weeks

Shell Beach

Pismo Beach

Legend

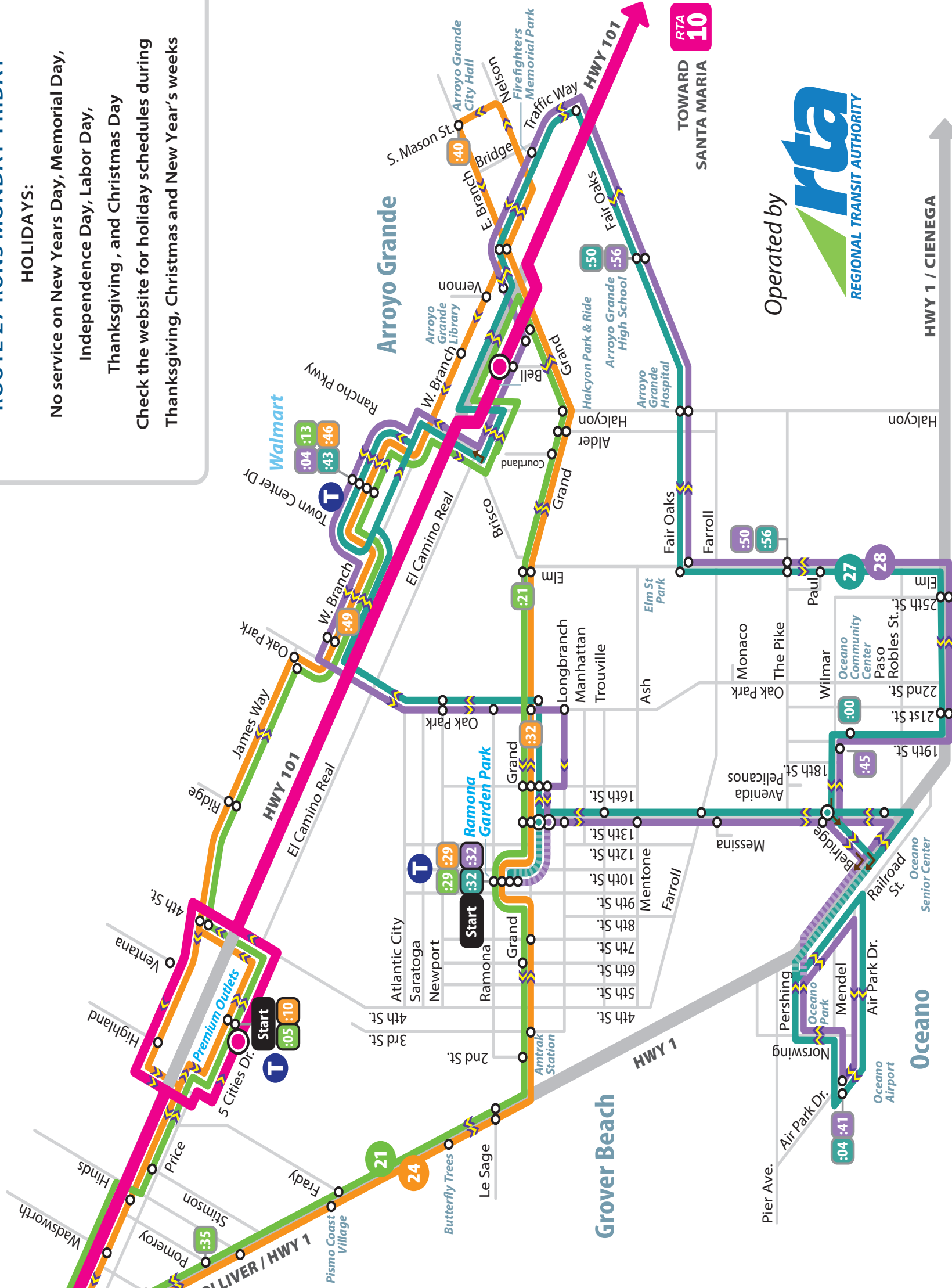
- 21** SCT Route 21 Clockwise
- 24** SCT Route 24 Counter-clockwise
- 27** SCT Route 27 Clockwise
- 28** SCT Route 28 Counter-clockwise
- RTA 10** RTA 10 Regional Route

- Bus Stop** single direction
- Bus Stop** both directions
- Timed Stop** :05
- 1-way Direction of Service**
- 2-way Travel** bus travels in both directions
- Transfer Hub**

Weekday Hourly Connections to RTA 10 Regional Transit.

Premium Outlets: Local SCT Routes 21 & 24 connect to RTA 10 regional route to San Luis Obispo and Santa Maria

MAP NOT TO SCALE / All information is subject to change without notice.



Operated by



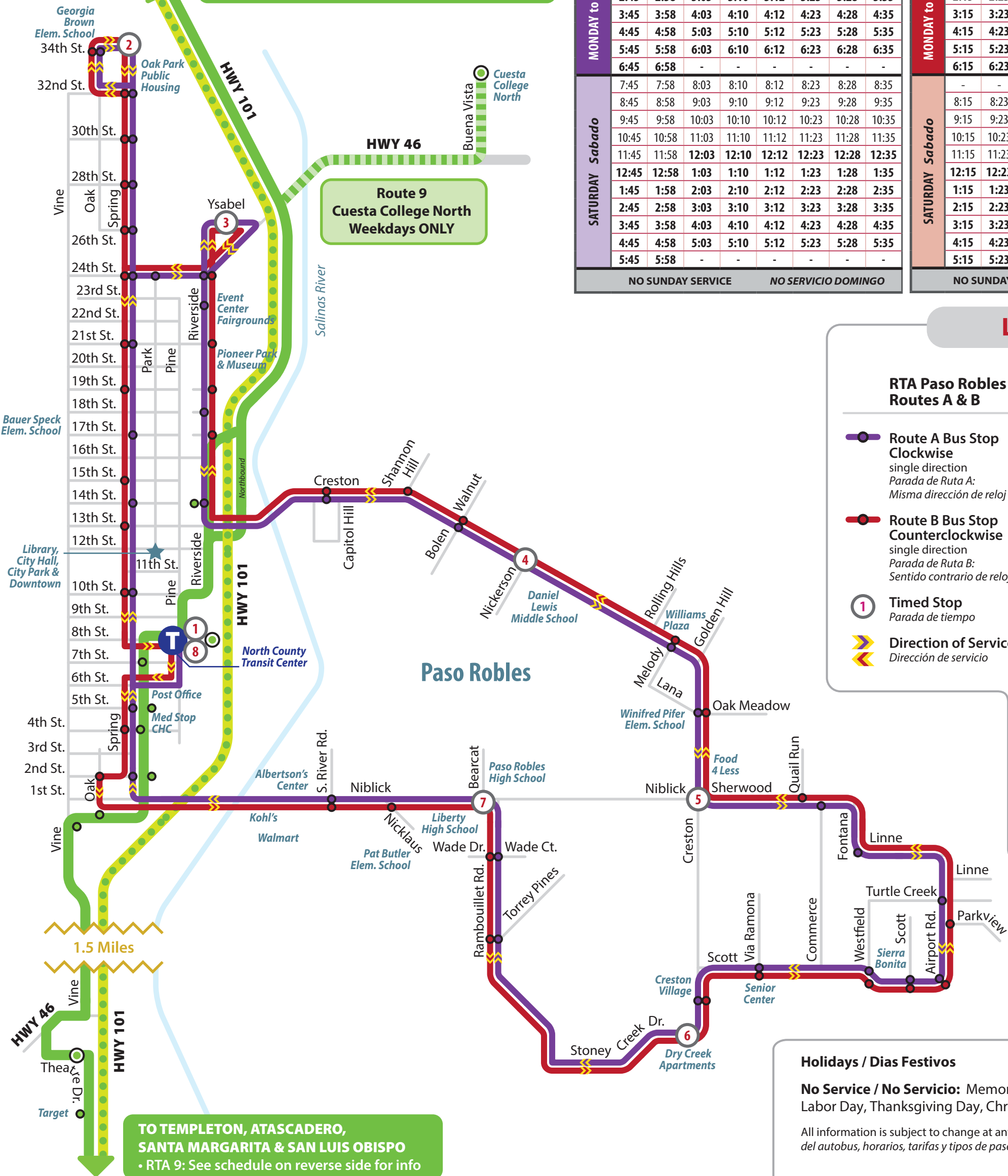
HWY 1 / CIENEGA

Paso Robles Routes A & B

Effective June 2021

TO SAN MIGUEL & FORT HUNTER LIGGETT

- RTA 9 to San Miguel: See schedule on reverse side for info(LIMITED SERVICE)
- Monterey Transit Route 85 to Fort Hunter Liggett: See schedule at mst.org



Bold = PM

Routes A & B Timed Stops

Bold = PM

A	Route A Clockwise Timed Stops							
	1	2	3	4	5	6	7	8
	Pine at 8th	Spring at 34th	Ysabel	Creston at Nickerson	Creston at Sherwood	Stoney Creek at Creston	Niblick at Bearcat	Pine at 8th
MONDAY to FRIDAY Lunes a Viernes	6:45	6:58	7:03	7:10	7:12	7:23	7:28	7:35
	7:45	7:58	8:03	8:10	8:12	8:23	8:28	8:35
	8:45	8:58	9:03	9:10	9:12	9:23	9:28	9:35
	9:45	9:58	10:03	10:10	10:12	10:23	10:28	10:35
	10:45	10:58	11:03	11:10	11:12	11:23	11:28	11:35
	11:45	11:58	12:03	12:10	12:12	12:23	12:28	12:35
	12:45	12:58	1:03	1:10	1:12	1:23	1:28	1:35
	1:45	1:58	2:03	2:10	2:12	2:23	2:28	2:35
	2:45	2:58	3:03	3:10	3:12	3:23	3:28	3:35
	3:45	3:58	4:03	4:10	4:12	4:23	4:28	4:35
SATURDAY Sabado	7:45	7:58	8:03	8:10	8:12	8:23	8:28	8:35
	8:45	8:58	9:03	9:10	9:12	9:23	9:28	9:35
	9:45	9:58	10:03	10:10	10:12	10:23	10:28	10:35
	10:45	10:58	11:03	11:10	11:12	11:23	11:28	11:35
	11:45	11:58	12:03	12:10	12:12	12:23	12:28	12:35
	12:45	12:58	1:03	1:10	1:12	1:23	1:28	1:35
	1:45	1:58	2:03	2:10	2:12	2:23	2:28	2:35
	2:45	2:58	3:03	3:10	3:12	3:23	3:28	3:35
	3:45	3:58	4:03	4:10	4:12	4:23	4:28	4:35
	4:45	4:58	5:03	5:10	5:12	5:23	5:28	5:35
NO SUNDAY SERVICE NO SERVICIO DOMINGO								

B	Route B Counterclockwise Timed Stops							
	8	7	6	5	4	3	2	1
	Pine at 8th	Niblick at Bearcat	Stoney Creek at Creston	Creston at Sherwood	Creston at Nickerson	Ysabel	Spring at 34th	Pine at 8th
MONDAY to FRIDAY Lunes a Viernes	-	-	-	-	-	-	6:48	6:58
	7:15	7:23	7:27	7:37	7:40	7:47	7:55	8:05
	8:15	8:23	8:27	8:37	8:40	8:47	8:55	9:05
	9:15	9:23	9:27	9:37	9:40	9:47	9:55	10:05
	10:15	10:23	10:27	10:37	10:40	10:47	10:55	11:05
	11:15	11:23	11:27	11:37	11:40	11:47	11:55	12:05
	12:15	12:23	12:27	12:37	12:40	12:47	12:55	1:05
	1:15	1:23	1:27	1:37	1:40	1:47	1:55	2:05
	2:15	2:23	2:27	2:37	2:40	2:47	2:55	3:05
	3:15	3:23	3:27	3:37	3:40	3:47	3:55	4:05
SATURDAY Sabado	7:15	7:23	7:27	7:37	7:40	7:47	7:55	8:05
	8:15	8:23	8:27	8:37	8:40	8:47	8:55	9:05
	9:15	9:23	9:27	9:37	9:40	9:47	9:55	10:05
	10:15	10:23	10:27	10:37	10:40	10:47	10:55	11:05
	11:15	11:23	11:27	11:37	11:40	11:47	11:55	12:05
	12:15	12:23	12:27	12:37	12:40	12:47	12:55	1:05
	1:15	1:23	1:27	1:37	1:40	1:47	1:55	2:05
	2:15	2:23	2:27	2:37	2:40	2:47	2:55	3:05
	3:15	3:23	3:27	3:37	3:40	3:47	3:55	4:05
	4:15	4:23	4:27	4:37	4:40	4:47	4:55	5:05
NO SUNDAY SERVICE NO SERVICIO DOMINGO								

Legend

RTA Paso Robles Routes A & B

Route A Bus Stop Clockwise

single direction
Parada de Ruta A:
Misma dirección de reloj

Route B Bus Stop Counterclockwise

single direction
Parada de Ruta B:
Sentido contrario de reloj

1 Timed Stop

Parada de tiempo

Direction of Service

Dirección de servicio

RTA 9 Route 9

Regional Route Ruta regional

Weekdays Only Select Trips

Solo entre semana,
viajes seleccionados

Express

Express

Bus Stop

single direction
Parada de autobus/
una dirección

Bus Stop

bus stops both directions
Northbound & Southbound
Parada de autobus/
ambas direcciones
Hacia el norte y sur

T Transfer Hub

Centro de transferencias

MAP NOT TO SCALE

Holidays / Dias Festivos

No Service / No Servicio: Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, and New Year's Day

All information is subject to change at any time. / Informaciones, incluyen las paradas del autobus, horarios, tarifas y tipos de pases, están sujetos a cambio.

All Trolley Stops

NORTHBOUND to Avila Beach

- Pismo Premium Outlets
- Avila Beach Drive @ Ontario, at the Avila Hot Springs Resort parking lot
- Bob Jones Bike Trailhead @ Ontario Road
- Avila Beach Drive @ 1st - at the stoplight
- San Luis Bay Inn @ Avila Beach Drive
- Port San Luis - near Fat Cats restaurant

SOUTHBOUND to Pismo Beach

- Avila Beach Drive @ 1st Street
- Cave Landing Road
- Bob Jones Bike Trailhead on Ontario Road
- Avila Beach Drive @ Ontario Road
- Pismo Premium Outlets

**Connect to South County Transit
Routes 21 & 24 and RTA Route 10
at the Pismo Premium Outlets**



Please Note:

Due to heavy road traffic during holidays, events, and high visitor season, the trolley often runs behind schedule.

You can locate the trolley using the *Transit Tracker* system. Just text your trolley stop number found on the Transit Tracker sign at every stop to:

805-541-4782

and an arrival-time estimate will be sent to your phone.



Trolley Tips:

No smoking, eating or drinking onboard. Only pets in carriers or service animals are allowed. Please remain seated while vehicle is in motion. No loud music. No standing or sitting in front of the white line. Disturbing other passengers is cause for removal.

Donations are cheerfully accepted and help support ongoing trolley operations. The Avila to Pismo Beach Trolley remains FREE thanks to generous support of the Avila Beach Community Foundation, donations and our trolley advertisers.

AVILA-PISMO TROLLEY

2022 SCHEDULE



FREE!

May - August

**SUMMER 2022
May 6 - September 4**

**Friday 4 PM - 9 PM
Saturday 10 AM - 9 PM
Sunday 10 AM - 6 PM**

Take the trolley to the Avila Beach Friday Farmers Market! Skip the weekend parking crowds and be dropped off and picked up at key Avila locations.

Call 541-2228 or visit www.slorta.org



Pismo Beach to Avila Beach Schedule

Pismo Beach	Northbound			Avila Port	Southbound		
	Avila Beach				Avila Beach		
Pismo Beach Outlets <i>Connect with RTA 10 and SCT</i>	Avila Beach Dr. @ Ontario <i>Avila Hot Springs Resort</i>	Bob Jones Bike Trailhead @ Ontario <i>Entrance of Parking Lot</i>	Avila Beach Dr. @ 1 st Street <i>Near golf course</i>	Port San Luis <i>Near Fat Cats</i>	Avila Beach Dr. @ 1 st Street	Avila Beach Dr. @ Ontario <i>Avila Hot Springs Resort</i>	Pismo Beach Premium Outlets <i>Connect with RTA 10 and SCT</i>
10:00a	10:11	10:13	10:21	10:26	10:31	10:41	10:50
11:00a	11:11	11:13	11:21	11:26	11:31	11:41	11:50
12:00p	12:11	12:13	12:21	12:26	12:31	12:41	12:50
1:00p	1:11	1:13	1:21	1:26	1:31	1:41	1:50
- Trolley Break -							
3:00p	3:11	3:13	3:21	3:26	3:31	3:41	3:50
4:00p	4:11	4:13	4:21	4:26	4:31	4:41	4:50
5:00p	5:11	5:13	5:21	5:26	5:31	5:41	5:50
6:00p	6:11	6:13	6:21	6:26	6:31	6:41	6:50
7:00p Fri-Sat	7:11	7:13	7:21	7:26	7:31	7:41	7:50
8:00p Fri-Sat	8:11	8:13	8:21	8:26	8:31	8:41	8:50

Please Note:
Due to heavy traffic during holidays, events, and high visitor season, the trolley often runs behind schedule.

You can locate the trolley using the **Transit Tracker** system. Just text your trolley stop number found on the Transit Tracker sign at every stop to: **805-541-4782** and an estimated arrival time will be sent to your phone.

**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
NOVEMBER 2, 2022
STAFF REPORT**

AGENDA ITEM: A-6

TOPIC: Transit Asset Management Plan Update

PRESENTED BY: Geoff Straw, Executive Director
Melissa C. Mudgett, Grants and Finance Manager

STAFF RECOMMENDATION: Receive and File FY22 TAM Plan Update

BACKGROUND/DISCUSSION:

In accordance with Federal Transit Administration (FTA) regulations, every transit agency must develop and periodically update a Transit Asset Management (TAM) plan if it owns, operates, or manages capital assets used to provide public transportation and receives federal financial assistance under 49 U.S.C. Chapter 53 as a recipient or subrecipient. The RTA falls under the FTA's Tier II designation, and is a group sponsor for our subrecipient of Federal funds (the City of Atascadero). As a Tier II agency, the RTA must meet the following four elements:

1. An inventory of assets – A register of capital assets and information about those assets.
2. A condition assessment of inventoried assets – A rating of the assets' physical state; to be completed for assets an agency has direct capital responsibility for; should be at a level of detail sufficient to monitor and predict performance of inventoried assets.
3. Description of a decision support tool – An analytic process or tool that (1) assists in capital asset investment prioritization and/or (2) estimates capital needs over time *does not necessarily mean software*.
4. A prioritized list of investments – A prioritized list of projects or programs to manage or improve the State of Good Repair (SGR) of capital assets.

Transit Asset Management Plan

The RTA's Strategic Business Plan set our goal for all revenue vehicles to be no more than **40%** beyond the FTA-defined useful life standard in terms of years or miles. Non-Revenue support vehicles replacement goals is set at **25%** as these vehicles typically incur fewer annual miles and therefore their useful life can be extended until funding is made available. The truck and equipment goal is set at **20%** and is based on current age and when the replacement is tentatively scheduled to take place.

In January 2022 construction was completed on the new Bus Maintenance Facility located at 253 Elks Lane in San Luis Obispo. This facility supports maintenance, operations and the administrative functions for the RTA and is a new facility addition to the FY2022 TAM Plan. In accordance with federal requirements, a facility condition assessment of the Bus Maintenance Facility shall be reported to the National Transit Database (NTD) every four (4) years.

In FY22, the RTA remains on target to meet or exceed the vehicle replacement and facility condition performance measures as set forth in the TAM Plan. Performance details are reported annually to the NTD and are summarized in the table below.

Performance Measure	2022 Target (%)	2022 Performance (%)	Variance	Description
Heavy Duty Bus	40%	14%	26%	On Target to replace two (2) heavy-duty diesel-powered buses with zero-emission electric buses in FY23 and five (5) more zero-emission electric buses in FY24.
Cutaway	40%	28%	12%	On Target with two (2) Cutaway replacements for rural Route 15 and three (3) Medium-Duty Minibuses for South County in FY23.
ADA Minivan	40%	36%	4%	On Target with replacements of seven (7) ADA minivans in FY23.
Support Vehicles (Non-Revenue)	25%	58%	-33%	Revenue Vehicles remain top priority for replacement over non-revenue support vehicles. Support Vehicles (non-revenue vehicles) incur less miles and therefore useful life can be extended until funding is made available. On Target to replace one (1) hybrid support vehicle with an all electric support vehicle in FY23.
Trucks and Other Rubber Tire Vehicles & Equipment (Non-Revenue)	20%	0%	20%	On Target with two (2) non-revenue support maintenance truck replacements projected in FY24. On Target for replacement of one (1) non-revenue support equipment forklift in FY28.

Facilities (Bus Maintenance Facility)	40%	0%	40%	Construction was completed in January 2022. The facility condition assessment rates the facility as a "5 - Excellent Condition" with no visible defects, in new condition and under warranty. The RTA's facility condition assessment standard is to repair a facility assets that receive a condition rating of marginal (2) or poor (1) at a rate that will allow for no more than 40% of the facility assets beyond the NTD and FTA-defined condition five-point scale.
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Staff recommendation

Receive and file the FY22 TAM Plan.

San Luis Obispo Regional Transit Authority Transit Asset Management Plan

Tania Arnold, Accountable Executive

Last modified by Melissa C. Mudgett on 11 Oct 22 at 15:31

Geoff Straw, RTA Executive

Introduction

The RTA is a Joint Powers Authority that was formed in 1989 that serves to connect various communities within San Luis Obispo County and nearby cities. Regional fixed-route and paratransit services throughout the region (including paratransit within the City of San Luis Obispo) are managed by the RTA. In addition, the RTA is contracted by the County of San Luis Obispo to operate community-based services in unincorporated areas (primarily in Nipomo, Shandon and Templeton), and by the City of Paso Robles to operate the Paso Express fixed-route services and the Paso Robles Dial-A-Ride service. The RTA also provides administrative oversight of the South County Transit's (SCT) fixed-route services in the Five Cities area. The RTA Board of Directors consists of a representative from all of the cities in which transportation services are provided, as well as all five San Luis Obispo County Supervisors. The Regional Transportation Advisory Committee (RTAC) meets quarterly and provides advice to the RTA Board. Services have been directly operated by the RTA employees since 2009, when the previously contracted services were brought in-house. The RTA's fleet standard is to replace 100% of all revenue vehicles with no more than 40% beyond the FTA-defined useful life standard in terms of years or miles. This is a Tier II Group Plan that also includes the City of Atascadero as a subrecipient to the RTA. The City of Atascadero provides only Dial-A-Ride services to their community.

Performance Targets & Measures

Asset Category - Performance Measure	Asset Class	2023 Target	2024 Target	2025 Target	2026 Target	2027 Target
REVENUE VEHICLES						
Age - % of revenue vehicles within a particular asset class that have met or exceeded their Useful Life Benchmark (ULB)	AB - Articulated Bus	N/A				
	AO - Automobile	N/A				
	BR - Over-the-road Bus	N/A				
	BU - Bus	40%	40%	40%	40%	40%
	CU - Cutaway Bus	40%	40%	40%	40%	40%
	DB - Double Decked Bus	N/A				
	FB - Ferryboat	N/A				
	MB - Mini-bus	N/A				
	MV - Mini-van	40%	40%	40%	40%	40%
	RT - Rubber-tire Vintage Trolley	40%	40%	40%	40%	40%
	SB - School Bus	N/A				
	SV - Sport Utility Vehicle	N/A				
	TB - Trolleybus	N/A				
	VN - Van	N/A				
	Custom 1	N/A				
	Custom 2	N/A				
	Custom 3	N/A				
EQUIPMENT						
Age - % of vehicles that have met or exceeded their Useful Life Benchmark (ULB)	Non Revenue/Service Automobile	25%	25%	30%	40%	40%
	Steel Wheel Vehicles	N/A				
	Trucks and other Rubber Tire Vehicles	25%	25%	30%	40%	40%
	Forklift	20%	20%	25%	30%	30%
	Custom 2	N/A				
	Custom 3	N/A				
FACILITIES						
Condition - % of facilities with a condition rating below 3.0 on the FTA Transit Economic Requirements Model (TERM) Scale	Administration	N/A				
	Maintenance	N/A				
	Parking Structures	N/A				
	Passenger Facilities	N/A				
	Custom 1	N/A				
	Custom 2	N/A				
	Custom 3	N/A				

Target Setting Methodology

Based on the RTA's Strategic Business Plan, the goal for all revenue vehicles is to not exceed more than 40% beyond the FTA-defined useful life standard in terms of years or miles. The equipment goal is set based on the current age and when the replacement is tentatively scheduled to take place.

Capital Asset Inventory

Please see Appendix A (Asset Register) for the asset inventory listing.

Asset Inventory Summary

Asset Category	Total Number	Avg Age	Avg Mileage	Avg Value
Revenue Vehicles	67	6.0	221,420	\$535,373.13
<i>AB - Articulated Bus</i>	0	-	-	-
<i>AO - Automobile</i>	0	-	-	-
<i>BR - Over-the-road Bus</i>	0	-	-	-
<i>BU - Bus</i>	33	7.8	344,948	\$950,606.06
<i>CU - Cutaway Bus</i>	18	4.3	128,794	\$150,000.00
<i>DB - Double Decked Bus</i>	0	-	-	-
<i>FB - Ferryboat</i>	0	-	-	-
<i>MB - Mini-bus</i>	0	-	-	-
<i>MV - Mini-van</i>	14	3.6	43,543	\$80,000.00
<i>RT - Rubber-tire Vintage Trolley</i>	2	8.5	76,738	\$340,000.00
<i>SB - School Bus</i>	0	-	-	-
<i>SV - Sport Utility Vehicle</i>	0	-	-	-
<i>TB - Trolleybus</i>	0	-	-	-
<i>VN - Van</i>	0	-	-	-
<i>Custom 1</i>	0	-	-	-
<i>Custom 2</i>	0	-	-	-
<i>Custom 3</i>	0	-	-	-
Equipment	17	6.9	91,329	\$58,823.53
<i>Non Revenue/Service Automobile</i>	12	7.1	108,271	\$52,500.00
<i>Steel Wheel Vehicles</i>	0	-	-	-
<i>Trucks and other Rubber Tire Vehicles</i>	4	5.8	63,283	\$80,000.00
<i>Forklift</i>	1	9.0	203	\$50,000.00
<i>Custom 2</i>	0	-	-	-
<i>Custom 3</i>	0	-	-	-
Facilities	0	-	N/A	-
<i>Administration</i>	0	-	N/A	-
<i>Maintenance</i>	0	-	N/A	-
<i>Parking Structures</i>	0	-	N/A	-
<i>Passenger Facilities</i>	0	-	N/A	-
<i>Custom 1</i>	0	-	N/A	-
<i>Custom 2</i>	0	-	N/A	-
<i>Custom 3</i>	0	-	N/A	-

Condition Assessment

Please see Appendix B (Asset Condition Data) for individual asset condition listing.

Asset Condition Summary

Asset Category	Total Number	Avg Age	Avg Mileage	Avg TERM Condition	Avg Value	% At or Past ULB
Revenue Vehicles	67	6.0	208,201	N/A	\$535,373.13	24%
<i>AB - Articulated Bus</i>	0	-	-	N/A	-	-
<i>AO - Automobile</i>	0	-	-	N/A	-	-
<i>BR - Over-the-road Bus</i>	0	-	-	N/A	-	-
<i>BU - Bus</i>	33	7.8	344,948	N/A	\$950,606.06	15%
<i>CU - Cutaway Bus</i>	18	4.3	100,173	N/A	\$150,000.00	28%
<i>DB - Double Decked Bus</i>	0	-	-	N/A	-	-
<i>FB - Ferryboat</i>	0	-	-	N/A	-	-
<i>MB - Mini-bus</i>	0	-	-	N/A	-	-
<i>MV - Mini-van</i>	14	3.6	43,543	N/A	\$80,000.00	36%
<i>RT - Rubber-tire Vintage Trolley</i>	2	8.5	76,738	N/A	\$340,000.00	50%
<i>SB - School Bus</i>	0	-	-	N/A	-	-
<i>SV - Sport Utility Vehicle</i>	0	-	-	N/A	-	-
<i>TB - Trolleybus</i>	0	-	-	N/A	-	-
<i>VN - Van</i>	0	-	-	N/A	-	-
<i>Custom 1</i>	0	-	-	N/A	-	-
<i>Custom 2</i>	0	-	-	N/A	-	-
<i>Custom 3</i>	0	-	-	N/A	-	-
Equipment	17	6.9	91,329	N/A	\$58,823.53	18%
<i>Non Revenue/Service Automobile</i>	12	7.1	108,271	N/A	\$52,500.00	8%
<i>Steel Wheel Vehicles</i>	0	-	-	N/A	-	-
<i>Trucks and other Rubber Tire Vehicles</i>	4	5.8	63,283	N/A	\$80,000.00	50%
<i>Forklift</i>	1	9.0	203	N/A	\$50,000.00	0%
<i>Custom 2</i>	0	-	-	N/A	-	-
<i>Custom 3</i>	0	-	-	N/A	-	-
Facilities	0	-	N/A	-	-	N/A
<i>Administration</i>	0	-	N/A	-	-	N/A
<i>Maintenance</i>	0	-	N/A	-	-	N/A
<i>Parking Structures</i>	0	-	N/A	-	-	N/A
<i>Passenger Facilities</i>	0	-	N/A	-	-	N/A
<i>Custom 1</i>	0	-	N/A	-	-	N/A
<i>Custom 2</i>	0	-	N/A	-	-	N/A
<i>Custom 3</i>	0	-	N/A	-	-	N/A

Decision Support

Investment Prioritization

The RTA uses the Fleet Replacement Module to identify replacements and to justify the investment priority process.

Decision Support Tools

The following tools are used in making investment decisions:

Process/Tool	Brief Description
Fleet Replacement Module	Fleet replacement module was used to generate the projected replacement of the fleet based on thier useful life and condition of the fleet over the next five years (2022-2027). The RTA Fleet Software system uses asset inventory and condition information to support the fleet replacement schedule.

Investment Prioritization

The list of prioritized investment projects is provided in Appendix C.

Appendices

Appendix A	Asset Register
Appendix B1	Revenue Vehicle (Rolling Stock) Condition Data
Appendix B2	Equipment Condition Data
Appendix B3	Facilities Condition Data
Appendix C	Proposed Investment Project List
Appendix D	Fleet Replacement Module Output

Appendix A: Asset Register

Asset Category	Asset Class	Asset Name	Make	Model	Count	ID/Serial No.	Asset Owner	Acquisition Year	Vehicle Mileage	Replacement Cost/Value
Equipment	Forklift	523	Toyota	forklift	1	67498	SLO RTA	2013	203	\$50,000.00
Equipment	Non Revenue/Service Automobile	506	HONDA	CIVIC HYBRID	1	JHMFA3F27A5000891	SLO RTA	2009	97,258	\$60,000.00
Equipment	Non Revenue/Service Automobile	516	DODGE	GRAND CARAVAN	1	2C7WDGBG4ER427019	SCT	2014	108,195	\$65,000.00
Equipment	Non Revenue/Service Automobile	517	DODGE	GRAND CARAVAN	1	2C7WDGBG0ER432170	SCT	2014	80,307	\$65,000.00
Equipment	Non Revenue/Service Automobile	518	FORD	ESCAPE	1	1FMCU0F79FUA82166	SLO RTA	2015	142,032	\$45,000.00
Equipment	Non Revenue/Service Automobile	519	FORD	ESCAPE	1	1FMCU07F0FUA82167	SLO RTA	2015	181,703	\$45,000.00
Equipment	Non Revenue/Service Automobile	520	FORD	ESCAPE	1	1FMCU0F72FUA82168	SLO RTA	2015	46,700	\$45,000.00
Equipment	Non Revenue/Service Automobile	521	FORD	ESCAPE	1	1FMCU0F71HUB03417	SLO RTA	2017	125,587	\$45,000.00
Equipment	Non Revenue/Service Automobile	1601	DODGE	BRAUN	1	2C7WDGBG8FR642808	SLO RTA	2016	82,865	\$52,000.00
Equipment	Non Revenue/Service Automobile	1602	DODGE	BRAUN	1	2C7WDGBG6FR652138	SLO RTA	2016	99,039	\$52,000.00
Equipment	Non Revenue/Service Automobile	1603	DODGE	BRAUN	1	2C7WDGBG6FR652141	SLO RTA	2016	110,599	\$52,000.00
Equipment	Non Revenue/Service Automobile	1604	DODGE	BRAUN	1	2C7WDGBG7FR652150	SLO RTA	2016	108,431	\$52,000.00
Equipment	Non Revenue/Service Automobile	1607	DODGE	BRAUN	1	2C7WDGBG8FR642792	SLO RTA	2016	116,535	\$52,000.00
Equipment	Trucks and other Rubber Tire Vehicles	511	FORD	F-250	1	1FT7X2A60EEB27771	SLO RTA	2014	94,488	\$80,000.00
Equipment	Trucks and other Rubber Tire Vehicles	512	FORD	F-250	1	1FD7X2A62EEB27850	SLO RTA	2014	60,759	\$80,000.00
Equipment	Trucks and other Rubber Tire Vehicles	522	FORD	F-250	1	1FD7X2A66GED42246	SLO RTA	2016	81,738	\$80,000.00
Equipment	Trucks and other Rubber Tire Vehicles	524	FORD	F-250	1	1FTFX1C50MKD87727	SLO RTA	2021	16,147	\$80,000.00
RevenueVehicles	BU - Bus	167	GILLIG	PHANTOM	1	15GCD271181112915	SLO RTA	2008	626,329	\$960,000.00
RevenueVehicles	BU - Bus	168	GILLIG	PHANTOM	1	15GCD271381112916	SLO RTA	2008	564,864	\$960,000.00
RevenueVehicles	BU - Bus	204	GILLIG	PHANTOM	1	15GCB201731112331	SCT	2003	550,809	\$960,000.00
RevenueVehicles	BU - Bus	1011	THOR	EZ RIDER	1	1N9MMACL2AC084310	SCT	2010	324,303	\$960,000.00
RevenueVehicles	BU - Bus	1012	THOR	EZ RIDER	1	1N9MMACL4AC084311	SCT	2010	257,152	\$960,000.00
RevenueVehicles	BU - Bus	1101	EL DORADO	BRT	1	1N9APACL6AC084207	SLO RTA	2011	254,159	\$650,000.00
RevenueVehicles	BU - Bus	1301	GILLIG	LOW FLOOR	1	15GGD2714D1182291	SLO RTA	2013	471,410	\$960,000.00
RevenueVehicles	BU - Bus	1302	GILLIG	LOW FLOOR	1	15GGD2716D1182292	SLO RTA	2013	420,968	\$960,000.00
RevenueVehicles	BU - Bus	1303	GILLIG	LOW FLOOR	1	15GGD2718D1182293	SLO RTA	2013	500,326	\$960,000.00
RevenueVehicles	BU - Bus	1304	GILLIG	LOW FLOOR	1	15GGD271XD1182294	SLO RTA	2013	475,848	\$960,000.00
RevenueVehicles	BU - Bus	1305	GILLIG	LOW FLOOR	1	15GGD2711D1182295	SLO RTA	2013	445,246	\$960,000.00
RevenueVehicles	BU - Bus	1306	GILLIG	LOW FLOOR	1	15GGD2713D1182296	SLO RTA	2013	481,242	\$960,000.00
RevenueVehicles	BU - Bus	1307	GILLIG	LOW FLOOR	1	15GGD2715D1182297	SLO RTA	2013	491	\$960,000.00
RevenueVehicles	BU - Bus	1308	GILLIG	LOW FLOOR	1	15GGB271XD1182298	SCT	2013	491,647	\$960,000.00
RevenueVehicles	BU - Bus	1309	GILLIG	LOW FLOOR	1	15GGB2711D1182299	SCT	2013	403,567	\$960,000.00
RevenueVehicles	BU - Bus	1310	GILLIG	LOW FLOOR	1	15GGB2714D1182300	SCT	2013	405,989	\$960,000.00
RevenueVehicles	BU - Bus	1501	GILLIG	LOW FLOOR	1	15GGD2719F1184847	SLO RTA	2015	441,104	\$960,000.00
RevenueVehicles	BU - Bus	1502	GILLIG	LOW FLOOR	1	15GGD2710F1184848	SLO RTA	2015	408,591	\$960,000.00
RevenueVehicles	BU - Bus	1503	GILLIG	LOW FLOOR	1	15GGD2712F1184849	SLO RTA	2015	395,418	\$960,000.00
RevenueVehicles	BU - Bus	1504	GILLIG	LOW FLOOR	1	15GGD2719F1184850	SLO RTA	2015	409,094	\$960,000.00
RevenueVehicles	BU - Bus	1505	GILLIG	LOW FLOOR	1	15GGD2710F1184851	SLO RTA	2015	402,720	\$960,000.00
RevenueVehicles	BU - Bus	1506	GILLIG	LOW FLOOR	1	15GGD2712F1184852	SLO RTA	2015	400,087	\$960,000.00
RevenueVehicles	BU - Bus	1507	GILLIG	LOW FLOOR	1	15GGD2714F1184853	SLO RTA	2015	329,000	\$960,000.00
RevenueVehicles	BU - Bus	1508	GILLIG	LOW FLOOR	1	15GGD2716F1184854	SLO RTA	2015	427,266	\$960,000.00

Asset Category	Asset Class	Asset Name	Make	Model	Count	ID/Serial No.	Asset Owner	Acquisition Year	Vehicle Mileage	Replacement Cost/Value
RevenueVehicles	BU - Bus	1509	GILLIG	LOW FLOOR	1	15GGB2710F1184855	SCT	2015	316,886	\$960,000.00
RevenueVehicles	BU - Bus	1801	GILLIG	LOW FLOOR	1	15GGD2715J3190447	SLO RTA	2018	225,393	\$960,000.00
RevenueVehicles	BU - Bus	1802	GILLIG	LOW FLOOR	1	15GGD2717J3190448	SLO RTA	2018	215,551	\$960,000.00
RevenueVehicles	BU - Bus	1803	GILLIG	LOW FLOOR	1	15GGD2719J3190449	SLO RTA	2018	201,192	\$960,000.00
RevenueVehicles	BU - Bus	1910	GILLIG	LOW FLOOR	1	15GGD2710K3191300	SLO RTA	2019	182,421	\$960,000.00
RevenueVehicles	BU - Bus	1911	GILLIG	LOW FLOOR	1	15GGD2712K3191301	SLO RTA	2019	171,391	\$960,000.00
RevenueVehicles	BU - Bus	1912	GILLIG	LOW FLOOR	1	15GGD2714K3191302	SLO RTA	2019	173,297	\$960,000.00
RevenueVehicles	BU - Bus	2101	GILLIG	LOW FLOOR	1	15GGD2711M3197061	SLO RTA	2021	784	\$960,000.00
RevenueVehicles	BU - Bus	2102	GILLIG	LOW FLOOR	1	15GGD2713M3197062	SLO RTA	2021	8,742	\$960,000.00
RevenueVehicles	CU - Cutaway Bus	27	FORD	STARCRAFT E450	1	1FDFE4FSXEDB20055	ATASCADERO	2015		\$150,000.00
RevenueVehicles	CU - Cutaway Bus	28	FORD	STARCRAFT E450	1	1FDFE4FS3HDC33737	ATASCADERO	2017		\$150,000.00
RevenueVehicles	CU - Cutaway Bus	29	FORD	STARCRAFT E450	1	1FDFE4FS1HDC78904	ATASCADERO	2018		\$150,000.00
RevenueVehicles	CU - Cutaway Bus	30	FORD	STARCRAFT E450	1	1FDFE4FS5HDC78906	ATASCADERO	2018		\$150,000.00
RevenueVehicles	CU - Cutaway Bus	1510	FORD	STARCRAFT E450	1	1FDFE4FS0GDC08468	SLO RTA	2015	392,353	\$150,000.00
RevenueVehicles	CU - Cutaway Bus	1511	FORD	STARCRAFT E450	1	1FDFE4FS4GDC09025	SLO RTA	2015	141,183	\$150,000.00
RevenueVehicles	CU - Cutaway Bus	1512	FORD	STARCRAFT E450	1	1FDFE4FS5GDC08448	SLO RTA	2015	390,083	\$150,000.00
RevenueVehicles	CU - Cutaway Bus	1608	FORD	STARCRAFT E450	1	1FDFE4FS3GDC45434	SLO RTA	2016	139,502	\$150,000.00
RevenueVehicles	CU - Cutaway Bus	1901	FORD	STARCRAFT E450	1	1FDFE4FS5KDC21600	SLO RTA	2019	84,751	\$150,000.00
RevenueVehicles	CU - Cutaway Bus	1902	FORD	STARCRAFT E450	1	1FDFE4FS7KDC26300	SLO RTA	2019	83,030	\$150,000.00
RevenueVehicles	CU - Cutaway Bus	1903	FORD	STARCRAFT E450	1	1FDFE4FS9KDC26301	SLO RTA	2019	88,145	\$150,000.00
RevenueVehicles	CU - Cutaway Bus	1904	FORD	STARCRAFT E450	1	1FDFE4FS9KDC26302	SLO RTA	2019	85,711	\$150,000.00
RevenueVehicles	CU - Cutaway Bus	1905	FORD	STARCRAFT E450	1	1FDFE4FS9KDC26303	SLO RTA	2019	72,672	\$150,000.00
RevenueVehicles	CU - Cutaway Bus	1906	FORD	STARCRAFT E450	1	1FDFE4FS9KDC26304	SLO RTA	2019	77,223	\$150,000.00
RevenueVehicles	CU - Cutaway Bus	1907	FORD	STARCRAFT E450	1	1FDFE4FS9KDC26305	SLO RTA	2019	80,753	\$150,000.00
RevenueVehicles	CU - Cutaway Bus	1908	FORD	STARCRAFT E450	1	1FDFE4FS9KDC26306	SLO RTA	2019	76,671	\$150,000.00
RevenueVehicles	CU - Cutaway Bus	1909	FORD	STARCRAFT E450	1	1FDFE4FS9KDC26299	SCT	2019	65,321	\$150,000.00
RevenueVehicles	CU - Cutaway Bus	2031	FORD	STARCRAFT E450	1	1FDFE4FN6MDC15074	SLO RTA	2019	25,171	\$150,000.00
RevenueVehicles	MV - Mini-van	1701	DODGE	BRAUN	1	2C7WDGBG7GR396495	SLO RTA	2017	97,507	\$80,000.00
RevenueVehicles	MV - Mini-van	1703	DODGE	BRAUN	1	2C7WDGBG4GR396504	SLO RTA	2017	103,303	\$80,000.00
RevenueVehicles	MV - Mini-van	1704	DODGE	BRAUN	1	2C7WDGBG1GR396508	SLO RTA	2017	102,333	\$80,000.00
RevenueVehicles	MV - Mini-van	1705	DODGE	BRAUN	1	2C7WDGBG7GR396514	SLO RTA	2017	95,519	\$80,000.00
RevenueVehicles	MV - Mini-van	1706	DODGE	BRAUN	1	2C7WDGBG6GR396519	SLO RTA	2017	81,538	\$80,000.00
RevenueVehicles	MV - Mini-van	2051	DODGE	BRAUN ENTRAVAN	1	2C7WDGBG0KR798819	SLO RTA	2019	16,590	\$80,000.00
RevenueVehicles	MV - Mini-van	2052	DODGE	BRAUN ENTRAVAN	1	2C7WDGBG9KR798818	SLO RTA	2019	15,983	\$80,000.00
RevenueVehicles	MV - Mini-van	2053	DODGE	BRAUN ENTRAVAN	1	2C7WDGBG9KR798835	SLO RTA	2019	17,174	\$80,000.00
RevenueVehicles	MV - Mini-van	2054	DODGE	BRAUN ENTRAVAN	1	2C7WDGBG9KR801121	SLO RTA	2019	17,972	\$80,000.00
RevenueVehicles	MV - Mini-van	2055	DODGE	BRAUN ENTRAVAN	1	2C7WDGBGXKR799394	SLO RTA	2019	14,298	\$80,000.00
RevenueVehicles	MV - Mini-van	2056	DODGE	BRAUN ENTRAVAN	1	2C7WDGBGXKR801077	SLO RTA	2019	11,933	\$80,000.00
RevenueVehicles	MV - Mini-van	2057	DODGE	BRAUN ENTRAVAN	1	2C7WDGBG1KR808323	SLO RTA	2019	14,236	\$80,000.00
RevenueVehicles	MV - Mini-van	2151	DODGE	BRAUN ENTRAVAN	1	2C7WDGBG7KR800808	Paso DAR	2020	12,401	\$80,000.00
RevenueVehicles	MV - Mini-van	2152	DODGE	BRAUN ENTRAVAN	1	2C7WDGBG3KR800918	Paso DAR	2020	8,811	\$80,000.00
RevenueVehicles	RT - Rubber-tire Vintage Trolley	1013	DOUBLE K	VILLAGER	1	1F66F5DY7B0A04333	SLO RTA	2010	110,123	\$340,000.00
RevenueVehicles	RT - Rubber-tire Vintage Trolley	1707	DOUBLE K	VILLAGER	1	1F66F5DY0H0A10659	SLO RTA	2017	43,352	\$340,000.00

Appendix B: Asset Condition Data

B1: Revenue Vehicle Assets

Asset Category	Asset Class	Asset Name	Count	ID/Serial No.	Age (Yrs)	Vehicle Mileage	Replacement Cost/Value	Useful Life Benchmark (Yrs)	Past Useful Life Benchmark
RevenueVehicles	BU - Bus	167	1	15GCD271181112915	14	626,329	\$960,000.00	12	Yes
RevenueVehicles	BU - Bus	168	1	15GCD271381112916	14	564,864	\$960,000.00	12	Yes
RevenueVehicles	BU - Bus	204	1	15GCB201731112331	19	550,809	\$960,000.00	12	Yes
RevenueVehicles	BU - Bus	1011	1	1N9MMACL2AC084310	12	324,303	\$960,000.00	12	Yes
RevenueVehicles	BU - Bus	1012	1	1N9MMACL4AC084311	12	257,152	\$960,000.00	12	Yes
RevenueVehicles	BU - Bus	1101	1	1N9APACL6AC084207	11	254,159	\$650,000.00	12	No
RevenueVehicles	BU - Bus	1301	1	15GGD2714D1182291	9	471,410	\$960,000.00	12	No
RevenueVehicles	BU - Bus	1302	1	15GGD2716D1182292	9	420,968	\$960,000.00	12	No
RevenueVehicles	BU - Bus	1303	1	15GGD2718D1182293	9	500,326	\$960,000.00	12	No
RevenueVehicles	BU - Bus	1304	1	15GGD271XD1182294	9	475,848	\$960,000.00	12	No
RevenueVehicles	BU - Bus	1305	1	15GGD2711D1182295	9	445,246	\$960,000.00	12	No
RevenueVehicles	BU - Bus	1306	1	15GGD2713D1182296	9	481,242	\$960,000.00	12	No
RevenueVehicles	BU - Bus	1307	1	15GGD2715D1182297	9	491	\$960,000.00	12	No
RevenueVehicles	BU - Bus	1308	1	15GGB271XD1182298	9	491,647	\$960,000.00	12	No
RevenueVehicles	BU - Bus	1309	1	15GGB2711D1182299	9	403,567	\$960,000.00	12	No
RevenueVehicles	BU - Bus	1310	1	15GGB2714D1182300	9	405,989	\$960,000.00	12	No
RevenueVehicles	BU - Bus	1501	1	15GGD2719F1184847	7	441,104	\$960,000.00	12	No
RevenueVehicles	BU - Bus	1502	1	15GGD2710F1184848	7	408,591	\$960,000.00	12	No
RevenueVehicles	BU - Bus	1503	1	15GGD2712F1184849	7	395,418	\$960,000.00	12	No

Asset Category	Asset Class	Asset Name	Count	ID/Serial No.	Age (Yrs)	Vehicle Mileage	Replacement Cost/Value	Useful Life Benchmark (Yrs)	Past Useful Life Benchmark
RevenueVehicles	BU - Bus	1504	1	15GGD2719F1184850	7	409,094	\$960,000.00	12	No
RevenueVehicles	BU - Bus	1505	1	15GGD2710F1184851	7	402,720	\$960,000.00	12	No
RevenueVehicles	BU - Bus	1506	1	15GGD2712F1184852	7	400,087	\$960,000.00	12	No
RevenueVehicles	BU - Bus	1507	1	15GGD2714F1184853	7	329,000	\$960,000.00	12	No
RevenueVehicles	BU - Bus	1508	1	15GGD2716F1184854	7	427,266	\$960,000.00	12	No
RevenueVehicles	BU - Bus	1509	1	15GGB2710F1184855	7	316,886	\$960,000.00	12	No
RevenueVehicles	BU - Bus	1801	1	15GGD2715J3190447	4	225,393	\$960,000.00	12	No
RevenueVehicles	BU - Bus	1802	1	15GGD2717J3190448	4	215,551	\$960,000.00	12	No
RevenueVehicles	BU - Bus	1803	1	15GGD2719J3190449	4	201,192	\$960,000.00	12	No
RevenueVehicles	BU - Bus	1910	1	15GGD2710K3191300	3	182,421	\$960,000.00	12	No
RevenueVehicles	BU - Bus	1911	1	15GGD2712K3191301	3	171,391	\$960,000.00	12	No
RevenueVehicles	BU - Bus	1912	1	15GGD2714K3191302	3	173,297	\$960,000.00	12	No
RevenueVehicles	BU - Bus	2101	1	15GGD2711M3197061	1	784	\$960,000.00	12	No
RevenueVehicles	BU - Bus	2102	1	15GGD2713M3197062	1	8,742	\$960,000.00	12	No
RevenueVehicles	CU - Cutaway Bus	27	1	1FDFE4FSXEDB20055	7		\$150,000.00	5	Yes
RevenueVehicles	CU - Cutaway Bus	28	1	1FDFE4FS3HDC33737	5		\$150,000.00	5	Yes
RevenueVehicles	CU - Cutaway Bus	29	1	1FDFE4FS1HDC78904	4		\$150,000.00	5	No
RevenueVehicles	CU - Cutaway Bus	30	1	1FDFE4FS5HDC78906	4		\$150,000.00	5	No
RevenueVehicles	CU - Cutaway Bus	1510	1	1FDFE4FS0GDC08468	7	392,353	\$150,000.00	7	Yes
RevenueVehicles	CU - Cutaway Bus	1511	1	1FDFE4FS4GDC09025	7	141,183	\$150,000.00	5	Yes
RevenueVehicles	CU - Cutaway Bus	1512	1	1FDFE4FS5GDC08448	7	390,083	\$150,000.00	7	Yes
RevenueVehicles	CU - Cutaway Bus	1608	1	1FDFE4FS3GDC45434	6	139,502	\$150,000.00	7	No
RevenueVehicles	CU - Cutaway Bus	1901	1	1FDFE4FS5KDC21600	3	84,751	\$150,000.00	7	No
RevenueVehicles	CU - Cutaway Bus	1902	1	1FDFE4FS7KDC26300	3	83,030	\$150,000.00	7	No
RevenueVehicles	CU - Cutaway Bus	1903	1	1FDFE4FS9KDC26301	3	88,145	\$150,000.00	7	No
RevenueVehicles	CU - Cutaway Bus	1904	1	1FDFE4FS9KDC26302	3	85,711	\$150,000.00	7	No
RevenueVehicles	CU - Cutaway Bus	1905	1	1FDFE4FS9KDC26303	3	72,672	\$150,000.00	7	No
RevenueVehicles	CU - Cutaway Bus	1906	1	1FDFE4FS9KDC26304	3	77,223	\$150,000.00	7	No
RevenueVehicles	CU - Cutaway Bus	1907	1	1FDFE4FS9KDC26305	3	80,753	\$150,000.00	7	No
RevenueVehicles	CU - Cutaway Bus	1908	1	1FDFE4FS9KDC26306	3	76,671	\$150,000.00	7	No

Asset Category	Asset Class	Asset Name	Count	ID/Serial No.	Age (Yrs)	Vehicle Mileage	Replacement Cost/Value	Useful Life Benchmark (Yrs)	Past Useful Life Benchmark
RevenueVehicles	CU - Cutaway Bus	1909	1	1FDFE4FS9KDC26299	3	65,321	\$150,000.00	7	No
RevenueVehicles	CU - Cutaway Bus	2031	1	1FDFE4FN6MDC15074	3	25,717	\$150,000.00	7	No
RevenueVehicles	MV - Mini-van	1701	1	2C7WDGBG7GR396495	5	97,507	\$80,000.00	5	Yes
RevenueVehicles	MV - Mini-van	1703	1	2C7WDGBG4GR396504	5	103,303	\$80,000.00	5	Yes
RevenueVehicles	MV - Mini-van	1704	1	2C7WDGBG1GR396508	5	102,333	\$80,000.00	5	Yes
RevenueVehicles	MV - Mini-van	1705	1	2C7WDGBG7GR396514	5	95,519	\$80,000.00	5	Yes
RevenueVehicles	MV - Mini-van	1706	1	2C7WDGBG6GR396519	5	81,538	\$80,000.00	5	Yes
RevenueVehicles	MV - Mini-van	2051	1	2C7WDGBG0KR798819	3	16,590	\$80,000.00	5	No
RevenueVehicles	MV - Mini-van	2052	1	2C7WDGBG9KR798818	3	15,983	\$80,000.00	5	No
RevenueVehicles	MV - Mini-van	2053	1	2C7WDGBG9KR798835	3	17,174	\$80,000.00	5	No
RevenueVehicles	MV - Mini-van	2054	1	2C7WDGBG9KR801121	3	17,972	\$80,000.00	5	No
RevenueVehicles	MV - Mini-van	2055	1	2C7WDGBGXKR799394	3	14,298	\$80,000.00	5	No
RevenueVehicles	MV - Mini-van	2056	1	2C7WDGBGXKR801077	3	11,933	\$80,000.00	5	No
RevenueVehicles	MV - Mini-van	2057	1	2C7WDGBG1KR808323	3	14,236	\$80,000.00	5	No
RevenueVehicles	MV - Mini-van	2151	1	2C7WDGBG7KR800808	2	12,401	\$80,000.00	5	No
RevenueVehicles	MV - Mini-van	2152	1	2C7WDGBG3KR800918	2	8,811	\$80,000.00	5	No
RevenueVehicles	RT - Rubber-tire Vintage Trolley	1013	1	1F66F5DY7B0A04333	12	110,123	\$340,000.00	10	Yes
RevenueVehicles	RT - Rubber-tire Vintage Trolley	1707	1	1F66F5DY0H0A10659	5	43,352	\$340,000.00	10	No

Appendix B: Asset Condition Data

B2: Equipment Assets

Asset Category	Asset Class	Asset Name	Count	ID/Serial No.	Age (Yrs)	Vehicle Mileage	Replacement Cost/Value	Useful Life Benchmark (Yrs)	Past Useful Life Benchmark
Equipment	Forklift	523	1	67498	9	203	\$50,000.00	15	No
Equipment	Non Revenue/Service Automobile	506	1	JHMFA3F27AS000891	13	97,258	\$60,000.00	10	Yes
Equipment	Non Revenue/Service Automobile	516	1	2C7WDGBG4ER427019	8	108,195	\$65,000.00	9	No
Equipment	Non Revenue/Service Automobile	517	1	2C7WDGBG0ER432170	8	80,307	\$65,000.00	9	No
Equipment	Non Revenue/Service Automobile	518	1	1FMCU0F79FUA82166	7	142,032	\$45,000.00	8	No
Equipment	Non Revenue/Service Automobile	519	1	1FMCU0F70FUA82167	7	181,703	\$45,000.00	8	No
Equipment	Non Revenue/Service Automobile	520	1	1FMCU0F72FUA82168	7	46,700	\$45,000.00	8	No
Equipment	Non Revenue/Service Automobile	521	1	1FMCU0F71HUB03417	5	125,587	\$45,000.00	8	No
Equipment	Non Revenue/Service Automobile	1601	1	2C7WDGBG8FR642808	6	82,865	\$52,000.00	8	No
Equipment	Non Revenue/Service Automobile	1602	1	2C7WDGBG6FR652138	6	99,039	\$52,000.00	8	No
Equipment	Non Revenue/Service Automobile	1603	1	2C7WDGBG6FR652141	6	110,599	\$52,000.00	8	No
Equipment	Non Revenue/Service Automobile	1604	1	2C7WDGBG7FR652150	6	108,431	\$52,000.00	8	No
Equipment	Non Revenue/Service Automobile	1607	1	2C7WDGBG8FR642792	6	116,535	\$52,000.00	8	No
Equipment	Trucks and other Rubber Tire Vehicles	511	1	1FT7X2A60EEB27771	8	94,488	\$80,000.00	8	Yes
Equipment	Trucks and other Rubber Tire Vehicles	512	1	1FD7X2A62EEB27850	8	60,759	\$80,000.00	8	Yes
Equipment	Trucks and other Rubber Tire Vehicles	522	1	1FD7X2A66GED42246	6	81,738	\$80,000.00	8	No
Equipment	Trucks and other Rubber Tire Vehicles	524	1	1FTFX1C50MKD87727	1	16,147	\$80,000.00	8	No

Appendix B: Asset Condition Data

B3: Facilities Assets

Asset Category	Asset Class	Asset Name	Count	ID/Serial No.	Age (Yrs)	TERM Scale Condition	Replacement Cost/Value

Appendix C: Proposed Investment Project List

Project Year	Project Name	Asset/Asset Class	Cost	Priority
2018	40ft Transit Buses	RevenueVehicles	\$1,591,200.00	High
2018	Cutaway bus	RevenueVehicles	\$81,600.00	High
2019	40ft Transit Buses	RevenueVehicles	\$1,591,200.00	High
2019	MiniVans	RevenueVehicles	\$106,080.00	High
2020	35ft Transit Buses	RevenueVehicles	\$2,121,600.00	High
2020	Vintage trolley bus	RevenueVehicles	\$214,200.00	Low
2020	Cutaway bus	RevenueVehicles	\$652,800.00	Medium
2021	Cutaway bus	RevenueVehicles	\$244,800.00	Medium
2021	MiniBus	RevenueVehicles	\$816,000.00	High
2021	MiniVans	RevenueVehicles	\$371,280.00	Medium
2022	40ft Transit Buses	RevenueVehicles	\$530,400.00	Medium
2022	Cutaway bus	RevenueVehicles	\$81,600.00	Medium
2022	MiniVans	RevenueVehicles	\$318,240.00	Medium

Appendix D: Fleet Replacement Module Output

Total in Current Year \$	\$9,040,000.00		\$1,100,000.00		\$820,000.00		\$160,000.00		\$2,220,000.00	
Total in Year of Expenditure \$	\$9,220,800.00		\$1,122,000.00		\$836,400.00		\$163,200.00		\$2,264,400.00	
	2023		2024		2025		2026		2027	
Fleet Type (Year/Make/Model)	Number	Cost in 2022 \$	Number	Cost in 2022 \$	Number	Cost in 2022 \$	Number	Cost in 2022 \$	Number	Cost in 2022 \$
2003 GILLIG PHANTOM	2	\$1,920,000.00								
2008 GILLIG PHANTOM	2	\$1,920,000.00								
2010 DOUBLE K VILLAGER										
2017 DOUBLE K VILLAGER					1	\$340,000.00				
2010 THOR EZ RIDER										
2011 EL DORADO BRT	1	\$650,000.00	1	\$650,000.00						
2013 GILLIG LOW FLOOR									2	\$1,920,000.00
2015 GILLIG LOW FLOOR	1	\$960,000.00								
2015 FORD STARCRAFT E450	9	\$1,350,000.00								
2016 FORD STARCRAFT E450	2	\$300,000.00	1	\$150,000.00						
2017 DODGE BRAUN										
2018 GILLIG LOW FLOOR										
2019 GILLIG LOW FLOOR										
2019 FORD STARCRAFT E450									2	\$300,000.00
2017 FORD STARCRAFT E450	2	\$300,000.00								
2018 FORD STARCRAFT E450	4	\$600,000.00	2	\$300,000.00						
2019 DODGE BRAUN ENTRAVAN					6	\$480,000.00				
2020 DODGE BRAUN ENTRAVAN	1	\$80,000.00					2	\$160,000.00		
2021 GILLIG LOW FLOOR	1	\$960,000.00								

POSSIBLE FUTURE USE OF HYDROGEN FUEL CELL TECHNOLOGIES

Executive Summary

As noted in the RTA's *ICT Roll-Out Plan*, the use of battery-electric buses (BEBs) is the recommended path to achieve a zero-emission fleet by 2040 as required under the *ICT Fleet Rule*. This recommendation is based on: 1) the relative maturity of BEB use across the transit industry in comparison to hydrogen fuel cell electric buses (HFCEBs), 2) the BEB recharging infrastructure already in place at the RTA Bus Maintenance Facility, and 3) the region's current lack of experience/expertise with compressed fuels for transportation purposes. Importantly, the RTA operates 13 bus blocks that travel over 300 miles per day. However, the lack of range for current higher-capacity BEBs (roughly 140 to 260 miles per charge) and for current HFCEBs (up to 300 miles) will require either a greater number of buses to operate the same service levels and/or a wholesale change in the way we provide and support public transportation services in and around our county.

This appendix lays out advantages and disadvantages of the current BEB and HFCEB technologies, as well as possible “tipping point” decision points that the RTA Board can evaluate as we gain experience with BEBs, as HFCEB technologies mature, and as hydrogen fueling capabilities expand in our county.

Discussion

Battery-electric and hydrogen fuel cell vehicles have similar propulsion systems: both store energy on board the vehicle to power an electric motor(s). In a battery-electric vehicle, energy is stored in a rechargeable battery, while energy stored as hydrogen is converted to electricity by the fuel cell. More specifically, a hydrogen fuel cell generates electricity through an electrochemical reaction in which hydrogen and oxygen are combined to generate electricity, heat, and water. The fuel cell is composed of an anode, cathode, and an electrolyte membrane. Hydrogen enters the fuel cell through the anode, where it's split into electrons and protons. Hydrogen ions pass through the electrolyte which forces the electrons through a circuit, generating an electric current and excess heat. Oxygen entering at the cathode combines with electrons from the electrical circuit and the hydrogen ions that have passed through the electrolyte from the anode, creating a harmless emission – water. It should be noted that modern hydrogen fuel cell propulsion systems include a “buffer” battery that is used to power the electric motor(s), with the fuel cell designed to maintain the battery's state of charge at or around 70%.

On the consumer side, zero-emission cars and light-duty trucks do not require an enormous battery pack or a large hydrogen fuel storage tank. Hydrogen fuel cell cars currently available on the market (Toyota Mirai and Hyundai Nexo, for example) are more expensive than their battery-electric counterparts and are currently more difficult to fuel: hydrogen is costly to buy, and there are far fewer refueling stations than recharging points in most places in the United States. But when it comes to larger vehicles, the picture is not quite so clear: as vehicles get bigger and heavier, it becomes harder to electrify them, with increasingly larger and heavier battery packs needed. For energy-intensive applications like long-haul trucks, some experts say hydrogen may be the best option. Buses lie somewhere in between cars and trucks on this spectrum.

In May 2022, the RTA issued a purchase order to Gillig Corporation for our first two BEBs, and these two buses have the largest battery system available – 686 Kilowatt/Hour (kWh). This, of course, comes at a cost, since BEBs with largest-available battery packs require wider and higher-capacity front tires, as well as lighter-weight materials throughout the bus, to accommodate the greater weight in comparison to standard diesel buses or HFCEBs. The RTA's first two BEBs are slated for delivery in late 2023.

The lithium batteries used in battery-electric vehicles have a low energy density in comparison to their liquid hydrocarbon fuel counterparts (gasoline and diesel). Lithium batteries also are far lower in energy density than hydrogen. Depending on the source/manufacturer, lithium batteries have an energy density that is between 1.0% and 2.5% of the energy density of a liquid hydrocarbon fuel. Hydrogen also has a relatively low energy density – around four to five times lower than hydrocarbon fuels, but far higher than lithium batteries. Due to hydrogen's low energy density by volume, as a gaseous fuel it must be compressed to 350 bar (roughly 5,100 pounds per square inch) for buses and it must be cryogenically chilled.

Our transit agency neighbors to the north (Santa Cruz Metro) and to the east (Golden Empire Transit in Bakersfield) currently use a combination of diesel-powered and compressed natural gas (CNG) powered buses. As such, they already have experience with CNG-related safety protocols as well as with maintaining complex fuel compression infrastructure to maintain 220 to 250 bar in the CNG fueling station's storage tanks. The methane in CNG is also a feedstock that is relatively easy to convert to hydrogen on-site, and hydrogen refueling can use much of the same distribution equipment as used for CNG systems. As a result, both transit agencies have chosen HFCEB technologies as their long-term zero-emissions solution. It should be noted that both transit agencies operate greater than 100 buses in peak service and operate in or into larger urbanized areas, so they can afford to fund internal staffing resources necessary to support the transition and can attract an appropriate level of

external/vendor resources to ensure reliable continuation of service in the face of a possible technological crisis.

Nearby transit agencies that also operate longer/intercity services similar to the RTA's but have not gained experience with compressed fuel (notably Santa Barbara MTD and Monterey-Salinas Transit) are following the same course as RTA staff's recommendation – launch BEB technologies in the near term, and closely monitor HFCEB projects that are being implemented elsewhere to determine when and if their agencies should transition to HFCEB technologies.

One of the primary advantages of HFCEBs over BEBs is a much shorter refueling time – an HFCEB can be fully refueled in 10 to 15 minutes. Depending on the layout of the bus yard and other space constraints, a hydrogen refueling station can also require a smaller footprint and is more easily scaled up as more HFCEBs are added to the fleet. Conversely, assuming the RTA's new BEB with a 686 kWh battery pack is discharged down to its 20% state of charge limit, our new direct-current 200 kWh fast-chargers recently installed at the RTA Bus Maintenance Facility would need more than 3 hours to safely/fully recharge the batteries (modern “smart” charging systems slow down the charging rate as the battery pack approaches full charge in order to avoid damaging the cells).

The primary disadvantages of hydrogen technology are that the vehicles themselves, as well as the refueling infrastructure for smaller scale implementations, are more expensive than for BEBs. The hydrogen fuel itself is also more expensive on a per-mile basis than either BEBs or diesel-powered buses. In addition, a concern about hydrogen involves its perceived safety. Hydrogen by its nature expands as it naturally heats up, so it is difficult to keep in a pressurized container without it leaking/venting.

Another issue is how hydrogen is produced, as well as the “energy loss conundrum.” The following was taken from a recent Lexology article.¹

The production of hydrogen requires significant amounts of energy, so the way it's produced is critical to its environmental impact. Despite hydrogen being a colorless gas, it's referred to by a range of colors that indicate the environmental impact of its production, for example:

- *Grey hydrogen is produced from fossil fuels in a process that releases CO₂ into the atmosphere. This is currently the cheapest and most common form of hydrogen.*

¹ “Battery Electric vs. Hydrogen – Which is the Future for Electric Vehicles,” Dr. Alan Jones and Dr. Martin Neilson, September 3, 2021.

- Blue hydrogen is also produced using fossil fuels, but the resulting CO₂ is captured to limit greenhouse gas emissions. The carbon capture process means that blue hydrogen is more expensive than its grey counterpart. The UK government's recently announced investment in the hydrogen economy leans heavily on blue hydrogen production. However, there are doubts over just how clean the process truly is, with some figures suggesting that 5-15% of the CO₂ produced is emitted, which could lead to millions of tons of CO₂ being released into the atmosphere annually.
- Green hydrogen is produced using electricity from renewable energy sources such as wind and solar, making it the cleanest form of hydrogen. One of the most promising options for green hydrogen uses electricity from renewable resources to power the electrolysis of water. Chemistry plays a critical role in this process, which splits water into hydrogen and oxygen. Electrolyzers are differentiated by the electrolyte material and operating temperature. Some examples include alkaline electrolyzers, proton exchange membrane electrolyzers and ion exchange membrane electrolyzers. The cost of green hydrogen is ultimately much greater than blue or grey due to the cost of the electrolyzers and the electricity required to operate them.

If one of your main goals is to save the planet, battery electric vehicles are considerably more energy efficient than hydrogen fuel cell vehicles when you consider the series of steps between power generation and propulsion. With a battery electric vehicle, once the electricity is generated (hopefully from a renewable source) the process of supplying this to your vehicle charging location means that around 5% of it is lost. The process of charging and discharging the battery loses another 10%. Finally, the motor wastes another 5% when the vehicle is being driven. That makes for a total loss of 20%.

With a hydrogen fuel cell, you must first convert the electricity to hydrogen via electrolysis, which is only 75% efficient. The gas then must be compressed, chilled and transported, losing another 10%. The fuel cell process of converting hydrogen back to electricity is only 60% efficient, after which you have the same 5% loss from driving the vehicle motor as for a battery electric vehicle. The grand total is a 62% loss – more than three times as much.

To put it another way, for every kW of electricity supply, you get 800W of energy for a battery electric vehicle but only 380W for a hydrogen fuel cell vehicle – less than half as much. That's a huge inefficiency if you're hoping

for a greener future and this doesn't even account for the fact that 95% of hydrogen is currently generated from fossil fuel sources.

AC Transit in Oakland, CA is a highly-regarded pioneer in the transit industry for operating various transit vehicle power systems. AC Transit recently worked with researchers at Stanford University to develop its *Zero Emission Transit Bus Technology Analysis* report that closely tracked five sub-fleets of five vehicles each using five different propulsion technologies: baseline diesel, diesel-electric hybrid, modern HFCEB, BEB, and legacy HFCEB. The report builds on AC Transit's experience operating zero-emission buses over the past two decades. The report focused on operating results between January and June 2021, and it listed five key takeaways:

1. Workforce development moving forward will need a “mixed reality system” that reinvents and reinvigorates the District's training program and engages staff with a real-time learning process.
2. Information on the battery charging communication issues needs further attention.
3. Capacity will need to be increased from 65 to 85 buses per fueling window for future hydrogen station investments.
4. Expired Low Fuel Carbon Standard credits have offset the hydrogen fuel costs savings previously realized.
5. Increased costs for the diesel, hydrogen, and electricity energy sources have impacted the agency's budget.

The AC Transit report also found that the BEB sub-fleet had the lowest per mile cost of the five technologies, when Low-Carbon Fuel Standards credits are applied (in 2020, AC Transit collected \$115,391 in LCFS credits). Below are the results:

AC Transit 5x5 Vehicle Matrix					
Fleet	Diesel (Baseline)	Diesel Hybrid	HFCEB	BEB	Legacy HFCEB
Manufacturer	Gillig	Gillig	New Flyer	New Flyer	Van Hool
Year	2018	2016	2019	2019	2010
Fleet Mileage	116,627	79,250	79,666	62,107	39,347
Cost/Mile	\$1.72	\$2.08	\$2.14	\$1.60	\$4.75
Cost/Mile (w/credits)	\$1.70	\$2.05	\$1.42	\$0.57	\$4.75
Emissions (CO ₂ metric tons)	295	151	0	0	0
Fleet Availability	90%	62%	64%	61%	50%
Reliability (MBCRC)	7,775	7,205	4,193	5,646	1,457

It is important to note that the HFCEB and BEB vehicles were still under warranty during the analysis period, so the cost/mile figures do not reflect the true operating cost going forward.

Of concern are the results for *Fleet Availability* and for *Reliability (Miles between Chargeable Road Calls)*. As presented, the five baseline diesel-powered buses scored the highest for both categories, while the five Van Hool legacy HFCEBs scored the worst of the entire fleet in all categories – which is expected given the age of the vehicles and the “stale” technology. However, one other result stands out: the *Fleet Availability* score for the five BEBs is alarmingly low. Digging into the report further, AC Transit reported the majority of BEB “bad orders” related to High Voltage System and Charging Problems that caused the buses to not be available for scheduled operation. In the *Reliability* section, the five HFCEBs experienced 11 of its 19 roadcalls due to the High Voltage System, while the BEBs reported 5 of 11 roadcalls due to the High Voltage System. Since transit agencies are allowed a 20% bus spare ratio, an availability rating of 85% or higher would not impact service delivery. However, an availability rating of 90% or higher is desirable and expected.

Tipping Point Decisions

By all accounts, HFCEB technologies are more complex than BEB technologies, which are more complex than hydrocarbon fuel (diesel and gasoline) technologies. Unfortunately, San Luis Obispo can be considered a “technology desert” regarding heavy-duty vehicle repairs, since there is a lack of vendor-supplied warranty and/or qualified repair providers nearby. The RTA must tow our current diesel- and gasoline-powered vehicles to Fresno or Bakersfield for warranty work or for more complex repairs, since local vendors are unable or unwilling to provide those services. We do not anticipate that local vendor support for BEB or HFCEB technologies will be improved as we transition away from diesel and gasoline technologies.

The most important factor that the RTA Board must consider as we continue to transition to a zero-emission fleet is the total number of miles that a BEB can feasibly operate in our service area on a single charge. Other important factors include overall cost per mile, the safety of the battery packs, and overall reliability – both in terms of miles between roadcalls/service interruptions, and for the recharging infrastructure itself. If any of the performance results suggest that BEB technologies will not sustainably work in our operating environment, then the RTA Board should consider transitioning some or all of our fleet to HFCEB technologies in order to meet the CARB *ICT Fleet Rule* requirement to be fully zero-emissions by 2040. Any decision on transitioning toward HFCEB technologies should align with the bus replacement schedule presented in Table 3 in Section D above. To help inform a possible shift, staff will closely monitor, analyze and report findings to the RTA Board to provide real-world BEB results across the range of fixed-route services operated by the RTA over the next few years.

Staff expects that BEBs will perform best on the local fixed-routes operated in Paso Robles and in the Five Cities Area, as well as the academic year-only RTA Route 14 SLO-Cuesta College service. All of these fixed-routes can likely be operated for a full service day without recharging. Services “on the cusp” include RTA Route 12 SLO - Morro Bay and possibly the RTA Route 10 SLO - Santa Maria, since the terrain is relatively flat; the challenge (especially for Route 10) is that the average speed is relatively high. The RTA Route 9 SLO - Paso Robles will challenge the range of any currently-available ZEB due to the Cuesta Grade’s steep and long incline, and the seasonally extreme temperatures often experienced in North County. Staff will closely monitor each BEB’s state of charge at the beginning and end of each bus trip, and also record information related to time of day, day of week, Bus Operator, the ambient temperature, passenger loads, and all factors that affect travel speeds (traffic, wheelchair boardings/alightings, passenger-related delays, etc.).

The RTA’s *ICT Roll-Out Plan* assumes that BEB opportunity recharging will be pursued at strategic bus layover points – most notably at the route ends for RTA Route 9 and RTA Route 10. Should those opportunity charging efforts prove too challenging or expensive, the RTA Board might reconsider its zero-emission fleet strategy.

Presuming the RTA might in the future pursue HFCEB technologies to meet our intercity transit operating needs, the best refueling option would be to contract with a third-party vendor to install a temporary/mobile fueling facility at the RTA’s Bus Maintenance Facility in SLO. Under this temporary/mobile on-site scenario, the RTA would provide the necessary space (roughly 20’ x 50’ for the trailer) and electrical connections, and the vendor would refill the liquid hydrogen tanks as often as necessary to meet our operating needs.

Although it is impossible to predict exactly how many months will be required to transition to a hydrogen refueling solution, a reasonable lead time is to allow 24 months from the time the RTA Board authorizes procurement of a temporary/mobile hydrogen fueling solution until the system is on-line. That 24-month lead-time is also reasonable to assume from the time a HFCEB bus purchase is authorized by the RTA Board until vehicles are delivered. An additional six months should be allowed for testing/commissioning, workforce development, and implementation of the HFCEB and fueling system. The fact that SLO County can be considered a “technology desert” when it comes to transportation technologies will likely make it difficult to recruit technicians already trained on high-pressure fueling systems and fuel cell technologies – so internally developed talent is likely the only path forward. The new Bus Maintenance Facility would also need to be modified to install hydrogen leak detection sensors and to replace existing electrical equipment with explosion-proof units; a rough estimate is it will require \$1 million to make those changes.

The “Hydrogen Fueling Whitepaper for Fuel Cell Bus Fleets in North America” referenced in the bibliography at the end of this appendix provides a good overview of a temporary/mobile fueling station as well as other longer-term fueling options. The whitepaper suggests that a Phase I temporary/mobile refueling solution would cost on the order of \$1 million, along with a monthly rental fee of \$12,000 for the tube storage container system. The liquid fuel itself would be delivered at roughly \$8 to \$9 per kilogram², resulting in per mile fuel costs of roughly \$1.25. These costs do not include the electrical costs to compress or vaporize the fuel, nor are fueling station maintenance costs by a third-party vendor included. The nearest hydrogen supplier is located in Ontario, CA (Linde, 225 miles one-way) and the next nearest is in Sacramento (Air Products, 300 miles one-way). Another vendor is currently in the permitting phase to produce green hydrogen³, and the facility will be located in Fresno (Plug Power, 140 miles one-way).

Optimally, another hydrogen station would also be available in our county to provide redundancy. No hydrogen fueling station currently exists in our county, and HFCEB vendors are not aware of any public stations in the planning queue. Staff has approached a local card-lock fuel vendor that also supplies diesel fuel to our “wet hose” refueler, but that private company stated that it has no plans to install hydrogen refueling infrastructure at this time. The cost to implement two

² Santa Cruz METRO in January 2023 was quoted an as-delivered cost of \$14 per kilogram. Similar to the volatility of other energy (diesel, gasoline, electricity, natural gas, etc.) pricing, the RTA should expect hydrogen pricing to also remain volatile.

³ <https://www.ir.plugpower.com/press-releases/news-details/2021/Plug-Power-to-Build-Largest-Green-Hydrogen-Production-Facility-on-the-West-Coast-2021-9-20/default.aspx>

temporary/mobile hydrogen refueling facilities would be prohibitively expensive if they were to only serve the RTA's fleet, and would pose a significant challenge since our two park-out facilities in Arroyo Grande and Paso Robles are leased.

In the same vein, it would be economically infeasible to construct a fully redundant BEB recharging yard that could be used in the event that the entire recharging infrastructure at the Bus Maintenance Facility were to fail. To some degree, some level of redundancy could be provided once the recharging infrastructure at the Arroyo Grande and/or Paso Robles park-out yards are completed, and several direct current fast-chargers currently exist in our service area (two EVgo dispensers at the Marigold Shopping Center, and seven Electrify America dispensers on Betteravia in Santa Maria). Our transit partners (SLO Transit and Santa Maria Transit) are also in the design phase of developing fast-charger systems for their planned transition to BEBs. It is also likely that additional fast-chargers will be developed as more and more vehicle fleets electrify in our region.

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FTA Zero-Emission Transition Plan

The RTA has committed to transitioning away from using internal combustion engines to zero-emission bus (ZEB) technologies. This Innovative Clean Transit (ICT) Zero-Emission Bus Rollout Plan and related FTA Zero-Emission Transition Plan provides recommendations on how the San Luis Obispo Regional Transit Authority (RTA) will achieve full compliance with recent legislation, and to do our part to provide environmentally and economically sustainable public transportation that will meet the needs of future generations.

The RTA's Zero-Emission Fleet Transition Plan, which is consistent with the San Luis Obispo Council of Governments Regional Zero- Emissions Bus Implementation Plan, has been prepared for the purpose of compliance with the Federal Transit Administration Dear Colleague Letter dated December 1, 2021, requiring such a plan for continued eligibility under certain federal funding sources. This requirement was codified in the Infrastructure Investment and Jobs Act (IIJA), also known as the "Bipartisan Infrastructure Law," signed by the President on November 15, 2021. The IIJA amended the statutory provisions for the Buses and Bus Facilities Competitive Program (49 U.S.C. § 5339(b)) and the Low or No Emission Program (49 U.S.C. § 5339(c)) to include the requirement that any application for projects related to zero-emission vehicles include a Zero-Emission Transition Plan. This plan also serves as the foundation of the RTA's ICT ZEB Roll-Out Plan under the California Air Resources Board Rule.

An FTA Zero-Emission Transition Plan must, at a minimum:

1. Demonstrate a long-term fleet management plan with a strategy for how the applicant intends to use the current request for resources and future acquisitions. *(Refer to ICT ZEB Rollout Plan Section B: Rollout Plan General Information and Section I: Start-up and Scale-up Challenges)*
2. Address the availability of current and future resources to meet costs for the transition and implementation. *(Refer to ICT ZEB Rollout Plan Section H: Potential Funding Sources)*
3. Consider policy and legislation impacting relevant technologies. *(Addressed Below)*
4. Include an evaluation of existing and future facilities and their relationship to the technology transition. *(Refer to ICT ZEB Rollout Plan Section C: Technology Portfolio and Section E: Facility and Infrastructure Modifications)*
5. Describe the partnership of the applicant with the utility or alternative fuel provider. *(Addressed Below)*
6. Examine the impact of the transition on the applicant's current workforce by identifying skill gaps, training needs, and retraining needs of the existing workers of

the applicant to operate and maintain zero-emission vehicles and related infrastructure and avoid displacement of the existing workforce.
(Refer to *ICT ZEB Rollout Plan Section G: Workforce Development*)

Note that all of these federal requirements mirror those of the ICT ZEB Rollout Plan as referenced above with the exception of two: policy/legislation consideration, and partnership with the utility or alternative fuel provider, which are addressed below:

Policy and Legislation Consideration

Innovative Clean Transit (December 2018)

The *Innovative Clean Transit* (ICT) regulation was adopted by the California Air Resources Board in December 2018. It requires all public transit agencies to gradually transition to a 100-percent zero-emission bus fleet, and encourages us to provide innovative first- and last-mile connectivity and improve mobility for transit riders. Under the ICT regulation, small transit agencies such as the RTA must submit its governing body approved *ICT ZEB Rollout Plan* along with its approval to the CARB Executive Officer by July 1, 2023.

An *ICT ZEB Rollout Plan* describes how a transit agency is planning to achieve a full transition to zero-emission bus technologies by 2040. It includes essential elements for a smooth transition, including information on the types of zero-emission buses to be purchased, their purchase schedule, timing of their placement in Disadvantaged Communities, a schedule for related infrastructure build out, potential funding sources, and training plans.

An *ICT ZEB Rollout Plan* also has an informative function. It allows a transit agency to plan ahead of time and to familiarize itself with available zero-emission bus technologies before starting with purchases. It allows transit agencies to learn about potential challenges and available solutions for a smooth transition. Information gathered from the Rollout Plans will also guide the State in developing incentive funding plans, inform utilities on potential electrical and infrastructure needs, and educate the general public on environmental benefits of zero-emission bus technologies.

RTA Zero-Emission Vehicle Purchase Policy (March 2019)

At the March 2019 meeting, the RTA Board adopted the *Zero-Emission Vehicle Purchasing Policy*, and directed staff to: 1) work with SLOCOG to develop a regional transit electrification study, and 2) seek to develop a Joint Zero-Emissions Bus Group agreement. These actions provided two important first steps by laying out the commitments that the RTA must make to meet the ICT, and in establishing methodologies for determining if anticipated technologies meet our needs when the first round of zero-emission buses statutorily must be considered when purchasing vehicles beginning in 2026.

RTA Electrification-Readiness Plan and Deployment of Battery-Electric Buses (April 2019)

This planning document was developed by our architect/engineer as part of the master planning of the new RTA Bus Maintenance Facility (BMF). The *RTA Electrification-Readiness Plan* report found that transitioning all battery-electric buses (BEB) and non-revenue vehicles at the BMF in San Luis Obispo will require 2,230 kilowatts per hour of recharging infrastructure, assuming a 1% annual growth in annual miles traveled. Separately, the Paso Robles park-out facility will require 790 kWh (including 80 for the Route 15 vans) and the Arroyo Grande facility will require 340 kWh. In terms of total kilowatts used per weekday, the SLO BMF will use 18,480 kW, followed by 4,360 in Paso Robles and 1,790 in Arroyo Grande. Total usage will be approximately 24,630 kW for all future revenue and non-revenue vehicles.

Interestingly, assuming a current PG&E rate \$0.18/kW, this equates to approximately \$1.25M annually in transportation-related electricity costs.¹ In comparison, the FY22-23 budget for all RTA-operated transit is \$1,519,610. The *RTA Electrification-Readiness Plan* report was used as a basis for our SLO APCD grant proposal that partially funded the BEB recharging infrastructure at our new BMF.

SLOCOG Regional Zero Emissions Bus Implementation Plan (August 2020)

SLOCOG worked with transit agencies within SLO County, as well as partner agencies with whom our county's transit agencies interact, to develop a *Regional ZEB Implementation Plan*. These other agencies include Monterey-Salinas Transit that operates inter-regional fixed-route service down to Templeton, and Santa Maria Area Transit that provides connections to RTA Route 10 service at the Santa Maria Transportation Center.

Unlike the RTA's previous actions focusing solely on BEB technologies, the *Regional ZEB Implementation Plan* also evaluates hydrogen fuel cell electric bus (HFCEB) technologies. The plan also provides a deeper dive into the many laws and regulations that preceded the ICT, which helps provide a framework for other municipal fleets in transitioning away from internal combustion engines.

The *Regional ZEB Implementation Plan* essentially used the same methodology used in the *RTA Electrification-Readiness Plan* discussed above, although it provided a range of kW usage by agency. Below is a summary table of kW that would be used on a typical weekday for each participating agency upon full implementation of zero-emission vehicles.

SLOCOG Regional ZEB Electricity Usage		
Transit Agency	kW per Weekday	
	Low	Maximum
Monterey-Salinas Transit	49,130	153,460
Morro Bay Transit	1,340	2,020
RTA / Paso Express / SoCo Transit	25,100	44,210
SLO Transit	6,340	
Santa Maria Area Transit	14,210	21,120
Regional Total	96,120	227,150

¹ For simplicity sake, we arrived at this amount by multiplying the weekday usage by 280 days to account for lower service levels on weekends. Weekday usage alone would be 250 days x 24,360 kW x \$0.18/kW = \$1,096,200.

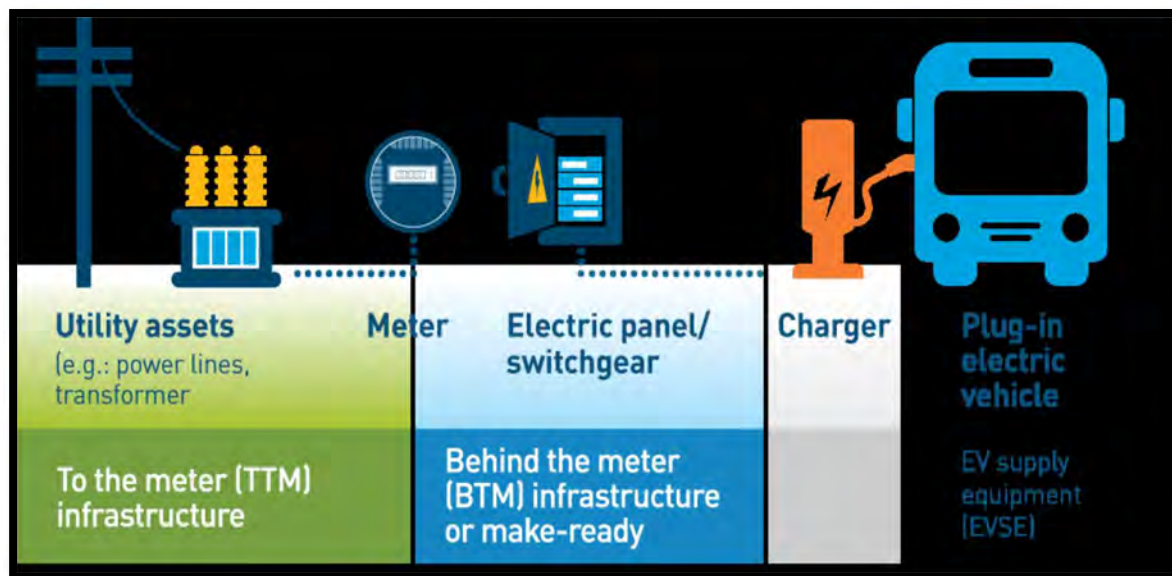
Although not included in the *Regional ZEB Implementation Plan*, the Morro Bay Transit figures are presumed to be representative of Atascadero Dial-A-Ride energy usage. Using that figure, SLO County only electricity usage for public transportation needs would be on the order of 34,120 kW to 54,590 kW on a typical weekday.

The *Regional ZEB Implementation Plan* also recommended development of a regional Zero-Emissions Bus Group that could pave the way for joint vehicle/equipment purchases, joint planning/use of recharging infrastructure, and joint/consolidated reporting.

Local Energy Partnerships

The RTA service area is served by the investor-owned public utility company Pacific Gas and Electric (PG&E) for both electric and gas service. The [PG&E EV Fleet Program](#) helps fleets easily and cost-effectively install charging infrastructure to save money, eliminate tailpipe emissions, and power large fleets. This comprehensive program provides incentives and rebates for EV infrastructure (depending on facility location and vehicle types), construction, and mainline power delivery upgrades. Under this program, PG&E covers the cost to bring the anticipated power needed to the site from the nearest substation. The program also can provide substantial construction and logistical support, including site design and permitting assistance. The RTA intends to participate in the program when further along in the study and design process.

Figure 1: PG&E Graphic of program to help implement heavy duty electric vehicles into fleets.



The RTA staff has been in contact with our assigned PG&E Electric Vehicle Onboarding Specialist to express interest in participating in the fleet ready program. This program could potentially remove a major obstacle to fleet transition by providing a substantial financial investment to upgrade the electrical grid to provide sufficient power for future bus fleet charging.

Previously, the RTA worked with PG&E to install solar infrastructure during construction of the Bus Maintenance Facility to help offset facility energy costs and reduce energy needed for BEB charging. PG&E has also provided “Take Charge: A Guidebook to Fleet Electrification and Infrastructure” which contains a significant amount of decision-making information to assist in the coordination with PG&E.



ICT ZEB ROLLOUT PLAN GLOSSARY - LIST OF ACRONYMS

AB	Assembly Bill
ADA	Americans with Disabilities Act
APCD	Air Pollution Control District
BEB	Battery Electric Bus
BMF	Bus Maintenance Facility
CalEPA	California Environmental Protection Agency
CARB	California Air Resource Board
CO	Carbon Monoxide
DC	Direct Current
FTA	Federal Transit Administration
FCEB	Fuel Cell Electric Bus
GHG	Greenhouse Gases
GVW	Gross Vehicle Weight
HFC	Hydrogen Fuel Cell
ICT	Innovative Clean Transit (Fleet Rule)
kW	Kilowatt
MPO	Metropolitan Planning Organization
MTC	Mass Transit Committee
NOx	Nitrogen oxides
RTA	San Luis Obispo Regional Transit Authority
RTAC	Regional Transit Advisory Committee
SCC/BCC	South Central Coast Basin-Wide Air Pollution Control Council
SLOCOG	San Luis Obispo Council of Governments
UZA	Urbanized Zone Area
VOC	Volatile Organic Compounds
ZEB	Zero Emissions Bus

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