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April 13, 2017

TO: Levy County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Meeting Announcement

The Levy County Transportation Disadvantaged Coordinating Board will meet **Thursday, April 20, 2017 at 10:00 a.m.** or as soon thereafter the public workshop in the Board of County Commissioners' Meeting Room located at 355 S. Court Street in Bronson, Florida. This is an important meeting of the Board. The Board will review the 2017/18 Levy County Transportation Disadvantaged Service Plan and proposed Fiscal Year 2017/18 Transportation Disadvantaged Program service rates. All Board members are encouraged to attend this meeting.

Attached is the meeting agenda and supporting materials. If you have any questions, please do not hesitate to contact me at extension 110.

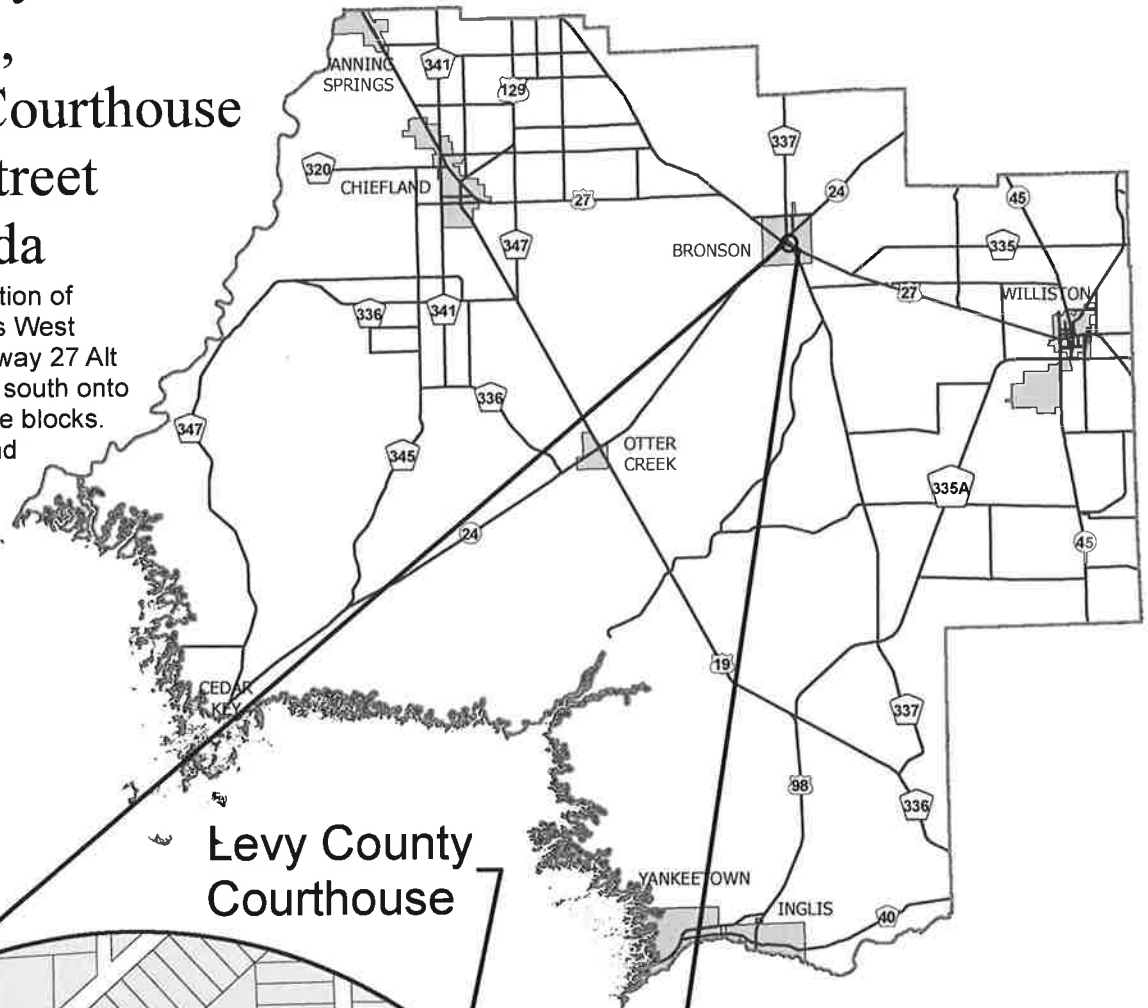
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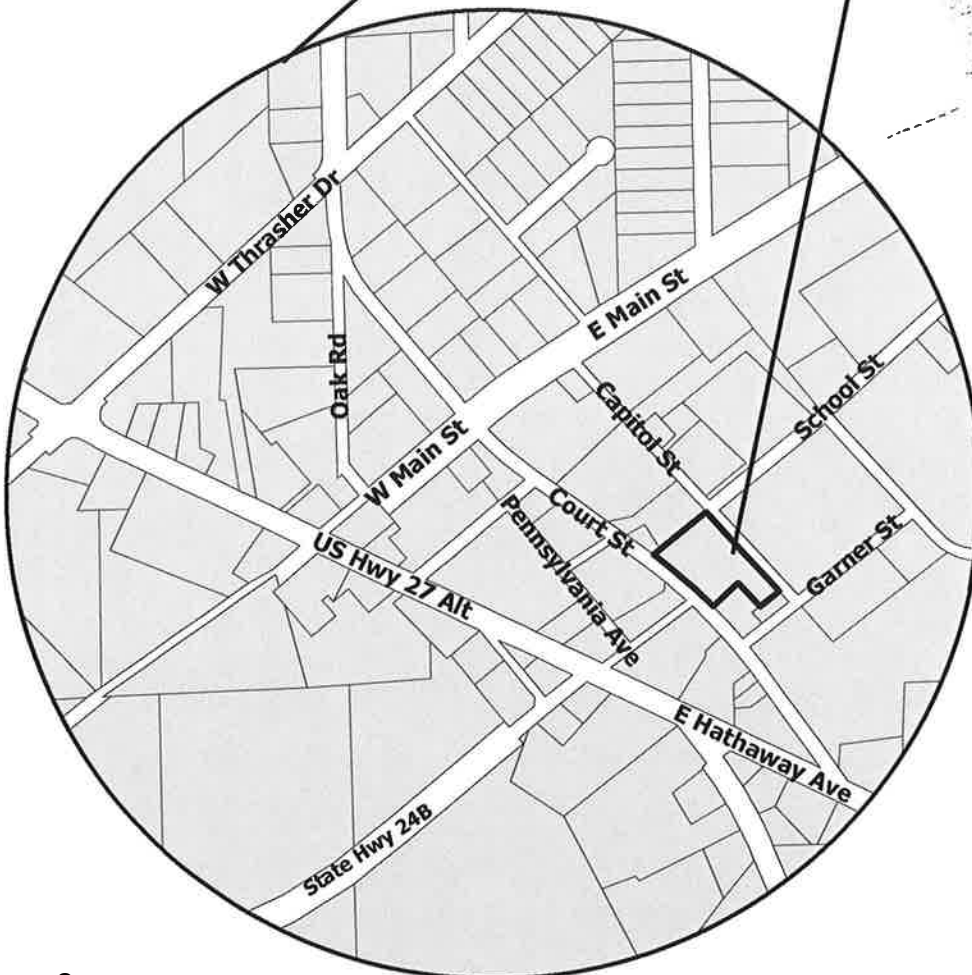
Dedicated to improving the quality of life of the Region's citizens,
by coordinating growth management, protecting regional resources,
promoting economic development and providing technical services to local governments.

Board of County Commissioners'
Meeting Room,
Levy County Courthouse
355 S. Court Street
Bronson, Florida

Directions: From the intersection of
State Road 24 (also known as West
Thrasher Drive) and US Highway 27 Alt
in the Town of Bronson, head south onto
US Highway 27 Alt about three blocks.
Turn left onto Court Street, and
the Levy County Courthouse
will be on the right.



Levy County
Courthouse



1 inch = 667 feet





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**LEVY COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD
MEETING ANNOUNCEMENT AND AGENDA**

Board of County Commissioners' Meeting Room
355 S. Court Street
Bronson, Florida

Thursday
April 20, 2017
10:00 a.m. or as soon
thereafter the public workshop

BUSINESS MEETING – CALL TO ORDER

A. Roll Call

B. Public Comments

E. Approval of the Meeting Agenda

ACTION REQUIRED

**F. Approval of the January 19, 2017
Minutes**

Page 7

ACTION REQUIRED

II. NEW BUSINESS

**A. 2017/18 Levy County Transportation
Disadvantaged Service Plan**

Page 11

ACTION REQUIRED

The Board needs to review and approve the 2017/18 Levy County Transportation
Disadvantaged Service Plan

B. Levy County Transit Operations Reports

Page 107

NO ACTION REQUIRED

C. 2017 Florida Legislative Session

Page 113

NO ACTION REQUIRED

III. OTHER BUSINESS

A. Comments

1. Members

2. Citizens

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promoting economic development and providing technical services to local governments.

IV. FUTURE MEETING DATES

- A. August 17, 2017 at 10:00 a.m.**
- B. November 16, 2017 at 10:00 a.m.**

* Please note that this is a tentative meeting schedule, all dates and times are subject to change.

If you have any questions concerning the enclosed materials, please do not hesitate to contact me at 1-800-226-0690, extension 110.

**LEVY COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

MEMBER/REPRESENTING	ALTERNATE/REPRESENTING
Commissioner John Meeks Local Elected Official/Chair	Commissioner Matt Brooks Local Elected Official
Sandra Collins Florida Department of Transportation Grievance/Annual Evaluation Committee Member	Doreen Joyner-Howard Florida Department of Transportation
Vickie Menasco Florida Department of Children and Families Grievance/Annual Evaluation Committee Member	Amy Burton Florida Department of Children and Families
Jeff Aboumrad Florida Department of Education	Peter Shepis Florida Department of Education
Matthew Pearson Florida Department of Elder Affairs Annual Evaluation Committee Member	Vacant Florida Department of Elder Affairs
Deweese Ogden Florida Agency for Health Care Administration Grievance/Annual Evaluation Committee Member	Pamela Hagley Florida Agency for Health Care Administration
Dale French Regional Workforce Board	Kathleen Woodring Regional Workforce Board
Vacant Florida Association for Community Action Term ending June 30, 2017	Vacant Florida Association for Community Action Term ending June 30, 2017
Bruce Greenlee Public Education Grievance Committee Member	Joseph Wain Public Education
Robert E. Lowyns Veterans Grievance/Annual Evaluation Committee Member Term ending June 30, 2017	Julie E. Rose Veterans Term ending June 30, 2017
Renate M. Cannon, Vice-Chair Citizen Advocate Term ending June 30, 2018	Vacant Citizen Advocate Term ending June 30, 2018
Tammy Jean Ippolito Citizen Advocate - User Term ending June 30, 2018	Vacant Citizen Advocate - User Term ending June 30, 2018
Vacant Persons with Disabilities Annual Evaluation Committee Member Term ending June 30, 2018	Vacant Persons with Disabilities Term ending June 30, 2018
Vacant Elderly Term ending June 30, 2017	Vacant Elderly Term ending June 30, 2017
Vacant Medical Community Term ending June 30, 2019	Vacant Medical Community Term ending June 30, 2019
Sandra Woodard Children at Risk Term ending June 30, 2019	Brooke Ward Children at Risk Term ending June 30, 2019
Vacant Private Transit Term ending June 30, 2019	Vacant Private Transit Term ending June 30, 2019

Note: Unless specified, members and alternates serve at the pleasure of the North Central Florida Regional Planning Council.

**LEVY COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

MEETING MINUTES

Board of County Commissioners' Meeting Room
355 S. Court Street
Bronson, Florida

Thursday
January 19, 2017
10:00 a.m.

VOTING MEMBERS PRESENT

Commissioner John Meeks, Chair
Jeff Aboumrad Florida Department of Education Representative
Renate M. Cannon, Citizen Advocate, Vice-Chair
Sandra Collins, Florida Department of Transportation Representative
Dale French, Regional Workforce Board Representative
Tammy Ippolito, Citizen Advocate - User
Robert Lowyns, Veterans Representative
Vickie Menasco, Florida Department of Children and Families Representative
Sandra Woodard, Children at Risk Representative

VOTING MEMBERS ABSENT

Bruce Greenlee, Public Education Representative
Deweece Ogden, Florida Agency for Health Care Administration
Matthew Pearson, Florida Department of Elder Affairs Representative

OTHERS PRESENT

Connie Conley, Levy County Transit

STAFF PRESENT

Lynn Godfrey, North Central Florida Regional Planning Council

I. BUSINESS MEETING CALL TO ORDER

Chair Meeks called the meeting to order at 10:00 a.m.

A. Invocation

Renatta Cannon gave the invocation.

B. Pledge of Allegiance

Chair Meeks led the Board in reciting the Pledge of Allegiance.

C. Roll Call

The roll was called by Ms. Godfrey and a quorum was declared present.

D. Public Comments

Renatta Cannon asked staff to remove Danny Stevens as the alternate Chair from the Board.

E. Approval of the Meeting Agenda

ACTION: Sandra Collins moved to approve the meeting agenda. Sandra Woodard seconded; motion passed unanimously.

F. Approval of the November 17, 2016 Meeting Minutes

Renatta Cannon noted that Dale French is noted as attending for Kathleen Woodring although he was appointed the voting Regional Workforce Board Representative. She also noted Matthew Pearson is incorrectly listed as the Florida Association for Community Action Representative.

ACTION: Renatta Cannon moved to approve the November 17, 2016 minutes with the noted corrections. Tammy Ippolito seconded; motion passed unanimously.

II. NEW BUSINESS

A. 2016/17 Levy County Transportation Disadvantaged Service Plan Amendments

Ms. Lynn Godfrey, North Central Florida Regional Planning Council Senior Planner, stated that transportation projects selected for funding under Moving Ahead for Progress in the 21st Century (MAP-21) Act must be included in the Levy County Transportation Disadvantaged Service Plan. She said Levy County Transit applied for U.S.C. Section 5311 and 5339 grant funding. She said the Board must approve the inclusion of these projects in the Plan in order for Levy County Transit to receive funding.

Ms. Connie Conley, Levy County Transit Director, discussed the grant applications.

ACTION: Sandra Woodard moved to approve the amendments to the Levy County Transportation Disadvantaged Service Plan. Renatta Cannon seconded; motion passed unanimously.

B. Levy County Transit Operations Reports

Ms. Conley discussed the operations reports. She said the new telephone software that calls passengers the night before to remind them of their trip is decreasing the number of no shows. She also said they have not received any complaints concerning the new policies approved by the Board at the last meeting.

Robert Lowyns noted the number of vehicle roadcalls increased. He also asked for clarification of vehicle miles and revenue vehicle miles.

Ms. Conley explained that revenue vehicle miles are counted when passengers are on board the vehicle. She said that, if there are no passengers on board the vehicle, only vehicle miles are counted.

III. OTHER BUSINESS

A. Comments

1. Members

Renatta Cannon stated that she discussed the need for transportation disadvantaged services in Levy County with the Levy County Legislative Delegation representatives at the Legislative Delegation hearing.

Ms. Conley requested to be informed of these types of hearings in order to provide information about transportation needs to the State representatives.

Chair Meeks said he will make a note of Ms. Conley's request. He also asked how Levy County Transit is doing financially.

Ms. Conley said Levy County Transit is staying within its budget.

2. Citizens

There were no citizen comments.

IV. FUTURE MEETING DATES

Chair Meeks stated that the next meeting of the Board is scheduled for Thursday, April 20, 2017 at 10:00 a.m.

Ms. Conley said she will not be able to attend the April meeting due to a scheduling conflict.

Chair Meeks said he may not be able to attend the April meeting.

ADJOURNMENT

The meeting was adjourned at 10:30 a.m.

Coordinating Board Chair

Date



II.A
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April 4, 2017

TO: Levy County Transportation Disadvantaged Coordinating Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: 2017/18 Levy County Transportation Disadvantaged Service Plan

STAFF RECOMMENDATION

Approve the 2017/18 Levy County Transportation Disadvantaged Service Plan.

BACKGROUND

Chapter 427, Florida Statutes requires Levy County Transit prepare a Transportation Disadvantaged Service Plan in cooperation with the North Central Florida Regional Planning Council for the local Coordinating Board's approval. This plan provides information needed by the local Coordinating Board to continually review and assess transportation disadvantaged needs for the service area. The Service Plan must be submitted to the Florida Commission for the Transportation Disadvantaged annually.

Attached is the draft 2017/18 Levy County Transportation Disadvantaged Service Plan. If you have any questions concerning the Plan, please do not hesitate to contact me at extension 110.

Attachment

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Dedicated to improving the quality of life of the Region's citizens,
by coordinating growth management, protecting regional resources,
promoting economic development and providing technical services to local governments.

Levy County Transportation Disadvantaged Service Plan

July 1, 2017 - June 30, 2018

Levy County Transportation Disadvantaged
Coordinating Board



2017/18 Levy County Transportation Disadvantaged Service Plan

Approved by the
Levy County
Transportation Disadvantaged Coordinating Board

2009 NW 67th Place
Gainesville, FL 32653-1603
www.ncfrpc.org/mtpo
352.955.2000

John Meeks, Chair

with Assistance from



North Central Florida Regional Planning Council
2009 NW 67th Place
Gainesville, FL 32653-1603
www.ncfrpc.org
352.955.2200

and



Levy County Transit
970 E. Hathaway Avenue, Suite A
Bronson, FL 32621
352.486.3485

April 20, 2017

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Chapter I: Development Plan

A. Introduction to The Service Area

The purpose of this section is to provide information about the organization and development of Florida's Transportation Disadvantaged Program in Levy County. This Plan shall serve as the Coordinated Public Transit-Human Services Transportation Plan under the federal Moving Ahead for Progress in the 21st Century Act (MAP-21).

1. Background of Florida's Transportation Disadvantaged Program

Florida's Transportation Disadvantaged Program began in 1979 with the adoption of Chapter 427, Florida Statutes. The Florida Legislature adopted this legislation to provide transportation disadvantaged services in a coordinated fashion.

The transportation disadvantaged are defined in Chapter 427, Florida Statutes, as:

"those persons who because of physical or mental disability, income status, age are unable to transport themselves or purchase transportation and are, therefore, dependent on others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities or children who are handicapped or high-risk or at-risk as defined in s. 411.202, Florida Statutes."

In 1989, the Florida Legislature reviewed Chapter 427, Florida Statutes according to the State's Regulatory Sunset Act (Section 11.61, Florida Statutes). During this legislative review, the Legislature decided to reenact Chapter 427, Florida Statutes with several revisions.

In 1990, Rule 41-2 of the Florida Administrative Code was adopted to implement the provisions of Chapter 427, Florida Statutes. In addition, Rule 41-2 of the Florida Administrative Code assigns the Florida Commission for the Transportation Disadvantaged with the responsibility to accomplish the coordination of transportation services provided to the transportation disadvantaged.

The following sections discuss each of the major components of the Transportation Disadvantaged Program.

a. Florida Commission for the Transportation Disadvantaged

The Florida Commission for the Transportation Disadvantaged is an independent agency which serves as the policy development and implementing agency for Florida's Transportation Disadvantaged Program. The Florida Commission for the Transportation Disadvantaged reports to the Governor and Legislature.

According to Section 427.013, Florida Statutes, its purpose is to accomplish the coordination of transportation services provided to the transportation disadvantaged. Its responsibilities are set out in Section 427.013, Florida Statutes and include, among others:

- establishing statewide objectives for providing transportation services for the transportation disadvantaged;

- developing policies and procedures for the coordination of local government, federal and state funding for the transportation disadvantaged;
- identifying and eliminating barriers to coordination and accessibility of transportation services to the transportation disadvantaged;
- assisting communities in developing transportation systems designed to serve the transportation disadvantaged;
- assuring that all procedures, guidelines and directives issued by member departments are conducive to the coordination of transportation services;
- assuring that member departments purchase all trips within the coordinated system unless they use a more cost-effective alternative provider and providing, by rule, criteria and procedures for member departments to use if they wish to use an alternative provider;
- developing standards covering coordination, operation, costs and utilization of transportation disadvantaged services, including but not limited to acceptable ranges of trip costs for the various modes and types of transportation services provided and minimum performance standards for the delivery of services;
- approving appointments or terminations of Community Transportation Coordinators;
- making an annual report by January 1 to the Governor, the President of the Senate, and the Speaker of the House of Representatives;
- preparing a statewide five-year transportation disadvantaged plan;
- developing transportation disadvantaged training programs;
- designating an Official Planning Agency in areas where there is no Metropolitan Planning Organization;
- developing an allocation methodology that equitably distributes all transportation funds under the control of the commission to compensate counties, Community Transportation Coordinators, and other entities providing transportation disadvantaged services;
- developing a quality assurance and management review program.

The Florida Commission for the Transportation Disadvantaged consists of seven members, all of whom are appointed by the Governor for a 4-year term. The following conditions apply to the Florida Commission for the Transportation Disadvantaged:

- five of the members must have significant experience in the operation of a business;
- two of the members must have a disability and use the transportation disadvantaged system;
- members of the Florida Commission For The Transportation Disadvantaged must be a resident of the state and a registered voter;
- Each member shall represent the needs of the transportation disadvantaged throughout the state. A member may not subordinate the needs of the transportation disadvantaged in general in order to favor the needs of others residing in a specific location in the state;

- at any given time, at least one member must be at least 65 years of age; and
- within the 5 years immediately before appointment, or during term on the Florida Commission for the Transportation Disadvantaged, have or have had a financial relationship with, or represent or have represented as a lobbyist as defined in s. 11.045, the following:
 - a transportation operator;
 - a Community Transportation Coordinator;
 - a Metropolitan Planning Organization;
 - a Designated Official Planning Agency;
 - a purchaser agency;
 - a Local Coordinating Board;
 - a broker of transportation; or
 - a provider of transportation services.

b. Designated Official Planning Agency

The purpose of the Designated Official Planning Agency is to perform long-range transportation disadvantaged planning and assist the Florida Commission for the Transportation Disadvantaged and the Local Coordinating Board in implementing the Transportation Disadvantaged Program within a designated service area. Pursuant to Chapter 427, Florida Statutes and Rule Chapter 41-2, Florida Administrative Code, the Designated Official Planning Agency is required to:

- Appoint members of the Local Coordinating Board and provide sufficient staff support and resources to enable the Coordinating Board to fulfill its responsibilities.
- Appoint an elected official from Levy County to act as the official chairperson for all Coordinating Board meetings.
- Recommend an entity to serve as the Community Transportation Coordinator.
- Develop and annually update a Coordinated Transportation Development Plan (Transportation Disadvantaged Service Plan) in consultation with the Local Coordinating Board and Community Transportation Coordinator.
- Report to the Florida Commission for the Transportation Disadvantaged by September 15 all local government and direct federal transportation disadvantaged funds expended in its designated service area during the prior state fiscal year.

According to Rules 41-2.002(10) and 41-2.009(1), Florida Administrative Code, Metropolitan Planning Organizations are required to serve as the Designated Official Planning Agency in the areas they cover. Agencies eligible for selection as a Designated Official Planning Agency in areas not covered by a Metropolitan Planning Organization include county or city governments, regional planning councils, Metropolitan Transportation Planning Organizations from other areas, or local planning organizations which are currently performing planning activities in designated service areas.

The Florida Commission for the Transportation Disadvantaged selected the North Central Florida Regional Planning Council to serve as the Designated Official Planning Agency for Levy County's Transportation Disadvantaged Program in June 2015.

c. Local Coordinating Boards

The Designated Official Planning Agency is responsible for appointing a local coordinating board in each county or service area. The purpose of the Local Coordinating Board is to identify local service needs and to provide information, advice, and direction to the Community Transportation Coordinator on the coordination of services to be provided to the transportation disadvantaged. Also, each Coordinating Board is recognized as an advisory body to the Florida Commission for the Transportation Disadvantaged in its designated service area. Pursuant to Chapter 427 and Rule Chapter 41-2, the Local Coordinating Board is required to:

- Review and approve the Community Transportation Coordinator's Memorandum of Agreement and Transportation Disadvantaged Service Plan prior to submission to the Florida Commission for the Transportation Disadvantaged.
- Annually provide the Florida Commission for the Transportation Disadvantaged with an evaluation of the Community Transportation Coordinator's performance.
- Review the Community Transportation Coordinator's Annual Operating Report.
- In cooperation with the Community Transportation Coordinator, review and provide recommendations on all applications for local government, state or federal funds relating to transportation of the transportation disadvantaged in the designated service area to ensure that any expenditures within the designated service area are provided in the most cost-effective and efficient manner.
- Review coordination strategies or service provision to the transportation disadvantaged in the designated service area to seek innovative ways to improve cost-effectiveness, efficiency, safety, working hours, and types of service in an effort to increase ridership to a broader population.
- Appoint a Grievance Committee to process and investigate complaints from agencies, users, potential users of the system and the Community Transportation Coordinator in the designated service area, and make recommendations to the Local Coordinating Board for improvement of service.
- In coordination with the Community Transportation Coordinator, jointly develop applications for funds that may become available.
- Review and approve the Coordinated Transportation Development Plan (Transportation Disadvantaged Service Plan) for consistency with approved minimum guidelines and the goals and objectives of the Local Coordinating Board.
- Assist the Community Transportation Coordinator in establishing priorities with regard to the recipients of non-sponsored transportation disadvantaged services that are purchased with Transportation Disadvantaged Trust Fund moneys.

The Local Coordinating Board is composed of the following individuals who represent a variety of agencies and interests:

- A local elected official who acts as chairperson;
- a local representative of the Florida Department of Transportation;
- a local representative of the Florida Department of Children and Families;
- a representative of the Public Education Community;

- a person who is recognized by the Veterans Service Office as representing veterans in the county;
- a person who is recognized by the Florida Association for Community Action representing the economically disadvantaged in the county;
- a person over sixty years of age representing the elderly in the county;
- a disabled person representing the disabled in the county;
- two citizen advocate representatives in the county, one of whom must be a user of the system;
- a local representative for children at risk ;
- In areas where they exist, the chairperson or designee of the local Mass Transit or Public Transit System's Board, except in cases where the Board is also the Community Transportation Coordinator;
- a local representative of the Florida Department of Elder Affairs;
- an experienced representative of the local private for-profit transportation industry or, in an area where such a representative is not available, a local private nonprofit representative except where said representative is also the Community Transportation Coordinator. In cases where no private for-profit or private non-profit representatives are available in the service area, this position will not exist on the Local Coordinating Board;
- a local representative of the Florida Agency for Health Care Administration;
- a local representative of the Florida Division of Vocational Rehabilitation or the Division of Blind Services, representing the Florida Department of Education;
- a representative of the Regional Workforce Development Board; and
- a representative of the local medical community.

The intent of the Florida Commission for the Transportation Disadvantaged, as indicated above, is that the membership of the Local Coordinating Board to represent the maximum degree possible, a cross section of the local community.

Except for the chairperson and agency representatives, the members of the Local Coordinating Board are appointed for three-year staggered terms with the initial membership being appointed equally for one, two, and three years.

d. Community Transportation Coordinator

The Community Transportation Coordinator is responsible for the short-range operational planning, administration, monitoring, coordination, arrangement and delivery of transportation disadvantaged services originating within its designated service area on a full-time basis. A Community Transportation Coordinator can be a public, private nonprofit or private for-profit entity and can provide transportation services, subcontract or broker transportation services or combine the two approaches. Under Rule 41-2.011(2), Florida Administrative Code, a Community Transportation Coordinator is required to subcontract or broker transportation services to transportation operators in situations where it is cost-effective and efficient to do so.

The Community Transportation Coordinator must enter into a Memorandum of Agreement each year with the Florida Commission for the Transportation Disadvantaged. The Memorandum of Agreement is recognizes the Community Transportation Coordinator as being responsible for the arrangement of the provision of transportation disadvantaged services for its designated service area. Community Transportation Coordinator responsibilities set out in Chapter 427, Florida Statutes and Rule Chapter 41-2, Florida Administrative Code include:

- being aware of all of the transportation disadvantaged resources available or planned in its designated service area in order to plan, coordinate and implement the most cost-effective transportation disadvantaged transportation system possible under existing conditions in the designated service area;
- collecting operating data and preparing an Annual Operating Report due to the Florida Commission for the Transportation Disadvantaged by September 15 of each year;
- working cooperatively with Region Workforce Boards to assist in the development of innovative transportation services for participants in welfare transitional programs;
- establishing priorities with regard to the recipients of transportation services purchased with Transportation Disadvantaged Trust Fund moneys.

Community Transportation Coordinators may be selected without a competitive acquisition process if the Designated Official Planning Agency determines that approach is in the best interest of the transportation disadvantaged. Public competitive bidding or proposals, however, must be used to the maximum extent feasible to select a Community Transportation Coordinator.

A non-competitive proposal process was used to identify an entity capable of and interested in serving as the Community Transportation Coordinator for Levy County's Transportation Disadvantaged Program. The Levy County Board of County Commissioners adopted a resolution committing itself as the Community Transportation Coordinator in April 2003. The Florida Commission for the Transportation Disadvantaged selected the Levy County Board of County Commissioners to serve as the Levy County Community Transportation Coordinator in July 2003.

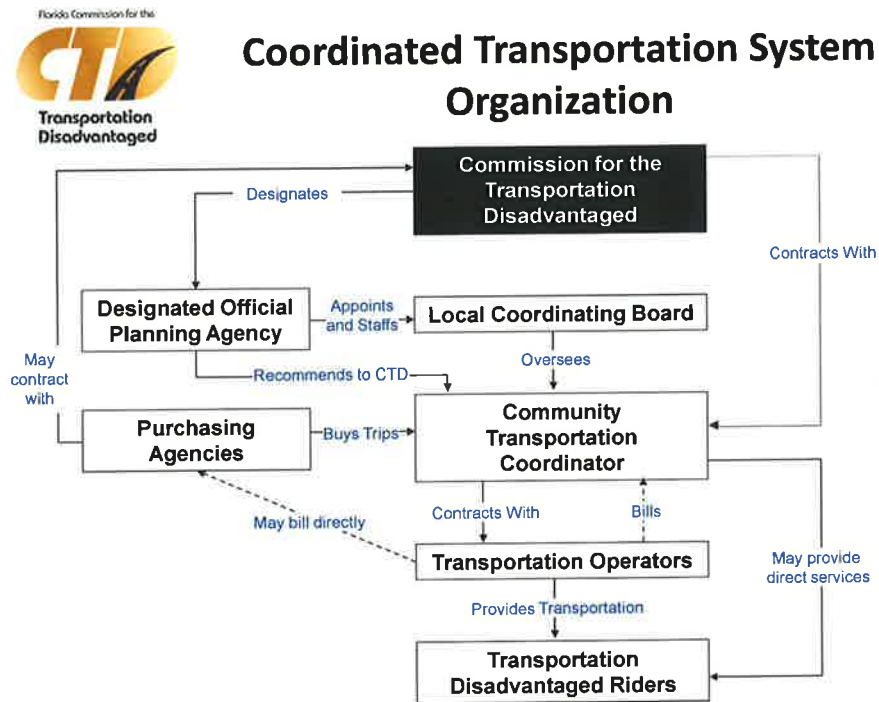
2. Designation Date/History

On August 4, 2003, the Florida Commission for the Transportation Disadvantaged designated the Levy County Board of County Commissioners to serve as the Community Transportation Coordinator for Levy County based, as indicated above, on a non-competitive selection process. Reasons supporting Levy County's designation as the Community Transportation Coordinator included: (1) the county's ability to provide the organizational structure needed to administer and operate the program, (2) the county's existing inventory of vans and plans to acquire additional vehicles for use in the program, and (3) the county's positive established relationships with a number of private nonprofit and for-profit entities providing services to various segments of the county's transportation disadvantaged population.

In 2002, the Levy County Board of County Commissioners created a County Transportation Department, which was formed for the purpose of administrating and operating the county's public transportation program. It conducted business under the name Nature Coast Transit and operated as a partial brokerage system providing transportation services and contracting with other operators to provide transportation services. During the 2008-2009 Fiscal Year, the Nature Coast Transit was renamed to Levy County Transit by the Board of County Commissioners.

3. Organization Chart

The following chart identifies the partners involved in Florida's Transportation Disadvantaged Program.



4. Consistency Review of Other Plans

a. Local Government Comprehensive Plans

The local comprehensive planning process involves essentially four basic steps:

1. collection and analysis of pertinent data concerning the physical and socio-economic characteristics of the study area;
2. formulation of goals for future growth and development;
3. development of objectives and policies guided by the goals which are the essence of the Comprehensive Plan;
4. implementation of the Comprehensive Plan.

The 2014 – 2019 Levy County Transportation Disadvantaged Service Plan is consistent to the maximum extent feasible with the Levy County Comprehensive Plan. It should be noted that the County's Comprehensive Plan does not include a Mass Transit Element because the county has a population of less than 50,000 people or any goals, objectives or policies specifically relating to the transportation disadvantaged.

b. Regional Policy Plans

The North Central Florida Strategic Regional Policy Plan adopted in October 2011 by the North Central Florida Regional Planning Council is a long-range guide for the physical, economic and social development of a planning region which identifies regional goals and policies. The plan serves as a basis for the review of the resources and facilities found in local government comprehensive plans originating in the region. Public transit is addressed in Section V of the plan. Regional Goal 5.6. is to reduce the unmet general trip demand of the north central Florida transportation disadvantaged population.

The following policies are included in the Strategic Regional Policy Plan to reduce unmet trip demand:

- **Policy 5.6.1.** Improve mobility options for low-income, elderly and disabled citizens.
- **Policy 5.6.2.** Increase funding for coordinated transportation systems for the transportation disabled.
- **Policy 5.6.3.** The Council and/or the Metropolitan Transportation Organization for the Gainesville Urbanized Area should provide technical assistance to designated north central Florida local transportation coordinating boards and community transportation coordinators.

The Transportation Disadvantaged Service Plan is consistent, to the maximum extent feasible, with the Strategic Regional Policy Plan.

c. Transit Development Plans

Not applicable.

d. Florida Commission for the Transportation Disadvantaged
5-Year/20-Year Plan

The Florida Commission for the Transportation Disadvantaged 2005 5/20-Year Plan establishes goals, objectives and a plan of action for the Florida Commission for the Transportation Disadvantaged. The plan presents forecasts of demand for transportation disadvantaged services, the cost of meeting the forecasted demand, forecasts of future funding for transportation disadvantaged services and approaches to balancing the supply and demand for these services. The plan also provides forecasts of the transportation disadvantaged population, demand for trips, number of trips supplied, unmet demand for trips and operating expenses.

The Levy County Transportation Disadvantaged Service Plan is consistent, to the maximum extent feasible, with the Florida Commission for the Transportation Disadvantaged 2005 5/20-Year Plan.

e. Metropolitan Planning Organization Long-Range Transportation Plans

Not applicable.

f. Transportation Improvement Program

Not applicable.

5. Public Participation

The Levy County Transportation Disadvantaged Board includes representatives of public, private and non-profit transportation and human services providers as well as the public to participate in the development and update of the Levy County Transportation Disadvantaged Service Plan. The Transportation Disadvantaged Service Plan is developed through input of the Levy County Transportation Disadvantaged Board whose membership includes citizens and human service providers.

6. Levy County Transportation Disadvantaged Coordinating Board Membership Certification

LEVY COUNTY TRANSPORTATION DISADVANTAGED COORDINATING BOARD MEMBERSHIP CERTIFICATION

Name: North Central Florida Regional Planning Council
Address: 2009 N.W. 67th Place
Gainesville, Florida 32653-1603

The Designated Official Planning Agency named above hereby certifies to the following:

1. The membership of the Local Coordinating Board, established pursuant to Rule 41-2.012(3), Florida Administrative Code, does in fact represent the appropriate parties as identified in the following list; and
2. The membership represents, to the maximum extent feasible, a cross section of the local community.

Signature: _____ Date: _____
Rick Davis, Chair

REPRESENTATION	MEMBER	ALTERNATE	TERM ENDING
Local Elected Official/Chair	John Meeks	Matt Brooks	No Term
Elderly	Vacant	Vacant	6/30/2017
Disabled	Vacant	Vacant	6/30/2018
Citizen Advocate	Renate M. Cannon	Vacant	6/30/2018
Citizen Advocate/User	Tammy Jean Ippolito	Vacant	6/30/2018
Children at Risk	Sandra Woodard	Brooke Ward	6/30/2019
Florida Association for Community Action	Vacant	Vacant	6/30/2017
Public Education	Bruce Greenlee	Joseph Wain	No Term
Florida Department of Transportation	Sandra Collins	Doreen Joyner-Howard	No Term
Florida Department of Children and Families	Vickie Menasco	Amy Burton	No Term
Florida Department of Elder Affairs	Matthew Pearson	Vacant	No Term
Florida Department of Education	Jeff Aboumrard	Peter Shepis	No Term
Florida Agency for Health Care Administration	Deweece Ogden	Pamela Hagley	No Term
Regional Workforce Development Board	Dale French	Kathleen Woodring	No Term
Veteran Services	Robert E. Lowyns	Julie E. Rose	6/30/2017
Local Mass Transit	Not Applicable	Not Applicable	No Term
Private Transportation Industry	Vacant	Vacant	6/30/2019
Local Medical Community	Vacant	Vacant	6/30/2019

B. Service Area Profile and Demographics

1. Levy County Service Area Description

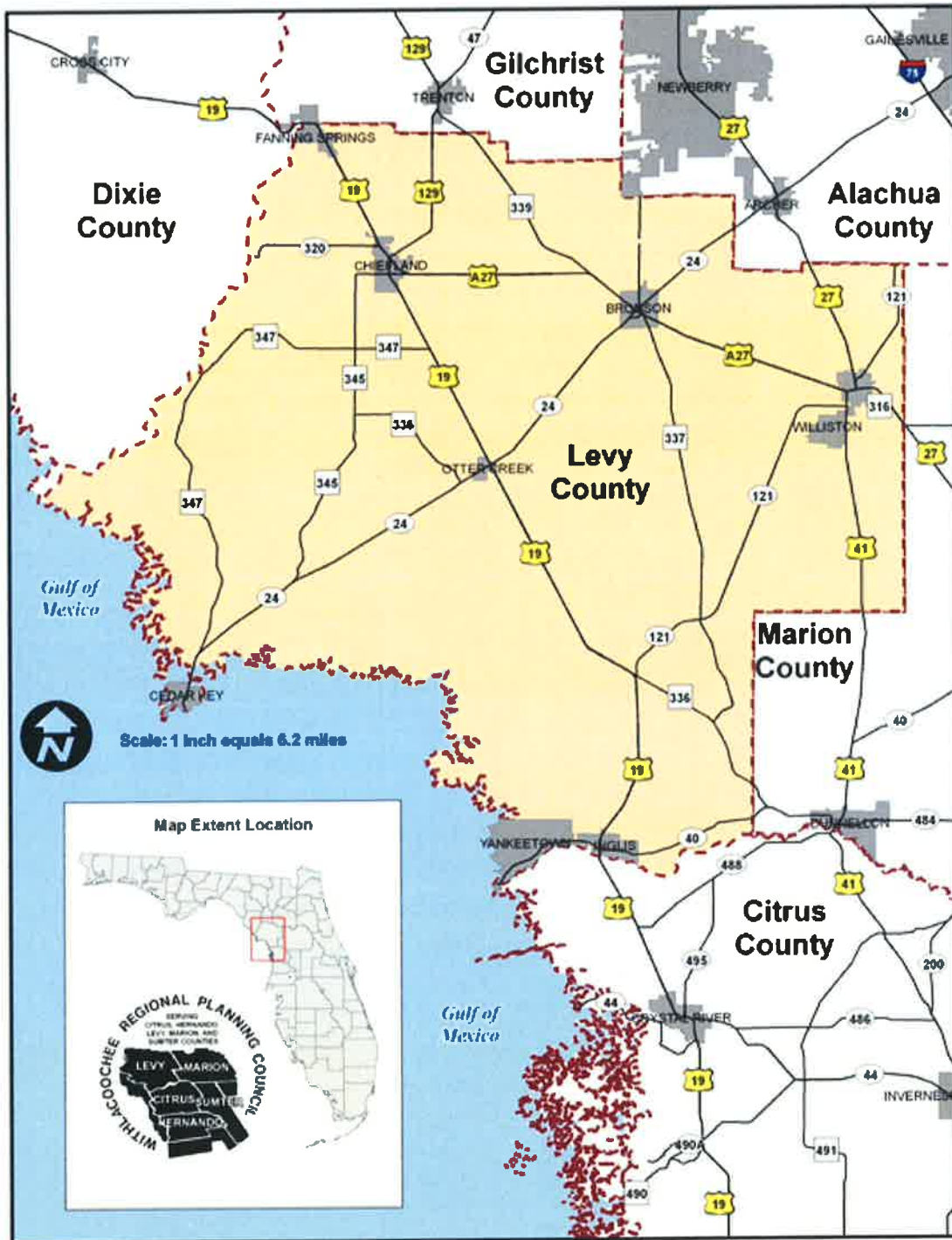
Levy County has a land area of 1,118 square miles and is surrounded by Dixie County, Gilchrist County and Alachua County to the north, Marion County to the east, Citrus County to the south and the Gulf of Mexico to the west. The county has eight incorporated areas including Bronson, Cedar Key, Chiefland, Inglis, Otter Creek, Williston, Yankeetown and a part of Fanning Springs. It also has numerous unincorporated named communities including Fowler's Bluff, Camp Azalea, Rosewood, Gulf Hammock, Morriston, Montbrook and Raleigh. Map 1 shows Levy County's location in relation to the other counties in the state. Map 2 shows the locations of the county's cities, towns and Census Divisions (Cedar Key-Yankeetown, Chiefland and Williston-Bronson).

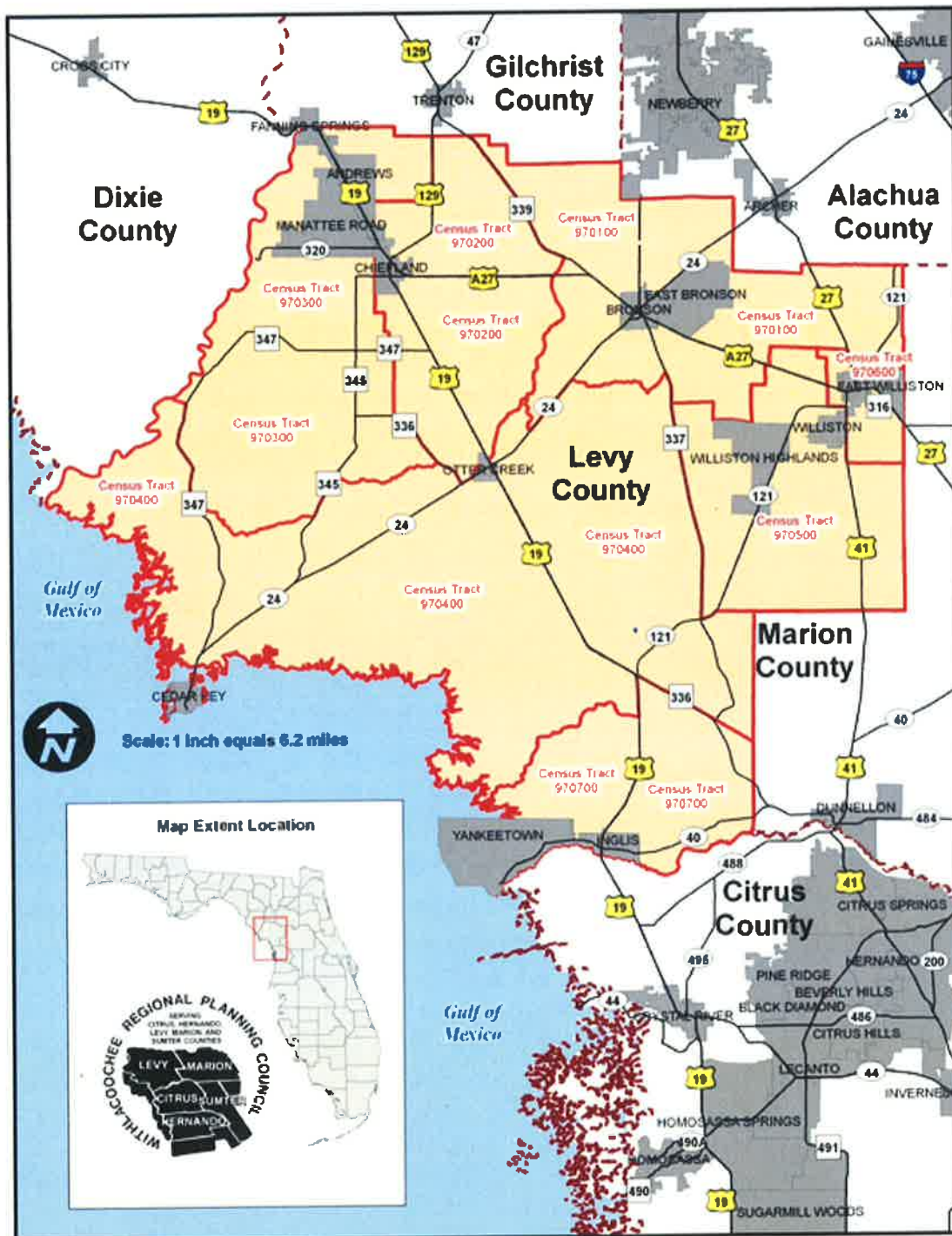
2. Demographics

a. Land Use

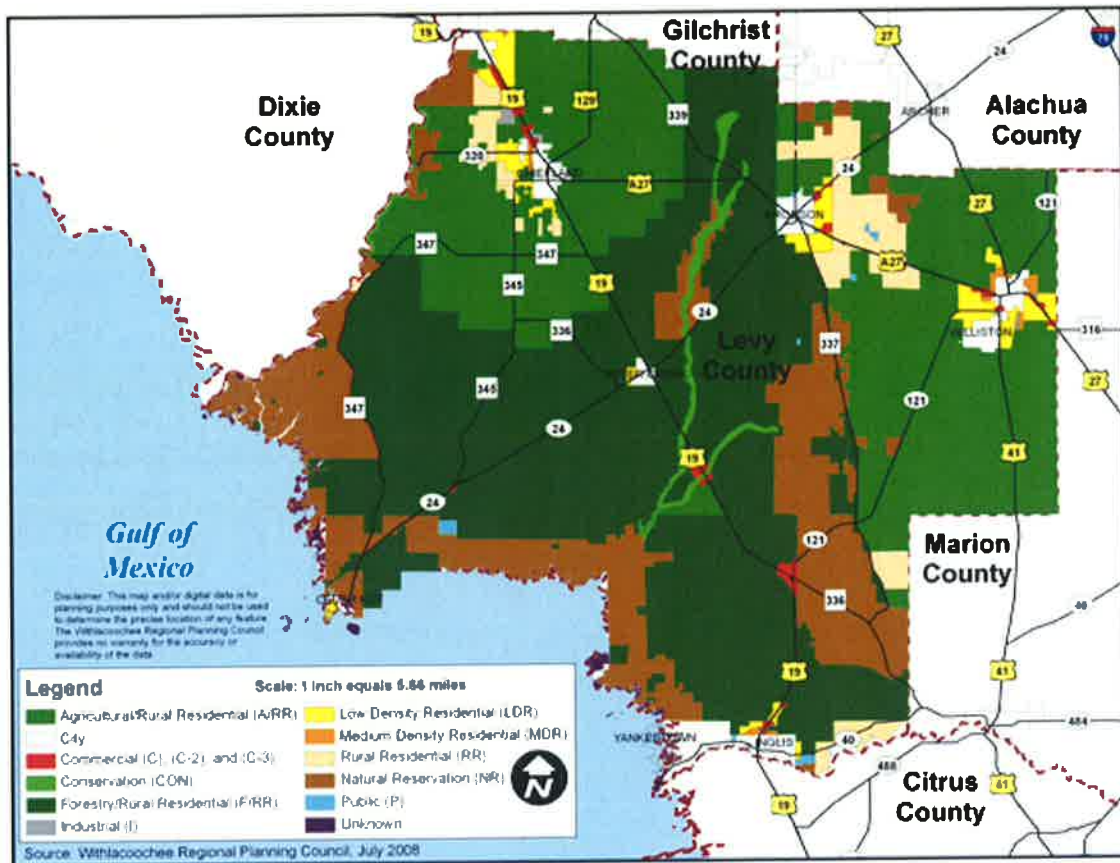
The purpose of this section is to provide information concerning Levy County's existing land use. This information was obtained from Levy County's Comprehensive Plan. As indicated in the Future Land Use Map (see map 3), the major existing land uses in the County are agriculture, forestry and conservation. Less than 5 percent of the County's land area is in residential use. There are population concentrations in numerous incorporated areas and unincorporated named communities dispersed across the county. The dominant trend in recent years, however, has been sparse development on inexpensive lots out in the county. That trend is expected to continue unless certain population magnets, such as heavy industry, appear. Very little industry has been established anywhere in the county to date.

LEVY COUNTY WITHIN THE STATE OF FLORIDA



LEVY COUNTY CENSUS DIVISIONS, CITIES AND CENSUS DESIGNATED PLACE

LEVY COUNTY FUTURE LAND USE



b. Population/Composition

According to the 2010 US Census Bureau, Levy County's 2010 population was 40,801. The Bureau of Economic and Business Research estimates Levy County's 2016 total population as 40,553. Table 1 shows, the population of Levy County.

TABLE 1
Population Counts and Estimates
Levy County

AREA	POPULATION COUNT 2010 Census	POPULATION ESTIMATES 2016
Levy County	40,801	40,553
Bronson	1,113	1,106
Cedar Key	702	710
Chiefland	2,245	2,282
Fanning Springs	278	500
Inglis	1,325	1,286
Otter Creek	134	122
Williston	2,768	2,786
Yankee Town	502	506
Unincorporated Area	31,526	31,255

Sources: 2010 Bureau of the Census/Bureau of Economic and Business Research, University of Florida

c. Population Densities

Table 2 shows with approximately 1,118 square miles of land area, the County population density in 2010 was approximately 36.5 persons per square mile.

TABLE 2
Population Density
Levy County

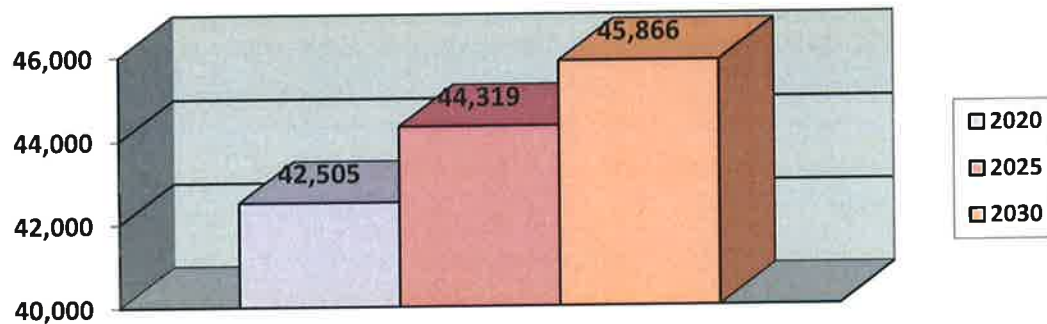
2010 U.S. CENSUS POPULATION	SQUARE MILES	PERSONS PER SQUARE MILE
40,801	1,118	36.5

Source: U.S. Census Bureau: 2010 State and County Quick Facts

d. Population Projections

According to the Bureau of Economic and Business Research, it is estimated that Levy County will have a total population of 42,505 by the year 2020, and by 2030, the total County population will be 45,866. Illustration I shows population projections for 2020, 2025 and 2030.

ILLUSTRATION I
Population Projections
Levy County



Source: Bureau of Economic and Business Research, University of Florida

e. Population Age Distribution

Population age distribution is useful in determining mobility needs which transit might meet. The elderly typically are less likely to have access to a vehicle and thus are more dependent on the transit system for their travel needs. Table 3 shows estimates of the County's population by age group. The 25-44 year-old age group is the largest age group within the County. The 65 and over population is the smallest age group within the County, comprising 13 percent of the population.

TABLE 3
Population Estimates By Age Group
Levy County
2015

Age Group	Population
0-4	2,185
5-17	5,889
18-24	3,118
25-54	14,021
55-64	6,481
65-79	6,990
80+	1,764

Source: Bureau of Economic and Business Research, University of Florida

f. Disability and Self Care Limitations

According to the 2010 Bureau of the Census, 8,497 civilian non-institutionalized residents have disabilities.

g. Employment

The Bureau of Economic and Business Research estimates that Levy County's labor force (individuals who are able to work but may not be employed) in 2016 was 16,660 with 854 unemployed. The estimated unemployment rate for Levy County was 5.1 percent.

h. Income

According to the 2010 Bureau of the Census, the per capita income for Levy County in 2015 was \$20,299. The percent of persons below poverty level in 2015 was 21.1%. Table 4 shows per capita income and the percentage of persons below poverty level. Table 5 shows income levels that are currently used to define the federal poverty level. Low-income households often have no mobility choice other than public transportation and thus generally have high potential for transit use.

TABLE 4
Income and Poverty Status
Levy County

Per Capita Income In 2015	Percentage Of Persons Below Poverty Level 2015
\$20,299	21.1%

Source: Bureau of the Census 2010, State and County Quick Facts

TABLE 5
2017 Poverty Guidelines For The 48 Contiguous States
And The District of Columbia

Persons In Family/Household	2017 Poverty Guideline
1	\$12,060
2	\$16,240
3	\$20,420
4	\$24,600
5	\$28,780
6	\$32,960
7	\$36,140
8	\$41,320

* For families/households with more than 8 persons, add \$5,230 for each additional person.

Source: U.S. Department of Health and Human Services, Office of the Assistant Secretary for Planning and Evaluation

According to the Bureau of Economic and Business Research, the total number of Medicaid recipients in 2013 was 9,409.

Table 6 shows individuals who received Supplemental Security Income.

TABLE 6
Supplemental Security Income
Levy County
2015

Type Of Assistance	Recipients
Blind or Disabled	1,316
Aged	85

Source: Bureau of Economic and Business Research, University of Florida

i. Housing

The 2010 Bureau of the Census estimates that in 2015, the total number of households in Levy County was 15,516 and that the average household size was 2.53. Table 7 presents data on housing units below poverty level.

TABLE 7
Housing Units
Levy County
2014

Housing Units	Percent of Persons Below the Poverty Level	Owner Occupied Housing Unit Rate	Mean Value of Owner Occupied Housing Units
19,810	21.1%	76.7%	\$88,600

Source: 2010 Bureau of the Census Quick Facts

j. Health

There is one assisted living facility located in Levy County, the Good Samaritan Retirement Home. According to Bureau of Economic and Business Research, in 2015, there were 16 physicians of medicine and 470 registered, practical and advanced nurses.

k. Transportation

According to the 2010 Census, an estimated 1,079 households in Levy County had no vehicle available in 2014.

I. Major Trip Generators/Attractors

Trip generators are land uses from which trips originate (e.g., residential developments) while trip attractors are land uses which are destinations (e.g., shopping districts, employment centers, medical offices, educational facilities and recreation sites). Examples of trip attractors located in Levy County include the Wal-Mart Supercenter in Chiefland, the industrial parks in Williston and Chiefland, Regional Hospital in Williston, the satellite campus of Central Florida Community College in Chiefland, Manatee Springs State Park, and the County Courthouse in Bronson. Levy County's ten largest private sector employers include: Wal-Mart Supercenter, Winn-Dixie, Central Florida Electric Co-op, Regional General Hospital Williston, J.E. Whitehurst & Sons, Drummond Community Bank and Capital City Bank.

Although access to retail stores and services in the County is increasing, travel to out-of-county destinations continues to be necessary for many Levy County residents, particularly for employment and medical purposes. Major trip generators/attractors include: Lancaster Correctional in Gilchrist County, Cross City Correctional in Dixie County, Shands Hospital in Alachua County, VA Medical Center in Alachua County, University of Florida in Alachua County, Levy-Union Vocational Technical Center.

Travel to Gainesville continues to be necessary for many County residents, particularly for employment and medical purposes. Approximately 15 percent of Levy County's employed residents work in Alachua County.

C. Service Analysis

1. General and Critical Need Transportation Disadvantaged Populations

The National Center for Transit Research Center for Urban Transportation Research developed a methodology for estimating the general and critical need Transportation Disadvantaged population based on the most current U.S. Census Bureau demographic and socio-economic data available. The general Transportation Disadvantaged population includes the estimates of all disabled, elderly, low income persons and children who are 'high-risk' or 'at-risk.' The critical need Transportation Disadvantaged population includes individuals who, due to severe physical limitations or low incomes, are unable to transport themselves or purchase transportation and are dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life sustaining activities.

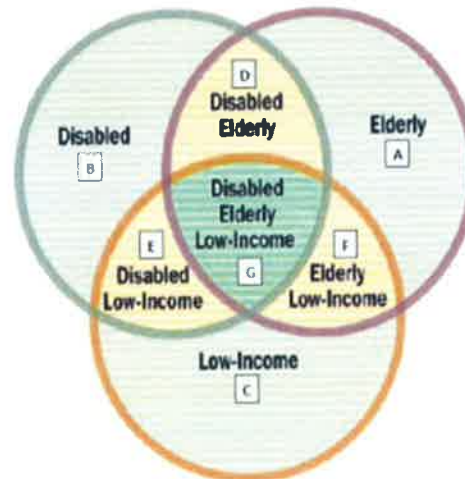
The following tables show general and critical need Transportation Disadvantaged population estimates for Levy County.

CALCULATION OF GENERAL TRANSPORTATION DISADVANTAGED POPULATION

Levy County					Census Data from 2013			
County Pop. By Age	Total Pop by Age	% of Total Pop	Population Below Poverty Level by Age	% of Total Pop Below Poverty Level by Age	Total Population with a Disability by Age	% of Total Pop with a Disability by Age	Total Pop with Disability and Below Poverty Level by Age	% Total Pop with a Disability and Below Poverty Level by Age
< 5 Years of Age	2,011	5.1%	792	2.0%	61	0.7%	0	0.00%
5-17	5,721	14.6%	1,656	4.2%	390	1.0%	72	0.18%
18-34	6,802	17.4%	1,911	4.9%	361	0.9%	183	0.47%
35-64	16,292	41.6%	2,097	5.4%	3,765	9.6%	1,013	2.59%
Total Non Elderly	30,826	78.7%	6,456	16.5%	4,577	11.7%	1,268	3.24%
65-74	5,091	13.0%	299	0.8%	1,920	4.9%	350	0.89%
75+	3,249	8.3%	140	0.4%	1,962	5.0%	147	0.38%
Total Elderly	8,340	21.3%	439	1.1%	3,882	9.9%	497	1.27%
Total	39,166	100%	6,895	17.6%	8,459	21.6%	1,765	4.51%

Double Counts Calculations		
E - Estimate non-elderly/disabled/ low income	From Base Data (I11)	1,268
B - Estimate non-elderly/ disabled/not low income	Subtract I11 from G11	3,309
G - Estimate elderly/disabled/low income	From Base Data (I14)	497
D - Estimate elderly/ disabled/not low income	Subtract I14 from G14	3,385
F - Estimate elderly/non-disabled/low income	Subtract I14 from E14	(58)
A - Estimate elderly/non-disabled/not low income	Subtract sum of J17, J18 and J19 from C14	4,516
C - Estimate low income/not elderly/not disabled	Subtract I11 from E11	5,188
Total - Non-Duplicated		18,105

General TD Population		% of Total
Non-Duplicated General TD Population Estimate	18,105	46.2%



CALCULATION OF CRITICAL NEED TRANSPORTATION DISADVANTAGED POPULATION

Levy County					Census Data from: 2013	
County Pop. By Age	Total Population with a Disability by Age	% with a Severe Disability by Age	Total Population with a Severe Disability by Age	% of Total Pop with Severe Disability by Age	% of Severe Disability Below Poverty Level	Total Severe Disability Below Poverty Level
< 5 Years of Age	61	4.20%	3	0		
5-17	390	4.20%	16	0.29%		
18-34	361	6.30%	23	0.33%		
35-64	3,765	13.84%	521	3.20%		
Total Non Elderly	4,577		563	1.83%	28.60%	161
65-74	1,920	27.12%	521	10.23%		
75+	1,962	46.55%	913	28.11%		
Total Elderly	3,882		1,434	17.19%	11.70%	168
Total	8,459		1,997	5.10%		329

Critical Need - Severely Disabled TD Population			
	Not Low Income	Low Income	Totals
<i>Non-Elderly</i>	402	161	563
<i>Elderly</i>	1,266	168	1,434
TOTAL	1,668	329	1,997

TRIP RATES USED	
<i>Low Income Non Disabled Trip Rate</i>	
Total	2.400
Less	
Transit	0.389
School Bus	0.063
Special Transit	0.049
	1.899
<i>Severely Disabled Trip Rate</i>	
Special Transit	0.049

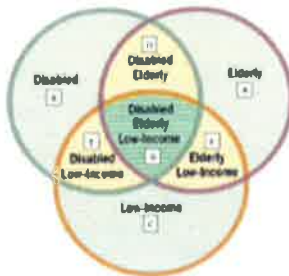
<u>Low Income & Not Disabled = C + F</u>		CALCULATION OF DAILY TRIPS FOR THE CRITICAL NEED TD POPULATION	
<u>Assumes</u>	5,130		
27.2% xx % without auto access	1,395		
100.0% xx % without transit access	1,395		
	1,395		
		<u>Calculation of Daily Trips</u>	
		Daily Trip Rates	Total
		Per Person	Daily Trips
Total Actual Critical TD Population			
<i>Severely Disabled</i>	1,997	0.049	98
<i>Low Income ND</i>	###	1.899	2,650
Totals	3,392		2,748

2. Paratransit Service Demand Estimation

The National Center for Transit Research Center for Urban Transportation Research developed a paratransit service demand estimation tool based on the most current U.S. Census Bureau demographic and socio-economic data available. The following table shows trip demand for the critical Transportation Disadvantaged population.

FORECAST OF GENERAL AND CRITICAL NEED TRANSPORTATION DISADVANTAGED POPULATIONS

Levy County											
General TD Population Forecast	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Overlapping Circle Component											
E - Estimate non-elderly/durable/not low income	1,249	1,241	1,294	1,307	1,320	1,334	1,347	1,361	1,375	1,389	1,403
D - Estimate non-elderly/durable/not low income	3,309	3,343	3,377	3,411	3,446	3,481	3,516	3,552	3,588	3,625	3,661
G - Estimate elderly/durable/not low income	497	502	507	512	518	523	529	535	541	547	553
D - Estimate elderly/durable/not low income	3,315	3,419	3,454	3,499	3,529	3,561	3,597	3,633	3,670	3,708	3,745
F - Estimate elderly/non-durable/not low income	-59	-59	-59	-60	-60	-61	-62	-62	-63	-64	-64
A - Estimate elderly/non-durable/not low income	4,816	4,962	4,608	4,655	4,703	4,750	4,799	4,848	4,897	4,947	4,997
C - Estimate low income/not elderly/not durable	5,103	5,241	5,294	5,348	5,402	5,457	5,513	5,569	5,625	5,683	5,740
TOTAL GENERAL TD POPULATION	19,195	19,299	19,475	19,663	19,853	19,945	20,138	20,334	20,532	20,731	20,933
TOTAL POPULATION	39,166	39,564	39,967	40,373	40,784	41,199	41,618	42,041	42,469	42,901	43,327



Levy County											
Critical Need TD Population Forecast	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Total Critical TD Population											
Disabled	1,997	2,017	2,038	2,058	2,079	2,100	2,122	2,143	2,165	2,187	2,209
Autism/Transit	1,395	1,410	1,424	1,438	1,453	1,468	1,483	1,498	1,513	1,528	1,544
Total Critical Need TD Population	3,392	3,427	3,462	3,497	3,532	3,568	3,605	3,641	3,678	3,715	3,753
Daily Trips - Critical Need TD Population											
Severely Disabled	90	99	100	101	102	103	104	105	106	107	108
Low Income - Not Disabled - No Access	2,650	2,677	2,704	2,731	2,759	2,787	2,816	2,844	2,873	2,902	2,932
Total Daily Trips Critical Need TD Population	2,740	2,776	2,804	2,832	2,861	2,890	2,919	2,948	2,977	3,006	3,035
Annual Trips	714,364	724,457	733,734	741,219	747,914	754,436	760,896	767,260	773,553	779,787	785,960

3. Barriers to Coordination

Medicaid non-emergency transportation services are no longer coordinated through Florida's Coordinated Transportation System in Levy County. In May 2014, the Florida Agency for Health Care Administration implemented Florida's Managed Medical Care Program. The Managed Medical Care Program requires Managed Medical Assistance Plans to provide transportation to their enrollees who have no other means of transportation available.

The Managed Medical Assistance Plans provide transportation services directly through their own network of transportation providers. According Chapter 2 of the Florida Agency for Health Care Administration Transportation Coverage, Limitations and Reimbursement Handbook, July 1997, "Medicaid is required by Chapter 427, Florida Statutes to purchase transportation services through the designated Community Transportation Coordinator, unless those services are not cost effective or the Community Transportation Coordinator does not coordinate Medicaid transportation services."

Other barriers to the coordination of transportation services in Levy County include the following:

- low density, rural population limiting ability to group trips while maintaining an acceptable level of service;
- limited availability of medical services/facilities in county necessitating out-of-county trips;
- differing agency requirements for client transportation services (e.g., maximum allowable "ready to go" window); and
- cost, insurance and safety standard concerns relating to the use of public school vehicles do not meet safety standards and are difficult to insure on a temporary basis.

4. Needs Assessment

United States Code Section 5311 Grant Program

PROJECT	PROJECT YEAR	LOCATION	ESTIMATED COST	FUNDING SOURCE
Continuation of existing and public transportation services and increasing service provision.	2017/18	Levy County	\$250,000	United States Code Section 5311
			\$250,000	Levy County Board of County Commissioners

United States Code Section 5339 Grant Program

PROJECT	PROJECT YEAR	LOCATION	ESTIMATED COST	FUNDING SOURCE
Purchase two replacement vehicles	2017/18	Levy, County	\$145,854	United States Code Section 5339

Rural Area Capital Assistance Program

PROJECT	PROJECT YEAR	LOCATION	ESTIMATED COST	FUNDING SOURCE
Purchase replacement vehicle.	2016/17	Levy County	\$77,879	Rural Area Capital Assistance Program Grant

Transportation Disadvantaged Trust Fund Grant

PROJECT	PROJECT YEAR	LOCATION	ESTIMATED COST	FUNDING SOURCE
Provide trips to transportation disadvantaged individuals.	2016/17	Levy County	\$426,612 \$47,401	Transportation Disadvantaged Trust Fund Levy County Board of County Commissioners

5. Goals, Objectives and Strategies

GOAL 1 Ensure the availability of transportation services to meet the needs of the transportation disadvantaged.

- Objective 1.1** Identify and monitor demand for transportation services among the transportation disadvantaged.
- Objective 1.2** Provide services to meet as much of the demand for transportation services among the transportation disadvantaged as possible within available resources.
- Objective 1.3** Employ measures, as needed and appropriate, for controlling the rate at which funding available for non-sponsored trips is expended and for targeting funding available for non-sponsored trips to individuals with the greatest need.
- Objective 1.4** Monitor and maximize the availability of local, state and federal government funding for transportation services for the transportation disadvantaged.
- Objective 1.5** Identify and pursue potential sources of additional funding for transportation services and partnership opportunities. Seek, in particular, to stimulate or facilitate the use of private funding to reduce reliance on public subsidies.
- Objective 1.6** Eliminate physical barriers to the use of transportation services by ensuring compliance with the Americans with Disabilities Act.
- Objective 1.7** Monitor land use/development patterns to inform decision-making regarding service delivery and the allocation of resources.

- Objective 1.8** Participate in local, regional and state transportation and comprehensive planning processes to ensure that transportation disadvantaged issues are considered.
- Objective 1.9** Monitor changes in the health care and other service systems used by the transportation disadvantaged to identify potential impacts on the County's coordinated transportation system.
- GOAL 2** **Ensure that transportation services are provided in the most effective and efficient manner possible.**
- Objective 2.1** Coordinate transportation resources for the transportation disadvantaged available in or planned for the service area to the maximum extent possible.
- Objective 2.2** Maximize the use of existing transportation resources to meet the demand for transportation services among the transportation disadvantaged.
- Objective 2.3** Maximize the use of measures that promote effective and efficient service delivery without unduly inconveniencing riders.
- Objective 2.4** Pursue coordination efforts with other Community Transportation Coordinators as appropriate for the purposes of reducing costs, increasing transportation services available and facilitating the provision of inter county trips.
- GOAL 3** **Ensure that quality transportation services are provided.**
- Objective 3.1** Ensure transportation services are provided in a safe, reliable and courteous manner.
- Objective 3.2** Monitor and evaluate the performance of the Community Transportation Coordinator.
- Objective 3.3** Provide processes for addressing service complaints and formal grievances on transportation-related matters.
- GOAL 4** **Ensure program accountability.**
- Objective 4.1** Comply with the requirements of Chapter 427, Florida Statutes, and Rule Chapter 41-2, Florida Administrative Code.
- Objective 4.2** Prepare plans, contracts, reports and other documents required by Chapter 427, Florida Statutes, and Rule Chapter 41-2, Florida Administrative Code.
- GOAL 5** **Increase public awareness of and involvement in the transportation disadvantaged program.**
- Objective 5.1** Undertake marketing and outreach activities to increase public awareness of and involvement in Florida's Transportation Disadvantaged Program. Project a consumer-oriented, customer service image.

Objective 5.2 Conduct at least one public hearing a year to allow individuals, agencies, organizations and others a formal opportunity to provide input on matters relating to local transportation services for the transportation disadvantaged.

GOAL 6 Encourage volunteers to participate in the coordinated transportation system.

Objective 6.1 Undertake marketing and outreach activities to increase volunteering opportunities with the county's coordinated transportation system.

Objective 6.2 Conduct at least one public hearing a year to allow individuals an opportunity to provide input on matters relating to volunteering with the County's coordinated transportation system.

GOAL 7 Provide affordable transportation services to low-income persons.

Objective 7.1 Develop transportation services for daily living activities.

Objective 7.2 Research the feasibility of providing deviated fixed route service that provides service within Levy County.

Objective 7.3 Advertise the available transportation services once a year.

GOAL 8 Increase transportation services provided in Levy County.

Objective 8.1 Annually research local, state, and federal funding opportunities to increase services available to the transportation disadvantaged population in Levy County.

Objective 8.2 Annually identify projects that can be funded under the Federal Transit Administration's grant programs.

6. Implementation Plan

STRATEGIES	RESPONSIBLE PARTY(IES)	DATE
Objective 1.1 Identify and monitor demand for transportation services among the transportation disadvantaged.		
Update the transportation disadvantaged population forecasts and needs estimation in the Transportation Disadvantaged Service Plan.	Planning Agency	Annually
Identify unmet needs for transportation services. The Community Transportation Coordinator should report the number of unmet trip requests at each meeting.	Local Coordinating Board Community Transportation Coordinator Planning Agency	Ongoing
Identify and communicate with agencies, organizations, institutions and other entities that work with individuals who need assistance with transportation to participate in particular programs or for other purposes. Collect and utilize any surveys and studies they produce relating to the need for and provision of transportation services.	Local Coordinating Board Community Transportation Coordinator Planning Agency	Ongoing

Maintain a trip denial log and review it on a regular basis to identify any patterns and possible service modifications to address them.	Community Transportation Coordinator	Ongoing
Provide the Local Coordinating Board with quarterly operating data and trip denial reports.	Community Transportation Coordinator	Quarterly
Use surveys of riders, purchasing agencies, transportation operators and others to identify unmet needs for transportation services.	Local Coordinating Board	As Needed

STRATEGIES	RESPONSIBLE PARTY(IES)	DATE
Objective 1.2 Provide services to meet as much of the demand for transportation services among the transportation disadvantaged as possible within available resources.		
Provide or arrange for the delivery of transportation services in accordance with the Transportation Disadvantaged Service Plan.	Community Transportation Coordinator	Ongoing
Identify ways to increase the capacity of the coordinated transportation system to meet existing and future demand for transportation services and implement them as resources permit.	Local Coordinating Board Community Transportation Coordinator Planning Agency	Ongoing
Identify additional transportation service opportunities with private nonprofit transportation operators.	Local Coordinating Board Community Transportation Coordinator	Ongoing
Continue to purchase vehicles as resources permit to provide expanded service and allow for timely replacement of vehicles.	Community Transportation Coordinator	Ongoing
Continue planning for the development of a shuttle service serving Levy County.	Local Coordinating Board Community Transportation Coordinator Planning Agency	Ongoing
Work with agencies, organizations, institutions and other entities as appropriate to address particular transportation needs (e.g., transportation to medical facilities for veterans).	Local Coordinating Board Community Transportation Coordinator Planning Agency	Ongoing
Advise appropriate public officials of any road conditions that interfere with or preclude the provision of transportation services.	Local Coordinating Board Community Transportation Coordinator	Ongoing

STRATEGIES	RESPONSIBLE PARTY(IES)	DATE
Objective 1.3 Employ measures, as needed and appropriate, for controlling the rate at which Transportation Disadvantaged Program funding is expended.		
Monitor the expenditure of Transportation Disadvantaged Program funding.	Community Transportation Coordinator	Ongoing
Monitor the impacts of implementing Transportation Disadvantaged Program trip prioritization.	Community Transportation Coordinator	Ongoing
Monitor to ensure that funding available for Transportation Disadvantaged Program sponsored trips is not used to replace existing agency funding for transportation services for the transportation disadvantaged. Also, promote the inclusion of sufficient funding in program budgets to support necessary trip rate increases and to meet transportation needs created as a result of the operation, expansion or creation of programs.	Local Coordinating Board Community Transportation Coordinator	As Needed
Use the transportation disadvantaged population forecasts and general trip demand forecasts in the Transportation Disadvantaged Service Plan to assist with targeting funding available for non-sponsored trips.	Local Coordinating Board Community Transportation Coordinator	Ongoing

STRATEGIES	RESPONSIBLE PARTY(IES)	DATE
Objective 1.4: Monitor and maximize the availability of local, state and federal government funding for transportation services for the transportation disadvantaged.		
Prepare annual budget estimates of local government and direct federal transportation disadvantaged funds anticipated to be available during the upcoming state fiscal year.	Planning Agency	Annually
Review consolidated annual budget estimates of transportation disadvantaged funds anticipated to be available during the upcoming state fiscal year prepared by the Florida Commission for the Transportation Disadvantaged.	Community Transportation Coordinator Planning Agency	Annually
Report actual expenditures of local government and direct federal transportation disadvantaged funds during the prior state fiscal year.	Planning Agency	Annually
Review consolidated reports on transportation disadvantaged funds expended during the prior state fiscal year prepared by the Florida Commission for the Transportation Disadvantaged.	Community Transportation Coordinator Planning Agency	Annually
Research transportation grants.	Community Transportation Coordinator	Ongoing
Review applications for transportation grants submitted for the service area.	Local Coordinating Board	As Needed

Transportation Disadvantaged Service Plan

Encourage continued and increased County support for transportation services.	Local Coordinating Board Community Transportation Coordinator	Ongoing
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STRATEGIES	RESPONSIBLE PARTY(IES)	DATE
Objective 1.5: Identify additional funding opportunities for transportation services.		
Pursue sources of additional funding for transportation services identified by the Community Transportation Coordinator, the Local Coordinating Board or others.	Local Coordinating Board Community Transportation Coordinator	Ongoing
Identify and pursue partnership opportunities involving coordination of needs/services and the pooling of resources.	Local Coordinating Board Community Transportation Coordinator	Ongoing
Increase farebox revenues while recognizing actual or potential negative impacts of fares on access to service.	Local Coordinating Board Community Transportation Coordinator	Ongoing
Within the context of the coordinated transportation system, provide assistance upon request to entities interested in operating vehicles to address particular transportation needs.	Community Transportation Coordinator	Ongoing

STRATEGIES	RESPONSIBLE PARTY(IES)	DATE
Objective 1.6: Eliminate physical barriers to the use of transportation services by ensuring compliance with the Americans with Disabilities Act (ADA).		
Purchase and maintain an adequate number of vehicles with wheelchair lifts/ramps or other necessary specialized equipment or features.	Community Transportation Coordinator	Ongoing
Monitor to ensure that equivalent service is available to individuals with disabilities.	Community Transportation Coordinator	Ongoing
Develop and implement a corrective action plan if a lack of equivalent service is demonstrated.	Community Transportation Coordinator	As Needed
Promote access to transportation services by including information on the Florida Relay Service in program literature and advertisements and using, as resources permit, marketing methods such as close-captioned public service announcements and radio advertising.	Community Transportation Coordinator	Ongoing
Ensure that employees receive training regarding the special needs of disabled individuals and the operation of specialized equipment.	Community Transportation Coordinator	Ongoing

Seek the advice of ADA experts regarding the requirements and implementation of the ADA as needed and resources permit.	Community Transportation Coordinator	Ongoing
Increase public awareness of the ADA through program literature.	Community Transportation Coordinator	Ongoing

STRATEGIES	RESPONSIBLE PARTY(IES)	DATE
Objective 1.7: Monitor land use/development patterns to inform decision-making regarding service delivery and the allocation of resources.		
Update the demographics section in the Transportation Disadvantaged Service Plan.	Planning Agency	As Needed
Consider land use/development patterns when preparing/ updating the Transportation Disadvantaged Service Plan.	Planning Agency	Annually
Map major trip generators and attractors in the county.	Planning Agency	As Needed
Identify and remain apprised of major developments in Levy County with actual or potential substantial impacts on the coordinated transportation system.	Planning Agency	As Needed

STRATEGIES	RESPONSIBLE PARTY(IES)	DATE
Objective 1.8: Participate in local, regional and state transportation and comprehensive planning processes to ensure that transportation disadvantaged issues are considered.		
Keep local elected officials informed about the demand for transportation services among the transportation disadvantaged and the transportation disadvantaged program. At a minimum, provide a copy of the Transportation Disadvantaged Service Plan to local governments in the county for review and comment on an annual basis.	Planning Agency	Ongoing
Review the comprehensive plans of the cities in the county for coverage of coordinated transportation system mobility issues.	Planning Agency	As Needed
Participate in the development and review of local, regional and state plans/regulations affecting the coordinated transportation system. Provide written information and testimony at public workshops/meetings/hearings as appropriate.	Planning Agency	As Needed
Participate in local review and approval processes for large scale and other developments. Provide written information and testimony at public workshops/meetings/hearings as appropriate.	Planning Agency	As Needed

STRATEGIES	RESPONSIBLE PARTY(IES)	DATE
Objective 1.9: Monitor changes in the health care and other service systems used by the transportation disadvantaged to identify potential impacts on the county's coordinated transportation system.		
Provide opportunities at Local Coordinating Board meetings for Board members and others to discuss changes in the health care and other service systems used by the transportation disadvantaged.	Local Coordinating Board	Quarterly
Use public hearings conducted by the Local Coordinating Board as another means of monitoring changes in the health care system and other service systems used by the transportation disadvantaged.	Local Coordinating Board	Annually
Develop and maintain contacts with community boards and other entities involved in the health care system and other service systems used by the transportation disadvantaged.	Community Transportation Coordinator	Ongoing
Address system changes in updates of the Transportation Disadvantaged Service Plan as appropriate.	Community Transportation Coordinator	Annually
STRATEGIES	RESPONSIBLE PARTY(IES)	DATE
Objective 2.1: Coordinate transportation resources for the transportation disadvantaged available in or planned for the service area to the maximum extent possible.		
Be aware of transportation resources for the transportation disadvantaged available in or planned for the service area.	Community Transportation Coordinator	Ongoing
Advise agencies, organizations, institutions and other entities purchasing or providing transportation services for the transportation disadvantaged about the purpose, nature and benefits of coordinated transportation services.	Community Transportation Coordinator	Ongoing
Work with the Regional Workforce Board to meet client transportation needs.	Community Transportation Coordinator	Ongoing
Enter into purchase of service contracts, coordination contracts and transportation operator contracts as appropriate to ensure that transportation disadvantaged funds are used within the coordinated transportation system and transportation services are provided in the most effective and efficient manner possible.	Community Transportation Coordinator	Ongoing
Compare the actual expenditure report totals for the county to revenue sources and amounts reported in the annual operating report to determine the extent to which transportation disadvantaged funds are being used within the coordinated transportation system.	Planning Agency	Annually

STRATEGIES	RESPONSIBLE PARTY(IES)	DATE
Objective 2.2: Maximize the use of existing transportation resources to meet the demand for transportation services among the transportation disadvantaged.		
Enter into coordination contracts with agencies/organizations that provide transportation services using transportation disadvantaged funds as needed.	Community Transportation Coordinator	As Needed
Maintain an inventory of other existing transportation operators whose services are or potentially could be used by the transportation disadvantaged.	Community Transportation Coordinator	Ongoing
Utilize the standard coordination/operator contract as needed.	Community Transportation Coordinator	As needed
Review coordination contracts and transportation operator contracts on an annual basis as necessary to determine whether their continuation is the most effective and efficient utilization possible.	Community Transportation Coordinator Local Coordinating Board	As needed
Coordinate with the Levy County School District to facilitate the use of public school vehicles within the coordinated transportation system as appropriate.	Community Transportation Coordinator	As Needed

STRATEGIES	RESPONSIBLE PARTY(IES)	DATE
Objective 2.3: Maximize the use of measures that promote effective and efficient service delivery without unduly inconveniencing riders.		
Work with private nonprofit agencies to eliminate barriers to increased utilization of vehicles purchased with transportation disadvantaged funds.	Community Transportation Coordinator	Ongoing
Multi-load vehicles to the maximum extent possible.	Community Transportation Coordinator	Ongoing
Establishing route-oriented services.	Community Transportation Coordinator	As Needed
Accommodate trip requests according to the least expensive service available which meets riders' needs.	Community Transportation Coordinator	Ongoing
Procure transportation services as necessary to provide trips at the lowest possible cost.	Community Transportation Coordinator	Ongoing
Seek ways to increase system productivity through improvements in call intake, trip scheduling/dispatching and other functions.	Community Transportation Coordinator	Ongoing
Identify opportunities to reduce costs.	Community Transportation Coordinator	Ongoing

STRATEGIES	RESPONSIBLE PARTY(IES)	DATE
Objective 2.4: Pursue coordination efforts with other Community Transportation Coordinators as appropriate for the purposes of reducing costs, increasing transportation services available and facilitating the provision of inter-county trips.		
Research opportunities to coordinate with the Citrus County Community Transportation Coordinator.	Community Transportation Coordinator	Ongoing
Develop and maintain contacts with other Community Transportation Coordinators in the region.	Community Transportation Coordinator	Ongoing
Explore coordination opportunities as appropriate at regional meetings.	Community Transportation Coord Community Transportation Coordinator inator	Quarterly
Identify opportunities for inter-county coordination and pursue them and any funding sources available to support them as appropriate.	Community Transportation Coordi Community Transportation Coordinator nator	Ongoing
Consider the results of studies completed on the feasibility of inter county coordinated transportation for the transportation disadvantaged.	Community Transportation Coordinator	As Available

STRATEGIES	RESPONSIBLE PARTY(IES)	DATE
Objective 3.1: Ensure transportation services are provided in a safe, reliable and courteous manner.		
Comply with the service standards in the Transportation Disadvantaged Service Plan and refine and revise them as needed.	Community Transportation Coordinator	Ongoing
Comply with safety and insurance requirements.	Community Transportation Coordinator	Ongoing
Each quarter, monitor at least 25 percent of the vehicles used in the coordinated transportation system.	Community Transportation Coordinator	Quarterly
Ensure that employees receive training appropriate to their positions regarding the provision of transportation services.	Community Transportation Coordinator	Ongoing
Consider the results of surveys conducted as a part of each annual evaluation of the Community Transportation Coordinator.	Community Transportation Coordinator	Annually
Continue to monitor the timeliness of service and rider satisfaction through a weekday telephone rider survey (at least three monitoring calls/weekday).	Community Transportation Coordinator	Ongoing
Use surveys or other tools to obtain input from riders, purchasing agencies and others on the reliability and quality of transportation services provided through the coordinated transportation system.	Community Transportation Coordinator	As Needed

STRATEGIES	RESPONSIBLE PARTY(IES)	DATE
Objective 3.2: Monitor and evaluate the performance of the Community Transportation Coordinator.		
Monitor the performance of the Community Transportation Coordinator.	Local Coordinating Board	Ongoing
Perform an annual evaluation of the Community Transportation Coordinator.	Local Coordinating Board	Annually
Cooperate with monitoring and evaluation efforts undertaken by the Florida Commission for the Transportation Disadvantaged's Quality Assurance and Program Evaluation and Technical Assistance and Training sections.	Local Coordinating Board	Biennially and As Needed

Objective 3.3: Provide processes for addressing service complaints and formal grievances on transportation-related matters.		
Have a process in place to address service complaints and formal grievances on transportation-related matters in a timely and effective manner.	Community Transportation Coordinator	Ongoing
Maintain records of service complaints and formal grievances received and their disposition.	Community Transportation Coordinator	Ongoing
Provide the Local Coordinating Board with quarterly service complaint/grievance summaries.	Community Transportation Coordinator	Ongoing
Ensure that the Local Coordinating Board has a process in place to address formal grievances on transportation-related matters in a timely and effective manner.	Local Coordinating Board	Ongoing

STRATEGIES	RESPONSIBLE PARTY(IES)	DATE
Objective 4.1: Collect data on the coordinated transportation system needed to meet the requirements of Chapter 427, Florida Statutes, and Rule Chapter 41-2, Florida Administrative Code, and to allow for effective evaluation and planning efforts.		
Collect data needed to prepare annual operating reports.	Community Transportation Coordinator Planning Agency	Quarterly
Seek ways to improve data collection, record keeping and reporting functions.	Community Transportation Coordinator Planning Agency	Ongoing
Monitor to ensure that the Community Transportation Coordinator's system for collecting, analyzing and reporting data, at a minimum, meets the data collection, record keeping and reporting requirements set by the Florida Commission for the Transportation Disadvantaged.	Community Transportation Coordinator Planning Agency	Annually
Collect data needed to prepare Community Transportation Coordinator annual evaluations, annual budget estimates and actual expenditure reports.	Community Transportation Coordinator Planning Agency	Annually

Collect data needed to prepare/update the Transportation Disadvantaged Service Plan.	Community Transportation Coordinator Planning Agency	Annually
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Objective 4.2: Prepare plans, contracts, reports and other documents required by Chapter 427, Florida Statutes, and Rule Chapter 41-2, Florida Administrative Code, in a competent and timely manner.

Prepare and submit the Memorandum of Agreement, Transportation Disadvantaged Service Plan, Annual Operating Report and Trip/Equipment Grant applications in a timely manner.	Community Transportation Coordinator Planning Agency	Annually
Prepare and submit the Transportation Disadvantaged Service Plan, Community Transportation Coordinator annual evaluation, actual expenditure reports and planning grant application in a timely manner.	Planning Agency	Annually

STRATEGIES	RESPONSIBLE PARTY(IES)	DATE
Objective 5.1: Undertake marketing and outreach activities to increase public awareness of and involvement in the transportation disadvantaged program.		
Utilize a variety of methods to increase public awareness of Florida's Transportation Disadvantaged Program.	Community Transportation Coordinator Planning Agency	Ongoing
Provide opportunities for public comment at all Local Coordinating Board meetings.	Planning Agency	Quarterly
Encourage and utilize marketing assistance from the Florida Commission for the Transportation Disadvantaged and obtain resources to expand marketing efforts.	Community Transportation Coordinator Planning Agency	Ongoing
Target marketing efforts to individuals and groups for whom transportation services are available. Explain any limitations relating to the availability of services.	Community Transportation Coordinator Planning Agency	Ongoing
Objective 5.2: Conduct at least one public hearing a year to allow individuals, agencies, organizations and others a formal opportunity to provide input on matters relating to local transportation services for the transportation disadvantaged.		
Conduct a public hearing annually.	Local Coordinating Board	Annually

Chapter II: Service Plan

A. Operations

The operations element is a profile of the Levy County coordinated transportation system. This element is intended to provide basic information about the daily operations of Levy County Transit and its contracted transportation operators.

1. Types, Hours and Days of Service

a. Hours and Days of Service

Transportation services provided by Levy County Transit are available from 6:00 a.m. to 6:00 p.m. Monday through Friday excluding holidays.

Levy County Association of Retarded Citizens (Florida Agency for Persons with Disabilities)

Weekdays (excluding holidays), door to door subscription service within Levy County to the Levy ARC facility in Otter Creek as coordinated through the Levy ARC and the Florida Department of Children and Families.

Florida's Managed Medical Care Program (Florida Agency for Health Care Administration)

Service is provided by Managed Medical Assistance Plans through a network of Transportation Management Organizations. Levy County Transit does not have contracts in place to provide service to Managed Medical Care Program clients.

Suwannee River Economic Council (Florida Department of Elder Affairs)

Weekdays (excluding holidays) subscription trips to meal sites as coordinated through coordination contractor. Currently two sites are served; Chiefland and Williston two days per week.

Florida Commission for the Transportation Disadvantaged - Transportation Disadvantaged Program

Weekdays (excluding holidays) door to door and curb to curb reservation and demand response trips for Transportation Disadvantaged Program eligible individuals to various destinations in and out of Levy County (ambulatory, wheelchair and stretcher).

Levy County Transit does not restrict the time for morning trips. However, Levy County Transit may request that no appointments be made after 2:00 p.m. in order to allow for multi-loading of passengers.

Levy County Transit does not provide medical assistance during transport or assistance with medical devices such as changing oxygen tanks. Persons requiring specialized medical assistance or emergency medical treatment must contact a local medical transportation provider or 911 for emergency medical service.

b. Holidays

Transportation services will only be provided on the following holidays for passengers travelling to dialysis and chemotherapy appointments who have no other means of transportation.

Veteran's Day
Thanksgiving
Thanksgiving Holiday (day after Thanksgiving)
Christmas Day
Christmas Holiday (day after Christmas)
New Year's Day
Martin Luther King, Jr.'s Birthday
Memorial Day
Independence Day
Labor Day
Good Friday

c. Bariatric Transportation

Levy County Transit will transport all common wheelchairs. A common wheelchair is defined as a device which does not exceed 30 inches in width and 48 inches in length measured two inches above the ground and does not weigh more than 600 pounds when occupied. Wheelchairs that exceed these dimensions and weight may not be transported.

2. Accessing Services

a. Hours of Operation

Office Hours: Riders are encouraged to make arrangements for reservation for transportation services by calling the Levy County Transit office in Bronson between 7:00 a.m. to 5:00 p.m. Monday through Friday (excluding holidays). Individuals who use the TDD system can reach Levy County Transit through the Florida Relay Service at 1.800.955.8771.

Hours of Operation: Monday through Friday, 6:00 a.m. to 6:00 p.m. (excluding holidays).

Passengers must be ready to be picked-up two (2) hours prior to their scheduled pick up time.

b. Phone Number

352.486.3485.

c. Advance Notification Time

Trip reservations must be made a minimum of three days in advance (not including weekends/holidays).

d. Trip Cancellation Process

Trips must be cancelled by calling the Levy County Transit office between 8:00 a.m. and 4:00 p.m. twenty four hours prior to the date of travel. Monday trip cancellations must be made by 4:00 p.m. the previous Friday. Callers may leave a message in the voice mail box for cancellations in the evenings and on weekends.

e. No-Show Policy

The following trips are considered no-shows:

- When the driver arrives within the passenger's scheduled pickup window and the passenger is not prepared, available or refuses to travel.
- The passenger did not cancel their trip twenty four hours in advance or before the vehicle was in route.

Passengers will be charged a \$10.00 fee for each verified no-show. Levy County Transit staff will call passengers to inform them of the no-show policy. Passengers charged with two no shows will be given a verbal warning of possible suspension from service. Passengers charged with three no-shows will be notified in writing that their service will be suspended for a 30-day period. Passengers will also be provided with a copy of the grievance procedures.

Passengers who no-show their initial trip will have all trips scheduled that day cancelled. Passengers who no-show their return trip must call when they are ready to be picked up. A no-show return trip will be rescheduled as a "stand by" trip. All attempts will be made to pick up "stand by" return trips within three hours of receiving the return trip request.

If a passenger can provide acceptable and verifiable evidence to Levy County Transit that their no-show trip was due to unforeseen and unavoidable circumstances, the trip will not be considered a no show.

f. After Hours Service

Calls to Levy County Transit office between 5:00 p.m. and 7:00 a.m. Monday - Friday, weekends and holidays are received by voice mail. Calls for urgent transportation are directed to the Levy County Emergency Medical Services office.

g. Passenger Fares

Levy County Transit charges the following passenger fares:

Transportation Disadvantaged Program - Over age 60 \$3.00 per trip, under age 60 \$3.50 per trip.

Florida Department of Transportation U.S.C. Section 5316/17 Program - \$1.00 per trip.

h. Transportation Disadvantaged Program Eligibility

The Levy County Transportation Disadvantaged Coordinating Board established an eligibility determination process for the provision for Transportation Disadvantaged Program sponsored trips. Applications for Transportation Disadvantaged Program eligibility must be requested from Levy County Transit. The eligibility process includes two-steps to substantiate an individual's eligibility.

Step I:

- A. Determine if the applicant has access to an operational vehicle or the ability to operate a vehicle. If the applicant has access to an operational vehicle or the ability to operate a vehicle, they must meet one of the following criteria in order to qualify for Transportation Disadvantaged Program sponsored services:
 1. Applicant needs transportation to and from dialysis or oncology treatments.
 2. Applicant uses a mobility device and is unable to transfer out of the mobility device due to a medical condition and does not have access to a lift-equipped vehicle.
 3. Applicant requires stretcher transportation.
- B. Determine if the applicant is eligible to receive transportation services through an agency program; is unable to purchase transportation; is unable to find transportation from other sources.

Step II:

Applicants meeting all of the above criteria must also satisfy at least one of the following:

- a. Be disabled as defined in the Americans with Disabilities Act of 1990.
- b. Be 60 years of age or older.
- c. Household income meets a maximum of 125% of the current Federal Poverty Guidelines as indicated below. Proof of income is required.

2017 Poverty Guidelines For The 48 Contiguous States And The District of Columbia

Persons In Family/Household	2017 Poverty Guideline
1	\$12,060
2	\$16,240
3	\$20,420
4	\$24,600
5	\$28,780
6	\$32,960
7	\$36,140
8	\$41,320

* For families/households with more than 8 persons, add \$5,230 for each additional person.

Source: U.S. Department of Health and Human Services, Office of the Assistant Secretary for Planning and Evaluation

Medicaid beneficiaries who are **not** travelling to a Medicaid compensable service may be eligible for Transportation Disadvantaged Program sponsored service.

Levy County Transit

APPLICATION FOR TD NON-SPONSORED TRANSPORTATION SERVICES

The Transportation Disadvantaged Commission was created under Florida Statute 41-2 and allows funding for transportation disadvantaged individuals.

Disadvantaged individuals do not have access to private transportation, public transportation, or paratransit under another funding source and qualify with a minimum of (1) of the listed disability, age, income, or transportation accessibility. . Transportation provided under this funding source is limited to the Levy County Service Area. It provides public transportation in accessible vehicles to limited destinations and is based on availability of funds and requires a mandatory co-payment.

Application must be complete when submitted. Incomplete applications will cause delays in eligibility approval, and will be placed back in the mail for completion. If assistance is needed for completing the application, please call the office at 352-486-3485. Mail or deliver completed application to: Levy County Transit, 970 East Hathaway Avenue, Bronson, Florida 32621

Name: _____
Last First Middle

Physical Address: _____ Apt. # _____

Mailing Address If Different: _____

City: _____ Zip Code: _____

Phone: _____ Cell Phone: _____ TDD: _____
(If applicable)

Social Security#: _____ Date of Birth: _____ Gender: ☐ Male ☐ Female

Emergency contact: Name: _____ Phone: _____

Directions to home: _____

Do you or a member of your household have a valid driver's license? ☐ Yes ☐ No

Do you or a member of your household own a vehicle? ☐ Yes ☐ No

If you own a vehicle are you able to use it for medical and general purposes? ☐ Yes ☐ No

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A SAFE, COMFORTABLE RIDE WITH COURTEOUS SERVICE

Levy County Transit

Do you live in an ACLF, skilled nursing facility, retirement home, or boarding home that provides transportation? ☐ Yes ☐ No

Check below how have you traveled to your doctor's office, grocery store, etc., prior to now?

- ☐ Automobile ☐ by bus ☐ by car ☐ with friend/family ☐ other transit system
☐ Levy County Transit (diff funding) ☐ other- explain _____

Do you currently require mobility aids? If so check the appropriate ones.

- ☐ Manual Wheelchair ☐ Electric Wheelchair ☐ Electric Scooter
☐ Service Animal ☐ Walker ☐ Cane ☐ Crutches ☐ Stretcher
☐ other- please explain _____

Are you receiving dialysis or oncology treatment outside of home? ☐ Yes ☐ No

List days of the week: _____ Escort required? ☐ Yes ☐ No

Facility name and address _____

Physician Name: _____

Current appointment times: from _____ to _____, note that days and times may require adjusting to meet the demands and availability on the system to allow efficient scheduling.

Can you travel without assistance? ☐ Yes ☐ No

Can you ambulate (walk) without assistance? ☐ Yes ☐ No

Can you recognize destinations or landmarks? ☐ Yes ☐ No

Can you provide an address or telephone number upon request? ☐ Yes ☐ No

Can you ask for, understand and follow directions without assistance? ☐ Yes ☐ No

Can you maneuver safely in crowded area and buildings with multiple floors? ☐ Yes ☐ No

Can you handle unexpected situations and changes in your routine? ☐ Yes ☐ No

Number of persons in household: _____ **Total household income:** _____

List all persons in household start with applicant:

<u>Name</u>	<u>DOB</u>	<u>SS#</u>	<u>Income</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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A SAFE, COMFORTABLE RIDE WITH COURTEOUS SERVICE

Levy County Transit

PLEASE READ PRIOR TO COMPLETING THIS SECTION:

I understand by my signature below, that the purpose of this application is to determine if I am Eligible to travel under (TD) funding and may be asked further information. I certify that I have been truthful in answering all questions and that my answers may be verified, and I have enclosed proof of income for verification.

Signature: _____ **Date** _____

PLEASE READ PRIOR TO COMPLETING THIS SECTION:

If applicant is able to sign their name and only required assistance completing the application, provide the following:

PLEASE READ PRIOR TO COMPLETING THIS SECTION:

Name Phone number Relationship to applicant

Signature

If applicant is unable to complete or sign application, you must complete the section below.
If the applicant is not a minor child of yours, you must enclose evidence of your authority to sign for the applicant (Power of Attorney, Guardianship Papers, etc.)

Name Day Phone: (____) _____

Evening Phone: (____) _____

Address

Relationship to applicant: _____ How long: _____

I certify that, to best of my knowledge, the information given is correct.

Signature: _____ Date: _____
(Parent or Legal Guardian of Applicant)

☐ I am the applicant's Legal Guardian and have enclosed the appropriate legal documentation.

Please review application, make sure you have completed all necessary information to the best of your ability and signed the form.

Levy County Transit has the right to refuse transport any time the driver, staff or dispatch deems it necessary for the safety of passengers, the general public, driver, or vehicle.

All services are open to the general public.

The information obtained through this application process is confidential and is only used by Levy County Transit to determine eligibility for services.

For Office use only

Approved _____ Denied _____ Reason for denial: _____ Date _____

Supervisors Initials _____ Trip Limitations: _____ Date Applicant notified: _____ # Children _____

Space type: _____ Escort: _____ PCA: _____ Other _____

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A SAFE, COMFORTABLE RIDE WITH COURTEOUS SERVICE

i. Transportation Disadvantaged Program Trip Priorities

In order to provide a consistent, cost effective and efficient operation, Levy County Transit has adopted the following Transportation Disadvantaged Program service policies:

- a) Levy County Transit's overall policy as a coordinator and transportation provider is to group trips to the maximum extent possible and to accommodate trip requests with the least expensive service available which meets the passenger's needs.
- b) Levy County Transit will regulate expenditures to ensure a consistent level of service.
- c) Transportation Disadvantaged Program sponsored trips will be prioritized in the following order as funding permits:
 - 1. Life sustaining medical (dialysis, cancer treatment)
 - 2. Medical
 - 3. Nutritional
 - 4. Work
 - 5. Education and/or training
 - 6. Shopping
 - 7. Social/Recreational
- d) Although Levy County Transit does not restrict the time for morning trips (this allows for multi-loading of passengers), Levy County Transit requests that no appointments are made after 2:00 p.m. Levy County Transit must be responsible for economical uses of its resources in accommodating transportation services to county residents.
- e) Inter-county trips are encouraged when required services are available within the County. When this is not the case, Levy County Transit encourages multi-passenger loads to the prioritized destinations out of County shown in Map 4 General Service Area. Historically, these prioritized out of county destinations are the ones most often requested and they generally offer a wide range of services. Therefore, unless approved otherwise by the sponsoring/purchasing agency or within the limits set out below for trips to out of County trips will be to the following prioritized destinations when equivalent service can be obtained at: 1) Gainesville, 2) Crystal River/Dunnellon, 3) Ocala. Levy County Transit may require a rider to justify why she/he should be transported to destinations not in the prioritized order or to a non-prioritized destination.
- f) All or any trip pickup locations must meet Americans with Disabilities Act (ADA) wheelchair ramp specifications (no more than 1" per 1 foot slope) in order for transportation services to be provided.

LEVY COUNTY TRANSIT SERVICE AREA



3. Transportation Operators And Coordination Contractors

If needed during the July 1, 2017 to June 30, 2018 period, Levy County Transit will secure the services of an additional transportation operator(s) through: (1) negotiation or by contract, if possible, if the services are needed on very short notice, or (2) use of competitive selection process as recommended by the Levy County Transportation Disadvantaged Coordinating Board . Newspaper advertisements and mailings of notices to operators on a mailing list maintained by Levy County Transit will be used to notify operators of potential contracting opportunities. If a competitive selection process is used, the Operator Advisory Committee of the Local Coordinating Board, which makes recommendations to the Community Transportation Coordinator, will review operator submittals. The Local Coordinating Board will review and recommend approval or disapproval of transportation operator contracts.

Levy County Transit in cooperation with the Local Coordinating Board will review transportation operator contracts annually to determine whether their continuation is the most cost effective and efficient utilization possible.

Coordination contracts are appropriate for agencies/ organizations that receive transportation disadvantaged funds and are able to demonstrate it is more cost-effective and efficient from a total system perspective for them to provide some or all of their own transportation services. In negotiating each coordination contract, Levy County Transit will consider whether the contract will promote effective utilization of vehicles in the county's coordinated transportation system, comparative costs, the particular needs of the organization involved, and the intangible benefits of having the organization serve as a transportation provider.

All coordination contracts will be submitted to the Local Coordinating Board for review. In addition, Levy County Transit, in cooperation with the Local Coordinating Board will review coordination contracts annually to determine whether their continuation is the most cost-effective and efficient utilization possible.

4. Public Transit Utilization

Not applicable. There is no fixed route, public transit system operating in Levy County.

5. School Bus Utilization

There is currently no agreement between Levy County Transit and the Levy County School Board for the provision of transportation services within the coordinated transportation system using school buses. Barriers to the inclusion of the services in the system include among others, lack of air conditioning in school buses and differing safety requirements.

6. Vehicle Inventory

Levy County Transit's vehicle inventory is shown as Exhibit D.

7. System Safety Program Plan Certification

Levy County Transit's System Safety Program Plan Certification is shown as Exhibit E.

8. Inter-County Services

Levy County Transit will continue coordinating transportation services between Levy and Alachua Counties. Levy County Transit will also continue efforts to identify opportunities for coordinating transportation services on a regional basis and pursue those opportunities as appropriate. Levy County Transit does not have any inter-county agreements with other Community Transportation Coordinators at this time.

9. Natural Disaster/Emergency Preparedness

Coordinated Transportation System Emergency Procedures:

If an emergency, accident, mechanical breakdown, or some other incident causing delay occurs during the provision of service, Levy County Transit requires that the driver involved notify his/her supervisor as soon as possible of the situation (by two-way radio or cellular telephone when possible). Levy County Transit or the operator will then make all reasonable attempts to notify affected riders, agencies, or organizations and provide or arrange for a backup vehicle, if appropriate. Levy County Transit's System Safety Program Plan includes detailed procedures for handling emergencies, accidents, mechanical breakdowns and other delays.

Levy County Emergency Support Function Plan:

Levy County Transit is the primary agency responsible for transportation in Levy County's Emergency Support Function Plan. The Levy County Emergency Support Function Plan provides for the coordination of transportation support to state and local government entities, voluntary organizations and federal agencies requiring transportation capacity to perform disaster assistance missions following a catastrophic hurricane, significant natural disaster or other event. Levy County Transit's primary responsibilities in the event of an emergency include: 1) implement emergency related functions to include prioritization and allocation and /or tasking of all public sector transportation capacity; 2) coordinate the provisions of transportation capacity in support of disaster relief and recovery efforts; 3) act as team leader and point of contact for the Transportation Emergency Support Function (ESF 1) at the Emergency Operations Center (EOC); 4) direct ESF resources and personnel in support of assigned missions; 5) set up fuel supply priority for securing operation supplies during events; and 6) provide transportation as needed for special needs people.

10. Marketing

Community awareness of Levy County's coordinated transportation system and ridership are promoted through various education and marketing efforts. These efforts include: (1) producing literature (e.g., flyers and posters) and distributing it widely in doctors' offices, county public health clinics, nursing homes and assisted living facilities (ALFs), and at sites such as stores and post offices frequented by the public; 2) meeting with representatives from agencies and organizations which provide transportation services for county residents or work with individuals likely to need assistance with transportation; 3) making presentations before civic, social and other groups; 4) involving the local media (public service announcements, news releases and stories, and advertisements as funding permits); 5) having an information booth at the annual Peanut Festival in Williston and at the Levy County Health Fair; 6) requesting listings in the information pages of the local telephone book; and 7) painting or marking LCT's vans distinctively to attract attention.

11. Acceptable Alternatives

No transportation alternatives have been approved for use in Levy County under Section 427.016, Florida Statutes, and Rule 41-2.015, Florida Administrative Code.

12. Service Standards

The Community Transportation Coordinator and any transportation operator from whom service is purchased or arranged by the Community Transportation Coordinator shall adhere to Florida Commission for the Transportation Disadvantaged approved standards. These standards include:

FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED STANDARDS		
RULE 41-2 FLORIDA ADMINISTRATIVE CODE	RULE REQUIREMENT	LOCAL POLICY
Drug and Alcohol Testing 41-2.006 (4)(a)	Drug and alcohol testing for safety-sensitive job positions within the coordinated system regarding pre-employment, randomization, post-accident, and reasonable suspicion as required by the Federal Highway Administration and the Federal Transit Administration.	The Community Transportation Coordinator shall maintain and implement a drug and alcohol testing program for its safety-sensitive employees meeting the requirements of the following Federal Transit Administration regulations: 49 CFR Part 655, "Prevention of Prohibited Drug Use in Transit Operations," and 49 CFR Part 40, "Procedures for Transportation Workplace Drug and Alcohol Testing Programs".

FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED STANDARDS		
Transport of Escorts and Dependent Children 41-2.006 (4)(b)	<p>An escort of a passenger and dependent children are to be transported as locally negotiated and identified in the local Service Plan.</p>	<p>Passengers, who because of age or disability require an escort to ensure their well being, or the well being of others, shall be permitted to travel free of charge as space permits. Dependent children, defined here as children under eighteen (18) years of age, and dependent on their parents/guardian, shall be charged the regular fare for their trips and shall be accompanied by an escort and the escort shall be permitted to travel free of charge as space permits.</p>
Child Restraint Devices 41-2.006 (4) (c)	<p>Use of child restraint devices shall be determined locally as to their responsibility and cost of such device in the local Service Plan.</p>	<p>The Community Transportation Coordinator shall comply with all state laws concerning the use of child restraint devices, particularly Section 316.613, F.S., Child Restraint Requirements, covering children five (5) years of age or younger. An appropriate child restraint device shall be provided by a child's caretaker and shall be responsible for securing the device in transit vehicle. The appropriate child restraint device can include a convertible seat in vehicles equipped with such seats.</p>
Passenger Property 41-2.006 (4)(d)	<p>Passenger property that can be carried by the passenger and/or driver in one trip and can be safely stowed on the vehicle shall be allowed to be transported with the passenger at no additional charge. Additional requirements may be negotiated for carrying and loading rider property beyond this amount. Passenger property does not include wheelchairs, child seats, stretchers, secured oxygen, personal assistive devices, or intravenous devices.</p>	<p>Passenger property is the sole responsibility of the passenger with the driver assisting and no thresholds will be crossed. The amount of passenger property allowed is subject to the following conditions due to limited space: (a) no more than two (2) plastic grocery bags or two (2) paper grocery bags per passenger, and (b) no more than one (1) laundry bag per passenger (plastic bag or enclosed in plastic bag).</p>

FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED STANDARDS		
Vehicle Transfer Points 41-2.006 (4)(e)	Vehicle transfer points shall provide for the shelter, security, and safety of passengers.	Any vehicle transfer points utilized within the coordinated system shall be located at sites, such as a government building or senior center that can reasonably provide for the shelter, security and safety of passengers. Vehicle transfer points do not include sites where passengers transfer from vehicle to vehicle with no wait.
Local Toll Free Phone Number 41-2.006 (4)(f)	A local toll free phone number for complaints or grievances shall be posted inside the vehicle. The local complaint process shall be outlined as a section in the local Service Plan including, advising the dissatisfied person about the Florida Commission for the Transportation Disadvantaged's Helpline as a step within the process as approved by the Local Coordinating Board.	<p>A local phone number for use in reporting complaints or grievances shall be posted in all vehicles in a location visible to the passenger seating area. (All calls made within Levy County are local calls.)</p> <p>The Community Transportation Coordinator shall maintain a provision in its Complaint/Grievance Processes requiring that complainants be advised of the availability of the Florida Commission for the Transportation Disadvantaged Helpline.</p>
Out-of- Service-Area Trips 41-2.006 (4)(g)	Out-of-service-area trips shall be provided when determined locally and approved by the Local Coordinating Board, except in instances where local ordinances prohibit such trips.	Out-of-service-area trips include all trips outside of Levy County, Gainesville and Ocala, and are limited to the Community Transportation Coordinator's general service area with medical trips having priority. Out-of-service-area trips are available subject to trip priorities, advance notification requirements/prior scheduling and any purchasing agency restrictions.

FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED STANDARDS		
Vehicle Cleanliness 41-2.006 (4)(h)	<p>The interior of all vehicles shall be free from dirt, grime, oil, trash, torn upholstery, damaged or broken seats, protruding metal or other objects or materials which could soil items placed in the vehicle or provide discomfort for the passenger.</p>	<p>The interiors of vehicles shall be cleaned as needed as transportation services are being provided and after each day's service to ensure they remain free of dirt, grime, oil or trash and free of damage such as torn upholstery or hazards such as broken seats that might cause discomfort or injury to a passenger. Also, the exteriors of vehicles shall be cleaned after each day's service.</p>
Billing Requirements 41-2.006 (4)(I)	<p>All bills shall be paid within 7 working days to subcontractors, after receipt of said payment by the Community Transportation Coordinator, in accordance with Section 287.0585, FS.</p>	<p>Not applicable.</p>
Passenger Trip Data Base 41-2.006 (4)(j)	<p>Passenger/trip data must be maintained by or accessible to the Community Transportation Coordinator on each rider being transported within the coordinated system.</p>	<p>The Community Transportation Coordinator shall maintain a computer data record on each passenger it provides or arranges transportation services for within the coordinated system including, at a minimum, the following information: name, address, phone number (if available), funding source eligibility, any special requirements and trip history. The computer data records shall be backed up with paper records held for a period of five (5) years.</p>

FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED STANDARDS		
Adequate Seating 41-2.006 (4)(k)	Adequate seating for paratransit services shall be provided to each rider and escort, child, or personal care attendant, and no more passengers than the registered passenger seating capacity shall be scheduled or transported in a vehicle at any time. For transit services provided by transit vehicles, adequate seating or standing space will be provided to each rider and escort, child, or personal care attendant, and no more passengers than the registered passenger seating or standing capacity shall be scheduled or transported in a vehicle at any time.	Adequate seating will be provided for each passenger and no more passengers than the registered passenger seating capacity shall be scheduled or transported in a vehicle at any time.
Driver Identification 41-2.006 (4)(l)	Drivers for paratransit services, including coordination contractors, shall be required to announce and identify themselves by name and company in a manner that is conducive to communications with the specific passenger, upon pickup of each rider, group of riders, or representative, guardian, or associate of the rider, except in situations where the driver regularly transports the rider on a recurring basis. Each driver must have photo identification that is in view of the passenger. Name patches, inscriptions or badges that affix to driver clothing are acceptable. For transit services, the driver photo identification shall be in a conspicuous location in the vehicle.	All drivers shall have photo identification and shall announce and identify themselves by name and agency in a manner conducive to effective communication, except in situations where the driver regularly transports the rider on a recurring basis.

FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED STANDARDS		
Passenger Assistance 41-2.006 (4)(m)	<p>The paratransit driver shall provide the passenger with boarding assistance, if necessary or requested, to the seating portion of the vehicle. The boarding assistance shall include opening the vehicle door, fastening the seat belt or utilization of wheelchair securement devices, storage of mobility assistive devices, and closing the vehicle door. In the door-through-door paratransit service category, the driver shall be required to open and close doors to buildings, except in situations in which assistance in opening/closing building doors would not be safe for passengers remaining on the vehicle. Assisted access must be in a dignified manner. Drivers may not assist a wheelchair up or down more than one step, unless it can be performed safely as determined by the passenger, guardian, and driver.</p>	<p>All drivers shall provide passengers with boarding assistance, if necessary or requested, to the seating portion of the vehicle. That assistance shall include opening the vehicle door, fastening safety belts or wheelchair securement devices, storage of mobility assistive devices, and closing the vehicle door. If necessary and the safety of other passengers will not be endangered, drivers shall open building doors for passengers. Assisted access must be in a dignified manner. Drivers may assist passengers in wheelchairs up or down one step/curb.</p>
Smoking, Eating and Drinking 41-2.006 (4)(n)	<p>Smoking or any other form of tobacco use is prohibited in any vehicle. Requirements for drinking and eating on board the vehicle will be addressed in the local Service Plan.</p>	<p>Smoking or any other form of tobacco use is prohibited on all vehicles used within the coordinated system. Eating and drinking on vehicles are not permitted but exceptions are made for passengers who need to eat or drink during their trips for medical reasons.</p>

FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED STANDARDS		
Passenger No-Shows 41-2.006 (4)(o)	<p>The Community Transportation Coordinator and Local Coordinating Board shall jointly develop a policy on passenger no-shows. Assessing fines to passengers for no-shows is acceptable but such policy and process shall be identified in the local Service Plan.</p>	<p>The following trips are considered no-shows:</p> <ul style="list-style-type: none"> • When the driver arrives within the passenger's scheduled pickup window and the passenger is not prepared, available or refuses to travel. • The passenger did not cancel their trip twenty four hours in advance or before the vehicle was in route. <p>Passengers will be charged a \$10.00 fee for each verified no-show. Levy County Transit staff will call passengers to inform them of the no-show policy. Passengers charged with two no shows will be given a verbal warning of possible suspension from service. Passengers charged with three no-shows will be notified in writing that their service will be suspended for a 30-day period. Passengers will also be provided with a copy of the grievance procedures.</p> <p>Passengers who no-show their initial trip will have all trips scheduled that day cancelled. Passengers who no-show their return trip must call when they are ready to be picked up. A no-show return trip will be rescheduled as a "stand by" trip. All attempts will be made to pick up "stand by" return trips within three hours of receiving the return trip request.</p> <p>If a passenger can provide acceptable and verifiable evidence to Levy County Transit that their no-show trip was due to unforeseen and unavoidable circumstances, the trip will not be considered a no show.</p>

FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED STANDARDS		
Two-Way Communications 41-2.006 (4)(p)	<p>All vehicles ordered or put into service after adoption of this section of the rule, and providing service within the coordinated system, shall be equipped with two-way communications in good working order and be audible to the driver at all times to the base. All vehicles that are not equipped with two-way communications shall have two years to be in compliance after May 1, 1996.</p>	<p>All vehicles used to provide transportation services within the coordinated transportation system shall be equipped with working two-way communication devices that provide audible communications between the driver and base at all times.</p>
Air Conditioning/ Heating in Vehicles 41-2.006 (4)(q)	<p>All vehicles ordered or put into service after adoption of this section of the rule, and providing service within the coordinated system, shall have working air conditioners and heaters. Vehicles that do not have a working air conditioner or heater will be scheduled for repair or replacement as soon as possible. All vehicles that are not equipped with an air conditioner and/or heater shall have two years to be in compliance after May 1, 1996.</p>	<p>All vehicles used to provide transportation services within the coordinated transportation system shall have working air conditioners and heaters. If an air conditioner or heater fails, the vehicle will be scheduled for repair or replacement as soon as possible.</p>
First Aid 41-2.006 (4)(r)	<p>First Aid policy shall be determined locally and provided in the local Service Plan.</p>	<p>All Community Transportation Coordinator employees are required to qualify in First Aid within six months of employment and remain qualified in First Aid thereafter.</p>
CPR 41-2.006 (4)(s)	<p>Cardiopulmonary Resuscitation policy shall be determined locally and provided in the local Service Plan.</p>	<p>All Community Transportation Coordinator employees are required to qualify in CPR within six months of employment and remain qualified in CPR thereafter.</p>
Driver Criminal Background Screening 41-2.006(4)(t)	<p>Driver background screening shall be determined locally, dependent up on purchasing agencies' requirements and provided in the local Transportation Disadvantaged Service Plan.</p>	<p>All drivers in the coordinated system must have a criminal background check with local law enforcement and the Florida Department of Law Enforcement. All drivers must also have a driving records check.</p>

FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED STANDARDS		
Fixed Route Transit Utilization 41-2.006 (4)(u)	In areas where fixed route transportation is available, the Community Transportation Coordinator should jointly establish with the local Coordinating Board a percentage of total trips that will be placed on the fixed route system.	Not applicable.
Pick-Up Window Rule 41-2.006 (4)(v)	The Community Transportation Coordinator should establish and address the passenger pick-up windows in the local Transportation Disadvantaged Service Plan. This policy should also be communicated to contracted operators, drivers, purchasing agencies and passengers.	Passengers must be ready to be picked-up two (2) hours prior to their scheduled pick up time.
On-Time Performance 41-2.006 (4) (w)	The Community Transportation Coordinator and local Coordinating Board should jointly establish and address the percentage of trips that will be on-time in the local Transportation Disadvantaged Service Plan. This performance measure should be communicated to contracted operators, drivers, purchasing agencies and passengers. This measure should also be included as part of the Community Transportation Coordinator's evaluation of its contracted operators and the local Coordinating Board's evaluation of the Community Transportation Coordinator.	The Community Transportation Coordinator will have a 90 percent on-time performance rate for all completed trips. On-time performance will be measured by random sampling of trips.
Advance Reservation Requirement 41-2.006 (4) (x)	The Community Transportation Coordinator should establish and address in the local Transportation Disadvantaged Service Plan a minimum 24 hour advanced notification time to obtain services. This policy should be communicated to contracted operators, purchasing agencies and passengers.	Trip reservations must be made a minimum of three days in advance (not including weekends/holidays).

FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED STANDARDS		
Safety 41-2.006 (4) (y)	The Community Transportation Coordinator and the local Coordinating Board should jointly establish and address in the local service plan a performance measure to evaluate the safety of the coordinated system. This measure should be used in the Community Transportation Coordinator's evaluation of the contracted operators and the local Coordinating Board's evaluation of the Community Transportation Coordinator.	There shall be no more than 1 accident per 100,000 miles during the evaluation period (July 1, 2017-June 30, 2018).
Reliability 41-2.006 (4) (z)	The Community Transportation Coordinator and the local Coordinating Board should jointly establish and address in the local service plan a performance measure to evaluate the reliability of the vehicles utilized in the coordinated system. This measure should be used in the Community Transportation Coordinator's evaluation of the contracted operators and the local Coordinating Board's evaluation of the Community Transportation Coordinator.	There shall be no more than 5 roadcalls during the evaluation period. (July 1, 2017-June 30, 2018).
Call Hold Time 41-2.006 (4) (aa)	This performance measure can be used to address the accessibility of the service. The Community Transportation Coordinator and the local Coordinating Board should jointly determine if a standard for a call hold time is needed in the coordinated system and address this in the local service plan. If determined to be necessary, this standard should be included in the local Coordinating Board's evaluation of the Community Transportation Coordinator.	This standard is not applicable to this service area.

**FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED
STANDARDS**

Quality of Service 41-2.006 (4) (bb)	The Community Transportation Coordinator and the local Coordinating Board should jointly establish and address in the local service plan a performance measure to evaluate the quality of service provided within the coordinated system. The measure should be used in the Community Transportation Coordinator's evaluation of contracted operators and the local Coordinating Board's evaluation of the Community Transportation Coordinator.	Collect and publicly post passenger satisfaction survey ratings. There shall be no more than one complaint per 1,000 trips during the evaluation period (July 1, 2017 - June 30, 2018).
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FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED STANDARDS		
Safety Belt Usage	<p>Chapter 316.614 (4), Florida Statutes: It is unlawful for any person: (a) To operate a motor vehicle in this state unless each passenger and the operator of the vehicle under the age of 18 years are restrained by a safety belt or by a child restraint device pursuant to s. 316.613, if applicable; or (b) To operate a motor vehicle in this state unless the person is restrained by a safety belt. (5) It is unlawful for any person 18 years of age or older to be a passenger in the front seat of a motor vehicle unless such person is restrained by a safety belt when the vehicle is in motion. (6)(a) Neither a person who is certified by a physician as having a medical condition that causes the use of a safety belt to be inappropriate or dangerous nor an employee of a newspaper home delivery service while in the course of his or her employment delivering newspapers on home delivery routes is required to be restrained by a safety belt.</p>	<p>Local Policy: Passengers whose transportation is sponsored by Florida's Transportation Disadvantaged Program shall wear a safety belt while being transported unless they are certified by a physician as having a medical condition that causes the use of a safety belt to be inappropriate or dangerous.</p>

13. Local Grievance Procedure/Process

The Transportation Disadvantaged Program Grievance Procedures are shown in Appendix A.

14. Passenger Code of Conduct

Riders and drivers are required to follow these rules of conduct to ensure everyone's safety:

- Smoking or any form of tobacco is not permitted on vehicles.
- Eating and/or drinking is not permitted on vehicles unless medically necessary.
- Passengers and drivers under the influence of alcohol or illegal drugs will not be tolerated.
- Abusive, threatening, and/or obscene language or similar actions are not permitted.
- Passengers are responsible for exact cash fare or fare ticket change will be provided.
- Operating or tampering with equipment while on board vehicles is prohibited.
- Passengers may use personal listening devices with headphones only.
- Any behavior that is disruptive to the driver or other passengers will not be tolerated.
- Passengers are not permitted to ask drivers for special treatment or make extra stops during transport.
- Passengers are not permitted to exit the vehicle during transport until they have reached their scheduled destination.

15. Community Transportation Coordinator Monitoring Procedures of Subcontractors

Not applicable.

B. Cost/Revenue Allocation and Rate Structure Justification

See Appendix B.

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Chapter III: Quality Assurance

This section contains the steps the local Coordinating Board will take to monitor and evaluate the services provided by or coordinated through the Community Transportation Coordinator, based on the Florida Commission for the Transportation Disadvantaged standards and the locally established service standards.

A. Community Transportation Coordinator Evaluation Process

The Levy County Transportation Disadvantaged Coordinating Board monitors Levy County Transit's performance as the Community Transportation Coordinator for Levy County on an ongoing basis through various means including, among others, receiving a report from Levy County Transit at each of its meetings and using or consulting with individuals who use the services available through Levy County's coordinated transportation system. The Local Coordinating Board's annual evaluation of Levy County Transit will include, at a minimum:

- Completed cost, competition and availability modules from the Florida Commission for the Transportation Disadvantaged's *Evaluation Workbook for Community Transportation Coordinators and Providers in Florida (Revised January 2010)*.
- An assessment of compliance with the Service Standards.
- An assessment of progress made in implementing the strategies and achieving the associated goals and objectives.
- Findings and recommendations, including a recommendation regarding retention of Levy County Transit as the Community Transportation Coordinator for Levy County.

The Local Coordinating Board's annual evaluation of Levy County Transit may also include a survey and other components as agreed upon by Levy County Transit, Planning Agency staff, the Local Coordinating Board and its Evaluation Committee.

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Appendix A: Levy County Transportation Disadvantaged Coordinating Board Grievance Procedures

Transportation Disadvantaged Grievance Procedures

September 22, 2016

Levy County
Transportation Disadvantaged Coordinating Board



Transportation Disadvantaged Grievance Procedures

Approved by the
Levy County
Transportation Disadvantaged Coordinating Board

2009 NW 67th Place
Gainesville, FL 32653-1603
www.ncfrpc.org/mtpo
352.955.2000

John Meeks, Chair

with Assistance from



North Central Florida Regional Planning Council
2009 NW 67th Place
Gainesville, FL 32653-1603
www.ncfrpc.org
352.955.2200

September 22, 2016

Levy County Transportation Disadvantaged Coordinating Board
Grievance Procedures

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Chapter I: Levy County Transportation Disadvantaged Coordinating Board Grievance Procedures

A. Preamble

The following sets forth the procedures for the Levy County Transportation Disadvantaged Coordinating Board to address grievances from agencies, users, potential users, sub-contractors, and other interested parties concerning Florida's Coordinated Transportation System.

B. Agency Description

The Levy County Transportation Disadvantaged Coordinating Board, herein after referred to as the Board, is a public body appointed by the North Central Florida Regional Planning Council serving as the Designated Official Planning Agency as authorized by Section 427.015, Florida Statutes.

C. Definitions

Transportation disadvantaged means those persons who because of physical or mental disability, income status, or age are unable to transport themselves or to purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities, or children who are handicapped or high-risk or at-risk as defined in Section 411.202, Florida Statutes.

Agency means an official, officer, commission, authority, council, committee, department, division, bureau, board, section, or any other unit or entity of the state or of a city, town, municipality, county, or other local governing body or a private nonprofit transportation service-providing agency.

Community Transportation Coordinator means a transportation entity recommended by a metropolitan planning organization, or by the appropriate designated official planning agency as provided for in Section 427.011, Florida Statutes in an area outside the purview of a metropolitan planning organization, to ensure that coordinated transportation services are provided to the transportation disadvantaged population in a designated service area.

Coordinating Board means an advisory entity in each designated service area composed of representatives appointed by the metropolitan planning organization or designated official planning agency, to provide assistance to the community transportation coordinator relative to the coordination of transportation services.

Coordination means the arrangement for the provision of transportation services to the transportation disadvantaged in a manner that is cost-effective, efficient and reduces fragmentation and duplication of services.

Levy County Transportation Disadvantaged Coordinating Board
Grievance Procedures

Designated Official Planning Agency means the official body or agency designated by the Commission to fulfill the functions of transportation disadvantaged planning in areas not covered by a Metropolitan Planning Organization. The Metropolitan Planning Organization shall serve as the designated official planning agency in areas covered by such organizations.

Designated Service Area means a geographical area recommended by a designated official planning agency, subject to approval by the Florida Commission for the Transportation Disadvantaged, which defines the community where coordinated transportation services will be provided to the transportation disadvantaged.

Florida's Coordinated Transportation System means a transportation system responsible for coordination and service provisions for the transportation disadvantaged as outlined in Chapter 427, Florida Statutes.

Grievance means a written complaint to document any concerns regarding the operation or administration of services provided by Florida's Coordinated Transportation System by the Community Transportation Coordinator, subcontracted transportation operators, the Designated Official Planning Agency, or the Board. A grievance may also be a service complaint that has been left unresolved for more than 45 days.

Memorandum of Agreement is the state contract for transportation disadvantaged services purchased with federal, state or local government transportation disadvantaged funds. This agreement is between the Florida Commission for the Transportation Disadvantaged and the Community Transportation Coordinator and recognizes the Community Transportation Coordinator as being responsible for the arrangement of the provision of transportation disadvantaged services for a designated service area.

Service complaint means routine incidents that occur on a daily basis, are reported to the driver or dispatcher, or to other individuals involved with the daily operations, and are resolved within the course of a reasonable time period suitable to the complainant. All service complaints shall be recorded and a summary of complaints should be provided by the Community Transportation Coordinator on a quarterly basis, to the Board.

Transportation Disadvantaged Service Plan means an annually updated plan jointly developed by the Designated Official Planning Agency and the Community Transportation Coordinator which contains a development plan, service plan and quality assurance components. The plan shall be approved and used by the local Coordinating Board to evaluate the Community Transportation Coordinator.

D. Purpose

- (1) The Board shall appoint a Grievance Committee to serve as a mediator to process, and investigate complaints from agencies, users, potential users of the system and the Community Transportation Coordinator in the designated service area, and make recommendations to the Board for the improvement of service.
- (2) The Board shall establish procedures to provide regular opportunities for issues to be brought before the Grievance Committee and to address them in a timely manner. Members appointed to the Grievance Committee shall be voting members of the Board.

Levy County Transportation Disadvantaged Coordinating Board
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- (3) The Grievance Committee and the Board shall have the authority to hear and advise on grievances. When an entity makes a determination of the rights, duties, privileges, benefits, or legal relationships of a specified person or persons, it is exercising "adjudicative" or "determinative" powers. Deciding a grievance between two independent parties may fall within these parameters, depending on the nature of the grievance. Chapter 427, Florida Statutes grants no adjudicative powers to anyone.

E. Membership

- (1) The Chair, subject to approval by the Board, shall appoint three (3) voting members to a Grievance Committee. The membership of the Grievance Committee shall include broad geographic representation from members of the local Coordinating Board representing the counties in the service area.
- (2) Term limits on the Grievance Committee may coincide with term limits on the Board.

F. Officers

- (1) The Grievance Committee shall elect a Chair and Vice-Chair.

G. Meetings

- (1) The Grievance Committee may meet as often as necessary to fulfill their responsibilities. Meetings may be called, rescheduled, postponed or cancelled for any appropriate purpose by the Chair. The Grievance Committee may meet following Board meetings to hear complaints and grievances. All meetings will function under the "Government in the Sunshine Law." All meetings will provide opportunity for public comments on the agenda.
- (2) Notice of Meetings. Notices and tentative agendas shall be provided to the Florida Commission for the Transportation, Committee members and other interested parties at least two weeks prior to the meeting. Meeting notices shall include the date, time, location, general nature/subject of the meeting, a contact person and phone number to call for additional information and to request accessible formats.
- (3) Quorum. At all meetings of the Grievance Committee, the presence in person of a majority of the voting members shall be necessary and sufficient to constitute a quorum for the transaction of business. In the absence of a quorum, those present may, without notice other than by announcement at the meeting, recess the meeting from time to time, until a quorum shall be present. At any such recessed meeting, any business may be transacted which might have been transacted at the meeting as originally called.
- (4) Voting. A majority vote is required for actions by the Grievance Committee. As required by Section 286.012, Florida Statutes, all Grievance Committee members, including the Chair, must vote on all official actions taken by the Grievance Committee except when there appears to be a possible conflict of interest with a member or members of the Grievance Committee.

Levy County Transportation Disadvantaged Coordinating Board
Grievance Procedures

- (5) **Conflict of Interest.** In accordance with Chapter 112 (Part III), Florida Statutes, "No county, municipal, or other public office shall vote in an official capacity upon any measure which would inure to his or her special private gain or loss, or which the officer know would inure to the special private gain or loss of a principal by whom he or she is retained, of the parent organization or subsidiary of a corporate principal which he or she is retained, of a relative or of a business associate. The officer must publicly announce the nature of his or her interest before the vote and must file a memorandum of voting conflict on Ethics Commission Form 8B with the meeting's recording officer within 15 days after the vote occurs disclosing the nature of his or her interest in the matter."

In cases where a grievance involves the private or personal interests of a member of the Grievance Committee, such member shall be disqualified from hearing such grievance. If a Grievant claims a conflict between the Grievant and a Grievance Committee member, the Grievance Committee member identified as having a conflict shall recuse themselves from hearing the grievance. No member of the Grievance Committee shall appear before the Grievance Committee as an agent or attorney for any person.

- (6) **Proxy Voting.** Proxy voting is not permitted.
- (7) **Parliamentary Procedures.** The Grievance Committee will conduct business using parliamentary procedures according to Robert's Rules of Order, except when in conflict with these Grievance Procedures.

H. Administration

- (1) **Staff Support.** The North Central Florida Regional Planning Council shall provide the Grievance Committee with sufficient staff support and resources to enable the Grievance Committee to fulfill their responsibilities.
- (2) **Minutes.** The North Central Florida Regional Planning Council is responsible for maintaining an official set of minutes for each Grievance Committee meeting.

I. Duties

The Grievance Committee shall make recommendations to the Board, the Community Transportation Coordinator, and/or to the Florida Commission for the Transportation Disadvantaged for improvement of service.

J. Procedures

- (1) The grievance procedures shall be open to addressing concerns by any person or agency including but not limited to: purchasing agencies, users, potential users, private-for-profit operators, private-nonprofit operators, Community Transportation Coordinators, Designated Official Planning Agencies, elected officials, and drivers. The grievant, in their formal complaint, should demonstrate or establish their concerns as clearly as possible.

Levy County Transportation Disadvantaged Coordinating Board
Grievance Procedures

- (2) The Board must make a written copy of the grievance procedures available to anyone, upon request. All documents pertaining to the grievance process will be made available, upon request, in accessible format. The following procedures are established to provide regular opportunities for grievances to be brought before the Grievance Committee.
- (3) The Community Transportation Coordinator also has a process for addressing service complaints and grievances. Service complaints shall be submitted to the Community Transportation Coordinator for resolution prior to being brought to the Board's Grievance Committee.
- (4) Should an interested party wish to file a grievance with the Board, that grievance must be filed in writing within ninety (90) days after the occurrence of the event giving rise to the grievance. The grievance shall be sent to:

Levy County Transportation Disadvantaged Coordinating Board
Grievance Committee
2009 N.W. 67th Place
Gainesville, FL 32653-1603
- (5) If requested, the North Central Florida Regional Planning Council staff will provide assistance to individuals in preparing written grievances.
- (6) The grievance should try to demonstrate or establish a clear violation of a specific law, regulation, or contractual arrangement. Copies of pertinent laws and regulations may be obtained from North Central Florida Regional Planning Council staff.
- (7) The grievance shall include:
 - a. the name, address and telephone number of the Complainant;
 - b. a statement of the grounds for the grievance and be supplemented by supporting documentation, made in a clear and concise manner; and
 - c. an explanation by the Complainant of the improvements needed to address the complaint.
- (8) If the Board receives a grievance pertaining to the operation of services by the Community Transportation Coordinator, that grievance shall be forwarded to the Community Transportation Coordinator for a written response. The Community Transportation Coordinator's written response shall be provided to the Grievance Committee at least one week prior to the Grievance Committee meeting to hear such grievance.
- (9) If the Complainant does not want to be contacted by the Community Transportation Coordinator concerning the grievance before the grievance is heard, the Community Transportation Coordinator is prohibited from contacting the Complainant.
- (10) Within fifteen (15) working days following the date of receipt of the formal grievance, North Central Florida Regional Planning Council staff shall advise the Grievance Committee of the grievance to schedule a hearing on the grievance and inform the Complainant of the hearing date.
- (11) The Grievance Committee shall meet to hear the grievance within forty-five (45) calendar days from the date of receipt of the grievance.

Levy County Transportation Disadvantaged Coordinating Board
Grievance Procedures

- (12) North Central Florida Regional Planning Council staff shall send notice of the Grievance Committee's scheduled hearing in writing to the local newspaper of greatest circulation, the Complainant and other interested parties.
- (13) All involved parties have a right to present their views to the Grievance Committee, either orally or in writing. In addition, all parties may present evidence. The Community Transportation Coordinator shall provide transportation to and from Grievance Committee meetings at no charge to complainants who cannot transport themselves to the meetings.
- (14) Any party may request a follow-up meeting of the Grievance Committee if one is needed to ensure a fair and complete hearing of a grievance. If a follow-up meeting is requested, it shall be scheduled before the meeting is adjourned. Follow-up meetings will be noticed in the same manner as regular Grievance Committee meetings.
- (15) A written report and any recommendations of the Grievance Committee shall be provided to the Board. A copy of this report shall be provided to the concerned parties within ten (10) working days after the hearing on the grievance and no more than sixty (60) calendar days from the date of receipt of the formal grievance. The Grievance Committee's recommendation will stand unless the recommendation is changed by the Board.
- (16) A written report shall also be provided to the Community Transportation Coordinator's Governing Board.
- (17) Utilization of the Board's Grievance Procedures does not preclude individuals from utilizing other processes and forums to pursue their grievances as appropriate.

K. Appeals

- (1) Appeals of recommendations by the Grievance Committee to the Board shall be made within twenty (20) working days from the date when the Grievance Committee makes a recommendation regarding a grievance. The appeal shall be mailed to:

Levy County Transportation Disadvantaged Coordinating Board
2009 N.W. 67th Place
Gainesville, FL 32653-1603

- (2) The Complainant will be notified in writing of the date, time and place of the Board meeting where the appeal will be heard. This written notice will be mailed at least ten (10) calendar days in advance of the meeting.
- (3) The Board will meet to hear the appeal and render its recommendation within thirty (30) calendar days of the date the appeal was filed. A written copy of the recommendation will be mailed to all parties involved within ten (10) calendar days of the date of the recommendation.
- (4) Should a Complainant remain dissatisfied with the Board's decision, he or she may contact the Florida Commission for the Transportation Disadvantaged at the following address:

Florida Commission for the Transportation Disadvantaged
605 Suwannee Street, MS-49
Tallahassee, FL 32399-0450

Levy County Transportation Disadvantaged Coordinating Board
Grievance Procedures

- (5) The Florida Commission for the Transportation Disadvantaged also has an Ombudsman Program to assist individuals with complaints. The toll-free Ombudsman Hotline is 1-800-983-2435. Chapter 427, Florida Statutes does not expressly confer the power or authority for the Florida Commission for the Transportation Disadvantaged to "hear and determine" a grievance between two (2) third parties. The Florida Commission for the Transportation Disadvantaged may choose to listen to grievances and it can investigate them from a fact-finding perspective. It cannot be the "judge" or "arbiter" of the grievance in the sense of determining that one party's version of the facts is right and the other is wrong, and order the wrong party to somehow compensate the right party. On the other hand, the grievance may bring to light a problem within "the system."
- (6) If the grievance showed that one (1) of the parties with whom the Florida Commission for the Transportation Disadvantaged contracts was acting so aberrantly as to not be in compliance with its contract, the Florida Commission for the Transportation Disadvantaged could exercise whatever contractual rights it has to correct the problem.
- (7) The Florida Commission for the Transportation Disadvantaged may take part in the grievance process, if it wants to, for purposes of listening to the grieving parties and gathering the facts of the matter. It may not decide the grievance, where doing so would amount to an exercise of adjudicative powers.

L. Suspension Reconsideration

- (1) If a rider has been issued a notice of suspension of service by the Community Transportation Coordinator, they have ten (10) calendar days from the date of issuance of suspension notice to request a reconsideration hearing on the suspension. If a reconsideration hearing is requested, the hearing will be held by the Grievance Committee if the suspension involves transportation provided under Florida's Transportation Disadvantaged Program.
- (2) The written request must include the name, address and telephone number of the person who is requesting the hearing and a statement as to why his or her riding privileges should not be suspended. If the request is not received within ten (10) calendar days from the issue date of the suspension, then the suspension becomes effective ten (10) calendar days from the date of issue.
- (3) Upon receipt of letter requesting the reconsideration hearing, a hearing shall be held within ten (10) working days. The North Central Florida Regional Planning Council will advise the person requesting the reconsideration hearing by return correspondence of the date, time and location of the hearing.
- (4) The suspended rider will be given the opportunity to present the reasons why they believe the suspension should not take place. The Grievance Committee will make a recommendation whether or not to uphold the suspension. A written statement of the recommendation shall be forwarded to the person requesting the hearing within two (2) working days after the hearing by the Grievance Committee. A written statement of the decision whether or not to uphold the suspension shall be forwarded by certified mail within two (2) working days by the Community Transportation Coordinator to the suspended rider requesting the reconsideration.

Levy County Transportation Disadvantaged Coordinating Board
Grievance Procedures

M. Prohibition Against Retaliation

The Community Transportation Coordinator shall not take any punitive action against an individual who files a grievance. No individual shall be denied Transportation Disadvantaged Program services because such individual has filed a grievance related to Florida's Transportation Disadvantaged Program or has testified or is about to testify in any such proceeding or investigation related to Florida's Transportation Disadvantaged Program.

N. Alternative Recourse

Apart from these grievance processes, aggrieved parties with proper standing may also have recourse through Chapter 120, Florida Statutes, administrative hearings process or the judicial court system.

O. Certification

The undersigned hereby certifies that he/she is the Chair of the Levy County Transportation Disadvantaged Coordinating Board and that the foregoing is a full, true and correct copy of the Grievance Procedures of this Board as adopted by the Levy County Transportation Disadvantaged Coordinating Board the 22nd day of September 2016.

John Meeks, Chair
Levy County Transportation Disadvantaged Coordinating Board

t:\ynn\griev\procedures\levy\2016\levy grievance procedures.docx

Appendix B: Cost/Revenue Allocation and Rate Structure Justification



Transportation Disadvantaged Trust Fund Service Rates Form

Community Transportation Coordinator (CTC)	Levy County Transit
Service Rate Effective Date	7/1/2017

Grant Agreement Service Rates		
Type of Service Transportation Mode	Unit of Measure	Cost Per Unit
* Ambulatory	Passenger Mile	\$1.69
* Wheel Chair	Passenger Mile	\$2.89
* Stretcher	Passenger Mile	\$6.03
Bus Pass – Daily	Pass	Enter \$ Per Unit
Bus Pass – Weekly	Pass	Enter \$ Per Unit
Bus Pass – Monthly	Pass	Enter \$ Per Unit
Suwannee River Economic Council	Passenger Trip	\$17.57
Levy ARC/Medwaiver Program	Passenger Trip (individual)	\$33.04
Levy ARC/Medwaiver Program	Passenger Trip (group)	\$11.75
Levy ARC/Medwaiver Program	Passenger Trip (wheelchair/group)	\$26.59
Additional Service Transportation Mode	Enter Unit of Measure	Enter \$ Per Unit
Additional Service Transportation Mode	Enter Unit of Measure	Enter \$ Per Unit
Additional Service Transportation Mode	Enter Unit of Measure	Enter \$ Per Unit
Additional Service Transportation Mode	Enter Unit of Measure	Enter \$ Per Unit
Additional Service Transportation Mode	Enter Unit of Measure	Enter \$ Per Unit
Additional Service Transportation Mode	Enter Unit of Measure	Enter \$ Per Unit
Additional Service Transportation Mode	Enter Unit of Measure	Enter \$ Per Unit
Additional Service Transportation Mode	Enter Unit of Measure	Enter \$ Per Unit
Additional Service Transportation Mode	Enter Unit of Measure	Enter \$ Per Unit
Additional Service Transportation Mode	Enter Unit of Measure	Enter \$ Per Unit
Additional Service Transportation Mode	Enter Unit of Measure	Enter \$ Per Unit
Additional Service Transportation Mode	Enter Unit of Measure	Enter \$ Per Unit
Additional Service Transportation Mode	Enter Unit of Measure	Enter \$ Per Unit

*** Ambulatory, Wheel Chair and Stretcher** must all use the same Unit of Measure either **Trip or Passenger Mile**;
Cannot mix, all must be the same regardless of Transportation Mode.

Comprehensive Budget Worksheet

Version 1.4

CTC: Levy County BOCC/Levy County Transit
County: Levy County

1. Complete applicable GREEN cells in columns 2, 3, 4, and 7

	Prior Year's ACTUALS from Oct 1st of 2015 to Sept 30th of 2016	Current Year's APPROVED Budget, as amended from Oct 1st of 2016 to Sept 30th of 2017	Upcoming Year's PROPOSED Budget from Oct 1st of 2017 to Sept 30th of 2018	% Change from Prior Year to Current Year	Proposed % Change from Current Year to Upcoming Year	Confirm whether revenues are collected as a system subsidy VS a purchase of service at a unit price. Explain Changes in Column 6 That Are > ± 10% and Also > ± \$50,000
1	2	3	4	5	6	7

REVENUES (CTC/Operators ONLY / Do NOT include coordination contractors')

Local Non-Govt

Farebox	\$ 25,200	\$ 26,250	\$ 25,500	3.6%	-1.7%	
Medicaid Co-Pay Received						
Donations/ Contributions						
In-Kind, Contributed Services						
Other	\$ 63,507	\$ 65,250	\$ 65,600	-19.0%	-0.4%	
Bus Pass Program Revenue						

Local Government

District School Board						
Compl ADA Services						
County Cash						
County In-Kind, Contributed Services						
City Cash						
City In-Kind, Contributed Services						
Other Cash	\$ 242,451	\$ 212,000	\$ 184,000	-12.6%	-13.2%	
Other In-Kind, Contributed Services						
Bus Pass Program Revenue						

CTD

Non-Spons. Trip Program	\$ 359,114	\$ 419,938	\$ 376,272	16.1%	-9.8%	
Non-Spons. Capital Equipment						
Rural Capital Equipment	\$ 73,258	\$ 77,875	\$ 89,000	6.3%	2.7%	
Other TD (specify in explanation)						
Bus Pass Program Revenue						

USDOT & FDOT

49 USC 5307						5311 funds were generated as overall system operating expense OTHER DOT 5339
49 USC 5310						
49 USC 5311 (Operating)	\$ 103,123	\$ 243,948	\$ 250,000	135.6%	2.9%	
49 USC 5311 (Capital)						
Block Grant						
Service Development						
Commuter Assistance						
Other DOT (specify in explanation)	\$ 197,239	\$ 108,000	\$ 108,000	0.7%	0.0%	
Bus Pass Program Revenue						

AHCA

Medicaid						
Other AHCA (specify in explanation)						
Bus Pass Program Revenue						

DCF

Alcohol Drug & Mental Health						
Family Safety & Preservation						
Comm. Care On Aging & Adult Serv.						
Other DCF (specify in explanation)						
Bus Pass Program Revenue						

DOH

Children Medical Services						
County Public Health						
Other DOH (specify in explanation)						
Bus Pass Program Revenue						

DOE (state)

Carl Perkins						
Dir of Blind Services						
Vocational Rehabilitation						
Day Care Programs						
Other DOE (specify in explanation)						
Bus Pass Program Revenue						

AWI

WAGES/Workforce Board						
Other AWI (specify in explanation)						
Bus Pass Program Revenue						

DOEA

Older Americans Act	\$ 5,768	\$ 12,474	\$ 12,000	115.1%	-3.6%	
Community Care for Elderly						
Other DOEA (specify in explanation)						
Bus Pass Program Revenue						

DCA

Community Services						
Other DCA (specify in explanation)						

Comprehensive Budget Worksheet

Version 1.4

CTC: Levy County BOCC/Levy County Transit
County: Levy County

1. Complete applicable GREEN cells in columns 2, 3, 4, and 7

	Prior Year's ACTUALS from Oct 1st of 2015 to Sept 30th of 2016	Current Year's APPROVED Budget as amended from Oct 1st of 2016 to Sept 30th of 2017	Upcoming Year's PROPOSED Budget from Oct 1st of 2017 to Sept 30th of 2018	% Change from Prior Year to Current Year	Proposed % Change from Current Year to Upcoming Year	Confirm whether revenues are collected as a system subsidy VS a purchase of service at a unit price. Explain Changes in Column 6 That Are > ± 10% and Also > ± \$50,000
1	2	3	4	5	6	7

APD

Office of Disability Determination						
Developmental Services						
Other APD (specify in explanation)	\$ 82,185	\$ 79,800	\$ 71,000	-2.9%	-11.0%	
Bus Pass Program Revenue						

DJJ

(specify in explanation)						
Bus Pass Program Revenue						

Other Fed or State

	\$ 316	\$ 37,324	\$ -	-100.0%		
	\$ 317	\$ 39,641	\$ -	-100.0%		

XXX

Bus Pass Program Revenue						
--------------------------	--	--	--	--	--	--

Other Revenues

Interest Earnings	\$ 258			-100.0%		
XXXX						
XXXX						

Bus Pass Program Revenue						
--------------------------	--	--	--	--	--	--

Balancing Revenue to Prevent Deficit

Actual or Planned Use of Cash Reserve			\$ 37,817			
---------------------------------------	--	--	-----------	--	--	--

Balancing Revenue is Short By =

	None	None			
Total Revenues =	\$1,156,295	\$1,241,639	\$1,209,889	7.4%	-2.6%

EXPENDITURES (CTC Operators ONLY / Do NOT include Coordination Contractors!)

Operating Expenditures

Labor	\$ 473,605	\$ 423,600	\$ 420,000	-10.6%	-0.8%	
Fringe Benefits	\$ 241,640	\$ 204,196	\$ 200,000	9.2%	-1.6%	
Services	\$ 13,013	\$ 38,200	\$ 40,000	180.6%	4.7%	
Materials and Supplies	\$ 220,558	\$ 268,910	\$ 270,000	21.0%	0.4%	
Utilities	\$ 7,966	\$ 8,000	\$ 8,000	0.2%	0.0%	
Casualty and Liability			\$ -			
Taxes	\$ -					
Purchased Transportation:						
Purchased Bus Pass Expenses	\$ -					
School Bus Utilization Expenses	\$ -					
Contracted Transportation Services	\$ -					
Other	\$ -					
Miscellaneous	\$ 17,318	\$ 15,000	\$ 15,000	-13.4%	0.0%	
Operating Debt Service - Principal & Interest	\$ -					
Leases and Rentals	\$ -					
Contrib. to Capital Equip. Replacement Fund	\$ -					
In-Kind, Contributed Services	\$ -	\$ -	\$ -			
Allocated Indirect						
Capital Expenditures						
Equip. Purchases with Grant Funds	\$ 180,495	\$ 223,733	\$ 188,000	24.0%	-16.0%	
Equip. Purchases with Local Revenue	\$ 830	\$ -	\$ 8,889	-100.0%		
Equip. Purchases with Rate Generated Rev.	\$ -					
Capital Debt Service - Principal & Interest	\$ -					

Total Expenditures =	\$1,156,295	\$1,241,639	\$1,209,889	7.4%	-2.6%	
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See NOTE6 Below.

Budgeted Rate Base Worksheet

Version 1.4

CTC: Levy County BOCC/Levy County Transit

County: Levy County

- 1 Complete applicable GREEN cells in column 3; YELLOW and BLUE cells are automatically completed in column 3
2 Complete applicable GOLD cells in column and 5

Upcoming Year's BUDGETED Revenues	What amount of the Budgeted Farebox in col. 2 will be generated at the rate per unit determined by Ins. spreadsheet, OR used as local match for these type revenues?	What amount of the Subsidy Revenue in col. 4 will come from funds to purchase equipment, OR will be used as match for the purchase of equipment?
from Oct 1st of 2017 to Sept 30th of 2018	Budgeted Rate Subsidy Revenue EXCLUDED from the Rate Base	
1	2	3

REVENUES (CTC/Operators ONLY)

Local Non-Govt

Farebox	\$ 25,800
Medicaid Co Pay Received	\$ -
Donations/Contributions	\$ -
In Kind Contributed Services	\$ -
Other	\$ 65,000
Bus Pass Program Revenue	\$ -

Local Government

District School Board	\$ -
Comp ADA Services	\$ -
County Cash	\$ -
County In Kind Contributed Services	\$ -
City Cash	\$ -
City In Kind Contributed Services	\$ -
Other Cash	\$ 184,000
Other In Kind Contributed Services	\$ -
Bus Pass Program Revenue	\$ -

CTD

Non-Sports Trip Program	\$ 376,272
Non-Sports Capital Equipment	\$ -
Rural Capital Equipment	\$ 80,000
Other ID	\$ -
Bus Pass Program Revenue	\$ -

USDOT & FDOT

49 USC 5307	\$ -
49 USC 5310	\$ -
49 USC 5311 (Operating)	\$ 250,000
49 USC 5311 (Capital)	\$ -
Block Grant	\$ -
Service Development	\$ -
Commuter Assistance	\$ -
Other DOT	\$ 108,000
Bus Pass Program Revenue	\$ -

AHCA

Medicaid	\$ -
Other AHCA	\$ -
Bus Pass Program Revenue	\$ -

DCF

Alcohol Drug & Mental Health	\$ -
Family Safety & Preservation	\$ -
Crim Care Disabling & Adult Serv	\$ -
Other DCF	\$ -
Bus Pass Program Revenue	\$ -

DOH

Children Medical Services	\$ -
County Public Health	\$ -
Other DOH	\$ -
Bus Pass Program Revenue	\$ -

DOE (State)

Carl Perkins	\$ -
Day of Band Services	\$ -
Vocational Rehabilitation	\$ -
Day Care Programs	\$ -
Other DOE	\$ -
Bus Pass Program Revenue	\$ -

AWH

WAGES/Workforce Board	\$ -
AWH	\$ -
Bus Pass Program Revenue	\$ -

DOEA

Order Americans Act	\$ 12,000
Community Care for Elderly	\$ -
Other DOEA	\$ -
Bus Pass Program Revenue	\$ -

DCA

Community Services	\$ -
Other DCA	\$ -
Bus Pass Program Revenue	\$ -

\$ 25,800	\$ -	\$ 25,800
\$ -	\$ -	\$ -
\$ -	\$ -	\$ -
\$ 65,000	\$ -	\$ 24,897
\$ -	\$ -	\$ -

\$ -	\$ -	\$ -
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\$ -	\$ -	\$ -
\$ -	\$ -	\$ -
\$ -	\$ -	\$ -
\$ 184,000	\$ -	\$ 184,000
\$ -	\$ -	\$ -
\$ -	\$ -	\$ -

\$ 376,272	\$ -	\$ -
\$ -	\$ -	\$ -
\$ -	\$ 80,000	\$ 80,000
\$ -	\$ -	\$ -
\$ -	\$ -	\$ -

\$ -	\$ -	\$ -
\$ -	\$ -	\$ -
\$ -	\$ 250,000	\$ -
\$ -	\$ -	\$ -
\$ -	\$ -	\$ -
\$ -	\$ -	\$ -
\$ 108,000	\$ -	\$ -
\$ -	\$ -	\$ -

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\$ -	\$ -	\$ -

\$ 12,000	\$ -	\$ -
\$ -	\$ -	\$ -
\$ -	\$ -	\$ -
\$ -	\$ -	\$ -

\$ -	\$ -	\$ -
\$ -	\$ -	\$ -
\$ -	\$ -	\$ -

YELLOW cells
are NEVER Generated by Applying Authorized Rates

BLUE cells
Should be funds generated by rates in this spreadsheet

GREEN cells
MAY BE Revenue Generated by Applying
Authorized Rate per Mile/Trip Charges

Fill in that portion of budgeted revenue in Column 2 that will be **GENERATED** through the application of authorized per mile, per trip, or combination per trip plus per mile rates. Also, include the amount of funds that are earmarked as local match for Transportation Services and **NOT** Capital Equipment purchases.

If the Farebox Revenues are used as a source of Local Match Dollars, then identify the appropriate amount of Farebox Revenue that represents the portion of Local Match required on any state or federal grants. This does not mean that Farebox is the only source for Local Match.

Please review all Grant Applications and Agreements containing State and/or Federal funds for the proper Match Requirement levels and allowed sources.

GOLD cells

Fill in that portion of Budgeted Rate Subsidy Revenue in Column 4 that will come from Funds Earmarked by the Funding Source for Purchasing Capital Equipment. Also include the portion of Local Funds earmarked as Match related to the **Purchase of Capital Equipment** if a match amount is required by the Funding Source.

Budgeted Rate Base Worksheet

Version 1.4

CTC: Levy County BOCC/Levy County Transit
County: Levy County

- 1 Complete applicable **GREEN** cells in column 3; **YELLOW** and **BLUE** cells are automatically completed in column 3
2 Complete applicable **GOLD** cells in column and 5

	Upcoming Year's BUDGETED Revenues	from Oct 1st of 2017 to Sept 30th of 2018	What amount of the <u>Budgeted Revenue</u> in col. 2 will be generated at the rate per unit determined by this spreadsheet, OR used as local match for these type revenues?	Budgeted Rate <u>Subsidy Revenue</u> EXCLUDED from the Rate Base	What amount of the <u>Subsidy Revenue</u> in col. 4 will come from funds to purchase equipment, OR will be used as match for the purchase of equipment?
	1	2	3	4	5
APD					
Office of Disability Determination	\$ -		\$ -		
Developmental Services	\$ -		\$ -		
Other APD	\$ 71,000		\$ 71,000		
Bus Pass Program Revenue	\$ -		\$ -		
DJJ					
DJJ	\$ -		\$ -		
Bus Pass Program Revenue	\$ -		\$ -		
Other Fed or State					
	\$ 53,161		\$ 53,161		
	\$ 53,177		\$ 53,177		
	\$ -		\$ -		
Bus Pass Program Revenue	\$ -		\$ -		
Other Revenues					
Interest Earnings	\$ -		\$ -		
ADDA	\$ -		\$ -		
ADDA	\$ -		\$ -		
Bus Pass Program Revenue	\$ -		\$ -		
Balancing Revenue to Prevent Deficit					
Actual or Planned Use of Cash Reserve	\$ -	\$ 37,817	\$ -	\$ 37,817	
Total Revenues =		\$ 1,209,889	\$ 842,072	\$ 367,817	\$ 314,692

EXPENDITURES (CTC/Operators ONLY)

Operating Expenditures	
Labor	\$ 420,000
Fringe Benefits	\$ 260,000
Services	\$ 40,000
Materials and Supplies	\$ 270,000
Utilities	\$ 8,000
Casualty and Liability	\$ -
Taxes	\$ -
Purchased Transportation	
Purchased Bus Pass Expenses	\$ -
School Bus Utilization Expenses	\$ -
Contracted Transportation Services	\$ -
Other	\$ -
Miscellaneous	\$ 15,000
Operating Debt Service - Principal & Interest	\$ -
Leases and Rentals	\$ -
Contrib to Capital Equip. Replacement Fund	\$ -
In-Kind Contributed Services	\$ -
Allocated Interest	\$ -
Capital Expenditures	
Equip. Purchases with Grant Funds	\$ 165,000
Equip. Purchases with Local Revenue	\$ 8,889
Equip. Purchases with Rate Generated Rev.	\$ -
Capital Debt Service - Principal & Interest	\$ -
	\$ -
Total Expenditures =	\$ 1,209,889
minus EXCLUDED Subsidy Revenue =	\$ 367,817
Budgeted Total Expenditures INCLUDED in	
Rate Base =	\$ 842,072
Rate Base Adjustment¹ =	
Adjusted Expenditures Included in Rate	
Base =	\$ 842,072

\$ 53,120

Amount of
Budgeted
Operating Rate
Subsidy Revenue

¹ Rate Base Adjustment Cell

If necessary and justified, this cell is where you could optionally adjust proposed service rates up or down to adjust for program revenue (or unapproved profit), or losses from the Actual period shown at the bottom of the Comprehensive Budget Sheet. This is not the only acceptable location or method of reconciling for excess gains or losses. If allowed by the respective funding sources, excess gains may also be adjusted by providing system subsidy revenue or by the purchase of additional trips in a period following the Actual period. If such an adjustment has been made, provide notation in the respective explanation area of the Comprehensive Budget tab.

¹ The Difference between Expenses and Revenues for Fiscal Year

2015 - 2016

Worksheet for Program-wide Rates

CTC: Levy County BOCC Version 1.4
County: Levy County

1. Complete Total Projected Passenger Miles and ONE-WAY Passenger Trips (GREEN cells) below

- Do **NOT** include trips or miles related to Coordination Contractors!
- Do **NOT** include School Board trips or miles UNLESS.....
- INCLUDE** all ONE-WAY passenger trips and passenger miles related to services you purchased from your transportation operators!
- Do **NOT** include trips or miles for services provided to the general public/private pay UNLESS..
- Do **NOT** include escort activity as passenger trips or passenger miles unless charged the full rate for service!
- Do **NOT** include fixed route bus program trips or passenger miles!

PROGRAM-WIDE RATES	
Total Projected Passenger Miles =	475,950
Rate Per Passenger Mile = \$	1.77
Total Projected Passenger Trips =	24,432
Rate Per Passenger Trip = \$	34.47

Fiscal Year

2017 - 2018

Avg. Passenger Trip Length = 19.5 Miles

Rates If No Revenue Funds Were Identified As Subsidy Funds	
Rate Per Passenger Mile = \$	2.54
Rate Per Passenger Trip = \$	49.52

Once Completed, Proceed to the Worksheet entitled "Multiple Service Rates"

Vehicle Miles

The miles that a vehicle is scheduled to or actually travels from the time it pulls out from its garage to go into revenue service to the time it pulls in from revenue service.

Vehicle Revenue Miles (VRM)

The miles that vehicles are scheduled to or actually travel while in revenue service. Vehicle revenue miles exclude:

- Deadhead
- Operator training, and
- Vehicle maintenance testing, as well as
- School bus and charter services.

Passenger Miles (PM)

The cumulative sum of the distances ridden by each passenger.

Worksheet for Multiple Service Rates

CTC: Levy County BC Version 1.4
County: Levy County

1. Answer the questions by completing the GREEN cells starting in Section I for all services
2. Follow the DARK RED prompts directing you to skip or go to certain questions and sections based on previous answers

SECTION I: Services Provided

1. Will the CTC be providing any of these Services to transportation disadvantaged passengers in the upcoming budget year?

Ambulatory	Wheelchair	Stretcher	Group
<input type="radio"/> Yes	<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> Yes	<input type="radio"/> Yes
<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	<input checked="" type="radio"/> No
Go to Section II for Ambulatory Service	Go to Section II for Wheelchair Service	Go to Section II for Stretcher Service	STOP! Do NOT Complete Sections II - V for Group Service

SECTION II: Contracted Services

1. Will the CTC be contracting out any of these Services TOTALLY in the upcoming budget year?

Ambulatory	Wheelchair	Stretcher	Group
<input type="radio"/> Yes	<input type="radio"/> Yes	<input type="radio"/> Yes	<input type="radio"/> Yes
<input checked="" type="radio"/> No	<input checked="" type="radio"/> No	<input checked="" type="radio"/> No	<input checked="" type="radio"/> No
Skip #2, 3 & 4 and Go to Section III for Ambulatory Service	Skip #2, 3 & 4 and Go to Section III for Wheelchair Service	Skip #2, 3 & 4 and Go to Section III for Stretcher Service	Do NOT Complete Section II for Group Service

2. If you answered YES to #1 above, do you want to arrive at the billing rate by simply dividing the proposed contract amount by the projected Passenger Miles / passenger trips?

Ambulatory	Wheelchair	Stretcher	Group
<input type="radio"/> Yes	<input type="radio"/> Yes	<input type="radio"/> Yes	<input type="radio"/> Yes
<input checked="" type="radio"/> No	<input checked="" type="radio"/> No	<input checked="" type="radio"/> No	<input checked="" type="radio"/> No

3. If you answered YES to #1 & #2 above, how much is the proposed contract amount for the service?
How many of the total projected Passenger Miles relate to the contracted service?
How many of the total projected passenger trips relate to the contracted service?

Ambulatory	Wheelchair	Stretcher	Group
Leave Blank	Leave Blank	Leave Blank	Do NOT Complete Section II for Group Service

Effective Rate for Contracted Services:
per Passenger Mile *
per Passenger Trip *

Ambulatory	Wheelchair	Stretcher	Group
Go to Section III for Ambulatory Service	Go to Section III for Wheelchair Service	Go to Section III for Stretcher Service	Do NOT Complete Section II for Group Service

4. If you answered #3 & want a Combined Rate per Trip PLUS a per Mile add-on for 1 or more services, INPUT the Desired per Trip Rate (but must be less than per trip rate in #3 above)
Rate per Passenger Mile for Balance *

Combined Trip and Mile Rate			
Leave Blank and Go to Section III for Ambulatory Service	Leave Blank and Go to Section III for Wheelchair Service	Leave Blank and Go to Section III for Stretcher Service	Do NOT Complete Section II for Group Service

Worksheet for Multiple Service Rates

CTC: Levy County BD Version 1.4
County: Levy County

1. Answer the questions by completing the GREEN cells starting in Section I for all services
2. Follow the DARK RED prompts directing you to skip or go to certain questions and sections based on previous answers

SECTION III: Escort Service

1. Do you want to charge all escorts a fee?

☐ Yes
☒ No

Skip #2 - 4 and
Section IV and
Go to Section V

2. If you answered Yes to #1, do you want to charge the fee per passenger trip OR _____
per passenger mile?

☒ Per Trip
☐ Per Mile

Leave Blank

3. If you answered Yes to #1 and completed #2, for how many of the projected
Passenger Trips / Passenger Miles will a passenger be accompanied by an escort?

Leave Blank

4. How much will you charge each escort?

Leave Blank

SECTION IV: Group Service Loading

1. If the message "You Must Complete This Section" appears to the right, what is the projected total
number of Group Service Passenger Miles? (otherwise leave blank)

Do NOT
Complete
Section IV

And what is the projected total number of Group Vehicle Revenue Miles?

Loading Rate
0.00 to 1.00

SECTION V: Rate Calculations for Multiple Services:

1. Input Projected Passenger Miles and Passenger Trips for each Service in the GREEN cells and the Rates for each Service will be calculated automatically

* Miles and Trips you input must sum to the total for all Services entered on the "Program-wide Rates" Worksheet, MINUS miles

and trips for contracted services IF the rates were calculated in the Section II above

* Be sure to leave the service BLANK if you answered NO in Section I or YES to question #2 in Section II

		RATES FOR FY: 2017 - 2018			
		Ambul	Wheel Chair	Stretcher	Group
Projected Passenger Miles (excluding totally contracted services addressed in Section II) =		443,991	\$1,049	10	0
Rate per Passenger Mile =		\$1.69	\$2.69	\$6.03	\$0.00
		per passenger per group			
Projected Passenger Trips (excluding totally contracted services addressed in Section II) =		21,744	2,685	2	
Rate per Passenger Trip =		\$31.95	\$54.78	\$114.12	\$0.00
		per passenger per group			
2. If you answered #1 above and want a COMBINED Rate per Trip PLUS a per Mile add-on for 1 or more services,		Combination Trip and Mile Rate			
INPUT the Desired Rate per Trip (but must be less than per trip rate above) =					\$0.00
Rate per Passenger Mile for Balance =		\$1.69	\$2.69	\$6.03	\$0.00
		per passenger per group			

		Rates if No Revenue Funds Were Identified As Subsidy Funds			
		Ambul	Wheel Chair	Stretcher	Group
Rate per Passenger Mile =		\$2.43	\$4.16	\$6.66	\$0.00
					per passenger per group
Rate per Passenger Trip =		\$45.91	\$78.70	\$163.96	\$0.00
					per passenger per group
Program Total Miles: 443,991 Four Wheelchair Enclosed CARS					

Appendix C: Vehicle Inventory

FORM C-4: CURRENT VEHICLE AND TRANSPORTATION EQUIPMENT INVENTORY (A)

Name of Applicant: Levy County Board of County Commissioners Date of Inventory: November 14, 2016

Model Yr. (b)	Make/size/type (c)	FDOT control # or VIN (d)	Ramp or lift (specify)	Seats & W/C positions (i.e. 12+2)	Avg. miles/Yr.	Current Mileage	Vehicle Status (Active/Spare/Other)	Expected retirement date	Other equipment (e)	Funding source (f)
2016	Ford/E450/D	1FDPE4FSXGDC55331	Lift	12+2	55000	14255	Active	2021		5339
2016	Ford/E450/D	1FDPE4FS0FDA35291	Lift	14+2	55000	24367	Active	2021		RCAP
2015	Ford/E450/D	1FDWE3FL6FDA28090	Lift	10+2	55000	56313	Active	2020		RCAP
2015	Ford/E450/D	1FDXE4FS4EDB00758	Lift	14+2	55000	105826	Active	2020		5310
2014	Ford/E450/D	1FDPE4FS4EDB10055	Lift	12+2	55000	132129	Active	2019		5317
2014	Ford/E450/D	1FDPE4FS2EDA83583	Lift	12+3	55000	133941	Active	2019		RCAP
2014	Ford/E450/D	1FDPE4FS1DDA92970	Lift	12+4	55000	169430	Active	2018		5310
2013	CHEV/4500/D	1GB6G5BGXD1170903	Lift	12+2	55000	170870	Active	2018		RCAP
2011	CHEV/3500/D	1GBJG31K891104071	Lift	12+4	55000	241444	Active	2016		RCAP
2010	DODGE/GC/E	2D4RN4DEXAR498479	RAMP	4+1	7000	40847	Active	2020		5309
* 2010	Ford/E450/D	1FDXE4FL9ADA82423	Lift	12+2	55000	305576	Active	2015		5310
* 2009	CHEV/3500/D	1GBJG31K491102902	Lift	14+4	55000	305180	Active	2014		5316
2009	CHEV/3500/D	1GBJG31K091130969	Lift	8+2	55000	344178	Active	2014		5316
2008	CHEV/UPLAN/E	1GBDV13W88D211562	RAMP	5+1	33000	131892	Active	2012		FTA
2006	FORD/E250/F	1FBNE31LX6DB28964	N/A	STRETCHER	1200	14255	Active	2010		TD
2006	CHEV/5500/C	1GBE5V1216F417495	Lift	20+3	26500	265632	Active	2011		FTA
2007	CHEV/5500/C	1GBE4V12X7F404619	Lift	16+2	26000	226816	Active	2011		FTA
2010	CHEV/4500/C	1GBE4V1G99F413097	Lift	16+2	20000	176493	Active	2015		ARRA
2010	CHEV/4500/C	1GBE4V1G89F413057	N/A	24+0	20000	151750	Active	2015		ARRA
2010	CHEV/4500/C	1GBE4V1GX9F413111	Lift	16+2	20000	184503	Active	2015		ARRA
2016	FORD/TURT/C	1FDAF5GY8GEA53369	Lift	20+2	20000	2572	Active	2021		5339

Appendix D: Safety Compliance Self Certification



Bus Transit System Annual Safety and Security Certification
*Certifying Compliance with Rule 14-90, FAC to the
Florida Department of Transportation (FDOT)*

Certification Date (Current): 2016

Certification Year: (Previous): 2015

Name and Address of Bus Transit System: Levy BOCC/Levy County Transit

The Bus Transit System (Agency) named above hereby certifies the following:

1. *The Agency has adopted a System Safety Program Plan (SSPP) and a Security Program Plan (SPP) pursuant to the standards set forth in Rule Chapter 14-90, Florida Administrative Code.*
2. *The Agency is in compliance with its adopted SSPP and SPP.*
3. *The Agency has performed annual safety inspections on all operational vehicles in accordance with Rule Chapter 14-90, Florida Administrative Code.*
4. *The Agency has conducted reviews of SSPP and SPP and the plans are up to date.*

Blue Ink Signature: Connie Conley Date: January 11, 2016
(Individual Responsible for Assurance of Compliance)

Name: Connie Conley Title: Director

Name and address of entity(ies) which has (have) performed bus safety inspections and security assessments:

Name: Levy County Transit

Address: 970 E Hathaway Ave., Bronson, FL 32621

Name of Qualified Mechanic who Performed Annual Inspections: Bruce Haney

** Note: Please do not edit or otherwise change this form.*

North Central Florida Regional Planning Council

Transportation Disadvantaged Service Plan Team

Scott R. Koons, AICP, Executive Director

* Lynn Franson-Godfrey, AICP, Senior Planner

* Primary Responsibility



Use the QR Reader App
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Levy County Transportation Disadvantaged Coordinating Board

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April 13, 2017

TO: Levy County Transportation Disadvantaged Coordinating Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: Levy County Transit Operations Reports

RECOMMENDATION

No action required. This agenda item is for information only.

BACKGROUND

Attached are Levy County Transit's operations reports. If you have any questions regarding the attached information, please contact me.

Attachments

t:\lynn\td2017\levy\memos\statapr.docx

**QUARTERLY OPERATING REPORT
LEVY COUNTY TRANSIT
LEVY COUNTY
JANUARY - MARCH 2017**

OPERATING DATA	LEVY COUNTY TRANSIT
NUMBER OF INVOICED TRIPS	6,621
Florida Commission for the Transportation Disadvantaged	4,049
Florida Managed Medical Assistance Program	10
Florida Department of Elder Affairs	382
Other	2,180
TOTAL VEHICLE MILES	144,182
TOTAL REVENUE VEHICLE MILES	126,529
TOTAL VEHICLE HOURS	5,728
TOTAL DOLLARS INVOICED	\$184,234.26
Florida Commission for the Transportation Disadvantaged	\$131,782.00
Florida Managed Medical Assistance Program	\$529.75
Florida Department of Elder Affairs	\$6,711.74
Other	\$45,210.77
AVERAGE COST PER TRIP	\$27.83
Florida Commission for the Transportation Disadvantaged	\$32.55
Florida Managed Medical Assistance Program	\$52.98
Florida Department of Elder Affairs	\$17.57
Other	\$20.74
AVERAGE COST PER VEHICLE MILE	\$1.28
AVERAGE COST PER REVENUE VEHICLE MILE	\$1.46
AVERAGE COST PER VEHICLE HOUR	\$32.16
TRIP PURPOSE*	
Medical	2,354
Employment	351
Education/Training	3,059
Shopping	214
Meal Site	447
Recreation	97
Other	99
NUMBER OF TRIPS DENIED	0
NUMBER OF SINGLE PASSENGER TRIPS PROVIDED	6,621
PERCENT OF SINGLE PASSENGER TRIPS	100%
NUMBER OF ACCIDENTS	0
NUMBER OF VEHICLES	11
AVERAGE TRIPS PER VEHICLE	602
AVERAGE MILES PER TRIP	22
NUMBER OF ROADCALLS	3
MILES BETWEEN ROADCALLS	42,176

Source: Levy County Transit

LEVY COUNTY
SERVICE COMPLAINTS/COMMENDATIONS
JANUARY - MARCH 2017

TYPE OF COMPLAINT	TOTAL	Resolved
Vehicle Condition	0	-
Driver's Behavior	0	-
Client Behavior	0	-
Tardiness - Late pickup	0	-
Tardiness - Late dropoff	0	-
No Show by Operator	0	-
Dispatch/Scheduling	0	-
Service Denial	0	-
Other	0	-
TOTALS	0	0
COMMENDATIONS	0	-

Source: Levy County Transit

**LEVY COUNTY
UNMET TRANSPORTATION NEEDS
JANUARY - MARCH 2017**

REASON FOR TRIP DENIAL	NUMBER OF TRIP DENIALS
Lack of Funding	0
Trip Purpose	0
Out of Service Area Trip	3
Insufficient Advance Notice	2
After Hours Trip Request	2
Weekend Trip Request	1
Other	0
TOTALS	8

Source: Levy County Transit



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April 13, 2017

TO: Levy County Transportation Disadvantaged Coordinating Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: 2017 Florida Legislative Session

RECOMMENDATION

No action required. For information only.

BACKGROUND

Attached is information regarding the 2017 Florida legislative session and Florida's Transportation Disadvantaged Program. If you have any questions concerning the attached information, please contact me at extension 110.

Attachment

t:\lynn\td2017\levy\memos\legsession.docx

Dedicated to improving the quality of life of the Region's citizens,
by coordinating growth management, protecting regional resources,
promoting economic development and providing technical services to local governments.

The budget process in Tallahassee is underway.

The Governor's recommendations for the TD Program includes an additional \$1,572,964 in new revenues to increase funding for the Trip and Equipment Grant Program, \$1,750,000 of unreserved funds from the TD Trust Fund to fund the second year of the Mobility Enhancement Program, and \$930,909 to build and maintain a new AOR system. The Governor recommendations for additional TD funding totals \$4.25M.

The Chairs of the Senate's Appropriations Subcommittee on Transportation, Tourism and Economic Development and the House's Transportation and Tourism Appropriations Subcommittee released their budget recommendations for Fiscal Year 2017-18. The Senate picked up the \$4.25M of additional funding in the Governor recommended budget for the TD Program. The House picked up \$0, which means no additional funding for the Trip and Equipment Grant Program and no funding for the second year of the Mobility Enhancement Grant Program.

At some point in the process the Senate and House will agree on a budget for TD. The Senate agrees with the Governor's budget. It would be nice if the House also agreed with the Governor's and Senate's budgets.

The attachment contains:

- the total amount of TD funding, minus match, for the current year for each county;
- the total amount of TD funding, minus match, each county would receive next year under the House's budget; and
- the difference between funding for this year and funding for next year.

If you have concerns about your level of Trip and Equipment Grant funding for next fiscal year and / or worries about eliminating the second year of the Mobility Enhancement Grant Program, you may want to consider contacting your representative to let him/her know your concerns. It is important for your representatives to understand the impact this funding may have on the level of services you provide in your service area. The Members of the House Transportation and Tourism Appropriations Subcommittee are:

Ingram, Clay [R], Chair
Drake, Brad [R], Vice Chair
Jenne, Evan [D], Democratic Ranking Member
Beshears, Halsey [R]
Cortes, Robert "Bob" [R]
Fant, Jay [R]
Geller, Joseph [D]
Grant, Michael [R]
Jacquet, Al [D]
Killebrew, Sam H. [R]
La Rosa, Mike [R]
McGhee, Kionne L. [D]
Santiago, David [R]
Trumbull, Jay [R]
Watson, Barbara [D]

Steve Holmes
Executive Director
Florida Commission for the Transportation Disadvantaged

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ATTENDANCE RECORD

LEVY COUNTY TRANSPORTATION DISADVANTAGED COORDINATING BOARD

MEMBER/ORGANIZATION	NAME	4/21/2016	9/22/2016	11/17/2016	1/19/2017
Chair	Commissioner John Meeks	P	P	A	P
Alternate Member	Commissioner Matt Brooks				
Florida Department of Transportation	Sandra Collins	A	A	A	P
Alternate Member	Doreen Joyner-Howard	A	A	A	A
Florida Department of Children and Families	Vickie Menasco	P	P	P	P
Alternate Member	Amy Burton	A	A	A	A
Florida Department of Education	Jeff Aboumrad	A	P	A	P
Alternate Member	Vacant				
Florida Department of Elder Affairs	Matthew Pearson	A	P	P	A
Alternate Member	Vacant				
Florida Agency for Health Care Administration	Deweece Ogden		A	A	A
Alternate Member	Pamela Hagley	A	A	A	A
Regional Workforce Board	Dale French	P	P	P	P
Alternate Member	Kathleen Woodring	A	A	A	A
Florida Association for Community Action	Vacant				
Alternate Member	Vacant				
Public Education	Bruce Greenlee	P	P	P	A
Alternate Member	Joseph Wain	A	A	A	A
Veterans	Robert E. Lowyns	P	P	P	P
Alternate Member	Julie E. Rose	A	A	A	A
Citizen Advocate	Renate M. Cannon	P	P	P	P
Alternate Member	Vacant				
Citizen Advocate-User	Tammy Jean Ippolito	P	A	A	P
Alternate Member	Vacant				
Persons with Disabilities	Vacant				
Alternate Member	Vacant				
Elderly	Vacant				
Alternate Member	Vacant				
Local Medical Community	Vacant				
Alternate Member	Vacant				
Children at Risk	Sandra Woodard		P	P	P
Alternate Member	Brooke Ward	A	A	A	A
Private Transit	Vacant				
Alternate Member	Vacant				

LEGEND KEY: P-Present A-Absent

ATTENDANCE POLICY: According to Section G (10) of the Bylaws: "The North Central Florida Regional Planning Council shall review and consider rescinding the appointment of any voting member of the Board who fails to attend three consecutive meetings."

Are You Interested in Public Transportation Services in Levy County?



Volunteer positions are available to serve as members of the
**Levy County
Transportation Disadvantaged Coordinating Board**

**Applicants must be residents of
Levy County.**



For more information please contact:
Ms. Lynn Godfrey, Senior Planner
North Central Florida Regional Planning Council
352.955.2200, extension 110
godfrey@ncfrpc.org
<http://www.ncfrpc.org/>

